

SAMPOERNA UNIVERSITY
UNIVERSITY EXECUTIVE MEETING
MINUTES

NOTICE IS HEREBY GIVEN THAT the Sampoerna University on University Executive Meeting AY 2021-2022 was held virtually on **Wednesday, 23 March 2022** (Jakarta Time) at SU and on MS Teams. The meeting has established the quorum as voting members attended it with the following details:

1. Attendance at Meeting *(add rows as necessary)*

Committee Members		
Marshall Schott	MS	<i>Present</i>
Wahdi Salasi April Yudhi*	WY	<i>Present</i>
Soepriyatna	SP	<i>Present</i>
Endriyani Widyastuti	EW	<i>Present</i>
Elan Merdy	EM	<i>Absent</i>
Lauren Clarke	LC	<i>Present</i>
Wahyoe Soedarmono	IBB	<i>Present</i>
Surya D. Liman	SDL	<i>Present</i>
Erick H. Krauss	EK	<i>Present</i>
Novi Kusumaningrum	NK	<i>Present</i>
Dorita Setiawan	DS	<i>Present</i>
Lorensia Soegiarto	LS	<i>Present</i>

Present, Absent, Proxy, Expert

**Chair*

Guests		
Guruh Nugroho	GN	Rectorate Office Manager
Maryke Ayu Kinasih	MAK	Executive Secretary

2. Agenda

1. Consent Agenda:

- The Minutes of Meeting

2. Reports of Standing Committees or Task Forces

- *Report of SC Academic Affairs*
 - a) English Language Competence of Instructional Staff
 - b) Policies on Major and Minor
- Report of SC Student Affairs
 - a) Policy on Succession Plan for Presidency of Sampoerna University
 - b) Pre-College English Remediation and Testing Policy
 - c) Faculty Handbook
- *Report of SC Administrative Affairs*
 - (a) Policy Manual Volume II: Campus Community

3. New Business

- Policy Manual Volume I: Governance

4. Adjourning the Meeting

3. Discussion

Agenda	Discussion	Action	Vote	Vote Result
Consent Agenda	Showing minutes from the last UE Meeting on November 11th 2021.			
Reports of SC Academic Affairs				
English Language Competence of Instructional Staff	- To ensure faculty members to have sufficient English language proficiency and also to ensure that courses offered are taught in English, except for Bahasa Indonesia or MOE mandated courses, because these are courses designed to be taught in Bahasa Indonesia. - The content of this policy will affect the hiring process of new faculty members and our current faculty members. [LC] We have a letter/document that we produced for Broward stating that the faculty teaching GenEd courses have been interviewed and assessed for the English proficiency. We can use the same letter for our internal purpose. We shouldn't rely on TOEFL or IELTS scores alone, but also oral proficiency and I would like to include this to the hiring requirements process in addition to transcript and test. [SP] <i>We will adapt the letter for Broward and will produce for us. Oral proficiency assessment will be included in the hiring process requirements as our final assessment.</i> [EW] If the candidate is not from US universities, do the candidates must provide the TOEFL and IELTS score for requirements? We don't want to burden the candidates with the tests. [SP] <i>The final assessment will be the</i>	- To approve the English Language Competence of Instructional Staff. - Need to issue Rector's decree and need report to Faculty Senate.	Motion: SP Seconded: LC Aye: MS, WY, EW, SDL, WS, LS, EK, NK, DS Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have English Language Competence of Instructional Staff. [MSC]

Agenda	Discussion	Action	Vote	Vote Result
	<i>oral proficiency assessment by the appointed interviewer from the university and this will also be used as evidence. [MS] we have several options, if they don't have TOEFL, IELTS or English Degree, they can still do the interview, but by the end of the day, we need evidence that they are English language proficient. We can decide what criteria is used for that assessment.</i>			
Policies on Major and Minor	- To grant students with awarding degree, they need to complete all the requirements. We provide Major and Minor to provide students with wide-range perspective on rapidly changing world. - During DIKTI Socialization about the curriculum, they acknowledge the Program called MaMa (Major and Major) or MaMi (Major and Minor), where students can have double major or major and minor. This is also related with DIKTI MBKM program where students are required to study outside their current study program. - The policy also explains about procedures related to General Education Core curriculum. [LC] I assume this will allow them to graduate within 4 years? Because the concern is for example if a students want to major in Management and minor Digital Marketing, how would those courses fulfill the GenEd requirements? [SP] This is where Advising plays important role. They must plan their program, whether they want to stay in their study program, or if they want to have MaMa or MaMi. In MBKM we cannot exceed 160	3. To approve Policies on Major and Minor. 4. Need to issue Rector's decree and doesn't need to go to UC. It will need to go to University Senate for noting only.	Motion: SP Seconded: LC Aye: MS, WY, EW, SDL, WS, LS, EK, NK, DS Nay: --	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Policies on Major and Minor. [MSC]

Agenda	Discussion	Action	Vote	Vote Result
	credits. The students may convert their Minor into the degree plan in their original study program. • [EW] if students to take another Minor for 18 credits, should it be within the 144 or add to 160? [SP] Based on the MBKM it should be part of 144. • If this policy is approved, the Deans will have to work with Novi about the plan for the Minor in MBKM plan. • Deans and Head of Study Programs have attended a 2-day workshop on MBKM and are now preparing the MBKM plan in each study program.			
Reports of SC on Student Affairs				
Policy on Succession Plan for Presidency of Sampoerna University	• This policy governs if the president decides to leave the position or for other reason how to maintain the stability of institution and to replace the president smoothly and effectively. • The President must give notice to the UC at least 120 days prior. We also have provision for a committee to find new president. The committee will include UC members, Faculty members, Dean, students, alumni and professional staff. • [SP] Any specific reason why we have to involve the alumni in the committee? [LC] It's a practice in the US to involve the alumni in the leadership of the University because they are part of the legacy of the degree. It can be the President of the Alumni Association. • This is one of the provisions that suggested by NECHE.	5. To approve the Policy on Succession Plan for Presidency of Sampoerna University. 6. Need to issue Rector's decree and UC already seen this policy.	Motion: LC Seconded: EW Aye: WY, SP, SDL, WS, LS, EK, NK, DS Abstain: MS Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Policy on Succession Plan for Presidency of Sampoerna University [MSC]

Agenda	Discussion	Action	Vote	Vote Result
Pre-College English Remediation and Testing Policy	- This policy came into being because over the years we have evolved to multi-structure English remediation unit and it its intended to better coordinate on preparation and test prospective candidates to SU, particularly with regard to English language proficiency. It also clarifies protocols and requirements necessary for compliance with SU's admissions criteria. [MS] Suggest to table this policy for now.	7. To discuss Pre-College English Remediation and Testing Policy in the next meeting	-	-
Faculty Handbook	- We are preparing an updated Faculty Handbook and have made some changes in the previous handbook for SKS/credits. - We're having problem with the formatting.	8. To approve the Faculty Handbook. 9. No need to issue Rector's decree.	Motion: LC Seconded: EW Aye: MS, WY, SP, SDL, WS, LS, EK, NK, DS Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Faculty Handbook . [MSC]
SC on Administration Affairs				
Policy Manual Volume II: Campus Community	- We have completed the draft of Campus Community Policy Manual. Documents consist of 20 policies, which 7 already approved. 13 are new policies: - Non-Discrimination, Harassment and Sexual Misconduct Policy - Policy on Disabilities - Safety, Health and Environment - Emergency Closing - Technology Replacement, Data Security and Integrity - Identification Cards	10. To approve the Policy Manual Volume II: Campus Community; 11. Need to issue Rector's decree.	Motion: MS Seconded: EW Aye: LC, SP, WY, EM, LC, IBB, SDL, EK, NK Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have IT Master Plan . [MSC]

Agenda	Discussion	Action	Vote	Vote Result
	7. Use of Campus Facilities for Events and Activities 8. Travel Policies 9. Meals and Entertainment Policy 10. Purchasing Policy 11. Asset Management Policy 12. Payment Policy 13. Record Retention and Disposition Policy 14. Conflict of Interest and Conflict of Commitment Policy			
New Business				
New Broward requirement	• [LC] BC has new policy that everyone who has hired for GenEd need to submitted original transcript, national or international university. So, when we hire a lecturer with credential from Indonesia, we need original transcript. [EW] It is not common in Indonesia to send original transcript. But we can discuss later on this one as it's related with another policy on the benefit. • [SP] This will cause difficulties for those who graduated from national university. The one that we normally do here, we can copy the transcript and ask the original stamp from the University, we called it <i>Legalisir</i>. • [MS] Is this a statutory or Broward requirement? If it's statutory then it's a problem. But if it's a Broward requirement we have to push back.			
Policy Manual Volume I: Governance	• [GTN] The purpose of this policy is to provide clear guidance to University Executive, Rectorate and students regarding the University governance.	12. To approve the Policy Manual Volume I: Governance ; 13. Need to issue Rector's decree. UC members have already seen this.	Motion: WY Seconded: SP	In Favor – Aye (All member) Oppose – No (none)

Agenda	Discussion	Action	Vote	Vote Result
	- We have uploaded our policies to our website, so everyone can access the content. - After the policy is approved, we will upload the policy to the website. [SP] When is the deadline to upload to the website? [GTN] the deadline is already passed. [LS] We have a lot of policies and procedures. We have a rector decree for admission from 2017. We want to make sure that what we do right now is standardized and we want to make sure that we're on the right track and follow the latest procedures. [LC] That's the challenge here with governance, the practice moves faster than the policy. Part of accreditation is to make the practice and policy synced. [MS] When you're in admission, you don't want everything to be prescriptive in a policy otherwise you will have to review and do all the policies every year. What we're trying to do with Policy Framework that we don't have to revisit every year, even with our catalogue or foundation handbook. We actually want to go every two or three years if we can, so we not constantly write new policy. [LS] We have storage for all the policies and Rectorate decree that we have? [GTN] Yes. [SP] there are some matters in Recruitment that I wasn't involve? Which standing committee is Admission under? [LC] Under SC Student Affairs and we may consult with other SC in the process.		Aye: LC, MS, EW, SP, WY, EM, LC, IBB, SDL, EK, NK Nay: -	The ayes have it, and the motion is carried. We will have Policy Manual Volume I: Governance. [MSC]

* Results of votes taken (i.e. MSC= moved, seconded carried or MSF=moved, seconded, failed or MST=moved, seconded, tabled)

4. Minutes Prepared by:

MAK

5. Approval of Minutes for November 11th, 2021

Minutes were approved as amended.

6. Next Meeting Date

TBA.

7. Attachments

Meeting Attendance – University Executive Meeting Wednesday, 23 March 2022 @9.00 – 10.30am

Meeting Summary

Total Number of Participants	11
Meeting Title	University Executive Meeting
Meeting Start Time	3/23/2022, 8:50:14 AM
Meeting End Time	3/23/2022, 10:49:16 AM
Meeting Id	6ee10b3c-370f-4a4d-bdab-dd7b4d44c43b

Full Name	Join Time	Leave Time	Duration	Email	Role
Maryke Ayu Kinasih	3/23/2022, 8:50:14 AM	3/23/2022, 10:49:16 AM	1h 59m	maryke.kinasih@sampoernauniversity.ac.id	Organizer
Wahyoe Soedarmono	3/23/2022, 8:50:35 AM	3/23/2022, 10:45:09 AM	1h 54m	wahyoe.soedarmono@sampoernauniversity.ac.id	Presenter
IT Support	3/23/2022, 8:50:50 AM	3/23/2022, 10:45:28 AM	1h 54m	it.support@sampoernauniversity.ac.id	Presenter
Soepriyatna	3/23/2022, 8:54:09 AM	3/23/2022, 10:45:11 AM	1h 51m	soepriyatna@sampoernauniversity.ac.id	Presenter
Dorita Setiawan	3/23/2022, 8:54:13 AM	3/23/2022, 10:45:08 AM	1h 50m	dorita.setiawan@sampoernauniversity.ac.id	Presenter
Surya Danusaputro Liman	3/23/2022, 8:57:20 AM	3/23/2022, 10:45:14 AM	1h 47m	surya.liman@sampoernauniversity.ac.id	Presenter
Novi Kusumaningrum	3/23/2022, 8:58:57 AM	3/23/2022, 10:45:09 AM	1h 46m	novi.kusumaningrum@sampoernauniversity.ac.id	Presenter
Erik Howard Krauss	3/23/2022, 8:59:31 AM	3/23/2022, 10:45:05 AM	1h 45m	erik.krauss@sampoernauniversity.ac.id	Presenter
Dr. Marshall E. Schott	3/23/2022, 9:00:00 AM	3/23/2022, 10:45:09 AM	1h 45m	marshall.schott@sampoernauniversity.ac.id	Presenter
Lorensia Soegiarto	3/23/2022, 9:00:14 AM	3/23/2022, 10:45:03 AM	1h 44m	lorensia.soegiarto@sampoernauniversity.ac.id	Presenter
Endriyani Widyastuti	3/23/2022, 9:02:10 AM	3/23/2022, 10:45:06 AM	1h 42m	endriyani.widyastuti@sampoernauniversity.ac.id	Presenter



**SAMPOERNA
UNIVERSITY**

UNIVERSITY EXECUTIVE MEETING

Wednesday, 23 March 2022

THE MEETING AGENDA OF UNIVERSITY EXECUTIVE MEETING

24 MARCH 2022

1. Consent Agenda:

- The Minutes of Meeting

2. Message from the President

3. Reports of Standing Committees or Task Forces

- Report of SC Academic Affairs
 - a) English Language Competence of Instructional Staff
 - b) Policies on Major and Minor
- Report of SC Student Affairs
 - a) Policy on Succession Plan for Presidency of Sampoerna University
 - b) Pre-College English Remediation and Testing Policy
 - c) Faculty Handbook
- Report of SC Administrative Affairs
 - (a) Policy Manual Volume II: Campus Community

4. New Business

- Policy Manual Volume I: Governance

5. Adjourning the Meeting

Minutes of Previous Meeting

UE Meeting on Nov 11, 2021

SAMPOERNA UNIVERSITY
UNIVERSITY EXECUTIVE MEETING 011
MINUTES

NOTICE IS HEREBY GIVEN THAT the Sampoerna University on University Executive Meeting 010 AY 2021-2022 was held virtually on Thursday, 11 November 2021 (Jakarta Time) at SU and on MS Teams. The meeting has established the quorum as voting members attended it with the following details:

1. Attendance at Meeting *(add rows as necessary)*

Committee Members		
Marshall Schott	MS	<i>Present</i>
Wahdi Salasi April Yudhi*	WY	<i>Present</i>
Soepriyatna	SP	<i>Present</i>
Endriyani Widyastuti	EW	<i>Present</i>
Elan Merdy	EM	<i>Present</i>
Lauren Clarke	LC	<i>Present</i>
Ivan Destian Butarbutar	IBB	<i>Present</i>
Surya D. Liman	SDL	<i>Present</i>
Erick H. Krauss	EK	<i>Present</i>
Novi Kusumaningrum	NK	<i>Present</i>

Present, Absent, Proxy, Expert

**Chair*

Guests		
Guruh Nugroho	GN	Rectorate Office Manager
Eko Sulistyo	ES	IT Manager
Maryke Ayu Kinasih	MAK	Executive Secretary

2. Agenda

1. **Verification for Quorum**
2. **Consent Agenda:**
 - The Minutes of Meeting
3. **Message from the University's President Re: University's Scorecard**
 - Update on University's Scorecard
 - Report on University's Scorecard every quarter/semester in University Executive Meeting
4. **Reports of Standing Committees or Task Forces**
 - Report of SC Academic Affairs
 - Academic Plan
 - Code of Conduct
 - Intellectual Property Rights
 - Assessment
 - Research Conduct
 - SU MBKM General Guidelines
 - Proposal for Accounting study program courses.
 - Report of SC Student Affairs (Student Code and Privacy Policy)
 - Report of SC Administrative Affairs (IT Master Plan)
5. **Unfinished Business and General Order**
 - SU Structural Appointment
 - Rector Appointment
 - Acting Vice Rector of Enrollment Service
 - Acting Dean of FOB
 - New member of SC for Administrative Affairs (*unfinished*)
 - Advising Policy Changes (*unfinished*)
 - SU Internal Communication Plan (*unfinished*)
6. **New Business**
7. **Adjourning the Meeting**

3. Discussion

Agenda	Discussion	Action	Vote	Vote Result
Consent Agenda	- Showing minutes from the last UE Meeting on August 26th 2021. - Move the proposed changes to the Advising Policy not yet discussed to new business. - Move the rest of the items in Consent Agenda to Regular Business.			
Message from University's President	We need to update the scorecard by the end of calendar year. Please take midyear data and projected in to the scorecard and we can look at where we are correctly and if there's any correction/mediation/intervention we still have time to do it before the end of academic year.	Updated scorecard to be submitted by January 15.		
Reports of SC Academic Affairs				
Update on Academic Plan	- Academic Plan period is range 2020-2025 or 2021-2026? [MS] <i>We need to arrange our major planning documents. If the strategic plan is on 2020-2025, I suggest that the Academic Plan period is for 2021-2026, Facility Plan 2022 – 2027. That way we can get into a cycle where we don't do our planning at once.</i> - All courses are delivered in English, except for Bahasa Indonesia and Kewarganegaraan and Pancasila. [MS] <i>We can indicate that's it's okay to provide clarification or tutoring in native language that doesn't violate the English language requirement.</i> - College readiness 75% and we are optimistic about it.	- To approve the Academic Plan. - Need to submit the Academic Plan updates for Senate Approval.	Motion: SP Seconded: LC Aye: MS, WY, SP, EW, EM, LC, IBB, SDL, EK, NK Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Academic Plan . [MSC]

Agenda	Discussion	Action	Vote	Vote Result
Faculty Code of Conduct	- Article III point 9: “The faculty members’ rights to engage in a limited amount of outside work, paid or not paid. Problems in the implementation? Who decides who can? What are the Criteria? [LC] <i>We have stated somewhere (handbook/statute) that they allow to get remuneration outside our organization if it’s not conflicting with their responsible at SU.</i> [EW] <i>We don’t have this policy yet in our organization. We need to develop not only the remuneration policy but also the procedure.</i> [MS] <i>We must create policy for this. If there’s no conflict of interest, it should be fine.</i> - Article IV point 8: The criteria for members of Faculty Adjudication Committee. - Article V point 1: Synchronous/ Asynchronous in online learning.	3. To approve Faculty Code of Conduct. 4. SC Academic Affairs and SC Administrative Affairs will work closely with the Deans to create a technical guideline regarding lecturer’s engagement in a limited amount of outside work.	Motion: MS Seconded: SDL Aye: MS, WY, SP, EW, EM, LC, IBB, SDL, EK, NK Nay: --	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Faculty Code of Conduct. [MSC]
Intellectual Property (IP) Rights	- Point 2. c: Syllabi belongs to the creators. Several syllabuses are written by Part-timers who are paid by SU. In contract, once it is completed, it belongs to SU. [MS] The university will not have exclusive right for the syllabuses created by the faculty. - Point 2. e: Intellectual Property committee to look on dispute issues on this IP matters. Vancouver Protocol?	5. To approve the Intellectual Property Rights. 6. To submit the Intellectual Property Rights for Senate Approval.	Motion: SP Seconded: SDL Aye: MS, WY, SP, EW, EM, LC, IBB, SDL, EK, NK Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Intellectual Property Rights. [MSC]

Agenda	Discussion	Action	Vote	Vote Result
Responsible Research Conduct	- Eliminate research compliance issue for the use of animal, as we do not involve animal in research at SU - The first author is the LEAD, alphabetical order=equal contribution. Is this convention concept acceptable in most of research fields? - All research involving human will need to go through Review Board's approval, regardless low/high risk research. To provide a form (ethical application form), high risk: lab work, low risk: involving students at school.	7. To approve the Responsible Research Conduct. 8. To prepare the Responsible Research Conduct for senate approval.	Motion: WY Seconded: LC Aye: MS, WY, SP, EW, EM, LC, IBB, SDL, EK, NK Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Responsible Research Conduct . [MSC]
SU MBKM General Guideline	- The SC AA approved the draft. - Who is responsible for monitoring MBKM in University? And what are the documents to guide the implementation? Where is SU position in MBKM Initiatives.	9. To approve the MBKM General Guidelines as required by DIKTI and implementation will be decided by Study Program. 10. To prepare the SU MBKM General Guidelines for Rector's Decree.	Motion: WSAY Seconded: LC Aye: MS, WY, SP, EW, EM, LC, IBB, SDL, EK, NK Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have SU MBKM General Guideline . [MSC]
Replacing Principles of Accounting I & II	- Students who will pursue AA degree from BC? - New course names and codes? Need more time to consult.	11. Will discuss further and will not bring this to motion.	No Voting	-
Reports of SC on Student Affairs				
Student Code Policy	Student's Success and Academic Affairs need to come up with a set of criteria for an appeal;	12. To approve the Student Code Policy.	Motion: WSAY Seconded: SP Aye:	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will

Agenda	Discussion	Action	Vote	Vote Result
			MS, WY, SP, EW, EM, LC, IBB, SDL, EK, NK Nay: -	have Student Code Policy . [MSC]
Privacy Policy	The students have the rights to access their academic records and we cannot share students record, unless the students have submitted a written permission/request.	13. To approve the Privacy Policy.	Motion: LC Seconded: SP Aye: MS, WY, SP, EW, EM, LC, IBB, SDL, EK, NK Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Privacy Policy . [MSC]
SC on Administration Affairs				
IT Master Plan	Points of revisions are on adding New Article 1.3.8. about E-Thesis and 1.4.2. about The Level of SU Library Collection. The revision also modifies Article 1.3.3. about Journals.	14. To approve the IT Master Plan	Motion: EW Seconded: SP Aye: MS, WY, SP, EW, EM, LC, IBB, SDL, EK, NK Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have IT Master Plan . [MSC]
New Business				
Extension of WSAY tenure as Rector	We are requesting an extension for Pak Yudhi's tenure as Rector to end of Academic Year.	15. To approve Pak Yudhi's tenure exention.	Motion: MS Seconded:	In Favor – Aye (All member) Oppose – No (none)

Agenda	Discussion	Action	Vote	Vote Result
			SP Aye: MS, WY, SP, EW, EM, LC, IBB, SDL, EK, NK Nay: -	The ayes have it, and the motion is carried. We will have IT Master Plan . [MSC]
Nomination for Lorensia Sugiarto as Acting Vice Rector of Enrollment Services	Nominate Lorensia Sugiarto as Acting Vice Rector of Enrollment Services	16. Motion to approve for nomination and appointment of Lorensia Sugiarto as Acting Vice Rector of Enrollment Services.	Motion: MS Second: SP Aye: MS, WY, SP, EW, EM, LC, IBB, SDL, EK, NK Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will nominate Lorensia as Acting Vice Rector of Enrollment Services. [MSC]
Nomination for Acting Dean of FOB	- We propose a task force for nomination and selection for Acting Dean of FOB. - Pak Ivan will lead the task force with 3 faculty members and by the end of November they should have the result of nomination. - December will start handover to Acting Dean of FOB.	17. Motion to approve to establish the task force to select and nominate the Acting Dean of FOB.	No voting.	-

* Results of votes taken (i.e. MSC= moved, seconded carried or MSF=moved, seconded, failed or MST=moved, seconded, tabled)

4. Minutes Prepared by:

MAK

5. Approval of Minutes for August 26th, 2021

Minutes were approved as amended.

6. Next Meeting Date

TBA.

7. Attachments

Meeting Attendance – University Executive Meeting Thursday, 11 November 2021 @9.00 – 11.00am

Total Number of Participants 11
 Meeting Title [Blocked Schedule] University Executive Meeting
 Meeting Start Time 11/11/2021, 8:48:28 AM
 Meeting End Time 11/11/2021, 11:13:12 AM
 Meeting Id 54ce9b28-662c-4f79-85c6-b82558e48ab3

Full Name	Join Time	Leave Time	Duration	Email	Role
IT Support	11/11/2021, 8:48:28 AM	11/11/2021, 11:12:13 AM	2h 23m	it.support@sampoernauniversity.ac.id	Presenter
Dr. Lauren Clarke	11/11/2021, 8:51:27 AM	11/11/2021, 11:11:04 AM	2h 19m	lauren.clarke@sampoernauniversity.ac.id	Presenter
Maryke Ayu Kinasih	11/11/2021, 8:53:07 AM	11/11/2021, 11:13:12 AM	2h 20m	maryke.kinasih@sampoernauniversity.ac.id	Organizer
Surya Danusaputro Liman	11/11/2021, 8:55:23 AM	11/11/2021, 11:11:05 AM	2h 15m	surya.liman@sampoernauniversity.ac.id	Presenter
Ivan Destian Butarbutar	11/11/2021, 8:56:14 AM	11/11/2021, 11:11:09 AM	2h 14m	ivan.butarbutar@sampoernauniversity.ac.id	Presenter
Endriyani Widyastuti	11/11/2021, 8:59:15 AM	11/11/2021, 11:10:56 AM	2h 11m	endriyani.widyastuti@sampoernauniversity.ac.id	Presenter
Erik Howard Krauss	11/11/2021, 8:59:28 AM	11/11/2021, 11:11:02 AM	2h 11m	erik.krauss@sampoernauniversity.ac.id	Presenter
Novi Kusumaningrum	11/11/2021, 9:00:09 AM	11/11/2021, 11:11:01 AM	2h 10m	novi.kusumaningrum@sampoernauniversity.ac.id	Presenter
Elan Merdy	11/11/2021, 9:02:58 AM	11/11/2021, 9:48:20 AM	45m 22s	elan.merdy_sampoernaschoolssystem.com	Presenter
Eko Sulistyono	11/11/2021, 9:41:29 AM	11/11/2021, 11:05:36 AM	1h 24m	eko.sulistyono@sampoernauniversity.ac.id	Presenter
Elan Merdy	11/11/2021, 9:48:08 AM	11/11/2021, 11:12:29 AM	1h 24m	elan.merdy@sampoernaschoolssystem.com	Presenter

Reports of Standing Committees or Task Forces

Report of SC Academic Affairs

- English Language Competence of Instructional Staff
- Policies on Major and Minor



ENGLISH LANGUAGE COMPETENCE OF INSTRUCTIONAL STAFF

Commented [S1]: Change 'Instructional Staff' into 'Faculty Members'

Policy Number:	1.6.920	Date Approved:	March 24, 2022
Approving Authority:	President/Rector	Effective Date:	April 1, 2022
Responsible Executive:	VRAA	Next Review:	April 1, 2025

Revision History

Revision Number:	Description of changes made*:	Date:
Initial version	V.1	March 24, 2022
		Click to enter a date.

**explain which part and article have been changed*

A. Purpose

This policy is established to ensure that faculty members at Sampoerna University have sufficient English language proficiency to provide instruction. It is to ensure that courses offered for credit at the institution are taught in the English language and that all faculty members are proficient in the use of the English language. A faculty member may use Bahasa Indonesia to conduct Bahasa Indonesia course or MOE mandated courses designed to be taught in Bahasa Indonesia.

This policy does not prohibit a faculty member from providing individual assistance during course instruction to a non-English-speaking student in the native language of the student.

B. Scope

This policy is applied to all faculty members

C. Procedures & Responsibilities

1. Procedures and Responsibilities for Instructional Hiring

- Individuals being interviewed for an instructional position at Sampoerna University will be carefully evaluated prior to being hired to ensure that they possess effective communication skills in the English language.

Commented [S2]: HR is the gate: transcript, diploma, evidence?



- b. All individuals being considered for a faculty position must provide evidence deemed sufficient by the appropriate Dean that English is their primary language or that they have achieved an appropriate score on an Approved Test of English Language Proficiency. An English Proficiency Form, with related evidence of mastery of the spoken English language, must be included in the individual's hiring packet.
- c. Each hiring packet submitted for instructional personnel whose primary language is not English must be interviewed by the Vice Rector for Academic Affairs or designee holding a credential in English as a Second Language. The interviewer (VRAA or designee) must certify English language proficiency before the candidate can be hired.

Commented [S3]: SU Proficiency Test? If they don't have the proof. Speaking Skills Assessment?

Commented [S4]: Standard?

Commented [S5]: What Form? Will this create difficulty in hiring?

Commented [S6]: Scoring rubric?

Commented [S7]: How? Issue a certificate?

2. Procedures and Responsibilities Related to Current Faculty

- a. It is the responsibility of Faculty Deans and Heads of Study Programs to monitor the English proficiency of current faculty and to address deficiencies where there is a need. If there is a reasonable doubt that the individual can effectively express himself or herself in the English language, the Dean or Study Program Head will:
 - i. Conduct a personal interview with the faculty member;
 - ii. Interview a representative sample of students from each class or laboratory taught or supervised by the that faculty member; and
 - iii. Provide the VRAA with a written assessment of the individual's English language proficiency. Concurrently, the Dean or Study Program Head may address the problem through informal measures and actions.
 - iv. The VRAA may determine that reevaluation and additional prescribed instruction may be necessary in certain cases.
- b. Refusal by an individual to participate in any assessment of his or her academic English language competency, and prescribed remediation, or failure to satisfactorily demonstrate proficiency in the use of the English language as prescribed in this policy, may result in appropriate action, up to and including dismissal, being taken by the University.
- c. University policy does not permit discrimination against any person on any basis prohibited by law, including discrimination on the basis of national origin. The VRAA, Deans, and Heads of Study Programs will take such steps as are necessary to avoid discrimination on the basis of national origin in the implementation, operation, and evaluation of this policy and program.

Commented [S8]: Form?

D. Related Policies and Procedures

- HR Policies on Recruitment and Faculty Handbook



POLICY ON MAJOR AND MINOR

Policy Number:	1.9.910	Date Approved:	March 24, 2022
Approving Authority:	President/Rector	Effective Date:	April 1, 2022
Responsible Executive:	VRAA	Next Review:	April 1, 2025

Revision History

Revision Number:	Description of changes made*:	Date:
Initial version	V.1	March 24, 2022
		Click to enter a date.

**explain which part and article have been changed*

A. Background & Purpose

Degree requirements are the purview of the faculty. The awarding of degrees is based on the successful completion of requirements created by them in their governance roles at the University and Faculty level.

Achievement of the bachelor's degree is based on completing a broad distribution of courses across representative fields in the arts and sciences as well as a focused study in at least one field. The purpose of the broad distribution, accomplished by fulfilling Sampoerna University's general education core requirements, is designed to provide students with contemporary, relevant skills and with a wide-ranging perspective on a rapidly changing world. The focused study is achieved by completing a major in at least one academic program. Completing a major gives student an opportunity to acquire competence in a particular field of scholarship.

Collectively, these requirements are designed to promote breadth of knowledge, an understanding of the complexity of the world, and an appreciation for lifelong learning. Sampoerna University seeks to develop skills in critical thinking, effective communication, ethical reasoning, global learning, information literacy and quantitative literacy. The University has identified these competencies as critical for personal growth and imperative for academic and professional success after graduation. While these competencies are developed across the curriculum, they are the explicit focus of the general education core curriculum.



B. Scope

This policy is applied to all Study Programs and Students.

C. Definition

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

Major	A major involves the successful completion of substantial numbers of semester credit hours (SKS) in one academic discipline or field of study. The number of SKS required to complete a major vary by Study Program but should be no fewer than 36 SKS and no more than 54 SKS. In addition, students must have a cumulative grade-point average of at least 2.0 in all courses in the major field.
Minor	Minors involve substantial work in a subject but offer less depth and integration of study than a major. The number of SKS required to complete a minor vary by program but should be no fewer than 12 SKS and no more than 18 SKS. In addition, students must have a cumulative grade-point average of at least 2.0 in all courses in the minor.

Commented [S1]: Will it be amount to 144 (plus 41 CHS)
Current= 70-80?



D. General Education Curriculum

Procedures Related to the General Education Core Curriculum

1. Matters related to objectives, goals, requirements, and general education are the responsibility of the University Curriculum Committee (i.e. Teaching and Learning Committee). Considerations of any changes should only follow after recommendations by the Committee.
2. The University Curriculum Committee will review proposals of courses from the Faculties of the University which they view as appropriate for meeting the general education objectives.
3. Courses approved by the University Curriculum Committee for including in the general education core curriculum of SU shall be forwarded to the Vice Rector of Academic and Student Affairs (VRASA) for review.
4. The VRASA will review all courses submitted for inclusion in the general education core curriculum to insure it meets all accreditation standards, including assessment criteria, prior to including it in the University's general education course inventory.

Commented [S2]: Do we have this in our governance?
Committee=task force, under SCAA.

Commented [S3]: SC AA?

Commented [S4]: SC AA, then Executive including VRAA?

F. Related Policies and Procedures

- Curriculum Developments

Reports of Standing Committees or Task Forces

Report of SC Student Affairs

- Policy on Succession Plan for Presidency of Sampoerna University
- Pre-College English Remediation and Testing Policy
- Faculty Handbook

POLICY ON SUCCESSION PLAN FOR PRESIDENCY OF SAMPOERNA UNIVERSITY

Policy Number:	1.1.800	Date Approved:	Click to enter a date.
Approving Authority:	University Council	Effective Date:	Click to enter a date.
Responsible Executive:	UC	Next Review:	Click to enter a date.

Revision History

Revision Number:	Description of changes made*:	Date:
Initial version	-	

**explain which part and article have been changed*

A. Purpose

The purpose of this policy is to outline an orderly process that transitions leadership of Sampoerna University in the event of a planned or unplanned departure of the current President.

B. Scope

This policy provide guidance to the UC to implement a procedure for presidential succession and to ensure stable leadership for the University during the transition.

C. Definitions

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

Planned Departure	The University President's departure is planned when the announcement of incumbent executive departure contains key terms indicating that the departure is part of an orderly transition of power (i.e., retirement). The minimum period of notice is 120 days.
President	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.
Succession planning	The process of identifying the University President as well as other key positions within SU and developing action plans to identify, vet, and prepare individuals to assume those positions.
Unplanned Departure	An unexpected departure occurs when the incumbent is unable or unwilling to continue in his/her position due to unexpected illness, sudden resignation, legal obstruction, or employment by another organization without prior notice to SU.

E. Policy Statement

Part I Departure

1.1 Planned Departure

To assure an orderly transition of leadership, the President's contract shall contain a provision requiring notice of no less than 120 days prior to departure.

