

	UNIVERSITAS ISLAM NEGERI MAULANA MALIK IBRAHIM MALANG	SOP Number	FS.UIN-QA/SOP.01.17
		Date of Creation	
		Date Revised	December 01, 2017
		Effective Date	January 01, 2018
		Approved by	Dean of the Faculty of Sharia
SOP OF THE RULES FOR ENFORCING DISCIPLINE AND ETHICAL DRESS FOR STUDENTS		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 • 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: <ul style="list-style-type: none"> • Dean • Vice Dean for Student Affairs and Cooperation • Head of Study Program • Staff of Academic, Student, and Alumni subdivision Faculty of Sharia • Student <p>Linkage to other SOPs</p> <ul style="list-style-type: none"> •
Notice: <ul style="list-style-type: none"> • The dress code and discipline is according to the Student Code of Ethics and the Director General of Islamic Education Regulations on Discipline Enforcement. • The disciplinary sanctions consist of 3 (three) levels: light, moderate, and severe.

Executor Qualifications: <ul style="list-style-type: none"> • Staff of the Academic Subdivision of Student Affairs and Alumni of the Faculty of Sharia • Having expertise in IT and SIAKAD Applications
Tools/equipment: <ul style="list-style-type: none"> • Computer Set • Stationary • Stamp
Recording and Registration
Statement letter

No.	Activities	Executor						Standard Quality			Note
		Student	Study Program Executor Staff	Staff of Faculty Academic Subdivision	Head/Secretary of Study Program	Head of Faculty Academic Subdivision	Head of Administrative Affairs for the Faculty of Sharia	Dean/Vice Dean for Student Affairs	Requirements	Time	
1	Socialization of Discipline Rules and Dress Code for Students							Student Code of Conduct		Socialized Student Code of Conduct	Conditional Time
2	Issuance of 1 st Written Warning (When there is a violation)							1 st Written Warning		1 st Written Warning is accepted by students	Adjustment Time
3	Following up on 1 st Written Warning									1 st Written Warning is followed up	Adjustment Time
4	Issuance of 2 nd Written Warning (if the 1 st written warning is ignored by the student)							2 nd Written Warning		2 nd Written Warning is received by students	Adjustment Time
5	Following up on 2 nd Written Warning							Student Statement Draft Tax stamp		A tax stamped statement letter signed	Adjustment Time
6	Termination of academic administration services (if the 2 nd written warning is ignored by the student)							Draft of Termination of Academic Services Letter		Academic service termination letter received by students	Adjustment Time