

SAMPOERNA UNIVERSITY

UNIVERSITY EXECUTIVE MEETING

MINUTES

NOTICE IS HEREBY GIVEN THAT the Sampoerna University on University Executive Meeting AY 2022-2023 was held virtually on **Thursday, 16 February 2022** (Jakarta Time) at SU and on MS Teams. The meeting has established the quorum as voting members attended it with the following details:

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

Committee Members		
Marshall Schott	MS	<i>Present</i>
Wahdi Salasi April Yudhi*	WY	<i>Present</i>
Soepriyatna	SP	<i>Present</i>
Endriyani Widyastuti	EW	<i>Present</i>
Elan Merdy	EM	<i>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
Maryke Ayu Kinasih	MAK	Executive Secretary
Dian Mayasari	DM	Administrative Assistant

2) Agenda

AGENDA **University Executive Meeting** Thursday, 16 February 2023

No.	Particulars	Action	Presented by
1.	Opening by the Chair of the University Executive		
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.	Consent Agenda		
4.1	Minutes of Previous Meeting	Noting	Chair
5.	Special Announcement & Reports		
5.1.	SC on Academic Affairs		
5.1.1.	Judicium Date for FOE, FOB, FET	Noting	SP
5.2.	SC on Student Affairs		
5.2.1.	Student and Alumni Affairs Policy	Approval	EK
6.	Items for Consideration		
6.1	Blocking the two AI Essay Writing Technologies Policy and to modify Section 5.1 of the Student Code of Conduct	Approval	EK
6.2	Faculty & Staff Satisfaction Survey Report (Fall 2022)	Noting	DS
6.3	The Course Evaluation Instrument (EDOM Rubric)	Noting	DS
7.	New Business		Chair
7.1	Collaboration with Y Venture	Noting	SDL
8.	Adjourning the Meeting		Chair

3) Discussion

Agenda	Discussion	Action	Vote	Vote Result
Verification for Quorum	The quorum is sufficient to start the meeting.			
Consent Agenda	Showing minutes from UE meeting on 19 January 2023.			
Special Announcement & Reports				
Judicium Date	[SOE] SU Fast-Track students (Cohort 2019) will have their Judicium on March 15, 2023, for 33 FOB students and 8 FOE students. FET Fast-Track students' Judicium is postponed after the ME accreditation visit from LAMTEHNIK with hope that ME accreditation will have good score, to increase our student's employability. This is our last batch of fast-track students. [SOE] We will issue a rector recommendation letter for students so they can still apply for job while waiting for their diploma.			
Student and Alumni Affairs Policy	[EK] We are asking for approval of edits of the Student and Alumni Affairs policy which was written in 2019 and is now up for its schedule review. This policy details the responsibilities and scope of SAA. The edits to the document are minor and do not include major substantive changes. [EK] The purpose of this policy is to provide clear guidance to university executives, rectorate, faculty, staff, and students regarding the program and services delivered by Student and Alumni Affairs unit to students and alumni. [EK] Revised points on the new draft policy are (1) Changing the Responsible Executive from VRAA to VRSS; (2) Changing term used from Student Affairs to Student and Alumni Affairs (SAA); (3) Removing information on counseling and scholarship monitoring, because that is no	We will issue Rector's Decree.	Motion: EK Seconded: LC Aye: WSAY, SDL, SOE, EM, WS, LS, DS, NK, EW. Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Student and Alumni Affairs Policy . [MSC]

Agenda	Discussion	Action	Vote	Vote Result
	part of SAA anymore; (4) Moving information from the Award Program's section into the section on Achievement Support & Valued Experienced Development; and (5) Simplifying the article of Student Organizations. • [MS] You might want to check if these changes affect the Students Handbook. → [EK] Actually, these changes are already included in the Student Handbook. Most of the changes that we made in this policy is catching up with the Student Handbook.			
Blocking the two AI Essay Writing Technologies Policy and to modify Section 5.1 of the Student Code of Conduct	• [EK] It has become apparent in discussions with students, that some SU students have been introduced to AI essay writing programs like Chat GPT and Jasper, where you can type to this program and they write incredible essay for you. This new technology has the potential to undermine the academic integrity the work that students submit. • [EK] Therefore we want to propose the following: (1) Disable downloading Chat GPT and Jasper from SU systems; and (2) Modification of Code of Conduct 5.1 to the following: <i>In order to ensure that the highest standards of academic conduct are promoted and supported at the University, students must adhere to generally accepted standards of academic honesty, including but not limited to: refraining from cheating, plagiarizing, research misconduct misrepresenting one's work, inappropriately collaborating, and/or using AI programs such as Chat GPT and Jasper, or any essay creation software, to create, in part or in whole, any academic assignment. (As approved by all UE members by email approval)</i> • [SOE] our challenges related to software is not only for Grammarly, but students also familiarize themselves with software for paraphrasing or summarizing journal. They can just easily summarize journal without the students			

Agenda	Discussion	Action	Vote	Vote Result
	have to actually read it. I will talk to CETL to provide assessment techniques for faculty members. • [EK] Every new semester, we do presentation on academic integrity for new students, so we can add extra slides to include these new technologies. • [MS] When make this amendment to the policy, just make sure we note that it was amended on February 16, 2023.			
Faculty & Staff Satisfaction Survey Report (Fall 2022)	• [DS] The Faculty and Staff Satisfaction Survey was held on January 5th, 2023, during the Spring 2023 kick-off meeting. The current survey received the highest response rate of 80% where they can scan the barcode and complete the survey in 2 minutes. • [DS] The survey is about working culture & management, human resources and financial services and teaching & learning for the faculties. • [DS] Total respondent are 77 → [MS] We need to put the percentage by category. • [DS] On Working Culture, 80% of respondents opted that SU employees demonstrated positive morale and culture. • [DS] For Human Resources & Financial Services, the respondents indicated that 27% of respondents have attended professional development more than twice, 18% twice, 36% once, and the rest of 19% have not attended professional development during Fall 2022. → [MS] The question no. 3 <i>SU provides health benefits and a pension plan (BPJS Kesehatan, BPJS Ketenagakerjaan), and/or other medical benefits/health insurance</i> –this is a binary question (Yes/No question), there’s no qualitative statement in this question. We can add “qualify”, “good and effective”, “reliable” → [EW] For this question only earned 90% because there’s part-time lecturers also.			

