

SAMPOERNA UNIVERSITY

UNIVERSITY EXECUTIVE MEETING

MINUTES

NOTICE IS HEREBY GIVEN THAT the Sampoerna University on University Executive Meeting AY 2023-2024 was held virtually on **Thursday, October 3, 2024** (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>Regret</i>
Wahdi Salasi April Yudhi*	WY	<i>Present</i>
Soepriyatna	SP	<i>Present</i>
Endriyani Widyastuti	EW	<i>Regret</i>
Elan Merdy	EM	<i>Regret</i>
Lauren Clarke	LC	<i>Present</i>
Antonius Siahaan	AS	<i>Regret</i>
Surya D. Liman	SDL	<i>Present</i>
Erik H. Krauss	EK	<i>Present</i>
Ade Iva Murty	AIM	<i>Regret</i>
Christianus I.W.E. Budiarta	CIWEB	<i>Present</i>
Novi Kusumaningrum	NK	<i>Present</i>
Lorensia Soegiarto	LS	<i>Present</i>

Present, Absent, Proxy, Expert

**Chair*

Guests		
Maryke Ayu Kinasih	MAK	Executive Secretary
Dian Mayasari	DM	Administrative Assistant

2) Agenda

AGENDA

University Executive Meeting

Thursday, October 3rd, 2024

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 Approved as presented	Noting	Chair
5.	Special Announcement & Reports		
5.1	SC on Academic Affairs		
5.1.1.	Policy on Non-degree Seeking Student Enrollment	Approval	SOE, LC
5.1.2.	Appointment for Desyarti Safarini	Approval	SOE
6.	Items for Consideration		
6.1	External Partnership Policy	Approval	LC
6.2	Update on FET: List of FET Agreements	Approval	SDL
6.3	Update on FOE: SOP for student injured on campus	Noting	CIWEB
6.4	Update on FOE: Self-Payment Student Enrolments	Noting	CIWEB
6.3	Update on FOE: List of FET Agreements	Approval	CIWEB
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	Minutes of UE meeting on September 5th, 2024 is approved.			
Special Announcement & Reports				
Policy on Non-Degree Seeking Student Enrollment	[LC] This policy defines the status of non-degree seeking (NDS) students at SU and all relevant rights and responsibilities which are conferred to them. The establishment of an NDS policy will allow for non-traditional student enrollment on a limited, targeted basis, including professional certificate seekers, high school students, MBKB participants, and others who need a finite series of classes for specific purposes. [NK] This policy will impact admission and AR the most. In point 2.1 it is mentioned maximum credit is 12 in one semester or a year? ➔ [LC] The maximum credit is set but it is appealable and NDS students can take more credit on case-by-case basis. [NK] in Point 2.3 I prefer not to say “non regular” because it is too specific and too binding. ➔ [SOE] We can change “non regular” to “non degree seeking” and this also will be written in their transcript. If DIKTI asked, we can inform that in Indonesia we categorize this program as “non regular degree” but in SU we will categorize this as “non degree seeking”.	Rector’s Decree with revision on the “non-regular” program and add list of SU existing policies for reference.	Motion: WSAY Second: SDL Aye: SOE, LC, LS, EK, NK, CIWEB Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have the Policy on Non-Degree Seeking Student Enrollment [MSC]

Agenda	Discussion	Action	Vote	Vote Result
	➔ [LC] We will revise “non-regular” and change to “non-degree seeking” • [SDL] Back to point 2.1, if you put a maximum of 12 credit hours without stating per semester or per year, there will be more students who will be taking more than 12 credits per year, which means we need to approve a lot of additional credit requests from NDS students. • [LS] In point 2.5 it is stated that the maximum credit for high school students is 12. Is it only for high school or for all taking NDS? ➔ [LC] This is for high school students who are still enrolled in high school and still hasn’t graduated, this way we know they’re committed to apply to SU. ➔ [SOE] For high school students we want to limit the number to prepare a pipeline for them. If they decide to continue to SU, they can bring the credits offered in NDS program to SU.			
Re-appointment of Ibu Desyarti Safarini as Head of CETL	• [SOE] We are proposing to reappoint Ibu Desyarti as Head of CETL.	Rector’s Decree	Motion: WSAY Second: LC Aye: SOE, SDL, LS, EK, NK, CIWEB Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have the Re- appointment of Head of CETL

Agenda	Discussion	Action	Vote	Vote Result
				[MSC]
Items for Consideration				
Update on Partnership External Policy	• [LC] In the previous meeting, we discussed the partnership policy. I would like to add an SOP and several definitions on partnership, like MOA, MOU and others. • [LC] We will send this to Maria from Legal and ask for her input and will come back to the UE for approval.			
FET Update	• [SDL] Following the last meeting FET put together a list of agreements with our partners. • [LC] For new partnerships, we should use the updated External Partnership Form.			
FOE Update	• [CIWEB] FOE also made the same list of partnerships. • [LC] In the form, we asked about the staff time, even if there's no money involved, we should include that.			
SOP for Student Injured in Campus	• [CIWEB] We need to have a policy on how to handle incidents that caused injury to SU students at SU. • [SOE] We are responsible for the students' safety and health while we are here on campus or they are doing any activities outside of campus on behalf of SU. So, there's should be a way to cover incidents. • [LC] There is a provision in the Code of Conduct about no dangerous activity, we can modify it and of course we also need an SOP in case of emergency. • [EK] We will make a full report on the incidents and send it to Legal for their advice on which policy areas should be fortified. I will report back to Standing Committee and bring it for discussion to the UE.			

