IPB UNIVERSITY
FACULTY OF ECONOMICS AND MANAGEMENT
DEPARTMENT OF ECONOMICS

STANDARD OPERATING PROCEDURE
STUDENT LETTER REQUEST PROCEDURE

N0. POB/FEM/EP/21

DESCRIPTION	Position Title	Signature	Date
Prepared by	Department ISO Coordinator		1 November 2019
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DOCUMENT REVISION HISTORY

FRM/FEM/EP/21/01-00; date 01/11/2019

Date	Revision Note	Reason for Revision

1. Purpose

To serve as a guideline for the preparation and issuance of student letters within the Undergraduate Program in Development Economics (EP), Department of Economics (D-IE), Faculty of Economics and Management (FEM), IPB University.

2. Scope

This procedure applies to all activities related to the preparation and issuance of student letters within the Department of Economics, Faculty of Economics and Management, IPB University.

3. Definitions

3.1. Letter refers to a written communication tool used to convey information from one party to another.
3.2. Student refers to an individual enrolled in higher education at IPB University.
3.3. Academic Administrative Staff refers to a professional staff member who, based on educational qualifications and expertise, is responsible for carrying out academic administrative activities.
3.4. Head of Administrative Office (KTU) refers to the official responsible for managing administrative and clerical functions within the department.

4. References

4.1. Government Regulation of the Republic of Indonesia No. 66 of 2013 on the Statute of IPB University.
4.2. Undergraduate Program Handbook, IPB University, 2015.
4.3. IPB University Standard Operating Procedures (POB), 2nd Edition, 2015.

5. General Provisions

5.1. Students of the Department of Economics may request official letters for various academic or administrative purposes within IPB University.
5.2. The process duration—from the student's submission of the letter request to the time the letter is ready for collection—is two (2) working days (excluding Saturdays and Sundays).

6. Procedure

6.1. Detailed Procedure

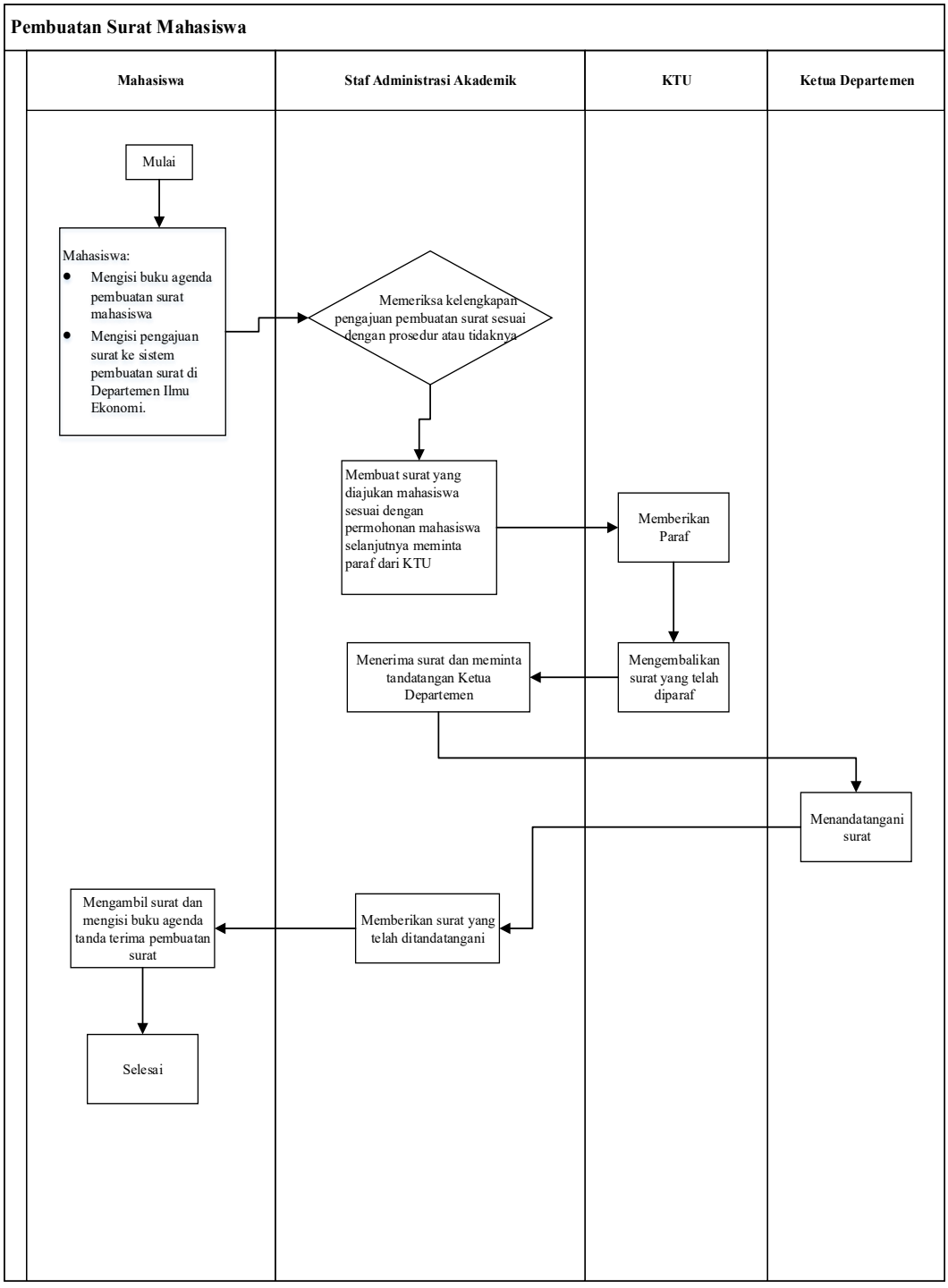
6.1.1. The student records their request in the student letter request logbook, then submits an online letter request via the Department of Economics letter issuance system.
6.1.2. The Academic Administrative Staff reviews the completeness and compliance of the request according to applicable procedures.
6.1.3. The Academic Administrative Staff drafts the requested letter according to the student's purpose, obtains the initial approval (paraf) from the Head of

