

UNIVERSITAS NEGERI SURABAYA



Universitas Negeri Surabaya

STANDARD OPERATING PROCEDURE (SOP) FURTHER STUDY OF EDUCATORS AND EDUCATIONAL STAFF

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	UNIVERSITAS NEGERI SURABAYA
	QUALITY PROCEDURE
	FURTHER STUDY OF EDUCATORS AND EDUCATIONAL STAFF

1.0. PURPOSE

This procedure is intended as a guideline for processing proposals for further study of Unesa employees (educators and educational staff)

2.0. SCOPE

This procedure describes the implementation of the employee follow-up study proposal process starting from the acceptance of the proposal to the submission of a decree of further study

3.0. REFERENCES

- 3.1. Civil Servant Law no. 5 of 2014 concerning PNS
- 3.2. Permendiknas No. 48 of 2009
- 3.3. Chancellor's Regulation No. 8 of 2019 concerning Guidelines for the Advanced Study of ASN Lecturers at the State University of Surabaya
- 3.4. Chancellor's Regulation No. 8 of 2019 concerning Guidelines for Advanced Study of Educational personnel of ASN State University of Surabaya
- 3.5. Rector Regulation No.3 of 2020 concerning Unesa's Internal Quality Assurance System

4.0. DEFINITION

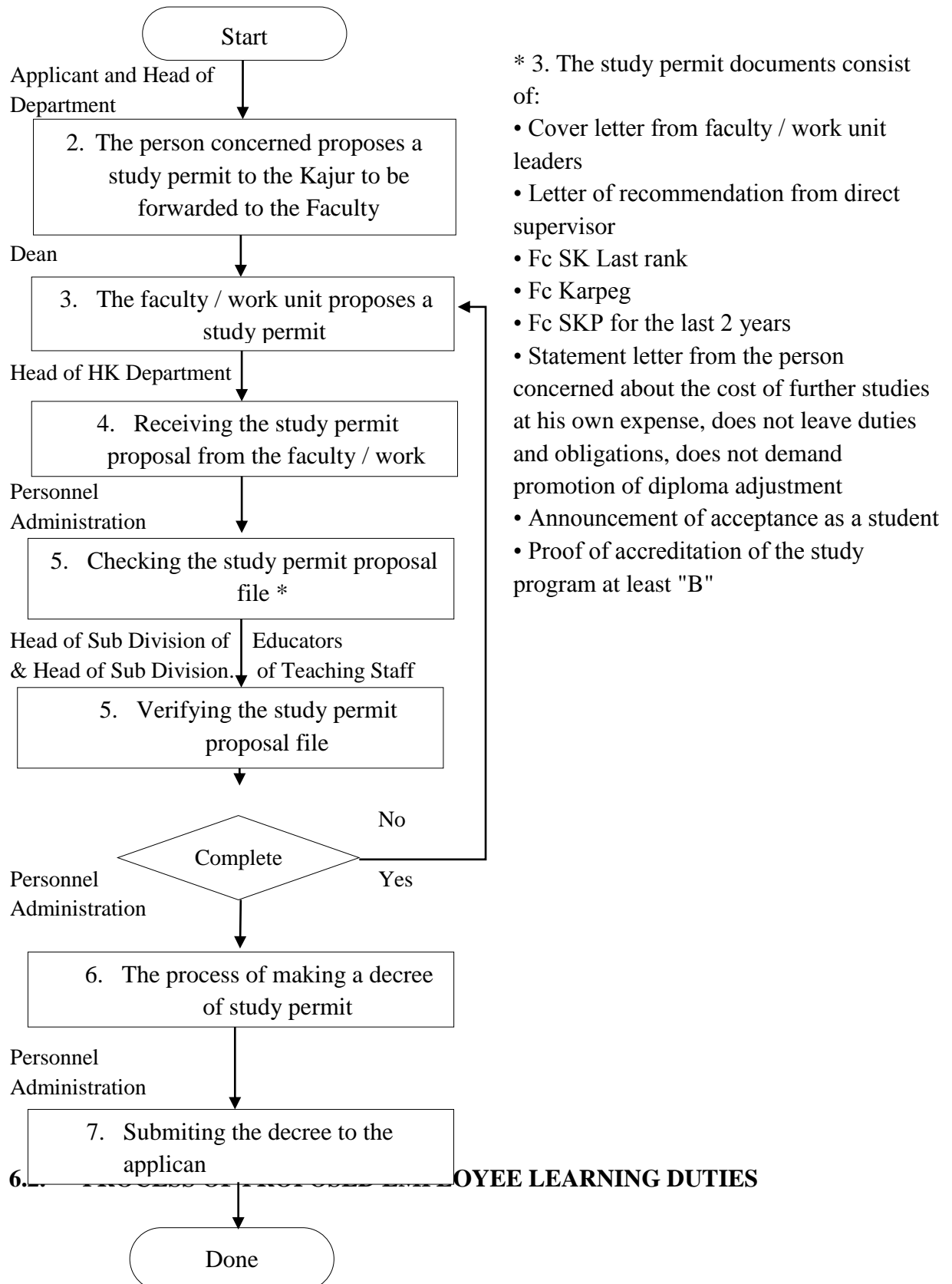
- 4.1. Employee further study can be done with study assignments or study permits
- 4.2. Learning tasks are assignments given by authorized officials to civil servants to continue their education to a higher or equal level both at home and abroad, not at their own expense and temporarily exempt from their main duties.
- 4.3. A study permit is a grant of permission to study at their own expense for civil servants which is given by an authorized official to continue their education to a higher or equivalent level, does not leave official duties or daily tasks and does not demand promotion of diploma adjustment.
- 4.4. Employees are civil servants and non- educators and education personnel

