



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

NOMOR: 029/R/SK/RO-gtn/VIII/2022
NUMBER: 029/R/SK/RO-gtn/VIII/2022

TENTANG
CONCERNING

KEBIJAKAN BIMBINGAN
ADVISING POLICY

REKTOR UNIVERSITAS SAMPOERNA,
THE RECTOR OF SAMPOERNA UNIVERSITY,

Menimbang
Considering

- : a. Bahwa untuk menyesuaikan Kebijakan Bimbingan Universitas Sampoerna yang ada untuk mengatasi permasalahan mengenai struktur dan pelaksanaan bimbingan, maka dipandang perlu melakukan revisi kebijakan bimbingan;

That to adjust the existing Advising Policy to address problems in the advising structure and implementation, it is necessary to revise the advising policy;

- b. Bahwa Dewan Eksekutif Universitas Sampoerna pada Rapat Dewan Eksekutif tanggal 21 Juli 2022 telah menyetujui Kebijakan Metode Penyampaian di Universitas Sampoerna;

That the University Executive Members of Sampoerna University at University Executive Meeting on 21 July 2022 has approved The Modes of Delivery Policy in Sampoerna University;

- c. 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 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. Peraturan Menteri Pendidikan dan Kebudayaan No 3 Tahun 2020 tentang Standar Nasional Pendidikan Tinggi;

Regulation of the Minister of Education and Culture No 3 of 2020 National Standard of Higher Education;

4. 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 Nomor 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 March 10, 2016 concerning the Change of Name of the International Student Nations University in South Jakarta City to Sampoerna University in South Jakarta City;

5. Surat Keputusan Pengangkatan Rektor Universitas Sampoerna Nomor: 5376/PSF-HRS/OT/VI/2022 tanggal 30 Juni 2022.

Decree on the Appointment of the Rector of Sampoerna University Number: 5376/PSF-HRS/OT/VI/2022 dated June 30, 2022.

**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 KEBIJAKAN BIMBINGAN.

***DECREE OF THE RECTOR OF SAMPOERNA UNIVERSITY
CONCERNING ADVISING POLICY.***

Kesatu
Firstly : Menyetujui Kebijakan Kebijakan Bimbingan di Universitas Sampoerna sebagaimana terlampir dalam Lampiran 1 Surat Keputusan ini.

Approved Advising Policy 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 1 Agustus 2022 / *On August 1, 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, Sampoerna University;
2. Para Dekan, Universitas Sampoerna;
Deans, Sampoerna University;
3. Para Ketua Program Studi, Universitas Sampoerna;
Heads of Study Programs, Sampoerna University;
4. Para Manajer, Universitas Sampoerna.
Managers, Sampoerna University.
5. Para Kepala Unit, Universitas Sampoerna.
Head of Units, Sampoerna University.



LAMPIRAN 1
ATTACHMENT I

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

NOMOR: 029/R/SK/RO-gtn/VIII/2022
NUMBER: 029/R/SK/RO-gtn/VIII/2022



ADVISING POLICY

Policy Number:	1.4.500	Date Approved:	July 22, 2022
Approving Authority:	President/Rector	Effective Date:	July 22, 2022
Responsible Executive:	VRSS	Next Review:	July 21, 2025

Revision History

Revision Number:	Description of changes made*:	Date:
Initial version	2018 policy updated, edited	November 21, 2021
2nd	2021 version updated with SPAC's central role	May 20, 2022

A. Purpose

To revise the existing Advising Policy to address problems in the advising structure and implementation. The policies outlined in this document represent a significant change in SU's advising process. In past years, SPAC was primarily responsible for incoming students as they planned to take initial General Education courses. Each Study Program determined the course pathway for their major, as well as preferred Gen Ed courses that met the core requirement and were relevant to the program content. These pathway documents provided roadmaps for systematic advising.