1.2 Unplanned Departure

If the current President's departure is unplanned, the University Council will take immediate action to appoint interim leadership from among the vice rectors. An unplanned departure may be the result of death, job abandonment of more than 30 days as determined by the University Council, a debilitating illness that renders the incumbent incapable of fulfilling his/her duties as President or an announcement by the President to leave the position without the required notice. Once these circumstances are confirmed, the Secretary of the University Council will call for an emergency meeting of the University Council.

Between the time the President is determined to be unable to fulfill his/her duties and the time when the University Council can appoint an interim President, the leadership of the University will fall to the divisional Vice Rector in this order: (A) Vice Rector for Academic Affairs and (B) Vice Rector for Administration, Resources, Management and Operations.

In its deliberation to name an interim President, the University Council may consult with other university stakeholders to identify and subsequently appoint an interim President, which will come from an internal officeholder at the University. The University Council will also launch a broader search, to include external candidates, for a new, permanent President. The interim President will be required to remain in place until the search is completed and a new President assumes office.

Part II Presidential Search

2.1 Responsibility

A Presidential search will be conducted by the University Council with the assistance of outside search firms, as necessary. The University Council may also be assisted by the Human Resources Office to advertise, screen, and verify credentials of potential candidates. The Secretary of the University Council will support the University Council members in scheduling preliminary interviews with prospective candidates for the purpose of narrowing the list to a group of finalists.

2.2 Search Committee

A search committee will be appointed by the University Council and be responsible for reviewing, interviewing, and recommending candidates to the full University Council. This search committee will reflect the interests of all University stakeholders and have the following composition:

- Three members of the University Council, including the Chair;
- Four full-time faculty members;
- One full-time student;
- One alumni of the University;
- One academic Dean; and
- One full-time professional staff.

Candidates will be interviewed via videoconferencing and the selection narrowed to an appropriate number of candidates who may be summoned to the campus for interviews, from which a recommendation would be made to the University Council. The University Council is responsible for reviewing those candidates recommended by the Search Committee and selecting the new President.

Part III Internal Interim President

3.1 Appointment of an Internal Interim President

The appointment of an internal interim President will be made from among the current vice rectors. This decision will be based upon an interview by the University Council and a review of their personnel records. University Council members may consult with other University stakeholders, but under no circumstances will other University employees or University patrons be involved in this interview and review process. The appointment of an interim President is the sole responsibility of the University Council.

The selected vice rector will perform all duties and functions of the presidency as specified in University policies.

3.2 Unusual Circumstances

In the event that the selected vice rector is unable or unwilling to fill the position of interim President, the University Council will appoint an interim President from among the other vice rectors or have the option to hire an interim from outside of Sampoerna University.

3.3 Scope of Authority of Acting Presidents Under the Succession Policy

Acting Presidents under this Succession Policy will assume the critical functions of the Office of the President and perform such powers, duties and/or responsibilities, in a manner to continue the business and operations of the University with minimal disruption until a permanent President is appointed by the University Council. The invocation of this Succession Policy, or any action taken by the University Council in relation to a permanent succession of the President automatically terminates the former President's employment with the University and all associated powers, duties and/or responsibilities. If a President is permanently replaced under this Succession Policy, and the conditions that led to the permanent replacement of the President ceases to exist, the former President has no right to reassume the position or authority of President of Sampoerna University.

3.4 Current Issues and Considerations:

The President shall operate in a manner that assures the vice rectors are knowledgeable and current on key issues facing the University. This will typically occur at regularly scheduled meetings of the University Executive.

Once approved by the University Council, this will be included as an addendum to the existing University Council Bylaws.

In the event of an unplanned departure, this succession plan will be automatically implemented within 48 hours unless otherwise directed by the chair of the University Council.

F. Related Policies and Procedures

- University Governance and Administration Policy
- University Council By-Laws

PRE-COLLEGE ENGLISH REMEDIATION AND TESTING POLICY

Policy Number:	1.7.930	Date Approved:	March 24, 2022
Approving Authority:	University Executive	Effective Date:	March 31, 2022
Responsible Executive:	VR for Student Success and International Affairs	Next Review:	March 31, 2025

Revision History

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

**Explain which part and article have been changed*

A. Purpose

This policy is intended to better coordinate efforts to prepare and test prospective candidates to SU, particularly with regard to English language proficiency preparation, to better allocate resources for preparation and testing. It also clarifies testing protocols and requirements necessary for compliance with SU's admissions criteria.

B. Scope

This policy primarily involves the Division of Enrollment Services, Fundraising, and the English for Academic Purposes unit.

C. Definitions

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

Accuplacer ESL test	Also known as the “Level of English Proficiency” (LOEP) test, this is one of several instruments approved by SU to measure non-native English speaking applicants’ language proficiency. Acceptable scores will render applicants eligible for admission to the EAP program or to proceed to an approved College-readiness Test (i.e. Accuplacer NG). Alternative language proficiency tests include the TOEFL, the IELTS, etc. (see attached chart.)
Accuplacer NG	also referred to as the College-readiness Test or CRT is a U.S.-based college readiness test that measures applicants’ proficiency in English skills and Mathematics to determine if they are adequately prepared for college-level courses.
Admissions Criteria	refers to SU’s stated requirements for admission to the University. institution, either to Developmental English (EAP) or to credit-bearing college courses. Students may be admitted to the EAP program if they meet SU’s stated admissions requirements other than English proficiency.
Diagnostic Test (also known as the DT)	a predictive instrument developed by the Testing Center and EAP that correlates with the LOEP (or the Accuplacer NG) test, administered to candidate pools with indeterminate English language proficiency (state schools, non-bilingual schools, at-large candidates).
English for Academic Excellence (EAE)	a program that offers intensive English language preparation over a period of at least 6 weeks. The program is designed for high school students to prepare them for possible candidacy for admission to SU. This program is managed by the EAP unit.
English for Academic Purposes (EAP)	SU’s developmental English program restricted to admitted SU students who have demonstrated English proficiency at a minimum level based on SU’s published standards.
English Language Education (ELE)	an academic SU degree program that is dedicated to the instruction of enrolled SU students in this Study Program.
Pre-college Prep Program	a dedicated program of 4 – 6 weeks (as well as short-term intensive “camps”) designed to strengthen candidates’ English skills prior to testing with the LOEP or Accuplacer NG). Participants are potential applicants for admission to SU (generally 12th graders). Classes are generally organized in partnership with schools with prior knowledge of schools’ level of English instruction.

D. Policy Background

SU has offered various programs to improve the English language proficiency skills of prospective students and applicants. These programs may be offered by SU instructors or external professionals appointed and hired by SU. These programs have evolved over the years based on data and research. It is a goal of this policy to formalize the offering of various English language preparation programs to achieve the best results for prospective students and to better manage SU's human and financial resources.

Admissions data have shown that ad hoc, short-term preparation (less than 4 weeks) programs do not yield significant improvement in test scores in cases where applicant pools have not previously been exposed to meaningful English-language instruction. Furthermore, “cram sessions” may help students “pass” an English-language proficiency test to place them in the lowest-allowable level of EAP at SU, but their long-term academic success (as measured by retention, GPA and timely graduation) is significantly lower than their peers who participated in longer, formal English-language programs designed by the EAP unit.

To improve the quality of candidate and applicant preparation and standardize recruitment efforts, this policy aims to provide access and equity to various prospective student populations independent of social and economic circumstances.

E. Policy Proposal:

- All *pre-admission* English-language preparation programs (including “enhancement”) will be coordinated by the Vice Rector responsible for the EAP unit.
- Acceptance to SU will be regulated solely by the SU Enrollment Management unit, which oversees the Testing Center and the Admissions Office.
- Placement in the EAP Program will be recommended by the Testing Center and Admissions. Final approval is required by the manager of EAP.
- The Diagnostic Test (DT) will be administered and interpreted by *authorized personnel* to all candidate pools that do not attend bilingual or English-medium high schools, or that do not show evidence of alternate proficiency indicators.
- SU faculty and staff may not be assigned as facilitators or instructors of any pre-college English-language preparation programs without the express approval of their supervisor.



- SU faculty and staff may not be assigned as mentors of any pre-college English-language preparation program students without the express approval of their supervisor.
- All candidates to SU must be tested for English proficiency (LOEP) prior to taking the CRT unless they have alternate approved English Proficiency test scores (TOEFL, IELTS, etc.), international college-readiness test scores (SAT, ACT, etc.) or attend a verified bilingual high school. The VREM will approve any exceptions to this policy.

Recommended to the University Executive by the Standing Committee on Student Affairs

Lauren Clarke, Chair, Vice Rector for Student Success & IR

Sri Susilawati Islam, Industrial Engineering Lecturer

Vera Syamsi, English Education Lecturer

Reynold Hutabarat, Student Success Programs Manager

Novi Kusumaningrum, Head of Academic Operations

Christian Pangaribuan, Dual Degree Program Coordinator, Business Lecturer

Erik Howard Krauss, Dean of Student Success

Elan Merdy, Vice Rector for Government Relations

Farrah Mahdaly, Student & Alumni Affairs Manager



LECTURERS' HANDBOOK ACADEMIC YEAR | 2021-2022

In collaboration with



WELCOME TO SAMPOERNA UNIVERSITY

Welcome to Sampoerna University.

You have joined a learning community dedicated to the highest international educational standards.

Our outstanding faculty features the highest rate of terminal degree completion in Indonesia, as well as notable achievements in research, publications, and community service.

Most importantly, our lecturers are accomplished teachers, engaging students in rigorous coursework and research as they complete a well-rounded curriculum in their field of study. The SU General Education core ensures that your students will also achieve the breadth of exposure to multiple disciplines that develop critical thinking, effective communication, ethical reasoning, quantitative literacy, and a global perspective.

We support our faculty in pursuing professional development and advancing their career, whether in academia, industry, or public life. Sampoerna offers ongoing training in new learning technologies, pedagogical approaches, and classroom management to support you in your teaching capacity. In addition, our state-of-the-art laboratory facilities provide our scientists and engineers with the most advanced equipment.

Sampoerna University is a community that invests in its people, and is committed to leading an education “revolution” in Indonesia’s higher education arena. We are delighted that you have chosen to join us.

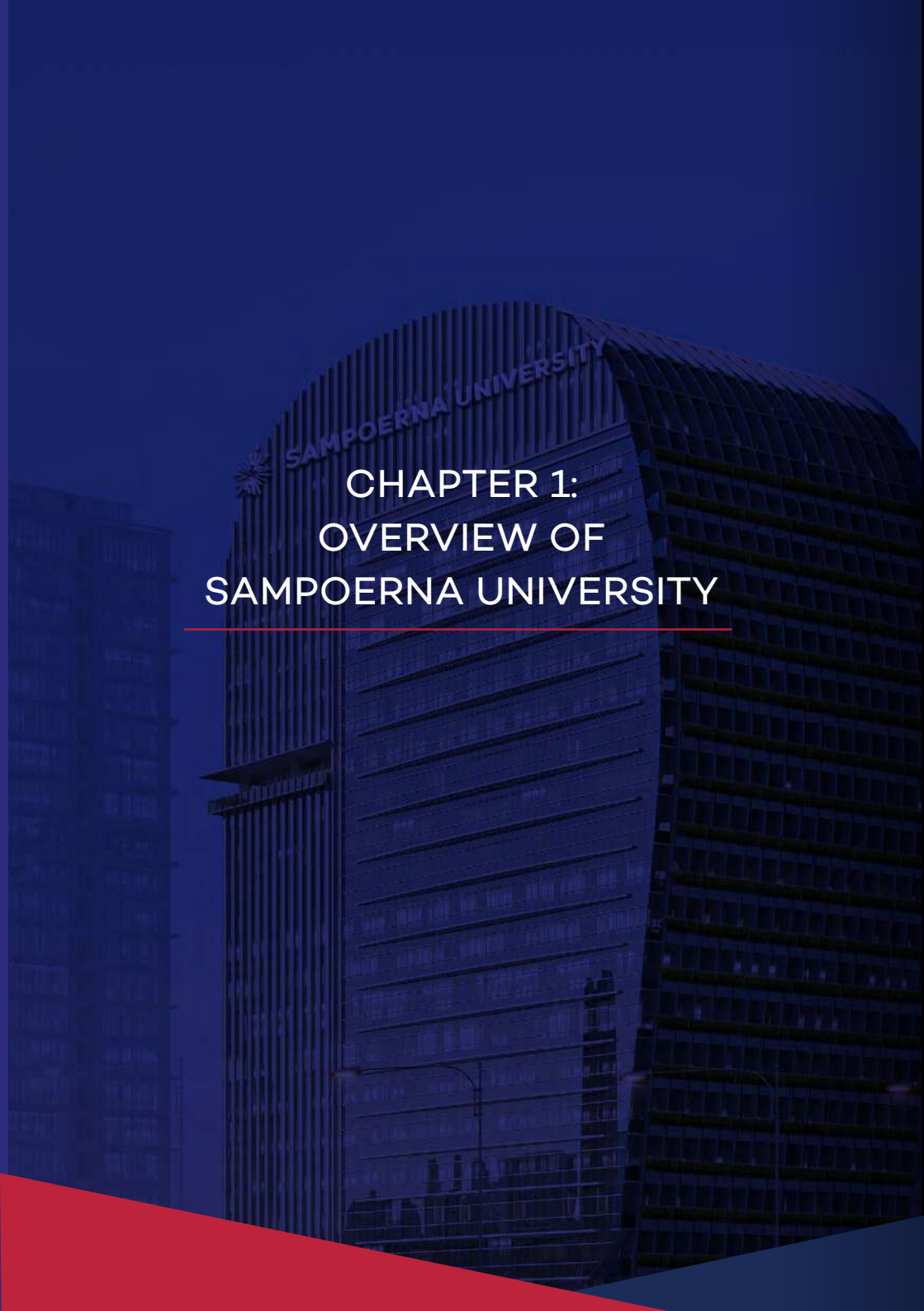
As the future of Indonesia lies in your hands, we hope that you will use your time here at Sampoerna University to gain the knowledge and skills required when you enter the professional world. It is a world where you will have to compete in the labor force in all the ASEAN countries and beyond.

In addition to knowledge, we hope that you will develop comprehensive social skills and moral values that will empower you to make meaningful contributions to your community. Social competencies include empathy and awareness of other people, ability to listen to and understand disparate views, as well as to communicate across social differences. With these social competencies, we are confident that our students can work as a team, assume constructive roles in the community, and become wise and caring human beings.

Have a great time as you experience the journey that will lead you to become a successful person intellectually, socially, and morally. Good luck with your studies.

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CHAPTER 1: OVERVIEW OF SAMPORNA UNIVERSITY

Sampoerna University is a private, secular university that operates programs under the licensure and credentialing regimes of the Ministry of Education and Culture-Research, Technology (KEMENDIKBUD-RISTEK), a Ministry of the Government of Indonesia responsible for regulating the fields of research, technology, and higher education.

SU offers a U.S. General Education curriculum available for all students in Sampoerna University's degree programs. The General Education credits may apply to an Associate's degree from our U.S. partner, and can qualify students for upper-level studies in degree programs offered by Sampoerna University or for transfer to foreign institutions. Broward College of Florida became the educational partner for the University College under an Institutional Agreement in August of 2017, and accepts credits toward an Associate's degree if requirements are fulfilled.

Sampoerna University's upper division partner, the University of Arizona (UA), recognizes SU course credits toward its regionally and professionally accredited U.S. Bachelor's degree programs in Engineering and Business on the SU Jakarta campus. These programs provide students with transcripts and diplomas identical to those awarded to students at the U.S. campuses. Students in these programs also may choose to complete part of their program at the U.S. home campus in Tucson, Arizona, and graduate at that university's commencement.

Alternately, students may choose to enter the Indonesian degree programs offered at Sampoerna University. Following completion of the two-year General Education core at the College, students may continue their studies at Sampoerna University for a four-year *Sarjana* degree, the Indonesian equivalent of a Bachelor's degree. This option is often appropriate in subjects that have specific professional paths within the country. The *Sarjana* (S1) degree at SU is licensed by the Ministry of Education and Culture-Research, Technology (KEMENDIKBUD-RISTEK). Students opting for this path also receive an international education that is conducted exclusively in English, with internationally educated faculty and courses that meet rigorous accreditation standards in both Indonesia and the U.S.



VISION AND MISSION

Sampoerna University Vision

Sampoerna University aspires to foster future leaders with strong moral character and internationally competitive skills sets, enabling them to actively participate in building a more prosperous, equitable, respected, and globally competitive Indonesia.

Sampoerna University Mission

Sampoerna University aims to provide students affordable access to education that meets the highest international standards. Sampoerna University offers a curriculum unique in Indonesia built around an American general education core, successfully preparing students for credential completion at Sampoerna University or for recognized transfer abroad. We also provide a full spectrum of co-curricular and pre-professional opportunities that ensure student success, preparing leaders for a global society.

Core Principles

The following Core Principles guide Sampoerna University in delivering its key value proposition:

- **English Language Proficiency** as a key enabler of international education.
- **Character Development** through the nurturing of self-confidence by an affirming and engaging educational experience.
- **Science and Technology** as key instruments for personal and national advancement.
- Development of **Leadership** potential as an integral part of education.
- Fostering an **Entrepreneurial Spirit** through industry collaborations that provide an applied learning environment.
- Cultivating a sense of **Social Responsibility** as a key part of our national education agenda.
- Encouraging **Inclusion and Diversity** – promoting secularity and tolerance to foster greater local and international ties.
- Tangible and ongoing engagement with **Family and Community** to ensure student success.
- Access to **Financial Assistance** and student support tools for those in need.
- **Collaboration** with best-in-class institutions to expand student opportunity throughout the world.

Statement of Non-discrimination

Sampoerna University is committed to fostering a welcoming, affirming culture of respect and inclusion, empowering and engaging all students, faculty, and staff. The University demonstrates this commitment by integrating diversity and inclusive excellence into its organizational processes, structures, and practices. SU affirms its commitment to recruit, support, and retain a diverse student, faculty, and staff community that upholds the principles of Indonesia's Pancasila and the spirit of non-discrimination as defined by the United States' Equal Opportunity Commission.

Academic Structure and Governance

The Academic Governance Structure of SU adheres to the Sampoerna University Statute, with the oversight of the University Council and the Rector of the University. The process of academic governance is legislated through the University Senate, an elected body comprising faculty members, and academic officers as voting members, as well as non-voting ex-officio executive members of the University leadership and provider agency.

University Council

The University Council is a standing body of officers providing guidance and advice on all matters concerning the University (similar to a Board of Trustees.) Council members are selected on the basis of their stature as educational and industry leaders, and the majority must be external to the University or the Provider Agency.

The University President

The President is the chief executive officer of the University, overseeing all academic and operational matters and reporting directly to the University Council.

The University Rector

The Rector is the highest academic official and leader of the University, reporting to the University President. The SU Rector authorizes all academic and policy matters that concern divisions of the University, following the recommendations of the University Senate.

University Senate

The University Senate is the academic governance body of the University and has the authority to deliberate and make recommendations on all academic and administrative matters at the University. The University Senate shall consist of the following persons:

- The University Rector (ex officio)
- Vice Rectors (ex officio)
- Deans
- Heads of Institutes and Centers, and
- Elected members of each Faculty.

The term of office of the members of University Senate is two (2) years and can be renewed provided it shall not be more than two (2) consecutive periods. The University Senate shall establish Standing University Senate Committees consisting of members of the University Senate.

Standing University Senate Committees include:

- Standing Committee on Academic Affairs
- Standing Committee on Student Affairs
- Standing Committee on Administrative Affairs

All matters of substance shall be submitted to the relevant University Standing Committee for study, discussion, and recommendations. The Standing Committee is then responsible for reporting to the University Executive, which may vote to refer academic policy matters to the full Senate or take action on administrative matters.

Faculty Academic Councils

Each Faculty will ensure academic governance through the establishment of Faculty Academic Council, whose remit shall be approved by the SU Senate.

- The Faculty Academic Councils are composed of Academic Staff, including all Heads of Study Program, Vice-Deans, Professors, and the Dean.
- The Dean of each Faculty will chair the respective Faculty Academic Council.
- Each Faculty Academic Council shall form its own bylaws;
- The Faculty Academic Council must comply with all university policies and regulations;
- Recommendations by Faculty Academic Councils are presented to the University Senate for approval.



Academic Staff

Academic staff includes the SU rector and vice rectors, deans, vice deans, heads of centers and institutes, heads of study programs, professors, associate professors, senior lecturers, and lecturers.

Academic staff are responsible for the delivery and development of curricula. They play an active role in the development of curriculum for new courses, academic and workforce programs, in identifying and proposing curriculum changes, and in establishing prerequisites. They are expected to work collaboratively with the Standing Committee on Academic Affairs to ensure consistency and quality.

Academic staff assume a leadership role in the planning, development, and implementation process for all curricular activities, through the Faculty Councils and with the approval of the University Senate authorization by Rector's Decree. Academic Staff are subject to the rules and regulations of all academic policies and procedures.

Academic Units

Academic Units comprise faculties, institutes, laboratories and special facilities, all of which support the SU programs of study. Faculties include of the Faculty of Education, Faculty of Business, Faculty of Engineering and Technology, and the Faculty of Arts and Sciences.

CHAPTER 2: LECTURERS' APPOINTMENTS, STATUS, AND RANK

Hiring Requirements

As an international University, Sampoerna University aims to recruit the best human resources to achieve its goals and objectives. Therefore, all staff hired in academic positions must meet the following requirements:

1. Educational Background: a minimum of a Master's Degree from a recognized university, in majoring in a discipline relevant to the subject to be taught. A doctoral or other terminal degree (PhD) is preferable;
2. A minimum of 18 credit hours taken at the graduate level in the discipline for which they are hired, in order to be eligible to teach the relevant courses at undergraduate level. Ability to design courses, learning materials, activities and assessments consistent with accepted academic standards.
3. Complete Diplomas and/or the Decree of the Ministry of Education on Degree Equivalency (*Surat Keputusan Penyetaraan Ijazah*);
4. Diplomas and Transcripts provided in the original language of issue, along with an official translation in English language;
5. Fluency in English, both spoken and written, confirmed by a letter from an accredited institution or official;
6. Content expertise sufficient to deliver a minimum of three courses on different subjects;
7. Evidence of eligibility to meet credential equivalence requirements required by U.S. partners and accrediting agencies (such as those of SPANTRAN or other credentialing agencies); and
8. Indonesian citizens should be eligible for NIDN/NIDK, or already have NIDN (National Lecturer Registration Number)

Documents for Academic Appointment

Newly recruited Part-Time and Full-Time Lecturers must report and submit all required documents to the Human Resources Department (HR Department) no later than a week before the first working day of their appointment. The documents are as follows (where applicable):

Indonesian Candidates

1. Release Letter (*Surat Lolos Butuh*) and/or approved resignation letter from the previous institution for Full-time Lecturers with the NIDN;
2. NIDN / NIDK (*Nomor Induk Dosen Nasional*/National Lecture Registration Number);
3. In cases where the lecturer still does not have the NIDN, the HR department will process the registration of NIDN in coordination with the relevant Faculty and the Academic Registry;
4. Copy of Academic Rank Decree (*SK Jenjang Jabatan Akademik*);
5. Original copies of diplomas and transcripts for verification and duplication; and
6. English translations of all non-English language transcripts and diplomas, and
7. Other related documents needed as per HR policy.

Expatriate Candidates

1. Evidence of a minimum of three international publications preferred;
2. Evidence of university teaching experience, with a minimum rank of Assistant Professor from her/his previous institution preferred;
3. Original transcripts and diplomas for all higher education degrees, for verification and duplication; and
4. Other related documents needed as per HR policy.

Lecturer Status: Full-time Lecturer

A Full-time Lecturer is an academic staff member who is required to work a minimum of five (5) working days per week. This status can only be terminated by resignation, retirement, or other actions compliant with applicable laws and policies. Full-time Lecturers are entitled to receive all standard benefits of University employees.

All expatriate lecturers will be hired in compliance with Indonesian Labor Law [No 13 Year 2013](#). In case of foreign nationals, the maximum age for employment eligibility is 60 years for Master degree (S2) holders and 65 years for Doctoral degree (S3) holders.

Part-time Lecturer

A part-time Lecturer is an academic staff member who is contracted to teach a specific class or subject for a limited period of time.

The hiring of part-time Lecturers will be justified in cases where the Faculty does not have the human resources or the specific subject expertise among its current full-time academic staff.

National registration number (NIDN -*Nomor Induk Dosen Nasional*)

All SU faculty hiring practices must comply with the authorizing Ministry in Indonesia and any relevant labor laws of the Republic. The University will propose a National Registration Number (NIDN) to the Director General of Higher Education (DIKTI), for all employed Indonesian Full-time Lecturers who have been in employment with the University for at least 6 months. The University will register a new NIDN or propose changes to an employee's current NIDN. The following documents must be submitted by the Lecturer (with Indonesian citizenship) to the HR Department:

1. Valid ID card which contains information of the type of work as Lecturer, and must have the same city domicile with the campus location. If the lecturer's domicile is different, it should be supported with Statement Letter of Domicile from a relevant authority;
2. Letter of appointment as a Full-time Lecturer (appointed by the Provider Agency);
3. Complete Diplomas and/or Decree of Ministry of Education on Degree Equivalency (*Surat Keputusan Penyetaraan Ijazah*);
4. Statement Letter as defined by SK Dirjen DIKTI #108/DIKTI/Kep/2001;
5. Copy of Academic Rank Decree (*SK Jenjang Jabatan Akademik*), if available; and
6. Certificate of *Tes Kemampuan Dasar dan Kemampuan Akademik* (TKDA) and TOEFL (or other recognized English language proficiency test).

Foreign lecturers may qualify to receive a NIDK only if they have a contract of a minimum of 2 years and have a Doctoral degree. The following documents must be submitted to the HR Department:

1. Letter of appointment as a Full-time Lecturer (appointed by Sampoerna University), with a minimum contract duration of 2 (two) years;
2. Copy of a valid passport and visa; and
3. Complete transcripts and diplomas of post-secondary degrees including a Doctoral degree (S3), which must be recognized by the Ministry of Education and Culture-Research, Technology (KEMENDIKBUD-RISTEK) on Degree Equivalency (*Surat Keputusan Penyetaraan Ijazah*)

A lecturer can obtain the NIDN only up to the age of 50.

For a Part-time Lecturer who does not have the NIDN, the University may propose the NIDN. (*Nomor Induk Dosen Nasional*).

1. Valid ID card;
2. Letter of appointment as a Part-time Lecturer (appointed by Rector/Dean);
3. Complete Diplomas and/or Decree of Ministry of Education on Degree Equivalency (*Surat Keputusan Penyetaraan Ijazah*);
4. Statement Letter as defined by SK Dirjen DIKTI #108/DIKTI/Kep/2001; and
5. Copy of Academic Rank Decree (*SK Jenjang Jabatan Akademik*) if available.

Academic Rank¹

All Lecturers are responsible for achieving their academic rank as per DIKTI regulations. The HR Department will assist each lecturer in preparing and submitting their academic rank proposal. Academic rank is classified as follows: ¹<http://www.kopertis12.or.id/wp-content/uploads/2014/05/Jabatan-Fungsional-Dosen-Sesuai-Permenpan-RB-17-jo-46-Tahun-2013.pdf>

1. *Guru Besar* (GB) / Professor
2. *Lektor Kepala* (LK) / Associate Professor
3. *Lektor* (L) / Assistant Professor
4. *Asisten Ahli* (AA) / Lecturer

Guru Besar (GB) / Professor

The rank of Professor is recommended for academic staff who have a doctoral degree appropriate to their field or its equivalent, and; (a) a record that, taken as a whole, may be judged to be excellent; (b) a record of significant contribution to graduate and/or undergraduate education, and (c) a record since promotion to *Lektor Kepala* that indicates substantial, significant, and continued growth, development, and accomplishment in teaching, research/creative work, and service to the institution and community. To become a Professor, he/she should have acquired a **minimum of 850 cumulative credit points**.

Lektor Kepala (LK) / Associate Professor

The rank of *Lektor Kepala* is recommended/awarded to academic staff who have at least a Master's degree appropriate to their field or equivalent qualification, outstanding teaching experience, and appropriate accomplishment in scholarship or in research. To become a *Lektor Kepala*, he/she should have acquired a **minimum of 400 cumulative credit points**.

Lektor (L) / Assistant Professor

The rank of *Lektor* is recommended/awarded to academic staff who have at least a Master's degree and perform scholarly and/or service activities with clear distinctions between *Asisten Ahli* and *Lektor Kepala* in terms of job qualifications, work assignments, and expectations. To become a *Lektor*, he/she should have acquired a **minimum of 200 cumulative credit points**.



Asisten Ahli (AA) / LECTURER

To be appointed with the rank of *Asisten Ahli* academic staff should have a Master's degree or its equivalent and should be otherwise well-qualified to teach. *Asisten Ahli* are required to perform scholarly and/or service activities, but are clearly different from *Asisten Ahli*, *Lektor* and *Lektor Kepala* in terms of job qualifications, work assignments or expectations. To become a Lecturer, he/she should have acquired **minimum 150 of cumulative credit points**.

In terms of *Guru Besar* and *Lektor Kepala* applications, the Associate or Assistant Professor must submit a proposal to the Head of Study Program, along with his or her credit point calculation and any relevant documents and publications. The proposal will be reviewed sequentially by the Head of Study Program, Dean, Faculty Academic Council, and the University Senate. The proposal will be submitted to the Rector for approval if recommended by the University Senate. A recommendation by the University Senate is required by DIKTI to advance the proposal.

For *Lektor* and *Asisten Ahli*, the Assistant Professor or Lecturer must submit a proposal to the Head of Study Program, along with the credit point calculation and any relevant documents and publications. The proposal will be reviewed by the Head of Study Program, Dean, and Faculty Council. The proposal may be submitted to KOPERTIS through the Rector's Office if recommended by the Faculty Council.

Academic rank promotion, as well as the award of an Honorary Degree or other academic distinction, will follow the procedures established by DIKTI and the University Senate.

Lecturer Certification

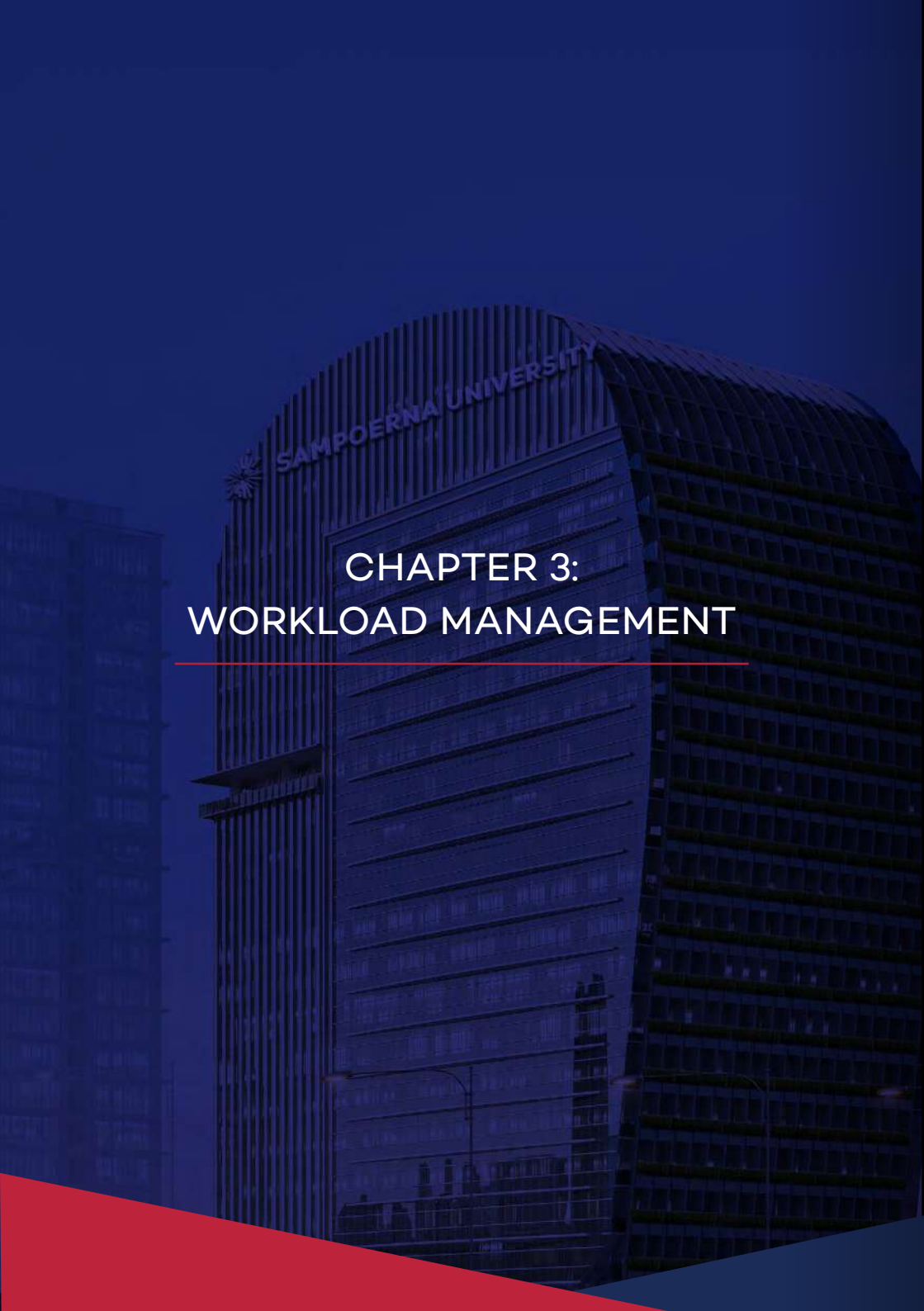
Academic convention requires that the appropriate educational Ministry certify the credentials of all university lecturers, primarily those with Indonesian citizenship. All qualified Full-time Lecturers can be certified through the program of Lecturer Certification [*Sertifikasi Dosen (SerDos)*] conducted annually by DIKTI. The quota of lecturers that can be certified is determined by DIKTI based on the University's *Pangkalan Data Pendidikan Tinggi (PDPT)* report, and will be announced by KOPERTIS. The *SerDos* program is conducted through online system at <http://serdos.dikti.go.id>.

The general requirements² for *SerDos* candidates are:

1. A minimum of Master's degree from an accredited graduate program;
2. Having permanent employment status for a minimum of 2 years;
3. Holding a minimum academic rank of *Asisten Ahli*;
4. Implementing the *Tri Dharma Perguruan Tinggi* with a minimum workload of 12 credit hours. If the lecturer holds a structural position, the workload will be counted based on the valid DIKTI's regulations; and
5. Not being assigned for further study³.

