KEMENTERIAN RISET, TEKNOLOGI, DAN PENDIDIKAN TINGGI
UNIVERSITAS DIPONEGORO
Jalan Prof. Sudarto, S.H. Tembalang Semarang Kotak Pos 1269
Telepon (024)7460024 Faximile. (024)7460027 laman : undip.ac.id

SALINAN

KEPUTUSAN REKTOR UNIVERSITAS DIPONEGORO
NOMOR : 1658/UN7.P/HK/2019

TENTANG

PETA PROSES BISNIS UNIVERSITAS DIPONEGORO

REKTOR UNIVERSITAS DIPONEGORO,

Menimbang :

a. bahwa untuk melaksanakan program reformasi birokrasi di lingkungan Universitas Diponegoro, perlu dilakukan upaya peningkatan efektivitas, efisiensi, dan produktivitas pelaksanaan tugas di lingkungan Universitas Diponegoro;
b. bahwa untuk melaksanakan Pasal 4 Peraturan Menteri Riset, Teknologi, dan Pendidikan Tinggi Republik Indonesia Nomor 71 Tahun 2017 tentang Pedoman Penyusunan dan Evaluasi Peta Proses Bisnis dan Standar Operasional Prosedur di Lingkungan Kementerian Riset, Teknologi, dan Pendidikan Tinggi, perlu disusun Peta Proses Bisnis Universitas Diponegoro;
c. bahwa berdasarkan pertimbangan sebagaimana dimaksud dalam huruf a dan huruf b, perlu menetapkan Keputusan Rektor Universitas Diponegoro tentang Peta Proses Bisnis Universitas Diponegoro;

Mengingat :

1. Undang-Undang No. 20 Tahun 2003 tentang Sistem Pendidikan Nasional (Lembaran Negara Republik Indonesia Tahun 2003 Nomor 78, Tambahan Lembaran Negara Republik Indonesia Nomor 4301);
2. Undang-Undang Nomor 25 Tahun 2009 tentang Pelayanan Publik (Lembaran Negara Republik Indonesia Tahun 2009 Nomor 112, Tambahan Lembaran Negara Republik Indonesia Nomor 5038);
3. Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 158, Tambahan Lembaran Negara Republik Indonesia Nomor 5336);
4. Undang-Undang Nomor 30 Tahun 2014 tentang Administrasi Pemerintahan (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 292, Tambahan Lembaran Negara Republik Indonesia Nomor 5601);
5. Peraturan Pemerintah Nomor 7 Tahun 1961 tentang Pendirian Universitas Diponegoro (Lembaran Negara Republik Indonesia Tahun 1961 Nomor 25);
6. Peraturan Pemerintah Republik Indonesia Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan dan Pengelolaan Perguruan Tinggi (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 16, Tambahan Lembaran Negara Republik Indonesia Nomor 5500);
7. Peraturan Republik Indonesia Nomor 81 Tahun 2014 tentang Penetapan Universitas Diponegoro Sebagai Perguruan Tinggi Negeri Badan Hukum (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 302);

8. Peraturan Pemerintah Nomor 26 Tahun 2015 tentang Bentuk dan Mekanisme Pendanaan Perguruan Tinggi Negeri Badan Hukum (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 110, Tambahan Lembaran Negara Republik Indonesia Nomor 5699);
9. Peraturan Pemerintah Nomor 52 Tahun 2015 tentang Statuta Universitas Diponegoro (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 170, Tambahan Lembaran Negara Republik Indonesia Nomor 5721);
10. Peraturan Presiden Nomor 81 Tahun 2010 tentang Grand Design Reformasi Birokrasi 2010-2025;
11. Peraturan Menteri Pendayagunaan Aparatur Negara dan Reformasi Birokrasi Nomor 12 Tahun 2011 tentang Pedoman Penataan Tatalaksana;
12. Peraturan Menteri Pendayagunaan Aparatur Negara dan Reformasi Birokrasi Nomor 35 Tahun 2012 tentang Pedoman Penyusunan Standar Operasional Prosedur Administrasi Pemerintahan (Berita Negara Republik Indonesia Tahun 2012 Nomor 649);
13. Peraturan Menteri Riset Teknologi dan Pendidikan Tinggi Republik Indonesia Nomor 44 Tahun 2015 tentang Standar Nasional Pendidikan Tinggi (Berita Negara Republik Indonesia Tahun 2015 Nomor 1952);
14. Keputusan Majelis Wali Amanat Universita Diponegoro Nomor 03/UN7.1/HK/2019 Tentang Pengangkatan Rektor Universitas Diponegoro Periode 2019-2024;
15. Peraturan Majelis Wali Amanat Universitas Diponegoro Nomor 2 Tahun 2016 tentang Organisasi dan Tata Kerja Universitas Diponegoro;
16. Peraturan Rektor Universitas Diponegoro Nomor 2 Tahun 2019 tentang Organisasi dan Tata Kerja Unsur-Unsur di Bawah Rektor Universitas Diponegoro;

MEMUTUSKAN:

Menetapkan : KEPUTUSAN REKTOR UNIVERSITAS DIPONEGORO TENTANG PETA PROSES BISNIS UNIVERSITAS DIPONEGORO.

KESATU : Menetapkan Peta Proses Bisnis Universitas Diponegoro sebagaimana tersebut pada lampiran Keputusan ini.

KEDUA : Peta Proses Bisnis Universitas Diponegoro sebagaimana dimaksud pada diktum KESATU dipergunakan sebagai pedoman dalam pelaksanaan layanan Undip kepada pengguna layanan dan pemangku kebijakan.

KETIGA : Keputusan ini berlaku tanggal sejak tanggal ditetapkan.

Ditetapkan di Semarang
Pada Tanggal, 13 November 2019

REKTOR UNIVERSITAS DIPONEGORO,

ttd

PROF. DR. YOS JOHAN UTAMA., SH, M.HUM
NIP. 196211101987031004

Salinan yang sah sesuai dengan aslinya
Sekretaris universitas

Prof. Dr. dr. Anies, M.Kes., PKK
NIP. 195407221985011001

LAMPIRAN :
KEPUTUSAN REKTOR UNIVERSITAS DIPONEGORO
NOMOR : 1658/UN7.P/HK/2019
TANGGAL : 13 November 2019
TENTANG :
KEPUTUSAN REKTOR UNIVERSITAS DIPONEGORO TENTANG PETA PROSES BISNIS UNIVERSITAS DIPONEGORO

BAB I

PENDAHULUAN

A. SEJARAH UNIVERSITAS DIPONEGORO

Sejarah berdirinya Universitas Diponegoro diawali dengan pendirian Yayasan Universitas Semarang melalui Akte Notaris R.M. Soeprapto Nomor 59 tanggal 4 Desember 1956, yang mendirikan Universitas Semarang pada tanggal 9 Januari 1957, dengan Mr. Imam Bardjo sebagai Presiden Universitas pertama. Pada Dies Natalis ketiga Universitas Semarang, tanggal 9 Januari 1960, Presiden Republik Indonesia Pertama, Ir. Soekarno mengganti nama Universitas Semarang menjadi Universitas Diponegoro. Perubahan tersebut merupakan penghargaan atas prestasi dalam bidang pendidikan tinggi di Jawa Tengah. Keputusan Presiden ini kemudian dikukuhkan dengan Surat Keputusan Menteri Pendidikan, Pengajaran dan Kebudayaan Nomor 101247/UU tanggal 3 Desember 1960 dan Peraturan Pemerintah Nomor 7 Tahun 1961 tertanggal 23 Maret 1961 dan berlaku surut mulai tanggal 15 Oktober 1960 dengan ketentuan tanggal tersebut ditetapkan sebagai Dies Natalis Universitas Diponegoro.

Berdasarkan sejarah tersebut, tanggal 15 Oktober 1957 ditetapkan sebagai hari lahir Universitas Diponegoro. Pemilihan tanggal ini yang juga merupakan tanggal terjadinya revolusi fisik di Kota Semarang dalam peristiwa “pertempuran lima hari” mempunyai makna, Universitas Diponegoro akan meneruskan cita-cita pejuang kemerdekaan bangsa dalam mengisi kemerdekaan dengan mencerdaskan bangsa.

Perjalanan panjang Universitas Diponegoro, telah menghantarkan universitas ini menjadi salah satu perguruan tinggi nasional yang diharapkan dapat meningkatkan daya saing bangsa melalui alumni yang dihasilkannya dan berbagai karya intelektual lain dalam bidang riset, inovasi dan pemikiran.

Universitas Diponegoro sebagai entitas pendidikan tinggi telah mengalami perkembangan sejak berdirinya hingga saat ini. Universitas Diponegoro berdasarkan Peraturan Pemerintah Nomor 7 Tahun 1961 dinyatakan sebagai Perguruan Tinggi Negeri yang berkedudukan di Semarang. Kemudian berdasarkan Keputusan Menteri Keuangan Nomor 259/KMK.05/2008 tanggal 15 September 2008 tentang Penetapan Universitas Diponegoro pada Departemen Pendidikan Nasional sebagai Instansi Pemerintah yang menerapkan Pengelolaan Keuangan Badan Layanan Umum (PK-BLU), maka Universitas Diponegoro dalam pengelolaan keuangan mengikuti pola Pengelolaan Badan Layanan Umum. Perkembangan selanjutnya, berdasarkan pada Peraturan Pemerintah Nomor 81 Tahun 2014 tentang Penetapan Universitas Diponegoro sebagai Perguruan Tinggi Negeri Badan Hukum (PTN-BH) dan Peraturan Pemerintah Republik Indonesia Nomor 52 Tahun 2015 tentang Statuta Universitas Diponegoro, status Universitas Diponegoro berubah dari PTN-BLU menjadi PTN-BH yang memiliki banyak sekali potensi untuk pengembangan universitas dan sivitas akademika.

B. LATAR BELAKANG PENYUSUNAN PETA PROSES BISNIS

Pasal 4 ayat (1) Peraturan Menteri Riset, Teknologi, Dan Pendidikan Tinggi Republik Indonesia Nomor 71 Tahun 2017 Tentang Pedoman Penyusunan Dan Evaluasi Peta Proses Bisnis Dan Standar Operasional Prosedur Di Lingkungan Kementerian Riset, Teknologi, Dan Pendidikan Tinggi mengamanatkan kepada Kementerian, PTN, dan Kopertis wajib menyusun Peta Proses Bisnis dan SOP.

Berdasarkan peraturan tersebut, Universitas Diponegoro menyusun Proses Bisnis yang merupakan sekumpulan aktivitas kerja terstruktur dan saling terkait yang menghasilkan keluaran sesuai dengan kebutuhan pengguna.

Selanjutnya agar pemangku kepentingan dan pemangku kebijakan mudah memahami, proses bisnis tersebut digambarkan dalam peta proses bisnis dalam diagram yang mengidentifikasi secara jelas langkah yang dibutuhkan untuk menyelesaikan suatu Proses Bisnis.

C. LANDASAN PENYUSUNAN

Peta Proses Bisnis Undip disusun dengan mendasarkan pada peraturan-peraturan yang terkait dengan pendidikan tinggi secara umum maupun peraturan-peraturan yang terkait dengan Universitas Diponegoro secara khusus yang antara lain:

a. Undang-Undang No. 20 Tahun 2003 tentang Sistem Pendidikan Nasional (Lembaran Negara Republik Indonesia Tahun 2003 Nomor 78, Tambahan Lembaran Negara Republik Indonesia Nomor 4301);
b. Undang-Undang Nomor 25 Tahun 2009 tentang Pelayanan Publik (Lembaran Negara Republik Indonesia Tahun 2009 Nomor 112, Tambahan Lembaran Negara Republik Indonesia Nomor 5038);
c. Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 158, Tambahan Lembaran Negara Republik Indonesia Nomor 5336);
d. Undang-Undang Nomor 30 Tahun 2014 tentang Administrasi Pemerintahan (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 292, Tambahan Lembaran Negara Republik Indonesia Nomor 5601);
e. Peraturan Pemerintah Republik Indonesia Nomor 7 Tahun 1961 tentang Pendirian Universitas Diponegoro (Lembaran Negara Republik Indonesia Tahun 1961 Nomor 25);
f. Peraturan Pemerintah Republik Indonesia Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan dan Pengelolaan Perguruan Tinggi (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 16, Tambahan Lembaran Negara Republik Indonesia Nomor 5500);
g. Peraturan Pemerintah Republik Indonesia Nomor 81 Tahun 2014 tentang Penetapan Universitas Diponegoro Sebagai Perguruan Tinggi Negeri Badan Hukum (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 302);
h. Peraturan Pemerintah Republik Indonesia Nomor 26 Tahun 2015 tentang Bentuk dan Mekanisme Pendanaan Perguruan Tinggi Negeri Badan Hukum (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 110, tambahan Lembaran Negara Nomor 5699);
i. Peraturan Pemerintah Republik Indonesia Nomor 52 Tahun 2015 tentang Statuta Universitas Diponegoro (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 170, Tambahan Lembaran Negara Nomor 5721);
j. Peraturan Presiden Republik Indonesia Nomor 81 Tahun 2010 tentang Grand Design Reformasi Birokrasi 2010-2025;
k. Peraturan Menteri Pendayagunaan Aparatur Negara dan Reformasi Birokrasi Republik Indonesia Nomor 12 Tahun 2011 tentang Pedoman Penataan Tatalaksana;
l. Peraturan Menteri Pendayagunaan Aparatur Negara dan Reformasi Birokrasi Republik Indonesia Nomor 35 Tahun 2012 tentang Pedoman Penyusunan Standar Operasional Prosedur Administrasi Pemerintahan (Berita Negara Republik Indonesia Tahun 2012 Nomor 649);

m. Peraturan Menteri Riset Teknologi dan Pendidikan Tinggi Republik Indonesia Nomor 44 Tahun 2015 tentang Standar Nasional Pendidikan Tinggi (Berita Negara Republik Indonesia Tahun 2015 Nomor 1952);
n. Keputusan Majelis Wali Amanat Universita Diponegoro Nomor 03/UN7.1/HK/2019 Tentang Pengangkatan Rektor Universitas Diponegoro Periode 2019-2024;
o. Peraturan Majelis Wali Amanat Universitas Diponegoro Nomor 2 Tahun 2016 tentang Organisasi dan Tata Kerja Universitas Diponegoro;
p. Peraturan Rektor Universitas Diponegoro Nomor 2 Tahun 2019 tentang Organisasi dan Tata Kerja Unsur-Unsur di Bawah Rektor Universitas Diponegoro;

D. TUJUAN PENYUSUNAN

1. menjadi pedoman bagi unit dalam membantu pencapaian tugas dan kontrak kinerja Rektor.
2. menciptakan tertib penyelenggaraan tugas dan fungsi unit kerja di Universitas Diponegoro.
3. mencegah terjadinya penyalahgunaan wewenang dan tumpang tindih wewenang antar unit kerja.
4. mendorong unit kerja meningkatkan kualitas layanan secara efektif dan efisien kepada masyarakat pengguna layanan maupun para pemangku kebijakan.

BAB II

ALUR PETA PROSES BISNIS UNIVERSITAS DIPONEGORO

A. VISI MISI UNIVERSITAS DIPONEGORO

Peraturan Pemerintah Republik Indonesia Nomor 52 Tahun 2015 Tentang Statuta Universitas Diponegoro, Pasal 2 ditetapkan bahwa Visi dan Misi Undip adalah:

VISI :

"menjadi universitas riset yang unggul".

MISI :

1. menyelenggarakan pendidikan tinggi yang menghasilkan lulusan yang unggul dan kompetitif;
2. menyelenggarakan penelitian yang menghasilkan publikasi, hak kekayaan intelektual, buku, kebijakan, dan teknologi yang berhasil guna dan berdaya guna dengan mengedepankan budaya dan sumber daya lokal;
3. menyelenggarakan pengabdian kepada masyarakat yang dapat menghasilkan publikasi, hak kekayaan intelektual, buku, kebijakan, dan teknologi yang berhasil guna dan berdaya guna dengan mengedepankan budaya dan sumber daya lokal; dan
4. menyelenggarakan tata kelola pendidikan tinggi yang efisien, akuntabel, transparan, dan berkeadilan.

B. KEBIJAKAN/STRATEGI

Pencapaian Visi dan Misi Undip dilakukan dengan membuat kebijakan/strategi melalui penyelenggaraan Layanan Inti Pendidikan, Layanan Pendukung Pendidikan dan Layanan Penunjang Lainnya.

C. PROGRAM

Kebijakan/Strategis Undip secara operasional dilaksanakan dalam 3 bentuk program, Program Layanan Inti Pendidikan, Program Layanan Pendukung Pendidikan dan Program Layanan Penunjang Lainnya.

Program Layanan Inti Pendidikan, sesuai dengan tugas dan fungsi Undip adalah menyelenggarakan tri dharma perguruan tinggi, meliputi :

1) layanan Pendidikan;
2) layanan Penelitian; dan
3) layanan Pengabdian kepada Masyarakat.

Disamping Program Layanan Inti Pendidikan, Undip menyelenggarakan Program Layanan Pendukung Pendidikan, meliputi :

1) Layanan Administrasi Fakultas;
2) Layanan Administrasi Akademik;
3) Layanan Umum dan Keuangan;
4) Layanan Kemahasiswaan;
5) Layanan Perencanaan dan Sistem Informasi; dan
6) Layanan Sekretariat.

Untuk melengkapi layanan yang diberikan, Undip juga menyelenggarakan Program Layanan Penunjang Lainnya, meliputi :

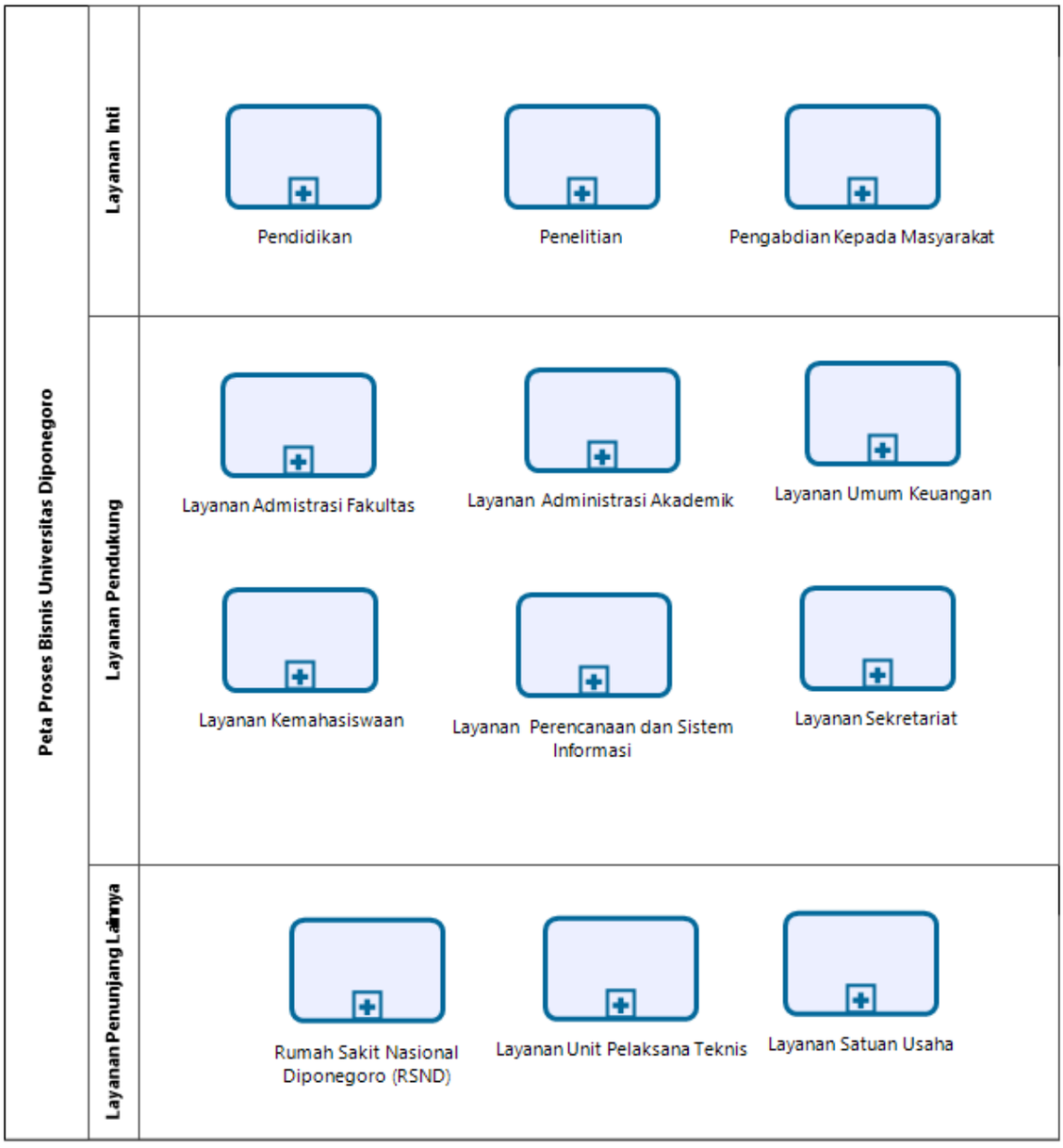
1) Rumah Sakin Nasional Diponegoro;
2) Layanan Unit Pelaksana Teknis; dan
3) Layanan Satuan Usaha.

D. KEGIATAN

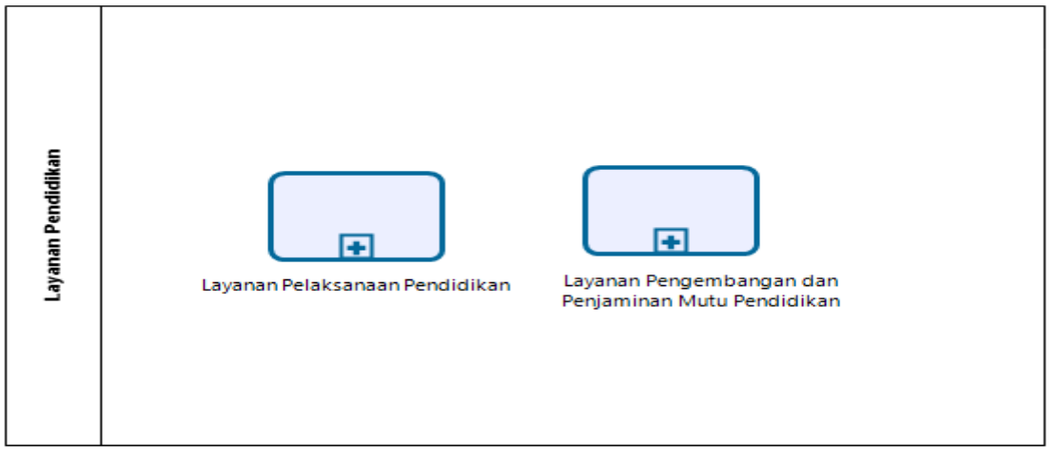
Program Layanan Inti Pendidikan, Program Layanan Pendukung Pendidikan dan Program Layanan Penunjang Lainnya, dijabarkan dalam kegiatan-kegiatan yang dilaksanakan oleh unit-unit di Universitas Diponegoro.

BAB III
PETA PROSES BISNIS UNIVERSITAS DIPONEGORO

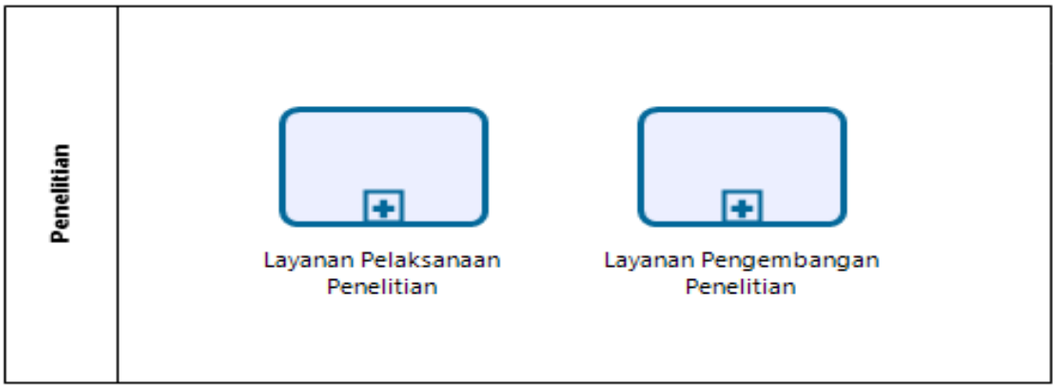
- Level 0



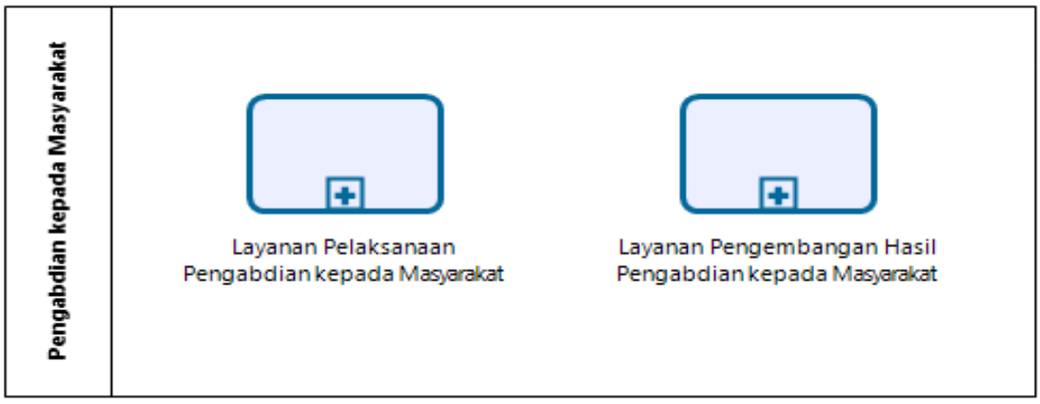
- Level 1
  1. Layanan Pendidikan



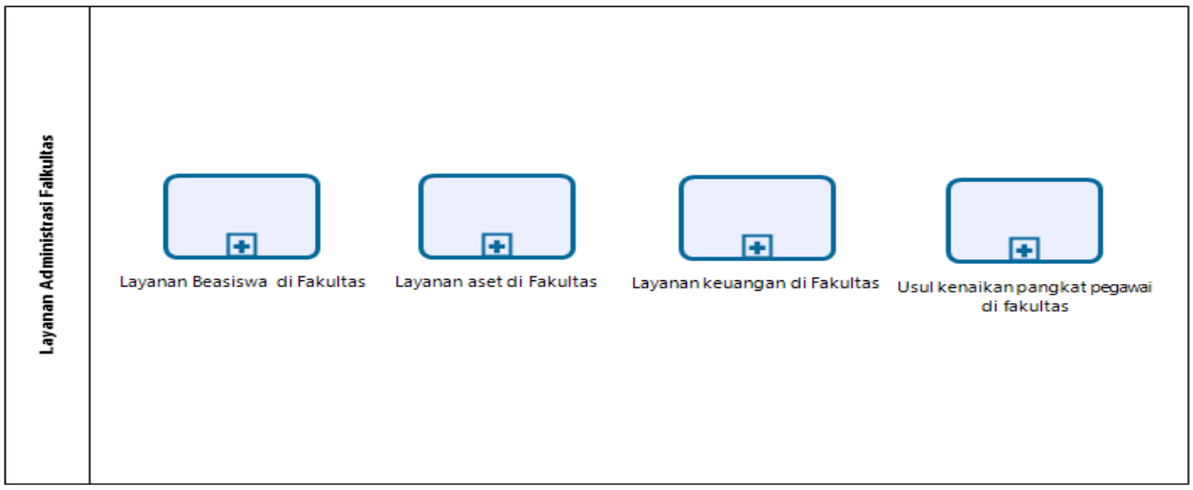
  2. Layanan Penelitian



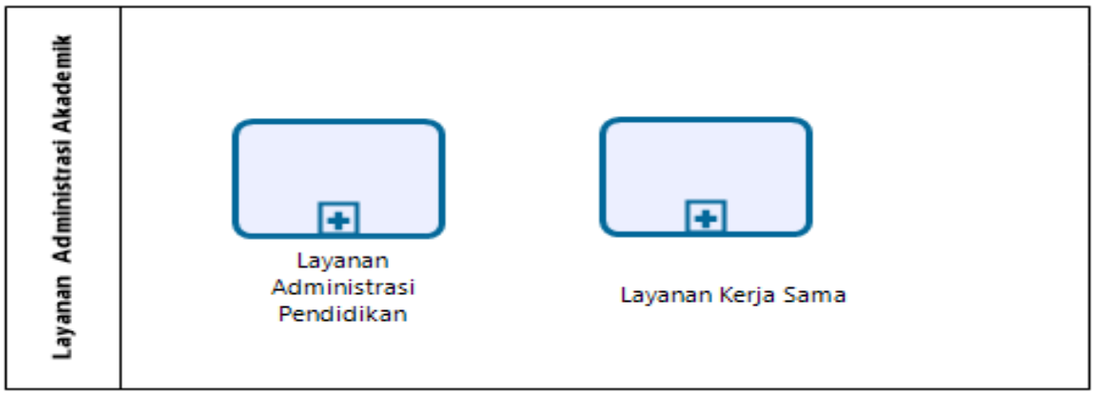
  3. Pengabdian Kepada Masyarakat



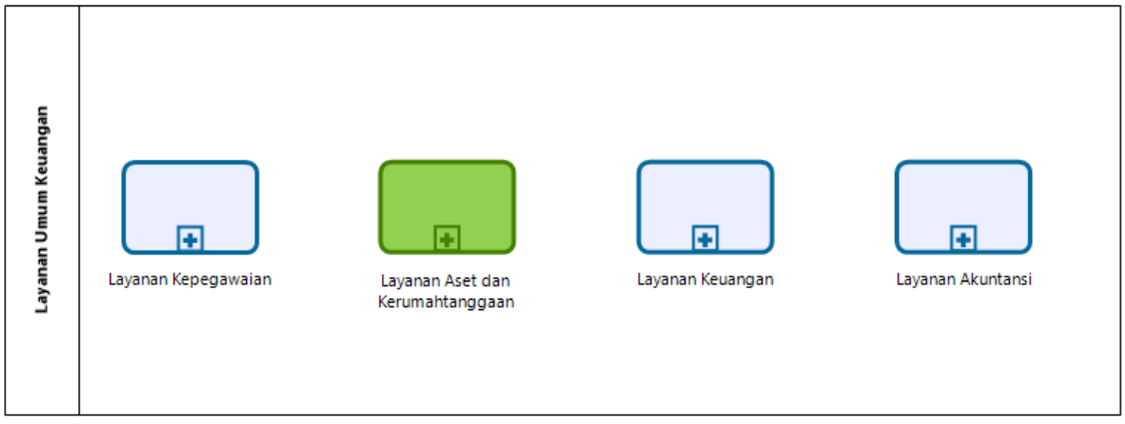
4. Layanan Administrasi Fakultas



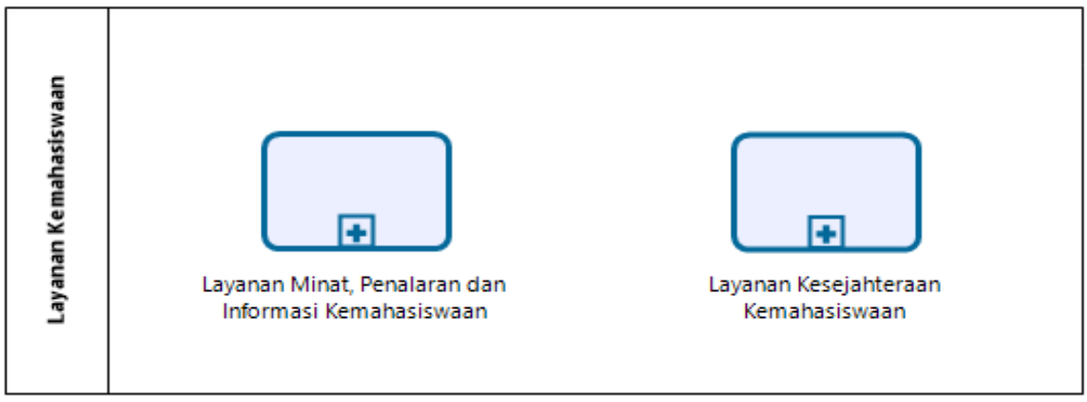
5. Layanan Administrasi Akademik



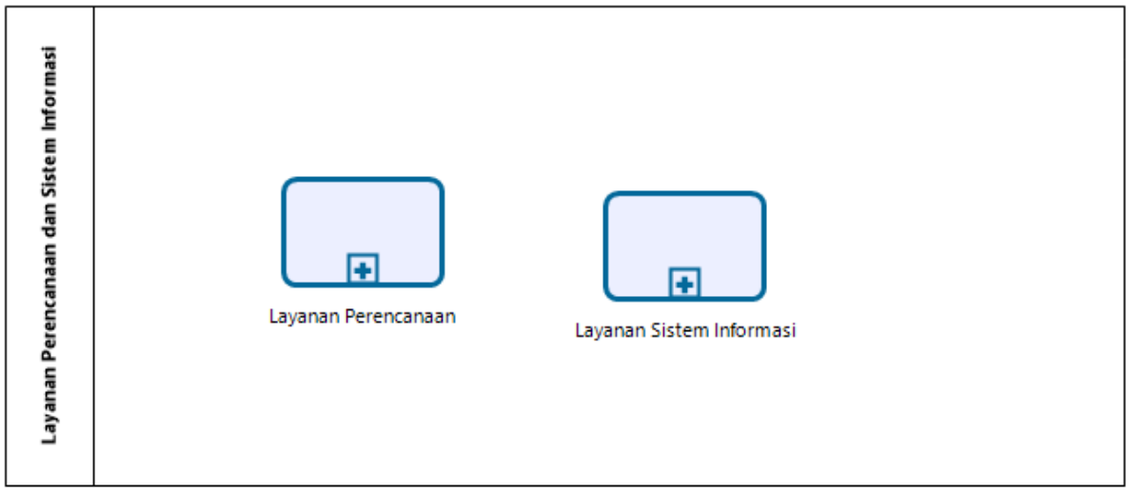
6. Layanan Umum Keuangan



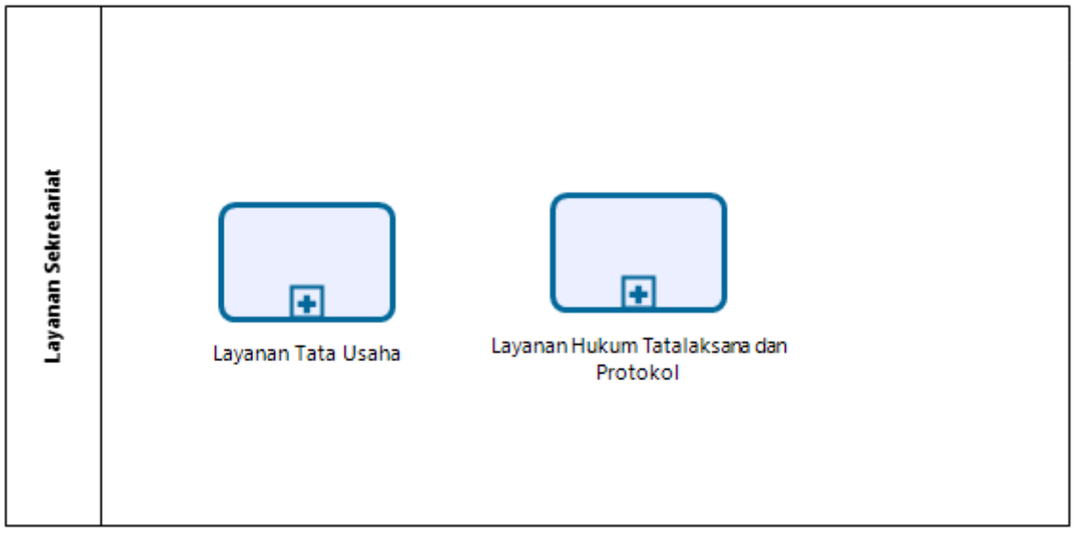
7. Layanan Kemahasiswaan



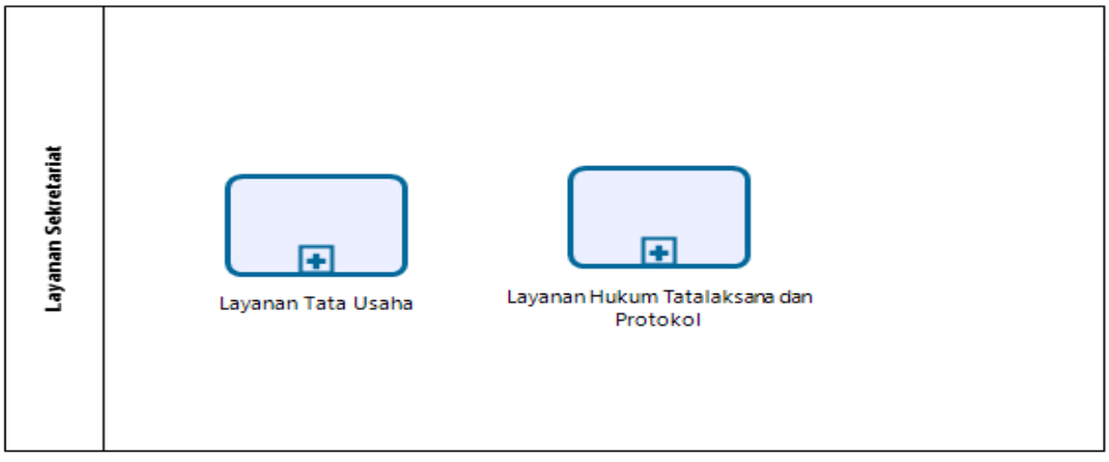
8. Layanan Perencanaan Sistem dan Informasi



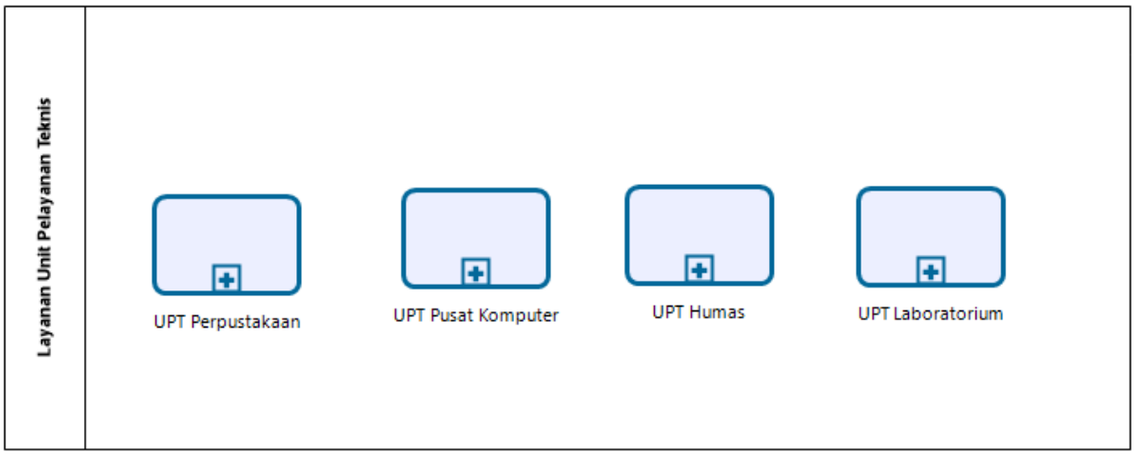
9. Layanan Sekretariat



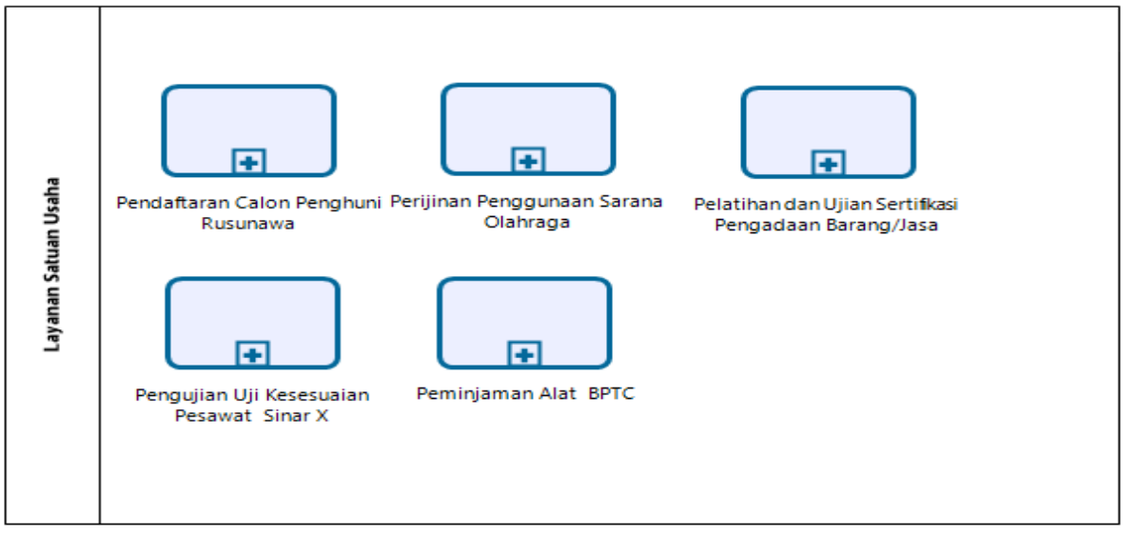
10. Rumah Sakit Nasional Diponegoro (RSND)



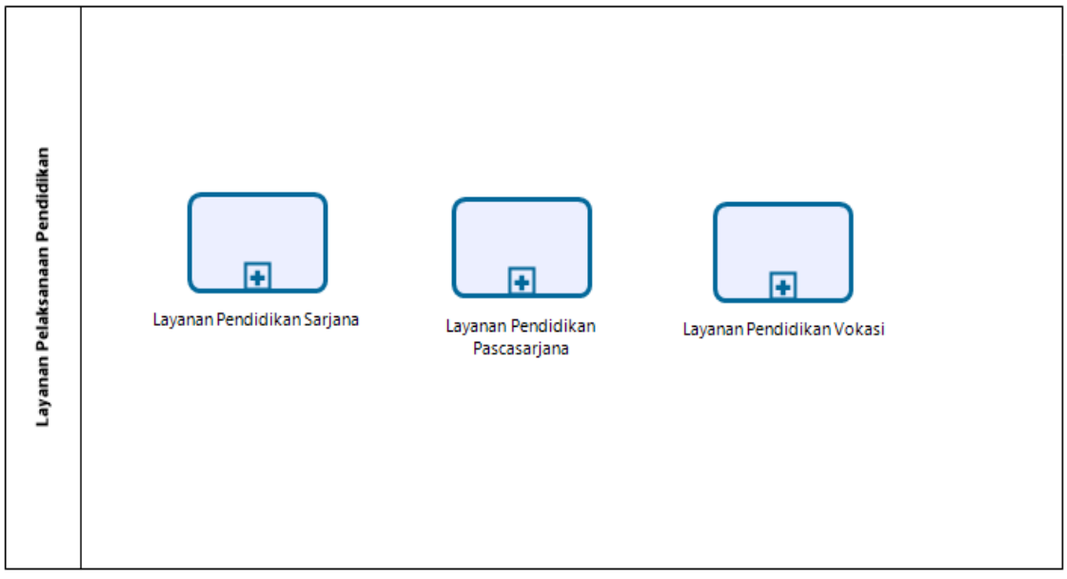
11. Layanan Unit Pelaksana Teknis



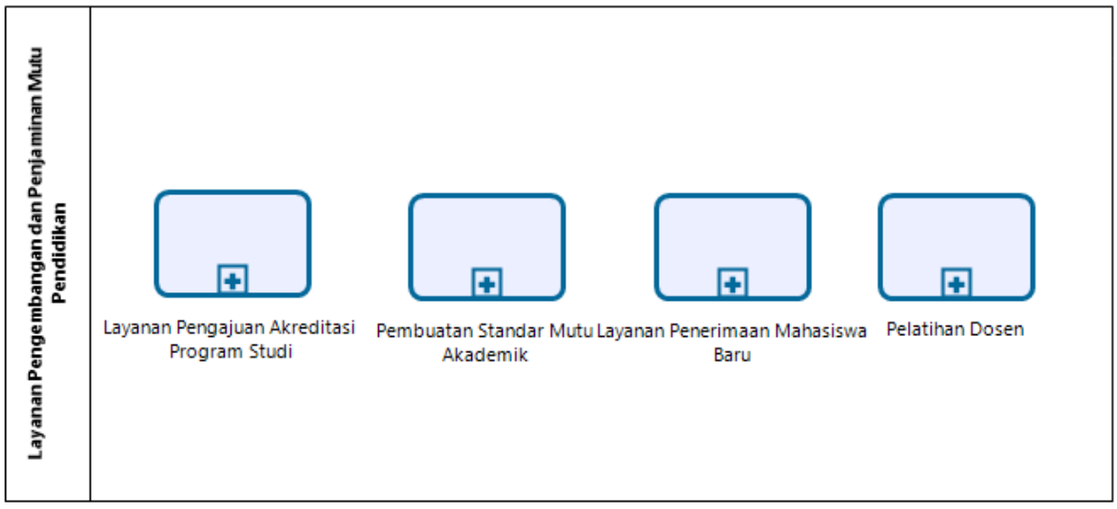
12. Layanan Satuan Usaha



- Level 2
  1. Layanan Pendidikan
     1.1 Layanan Pelaksanaan Pendidikan

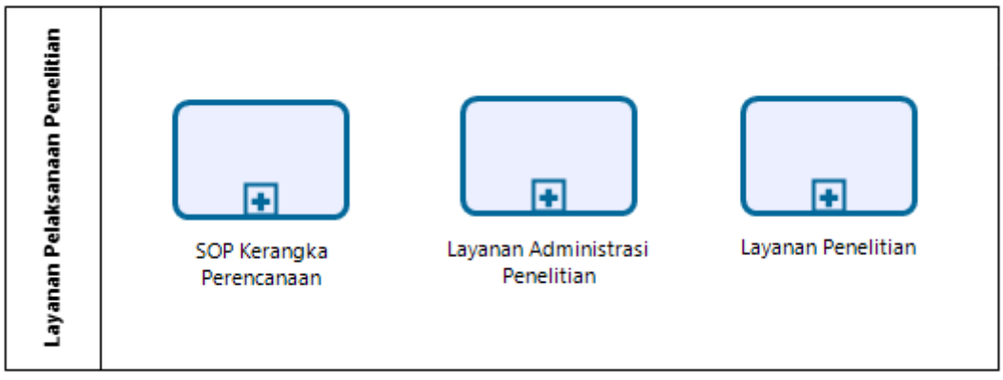


1.2 Layanan Pengembangan dan Penjaminan Mutu Pendidikan

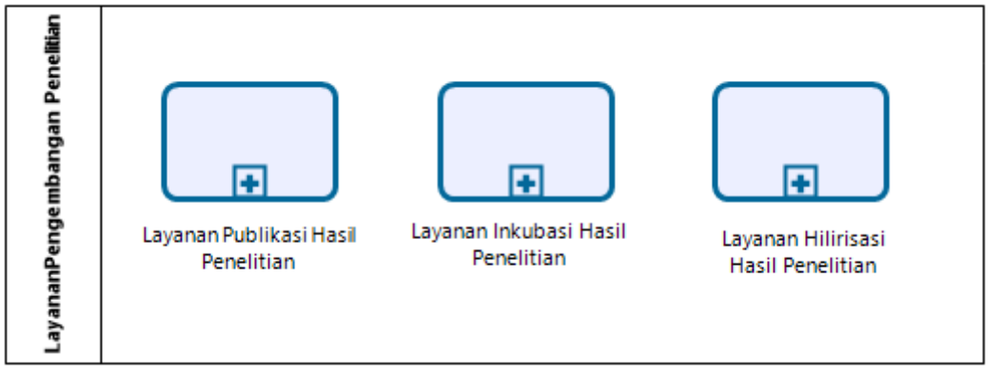


2. Layanan Penelitian

2.1 Layanan Pelaksanaan Penelitian

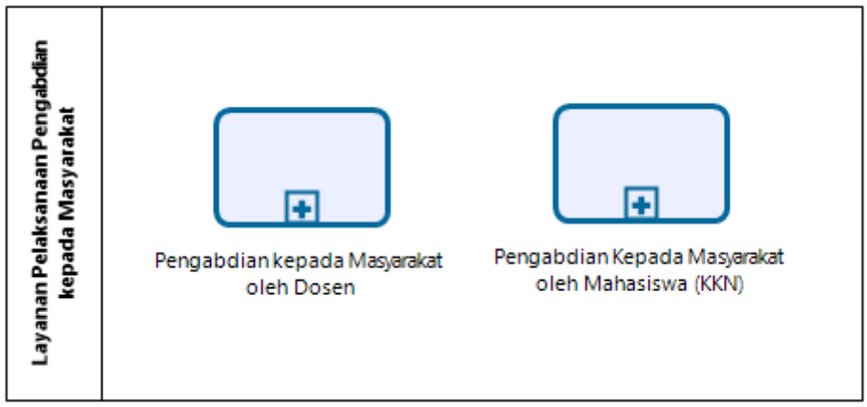


2.2 Layanan Pengembangan Penelitian



3. Layanan Pengabdian Kepada Masyarakat

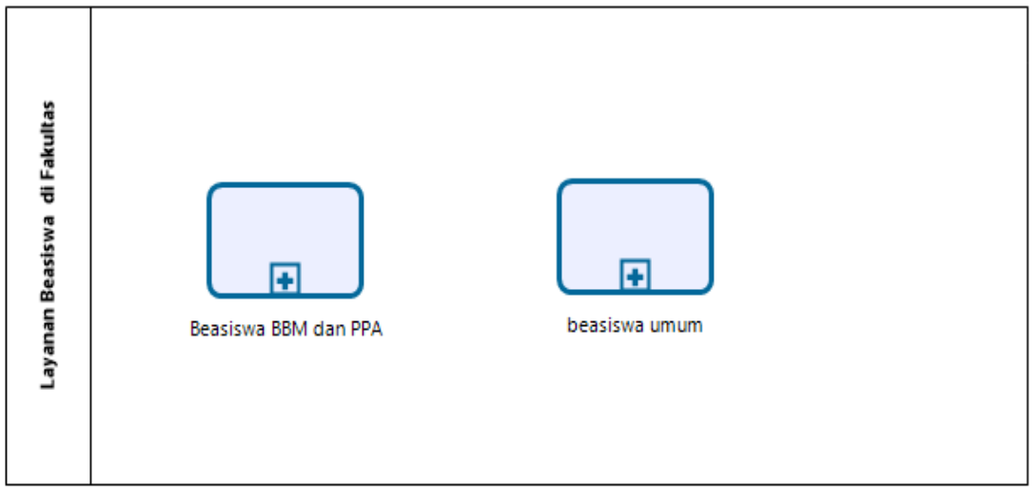
3.1 Layanan Pelaksanaan Pengabdian Kepada Masyarakat



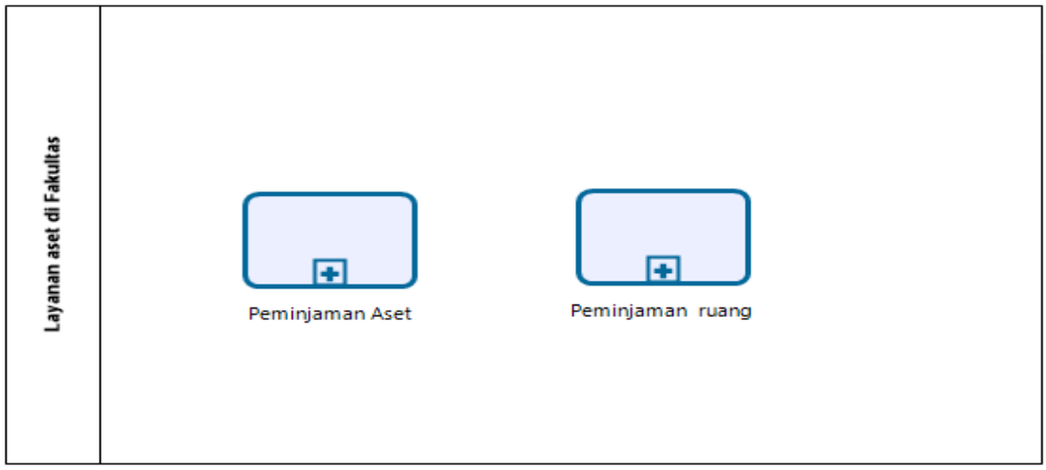
3.2 Layanan Pengembangan Pengabdian Kepada Masyarakat

4. Layanan Administrasi Fakultas

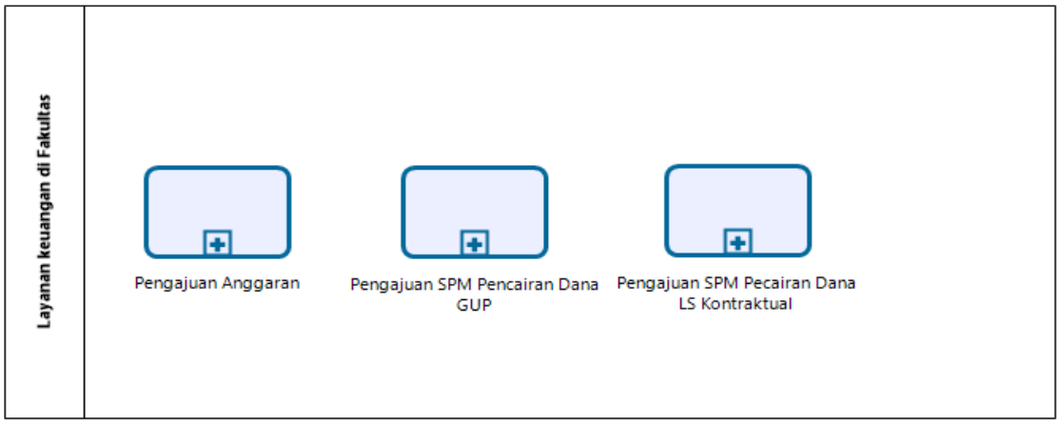
4.1 Layanan Beasiswa Fakultas



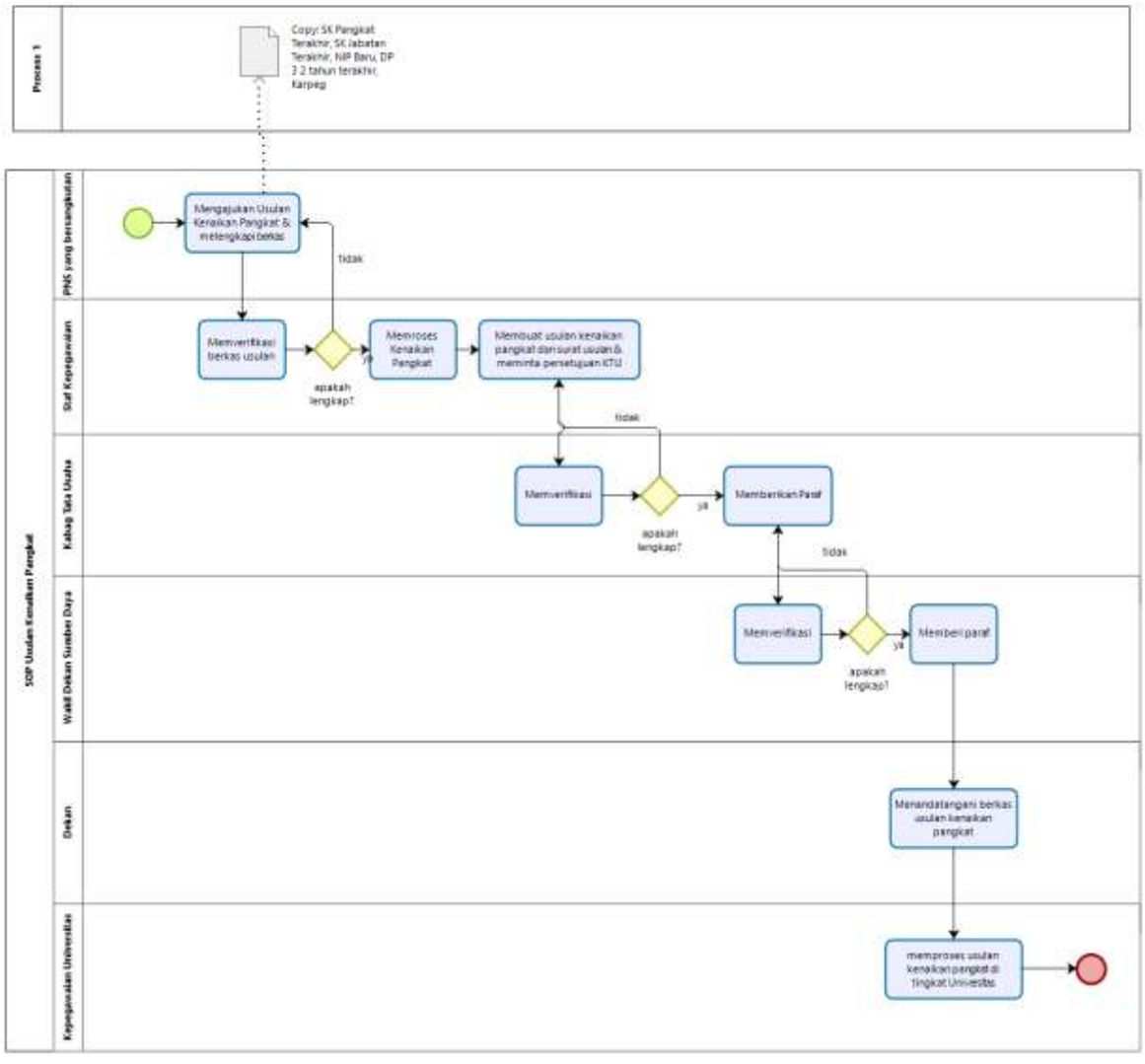
4.2 Layanan Aset di Fakultas



4.3 Layanan Keuangan di Fakultas

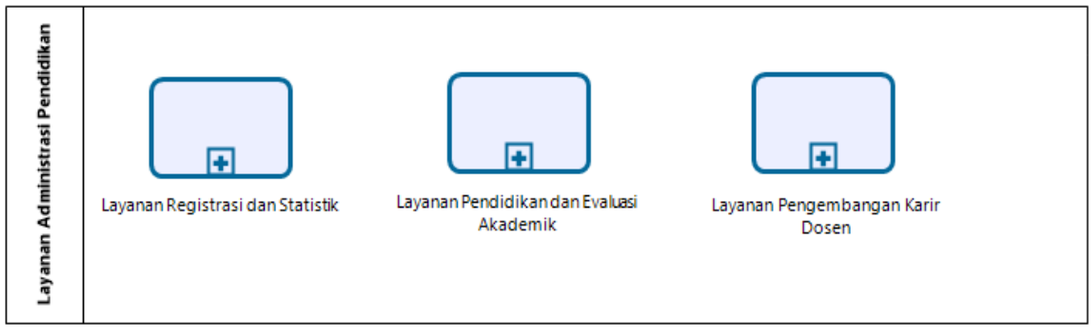


4.4 Usul Kenaikan Pangkat Pegawai di Fakultas

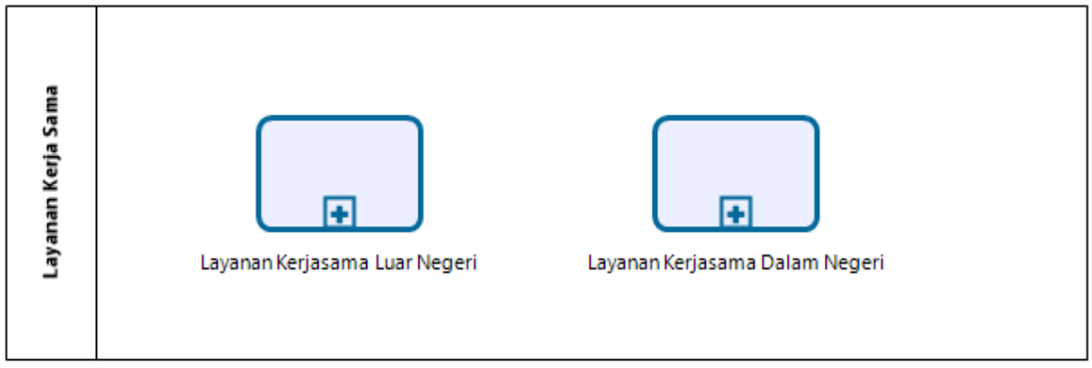


5. Layanan Administrasi Akademik

5.1 Layanan Administrasi Pendidikan

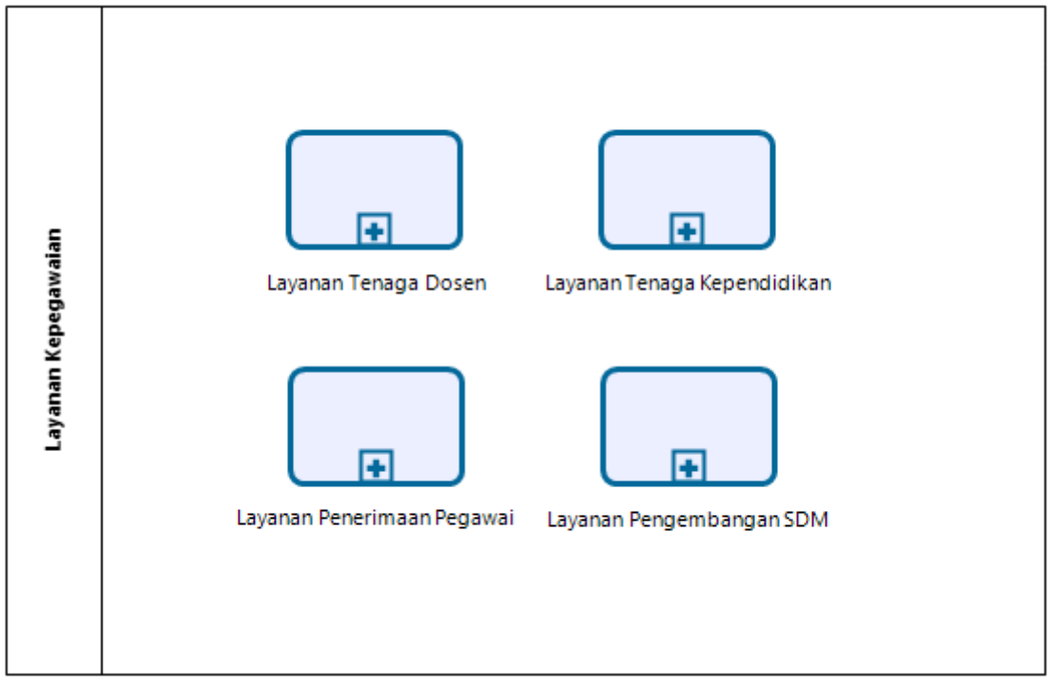


5.2 Layanan Kerja Sama

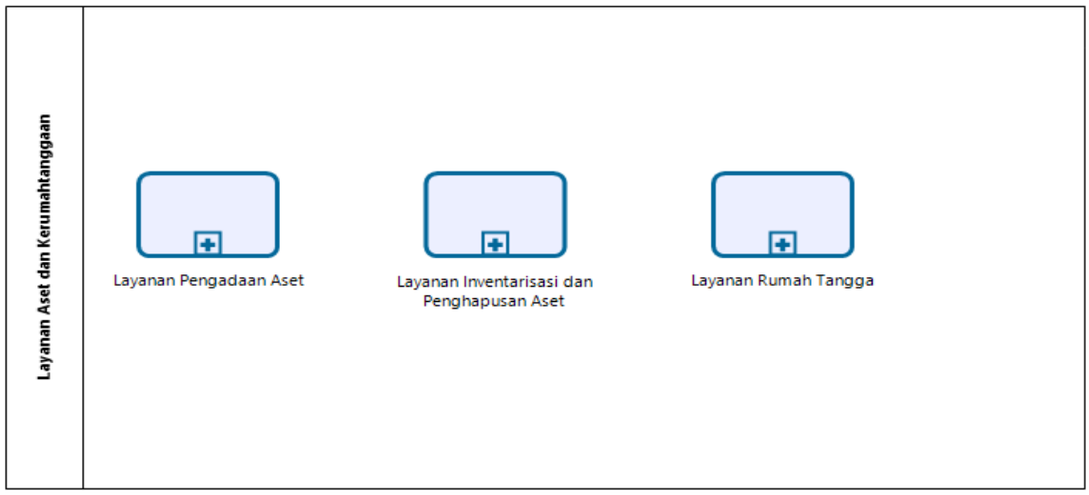


6. Layanan Umum dan Keuangan

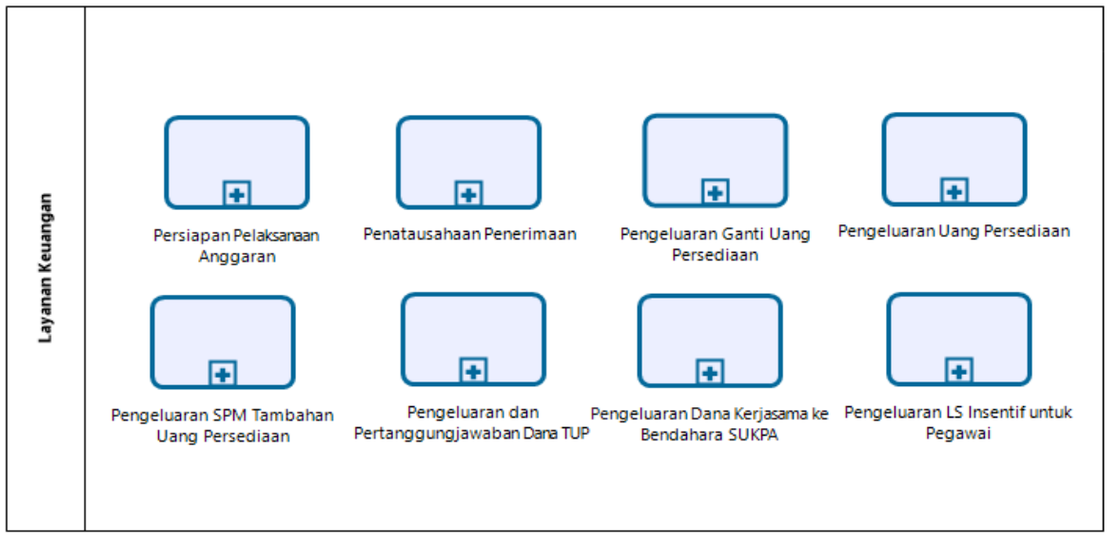
6.1 Layanan Kepegawaian



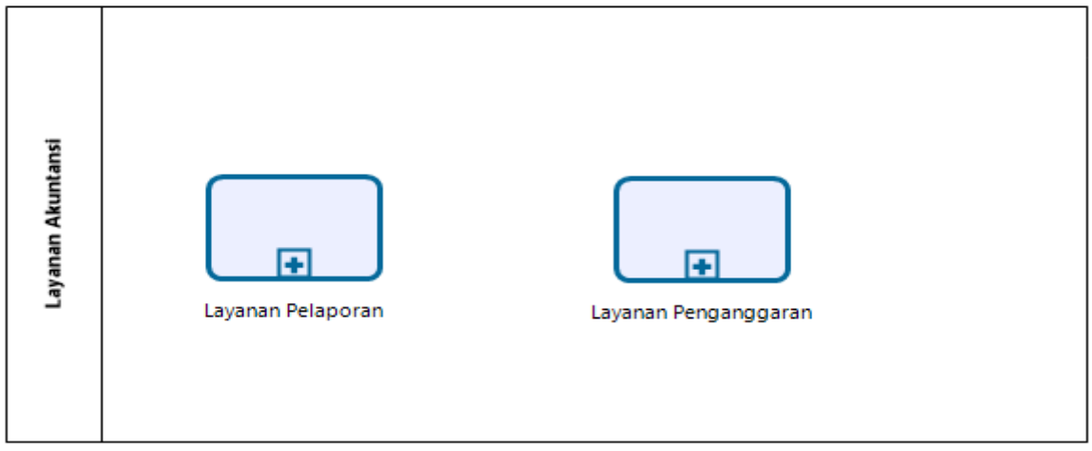
6.2 Layanan Aset dan Kerumahtanggaan



6.3 Layanan Keuangan



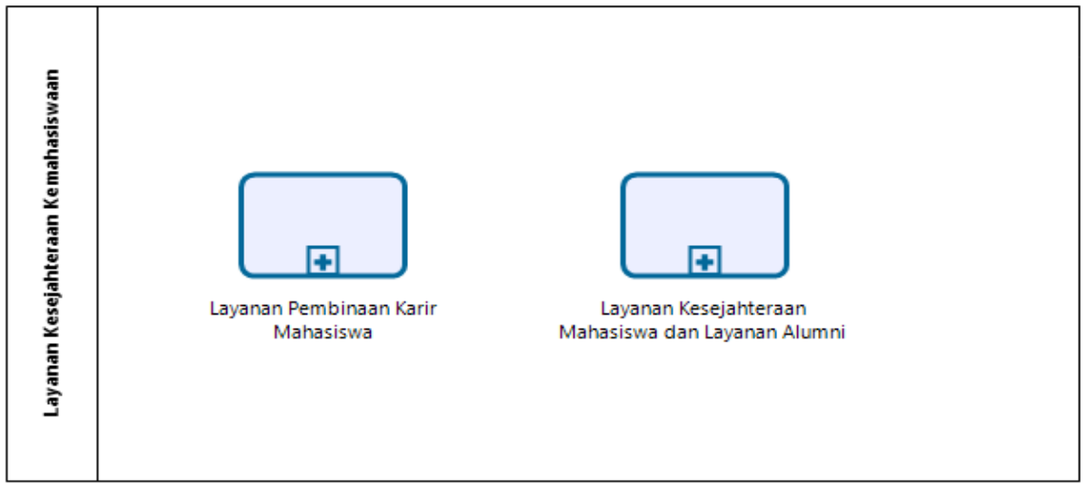
6.4 Layanan Akuntansi



7. Layanan Kemahasiswaan

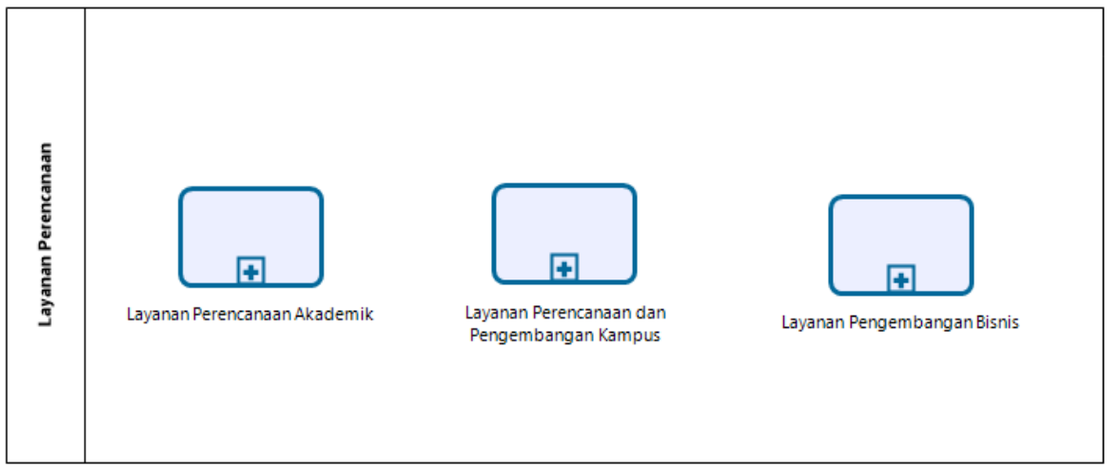
7.1 Layanan Minat, Penalaran dan Informasi Kemahasiswaan

7.2 Layanan Kesejahteraan Kemahasiswaan

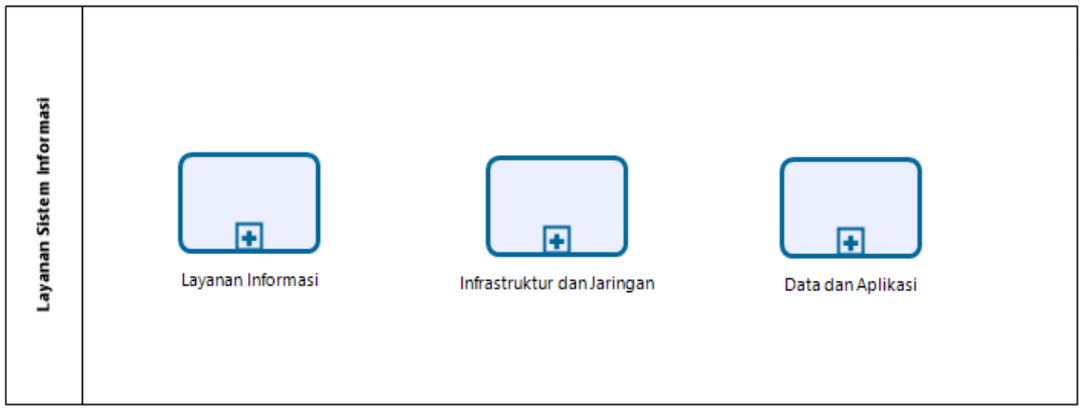


8. Layanan Perencanaan dan Sistem Informasi

8.1 Layanan Perencanaan

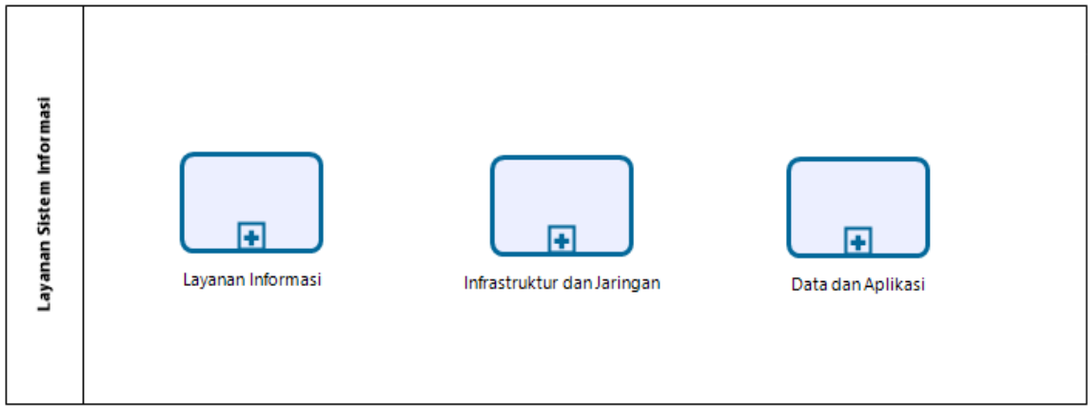


8.2 Layanan Sistem Informasi

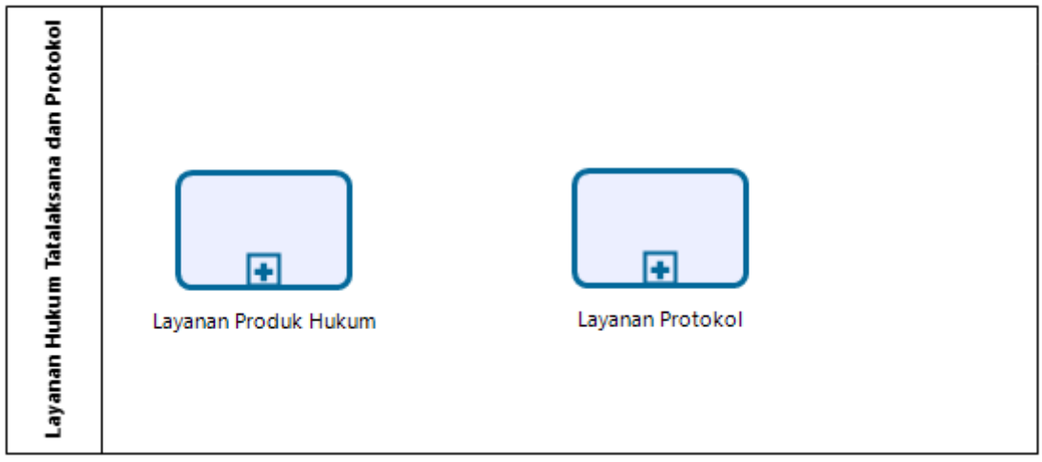


9. Layanan Sekretariat

9.1 Layanan Tata Usaha

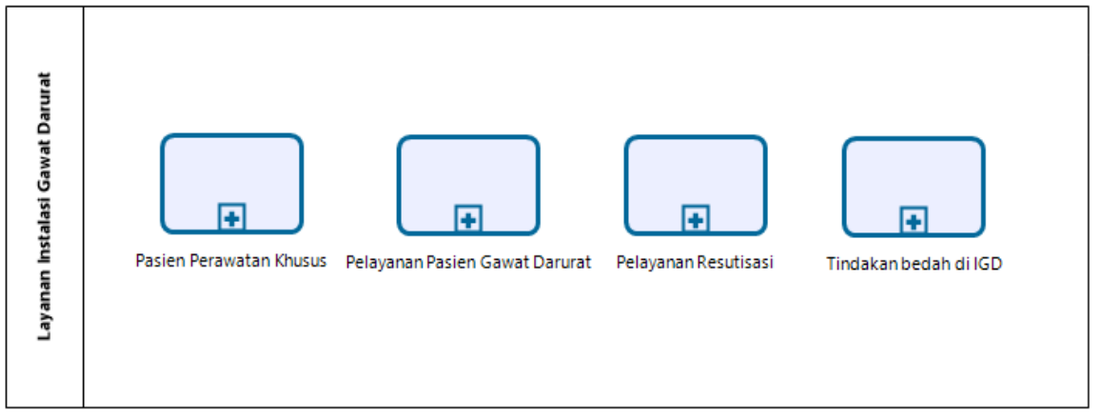


9.2 Layanan Hukum Tata Laksana dan Protokol

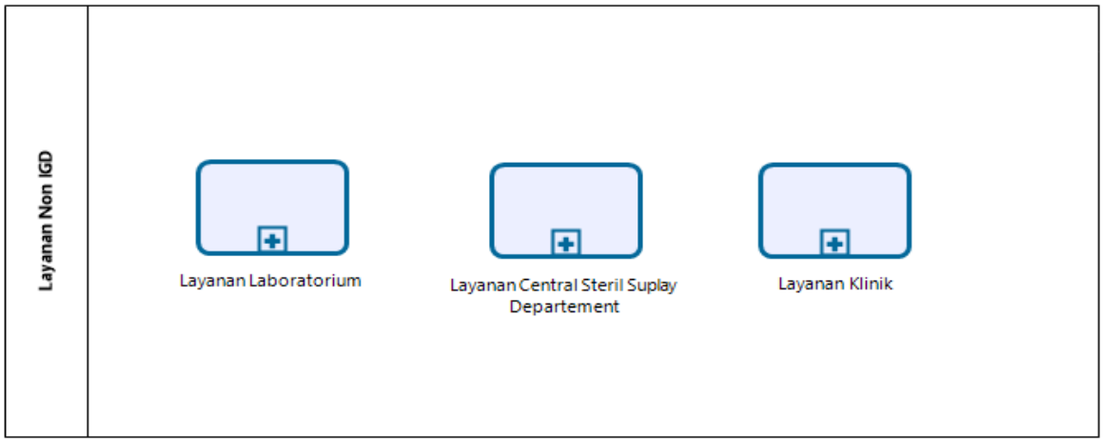


10. Rumah Sakit Nasional Diponegoro (RSND)

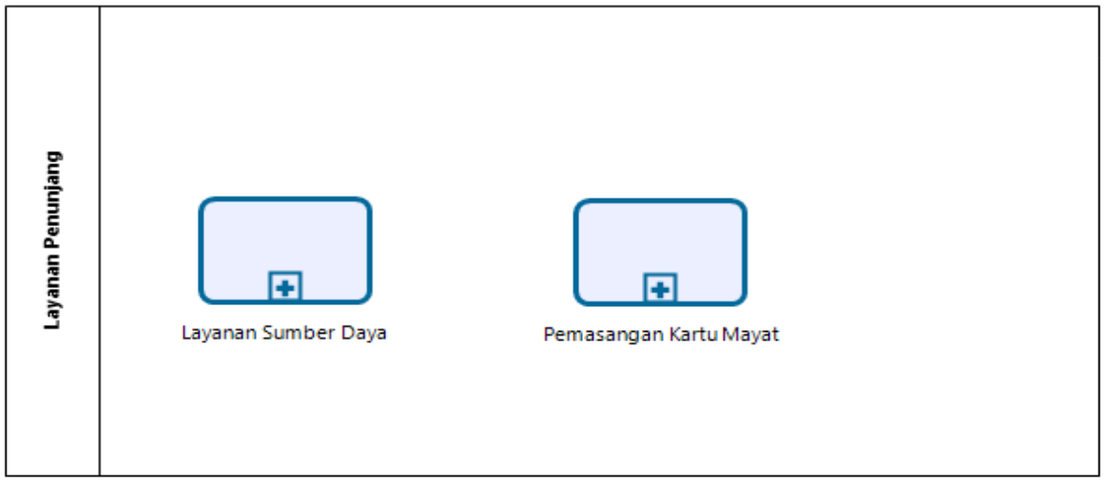
10.1 Layanan Instalasi Gawat Darurat



10.2 Layanan Non IGD

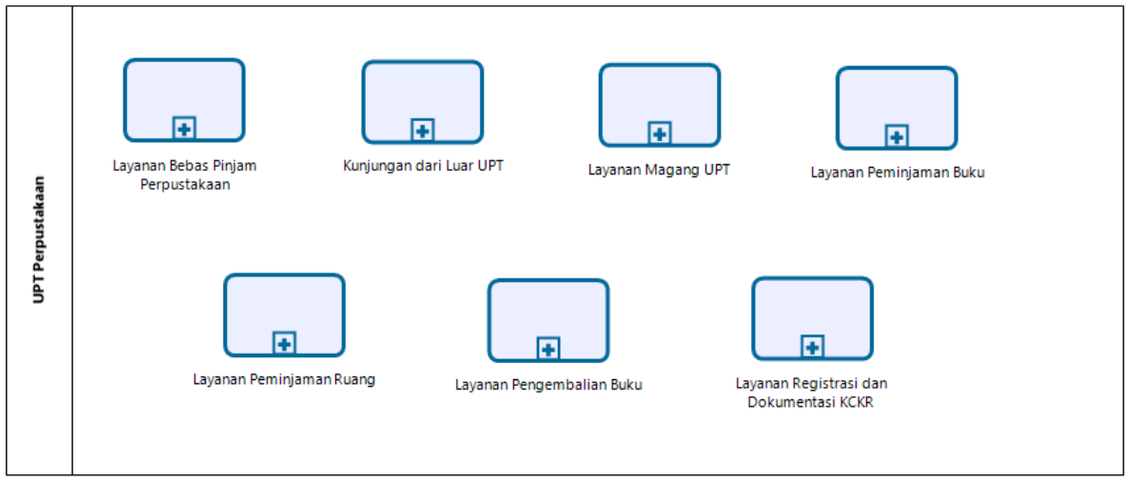


10.3 Layanan Penunjang

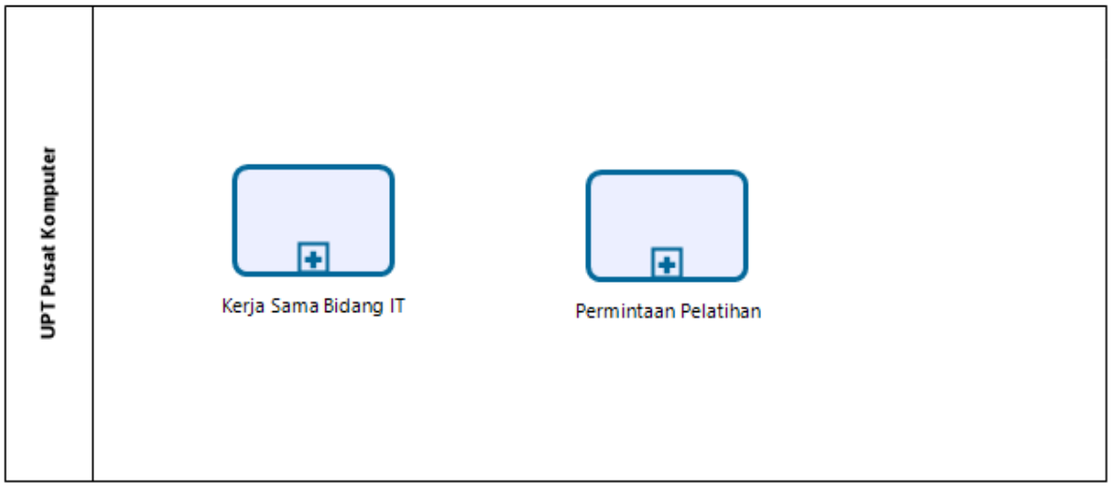


11. Layanan Unit Pelaksana Teknis

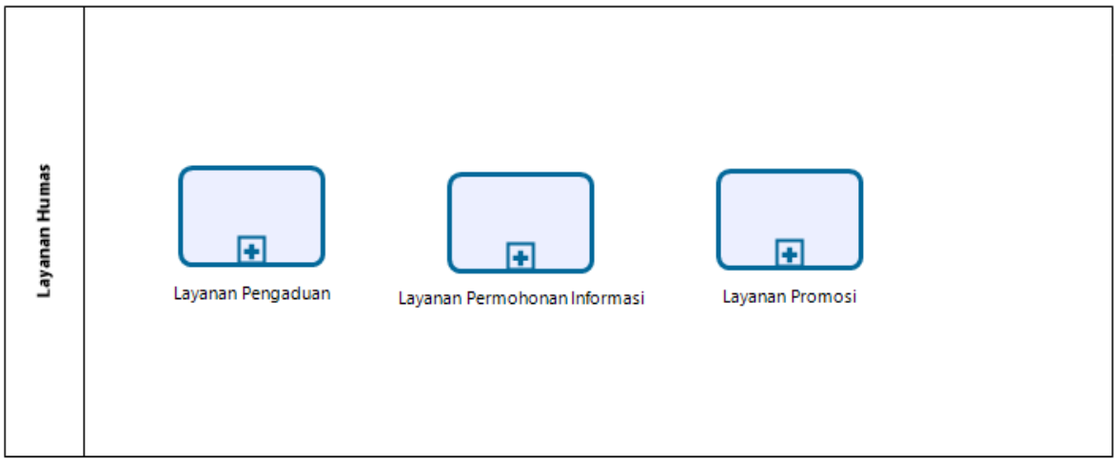
11.1 UPT Perpustakaan



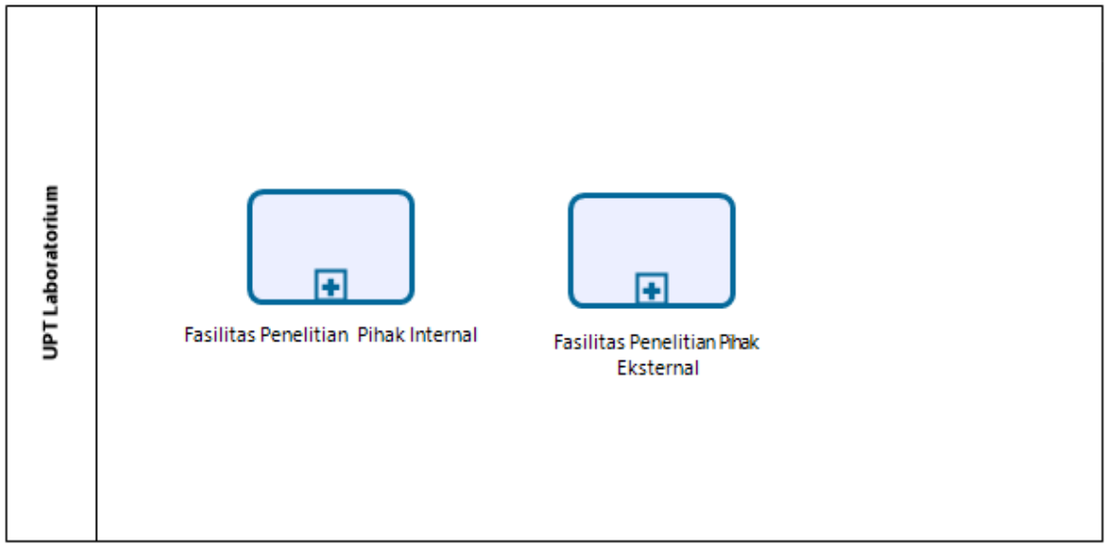
11.2 UPT Pusat Komputer



11.3 UPT Humas

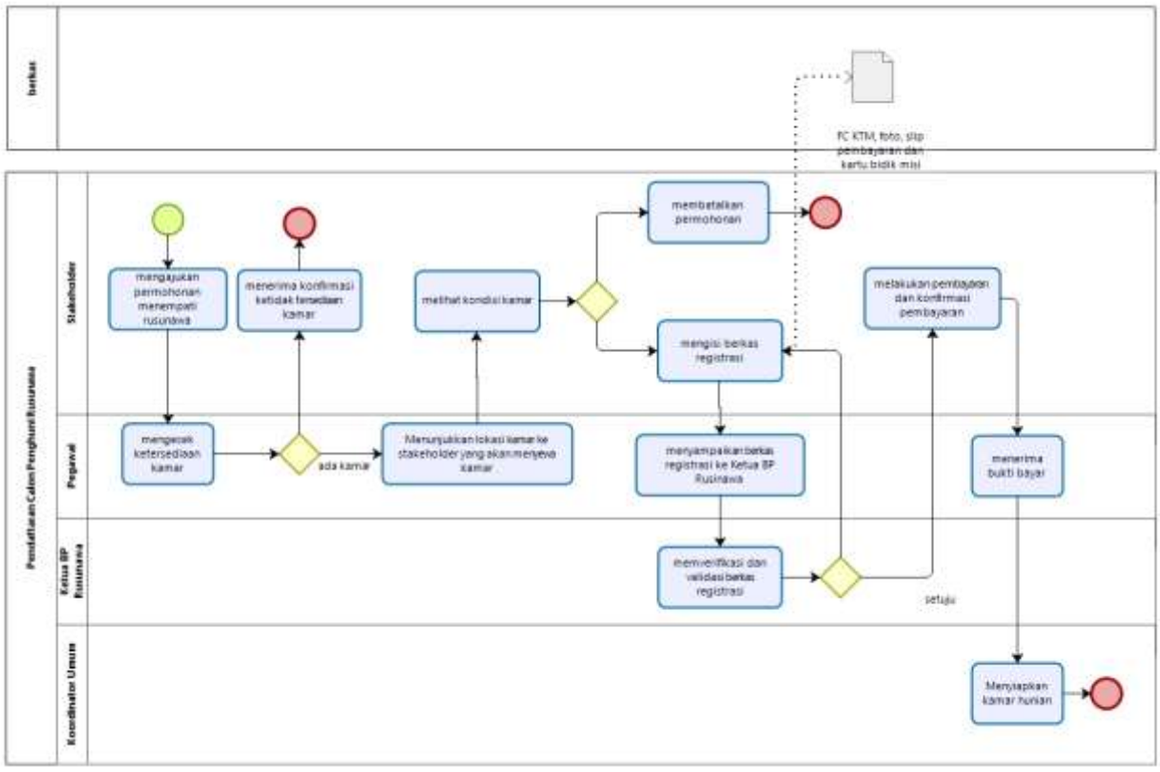


11.4 UPT Laboratorium

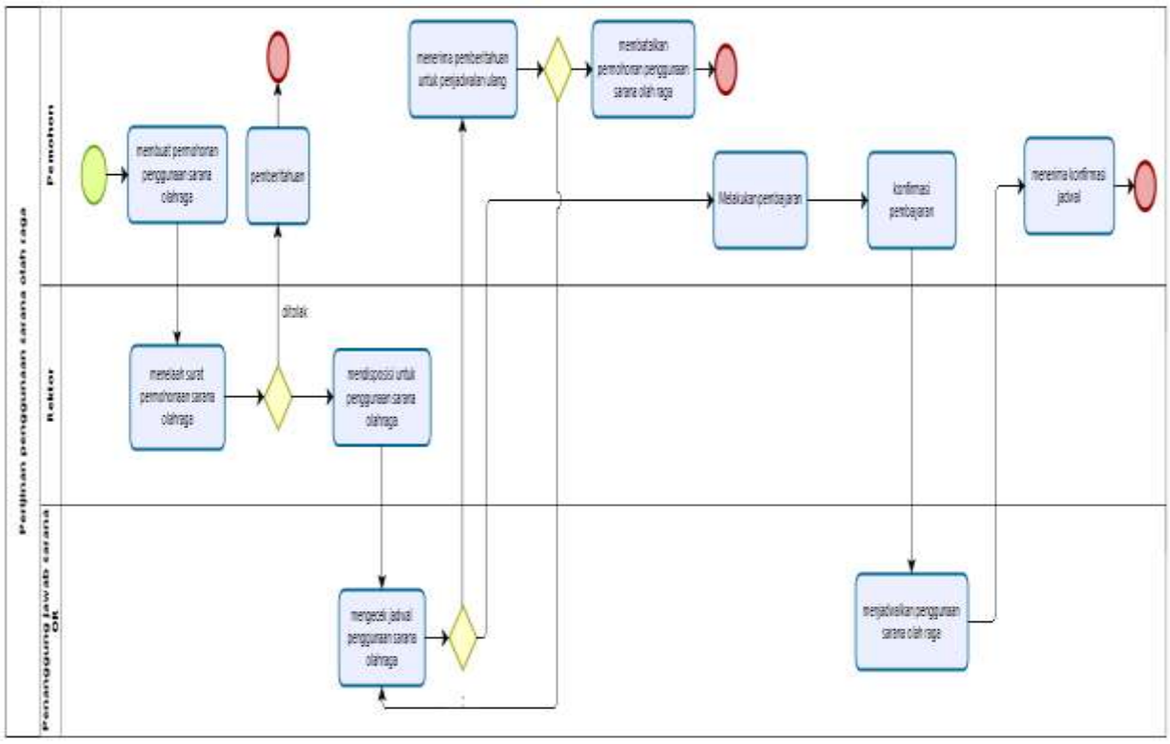


12. Layanan Satuan Usaha

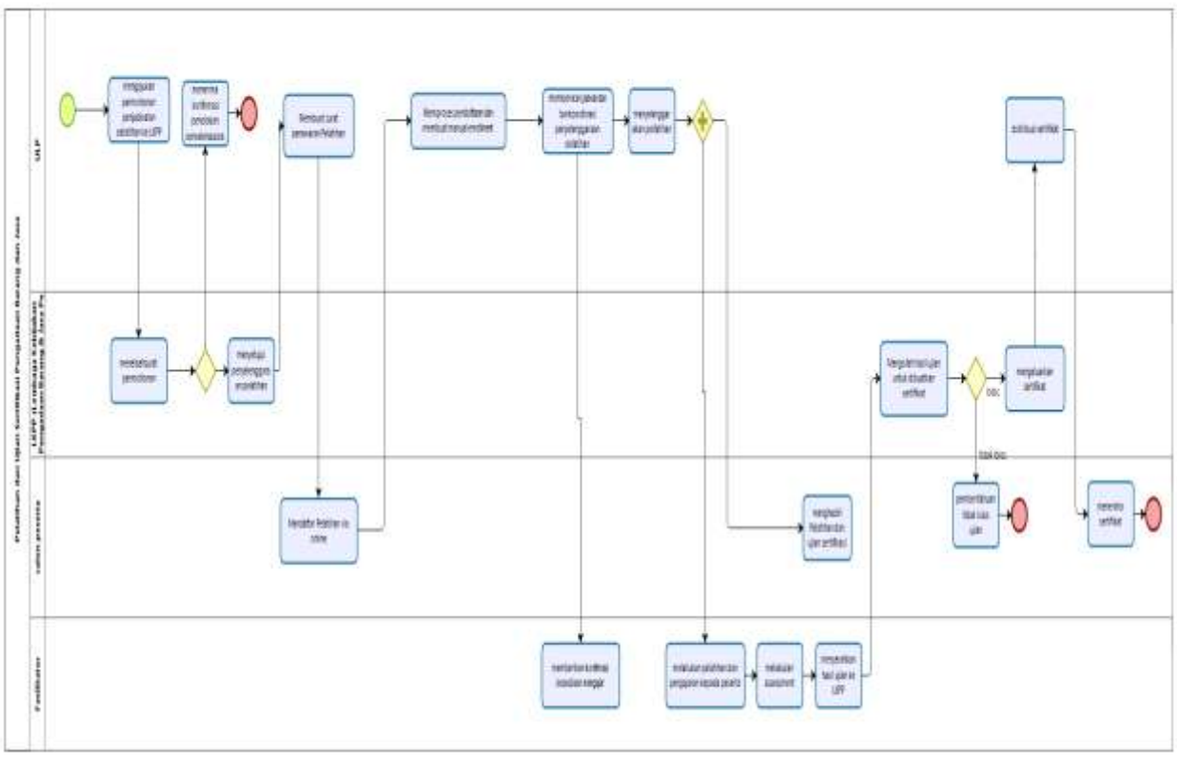
12.1 Pendaftaran Calon Penghuni Rusunawa



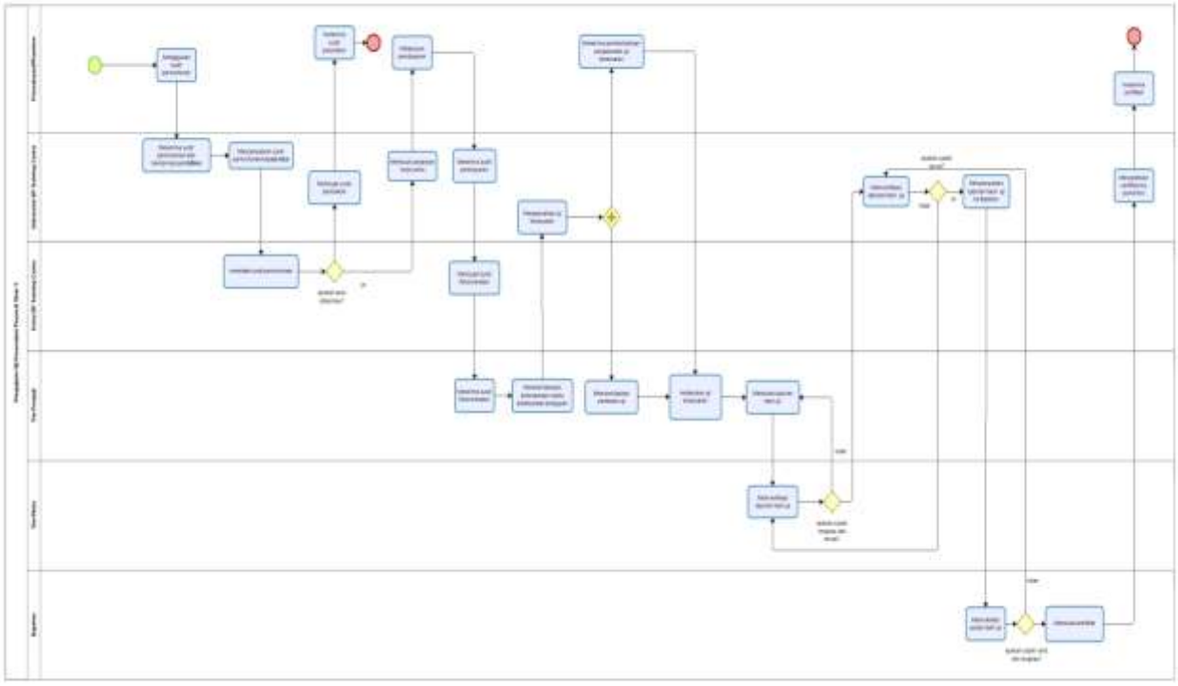
12.2 Perijinan Penggunaan Sarana Olahraga



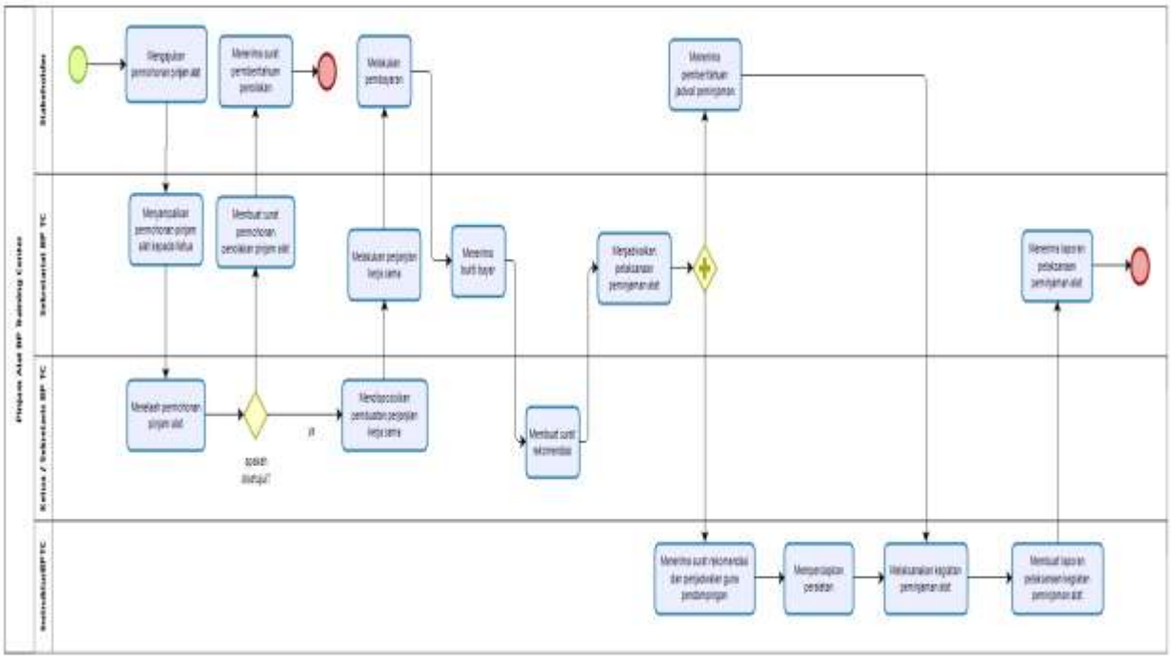
12.3 Pelatihan dan Ujian Sertifikasi Pengadaan Barang/Jasa



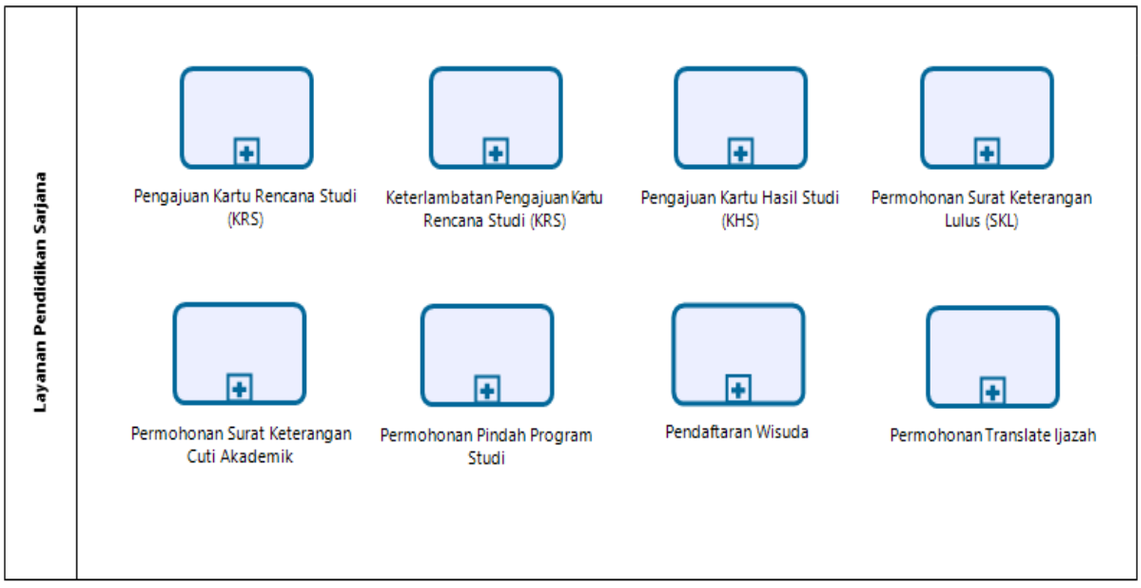
12.4 Pengujian Uji Kesesuaian Pesawat Sinar X



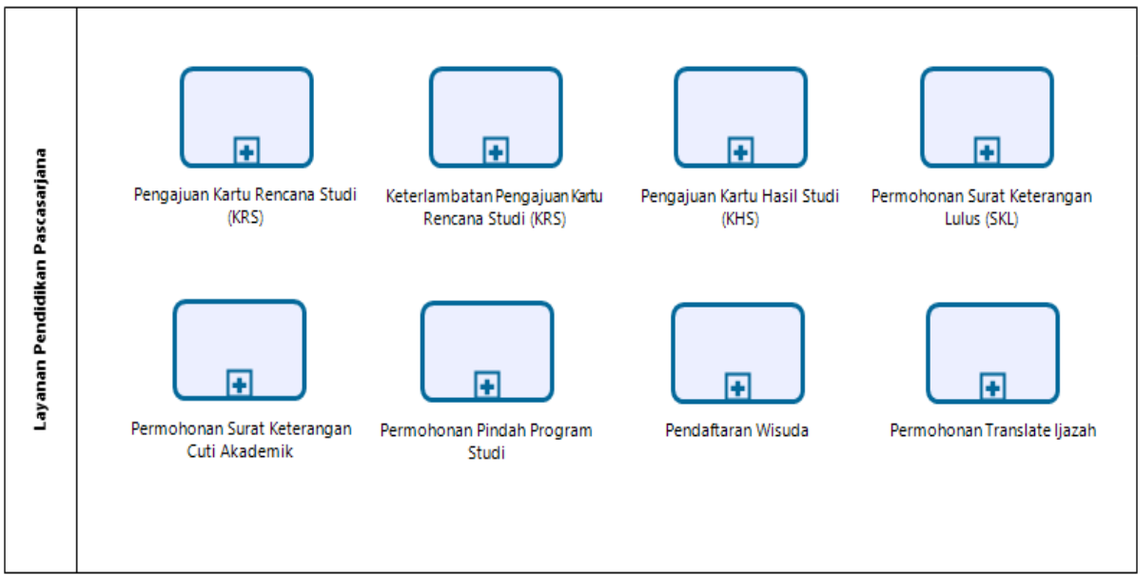
12.5 Peminjaman Alat BPTC



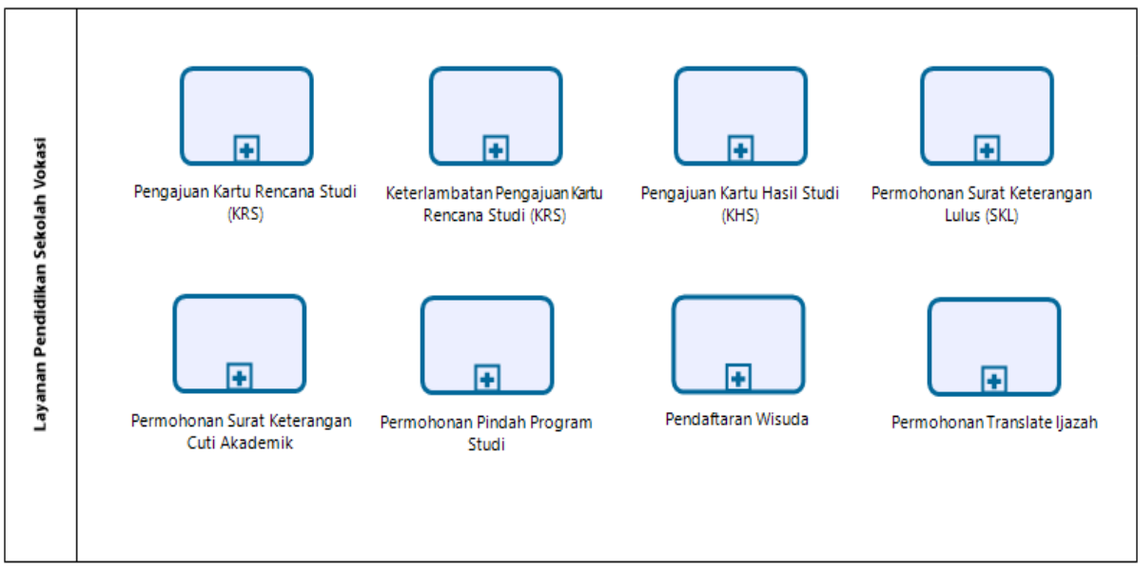
- Level 3
  1. Layanan Pendidikan
     1.1 Layanan Pelaksanaan Pendidikan
        1.1.1 Layanan Pendidikan Sarjana



1.1.2 Layanan Pendidikan Pascasarjana



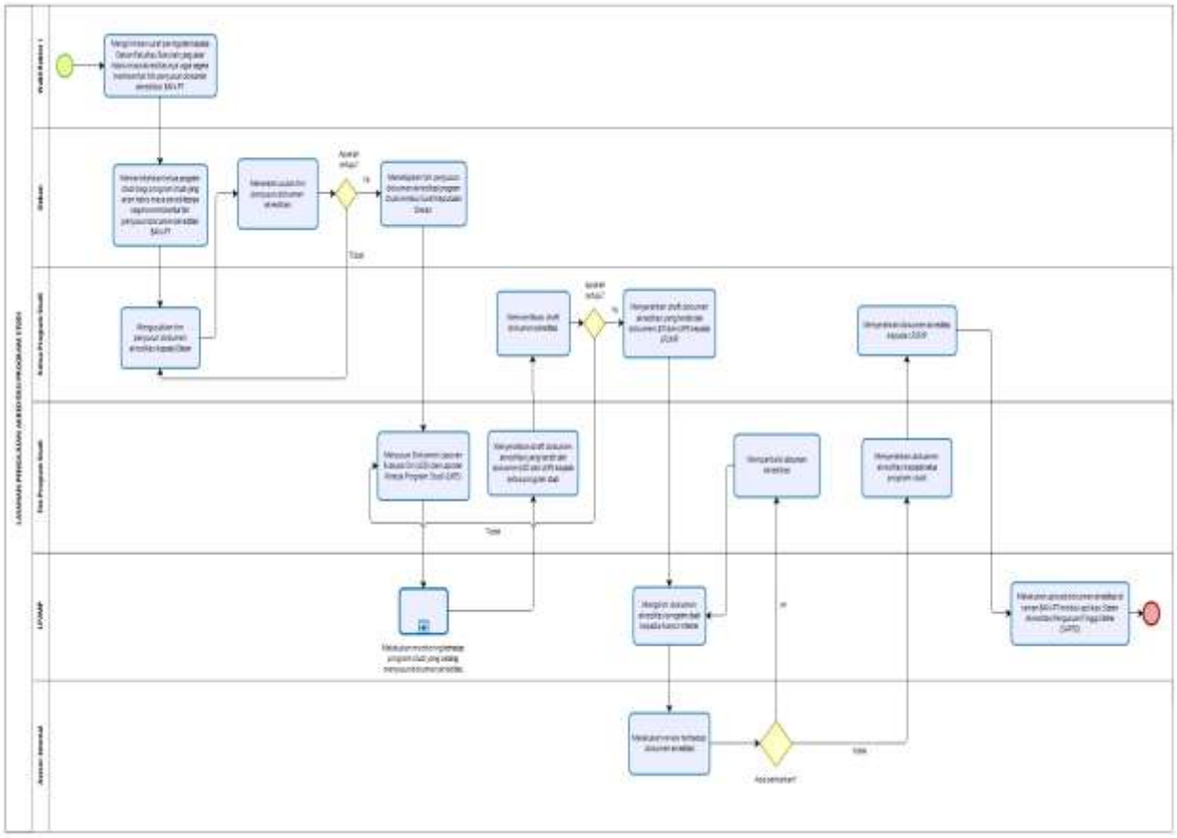
1.1.3 Layanan Pendidikan Vokasi



1.2 Layanan Pengembangan dan Penjaminan Mutu Pendidikan

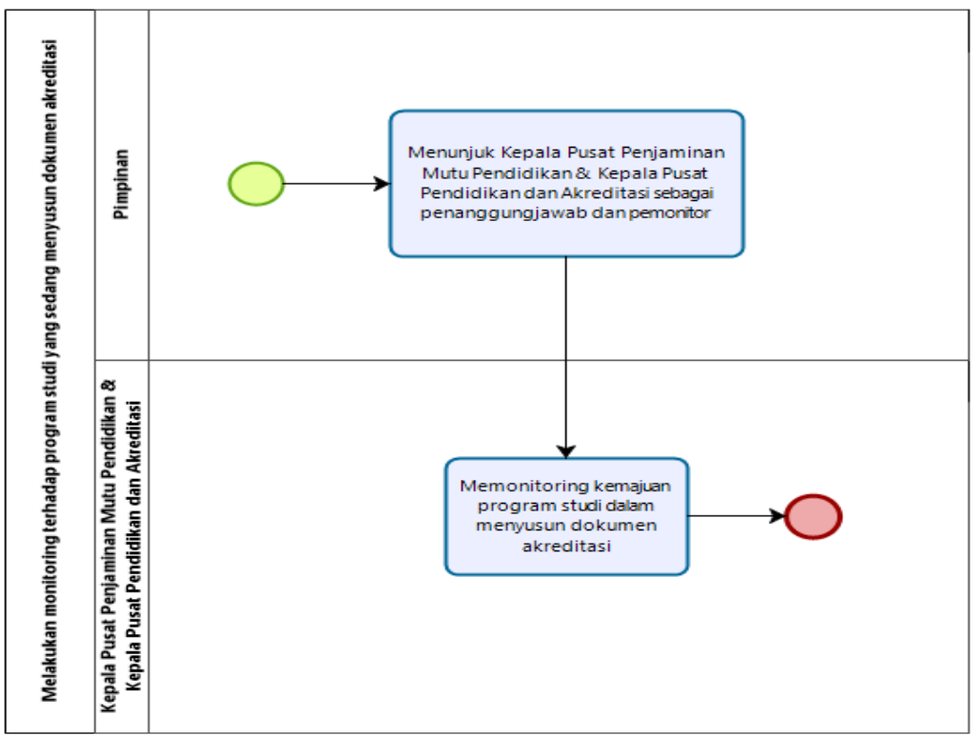
1.2.1 Layanan Pengajuan Akreditasi Program Studi

SOP Makro

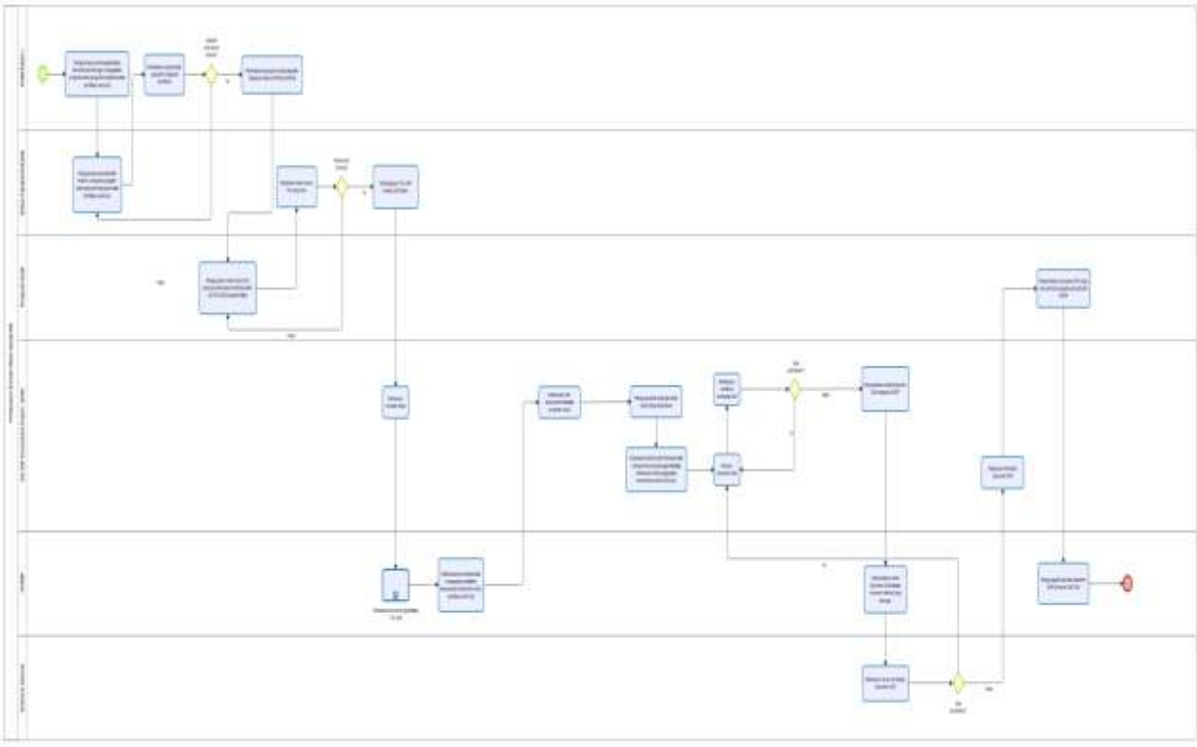


SOP Mikro

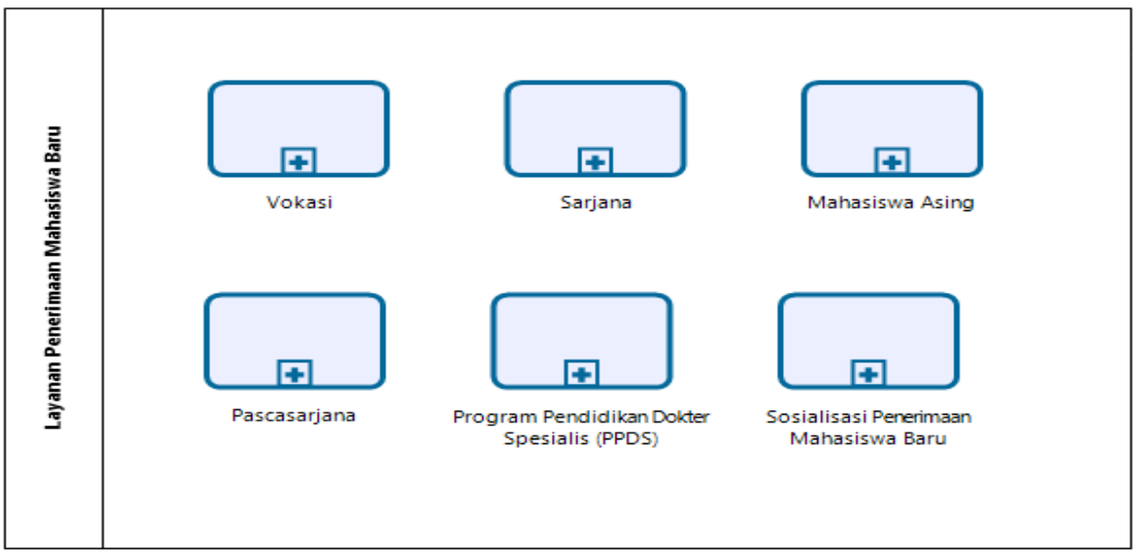
(Melakukan monitoring terhadap program studi yang sedang menyusun dokumen akreditasi)



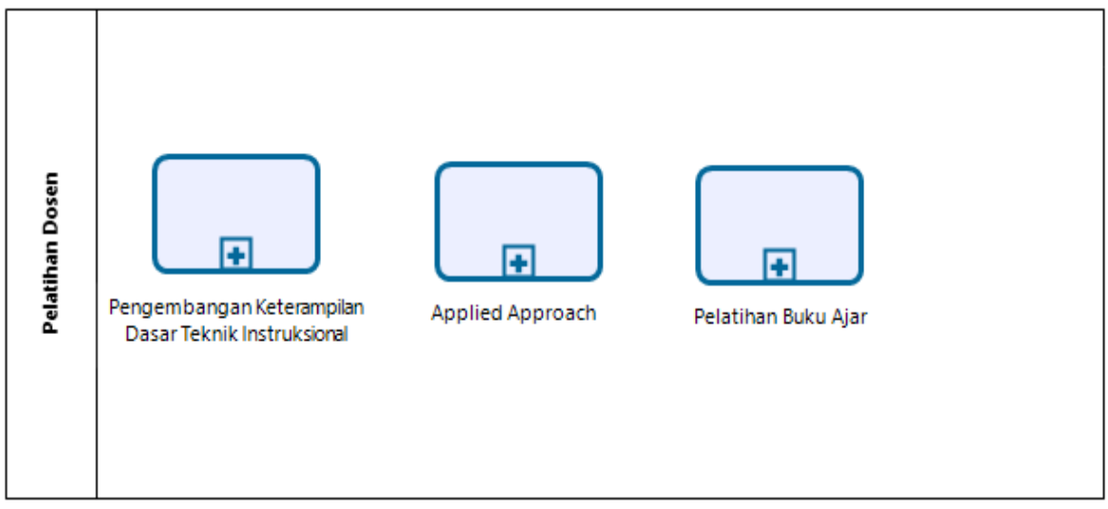
1.2.2 Layanan Pembuatan Standar Mutu Akademik



1.2.3 Layanan Penerimaan Mahasiswa Baru



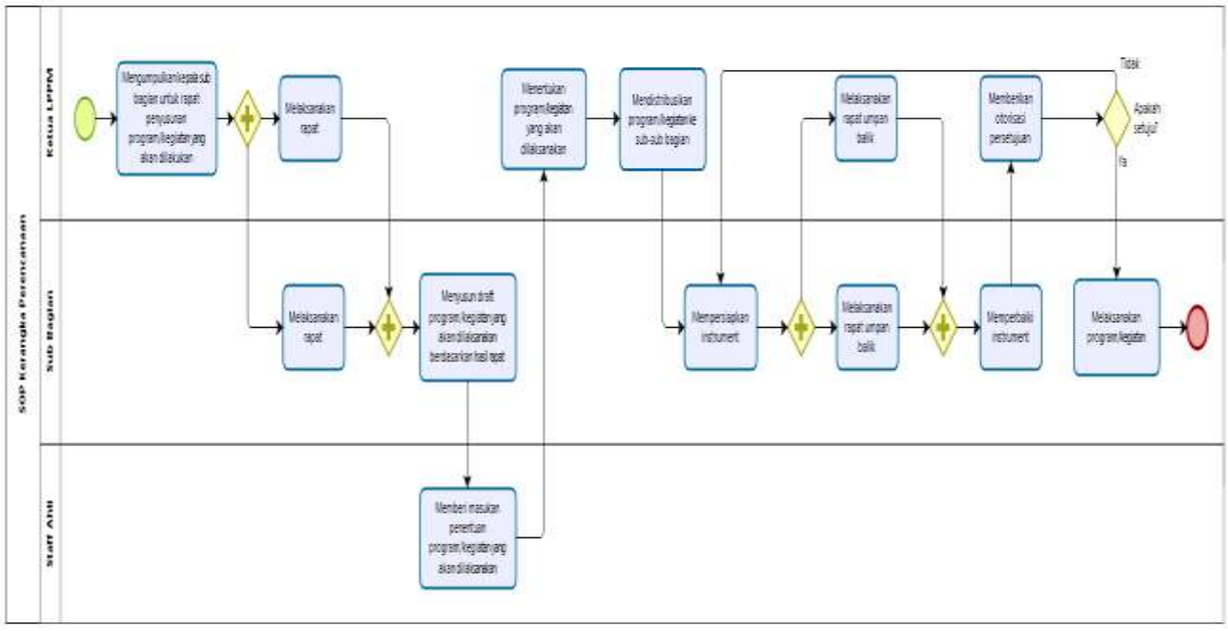
1.2.4 Pelatihan Dosen



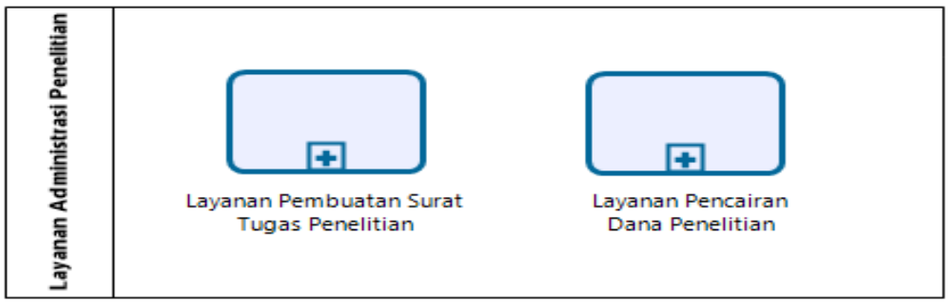
2. Layanan Penelitian

2.1 Layanan Pelaksanaan Penelitian

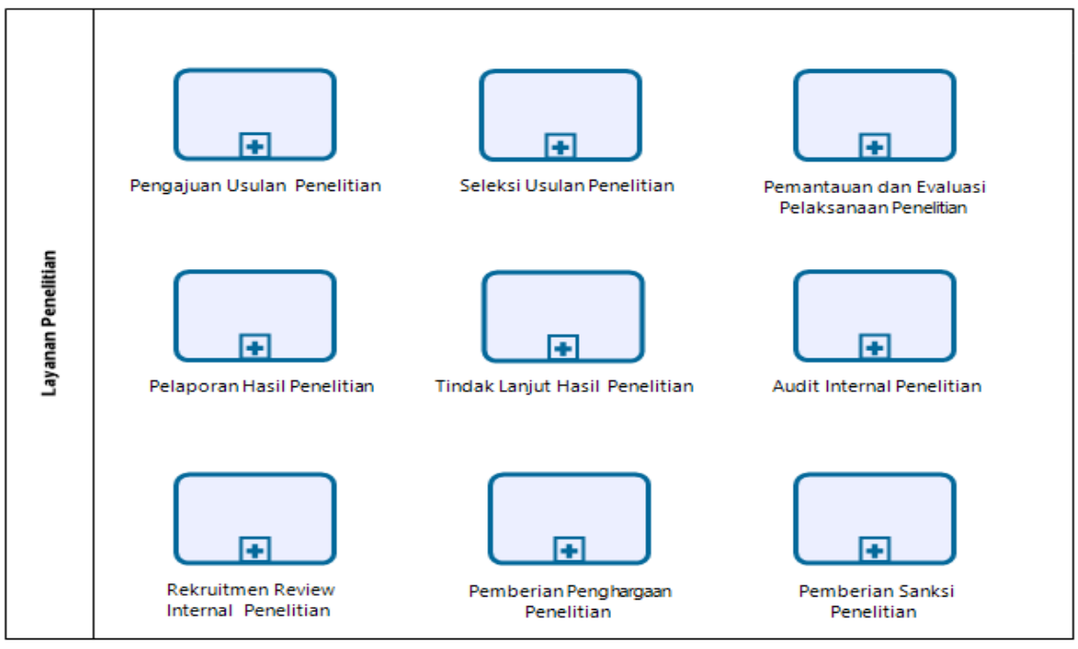
2.1.1 SOP Kerangka Perencanaan



2.1.2 Layanan Administrasi Penelitian

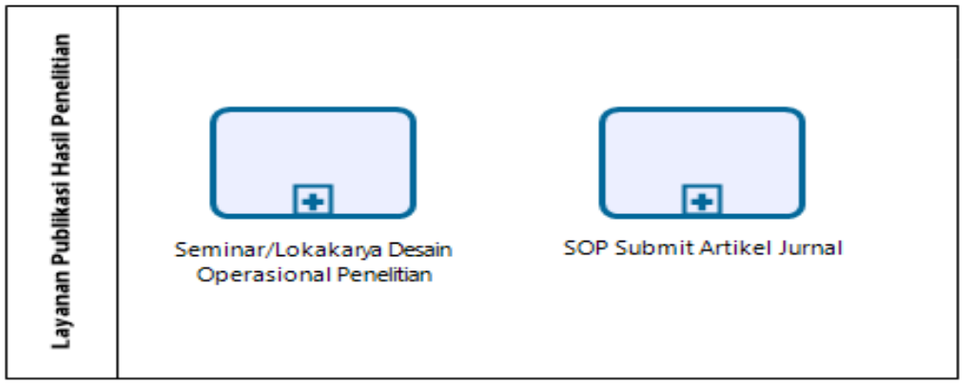


2.1.3 Layanan Penelitian

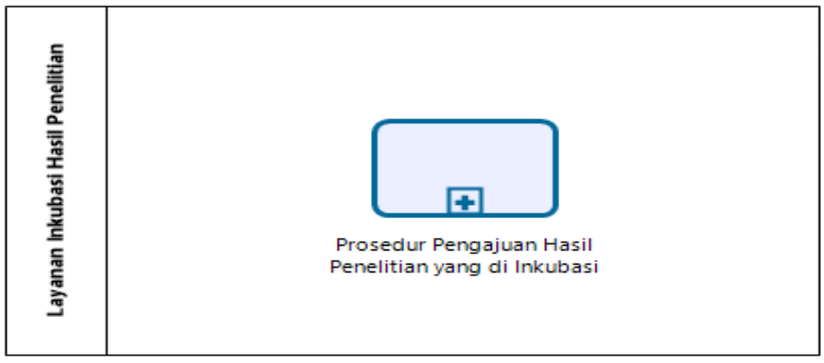


2.2 Layanan Pengembangan Penelitian

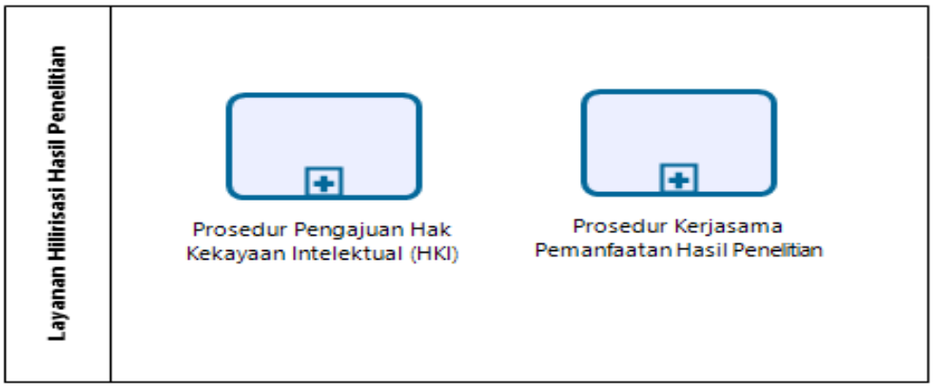
2.2.1 Layanan Publikasi Penelitian



2.2.2 Layanan Inkubasi Hasil Penelitian



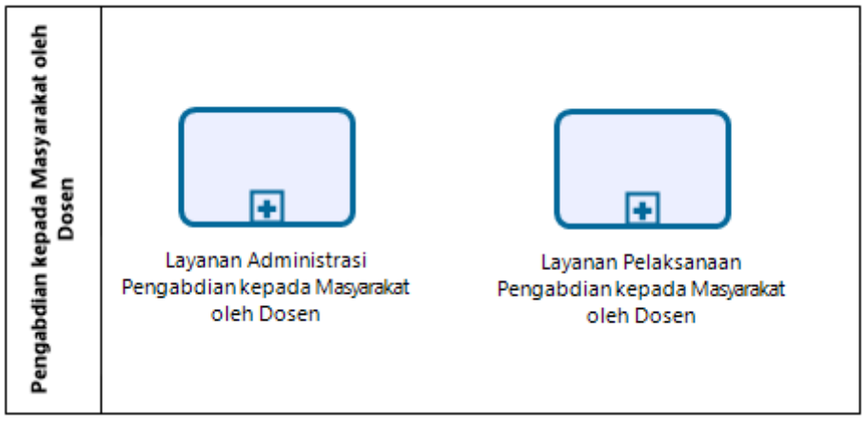
2.2.3 Layanan Hilirisasi Hasil Penelitian



3. Layanan Pengabdian Kepada Masyarakat

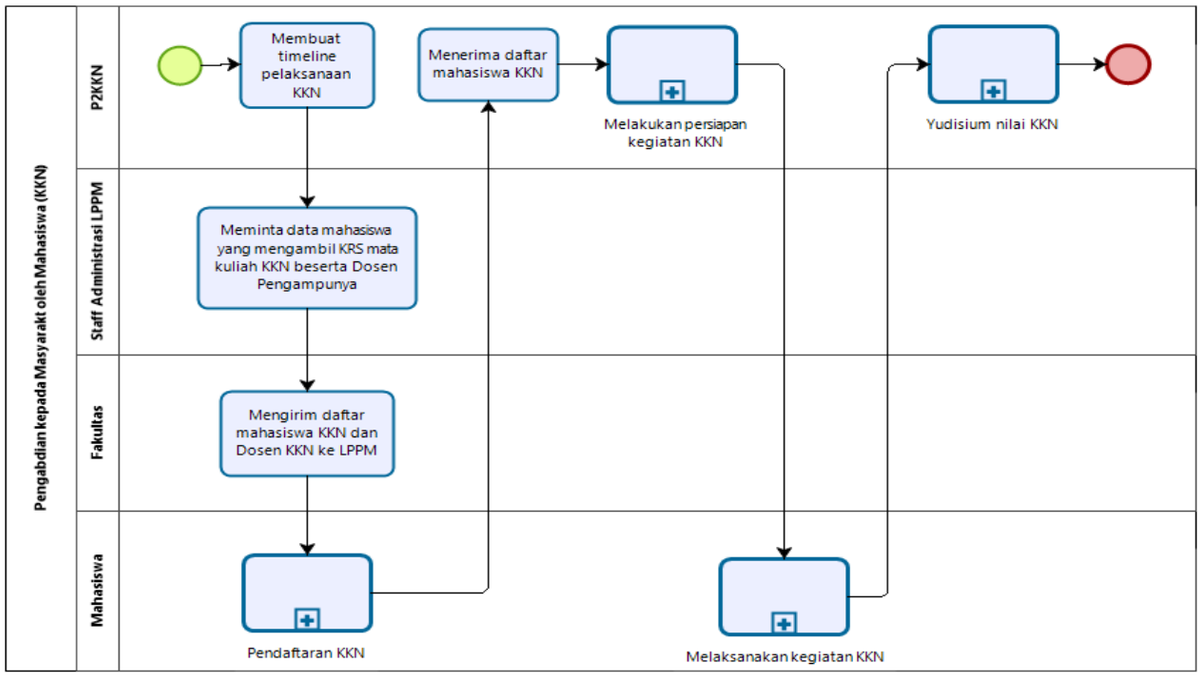
3.1 Layanan Pelaksanaan Pengabdian Kepada Masyarakat

3.1.1 Pengabdian Kepada Masyarakat oleh Dosen



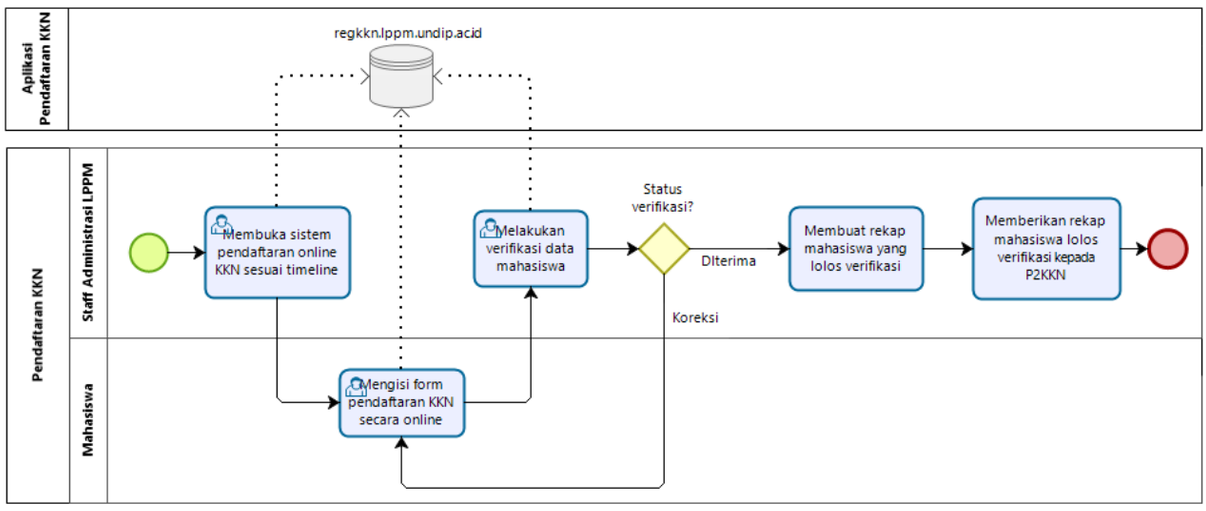
3.1.2 Pengabdian Kepada Masyarakat oleh Mahasiswa (KKN)

SOP Makro

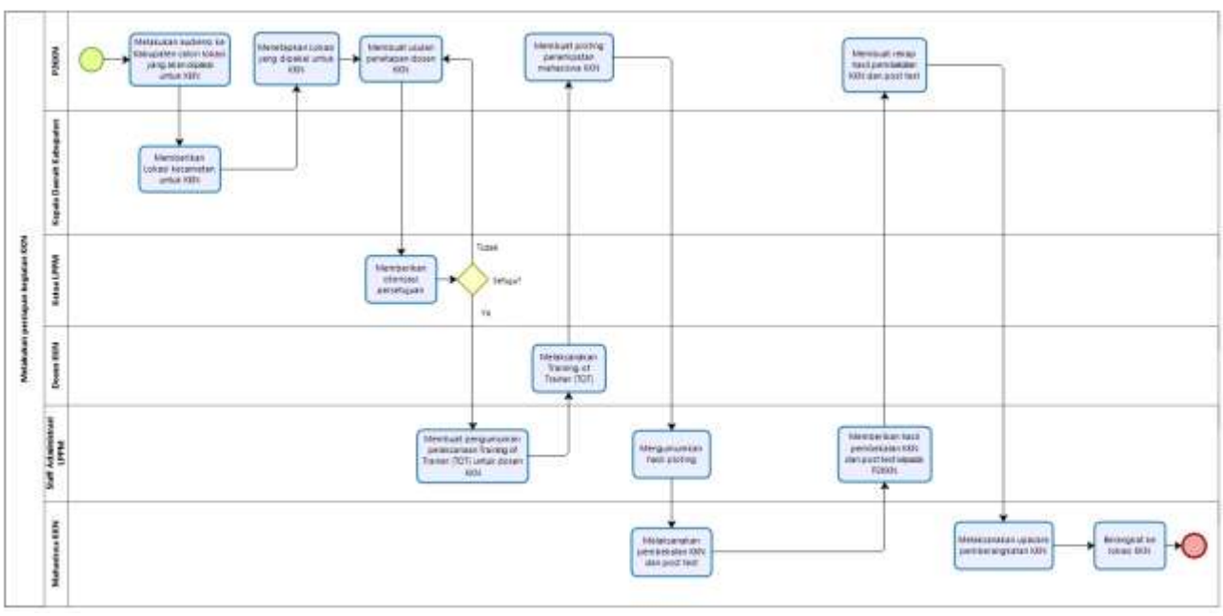


SOP Mikro

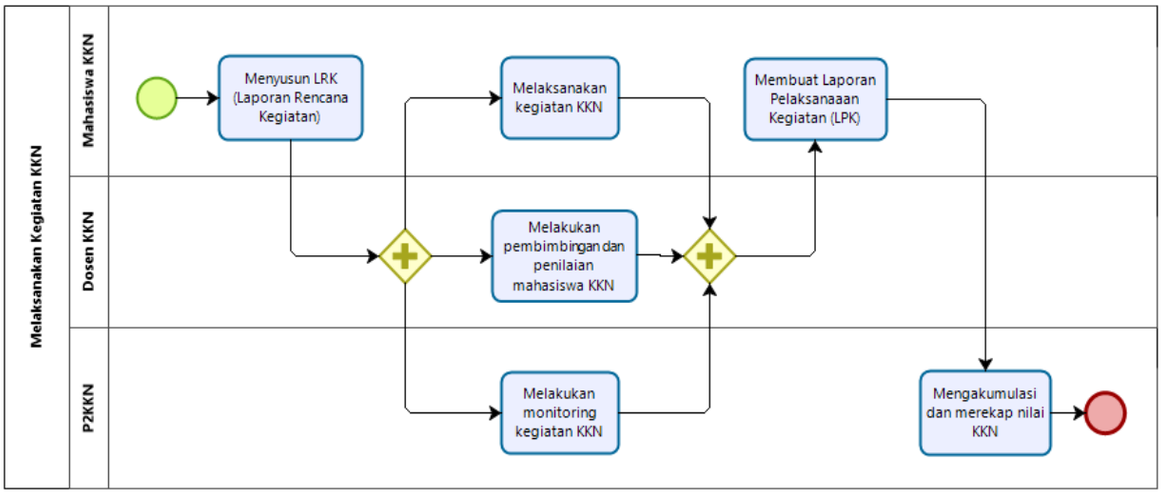
Pendaftaran KKN



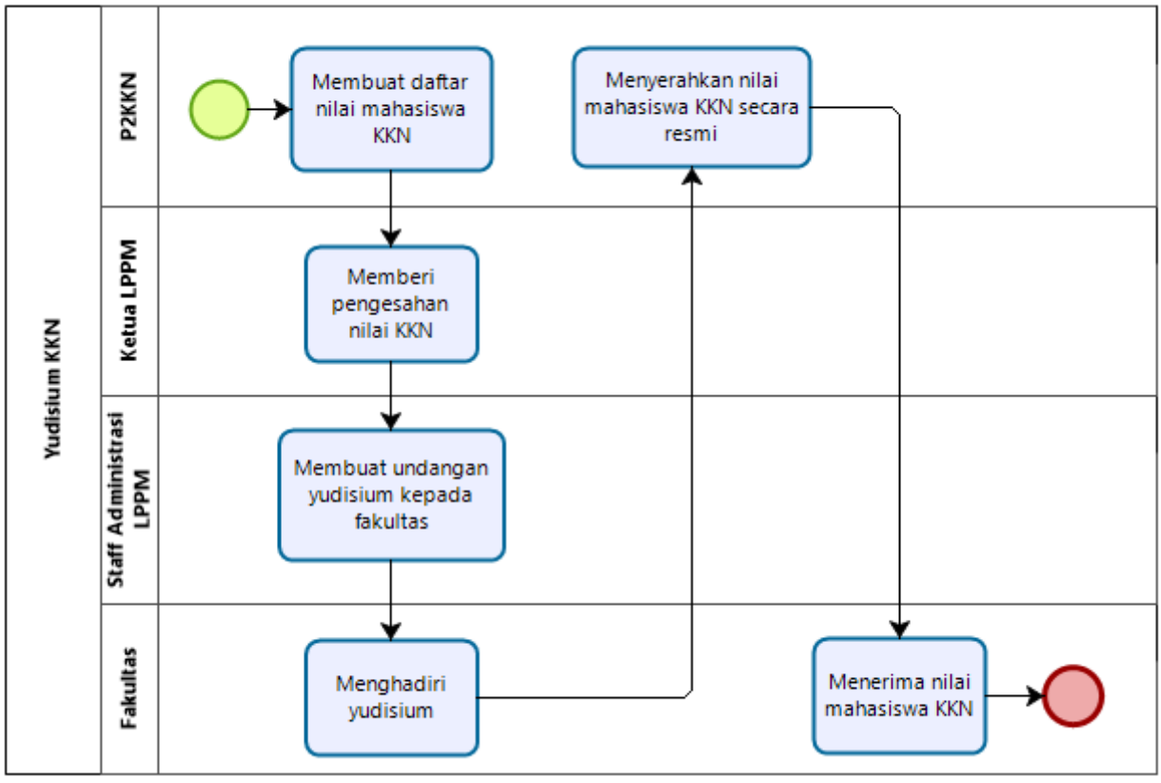
Melakukan Persiapan Kegiatan KKN



Melaksanakan Kegiatan KKN

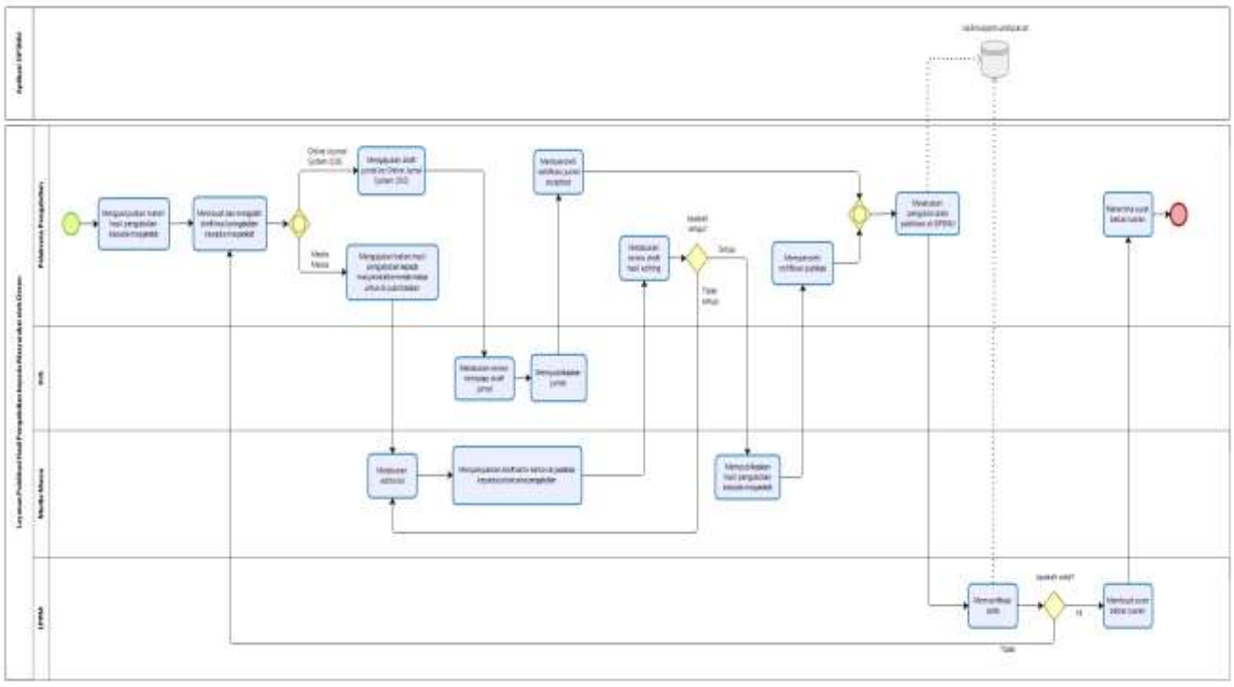


Yudisium Kegiatan KKN



3.2 Layanan Pengembangan Hasil Pengabdian Kepada Masyarakat

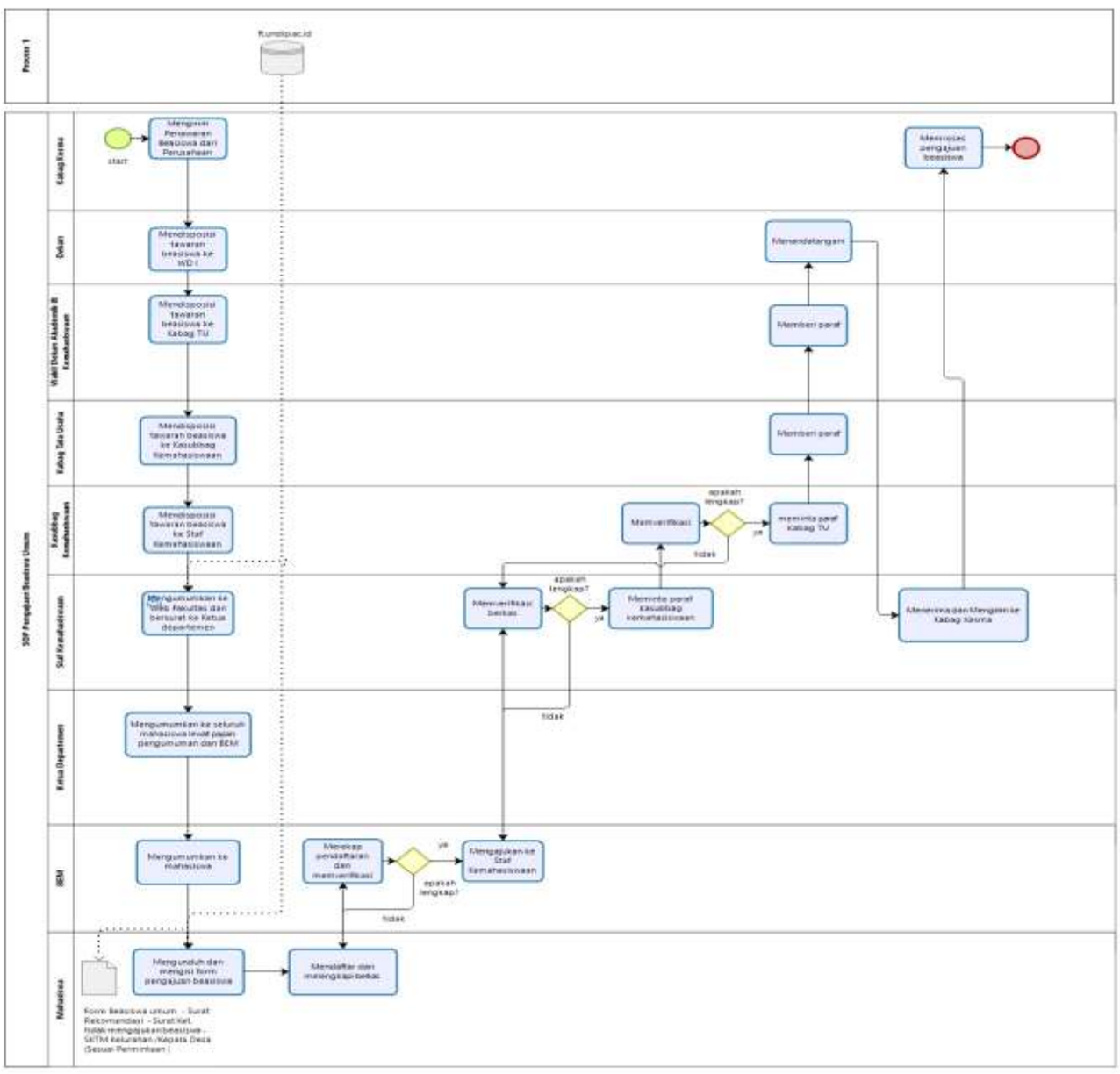
3.2.1 Layanan Publikasi Hasil Pengembangan Pengabdian Kepada Masyarakat



