



CAMPUS COMMUNITY

POLICY MANUAL VOLUME II

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CAMPUS COMMUNITY

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VOLUME 2: CAMPUS COMMUNITY

These policies and procedures are intended to govern all members of the Sampoerna University community. Subjects include but are not limited to equal opportunity, health and safety, and technology use.

2.1 NON-DISCRIMINATION, HARASSMENT AND SEXUAL MISCONDUCT POLICY

2.1.1 Purpose

- (a) This Non-Discrimination, Harassment and Sexual Misconduct Policy (“Policy”) defines and describes prohibited discrimination, harassment and sexual conduct and establishes a mechanism for processing complaints of discrimination, harassment, or sexual misconduct against University faculty, staff, students, and visitors. Nothing in this Policy will be construed to limit the rights of University students or employees to seek remedies available to them outside of the University’s internal processes.
- (b) All members of the University community are expected to adhere to this Policy, to cooperate with the procedures for responding to complaints of unlawful discrimination harassment, or sexual misconduct and to report conduct or behavior that they believe to be in violation of this Policy to the Office of the President. The Office of the President will coordinate the investigation and response as necessary with the appropriate individuals. The University takes allegations of unlawful discrimination, harassment, or sexual misconduct seriously and will work to ensure that all persons are given appropriate support and fair treatment.
- (c) This Policy provides the University’s exclusive mechanism for handling the investigation of any alleged unlawful discrimination, harassment, or sexual conduct.

2.1.2 Scope

Sampoerna University is committed to fostering a welcoming, affirming culture of respect and inclusion, empowering and engaging all students, faculty, staff and visitors. Hence, this Policy will be applied to all members of the University Community. The University demonstrates this commitment by integrating diversity and inclusive excellence into its organizational processes, structures, and practices. SU affirms its commitment to recruit, support, and retain a diverse student, faculty, and staff community that upholds the Indonesian principles of the philosophy of *Pancasila*, “Bhinneka Tunggal Ika” reflecting the unity in diversity to confirm Indonesia as a diverse country but one and the spirit of non-discrimination as defined by the United State’s Equal Opportunity Commission. This philosophy is implemented in the educational system in which all students regardless of their background have to be placed in the same system of education so they can mingle with each other and promote tolerance towards each other.

2.1.3 Definitions

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

Complainant: A party or entity (in the case of the University) who formalizes a complaint of discrimination or harassment under this Policy.

- (a) Discrimination: The unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, or sex.
- (b) Harassment: Subjecting an individual based on his or her membership to a certain category of people (i.e., race, age, or sex) to unlawful severe, pervasive, or persistent treatment that constitutes:
 - Humiliating, abusive, or threatening conduct or behavior that denigrates or shows hostility or aversion toward an individual or group;

- An intimidating, hostile or abusive learning, living, or working environment, or an environment that alters the conditions of learning, living, or working; or
 - An unreasonable interference with an individual's academic or work performance. Examples include, but are not limited to slurs, negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes and display or circulation of written or graphic material in the learning, living, or working environment.
- (c) Informal Resolution: Advice and Guidance Before Filing a Informal Resolution Complaint.
- (d) Members of the University Community: Members of the University Community include:
- University faculty, staff, administrators, employees, and contractors;
 - University students;
 - Volunteers and participants in any University program or activity; and
 - Guests and visitors to campus, to any property owned or leased by the University, or to any property owned or leased by any University-affiliated organization or group.
- (e) Protected Class: in the context of this Policy means a class of persons who are protected by Indonesian law against discrimination and harassment based on ideology, religion, political inclination, ethnic status, race, gender, physical condition, or marital status.
- (f) Respondent: A party or person who is designated to respond to a complaint. Generally, the Respondent would be the person alleged to be responsible for the prohibited discrimination or harassment alleged in the complaint.
- (g) Sexual Harassment: is a form of discriminatory harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.
- (h) Sexual Misconduct: Any form of sexual assault, sexual harassment, sexual exploitation, dating or domestic violence, or stalking. Sexual misconduct can occur regardless of the relationship, position, or respective genders of the parties.
- (i) Student: A person who; (a) is currently enrolled at the University; (b) is accepted for admission or readmission to the University; (c) has been enrolled at the University in a prior term and eligible to continue enrollment in the subsequent term; or (d) is attending an educational program sponsored by the University.
- (j) Support Persons: Complainants and Respondents may each choose to have a support person accompany during any stage of the grievance/complaint process.
- (k) University-Affiliated Activity: Any activity on or off campus that is initiated, aided, authorized, or supervised by the University or by an officially recognized organization of the University.
- (l) University Premises: Buildings or grounds owned, leased, operated, controlled, or supervised by the University.

2.1.4 Policy Statement

2.1.4.1 Jurisdiction

The University has jurisdiction over, and will respond to, allegations of harassment, discrimination or sexual misconduct occurring on the University's premises, at University-Affiliated Activities, and/or where both the accused person and alleged victim are either a student, faculty member, or staff member of the University. The University does not have jurisdiction over allegations between visitors or non-affiliated persons under this Policy.

- (a) The procedures outlined in this Policy are separate from any legal proceedings related to the reported behavior and may occur while legal proceedings are ongoing.
- (b) Proceedings under this Policy will not be dismissed or delayed because legal prosecution is pending, legal charges have been dismissed, or the legal charges have been reduced.
- (c) Proceedings may also continue if a party is no longer employed with or a student of the University.
- (d) Academic Freedom and Freedom of Expression
- (e) The University is committed to protecting, maintaining and encouraging both freedom of

expression and academic freedom of inquiry, teaching, service and research. Academic freedom and freedom of expression will be strongly considered in investigating complaints and reports of discrimination or harassment, but academic freedom and freedom of expression will not excuse behavior that constitutes a violation of the law or this Policy.

2.1.4.2 Reporting

- (a) Any person wishing to report discrimination, harassment, or sexual misconduct, is encouraged to bring concerns forward in a timely fashion, as soon as possible and preferably within a month of the occurrence. Prolonged delays in reporting may complicate the ability to investigate the claims. Reports of discrimination, harassment, or sexual misconduct may be brought directly to the Office of the President.
- (b) Reports may also be made to an appropriate administrative officer (for students, the Dean of Students; for staff, the Head of Human Resources; for faculty, the Vice Rector for Academic Affairs). No member of the University community should assume that a University administrator knows about a situation involving discrimination, harassment, or sexual misconduct.

2.1.4.3 Religious Accommodation

The University prohibits discrimination against any student, faculty, or staff member based on their religion. Reasonable accommodations are made for persons with sincerely-held religious beliefs.

Students should make requests for religious accommodation directly to their instructor. Employees should make requests for religious accommodation directly to their supervisor.

2.1.4.4 Confidentiality

The confidentiality of a Complaint under this Policy and all documents relating to the investigation of the information contained in a Report or Complaint will be maintained on a business need-to-know basis to the extent permitted by law.