²<http://www.kopertis12.or.id/wp-content/uploads/2014/05/Jabatan-Fungsional-Dosen-Sesuai-Permenpan-RB-17-jo-46-Tahun-2013.pdf>

³<http://serdos.diktigo.id/?tf=mdvIbZgAosIKM1B8Yn3DjQg4iGBuledTVOMIATOS6Sg=>

A photograph of the Sampoerna University building at night, with its distinctive curved facade and illuminated windows. The building's name is visible on the upper part of the structure.

CHAPTER 3: WORKLOAD MANAGEMENT

General policies

1. The workload for Lecturers shall be the minimum total work hours required for Lecturers in performing institutional duties at Sampoerna University.
2. Institutional duties shall be the duties within the higher education's functions which will be carried out in a scheduled or unscheduled manner by the Lecturer that is categorized as follows:
 - a. assigned by the Rector to be carried out at the university level, center, study program and laboratory or studio,
 - b. conducted based on personal or group's initiative, approved, registered and reported to the Rector for peer review,
 - c. cooperation with any third party as approved, registered and reported to the Rector.
3. The workload for Lecturers of Sampoerna University for Full-time Teaching Equivalence (FTE/EWMP) is stipulated at the minimum of 30 (thirty) *Satuan Kredit Semester* (SKS) per year and maximum 36 (thirty-six) SKS per year. The required teaching load is 24 (twenty-four) *Satuan Kredit Semester* (credits) per year, provided that 1 SKS shall be deemed as 170 (one hundred seventy) minutes per week per semester, which is divided into (as per Permendikbud No. 3/202 article 19):
 - a. 1 credit in the form of lecture, response and tutorial consisting of:
 - i. Face -to- face activities 50 (fifty) minutes per week per semester;
 - ii. Structured assignment 60 (sixty) minutes per week per semester;
 - iii. Independent learning 60 (sixty) minutes per week per semester;
 - b. 1 credit in the form of seminar or other similar activities:
 - i. Face-to-face activities 100 (one hundred) minutes per week per semester;
 - ii. Independent learning 70 (seventy) minutes per week per semester;
 - c. 1 credit in the form of practicum, studio or workshop work, field practice, research, community service, and/or other learning form that is equal to 170 (one hundred seventy) minutes per week per semester.
4. The University considers an optimal workload of 30 (thirty) credits per academic year; additional credits up to 36 (thirty-six) total will be counted as teaching overload.
5. Lecturers should support interfaculty initiatives to deliver the university's General Education curriculum. Each Study Program will optimize teaching loads by consolidating Study Programs, courses, and learning objectives. Lecturers should take responsibility for working across faculties to ensure the efficient delivery of courses and to take on an optimal workload.

6. Each Lecturer is expected to satisfy the University *Tridharma* with the distribution of maximum credit/semester equivalence for each component as follows:

- | | |
|---|--------------------|
| a. Teaching (includes up to 3 additional credits per semester): | Maximum 15 credits |
| b. Research: | Maximum 3 credits |
| c. Community Service: | Maximum 3 credits |
| d. Professional Development: | Maximum 6 credit |
| e. Structural and Non-Structural Position: | Maximum 6 credits |
| f. Permanent Committee Membership: | Maximum 1 credit |

Teaching

NO	ACTIVITIES	SKS	TOTAL STUDENTS	REMARKS
1.	Teaching	If a lecturer teach-es one course, it will be calculated as credits x 100%	1- 40 students/class for Social Sciences 1-30 students/class for sciences (Surat Edaran Kemenristek DIKTI No. 100/S/2016)	1 hour face-to-face/week, 1 hour independent learning/ week, 1 hour/week structured activities The calculation of the said load shall be based on the total students in each class in compliance with the provisions herein.
		If a lecturer teaches one course as team teaching, it will be calculated as Total meetings of the said lecturer credits		
		Total meetings for all course in 1 semester		
		If the number of students exceeds the max class size, it will be calculated: Social Sciences: 1 credit + (total students in one class) - 40 X 1 credit ----- 40 students Sciences: 1 credit + (total students in one class - 30) X 1 credit ----- 30 students		
2.	Practicum Lecturing	If a lecturer teaches one course, it will be calculated as credits x 100%. If a lecturer teaches one course as team teaching, it will be calculated as: Total meetings of the said lecturer credits ----- Total meetings for all course in 1 semester	Maximum students per class will depend on Lab capacity	- Parallel class = 100% of the actual credits of the said course; - Remedial class can be organized if there are more than 10 students and the Lecturer may calculate the SKS as 100%. If it is less than 10 students then the Lecturer cannot calculate the credits.

		If the number of students exceed from max class size, it will be calculated: 1 credit + #students in one class - max. lab capacity x 1 credit		
		•		
		•	credits as 100%. If it is less than 10 students, then the Lecturer cannot calculate the credits.	
3.	Scheduled Seminar	1 SKS 2SKS	1-25 students 26-50 students	Maximum 2 SKS/semester
4..	Thesis Adviser	Number of students ----- 6 x1SKS	Max 6 students/se-mester	If more than 6 students, it shall be deemed as 1 SKS.
5.	Thesis Examiner	Number of students ----- 6 x0,5SKS	Max 6 students/se-mester	If more than 6 students, it shall be deemed as 1 SKS.
6.	Proposal Examiner	Number of students ----- 12 x1SKS	Max 12 students/se-mester	If more than 6 students, it shall be deemed as 1 SKS.
7.	Course Coordinator		0.5 SKS/lesson plan	Maximum 2 SKS/semester

Research

To be organized by the Center for Research and Community Service (CRCS) and reported to, as well as approved by, the Faculty Dean and the Rector.

NO	ACTIVITIES	SKS	TOTAL STUDENTS	REMARKS
1.	Independent Research	Max 4 SKS (for Lead Researcher only, no member researchers)	Proposal: 25% SKS Data Collection: 50% SKS Analysis Data: 75% SKS Final Report: 100 % SKS	If in addition to the independent research, the lecturer is involved in group research, then the calculation shall be as follows: Lead researcher 60% x 3 SKS = 1.8 SKS (depending on the phase) Member researchers 40 % x 3 SKS = 1.2 SKS (depending on the phase)
2.	Group Research	1 title 3 SKS (Lead and member researchers) maximum 2 researches/year		Lead researcher will receive 60% x 3 SKS; Member researchers will receive 40% x 3 SKS; If the lead researcher is involved in 2 titles of group research, the value will be 2 x 60% x 3 SKS; If member of researchers in involve in 2 titles (Chairman and member) the value will be 2 x 40% x 3 SKS
3.	Author of 1 book to be published within the maximum period of 4 semesters	3 SKS	- Foreword 25 % x SKS 50 % of the book content 50 % x SKS - Finished Draft 75% x SKS - Publisher Approval 85% SKS - Book printed 100%	- Author of 1 book title/ full teaching material = 3 SKS to be published with ISBN, with publishing contract or published with ISBN. - Author of 1 book/full teaching material, with editor 1. Editor 60% x 3 SKS = 1.8 SKS 2. Contributor for each chapter 40% x 3 = 1.2 SKS

				- Author of 1 book/full teaching material with editor and 1 contributor then the calculation: 1. Editor 60% x 3 SKS = 1.8 SKS 2. Contributor for each chapter 40% x 3 = 1.2 SKS
4.	Author of one internationally published book (in the language and published internationally in 3 states)	5 SKS	- Foreword 25% x SKS 50% of the book content 50% x SKS - Finished Draft 75% x SKS - Publisher Approval 85% SKS - Book printed 100%	- Contributor of one chapter in internationally published book 40% x 5 = 2 SKS - If it is written by team, then it is proportionately calculated.
5.	Translating Book to be published within the maximum of 4 semesters	2 SKS	1 book - Foreword 25% x SKS 50% of the book content 50% x SKS - Finished Draft 75% x SKS - Publisher Approval 85%	1 title to be translated by more than 1 person - Lead Translator = 60% x 2 SKS = 1.2 SKS - Member 40% x 2 = 0.8 SKS/member
6.	Editing book to be published within the maximum of 4 semesters	2 SKS	1 book edited = 2 SKS 1 book edited by more than 1 person, Lead editor and Member respectively will receive 1 SKS.	1 title to be translated by more than 1 person Lead Translator = 60% x 2 SKS = 1.2 SKS Member 40% x 2 = 0.8 SKS/member
7.	1 title to be translated by more than 1 person	2 SKS/semester	- Foreword 25% x SKS 50% of Lesson Plan = 50% x SKS 75% of Lesson Plan = 75 % x SKS - Completed 100%	If it is team work, the calculation of 60% for lead writer, 40% for members (as applied for contributor for each chapter)

8.	Work Load and Evaluation on <i>Tri-dharma</i> Implementation Assessor	At the maximum 8 lecturers = 1 SKS		Σ Work Load Evaluation 8 x1SKS
9.	Academic Journal, published with ISSN, not accredited, or proceedings in local and international seminars	Max 3 SKS		If written jointly, lead writer 60%, co-writer(s) 40% divided with the numbers of writers.
10.	Academic Journal, published by accredited journal	Max 5 SKS		If written jointly, lead writer 60%, co-writer(s) 40% divided with the numbers of writers.
11.	Academic Journal published by international accredited journal (in international language)	Max 7 SKS		If written jointly, lead writer 60%, co-writer(s) 40% divided with the numbers of writers.
12.	Delivering academic speech, keynote speaker in seminar, resource person in line with his/her field of expertise (based on invitation only) at regional level	3 SKS		
13.	Delivering academic speech, keynote speaker in seminar, resource person in line with his/her field of study (based on invitation only) at national level	5 SKS		
14.	Delivering academic speech, keynote speaker in seminar, resource person in line with his/her field of study (based on invitation only) at international level, presented in foreign language	6 SKS		

15.	Presenting paper during seminar related to his/her field of study (if based on initiative of the lecturer, abstract is submitted and selected) at regional level	2 SKS		Max 2 paper/semester (if written jointly, lead writer 60%, co-writer(s) 40% divided with the numbers of writers)
16.	Presenting paper during seminar related to his/her field of study (if based on initiative of the lecturer, abstract is submitted and selected) at national level	3 SKS		Max 1 paper/semester (if written jointly, lead writer 60%, co-writer(s) 40% divided with the numbers of writers)
17.	Presenting paper during seminar related to his/her field of study (if based on initiative of the lecturer, abstract is submitted and selected) at International level	5 SKS		Max 1 paper/semester (if written jointly, lead writer 60%, co-writer(s) 40% divided with the numbers of writers)

Study

NO	ACTIVITIES	REMARKS
1.	Pursuing Master and Doctoral study	Based on the Rector's Approval, maximum 12 SKS/semester
2.	Pursuing Post-Doctoral study	Based on the Rector's Approval, maximum 12 SKS/semester

Community Service

NO	ACTIVITIES	SKS	TOTAL STUDENTS
1.	Activity that is equal to 50 work hours per semester	Maximum 1 SKS	E.g. if becoming full-time facilitator for 3 days: 3 days x 8 hours = 24 hours, additional 12 hours for preparation then the work load shall become 36/50 x 1 SKS = 0.72 SKS
2.	Activity in public education	Maximum 3 SKS (50 hours = 1 SKS)	
3.	Becoming a consultant which is in line with his/her expertise having the wide impact to the public's interest in Indonesia	Team Leader 3 SKS Member 2 SKS Independent 3 SK	1 project/semester
4.	Leadership/participation in program marketing and student recruitment	Maximum 3 SKS	As assigned by the Rector, in consultation with the Dean

Academic Civitas Development

NO	ACTIVITIES	SKS	TOTAL STUDENTS
1.	Academic Adviser	1 SKS for every 12 students	Maximum 2 SKS/semester, if there are more than 25 students, it will be deemed as 2 SKS
2.	Advising and counseling	1 SKS for 12 students	Max 2 SKS/semester, if there are more than 25 students, it will be deemed as 2 SKS
3.	Students' Club Activities Advisor	1 SKS/activities	One activity equals to 50 work hours per semester

Structural and Non-Structural Positions

Lecturers may have an additional position in the Organization where the FTE is as follows.

Structural Positions (Administration and Management)

NO	ITEM	EQUIVALENCE / SEMESTER	REMARKS
1.	Rector	6 SKS	Based on applicable SU organizational structure and appointment by Rector's Decree
2.	Vice Rector	5 SKS	
3.	Dean	5 SKS	
4.	Vice Dean	4 SKS	
5.	Head of Center/Study Program /Unit /Institute/Laboratory/ Studio	3 SKS	

NO	ITEM	EQUIVALENCE / SEMESTER	REMARKS
1.	Secretary of University Senate	1 SKS	Based on applicable SU organization structure and appointment by Rector's Decree
2.	Secretary of Faculty Senate	0,5 SKS	
3.	Member of University Senate	0,5 SKS	
4.	Member of Faculty Senate	0,25 SKS	

Research Output Dissemination

Subject to funding availability, full-time Lecturers whose research output is accepted for publication or dissemination in journals, conferences, seminars, and other events of national or international importance, are eligible to apply for full-pay academic leave to support the following activities:

1. To present a paper that has been accepted by a conference or journal for publication (up to 10 working days per academic year)
2. To accept an invitation to be a Plenary Speaker (up to 2 working days per academic year)
3. To accept appointment to associations' boards or advisory councils (up to 2 working days per academic year)

All published papers, conference presentations and other research output must be submitted to the University Research Repository via the Center for Research and Community Service (CRCS) and to the University Library.

Lecturers are required to inform their Dean and CRCS of their research dissemination activities as part of the Individual Performance Plan. To support their research output activities, lecturers are required to seek external grants and funding. Subject to obtaining external funding, they may apply for approval from the Dean and the Rector to attend:

1. One (1) international conference/seminar/event per academic year
2. Two (2) national conferences/seminars/events per academic year

General Travel Requirements

The University reserves the right to assign a Lecturer to perform business travel either domestic or overseas according to the following conditions.

1. A Full-Time Lecturer of the University and is actively engaged based on the work agreement / letter of appointment;
2. Has a proposal or other academic paper accepted for presentation at an event in their capacity as an employee, and will attend the event on behalf of the University;
3. Events of national and global reputation that reinforce the mission, vision and objectives of SU;
4. Lecturer may attend events under the following circumstances:
 - a. Accepted academic paper or presentation;
 - b. Invitation as a Speaker; or
 - c. Invitation or election on the supervisory board of an academic or professional association.
5. Lecturers must obtain external funding for such activities.

CHAPTER 4: TEACHING AND LEARNING ACTIVITIES

Teaching Preparation

Syllabus

The syllabus is the document that outlines a course and includes summary of the topics to be covered in a semester, the learning outcomes and how learners will be assessed, as well as contact information for the instructor, class times and location, office hours, and policies on work submission.

Each Lecturer is responsible for developing the course syllabus for each assigned course based on the Study Programs' learning outcomes and other requirements that are described in the curriculum, using the defined template. For each topic covered by the course, lecturers should specify the learning objectives and outcomes. The syllabus will be reviewed by the Head of Study Program, the Vice-Dean, and approved by the Dean.

Lecturers should provide students with the course syllabus at the start of the semester. The syllabus will describe the dates of classes, topics and sub-topics covered in the course, the teaching materials used, and the learning activities, the means of assessment, and composition of the final grade by evaluation activities. In addition, lecturers' contact information, office location, and office hours should be clearly provided on the syllabus.

For courses that are provided by U.S. partners, courseware that provides a syllabus should be reviewed by Heads of Programs ensure that it matches program and department guidelines. In most cases, instructors may amend the syllabus within a specific range (generally 20-25%), though instructors of different sections of the same course should align content for consistency.

Supporting Materials

Lecturers will receive guidance and supporting materials before the beginning of each semester, related to the teaching schedule, the academic calendar, academic policies, handbooks and manuals, course syllabi templates and student evaluation forms. Lecturers will be provided with syllabus development criteria and training workshop, as needed. Lecturers are required to submit their teaching materials needs (textbooks, books, journals, articles) approximately six months in advance. Teaching materials needs are approved by the Dean and submitted to the Library for acquisition, in accordance with the Library Collection Development Policy.

Course Delivery

- Lecturers should consider the content delivery by allocating enough time for students to learn about the relevant theories and concepts, and to practice real-life applications.
- Lecturers should understand and address variations in student learning styles: students need to engage in more interactive learning activities, such as discussions, presentations, debates, guest lecturers, field trips, simulations, etc. rather than solely instructor-fronted lectures.
- When appropriate, lecturers should engage students through educational technology, such as online learning, the use of multimedia resources, and social media.
- Lecturers should provide immediate feedback to students on their assignments and study process, and facilitate academic support when warranted.
- Lecturers should inform the student about their mode and process of giving feedback, and the criteria by which they will be evaluated at the start of the semester.

Attendance Policy

Lecturers should carry out their planned courses/classes according to their assigned workload. Lecturers may re-schedule a class once in a semester, with a prior notice and the approval of the Dean, and notify the Academic Registry of the make-up class schedule. Class re-scheduling must occur with a minimum of two-days' notice.

Examinations

Definition and Objectives

An Examination is a scheduled academic activity conducted to produce a measure of the success of the teaching/learning process. The execution of examinations is intended to:

1. Evaluate whether students have understood and mastered the material presented in the lectures, assignments, and class discussions.
2. Classify students into several groups according to observed ability. Examinations may be either written or oral, in the form of questions, seminar, assignments, essays, or other forms according to the type of subject and the specific objectives that are to be achieved.

Types of examination

1. Semester Examination

- Semester examinations consist of mid-semester and end-of-semester examinations which may be conducted in the form of a test, quiz, presentation, or project.
- The mid-semester examination is given after completing several discussion topics, while the final examination is administered after all course material has been given for the semester.
- Following the mid-semester evaluation, lecturers should meet with students demonstrating difficulty and refer them to the Student Success units for appropriate intervention.

2. Final Project Examination

Final project examinations are a form of evaluation administered at the end of a student's program of study. The nature of this test is holistic, covering all disciplines related to the field. The test is based on the thesis or applied project criteria established by the decided by the faculty advisor and Head of Study Program.

Examination Material

Lecturers must submit the exam material to the Academic Registry a week before the examination execution.

Examination Rules

- Examinations must be proctored by the lecturer or a suitable substitute unless planned as a take-home format.
- Students/ exam participants who come late may be allowed to take the exam without extending the time of the test, unless there are specific restrictions given by the Lecturer or Program Head.
- Students/ exam participants who are in the test room cannot withdraw from the examination after the distribution of the exam materials.
- Students/ exam participants are only allowed to bring equipment or materials approved by the examination committee.
- Students/ exam participants who violate the test rules are subject to academic sanctions

Grading System

Grades reported to the Academic Registry are in letter format only, though instructors are expected to keep personal records of all graded activities and exercises culminating in the final grade.

GRADES			POINT AWARDED
A	Excellent	(90-100)	4.00
B	Good	(80-89)	3.00
C	Average	(70-79)	2.00
D	Below Average	(60-69)	1.00
F	Fail	(59 or below)	0

Grade Submission

The Lecturer must input the grades and exam results of each student in the CANVAS within as scheduled in academic calendar after the end semester exam execution. If the grade submission period has expired but the lecturer not yet submitted the grade for several conditions, the following policy must be implemented:

- If the lecturer has finalized the evaluation processes and already set the grade for all class participants, but he/she has any unforeseen circumstances such as sickness or natural calamities, the grade will set to "T" which means "Tunda" or Suspended in ACADIS for all students. The Lecturer must complete the grade submission process within ten working days after the expired submission period;
- If the lecturer not yet submitted grades for any reason outside of the unforeseen circumstances in the above point, the Vice Rector for Academic and Vice Rector for Academic Affairs will be notified, and the lecturer must present their reason for non-submission and/ or face disciplinary sanctions;
- If a student has not completed a required task or assignments by the end of term for a class and has an approved extension from the lecturer, their grade will be set to "I". The missing work must be submitted by the start of the following term, or other deadline as arranged by the lecturer, or the grade will be automatically changed to "F." If a student fails to submit work without an approved extension, the lecturer has the discretion to lower the grade accordingly for the class.

Once the result has been input by the Lecturer, the students can immediately see it in ACADIS. During the submission period, the submitted result can be changed by the Lecturer, but after the submission period has expired, the result cannot not be changed directly.

Grade Changes

Changes to the submitted grade (or exam result) by altering the value recorded on the academic report/transcript is only allowed in case of error or technical fault, such as a mistake during the initial input of the value or miscalculation of a weighted score. Students who have a valid reason and request an explanation of his or her grade may contact the Lecturer.

Changes to any grade must be conducted as follows:

1. Lecturer fills out the forms that have to be acknowledged by the Head of Study Program.
2. The lecturer must submit the forms to the Academic Registry, to be submitted to the Vice Rector for Academic Affairs.
3. After obtaining the approval or disposition from the Vice Rector for Academic Affairs, the file will be sent to the Academic Registry to be processed.

Changes that are not in accordance with the procedures cannot be processed. These changes will be taken only at the end of the semester as scheduled on the academic calendar. After that, no change is allowed.



CHAPTER 5: ACADEMIC ADVISING

Academic Advising for Students

General Policies

During the first year of enrollment at SU, students will be primarily advised by officers of the Student and Parent Advisory Center (SPAC), due to the specific General Education requirements that comprise their coursework and will guide their University College study plan. Academic advisors will be assigned to all students and will review their study plan and approving courses recommended by SPAC prior to registration. During the second year at SU, students planning to pursue Bachelor's degrees at SU will meet more frequently with their academic advisors to identify required pre-requisite courses for their intended majors, and to update their plans of study during the third and fourth years.

Academic advisors will be appointed and dismissed by the Dean of each department, based on the suggestion and recommendation from the Head of Study Program. An academic advisor can mentor a maximum of 20 (twenty) students concurrently, though the advising load may be customized in accordance with Faculty needs.

Functions of the Advisor

1. Deliver information to students about the education system and academic administration at the University, Faculty, and Study Program;
2. Provide specific subject guidance to students in determining the overall study plan at the beginning of the study, and approve the study plan endorsed with his/her signature;
3. Provide explanations and advice to students regarding the learning process;
4. Provide sufficient time for consultation with students at least 3 times in one semester, at the beginning of the semester, before/after the midterms and before the final semester exams;
5. Monitor and evaluate the learning performance/achievements of assigned students and report regularly at the end of each semester to the Head of Study Program to be forwarded to the Dean;
6. Provide advice to students with declining performance, and make appropriate referrals to student support services when warranted. These include the Tutoring Center, the Counseling Center, the Writing Center, among others.
7. Monitor the progress of each advisee's performance to determine if support interventions have been effective; report student status to the Head of Program and to the Dean of Student Success as warranted.

Scope of the Advisor's Role

1. Provide assistance related to the direction of students' study plans and available subjects that may be taken in the next semester;
2. Assist students in choosing, determining, and planning the study in the early of semester, including determining programs and amount of credits based on previous semester GPA obtained;
3. Assist in solving problems in relation to the effectiveness of education;
4. Acknowledge any student complaints in relation to lecturers, program, teaching process and other academic related matters/problems; and
5. Provide regular and scheduled consultation at least three times per semester.

Responsibilities

1. Follow all applied academic regulations and code of conduct;
2. Approve the Student's study plan;
3. Provide reports to the Head of Study Program regarding:
 - a. Problems or issues of students under supervision; and
 - b. All suggestions/complaints delivered by the students;
4. Make appropriate referrals to academic support units (such as the Tutoring Center, Counseling, etc.)

Maximum Credit Load for Students

In planning coursework with students, advisors should be aware of the prescribed workload. First-year students may not enroll in more than 18 credit hours; students in the second, third, or fourth year may enroll in courses up to the maximum credit hour limit based upon their GPA or other considerations based upon their performance.

Maximum number of credits that can be taken will be based on the GPA of previous semester

GPA of Previous Semester	Maximum Number of Credit
≥ 3.00	21 - 24 credits*
2.50–2.99	18 - 21 credits*
2.00–2.49	15 credits
≤ 1.9	9 credits

*Note: Students wishing to pursue max credit load must receive formal permission from their advisors



CHAPTER 6: PERFORMANCE, PROMOTION & RETIREMENT

Lecturer Performance Appraisal

Lecturer performance appraisal is key to the continuous development of Lecturers' skills and reward for high performance and achievement. The purpose of Lecturer appraisal, *inter alia*, is to encourage constructive dialogue between Lecturers and their Head of Study Program and/or Dean, to enhance the individual Lecturer's professional development and to clarify performance goals and expectations on a regular basis. The appraisal process incorporates a formal mid-year and annual review exercise according to the University academic calendar. The appraisal outcome of the formal annual review also provides a basis for decisions on contract renewal, promotion, pay increment and other rewards, if any.

Based on the Academic Calendar, the HR Department will issue a message to all Lecturers to request them to submit their Individual Performance Plan using the prescribed form to provide details of their work plan and achievements plan, as well as other useful relevant information on their work performance during the year. Each mid- and end of the year, Heads of Study Programs will meet with Lecturers individually to discuss the Lecturer's overall performance in the period, including his/her strong and weak points. The individual Lecturer will sign the Lecturer Performance Feedback Form, which is completed by his Head of Study Program, to indicate that the Head's comments stated in the Form have been shown to him/her. The Head of Study Program will also complete the confidential Lecturer Appraisal Form for each of the Lecturers in the Study program and submit the completed forms to the Dean for countersigning.

The following are examples of areas of work to be taken into consideration in the assessment under each of the three *Tri Dharma* areas:

1. Teaching

- a. Fulfillment of full-time teaching equivalent (FTE);
- b. The range and content of courses taught;
- c. Quality of teaching (e.g., ability to explain concepts; use of innovative approaches to teaching, course preparation, concerns for student's learning problems, ability and commitment to inspire and motivate students to develop their full potential), determined by self-evaluations, and classroom observations;
- d. Result of students' evaluation;
- e. Commitment and care in the discharge of other teaching relate duties, such as examination matters, supervision of students in practica, etc.;
- f. Contribution to module development and design, including any evidence of the incorporation of scholarship and of relevant up-to-date knowledge and research findings in the field/discipline; and

g. Evidence of scholarly involvement in teaching issues and pedagogy activities leading to the improvement of the Study Program and or the University.

2. Research/Scholarship

- a. The quantity and quality of published research in refereed journals, books, chapters, monographs and papers at major conferences;
- b. Invitations to give keynote addresses and lectures at international conferences;
- c. Role undertaken in research projects;
- d. Prizes or awards for research;
- e. Patent(s) or registered innovation(s); and
- f. Number of research grants.

3. Community Service or other contributions to the Study Program, the University, the profession, and the community:

- a. Generating and managing initiatives which contribute to the development and reputation of the Study Program and University;
- b. Generating collaborative research or other academic activities with reputable overseas universities;
- c. Contribution to the community through community-based talks, seminars, and courses, and the provision of consultancies and specialist services to the public at large;
- d. Active and supportive participation to enhance the general well-being of the Study Program, such as through maintaining good relations with colleagues and students, showing care and concern for students' welfare, being supportive in institution-building activities; and
- e. Collaboration with any government agencies and professional organizations in terms of developing any policies, regulations, or development programs.

In addition to the specified *Tri Dharma* activities mentioned above, lecturers should support their deans and study programs to create partnerships and ties with industry. In collaboration with the respective Faculty community partners, lecturers should work to increase internship opportunities for students and seek to leverage community service activities in ways that increase the opportunities for student success once they graduate and begin their careers.

Lecturers should contribute to enhancing the collaborative nature and culture of research within the university. Lecturers within and across faculties should work with one another—and also work with outside partners—to secure larger scale research projects and outside funding to increase the level of research support and activities within the university. Individual lecturers are the drivers and creators of research output for the whole institution, and they should take responsibility to maximize funding for their research aspirations by looking to potential partners and outside funders.

Promotion

Promotion is given to employees in recognition of exemplary job performance as well as a part of employee professional development and internal learning and teaching certification. Promotion will be awarded in accordance with the University's HR policy and academic promotion regulations under Higher Education Law in Indonesia.

All promotion processes must comply with the University Human Resources Department procedures, initiated by a recommendation from the Dean or Head of the Unit. The HR Department will conduct a review to ensure that promotion recommendations are in line with the University needs.

Contract Renewal

The renewal of a contract/appointment Lecturer may be executed in accordance with the appraisal of the academic performance. Decisions on continued or terminated employment status will be conveyed to the Lecturer with a written notice of 1 (one) semester before the expiry of their contracts.

Termination

Academic staff appointments may be terminated for various reasons. Whatever the situation, the University will seek to conclude the employment relationship in a way that fairly and appropriately recognizes the needs of both the Lecturer and the University. The renewal and or termination of the contract and employment agreement must comply and align with the Provider Agency's Human Resources Policy and applicable national Laws, and in accordance with the Employee Evaluation result and the Manpower Policy.

All termination processes must be communicated to all relevant parties, and must comply with the Provider Agency Human Resources Policy, University Statutes and Indonesian Labor Law.

Retirement Age

The retirement age for lecturers is based on their academic rank as below.

- | | |
|--|----------|
| 1. Lecturer (<i>Asistant Ahli</i>) &
Assistant Professor (<i>Lektor</i>); | 60 Years |
| 2. Associate Professor (<i>Lektor Kepala</i>); | 65 Years |
| 3. Professor (<i>Guru Besar</i>); | 70 Years |

Resignation

A Lecturer (full-time or part-time) who wishes to resign from the University must fulfill his/her workload assignment for the given semester and submit a written notice three (3) months prior to the end of the semester. The resignation letter must be acknowledged by the Dean and should be submitted to the HR Department. Lecturers may not resign in the middle of the semester without penalty.

Lecturers who have submitted a formal resignation according to the required notice period must fulfill and finalize all pending matters and ensure that there is no disruption to the learning and teaching process, including, but not limited to, the finalization of all academic assignments (*Tri Dharma*). The Dean may release the employee after all pending matters are settled and a handover process is conducted properly, in compliance with Human Resources Policy.



CHAPTER 7: PROFESSIONAL DEVELOPMENT

Seminars, Conferences, Courses, and Non-Degree Training

Based on the Academic Unit's approved staff development plans, and subject to budget availability, Lecturers may be granted full-pay staff development leave to attend various national and international conferences and/or courses/non-degree training. Lecturers should indicate their individual professional development needs in their annual Individual Performance Plan, to be agreed with their Supervisor. Subject to budget availability, Lecturers may apply for full-pay staff development leave for the above-said purposes using the prescribed forms, and submit all relevant documentation to support the application, including the official invitation letter to the event to the Dean or Head of the Academic Unit. Further to the endorsement of the head of academic unit, the application must be submitted to the Rector for approval, a minimum of 30 days before the intended travel date.

To be eligible, the full-time Lecturer should be in service and may not have submitted his/her notice of resignation or non-acceptance of contract renewal. The support scheme for professional development is a full support scheme funded by the University to enable Lecturers to upgrade their knowledge and/or skills. Its implementation is subject to budget availability. A qualified Lecturer may apply for financial support under this scheme.

The support scheme for professional development is separate from the support that may be granted to lecturers who have submitted papers for conferences or publication which have been accepted for presentation – refer to Chapter 4: Research Output Dissemination.

Professional Development and Business Travel Regulations

Subject to budget availability, Lecturers may be provided with financial assistance for professional development purposes up to the maximum extent as decided by the University:

1. Round-trip Economy-Class air passage (purchased in accordance with the University's financial guidelines and procedures issued by the Finance Department);
2. Inter-city/state land travel by public transport (where applicable);
3. Hotel accommodation;
4. Public transport from residence to Airport and vice versa, and from the airport to hotel and vice versa (where applicable);
5. Subsistence allowance; and
6. Registration/Course fee.

Lecturers should coordinate with their Head of Study Program, Faculty Support, and Finance Department to prepare the financing and practical arrangements. The payment method may use cash advance or cost reimbursement, accordance with the university's financial guidelines and procedures issued by the Finance Department, and also the procurement guidelines issued by the General Affairs Department.



CHAPTER 6: LECTURERS' RIGHTS & RESPONSIBILITIES

Duties and Tasks

1. Commitment to Teaching Responsibilities

- a. Conduct teaching duties and obligations conscientiously. This includes the planning and preparation of all courses, lectures, and tutorials according to the university guidelines, as well as conducting scheduled classes, providing complete information on course requirements, assignments, and projects, and grading fairly;
- b. Accord all students respect and appropriate rights as individuals. This involves providing mature professional advice, treating students with courtesy in class, keeping confidential personal information about students unless expected to share under other academic responsibilities and fairness in teaching individuals;
- c. Serve as role model and provide leadership in helping to shape the minds of the students. All Lecturers should strive to set a high standard in all their professional and personal dealings with students;
- d. Explore new and innovative methods of presenting content to and evaluating the performance of students. All Lecturers should strive to improve their effectiveness as a teacher by motivating students to aspire to academic excellence;
- e. Demonstrate accountability for their teaching and performance evaluations and the actions taken.

2. Commitment to academic integrity:

- a. Uphold the academic core values of learning: honesty, respect, fairness, and accountability;
- b. Promote the importance of personal and academic honesty;
- c. Embrace the belief that all learners - students, lecturers, staff and administrators - will produce their own work, and must give appropriate credit to the work of others;
- d. Refuse to participate in fabrication of sources, cheating or unauthorized collaboration in any work submitted within the System;
- e. Remain vigilant to any cheating, fabrication, falsification, forgery, plagiarism, or complicity in any ethical violation by others on any university assignment or exercise.

3. Engagement in Professional and Scholarly Activities

- a. Promote knowledge in the academic and pedagogic discipline through research, publication and presentation of papers at both local and international conferences and meetings;
- b. Keep updated with relevant and latest knowledge within academic field and/or discipline through familiarity with relevant journals, publications and participation in local, regional and/or international societies, meetings and conferences;

- c. Openness to others' opinions both within and outside of one's own discipline to promote a culture of intellectual openness and tolerance;
- d. Exercise and demonstrate respect for freedom of speech when writing and speaking professionally in external forums.
- e. Participation in and support of the development of the Study Program and University
- f. Collaborate with colleagues in the contribution of new curriculum, and participate in discussion at faculty meetings to provide strategies and solutions to strengthen the educational programs of the University.
- g. Give reasonable support to general university-wide activities and events particularly to new student orientation, graduation ceremony, etc.
- h. Contribute to Institution-wide committees
- i. Avoid wastage of funds and/or resources entrusted for use within each department
- j. Make every effort to avoid professional and personal behaviors which might cause embarrassment to the university

Academic Freedom

Every Lecturer is entitled to the freedom to independently or collaboratively carry out all educational activities; contribute to the development and advancement of science, technology, social science, arts, humanities and engineering; and conduct research and community service in accordance with the academic policies and best professional practices.

