



SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA
DECREE OF THE RECTOR OF SAMPOERNA UNIVERSITY

NOMOR: 005/R/SK/RO-mak/II/2022

NUMBER: 005/R/SK/RO-mak/II/2022

TENTANG
CONCERNING

KEBIJAKAN HAK KEKAYAAN INTELEKTUAL
INTELLECTUAL PROPERTY RIGHTS POLICY

REKTOR UNIVERSITAS SAMPOERNA,
THE RECTOR OF SAMPOERNA UNIVERSITY,

Menimbang
Considering

- : a. Bahwa sebagai institusi Pendidikan tinggi, Universitas Sampoerna terus meningkatkan produktivitas dosen dalam membuat tulisan hasil karya ilmiah yang memiliki nilai kekayaan intelektual.

Whereas as a higher education institution, Sampoerna University keep improving lecturers' productivity in conducting research that has intellectual property value.

- b. Bahwa Dewan Universitas Sampoerna telah menyetujui Kebijakan Hak Kekayaan Intelektual pada Rapat Dewan Universitas Sampoerna pada tanggal 11 Februari 2022;

Whereas the University Council of Sampoerna University has approved the Intellectual Property Rights Policy in University Council Meeting on 11 February 2022;

- c. Bahwa berdasarkan pertimbangan sebagaimana dimaksud pada huruf a dan b perlu ditetapkan Surat Keputusan Rektor.

Whereas based on the considerations as referred to in letter a and b must be stipulated in a Rector's Decree.

Mengingat
In view of

- : 1. Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 158, Tambahan Lembaran Negara Republik Indonesia Nomor 5336);

Law Number 12 of 2012 on Higher Education (Statute Book of 2012 No. 158, Supplement No. 5336);

2. Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 16, Tambahan Lembaran Negara Republik Indonesia Nomor 5500);

Government Regulation Number 4 of 2014 on Organization and Governance of Higher Education (Statute Book of 2014 No. 16, Supplement No. 5500);

3. Peraturan Presiden nomor 8 tahun 2012, tentang Kerangka Kualifikasi Nasional Indonesia (Lembaran Negara Republik Indonesia tahun 2012 Nomor 24);

Presidential Regulation number 8 of 2012, concerning the Indonesian National Qualifications Framework (State Gazette of the Republic of Indonesia of 2012 Number 24);

4. Peraturan Menteri Pendidikan dan Kebudayaan No 3 Tahun 2020 tentang Standar Nasional Pendidikan Tinggi

Regulation of the Minister of Education and Culture No 3 of 2020 National Standard of Higher Education;

5. Undang-Undang Republik Indonesia No. 20 Tahun 2002 tentang Hak Cipta;

Law Number 20 Year 2022 on Copyright;

6. Keputusan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 66/E/O/2013 tanggal 15 Maret 2013 tentang Izin Pendirian Universitas Siswa Bangsa Internasional *juncto* Keputusan Menteri Riset, Teknologi, dan Pendidikan Tinggi Republik Indonesia Nomor 122/KPT/I/2016 tanggal 10 Maret 2016 tentang Perubahan Nama Universitas Siswa Bangsa Internasional di Kota Jakarta Selatan menjadi Universitas Sampoerna di Kota Jakarta Selatan;

Decision of the Minister of National Education and Culture of the Republic of Indonesia Nomor 66/E/O/2013 dated March 15, 2013 on License for Establishing Universitas Siswa Bangsa Internasional juncto Decision of the Minister of Research, Technology,

and Higher Education of the Republic of Indonesia Number 122/KPT/I/2016 dated March 10, 2016 concerning the Change of Name of the International Student Nations University in South Jakarta City to Sampoerna University in South Jakarta City;

7. Surat Keputusan Pengangkatan Rektor Universitas Sampoerna Nomor: 106/PSF-BOARD/11/21 tanggal 1 November 2021.

Decree on the Appointment of the Rector of Sampoerna University Number: 106/PSF-BOARD/11/21 dated November 1, 2021.

**M E M U T U S K A N:
D E C I D E D**

Menetapkan
To enact : SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA TENTANG KEBIJAKAN HAK KEKAYAAN INTELEKTUAL, SEBAGAI BERIKUT:

DECREE OF THE RECTOR OF SAMPOERNA UNIVERSITY CONCERNING INTELLECTUAL PROPERTY RIGHTS POLICY, AS FOLLOWS:

Kesatu
Firstly : Menyetujui Kebijakan Hak Kekayaan Intelektual sebagaimana terlampir dalam Lampiran 1 Surat Keputusan ini.

Approved Intellectual Property Rights Policy as attached in Attachment 1 of this Decree.

Kedua
Secondly : Surat Keputusan ini berlaku sejak tanggal ditetapkan. Apabila di kemudian hari terdapat perubahan dan/atau hal-hal yang belum diatur, maka akan dilakukan perbaikan sebagaimana mestinya.

This Decree is valid from the stipulation date. If there are matters that are not provided in this Decree, it shall be added, amended, and stipulated accordingly.

Ditetapkan di Jakarta / *Stipulated in Jakarta*
Pada tanggal 15 Februari 2022 / *On 15 February 2022*

Rektor / *Rector*



Drs. Wahdi Salasi April Yuchi, M.Dev Admin., Ph.D.
NIDK 8813120016



Tembusan:

Copy:

1. Para Wakil Rektor, Universitas Sampoerna;
Vice Rectors, Sampoerna University;
2. Para Dekan, Universitas Sampoerna;
Deans, Sampoerna University;
3. Para Ketua Program Studi, Universitas Sampoerna;
Heads of Study Programs, Sampoerna University;
4. Para Manajer, Universitas Sampoerna.
Managers, Sampoerna University.
5. Para Kepala Unit, Universitas Sampoerna.
Head of Units, Sampoerna University.



Lampiran 1

ATTACHMENT I

**SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA
*DECREE OF THE RECTOR OF UNIVERSITAS SAMPOERNA***

NOMOR: 005/R/SK/RO-mak/II/2022

NUMBER: 005/R/SK/RO-mak/II/2022

INTELLECTUAL PROPERTY RIGHTS

Policy Number:	1.2.1100	Date Approved:	February 11, 2022
Approving Authority:	UC	Effective Date:	February 11, 2022
Responsible Executive:	VRAA	Next Review:	February 10, 2026

Revision History

Revision Number:	Description of changes made*:	Date:
Initial version	V.1	February 11, 2022
		Click to enter a date.

**explain which part and article have been changed*

A. Purpose

As a guidance to encourage innovation and creativity among faculty members, staff and students and to protect intellectual property in Sampoerna University.

B. Scope

This policy applies to all University faculty, staff, and students and relates to all forms of intellectual property.

C. Policy Statement

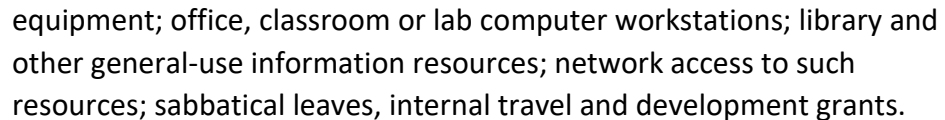
1. Overview

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

This policy applies to all University faculty, staff, and students and relates to all forms of intellectual property subject to legal protection under the law.

2. Intellectual Property Types and Ownership

- a.** Intellectual property created by faculty or staff, or by students working on University research or other University projects, is owned by the University if it is created either:
 - i.** Within the scope of University employment, including work under University grants and contracts with third parties; or
 - ii.** With significant use of University resources.
- b.** If the intellectual property is created outside the scope of University employment and without any significant use of University resources, the individual will own the intellectual property.
- c.** Academic tradition assigns ownership to the creators of academic, artistic, or scholarly works or other intellectual property that results from research, teaching and writing or as part of the general activities expected of faculty and staff. Thus, the ownership of and rights to course lecture notes, syllabi, discussion, and exam questions, class notes, books or articles, dissertations, theses, software programs, works of art, musical compositions, web pages, multimedia materials, unfunded research, or like material, whether in paper, electronic, or other format, belong to the creator of the material. Faculty and staff also retain control over reproduction of their works, derivative works, and dissemination, performance, or display to the profession, students or the public. Any economic benefits, real or potential, from such works belong to the creator.
- d.** Exceptions to 2(a) above include the following types of intellectual property. Ownership of these types of materials will reside with SU:
 - i.** Works created for hire: Works created as a specific requirement of employment or as an assigned institutional duty, where the University provides specific authorization or supervision for the work.
 - ii.** Separately funded works: Intellectual property developed under a specifically funded research project. Ownership of and rights to separately funded works will be as specified in the grant or contract agreement.
 - iii.** Works using extraordinary resources: Works using significant University resources other than those ordinarily available to most faculty and staff. Ordinarily available resources include office space; personal office



- iv. Development of courseware for hybrid or distance learning: Courseware to be offered under the aegis of SU or an institutional partner that utilizes University resources for its development.
 - e. Where there is disagreement between the individual and the University as to ownership rights, the Head of Center for Research and Community Service (CRCS) will conduct a review of the case and render a determination as to ownership. The burden of demonstrating that intellectual property was created outside the scope of University employment and without any significant use of University resources is on the individual. The decision of the Head of CRCS may be appealed to the Vice Rector of Academic Affairs.
- 3. The University and any faculty, staff or student inventor or author will divide the net proceeds (gross proceeds less the University's costs for such activities as obtaining intellectual property protection/registration, production, marketing, distribution, litigation, etc.) for the sale or licensing of patents or copyrights as follows:
 - a. To the inventor/author: 1/3
 - b. To the University: 1/3
 - c. Equally to the academic unit(s) who supply the intellectual home and research support for the faculty member: 1/3
 - d. The designation of which faculties and units should be included in any royalty distribution will be determined primarily by their connection to the inventor or author through their provision of SU resources used in conceiving and developing the intellectual property. In cases or disputes about appropriate designation of schools, centers and other units, the University Vice Rector of Academic Affairs will resolve the matter. If more than one inventor or author is involved, the individual share will be divided between them equally unless they agree to different arrangement.
- 4. If the invention or copyrightable work that is associated with revenue generation was developed with support from a sponsored research program and the sponsor regulates the distribution of income, such specific regulations will take precedence over University policy with respect to distribution of net proceeds.
- 5. Faculty, staff and students are encouraged to participate in the larger community of scholars, presenting to professional organizations and societies, and sharing results of research, creative activities or "best practices" with colleagues both within and outside of the University.

6. Ownership of an individual's intellectual property does not cease upon the individual's leaving the University's employ. However, rights to use such intellectual property may be granted to the University at any time during or after employment.
7. The University requests that the creator of any intellectual property created at the University or by a University employee using University resources acknowledge the University's contribution to the work.
8. SU retains all rights to control the use of its name, logo and trademarks in association with any work, regardless of the ownership of the work.

F. Related Policies and Procedures

Lecturers Handbook