2.1.4.5 Retaliation

- (a) The University takes reports of discrimination, harassment and sexual misconduct very seriously and will not tolerate retaliation against those who make reports or who participate in the investigation or adjudication process.
- (b) Retaliation includes, but is not limited to, any adverse employment or educational action taken for making a report of unlawful discrimination, harassment or sexual misconduct.
- (c) Any actual or threatened retaliation or any act of intimidation to prevent or otherwise obstruct the reporting of a violation of this Policy or the participation in proceedings relating to this Policy, may be considered a separate violation of this Policy and may result in disciplinary sanctions.
- (d) Any person who believes that they have been subjected to retaliation should immediately report this concern to an appropriate officer of the University (for students, Dean of Students; for staff, Human Resources; for faculty, Dean or Vice Rector for Academic Affairs).

2.1.4.6 Complaint Procedure

- (a) If an individual believes that they have been discriminated against or have experienced discrimination or harassment (including sexual harassment), they should follow the procedures outlined below.
- (b) The support person's role is to help the Complainant or Respondent prepare their statements, advise on the procedural aspects of the matter, and to be a nonparticipating supporter at any hearing. The support person may be anyone if they are a faculty member or staff member. The support person may assist with the student/employee's interview, review of documents, and

appeal process in a manner consistent with this Policy. The support person may not contact the opposing Respondent or Claimant or contact potential witnesses without express authority from the Senior Official. In cases of sexual harassment or misconduct, the Complainant and Respondent are not limited to a support person from the faculty or staff, but may choose one person they feel would be helpful. The University reserves the right to dismiss a support person who is disruptive to University proceedings or does not abide by the provisions of this Policy.

- (c) Commencing the Grievance Complaint Process. If an individual believes they have been discriminated against or have experienced discrimination or sexual harassment/misconduct, they should contact the appropriate Senior Official as described below:
- For complaints against a faculty member, the Complainant should contact the Dean of the Faculty to which the faculty member subject to the complaint is assigned;
 - For complaints against staff members, the Complainant should contact the Office of Human Resources;
 - For complaints against a student, the Complainant should contact the Dean of Students;
 - Should a member of the University community consider filing a complaint against the Senior Official with whom they would otherwise consult, they should go to another Senior Official listed above.
- (d) During the assessment of the grievance/complaint, the University will consider the interest of the Complainant and their expressed preference for manner of resolution. Where possible, and as warranted by an assessment of the facts and circumstances, the University will seek action consistent with the Complainant's request. Where a Complainant requests that their name or other identifiable information not be shared with the Respondent or that no formal action be taken, the University will balance this request with its obligation to provide a safe and non-discriminatory environment for all University community members. The University will also afford a Respondent due process by providing notice and an opportunity to respond before action is taken against a Respondent. Where the University is unable to act consistent with the request of the Complainant, the Senior Official will communicate with the Complainant about the chosen course of action that is relevant to the Complainant, within the limits of privacy laws and obligations.
- (e) Informal Resolution is a viable option when the parties desire to resolve the situation cooperatively or when a formal investigation is not desired. Informal resolution is only appropriate if the conduct is isolated and does not include violence or other forms of harm. An informal resolution will vary from case to case but could include the following: (a) direct approach, (b) third party mediation, or (c) indirect action taken by the Senior Official.
- Direct Approach by Complainant: After a discussion with the Senior Official or other official designated by the University, a Complainant who feels comfortable confronting the Respondent may choose to act personally (but is never required to). This direct approach may be appropriate when the goal is to stop the behavior rather than sanction the person accused of discrimination or harassment. The direct approach might include the Complainant writing a letter to the Respondent asking them to change their behavior. Another option might be telling the Respondent in person exactly what behavior is offensive and asking the Respondent to stop the behavior.
 - Third Party Mediation: This option involves having the Senior Official or another third party designated by the University mediate between the Complainant and the Respondent, or asking the Senior Official to bring the Complainant and Respondent together informally to resolve the problem. This type of intervention may result in solutions such as mediating an agreement between the parties, separating the parties, referring either or both parties to counseling programs, negotiating an agreement for corrective action, conducting

targeted training or educational programs, or providing remedies for the individual harmed by the discrimination or harassment. If third party intervention is used, the Senior Official should conduct a follow-up review after a reasonable period of time to assure that the resolution has been implemented effectively. Mediation is not an option if the problem involves sexual assault.

- Indirect Action Taken by the Senior Official: The Complainant may choose an indirect approach. This approach is intended to alter the Respondent's inappropriate behavior in such a way that the behavior stops without the Complainant having to take any action other than talking to the Senior Official. This option has the advantage of maintaining anonymity of the Complainant and Respondent. This option has the disadvantage that the desired message may not be "heard" by the Respondent. One example of indirect action is to have the Senior Official address a group of faculty or staff at a meeting covering policies against discrimination and harassment and/or reminding students, faculty, and staff of their responsibility to foster an environment free of discrimination and harassment.

(f) Formal Investigation and Resolution: Decision to File a Grievance or Complaint

(g) If, after consulting with the Senior Official, the Complainant decides to proceed with filing a complaint, they will provide the appropriate Senior Official with a written description of the alleged discrimination or harassment, specifically referring to the section of the Policy they believe has been violated. Presenting the complaint as promptly as possible after the alleged discrimination or harassment occurs is encouraged. While the Complainant may be consulted regarding preferred responses, there is no burden on the Complainant to affirmatively seek one form of resolution over another; to the contrary, it is always the University's burden to determine the appropriate course of action in light of the known facts and circumstances.

(h) Investigation

- Complaint Accepted for Investigation

If the Complainant wishes to proceed with formal resolution, the Senior Official will review the complaint and determine if, under the facts alleged, the conduct in question meets the definition of discrimination or harassment. There is no burden on the Complainant to affirmatively seek one form of resolution over another; to the contrary, it is always the University's burden to determine the appropriate course of action in light of the known facts and circumstances.

If the Senior Official accepts the complaint for investigation, they will provide written notice of receipt of a complaint, as appropriate, to the appropriate Vice Rector (VRAA, VRARO, or VRSS). The notice will clarify the nature of the complaint and identify both the Complainant and Respondent. The Senior Official will meet with the Respondent and provide them a summary of the complaint/grievance and a copy of this Policy. As mentioned above, the Respondent may bring a support person of their choice to the meetings with the Senior Official.

The Senior Official will decide how to proceed and what level of investigation is required for resolution. The Senior Official (or a designated investigator) may set up an appointment for an interview with the Respondent at a later date to further discuss details, evidence, and witnesses regarding the allegation. The Respondent will be advised that any retaliatory action taken against the Complainant during or after the investigation, or any person who participates in the investigation, will subject the Respondent to disciplinary action. Likewise, Complainant will be advised that any retaliatory action taken against the Respondent during or after the investigation, or anyone who participates in the investigation, will subject the Complainant to disciplinary action.