Academic freedom also covers the right to disseminate the results of research and community service through academic discourse in the form of lectures, seminars, symposia, discussions, and examinations held in the framework of teaching and learning activities.

Professional integrity by a Lecturer includes recognition that the public will judge the profession and the institution by the statements both in public and private life. Therefore, the Lecturer should strive to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to avoid creating the impression that s/he speaks or acts for the system when speaking or acting as a private person.

Use of Copyrighted Materials

Materials that are copyrighted are considered intellectual property, and as such, recognized and protected by law. Copyright exists in all forms of works, such as books, periodicals, magazines, compilations of information, photographs, diagrams, dances, scripts for plays, computer programs, drawings, design, sculpture, musical grades, lyrics, sound recordings, cinematographic films, television broadcasts, sound recordings and cable programs etc.

In general, the person (i.e. the author) who created the work is the owner of the copyright. In the case of other forms of copyrighted materials like sound recordings and films, the producer is the copyright owner. The owner of a copyrighted work has monopoly rights to reproduce, publish, perform, sell or broadcast the work. It is an infringement of such rights for any other person to do such acts without the consent of the copyright owner. Where a Lecturer makes copies of an entire or substantial portion of a book where it is intended for commercial use, not for the purpose of self-study or research, he/she would have infringed copyright. It is also an infringement to authorize others to infringe copyright. Taking a book to a photocopy shop and requesting a copy of the book intended for commercial use, not for the purpose of self-study or research, will also make the Lecturer liable for copyright infringement even though the shop does the actual photocopying.

A person found guilty of copyright could be liable for civil and criminal sanctions depending on the nature of the offending acts. However, the law does provide certain exception under which copying is not considered infringement. Copying of works in the following instances will not constitute infringement:

1. An individual is deemed to have copied for the purpose of self-study or research and therefore not infringed copyright if:
 - a. only one article is copied in a periodical publication;
 - b. where a literary, dramatic or musical work is not less than 10 pages, one copies up to 10% of the number of pages in a published edition of the work or if the work is divided into chapters, up to ONLY one chapter.
2. In the case of literary, dramatic or musical works in electronic form, an individual is deemed to have copied for the purpose of self-study or research and therefore not infringe copyright if:
 - a. no more than 105 of the total number of bytes in that edition is copied; or

- b. where the work is divided into chapters, Lecturer copies more than 10% of the total number of bytes in that edition but this copying contains only whole or part of a single chapter.
- 3. The making of a copy of a computer program is not copyright infringement if the reproduction is made on behalf of the owner and the reproduction is for the purpose of being used as a back-up copy of the original computer program.
- 4. An individual may copy a film or recording of television or sound broadcast or cable programs provided that such a copy is made for private and domestic use. If the film or recording is seen or heard in public, it shall be deemed to be made NOT for private and domestic use.
- 5. For more detailed information regarding the use of copyrighted material by lecturers under the educational fair use provisions, please consult <https://www.copyright.gov/legislation/dmca.pdf>

Intellectual Property

SU promotes and encourages scholarly activities and creativity among its faculty, staff and students. The University supports this endeavor with release time, travel funds, and by making available its own facilities, equipment, personnel and information resources. The University also seeks specific support for creative activity from external sources, both public and private.

Academic tradition assigns ownership to the creators of academic, artistic or scholarly works or other intellectual property that results from research, teaching and writing or as part of the general activities expected of faculty and staff. Thus, the ownership of and rights to course lecture notes, syllabi, discussion and exam questions, class notes, books or articles, dissertation, theses, software programs, works of art, musical compositions, web pages, multimedia materials, unfunded research, or like material, whether in paper, electronic, or other format, belong to the creator of the material. Faculty and staff also retain control over reproduction of their works, derivative works, and dissemination, performance, or display to the profession, students or the public. Any economic benefits, real or potential, from such works belong to the creator.

Exceptions to the above include the following types of intellectual property. Ownership of these types of materials will reside with SU:

- Works created for hire: Works created as a specific requirement of employment or as an assigned institutional duty, where the University provides specific authorization or supervision for the work.

- Separately funded works: Intellectual property developed under a specifically funded research project. Ownership of and rights to separately funded works will be as specified in the grant or contract agreement.
- Works using extraordinary resources: Works using significant University resources other than those ordinarily available to most faculty and staff. Ordinarily available resources include office space; personal office equipment; office, classroom or lab computer workstations; library and other general-use information resources; network access to such resources; sabbatical leaves, internal travel and development grants.
- Development of courseware for distance learning: Courseware to be offered under the aegis of SU or an institutional partner that utilizes University resources for its development. In either case, the Dean of the Faculty, the Vice President for Academic Affairs and the creator will together determine ownership and negotiate a written agreement concerning the courseware.

Faculty, staff, and students are encouraged to participate in the larger community of scholars, presenting to professional organizations and societies, and sharing results of research, creative activities or “best practices” with colleagues both within and outside of the University.

Ownership of an individual's intellectual property does not cease upon the individual's leaving the University's employ. However, rights to use such intellectual property may be granted to the University at any time during or after employment.

The University requests that the creator of any intellectual property created at the University or by a University employee using University resources acknowledge the University's contribution to the work.

SU retains all rights to control the use of its name, logo and trademarks in association with any work, regardless of the ownership of the work.

Conduct and Discipline

CODE OF ETHICS

All Lecturers are required to observe the University Code of Ethics, which is executed by Rector's decree.

OFFICIAL WORKING HOURS

The official opening hours of the University are as follows: Monday to Friday: 8.00 am to 5.00 pm (with a one-hour lunch break). All Lecturers, unless they are on leave, must report for duty and be available for consultation even though they do not have any lectures/ classes. They should keep the General Office of their Study Program informed as to where they may be contacted should they need to leave their place of work during office hours.

OFFICIAL DUTIES AND PRIVATE INTEREST

Lecturers are prohibited from:

- Directly or indirectly making use of any official information or their official position to further their private interests;
- Allowing another person or organization to use the name of the University or any component for their own benefit.

PRIVACY OF OFFICIAL DOCUMENTS AND INFORMATION

All official documents, papers and information which a Lecturer receives must be treated as confidential. S/he must not, either during or after her/his service, copy, extract or translate them for unofficial use or allow others to do so. S/he also should not directly or indirectly disclose, publish or communicate them to the Press or individuals in any form whatsoever, except as part of her/his official duties or with the written permission of the Faculty and or University.

LECTURER-STUDENT RELATIONS AND INTERACTIONS

Lecturers act as mentors and counselors to students in their academic and professional pursuits. They may also be assigned by the Vice Dean for Academic and Student Affairs or Head of Study Program as personal tutors to a small group of students to provide academic guidance to them in their course of study. Lecturers are expected to maintain a good and proper relationship with students at all times.

They should refrain from any conduct detrimental to the maintenance of a proper Lecturer-student relationship. Lecturers must respect the confidential nature of the relationship between the Lecturer and student, particularly in examination work, to ensure impartiality and non-disclosure of confidential information such as the marks that students obtain in the examination and the proceedings of the Board of Examiners which must not be revealed to students.

In all the above, the Lecturer models ways of sharing his/her own problem-solving strategies and coaches the student when areas of improvement are identified. Students likewise share their own perspectives and are expected to let lecture know when views are different and/or unclear. The enthusiasm and professionalism that a Lecturer brings to her/his relationships and interactions is a key in motivating student behavior, performance and learning.

Lecturers are expected to interact with students by involving themselves in extra-and co-curricular activities. All lecturers should take part in campus life and serve as role models outside the classroom, as much as inside the classroom. These activities will be linked to lecturers' performance evaluation criteria.

ACCESS CARD

Full-Time Lecturers will be issued Access Cards shortly after assuming duty with the University. Access Cards are needed to gain entry into offices during and after the normal office hours if the office entrance is installed with a security system.

If the card is lost, lecturers should report personally to the HR Department for a replacement to be issued. A replacement fee of Rp.150.000 (a hundred and fifty thousand rupiahs) may be charged to the employee.

When employees leave the service of the University, they are to return their access card personally to the Human Resource before or on their last day of service. If they wish to keep the card as a souvenir, they should come personally to the HR Department for the card to be cancelled. They will be charged a replacement fee of Rp.150.000,00 (one hundred and fifty thousand rupiahs).

CLOTHING AND HAIR STYLES

All Lecturers are expected to report for work in appropriate attire and maintain hairstyles that give an appearance of neatness and professionalism.

DRESS CODE

The University has a designated uniform that is provided to all staff members. Specific policies regarding dress code may differ by unit or be updated by the leadership; all staff should consult their supervisor for the appropriate attire for the office, classroom, or University event.

SANCTIONS

Sanctions will be imposed upon Lecturers in the following circumstances:

1. Failure to fulfill assigned credit requirements;
2. Negotiating grades with the students;
3. Disclosing examination materials, both his/her own course, or those of other Lecturers' examination material, or providing the opportunity for this to occur;
4. Providing answers during an examination;
5. Accepting gifts of any kind from students, or other parties, in exchange for assigning grades;
6. Requiring students to buy textbooks or other items from lecturers;
7. Engaging in unfair treatment or harassment of any kind;
8. Performing or condoning any kind of plagiarism or academic dishonesty;
9. Lateness in submission of grades or examination results in the Academic Information System and non-compliance with the predetermined schedule;
10. Failure to fulfill academic obligations as set out the Academic Activities regulation (Chapter 5: SU Academic Activities Regulations) over a period of two (2) consecutive semesters; or
11. Any breach of the provisions in this handbook for which the Lecturer has already received a verbal warning.

The administrative sanctions to Lecturers consist of a verbal warning and a written warning, based upon of the severity of misconduct:

1. A verbal warning shall be given by the direct supervisor for breach of any of the provisions in this handbook.
2. A first written warning will be given in the cases when the Lecturer has failed to comply with the any of the provisions in this handbook for the second time;
3. A second written warning will be given in the cases when the Lecturer has failed to comply with the any of the provisions in this handbook for the third time.

The execution of the first written warning will be conducted by the Head of Study Program. The execution of the second written warning will be conducted by the Dean. If a Lecturer receives a second written warning, administrative sanctions according to the Human Resources Policy will apply.

The execution of any kind of sanction will be formalized by a decree from the relevant authorities. Violations of the University Code of Ethics outside the academic field are sanctioned according to the University Human Resources Policy and recommendation of the University Senate Committee on Discipline and Ethics.

CHAPTER 9: GENERAL INFORMATION & BENEFITS

SALARY

Lecturers shall receive a gross salary that is formulated based on the respective level and qualifications of the employee. The employee level shall be determined based on the job description and position specifications. For each level, the University shall determine the salary scale, including a minimum and maximum range.

Salary payment date shall be the date in the last week of each month as stipulated the Human Resources Department as the monthly Employees' Salary Payment Date. The net salary (take home pay) will be transferred to the respective employee's bank account.

BENEFITS

Full -time Lecturers will receive a daily lunch and a uniform, as well as other standard benefits as defined below:

HEALTH INSURANCE

All Full-time Lecturers will receive health insurance that covers the employee and all immediate family members in accordance with the Health Insurance policy and The Provider Agency regulations.

LIFE INSURANCE

All Full-time Lecturers with Indonesian citizenship are granted Life Insurance, Demise Insurance, Working Accident Protection Insurance, and Retirement Insurance provided by *BPJS Ketenagakerjaan*. Non-Indonesian Lecturers are provided with appropriate insurance coverage for their appointment status, and should confirm these benefits with HR.

TELECOMMUNICATION BENEFITS

The University provides a telecommunication allowance for all Indonesian Full-time lecturer.

CHILD TUITION FEE BENEFITS

For local employees, the University provides a waiver of 50% of tuition for up to 2 children who enroll in Sampoerna Academy. A waiver of 30% applies for a 3rd child and 15% for a 4th child and above.

For expatriates, the University fully covers the tuition for up to 2 children who enroll in Sampoerna Academy. A waiver of 50% applies for a 3rd child and 25% for a 4th child and above.

FORMALITIES BENEFITS (ELIGIBLE ONLY FOR EXPATRIATES)

The University covers all costs associated with obtaining work permits for employees and obtaining immigration authorization for their families (a spouse and up to 2 children).

LEAVE BENEFITS

General policies

Lecturers who plan to take a leave must obtain prior approval from the relevant direct supervisor. The leave must be proposed through Human Capital Management System (HCMS) within an appropriate time prior to the leave date.

Annual leave

Full-time Lecturers shall be eligible for 12-20 (twelve - twenty) working days of paid annual leave in a calendar year based on the employee grade, with prior approval of the Direct Supervisor or the Head of the Department at least 7 (seven) calendar days before the leave date. Eligible paid annual leave is accumulated on a month-by-month basis. Annual leave must be taken during the University vacations. In exceptional circumstances leave may be taken during the semester with the prior approval of the Head of Study Program or the Dean. As a general rule, only Lecturers with formal teaching duties outside term time may take annual leave during term time.

Annual leave which is not utilized in the year of entitlement may be carried forward to the next calendar year only until the end of June. Annual leave which is not utilized before this cut-off day will be lost. Annual leave carried forward from one calendar year to the next shall not be utilized during the period of notice of resignation. Such annual leave will lapse at the commencement of the notice period.

Medical leave

A Full-time Lecturer shall be granted medical leave on full- pay according to the period prescribed in the medical certificate or doctor's or hospital's advice. When a Lecturer has been granted medical leave by the HR Department, the Lecturer must inform the Head of Study Program as soon as possible, preferably within 24 hours, or the Lecturer shall be deemed to be absent from work without permission. The Lecturer must forward any medical certificate to the HR Department through the Head of Study Program immediately upon resumption of duty after the medical leave.

If a full-time lecturer unable to work for a considerable period of time due to illness or an accident according to a doctor's or hospital's advice, then the Lecturer is entitled to medical leave accordance with The Provider Agency regulations.

Maternity leave

A married female Lecturer may be granted 3 (three) calendar months of full-pay maternity leave, counted from the initial date of maternity leave taken.

Compassionate leave

The university may grant compassionate leave of up to 3 (three) working days to a Lecturer upon the demise of an immediate family member (parent, spouse, son/daughter, parent-in-law). Compassionate leave may be taken any time either consecutively or otherwise between the date of death of the family member and the date of funeral. However, should the funeral of the deceased family member be held overseas, a Lecturer may also use his/her vacation leave balance.

Compensation leave

Lecturers whose academic activities exceed a minimum of 5 hours per week from their 40 hours (minimum 5 consecutive hours in the weekend/holiday) are eligible for a compensation leave on any working day. A Lecturer should coordinate with the Head of Study Program to arrange when he/she will be able to take Compensation Leave. The HR Department will add the Lecturer's Compensation Leave Balance once the Lecturer submits his/her eligibility notification for Compensation Leave that is approved by the Head of Study Program.

Unpaid leave

Unpaid leave is a temporary unpaid status and absence from duty. In most cases, the unpaid leave is based upon the employee's request. Unpaid leave can be granted only to permanent Lecturers who have been continuously employed for a minimum of two (2) years.

CAMPUS ENVIRONMENT

The University is committed to provide and maintain a green and healthy environment, as well as sufficient appropriate working space to support the employees' productivity. All staff is encouraged to contribute to keeping the cleanliness and tidiness of the campus environment.

HEALTH AND SAFETY

The University is committed to provide a safe and healthy environment for all employees and students, as well as the university visitors. The General Administration and Risk Management Offices provide personnel who are properly trained and provided with appropriate safety and emergency equipment. The University will take all appropriate actions to correct any hazards or conditions that endanger health, safety or the environment.

PARKING SERVICES

All Full-time Lecturers are eligible to get a parking space on campus. If they pay their own parking fees in such a situation, they will be reimbursed for all submitted receipts on a monthly basis through the General Administration Information Services (GAIS). Eligibility is stated in their employment contract by the HR Department.

FACILITIES USAGE

LIBRARY AND LEARNING RESOURCES

In order to provide all types of learning resources, the University provides the Library and Learning Resources Center for all Lecturers and student to enhance the SU academic quality. The Library is situated on the 6th floor of the L'Avenue Tower building, and offers a variety of services and facilities. The Library provides access to academic databases covering e-books, e-journals, online cases, financial data, etc., through the Library's Portal at sampoernauniversity.library.ac.id that is accessible both on and off campus.

The Library has networked computers, group study rooms and silent study areas facilitated with wireless access throughout the campus, as well as iPads available to borrow.

Library hours:

- Monday to Friday: 8:00 AM – 9:00 PM
- Saturday: 9:00 AM – 5:00 PM

All lecturers should take responsibility to work with their deans or unit heads to provide the library with information about required and recommended course materials. Lecturers for all subjects should afford students with structured class time to utilize library resources to support the learning process.

COMPUTER AND INTERNET USAGE

The University provides Notebooks and Internet access for all Lecturers to carry out the function of *Tri Dharma Perguruan Tinggi*. The Notebook should be kept clean and in a good condition. Any damage to the notebook must be reported to the IT department as soon as possible.

Lecturers may not illegally download copyright-protected material such as monographs or other types of academic writing. Pictures, audio/video/multimedia materials, software or files downloaded via the Internet can only be used consistently in accordance with a valid license copyright. No person may use university facilities knowingly to download or distribute pirated software or data.

Users should not use University Internet access to download entertainment software or games, or to play games over the Internet. The transmission, retrieval or display of any kind of pornographic image or document on any University system is a violation of the policy on sexual harassment. Pornographic material may not be archived, stored, distributed, edited or recorded using the network or computing resources.

It is strictly prohibited to use University Internet facilities to deliberately propagate any virus, worm, "Trojan Horse," or other malicious program code, as well as to propagate any form of political or propaganda activity. Lecturers should schedule communications-intensive operations in advance with the IT Department, such as large file transfers, video and audio streaming or downloads, mass emails, etc. to avoid overloading the University network.

All Lecturers must be aware of the importance of protecting confidential information, user data and any other material covered by existing policies and procedures on confidentiality at the University. Use of University access or facilities for actions such as misuse of IT assets or resources, unauthorized installation of web services, sexual harassment, unauthorized public statements or misappropriation of intellectual property will be subject to disciplinary actions as set out in the University Code of Ethics.

E-MAIL USAGE

All full time Lecturers are provided with an official University email account to be used as an official communication tool, to support their professional responsibilities in teaching, research, and community services. They are responsible for using the official email account with professional integrity, and any misuse or misappropriation of the official email account will be subject to disciplinary actions as set out in the University Code of Ethics.

APPENDIX 1: DEFINITIONS

21C L&T	21 Century Learning and Teaching
ACADIS	Academic Information System of the Registrar
Access Card	is a card provided to Lecturers that will register his/her attendance as well as providing access to rooms within the University
Award	is any form of action or reward in the form of material or immaterial acknowledgement
CETL	Center for Excellence in Teaching and Learning, a unit supporting faculty development
Code of Ethics	is an SU policy defining the values and standards of behavior, as well as disciplinary measures
Credentials Assessment Committee	is an SU-wide Committee established by the Rector to review the academic credentials of the lecturers and suitability to teach the related subjects and courses
Curriculum	is a series of plans and preparations containing the content and material for teaching and learning, and method of delivering and assessing the result, and in organizing the teaching and learning activities.
Dean	is an academic staff member charged with leading a faculty (department) and fulfilling the policy directions and decisions of the Rector.
Dirjen DIKTI	is the Director General of the Higher Education regulatory body of the Ministry of Research, Technology and Higher Education of the Republic of Indonesia.
Disciplinary Committee	is a Standing Committee charged with Investigating disciplinary matters and making recommendations to the Rector on sanctions
Entrepreneurship	is a core University value embedded in the curriculum, co-curricular and extra-curricular activities
EWMP	(Ekuivalensi Waktu Mengajar Penuh) is the Full Time Teaching Equivalent (FTE)

Gen Ed	the core of the SU curriculum, comprising 36 credits of coursework from five areas: Communication, Humanities, Maths, Natural Science, and Social Science
HR Policy	is a policy issued by the Human Resources Department
Human Resources Department /HR Department	is a centralized unit that handles human resources matters
KOPERTIS	(Koordinator Perguruan Tinggi Swasta) is a unit that monitors private universities under the Ministry of Research, Technology and Higher Education
Leadership	is a core University value embedded in the curriculum, co-curricular and extra-curricular activities; may also refer to the senior University officers
Lecturer	a professional educator in higher education with the main task of transforming, developing and sharing knowledge through teaching, research and service to the community.
NIDN	(Nomor Induk Dosen Nasional) is a National Registration Number issued by Dirjen DIKTI for full time Lecturers
NUPN	(Nomor Urut Pengajar Nasional) is a National Registration Number issued by Dirjen DIKTI for part time Lecturers
PDPT	(Pangkalan Data Pendidikan Tinggi) is the Higher Education Data Base managed by Dirjen DIKTI
Provider Agency	is the Putera Sampoerna Foundation
Putera Sampoerna Foundation	is the founder of Universitas Siswa Bangsa Internasional, now named the Sampoerna University, a foundation duly established and subject to the laws of republic of Indonesia, evidenced by a Deed of Establishment of the Foundation No. 1 dated March 01, 2001 made before Aulia Taufani, S.H., Notary in Jakarta, announced in the State Gazette dated August 10, 2001 Number 64, Supplement to the State Gazette Number 161.
Rector	is the Leader of Sampoerna University

Sanctions	all forms of disciplinary measures imposed to University staff and students who violate the applicable regulations
SKS	(<i>Satuan Kredit Semester</i>) refers to credit unit points
SerDos	(<i>Sertifikasi Dosen</i>) is the Lecturer Certification conducted annually by Dirjen DIKTI
SPANTRAN	Is an independent evaluation service, specializing in degree, credential and academic evaluations of academics and students who have obtained their credentials internationally.
Student	is any student enrolled and registered in a study program at Sampoerna University.
Student Activities	refers to University-organized activities of students that support the academic, professional, and/or personal development of the students.
SU Campus	is the campus of Sampoerna University located in Pancoran, Jakarta.
Tri Dharma	is the principle that defines the commitment of university educators to pursue learning and teaching, research and community service.
Uniform	is the standard professional attire set by the Provider Agency
University	is Sampoerna University, established by the Putera Sampoerna Foundation by virtue of the Decree of the Minister of Education and Culture of the Republic of Indonesia No 66/E/O/2013 dated March 15, 2013
University Annual Plan	is the yearly operational/business plan derived from the university strategy, including individual units' activities planning
University Executive	is the Rector and Vice Rectors as a collective decision-making body

APPENDIX 2: STUDENT FEEDBACK FORM

At Sampoerna University, at the end of each course, you are requested to take the Course Evaluation Tool (CET). This is your opportunity to have your voice heard.

Why students need to give feedback?

- To monitor and make improvements, Sampoerna University needs feedback on student experiences.
- We're committed to providing students with an outstanding learning and teaching experience, programmes of study that are challenging and of international standard, and opportunities and support to achieve your academic and personal potential.
- To ensure we continue to meet these commitments, we need to know how well we are doing and what you'd like to see done better.
- Student feedback is an important part of this process. Your feedback also provides us with ideas to make further improvements in what we do for you.

What happens after I submit my evaluation?

Student feedback received through CET is carefully analysed and considered by lecturers on your course, as well as by other University staff.

CET results are used in the following ways at Sampoerna University:

- To help an individual lecturer reflect on their teaching.
- To inform feedback to students at the conclusion of a course.
- To assist Program Heads to identify any issues with a course.
- To inform discussions on the quality of courses and teaching in the University.
- To report back to the University community on quality assurance of courses and teaching.
- As part of academic career portfolios for Academic Performance Review or promotions or continuations application.
- As part of formal course review. A course review prompts lecturer to reflect on all aspects of course structure, content, delivery and assessment, examining what went well and what changes are required. It also provides the opportunity to re-assess the appropriateness of learning outcomes, review feedback from any evaluations conducted that semester, and discuss plans for the course. The completed course review accompanied by the course outline issued to students, copies of tests, assignments and exams, mark sheets, and course evaluations (if applicable) forms a useful package of information about the course that is held by Academic Heads.

Closing the loop

Lecturers are encouraged to report back to the class on evaluation results, and what they might do in response to student feedback. This will usually be done through email, and through a briefing to next year's class about what changes have been made.

This is an example of feedback to a class through an announcement through email.

Dear students,

I have gone through the results and comments for the course survey that you completed...

...For next year, we will be making changes to address these concerns.

For example, the number of tasks in the lab will be reduced and we will try splitting the lab into two 1-hr sessions per week instead of one 2-hr session per week (assuming it can be done from lab availability and timetabling aspects...).

We will also have more lab TAs in the week when the lab is due.

Thanks again for your useful feedback.

Regards, Lecturer X

Make sure your feedback is constructive and effective

As a student, you will know when you have received helpful feedback, and when you have gotten feedback that doesn't really give you the information you need in order to improve or reflect on your work. Giving effective and constructive feedback is a skill that you can develop further by sharing your views through course and teaching evaluations and surveys.

Here are some ways you can give effective feedback:

- be specific and realistic
- focus on the learning and teaching issue, not the person
- suggest solutions
- keep it relevant

Instructors welcome critical, constructive feedback, but using improper language or including personal comments about an individual is highly inappropriate and will undermine your feedback.

CET evaluations are confidential, and the identity of individuals will never be revealed in normal reporting processes. However, the University has a commitment to ensure all members of its community are treated with dignity and respect.

What does CET stand for?

Course Evaluation Tool.

Do I have to complete evaluations?

Yes. The completion of evaluations is voluntary. However, feedback from students is really important to enable us to improve courses and teaching, so please consider spending a few minutes to help enhance the learning experience at the University.

How many evaluations will I need to complete?

You will receive a CET evaluation request for each taught course you are in enrolled in, each semester. The CET evaluation will include questions about the course and about your lecturer.

How do I know I have an evaluation to complete?

You will receive an email with a list of evaluations due for completion. The email will have a link through to the CET system. If you do not receive the notification and reminder emails, please contact Academic Registry and/or Lecturers and ask them for the email links. Your instructors may make an announcement in class when evaluations open.

How is my feedback kept confidential?

Responses of individual students remain confidential. Student ID numbers and/or names will never be identified in reporting.

What if I read the scale wrong and submit the wrong ratings on my CET evaluation?

Unfortunately, once the evaluation has been submitted your response may not be changed. Please ensure that you check your evaluation carefully before submission.

Contact

In the first instance please contact please contact Academic Registry and/or Lecturers with any questions about CET evaluations for your courses.

Sampoerna University course and teaching evaluations are managed by the Centre Of Excellence in Teaching and Learning. Any further queries may be directed to the Evaluation Coordinator, cetl@sampoernauniversity.ac.id

A. COURSE SYLLABUS AND CONTENT

I had access to the syllabus at the beginning of the course

Course structure and the learning outcomes were clearly explained to me at the beginning of the course

I had access to relevant course materials at the beginning of the course (i.e. eBook, notes, required readings, etc.)

I find the course intellectually challenging and stimulating

B. TEACHING AND LEARNING PRACTICES

The lecturer understood the needs and the challenges of the students

The lecturer understood the needs and the challenges of the students

The lecturer used varied strategies to teach the course (e.g. lecturing, group work, discussions, thought experiment, case studies, hands on activities, etc.)

The lecturer made an attempt to make real world connections/applications with the topics being taught

The lecturer spoke clearly and with varied voice levels (not monotone) in communicating the lessons

The lecturer was dynamic and enthusiastic in his/her delivery of instruction of the topics being taught

The lecturer was able to engage all students in the class using the various teaching strategies

The lecturer provided clear instructions to the concepts being taught

The lecturer encouraged and facilitated student participation through activities, questions and discussions.

Students were encouraged to express their own ideas and/or question the instructor

The lecturer helped me develop Higher Order Thinking Skills (e.g. *Critical Thinking, Problem Solving, Creativity, Emotional Quotient, etc.*) through this course

The lecturer encouraged and motivated all the students to take initiative for their own learning

The lecturer used Information and Communication Technology (ICT) effectively to enhance the lesson

C. ASSESSMENTS AND FEEDBACK

The lecturer gave good and timely feedback to my submitted assignments

The lecturer made it easy for me to contact him/her to ask for help if I needed help with the assignments

The lecturer informed students his/her hours for consultation at the start of the semester

Assignment tasks and requirements (*rubrics*) were clearly explained to me throughout the course

The lecturer consistently conducted (*formative/on-going*) assessments to check if we understood the contents being taught

They were sufficient number of assignments and test/exams

The evaluation method was fair and appropriate

D. PROFESSIONALISM

The lecturer was on time for all the classes

I was made known in advance (2 days) if classes were rescheduled

The lecturer showed care and concern for the students

The lecturer communicated warmth and respect to the students

The lecturer took interest in students' progress

The lecturer is knowledgeable on the subject matter

On a scale of 1 - 10, the overall quality of this course is

On a scale of 1 - 10, The overall effectiveness of the lecturer is

On a scale of 1 - 10, My mastery of the concepts and skills in this course

On a scale of 1 - 10, I enjoyed the course

What did you like most about the course?

What did you like least about the course?

Suggestions for improving the course in the future (teaching methods, readings, activities, etc.)

Additional Comments

APPENDIX 3: SAMPOERNA UNIVERSITY LEADERSHIP

POSITION	NAME	CREDENTIAL
President of SU	Dr. Marshall Schott	Ph.D., History, Louisiana State University, USA
Rector of SU	Drs. Wahdi Salasi April Yudhi	Ph.D., Business and Management, LaTrobe University, Australia
Vice Rector for Academic and Student Affairs	Dr. Soepriyatna	Ph.D., English Applied Linguistics, from Universitas Katolik Indonesia Atma Jaya, Indonesia
Vice Rector for Student Success & International Relations	Dr. Lauren E. Clarke	Ed.D., International Education Policy, University of Massachusetts Amherst, USA
Vice Rector for Administration, Resources Management & Operations	Endriyani Widyastuti	Master of Science, Economic Planning and Development Policy, University of Indonesia
Vice Rector for Government Affairs	Elan Merdy	MBA, De La Salle University, the Philippines
Dean, Faculty of Education	Dr. Soepriyatna	Ph.D., English Applied Linguistics, from Universitas Katolik Indonesia Atma Jaya, Indonesia
Dean, Faculty of Business	Dr. Ivan Butar-butur	Ph.D. in Business, Monash University, Australia
Dean, Faculty of Engineering & Technology	Dr. Surya Liman	Ph.D., Industrial Engineering, University of Florida, USA



 (021) 50 222 234 or 0821 62 800 800

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 [sampoerna.university](https://www.instagram.com/sampoerna.university)

 Sampoerna University

www.sampoernauniversity.ac.id

Reports of Standing Committees or Task Forces

Report of SC Administrative Affairs

- Policy Manual Volume II: Campus Community



CAMPUS COMMUNITY

POLICY MANUAL

VOLUME II

MARCH 2022

<u>Policy Number:</u>	<u>1.1.200</u>	<u>Date Approved:</u>	<u>March 24, 2022</u>
<u>Approving Authority:</u>	<u>President/Rector</u>	<u>Effective Date:</u>	<u>March 31, 2022</u>
<u>Responsible Executive:</u>	<u>VRARO/VRAA/VRSSIR</u>	<u>Next Review:</u>	<u>March 31, 2025</u>

Revision History

<u>Revision Number:</u>	<u>Description of changes made*:</u>	<u>Date:</u>
<u>Initial version</u>	<u>=</u>	<u>March 24, 2022</u>

**explain which part and article have been changed*

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VOLUME 2: CAMPUS COMMUNITY

These policies and procedures are intended to govern all members of the Sampoerna University community. Subjects include but are not limited to equal opportunity, health and safety, and technology use.

2.1 NON-DISCRIMINATION, HARASSMENT AND SEXUAL MISCONDUCT POLICY

2.1.1 Purpose

- (a) This Non-Discrimination, Harassment and Sexual Misconduct Policy ("Policy") defines and describes prohibited discrimination, harassment and sexual conduct and establishes a mechanism for processing complaints of discrimination, harassment, or sexual misconduct against University faculty, staff, students, and visitors. Nothing in this Policy will be construed to limit the rights of University students or employees to seek remedies available to them outside of the University's internal processes.
- (b) All members of the University community are expected to adhere to this Policy, to cooperate with the procedures for responding to complaints of unlawful discrimination harassment, or sexual misconduct and to report conduct or behavior that they believe to be in violation of this Policy to the Office of the President. The Office of the President will coordinate the investigation and response as necessary with the appropriate individuals. The University takes allegations of unlawful discrimination, harassment, or sexual misconduct seriously and will work to ensure that all persons are given appropriate support and fair treatment.
- (c) This Policy provides the University's exclusive mechanism for handling the investigation of any alleged unlawful discrimination, harassment, or sexual conduct.

2.1.2 Scope

Sampoerna University is committed to fostering a welcoming, affirming culture of respect and inclusion, empowering and engaging all students, faculty, staff and visitors. Hence, this Policy will be applied to all members of the University Community. The University demonstrates this commitment by integrating diversity and inclusive excellence into its organizational processes, structures, and practices. SU affirms its commitment to recruit, support, and retain a diverse student, faculty, and staff community that upholds the Indonesian principles of the philosophy of *Pancasila*, "Bhinneka Tunggal Ika" reflecting the unity in diversity to confirm Indonesia as a diverse country but one and the spirit of non-discrimination as defined by the United State's Equal Opportunity Commission. This philosophy is implemented in the educational system in which all students regardless of their background have to be placed in the same system of education so they can mingle with each other and promote tolerance towards each other.

2.1.3 Definitions

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

- (a) Complainant: A party or entity (in the case of the University) who formalizes a complaint of discrimination or harassment under this Policy.
- (b) Discrimination: The unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, or sex.

- (c) Harassment: Subjecting an individual based on his or her membership to a certain category of people (i.e., race, age, or sex) to unlawful severe, pervasive, or persistent treatment that constitutes:

- Humiliating, abusive, or threatening conduct or behavior that denigrates or shows hostility or aversion toward an individual or group;
- An intimidating, hostile or abusive learning, living, or working environment, or an environment that alters the conditions of learning, living, or working; or
- An unreasonable interference with an individual's academic or work performance.

