

**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 **Thursday, 13 October 2022** (Jakarta Time) at SU and on MS Teams. The meeting has established the quorum as voting members attended it with the following details:

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

| Committee Members         |     |                |
|---------------------------|-----|----------------|
| Marshall Schott           | MS  | <i>Absent</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> |
| Wahyoe Soedarmono         | WS  | <i>Present</i> |
| Surya D. Liman            | SDL | <i>Present</i> |
| Erik 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 |
| Iwan Setiawan      | IS  | Head of CRCS             |
| Maryke Ayu Kinasih | MAK | Executive Assistant      |

## 2) Agenda

### UNIVERSITY EXECUTIVE MEETING AGENDA

13 October 2022

| No.  | Particulars                                                  | Action   | Presented by |
|------|--------------------------------------------------------------|----------|--------------|
| 1.   | <b>Opening by the Chair of the University Executive</b>      |          |              |
| 2.   | <b>Convene Regular Meeting</b>                               |          |              |
| 2.1. | Calling the Meeting to Order                                 | Noting   | Chair        |
| 3.   | Verification for Quorum                                      |          |              |
| 3.1. | The Chair (directly or through a delegate) verifies a quorum | Approval | Chair        |
| 4.   | <b>Consent Agenda</b>                                        |          |              |
| 4.1  | Minutes of Previous Meeting                                  | Noting   | Chair        |
| 5.   | <b>Special Announcement &amp; Reports</b>                    |          |              |
| 5.1. | <b>SC on Academic Affairs</b>                                |          |              |
|      | 5.1.1. Research Master Plan                                  | Approval | SP           |
|      | 5.1.2. Community Service (PKM) Strategic Plan                | Approval | SP           |
| 5.2. | <b>SC on Administrative Affairs</b>                          |          |              |
|      | 5.2.1. HR Faculty Policy                                     | Approval | EW           |
| 5.3. | <b>NECHE Update</b>                                          |          |              |
|      | 5.3.1. NECHE Visit                                           | Noting   | LC           |
|      | 5.3.2. NECHE 201 Training                                    | Noting   | LC           |
| 6    | <b>Items for Consideration</b>                               |          |              |
|      | 6.1 Update on Student's Recruitment                          | Noting   | LS           |
| 7.   | <b>New Business</b>                                          |          | Chair        |
| 8.   | <b>Suggested Future Agenda Items</b>                         |          | Chair        |
| 9.   | <b>Adjourning the Meeting</b>                                |          | Chair        |

### 3) Discussion

| Agenda                                    | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Action | Vote                                                                                                             | Vote Result                                                                                                                                                          |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Verification for Quorum                   | <ul style="list-style-type: none"> <li>The quorum is sufficient to start the meeting.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |                                                                                                                  |                                                                                                                                                                      |
| Consent Agenda                            | <ul style="list-style-type: none"> <li>Showing minutes from previous UE meeting on 29 September 2022.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |                                                                                                                  |                                                                                                                                                                      |
| <b>Special Announcement &amp; Reports</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |                                                                                                                  |                                                                                                                                                                      |
| Research Master Plan                      | <ul style="list-style-type: none"> <li><b>[SOE]:</b> Both Research Master Plan and Community Service Strategic Plan are required by BAN-PT for study program accreditation. Pak Iwan will explain briefly about the document.</li> <li><b>[IS]</b> Research Master Plan document was created in 2020 for period of 2020-2025, so it's still valid. However, there are input from the accreditation team, that our document is missing its road map. So, we added the Road Map that supposedly easy to follow and implement by the Faculty. So, content-wise, we didn't change the program or the narratives, we only add the road map.</li> <li><b>[IS]</b> The are 5 phases in the road map, they are:               <ol style="list-style-type: none"> <li>1. Identification of Flagship Research in the faculties</li> <li>2. Grouping of Flagship Research</li> <li>3. Evaluation of Flagship Research</li> <li>4. Quality &amp; Quantity Improvement of Flagship Research</li> <li>5. SU as a place to produce scientific product from our faculties that we can offer to the market.</li> </ol> </li> </ul> |        | Motion:<br>SOE<br>Seconded:<br>EW<br><br>Aye:<br>WSAY, SDL,<br>EK, LC, LS,<br>WS, DS, NK,<br>EM<br><br>Nay:<br>- | In Favor – Aye (All member)<br>Oppose – No (none)<br><br>The ayes have it, and the motion is carried. We will have <b>Research Master Plan</b> .<br><br><b>[MSC]</b> |
| Community Service (PKM) Strategic Plan    | <ul style="list-style-type: none"> <li><b>[IS]</b> SU Strategic Plan for Community Service has been expired so we are renewed the document. We also add the road map and add the strategic programs.</li> <li><b>[IS]</b> Some of the Strategic Programs for FOE are Professional development of teachers through the use of</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        | Motion:<br>SOE<br>Seconded:<br>SDL                                                                               | In Favor – Aye (All member)<br>Oppose – No (none)                                                                                                                    |

| Agenda            | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Action | Vote                                                                               | Vote Result                                                                                                                         |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
|                   | <p>technology in teaching, methodologies, and creating reflective teachers through research or classroom activities. The activities that FOE can implement for this program are training for educators and technological and social environment training for Interactive Learning for educators. While for FOB, the Strategic Program that they want to implement are improving knowledge and skills for entrepreneurship and financial literacy. FET's Strategic Program is improving knowledge and skills on appropriate applicable technology.</p> <ul style="list-style-type: none"> <li>• <b>[IS]</b> The road map span for period of 2022 – 2026. By the end of the road map, we should have the targeted area that we would like to improve and visit frequently.</li> <li>• <b>[LC]</b> Do we have a rubric for community service objective? <ul style="list-style-type: none"> <li>➔ <b>[IS]</b> We don't have the rubric, but we have the questionnaire for internal grant for conducting community service.</li> <li>➔ <b>[LC]</b> We can work with you on the rubric, because NECHE asked specifically whether our community service achieve its goals? They want to know what are the LO at academic department that they strive for?</li> <li>➔ <b>[IS]</b> Sure, we will work together on the rubric.</li> </ul> </li> <li>• <b>[SOE]</b> CRCS as the unit for community service activities must make sure that the objective of this project can be implemented and achieve its goals. We will add this rubric to the document plan.</li> <li>• <b>[SOE]</b> With Faculty Arts &amp; Science (FAS) established, we need to add program for FAS in the Strategic Program.</li> <li>• <b>[SOE]</b> I would like to make motion to approve this document plan with additional note that Pak Iwan will add the rubric for community service objectives and the strategic programs for FAS.</li> </ul> |        | <p>Aye:<br/>WSAY, EW,<br/>EK, LC, LS,<br/>WS, DS, NK,<br/>EM</p> <p>Nay:<br/>-</p> | <p>The ayes have it, and the motion is carried. We will have <b>Community Service (PKM) Strategic Plan</b>.</p> <p><b>[MSC]</b></p> |
| HR Faculty Policy | <ul style="list-style-type: none"> <li>• <b>[EW]</b> This policy is a revision of the existing policy. The revised National Registration Number (NIDN) and</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        | <p>Motion:<br/>EW</p>                                                              | <p>In Favor – Aye (All member)</p>                                                                                                  |

| Agenda       | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Action | Vote                                                                                                         | Vote Result                                                                                                                              |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
|              | <p>Academic Rank clause refer to the newest related government regulations.</p> <ul style="list-style-type: none"> <li>• <b>[EW]</b> Some the revised statements are: <ol style="list-style-type: none"> <li>1. Academic Rank term in English (p.5) refers to the Minister Decree in 2019</li> <li>2. The requirements for NIDN (p.3), NIDK (p.4), NUP (p.5) and Academic Rank (p.5) refers to PERMENRISTEKDIKTI No. 2 year 2016.</li> <li>3. Workload management refers to approved SU policy.</li> <li>4. Credential Assessment Committee (p.2): All shortlisted applications for academic positions will be submitted to the University credentials assessment committee consisting of VRAA, VRIR, HRBP and additional members if needed.</li> <li>5. Lecturer further study (p.7): Without leaving the Tri Dharma responsibilities, Lecturers are allowed to pursue a further study linear to their aera of expertise and are responsible for all the expenses.</li> <li>6. The Internal process for appointing Guru Besar or Lektor Kepala shall be recommended starting by Faculty Council to University Senate (p.6)</li> </ol> </li> <li>• <b>[LC]</b> Credential Review Committee should also review for Broward. <ul style="list-style-type: none"> <li>➔ <b>[EW]</b> Yes, the purpose of having the VRAA and VRIR in the committee is so we can comply with standard accreditation that currently running, for both international and national accreditation.</li> <li>➔ <b>[SOE]</b> We also will add more members to the committee based on the unit who will recruit the lecturer.</li> </ul> </li> </ul> |        | <p>Seconded:<br/>SDL</p> <p>Aye:<br/>WSAY, SOE,<br/>EK, LC, LS,<br/>WS, DS, NK,<br/>EM</p> <p>Nay:<br/>-</p> | <p>Oppose – No (none)</p> <p>The ayes have it, and the motion is carried. We will have <b>HR Faculty Policy</b>.</p> <p><b>[MSC]</b></p> |
| NECHE Update | <ul style="list-style-type: none"> <li>• <b>[LC]</b> As you know, all of the standard committees have been working for pretty much the past year on writing the narrative for our self study. It's about 120 pages and we are adding the data forms. I want to thank everyone that's</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |                                                                                                              |                                                                                                                                          |

| Agenda                          | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Action | Vote | Vote Result |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------|-------------|
|                                 | <p>been on these committees because it's really been inclusive I think and we've gotten a lot of good ideas.</p> <ul style="list-style-type: none"> <li>• <b>[LC]</b> The candidacy visit is on May 21-24 and we have a confirmed chair of the visiting committee. We hope that when we go to attend NECHE Annual Meeting in December, we're going to try to find committee members to come to Indonesia or evaluate us virtually.</li> <li>• <b>[LC]</b> We need to send the self-study 2 months before the visit so they can read and digest it. So, starting in February, we will set up prep meetings (NECHE 201) again like we did for the eligibility visit, maybe in April or early May.</li> <li>• <b>[LC]</b> We will have a meeting on Division Plan with Vice Rectors next week. Just to clarify, the Division is going to be defined as an area that is represented by a vice rector. So, it's not each program or each faculty, it's not each administrative unit. We will prepare a road map, referring to the strategic plan and connecting the dots with your division.</li> <li>• <b>[LC]</b> The Broward team are going to visit us on October 25 – 28, we have Maria Bernal and Andrea Apa. They will do class observations.</li> </ul> |        |      |             |
| <b>Items for Considerations</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |      |             |
| Update on Student's Recruitment | <ul style="list-style-type: none"> <li>• <b>[LS]</b> As I mentioned about our switching in the student profile. On 2022, we have about 44% of regular students and 56% fully funded/assisted student. In Fall 2022, 80% is regular students and 20% is fully funded/assisted students.</li> <li>• <b>[LS]</b> This Fall 2022, we have 4 international students.</li> <li>• <b>[LS]</b> Recruitment cycle: Application – Placement Test – Student Accepted. From applicant to admitted is half of it. We have committed and enrolled students. Committed means student who already signed LOI (assisted students) or student has already paid their first semester but then they just don't show up they just cancel.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |      |             |

| Agenda              | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Action | Vote | Vote Result |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------|-------------|
|                     | <ul style="list-style-type: none"> <li>[LS] for 2023, we have 39 committed students, however they might change their mind or major. We still need to work more to get 250 students as targeted, we need at least 50 students committed by end of this month.</li> <li>[LS] Some of our lead sources are: agency/referral/siblings, call center, marketing, sales &amp; event promotion activities (non-direct channel) and Sales &amp; Event promotion activities (direct channel). The highest lead source is direct channel and word of mouth (referral).</li> </ul> |        |      |             |
| Update on New       | <ul style="list-style-type: none"> <li>[SOE] Proposal for new study program, Science &amp; Communication, already submitted in the system and we are now looking for next decision from DIKTI.</li> </ul>                                                                                                                                                                                                                                                                                                                                                              |        |      |             |
| <b>New Business</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |      |             |

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

### 1) Minutes Prepared by:

MAK

### 2) Approval of Minutes for September 29, 2022

Minutes were approved as amended.

### 3) Next Meeting Date

October 27, 2022



# **University Executive**

## **Meeting 007 – AY22/23**

October 13<sup>th</sup>, 2022

**Document Name:** Meeting Agenda UE007 – AY 22/23

**Appendix No:** 1

**Corresponding Agenda Item:** Meeting Agenda

**Meeting No:** UE007 – AY 22/23

**Date:** October 13, 2022

**Brief Description of Document:**

This document consists of a list of meeting activities in the order in which they are to be taken up, beginning with the call to order and ending with adjournment.

**Relevance of Document:**

-

**History of Document:**

-

**Suggested Action:**

Noting

# AGENDA

## University Executive Meeting

Thursday, 13 October 2022

| No.         | Particulars                                                  | Action   | Presented by |
|-------------|--------------------------------------------------------------|----------|--------------|
| <b>1.</b>   | <b>Opening by the Chair of the University Executive</b>      |          |              |
| <b>2.</b>   | <b>Convene Regular Meeting</b>                               |          |              |
| 2.1.        | Calling the Meeting to Order                                 | Noting   | Chair        |
| <b>3.</b>   | <b>Verification for Quorum</b>                               |          |              |
| 3.1.        | The Chair (directly or through a delegate) verifies a quorum | Approval | Chair        |
| <b>4.</b>   | <b>Consent Agenda</b>                                        |          |              |
| 4.1         | Minutes of Previous Meeting                                  | Noting   | Chair        |
| <b>5.</b>   | <b>Special Announcement &amp; Reports</b>                    |          |              |
| <b>5.1.</b> | <b>SC on Academic Affairs</b>                                |          |              |
|             | 5.1.1. Research Master Plan                                  | Approval | SP           |
|             | 5.1.2. Community Service (PKM) Strategic Plan                | Approval | SP           |
| <b>5.2.</b> | <b>SC on Administrative Affairs</b>                          |          |              |
|             | 5.2.1. HR Faculty Policy                                     | Approval | EW           |
| <b>5.3.</b> | <b>NECHE Update</b>                                          |          |              |
|             | 5.3.1. NECHE Visit                                           | Noting   | LC           |
|             | 5.3.2. NECHE 202 Training                                    | Noting   | LC           |
| <b>6</b>    | <b>Items for Consideration</b>                               |          |              |
|             | 6.1 Update on Student's Recruitment                          | Noting   | LS           |
| <b>7.</b>   | <b>New Business</b>                                          |          | Chair        |
| <b>8.</b>   | <b>Suggested Future Agenda Items</b>                         |          | Chair        |
| <b>9.</b>   | <b>Adjourning the Meeting</b>                                |          | Chair        |

**Document Name:** Meeting Agenda UE007 – AY 22/23

**Appendix No:** 2

**Corresponding Agenda Item:** Previous MOM

**Meeting No:** UE007 – AY 22/23

**Date:** October 13, 2022

**Brief Description of Document:**

Minutes from previous UE Meeting on September 29, 2022.

