
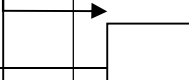
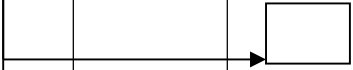
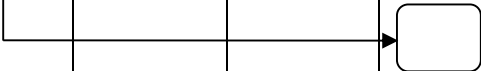
	UNIVERSITAS ISLAM NEGERI MAULANA MALIK IBRAHIM MALANG	SOP Number	FS.UIN-QA/SOP.01.02
		Date of Creation	
		Date Revised	December 01, 2017
		Effective Date	January 01, 2018
		Approved by	Dean of the Faculty of Sharia
SOP OF THE COURSE PROGRAMMING		Dr. H. Saifullah, M.Hum	

Legal basis:
<ul style="list-style-type: none"> • Law No. 20/2003 on the National Education System • Government Regulation No. 17 Year 2010 jo No. 66 Year 2010 on Higher Education • Minister of State Apparatus Empowerment and Bureaucratic Reform of the Republic of Indonesia Minister of State Apparatus Empowerment and Bureaucratic Reform No. 15 of 2014 concerning Guidelines for Service Standards By the Grace of God Almighty • Ministerial Regulation Number 35 of 2012 • Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 15 of 2017 concerning the Statute of Maulana Malik Ibrahim State Islamic University Malang
Linkage to SOPs:
<ul style="list-style-type: none"> • SOP of Academic Advising/ Advisory
Notice:
<ul style="list-style-type: none"> • Students are required to meet their academic advisor in person. • If represented by someone else, confirmation must be obtained from the academic advisor by providing proof of the reason for not being able to attend in person. • The department provides an academic counseling book to the students.

Executor Qualifications:
<ul style="list-style-type: none"> • Academic Advisor • Student • Department Staff • Head of Academic Subdivision Affairs
Tools/equipment:
<ul style="list-style-type: none"> • Academic Guidance Book • Academic Transcript • Academic Counseling Sheet • Stationary
Recording and Registration
Active student data

No.	Activities	Executor					Standard Quality		Note
		Student	Academic Supervisor	Head of Academic Affairs	Department Staff	Requirements	Time	Output	
1	Students collect the Academic Monitoring Book from the department by presenting and submitting their Student ID/Driver's License/ID Card.					Student ID/Driver's License/ID Card	3 minutes		
2	Students meet with their academic advisor, bringing the Academic Monitoring Book, to carry out academic programming.					Academic Transcript Academic Counseling Sheet Academic Monitoring Book	5 Minutes	Signed Academic Monitoring Book and Academic Counseling Sheet by the Academic Advisor	
3	Students request the signature of the Academic Subdivision Head for the validation of course programming.					Completed Academic Counselling Form	3 Minutes	Signed Academic Counseling Sheet	
4	Students return the Academic Monitoring Book to the department and collect their Student ID.						3 Minutes		