Agenda	Discussion	Action	Vote	Vote Result
Update on FOE: Self-Payment Student Enrolments	• [CIWEB] One of our students earns money to pay for school but she was late paying and she cannot access the portal and is late to join the class. Is it possible for her to join the class before settling her payment? • [NK] We can let the students attend the class. The students need to make payment arrangement with the Bursary that they're going to pay an installment for example. As long as Bursary agrees, they will inform AR and we can arrange for the student to still join the class and access the portal. However, if the Bursary doesn't agree, the student can still join the class, but she cannot participate in quizzes or get their grades recorded and they need to get an exception approval.			
New Business				
Adjourning the Meeting				
The Meeting is adjourned at 10.28 am.				

* 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 19th, 2024

Minutes were approved as presented.

3) Next Meeting Date

October 17th, 2024



University Executive

Meeting 016 – AY24/25

October 3rd, 2024

Document Name: Meeting Agenda UE016– AY 24/25

Appendix No: 1

Corresponding Agenda Item: Meeting Agenda

Meeting No: UE014– AY 24/25

Date: October 3rd, 2024

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, October 3rd, 2024

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6.4	Update on FOE: Self-Payment Student Enrolments	Noting	CIWEB
6.3	Update on FOE: List of FET Agreements	Approval	CIWEB
7.	New Business		Chair
8.	Adjourning the Meeting		Chair

Document Name: Meeting Agenda UE016– AY 24/25

Appendix No: 2

Corresponding Agenda Item: Policy for Non-Degree Seeking Student Enrollment

Meeting No: UE014– AY 24/25

Date: October 3rd, 2024

Brief Description of Document:

This policy defines the status of non-degree seeking (NDS) students at SU and all relevant rights and responsibilities which are conferred to them. The establishment of an NDS policy will allow for non-traditional student enrollment on a limited, targeted basis, including professional certificate seekers, high school students, MBKB participants, and others who need a finite series of classes for specific purposes.

Relevance of Document:

-

History of Document:

-

Suggested Action:

Approval

POLICY on Non-degree Seeking Student Enrollment

Policy Number:	Get the Policy Number from the Univ. Governance	Date Approved:	
Approving Authority:	Rector	Effective Date:	
Responsible Executive:	VRAA	Next Review:	

Revision History

Revision Number:	Description of changes made*:	Date:
Initial version	-	9 August 2024
1		Click to enter a date.

**explain which part and article have been changed*

A. Purpose

This policy defines the status of non-degree seeking (NDS) students at SU and all relevant rights and responsibilities which are conferred to them. The establishment of an NDS policy will allow for non-traditional student enrollment on a limited, targeted basis, including professional certificate seekers, high school students, MBKB participants, and others who need a finite series of classes for specific purposes.

B. Scope

This policy primarily impacts the Academic Registry, all advisors at SPAC and in Study Programs, the Bursary, and Student and Alumni Affairs. For Study Programs offering eligible Certificate Programs, faculty and program staff may also be involved.

C. Definitions

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

Admission Criteria	the documents, tests, and demonstrated academic potential of candidates seeking admission to SU, required of all prospective students
Certificate Program	a series of targeted classes that build skills and knowledge in a specific academic or professional subject that may be completed by degree-seeking and non-degree seeking students for a credential from SU
Credit	the academic weight assigned to an activity, generally classes, that is conferred upon satisfactory completion

Non-degree seeking	the status of a student at SU who enrolls or intends to enroll in one or more classes without the intention of earning a degree from the institution.
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E. Policy Statement

1. SU will offer a limited number of spaces for Non-degree Seeking (NDS) students each year: students with this status may enroll in individual SU classes for credit without the intent of working toward an SU degree.
 - 1.1 NDS students must meet appropriate admission requirements to be eligible to enroll in SU classes, at the discretion of the Vice Rector for Enrollment Services.
 - 1.2 This status may apply to qualified high school students in the 11th and 12 grades, high school graduates, working professionals, students enrolled or planning to enroll at other universities, and other circumstances as warranted and approved by the Vice Rector for Enrollment Services and SU policy.
 - 1.3 As non-degree seekers, these students will be registered at SU and enrolled in a non-regular, non-degree program.
 - 1.4 NDS students who are not Indonesian citizens must present documentation to be in Indonesia legally.
2. There are specific enrollment guidelines for NDS students enrolled in classes at SU.
 - 2.1 NDS students may take a maximum of 12 credits of SU classes. If warranted, they may petition to take more credits on a case-by-case basis.
 - 2.2 Students with NDS status are subject to all academic requirements of classes to receive credit.
 - 2.3 SU will issue NDS students a transcript of courses successfully completed with the “non-degree” status stated on the document.
 - 2.4 NDS students are eligible to enroll in classes and certificate programs on a space-available basis: total enrollment must comply with the class size limitation.
 - 2.5 High school students taking SU classes on an NDS basis are limited to 12 credits that may be transferred to SU once students have graduated and are eligible to apply.
 - 2.6 Students enrolled at other universities who are attending SU for a designated period will be enrolled with NDS status. This may include exchange students with partner institutions, as well as MBKM awardees, or any other program supporting short-term enrollment at SU.
3. NDS students are subject to all academic integrity and conduct policies established for SU students that do not pertain to degree-seeking status or completion of a degree at SU.