Previously, programs assigned lecturers to advise students in their department, yielding varied results that often resulted in enrollment in extraneous classes and prolonged study time. The new policy assigns responsibility to SPAC to oversee all advising, following course pathways established by the study programs. Faculty mentors are identified to support the advising process, but not primarily to recommend course selection. The proposed role of faculty mentors is now to provide more content depth as upper division students complete their major and prepare for graduation. Clear criteria for changes in course registration and approval chains are now added to prevent inaccurate sequences or choices of courses.

B. Scope

This policy pertains to all academic advising at SU, in all four years of study. Current faculty advisors will be relieved of their advising duties and SPAC advisors will be responsible for guiding students to

follow the requirements and course sequences provided by each study program. The new policy is intended to be implemented at the start of AY 2022-2023, by the New Student Orientation. This new policy will impact SPAC, the Academic Registry, and Faculty advisors directly.

C. Definitions

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

Academic and Student Support Units	are part of the University Central Administration and include Academic Administration and Faculties, Academic Partnerships and International Relations, Student Success units, the University Library, Admissions, and Student Services.
Academic Credit	refers to the unit measuring the amount of engaged learning time expected of a typical student enrolled in traditional classroom, laboratory, studio, internships, and experiential learning activities.
Academic Advisor	is a designated lecturer in an academic department who provides guidance in subject matter and program expectations to students, primarily in the 3rd and 4th years of study.
Academic Registry	is the student support unit that is responsible for managing academic administrative activities under the supervision of Vice-Rector for Academic Affairs.
Admission	is when the University formally invites a student to enroll based upon his/her qualifications.
Advisor	refers to academic staff tasked with guiding students through program requirements and university resources, primarily at the Student-Parent Advisory Center (SPAC).
Advisee	is a student assigned to a specific academic advisor.
Course	is the basic component of a degree program or curriculum, and is characterized by the organized study of a particular topic under the direction of a university educator.
Course plan	is a preliminary study plan created by students in collaboration with SPAC advisors, which mainly functions as a class scheduling guideline for the following semester.
Coursework	is any evaluated in-class or home assignment that assesses components of, or entire, learning outcomes. This includes, but is not limited to, essays, reports, presentations, tests and examinations, project proposals, class discussions and internet forum responses.
Credit hour	refers to an institutionally established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction, and a minimum of two hours out of class student work each week for approximately sixteen weeks for one semester or other recognized term, or the equivalent amount of work over a different amount of time.
Curriculum	is a set of plans and regulations on the learning objectives, content and learning materials, as well as the methods used as implementation guidelines for learning activities to achieve the learning outcomes.
Dean	is the head of a faculty or administrative division in a university.

Degree Plan	is an academic roadmap of required and elective courses that is set in the curriculum for a student to achieve his/her academic goal.
Drop/Add	refers to the process of registering and un-registering for courses in the first two weeks of a semester.
Enrollment	refers to the process whereby all students officially register as SU students and select courses.
Faculty	is an instructional department and its supporting resources, grouped according to study programs, that conducts academic coursework and activities within its disciplinary domain.
General Education	refers to a core interdisciplinary curriculum of 41 courses offered primarily during years 1 and 2 that provides a broad foundation of knowledge and skills to all students regardless of major.
Grade Point Average (GPA)	refers to the metric that is derived from assigning letter grades numbered values (from 0-4), and then averaging a series of grades that a student achieves in a given semester (Semester GPA) or in the entirety of the period of study (Cumulative GPA).
Prospective Student	is a student who is interested in applying or has applied to the University but is not yet formally enrolled.
Sampoerna Schools System	is a group of institutions within the Sampoerna system catering to students and professionals who are interested in a unique international education;
SPAC Advisor	is a staff who is assigned by the Student-Parent Advisory Center (SPAC) to monitor and advise a student in the student's academic achievements and study plans during his/her study years in SU, specifically during years 1 and 2 as the student fulfills the General Education requirements regardless of his/her major.
Student-Parent Advisory Center	(or SPAC) is a unit dedicated to advising prospective and current students on course pathways, degree requirements, transfer processes, and academic exchange;
Student Success Unit	is the department tasked with identifying students who are struggling academically or personally in their studies, and intervening with appropriate support such as tutoring and/or counseling.
SPAC Advisor	refers to advisors operating under the Student Success unit focusing on student's general education fulfillment, program requirements, transfer processes, and academic exchange.
Study Plan	is a series of courses prescribed by advisors each semester, based on students' degree plan and progress from the previous semester(s).
Universitas Sampoerna	abbreviated as 'SU' or "the University," is a private university engaged in academic education, and/or vocational training in a number of knowledge disciplines, technology, and/or arts, and if the requirements are fulfilled will be able to provide professional training.
University Executive	is the governance body responsible for administrative policies of the University.
University Senate	is the highest normative body in the academic governance of the University.