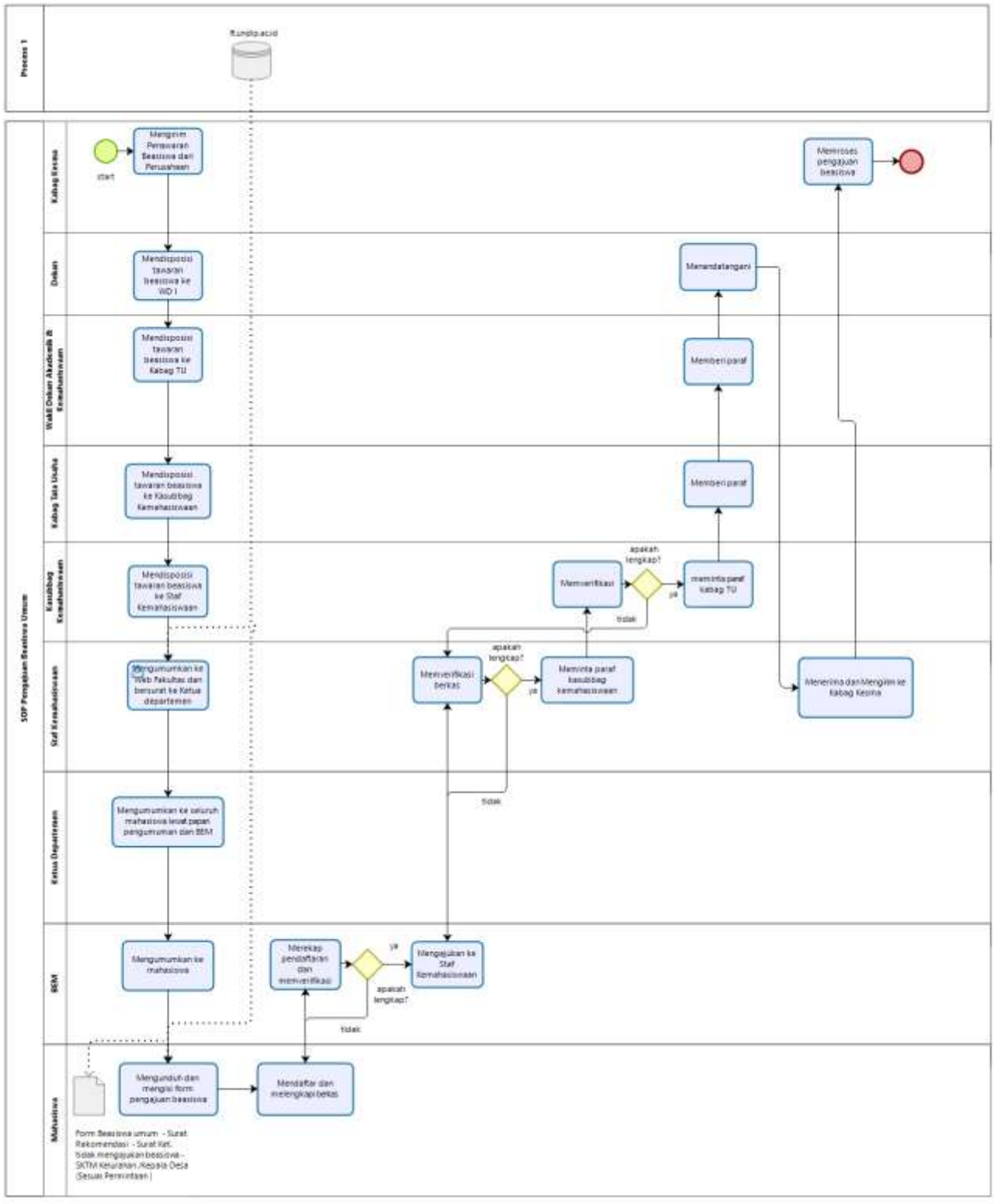
4. Layanan Administrasi Fakultas

4.1 Layanan Beasiswa di Fakultas

4.1.1 Beasiswa BBM dan PPA

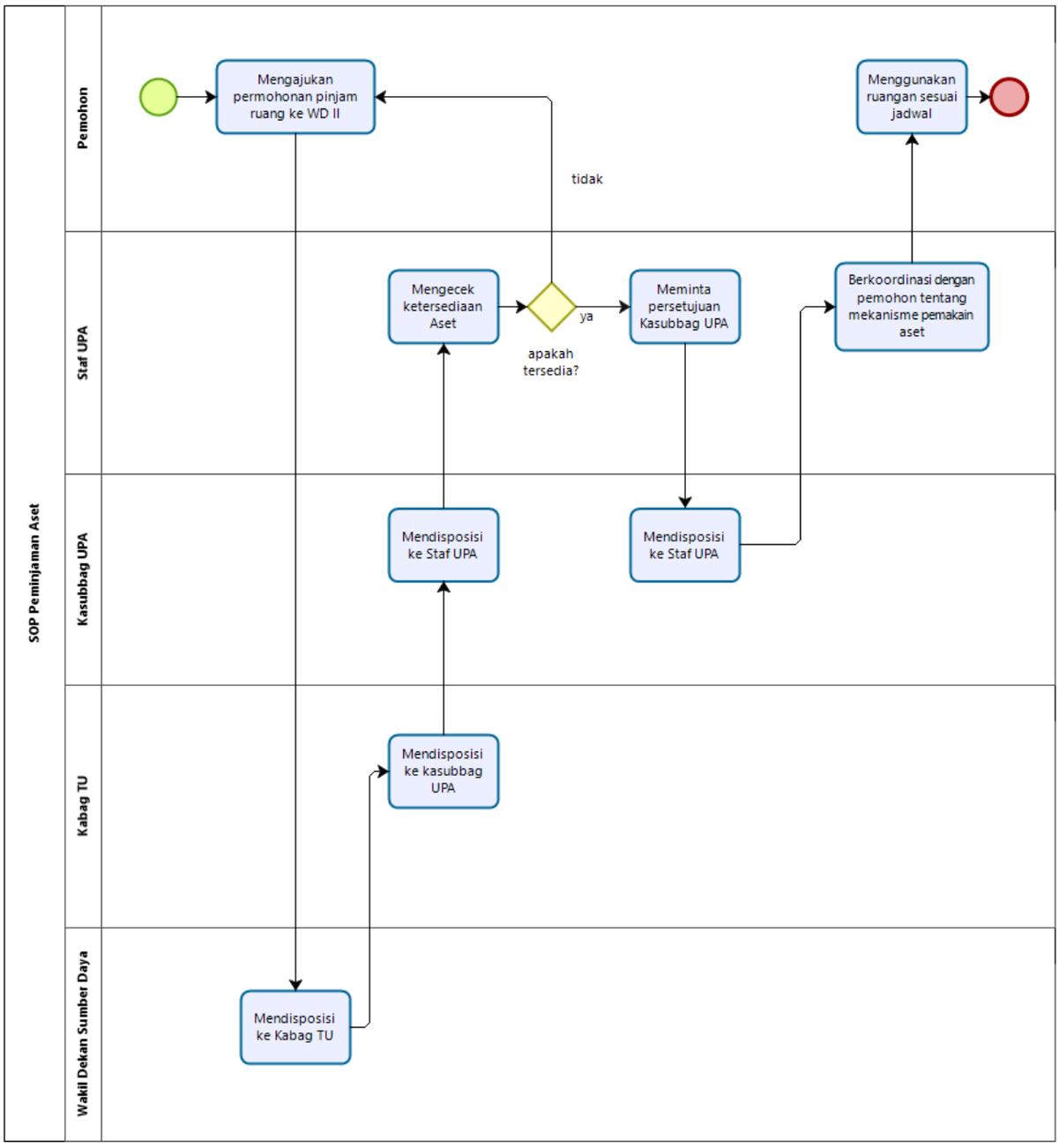


4.1.2 Beasiswa Umum

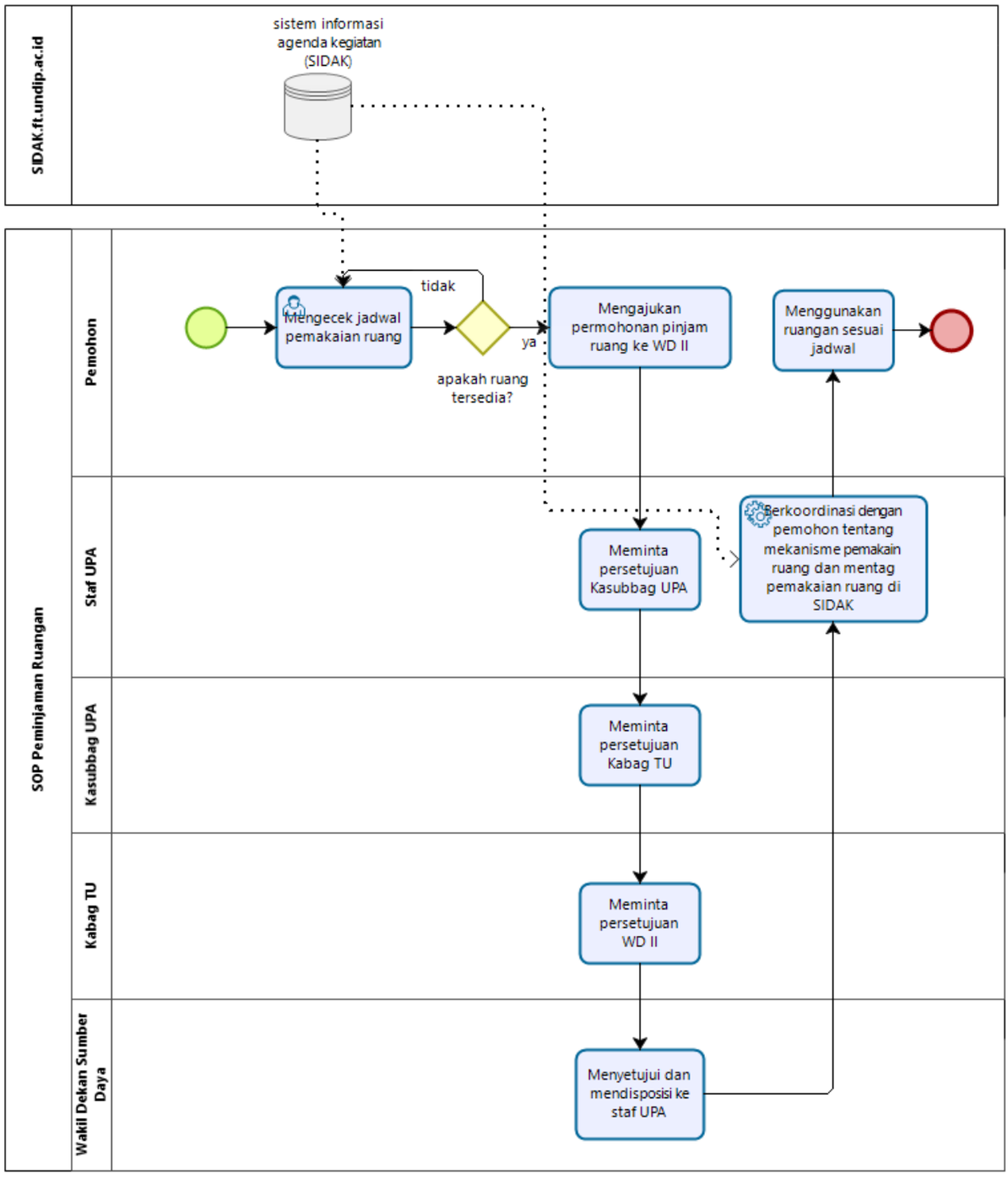


4.2 Layanan Aset di Fakultas

4.2.1 Peminjaman Aset

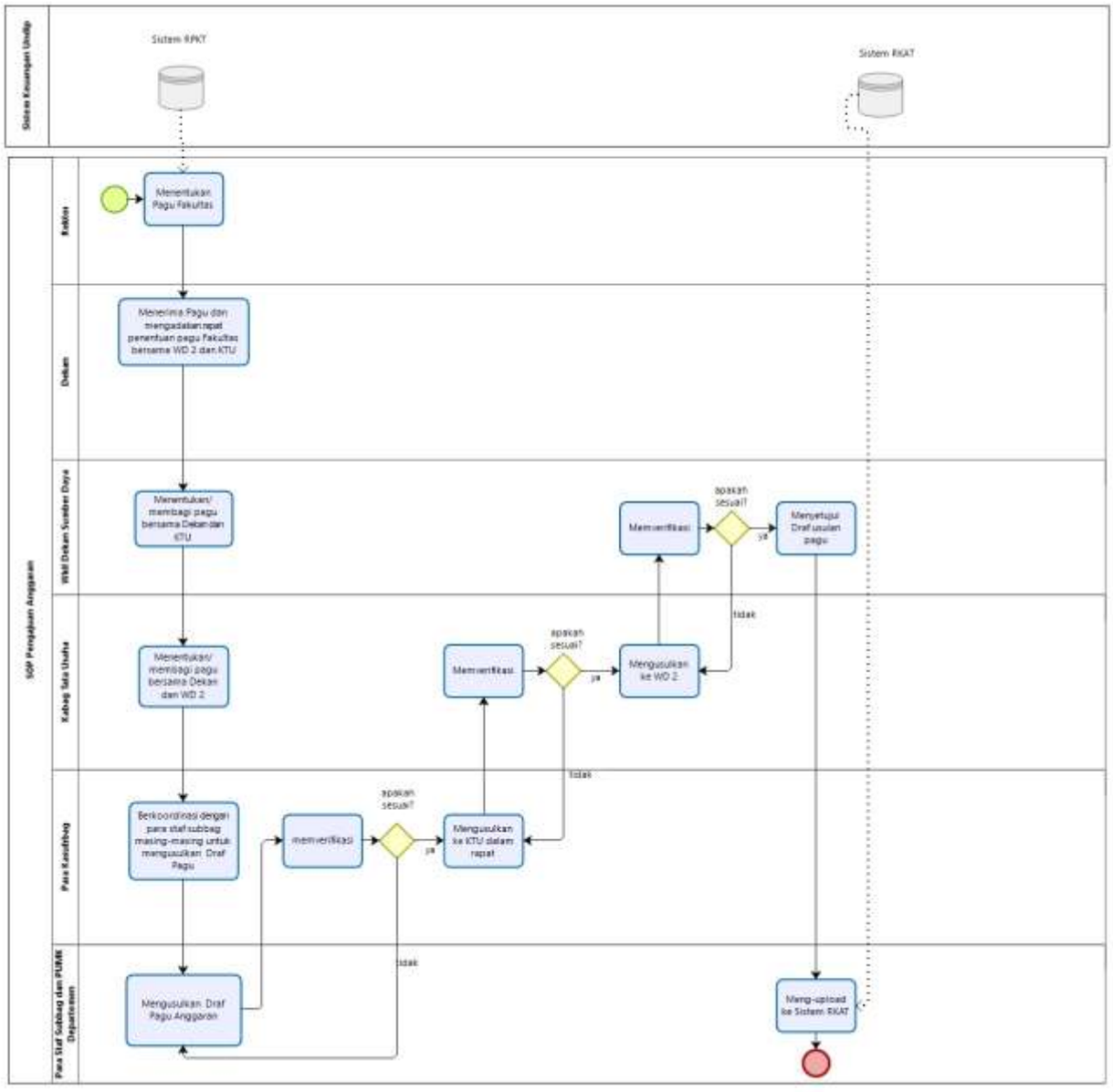


4.2.2 Peminjaman Ruang

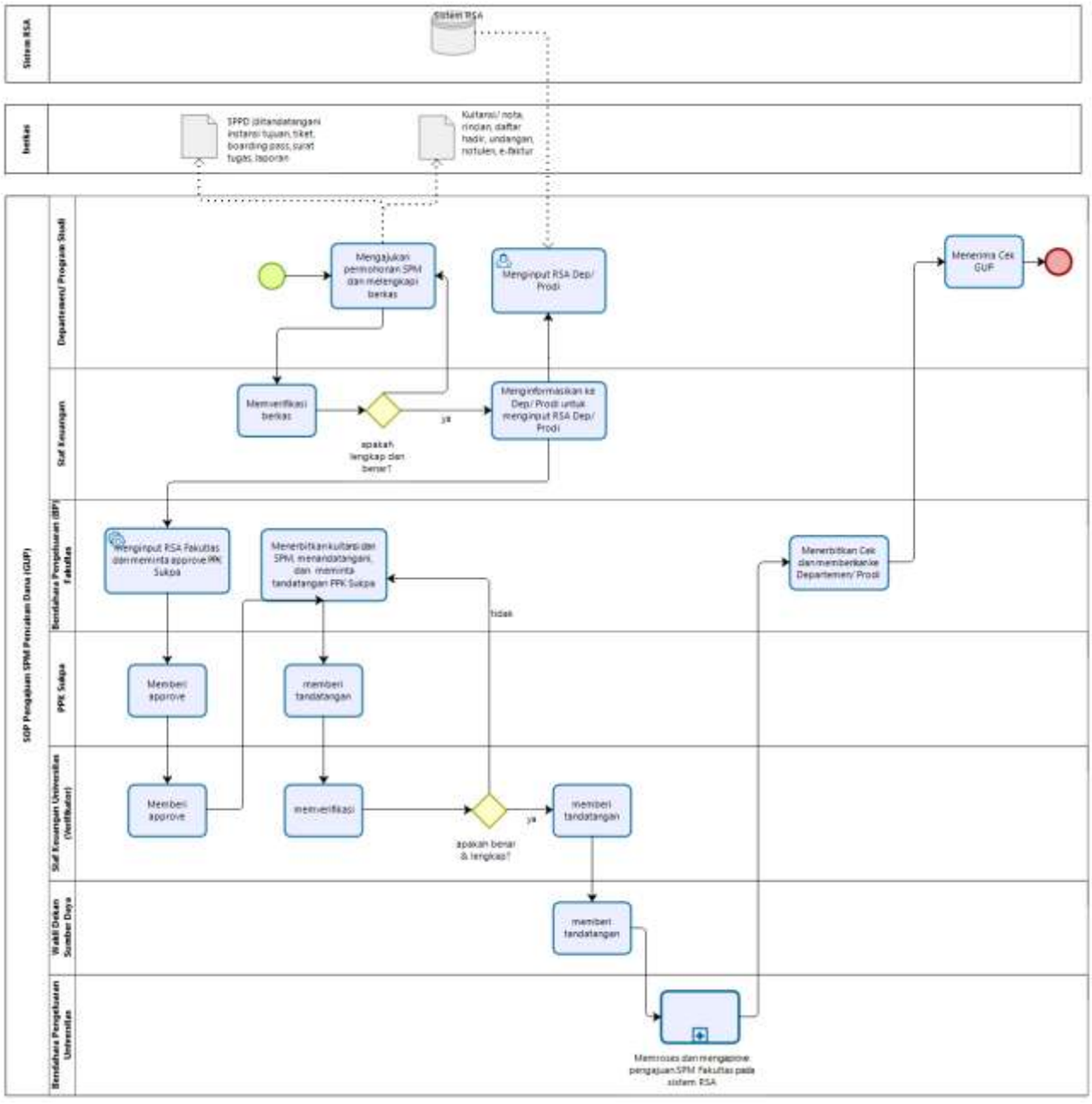


4.3 Layanan Keuangan di Fakultas

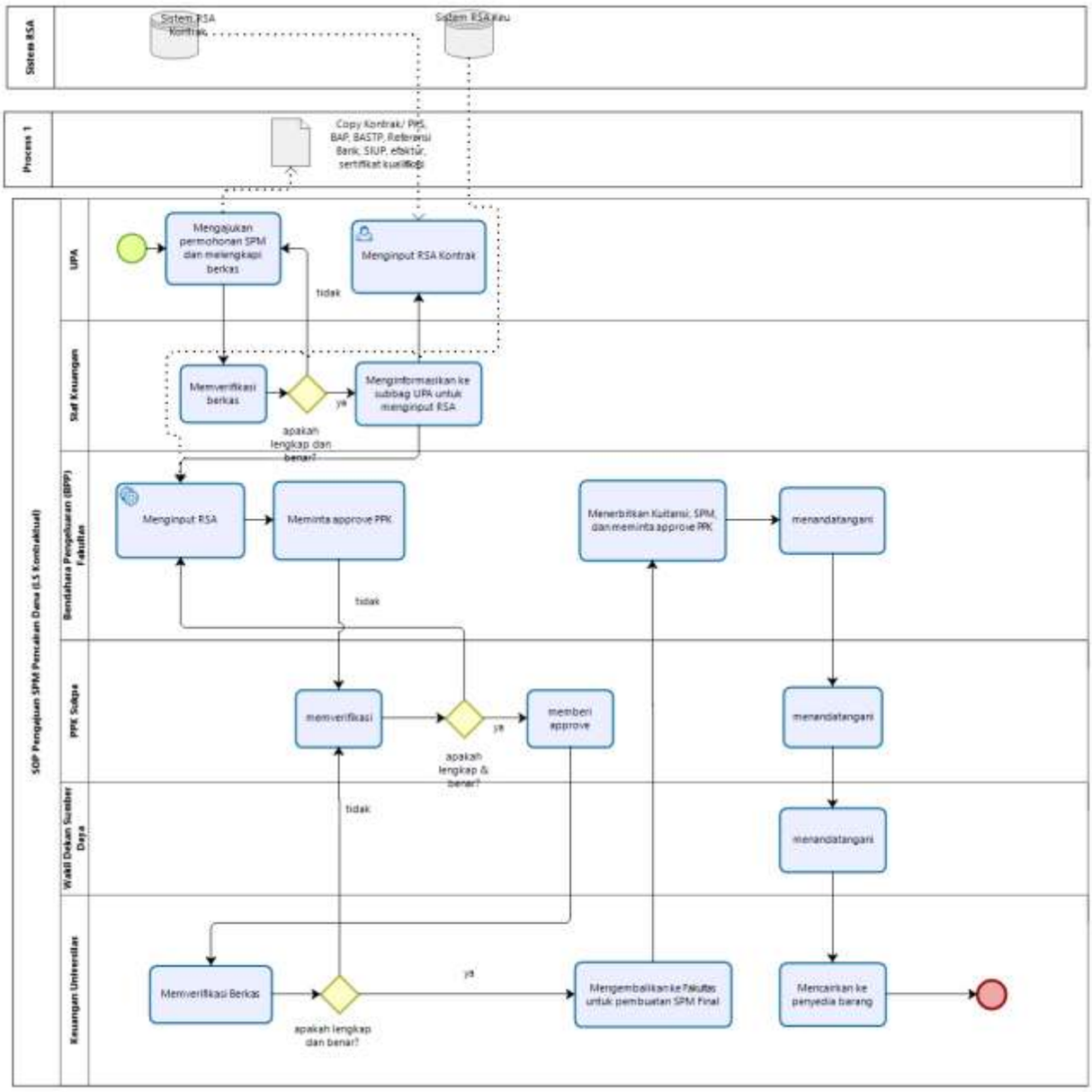
4.3.1 Pengajuan Anggaran



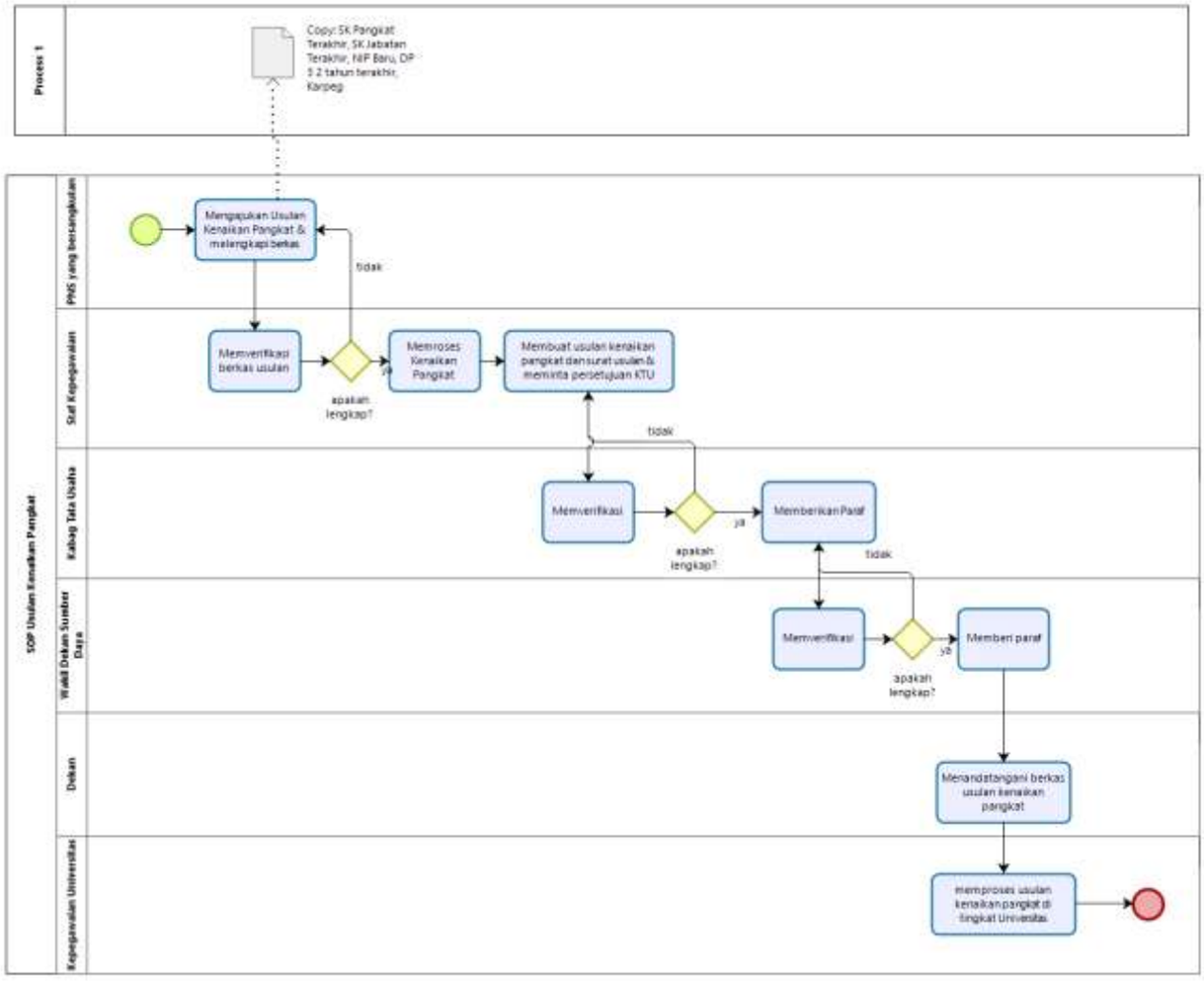
4.3.2 Pengajuan SPM Pencairan Dana GUP



4.3.3 Pengajuan SPM Pencairan Dana LS Kontraktual



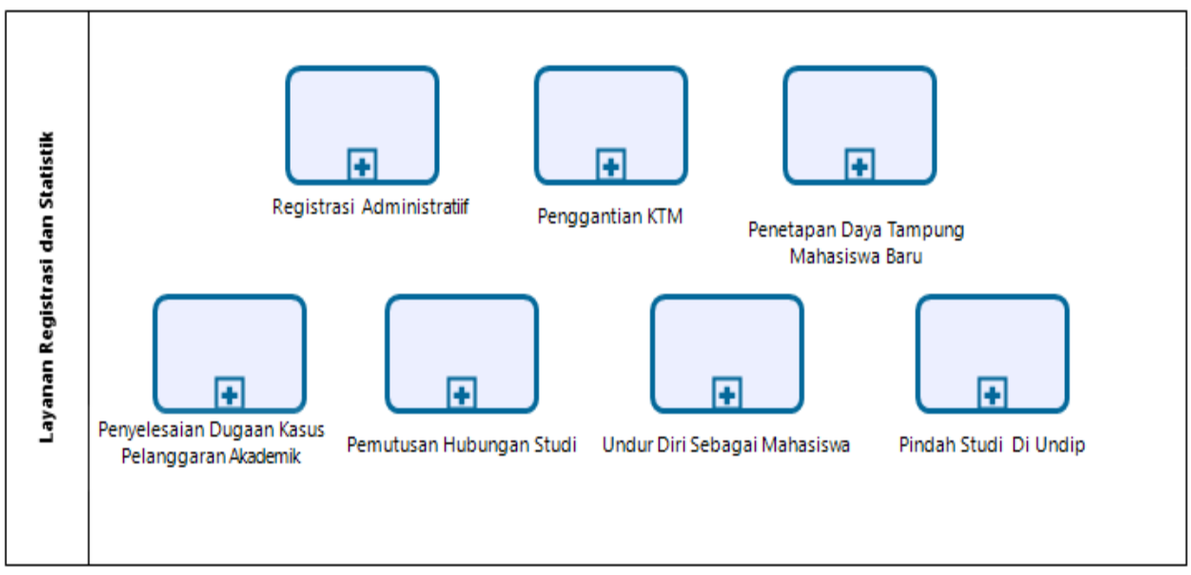
4.4 Usul Kenaikan Pangkat Pegawai di Fakultas



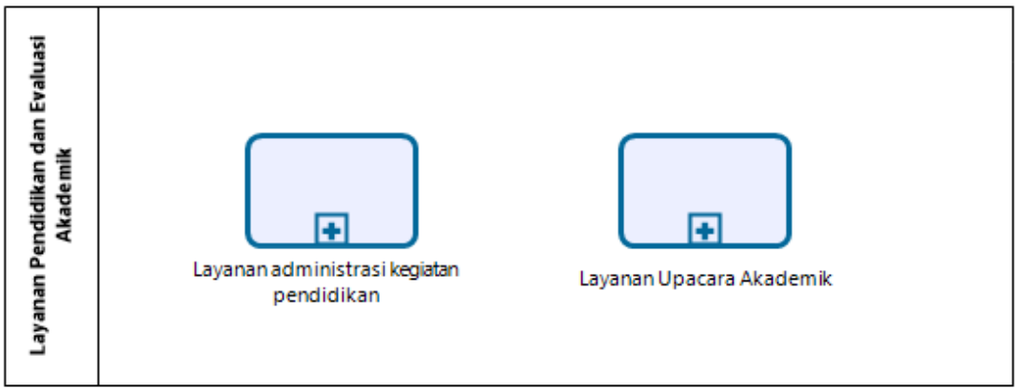
5. Layanan Administrasi Akademik

5.1 Layanan Administrasi Pendidikan

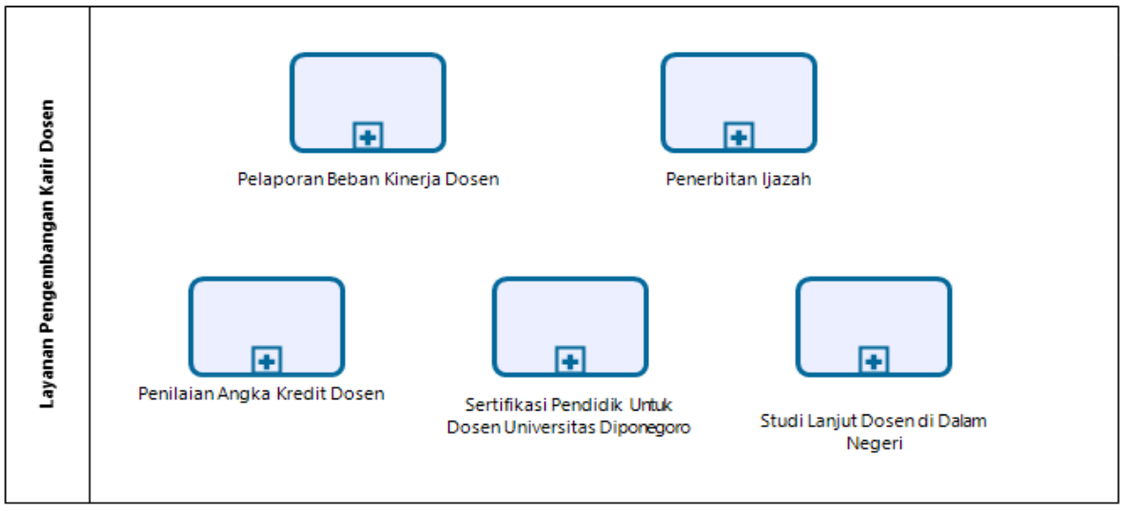
5.1.1 Layanan registrasi dan Statistik



5.1.2 Layanan Pendidikan dan Evaluasi Akademik

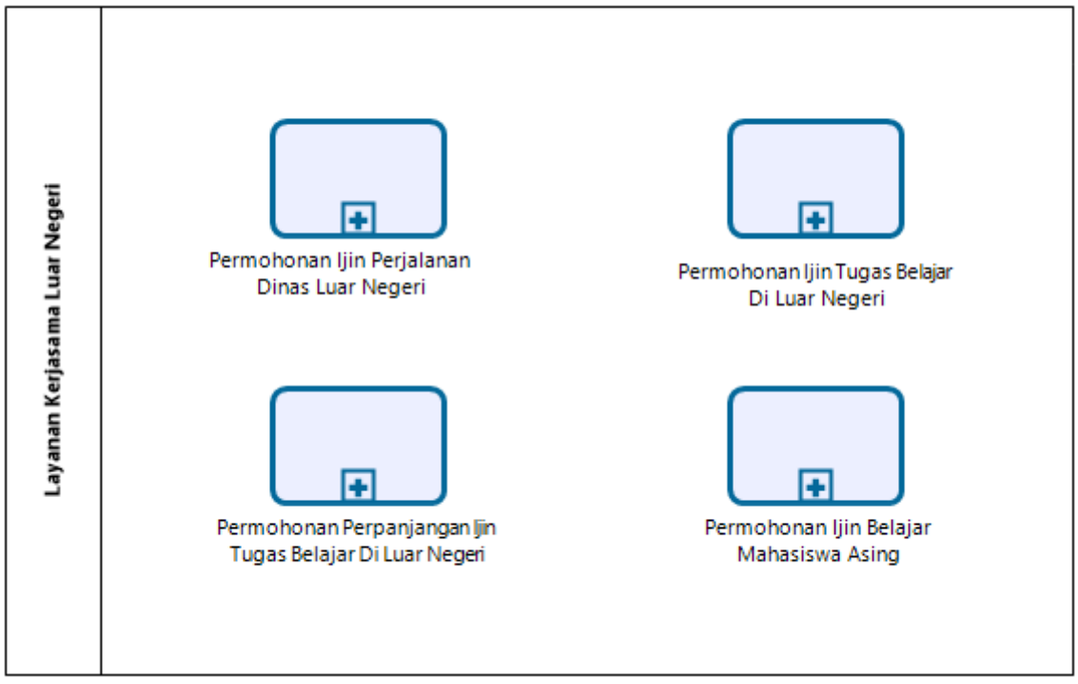


5.1.3 Layanan Pengembangan Karir Dosen



5.2 Layanan Kerjasama

5.2.1 Layanan Kerjasama Luar Negeri

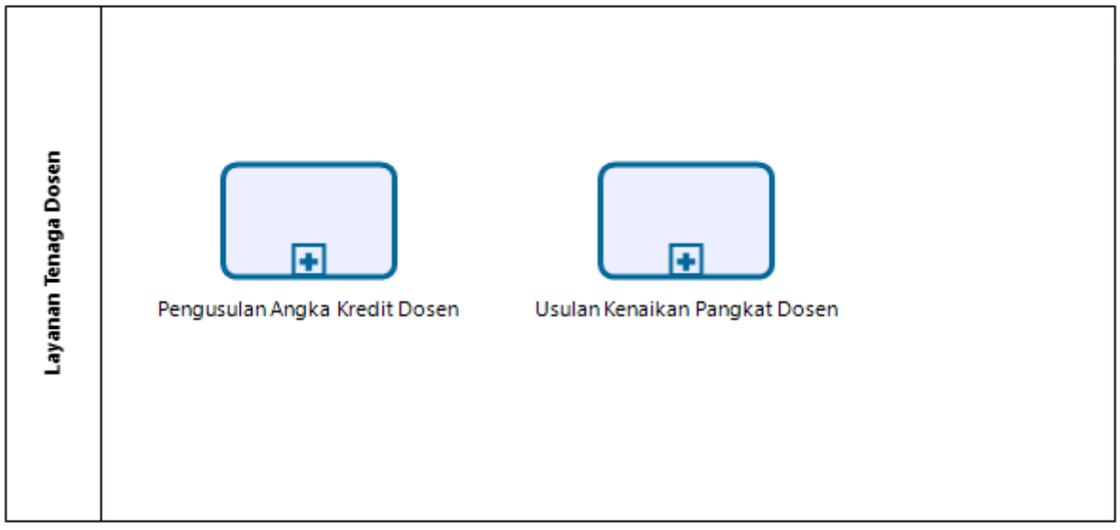


5.2.2 Layanan Kerjasama Dalam Negeri

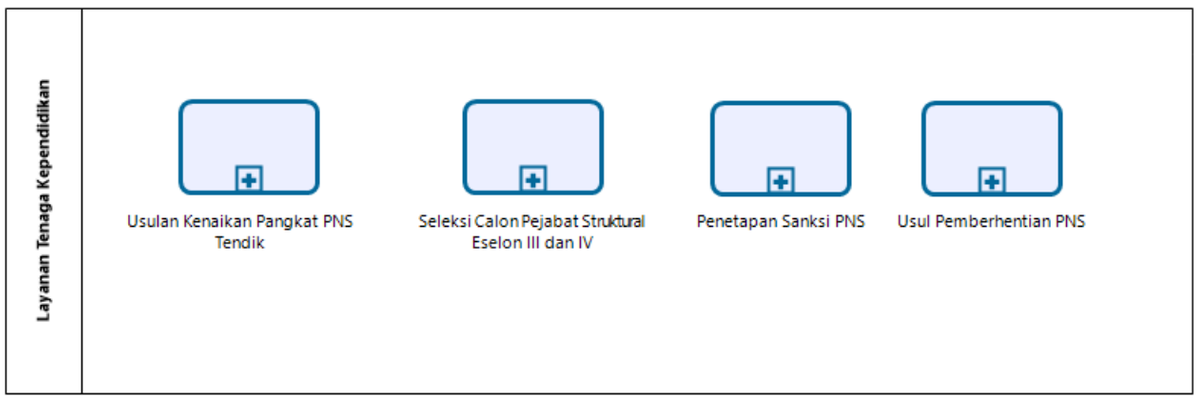
6. Layanan Umum dan Keuangan

6.1 Layanan Kepegawaian

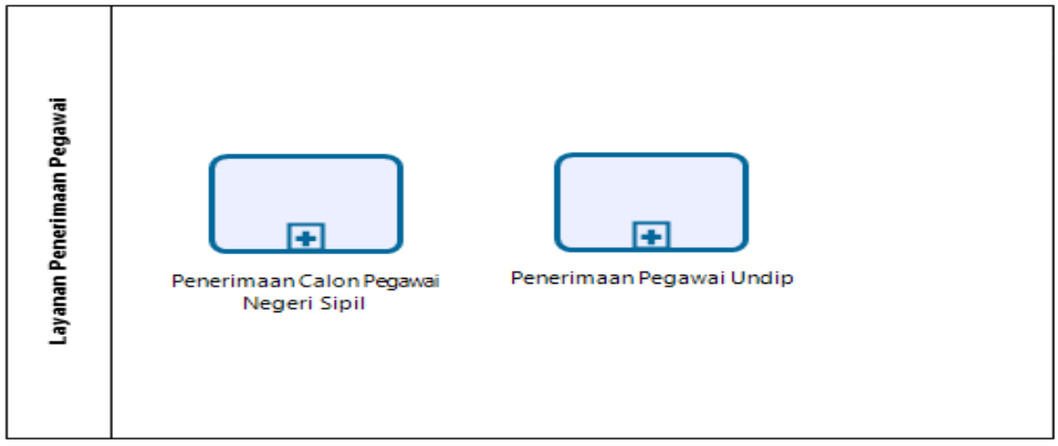
6.1.1 Layanan Tenaga Dosen



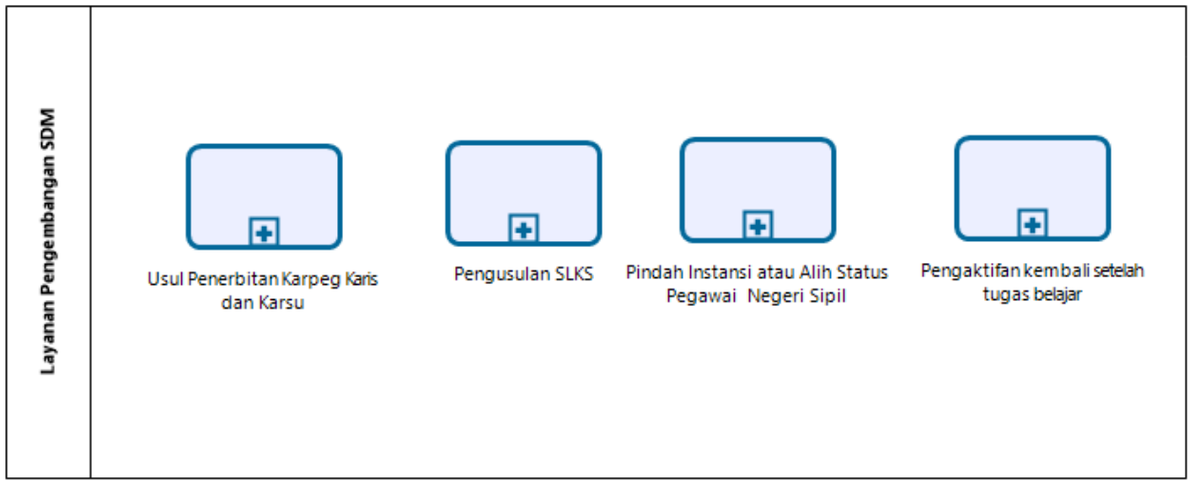
6.1.2 Layanan Tenaga Kependidikan



6.1.3 Layanan Penerimaan Pegawai

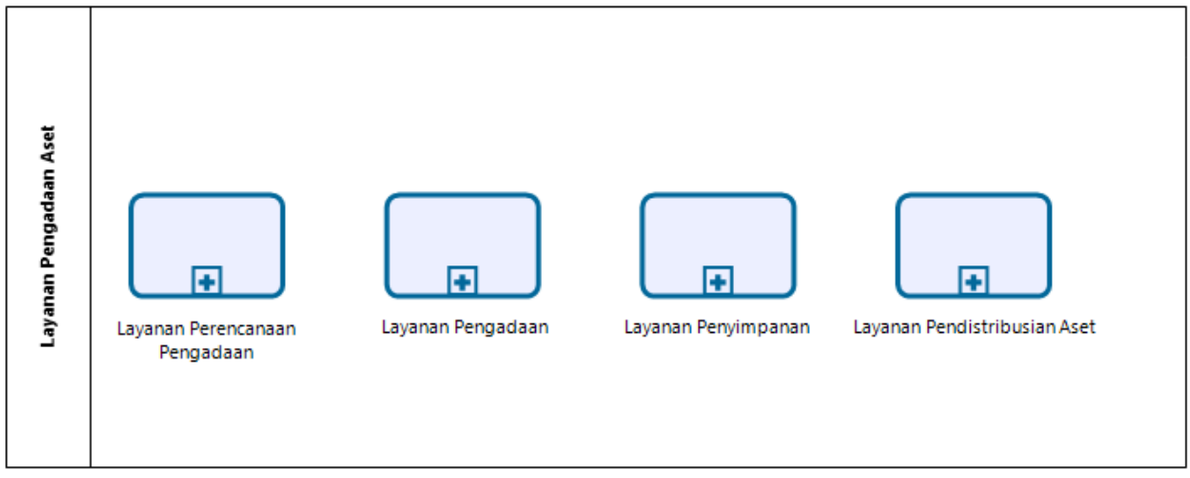


6.1.4 Layanan Pengembangan SDM

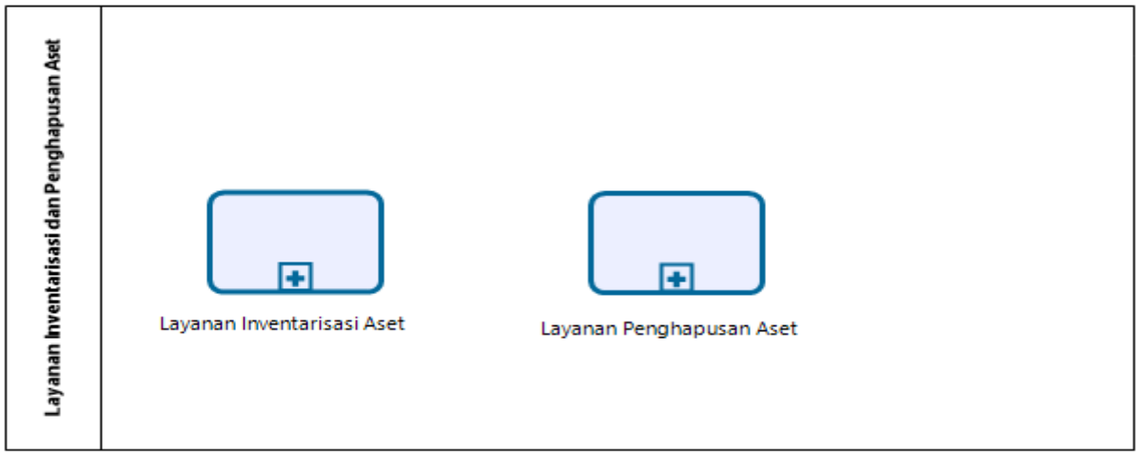


6.2 Layanan Aset dan Kerumahtanggaan

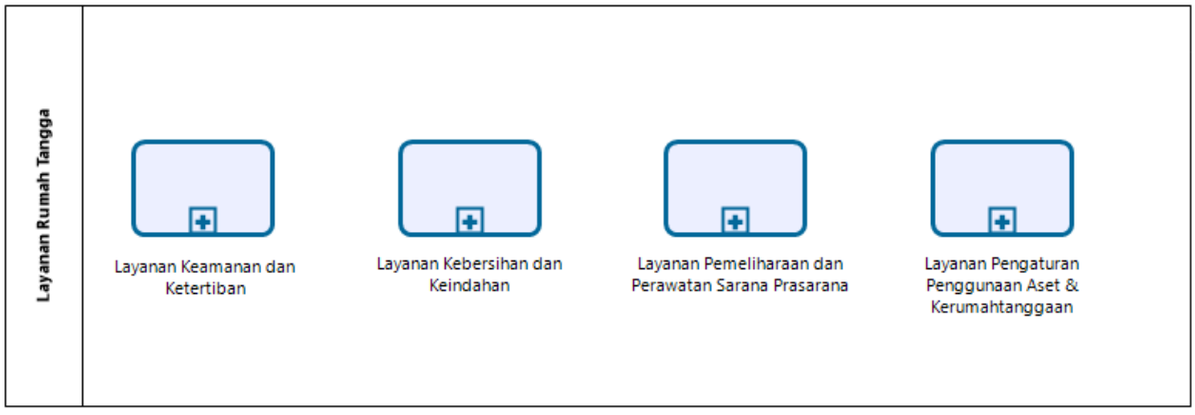
6.2.1 Layanan Pengadaan Aset



6.2.2 Layanan Inventarisasi Aset

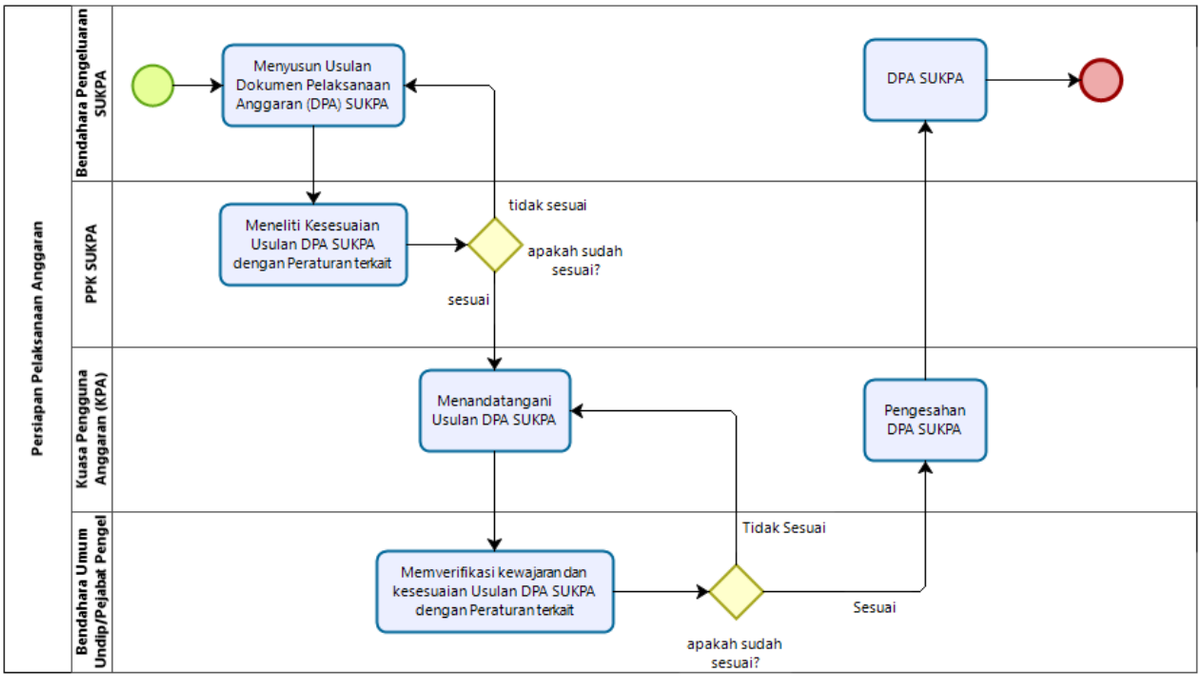


6.2.3 Layanan rumah Tangga

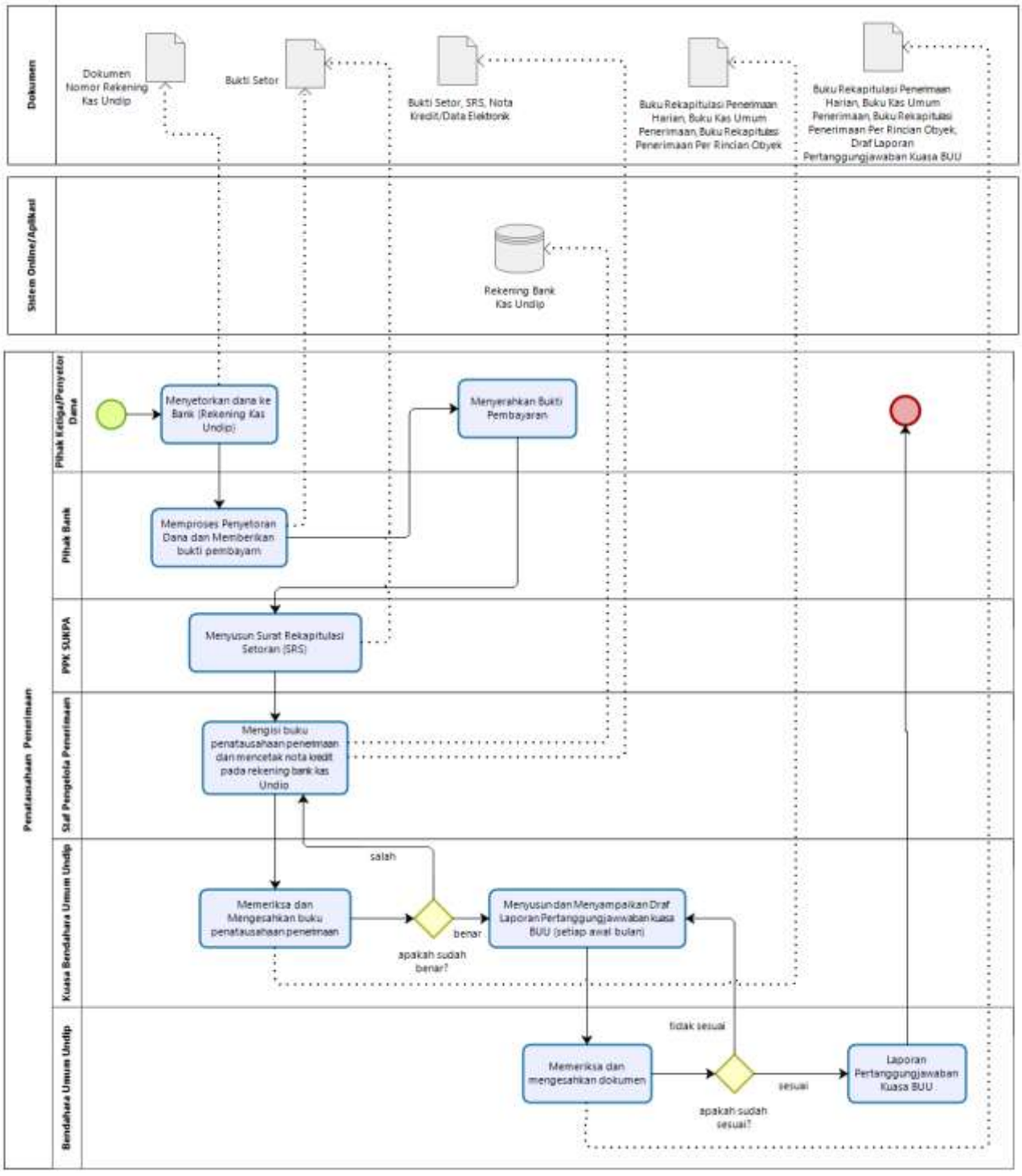


6.3 Layanan Keuangan

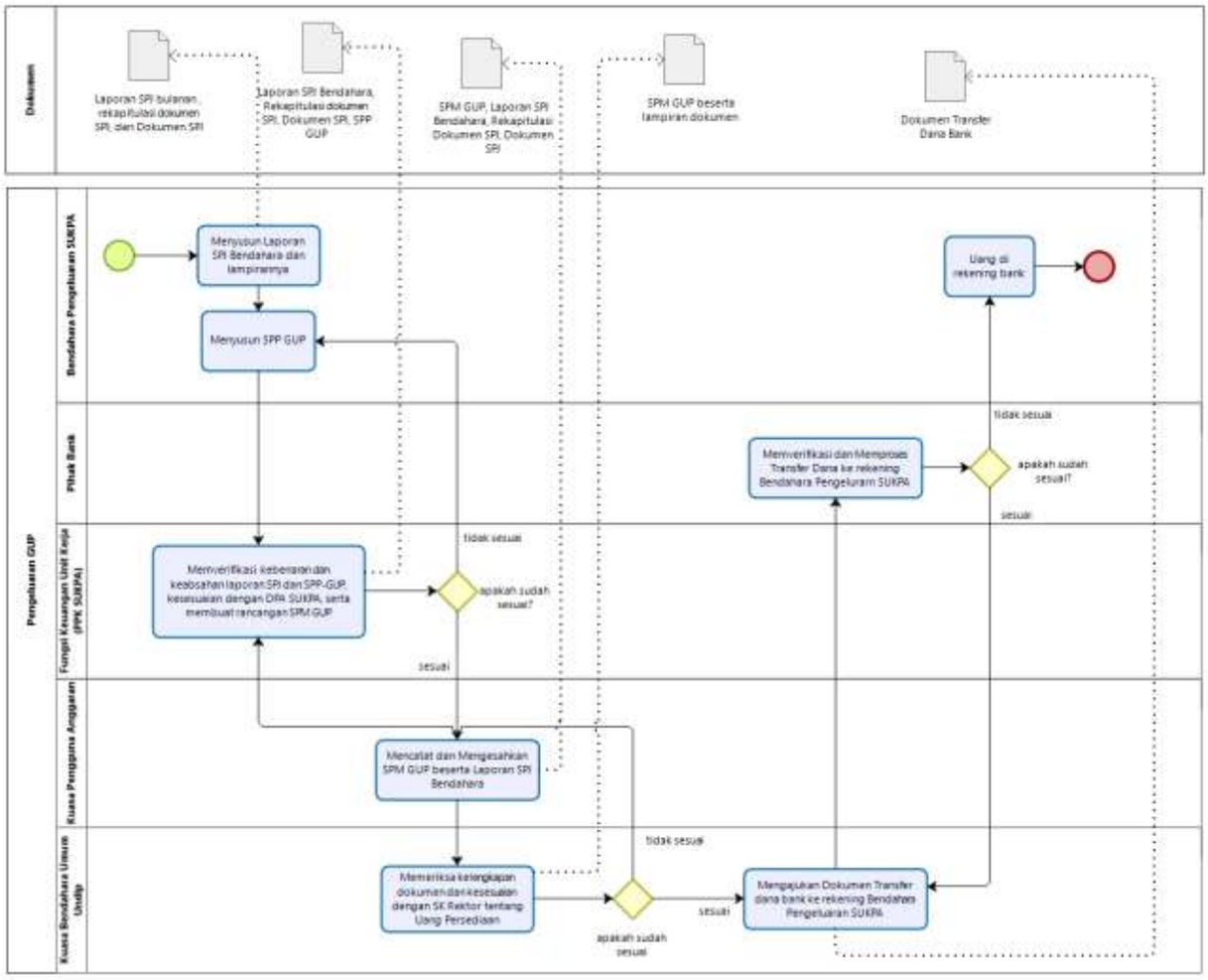
6.3.1 Persiapan Pelaksanaan Anggaran



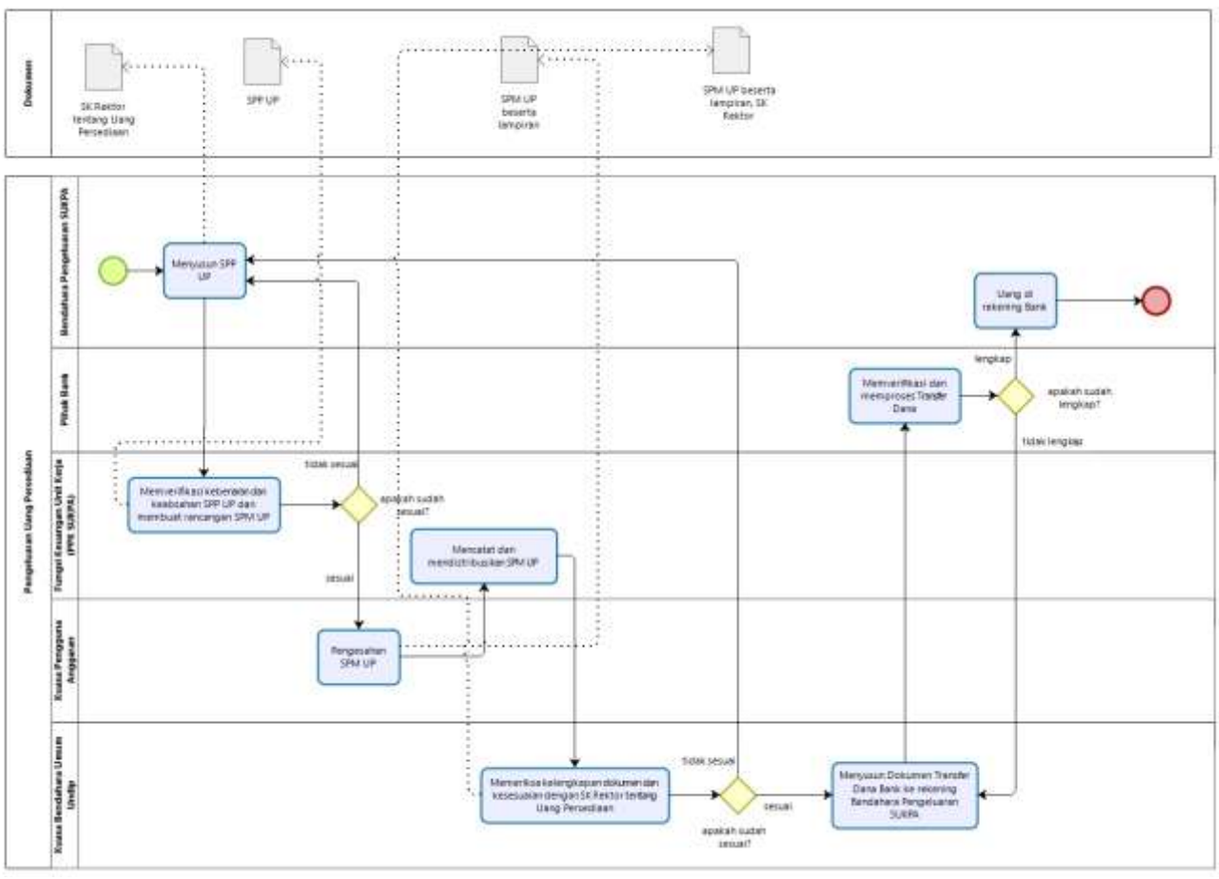
6.3.2 Penatausahaan Penerimaan



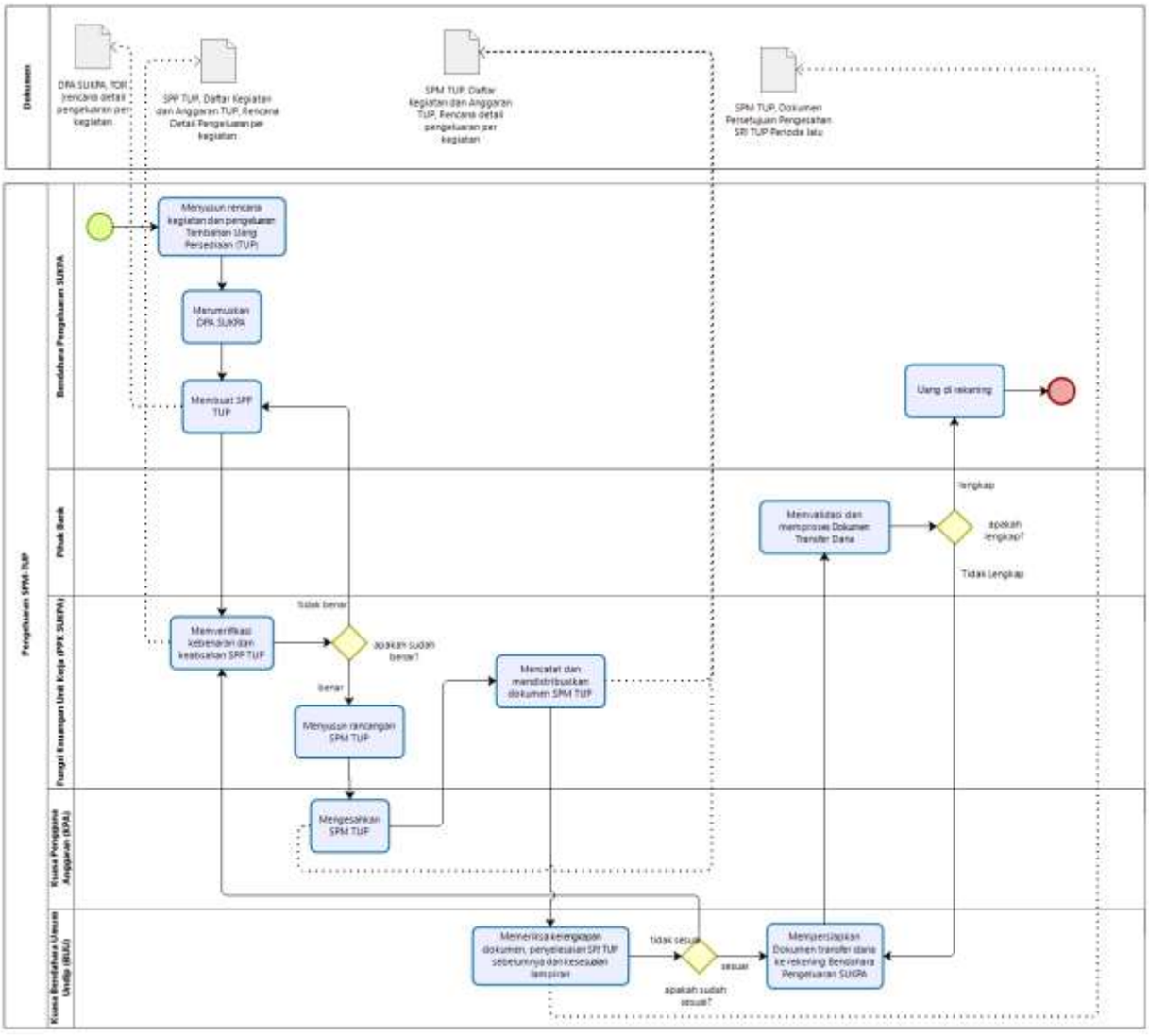
6.3.3 Pengeluaran Ganti Uang Persediaan



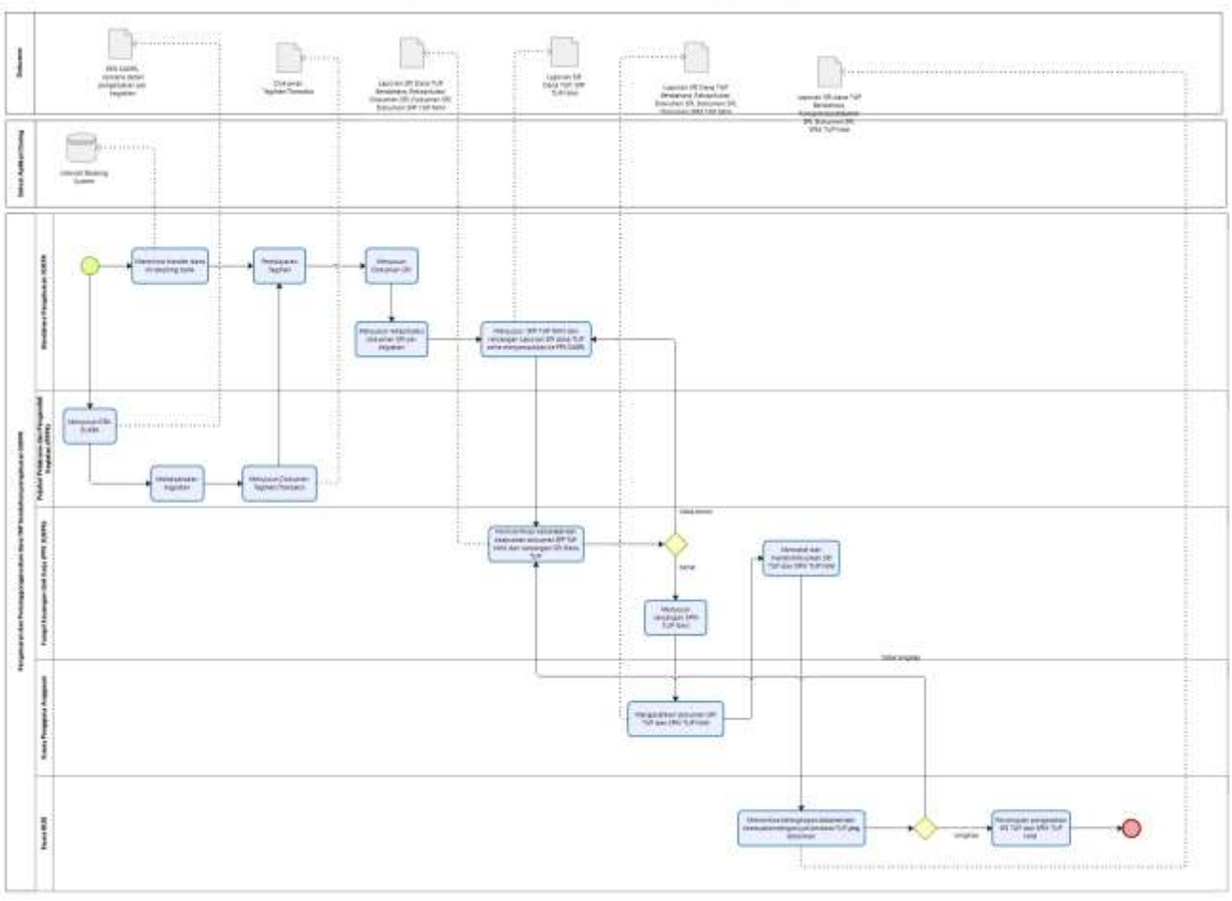
6.3.4 Pengeluaran Uang Persediaan



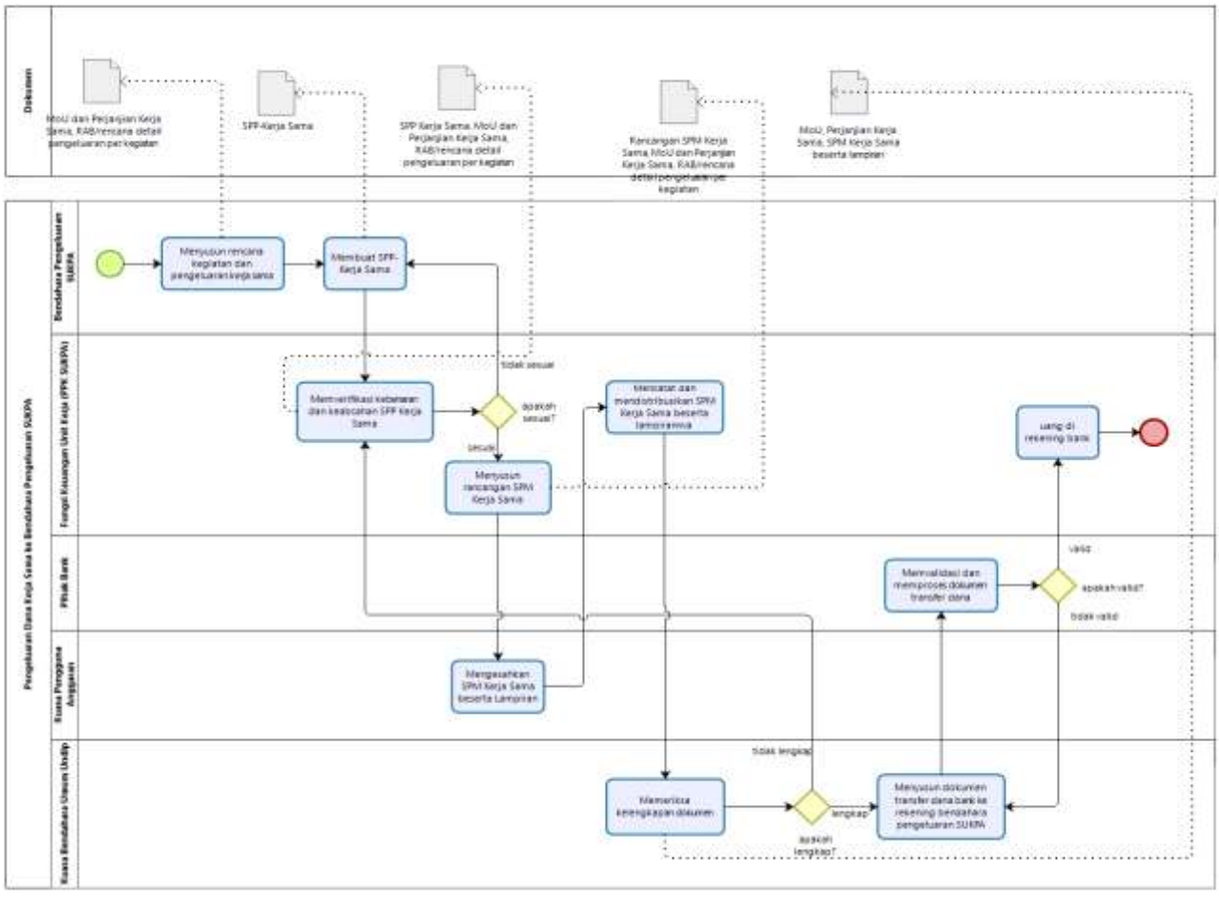
6.3.5 Pengeluaran SPM Tambahan Uang Persediaan



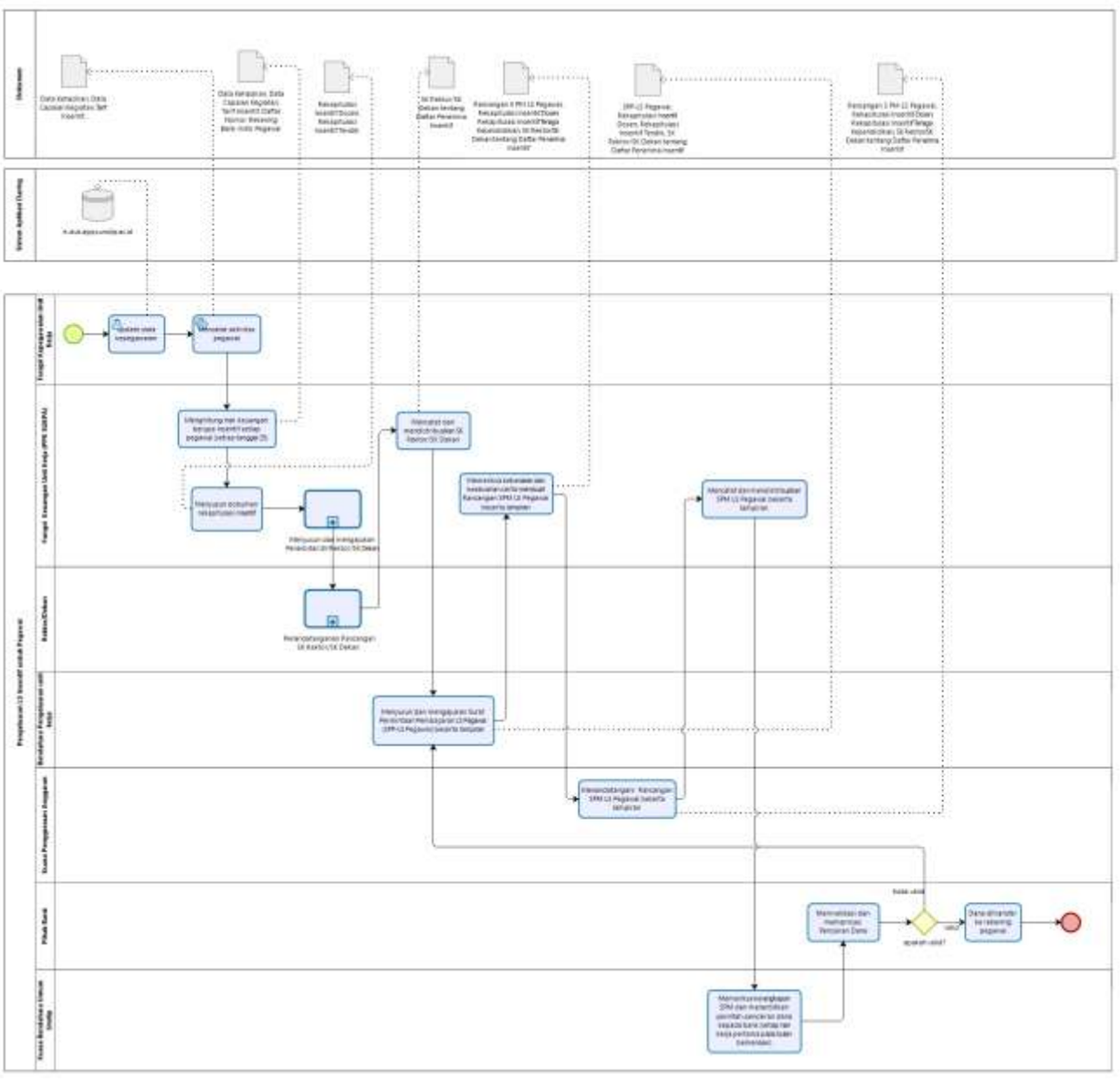
6.3.6 Pengeluaran dan Pertanggungjawaban Dana TUP



6.3.7 Pengeluaran Dana Kerjasama Ke Bandahara SUKPA

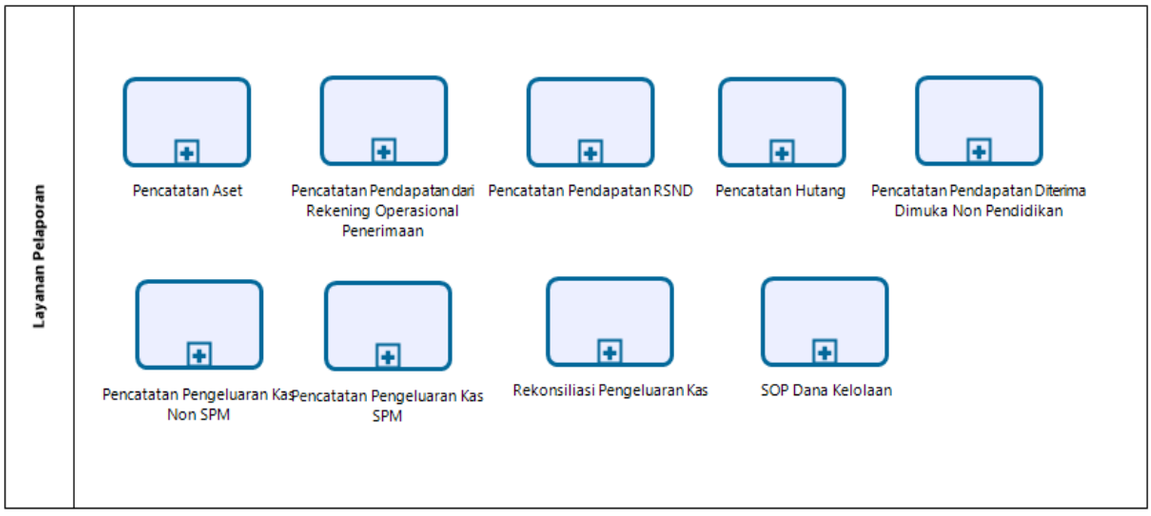


6.3.8 Pengeluaran LS untuk Insentif Pegawai

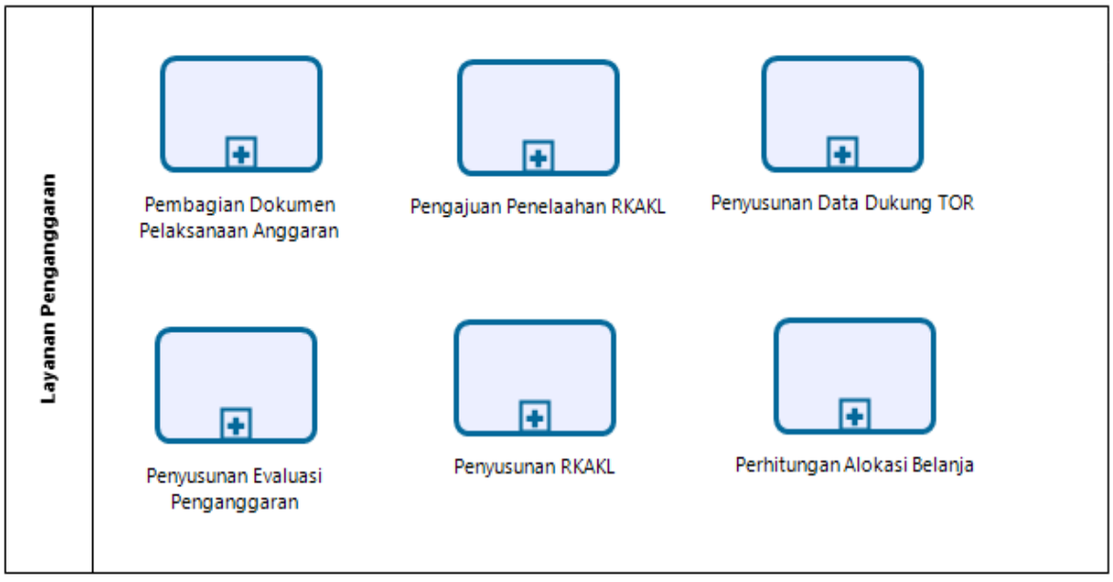


6.4 Layanan Akuntansi

6.4.1 Layanan Pelaporan



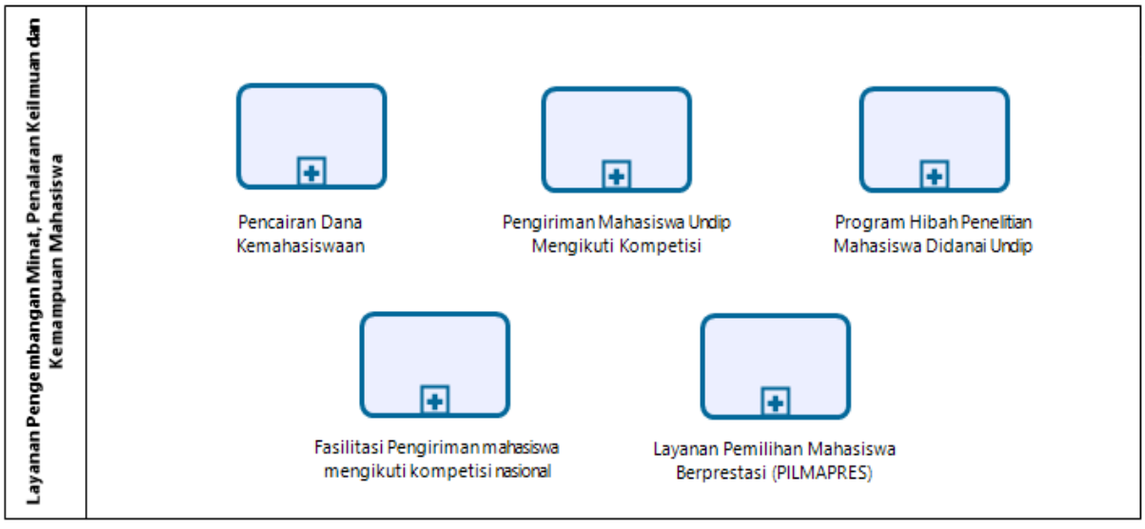
6.4.2 Layanan Penganggaran



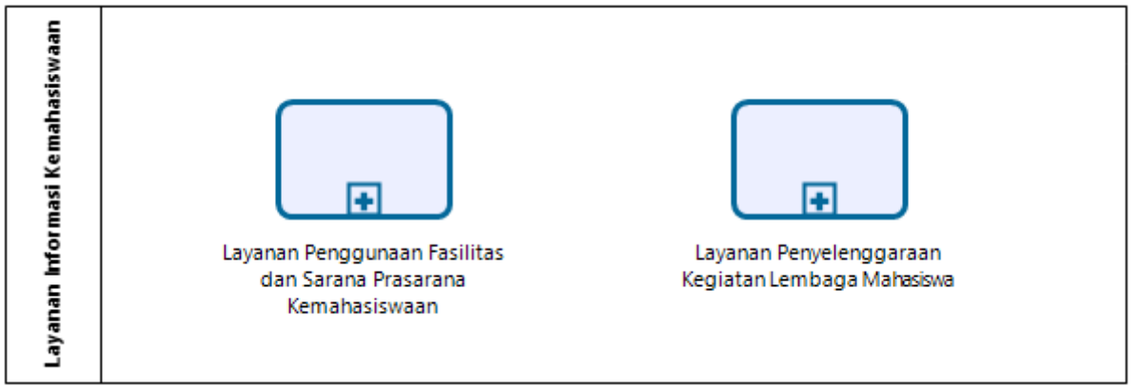
7. Layanan Kemahasiswaan

7.1 Layanan Minat, Penalaran dan Informasi Kemahasiswaan

7.1.1 Layanan Pengembangan Minat, Penalaran Keilmuan dan Kemampuan Mahasiswa

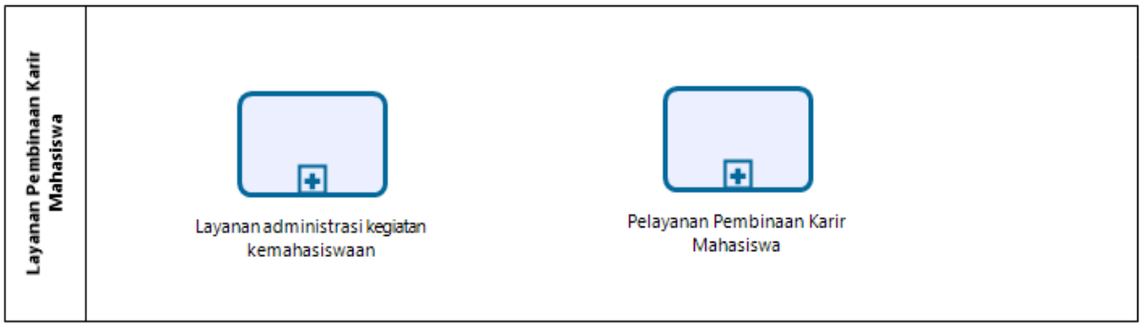


7.1.2 Layanan Informasi Kemahasiswaan

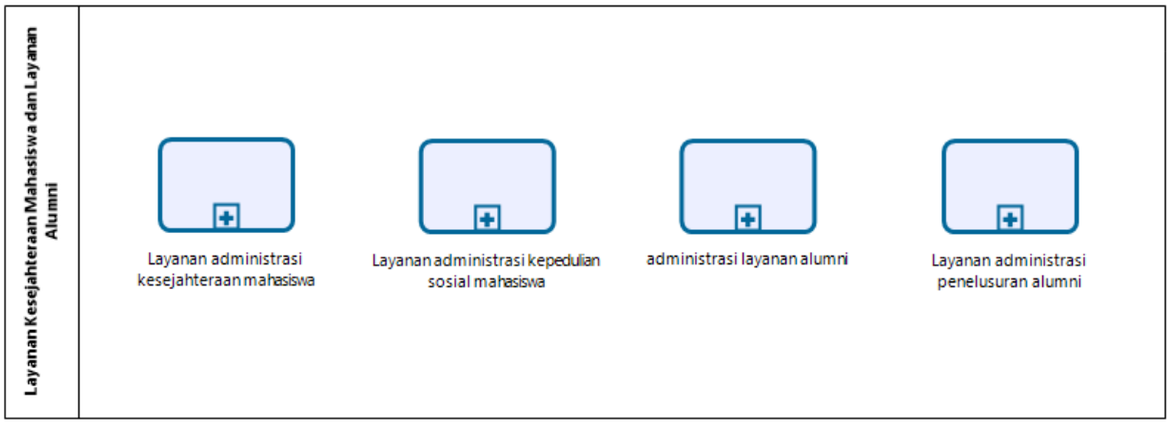


7.2 Layanan Kesejahteraan Kemahasiswaan

7.2.1 Layanan Pembinaan Karir Mahasiswa



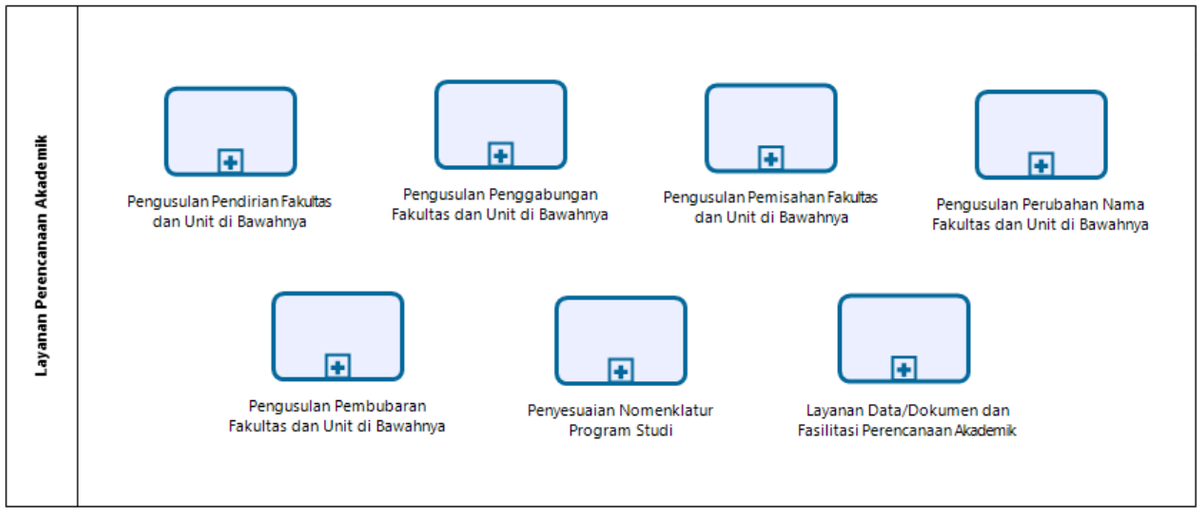
7.2.2 Layanan Kesejahteraan Mahasiswa dan Layanan Alumni



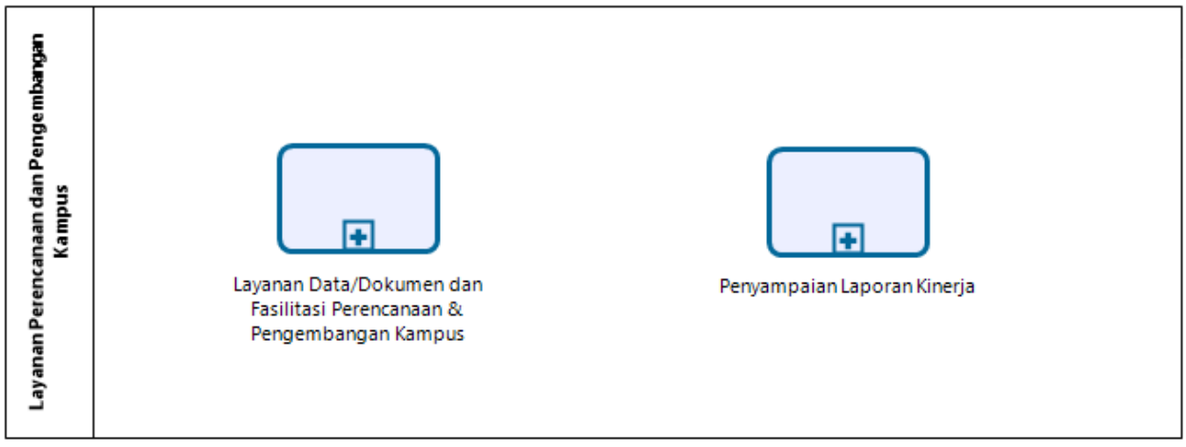
8. Layanan Perencanaan dan Sistem Informasi

8.1 Layanan Perencanaan

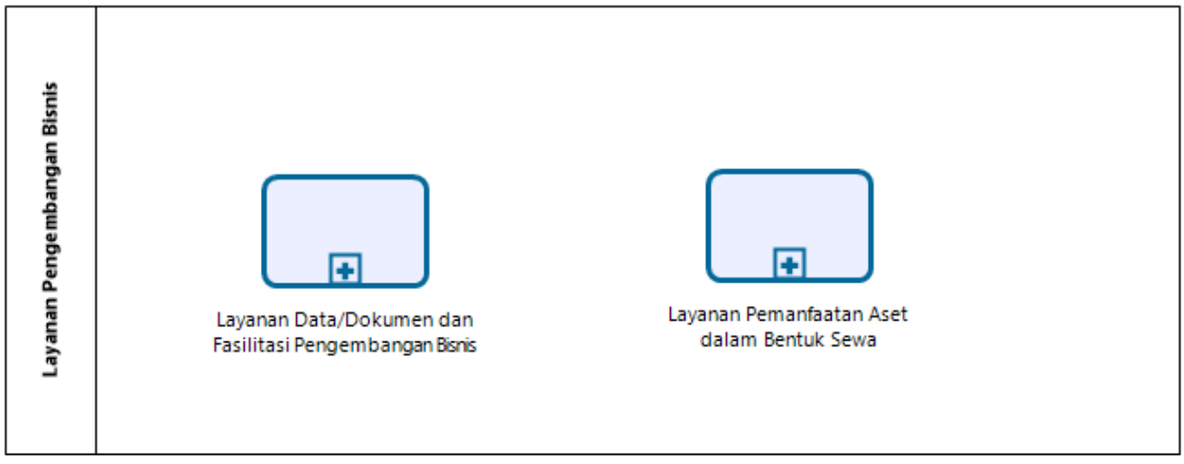
8.1.1 Layanan Perencanaan Akademik



8.1.2 Layanan Perencanaan dan Pengembangan Kampus

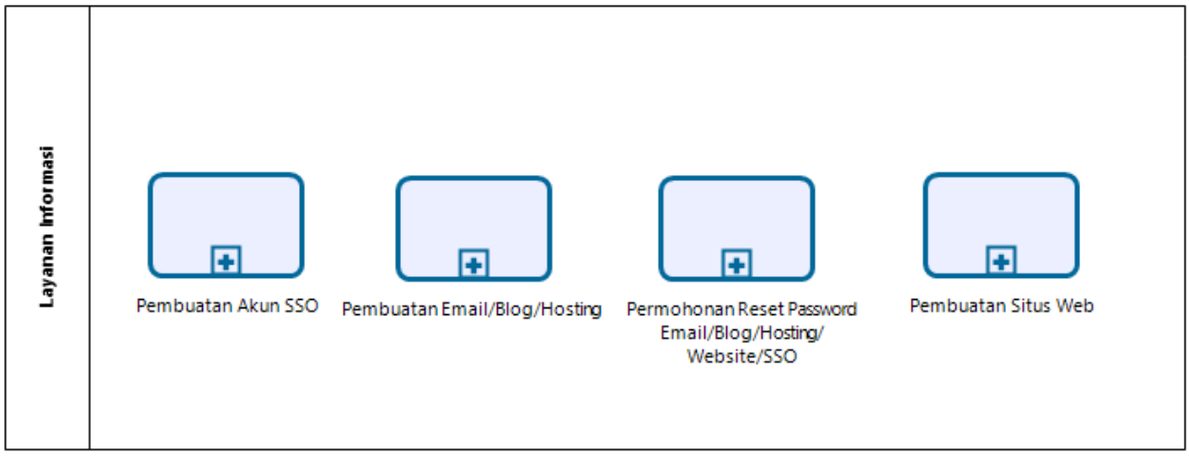


8.1.3 Layanan Pengembangan Bisnis

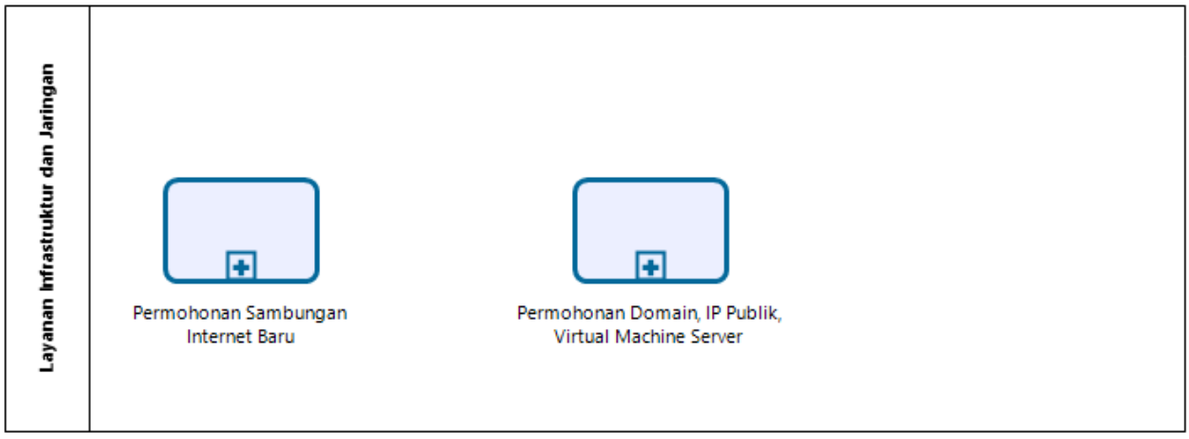


8.2 Layanan Sistem Informasi

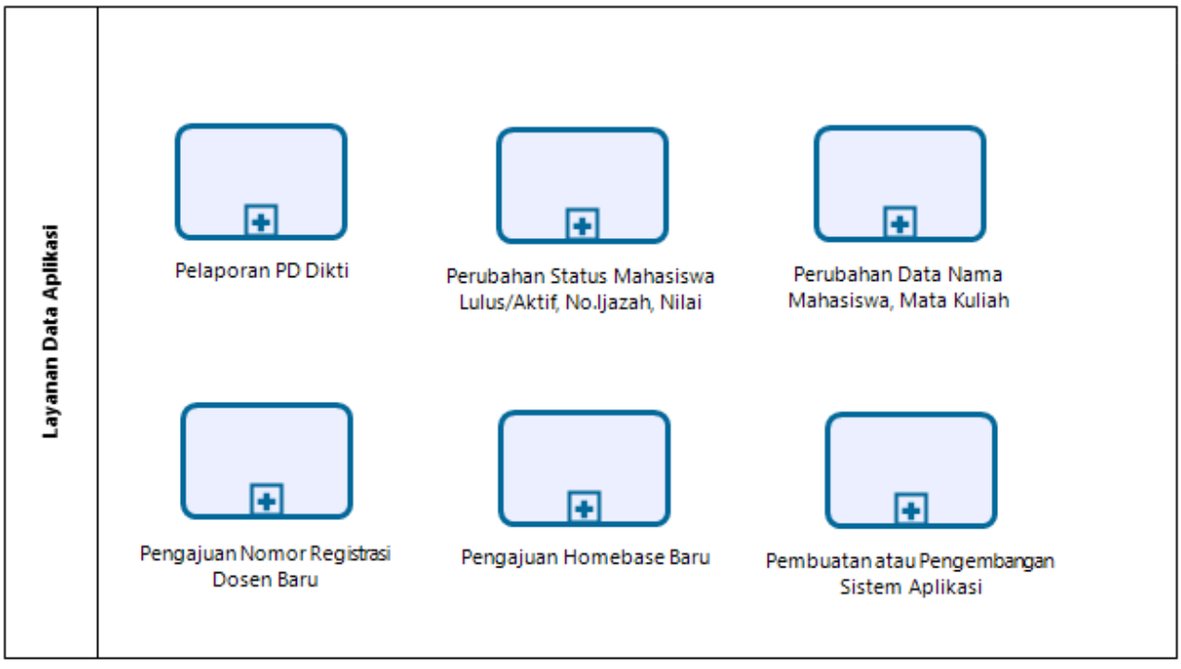
8.2.1 Layanan Informasi



8.2.2 Infrastruktur dan Jaringan



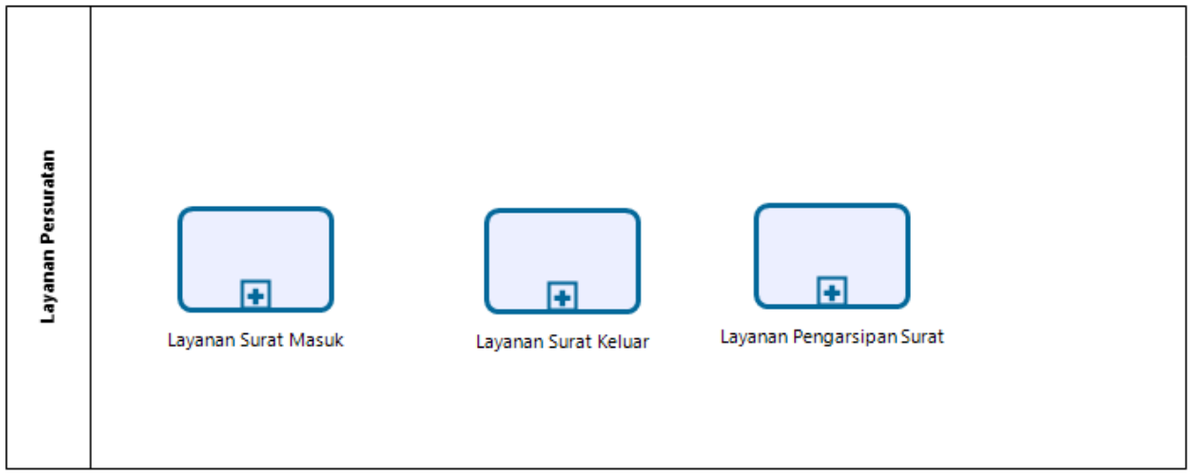
8.2.3 Data dan Aplikasi



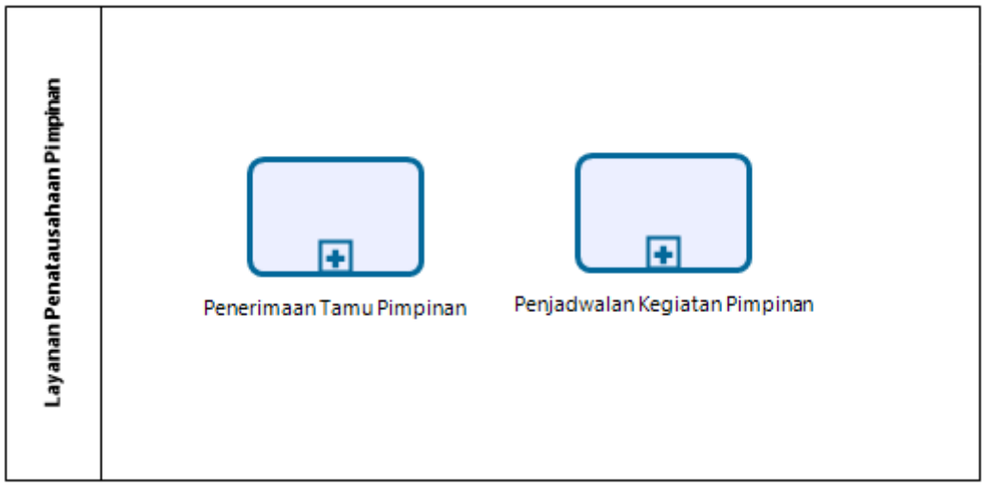
9. Layanan Sekretariat

9.1 Layanan Tata Usaha

9.1.1 Layanan Persuratan



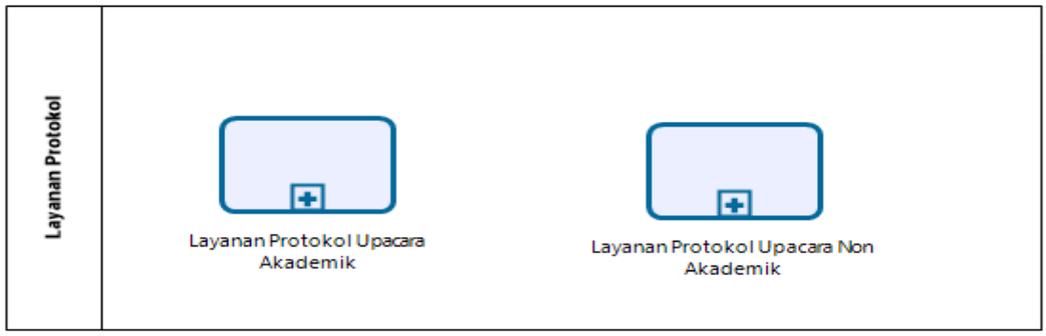
9.1.2 Layanan Penatausahaan Pimpinan



9.2 Layanan Hukum Tata Laksana dan Protokol

9.2.1 Layanan Produk Hukum

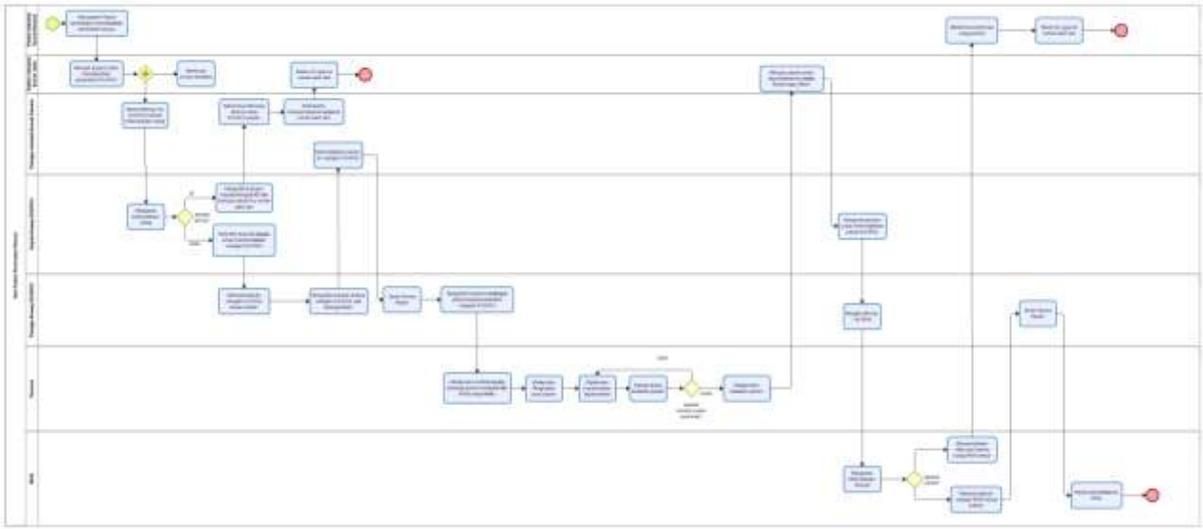
9.2.2 Layanan Protokol



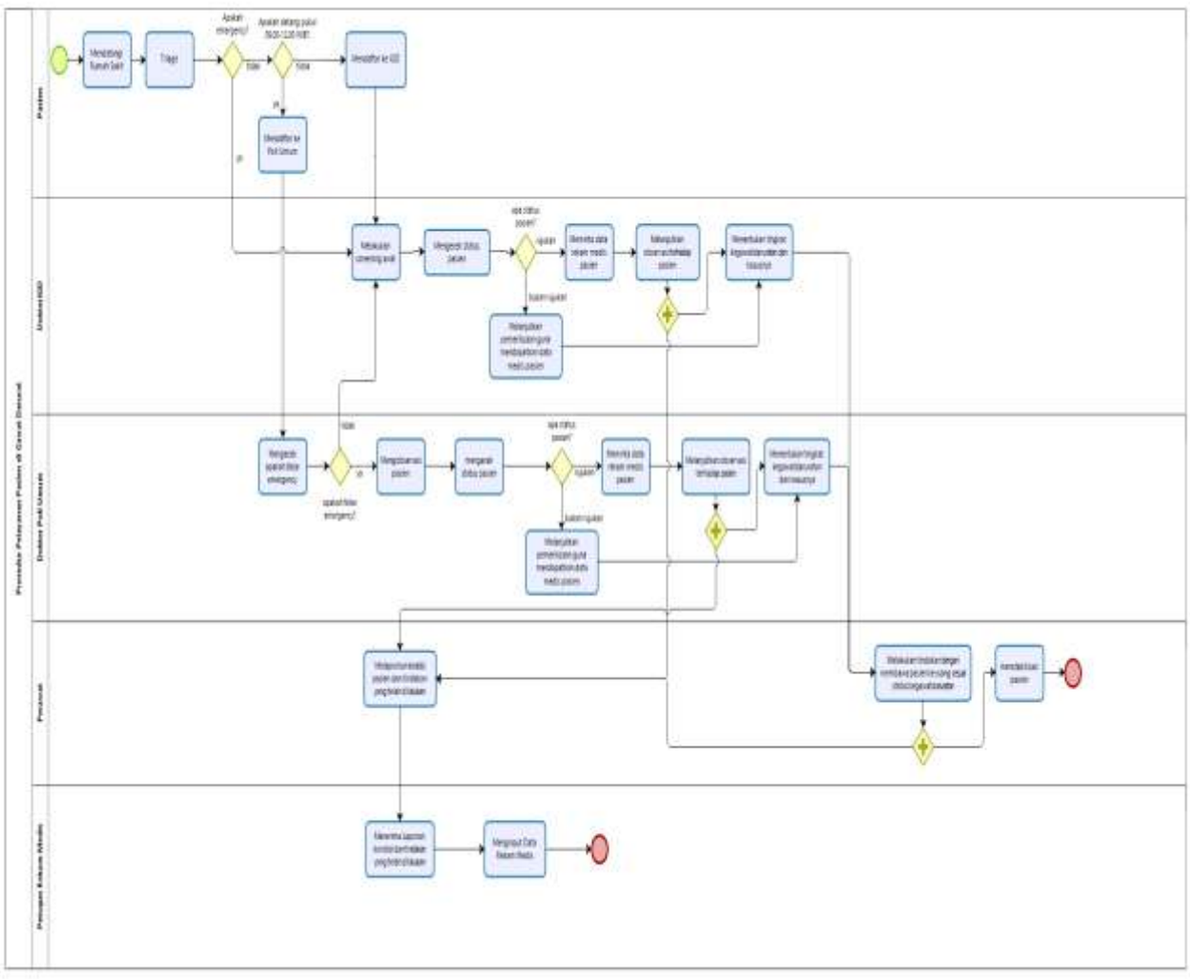
10. Rumah Sakit Nasional Diponegoro

10.1 Instalasi Gawat Darurat

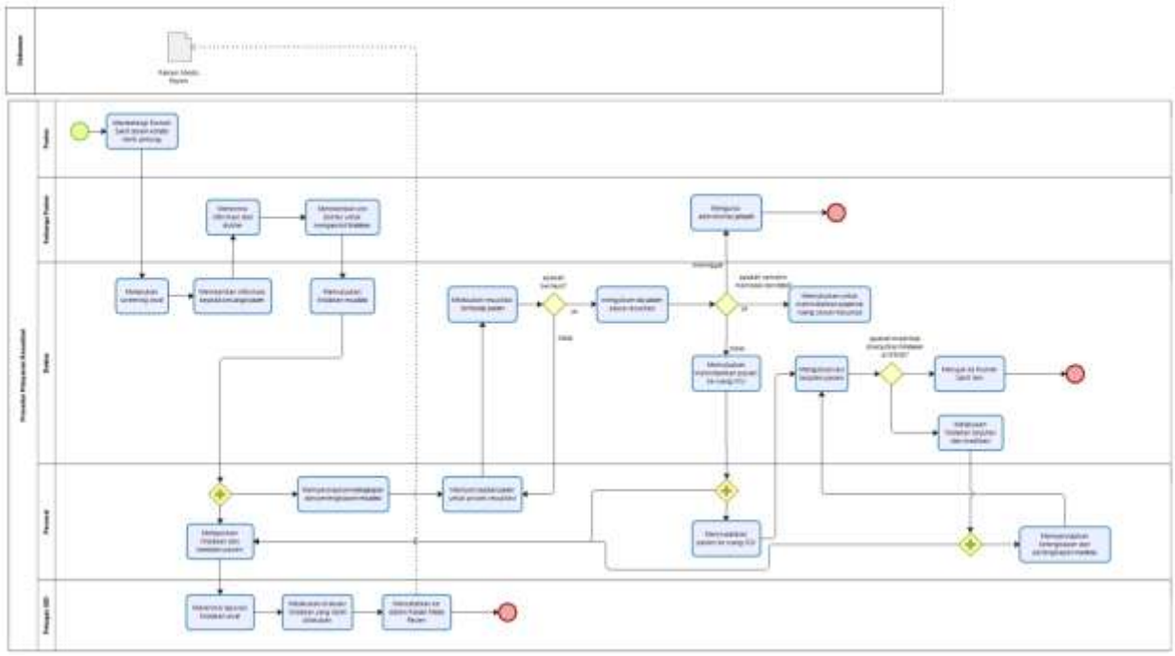
10.1.1 Pasien Perawatan Khusus



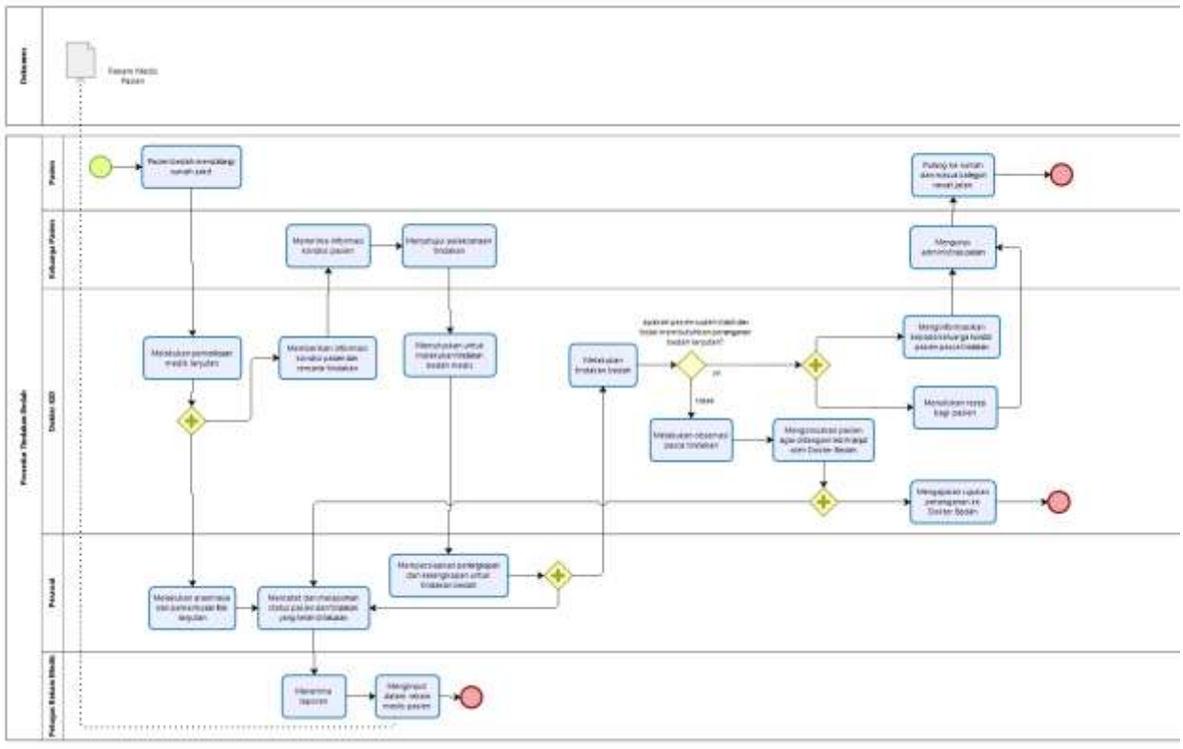
10.1.2 Pelayanan Pasien Gawat Darurat



10.1.3 Pelayanan Pasien Resusitasi

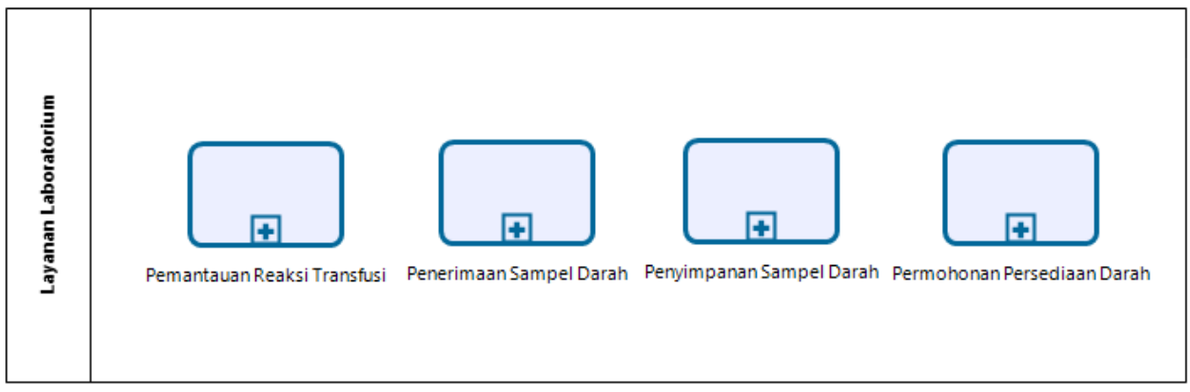


10.1.4 Tindakan Bedah di IGD

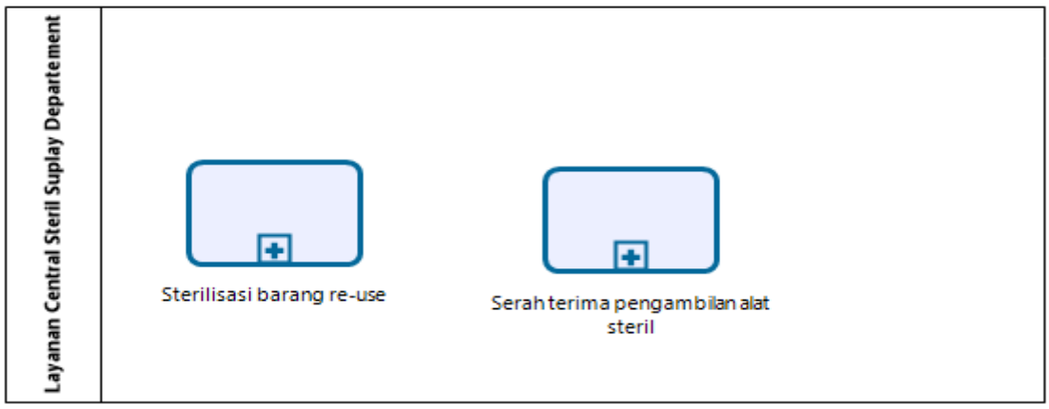


10.2 Layanan Non IGD

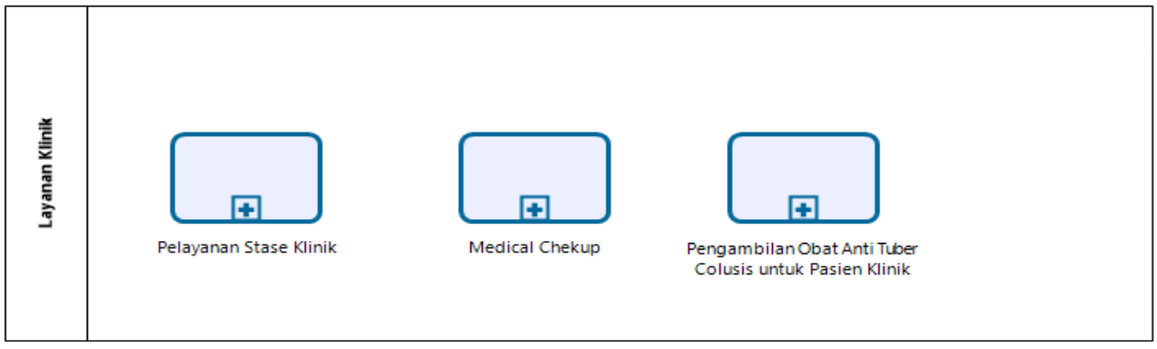
10.2.1 Layanan Laboratorium



10.2.2 Layanan Central Steril Suplay Departement



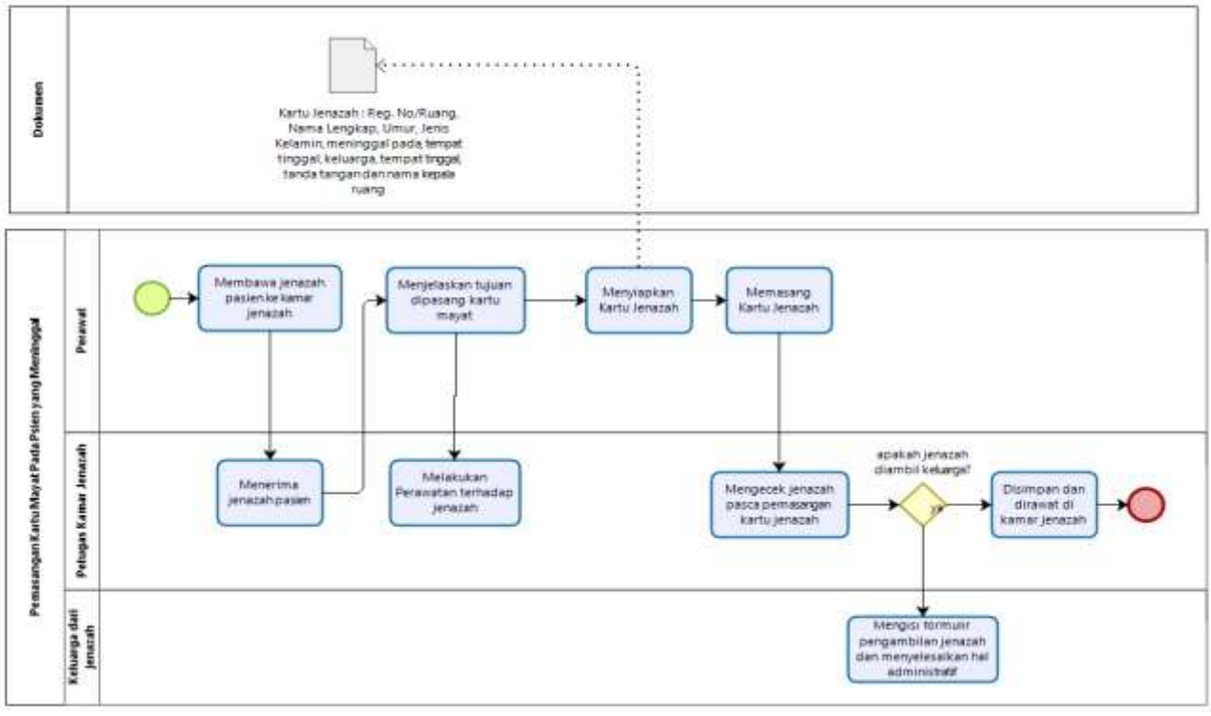
10.2.3 Layanan Klinik



10.3 Layanan Penunjang

10.3.1 Layanan Sumber Daya

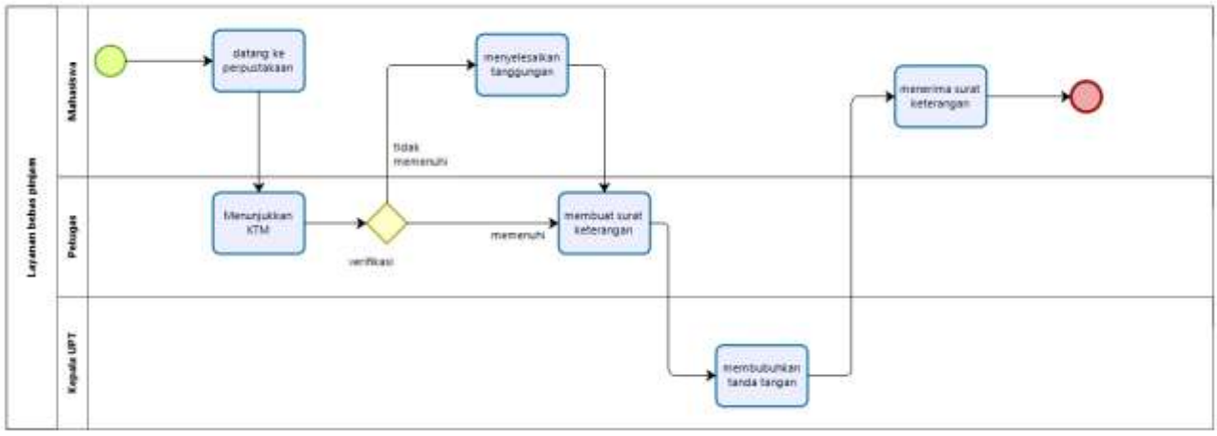
10.3.2 Pemasangan Kartu Mayat



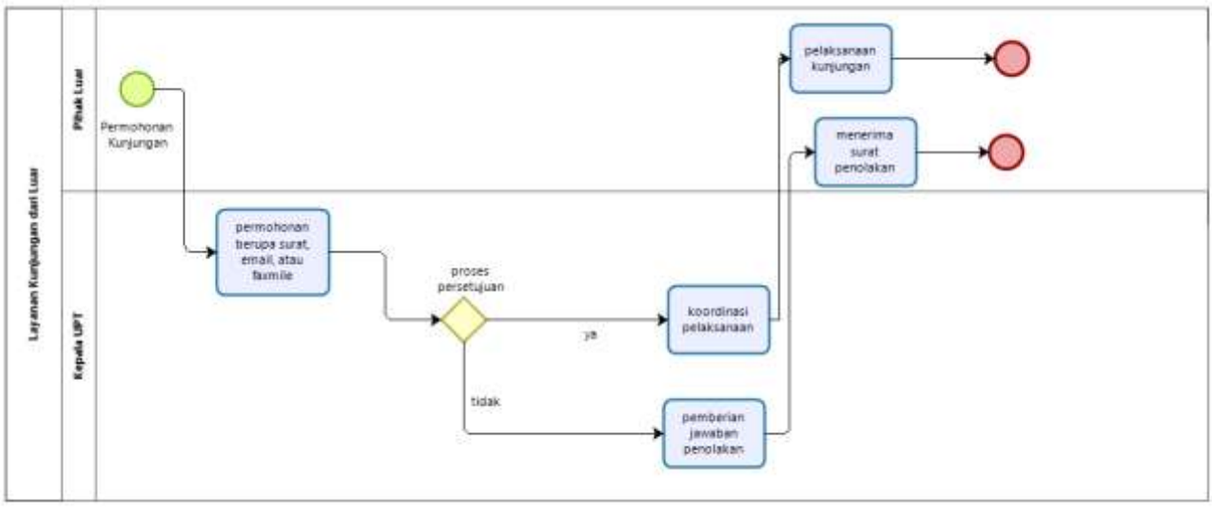
11. Layanan Unit Pelaksana Teknis

11.1 UPT Perpustakaan

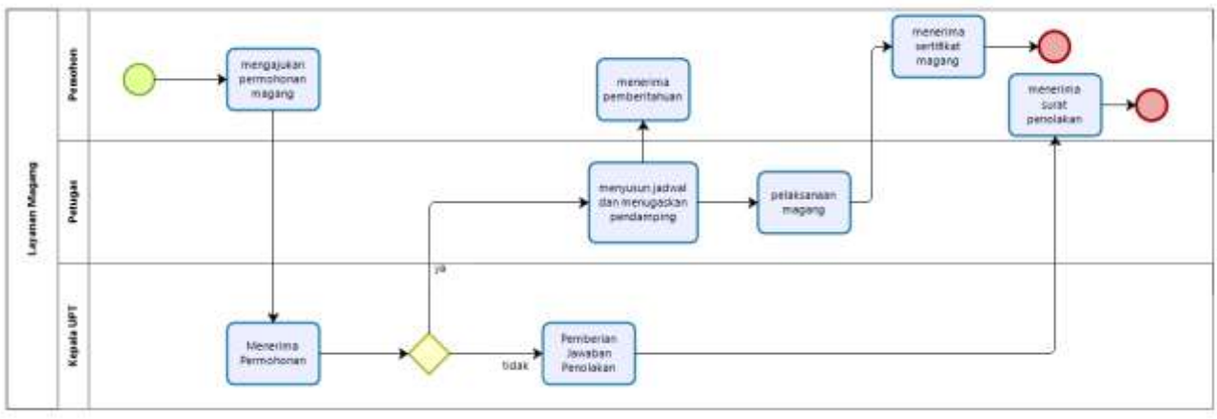
11.1.1 Layanan Bebas Pinjam Perpustakaan



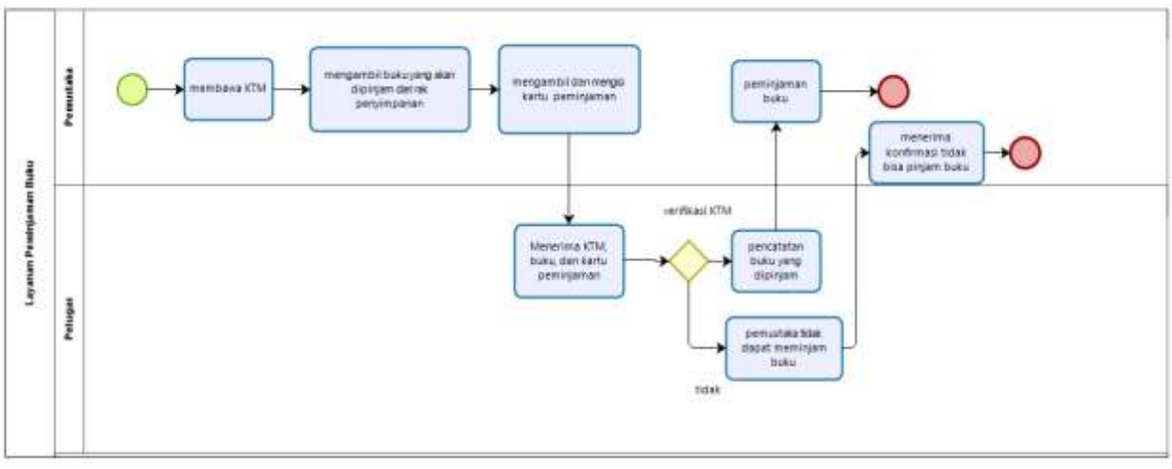
11.1.2 Kunjungan dari Luar UPT



11.1.3 Layanan Magang UPT



11.1.4 Layanan Peminjaman Buku



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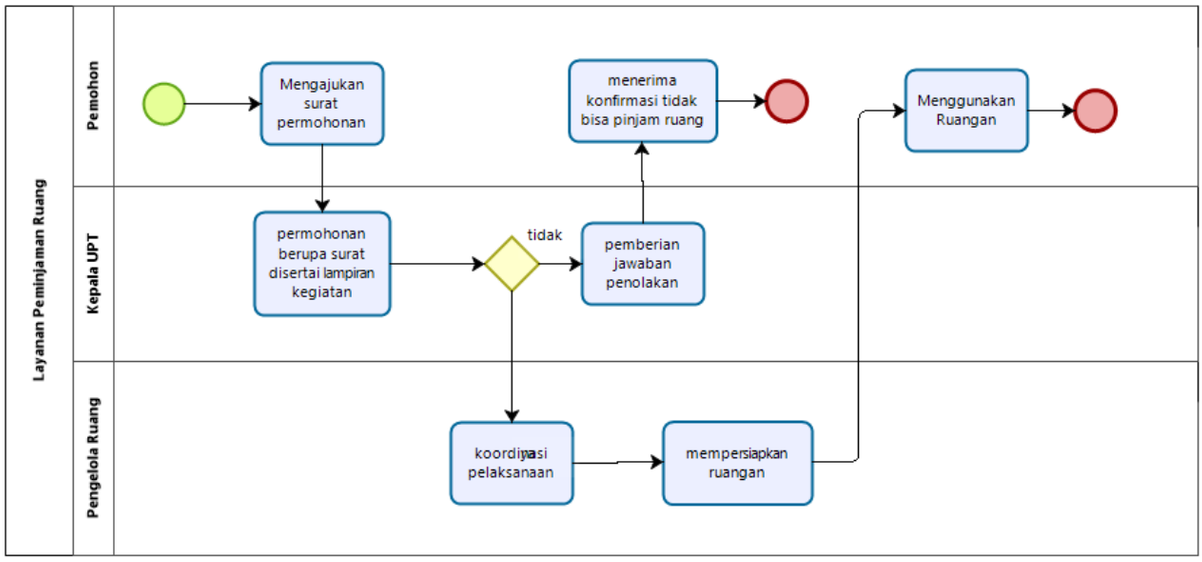
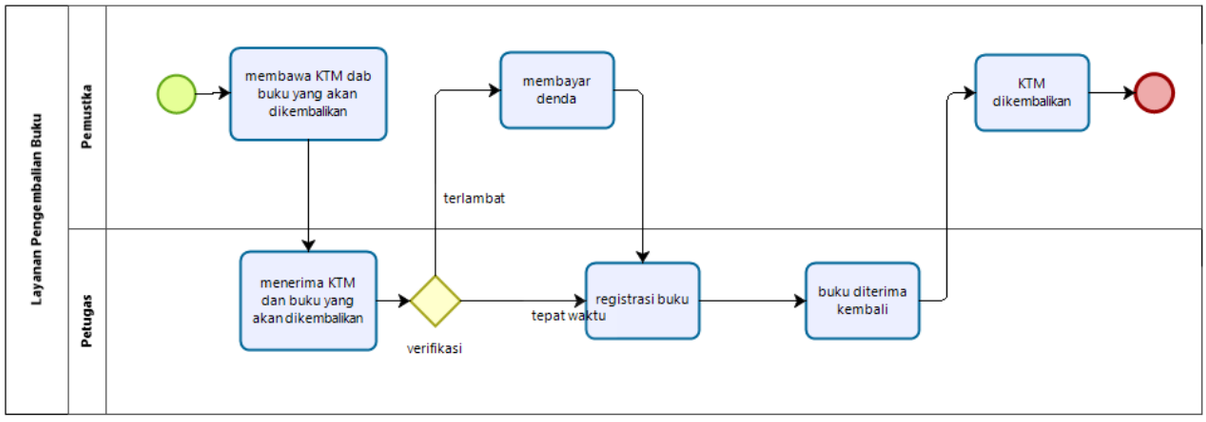
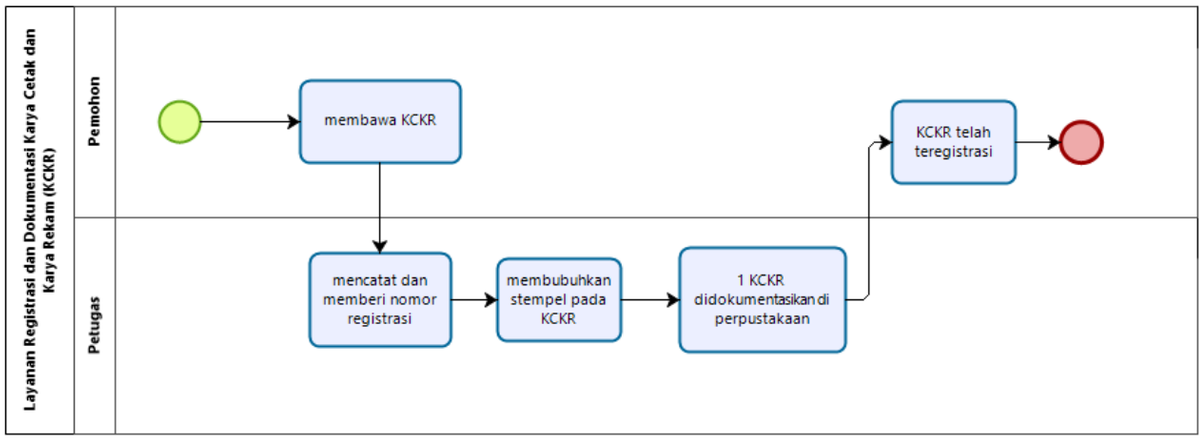


11.1.6 Layanan Pengembalian Buku

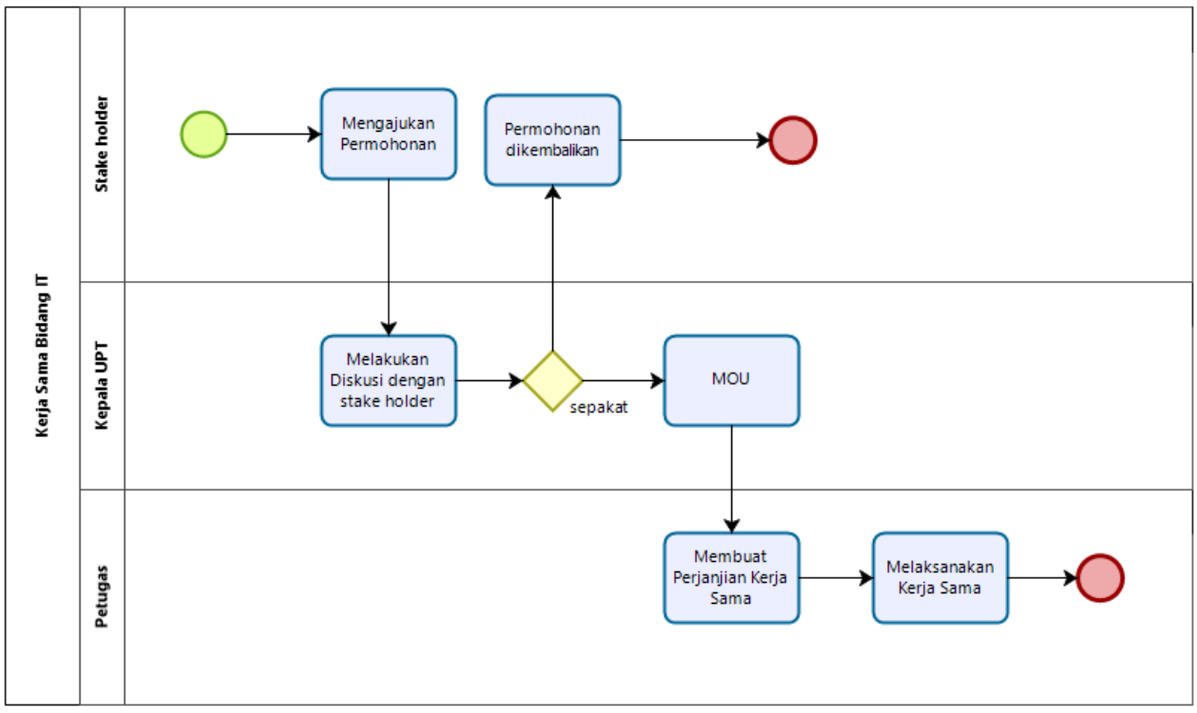


11.1.7 Layanan Registrasi dan Dokumentasi KCKR

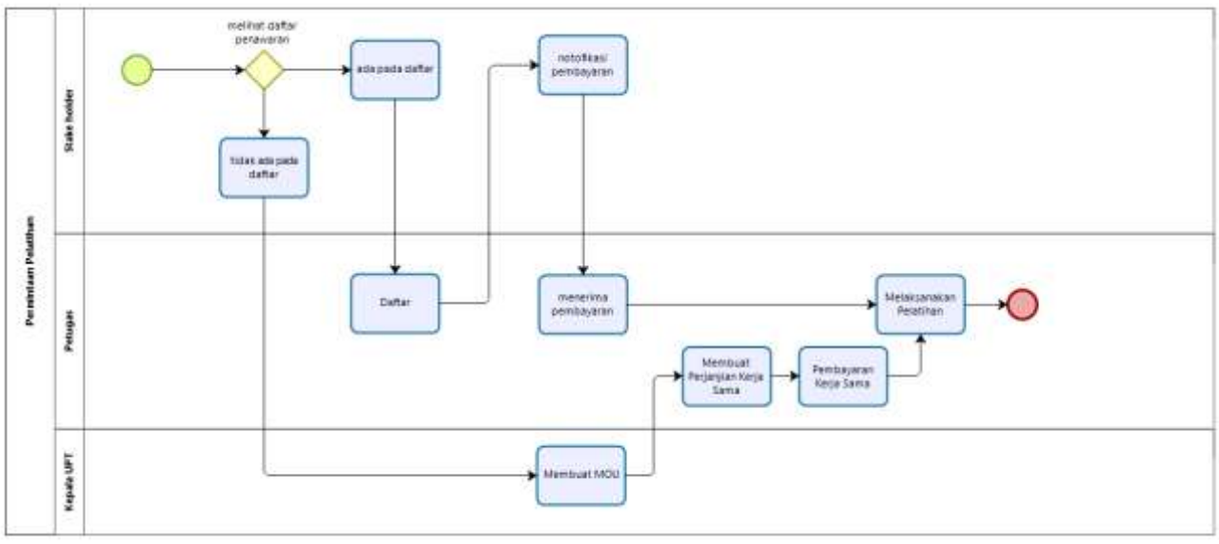


11.2 UPT Pusat Komputer

11.2.1 Kerja Sama Bidang IT

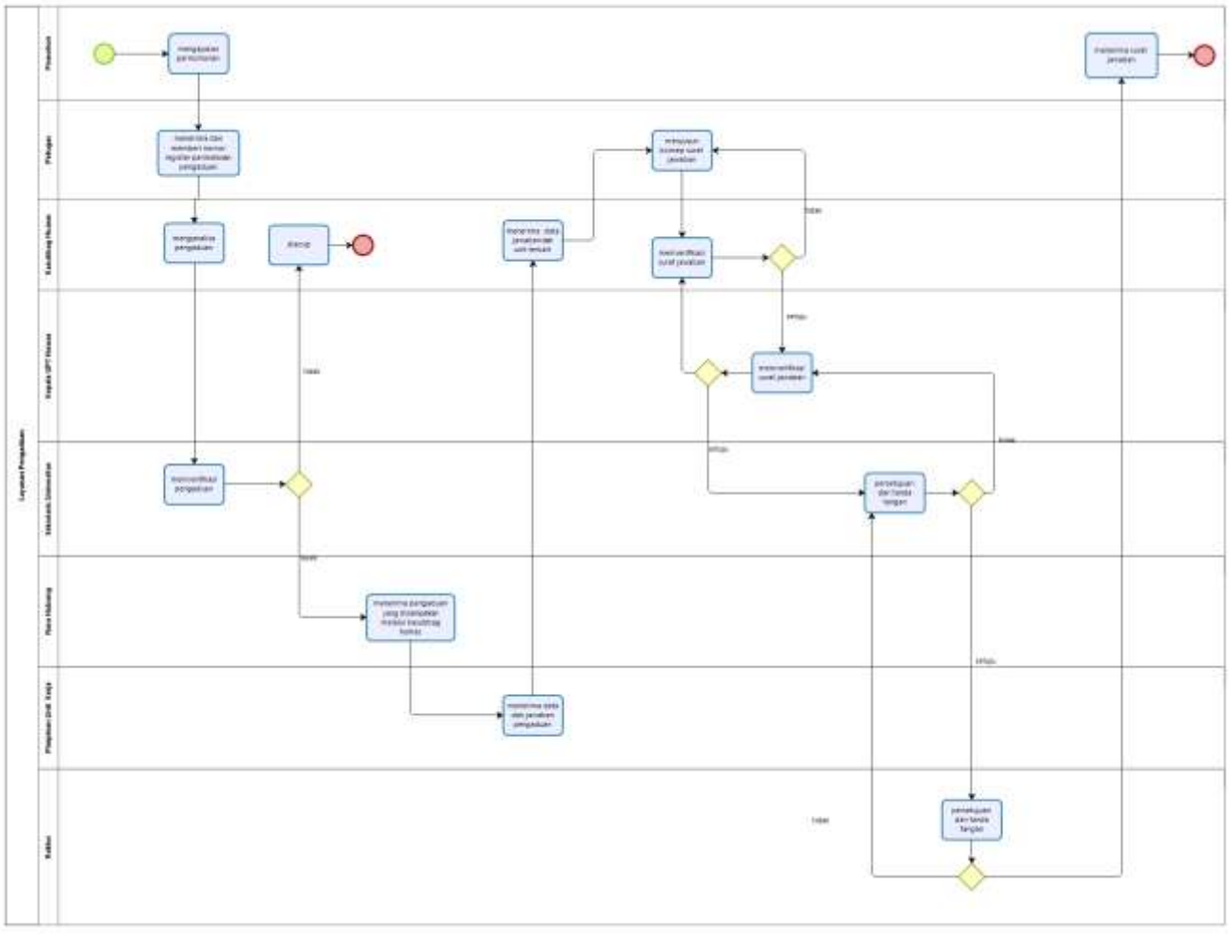


11.2.2 Permintaan Pelatihan

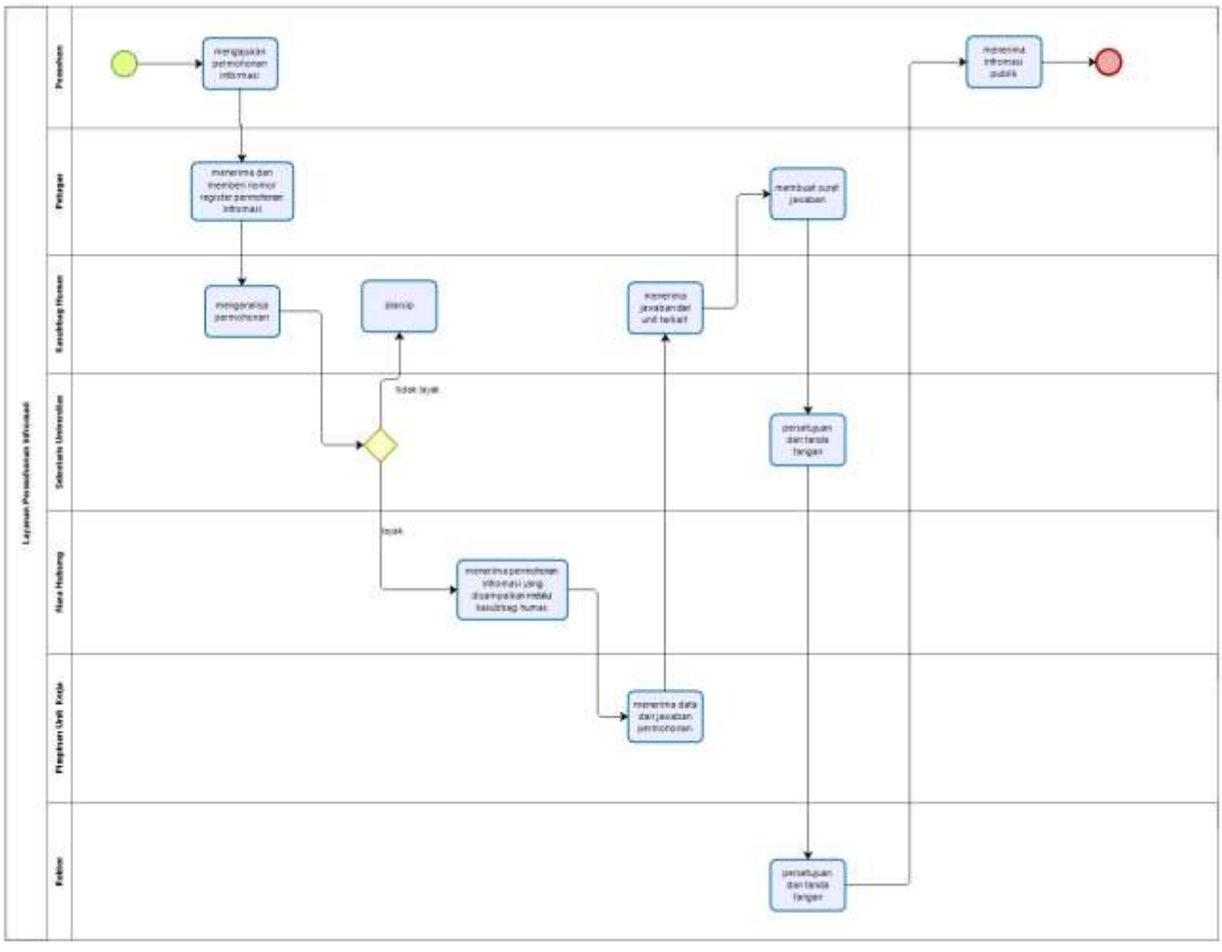


11.3 UPT Humas dan Media

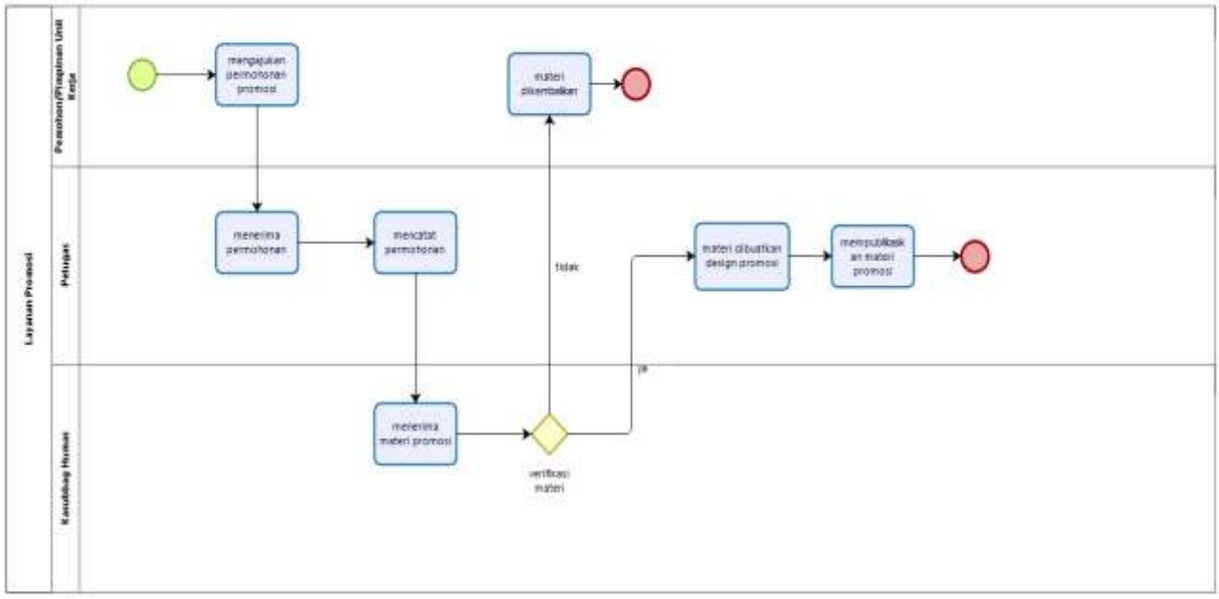
11.3.1 Layanan Pengaduan



11.3.2 Layanan Permohonan Informasi

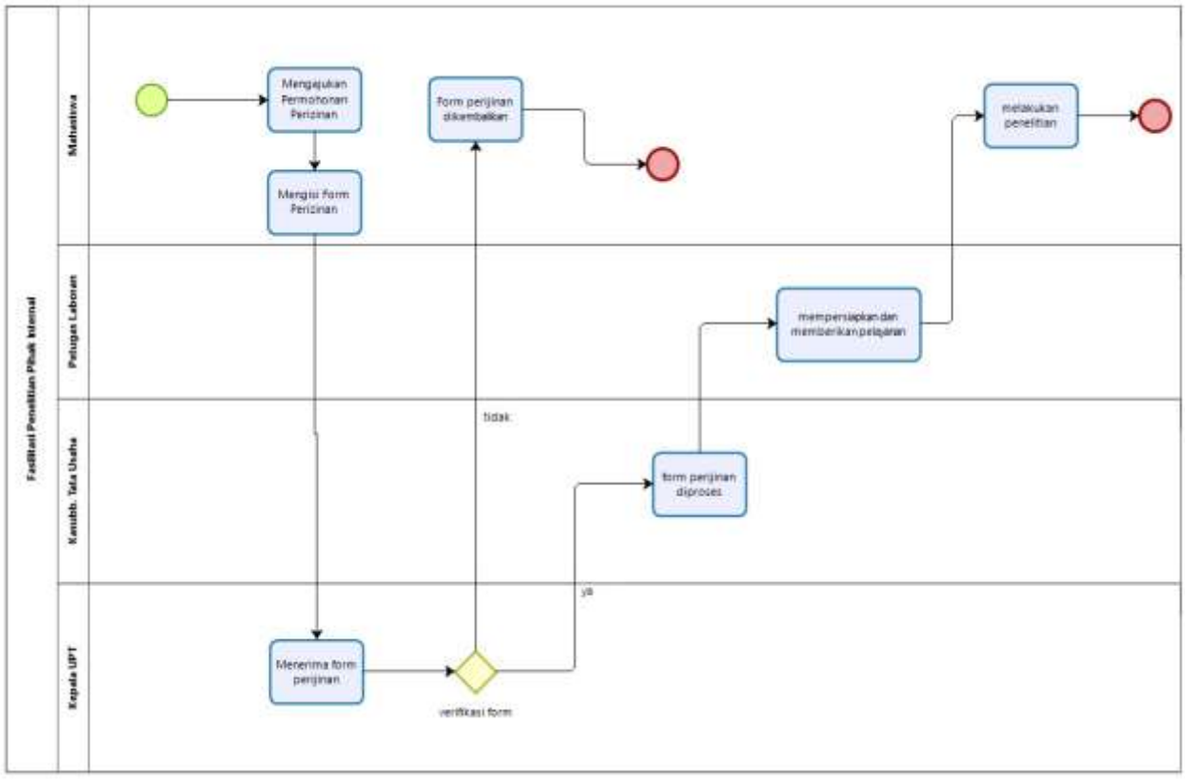


11.3.3 Layanan Promosi

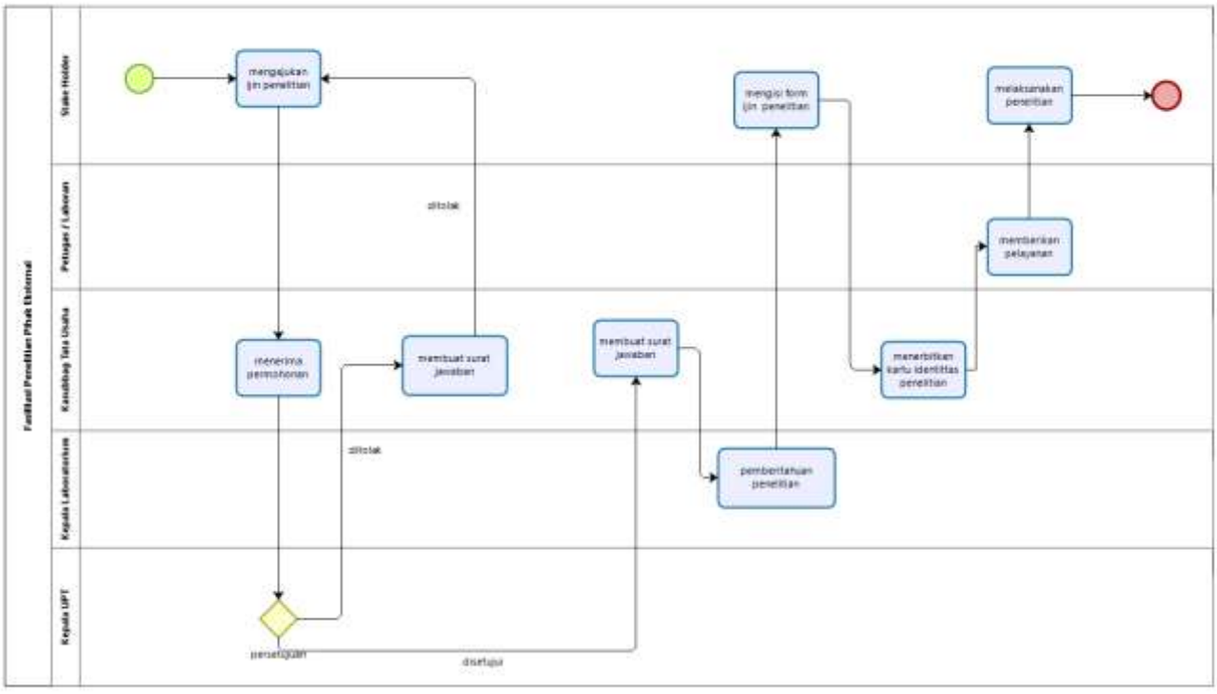


11.4 UPT Laboratorium

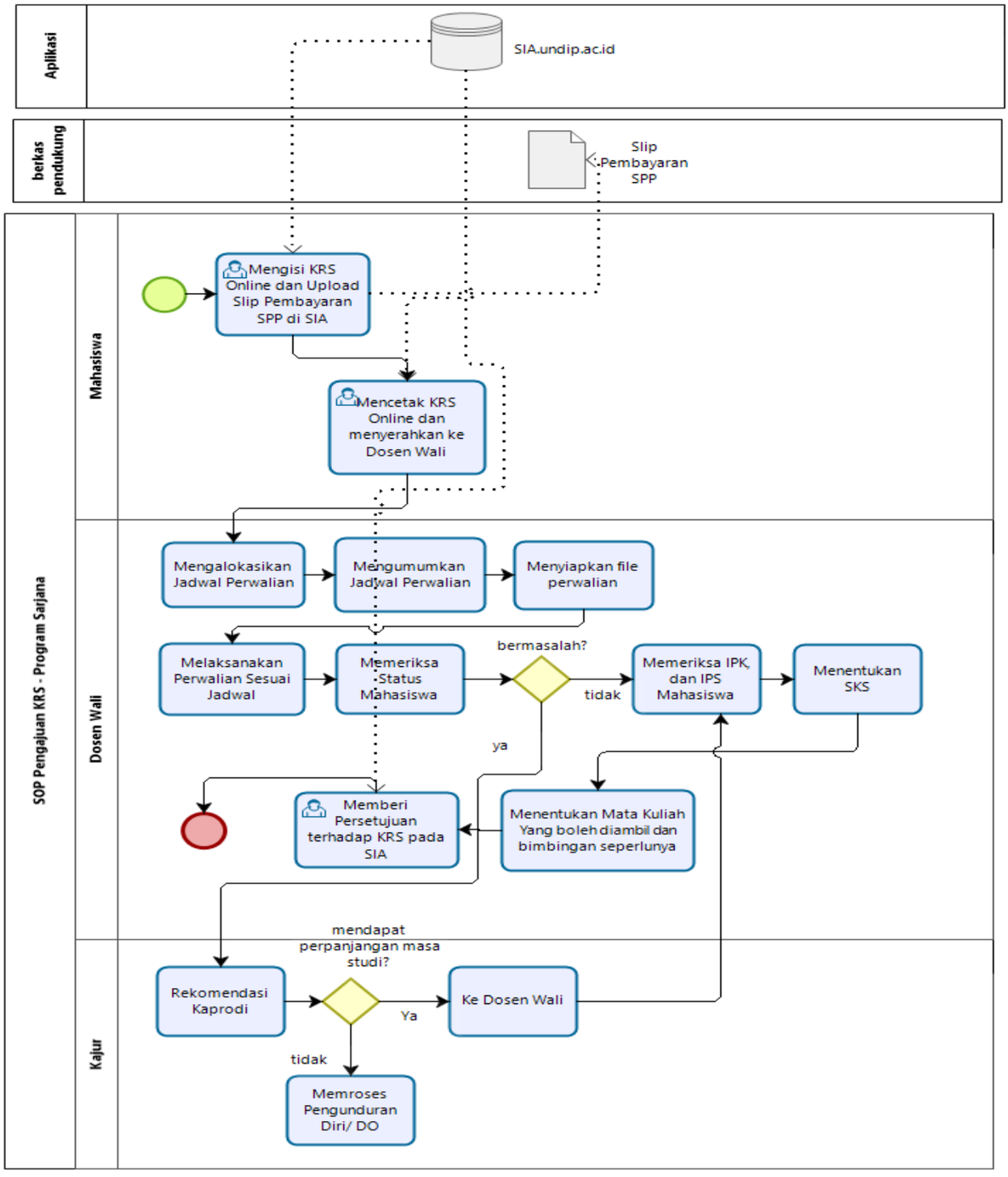
11.4.1 Fasilitas Penelitian Pihak Internal