Agenda	Discussion	Action	Vote	Vote Result
	→ [DS] Part-time can choose “not applicable” to answer this question. • [DS] For Teaching & Learning, we have open-ended questions, and below are some of the comments: - Collaborative and supportive colleagues, helpful staff, and faculty. - Strong support for teaching learning process. - Flexible working hours and supportive environment. - Excellent lab apparatuses are very crucial to make students enjoy their class. - Good teamwork and opportunities to apply my skills in courses taught. - SU has a positive environment for a lecturer to develop their professional competencies. - Innovation that values national and international characters. • [DS] Based on the survey results, here are some recommendations we can conclude: - Ensuring the development of activity planning by each unit at the beginning of the academic year. - Attention from the head of units to their respective department to find out and mitigate the need for improvement. - Mapping the need for sufficient personnel (faculty members and supporting staff) and finding a solution in decreasing the high turnover of staff. - Innovative marketing strategy, and conduct market research to increase student body. - Develop an integrated data system that would be useful for internal needs as well as external (accreditation purpose).			
The Course Evaluation Instrument (EDOM Rubric)	• [DS] This is a standardized survey for course evaluation. CETL will introduce this new set of questions for course evaluation tools taken from Stringer, M., & Irwing, P. (1998). Students' evaluations of teaching effectiveness: A			

Agenda	Discussion	Action	Vote	Vote Result
	structural modeling approach. British Journal of Educational Psychology. The course evaluation will be held twice a semester- in the 8th week and 12th week. This evaluation has 25 questions. We're asking UE members to let the faculty know that there will be a new course evaluation. → [MS] This is a 25-year-old instrument and some of these questions need to be word smithed. I recommend not using an old instrument. We need to send this evaluation to Senate and ask for their inputs before we use it. → [MS] In terms of the satisfaction survey, how is it compared to last year and a year before? → [DS] For Faculty & Staff Satisfaction Survey, previous years was we didn't get relevant data but now since we're putting more elements to it, I think we can get a better data recommendation this year. → [SDL] Is it still the plan to do the survey one in the middle of semester and one at the end? → [DS] Yes. → [MS] That instrument is not design for formative and summative assessment. It's design for summative assessment only. So, you can only use it at the end of the term. There's no point of giving it at the beginning of the semester. → [SDL] You can advise another type of survey for mid semester evaluation. The goals is to use this as an indication for the lecture of how to improve the course right? → [DS] Yes. We will handover the list of questions to CETL because they will do the follow up with the professional development. → [MS] We need to find a way to get better participation from our students in doing the survey. Especially the one in the middle of semester.			

Agenda	Discussion	Action	Vote	Vote Result
	➔ [DS] Learning from our previous survey, I'm wondering if we can use the same method by asking them to do the survey on the spot and it will only take 2 minutes of their time. ➔ [LC] At several schools in US, they did not release grades until students complete the survey. ➔ [DS] We did that through ACADIS but somehow students still can find out their grade through CANVAS. ➔ [MS] So use CANVAS for the survey. Put the survey on Canvas and give announcement that they're grade will not be released until they do the survey. ➔ [DS] Another thing, our survey is not anonymous anymore. We need to provide a way to make the student understand and agree that the survey is done anonymously to get a better and unbiased answer. ➔ [NK] When we hold students' grades, its only work for Final term survey, but not necessarily for midterm survey. That's why the midterm survey response is very low. So, my question is is the midterm survey required? ➔ [DS] Yes. ➔ [MS] Is there a policy procedure for that? ➔ [DS] Yes, it's required by BAN-PT. ➔ [SDL] I would even go back to paper and pencil survey, if the students feel comfortable because you don't have to write name and have them do it in the classroom 5 minutes ahead in the beginning of the class. ➔ [MS] I would like to suggest approach the midterm survey as a compliance measure. At this point, it's not going to produce usable data for us as an institution. Let's approach it as compliance requirement. Make it very short, paper-pencil and collect the data. But if we have to do this for compliance, then let's do the bare			

Agenda	Discussion	Action	Vote	Vote Result
	minimum to comply with the requirement and we really do want to get submitted really good strong summative data at the end of the course that is usable. ➔ [NK] For the survey on CANVAS, I don't know if it can be done anonymously. The survey on ACADIS is anonymous, only IT and AR can see the identity of students. But from the student's point of view, they don't have to fill out anything and the lecturers also cannot see the student's identity. ➔ [DS] The problem with that is we don't really have a good response rate. I think the survey have been presented many times in the previous years and its not valid. ➔ [MS] I would take a minute and do some research and look at best practices and look at institutions who are getting high response rates on the end-of-course evaluation. We need to put a statement that says "the result of this survey will be anonymous and they will only be shared with XY and Z for the purpose of academic quality. CANVAS is a great tool to administer this.			
New Business				
1. Collaboration with Y Venture				
Items for Considerations				

* 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 February 16, 2023

Minutes were approved as amended.

3) Next Meeting Date

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University Executive

Meeting 012 – AY22/23

February 16, 2023

Document Name: Meeting Agenda UE012 – AY 22/23

Appendix No: 1

Corresponding Agenda Item: Meeting Agenda

Meeting No: UE012 – AY 22/23

Date: February 16, 2023

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, 16 February 2023

No.	Particulars	Action	Presented by
1.	Opening by the Chair of the University Executive		
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.	Consent Agenda		
4.1	Minutes of Previous Meeting	Noting	Chair
5.	Special Announcement & Reports		
5.1.	SC on Academic Affairs		
	5.1.1. Judicium Date for FOE, FOB, FET	Noting	SP
5.2.	SC on Student Affairs		
	5.2.1. Student and Alumni Affairs Policy	Approval	EK
6.	Items for Consideration		
6.1	Blocking the two AI Essay Writing Technologies Policy and to modify Section 5.1 of the Student Code of Conduct	Approval	EK
6.2	Faculty & Staff Satisfaction Survey Report (Fall 2022)	Noting	DS
6.3	The Course Evaluation Instrument (EDOM Rubric)	Noting	DS
7.	New Business		Chair
7.1	Collaboration with Y Venture	Noting	SDL
8.	Adjourning the Meeting		Chair

Document Name: Meeting Agenda UE012 – AY 22/23

Appendix No: 2

Corresponding Agenda Item: Minutes of Previous UE Meeting (January 19, 2023)

Meeting No: UE012 – AY 22/23

Date: February 16, 2023

Brief Description of Document:

Minutes from previous UE Meeting.

