

GUIDE BOOK

ACADEMIC AND ADMINISTRATION
PROCEDURE

MASTER FORESTRY STUDY PROGRAM
FACULTY OF FORESTRY
UNIVERSITAS SUMATERA UTARA
2024

STANDARD OPERATING PROCEDURE (SOP) OF ADMINISTRATION

- A. New Student Registration Procedure
- B. Student Data Verification Procedure
- C. Procedure for Requesting Active Lecture Letter
- D. Procedure for Making Course Schedule
- E. Procedures for Making Minutes (BA), and Midterm Exam Schedule (UTS)
- F. Procedure for Making Minutes (BA), Schedule of Final Semester Examination (UAS), and UAS Results
- G. Procedure for Making Decree for Lecturers Teaching Courses
- H. Procedure for Uploading UAS Results to the Academic Information System (AIS)
- I. Procedure for Making Study Result Card (KHS)
- J. Procedure for Making Lecturer Workload Decree
- K. Procedure for Requesting a Research Permit Cover Letter
- L. Procedure for Submission of Supervisor Decree and Proposal Title
- M. Procedure for Submission of Draft Proposal for Research Proposal Examiner Decree
- N. Procedure for Making Invitation Letter for Research Proposal Examination
- O. Procedure for Submission of Proposal for Result Seminar Examination Examiner Decree
- P. Procedure for Making Invitation Letter for Result Seminar Examination
- Q. Thesis Submission Procedure for Thesis Examination Examiner Decree
- R. Procedure for Making Invitation Letter for Thesis Examination
- S. Transcript Procedure

A. New Student Registration Procedure

1. Pay the registration fee at BNI (via teller, ATM, internet banking) of Rp 750.000,-
2. Register *on-line* at <http://penerimaansps.usu.ac.id> by using the billing number and PIN from the bank.
3. Fill in your biodata, preferred study program, upload required documents / files:
 - a. S1 diploma
 - b. S1 transcript
 - c. Drug Free Certificate
 - d. 3 x 4 photo
 - e. Recommendations from 2 lecturers who have taught in S1.
 - f. ID CARD

B. Student Data Verification Procedure

1. Prospective students verify documents to the Study Program. by showing the Examination Participant Identification Card, Original Diploma, Original Transcript, and Legalized Accreditation of the Study Program of Origin, Drug Free Letter, and Study Permit from the Workplace Agency (if already working).
2. Prospective students print the *billing statement online* by entering the exam number / participant number to <http://bs.usu.ac.id>
3. Prospective students make payments for tuition, DKA, re-registration and other fees at the designated bank.
4. Prospective students register online assisted by the Study Program and Postgraduate School to get a NIM and temporary KTM from the USU Information System Center.
5. Students fill out KRS online at the Study Program.

C. Procedure for Requesting Active Lecture Letter

1. Students submit a request for an active college certificate by attaching a photocopy of proof of tuition deposit for the current academic year.
2. Study Program makes active college certificate
3. Head of Study Program/Secretary of Study Program initializes the active college certificate
4. The study program sends a certificate of active study that has been initialed to the Dean for signature.
5. The study program asks for the number of active college certificate to the Administration and stamped.
6. The study program submits an active college certificate to the student concerned.

D. Procedure for Making Course Schedule

1. The Head of Department writes a letter to the Heads of the BDH, MNH, THH, and KSH Departments requesting courses along with course coordinators and *team teaching* to be offered to students.
2. Students select their desired course.
3. Secretary of Prodi drafts cover letter and lecture schedule

4. The study program makes a cover letter and class schedule as chosen by the student.
5. Head of Department initials the cover letter and class schedule
6. The study program sends a cover letter and class schedule to the Dean for his signature.
7. The study program asks the Administration for a cover letter number and gets it stamped.
8. The study program sends a cover letter and lecture schedule to the lecturer concerned.
9. Prodi announces the Lecture Schedule to students.

E. Procedures for Making Minutes (BA), and Midterm Exam Schedule (UTS)

1. Secretary of Prodi drafts cover letter, BA, and UTS Schedule
2. Prodi typing cover letter, BA, and UTS Schedule
3. Secretary initials cover letter, BA, and UTS schedule
4. Head of Department signs the cover letter and UTS schedule
5. Prodi asks for a cover letter number to the Administration and stamped
6. Prodi sends a cover letter, BA, and UTS schedule to the lecturer concerned.
7. Prodi announces the UTS schedule to students.
8. Prodi receives BA UTS from the lecturer concerned.

F. Procedure for Making Minutes (BA), Schedule of Final Semester Examination (UAS), and UAS Results

1. Secretary of Prodi drafts cover letter, BA, and UAS Schedule
2. Prodi types cover letter, BA, and UAS Schedule
3. Secretary initials cover letter, BA, and UAS schedule
4. Head of Department signs the cover letter and UAS schedule
5. Prodi asks for a cover letter number to Administration and stamped
6. Prodi sends a cover letter, BA, and UAS schedule as well as the UAS Value Form to the lecturer concerned.
7. Prodi announces the UAS Schedule to students.
8. Prodi receives BA UAS from the lecturer concerned.
9. Prodi receives UAS results from the lecturer concerned.

G. Procedure for Making Decree for Lecturers Teaching Courses

1. Secretary of the Study Program drafts the Decree of Lecturer in Charge of the Course
2. Prodi types the Decree of Lecturer in Charge of the Course
3. Kaprodi/Secretary initials the Decree of Lecturer in Charge of the Course
4. Study Program sends Course Lecturer Decree to the Dean for signature
5. Prodi requests the SK number of Lecturers who teach courses to the Administration and stamped
6. Prodi sends the Decree of Lecturer in Charge of the Course to the lecturer concerned.

H. Procedure for Uploading UAS Results to the Academic Information System (AIS)

1. Kaprodi/Secretary checks the value sent by the lecturer concerned.

2. Prodi / SIA Operator uploads the UAS scores sent by the lecturer concerned to SIA *online*, as the existing program in SIA.

I. Procedure for Making Study Result Card (KHS)

1. Prodi / SIA Operator retrieves data on student study results in the Academic Information System.
2. Prodi / SIA Operator prints the study results to be initialed by the Secretary of Prodi.
3. The Head of Study Program signs the student's Study Result Card.
4. Prodi submits the Study Result Card to the student concerned.

J. Procedure for Making Lecturer Workload Decree

1. Secretary of Prodi drafts Lecturer Workload Decree
2. Prodi types Lecturer Workload Decree
3. Kaprodi/Secretary initials the Lecturer Workload Decree
4. Prodi sends Lecturer Workload Decree to the Dean for signature
5. Prodi requests the number of Lecturer Workload Decree to Administration and stamped
6. Prodi sends the Lecturer Workload Decree to the lecturer concerned.

K. Procedure for Requesting a Research Permit Cover Letter

1. Students submit a request for a Research Letter by attaching a photocopy of proof of tuition deposit for the current academic year.
2. Prodi makes a Research Letter
3. Head of Study Program/Secretary of Study Program initials the Research Letter
4. The study program sends the standardized Research Letter to the Dean for signature.
5. Prodi requests a Research Letter number from the Administration and seals it.
6. Prodi hands over the Research Letter to the student concerned.

L. Procedure for Submission of Supervisor Decree and Proposal Title

1. Students apply for a Supervisor Decree and Proposal Title by attaching a photocopy of proof of tuition deposit for the current academic year.
2. The Head of Study Program approves / disapproves / changes the Supervisor and Proposal Title submitted by the student.
3. Prodi makes a Supervisor Decree
4. Head of Study Program/Secretary of Study Program initials the Supervisor Decree
5. Prodi sends the SK Supervisor who has been initialed to the Dean for signature.
6. Prodi requests the number of the Supervising Lecturer's Decree to the Administration and stamped.
7. Prodi submits the Supervisor Decree and Guidance Book to the student concerned.

M. Procedure for Submission of Draft Proposal for Research Proposal Examiner Decree

1. Students submit a Research Proposal to the Head of Study Program for the research proposal examination.

2. Prodi checks the requirements for the research proposal exam: (a) Guidance Book that has been signed by Doping, (b) Draft Proposal that has been signed by Doping, (c) Evidence of attending colloquiums and / or research result seminars in the study program being followed or other study programs at least 10 times (Based on USU Rector Regulation No. 6/2017 Art. 31(4d).
3. If the requirements have been met, the Head of Study Program determines the research proposal examiner.
4. Prodi types the Decree of the Research Proposal Examiner
5. The Study Program sends the Decree of the Research Proposal Examiner that has been initialed by the Head of Study Program to the Dean to be signed.
6. Prodi requests the number of the Research Proposal Examiner Decree to the Administration and stamped
7. Prodi submits the Decree of the Research Proposal Examiner to the person concerned.

N. Procedure for Making Invitation Letter for Research Proposal Examination

1. Students apply for research proposal examination time after Doping approval
2. The Head of Department approves the examination after the examiners of the research proposal examination agree to the set time.
3. Prodi types the invitation for the research proposal examination
4. The Head of Study Program signs the research proposal examination after the Secretary of Study Program initializes the invitation to the research proposal examination.
5. The study program requests a research proposal examination letter number from the Administration and seals it.
6. The study program sends an invitation to the research proposal examination to the person concerned.

O. Procedure for Submission of Proposal for Result Seminar Examination Examiner Decree

1. Students submit a Research Proposal to the Head of Department for the Results Seminar exam.
2. Prodi checks the requirements for the Results Seminar exam: (a) Guidance Book that has been signed by Doping, (b) Draft Proposal that has been signed by Doping, (c) Proof of attending colloquiums and / or research result seminars in the study program followed or other study programs at least 10 times (Based on USU Rector Regulation No. 6/2017 Art. 31(4d)
3. If the requirements have been met, the Head of Study Program determines the examiners for the Result Seminar exam.
4. Prodi types the Decree of Examiners for the Result Seminar exam
5. The Study Program sends the Decree of Examiners for the Results Seminar exam that has been initialed by the Head of Study Program to the Dean to be signed.
6. The study program requests the number of the Decree of the Result Seminar exam examiner to the Administration and stamped
7. The study program submits the Decree of the Examiner for the Result Seminar exam to the person concerned.

