

STANDARD OPERATING PROCEDURES

SCHOLARSHIP SERVICES UNIVERSITAS NEGERI SURABAYA

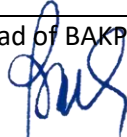


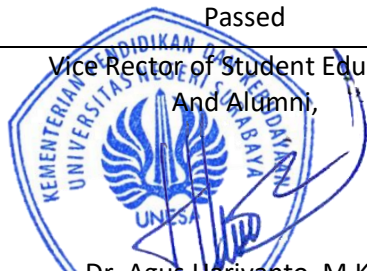



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UNIVERSITAS NEGERI SURABAYA
STANDARD OPERATING PROCEDURES (SOP)
SCHOLARSHIP SERVICES

1.0. DESTINATION

This procedure is used as a reference for scholarship management to ensure openness, accountability, smoothness and order in the management of scholarships within the Universitas Negeri Surabaya.

2.0. SCOPE

- 2.1 Procedure This scholarship management applies to students, faculty and university officials who handle student affairs, starting from announcements, socialization, submissions by students, selection, and scholarship acceptance;
- 2.2 This procedure is implemented with involving the faculty, study programs, scholarship verification team, and Unesa's public relations unit;
- 2.3 Diploma (D3) and Undergraduate (S1) student scholarships include:
 - Academic Achievement Improvement Scholarship (PPA);
 - Interest, Talent, Reasoning, and Creativity Achievement Scholarship;
 - Bank Indonesia (BI) Scholarships;
 - Baznas Scholar Scholarship;
 - Scholarship for outstanding athletes (for new FIO students only).

3.0. REFERENCE

- 3.1. Government Regulation Number 4 of 2014 concerning Implementation of Higher Education and Higher Education Management;
- 3.2 Government Regulation Number 50 of 2014 concerning Education Quality Assurance High;
- 3.3 Government Regulation Number 26 of 2015 concerning Higher Education.
- 3.4 Permenristekdikti Number 6 of 2019 concerning Tuition Fee Assistance for Poor Achieving Students

4.0. DEFINITION

- 4.1 Scholarships are financial assistance for students to support learning activities for students during the lecture process.
- 4.2 Students are people who are registered and officially recognized as students in one of the study programs at Surabaya State University.
- 4.3 Scholarship applicants are Unesa students who apply for scholarships by meeting the scholarship requirements;
- 4.4 Faculty and university officials are officials or sections in charge of student affairs and alumni of the Universitas Negeri Surabaya.
- 4.5 Scholarship selection is an assessment and ranking of scholarship applicants according to the terms and conditions of the intended scholarship.
- 4.6 The official website of Unesa is the official website of the Universitas Negeri Surabaya which functions as a medium of communication for scholarship offers and scholarship acceptance, namely www.unesa.ac.id.

5.0. SCHOLARSHIP TERMS

- 5.1 Academic Achievement Improvement Scholarship (PPA)
 - 1. Students are active in Diploma and Bachelor level education;
 - 2. Registered in the Higher Education Database (PD-Dikti);
 - 3. S1 / D4 at the lowest level in semester 2 and the highest in semester 8;
 - 4. D3 level is lowest in semester 2 and highest in semester 4;
 - 5. The lowest grade point average (GPA) is 3.00.

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5.2 Scholarship for Increasing Achievement of Interest, Talent, Reasoning, and Creativity

1. Active students studying at Diploma and Bachelor level;
2. Registered in the Higher Education Database (PD-DIKTI) and had an active academic status at the time of scholarship proposal;
3. Students who won first, second and third prize in national and international student interest, talent, reasoning and creativity competitions;
4. Students who are currently not receiving other scholarships from the APBN / APBD.

5.3 Bank Indonesia (BI) Scholarships

1. Active students studying at Diploma and Bachelor level;
2. GPA \geq 3.00;
3. have taken 40 semester credit units (SKS) or 3 (three) semesters;
4. 23 years old or not yet 24 years old at the time of stipulation;
5. A statement with a stamp duty of Rp. 6,000, which states 1) is not currently receiving a scholarship and / or is in the status of an official bond from other institutions / agencies, and 2) is willing to play an active role, manage and develop the BI scholarship recipient community (Generation Baru Indonesia / GenBI) as well as participate in activities organized by Bank Indonesia;
6. Certificate of incapacity from RT / RW or official salary slip of parents (Mr and Mrs if both work);
7. Create a motivation letter in Indonesian;
8. Make a personal resume in Indonesian;
9. Letter of recommendation from 1 academic figure.

5.4 Baznas Scholar Scholarship (BCB)

1. Active PTN / S students have at least B accreditation in partnership with the Baznas Scholarship Institution;
2. 4th semester students when registering;
3. Attach parent's salary slip / income certificate;
4. Minimum GPA of 3.00 on a scale of 4.00;
5. Attach a Disability Certificate signed by the local mosque management;
6. Get recommendations from community leaders;
7. Follow the entire selection series;
8. Willing to take part in the entire series of scholarship coaching until the scholarship program is completed;

5.5 Scholarship for Outstanding Athletes

1. Prospective recipients of the Athlete Achievement Scholarship are new students who have had at least national level sports achievements while attending high school / equivalent;
2. Candidates for Achievement Athlete Scholarships must be registered in the Bidikmisi system by entering a valid NPSN and NISN;
3. Has achieved a gold medal (1st place) in individual sports in championships including O2SN, PON, Popnas, ASG, or National Championship;
4. Accepted at the Faculty of Sports Science, Unesa;
5. The recipient is not currently receiving tuition assistance or other scholarships from the APBN / APBD or other sports achievement scholarships.

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6.0. PROCEDURE DETAILS

- 6.1 The Vice Chancellor for Student and Alumni Affairs will formally announce by letter to all faculties and public relations units of the Universitas Negeri Surabaya regarding the scholarship registration which includes the types of scholarships, conditions, quotas, mechanisms, and application deadlines;
- 6.2 Students apply for scholarships through their respective study programs / majors by submitting the required documents;
- 6.3 The study program / department staff recapitulates scholarship applicant data according to the proposal format along with the requirements, then submits it to the faculty;
- 6.4 The Head of Sub Division of Academic and Student Affairs checks the completeness of the scholarship registration documents and submits them to the Deputy Dean for Student and Alumni Affairs;
- 6.5 The Vice Dean for Student Affairs and Faculty Alumni conducts a joint selection with the faculty selection team / ormawa supervisors and determines which student proposers are eligible for scholarships;
- 6.6 Deputy Dean for Student and Alumni Affairs of the Faculty submits a letter of proposal and documents that are eligible to receive a scholarship to the Vice Chancellor Student and Alumni Affairs;
- 6.7 The Head of Student Affairs and the Head of Subdivision of Student Welfare and the verification team verify the scholarship recipients;
- 6.8 The Head of Student Affairs reports the results of the verification of prospective scholarship recipients to the Vice Chancellor for Student and Alumni Affairs to be determined and announced;
- 6.9 The Vice Chancellor for Student and Alumni Affairs announces the scholarship recipients to the Faculty's Deputy Dean for Student and Alumni Affairs and announces them through the official website of Unesa;
- 6.10 The Vice Rector for Student and Alumni Affairs proposes to determine the scholarship recipients to the Rector;
- 6.11 The Chancellor determines the scholarship recipients through a Rector's Decree;
- 6.12 Deputy Rector for Student and Alumni Affairs proposed to disburse the scholarship;
- 6.13 Students receive scholarship funds.

7.0. PROCEDURE

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