Examples include, but are not limited to slurs, negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes and display or circulation of written or graphic material in the learning, living, or working environment.

- (d) Informal Resolution: Advice and Guidance Before Filing a Informal Resolution Complaint.
- (e) Members of the University Community: Members of the University Community include:
- (f) University faculty, staff, administrators, employees, and contractors;
- (g) University students;
- (h) Volunteers and participants in any University program or activity; and
- (i) Guests and visitors to campus, to any property owned or leased by the University, or to any property owned or leased by any University-affiliated organization or group.
- (j) Protected Class: in the context of this Policy means a class of persons who are protected by Indonesian law against discrimination and harassment based on ideology, religion, political inclination, ethnic status, race, gender, physical condition, or marital status.
- (k) Respondent: A party or person who is designated to respond to a complaint. Generally, the Respondent would be the person alleged to be responsible for the prohibited discrimination or harassment alleged in the complaint.
- (l) Sexual Harassment: is a form of discriminatory harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.
- (m) Sexual Misconduct: Any form of sexual assault, sexual harassment, sexual exploitation, dating or domestic violence, or stalking. Sexual misconduct can occur regardless of the relationship, position, or respective genders of the parties.
- (n) Student: A person who; (a) is currently enrolled at the University; (b) is accepted for admission or readmission to the University; (c) has been enrolled at the University in a prior term and eligible to continue enrollment in the subsequent term; or (d) is attending an educational program sponsored by the University.
- (o) Support Persons: Complainants and Respondents may each choose to have a support person accompany during any stage of the grievance/complaint process.
- (p) University-Affiliated Activity: Any activity on or off campus that is initiated, aided, authorized, or supervised by the University or by an officially recognized organization of the University.
- (q) University Premises: Buildings or grounds owned, leased, operated, controlled, or supervised by the University.

2.1.4 Policy Statement

2.1.4.1 Jurisdiction

The University has jurisdiction over, and will respond to, allegations of harassment, discrimination or sexual misconduct occurring on the University's premises, at University-Affiliated Activities, and/or where both the accused person and alleged victim are either a student, faculty member, or staff member of the University. The University does not have jurisdiction over allegations between visitors or non-affiliated persons under this Policy.

- (a) The procedures outlined in this Policy are separate from any legal proceedings related to the reported behavior and may occur while legal proceedings are ongoing.
- (b) Proceedings under this Policy will not be dismissed or delayed because legal prosecution is pending, legal charges have been dismissed, or the legal charges have been reduced.
- (c) Proceedings may also continue if a party is no longer employed with or a student of the University.
- (d) Academic Freedom and Freedom of Expression
- (e) The University is committed to protecting, maintaining and encouraging both freedom of expression and academic freedom of inquiry, teaching, service and research. Academic freedom and freedom of expression will be strongly considered in investigating complaints and reports of discrimination or harassment, but academic freedom and freedom of expression will not excuse behavior that constitutes a violation of the law or this Policy.

2.1.4.2 Reporting

- (a) Any person wishing to report discrimination, harassment, or sexual misconduct, is encouraged to bring concerns forward in a timely fashion, as soon as possible and preferably within a month of the occurrence. Prolonged delays in reporting may complicate the ability to investigate the claims. Reports of discrimination, harassment, or sexual misconduct may be brought directly to the Office of the President.
- (b) Reports may also be made to an appropriate administrative officer (for students, the Dean of Students; for staff, the Head of Human Resources; for faculty, the Vice Rector for Academic Affairs. No member of the University community should assume that a University administrator knows about a situation involving discrimination, harassment, or sexual misconduct.

2.1.4.3 Religious Accommodation

The University prohibits discrimination against any student, faculty, or staff member based on their religion. Reasonable accommodations are made for persons with sincerely-held religious beliefs. Students should make requests for religious accommodation directly to their instructor. Employees should make requests for religious accommodation directly to their supervisor.

2.1.4.4 Confidentiality

The confidentiality of a Complaint under this Policy and all documents relating to the investigation of the information contained in a Report or Complaint will be maintained on a business need-to-know basis to the extent permitted by law.

2.1.4.5 Retaliation

- a. The University takes reports of discrimination, harassment and sexual misconduct very seriously and will not tolerate retaliation against those who make reports or who participate in the investigation or adjudication process.
- b. Retaliation includes, but is not limited to, any adverse employment or educational action taken for making a report of unlawful discrimination, harassment or sexual misconduct.
- c. Any actual or threatened retaliation or any act of intimidation to prevent or otherwise obstruct the reporting of a violation of this Policy or the participation in proceedings relating to this Policy, may be considered a separate violation of this Policy and may result in disciplinary sanctions.
- d. Any person who believes that they have been subjected to retaliation should immediately report this concern to an appropriate officer of the University (for students, Dean of Students; for staff, Human Resources; for faculty, Dean or Vice Rector for Academic Affairs).

2.1.4.6 Complaint Procedure

- a. If an individual believes that they have been discriminated against or have experienced discrimination or harassment (including sexual harassment), they should follow the procedures outlined below.
- b. The support person's role is to help the Complainant or Respondent prepare their statements, advise on the procedural aspects of the matter, and to be a nonparticipating supporter at any hearing. The support person may be anyone if they are a faculty member or staff member. The support person may assist with the student/employee's interview, review of documents, and appeal process in a manner consistent with this Policy. The support person may not contact the opposing Respondent or Claimant or contact potential witnesses without express authority from the Senior Official. In cases of sexual harassment or misconduct, the Complainant and Respondent are not limited to a support person from the faculty or staff, but may choose one person they feel would be helpful. The University reserves the right to dismiss a support person who is disruptive to University proceedings or does not abide by the provisions of this Policy.
- c. Commencing the Grievance Complaint Process. If an individual believes they have been discriminated against or have experienced discrimination or sexual harassment/misconduct, they should contact the appropriate Senior Official as described below:
 - For complaints against a faculty member, the Complainant should contact the Dean of the Faculty to which the faculty member subject to the complaint is assigned;
 - For complaints against staff members, the Complainant should contact the Office of Human Resources;
 - For complaints against a student, the Complainant should contact the Dean of Students;
 - Should a member of the University community consider filing a complaint against the Senior Official with whom they would otherwise consult, they should go to another Senior Official listed above.
- d. During the assessment of the grievance/complaint, the University will consider the interest of the Complainant and their expressed preference for manner of resolution. Where possible, and as warranted by an assessment of the facts and circumstances, the University will seek action consistent with the Complainant's request. Where a Complainant requests that their name or other identifiable information not be shared with the Respondent or that no formal action be taken, the University will balance this request with its obligation to provide a safe and non-discriminatory environment for all University community members. The University will also afford a Respondent due process by providing notice and an opportunity to respond before action is

taken against a Respondent. Where the University is unable to act consistent with the request of the Complainant, the Senior Official will communicate with the Complainant about the chosen course of action that is relevant to the Complainant, within the limits of privacy laws and obligations.

- e. Informal Resolution is a viable option when the parties desire to resolve the situation cooperatively or when a formal investigation is not desired. Informal resolution is only appropriate if the conduct is isolated and does not include violence or other forms of harm. An informal resolution will vary from case to case but could include the following: (a) direct approach, (b) third party mediation, or (c) indirect action taken by the Senior Official.
- Direct Approach by Complainant: After a discussion with the Senior Official or other official designated by the University, a Complainant who feels comfortable confronting the Respondent may choose to act personally (but is never required to). This direct approach may be appropriate when the goal is to stop the behavior rather than sanction the person accused of discrimination or harassment. The direct approach might include the Complainant writing a letter to the Respondent asking them to change their behavior. Another option might be telling the Respondent in person exactly what behavior is offensive and asking the Respondent to stop the behavior.
 - Third Party Mediation: This option involves having the Senior Official or another third party designated by the University mediate between the Complainant and the Respondent, or asking the Senior Official to bring the Complainant and Respondent together informally to resolve the problem. This type of intervention may result in solutions such as mediating an agreement between the parties, separating the parties, referring either or both parties to counseling programs, negotiating an agreement for corrective action, conducting targeted training or educational programs, or providing remedies for the individual harmed by the discrimination or harassment. If third party intervention is used, the Senior Official should conduct a follow-up review after a reasonable period of time to assure that the resolution has been implemented effectively. Mediation is not an option if the problem involves sexual assault.
 - Indirect Action Taken by the Senior Official: The Complainant may choose an indirect approach. This approach is intended to alter the Respondent's inappropriate behavior in such a way that the behavior stops without the Complainant having to take any action other than talking to the Senior Official. This option has the advantage of maintaining anonymity of the Complainant and Respondent. This option has the disadvantage that the desired message may not be "heard" by the Respondent. One example of indirect action is to have the Senior Official address a group of faculty or staff at a meeting covering policies against discrimination and harassment and/or reminding students, faculty, and staff of their responsibility to foster an environment free of discrimination and harassment.
- f. Formal Investigation and Resolution: Decision to File a Grievance or Complaint
- If, after consulting with the Senior Official, the Complainant decides to proceed with filing a complaint, they will provide the appropriate Senior Official with a written description of the alleged discrimination or harassment, specifically referring to the section of the Policy they believe has been violated. Presenting the complaint as promptly as possible after the alleged discrimination or harassment occurs is encouraged. While the Complainant may be consulted regarding preferred responses, there is no burden on the Complainant to affirmatively seek one

form of resolution over another; to the contrary, it is always the University's burden to determine the appropriate course of action in light of the known facts and circumstances.

g. Investigation

- Complaint Accepted for Investigation

If the Complainant wishes to proceed with formal resolution, the Senior Official will review the complaint and determine if, under the facts alleged, the conduct in question meets the definition of discrimination or harassment. There is no burden on the Complainant to affirmatively seek one form of resolution over another; to the contrary, it is always the University's burden to determine the appropriate course of action in light of the known facts and circumstances.

If the Senior Official accepts the complaint for investigation, they will provide written notice of receipt of a complaint, as appropriate, to the appropriate Vice Rector (VRAA, VRAR, or VRSS). The notice will clarify the nature of the complaint and identify both the Complainant and Respondent. The Senior Official will meet with the Respondent and provide them a summary of the complaint/grievance and a copy of this Policy. As mentioned above, the Respondent may bring a support person of their choice to the meetings with the Senior Official.

The Senior Official will decide how to proceed and what level of investigation is required for resolution. The Senior Official (or a designated investigator) may set up an appointment for an interview with the Respondent at a later date to further discuss details, evidence, and witnesses regarding the allegation. The Respondent will be advised that any retaliatory action taken against the Complainant during or after the investigation, or any person who participates in the investigation, will subject the Respondent to disciplinary action. Likewise, Complainant will be advised that any retaliatory action taken against the Respondent during or after the investigation, or anyone who participates in the investigation, will subject the Complainant to disciplinary action.

The Senior Official may interview individuals they identify or who are identified by either the Complainant or Respondent as having information pertinent to the complaint. If the Senior Official determines that the complaint is of such sensitivity or complexity that assistance may be needed, the Senior Official may utilize University Legal Counsel. The purpose of the investigation is to establish whether there is a basis for believing that the alleged violation of this Policy has occurred. The Senior Official or designated investigator will prepare a written report based on the complaint, the response (or failure to respond), interviews with the Claimant and Respondent, and other interviews conducted, or materials gathered.

If the Respondent is a student, this report will form the basis for the proceedings of the Student Adjudication Committee. The Student Adjudication Committee will determine whether the Respondent is found responsible or not responsible for the charges and make recommendations for outcomes. If the Respondent is a faculty member or staff member, this report will form the basis for the Senior Official to make decisions and recommendations. The report will include either a finding of discrimination or harassment and recommendation regarding disciplinary action, or a finding of no discrimination or harassment. Any actions taken against a faculty or staff member must be consistent with University policies related to their respective rights and responsibilities (see Faculty Code and Student Code).

- Complaint/Grievance Not Accepted for Investigation

If upon receipt of the complaint/grievance the Senior Official determines that the allegation outlined in the complaint does not meet the definition of discrimination or harassment, they will provide a written notice to the Complainant that they do not intend to investigate the complaint. The written notice will clarify the reason the complaint has been rejected for investigation. The Complainant, within five (5) business days of the date of notice, may ask to meet with the Senior Official to discuss the decision of the Senior Official. The Complainant may appeal this decision based on new or additional information regarding his or her complaint. The appeal process is described below.

h. Findings and Appeal Process

- **Appealing the Investigation Decision or Findings**

When the Senior Official does not accept a case for investigation, writes a finding of discrimination or harassment, or makes a finding of no discrimination or harassment, they will provide written notice of the decision/finding to the Complainant and Respondent. The Complainant and Respondent, within five (5) business days of the date of notice, may submit a written request to the Appeal Contact (listed below) to appeal the decision based on new evidence not available at the time of the decision or a perceived oversight or error that had a material impact on the fairness of the decision.

- **Who to Contact for an Appeal of Finding**

Appeals are made to an individual other than the Senior Official. Appeals are made to the supervisor of the Senior Official or as designated by the President as follows:

- a) Student Hearing/Adjudication Findings: Appeal to Vice Rector for Student Success
- b) Faculty Findings: Appeal to the President
- c) Staff Findings: Appeal to Vice Rector for Administration, Resources and Operations

If the individual designated for an appeal under this process has been involved in the conduct at issue in the complaint/grievance, or if the individual was consulted about the conduct at issue in the complaint/grievance, then the President will direct the appeal to another Senior Official.

- **Appeal Acceptance and Adjudication**

The designated appeal officer will determine whether there are sufficient grounds to accept the appeal for review. The appeal officer will give written notice within three (3) business days whether the appeal is accepted. If accepted, the appeal office will make a finding within ten (10) business days from the date of acceptance notice of appeal. The Appeal Officer may extend this timeframe under extraordinary circumstances and will inform both parties of the extension and the reason for it.

i. Other Remedies

Use of Sampoerna University's internal complaint procedures is not a prerequisite to the pursuit of other remedies. At any time, an individual may pursue other remedies available to them under applicable laws.

2.2 PRIVACY POLICY

Sampoerna University recognizes and respects the importance of confidentiality and security of personal information in this increasingly open digital age. The University will not sell, swap, rent, or

otherwise disclose your name, mailing address, telephone number, or email address, or any other personal information for commercial purposes, except as required by law. While the University makes reasonable efforts to safeguard the information it provides to its community, it cannot guarantee its security and is not liable for any loss or theft.

By connecting to the Sampoerna University network or by using a university-owned computer or other university-owned equipment, an individual agrees to follow the University's rules and regulations. While Sampoerna University respects the desire and needs for privacy in this setting, the University reserves the right, always, to search all hardware or software owned by the University, or connected to the University network, to prevent or investigate improper or illegal use of university systems or preventing or investigating system problems or inefficiencies. During an individual's interaction with the University community, the individual may be required to divulge private or personal information via software or third-party systems. The University is not responsible for the information's content, use, or privacy.

2.2.1 University Website(s)

- (a) When users access the Sampoerna University website(s), the webmaster collects information about their internet connection, the pages they visit on the site, the Internet Protocol Address (IP Address) from which they accessed sampoernauniversity.ac.id, and other information about their visit to the website. Individual IP Address information may be used for internal diagnostics and the investigation of misconduct or security issues). The data is temporarily stored and this data collection is intended to assist the University in providing efficient and useful services, and it may be used to analyse trends, generate summary statistics for the purpose of determining technical design specifications, and otherwise assist in monitoring system performance. The University will use reasonable care to withhold it unless it is legally required by law enforcement, required by court order, or deemed necessary for internal investigations into university rules and regulations violations.
- (b) The University has no intention of selling, swapping, renting, or otherwise disclosing information about the behaviour, habits, or demographics of those who visit University-controlled websites for commercial purposes.
- (c) Certain sections of the University's website(s) may require tracking techniques to monitor a user's progress through courses, materials, or programs to verify data obtained from other sources.
- (d) The University provides links to websites that are not affiliated with sampoernauniversity.ac.id and is not responsible for the content or privacy policies of any other websites to which it may link.

2.2.2 Email

- (a) The University has no intention of monitoring the content of email sent to or from University servers, except to identify and resolve issues with email delivery or receipt, to troubleshoot email system issues, or to address misconduct or security concerns.
- (b) For a brief period of time, electronic logs of who sends and receives email via university servers are maintained. This data may be used to analyse trends, generate summary

statistics for internal planning purposes, and otherwise assist in system performance and security maintenance.

- (c) Email related information is stored temporarily and may only be released if legally mandated by law enforcement, required by court proceedings, or it is deemed necessary to internal investigations of violations of university rules and regulations.

2.2.3 Students Rights to Privacy of Academic Records

- (a) Students may make a request to the Academic Registry for their transcripts, records of current academic standing/grades, or other formal, non-confidential documents that are commonly disseminated to students and not publicly archived. Written requests will be granted within two weeks unless these criteria do not apply.
- (b) Sampoerna University makes educational records available to school officials who have legitimate educational interests. A school official is someone employed by the University in an administrative, supervisory, academic, or support staff position; a person or University with whom Sampoerna University has contracted (i.e., attorney, auditor); a member of the University Council; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her duties.
- (c) If a school official is required to review an education record in order to perform professional duties, the official has a legitimate educational interest.
- (d) Sampoerna University may disclose, upon request, education records without consent to officials of another school in which a student seeks or intends to enrol in cases where students have notified an academic advisor of their intent in writing. Sampoerna University may release Directory Information to parties within the University. *Directory Information* is defined as information that would not generally be considered harmful or an invasion of privacy if disclosed.
- (e) Directory Information at SU currently includes the following: student name, an email address; dates of attendance; degrees and awards received; major field of study; full-time/part-time status, and date and place of birth.
- (f) Although Sampoerna University may legally release Directory Information, current policy does not allow the release of student information to parties outside of the University without the student's permission. Exceptions to this include but are not limited to: Dean's Lists; academic and non-academic honours and awards; graduation photographs; or information to students' hometown or regency government and media outlets.
- (g) Students may elect a "Directory Hold," which places a hold on releasing any information outside of Sampoerna University.
- (h) Students will be provided Public Disclosure Forms at First-year Orientation specifying individuals, typically immediate family members, with whom the University may share information.
- (i) Students may amend or update the Public Disclosure Form at any time. Academic Registry maintains public Disclosure Forms.

2.2.4 Health Records/Information

Records and information related to users of the University's Counselling or Health Clinic services will not be publicly disclosed. These records will be shared with other Counselling and/or medical providers as warranted to assist in providing quality care. Individuals listed on the Public Disclosure Form may request access to these records on a need-to-know basis.

2.3 POLICY ON DISABILITIES

As part of its commitment to maintaining a highly qualified and diverse workforce and student population, Sampoerna University offers equal opportunity, participation, and access to its programs, services and activities to qualified individuals with disabilities.

2.3.1 Admission of Students

Sampoerna University does not offer separate admission standards or procedures to prospective students with disabilities, and applicants are not requested or required to disclose a disability during the admission process. In all respects, applications are reviewed without regard to disability. For information about services for students with disabilities, prospective students and their parents are encouraged to contact the Office of Student Affairs.

2.3.2 Services for Students with Disabilities

Sampoerna University seeks to provide equal opportunity and access to all students. In order for SU to provide reasonable disability services and/or appropriate academic adjustments by the start of each academic term, the student or prospective student who believes that s/he will need additional support should contact the Office of Student Affairs. S/he should also provide any documentation of their disability as soon as possible and at least 4 weeks before the first day of classes. Such notice will allow the student and the University a reasonable amount of time to determine whether the requested services and/or academic adjustments are reasonable and necessary to permit the student to engage in class work. Failure to provide required documentation within this time frame will result in the University not being able to guarantee the provision of services and/or academic adjustments at the beginning of the semester. Typical services and academic adjustments include but are not limited to:

- Permission to audio record class lectures.
- Extended time for exams; and
- Referrals for content-area tutoring.

The University will provide appropriate services and/or academic adjustments on a case-by-case basis and will not necessarily incorporate all requested services and academic adjustments. University personnel will only provide services and/or academic adjustments in accordance with this policy. Faculty, other University personnel, and students with questions/concerns with respect to the accommodations identified in the plan are encouraged to contact the Office of Student Affairs.

2.3.3 Documentation

It is the responsibility of the student requesting services and/or academic adjustments to provide documentation including, but not limited to:

- (a) Documentation not more than 2 years old prepared by a professional qualified to diagnose disabilities. Such professionals include but are not limited to those appropriately certified or licensed as a physician, educational diagnostician, learning disability specialist or psychologist.
- (b) Documentation including testing procedures followed, the instruments used to assess the disability, the test results and the interpretation of the results.
- (c) Documentation specifying recommended services and/or academic adjustments.
- (d) Documentation, which must be as comprehensive as possible, reflecting the individual's present achievement level.
- (e) Documentation for individuals with learning disabilities must include a complete psycho-educational evaluation (within two years of entry to Sampoerna University) conducted by a qualified psycho-educational diagnostician. Documentation should include test results for at least the following characteristics: intelligence, vocabulary, reading rate and comprehension, memory and processing skills. Documentation for ADD/ADHD should have been updated within the last two years. Psychological disabilities require a current report and an update every six months. Physical or health-related disabilities may require periodic updates after receipt of a recent evaluation from a physician, neurologist or other qualified diagnostician.

All information submitted concerning the disability is confidential and shared only on a need to know basis within the University.

2.3.4 Employees with Disabilities

Sampoerna University will reasonably accommodate employees with disabilities. To ensure that an employee can perform or continue to perform (if the disability occurs after employment) his/her job duties, a reasonable accommodation by Sampoerna University may include the purchase of special equipment, changing the physical layout of workspace, restructuring job responsibilities and duties, and/or modifying the work schedule.

To be eligible for a reasonable accommodation, employees must declare their disabilities. Once Human Resources is provided with written documentation by a physician that describes the disability and recommends specific accommodations, the employee has fulfilled his/her responsibility.

Even though the employee provides input concerning the accommodation process, Sampoerna University will determine what constitutes a reasonable accommodation on a case-by-case basis and reserves the right to request additional independent medical examinations, evaluations or other appropriate information at the University's expense.

Disability information is treated as confidential and will be shared only with University administrators only on a need to know basis. Sampoerna University will not provide accommodations without appropriate documentation.

2.4 SAFETY, HEALTH AND ENVIRONMENT

Sampoerna University complies with all relevant institutional, industrial, and governmental regulations and policies regarding safety, health and environmental regulations. These policies are designed to promote a safer, more secure, and healthful learning and work environment for the University community and its guests. These policies outline the procedures for managing the health and safety of the SU community. The Safety, Health and Environment Plan (SHEP) is reviewed annually by the Committee on Administrative Affairs. This committee provides recommendations for updates

and revisions; other updates and revisions are made whenever relevant governmental or regulatory bodies make changes.

2.4.1 Emergency Notification

All students, faculty and staff subscribe to the Emergency Notification System (ENS) and receive email alerts in the event of campus-wide emergencies or incidents. These same notifications are also posted on the SU website and distributed via Instagram. All students, faculty and staff are responsible for ensuring that their contact information is up-to-date and accurate. In addition, emergencies requiring the evacuation of SU facilities are broadcast over a campus-wide public address system.

2.4.2 Procedures for Investigating Incidents

All incidents on campus are followed up with an incident report, which allows General Administration (GA) department to document the incident, evaluate the initial response and determine if further action is needed. Incident reports may be completed by faculty or staff.

2.4.3 Faculty/Staff Responsibilities

Faculty and/or staff are responsible for overseeing safety training for students and enforcement of safety in classrooms and labs. Faculty/staff leads safety training courses during course orientation and as safety concerns arise. Students must comply with all safety training requirements. In the event of an injury, students are not to be transported to a medical facility or home by the faculty or staff. They should alert GA department to arrange for appropriate transportation.

2.4.4 Student Responsibilities

Safety instruction is an integral part of SU's academic program, especially those involving laboratories. The student is responsible for adhering to institutional policies and procedures governing student conduct, campus health and safety, and academic integrity. Students are accountable for their own safety and the safety of others within the SU community. Students need to report any health, safety or security concerns.

2.4.5 Safety Resources

Academic program-specific safety resources such as sharps disposal, material safety data sheets, biological pathogen disposal kits, eye protection, hand protection, hearing protection, eyewash and safety shower stations are in the appropriate areas. The University is serviced by overhead sprinklers to assist with fire mitigation. Evacuation maps and first aid kits are also available on each floor. The campus is served by a health clinic staffed by para-professional and professional medical personnel. The GA department will review these resources every six months.

2.4.6 Campus Security Officers

Campus security officers are present on every floor of Sampoerna University. They report to General Affairs and have responsibilities on all parts of the campus. The major responsibility of campus security officers is to give attention to every situation which might involve the safety and welfare of faculty, staff, students and visitors. When there are infractions of local or national laws and/or University

policies, the campus security officers are authorized to take appropriate action. For more serious incidents that pose a direct threat to lives and property, local police will be notified to respond. In addition, campus security officers will refer faculty, staff and students to GA department for internal action. The performance, duties and contracts for Security Officers will be reviewed annually by GA department and the Committee for Administrative Affairs.

2.4.7 Responding to Fire Alerts and Events

The campus has an active fire control detection and suppression system. Signs of active fire (smoke, gas odours, and/or increased room temperatures) automatically activate the fire alarm. In addition, there are manual station alarms located throughout the campus that can be activated by breaking glass and pulling the alarm. During orientation each semester, all faculty, staff, and students are notified of the location of fire extinguishers, fire hoses, emergency exits, and manual alarm systems across campus and how to use them. Safety Captains designated for areas across campus will get specific training regarding the use of fire extinguishers and/or hoses, how to assess a fire hazard and the process for notifying campus and emergency officials.

If a minor fire appears controllable, General Affairs should be immediately notified. The individual or local Safety Captain should then promptly direct the charge of the fire extinguisher or water from the fire hose toward the base of the flame. Fire hoses should never be used to suppress fires if there is a presence of electricity in the fire area. If the fire appears uncontrollable and poses a threat to health and safety, General Affairs should be immediately notified to request that the building evacuation alarm be sounded (if the automatic system has not previously sounded). All rooms should then be evacuated, closing all doors to confine the fire and reduce oxygen. Doors must not be locked upon exit. Once the building evacuation alarm is sounded, the nearest Safety Captain will be mobilized to assist with evacuating their areas by directing people to safety exits. Additional help will be provided to disabled individuals that require assistance. If a smoke event exists, the Safety Captain will remind everyone to stay as close to the floor as possible during evacuation. Evacuees will muster at three designated safety muster points located in outside areas clear of hazards. Individuals will not return to the buildings until an "all clear" has been given by Emergency Responders or University officials. Additional safety considerations in the event of fire include:

- (a) If an individual become trapped in a building during a fire and there is an available window, place an article of clothing (shirt, coat, etc.) outside the window to alert rescue crews. If no window is available, remain near the floor for less toxic air. Shout periodically to draw the attention of emergency personnel.
- (b) If possible, use a cell phone to share your location to University officials or emergency responders. Do not be panic. Report to your designated campus assembly point following any evacuation.
- (c) Stay there until an accurate headcount is conducted.

2.4.8 Earthquakes

When an earthquake is detected, take cover under a desk, table, or doorway; or stand close to the wall in a hallway. Stay away from windows or objects that could break or shatter. Wait approximately two minutes after tremors stop OR until the building evacuation order is given and then evacuate to campus muster points located outside away from hazards.

2.4.9 Flooding

Significant flooding on campus is most frequently caused by torrential rain or a main water failure. Flood emergencies can strike without warning. Understanding what to do and what not to do is critical for personal safety on and off-campus. It is critical to take action in the event of a flood warning. If you are in a flood-prone area, seek higher ground immediately. A *flash flood* is a sudden violent flood that develops over a period of minutes to hours. It is even possible to have a flash flood in areas that do not receive immediate rain. Members of the University community should take the following precautions during a flood event:

- (a) Stay informed by listening to the radio and television. If possible, keep an eye out for information and updates on the Internet and social media;
- (b) If you live in a flood-prone area, immediately seek higher ground;
- (c) If you are ordered to evacuate by government officials, do so immediately. When you leave, secure your home. Disconnect utilities and appliances if you have time;
- (d) Keep an eye out for electrical hazards. Avoid entering a room if water covers the electrical outlets or submerged power cords. Immediately exit if you see sparks or hear buzzing, crackling, snapping, or popping noises. Keep away from any water that may contain electricity; and
- (e) Avoid floodwaters. Don't walk through floodwaters. 16 cm of moving water is all it takes to knock you off your feet. If you become trapped by moving water, seek higher ground and call 112 if possible. Drive carefully through flooded roadways and around barricades. Water may be deeper than it appears, concealing hazards such as sharp objects, washed-out road surfaces, electrical wires, and chemicals, among others. A vehicle trapped in swiftly moving water can be swept away in seconds by as little as 30 to 45 cm of water.

If there is a flooding emergency on-campus, the GA department will respond by mobilizing responders to mitigate damage and protect the safety of the University community. GA will also be responsible for providing timely updates to the University Executive regarding the conditions of the University and the surrounding area. If necessary, the University Executive may suspend classes, close the campus and evacuate until conditions improve. GA will also be responsible for making recommendations to the University Executive regarding when to return to normal operations in the event of a closure. In the event of impending flooding and as time and circumstances allow, GA will mobilize staff to move endangered high-value materials to higher ground and/or upper floors within their respective buildings. GA will also operate building systems to mitigate structural damage.

2.4.10 Medical Emergencies

Student illnesses or minor emergency medical care requirements should be reported to the nearest faculty or staff member. These problems will be resolved by utilizing first aid kits or a referral to the health clinic. No medical care will be administered by faculty or staff (other than trained medical professionals assigned to the Clinic). If a serious or life-threatening medical emergency exists, immediately call 112.

2.4.11 Behavioural Disturbance

A behavioural disturbance can be either verbal or physical. Everyone is to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. Individuals who are victims of or witnesses to an on-campus offense should avoid placing themselves at greater risk. They should report any suspicious behaviour or offense to a faculty or staff member as soon as possible and report the incident using the Incident Report Form.

If you observe a criminal act, notify General Affairs immediately. Suppose you observe someone threatening with a weapon, explosive, or other dangerous devices that could potentially threaten lives, notify GA immediately. GA will notify security to secure the situation and notify local police. If there is a direct exit away from the event, use it. Do not enter hallways and do not pull the fire alarms. If a direct exit is not immediately available, follow lockdown in place procedures. Move to a classroom or office, lock the doors, turn off the lights, and stay away from doors and windows. When security and/or police officials arrive, follow all instructions. Remain in lockdown until security or campus officials provide an all-clear signal.

2.4.12 Weapons and Firearms

Fireworks, firearms, ammunition and other weapons or materials which endanger health and safety are strictly prohibited. The possession or use of these items at SU will result in disciplinary action. Such incidents that also violate local and/or national laws may also result in prosecution.

2.4.13 Environmental Hazards

(a) Blood Spills

If you see blood on the floor or other surface, notify a faculty or staff member. Do not attempt to clean up the blood yourself or allow others to do so. If you are exposed to another person's blood or other bodily fluids:

- (i) For a skin exposure or blood that comes into contact with an open wound, wash the area thoroughly with soap and water;
- (ii) For a blood splash to the eyes, nose or mouth, rinse copiously with distilled water; and
- (iii) Report any blood exposure to faculty or staff.

(b) Other Hazardous Materials

Other hazardous materials or substances can be in the form of chemical spills, gas leaks or other substances. If you see or smell a substance that you feel may be hazardous, stay away from the substance and direct others away from the immediate area. Do not touch or attempt to clean up an unidentified substance. Notify faculty or staff of the incident for further action as needed.

Individuals exposed to any hazardous materials in laboratory areas should immediately notify faculty or staff on duty. If needed, they will be directed to use the Eyewash and Safety Shower located in the lab area.

2.5 EMERGENCY CLOSING

An emergency closing is defined as any closure (delayed opening, partial closure, or complete closure) declared by the president or a designee due to inclement weather, fire, flood, power outage, or any other cause beyond the University administration's control. The University has an Emergency Notification System (ENS) that will alert the University community regarding any changes in normal operations. The ENS system will provide important emergency information via university email. It is the responsibility of every university community member to maintain updated contact information, especially during an emergency.

If an emergency is declared, classes or specific activities may be delayed or cancelled without an official closing. Access to specific areas on campus may need to be restricted to authorized individuals. Only authorized personnel assigned emergency or resource duties will be permitted to enter the incident area or building. Moreover, if emergency conditions occur during regular business hours (8 am to 5 pm), Human Resources will communicate any official University statement to departments regarding closing or other essential information. A supervisor of a unit may not unilaterally close a department. During an official closing, certain employees ("essential" employees) must remain on the job. Supervisors must obtain approval from the appropriate Vice-Rector before informing employees whether they are considered "essential" personnel. Employees will be expected to work their regular hours unless the University is officially closed. However, there are times when the University is not officially closed but when circumstances necessitate a supervisor being flexible in allowing employees to work outside of their regular schedules.

2.5.1 Types of Official Emergency Closing

- (a) Delayed, Partial Opening: All University operations will be suspended until the time specified in the announcement. Employees classified as "essential" are expected to report to work at their regular scheduled time.
- (b) Partially closing: Classes, exams, and essential services will continue as scheduled. All other University operations will be suspended for the balance of the work shift. The time when normal operations will resume will be announced.
- (c) The University is Fully Closed: All classes, examinations, and other university-related activities are cancelled. The date and time for reopening will be announced as soon as they are determined.

2.5.2 How the Decision to Close or Remain Open is Made

In collaboration with the appropriate staff, the President or a designee decides to close any or all University operations during any emergency situation. They will consider the impact of their decision on students and employees. The same group will be consulted on the timing of the University's reopening.

2.5.3 How Information About Emergency Closing is Disseminated

If university operations are closed due to an emergency, the President or designee will notify the Rector and Vice-Rectors who will contact their departments. Human Resources will coordinate the communication of the official closing statement to the University community.

2.6 TECHNOLOGY USE, TECHNOLOGY REPLACEMENT, DATA SECURITY AND INTEGRITY

2.6.1 Technology Use

As an employer and owner of the computer system, Sampoerna University has the authority to restrict the electronic communication technology use of its employees and students in their capacity as employees and students. For the following purposes, the University may monitor access to equipment, networking structures, and electronic communication systems:

- (a) to ensure the systems' and networks' security and operational performance.
- (b) to conduct performance evaluations of employees.
- (c) to ensure compliance with University policies.