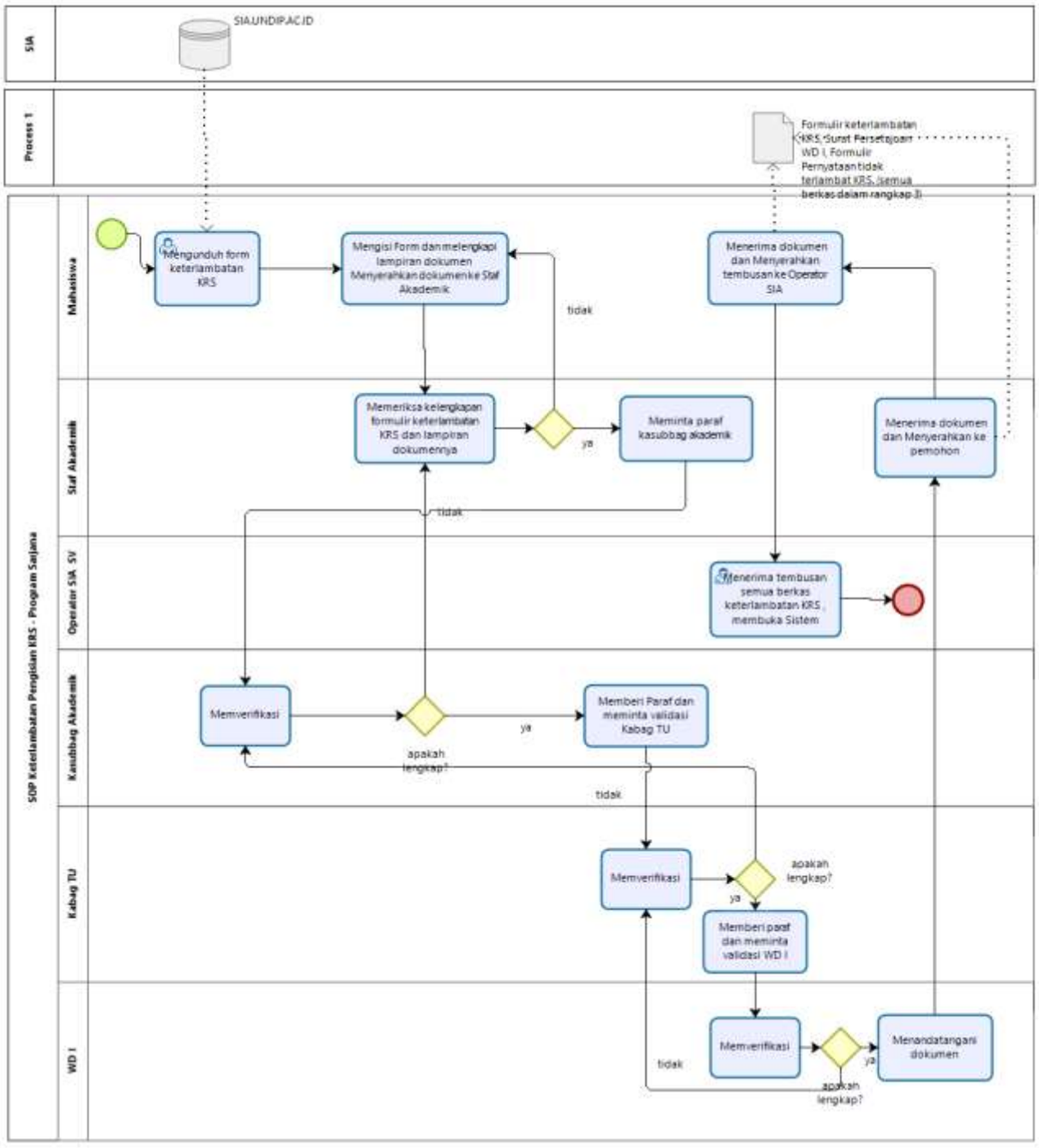
11.4.2 Fasilitas Penelitian Pihak Eksternal



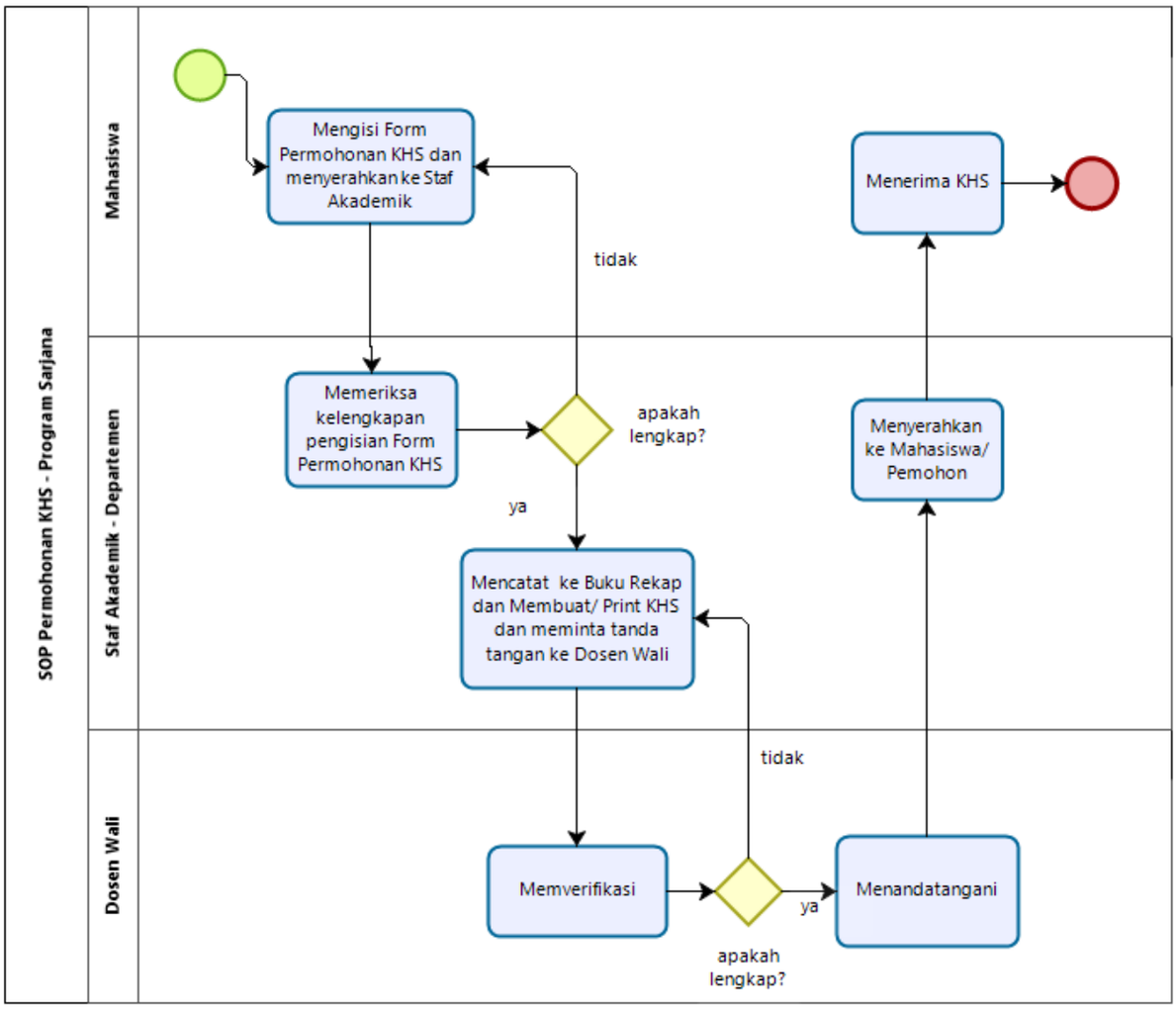
- Level 4
  1. Layanan Pendidikan
     1.1 Layanan Pelaksanaan Pendidikan
       1.1.1 Layanan Pendidikan Sarjana
         1.1.1.1 Pengajuan Kartu Rencana Studi Program Sarjana



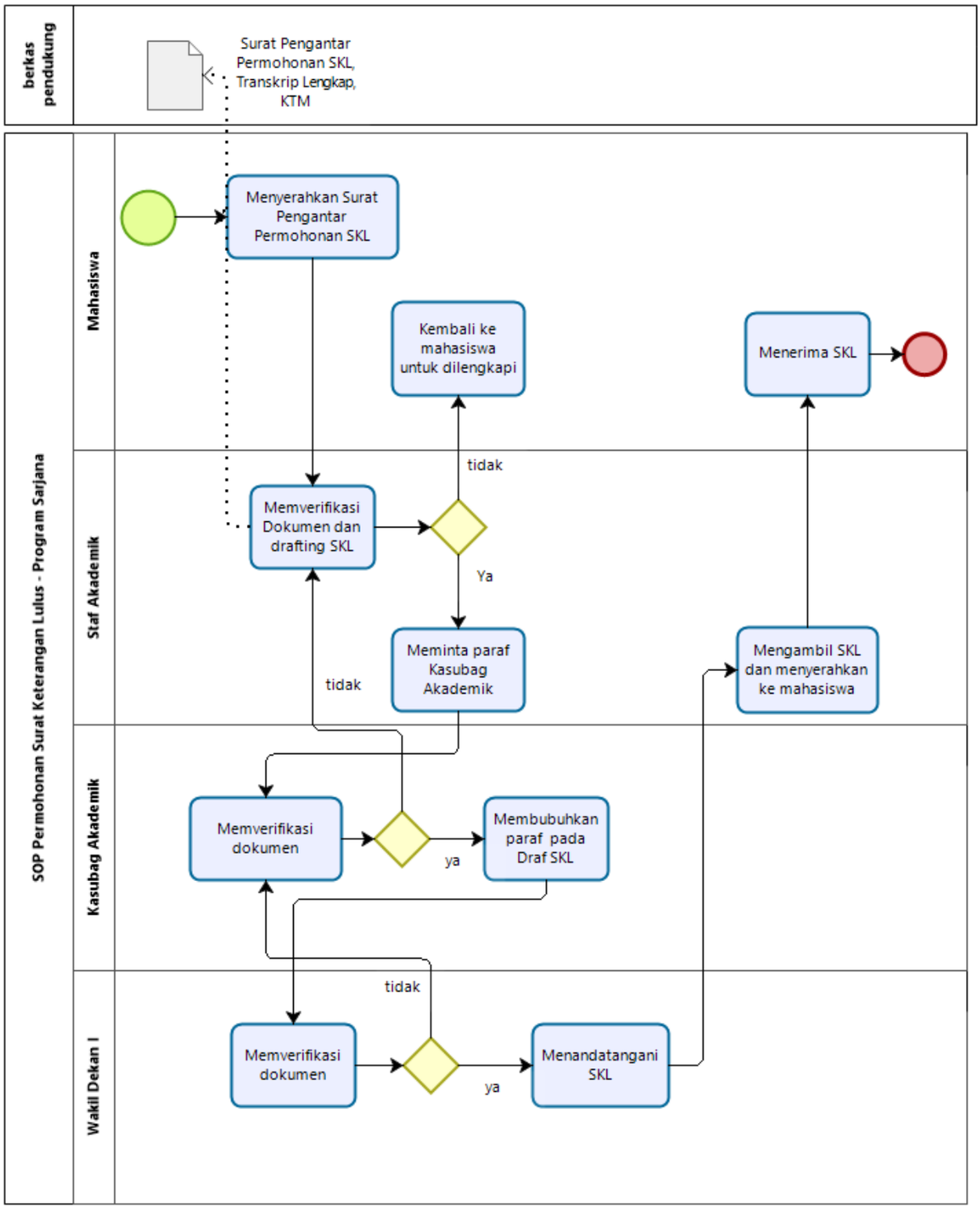
1.1.1.2 Keterlambatan Pengajuan Kartu Rencana Studi Program Sarjana



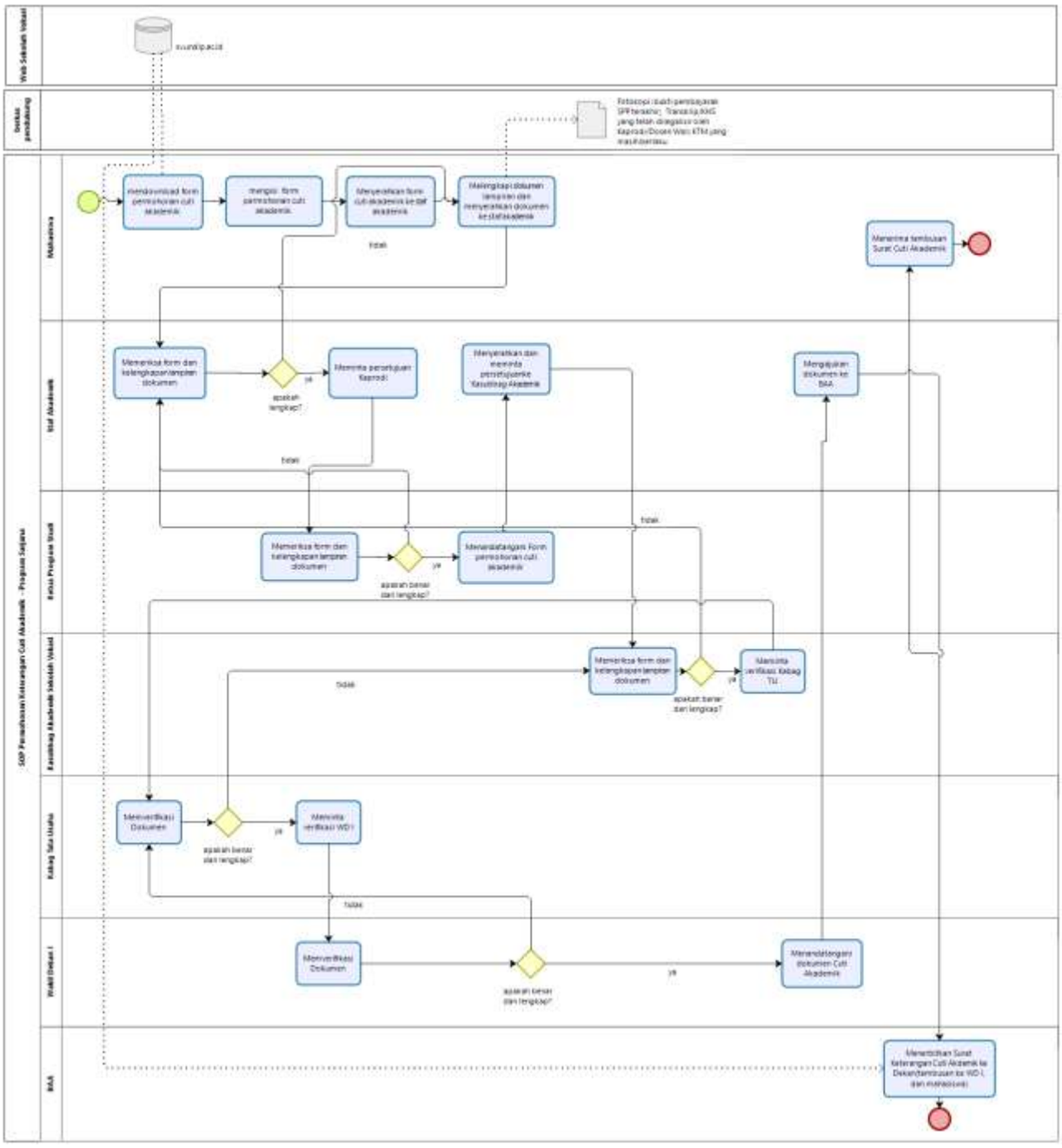
1.1.1.3 Pengajuan Kartu Hasil Studi Program Sarjana



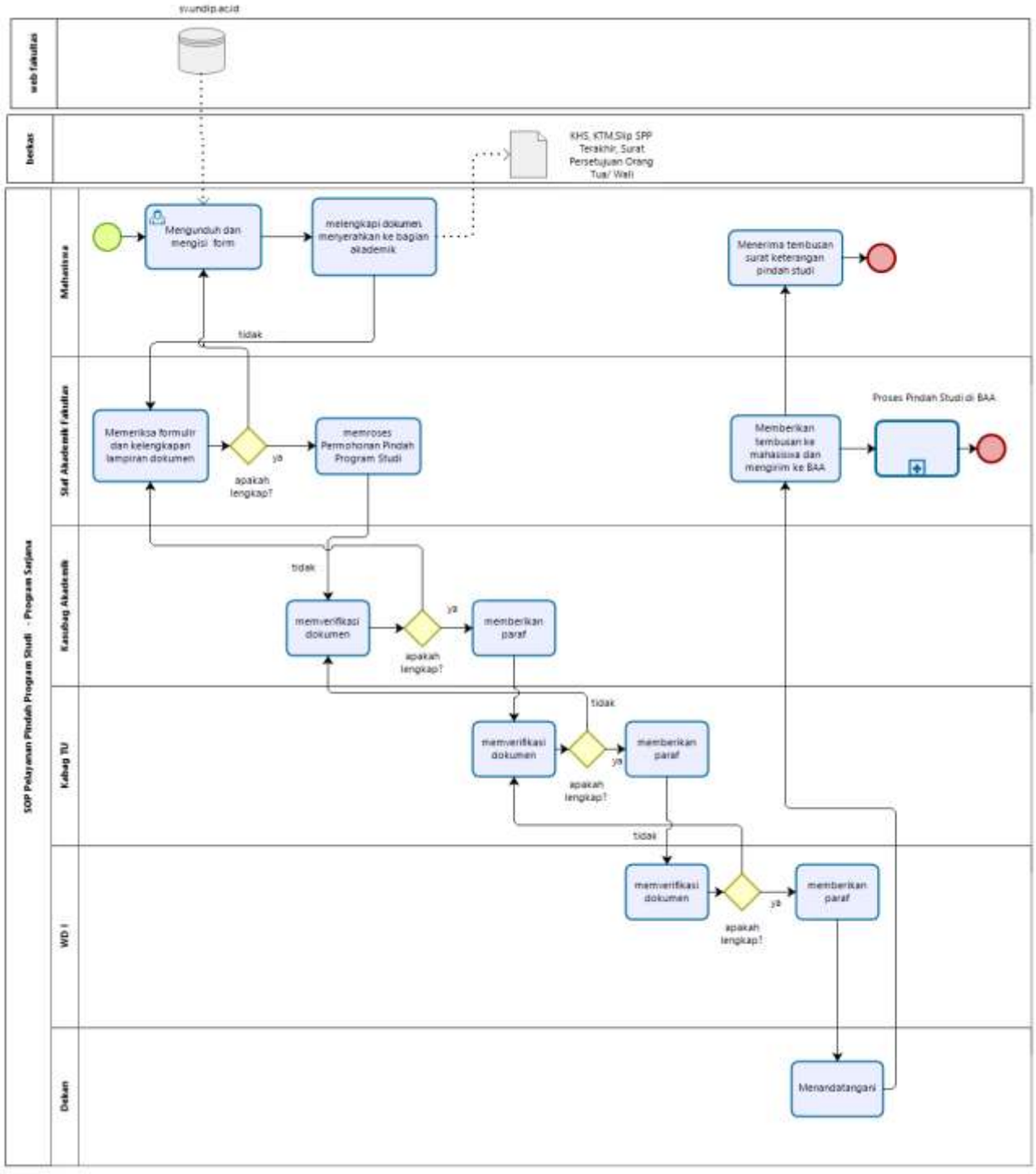
1.1.1.4 Permohonan Surat Keterangan Lulus Program Sarjana



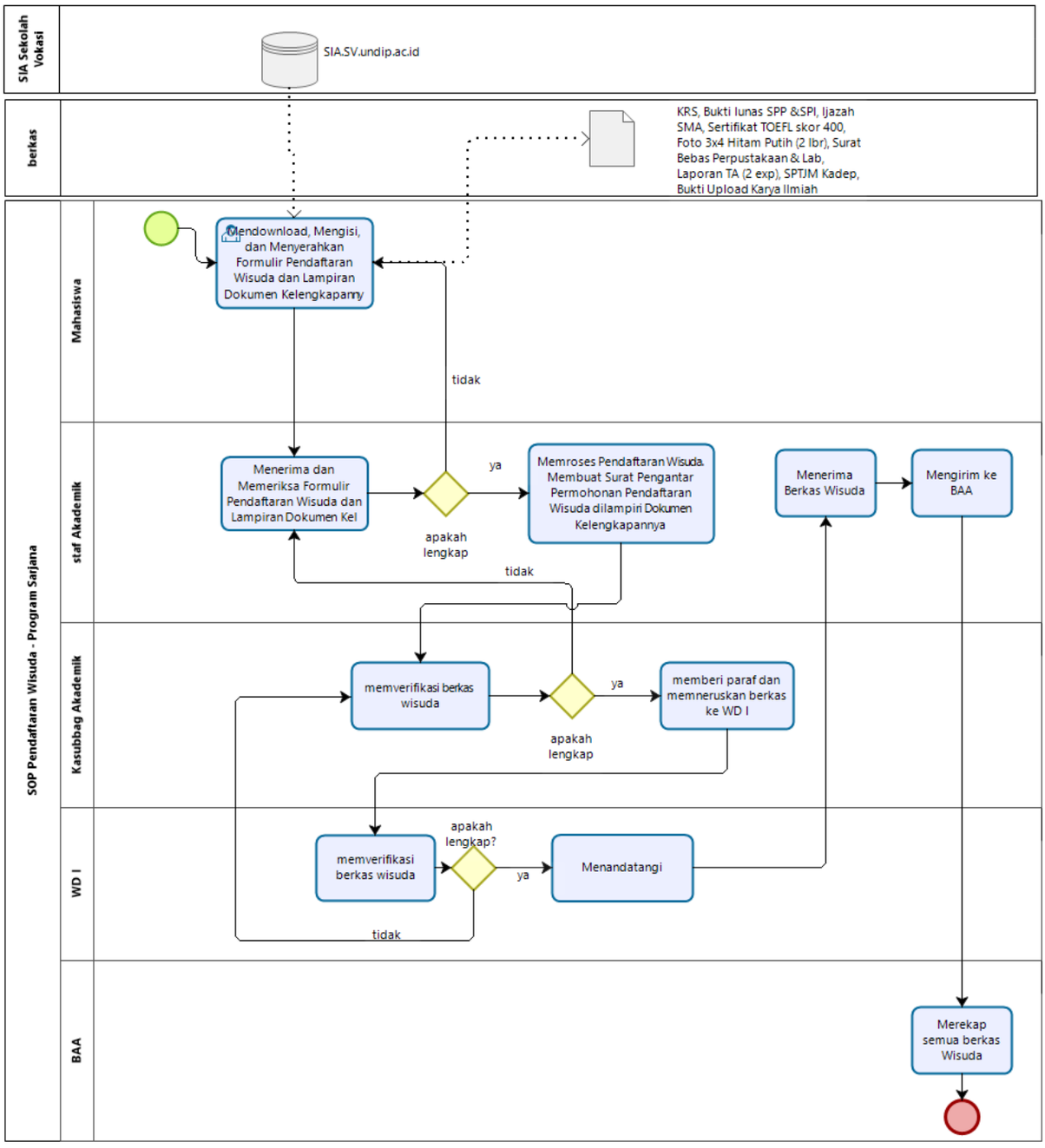
1.1.1.5 Permohonan Surat Keterangan Cuti Akademik Program Sarjana



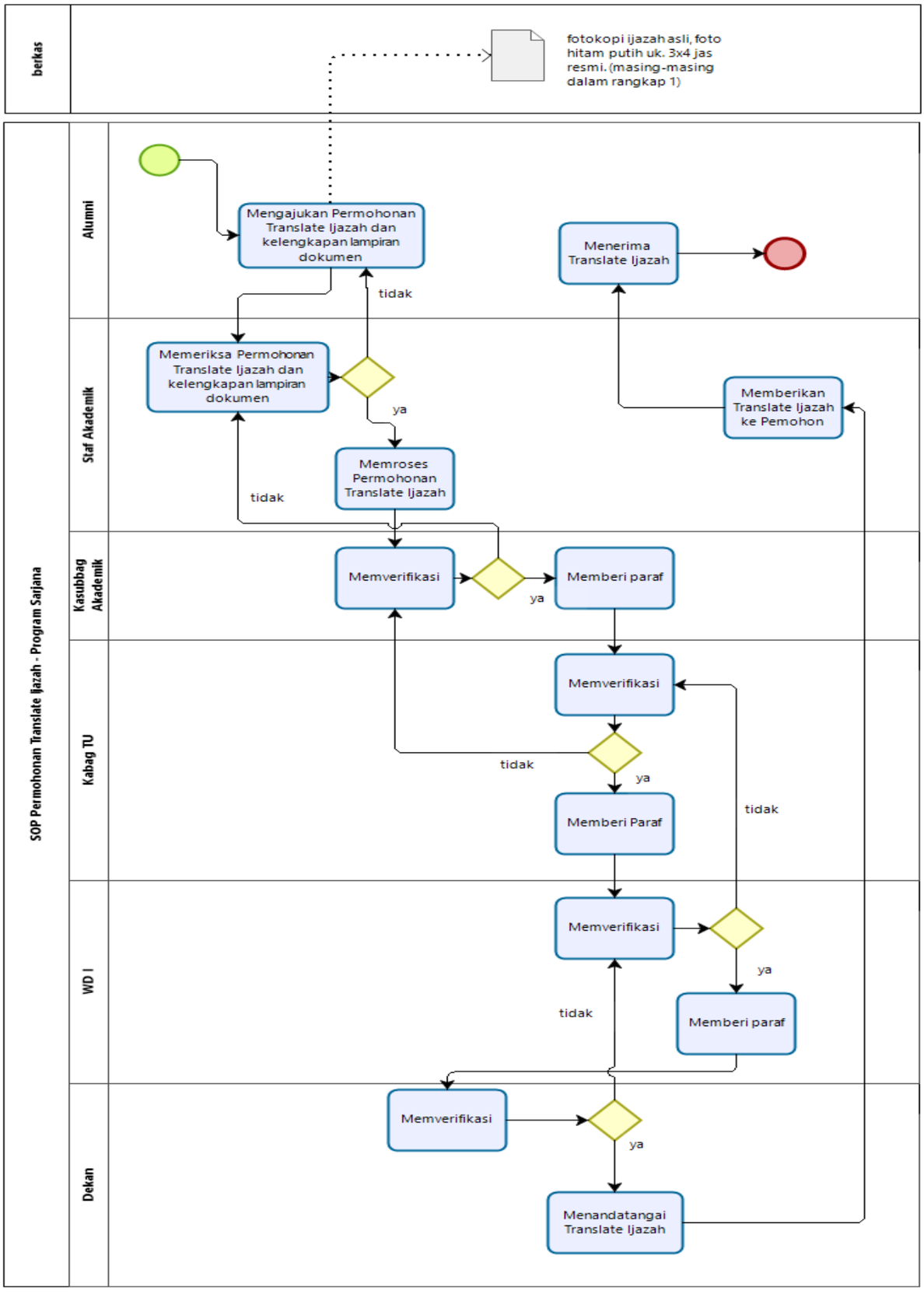
1.1.1.6 Permohonan Pindah Program Studi Program Sarjana



1.1.1.7 Pendaftaran Wisuda Program Sarjana

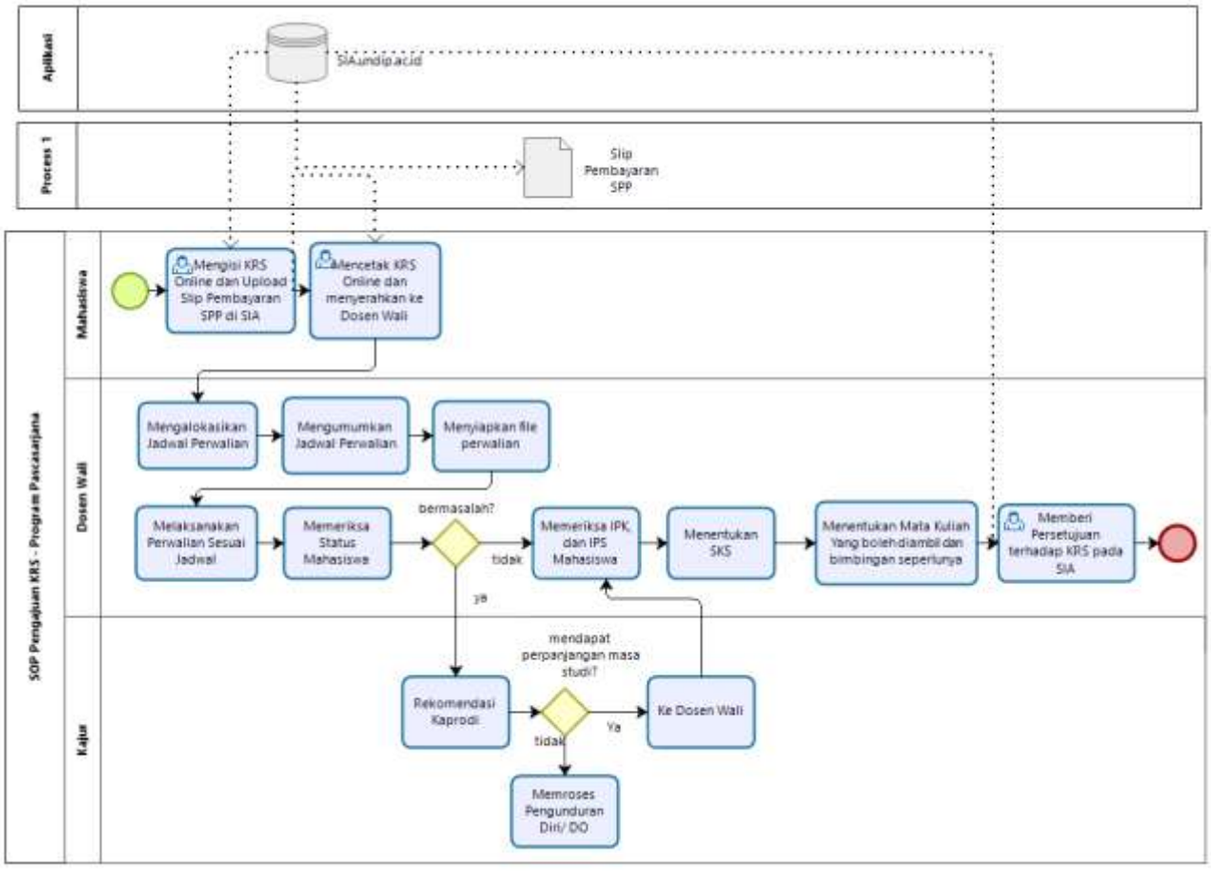


1.1.1.8 Permohonan Translate Ijazah Program Sarjana

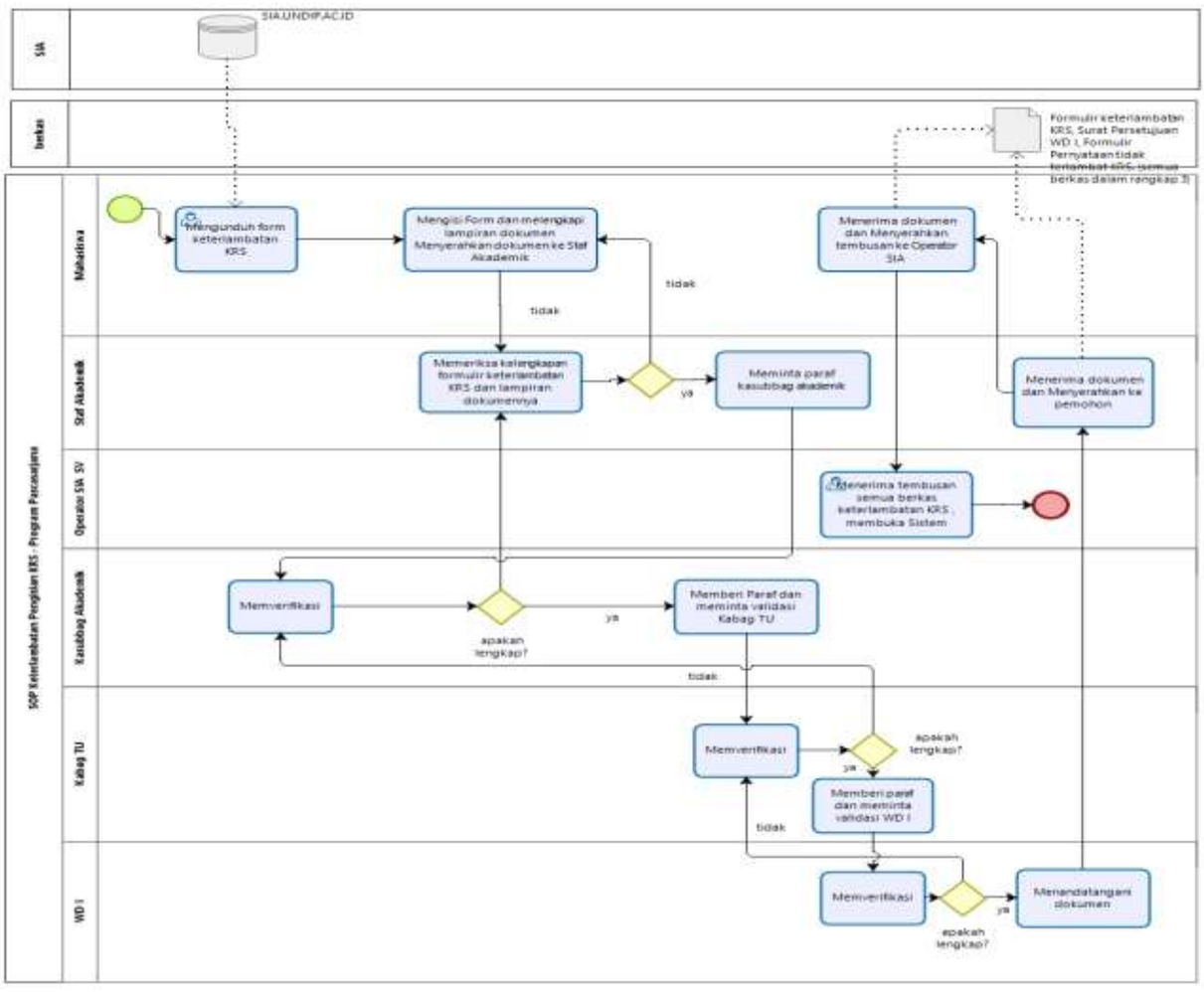


1.1.2 Layanan Pendidikan Pascasarjana

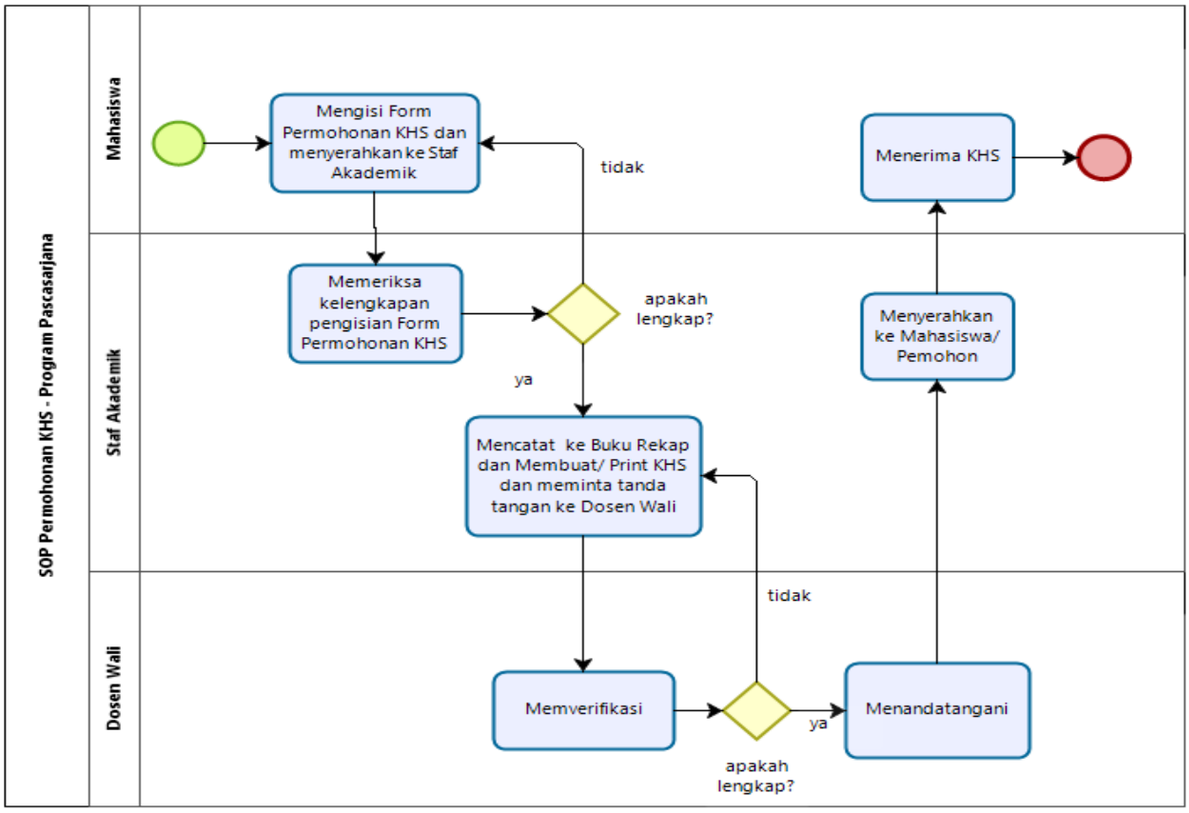
1.1.2.1 Pengajuan Kartu Rencana Studi Pascasarjana



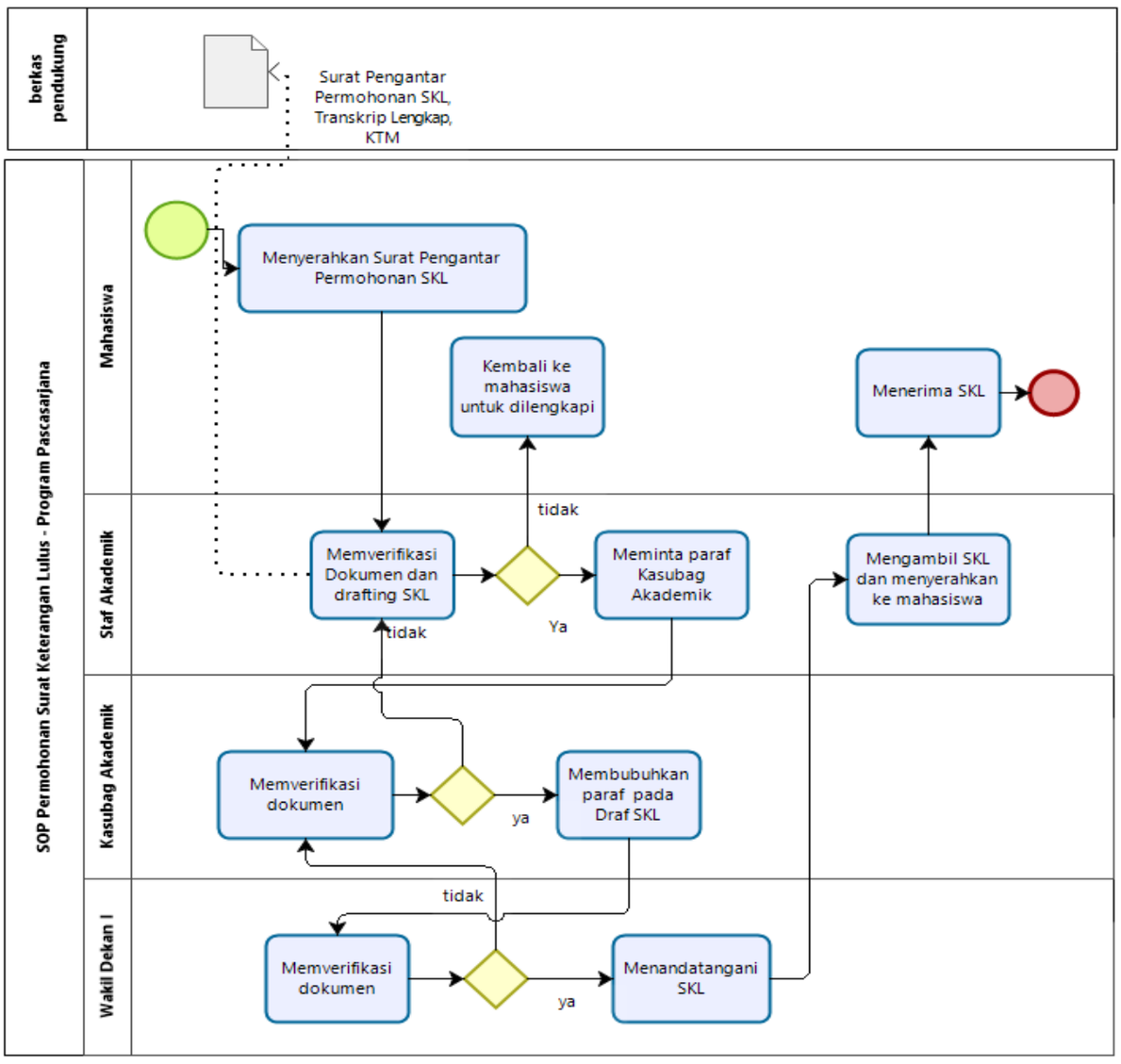
1.1.2.2 Keterlambatan Pengajuan Kartu Rencana Studi Pascasarjana



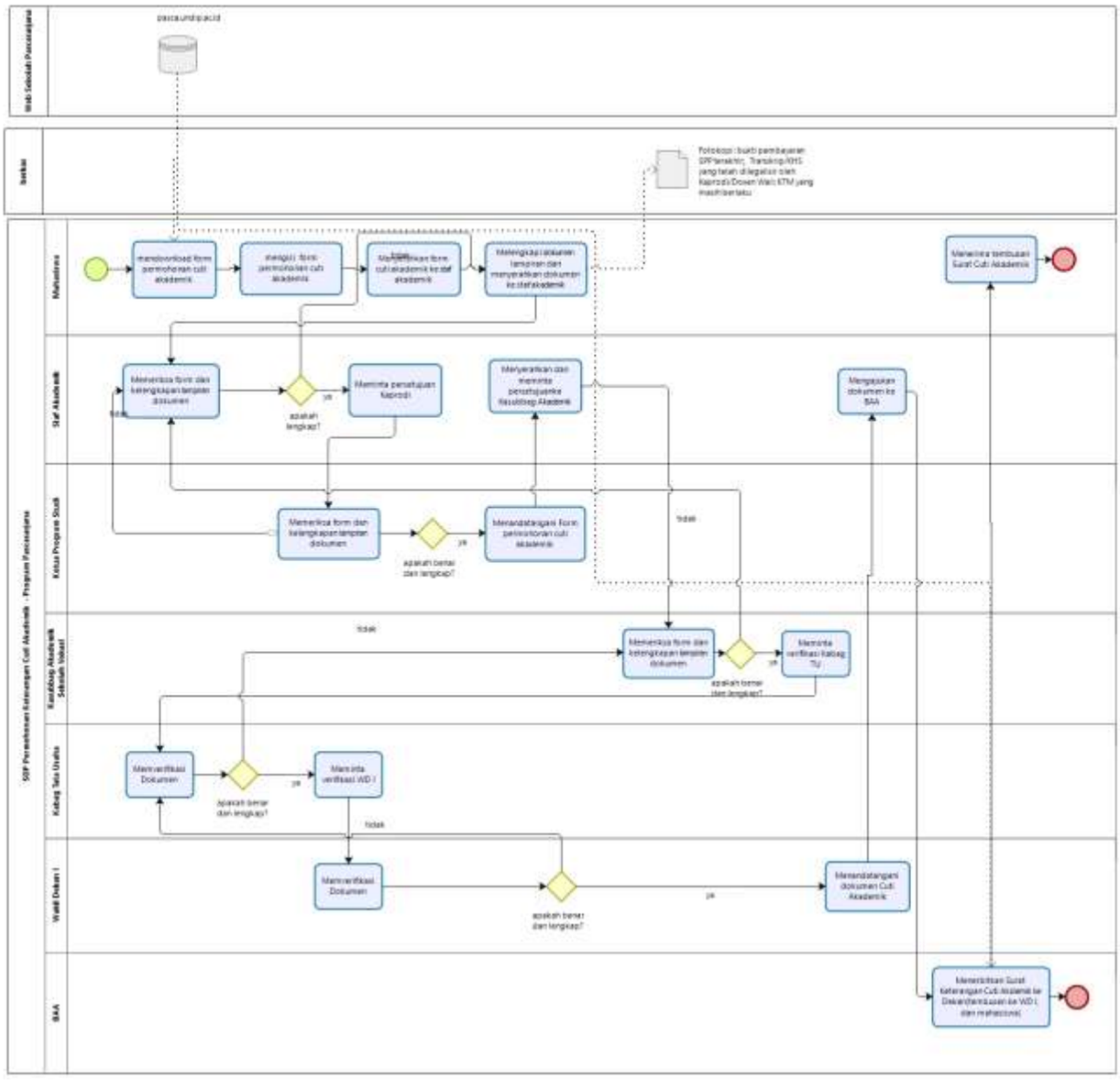
1.1.2.3 Pengajuan Kartu Hasil Studi Pascasarjana



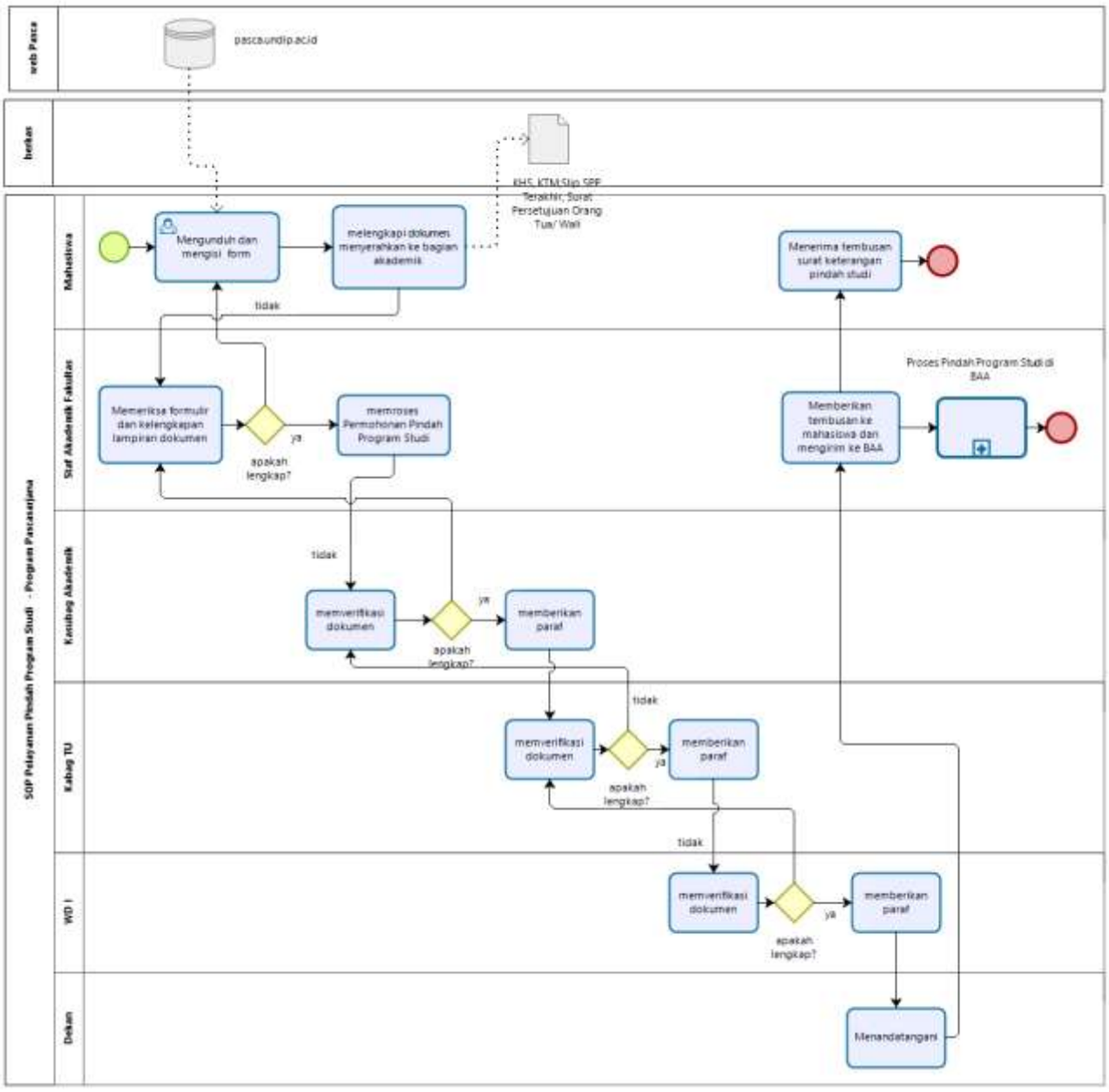
1.1.2.4 Permohonan Surat Keterangan Lulus Pascasarjana



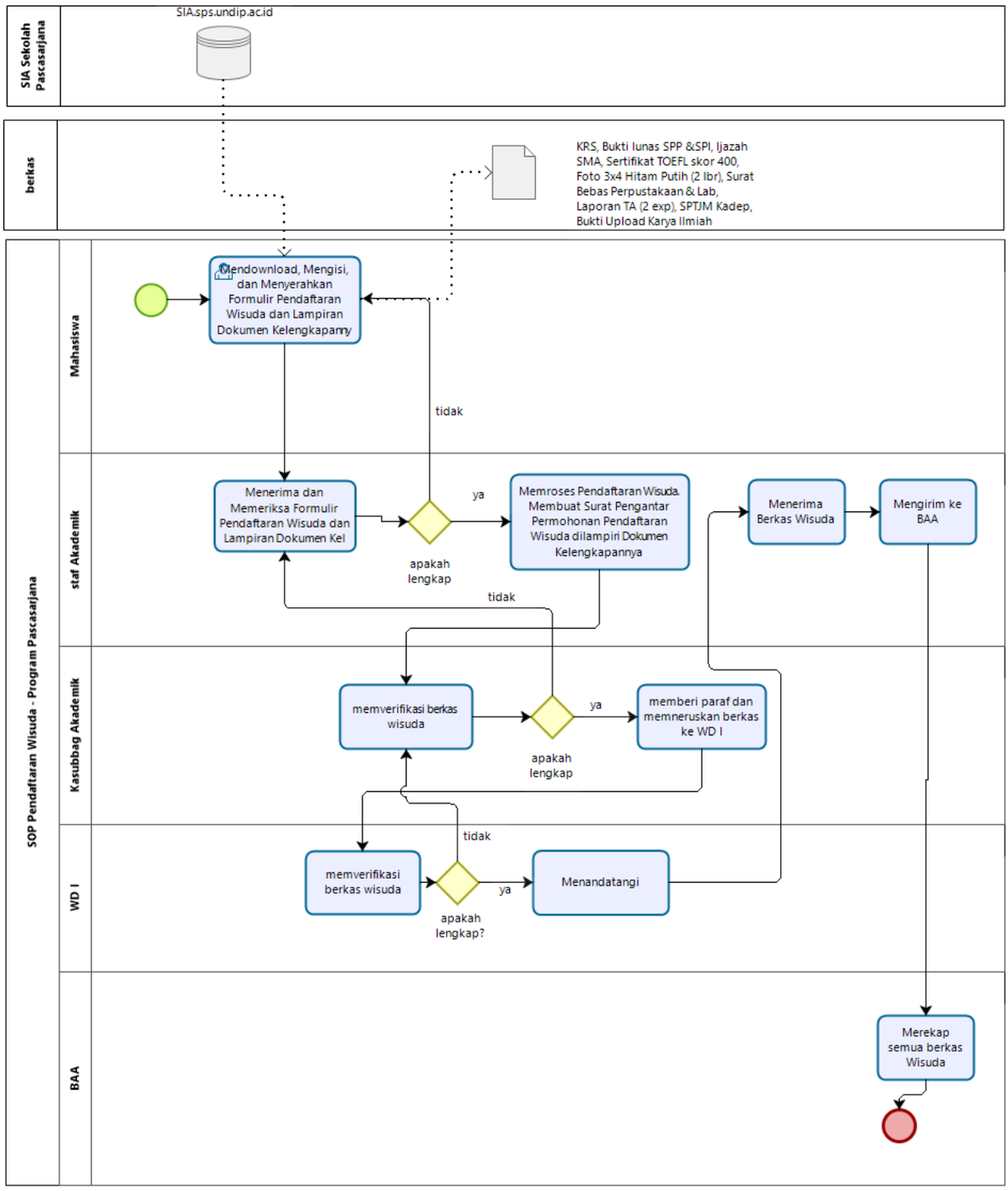
1.1.2.5 Permohonan Surat Keterangan Cuti Akademik Pascasarajana



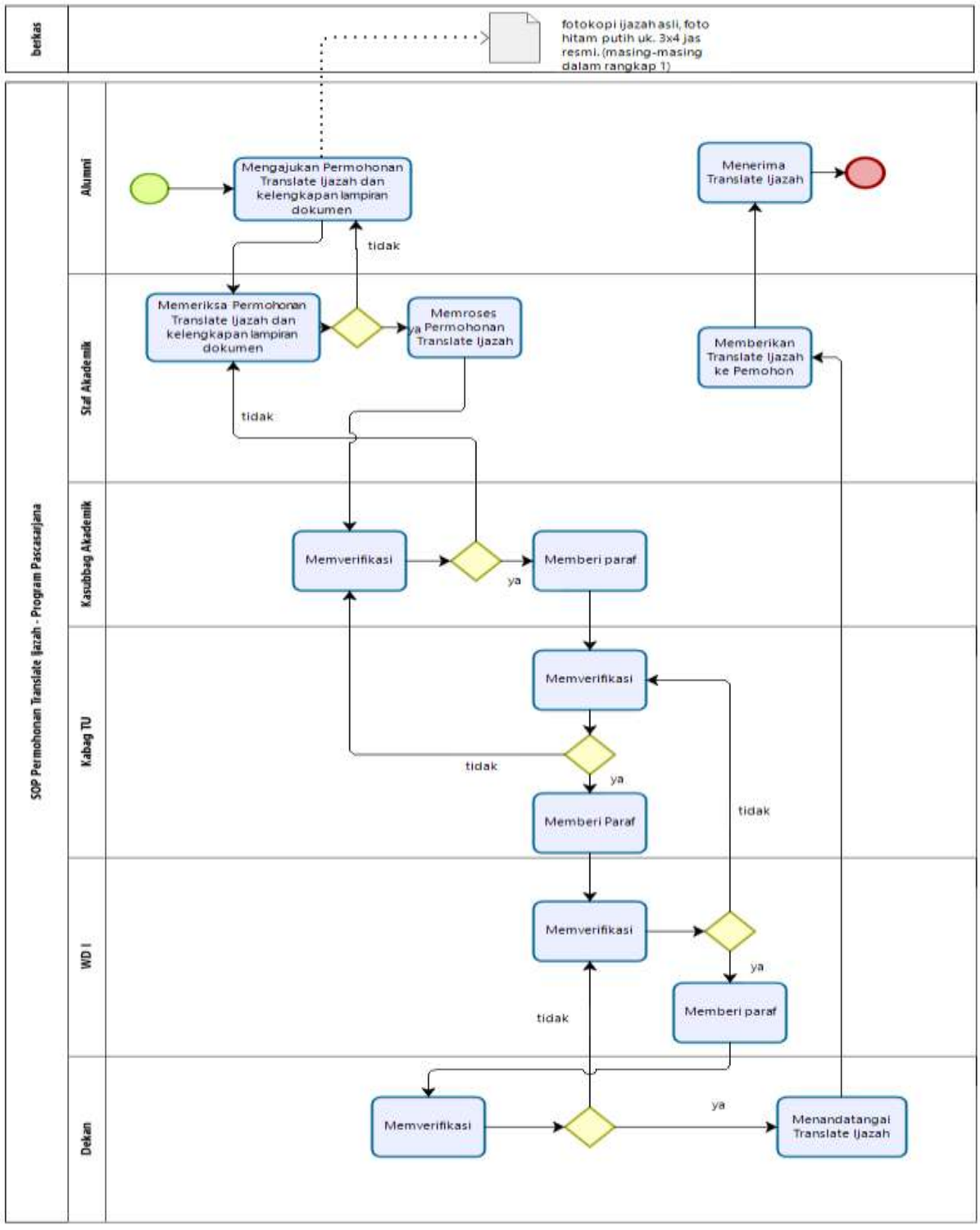
1.1.2.6 Permohonan Pindah Program Studi Pascasarjana



1.1.2.7 Pendaftaran Wisuda Pascasarjana

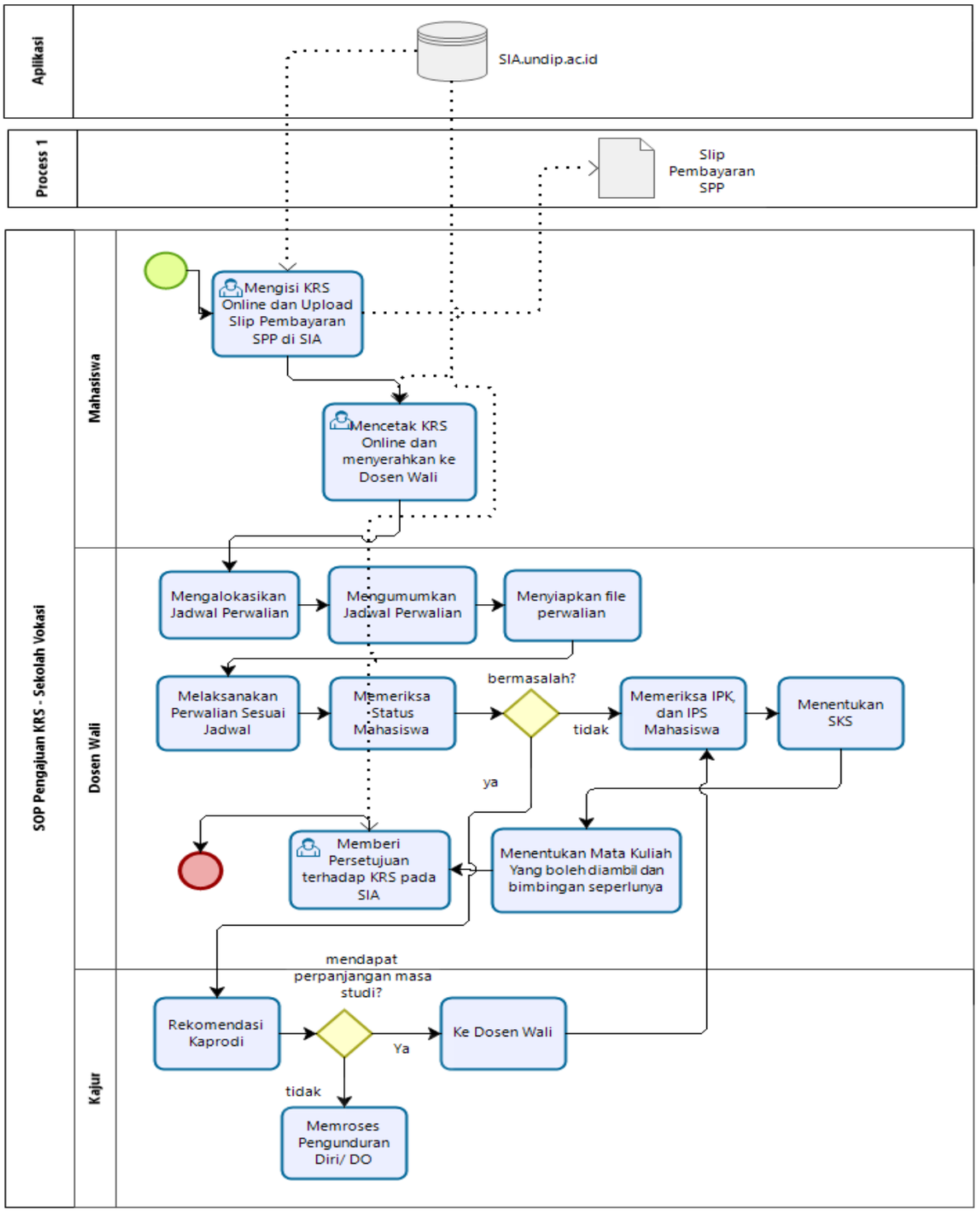


1.1.2.8 Permohonan Translate Ijazah Pascasarjana

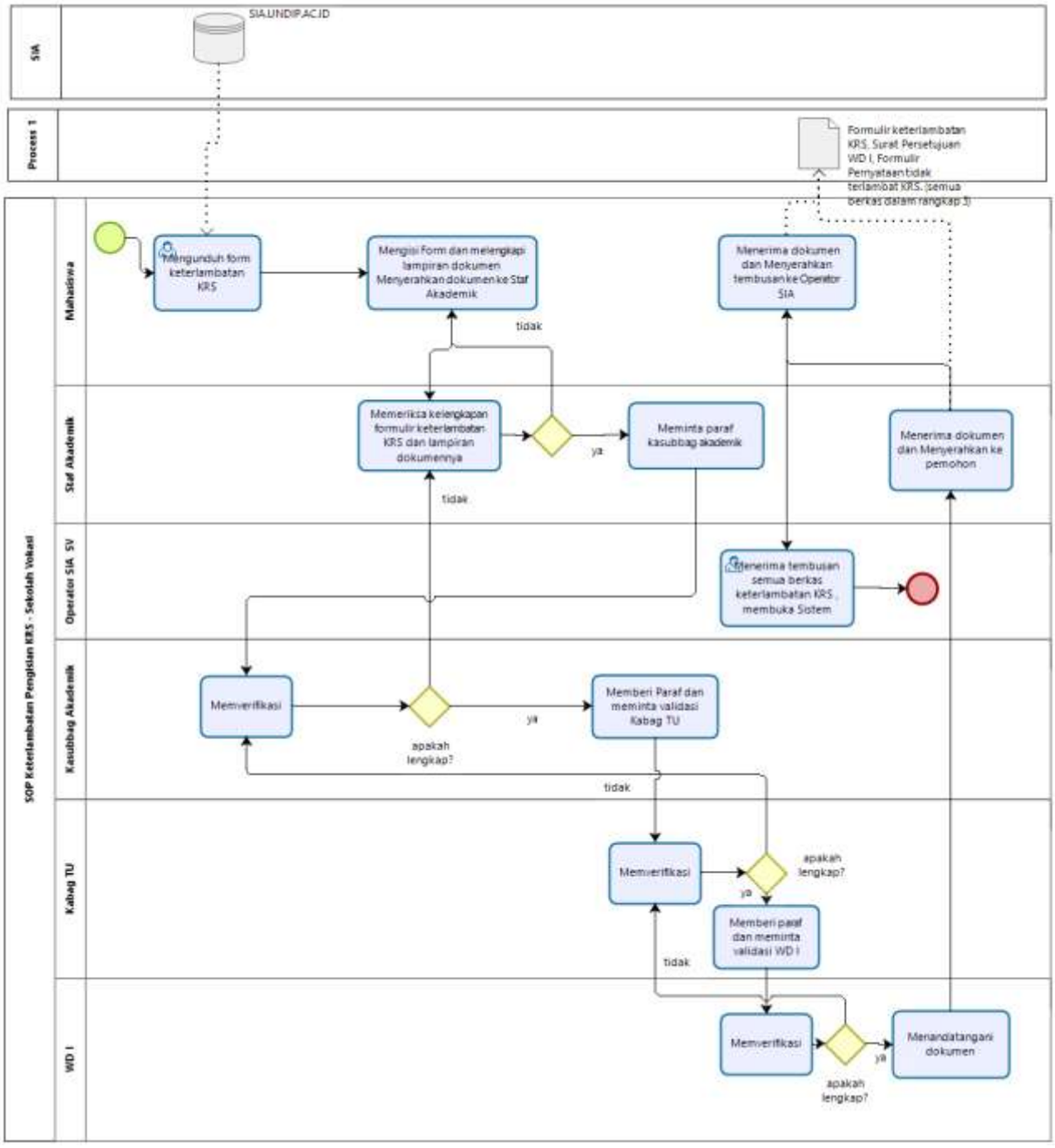


1.1.3 Layanan Pendidikan Vokasi

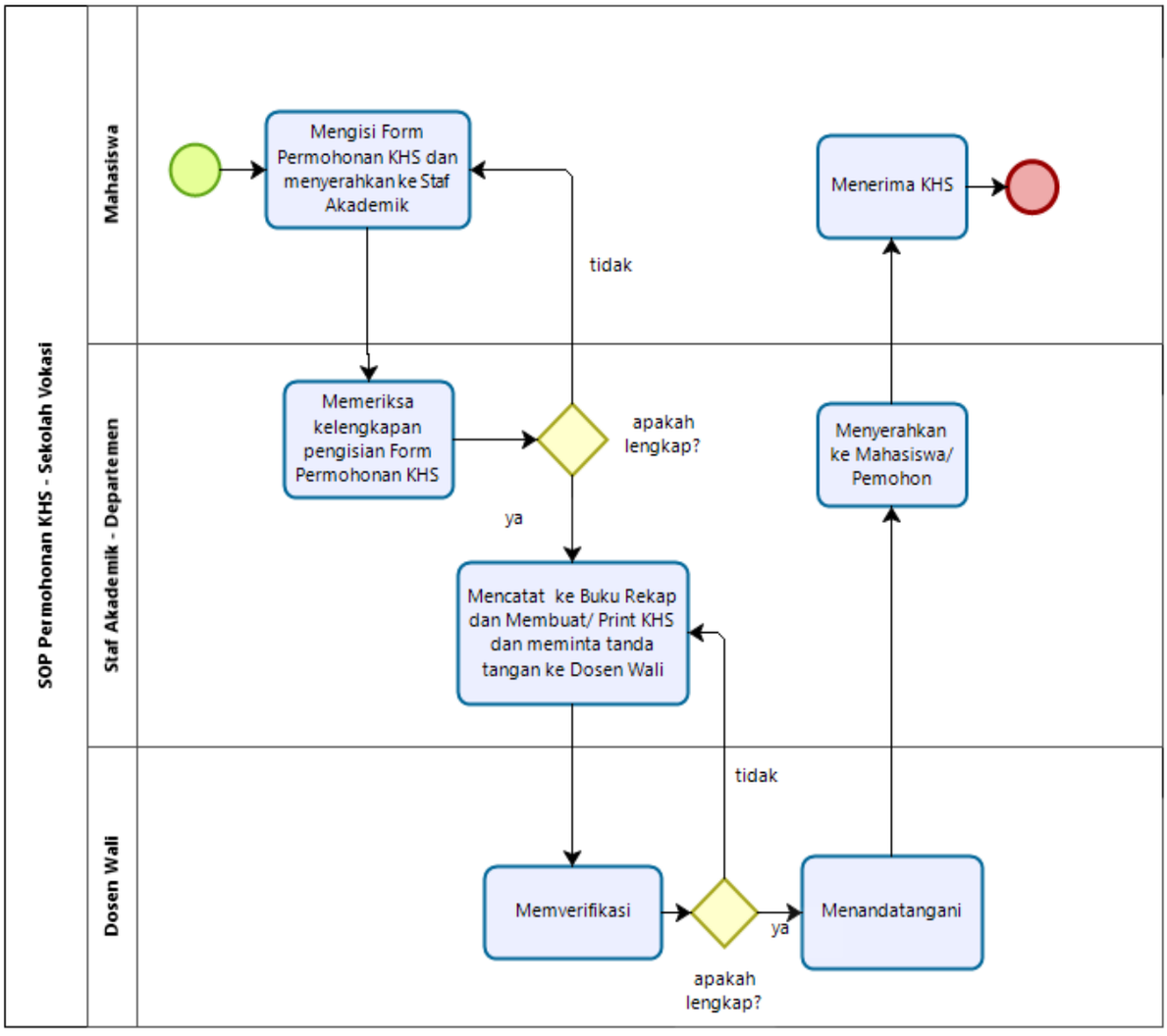
1.1.3.1 Pengajuan Kartu Rencana Studi Vokasi



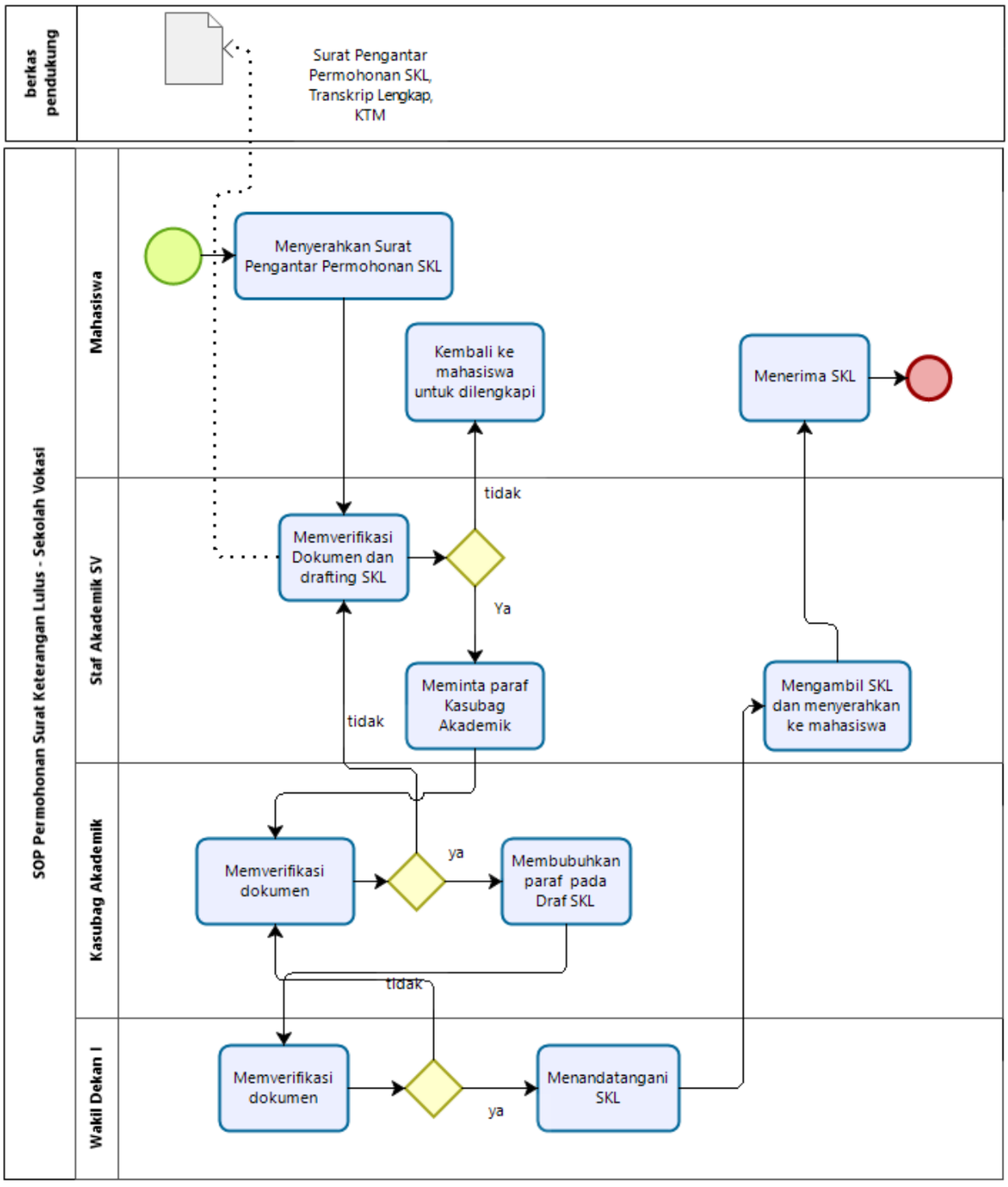
1.1.3.2 Keterlambatan Pengajuan Kartu Rencana Studi Vokasi



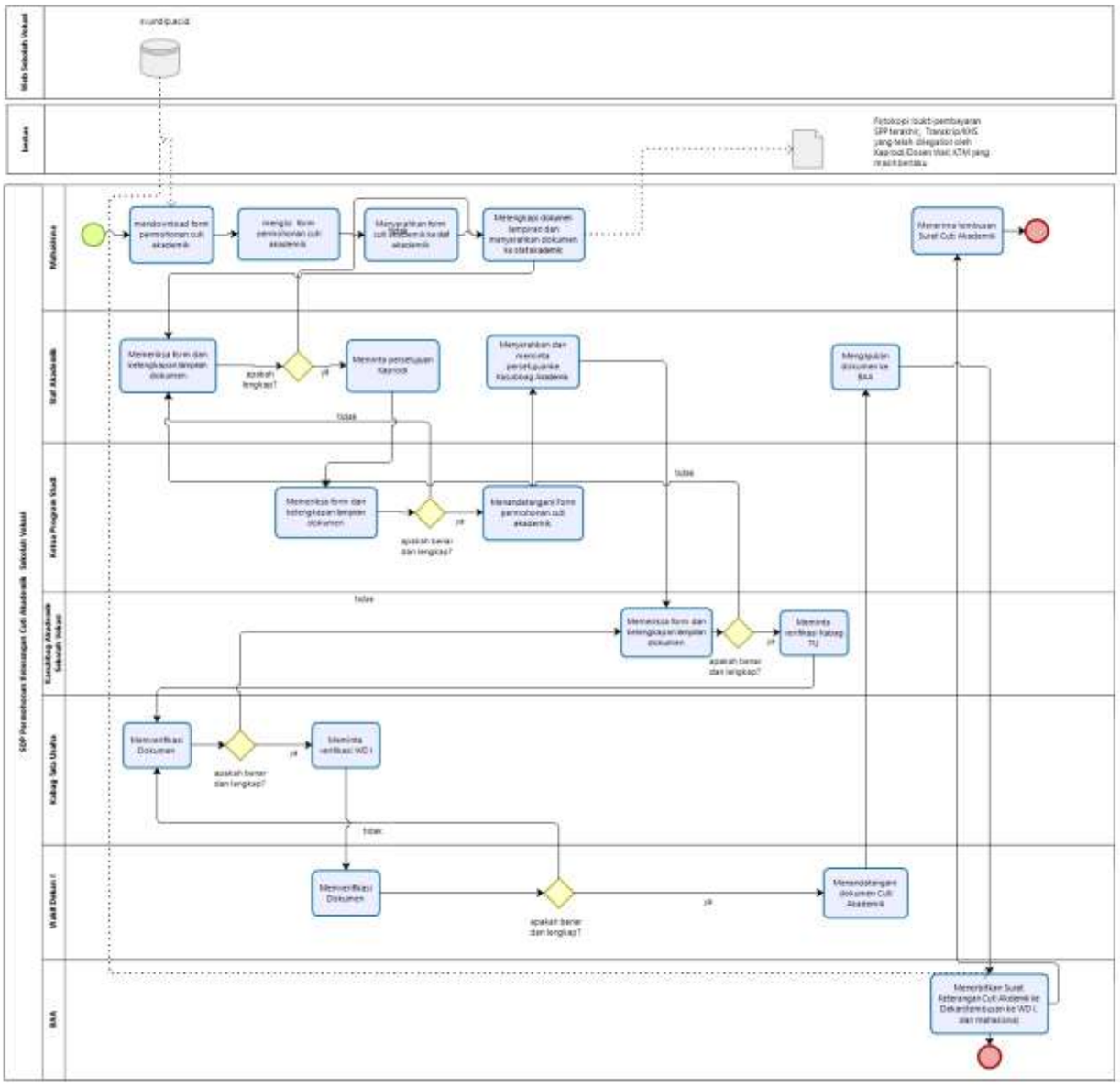
1.1.3.3 Pengajuan Kartu Hasil Studi Vokasi



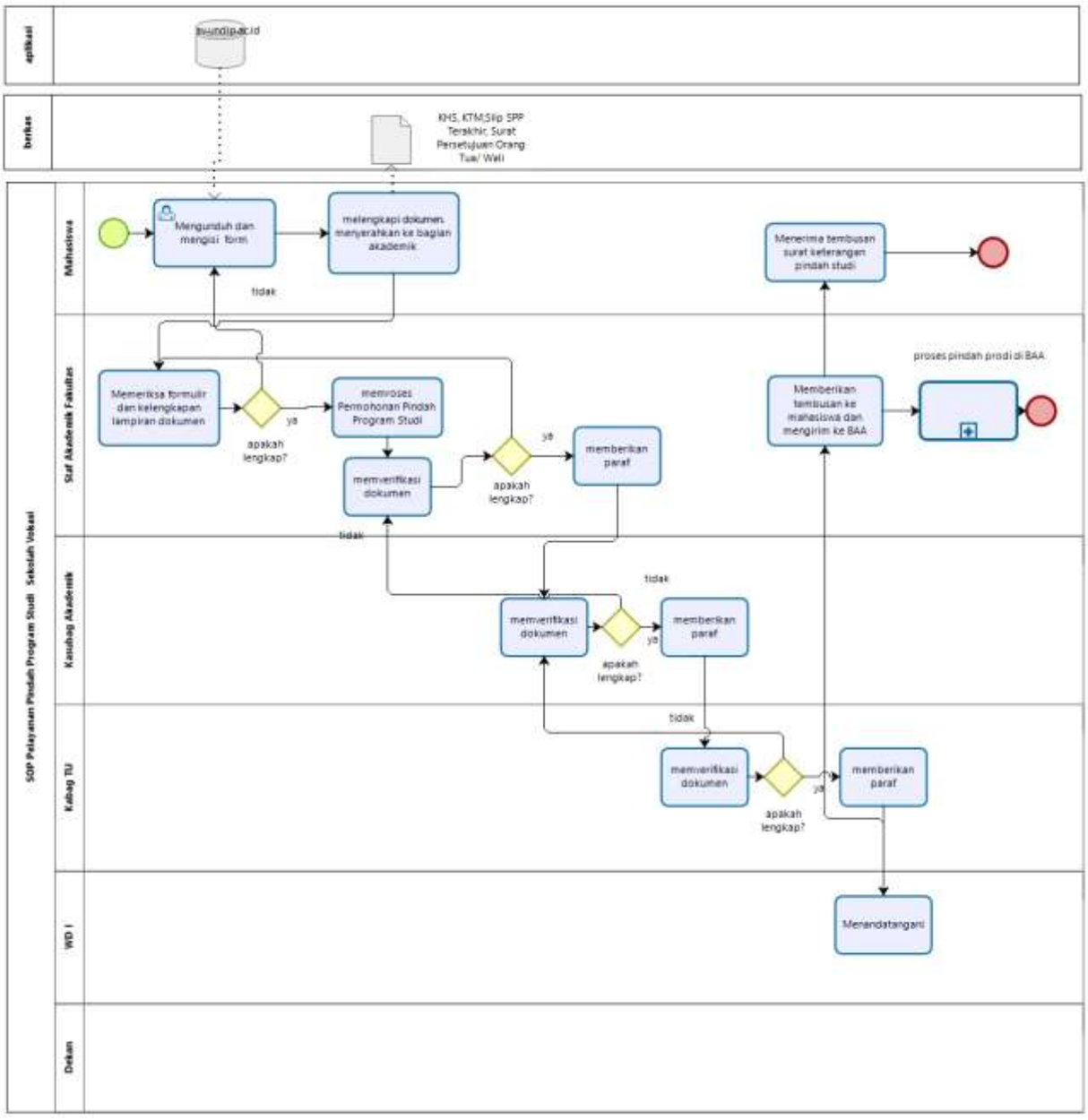
1.1.3.4 Permohonan Surat Keterangan Lulus Vokasi



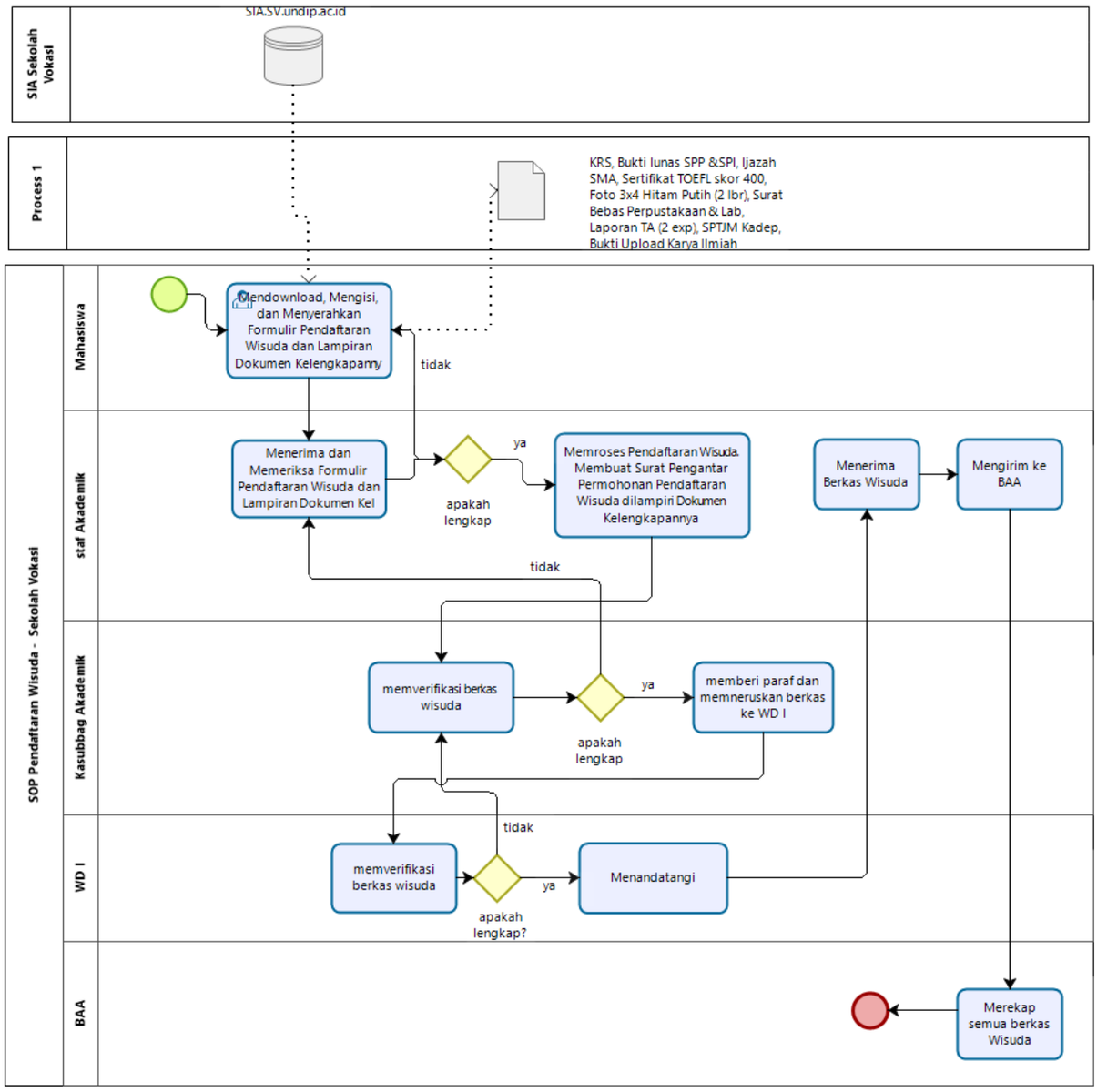
1.1.3.5 Permohonan Surat Keterangan Cuti Akademik Vokasi



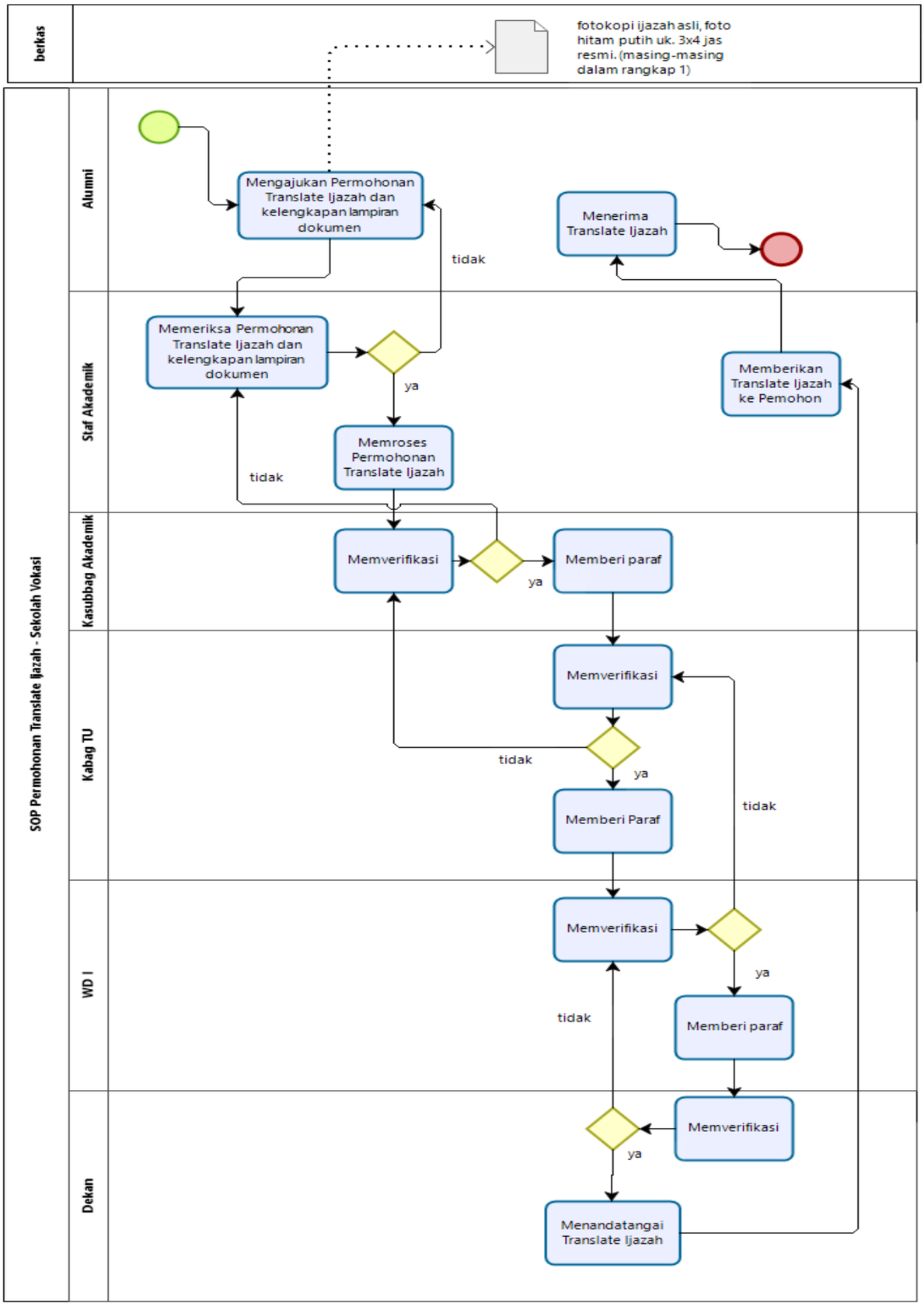
1.1.3.6 Permohonan Pindah Program Studi Vokasi



1.1.3.7 Pendaftaran Wisuda Vokasi



1.1.3.8 Permohonan Translate Ijazah Vokasi



1.2 Layanan Pengembangan dan Penjaminan Mutu Pendidikan

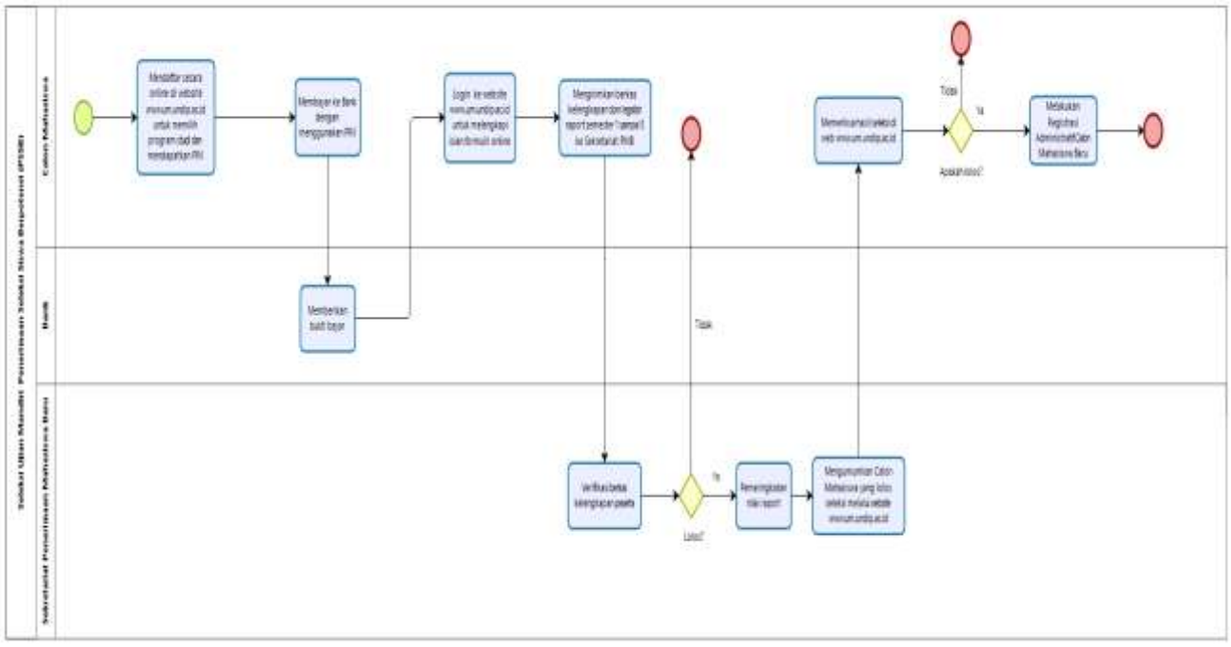
1.2.1 Layanan Akreditasi Program Studi

1.2.2 Pembuatan Standar Mutu Layanan kademik

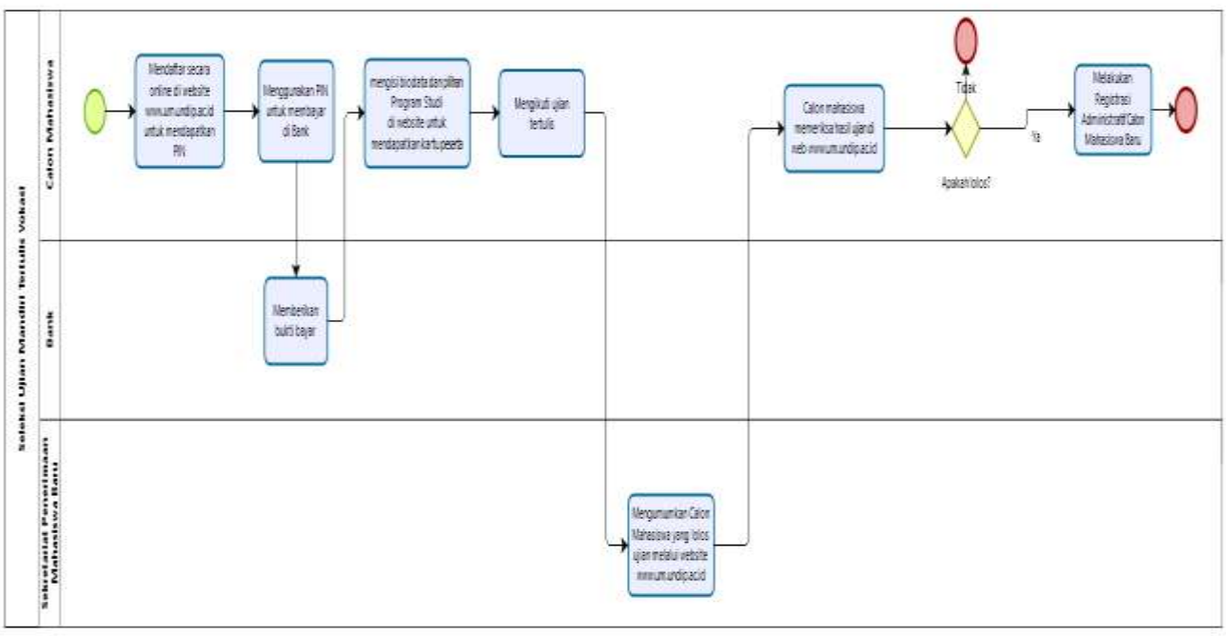
1.2.3 Penerimaan Mahasiswa Baru

1.2.3.1 Vokasi

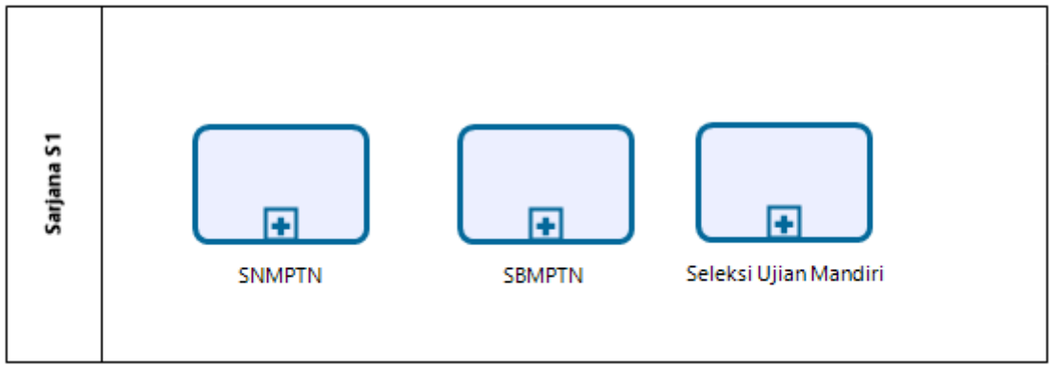
1.2.3.1.1 Penerimaan Seleksi Siswa Berpotensi (PSSB)



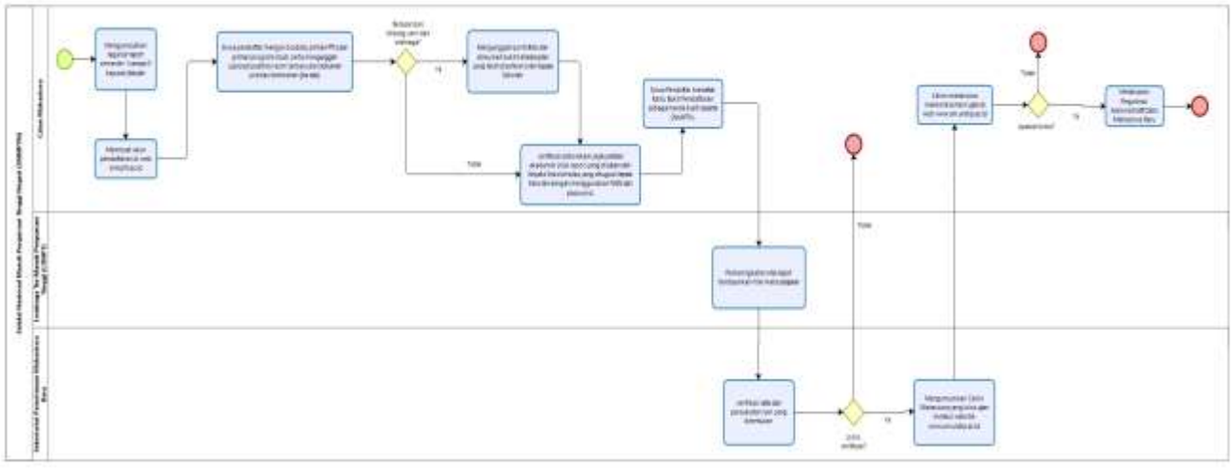
1.2.3.1.2 Seleksi Ujian Mandiri Tertulis



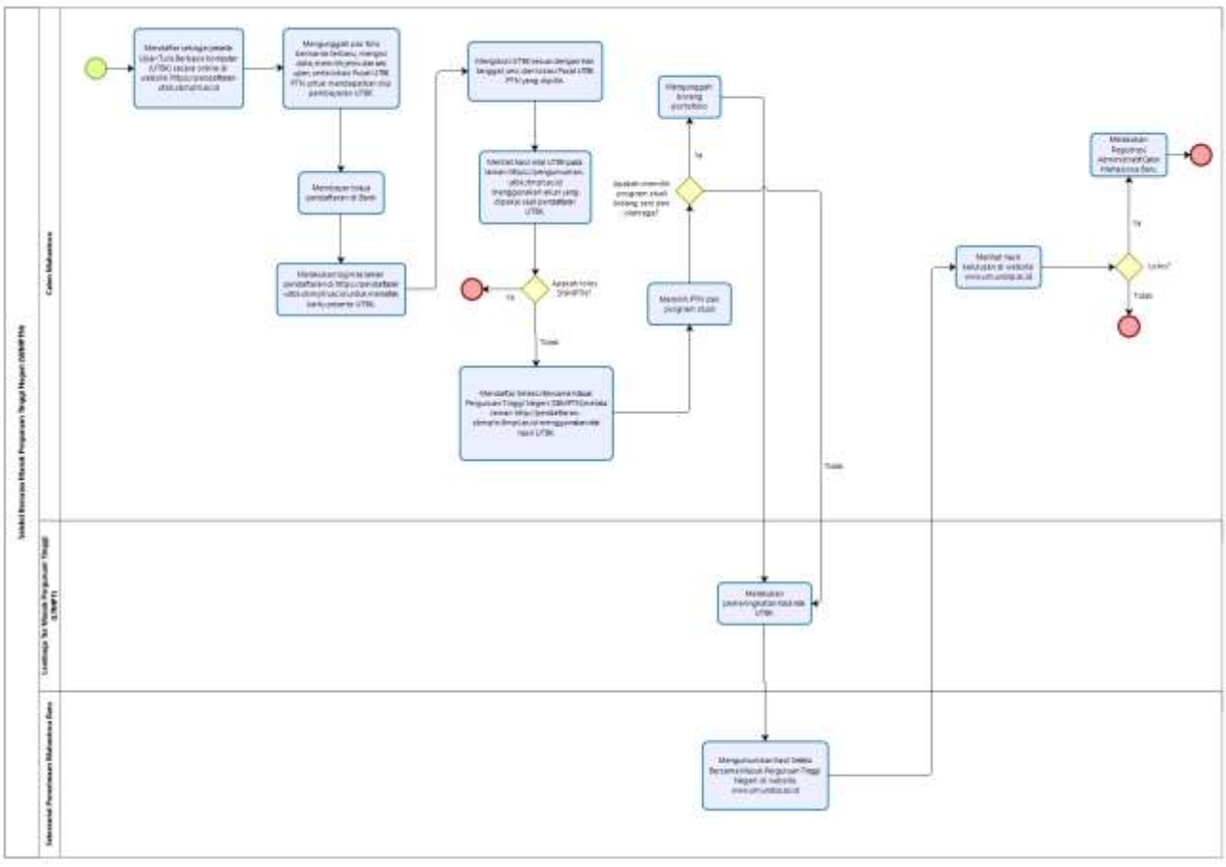
1.2.3.2 Sarjana



1.2.3.2.1 SNMPTN

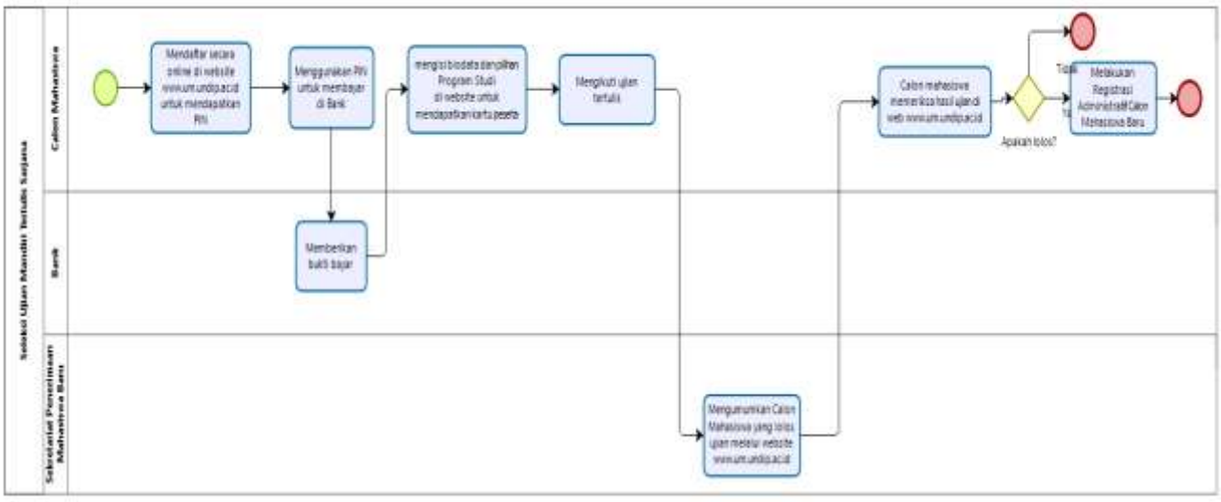


1.2.3.2.2 SBMPTN

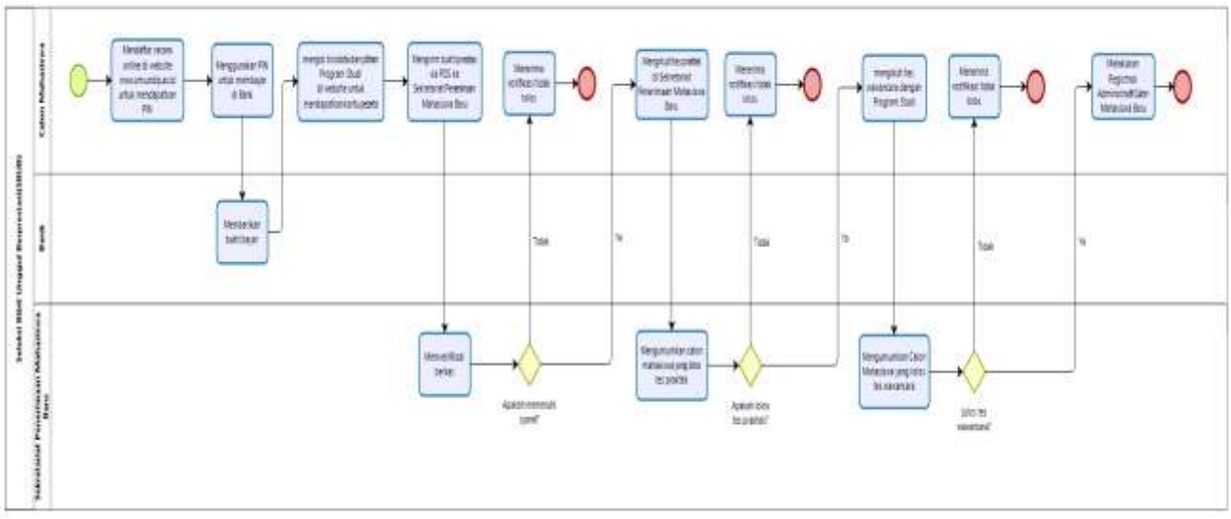


1.2.3.2.3 Seleksi Ujian Mandiri

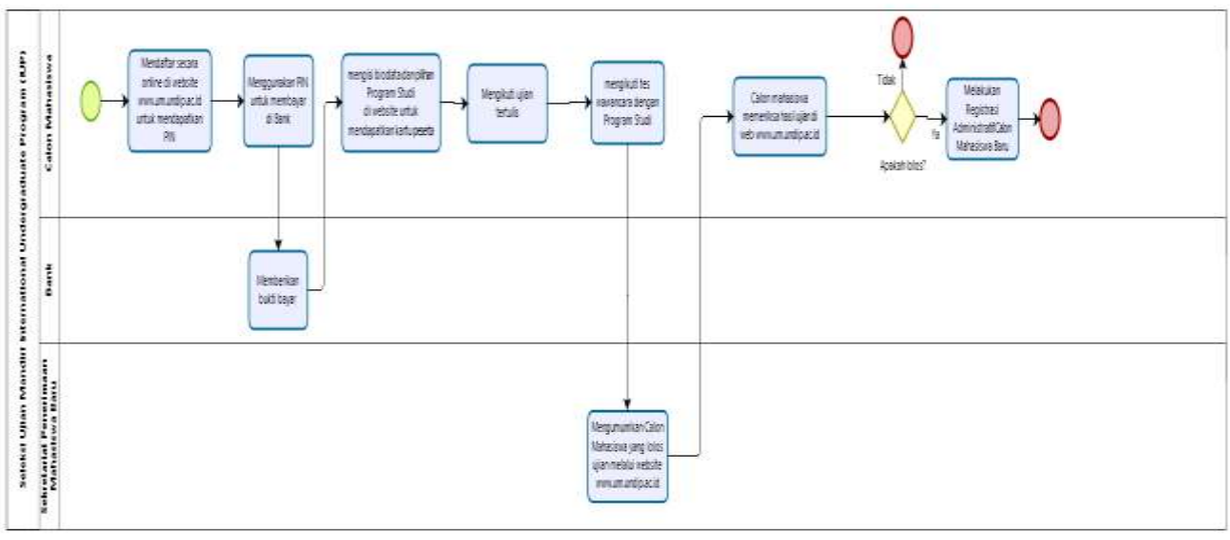
1.2.3.2.3.1 Ujian Mandiri Tertulis Sarjana



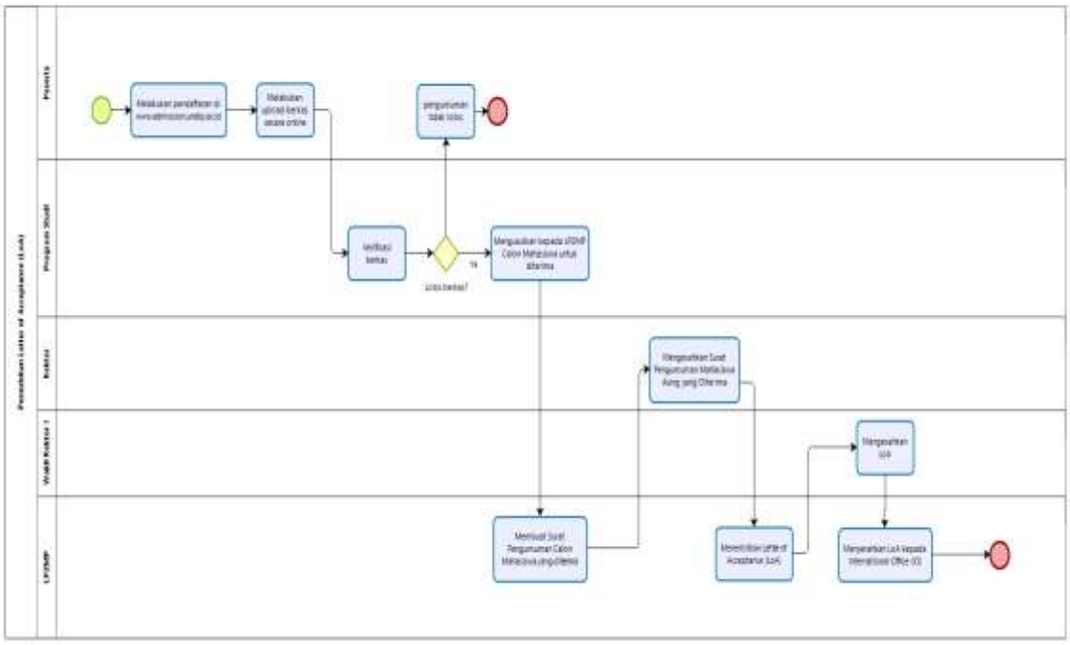
1.2.3.2.3.2 Seleksi Bibit Unggul Berprestasi



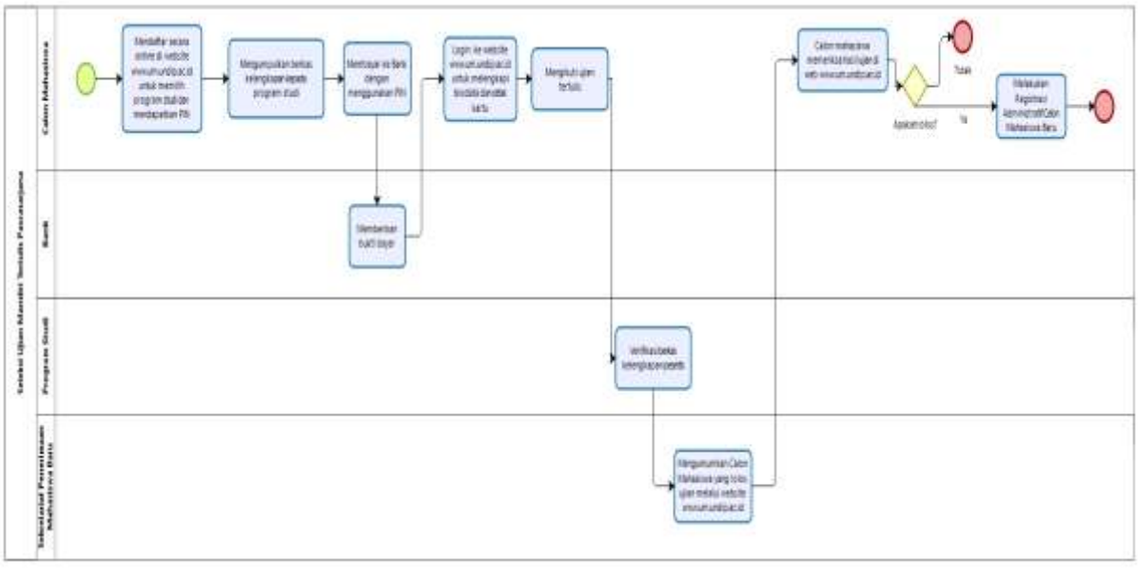
1.2.3.2.3.3 Kelas International Under graduate Program (IUP)



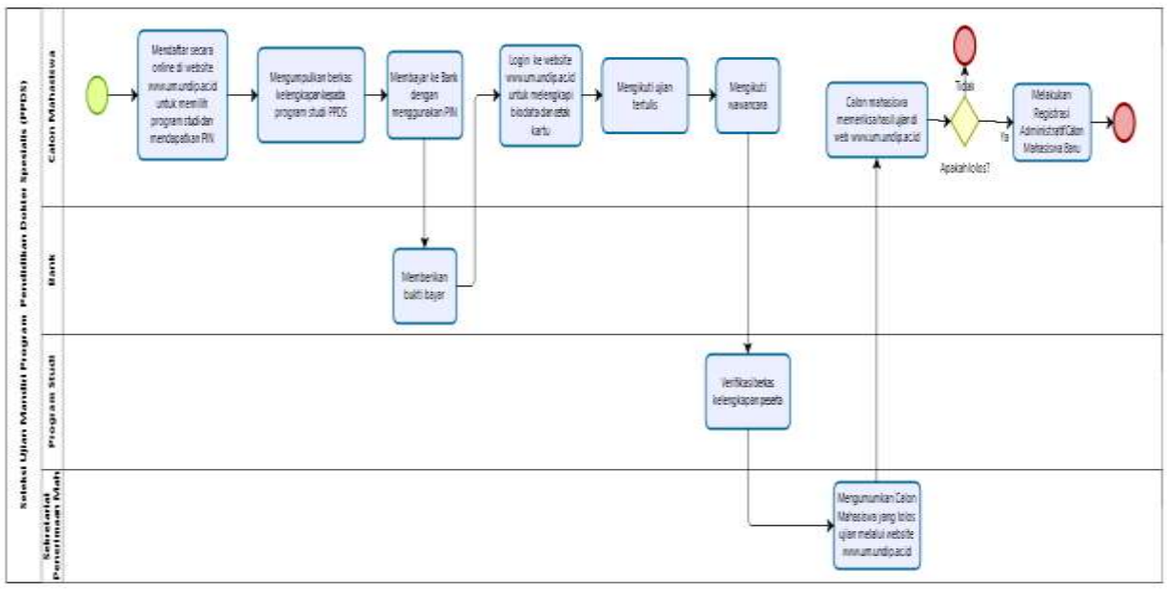
1.2.3.3 Mahasiswa Asing



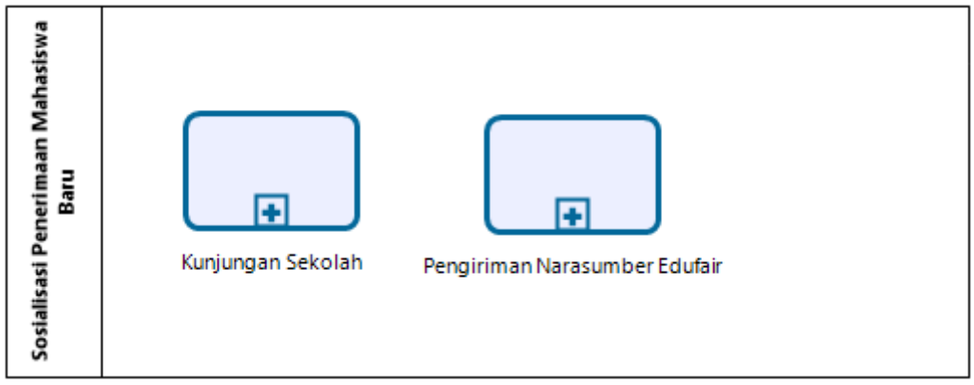
1.2.3.4 Pascasarjana



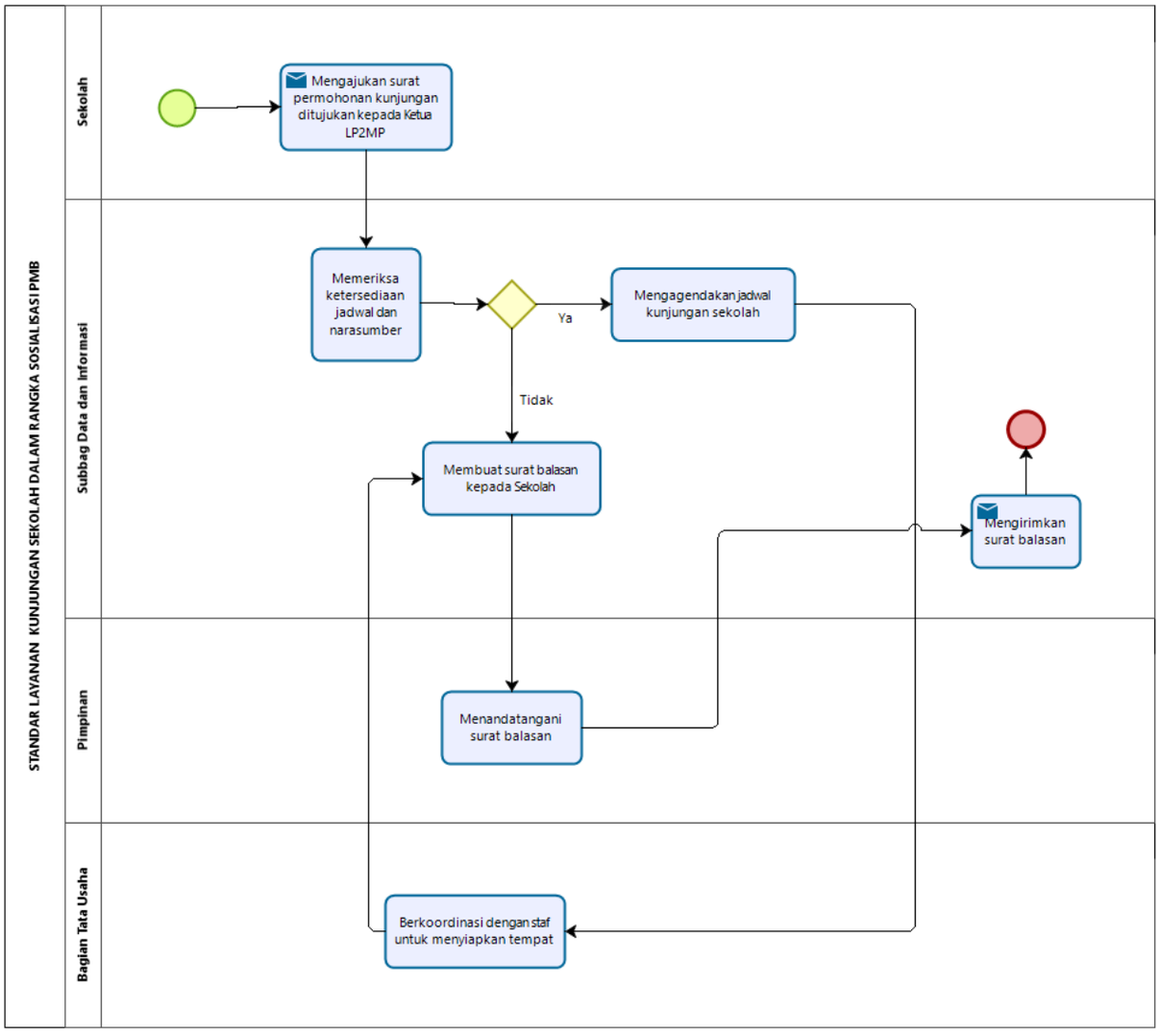
1.2.3.5 Program Pendidikan Dokter Spesialis



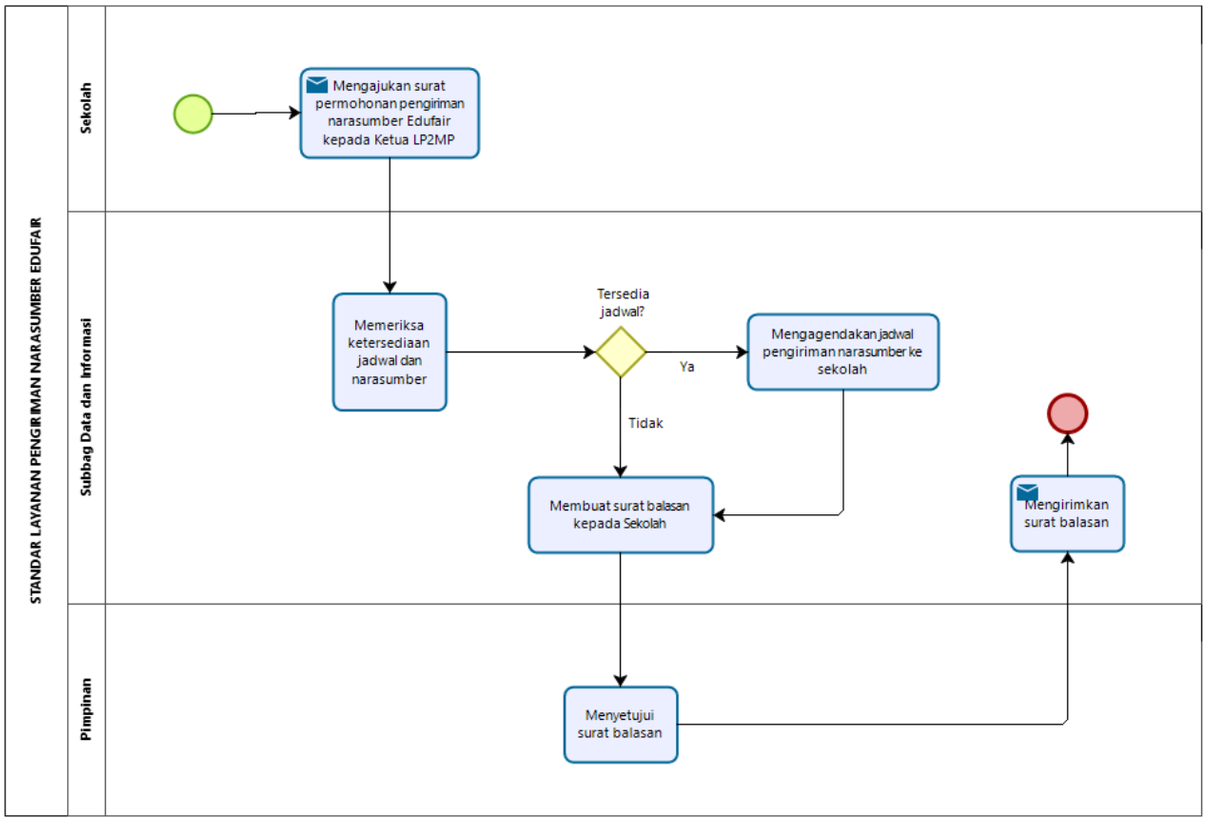
1.2.3.5.1 Sosialisasi Penerimaan Mahasiswa Baru



1.2.3.5.2 Kunjungan Sekolah

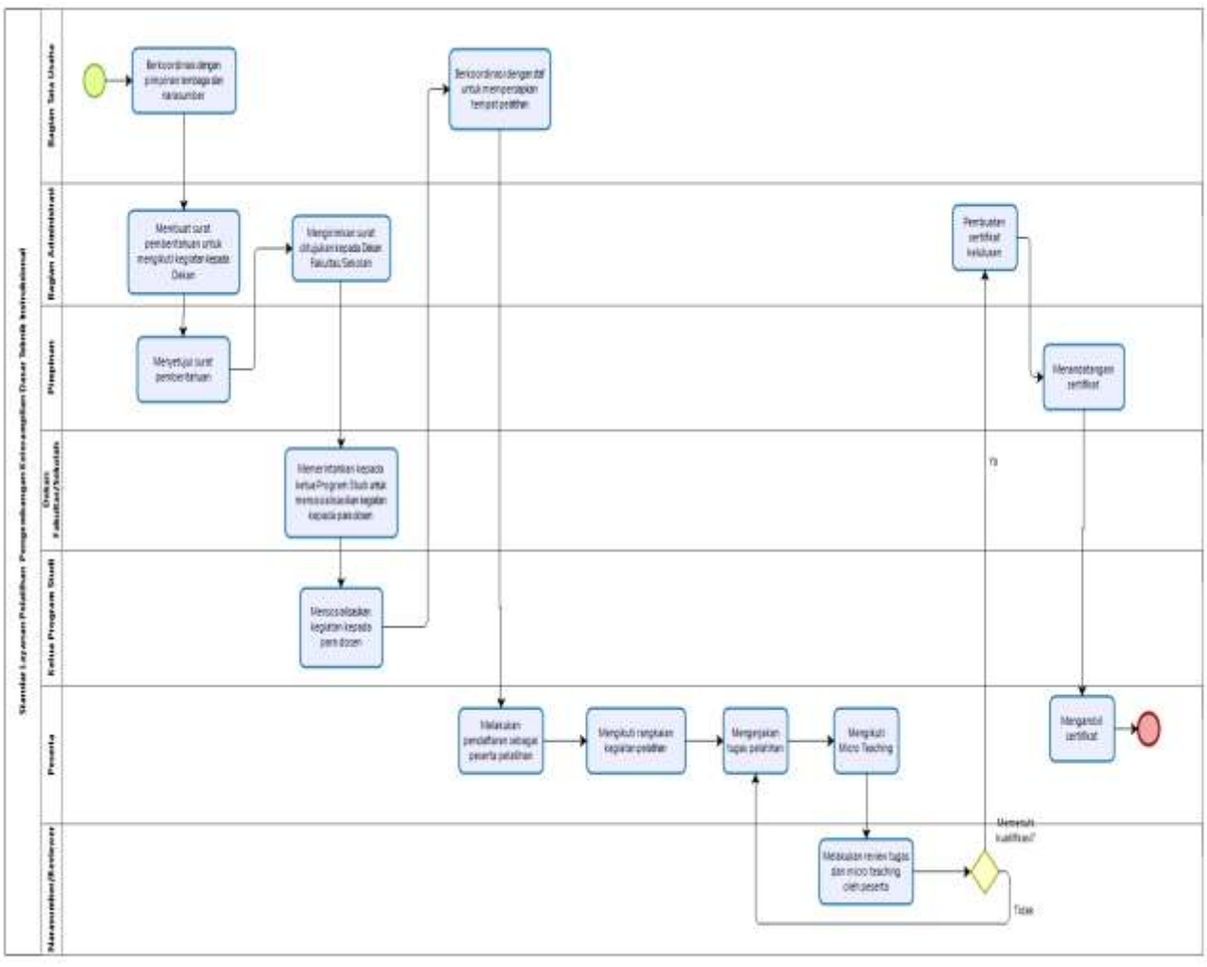


1.2.3.5.3 Pengiriman Narasumber Edufair

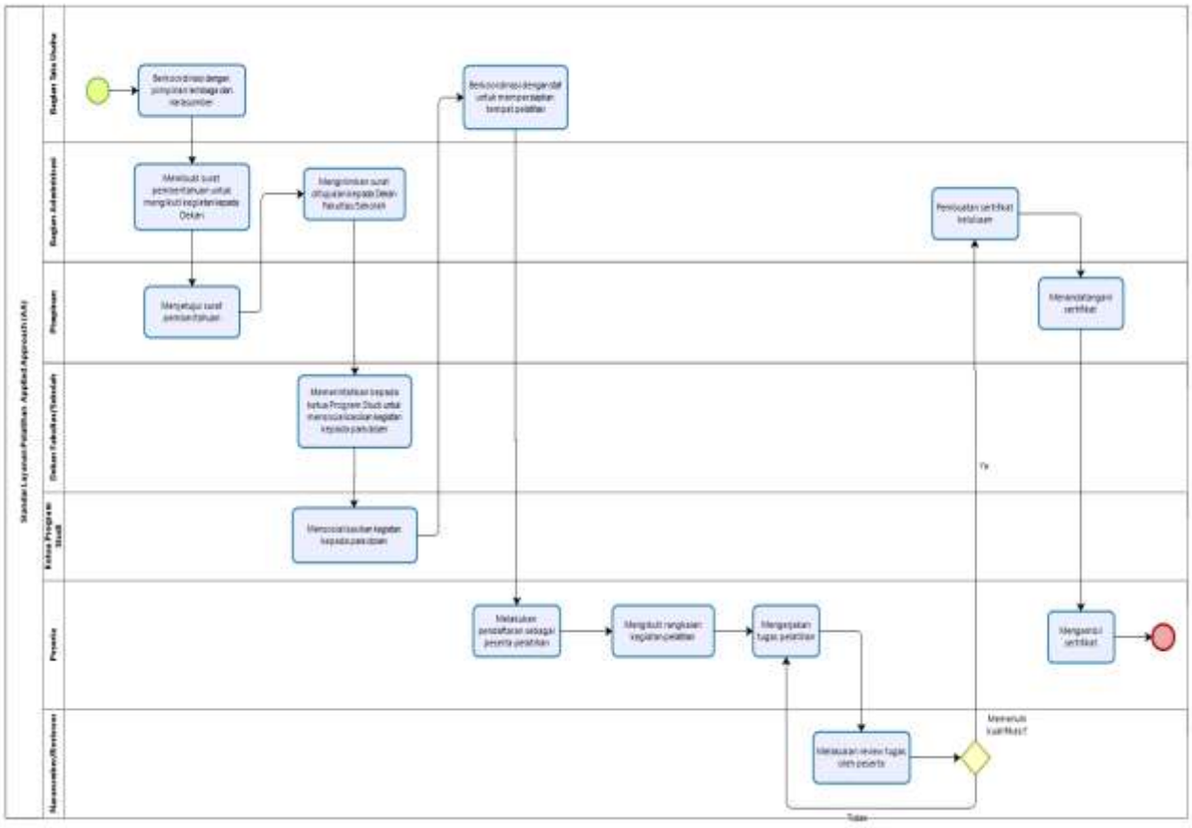


1.2.4 Pelatihan Dosen

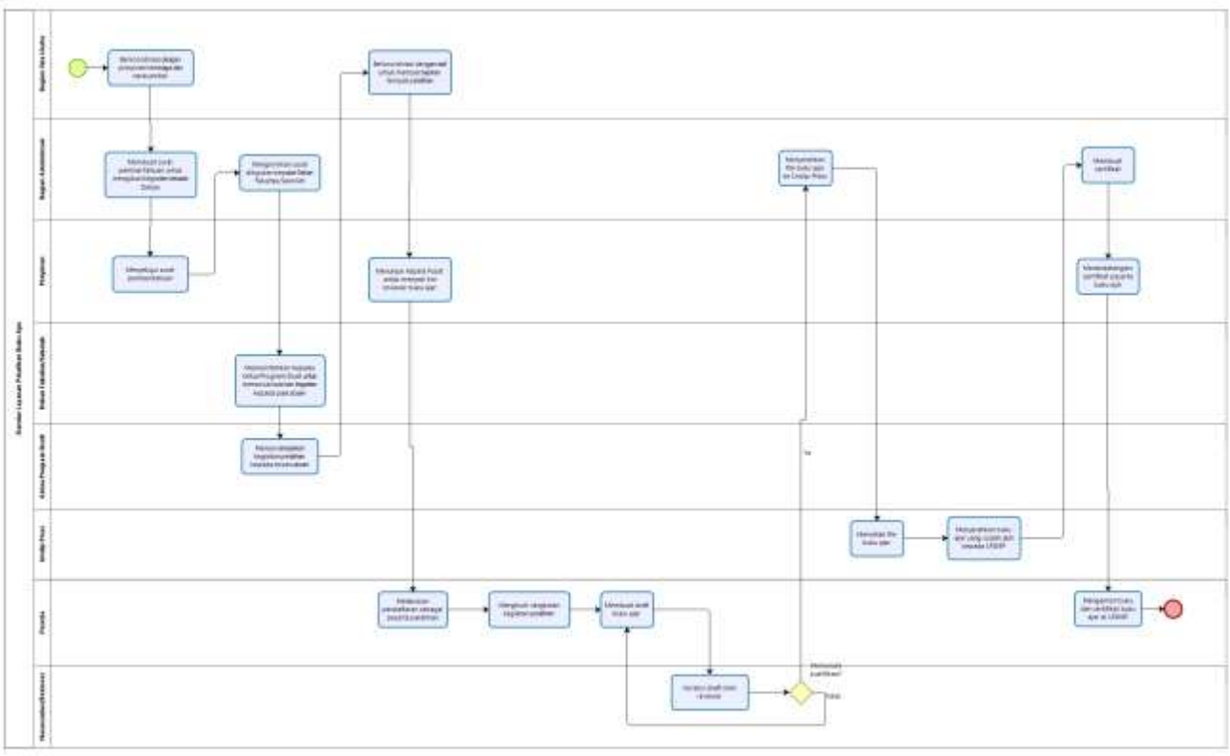
1.2.4.1 Pengembangan Ketrampilan Dasar Teknik Instruksional



1.2.4.2 Applied Approach



1.2.4.3 Pelatihan Buku Ajar



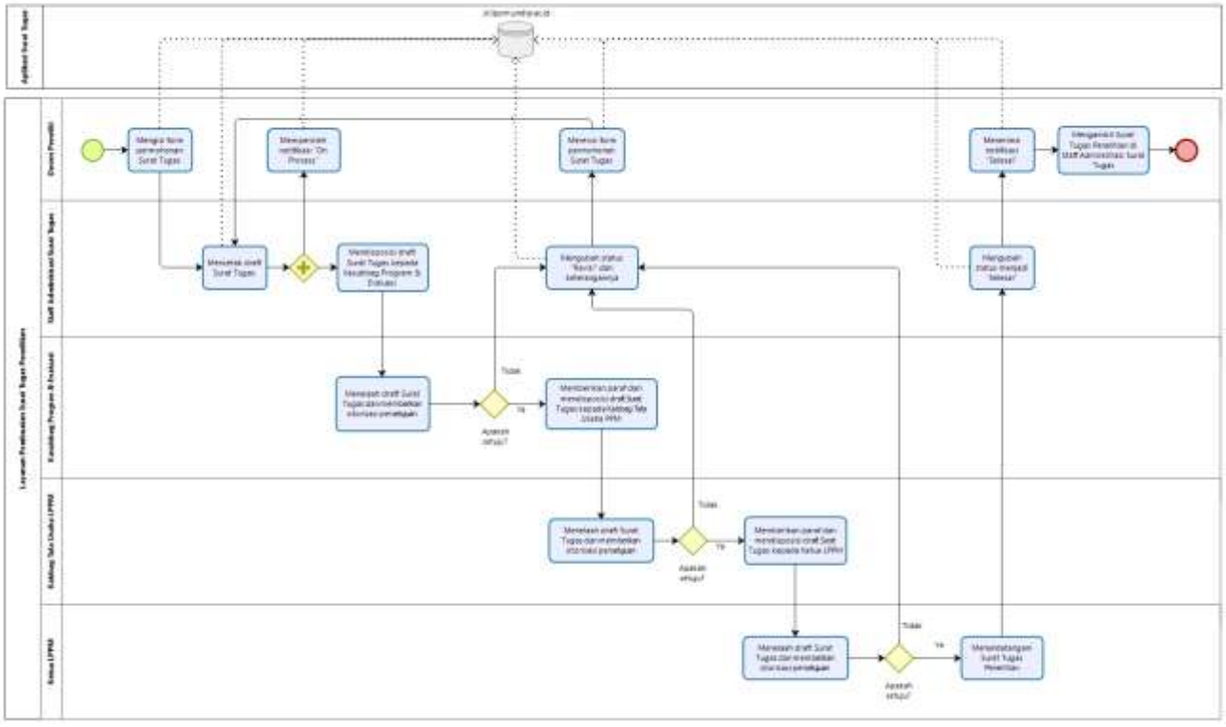
2. Penelitian

2.1 Layanan Pelaksanaan Penelitian

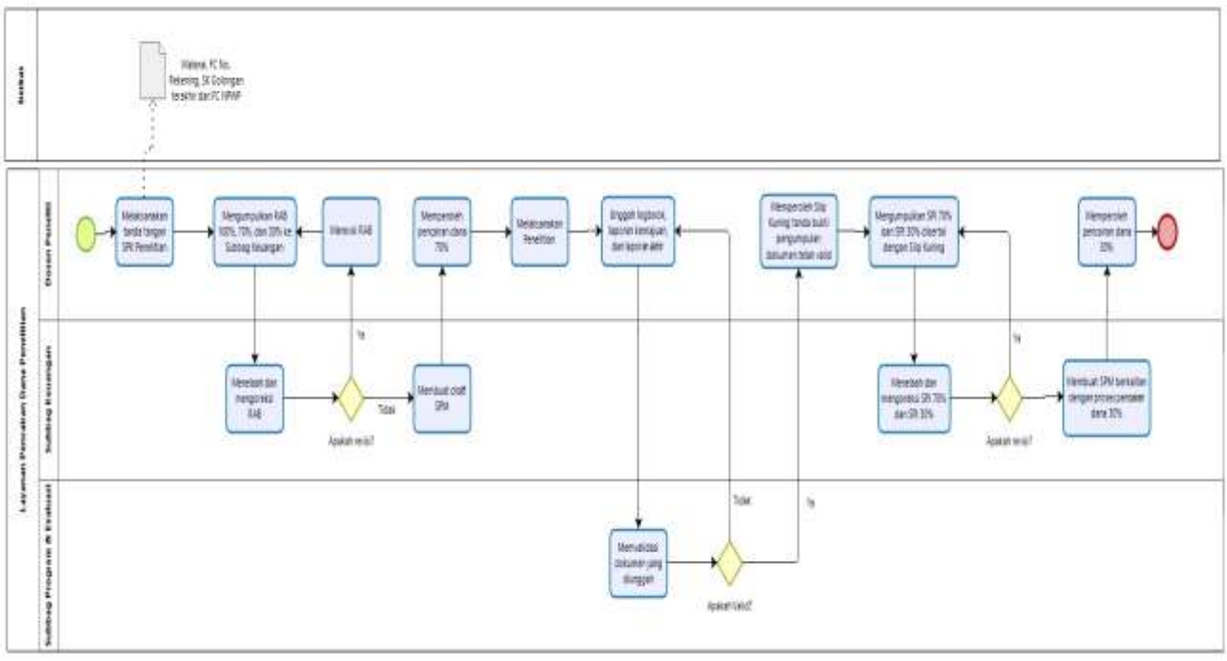
2.1.1 SOP Kerangka Perencanaan

2.1.2 Layanan Administrasi Penelitian

2.1.2.1 Layanan Pembuatan Surat Tugas Penelitian



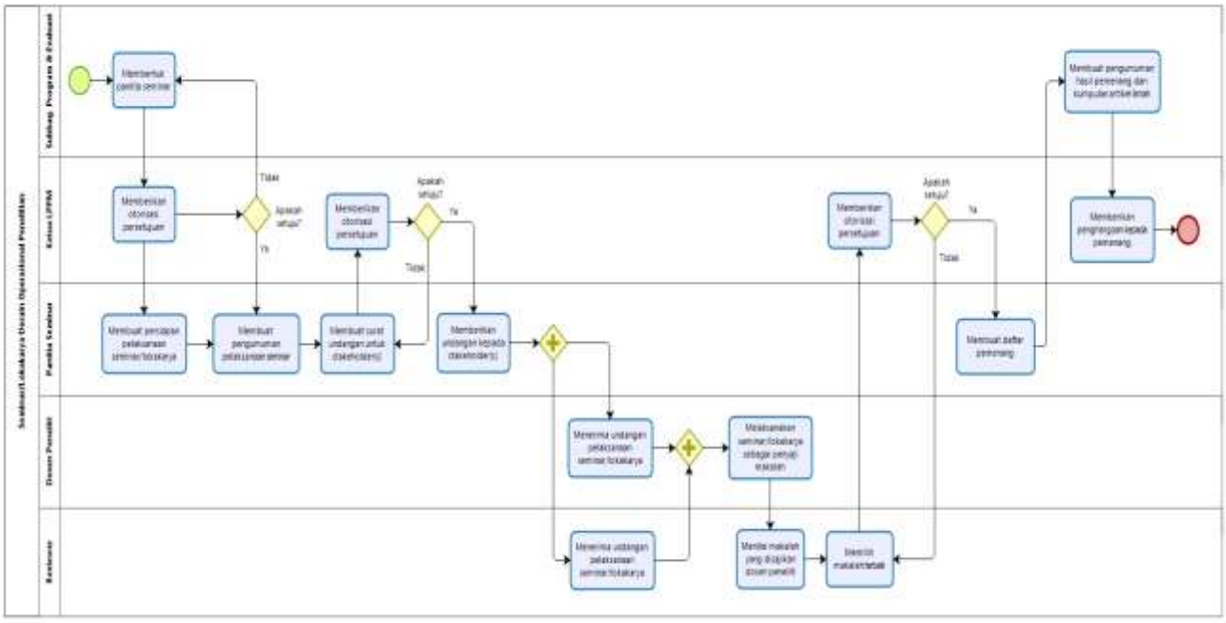
2.1.2.2 Layanan Pencairan Dana Penelitian



