

 <p>DEPARTMENT OF MATHEMATICS EDUCATION UNIVERSITAS PENDIDIKAN INDONESIA</p>	<p>DOCUMENT LEVEL DEPARTEMENT</p>	<p>CODE : POB-DEPDIKMAT-009</p>
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<p>AREA : SCHOLARSHIP</p>		<p>Revision : 01</p>

STANDARD OPERATING PROCEDURE SCHOLARSHIP APPLICATION

A. RATIONAL

UPI students have a variety of family economic backgrounds. UPI has launched various scholarship programs to help students with high academic scores/achievements with limited ability from a financial perspective. Scholarships can come from the Ministry of Education, BUMN, local government, or companies collaborating with UPI. The provision of assistance in the form of scholarships is carried out through certain mechanisms.

B. COVERAGE

The standard operating procedure for applying for this scholarship applies to all students at Universitas Pendidikan Indonesia.

C. AIM

This standard operating procedure is intended to:

1. Be a guide for departments or study programs in scholarship proposals.
2. Become a reference for students in applying for scholarship assistance.

D. REFERENCES

1. Government Regulations No. 19 2005 about national education standards
2. Government Regulation on UPI BHMN
3. Decree of the Board of Trustees of Universitas Pendidikan Indonesia Number 15/MWA UPI/2006 concerning Bylaws UPI.
4. Statutes and bylaws UPI BHMN
5. Plans and Strategies UPI 2021-2025

E. PROCEDURE

1. Study Program sends notification of scholarship application through academic supervisor and or directly to students through Class Chair.
2. Students fill out the scholarship application form.
3. Students send the completed form along with the required documents for obtaining the scholarship.
4. The study program approves the candidate for the scholarship proposal and sends the scholarship application file to the faculty through the Academic and Student Affairs Division
5. The head of the faculty sends the scholarship file to the Chancellor through the Vice Chancellor for Academic and Student Affairs
6. The Chancellor submits the student scholarship file to the scholarship provider.
7. The scholarship granting institution sends a decision letter for the scholarship recipient to the Chancellor.
8. The Chancellor announces the scholarship recipients to the dean or study program and students.
9. Students receive scholarship assistance.

F. ACTIVITY STEPS

Activity	Unit						Time	Document
	Student	Head of Department/Prodi	Academic/student division	Vice Dean	Rector	Scholarship Granting Agency		
Fill out the scholarship proposal form contained in the registration form	1							
The scholarship form is signed by the student and the head of the department/Study Program		2						
Submit scholarship application requirements	3							
Check scholarship application requirements			4					
Mengajukan ke Rektor				5	5			
Determine scholarship recipients						6		
Receive decision letter						7		
Announce scholarship recipients				8				
Receive scholarship	9							