E. Policy Statement

Part I. Overview

The Advising Policy shall be regulated by the University Senate and shall follow any applicable legislation in Indonesia and compliance with U.S. accrediting body guidelines. . The Advising Policy shall be reviewed annually by the Standing Committee on Student Affairs and approved by the University Senate. The enactment of the Advising Policy shall be authorized by Rector's decree.

Part II. Academic Advising at Sampoerna University

Sampoerna University supports student success by providing academic advising for existing students to ensure that they reach their academic goals. Designated advisors provide comprehensive information about educational program pathways available at SU. They offer individualized advice and guidance to develop study plans that enable students to successfully fulfill all degree requirements of their chosen academic program.

Academic advising at Sampoerna University is unique as it supports students with diverse academic pathways. From the time of their admission, students may have different academic needs depending on the courses and activities required to complete their intended degree at Sampoerna University or to transfer out after satisfying the General Education requirements, generally done in their first two years at Sampoerna University. To support these needs, Sampoerna University has two levels of advising: by advisors at the Student-Parent Advisory Center (SPAC), and by academic mentors in the relevant Faculty of their respective majors.

SPAC advisors are managed under the supervision of the Vice Rector of Student Success. Academic mentors will be appointed and dismissed by the Dean of each Faculty based on the recommendation of the Heads of Study Programs. Both level of advisors may also counsel prospective students regarding SU academic programs in the context of university functions or events.

Part III. Values and Code of Ethics in Advising

3.1. Values

Compassion: Advisors communicate what is relevant and necessary to students by acknowledging and understanding each student's perspective and situation.

Integrity: Advisors adhere to the university's code of conduct and provide honest, transparent, and accountable information to students and to the institution.

Empowerment: Advisors promote critical thinking and facilitate personal growth by providing complete information and guiding students to make decisions, plan, and set goals during their study at Sampoerna University.

3.2. Code of Ethics in Advising

3.2.1. Advisors must adhere to ethical behavior as stated in the University's Code of Ethics during any advising sessions or activities.

- 3.2.2. Advisors must be able to present fair, complete, and accurate information that guide and empower students to make an informed decisions regarding their academic pathway.
- 3.2.3. Advisors must refer students to receive appropriate assistance should existing or potential issues be identified during advising sessions that may disrupt or impede academic success.
- 3.2.4. Advisors must not disclose any information conveyed by students to a third party or external institution unless the disclosure is approved by students, is necessary to support the academic success of students, is deemed essential to ensure students' well-being, or is required to protect the integrity of the University.
- 3.2.5. Advisors must ensure that students are not discriminated against based on their gender, ethnicity, race religion, or societal groups.
- 3.2.6. Advisors must recognize and avoid conflict of interests and refrain from any forms of harassment.

Part IV. The Advising Process and Advisor Responsibilities

Upon entry, each student will have an assigned SPAC advisor and an academic mentor. SPAC advisors and academic mentors each specialize in certain areas; however, they share a common goal of providing proper support and advice for students to achieve their learning objectives at Sampoerna University. The list below details the stages of the advising process and responsibilities of SPAC advisors, academic mentors, and other relevant units.