P. Procedure for Making Invitation Letter for Result Seminar Examination

1. Students apply for the result seminar exam time after Doping approval
2. The Head of Study Program approves the exam after the examiners of the results seminar exam agree to the set time.
3. Prodi types the invitation for the results seminar exam
4. The Head of Study Program signs the result seminar examination after the Secretary of

Study Program initializes the invitation to the result seminar examination.

5. Prodi requests the number of the results seminar exam letter to the Administration and stamped
6. The study program sends an invitation to the results seminar examination to the person concerned.

Q. Thesis Submission Procedure for Thesis Examination Examiner Decree

1. Students submit their thesis to the Head of Department for the thesis defense.
2. Prodi checks the requirements for the thesis examination: (a) Guidance Book that has been signed by Doping, (b) Draft Proposal that has been signed by Doping, (c) Proof of attending colloquiums and / or research result seminars in the study program followed or other study programs at least 10 times (Based on USU Rector Regulation No. 6/2017 Art. 31(4d))
3. If the requirements have been met, the Head of Study Program determines the examiner for the thesis defense.
4. Prodi types the Decree of Thesis Examiner
5. Prodi sends the Decree of Thesis Examiner that has been initialed by the Head of Study Program/Special Study Program to the Dean to be signed.
6. Prodi requests the number of the thesis examination examiner decree to the Administration and stamped
7. The study program submits the Decree of the thesis examination examiner to the person concerned.

R. Procedure for Making Invitation Letter for Thesis Examination

1. Students apply for Thesis examination time after Doping approval
2. The Head of Department approves the examination after the Thesis examination examiner approves the set time.
3. Prodi types the invitation for the thesis defense
4. The Head of Study Program signs the thesis examination after the Secretary of Study Program initials the thesis examination invitation.
5. Study Program requests a thesis examination letter number to the Administration and stamped
6. The study program sends an invitation to the thesis examination to the person concerned.


S. Transcript Procedure

1. Students submit a request for transcripts
2. Prodi creates Transcript of Values by retrieving data from SIA
3. Kaprodi/Sesprodi checks and initials the Transcript of Value that has been issued
4. Prodi sends to Dean for signature
5. Study programs are distributed to students.







**FORESTRY MASTER STUDY PROGRAM
USU FACULTY OF FORESTRY**

Standard Operating Procedure (SOP)
Administration

SOP NUMBER	A
DATE UPDATE	April 17, 2022
REVISION DATE	-
EFFECTIVE DATE	-
APPROVED BY	<p align="center">Chair,</p>  <p align="center">Dr. Samsuri, S.Hut., M.Si. NIP: 197401092000031002</p>
SOP TITLE	New Student Registration Procedure


LEGAL BASIS	IMPLEMENTER QUALIFICATIONS
<ol style="list-style-type: none"> 1. Indonesian Law No. 20/2003 on the National Education System 2. Government Regulation No. 4 of 2014 on the Implementation of Higher Education and Management of Higher Education 3. USU Chancellor's Decree Number 1081/UN5.1.R/SK/KRK/2019 concerning the Higher Education Curriculum for the Master of Forestry Program Referring to KKNJ and SNDIKTI Faculty of Forestry USU 4. USU Chancellor Decree Number 1400/UN5.1.R/SK/PRS/2018 concerning the Establishment of a Master of Forestry Study Program at the Faculty of Forestry USU 5. Decree of the Chancellor of USU Number 2180/UN5.1.R/SK/HR/2019 concerning the Appointment of the Chairperson and Secretary of the Forestry Master Study Program at the Faculty of Forestry USU 2019-2022 6. USU Rector Regulation Number 06 of 2017 concerning Academic Regulations for Masters and Doctoral Programs at the Universitas Sumatera Utara 7. Academic Calendar for the Current Academic Year 	<ol style="list-style-type: none"> 1. HIGH SCHOOL / D3 / S1; 2. Computer literate; 3. Have simple data processing skills; 4. Know the tasks and functions of Academic systems and procedures; 5. Know the tasks and functions of the report-making mechanism; 6. Have good communication skills with good language.
LINKAGE	EQUIPMENT / SUPPLIES
<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1. Computer 2. Printer
WARNING	RECORDING AND DATA COLLECTION
<ol style="list-style-type: none"> 1. The implementation of activities must refer to the Rector's Regulations 2. If the treatment of academic services is not carried out properly, the service function is not achieved, the good name of the agency is not good. 	<ol style="list-style-type: none"> 1. Recording and Data Collection is carried out by the Administration Section

NO	ACTIVITY	EXECUTOR			STANDARD QUALITY			DESCRIPTION
		STUDENTS	ONLINE	RECOMMENDATION FROM TWO UNDERGRADUATE LECTURERS	COMPLETION	TIME	OUTPUT	
1	Pay the registration fee at the Bank, register online at http://penerimaansps.usu.ac.id using the billing number and PIN from the Bank.				Internet	15 Minutes	Proof of Payment	Sign up New Students
2	Upload documents/requirements				Internet	15 Minutes	Registered	Customized with network
3	Signed recommendations from two lecturers who have taught in S1.				Attestation Form	10 Minutes	Signature of two lecturers	Customized with lecturer time
6	Print Exam Number				Internet/Number Testing	5 Minutes	Proof of Registration	Customized with the network

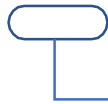





**FORESTRY MASTER STUDY PROGRAM
USU FACULTY OF FORESTRY**

Standard Operating Procedure (SOP)
Administration

SOP NUMBER	B
DATE UPDATE	April 17, 2022
REVISION DATE	-
EFFECTIVE DATE	-
APPROVED BY	<p align="center">Chair,</p>  Dr. Samsuri, S.Hut., M.Si. NIP: 197401092000031002
SOP TITLE	Student Data Verification Procedure


LEGAL BASIS	IMPLEMENTER QUALIFICATIONS
<ol style="list-style-type: none"> Indonesian Law No. 20/2003 on the National Education System Government Regulation No. 4 of 2014 on the Implementation of Higher Education and Management of Higher Education USU Chancellor's Decree Number 1081/UN5.1.R/SK/KRK/2019 concerning the Higher Education Curriculum for the Master of Forestry Program Referring to KKNi and SNIKTI Faculty of Forestry USU USU Chancellor Decree Number 1400/UN5.1.R/SK/ PRS/2018 concerning the Establishment of a Master of Forestry Study Program at the Faculty of Forestry USU Decree of the Chancellor of USU Number 2180/UN5.1.R/SK/HR/2019 concerning the Appointment of the Chairperson and Secretary of the Forestry Master Study Program at the Faculty of Forestry USU 2019-2022 USU Rector Regulation Number 06 of 2017 concerning Academic Regulations for Masters and Doctoral Programs at the Universitas Sumatera Utara Academic Calendar for the Current Academic Year 	<ol style="list-style-type: none"> HIGH SCHOOL / D3 / S1; Computer literate; Have simple data processing skills; Know the tasks and functions of Academic systems and procedures; Know the tasks and functions of the report-making mechanism; Have good communication skills with good language.
LINKAGE	EQUIPMENT / SUPPLIES
<ol style="list-style-type: none"> 	<ol style="list-style-type: none"> Computer Printer
WARNING	RECORDING AND DATA COLLECTION
<ol style="list-style-type: none"> The implementation of activities must refer to the Rector's Regulations If the treatment of academic services is not done well, the service function is not achieved, the good name of the agency is not good. 	<ol style="list-style-type: none"> Recording and Data Collection is carried out by the Administration Section

NO	ACTIVITY	EXECUTOR				STANDARD QUALITY			DESCRIPTION
		STUDENTS	ADMINISTRATI ON SECTION	BANK	ONLINE	COMPLETION	TIME	OUTPUT	
1	Verification of documents by showing the original file					Verification Form	5 Minutes	Signed Verification Form	Verification
2	Submit Exam Number, Original Diploma, Original Transcript, Legalized Accreditation, Drug Free Letter, Study Permit. Printing billing statement					Proof of File Submission Form	15 Minutes	Receipt of file submission	
3	Pay tuition, DKA, re-registration					Billing statement form	10 Minutes	Stamped billing statement form	Customized with queue
4	Registration to get NIM and temporary KTM. Fill out KRS					Receipt of file submission	15 Minutes	NIM, temporary ID card	Customized with internet network








**FORESTRY MASTER STUDY PROGRAM
USU FACULTY OF FORESTRY**

Standard Operating Procedure (SOP)
Administration

SOP NUMBER	C
DATE UPDATE	April 17, 2022
REVISION DATE	-
EFFECTIVE DATE	-
APPROVED BY	Chair,  Dr. Samsuri, S.Hut., M.Si. NIP: 197401092000031002
SOP TITLE	Active Certificate Application Procedure Lecture


