

Standard Operating Procedure

INBOUND DEGREE PROGRAM STUDENT
REGISTRATION




Faculty of Economics and Business

Universitas Brawijaya

Malang

2022

IDENTIFICATION SHEET

	UNIVERSITAS BRAWIJAYA	UN10F02HK.01.02.a1067
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INBOUND DEGREE PROGRAM STUDENT REGISTRATION






Process	PIC			Date
	Name	Position	Signature	
1. Formulation	Ainur Rofiq, SE., MM., Ph.D	Vice Dean I		14 September 2022
2. Inspection	Putu Mahardika Adi Saputra, SE., M.Si., MA., Ph.D	Head of Quality Assurance		2 December 2022
3. Approval	Ainur Rofiq, SE., MM., Ph.D	Vice Dean I		2 December 2022
4. Authorization	Abdul Ghofar, SE., M.Si., DBA., Ak.	Dean		2 December 2022
5. Supervision	Ainur Rofiq, SE., MM., Ph.D	Vice Dean I		2 December 2022

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A. Objective

Elaborating the Registration Procedure for Inbound Degree Program Students.

B. Scope and Corresponding Unit

SOP begins from the form filling and completing registration requirements by students. Verification process for complete registration requirements by IO UB staffs. Coordination meeting between Dean and Vice Dean of Academic for internal selection. Implementation of the initial introduction to the faculty environment by staffs of IRO dan IUP FEB UB.

C. Corresponding Quality Standard

Quality standard in Standard Operating Procedure refer to UB Quality Standard and Indonesian National Standard (SNI) Quality Management System (QSM)

D. Terms and Definition

1. Inbound Degree Program Students is a learning activity for non UB students in study programs inside UB environment.
2. Registration of Inbound Degree Program Students is the obligatory initial activity for students to participate in the inbound degree program.

E. Procedure Flow

1. Foreign Students fill the registration form and complete the document requirements via IO UB website
2. IO UB Staff verifies the registration form and document requirements:
 - If complete, introductory letter will be delivered to the Dean
 - If incomplete, the form will be returned to students for completion
3. IO UB Staff delivers the registration documents to the Dean via IRO
4. IRO verify the registration documents
 - If complete, the registration will be proposed to the Dean

- If incomplete, the registration will be confirmed to IO UB
5. The Dean carry out coordination meeting with Vice Dean I for internal selection
 6. The Dean delivers the recommendations based on meeting outcomes
 7. IRO Staff writes a response letter concerning results of recommendation to IO UB
 8. IO UB processes the letter of recommendation from the Dean
 - If recommendation accepted, IO will issue the LOA
 - If recommendation denied, the documents will be returned to the student
 9. IO processes the LOA and Student Number
 10. IO sends the letter containing the Student Number to IRO
 11. IRO compile the foreign students data and inform them to IUP for student's Study Plan Card (KRS) processing
 12. IUP processes the student's KRS and printout the student's schedule
 13. IO UB assists the foreign student visa process and guide the student's arrival to Indonesia
 14. Once arrived in Indonesia, IRO and IUP Staffs accompany the student for faculty environment initial introduction and share information related to studying process
 15. Foreign student receives their class schedule and attend classes based on the schedule

F. Flow Chart

Activity	Implementation						Quality Standards		
	Foreign Student	IO UB	IRO	IUP	Vice Dean of Academic Affairs	Dean	Requirements	Period	output
Start									
Foreign Students fill the registration form and complete the document requirements via IO UB website							1. Copy of Passport 2. Copy of TOEFL 3. Copy of latest education certificate 4. Recommendation Letter	-	Complete registration form
IO UB Staff verifies the registration form and document requirements: - If complete, introductory letter will be delivered to the Dean - If incomplete, the form will be returned to students for completion							Complete registration form	1 day	Form and document requirements
IO UB Staff delivers the registration documents to the Dean via IRO							Form and document requirements		Introductory Letter for the document requirements
IRO verify the registration documents - If complete, the registration will be proposed to the Dean - If incomplete, the registration will be confirmed to IO UB							Introductory Letter for the document requirements	1 day	Verified Introductory Letter
The Dean carry out coordination meeting with Vice Dean I for internal selection							1. Verified Introductory Letter 2. Form and document requirements	2 hours	Notes from coordination
The Dean delivers the recommendations based on meeting outcomes							Notes from coordination	-	-
IRO Staff writes a response letter concerning results of recommendation to IO UB							1. Verified Introductory Letter 2. Form and document requirements 3. Notes from coordination	1 hour	Response Letter to IO concerning the recommendation results from the Dean
IO UB processes the letter of recommendation from the Dean - If recommendation accepted, IO will issue the LOA - If recommendation denied, the documents will be returned to the student							Response Letter to IO concerning the recommendation results from the Dean	-	Draft LOA
IO processes the LOA and Student Number							Draft LOA Document requirements	-	LOA and Student Number
IO sends the letter containing the Student Number to IRO							LOA and Student Number	-	-

IRO compile the foreign students data and inform them to IUP for student's Study Plan Card (KRS) processing						LOA and Student Number	3 hours	-
IUP processes the student's KRS and printout the student's schedule						LOA and Student Number	3 hours	Students' class schedule
IO UB assists the foreign student visa process and guide the student's arrival to Indonesia						1. LOA 2. Students' documents for immigration requirements	-	-
Once arrived in Indonesia, IRO and IUP Staffs accompany the student for faculty environment initial introduction and share information related to studying process						-	3 days	-
Foreign student receives their class schedule and attend classes based on the schedule						Students' class schedule	-	-
Finish								

G. References

- A. Rector's Regulation of Universitas Brawijaya Number 16 of the Year 2022 concerning Organizational Structure and Operating Procedure in Faculty of Economy and Business
- B. Quality Standard of Universitas Brawijaya
- C. Minimum Service Standards of Universitas Brawijaya
- D. Rector's Regulation Number 64 of the Year 2022 concerning Education Guidance of Universitas Brawijaya Academic Year 2022/2023
- E. Dean of Faculty of Economy and Business UB's Regulation Number 1 of the Year 2022 concerning Education Guidance of Faculty of Economy and Business Universitas Brawijaya Academic Year 2022/2023