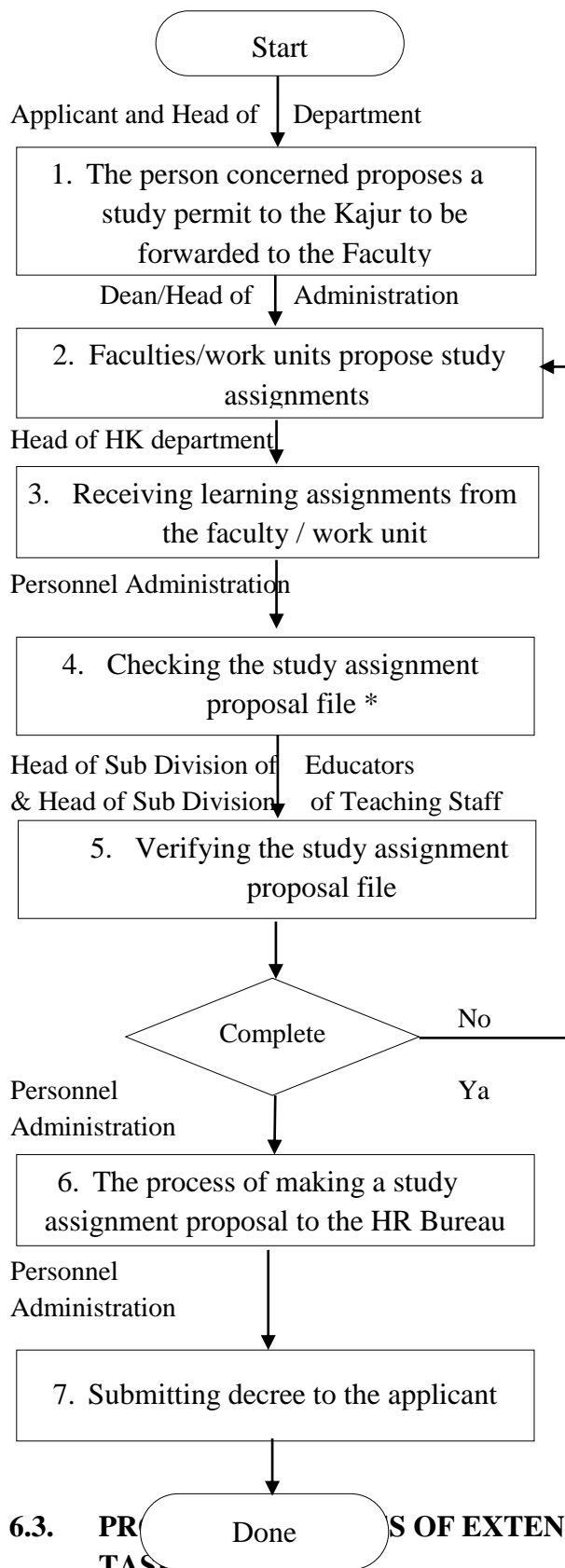
5.0. PROVISIONS

- 5.1. Every employee who is going to further study must get permission/approval from his immediate superior

- 5.2. Each parade who will further study must process the proposal for further study through the faculty / work unit
- 5.3. The task of studying abroad must arrange a letter of approval from the State Secretariat before leaving for study
- 5.4. Extension of employee study assignments can be submitted for 1 year

