

STANDARD OPERATING PROCEDURES

ALUMNI ACTIVITIES UNIVERSITAS NEGERI SURABAYA

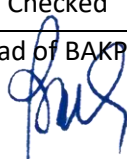


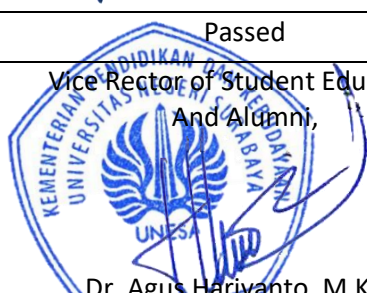



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UNIVERSITAS NEGERI SURABAYA
STANDARD OPERATING PROCEDURES (SOP)
ALUMNI ACTIVITIES

1.0. Goal

This procedure is a guideline in the implementation of activities by Unesa Career Centre (UCC) Universitas Negeri Surabaya for alumni in order to improve competency..

2.0. Scope

The scope of this procedure starts from the importance of building continuity of the relationship between the campus and alumni and to continuously improve the competency of graduates of Universitas Negeri Surabaya..

3.0. Reference

- 3.1. Permenristekdikti No. 62/2016 Tahun 2016 on Higher Education Quality Assurance System
- 3.2. Permenristekdikti Number 44 Year 2015 challenge national higher education standards
- 3.3. Presidential Regulation No. 08 of 2012 on National Qualification Framework (KKNI)
- 3.4. Anal Rice Education Regulation No. 19 of 2005 on Standar Nasional Pendidikan.
- 3.5. 2019-2024 Plan of UNIVERSITAS NEGERI SURABAYA.
- 3.6. Statute of Universitas Negeri Surabaya..

4.0. Definition

4.1 Alumni

Alumni are a person who has completed their studies and is declared to have graduated at a certain level of education in accordance with the applicable provisions

4.2. Alumni Management Standards

Standard Pengelolaan Alumni is a minimum criterion on how to manage alumni of Universitas Negeri Surabaya..

4.3. Higher Education Standards

Higher education standards are set by universities that exceed the National Higher Education Standard

4.4. University

The University is a college consisting of a number of faculties and courses that organize academic and or professional education in certain disciplines

5.0. Conditions

- 5.1. Activities are voluntary and unforced.
- 5.2. Kegiatan can be utilized by alumni of Universitas Negeri Surabaya.
- 5.3. A series of gitans are published in campus media or in other media that can be reached by alumni

6.0. Activity Principles

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- 5.5.1. **Kinship**, kegiatan done between kampus and alumni is built on the basis of a common sense to strengthen the relationship between fellow graduates as well as with alma mater, so that it will build harmonious relationships based on the principle of one alma mater of Universitas Negeri Surabaya..
- 5.5.2. **Partnership**, the awakening of cooperation relationships that need each other and contribute to each other that can increase an ability or power for UNIVERSITAS NEGERI SURABAYA and alumni based on the principle of mutual responsibility so that the partnership dapat can participate in contributing to nation building. Alumni relations are also a medium in building the reputation and recognition of institutions in the national realm of international mapun.
- 5.5.3. **Supporting each other for innovation**, alumni relationships are built to hone each other's skills and competencies so as to produce an innovation that can benefit all elements of the nation. In addition, Unesa and alumni can be pioneers of innovation that can be accounted for and can be applied in the community.
- 5.5.4. **Mutual respect**, unesa and alumni are a unity that is expected to run continuously so that there needs to be an equal and fair attitude so that both sides feel equally appreciated by promoting the principle of kinship.

7.0. Activities

Alumni activities are as follows:

- 6.11 To conduct training by inviting resource people from various professions relevant to the field of science from graduates of Universitas Negeri Surabaya;
- 6.12 To conduct training to improve the competence and ability of alumni to be able to compete in the world of work and can have added value;;
- 6.13 Provide access to library materials in the library to alumni; to support independent learning to improve their capabilities;
- 6.14 Holding activities in *the form of business incubators* that can stimulate students / alumni to design a business that suits interests and passions; *passion*;
- 6.15 Hold *sharing sessions* with alumni in order to build a closer family with alumni..