LEGAL BASIS	IMPLEMENTER QUALIFICATIONS
<ol style="list-style-type: none"> Indonesian Law No. 20/2003 on the National Education System Government Regulation No. 4 of 2014 on the Implementation of Higher Education and Management of Higher Education USU Chancellor's Decree Number 1081/UN5.1.R/SK/KRK/2019 concerning the Higher Education Curriculum for the Master of Forestry Program Referring to KKNi and SNIKTI Faculty of Forestry USU USU Chancellor Decree Number 1400/UN5.1.R/SK/ PRS/2018 concerning the Establishment of a Master of Forestry Study Program at the Faculty of Forestry USU Decree of the Chancellor of USU Number 2180/UN5.1.R/SK/HR/2019 concerning the Appointment of the Head and Secretary of the Master of Forestry Study Program at the Faculty of Forestry USU in 2019-2022 USU Rector Regulation Number 06 of 2017 concerning Academic Regulations for Masters and Doctoral Programs at the Universitas Sumatera Utara Academic Calendar for the Current Academic Year 	<ol style="list-style-type: none"> HIGH SCHOOL / D3 / S1; Computer literate; Have simple data processing skills; Know the tasks and functions of Academic systems and procedures; Know the tasks and functions of the report-making mechanism; Have good communication skills with good language.
LINKAGE	EQUIPMENT / SUPPLIES
<ol style="list-style-type: none"> 	<ol style="list-style-type: none"> Computer Printer
WARNING	RECORDING AND DATA COLLECTION
<ol style="list-style-type: none"> The implementation of activities must refer to the Rector's Regulations If the treatment of academic services is not carried out properly, the service function is not achieved, the good name of the agency is not good. 	<ol style="list-style-type: none"> Recording and Data Collection is carried out by the Administration Section

NO	ACTIVITY	EXECUTOR				STANDARD QUALITY			DESCRIPTION
		STUDENTS	ADMINISTRATI ON SECTION	CAPRODI/ SESPRODI	DEAN	COMPLETION	TIME	OUTPUT	
1	Fill out the college certificate form or fill in the certificate order book (for various purposes)					College Certificate Form / Certificate Order Sheet	5 Minutes	Completed mail order form/sheet	Active Mail Lecture
2	Receive a college certificate form or order a certificate, and make a college certificate.					Completed mail order form/sheet	15 Minutes	Certificate of Still Studying / certificate letter	
3	Checking the college certificate and asking Kaprodi / Sesprodi to sign it.					Certificate of Still Studying / certificate letter	5 Minutes	Certificate of Still Studying / certificate that has been examined and initialed	Adjusted to the presence of faculty leaders
4	Check and sign letters					Certificate of Still Studying / certificate letter	5 Minutes	Certificate of Still Studying / certificate that has been in sign	Adjusted to the presence of faculty leaders
5	Number the letter and stamp it if it has been signed.					Certificate of Still Studying / certificate that has been signed	5 Minutes	Certificate of Still Studying / signed certificate and branded	
6	Mail retrieval					Certificate of Still Studying / certificate that has been signed and branded	3 Minutes	Certificate of Still Studying / certificate that has been signed and branded	











**FORESTRY MASTER STUDY PROGRAM
USU FACULTY OF FORESTRY**

Standard Operating Procedure (SOP)
Administration

SOP NUMBER	D
DATE UPDATE	April 17, 2022
REVISION DATE	-
EFFECTIVE DATE	-
APPROVED BY	Chair,  Dr. Samsuri, S.Hut., M.Si. NIP: 197401092000031002
SOP TITLE	Procedure for Making Course Schedule



LEGAL BASIS	IMPLEMENTER QUALIFICATIONS
<ol style="list-style-type: none"> 1. Indonesian Law No. 20/2003 on the National Education System 2. Government Regulation No. 4 of 2014 on the Implementation of Higher Education and Management of Higher Education 3. USU Chancellor's Decree Number 1081/UN5.1.R/SK/KRK/2019 concerning the Higher Education Curriculum for the Master of Forestry Program Referring to KKNi and SNIKTI Faculty of Forestry USU 4. USU Chancellor Decree Number 1400/UN5.1.R/SK/ PRS/2018 concerning the Establishment of a Master of Forestry Study Program at the Faculty of Forestry USU 5. Decree of the Chancellor of USU Number 2180/UN5.1.R/SK/HR/2019 concerning the Appointment of the Chairperson and Secretary of the Forestry Master Study Program at the Faculty of Forestry USU 2019-2022 6. USU Rector Regulation Number 06 of 2017 concerning Academic Regulations for Masters and Doctoral Programs at the Universitas Sumatera Utara 7. Academic Calendar for the Current Academic Year 	<ol style="list-style-type: none"> 1. HIGH SCHOOL / D3 / S1; 2. Computer literate; 3. Have simple data processing skills; 4. Know the tasks and functions of Academic systems and procedures; 5. Know the tasks and functions of the report-making mechanism; 6. Have good communication skills with good language.
LINKAGE	EQUIPMENT / SUPPLIES
<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1. Computer 2. Printer
WARNING	RECORDING AND DATA COLLECTION
<ol style="list-style-type: none"> 1. The implementation of activities must refer to the Rector's Regulations 2. If the treatment of academic services is not done well, the service function is not achieved, the good name of the agency is not good. 	<ol style="list-style-type: none"> 1. Recording and Data Collection is carried out by the Administration Section

NO	ACTIVITY	EXECUTOR				STANDARD QUALITY			DESCRIPTION
		STUDENTS	ADMINISTRATI ON SECTION	CAPRODI/ SESPRODI	DEAN	COMPLETION	TIME	OUTPUT	
1	Drafted a letter for the BDH, MNH, THH, and KSH Departments requesting courses, course coordinators, and course coordinators. team teaching.					Cover Letter	10 Minutes	Courses offered	
2	Write letters to the BDH, MNH, THH, and KSH Departments requesting courses, coordinator courses, and team teaching.			←		Cover Letter	10 Minutes	Courses offered	
2	Choosing courses that desired as offered by the study program.		←			Provisional Schedule	10 Minutes	Selected courses	
3	Make a lecture schedule as a concept from the study program secretary and student course choices along with a cover letter for the lecture schedule.			↓		Course schedule and cover letter	15 Minutes	Course schedule and cover letter	
4	Check and initial				↓	Course schedule and cover letter	5 Minutes	Course schedule and cover letter that has been initialed	Adjusted to the presence of faculty leaders
5	Check and sign letters					Course schedule and cover letter	5 Minutes	Course schedule and signed cover letter	Adjusted to the presence of faculty leaders
6	Affix a letter number and stamp to the letter if it has been signed.			←		Course schedule and cover letter	5 Minutes	Class schedule and stamped cover letter	
7	Announcement of Lecture Schedule and Delivery of Lecture Schedule to Lecturer.					Course schedule and cover letter	15 Minutes	Course schedule and cover letter ready to be sent	



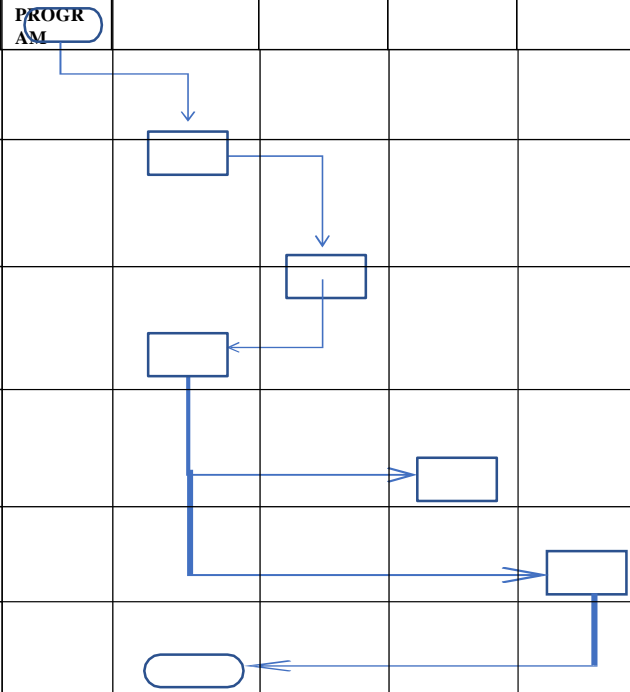
**FORESTRY MASTER STUDY PROGRAM
USU FACULTY OF FORESTRY**

Standard Operating Procedure (SOP)
Administration

SOP NUMBER	E
DATE UPDATE	April 17, 2022
REVISION DATE	-
EFFECTIVE DATE	-
APPROVED BY	 Chair,  Dr. Samsuri, S.Hut., M.Si. NIP: 197401092000031002
SOP TITLE	Procedures for Making Minutes (BA), and Midterm Exam Schedule (UTS)

LEGAL BASIS	IMPLEMENTER QUALIFICATIONS
<ol style="list-style-type: none"> Indonesian Law No. 20/2003 on the National Education System Government Regulation No. 4 of 2014 on the Implementation of Higher Education and Management of Higher Education USU Chancellor's Decree Number 1081/UN5.1.R/SK/KRK/2019 concerning the Higher Education Curriculum for the Master of Forestry Program Referring to KKNi and SNIKTI Faculty of Forestry USU USU Chancellor Decree Number 1400/UN5.1.R/SK/ PRS/2018 concerning the Establishment of a Master of Forestry Study Program at the Faculty of Forestry USU Decree of the Chancellor of USU Number 2180/UN5.1.R/SK/HR/2019 concerning the Appointment of the Chairperson and Secretary of the Forestry Master Study Program at the Faculty of Forestry USU 2019-2022 USU Rector Regulation Number 06 of 2017 concerning Academic Regulations for Masters and Doctoral Programs at the Universitas Sumatera Utara Academic Calendar for the Current Academic Year 	<ol style="list-style-type: none"> HIGH SCHOOL / D3 / S1; Computer literate; Have simple data processing skills; Know the tasks and functions of Academic systems and procedures; Know the tasks and functions of the report-making mechanism; Have good communication skills with good language.
LINKAGE	EQUIPMENT / SUPPLIES
<ol style="list-style-type: none"> 	<ol style="list-style-type: none"> Computer Printer
WARNING	RECORDING AND DATA COLLECTION
<ol style="list-style-type: none"> The implementation of activities must refer to the Rector's Regulations If the treatment of academic services is not done well, the service function is not achieved, the good name of the agency is not good. 	<ol style="list-style-type: none"> Recording and Data Collection is carried out by the Administration Section