**Relevance of Document:**

-

**History of Document:**

-

**Suggested Action:**

Noting

# 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 **Thursday, 29 September 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>Absent</i>  |
| Wahdi Salasi April Yudhi* | WY  | <i>Present</i> |
| Soepriyatna               | SP  | <i>Proxy</i>   |
| Endriyani Widyastuti      | EW  | <i>Present</i> |
| Elan Merdy                | EM  | <i>Present</i> |
| Lauren Clarke             | LC  | <i>Absent</i>  |
| Wahyoe Soedarmono         | WS  | <i>Absent</i>  |
| Surya D. Liman            | SDL | <i>Present</i> |
| Erik 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         |
| Desyarti Syafarini    | DSY | Head of Mathematic Study Program |
| Rakhee B. Premavadini | RBP | SU Brand Manager                 |
| Maryke Ayu Kinasih    | MAK | Executive Assistant              |

## 2) Agenda

### UNIVERSITY EXECUTIVE MEETING AGENDA

*29 September 2022*

| No.  | Particulars                                                  | Action   | Presented by |
|------|--------------------------------------------------------------|----------|--------------|
| 1.   | Opening by the Chair of the University Executive             |          | Chair        |
| 2.   | Convene Regular Meeting                                      |          |              |
| 2.1. | Calling the Meeting to Order                                 | Noting   | Chair        |
| 3.   | Verification for Quorum                                      |          |              |
| 3.1. | The Chair (directly or through a delegate) verifies a quorum | Approval | Chair        |
| 4.   | Special Announcement & Reports                               |          |              |
| 4.1  | Introduction SU Marketing Manager                            | Noting   | Chair        |
| 4.2. | Strategic Enrollment & Student Success Plan                  | Approval | LS           |
| 4.3. | Financial Plan                                               | Approval | RTA          |
| 4.4  | SU Best Canvas Award & SU Teaching Excellence Award          | Noting   | SP           |
| 4.5  | Socialization of SU Plan Documents                           | Noting   | DM           |
| 5.   | Items for Consideration                                      |          |              |
| 6.   | New Business                                                 |          | Chair        |
| 7.   | Suggested Future Agenda Items                                |          | Chair        |
| 8.   | Adjourning the Meeting                                       |          | Chair        |

### 3) Discussion

| Agenda                                                            | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Action | Vote                       | Vote Result                                       |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------------|---------------------------------------------------|
| Verification for Quorum                                           | <ul style="list-style-type: none"> <li>The quorum is sufficient to start the meeting.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |                            |                                                   |
| <b>Special Announcement &amp; Reports</b>                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |                            |                                                   |
| Introduction of SU Brand Manager – Ms. Rakhee Bhatari Premavadini | <ul style="list-style-type: none"> <li><b>[WSAY]:</b> We have new Brand Manager, Ibu Rakhee Bhatari Premavadini. She will be reporting to Ibu Ria Sutrisno. Please introduce yourself and share the background of what you do at SU?</li> <li><b>[RBP]</b> Thank you for inviting me to this meeting. I will share about Marketing role and I will be responsible for all marketing activities at SU. Please inform me at least 4 weeks before to boost your events. My mission is to make collaboration between Marketing and the Faculty to explore more angle to get more leads. I will make arrangement to meet the faculty next week to discuss about the unique selling point of each faculty.</li> <li><b>[EK]:</b> Some activities at SU become are very short notice. Sometimes we only have one, one weekly time. Can you still help us? <ul style="list-style-type: none"> <li>➔ <b>[RBP]</b> If you can provide us at the latest 2 weeks before for SU social media. The SLA for media coverage is 4 weeks.</li> </ul> </li> <li><b>[SDL]</b> The events in the website are not updated frequently. I would like to recommend giving us access so we can update the website to help post news or events so it can be updated quickly. <ul style="list-style-type: none"> <li>➔ <b>[RBP]</b> The website content is currently under review. You can update the website content to us and we can upload it immediately.</li> </ul> </li> </ul> | •      | -                          | -                                                 |
| Strategic Enrollment & Student Success Plan                       | <ul style="list-style-type: none"> <li><b>[LS]</b> I would like to seek for your approval for the Strategic Enrollment and Student Success Plan for the period of</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        | Motion:<br>LS<br>Seconded: | In Favor – Aye (All member)<br>Oppose – No (none) |

| Agenda         | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Action | Vote                                                                                                                             | Vote Result                                                                                                                                                           |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | <p>2022-2027. This plan is being developed to complement the overall SU 5-year Strategic Plan.</p> <ul style="list-style-type: none"> <li>• <b>[LS]</b> The enrollment management is starting from the beginning till the end of our students journey as a student in our university. That's why we must continue to enhance and improve our student life by providing an exceptional experience starting from the recruitment process until the graduation. SU is planning to increase overall headcount by approximately 60% which is to reach 1000+ students by 2027. To achieve this, we are planning to increase the number of traditional first-time college students, transfer students and international students.</li> <li>• <b>[DS]</b> We have to recalculate the retention and graduation rate for this plan document as requested by NECHE. We will update it this week and update the plan document accordingly.</li> <li>• <b>[EM]</b> It's quite interesting about the planning of internationalization program at SU and I would like to discuss further with Pak Yudhi and Ibu Lorensia.</li> <li>• <b>[WSAY]</b> Yes, we will arrange time to meet to discuss about the ideas.</li> </ul> |        | <p>EW</p> <p>Aye:<br/>WSAY, NK,<br/>EM, SDL,<br/>NK, DSY, DS,<br/>EK</p> <p>Nay:<br/>-</p>                                       | <p>The ayes have it, and the motion is carried. We will have <b>Strategic Enrollment &amp; Student Success Plan</b>.</p> <p><b>[MSC]</b></p>                          |
| Financial Plan | <ul style="list-style-type: none"> <li>• <b>[RTA]</b> Provider agency within the next few years from the current budget that we propose and has been approved, we have the revenue from the \$4.5 billion and we try to achieve the growth until the \$12.9 million in 2028/2029 budget.</li> <li>• <b>[RTA]</b> Instructional cost includes the partnership with Broward and UA. In operations cost we have moderate increasing expenses side. We also proposed the tuition fee per student is to be increased by 5%. We will still giving the discount for academically qualified student but we are planning to reduce it to increase tuition revenue by 20% by end of 2028.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        | <p>Motion:<br/>RTA<br/>Seconded:<br/>EW</p> <p>Aye:<br/>WSAY, NK,<br/>LS, EM, SDL,<br/>NK, DSY, DS,<br/>EK</p> <p>Nay:<br/>-</p> | <p>In Favor – Aye (All member)<br/>Oppose – No (none)</p> <p>The ayes have it, and the motion is carried. We will have <b>Financial Plan</b>.</p> <p><b>[MSC]</b></p> |

| Agenda                                              | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Action | Vote | Vote Result |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------|-------------|
|                                                     | <ul style="list-style-type: none"> <li>• <b>[RTA]</b> Instructional Cost – HR Cost: we have extra cost for academic and non-academic supports. This cost has considered the additional faculty members to align with new study program and MBA.</li> <li>• <b>[RTA]</b> We also plan to have more efficient operations with more students. The operating costs more efficient, for example with more students, we can maximize the the quota for International Partnership.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |      |             |
| SU Best Canvas Award & SU Teaching Excellence Award | <ul style="list-style-type: none"> <li>• <b>[DSY]</b> On behalf of SC of Academic Affairs, I would like to inform about Teaching Excellence Award (TEA). The main objective of this award is to recognize, to reward and promote excellence in teaching in SU. So, for SU lecturers who have made outstanding teaching and learning contribution, we have encouraged them to apply for this. This award is offered annually and open to all SU faculty with minimum of 2-year service. The TEA guidelines can be access in CETL google site:<br/><a href="https://sites.google.com/sampoernauniversity.net/sucetl">https://sites.google.com/sampoernauniversity.net/sucetl</a></li> <li>• <b>[DSY]</b> This year will be the 2<sup>nd</sup> award for Best Canvas Award. The objective is to recognize and to reward the best compass module every semester. This award is open for all SU faculty members with a minimum of 1-year service. The Best Canvas Award guidelines can be access in CETL google site.</li> <li>• <b>[LC]</b> We are working on our transparency and how much we publicized policies, we need the help of the deans and HOSPs to make sure that each faculty has access to the policies.</li> </ul> |        |      |             |
| Socialization of SU Plan Document                   | <ul style="list-style-type: none"> <li>• <b>[DM]</b> Introduction of new composition of SU Standing Committee of Academic Affairs, Administrative Affairs and Enrollment and Student Success.</li> <li>• <b>[DM]</b> We also want to inform you that some of SU handbooks and Plan Documents are already done, among</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |      |             |

| Agenda                          | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                        | Action | Vote | Vote Result |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------|-------------|
|                                 | <p>others: Academic Plan, Lecturer Handbook, Enrollment and Student Success Plan, Student Handbook, Technology Plan, Finance Plan and Staff Handbook. List of documents that are still on progress are: University Catalog and Facility Master Plan.</p> <ul style="list-style-type: none"> <li>[DM] Rectorate office will hold the Townhall Meeting to socialize all these documents on October 7<sup>th</sup>, 2022.</li> </ul> |        |      |             |
| <b>Items for Considerations</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |      |             |
| <b>New Business</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |      |             |

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

### 1) Minutes Prepared by:

MAK

### 2) Approval of Minutes

Minutes were approved as amended.

### 3) Next Meeting Date

October 13, 2022

**Document Name:** Meeting Agenda UE007 – AY 22/23

**Appendix No:** 3

**Corresponding Agenda Item:** Research Master Plan

**Meeting No:** UE007 – AY 22/23

**Date:** October 13, 2022

**Brief Description of Document:**

The Research Master Plan (RIP) of the Sampoerna University is a strategic plan prepared and managed by the Center for Research and Community Service (CRCS) unit as a Research and Community Service Institute (LPPM) of the Sampoerna University, supported by all elements of the campus, especially the lecturers and the rectorate. The main objective of this RIP is to direct existing research capacities at the Sampoerna University for the next few years (especially for the next five years).

**Relevance of Document:**

-

**History of Document:**

-

**Suggested Action:**

Noting

**RESEARCH MASTER PLAN (RIP)**  
**OF THE SAMPOERNA UNIVERSITY**



**Year 2020–2025**

## **PREFACE**

All praises and thanks be to the One God Almighty, who has given His grace so that this Research Master Plan (RIP) of the Sampoerna University for 2020-2025 is finalized. We would also like to express our deepest gratitude to those who have supported in the preparation of the Research Master Plan (RIP) of the Sampoerna University, in particular, all the lecturers and faculty heads of the three faculties of the Sampoerna University, all members of the senate committee for research and community service at the Sampoerna University, specifically to the Center of Research and Community Services (CRCS) team as a Research and Community Service Institute (LPPM) unit at the Sampoerna University.

This Research Master Plan (RIP) is expected to be a guidance and a directive manual for all lecturers in conducting their research so that the research may support the achievement of the vision and mission of the Sampoerna University and CRCS. This Research Master Plan (RIP) has been prepared in the best possible way, but if any improvement and adjustment hereto are deemed necessary, we will be willing to do so. Therefore, constructive suggestions for improving this Research Master Plan (RIP) will be highly appreciated.

In addition, this Research Master Plan (RIP) is a formal document concerning medium-term research planning with reference to the University Statutes, the University Strategic Plans, and the Rector's Decrees about research, as well as any other regulations issued by the Ministry of Research, Technology, and Higher Education.

Finally, we hope that this Research Master Plan (RIP) may provide maximum benefits for the development of knowledge and the quality improvement of people's lives.

**Jakarta, \_\_\_\_\_ 2020**

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

Rector

The Sampoerna University

## TABLE OF CONTENTS

|                                                                             |    |
|-----------------------------------------------------------------------------|----|
| Preface.....                                                                | ii |
| I. INTRODUCTION.....                                                        | 5  |
| II. RESEARCH DEVELOPMENT BASIS.....                                         | 8  |
| 1. Vision of the Sampoerna University.....                                  | 8  |
| 2. Mission of the Sampoerna University .....                                | 8  |
| 3. Vision of CRCS.....                                                      | 9  |
| 4. Mission of CRCS.....                                                     | 9  |
| 5. Self-evaluation.....                                                     | 10 |
| 6. SWOT Analysis.....                                                       | 11 |
| III. OUTLINE OF RESEARCH MASTER PLAN (RIP) .....                            | 13 |
| 1. Research Planning Approach.....                                          | 13 |
| 2. Implementation of Objectives and Goals.....                              | 14 |
| IV. GOALS, OBJECTIVES, AND ACHIEVEMENT INDICATORS OF<br>RESEARCH.....       | 16 |
| 1. Objectives and Goals.....                                                | 16 |
| 2. Achievement Indicators.....                                              | 19 |
| V. RESEARCH TOPICS FROM UNIVERSITY'S FLAGSHIP RESEARCH<br>AND ROADMAP ..... | 22 |
| VI. IMPLEMENTATION OF RESEARCH MASTER PLAN (RIP) BY WORK<br>UNITS .....     | 25 |

## **I. INTRODUCTION**

The Research Master Plan (RIP) of the Sampoerna University is a strategic plan prepared and managed by the Center for Research and Community Service (CRCS) unit as a Research and Community Service Institute (LPPM) of the Sampoerna University, supported by all elements of the campus, especially the lecturers and the rectorate. The main objective of this RIP is to direct existing research capacities at the Sampoerna University for the next few years (especially for the next five years). Based on this RIP, CRCS may easily map research capacities of the Sampoerna University and achievements to be accomplished in research each year, as the above-mentioned achievements may, in the end, be expected to make a full contribution in improving the quality of existing research at the Sampoerna University, improving the welfare of Indonesian society, and the nation's competitiveness in research. Furthermore, the Research Master Plan (RIP) of the Sampoerna University is expected to be able to contribute to achieving the 2024 National Long-Term Development goals, i.e., to create an independent, developed, fair, and prosperous Indonesian society through accelerated development in various fields by emphasizing the establishment of a solid economic structure based on competitive advantage.

