

STANDARD OPERATIONAL PROCEDURES

ORGANIZING STUDENT ORGANIZATION ACTIVITIES AND STUDENT
ACTIVITY UNITS
UNIVERSITAS NEGERI SURABAYA

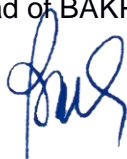
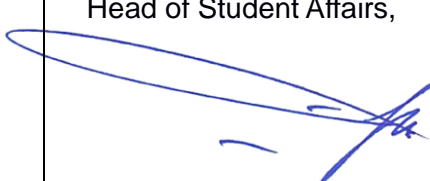





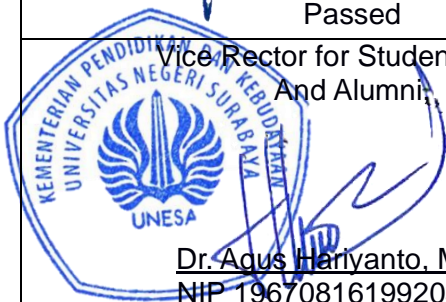
Document Number : 05/SOP-26/MAWAL/03/2019

Release Date : 04 March 2019

Status Documents:

	Master
	Controlled Copy
	Uncontrolled Copy

Checked Head of BAKPK,  <u>Dra. Ratih Pudjiastuti, M.Si.</u> NIP 196205271990032001	Head of Student Affairs,  <u>Suyanto, S.Psi., M.Pd.</u> NIP 196206051981031001	Arranged Head of Subdivision of Talent for Student Reasoning and Information,  <u>Rudi Hartono, S.Sos.</u> NIP 197404102001121001
Passed Vice Rector for Student Affairs And Alumni,  <u>Dr. Agus Hariyanto, M.Kes.</u> NIP 196708161992031002	Knowing, Head of Quality Assurance Center,  <u>Prof. Dr. Mega Teguh Budiarto, M.Pd.</u> NIP 195212241980031008	





SURABAYA STATE UNIVERSITY

STANDARD OPERATIONAL PROCEDURE (SOP)

**ORGANIZING STUDENT ORGANIZATION
ACTIVITIES AND STUDENT ACTIVITY UNITS**

1.0. DESTINATION

This procedure as

in the governance of the Universitas Negeri Surabaya Student Activity Unit (UKM), including proposing the establishment and reactivation of UKM, as well as UKM Evaluation.

2.0. SCOPE

Member of Student Activity Unit (UKM) and Head of Student and Alumni Affairs at Universitas Negeri Surabaya

3.0. REFERENCE

- 3.1 Regulation of the Minister of Finance of the Republic of Indonesia Number 92 / PMK.05 / 2011 concerning Business and Budget Plans and Budget Implementation for Public Service Bodies;
- 3.2 Regulation of the Minister of Research, Technology and Higher Education Number 15 of 2016 concerning the Organization and Administration of the State University of Surabaya;
- 3.3 Decision Minister Research, Technology and higher education RI Number 461 / M / KPT.KP / 2018 about Termination and Appointment of Chancellor University Country Surabaya period 2018 - 2022.
- 3.4 Chancellor's Regulation University Country Surabaya Number 276 / UN38 / HK / KL / 2016 of 2016 concerning the Strategic Plan University Country Surabaya
- 3.5 Management Decree Student Activity Unit (UKM) Universitas Negeri Surabaya


4.0. DEFINITION

- 4.1. The Student Activity Unit (UKM) is an intra-State University of Surabaya organization outside the student organization (ormawa) which functions as a forum for developing the potential interests, talents, and reasoning of Universitas Negeri Surabaya students, and its existence is formally recognized by the State University of Surabaya through the Decree of the Deputy Chancellor for the field. Student Affairs and Alumni of the State University of Surabaya.
- 4.2. The application for the establishment of an UKM is an attempt by a group of students to formally apply for an UKM establishment permit from the Vice Chancellor for Student and Alumni Affairs at the State University of Surabaya.