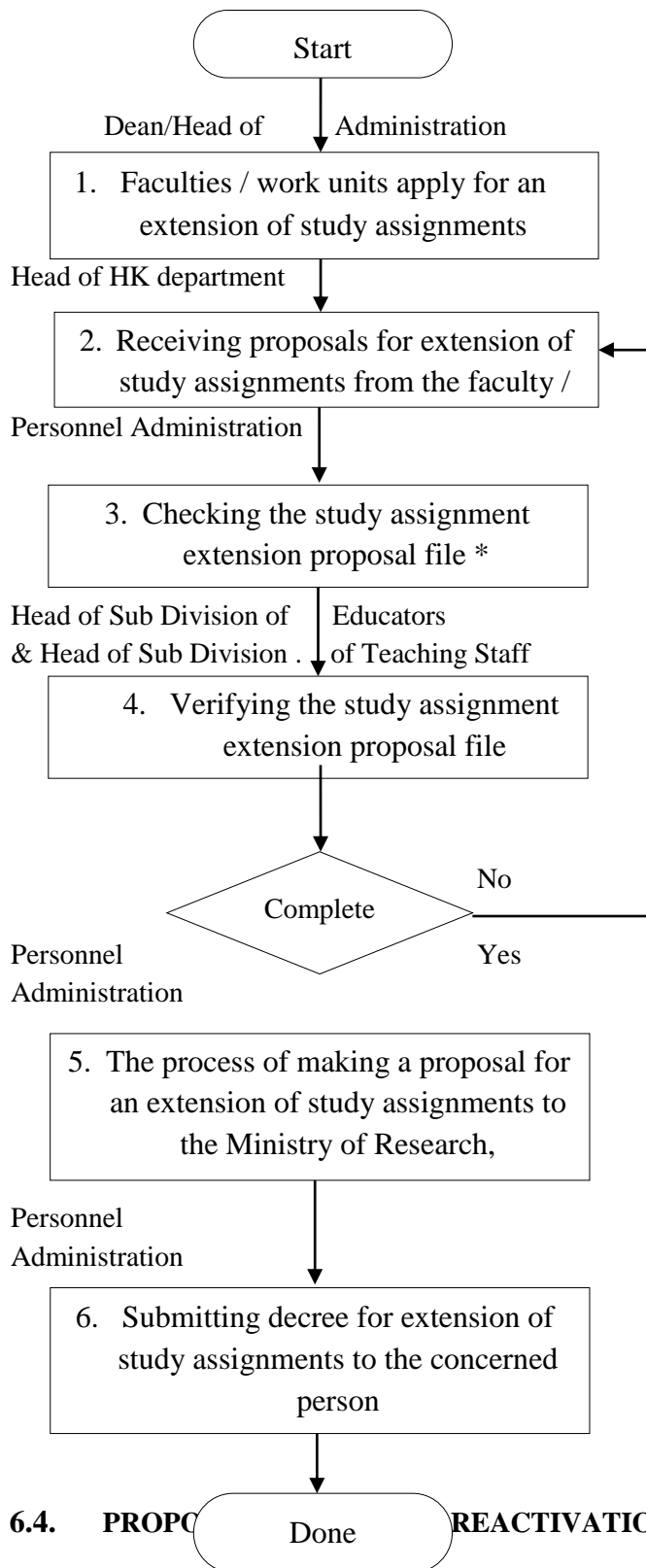
6.1. PROPOSED PROCESS OF LEARNING LICENSE FOR EDUCATORS AND EDUCATION MANPOWER





- * 3. The study assignment proposal file consists of:
- A health certificate from a doctor
 - Karpeg / NIP Conversion (legalized copy)
 - CPNS SK (legalized copy)
 - SK PNS (legalized copy)
 - Last rank decree
 - Final Functional Decree, legalized copy (not required for education personnel)
 - SKP for the last 2 years
 - Marriage certificate
 - KP4 or model C (family allowance)
 - Dean's Recommendation Letter
 - Study assignment agreement
 - Study Assignment Financing Guarantee Letter
 - Certificate (Kajur) regarding the field of study to be pursued has a relationship / is in accordance with the job duties (attachment III-C)
 - Announcement letter received from the accepting college
 - Dean's Statement (attachment III-D)
 - Letter of Approval from the State Secretariat for Study Abroad Tasks at KUI (Office of International Affairs)
 - Proof of accreditation of the study program at least "B" except for studying abroad