The Senior Official may interview individuals they identify or who are identified by either the Complainant or Respondent as having information pertinent to the complaint. If the Senior Official determines that the complaint is of such sensitivity or complexity that

assistance may be needed, the Senior Official may utilize University Legal Counsel. The purpose of the investigation is to establish whether there is a basis for believing that the alleged violation of this Policy has occurred. The Senior Official or designated investigator will prepare a written report based on the complaint, the response (or failure to respond), interviews with the Claimant and Respondent, and other interviews conducted, or materials gathered.

If the Respondent is a student, this report will form the basis for the proceedings of the Student Adjudication Committee. The Student Adjudication Committee will determine whether the Respondent is found responsible or not responsible for the charges and make recommendations for outcomes. If the Respondent is a faculty member or staff member, this report will form the basis for the Senior Official to make decisions and recommendations. The report will include either a finding of discrimination or harassment and recommendation regarding disciplinary action, or a finding of no discrimination or harassment. Any actions taken against a faculty or staff member must be consistent with University policies related to their respective rights and responsibilities (see Faculty Code and Student Code).

- **Complaint/Grievance Not Accepted for Investigation**

If upon receipt of the complaint/grievance the Senior Official determines that the allegation outlined in the complaint does not meet the definition of discrimination or harassment, they will provide a written notice to the Complainant that they do not intend to investigate the complaint. The written notice will clarify the reason the complaint has been rejected for investigation. The Complainant, within five (5) business days of the date of notice, may ask to meet with the Senior Official to discuss the decision of the Senior Official. The Complainant may appeal this decision based on new or additional information regarding his or her complaint. The appeal process is described below.

(i) **Findings and Appeal Process**

- **Appealing the Investigation Decision or Findings**

When the Senior Official does not accept a case for investigation, writes a finding of discrimination or harassment, or makes a finding of no discrimination or harassment, they will provide written notice of the decision/finding to the Complainant and Respondent. The Complainant and Respondent, within five (5) business days of the date of notice, may submit a written request to the Appeal Contact (listed below) to appeal the decision based on new evidence not available at the time of the decision or a perceived oversight or error that had a material impact on the fairness of the decision.

- **Who to Contact for an Appeal of Finding**

Appeals are made to an individual other than the Senior Official. Appeals are made to the supervisor of the Senior Official or as designated by the President as follows:

1. Student Hearing/Adjudication Findings: Appeal to Vice Rector for Student Success
2. Faculty Findings: Appeal to the President
3. Staff Findings: Appeal to Vice Rector for Administration, Resources and Operations

If the individual designated for an appeal under this process has been involved in the conduct at issue in the complaint/grievance, or if the individual was consulted about the conduct at issue in the complaint/grievance, then the President will direct the appeal to another Senior Official.

- **Appeal Acceptance and Adjudication**

The designated appeal officer will determine whether there are sufficient grounds to accept the appeal for review. The appeal officer will give written notice within three (3) business days whether the appeal is accepted. If accepted, the appeal office will make a finding within ten (10) business days from the date of acceptance notice of appeal. The Appeal Officer may extend this timeframe under extraordinary circumstances and will

inform both parties of the extension and the reason for it.

(j) **Other Remedies**

Use of Sampoerna University's internal complaint procedures is not a prerequisite to the pursuit of other remedies. At any time, an individual may pursue other remedies available to them under applicable laws.

2.2 PRIVACY POLICY

Sampoerna University recognizes and respects the importance of confidentiality and security of personal information in this increasingly open digital age. The University will not sell, swap, rent, or otherwise disclose your name, mailing address, telephone number, or email address, or any other personal information for commercial purposes, except as required by law. While the University makes reasonable efforts to safeguard the information it provides to its community, it cannot guarantee its security and is not liable for any loss or theft.

By connecting to the Sampoerna University network or by using a university-owned computer or other university-owned equipment, an individual agrees to follow the University's rules and regulations. While Sampoerna University respects the desire and needs for privacy in this setting, the University reserves the right, always, to search all hardware or software owned by the University, or connected to the University network, to prevent or investigate improper or illegal use of university systems or preventing or investigating system problems or inefficiencies. During an individual's interaction with the University community, the individual may be required to divulge private or personal information via software or third-party systems. The University is not responsible for the information's content, use, or privacy.

2.2.1 University Website(s)

- (a) When users access the Sampoerna University website(s), the webmaster collects information about their internet connection, the pages they visit on the site, the Internet Protocol Address (IP Address) from which they accessed sampoernauniversity.ac.id, and other information about their visit to the website. Individual IP Address information may be used for internal diagnostics and the investigation of misconduct or security issues). The data is temporarily stored and this data collection is intended to assist the University in providing efficient and useful services, and it may be used to analyse trends, generate summary statistics for the purpose of determining technical design specifications, and otherwise assist in monitoring system performance. The University will use reasonable care to withhold it unless it is legally required by law enforcement, required by court order, or deemed necessary for internal investigations into university rules and regulations violations.
- (b) The University has no intention of selling, swapping, renting, or otherwise disclosing information about the behaviour, habits, or demographics of those who visit University- controlled websites for commercial purposes.
- (c) Certain sections of the University's website(s) may require tracking techniques to monitor a user's progress through courses, materials, or programs to verify data obtained from other sources.
- (d) The University provides links to websites that are not affiliated with sampoernauniversity.ac.id and is not responsible for the content or privacy policies of any other websites to which it may link.

2.2.2 Email

- (a) The University has no intention of monitoring the content of email sent to or from University

servers, except to identify and resolve issues with email delivery or receipt, to troubleshoot email system issues, or to address misconduct or security concerns.

- (b) For a brief period of time, electronic logs of who sends and receives email via university servers are maintained. This data may be used to analyse trends, generate summary statistics for internal planning purposes, and otherwise assist in system performance and security maintenance.
- (c) Email related information is stored temporarily and may only be released if legally mandated by law enforcement, required by court proceedings, or it is deemed necessary to internal investigations of violations of university rules and regulations.