F. Related Policies and Procedures

Admissions (application process, documents needed, testing requirements)

Enrollment/registration policy and process

Tuition policy (credit limits for different rates.)

Transfer policy? (if NDS students decide to continue at SU – especially high school enrollees...)

Also – national regulation on issuing transcripts (Pak Pri has reference)

Document Name: Meeting Agenda UE016– AY 24/25

Appendix No: 3

Corresponding Agenda Item: Re-appointment for Head of CETL

Meeting No: UE014– AY 24/25

Date: October 3rd, 2024

Brief Description:

Re-appointment of Ibu Desyarti Safarini as the Head of CETL.

Relevance of Document:

-

History of Document:

-

Suggested Action:

Approval

Document Name: Meeting Agenda UE016– AY 24/25
Appendix No: 4
Corresponding Agenda Item: External Partnership Policy

Meeting No: UE014– AY 24/25
Date: October 3rd, 2024

Brief Description:

This policy is to develop a Strategic Plan for SU External Partnership Policy to outlined the criteria by which new partners will be pursued and accepted.

Relevance of Document:

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History of Document:

-

Suggested Action:

Approval

Standard Operating Procedure for Initiating an External Partnership

Definitions¹:

- **Memorandum of Understanding (MOU)**
An MOU is a document that defines general concepts, including common goals and frameworks agreed upon by both parties to ensure that they are on the same page. It can include general terms of the arrangement, including activities, costs, timeframes, dispute resolution, and subject matter. MOU's tend to have a clause stating that the document is not intended to be legally binding. MOU's are generally used to determine whether the parties are on the same page rather than ensuring that a specific task is to be completed.

Does not require Legal review and approval.

- **Memorandum of Agreement (MOA)**
An MOA is a detailed business document that outlines an agreed objective between parties. MOA's are created before a more detailed contract to allow the parties to have mutual understanding and standard terms. Businesses or organisations may also use MOA's to indicate goodwill between the parties and record what they have agreed on. The contents of an MOA can include details of specific responsibilities and actions taken by both parties to complete the agreed objective.

May require Legal review and approval.

- **Contract / Service Agreement**
A contract is a legally enforceable agreement. It can be either written or verbal. Contracts generally involve an exchange of value, such as goods or services. Four essential elements are required to establish the existence of a contract; including:
 - An offer of specific services
 - Acceptance of that offer
 - Intention to create a legal relationship
 - Consideration; a promise of sufficient value to do or refrain from an activity.
 - A contract is best used when there is a reliance on the other party to perform a specific obligation. Contracts are the best document to protect your business interests as parties understand responsibilities are enforceable, and there is clarity around dispute resolution mechanisms.

Requires Legal review and approval.

¹ Source: <https://openlegal.com.au/difference-between-a-memorandum-of-understanding-memorandum-of-agreement-and-contract/>

Standard Operating Procedure for Initiating an External Partnership

1. The proponent (individual or unit) prepares a proposal addressing the above criteria, with a background summary of the proposed partner organization.
2. Proposals should be presented on the approved template, including specific objectives and identifying the officer or office in charge at both partner organizations.
 - a. Include a timeline for specific projects, including SU staff to be assigned to projects with the anticipated time allocated for each.
 - b. Prepare a budget for any costs associated with planned partnership activities, such as hosting events, printing materials, travel or transportation, venue rentals, etc. for each of the partners. Specify costs to be borne by SU and what the source of funds will be.
 - c. Submit the proposal to the Dean or Head of the participating unit to approve and sign.
3. The Unit Head presents the complete proposal to the University Executive (UE) for review and to provide any clarification points raised.
4. The UE will recommend the proposal for approval or return it to the proponent for further information.
5. If the proposed partnership involves academic activities, the UE Secretary will submit it to the University Senate for noting and discussion. The proposing Unit Head will present the proposal to the Senate or delegate the presentation to its elected member to present.
6. If appropriate, the UE Secretary will forward the proposal to Legal Counsel for review and approval (*see Definitions on page 1 to determine applicability*).
7. All approved MOAs will proceed to the Rector or the SU President for a Decree of approval and implementation. Subsequent Contracts will be approved by the SU President.
8. Once enacted, the partnership will be noted and described in the Governance Newsletter by the UE Secretary for distribution to all SU staff.
9. The UE members will socialize the new partnership to their respective Units and Faculties, and/or to the broader SU community through assemblies or other forums, if warranted.

Strategic Plan for Institutional Partnerships Executive Summary

Since the establishment of Sampoerna University as a unified institution in 2015, we have developed a broad array of educational, community, and industry partnerships with entities in Indonesia, the United States, and elsewhere, in pursuit of our mission to be a global institution that prepares our students to be “Work Ready and World Ready.” As a young university, outreach to established partners has helped SU to expand its resources for faculties and students, and promoted the Sampoerna vision beyond our local region.