The preparation of this Research Master Plan (RIP) is based on the availability of resources at the Sampoerna University,

including the expertise and specialization of its lecturers, students, funding sources, and academic facilities which support the research process, as well as the potential for collaboration and funding from external parties. In other words, this RIP is prepared through the institution's SWOT analysis process: Strengths, Weaknesses, Opportunities, and Threats in research, which will be further elaborated in the next section. This RIP is also based on the following university, sub-national, and national policies and regulations:

1. 2020-2025 Strategic Plan of the Sampoerna University
2. Statutes of the Sampoerna University
3. Implementation Guidelines for Research and Community Service (PPM) edition XII, 2018, revised 2019 edition
4. Decree of the Rector of Sampoerna University No. 040/R/SK/OPR-RO/X/2017 dated October 30, 2017, concerning Changes in the Structure of the Research and Community Service Institute of the Sampoerna University
5. Guidelines for Preparing Research Master Plans issued by the Ministry of Research, Technology, and Higher Education.
6. National Research Master Plan for 2015-2045
7. Regulation of the Minister of Education and Culture No. 3 of 2020 concerning National Higher Education Standards

8. Regulation of the Minister of Research, Technology, and Higher Education No. 38 of 2019 concerning National Research Priorities for 2020-2024
9. Law No. 12 of 2012 concerning Higher Education
10. Law No. 20 of 2003 concerning the National Education System

According to the results of the analysis based on SWOT and the above-mentioned various policies/regulations, as well as to support the vision and mission of the Sampoerna University, for the 2020-2025 period the Sampoerna University's research is focused on 9 (nine) major themes of national research priorities as follows:

1. Food
2. Energy
3. Health
4. Transportation
5. Engineering
6. Defense and Security
7. Maritime Affairs
8. Social Humanities - Education - Arts and Culture
9. Multidisciplinary and Cross Sectors

CRCS, as the Research and Community Service Institute (LPPM) of the Sampoerna University, will ensure that all research conducted by lecturers, either individually or collectively,

conducted with internal or external funds, all lead to the nine major themes above.

## **II. RESEARCH DEVELOPMENT BASIS**

### **1. Vision of the Sampoerna University**

The Sampoerna University aspires to nurture future leaders with strong moral character and a set of international competitive skills, enabling them to actively participate in building a more prosperous, just, honorable, and globally competitive Indonesia.

### **2. Mission of the Sampoerna University**

The Sampoerna University aims to provide students affordable access to education that meets the highest international standards. The Sampoerna University offers an Indonesia unique curriculum designed to meet American general basic education standards, which seeks to prepare students to complete all educational requirements at the Sampoerna University or to be able to continue their education that is recognized by reputable global educational institutions. The Sampoerna University also provides a variety of co-curricular and pre-professional activities that ensure the success of student studies as well as prepare leaders for the global community.

### **3. Vision of CRCS**

To become a center for the Sampoerna University's academic community to develop internationally recognized research and community service capabilities to develop a better Indonesia.

### **4. Mission of CRCS**

1. Supporting academics to implement the three obligations of "*TRI DHARMA* of Higher Education" in research for scientific and expertise development and a form of the Sampoerna University's social responsibility for the Indonesian people.
2. Creating breakthroughs in research based on high technology, science, and communication to support national development for the needs of the community.
3. Developing research activities to promote technology integration, leadership, social responsibility, and entrepreneurship.
4. Developing research that can involve students to contribute to society's welfare based on the noble values of the Putera Sampoerna Foundation.
5. Developing collaborative research across programs, faculties, and universities at home and abroad.

6. Developing research that can answer requests from external parties, especially industries, for commercial purposes and scientific development.

## **5. Self-evaluation**

To date, CRCS has made several achievements in research as follows:

1. Facilitating the academic community in building relationships with the Ministry of Education and Culture, the Ministry of Research and Technology/the National Research and Innovation Agency (BRIN), and the Region III Higher Education Service Institute (LLDIKTI).
2. Cooperating with various stakeholders in the society to support research & community service activities.
3. Supporting the design of academic policies about research and community service at the Sampoerna University.
4. Documenting the publication of research results by lecturers at the Sampoerna University.
5. Providing internal grants for lecturers at the Sampoerna University through a selection process to conduct research.

6. Facilitating the search for grants for research activities of lecturers at the Sampoerna University, particularly the Ministry of Research, Technology and Higher Education/the National Research and Innovation Agency (BRIN).

## 6. SWOT analysis

CRCS must conduct a SWOT analysis to identify strengths, weaknesses, opportunities, and threats to determine research objectives, goals, and strategic plans, which will be further elaborated on in the next section.

**Table 1.** SWOT Analysis

| Strength                                                                                                                                                                                        | Weakness                                                                                                                                                                                    | Opportunity                                                                                                                                                                           | Threat                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Most of the Sampoerna University's lecturers have exposure to international research</li> <li>The Sampoerna University has a library research</li> </ul> | <ul style="list-style-type: none"> <li>Teaching workloads, as well as administrative work, have an impact on research productivity</li> <li>Differences in the level of research</li> </ul> | <ul style="list-style-type: none"> <li>Availability of research grants from the Ministry of Research, Technology and Higher Education/the National Research and Innovation</li> </ul> | <ul style="list-style-type: none"> <li>Competition for research funds with researchers from universities or other government institutions</li> <li>Implications of amendments to</li> </ul> |

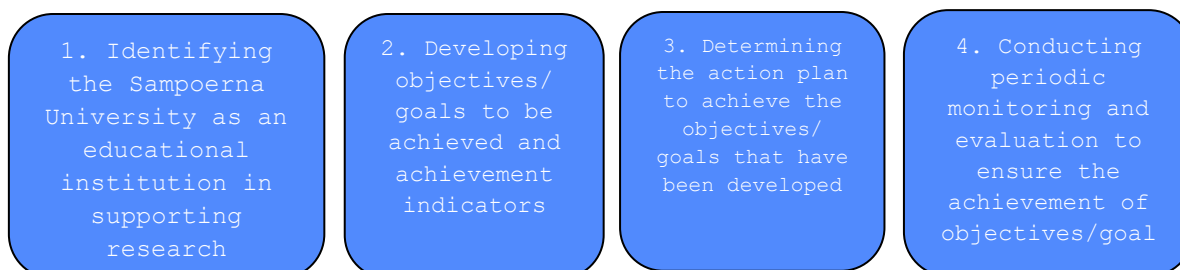
|                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>database for secondary data</p> <ul style="list-style-type: none"> <li>• There are two online journals: Indonesian 1 Journal of Computing, Engineering and Design (IJoCED), which is managed by the Faculty of Engineering and Technology and Journal of Business and Entrepreneurship (JoB&amp;E), which is managed by the Faculty of Business</li> <li>• The existence of internal research funds and incentives provided by the</li> </ul> | <p>writing skills among lecturers at the Sampoerna University</p> <ul style="list-style-type: none"> <li>• Limited funds for community service activities in rural or remote areas</li> <li>• The Sampoerna University is not yet research-oriented</li> <li>• Good quality research requires more time, effort, and allocation of funds</li> </ul> | <p>Agency (BRIN)</p> <ul style="list-style-type: none"> <li>• Research collaboration with external parties</li> <li>• Collaboration of Community Service activities with existing NGOs</li> <li>• Applied research</li> </ul> | <p>regulations of the Ministry of Research, Technology, and Higher Education/the National Research and Innovation Agency (BRIN)</p> <ul style="list-style-type: none"> <li>• Predatory journals or publishers</li> <li>• Patent and copyright protection issues</li> </ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                         |  |  |  |
|-------------------------|--|--|--|
| Sampoerna<br>University |  |  |  |
|-------------------------|--|--|--|

### III. OUTLINE OF RESEARCH MASTER PLAN (RIP)

#### 1. Research Planning Approach

CRCS, with the support of related units at the Sampoerna University, in particular lecturers from the Faculty of Education, the Faculty of Business, and the Faculty of Engineering and Technology, has developed the RIP containing nine main implementation objectives and goals in research. The development of this RIP is based on the following approaches:

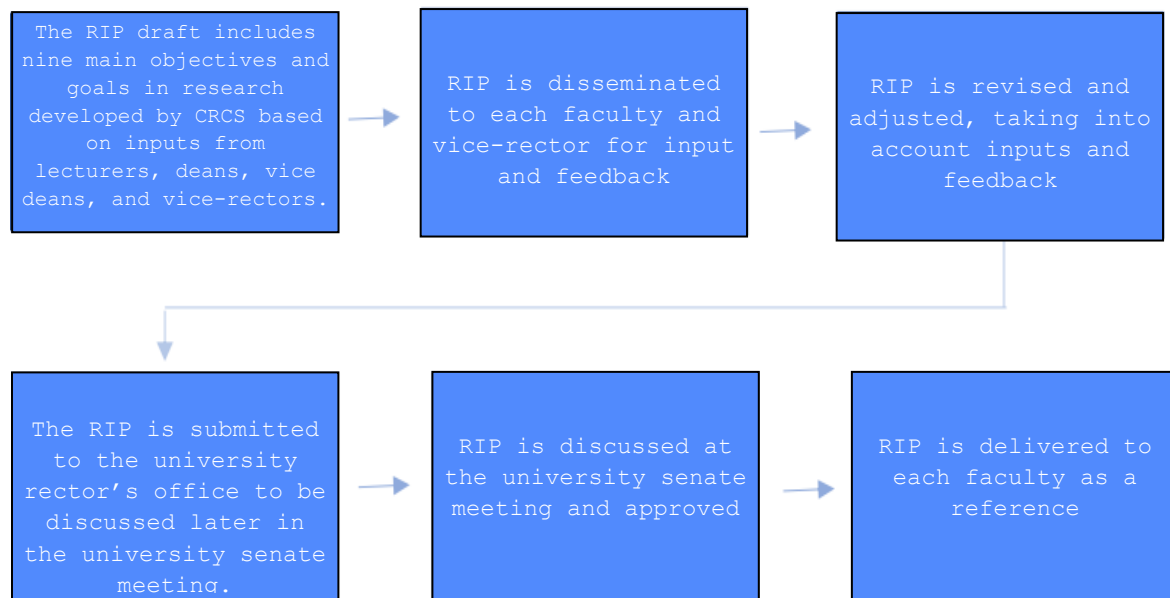


**Figure 1.** Development of Research Master Plan (RIP)

In identifying the Sampoerna University as an educational institution supporting research capacity, CRCS has carried out various analyses, including a SWOT analysis, and has considered the vision and mission of the Sampoerna University and CRCS. The CRCS team does not work alone in this stage but

is assisted by appointed lecturers, faculty leaders, and the university rectorate team.

After the RIP was completed by the CRCS team based on the results of discussions with several lecturers, deans, and the rectorate, this RIP was then disseminated to relevant internal parties until it was finally approved by the university senate meeting. Broadly speaking, the stages of dissemination of the RIP can be shown in the following chart:



**Figure 2. Stages of Dissemination**

## **2. Implementation Objectives and Goals**

Given the vision and mission of CRCS as the Research and Community Service Institute (LPPM) of the Sampoerna University, the role that CRCS has played in supporting research capacity, and the SWOT analysis which includes Strengths, Weaknesses, Opportunities, and Threats, CRCS formulates the implementation objectives and goals in research to be conducted out over the next five years. The implementation objectives and goals are as follows:

1. Developing a research process to formulate the following major themes: Food, Energy, Health, Transportation, Engineering, Defense and Security, Maritime Affairs, Social Humanities - Education - Arts and Culture, Multidisciplinary and Cross-Sectors.
2. Encouraging collaborative research between lecturers in the internal environment and across faculties, lecturers and students in the internal environment, and lecturers between domestic and foreign universities.
3. Encouraging research that can support community service activities for the community's welfare.
4. Encouraging the search for grants and external funds for research activities in the private sector or non-governmental organizations with support from other units at the Sampoerna University.

5. Encouraging lecturers to prepare research proposals to obtain grants from the Ministry of Research, Technology and Higher Education/the National Research and Innovation Agency (BRIN).
6. Encouraging lecturers to write research articles for publication in internal journals through IJoCED journals, JoB&E, or other reputable national/international journals.
7. Encouraging lecturers to disseminate the results of their research in the internal and external environment.

#### **IV. GOALS, OBJECTIVES, AND ACHIEVEMENT INDICATORS OF RESEARCH**

This section will describe in detail the seven goals, objectives, and achievement indicators of research at the Sampoerna University over the next five years.

##### **1. Objectives and Goals**

The objectives and goals of the Sampoerna University's research are grouped into several sections, which can be seen in Table 1 below.