NO	ACTIVITY	EXECUTOR					STANDARD QUALITY			DESCRIPTION
		SECRETARY OF THE STUDY PROGRAM	ADMINISTRASI	KAPRODI	STUDENTS	COURSE LECTURER	COMPLETION	TIME	OUTPUT	
1	Draft cover letter, BA, Schedule, UTS						Concept sheet	10 Minutes	Draft letter, BA, and UTS Schedule	
2	Receive draft and make cover letter, BA, and UTS Schedule						Concept sheet	15 Minutes	Cover Letter, BA, and Test Schedule	
3	Check and sign letters						Cover Letter, BA, and Test Schedule	5 Minutes	Signed Cover Letter, BA, and UTS Schedule	Adjusted to the presence of the leader faculty
4	Affixing the letter number and stamp to the letter if it has been signed.						Cover Letter, BA, and Test Schedule	5 Minutes	Signed Cover Letter, BA, and UTS Schedule	
5	Announcement of UTS Schedule						UAS Schedule	5 Minutes	Signed UTS schedule	
6	Retrieval/Delivery of letters, Schedules, and BA UTS						Cover Letter, BA, and Test Schedule	5 Minutes	Signed Cover Letter, BA, and UTS Schedule	
7	Receive BA UTS						BA UTS Form	5 Minutes	BA UTS that has been filled out	





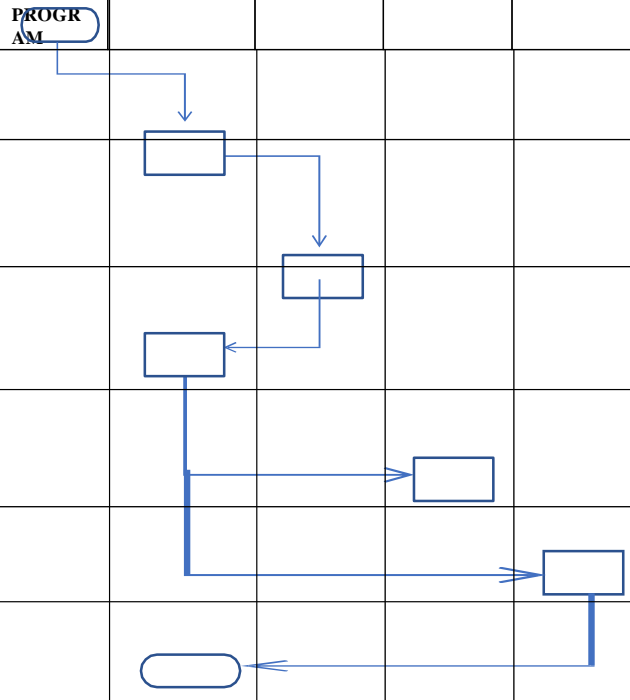
**FORESTRY MASTER STUDY PROGRAM
USU FACULTY OF FORESTRY**

Standard Operating Procedure (SOP)
Administration

SOP NUMBER	F
DATE UPDATE	April 17, 2022
REVISION DATE	-
EFFECTIVE DATE	-
APPROVED BY	<p align="center">Chair,</p>  <p align="center">Dr. Samsuri, S.Hut., M.Si. NIP: 197401092000031002</p>
SOP TITLE	Procedure for Making Minutes (BA), Schedule of Final Semester Examination (UAS), and UAS Results

LEGAL BASIS	IMPLEMENTER QUALIFICATIONS
<ol style="list-style-type: none"> Indonesian Law No. 20/2003 on the National Education System Government Regulation No. 4 of 2014 on the Implementation of Higher Education and Management of Higher Education USU Chancellor's Decree Number 1081/UN5.1.R/SK/KRK/2019 concerning the Higher Education Curriculum for the Master of Forestry Program Referring to KKNi and SNIKTI Faculty of Forestry USU USU Chancellor Decree Number 1400/UN5.1.R/SK/ PRS/2018 concerning the Establishment of a Master of Forestry Study Program at the Faculty of Forestry USU Decree of the Chancellor of USU Number 2180/UN5.1.R/SK/HR/2019 concerning the Appointment of the Chairperson and Secretary of the Forestry Master Study Program at the Faculty of Forestry USU 2019-2022 USU Rector Regulation Number 06 of 2017 concerning Academic Regulations for Masters and Doctoral Programs at the Universitas Sumatera Utara Academic Calendar for the Current Academic Year 	<ol style="list-style-type: none"> HIGH SCHOOL / D3 / S1; Computer literate; Have simple data processing skills; Know the tasks and functions of Academic systems and procedures; Know the tasks and functions of the report-making mechanism; Have good communication skills with good language.
LINKAGE	EQUIPMENT / SUPPLIES
<ol style="list-style-type: none"> 	<ol style="list-style-type: none"> Computer Printer
WARNING	RECORDING AND DATA COLLECTION
<ol style="list-style-type: none"> The implementation of activities must refer to the Rector's Regulations If the treatment of academic services is not done well, the service function is not achieved, the good name of the agency is not good. 	<ol style="list-style-type: none"> Recording and Data Collection is carried out by the Administration Section

NO	ACTIVITY	EXECUTOR					STANDARD QUALITY			DESCRIPTION
		SECRETARY OF THE STUDY PROGRAM	ADMINISTRASI	KAPRODI	STUDENTS	COURSE LECTURER	COMPLETION	TIME	OUTPUT	
1	Draft cover letter, BA, schedule, and UAS form						Concept sheet	10 Minutes	Draft letter, BA, and UAS Schedule	
2	Receive draft and make cover letter, BA, and UAS Schedule						Concept sheet	15 Minutes	Cover Letter, BA, and UAS Schedule	
3	Check and sign letters						Cover Letter, BA, and UAS Schedule	5 Minutes	Signed Cover Letter, BA, and UAS Schedule	Adjusted to the presence of the leader faculty
4	Affixing the letter number and stamp to the letter if it has been signed.						Cover Letter, BA, and UAS Schedule	5 Minutes	Signed Cover Letter, BA, and UAS Schedule	
5	Announcement of UAS Schedule						UAS Schedule	5 Minutes	Signed UAS schedule	
6	Retrieval / Delivery of letters, Schedules, BA UAS and UAS Value Forms						Cover Letter, BA, and UAS Schedule	5 Minutes	Signed Cover Letter, BA, and UAS Schedule	
7	Receive UAS results						UAS Grade Form	5 Minutes	Completed UAS Grade Form	












**FORESTRY MASTER STUDY PROGRAM
USU FACULTY OF FORESTRY**

Standard Operating Procedure (SOP)

Administration

SOP NUMBER	G
DATE UPDATE	April 17, 2022
REVISION DATE	-
EFFECTIVE DATE	-
APPROVED BY	Chair,  Dr. Samsuri, S.Hut., M.Si. NIP: 197401092000031002
SOP TITLE	Procedure for Making Decree for Lecturers Teaching Courses


LEGAL BASIS	IMPLEMENTER QUALIFICATIONS
<ol style="list-style-type: none"> Indonesian Law No. 20/2003 on the National Education System Government Regulation No. 4 of 2014 on the Implementation of Higher Education and Management of Higher Education USU Chancellor's Decree Number 1081/UN5.1.R/SK/KRK/2019 concerning the Higher Education Curriculum for the Master of Forestry Program Referring to KKNi and SNIKTI Faculty of Forestry USU USU Chancellor Decree Number 1400/UN5.1.R/SK/ PRS/2018 concerning the Establishment of a Master of Forestry Study Program at the Faculty of Forestry USU Decree of the Chancellor of USU Number 2180/UN5.1.R/SK/HR/2019 concerning the Appointment of the Chairperson and Secretary of the Forestry Master Study Program at the Faculty of Forestry USU 2019-2022 USU Rector Regulation Number 06 of 2017 concerning Academic Regulations for Masters and Doctoral Programs at the Universitas Sumatera Utara Academic Calendar for the Current Academic Year 	<ol style="list-style-type: none"> HIGH SCHOOL / D3 / S1; Computer literate; Have simple data processing skills; Know the tasks and functions of Academic systems and procedures; Know the tasks and functions of the report-making mechanism; Have good communication skills with good language.
LINKAGE	EQUIPMENT / SUPPLIES
<ol style="list-style-type: none"> 	<ol style="list-style-type: none"> Computer Printer
WARNING	RECORDING AND DATA COLLECTION
<ol style="list-style-type: none"> The implementation of activities must refer to the Rector's Regulations If the treatment of academic services is not done well, the service function is not achieved, the good name of the agency is not good. 	<ol style="list-style-type: none"> Recording and Data Collection is carried out by the Administration Section

NO	ACTIVITY	EXECUTOR				STANDARD QUALITY			DESCRIPTION
		SESPRODI	ADMINISTRATI ON SECTION	KAPRODI	DEAN	COMPLETION	TIME	OUTPUT	
1	Draft course lecturer decree.					Lecturer Decree Concept Sheet	10 Minutes	Draft of Lecturer Decree	
2	Decree on Lecturers Teaching the Course					Lecturer Decree Concept Sheet	10 Minutes	Lecturer Decree	
3	Check and initial					Lecturer Decree	5 Minutes	Lecturer Decree	Adjusted to the presence of the leader faculty
4	Check and sign the decree					Lecturer Decree	5 Minutes	Lecturer Decree	Adjusted to the presence of faculty leaders
5	Affixing the SK number and stamp on the SK if it has been signed.					Lecturer Decree	5 Minutes	Signed lecturer decree	
6	Send the Lecturer Decree to the lecturer concerned					Lecturer Decree	5 Minutes	Lecturer Decree that has been stamped	


