

SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA
DECREE OF THE RECTOR OF SAMPOERNA UNIVERSITY

NOMOR: 015/R/SK/RO-mak/IV/2022
NUMBER: 015/R/SK/RO-mak/IV/2022

TENTANG
CONCERNING

PANDUAN KEBIJAKAN VOLUME I: TATA KELOLA DAN ADMINISTRASI UNIVERSITAS
POLICY MANUAL VOLUME I: UNIVERSITY GOVERNANCE AND ADMINISTRATION

REKTOR UNIVERSITAS SAMPOERNA,
THE RECTOR OF SAMPOERNA UNIVERSITY,

Menimbang
Considering

- : 1. Bahwa untuk memberikan pedoman kepada pimpinan universitas, rektorat, fakultas, staf, dan mahasiswa tentang tata kelola dan administrasi universitas, yang menjelaskan struktur, tata cara, dan aturan tentang proses pengambilan keputusan universitas yang akuntabel, perlu ditetapkan Pedoman Kebijakan Volume I: Tata Kelola dan Administrasi Universitas;

Whereas to provide clear guidance to university executives, rectorate, faculty, staff, and students regarding university governance and administration, which describes the structures, procedures, and rules on how the University makes decisions on its affairs and is held accountable for them, it is necessary to stipulate a Policy Manual Volume I: University Governance and Administration;

2. Bahwa Eksekutif Universitas Sampoerna telah menyetujui Panduan Kebijakan Volume I: Tata Kelola dan Administrasi Universitas pada Rapat Eksekutif Universitas Sampoerna pada tanggal 24 Maret 2022;

Whereas the Senate of Sampoerna University has approved Policy Manual Volume I: University Governance and Administration in University Executive Meeting on 24 March 2022;

3. Bahwa berdasarkan pertimbangan sebagaimana dimaksud pada huruf a dan b perlu ditetapkan Surat Keputusan Rektor.

Whereas based on the considerations as referred to in letter a and b must be stipulated in a Rector's Decree

Mengingat
In view of

- : 1. Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 158, Tambahan Lembaran Negara Republik Indonesia Nomor 5336);

Law Number 12 of 2012 on Higher Education (Statute Book of of 2012 No. 158, Supplement No. 5336);

2. Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 16, Tambahan Lembaran Negara Republik Indonesia Nomor 5500);

Government Regulation Number 4 of 2014 on Organization and Governance of Higher Education (Statute Book of 2014 No. 16, Supplement No. 5500);

3. Keputusan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 66/E/O/2013 tanggal 15 Maret 2013 tentang Izin Pendirian Universitas Siswa Bangsa Internasional *juncto* Keputusan Menteri Riset, Teknologi, dan Pendidikan Tinggi Republik Indonesia Nomor 122/KPT/I/2016 tanggal 10 Maret 2016 tentang Perubahan Nama Universitas Siswa Bangsa Internasional di Kota Jakarta Selatan menjadi Universitas Sampoerna di Kota Jakarta Selatan;

Decision of the Minister of National Education and Culture of the Republic of Indonesia Number 66/E/O/2013 dated March 15, 2013 on License for Establishing Universitas Siswa Bangsa Internasional juncto Decision of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 122/KPT/I/2016 dated 10 March 2016 regarding the Change of Name of Universitas Siswa Bangsa Internasional of South Jakarta Municipality to Universitas Sampoerna of South Jakarta Municipality;

4. Surat Keputusan Pengangkatan Rektor Universitas Sampoerna Nomor: 106/PSF-BOARD/11/21 tanggal 1 November 2021.

Decree on the Appointment of the Rector of Sampoerna University Number: 106/PSF-BOARD/11/21 dated November 1, 2021.

M E M U T U S K A N :
D E C I D E D

Menetapkan
To enact : SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA
TENTANG PANDUAN KEBIJAKAN VOLUME I: TATA
KELOLA DAN ADMINISTRASI UNIVERSITAS, SEBAGAI
BERIKUT:

*DECREE OF THE RECTOR OF SAMPOERNA
UNIVERSITY CONCERNING POLICY MANUAL VOLUME
I: UNIVERSITY GOVERNANCE AND ADMINISTRATION, AS
FOLLOWS:*

Kesatu
Firstly : Menyetujui Panduan Kebijakan Volume I: Tata Kelola dan
Administrasi Universitas sebagaimana terlampir dalam
Lampiran 1 Surat Keputusan ini.