2.2.3 Students Rights to Privacy of Academic Records

- (a) Students may make a request to the Academic Registry for their transcripts, records of current academic standing/grades, or other formal, non-confidential documents that are commonly disseminated to students and not publicly archived. Written requests will be granted within two weeks unless these criteria do not apply.
- (b) Sampoerna University makes educational records available to school officials who have legitimate educational interests. A school official is someone employed by the University in an administrative, supervisory, academic, or support staff position; a person or University with whom Sampoerna University has contracted (i.e., attorney, auditor); a member of the University Council; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her duties.
- (c) If a school official is required to review an education record in order to perform professional duties, the official has a legitimate educational interest.
- (d) Sampoerna University may disclose, upon request, education records without consent to officials of another school in which a student seeks or intends to enrol in cases where students have notified an academic advisor of their intent in writing. Sampoerna University may release Directory Information to parties within the University. *Directory Information* is defined as information that would not generally be considered harmful or an invasion of privacy if disclosed.
- (e) Directory Information at SU currently includes the following: student name, an email address; dates of attendance; degrees and awards received; major field of study; full-time/part-time status, and date and place of birth.
- (f) Although Sampoerna University may legally release Directory Information, current policy does not allow the release of student information to parties outside of the University without the student's permission. Exceptions to this include but are not limited to: Dean's Lists; academic and non-academic honours and awards; graduation photographs; or information to students' hometown or regency government and media outlets.
- (g) Students may elect a "Directory Hold," which places a hold on releasing any information outside of Sampoerna University.
- (h) Students will be provided Public Disclosure Forms at First-year Orientation specifying individuals, typically immediate family members, with whom the University may share information.
- (i) Students may amend or update the Public Disclosure Form at any time. Academic Registry maintains public Disclosure Forms.

2.2.4 Health Records/Information

Records and information related to users of the University's Counselling or Health Clinic services will not be publicly disclosed. These records will be shared with other Counselling and/or medical providers as warranted to assist in providing quality care. Individuals listed on the Public Disclosure Form may request access to these records on a need-to-know basis.

2.3 POLICY ON DISABILITIES

As part of its commitment to maintaining a highly qualified and diverse workforce and student population, Sampoerna University offers equal opportunity, participation, and access to its programs, services and activities to qualified individuals with disabilities.

2.3.1 Admission of Students

Sampoerna University does not offer separate admission standards or procedures to prospective students with disabilities, and applicants are not requested or required to disclose a disability during the admission process. In all respects, applications are reviewed without regard to disability. For information about services for students with disabilities, prospective students and their parents are encouraged to contact the Office of Student Affairs.

2.3.2 Services for Students with Disabilities

Services for Students with Disabilities of Sampoerna University seeks to provide equal opportunity and access to all students. In order for SU to provide reasonable disability services and/or appropriate academic adjustments by the start of each academic term, the student or prospective student who believes that s/he will need additional support should contact the Office of Student Affairs. S/he should also provide any documentation of their disability as soon as possible and at least 4 weeks before the first day of classes. Such notice will allow the student and the University a reasonable amount of time to determine whether the requested services and/or academic adjustments are reasonable and necessary to permit the student to engage in class work. Failure to provide required documentation within this time frame will result in the University not being able to guarantee the provision of services and/or academic adjustments at the beginning of the semester. Typical services and academic adjustments include but are not limited to:

- Permission to audio record class lectures.
- Extended time for exams; and
- Referrals for content-area tutoring.

The University will provide appropriate services and/or academic adjustments on a case-by-case basis and will not necessarily incorporate all requested services and academic adjustments. University personnel will only provide services and/or academic adjustments in accordance with this policy. Faculty, other University personnel, and students with questions/concerns with respect to the accommodations identified in the plan are encouraged to contact the Office of Student Affairs.

2.3.3 Documentation

It is the responsibility of the student requesting services and/or academic adjustments to provide documentation including, but not limited to:

- (a) Documentation not more than 2 years old prepared by a professional qualified to diagnose disabilities. Such professionals include but are not limited to those appropriately certified or licensed as a physician, educational diagnostician, learning disability specialist or psychologist.
- (b) Documentation including testing procedures followed, the instruments used to assess the disability, the test results and the interpretation of the results.
- (c) Documentation specifying recommended services and/or academic adjustments.
- (d) Documentation, which must be as comprehensive as possible, reflecting the individual's present achievement level.
- (e) Documentation for individuals with learning disabilities must include a complete psycho-educational evaluation (within two years of entry to Sampoerna University) conducted by a qualified psycho-educational diagnostician. Documentation should include test results for at

least the following characteristics: intelligence, vocabulary, reading rate and comprehension, memory and processing skills. Documentation for ADD/ADHD should have been updated within the last two years. Psychological disabilities require a current report and an update every six months. Physical or health-related disabilities may require periodic updates after receipt of a recent evaluation from a physician, neurologist or other qualified diagnostician. All information submitted concerning the disability is confidential and shared only on a need to know basis within the University.

2.3.4 Employees with Disabilities

Sampoerna University will reasonably accommodate employees with disabilities. To ensure that an employee can perform or continue to perform (if the disability occurs after employment) his/her job duties, a reasonable accommodation by Sampoerna University may include the purchase of special equipment, changing the physical layout of workspace, restructuring job responsibilities and duties, and/or modifying the work schedule.

To be eligible for a reasonable accommodation, employees must declare their disabilities. Once Human Resources is provided with written documentation by a physician that describes the disability and recommends specific accommodations, the employee has fulfilled his/her responsibility.

Even though the employee provides input concerning the accommodation process, Sampoerna University will determine what constitutes a reasonable accommodation on a case-by-case basis and reserves the right to request additional independent medical examinations, evaluations or other appropriate information at the University's expense.

Disability information is treated as confidential and will be shared only with University administrators only on a need to know basis. Sampoerna University will not provide accommodations without appropriate documentation.

2.4 SAFETY, HEALTH AND ENVIRONMENT

Sampoerna University complies with all relevant institutional, industrial, and governmental regulations and policies regarding safety, health and environmental regulations. These policies are designed to promote a safer, more secure, and healthful learning and work environment for the University community and its guests. These policies outline the procedures for managing the health and safety of the SU community. The Safety, Health and Environment Plan (SHEP) is reviewed annually by the Committee on Administrative Affairs. This committee provides recommendations for updates and revisions; other updates and revisions are made whenever relevant governmental or regulatory bodies make changes.

2.4.1 Emergency Notification

All students, faculty and staff subscribe to the Emergency Notification System (ENS) and receive email alerts in the event of campus-wide emergencies or incidents. These same notifications are also posted on the SU website and distributed via Instagram. All students, faculty and staff are responsible for ensuring that their contact information is up-to-date and accurate. In addition, emergencies requiring the evacuation of SU facilities are broadcast over a campus-wide public address system.

2.4.2 Procedures for Investigating Incidents

All incidents on campus are followed up with an incident report, which allows General Administration (GA) department to document the incident, evaluate the initial response and determine if further

action is needed. Incident reports may be completed by faculty or staff.

2.4.3 Faculty/Staff Responsibilities

Faculty and/or staff are responsible for overseeing safety training for students and enforcement of safety in classrooms and labs. Faculty/staff leads safety training courses during course orientation and as safety concerns arise. Students must comply with all safety training requirements. In the event of an injury, students are not to be transported to a medical facility or home by the faculty or staff. They should alert GA department to arrange for appropriate transportation.

2.4.4 Student Responsibilities

Safety instruction is an integral part of SU's academic program, especially those involving laboratories. The student is responsible for adhering to institutional policies and procedures governing student conduct, campus health and safety, and academic integrity. Students are accountable for their own safety and the safety of others within the SU community. Students need to report any health, safety or security concerns.

2.4.5 Safety Resources

Academic program-specific safety resources such as sharps disposal, material safety data sheets, biological pathogen disposal kits, eye protection, hand protection, hearing protection, eyewash and safety shower stations are in the appropriate areas. The University is serviced by overhead sprinklers to assist with fire mitigation. Evacuation maps and first aid kits are also available on each floor. The campus is served by a health clinic staffed by para-professional and professional medical personnel. The GA department will review these resources every six months.

2.4.6 Campus Security Officers

Campus security officers are present on every floor of Sampoerna University. They report to General Affairs and have responsibilities on all parts of the campus. The major responsibility of campus security officers is to give attention to every situation which might involve the safety and welfare of faculty, staff, students and visitors. When there are infractions of local or national laws and/or University policies, the campus security officers are authorized to take appropriate action. For more serious incidents that pose a direct threat to lives and property, local police will be notified to respond. In addition, campus security officers will refer faculty, staff and students to GA department for internal action. The performance, duties and contracts for Security Officers will be reviewed annually by GA department and the Committee for Administrative Affairs.

2.4.7 Responding to Fire Alerts and Events

The campus has an active fire control detection and suppression system. Signs of active fire (smoke, gas odors, and/or increased room temperatures) automatically activate the fire alarm. In addition, there are manual station alarms located throughout the campus that can be activated by breaking glass and pulling the alarm. During orientation each semester, all faculty, staff, and students are notified of the location of fire extinguishers, fire hoses, emergency exits, and manual alarm systems across campus and how to use them. Safety Captains designated for areas across campus will get specific training regarding the use of fire extinguishers and/or hoses, how to assess a fire hazard and the process for notifying campus and emergency officials.

If a minor fire appears controllable, General Affairs should be immediately notified. The individual or local Safety Captain should then promptly direct the charge of the fire extinguisher or water from the fire hose toward the base of the flame. Fire hoses should never be used to suppress fires if there is a presence of electricity in the fire area. If the fire appears uncontrollable and poses a threat to health and safety, General Affairs should be immediately notified to request that the building evacuation

alarm be sounded (if the automatic system has not previously sounded). All rooms should then be evacuated, closing all doors to confine the fire and reduce oxygen. Doors must not be locked upon exit. Once the building evacuation alarm is sounded, the nearest Safety Captain will be mobilized to assist with evacuating their areas by directing people to safety exits. Additional help will be provided to disabled individuals that require assistance. If a smoke event exists, the Safety Captain will remind everyone to stay as close to the floor as possible during evacuation. Evacuees will muster at three designated safety muster points located in outside areas clear of hazards. Individuals will not return to the buildings until an "all clear" has been given by Emergency Responders or University officials. Additional safety considerations in the event of fire include:

- (a) If an individual become trapped in a building during a fire and there is an available window, place an article of clothing (shirt, coat, etc.) outside the window to alert rescue crews. If no window is available, remain near the floor for less toxic air. Shout periodically to draw the attention of emergency personnel.
- (b) If possible, use a cell phone to share your location to University officials or emergency responders. Do not be panic. Report to your designated campus assembly point following any evacuation.
- (c) Stay there until an accurate headcount is conducted.

2.4.8 Earthquakes

When an earthquake is detected, take cover under a desk, table, or doorway; or stand close to the wall in a hallway. Stay away from windows or objects that could break or shatter. Wait approximately two minutes after tremors stop OR until the building evacuation order is given and then evacuate to campus muster points located outside away from hazards.

2.4.9 Flooding

Significant flooding on campus is most frequently caused by torrential rain or a main water failure. Flood emergencies can strike without warning. Understanding what to do and what not to do is critical for personal safety on and off-campus. It is critical to take action in the event of a flood warning. If you are in a flood-prone area, seek higher ground immediately. A *flash flood* is a sudden violent flood that develops over a period of minutes to hours. It is even possible to have a flash flood in areas that do not receive immediate rain. Members of the University community should take the following precautions during a flood event:

- (a) Stay informed by listening to the radio and television. If possible, keep an eye out for information and updates on the Internet and social media;
- (b) If you live in a flood-prone area, immediately seek higher ground;
- (c) If you are ordered to evacuate by government officials, do so immediately. When you leave, secure your home. Disconnect utilities and appliances if you have time;
- (d) Keep an eye out for electrical hazards. Avoid entering a room if water covers the electrical outlets or submerged power cords. Immediately exit if you see sparks or hear buzzing, crackling, snapping, or popping noises. Keep away from any water that may contain electricity;
- (e) Avoid flood waters. Don't walk through floodwaters. 16 cm of moving water is all it takes to knock you off your feet. If you become trapped by moving water, seek higher ground and call 112 if possible. Drive carefully through flooded roadways and around barricades. Water may be deeper than it appears, concealing hazards such as sharp objects, washed-out road surfaces, electrical wires, and chemicals, among others. A vehicle trapped in swiftly moving water can be swept away in seconds by as little as 30 to 45 cm of water.

If there is a flooding emergency on-campus, the GA department will respond by mobilizing responders to mitigate damage and protect the safety of the University community. GA will also be responsible for providing timely updates to the University Executive regarding the conditions of the

University and the surrounding area. If necessary, the University Executive may suspend classes, close the campus and evacuate until conditions improve. GA will also be responsible for making recommendations to the University Executive regarding when to return to normal operations in the event of a closure. In the event of impending flooding and as time and circumstances allow, GA will mobilize staff to move endangered high-value materials to higher ground and/or upper floors within their respective buildings. GA will also operate building systems to mitigate structural damage.

2.4.10 Medical Emergencies

Student illnesses or minor emergency medical care requirements should be reported to the nearest faculty or staff member. These problems will be resolved by utilizing first aid kits or a referral to the health clinic. No medical care will be administered by faculty or staff (other than trained medical professionals assigned to the Clinic). If a serious or life-threatening medical emergency exists, immediately call 112.

2.4.11 Behavioural Disturbance

A behavioural disturbance can be either verbal or physical. Everyone is to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. Individuals who are victims of or witnesses to an on-campus offense should avoid placing themselves at greater risk. They should report any suspicious behaviour or offense to a faculty or staff member as soon as possible and report the incident using the Incident Report Form.

If you observe a criminal act, notify General Affairs immediately. Suppose you observe someone threatening with a weapon, explosive, or other dangerous devices that could potentially threaten lives, notify GA immediately. GA will notify security to secure the situation and notify local police. If there is a direct exit away from the event, use it. Do not enter hallways and do not pull the fire alarms. If a direct exit is not immediately available, follow lockdown in place procedures. Move to a classroom or office, lock the doors, turn off the lights, and stay away from doors and windows. When security and/or police officials arrive, follow all instructions. Remain in lockdown until security or campus officials provide an all-clear signal.