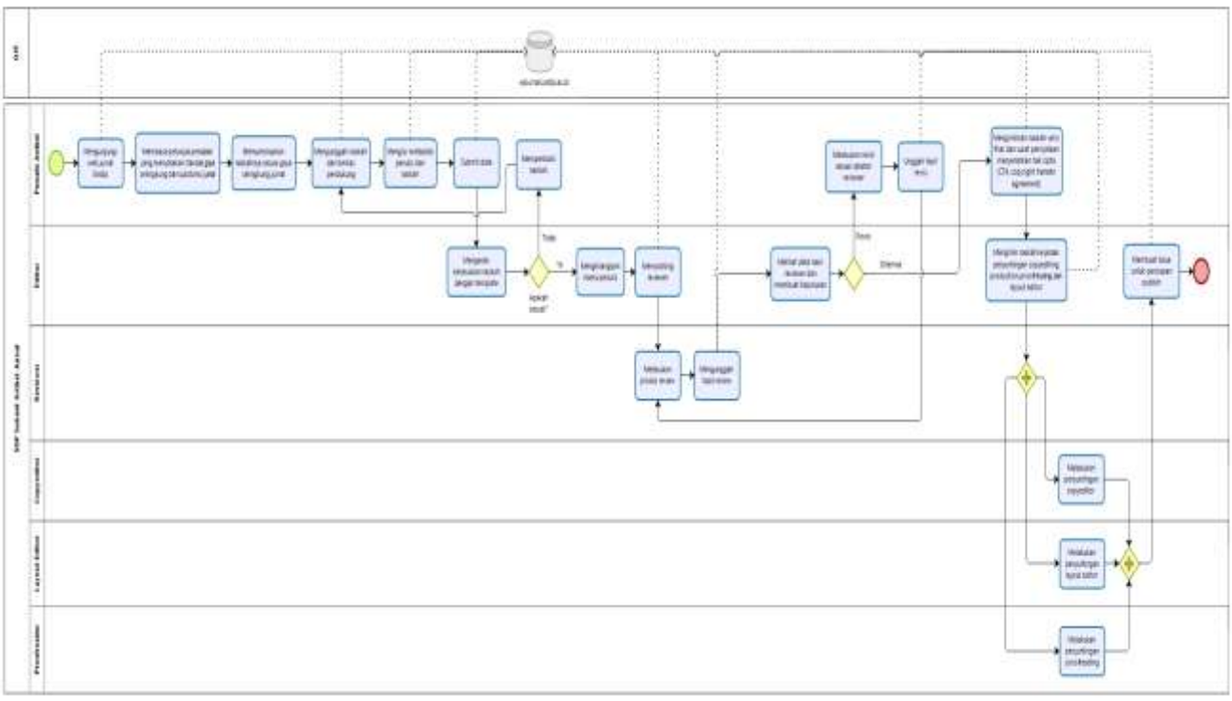
2.2 Layanan Pengembangan Penelitian

2.2.1 Layanan Publikasi Hasil Penelitian

2.2.1.1 Seminar Lokakarya desain Operasional Penelitian

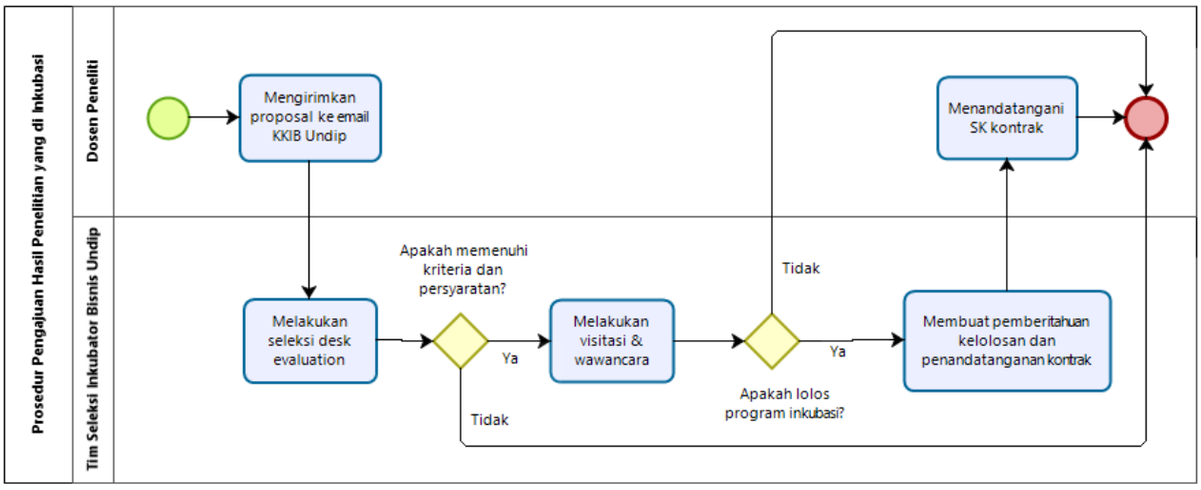


2.2.1.2 SOP Submit Artikel Jurnal



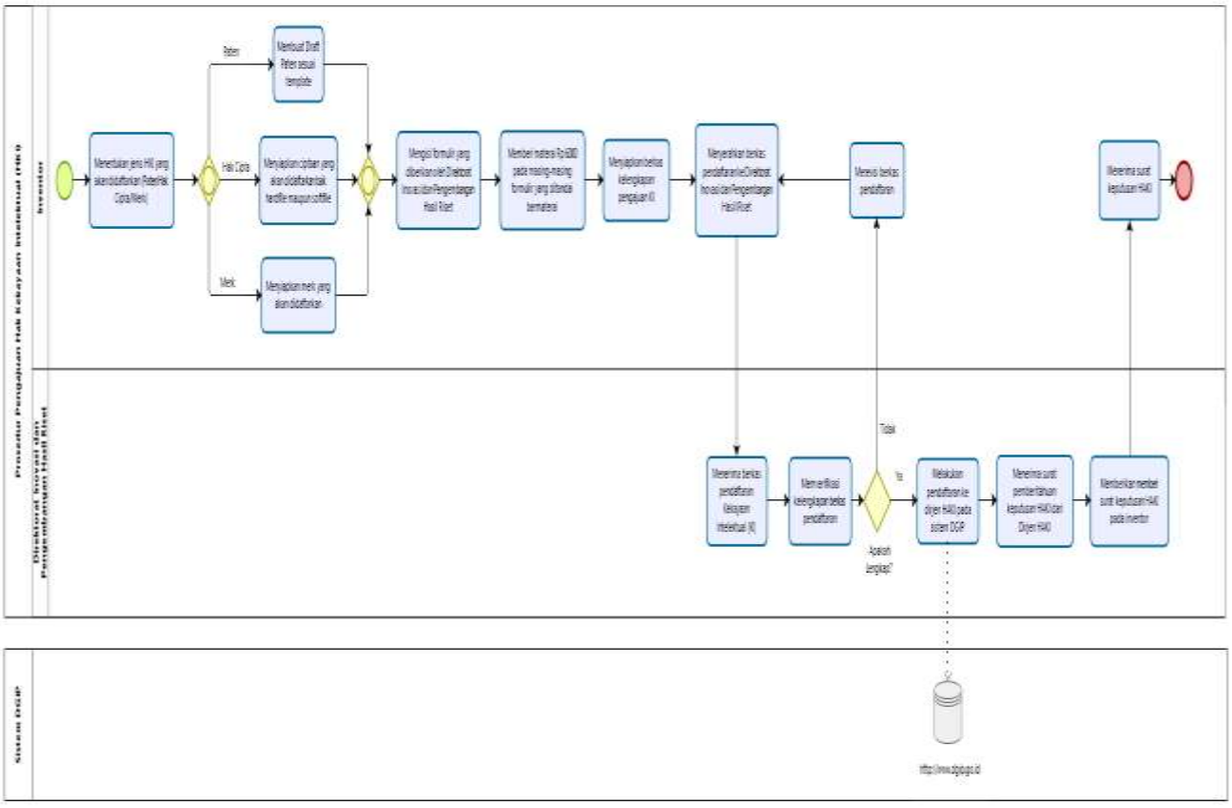
2.2.2 Layanan Inkubasi Hasil Penelitian

2.2.2.1 Prosesur Pengajuan Hasil Penelitan yang Diinkubasi

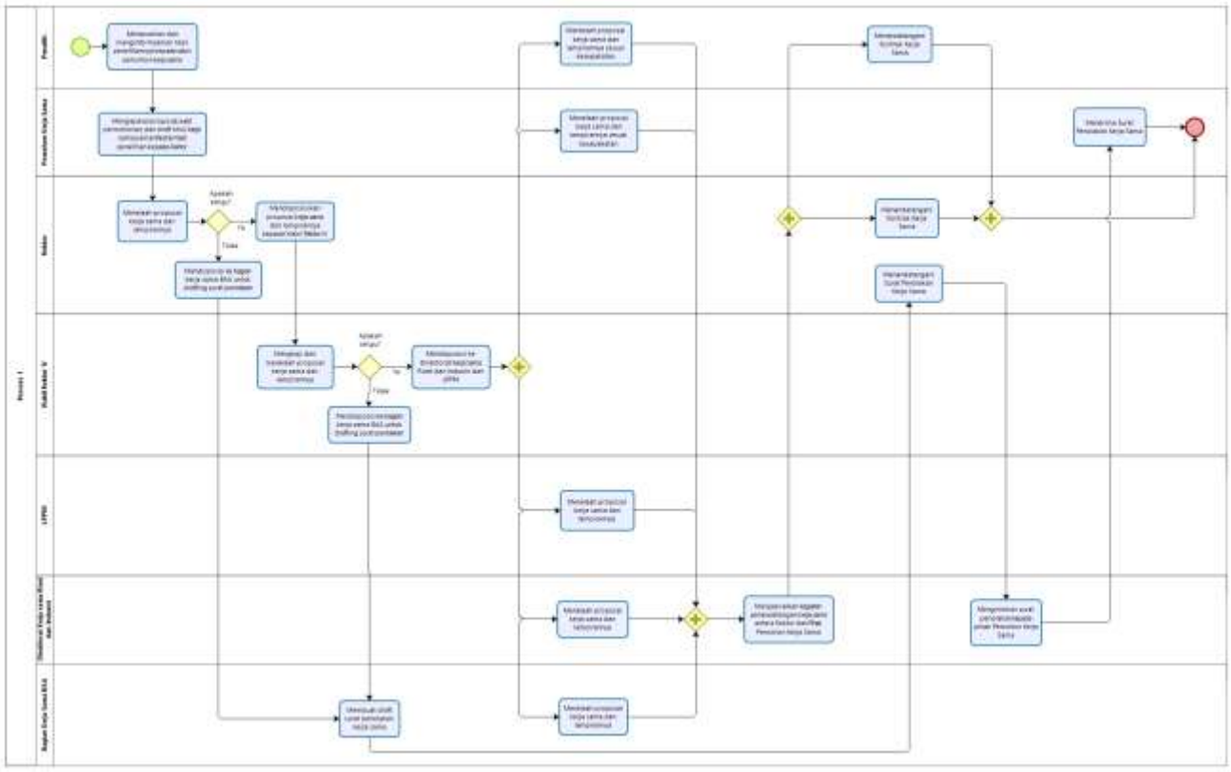


2.2.3 Layanan Hilirisasi Hasil Penelitian

2.2.3.1 Prosedur Pengajuan Hak Kekayaan Intelektual



2.2.3.2 Prosedur Kerjasama Pemanfaatan Hasil Penelitian

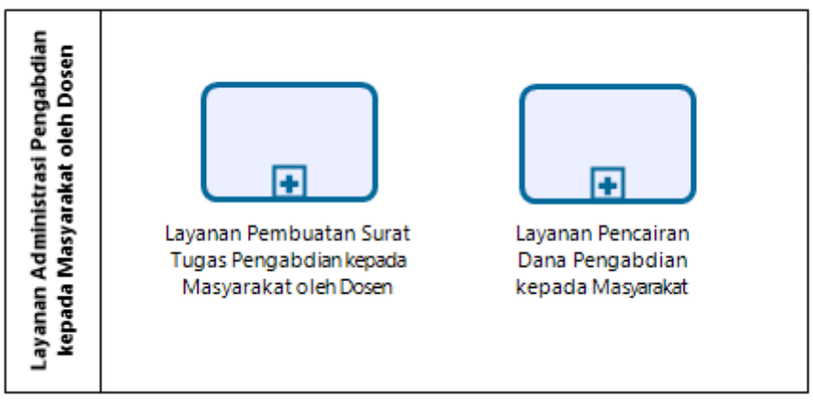


3. Pengabdian Kepada Masyarakat

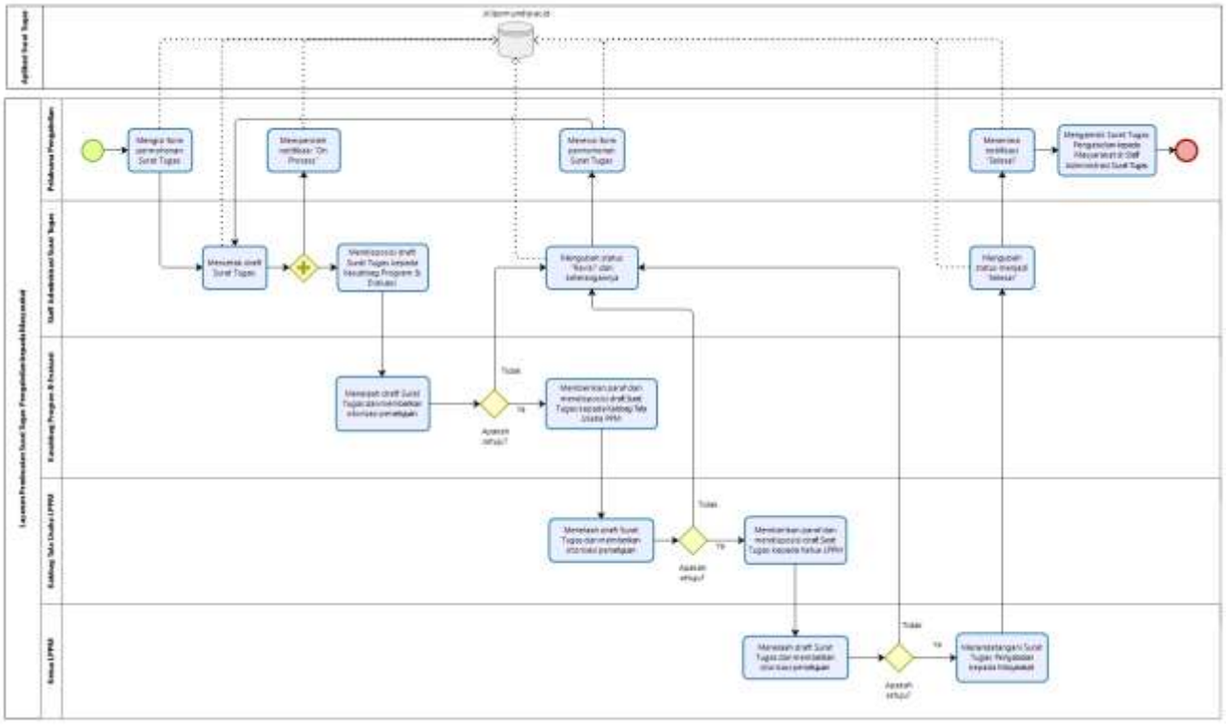
3.1 Layanan Pelaksanaan Pengabdian Kepada Masyarakat

3.1.1 Pengabdian Kepada Masyarakat oleh Dosen

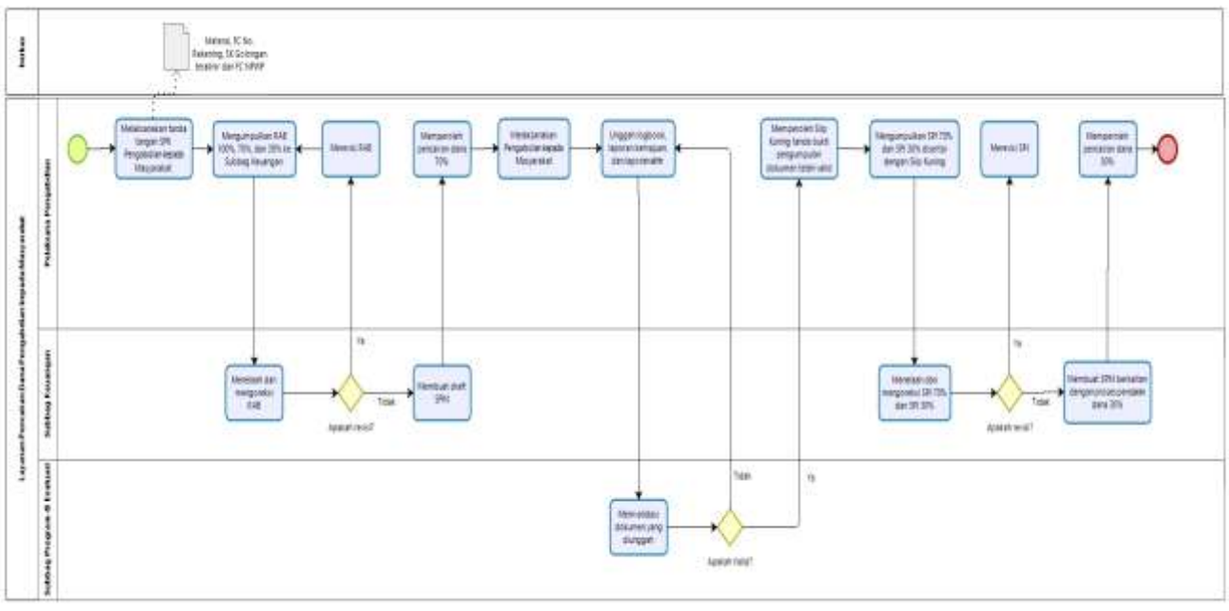
3.1.1.1 Layanan Administrasi Pengabdian Kepada Masyarakat oleh Dosen



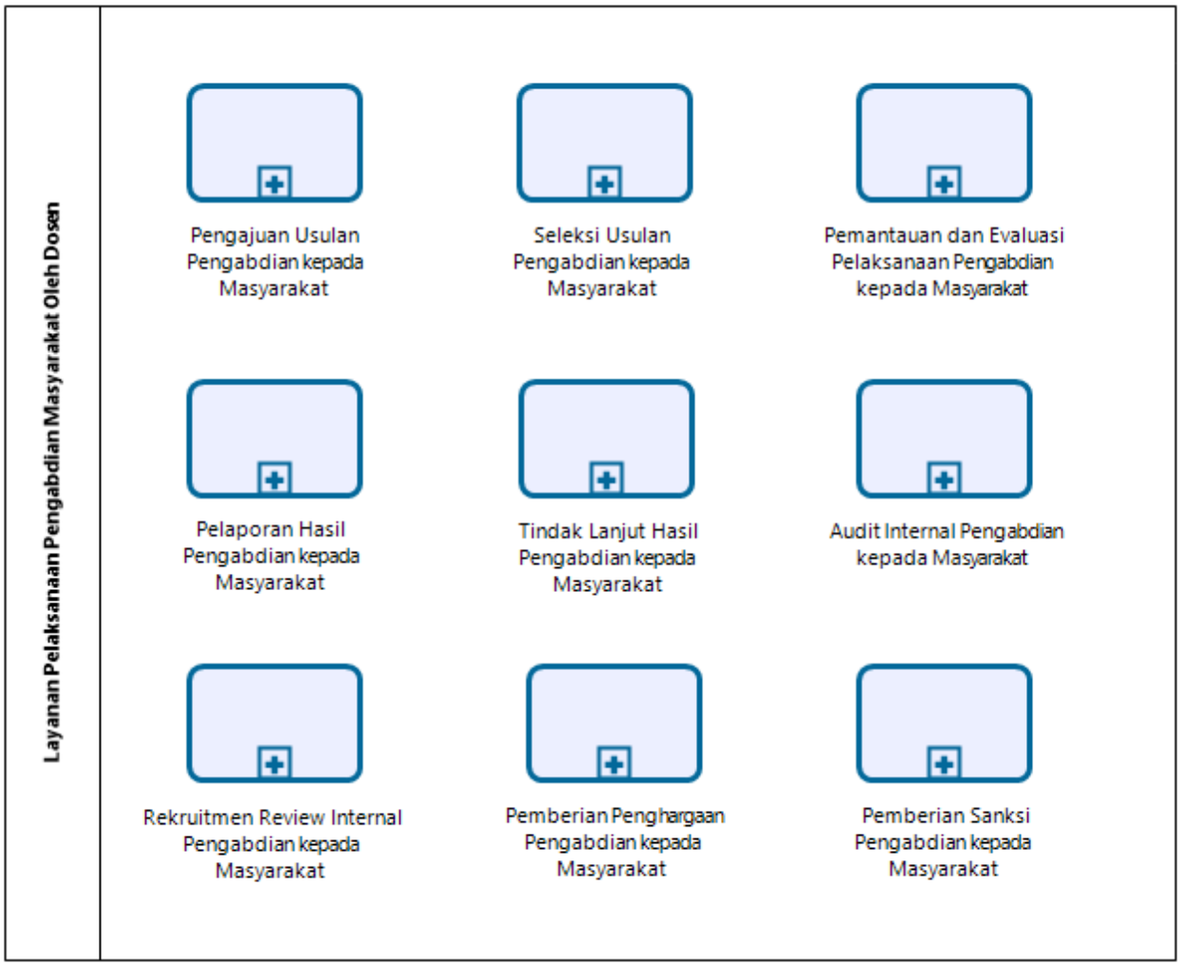
3.1.1.1.1 Layanan Pembuatan Surat Tugas Pengabdian Kepada Masyarakat



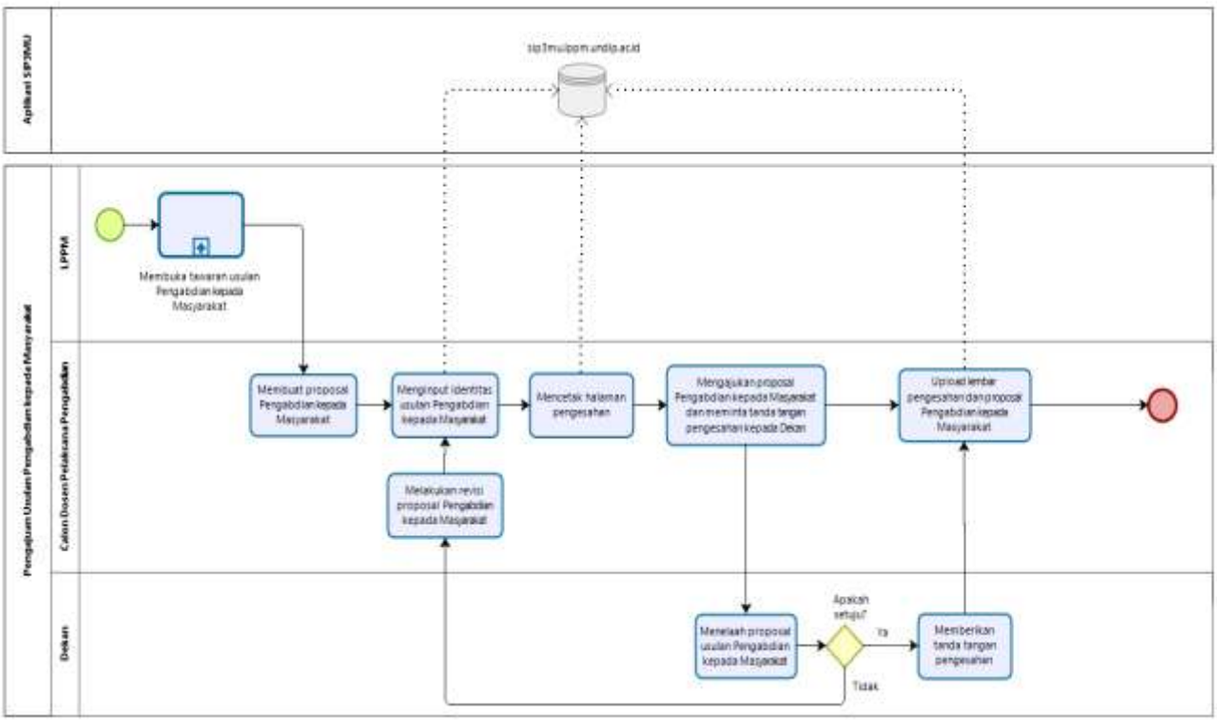
3.1.1.1.2 Layanan Pencairan Dana Pengabdian Kepada Masyarakat



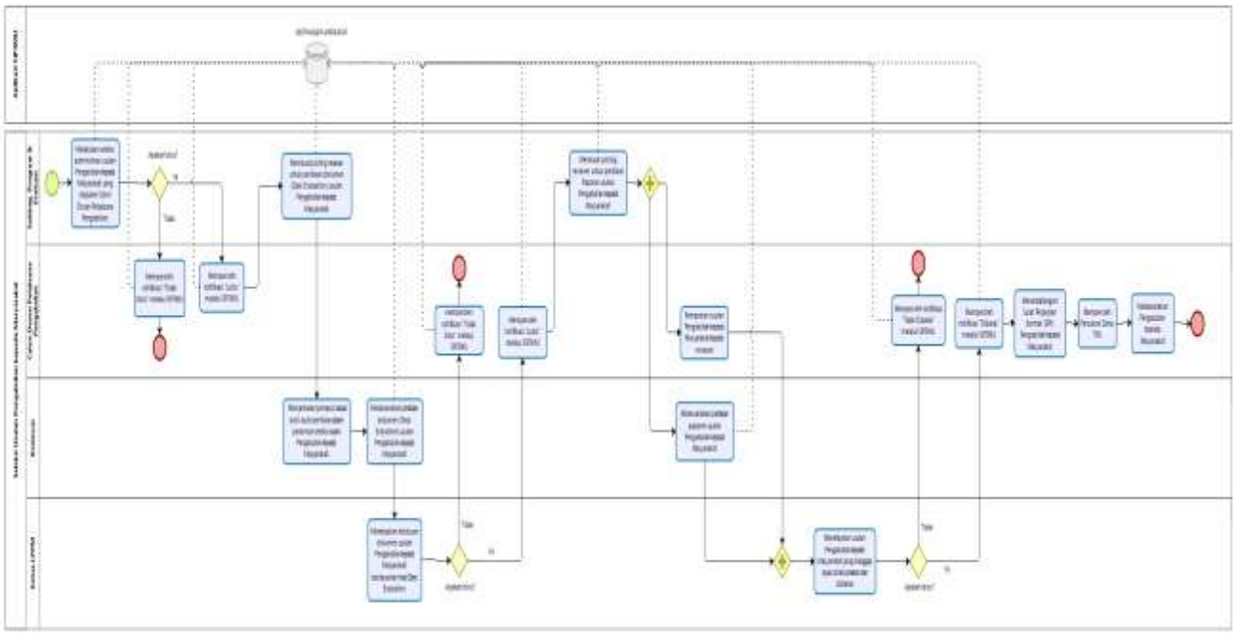
3.1.1.2 Layanan Pelaksanaan Pengabdian Kepada Masyarakat oleh Dosen



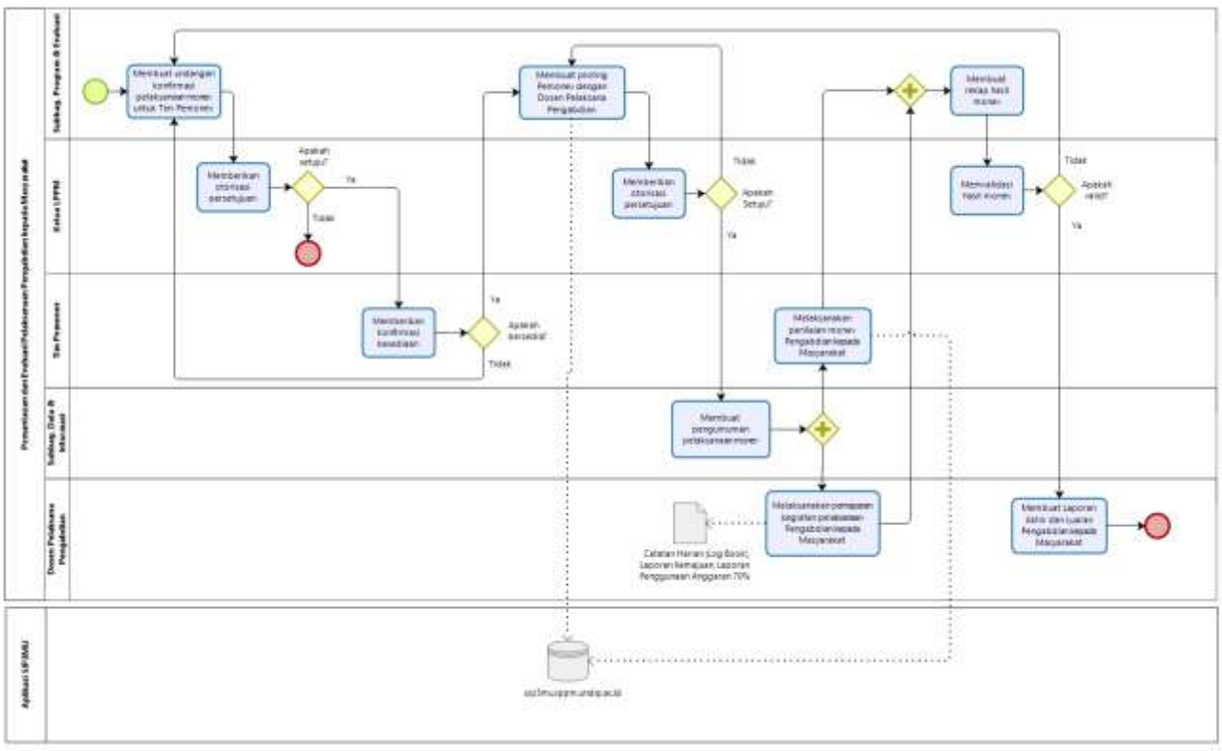
3.1.1.2.1 Pengajuan Usulan Pengabdian Kepada Masyarakat



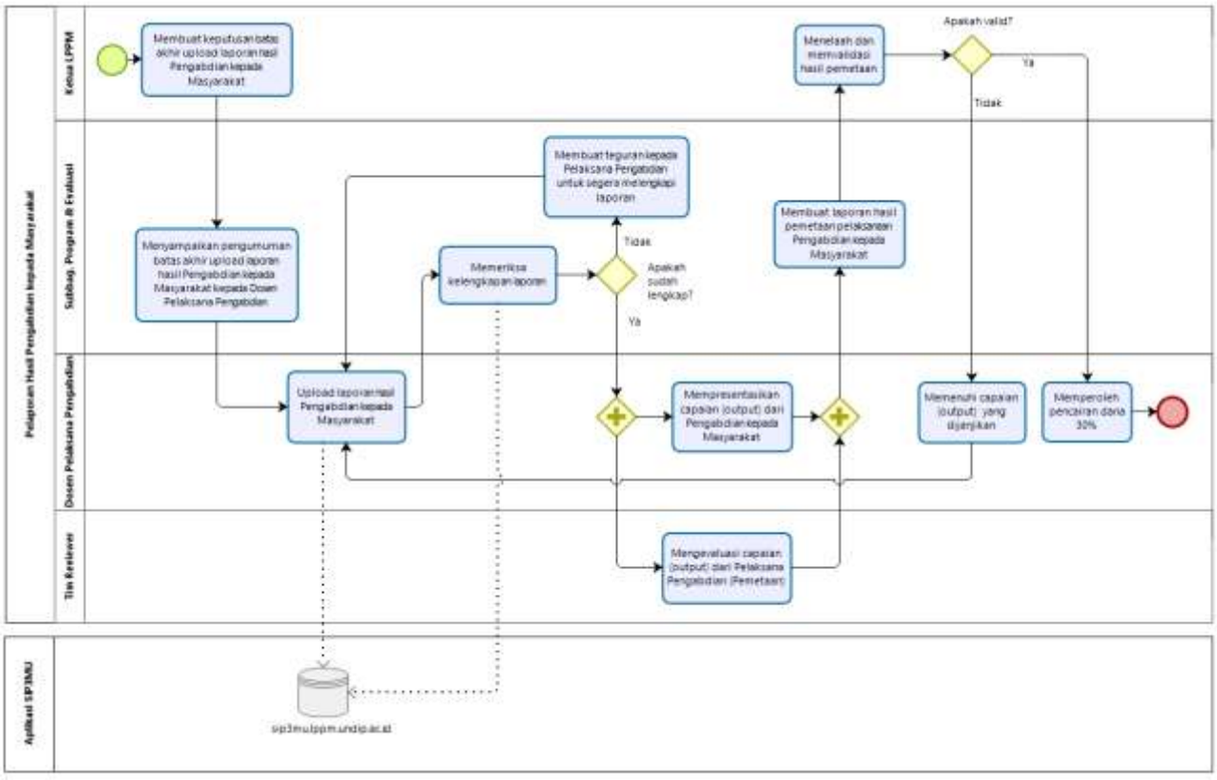
3.1.1.2.2 Seleksi Usulan Pengabdian Kepada Masyarakat



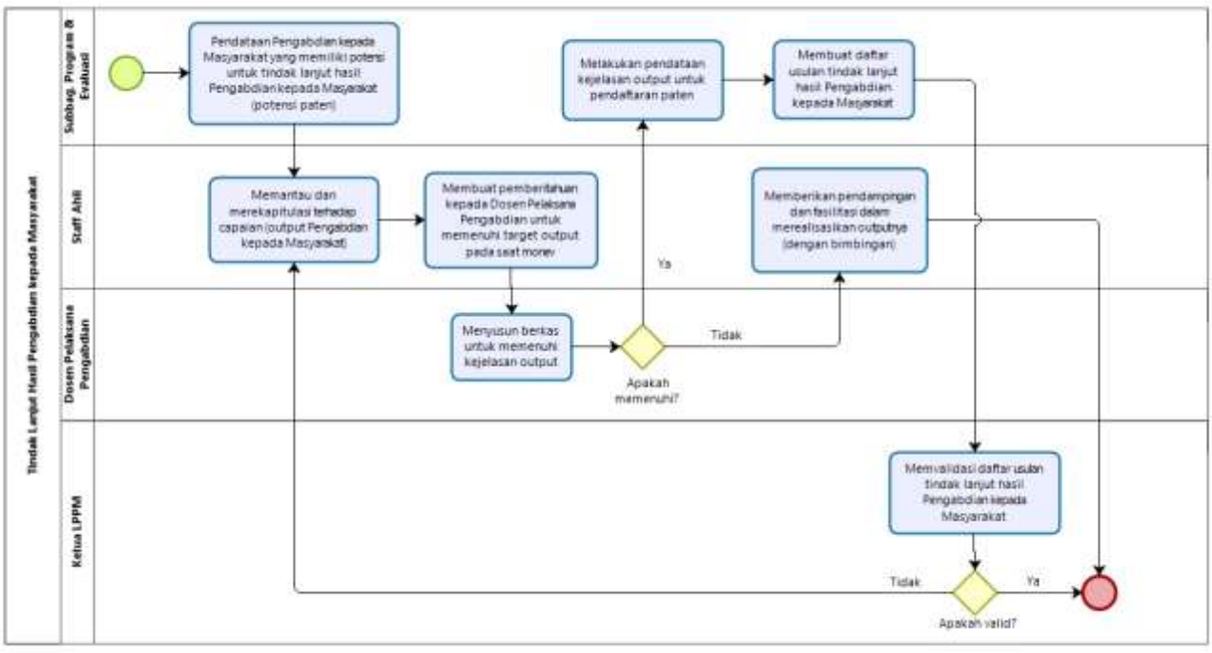
3.1.1.2.3 Pemantauan dan Evaluasi Pelaksanaan Pengabdian kepada Masyarakat



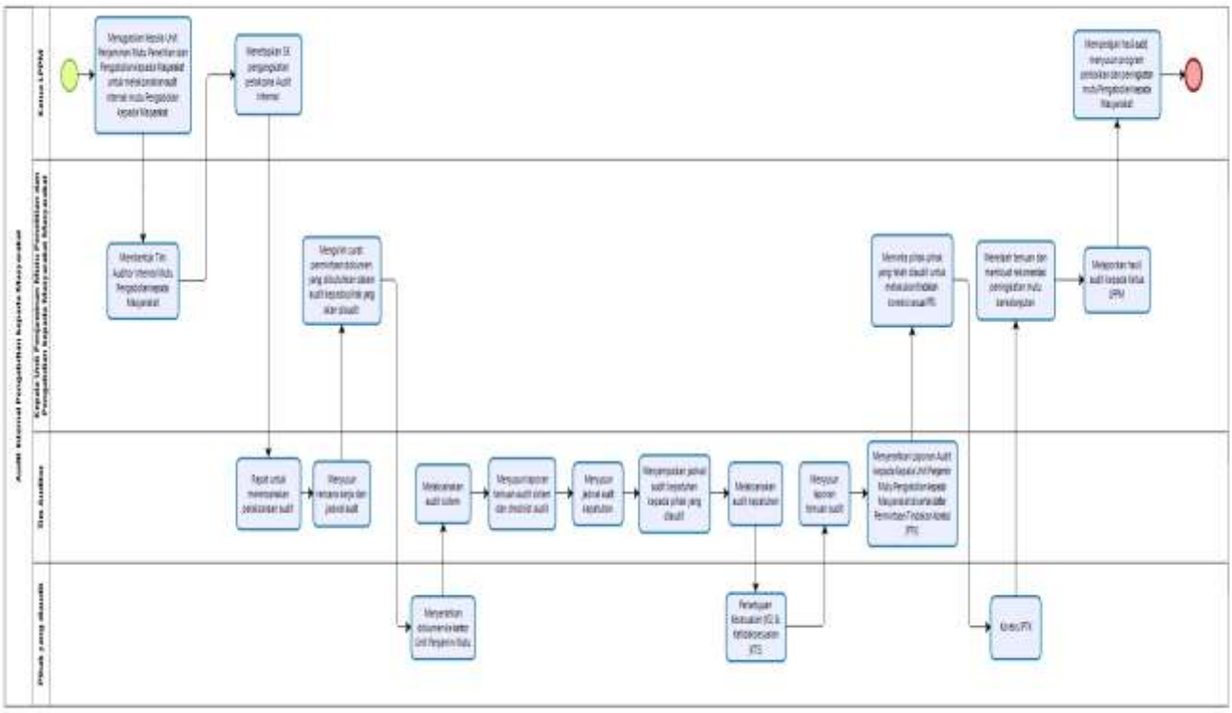
3.1.1.2.4 Pelaporan Hasil Pengabdian kepada Masyarakat



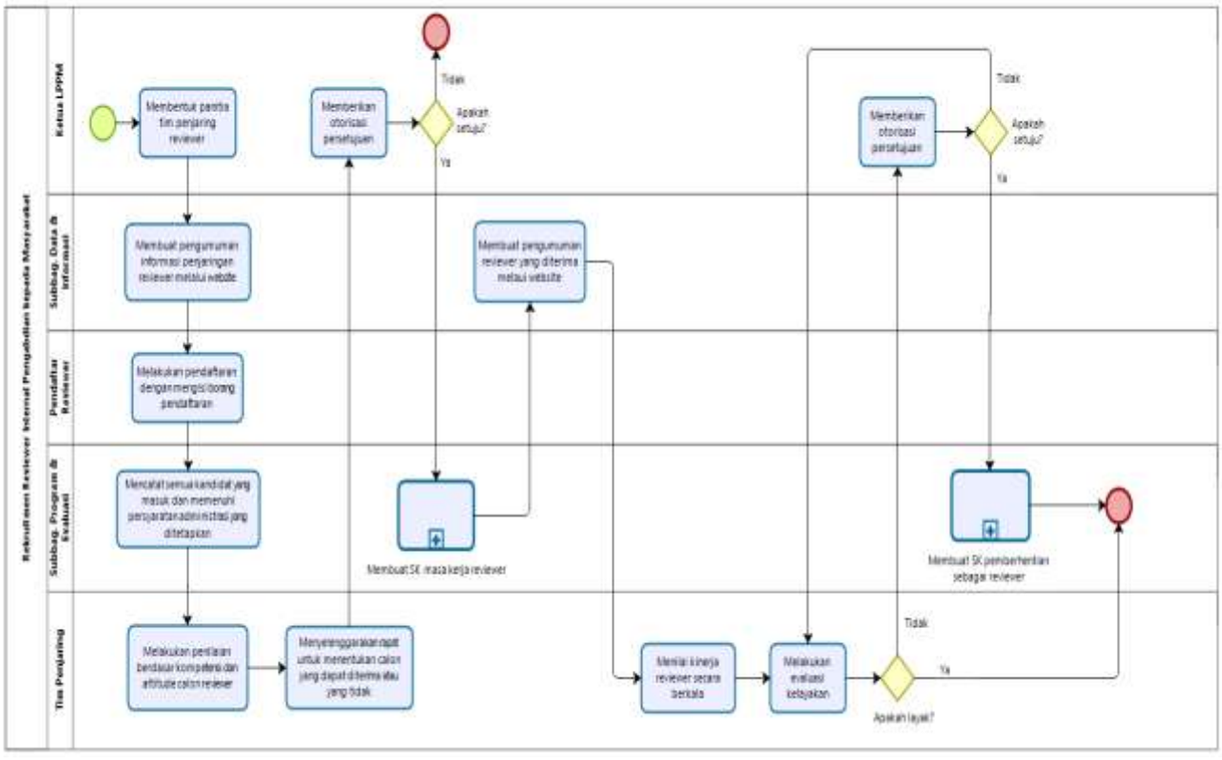
3.1.1.2.5 Tindak Lanjut Hasil Pengabdian kepada Masyarakat



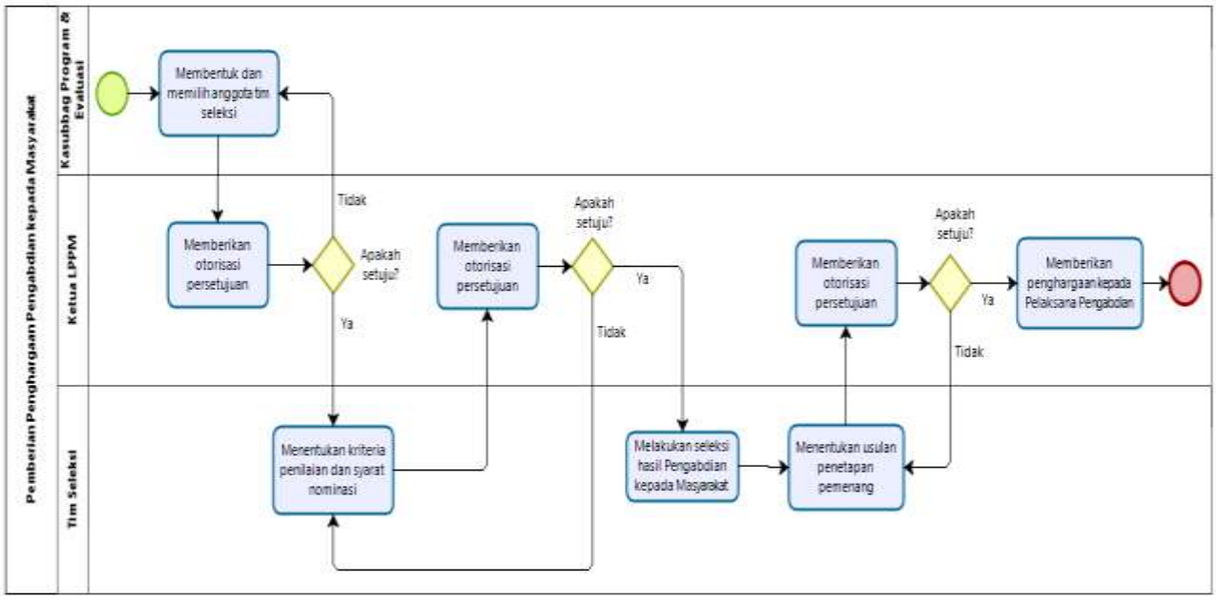
3.1.1.2.6 Audit Internal Pengabdian kepada Masyarakat



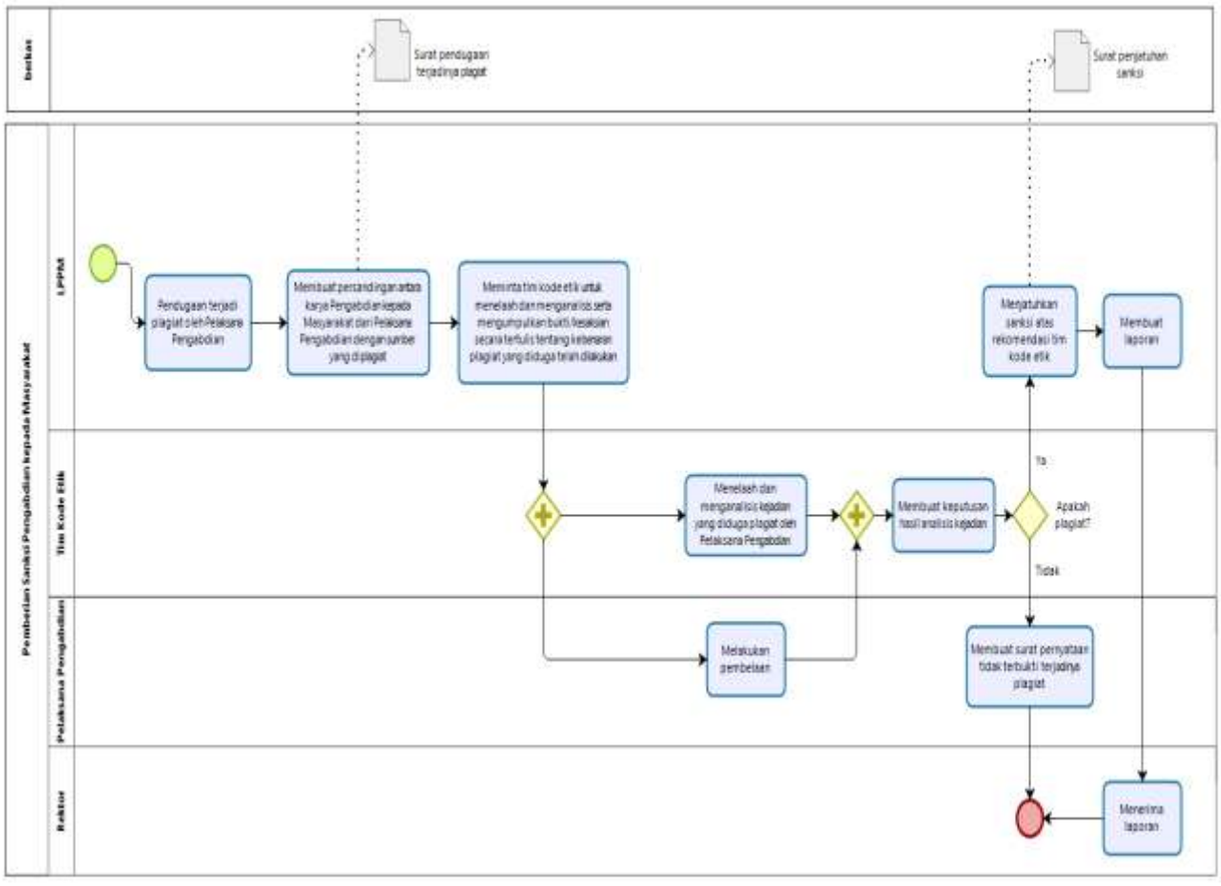
3.1.1.2.7 Rekruitmen Review Internal Pengabdian kepada Masyarakat



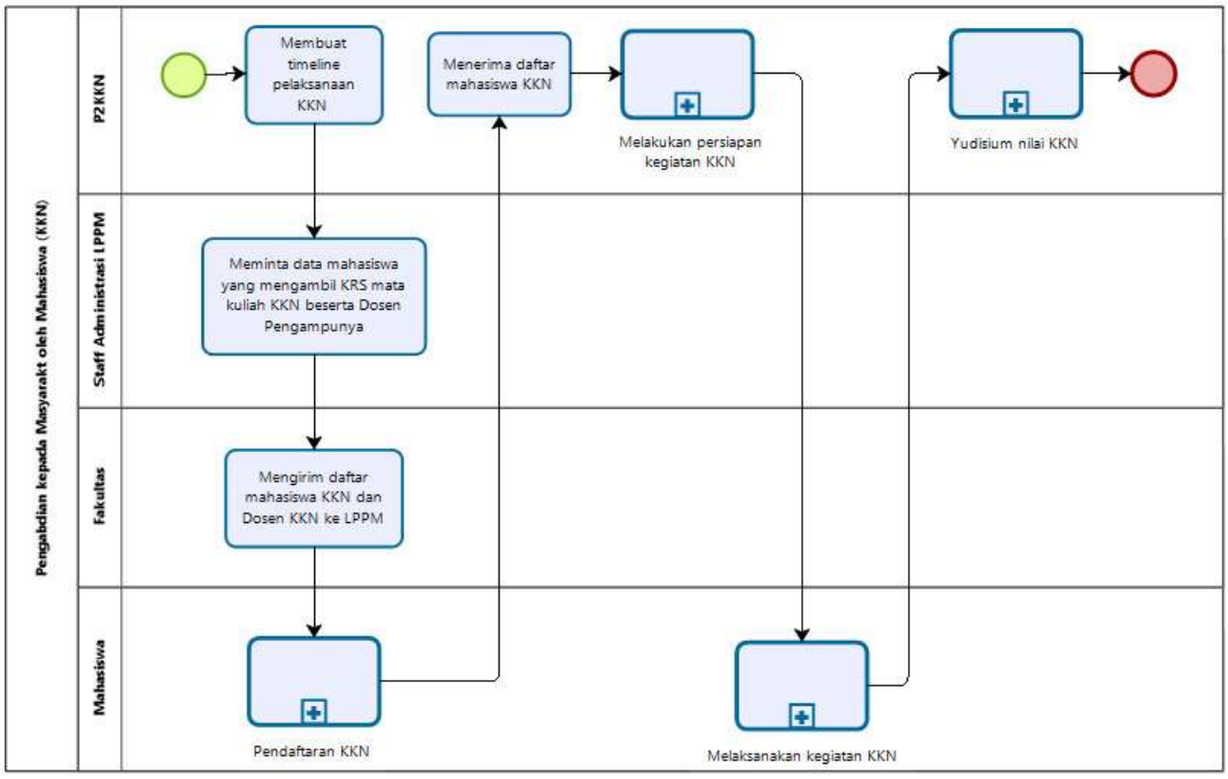
3.1.1.2.8 Pemberian Penghargaan Pengabdian kepada Masyarakat



3.1.1.2.9 Pemberian Sanksi Pengabdian kepada Masyarakat



3.1.2 Pengabdian Kepada Masyarakat oleh Mahasiswa (KKN)



3.2 Layanan Pengembangan Hasil Pengabdian Kepada Masyarakat

3.2.1 Layanan Publikasi Hasil Pengabdian Kepada Masyarakat oleh Dosen

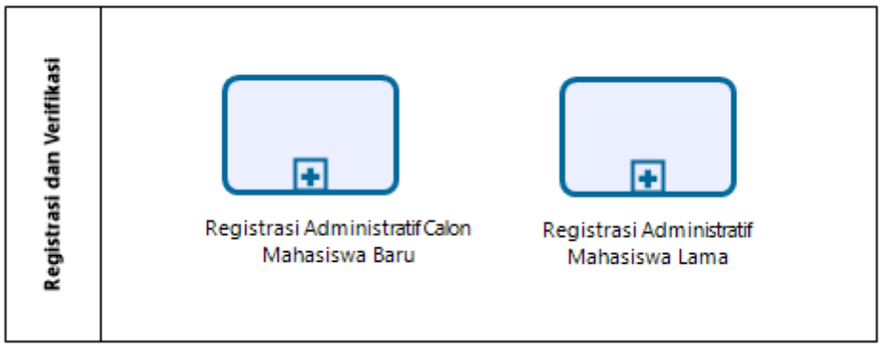
4. Layanan Administrasi Fakultas

5. Layanan Administrasi Akademik

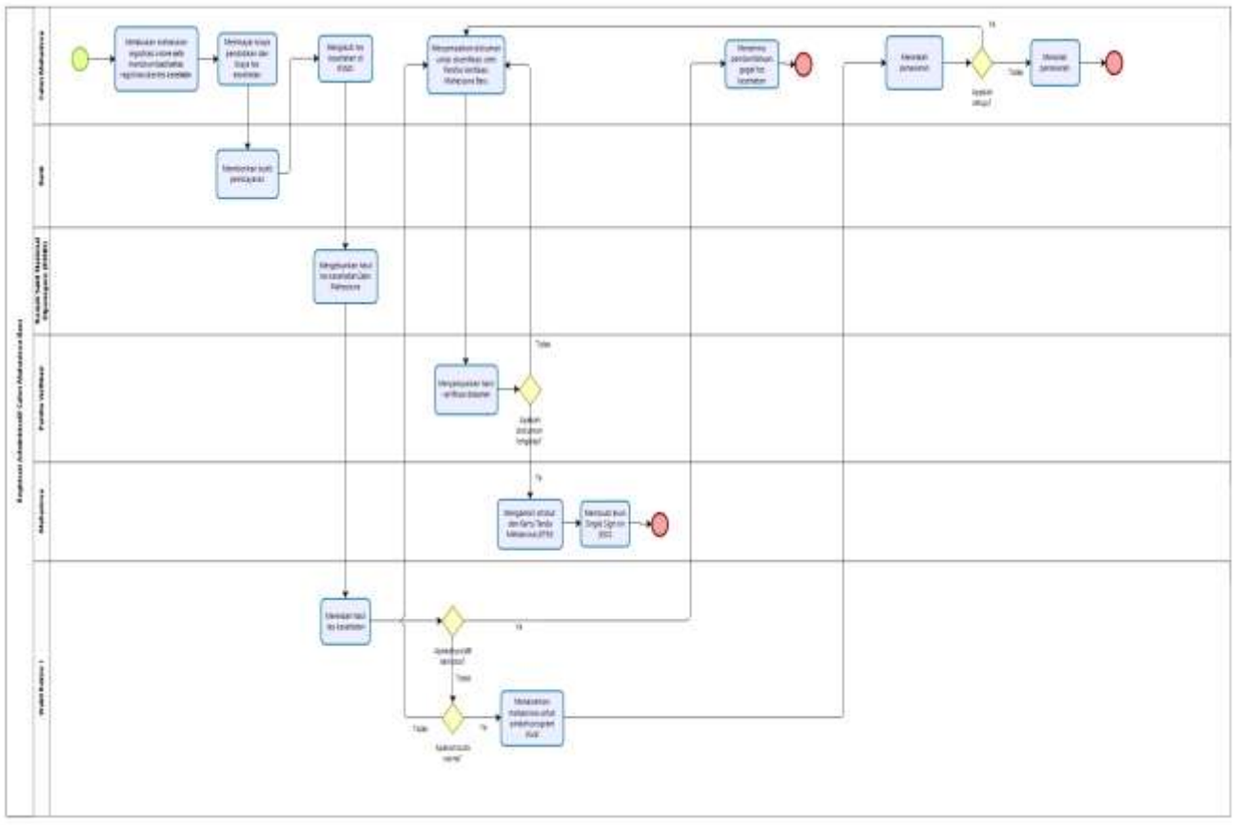
5.1 Layanan Administrasi Pendidikan

5.1.1 Layanan Registrasi dan Statistik

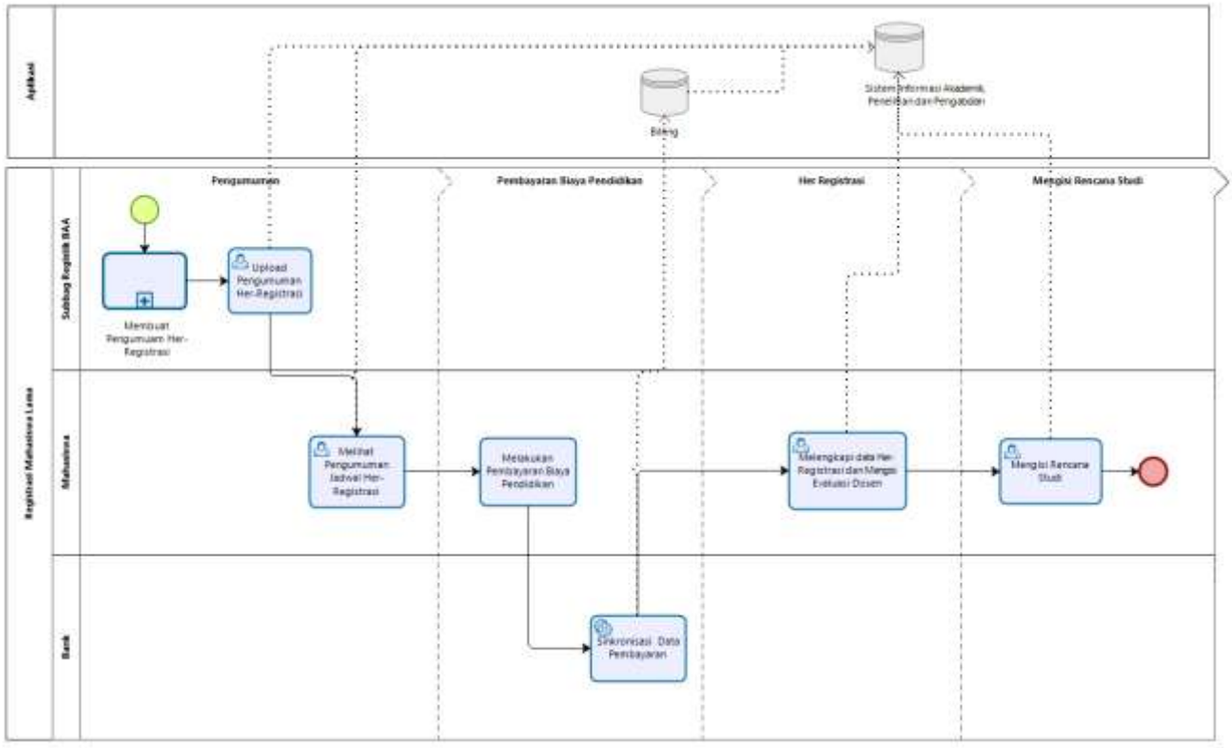
5.1.1.1 Registrasi Administratif



5.1.1.1.1 Registrasi Administratif Calon Mahasiswa Baru

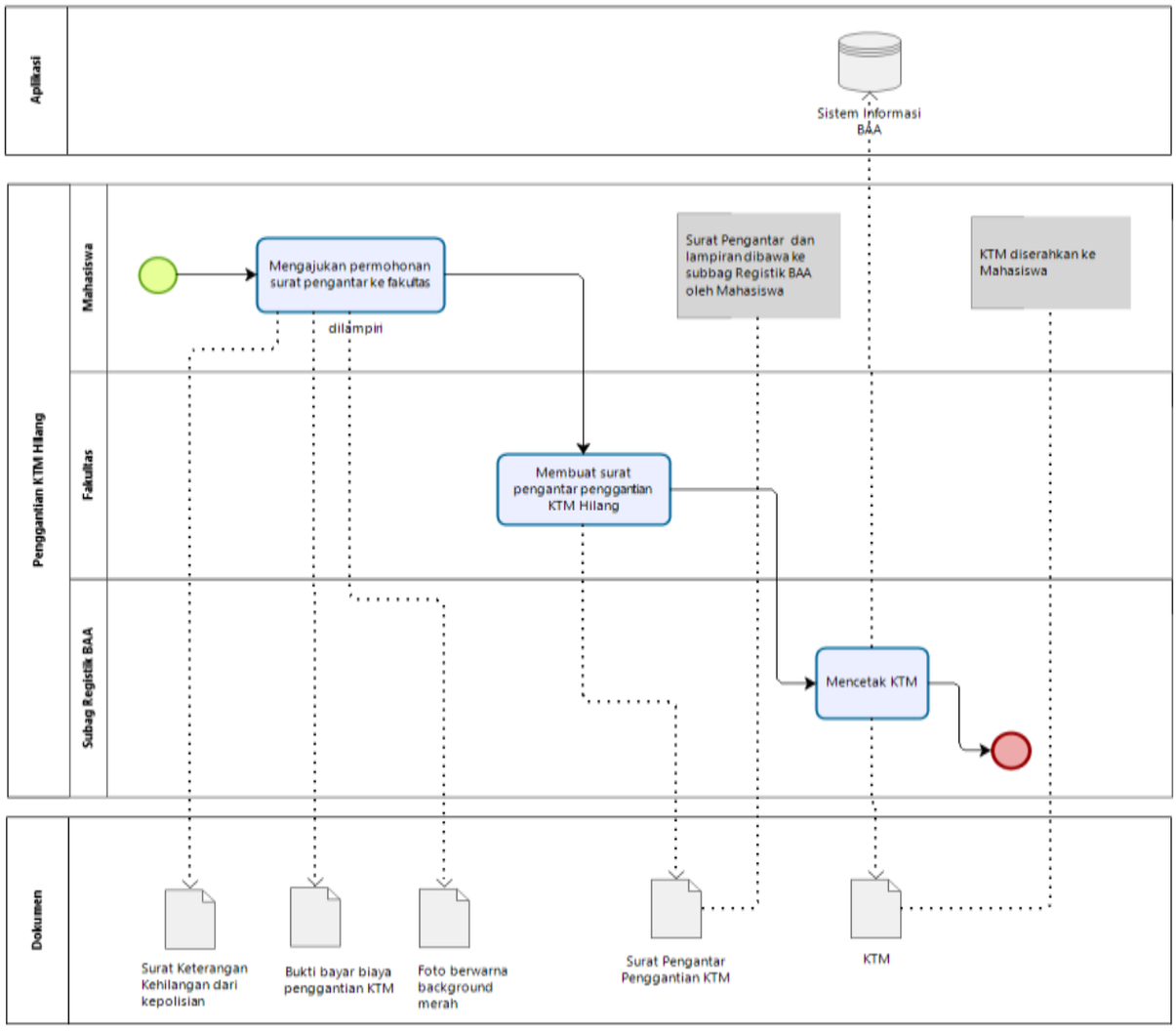


5.1.1.1.2 Registrasi Administratif Mahasiswa Lama

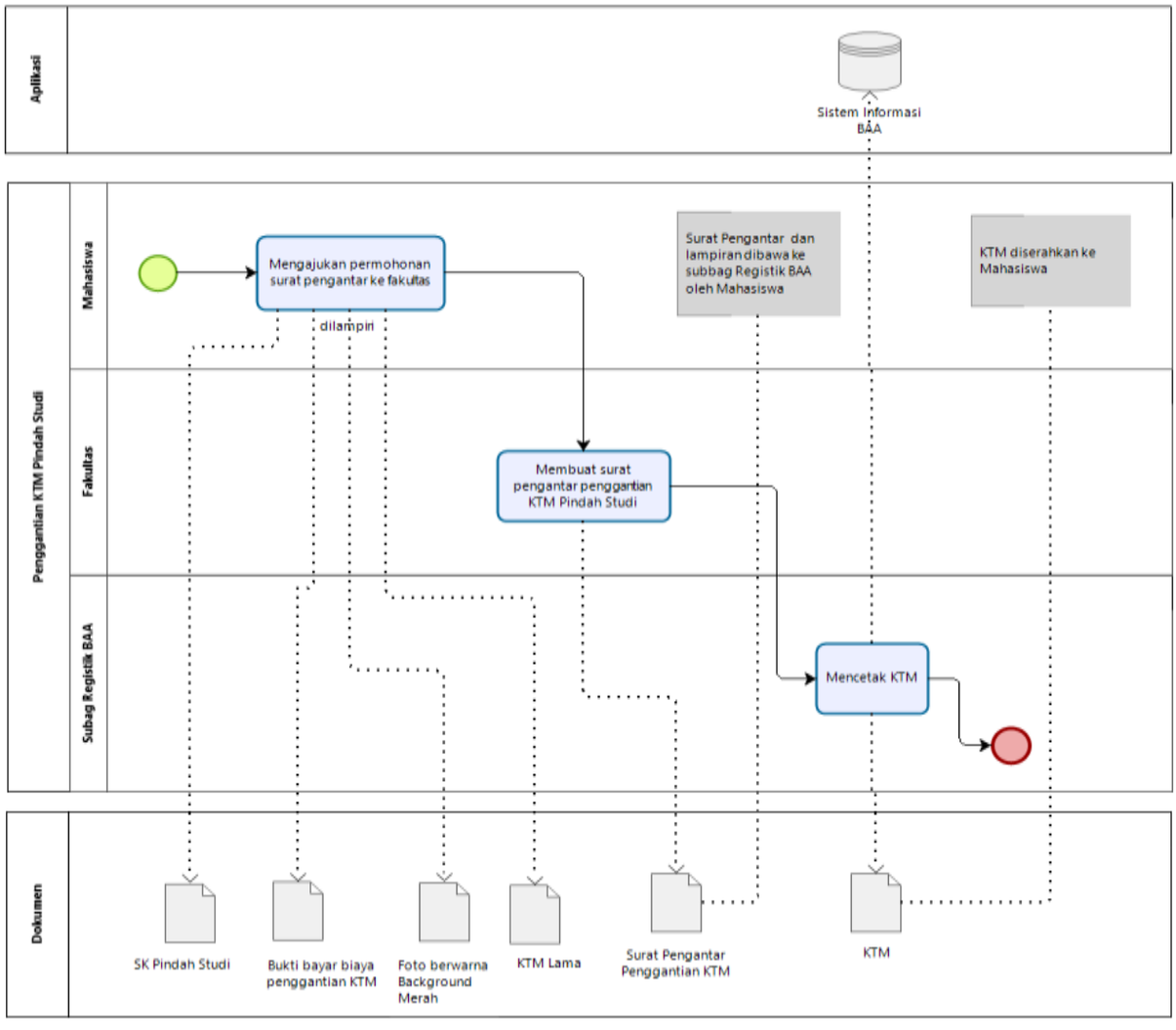


5.1.1.2 Penggantian KTM

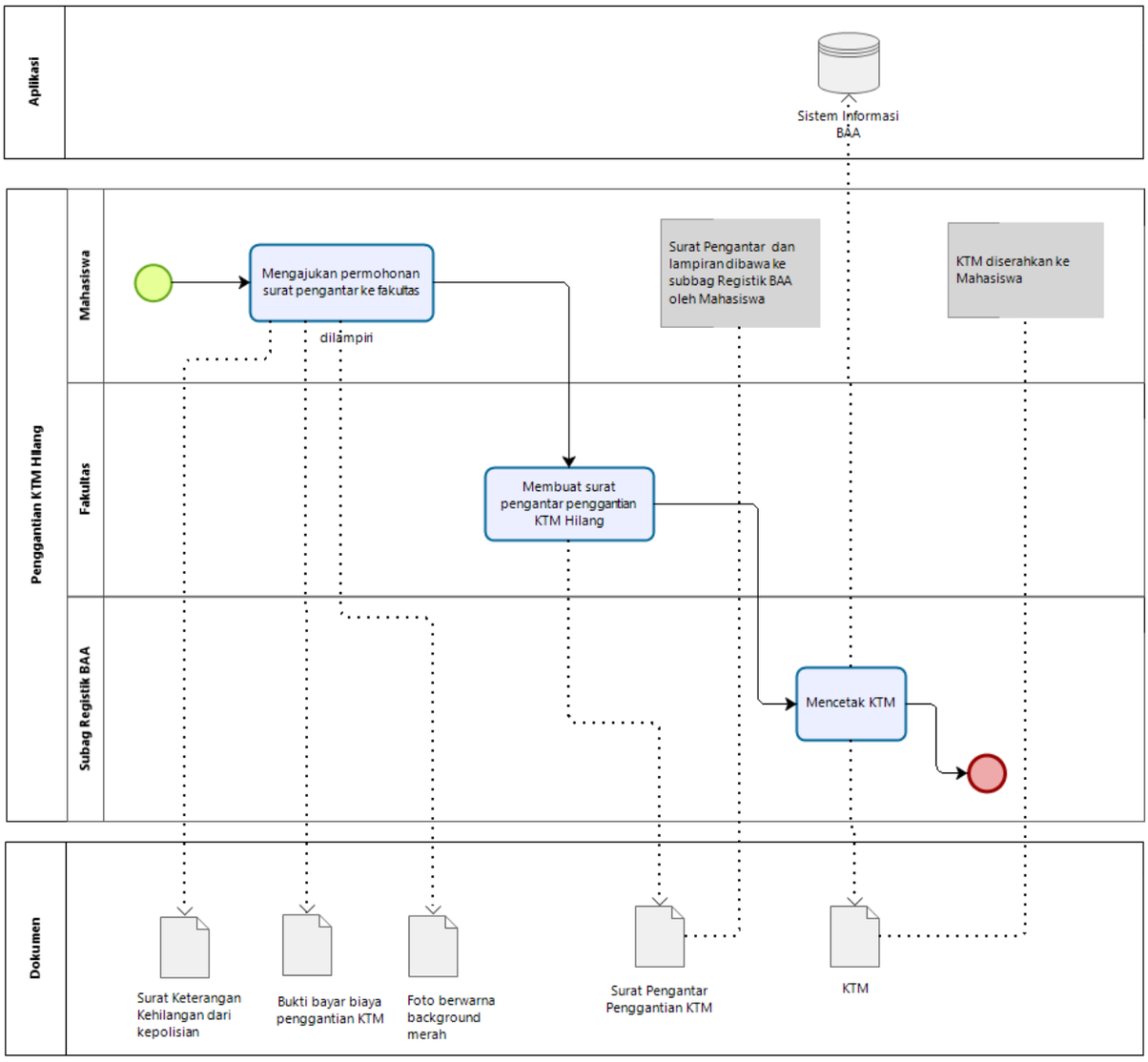
5.1.1.2.1 Penggantian KTM Hilang



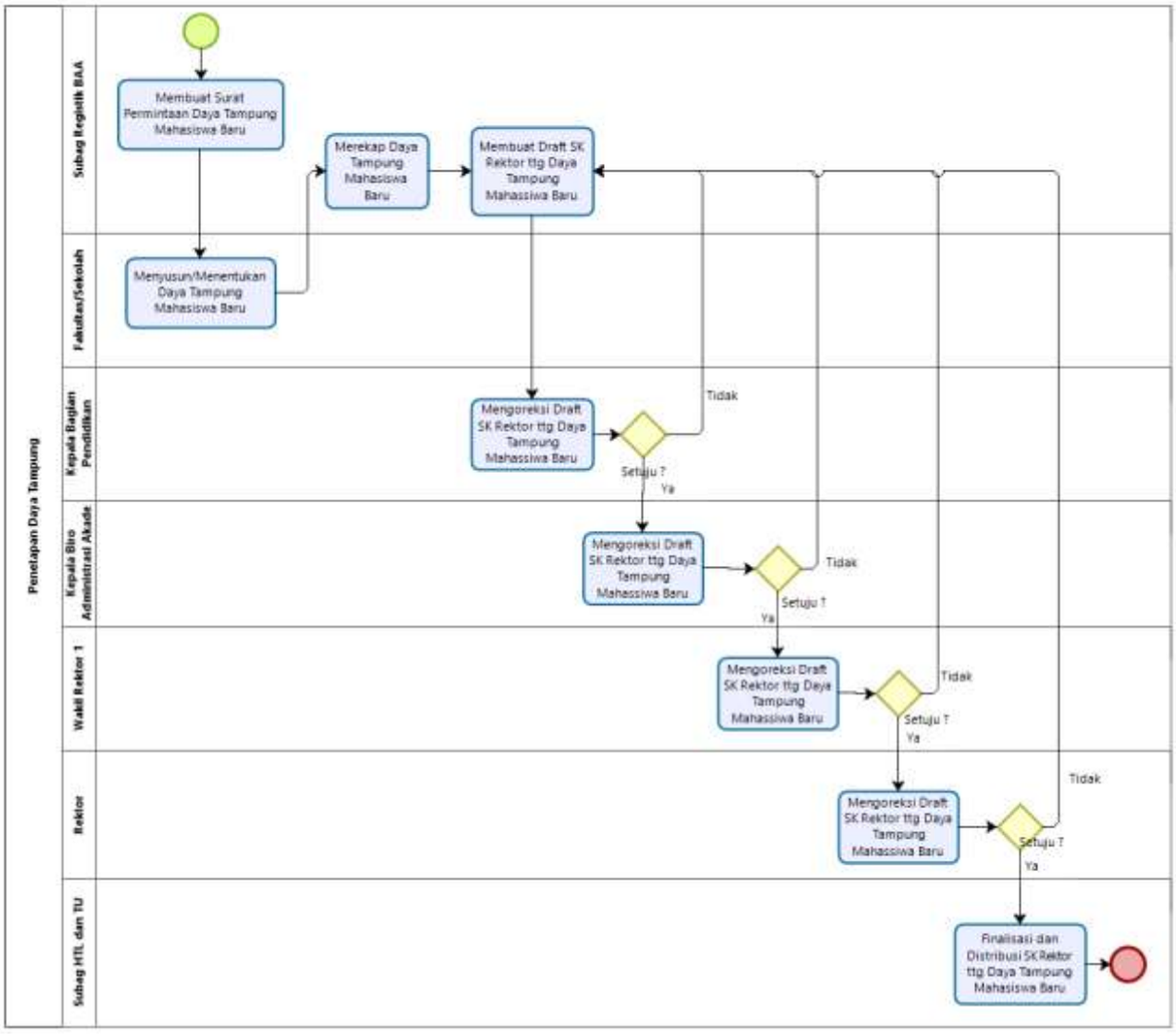
5.1.1.2.2 Penggantian KTM Pindah



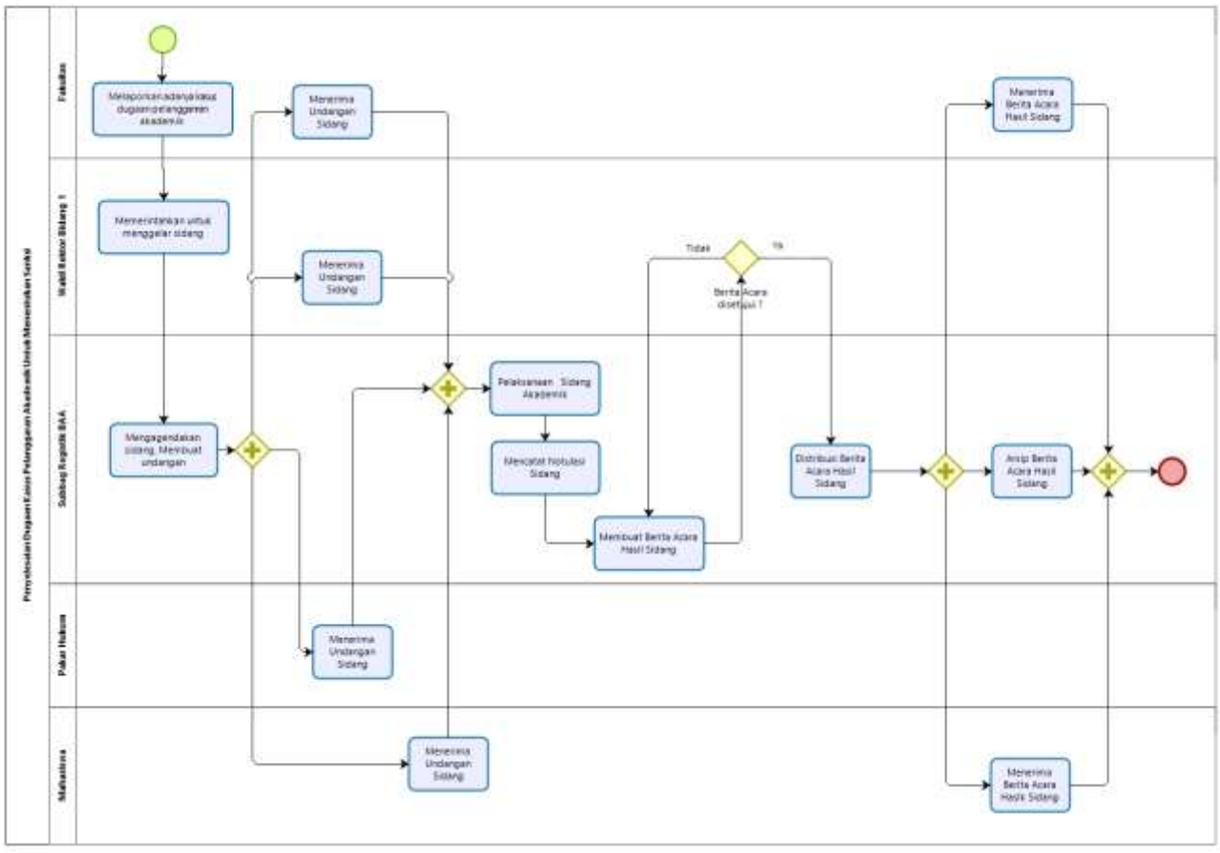
5.1.1.2.3 Penggantian KTM Rusak



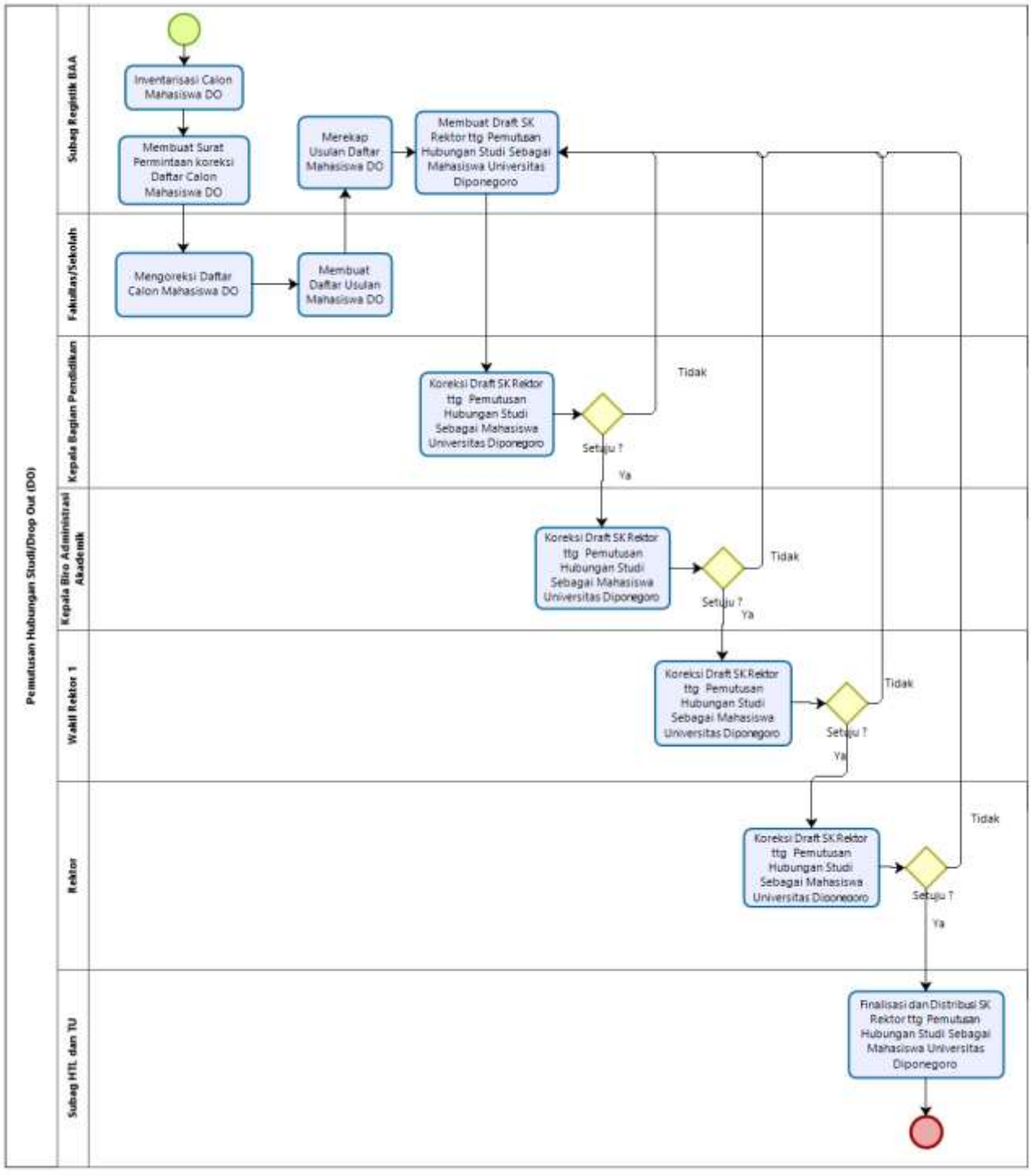
5.1.1.3 Penetapan Daya Tampung Mahasiswa Baru



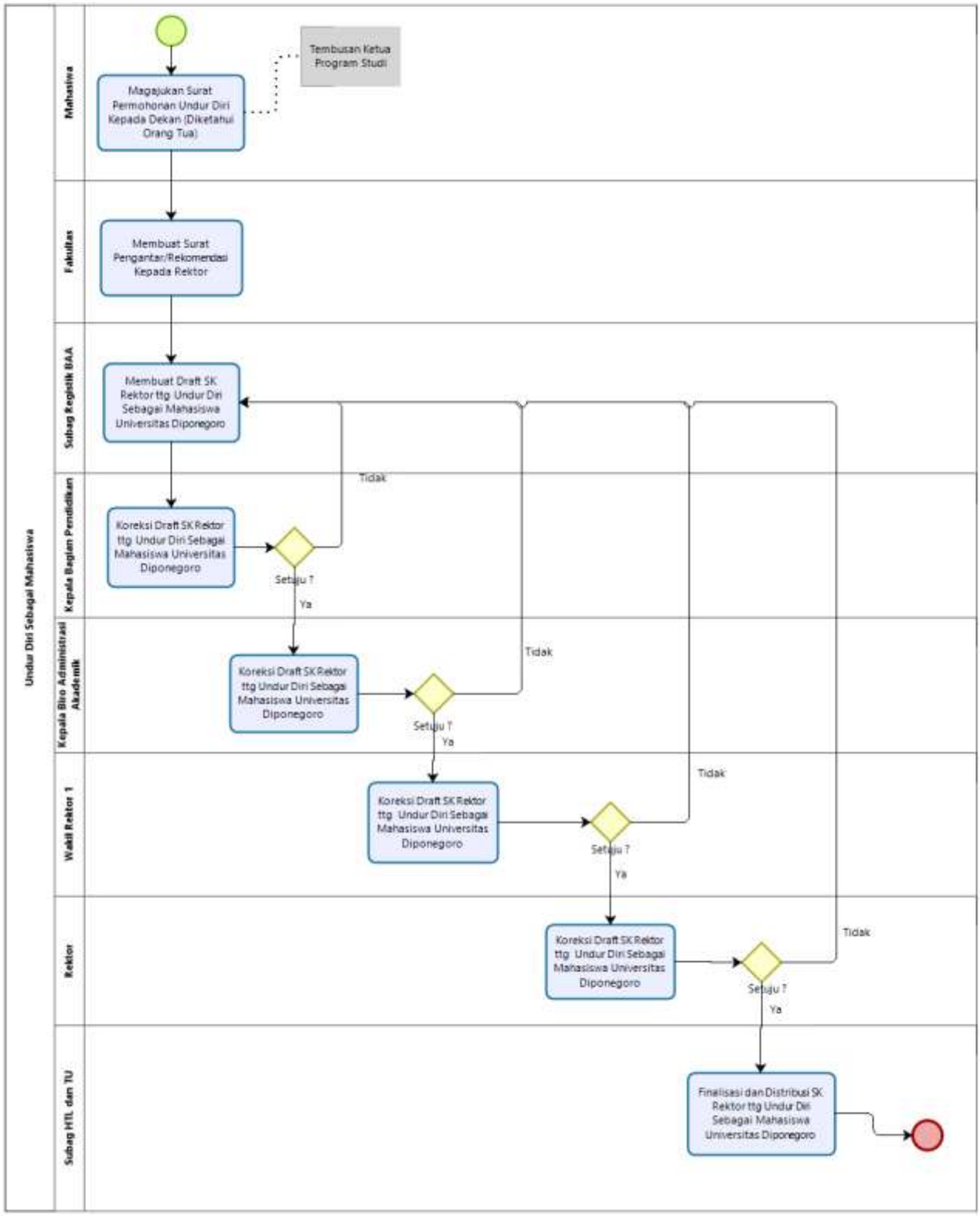
5.1.1.4 Penyelesaian Dugaan Kasus Pelanggaran Akademik



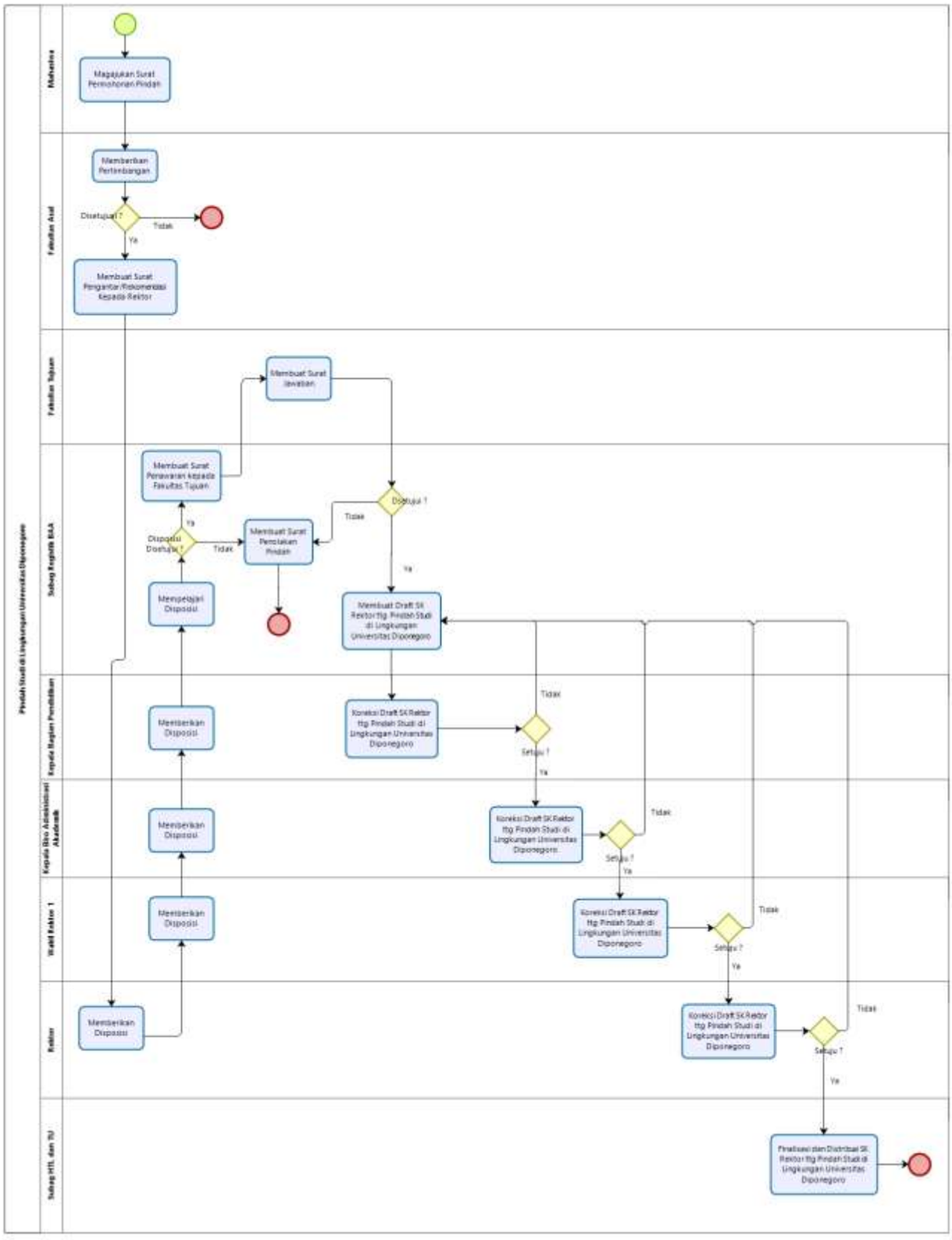
5.1.1.5 Pemutusan Hubungan Studi



5.1.1.6 Undur Diri Sebagai Mahasiswa



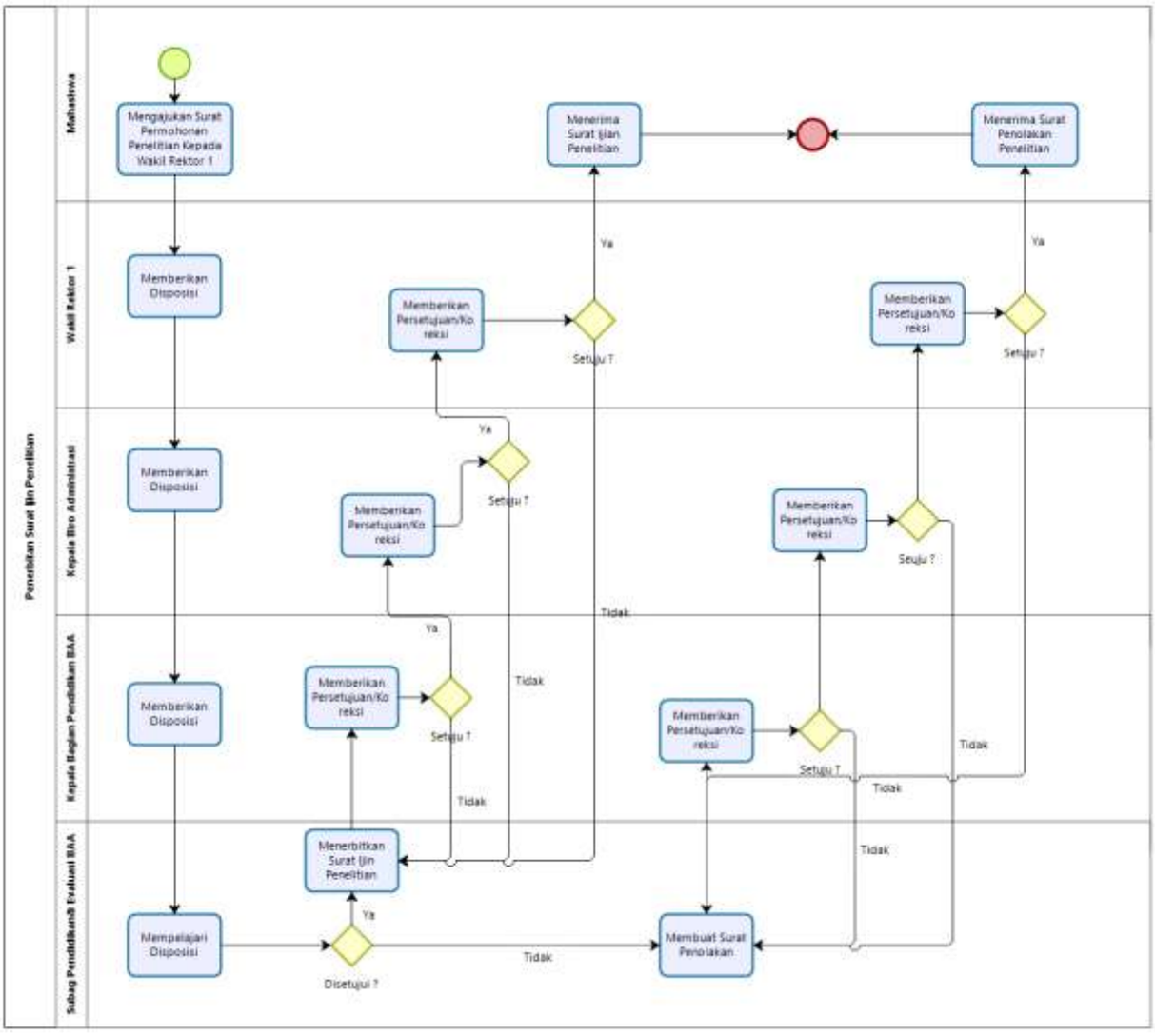
5.1.1.7 Pindah Studi di Undip



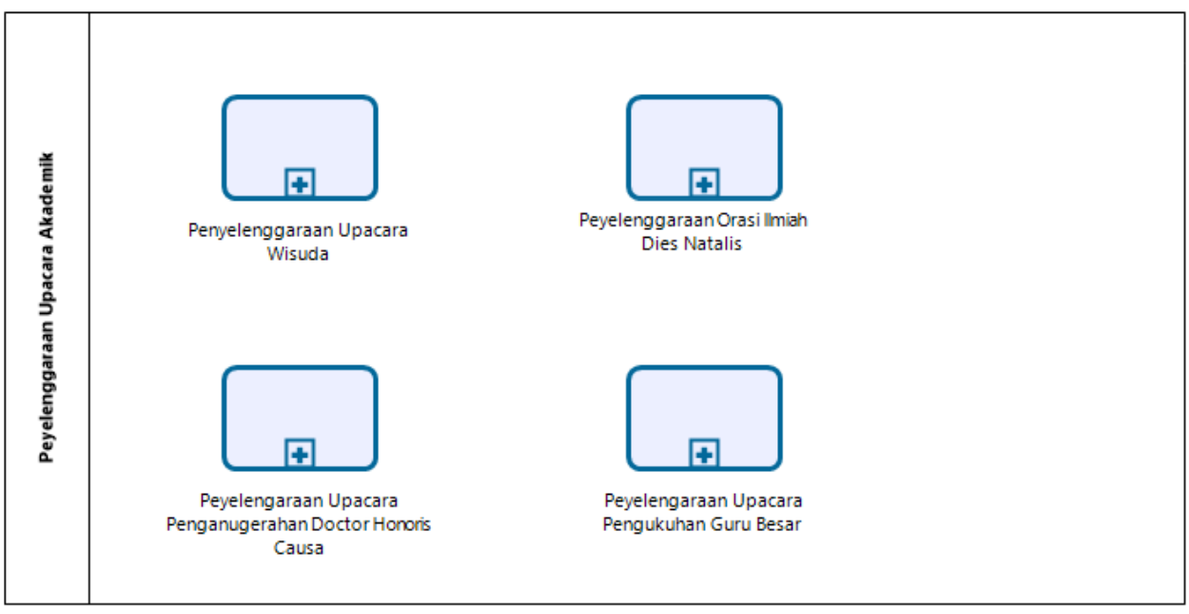
5.1.2 Layanan Pendidikan dan Evaluasi

5.1.2.1 Layanan Administrasi Kegiatan Pendidikan

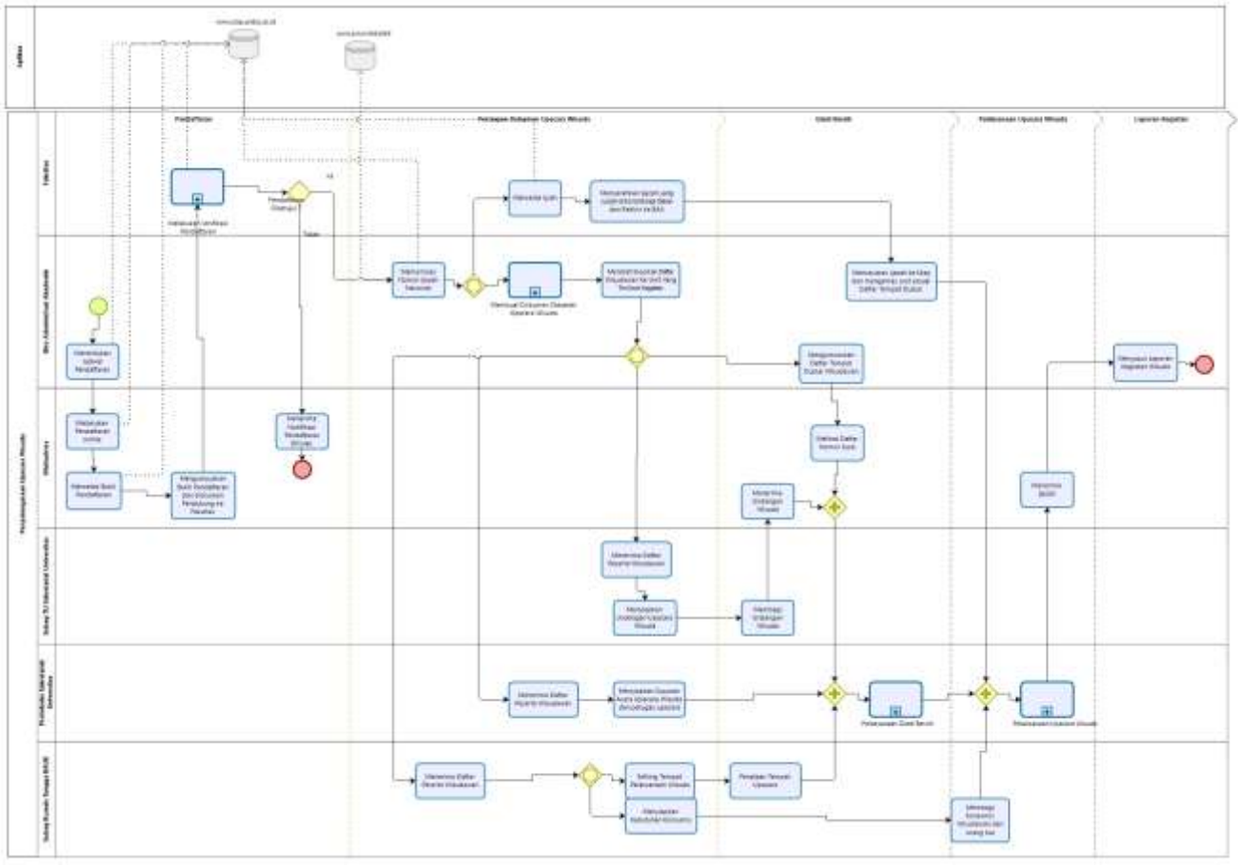
5.1.2.1.1 Layanan Surat Ijin Penelitian



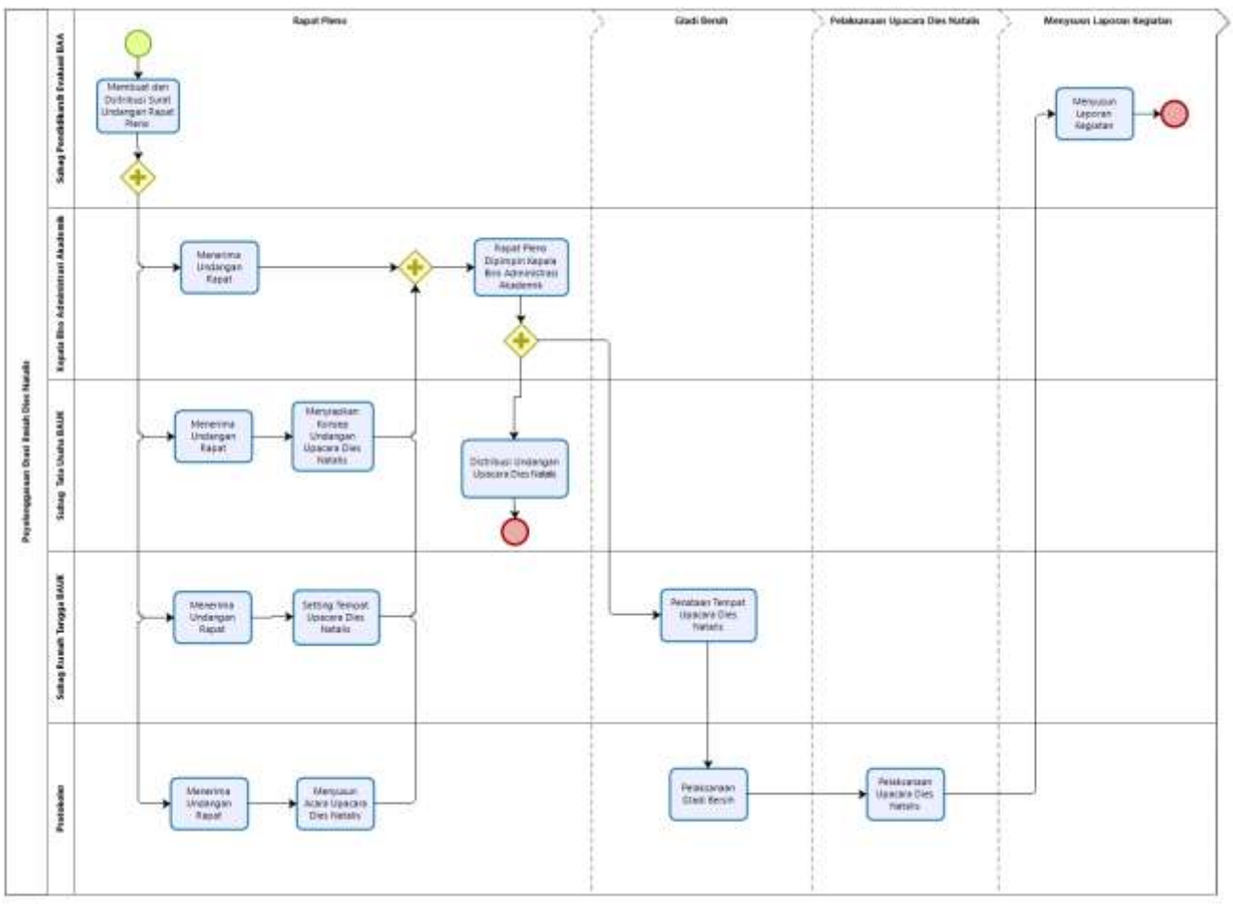
5.1.2.2 Layanan Upacara Akademik



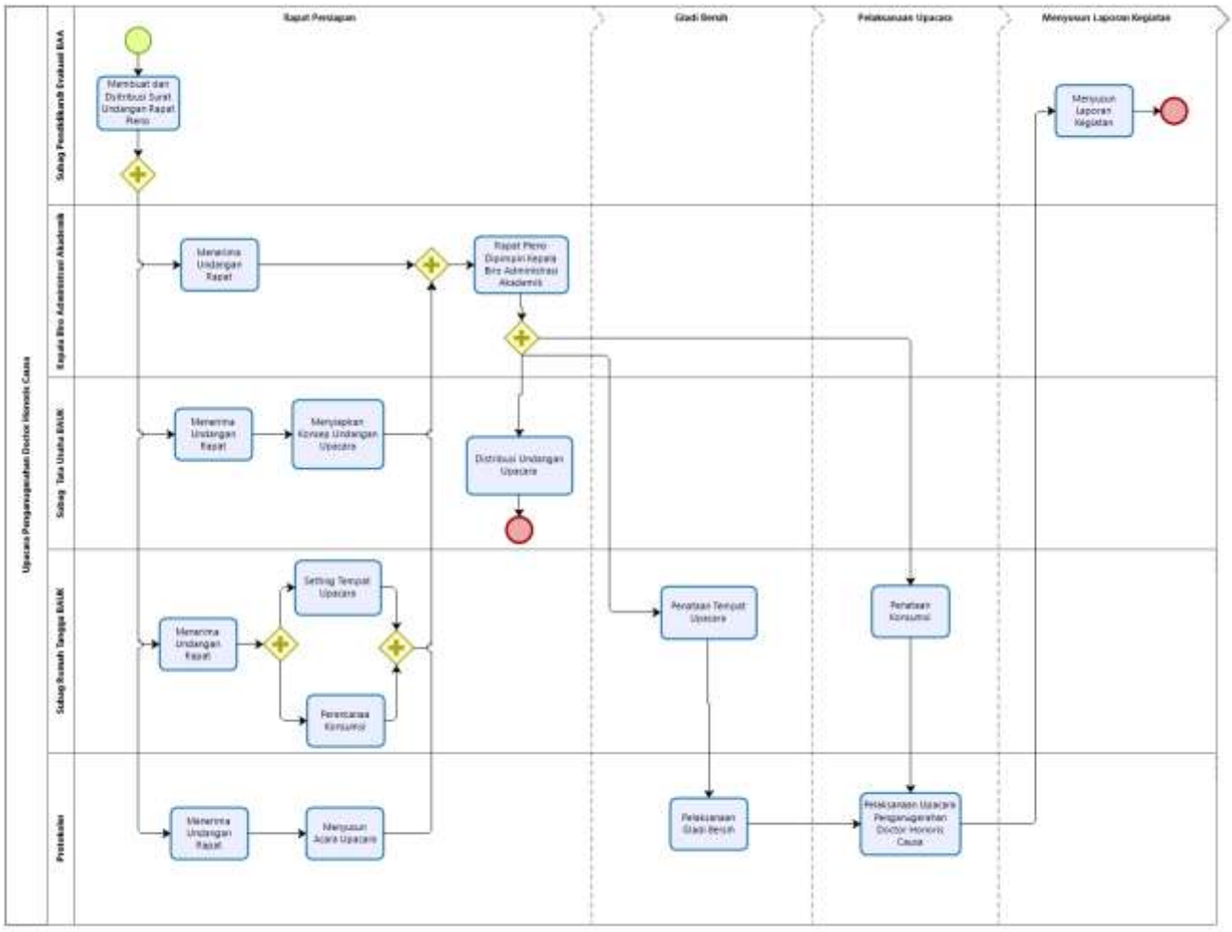
5.1.2.2.1 Penyelenggaraan Upacara Wisuda



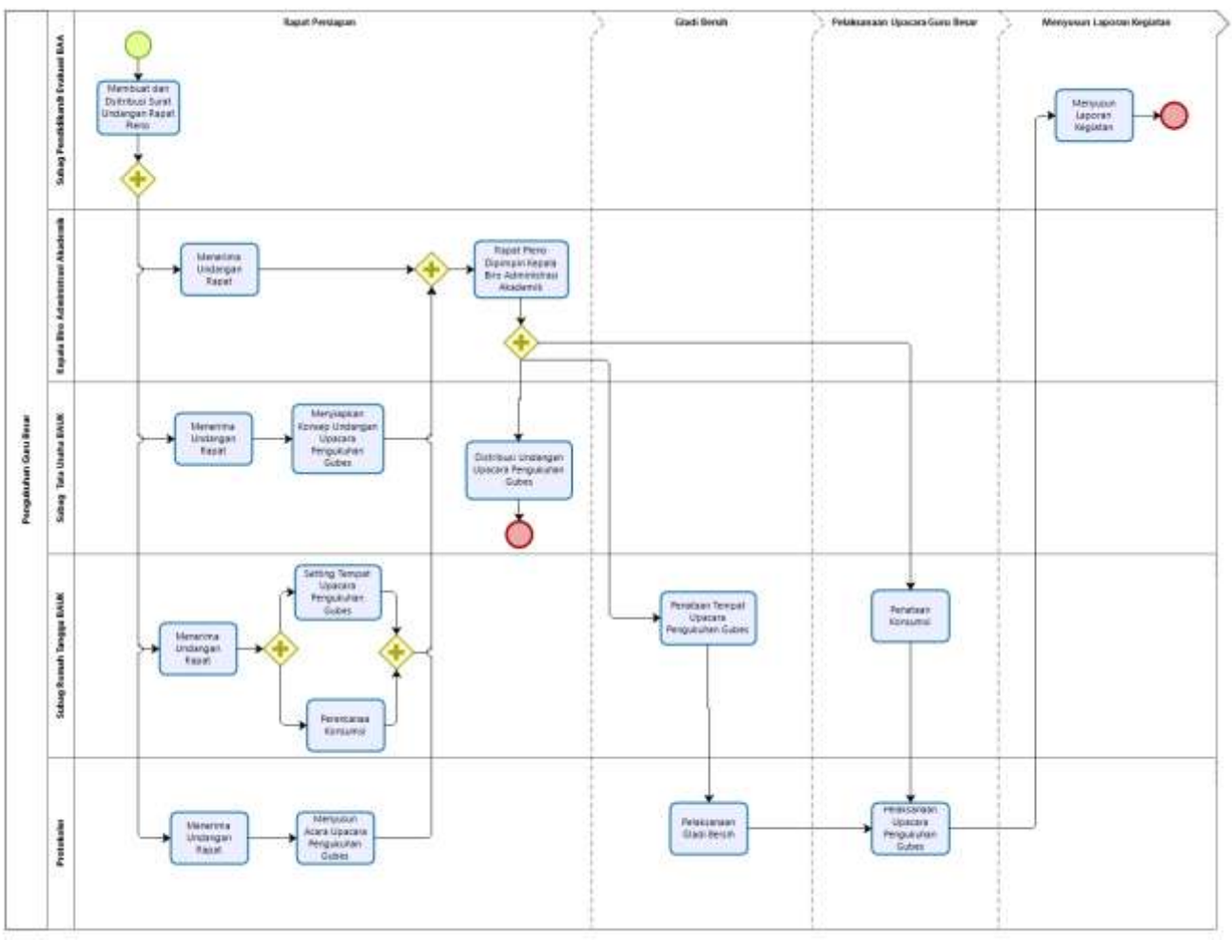
5.1.2.2.2 Penyelenggaraan Orasi Ilmiah Dies Natalis



5.1.2.2.3 Penyelenggaraan Doctor Honoris Causa

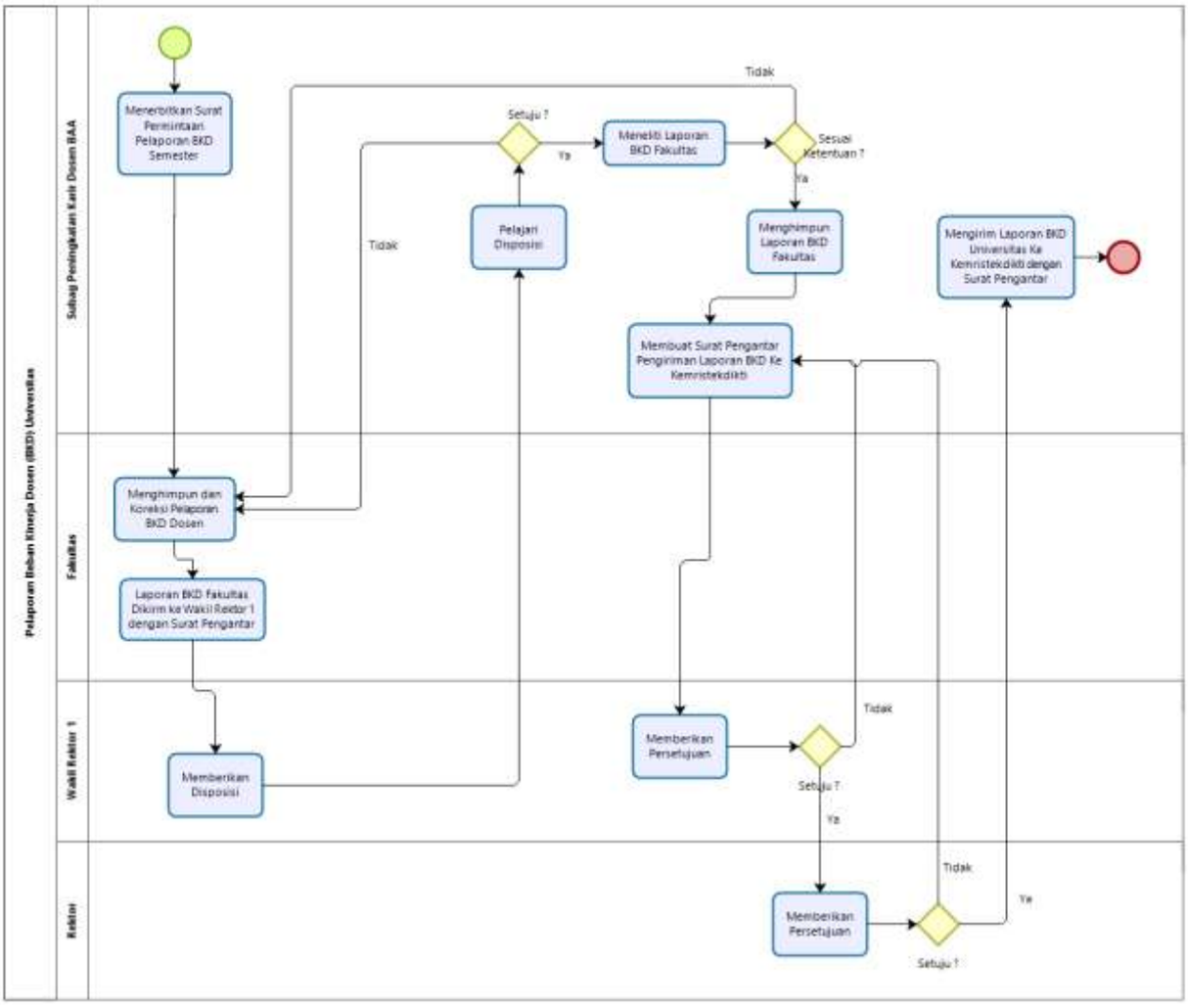


5.1.2.2.4 Penyelenggaraan Upacara Pengukuhan Guru Besar

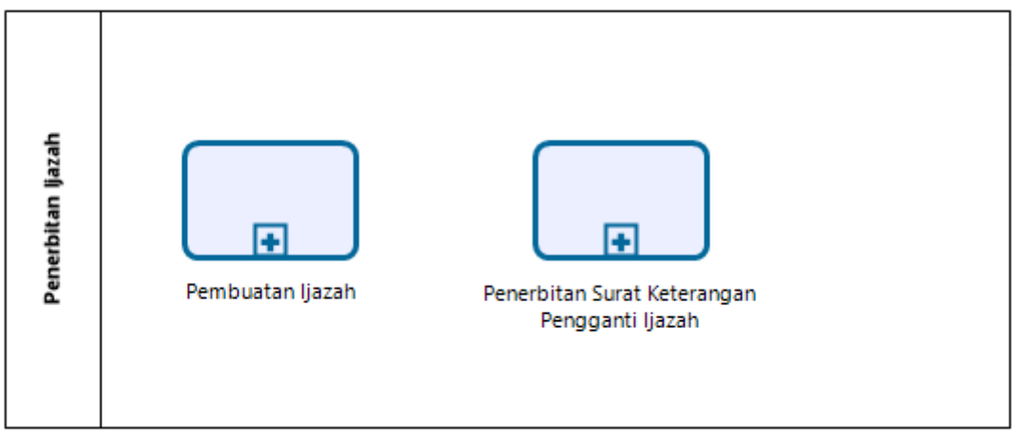


5.1.3 Layanan Pengembangan Karir Dosen

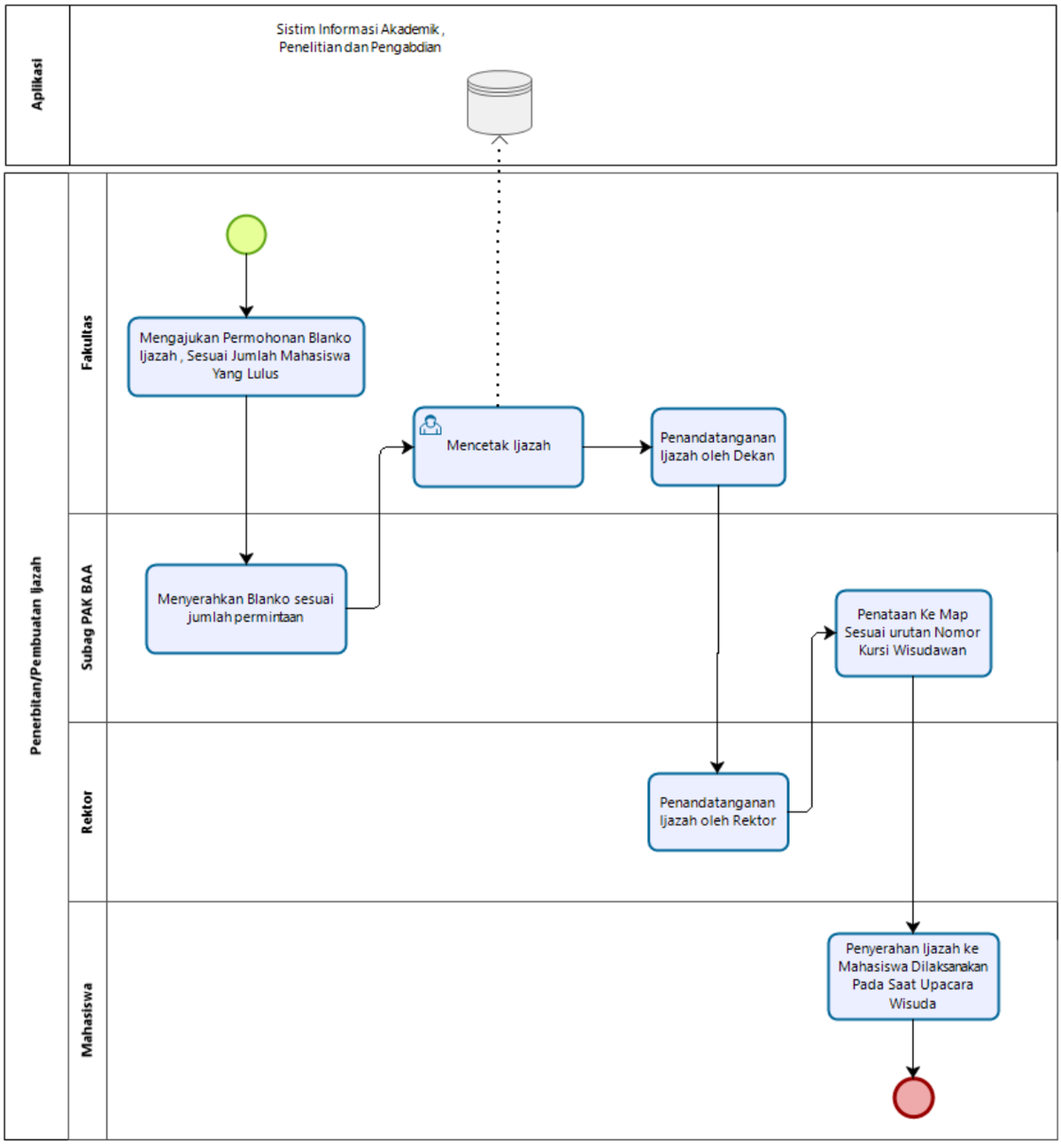
5.1.3.1 Pelaporan Beban Kinerja Dosen



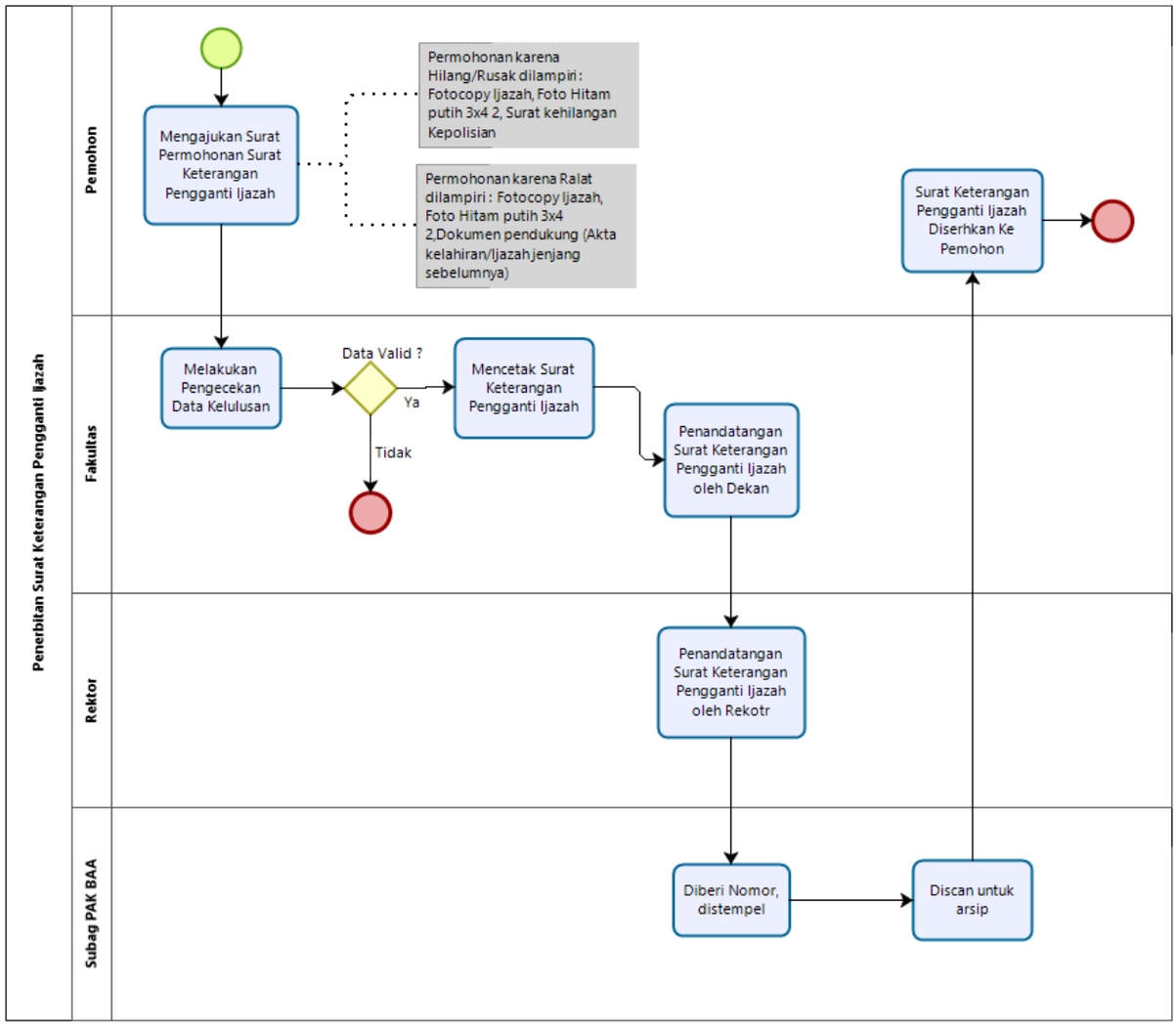
5.1.3.2 Penerbitan ijazah



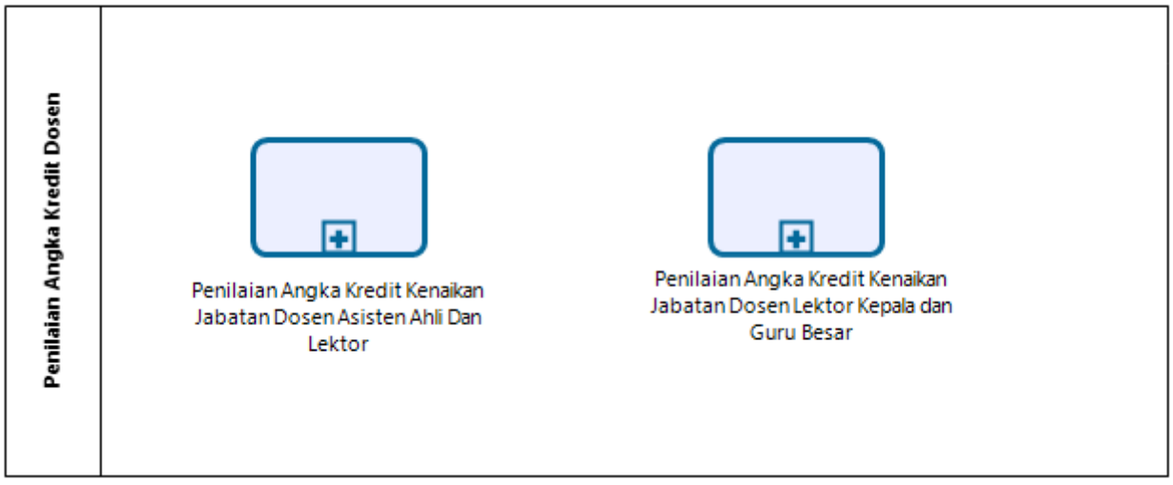
5.1.3.2.1 Pembuatan Ijazah



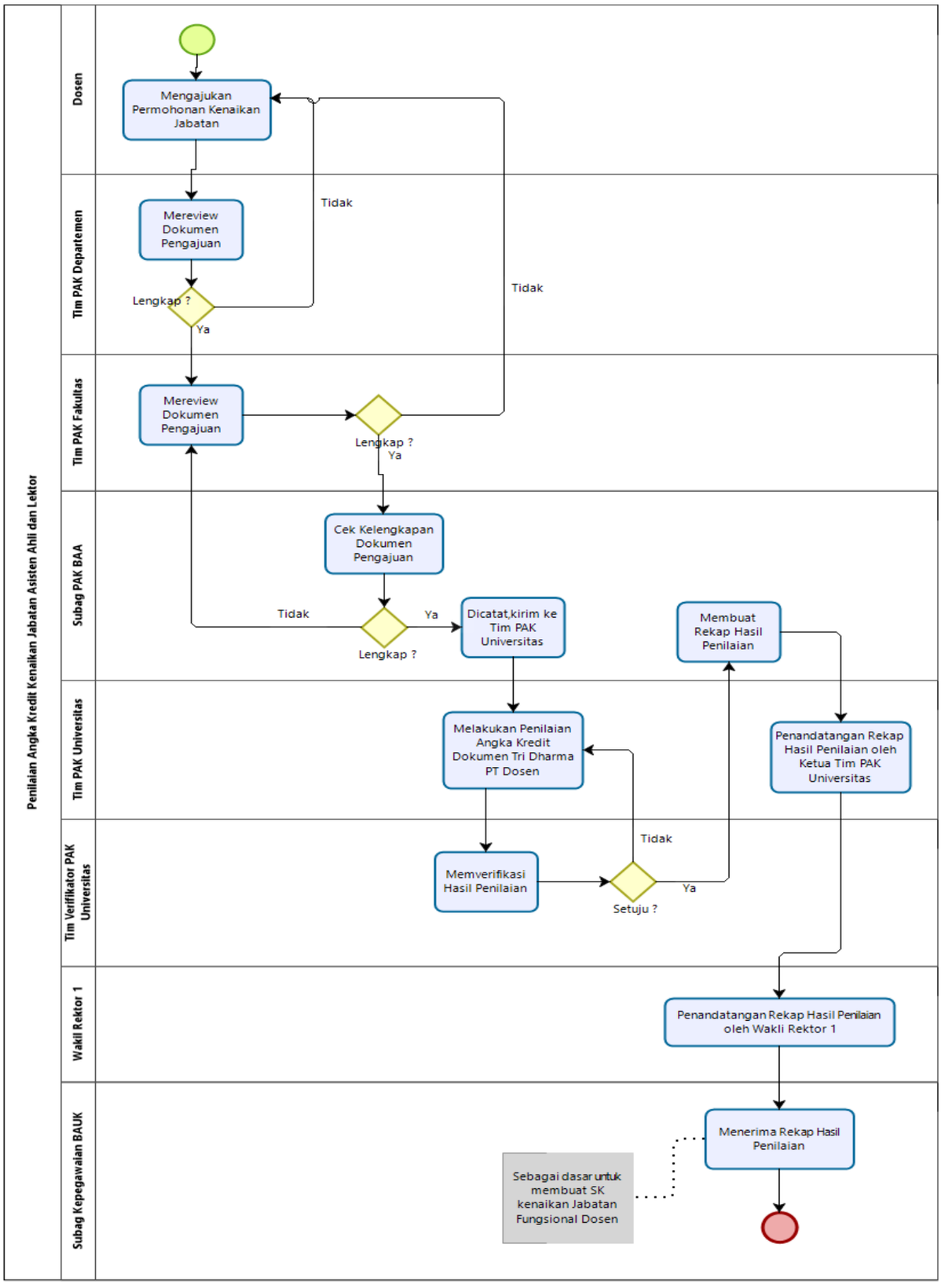
5.1.3.2.2 Penerbitan Surat Keterangan Pengganti Ijazah



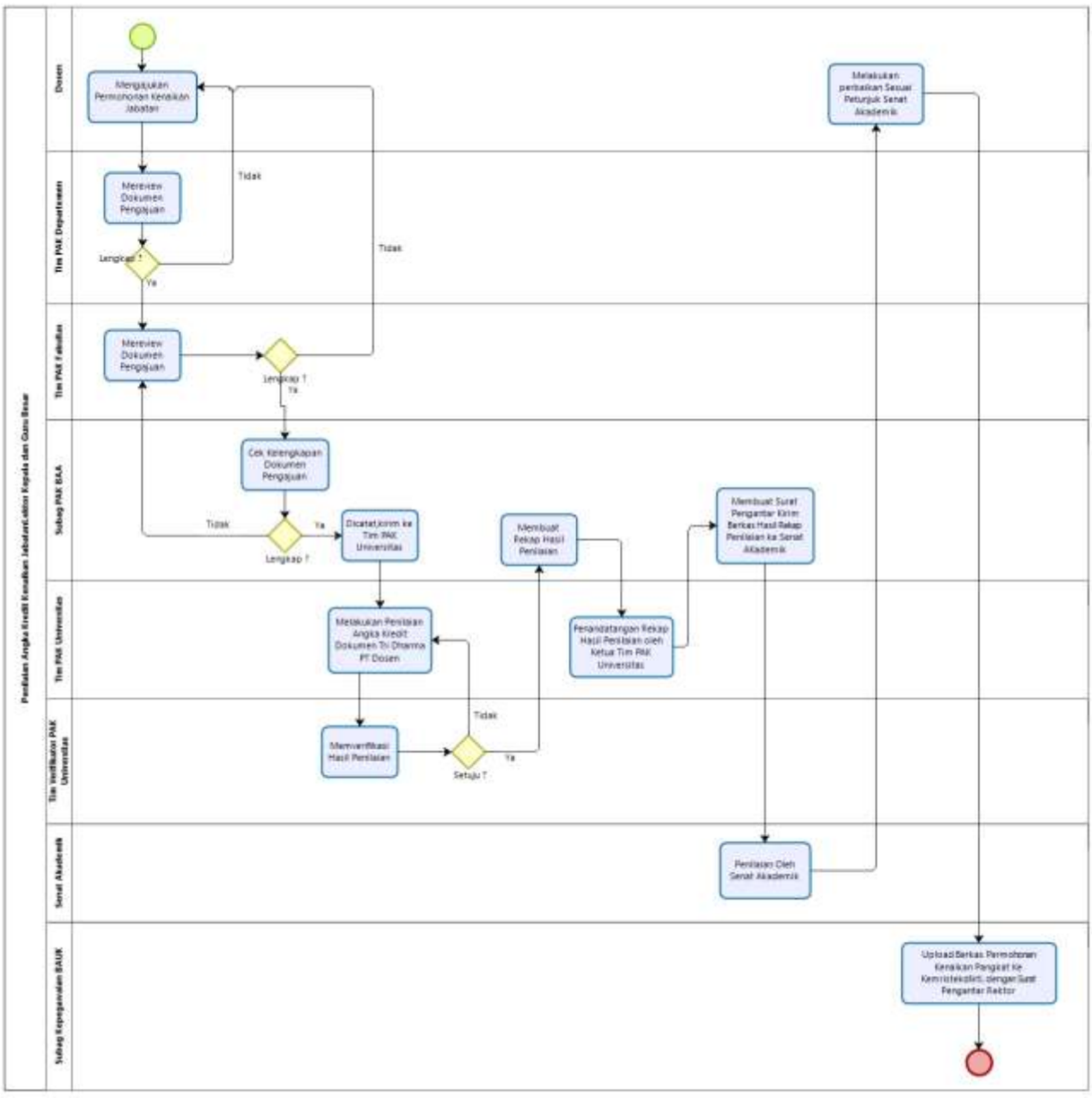
5.1.3.3 Penilaian angka kredit dosen



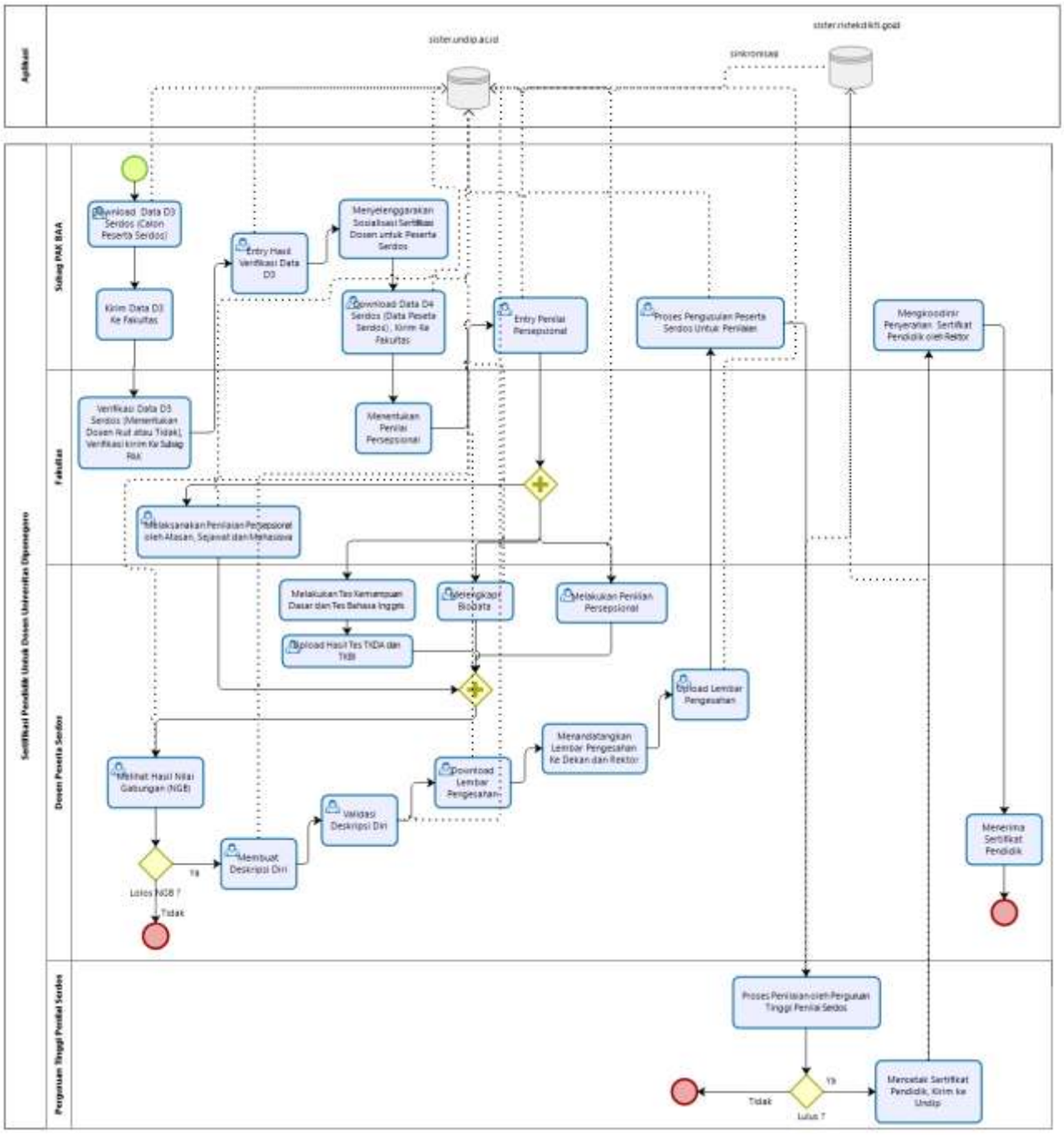
5.1.3.3.1 Penilaian Angka Kredit Kenaikan Jabatan Dosen Asisten Ahli dan Lektor



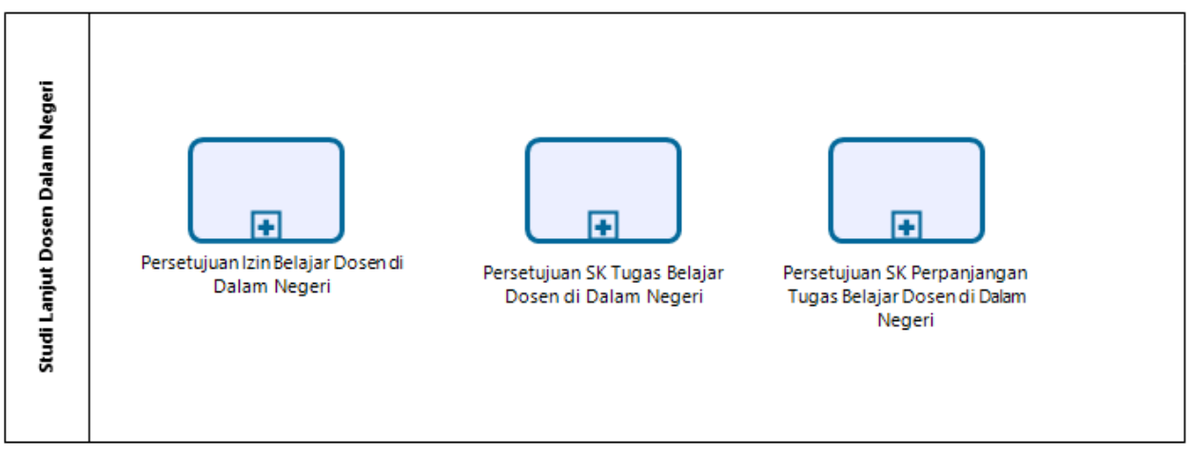
5.1.3.3.2 Penilaian Angka Kredit Kenaikan Jabatan Dosen Lektor Kepala dan Guru Besar



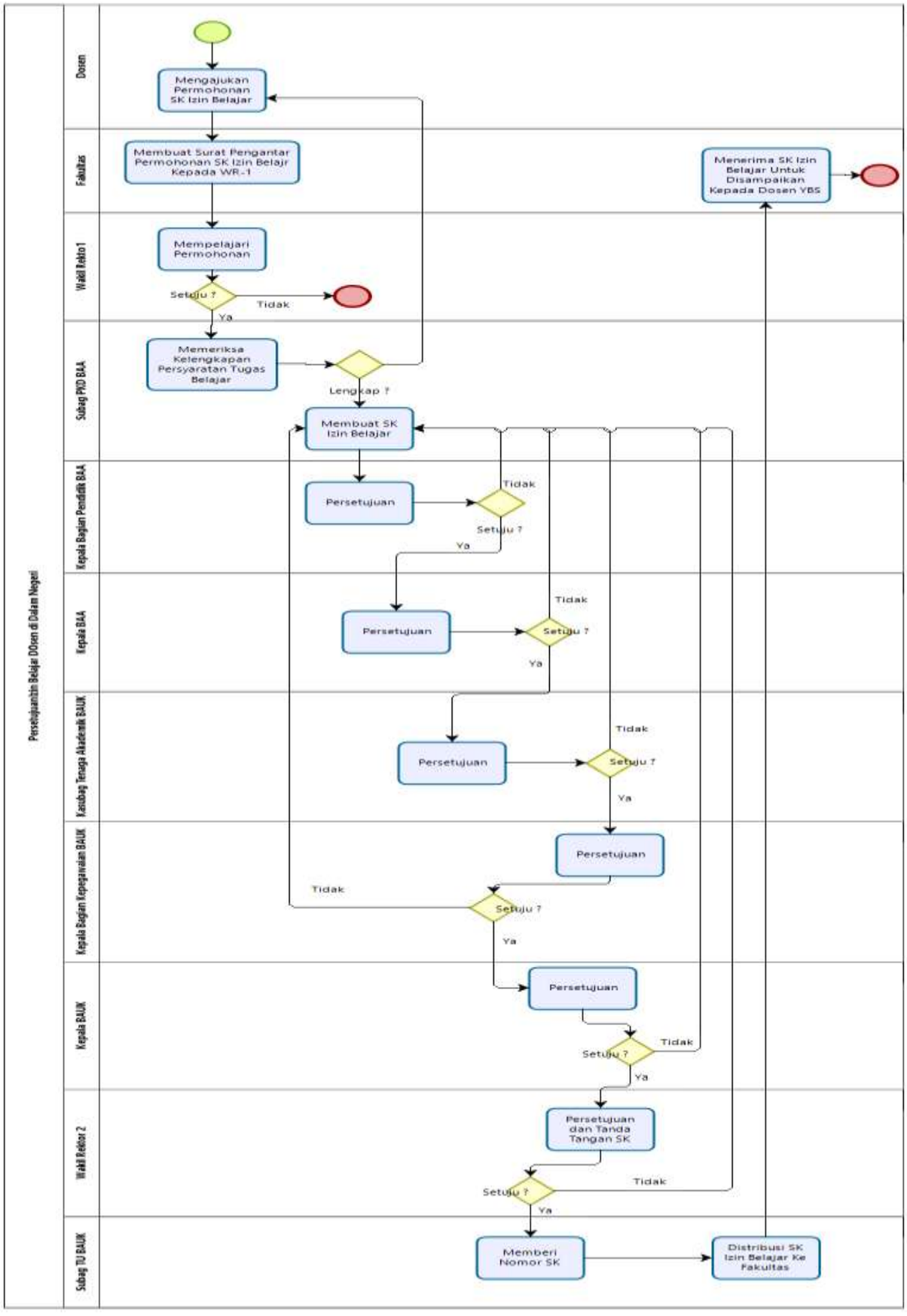
5.1.3.4 Sertifikasi Pendidik untuk Dosen Universitas Diponegoro



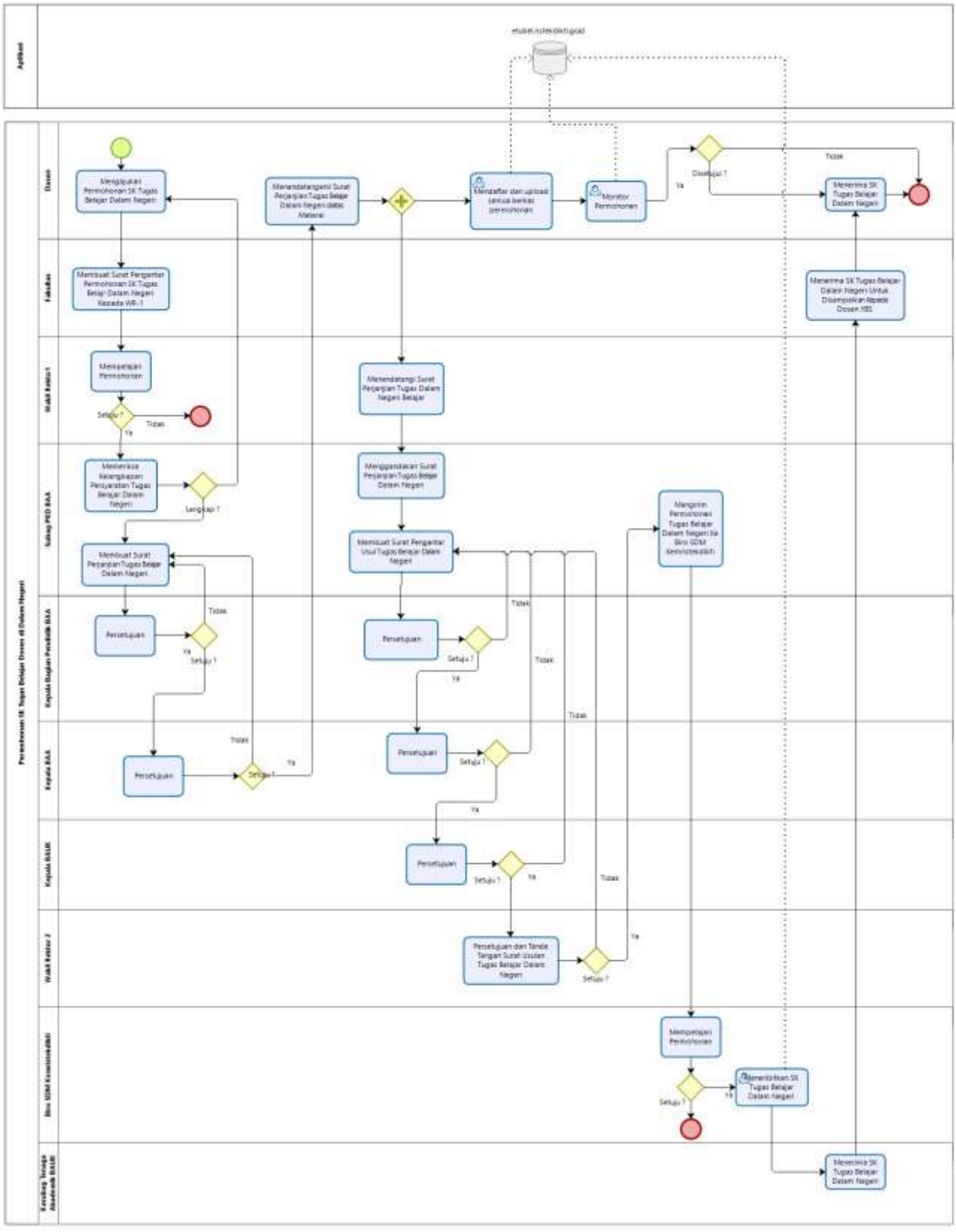
5.1.3.5 Studi Lanjut Dosen Dalam Negeri



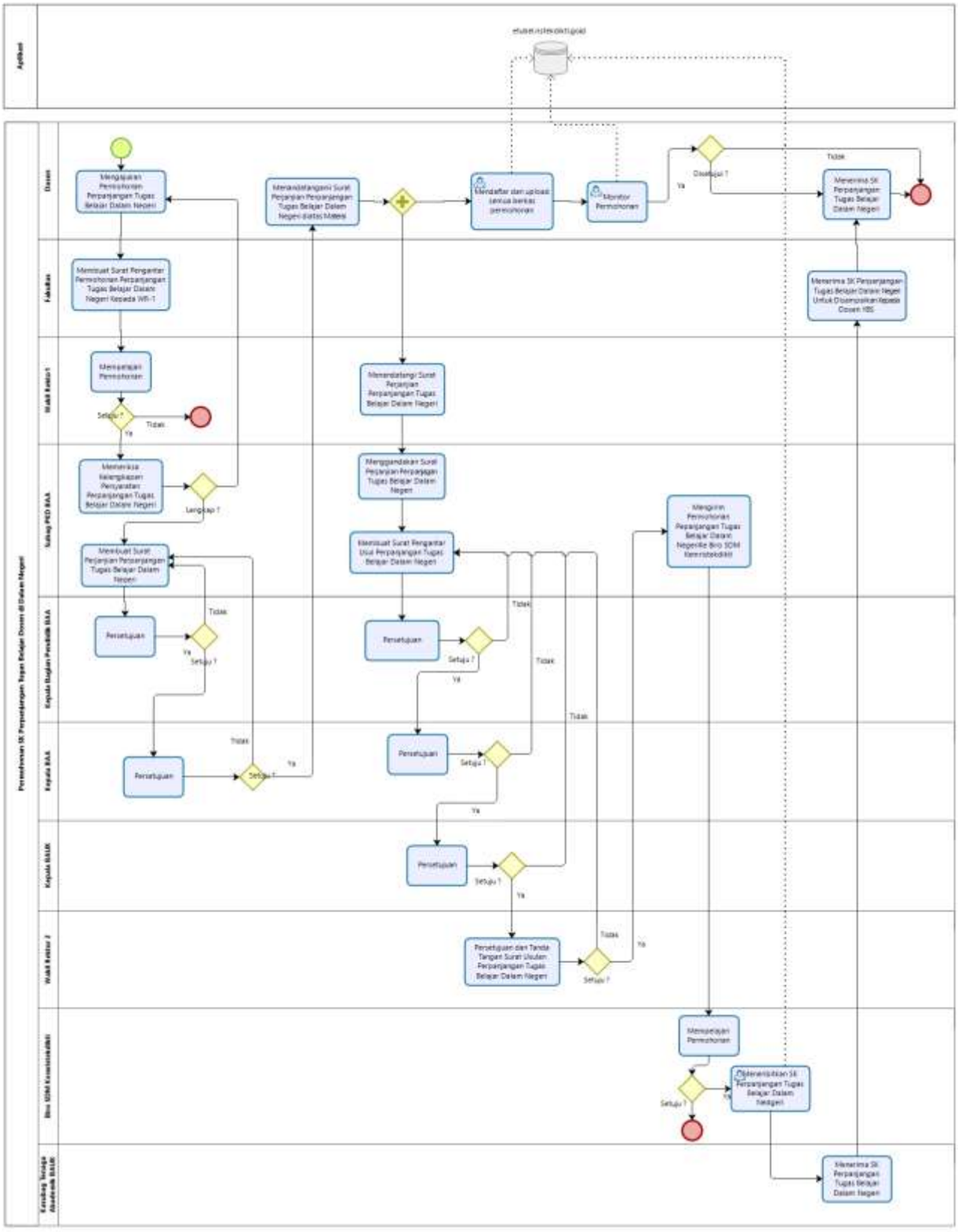
5.1.3.5.1 Persetujuan Izin Belajar Dosen di Dalam Negeri



5.1.3.5.2 Persetujuan SK Tugas Belajar Dosen di Dalam Negeri



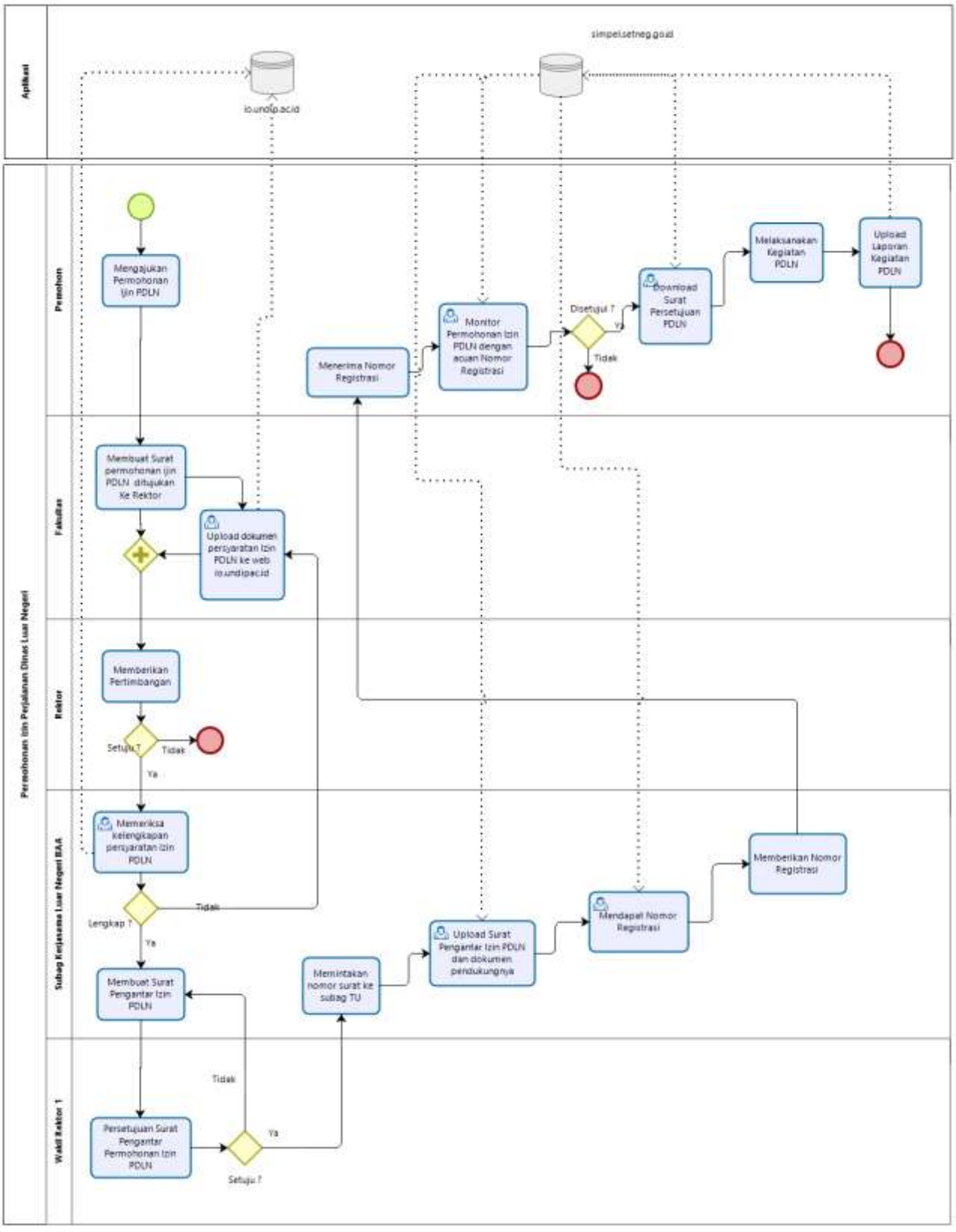
5.1.3.5.3 Persetujuan SK Perpanjangan Tugas Belajr Dosen di Dalam Negeri



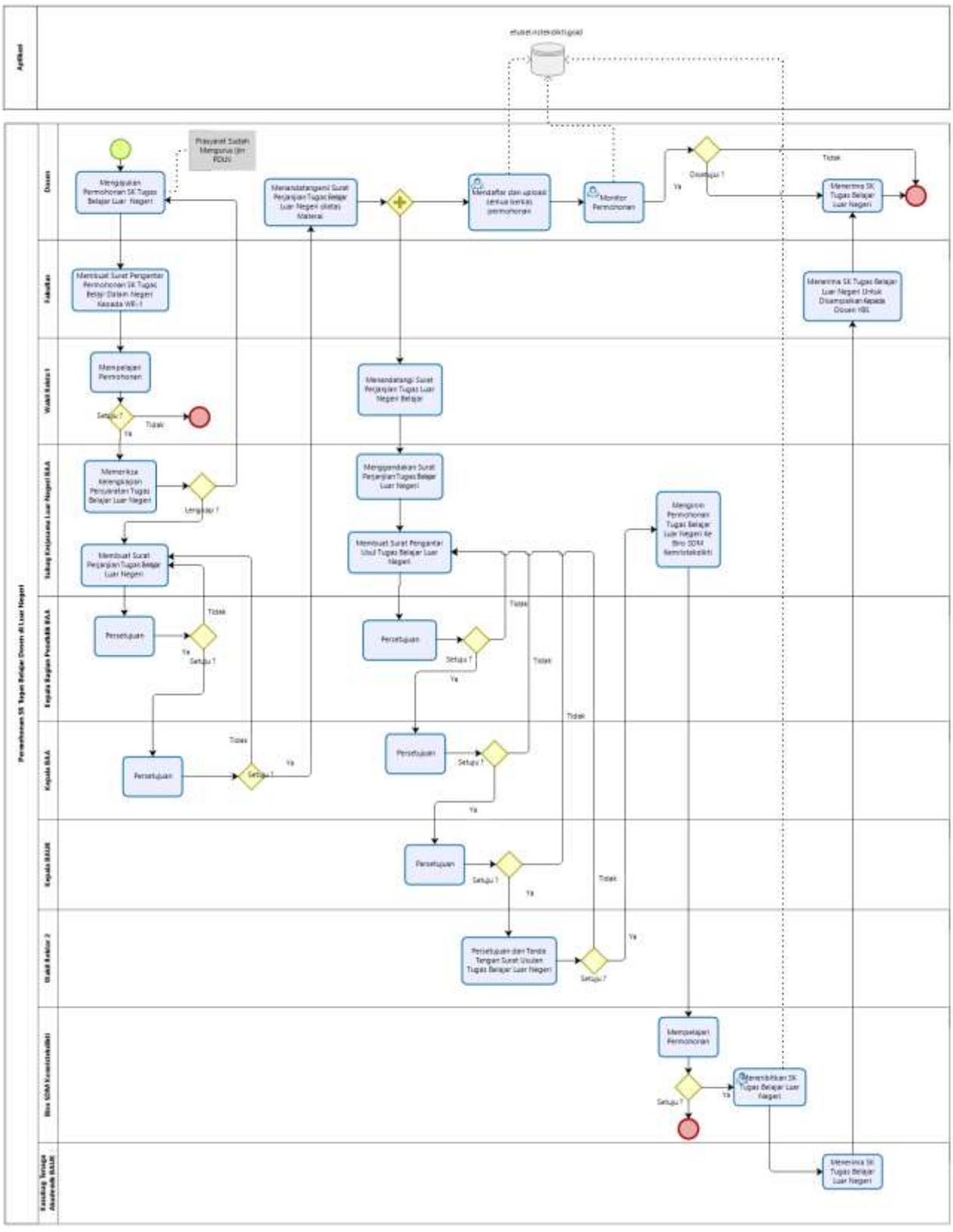
5.2 Layanan Kerjasama

5.2.1 Layanan Luar Negeri

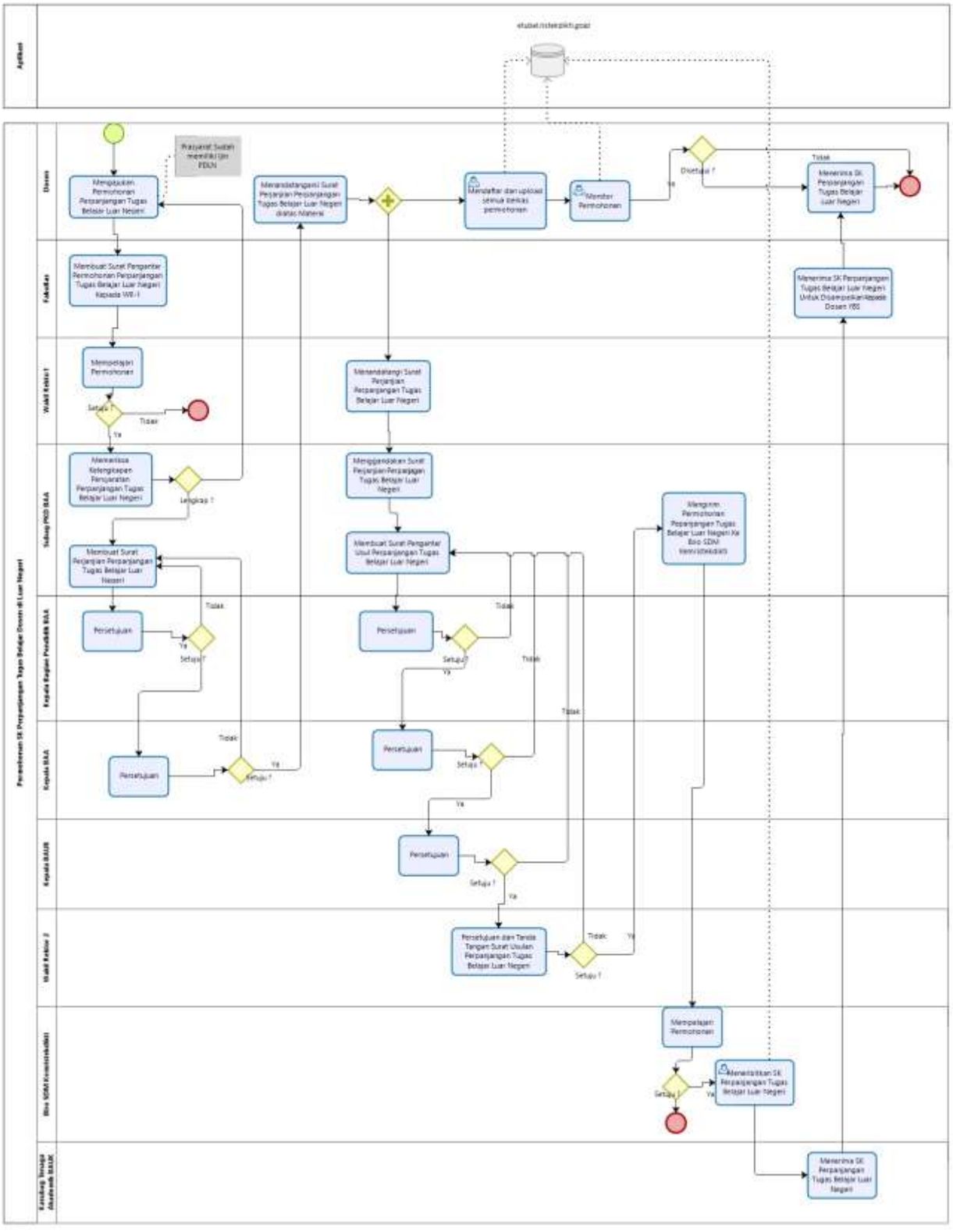
5.2.1.1 Permohonan Ijin Perjalanan Dinas Luar Negeri



