



MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION

YOGYAKARTA STATE UNIVERSITY
 BUREAU OF ACADEMIC, STUDENTS, AND INFORMATION
 ACADEMIC AFFAIRS
 REGISTRATION AND STATISTICS SUBDIVISION

NUMBER OF SOP	
SUBMISSION DATE	
REVISION DATE	
EFFECTIVE DATE	
RATIFIED BY	Head of Academic, Student, and Information Bureau Sukirjo, M.Pd. EID 196707051993031002
TITLE OF SOP	SERVICES FOR REPLACEMENT DEGREE CERTIFICATE /LOST/DAMAGED TEACHING CERTIFICATE

LEGAL BASIS	QUALIFICATIONS OF IMPLEMENTER
<ol style="list-style-type: none"> 1 Law of Republic of Indonesia Number 20 Year 2003 concerning the National Education System (State Gazette of 2003 Number 78, Supplement to State Gazette Number 4301) 2 Government Regulation of the Republic of Indonesia Number 17 Year 2010 concerning Management and Implementation of Education as amended by Government Regulation of the Republic of Indonesia Number 66 Year 2010 concerning Amendments to Government Regulation Number 17 Year 2010 (Supplement to the State Gazette of the Republic of Indonesia Number 5105) 3 Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 81 Year 2014 concerning Diplomas, Competency Certificates, and Higher Education Professional Certificates 4 Regulation of Minister of Education and Culture no. 29 Year 2014 concerning Ratification of a Photocopy of Diploma/Certificate of Graduation, Replacement Degree Certificate/Certificate of Graduation and Issuance of Replacement Degree Certificate/Certificate of Graduation of Elementary and Secondary Education 	<ol style="list-style-type: none"> 1. Having good communication skills in service; 2. Having accuracy in managing files (receiving, storing, and recovering files/ documents); 3. Having accuracy in preparing the certificate file; 4. Mastering the process of making a certificate; 5. Completing work on time; 6. Always working neatly and carefully;

RELEVANCE	Equipment/Facilities
1 SOP of Judicium and Graduation	<ol style="list-style-type: none"> 1 Computer and Internet Network 2 Printer and Scanner 3 Document storage

WARNING	RECORDING AND FILING
1 Implementation of activities that are not in accordance with the SOP can result in a condition in which the applicant do not obtain a certificate replacing diplomas/mark transcripts	Stored as electronic and manual data

No	Activities	Implementers							Standard			Note	
		Applicant	Subdivision of BUPK Administration and Archives	Rector	Vice Rector I	Head of AKI Bureau	Head of Academic Subdivision	Head of Academic Subdivision	Academic Data Processing	Completeness	Time		Output
1	Submitting an application letter to the Rector through Subdivision of BUPK Administration and Archives along with the required files.									<ul style="list-style-type: none"> Letter of Request is addressed to the Rector. The loss report letter from the Police Station or a letter of statement of a damaged degree certificate from the applicant and it is known by the local Village Head (if the certificate/teaching deed is no longer recognizable) Photocopy of diploma/teaching certificate (if any) 3x4 (2 sheets) black and white photo Stamp Rp 6000,- Photo provisions: Male: white shirt, long tie, plain black coat (not <i>alma mater</i> jacket) Female: bun (not a modern bun), those with headscarves should wear black coats (not <i>alma mater</i> coats) 	5		
2	Providing receipt (agenda number) of letter submission to the applicant										5	Agenda Number	
3	Disposition of requests from the Rector to Vice Rector I, Vice Rector I to the Head of AKI Bureau, Head of AKI Bureau to the Academic Head, and Head of the Academic Division to the Head of Academic Subdivision.										15		
4	Checking the application documents										5		
5	Processing and printing a draft of Replacement Degree Certificate										10	Draft of Replacement Degree Certificate	
6	Verification and Validation of Draft of Replacement Degree Certificate										5	Signature of Head Academic Subdivision and Head of Academic Division	
7	Ratification of Replacement Degree Certificate										5	Signature of Rector on Replacement Degree Certificate	
8	Contacting the applicant to get a certificate										5		
9	The applicant takes a Replacement Degree Certificate in the counter of BAKI Academic Subdivision										5	Agenda Number	