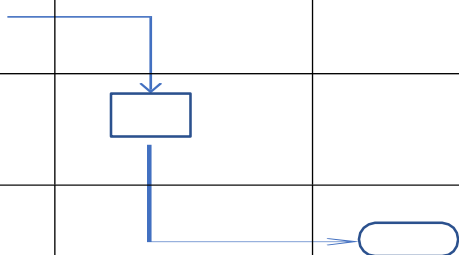



**FORESTRY MASTER STUDY PROGRAM
USU FACULTY OF FORESTRY**

Standard Operating Procedure (SOP)
Administration

SOP NUMBER	H
DATE UPDATE	April 17, 2022
REVISION DATE	-
EFFECTIVE DATE	-
APPROVED BY	 Chair, Dr. Samsuri S. Hut., M.Si. NIP: 197401092000031002
SOP TITLE	Procedure for Uploading UAS Results to the Academic Information System (AIS)


LEGAL BASIS	IMPLEMENTER QUALIFICATIONS
1. Indonesian Law No. 20/2003 on the National Education System 2. Government Regulation No. 4 of 2014 on the Implementation of Higher Education and Management of Higher Education 3. USU Chancellor's Decree Number 1081/UN5.1.R/SK/KRK/2019 concerning the Higher Education Curriculum for the Master of Forestry Program Referring to KKNi and SNIKTI Faculty of Forestry USU 4. USU Chancellor Decree Number 1400/UN5.1.R/SK/ PRS/2018 concerning the Establishment of a Master of Forestry Study Program at the Faculty of Forestry USU 5. Decree of the Chancellor of USU Number 2180/UN5.1.R/SK/HR/2019 concerning the Appointment of the Chairperson and Secretary of the Forestry Master Study Program at the Faculty of Forestry USU 2019-2022 6. USU Rector Regulation Number 06 of 2017 concerning Academic Regulations for Masters and Doctoral Programs at the Universitas Sumatera Utara 7. Academic Calendar for the Current Academic Year	1. HIGH SCHOOL / D3 / S1; 2. Computer literate; 3. Have simple data processing skills; 4. Know the tasks and functions of Academic systems and procedures; 5. Know the tasks and functions of the report-making mechanism; 6. Have good communication skills with good language.
LINKAGE	EQUIPMENT / SUPPLIES
1.	1. Computer 2. Printer
WARNING	RECORDING AND DATA COLLECTION
1. The implementation of activities must refer to the Rector's Regulations 2. If the treatment of academic services is not carried out properly, the service function is not achieved, the good name of the agency is not good.	1. Recording and Data Collection is carried out by the Administration Section

NO	ACTIVITY	EXECUTOR			STANDARD QUALITY			DESCRIPTION
		CAPRODI/ SESPRODI	ADMINISTRATIO NSECTION/ SIA OPERATOR	INTERNET/ WEBSITE	COMPLETION	TIME	OUTPUT	
1	Checking/verifying grades sent by Lecturers				UAS Grade Form	10 Minutes	Final exam results	
2	Uploading UAS grades				UAS Grade Form	20 Minutes	UAS results in SIA	
3	Accessible to students					Final exam score	5 Minutes	Display on SIA Website








**FORESTRY MASTER STUDY PROGRAM
USU FACULTY OF FORESTRY**

Standard Operating Procedure (SOP)
Administration

SOP NUMBER	I
DATE UPDATE	April 17, 2022
REVISION DATE	-
EFFECTIVE DATE	-
APPROVED BY	 Chair, Dr. Samsuri S. Hut., M.Si. NIP: 197401092000031002
SOP TITLE	Procedure for Making Study Result Card (KHS)


LEGAL BASIS	IMPLEMENTER QUALIFICATIONS
1. Indonesian Law No. 20/2003 on the National Education System 2. Government Regulation No. 4 of 2014 on the Implementation of Higher Education and Management of Higher Education 3. USU Chancellor's Decree Number 1081/UN5.1.R/SK/KRK/2019 concerning the Higher Education Curriculum for the Master of Forestry Program Referring to KKNi and SNIKTI Faculty of Forestry USU 4. USU Chancellor Decree Number 1400/UN5.1.R/SK/ PRS/2018 concerning the Establishment of a Master of Forestry Study Program at the Faculty of Forestry USU 5. Decree of the Chancellor of USU Number 2180/UN5.1.R/SK/HR/2019 concerning the Appointment of the Chairperson and Secretary of the Forestry Master Study Program at the Faculty of Forestry USU 2019-2022 6. USU Rector Regulation Number 06 of 2017 concerning Academic Regulations for Masters and Doctoral Programs at the Universitas Sumatera Utara 7. Academic Calendar for the Current Academic Year	1. HIGH SCHOOL / D3 / S1; 2. Computer literate; 3. Have simple data processing skills; 4. Know the tasks and functions of Academic systems and procedures; 5. Know the tasks and functions of the report-making mechanism; 6. Have good communication skills with good language.
LINKAGE	EQUIPMENT / SUPPLIES
1.	1. Computer 2. Printer
WARNING	RECORDING AND DATA COLLECTION
1. The implementation of activities must refer to the Rector's Regulations 2. If the treatment of academic services is not carried out properly, the service function is not achieved, the good name of the agency is not good.	1. Recording and Data Collection is carried out by the Administration Section

NO	ACTIVITY	EXECUTOR				STANDARD QUALITY			DESCRIPTION
		ADMINISTRATIO N SECTION/ SIA OPERATOR	SESPRODI	KAPRODI	STUDENTS	COMPLETION	TIME	OUTPUT	
1	Retrieve study result data from the SIA and print it on special KHS paper.					Computer	10 Minutes	Final exam results	Customized with internet network
2	Checking/emphasizing the printed results					KHS sheet	5 Minutes	KHS sheet	
3	Check and sign KHS						5 Minutes	KHS sheet	Adjusted to the presence of the leader faculty
4	Receive the signed KHS					KHS sheet	5 Minutes	KHS sheet that has been signed handle	
5	Send the signed and stamped KHS to the person concerned.					KHS sheet	5 Minutes	KHS sheet that has been signed handle	









**FORESTRY MASTER STUDY PROGRAM
USU FACULTY OF FORESTRY**

Standard Operating Procedure (SOP)
Administration

SOP NUMBER	J
DATE UPDATE	April 17, 2022
REVISION DATE	-
EFFECTIVE DATE	-
APPROVED BY	Chair,  Dr. Samsuri, S.Hut., M.Si. NIP: 197401092000031002
SOP TITLE	Procedure for Making Lecturer Workload Decree



LEGAL BASIS	IMPLEMENTER QUALIFICATIONS
<ol style="list-style-type: none"> Indonesian Law No. 20/2003 on the National Education System Government Regulation No. 4 of 2014 on the Implementation of Higher Education and Management of Higher Education USU Chancellor's Decree Number 1081/UN5.1.R/SK/KRK/2019 concerning the Higher Education Curriculum for the Master of Forestry Program Referring to KKNi and SNIKTI Faculty of Forestry USU USU Chancellor Decree Number 1400/UN5.1.R/SK/ PRS/2018 concerning the Establishment of a Master of Forestry Study Program at the Faculty of Forestry USU Decree of the Chancellor of USU Number 2180/UN5.1.R/SK/HR/2019 concerning the Appointment of the Chairperson and Secretary of the Forestry Master Study Program at the Faculty of Forestry USU 2019-2022 USU Rector Regulation Number 06 of 2017 concerning Academic Regulations for Masters and Doctoral Programs at the Universitas Sumatera Utara Academic Calendar for the Current Academic Year 	<ol style="list-style-type: none"> HIGH SCHOOL / D3 / S1; Computer literate; Have simple data processing skills; Know the tasks and functions of Academic systems and procedures; Know the tasks and functions of the report-making mechanism; Have good communication skills with good language.
LINKAGE	EQUIPMENT / SUPPLIES
<ol style="list-style-type: none"> 	<ol style="list-style-type: none"> Computer Printer
WARNING	RECORDING AND DATA COLLECTION
<ol style="list-style-type: none"> The implementation of activities must refer to the Rector's Regulations If the treatment of academic services is not carried out properly, the service function is not achieved, the good name of the agency is not good. 	<ol style="list-style-type: none"> Recording and Data Collection is carried out by the Administration Section

NO	ACTIVITY	EXECUTOR				STANDARD QUALITY			DESCRIPTION
		SESPRODI	ADMINISTRATI ON SECTION	KAPRODI	DEAN	COMPLETION	TIME	OUTPUT	
1	Draft Lecturer Workload Decree					Lecturer Workload Decree Concept Sheet	10 Minutes	Lecturer Workload Decree Draft	
2	Make Lecturer Workload Decree					Concept Sheet Lecturer Workload Decree	10 Minutes	Lecturer Workload Decree	
3	Check and initial					Lecturer Workload Decree	5 Minutes	Lecturer Workload Decree	Adjusted to the presence of the leader faculty
4	Check and sign the decree					Lecturer Workload Decree	5 Minutes	Lecturer Workload Decree	Adjusted to the presence of faculty leaders
5	Affixing the SK number and stamp on the SK if it has been signed.					Lecturer Workload Decree	5 Minutes	Signed Lecturer Workload Decree	
6	Send Lecturer Workload Decree to the lecturer concerned					Lecturer Workload Decree	5 Minutes	Lecturer Workload Decree that has been stamped	








**FORESTRY MASTER STUDY PROGRAM
USU FACULTY OF FORESTRY**

Standard Operating Procedure (SOP)
Academic Affairs

SOP NUMBER	K
DATE UPDATE	April 17, 2022
REVISION DATE	-
EFFECTIVE DATE	-
APPROVED BY	 Chair,  Dr. Samsuri, S.Hut., M.Si. NIP: 197401092000031002
SOP TITLE	Permit Cover Letter Application Procedure Research