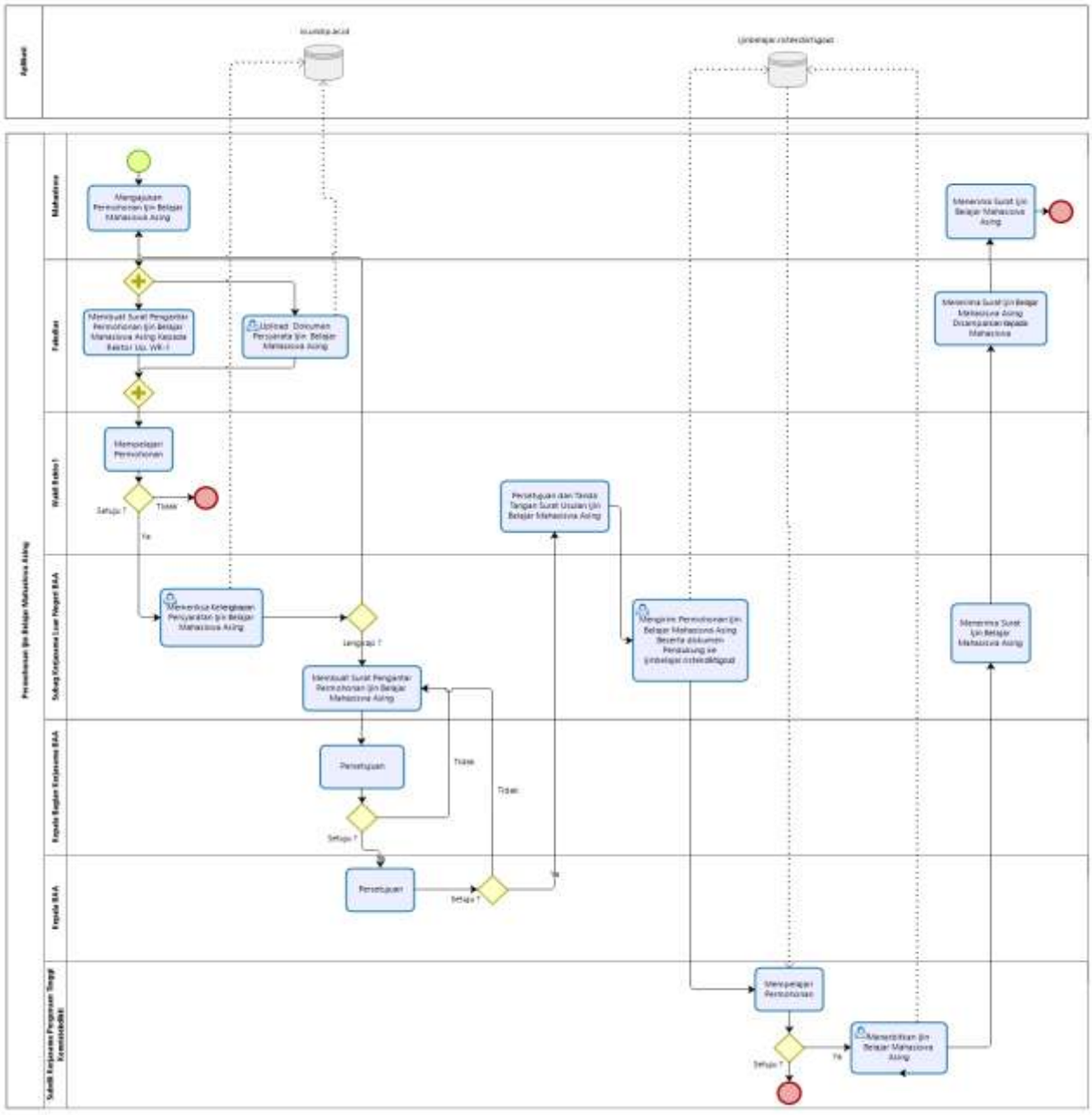
5.2.1.2 Permohonan Ijin Tugas Belajar Luar Negeri



5.2.1.3 Permohonan Perpanjangan Ijin Tugas Belajar Luar Negeri

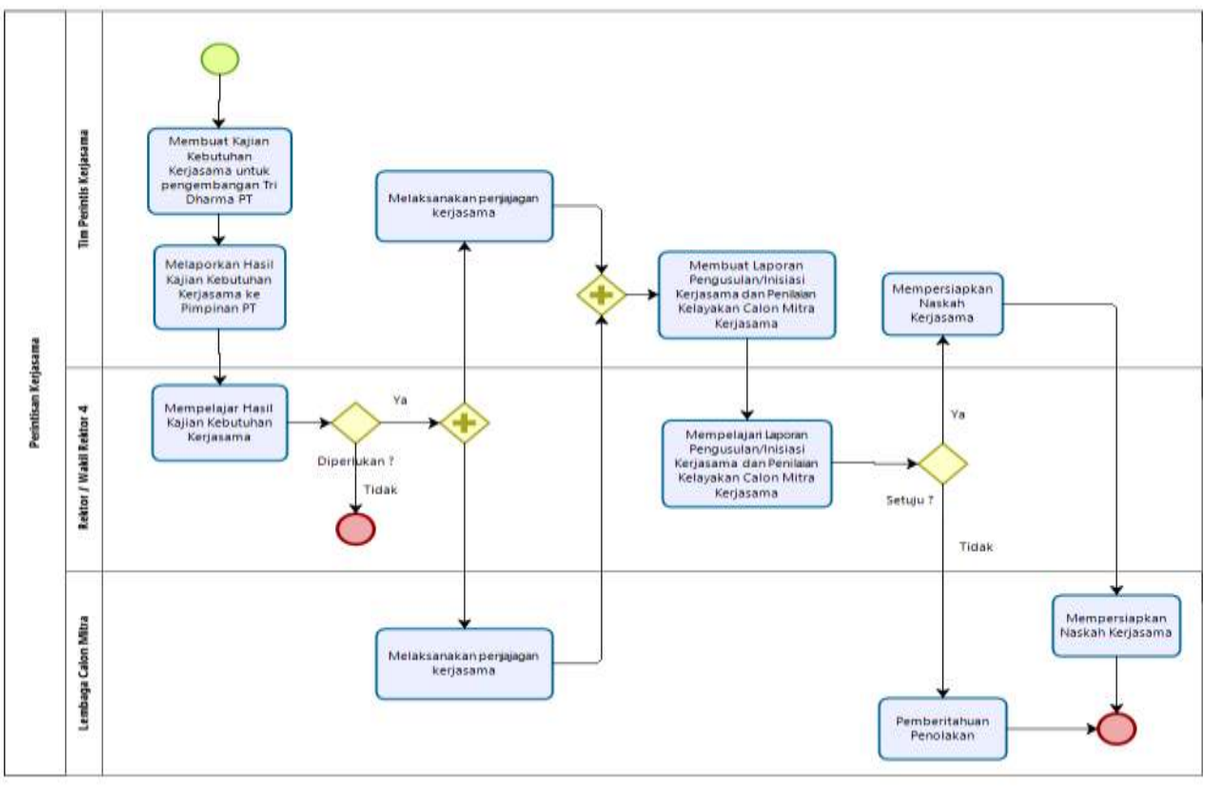


5.2.1.4 Permohonan Ijin Belajar Mahasiswa Asing

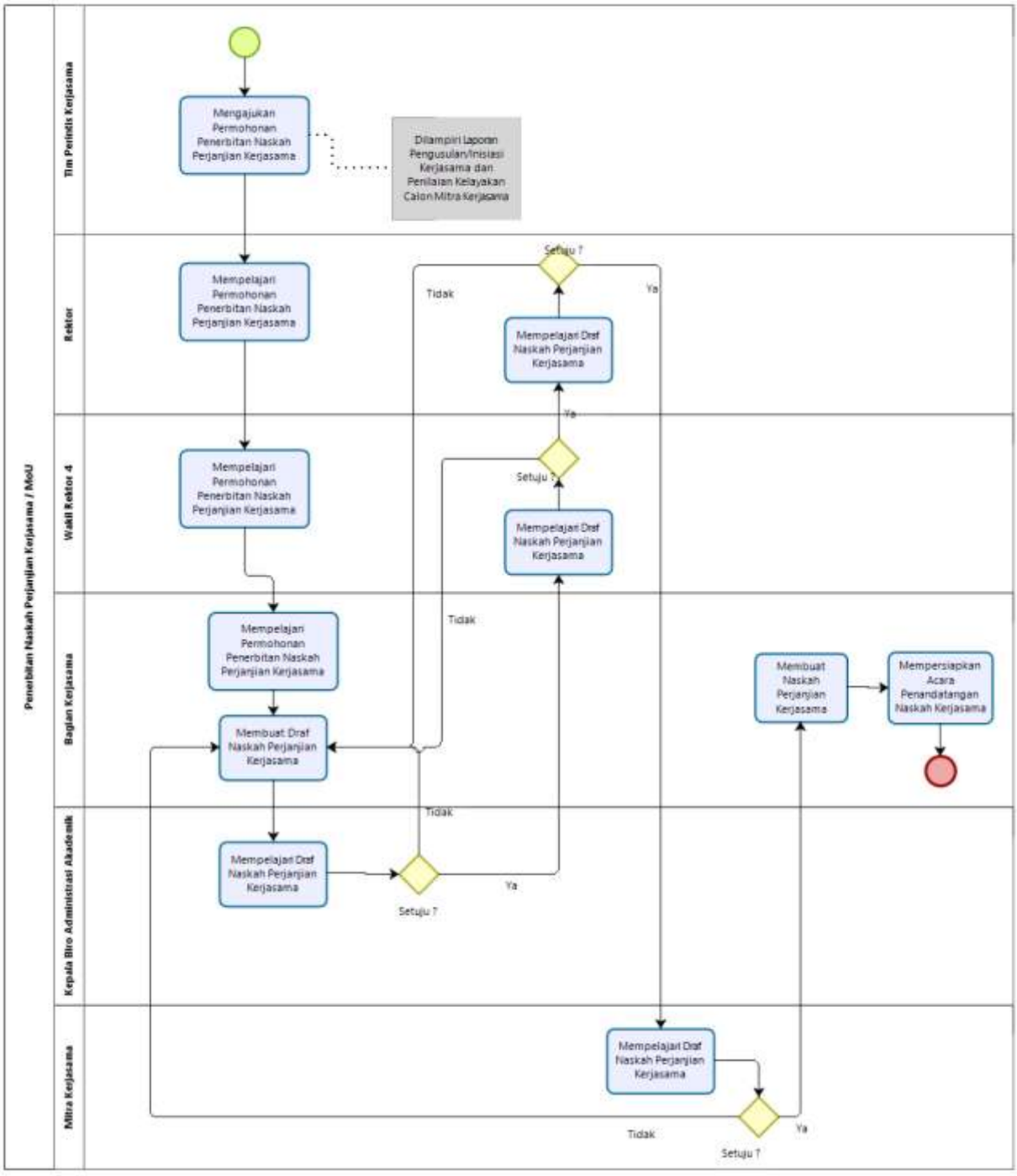


5.2.2 Layanan Kerjasama Dalam Negeri

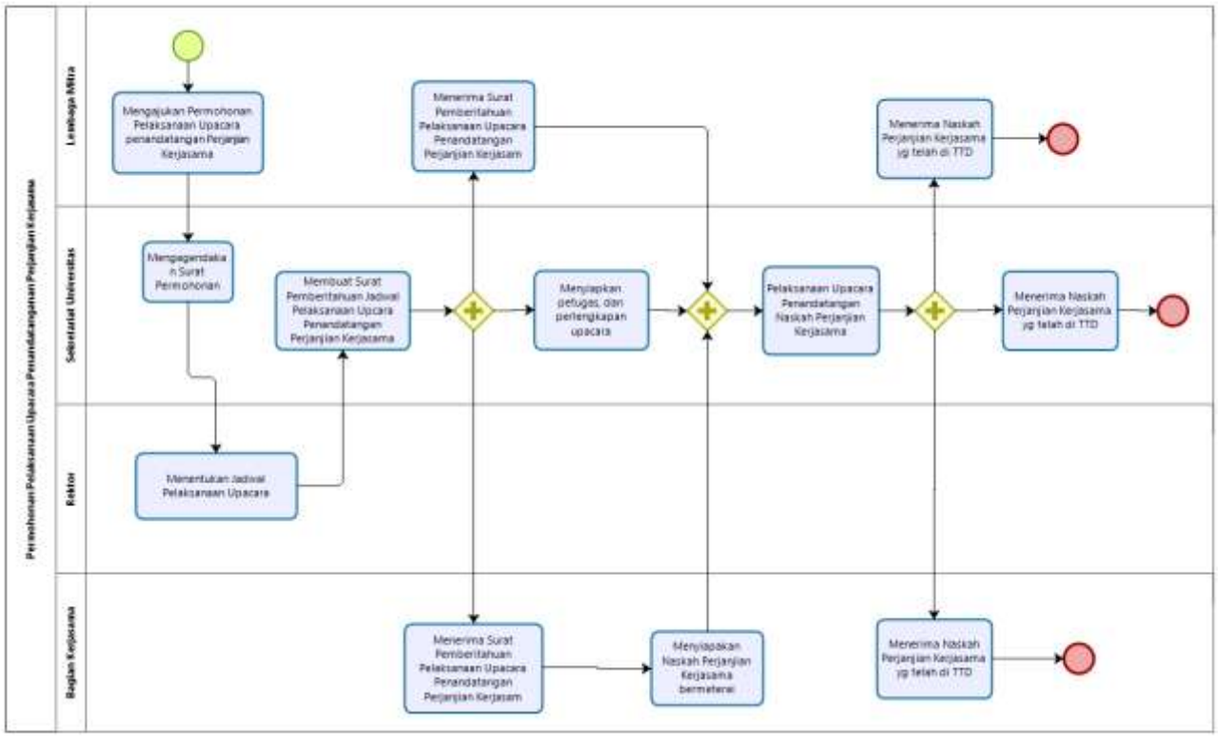
5.2.2.1 Perintisan Kerjasama



5.2.2.2 Penerbitan Naskah Perjanjian Kerjasama/Mou



5.2.2.3 Permohonan Pelaksanaan Upacara Penandatanganan Nota Kesepehaman/Perjanjian Kerjasama/Mou

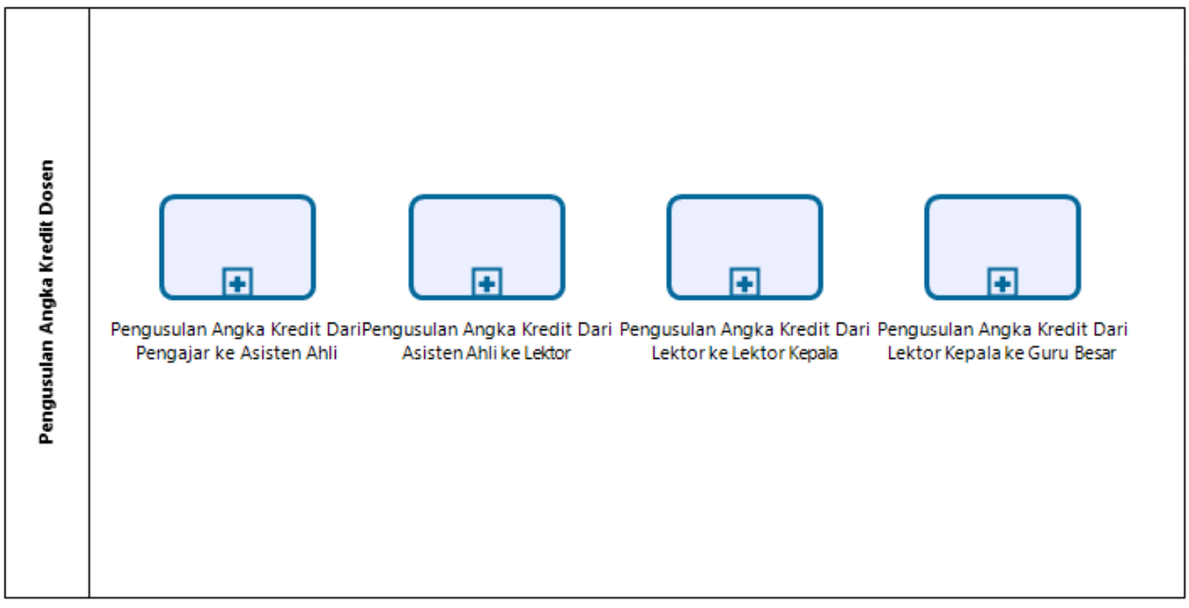


6. Layanan Umum dan Keuangan

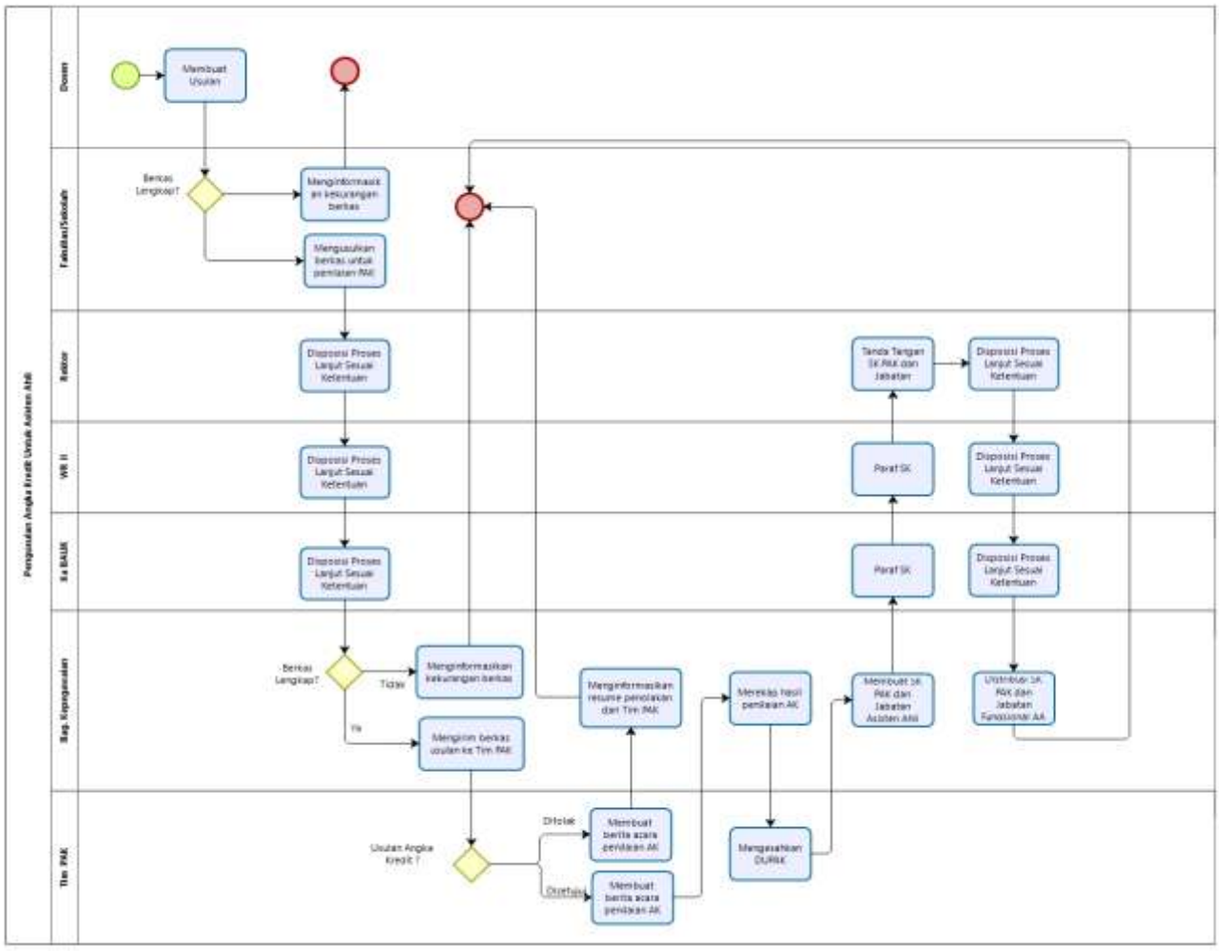
6.1 Layanan Kepegawaian

6.1.1 Layanan Tenaga Dosen

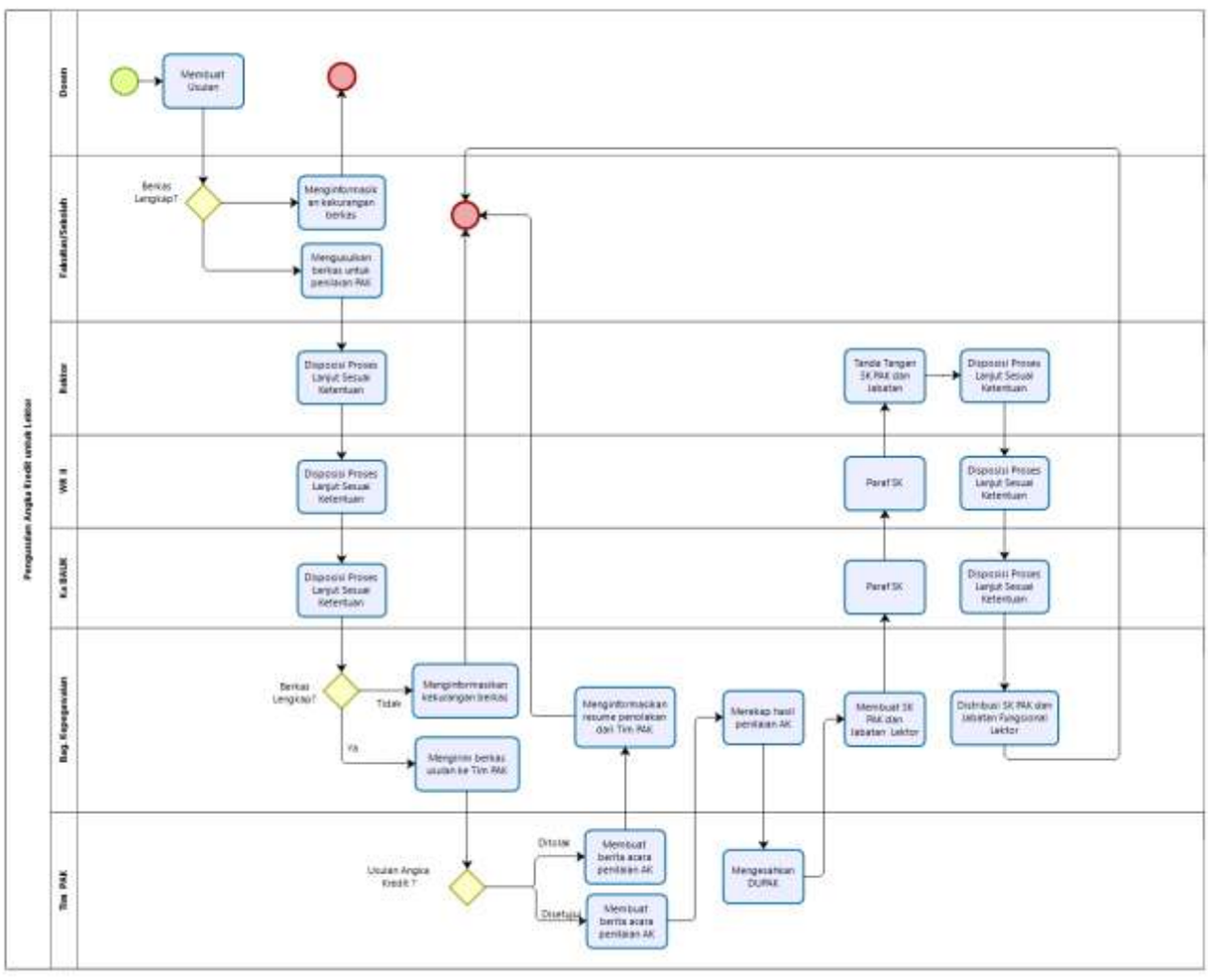
6.1.1.1 Pengusulan Angka Kredit Dosen



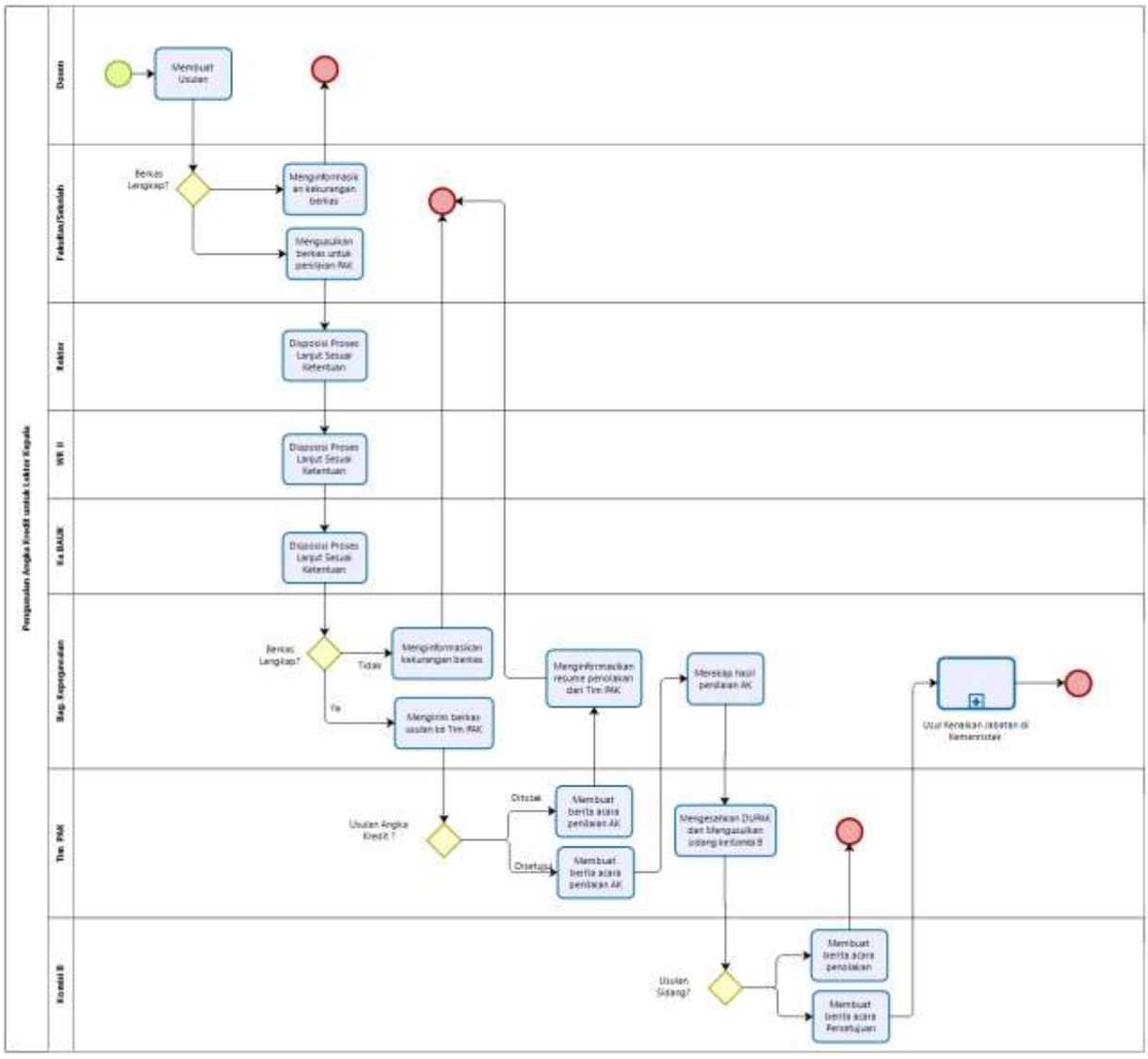
6.1.1.1.1 Pengusulan Angka Kredit dari Pengajar ke Asisten Ahli



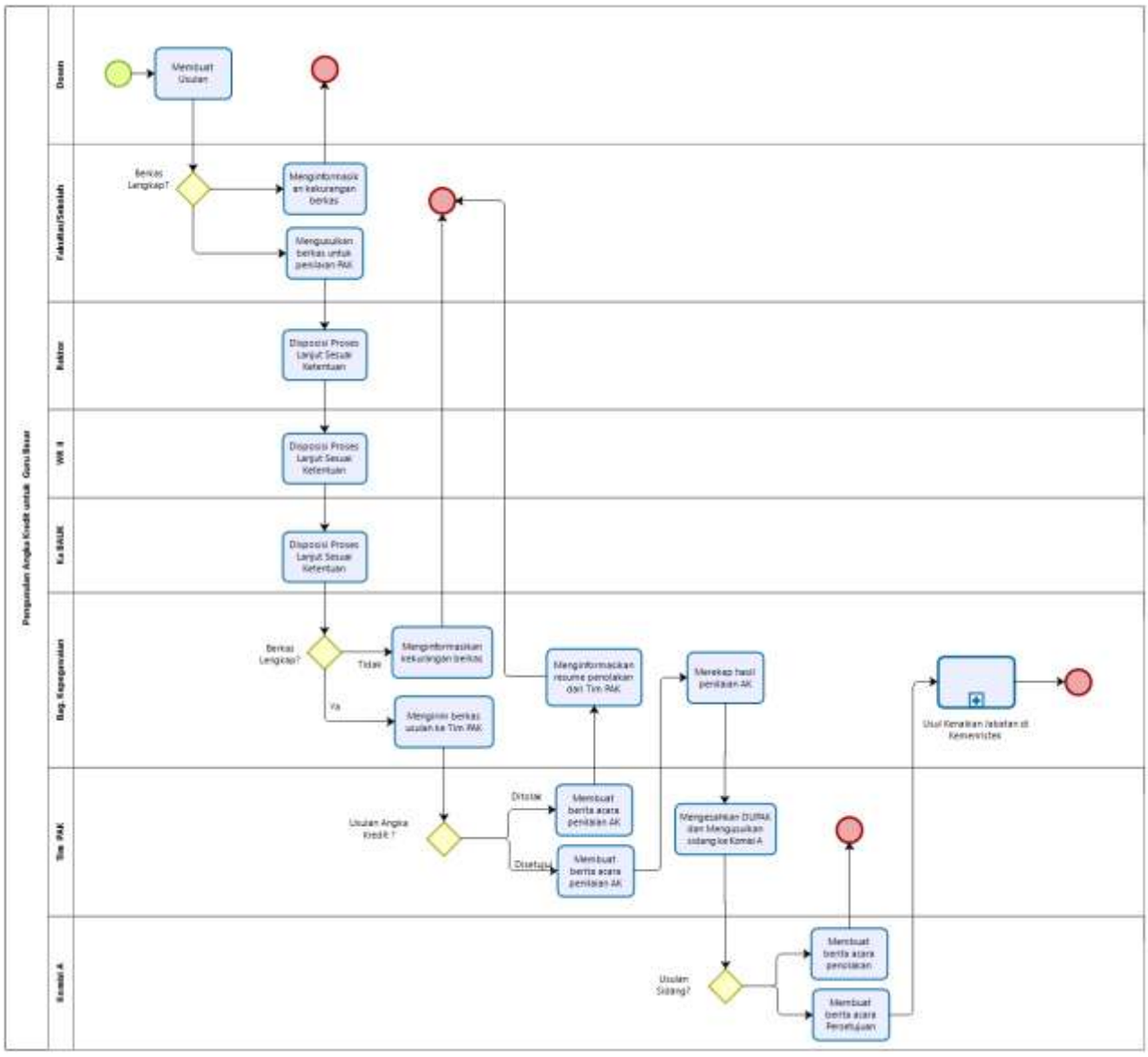
6.1.1.1.2 Pengusulan Angka Kredit dari Asisten Ahli ke Lektor



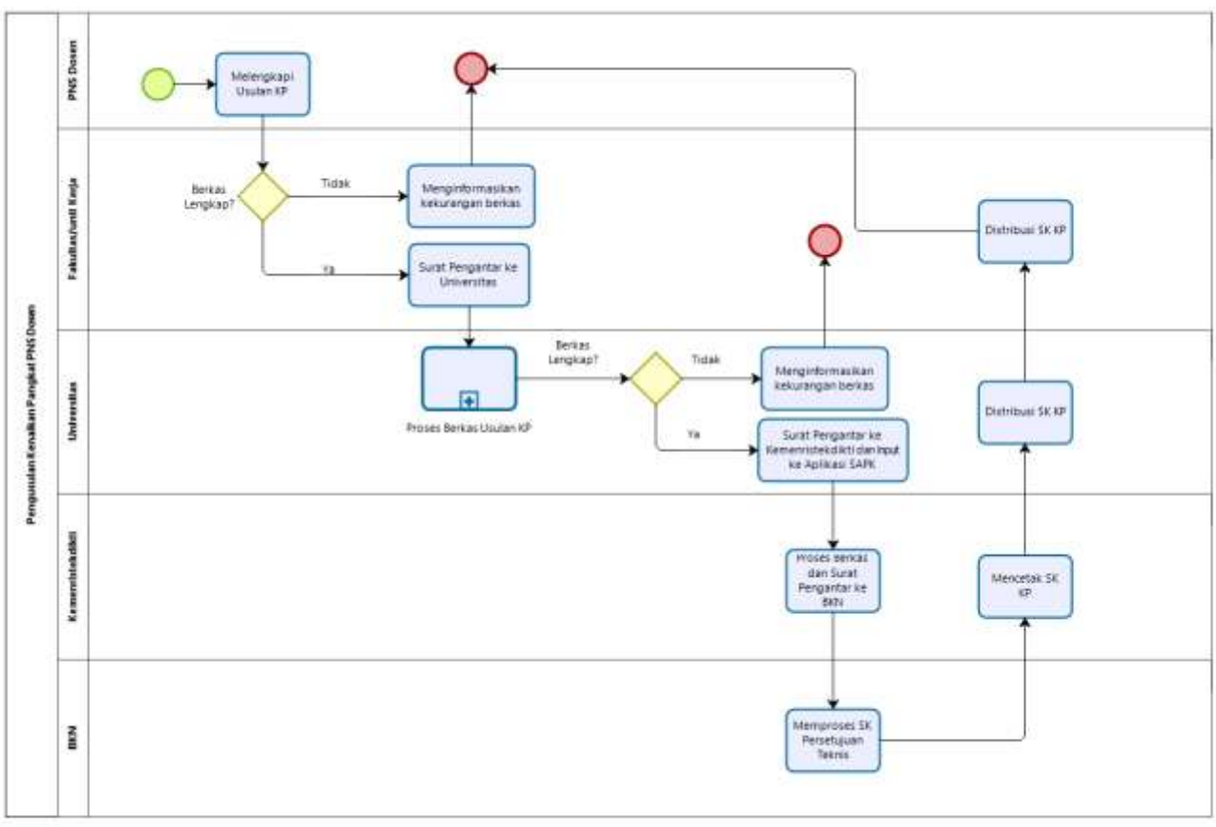
6.1.1.1.3 Pengusulan Angka Kredit dari Lektor ke Lektor Kepala



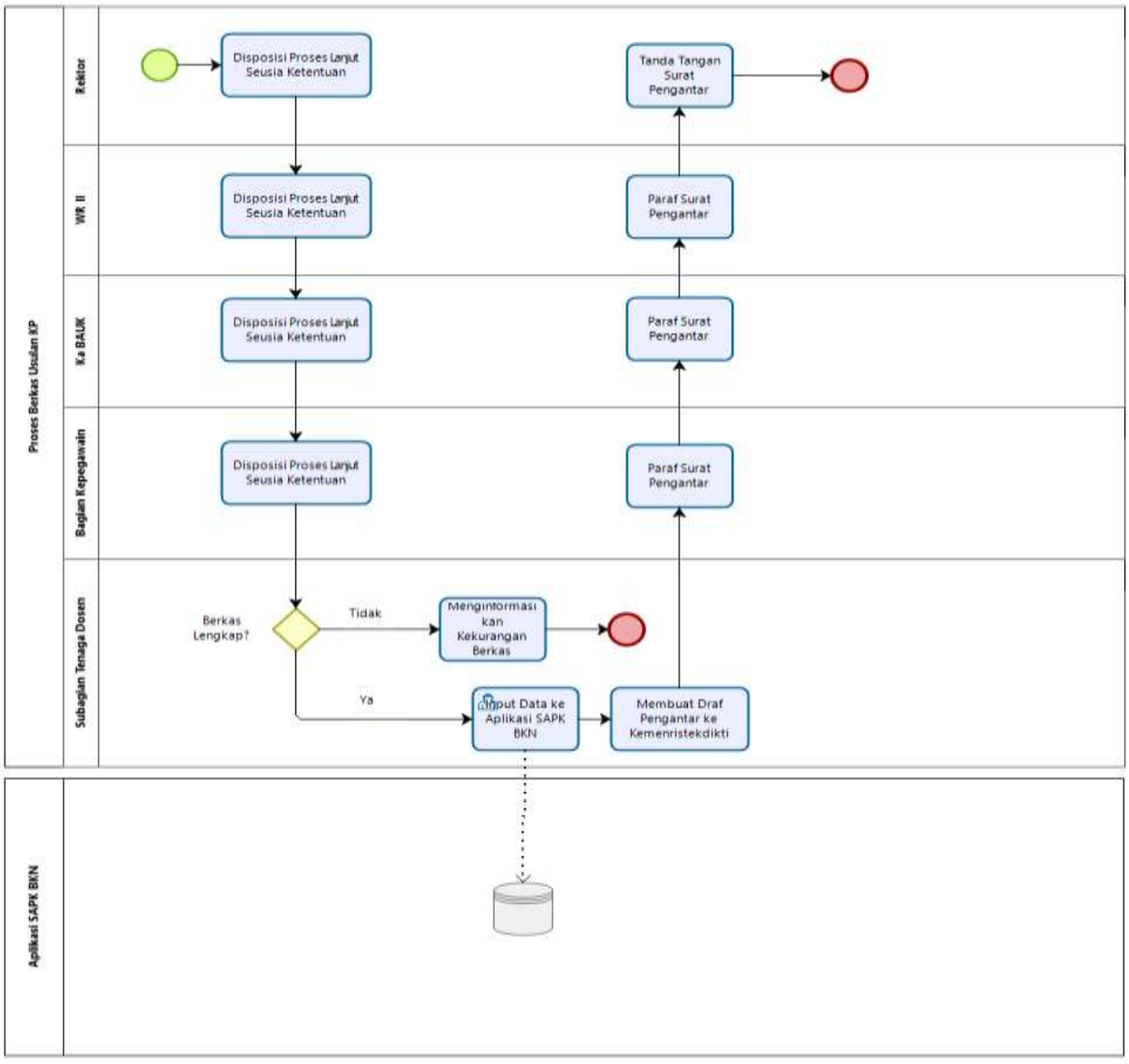
6.1.1.1.4 Pengusulan Angka Kredit dari Lektor Kepala ke Guru Besar



6.1.1.2 Usulan Kenaikan Pangkat Dosen Makro

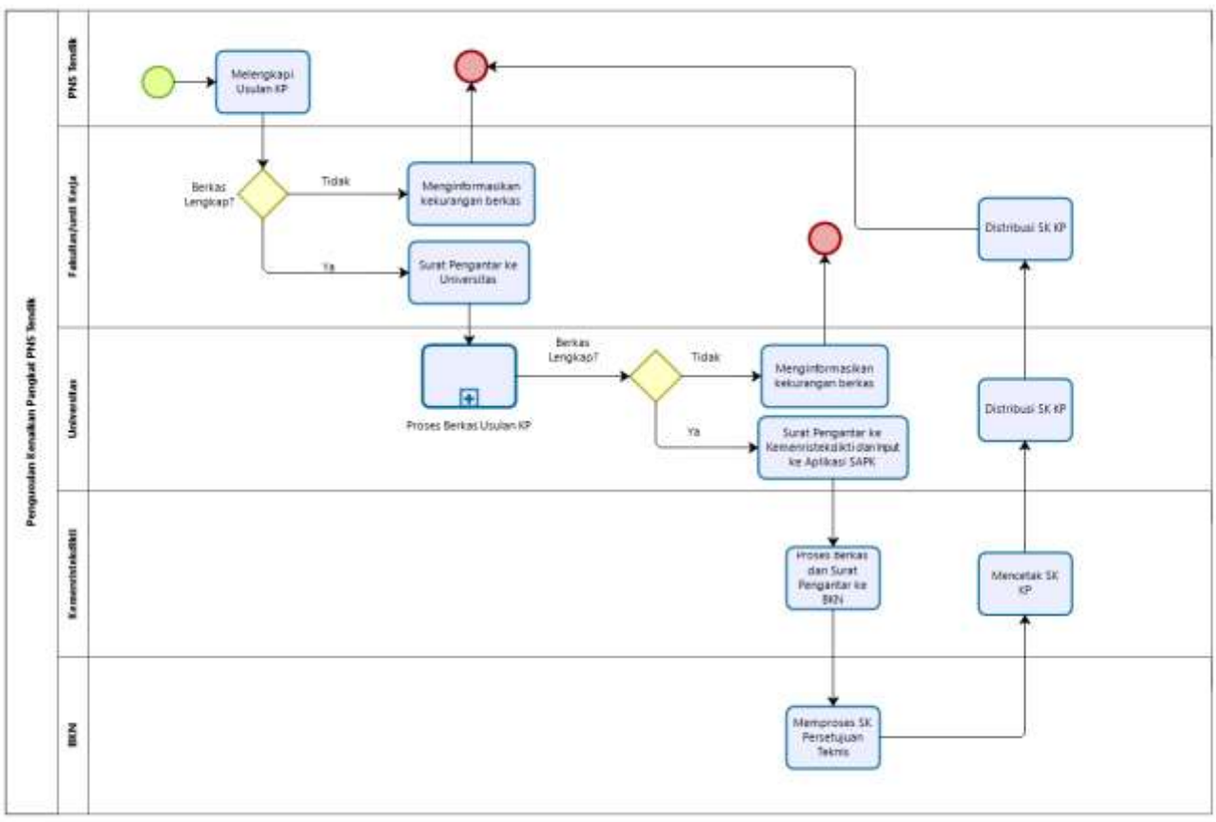


Mikro (Proses Berkas Usulan KP)

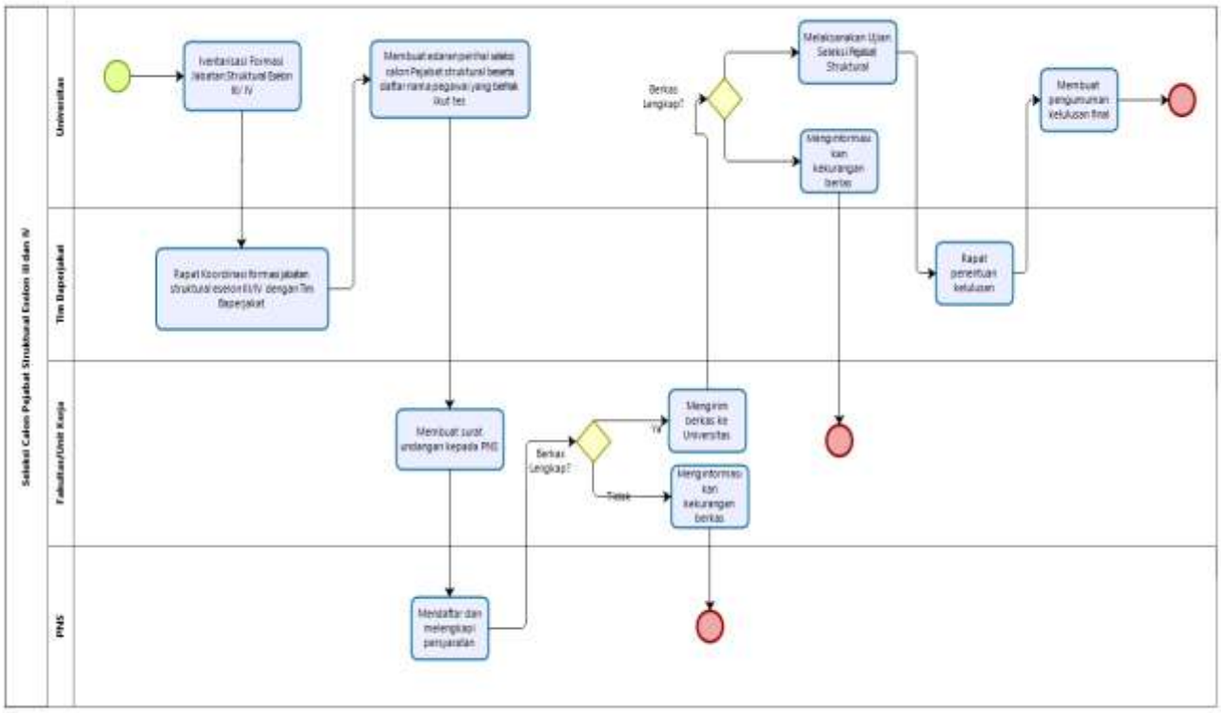


6.1.2 Layanan Tenaga Kependidikan

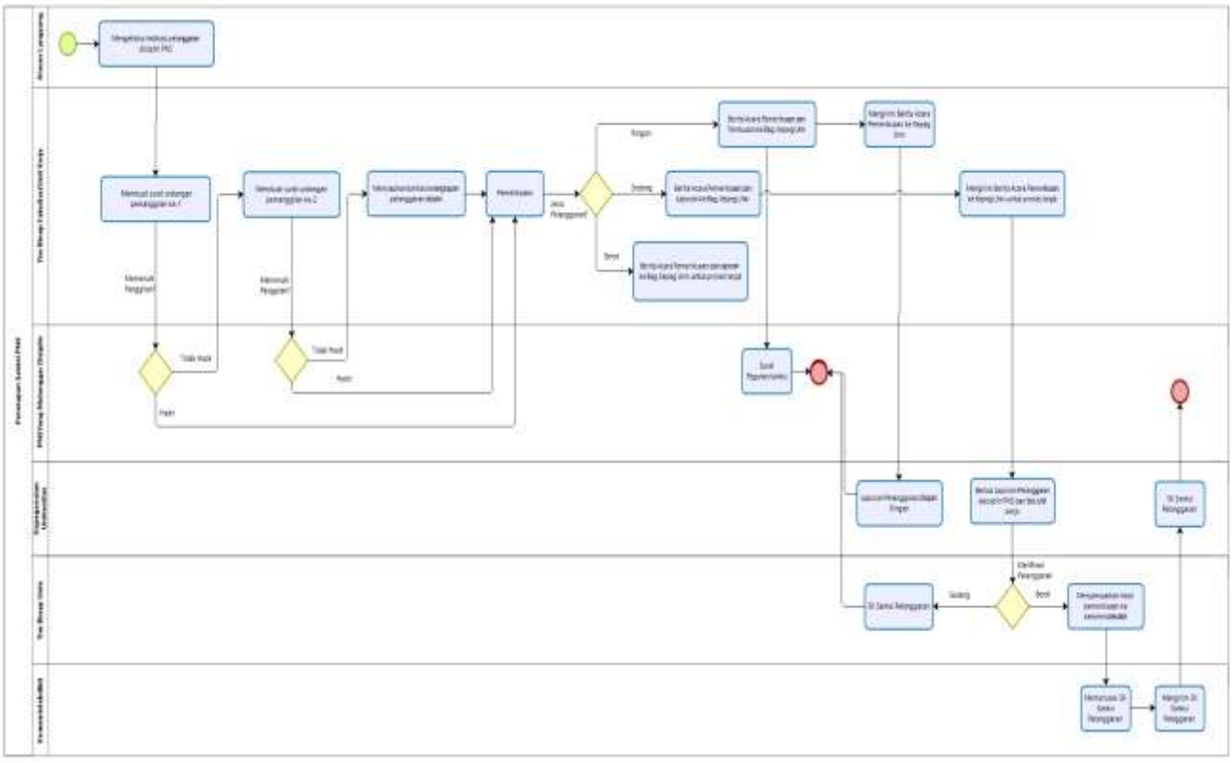
6.1.2.1 Layanan Kenaikan Pangkat PNS tendik



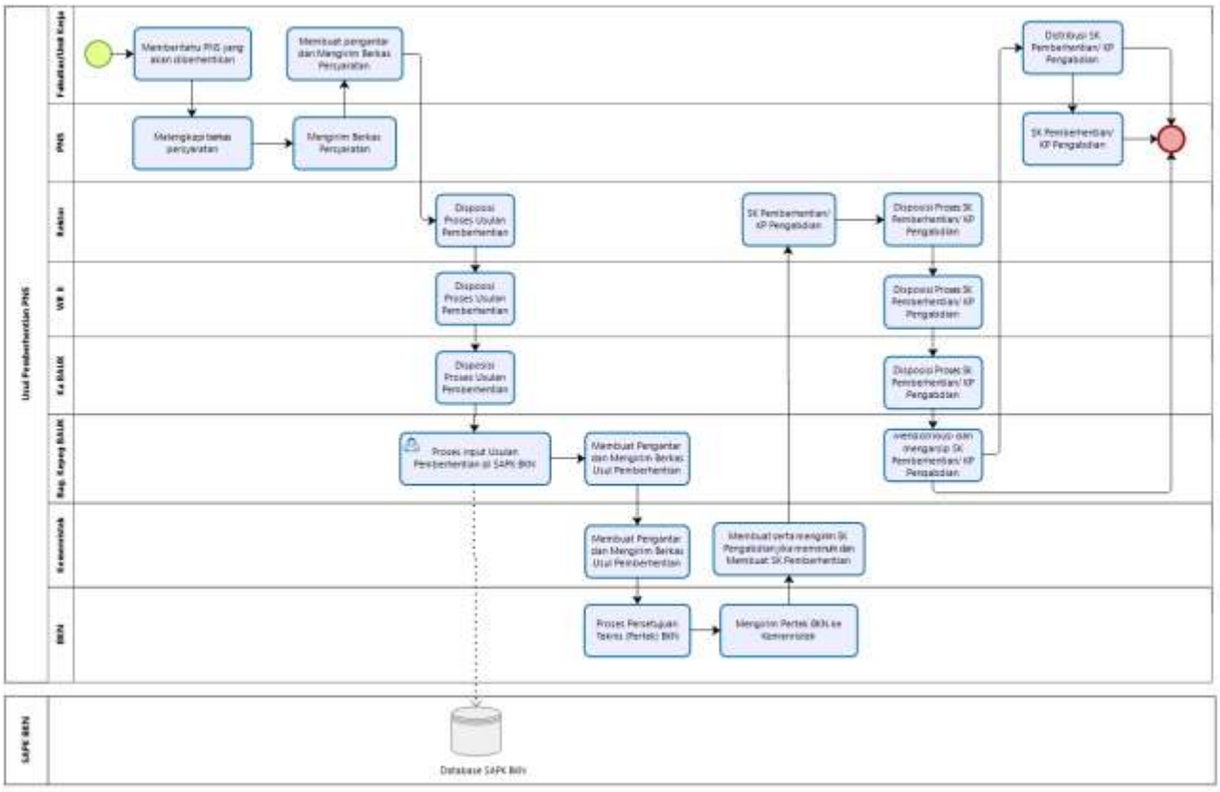
6.1.2.2 Seleksi Calon Pejabat Struktural Eselon III dan IV



6.1.2.3 Penetapan Sanksi PNS

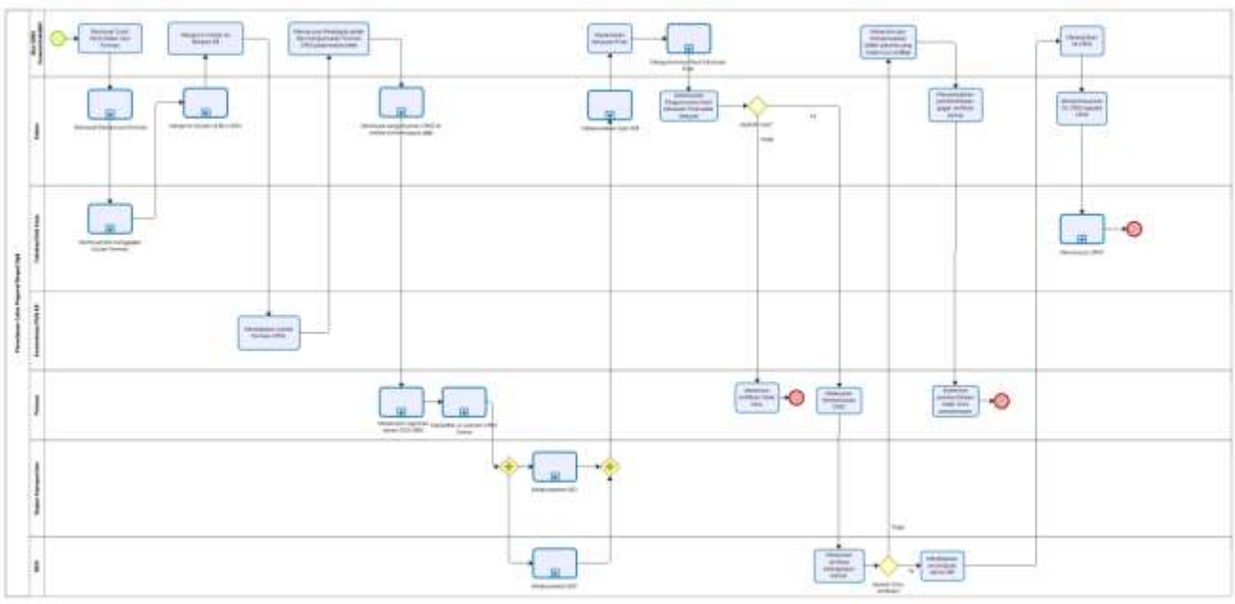


6.1.2.4 Usul Pemberhentian PNS

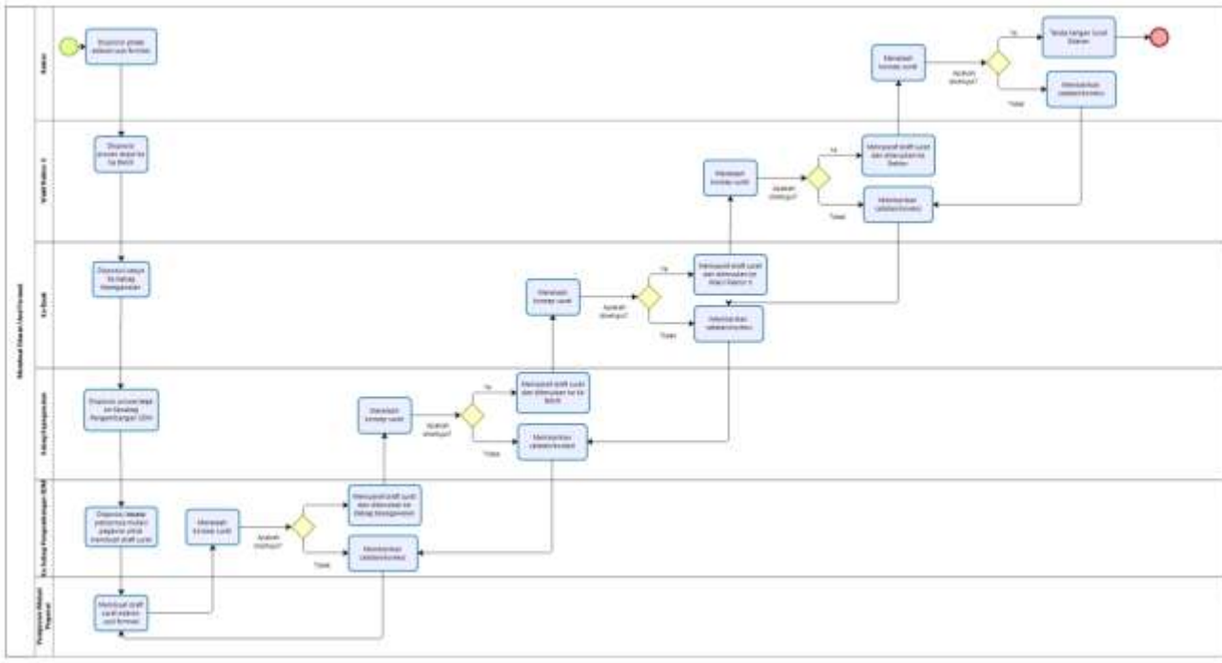


6.1.3 Layanan Penerimaan Pegawai

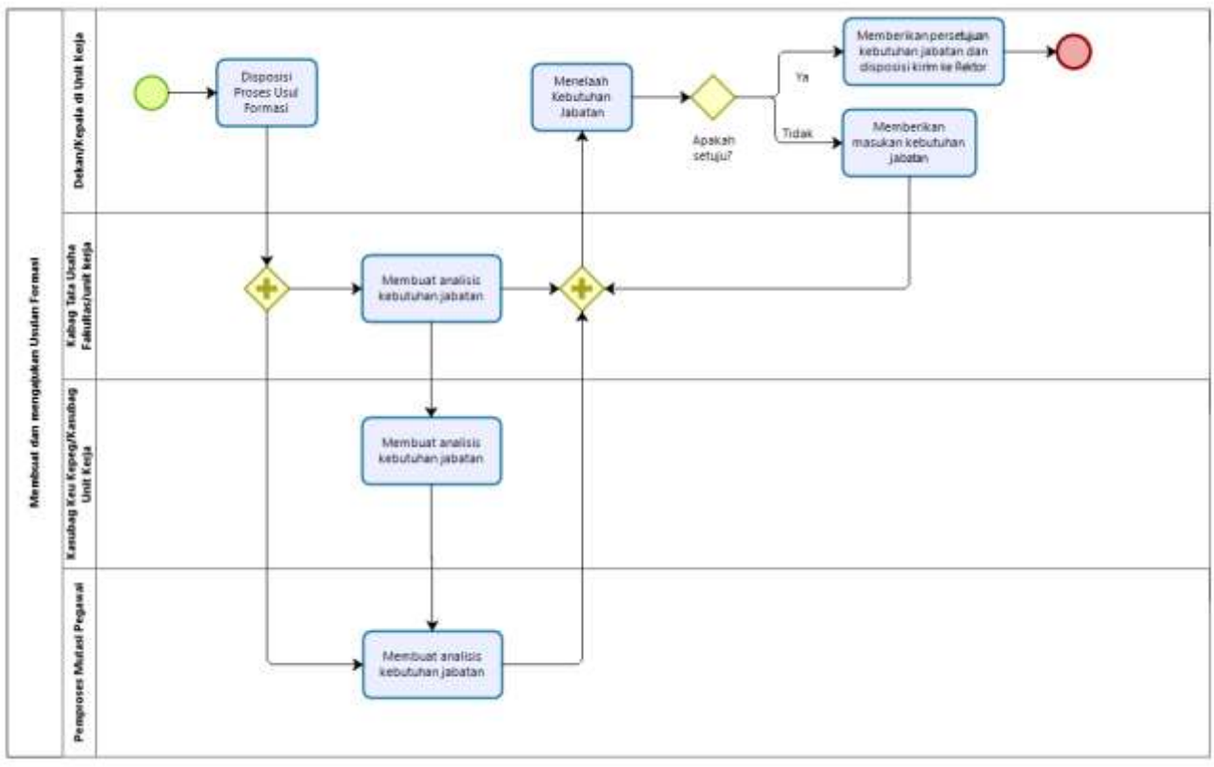
6.1.3.1 Penerimaan Calon Pagawai Negeri Sipil Makro



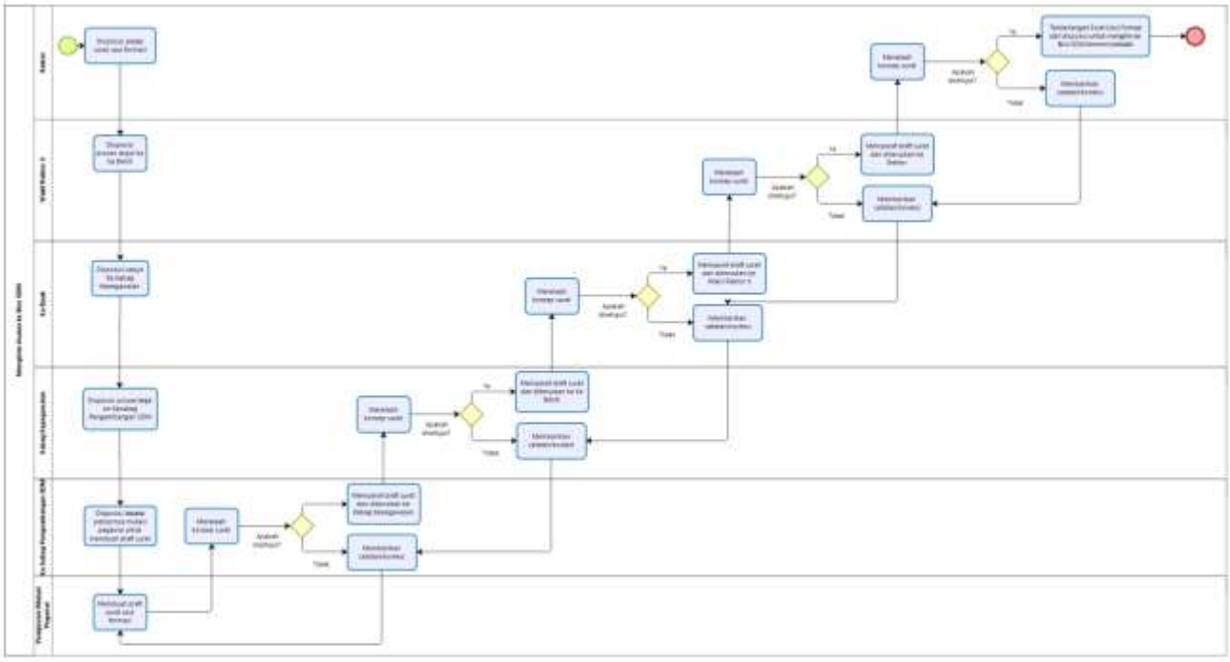
Mikro (Membuat Edaran Usul Formasi)



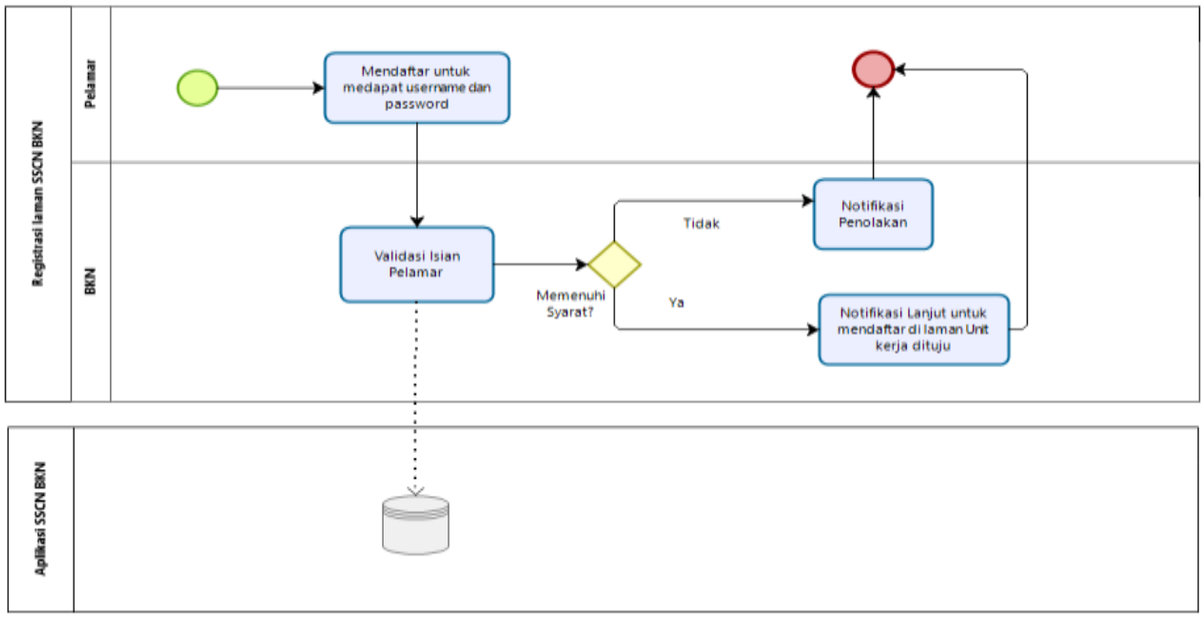
Mikro (Membuat dan mengajukan usul formasi)



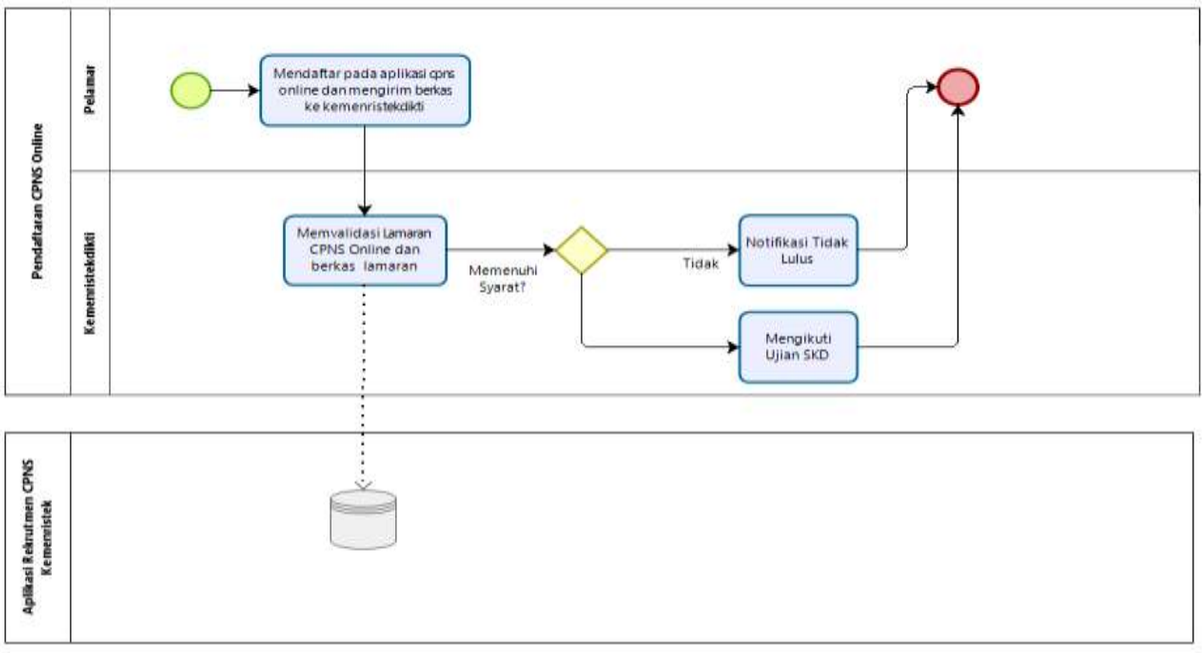
Mikro (Mengirim usulan ke Biro SDM)



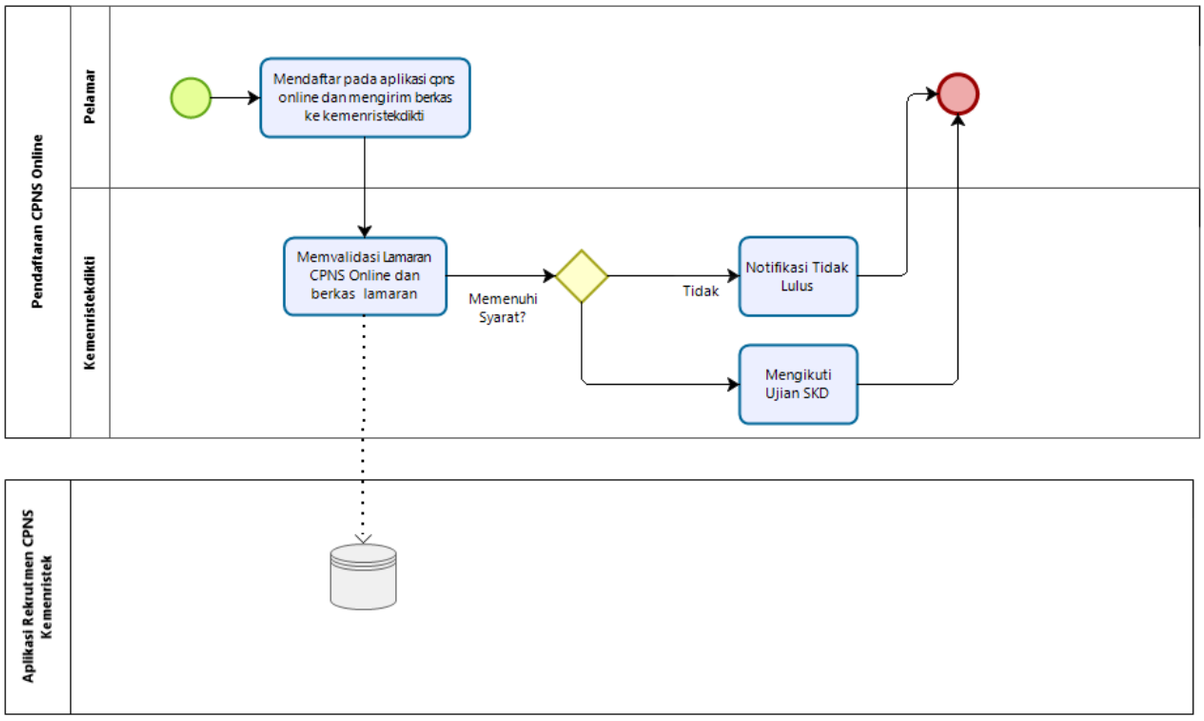
Mikro (Membuat pengumuman CPNS di Media Cetak dan Online)



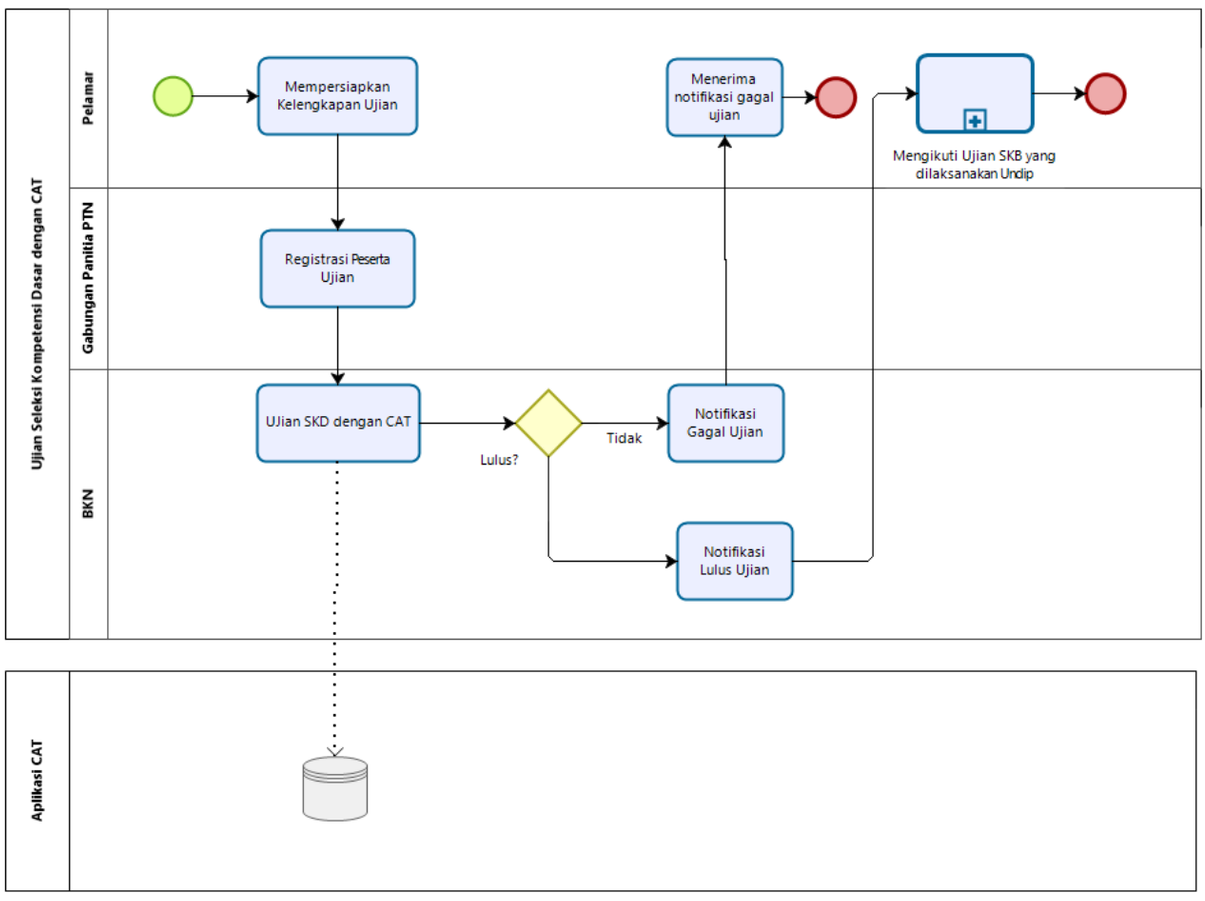
Mikro (Melakukan Registrasi lama SSCN BKN)



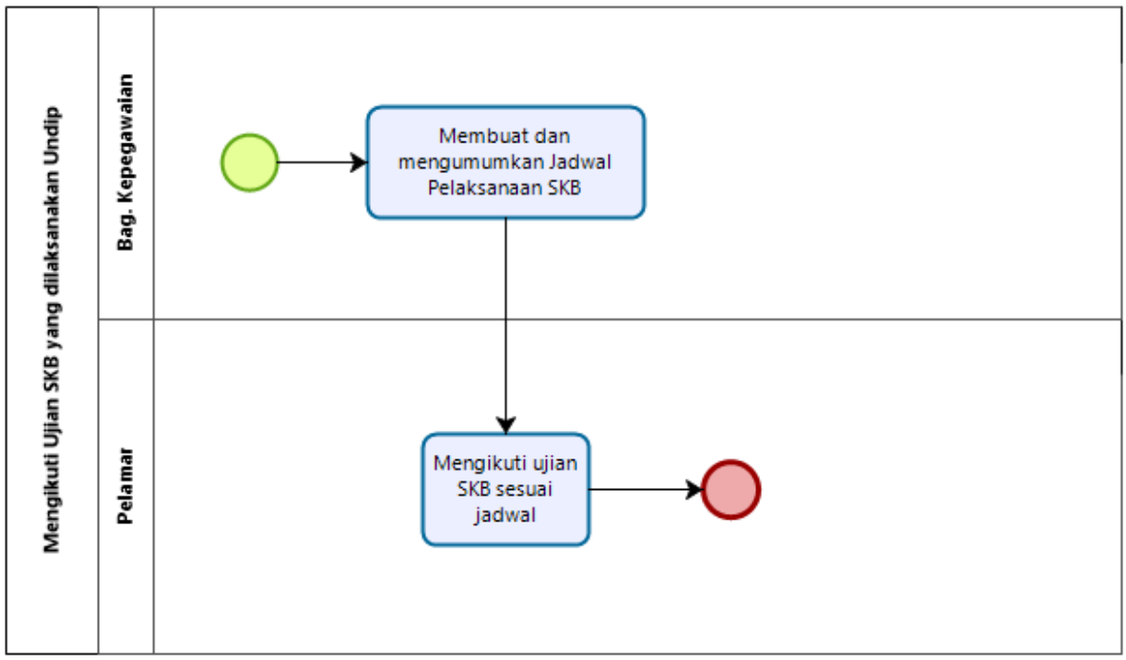
Mikro (Mendaftar di website CPNS Online)



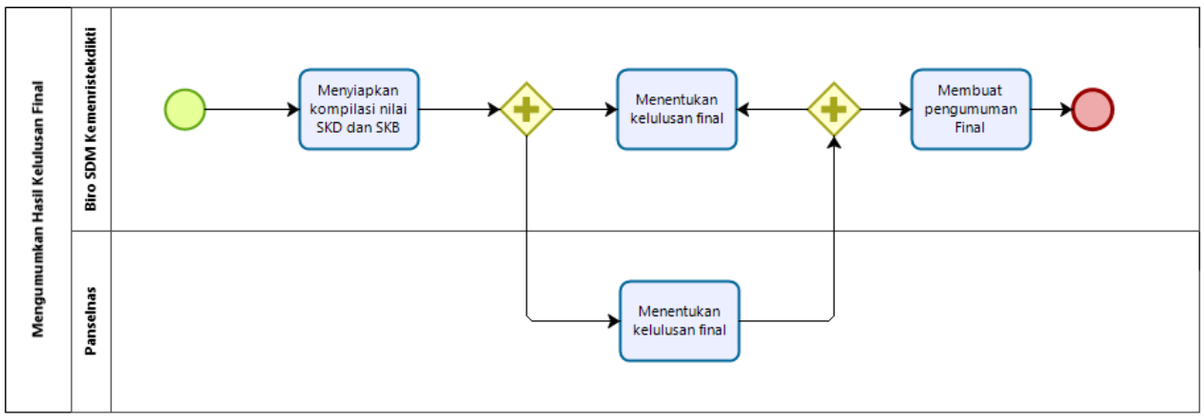
Mikro (Melaksanakan SKD)



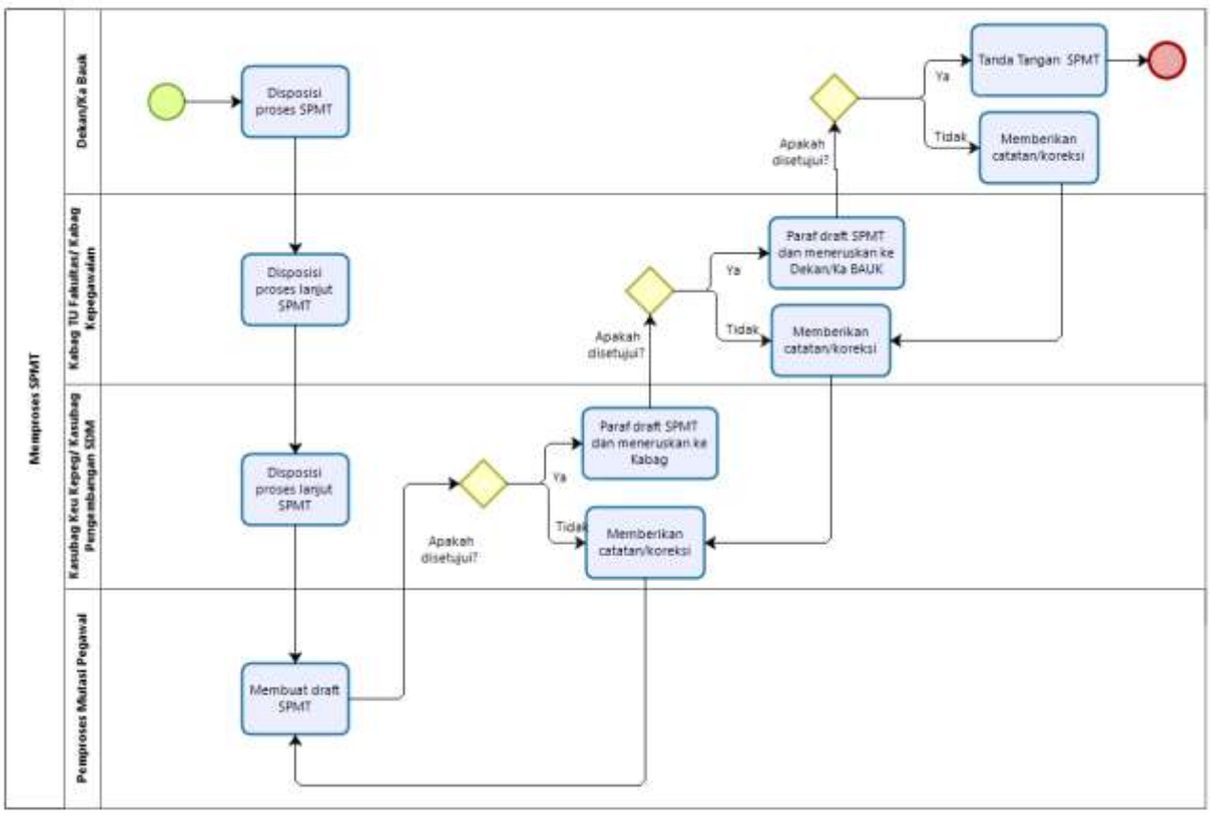
Mikro (Melaksanakan Ujian SKB)



Mikro (Mengumumkan hasil kelulusan final)

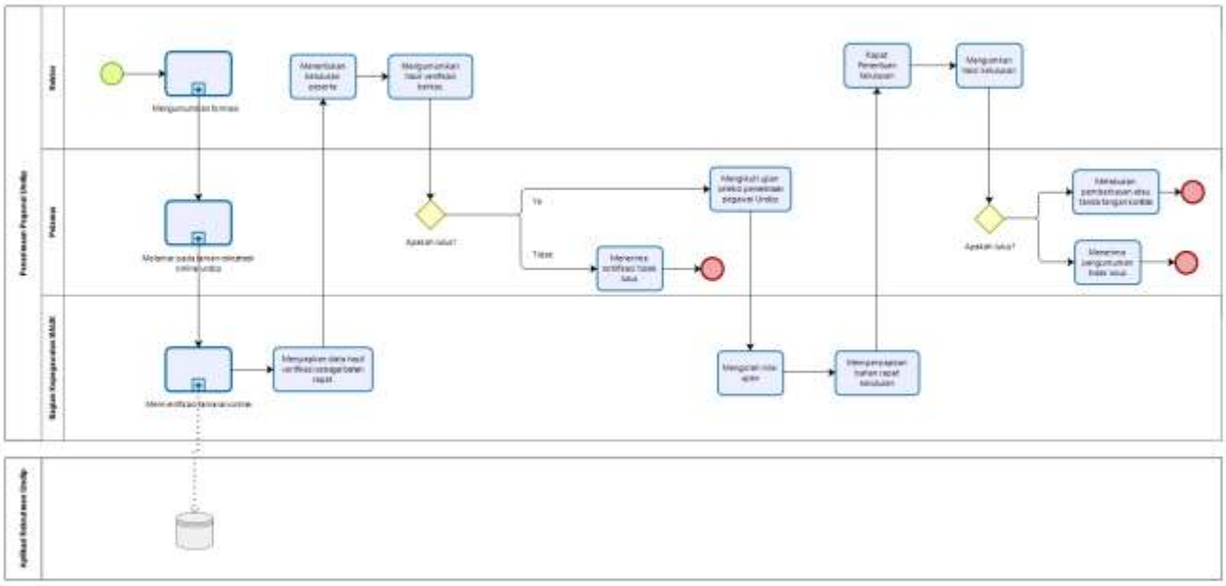


Mikro (Memproses SPMT)

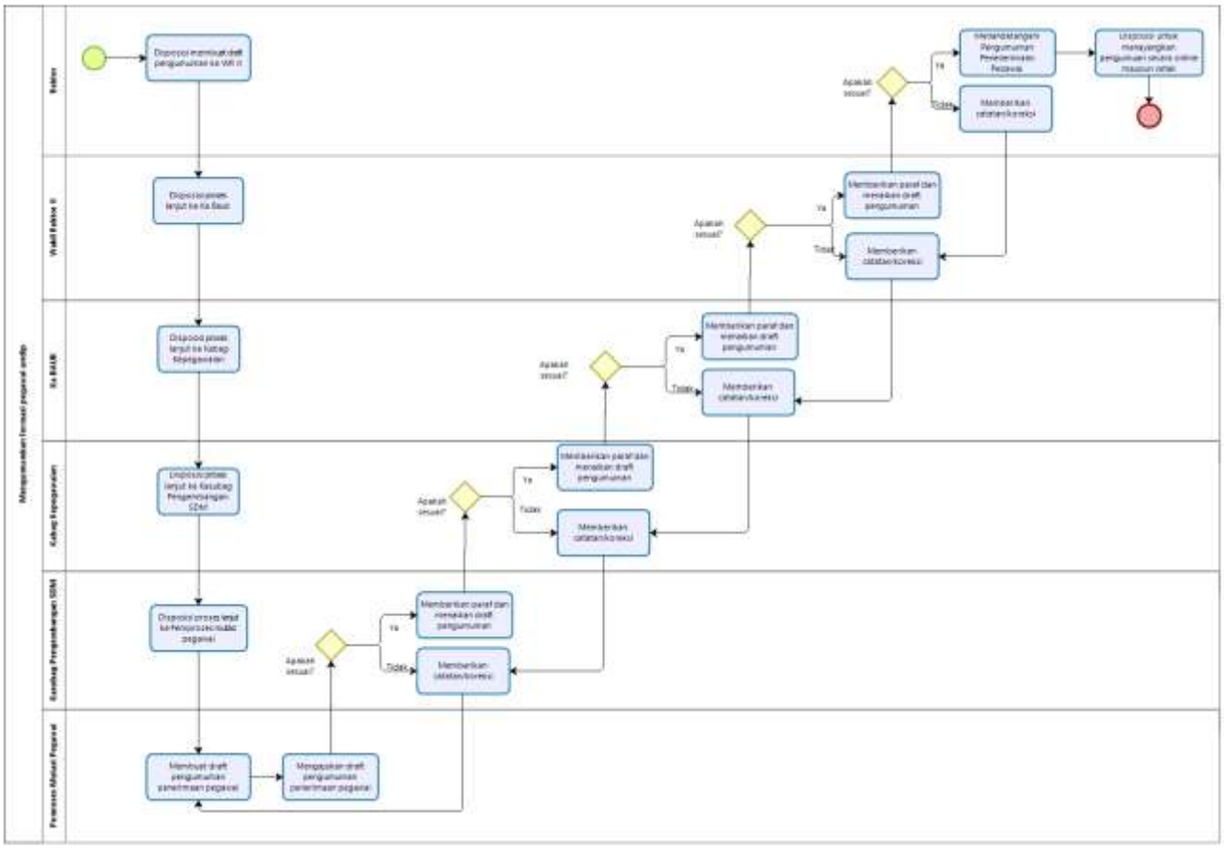


6.1.3.2 Penerimaan Calon Pegawai Undip

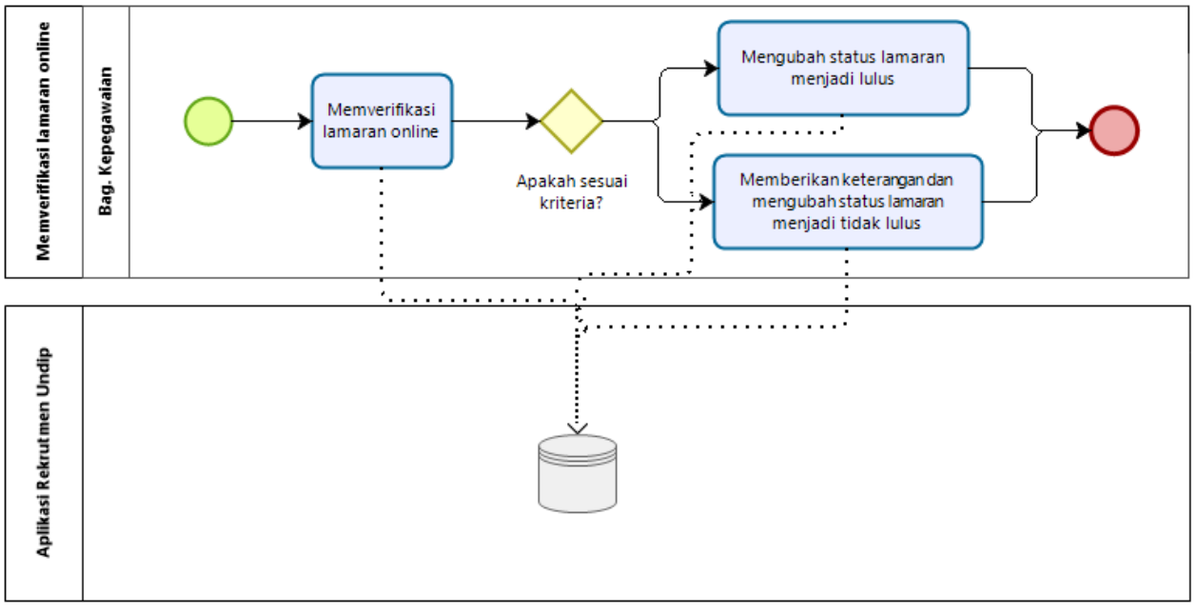
Makro



Mikro (mengumumkan formasi)

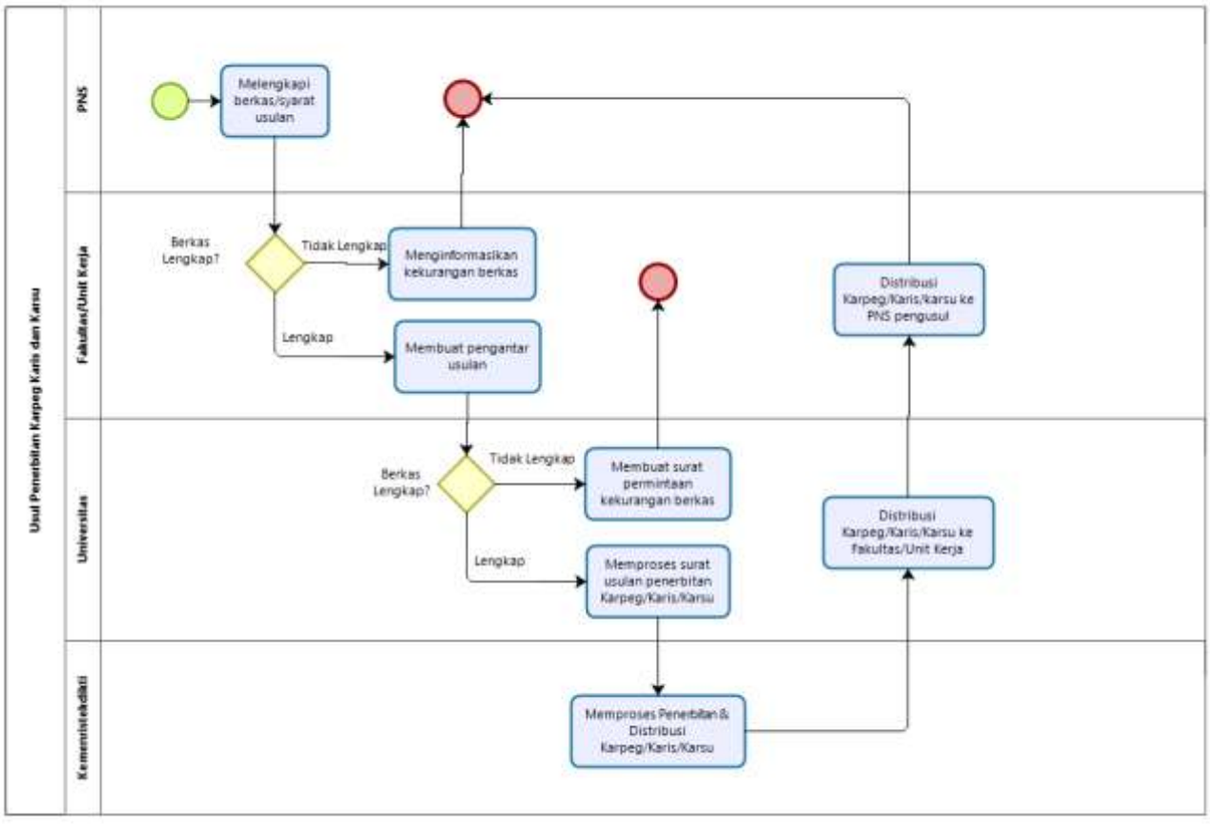


Mikro (Memverifikasi lamaran online)

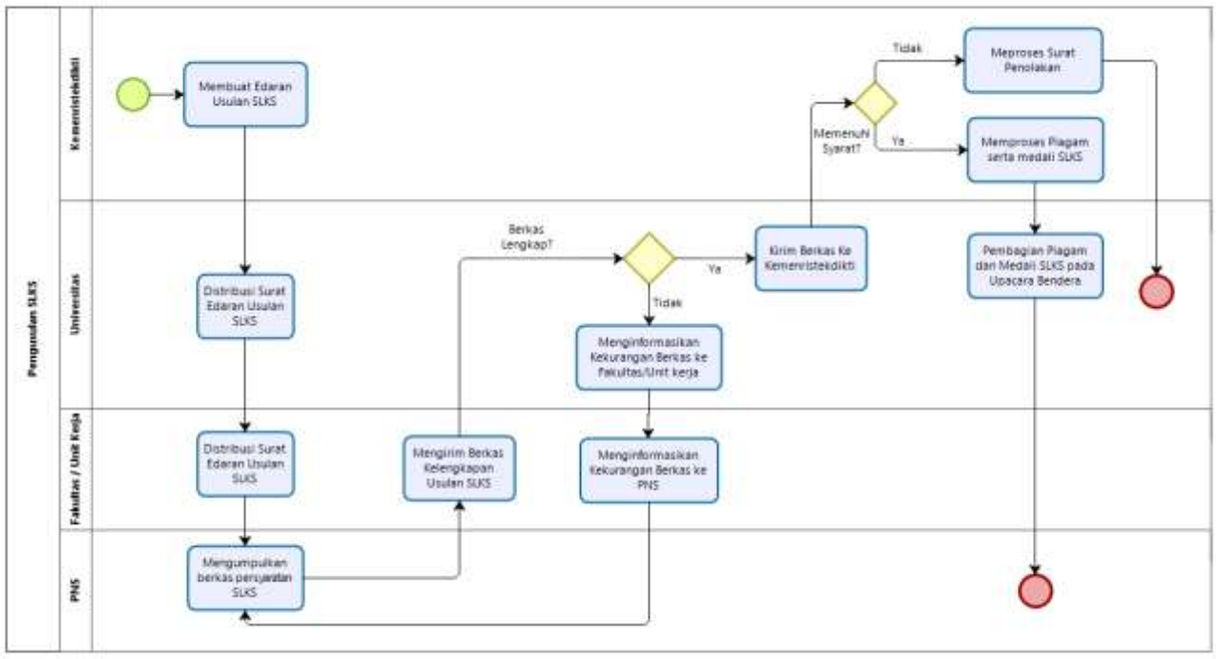


6.1.4 Layanan Pengembangan SDM

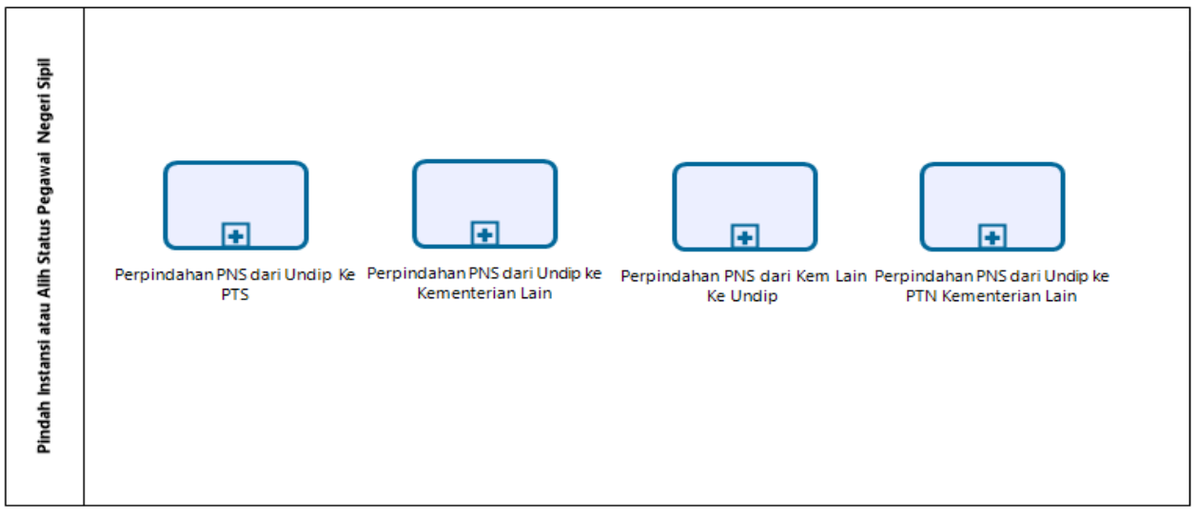
6.1.4.1 Usul Penerbitan Kaerpeg, karsu dan Karis



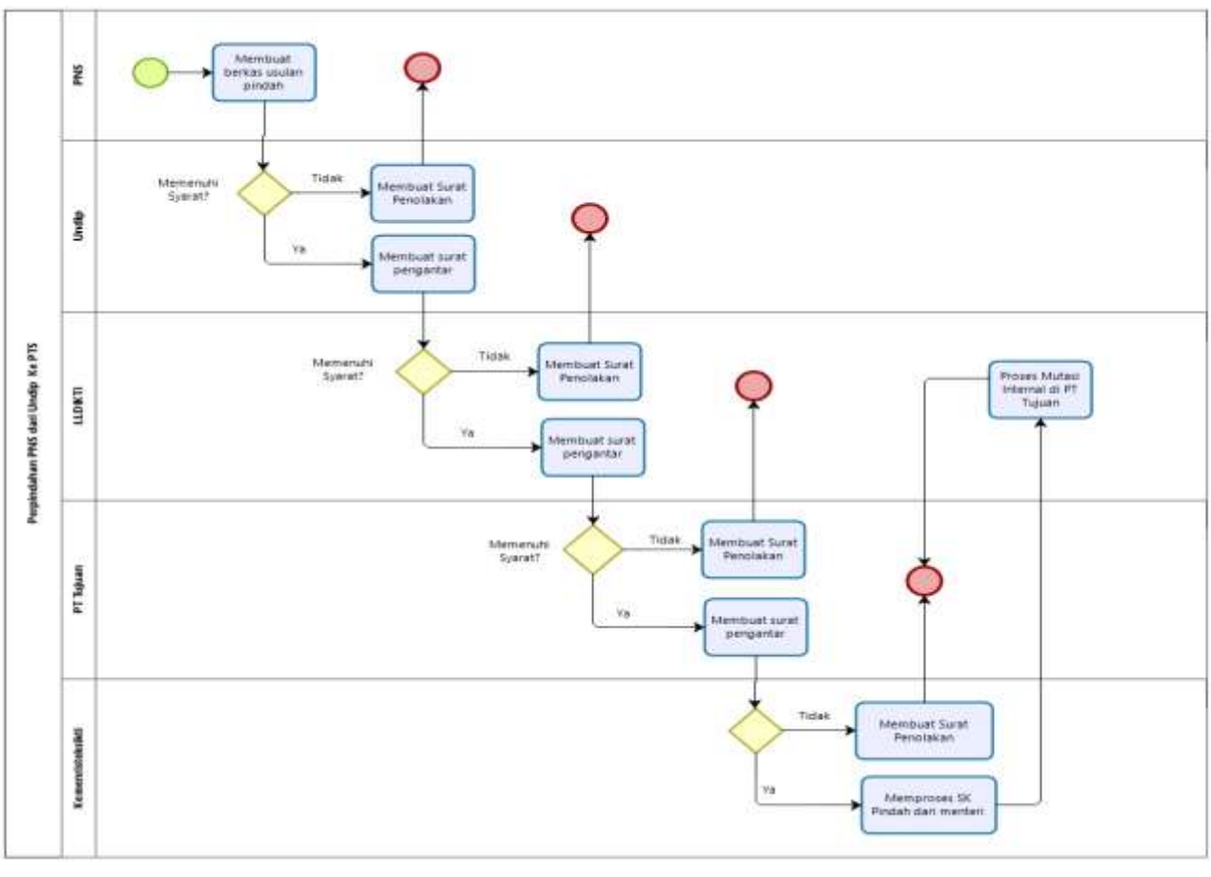
6.1.4.2 Pengusulan SLKS



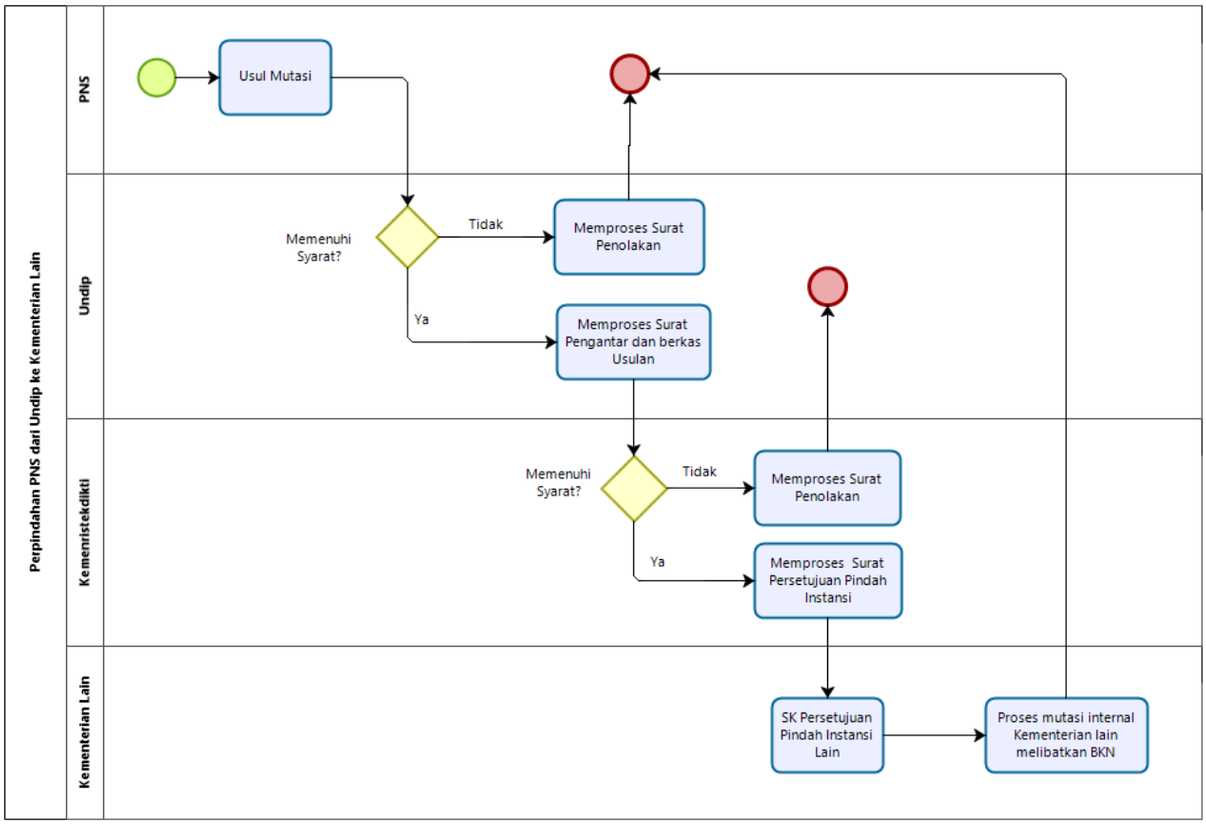
6.1.4.3 Pindah Instansi atau Alih Status Pegawai Negeri Sipil



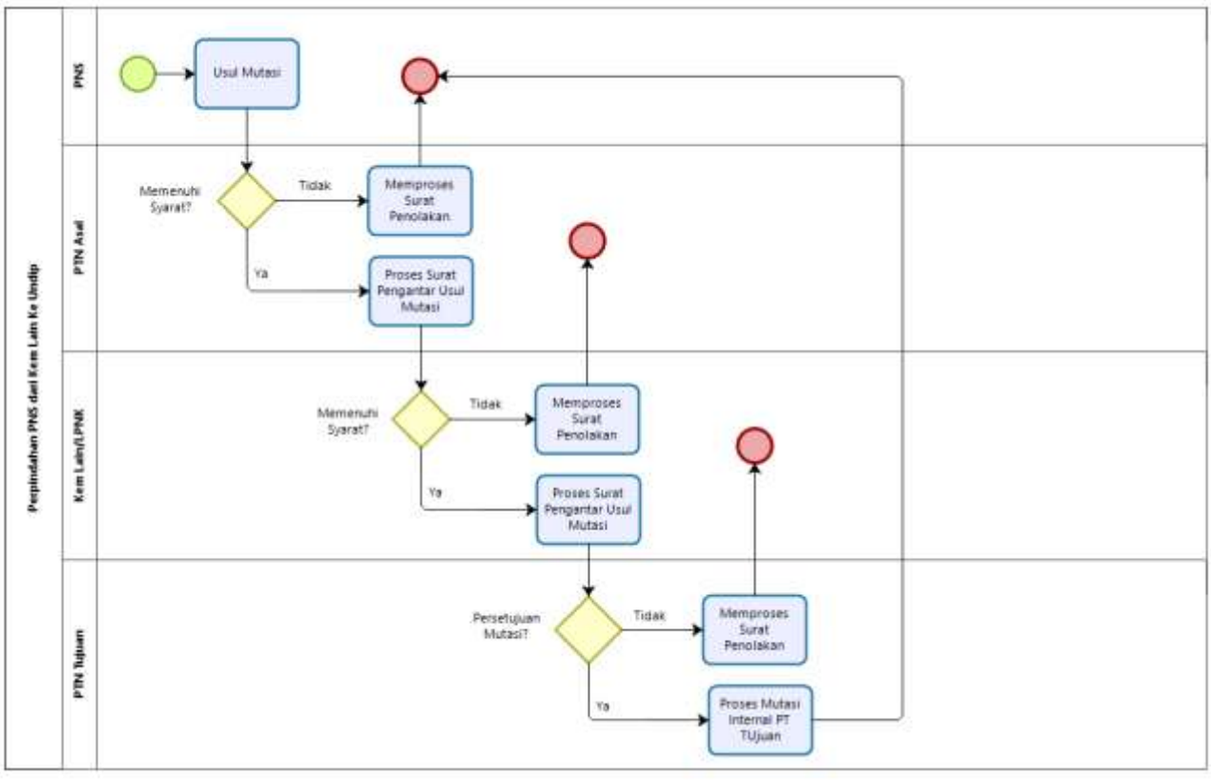
6.1.4.3.1 Perpindahan PNS dari Undip ke PTS



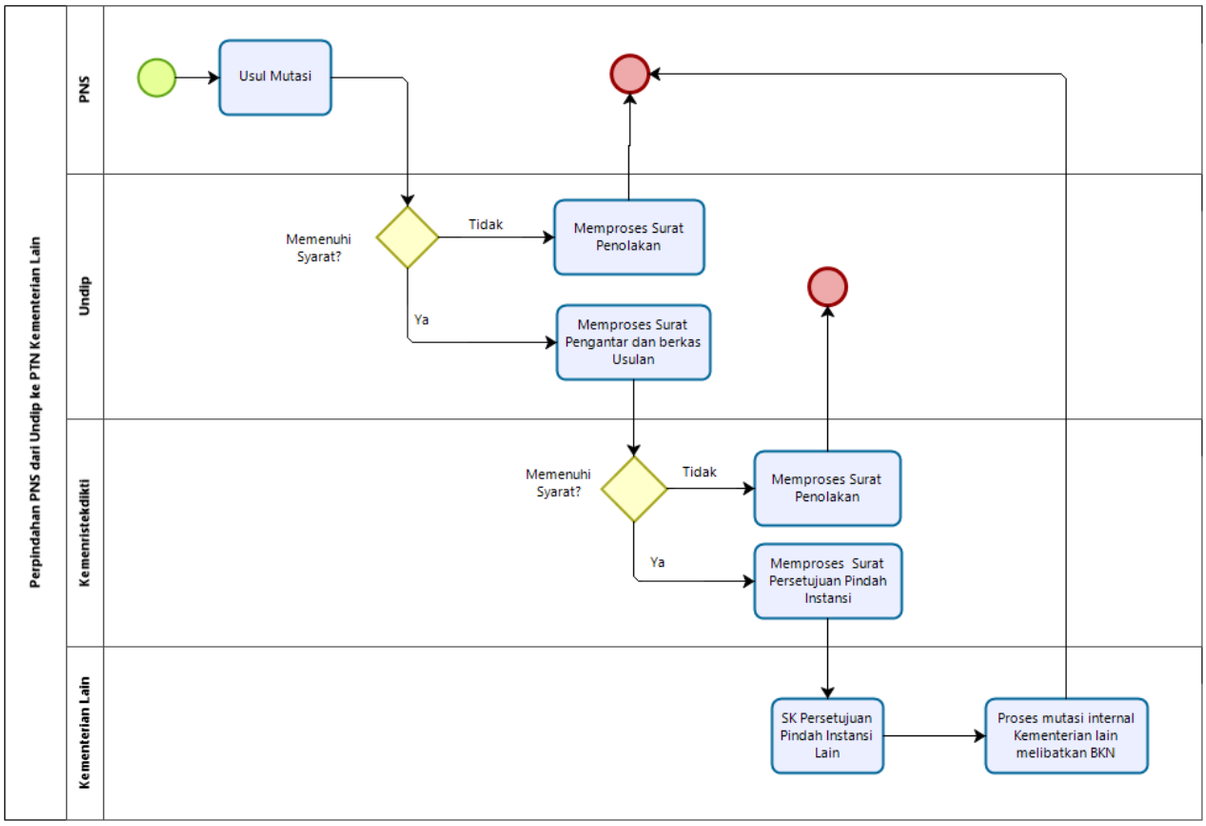
6.1.4.3.2 Perpindahan PNS dari Undip ke Kementerian Lain



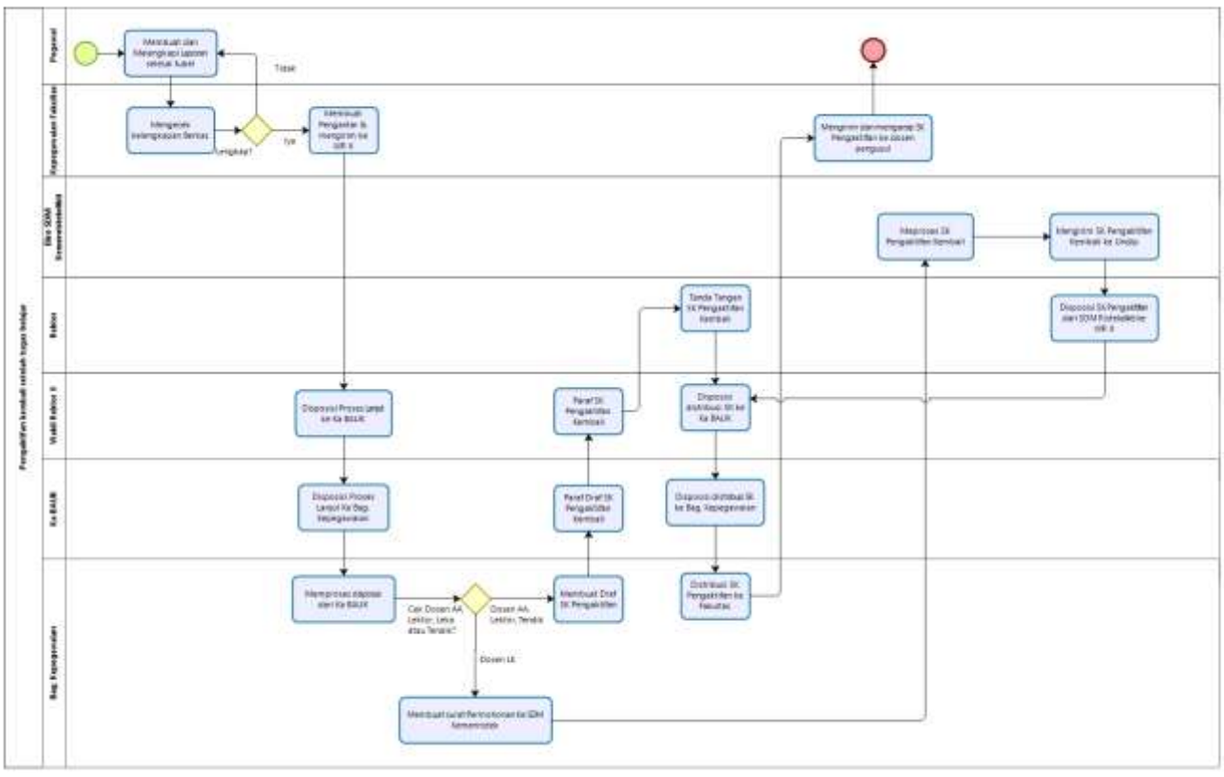
6.1.4.3.3 Perpindahan PNS dari Kementerian lain ke Undip



6.1.4.3.4 Perpindahan PNS dari Undip ke PTN Kementerian Lain



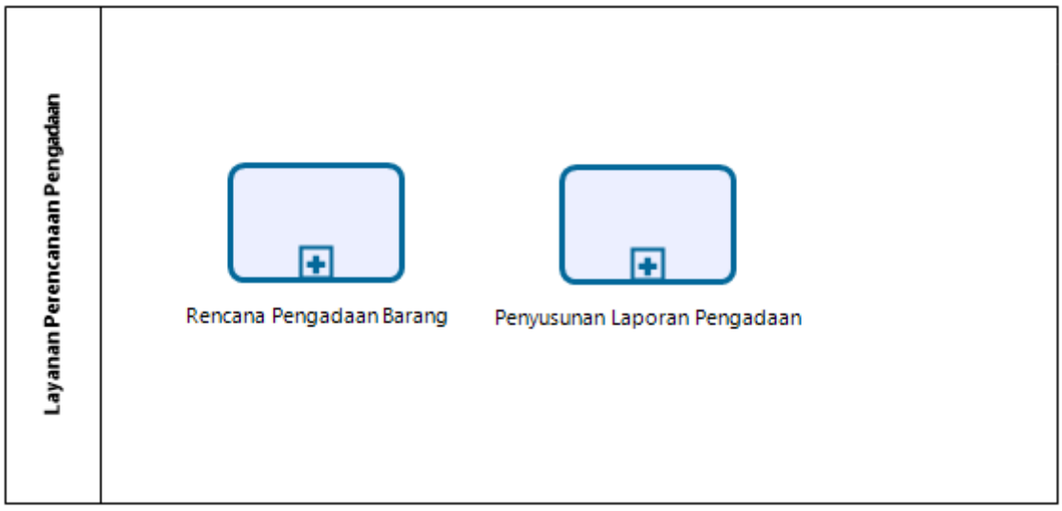
6.1.4.4 Pengaktifan kembali setelah tugas belajar



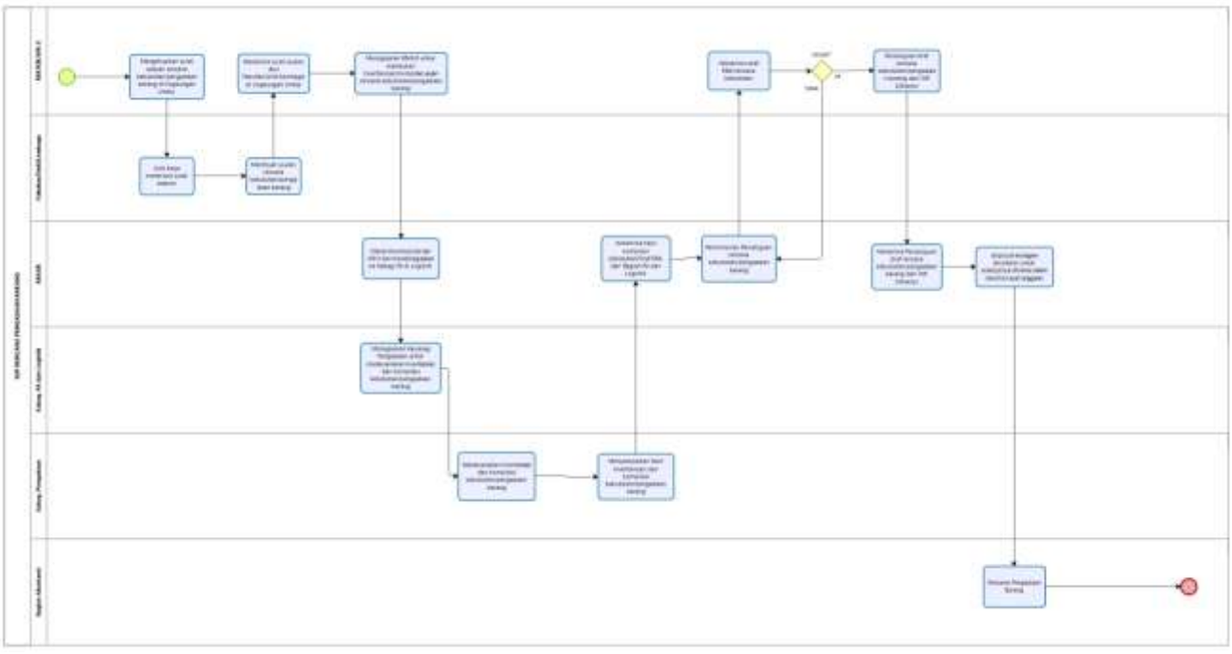
6.2 Layanan Aset dan Kerumahtanggaan

6.2.1 Layanan Pengadaan Aset

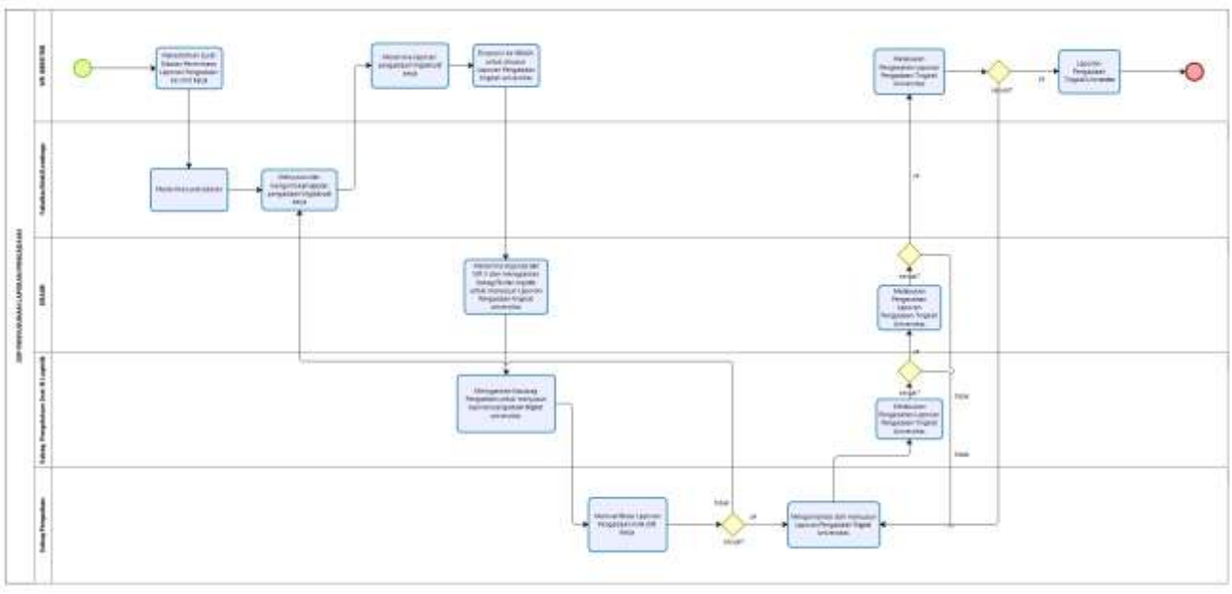
6.2.1.1 Layanan Perencanaan Pengadaan



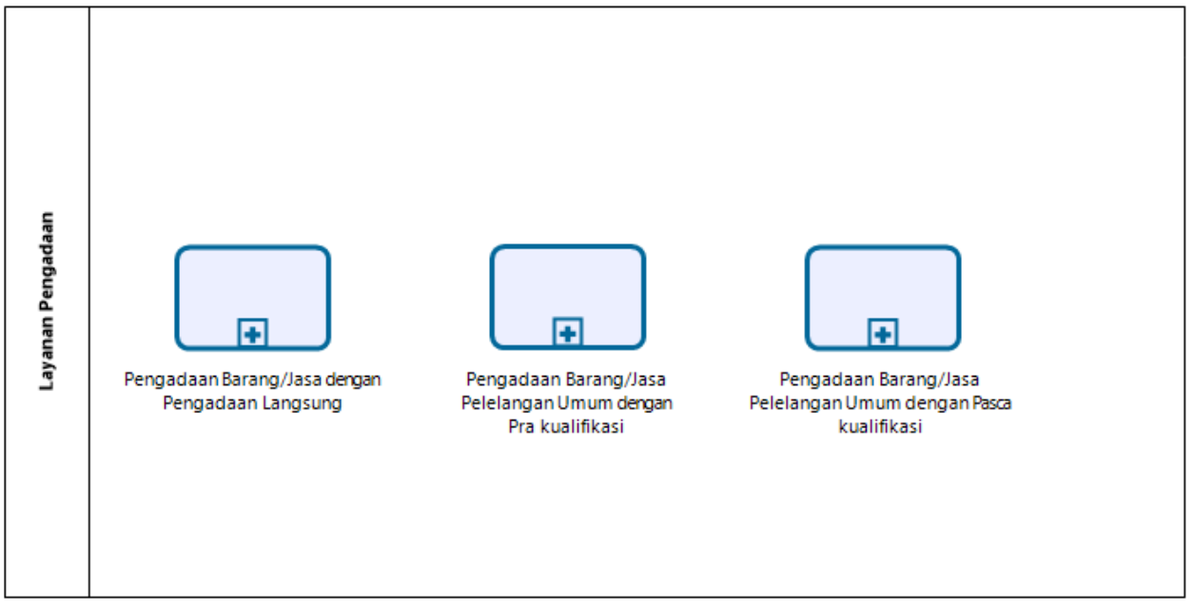
6.2.1.1.1 Rencana Pengadaan Barang



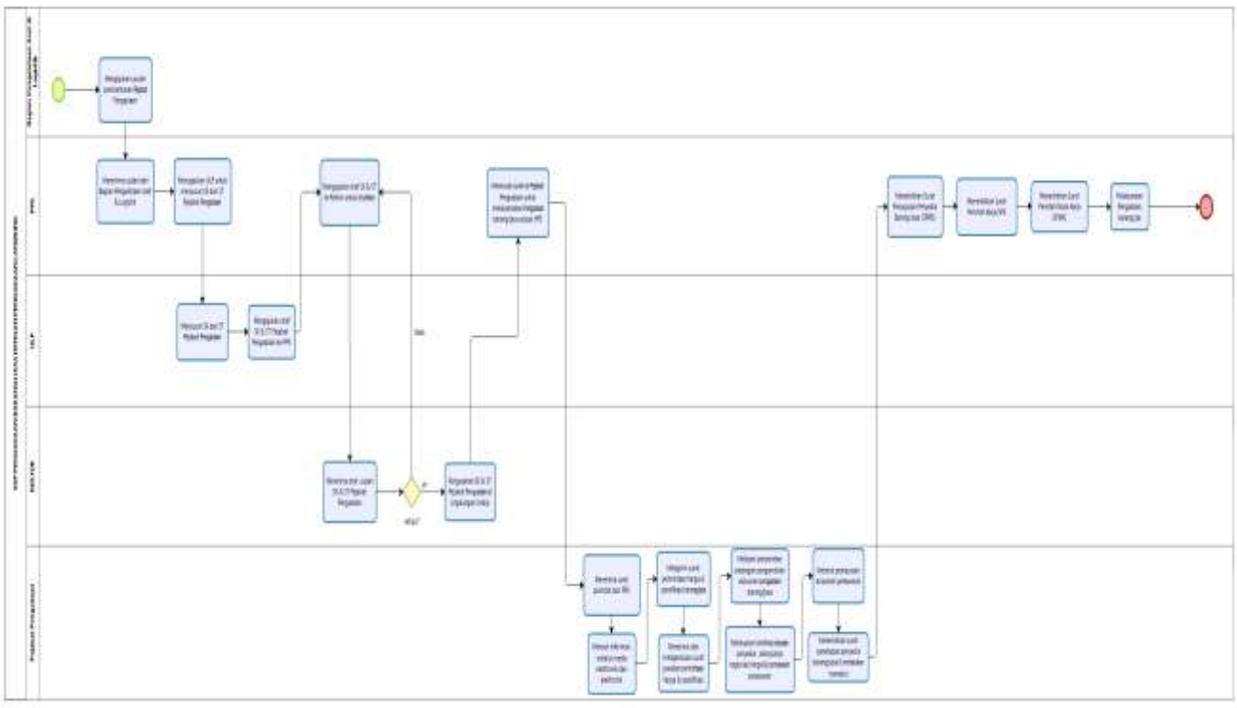
6.2.1.1.2 Penyusunan Laporan Pengadaan



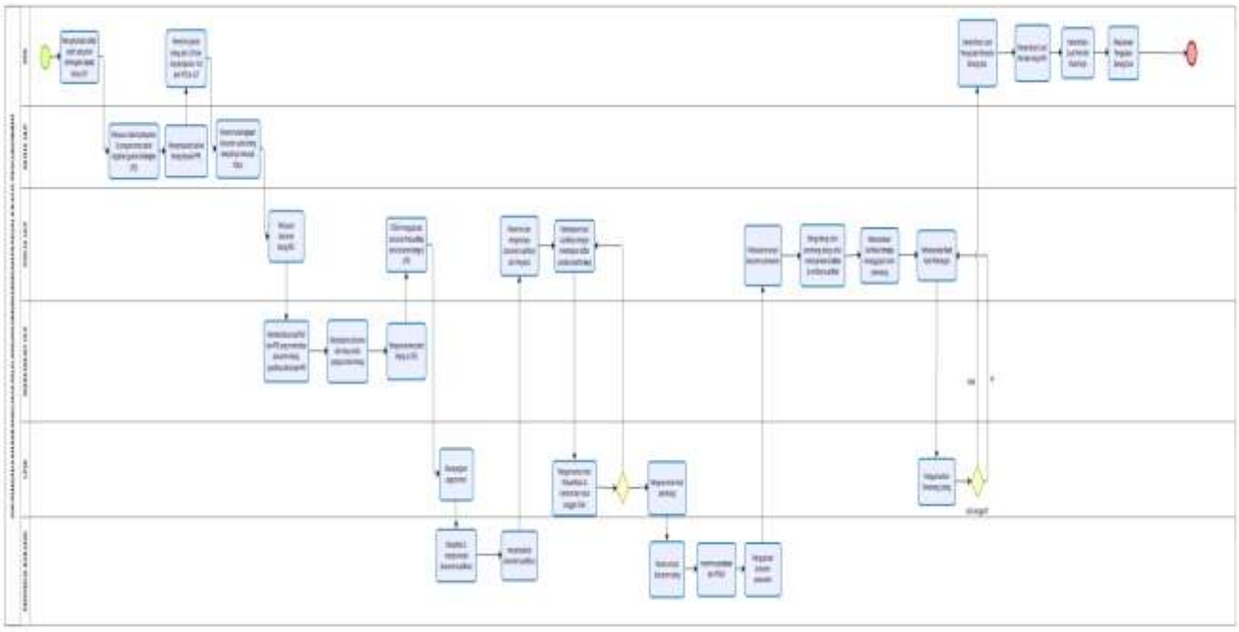
6.2.1.2 Layanan Pengadaaan



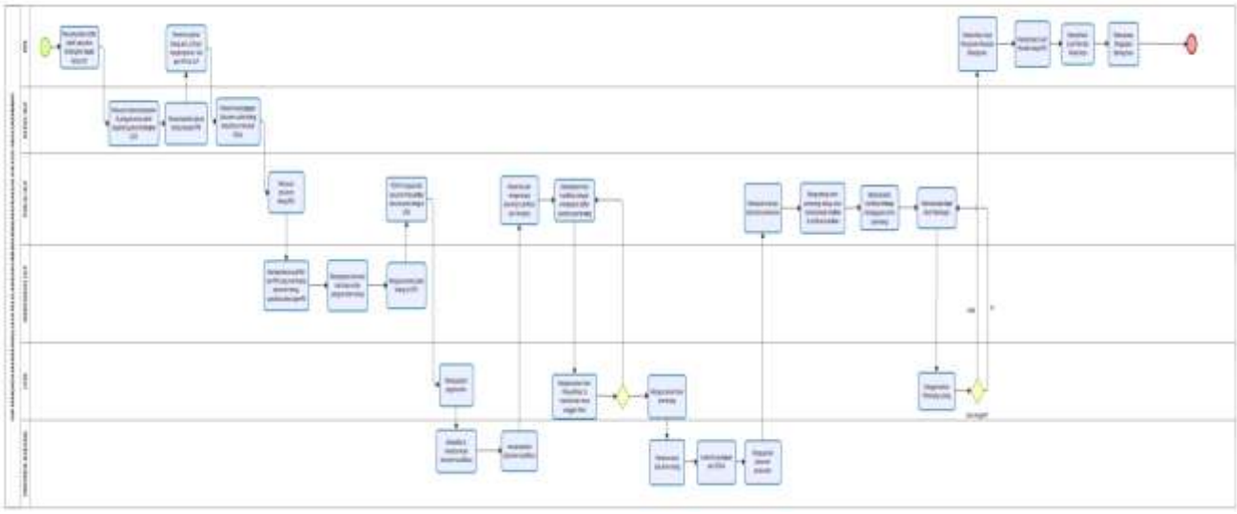
6.2.1.2.1 Pengadaan Barang/Jasa dengan Pengadaan Langsung



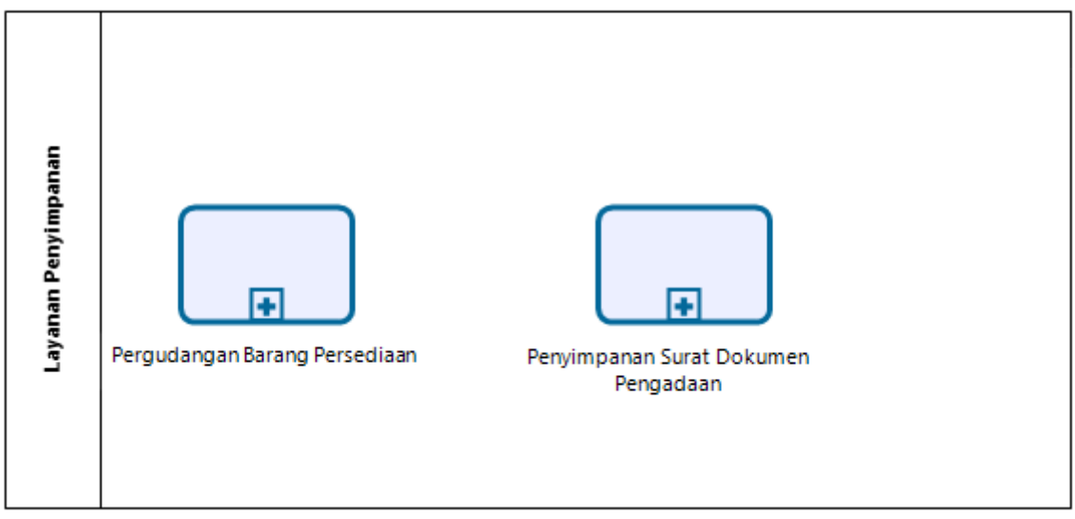
6.2.1.2.2 Pengadaan Barang/Jasa Pelelangan Umum dengan Pra Kualifikasi



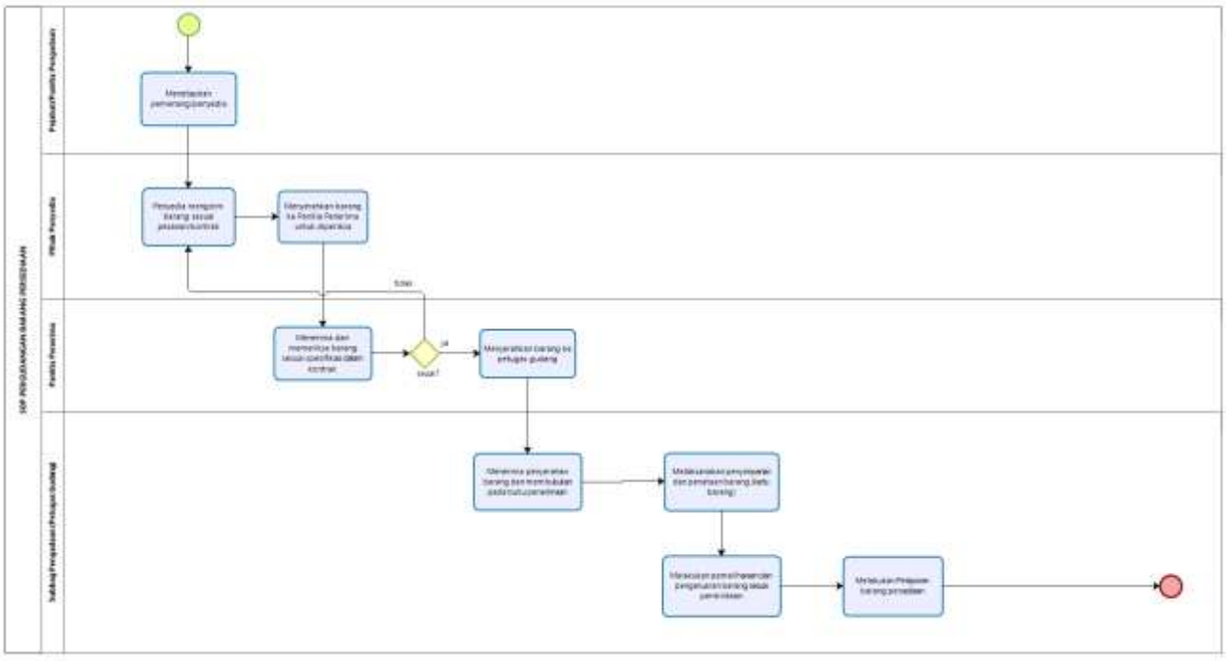
6.2.1.2.3 Pengadaan Barang/Jasa Pelelangan dengan Pasca Kualifikasi



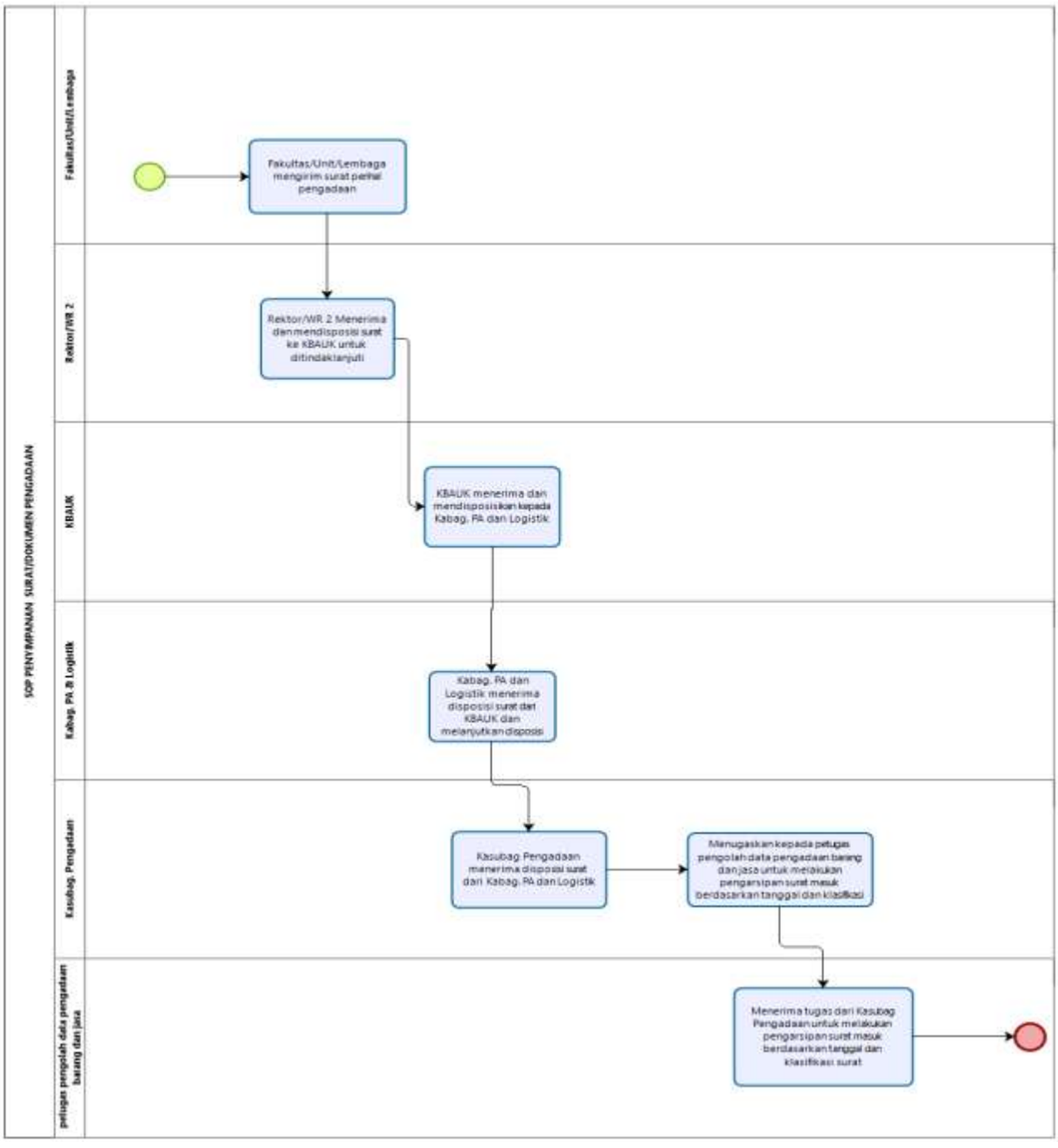
6.2.1.3 Layanan Penyimpanan



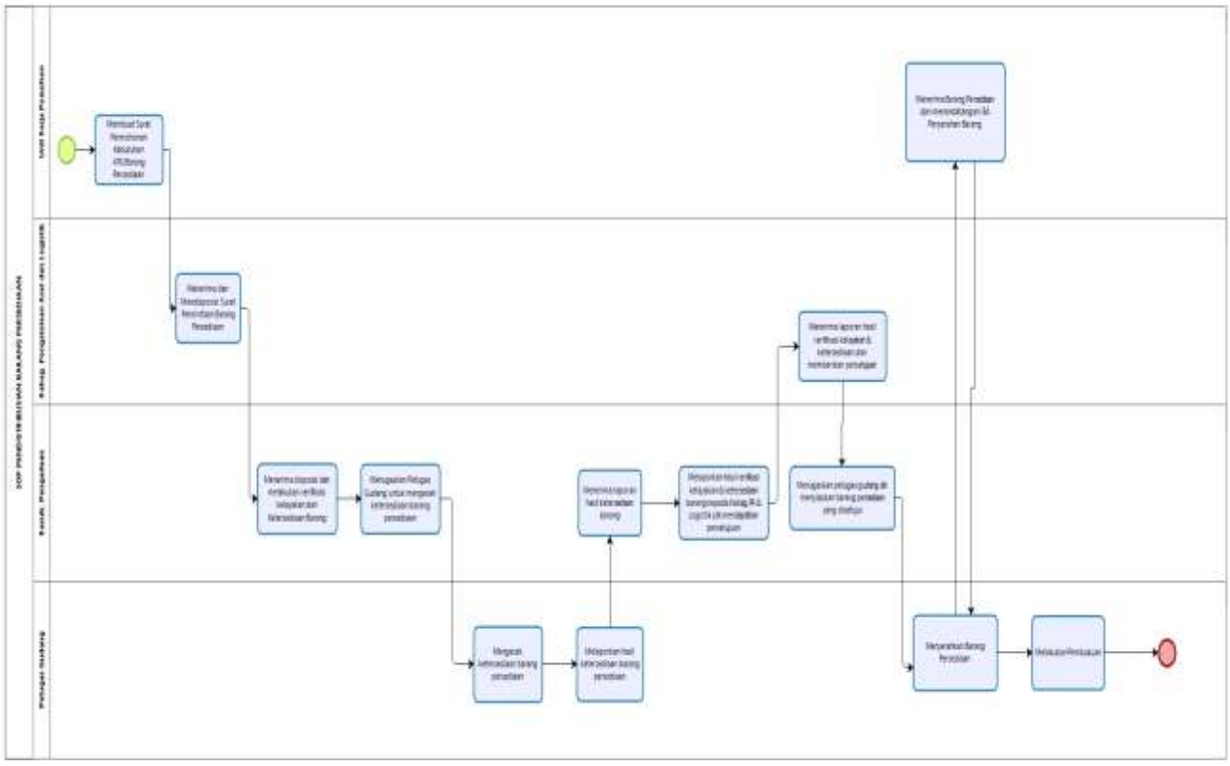
6.2.1.3.1 Pergudangan Barang Persediaan



6.2.1.3.2 Penyimpanan Surat Dokumen Pengadaan

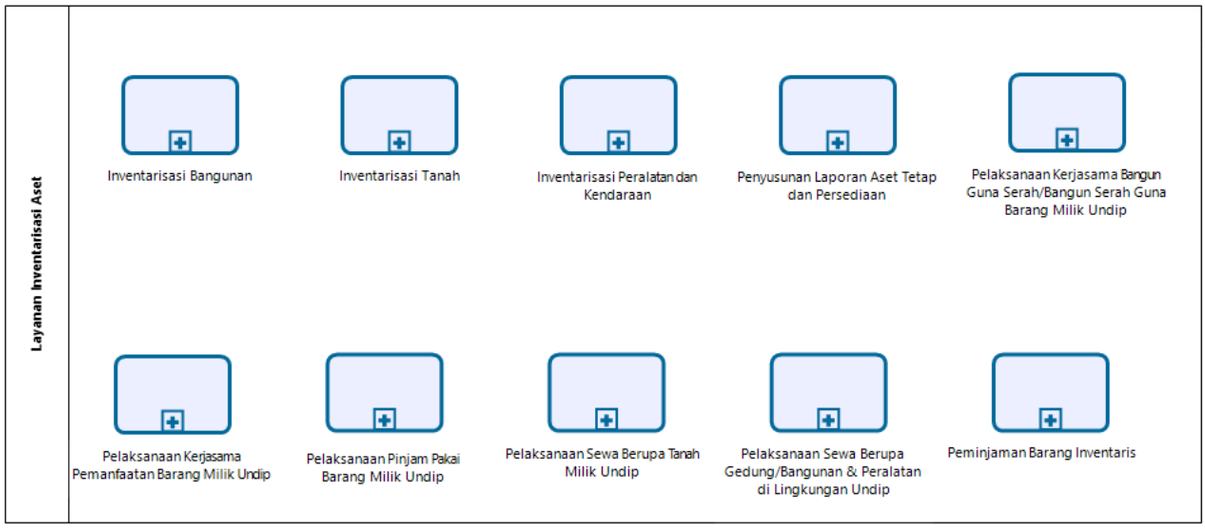


6.2.1.4 Layanan Pendistribusian Aset

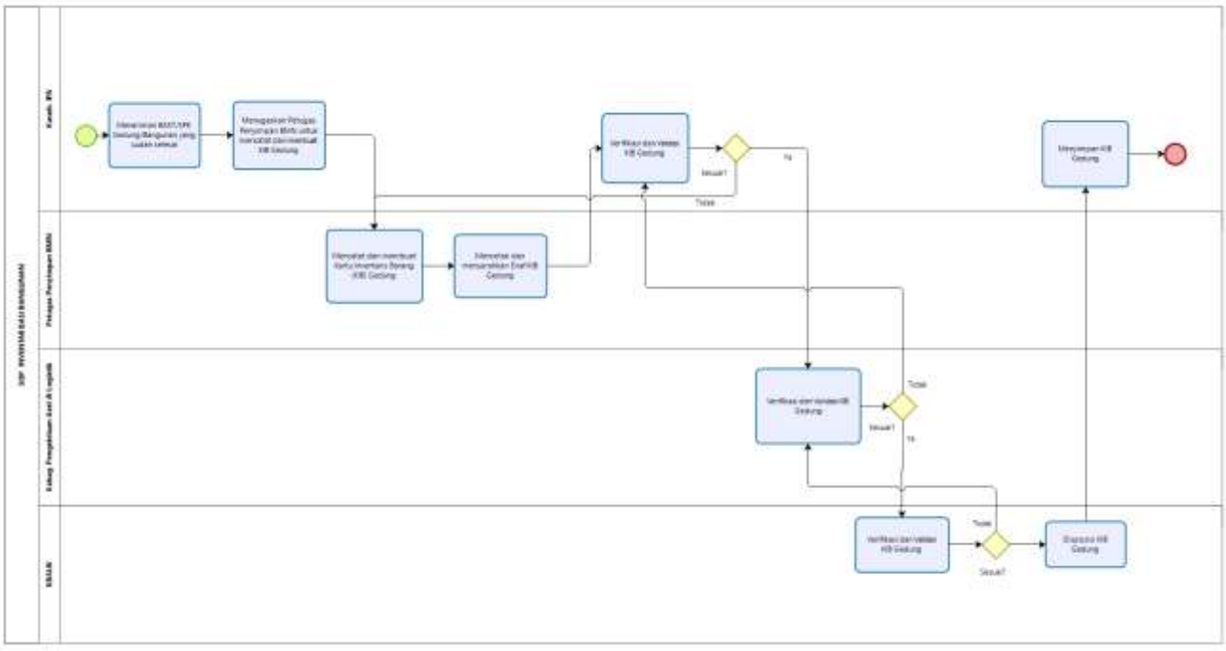


6.2.2 Layanan Inventarisasi dan Pengadaan Aset

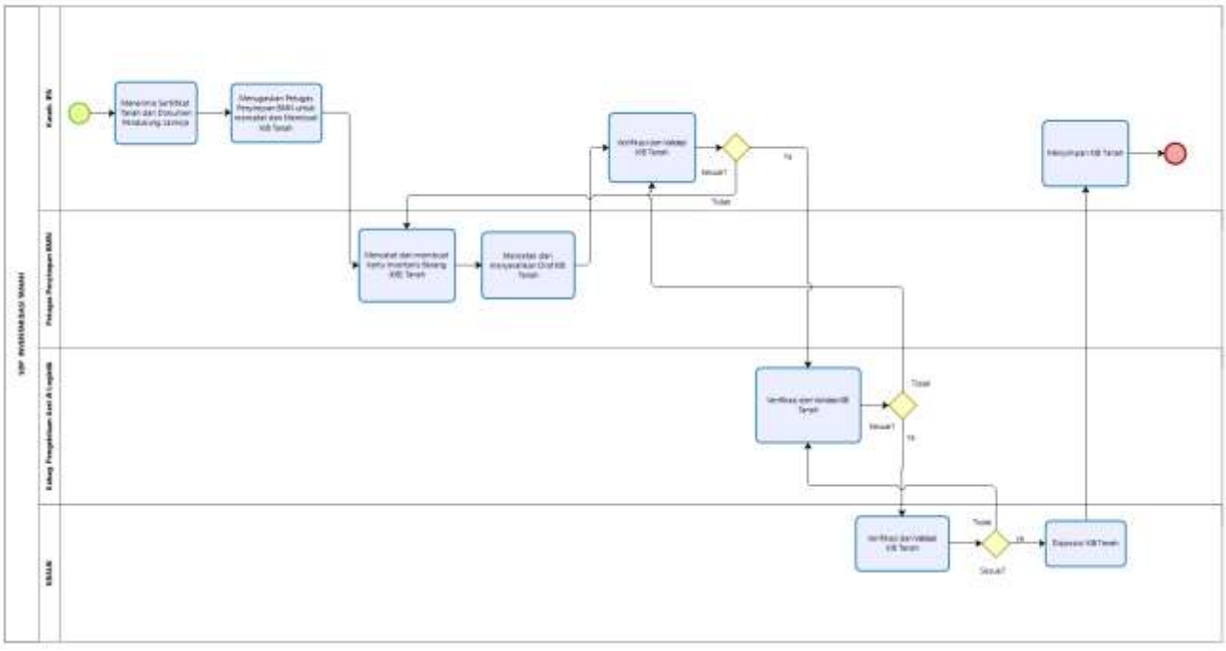
6.2.2.1 Layanan Inventarisasi Aset



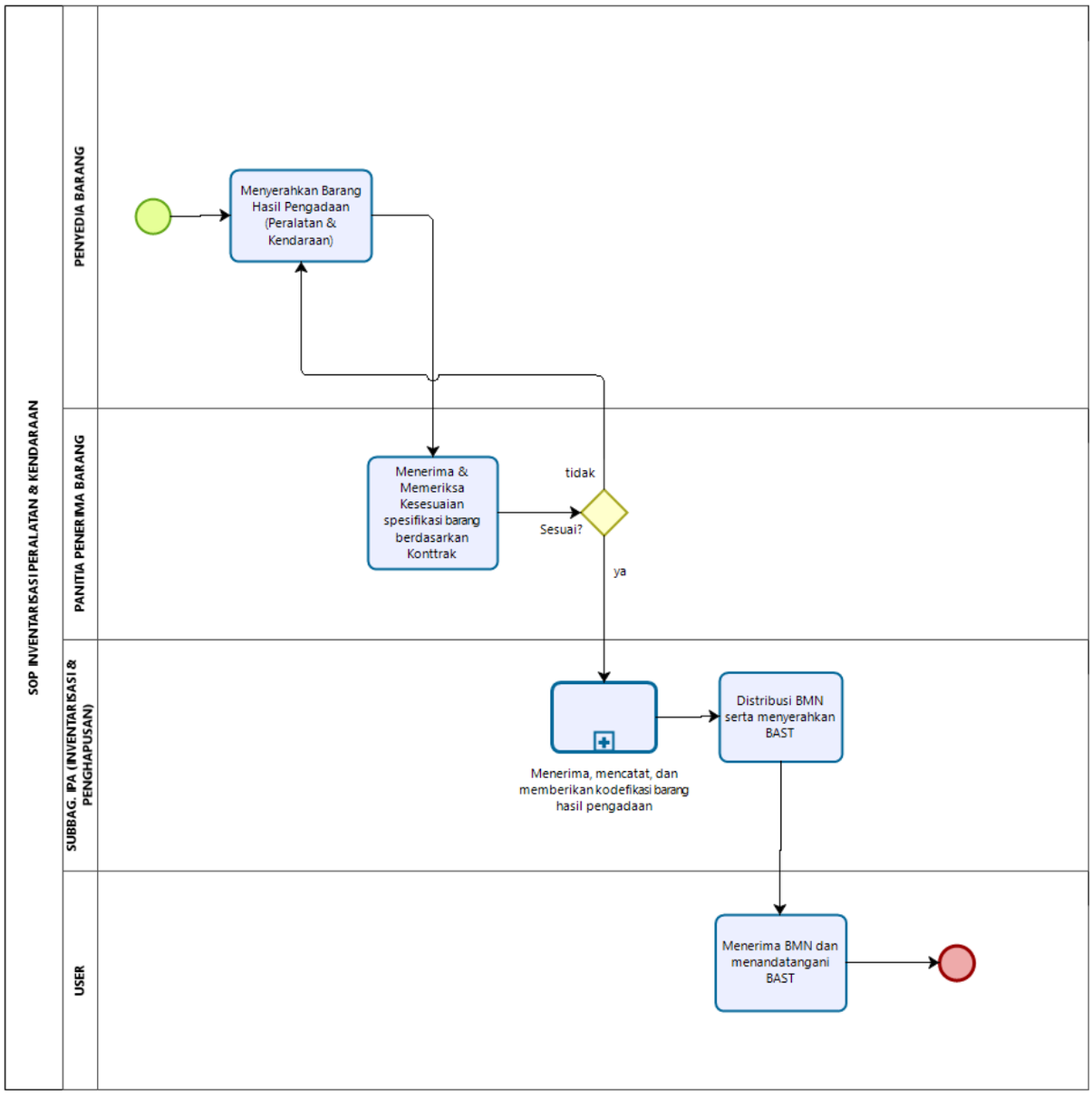
6.2.2.1.1 Inventarisasi Bangunan



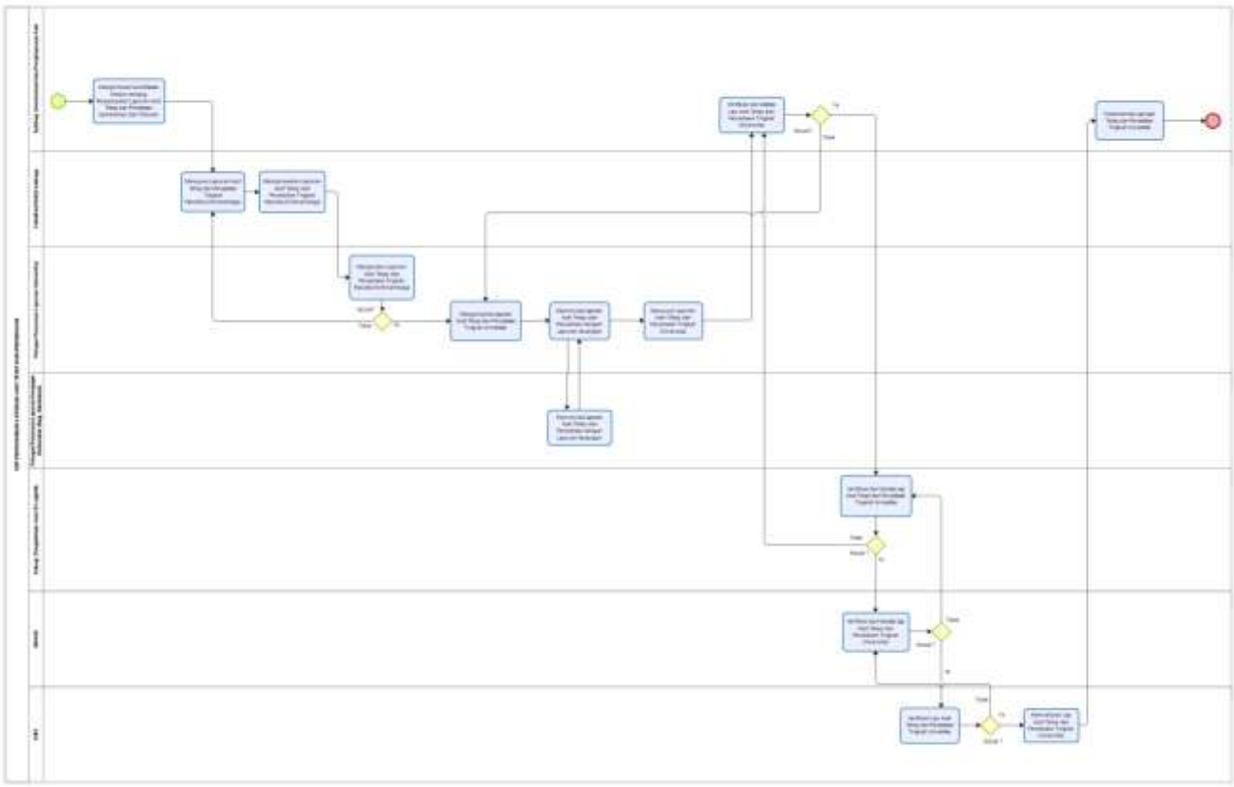
6.2.2.1.2 Inventarisasi Tanah



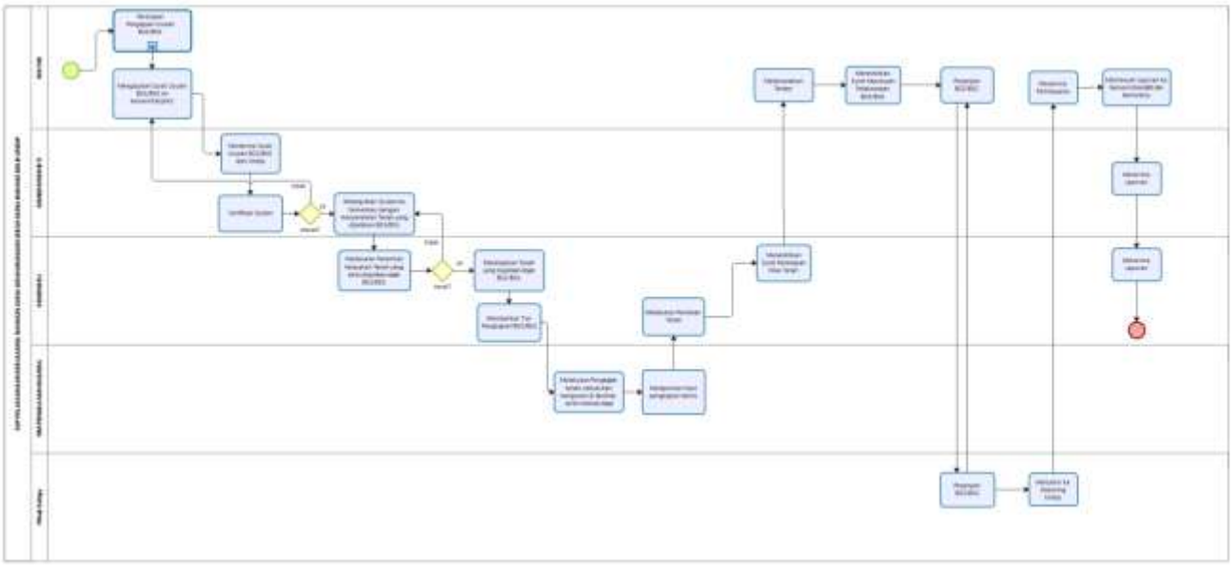
6.2.2.1.3 Inventarisasi Peralatan dan Kendaraan