**Table 2.** Research Objectives and Goals

| Objective | Goal |
|-----------|------|
|-----------|------|

|                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Developing a research process that is directed to the formulation of major themes as follows:</p> <p>Food, Energy, Health, Transportation, Engineering, Defense and Security, Maritime Affairs, Social Humanities - Education - Arts and Culture, Multidisciplinary and Cross Sectors.</p> | <p>1.1 The existence of research focusing on the big theme of education and Multidisciplinary and Cross-Sectors, especially in terms of numeracy literacy, as well as 21<sup>st</sup>-century learning led by lecturers of the Faculty of Education.</p> <p>1.2 The existence of research focusing on the major themes of Social Humanities as well as Multidisciplinary and Cross-Sectors in Accounting, Banking and Finance, Entrepreneurship, Marketing, and Management led by lecturers of the Faculty of Business.</p> <p>1.3 The existence of research focusing on food, energy, health, transportation, engineering, defense and security, maritime affairs, arts, and culture, as well as multidisciplinary and cross-sectors led by lecturers of the Faculty of Engineering and Technology.</p> |
| <p>2. Encouraging collaborative research between lecturers in the</p>                                                                                                                                                                                                                            | <p>2.1 The collaborative research was conducted by several lecturers in</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| internal environment and across faculties, lecturers and students in the internal environment, and lecturers between domestic and foreign universities.                                            | <p>the same faculty.</p> <p>2.2 The existence of collaborative research conducted by several lecturers across faculties.</p> <p>2.3 The collaborative research was conducted by two or more lecturers from the Sampoerna University and other domestic universities.</p> <p>2.4 The existence of collaborative research conducted by two or more lecturers from the Sampoerna University and other foreign universities.</p> |
| 3. Encouraging research that can support community service activities for the community's welfare.                                                                                                 | 3.1 The existence of research can be used for community service activities aimed at the welfare of the community.                                                                                                                                                                                                                                                                                                            |
| 4. Encouraging the search for grants and external funds for research activities in the private sector or non-governmental organizations with support from other units at the Sampoerna University. | 4.1 The existence of proposals proposing funds/grants to private parties/NGOs and receipt of the said funds/grants.                                                                                                                                                                                                                                                                                                          |
| 5. Encouraging lecturers to prepare research proposals to obtain grants from the Ministry of Research and                                                                                          | 5.1 The existence of proposals prepared and submitted to the Ministry of Research and                                                                                                                                                                                                                                                                                                                                        |

|                                                                                                                 |                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Technology/the National Research and Innovation Agency (BRIN).                                                  | Technology/the National Research and Innovation Agency (BRIN) by lecturers.                                                                                                            |
| 6. Encouraging lecturers to write research articles for publication in national/international journals.         | 6.1 The existence of research articles published in national/international journals.                                                                                                   |
| 7. Encouraging lecturers to disseminate the results of their research in the internal and external environment. | 7.1 The existence of a research result dissemination session at the Sampoerna University campus.<br>7.2 The existence of a research result dissemination session for external parties. |

## 2. Achievement Indicators

The achievement indicators of the Sampoerna University's research can be seen in the following table below.

**Table 3.** Research Achievement Indicators

| Goal | Achievement indicators                                                               | Achievement Target |      |      |      |      | Achievement measurement instrument |
|------|--------------------------------------------------------------------------------------|--------------------|------|------|------|------|------------------------------------|
|      |                                                                                      | 2021               | 2022 | 2023 | 2024 | 2025 |                                    |
| 1.1  | The existence of research focusing on numeracy literacy, as well as 21 <sup>st</sup> | 10                 | 12   | 14   | 16   | 18   | Abstract or research article       |

|     |                                                                                                                                                                                                                                                                                      |    |    |    |    |    |                              |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|----|----|----|------------------------------|
|     | century learning led by lecturers of the Faculty of Education                                                                                                                                                                                                                        |    |    |    |    |    |                              |
| 1.2 | The existence of research focusing on the major themes of Accounting, Banking and Finance, Entrepreneurship, Marketing, and Management led by lecturers of the Faculty of Business                                                                                                   | 10 | 12 | 14 | 16 | 18 | Abstract or research article |
| 1.3 | The existence of research focusing on Food, Energy, Health, Transportation, Engineering, Defense and Security, Maritime Affairs, Social Humanities - Education - Arts and Culture, Multidisciplinary and Cross-Sectors led by lecturers of the Faculty of Engineering and Technology | 16 | 18 | 20 | 22 | 24 | Abstract or research article |
| 2.1 | Number of collaborative research conducted by several lecturers in the same faculty                                                                                                                                                                                                  | 4  | 5  | 6  | 7  | 8  | Abstract or research article |
| 2.2 | Number of collaborative                                                                                                                                                                                                                                                              | 1  | 2  | 2  | 3  | 3  | Abstract or                  |

|     |                                                                                                                                   |   |   |   |   |   |                                                                            |
|-----|-----------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|----------------------------------------------------------------------------|
|     | research conducted by several lecturers across faculties                                                                          |   |   |   |   |   | research article                                                           |
| 2.3 | Number of collaborative research conducted by two or more lecturers from the Sampoerna University and other domestic universities | 2 | 3 | 3 | 4 | 5 | Abstract or research article                                               |
| 2.4 | Number of collaborative research conducted by two or more lecturers from the Sampoerna University and other foreign universities  | 1 | 2 | 2 | 3 | 3 | Abstract or research article                                               |
| 3.1 | Number of research the results of which can be used for community service activities aimed at the welfare of the community        | 3 | 3 | 4 | 4 | 5 | Abstracts or research articles and reports on community service activities |
| 4.1 | Number of proposals proposing funds/grants to private parties/NGOs and/or receipt of the said funds/grants                        | 1 | 2 | 3 | 4 | 5 | Proposal                                                                   |
| 5.1 | Number of proposals prepared and submitted to                                                                                     | 2 | 2 | 3 | 4 | 5 | Proposal                                                                   |

|      |                                                                                     |    |    |    |    |    |                                                                  |
|------|-------------------------------------------------------------------------------------|----|----|----|----|----|------------------------------------------------------------------|
|      | the Ministry of Research and Technology                                             |    |    |    |    |    |                                                                  |
| 6.1. | Number of research articles published in national/international journals            | 18 | 20 | 22 | 24 | 26 | List of article publications in national/ international journals |
| 7.1. | Number of research result dissemination sessions at the Sampoerna University campus | 1  | 1  | 1  | 1  | 1  | Dissemination session documentation and brief                    |
| 7.2. | Number of research result dissemination sessions in the external environment        | 1  | 1  | 1  | 1  | 1  | Dissemination session documentation and brief                    |

## **V. RESEARCH TOPICS FROM UNIVERSITY'S FLAGSHIP RESEARCH and ROADMAP**

The flagship research of the Sampoerna University is determined based on the research umbrella and advantage of each faculty, as well as research policies at the national and university levels. All the flagship research is expected to contribute to improving the quality of people's lives, while at the same time responding to market/industry demands. For the years 2020 - 2025, the

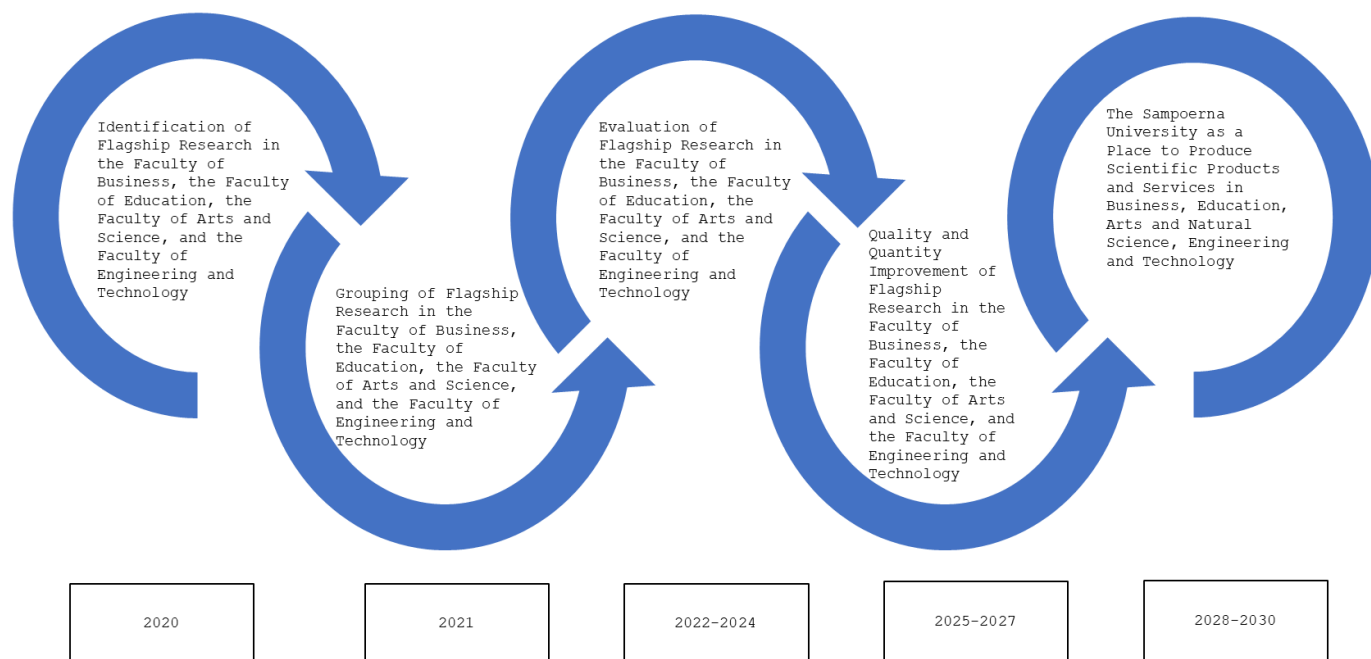
Sampoerna University has selected nine (9) major research themes with the topics listed in the table as follows:

**Table 4.** Research Topics

| No. | Theme          | Topic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Food           | <ul style="list-style-type: none"> <li>Food Processing Techniques</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2   | Energy         | <ul style="list-style-type: none"> <li>Production of Biofuels and Bioethanol</li> <li>Renewable energy</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3   | Health         | <ul style="list-style-type: none"> <li>Prosthetic Arm and Leg Development</li> <li>Graceful Living Design</li> <li>IoT applications in Healthcare Equipment and Instrumentation Technology</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4   | Transportation | <ul style="list-style-type: none"> <li>Vehicle Design and Control Technology</li> <li>Transportation System</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5   | Engineering    | <ul style="list-style-type: none"> <li>Food research and product development and packaging strategies</li> <li>Foldable helmet development</li> <li>Development of Surface Coating materials, Quality control of the production process</li> <li>Mobile Robotics, information theory and technology, supply chain &amp; IoT</li> <li>Virtual Reality (VR) 360 video and audio development</li> <li>Digital holograms and interactivity</li> <li>Kinect Motion</li> <li>Development and utilization of Motion Capture technology</li> <li>Augmented Reality and Virtual Reality</li> <li>Digital design technology</li> <li>Applications of artificial intelligence and machine learning in detection, prediction, and automation</li> </ul> |

|   |                                                      |                                                                                                                                                                                                                                                                                                                                                  |
|---|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                                                      | <ul style="list-style-type: none"> <li>• Development of interactive systems using state-of-the-art visualization</li> <li>• Manufacture of bio-compatible materials</li> <li>• Micro-machining technology, auxiliary manufacturing technology (3D printing), robotic manufacturing technology, manufacturing monitoring system by IoT</li> </ul> |
| 6 | Defense and Security                                 | <ul style="list-style-type: none"> <li>• Development and implementation of national defense and security geo-location controls</li> <li>• Development and implementation of secure national proxy servers</li> </ul>                                                                                                                             |
| 7 | Maritime Affairs                                     | <ul style="list-style-type: none"> <li>• Marine Logistics System in Indonesia</li> <li>• Land and sea monitoring and surveillance systems</li> </ul>                                                                                                                                                                                             |
| 8 | Social Humanities<br>- Education - Arts<br>& Culture | <ul style="list-style-type: none"> <li>• Indonesian Visual Culture</li> <li>• New Media Arts</li> <li>• Numerical literacy</li> <li>• 21<sup>st</sup> century learning</li> <li>• Accountancy</li> <li>• Banking and Finance</li> <li>• Entrepreneurship</li> <li>• Marketing</li> <li>• Management</li> </ul>                                   |
| 9 | Multidisciplinary<br>and Cross-Sectors               | <ul style="list-style-type: none"> <li>• Studies on biofuel techno-economy, waste recycling, and waste technology</li> </ul>                                                                                                                                                                                                                     |

The Sampoerna University's research roadmap for 2020-2030 is explained in the graph below:



**Fig 3. Research Roadmap 2020-2030**

## **VI. IMPLEMENTATION OF RESEARCH MASTER PLAN (RIP) BY WORK UNITS**

CRCS plays a role in implementing and achieving the research goals and objectives described in the previous section. In ensuring that these goals and objectives are appropriately implemented and executed, CRCS takes the following approaches:

1. Facilitating the absorption of research funds available through internal funding from the Sampoerna University. In addition, it encourages lecturers to apply for external funding by integrating research into ongoing or future programs or projects funded by industrial partners or institutions that seriously commit to improving lecturers' research competencies in

education, business, and science and technology. Another strategy is to provide lecturers with up-to-date information regarding proposals for research schemes offered by the Ministry of Research, Technology and Higher Education/the National Research and Innovation Agency (BRIN).

2. Encouraging collaborative research across faculties in the internal environment and between collaborative universities by considering aspects of mutually beneficial cooperation and providing added value for improving the quality of scientific work by lecturers at the Sampoerna University. University partners collaborating with the Sampoerna University can be used as a means of collaborative research activities. Those research activities (the second *dharma*) can support learning activities (the first *dharma*).
3. Encouraging the publication of reputable research articles nationally and internationally. CRCS encourages lecturers to publish their research articles in internal journals at the Sampoerna University, such as IJoCED and JoB&E, as well as research seminar proceedings. Another alternative strategy is to help increase knowledge and help provide incentives to

lecturers to publish research articles in reputable national/international journals.

4. Ensuring the availability of infrastructure to disseminate research results. Activities can be organized in collaboration with the internal environment within the scope of the Sampoerna University or by involving external parties that can help improve the quality of dissemination of research results.
5. Ensuring that research focuses on improving the community's quality of life in general. Available research funds can be prioritized for research focusing on improving the quality of life of people, which is urgent, in addition to collaborative research. This research can be integrated with Community Service programs and academic learning objectives.

CRCS, together with related units, in particular all lecturers and vice-rectors for the academics division, will conduct continuous monitoring and evaluation to ensure that all research goals and objectives can be achieved properly.

**Document Name:** Meeting Agenda UE007 – AY 22/23

**Appendix No:** 4

**Corresponding Agenda Item:** Community Service (PKM) Master Plan

**Meeting No:** UE007 – AY 22/23

**Date:** October 13, 2022

**Brief Description of Document:**

Considering the importance of community service for developing higher education and realizing sustainable and effective community service, the Community Service Strategic Plan of the Sampoerna University is required. This Plan is expected to provide direction for community service involving interdisciplinary disciplines. It is also used to synergize all study programs within the Sampoerna University, improve the quality of community service and achieve all goals set in the Community Service Strategic Plan and the Strategic Plan of the Sampoerna University.

**Relevance of Document:**

-

**History of Document:**

-

**Suggested Action:**

Noting



**2022-2026**

**COMMUNITY SERVICE**

**STRATEGIC PLAN**

**of the Sampoerna University**

CENTER OF RESEARCH AND COMMUNITY SERVICE OF THE SAMPOERNA UNIVERSITY

## PREFACE

All praises to the God Almighty, who has given His grace so that the 2022-2026 Community Service Strategic Plan of the Sampoerna University is successfully finalized. Things contained in this Strategic Plan (Renstra) include I. Introduction, II. Strategic Plan Development Basis, III. Outline of Strategic Plan, IV. Programs, Activities, and Performance Indicators, V. Implementation of Strategic Plan, and VI. Closing.

