

STANDARD OPERATIONAL PROCEDURES

GUIDANCE AND STUDENT ACHIEVEMENT AWARDS UNIVERSITAS NEGERI SURABAYA

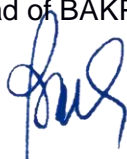







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	UNIVERSITAS NEGERI SURABAYA	
	STANDARD OPERATIONAL PROCEDURE (SOP)	
	GUIDANCE AND STUDENT ACHIEVEMENT AWARDS	

1.0. DESTINATION

- 1.1 SOP for Awarding is made to provide convenience and clarity regarding the award process for achievement
- 1.2 Requirements and mechanisms for awarding awards at the Universitas Negeri Surabaya

2.0. SCOPE

- 2.1. This SOP applies from personal submissions to study groups / ormawa, then it is checked by the student affairs department as well as inputting student / lecturer data with achievement and approval of reward giving by WR III
- 2.2. Outstanding Students and Leaders of Student and Alumni Affairs at the 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 Universitas Negeri 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 Decree on Granting Student Achievement Universitas Negeri Surabaya

4.0. DEFINITION

- 4.1. Submission of rewards for students is aimed at boosting students to be motivated to excel in non-academic and academic fields.
- 4.2. Appreciation for educational lecturers is an appreciation that has been shown by lecturers and education staff for their performance in the field of higher education tridharma, namely teaching, research and community service.
- 4.3. Appreciation for educational personnel is an appreciation that has been shown by education personnel for their performance in planning and implementing administration, management, development, supervision and technical services to support the educational process.

5.0. PROVISIONS

No Documents SOP-BUK.HK.03	No. Revision 02	Thing 2 from 5	Issue Date
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	UNIVERSITAS NEGERI SURABAYA	
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Submission of awards can be proposed by all students Universitas Negeri Surabaya who have achieved national and international achievements as evidenced by certificates, photos and the organizer's url link to the Student and Alumni Affairs Sector Universitas Negeri Surabaya.

6.0. PROCEDURE DETAILS

- 6.1. Students / Lecturers who get winners at both the University, Regional, Provincial, National and International levels submit the required documents to apply for the award for the winner of the competition or competition to get student affairs
- 6.2. The student affairs section recapitulates the achievement data based on the documents submitted to the Student Affairs section
- 6.3. The student affairs section provides student achievement data to WR III for approval of reward based on the level of the winner.
- 6.4. At the end of the year students who have achieved Achievements will be made with a Decree of the Rector for Student Achievements, then they will be given a reward award according to the SBU Universitas Negeri Surabaya.

No Documents SOP-BUK.HK.03	No. Revision 02	Thing 3 from 5	Issue Date
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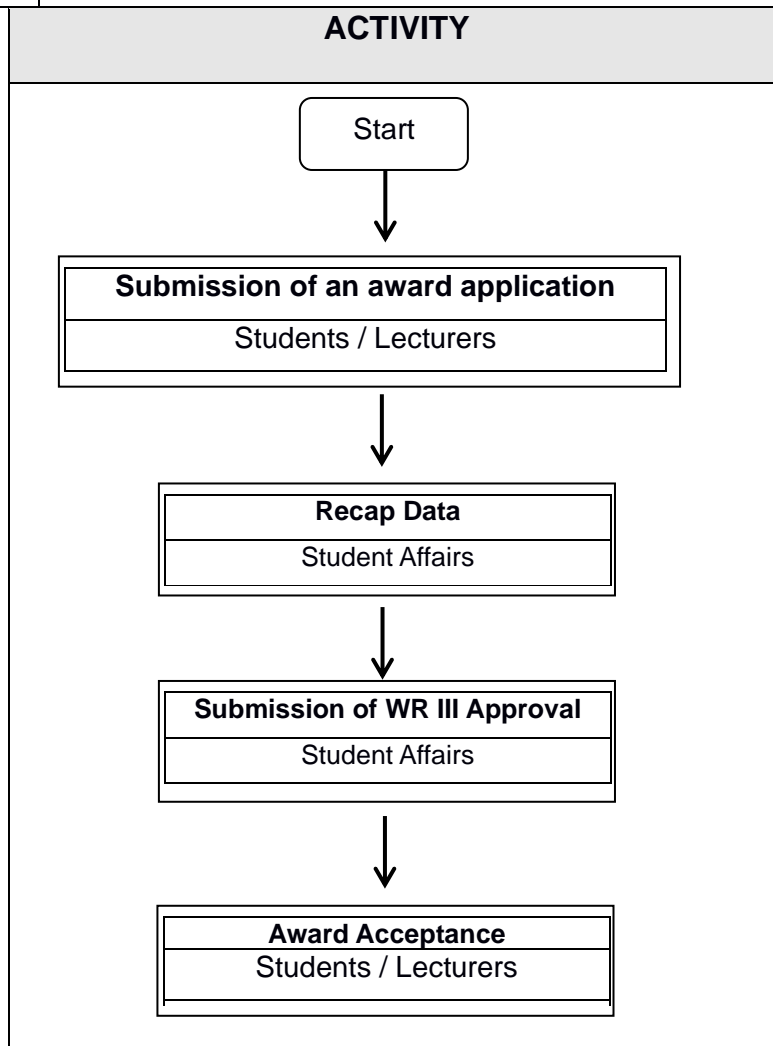


Figure 6.1. Flowchart of submitting student achievement awards

7.0. RECORDING LIST

- a. Submission Form
- b. Copy of KTM
- c. Proof of participation in the activity in the form of a URL link to the Organizer
- d. Award certificate
- e. Documents of work / research results

No Documents SOP-BUK.HK.03	No. Revision 02	Thing 4 from 5	Issue Date
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PERSONAL DATA	
Name	
NIM	
Study Program / Department / Faculty	
No. HP	
Date of birth	
Address	

PASSPORT

PHOTO

3 X 4

ACHIEVEMENT DATA							
No.	RACE	The organizers	Race Date	Achievement	Level	Contest as Individual / TEAM	DETAIL TEAM Competition
1						a. Individual b. TEAM	TEAM Name: Position / Position:
2						a. Individual b. TEAM	TEAM Name: Position / Position:
3						c. Individual d. TEAM	TEAM Name: Position / Position:
4						e. Individual f. TEAM	TEAM Name: Position / Position: