

SAMPOERNA UNIVERSITY

UNIVERSITY EXECUTIVE MEETING

MINUTES

NOTICE IS HEREBY GIVEN THAT the Sampoerna University on University Executive Meeting AY 2024-2025 was held virtually on **Thursday, February 6th, 2025** (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>
Surya D. Liman	SDL	<i>Present</i>
Endriyani Widyastuti	EW	<i>Present</i>
Elan Merdy	EM	<i>Regret</i>
Lauren Clarke	LC	<i>Present</i>
Soepriyatna	SOE	<i>Present</i>
Antonius Siahaan	AS	<i>Present</i>
Farid Triawan	FT	<i>Present</i>
Erik H. Krauss	EK	<i>Present</i>
Ade Iva Murty	AIM	<i>Present</i>
Christianus I.W.E. Budiarta	CIWEB	<i>Present</i>
Novi Kusumaningrum	NK	<i>Present</i>
Lorensia Soegiarto	LS	<i>Present</i>
Guruh Tri Nugroho	GTN	<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, February 6th, 2025

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 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	Standing Committee of Academic Affairs		
	5.1.1 SU GenAI Policy & Ad-Hoc Committee	Noting	SDL
	5.1.2 Appointment of Interim Head of General Education	Approval	SDL
	5.1.3 Annual Report Template, for: a. Research Program b. Community Service	Approval	SDL
	5.1.4 Guidelines of Human Subjects Ethical Research Practices Board of Reviewer Selection	Approval	SDL, IS
6.	Items for Consideration		
6.1	Honors Program on Saturdays/Co-Curricular Activities	Noting	SDL
6.2	Strategic Plan 2025-2030	Noting	SOE
6.4	Progress of PPKPT	Noting	AIM
6.6	SU Academic Festival	Noting	FT
6.5	SUSC Update: Dies Natalis & English Class	Noting	GTN
7.	New Business		
8.	Adjourning the Meeting		Chair

3) Discussion

Agenda	Discussion	Vote	Vote Result	Action
Verification for Quorum	The quorum is sufficient to start the meeting.			
Consent Agenda	Minutes of UE meeting on January 26th, 2025 is approved.			
Special Announcement & Reports				
Guidelines for Selecting Human Subject Research Ethics Board Members (Approval)	[Chair] The first agenda today is the Guidelines for Selecting Human Subject Research Ethics Board Members. This item is for approval. [IS] This guideline complements our Research Ethics Policy by outlining the procedure for selecting ethics board members for human subject research. The process begins with the Deans of Faculties and the Head of CRCS identifying potential board members from the faculties and soliciting nominations. They will then conduct interviews and assessments. Selected members will sign a conflict-of-interest form, and upon finalization, a Rector's Decree will be issued for their appointment. [IS] The requirements of board members are full time faculty at SU, active in research publication and familiar with SU research ethic code of conduct. [IS] Another addition to this procedure is the Research Ethical Approval Form, which researchers must complete when using human as the subjects of the research.	Motion: WSAY Second: SDL Aye: SOE, EM, EW, LS, EK, AS, AIM, CIWEB, NK, LC, GTN Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Guidelines for Selecting Human Subject Research Ethics Board Members [MSC]	Issue Rector's Decree.
SU GenAI Policy & Ad-Hoc Committee (Noting)	[Chair] Next agenda is the SU Generative AI policy and Ad-Hoc Committee. This item is for noting only and will be presented by Pak Surya.			

Agenda	Discussion	Vote	Vote Result	Action
	[SDL] During last week's SCAA meeting, we discussed the potential use of generative AI. I appointed Pak Farid to lead a team for developing the SU GenAI policy and its ad-hoc committee. Once Pak Farid proposes committee members, they will begin work on the policy. We will seek UE members' approval for both the ad-hoc committee and the policy.			
Appointment of Interim Head of General Education (Approval)	[Chair] Next agenda is also from Pak Surya on the appointment of Interim Head of General Education and this item is for approval. [SDL] This proposal seeks your approval to appoint Pak Lukman Baihaqi as Interim Head of General Education during Ibu Tika's maternity leave. The SCAA has already proposed and approved this appointment.	Motion: WSAY Second: SOE Aye: SDL, EM, EW, LS, EK, AS, AIM, CIWEB, NK, LC, GTN Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Lukman Baihaqi as Interim Head of General Education [MSC]	Issue Rector's Decree.
Annual Report Template for Academic Research Program and Community Service (Approval)	[Chair] Next agenda is the annual report template for Academic Program and Community Service from Pak Surya and this item is for approval. [SDL] The Academic Program Review follows a five-year cycle, but NECHE mandates an annual report. We have approved a template for the annual report for Academic Program Review and I believe it is useful to have similar templates for the Academic Research program and community service. We have created the templates, and you can just follow through the templates. The SCAA has already proposed and approved these templates.	Motion: WSAY Second: SDL Aye: SOE, EM, EW, LS, EK, AS, AIM, CIWEB, NK, LC, GTN Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Annual Report Template for Academic Research Program and Community Service	No need to issue Rector's Decree.

Agenda	Discussion	Vote	Vote Result	Action
			[MSC]	
Items for Consideration				
Honors Program on Saturdays/Co-Curricular Activities (Noting)	• [Chair] We will move on to items for consideration. The first one is the Honors Program which will be presented by Pak Surya for noting. • [SDL] The Honors Program offers high school students, mainly in grades 11 and 12, the chance to take college-level courses and earn transferable college credits, akin to International Baccalaureate (IB) or Advanced Placement (AP) programs. Admission requires students to meet English proficiency standards, and the program provides general education or foundational courses alongside regular classes. The only other school that doing similar program like this is JIS. • [SDL] The program will enhance our brand awareness, expand our potential student pool, and increase revenue. However, we must consider the risks of negative participant experiences. We must select a certain lecturer who can interact with regular college students and the high school students who will take the Honor Programs. We need to also maintain quality standards in classrooms and extracurricular activities. • [SDL] Our targeted schools are: SA, Tzuchi International, SMA Tzuchi, Life French School, Penabur International, AIS, Beacon Academic, etc. • [SDL] Mode of deliveries: Delivery mode: English instruction, 16 Saturdays with 2.5-hour sessions, alternating between offline and online (synchronous), taught by full-time lecturers. ➔ [LC] Are these students registered as Non-Degree Seeking students? ➔ [SDL] No, we will maintain separate registration for non-degree-seeking university			

Agenda	Discussion	Vote	Vote Result	Action
	students and the honor program students. We will register them once they obtain their high school diploma. → [EK] We can arrange a co-curricular activity as long as we have the budget. → [LS] This will be offered to students starting in grade 10, as they will be in grade 11 by Fall. We will use the same standards for honor program students, ensuring they are college ready. → [NK] Honor program students will receive a specific ID number to distinguish them from regular students.			
Strategic Plan 2025-2030 (Noting)	• [Chair] Our next item for consideration is the Strategic Plan 2025-2030 and will be presented by Pak Pri as noting. • [SOE] We are now in process of completing SU Strategic Plan 2025-2030. I received a mandate from Dr. Schott to continue to lead the committee to complete the Strategic Plan in some steps as follows: 1. Establish planning framework: define objective, planning committee and timeline. 2. Conduct environmental analysis, internal and external. 3. Engage stakeholders: FGDs, workshops, interviews. 4. Define strategic goals & objectives 5. Develop action plan: break down goals, allocate resources and set metrics for success. 6. Validate and Finalize the Plan. 7. Implementation 8. Monitor and evaluate progress • [SOE] Developing a strategy plan is a collaborative process that requires broad engagement, clear			

Agenda	Discussion	Vote	Vote Result	Action
	communication and commitment to adaptability. We need the support from everyone.			
Progress of PPKPT (Noting)	• [Chair] The next agenda is updates from PPKPT committee by Ibu Iva. This item is for noting only. • [AIM] Based on the new regulation; the name is changed from PPKS to PPKPT. • [AIM] The new task force has been selected and will be approved at the upcoming SCADM meeting before seeking UE approval. We will also request SK Rektor's input for the task force. A poster campaign will be launched across campus (floors 6, 7, and 19) and on Instagram; please follow @satgasppkpt.su. • [AIM] A monthly workshop will be organized for students, staff, and lecturers, with the support of all deans and department heads to encourage participation from each faculty/program. • [AIM] PPKPT will develop the SOP and send it to PSF legal department to be reviewed. • [AIM] We are also working on creating the task force PPKPT SU page on the SU website.			
SU Academic Festival (Noting)	• [Chair] The next agenda is SU Academic Festival from Pak Farid and this item also for noting. • [FT] This is an unprecedented event in SU for a big academic gathering of SU lecturers, staff and students to come together and celebrate academic life. The purpose is for our students to have a good academic culture, sharing ideas, innovations, know their Deans, staff etc. We will also have joint symposium with 6 universities in Indonesia, games and competition. The event will be on 27-28 Feb 2025.			

Agenda	Discussion	Vote	Vote Result	Action
SUSC Update: Dies Natalis & English Class (Noting)	• [Chair] Our last agenda today is update of SUSC from Pak Guruh. • [GTN] We would like to update the progress of Dies Natalis. We have requested Marketing to design the collaterals. We will invite outside speaker and Ibu Ecy will deliver her academic oration. For POTSU innovation award, we would like to ask UE members to encourage their staffs to join the POTSU award to appreciate their innovation in helping to increase the business process. And • [GTN] We have started our English Class for Cleaning Service, Security and OB. ➔ [NK] Everyone in my class is very excited to join and they are eager to learn. I would like to ask for your support to use simple English and talk to them to keep them practice.			
New Business				
Reminder to submit Laporan Kerja Sama to be reported to DIKTI	• [Chair] I would like to remind the deans to submit the Laporan Kerja Sama to Mba Dian, so we can submit our report to DIKTI. The due date is February 14, 2025. • [DM] Another reminder, the form is a brief but we need a consent from our partner for the report, so please ask for your partners to sign the form.			
Adjourning the Meeting				
The Meeting is adjourned at 10.35 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 January 26th, 2025

Minutes were approved as presented.

3) Next Meeting Date

March 6th, 2025



University Executive

Meeting 021 – AY24/25

February 6th, 2025

Document Name: Meeting Agenda UE021 – AY 24/25

Date: February 6th, 2025

Appendix No: 1

Corresponding Agenda Item: Meeting Agenda

Brief Description of Document:

A structured outline that organizes the topics to be discussed in UE meeting. The topic discussed ranges from administrative and academic updates, strategic initiatives and policy reviews, budget/finance overviews, and an open forum for additional topics or concerns. This agenda ensures that meetings are efficient and that all essential matters are addressed.

Relevance of Document:

-

History of Document:

-

Suggested Action:

Noting

AGENDA

University Executive Meeting

Thursday, February 6th, 2025

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7.	New Business		
8.	Adjourning the Meeting		Chair

Document Name: Meeting Agenda UE021 – AY 24/25

Date: February 6th, 2025

Appendix No: 2

Corresponding Agenda Item: SU GenAI Policy & AdHoc Committee

Brief Description of Document:

SU is developing SU GenAI Policy and will appoint adhoc committee.

Relevance of Document:

- Minutes of SCAA Meeting dated January 24th

History of Document:

-

Suggested Action:

Noting

Document Name: Meeting Agenda UE021 – AY 24/25 Date: February 6th, 2025 Appendix No: 3 Corresponding Agenda Item: Appointment of Interim Head of GenEd
Brief Description of Document: Lukman Baihaqi will act as Interim of the Head of General Education during Ibu Tika’s maternity leave.
Relevance of Document: - SCAA Circular Resolution dated 9 December 2024
History of Document:
Suggested Action: Approval

Faculty of Arts and Science Senate

Number : 005/FAS-SU/SENATE/XII/2024
Subject : Approval of Head (Interim) of General Education Study Program and Chair (Interim) of Faculty of Arts and Science Senate from 3 February 2025 until 31 May 2025
Attachment : -
From : The Chair of Faculty of Arts and Science Senate

Dear Respective Senate Members,

To endorse the faculty's recommendation regarding the approval of the following list, your approval as the Senate Members on this decision is greatly appreciated.

No.	Approved Items
1	Approval to appoint Pak Lukman Baihaqi Alfakihuddin as the Head (Interim) of General Education study program with duration from 3 February 2025 until 31 May 2025.
2	Approval to appoint Pak Ilham Prasetyo as the Chair (Interim) of Faculty of Arts and Science Senate with duration from 3 February 2025 until 31 May 2025.

Please indicate your decision (Approved or otherwise).
Thank you for your attention.

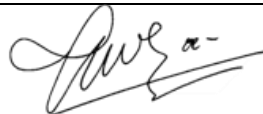
Jakarta, 9 December 2024



Lukman Baihaqi Alfakihuddin, M.Sc.
The Chair of Faculty of Arts and Science Senate

CIRCULAR RESOLUTION

Date : 9 December 2024
Subject : Approval of Head (Interim) of General Education Study Program and Chair (Interim) of Faculty of Arts and Science Senate from 3 February 2025 until 31 May 2025

No .	Name	Approval (Approved, Approved with note, Not Approved, Absent)	Signature	Date
1.	Lukman Baihaqi Alfakihuddin	Approved		9-12-2024
2.	Ilham Prasetyo	Approved		9-12-2024
3.	Ade Iva Wicaksono	Approved		9-12-2024
4.	Desyarti Safarini	Approved		9-12-2024
5.	Iwan Setiawan	Approved		9-12-2024
6.	Tika Lestari	Approved		9-12- 2024
7.	Andi Tri Supratno Musrah	Approved		9-12-2024

Document Name: Meeting Agenda UE021 – AY 24/25

Date: February 6th, 2025

Appendix No: 4

Corresponding Agenda Item: Annual Report Template: Academic Research Program and Community Service Program

Brief Description of Document:

Annual Report Template is designed to provide a structured summary on the progress of academic research and community service programs over a year. This template typically includes various sections to ensure comprehensive coverage of all essential aspects of the research and community service activities.

Relevance of Document:

History of Document:

Suggested Action:

Approval

ACADEMIC COMMUNITY SERVICE PROGRAM ANNUAL REPORT



SAMPOERNA
UNIVERSITY

ACADEMIC YEAR
20XX/20XX

July 1, 20XX – June 30, 20XX

STUDY PROGRAM
FACULTY OF XXXXXX

EXECUTIVE SUMMARY

TABLE OF CONTENTS

TABLE OF CONTENTS	2
1. Program Overview.....	3
2. Plan (Goals and Objectives)	3
3. Do (Implementation and Actions Taken)	3
4. Check (Evaluation and Assessment).....	3
5. Act (Improvements and Future Planning)	4
6. Summary and Recommendations	4

1. Program Overview

- **Program Name:**
- **Program Head:**
- **Academic Year of Report:**
- **Faculty:**
- **Date of Submission:**
- **Program Mission Statement:**
 - State the mission of the community service program and its alignment with the institution's mission, strategic objectives, as well as community needs.

2. Plan (Goals and Objectives)

- **Goals and Objectives for the Reporting Year:**
 - List specific goals for the community service program set at the beginning of the academic year, such as target populations served, community partnerships established, and student engagement levels.
 - Describe the desired impacts on both students and the community, with measurable outcomes or metrics to gauge success (e.g., number of community members served, number of student participants).
 - Ensure alignment with Community Service Roadmap.
- **Expected Outcomes and Impact Metrics:**
 - Explain how the project's goals align with the institution's strategic goals and address identified community needs.
 - Define the expected outcomes and impact metrics for each community service project, such as grant funding or contributions to community.

3. Do (Implementation and Actions Taken)

- **Summary of Community Service Activities:**
 - Describe the primary community service activities conducted throughout the year, such as service projects, workshops, or events.
 - Include details on types of services provided, locations, and duration of activities.
 - Incorporate community service activities into course materials.
- **Student and Community Engagement:**
 - Outline student participation levels, including the number of student participants, types of roles undertaken, and training or preparation provided.
 - Describe the involvement of community partners and stakeholders, such as local organizations, nonprofits, and government agencies.
- **Community Outreach Development:**
 - Summarize efforts to establish and strengthen partnerships within the community, including new collaborations or renewed partnerships.

4. Check (Evaluation and Assessment)

- **Assessment of Goals and Outcomes:**

- Describe how community service activities support and are aligned with Community Service Roadmap of Program of Study, Faculty, and University.
- Provide an analysis of the extent to which each goal was achieved or not achieved, with data on outcomes (e.g., number of community served, degree of student participation, community partnerships developed).
- **Impact on Students and the Community:**
 - Describe the program's impact on students, using data such as student feedback, skills developed, or any academic or personal growth related to the service experience.
 - Discuss the program's impact on the community, including feedback from community members and partners, or data on improvements in targeted areas.
- **Student and Community Feedback:**
 - Summarize feedback collected from students, community members, and partners through surveys, interviews, or other methods.
- **Challenges Encountered:**
 - Identify any challenges faced during the year, such as staffing limitations, budget constraints, or logistical issues.

5. Act (Improvements and Future Planning)

- **Lessons Learned and Areas for Improvement:**
 - Summarize key insights gained from the evaluation phase and areas where the program can be improved.
- **Improvement Plan for Next Academic Year:**
 - Describe specific actions and strategies to address identified challenges and enhance the program's impact on students and the community.
- **Revised Goals and Objectives for Next Academic Year:**
 - Based on findings, set new or modified goals and objectives for the coming year, including measurable outcomes.
- **Resource Needs and Institutional Support Requests:**
 - Identify any additional resources needed to support the planned improvements.
 - Include any specific support requests from the institution (e.g., funding, technology, staffing) and the community partners.

6. Summary and Recommendations

- **Summary of Findings and Actions:**
 - Provide a brief overview of the community service program's performance, notable achievements, and major improvements.
- **Institutional and Community Support Recommendations:**
 - Outline recommended actions or support needed from the institution or community partners to meet the program's objectives effectively.
- **Reflection on PDCA Process Effectiveness:**
 - Comment on the effectiveness of using the PDCA cycle for continuous improvement and any adjustments to enhance this process.

Attachments: Include relevant data tables, survey results, community feedback summaries, partnership agreements, budget reports, and other supporting documentation.

This template provides a structured approach to review and improve academic community service programs annually, ensuring they create positive, measurable impacts on both the community and student development.

ACADEMIC RESEARCH PROGRAM ANNUAL REPORT



SAMPOERNA
UNIVERSITY

ACADEMIC YEAR
20XX/20XX

July 1, 20XX – June 30, 20XX

STUDY PROGRAM
FACULTY OF XXXXXX

EXECUTIVE SUMMARY

TABLE OF CONTENTS

TABLE OF CONTENTS	2
1. Program Overview.....	3
2. Plan (Goals and Objectives)	3
3. Do (Implementation and Actions Taken)	3
4. Check (Evaluation and Assessment).....	3
5. Act (Improvements and Future Planning)	4
6. Summary and Recommendations	4

1. Program Overview

- **Program Name:**
- **Program Head:**
- **Academic Year of Report:**
- **Faculty:**
- **Date of Submission:**
- **Program Mission Statement:**
 - State the mission of the research program and its alignment with the institution's mission and strategic objectives.

2. Plan (Goals and Objectives)

- **Goals and Objectives for the Reporting Year:**
 - List the specific research goals set for the program at the start of the academic year, including project milestones, anticipated publications, funding targets, or innovation objectives.
 - Ensure research objectives are aligned with Research Roadmap.
- **Expected Outcomes/Target Metrics:**
 - Define the expected outcomes and impact metrics for each goal, such as number of publications, citation targets, grant funding, or contributions to community or industry.

3. Do (Implementation and Actions Taken)

- **Summary of Research Activities:**
 - Describe the main research activities conducted during the academic year, including studies initiated, data collection, analysis, and collaborative projects.
- **Research Projects and Initiatives:**
 - Provide an overview of ongoing or new research projects, including interdisciplinary collaborations, partnerships with industry, or community-based research.
- **Funding and Grant Efforts:**
 - Summarize grant applications submitted, grants awarded, and any fundraising or sponsorship activities.
 - Include major sources of funding and objectives associated with each grant.
- **Dissemination of Research:**
 - List publications, conference presentations, workshops, or public talks to disseminate research findings.
- **Professional Development for Research Staff and Faculty:**
 - Describe professional development opportunities taken by research staff, such as training, seminars, and workshops aimed at enhancing research skills or methodologies.

4. Check (Evaluation and Assessment)

- **Assessment of Research Goals and Objectives:**

- Describe how research activities support and are aligned with Research Roadmap of Program of Study, Faculty, and University.
- Provide an analysis of the extent to which each goal was achieved and any deviations from the plan.
- Include specific performance metrics, such as number of publications, impact factors, funding amounts, or collaborative partnerships.
- **Research Quality and Impact Assessment:**
 - Describe the quality assessment of research output, including citations, journal impact factors, or contributions to field advancements.
 - Include any recognition or awards for the research program, projects, or faculty.
- **Stakeholder and Peer Feedback:**
 - Summarize feedback from stakeholders, such as collaborators, industry partners, or advisory boards, and peer review comments on publications or grant applications.

5. Act (Improvements and Future Planning)

- **Lessons Learned and Identified Improvement Areas:**
 - Summarize insights gained from the evaluation phase and identify areas needing improvement or change.
- **Improvement Plan for Next Academic Year:**
 - Describe specific actions and strategies for improvement in each identified area, such as research design, grant application processes, journal submission, or collaborative efforts.
- **Revised Goals and Objectives for Next Academic Year:**
 - Based on findings, set new or revised goals for the coming year with clear objectives, impact targets, and associated timelines.
- **Resource Needs and Support Requests:**
 - Identify additional resources needed for the coming year, such as specialized equipment, lab space, or additional staff.
 - Include any specific requests for support or collaboration from the institution.

6. Summary and Recommendations

- **Summary of Findings and Actions:**
 - Provide a brief overview of the research program's performance, notable achievements, and major improvements.
- **Institutional Support Recommendations:**
 - Outline recommended actions for institutional support, including funding, infrastructure, policy adjustments, or strategic partnerships.
- **Reflection on PDCA Process Effectiveness:**
 - Comment on the effectiveness of using the PDCA cycle in enhancing research quality and suggest any adjustments to improve the review process.

Attachments: Include supporting documentation, such as data tables, funding reports, publication lists, stakeholder feedback, and risk/compliance reports.

This template helps research programs embed the PDCA cycle in their review process, allowing for continuous evaluation and strategic improvement based on annual data and insights.

Document Name: Meeting Agenda UE021 – AY 24/25

Date: February 6th, 2025

Appendix No: 5

Corresponding Agenda Item: Guidelines of Human Subjects Ethical Research Practices Board of Reviewer Selection

Brief Description of Document:

Sampoerna University affirms that human research subjects will be treated with dignity, respect, and due regard for their welfare. The University has established a University Review Board through the Office of Community Research and Community Service (CRCS) to protect human research subjects.

Relevance of Document:

History of Document:

Suggested Action:

Approval



SAMPOERNA
UNIVERSITY

GUIDELINE OF HUMAN SUBJECTS ETHICAL RESEARCH BOARD OF REVIEWER SELECTION

CENTER FOR RESEARCH AND COMMUNITY SERVICES (CRCS)

2025

Table of Contents

Introduction	3
Procedure of Research Ethics Review Board Member Selection	4
Qualifications for The Reviewers Board	5
Appendix: Research Ethical Approval Form.....	7

Introduction

Sampoerna University affirms that human research subjects will be treated with dignity, respect, and due regard for their welfare. The University has established a University Review Board through the Office of Community Research and Community Service (CRCS) to protect human research subjects. The University Review Board is an ad hoc Task Force, appointed annually to include five (5) members: one faculty member from each Faculty, a faculty member-at-large appointed by the University Senate, and the Head of CRCS or designee. "Human Subjects" include all individuals and groups from whom researchers anticipate gathering information or data necessary to complete the research design successfully.

The criteria for the University Review Board to approve research involving human subjects include:

- Risks to participants are minimized.
- Risks are reasonable about anticipated benefits.
- The selection of participants is equitable.
- Informed consent is sought from each subject, and
- Informed consent is appropriately documented.

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

- Respect for Persons---Respect for persons incorporates the following ethical convictions. Individuals should be treated as autonomous agents, and persons with diminished autonomy are entitled to more excellent protection (i.e., prisoners, children, those who are mentally or cognitively disabled, or economically or educationally disadvantaged persons). Everyone should be given the respect, time, and opportunity necessary to make their own decisions. A core feature of respect for persons is informed voluntary consent. Prospective participants must be given the information they need to decide whether to participate in a study. Once

provided with adequate information, the decision to enter a research project or not should be completely voluntary---free from undue influence or coercion.

- **Nonmaleficence and Beneficence**---Persons are treated ethically by respecting their decisions and protecting them from harm. Two general rules have been formulated as complementary expressions of beneficent actions in this sense: (1) do no harm and (2) maximize possible benefits while minimizing possible harms.
- **Justice**---Justice is a challenging and complex ethical issue. Who ought to receive the benefits of research and bear its burdens is a question of justice in the sense of “fairness in distribution” or “what is deserved?” An injustice occurs when some burden is duly imposed or when some benefit to which a person is entitled is denied without good reason. Attempt always to distribute the risks and benefits fairly and without bias.

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

Procedure of Research Ethics Review Board Member Selection

1. Identify Research Ethics Reviewer Board from The Faculties

The dean of the FacultyFaculty and the head of CRCS will identify potential reviewers from the FacultyFaculty.

2. Solicit Nominations

Invite potential ethics reviewers from FacultyFaculty for interview and discussion for the ethics reviewer position.

3. Interview and Assess Candidates

Conduct interviews or meetings with shortlisted candidates to assess their suitability for the ethics review board. Ask questions about their understanding of research ethics, ability to review research protocols, and availability to serve on the board.

4. Select Ethics Reviewer Board Member

Based on the interviews and assessments, the dean and head of CRCS should select individuals to serve on the reviewer board. Ensure that the final composition of the board represents a diverse range of expertise and perspectives.

5. Appointment and Term Limits

Define the terms and appointments for the reviewers.

6. Conflict of Interest Declarations

Require members to declare any potential conflicts of interest and establish processes for managing and mitigating conflicts when they arise.

7. Ongoing Evaluation

Periodically evaluate the performance of the reviewers to ensure they continue to meet the required standards of ethics and expertise.

8. Announce The Reviewers Membership Through Decree

Make the composition of the REB public to ensure transparency and build trust within the research community and the public.

Qualifications for The Reviewers Board

1. Full-time Sampoerna University faculty members
2. Active in Research activities
3. Familiar with Sampoerna University research code of conduct

Appendix: Research Ethical Approval Form



Sampoerna University
L'Avenue Building Office Tower
Jln. Pasar Minggu Raya Kav. 16
Pancoran, Jakarta, Indonesia, 12780
T (+6221) 5022 2234
E info@sampoernauniversity.ac.id

Research Ethical Approval Form

Section A

Project Title: _____

Name of Lead Researcher: _____

(student and supervisor in case of project work)

Supervisory team: _____

Email: _____

Estimated Start Date of Projects: _____

Estimated End Date of Project: _____

Estimated Start Date of

Estimated End Date of

Fieldwork: _____

Fieldwork: _____

I confirm that I will (where relevant):

- Tell participants that any recordings, e.g. audio/video/photographs, will not be identifiable unless prior written permission has been given. I will obtain permission for specific reuse (in papers, talks, etc.);
- Provide participants with an information sheet (or web-page for web-based studies) that describes the main procedures (a copy of the information sheet must be included with this application);
- Obtain informed consent for participation (a copy of the informed consent form must be included with this application);
- Should the research be observational and not in a public place, ask participants for their consent to be observed;
- Tell participants that their participation is voluntary;
- Tell participants that they may withdraw at any time and for any reason without penalty;
- Give participants the option of omitting questions they do not wish to answer if a questionnaire is used;
- Tell participants that their data will be treated with care to confidentiality, retained in an anonymised form and that, if published, it will not be identified as theirs;
- Inform participants of the relevant safe storage, retention and destruction policy of data to be followed;
- On request, debrief participants at the end of their participation (i.e. give them a brief explanation of the study);
- Verify that participants are 18 years or older and competent to supply consent or in the case of child/vulnerable group participant, obtain consent of both child and parent / guardian;
- Ensure that the duty of care towards vulnerable participants or when dealing with sensitive topics includes the provision of appropriate information and referral to aftercare supports;
- Declare any potential conflict of interest to participants.

Signed: _____
Lead Researcher Supervisor Date

Appendices
e.g. participant information sheet, consent form, interview questions, survey

Section D

I confirm that this application provides a complete and accurate account of the research I propose to conduct in this context, including my assessment of the ethical ramifications. I undertake to return for additional ethical approval should any design changes warrant it.

Signed: _____
Lead Researcher / Student

Date: _____

Ethics Committee Approval:

Signed: _____
Committee's name:

Date: _____

Signed: _____
Committee's name:

Date: _____

Signed: _____
Committee's name:

Date: _____

Signed: _____
Committee's name:

Date: _____

If you answered yes to any of the above questions please explain with reference to the number of each question, how the identified potential research ethics issue will be handled. If there are any other potential ethical issues that you think the Committee should consider please explain them here. *There is an obligation on the lead researcher / supervisor to consider here any issues with ethical implications not clearly covered above.*

Section C

Please answer the following questions (Y/N)		(Y/N)
1. Will any non-anonymised and / or personalised data be generated and / or stored?		
2. Will your project involve any of the following?	Photographing Participants	
	Audio Recordings	
	Video Recordings	
3. Does this research pose any risk of physical danger to the researcher?		
4. Does this research pose any risk of mental harm to the researcher?		
5. Will you give the potential participants a reasonable period of time to consider participation?		
6. Does your study involve any of the following?	People who are, have been, or are likely to become your clients, students, or clients of the school	
	Patients	
	People with intellectual or communication difficulties	
	People in custody	
	People involved in illegal activities	
	People belonging to a vulnerable group, other than those listed above	
	People for whom English / Dutch is not their first language	
7. Is there any realistic risk of any participants experiencing a detriment to their interests as a result of participation?		
8. Will you have access to documents containing sensitive data about living individuals? If yes, will you gain the consent of the individuals concerned?		
9. Has this research application or any application of a similar nature connected to this research project been refused ethical approval by another review committee of the College or any external organization?		

Section B

Research Proposal Template	
Project Title	
List of any sources of funding or other research partners involved	
Is this proposal associated with another research study?	
Expected dates of commencement and completion (fieldwork)	
Abstract of the proposal	
Rationale and background of the proposed study	
Research question, aims and objectives	
Hypothesis	
Outline of the research design and analysis	
When research involves access to human participants outline fully where and how they will be recruited, inclusion and exclusion criteria and the exact role of any gate keepers involved	
Any additional information	

Document Name: Meeting Agenda UE021 – AY 24/25

Date: February 6th, 2025

Appendix No: 6

Corresponding Agenda Item: Honors Program on Saturdays/Co-Curricular Activities

Brief Description of Document:

Updates on Honors Program on Saturdays/Co-Curricular Activities.

Relevance of Document:

History of Document:

Suggested Action:

Noting

FEBRUARY 6, 2025

SU Honors Program

SU Honors Program - Introduction



- Provide opportunities for high school students in grades 11 & 12 to take college level courses and potentially earn transferrable college credits (similar to IB or AP).
- Students must pass English proficiency requirements to be admitted (SAT, ACT, TOEFL, etc.).
- Courses offered are GenEd or foundational courses.
- Courses are offered in conjunction with regular SU classes.

SU Honors Program – Benefits & Risks



- Potential benefits:
 - ✓ Brand awareness.
 - ✓ Potential pool of new students.
 - ✓ Potential source of additional incomes (small)
- Potential risks:
 - ✓ Bad experience for participants – bad publicity.
 - ✓ Maintaining standard of quality in classrooms
 - ✓ Extra- and co-curricular activities?? (SAA).

SU Honors Program – Target Schools



- Some targeted schools:
 - ✓ Sampoerna Academy.
 - ✓ Tzuchi International.
 - ✓ SMA Tzuchi.
 - ✓ Life French School.
 - ✓ Penabur International.
 - ✓ Australia Independent School.
 - ✓ Beacon Academy, etc.

SU Honors Program – Deliveries



- Mode of deliveries:
 - ✓ English language of instruction.
 - ✓ 16 Saturdays.
 - ✓ Two hours and 30 minutes meeting time.
 - ✓ Alternately between offline and online (synchronous).
 - ✓ Taught by our full-time lecturers.

SU Honors Program – Fall 2025



- Planned Course Offerings (Fall 2025):
 1. US History Since 1877 (GSOC2306)
 2. Introduction to Business (GBUS1301)
 3. Introduction to Engineering (GENG1301)
 4. General Psychology (GSOC2303)

Thank you

Document Name: Meeting Agenda UE021 – AY 24/25

Date: February 6th, 2025

Appendix No: 7

Corresponding Agenda Item: SU Strategic Plan 2025-2030

Brief Description of Document:

SU is renewing its strategic plan. The strategic plan functions as a roadmap to direct the University in pursuing its vision and mission, while also addressing emergent challenges and opportunities.

Relevance of Document:

History of Document:

Suggested Action:

Noting

Sampoerna University Strategic Plan (2025-2030)

Introduction

The strategic plan functions as a roadmap to direct the University in pursuing its vision and mission, while also addressing emergent challenges and opportunities.

Step 1: Establish Planning Framework

1. Define Objectives:

- Identify the strategic planning process's goals, including aligning with the University's vision and mission.

2. Form a Strategic Planning Committee:

- Assemble diverse stakeholders.

3. Set a Timeline:

- Establish clear deadlines for each stage of the planning process.

Committee of Strategic Plan 2025 – 2030

Chair:

- Soepriyatna

Secretary:

- Maryke Ayu Kinasih

Members:

- Lauren Clarke
- Surya Liman
- Endriyani Widyastuti
- Erik Krauss
- Lorensia Soegiarto
- Anak Agung. Ngurah Wira Redi
- Desyarti Safarini
- Farrah Mahdaly
- Rahajeng Tyas Astari

Step 2: Conduct Environmental Analysis

1. Internal Analysis:

- Evaluate academic programs, research outputs, faculty and staff, and infrastructure.
- Conduct a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats).

2. External Analysis:

- Assess trends in higher education, workforce demands, technological advancements, and regulatory changes.

Step 3: Engage Stakeholders

1. Facilitate Inclusive Discussions:

- Conduct surveys, focus groups, and interviews to gather stakeholder input to ensure diverse perspectives.

2. Host Visioning Workshops:

- Collaborate on developing shared aspirations and priorities for the next five years.

Step 4: Define Strategic Goals and Objectives

1. Set Long-Term Goals:

- Focus on (e.g., recruitment, branding, enhancing academic excellence, research impact, community engagement, and financial sustainability).

2. Develop Specific Objectives:

- Ensure objectives are SMART (Specific, Measurable, Achievable, Relevant, Time-bound).

Step 5: Develop Action Plans

1. Break Down Goals:

- Define actionable steps for each strategic objective.
- Assign responsibilities to departments or individuals.

2. Allocate Resources:

- Determine the budget, human resources, and technology needed.
- Identify potential funding sources.

3. Set Metrics for Success:

- Develop Key Performance Indicators (KPIs) to monitor progress.

Step 6: Validate and Finalize the Plan

1. Seek Feedback:

- Share the draft strategic plan with key stakeholders for review and input.

2. Incorporate Revisions:

- Refine the plan based on constructive feedback.

3. Secure Approval:

- Present the finalized plan to the UE meeting for approval.

Step 7: Implement the Plan

1. Communicate the Plan:

- Launch an internal and external communication campaign to share the plan widely, using multiple platforms, such as town halls, emails, websites, etc.

2. Assign Leadership:

- Designate champions for each strategic goal to ensure accountability.

3. Launch Initiatives:

- Begin executing high-priority projects identified in the plan.

Step 8: Monitor and Evaluate Progress

1. Regular Reviews:

- Schedule annual progress reviews.
- Compare outcomes with established KPIs.

2. Adjust as Needed:

- Revise strategies and objectives based on evaluation findings and emerging circumstances.

3. Report Outcomes:

- Share progress updates with stakeholders through reports and meetings.

Conclusion

Developing a strategic plan is a collaborative process that requires broad engagement, clear communication, and a commitment to adaptability.

Document Name: Meeting Agenda UE021 – AY 24/25

Date: February 6th, 2025

Appendix No: 8

Corresponding Agenda Item: Progress of PPKPT

Brief Description of Document:

Update from PPKPT Committee.

Relevance of Document:

History of Document:

Suggested Action:

Noting

PPKPT (Pencegahan dan Penanganan Kekerasan di Lingkungan PT)

- Permendikbudristek no 55 - 2024
- Good practices so far, for example:
 1. Coordinating leaders in the university
 2. Active campaign on prevention of violence in all forms
 3. Advocacy , to units, curriculums etc
 4. Driving research, policies etc

Thank you so much for our Univ leaders for helping us during 2024.

Progress

- Seeking validation of SK Rektor for the new task force.
- Campaign by posters all around campus (floor 6, 7 and 19) and also Instagram, please follow [satgasppkpt.su](https://www.instagram.com/satgasppkpt.su)
- Monthly workshop for students, staffs and lecturers hopefully all deans and HoD will help mobilizing participants from each fac/prodi
- PPKPT will work on making SOP, and send it to PSF legal
- Still work on this: developing the page of satgas PPKPT SU in SU website

Document Name: Meeting Agenda UE021 – AY 24/25

Date: February 6th, 2025

Appendix No: 9

Corresponding Agenda Item: SU Academic Festival

Brief Description of Document:

SU Academic Festival is becoming Sampoerna University's inaugural internal event in celebrating academic life. This event aims to unify all students and lecturers by exchanging ideas and discussing academic challenges. Organized by FET—Industry and Academic Engagement Committee (FETINADEC), IoT Lab, and the Institution of Mechanical Engineers Sampoerna University Student Chapter (IMEchE SU SC), this event has the theme of "Beyond Ideas Exploration" to encourage interdisciplinary exploration and the development of groundbreaking ideas.

Relevance of Document:

History of Document:

Suggested Action:

Approval

PROPOSAL

Sampoerna University Academic Festival



Organized by:

FET – Industry and Academic Engagement Committee (FETINADEC)

&

Institution of Mechanical Engineers Sampoerna University Student Chapter (IMechE)

Sampoerna University

L'Avenue

Jalan Raya Pasar Minggu Kav. 16

Pancoran, Jakarta Selatan 12780, Indonesia

I. BACKGROUND

Sampoerna University's academic activities are currently centered on routines such as lectures, assignments, and projects. While these activities are essential, repetitive routines can create boredom for students and lecturers, limiting the potential for intellectual exploration and cross-disciplinary collaboration. As an institution of higher learning, a university should be a space that encourages exchanging ideas, intellectual discussion, and creative collaboration. This is essential to enrich academic experience and inspiring innovation.

FETINADEC, together with IoT Lab, has conducted a series of events called Coffee Time in 2022 and 2023. Coffee Time was initiated to incite academic atmosphere in Sampoerna University. In Coffee Time, students, lecturers, and staff gather to share ideas and to listen to each other. We believe that academic discussion among students, lecturers, and staff is essential in building the academic culture in the university. This year, FETINADEC with IoT Lab, initiated a new concept of Coffee Time which is called the Sampoerna University Academic Festival or SU Academic Festival. With the same spirit in elevating Sampoerna University's academic atmosphere, the festival aims higher to have a bigger impact to the Sampoerna University's academic community. In this festival, students and lecturers are invited to submit their abstract and present their ideas. There are also student competitions and project exhibitions. In addition, two symposiums will be held which invite experts from external institutions to share their ideas.

SU Academic Festival is becoming Sampoerna University's inaugural internal event in celebrating academic life. This event aims to unify all students and lecturers by exchanging ideas and discussing academic challenges. Organized by FET—Industry and Academic Engagement Committee (FETINADEC), IoT Lab, and the Institution of Mechanical Engineers Sampoerna University Student Chapter (IMechE SU SC), this event has the theme of "Beyond Ideas Exploration" to encourage interdisciplinary exploration and the development of groundbreaking ideas.

The SU Academic Festival collaborates with several prestigious institutions, namely the National Research and Innovation Agency (BRIN), Bandung Institute of Technology (ITB), Parahyangan Catholic University, University of Indonesia, Gadjah Mada University, President University, and Pertamina University. It will be conducted **from 27th to 28th February 2025** with a series of activities, such as a fun game competition, a conference for students and lecturers, a project exhibition, and a joint symposium. Presenting various activities in the SU Academic Festival is expected to create a livelier academic atmosphere, strengthen relations between academics, and open up new opportunities for intellectual exploration.

II. OBJECTIVES

Through this event, the following objectives are expected to be achieved:

1. Enlivening a more inclusive, inspiring, and beneficial academic atmosphere on campus.
2. Collecting and exchanging new ideas, concepts, and information between participants and the university environment.
3. Strengthening relationships between academics.
4. Opening new opportunities for intellectual exploration.
5. To create an event where all SU's potential are shown to spectators that can bring benefit to SU, such as prospective students and prospective employers. For this matter, we will coordinate our effort with SRO team to invite prospective students and we will invite SU's industrial partners to the festival.

Particularly for SU students, this festival has the following objectives:

1. To become a medium for SU students to experience multi-disciplinary academic discussions with their peers and lecturers within their study program, their faculty, and within university. This experience is useful to open the students' perspective and make the students get used to academic discussions.
2. To make the students get used to academic competition. In **Student Conference** and **Project Exhibition**, students will see for themselves how they perform compared to their peers. Thus, this festival is a medium of self-benchmark within Sampoerna University. When an SU student sees his/her peers perform better than themselves, we are hoping that they will be motivated to push themselves harder in the current and upcoming semester. Not only that, but their lecturers will also be able to see the fruits of their teaching effort and it becomes feedback for SU lecturers' teaching and learning activities.
3. To build a unique academic culture at Sampoerna University. Academic culture is the attitudes, beliefs and values held by academics in relation to all aspects of their work. This academic culture will be viewed as "collective personality of all SU's academic community" and it will be "visible" by external stakeholders, especially partner universities, employers, and even prospective students of Sampoerna University. Thus, building a respected academic culture is very important for SU's branding effort which will be beneficial for SU's graduates, and we are confident that this respected academic culture can be achieved by organizing academic events at Sampoerna University.

Referring to Sampoerna University's vision to *foster future leaders with strong moral character and internationally competitive skills set, enabling them to actively participate in building a more prosperous, equitable, respected, and globally*

competitive Indonesia, the achievement of the above three objectives for SU students will surely help in realizing SU's vision.

III. EXPECTED RESULTS

With the objectives that have been explained, the expected results are as follows.

1. Creation of a dynamic and meaningful academic atmosphere
2. The occurrence of a productive exchange of ideas and information
3. Increased collaboration between academics
4. Discovery of new opportunities for academic and professional development
5. Proceedings with ISBN and certificate of appreciation for participating lecturers which will be useful for BKD
6. Priority conference funding from CRCS for best paper (this point has been discussed with the Head of CRCS)

IV. ACTIVITIES

SU Academic Festival will be held on.

Day : Thursday – Friday
Date : 27 – 28 February 2025
Time : 8.00 – 17.00 for two days
Venue : SU Campus 7th Floor
Participants : Lecturers, Students, Staff

1. Steering committee

No.	Position	Name
1.	Vice Rector of Academic Affairs	Surya Danusaputro Liman
2.	Vice Rector of Administration, Resources Management, and Operations	Endriyani Widyastuti
3.	Dean of Faculty of Engineering and Technology	Farid Triawan
4.	Dean of Faculty of Business	Antonius Siahaan
5.	Dean of Faculty of Education	Christianus I Wayan Eka Budiarta
6.	Dean of Faculty of Art and Science	Ade Iva Murty Wicaksono

2. Organizing committee

No.	Position	Name
1.	General chair	Djati Wibowo (L)
2.	General secretary	Chuurur Roshi Anggraeny (S1)

