

# UNIVERSITAS NEGERI SURABAYA



**UNESA**  
Universitas Negeri Surabaya

## STANDARD OPERATING PROCEDURE (SOP) AWARDS

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Universitas Negeri Surabaya

# UNIVERSITAS NEGERI SURABAYA

## QUALITY PROCEDURE

### AWARDS

#### 1. GOAL

This procedure is intended as a guideline for awarding the Satya Lencana Karya Satya and Dharma Pengabdian Unesa

#### 2. SCOPE

This procedure explains the implementation of awarding, starting from making a notification letter to give an award

#### 3. REFERENCES

- 3.1. UU no. 20 of 2009 concerning Degrees, Merits and Honors
- 3.2. UU no. 5 of 2014 concerning ASN
- 3.3. PP No. 11 of 2017 concerning ASN Management
- 3.4. Rector's Regulation no. 3 of 2020 concerning Unesa's Internal Quality Assurance System

#### 4. DEFINITION

- 4.1. Satya Lencana Karya Satya is given to ASN who in carrying out their duties have shown loyalty, dedication, skill, honesty and discipline, with ASN service periods of 10 years, 20 years, 30 years and are not being sentenced to moderate or severe discipline.
- 4.2. Dharma Pengabdian UNESA is given to the ASN of Unesa who have fulfilled their working period, namely:
  - a. For lecturers 40, 35, 30
  - b. For employees 35, 30, 25
- 4.3. ASN is a State Civil Apparatus

#### 5. INDICATOR OF SUCCESSFULNESS

- 5.1. The award of Satya Lencana Karya Satya is given to eligible employees.
- 5.2. The award of Dharma Pengabdian UNESA is given to eligible employees.



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## QUALITY PROCEDURE

### AWARDS

#### 6. PROCEDURE DESCRIPTION

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

#### 7. RELATED DOCUMENTS / FILES

- 7.1. SK for the award of Satya Lancana Karya Satya from the President.
- 7.2. Decree of the Award of Dharma Devotion from the Chancellor.
- 7.3. Satya Badge Award by Satya
- 7.4. Dharma certificate of devotion.

#### 8. NOTES OF REVISION

- 8.1. REV.0, October 25, 2012: Document starts from scratch (no changes)
- 8.2. REV.01, 20 September 2017: Added references, definitions, job titles
- 8.3. REV.02, March 6, 2020: Changes to references, definitions, plots, names and titles, List of records

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