




**MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY  
UNIVERSITAS PADJADJARAN  
FACULTY OF MATHEMATICS AND NATURAL SCIENCES  
QUALITY ASSURANCE UNIT**

<b>SOP Number</b>	024/UPM-FMIPA/2021
<b>Date of preparation</b>	July 13, 2020
<b>Date of revision</b>	July 20, 2021
<b>Effective date</b>	July 20, 2021
<b>Authorized by</b>	Dean of FMIPA Unpad   <b>Prof. Dr. Iman Rahayu, S.Si.,M.Si</b> <b>NIP. 196902081994121001</b>
<b>Name of SOP</b>	SOP for Research Permits Outside of Working Hours

<b>Legal Basis</b>	<b>Implementer qualifications</b>
<ol style="list-style-type: none"> <li>1 Regulation of the Minister of Education and Culture No. 50 of 2014 concerning Higher Education Quality Assurance System.</li> <li>2 Regulation of the Minister of Administrative Reform (Permenpan) Number 35 of 2012 concerning Guidelines for the Preparation of Standard Operating Procedures for Government Administration</li> <li>3 Rector Regulation of Universitas Padjadjaran Number 1 of 2020 concerning the Organizational Structure and Work Procedures of the Management of Universitas Padjadjaran</li> <li>4 Rector Regulation of Universitas Padjadjaran Number 43 of 2021 concerning Curriculum Framework of Universitas Padjadjaran</li> <li>5 Rector Regulation of Universitas Padjadjaran Number 2 of 2021 concerning Management of Study Programs in Universitas Padjadjaran Environment</li> <li>6 Rector Regulation of Universitas Padjadjaran Number 8 of 2023 concerning the Implementation of Education at Universitas Padjadjaran</li> </ol>	<ol style="list-style-type: none"> <li>1 Faculty</li> <li>2 Head of Department</li> <li>3 Head of Study Program</li> <li>4 Head of Laboratory</li> <li>5 Supervisor</li> <li>6 Students</li> </ol>
<b>Linkage</b>	<b>Tools/equipment</b>
<ol style="list-style-type: none"> <li>1 SOP for Preparing Semester Learning Plans</li> <li>2 SOP for Learning Achievement Assessment</li> <li>3 SOP for Evaluation of Research Roadmap of Study Program</li> </ol>	<ol style="list-style-type: none"> <li>1 Application Form</li> <li>2 Verification sheet</li> </ol>
<b>Notice</b>	<b>Recording and data collection</b>
The preparation of SOP for Research Permits Outside Working Hours must be a reference for the implementation of research processes outside working hours of Faculties and study programs within Unpad.	The preparation of quality assurance SOPs must refer to quality assurance standards.