3.	1 st Multi Agent Symposium chair	Amartya Natayu (S1)
4.	6 th Joint Symposium chair	Nikolas Krisma Hadi Fernandez (L)
5.	Publication chair	Rafie Djajasoepena (L)
6.	Project showcase/exhibition chair	Arya Harditya (L)
7.	Student conference chair	Ilham Prasetyo (L)
8.	Lecture conference chair	Iwan Setiawan (L)
9.	Competition chair	Jonathan Bryan (S2)
10.	Registration chair	Nadya Geraldine (S2)
11.	Funding & Treasury chair	Sri Susilawati Islam (L)
12.	MC	Kenny Fernando (L)
13.	Opening & symposium team	Raditya Edra Raja Handika (S2)
14.		Davin Husein (S2)
15.		Geffrard Eljireh Sianipar (S2)
16.		Jeff Jordan Christoffels (S2)
17.		Jarvis Eros Lananggalih (S2)
18.	Competition & conference team	Madelyne Candra (S2)
19.		Alfred Juliant (S2)
20.		Endrian Tantawi (S2)
21.		Hubert Ronaldo Halim (S2)
22.		Dave Azriel Adeev Putra (S2)
23.		Ahmad Fadhil Tsani (S2)
24.	Design team	I Gusti Ngurah Putu Satwika Gunaarta (S2)
25.		Ellohnia Michelle Angella (S2)
26.		Edgardo Gyatso (S2)
27.		Christian Abhipraya Keintjem (S2)
28.		Nona Brillyanti (S2)
29.	Exhibition team	Marvel Immanuel Susanto (S2)
30.		Phillip Putra (S2)

L: Lecturer; S1: Staff; S2: Student

3. Reviewers committee

No.	Name
1.	Ariana Tulus Purnomo
2.	Desyarti Safarini
3.	Kushendarsyah Saptaji
4.	Ignatius Budi Sutanto Hadisujoto
5.	Tri Wismiarsi
6.	Lukman Baihaqi Alfakihuddin

7.	Sentot Basuki Prayitno
8.	Chrisna Buana Martinovianto
9.	Filscha Nurprihatin

4. Rundown

Time	Activity	Note
Thursday, 27 February 2025		
08.00 – 09.00	Opening ceremony	- Parade at the 6th and 7th floor - Drone attraction at 7th floor - Opening speech from VRAA
09.00 – 12.00	- Students conference - Student competition - Project exhibition	Parallel session
12.00 – 13.00	ISHOMA	
13.00 – 15.30	6 th ME Joint Symposium	Centralized session
16.00 – 17.00	- Students conference - Student competition - Project exhibition	Parallel session
Friday, 28 February 2025		
09.00 – 11.00	1 st MAS Joint Symposium	Centralized session
11.00 – 11.30	- Lecturers conference - Student competition - Project exhibition	Parallel session
11.30 – 13.30	ISHOMA	
13.30 – 15.30	- Lecturers conference - Student competition - Project exhibition	Parallel session
16.00 – 17.00	Closing ceremony	Announcement: - Best abstract - Competition winner - Publication in proceeding - Closing speech

5. Timeline

Activity	Date
Abstract submission open	3 rd of February
Abstract submission deadline	14 th of February
Acceptance notification	17 th of February

Presentation schedule notification	19 th of February
Final presentation file submission	21 st of February
SU Academic Fes D-Day	27 th – 28 th of February

V. EXPENSES

Following is the list of expenses for the festival:

No	Item	Qty	Unit Price	Total Price
1	ISBN Proceeding	1	3,000,000	3,000,000
2	Lunch box, coffee break Day-1, 27 Feb 2025	1	3,600,000	3,600,000
3	Lunch box, coffee break Day-2, 28 Feb 2025	1	3,600,000	3,600,000
4	Glossy paper for the certificate: Speaker, Winner and Reviewer	6	75,000	450,000
5	Prizes for Student Conferences Three winners for each track will be selected, and there are five (5) tracks in the Student Conference event. For each track, the total prizes are 500k IDR.	5	500,000	2,500,000
6	Prizes for Project Exhibition Three winners for each category will be selected, and there are three (3) categories in the Project Exhibition event. For each category, the total prizes are 500k IDR.	3	500,000	1,500,000
7	Prizes for Fun Games Three winners for each game will be selected, and there are four (4) games in the Fun Games event. For each game, the total prizes are 250k IDR.	4	250,000	1,000,000
8	Miscellaneous expenses	1	500,000	500,000

Total Expenses

16,150,000

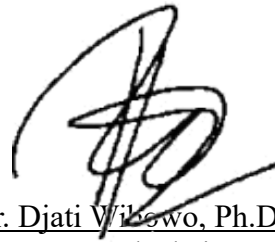
The total budget required to run the festival is 16.15 million IDR.

VI. CONCLUSION

We believe that this festival is essential and necessary to be conducted due to the benefit that can be felt by everyone. We hope that SU academic leaders will support this festival.

Jakarta, 31 January 2025

Proposed by,

A handwritten signature in black ink, appearing to be 'Djati Wibowo', written over a horizontal line.

Ir. Djati Wibowo, Ph.D
General Chair



BRIN
BADAN RISET
DAN INOVASI NASIONAL



SAMPOERNA UNIVERSITY'S

ACADEMIC FESTIVAL

The SU Academic Festival is Sampoerna University's inaugural event celebrating academic life, uniting students and lecturers to share ideas and discuss academic challenges.

- STUDENT EXHIBITION
- PROJECT EXHIBITION
- STUDENT CONFERENCE
- LECTURER CONFERENCE
- 6th MECHANICAL ENGINEERING JOINT SYMPOSIUM
- 1st MULTI-AGENT SYSTEMS SYMPOSIUM

SUBTHEME/FOCUS/SCOPE BUT NOT LIMITED TO:

- NATURAL SCIENCE AND MATHEMATICS
- COMPUTER SCIENCE
- PSYCHOLOGY
- ENGLISH LANGUAGE AND EDUCATION
- MECHANICAL ENGINEERING
- INFORMATION SYSTEMS
- ACCOUNTING
- SUSTAINABLE DEVELOPMENT GOALS
- INDUSTRIAL ENGINEERING
- VISUAL COMMUNICATION DESIGN
- MANAGEMENT
- DIGITALIZATION
- ARTIFICIAL INTELLIGENCE

SAVE THE DATE!
27th – 28th FEB, 2025
AT SU CAMPUS



IMPORTANT DATES



CONTACT US THROUGH:

WHATSAPP: 085804008384 (CHUURUR)

E-MAIL: chuurur.anggraeny@my.sampoernauniversity.ac.id

Institution of
MECHANICAL
ENGINEERS
SAMPOERNA
UNIVERSITY



Document Name: Meeting Agenda UE021 – AY 24/25

Date: February 6th, 2025

Appendix No: 10

Corresponding Agenda Item: Update SUSC

Brief Description of Document:

Update on SUSC Program: Dies Natalis and English Class.

Relevance of Document:

History of Document:

Suggested Action:

Noting