

PUBLIC SERVICE STANDARD  
NEW STUDENT ADMISSION  
AT INSTITUT SENI INDONESIA PADANGPANJANG

A. SERVICE DELIVERY

No	Components	Description
1	Service Requirements	<p>1. SNMPTN PATH</p> <ul style="list-style-type: none"> <li>a. Students who graduated from high school in the current year</li> <li>b. Have academic achievements and meet the requirements determined by PTN</li> <li>c. Have NISN and are registered in PDSS</li> <li>d. Have semester 1-5 report card grades that have been filled in PDSS</li> <li>e. Participants who choose study programs in the arts and sports fields are required to upload a portfolio</li> </ul> <p>2. SBMPTN PATH</p> <ul style="list-style-type: none"> <li>a. Have a permanent LTMP account</li> <li>b. Indonesian citizens who already have a Citizen registration number (NIK)</li> <li>c. High school/equivalent students who are prospective graduates of the current year must have a certificate of high school/vocational high school/Islamic high school/vocational high school students in grade 12 or package C students in the current year with a maximum age of 25 years at that time</li> <li>d. The certificate must be accompanied by a recent color photo, school stamp/stamp, and the principal's signature</li> <li>e. Participants from the previous 2 years must have a diploma with a maximum age of 25 years at that time. For high school/equivalent graduates from abroad must have an equivalent diploma</li> <li>f. Did not pass the SNMPTN pathway in the current year and the previous 2 years</li> <li>g. Participants who choose the Science and Technology study program will take the TPS, English, and TKA Soshum tests</li> <li>h. Participants who choose a mixed study program (<i>Social and humanity and Scince and Technology</i> ) will take the TPS, English, TKA Science Tech, and TKA Social and Humanity tests.</li> <li>i. Medical and dental study programs are only chosen by SMA/MA graduates majoring in science</li> </ul>

		<p>j. Participants have adequate health</p> <p>k. Participants who choose study programs in the arts and sports fields must upload a portfolio</p> <p>3. SMMPTN-BARAT PATH</p> <p>a. For SMA/SMK/MA or equivalent graduates and Package C, must have a diploma.</p> <p>b. A recognized diploma that was graduated in the current year and the last 2 years</p> <p>c. For SMA/SMK/MA or equivalent graduates and Package C in the current year, must have a Certificate of Graduation containing at least personal information, a photo of the person concerned, and a valid stamp</p> <p>a. Selection participants are in adequate health so as not to interfere with their studies</p> <p>4. INDEPENDENT PATH CONTENTS</p> <p>a. Registration is done through a Google form by filling in complete data and uploading the requirements b. Requirements for current year graduates Diploma or Certificate of Graduation along with legalized grades (PDF)</p> <p>c. Requirements for graduates of the last three years Diploma along with legalized grades (PDF)</p> <p>d. <i>Paket C</i> maximum age 21 years and <i>Paket C</i> Diploma are along with legalized grades (PDF).</p>
5	System, Mechanism, and Procedures	<p>1. Applicant registers online</p> <p>2. Applicant takes the exam according to the specified schedule (except the SNMPTN route)</p> <p>3. Applicant waits for graduation</p> <p>4. Announcement of graduation</p>
6	Completion Timeframe	<p>1. SNMPTN 30 days</p> <p>2. SNMPTN 30 days</p> <p>3. SMMPTN-BARAT 30 days</p> <p>4. INDEPENDENT ISI 30 days</p>
2	Fees and Rates	<p>1. SNMPTN without fees</p> <p>2. SBMPTN</p> <p>a. 200,000 IDR for the Science and Technology or Social Sciences exam group</p> <p>b. Rp. 300,000 for the Mixed exam group</p> <p>3. SMMPTN-WEST Rp. 350,000</p> <p>4. Independent ISI Padangpanjang 300,000IDR</p>
3		Announcement of the results of the new student

	Service Product	admissions test
4	Handling Complaints, Suggestions and Feedback	Complaints, suggestions and input are addressed to the Rector through: 1. Telephone: 0752-82077 2. Fax: 0752-82803 3. E-mail: isi@-padangpanjang.ac.id 4. Website: www.isi_padangpanjang.ac.id

## B. Manufacturing

No	Components	Descriptions
1	Legal basis	1. Regulation of the Minister of Education, Culture, Research, and Technology Number 10 of 2022 concerning the Organization and Work Procedures of Institut Seni Indonesia Padangpanjang 2. Regulation of the Minister of Education and Culture Number 37 of 2014 concerning the Statutes of Institut Seni Indonesia Padangpanjang 3. Decree of the Minister of Research, Technology and Higher Education Number 837/M/KPT.KP/2018 concerning the Dismissal and Appointment of Rector of Institut Seni Indonesia Padangpanjang for the Period 2018 to 2022
2.	Facilities and infrastructure	1. Service Room 2. Table, Chair 3. Computer 4. Printer 5. Office Stationery 6. Other Supporting Documents
3	Committee Competence	1. Human resources who have knowledge and understand the procedures for implementing exam supervision 2. Human resources who understand the SOP for implementing activities 3. Human resources who understand the administration of exam documents 4. Human resources who have the ability to operate computers, especially data processing applications
4	Internal supervision	Head of the Committee
5	Number of Committee	1. Board of Committee 2. Director 3. Committee Chairperson 4. Vice Chairperson

		<div>5. Finance Section</div> <div>6. Public Relations Section</div> <div>7. Secretary</div> <div>8. Examination Implementation Section</div> <div>9. Examination Supervisor Section</div> <div>10. Equipment Section</div> <div>11. Security Section</div> <div>12. Consumption Section</div> <div>13. Monitoring and Evaluation Team</div>
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