2.4.12 Weapons and Firearms

Fireworks, firearms, ammunition and other weapons or materials which endanger health and safety are strictly prohibited. The possession or use of these items at SU will result in disciplinary action. Such incidents that also violate local and/or national laws may also result in prosecution.

2.4.13 Environmental Hazards

(a) Blood Spills

If you see blood on the floor or other surface, notify a faculty or staff member. Do not attempt to clean up the blood yourself or allow others to do so. If you are exposed to another person's blood or other bodily fluids:

- For a skin exposure or blood that comes into contact with an open wound, wash the area thoroughly with soap and water;
- For a blood splash to the eyes, nose or mouth, rinse copiously with distilled water;
- Report any blood exposure to faculty or staff.

(b) Other Hazardous Materials

Other hazardous materials or substances can be in the form of chemical spills, gas leaks or other substances. If you see or smell a substance that you feel may be hazardous, stay away from the substance and direct others away from the area. Do not touch or attempt to clean up an unidentified substance. Notify faculty or staff of the incident for further action as needed.

Individuals exposed to any hazardous materials in laboratory areas should immediately notify faculty or staff on duty. If needed, they will be directed to use the Eyewash and Safety Shower located in the lab area.

2.5 EMERGENCY CLOSING

An emergency closing is defined as any closure (delayed opening, partial closure, or complete closure) declared by the president or a designee due to inclement weather, fire, flood, power outage, or any other cause beyond the University administration's control. The University has an Emergency Notification System (ENS) that will alert the University community regarding any changes in normal operations. The ENS system will provide important emergency information via university email. It is the responsibility of every university community member to maintain updated contact information, especially during an emergency.

If an emergency is declared, classes or specific activities may be delayed or cancelled without an official closing. Access to specific areas on campus may need to be restricted to authorized individuals. Only authorized personnel assigned emergency or resource duties will be permitted to enter the incident area or building. Moreover, if emergency conditions occur during regular business hours (8 am to 5 pm), Human Resources will communicate any official University statement to departments regarding closing or other essential information. A supervisor of a unit may not unilaterally close a department. During an official closing, certain employees ("essential" employees) must remain on the job. Supervisors must obtain approval from the appropriate Vice-Rector before informing employees whether they are considered "essential" personnel. Employees will be expected to work their regular hours unless the University is officially closed. However, there are times when the University is not officially closed but when circumstances necessitate a supervisor being flexible in allowing employees to work outside of their regular schedules.

2.5.1 Types of Official Emergency Closing

- (a) Delayed, Partial Opening: All University operations will be suspended until the time specified in the announcement. Employees classified as "essential" are expected to report to work at their regular scheduled time.
- (b) Partially closing: Classes, exams, and essential services will continue as scheduled. All other University operations will be suspended for the balance of the work shift. The time when normal operations will resume will be announced.
- (c) The University is Fully Closed: All classes, examinations, and other university-related activities are cancelled. The date and time for reopening will be announced as soon as they are determined.

2.5.2 How the Decision to Close or Remain Open is Made

In collaboration with the appropriate staff, the President or a designee decides to close any or all University operations during any emergency situation. They will consider the impact of their decision on students and employees. The same group will be consulted on the timing of the University's reopening.

2.5.3 How Information About Emergency Closing is Disseminated

If university operations are closed due to an emergency, the President or designee will notify the Rector and Vice-Rectors who will contact their departments. Human Resources will coordinate the communication of the official closing statement to the University community.

2.6 TECHNOLOGY USE, TECHNOLOGY REPLACEMENT, DATA SECURITY AND INTEGRITY

2.6.1 Technology Use

As an employer and owner of the computer system, Sampoerna University has the authority to restrict the electronic communication technology use of its employees and students in their capacity as employees and students. For the following purposes, the University may monitor access to equipment, networking structures, and electronic communication systems:

- (a) to ensure the systems' and networks' security and operational performance.
- (b) to conduct performance evaluations of employees.
- (c) to ensure compliance with University policies.

Electronic communication includes, but is not limited to, email, internet services, web pages and computer use.

2.6.1.2 User Privacy

Users should not expect privacy when entering, creating, transmitting, receiving, or storing information using the university's information technology resources. All information/data entered, produced, distributed, received, or stored via the university's information technology resources may be monitored, checked, searched, and/or disclosed without prior notice by persons assigned by the university or as required by law or as necessary to guarantee that our information technology resources are administered and operated effectively and adequately. Any request to the information technology resource usage logs, which are not part of the day-to-day information technology resources administration and monitoring, must be approved by the President of Sampoerna University.

2.6.1.3 Acceptable Uses

Information technology resources are primarily designated to support teaching and learning, research and community services, or the university's administrative purposes. Use of information technology resources for reasonable personal stuff is permitted as long as it does not unnecessarily burden the university, disrupt network operations, or break this or other university rules.

2.6.1.4 Unacceptable Use

The activities listed below include, but are not limited to, activities that are expressly prohibited by this Policy:

- (a) Use someone else's account or data without their consent (for example, using an account that was discovered "logged in" on a shared or public computer).
- (b) Share a password with others.
- (c) Attempt to access any information technology resource for which the user does not have the appropriate permission.
- (d) Give others access to technology resources to which they are not entitled.
- (e) Utilize information technology resources as a staging area for hacking (breaking into) other systems.
- (f) Download, distribute, or hold any copyrighted or patent-protected content, data, software, or information.
- (g) Transmit, retrieve, or display any pornographic content using the campus network or computing resources.
- (h) Distribute threatening messages or other materials with the intent of harassing, defaming, intimidating, or threatening someone.

- (i) Send email chain letters or bulk mailings for non-university-related purposes.
- (j) Propagate deliberately any viruses, worms, trojan horses, or other malicious program code.
- (k) Deploy privately owned devices, such as routers, hubs, switches, wireless access points, servers, or server services, in the university's network or anyplace on campus, unless permitted by the Information Technology department.

2.6.1.5 Responsibilities

University has the authority and responsibility to manage and audit the use of information technology resources and network traffic. The university is responsible for managing and possibly restricting such use as needed to ensure acceptable use as described in this Policy. Users are encouraged to exercise care and take precautionary measures to help safeguard the reliability and security of information technology resources. Users of the university's information technology resources are solely responsible for their use of these resources and for the information they intentionally or unintentionally transmit, receive, or save.

2.6.1.6 Sanction

Individuals who violate the technology use policy may face disciplinary actions as defined in the University Policy. Inappropriate use may cause users to lose access to information technology resources directly.

2.6.2 Technology Replacement

Information Technology Department is in charge of purchasing, maintaining, replacing, and upgrading the majority of the standard computer and computer-related technology equipment used on campus for faculty, staff, and general student facilities such as classrooms and computer labs. The standard refers to computer hardware and software used by most faculty/staff members and the general lab computer. Each department may be responsible for purchasing and maintaining any additional or non-standard computer and computer-related technology, hardware, and software required by their department or its staff/faculty/students. Information Technology Department may make some recommendations and/or provide technical assistance to the department carrying out the purchasing or maintenance activity. Faculty and staff are encouraged to communicate with the Information Technology Department about their hardware and software requirements, including any purchases under consideration as part of the technology procurement process. This collaboration will ensure that all purchases fulfil faculty and staff's needs and university standards.

