

STANDARD OPERATING PROCEDURES

STUDENT ENTREPRENEURSHIP PROGRAM
UNIVERSITAS NEGERI SURABAYA








Document Number : 13/SOP-26/MAWAL/03/2019

Publish Date : 04 March 2019

Document Status :

Master
Controlled Copy
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1.0. Goal

This procedure is as a guideline in the implementation of entrepreneurial student programs at Universitas Negeri Surabaya melalui through Unesa Career Center..

2.0. Scope

The scope of this procedure starts from the selection needed to conduct selection, mentoring and reporting of entrepreneurial student programs in unesa both conducted for internal and external selection in an effort to support the potential of entrepreneurial millennials, especially Unesa students in the world of entrepreneurship as the implementation of independent learning policies – independent campuses. The Free Campus Entrepreneurship Program is part of unesa's ministry of education and internal program to strengthen the national economy and support the acceleration of the digital economy towards the industrial revolution 4.0.

3.0. Reference

- 3.1. Unesa Development Master Plan (RENIP) 2016-2035
- 3.2. Rector's Decree No. 318/UN38/HK/KL 2016 on Operational Plan (RENOP) in 2016-2020
- 3.3. Rector's Decree No. 276/UN38/HK/KL 2016 on Strategic Plan of Surabaya State University in 2016-2020.
- 3.4. Performance contract with the Ministry of Education in 2019
- 3.5. Unesa's Main Performance Indicator (IKU) Manual 2019
- 3.6. SK Pengelola UCC Team Number 086/UN38/HK/KM/ 2019
- 3.7. Free Pocket Book to Study Independent Campus
- 3.8. Permendikbud Number 3 Year 2019
- 3.9. Permendikbud Nomor 5 Year 2019
- 3.10. Guide to Entrepreneurial Students in 2019
- 3.11. Student Business Competition Program Guide 2019

4.0. DEFINITION OF ENTREPRENEURIAL PROGRAM

The 2019 Merdeka Campus Entrepreneurship Program is designed based on the framework of merdeka belajar - Kampus Merdeka entrepreneurship program. Students will participate in entrepreneurial competency improvement activities, develop entrepreneurial proposals, carry out entrepreneurial activities in bawah guidance of guidance lecturers or entrepreneurial mentors and be evaluated at the end of the program. This entrepreneurial learning process is expected to be a blended learning entrepreneurship that can be converted in sks unit of learning in college.

Kebijakan Merdeka Belajar–Kampus Merdeka to rangka dasar un tuk menyiapkan mahasiswa become ascholar/graduate yang tough, responsive, creative, innovative, spirit and relev anwiththe needs ofthe times,and ready to be a leader with a landl atnationality yngang tinggi.

Based on PermendikbudNo 3Tahun 2019 equiprikan hak tomahasiswauntuk3 semester study outside programstudynya. Melalui programthis, terbukakesempabroad tanbagimahasiswa memperkaya andmeningkatkan wawasan sertakompetensinya inthe

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STANDARD OPERATING PROCEDURE (SOP)

Program Students Entrepreneurial

world nyata in accordance with the passion and mind-mind-citanya through some entrepreneurial programs for students who are contested internally as well as externally.. Jiwa utama kebijakan adalah transformasi kegiatan pembelajaran yang dapat membekali mahasiswa menjadi actors perubah sesuai dengan perkembangan zamannya. Oleh karena that, kegiatan pembelajaran nohanya in kampus formal, but juga in kampus informal like masyarakat village, dunia usaha dan industri, dan bidang-bidang kehiincenselainnya.

5.0. Conditions

- 5.1. Students are active in universities (undergraduates) under the auspices of the Directorate General of Higher Education of the Ministry of Education.
- 5.2. The group consists of 3-5 students enrolled in PD-DIKTI.
- 5.3. Students can come from satu or several courses, but are still in the same college with mutually supportive skills.
- 5.4. Have a business plan that has been outlined in the entrepreneurial proposal in accordance with the proposal proposal proposal stipulation procedure funded
- 5.5. Have a business escort lecturer from Unesa and and a business mentor while interning..
- 5.6. Implementation of Unesa Internal Entrepreneurship Program
 - 5.6.1. Entrepreneurial Student Program (PMW)
 - 5.6.1.1. Students can only make one proposal through one group as both chairman and member.
 - 5.6.1.2. Each group of participants who register must be authorized by the Mentor and Vice Dean of Student Affairs and Alumni
 - 5.6.1.3. Implementing the PMW program from the initial stage of receiving the proposal to the reporting phase of the final report of the
 - 5.7. 2. Implementation of Unesa External Entrepreneurship Program
 - 5.7.1. Indonesian Student Business Competition (KBMI)
 - 5.7.1.1. Students can only make one proposal through one group as both chairman and member.
 - 5.7.1.2. Each group of participants enrolled in PKMI 2019 must be authorized by the College through SIM-PKMI
 - 5.7.1.3. Have a business that has been running for at least 6 months (added value for more than 1 year) before registration with a demonstrable entrepreneurial track record (cv, business photo, testimonials, business legality).
 - 5.7.1.4. Having a business companion from both high-profile and business mentors is a plus for the selection process.
 - 5.7.1.5. Implementing kbmi program starting from the initial stage of receiving the proposal to the reporting stage of the final report of the