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 2022-2023 was held virtually on **Thursday, 19 January 2023** (Jakarta Time) at SU and on MS Teams. The meeting has established the quorum as voting members attended it with the following details:

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

Committee Members		
Marshall Schott	MS	<i>Present</i>
Wahdi Salasi April Yudhi*	WY	<i>Present</i>
Soepriyatna	SP	<i>Present</i>
Endriyani Widyastuti	EW	<i>Present</i>
Elan Merdy	EM	<i>Absent</i>
Lauren Clarke	LC	<i>Present</i>
Wahyoe Soedarmono	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
Maryke Ayu Kinasih	MAK	Executive Secretary
Dian Mayasari	DM	Administrative Assistant

2) Agenda

AGENDA

University Executive Meeting

Thursday, 19 January 2023

No.	Particulars	Action	Presented by
1.	Opening by the Chair of the University Executive		
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.	Consent Agenda		
4.1	Minutes of Previous Meeting	Noting	Chair
4.2	President Message: NECHE Annual Meeting in Boston	Noting	MS
5.	Special Announcement & Reports		
5.1.	SC on Academic Affairs		
5.1.1.	Independent Research Procedure	Noting	SP
5.1.2.	Review on the Guideline on Curriculum Development and Review	Noting	SP
5.1.3.	Review on the Teaching Guidance and Evaluation Monitoring	Noting	SP
5.2.	SC on Administrative Affairs		
5.2.1.	Evacuation Team Organization	Approval	EW
5.3.	SC on Student Affairs		
5.3.1.	Student Handbook	Approval	EK
6.	Items for Consideration		
6.1	Procedure for Strategic Plan Alignment	Noting	GTN
6.2	End of Term of Office for University Senate Chair 23 March 23	Noting	WSY
6.3	UK-Indonesia Going Global Partnerships (GGP) Grant 2022	Noting	WSY
7.	New Business		Chair
8.	Adjourning the Meeting		Chair

3) Discussion

Agenda	Discussion	Action	Vote	Vote Result
Verification for Quorum	The quorum is sufficient to start the meeting.			
Consent Agenda	Showing minutes from UE meeting on 24 November 2022.			
Message from the President of SU	NECHE Visit –We had a good meeting in Boston with NECHE regarding the accreditation and visiting team. Date for NECHE site visit is on May 21 – 23, 2023 and visiting team consist of 6 members. We need to prepare logistics and allocate space in campus for these meetings to occur. We need to arrange flight and accommodation. We’re pretty confident that the site visit will go well . A candidacy decision will be made in Q3 of this year. Candidacy means that we are accepted as NECHE members and we will have 2 years for full accreditation. 2 years from May 2023 we will have another site visit to confirm whether we get the accreditation or not. The purpose of this site visit is to check the accuracy of what we wrote in the Self Study and to point out what areas that are not in full compliance with the standards. Our self-study needs to be sent to the visiting team in late March. We’re currently revising 3 standards. SU-UA MBA Program –UA has given their approval for MBA Program with SU. UA new dean is very globally oriented and they want to do the MBA. UA will teach their MBA core curriculum. We will create something unique and different for our MBA Program, such as international MBA or global MBA. However, we cannot do this until NECHE approved it. ABET Accreditation –We have an issue with UA ABET accreditation, due to they cannot extend ABET accreditation for program offered outside the main campus without a site visit. So, SU needs to get its own			

Agenda	Discussion	Action	Vote	Vote Result
	ABET accreditation and it will be recognized in Washington and we will be good to go. • UA Global Conference –Prior to the pandemic, UA hosted at global conference, and we will assist to host it this year around June or July. It will be a great opportunity to us.			
Special Announcement & Reports				
Independent Research Procedure	• [SOE] The independent research procedure is to complete our research policy and it is something that we have been doing in SU. This procedure is to facilitate SU lecturers in fulfilling their research obligations. This research scheme is developed for lecturers who do not receive sufficient internal/external research funding. In addition to directing and developing researchers' abilities, this program is also expected to be a training program for novice lecturers to publish their research results in national/international journals, and conferences/seminars.			
The Guideline on Curriculum Development and Review	• [SOE] We are currently reviewing the guidelines on curriculum development, which was issued in 2018, which was no longer applicable due to DIKTI has already issued a new guideline, such as Industry 4.0 and MBKM. The Ad hoc is led by Prof. Media and we will consider what is required by NECHE, our partners etc. We will create a more comprehensive guideline.			
Review on the Teaching Guidance and Evaluation Monitoring	• [SOE] We also reviewing the Teaching Guidance and Evaluation Monitoring because there are some aspects that we no longer implement.			
Evacuation Team Organization	• [EW] We would like to propose Evacuation Team. This team is part of building evacuation team. SU Evacuation team covered all floors that belongs to SU. We assign at least 1 warden of the employee of the same floor.			

Agenda	Discussion	Action	Vote	Vote Result
	No vote necessary, but due to DIKTI required the Rector's Decree.			
Student Handbook	[EK] We finalize the student handbook in November and would like to get the approval from SU Executives. Most of the modifications and edits were related to small policy changes, for example there's a new retake policy.	We will issue Rector's Decree.	Motion: EK Seconded: SOE Aye: WSAY, SDL, LC, WS, LS, DS, NK, EW. Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Student Handbook . [MSC]
New Business				
<i>New Business:</i> Procedure for Strategic Plan Alignment	[GTN] This procedure was developed in response to the SU Internal Quality Audit finding that the University needs a procedure for aligning SU strategic plan with all Study Programs. This procedure aims to provide the guidelines for aligning the plans of divisions, faculty, study programs, and other units at Sampoerna University (SU) with the University level strategic plan. [GTN] This process is to complete the strategic and alignment plan template and implement a strategic plan and measures of success. Your plan should focus on your strategic plan rather than everything you do.			
<i>New Business:</i> End of Term of Office for University Senate Chair 23 March 23	[WSAY] Prof. Teddy Mantoro as Senate Chair will come to an end on March 23, 2023. So, we need to discuss whether we will extend his appointment as University Senate Chair or select new candidate? Currently Prof. Teddy is on his 2nd appointment as Senate Chair. [MS] The senate bylaws only allow Senate Chair to run for office for 2 consecutive times. So, we cannot extend his			