*Approved Policy Manual Volume I: University Governance
and Administration as attached in attachment 1 of this
Decree.*

Kedua
Secondly : Surat Keputusan ini berlaku sejak tanggal ditetapkan.
Apabila di kemudian hari terdapat perubahan dan/atau
hal-hal yang belum diatur, maka akan dilakukan
perbaikan sebagaimana mestinya.

*This Decree is valid from the stipulation date. If there are
matters that are not provided in this Decree, it shall be
added, amended, and stipulated accordingly.*

Ditetapkan di Jakarta / *Stipulated in Jakarta*
Pada tanggal 8 April 2022 / *On 8 April 2022*

Rektor / *Rector*



Drs. Wahdi Salasi April Yudhi, M.Dev.Admin., Ph.D.
NIDK 8813120016

Tembusan:

Copy:

1. Para Wakil Rektor, Universitas Sampoerna;
Vice Rectors, Universitas Sampoerna;
2. Para Dekan, Universitas Sampoerna;
Deans, Universitas Sampoerna;
3. Para Ketua Program Studi, Universitas Sampoerna;
Heads of Study Programs, Universitas Sampoerna;
4. Para Kepala Unit, Universitas Sampoerna.
Head of Units, Universitas Sampoerna.

Lampiran 1
ATTACHMENT I

SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA
RECTOR DECREE OF SAMPOERNA UNIVERSITY

NOMOR: 015/R/SK/RO-mak/IV/2022
NUMBER: 015/R/SK/RO-mak/IV/2022

UNIVERSITY GOVERNANCE AND ADMINISTRATION

POLICY MANUAL: VOLUME I

Policy Number:	1.1.100	Date Approved:	March 24, 2022
Approving Authority:	President/Rector	Effective Date:	April 8, 2022
Responsible Executive:	President	Next Review:	April 7, 2025

Revision History

Revision Number:	Description of changes made*:	Date:
Initial version	-	March 24, 2022

A. Purpose

The purpose of this policy is to provide clear guidance to university executives, rectorate, faculty, staff, and students regarding University Governance, which describes the structures, procedures, and rules on how the University makes decisions on its affairs and is held accountable for them.

B. Scope

This policy applies to but not limited to all University Executives, Faculties, Rectorate Office, and entire campus community. This policy delivers information regarding university governance structure, standing committees, university senate, staff council, student government, governance document, and administration.

C. Definitions

These definitions apply to these terms as they are used in this policy.

Administration	leadership/structural positions in University: President, Rector, and Vice Rectors.
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Governance	the democratic process utilized on campus in decision-making procedures. Successful governance creates an environment of awareness on campus by having each major constituency represented throughout the process.
Staff Council	Consists of elected representatives' staff who are employed in administrative and professional positions.
Student Government	the student organization representing the student body of the Sampoerna University
Task Force	a governance unit established to serve under the purview of one of the University Senate Standing Committees. This may also be referred to as an Ad Hoc Committee.
University Council	the highest governance body of the University established to provide guidance to and oversight of the University.
University Executive	includes the President, Rector, the Vice Rectors, Deans, and other officers or experts designated to participate in specific deliberations, charged with approving and executing recommendations from the Standing Committees and/or the University Senate as a whole.
Governance Documents	formal documents of intent that directive principle or standards that apply to the University's practice or operations of its staff and students. They are statute/Bylaws, policies, procedures, and Work Instructions.
University Senate	the highest academic governance body in the University.
University Senate Standing Committee	a permanent committee of the University Senate, comprising ex-officio, elected and non-permanent members.

E. Policy Statement

Part I. Governance and Committee Structure of Sampoerna University

Within the scope of Sampoerna University's stated mission, there is broad participation and collaboration in the development of educational policy. This process of shared governance involves faculty, administration, students, and support staff toward the achievement of the mission and institutional goals. Faculty participate through representation on the Faculty Senate, through membership on standing committees and through membership in the University Executive. Administration participates through membership on standing committees and membership in the University Executive. Students participate through representation on Student Government and through representation on standing committees. Support staff participate through membership on Staff Council, through membership on standing committees and through representation on the University Executive.