6.0. PROCEDURE DETAILS

- 6. 1. Implementation of Unesa Internal Entrepreneurship Program
 - 6.1.1. Students make PMW proposals in accordance with the guide format and uploaded on the <http://pmw.unesa.ac.id>
 - 6.1.2. Unesa Career Center conducts pmw proposal selection phase 1
 - 6.1.3. Unesa Career Center conducts pmw proposal selection phase 2

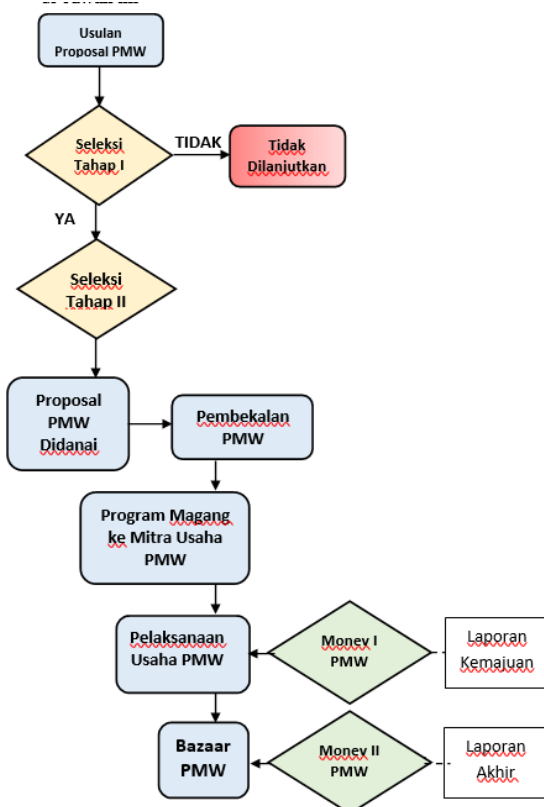
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- 6.1.4. Unesa Career Center holds PMW supply seminar
- 6.1.5. PMW Internship at MSME
- 6.1.6. Unesa Career Center performs money PMW phase 1
- 6.1.7. Unesa Career Center performs money PMW phase 2 in the form of Bazar
- 6.1.8. Final report presentation
- 6.1.9. Submission of final report completeness
- 6.2. Implementation of Unesa External Entrepreneurship Program
 - 6.2.1. KBMI
 - 6.2.1.1. Students make KBMI proposals in accordance with the guide format and uploaded p nosystem

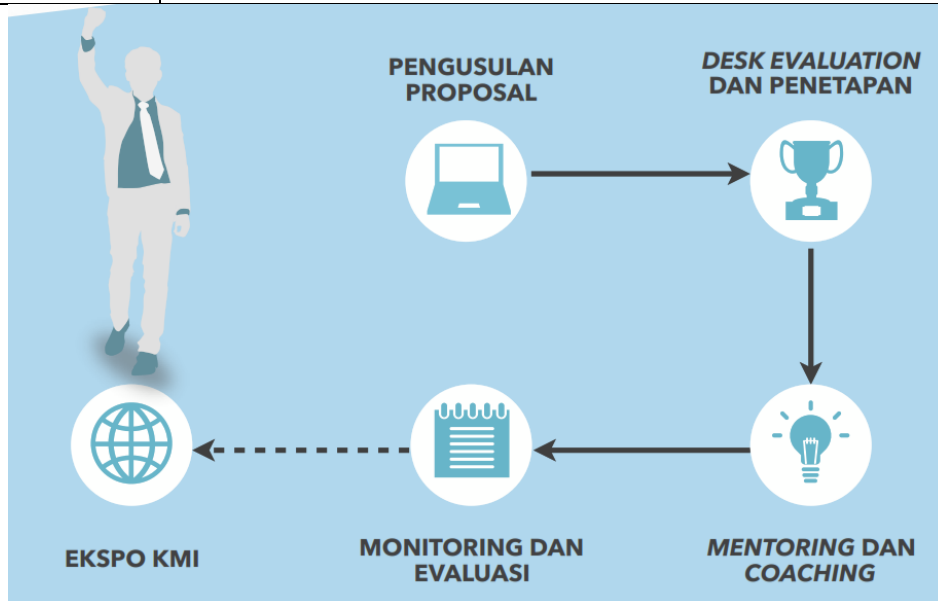
7. Procedure

7.1 PMW



7.2 KBMI

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8. LIST OF RECORDS

8.1 PMW Document

- 8.1.1 Proposal PMW
- 8.1.2 Pmw proposal review results phase 1
- 8.1.3 Pmw proposal review results phase 2
- 8.1.4 Revised PMW proposal document
- 8.1.5 Internship report document
- 8.1.6 Progress report document
- 8.1.7 Final report document

8.2. KBMI Documents

- 8.2.1. KBMI proposal p
- 8.2.2. Unesa internal KBMI review results
- 8.2.3. Results of the review of kbmi external committee of the Central KBMI from puspresnas
- 8.2.4. KBMI final report

8.3. KIBM Documents

- 8.2.1. Proposal KIBM
- 8.2.2. Unesa internal KIBM review results
- 8.2.3. Results of the review of KIBM external committee of the Central KIBM of puspresnas
- 8.2.4. KIBM final report

CHANGE NOTES

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