Agenda	Discussion	Action	Vote	Vote Result
	appointment. We need to show the bylaws to the Senate and Senate will vote and appoint new chair.			
<i>New Business:</i> UK-Indonesia Going Global Partnerships (GGP) Grant 2022	[WY] I also want to update that we have receive grant for UK-Indonesia Going Global Partnership (GGP). British Council is publishing a grant call for UK universities to submit joint proposals with Indonesian universities to design and deliver projects on improving pre-service training for future teachers working in early childhood education (preschool) and the inclusive education setting. - The Indonesian embassy then reached out to potential Universities to participate. Taking this opportunity, Sampoerna University accepted the offer and paired with Dr. Sarinova Simandjuntak from Anglia Ruskin University (United Kingdom). - On December 14th, 2022, British Council confirmed that Anglia Ruskin University and Sampoerna University's proposal had been accepted and eligible for the Grant of GBP 30.000. - This Project is an excellent model of collaborative research conducted by the FOE, FOB, and FET. After the MoU's signing, the staff of the rectorate office will hand over the responsibility for administrative things of this Project to the program's admin staff, who will assist Pak Eka as a Project Leader.			
Items for Considerations				

* 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 January 19, 2023

Minutes were approved as amended.

3) Next Meeting Date

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Document Name: Meeting Agenda UE012 – AY 22/23

Appendix No: 3

Corresponding Agenda Item: Judicium Date for FOE, FOB and FET

Meeting No: UE012 – AY 22/23

Date: February 16, 2023

Brief Description:

Announcement for Judicium Date for each faculty.

Relevance of Document:

-

History of Document:

-

Suggested Action:

Noting

Document Name: Meeting Agenda UE012 – AY 22/23

Appendix No: 4

Corresponding Agenda Item: Student & Alumni Affairs Policy

Meeting No: UE012 – AY 22/23

Date: February 16, 2023

Brief Description:

The Student and Alumni Affairs policy which was written in 2019 and is now up for its scheduled review. This policy details the responsibilities and scope of SAA. The edits to the document are minor and do not include major substantive changes.

Relevance of Document:

-

History of Document:

-

Suggested Action:

Approval

Revised Policy on Student and Alumni Affairs

Brief Description

We are asking for approval of edits of the Student and Alumni Affairs policy which was written in 2019 and is now up for its schedule review. This policy details the responsibilities and scope of SAA. The edits to the document are minor and do not include major substantive changes.

Purpose

The purpose of this policy is to provide clear guidance to university executives, rectorate, faculty, staff, and students regarding the program and services delivered by Student and Alumni Affairs unit to students and alumni.

Scope

This policy delivers information about Student and Alumni Affairs (SAA) responsibilities, Student Organizations and programs delivered by SAA for students and alumni. This policy applies to, but is not limited to, SAA, Student Success, Faculties, Rectorate Office, and the entire campus community.

SAA services and programs for students and alumni

1. Student Organization Development and Activity Support
2. Career Preparation
3. Achievement and External Valued Experience Development
4. Health Service
5. Orientation Program and supporting service for New Students.
6. Alumni Engagement and Tracer Study

Revised points on new drafted policy

- Changing the Responsible Executive from VRAA to VRSS
- Changing term used from Student Affairs to Student and Alumni Affairs (SAA)
- Removing information of the two programs that are not handled by SAA anymore which are Counseling and Scholarship Monitoring.
- Moving information from the Award Program's section into the section on Achievement Support and Valued Experience Development because of the better fit.
- Simplifying the article of Student Organizations by taking out the details of organization establishment and rules and moving them to the new policy on Student Organizations.

Thank you



STUDENT AND ALUMNI AFFAIRS POLICY

Policy Number:	1.7.902	Date Approved:	February 16, 2023
Approving Authority:	President/Rector	Effective Date:	February 16, 2023
Responsible Executive:	Vice Rector of Student Success (VRSS)	Next Review:	February 15, 2026

Revision History

Revision Number:	Description of changes made*:	Date:
Initial version	-	15 March 2019
1	- Changing the Responsible Executive from VRAA to VRSS - Changing term used from Student Affairs to Student and Alumni Affairs (SAA) - Removing information of the two programs that are not handled by SAA anymore which are Counseling and Scholarship Monitoring. - Moving information from the Award program's section into the section on Achievement Support and Valued Experience Development because of the better fit. - Simplifying the article of Student Organization by taking out the details of organization establishment and rules and moving them to the new policy on Student Organization.	Click to enter a date.



. A Purpose

The purpose of this policy is to provide clear guidance to university executives, rectorate, faculty, staff, and students regarding the program and services delivered by Student and Alumni Affairs unit to students and alumni.

B. Scope

This policy delivers information about Student and Alumni Affairs (SAA) responsibilities, Student Organizations and programs delivered by SAA for students and alumni. This policy applies to, but is not limited to, SAA, Student Success, Faculties, Rectorate Office, and the entire campus community.

C. Definitions

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

Rector	the head of University
VRSS	an abbreviation of The Vice Rector of Student Success, who oversees the unit of Student Affairs and Alumni (SAA), Library, Tutoring Center, Counseling, and Student and Parents Academic Center (SPAC)
Faculty	a collection of supporting resources, grouped according to study programs, that holds and manages academic, vocational, or professional education embodied under the disciplines of science, technology, arts, and/or sports
SAA	an abbreviation of Student and Alumni Affairs, a unit under VRSS that provides support and services related to welfare, health, self-development, and career preparation for students and engagement activities for alumni
Student Organization	a group of students who unite to develop their leadership and organizational skills by holding governmental activities, conducting events, participating in meetings, exercising interests and talents in various clubs. All activities are from, by, and for students with supervision and support from the University through SAA



E. Policy Statement

Part I. Principles

1. Sampoerna University (SU) believes that each student's personal and social growth and non-academic development is as important as the student's academic development.
2. SU is committed to provide the highest quality of service based on *Undang-undang Republik Indonesia* No 12 Th. 2012 about Higher Education, Article 13 verse 4, that all students are entitled to acquire education services based on their talents, interests, and potential.
3. SU provides equal opportunities for all students to participate in all academic and non-academic activities regardless of race, ethnic and national origin, religion, gender, age, race, social and economic status, sexual orientation or disability.
4. SU provides support in all aspects for non-academic or extra-curricular activities which are managed by Student and Alumni Affairs (SAA) or other units, including but not limited to financial aspects, facilities utilization, advice and guidance, as well as monitoring.
5. SU students have the right to participate in a comprehensive student experiential learning program, focused on knowledge acquisition, personal development, skills and competencies development and character formation based on the distinctive SU characteristics of leadership, entrepreneurship and social outreach.
6. Students will be supported to maximize their personal potential and character development through co-curricular as well as extracurricular activities and pre-professional experiences.