Community Service activities are one of the three obligations (*Tri Dharma*) of Higher Education other than Teaching and Research. Service activities are important because universities are allowed to play a role in advancing the life and welfare of the public and educating the nation.

In implementing Community Service, with reference to the vision and mission of the Sampoerna University to educate future leaders who have the distinctive characteristics of the Sampoerna University, comprising "Leadership", "Entrepreneurship", and "Social Responsibility", and are committed to contributing to the Indonesian people, the Sampoerna University has prepared a Strategic Plan to be used as a reference for lecturers and students in implementing Community

Service activities to support and improve the quality of education at the Sampoerna University.

This Strategic Plan document is a formal document for planning community service for five years with reference to the Statute, Strategic Plan of the University, and the Rector's Decree regarding Community Service. It is used as a consideration in allocating the Sampoerna University's community service budget. Apart from being a formal document, the Strategic Plan document is also used as a guide for lecturers and students in implementing Community Service activities.

In the event of any deficiencies found in this document, it will continue to be adjusted and improved. Therefore, inputs for this strategic plan document will be beneficial for its improvement. Hopefully, this Strategic Plan document will be helpful for the development of science and technology implementation to improve the welfare of the community.

Jakarta, .....2022

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

Rector of the Sampoerna University

## TABLE OF CONTENTS

|                                                                                                    |    |
|----------------------------------------------------------------------------------------------------|----|
| FOREWORD.....                                                                                      | ii |
| TABLE OF CONTENTS.....                                                                             | iv |
| I. Introduction.....                                                                               | 1  |
| A. Background.....                                                                                 | 1  |
| B. The 2022-2026 Strategic Plan for Community Service at<br>the Sampoerna University.....          | 3  |
| C. Flow of Preparation of the Community Service Strategic<br>Plan of the Sampoerna University..... | 5  |
| D. Preparation Basis of the Community Service Strategic<br>Plan.....                               | 6  |
| II. COMMUNITY SERVICE STRATEGIC PLAN DEVELOPMENT BASIS.....                                        | 6  |
| A. Vision of the Sampoerna University.....                                                         | 6  |
| B. Mission of the Sampoerna University.....                                                        | 7  |
| C. Vision of CRCS.....                                                                             | 7  |
| D. Mission of CRCS.....                                                                            | 7  |
| E. Analysis of the Sampoerna University Conditions.....                                            | 9  |
| F. SWOT Analysis.....                                                                              | 10 |
| III. OUTLINE OF COMMUNITY SERVICE STRATEGIC PLAN.....                                              | 11 |
| A. Objectives and Goals.....                                                                       | 11 |

|     |                                                        |    |
|-----|--------------------------------------------------------|----|
| B.  | Strategies and Policies.....                           | 12 |
| C.  | Strategy Map.....                                      | 14 |
| IV. | PROGRAMS, ACTIVITIES AND PERFORMANCE INDICATORS.....   | 15 |
| V.  | IMPLEMENTATION OF COMMUNITY SERVICE STRATEGIC PLAN.... | 21 |
| A.  | Implementation of Strategic Plan.....                  | 21 |
| B.  | Strategic Plan Funding.....                            | 21 |
| C.  | Monitoring and Evaluation.....                         | 22 |
| VI. | CLOSING.....                                           | 23 |

## I. INTRODUCTION

### A. Background

Every university must carry out the Three Obligations (*Tri Dharma*) of Higher Education, one of which is Community Service. Community Service Activities are part of the obligations of every lecturer in fulfilling the *Tri Dharma* of Higher Education. These activities are expected to further support the implementation of education in higher education and refer to a series of activities and programs that contribute to improving the quality of life.

Article 20 paragraph 2 of Law Number 20 of 2003 concerning the National Education System states that Universities are obliged to provide education, research, and community service. As stated in Article 47 paragraph 1 of Law Number 12 of 2012 concerning Higher Education that "Community Service is defined as activities of an Academic Community in practicing and cultivating Science and Technology to advance public welfare and educate the nation's life." Based on Article 61 paragraph 2 of the Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 49 of 2014 concerning National Higher Education Standards, it is stated that "universities are

required to have strategic plans for community service which are part of the strategic plans of universities.”

To achieve this goal, the Sampoerna University has developed goals, strategies, and policies up to 2026 as outlined in the 2022-2026 Community Service Strategic Plan (Renstra). Considering the importance of community service for developing higher education and realizing sustainable and effective community service, the Community Service Strategic Plan of the Sampoerna University is required. This Strategic Plan is expected to provide direction for community service involving interdisciplinary disciplines. It is also used to synergize all study programs within the Sampoerna University, improve the quality of community service and achieve all goals set in the Community Service Strategic Plan and the Strategic Plan of the Sampoerna University.

The 2022-2026 Community Service Strategic Plan of the Sampoerna University Community is a formal medium-term planning document that refers to the statutes, strategic plan, and university development master plan about community service. This strategic plan will be a reference for lecturers at the Sampoerna University in preparing proposals for community service. The results of community service will be used to solve development problems in line with the vision and mission of the

Sampoerna University towards the sustainability of an internationally recognized university, educating future leaders who have the characteristics of the Sampoerna University's leadership, entrepreneurship, social responsibility, and are committed to contributing to the Indonesian people. Hence, through these community service activities, the Sampoerna University can contribute to solving real problems encountered.

#### **B. 2022-2026 Community Service Strategic Plan of the Sampoerna University**

The Community Service (PKM) plan for 2022-2026 still focuses on the areas around the Sampoerna University campus in South Jakarta, DKI Jakarta, Jakarta, and the surrounding satellite cities or better known as Jabodetabek. This is because the Jabodetabek area is where people's lives are complex, with a relatively high level of inequality in living standards. Around the Jabodetabek area, there are still many pockets of poverty on which the Community Service (PKM) of the Sampoerna University is expected to directly impact raising people's living standards and providing proper education for school-age children in the Jabodetabek area.

Given the above conditions, the Sampoerna University has a social responsibility to improve the quality of life for the

target community through Community Service activities focusing on Education, Entrepreneurship, and Information and Computer Technology (ICT). These focuses are in line with the Sampoerna University's characteristics: "Leadership", "Entrepreneurship", and "Social Responsibility". This is based on the availability of Sampoerna University's expertise, facilities, and infrastructure to support the implementation of the flagship programs. This strategic plan is also in line with the Medium-Term Development Plan (RPJM) of the DKI Jakarta Regional Government to make the city of Jakarta free from slums and neatly arranged with environmentally friendly green open spaces. The process of relocating communities to more suitable places also raise other serious problems related to livelihoods.

This issue must be followed up through the Community Service Strategic Plan of the Sampoerna University by providing relevant training and assistance to the community's needs and the surrounding environment. The community service programs to be implemented sustainably are expected to improve the living standards of the people within the target area and contribute to improving the welfare of the Indonesian people in general through the application of science and technology for society, science and technology for entrepreneurship, science, and technology for creativity and innovation. Campus, science, and

technology for sub-national regions between company-CSR, company-regional government, and Student Community Service Programs for Community Learning and Empowerment.

### **C. Flow of Preparation of the Community Service Strategic Plan of the Sampoerna University**

The Strategic Plan is prepared through intensive discussions, information and data collection, formulation, and a gradual dissemination process to all interested parties within the university, namely:

1. Collection of Community Service programs and topics in each study program and discussions by a team drawn from each study program in collaboration with the Sampoerna University's Research and Community Service unit.
2. Meeting and formulation of the Community Service Strategic Plan of the Sampoerna University.
3. Discussion and approval of Strategic Plan through university leadership meetings
4. Formalization of the Community Service Strategic Plan.

#### **D. Preparation Basis of the Community Service Strategic Plan**

The preparation of the Community Service Strategic Plan of the Sampoerna University refers to the following documents:

1. Statute of the Sampoerna University
2. Strategic Plan of the Sampoerna University
3. Rector's Decree on Community Service
4. Guidelines for Preparing Community Service Strategic Plan for Higher Education, the Directorate of Research and Community Service, the Ministry of Research, Technology, and Higher Education 2016.
5. Law Number 20 of 2003 concerning the National Education System
6. Law Number 12 of 2012 concerning Higher Education
7. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 49 of 2014 concerning National Standards for Higher Education.

## **II. COMMUNITY SERVICE STRATEGIC PLAN DEVELOPMENT BASIS**

### **A. Vision of the Sampoerna University**

The Sampoerna University aspires to nurture future leaders with strong moral character and international competitive

skills, enabling them to actively participate in building a more prosperous, just, respected, and globally competitive Indonesia.

#### **B. Mission of the Sampoerna University**

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

#### **C. Vision of CRCS**

To become a center for the academic community of the Sampoerna University to develop internationally recognized research and community service capabilities to build a better Indonesia.

#### **D. Mission of CRCS**

1. Supporting academics to implement the “*TRI DHARMA* of Higher Education” in research and community service for

scientific and expertise developed as well as a form of the Sampoerna University's social responsibility for the Indonesian people.

2. Creating research and community service breakthroughs based on high technology, science, and communication to support national development for the community's needs.
3. Developing research and community service activities to promote technology integration, leadership, social responsibility, and entrepreneurship.
4. Developing research and community service that can involve students to contribute to the welfare of the community based on the noble values of the Putera Sampoerna Foundation.
5. Developing collaborative research and community service across programs, faculties, and universities at home and abroad.
6. Developing research and community service that can answer requests from external parties, especially industries for commercial purposes and scientific development.

## **E. Analysis of the Sampoerna University Conditions**

The Sampoerna University, established on March 15, 2013 based on the Decree of the Minister of National Education and Culture Number 66/E/O/2013 concerning Operational Permit of Universitas Siswa Bangsa Internasional, is one of the private universities in Jakarta. On March 10, 2016, through the Decree of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 122/KPT/1/2016, the Universitas Siswa Bangsa Internasional in South Jakarta was renamed to the Sampoerna University in South Jakarta, which was managed by the Putera Sampoerna Foundation in South Jakarta.

Currently, the Sampoerna University has three faculties:

1. Faculty of Education
2. Faculty of Business
3. Faculty of Engineering and Technology
4. Faculty of Arts and Science

The Research and Community Service unit of the Sampoerna University is known as the Center of Research and Community Service (CRCS). Coordinating and planning for community service, especially for lecturers at Sampoerna University, is carried out and facilitated by CRCS as the primary unit in charge of coordinating research and community service activities.

## F. SWOT Analysis

SWOT analysis to determine plans, objectives, and goals for community service is one of the main subjects of the Renstra. SWOT analysis is used to determine the position of Strengths, Weaknesses, Opportunities, and Threats at the Sampoerna University.

| Strength                                                                                                                                                                                                                                                                                                                                                                                              | Weakness                                                                                                                                                                                                                                                                                                                                                                                        | Opportunity                                                                                                                                                                                                                                                                                                                                                                                                   | Threat                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>➤ Internal funds are available for Community Service (PKM) activities for the Sampoerna University's lecturers</li> <li>➤ Internal Community Service (PKM) journals are available for publication of Community Service (PKM) activities and results</li> <li>➤ Established partnerships in the implementation of community service, with community-</li> </ul> | <ul style="list-style-type: none"> <li>➤ Teaching workloads, as well as administrative work, have an impact on Community Service (PKM) activities</li> <li>➤ Differences in the level of ability to write Community Service (PKM) articles among lecturers at the Sampoerna University</li> <li>➤ Limited funds for community service activities, especially in sub-national regions</li> </ul> | <ul style="list-style-type: none"> <li>➤ Availability of Community Service (PKM) grants from the Ministry of Education, Culture, Research, and Technology/the National Research and Innovation Agency (BRIN)</li> <li>➤ Collaboration of Community Service activities with existing NGOs</li> <li>➤ There is a demand for the implementation of research and community service by each lecturer to</li> </ul> | <ul style="list-style-type: none"> <li>➤ Implications of amendments to regulations of the Ministry of Education and Culture/the National Research and Innovation Agency (BRIN)</li> <li>➤ Predatory Community Service journals or publishers</li> <li>➤ Patent and copyright protection</li> </ul> |

|                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <p>based organizations, private institutions, and government agencies.</p> <p>➤ A variety of disciplines in education, business, science and technology.</p> <p>➤ There are information and offers of community service programs from internal (university) and external parties.</p> | <p>➤ Inconsistency of locations or areas under development, assistance, and empowerment of community service activities.</p> <p>➤ Incomplete CRCS organizational structure.</p> <p>➤ Lack of cooperation in community service with external institutions</p> <p>➤ The number of community service activities implemented by lecturers is still low</p> | <p>increase the rank or functional position.</p> <p>➤ Easy access to information related to research programs and community service is provided online by the Ministry of Education and Culture and other funding institutions.</p> <p>➤ The government is committed to continuously improving research and community service quality and quantity.</p> | <p>issues</p> <p>➤ Research funding competition with researchers from universities or other government institutions</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|

### III. OUTLINE OF COMMUNITY SERVICE STRATEGIC PLAN

#### A. Objectives and Goals

The objectives and goals of the Community Service (PKM) Strategic Plan of the Sampoerna University are:

1. Providing direct benefits in the form of improvements in science, education, and quality of life in areas where PKM activities are implemented.
2. Increasing the competitiveness of the Sampoerna University in community service at sub-national and national levels.
3. Improving the quality of community service activities implemented by lecturers at the Sampoerna University.
4. Making the results of community service a reference or material for learning activities at the Sampoerna University.
5. Increasing the publication of community service (PKM) activities in journals and articles in the mass media.
6. Improving the achievement of the main performance indicators in community service.

To achieve these objectives and goals, the Sampoerna University has formulated a community service program, a road map, and Community Service topics until 2026. The selection of Community Service activities and related topics is based on a SWOT analysis considering strengths, internal and external conditions, and input from faculties at the Sampoerna University.

## **B. Strategies and Policies**

The policies to maximize the achievement of the strategic objectives and goals for the 2022-2026 period are as follows:

1. Increasing the capacity and capability of research and community service unit at the Sampoerna University to support the community service process.
2. Increasing resources and enhancing the research culture of the Sampoerna University's academic community.
3. Developing and strengthening institutional networks at sub-national and national levels.

