

UNIVERSITAS NEGERI SURABAYA



Universitas Negeri Surabaya

STANDARD OPERATING PROCEDURE (SOP) EDUCATOR'S REGISTRATION

Number of Document : SOP-BUK.HK.16







Revised number : 02

Issued date : March 06, 2020

Code of Distribution : 01/02/03/04/05/06/07/08/09/10/11/12/13/14

Status Document

	Master
	Controlled Copy
	Uncontrolled Copy

Checked by:	Prepared by:	
 Drs. Eko Pamudji, S.Pd., M.M. Official Reg. No. 196209111982021002 Head of Law & Personnel	 Moch. Ali Sidik, S.Sos., M.Si. Official Reg. No. 196806281993031002 Head of Sub-division of Educators	 Dra. Siti Norwahyuni, S.T., M.Pd. Official Reg. No. 196709071993032001 Head of Subdivision of Education Staff
Approved by:	Acknowledged by:	
 Suprpto, S.Pd., M.T. Official Reg. No. 196904021994031002 Vice Rector for General Affairs & Finance	 Drs. Budiarmo, S.H., M.M. Official Reg. No. 196005131980101002 Personnel Affairs Bureau	 Prof. Dr. Mega Teguh B, M.Pd. Official Reg. No. 195212241980031008 Head of Quality Assurance Center

	UNIVERSITAS NEGERI SURABAYA
	QUALITY PROCEDURE
	EDUCATOR'S REGISTRATION

1. PURPOSE

This procedure aims to serve as a guide for the process of proposing an educator registration number, namely the National Lecturer Identification Number (NIDN), Educator Serial Number (NUP) within Universitas Negeri Surabaya.

2. SCOPE

This procedure explains the implementation of the process for applying for an educator registration number (NIDN and NUP) starting from the faculty proposal until the educator registration number is approved.

3. REFERENCES

- 3.1. UU no. 14 of 2005 concerning Teachers and Lecturers
- 3.2. UU no. 12 of 2012 concerning Higher Education
- 3.3. UU no. 5 of 2014 concerning ASN
- 3.4. PP No. 37 of 2009 concerning Lecturers
- 3.5. PP No. 11 of 2017 concerning ASN Management
- 3.6. Permenristekdikti No. 26 of 2015 concerning Registration of Educators in Higher Education
- 3.7. Permenristekdikti No. 2 of 2016 concerning Amendments to Permenristekdikti No. 26 of 2015 concerning Registration of Educators in Higher Education
- 3.8. Rector's Regulation no. 3 of 2020 concerning Unesa's Internal Quality Assurance System

4. DEFINITION

- 4.1. NIDN is the National Lecturer Identification Number given to permanent lecturers at higher education institutions
- 4.2. NUP is an Educator Serial Number given by the ministry for non-permanent lecturers, instructors and tutors

5. GENERAL REQUIREMENT

- 5.1. Every educator is required to have an educator registration number



Universitas Negeri Surabaya

UNIVERSITAS NEGERI SURABAYA

QUALITY PROCEDURE

EDUCATOR'S REGISTRATION

5.2. ASN educators must have NIDN after being appointed as CPNS

5.3. Non-ASN permanent educators must have a NIDN for a maximum of 2 years after being appointed as a non-ASN permanent educator.

6. PROCEDURE DESCRIPTION

6.1. In accordance with the re-registration / registration period set by UNESA, all students, both new and old students, are required to register and pay UKT

7. RELATED DOCUMENTS / FILES

7.1. NIDN card

7.2. NUP card

8. NOTES OF REVISION

8.1. REV.0, September 2017: Document starting from scratch (no changes yet)

8.2. REV.02, March 6, 2020: Changes to references, definitions, plots, names and titles and List of records

Number of Document	Revised Number	Page	Issued Date