	MECHANICAL ENGINEERING –		
	INSTITUT TEKNOLOGI SEPULUH NOPEMBER		
	Standard Operational Procedure of Study Leave		
	Document Number	Revision Number	Endorsed by:
005-DTM-VIII-2020	0	Prof. Dr. Harus Laksana Guntur, S.T., M.Eng.	

1. TUJUAN/PURPOSE

Memberikan kemudahan dalam mengajukan surat di Departemen Teknik Mesin.
Provides convenience in submitting letters to the Mechanical Engineering Department.

2. RUANG LINGKUP/SCOPE

SOP tersebut digunakan sebagai langkah tersusun dalam pengajuan surat.
The SOP serves as a structured guide for submitting a letter.

3. DEFINISI/DEFINITION

Mahasiswa mengajukan surat secara personal ditujukan ke Kepala Departemen untuk surat yang dibutuhkan.
Students personally submit letters addressed to the Head of the Department for the required correspondence.

4. REFERENSI/REFERENCES


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5. PERSYARATAN UMUM/GENERAL REQUIREMENTS

Mahasiswa menyerahkan soft file permohonan pengajuan surat ke staff akademik Pascasarjana Departemen Teknik Mesin.
Students submit a soft file requesting a letter to the postgraduate academic staff of the Mechanical Engineering Department.

6. DETAIL PROSEDUR/PROCEDURE DETAILS

- 6.1. Mahasiswa membuat surat pengajuan secara personal yang isinya tentang surat dibutuhkan dan dikirimkan ke Departemen Teknik Mesin.
Students compose a personal application letter containing the required correspondence and submit it to the Mechanical Engineering Department.
- 6.2. Staff akademik pascasarjana Teknik Mesin membuat surat sesuai dengan permintaan mahasiswa.
Students compose a personal application letter containing the required correspondence and submit it to the Mechanical Engineering Department.

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6.3. Flow Diagram of SOP Pengajuan Surat