Part II. Student and Alumni Affairs (SAA) Responsibilities

1. SAA is a unit whose responsibility is to provide services and programs of non-academic or extracurricular that enhance students' lives towards potential development and success. The extracurricular programs include, but are not limited to, activities related to Student Development, Student Organizations, and Student Health and Welfare.
2. SAA provides services and non-academic programs that include:
 - a. Student Organization Development and Activity Support
 - b. Career Preparation
 - c. Achievement and External Valued Experience Development
 - d. Health Service
 - e. Orientation Program and supporting service for New Students.
 - f. Alumni Engagement and Tracer Study
3. SAA has a role as the representative of SU in communicating with alumni and external parties such as corporate partners to maintain relationships for supporting all SAA activities that relate to students' skill development, student internships or graduate/alumni employment.



Part III. Student Organization Development and Activities Support

1. A student organization is group of students who are registered in associations in University including, but not limited to, Student Legislative, Student Executive and Clubs, that comply with University regulations and are established by the university, to accommodate students' interests, needs, aspirations, and leadership/organizational development.
2. The student organizations will be led by groups of students in a cabinet with annual work time basis.
3. The Leader of the Student Organization will be elected by all SU students through annual election and will be acknowledged and legitimized by University Leaders.
4. SAA will supervise and support all student organizations including organizations' establishment, leaders' election, strategic and program planning, activity execution, evaluation and supported fund allocation for organizational programs, advice and monitoring, facilities reservations, and serve as a bridge the organizations and the University.

Commented [EK1]: Please eliminate the underlining.

Part IV. Career Preparation

1. SU students have the right to receive career learning activities to pursue success in obtaining internships and employment.
2. The learning activities are including but are not limited to Job Search and Interview training and practice and knowledge sharing from various company partners and/or alumni as experts in job fields.
3. SU does not guarantee job or internship placement for students, but job search assistance for students is provided by SAA.
4. SAA actively finds job and internship opportunities for students and promotes students to potential companies or employers. However, the employment result is based on employers' determination on students' compatibility with organizational needs.

Part V. Achievement Support and External-Valued Experience Development

1. Students are encouraged to gain experience and valuable skill development through competition and other external activities on the national and international level to enrich their experiences as well as achievements.
2. SU will support financial or/and non-financial needs to support the achievement and experience development students' activities within budgetary parameters.
3. Students are encouraged to record and report their development experiences and achievement data in the student portal at the Students' Activity and Achievement Menu.
4. To motivate and appreciate students for participating in competition and related achievement activities, SAA will provide Achievement Rewards to students on an annual basis.



Part VI. Health Service

1. SU provides a health clinic facility for all students without any charge for doctor services, as well as medicine.
2. SU provides knowledge sessions about health and insurance to students annually through seminars delivered by the health and insurance experts who are invited by SAA.

Part VII. Orientation Program and Supporting Services for New Students

1. SU provides orientation for new students to prepare them for transition into campus life and to learn about academic and non-academic programs, campus services, and facilities provided.
2. Freshmen are provided with necessary university items, including alma mater jackets, campus access cards, student cards, internet access, as well as student ID and email addresses.
3. Orientation is conducted over several days with a minimum of 20 hours, through online or in-person programming.
4. The content of orientation is based on the Management Representative meeting's advice and includes the content regulated by Higher Education Research and Technology and Higher Education on *Panduan Umum Pengenalan Kehidupan Kampus bagi Mahasiswa Baru*.

Part VIII. Alumni Engagement Program

1. The SU Alumni Association is established by the University.
2. The Association Head is elected by alumni for a minimum term of one year.
3. SAA and the Alumni Association work together to create engagement programs for alumni and the University, including the Alumni Contribution Program.
4. SAA conducts a tracer study to alumni and an employer satisfaction survey on alumni for analysis and improvement purposes.

F. Related Policies and Procedures

1. Students' Achievement Activities Sponsorship Policy

Document Name: Meeting Agenda UE012 – AY 22/23

Appendix No: 5

Corresponding Agenda Item: AI Essay Writing Technologies Policy and to modify Section 5.1 of the Student Code of Conduct

Meeting No: UE012 – AY 22/23

Date: February 16, 2023

Brief Description:

AI essay writing programs are rapidly increasing in popularity and evidence suggests that university students are beginning to utilize them in their academic assignments. The first action proposed is to direct IT to block the two most-popular AI programs from SU networks. The second action proposed is an addition to the Student Code of Conduct containing language clearly indicating that using AI programs to create academic products is a violation of academic integrity policy.

Relevance of Document:

-

History of Document:

-

Suggested Action:

Approval

New Business for University Executive Meeting, February 16

Issue for Approval: New Policies Regarding AI Essay Writing Programs

Submitted by: Pak Pri, Pak Surya, Erik

Background: It has become apparent in discussions with students, that some Sampoerna University undergraduates have been introduced to AI essay writing programs like Chat GPT and Jasper. Furthermore, it is probable that some students are beginning to familiarize themselves with and utilize this technology in their academic work. This new technology has the potential to undermine the academic integrity the work that students submit, therefore we propose the following:

First Action for Approval: We propose that the SU IT Department block the ability to download the two AI Essay Writing Technologies most commonly in use, Chat GPT and Jasper, from all SU systems.

Second Action for Approval: We propose that Section 5.1 of the Student Code of Conduct be modified to read as follows, with new wording indicated in bold/italics.