Electronic communication includes, but is not limited to, email, internet services, web pages and computer use.

2.6.1.1 User Privacy

Users should not expect privacy when entering, creating, transmitting, receiving, or storing information using the university's information technology resources. All information/data entered, produced, distributed, received, or stored via the university's information technology resources may be monitored, checked, searched, and/or disclosed without prior notice by persons assigned by the university or as required by law or as necessary to guarantee that our information technology resources are administered and operated effectively and adequately. Any request to the information technology resource usage logs, which are not part of the day-to-day information technology resources administration and monitoring, must be approved by the President of Sampoerna University.

2.6.1.2 Acceptable Uses

Information technology resources are primarily designated to support teaching and learning, research and community services, or the university's administrative purposes. Use of information technology resources for reasonable personal stuff is permitted as long as it does not unnecessarily burden the university, disrupt network operations, or break this or other university rules.

2.6.1.3 Unacceptable Use

The activities listed below include, but are not limited to, activities that are expressly prohibited by this Policy:

- (a) Use someone else's account or data without their consent (for example, using an account that was discovered "logged in" on a shared or public computer).
- (b) Share a password with others.

- (c) Attempt to access any information technology resource for which the user does not have the appropriate permission.
- (d) Give others access to technology resources to which they are not entitled.
- (e) Utilize information technology resources as a staging area for hacking (breaking into) other systems.
- (f) Download, distribute, or hold any copyrighted or patent-protected content, data, software, or information.
- (g) Transmit, retrieve, or display any pornographic content using the campus network or computing resources.
- (h) Distribute threatening messages or other materials with the intent of harassing, defaming, intimidating, or threatening someone.
- (i) Send email chain letters or bulk mailings for non-university-related purposes.
- (j) Propagate deliberately any viruses, worms, trojan horses, or other malicious program code.
- (k) Deploy privately owned devices, such as routers, hubs, switches, wireless access points, servers, or server services, in the university's network or anyplace on campus, unless permitted by the Information Technology department.

2.6.1.4 Responsibilities

University has the authority and responsibility to manage and audit the use of information technology resources and network traffic. The university is responsible for managing and possibly restricting such use as needed to ensure acceptable use as described in this Policy. Users are encouraged to exercise care and take precautionary measures to help safeguard the reliability and security of information technology resources. Users of the university's information technology resources are solely responsible for their use of these resources and for the information they intentionally or unintentionally transmit, receive, or save.

2.6.1.5 Sanction

Individuals who violate the technology use policy may face disciplinary actions as defined in the University Policy. Inappropriate use may cause users to lose access to information technology resources directly.

2.6.2 Technology Replacement

Information Technology Department is in charge of purchasing, maintaining, replacing, and upgrading the majority of the standard computer and computer-related technology equipment used on campus for faculty, staff, and general student facilities such as classrooms and computer labs. The standard refers to computer hardware and software used by most faculty/staff members and the general lab computer. Each department may be responsible for purchasing and maintaining any additional or nonstandard computer and computer-related technology, hardware, and software required by their department or its staff/faculty/students. Information Technology Department may make some recommendations and/or provide technical assistance to the department carrying out the purchasing or maintenance activity. Faculty and staff are encouraged to communicate with the Information Technology Department about their hardware and software requirements, including any purchases under consideration as part of the technology procurement process. This collaboration will ensure that all purchases fulfil faculty and staff's needs and university standards.

2.6.2.1 Hardware / Equipment Replacement

- (a) *Faculty and Staff:* The Information Technology (IT) department keeps a list of computers that all faculty and staff use to support their function in the university. The IT department may consider replacing computers every 4 to 5 years depending on resource availability. Computer standard configurations are designed to fulfil the computing needs of the vast majority of users. Every year, the IT department determines which computers need to be upgraded or replaced, beginning with the oldest. Computers that have problems or are in bad condition, such as having weak performance, will be replaced or repaired as soon as possible. In case a computer or technology device handed back by a faculty or staff member can be utilized elsewhere on campus. It will be reallocated to another user or used to accommodate other university needs such as supporting events, supporting research activities, etc. Hardware failures or specific software requirements may necessitate an upgrade or replacement of a faculty/staff member's computer prior to the end of its life cycle.
- (b) *Computer Lab and Library:* On an estimated 5-year period, computers in the laboratories and the library will be upgraded or replaced. If the equipment is still functional and of sufficient quality, it will be reallocated to other places for use, such as departmental labs, research labs, or other areas where equipment is needed.
- (c) *Other Computer Related Technology / Devices:* Other equipment such as projector, server, storage, network device, printing device, etc., will be replaced according to its life cycle or 4-5 years cycle. Earlier replacement or upgrade might be done if the device is broken or runs into a problem.

2.6.2.2 Software Replacement / Update

Three primary software or applications are utilized in the university: operating system, office standard, and academic (discipline-specific). The IT department will cover the expense of renewing or maintaining most software and applications, such as the operating system and office standard software. The respective department should buy (purchase, subscribe, and upgrade) other software/applications that the IT department does not provide using its budget. Prior to making any purchasing or subscription decisions, it is strongly advised that each department communicates with the IT department for application recommendations, pricing models, and other relevant information.

- (a) *Operating System:* Operating systems widely used in the university will be updated and managed by the IT department on an as-needed basis and promptly. Upgrades will only be available for computers that the university owns. The IT department will deliver the necessary upgrades for the university-owned computers utilized by faculty and staff. Microsoft Windows, Apple Macintosh OS, and Ubuntu LINUX version are the only operating systems currently supported by the IT Department.
- (b) *Office Standard Software:* Microsoft Office suite for Windows and Macintosh, a Web browser, VPN Client, and anti-virus software are all included as standard software. Upgrades are supported under the terms of the Microsoft Campus Agreement and the other specific software renewal agreement. This software could be deployed on any computer owned by the university.
- (c) *Academic / Discipline-Specific Software:* Any special software used by the faculty/staff to support instructional activity, research activity, or other special needs such as statistics

software, design software, marketing tools, etc., should be funded by the respective departments. The IT department will support installing or updating the software whenever needed.

2.6.2.3 Responsibilities

If a faculty/staff's laptop or computer is damaged due to human error, the faculty/staff person may be responsible for the expense of repairing it. The damage of a faculty/staff's and student's personal items and devices is not the university's responsibility. The risk of losing or damaging personal items is entirely on individual responsibilities.

2.6.3 Data Security and Integrity

The policies, procedures, and practices of an organization's data management are developed to secure three critical characteristics of data, i.e., integrity, security, and access.

- (a) *Integrity:* Accuracy, consistency, and timeliness are data integrity characteristics. *Institutional data* is a resource that can be accessed and relied upon by a wide range of users. Data integrity starts with the individual or organization that creates the data and continues with those who access and utilize it in the future.
- (b) *Security:* Data security entails more than just electronic security. While technology can provide some aspects of security, security also requires trust. As an essential and business-critical institutional asset, data must be protected at all levels against harm, loss, and security leaks, and everyone who uses it bears this responsibility.
- (c) *Access:* Internally, access to institutional data is allowed when a valid business or research need is established; externally, access to institutional data is granted when disclosing such data does not break the organization's stewardship duties, privacy regulations, or legal agreements. Institutional data have genuine uses for research and decision-making within an organization.

2.6.3.1 Data Governance Principles

Sampoerna University's approach to data governance is based on the following concepts:

- (a) Data is an asset: *Institutional data* is a significant asset that is managed appropriately to assist, among other things, timely and informed decision-making. It does not belong to any particular individual, entity, department, or system within the university. Individuals in designated responsibilities manage institutional data repositories and usage following stewardship principles that support the institution's aims and objectives.
- (b) Data must be defined: Institutional data should be established consistently across the university, using similar terminology and set of definitions, and these definitions must be readily accessible and understandable. A shared terminology facilitates communications and enhances interaction among people and the system.
- (c) Data must have integrity: Clear and specific standards should be created and enforced to maintain data integrity.
- (d) Data must be adequately safeguarded: Institutional Data should be protected against intentional, accidental, or illegal modification or destruction and from improper publication or use in compliance with institutional policies and applicable regulations.

- (e) Data must be easily accessible to all parties involved: Data must be distributed across institutional functions and organizations, and authorized persons must have access to complete their responsibilities to get the most out of institutional data.
- (f) Access to institutional data, including confidential and sensitive data, is granted depending on the user's function and intended use. Authorization and access are provided, documented, reviewed, changed, and terminated in compliance with the University policies and applicable regulations. Appropriate data access can increase decision-making efficiency and effectiveness and deal with information requests and service delivery in a reasonable time frame.

2.6.3.2 Data Stewardship Responsibilities

The value of institutional data as a resource for the university is based on its use. It loses value if it is misused, damaged, changed, misunderstood, improperly shared, or users who need the information cannot access it. The university must ensure that the institutional data are valuable and become the institutional resource to achieve its goals.

All university community members are responsible for using Institutional Data appropriately to support the university's objectives. Institutional Data users may access and use the data only to align with the university's values and objectives, and ethical principles. Users of Institutional Data are obliged to protect and keep the confidentiality of Institutional Data by not publicizing data to everyone else other than as needed by their job duties and under the University policies, and not utilizing it for personal or commercial gain, or self-enrichment, whether their own or another's.

2.6.3.3 Data Privacy

The university emphasizes privacy and understands its importance in an academic atmosphere. The university expresses its commitment to adhering to the University Policy on Privacy and all applicable privacy laws and regulations. Accessing confidential information that is not immediately required for work performance or function is restricted, even if done with good intentions and if the information is not further exposed.

Sampoerna University's faculty, staff, students, visitors, and all other individuals who use or have access to institutional data are obliged to uphold their legal, contractual, and University policy obligations to protect personal information against improper dissemination and use. Users of institutional data are responsible for adhering to the terms of this and related policies regardless of whether the device, machine, equipment, or system they use is controlled by Sampoerna University, the user, or a third party. All members of the SU community who work with or use institutional data in any capacity are required to adhere to any applicable laws and regulations and all applicable University policies, practices, guidelines, and standards.

2.6.3.4 Sanctions

Individuals who break University policies may be denied access to Institutional Data and Systems and may face other consequences and disciplinary procedures, both within and outside the university, depending on the circumstances and management's sole discretion. The university has the authority

to report suspected violations of applicable law to law enforcement entities that are appropriate for the situation.

2.7 IDENTIFICATION CARDS

The University issues a photo-identification (ID) card to faculty, staff, students, alumni, university scholars, and other designated individuals who have access to the University.

2.7.1 Guidelines

Individuals are required to have the ID card in their possession while on university premises for university business. ID cards are issued for the following reasons:

- (a) Access to University premises
An ID card permits individuals access to university facilities.
- (b) Official Identification
University identification cards verify an individual's right to be on university premises, particularly areas not accessible to the public. The University ID card also provides proof of eligibility to use various University services such as the library, laboratory, access to a photocopy machine, and other facilities. Upon request of a University security officer, department/division representative, or another duly authorized official, an individual may be required to present the card to establish identification.
- (c) Access to Clinic particularly for students
Display of an ID card is required for students of the University while in the Clinic. The ID card should be visible and photo-side up.

2.7.2 Procedures

2.7.2.1 Issuance

- (a) Faculty, staff, and Students are eligible for ID cards effective the first day of affiliation with the University and thereafter when applicable
- (b) The Person of Interest includes individuals from other universities, institutions, and businesses who are granted access to university facilities to conduct collaborative research or to observe research, community services, teaching, and other academic-related activities.
- (c) Other individuals. Department contacts are responsible for making arrangements with the appropriate ID Card Office for visitors, contractors, vendors and other non-university personnel who are authorized to be on university premises.

2.7.2.2 Replacement

- (a) Individuals who have lost their University ID card or have had it stolen should report it immediately to the University.
- (b) ID cards will be replaced for other reasons (broken card, name change, non-functioning electronic strip). The original ID card, if in the possession of the individual, must be returned to the university accordingly.
- (c) The University will set requirements and fees for ID card replacement. Replacement costs are the responsibility of the individual.

2.7.2.3 Loss of Eligibility

Individuals lose eligibility to use the university's ID card when they no longer qualify as a member of a category listed above. Upon loss of eligibility, the individual's ID card must be turned in the Human Resource, or the Academic Operation.

2.7.2.4 Unauthorized Use of ID Card

- (a) The ID card is non-transferable. Only the person to whom the ID card is issued is eligible to use the ID card for authorized purposes.
- (b) ID cards must not be misused, defaced, modified, altered, tampered with, or deliberately damaged.
- (c) Any transfer, misuse, alteration, falsification, forgery, or fraudulent or illegal use of an ID card may result in the University taking disciplinary action.

2.8 LIBRARY

The primary purpose of the Sampoerna University (SU) Library is to support the teaching, learning, and research activities of its stakeholders. Library policies are designed to manage and support the Library's objectives. The library, through its services, also promotes students to develop SU core competencies: critical thinking, effective communication, quantitative literacy, information literacy, ethical reasoning, and global learning (Library Services Policy article 2.5).

2.8.1 General Policies

For these rules, library materials or items will cover all library content, including books and other collection items, furniture, and equipment contained in the library facility. For these rules, SU library members are defined as any users granted the right of access to the library and its resources. By the act of using the library, a member will be deemed to have agreed to abide by these library policies. If a member is found to violate the library policies, the Librarian may curtail, suspend, or withdraw library access or borrowing privileges from that member permanently or for a specified period. Library policies will be reviewed and amended from time to time to support better the mission of Sampoerna University and the library's objectives. Exceptions to these rules may be made at the discretion of the Librarian.

2.8.2 Membership

The library is open to all members of the SU community and others from outside the SU community that includes but is not limited to non-SU students and staff, SU alumni, and the general public. The librarians or the VRSSIR may also approve other individuals to use the library for a specified period or purpose. Unless SU active students, they must complete SU Library Membership Form at the circulation counter to get their account with Username and Password to access the Library Website.

SU community are categorized as SU library privileged members who get full access to borrow all printed library collections and the SU Library website. Others from outside the SU community are categorized as non-SU library privileged members who can only access the SU Library website and shelf reading. A library member's permission to use or access the library's collections and facilities is

exclusive to that member and may not be shared or in any other way transferred to another person except with the approval of the Librarian. A library member must produce proof of identity and the right to use or access the library if requested by a library staff member. The Librarian may refuse the admission of any person carrying or suspected of carrying any material deemed to pose a security or health hazard to the library, its staff, or other members. The Librarian may impose a schedule of fees for use and access to the library and its collection and facilities.

2.8.3 Opening Hours

SU library is open from Monday to Friday starting at 08.00 a.m.- 09.00 p.m., also open on Saturday at 08.00 a.m.- 09.00 p.m. SU library is closed on Sunday and national holidays. The decision of VRSSIR can modify the opening hours through consultation with the Standing Committee on Academic Affairs. Hours and days of opening are displayed at or near the entrance of the library and on the SU website.

2.8.4 Use of Library Facilities

- (a) No food may be consumed in the library.
- (b) No mobile phones are allowed in the quiet study area. All mobile phones must be switched off or put in silent mode before entering the study area.
- (c) The use of printers, scanners, and photocopy machines is available with the support of Library Operations.
- (d) Smoking is not permitted anywhere in the library.
- (e) Sleeping anywhere in the library area is not permitted.
- (f) The use of radios, boomboxes, speakers and other similar kinds of devices is not permitted.

2.8.5 Borrowing Library's Collections

The Librarian is responsible for establishing borrowing conditions for the Library's collections and may vary those conditions for each member based on circumstances. The loan periods and conditions will be set out in the Library's Services Policy Articles 1.4- 1.6. The Librarian may impose special conditions governing the use or loan of any item and may permit or refuse the library item. The library's materials are not allowed to be removed unless issued as a loan with the permission of the Librarian. Members are responsible for the return of all loans by the dates specified in the loan transaction. Failure to return items by the due date may result in the withdrawal or suspension of library access or borrowing privileges either permanently or for a specified period and may result in the imposition of a library fine or charge.

Typically, members may renew all loans once unless a recall has been placed. Borrowers can renew their loans on the Self-Service kiosk or online through the SU Library website before the due date. Hence, the new due date is calculated from the date of renewal. Borrowers are responsible for returning or renewing items on or before the due date to avoid overdue and lost item replacement charges. Any items borrowed from the library may not be transferred to another person. The Schedule of borrowing terms and conditions, library fines, and fees will be described in the Library's Services Policy Articles 1.4- 1.6.

2.8.6 Borrowing Duration

To get the library Access, Circulation, and Services, one needs to be registered as the SU Library member in the Library Management System. Unless they are SU active students, they must complete SU Library Membership Form at the circulation counter to get their account with Username and Password to access the Library Website. SU library members must be authorized borrowers of the SU Library, as specified under the Library Services Policy (Article 1.4).

Table 2.8 SU Library's Borrowing Duration

Membership Category	Groups	Loan Quota	Collection Type							
			Books	Reserves	Text book	Fiction	Journal	Reference	Newspaper & Magazine	AV (DVD)
SU Privileged Membership	Student	3	14 days	Overnight	3 days	14 days	3 days	Read only	Read only	14 days
	Lecturer	6	14 days	Overnight	**3 days	14 days	3 days	Read only	Read only	14 days
	Staff	3	14 days	Overnight	3 days	14 days	3 days	Read only	Read only	14 days
Non-SU Membership		0	Read only	Read only	Read only	Read only	Read only	Read only	Read only	-

Notes:

- Renewal is permitted if there is no other pending reservation for the materials.
- Students are permitted to borrow reserve collections for one day after 05.00 p.m. They must return the item before the library opens on the following day.
- Lecturers have the privilege to borrow reserve collections for one semester if collections are the primary resources for their subject course.

2.8.7 Fines and Suspensions

To encourage the prompt return of materials, the library charges a per-day overdue fine which shall be perceived as a deterrent instead of a punishment. No fines will accrue on days that the library is closed. Any borrowers whose fines of up to IDR 50,000 or more shall forfeit borrowing, renewing, and/or enjoying membership privileges as their accounts will be automatically blocked until the materials are returned as fines are paid. Borrowers experiencing unusual difficulty returning their materials or paying their fines should contact the library circulation staff for further assistance. Special for SU Students members with library's fines must pay their fines by the beginning of a new semester. Otherwise, SU Library, in coordination with Academic Registry, will impose them to settle their unpaid fines that might result in an academic penalty, including the deferment of paper or degree completion. In addition, all borrowers are responsible for all materials checked out on their library account. Replacement costs and processing fees are the responsibility of any borrower who loses or damages library materials. The replacement of the lost collection shall be with the same title and edition. If the publisher has stopped publishing it, the replacement with a similar subject and the closest purchase price with the lost collection shall be acceptable. A non-refundable IDR 50.000 processing fee will be

charged for damaged library materials (wet marks, mutilation, broken). Fines structures are explained in the Library Services Policy (Article 1.6).

2.9 USE OF CAMPUS FACILITIES FOR EVENTS AND ACTIVITIES

This policy applies to the scheduling and conduct of all events and activities, facilities rentals for private events, and academic activities such as seminars. This policy applies to all buildings and other spaces controlled by the Sampoerna University. Examples of events and activities covered by this policy include:

- Meetings and other group activities of student organizations.
- Presentations, performances, and other events by outside groups invited by university officials and/or student organizations; and
- Solicitations and distributions of literature such as leaflets and pamphlets.

2.9.1 Policy Statement

Sampoerna University is primarily dedicated to academic, student life, and administrative functions. Specific spaces are available for use for events and other organized activities. The use of these spaces must be scheduled in advance and well managed. The solicitation and distribution of literature in SU space is prohibited, except for official university communications or Student Affairs' permission.

2.9.2 Standards and Procedures Scheduling and Use of Facilities

General Affairs (GA) department stands to manage campus facilities' use. GA department will maintain a schedule of all events and activities to which space and facilities are allocated. Thus, all requests for using the campus facilities should be submitted to the GA department.

(a) Ownership of Space

There is no departmental or individual ownership of space except for academic activities such as regularly scheduled courses, guest lectures, and seminars. All facilities are the property of Sampoerna University:

- Classroom & Laboratories (must be reserved through Academic Registry (AR) and cc respective Faculty & GA);
- Student Lounge & Student Union (must be reserved through GA and cc Student Alumni Affairs (SAA));
- Sports Facilities (must be reserved through GA and cc Student Alumni Affairs (SAA));
- Public facilities in shared Building areas (must be reserved through GA).

(b) Prior Scheduling is Required

Respective Faculty & Unit seeking to use SU space and facilities must submit requests to General Affairs at least two weeks before any event. Any requests not received sufficiently in advance to permit necessary evaluation may be denied. The University reserves the right to deny any SU space request if not submitted at least two weeks in advance.

(c) Scheduling Priorities

Sampoerna University's reservable spaces are scheduled on a first-come, first-served basis. SU community members have priority for scheduling reservable spaces before external

organizations. SU reserves the right to relocate external organizations to meet the scheduling needs of the SU community. There may be instances when moving a scheduled event to accommodate another event is necessary. This action may occur in consultation with both groups and staff from General Affairs.

(d) Rental and Use of Sampoerna University Facilities by External Individuals and Groups

The facilities of Sampoerna University exist primarily for the purpose of education and the use of Sampoerna University's faculty, staff and students. In its sole discretion, Sampoerna University reserves the right to deny the use or rental of space to any external individual or organization. Events that do not contribute to the advancement of Sampoerna University's mission or do not adequately reflect the University's values and standards of decorum will be disqualified. SU is an equal opportunity employer and does not discriminate on the basis of race, colour, religion, sexual orientation, age, marital status, or disability. Using these classifications as part of the admission criteria for university-sponsored events or public events held on university-owned or controlled property is prohibited. Events shall not violate university policies or any relevant laws in Indonesia. All individuals and organizations are expected to follow policies and laws governing their activity.

(e) Fees and Charges

Each user is responsible for any damage, repair, or clean-up costs incurred as a result of their use of university's facilities. Individuals or groups whose use of space or facilities incurs additional costs for the institution will be held accountable for those costs and may be required to pay them as a condition of use. Examples of such expenses include the provision of stages, special fixtures and equipment, or the assignment of additional maintenance or security personnel.

(f) COVID-19 Event Planning and Attendance

We are continuing to develop our policies in response to public health guidance to limit COVID-19 transmission. Organizers of events and meetings are strongly encouraged to consider holding their events outdoors if food and beverages will be served and the conditions permit.

(g) Compliance with Other Policies

All events and activities must comply with applicable laws and University policies.

2.10 INTELLECTUAL PROPERTY POLICY

The Sampoerna University (SU) defines *intellectual property* as works, discoveries, or intellectual or creative findings. SU promotes and encourages faculty, staff, and student scholarly activities and creativity. The University contributes to these efforts by providing release time, travel funds and making its facilities, equipment, personnel, and information resources available. Additionally, the University seeks specific support for creative activity from public and private sources. This policy applies to all faculty, staff, and students at the University and covers all forms of intellectual property legally protected by the law.

2.10.1 Intellectual Property Types and Ownership

- (a) The university owns intellectual property created by faculty and staff, as well as students working on university research or other university projects, if it is created: (1) in the course of

university employment, including work under university grants and contracts with third parties; or (2) with significant use of university resources.

- (b) If the intellectual property is created independently of university employment and without significant use of university resources, the individual owns it.
- (c) Academic tradition vests creators with ownership of academic, artistic, or scholarly works and other intellectual property resulting from research, teaching, writing, or other activities expected of faculty and staff. Thus, ownership and rights to course lecture notes, syllabi, discussion, and exam questions, class notes, books or articles, dissertations, theses, software programs, works of art, musical compositions, web pages, multimedia materials, unfunded research, or similar material, whether in the paper, electronic, or other formats, belong to the material's creator. Additionally, faculty and staff retain control over the reproduction of their works, derivative works, dissemination, performance, and display of their works to the profession, students, and general public. Any economic benefits derived from such works, whether actual or potential, belong to the creator.
- (d) SU will retain ownership of these types of materials: (1) Works created for hire are those that are created as a condition of employment or as an assigned institutional duty and for which the university provides specific authorization or supervision.; (2) Separately funded works are those that are the result of an independently funded research project. The grant or contract agreement will specify who owns and what rights are granted to independently funded works.; (3) Works that require extraordinary resources: works that require significant university resources that are generally unavailable to most faculty and staff. Office space; personal office equipment; office, classroom, or lab computer workstations; library and other general-use information resources; network access to such resources; sabbatical leaves, internal travel, and development grants are all examples of commonly available resources. (4) Courseware development for hybrid or distance learning: courseware to be offered under the auspices of SU or an institutional partner and developed with university resources.

2.10.2 Division of Net Proceeds on Inventions

- (a) The university and faculty, staff, or student inventor or author will split the net proceeds (gross proceeds less the university's costs for intellectual property protection/registration, production, marketing, distribution, and litigation, among other things) from the sale or licensing of patents or copyrights as follows: **(1)** To the inventor/author: 1/3; **(2)** To the Sampoerna University: 1/3, and **(3)** To the academic unit(s) who supply the intellectual home and research support for the faculty member: 1/3.
- (b) Which faculties and units should receive royalties will be determined primarily on the basis of their connection to the inventor or author via their provision of SU resources used in conceiving and developing the intellectual property. In cases of disagreements regarding the proper designation of schools, centres, and other units, the University Vice-Rector for Academic Affairs will resolve the issue. If more than one inventor or the author is involved, each inventor or author's share will be equally divided unless they agree to a different arrangement.
- (c) Suppose that the revenue-generating invention or copyrightable work was developed with the assistance of a sponsored research program, and the sponsor controls the distribution of

income. In that case, such specific regulations will supersede University policy regarding net proceeds distribution.

2.10.3 Other Intellectual Properties Statements

- (a) Faculty, staff, and students are encouraged to engage in the broader community of scholars by presenting to professional organizations and societies and sharing the results of their research, creative activities, or "best practices" with colleagues both inside and outside the university.
- (b) Individuals retain ownership of their intellectual property even after leaving the university's employ. However, the university may grant rights to use such intellectual property at any time during or after employment.
- (c) The university requests that the creator of any intellectual property created on-campus or by a university employee while utilizing university resources acknowledge the university's contribution to the work.
- (d) SU retains complete control over the use of its name, logo, and trademarks in connection with any work, regardless of who owns the work.

2.10.4 Resolution of Disputes

In cases where ownership of intellectual property is uncertain, the President will establish an *ad hoc* committee to review the details of the case and make a final determination regarding rights to the material.

2.11 RESPONSIBLE CONDUCT OF RESEARCH

Conducting research in responsible manner and scientific investigation with integrity involve the awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research.

Sampoerna University recognizes the curricular importance of faculty and student research and supports such endeavours with a variety of internal and external grant programs. The University is also committed to the responsible and ethical conduct of research and ensures compliance through the Office of Community Research and Community Service (CRCS).

2.11.1 Responsible Conduct of Research

Faculty, students, and key personnel working research projects (regardless of source of funding) should be familiar with current guidelines for responsible conduct of research. These guidelines may apply to specific types of compliance issues (i.e. human subject in research) or to more general questions (i.e. mentoring and authorship). Faculty working with students on research projects are responsible for ensuring that students are aware of and comply with applicable laws, University policies, and professional norms related to responsible and ethical research practices. Furthermore, faculty are encouraged to make notes, in laboratory records or other files, providing information about information and mentorship they have provided to students regarding the responsible conduct of research.

2.11.2 Responsible Conduct of Research Components

- (a) Mentor/Mentee Responsibilities and Relationships
Adequate and supportive mentoring is a critical aspect of building a scientific community. Appropriate relationships, adequate training and preparation for mentees, and reasonable work requirements are all important aspects of the mentor/mentee relationship.
- (b) Research Misconduct
The University has policies and procedures for addressing research misconduct. They are detailed in the Faculty Code and the Student Code. Engaging in research misconduct can result in serious consequences for both faculty and students. Misconduct includes, but is not limited to:
 - (i) Fabrication of data;
 - (ii) Falsification of data; or
 - (iii) Plagiarism
- (c) Peer Review
Peer review should be expert, timely and constructive. Agreeing to serve as a reviewer indicates that there are no conflicts of interest that might impact the review, and that the reviewer has adequate expertise to serve in that capacity. Manuscripts, grant proposals, books and other materials are considered confidential while under review.
- (d) Data Acquisition, Management and Ownership
Researchers are responsible for the integrity of their data, including acquiring, managing, and storing information. Lab notebooks and observations are considered part of the research record. A long-term data management plan is recommended for projects. In collaborative projects, ownership of data should be determined well before the project begins.
- (e) Authorship and Publication
Although authorship conventions vary by discipline, in most cases, the "first" author of an article, chapter or book is the individual who has made the largest contribution to the writing, analyses and other work involved in the publication.

2.11.3 Human Subjects Ethical Research Practices

- (a) University Review Board
Sampoerna University affirms that human research subjects will be treated with dignity, respect, and with due regard for their welfare. To protect human research subjects, the University, through the Office of Community Research and Community Service (CRCS), has established a University Review Board. The University Review Board is an ad hoc Task Force, appointed annually to include five (5) members: one faculty member from each Faculty, a faculty member at-large appointed by the University Senate, and the Head of CRCS or designee. "Human Subjects" include all individuals and groups from whom researchers anticipate gathering information or data necessary for the successful completion of the research design.
The criteria for the University Review Board to approve research involving human subjects include:
 - (i) Risks to participants are minimized;
 - (ii) Risks are reasonable in relation to anticipated benefits;
 - (iii) Selection of participants is equitable;
 - (iv) Informed consent is sought from each subject; and

- (v) Informed consent is appropriately documented.

Sampoerna University is committed to protecting the safety, welfare, rights, and privacy of all persons who participate in research projects conducted by our faculty, staff, and students. It is also committed to ensuring that the participants of such research are fully aware of their rights and protections available to them. The following ethical principles, first articulated in the Belmont Report issued by the National Commission for the Protection of Human Subjects in 1979, are endorsed by Sampoerna University:

- Respect for Persons---Respect for persons incorporates the following ethical convictions. Individuals should be treated as autonomous agents and persons with diminished autonomy are entitled to greater protection (i.e. prisoners, children, those who are mentally or cognitively disabled, or economically or educationally disadvantaged persons). Each person should be given the respect, time, and opportunity necessary to make his or her own decisions. A core feature of respect for persons is informed, voluntary consent. Prospective participants must be given the information they will need to decide to participate in a study or not to participate. Once provided with adequate information, the decision to enter a research project or not should be completely voluntary---free from undue influence or coercion.
- Nonmaleficence and Beneficence---Persons are treated in an ethical manner by respecting their decisions and protecting them from harm. Two general rules have been formulated as complementary expressions of beneficent actions in this sense: (1) do no harm and (2) maximize possible benefits while minimizing possible harms.
- Justice---Justice is a difficult and complex ethical issue. Who ought to receive the benefits of research and bear its burdens is a question of justice in the sense of “fairness in distribution” or “what is deserved?” An injustice occurs when some burden is duly imposed or when some benefit to which a person is entitled is denied without good reason. Attempt at all times to distribute the risks and benefits fairly and without bias.

Keep the principles of autonomy, beneficence, and justice in mind when you are selecting participants, excluding participants, obtaining consent, and conducting your study. The responsibility to protect and inform research participants is ultimately yours (all those engaged with research) and cannot be ignored or delegated. Although you may delegate various tasks to certain team members, you cannot delegate the responsibility of protecting and informing participants of their rights.

(b) Informed Consent Procedures

Informed consent is more than just a form; it is the basis of a dialogue between the researcher and research subject(s). Except under special conditions specified below (Waiving Informed Consent), researchers are required to obtain written informed consent from all adult participants.

Researchers are required to provide prospective adult participants with sufficient information and opportunity to consider that information. Every consent form should obtain a statement of the participants' rights.

- (i) When the participants are under 18 years of age, parental (or guardian) consent must be obtained. Parents and guardians may sign a consent form giving permission for their child(ren) to participate in a series of projects conducted over a period of an academic year. Parent consent letters should provide information about the purpose of the research as well as information about the procedure itself from the child's point of view. As with research involving adult participants, this letter should indicate how confidentiality would be maintained.
- (ii) Researchers may request a waiver of parental consent for students who are under the age of 18, but who are also matriculated students at Sampoerna University. The request and rationale for such a waiver should be clearly stated on the University Review Board application form.
- (iii) It is understood that although parental consent is obtained, child participants are free to decline invitations to participate without any penalty. Child participants should be given an age-appropriate explanation about the procedures used and what to expect by way of participation. Children should be asked if they want to participate. Mere failure to object on the child participant's part should not, in the absence of an affirmative response, be interpreted as assent. In the proposal, the researcher should indicate how assent would be obtained and documented.

(c) Basic Elements of Informed Consent

- (i) A statement that the study involves research, a readily understood explanation of the purpose(s) of the research, the expected duration of the subject's participation, a brief description of the procedures to be followed, and identification of any procedures which are experimental.
- (ii) A description of any reasonably foreseeable risks or discomforts to the subject. These may include not only physical injury, but also possible psychological, social or economic harm, discomfort or inconvenience.
- (iii) A description of any benefits to the subject or to others that may reasonably be expected from research (if no direct benefit, this should be stated).
- (iv) A statement concerning costs or compensation to the subject, if any.
- (v) An explanation of whom to contact for answers to pertinent questions about the research and the research subject's rights, and whom to contact in the event of a research related injury to the subject. It is suggested that faculty include contact information for the Head of CRCS. Student researchers must include contact information for their faculty sponsor.
- (vi) A description of the extent, if any, to which confidentiality of records identifying the subject will be maintained.
- (vii) A statement that participation is voluntary, that refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and that the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled. Compensation is separate from benefits

and a distinction should be made here. If participants will not receive compensation under certain conditions, then an explanation of those terms and conditions should be provided.

(viii) A signature of subject indicating agreement to participate and date of signature.

(d) Waiving the Informed Consent Requirements

In some cases, written consent may not be required

- (i) If the principal risks are those associated with a breach of confidentiality concerning the subject's participation in the research;
- (ii) If the consent document is the only record linking the subject with the research;
- (iii) If the research involves no more than minimal risk to the subjects and involves procedures that do not require written consent when they are performed outside of a research setting; and
- (iv) If the research could not be carried out in any other practical way.

If there is no written consent form, an oral presentation of the research should be provided to the subjects by the researcher, with documentation that such a presentation was made to the subjects. In this instance, researchers should maintain a written summary of the oral presentation and some record that consent was provided by the participant. Researchers who believe their research project meets the requirements for a Waiver of Informed Consent should contact the Head of CRCS.