Administrative Office (KTU), and then submits it for signature to the Head of Department.

6.1.4. The Head of Department signs the approved student letter and returns it to the Academic Administrative Staff.

6.1.5. The student collects the issued letter and records receipt in the student letter receipt logbook.

6.2. Flowchart of the Procedure

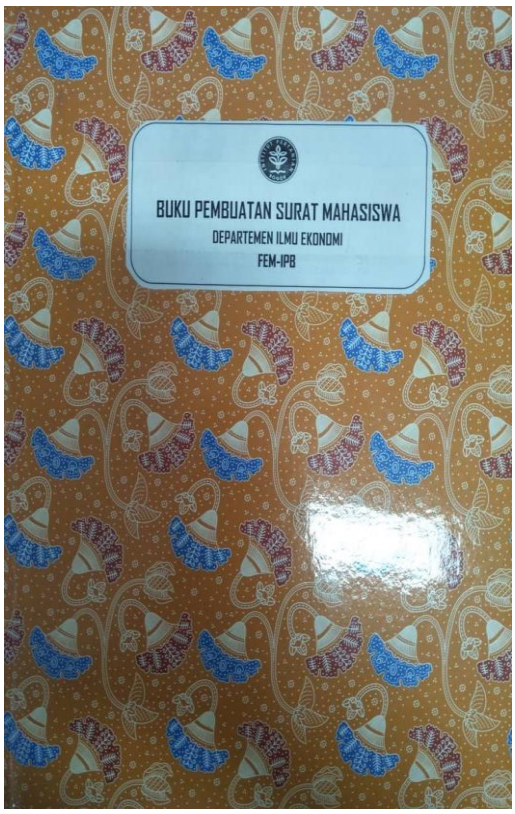


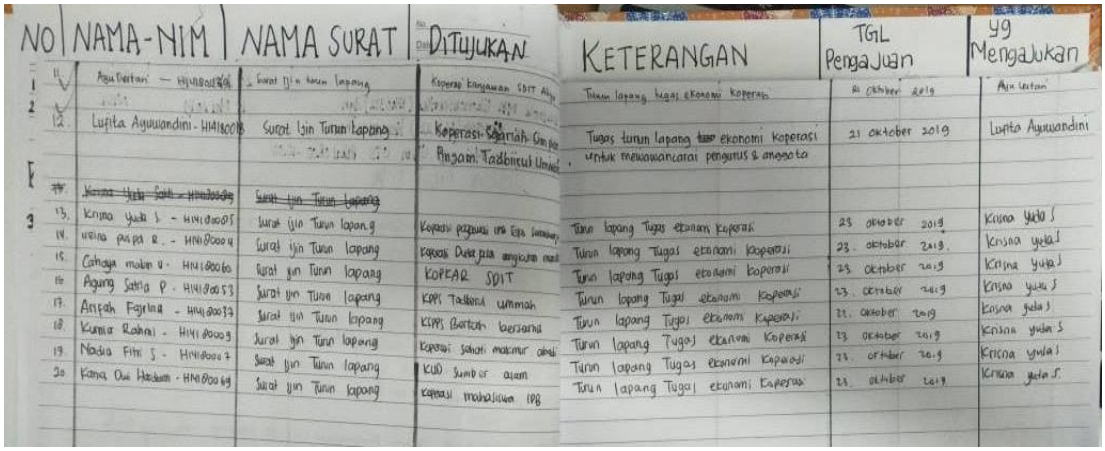
7. List of Essential Documents

7.1. Student Letter

8. Attachments

8.1. Student Letter Request Logbook





8.2. Student Letter Receipt Logbook