5.1 Standards of Academic Conduct

In order to ensure that the highest standards of academic conduct are promoted and supported at the University, students must adhere to generally accepted standards of academic honesty, including but not limited to: refraining from cheating, plagiarizing, ***using AI programs such as Chat GPT and Jasper, or any essay writing program, to create, in part or in whole, any academic assignment***, research misconduct misrepresenting one's work, and/or inappropriately collaborating.

We believe these steps will serve to address a newly emerging technology that could have serious ramifications in university communities now, and into the future. If adopted, we would immediately socialize this new policy with our students. Thank you for your consideration of these actions.

Document Name: Meeting Agenda UE012 – AY 22/23

Appendix No: 6

Corresponding Agenda Item: Faculty & Staff Satisfaction Survey Report (Fall 2022)

Meeting No: UE012 – AY 22/23

Date: February 16, 2023

Brief Description:

This is the report of the Satisfaction Survey for the Faculty and Staff of Sampoerna University for Fall 2022. The survey was held on January 5th, 2023. The report shows that in general faculty and staff indicate a high level of satisfaction across three major areas: work culture and management, human resources, and financial services, and specifically for faculty: teaching and learning services.

Relevance of Document:

-

History of Document:

-

Suggested Action:

Approval



Faculty and Staff Satisfaction Survey Fall 2022

Quality Assurance and Institutional Research

FACULTY AND STAFF SATISFACTION SURVEY RESULTS

FALL 2022

The Faculty and Staff Satisfaction Survey was held on January 5th, 2023, during the Spring 2023 kick-off meeting. Every year, Quality Assurance and Institutional Research conducts a survey to assess the satisfaction of Faculty and Staff upon their experience as the employees of Sampoerna University. The current survey received the highest response rate of 80% compared to the previous surveys with an average of 50-60% response rate. The survey was administered as part of QAIR presentation. Faculty and Staff was given two minutes to scan the barcode and filled the survey during the presentation. This data collection method was proved to be effective, thus QAIR shall continue this data collection not only to faculty and staff but also to students and relevant respondents.

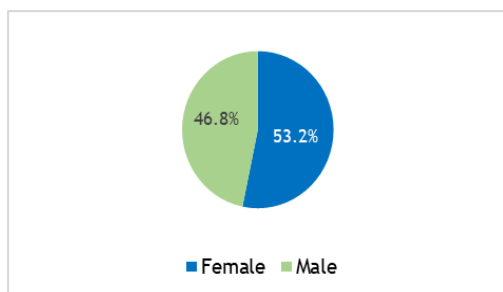
Additionally, the survey enlists a new set of questionnaires combining sections on working culture and management as well as human resources and financial services. Moreover, a set of questions on teaching learning facilities and services is dedicated for faculty to complete.

Respondent Demography

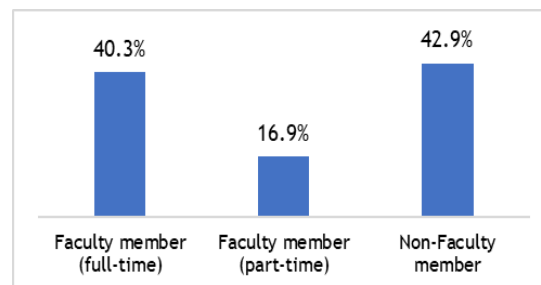
Total respondents = 77

Female	41
Male	36

Faculty member (full-time)	31
Faculty member (part-time)	13
Non-faculty member	33



Gender



Employment Category

Results and Analysis

A. Close-ended questions

Working culture and management

Category of Services	Satisfaction Level
I enjoy the organizational culture at SU	87%
I feel connected to my coworkers	86%
In general, I enjoy coming to work	89%
My direct supervisor values my input and contributions	93%
My team is well-managed, and supervision is organized and fair	87%

Category of Services	Satisfaction Level
The SU management is responsive to staff needs	69%
I feel fulfilled by my present job	75%
My job uses my skills and knowledge effectively	85%
I feel as though my role is appreciated by the team and managers	92%

On working culture, 80% of respondents opted that SU employees demonstrated positive morale and culture.

This survey also assessed the involvement of senior management. The result shows that the extensive involvement of senior management reached 96% satisfaction rate, with 4% of respondents were dissatisfied with low involvement from senior management.

Human resource and financial services

Category of Services	Satisfaction Level
SU has organized systems for selection, recruitment, staff orientation, and job assignment.	69%
SU offers professional development opportunities by encouraging faculty and staff to participate in relevant training/workshops/seminars/conferences	75%
SU provides health benefits and a pension plan (BPJS Kesehatan, BPJS Ketenagakerjaan), and/or other medical benefits/health insurance	90%
SU implements staff evaluation through an objective performance review system	73%
SU provides a good and effective financial system and service	69%
The payroll system is timely and well informed	93%
The facility and resources at SU are very reliable to support my work	82%

For this section, it is interesting to note that regarding professional development, the respondents indicated that 27% of respondents have attended professional development more than twice, 18% twice, 36% once, and the rest of 19% have not attended professional development during Fall 2022.

Teaching learning facilities and services

Category of Services	Satisfaction Level
How satisfied are you with the availability of resources for teaching at SU?	92%
How satisfied are you with the learning management system used for teaching SU's courses?	97%
When I teach SU's courses, the teaching and learning facilities are always well-provided.	92%
The Tutoring Services have been helpful for my at-risk students taking SU's courses.	71%

Category of Services	Satisfaction Level
SU library has all resources (print or digital copy) required for my courses.	58%

We ended the closed-ended section with a question about how likely the faculty and staff would recommend SU to their friend. The survey shows that 83% of respondents are happy to recommend SU within their network.

B. Open-ended questions

Positive comments:

Here are the respondents' note on their positive experience as an employee at SU:

- Collaborative and supportive colleagues, helpful staff, and faculty.
- Strong support for teaching learning process.
- Flexible working hours and supportive environment.
- Excellent lab apparatuses are very crucial to make students enjoy their class.
- Good teamwork and opportunities to apply my skills in courses taught.
- SU has a positive environment for a lecturer to develop their professional competencies.
- Innovation that values national and international characters.