2.11.4 Duration of Approval

- (a) *All studies must be periodically reviewed* again at least annually (if the duration of the research project extends beyond an academic year). There are times when the risks associated with a particular project are such that continuing review should take place more frequently. In these cases, the University Review Board will specify that the researcher report to the University Review Board at a shorter time interval (e.g. 3 or 6 months) or after a specified number of participants are enrolled. The researcher's report must describe the observed effects of the research activities and/or how the participant(s) responded to the research interventions. The report will be made available to the University Review Board. The Chair will determine whether a full review by the Board is required to continue or suspend the research project.
- (b) *Appealing a Decision by the University Review Board* If the Board makes a decision that an investigator believes to be unfair, unsubstantiated, or unduly restrictive on his/her proposed research, the investigator should first discuss the matter with the Chair of the University Review Board. The investigator should be prepared to present reasons that he/she believes that the proposed research in in compliance with university policy and applicable laws related to the protection of human participants.
- (c) *If the issue cannot be resolved satisfactorily by negotiation*, the investigator may appeal the decision, in writing, to the University Review Board. In developing his/her appeal, the investigator should document the claim that the proposed research is in compliance with university policy and applicable laws related to the protection of human participants.
- (d) *The investigator must appear* before the University Review Board to present his/her appeal and any supportive material or documentation obtained through consultation. Based upon this appeal, the University Review Board will issue a final determination on the proposed

research. The University, acting through the Vice Rector for Academic Affairs, CAN overrule the University Review Board to disapprove a project, but CANNOT overrule the University Review Board to approve a project. Only the University Review Board can approve a project.

- (e) *Negative decisions by the University Review Board may be appealed to the Vice Rector for Academic Affairs* on the grounds of a failure by the Board to carry out a thorough and complete review in accordance with its stated procedures or on the grounds of a possible violation of the academic freedom of the investigator. Final appeal rests with the President.

2.12 TRAVEL POLICIES

This policy applies to all employees and others authorized to travel on behalf of Sampoerna University. Compliance with these policies is the responsibility of the employee traveling on university business. In the event of employees performing domestic and international business travel, Sampoerna University will provide facilities for transportation, accommodation, or replacement of for a private residence; and travel allowance for laundry, meals, and per diem as governed within this Policy, which the amount will be determined based on the employee level (Level) or Academic Rank (Rank).

2.12.1 Business Travel Criteria

Business travel is travel conducted by the Sampoerna University (SU) employees for work purposes that include domestic or international business travel that meets the following criteria:

- (a) The period of business travel not exceeding 30 (thirty) calendar days.
- (b) Distances of destination more than 100 km (by air) and or with mileage of more than 3 hours by road (normal condition) from its base town (office or home). The time and distance criteria can be excluded if the employee travels more than one day to destinations, so efficiency considers that the employees can utilize the business travel facility.
- (c) Travel is not conducted for internal department purposes such as meetings, in house-training, in-house conferences, or team-building events organized by the internal units or university.

In case of employee conduct a business trip, which is not meet the criteria of domestic and international business travel, the University will provide taxi vouchers or an operational car, except for Employee with Level 20 and above or who has obtained a car allowance. The use of taxi vouchers and operational car will be regulated on separate policy or procedure, managed by the General Affairs Department (GA). Facilities and business travel benefits provided by the university must be understood as the fulfilment of substantial basic needs for employees on business travel, not as a source of additional income for employees. Provision for compensation leave due to domestic and international business travel is set on Compensation & Benefits Policy. In case of business travel that requires a new/ renewal passport and visa for the employee, it will be processed to the appointed travel provider through the HR Department. The University will bear the new/ renewal passport and visa fee and will be paid through reimbursement/ cash advance process.

2.12.2 The Provision for Report Submission of Domestic and Overseas Business Travel

- (a) The University is responsible for the existence of Employees who do business travel. Therefore, any aspect related to ticket reservation, transportation, and accommodation,

including authorization and procedure regarding ticket reservation, transportation and accommodation, must refer to applicable Business Travel regulation and procedure managed by the GA Department.

- (b) For after office hours emergency and transit, transportation and accommodation reservations can be made to the appointed travel provider, through Internal Booker, based on approval from each related Director.
- (c) Employee or Appointed Project Administrator is mandatory to complete Travel Request Form (TRF), which explains information such as location, time, transportation, and accommodation related to Employee's Business Travel. TRF must be approved by the related Department Manager or Head of Department. Hence employee may submit a request for a business travel allowance and operational cash advance required to implement the assignment. If TRF has been approved, business travel allowance and operational cash advance can be disbursed by the Finance & Accounting Department. Regarding the payment of business travel allowance and operational cash advance, the respective employee must consider the timeline regarding the submission and approval of TRF effectively.
- (d) Request for business travel allowance should be separated from advance request for program or other needs.
- (e) Employees who have finished conducting business travel must make a Travel Expenses Statement (TES) as an accountability report no later than 3 (three) working days after they return from the business travel. Supervisor must approve TES with minimum Manager Level and or Head of Department.
- (f) If required additional cost in the business travel other than planned before, then reimbursement could be provided as long as there's a clarification of the use of additional cost for the benefit of the assignment and has received approval from the Head of Department.

2.12.3 Transportation

- (a) Air Transportation Facilities
 - (i) Air transportation facilities are granted if the trip cannot be reached by intercity bus, ship or train within 3 (three) hours effective travel time, and based on the consideration of Head of the Department of the respected employee should reach the destination immediately.
 - (ii) All efforts should be made to get a ticket with the most efficient costs, such as:
 - Make an early reservation.
 - Using a fixed ticket, especially if the date or time of flight is already confirmed;
 - Using ticket with economy class and most economical flight based on price comparison from 3 (three) Airlines.
 - (iii) The type of Air Transportation that would be applied refers to the employee's grade.
 - (iv) If several employees of different grade of the business travel together, then the employee with a lower level or rank cannot use the employee's facilities in a higher rank even though they are there for the same projects.
 - (v) If an employee with a higher level would like to reduce the entitlement class to be with another employee, then the employee with a higher level must first notify the Internal Booker before the Internal Booker and pay for tickets. The University will reserve tickets for the flight according to the class information.

(vi) For employees who live in Jakarta and surrounding areas, when employees leave directly from the house to the Airport / Station / Terminal, University will provide a taxi voucher as a replacement transportation cost from the house to Airport / Station / Terminal, that can be obtained from GA Department before Employee do business travel. Taxi Voucher also provided the replacement of transportation cost from Airport / Station / Terminal directly to employee's home. For this need, the employee can also use an online taxi service or private car. The University will pay the expense for using application-based taxi services or private cars to the respective employee by reimbursement method based on the invoice issued by respective application base taxi provider or for private cars by attaching proof mileage from their house to Airport/Station/Terminal, which the University will only reimburse the cost of gasoline.

(vii) To avoid and reduce the risk of the University losing critical managerial skills, then the following constraints are used for employees with Manager and Director Level who will perform business travel in the same flight:

- It is not allowed for more than two employees with level Managers or directors from the same unit.
- The related Director or Employee with the highest rank is responsible for determining the compliance of business travel implementation.
- This requirement could be exempted for business travel with limited transportation modes.

(b) Land Transportation

- (i) The University provides land and sea transportation facilities for business travel, which air transportation facilities do not accommodate.
- (ii) The University will reimburse taxi, including application-based taxi, between the airport and hotel/place to stay and to the workplace and vice versa by submitting payment receipts unless taxi receipts are unusual and not available.
- (iii) Car rental is allowed only if the use of local transportation (e.g. taxis) are impractical or more expensive when compared to car rental.

(iv) Personal Vehicles

The use of personal vehicles for business travel is not recommended. Therefore, it requires, the approval from the immediate Supervisor (minimum manager level) with the following considerations:

- Operational vehicle, taxi or car rental is not available, and public transport is inadequate.
- The Head should approve reimbursement of expenses of Department. Employees are expected to have sufficient insurance to protect their interests because the University is not responsible for any damage caused to the employee's vehicle.

(c) Accommodation

(i) Facilities Lodging

- Accommodation facilities include only a lodging facility (the room).

- Will impose a twin sharing facility if there are two or more employees of the same gender at the same level and is valid for Staff and Officer level. Twin sharing facility does not apply to the Manager and Director Levels.
- Suppose several employees of different levels or ranks do the business travel together for the same project and business travel objective. In that case, the employee with a lower level can use the employee's facilities in a higher rank, or the employee with a higher level can use the facilities of the employee in the lower level if those respective employees are agreed to share facilities.
- Employees of the opposite gender either of the same rank or different, if they do the business travel together, they will have separate accommodation according to their rank.

(ii) Private Residence

- The replacement cost of a private residence is given to employees who choose to stay at a friend's or family to reimburse host expenses. The replacement cost is calculated per day of stay, provided in advance and payment receipt is unnecessary. The maximum amount refers to the cost of a private residence.
- Employees who received and took a hotel facility is no longer entitled to reimbursement of a private residence.

2.12.4 Travel Allowance; Laundry, Meals, and per diem

(i) Laundry

The University provides laundry allowance reimbursements incurred during business travel, if the employee is traveling for more than 3 (three) days.

(ii) Meals

Meal allowance for a full day or half-day based on the following criteria:

- According to mealtime elapsed in the day, the day of departure and arrival may occur a partial day).
- The day between departure and arrival will occur full day valid replacement (full day). The amount of reimbursement for each level. Employees are not entitled to the meal allowance mentioned above if the accommodation costs are already combined with the meal costs, except for breakfast, which the hotel provides typically as compliment.

(iii) Per diem

The University provides per diem business travel to cover incidental expenses incurred on business travel to cover personal purposes such as tips, newspapers, magazines, transportation to get food, personal transportation, private telephone and more. Per diem business travel is calculated based on the number of calendar days of business travel, including the number of days used to travel from one city to another.

2.12.5 Costs that are not borne by the University

Employees are not allowed to reimburse costs that are not related to business travel or expenses that are not properly authorized. Here is a list of costs that the University will not cover:

- The cost cigarettes and alcoholic beverages purchase
- Costs associated with personal travel or sightseeing
- Purchase of personal items

- Loss of or damage to personal items
- Penalties in connection with traffic violations
- Personal entertainment and reading materials
- The cost of childcare
- Costs of Beauty Salon

Although not all costs can be included in the list above, the principle of fairness should be used in every case. The request for reimbursement of those Fairless must obtain approval from HR Department in advance. If the third parties of the event that employees attended have provided meals and accommodation, the University will no longer provide reimbursement for the related two things.

2.12.6 Duties and Responsibilities

(a) Employees who perform business travel

- At the time of going to perform domestic or international business travel, employee (thru project admin) must ensure submission of a Travel Request Form (TRF) and the Event master Form (EMF) approved by the immediate Supervisor (minimum at the level of Manager and or Director).
- At the time employees have returned from business travel, the employee must submit Travel Expenses Statement (TES) as the official travel report, which the immediate Supervisor approved (at least the level of Manager and or Director) no later than 3 (three) working days after returning from the business travel.
- In the event where an employee combines personal travel with business travel, for example, for holiday purposes, the University will only bear the business travel allowances until employees completed their duties and will cover the return ticket costs only from the location of the task to his base town. The employee will bear any additional costs incurred due to personal travel. Employees are required to inform the Supervisor (minimum at Manager level) and HR Department if additional time and/or change of location is required from the Business Travel.

(b) Supervisor

- Provide approval to the Travel Request Form (TRF) proposed by the employee. The supervisor must refer to the guidelines for domestic and international business travel policy before approving the allowance for business travel.
- Provide approval to the Travel Expenses Statement (TES) proposed by the employee. The supervisor must review the accuracy of the cost stated in the TES, including matching the business travel schedule with the actual implementation, which could be seen in the original boarding pass.

(c) General Affairs Department

Oversee and ensure the process of ordering transportations, accommodations, and taxi vouchers (include the usage of application base taxi) relating to employee's business travel are in accordance with the applied procedure.

(d) Finance, Budget & Accounting Department

Ensure that all approved TES has been attached with adequate financial documentation and keep records of all costs under the correct account.

(e) Human Resources Department

Human Resources Department is responsible for:

- Periodic review and renewal of the Business Travel Policy;
- Approve (Exception Approval) for the cost increment 10% higher than the related employee's entitlement or upgrading car rent usage;
- The operational decision about the day-to-day application of this Business Travel Policy.

2.12.7 Disciplinary

- (a) The University will not reimburse domestic and International Business travel costs if the employee does not make a Travel Request Form (TRF). Employees who have not settled/made a realization for the previous travel allowance cannot request another travel allowance.
- (b) If, since the return from business travel, the employee has not made a Travel Expense Statement (TES) for their 2 (two) previous consecutive business trips, then the University will suspend the employee's next business travel.
- (c) If the employee can justify the delay, this should be approved by the Head of Department. The justification should be given to the Finance & Accounting and HR Department as the basis for disciplinary suspension.
- (d) If the Employee is proven, based on the facts, had committed fraud against the existing Policy, the HR team will follow up the reporting, and the HR team will impose a sanction following the applicable University Regulation to the related employee. Not limited to the provisions below, the following are examples of things that are categorized into acts of fraud:
 - Falsify proof of payment (receipt);
 - Change any pieces of information listed on the proof payment for personal benefit;
 - Repeatedly put forward the replacement cost/ double (double charge).

2.13 MEALS AND ENTERTAINMENT POLICY

This policy applies to full-time and contract employees of Sampoerna University;

- Any gift-giving to individuals on behalf of Sampoerna University.
- Provision of entertainment to an individual on behalf of Sampoerna University.
- Explanation/Suggestions on the University policy regarding the acceptance of meals, gifts, and entertainment from third parties including, but not limited to Vendors, Customers, and Public Officials.
- Acceptance of gifts of any kind or entertainment of business from a third party in connection with his position at the Sampoerna University.

2.13.1 General provision for giving gifts and or entertainment to an individual

- (a) Employees are not allowed to give gifts in the form of cash or other monetary instruments that can be easily converted to cash, such as a bank check or share certificate.
- (b) Employees are not allowed to give a bribe to an individual in any situation.
- (c) Employees are not allowed to give gifts and or entertainment to an individual if such provision is illegal or violates other University policies.

- (d) Entertainment activities can be categorized as a gift if no university representative accompanies the entertainment receiver during the event.
- (e) Written approval must be obtained in advance by using the giving gift and or entertainment form before giving a gift and or entertainment.
- (f) Provide gifts and or entertainment to an individual must obtain approval in accordance with the applicable delegation of authorization.

2.13.2 General provisions for the acceptance of gifts and or entertainment from the third party

- (a) Employees are not allowed to ask for and or receive gifts and or entertainment from a third party for any reason and under any circumstances.
- (b) Employees are not allowed to ask for and or accept costs associated with the invitation of meetings or trips organized by the supplier or third parties outside commonly accepted business practice. If legitimate business reasons could give the basis for participation, the University will pay travel and accommodation costs associated with meeting or trip.
- (c) If a third party give gifts to employee (either directly or through a party/event/entertainment), then the employee must report and get the approval of the acceptance of gifts and or entertainment within a maximum of five working days from the receipts of gift as mentioned above and or entertainment.
- (d) If the third party provide meals to employee, then the employee must obtain prior approval according to the applicable delegation of authorization by using the associated form.
- (e) In approving the acceptance of gifts and or entertainment, the approver/ supervisor shall decide whether that provision of gift and entertainment can be accepted or a gift can be kept by the employee/utilized by the University/sold by the University/donated by the University/returned to the gift-giver with below considerations:
 - Whether receiving the gifts and or entertainment could affect the employee's objectivity.
 - Whether there is a business purpose from giving the gifts and or entertainment by the third party to the employee.
 - Whether receiving the gifts and or entertainment is legal according to the law.

2.13.3 Personal Gifts

- (a) To avoid a conflict of interest or appearance of a conflict of interest, at no time should an employee solicit personal gifts from a donor, current, prospective, or former student or parent, or others with whom there is a potential or existing business or professional relationship.
- (b) To avoid a conflict of interest or the appearance of a conflict of interest, members of the SU community are prohibited from accepting personal gifts and favours from a donor; current, prospective, or former student or parent; or others with whom there is a potential or existing business or professional relationship, in most circumstances detailed below:
- (c) Prohibited Personal Gifts
Gifts valued in excess of IDR 1 Mio must be returned immediately.
- (d) Acceptable Personal Gifts

- Gifts valued up to and including IDR 1 Mio, but if accepted, the individual should report the gift to their supervisor when received. The gift must be reported on the Conflict of Interest and Commitment Disclosure form.
- Gifts of promotional items of nominal value and that are routinely distributed by vendors to clients (e.g. pens, notebooks, tote bags, etc.).
- Modest gift baskets or nominal food items that are shared widely by colleagues.
- Courtesy copies of professional materials and publications.
- Courtesy payment for a modest business meal in accordance with other University policies

2.13.4 Role and Responsibilities

- (a) Employees who give or receive gifts and or entertainment:
 - If the employee provides gifts and or entertainment, then the employee must fill out the form and obtain approval in accordance with the amount of the gift and or entertainment.
 - If the employee receives a gift and or entertainment, then the employee must fill out the form and gain approval in accordance with the amount of the value of gifts received no later than five working days after receipt of the gift.
 - If any conflict of interest in giving or receiving gifts and/or entertainment is found, report as early as possible to the relevant Manager.
- (b) Approver in accordance to Delegation of Authorization:
 - By giving consent to the giving or receiving gifts and or entertainment, the approver, according to DOA, shows that they have analysed the reasonableness and considered the consequences that may arise with the giving or receiving gifts and or entertainment.
 - Determine allocation of a gift received by employees:
 - 1) Kept by the respective employee
 - 2) Utilized by the University
 - 3) Sold by the University
 - 4) Donated by the University
 - 5) Returned back to the sender
- (c) General Affairs Dept :
 - Procure gifts and or meals by first ensuring that the procurement of prizes and or entertainment has obtained sufficient appropriate approvals required by this policy.
 - Keep and maintain the gift that the University uses, and a gift will be sold by the University or the prize that the University will donate.
- (d) Human Resources Department:
 - Archive all original forms of giving or receiving gifts and or entertainment.
 - Conduct a periodic analysis regarding giving or receiving gifts and or entertainment. If required, based on the above analysis, make this policy amendment accordingly.
- (e) Finance and Accounting Department:
 - Keep records of the gifts that are used to the University, a gift that the University will sell, or the prize that the University will donate if the gift meets the elements as fixed assets.

- Ensure that the payment or reimbursement of the cost of gift-giving and or entertainment has followed the appropriate and valid supporting payment document.

2.13.5 Disciplinary Action

- (a) The University will not make a payment or reimbursement of the cost of gift-giving and or entertainment which are not provided with a form of gift-giving and or entertainment or payment or reimbursement exceeding five working days since the giving of gifts and or entertainment.
- (b) The University will not make a payment or reimbursement of the cost of gift-giving and or entertainment that exceeds the value indicated on the giving gift and or entertainment form.
- (c) Exclude from the discipline stated above if the employee can justify the excess value and obtain approval in accordance with the applicable DOA based on the total value of gifts and or entertainment.
- (d) The University will not make a payment or reimbursement of the cost of gift-giving and or entertainment that contain the following:
 - Food and or beverages that contain alcohol/ liquor;
 - Cigarette.
 - Everything related to the things that immoral.
- (e) If the employee is proven, based on the facts, to commit fraud against the existing policy, the report will be followed up by the HR department. If deemed necessary, the HR department will enforce disciplinary action in accordance with the applicable University Regulation. Not limited to the provisions below, the following are examples of things that are categorized into acts of fraud:
 - Falsify proof of payment (receipts);
 - Doubling the cost;
 - Changing the information listed on the proof of payment for personal gain; Applying for cost reimbursement repeatedly/ double transaction (double charge) for the same specific transaction

2.13.6 Special provision

Provisions that have not been regulated in this procedure or the application of special requests outside of the terms set out in this policy shall obtain prior approval from the BOD (Board of Directors), which shall be signed and approved by the VRARO & HR manager.

2.14 PURCHASING POLICY

2.14.1 Scope

This Policy shall apply to any procurement within Sampoerna University (SU).

2.14.2 Purpose

This Procurement Policy is an enhancement of the previous version, which generally to improve the quality of procurement process, the efficiency of implementation time and meet the target, which can be elaborated as follows:

- (a) To ensure a common understanding between user and buyer as a general guideline for procurement process of goods and services,
- (b) To clarify responsibilities and authorities of parties involved in the procurement process.
- (c) To protect SU interest, either financially or operationally in regards to any commitment made with third party.
- (d) To avoid any decision which is difficult to be taken back, and the repercussion caused by the decision.
- (e) To ensure accuracy and accountability of procurement transaction in terms of supporting documents & management, purchase price determination, terms and conditions of procurement, as well as vendor's credibility.
- (f) To ensure procurement commitment in maintaining their quality of work and services. This commitment is represented by SLA (Service Level Agreement) related to quality and accuracy of order specification, delivery time and continuous improvement.

2.14.3 Definition

- **Procurement Process** Is the procurement of goods and/or services conducted by procurement Department using PO, POI or Direct Payment without PO.
- **Centralization Unit** Is a Procurement Department/Organization located at PSF Head office to serve all procurement needs of users in all PSF's business units according to defined procurement category and value that is regulated on this procurement policy.
- **Vendor** is an individual or company with legitimate legal entity, whose main business is supplying and providing goods or services, hence the existence, Identity information of Individual Vendor or originality and validity of Corporate Vendor documentations is verifiable.
- **Purchase Request (PR)** is a request to purchase goods and services, enclosed with descriptions of quantity, specification, deadline for the goods or services to be available or delivered, reasons to purchase and/or relevant information. Purchase request (PR) should be approved by an authorized person in accordance to valid DOA.
- **Purchase Order (PO)** Is an official document released by Procurement Department to Vendor as a proof of goods or service order. PO is published after quotation has been agreed. Vendor's confirmation on consent of PO issued by the Organization, is indicated by vendor's signature on related PO and sent to Procurement in accordance to the applicable provision.
- **Regular PO (Irregular – Planned Category)** Is an official document released by Procurement Department to Vendor as a proof of goods or service through a price comparison process within a certain period of time
- **Direct Purchase** is a series of procurement process which includes request for quotation and negotiation to only one vendor (require 1 quotation) for transaction amounting below and/or equals to Rp 10,000,000 (ten million rupiah) and/or other types of transaction as regulated in this policy.
- **Competitive Bidding** is a procurement process which includes quotation process, comparisons, and negotiations to more than 1 partner with a separated negotiation process and technical discussion to each of vendors and for the transactions with total spend amounting equals to and/ or above Rp 10,000,000. Example but are not limited to

Building Maintenance, Office Renovation and Repairs, School New Project/Greenfield Project, Lab Equipment, etc

- **Tender** is a series procurement process which included quotation process, vendor selection and awarding process for transactions with total spend amounting equals to and/ or above Rp 250,000,000. with an open quotation request and transparent process to all of vendors. Before quotation request, all vendors are invited to join the meeting (Ionizing/Briefing) to get clarified of all technical requirements to ensure all vendors gets common understanding so that the received quotations can be compared apple to apple. The vendor awarding/tender winner will be announced to all of vendor who participated in tender process.

2.14.4 Basic Principle of Procurement for Goods and Services

- (a) Procurement is executed with consideration of basic principle as follow:
 - (i) Efficient, is that procurement of goods and services should seek the utilization of sufficient fund and resource, meet target set in timely and accountable manner.
 - (ii) Effective, is procurement of goods and services should meet the set requirement and able to give the best value possible according to the target set.
 - (iii) Fair or not discriminative, is to provide equal treatment for all prospective vendors and has no tendency to give advantage to certain party, in any way and for whatsoever reason.
- (b) Approval of procurement process which including "Purchase Request" or issuance of "Purchase Order" regulated through approved DOA by Top Management.

2.14.5 Procurement Implementation

Procurement Implementation done through Sourcing process & PO classified as follow:

Type of Procurement	Direct Purchase	Competitive Bidding		Tender
	1 Quotation	2 Quotations	3 Quotations	
Type of Transaction	Purchase ≤ IDR 5,000,000	> IDR 5,000,000 - ≤ IDR 100,000,000	> IDR 100,000,000 - ≤ IDR 250,000,000	> IDR 250,000,000 Winner: lowest price (total cost of procurement at location for same specification, including Term of Payment considered), and/or highest score (based on technical issue)
	Repeat order	Purchase to preferred vendor ≤ IDR 250,000,000		
	Purchase to sole distributor at any amount			
	Regular transaction			
	Goods/services that can be provided by only 1 vendor at the necessary timeline			

Type of Procurement Pos		
Category	Type of Document	Processed through
Purchase Order (PO)	Recurring-Fixed Amount	Direct Purchase Competitive Bidding Tender
	(PO Blanket/Blanket PO)	
	Recurring-Variable Amount Category (Blanket PO with MOQ)	

	Irregular- Planned Category (PO Regular)	
PO Internal	POI	POI

2.14.6 Receiving Of Goods and Services (PO Receipt)

- The user is responsible for receiving the goods and/or services ordered.
- In submitting an invoice, the vendor must comply and submit documents required to proceed receipt to the user following the determined schedule for document submission.
- As soon as the user has agreed and received goods and/ or services, the User shall proceed with PO receipt (PORE) in the system soon after goods and/ or services are received.
- In order to conduct partial PO receipt (PORE), the user should match the percentage of completion in the system vs delivery notes or acceptance letters (BAST).

2.15 ASSET MANAGEMENT AND MAINTANANCE POLICY

2.15.1 Purpose

This Asset Management and Maintenance Policy was created as a standard to determine how to manage or treat fixed assets in Sampoerna University and it is aligned with to Policy on Acquisition and Depreciation of Fixed Assets. The authority for disposing of surplus property is vested in the President of Sampoerna University who has delegated this authority to the Vice-Rector of Administrative, Resources, and Operation (VRARO). No property may be disposed of without the written authorization of the VRARO.

2.15.2. Definition

1. Asset Inventory

Means Asset recording (data collection) based on classification, description, type, purchase date, location, and user status.

2. Asset maintenance periodically

Means activity to ensure that every asset purchased by the department within the University can continue to function optimally as desired by the departments.

3. Monitoring and Controlling (Asset Reconciliation)

Means the monitoring and controlling of asset usage and mutation of assets should be conducted properly, to avoid and minimize misuse, violation, and unplanned asset relocation, either during the implementation or services, which will be cause damage or asset loss.

4. Handover of assets

Means handover of assets from Asset Administrator to User.

5. Asset Usage

Means asset that is allowed to be lent to all employees, in order to support operational activities and official.

6. Asset Usage in Sampoerna University

Means the university asset allowed to be used by unit, with the right procedures and rules, and the condition of asset will be monitored by Asset Administrator.

7. Asset damage

Means the condition of the asset is no longer able to function normally caused by one thing or another so these assets should be repaired.

8. Asset Lost

Means condition of asset lost that can occur due to the negligence of the user and Asset Administrator or events beyond the control of user and asset administrator.

9. Asset Disposal

Means conditions where assets should be disposed caused not compatible with function, technology, and benefit.

10. Asset Write Off

Means a write off amount of an asset value. A write off occurs upon the realization that an asset no longer can be converted into cash, can provide no further use to a business, or has no market value.

2.15.3 Policy

This policy will discuss the classification of asset management, which consists of:

2.15.3.1 Asset Inventory (Data Collection)

Asset Inventory (Data Collection) is an activity consists of two aspects as follows:

- Physical Inventory (data collection) consist of recording assets activity based on classification, description, type of asset, purchase date and location.
- Inventory based on Ownership is recording asset based on user status.

2.15.3.2 Asset Maintenance periodically

- Asset maintenance periodically is needed to ensure that every asset purchased by the Organization could function optimally as desired by the Organization. Every asset has a different maintenance procedure based on type and usage. To ensure long-term useful lifetime, the maintenance procedure and schedule must be planned properly from the beginning.
- Asset Maintenance is the responsibility of the user and asset administrator. User is obliged to maintain and preserve the assets which transferred by the Organization to support their working process properly.
- Assets Maintenance periodically will be conducted by an asset administrator in accordance with the existing technical criteria. Asset maintenance costs could be

the responsibility of each user or asset administrator (according to the location of the asset)

- (d) Asset maintenance processes periodically conducted by asset administrator based on responsibilities in each area and predetermined schedule.

2.15.3.3 Monitoring and Controlling (Asset Reconciliation)

Asset usage and mutation should be monitored and controlled properly, to avoid and minimize misuse, violation, and unplanned asset relocation, either during asset usage or transferred, which will be affected to asset damage or loss.

2.15.3.4 Purchase and handover of assets from assets administrator to Users

Asset purchases through the procurement process and use each department budget will be handed over process from GA Department to related department following conditions:

- (a) Purchases related to IT Department will be handed over to the IT Department to do the process of codification and recording before the IT Department perform the handover process to the asset.
- (b) The handover process will be carried out directly by GA Department to the asset usage after codification and recording process for the procurement of assets that are not related to IT

2.15.3.5 Asset Usage

(a) Pool Asset

Assets managed by pool asset is an asset that is allowed to be lent to all employees, in order to support operational activities and official. Since the function and purpose of these assets are for shared, it is necessary to manage thoroughly.

(b) Asset Usage and/ or handover in Organization

Organization Asset allowed to be lent with the right procedures and rules and the condition of asset will be monitored by asset administrator.

(c) Asset Damage

Asset damage may occur due to several possible cause:

- Lifetime (Productive age of goods)
- Impact of the high frequency usage, resulting to performance decrease.
- User Fault
- Mishandling or mismanagement

Several alternatives to follow up of Asset Damage:

- Repair/ Service which no needed spare part replacement.
- Repair/ Service which needs spare parts replacement.
- If repair is impossible, replacement must be performed, and data of assets should be written off.

Financing of asset repair:

- Damaged assets should be documented in Berita Acara (Chronology) to determine who will bear the repair cost.
- Chronology should be made by the informant
- if damage is due to user negligence, or inappropriate operations, so the reparation costs should be borne by the latest user. Latest user required to coordinate with the Department Head to determine whether charges will be borne by individual or Department related.
- if damage or deterioration occurs because of the lifetime, the reparation costs will be borne by the Department of asset administrator.

(d) Asset Lost

Loss of asset may occur due to the following causes:

- User or asset administrator negligence in process of storing, monitoring and asset handover.
- Occurrence beyond the user and asset manager's control (force majeure which means "greater forces") is a circumstance beyond human control and cannot be avoided. Activity therefore cannot be implemented improperly. Include in force majeure category are war, riots, revolution, natural disasters, strikes, fires, and other disasters that must be declared by the official / authorized agency.

(e) Follow up for asset lost

- Latest user who responsible for the asset, should provide a minute of lost, consist of chronology.
- if multiple parties involved, it is necessary to proceed with investigation, which at the stage, each party will describe the sequence based on activities, experiences and facilitated by the asset administrator.
- Management will impose sanctions to the party or parties, who is involved in the asset losing based on company regulation.

Financing of Asset Replacement

- Asset replacement will be financed by the party or parties causing such lost asset in the amount determined by the management decision.
- Financing of replacement of asset is the responsibility of organization if such lost asset is attributable to the occurrence of Force Majeure
- Source financing shall be the responsibility of the Department or individual will be determined based on investigation result or hearing process and management decision.

(f) Asset Disposal

Disposal of assets is permitted for the following reasons:

- Assets are not functioning properly

- Asset technology is being left behind, so required regeneration to support users' professional performance.
- Maintenance costs are not comparable with the resulting benefits.
- Management decision on reduction in size of office area or other consideration that might impact on a reduction in assets quantity.

Organization can implement several procedures for the Disposal Assets:

- Obtain written approval from Asset administrator Department Head and VRARO on assets disposal list.
- Obtain information of book value and selling price from FA Department.
- Selling mechanism will be proposed by the asset manager to obtain approval from Asset administrator Department Head and VRARO.

2.15.3.6 Asset Write Off

Asset which not functioning properly, broken, lost or Management decision which might impacted in asset reduction, must be coordinated with FA Department for write off. Working Process as follows:

- To provide asset disposal proposal, attached with related supporting documents.
- Obtain Approval from Asset administrator Department Head and CFO and proceed to Accounting for write off process.
- Asset administration should be revise/ update data of asset related to asset disposed.

2.16 PAYMENT POLICY

2.16.1 Scope

The scope of this policy cover payment processes which are managed and implemented at Sampoerna University, as follows:

- Payment for Procurement using Purchase Order (PO)
- Cash Advance and Settlement of Cash Advance
- Reimbursement for cash spent by Employee
- Payment using Corporate Credit Card.
- Payment using petty cash.

2.16.2 Definition

- Payment for Purchase Order: Payment to Vendor for Procurement of goods and/or services using a purchase order (PO).
- Payment for Internal PO: Payment for PO issued by Procurement without having Vendor's confirmation.
- Cash Advance: is a fund provided to employees for unusual purposes. Based on utilization, a cash advance can be categorized as:
 - Business Travel Allowance is a fund given to employees for business travel allowance purposes.

- Operational Cash Advance: is a fund to be paid to employees in fulfilling the company's operational cost.
- Settlement of Cash Advance: this is a report regarding cash advance usage given to the Employee.
- Reimbursement: is repayment of Employee's money which Employee has spent to pay goods or services related to work.
- Debit Note Is a debt notice document to Parent, Student, or Donor issued by Finance & Accounting Department or Bursary.
- Credit Note Is a notice document of debt reduction to Parent or Student issued by Finance & Accounting Department or Bursary.

2.16.3 Principles in Payment Process

The implementation of the payment process must constantly support the creation of a smooth, secure, efficient, and reliable payment system by accentuating the fulfilment of sound prudential principles and risk management, as well as by always considering the needs of the University and the fulfilment of Users' and Donors' needs. Any payment transaction shall be approved under the applicable DOA.

- Payment for invoice of Procurement** that uses PO is conducted based on the result of conformity verification to procurement transactions document, as follows:
 - Official Purchase Order Document issued by Procurement, which is PO.
 - Delivery Note for Goods or "Bernita Acara Serah Terima/Services Completion Report (BAST)" for services which has been agreed by requestor and PORE.
 - Original Invoice issued by Vendor.
 - Tax invoice issued by Vendor: Tax invoice of Taxable Entrepreneur for VAT (Value Added Tax) Purpose.
 - Copy of legal agreement for procurement transaction, which requires legal agreement.
 - DGT Form and Certificate of Domicile (COD) for Overseas Tax Payer (If Any)
 - Payment can proceed if all documents above are received by Finance Department and delivery note or BAST, and PORE is matched to the invoice.