Our partnerships with key U.S. universities have guided the development of our American-style curriculum, and agreements with Indonesian institutions have fostered collaboration within the national educational arena. Because of our unique binational design, we have sought and been pursued as a partner for institutions from other regions, as well. Through our U.S. partners, SU offers courses that are equally valid for transfer to the U.S.: our agreements with many U.S. universities support seamless transfer to degree programs for students seeking to complete their education in the U.S., often with financial incentives in the form of tuition scholarships or waivers of international student fees. These arrangements constitute “2+2 programs”, with two years of coursework in Indonesia and two years in the U.S. Students may also transfer their SU credits to universities in other countries, but due to varied curricular models, not all U.S. or Indonesian coursework may be accepted for credit.

In addition, the strength of the Sampoerna Group’s reputation in the business community has attracted numerous corporate partners that offer scholarship funding, internships, industry advisors to our faculties, and other advantages. Through relationships with over 200 industry leaders, we are able to guarantee all students internships during their studies, and accelerated employment following graduation.

As we enter a new phase of institutional growth, we will continue to develop beneficial partnerships with national and international entities. In developing a Strategic Plan for this initiative, our University Senate Committee for International and Industry Partnerships has outlined the criteria by which new partners will be pursued and accepted. The key feature of this plan is the desire to build upon our institutional strengths and complement under-developed capacities as we formalize these relationships. Rather than proliferate agreements that are ceremonial but inactive, we plan to selectively cultivate meaningful, rewarding partnerships that are concrete, actionable, and reciprocal.

The following report provides a framework for definitions of partnerships, an updated scope of work for the Committee, and standard operating procedures for pursuing formal agreements.

Categories of Partnerships

- **Educational**
 - Principal university partners (Keiser University, University of Arizona) – providing digital academic resources, course models, and auspices of U.S. accreditation
 - Supplementary partners (Coursera, University of Illinois, Rice University, etc.) with whom we contract for specific courses and certificates that complement our core curricula
 - Transfer partners (U.S. or other institutions outside Indonesia accepting SU transfer students for degree completion) – offering benefits beyond credit acceptance
 - Exchange partners – agreements for unilateral or reciprocal exchange of students and/or faculty
 - “Feeder” partners – designated secondary schools and other universities from which SU draws applicants or transfer students.
- **Government and Non-governmental Organizations**
 - Indonesian ministries or government agencies conferring accreditation, criteria for program development, etc.
 - Indonesian agencies that authorize immigration, regulate labor, etc. necessary for the operation of SU
 - Regional and state agencies within Indonesia that provide benefits to SU or students directly
 - U.S. government agencies which provide recognition, publicity, funding, etc. (U.S. Embassy/Dept. of State, USAID, etc.)
 - Other embassies or educational/trade commissions that provide benefits and services to SU
 - International NGOs such as ASEAN Network, UNESCO, SEAMEO
- **Corporate**
 - Donors and sponsors providing contractual funding to SU students
 - Industry Advisory Board members (consulting on needed competencies, providing guest lectures, etc.)
 - Employers: companies regularly providing internships and jobs to students
 - Vendors: providing equipment, learning resources, etc. for academic programs

- Facility and physical plant provision, services, etc.
- **Community and Professional Organizations**
 - Community service hosts: schools, civic groups, etc.
 - Accrediting organizations (non-gov't): NECHE AACSB, ABET
 - Professional and membership associations (discipline-based associations, faculty research databases)
 - SU's School Development Outreach partners, "Lighthouse schools"
 - Scholarship providers: PRESTASI, Fulbright, etc.

Guiding Principles and Points of Discussion

- The Rectorate will inventory all current agreements from the respective units so that they may be reviewed regularly, and formalized or updated as necessary
- The Office of Legal Counsel should advise units seeking partnerships, and serve as a repository of all current agreement documents that warrant legal approval.
- The UE should determine realistic durations for various agreement types, and encourage regular review and reporting on outcomes
- Criteria for the types of agreements should be defined and implemented: what is beneficial to SU, what is required by law or practice, and which constitute gestures of good will rather than active partnerships
- The UE should develop a standard SOP for agreements that ensures collaboration by and notification of all relevant stakeholders, as well as legality of documents
- Agreements should be strategic, transparent, explicit, and accessible to the SU community
- Stewardship of partnerships should be planned, clearly assigned, and realistic with regard to time commitment, available staff, financial resources needed, etc.

Roadmap for Future Partnerships

- **Educational**
 - Continue to cultivate partnerships with secondary schools throughout Indonesia that prepare students in English language, mathematics proficiency, critical thinking, etc.
 - Identify additional "transfer partners" in the U.S., Canada, and Australia to accommodate students pursuing a "2+2 Program."
 - Develop exchange programs with universities in the ASEAN region, the U.S., Europe, Australia (such as the current IESEG exchange program in France and University of Arizona study abroad program.)
- **Government**
 - Identify provincial government funding programs in Indonesia that seek to place students in international university programs.