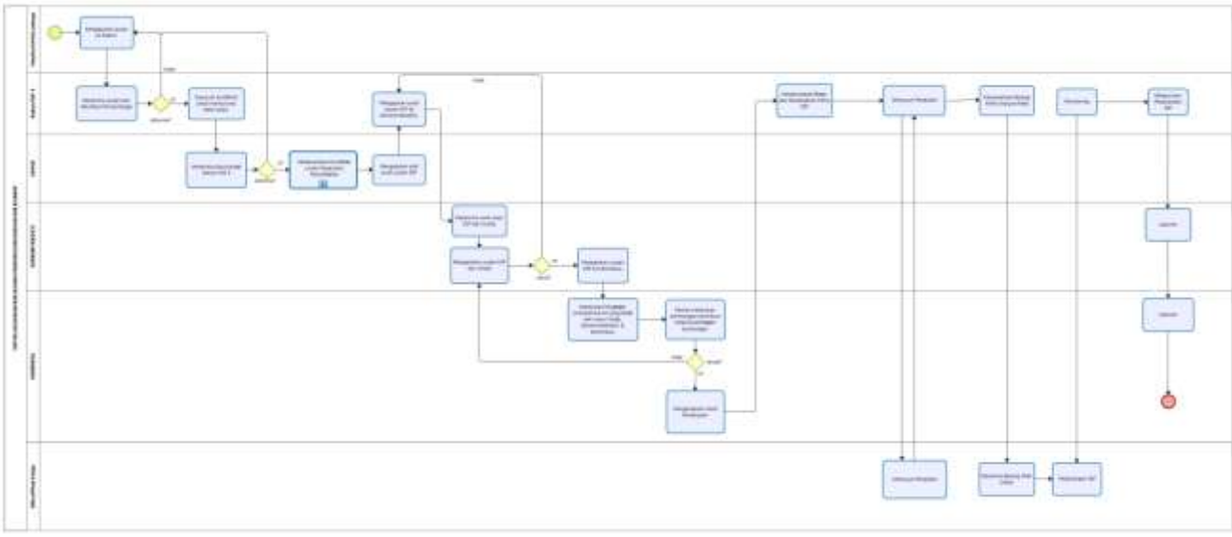
6.2.2.1.4 Penyusunan Laporan Aset Tetap dan Persediaan



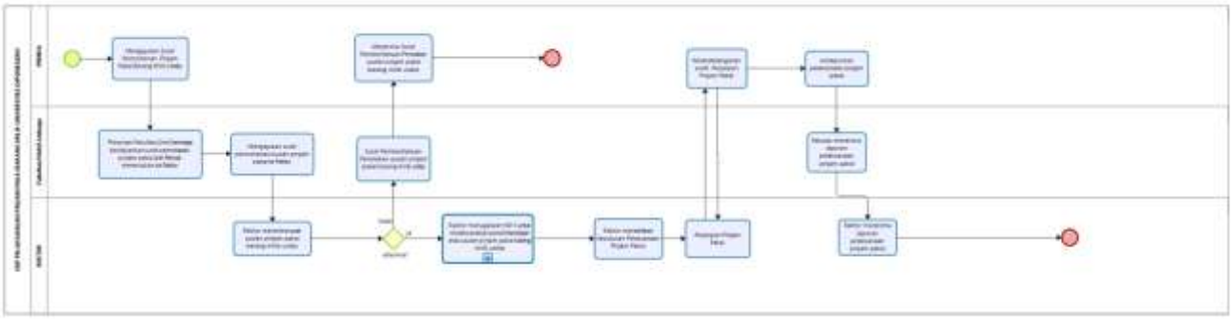
6.2.2.1.5 Pelaksanaan Kerjasama Bangun Guna Serah/Bangun Serah Guna BMU



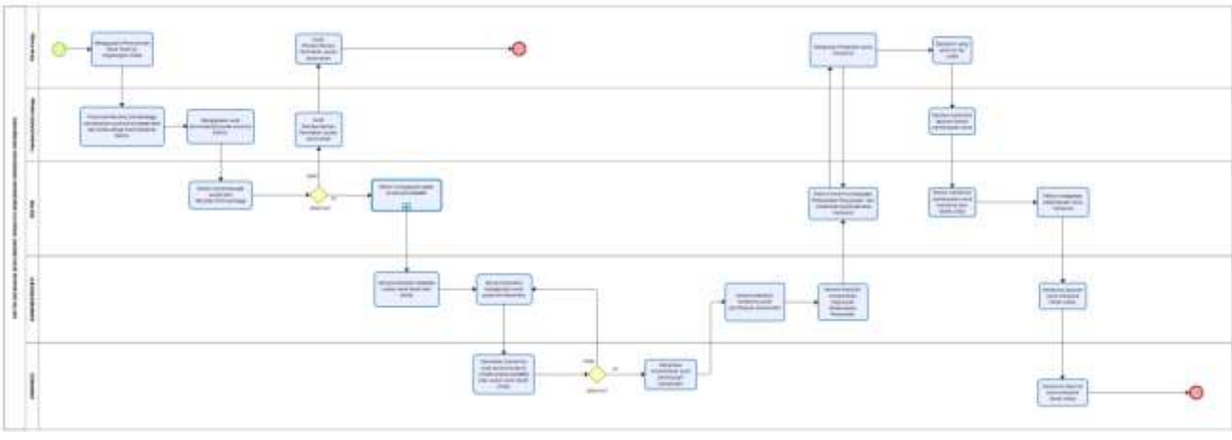
6.2.2.1.6 Pelaksanaan Kerjasama Pemanfaatan Barang Milik Undip



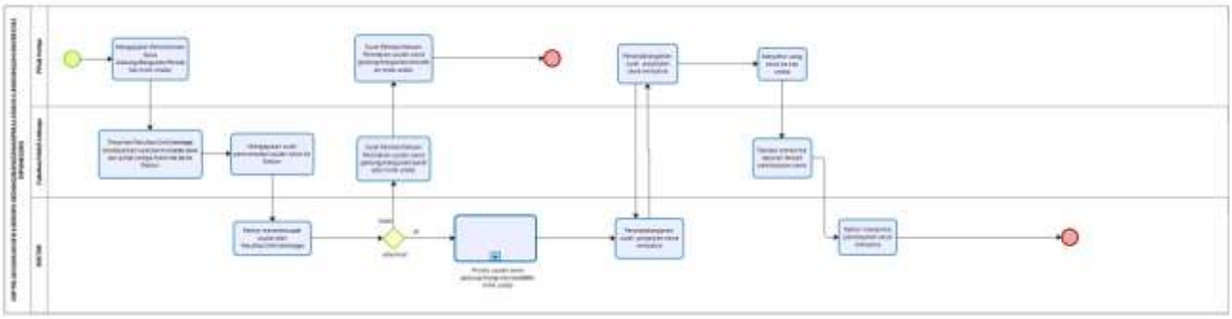
6.2.2.1.7 Pelaksanaan Pinjam Pakai Barang Milik Undip



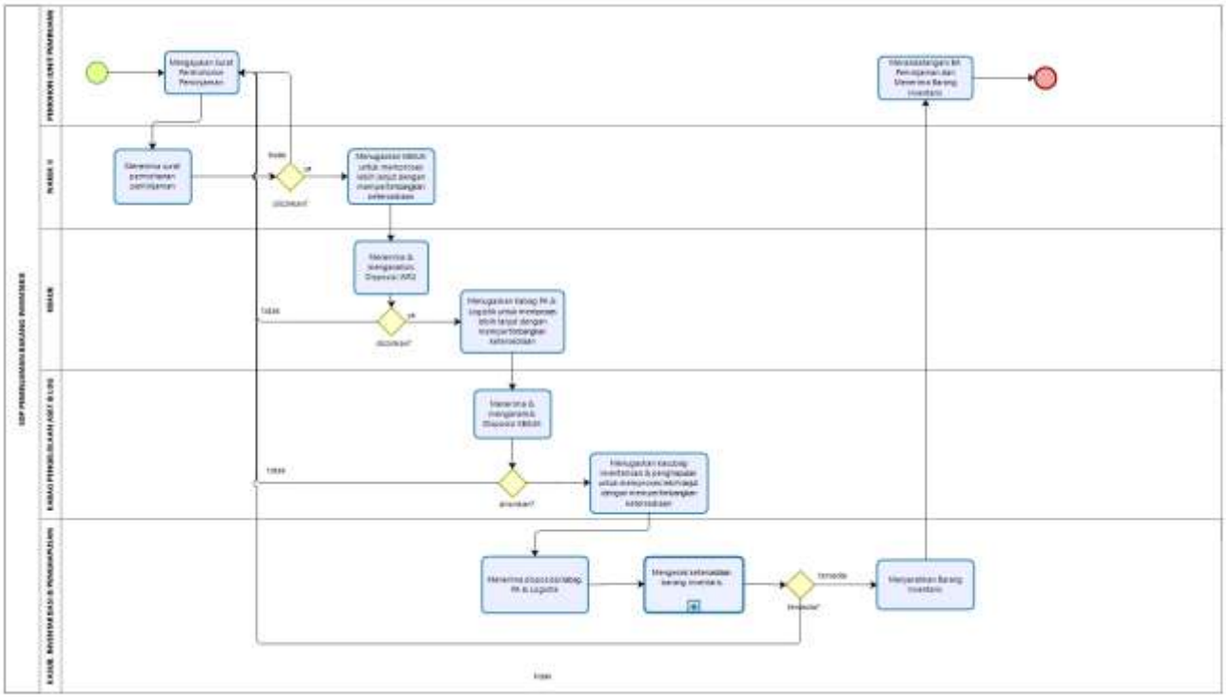
6.2.2.1.8 Pelaksanaan Sewa Berupa Tanah Milik Undip



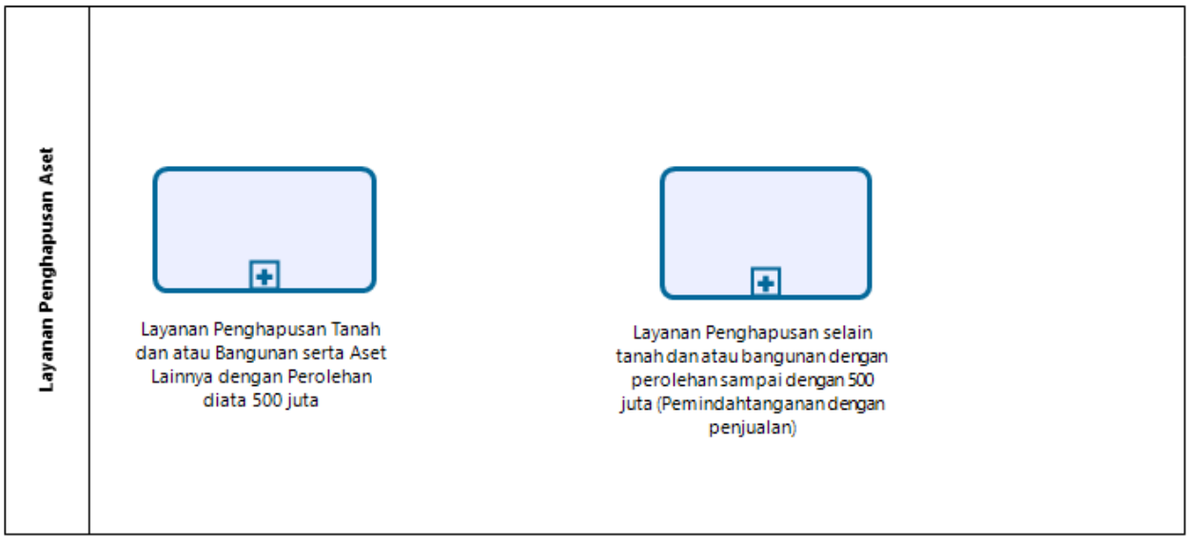
6.2.2.1.9 Pelaksanaan Sewa Berupa Gedung/Bangunan dan Peralatan di Lingkungan Undip



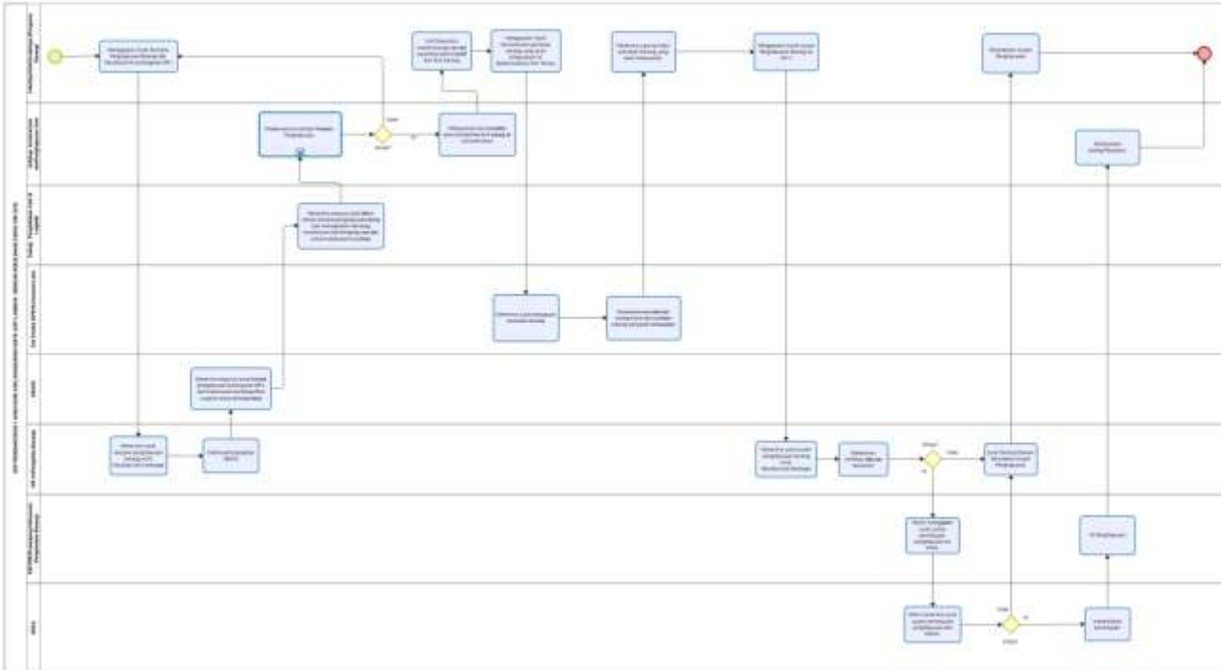
6.2.2.1.10 Peminjaman Barang Inventaris



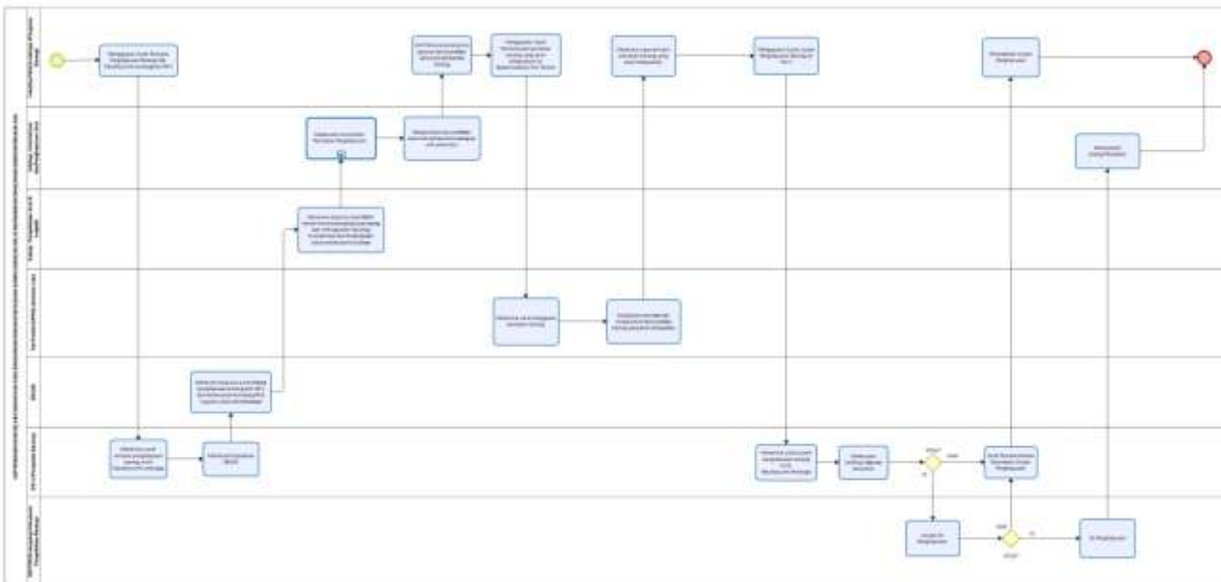
6.2.2.2 Layanan Penghapusan Aset



6.2.2.2.1 Layanan Penghapusan Tanah dan atau Bangunan Serta Aset Lainnya dengan Perolehan diatas 500juta

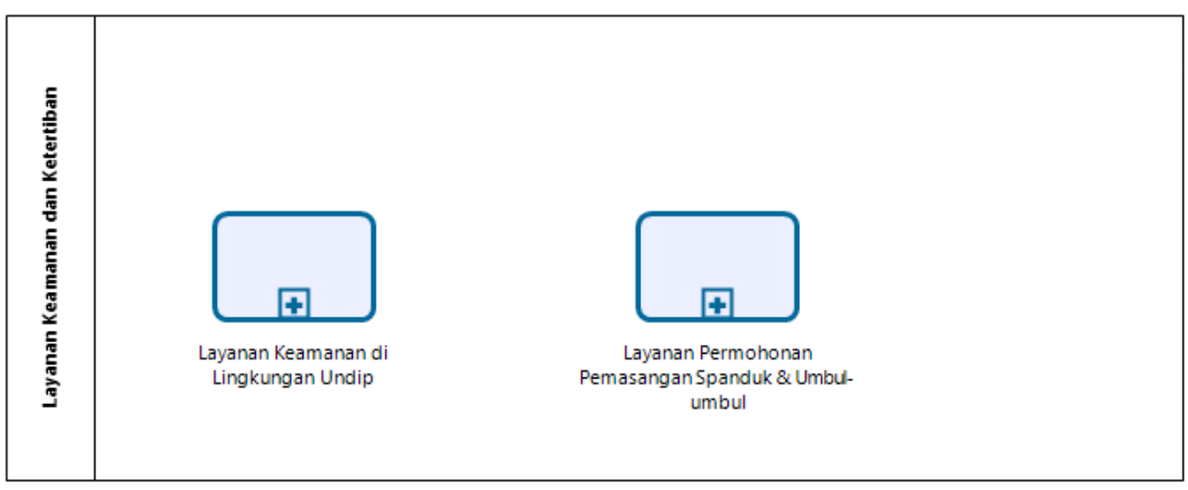


6.2.2.2.2 Layananan Penghapusan selain tanah dan atau bangunan dengan perolehan sampai dengan 500juta

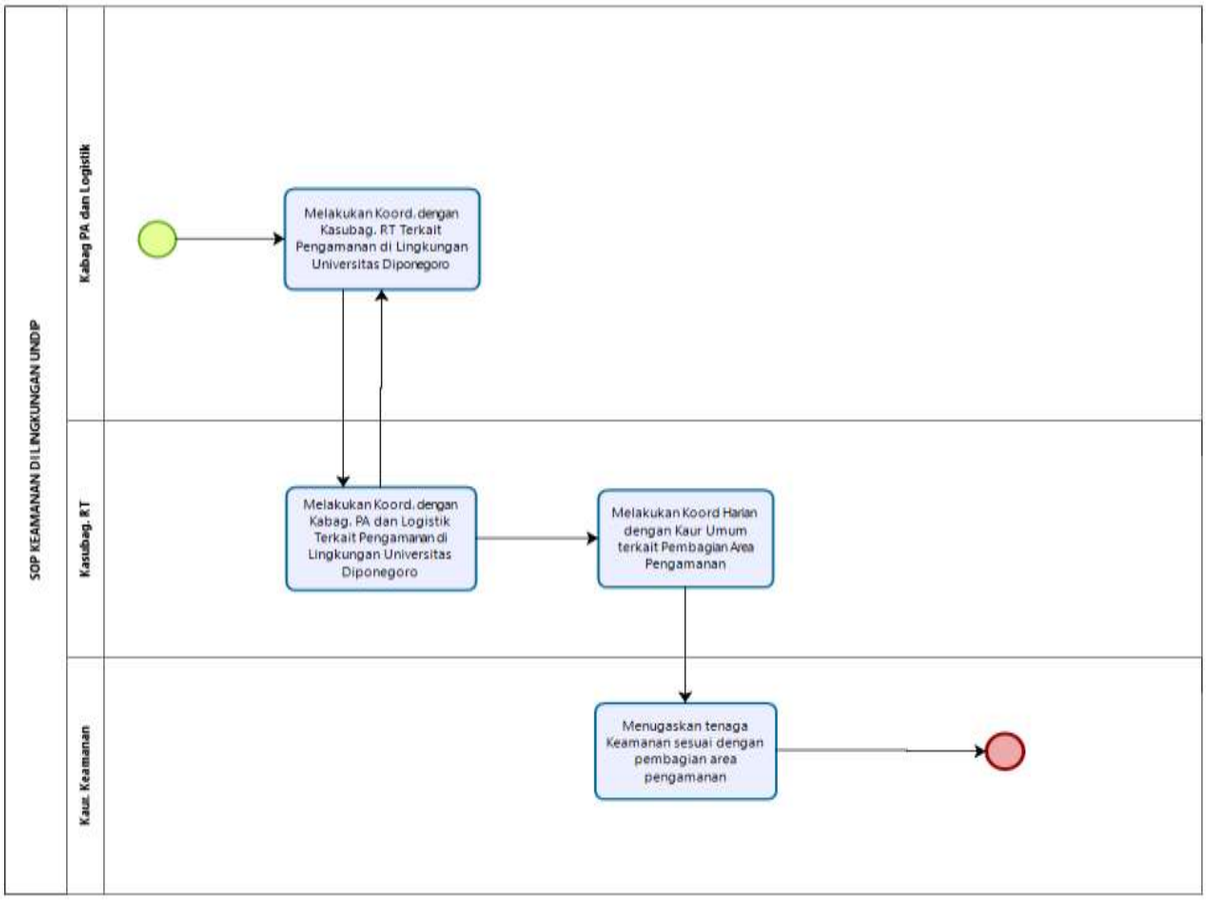


6.2.3 Layanan Rumah Tangga

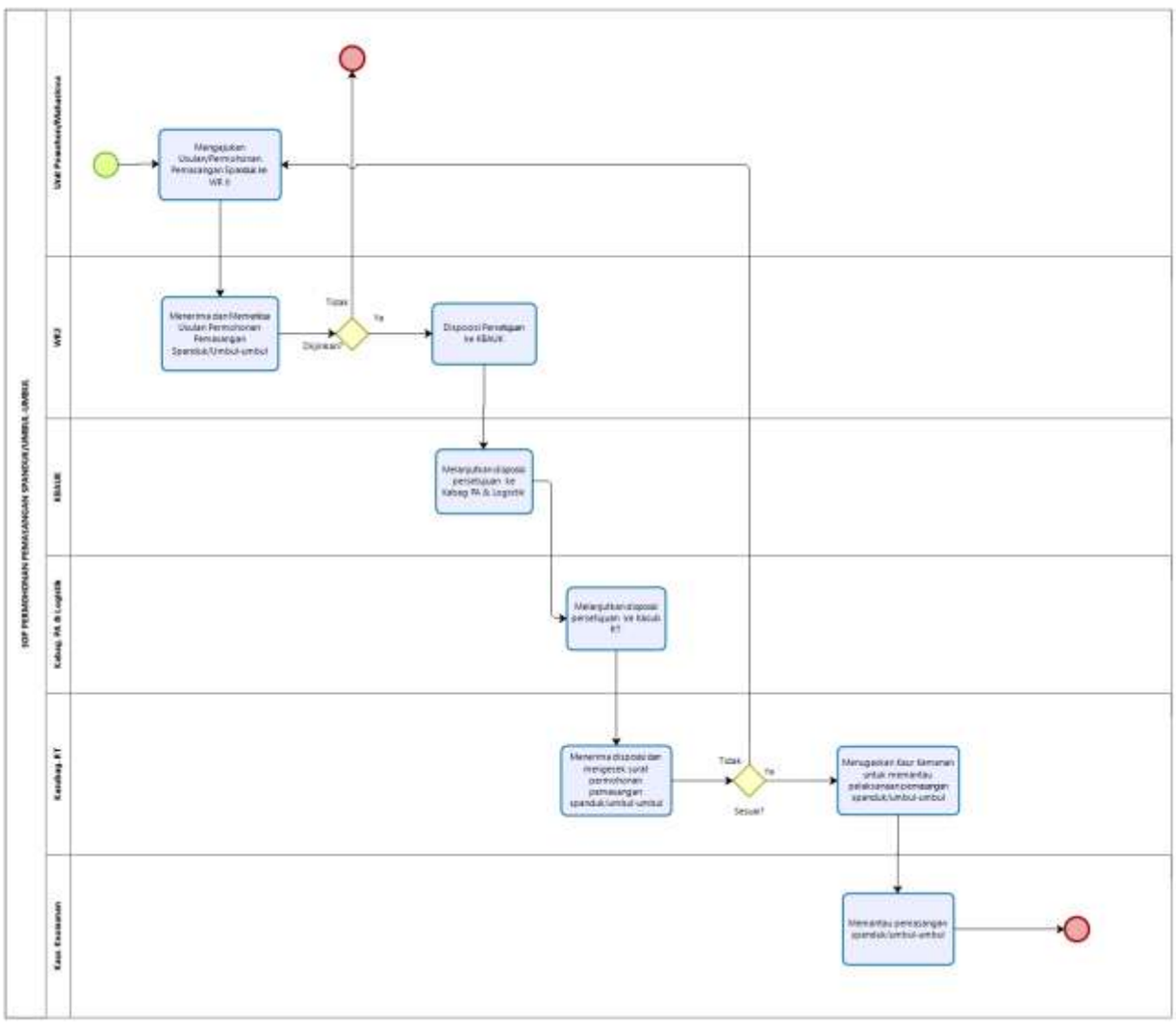
6.2.3.1 Layanan Keamanan dan Ketertiban



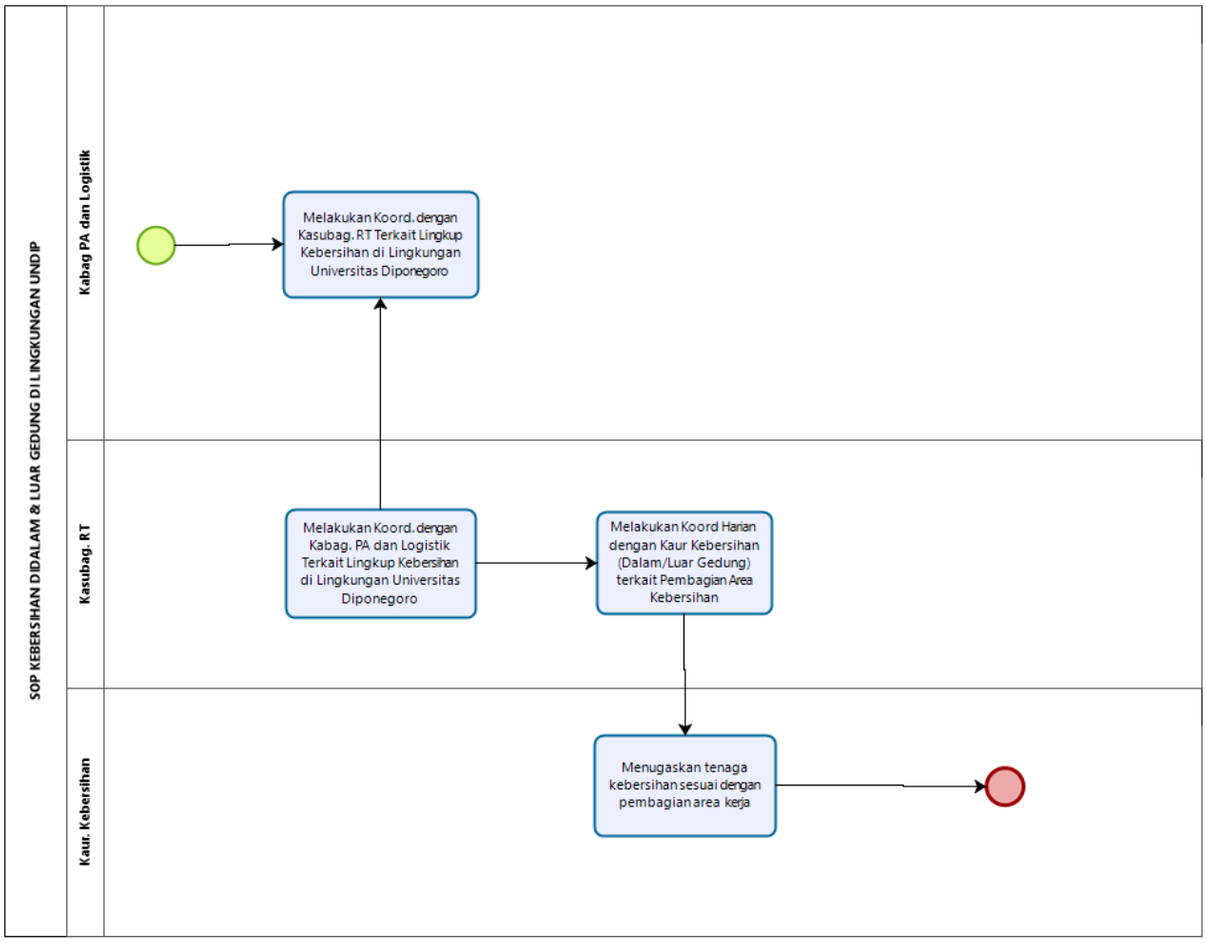
6.2.3.1.1 Layanan Keamanan di Lingkungan Undip



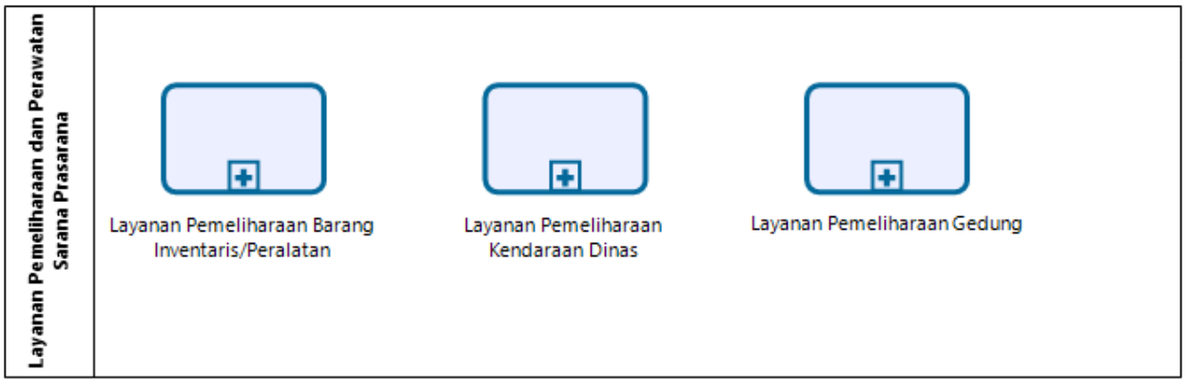
6.2.3.1.2 Layanan Permohonan Pemasangan Spanduk dan Umbul-Umbul



6.2.3.2 Layanan Kebersihan dan Keindahan

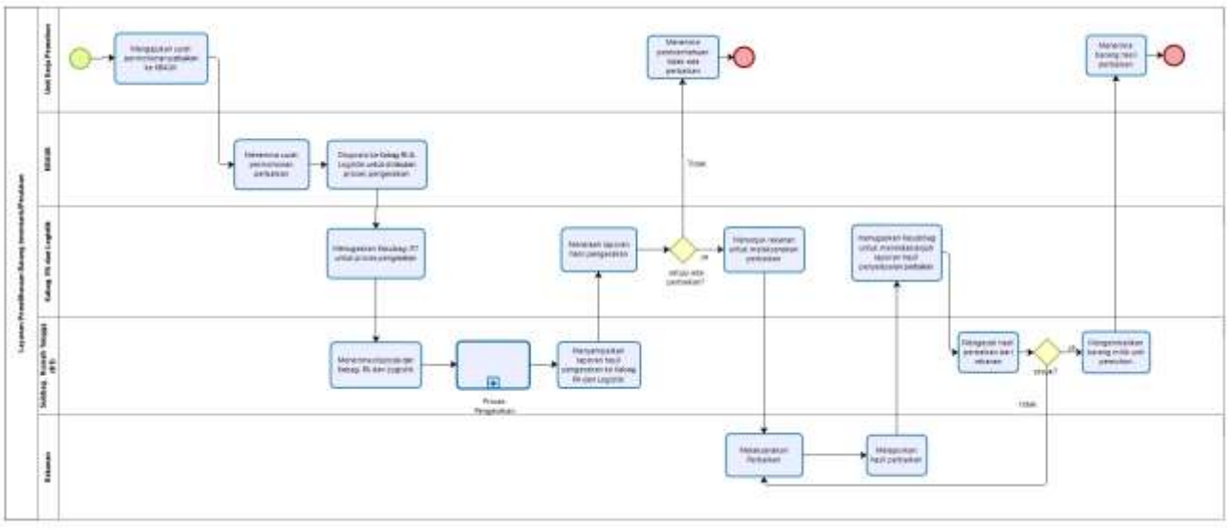


6.2.3.3 Layanan Pemeliharaan dan Perawatan Sarana Prasarana

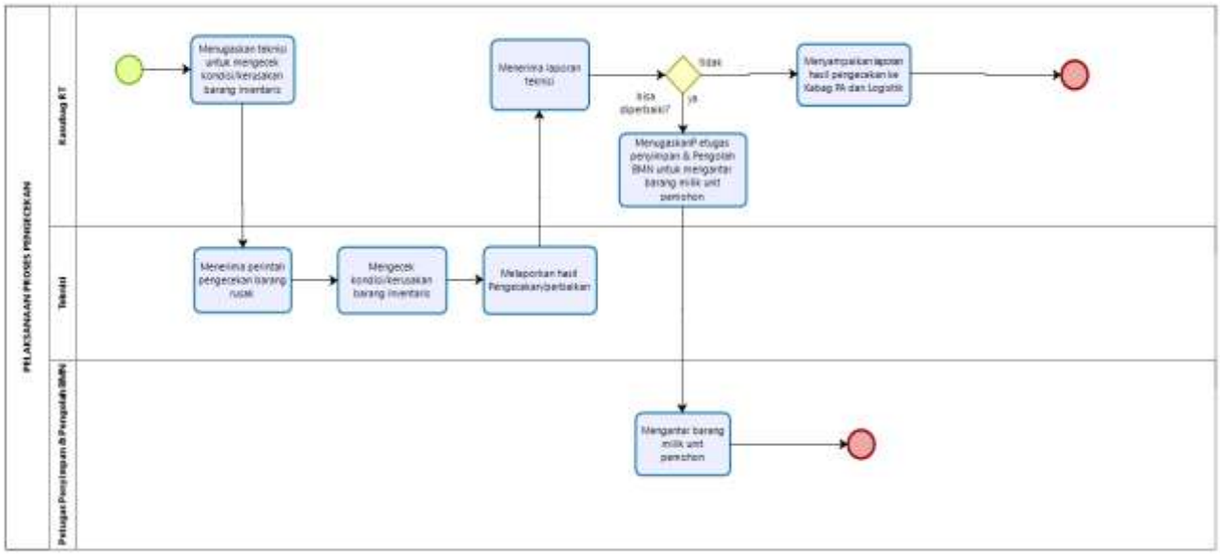


6.2.3.3.1 Layanan Pemeliharaan Barang Inventaris/Peralatan

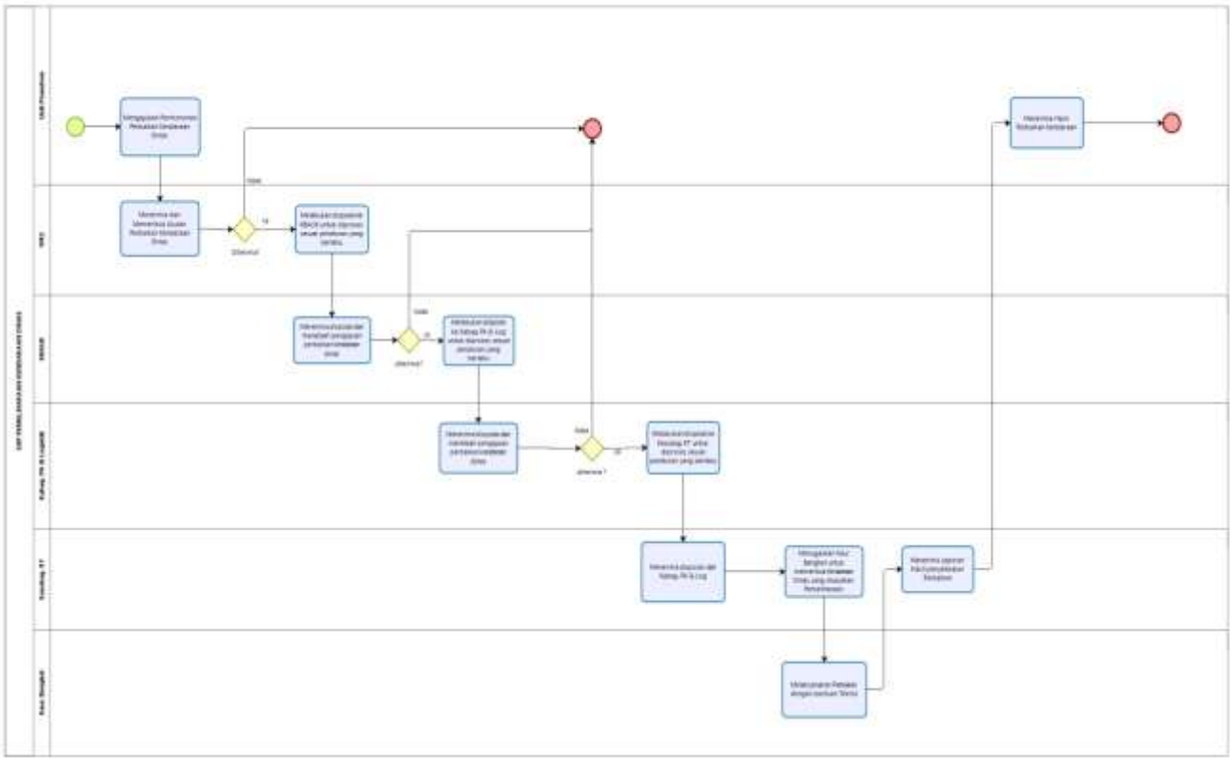
Makro



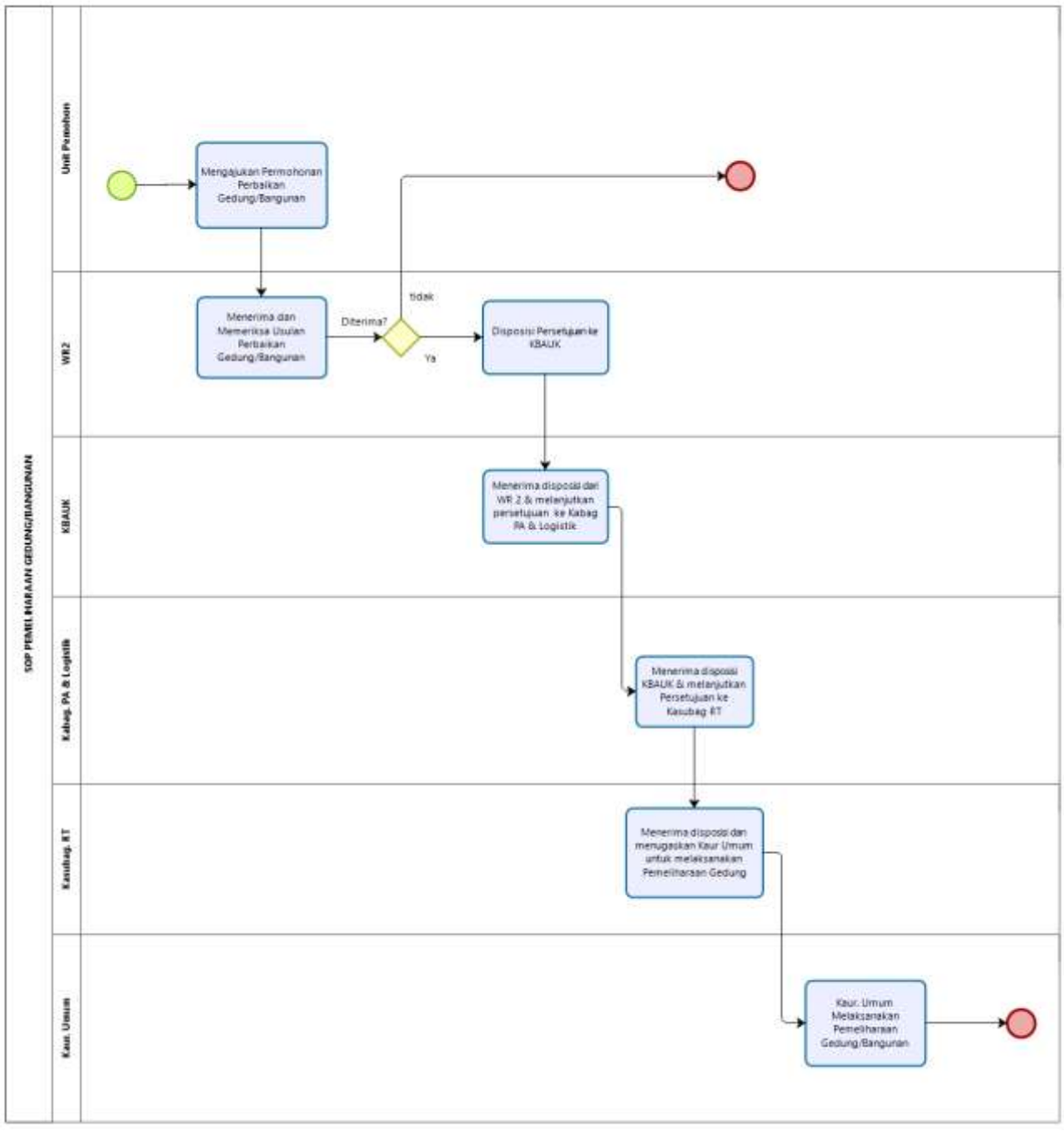
Mikro (Proses Pengcekan)



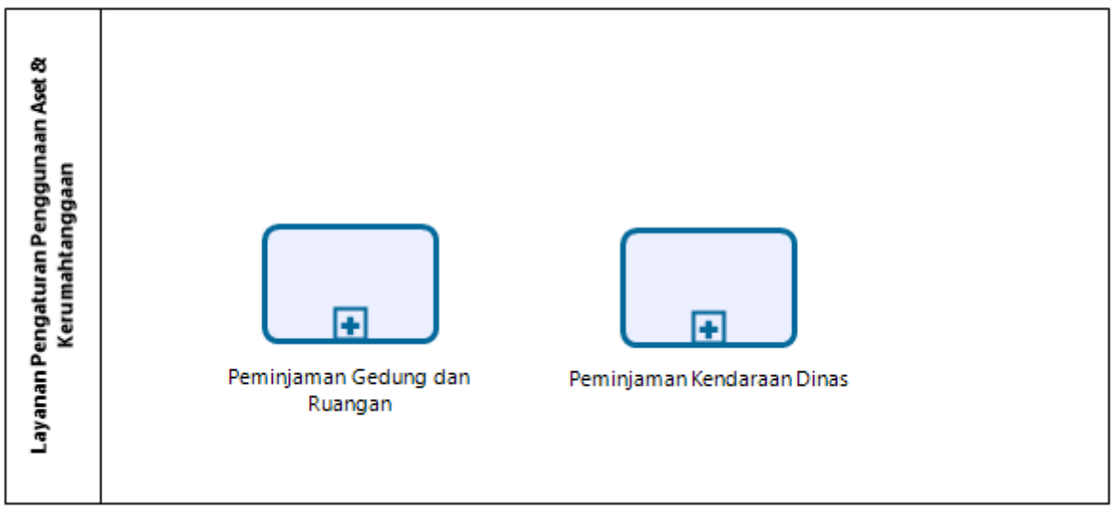
6.2.3.3.2 Layanan Pemelihraan Kendaraan Dinas



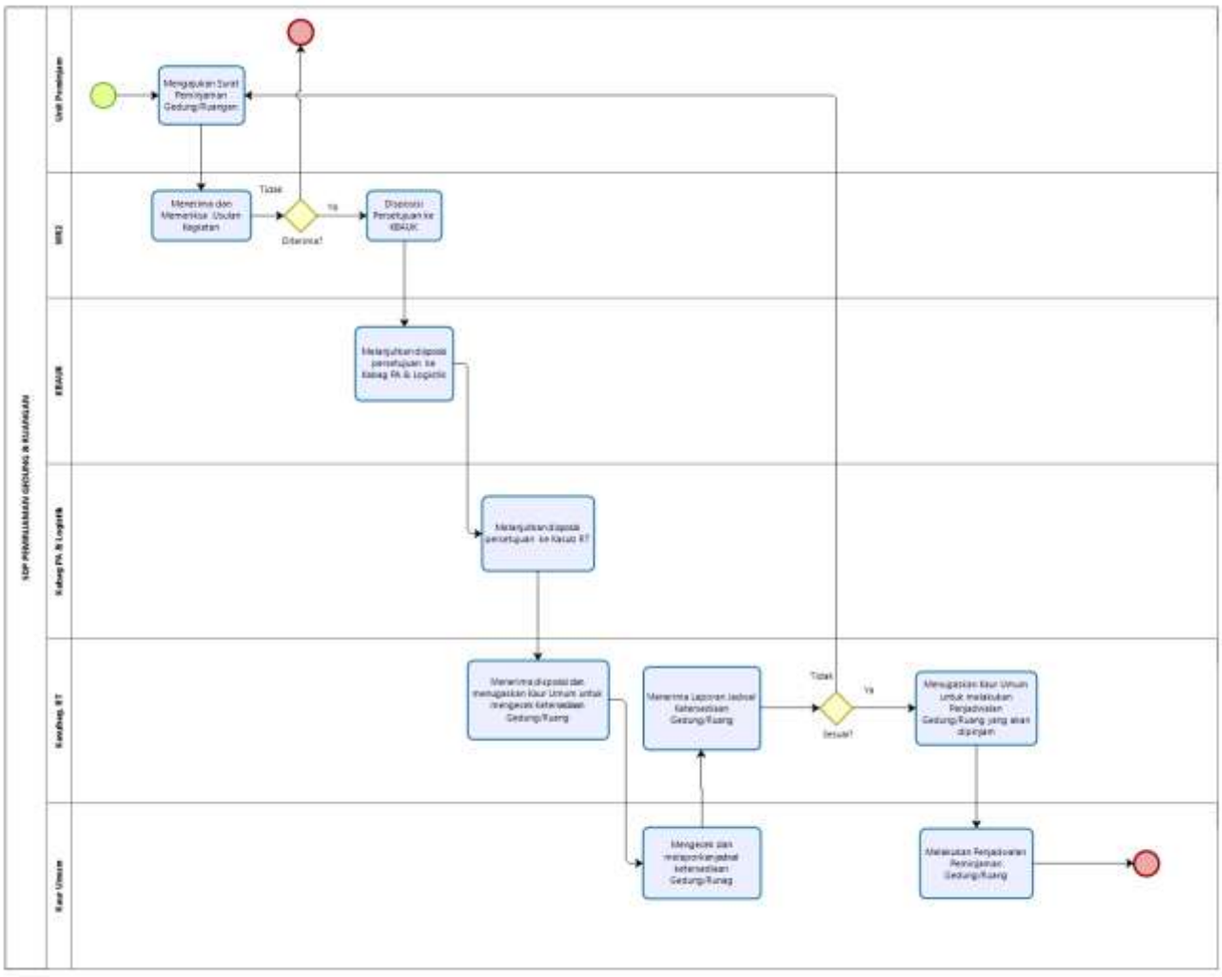
6.2.3.3.3 Layanan Pemeliharaan gedung



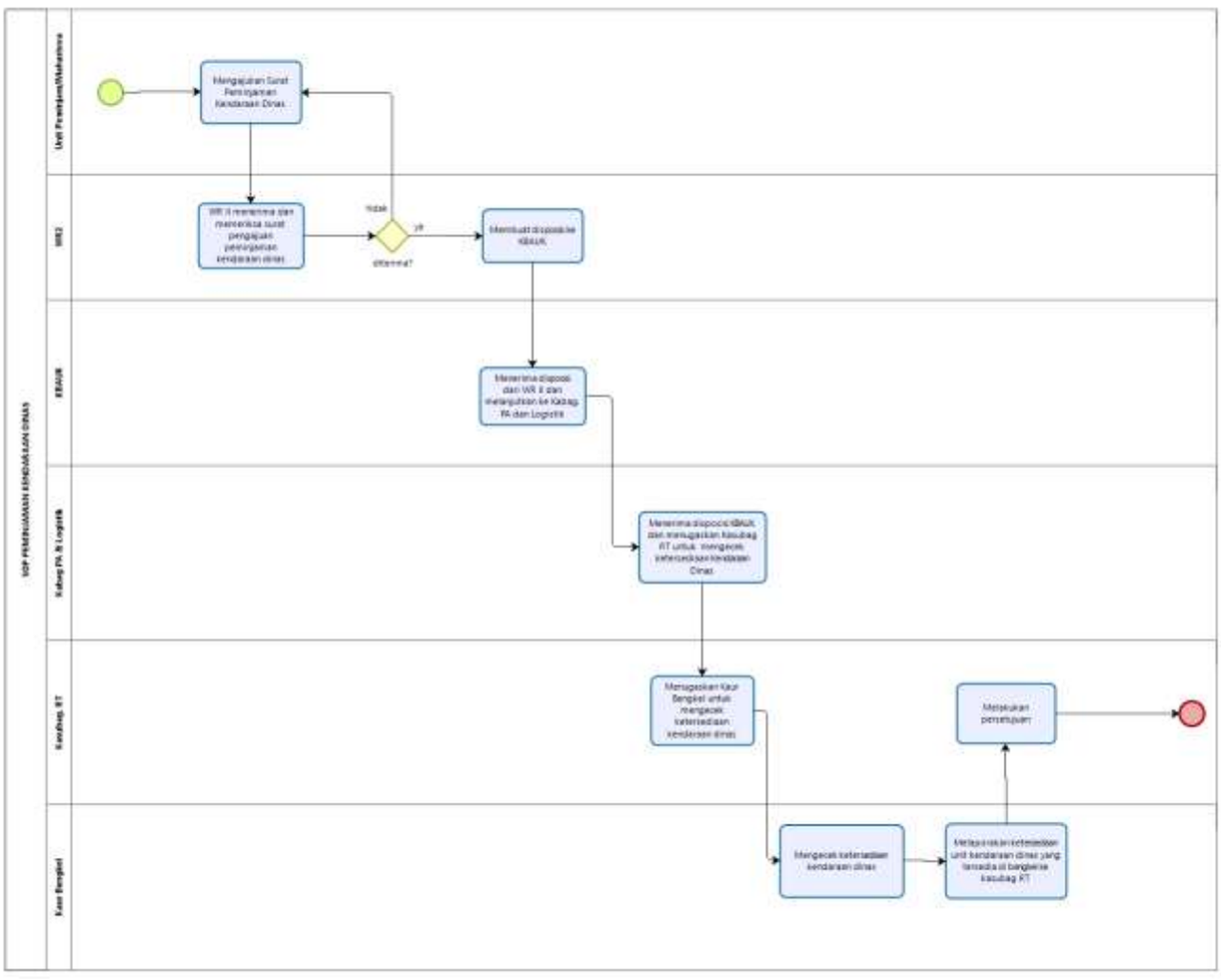
6.2.3.3.4 Layanan Pengaturan Penggunaan Aset dan Kerumahtanggaan



6.2.3.3.5 Peminjaman Gedung dan Ruang



6.2.3.3.6 Peminjaman Kendaraan Dinas

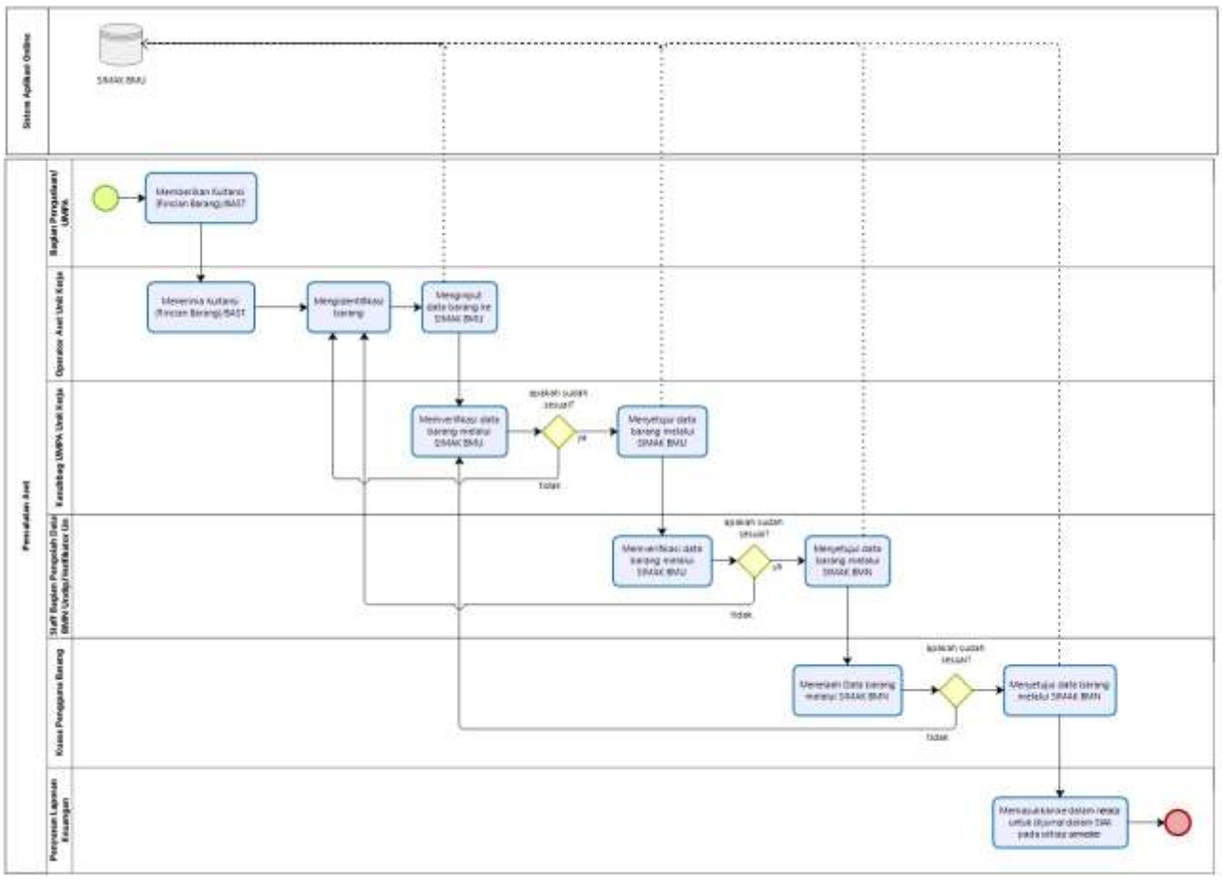


6.3 Layanan Keuangan

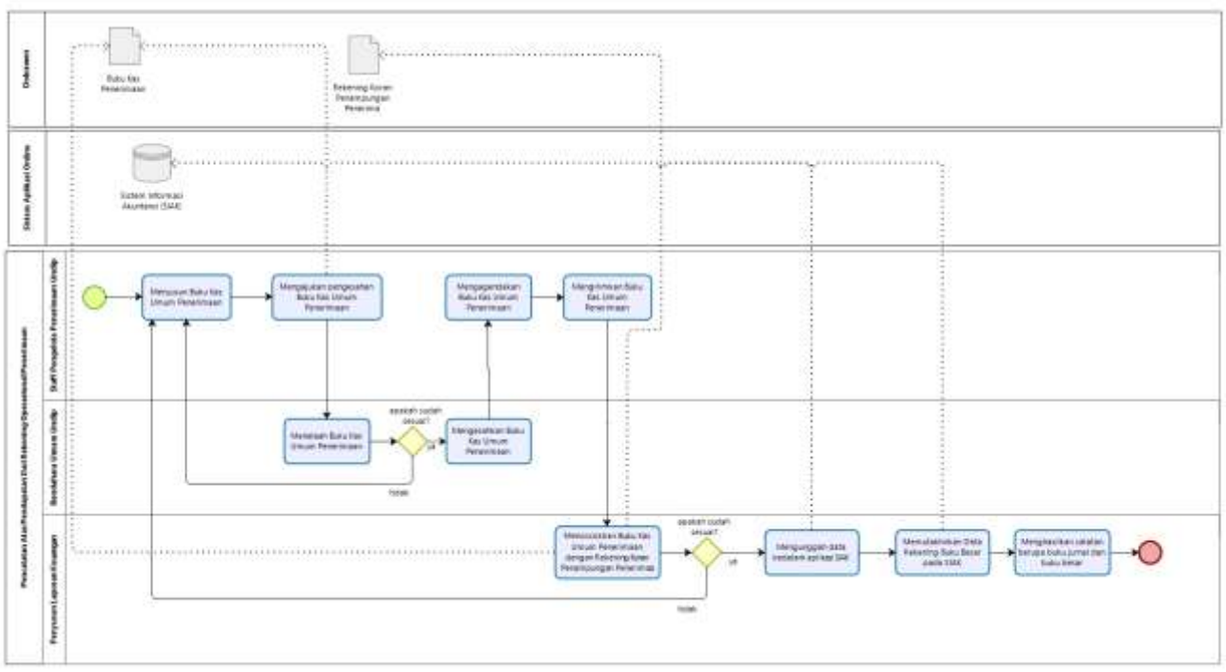
6.4 Layanan Akuntansi

6.4.1 Layanan Pelaporan

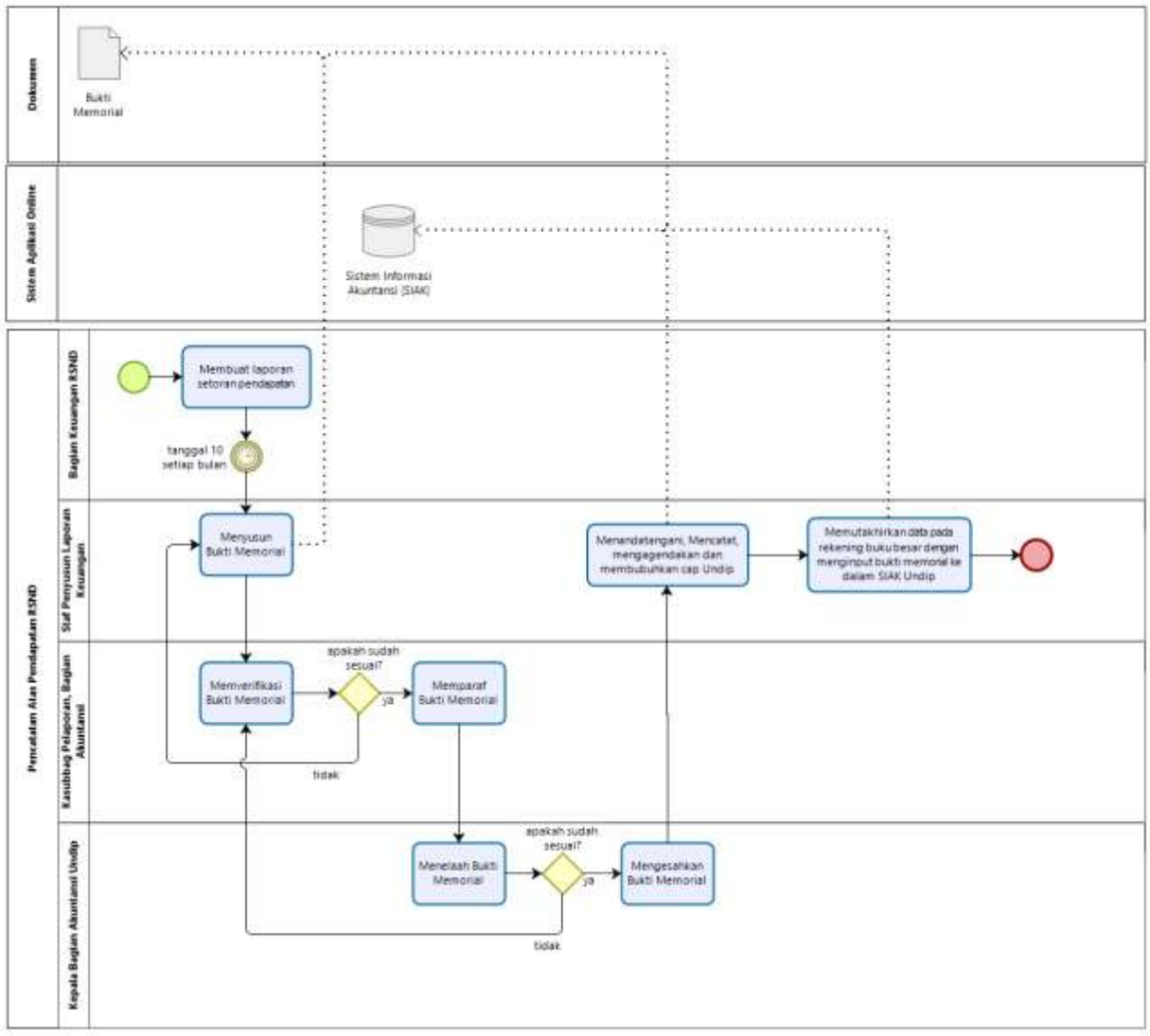
6.4.1.1 Pencatatan Aset



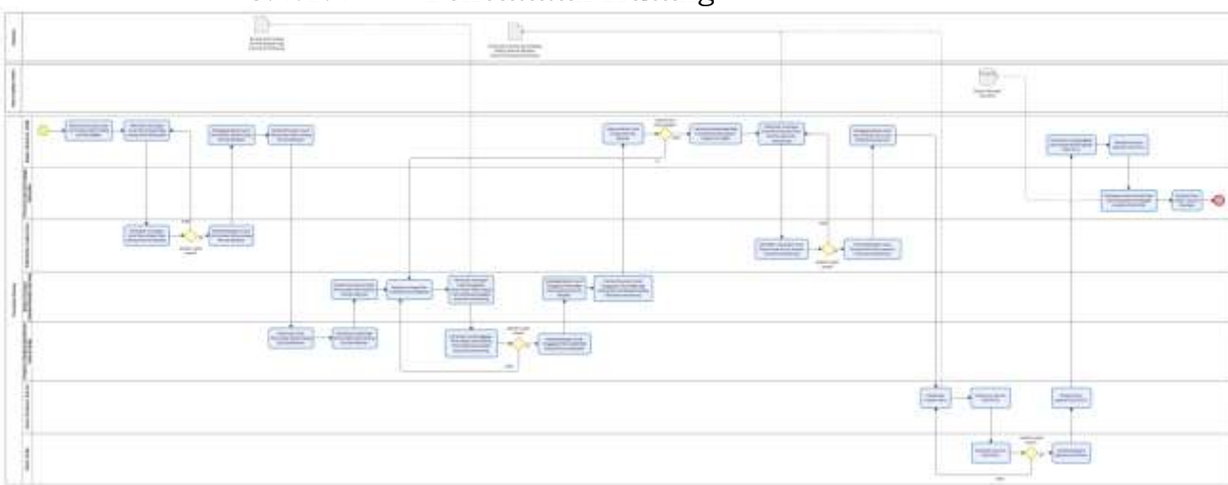
6.4.1.2 Pencatatan Pendapatan dari Rekening Operasional Penerimaan



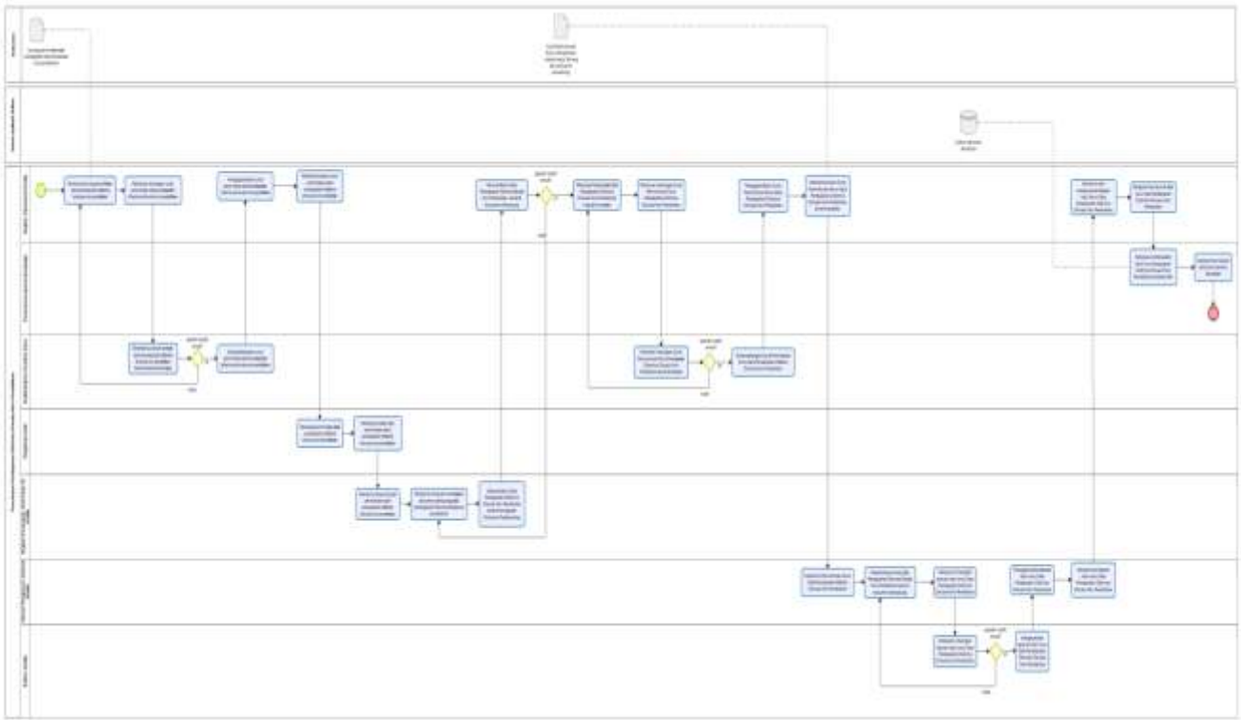
6.4.1.3 Pencatatan Pendapatan RSND



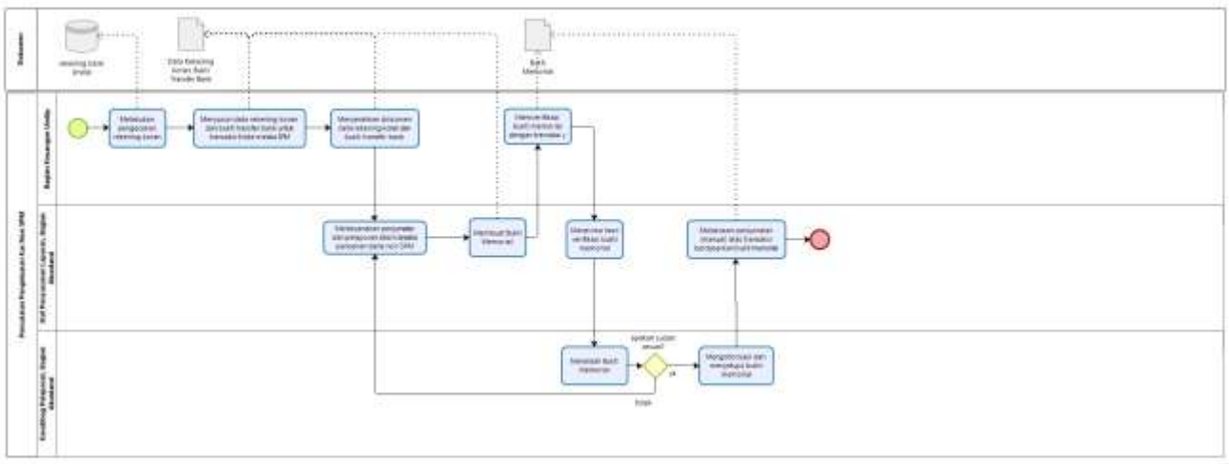
6.4.1.4 Pencatatan Hutang



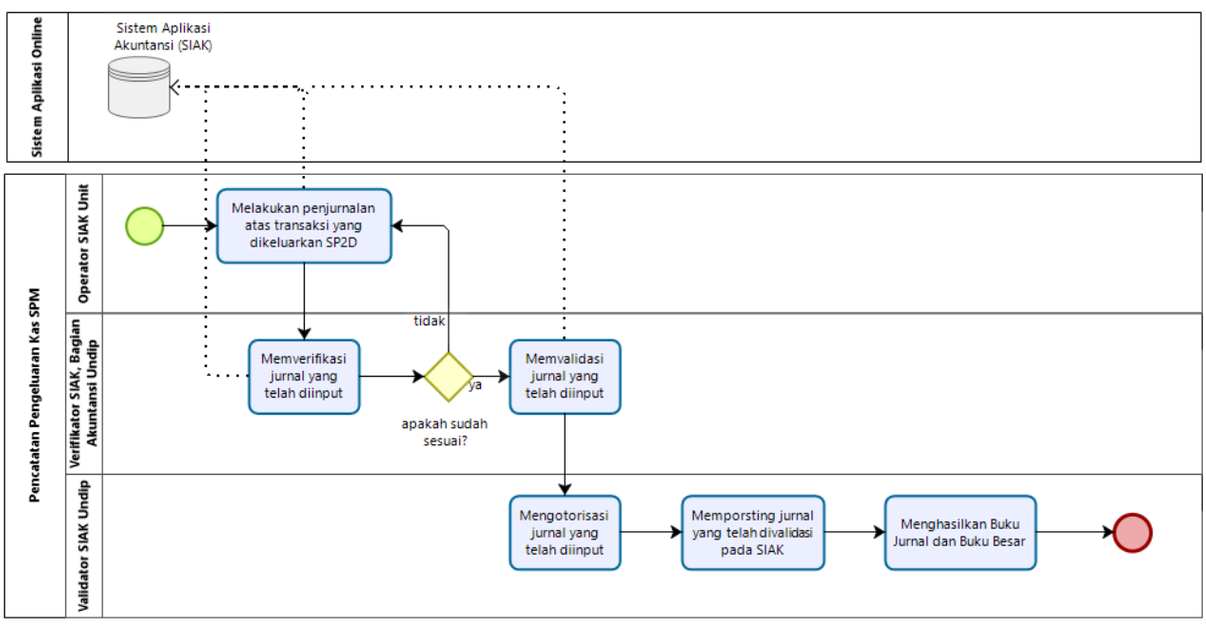
6.4.1.5 Pencatatan Pendapatan Diterima Dimuka Non Pendidikan



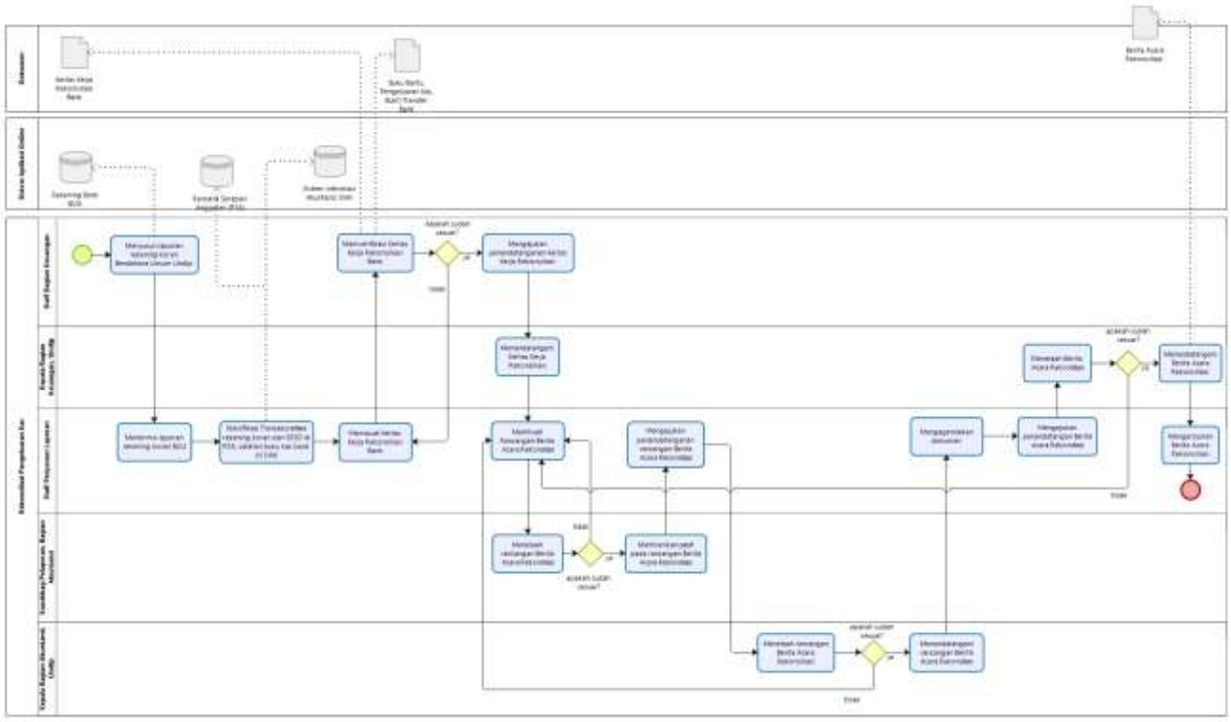
6.4.1.6 Pencatatan Pengeluaran Kas Non SPM



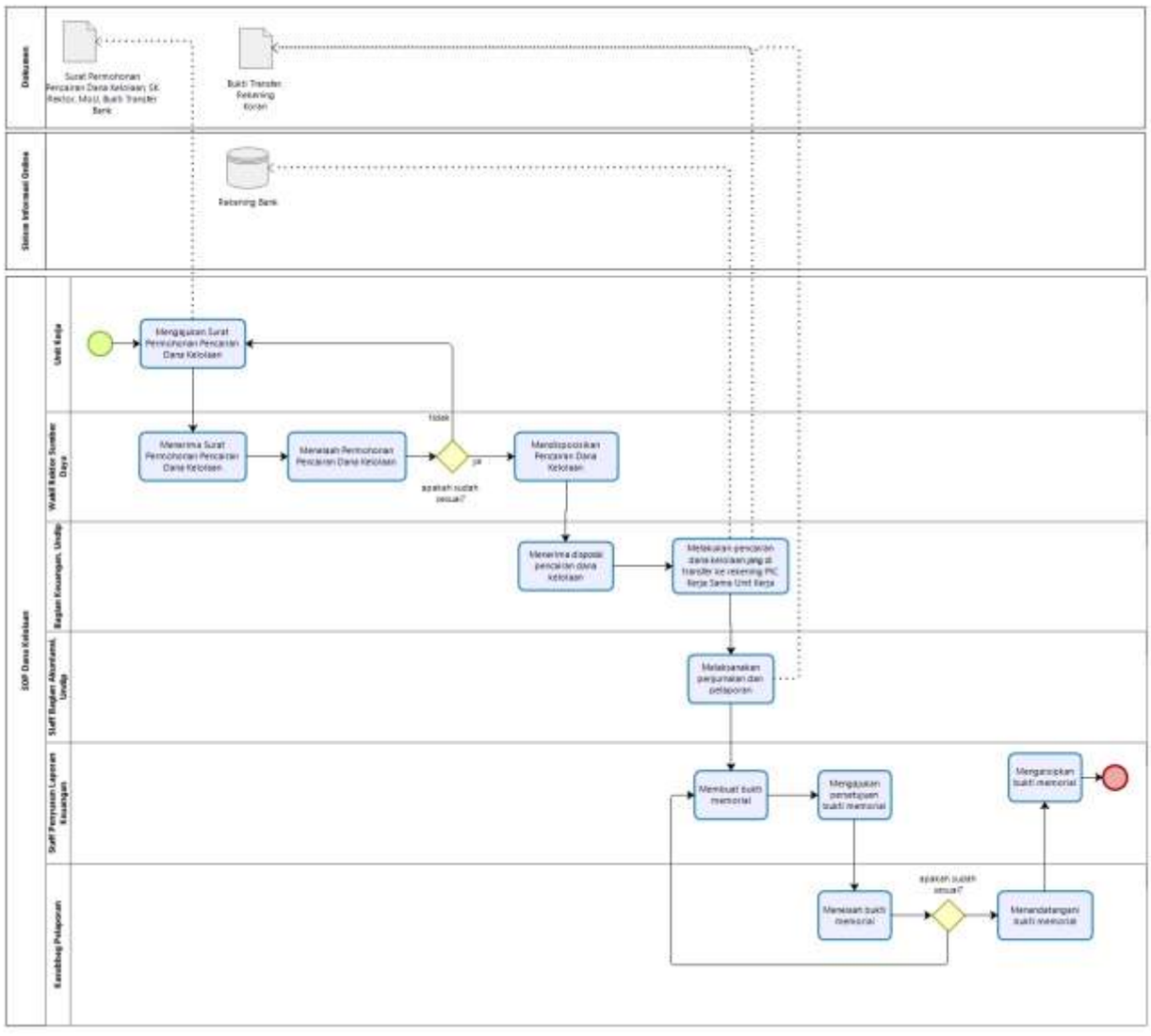
6.4.1.7 Pencatatan Pengeluaran Kas SPM



6.4.1.8 Rekonsiliasi Pengeluaran Kas

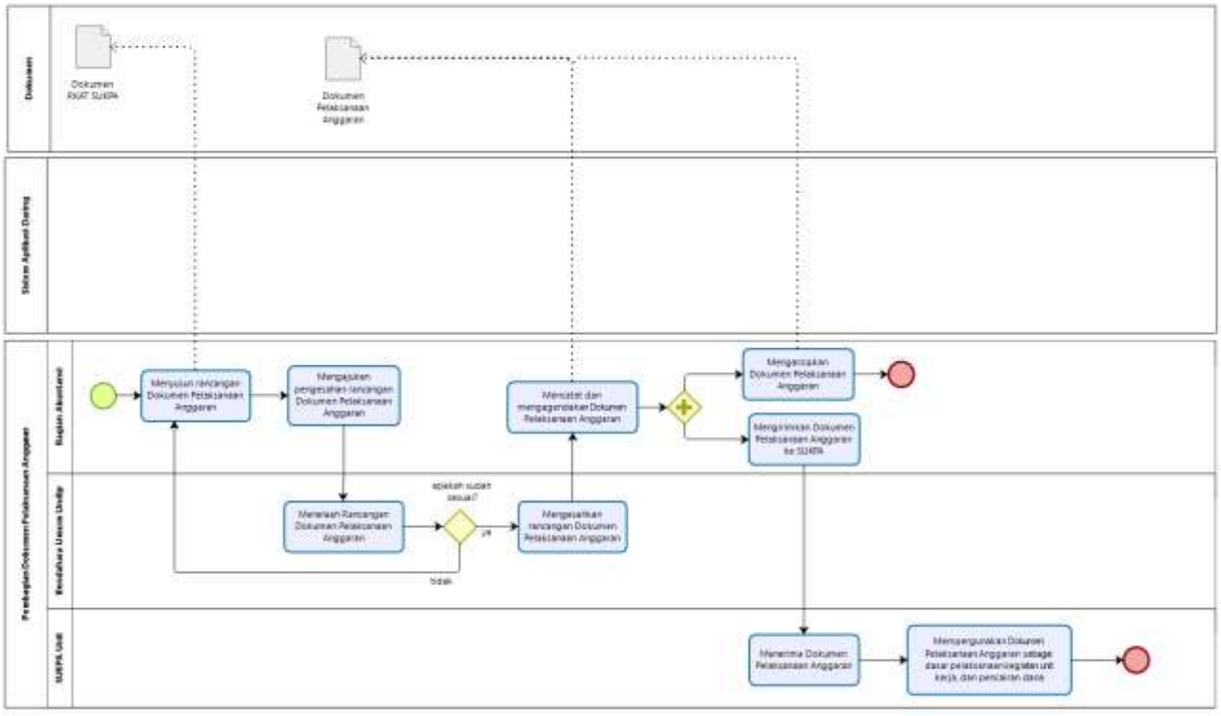


6.4.1.9 SOP Dana Kelolaan

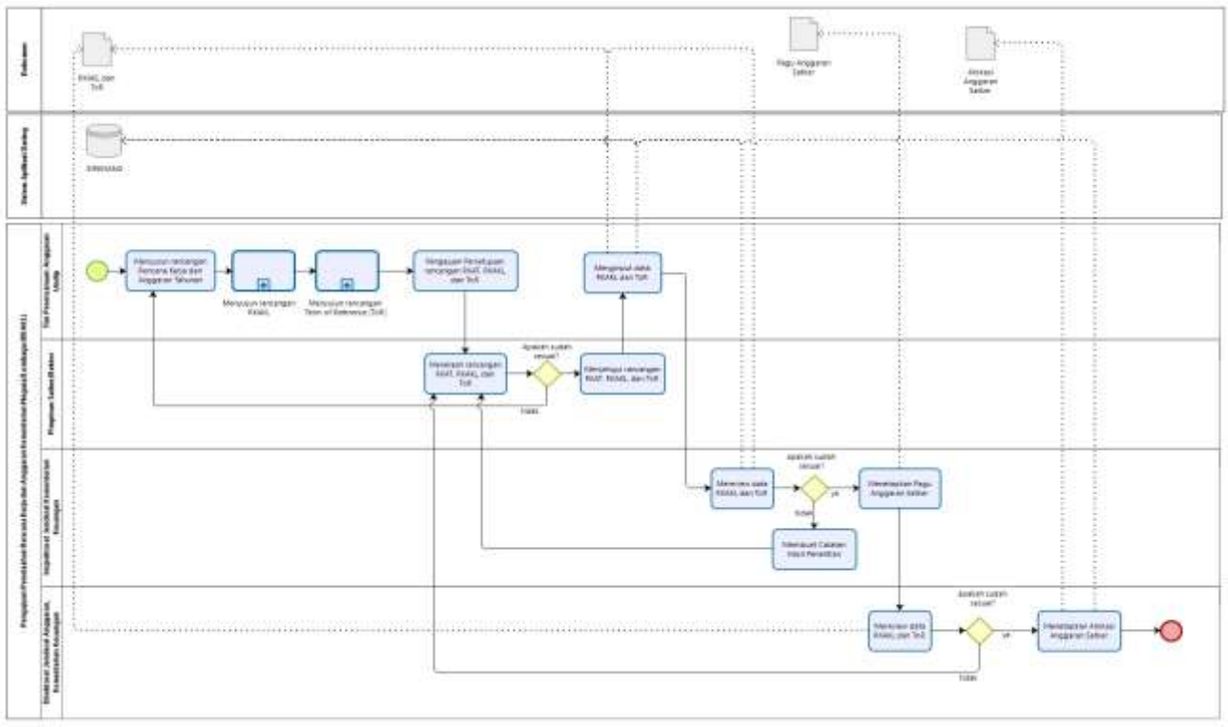


6.4.2 Layanan Penganggaran

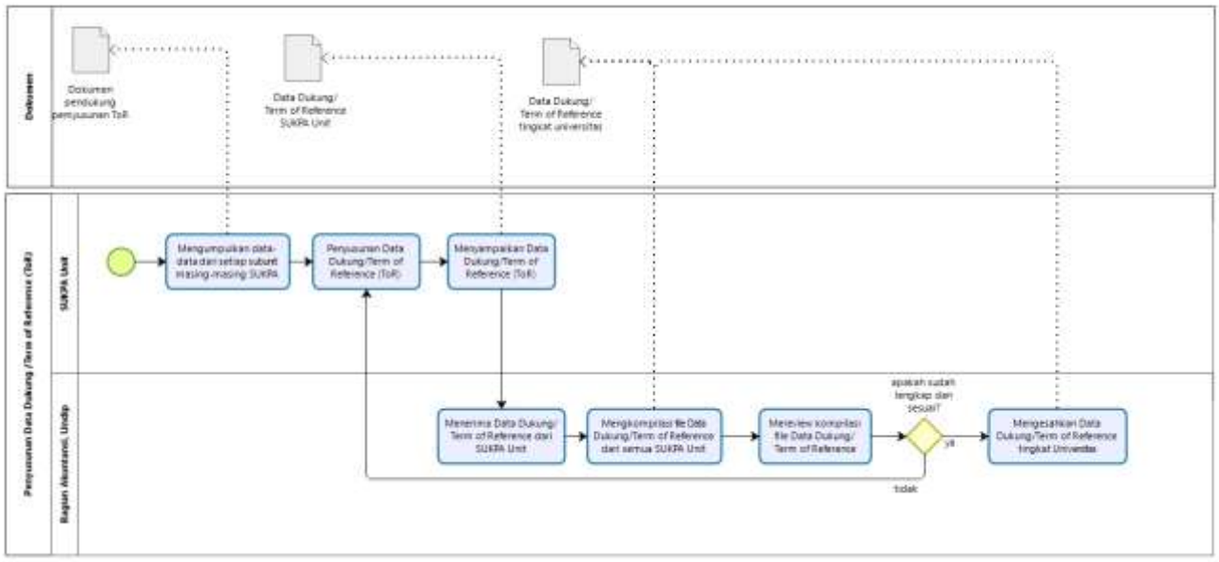
6.4.2.1 Pembagian Dokumen Pelaksanaan Anggaran



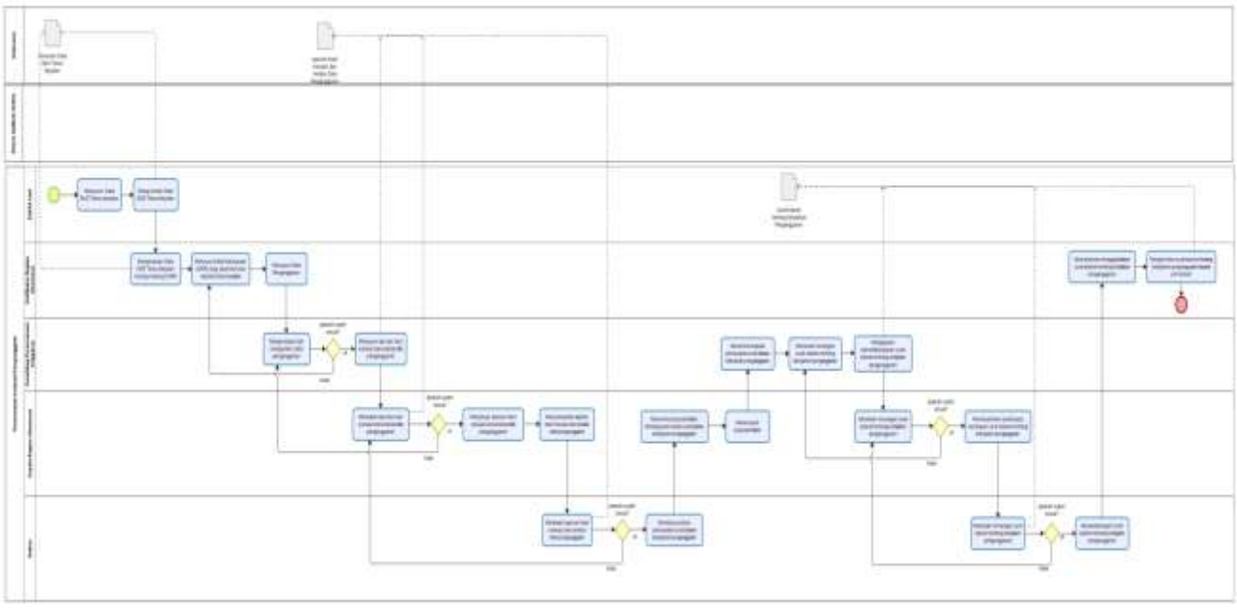
6.4.2.2 Pengajuan Penelaahan RKAKL



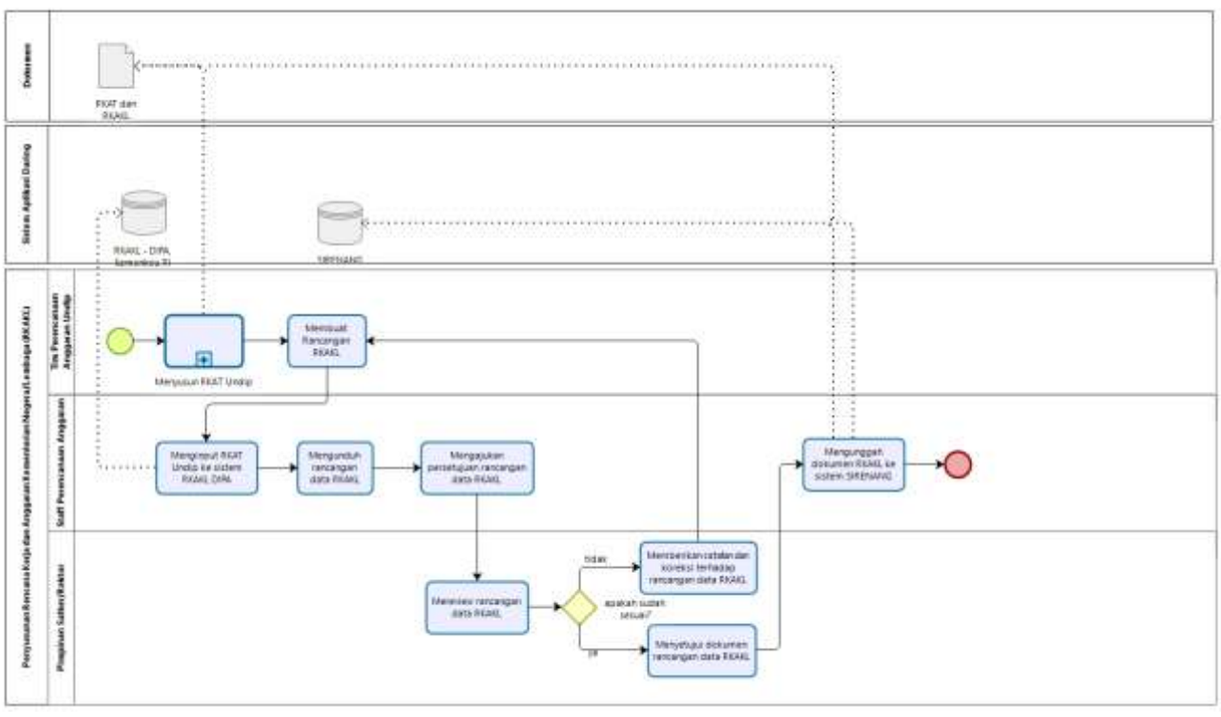
6.4.2.3 Penyusunan Data Dukung TOR



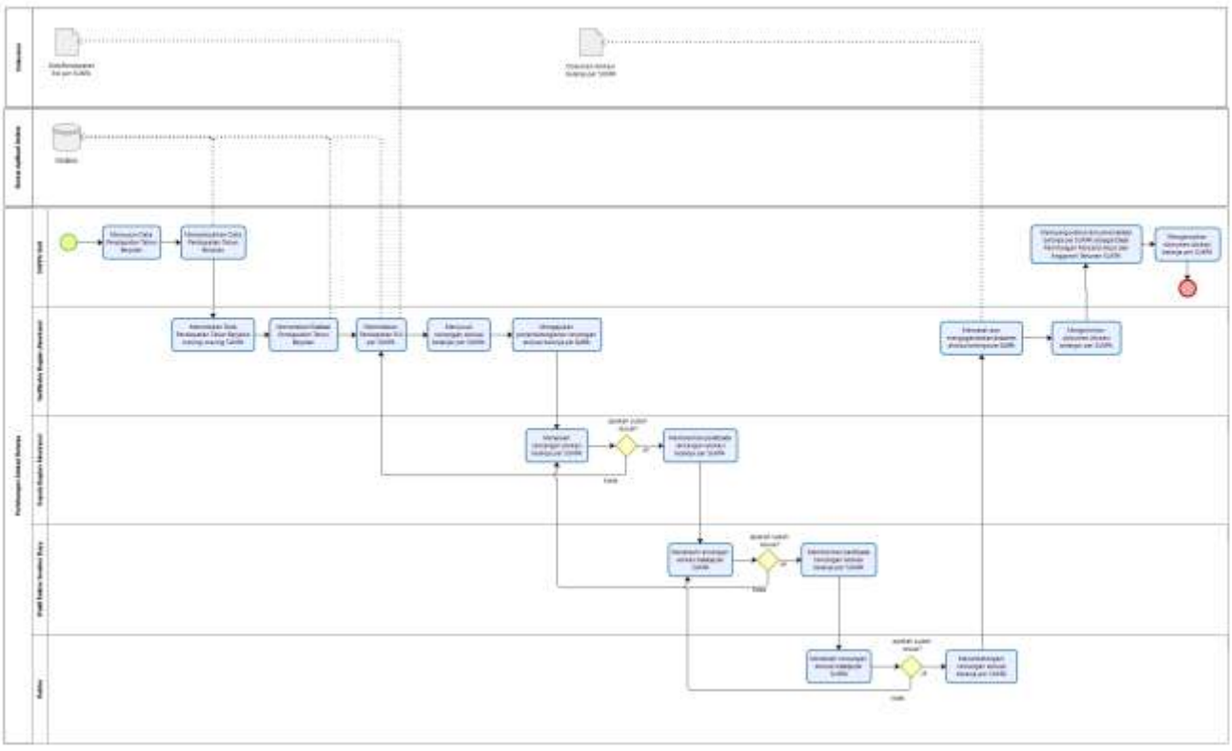
6.4.2.4 Penyusunan Evaluasi Penganggaran



6.4.2.5 Penyusunan RKAKL



6.4.2.6 Perhitungan Alokasi Belanja

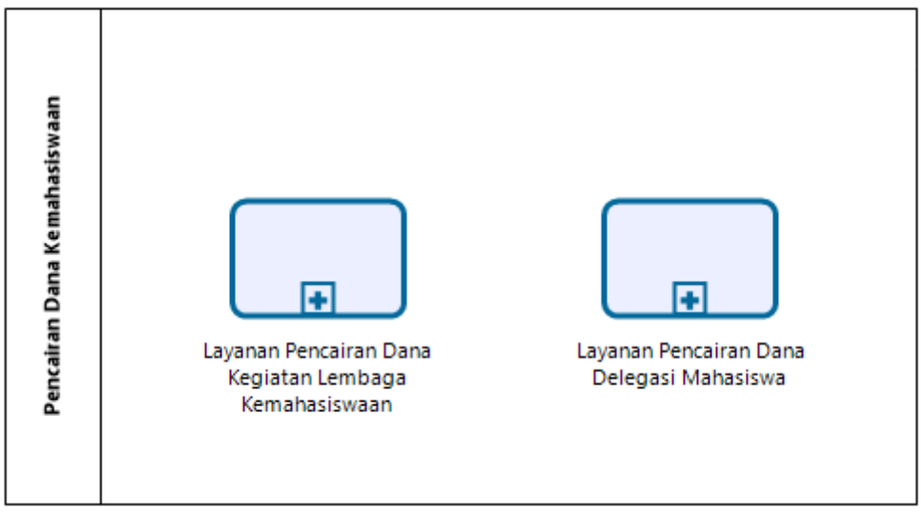


7. Layanan Kemahasiswaan

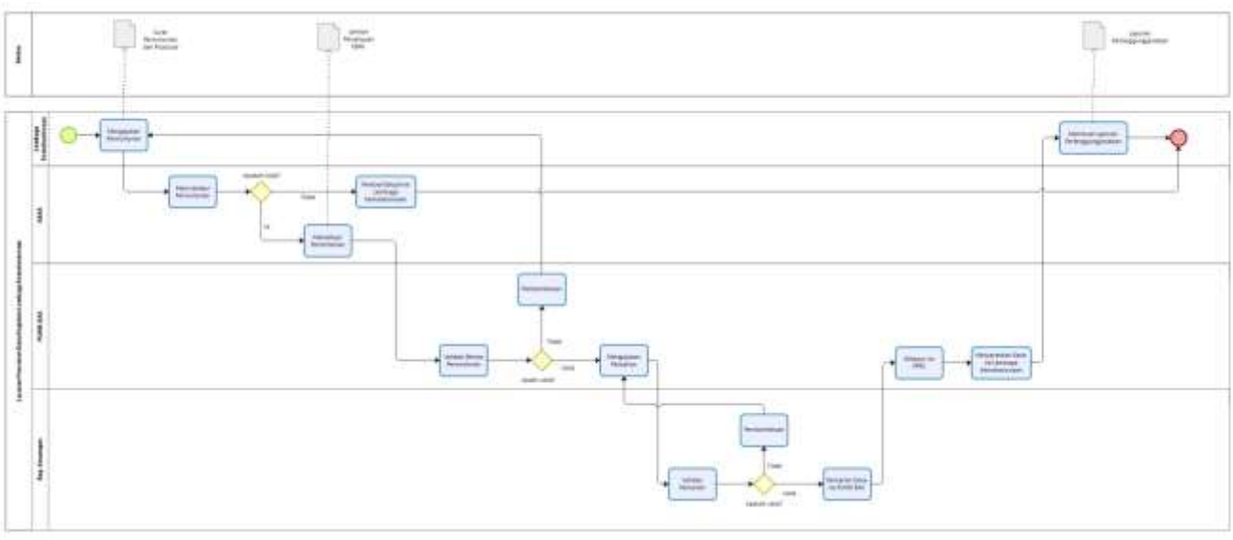
7.1 Layanan Minat, Penalaran dan Informasi Kemahasiswaan

7.1.1 Layanan PengembanganMinat, Penalaran Keilmuan dan Kemampuan Mahasiswa

7.1.1.1 Pencairan Dana Kemahasiswaan

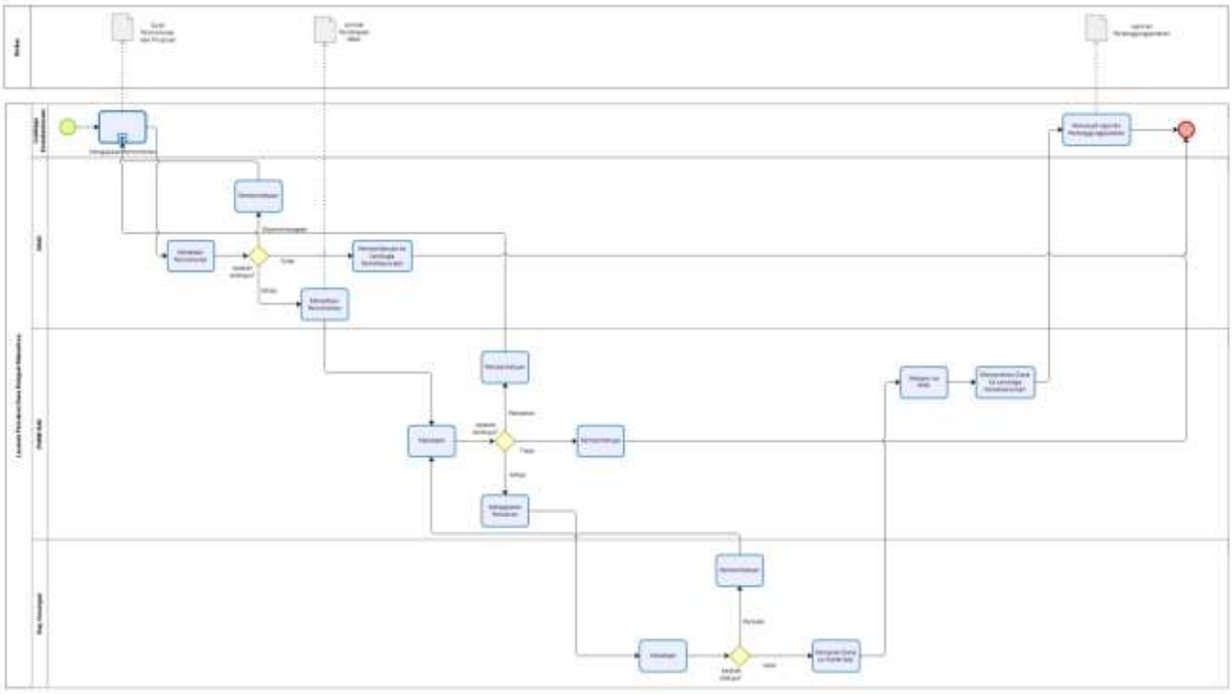


7.1.1.1.1 Layanan Pencairan Dana Kegiatan Lembaga Kemahasiswaan

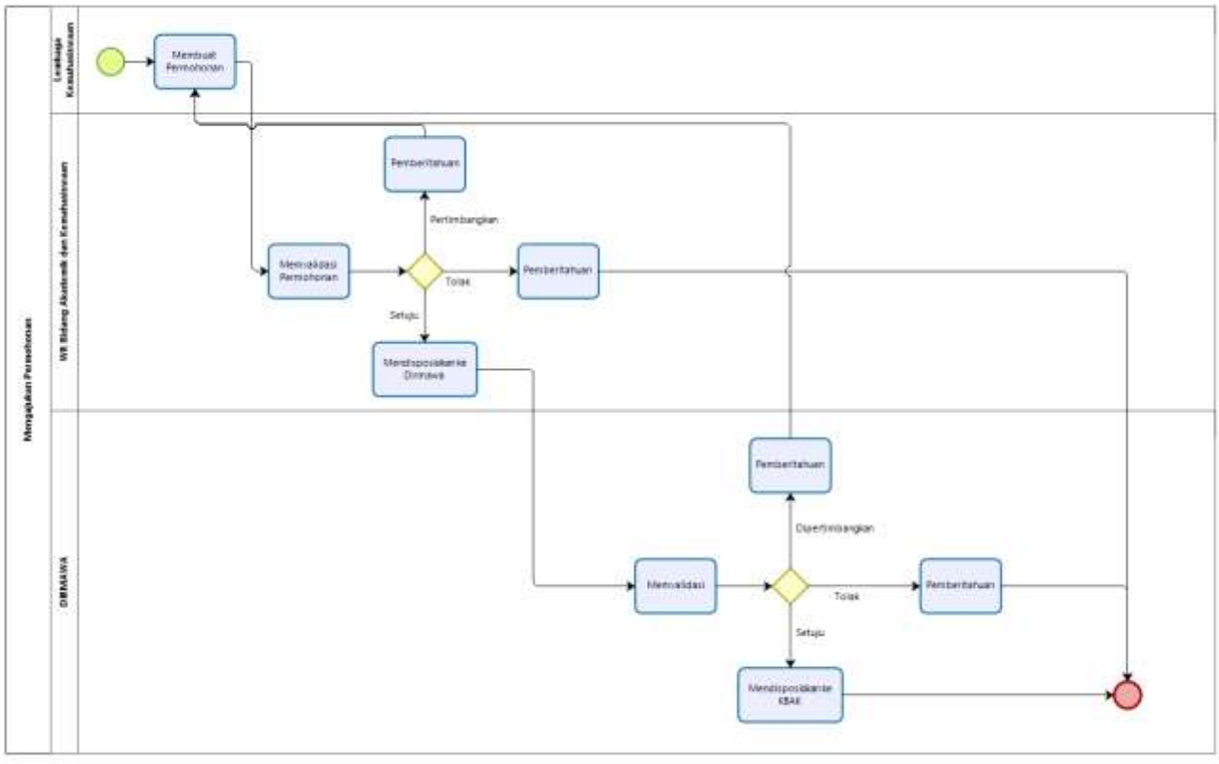


7.1.1.1.2 Layanan Pencairan Dana Delegasi Mahasiswa

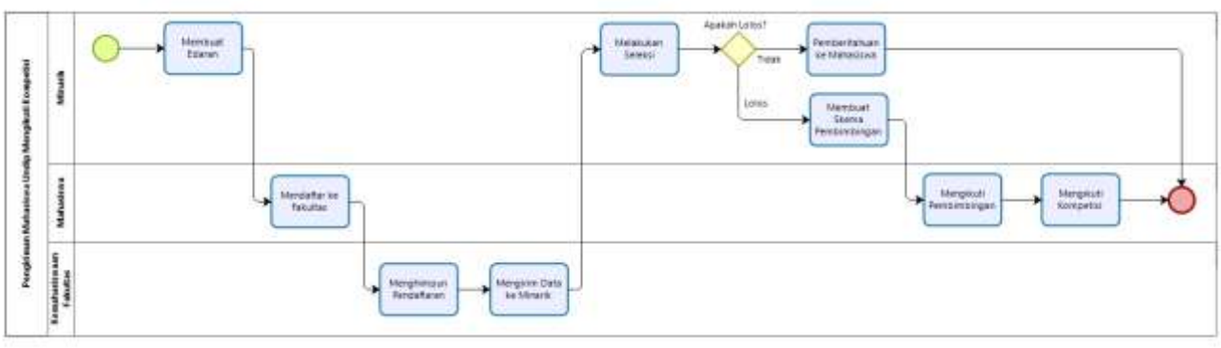
Makro



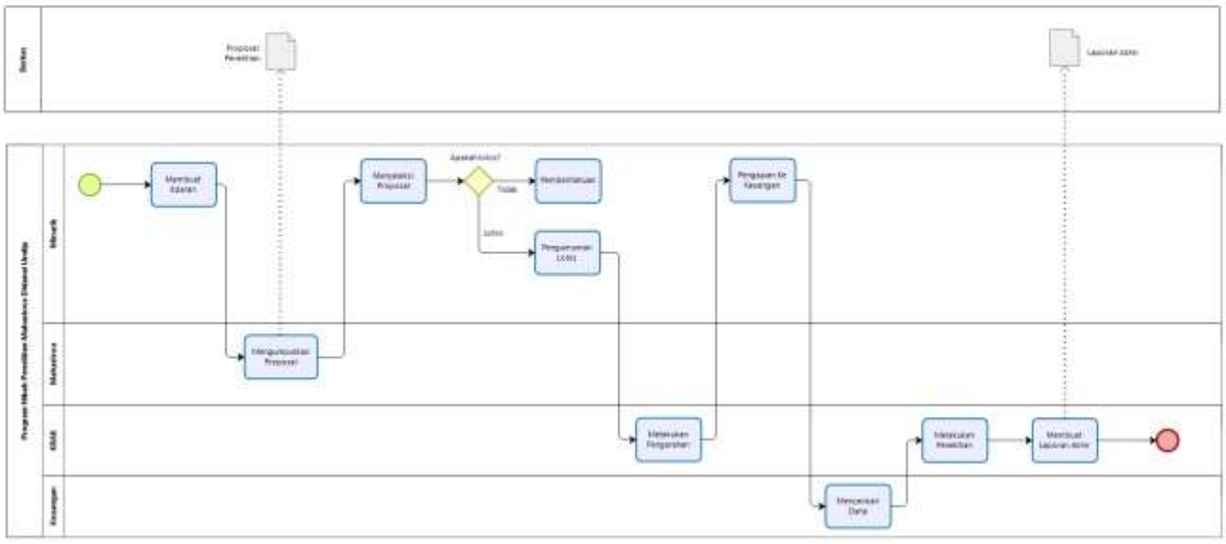
Mikro (Mengajukan Permohonan Pencairan Dana)



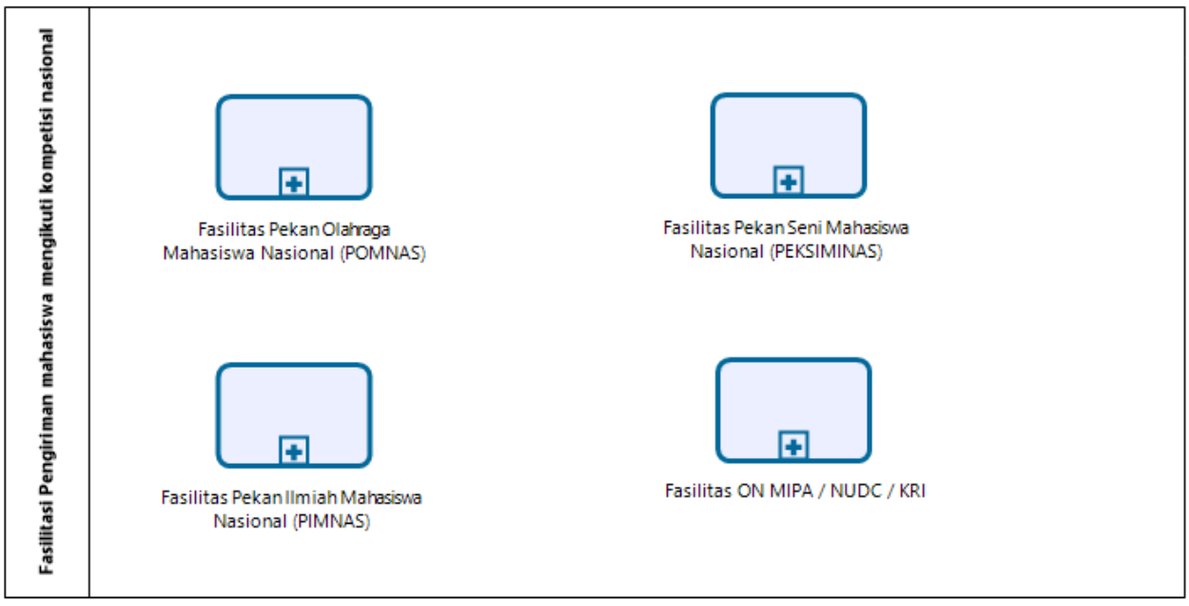
7.1.1.2 Pengiriman Mahasiswa Undip Mengikuti Kompetisi



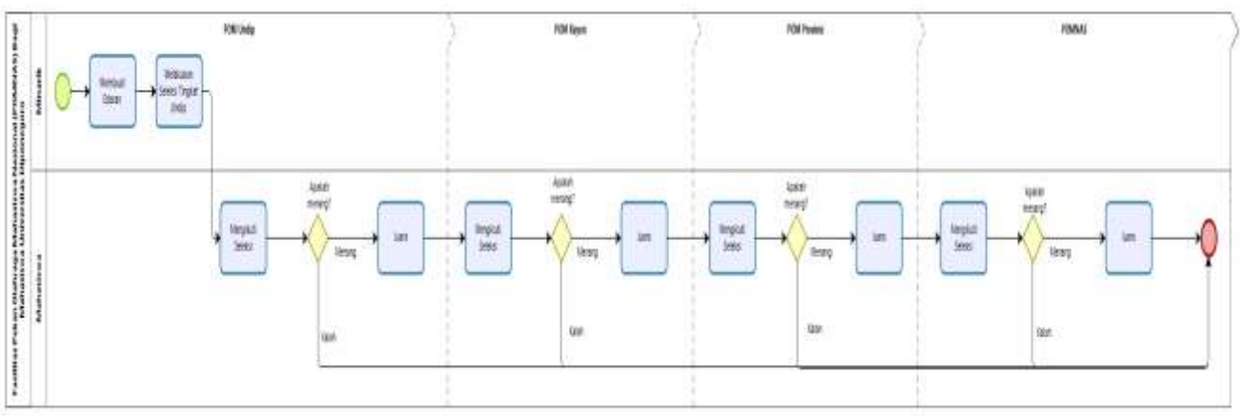
7.1.1.3 Program Hibah Penelitian Mahasiswa Didanai Undip



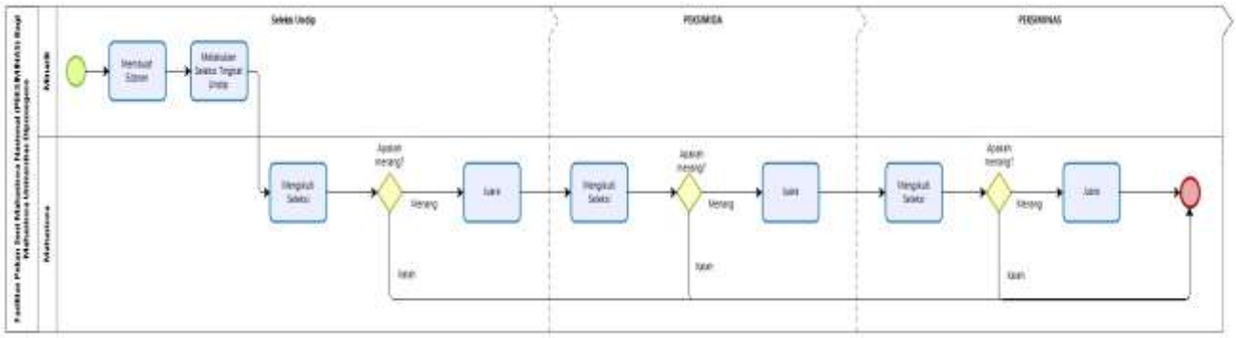
7.1.1.4 Fasilitasi Pengiriman Mahasiswa Mengikuti Kompetisi Nasional



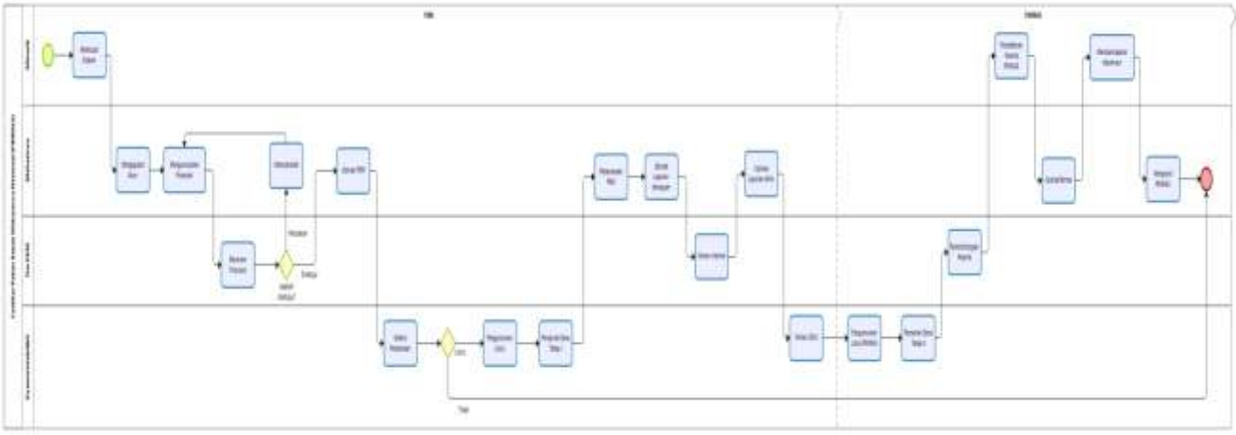
7.1.1.4.1 Fasilitas Pekan Olahraga Mahasiswa Nasional (POMNAS)



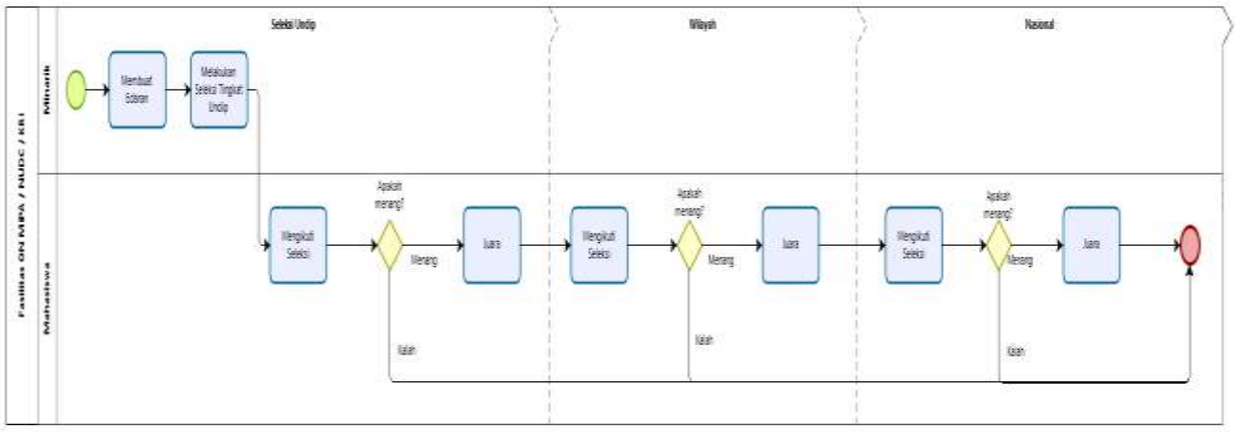
7.1.1.4.2 Fasilitasi Pekan Seni Mahasiswa Nasional (PEKSIMINAS)



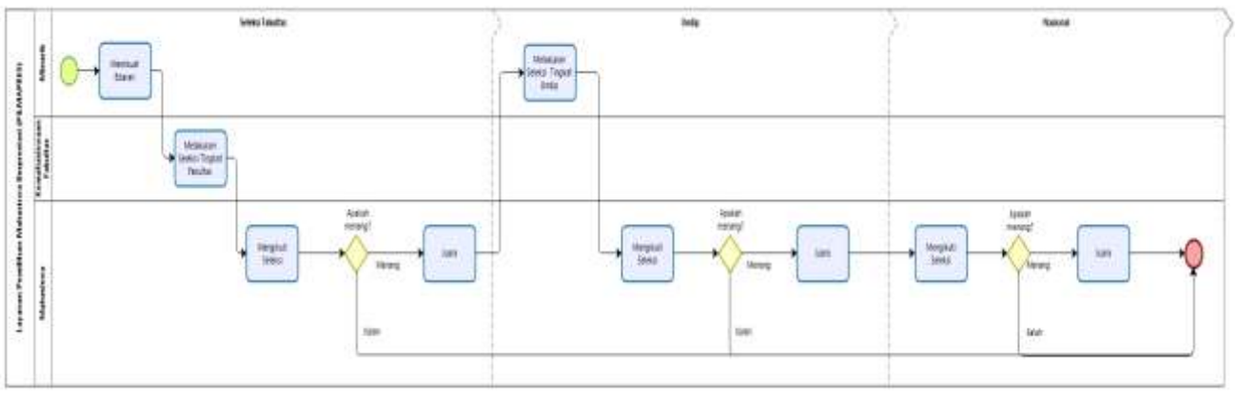
7.1.1.4.3 Fasiltasi Pekan Ilmiah Mahasiswa Nasional (PIMNAS)



7.1.1.4.4 Fasilitas ON MIPA/NUDC/KRI

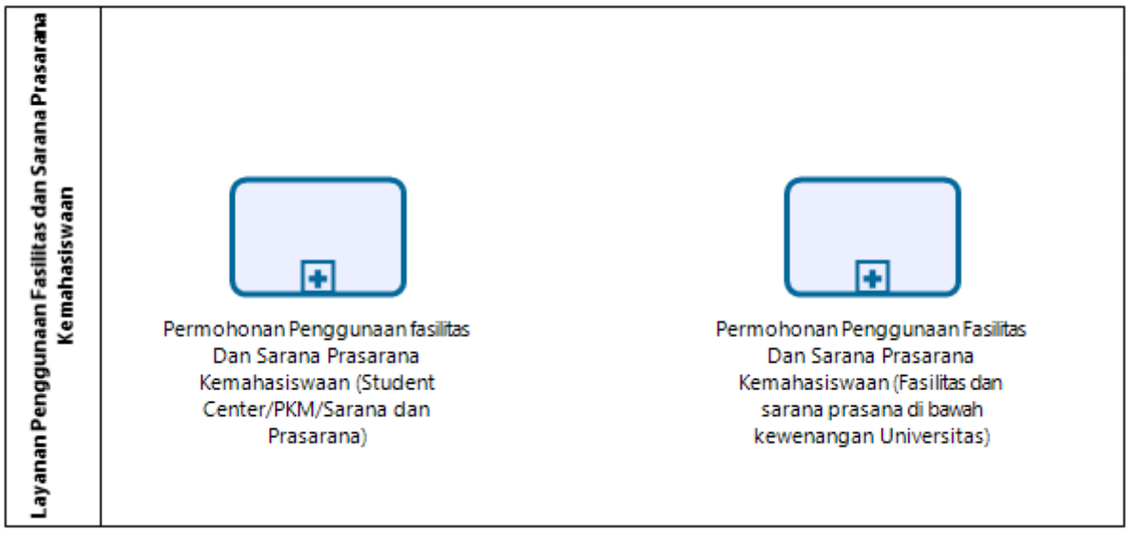


7.1.1.5 Layanan Pemilihan Mahasiswa Berprestasi (PILMAPRES)

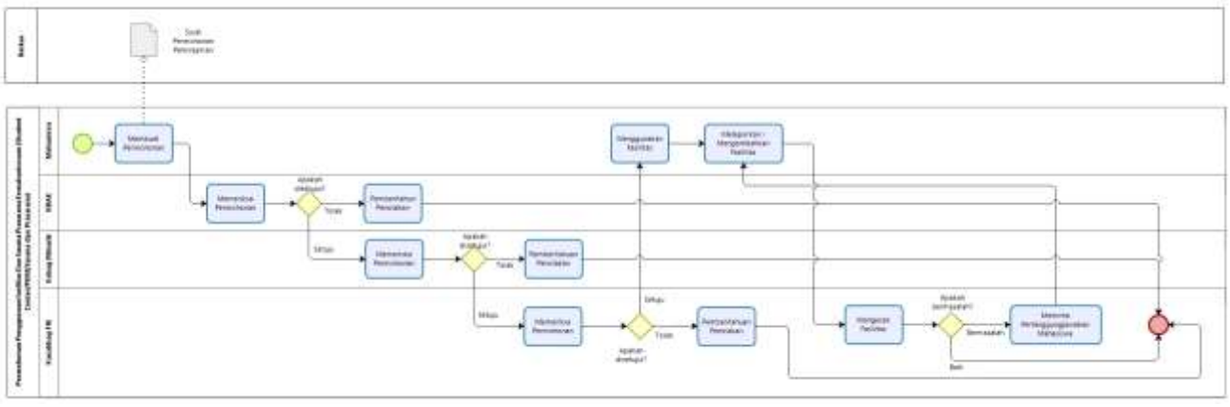


7.1.2 Layanan Informasi Mahasiswa

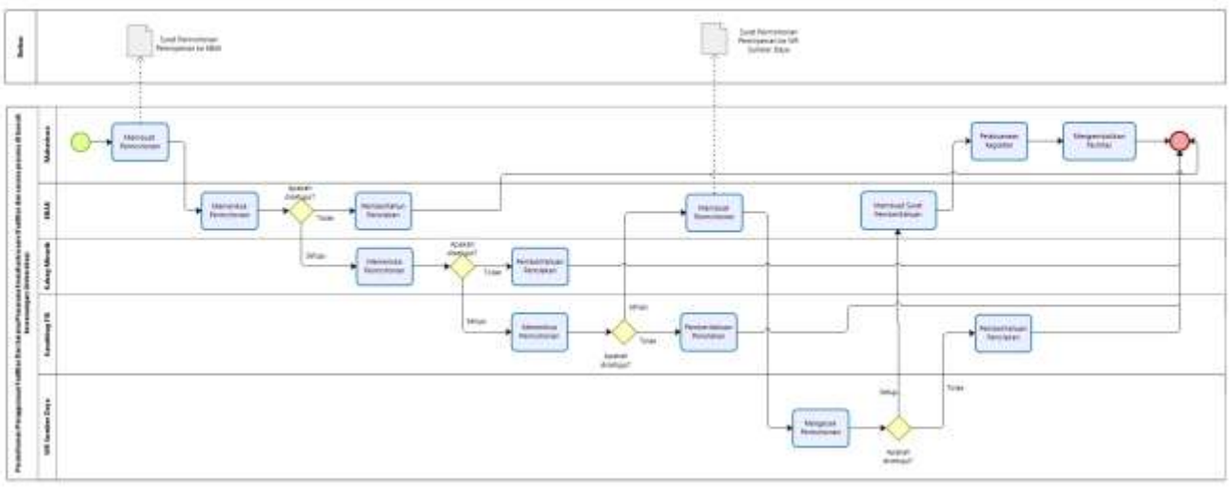
7.1.2.1 Layanan Penggunaan Fasilitas dan Sarana Prasarana Kemahasiswaan



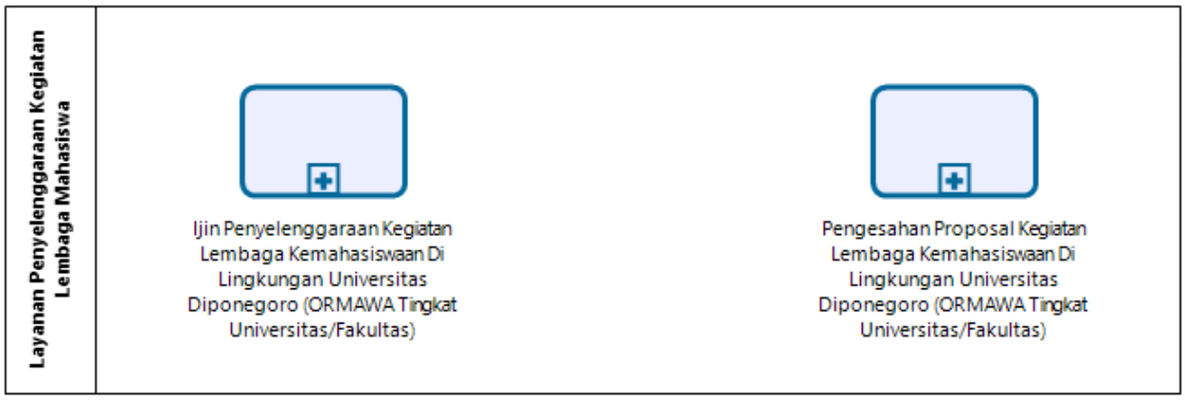
7.1.2.1.1 Permohonan Penggunaan Fasilitas dan Sarana Prasarana Kemahasiswaan (student Center/PKM/Sarana dan Prasarana)



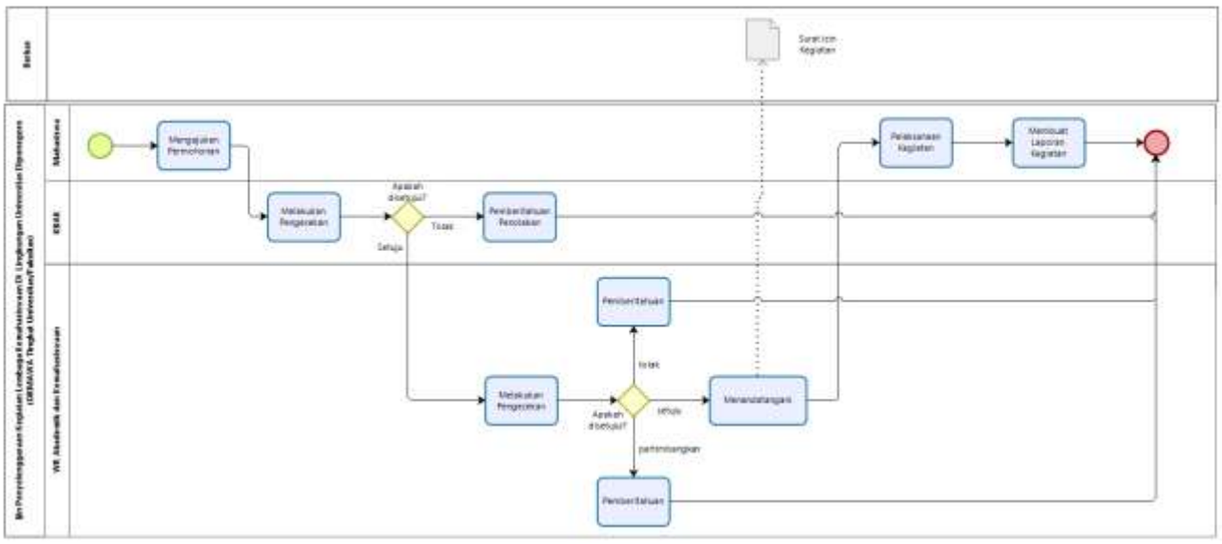
7.1.2.1.2 Permohonan Penggunaan Fasilitas dan Sarana Prasarana Kemahasiswaan (Fasilitas dan Sarana Prasarana di Bawah Kewenangan Undiversitas)



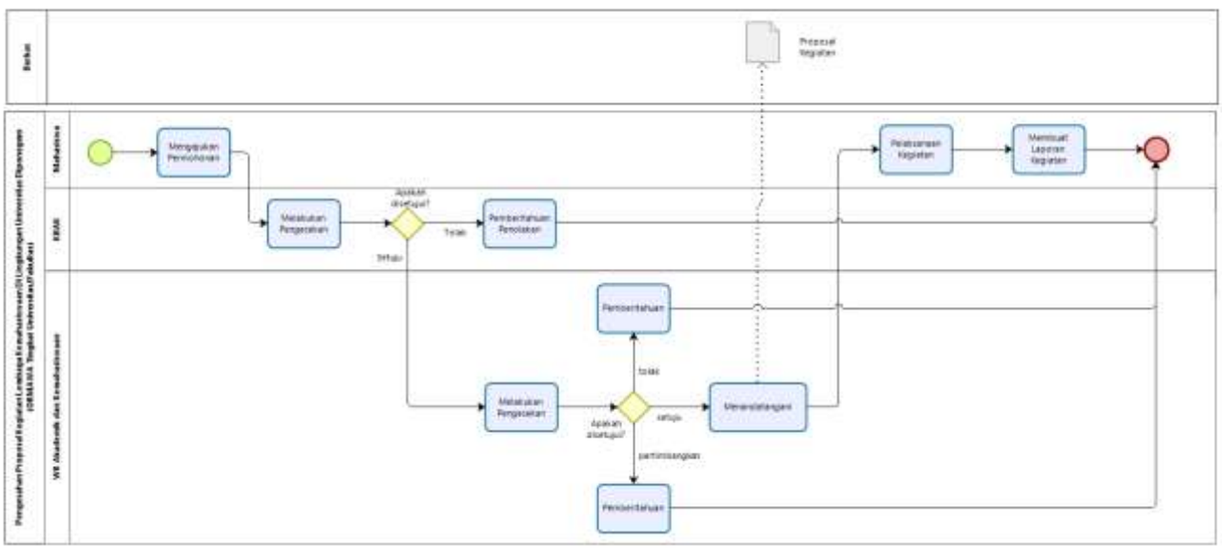
7.1.2.2 Layananan Penyelenggaraan Kegiatan Lembaga Mahasiswa



7.1.2.2.1 Ijin Penyelenggaraan Kegiatan Lembaga Kemahasiswaan Di Lingkungan Universitas Diponegoro (ORMAWA Tingkat Universitas/Fakultas)



7.1.2.2.2 Pengesahan Proposal Kegiatan Lembaga Kemahasiswaan Di Lingkungan Universitas Diponegoro (ORMAWA Tingkat Universitas/Fakultas)

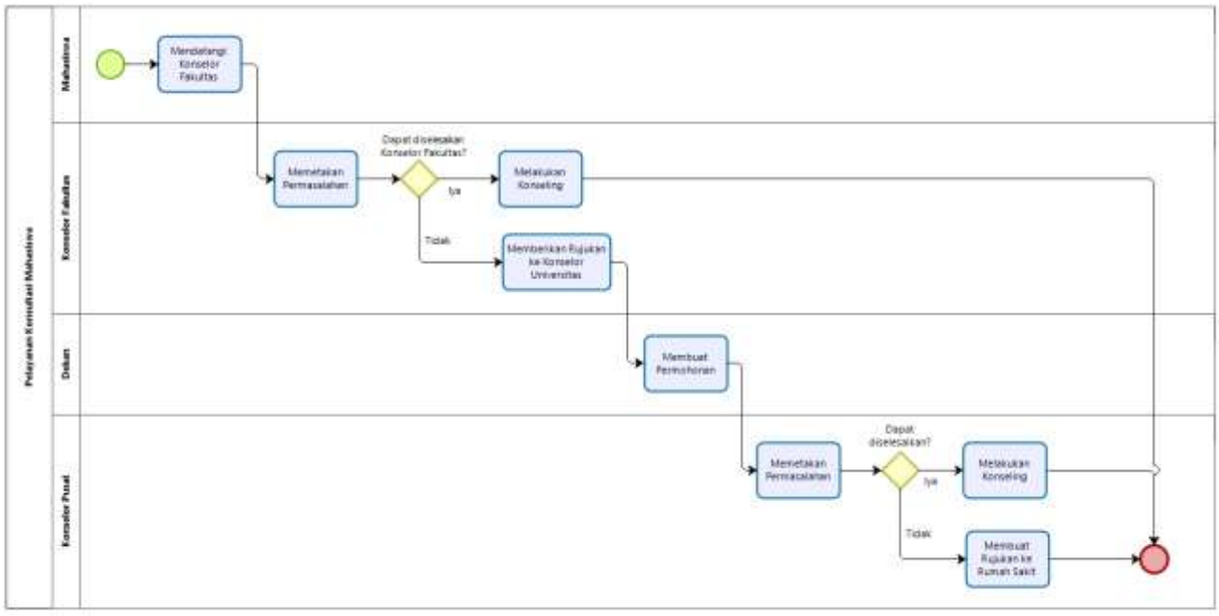


7.2 Layanan Kesejahteraan Mahasiswa

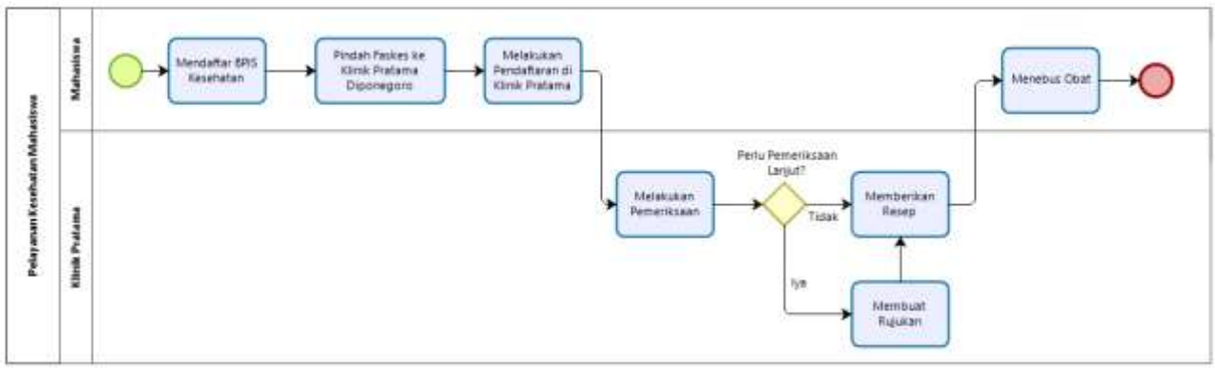
7.2.1 Layanan Pembinaan Karir Mahasiswa

7.2.1.1 Layanan Administrasi Kegiatan Mahasiswa

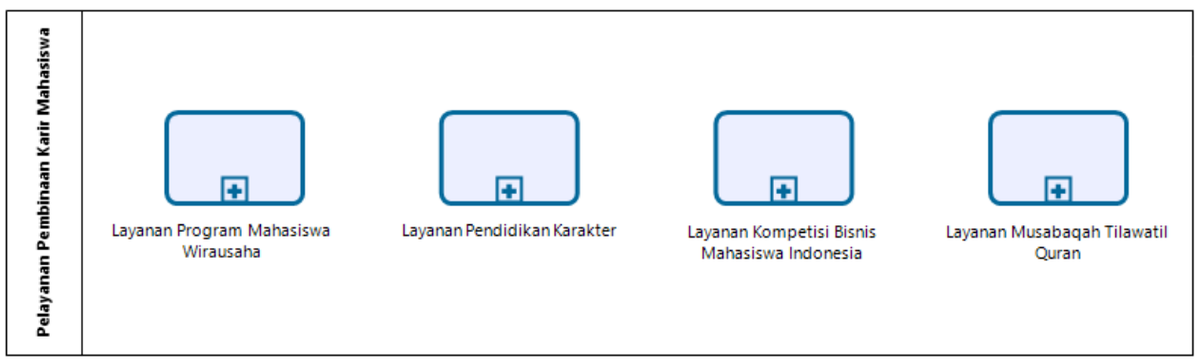
7.2.1.1.1 Pelayanan Konsultasi Mahasiswa



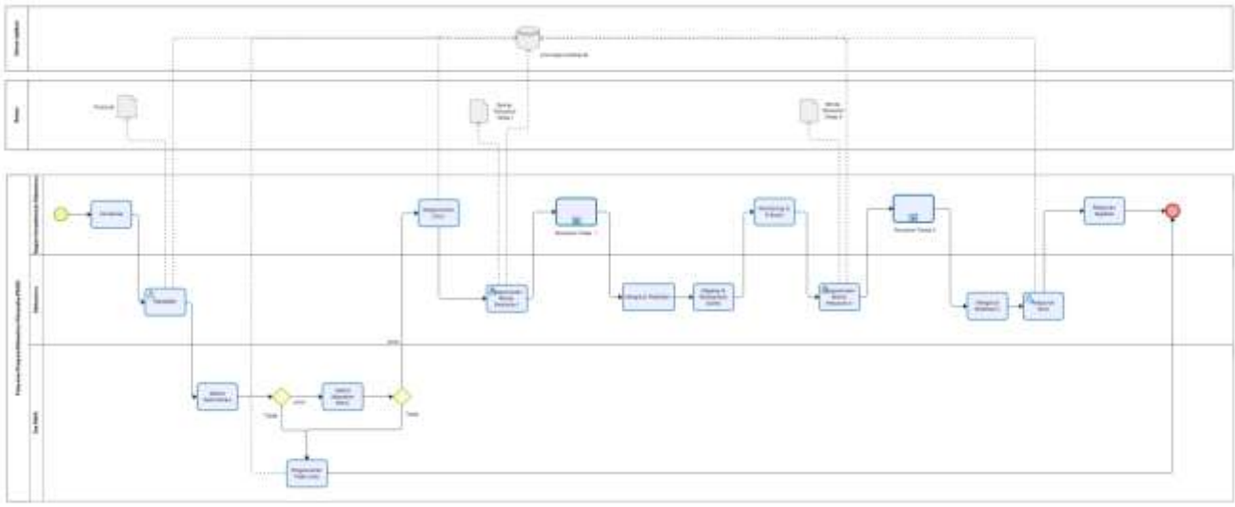
7.2.1.1.2 Pelayanan Kesehatan Mahasiswa



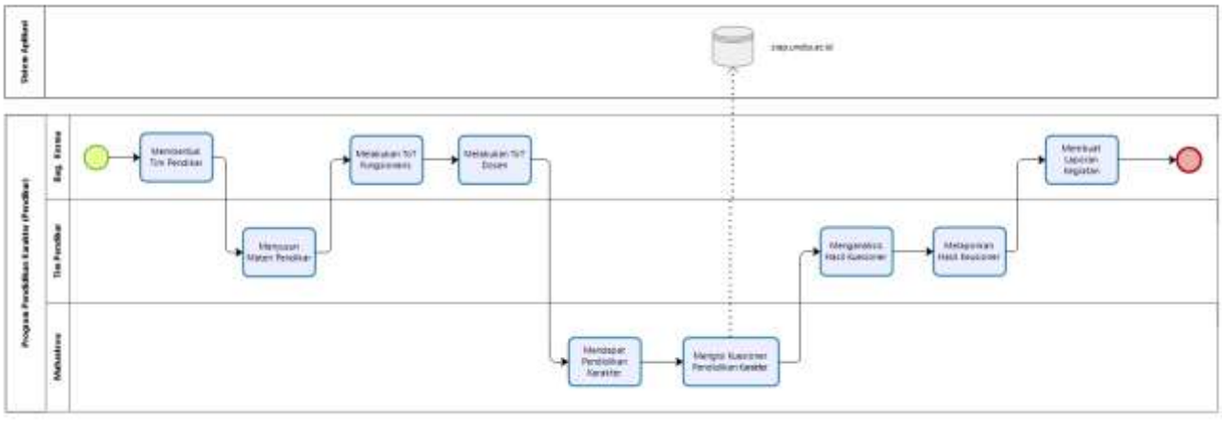
7.2.1.2 Pelayanan Pembinaan Karir Mahasiswa



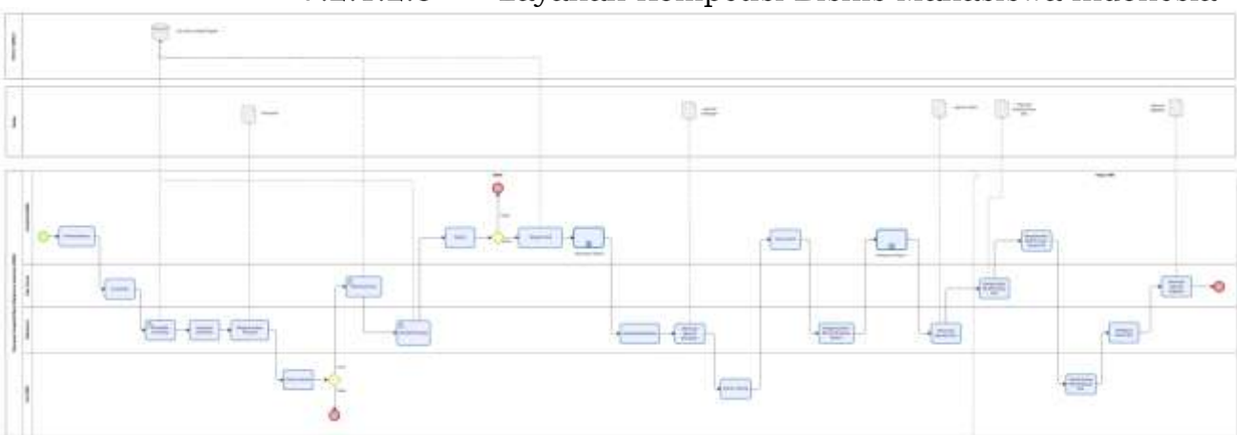
7.2.1.2.1 Pelayanan Program Mahasiswa Wirausaha



