




	<b>UNIVERSITAS ISLAM NEGERI MAULANA MALIK IBRAHIM MALANG</b>	SOP Number	FS.UIN-QA/SOP.01.15
		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 GRADUATION</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 Thesis Examination</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>
<b>Journal Advisory Decree</b>

No.	Activities	Executor					Standard Quality	Note
		Student	Graduation committee	Academic Information System (SIKAD)	Study program staff	Requirements	Time	Output
1	Students have completed the final exam (thesis, master's thesis, and dissertation); Students have made revisions (thesis, master's thesis, and dissertation); Students have registered for graduation online through SIKAD.						3 minutes	
2	The Faculty's Graduation Decree is issued with the following conditions: a. All course grades taken have been finalized, including the final exam grades; thesis, master's thesis, and dissertation (Academic Administration Bureau does not accept revisions); b. Submission of forms A-1 and A-2 accompanied by 12 copies of a 3x4 cm photograph; c. Submission of a photocopy of the previous diploma. The graduation documents submitted to Academic Administration Bureau (BAK) (Graduation Decree, photocopy of previous diploma, grades, forms A-1 and A-2) must be complete; otherwise, they will be rejected.					Graduation requirement documents	5 minutes/student	
3	Graduation is carried out based on a quota system (800 participants);  If the quota is filled, SIKAD will automatically close, and the registrants will be included in the next quota, with the graduation to be held within the next 45 (forty-five) days;  Graduation is not held on a specific date						situational	