4.1. New Student Advising

- 4.1.1. Each incoming class will participate in a comprehensive New Student Orientation for an overview of the advising process, course selection, registration, Drop/Add, transfer opportunities, and other relevant issues.
- 4.1.2. Incoming students meet with their assigned SPAC advisor to review the Study Plan for their specific program of study, including the General Education core, major prerequisites, and degree and dual degree requirements.
- 4.1.3. SPAC advisors will assist students in selecting courses for the next semester that comply with program requirements. New students will enroll primarily in General Education courses during the first year, based upon the Gen Ed courses recommended by each study program that are relevant to its curriculum;
- 4.1.4. New students are also assigned a faculty mentor in their program of study to guide them through their major and familiarize them with program expectations.
- 4.1.5. Once a course plan is established for the upcoming semester, the SPAC advisor approves the courses and authorizes the student to register for the selected classes through the registration portal.
- 4.1.6. A copy of the course plan is shared with the academic mentor, but any changes in enrollment must be approved by the Dean of their Faculty.
- 4.1.7. During the first two weeks of each term, students attend the selected classes and report any placement issues or schedule conflicts to their SPAC advisor. Any proposed changes in enrollment will be reviewed and implemented as appropriate during this Drop/Add period.

- 4.1.8. All student course plans must be approved by SPAC and acknowledged by the Registrar unless circumstances warrant an appeal to the Faculty Dean for an exception to the established program pathway.

4.2. *Continuing Student Advising*

- 4.2.1 SPAC will continue to provide guidance to student and assist them in their course plans each semester, particularly during the first two years of study.
- 4.2.2. Any disruption of the course sequence must be reviewed by SPAC and the study program head, to ensure that pre-requisites and program requirements are not deferred unreasonably or omitted.
- 4.2.3. Designated faculty mentors will meet with students each semester as needed, particularly in the third and fourth year of study, to ensure that major and graduation requirements are included in the plan of study.

4.3 *Preparing for Graduation*

- 4.3.1. Academic mentors are responsible for advising students of graduation requirements to ensure sufficient time for completion by the fourth year.
- 4.3.2. Students must plan for their program capstone project during their fourth year; capstone supervisors are selected with the approval of the study program head (and/or dean?)
- 4.3.3 Graduation requirements include:
- Having completed and passed all of the credits required for graduation
 - A minimum GPA of 2.00
 - No 'F' grades in the final transcript
 - Registration for and completion of the Judicium
- 4.3.4. Students are eligible to register for graduation once they have met these criteria and met all administrative requirements and responsibilities.

Part V. Student Rights and Responsibilities

5.1. *Student Rights*

- 5.1.1 Students have the right to receive accurate, timely, personalized academic advising during their studies at SU.
- 5.1.2 All students are entitled to support during the course-planning and registration processes, by SPAC, the Registrar, the Student Success staff, and academic mentors from their program of study.
- 5.1.3 Students may request to change their advisor and/or mentor if they present evidence that their designated advisor or mentor has provided inaccurate information, has not been available to meet with reasonable frequency, or has violated any provision of the Code of Ethics denoted above.



- 5.1.4 If students are unable to satisfy a program requirement due to a skill deficiency or schedule conflict, they have the right to learn all available options that will enable them to progress in a timely fashion.

5.2. *Student Responsibilities*

- 5.2.1. Students are responsible for meeting with their advisors prior to each semester to create an approved course plan.
- 5.2.2. Once a course plan is approved, students are responsible for registering for the correct courses, and for seeking appropriate approval for any subsequent changes.
- 5.2.3. If referred to tutoring or counseling by Student Success or a classroom instructor due to difficulty progressing in their studies, students have the responsibility to attend and engage the recommended sessions or seek alternative support.
- 5.2.4 Students are responsible for learning and understanding the requirements of their program of study, including General Education, major courses, capstone projects, and graduation eligibility.

F. Related Policies and Procedures

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