7.2.1.2.2 Layanan Pendidikan Karakter



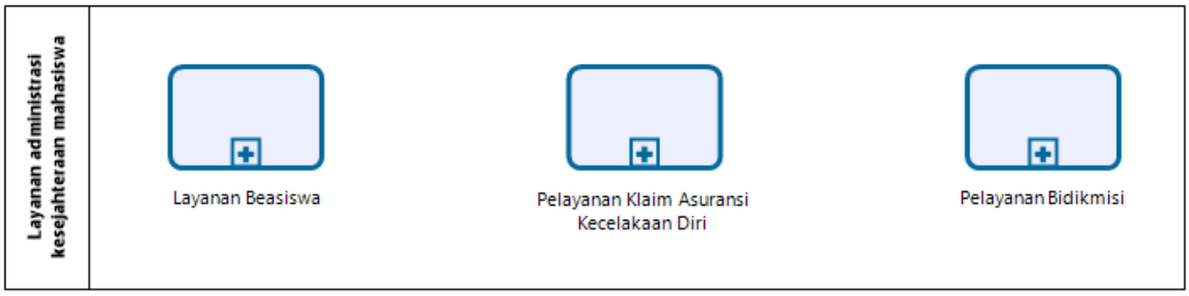
7.2.1.2.3 Layanan Kompetisi Bisnis Mahasiswa Indonesia



7.2.1.2.4 Layanan Musabaqoh Tilawatil Qur'an

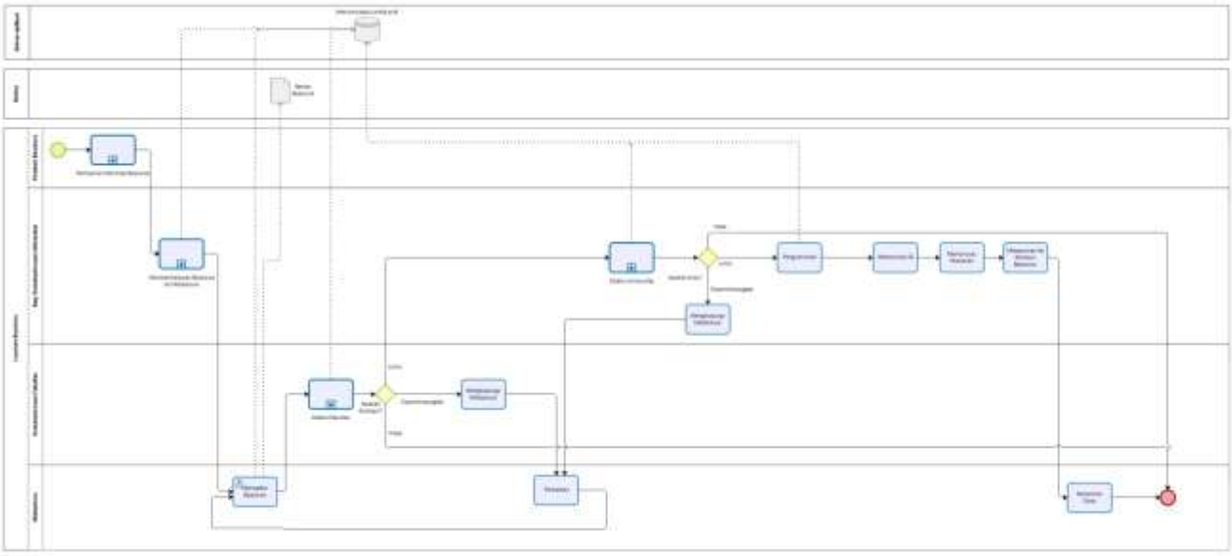
7.2.2 Layanan Kesejahteraan Mahasiswa dan Layanan Alumni

7.2.2.1 Layanan Administrasi Kesejahteraan Mahasiswa

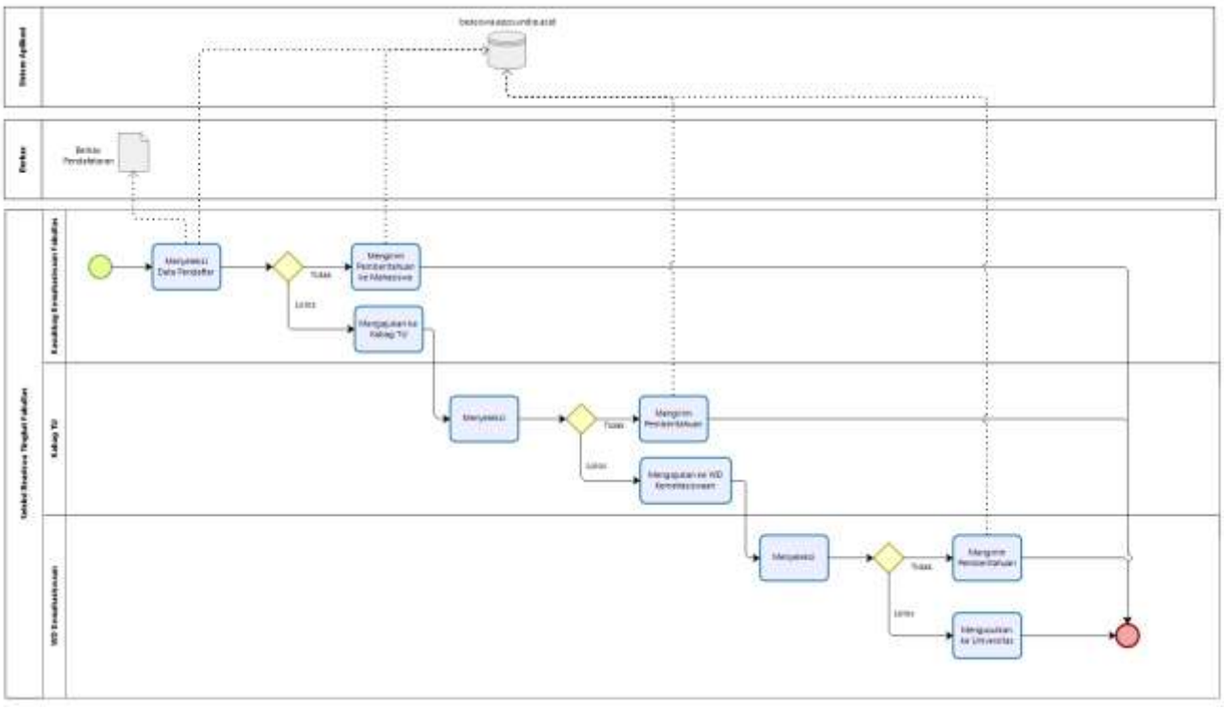


7.2.2.1.1 Layanan Beasiswa

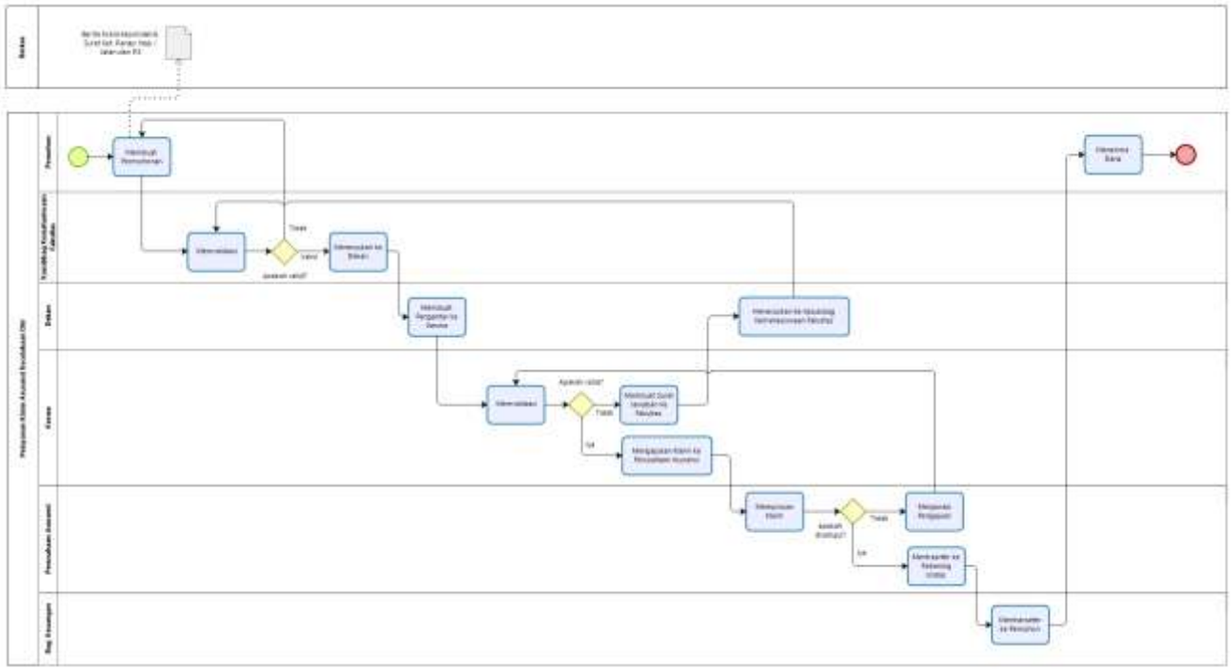
Makro



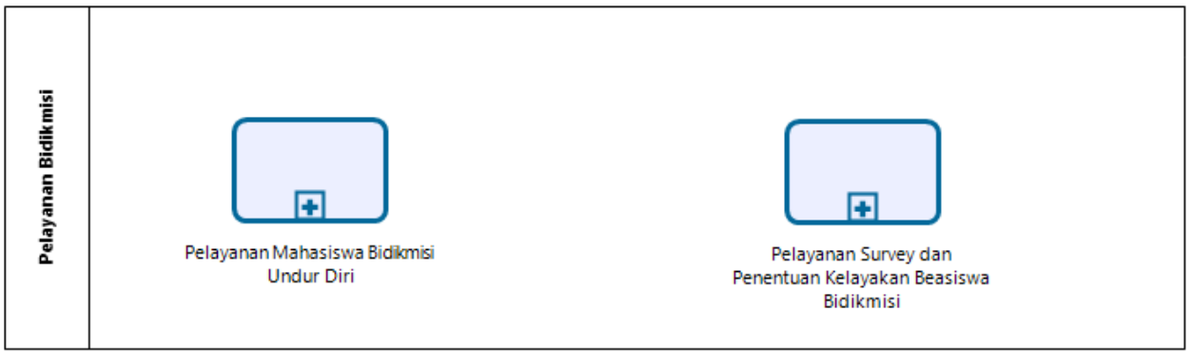
Mikro (Seleksi Fakultas)



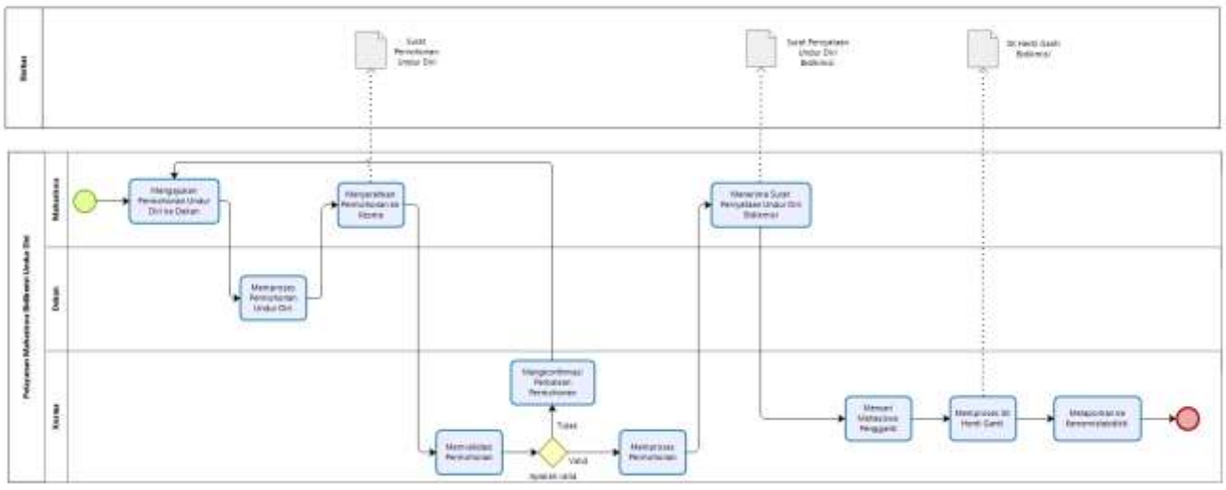
7.2.2.1.2 Pelayanan Klaim Asuransi Kecelakaan Diri



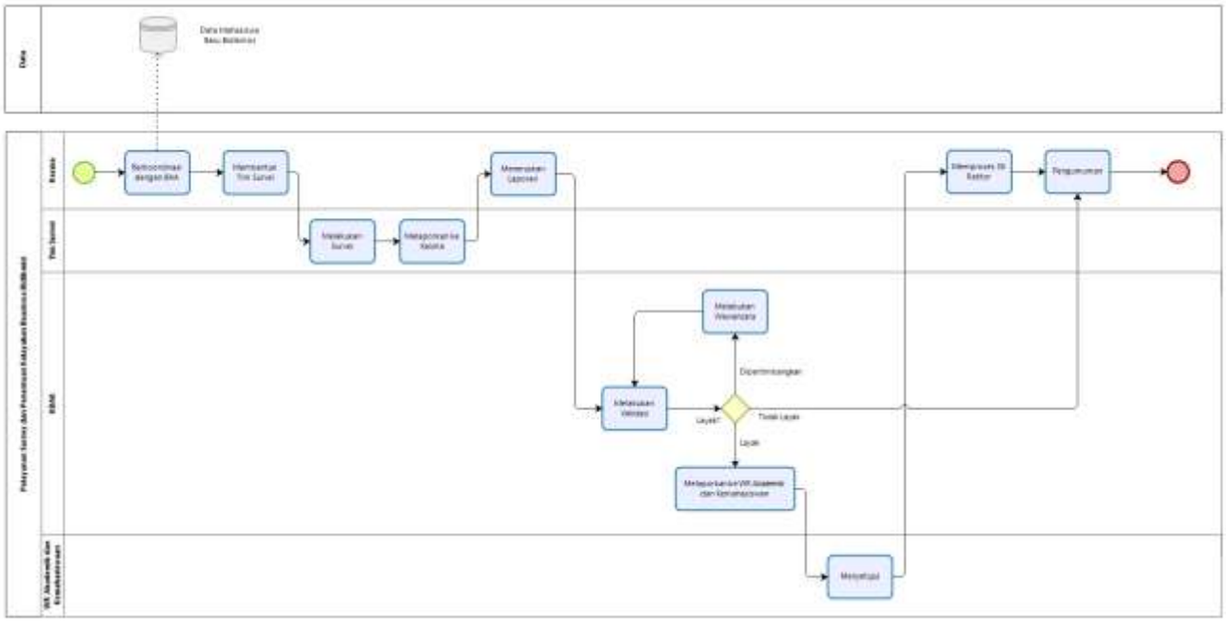
7.2.2.1.3 Pelayanan Bidik Misi



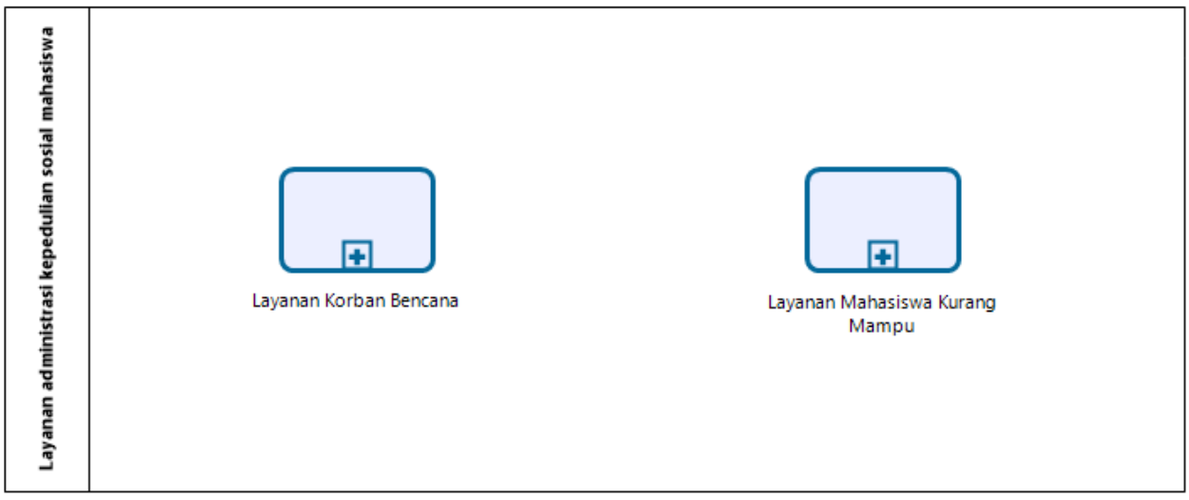
7.2.2.1.3.1 Pelayanan Mahasiswa Bidikmisi Undur Diri



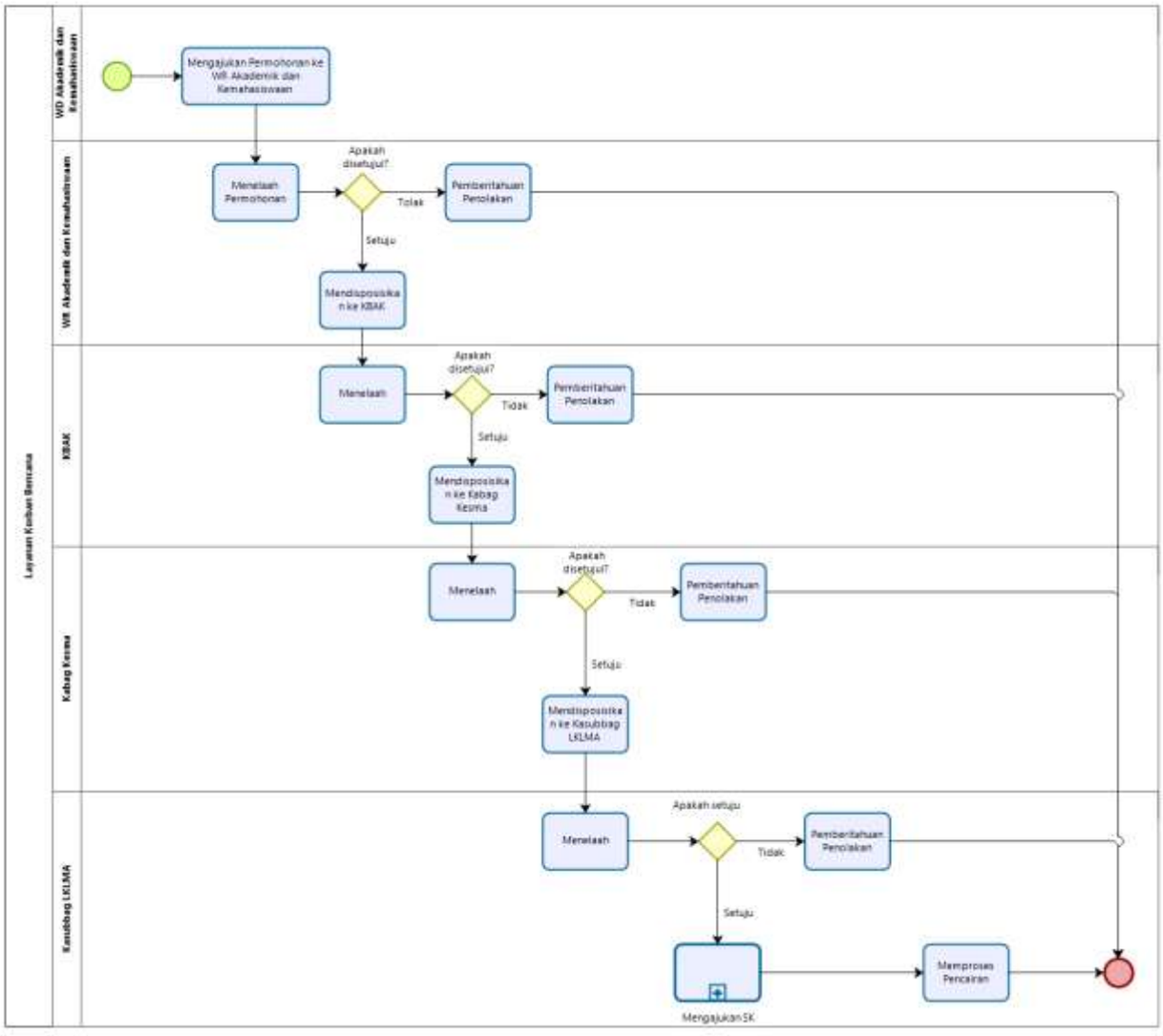
7.2.2.1.3.2 Pelayanan Survey dan Penentuan Kelayakan Beasiswa Bidikmisi



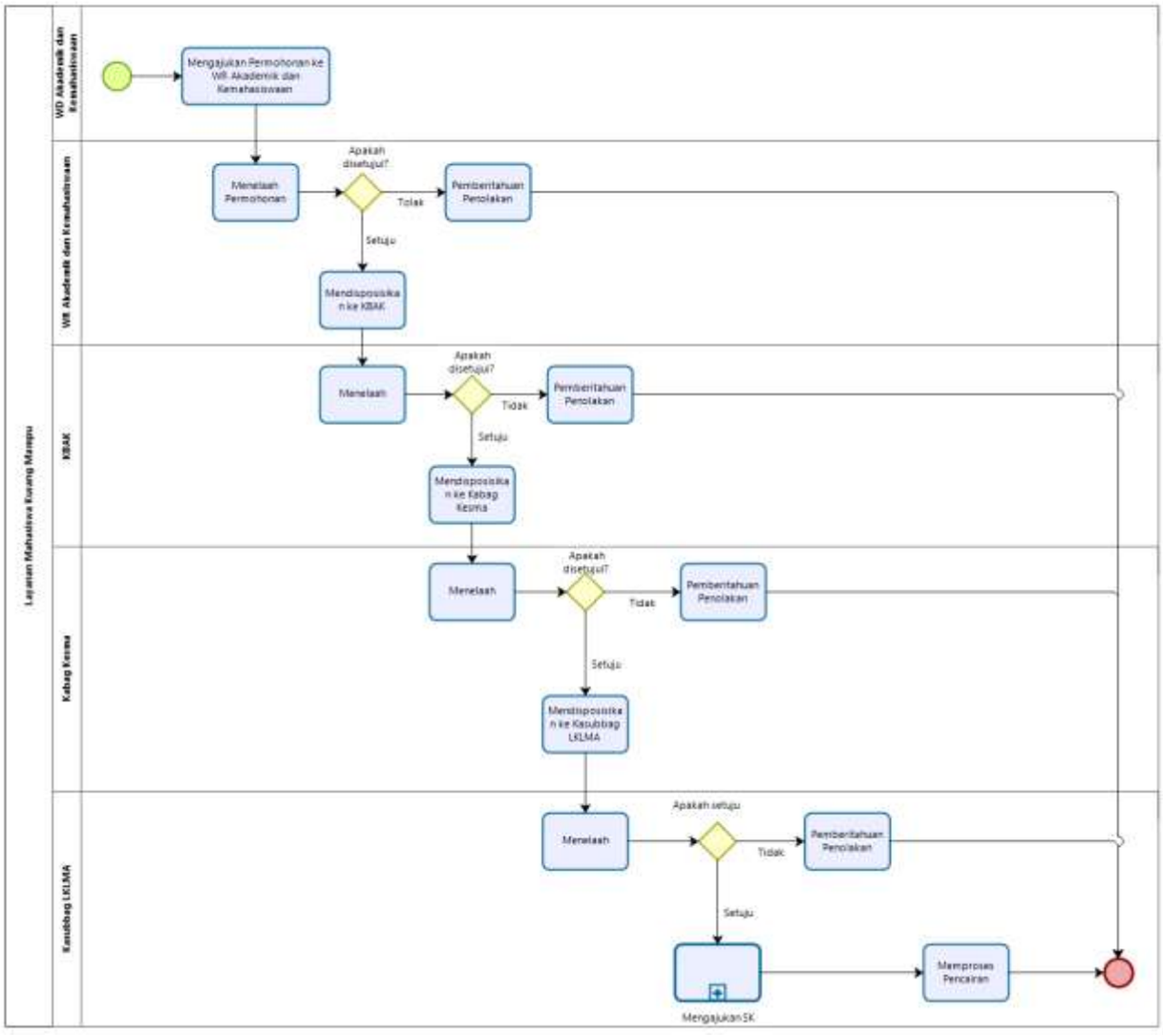
7.2.2.2 Layanan Administrasi Kepedulian Sosial Mahasiswa



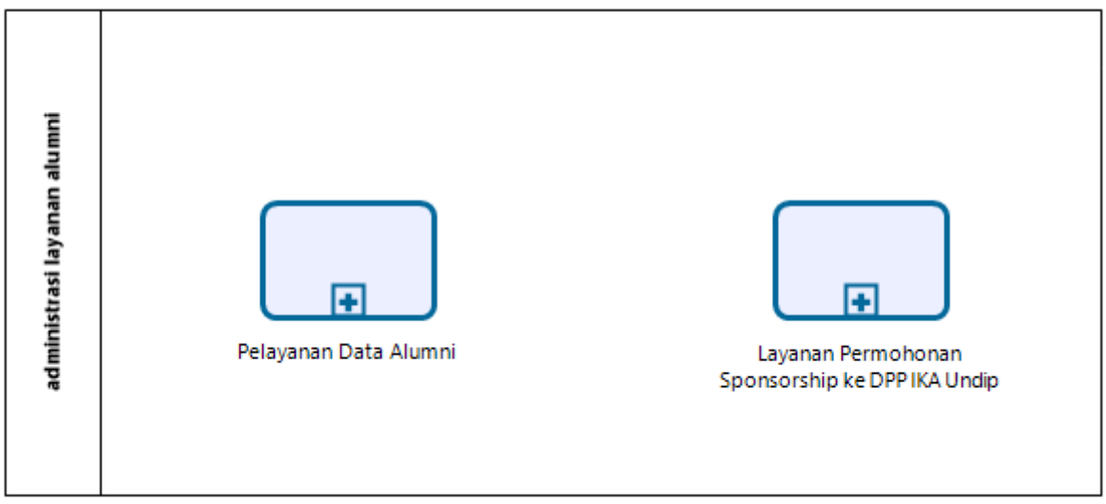
7.2.2.2.1 Layanan Korban Bencana



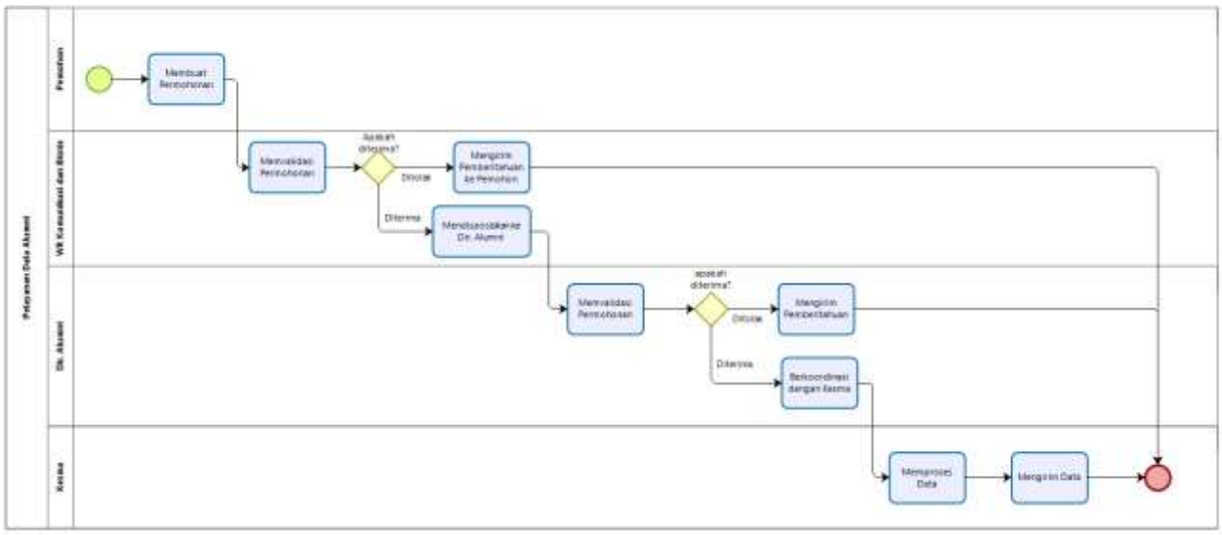
7.2.2.2.2 Layanan Mahasiswa Kurang Mampu



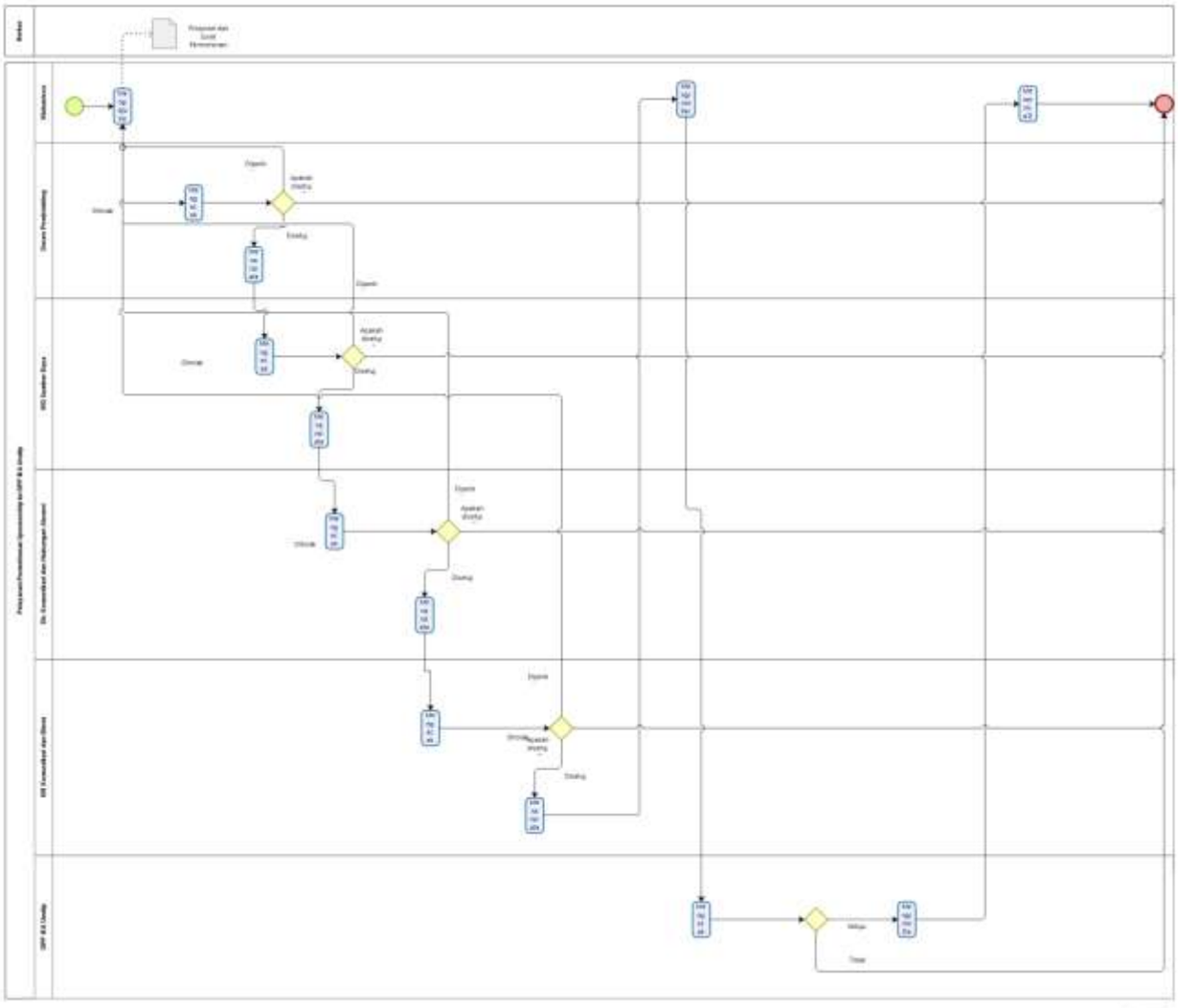
7.2.2.3 Administrasi Layanan Alumni



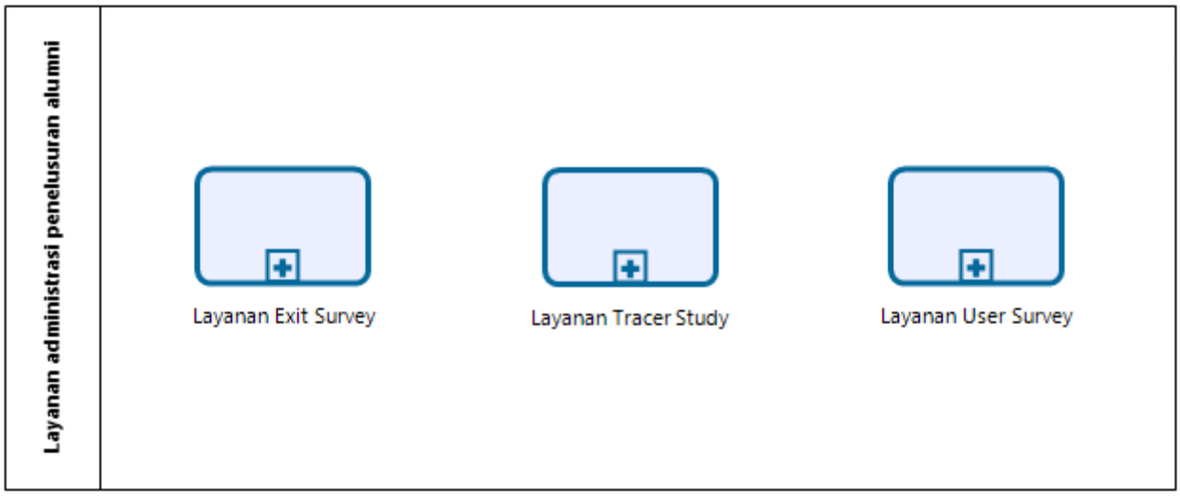
7.2.2.3.1 Pelayanan Data Alumni



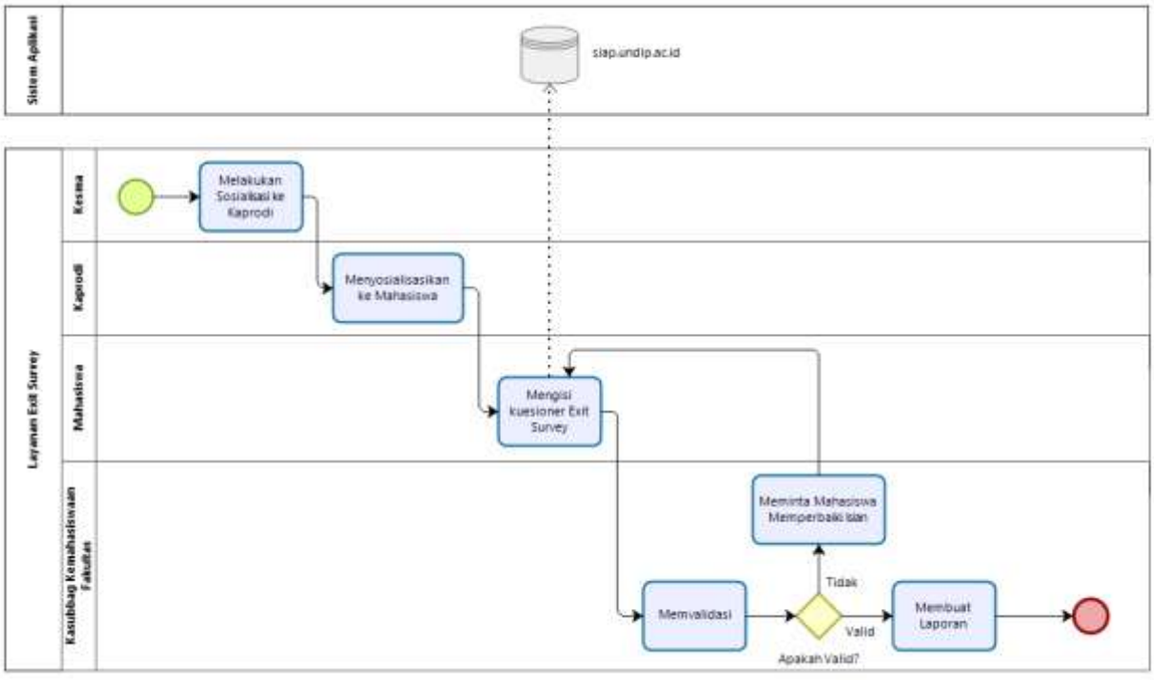
7.2.2.3.2 Layanan Permohonan Sponsorship ke DPP IKA Undip



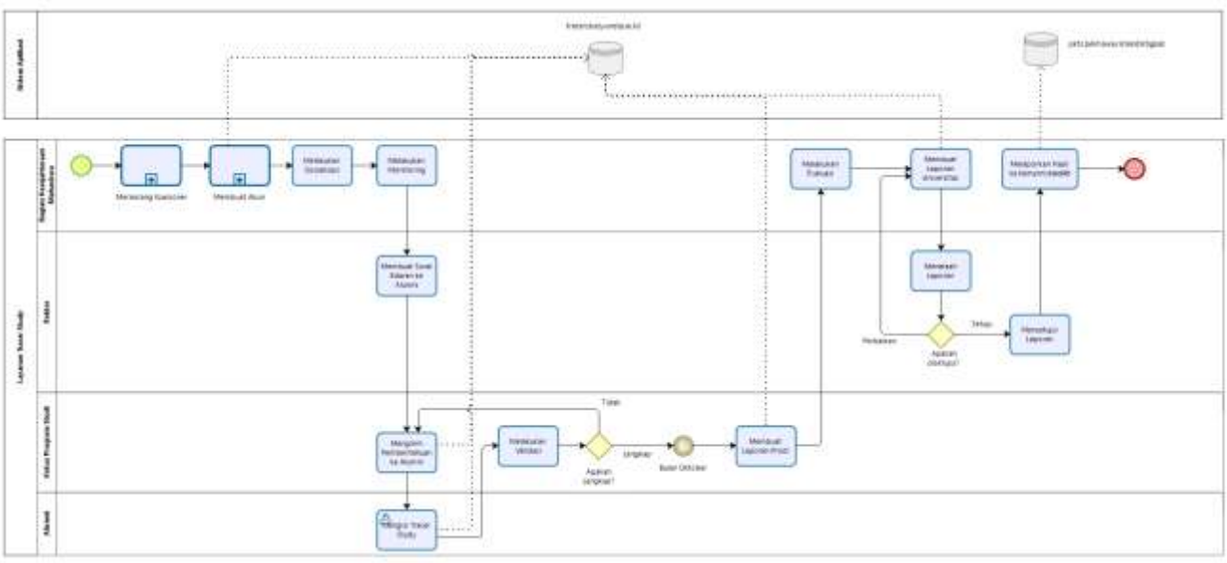
7.2.2.4 Layanan Administrasi Penelusuran Alumni



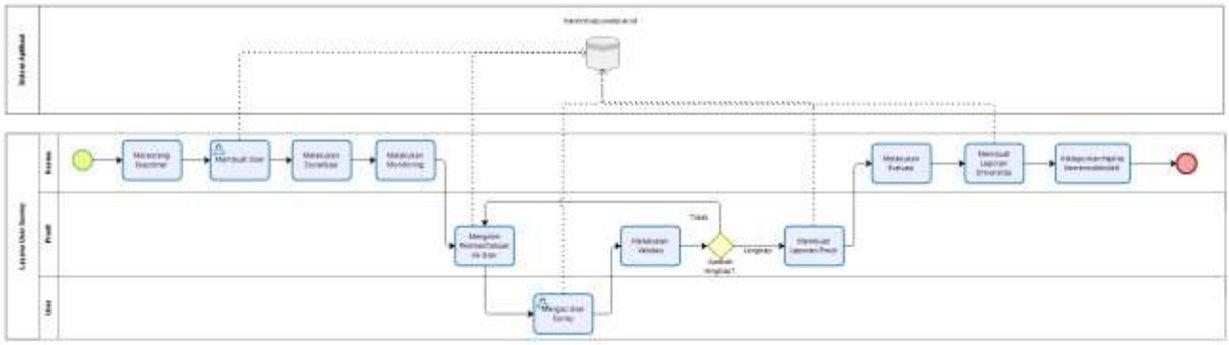
7.2.2.4.1 Layanan Exit Survey



7.2.2.4.2 Layanan Tracer Study



7.2.2.4.3 Layanan User Survey

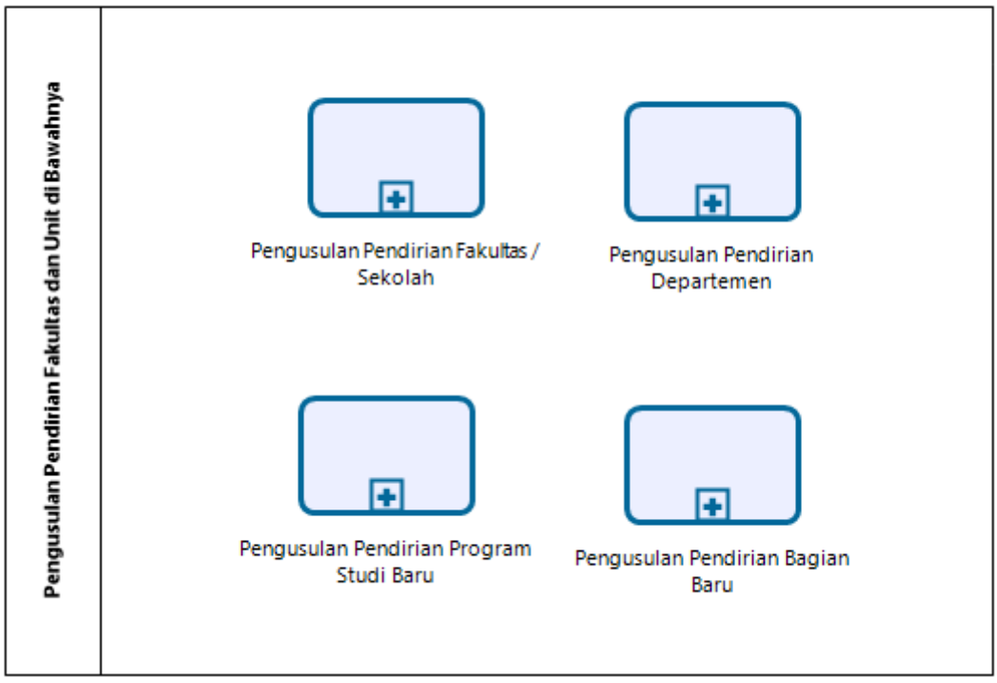


8. Layanan Perencanaan dan Sistem Informasi

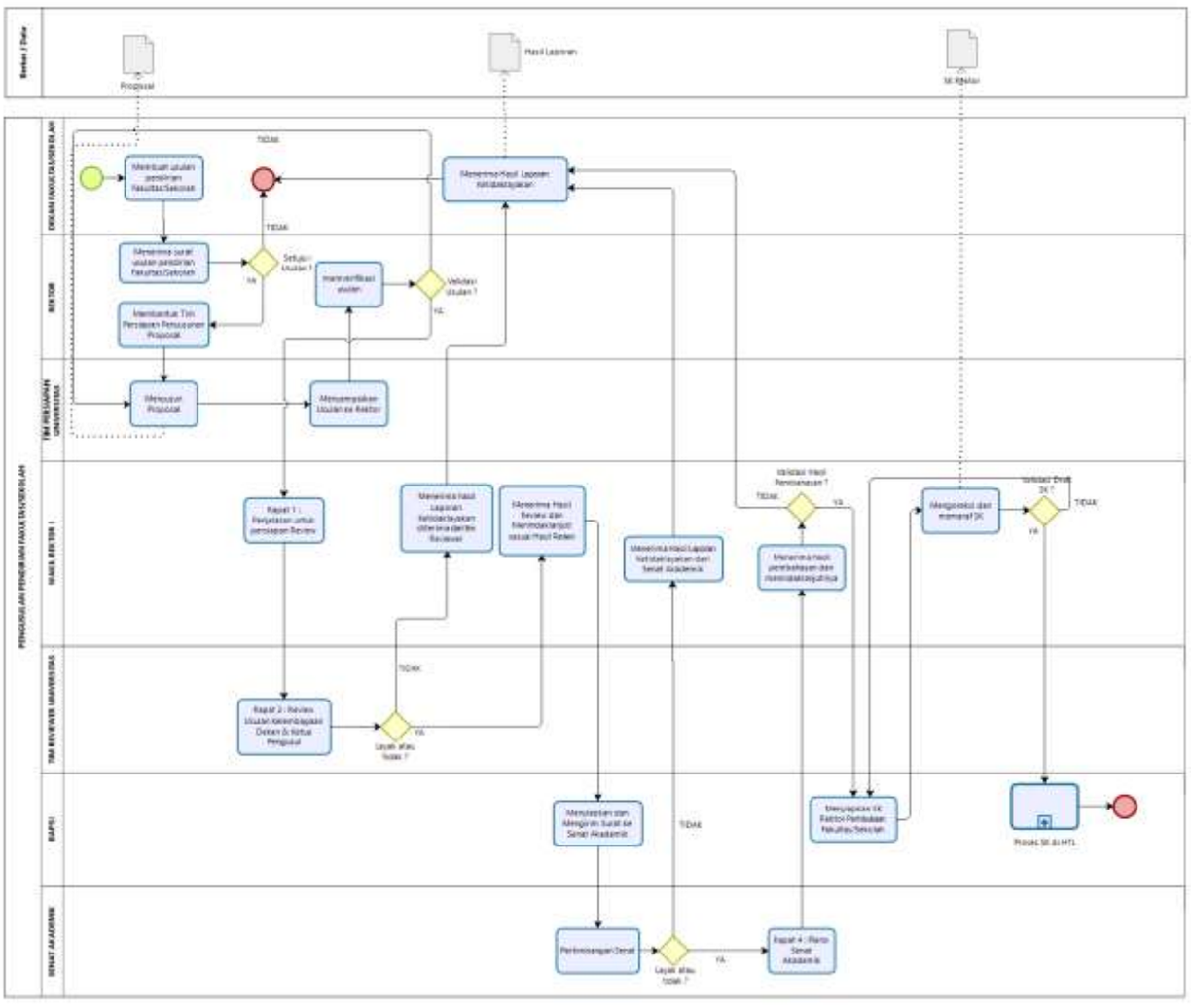
8.1 Layanan Perencanaan

8.1.1 Layanan Perencanaan Akademik

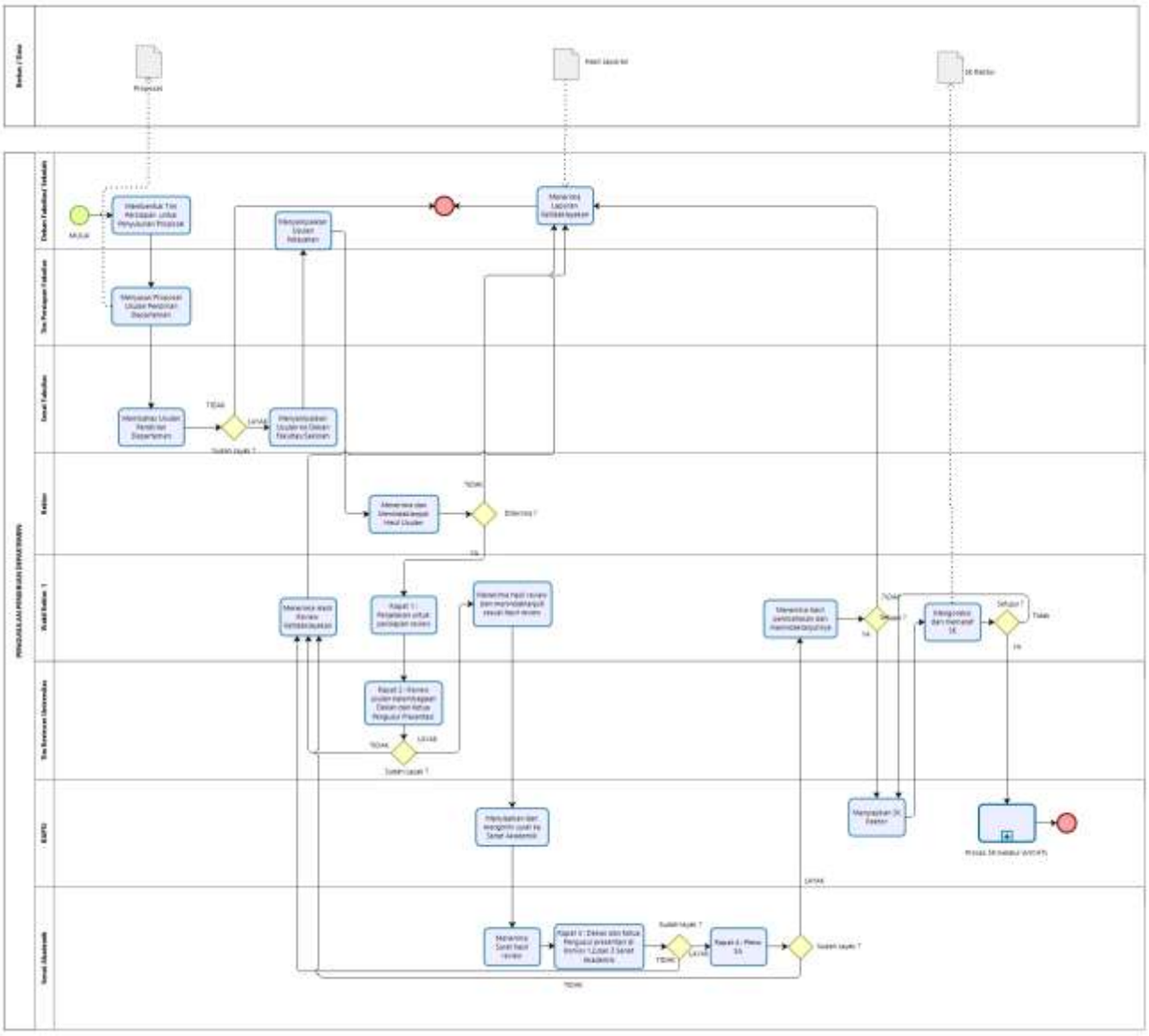
8.1.1.1 Pengusulan Pendirian Fakultas dan Unit dibawahnya



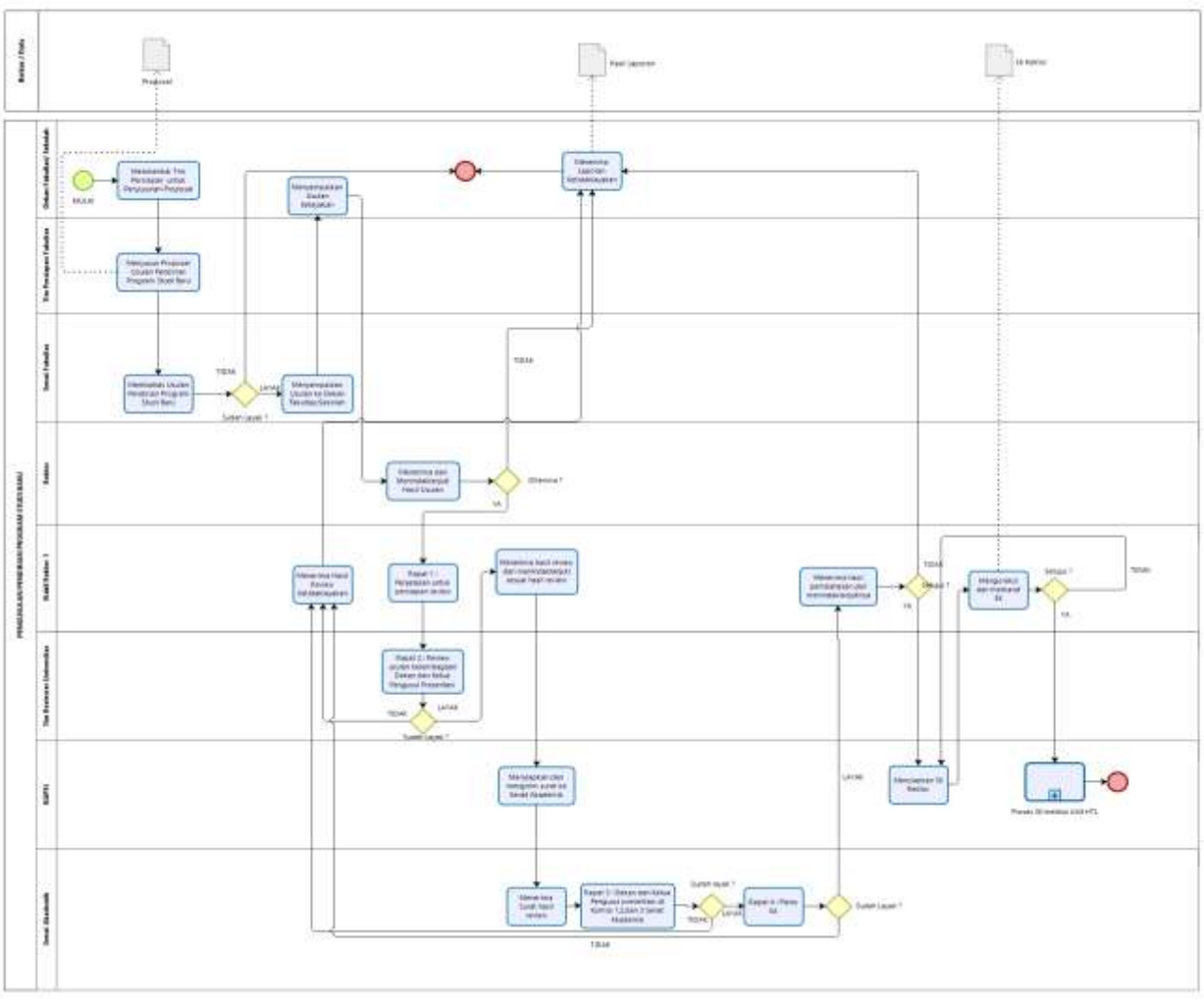
8.1.1.1.1 Pengusulan Pendirian Fakultas/Sekolah



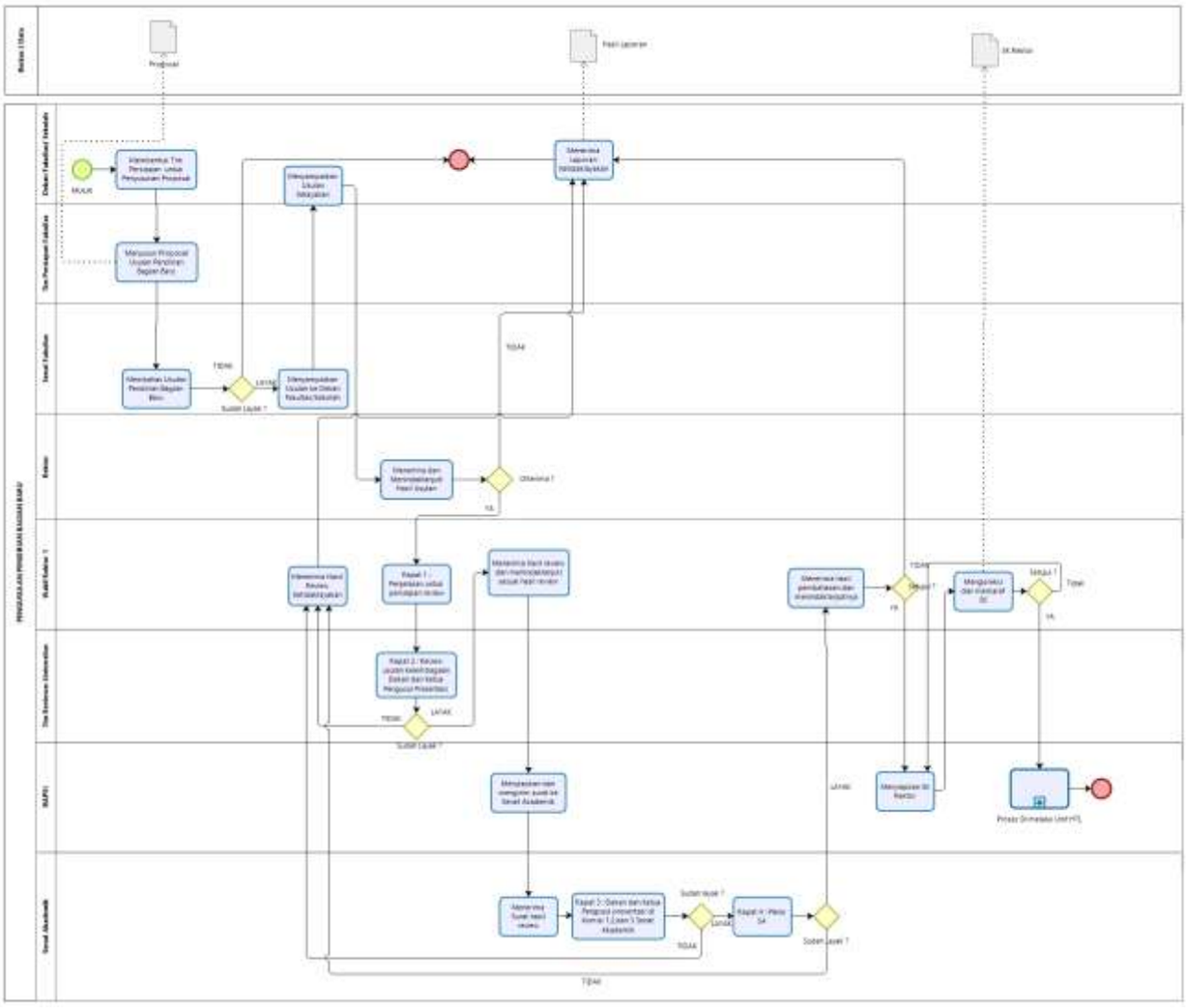
8.1.1.1.2 Pengusulan Pendirian Departemen



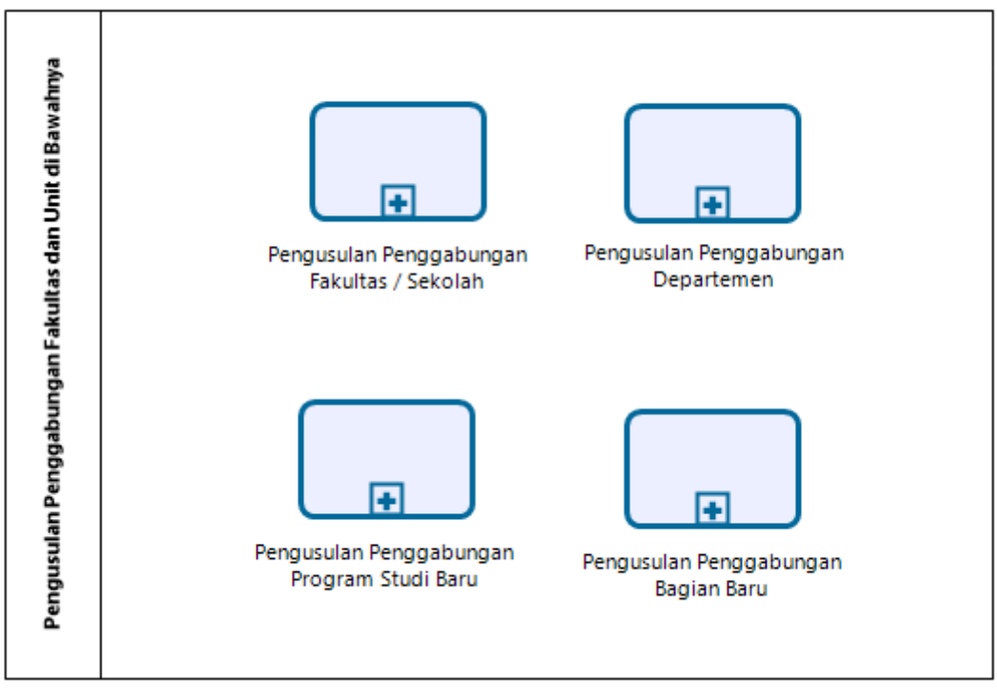
8.1.1.1.3 Pengusulan Pendirian Program Studi Baru



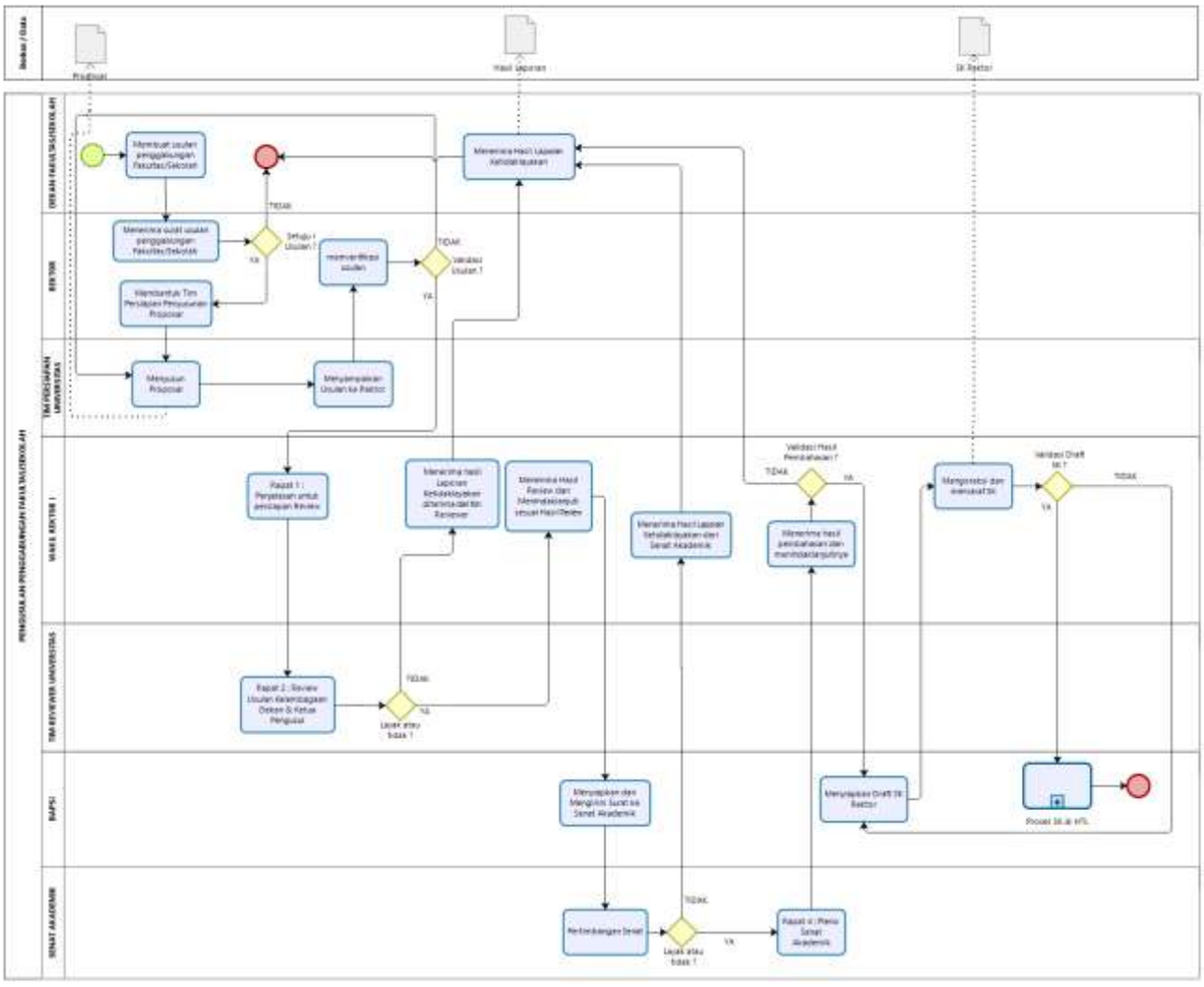
8.1.1.1.4 Pengusulan Pendirian Bagian Baru



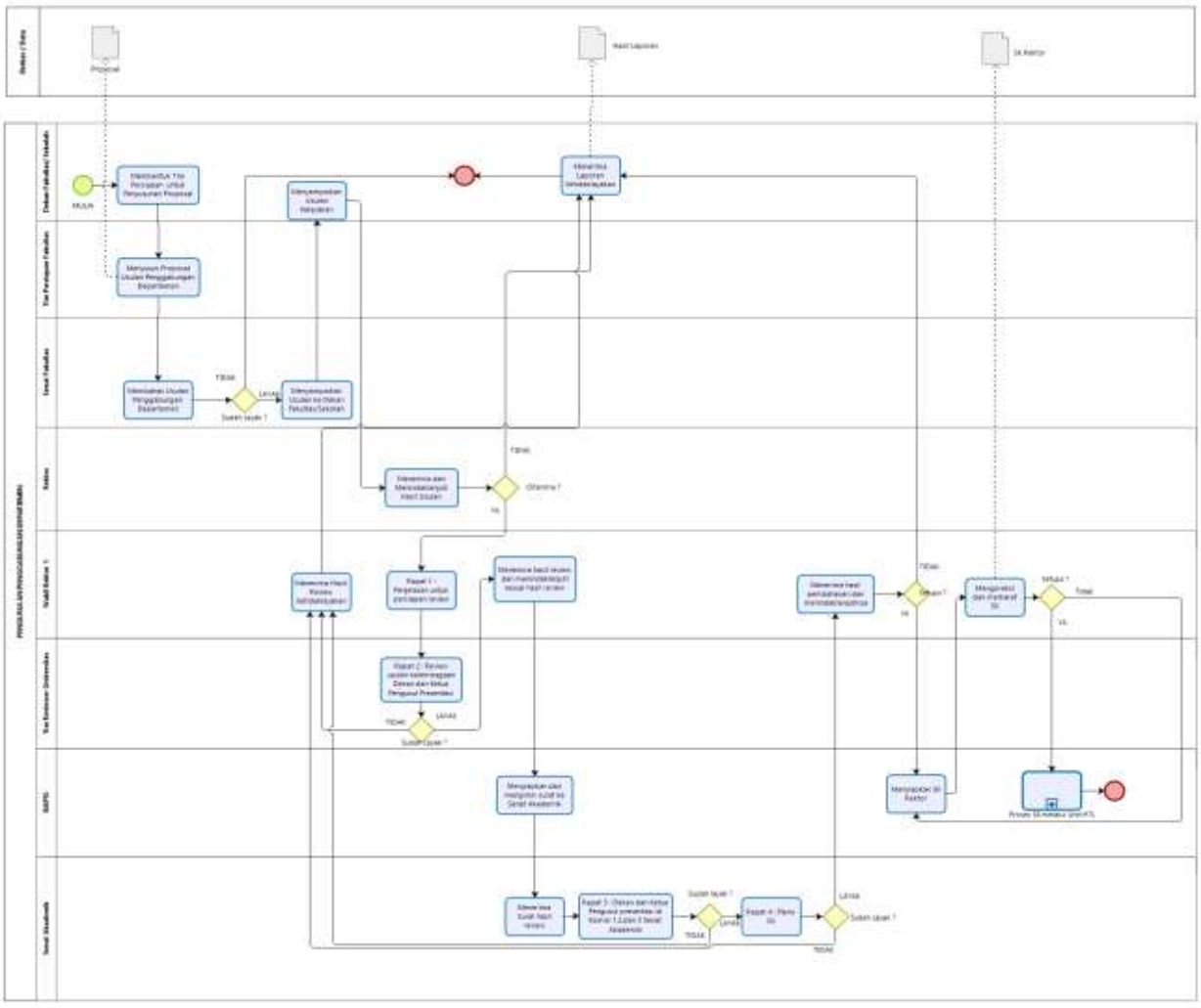
8.1.1.2 Pengusulan Penggabungan Fakultas dan Unit dibawahnya



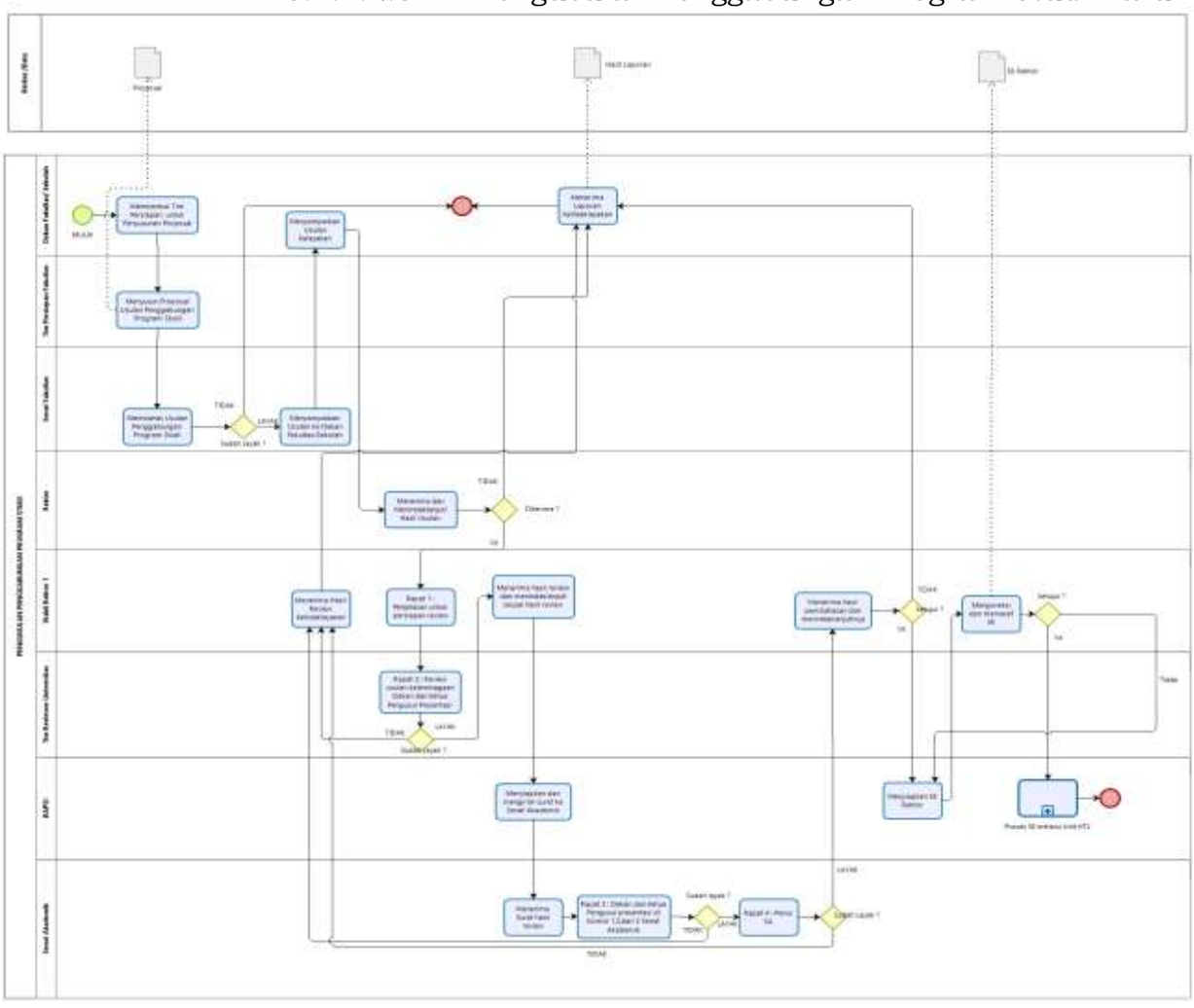
8.1.1.2.1 Pengusulan Penggabungan Fakultas/Sekolah



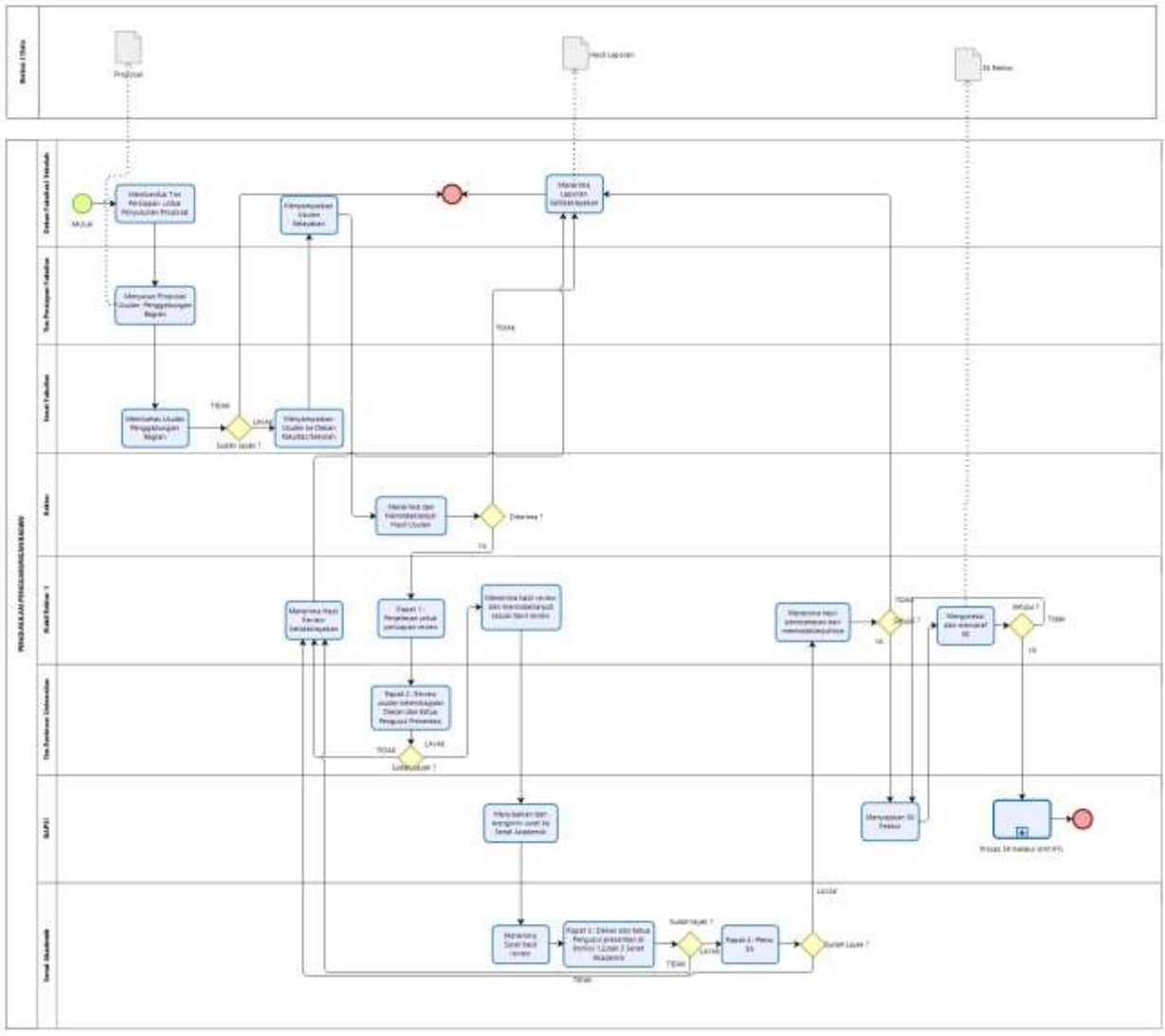
8.1.1.2.2 Pengusulan Penggabungan Departemen



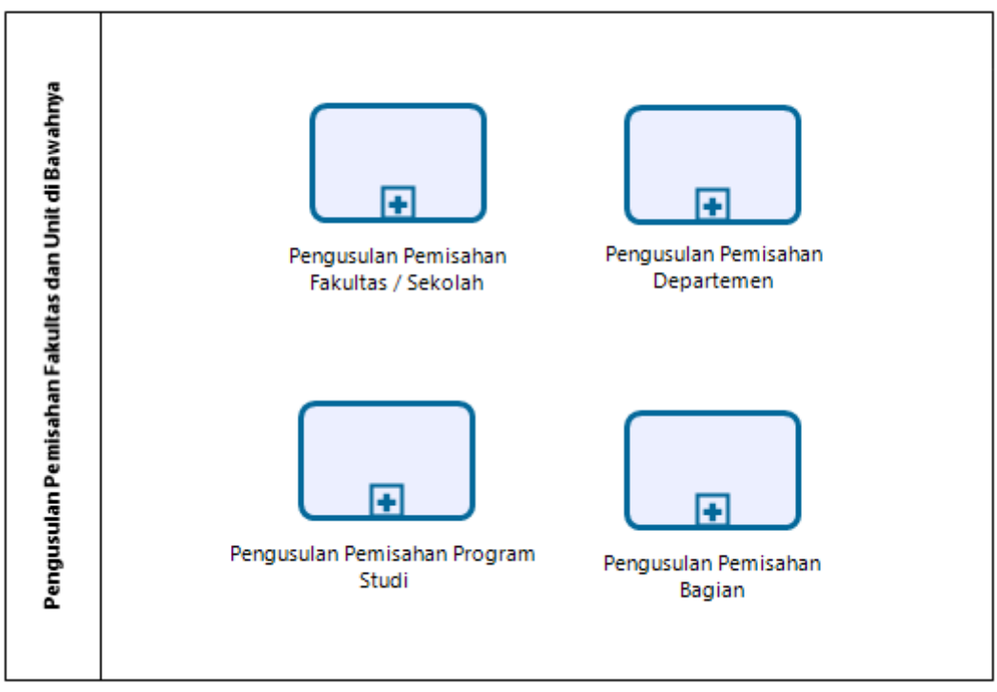
8.1.1.2.3 Pengusulan Penggabungan Program Studi Baru



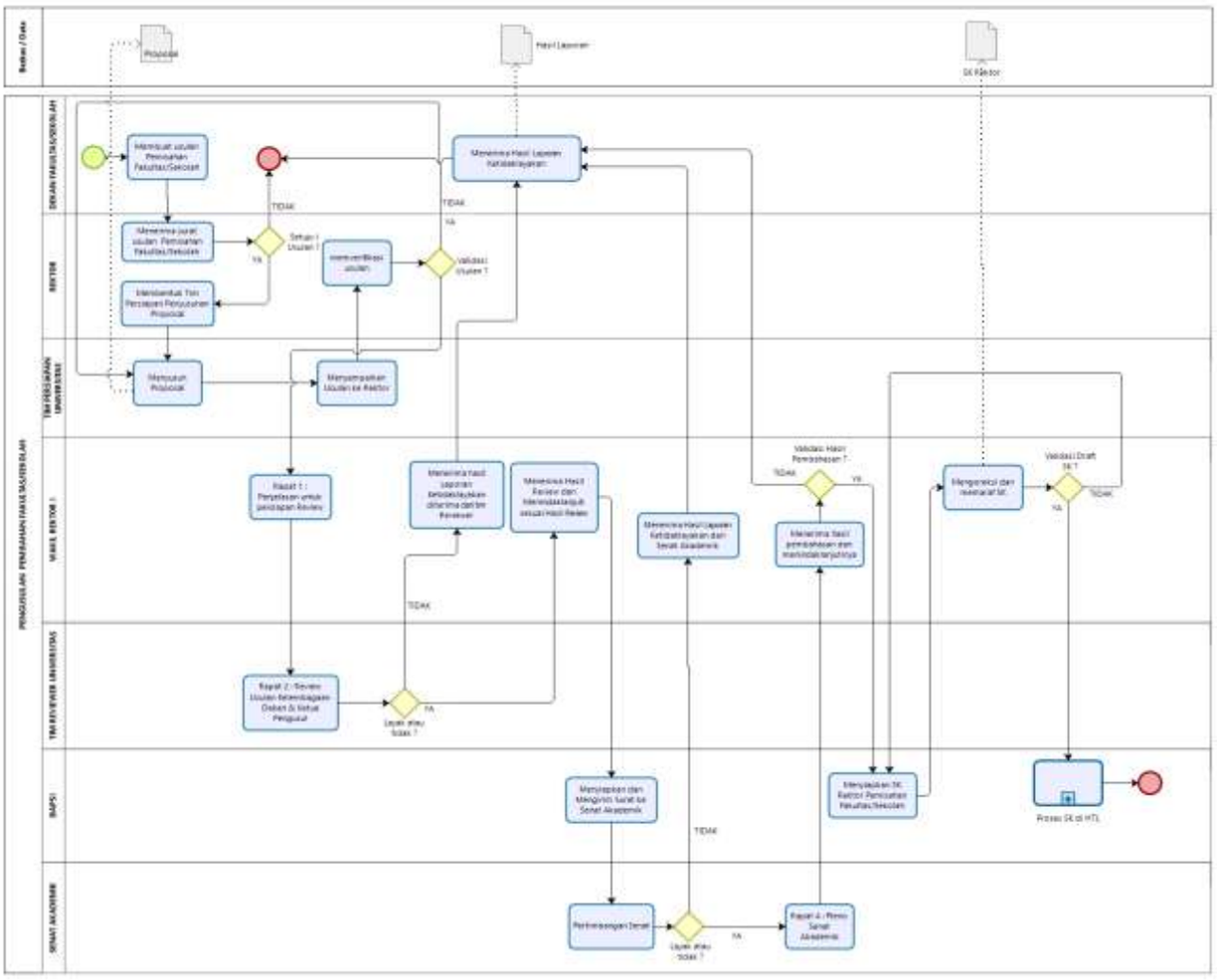
8.1.1.2.4 Pengusulan Penggabungan Bagian Baru



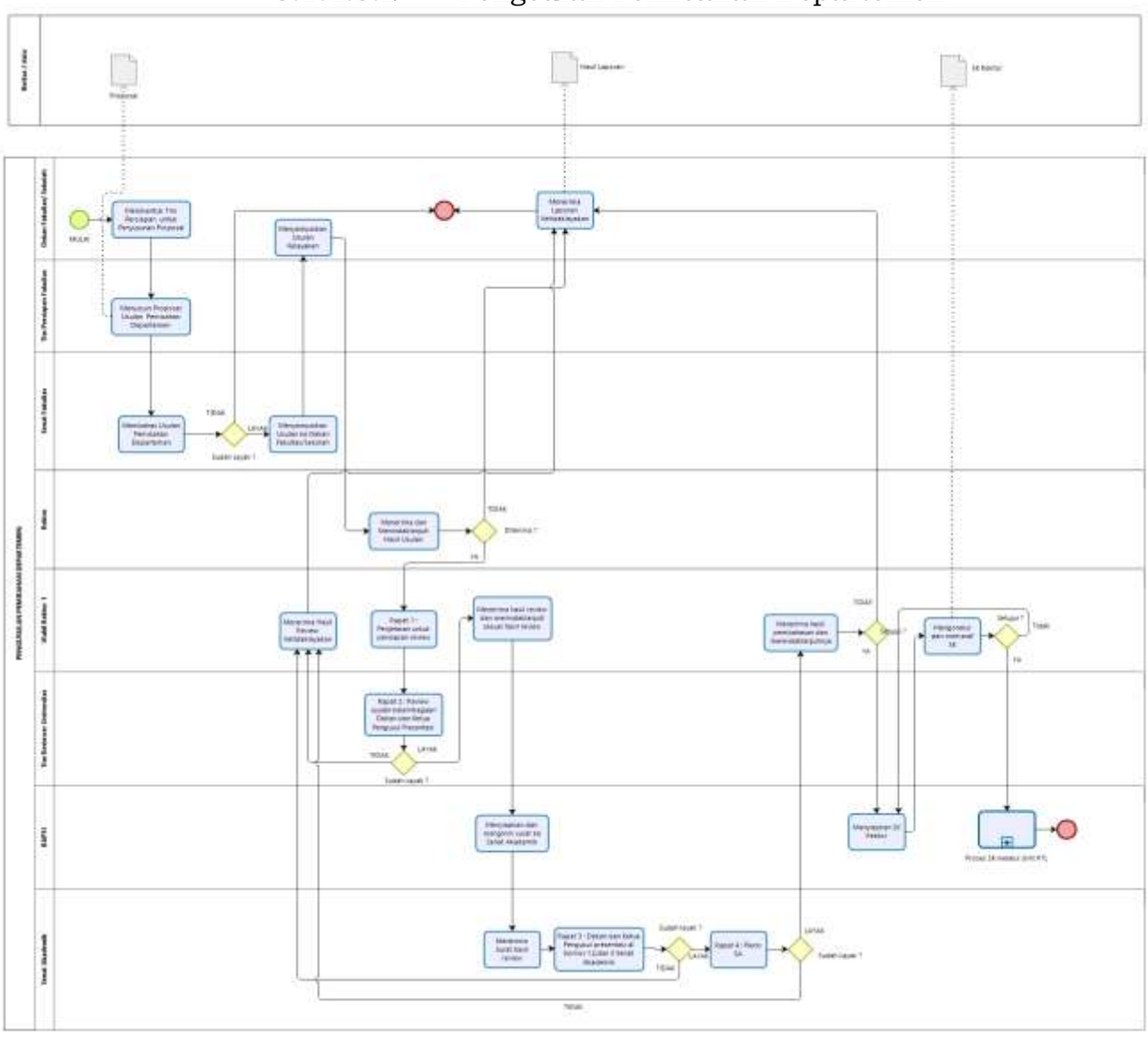
8.1.1.3 Pengusulan Pemisahan Fakultas dan Unit dibawahnya



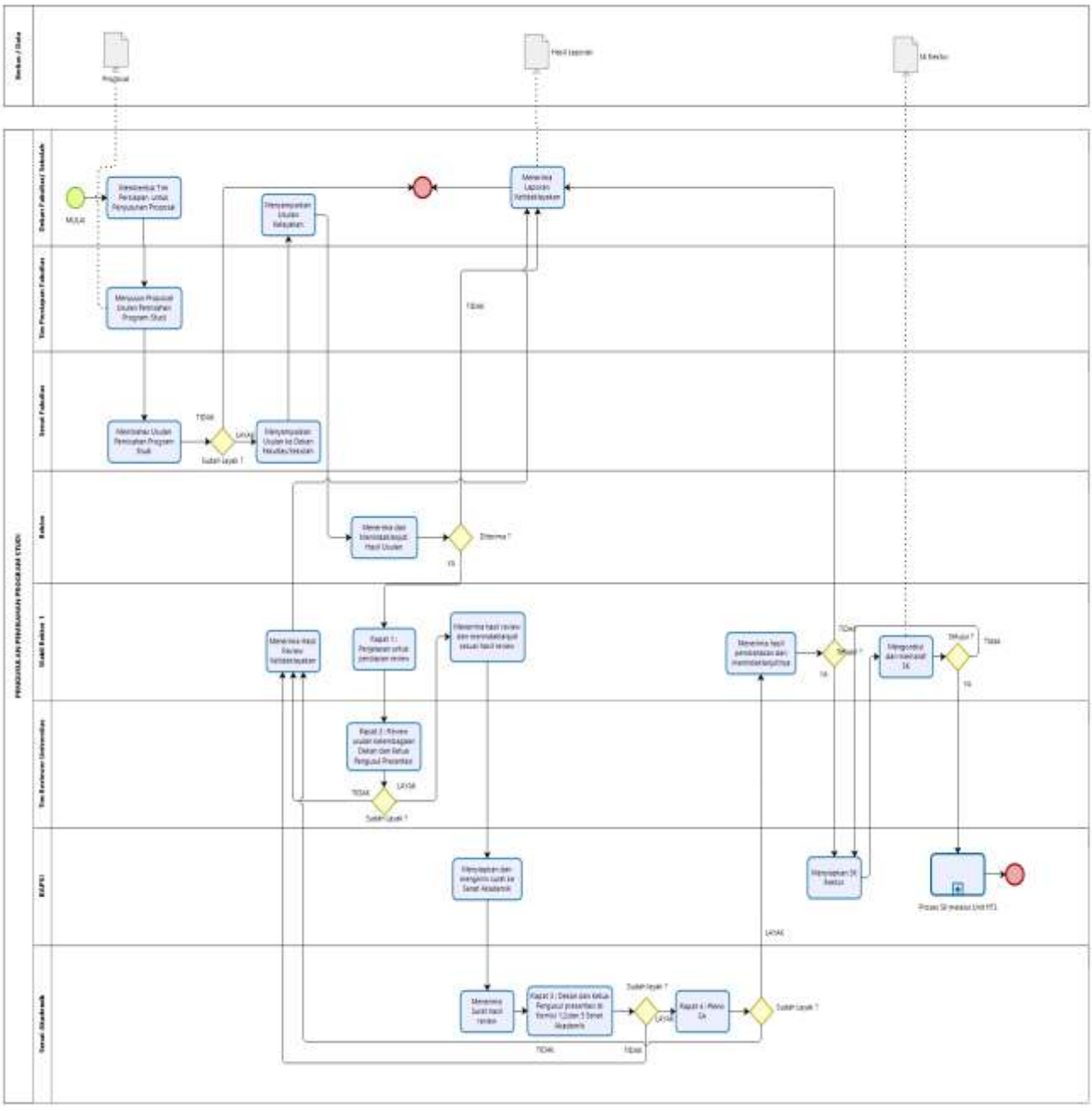
8.1.1.3.1 Pengusulan Pemisahan Fakultas/Sekolah



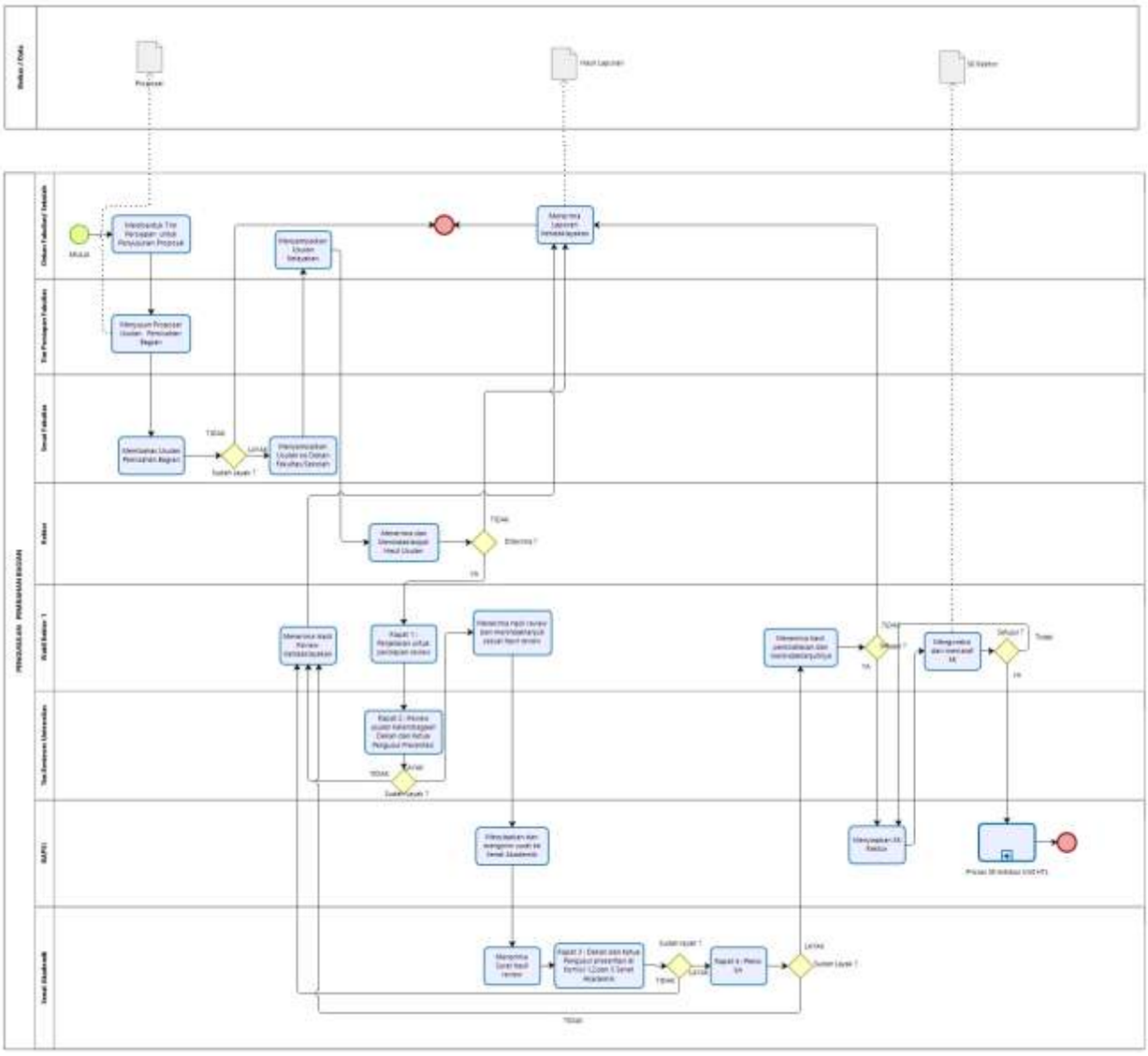
8.1.1.3.2 Pengsulan Pemisahan Departemen



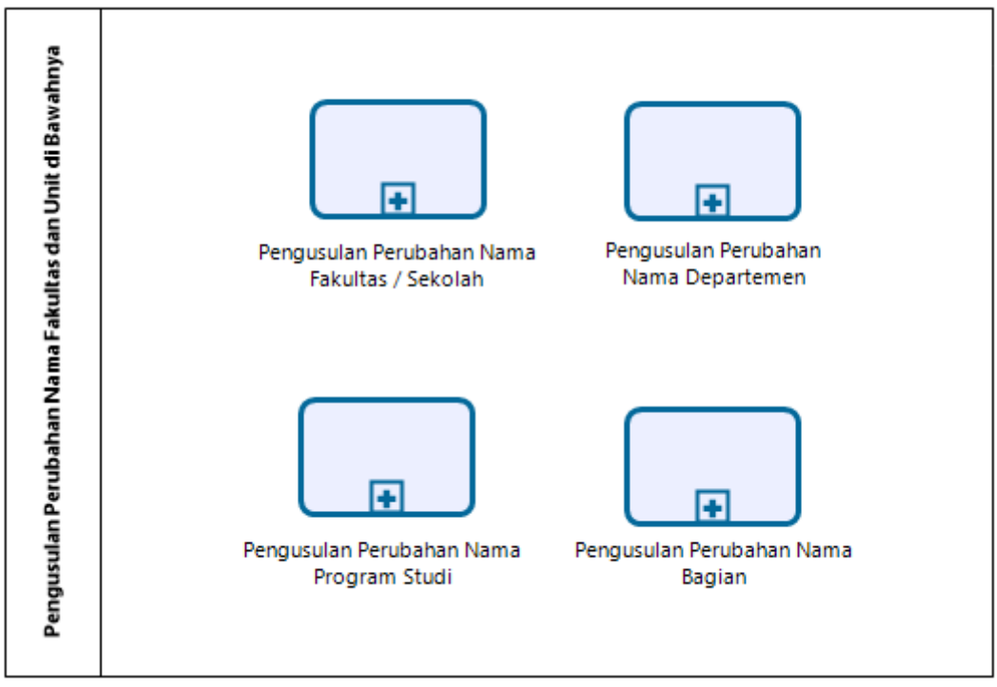
8.1.1.3.3 Pengusulan Pemisahan Program Studi



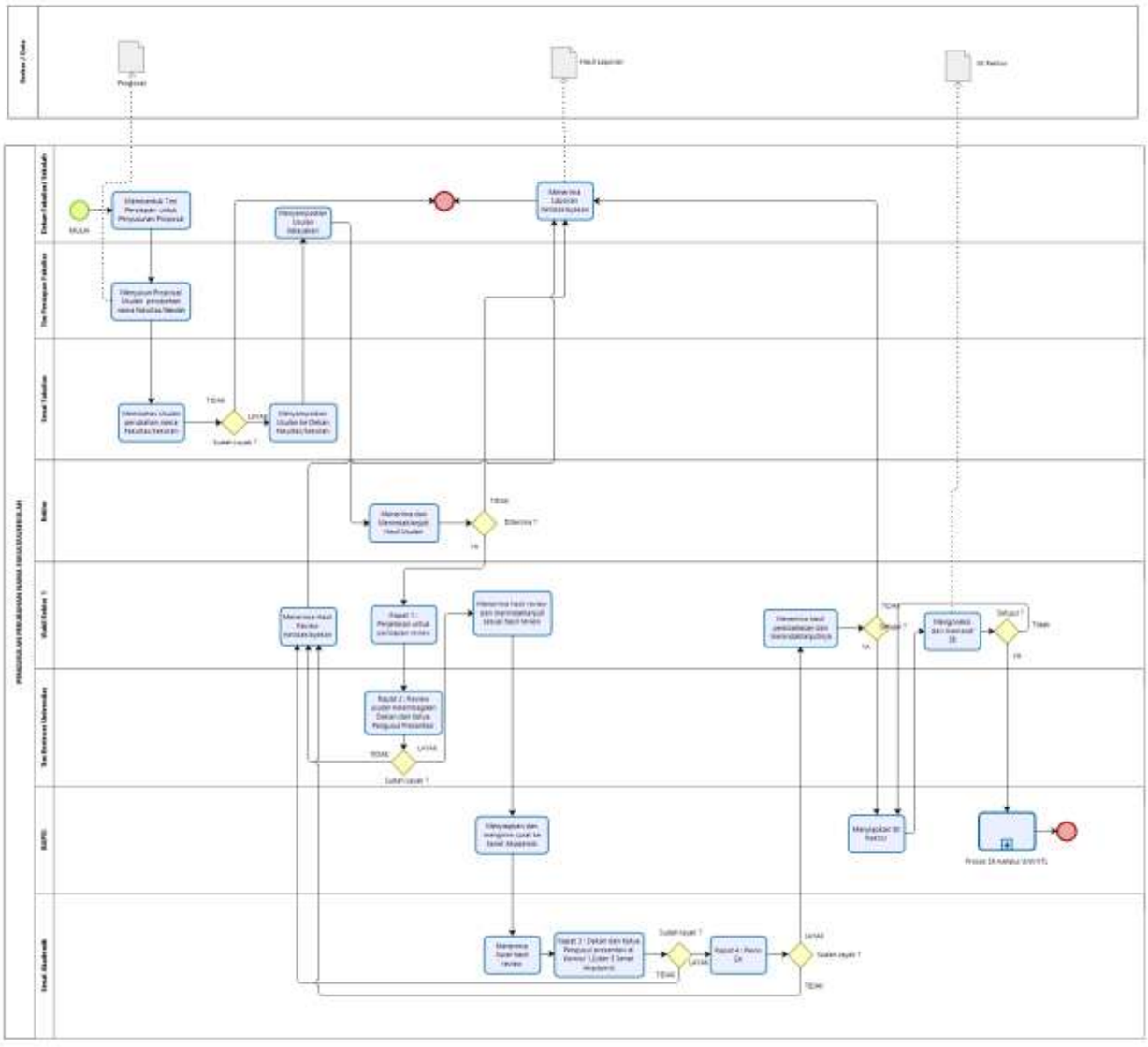
8.1.1.3.4 Pengusulan Pemisahan Bagian



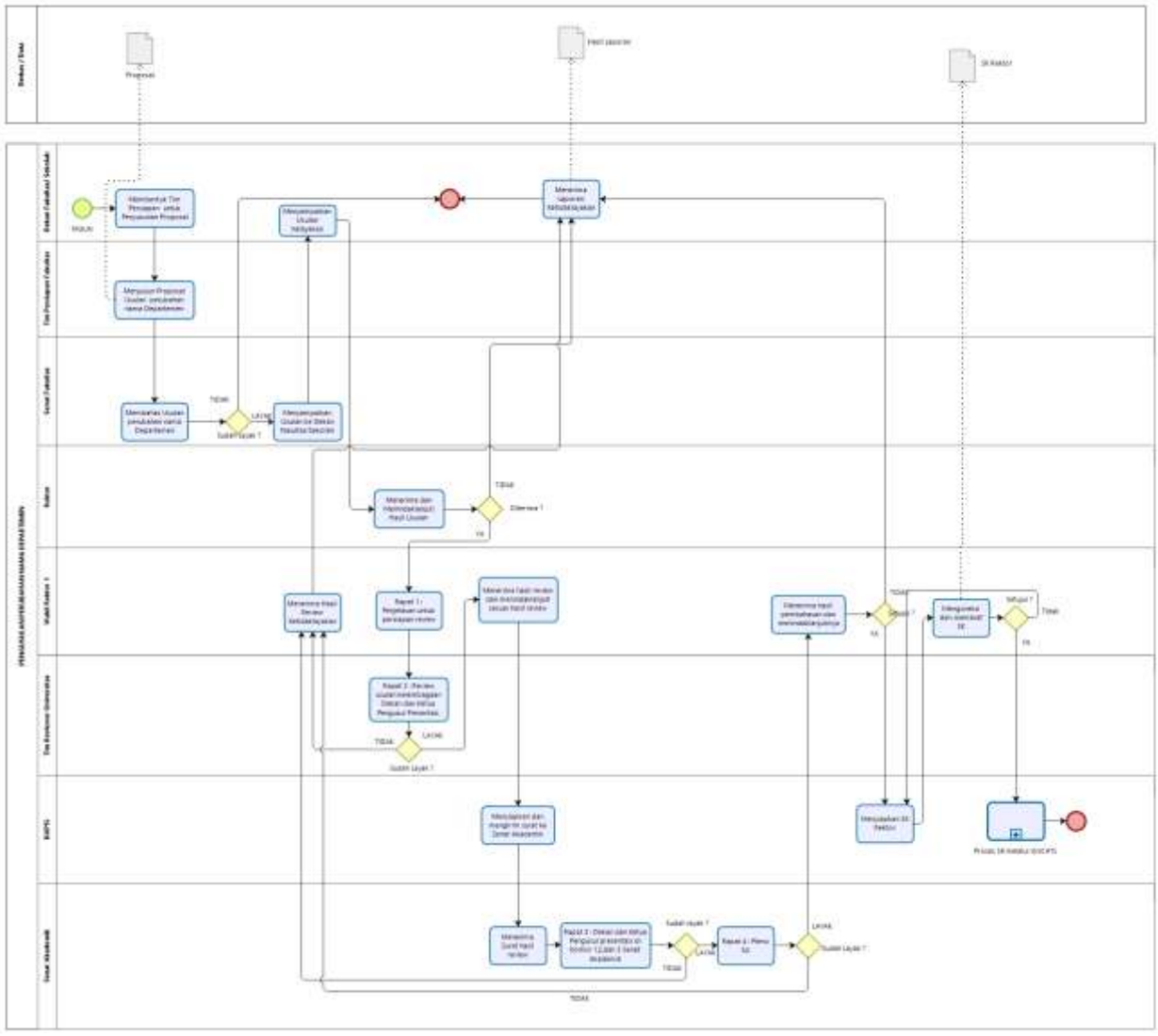
8.1.1.4 Pengusulan Perubahan Nama Fakultas dan Unit dibawahnya



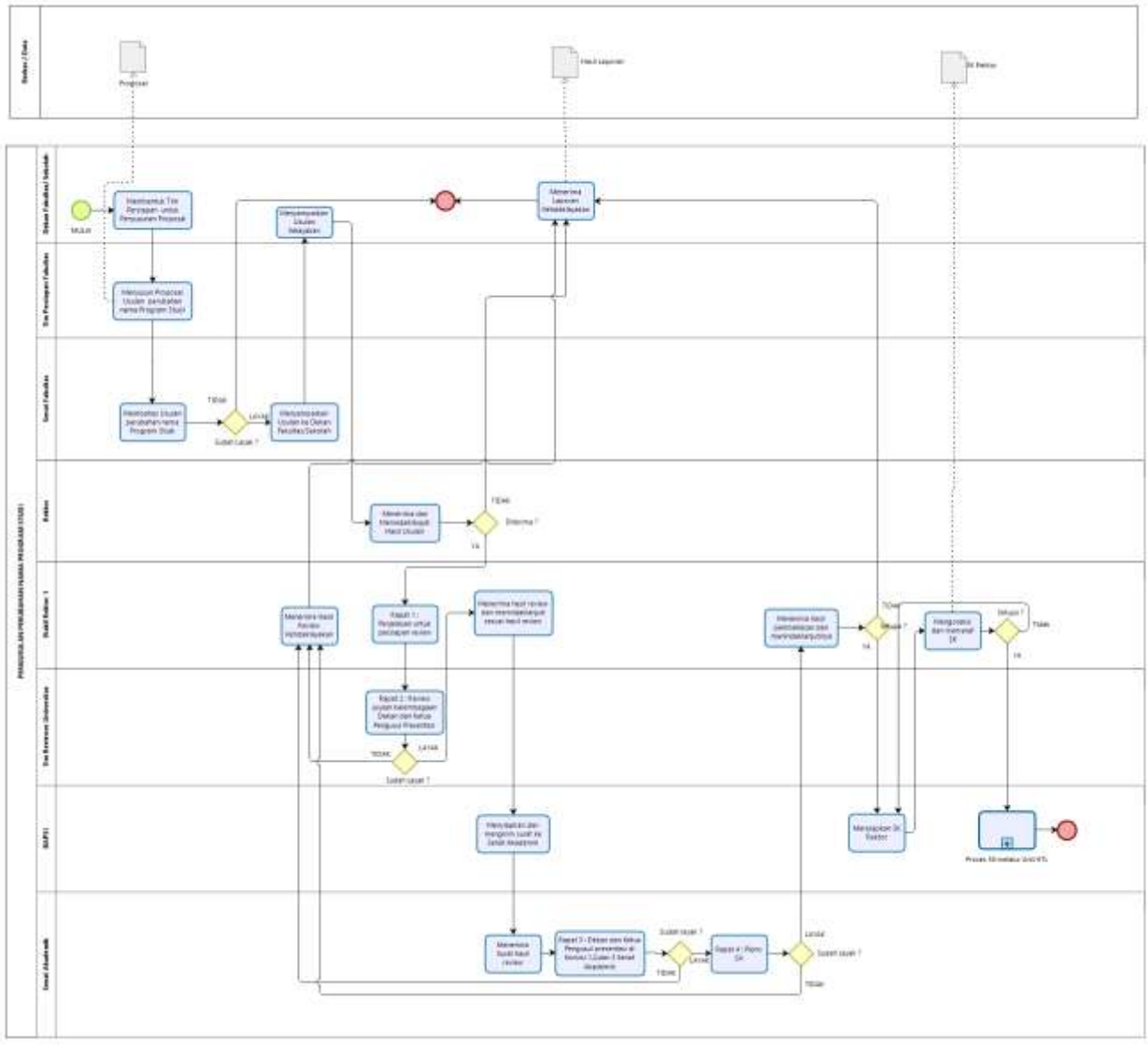
8.1.1.4.1 Pengusulan Perubahan Nama Fakultas/Sekolah



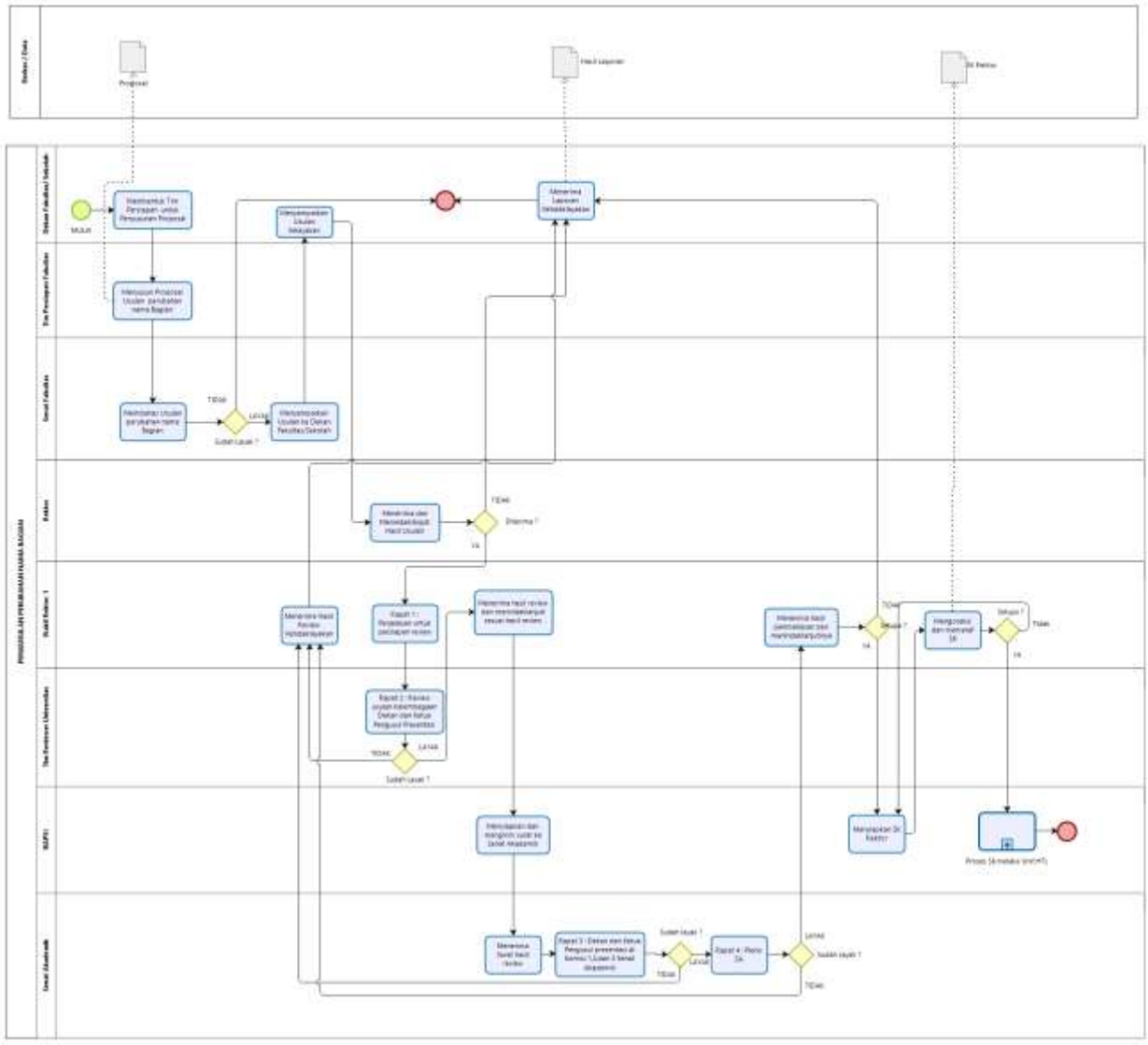
8.1.1.4.2 Pengusulan Perubahan Naman Departemen



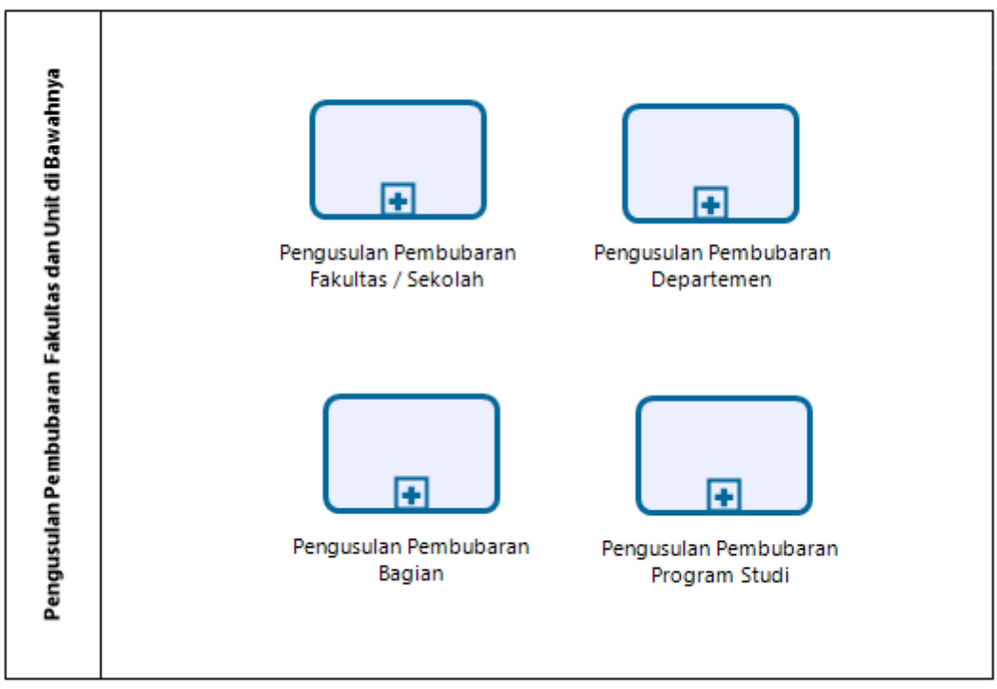
8.1.1.4.3 Pengusulan Perubahan Nama Program Studi



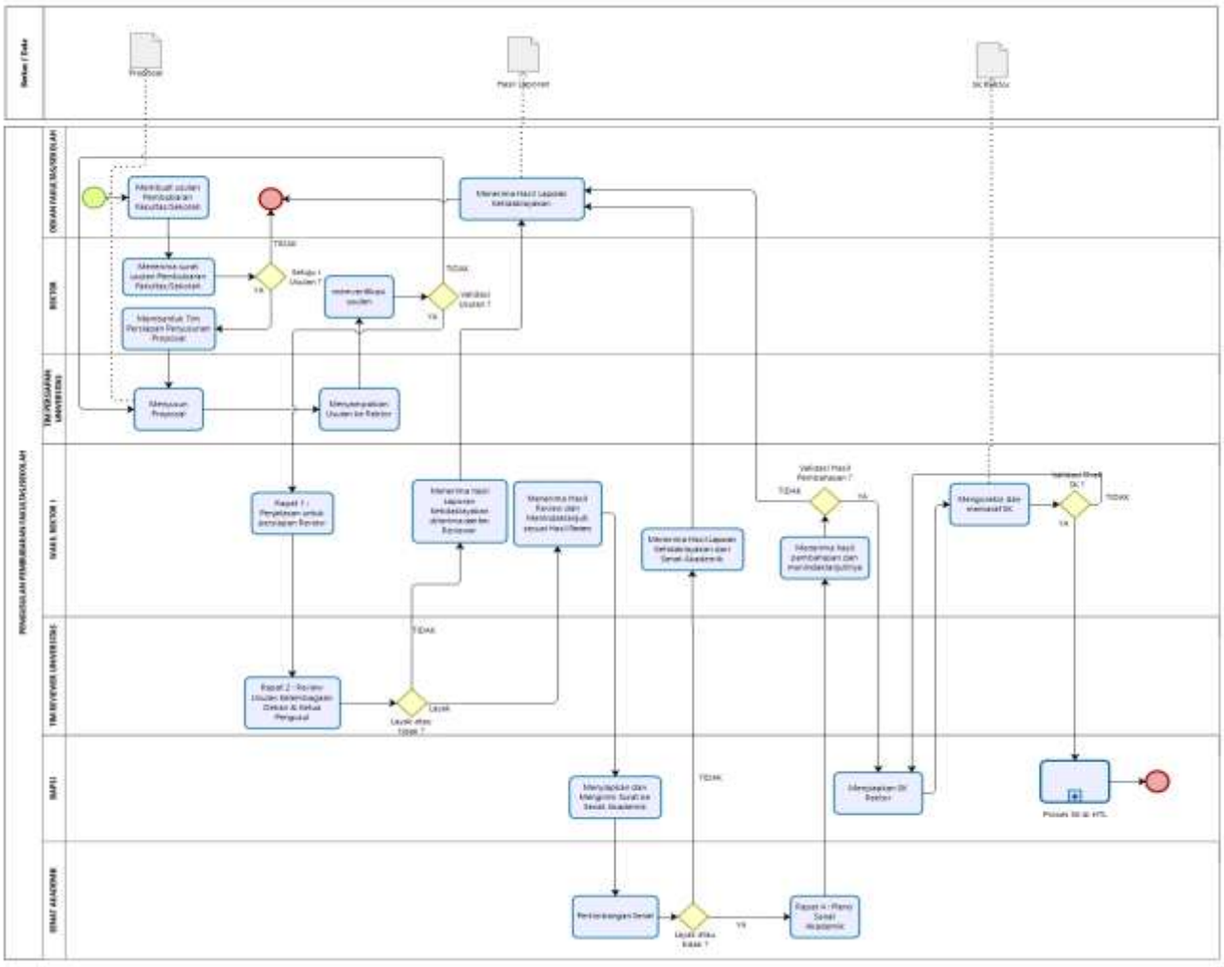
8.1.1.4.4 Pengusulan Perubahan Nama Bagian



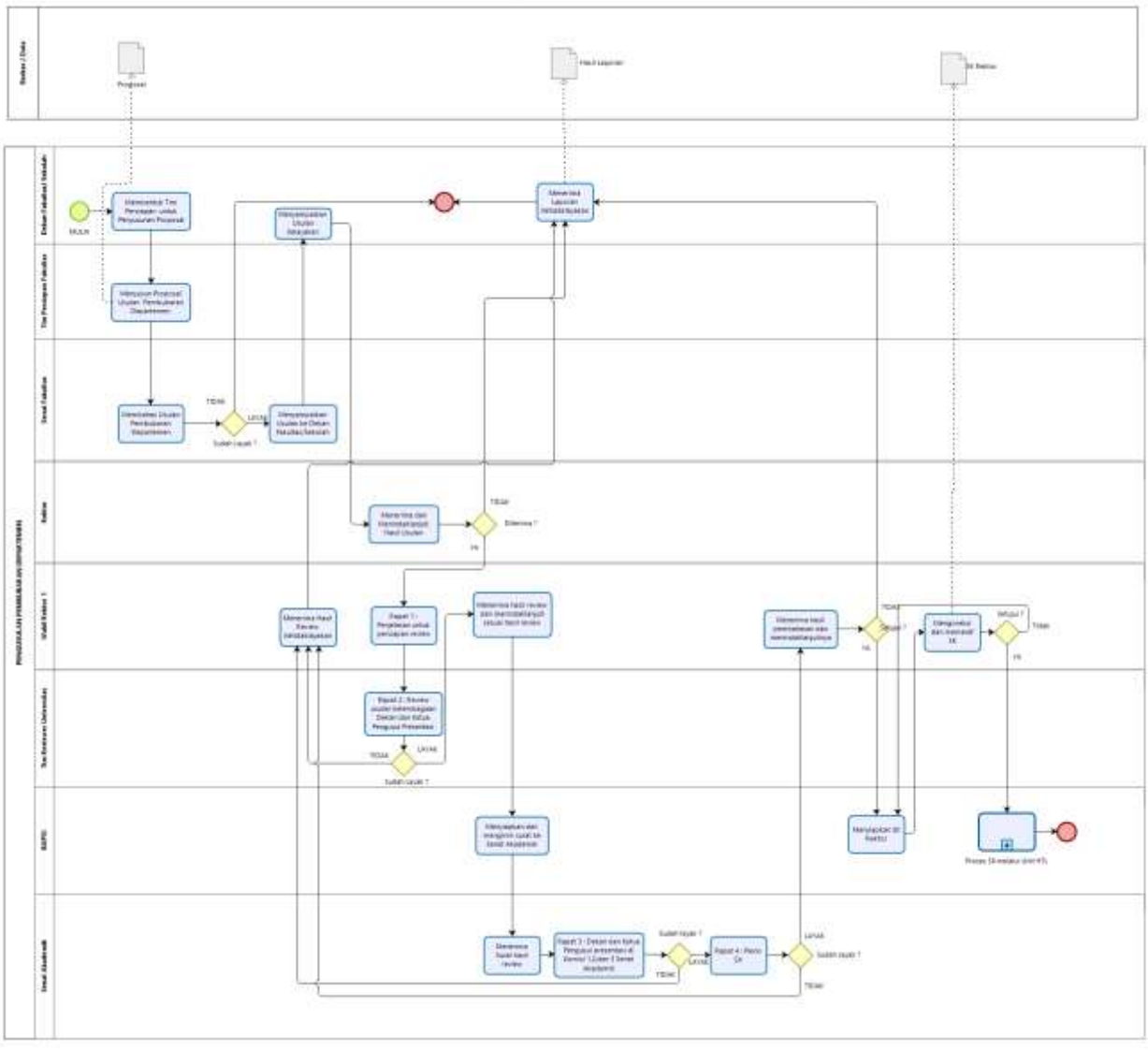
8.1.1.5 Pengusulan Pembubaran Fakultas dan Unit di Bawahnya



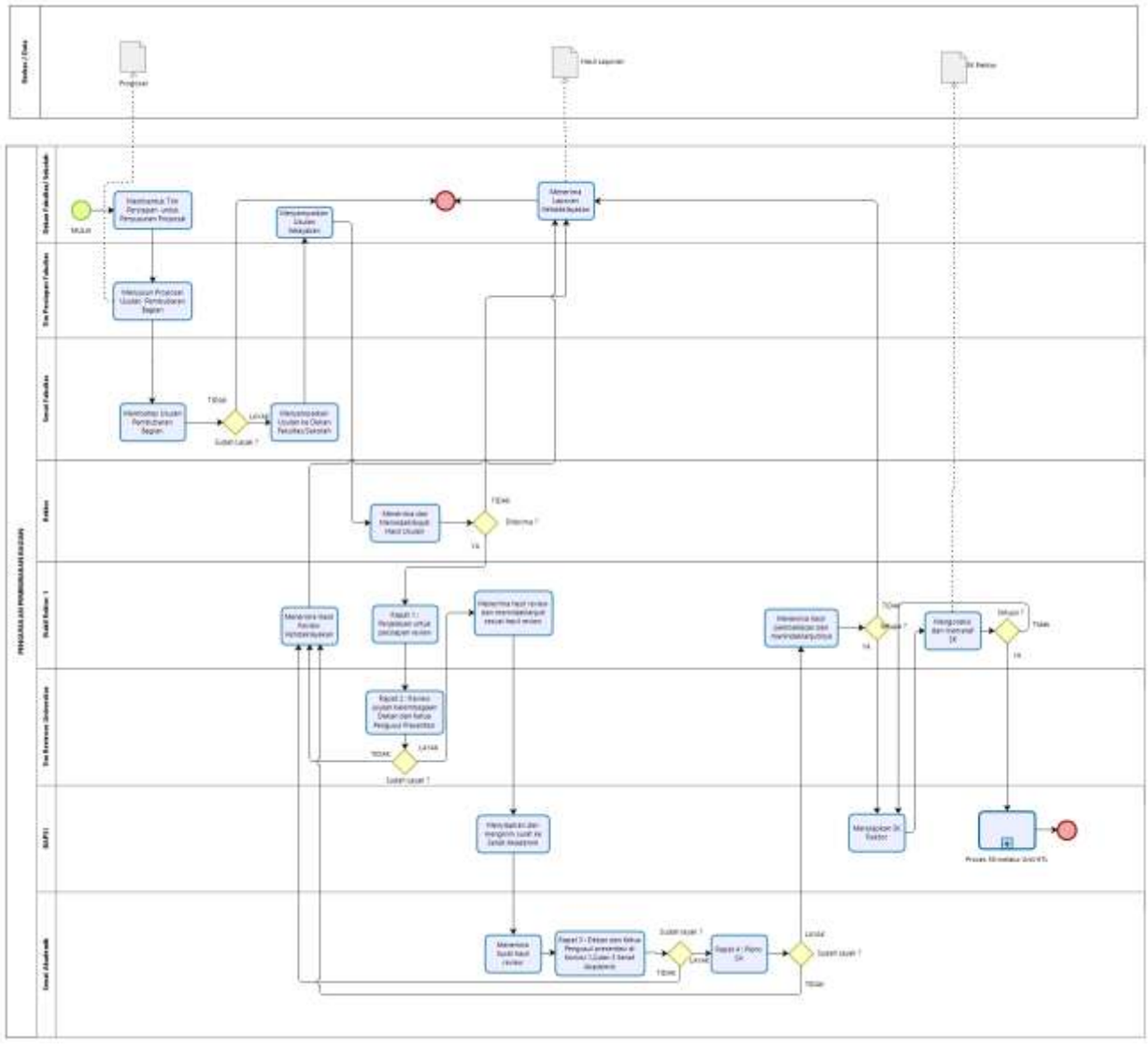
8.1.1.5.1 Pengusulan Pembubaran Fakultas/Sekolah



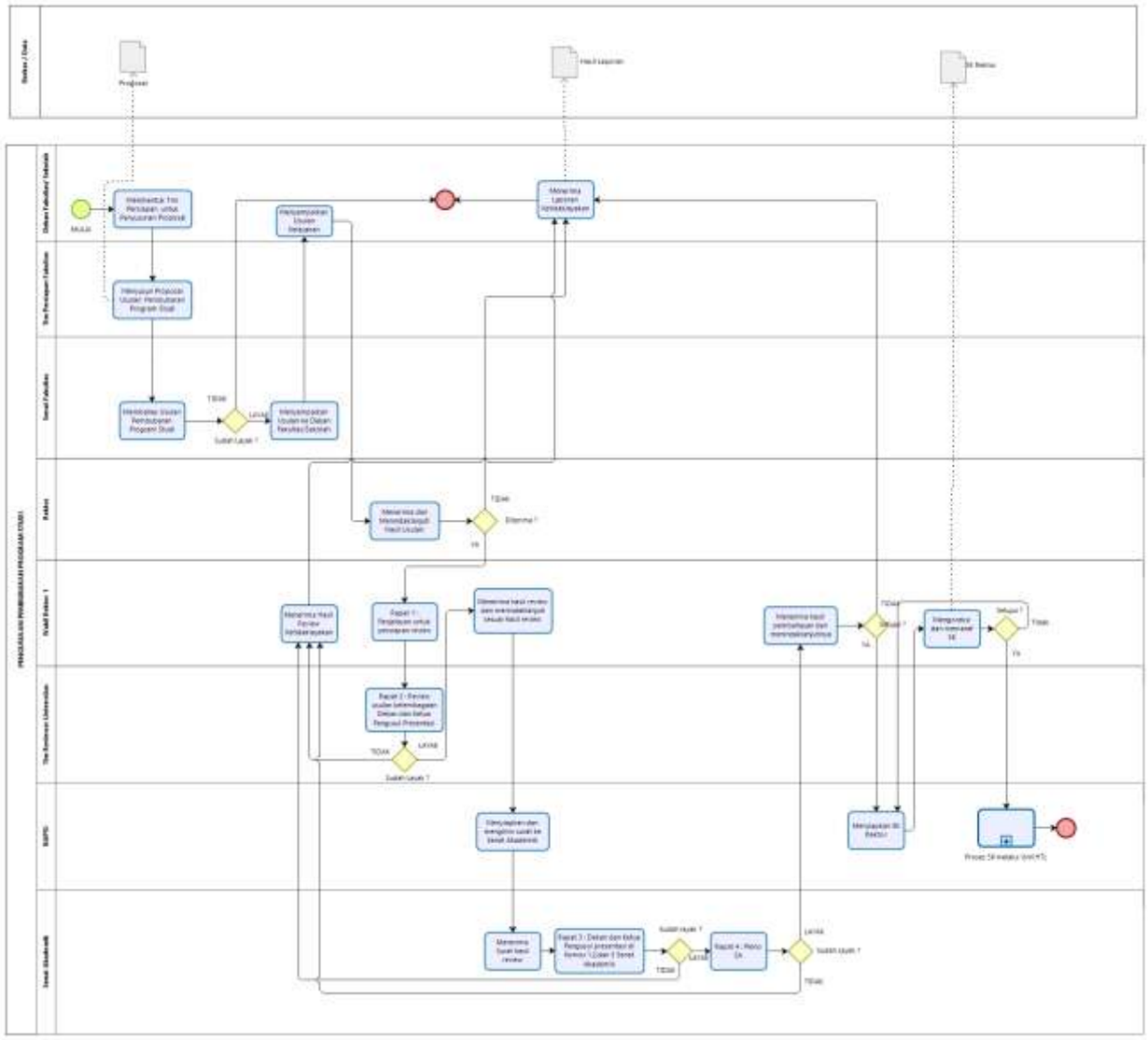
8.1.1.5.2 Pengusulan Pembubaran Departemen



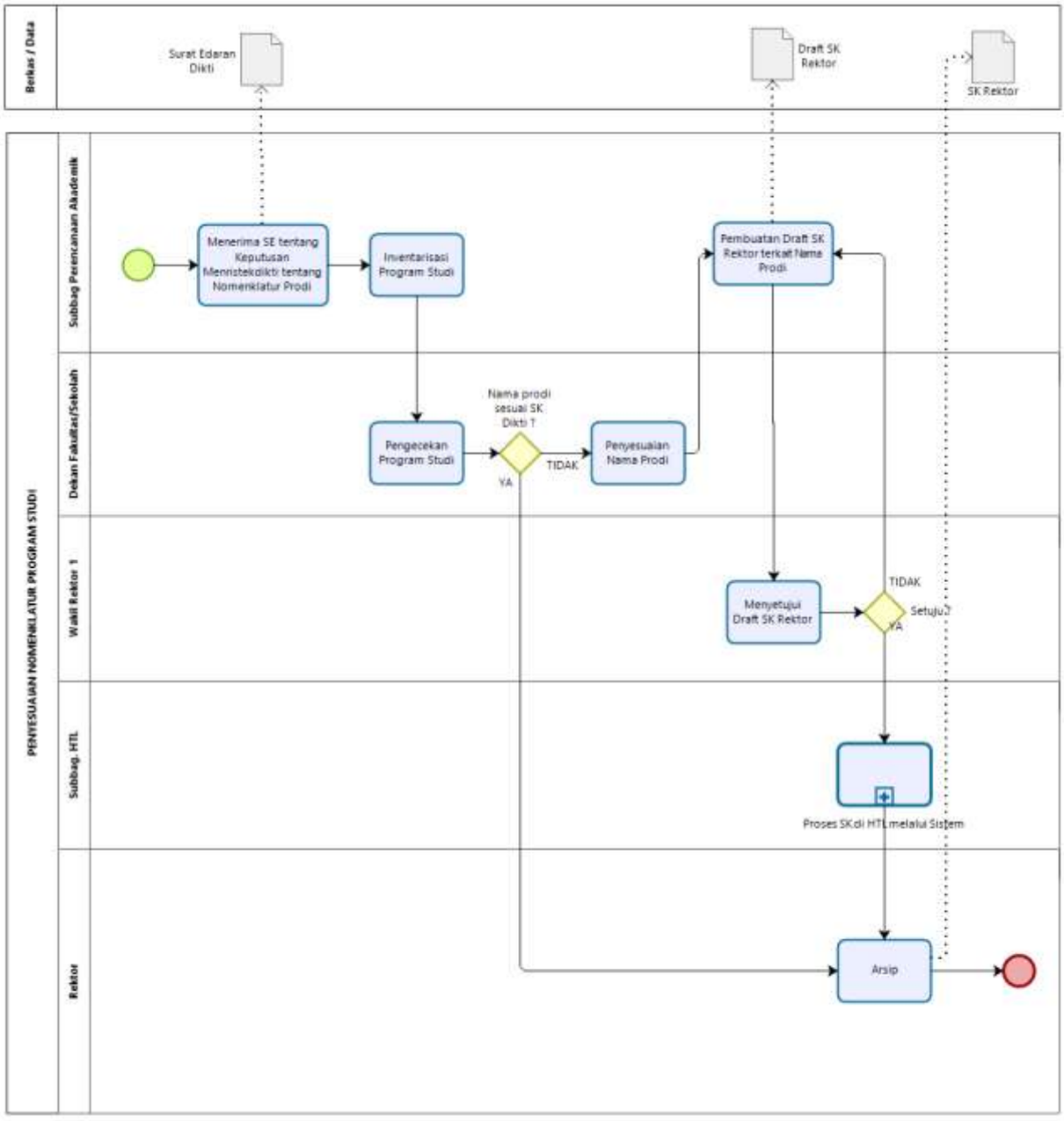
8.1.1.5.3 Pengusulan Pembubaran Bagian



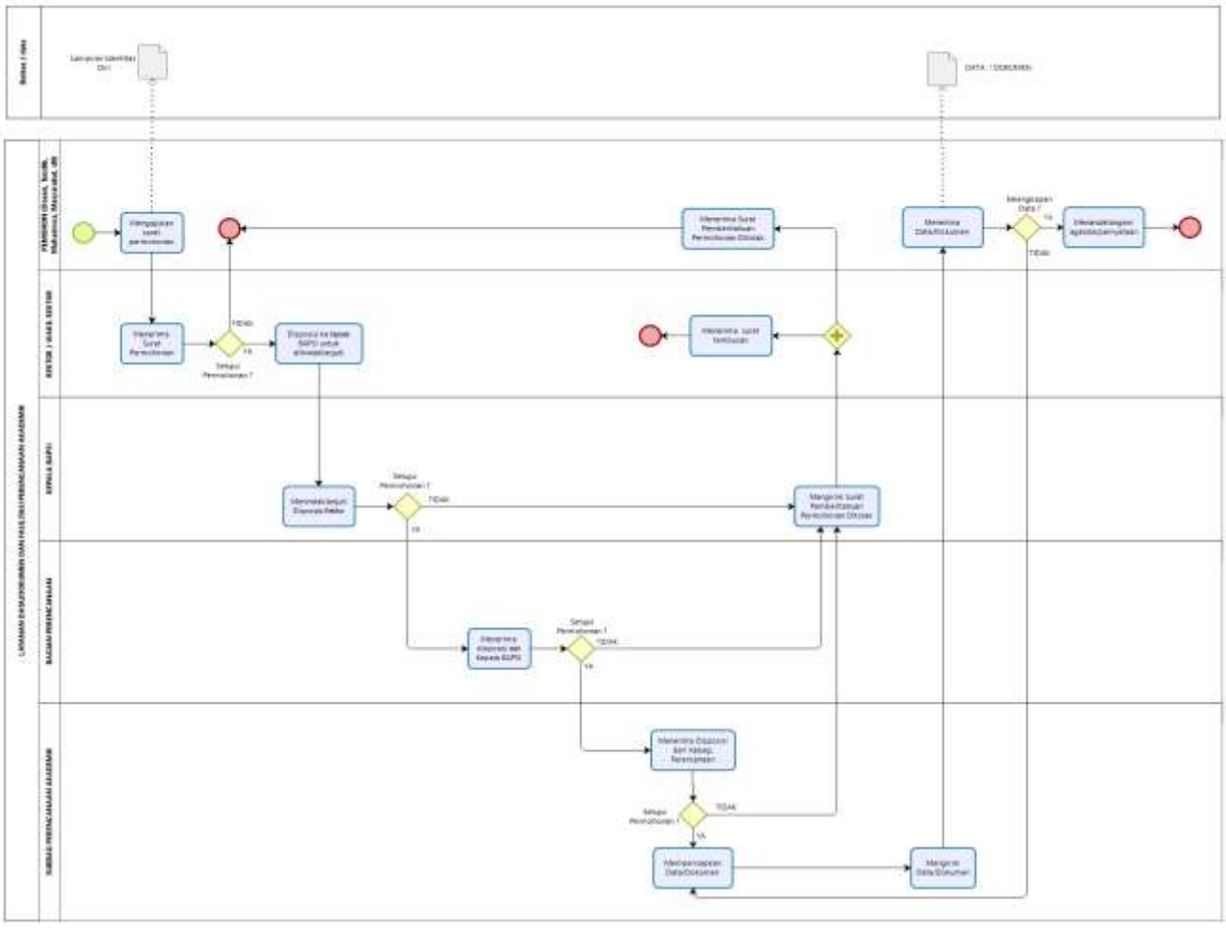
8.1.1.5.4 Pengusulan Pembubaran Program Studi



8.1.1.6 Penyesuaian Nomeklatur Program Studi

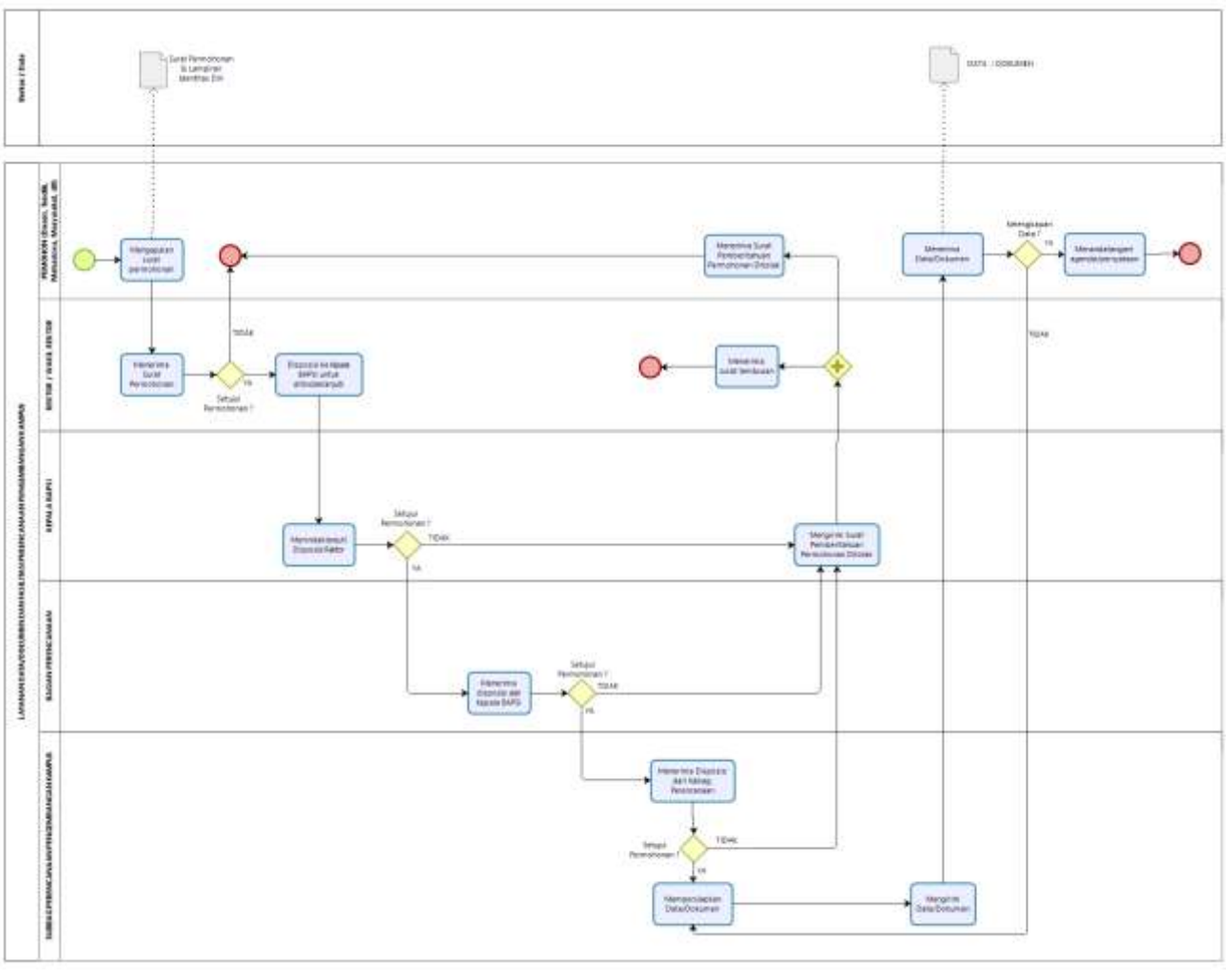


8.1.1.7 Layanan Data/Dokumen dan Fasilitasi Perencanaan Akademik

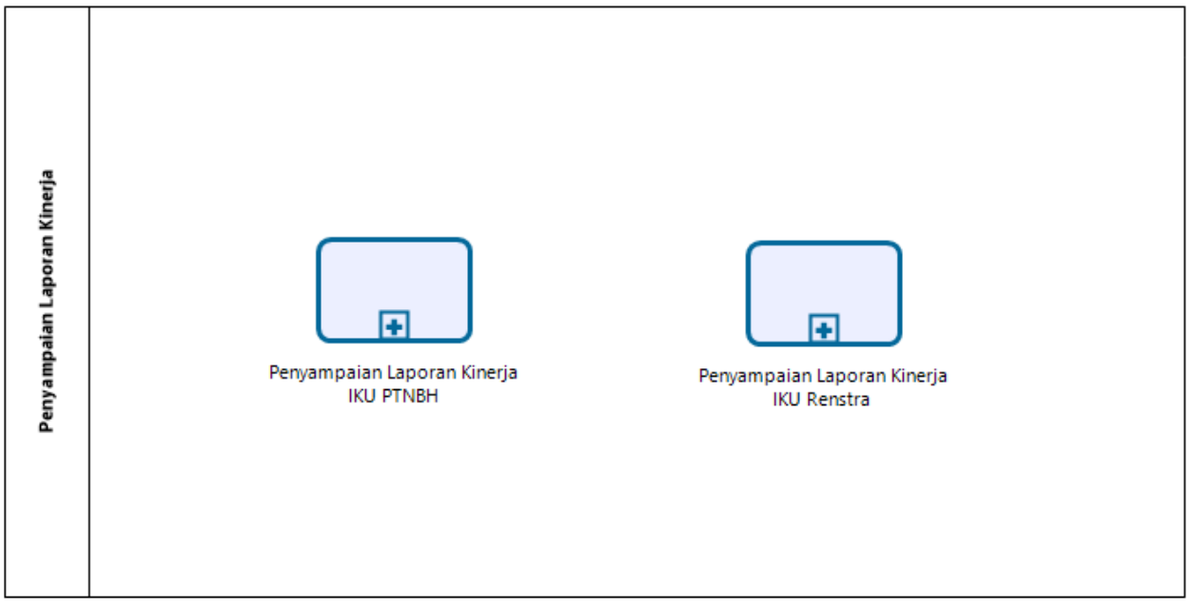


8.1.2 Layanan Perencanaan dan Pengembangan Kampus

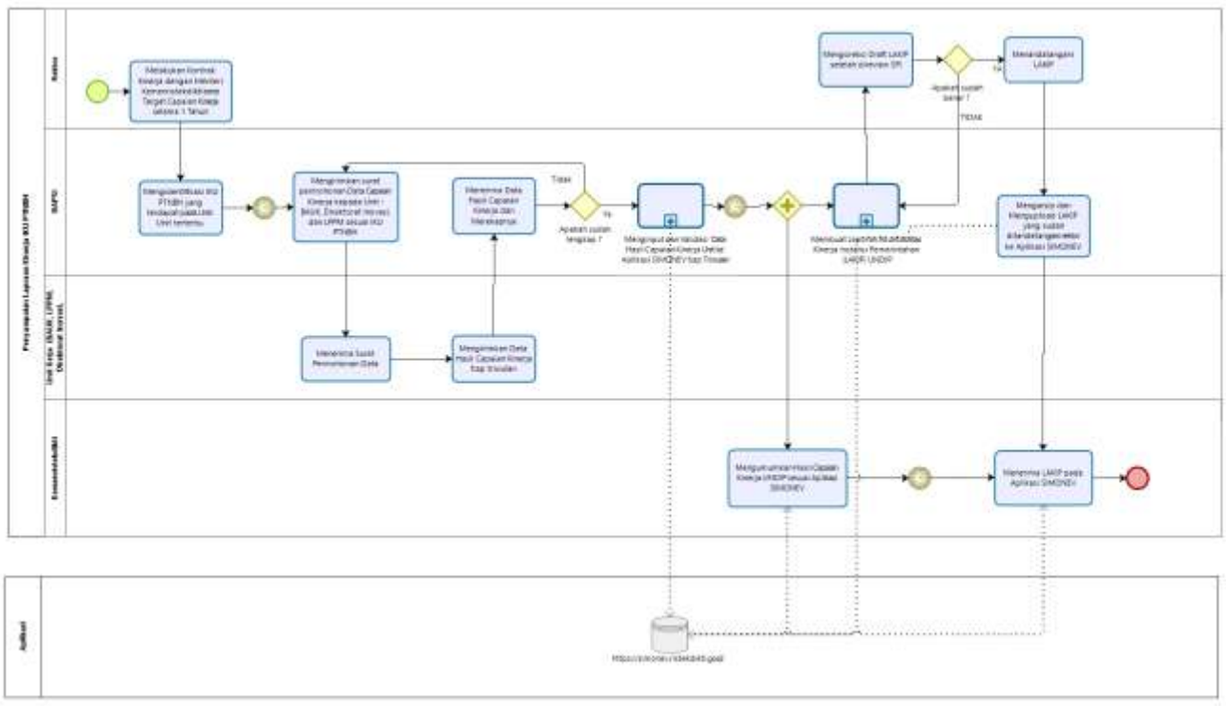
8.1.2.1 Layanan Data/Dokumen dan Fasilitasi Perencanaan dan Pengembangan Kampus



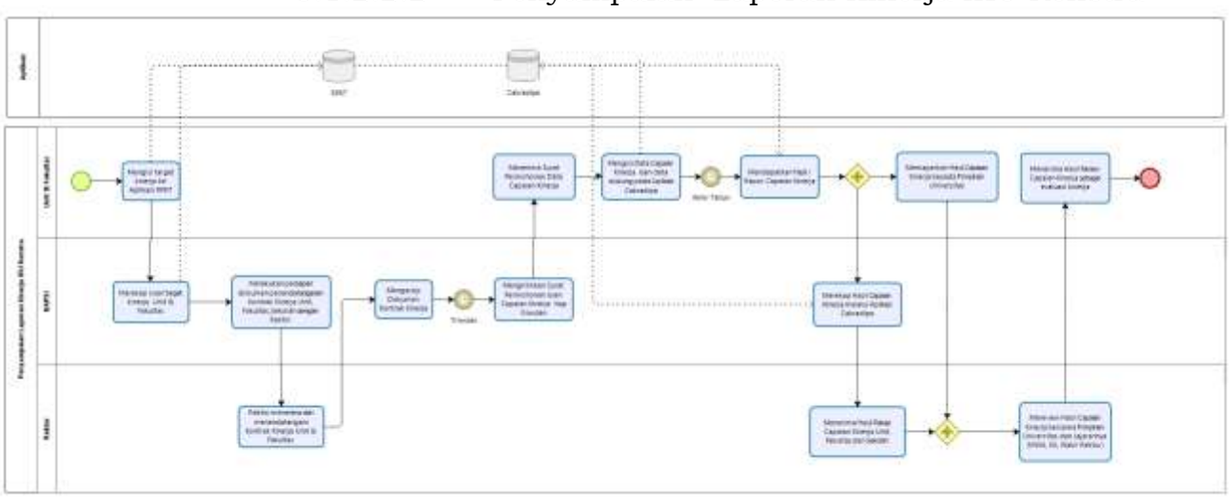
8.1.2.2 Penyampaian Laporan Kinerja



8.1.2.2.1 Penyampaian Laporan Kinerja IKU PTNBH

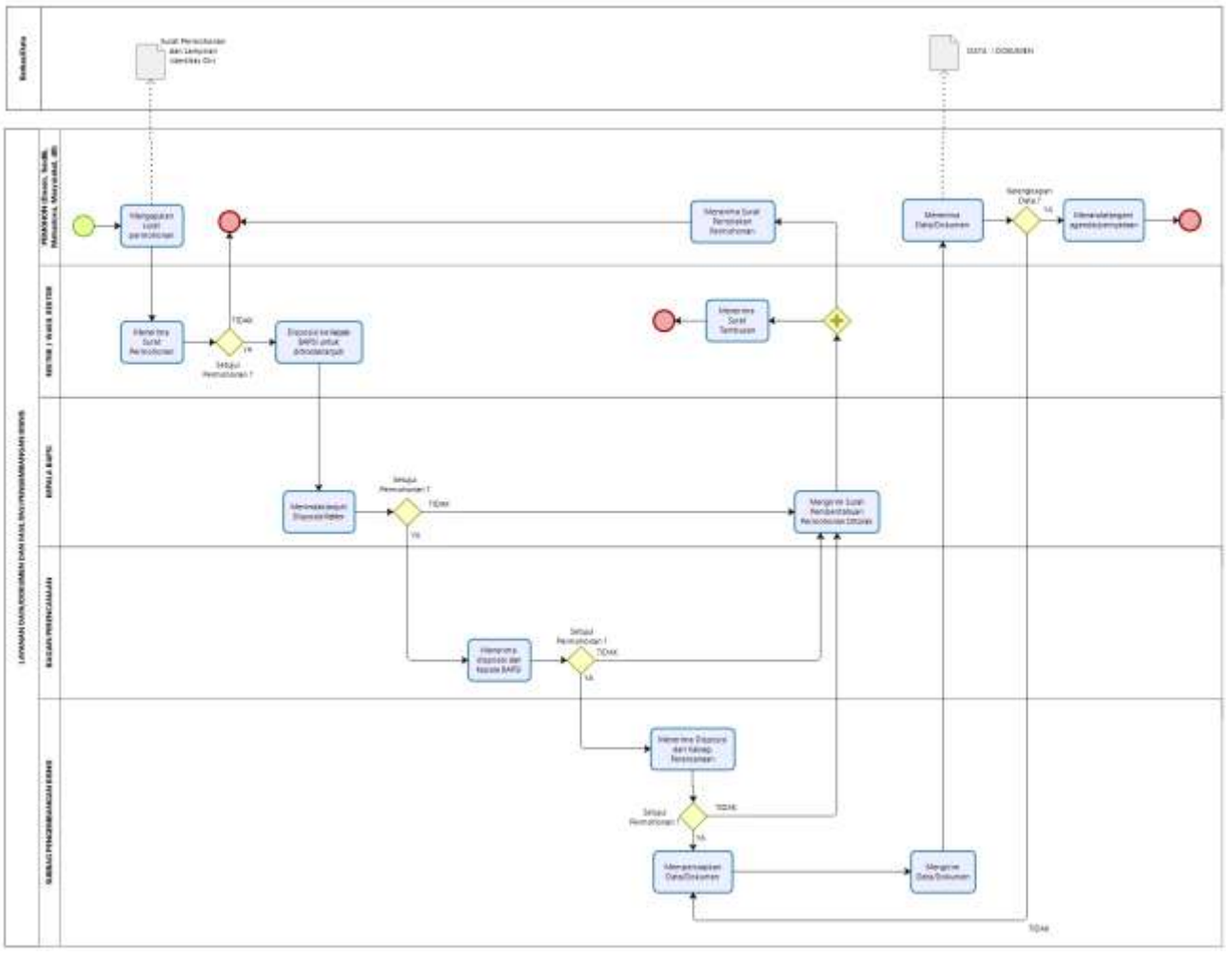


8.1.2.2.2 Penyampaian Laporan Kinerja IKU Renstra

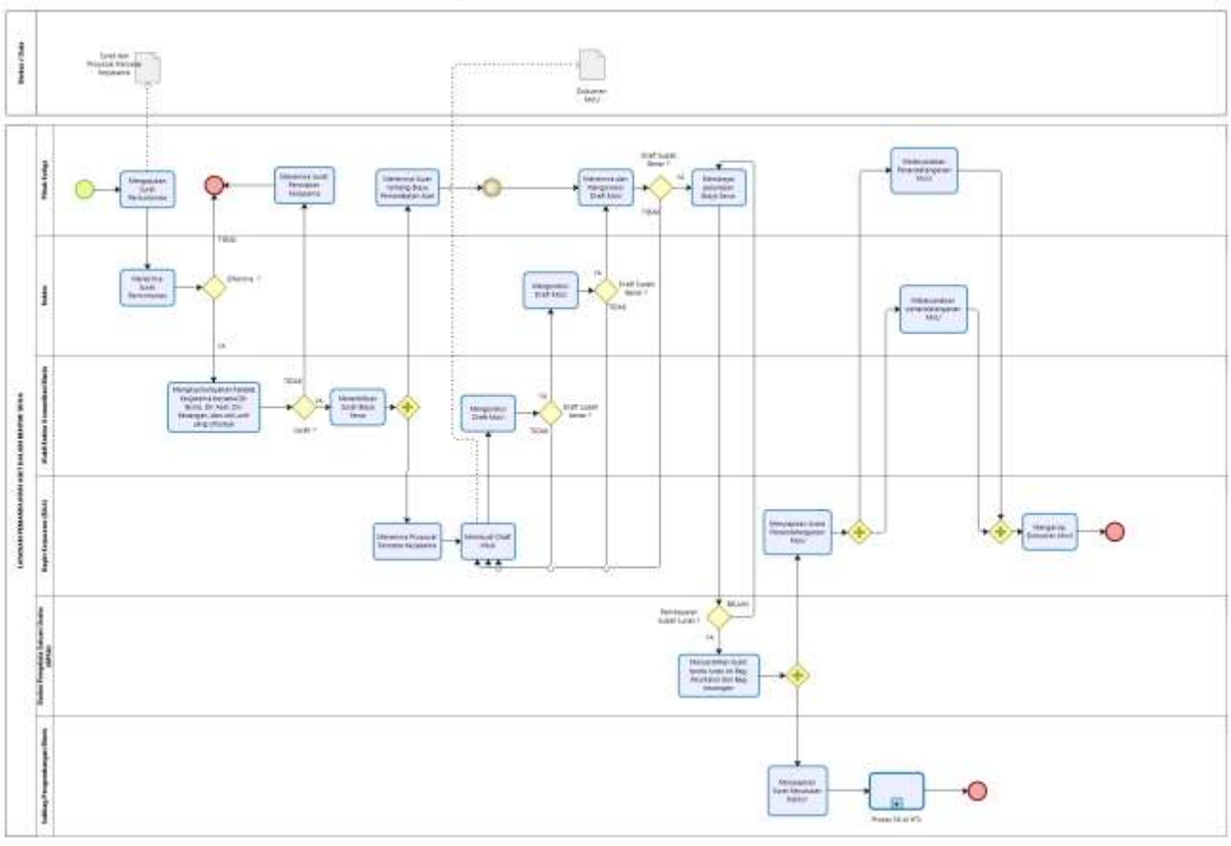


8.1.3 Layanan Pengembangan Bisnis

8.1.3.1 Layanan Data/Dokumen Fasilitasi Pegembangan Bisnis



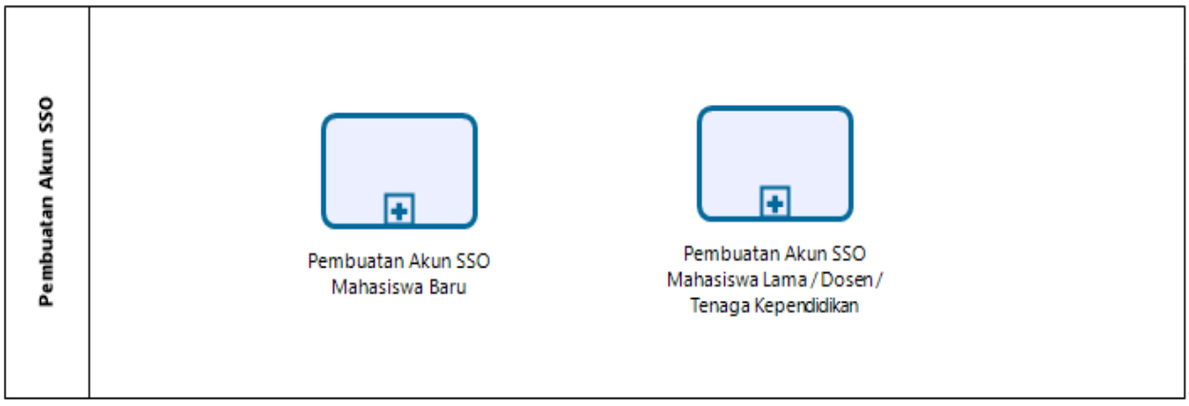
8.1.3.2 Layanan Pemanfaatan Aset dalam bentuk sewa