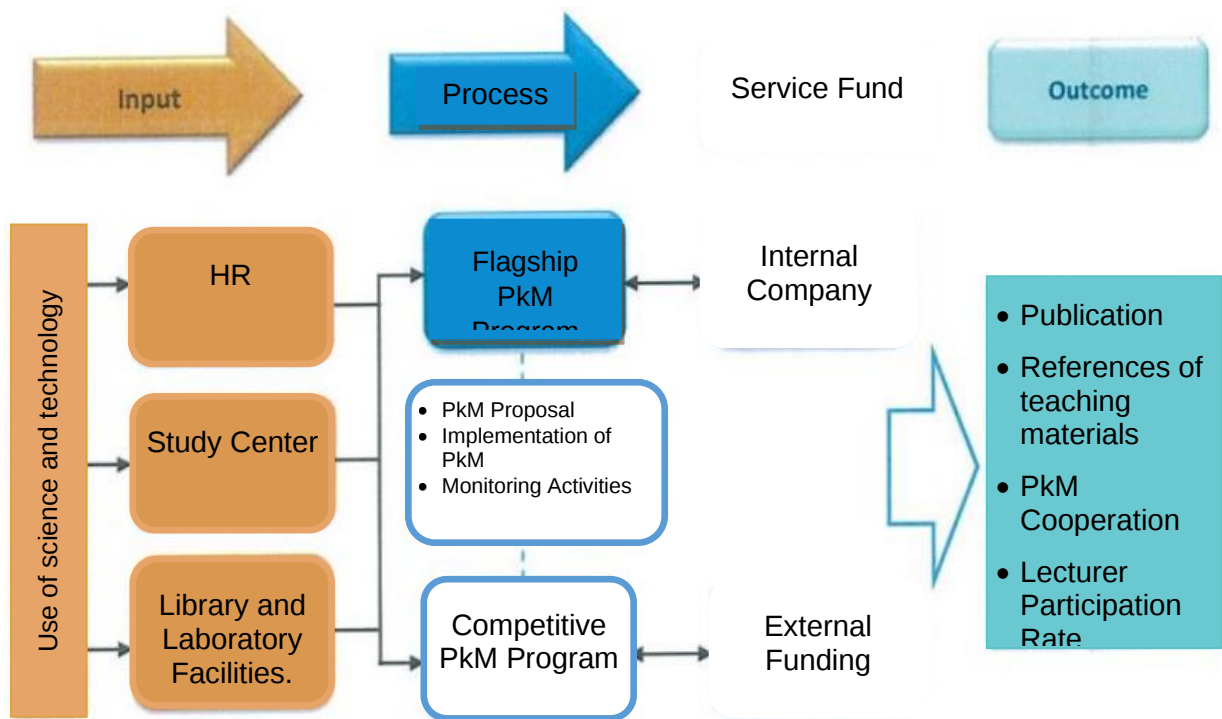
The focuses of developing flagship community service for solving various community problems are contained in the following methods:

1. Strengthening the CRCS quality assurance system as an institution that coordinates and monitors research activities and community service within the Sampoerna University.
2. Teacher professional development through technology in teaching, methodology, and creating reflective teachers through research or classroom activities.
3. Improving people's knowledge and skills for entrepreneurship and financial literacy.
4. Improving the community's knowledge and skills to current applicable technology.

5. Strengthening partnerships with both PSF's internal environment and external parties in implementing various community service programs.
6. Increasing the number of proposals for community service programs to various external donor agencies (the Ministry of Research, Technology and Higher Education, etc.).

### **C. Strategy Map**

The Strategy Map for implementing community service activities in terms of managing human resources for community service, service agendas, sources of funds, and outcomes is explained with the following flowchart 3.1:



**Figure 3.1** Flowchart of Strategy Map in Community Service Management

#### IV. PROGRAMS, ACTIVITIES, AND PERFORMANCE INDICATORS

The 2022-2026 Community Service (PKM) Strategic Plan program has the theme "Improving the quality of education and people's lives through technology and increasing welfare through entrepreneurial activities". The PKM program and activity roadmap is detailed in flowchart 4.1 and table 4.1 below:

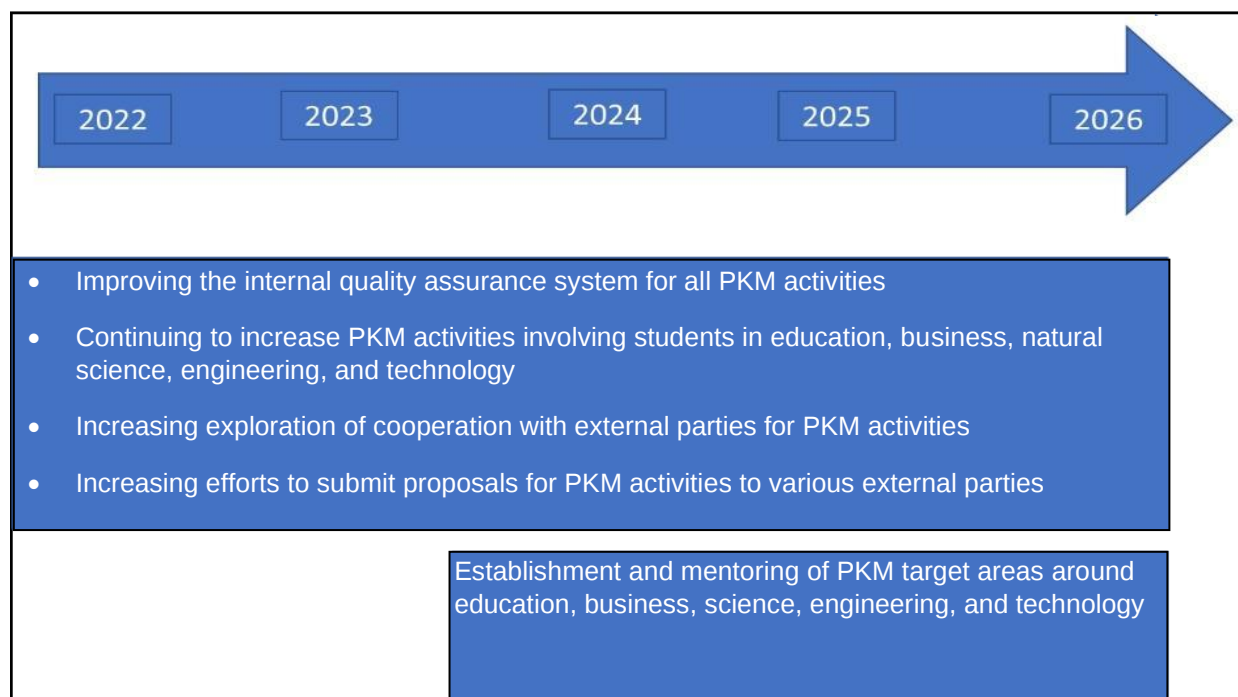


Figure 4.1. Flowchart Road Map of PKM Activities and Programs for the period 2022-2026

| Strategic Program                                                                                                                          | Activity                                                             | Performance Indicator                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Continuing efforts to improve the quality assurance system                                                                              | 1.1. Improvement of the internal quality assurance management system | <ul style="list-style-type: none"> <li>• Completeness of quality assurance documents</li> </ul>                                                                                                  |
| 2. Professional development of teachers through the use of technology in teaching, methodologies, and creating reflective teachers through | 2.1. Training for educators in classroom action research             | <ul style="list-style-type: none"> <li>• Implementation of training according to the agenda</li> <li>• Availability of training materials</li> <li>• Availability of activity reports</li> </ul> |

|                                                                                                                   |                                                                                                          |                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| research or<br>classroom activities                                                                               |                                                                                                          |                                                                                                                                                                                                                                                                        |
|                                                                                                                   | 2.2. Technological and<br>social environment<br>training for<br>Interactive<br>Learning for<br>educators | <ul style="list-style-type: none"> <li>• Implementation of technological and social environmental training activities in interactive learning</li> <li>• Availability of training materials</li> <li>• Availability of learning assistance activity reports</li> </ul> |
|                                                                                                                   | 2.3. Organizing<br>seminars and public<br>discussions                                                    | <ul style="list-style-type: none"> <li>• Implementation of seminars / workshops / public discussions</li> <li>• Availability of activity reports</li> </ul>                                                                                                            |
| 3. Continuing to<br>improve people's<br>knowledge and skills<br>for entrepreneurship<br>and financial<br>literacy | 3.1. Financial<br>Literacy Training                                                                      | <ul style="list-style-type: none"> <li>• Implementation of financial literacy training</li> <li>• Availability of training materials</li> <li>• Availability of reports on training activities</li> </ul>                                                              |
|                                                                                                                   | 3.2. Entrepreneurship<br>training                                                                        | <ul style="list-style-type: none"> <li>• Implementation of entrepreneurship training</li> </ul>                                                                                                                                                                        |

|                                                                                 |                                                                                    |                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                 |                                                                                    | <ul style="list-style-type: none"> <li>• Availability of training materials</li> <li>• Availability of reports on training activities</li> </ul>                                                                  |
| 4. Improving people's knowledge and skills on appropriate applicable technology | 4.1. Development and Training of IT infrastructure, website applications, and IoT. | <ul style="list-style-type: none"> <li>• Implementation of IT Development and Training</li> <li>• infrastructure, web applications, and IoT</li> <li>• Availability of training materials</li> </ul>              |
|                                                                                 | 4.2 Green/renewable technology training to the community                           | <ul style="list-style-type: none"> <li>• Implementation of Green/renewable technology training</li> <li>• Availability of training materials</li> <li>• Availability of reports on training activities</li> </ul> |
|                                                                                 | 4.3. Scientific Publication Workshop                                               | <ul style="list-style-type: none"> <li>• Implementation of scientific publication training</li> <li>• Availability of training materials</li> <li>• Availability of</li> </ul>                                    |

|                                                                                                         |                                                                                                      |                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                         |                                                                                                      | reports on training activities                                                                                                                                                                                                          |
|                                                                                                         | 4.4. Workshop for MSMEs for promotion, packaging design, and future media.                           | <ul style="list-style-type: none"> <li>• Implementation of training on promotion, packaging design, and future media</li> <li>• Availability of training materials</li> <li>• Availability of reports on training activities</li> </ul> |
|                                                                                                         | 4.5. Training on Industrial Engineering to the public                                                | <ul style="list-style-type: none"> <li>• Implementation of industrial engineering training</li> <li>• Availability of training materials</li> <li>• Availability of reports on training activities</li> </ul>                           |
| 5. Expanding good partnerships with external parties in implementing various community service programs | 5.1. Collaborative community service activities between the Sampoerna University and other PSF units | <ul style="list-style-type: none"> <li>• Implementation of collaborative community service activities between the Sampoerna University and PSF</li> </ul>                                                                               |

|                                                                                                                                                                                  |                                                                                                              |                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                  |                                                                                                              | <p>units</p> <ul style="list-style-type: none"> <li>• Availability of activity reports</li> </ul>                                                                                                                  |
|                                                                                                                                                                                  | <p>5.2. Collaborative community service activities between the Sampoerna University and external parties</p> | <ul style="list-style-type: none"> <li>• Implementation of collaborative community service activities between the Sampoerna University and external parties</li> <li>• Availability of activity reports</li> </ul> |
| <p>6. Increasing the number of proposals for community service programs to various external donor agencies (the Ministry of Research, Technology and Higher Education, etc.)</p> | <p>6.1. Submission of proposals for community service programs to various external donor agencies</p>        | <ul style="list-style-type: none"> <li>• Availability of community service program proposals submitted to external donor agencies</li> </ul>                                                                       |

Table 4.1 Strategic programs, activities, and performance indicators of community service

## **V. IMPLEMENTATION OF COMMUNITY SERVICE STRATEGIC PLAN**

### **A. Implementation of Strategic Plan**

The Community Service (PKM) Strategic Plan is implemented with funding from internal and external parties. The sources of funding for Community Service (PKM) activities consist of:

1. the Sampoerna University's internal sources
2. Dikti grants for PKM activities
3. Sponsors from private companies or other external Institutions.

The determination of the plan for community service activities for internal funds is made by CRCS. In contrast, for external funds, the agenda is determined by external institutions funding the community service activities. The community service activities are implemented for one academic year, starting from proposal submission, the proposal review process, implementation, monitoring and evaluation, seminars, and publication of the community service results.

### **B. Strategic Plan Funding**

For flagship community service programs, the Sampoerna University's internal funding is set at a maximum amount of IDR2,000,000,- per lecturer. As for competitive community

service programs, the funding source comes from external sources determined by the funding agencies.

### **C. Monitoring and Evaluation**

In Monitoring and Evaluation of community service activities, lecturers conducting community service activities are required to submit progress reports on activities/programs to CRCS and submit final reports to CRCS using the format provided by CRCS after the community service (PKM) activities end. CRCS will evaluate the community service programs and activities that have been completed. The results of this evaluation will provide recommendations and suggestions for implementing the programs in the subsequent periods. CRCS will also use the results of this evaluation to improve the quality of activities through the improvement and development of the following activity plans. Thus, the quality of community service at Sampoerna University can improve in a better direction, maximize activity outcomes, and benefit as much as possible for the target community.

As the main unit coordinating and facilitating research and community service activities, CRCS will organize the dissemination of research results and community service at the Sampoerna University through seminars, workshops, and public

discussions. According to research results and community service needs and availability, these dissemination activities will be carried out regularly at the end of the academic year.

CRCS will also encourage and facilitate lecturers to disseminate research results and community service in scientific forums outside the Sampoerna University campus, at sub-national, national, and international levels.

## **VI. CLOSING**

This Community Service Strategic Plan was prepared to effectively plan and supervise community service activities organized by the academic community at Sampoerna University. The development direction of community service, as stated in the Strategic Plan, is expected to be a maximum sustainable effort as a form of the contribution of the Sampoerna University in building a better, prosperous, dignified, and competitive society compared with other nations.

After the 2022-2026 period, the community service Strategic Plan will continue to be developed and rationalized sustainably following the academic dynamics and resources at the Sampoerna University, as well as the needs of the community in dealing with increasingly complex and dynamically developing social problems. The existence of this Strategic Plan is expected to be

a guideline for community service for all lecturers who are actively involved in community service activities.