The finance and Accounting Department reserves the right to reject or return incomplete and/or inaccurate invoice documents to Vendor. The Finance & Accounting Department will conduct verification against documents completeness and PO Receipt (PORE) in the financial system. The Finance & Accounting Department is entitled to reject and/ or return the incomplete invoicing document to the User or GA/ Procurement based on the PORE creator.

(b) Direct Payment Without PO to Non – Vendor

A transaction using direct payment without PO to non - Vendor is implemented to the type of transaction as follows:

- Payment to the student, such as a grant to the student. This payment will proceed under an agreement with the students, and if any deviation will be requested for approval from the Head of Finance.

- Payment to parents, such as discount or school fee refund. These payments will proceed after the credit note is released from Bursary.
- Payment for the facilitator

Direct payment without PO to non - Vendor are will using reimbursement module in the financial system. User should submit complete invoicing documents to Finance & Accounting Department, which consist of original and proposal/ request document for direct payment.

2.16.4 Operational Cash Advance Payment

The use of Operational cash Advance is allowed in the situation as follows:

- An operational cash advance is needed to procure goods and or services in certain situations. Procurement with PO is considered ineffective, caused by constraints such as; working location that causes limited access to Procurement, delivery, and other constraints.
- An operational cash advance is needed for payment related to equipment procurement and/or operating expenses for research activities funded by Donor.
- Operational cash advance only paid or given to Employee.

2.16.5 Business Travel Cash Advance Payment

The request for a business travel allowance should be submitted through the TAF module, which the HR Department has managed. Procedure request of business travel allowance refers to Travel Policies.

2.16.6 Settlement of Cash Advance

An employee who receives an operational cash advance and business travel cash advance is mandatory to settle the received cash advance within certain maximum calendar days after receiving the fund. If an Employee fails to settle cash advance within certain maximum calendar days since the fund received, the system will automatically block Employee's access to propose new cash advance request. Access to propose cash advance will be granted if respective Employee has settled the last cash advance.

2.16.7 Sanction

The sanction will be applied to Employees who fail to settle operational cash advance or business travel within the agreed timeline, as follows:

- The finance & Accounting Department will inform the HR Department and the related Head of department or business unit to take necessary action.
- The Employee responsible for the cash advance must be the Employee who receives the cash advance. Violation of this stipulation will impact to sanction according to the applicable company regulation.

2.16.8 Reimbursement

- The Employee can purchase goods with a reimbursement if payment is urgent, and there is no possibility to wait for the payment from the Finance department.
- Request for Reimbursement.

- Before purchasing with personal money, the Employee must obtain written approval from an authorized officer within the respective Department or Business Unit according to the applicable DOA.
- Request for reimbursement is addressed to Finance & Accounting Department.
- The Employee is mandatory to attach evidence of authorized officer approval and purchase receipt when requesting reimbursement.
- The requestor's name is the employee's name who conducts the purchasing.
- The finance & Accounting Department can reject the request for reimbursement if the request for reimbursement does not attach approval of the authorized officer according to the applicable DOA before the purchase.

2.17 ETHICS AND INTEGRITY POLICY

2.17.1 Academic Integrity

Students, faculty members, researchers, and/or anybody who is engaged in academic pursuits may not claim words and ideas of another as their own. They are required to give credit and correct attribution to the original source, where it is due. The key element of this principle of academic honesty is that authors do not present the work of another as if it were their own work. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit (American Psychology Association – Publication Manual: Ethics Code, 6th Ed., Washington, D.C., 2010).

2.17.2 Research Ethics

All members of the University community engaged in research are charged with upholding the following principles:

(a) Honesty

Upholding honesty in all academic communications. Researchers propose and report methods, data, results, conclusions and recommendations with accuracy, sincerity and honesty, and are prohibited from deceiving or misleading colleagues, granting agencies or the public.

(b) Integrity

Strive for consistency of thought and action; always keep promises and agreements.

(c) Respect for confidentiality and privacy

Safeguard confidential information and respect the privacy of the participants in the research conducted. Any communication related to grants or papers submitted for publication, patent records, and personal data are discussed only for scientific and professional reasons.

(d) Respect Intellectual Property Rights

Be cognizant of issues related to intellectual property rights, which include patents, trademarks, copyright, authorship, publication credit. Give proper acknowledgment or credit for all contributions to research.

(e) **Refrain from any form of academic dishonesty**, including but not limited to:

- Plagiarism.
- Fabrication, falsification or manipulation of data;
- Duplication of published data;
- Withholding or omitting data upon which research findings are reported.

(f) **Provide informed consent for research**, including:

- The purpose of the research, procedures, and timelines;
- Subjects' right to decline participation;
- Possible risks and likely benefits;
- Assurance of confidentiality, privacy, and policy toward sharing of data;
- Incentives of participation, if applicable.

2.17.3 Academic Integrity

In the event that the institution's principles of academic integrity are violated, a student is subject to an investigation and hearing, conducted by an ad hoc committee usually comprising the Head of the student's Study Program, the relevant Dean, and the Vice Rector. The implementation of any academic sanctions results from the adjudication of this ad hoc committee.

Disciplinary proceedings are initiated by any member of the academic staff who has direct or indirect knowledge of a violation. Academic sanctions may be imposed if the committee conclusively determines that a student has engaged in any of the following acts:

- Falsifying a signature related to the courses, study plan, transcript, certificate or other academic documents;
- Cheating on any test or examination or assisting others to cheat;
- Plagiarism on any graded assignment or exam; submitting another person's work as one's own in any form;
- Falsifying data on any research project, paper, or laboratory exercise;
- Attempting to influence an instructor to alter a grade or assignment through payment, gifts, or services.

Appropriate sanctions for any academic ethical violations are determined by the adjudicating officers or committee and authorized by the University Rector. Actions may include, but are not limited to:

- Academic Warning: Formal censure with a written warning of academic probation;
- Cancellation of a test, exam, or assignment, and giving a grade of "0" or "F" for this activity within a course grade calculation;
- Withdrawal of the student from the course without any tuition refund, requiring a future repeat of the necessary credits;
- Academic suspension for one or more terms;
- Expulsion from the University.

2.17.4 Attendance and Punctuality

Students are required to be punctual when they attend all academic and non-academic functions. Students are expected to attend all classes as scheduled and may be asked to attend classes and/or tutorial session outside of their regular schedules or curriculum.

The minimum requirement for attendance in class participation and practicum is 75 percent. Failure to meet this requirement in any course may lead to a grade reduction, a refusal to allow the students to take the final examinations or, in severe cases, expulsion from the University.

2.17.5 Inappropriate Behaviour

The University encourages students to practice consideration, kindness and responsibility in their dealings with other members of the community, and to actively discourage unbecoming conduct that includes threats, intimidation, drunkenness, lewdness, and participation in any disturbance of peace and illegal assembly. Inappropriate behaviours also includes involvement in an activity outside campus that causes negative consequences for university students and staff. Students are reminded that conduct incongruous to their roles as responsible adults in a university community carries penalties according to the seriousness of the misconduct. Any student proven to violate the rules or code of conduct as mentioned above will be subject to a sanction that may include but is not limited to suspension and/or expulsion.

2.17.6 Alcohol And Drug Policy

As members of an institution of higher learning, students on campus should always be in a state of mind that optimizes learning and intellectual pursuits. In view of this, no alcohol or illegal drugs should be sold or consumed on campus within its premises. The University may take necessary actions including but not limited to making a report to the local authorities to ensure that the Campus is free from illegal drugs.

2.17.7 Smoking Policy

We believe in providing an environment of clean air for everyone on campus and so have made our premises generally a "smokefree" zone. In consideration of our non-smoking colleagues and fellow students, the institution asks that all smokers respect this non-smoking policy, which is applicable throughout our campus.

2.17.8 Student's Attire

Students are encouraged to project a positive and appropriate image by wearing respectable attire when they are on campus. In official or formal activities inside and outside the campus, students are asked to wear their SU jackets (jacket almagater). For other University-supported activities outside the campus, such as the University experience program or internships, students are expected to wear professional attire:

- Non-denim fabric trouser/skirt. For female students, the skirt or shorts should not be above the knees;

- Collared blouse/shirt – not a t-shirt;
- Closed shoes and formal footwear;
- SU jacket (almamater jacket).

For non-formal activities (field or social activities), students are asked to wear certain types of shirts and/or an official jacket (tracksuits).

Dressing well shows respect for oneself and others, and creates a positive impression with anyone students might encounter. Improper attire such as indecently revealing shorts or dress, t-shirts, clothes with vulgar words or pictures, as well as slippers meant for domestic use may project a negative impression of students and reflects poorly on the institution. Students are advised to uphold this dress code on campus. For security reasons, students should not be wearing items of clothing meant to prevent identification, such as covering of the face with a cloth or mask, other than to protect themselves and others from health risks.

2.17.9 Solicitation Policy

The campus is a place for learning and should not be exploited for any commercial purposes or political cause. As such, solicitation of students by anyone (including our own students) without the approval of the appropriate University authority responsible for the administration of the campus area in which the proposed solicitation will take place is prohibited.

Solicitation is defined as any approach of one person to another for sale of goods and services, for recruitment of students for an external organization or cause, or for the purpose of distributing publicity materials on sales and services, or on any political or social cause that is not directly related to approved academic or student activities.

2.17.10 Use of Cell phones

Common courtesy and mutual respect for one another in our community require students to switch all cell phones to silent mode during lectures, tutorials, meetings and briefings, and in areas such as the laboratories, libraries, computer clusters, classes, and examination centre's unless it is permitted by the lecturers for certain purposes.

2.17.11 Use of Computer Resources

There will be a User Agreement that all students must sign when applying for computer accounts at the University. IT facilities are made available to aid in learning and facilitate knowledge dissemination.

Students should observe good computer etiquette and be aware of usage regulations in order to comply with rules of best practice and law. Abuses may be subject to University sanctions and/or external legal penalties include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others; interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services; or copyright infringement (e.g. illegal file-sharing of copyrighted materials); use of computer and electronic communications facilities, systems, or services that violates other University's policies or campus regulations.

2.17.12 Supervision of the Code of Ethics

- The Task Force on Ethics and Discipline is a standing body of the University Executive, charged with developing the Code of Ethics and adjudicating infractions.
- The members include the University Vice Rectors, Faculty Deans, and when warranted, the Legal or Human Resources departments.
- The Task Force is chaired by a rotating University Executive member, and reports to the Senate.
- The Task Force is responsible for establishing, reviewing, and updating the Code of Ethics for lecturers, staff, and students.
- The Task Force is responsible for deciding whether to accept, investigate, and adjudicate issues related to ethics violations.

Reporting and Investigation of Code of Ethics Violations

- Anyone who knows that a violation of the Code of Ethics has occurred has the obligation to report the occurrence to the Task Force on Ethics and Discipline.
- A report on any infraction must be submitted in writing to the chair of the Task Force on Ethics and Discipline.
- An ethics violation report must be substantiated by evidence, either written or through the testimony of witnesses.
- All investigations are carried out in a non-discriminatory manner.
- The chair of the Task Force on Ethics and Discipline will coordinate with the members in conducting a preliminary review of the ethics violation report.
- If the decision based on the preliminary review indicates that more information is needed, the Task Force on Ethics and Discipline will conduct further investigation.
- Investigations will be conducted by using a formal

Adjudication process led by the Chair of the Task Force by interviewing all relevant parties, such as the person who reported the violation, witnesses, the defendant(s), and other individuals as needed.

- The Task Force on Ethics and Discipline has the right to present an expert witness whose expertise is relevant to the issue.
- The Task Force will make a decision or make a recommendation based on the investigation in the adjudication process.
- Any University student or staff member who is found guilty of violating the Code of Ethics has the right to appeal the initial decision.
- The appeal can be proposed only once by sending a written appeal petition to the Chair of the University Task Force on Ethics and Discipline, supported by evidence.

Types of Code of Ethics Violations

- A Minor Violation is a violation that affects an individual in the University community.
- A Medium Violation is a violation that affects the University's services or operations.
- A Major Violation is a violation that affects the University's reputation and violates Indonesian law. Sanctions for Ethics Violations
- The punishment for a minor violation may be in the form of oral reprimand, a warning letter, or in the form of academic sanction such as a grade reduction or failure.

- (e) A moderate violation punishment may be in the form of a semester suspension from any related academic activities.
- (f) Sanctions for a major violation may be dismissal of a student.

2.18 RECORD RETENTION AND DISPOSITION POLICY

2.18.1 Purpose of Policy

This Policy is about the Sampoerna University's Records Retention and disposal as described in the section below.

The University Record should be retained for specific periods and consider legal and other institutional requirements. The retention period specified in Section 5 (Record Retention and Disposal Schedule) is the lowest requirement set by Sampoerna University. Records must be properly disposed of at the end of the retention period. Requests to make an exception to this Policy should be addressed to the related executives. This policy determines the methods for managing the University's record retention and disposal and is aimed to ensure:

- Meets the applicable authorized requirements.
- Appropriately directs the usage of physical and electronic storage space.
- Maintains the University history; and
- Disposes of the Records that have been outdated.

At Sampoerna University, there is no single person and unit that is directly in charge for the whole university records. Hence, each department or unit that manages university's records is in charge for:

- Applying records management processes that refers to this Policy.
- Training staff into the process of records management.
- Recording preservation as needed in this Policy.
- Disposing the inactive-inactive Records-records appropriately at the end of the applicable retention period.
- Providing protective records contrary to misuse, damage, misplacement, theft or destruction; and
- Checking compliance.

The University is-owns the University Records and not employees, faculty members, or officers who make or to whom they are delegated.

2.18.2 University Records Type

- (a) Record: Every record produced or collected during University business, including, but not limited to, electronic file, video/audio recordings, paper, drawings, plans, email, still photographs, etc.
- (b) Active Record: Every Record-record that is presently inactive used by a unit or function of the University.
- (c) Electronic Record: A Record-record that exists in an electronic format, such as a word processing document, scanned or imaged document, database, and any other forms of the

file kept on a computer, server, mainframe/cloud storage facility, or with a third party working as the University's vendor. Retention periods of electronic Records-records are like other tangible Records (printed).

- (d) Inactive Record: Records that is-are no longer an Active-active Record-record but should still be preserved under the Schedule-schedule of Retention-retention of the records described below.
- (e) Personal Information: A Record-record with Personal-personal information-information that contains an individual's name; financial or credit account information; the government-issued number of identification; or number or code which might use alone / in combination with another part of the information to undertake the identity of another person, get personally sensitive information, or access financial resources. This record is highly restricted and must always be secured.

2.18.3 Retention of Records

- (a) The Records Retention Schedule describes the various categories of records and the period they should be retained as no document listing covers all conditions. Inquiries about the retention period for a particular document or class of documents that is not mentioned in the Retention and Disposal Schedule should be delivered to the related executives.
- (b) Even if the retention date of the records has expired, documents concerning ongoing or undecided audits or lawsuits must not be destroyed, damaged, or changed until the matter is resolved.

2.18.4 Disposal of Records

- (a) The Record must be destroyed if the period of record retention has expired and has no historical value or importance.
- (b) Most of the University's records do not contain any personally identifiable information. Records that do not include personal data can be disposed of in any way that is appropriate, as well as recycling printed records. In other hands, electronic records such as emails should be disposed of in collaboration with the IT department. Electronic media formats can be overwritten or physically destroyed, but they must not be placed in the trash.
- (c) Records containing personal information need specific consideration when storing or disposing of them. This process could include (a) shredding, (b) destroying the personal identifying information included in the Record, (c) altering the Record to render the personal identifying information illegible, or (d) taking sufficient steps following industry standards.

2.18.5 Record Retention Schedule

For further information about the Records Retention Schedule, please click [Schedule](#)

2.19 CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT POLICY

Sampoerna University is a community of scholars, learners, and leaders dedicated to advancing its students' and employees' intellectual and ethical capacities by discovering, creating, and sharing knowledge. Members of Sampoerna University community are expected to be honest and supportive of its mission in their relationships with each other, the University, and outside organizations. The policies, principles, and responsibilities for recognizing, eliminating, limiting, and managing actual,

potential, or apparent conflicts of interest or commitment among members of the SU community are outlined here.

2.19.1 To Whom the Policy Applies

This policy applies to all members of the Sampoerna University community, and they must report any potential, actual, or perceived conflicts to the appropriate University representative. When a conflict of interest exists or may occur, some members of the SU community may be asked to step down from debate, voting, or other decision-making processes.

All decisions and actions done by members of the Sampoerna University community in the conduct of university business, research, or other activities should serve the University's best interests. Members of the SU community are responsible for appropriately resolving both the substance and appearance of a conflict of interest or commitment.

A conflict of interest is a set of circumstances that creates a risk that professional judgment or actions regarding a university interest will be unduly influenced by a secondary or personal interest. Members of the Sampoerna University community are obligated to avoid or disclose actual ethical, legal, financial, or other conflicts of interest involving the University, and recuse themselves when decision-making related to university responsibilities could be influenced by a conflict of interest.

A conflict of commitment occurs when outside activities interfere with an individual's ability to meet University responsibilities. Members of the SU community are expected to commit their time and intellectual energy toward supporting the mission of the University, consistent with their employment or appointment.

The full disclosure of interests and activities that may give rise to actual, potential, or perceived conflicts is necessary to determine if it is permitted, and if so, the necessary actions to ensure it do not result in actions or conditions which conflict with the University's mission, strategy or operations.

2.19.2 Personal Relationships in the Workplace

Members of the SU community are not permitted to participate in decision-making or evaluations, nor may they authorize the use of university funds for activities that directly benefit family members (e.g., initial employment, salary, work assignments, performance evaluations, University-sponsored travel, teaching assignments).

2.19.3 Business Decisions

Members of the SU community may not make or influence business that benefits them, a family member, or an associate, including negotiating purchase agreements or other types of contracts. Members of the SU community who stand to benefit from a contract must inform their supervisor about it.

2.19.4 Use of the University Name or Likeness

The University name, likeness, or logo may only be used in the context of university responsibilities by members of the SU community. The name and logo of the university are registered trademarks of the university.

2.19.4.1 Personal Gifts

In most circumstances outlined below, members of the SU community are prohibited from accepting personal gifts and favours from a donor; current, prospective, or former student or parent; or others with whom there is a potential or existing business or professional relationship, to avoid a conflict of interest or the appearance of a conflict of interest.

(a) Prohibited Personal Gifts

Gifts valued more than IDR 1 Mio must be returned immediately.

(b) Acceptable Personal Gifts

Gifts valued up to and including IDR 1 million, but if accepted, the individual should report the gift to their supervisor when received, and the gift must be reported on the Conflict of Interest and Commitment Disclosure form.

- Gifts of promotional items of nominal value and that are routinely distributed by vendors to clients (e.g. pens, notebooks, tote bags, etc.).
- Modest gift baskets or nominal food items that are shared widely by colleagues.
- Courtesy copies of professional materials and publications.
- Courtesy payment for a modest business meal in accordance with university policies.

(c) Service on University Committees

A member of the Sampoerna University community functioning on a university committee must either recuse themselves or disclose to the committee chair any interest or relationship that could result in a possible or actual conflict of interest, so the conflict is appropriately addressed.

(d) Responsibilities

Any member of the SU community who is unsure about what constitutes a conflict should consult their supervisor or other authorized authority and report any actual, possible, or perceived conflicts as required by this policy.

(e) Reporting

All members of the SU community must report possible, actual, or perceived conflicts to their supervisor as soon as they emerge, and the supervisor must ensure that the conflicts are documented and addressed by the applicable reporting and review process. Certain members of the SU community (such as the Rectorate, Deans, etc.) are expected to submit annual disclosure forms and to update them as conflicts or potential conflicts arise.

(f) Review

Human Resources oversees and is responsible for:

- It conducts conflict of interest and commitment reviews to comply with any policies and standards that apply.
- It is assuring that management plans are in place and documented for any reported conditions or situations that appear to generate conflicts of interest or commitment.
- As circumstances dictate, providing appropriate oversight of discovered conflicts of interest or commitments, as well as associated management plans, with other University officials and offices to ensure that each possible or actual conflict is examined, addressed, or managed.

(g) Consequences for Violating this Policy

Failure to comply with this and associated rules may result in disciplinary action, including suspension without pay or termination of employment or relationship with the University, in line with applicable disciplinary procedures (e.g., lecturers, staff, students).

2.20. STUDENTS' ACTIVITY FUND SPONSORSIP

2.20.1 Purpose

Sampoerna University (SU), through Student Affairs (SAA), considered the importance of supporting students' activities that aim to personal development, particularly related to interest and talent and professional preparation. The goals of the activity fund sponsorship are:

- To encourage SU students to enrich achievement and experience outside campus through competitions and national/ international conferences.
- To increase the value of students' soft skills and the University's reputation.

2.20.2 Scope

This policy is applied to all Sampoerna University students who propose the Activity Fund Sponsorship.

2.20.3 Definition

(a) Proposal

The proposal is a document proposed by students to Student Affairs completed with supporting documentation as required by Student Affairs to request the Activity sponsorship.

(b) Activity Fund Sponsorship

Activity sponsorship funds are given to students to commence activities aiming at personal development, particularly related to interest and talent and professional preparation.

(c) The Study Program

The Study Program is a unit of education and learning activities with a particular curriculum and learning methods in one type of academic education, professional education, and/or vocational education.

(d) Profession

The profession is particular job students aim for after graduation.

(e) Reimbursement system

A *reimbursement system* is a payment system in which students propose claims for expenses spent or paid.

(f) Force Majeure

Force Majeure refers to an exceptionally giant power condition that is beyond human control and inevitable so that an activity cannot be carried on or cannot be executed properly.

2.20.4 Policy

This policy is intended to help alleviate costs that be spent by Sampoerna University students in attending self-development activities, mainly to alleviate Activity Costs which related to interest and talent as well as career preparation, for instance, competitions, conferences, etc., in which students become speakers, competition participants or content contributors. This policy is also applied for Youth Leadership Conference initiated by the University.

2.20.4.1 Rules and Regulation

2.20.4.1.1 Criteria

To obtain activity fund sponsorship, each criterion stated below should be fulfilled:

- The activity must be relevant to Study Program and/or correspond to the student's future career development.
- The activity must increase the value students and Faculty, such as the paper should be indexed by a reputable and well-known international organization; the name of the paper advisor should be included in the paper.
- The activity must be included in the category of competition, conference, or similar activities in which the organizer accepts participating students through the selection process for being a speaker, facilitator, paper presenter, competition participant, adjudicator, or judge.
- Referred activity that Sampoerna University initiates in the form of an assignment to represent University, especially that aligns with Tri Dharma Perguruan Tinggi.
- The scope of activities is national or international levels.
- The student's status must be active, not on academic leave, and has not joined judicium when the activity is held.
- The sponsorship opportunity can only be given once for each student within the same academic year.
- Activity Sponsorship is not applicable for the following: students exchange activity, poster presentation, community service, competition of talent, and interest.

All above criteria should be fulfilled unless there is an exception approval concerning the University's needs and approval from Vice-Rector of Academic and Student Affairs.

2.20.4.1.2 Proposal Procedure

- To propose Activity Fund Sponsorship, students shall fulfil administrative requirements as follows:
 - the complete proposal includes background, objectives, and benefit of activity toward student's interest and talent or career preparation.
 - Detail activity
 - Estimated activity budget
 - Information regarding financial supports from other external or fundraising.
 - Letter of Acceptance/ Invitation letter/ Winner Announcement from the Event Organizer
 - Student's resume
 - Copy of ID Card and the first page of Bank Account
- The proposal shall be signed by Paper Advisor (for paper conference activity) and approved by a respected Dean, Head of Student Affairs, Dean of Student Success, Vice-Rector of Administration, Human Resource and Operations, and Vice-Rector for Academic and Student Affairs.
- Proposal submission is a maximum of one month before the activity is implemented.
- Supporting funds will be provided in partial with a maximum of 75% from all expenses and based on the available budget managed by Student Affairs.
- Activity report should be submitted to student affairs maximum of 14 (fourteen) days after the activities.

2.20.4.1.3 Funds Disbursement Procedures

- (a) Student Affairs will proceed with the reimbursement in accordance with valid DOA (Delegation of Authorization).
- (b) Approved Activity Fund Sponsorship will be paid with a reimbursement system within a maximum of 30 calendar days after documents have been completely received. Exception for funding in cash advance to the student prior to the activity or order through University's vendor can proceed in case of student's fund limitation. This condition requires a Dean's request document to assure no activity cancellation on student's participation.

2.20.4.1.4 Cancellation

- (a) Approved and funded Activity cannot be cancelled
- (b) In case of activity cancellation, the student must submit an accountability document and refund all funds issued to the University shortly.
- (c) A student who cancels the activity will not be granted the Fund Sponsorship for the next academic year.

NEW BUSINESS

Policy Manual Volume I: Governance



UNIVERSITY GOVERNANCE AND ADMINISTRATION ~~POLICY~~

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POLICY MANUAL: VOLUME I

Policy Number:	1.1.100	Date Approved:	April 14, 2024 March 24, 2022
Approving Authority:	University Council University Council	Effective Date:	April 14, 2024 April 1, 2022
Responsible Executive:	President	Next Review:	April 13, 2024 April 1, 2025

Revision History

Revision Number:	Description of changes made*:	Date:
Initial version	-	March 24, 2022 April 14, 2021

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

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. University administration Professional administrative staff 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.

Part I. Governance and Committee Structure of Sampoerna University

Commented [S1]: Administration and support staff refer to different things?

Commented [DMES2R1]: My reference to administration implies leadership/structural positions. I see it as different than staff.

Commented [S3]: Who are they?

Commented [DMES4R3]: Now I see you point.

Commented [S5]: Idem



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 Professional administrative staff participates~~ 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.
- ~~d)e) Ensure that all constituencies of the campus community have an equal opportunity to participate in the decision-making process.~~

~~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)

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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~~president~~. 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~~Faculty~~ 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, ~~professional~~-staff, faculty, and administrators) are represented on governance committees.
- ~~g) Any governance task force, through minutes that are forwarded to its respective standing committee, can make recommendations to the Office of the President.~~
- ~~h)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)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 ~~P~~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 ~~P~~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 ~~P~~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.

Commented [S6]: Should it be the committee that make recommendation? As it is mentioned in 1.6.1.2.10

Commented [DMES7R6]: I think this needs to align with our Senate Bylaws. This would go to University Executive after going to the Standing Committee



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.

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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. one of the designated officers or the University Council approves them.



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 Faculty 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."~~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 Head of Faculty Senate (or designee)
- vi. Head of Staff Council (or designee)
- ~~vii.~~

Commented [S8]: Already represented by faculty membership and also deans as ex. officio

Commented [DMES9R8]: agreed

Commented [S10]: We do not have this yet, we have to set up, including their by-laws.

Commented [DMES11R10]: Yes...we will need to find a way to involve staff

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

Commented [S12]: For academic unit position

Commented [DMES13R12]: Yes....we can clarify



viii. Academic calendar

c) Required Membership

- i. Vice Rector of Academic Affairs
- ~~ii. Deans of Faculty~~ Academic Vice Rectors
- ~~ii.~~
- 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 CRC SRCS
- ix. Faculty

Commented [S14]: ?

Commented [DMES15R14]: Yes...need to clarify

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 Senate



- 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~~ Faculty Senate
- 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

Commented [S16]: This should be defined clearly in the by-laws to come to the same understanding. We have Faculty Senate here as a representative body of the SU faculty. Is it different with Senate Faculty that exists now at every Faculty (FoE, FoB, FET), we have also faculty council mentioned in the current senate by laws.

Commented [DMES17R16]: Good point. We should use University Senate. And differentiate it from the Faculty Councils.



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.](#)

~~INSERT Faculty Senate Bylaws~~

Commented [GTN18]: What if only provide link or statement to see Senate Bylaws

Commented [DMES19R18]: Sure. No need to include the entire text here. Let's just refer to the link

Part V. Staff Council

~~Article 5.1. Staff Council Bylaws~~

~~5.1.1. Mission Statement~~

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.

Commented [DMES20]: What if we have a link to the Staff Council Bylaws too? Seems odd to have them in this document. Maybe just keep the Mission Statement and then link to the Bylaws.

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~~5.1.2 Roles and Responsibilities~~

~~Staff Council maintains the following roles and responsibilities:~~

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~~a) To participate with other recognized governance groups and administration in the development of the University;~~

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~~b) To promote and sustain a positive professional environment for all University staff employees;~~

~~c) To promote programs and services that support professional development activities for University staff employees;~~

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~~d) To encourage informed communication among University staff and with the broader University community, including other recognized governance groups;~~

~~e) To solicit nominees and make recommendations for University search and screen committees as requested; and~~

~~f) To perform duties and functions that promote and encourage excellence in teaching, leadership and service to Sampoerna University.~~

~~5.1.3 Membership and Elections~~

~~Eligibility and Terms—All permanent members of University staff are eligible to seek election to Staff Council. The Staff Council shall consist of 57 members, each serving a two year term with a maximum of two consecutive terms. Members are elected by a vote of all participating and interested members of~~

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the University staff at SU. If an individual is appointed to fill a vacant position for more than a year, that period will be considered a full term of service.

Nominations—Any permanent member of the University staff may be nominated by their colleagues or may self-nominate to serve on Staff Council. If nominated by another, the current Chair of the Staff Council will verify their willingness to participate. In the absence of nominees, the Staff Council may appoint someone to fill the vacancy.

Elections Process—All University staff will receive notification by email regarding upcoming elections. All Council voting will occur online. All University staff are eligible to vote, with elections taking place in April each year. Terms for membership will be based on the fiscal year, starting July 1 through June 30 of the following year.

5.1.4 Ex Officio Non-Voting Member

The Past Chair serves as an ex officio member of the Council, and does not have to be a member of the Council. The Past Chair provides continuity to the work of the Staff Council through consultation.

5.1.5 Role of the Chair

The Chair will be elected by the members of the University Council. The responsibilities of the Chair include:

- a) Determining the calendar of meetings with at least 6 meetings per year
- b) Presiding over meetings
- c) Coordinating activities of the Council
- d) Leading Council efforts to nominate staff participation in University governance

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Part VI. Student Government

Article 6.1. Student Government Bylaws

6.1.1. Name

Commented [GTN21]:
As we know we don't have this document, I initiate draft it. We need to get input from Ibu Farrah, students input, and Ibu Lauren. Please advise Pak

Commented [DMES22R21]: Let's do the same here. Link to Bylaws....keep the Name and Mission Statement in this document.



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.

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6.1.2. Mission Statement

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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.

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6.1.3 Please see BPM SU Roles and Responsibilities

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The BPM maintains the following roles and responsibilities:

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a) To Ensure that all students are involved and effectively represented.

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b) To maintain communication between the students, faculty, staff, and administration by providing the student body with a forum to deal with the affairs of students

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c) To serve as a mechanism for students to adequately express their thoughts, views, and goals to understand that they will be appropriately addressed.

d) To Provide input into the University's policies.

6.1.4 Membership and Elections

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Eligibility and Terms—Any student enrolled for academic credit in any course offered by Sampoerna University is automatically considered a student body member. All members of the student body as defined above shall be eligible to be elected or appointed to any membership position on the BPM. The membership of the BPM shall be as follows: Chairman and Vice-Chairman of BPM are selected through a general election; members of the BPM should represent each faculty and come from the first and second-year students; the chairman shall have the authority to nominate any members into any committee or any membership position.

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Elections Process—BPM general election is held every 1 (one) year. The Committee's regulations shall determine the day, date, and time of the BPM General Election. The rules for organizing the BPM Election are further regulated in the Committee's regulations developed by Student & Alumni Affairs. The Election process:

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a) Data collection on the final voter list.

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- ~~b) Registration of candidates for Election Contestants.~~
- ~~c) Determination of Election Contestants.~~
- ~~d) The campaign periods.~~
- ~~e) Voting and counting of votes.~~
- ~~f) Determination of election results.~~

Part VII. Governance Document Management

Article 7.1 Hierarchy of Governance Document

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

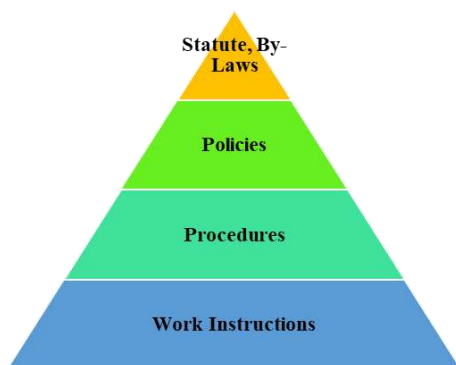


Figure 1: Hierarchy of Governance Document

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 Council after endorsement by the~~ University Executive.

7.1.2 Policies

Commented [DMES23]: I don't think we would need the University Council to approve Bylaws.....they are self-regulating documents.



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.

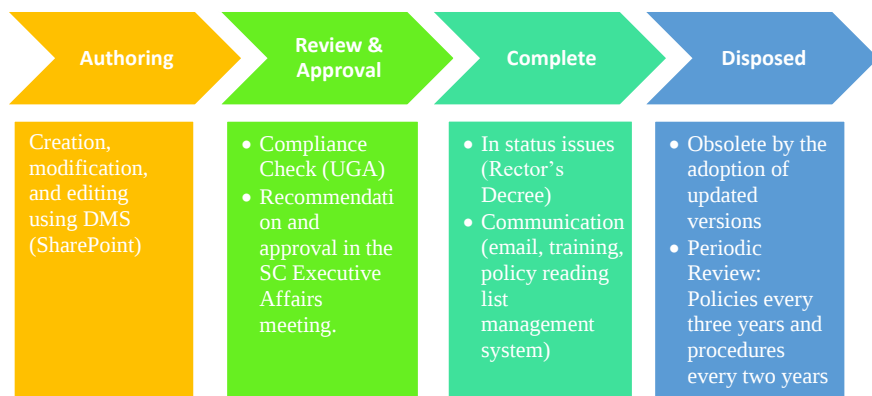
Compliance with procedures is mandatory, and non-compliance may be actionable through appropriate conduct policy documents. Procedures need approval by Vice-Rector for their respective area and acknowledged by University Governance Administration.

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.