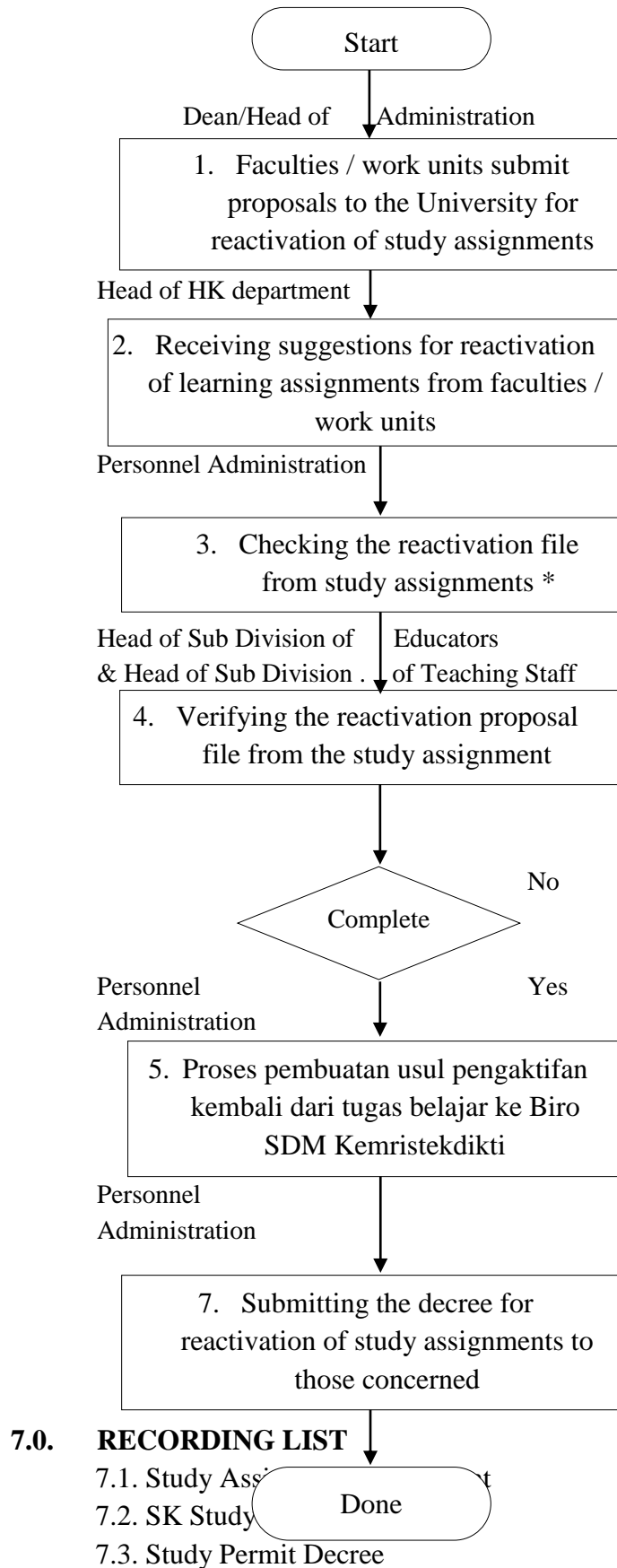
6.3. PRS OF EXTENSION OF EMPLOYEE LEARNING TASKS



* 3. The documents for extension of study assignments consist of:

- Karpeg / NIP Conversion (legalized copy)
- CPNS SK (legalized copy)
- Last rank decree
- Final Functional Decree, legalized copy (not required for education personnel)
- SK Kemristekdikti on Learning Assignments
- Decree of the Ministry of Research, Technology and Higher Education regarding Temporary Exemption
- Decree of the Ministry of Research, Technology and Higher Education regarding Learning Allowances (if any)
- Letter of Recommendation from the college organizing where employees study (domestic)
- Letter of Recommendation from the State Secretariat for study employees (abroad) at KUI
- Letter of recommendation from the head of the work unit
- Approval Letter from the State Secretariat for Study Abroad Tasks at KUI

6.4. PROPOSAL FOR REACTIVATION FROM LEARNING ASSIGNMENT



- * 3. The file for reactivation of the study assignment consists of:
- Karpeg / NIP Conversion (legalized copy)
 - Last rank decree
 - Final Functional Decree, legalized copy (not required for education personnel)
 - SK Kemristekdikti on Learning Assignments
 - Decree of the Ministry of Research, Technology and Higher Education regarding Temporary Exemption
 - Decree of the Ministry of Research, Technology and Higher Education regarding Learning Allowances (if any)
 - Decree of the Ministry of Research, Technology and Higher Education regarding the extension of study assignments
 - Certificate from the dean / Kajur has carried out his duties again
 - Letter of submission back from the college that organizes the study assignment
 - Diploma S2 / S3
 - Minutes of examination of verification and clarification of learning assignments (if there are not yet finished learning assignments)
 - Letter of return from the State Secretariat for study abroad assignments (if any)

- 7.4. SK Extension of study assignments
- 7.5. SK Activation of learning assignments

8.0. NOTE OF CHANGES

- 8.1. REV.0, 25 October 2012: Documents starting from scratch (no changes)
- 8.2. REV.01, 20 September 2017: Changes to the process flow, title of position
- 8.3. REV.02, 6 March 2020, references, name and title, process flow, conditions, files