5.0. PROVISIONS

- 5.1. Submission of an application letter for the establishment of an UKM from a student group / community within the State University of Surabaya must be accompanied by a proposal, draft of the AD / ART, organizational structure, plan of management and main tasks and functions of UKM management and work program plans.
- 5.2. The socialization of the schedule and time of the UKM Evaluation is carried out to all UKM representatives and the supervisor / person in charge of UKM before the implementation of the SME Performance Assessment Stage

No Documents	No. Revision 02	Thing 2 from 6	Issue Date
--------------	--------------------	-------------------	------------

 UNESA	SURABAYA STATE UNIVERSITY	
	STANDARD OPERATIONAL PROCEDURE (SOP)	
	ORGANIZING STUDENT ORGANIZATION ACTIVITIES AND STUDENT ACTIVITY UNITS	


- 5.3. The completion of the SME Evaluation must be accompanied by supporting documents.
- 5.4. If something does not match the application letter, an appeal can be made by attaching supporting evidence for the appeal.

- 5.5. For SMEs that can carry out a work program of at least 60%, they will get an assessment of meeting the requirements, while for SMEs whose work program achievements are below 60%, they will get an assessment of not meeting the requirements and receive a warning letter from WR III.
- 5.6. If the UKM gets an assessment of not meeting the requirements in 2 consecutive periods, then in the next period the UKM concerned will be deactivated for 1 period through SK UKM by WR III.
- 5.7. UKM that has been disabled for 1 period, must submit a letter of application for reactivation after undergoing the deactivation period.
- 5.8. UKM that does not apply for reactivation letter will be automatically disbanded by WR III through SK UKM.
- 5.9. The final announcement of the evaluation results and / or the results of the review of UKM or SK from WR III is binding and cannot be contested.

6.0. DETAILED GOVERNANCE PROCEDURES OF UKM

- a. WR III sets out the guidelines (establishment, AD / ART, organizational structure, management, main tasks and functions, work programs, deactivation, activation, dissolution, and other provisions) and SME evaluation guidelines for the effectiveness of UKM activities.
- b. The Vice Chancellor for Student and Alumni Affairs announces the schedule and timeframe for the implementation of the UKM Evaluation, which includes data filling and data collection activities, data verification, assessment, announcement of interim results, appeals, review, and final announcement.
- c. Deputy Chancellor for Student and Alumni Affairs, Deputy Dean for Student Affairs and Alumni in Selingkung, Supervisors and Head of Student Affairs to carry out the SME socialization.
- d. Students / groups / student communities submit a letter of application for the establishment or reactivation of UKM addressed to WR III.
- e. Applicants for establishment / activation or UKM management fill out the UKM Evaluation form and attach supporting documents.
- f. The Student and Alumni Affairs Sector verifies and evaluates UKM data.
- g. Student and Alumni Affairs Division announces the results of the UKM evaluation to the applicant or management, and the supervisor / person in charge of the UKM.
- h. The applicant or the management and supervisor / person in charge of UKM has the right to file an appeal against the results of the provisional assessment according to the appeal schedule.
- i. The Student and Alumni Affairs Sector conducts a review of the assessment based on an appeal request.
- j. Student and Alumni Affairs Division announced the results of the UKM Evaluation.
- k. The Vice Chancellor for Student and Alumni Affairs determines the SK UKM.

No Documents	No. Revision 02	Thing 3 from 6	Issue Date
---------------------	---------------------------	--------------------------	-------------------

	SURABAYA STATE UNIVERSITY	
	STANDARD OPERATIONAL PROCEDURE (SOP)	
	ORGANIZING STUDENT ORGANIZATION ACTIVITIES AND STUDENT ACTIVITY UNITS	

No Documents	No. Revision 02	Thing 4 from 6	Issue Date
---------------------	---------------------------	--------------------------	-------------------