Within applicable law, rules and regulations of the University Council, the President of the University has the final responsibility and authority for all phases of the University's operation.

Article.1.1. Philosophy of Governance

Governance is the democratic process utilized on campus in decision-making procedures. Successful governance creates an environment of awareness on campus by having each major constituency represented throughout the process. To be effective, governance must:

- a) Exhibit the capacity to establish directions and goals.
- b) React to internal and external factors.
- c) Move with due diligence and timeliness.
- d) Provide the campus community with an annual cycle of planning and budgeting.
- e) Ensure that all constituencies of the campus community have an equal opportunity to participate in the decision-making process.

The process is designed to establish the goals, priorities, and objectives of the University. The exercise of administrative prerogatives must reflect these aims to reinforce an environment of collegiality and trust.

Article 1.2. Principles of Governance

The principles of governance are:

- a) The University Council has final responsibility and authority for university policies and procedures; any individual may address the University Council regarding these policies and procedures.
- b) The University Council charges the President of the University with the responsibility for governance of the institution; in turn, the President supports a structured and systematic process for decision making.
- c) The campus governance structure is charged with making recommendations on issues affecting the institution. Standing committees may create task forces (ad hoc committees) to address specific issues and forward recommendations to standing committees. Standing committees discuss and review the recommendations prior to sending recommended actions forward to the University Executive. The University Executive is responsible for reviewing and acting on the recommendations of the standing committees. Those approved by the University Executive are then forwarded by the President to the University Council, as appropriate.
- d) The University recognizes the faculty's primary responsibility for making recommendations in areas of curriculum and academic standards. This is accomplished through various academic subdivisions that report up to the University Senate.

- e) The membership and interrelationships of committees give the governance structure pre-eminence in the decision-making process.
- f) Broad participation from all segments of the campus is encouraged. All university constituencies (students, staff, faculty, and administrators) are represented on governance committees.
- g) The university community, as a whole, is informed of the governance process and has access to it through constituency representation. It is the responsibility of the Office of the President to keep the campus informed through the distribution of regular governance updates and the posting of information on the web.
- h) Governance is facilitated by transparency, communication, timely and appropriate notices of meetings, public deliberations, campus participation and published records.
- i) Each governance task force and each governance standing committee is expected to take action minutes. The chair of each task force is responsible for distributing minutes to its members and to the appropriate standing committee with a motions report. In turn, the chair of each standing committee is responsible for distributing minutes to its members and to the Office of the President with a motions report. The President, in turn, forwards recommendations from the University Executive to the University Council, as appropriate. Minutes, correspondences, and records are the property of the committees and are to remain in their possession. It is the responsibility of the chair to ensure that files are maintained and passed on to their successors.

Article 1.3. Governance Mandates

The task of governance is the continuing development of the University and its mission; it takes into account the need for the broadest possible constituency participation and information dissemination.

The President is kept informed of governance activities through all other committees' minutes that are forwarded to the Office of the President. The motions/actions from committee minutes are reported to the President through governance reports, which are the responsibility of each committee chair to produce and distribute. These reports are forwarded to the Office of the President and distributed to members of the University Executive.

After each meeting of the University Executive, a Governance Update is provided which lists actions taken by all governance committees and reviewed and approved by the University Executive. Similarly, a Governance Update is provided which lists actions taken by the University Council.

Article 1.4. Authority

The governance and committee structure becomes effective when the University Council approves it upon recommendation by the President after consultation with the University community.

Article 1.5. Task Forces (Ad Hoc Committees)

University-wide task forces shall be appointed whenever they are deemed necessary to address specific issues. The President or Rector shall determine the duties, composition, and selection process of task forces after consultation with the appropriate standing committee. Task forces will follow similar procedural rules as standing committees.

Article 1.6 Review Provisions on Governance Standing Committees

Each standing committee will review its purpose, structure, membership and leadership at least every three years. The findings of these reviews will be presented to the President and University Executive to consider the recommendations.

Part II. All-University Governance Standing Committees

There are 4 standing governance committees; all governance Task Force groups serve under the purview of one of these 3 standing committees: Academic Affairs, Student Affairs and Administrative Affairs. All governance committees report to the University Executive, chaired by the Rector.

