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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TANDA TERIMA BERKAS USULAN JABATAN FUNGSIONAL (PNS DAN YAYASAN)** | | | | | | | | | | | | | | | | | | | |
| **DAN KENAIKAN PANGKAT DENGAN KUM UNTUK PNS DAN DOSEN YAYASAN LOLOS SERDOS** | | | | | | | | | | | | | | | | | | | |
|  | |  |  | | | |  | | | |  | |  |  | | |  | | |
|  | | **NAMA** | | : …………………………………………………………………………………………………………………. | | | | | | | | | | | | | | | | |
|  | | **STATUS DOSEN** | | PNS (NIP) | | | | : …………………………………………………………………………………….. | | | | | | | | | | | | |
|  | |  | | YAYASAN | | | | : …………………………………………………………………………………….. | | | | | | | | | | | | |
|  | | **NIDN** | | : …………………………………………………………………………………………………………………. | | | | | | | | | | | | | | | | |
|  | | **PTS** | | : …………………………………………………………………………………………………………………. | | | | | | | | | | | | | | | | |
|  | | **FAK/JUR/PROGDI** | | : …………………………………………………………………………………………………………………. | | | | | | | | | | | | | | | | |
|  | | **USUL KE JAB. FUNGSIONAL** | | : …………………………………………………………………………………………………………………. | | | | | | | | | | | | | | | | |
|  | | **NOMOR & TGL SURAT PENGANTAR PTS** | | : …………………………………………………………………………………………………………………. | | | | | | | | | | | | | | | |
|  | |  | |  | | | | | | | | | | | | | | | |
| **NO** | **KELENGKAPAN BERKAS** | | | | | **JUMLAH BERKAS** | | | | | | **ADA** | **TIDAK ADA** | **DILENGKAPI TANGGAL** | | **KETERANGAN** | | |
| **AA, L** | | | **LK, GB** | | |
| **1** | **2** | | | | | **3** | | | **4** | | | **5** | **6** | **7** | | **8** | | |
| 1 | Surat Pengantar | | | | | Rkp.1 | | | Rkp.1 | | |  |  |  | |  | | |
| 2 | Kuitansi Pembayaran | | | | | Rkp.1 | | | Rkp.1 | | |  |  |  | |  | | |
| 3 | Print out Resume PAK/CD | | | | | - | | | Rkp. 5/1 | | |  |  |  | |  | | |
| 4 | Foto copy Ijazah S1, S2, S3 + Transkrip Nilai (SK Penyetaraan) | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 5 | Foto copy SK tugas belajar (PNS) | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 6 | Foto copy SK pengaktifan kembali (PNS) | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 7 | Asli DUPAK (Lampiran I) | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 8 | Fotocopy PAK terakhir | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 9 | Fotocopy SK Jab. Fung. Terakhir | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 10 | Fotocopy SK kenaikan pangkat terakhir (PNS, dosen ttp yay lolos serdos) | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 11 | Fotocopy sah DP3(2 thn terakhir) | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 12 | Surat Pernyataan melaksanakan Dikjar (Lampiran II) | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 13 | Daftar kegiatan penelitian (Lamp. III) | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 14 | Surat pernyataan melaksanakan pengabdian pada masyarakat (Lamp. IV) | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 15 | Surat Pernyataan Melaksanakan Kegiatan Penunjang Tridharma PT (Lamp. V) | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 16 | Lampiran VI (Rekapitulasi dari Lamp. I) | | | | | Rkp.3 | | | - | | |  |  |  | |  | | |
| 17 | Berita Acara Pertimbangan/Persetujuan Senat | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 18 | Daftar hadir anggota Senat | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 19 | Surat Pernyataan Pengesahan Hasil Validasi Karya Ilmiah | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 20 | Surat Pernyataan Keabsahan Karya Ilmiah | | | | | Rkp.3 (1 lbr bermeterai) | | | Rkp. 5 (2 lbr bermeterai) | | |  |  |  | |  | | |
| 21 | Lembar Hasil Penilaian Karya Ilmiah *Peer Review* | | | | | Rkp. 3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 22 | Satu set bukti fisik masing-masing unsur (Bidang A, B, C, D) untuk Bidang B asli & ACD diketahui pimpinan PTS, stempel | | | | | Rkp.1 | | | Rkp. 1 | | |  |  |  | |  | | |
| 23 | Foto copy Sertifikat Pendidik | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 24 | Foto copy Inpassing pangkat/golongan (dosen ttp yay lolos serdos pertama kali naik pangkat) | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 25 | Foto copy Karpeg (PNS) | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 26 | Foto copy sah SK Pengangkatan pertama dari yayasan (usulan Jab. Fung. pertama kali) | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 27 | Lembar NIP baru dari BKN (PNS) | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 28 | Surat Pernyataan bermeterai tidak terikat sebagai PNS di Instansi lain diketahui Pimpinan Perguruan Tinggi (dosen tetap yayasan) | | | | | Rkp.3 (1 lbr bermeterai, 2 tanpa meterai) | | | Rkp. 5 (1 lbr bermeterai, 4 tanpa meterai) | | |  |  |  | |  | | |
| 29 | Surat Keputusan CPNS (PNS yg pertama kali naik pangkat) | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 30 | Print out NIDN | | | | | Rkp.3 | | | Rkp. 5 | | |  |  |  | |  | | |
| 31 | a. Amplop plastik untuk dokumen | | | | | Rkp.3 (biru) | | | Rkp. 5 (2 merah, 2 kuning, 1 hijau) | | |  |  |  | |  | | |
| b. Amplop plastik untuk bukti fisik | | | | | Kuning sesuai kebutuhan | | | Kuning sesuai kebutuhan | | |  |  |  | |  | | |
| 32 | Print out abstrak karya ilmiah dari portal, digital library | | | | | Rkp. 2 | | | Rkp. 2 | | |  |  |  | |  | | |
| Ket : | -. Kolom 5/6 diberi tanda centang (√) -. Foto copy sah (dilegalisasi pejabat yg berwenang) | | | |  | | | | |  | | |  |  |  | | |  | | | |
|  |  | | | |  | | | | |  | | |  | Semarang, ……………………. | | | | | | | |
|  | Yang menyerahkan, | | | |  | | | | |  | | |  | Yang menerima berkas, | | | | | | | |
|  |  | | | |  | | | | |  | | |  |  |  | | |  | | | |
|  | (…………………………..) | | | |  | | | | |  | | |  | (…………………………………….) | | | | | | | |