Infinite gratitude is especially granted to the Strategic Plan Drafting Team, and in general gratitude goes to the Leadership of the Sampoerna University, the University Senate, the Faculty Leaders, and the Heads of Study Programs at the Sampoerna University who have provided many valuable inputs in the preparation of this Strategic Plan. Thus, this Strategic Plan is prepared to be useful for improving the quality and progress of community service at the Sampoerna University.

**Document Name:** Meeting Agenda UE007 – AY 22/23

**Appendix No:** 5

**Corresponding Agenda Item:** HR Faculty Policy

**Meeting No:** UE007 – AY 22/23

**Date:** October 13, 2022

**Brief Description of Document:**

The Lecturer recruitment process will follow and comply with the policies of Sampoerna University, all applicable national laws, and the Provider Agency's Human Resources policies. Recruiting of human resources (faculty member and staff) will also be in line with and supportive of academic planning and the corresponding SU Strategic Plans.

**Relevance of Document:**

-

**History of Document:**

-

**Suggested Action:**

Noting

# SAMPOERNA UNIVERSITY

## Human Resource Policy

### Faculty Policies

#### LECTURER RECRUITMENT

The Lecturer recruitment process will follow and comply with the policies of Sampoerna University, all applicable national laws, and the Provider Agency's Human Resources policies. Recruiting of human resources (faculty member and staff) will also be in line with and supportive of academic planning and the corresponding SU Strategic Plans.

#### MAN POWER PLANNING

As the part of integration of the Annual Plan, at the beginning academic year, each study program/department is required to identify and establish their human resource needs for the next academic year.

The Human Resource Plan follows the respective Strategic Plan as approved by the University Council.

#### ACADEMIC CAPACITY PLANNING

Academic Capacity Planning is established based on "*Standar Acuan Penilaian Beban Kerja Dosen Perguruan Tinggi Swasta di Lingkungan Kopertis Wilayah III Jakarta, Tahun Anggaran 2012*" ("Reference Standard"). This Standard Reference incorporates the method for calculating the *Satuan Kredit Semester* ("Semester Credits") in relation to *TriDharma* activities which consist of Teaching, Research, and Community Service.

#### RECRUITMENT REQUIREMENTS

In order to accomplish its goals and objectives, SU aims to recruit the best human resources. Therefore, all academic positions must fulfill the following requirements:

1. Education Background: minimum of a master's degree from a recognized university, in all fields related to the subject(s) to be taught, preferably with linear study in the field. Preference will be given to those candidates holding Doctoral Degrees (PhD);
2. A minimum of 18 credit hours completed at the graduate level in the relevant discipline in order to be eligible to teach courses at the undergraduate level;
3. Complete Diplomas and/or Decree of Ministry of Education on Degree Equivalency (*Surat Keputusan Penyetaraan Ijazah*) for those who took education program overseas;
4. Diplomas and Transcripts provided in the original language of issue, along with an official translation in English language;
5. Fluent in English, both spoken and written, confirmed by a letter from an accredited English Testing institutions;
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, confirmed by letter from credential evaluation company such as SPANTRAN (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).

#### CREDENTIALS ASSESSMENT COMMITTEE

All shortlisted applications for academic positions will be submitted by the Dean (or by the HR Department) to the University Credentials Assessment Committee (Vice-rector of Academic Affairs, Vice-Rector of International Relation, HRBP, and it is allowed to have additional members if needed) established by the President and Rector, for review of eligibility of prior academic background to fulfill University requirements.

#### 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 two weeks before the first working day of their appointment. The documents are as follows (where applicable):

##### Indonesian Candidate

1. Release Letter (*Surat Lolos Butuh*) and/or approved resignation letter from the previous institution;
2. NIDN / NIDK (*Nomor Induk Dosen Nasional*/National Lecture Registration Number);
3. In cases where the lecturer does not have a 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;
6. English translations of all non-English language transcripts and diplomas, and
7. Other related documents needed as per HR policy.

##### Expatriate Candidate

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 APPOINTMENT

The appointment of successful candidates will follow and comply with Human Resources policies. All appointments must include an official academic rank and the appointment status (permanent or part time).

The appointment of Lecturers to University administrative (structural) positions, such as President, Rector, Vice-Rectors, Deans or Vice-Deans, will follow the procedures established by the applicable governing bodies, including the University Council and the University Senate.

## 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 and has responsibility to carry out the Tri Dharma Perguruan Tinggi which is consist of teaching, community service, and research. This status can only be terminated by resignation, retirement, or otherwise pursuant to 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. 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 has temporary contract to teach a specific class or subject for a limited period of time. The main responsibility of part time lecturer is teaching, while the community service and research activities are not mandatory.

The justification of hiring part-time lecturer is under circumstance when faculty's current full-time lecturer is lacks of resources or subject-area competence.

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## NATIONAL REGISTRATION NUMBER (NIDN -*NOMOR INDUK DOSEN NASIONAL*)<sup>1</sup>

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 the registration of National Registration Number (NIDN) to the Director General of Higher Education (DIKTI), for all Indonesian full-time lecturers who have been in employment with the University for at least 3 months. The University will register a new NIDN or propose changes to an employee's current NIDN in accordance with Permenristekdikti No. 2 of 2016. The following documents must be submitted by the Lecturer (with Indonesian citizenship) to the HR Department:

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<sup>1</sup> <http://kopertis3.or.id/v5/wp-content/uploads/Persyaratan-Usulan-Dosen.pdf>

1. Appointed as a Full-time Lecturer with a maximum age of 58 years (Permenristekdikti No. 2 the Year 2016);
2. Not being a permanent employee at another institution;
3. The lecturer's student status should be registered with PD DIKTI for graduates after 2002;
4. Latest valid ID card (color/original, not photocopy);
5. Recent color photograph;
6. Certificates of Spiritual Health, Physical Health, and Drug-Free Status are all available. The certificates must be issued by a type C hospital or above and have validity status within six months.
7. Statement Letter from the Rector;
8. Contract of Employment;
9. Decree on Full-time Lecturer from Putera Sampoerna Foundation;
10. Complete diploma (starting S-1/D-4). For lecturer who graduates from foreign universities, a Decree on Degree Equivalency from the DIKTI is required;
11. If the lecturer has the Academic Rank, submit the most recent decree from DIKTI. Attach the latest decree on Academic Rank if the lecturer has it.

### SPECIAL REGISTRATION NUMBER (*NIDK -NOMOR INDUK DOSEN KHUSUS*)<sup>2</sup>

Special Registration Number (*NIDK – Nomor Induk Dosen Khusus*) is given to lecturers appointed by the University through a Letter of Employment. The NIDK is usually requested for lecturer in special case such as retired, government employee, expert from other institution, or other. In general, lecturers who can obtain the NIDK are those who are in good physical condition, have appropriate academic qualifications, and do not have a criminal record involving narcotics or substance abuse. The following requirements (refer to Permenristekdikti No. 2 of 2016) must be submitted by the Lecturer to the HR Department:

1. The lecturer's age at least 65 years
2. Latest valid ID card (color/original, not photocopy);
3. Recent color photograph;
4. Certificates of Spiritual Health, Physical Health, and Drug-Free Status are all available. It must be issued by a hospital of at least type C and have a validity duration of at least six months;
5. Statement Letter from the Rector;
6. Contract of Employment (at least 2 years);
7. Decree of appointment as a Special Lecturer;
8. Complete diploma (starting S-1/D-4). For lecturer who graduates from overseas universities, a Decree on Degree Equivalency from the DIKTI is required;
9. If the lecturer is still an active employee, a permission letter from the Institution's head or those authorized by the leader is required.
10. Reference Letter of teaching and schedule for at least one semester in one year as many as four credits, as authorized by the Rector.
11. Expatriate lecturers:

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<sup>2</sup> <http://kopertis3.or.id/v5/wp-content/uploads/Persyaratan-Usulan-Dosen.pdf>

- a. Working permit in Indonesia.
- b. Academic Rank at least associate professor.
- c. At least have three international publications in a reputable international journal.

12. The Extension of NIDK: Contract of Employment and Certificate of Physical and Spiritual Health, and Drug-free.

Lecturer who does not meet the requirements to have NIDN or NIDK, the University may propose the NUP (*Nomor Urut Pengajar*). The following documents must be submitted to the HR Department:

1. Latest valid ID card (color/original, not photocopy);
2. Recent color photograph;
3. Certificates of Spiritual Health, Physical Health, and Drug-Free Status are all available. It must be issued by a hospital of at least type C and have a validity duration of at least six months;
4. Statement Letter from the Rector;
5. Contract of Employment;
6. Letter of appointment as a Part Time Lecturer (appointed by Rector or Dean);
7. Complete diploma (starting S-1/D-4). For lecturer who graduates from overseas universities, a Decree on Degree Equivalency from the DIKTI is required;

### ACADEMIC RANK<sup>3</sup>

All eligible Lecturers will seek to gain academic rank as per DIKTI regulations. The University will assist each lecturer in preparing and submitting their academic rank proposal. Academic rank is classified as follows:

1. *Guru Besar* (GB) / Professor
2. *Lektor Kepala* (LK) / Associate Professor
3. *Lektor* (L) / Assistant Professor
4. *Asisten Ahli* (AA) / Assistant Professor
5. *Dosen atau belum memiliki jenjang akademik* / 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**.

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<sup>3</sup> [http://storage.kopertis6.or.id/kepegawaian/2020/JAFA%20-%20E%20ULT/permendikbud\\_tahun2014\\_nomor092.pdf](http://storage.kopertis6.or.id/kepegawaian/2020/JAFA%20-%20E%20ULT/permendikbud_tahun2014_nomor092.pdf)

#### 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) / ASSISTANT PROFESSOR

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 *Asisten Ahli* he/she should have acquired **minimum 150 of cumulative credit points**.

#### DOSEN ATAU BELUM MEMILIKI JENJANG AKADEMIK / LECTURER

All Full-time lecturers with at least 2 (two) years of work experience are required to have a minimum academic rank as *Asisten Ahli*.

Academic rank promotion, as well as the awarding of Honorary Degrees or other academic distinctions, will follow the procedures established by DIKTI and the University Senate. The internal process for appointing Guru Besar or Lektor Kepala shall be recommended starting from Faculty Council to University Senate. A detailed report of the selected Guru Besar or Lektor Kepala is prepared to be recommended by the Faculty Council. After that, the faculty council will recommend Dean, and Dean shall seek a recommendation from the University Senate Standing Committee of Academic Affairs, the University Executive, and the University Senate. The recommendation from University Senate is then registered to Lembaga Layanan Pendidikan Tinggi (LLDIKTI).

#### LECTURER CERTIFICATION (APPLICABLE FOR INDONESIAN CITIZENS)

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 who eligible to join the certification program is determined by DIKTI based on the University's (*Pangkalan Data Pendidikan Tinggi- PDDIKTI*) (report and will be announced by LLDIKTI. The *SerDos* program including with the status of eligibility and the whole process is conducted through an online system at <https://sister.kemdikbud.go.id/auth/login>.

The requirements<sup>4</sup> for *SerDos* candidates will follow and comply with the DIKTI regulations. If there are any changes in regulations, the requirements will refer to the newest ones. These are the current general requirements:

1. Registered in the higher education database (PD-DIKTI);
2. Have an academic qualification of at least Master's degree/equivalent;
3. Have NIDN or have NIDK;
4. Having at least two years of service at the university's home-base, confirmed by the BKD (*Beban Kerja Dosen*) report with minimum 4 semester
5. Have a minimum academic rank of Asisten Ahli;
6. Have a rank or a decree on inpassing/equivalent from DIKTI (Guru Besar (GB)/Professor and Lektor Kepala (LK)/Associate Professor), and Kopertis (Lektor (L)/Assistant Professor and Asisten Ahli (AA)/Assistant Professor)
7. Lecturers appointed for further study equivalent to 12 credits per year can be included.
8. Join the Training of PEKERTI (*Peningkatan Keterampilan Teknik Instruksional*) conducted by DIKTI or other appointed institutions.

Passed the minimum passing grade and have the certificate of TPDA (*Tes Potensi Dasar Akademik*) TPDA and English Proficiency Test with from recognized institutions by DIKTI

## LECTURER FURTHER STUDY

Lecturers are allowed to pursue a further study linear to their areas of expertise to improve the competencies and qualification which will affect the quality of study program and the university. The initiative to take further study must be approved by the Head of Study Program and Dean. The lecturers who are allowed to propose are the full-time lecturers with minimum 2 years of working experience with SU and are responsible for all the expenses for the further study. The lecturers will carry out the further study without leaving the Tri Dharma responsibilities.