Article 2.1. Authority and Responsibilities

Standing committees are not executive, legislative, or judicial bodies, except in certain specifically stated cases. They are investigative, deliberative, and advisory bodies that report their findings or make their recommendations to the appropriate officers of the University after consultation with the University community.

Recommendations of standing committees shall become effective when approved by the University Executive and/or the University Council.

Article 2.2. Governance Structure

The governance structure at the University organizes the decision-making process between several standing committees and task forces. The task forces (ad hoc committees) report out to one of the following standing committees:

- a) Academic Affairs
- b) Student Affairs
- c) Administrative Affairs

The University Executive is responsible for final review and recommendations, which are then carried forward to the University Council, as appropriate.

The standing committees, as listed above, develop, and formulate the plans, policies, and procedures for their respective areas of the University and forward, by way of meeting minutes, their recommendations to the University Executive for final disposition.



Task forces report to, and are assigned specific tasks by, their respective standing committee. All members of the campus community are encouraged to bring issues forward to the appropriate task force for discussion and recommendation to the appropriate standing committee.

Article 2.3. Membership

Faculty, staff, administrators, and students selected to serve on standing committees should be of the highest caliber and be willing to prepare carefully for and participate thoughtfully in committee deliberations. Specific qualifications of members for each committee will vary in accordance with the duties of the committee.

Each constituent group is responsible for appointing committee members by the end of each academic year to ensure a smooth transition of representation from one academic year to the next.

Students have an important role as stakeholders and are represented by the Student Association. The Student Association makes all student appointments.

The University Senate is responsible for making all faculty appointments to governance committees.

Staff Council makes all staff appointments.

All administrative appointments are made by the President.

Article 2.4. Terms

The terms of membership:

- a) Student representatives may serve up to one year.
- b) Faculty representatives may serve up to two years.
- c) Staff representatives may serve up to two years.
- d) Administrative representatives may serve up to four years. Administrative representatives may have their appointments extended based on their structural position. Those without terms are considered “ex officio.”

It is in the interest of the governance process to ensure the widest possible participation. Although the importance of expertise is recognized, rotation is encouraged. After a term is completed, the member may be replaced or reappointed.

Each constituent group is responsible for appointing committee members by the end of each academic year to ensure a smooth transition of representation from one academic year to the next.

Article 2.5. Participation and Attendance

If a committee member is absent fifty percent of the time over an academic year OR absent for two consecutive meetings without a proxy during the academic year then, at the chair's

recommendation, the member may be replaced by the appropriate nominating body. It is the chair's responsibility to track attendance and record them in the minutes. All representatives are encouraged to appoint a proxy if they are unable to attend meetings. Due to their changing schedules, students may have difficulty attending meetings. Therefore, committees that include student representation should have primary and alternate student appointments to ensure that student representatives are present at governance committee meetings.

Article 2.6. Proxy

Attendance at all committee meetings is mandatory. When a member of a campus governance committee will be absent, the member should make every effort to assign a proxy who will attend the meeting on the absent member's behalf. The proxy should be from the same constituency group as the absent member. The proxy is entitled to full voting rights while serving as a proxy.

Article 2.7. Resource Members (Invited Guests)

Persons may be added to committees and task forces to serve as a resource of information; however, a resource member will not have voting rights. A resource can be any person a committee feels has expertise to offer with respect to the committee's business.

Article 2.8 Procedures

The work of governance is communicated and facilitated through consistent committee procedures. Committees should adhere to the following format and timeline for the dissemination of information from their respective committees.

- a) A "Call for Agenda Items" is circulated by the committee chair to each committee member at least five days prior to the date of the meeting.
- b) The agenda and related background materials are distributed to committee members at least three days prior to the scheduled meeting.
- c) Meeting minutes should include the following information:
 - Minutes adopted or not adopted;
 - Meeting date, time and location;
 - Members present, absent, proxies and guests;
 - Verification of a quorum;
 - Results of votes taken (i.e. MSC= moved, seconded carried or MSF=moved, seconded, failed or MST=moved, seconded, tabled);
 - Motions---name(s) of presenters and second;
 - Time of adjournment;
 - Next meeting date; and
 - Name of the meeting recorder and position.
- d) A quorum is the simple majority of voting members of the committee which is 50% +1 of the total voting membership. Note: a vacant voting member seat is not counted when determining a quorum.