- Develop partnerships through embassies and Chambers of Commerce located in Jakarta to accommodate diplomatic/expatriate children.
 - Collaborate with the ASEAN University Network and other regional organizations to promote intra-ASEAN recruitment and transfer.
- Corporate
 - Expand network of corporate partners to provide scholarship funding and internship opportunities for students across study programs.
 - Continue to engage current corporate partners in university events, activities, program development through Faculty Industry Advisory Boards.
- Community and Professional Organizations
 - Broaden civic engagement of students and faculty outside of Jakarta to participate in required community service.
 - Encourage deans and heads of study programs to increase collaboration with professional organizations in their field, host organization events, etc.
 - Deepen relationships with “Lighthouse Schools” in remote areas of Indonesia for early intervention and preparation of first-generation university students.
 - Pursue accreditation by international professional associations (ABET, AACSB, NECHE, etc.) to enhance value of our degrees.

Draft Criteria for SU Partnerships

- Does the partnership provide a defined benefit to students, directly or indirectly?
 - For example: scholarships, exchanges, internships, employment, mentoring, guest lecturers, etc.
- Does the partnership contribute to SU programs and/or services by marshalling external resources not available within SSS or PSF?
 - For example: funding, access to key sector leadership, academic or industry expertise, physical space, etc.
- Will the partnership enhance the reputation of SU (SSS) through affiliation, either in the academic, government, or business sector?
- Is there a logical unit and PIC within SU/SSS who can responsibly steward the partnership and maintain reports of its progress?
 - For example: FOB, Government Relations, SPAC...
- Will the partnership be developed for a fixed period of time subject to review, or will the agreement be ongoing, as needed?
- Does the partnership fulfill a specific need of SU that is not provided by other partners, or does it simply expand the range of affiliates in a specific sector?

Standard Operating Procedure for Initiating a Partnership

1. The proponent (individual or unit) prepares a proposal addressing the above criteria, with a background summary of the proposed partner organization.
2. Proposals should include specific objectives and identify the officer or office in charge at the partner organization.
3. Include a timeline for specific projects, SU staff to be assigned to projects with the anticipated time allocated for each.
4. Prepare a budget for any costs associated with planned partnership activities, such as hosting events, materials to be printed, travel costs, venue rentals, etc. for each of the partners.
5. Present the complete proposal to the University Executive for review, and address any clarification points raised.
6. The UE will make a recommendation on the proposal, presenting it to the University Senate if supported and related to academic activities.
7. If appropriate, the UE Secretary will forward the proposal to Legal Counsel for review and signatures.
8. Once enacted, the partnership will be noted and described in the Governance Newsletter for distribution.
9. The UE members will socialize the new partnership to their respective Units and Faculties, and/or to the broader SU community through assemblies or other forums, if warranted.

Template for Partnership Proposals

Proposed by (name, unit)	
Partner institution/organization:	
What type of entity is partner?	
Partner PIC:	
Programmatic details:	
Benefits to SU:	
Staff time commitment(s):	
Budget considerations:	
Duration (list year range):	
Goals of partnership:	
Level of initial commitment (Letter of Intent, MOA, MOU, Contract, etc.):	
Risk assessment – any liability?	
Requires Legal Review and/or STSI signatory?	
Partner website:	

Narrative description: please attach pages as necessary

Proposal checklist:

- University (UE) review of proposal. Date _____
- Recommendation of Committee: _____
- Partnership status: _____
- Legal review, if necessary: _____
- SU Signatory: _____
- Dates and duration of partnership: _____

Document Name: Meeting Agenda UE016– AY 24/25

Appendix No: 5

Corresponding Agenda Item: FET Partnership Agreement

Meeting No: UE014– AY 24/25

Date: October 3rd, 2024

Brief Description:

Faculty of Engineering proposes a list of active legal agreements between FET-SU and its partners.

Relevance of Document:

-

History of Document:

-

Suggested Action:

Approval

List of FET's MoUs and MoAs AY 2023/2024

No.	Types of Agreement (MoU or MoA)	Name of Partner Institution	Objectives of the Agreement	PIC / Contact Person	Start & End Dates of Agreement	Staff Time Commitment	Budget	Benefits for SU	Signee for SU
1	Memorandum of Agreement	Mycotech Lab	As a foundation for SU and Mycotech to collaborate in the topic of "Inventing Innovations of Sustainable Product with Design Thinking."	Arum Githa	13/05/2024 - 12/05/2029	Not required	Budget allocation is determined based on the specific needs of the parties.	1. Sampoerna University can conduct activities in the Tri Dharma areas that can contribute to the Key Performance Indicators. 2. SU students can have opportunities to learn from the professionals	Head of Visual Communication Design Study Program
2	Cooperation Agreement	Tokyo Institute of Technology	1. To conduct joint research and publication. 2. Exchange of invitations to scholars for lectures, talks, and sharing of experiences. 3. Exchange of invitations to scholars for their participation in conference, colloquia, and symposia. 4. Exchange of information in the fields of interest to Tokyo Tech and SU. 5. Exchange of faculty members and students for study and research.	Farid Triawan	26/09/2023 - 25/09/2028	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University can conduct activities in the fields of education and research that can contribute to the Key Performance Indicator.	Dean of Faculty of Engineering and Technology
3	Memorandum of Understanding	Badan Riset dan Inovasi Nasional	1. As a guideline for the SU and BRIN to carry out activities to implement the Tri Dharma of higher education to support national research and innovation by the scope of the MOU. 2. To improve the partnership between SU and BRIN in the context of institutional development by utilizing the resources owned by SU and BRIN.	Djati Wibowo	05/06/2023 - 04/06/2028	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University can conduct activities in the Tri Dharma areas that can contribute to the Key Performance Indicators.	Sampoerna University Rector
4	Memorandum of Agreement	CNN Indonesia	As a foundation for SU and CNN Indonesia to collaborate in the topic of "Media Production Education."	Tombak Matahari	24/04/2023 - 23/04/2028	Not required	Budget allocation is determined based on the specific needs of the parties.	Provides direct access to professionals, a relevant curriculum aligned with industry standards, and mentorship programs.	Head of Visual Communication Design Study Program

