

UNIVERSITAS NEGERI SURABAYA



UNESA
Universitas Negeri Surabaya

STANDARD OPERATING PROCEDURE (SOP) EDUCATOR'S REGISTRATION

Number of Document : SOP-BUK.HK.09

Revised number : 02

Issued date : March 06, 2020

Code of Distribution : 01/02/03/04/05/06/07/08/09/10/11/12/13/14

Status Document	Master
	Controlled Copy
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Universitas Negeri Surabaya

UNIVERSITAS NEGERI SURABAYA

QUALITY PROCEDURE

EDUCATOR'S REGISTRATION

1. GOAL

This procedure aims to serve as a guide for the process of proposing an educator registration number, namely the National Lecturer Identification Number (NIDN), Educator Serial Number (NUP) within Universitas Negeri Surabaya.

2. SCOPE

This procedure explains the implementation of the process for applying for an educator registration number (NIDN and NUP) starting from the faculty proposal until the educator registration number is approved.

3. REFERENCES

- 3.1. UU no. 14 of 2005 concerning Teachers and Lecturers
- 3.2. UU no. 12 of 2012 concerning Higher Education
- 3.3. UU no. 5 of 2014 concerning ASN
- 3.4. PP No. 37 of 2009 concerning Lecturers
- 3.5. PP No. 11 of 2017 concerning ASN Management
- 3.6. Permenristekdikti No. 26 of 2015 concerning Registration of Educators in Higher Education
- 3.7. Permenristekdikti No. 2 of 2016 concerning Amendments to Permenristekdikti No. 26 of 2015 concerning Registration of Educators in Higher Education
- 3.8. Rector's Regulation no. 3 of 2020 concerning Unesa's Internal Quality Assurance System

4. DEFINITION

- 4.1. NIDN is the National Lecturer Identification Number given to permanent lecturers at higher education institutions
- 4.2. NUP is an Educator Serial Number given by the ministry for non-permanent lecturers, instructors and tutors

5. GENERAL REQUIREMENT

- 5.1. Every educator is required to have an educator registration number
- 5.2. ASN educators must have NIDN after being appointed as CPNS
- 5.3. Non-ASN permanent educators must have a NIDN for a maximum of 2 years after being appointed as a non-ASN permanent educator.



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6. PROCEDURE DESCRIPTION

6.1. In accordance with the re-registration / registration period set by UNESA, all students, both new and old students, are required to register and pay UKT

7. RELATED DOCUMENTS / FILES

7.1. NIDN card

7.2. NUP card

8. NOTES OF REVISION

8.1. REV.0, September 2017: Document starting from scratch (no changes yet)

8.2. REV.02, March 6, 2020: Changes to references, definitions, plots, names and titles and List of records

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