

	<b>UNIVERSITAS ISLAM NEGERI MAULANA MALIK IBRAHIM MALANG</b>	SOP Number	FS.UIN-QA/SOP.01.16
		Date of Creation	
		Date Revised	December 01, 2017
		Effective Date	January 01, 2018
		Approved by	Dean of the Faculty of Sharia
<b>SOP OF THE DIPLOMA COLLECTION</b>		Dr. H. Saifullah, M.Hum	

<b>Legal basis:</b> <ul style="list-style-type: none"> <li>• Law No. 20/2003 on the National Education System</li> <li>• Government Regulation No. 17 Year 2010 jo No. 66 Year 2010 on Higher Education</li> <li>• 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</li> <li>• 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</li> </ul>
<b>Linkage:</b> <ul style="list-style-type: none"> <li>• SOP of Judicium</li> </ul>
<b>Notice:</b>

<b>Executor Qualifications:</b> <ul style="list-style-type: none"> <li>• Thesis Student</li> <li>• Study Program Staff</li> <li>• University graduation committee</li> </ul>
<b>Tools/equipment:</b> <ul style="list-style-type: none"> <li>• Computer Set</li> <li>• Stationary</li> <li>• Thesis-Based Journal Format</li> </ul>
<b>Recording and Registration</b>

No.	Activities	Executor			Requirements	Time	Standard Quality Output	Note
		Student	BAK University	Study program staff				
1	<p>Collection of Diploma and Academic Transcript</p> <p>Students can collect their diploma and academic transcript from the department staff under the following conditions:</p> <ol style="list-style-type: none"> <li>Submitting the original Student ID card;</li> <li>Submitting a printout of the online graduation confirmation; and</li> <li>Submitting the original proof of clearance.</li> </ol> <p>The diploma must be collected in person; if not, a power of attorney stamped with a 6,000 IDR tax stamp must be provided, along with a copy of the ID card/driver's license/passport from both the principal and the representative.</p>	<pre> graph TD     Student[Student] --&gt; Staff{Study program staff}     Staff --&gt; BAK[BAK University] </pre>			Applicable conditions	3 minutes	Diplomas	
2	<p>If the diploma is not collected within the specified time, the diploma collection must be done at the University Academic Administration Bureau (BAK).</p>		<pre> graph TD     BAK[BAK University] </pre>		Applicable conditions	5 minutes/student	Diploma	