List of FET's MoUs and MoAs AY 2023/2024

No.	Types of Agreement (MoU or MoA)	Name of Partner Institution	Objectives of the Agreement	PIC / Contact Person	Start & End Dates of Agreement	Staff Time Commitment	Budget	Benefits for SU	Signee for SU
5	Memorandum of Understanding	Universiti Malaysia Pahang	To improve the partnership relationship between the parties in the context of institutional development by utilizing the resources owned by the parties.	Kushendarsyah Saptaji	24/10/2022 - 23/10/2027	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University can conduct activities in the fields of education, research, community service, development and empowerment of the parties' resources.	Sampoerna University Rector
6	Memorandum of Understanding	Politeknik Negeri Medan	To improve the partnership relationship between the parties in the context of institutional development by utilizing the resources owned by the parties.	Aditiya Harjon	19/07/2022 - 18/07/2027	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University can conduct activities in the Tri Dharma areas that can contribute to the Key Performance Indicators.	Sampoerna University Rector
7	Memorandum of Agreement	Program Studi Teknik Mesin, Jurusan Teknik Mesin, Politeknik Negeri Medan	1. As a collaboration foundation for parties in implementing the partnership. 2. To collaborate in research, joint publication, and community service.	Aditiya Harjon	19/07/2022 - 18/07/2027	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University can conduct activities in the Tri Dharma areas that can contribute to the Key Performance Indicators.	Head of Mechanical Engineering Study Program
8	Memorandum of Understanding	Universitas Gadjah Mada	1. As a foundation for both parties to engage in collaborative activities aimed at optimizing and synergizing their respective resources. 2. To improve the partnership relationship between the parties in the context of institutional development by leveraging the resources available to each party.	Farid Triawan	16/03/2022 - 15/03/2027	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University can conduct activities in the Tri Dharma areas that can contribute to the Key Performance Indicators.	Sampoerna University Rector
9	Memorandum of Understanding	Universiti Tenaga Nasional Malaysia	1. To formalise and standardize the relationship between SU and UNITEN in order to provide consistency and a focal point. 2. To develop and maintain an ongoing relationship between SU and UNITEN.	Aditiya Harjon	16/02/2022 - 15/02/2027	Not required	Budget allocation is determined based on the specific needs of the parties.	1. Sampoerna University can conduct activities in the Tri Dharma areas that can contribute to the Key Performance Indicators. 2. Sampoerna University can do joint quality assurance benchmarking.	Sampoerna University Rector
10	Memorandum of Understanding	President University	As a foundation for parties to engage in Tri Dharma, including Education, Research, and Community Service.	Farid Triawan	01/09/2021 - 31/08/2026	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University can conduct activities in the Tri Dharma areas that can contribute to the Key Performance Indicators.	Sampoerna University Rector

List of FET's MoUs and MoAs AY 2023/2024

No.	Types of Agreement (MoU or MoA)	Name of Partner Institution	Objectives of the Agreement	PIC / Contact Person	Start & End Dates of Agreement	Staff Time Commitment	Budget	Benefits for SU	Signee for SU
11	Memorandum of Understanding	PT. Norita Flexindo	1. To conduct research and development activities in the fields of Science and Technology, especially machines that process multi-material multilayer plastic waste. 2. To collaborate in students internship	Perwira Redi	09/08/2023 - 08/08/2026	Not required	1. PT. Norita Flexindo is committed to funding this research and development activity with a total fund of IDR 355,400,000,-, with a breakdown of IDR 105,600,000,- in-kind donation and IDR 249,800,000,- in-cash donation. 2. Sampoerna University will manage "Dana Hibah Penelitian" from Program Matching Fund Kedaireka Tahun Anggaran 2023, Batch 3 Gelombang 2, Directorate General of Higher Education, Research, and Technology amounting to IDR 4,200,000 in-cash.	Sampoerna University can conduct activities in the fields of research and students internship.	Sampoerna University Rector
12	Memorandum of Understanding	Universitas Al-Azhar Indonesia	1. As a foundation for parties to engage in Tri Dharma, including Education, Research, and Community Service. 2. To develop and implement the "Program Merdeka Belajar Kampus Merdeka (MBKM)."	Wandy	01/07/2022 - 30/06/2026	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University can conduct activities in the Tri Dharma areas that can contribute to the Key Performance Indicators.	Sampoerna University Rector
13	Memorandum of Understanding	Institut Teknologi Bandung	To improve the partnership relationship between the parties in the context of institutional development by leveraging the resources available to each party.	Farid Triawan	02/06/2021 - 01/06/2026	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University can conduct activities in the Tri Dharma areas that can contribute to the Key Performance Indicators.	Sampoerna University Rector
14	Memorandum of Agreement	Universitas Katolik Indonesia Atma Jaya	1. To improve the partnership relationship between the parties in the context of institutional development by utilizing the resources owned by the parties. 2. To conduct activities in the area of education, research, and community service.	Perwira Redi	01/04/2024 - 31/03/2026	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University can conduct activities in the fields of education, research, and community service that can contribute to the Key Performance Indicator.	Dean of Faculty of Engineering and Technology