Suggestions for improvement:

Here is a list of areas of improvement the respondents shared:

Area of concerns	Suggestion for improvement
Planning and Evaluation	• Develop activity planning at the beginning of the year.
Leadership and Management	• Better priority management for urgent matters/ expectation • Closer attention by leaders to each department under their supervision to define the needs for improvement. • A decision-making approach based on the educational atmosphere instead of corporate business. • Improve the international level of product, service, and operations. • Consideration to implement input from lecturers. • Clear guidance/written procedures.
Human Resources	• Job orientation for newly hired staff. • Alignment to the job description, and clear description of tasks. • More full-time lecturers and personnel to help in the accreditation process. • Decrease the highest turnover of staff. • Clear work performance evaluation, reward for good performance, and a clear career path.
Professional Development	• More training or seminars for staff, and • Empowering less competent members.
Teaching Learning	• Ensure a smooth transition from online to offline mode of teaching. • Access to the new courses must be planned well in advance. • Need to lessen the number of materials in some

Area of concerns	Suggestion for improvement
	courses because the students are learning too many things. • Re-design class seating arrangement. • More support for teacher/lecturer assistant.
Internet Connection	• Stronger internet connection (19th floor).
Documentation	• Better management of the evidence and implementation documentation. • Need an integrated data system.
Marketing and Recruitment	• Improve marketing strategy and increase the number of students. • Involve alumni in recruiting new students. • Do not involve lecturers in student recruitment. • Conduct research market.
Working Environment and Culture	• More physical collaborative space/sharing space. • Over workload, and sometimes work still disturbing resting times. • Better relationships with part-time lecturers like faculty members (not as guests). • Better to have a culture assessment.
Communication	• More structured information flow • Establish a forum to interact with each other. • Lack of communication from SU management • Better cross-department communication.

Summary and Recommendation

Overall, the survey shows a high satisfaction rate around 80% in many of the areas survey asked. There are six areas that particularly received high satisfaction rate, they are:

1. Satisfied with the learning management system (97%)
2. Direct supervisor values their team member input and contribution (93%)
3. Payroll system is timely and well-informed (93%)
4. My role is appreciated by the team and managers (92%)
5. Satisfied with the availability of resources for teaching (92%)
6. Teaching and learning facilities are always well-provided (92%)

However, there are some areas that received relatively low satisfaction rate, the lowest would be library resources with 58% satisfaction rate, the other two areas that received low satisfaction rate are around systems for selection, recruitment, staff orientation, and job assignment (69%), and responsiveness of management to staff needs (69%).

Based on the survey results, here are some recommendations we can conclude, they are:

- Ensuring the development of activity planning by each unit at the beginning of the academic year.
- Attention from the head of units to their respective department to find out and mitigate the need for improvement.
- Mapping the need for sufficient personnel (faculty members and supporting staff) and finding a solution in decreasing the high turnover of staff.
- Innovative marketing strategy, and conduct market research to increase student body.
- Develop an integrated data system that would be useful for internal needs as well as external (accreditation purpose).

Document Name: Meeting Agenda UE012 – AY 22/23

Appendix No: 7

Corresponding Agenda Item: The Course Evaluation Instrument (EDOM Rubric)

Meeting No: UE012 – AY 22/23

Date: February 16, 2023

Brief Description:

This is a standardized survey for course evaluation. CETL will introduce this new set of questions for course evaluation tools taken from Stringer, M., & Irwing, P. (1998). Students' evaluations of teaching effectiveness: A structural modeling approach. British Journal of Educational Psychology. The course evaluation will be held twice a semester- in the 8th week and 12th week.

Relevance of Document:

-

History of Document:

-

Suggested Action:

Approval

The Course Evaluation Instrument

STUDENT COURSE EVALUATION

Course Title :
 Course Code :
 Semester :
 Academic Year :

Criterion	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Score	5	4	3	2	1
COURSE CHOICE					
1. This course is the one I wish to be on					
COURSE ORGANISATION					
2. The course appeared to be well organised					
3. The overall course handout was clear and useful					
4. Course assignment schedules were not easy to follow					
COURSE WORKLOAD					
5. Too much material was covered during the course					
6. Units were very similar in terms of their demands					
7. Course material was too difficult for me					
COURSE CONTENT					
8. Course content was sufficiently challenging					
9. Topics taught were appropriate for this course					
10. Course content stimulated student interest in the area					
COURSE DELIVERY					
11. Lecturers turned up on time for classes					
12. The quality of teaching was generally high					
13. Course material was not well prepared					
COURSE ASSIGNMENTS/FEEDBACK					
14. Assignments were not relevant to the course					

15. Feedback from assignments was provided promptly					
16. Feedback on assignments was fair and useful					
COURSE INTEGRATION					
17. Units on the course did not fit together well					
18. The course helped me to appreciate differing perspectives					
19. As the course progressed links between units emerged					
COURSE IMPACT					
20. I learned a great deal on this course					
21. The course stimulated my interest in this area					
22. The course was a waste of time					
OVERALL COURSE EVALUATION					
23. In general this course was valuable to me					
24. I would not recommend this course to my friends					
25. The overall quality of the course was good					
Please list two strengths and two weaknesses of this course					

Note: Items are denoted by the numbers, as above, throughout text and tables.

Reference

Stringer, M., & Irwing, P. (1998). Students' evaluations of teaching effectiveness: A structural modelling approach. *British Journal of Educational Psychology*, 68(3), 409-426. doi:10.1111/j.2044-8279.1998.tb01301.x

Document Name: Meeting Agenda UE012 – AY 22/23

Appendix No: 8

Corresponding Agenda Item: Collaboration with Y Venture

Meeting No: UE012 – AY 22/23

Date: February 16, 2023

Brief Description:

“Presentation material for a proposal by Y Ventures for a collaborative effort between Y Ventures and Sampoerna University to provide specialized trainings for Y Ventures client companies’ prospective employees. The target audience is Sampoerna University’s 4th year students as well as other people interested in working for the companies.”

Relevance of Document:

-

History of Document:

-

Suggested Action:

Approval



Y-VENTURES

FIND YOUR EDGE

INDUSTRY READY PROGRAM

by Y Ventures Lab Pte Ltd





Y-VENTURES

FIND YOUR EDGE

ABOUT US

We are the emerging talent and reskill training partner for public and private organizations across the globe. Future-proofing is more important than ever now that the pace of change is widening the gap between the skills needed and the availability in the workforce. More than 40 institutions in North America, the EU and APAC, from government agencies, tier-one investment banks, and traditional businesses, have worked together with us to meet this challenge.