- e) With regard to questions of order, committees follow Robert's Rules of Order.
- f) Special meetings may be called to address issues of an urgent nature arising between regularly scheduled meetings with the approval of 2/3 of the membership.
- g) Monthly reporting of motions and minutes will follow a schedule for reporting motions and minutes provided by the Office of the President. Committee chairs are obligated to follow the reporting schedule. The schedule will ensure that all governance committee actions are included for review and action by the University Executive.
- h) General campus awareness of governance committees' activities will be achieved through the posting of minutes on the Governance webpage. Questions on minutes from governance committees may be addressed by contacting the committee chair.

Part III. Standing Committees

Article 3.1. University Executive

The University Executive represents an effective means of gathering information, deliberating, and reporting on issues of concern to the University. It is the highest governance committee on campus and reviews all items submitted to them by other standing committees. Recommendations approved by the University Executive are carried forward to the University Council as appropriate.

- a) Activities
 - i. Serves as the highest and final level of review on governance issues.
 - ii. Serves as the review body for governance items going to the University Council.
 - iii. Serves as the campus Committee-on-Committees. It directs governance through this process.
 - iv. Establishes and coordinates means for budget development, long-range planning and the development of the University Master Plan.
 - v. Serves as an appeals body for items rejected at a lower level in the governance process.
 - vi. Oversees the dissemination of information, through the Office of the President, to the campus community.
- b) Required Membership
 - i. President
 - ii. Rector
 - iii. Vice Rectors
 - iv. Deans
 - v. Faculty
 - vi. Head of Staff Council (or designee)
 - vii.

Article 3.2. Academic Affairs

The Academic Affairs Committee recommends plans, policies, and procedures to the University Executive in support of the instructional activities of the University.

a) Activities

- i. Develops the instructional component of the University's plans.
- ii. Prioritizes budget recommendations for instructional areas.
- iii. Establishes the academic calendar.
- iv. Collaborates with the Faculty Senate to establish graduation requirements.
- v. Collaborates with the LRC (Library) to recommend instructional resources.
- vi. Regulates study abroad and student exchange programs.
- vii. Establishes the educational technology plan.
- viii. Submits recommendations in areas of curricular and academic standards to the Faculty Senate, for concurrent review and recommendations to the University Executive, as appropriate.

b) Responsibilities

The Academic Affairs Committee has broad responsibilities including but not limited to:

- i. Teaching, learning and curriculum
- ii. External partnerships
- iii. Institutional effectiveness and quality assurance
- iv. Instructional support services and library resources
- v. Research and community service
- vi. Governance review
- vii. Selections, nominations, and appointments
- viii. Academic calendar

c) Required Membership

- i. Vice Rector of Academic Affairs
- ii. Deans of Faculty
- iii. Heads of Study Programs (or designees)
- iv. Head of Center for Excellence in Teaching and Learning
- v. Representative from Staff Council
- vi. Representative from Information Technology
- vii. Dean of Academic Operation
- viii. Head of CRCS
- ix. Faculty

Article 3.3. Student Affairs

The Student Affairs Committee recommends plans, policies, and procedures to the University Executive in support of the student services that assist students in attaining their educational objectives.

a) Activities

- i. Develops the Student Services portion of the University's portfolio.
- ii. Prioritizes budget recommendations for Student Affairs.
- iii. Reviews and recommends policies and regulations relating to students.
- iv. Reviews the effectiveness of Student Services and makes recommendations for improvement.
- v. Maintains responsibility for the University Catalog.

b) Responsibilities

The Student Affairs Committee has broad responsibilities including but not limited to:

- i. Enrollment services
- ii. Career and alumni services
- iii. Student services, advising and counselling
- iv. Tuition and fees
- v. Student discipline and ethics

c) Required Membership

- i. Vice Rector of Student Success and International Relations
- ii. Dean of Student Affairs
- iii. Representative from Faculty
- iv. Representative from Staff Council
- v. Representative from Student Government

Article 3.3. Administrative Affairs

The Administrative Affairs Committee recommends plans, policies, and procedures to the University Executive to ensure the proper and efficient administrative operation of the University.

a) Activities

- i. Develops the Administrative Services component of the University's plans.
- ii. Prioritizes budget recommendations for the Administrative Services area.
- iii. Develops plans, policies and procedures for facilities planning, renovation and maintenance.
- iv. Develops plans, policies and procedures related to the health and safety of the University community.