LEGAL BASIS	IMPLEMENTER QUALIFICATIONS
<ol style="list-style-type: none"> 1. Indonesian Law No. 20/2003 on the National Education System 2. Government Regulation No. 4 of 2014 on the Implementation of Higher Education and Management of Higher Education 3. USU Chancellor's Decree Number 1081/UN5.1.R/SK/KRK/2019 concerning the Higher Education Curriculum for the Master of Forestry Program Referring to KKNJ and SNDIKTI Faculty of Forestry USU 4. USU Chancellor Decree Number 1400/UN5.1.R/SK/PRS/2018 concerning the Establishment of a Master of Forestry Study Program at the Faculty of Forestry USU 5. Decree of the Chancellor of USU Number 2180/UN5.1.R/SK/HR/2019 concerning the Appointment of the Head and Secretary of the Master of Forestry Study Program at the Faculty of Forestry USU in 2019-2022 6. USU Rector Regulation Number 06 of 2017 concerning Academic Regulations for Masters and Doctoral Programs at the Universitas Sumatera Utara 7. Academic Calendar for the Current Academic Year 	<ol style="list-style-type: none"> 1. HIGH SCHOOL / D3 / S1; 2. Computer literate; 3. Have simple data processing skills; 4. Know the tasks and functions of Academic systems and procedures; 5. Know the tasks and functions of the report-making mechanism; 6. Have good communication skills with good language.
LINKAGE	EQUIPMENT / SUPPLIES
<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1. Computer 2. Printer
WARNING	RECORDING AND DATA COLLECTION
<ol style="list-style-type: none"> 1. The implementation of activities must refer to the Rector's Regulations 2. If the treatment of academic services is not carried out properly, the service function is not achieved, the good name of the agency is not good. 	<ol style="list-style-type: none"> 1. Recording and Data Collection is carried out by the Administration Section

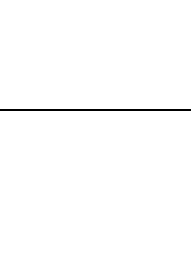
NO	ACTIVITY	EXECUTOR				STANDARD QUALITY			DESCRIPTION
		STUDENTS	ADMINISTR ATION SECTION	CAPRODI/ SESPRODI	DEAN	COMPLETION	TIME	OUTPUT	
1	Students fill in the research letter form provided by the academic staff;					Service Book for making research letters	5 Minutes	Completed mail order form/sheet	Research permit
2	Academic staff make a cover letter based on the application from the student and checked;					Completed mail order form/sheet	10 Minutes	Research letter / certificate	
3	Checking the certificate and requesting the Kaprodi/Sesprodi to sign it.					Research letter / certificate	5 Minutes	Research letter / certificate has been checked and initialed	Adjusted to the presence of faculty leaders
4	Checking and signing letters;					Research letter / certificate has been checked and initialed	5 Minutes	Signed research letter/certificate	Adjusted to the presence of faculty leaders
5	Affixing the letter number and stamp to the letter when it has been signed.					Signed research letter/certificate	5 Minutes	Signed research letter/certificate	Adjusted to the presence of faculty leaders
6	Mail retrieval					Signed research letter/certificate	3 Minutes	Signed research letter/certificate and labeled	









**FORESTRY MASTER STUDY PROGRAM
USU FACULTY OF FORESTRY**

Standard Operating Procedure (SOP)

Administration

SOP NUMBER	L
DATE UPDATE	April 17, 2022
REVISION DATE	-
EFFECTIVE DATE	-
APPROVED BY	Chair,  Dr. Samsuri, S.Hut., M.Si. NIP: 197401092000031002
SOP TITLE	Procedure for Submission of Supervisor Decree and Proposal Title


LEGAL BASIS	IMPLEMENTER QUALIFICATIONS
<ol style="list-style-type: none"> 1. Indonesian Law No. 20/2003 on the National Education System 2. Government Regulation No. 4 of 2014 on the Implementation of Higher Education and Management of Higher Education 3. USU Chancellor's Decree Number 1081/UN5.1.R/SK/KRK/2019 concerning the Higher Education Curriculum for the Master of Forestry Program Referring to KKNi and SNIKTI Faculty of Forestry USU 4. USU Chancellor Decree Number 1400/UN5.1.R/SK/PRS/2018 concerning the Establishment of a Master of Forestry Study Program at the Faculty of Forestry USU 5. Decree of the Chancellor of USU Number 2180/UN5.1.R/SK/HR/2019 concerning the Appointment of the Head and Secretary of the Master of Forestry Study Program at the Faculty of Forestry USU in 2019-2022 6. USU Rector Regulation Number 06 of 2017 concerning Academic Regulations for Masters and Doctoral Programs at the Universitas Sumatera Utara 7. Academic Calendar for the Current Academic Year 	<ol style="list-style-type: none"> 1. HIGH SCHOOL / D3 / S1; 2. Computer literate; 3. Have simple data processing skills; 4. Know the tasks and functions of Academic systems and procedures; 5. Know the tasks and functions of the report-making mechanism; 6. Have good communication skills with good language.
LINKAGE	EQUIPMENT / SUPPLIES
<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1. Computer 2. Printer
WARNING	RECORDING AND DATA COLLECTION
<ol style="list-style-type: none"> 1. The implementation of activities must refer to the Rector's Regulations 2. If the treatment of academic services is not carried out properly, the service function is not achieved, the good name of the agency is not good. 	<ol style="list-style-type: none"> 1. Recording and Data Collection is carried out by the Administration Section

NO	ACTIVITY	EXECUTOR				STANDARD QUALITY			DESCRIPTION
		STUDENTS	ADMINISTRATI ON SECTION	CAPRODI/ SESPRODI	DEAN	COMPLETION	TIME	OUTPUT	
1	Fill out the application form for SK Supervisor and Proposal Title (attach a photocopy of proof of SPP for the current academic year)					Application form/sheet	5 Minutes	Application form/sheet	
2	Receive the application form for SK Supervisor and Proposal Title and photocopy of proof of SPP for the current academic year.					Application form/sheet	5 Minutes	Application form/sheet	
3	Receive and check and initial			No as per		Application form/sheet	10 Minutes	Application form/sheet	Adjusted to the presence of faculty leaders
4	Make a Supervisor Decree			as per		Application form/sheet	15 Minutes	Supervisor Decree	
5	Check and sign letters					Supervisor Decree	10 Minutes	Supervisor Decree that has been signed	Adjusted to the presence of faculty leaders
6	Affix a letter number and stamp to the letter if it has been signed.					Supervisor Decree that has been signed	5 Minutes	Supervisor Decree that has been signed and stamped	
7	SK Retrieval					Supervisor Decree that has been signed and stamped	3 Minutes	Supervisor Decree that has been signed and stamped	









**FORESTRY MASTER STUDY PROGRAM
USU FACULTY OF FORESTRY**

Standard Operating Procedure (SOP)
Administration

SOP NUMBER	M
DATE UPDATE	April 17, 2022
REVISION DATE	-
EFFECTIVE DATE	-
APPROVED BY	Chair,  Dr. Samsuri, S.Hut., M.Si. NIP: 197401092000031002
SOP TITLE	Procedure for Submission of Draft Proposal for Research Proposal Examiner Decree

LEGAL BASIS	IMPLEMENTER QUALIFICATIONS
<ol style="list-style-type: none"> 1. Indonesian Law No. 20/2003 on the National Education System 2. Government Regulation No. 4 of 2014 on the Implementation of Higher Education and Management of Higher Education 3. USU Chancellor's Decree Number 1081/UN5.1.R/SK/KRK/2019 concerning the Higher Education Curriculum for the Master of Forestry Program Referring to KKNi and Sndikti Faculty of Forestry USU 4. USU Chancellor Decree Number 1400/UN5.1.R/SK/PRS/2018 concerning the Establishment of a Master of Forestry Study Program at the Faculty of Forestry USU 5. Decree of the Chancellor of USU Number 2180/UN5.1.R/SK/HR/2019 concerning the Appointment of the Head and Secretary of the Master of Forestry Study Program at the Faculty of Forestry USU in 2019-2022 6. USU Rector Regulation Number 06 of 2017 concerning Academic Regulations for Masters and Doctoral Programs at the Universitas Sumatera Utara 7. Academic Calendar for the Current Academic Year 	<ol style="list-style-type: none"> 1. HIGH SCHOOL / D3 / S1; 2. Computer literate; 3. Have simple data processing skills; 4. Know the tasks and functions of Academic systems and procedures; 5. Know the tasks and functions of the report-making mechanism; 6. Have good communication skills with good language.
LINKAGE	EQUIPMENT / SUPPLIES
<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1. Computer 2. Printer
WARNING	RECORDING AND DATA COLLECTION
<ol style="list-style-type: none"> 1. The implementation of activities must refer to the Rector's Regulations 2. If the treatment of academic services is not carried out properly, the service function is not achieved, the good name of the agency is not good. 	<ol style="list-style-type: none"> 1. Recording and Data Collection is carried out by the Administration Section


NO	ACTIVITY	EXECUTOR				STANDARD QUALITY			DESCRIPTION
		STUDENTS	ADMINISTR ATION SECTION	CAPRODI / SESPRODI	DEAN	COMPLETION	TIME	OUTPUT	
1	Fill out the research proposal examination application form (attach a photocopy of the draft proposal / guidance book, and other requirements)					Application form/sheet	5 Minutes	Application form/sheet	
2	Receive the research proposal examination application form and make a Research Proposal Examiner Decree					Application form/sheet	5 Minutes	Examiner's Decree	
3	Receive, check, and initial					Examiner's Decree	5 Minutes	Examiner's Decree	Adjusted for attendance faculty leader
4	Check and sign the decree					Examiner's Decree	10 Minutes	Testers' Decree that has been signed	Adjusted to the presence of faculty leaders
5	Affixing the SK number and stamp if it has been signed					Testers' Decree that has been signed	5 Minutes	Examiner Decree that has been signed and stamped	
6	SK Retrieval					Examiner Decree that has been signed and stamped	3 Minutes	Examiner Decree that has been signed and stamped	