Our 'Train Before Hire' model called the 'Industry Ready Program' which minimizes the risks associated with recruiting emerging talent.

We are a distributor of learning and professional development content offered by global publishers -- the leading global education and research solutions provider. The joint venture platform with the local university provides a wide range of courses, certification programs, and professional development resources to help local individuals and organizations upskill and advance their careers based on the industry or corporate requirements.

INDUSTRY READY PROGRAM



Why this program will be successful is because it offers a comprehensive range of resources that are tailored to meet the needs of different industries and career levels. The platform has a wide variety of content, including online courses, certification programs, and professional development resources, which allows individuals and organizations to find the right resources for their specific needs. Additionally, the training content is built on local demand, which makes it easier for students to learn quickly and efficiently.

Additionally, it draws on the university's expertise as a leading provider of education and research solutions in Indonesia. Our company also has long provided high-quality content and resources to US audiences, which build a reputation as a trusted and reliable provider of education and professional development resources. Furthermore, our program is supported by a team of professional instructors and subject matter experts who are able to provide users with the support and guidance they need to succeed.

Lastly, it is continuously updated to reflect the latest developments and trends in the field. Which ensures that the training curriculum provided is always current and relevant. This allows students to stay up-to-date with the latest developments and trends based on the company's needs, which can help them stay competitive and advance their careers.

BENEFITS OF CORPORATE TRAINING BY Y VENTURES



Access to high-quality content

As a content distributor, we have a wealth of knowledge and expertise in various subject areas, which can be leveraged to create engaging and informative training materials.



Content customization

We can help organizations tailor training materials to their specific needs, such as incorporating branding and company-specific information with the university



Cost-effective

By outsourcing the creation of training materials to us, companies can save time and resources compared to creating the materials in-house.



Consistency

We can help ensure that training materials are consistent across an organization, promoting standardization and reducing confusion among employees.



Up-to-date information

We are well-positioned to stay on top of the latest trends and developments in all areas of expertise, and ensure that training materials remain current.



Easy distribution

we can help organizations distribute training materials to a large audience, either in print or digital format, making it easier for employees to access and complete the training.

BENEFITS OF STRUCTURED TRAINING PROGRAM FOR START-UPS AND SMES



Improved employee productivity

A structured training program can help employees acquire new skills and knowledge, increasing their productivity and effectiveness in their roles.



Better employee retention

Providing employees with opportunities to develop their skills through training can improve job satisfaction and reduce labor turnover (LTO).



Enhanced reputation

Companies with strong training programs are often viewed as attractive places to work, which can help with recruiting and retaining top talent.



Increased efficiency

By providing employees with the skills and knowledge they need to perform their jobs, a structured training program can reduce the time and resources needed for on-the-job training.



Improved customer satisfaction

A well-trained workforce is better equipped to provide high-quality service and support, which can lead to increased customer satisfaction and loyalty.



Competitive advantage

Companies that invest in employee training and development are often better positioned to stay ahead of the competition in terms of innovation and market trends.

BENEFITS OF UNIVERSITY PARTNERSHIP WITH CORPORATE FOR CORPORATE TRAINING



Access to experts

Universities often have experts in a wide range of fields that corporations can tap into to enhance their training programs.



Cutting-edge research

Universities are at the forefront of new developments and research in many fields. By partnering with universities, corporations can incorporate this cutting-edge knowledge into their training programs.



New perspectives

Universities bring new ideas and approach to corporate training, which can help to reinvigorate and modernize corporate training programs.



Enhanced credibility

Corporate training programs that are developed in partnership with universities are often seen as more credible and authoritative, which can help to build employee trust and confidence in the training.



Increased employee engagement

University-led training programs can be more engaging and interactive, helping to boost employee participation and motivation.

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THE ROLES

Corporate

- Giving requirements regarding what trainings are needed for the job.
- Funding the lecturer & university for curating the training program according to the corporate needs.

Y Ventures

- Providing contents & materials that are needed for the training program.
- Utilizing our AI technology to curate a training program based on the lecturer's materials.
- Facilitating experts to collaborate in the training program.
- Coordinating the proper match for the corporate & university involved.

University

- Curating the training program based on requirements from corporate.
- Delivering the training program to participants.
- Promoting the training program to students for higher participation rate.

TRAINING PROGRAM FLOW

1. Y Ventures to discuss with participating corporate to receive training requirements.
2. Training requirements will be received by university to curate quotation and scope of work together with Y Ventures.
3. Corporate agrees and issues purchase order to proceed with the work.
4. Y Ventures' publisher partners work with the university to curate training contents.
5. Y Ventures & university promote the training program, while training modules are being worked on.
6. Option: Lecturer can use AI technology to produce training videos based on lecturer's materials. (This will allow the lecturer to free up their time to train the students physically, and also allow the participants to attend the class with no minimum capacity and at a lower cost)
7. Interested participant will pay a highly-subsidized training fee of IDR 150,000 only (for each student; for public the fee will be IDR 300,000 each person).
8. Once the program is over, the corporate will receive the training scores and CV's of the participants, so they can start the hiring process.

PARTICIPANTS

- Minimum 10 attendees. (can be joined physically or remotely)
- We prioritize university students to join, however, the program can be open for corporate's new hires (who still need training) as well.

TRAINING PROGRAM DURATION

- Depending on the corporate requirements & university training modules curation (typically between 1-4 months, depending on the training hours).

CERTIFICATE

- Ideally, the training certificate must be jointly issued on behalf of the university & corporate.

DID YOU KNOW, THAT THIS PROGRAM IS COMMON IN THE US & EUROPE?

- This program is conducted to help students get a job and confidently do it.
- Students will have a higher chance of getting accepted by the company as the students will be trained in the curriculum tailored for the company.
- After a successful 2 to 3 months, students will receive the certification; then their scores and CV's will be given to the company for an interview.
- Alumni/graduates will go through 1-2 years of probational period (with pay & salary increase every 6 months).
- With this training & hiring model, 90% of the alumni/graduates continue their careers with their companies!
- If students fail to join the company, their CV's and certifications will be pushed to similar companies.
- Even if students choose to find their own job, this training certificate will still be valid for other job applications.



Let us collaborate in this
exciting program together



Thank You