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<sup>4</sup> [http://ltdikti6.id/wp-content/uploads/2020/08/buku\\_i\\_naskah\\_akademik\\_serdos\\_tahun\\_2019.pdf](http://ltdikti6.id/wp-content/uploads/2020/08/buku_i_naskah_akademik_serdos_tahun_2019.pdf)

## CHAPTER 4 –WORKLOAD MANAGEMENT

### GENERAL POLICY

1. 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 institution that will be carried out in a scheduled or unscheduled manner by the Lecturer that is categorized as follows:
  - a. assigned by the President or Rector to be carried out at the organizational level, center, study program, laboratory or studio level,
  - b. conducted based on personal or group's initiative, approved, registered and reported to the President or Rector for peer review,
  - c. cooperation with any third party as approved, registered and reported to the Rector..
3. The Workload for Lecturer of Sampoerna University for Full-time Teaching Equivalence (FTE/EWMP) is stipulated at the minimum of 30 (thirty-hour) Satuan Kredit Semester (Credits) and maximum addition 36 (thirty-six) Credits per year. The required teaching load is 24 (twenty-four) Satuan Kredit Semester (Credits) per year, provided that 1 credit shall be deemed as 170 (one hundred seventy) minutes per week per semester, which is divided into (based Permendikbud No.3/2020 article 19);
  - a. 1 SKS 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 SKS 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 SKS in the form of practicum, studio or workshop work, field practice, research, community service, and/or other learning form that is equal to 160 (one hundred sixty) minutes per week per semester.
4. The additional maximum 6 (six-hours) Credits per year is counted as teaching overload.
5. Lecturers should support interfaculty initiatives to deliver the university's General Education curriculum through assignments with the American College. 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 optimal workloads.
6. Each Lecturer will have the obligation to perform the University *TriDharma* with the distribution of maximum SKS/semester equivalence for each component as follows:

|                                           |   |                    |
|-------------------------------------------|---|--------------------|
| a. Teaching                               | : | Maximum 15 credits |
| b. Research                               | : | Maximum 3 credits  |
| c. Community Service                      | : | Maximum 3 credits  |
| d. Professional Development               | : | Maximum 6 credits  |
| e. Structural and Non-Structural Position | : | Maximum 6 credits  |
| f. Permanent Committee Membership         | : | Maximum 1 credits  |

With the following breakdown:

## TEACHING

| Activities             | Credits/semester                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Student                                                                                                                      | Remarks |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------|
| 1. Course Lecturing    | If a lecturer teaches one course, it will be calculated as credits x 100%                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1-40 students/class for social sciences<br>1-30 students/class for sciences<br>(Surat Edaran Kemenristek DIKTI No. 100/2016) |         |
|                        | If a lecturer teaches one course as team teaching, it will be calculated as:<br><br>Total meetings of the said lecturer credits<br>-----<br>Total meetings for all course in 1 semester                                                                                                                                                                                                                                                                                                                                       |                                                                                                                              |         |
|                        | If the number of students exceed from max class size, it will be calculated:<br><br><u>Social Sciences :</u><br><br>$1 \text{ credit} + \left[ \frac{(\text{total students in one class} - 40)}{40 \text{ students}} \times 1 \text{ credit} \right]$                                                                                                                                                                                                                                                                         |                                                                                                                              |         |
|                        | <u>Sciences:</u><br>$1 \text{ credit} + \left[ \frac{(\text{total students in one class} - 30)}{30 \text{ students}} \times 1 \text{ credit} \right]$ <ul style="list-style-type: none"> <li>• For parallel classes for the same course will be calculated as actual credits of the said course.</li> <li>• Remedial class can be organized if there are more than 10 students and the Lecturer may calculate the credits as 100%. If it is less than 10 students, then the Lecturer cannot calculate the credits.</li> </ul> |                                                                                                                              |         |
| 2. Practicum Lecturing | If a lecturer teaches one course, it will be calculated as credits x 100%.                                                                                                                                                                                                                                                                                                                                                                                                                                                    | max student per class will depends to Lab capacity                                                                           |         |

| Activities                                    | Credits/semester                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Student        | Remarks                                                     |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------|
|                                               | <p>If a lecturer teaches one course as team teaching, it will be calculated as:</p> <p>Total meetings of the said lecturer credits<br/>-----<br/>Total meetings for all course in 1 semester</p> <p>If the number of students exceed from max class size, it will be calculated:</p> $1 \text{ credit} + \left[ \frac{\# \text{students in one class} - \text{max. lab capacity} \times 1}{\text{max. lab capacity}} \right] \text{ credi}$ <ul style="list-style-type: none"> <li>• For parallel classes for the same course will be calculated as actual credits of the said course.</li> <li>• Remedial class can be organized if there are more than 10 students and the Lecturer may calculate the credits as 100%. If it is less than 10 students, then the Lecturer cannot calculate the credits.</li> </ul> |                |                                                             |
| 3. Thesis Adviser                             | <p>Number of students<br/>----- x 1 credit<br/>4</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Max 6 students | If more than 4 students, it shall be deemed proportionally. |
| 4. Thesis Examiner                            | <p>Number of students<br/>----- x 1 credit<br/>8</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Max 8 students | If less than 8 students, it shall be deemed proportionally. |
| 5. Guiding KKN / Job Training / Internship    | <p>Number of students<br/>----- x 1 credit<br/>6</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Max 6 students | If less than 6 students, it shall be deemed proportionally. |
| 6. Developing modules for courses & practicum | <ul style="list-style-type: none"> <li>- New module: 1 credit/product</li> <li>- Revision module: 0.5 credit/product (based on agreement with HoD)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                | Max 2 product per semester                                  |



## RESEARCH

To be organized by CRCS and reported to, as well as approved by, the Rector.

| Activities                   |                                                                                                                                                                                         | Credits/semester                                                                                                 |                                                        | Remarks                                                                                                                                                                                                                                                                 |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. Research with publication |                                                                                                                                                                                         |                                                                                                                  |                                                        |                                                                                                                                                                                                                                                                         |
| 1. Book                      |                                                                                                                                                                                         |                                                                                                                  |                                                        |                                                                                                                                                                                                                                                                         |
| a. Reference Book            | <ul style="list-style-type: none"><li>• Outline -25%</li><li>• Book content -50%</li><li>• Finished Draft - 15%</li><li>• Publisher Approval - 5%</li><li>• Book printed - 5%</li></ul> | 1.25 credits/product<br>2.5 credits/product<br>0.75 credit/product<br>0.25 credit/product<br>0.25 credit/product | 5 credits/books with max 4 semesters until publication | <p>If in addition to the independent research, the lecturer is involved in group research, then the calculation shall be as follows:</p> <ul style="list-style-type: none"><li>• Lead researcher 60% of credits</li><li>• Member researchers 40 % of credits.</li></ul> |
| b. Monograph                 | <ul style="list-style-type: none"><li>• Outline -25%</li><li>• Book content -50%</li><li>• Finished Draft - 15%</li><li>• Publisher Approval - 5%</li><li>• Book printed - 5%</li></ul> | 0.75 credit/product<br>1.5 credits/product<br>0.45 credit/product<br>0.15 credit/product<br>0.15 credit/product  | 3 credits/books with max 4 semesters until publication |                                                                                                                                                                                                                                                                         |
| c. Book Chapter              |                                                                                                                                                                                         |                                                                                                                  |                                                        |                                                                                                                                                                                                                                                                         |
| 1) International             | <ul style="list-style-type: none"><li>• Acceptance Letter from Author/Editor -40%</li><li>• Content - 40%</li><li>• Finished Draft &amp; Printed - 20%</li></ul>                        | 1 credit/product<br>1 credit/product<br>0.5 credit/product                                                       | 2.5 credits/chapter                                    |                                                                                                                                                                                                                                                                         |
| 2) National                  | <ul style="list-style-type: none"><li>• Acceptance Letter from Author/Editor -40%</li><li>• Content - 40%</li><li>• Finished Draft &amp; Printed - 20%</li></ul>                        | 0.7 credit/product<br>0.7 credit/product<br>0.35 credit/product                                                  | 1.75 credits/chapter                                   |                                                                                                                                                                                                                                                                         |
| 2. Journal                   |                                                                                                                                                                                         |                                                                                                                  |                                                        |                                                                                                                                                                                                                                                                         |

| Activities                                 |                                                                                | Credits/semester                                                 |                                                           | Remarks                                                                                                                                                                                                                                                                 |
|--------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. Reputable Indexed International Journal | Submission and accepted for review - 50%<br>Revision - 40%<br>Publication -10% | 2.5 credits/product<br>2 credits/product<br>0.5 credit/product   | 5 credits/research with max 4 semester until publication  | <p>If in addition to the independent research, the lecturer is involved in group research, then the calculation shall be as follows:</p> <ul style="list-style-type: none"><li>• Lead researcher 60% of credits</li><li>• Member researchers 40 % of credits.</li></ul> |
| b. Indexed International Journal           | Submission and accepted for review - 50%<br>Revision - 40%<br>Publication -10% | 2 credits/product<br>1.6 credits/product<br>0.4 credit/product   | 4 credits/research with max 4 semesters until publication |                                                                                                                                                                                                                                                                         |
| c. Un-Indexed International Journal        | Submission and accepted for review - 50%<br>Revision - 40%<br>Publication -10% | 1.5 credits/product<br>1.2 credits/product<br>0.3 credit/product | 3 credits/research with max 4 semesters until publication |                                                                                                                                                                                                                                                                         |
| d. Accredited National Journal             | Submission and accepted for review - 50%<br>Revision - 40%<br>Publication -10% | 1.5 credits/product<br>1.2 credits/product<br>0.3 credit/product | 3 credits/research with max 4 semester until publication  |                                                                                                                                                                                                                                                                         |
| a. Un-accredited National Journal          | Submission and accepted for review - 50%<br>Revision - 40%<br>Publication -10% | 1 credit/product<br>0.8 credit/product<br>0.2 credit/product     | 2 credits/research with max 4 semester until publication  |                                                                                                                                                                                                                                                                         |
| <b>3. Research with Dissemination</b>      |                                                                                |                                                                  |                                                           |                                                                                                                                                                                                                                                                         |
| a. Proceeding Paper + Presentation         |                                                                                |                                                                  |                                                           |                                                                                                                                                                                                                                                                         |
| 1) International                           |                                                                                | 3 credits/product                                                |                                                           |                                                                                                                                                                                                                                                                         |
| 2) National                                |                                                                                | 2 credits/product                                                |                                                           |                                                                                                                                                                                                                                                                         |

| Activities                                            |  | Credits/semester    |  | Remarks                                                                                                                     |
|-------------------------------------------------------|--|---------------------|--|-----------------------------------------------------------------------------------------------------------------------------|
| b. Proceeding Paper                                   |  |                     |  |                                                                                                                             |
| 1) International                                      |  | 2 credits/product   |  |                                                                                                                             |
| 2) National                                           |  | 1.5 credits/product |  |                                                                                                                             |
| c. Presentation in conference/seminar/symposium/forum |  |                     |  |                                                                                                                             |
| 1) International                                      |  | 1 credit/product    |  |                                                                                                                             |
| 2) National                                           |  | 0.5 credit/product  |  |                                                                                                                             |
| d. Popular Magazine or Newspaper                      |  | 0.25 credit/product |  | max 1 publication/semester                                                                                                  |
| <b>B. Research without publication</b>                |  |                     |  |                                                                                                                             |
|                                                       |  | 0.5 credit/ product |  | Research result is kept in SU library                                                                                       |
| <b>C. Others</b>                                      |  |                     |  |                                                                                                                             |
| 1. Book Translation                                   |  | 2 credits/book      |  | Reference Book with ISBN<br>1 title to be Translated/edited by more than 1 person:<br>Lead Translator = 60%<br>Member = 40% |
| 2. Book Editing                                       |  | 1 credit/book       |  |                                                                                                                             |
| 3. Invention (patent/copyright/HAKI):                 |  |                     |  |                                                                                                                             |
| a) Patented                                           |  |                     |  |                                                                                                                             |
| 1) Internationally patented recognized in 4 states    |  | 10 credits/product  |  |                                                                                                                             |
| 2) Nationally patented                                |  | 5 credits/product   |  |                                                                                                                             |
| b) Non-patented                                       |  |                     |  |                                                                                                                             |
| 1) Internationally presented                          |  | 3 credits/product   |  | The result must be presented in a scheduled forum                                                                           |



### COMMUNITY SERVICE

| Activities                                                                                              | Credits/semester                            | Remarks |
|---------------------------------------------------------------------------------------------------------|---------------------------------------------|---------|
| 1. Provides training/consultation/seminar to community as facilitator:<br>a. Scheduled<br>b. Incidental | 1 credit/activity<br>0.25 credit/activity   |         |
| 2. Published in Community Services Journal                                                              | 1 credit/product                            |         |
| 3. Journal reviewer<br>a. International<br>b. National Journal                                          | 0.25 credit/product<br>0.125 credit/product |         |

### STRUCTURAL POSITIONS

| Item                                           | Credits/semester | Remarks                                                                                |
|------------------------------------------------|------------------|----------------------------------------------------------------------------------------|
| 1. Rector                                      | 6 credits        | Based on applicable SU organizational structure and appointment by the Provider Agency |
| 2. Vice Rector                                 | 5 credits        | Based on applicable SU organizational structure and appointment by Rector's Decree     |
| 3. Dean                                        | 5 credits        |                                                                                        |
| 4. Head of Study Program/Centre/Unit/Institute | 3 credits        |                                                                                        |
| 5. Head of Laboratory/ Studio                  | 2 credits        |                                                                                        |

### SUPPORTING ACTIVITY

| Item                                 | Credits/semester               | Remarks                                                                                         |
|--------------------------------------|--------------------------------|-------------------------------------------------------------------------------------------------|
| 1. Academic Adviser                  | 1 credit for every 12 students | Maximum 2 credits/semester, if there are more than 25 students, it will be deemed as 2 credits. |
| 2. Students' Club Activities Advisor | 0.5 credit/activities          | One activity equals to 50 work hours per semester                                               |
| 3. Internship Coordinator            | 1 credit                       |                                                                                                 |

## MEMBER OF UNIVERSITY/FACULTY BODY, COMMITTEE, AND ASSESSOR

| Item                               | Credits/semester     | Remarks                                                                            |
|------------------------------------|----------------------|------------------------------------------------------------------------------------|
| 1. Chair of Senate University      | 4 credits            |                                                                                    |
| 2. Vice Chair of Senate University | 1 credit             |                                                                                    |
| 3. Secretary of University Senate  | 1 credit             | Based on applicable SU organizational structure and appointment by Rector's Decree |
| 4. Member of University Senate     | 0.75 credit          |                                                                                    |
| 5. Chair of Faculty Council        | 0.5 credit           |                                                                                    |
| 6. Secretary of Faculty Council    | 0.25 credit          |                                                                                    |
| 7. Member of Faculty Council       | 0.25 credit          |                                                                                    |
| 8. Chair of Committee/Coordinator  | 0.5 credit/committee |                                                                                    |
| 9. Member of Committee             | 0.25/committee       |                                                                                    |
| 10. Membership of BKD/JJA Assessor | 0.5 credit           |                                                                                    |

## PROFESSIONAL DEVELOPMENT

| Activities                                                                                                    | Credits/semester          | Remarks                        |
|---------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------------|
| 1. Pursuing Doctoral Study                                                                                    | max 6 credits             | Based on the Rector's Approval |
| 2. Certification of Competence and Profession:<br>a. International Certification<br>b. National Certification | 1.5 credits<br>0.5 credit | Priority for PhD holders       |

## RESEARCH OUTPUT DISSEMINATION

Subject to funding availability, Full Time Lecturers whose research output is accepted for dissemination in journals, or at 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 an associations' board 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 CRCS and to the University Library.

Lecturers are required to inform the Dean and CRCS of their research dissemination activities as part of their 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 scientific 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 and reinforces the mission, vision and objectives of SU;
4. Lecturers may attend events under the following circumstances:
  - a. Accepted academic paper or presentation;
  - b. Invited as a Speaker; or
  - c. Invitation or election to the supervisory board of an academic or professional association.
5. Lecturers must obtain external funding for such activities

The University supports the professional development of its faculty and provides a limited pool of funds each year to support these activities. Lecturers may be awarded internal funds to support them on a competitive basis. Where possible, lecturers are encouraged to obtain external grants and financial support for these activities.