**FORESTRY MASTER STUDY PROGRAM
USU FACULTY OF FORESTRY**

Standard Operating Procedure (SOP)

Administration

SOP NUMBER	N
DATE UPDATE	April 17, 2022
REVISION DATE	-
EFFECTIVE DATE	-
APPROVED BY	<p align="center">Chair,</p>  <p align="center">Dr. Samsuri, S.Hut., M.Si. NIP: 197401092000031002</p>
SOP TITLE	Procedure for Making Invitation Letter for Research Proposal Examination


LEGAL BASIS	IMPLEMENTER QUALIFICATIONS
<ol style="list-style-type: none"> 1. Indonesian Law No. 20/2003 on the National Education System 2. Government Regulation No. 4 of 2014 on the Implementation of Higher Education and Management of Higher Education 3. USU Chancellor's Decree Number 1081/UN5.1.R/SK/KRK/2019 concerning the Higher Education Curriculum for the Master of Forestry Program Referring to KKNJ and SNDIKTI Faculty of Forestry USU 4. USU Chancellor Decree Number 1400/UN5.1.R/SK/PRS/2018 concerning the Establishment of a Master of Forestry Study Program at the Faculty of Forestry USU 5. Decree of the Chancellor of USU Number 2180/UN5.1.R/SK/HR/2019 concerning the Appointment of the Chairperson and Secretary of the Forestry Master Study Program at the Faculty of Forestry USU 2019-2022 6. USU Rector Regulation Number 06 of 2017 concerning Academic Regulations for Masters and Doctoral Programs at the Universitas Sumatera Utara 7. Academic Calendar for the Current Academic Year 	<ol style="list-style-type: none"> 1. HIGH SCHOOL / D3 / S1; 2. Computer literate; 3. Have simple data processing skills; 4. Know the tasks and functions of Academic systems and procedures; 5. Know the tasks and functions of the report-making mechanism; 6. Have good communication skills with good language.
LINKAGE	EQUIPMENT / SUPPLIES
<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1. Computer 2. Printer
WARNING	RECORDING AND DATA COLLECTION
<ol style="list-style-type: none"> 1. The implementation of activities must refer to the Rector's Regulations 2. If the treatment of academic services is not carried out properly, the service function is not achieved, the good name of the agency is not good. 	<ol style="list-style-type: none"> 1. Recording and Data Collection is carried out by the Administration Section

NO	ACTIVITY	EXECUTOR				STANDARD QUALITY			DESCRIPTION
		STUDENTS	ADMINISTRATI ON SECTION	CAPRODI/ SESPRODI	DOSEN/TESTO R	COMPLETION	TIME	OUTPUT	
1	Fill out a research proposal examination application form that has been approved by the supervisor					Application form/sheet	5 Minutes	Application form/sheet	
2	Receive the research proposal examination application form, and type the invitation.					Application form/sheet	10 Minutes	Exam Invitation	
3	Receive, check, and sign the exam invitation					Exam Invitation	5 Minutes	Exam Invitation	Adjusted for attendance faculty leader
4	Affixing the letter number and stamp to the invitation if it has been signed.					Signed Exam Invitation	5 Minutes	Exam Invitations have been signed and stamped	
5	Send out invitations					Exam Invitations have been signed and stamped	10 Minutes	Exam Invitations have been signed and stamped	









**FORESTRY MASTER STUDY PROGRAM
USU FACULTY OF FORESTRY**

Standard Operating Procedure (SOP)
Administration

SOP NUMBER	O
DATE UPDATE	April 17, 2022
REVISION DATE	-
EFFECTIVE DATE	-
APPROVED BY	Chair,  Dr. Samsuri, S.Hut., M.Si. NIP: 197401092000031002
SOP TITLE	Proposal Submission Procedure for Result Seminar Examination Examiner Decree

LEGAL BASIS	IMPLEMENTER QUALIFICATIONS
<ol style="list-style-type: none"> 1. Indonesian Law No. 20/2003 on the National Education System 2. Government Regulation No. 4 of 2014 on the Implementation of Higher Education and Management of Higher Education 3. USU Chancellor's Decree Number 1081/UN5.1.R/SK/KRK/2019 concerning the Higher Education Curriculum for the Master of Forestry Program Referring to KKNJ and SNDIKTI Faculty of Forestry USU 4. USU Chancellor Decree Number 1400/UN5.1.R/SK/PRS/2018 concerning the Establishment of a Master of Forestry Study Program at the Faculty of Forestry USU 5. Decree of the Chancellor of USU Number 2180/UN5.1.R/SK/HR/2019 concerning the Appointment of the Head and Secretary of the Master of Forestry Study Program at the Faculty of Forestry USU in 2019-2022 6. USU Rector Regulation Number 06 of 2017 concerning Academic Regulations for Masters and Doctoral Programs at the Universitas Sumatera Utara 7. Academic Calendar for the Current Academic Year 	<ol style="list-style-type: none"> 1. HIGH SCHOOL / D3 / S1; 2. Computer literate; 3. Have simple data processing skills; 4. Know the tasks and functions of Academic systems and procedures; 5. Know the tasks and functions of the report-making mechanism; 6. Have good communication skills with good language.
LINKAGE	EQUIPMENT / SUPPLIES
<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1. Computer 2. Printer
WARNING	RECORDING AND DATA COLLECTION
<ol style="list-style-type: none"> 1. The implementation of activities must refer to the Rector's Regulations 2. If the treatment of academic services is not carried out properly, the service function is not achieved, the good name of the agency is not good. 	<ol style="list-style-type: none"> 1. Recording and Data Collection is carried out by the Administration Section


NO	ACTIVITY	EXECUTOR				STANDARD QUALITY			DESCRIPTION
		STUDENTS	ADMINISTRATI ON SECTION	CAPRODI/ SESPRODI	DEAN	COMPLETION	TIME	OUTPUT	
1	Fill out the application form for the results seminar exam (attach a photocopy of the proposal / guidance book, and requirements others)					Application form/sheet	5 Minutes	Application form/sheet	
2	Receive the request form for the results seminar exam and make the Decree of the Results Seminar Examiner					Application form/sheet	10 Minutes	Examiner's Decree	
3	Receive, check, and initial					Examiner's Decree	5 Minutes	Examiner's Decree	Adjusted for attendance faculty leader
4	Check and sign the decree					Examiner's Decree	10 Minutes	Testers' Decree that has been signed	Adjusted to the presence of faculty leaders
5	Affixing the SK number and stamp if it has been signed					Testers' Decree that has been signed	5 Minutes	Examiner Decree that has been signed and stamped	
6	SK Retrieval					Examiner Decree that has been signed and stamped	5 Minutes	Examiner Decree that has been signed and stamped	









**FORESTRY MASTER STUDY PROGRAM
USU FACULTY OF FORESTRY**

Standard Operating Procedure (SOP)

Administration

SOP NUMBER	P
DATE UPDATE	April 17, 2022
REVISION DATE	-
EFFECTIVE DATE	-
APPROVED BY	<p align="center">Chair,</p>  <p align="center">Dr. Samsuri, S.Hut., M.Si. NIP: 197401092000031002</p>
SOP TITLE	Procedure for Making Invitation Letter for Result Seminar Examination


LEGAL BASIS	IMPLEMENTER QUALIFICATIONS
<ol style="list-style-type: none"> 1. Indonesian Law No. 20/2003 on the National Education System 2. Government Regulation No. 4 of 2014 on the Implementation of Higher Education and Management of Higher Education 3. USU Chancellor's Decree Number 1081/UN5.1.R/SK/KRK/2019 concerning the Higher Education Curriculum for the Master of Forestry Program Referring to KKNJ and SNDIKTI Faculty of Forestry USU 4. USU Chancellor Decree Number 1400/UN5.1.R/SK/PRS/2018 concerning the Establishment of a Master of Forestry Study Program at the Faculty of Forestry USU 5. Decree of the Chancellor of USU Number 2180/UN5.1.R/SK/HR/2019 concerning the Appointment of the Head and Secretary of the Master of Forestry Study Program at the Faculty of Forestry USU in 2019-2022 6. USU Rector Regulation Number 06 of 2017 concerning Academic Regulations for Masters and Doctoral Programs at the Universitas Sumatera Utara 7. Academic Calendar for the Current Academic Year 	<ol style="list-style-type: none"> 1. HIGH SCHOOL / D3 / S1; 2. Computer literate; 3. Have simple data processing skills; 4. Know the tasks and functions of Academic systems and procedures; 5. Know the tasks and functions of the report-making mechanism; 6. Have good communication skills with good language.
LINKAGE	EQUIPMENT / SUPPLIES
<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1. Computer 2. Printer
WARNING	RECORDING AND DATA COLLECTION
<ol style="list-style-type: none"> 1. The implementation of activities must refer to the Rector's Regulations 2. If the treatment of academic services is not carried out properly, the service function is not achieved, the good name of the agency is not good. 	<ol style="list-style-type: none"> 1. Recording and Data Collection is carried out by the Administration Section

NO	ACTIVITY	EXECUTOR				STANDARD QUALITY			DESCRIPTION
		STUDENTS	ADMINISTR ATION SECTION	CAPRODI / SESPRODI	DOSEN/TESTO R	COMPLETION	TIME	OUTPUT	
1	Fill out the application form for the results seminar exam that has been approved by the supervisor					Application form/sheet	5 Minutes	Application form/sheet	
2	Receive the result seminar exam application form, and type the invitation.					Application form/sheet	10 Minutes	Exam Invitation	
3	Receive, check, and sign the exam invitation					Exam Invitation	5 Minutes	Exam Invitation	Adjusted for attendance faculty leader
4	Affixing the letter number and stamp to the invitation if it has been signed.					Signed Exam Invitation	5 Minutes	Exam Invitations have been signed and stamped	
5	Send out invitations					Exam Invitations have been signed and stamped	10 Minutes	Exam Invitations have been signed and stamped	