List of FET's MoUs and MoAs AY 2023/2024

No.	Types of Agreement (MoU or MoA)	Name of Partner Institution	Objectives of the Agreement	PIC / Contact Person	Start & End Dates of Agreement	Staff Time Commitment	Budget	Benefits for SU	Signee for SU
15	Memorandum of Understanding	Anglia Ruskin University	1. Research collaboration on engineering education 2. Teaching and Learning, e.g. exchanging academics as well as students 3. Course or curriculum development	Sri Susilawati Islam	24/01/2023 - 23/01/2026	Not required	Budget allocation is determined based on the specific needs of the parties.	1. SU can collaborate for education and research area on engineering education. 2. SU can improve and develop course or curriculum.	Sampoerna University Rector
16	Memorandum of Understanding	SMPN 174 Jakarta Timur	To improve the partnership relationship between the parties in the context of institutional development by utilizing the resources owned by the parties.	Wandy	01/09/2022 - 31/08/2025	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University can conduct activities in the fields of internship, community service, development and empowerment of the parties' resources.	Sampoerna University Rector
17	Memorandum of Understanding	PT Promanufacture/ Formulatrix	1. Guidance of Sampoerna University students who are carrying out internship and/or thesis research assignments. 2. As a basis for the research and product development activity related to research topics in the field of Science and Technology that support the advancement of engineering technology.	Djati Wibowo	04/07/2022 - 03/07/2025	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University can conduct activities in the Tri Dharma areas that can contribute to the Key Performance Indicators.	Sampoerna University Rector
18	Memorandum of Understanding	PT. Charta Putra Indonesia	1. Guidance of Sampoerna University students who are carrying out internship and/or thesis research assignments. 2. As a basis for the research and product development activity related to research topics in the field of Science and Technology that support the advancement of engineering technology.	Djati Wibowo	08/06/2022 - 07/06/2025	Not required	Budget allocation is determined based on the specific needs of the parties.	1. Opportunities for SU students to undertake internships 2. Support for research and product development related to topics in Science and Technology	Sampoerna University Rector
19	Memorandum of Understanding	SDN Rambutan 03 Pagi	To improve the partnership relationship between the parties in the context of institutional development by utilizing the resources owned by the parties.	Wandy	01/03/2022 - 28/02/2025	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University can conduct activities in the fields of internship, community service, development and empowerment of the parties' resources.	Sampoerna University Rector

List of FET's MoUs and MoAs AY 2023/2024

No.	Types of Agreement (MoU or MoA)	Name of Partner Institution	Objectives of the Agreement	PIC / Contact Person	Start & End Dates of Agreement	Staff Time Commitment	Budget	Benefits for SU	Signee for SU
20	Memorandum of Understanding	Sekolah Tinggi Ilmu Manajemen dan Ilmu Komputer ESQ	To improve the partnership relationship between the parties in the context of institutional development by utilizing the resources owned by the parties.	Wandy	02/02/2022 - 01/02/2025	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University can conduct activities in the Tri Dharma areas that can contribute to the Key Performance Indicators.	Sampoerna University Rector
21	Cooperation Agreement	Fakultas Teknik Universitas Borobudur	To formalise the collaboration in the field of education as a part of undergraduate program and MBKM (Merdeka Belajar Kampus Merdeka) in Sampoerna University and Borobudur University.	Sri Susilawati Islam	26/07/2022 - 31/08/2024	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University can implement the Tri Dharma value by conducting general seminar series august 2022 - august 2024 collaborated with Borobudur University that can contribute to the Key Performanca Indicators.	Dean of Faculty of Engineering and Technology
22	Cooperation Agreement	PT. Flexitech Evolusindo	As a foundation to collaborate in students internship with the topic of "Design and Manufacturing of Mixing Machine for Multilayer Multimaterial Plastics."	Farid Triawan	09/07/2023 - 30/06/2024	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University can conduct activities in the fields of research and students internship.	Head of Mechanical Engineering Study Program
23	Memorandum of Agreement	Francis School	As a foundation to collaborate in the Community Service in Sport Science Workshop	Djati Wibowo	16/05/2024 - 16/05/2024	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University can conduct activities in the fields of community service.	Dean of Faculty of Engineering and Technology
24	Memorandum of Agreement	PT. Flexitech Evolusindo	A a foundation to conduct community service with the topic of "Improvisasi Mesin Penghitung Koin Uang."	Farid Triawan	26/04/2023 - 31/01/2024	Not required	All operational costs are borne by PT. Flexitech Evolusindo	Sampoerna University can implement Tri Dharma, especially for community service	Head of Mechanical Engineering Study Program
25	Memorandum of Understanding	Asia Pacific of University	1. As a foundation to conduct collaboration in the field of education, especially students and academic staff exchange program. 2. Collaboration in Summer Schools arrangements for students 3. Collaboration in joint research development and research grant application. 4. Collaboration in joint professor supervision of students projects/thesis/research works.	Kushendarsyah Saptaji	23/11/2020 - 22/11/2023	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University can conduct activities in the Tri Dharma areas that can contribute to the Key Performance Indicators.	Sampoerna University Rector
26	Cooperation Agreement	Petrochina International Jabung, Ltd	As a foundation to collaborate in students internship	Djati Wibowo	29/05/2023 - 31/08/2023	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University students can conduct their internship at Petrochina	Head of Mechanical Engineering Study Program

