

 <p>DEPARTMENT OF MATHEMATICS EDUCATION UNIVERSITAS PENDIDIKAN INDONESIA</p>	<p>DOCUMENT-LEVEL DEPARTMENT</p>	<p>CODE : POB DEPDIKMAT-010</p>
<p>TITLE: TEMPORARY LEAVE</p>		<p>Issued date: February 2020</p>
<p>AREA: LECTURE</p>		<p>Revision: 01</p>

## STANDARD OPERATING PROCEDURE APPLICATION FOR LEAVE/STOP TIME

### A. RATIONAL

Temporary suspension is permitted if a student, due to any reason, is forced to leave the lecture but not because he is attending courses elsewhere.

### B. SCOPE

1. Procedures and requirements for applying for leave/temporary leave
2. Parties involved in the leave/temporary leave process

### C. AIM

This standard operating procedure aims to:

1. Orderly leave/pause mechanism
2. Coordinated parties involved in the leave/temporary leave process

### D. REFERENCE

1. Government Regulation No. 19/2005 on National Education Standards;
2. Government Regulation no. 15 of 2014 concerning the UPI BTNbh Statute;
3. UPI Strategic Plan 2021-2025;
4. UPI Academic Calendar of the year concerned;
5. Rector's Regulation No. 052 of 2020, concerning guidelines for the implementation of education.

### E. PROCEDURE

Requirements for leave/temporary leave:

1. Still registered as a student at the Indonesian Education University
2. Not status as a scholarship recipient, official bond, or study assignment
3. Obtain approval from the Head of Department/Study Program and the Dean
4. Study period has not ended
5. Stopping is given for a maximum of 2 (two) consecutive or non-consecutive semesters, and this is still counted as the study period, meaning it becomes a reduction in the study period.
6. Students are not allowed to leave academic activities before the issuance of a Temporary Stop Permit.
7. Students who get permission to stop temporarily must carry out administrative registration and pay a registration fee so that their student status remains active.

Leave/temporary leave procedures:

1. Students apply to the Rector through the Vice Chancellor for Academic Affairs by first submitting an application letter to the head of the department to be further addressed to the Dean through the Deputy Dean for Academic Affairs.
2. The application letter is accompanied by 1 (one) photocopy of the current semester's UKT, 1 (one) photocopy of the KTM, and a letter of recommendation from the Academic Supervisor/Guardian.