2.6.2.1 Hardware / Equipment Replacement

- (a) *Faculty and Staff:* The Information Technology (IT) department keeps a list of computers that all faculty and staff use to support their function in the university. The IT department may consider replacing computers every 4 to 5 years depending on resource availability. Computer standard configurations are designed to fulfil the computing needs of the vast majority of users. Every year, the IT department determines which computers need to be upgraded or replaced, beginning with the oldest. Computers that have problems or are in bad condition, such as having weak performance, will be replaced or repaired as soon as possible. In case a computer or technology device handed back by a faculty or staff member can be utilized elsewhere on campus. It will be reallocated to another user or used to accommodate other university needs such as supporting events, supporting research activities, etc. Hardware failures or specific software requirements may necessitate an upgrade or replacement of a faculty/staff member's computer prior to the end of its life cycle.
- (b) *Computer Lab and Library:* On an estimated 5-year period, computers in the laboratories and the library will be upgraded or replaced. If the equipment is still functional and of sufficient quality, it will be reallocated to other places for use, such as departmental labs, research labs, or other

areas where equipment is needed.

- (c) *Other Computer Related Technology / Devices:* Other equipment such as projector, server, storage, network device, printing device, etc., will be replaced according to its life cycle or 4-5 years cycle. Earlier replacement or upgrade might be done if the device is broken or runs into a problem.

2.6.2.2 Software Replacement / Update

Three primary software or applications are utilized in the university: operating system, office standard, and academic (discipline-specific). The IT department will cover the expense of renewing or maintaining most software and applications, such as the operating system and office standard software. The respective department should buy (purchase, subscribe, and upgrade) other software/applications that the IT department does not provide using its budget. Prior to making any purchasing or subscription decisions, it is strongly advised that each department communicates with the IT department for application recommendations, pricing models, and other relevant information.

- (a) *Operating System:* Operating systems widely used in the university will be updated and managed by the IT department on an as-needed basis and promptly. Upgrades will only be available for computers that the university owns. The IT department will deliver the necessary upgrades for the university-owned computers utilized by faculty and staff. Microsoft Windows, Apple Macintosh OS, and Ubuntu LINUX version are the only operating systems currently supported by the IT Department.
- (b) *Office Standard Software:* Microsoft Office suite for Windows and Macintosh, a Web browser, VPN Client, and anti-virus software are all included as standard software. Upgrades are supported under the terms of the Microsoft Campus Agreement and the other specific software renewal agreement. This software could be deployed on any computer owned by the university.
- (c) *Academic / Discipline-Specific Software:* Any special software used by the faculty/staff to support instructional activity, research activity, or other special needs such as statistics software, design software, marketing tools, etc., should be funded by the respective departments. The IT department will support installing or updating the software whenever needed.

2.6.2.3 Responsibilities

If a faculty/staff's laptop or computer is damaged due to human error, the faculty/staff person may be responsible for the expense of repairing it. The damage of a faculty/staff's and student's personal items and devices is not the university's responsibility. The risk of losing or damaging personal items is entirely on individual responsibilities.

2.6.3 Data Security and Integrity

The policies, procedures, and practices of an organization's data management are developed to secure three critical characteristics of data, i.e., integrity, security, and access.

- (a) *Integrity:* Accuracy, consistency, and timeliness are data integrity characteristics. *Institutional data* is a resource that can be accessed and relied upon by a wide range of users. Data integrity starts with the individual or organization that creates the data and continues with those who access and utilize it in the future.
- (b) *Security:* Data security entails more than just electronic security. While technology can provide some aspects of security, security also requires trust. As an essential and business-critical institutional asset, data must be protected at all levels against harm, loss, and security leaks, and everyone who uses it bears this responsibility.
- (c) *Access:* Internally, access to institutional data is allowed when a valid business or research need is established; externally, access to institutional data is granted when disclosing such data does not break the organization's stewardship duties, privacy regulations, or legal

agreements. Institutional data have genuine uses for research and decision-making within an organization.

2.6.3.2 Data Governance Principles

Sampoerna University's approach to data governance is based on the following concepts: Data is an asset: *Institutional data* is a significant asset that is managed appropriately to assist, among other things, timely and informed decision-making. It does not belong to any particular individual, entity, department, or system within the university. Individuals in designated responsibilities manage institutional data repositories and usage following stewardship principles that support the institution's aims and objectives.

- (a) Data must be defined: Institutional data should be established consistently across the university, using similar terminology and set of definitions, and these definitions must be readily accessible and understandable. A shared terminology facilitates communications and enhances interaction among people and the system.
- (b) Data must have integrity: Clear and specific standards should be created and enforced to maintain data integrity.
- (c) Data must be adequately safeguarded: Institutional Data should be protected against intentional, accidental, or illegal modification or destruction and from improper publication or use in compliance with institutional policies and applicable regulations.
- (d) Data must be easily accessible to all parties involved: Data must be distributed across institutional functions and organizations, and authorized persons must have access to complete their responsibilities to get the most out of institutional data.
- (e) Access to institutional data, including confidential and sensitive data, is granted depending on the user's function and intended use. Authorization and access are provided, documented, reviewed, changed, and terminated in compliance with the University policies and applicable regulations. Appropriate data access can increase decision-making efficiency and effectiveness and deal with information requests and service delivery in a reasonable time frame.

2.6.3.3 Data Stewardship Responsibilities

The value of institutional data as a resource for the university is based on its use. It loses value if it is misused, damaged, changed, misunderstood, improperly shared, or users who need the information cannot access it. The university must ensure that the institutional data are valuable and become the institutional resource to achieve its goals.

All university community members are responsible for using Institutional Data appropriately to support the university's objectives. Institutional Data users may access and use the data only to align with the university's values and objectives, and ethical principles. Users of Institutional Data are obliged to protect and keep the confidentiality of Institutional Data by not publicizing data to everyone else other than as needed by their job duties and under the University policies, and not utilizing it for personal or commercial gain, or self-enrichment, whether their own or another's.

2.6.3.4 Data Privacy

The university emphasizes privacy and understands its importance in an academic atmosphere. The university expresses its commitment to adhering to the University Policy on Privacy and all applicable privacy laws and regulations. Accessing confidential information that is not immediately required for work performance or function is restricted, even if done with good intentions and if the information is not further exposed.