List of FET's MoUs and MoAs AY 2023/2024

No.	Types of Agreement (MoU or MoA)	Name of Partner Institution	Objectives of the Agreement	PIC / Contact Person	Start & End Dates of Agreement	Staff Time Commitment	Budget	Benefits for SU	Signee for SU
27	Cooperation Agreement	PT Denso Manufacturing Indonesia	As a foundation to collaborate in students internship	Farid Triawan	26/06/2023 - 31/08/2023	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University students can conduct their internship at PT. Denso Manufacturing Indonesia	Head of Mechanical Engineering Study Program
28	Cooperation Agreement	PT. Taka Turbomachinery	As a foundation to collaborate in students internship	Djati Wibowo	19/05/2023 - 31/08/2023	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University students can conduct their internship at PT. Taka Turbomachinery Indonesia.	Head of Mechanical Engineering Study Program
29	Cooperation Agreement	PT. Flexitech Evolusindo	As a foundation to collaborate in students internship as part of undergraduate program and MBKM (Merdeka Belajar Kampus Merdeka).	Djati Wibowo	19/05/2023 - 31/08/2023	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University students can conduct their internship at PT. Flexitech Evolusindo.	Head of Mechanical Engineering Study Program
30	Cooperation Agreement	PT. Samafitro	As a foundation to collaborate in students internship as part of undergraduate program and MBKM (Merdeka Belajar Kampus Merdeka).	Santo Tjhin	19/05/2023 - 31/08/2023	Not required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University students can conduct their internship at PT. Samafitro	Dean of Faculty of Engineering and Technology

Document Name: Meeting Agenda UE016– AY 24/25

Appendix No: 6

Corresponding Agenda Item: Procedure for injured students on campus

Meeting No: UE014– AY 24/25

Date: October 3rd, 2024

Brief Description:

Request a discussion on SU current procedures for assisting injured students on campus. We need to develop formal Standard Operating Procedures (SOPs) to ensure fast response time and right procedure when an incident happen.

Relevance of Document:

-

History of Document:

-

Suggested Action:

Noting

Document Name: Meeting Agenda UE015– AY 24/25

Appendix No: 7

Corresponding Agenda Item: Self Payment Student Enrollments

Meeting No: UE014– AY 24/25

Date: September 19th, 2024

Brief Description:

Relevance of Document:

-

History of Document:

-

Suggested Action:

Noting

Document Name: Meeting Agenda UE016– AY 24/25
Appendix No: 8
Corresponding Agenda Item: FOE Partnership Agreement

Meeting No: UE014– AY 24/25
Date: October 3rd, 2024

Brief Description:

Faculty of Education proposes a list of active legal agreements between FOE-SU and its partners.

Relevance of Document:

-

History of Document:

-

Suggested Action:

Approval

List of FoE's MoUs and MoAs AY 2023/2024

No.	Types of Agreement (MoU or MoA)	Name of Partner Institution	Objectives of the Agreement	PIC / Contact Person	Start & End Dates of Agreement	Staff Time Commitment	Budget	Benefits for SU	Signee for SU
1	Memoradum of Understanding	Universitas Sultan Ageng Tirtayasa	Partnership in Tri Dharma	C. I Wayan Eka Budiarta	10/06/2022 - 31/05/2025	Not Required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University can conduct activities in the fields of education, research, community service, development and empowerment of the parties' resources.	Sampoerna University Rector
2	Memoradum of Understanding	Universitas Sanata Dharma	Partnership in Tri Dharma	C. I Wayan Eka Budiarta	01/07/2022 - 30/06/2025	Not Required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University can conduct activities in the fields of education, research, community service, development and empowerment of the parties' resources.	Sampoerna University Rector
3	Memoradum of Understanding	PT. Mirai Eduventura Indonesia	Internship Program for SU students	C. I Wayan Eka Budiarta	01/12/2023 - 30/11/2025	Not Required	Not Required	SU students can attend internship in related to student exchange program	Dean of Faculty of Education
4	Memoradum of Understanding	The A Team	Internship Program for SU students	C. I Wayan Eka Budiarta	01/01/2024 - 31/12/2026	Not Required	Not Required	SU students can attend internship program	Dean of Faculty of Education
5	Memoradum of Understanding	Universitas Kristen Krida Wacana	Partnership in Tri Dharma	C. I Wayan Eka Budiarta	01/05/2022 - 31/03/2025	Not Required	Budget allocation is determined based on the specific needs of the parties.	Sampoerna University can conduct activities in the fields of education, research, community service, development and empowerment of the parties' resources.	Sampoerna University Rector
6	Memoradum of Understanding	Refo Indonesia	Partnership in Education and Research	C. I Wayan Eka Budiarta	01/06/2021 - 31/05/2025	Not Required	Budget allocation is determined based on the specific needs of the parties.	Faculty members and students can join trainings seminar activities	Dean of Faculty of Education