ACTIVITY

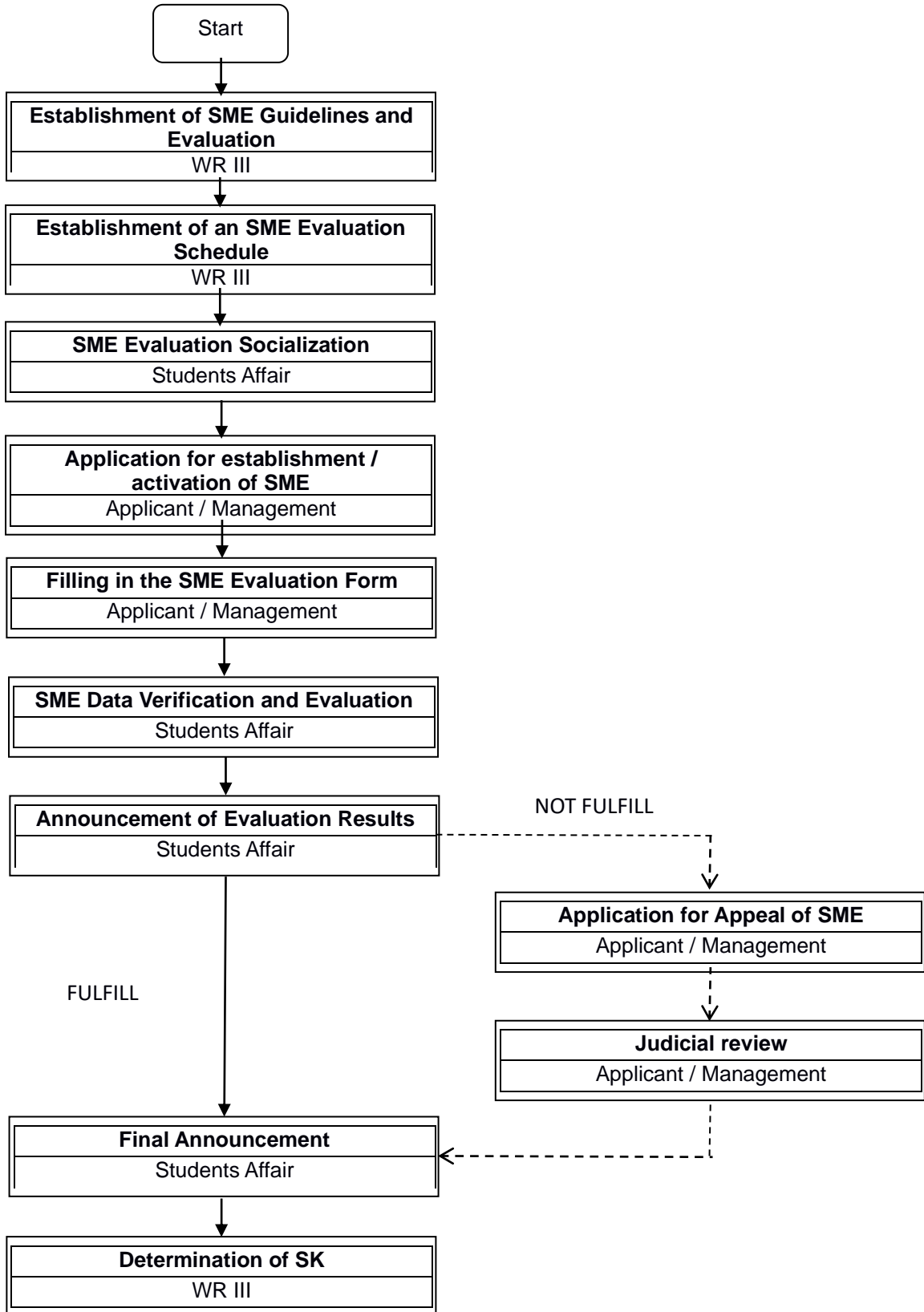



Figure 6.1. Flowchart of Ormawa and UKM Governance

No Documents	No. Revision 02	Thing 5 from 6	Issue Date
---------------------	---------------------------	--------------------------	-------------------

	SURABAYA STATE UNIVERSITY	
	STANDARD OPERATIONAL PROCEDURE (SOP)	
	ORGANIZING STUDENT ORGANIZATION ACTIVITIES AND STUDENT ACTIVITY UNITS	

7.0. RECORDING LIST

- 7.1. SME Guide
- 7.2. SME Evaluation Guide
- 7.3. UKM Evaluation Form
- 7.4. List of attendees
- 7.5. Socialization Activity Report
- 7.6. Application for the Establishment of UKM
- 7.7. Application for Activation of UKM
- 7.8. Proposal data, draft AD / ART, Organizational Structure, UKM management composition, Tupoksi, work programs.
- 7.9. Verification Minutes
- 7.10. Evaluation Minutes
- 7.11. Verification and Evaluation Result Report
- 7.12. Application for Appeal
- 7.13. Appeal supporting data
- 7.14. Minutes of Review
- 7.15. Review of Results Report
- 7.16. Announcement
- 7.17. SK Determination of UKM

8.0. NOTES OF CHANGES

No Documents	No. Revision 02	Thing 6 from 6	Issue Date
---------------------	---------------------------	--------------------------	-------------------