**FORESTRY MASTER STUDY PROGRAM
USU FACULTY OF FORESTRY**

Standard Operating Procedure (SOP)
Administration

SOP NUMBER	Q
DATE UPDATE	April 17, 2022
REVISION DATE	-
EFFECTIVE DATE	-
APPROVED BY	<p align="center">Chair,</p>  Dr. Samsuri, S.Hut., M.Si. NIP: 197401092000031002
SOP TITLE	Thesis Submission Procedure for Thesis Examination Examiner Decree

LEGAL BASIS	IMPLEMENTER QUALIFICATIONS
<ol style="list-style-type: none"> Indonesian Law No. 20/2003 on the National Education System Government Regulation No. 4 of 2014 on the Implementation of Higher Education and Management of Higher Education USU Chancellor's Decree Number 1081/UN5.1.R/SK/KRK/2019 concerning the Higher Education Curriculum for the Master of Forestry Program Referring to KKNi and SNIKTI Faculty of Forestry USU USU Chancellor Decree Number 1400/UN5.1.R/SK/PRS/2018 concerning the Establishment of a Master of Forestry Study Program at the Faculty of Forestry USU Decree of the Chancellor of USU Number 2180/UN5.1.R/SK/HR/2019 concerning the Appointment of the Chairperson and Secretary of the Forestry Master Study Program at the Faculty of Forestry USU 2019-2022 USU Rector Regulation Number 06 of 2017 concerning Academic Regulations for Masters and Doctoral Programs at the Universitas Sumatera Utara Academic Calendar for the Current Academic Year 	<p>7. HIGH SCHOOL / D3 / S1;</p> <ol style="list-style-type: none"> Computer literate; Have simple data processing skills; Know the tasks and functions of Academic systems and procedures; Know the tasks and functions of the report-making mechanism; Have good communication skills with good language.
LINKAGE	EQUIPMENT / SUPPLIES
<ol style="list-style-type: none"> 	<ol style="list-style-type: none"> Computer Printer
WARNING	RECORDING AND DATA COLLECTION
<ol style="list-style-type: none"> The implementation of activities must refer to the Rector's Regulations If the treatment of academic services is not carried out properly, the service function is not achieved, the good name of the agency is not good. 	<ol style="list-style-type: none"> Recording and Data Collection is carried out by the Administration Section


NO	ACTIVITY	EXECUTOR				STANDARD QUALITY			DESCRIPTION
		STUDENTS	ADMINISTRATI ON SECTION	CAPRODI/ SESPRODI	DEAN	COMPLETION	TIME	OUTPUT	
1	Fill out the thesis examination application form (attach a photocopy of the thesis / guidance book, and other requirements)						5		
2	Receive thesis examination application form and make thesis examination examiner decree.					Application form/sheet	10 Minutes	Examiner's Decree	
3	Receive, check, and initial					Examiner's Decree	5 Minutes	Examiner's Decree	Adjusted to the presence of the leader faculty
4	Check and sign the decree					Examiner's Decree	5 Minutes	Testers' Decree that has been signed	Adjusted to the presence of faculty leaders
5	Affixing the SK number and stamp if it has been signed					Testers' Decree that has been signed	5 Minutes	Examiner Decree that has been signed and stamped	
6	SK Retrieval					Examiner Decree that has been signed and stamped	3 Minutes	Examiner Decree that has been signed and stamped	









**FORESTRY MASTER STUDY PROGRAM
USU FACULTY OF FORESTRY**

Standard Operating Procedure (SOP)

Administration

SOP NUMBER	R
DATE UPDATE	April 17, 2022
REVISION DATE	-
EFFECTIVE DATE	-
APPROVED BY	<p align="center">Chair,</p>  Dr. Samsuri, S.Hut., M.Si. NIP: 197401092000031002
SOP TITLE	Procedure for Making Invitation Letter for Thesis Examination


LEGAL BASIS	IMPLEMENTER QUALIFICATIONS
<ol style="list-style-type: none"> 1. Indonesian Law No. 20/2003 on the National Education System 2. Government Regulation No. 4 of 2014 on the Implementation of Higher Education and Management of Higher Education 3. USU Chancellor's Decree Number 1081/UN5.1.R/SK/KRK/2019 concerning the Higher Education Curriculum for the Master of Forestry Program Referring to KKNJ and SNDIKTI Faculty of Forestry USU 4. USU Chancellor Decree Number 1400/UN5.1.R/SK/PRS/2018 concerning the Establishment of a Master of Forestry Study Program at the Faculty of Forestry USU 5. Decree of the Chancellor of USU Number 2180/UN5.1.R/SK/HR/2019 concerning the Appointment of the Chairperson and Secretary of the Forestry Master Study Program at the Faculty of Forestry USU 2019-2022 6. USU Rector Regulation Number 06 of 2017 concerning Academic Regulations for Masters and Doctoral Programs at the Universitas Sumatera Utara 7. Academic Calendar for the Current Academic Year 	<ol style="list-style-type: none"> 1. HIGH SCHOOL / D3 / S1; 2. Computer literate; 3. Have simple data processing skills; 4. Know the tasks and functions of Academic systems and procedures; 5. Know the tasks and functions of the report-making mechanism; 6. Have good communication skills with good language.
LINKAGE	EQUIPMENT / SUPPLIES
<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1. Computer 2. Printer
WARNING	RECORDING AND DATA COLLECTION
<ol style="list-style-type: none"> 1. The implementation of activities must refer to the Rector's Regulations 2. If the treatment of academic services is not carried out properly, the service function is not achieved, the good name of the agency is not good. 	<ol style="list-style-type: none"> 1. Recording and Data Collection is carried out by the Administration Section

NO	ACTIVITY	EXECUTOR				STANDARD QUALITY			DESCRIPTION
		STUDENTS	ADMINISTRATI ON SECTION	CAPRODI / SESPRODI	DOSEN/TESTO R	COMPLETION	TIME	OUTPUT	
1	Fill out the thesis examination application form that has been approved by the supervisor.					Application form/sheet	5 Minutes	Application form/sheet	
2	Receive the thesis examination application form, and type the invitation.					Application form/sheet	10 Minutes	Exam Invitation	
3	Receive, check, and sign the exam invitation					Exam Invitation	5 Minutes	Exam Invitation	Adjusted for attendance faculty leader
4	Affixing the letter number and stamp to the invitation if it has been signed.					Signed Exam Invitation	5 Minutes	Exam Invitations have been signed and stamped	
5	Send out invitations					Exam Invitations have been signed and stamped	10 Minutes	Exam Invitations have been signed and stamped	








**FORESTRY MASTER STUDY PROGRAM
USU FACULTY OF FORESTRY**

Standard Operating Procedure (SOP)
Administration

SOP NUMBER	S
DATE UPDATE	April 17, 2022
REVISION DATE	-
EFFECTIVE DATE	-
APPROVED BY	<p align="center">Chair,</p>  <p align="center">Dr. Samsuri, S.Hut., M.Si. NIP: 197401092000031002</p>
SOP TITLE	Transcript Procedure

LEGAL BASIS	IMPLEMENTER QUALIFICATIONS
<ol style="list-style-type: none"> 1. Indonesian Law No. 20/2003 on the National Education System 2. Government Regulation No. 4 of 2014 on the Implementation of Higher Education and Management of Higher Education 3. USU Chancellor's Decree Number 1081/UN5.1.R/SK/KRK/2019 concerning the Higher Education Curriculum for the Master of Forestry Program Referring to KKNi and SNDIKTI Faculty of Forestry USU 4. USU Chancellor Decree Number 1400/UN5.1.R/SK/PRS/2018 concerning the Establishment of a Master of Forestry Study Program at the Faculty of Forestry USU 5. Decree of the Chancellor of USU Number 2180/UN5.1.R/SK/HR/2019 concerning the Appointment of the Chairperson and Secretary of the Forestry Master Study Program at the Faculty of Forestry USU 2019-2022 6. USU Rector Regulation Number 06 of 2017 concerning Academic Regulations for Masters and Doctoral Programs at the Universitas Sumatera Utara 7. Academic Calendar for the Current Academic Year 	<ol style="list-style-type: none"> 1. HIGH SCHOOL / D3 / S1; 2. Computer literate; 3. Have simple data processing skills; 4. Know the tasks and functions of Academic systems and procedures; 5. Know the tasks and functions of the report-making mechanism; 6. Have good communication skills with good language.
LINKAGE	EQUIPMENT / SUPPLIES
<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1. Computer 2. Printer
WARNING	RECORDING AND DATA COLLECTION
<ol style="list-style-type: none"> 1. The implementation of activities must refer to the Rector's Regulations 2. If the treatment of academic services is not carried out properly, the service function is not achieved, the good name of the agency is not good. 	<ol style="list-style-type: none"> 1. Recording and Data Collection is carried out by the Administration Section

NO	ACTIVITY	EXECUTOR				STANDARD QUALITY			DESCRIPTION
		ADMINISTRATIO N SECTION/ SIA OPERATOR	CAPRODI/ SESPRODI	DEAN	STUDENTS	COMPLETION	TIME	OUTPUT	
1	Retrieve study result data in SIA and print it on special paper Transcript					Computer	10 Minutes	Transcript Results	Customized with internet network
2	Checking/emphasizing the printed results					Transcript Sheet	5 Minutes	Transcript Sheet	
3	Checking and signing the Transcript					Transcript Sheet	5 Minutes	Transcript Sheet	Adjusted to the presence of the leader faculty
4	Number the letter and stamp it if it has been signed.					Transcript Sheet	5 Minutes	Transcript sheet that has been signed handle	
5	Transcript Retrieval					Transcript sheet that has been signed and stamped	5 Minutes	Signed Transcript Sheet and labeled	



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