- v. Develops and reviews administrative regulations relative to the administrative, human resource and business operations of the University.

b) Responsibilities

The Administrative Affairs Committee has broad responsibilities including but not limited to:

- i. Operating budgets
- ii. Facilities and general affairs
- iii. Information technology
- iv. Planning and development
- v. Safety, health and emergency preparedness

c) Required Membership

- i. Vice Rector of Administration, Resources and Operation
- ii. Head of Finance
- iii. Representative from General Affairs
- iv. Representative from Human Resources
- v. Representative from Faculty
- vi. Representative from Staff Council

Part IV. University Senate

The University Senate of Sampoerna University is a representative body of the SU faculty as a whole. The University Senate makes recommendations for the University on all University policies concerning curriculum, programs, grading, and appointments. The University will not make changes in such policies without recommendations from the Faculty Senate. The Faculty Senate will report its recommendations to the President/Rector. Please see [University Senate Bylaws](#).

Part V. Staff Council

The Sampoerna University Staff Council aims to promote ongoing education, professional development activities and communication between all University employees and the broader community. The Council will promote a positive professional environment for all University staff based on equality, respect, and collegiality between members of the University community, including faculty, staff, and students. Council members will also support shared governance through participation on University committees.

Part VI. Student Government

The student Government of the Sampoerna University shall be Keluarga Mahasiswa (KM) Sampoerna University (SU), Hereafter referred to KM SU means the formal and legal media of the entire activities of student affairs at SU. Organization's name representing the student body of the Sampoerna University shall be the Badan Perwakilan Mahasiswa, hereafter referred to as BPM, is an officially recognized student organization that as the representative body for the students.

The BPM's mission is to promote a democratic model of student government, provide students with a platform for discussing student concerns, and serves as a vehicle for students to provide input into the University's policies. Through the election, the BPM has the power to represent the Sampoerna University students. Please see [BPM SU](#)

Part VII. Governance Document Management

Article 7.1 Hierarchy of Governance Document

University governance documents are classified according to the document hierarchy below:

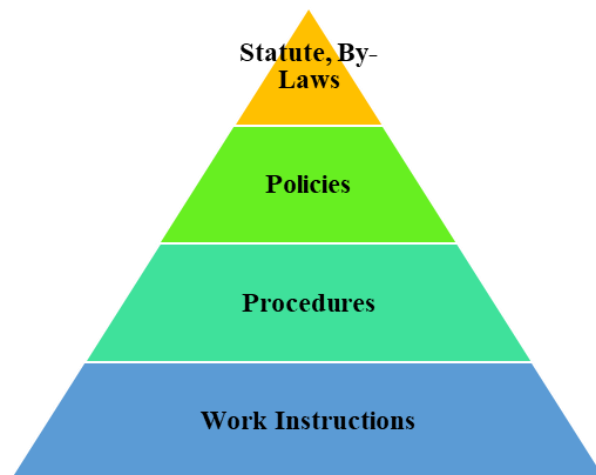


Figure 1: Hierarchy of Governance Document

7.1.1. Statute and Bylaws

The University Statutes contain the fundamental constitutional and governance provisions of the University and are subject to approval by University Council. This document is submitted to the Directorate General of Higher Education, Ministry of Education and Culture on a periodic basis.

By-Laws are rules established by organizations or communities of interest to regulate themselves consistent with University policies. All by-laws must be approved by the University Executive.

7.1.2 Policies

A policy is a formal statement that defines governing values and objectives to manage University practice. The University Executive approves SU policies upon recommendation by the University Senate Standing Committee. The University Council will approve those policies that fall within its scope of governance. Policies requiring the approval of the University Council will be forwarded by the President for review and action.

The Standing Committees will develop and formulate the policies for their respective area. Policies should be reviewed at least every three years.