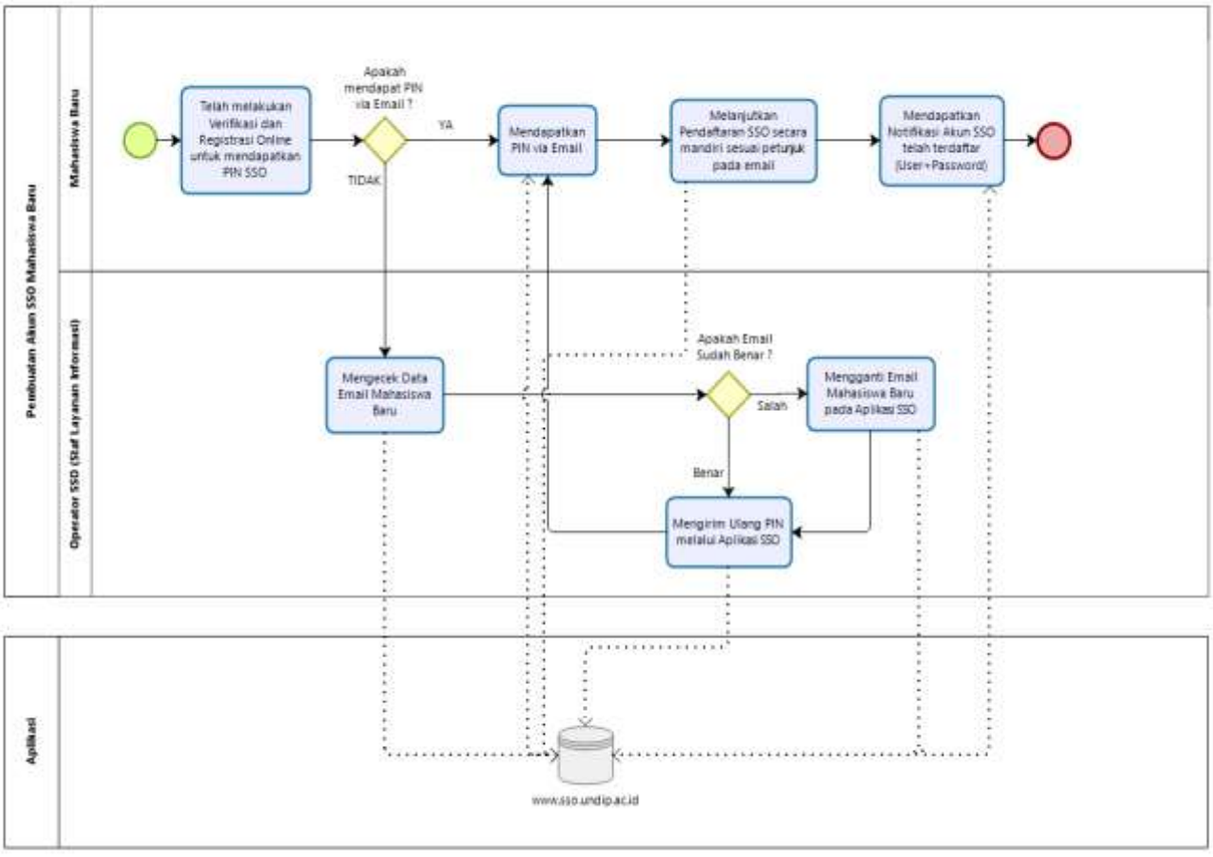
8.2 Layanan Sistem Informasi

8.2.1 Layanan Informasi

8.2.1.1 Pembuatan Akun SSO

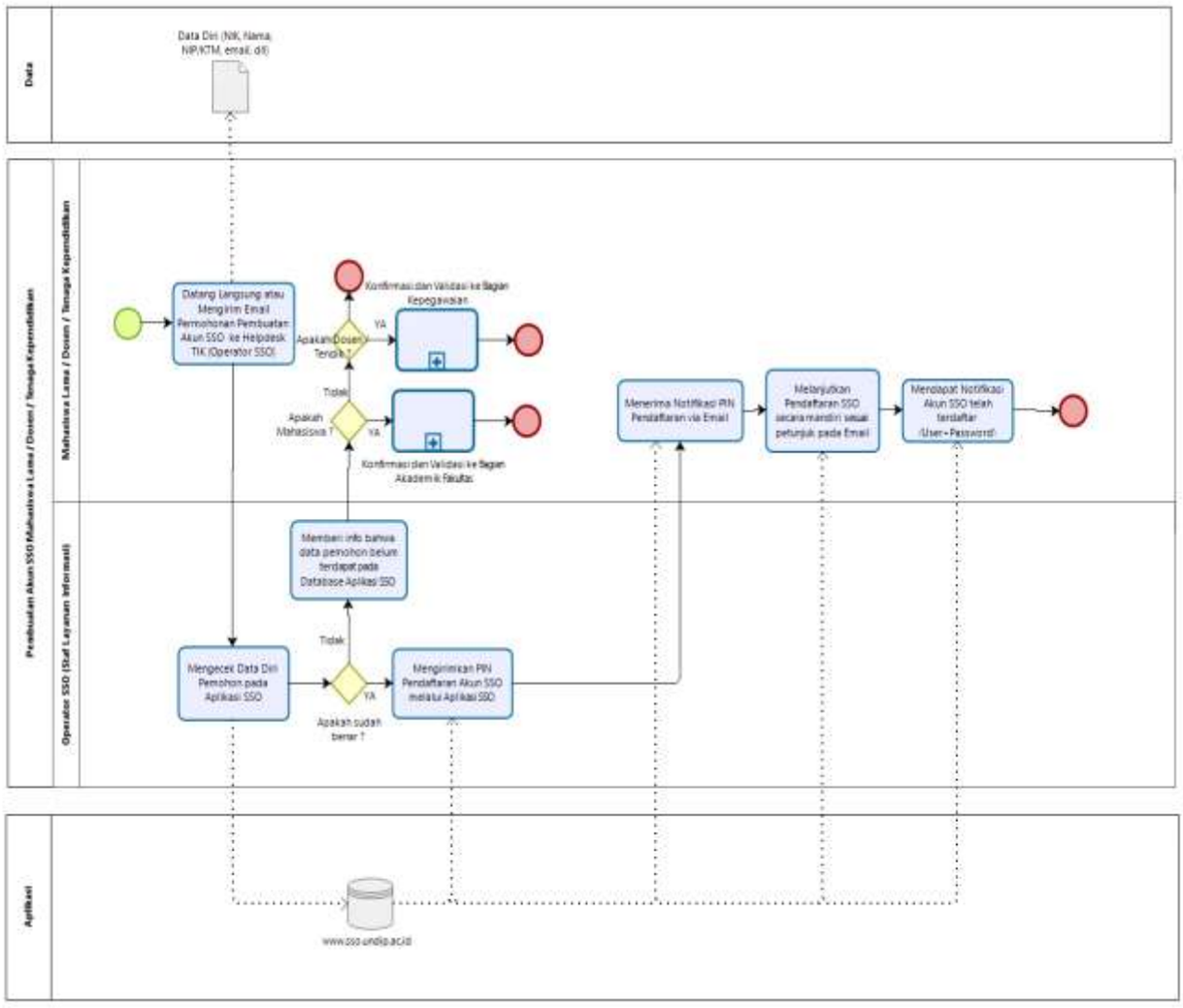


8.2.1.1.1 Pembuatan SSo Mahasiswa Baru

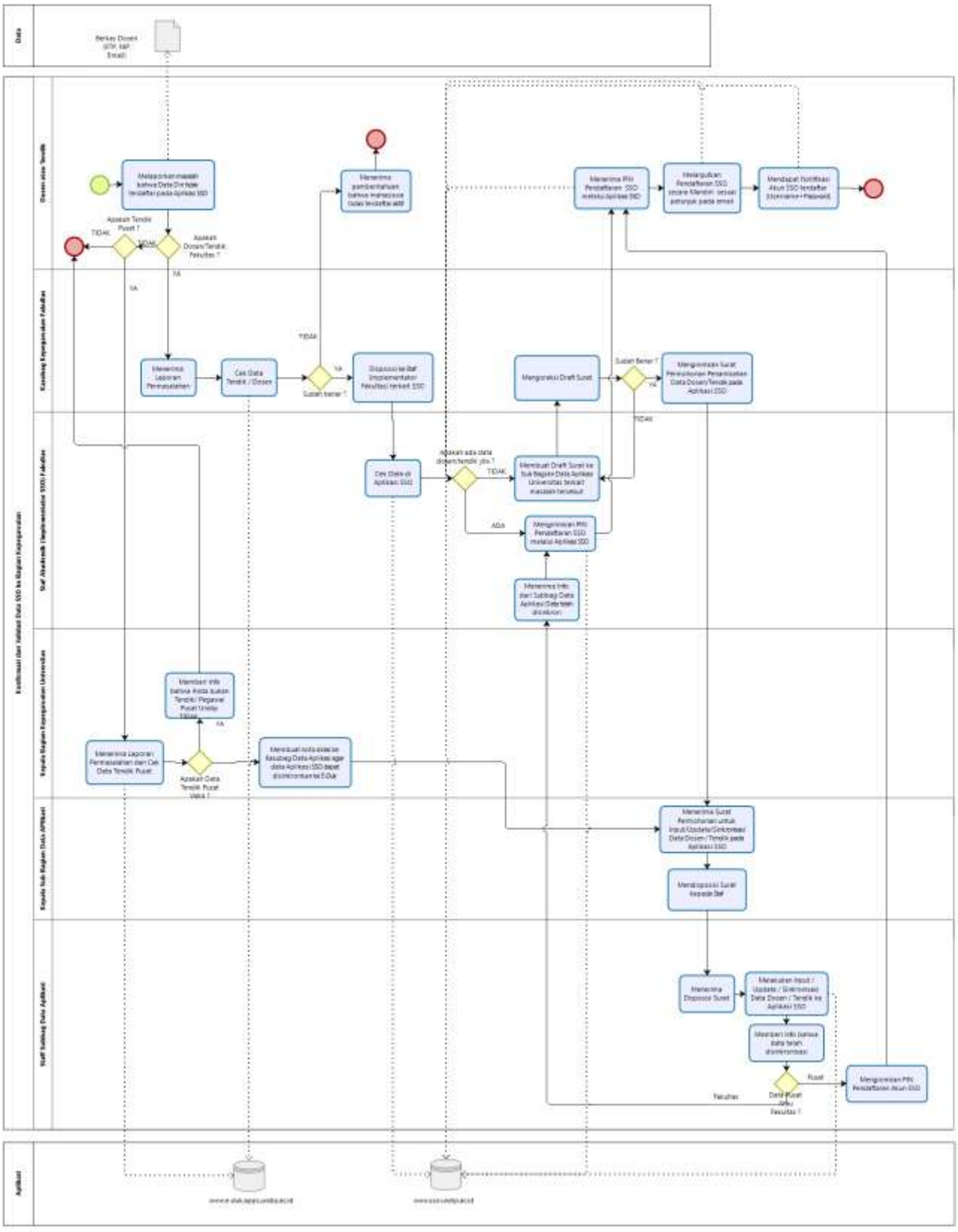


8.2.1.1.2 Pembuatan Akun SSO Mahasiswa Lama/Dosen/Tenaga Kependidikan

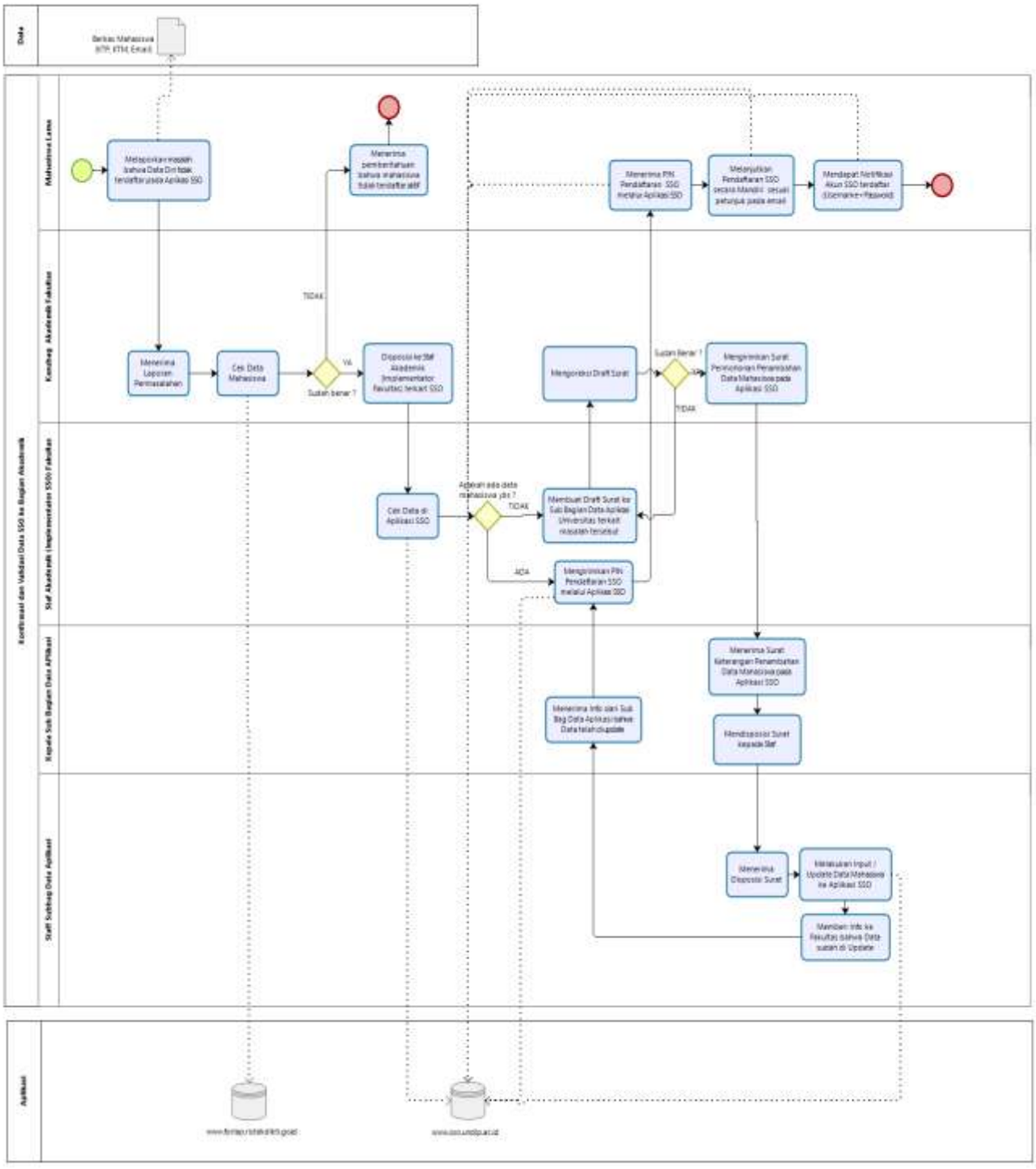
Makro



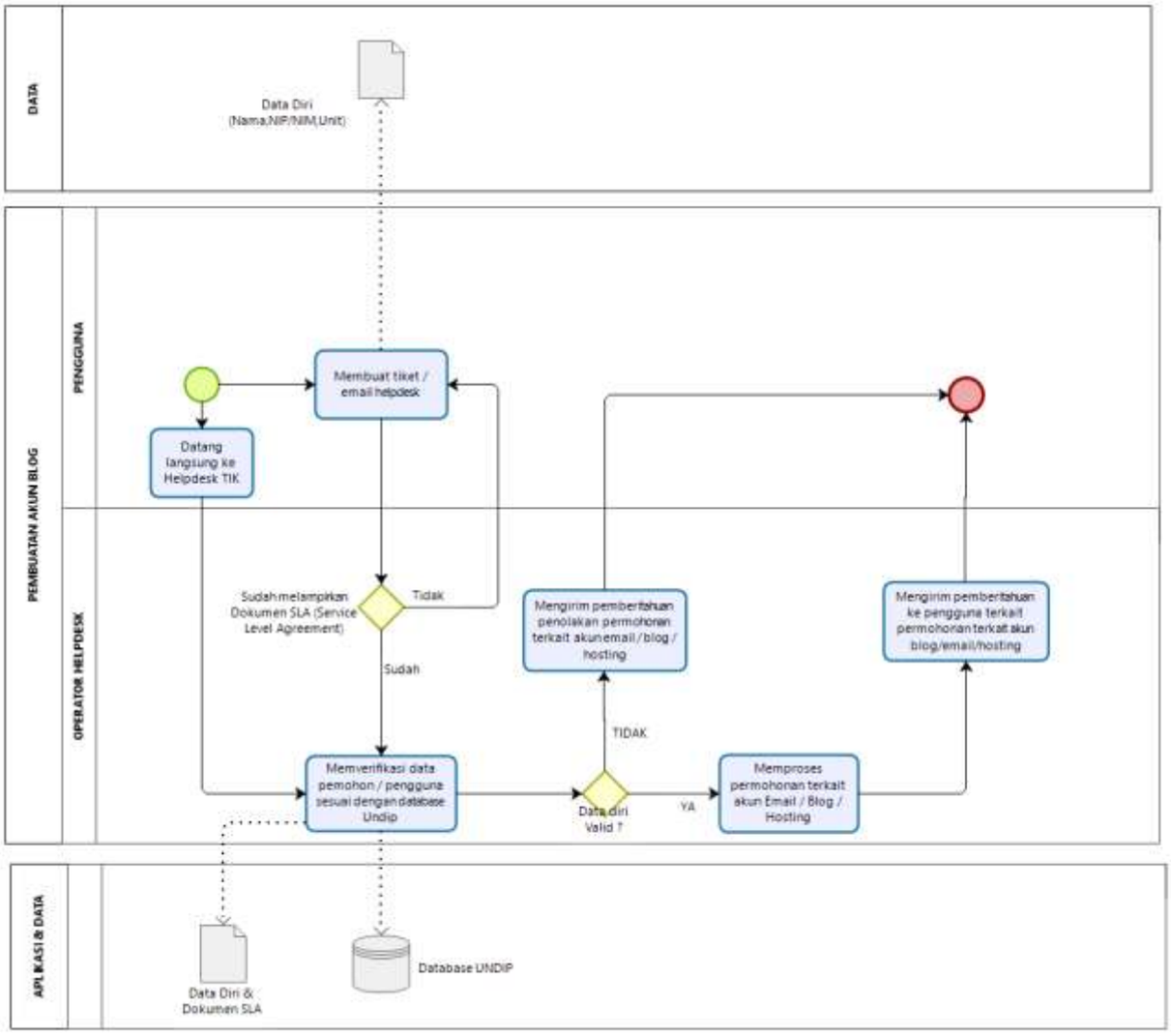
Mikro (Konfirmasi dan Validasi ke Bagian Kepegawaian)



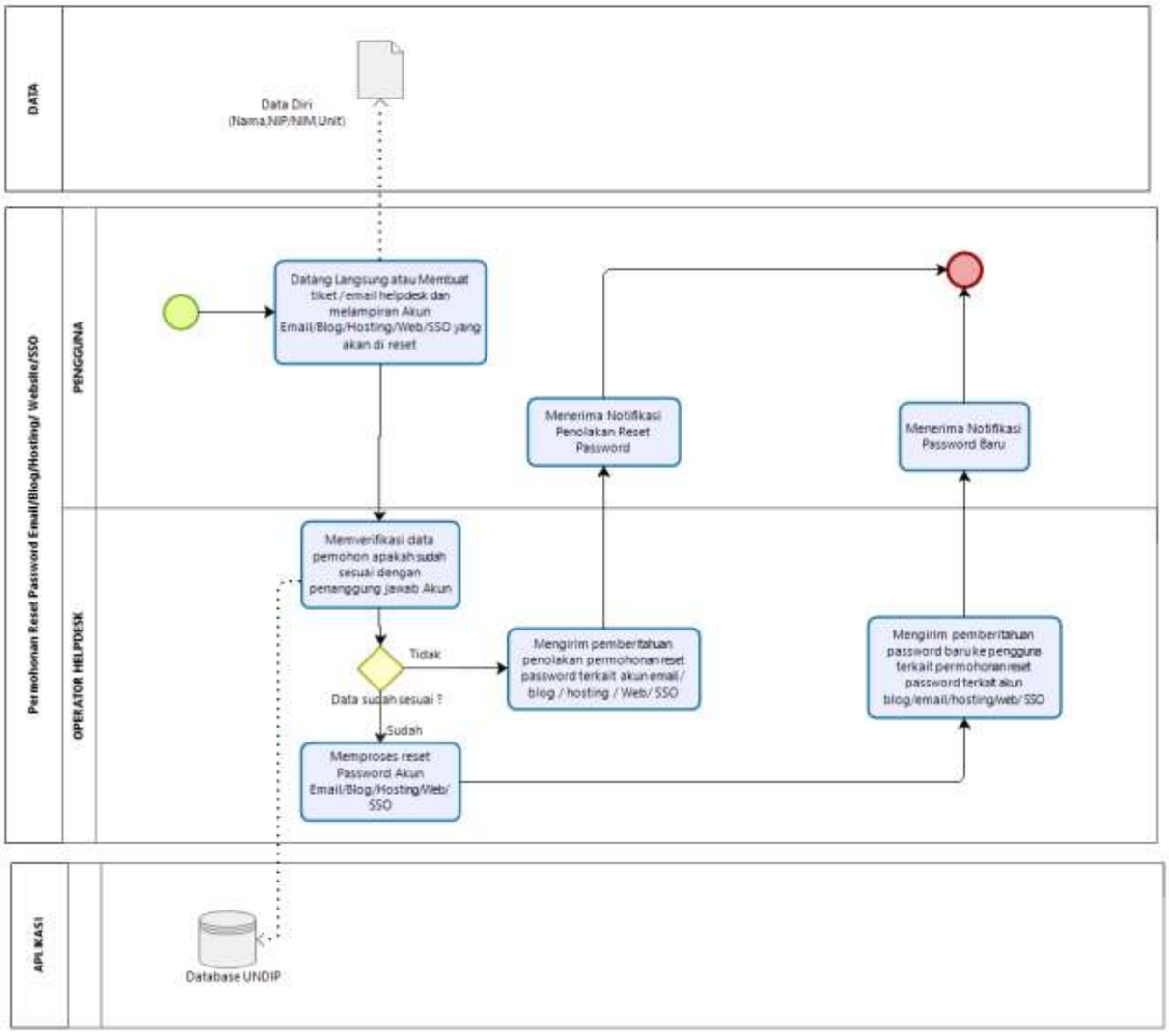
Mikro (Konfirmasi dan Validasi ke Biro Administrasi Akademik)



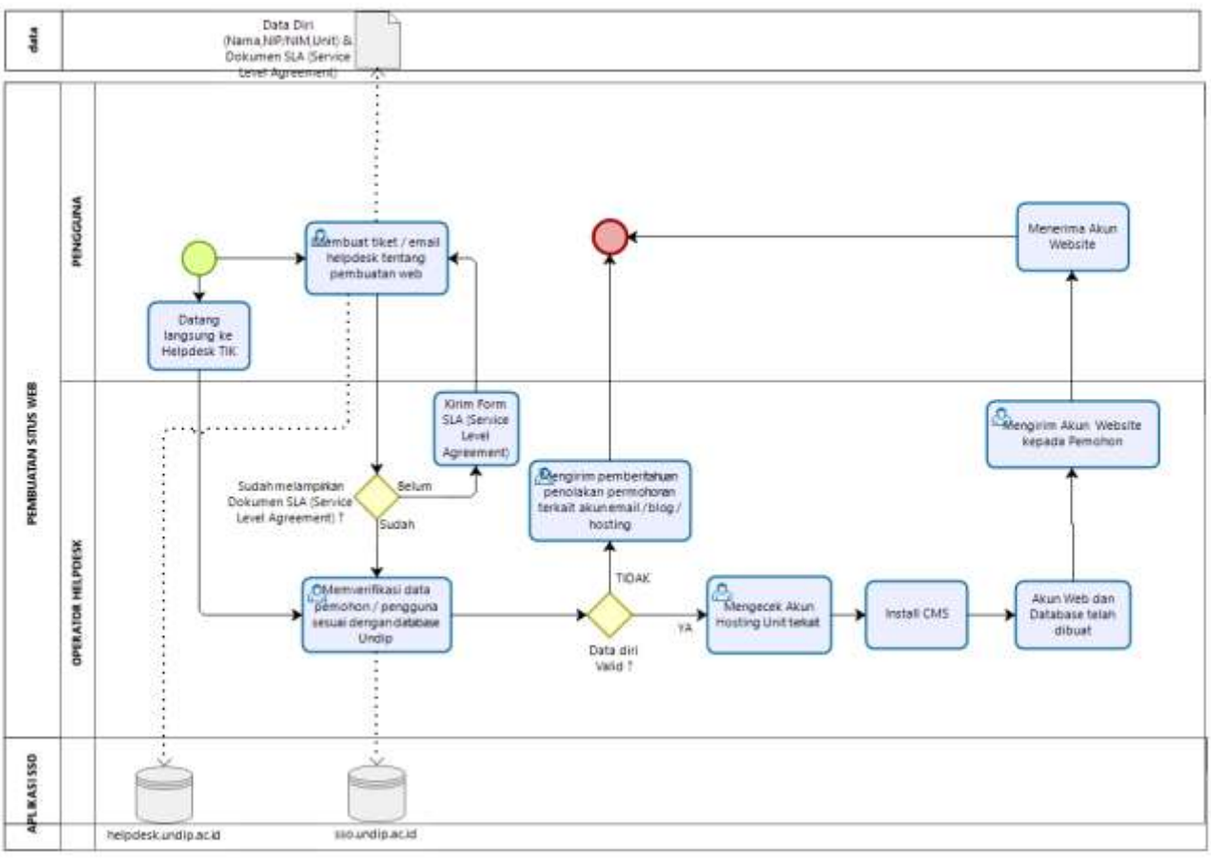
8.2.1.2 Pembuatan Email/Blog/Hosting



8.2.1.3 Permohonan Reset Password Email/Blog/Hosting/SSO

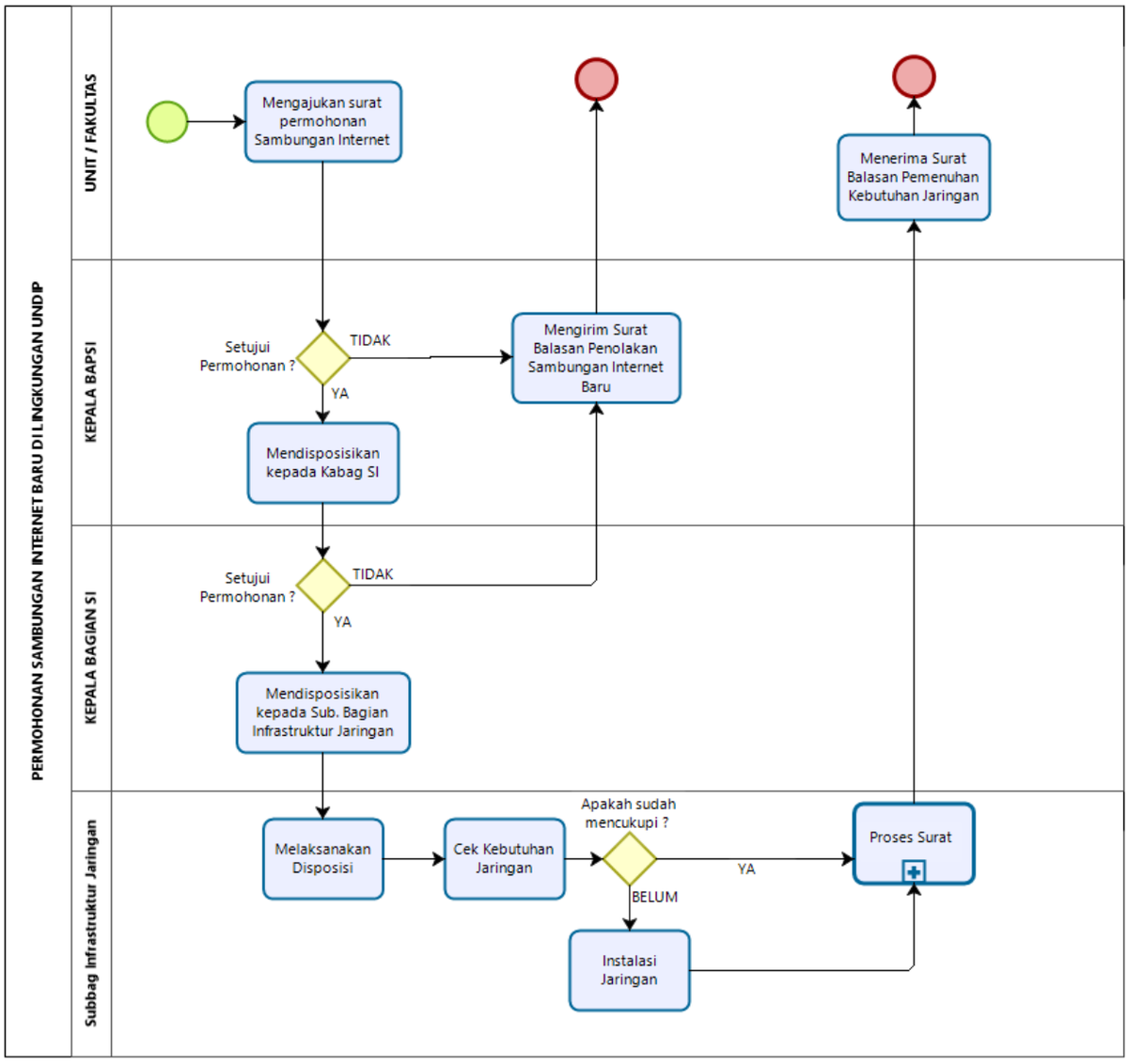


8.2.1.4 Pembuatan Situs Web

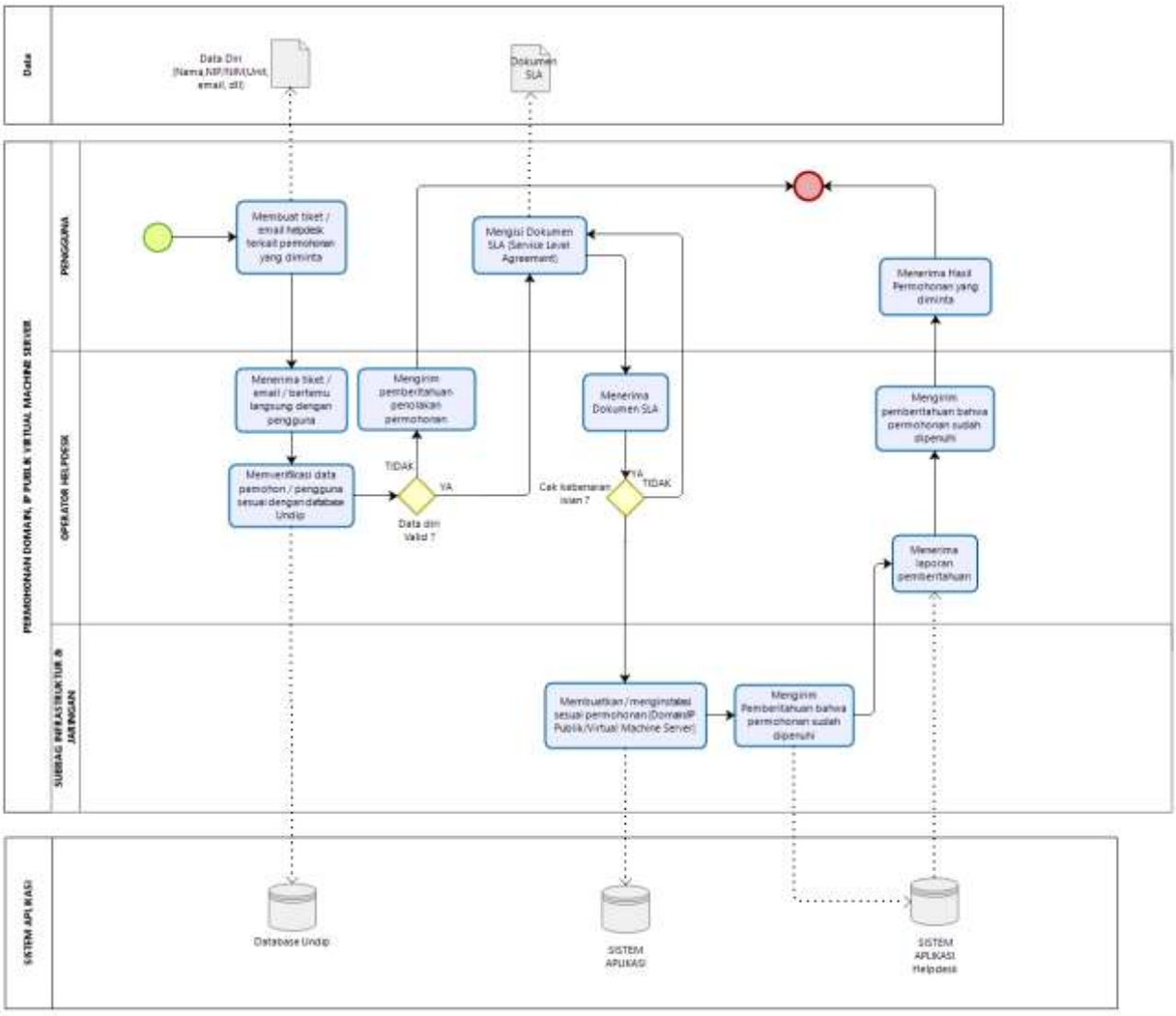


8.2.2 Infrastruktur dan Jaringan

8.2.2.1 Permohonan Sambungan Internet Baru

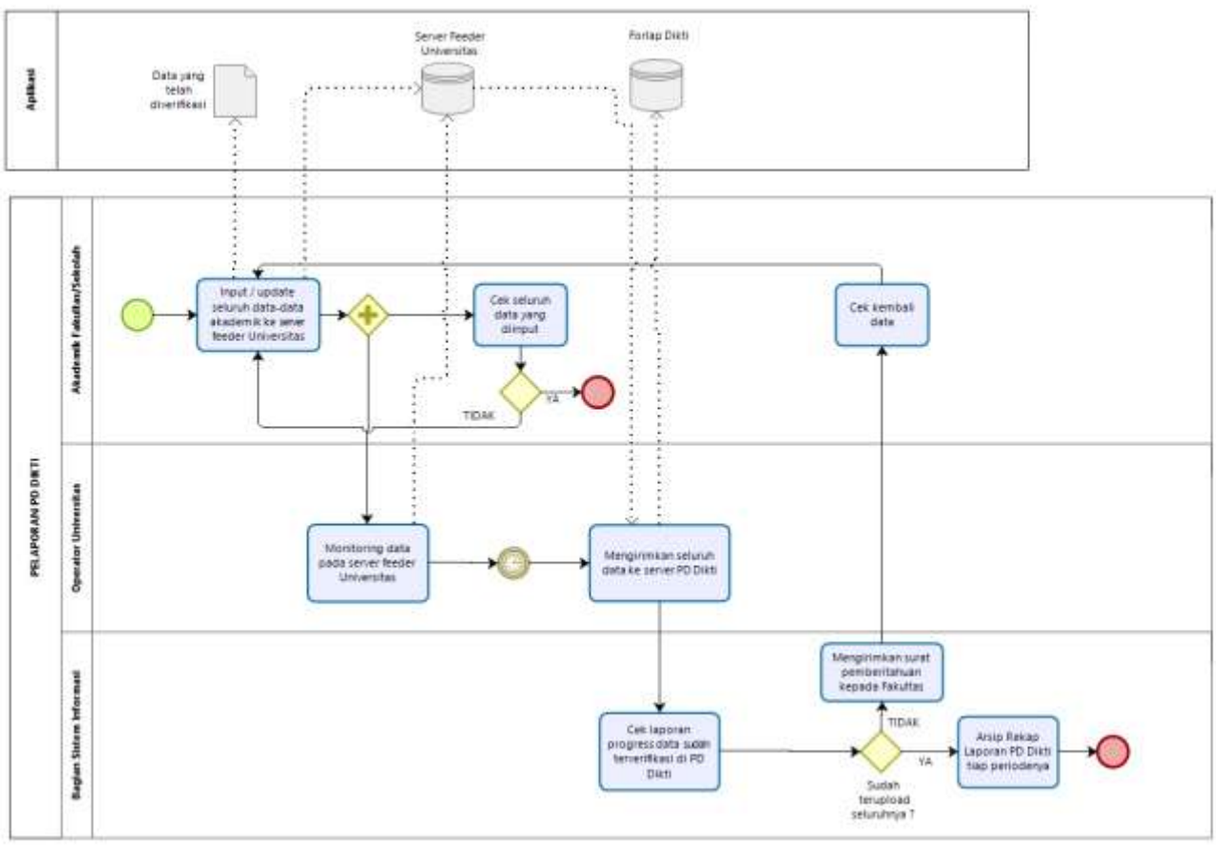


8.2.2.2 Permohonan Domain, IP Publik, Virtual Machine Server

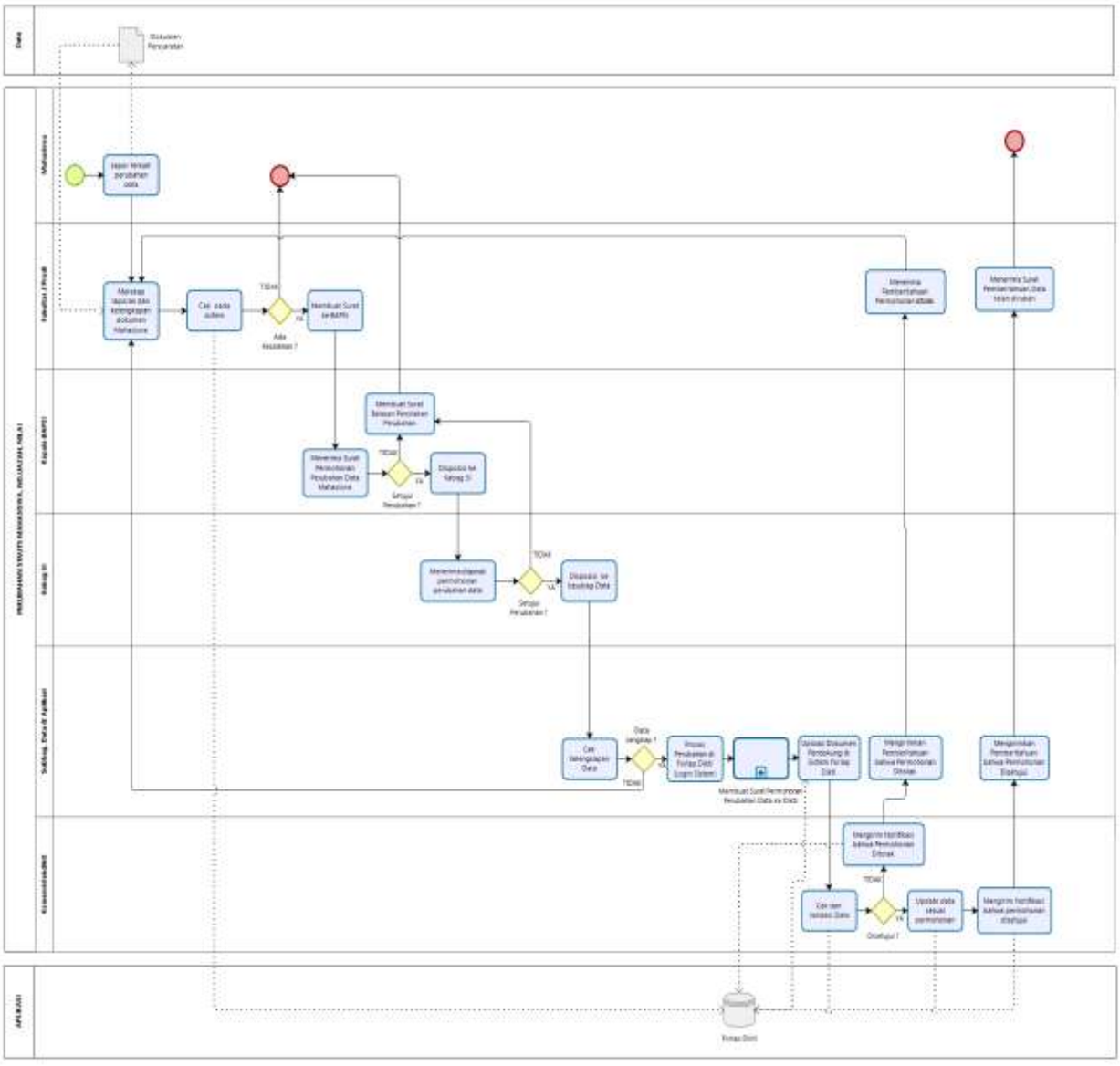


8.2.3 Data dan Aplikasi

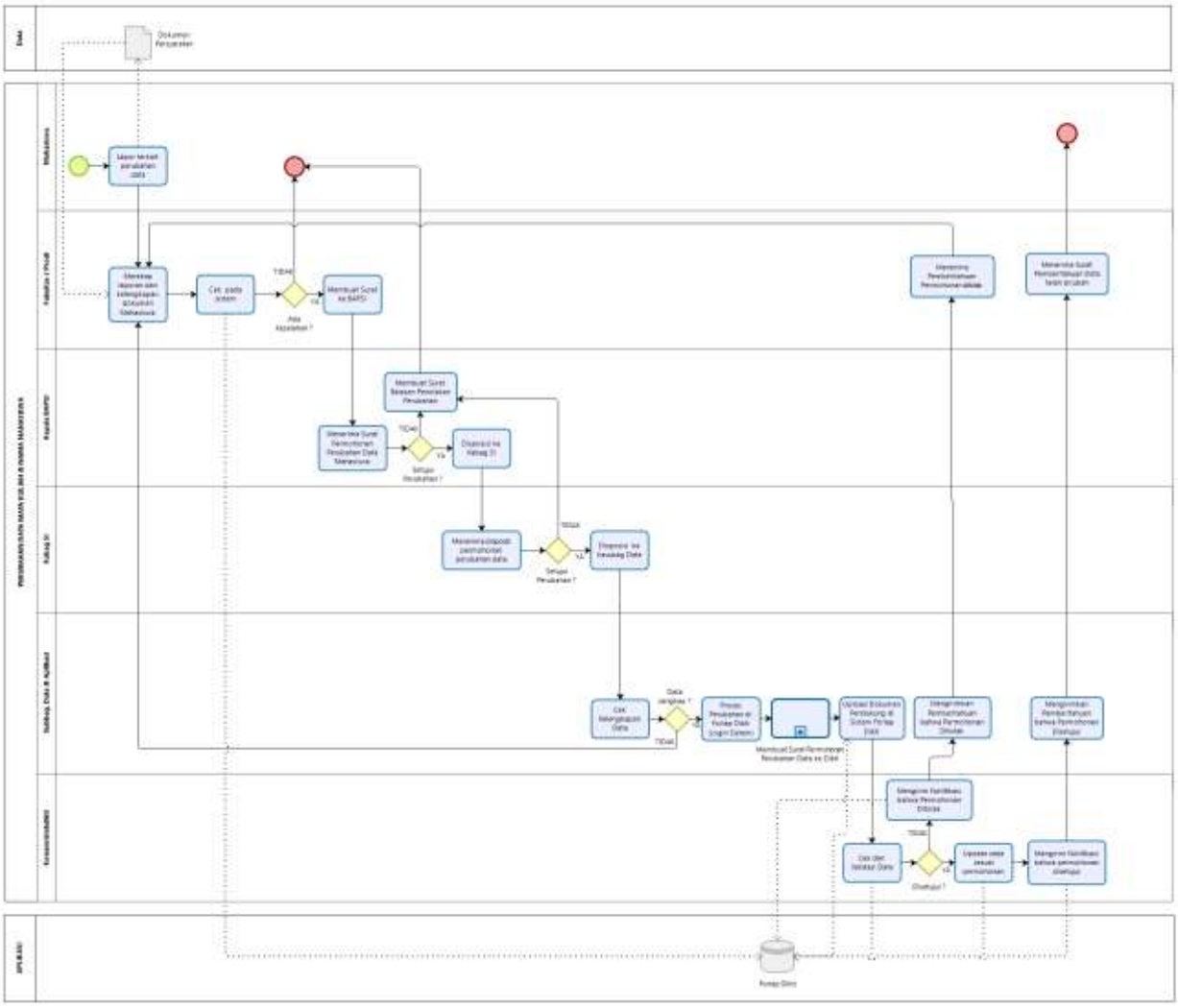
8.2.3.1 Pelaporan PD Dikti



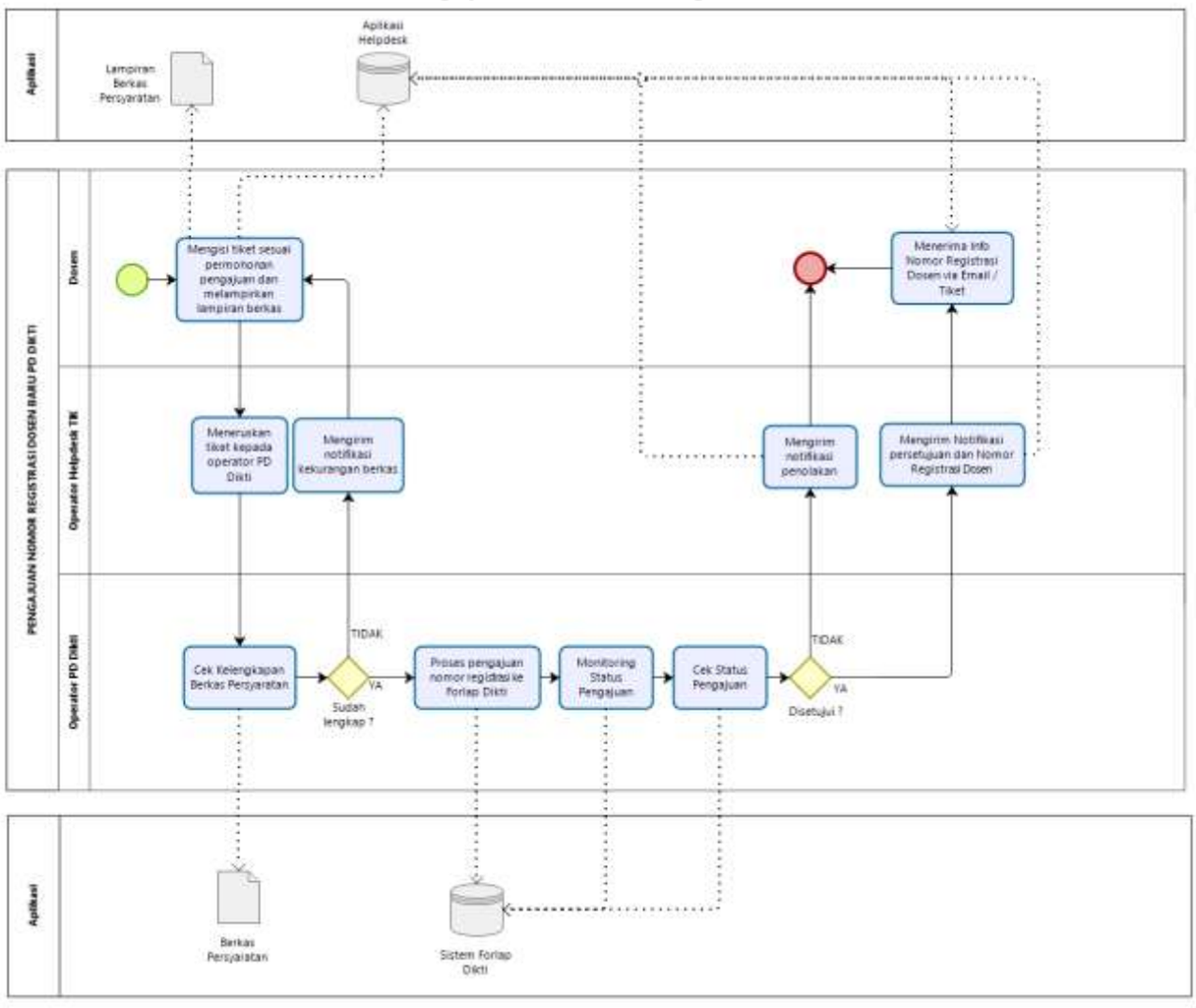
8.2.3.2 Perubahan Status Mahasiswa Lulus/Aktif, No. Ijazah, Nilai



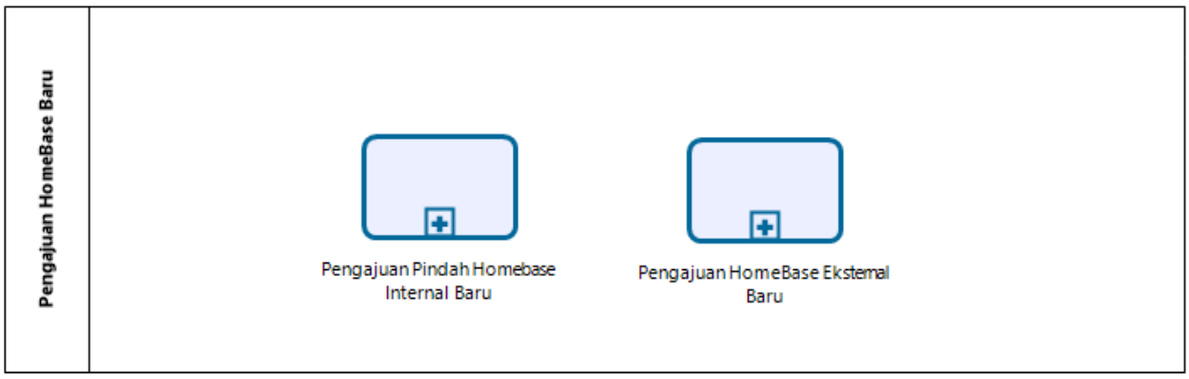
8.2.3.3 Perubahan Data Nama mahasiswa Mata Kuliah



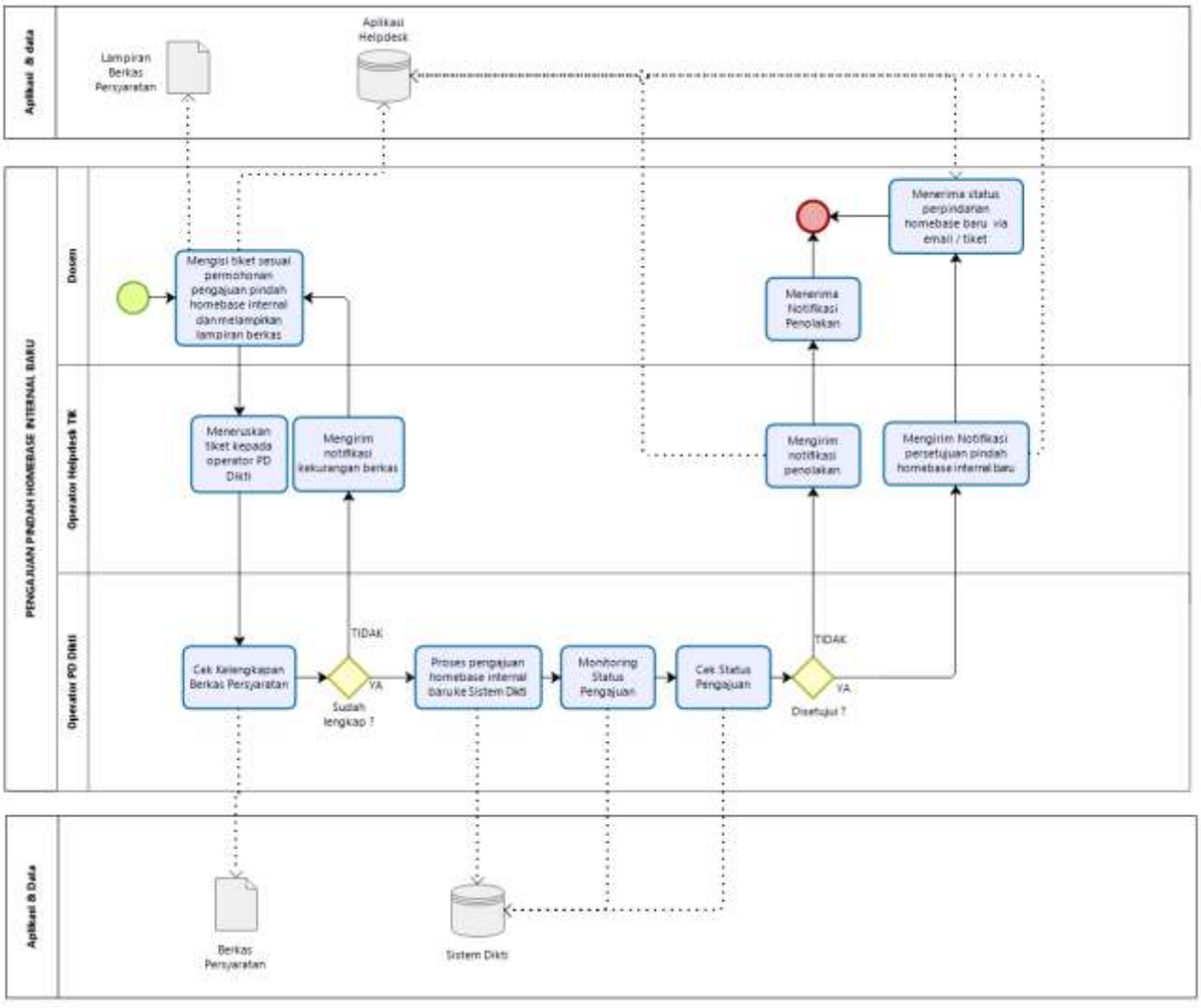
8.2.3.4 Pengajuan Nomor Registrasi



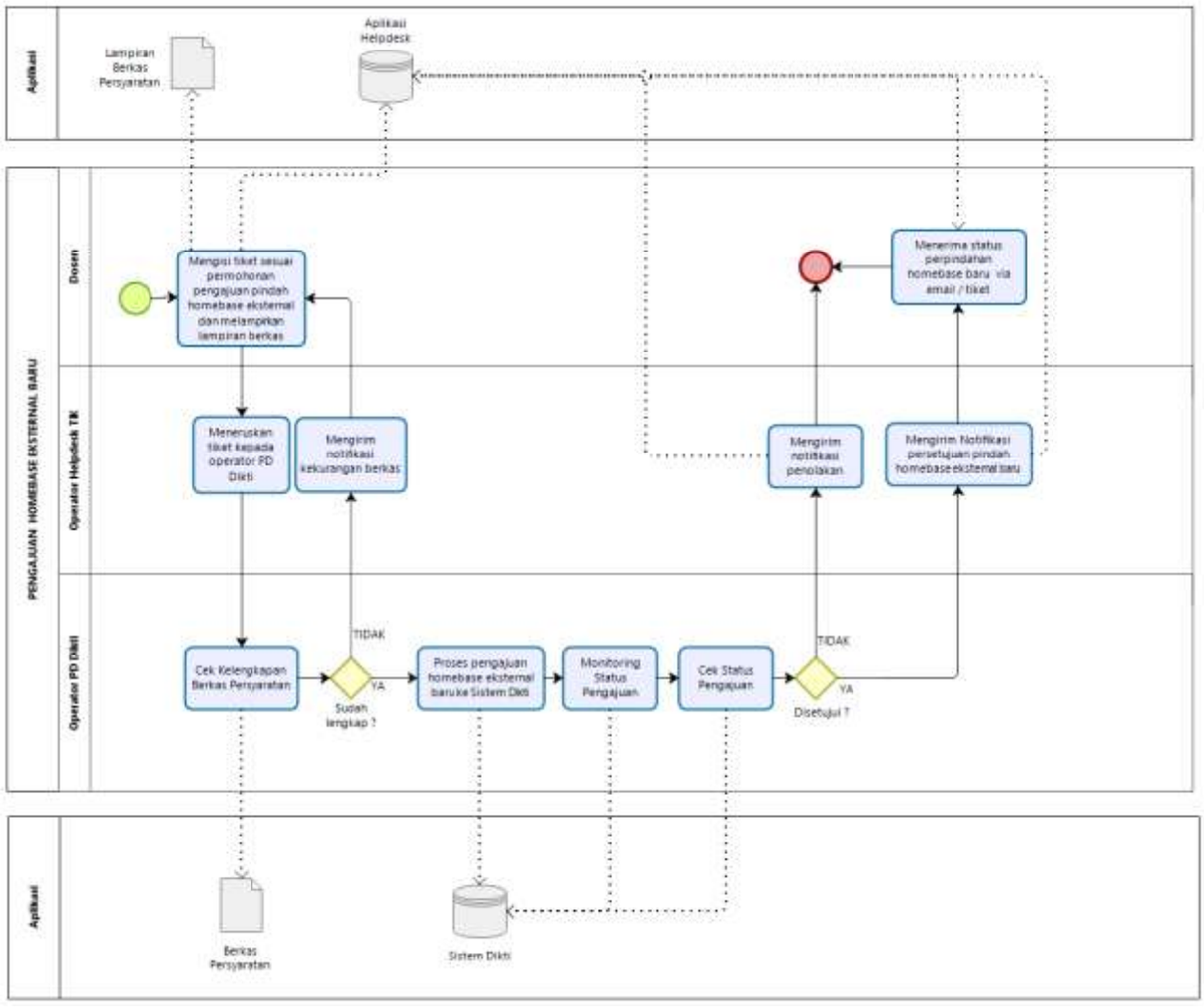
8.2.3.5 Pengajuan Homebase Baru



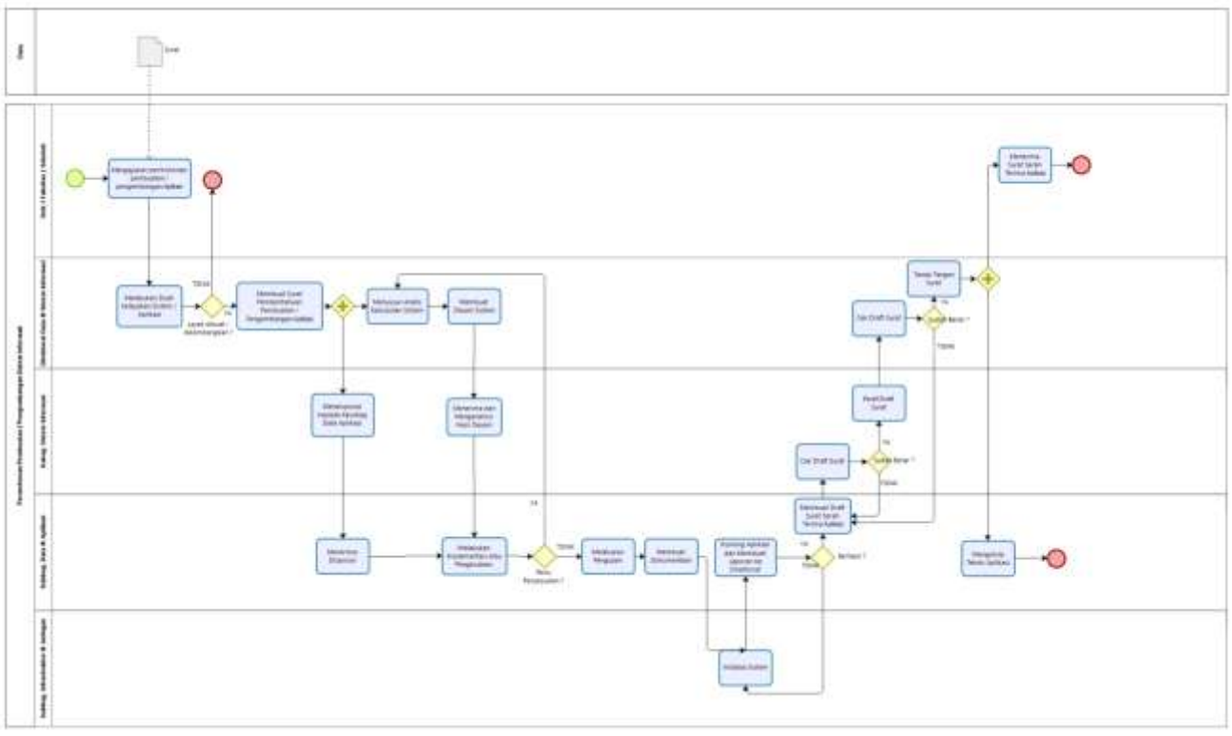
8.2.3.5.1 Pengajuan Pindah Homebase Internal Baru



8.2.3.5.2 Pengajuan Homebase Ekternal Baru



8.2.3.6 Pembuatan Pengembangan Aplikasi

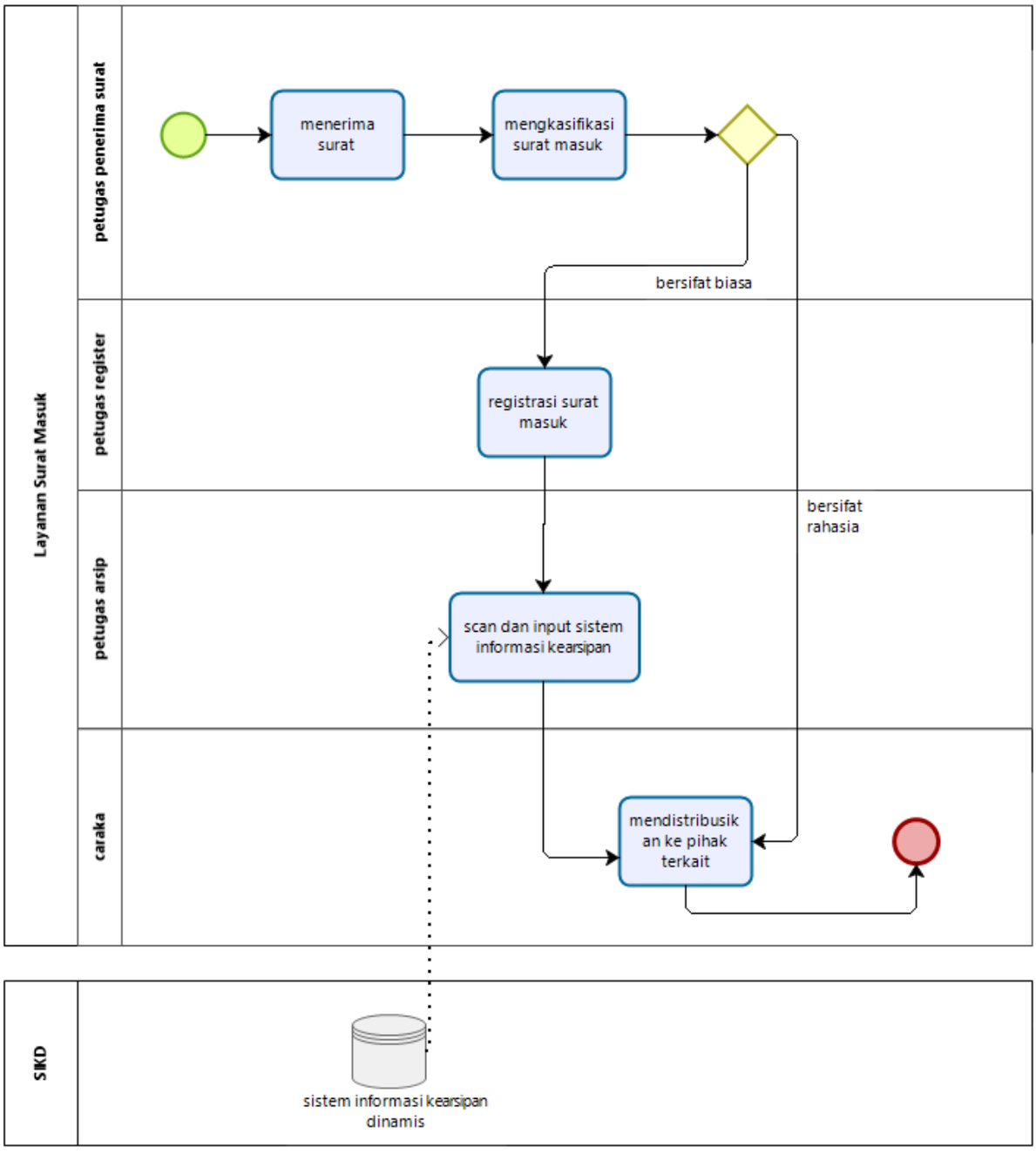


9. Layanan Sekretariat

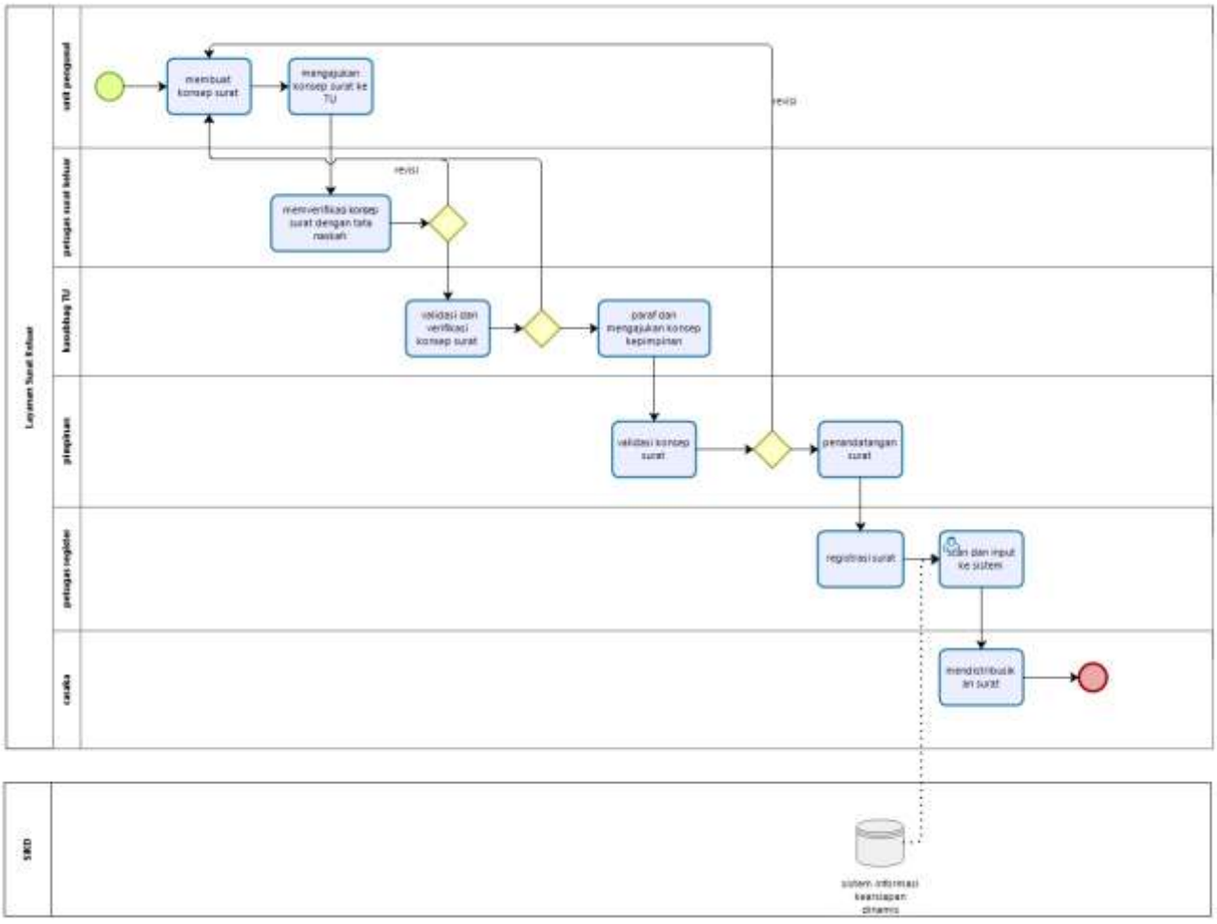
9.1 Layanan Tata Usaha

9.1.1 Layanan Persuratan

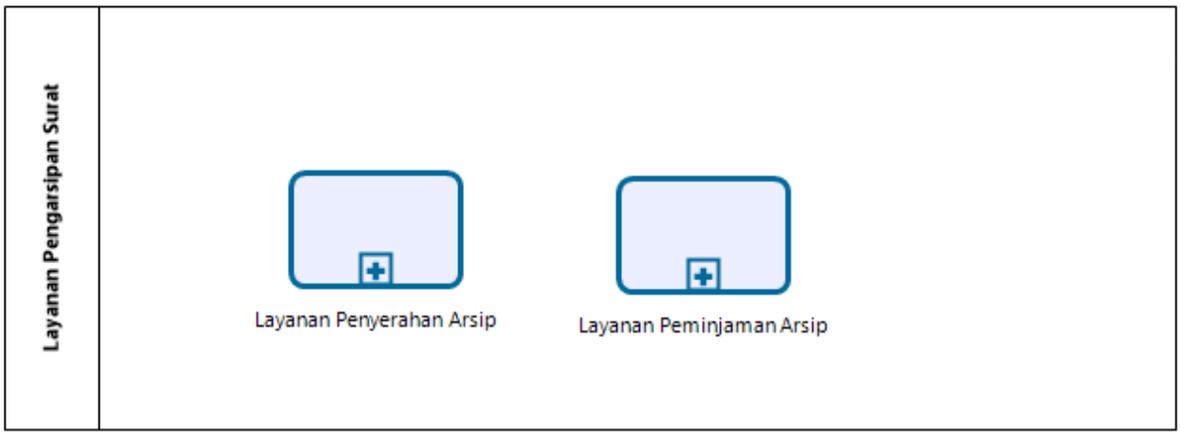
9.1.1.1 Layanan Surat Masuk



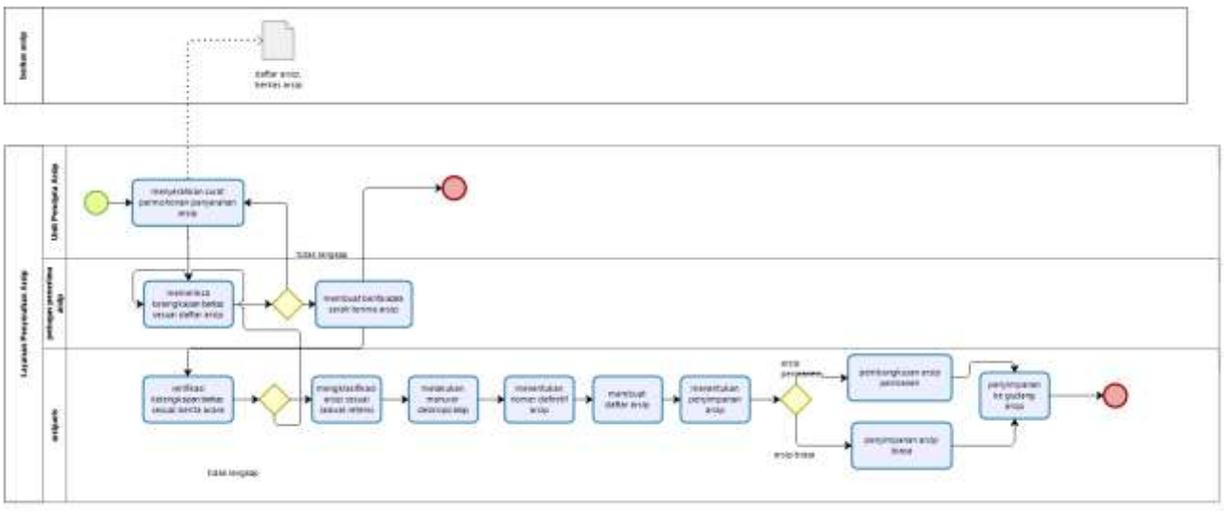
9.1.1.2 Layanan Surat Keluar



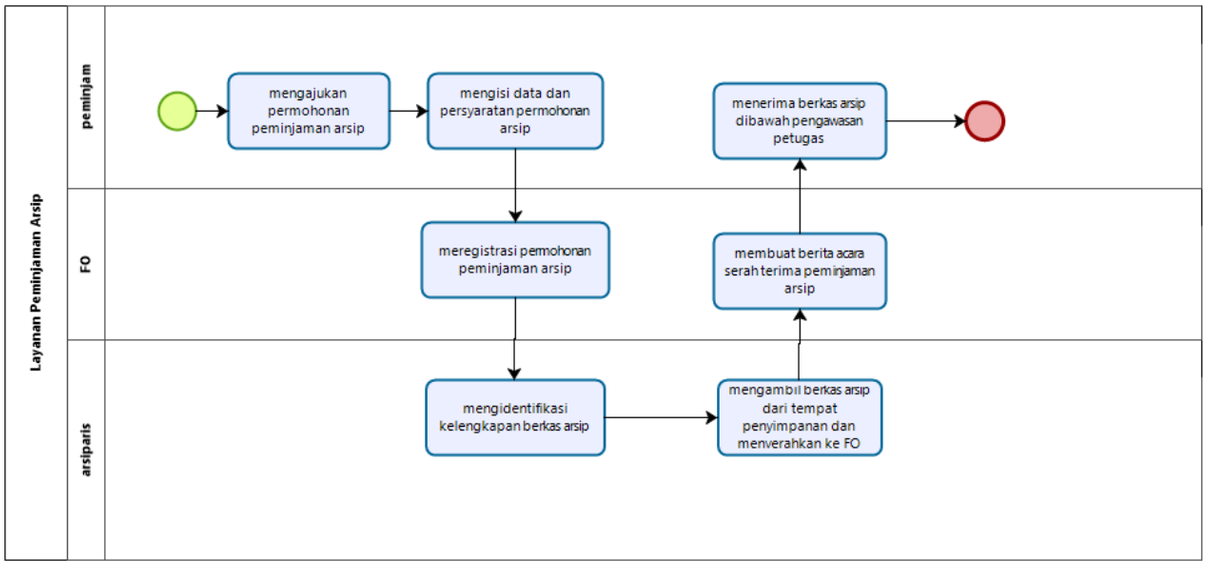
9.1.1.3 Pengarsipan Surat



9.1.1.3.1 Layanan Penyerahan Arsip

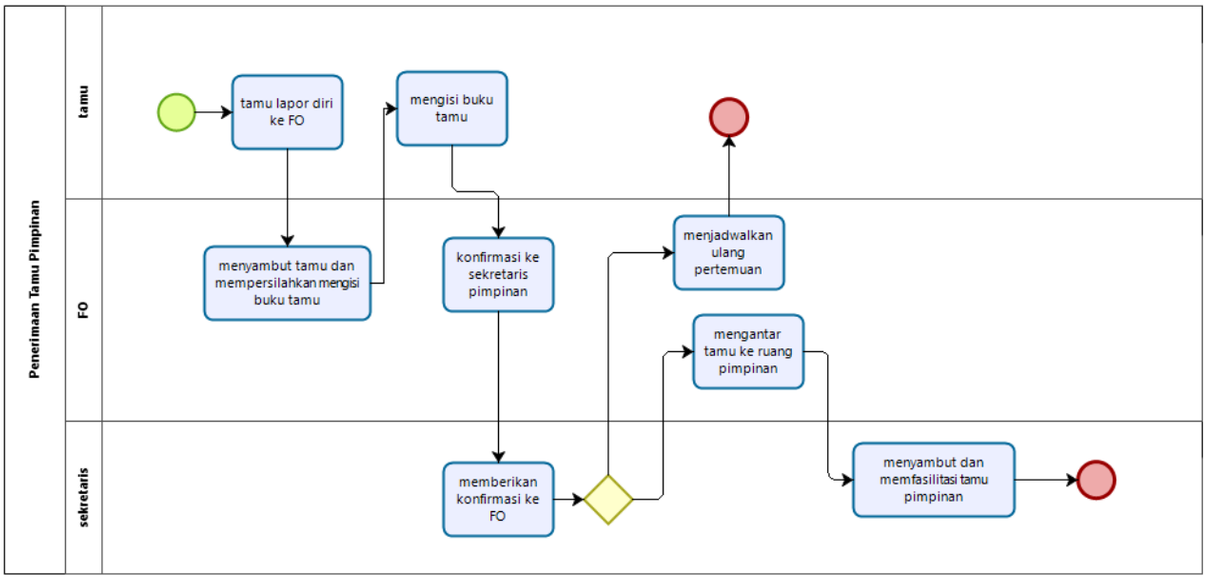


9.1.1.3.2 Layanan Peminjaman Arsip

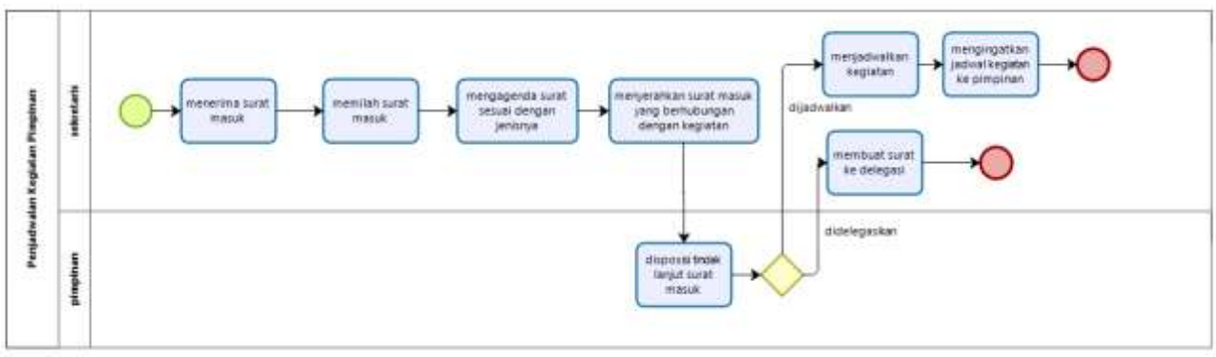


9.1.2 Layanan Penatausahaan Pimpinan

9.1.2.1 Penerimaan Tamu Pimpinan



9.1.2.2 Penjadwalan Kegiatan Pimpinan

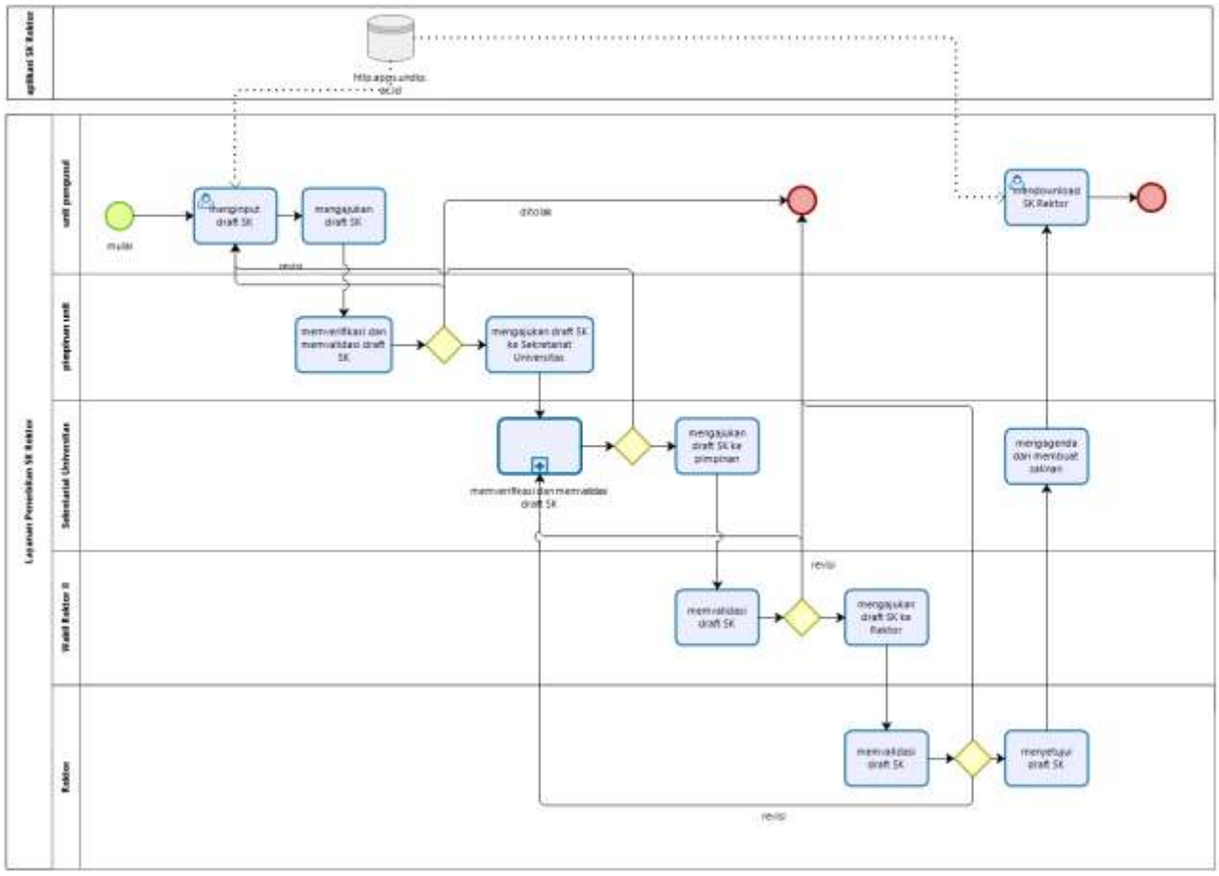


9.2 Layanan Hukum Tatalaksana dan Protokol

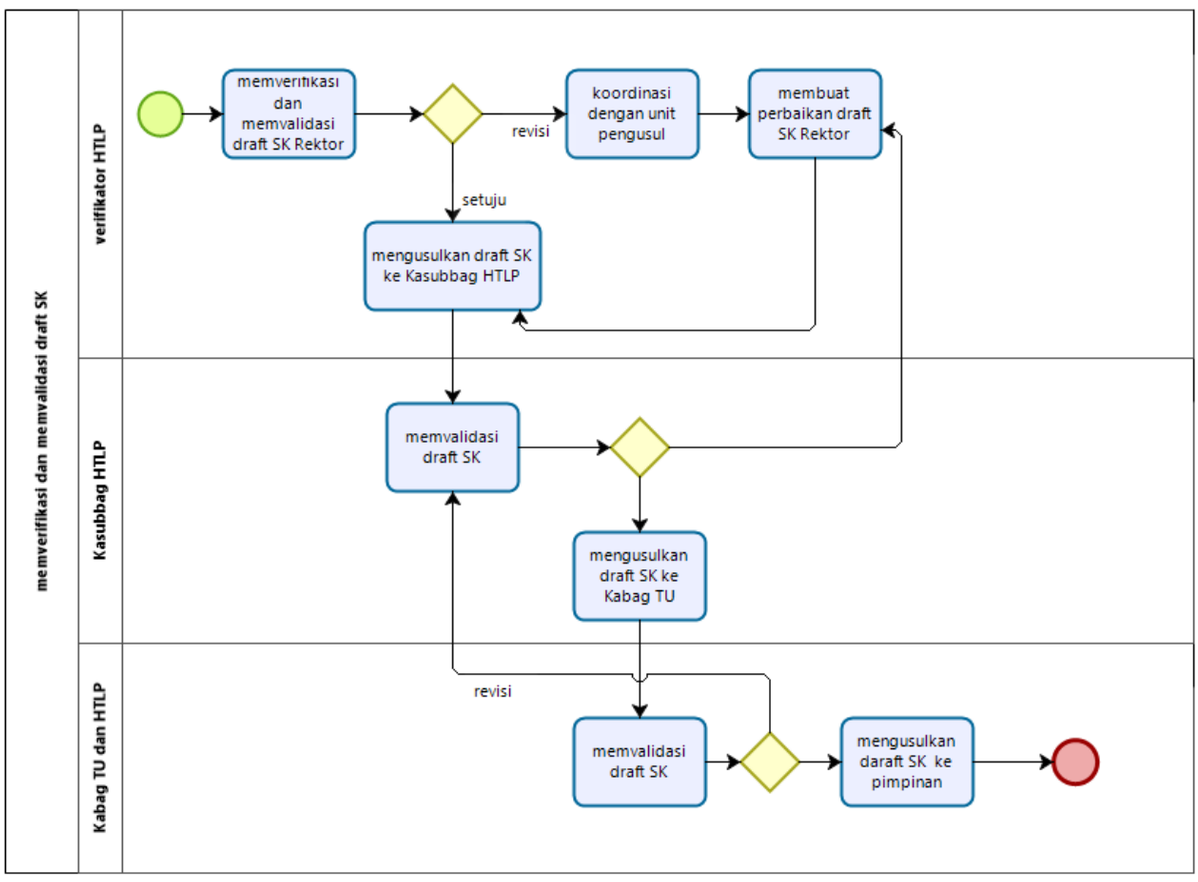
9.2.1 Layanan Produk Hukum

9.2.1.1 Layanan Perbitan SK Rektor

Makro

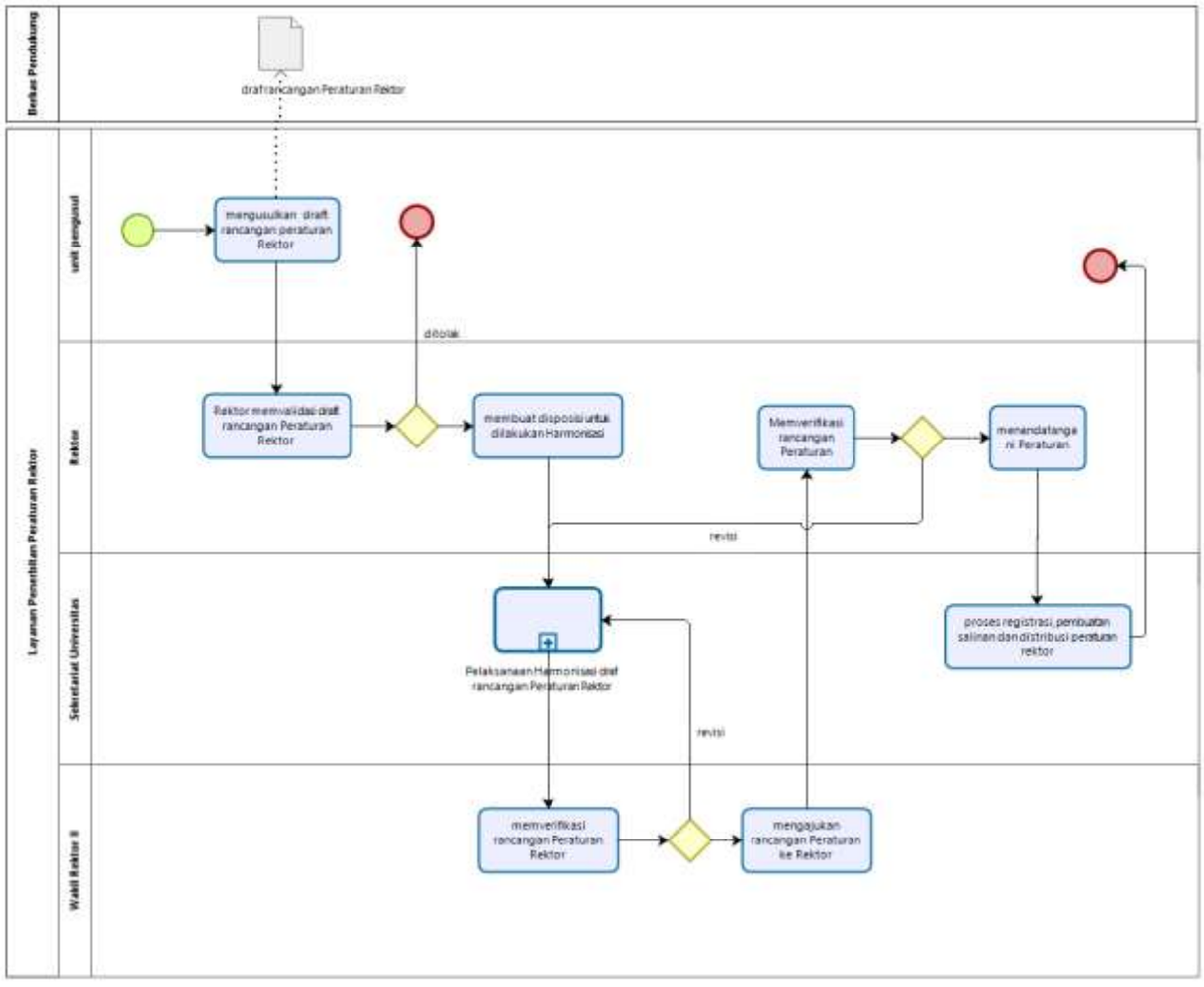


Mikro (Memverifikasi dan Validasi draft SK)

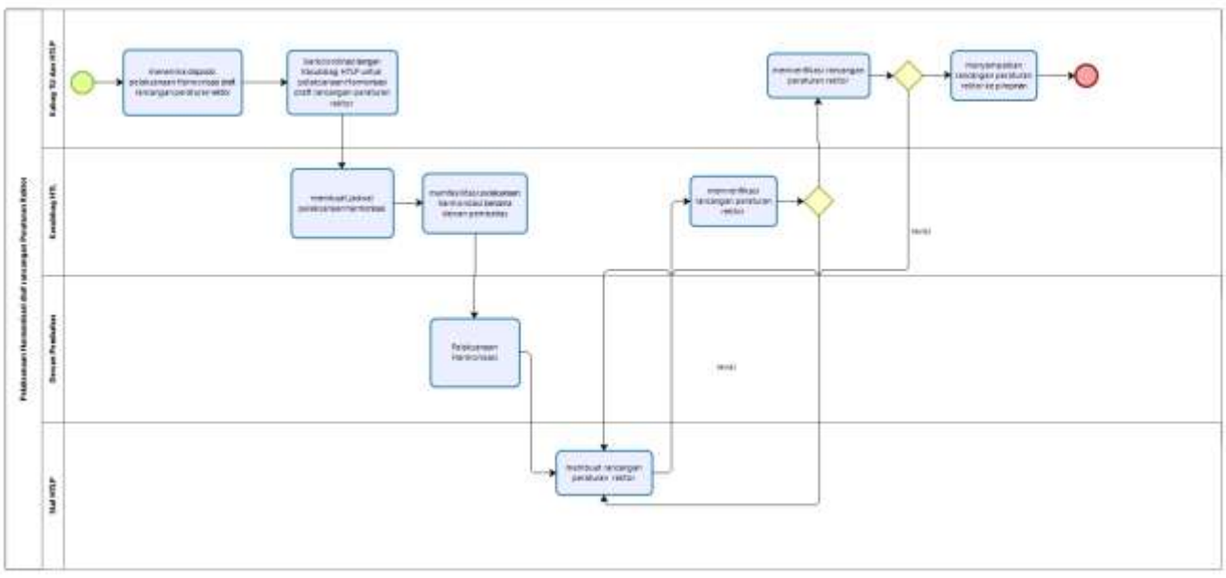


9.2.1.2 Layanan Penerbitan Peraturan Rektor

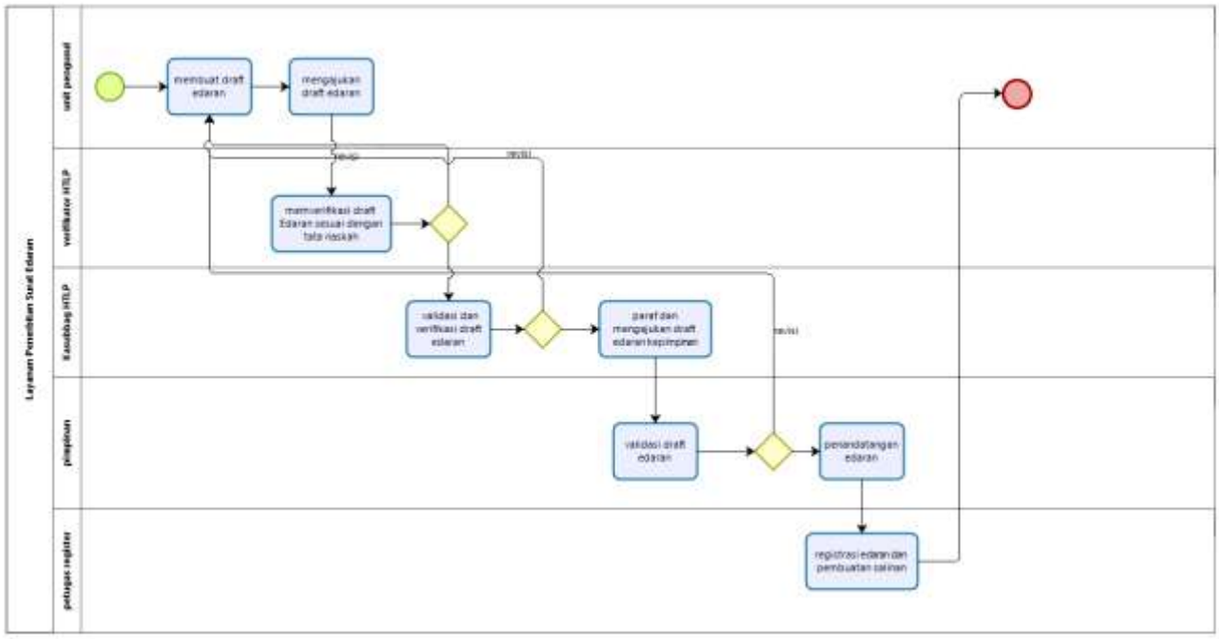
Makro



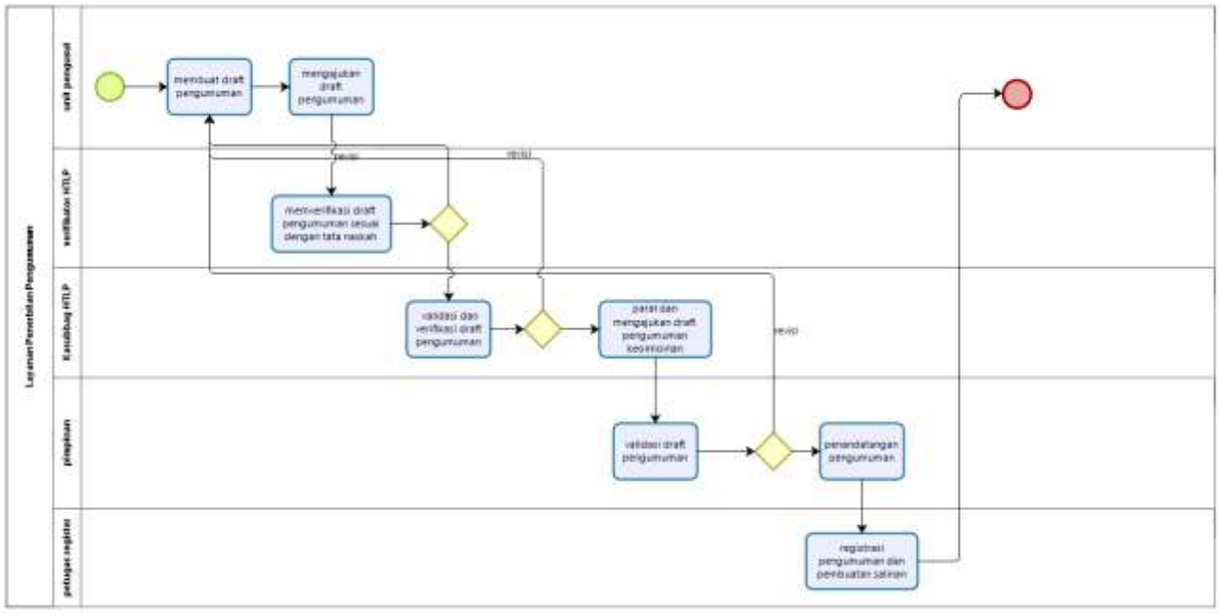
Mikro (Pelaksanaan Harmonisasi draft rancangan peraturan rektor)



9.2.1.3 Layanan Penerbitan Surat Edaran

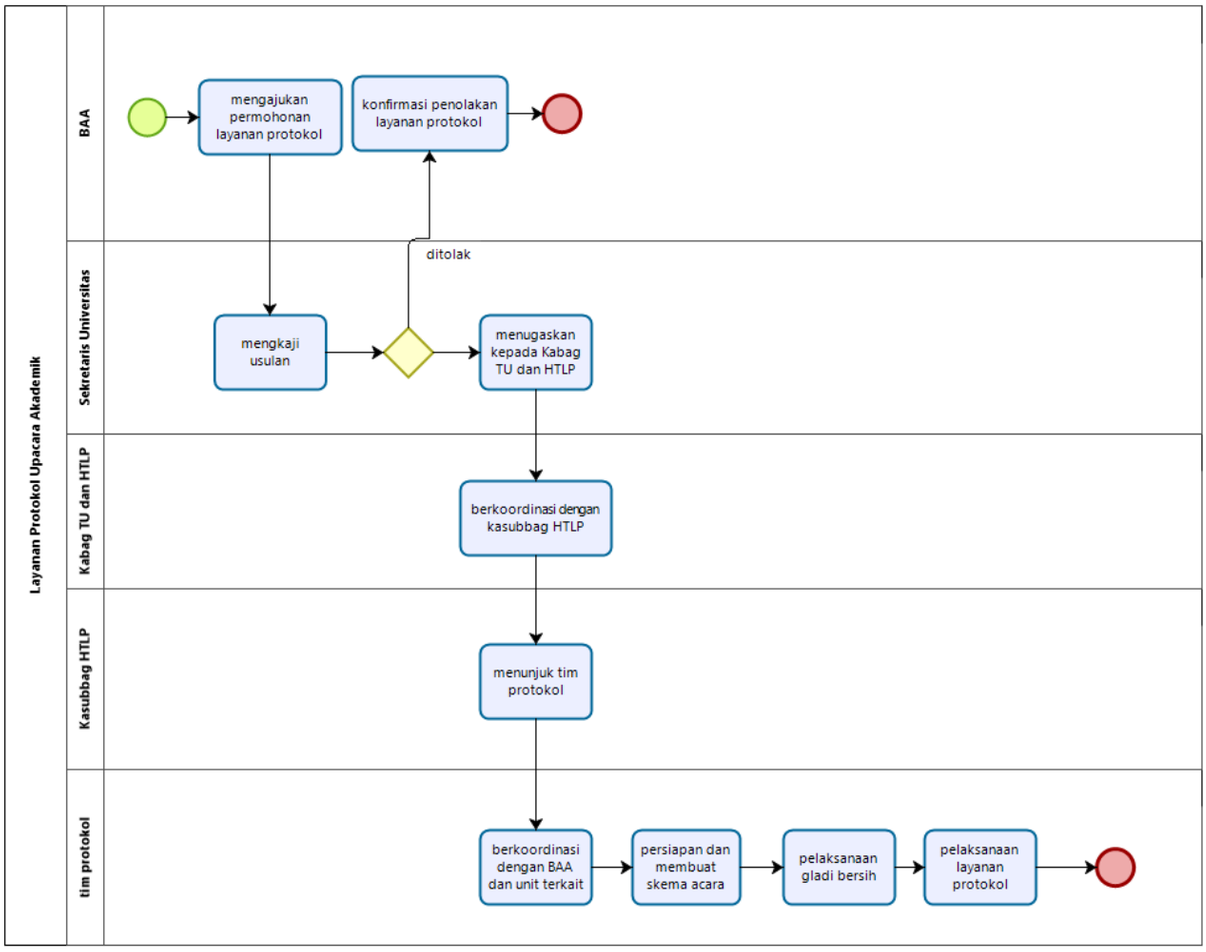


9.2.1.4 Layanan Penerbitan Pengumuman

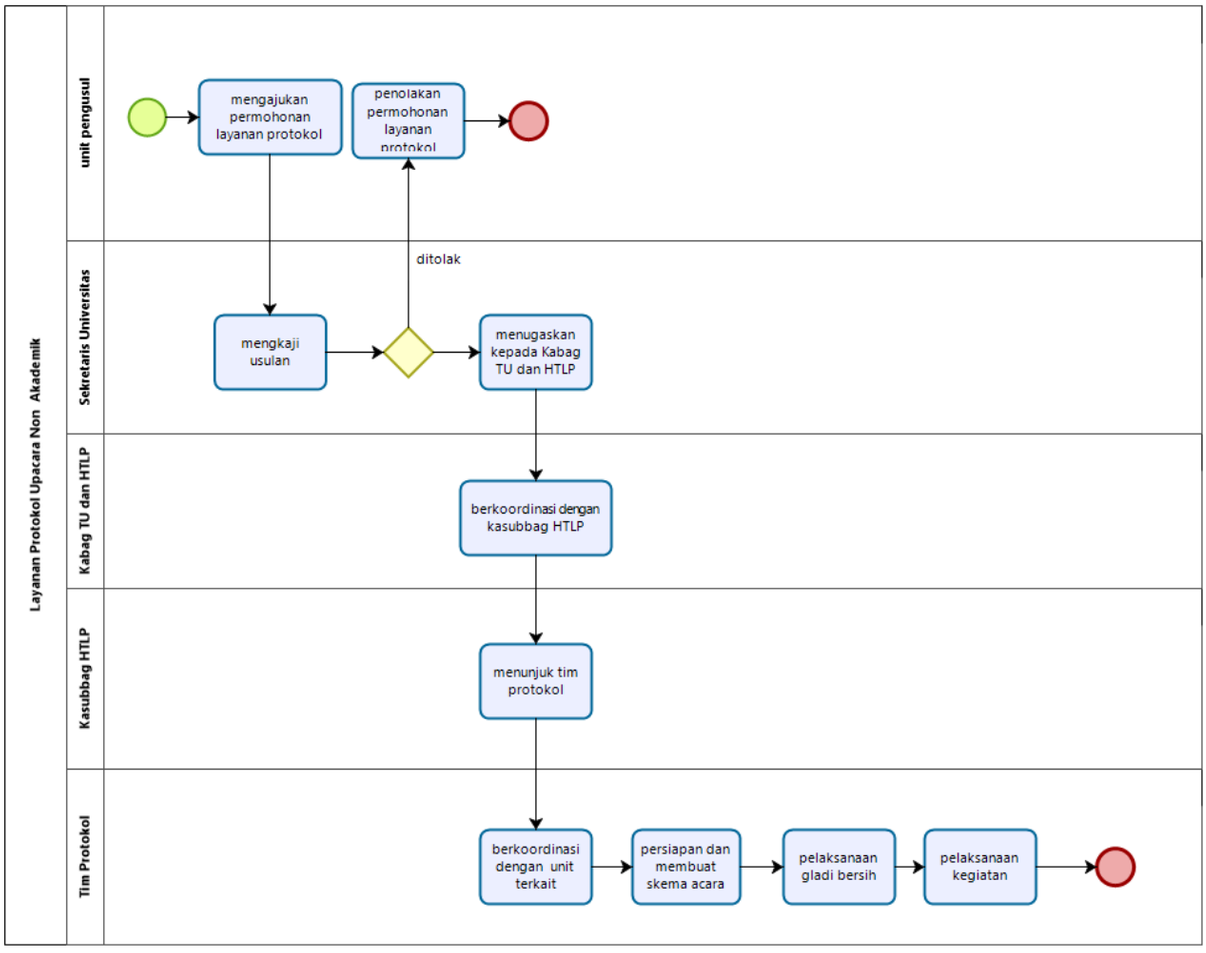


9.2.2 Layanan Protokol

9.2.2.1 Layanan Protokol Upacara Akademik



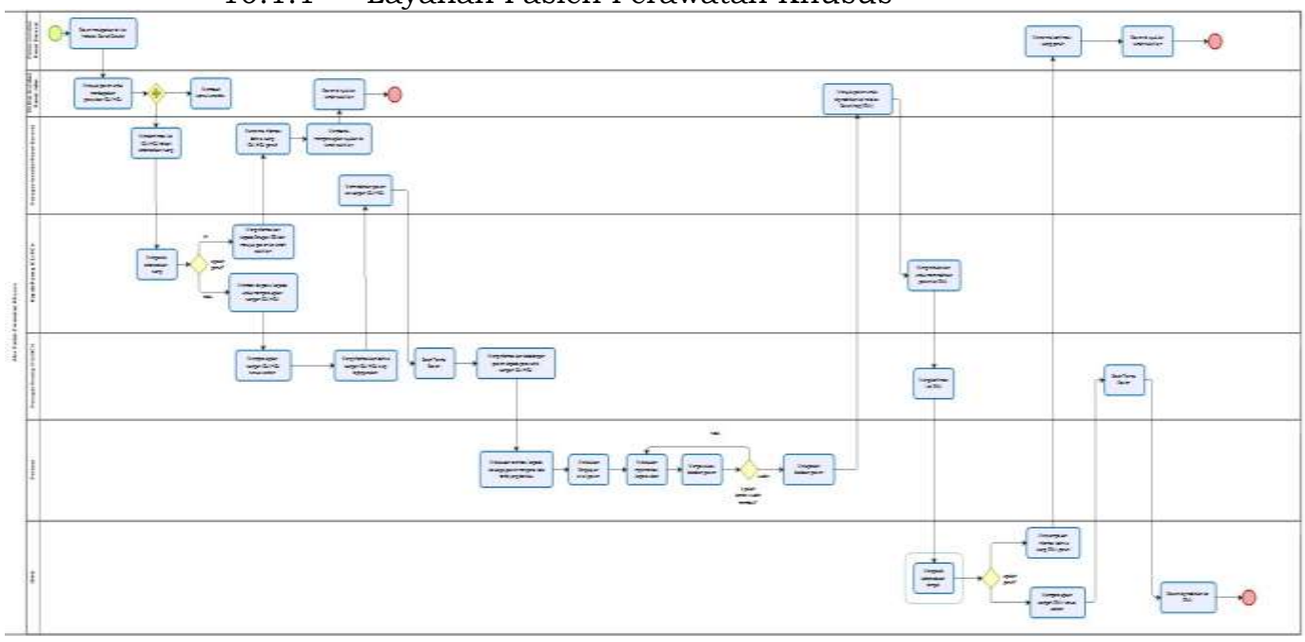
9.2.2.2 Layanan Protokol Upacara Non Akademik



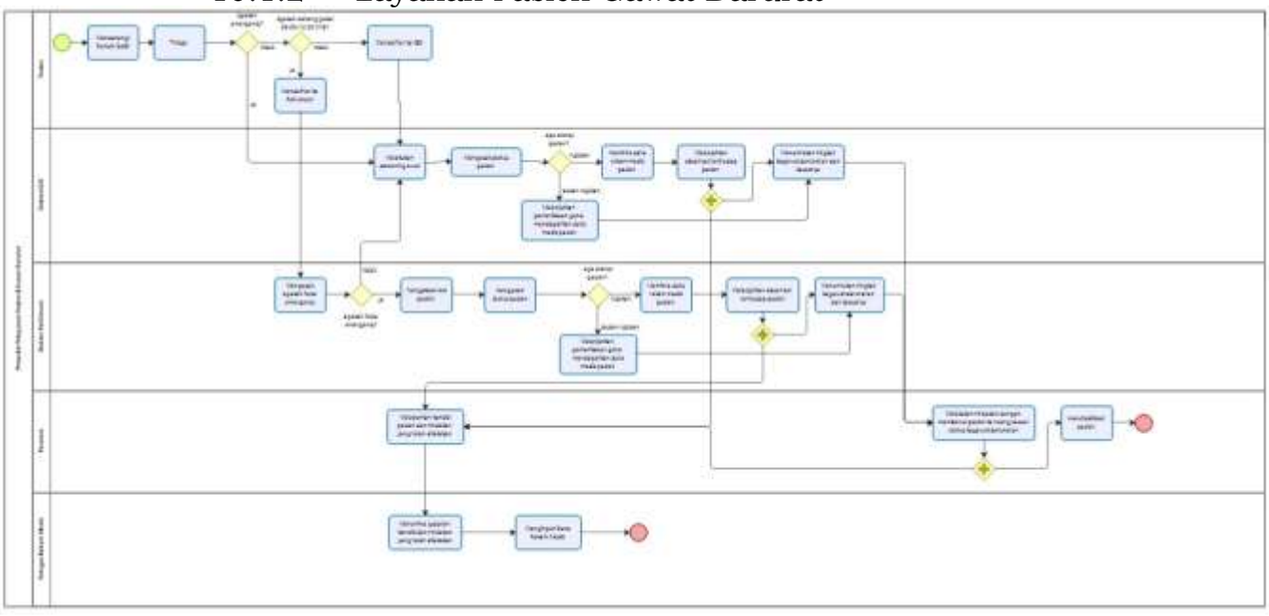
10. Rumah Sakit Nasional Diponegoro (RSND)

10.1 Layanan Instalasi Gawat Darurat

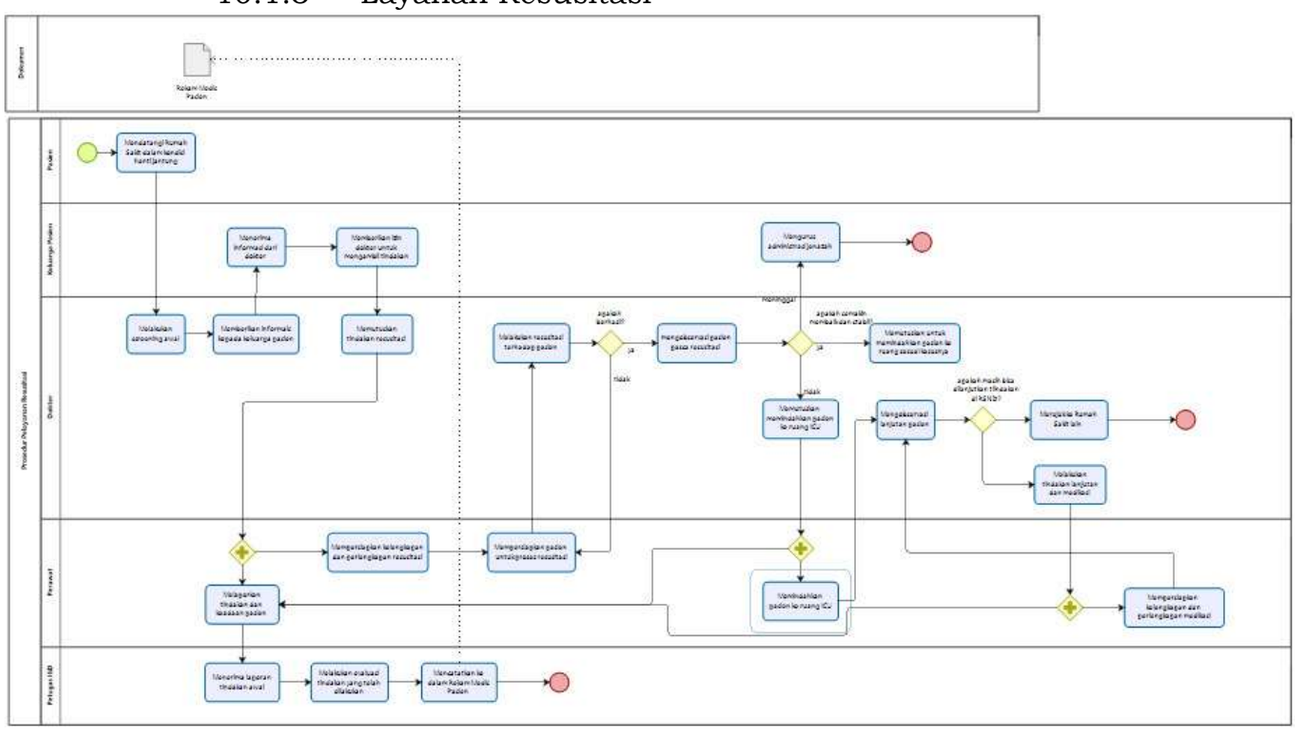
10.1.1 Layanan Pasien Perawatan Khusus



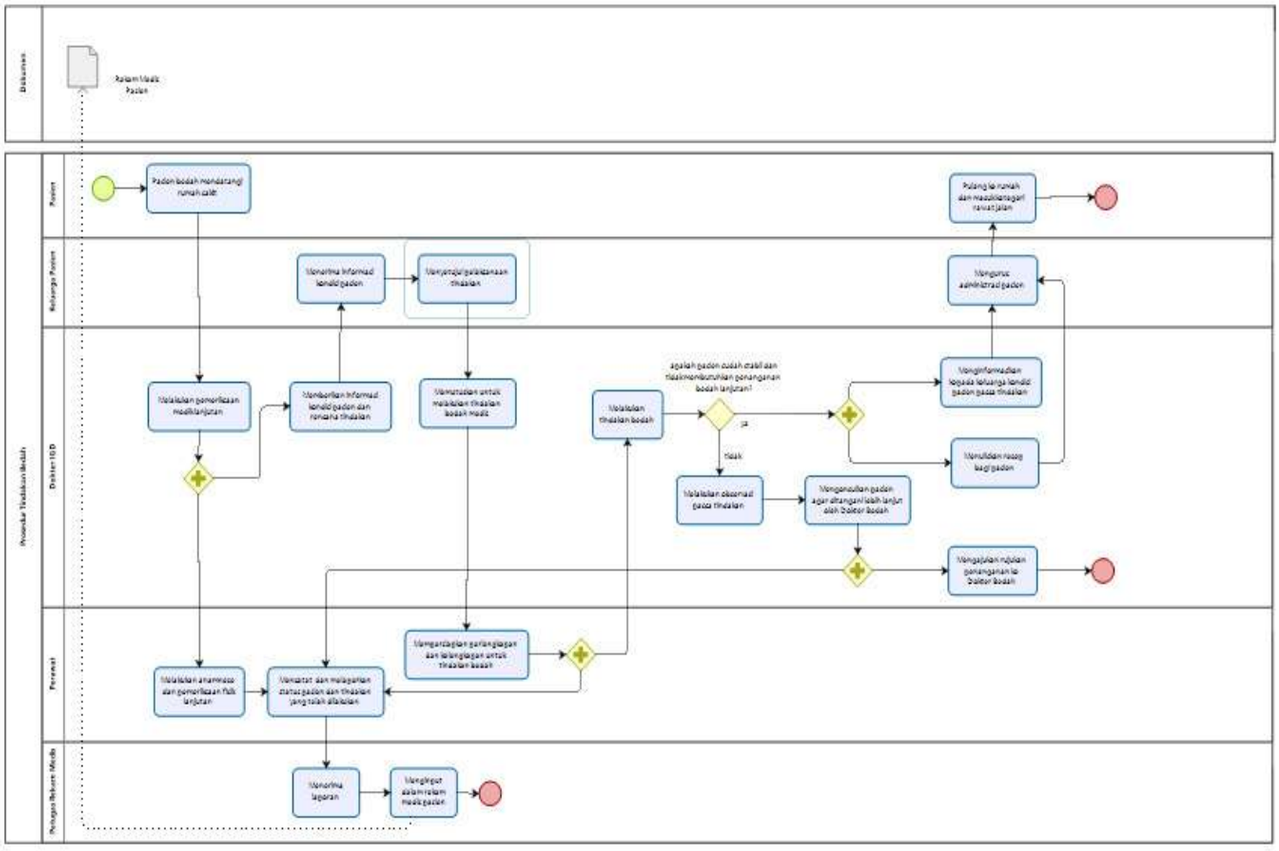
10.1.2 Layanan Pasien Gawat Darurat



10.1.3 Layanan Resusitasi



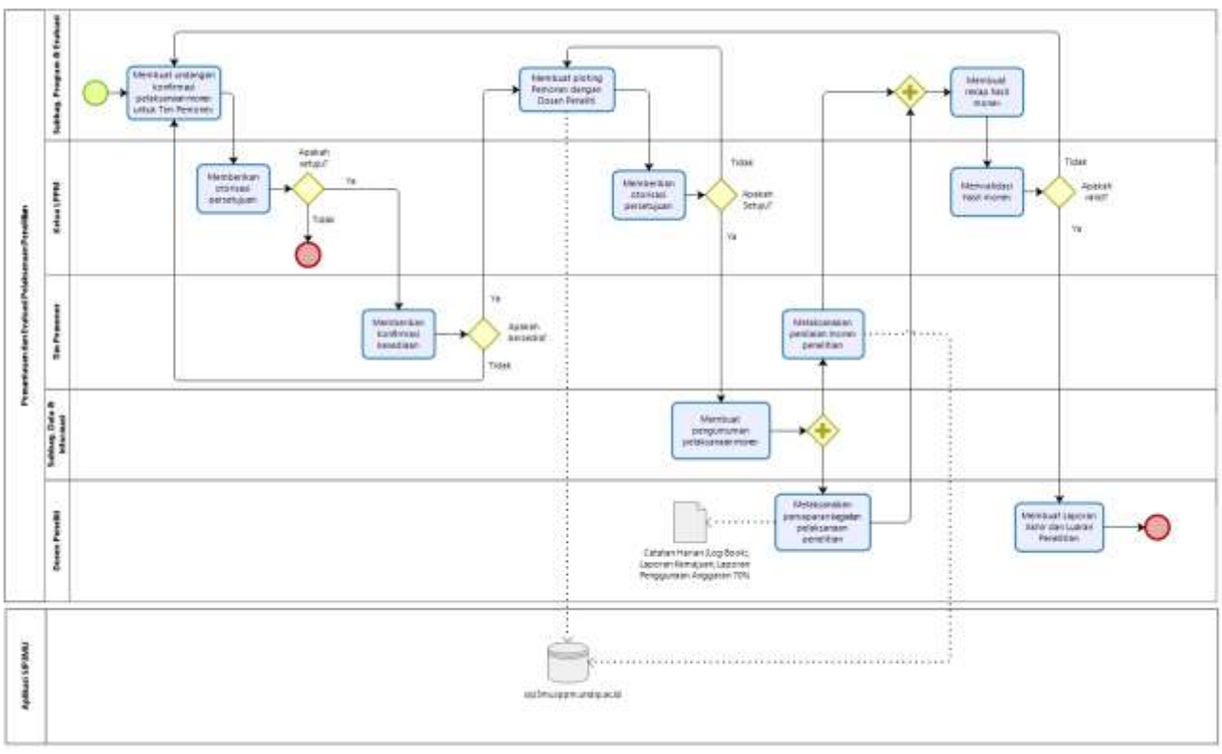
10.1.4 Layanan Tindakan Bedah di IGD



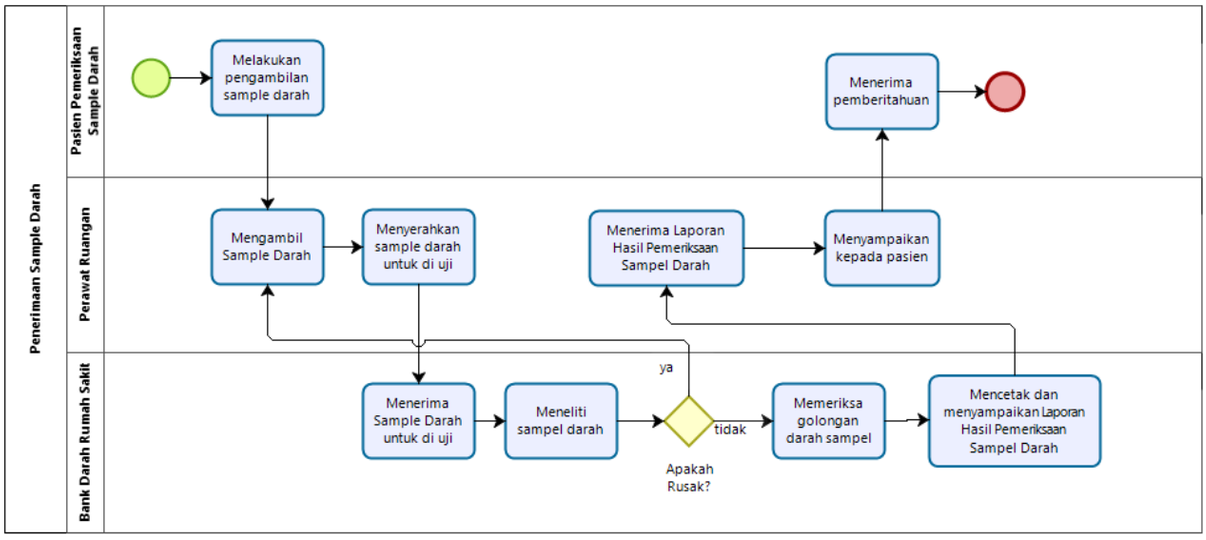
10.2 Layanan Non IGD

10.2.1 Layanan Laboratorium

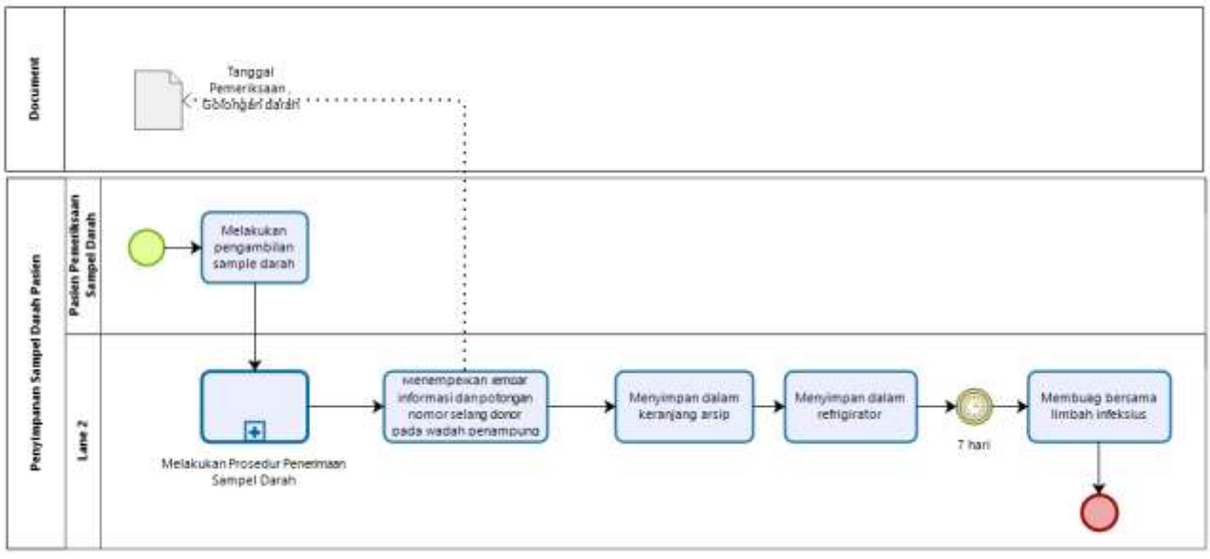
10.2.1.1 Pemantauan Reaksi Transfusi



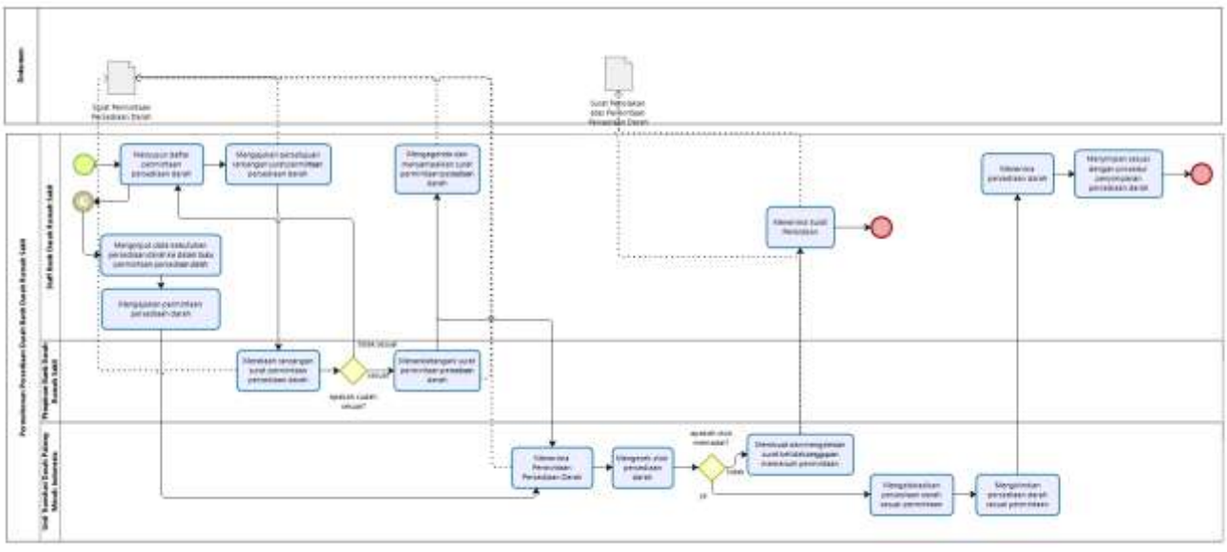
10.2.1.2 Penerimaan Sampel Darah



10.2.1.3 Penyimpanan Sampel Darah

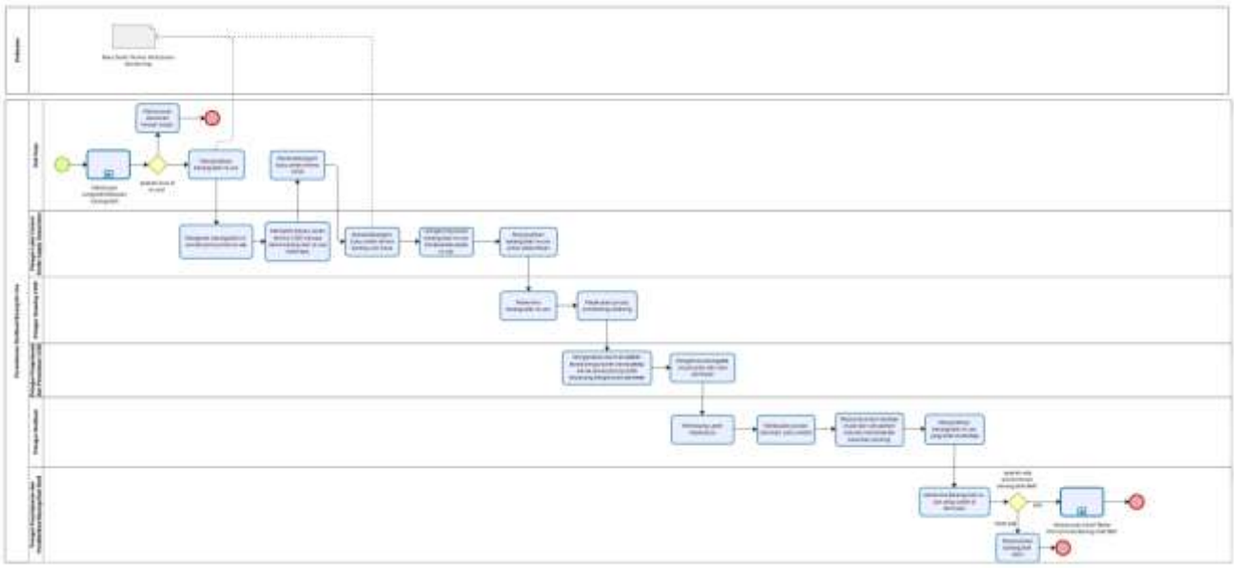


10.2.1.4 Permohonan Persediaan Darah

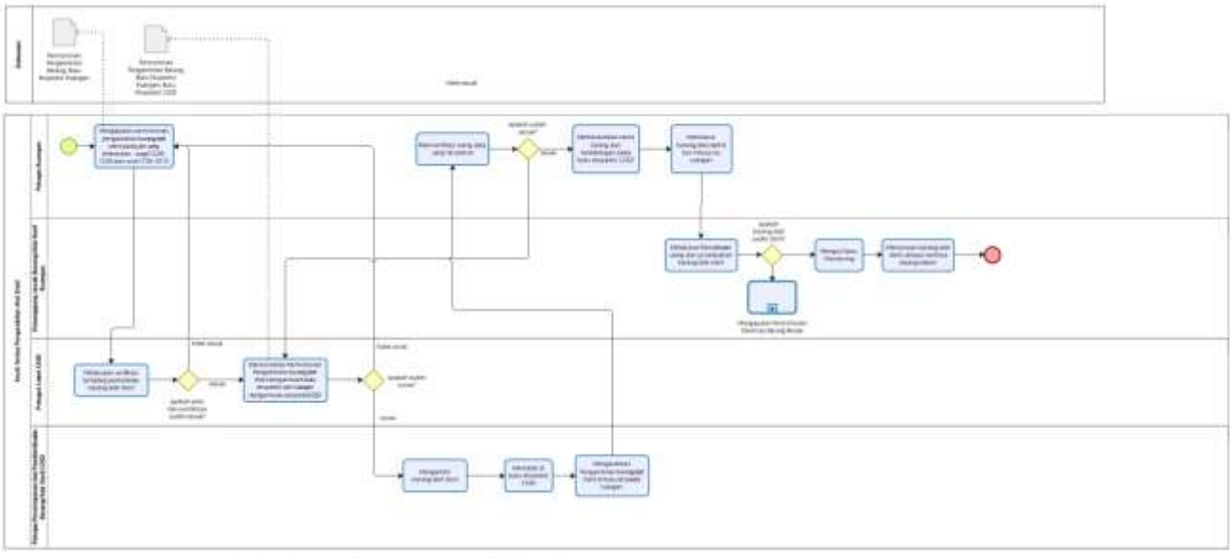


10.2.2 Layanan Central Steril Suplay Departemen

10.2.2.1 Steril barang re-use

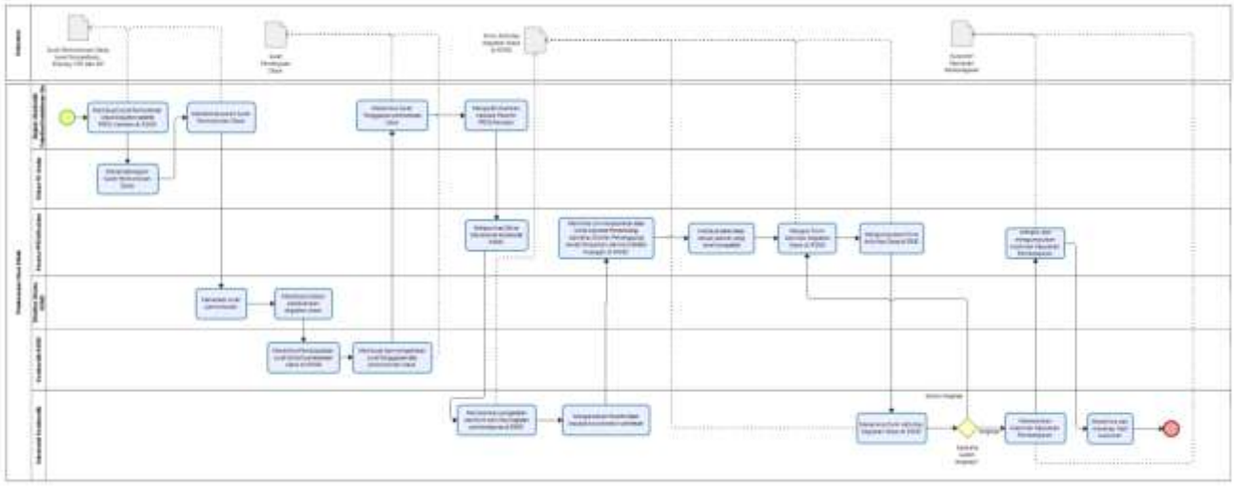


10.2.2.2 Serah terima pengambilan alat steril

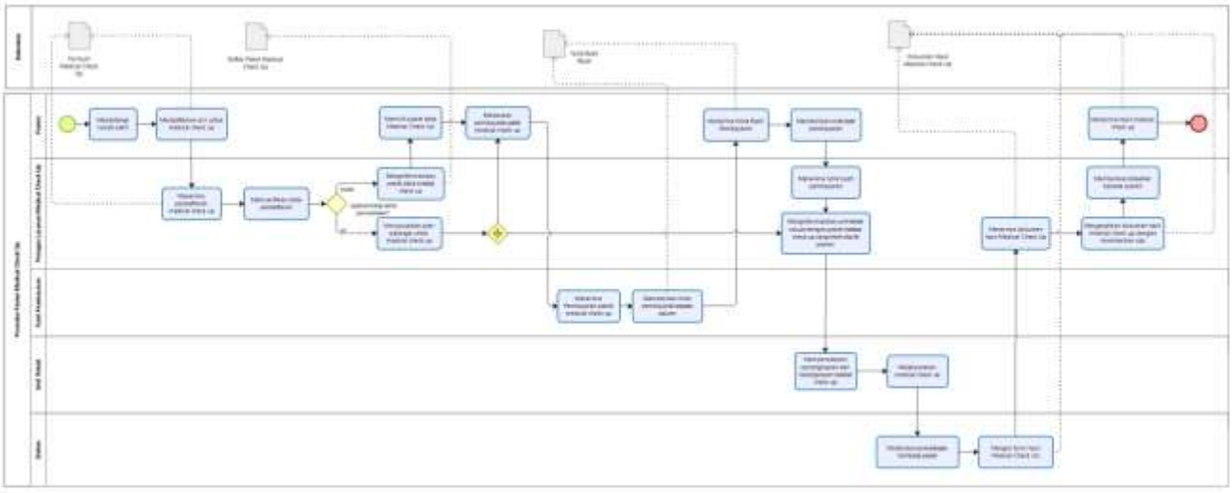


10.2.3 Layanan Klinik

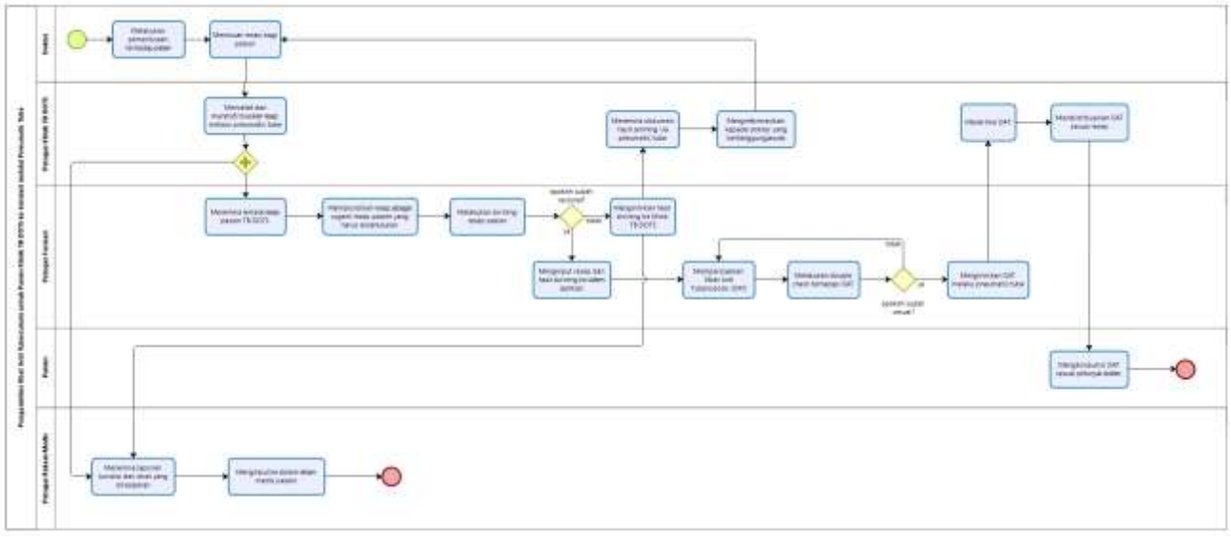
10.2.3.1 Pelayanan Stase Klinik



10.2.3.2 Medical Checkup



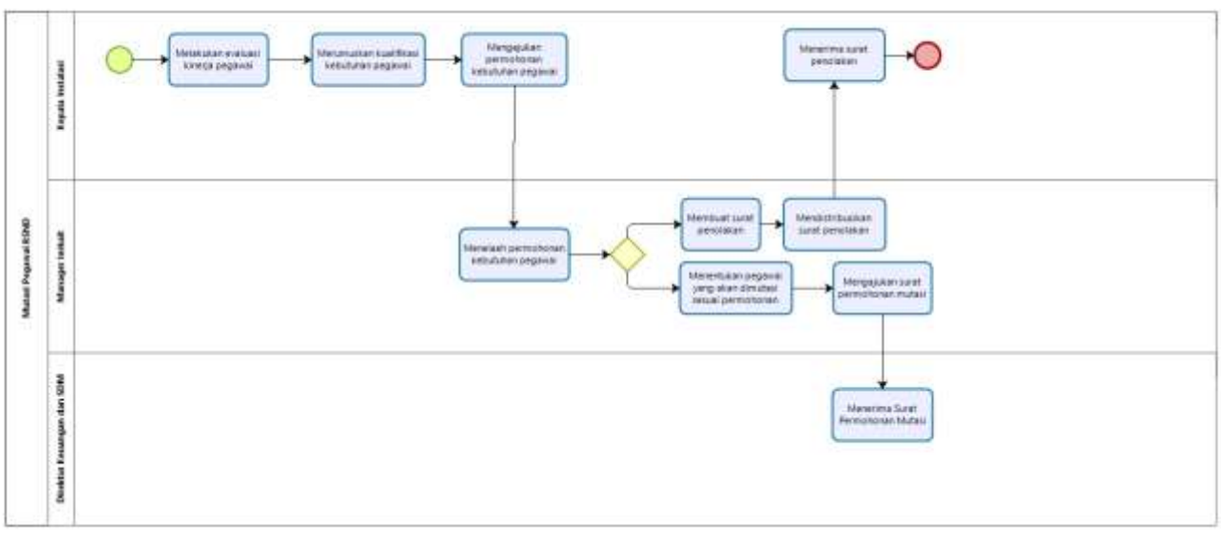
10.2.3.3 Pengambilan obat Tubercolusis untuk Pasien klinik



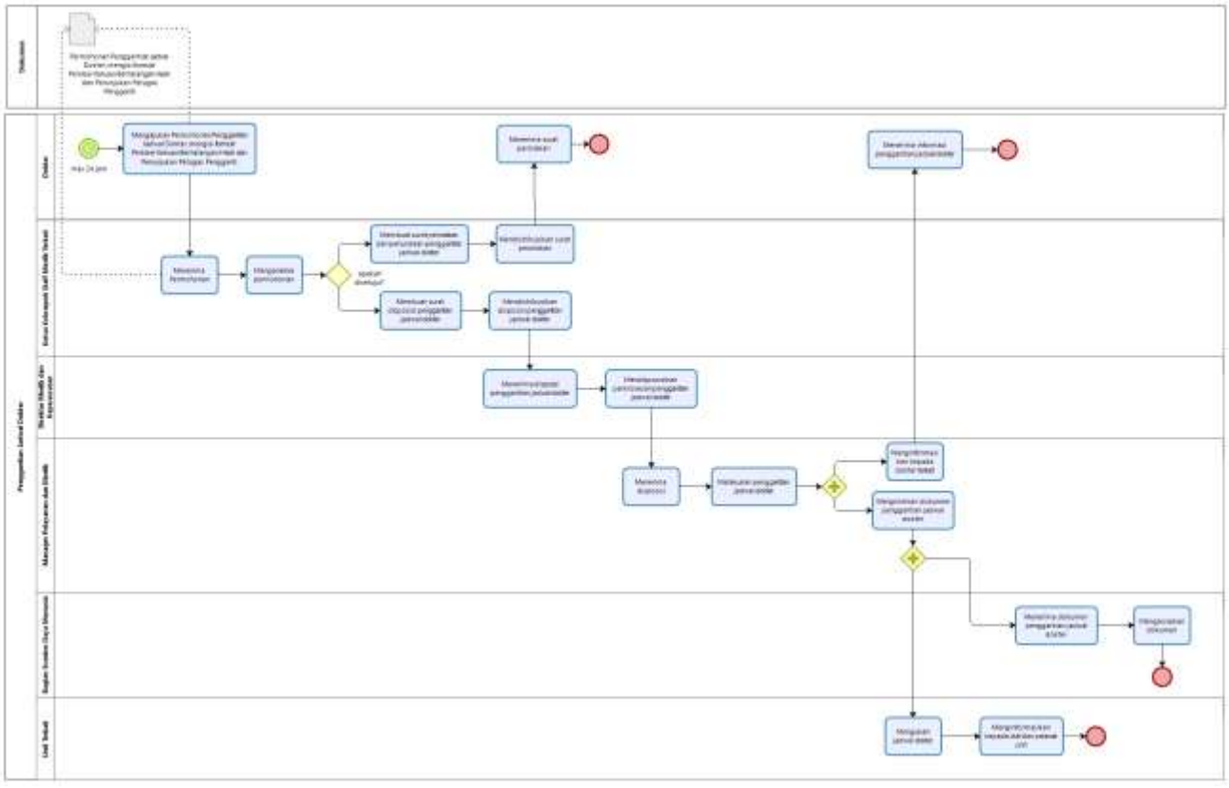
10.3 Layanan Penunjang

10.3.1 Layanan Sumber Daya

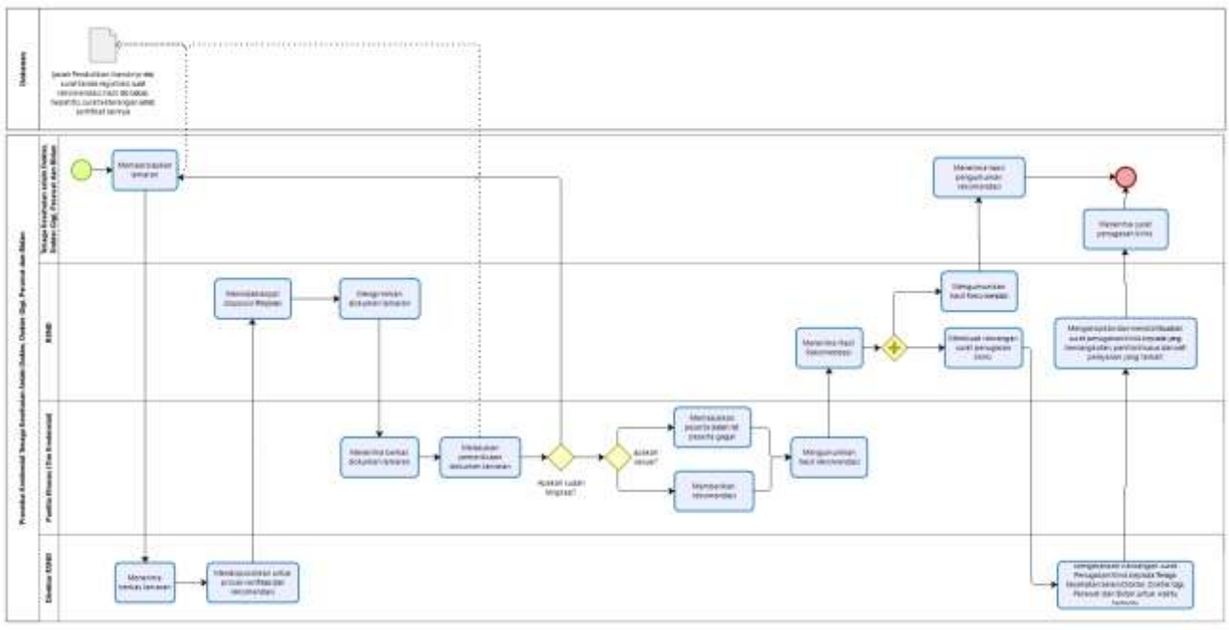
10.3.1.1 Mutasi Pegawai RSND



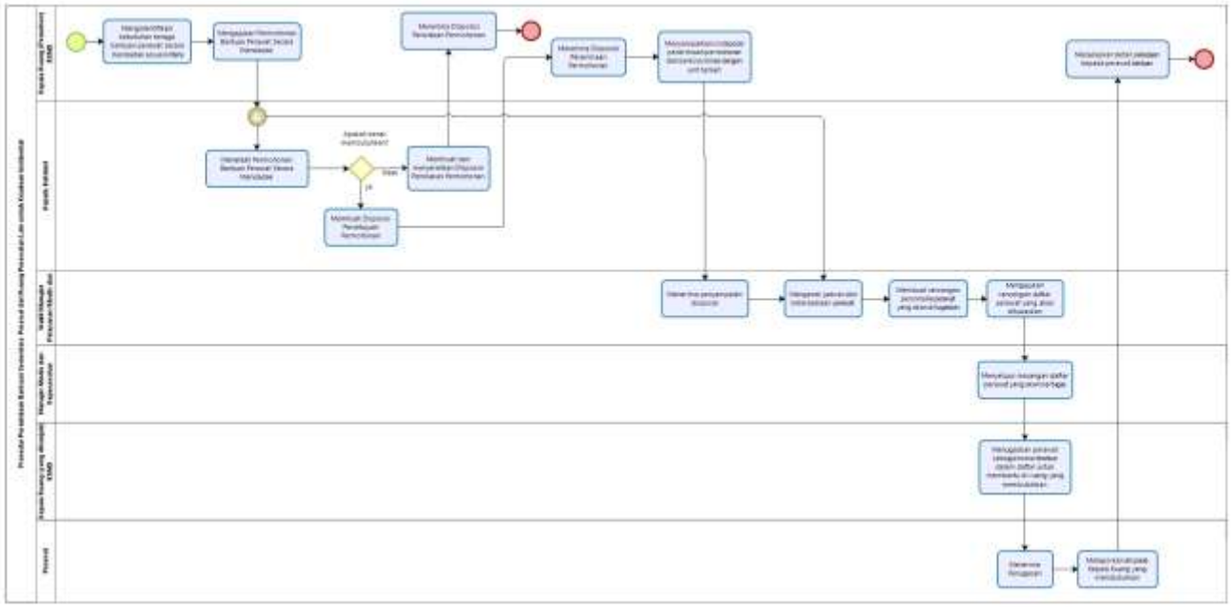
10.3.1.2 Penggantian Jadwal Dokter



10.3.1.3 Kredensial Tenaga Kesehatan



10.3.1.4 Permintaan Bantuan Sementara Perawat



BAB IV

PENUTUP

Peta Proses Bisnis Universitas Diponeogo yang disusun ini berfungsi sebagai pedoman dalam pemberian layanan oleh unit-unit di Undip kepada stakeholder, sehingga VISI Undip sebagai Universitas Riset yang Unggul dapat tercapai.

Ditetapkan di Semarang

REKTOR UNIVERSITAS DIPONEGORO,

ttd

PROF. DR. YOS JOHAN UTAMA., SH, M.HUM
NIP 196211101987031004

Salinan yang sah sesuai dengan aslinya
Sekretaris universitas

Prof. Dr. dr. Anies, M.Kes., PKK
NIP. 195407221985011001