

STANDARD OPERATING PROCEDURES

SUBMISSION OF STUDENT ASPIRATIONS
UNIVERSITAS NEGERI SURABAYA

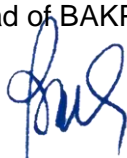
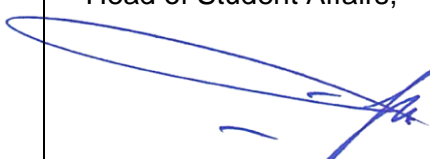

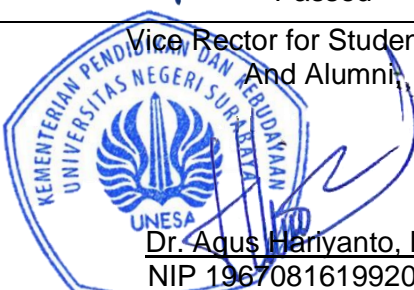
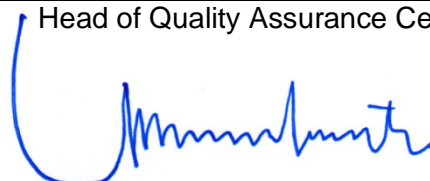


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1.0. Goal

Organisasi This procedure is a reference for the implementation of applications and the implementation of dialogue / hearings submitted by the Student Organization (Ormawa) / Student Activities Unit Kegiatan (SME) to the head of Universitas Negeri Surabaya diajukan

2.0. Scope

Dialogue / hearing activity is a process communication komunikasi between Student Organization (Ormawa)/Student Activity Unit (SME) with the leadership of Universitas Negeri Surabaya as a policy maker to tercipta create harmonious relationships and synergy between academic community..

3.0. Reference

- 3.1 National Education System Law (SISDIKNAS) No. 20 of 2003, that every Higher Education must implement a system of academic quality assurance and internal supervision of academic quality
- 3.2 Law no. 12 of 2012 on Higher Education
- 3.3 Presidential Regulation no. 60 of 1999 on Higher Education
- 3.4 Government Regulation no. 19 of 2005 on National Standards of Education
- 3.5 Government Regulation no. 4 of 2014 on The Implementation of Higher Education and Higher Education Management
- 3.6 Rector's Decree of Universitas Negeri Surabaya No. 019/UN38/HK/KM/2019 On Student Discipline of Universitas Negeri Surabaya

4.0. Definition

Dialogue/ hearing activity is communication between Student Organization (Ormawa)/Student Activity Unit (SME) with the head of Universitas Negeri Surabaya as a policy maker..

5.0. Conditions

- 5.1 The application for hearing is submitted by Ormawa/SME at the university level no later than 1 (one) week before the estimated date of the hearing; If who submits an audience from Ormawa faculty/major level, LSO/BSO/Community, must coordinate with Ormawa/SME at university level;;
- 5.2 The application of the hearing is submitted to the Rector/Vice Rector and must inform the intent and purpose along with the issue or work program to be submitted;
- 5.3 Ormawa / SME who will deliver the hearing must prepare the hearing material to be submitted and Must be informed to the Rector / Vice Rector at least 3 (three) days before the date of the hearing;
- 5.4 The hearing will be represented by the board of Ormawa /SME at the University level of 2 (two) persons and 8 (eight) representatives of the institution concerned; if who submits an Ormawa/SME hearing at the University level, the number of participants is 10 (ten) people;
- 5.5 The University does not guarantee that the hearing requested does not comply with regulation number 1 (one);
- 5.6 Universities will not accept applications for hearings that do not meet points number 3 (three) and 4 (four);
- 5.7 The University will cooperate with the public relations in publishing the hearing activities that are being conducted.

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6.0. PROCEDURE DETAILS

- 6.1 Ormawa/SME delivers a letter requesting dialogue / hearing attached to the audience material
- 6.2 The University publishes a reply letter containing the approval/rejection of dialogue activities /hearings
- 6.3 Organizing dialogue/hearing
- 6.4 Compile a dialog/audiencereport

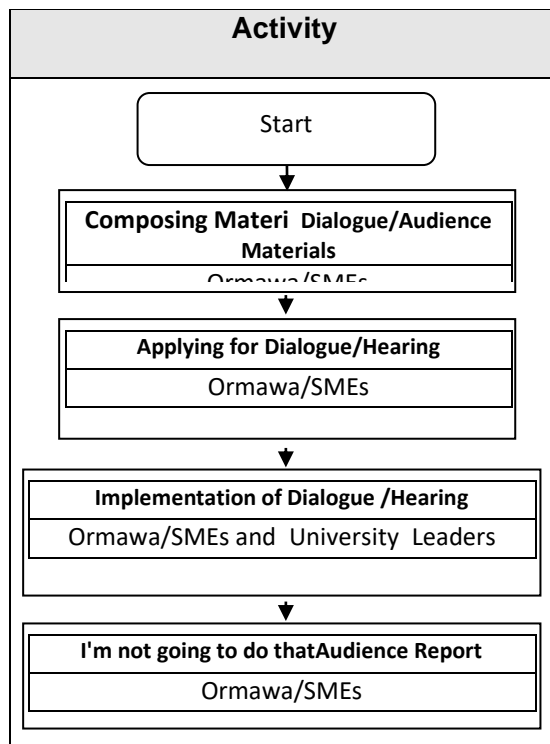


Figure 6.1 Application for Hearing to University Leaders

7.0 LIST OF RECORDS

- 7.1 Documents
- 7.2 Letter of request for dialogue /hearing

8.0 CHANGE NOTES

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