- a) Purpose
Policies are critical to maintaining an environment that fosters excellence, integrity, and accountability. The purpose of this policy is to establish governing principles for the development, approval, maintenance, management, and publication of policies at SU.
- b) Scope
Every member of the SU community is expected to follow all institutional policies. Every member of the SU community charged with the development, approval, maintenance, management, or publication of policies on behalf of the University is expected to follow the governing principles described in this policy.
- c) Policy Statement
Policies must be developed, reviewed, and approved in a manner that ensures their consistency with the University mission and with applicable laws, regulations, and external policies. Reviews and approval must be appropriate to the scope and impact of each policy.
- d) Approval, Administration, and Oversight of University Policies
University policies are generally subject to the approval by the President or University Council, as determined by the scope and area of the policy; University policies will generally require development, review, and recommendation by the appropriate administrator, task forces, standing committees and University Executive. Some clerical or non-substantive revisions to existing University Policies may be approved by the University Executive.
- e) Standards and Administration of Policies
Policies are expected to be clear, accurate, up-to-date, and published in a central location accessible to individuals or entities who must adhere to them. All policies must be consistent with laws, regulations, and other applicable University policies.

f) **Policy Publication and Dissemination**

All University policies must be published on the SU Policy Manual website that is maintained by a Policy Administrator. Faculties or other University Divisions wishing to include University Policies on their websites must do so by linking to the official SU Policy Manual website to ensure that the current, official version is referenced.

7.1.3 Procedures

Procedures provide a step-by-step approach, the University's requirements for a particular action. This document clearly outlines how a policy will be implemented and by whom. They are updated more often than by-laws, or policies - reviewed every two years - as operational systems change according to the University's requirements.

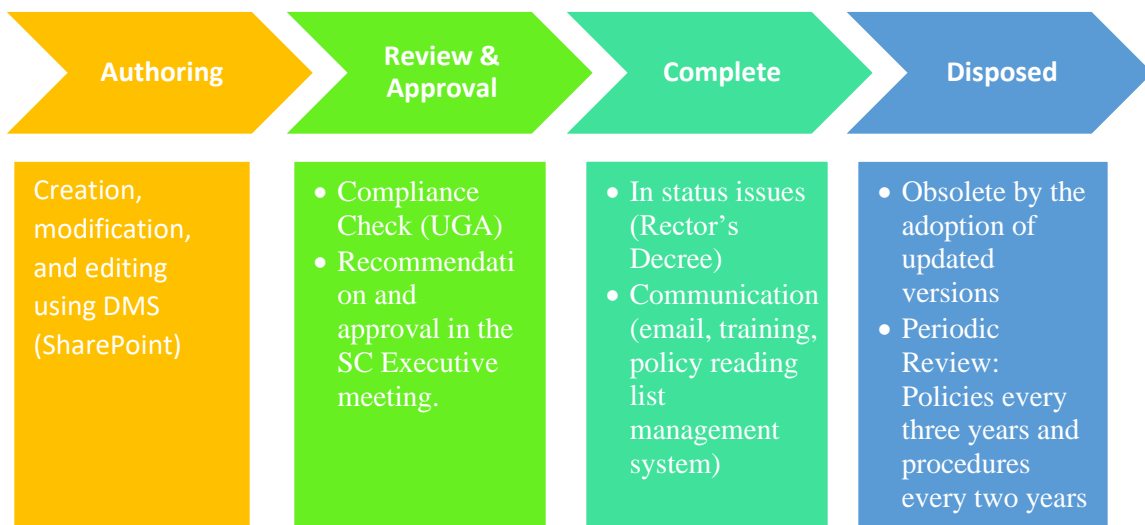
Compliance with procedures is mandatory, and non-compliance may be actionable through appropriate conduct policy documents. Procedures need approval by Vice-Rector for their respective area and acknowledged by University Governance Administration.

7.1.4 Work Instructions

Work Instructions are an internal document developed and implemented by a particular department or unit to standardize and optimize the process within certain area. Work Instructions are developed and amended as needed by relevant department or unit, approved by relevant head/manager, and acknowledged by University Governance Administration. A Work Instruction cannot contradict or conflict with any University Governance documents.