8.0. Terms

- 7.1. Alumni merufeed someone who pakai someone yang telah completed his studies and dinyatakan graduatedn from UNIVERSITAS NEGERI SURABAYA..
- 7.2 Activities are not mandatory, but it is expected that active participation for each alumni for the success of an activity.
- 7.2 Activities are carried out because of the career of unesa career center with ama alumni..
- 7.3. The association must be on behalf of UNIVERSITAS NEGERI SURABAYA..

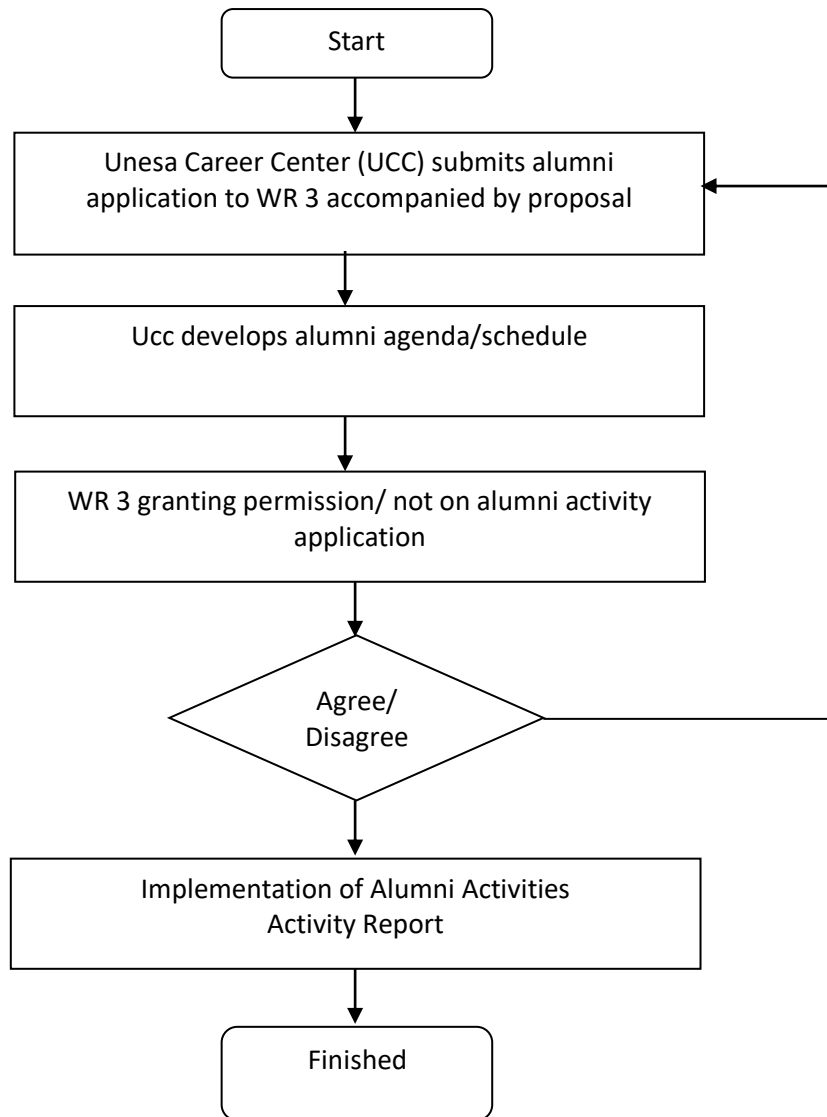
9.0. PROCEDURE DETAILS

- 9.1. Unesa Career Center (UCC) submitted a letter requesting alumni activities to the campus (Vice Rector 3)..
- 9.2. UCC determines the schedule and form of the draft activities by involving alumni representatives.
- 9.3. Kegiatan get permission from the campus and related parties so that the event is not unlawful..
- 9.4. The implementation of activities considers aspects of benefits for institutions and alumni.

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10.0. LIST OF RECORDS

- 10.1. Sk from university
- 10.2. Application Letter to Campus
- 10.3. Campus activity permit
- 10.4. Activity Guidelines
- 10.5. Attendance list of participants

11.0. CHANGE NOTES

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