Article 7.2. Process overview

The Process of Governance Document Management are:



Further details information about the process of Governance Document Management, please see the Procedure on Policies and Procedures.

Article 7.3. Web Pages & Governance Document Library

Governance documents are available on the Governance web pages of the University website. The website offers authorized users the ability to:

- a) Search and access all stored Governance documents.
- b) Access only the most up-to-date and accurate Governance documents.
- c) Find information about Governance documentation, including document templates.

The Governance Document Library maintains the University's official, authoritative Governance documentation. The objective of providing a repository for Governance documentation is to provide a location for reliable, consolidated, authorized and up-to-date versions of current documents. The Governance Document Library is accessible on the Governance web pages or by contacting University Governance Administration directly.

Part VIII. Administration

Article 8.1. The President of Sampoerna University

The President is the chief executive officer of the University and is appointed by the University Council. The University Council grants the President the general powers and duties of supervision and management of the business affairs of the University and the general direction of all of the academic programs of the University. The President's duties include without limitation the areas of: institutional development; public and alumni relations; institutional, faculty and educational leadership; long-range and strategic planning; student and faculty recruitment; and appointment, supervision, promotion, and dismissal of executive officers of the University.

Article 8.2. The Rector of Sampoerna University

The Rector is the legal and institutional representative of the University on all matters. The Rector presides over the University Executive as the chief administrative governing body. The Rector is broadly responsible for ensuring the quality of the institution according to principles established by the national government and its agencies. The Rector is also responsible for pursuing the university's goals based on its mission, vision and Strategic Plan.

Article 8.3. Vice Rector of Academic Affairs

The Vice Rector of Academic Affairs (VRAA) provides executive and administration over the University's academic programs. The VRAA serves as the University's chief academic officer and provides academic direction, encourages innovation, and provides leadership to deans, directors, and faculty. The VRAA serves as a member on the University Executive and works with other senior

leaders to develop institutional objectives, budget priorities, policies and procedures, and overall planning for the day-to-day administration of the University.

Article 8.4. Vice Rector of Student Success and International Relations

The Vice Rector of Student Success and International Relations (VRSSIR) provides executive and administrative direction over the Division of Student Affairs and coordinates activities related to international partnerships. The VRSSIR provides guidance in the planning, development and implementation of programs designed to improve the overall success of University students through developmental education, tutoring and extracurricular and co-curricular activities. The VRSSIR also manages international relationships with external educational institutions and accreditation bodies. The VRSSIR serves as a member on the University Executive and works with other senior leaders to develop institutional objectives, budget priorities, policies and procedures, and overall planning for the day-to-day administration of the University.

Article 8.5. Vice Rector of Administration, Resources and Operations

The Vice Rector of Administration, Resources and Operations (VRARO) provides executive and administrative direction to the University's human resources, fiscal resources, information technologies, physical facilities and general administrative services. The VRARO serves as the Chief Financial Officer and provides administrative guidance in the development, implementation and administration of the University budget. The VRARO also provides administrative guidance in the development and planning of human resource policies and of programs designed to increase the effectiveness of University operations. The VRARO serves as a member on the University Executive and works with other senior leaders to develop institutional objectives, budget priorities, policies and procedures, and overall planning for the day-to-day administration of the University.

Article 8.6. Vice Rector of Government and Corporate Relations

The Vice Rector of Government and Corporate Relations (VRGCR) serves as the chief advisor for the University on governmental affairs, policies, and strategies and oversees local, provincial, and national relations for SU. The VRGCR collaborates in positioning SU and its academic programs with government and corporate officials to make use of external support to support SU's capacity building and enrollment objectives. The VRGCR serves as a member on the University Executive and works with other senior leaders to develop institutional objectives, budget priorities, policies and procedures, and overall planning for the day-to-day administration of the University.

Article 8.7. Vice Rector of Enrollment Services

The Vice Rector of Enrollment Services (VRES) provides executive and administrative direction over the University's enrollment management programs including admissions, student recruiting, testing services and student financial services. VRES provides guidance and leadership in the planning and



development of strategies and programs designed to realize the University's enrollment goals. The VRES serves as a member on the University Executive and works with other senior leaders to develop institutional objectives, budget priorities, policies and procedures, and overall planning for the day-to-day administration of the University.