Sampoerna University's faculty, staff, students, visitors, and all other individuals who use or have access to institutional data are obliged to uphold their legal, contractual, and University policy

obligations to protect personal information against improper dissemination and use. Users of institutional data are responsible for adhering to the terms of this and related policies regardless of whether the device, machine, equipment, or system they use is controlled by Sampoerna University, the user, or a third party. All members of the SU community who work with or use institutional data in any capacity are required to adhere to any applicable laws and regulations and all applicable University policies, practices, guidelines, and standards.

2.6.3.5 Sanctions

Individuals who break University policies may be denied access to Institutional Data and Systems and may face other consequences and disciplinary procedures, both within and outside the university, depending on the circumstances and management's sole discretion. The university has the authority to report suspected violations of applicable law to law enforcement entities that are appropriate for the situation.

2.7 IDENTIFICATION CARDS

The University issues a photo-identification (ID) card to faculty, staff, students, alumni, university scholars, and other designated individuals who have access to the University.

2.7.1 Guidelines

Individuals are required to have the ID card in their possession while on university premises for university business. ID cards are issued for the following reasons:

- (a) Access to University premises
An ID card permits individuals access to university facilities.
- (b) Official Identification
University identification cards verify an individual's right to be on university premises, particularly areas not accessible to the public. The University ID card also provides proof of eligibility to use various University services such as the library, laboratory, access to a photocopy machine, and other facilities. Upon request of a University security officer, department/division representative, or another duly authorized official, an individual may be required to present the card to establish identification.
- (c) Access to Clinic particularly for students
Display of an ID card is required for students of the University while in the Clinic. The ID card should be visible and photo-side up.

2.7.2 Procedures

2.7.2.1 Issuance

- (a) Faculty, staff, and Students are eligible for ID cards effective the first day of affiliation with the University and thereafter when applicable
- (b) The Person of Interest includes individuals from other universities, institutions, and businesses who are granted access to university facilities to conduct collaborative research or to observe research, community services, teaching, and other academic-related activities.
- (c) Other individuals. Department contacts are responsible for making arrangements with the appropriate ID Card Office for visitors, contractors, vendors and other non-university personnel who are authorized to be on university premises.

2.7.2.2 Replacement

- (a) Individuals who have lost their University ID card or have had it stolen should report it immediately to the University.

- (b) ID cards will be replaced for other reasons (broken card, name change, non-functioning electronic strip). The original ID card, if in the possession of the individual, must be returned to the university accordingly.
- (c) The University will set requirements and fees for ID card replacement. Replacement costs are the responsibility of the individual.

2.7.2.3 Loss of Eligibility

Individuals lose eligibility to use the university's ID card when they no longer qualify as a member of a category listed above. Upon loss of eligibility, the individual's ID card must be turned in the Human Resource, or the Academic Operation.

2.7.2.4 Unauthorized Use of ID Card

- (a) The ID card is non-transferable. Only the person to whom the ID card is issued is eligible to use the ID card for authorized purposes.
- (b) ID cards must not be misused, defaced, modified, altered, tampered with, or deliberately damaged.
- (c) Any transfer, misuse, alteration, falsification, forgery, or fraudulent or illegal use of an ID card may result in the University taking disciplinary action.

2.8 LIBRARY

The primary purpose of the Sampoerna University (SU) Library is to support the teaching, learning, and research activities of its stakeholders. Library policies are designed to manage and support the Library's objectives. The library, through its services, also promotes students to develop SU core competencies: critical thinking, effective communication, quantitative literacy, information literacy, ethical reasoning, and global learning (Library Services Policy article 2.5).

2.8.1 General Policies

For these rules, library materials or items will cover all library content, including books and other collection items, furniture, and equipment contained in the library facility. For these rules, SU library members are defined as any users granted the right of access to the library and its resources. By the act of using the library, a member will be deemed to have agreed to abide by these library policies. If a member is found to violate the library policies, the Librarian may curtail, suspend, or withdraw library access or borrowing privileges from that member permanently or for a specified period. Library policies will be reviewed and amended from time to time to support better the mission of Sampoerna University and the library's objectives. Exceptions to these rules may be made at the discretion of the Librarian.

2.8.2 Membership

The library is open to all members of the SU community and others from outside the SU community that includes but is not limited to non-SU students and staff, SU alumni, and the general public. The librarians or the VRSSIR may also approve other individuals to use the library for a specified period or purpose. Unless SU active students, they must complete SU Library Membership Form at the circulation counter to get their account with Username and Password to access the Library Website.

SU community are categorized as SU library privileged members who get full access to borrow all printed library collections and the SU Library website. Others from outside the SU community are categorized as non-SU library privileged members who can only access the SU Library website and shelf reading. A library member's permission to use or access the library's collections and facilities is

exclusive to that member and may not be shared or in any other way transferred to another person except with the approval of the Librarian. A library member must produce proof of identity and the right to use or access the library if requested by a library staff member. The Librarian may refuse the admission of any person carrying or suspected of carrying any material deemed to pose a security or health hazard to the library, its staff, or other members. The Librarian may impose a schedule of fees for use and access to the library and its collection and facilities.

2.8.3 Opening Hours

SU library is open from Monday to Friday starting at 08.00 a.m.- 09.00 p.m., also open on Saturday at 08.00 a.m.- 09.00 p.m. SU library is closed on Sunday and national holidays. The decision of VRSSIR can modify the opening hours through consultation with the Standing Committee on Academic Affairs. Hours and days of opening are displayed at or near the entrance of the library and on the SU website.

2.8.4 Use of Library Facilities

- (a) No food may be consumed in the library.
- (b) No mobile phones are allowed in the quiet study area. All mobile phones must be switched off or put in silent mode before entering the study area.
- (c) The use of printers, scanners, and photocopy machines is available with the support of Library Operations.
- (d) Smoking is not permitted anywhere in the library.
- (e) Sleeping anywhere in the library area is not permitted.
- (f) The use of radios, boomboxes, speakers and other similar kinds of devices is not permitted.

2.8.5 Borrowing Library's Collections

The Librarian is responsible for establishing borrowing conditions for the Library's collections and may vary those conditions for each member based on circumstances. The loan periods and conditions will be set out in the Library's Services Policy Articles 1.4- 1.6. The Librarian may impose special conditions governing the use or loan of any item and may permit or refuse the library item. The library's materials are not allowed to be removed unless issued as a loan with the permission of the Librarian. Members are responsible for the return of all loans by the dates specified in the loan transaction. Failure to return items by the due date may result in the withdrawal or suspension of library access or borrowing privileges either permanently or for a specified period and may result in the imposition of a library fine or charge.

Typically, members may renew all loans once unless a recall has been placed. Borrowers can renew their loans on the Self-Service kiosk or online through the SU Library website before the due date. Hence, the new due date is calculated from the date of renewal. Borrowers are responsible for returning or renewing items on or before the due date to avoid overdue and lost item replacement charges. Any items borrowed from the library may not be transferred to another person. The Schedule of borrowing terms and conditions, library fines, and fees will be described in the Library's Services Policy Articles 1.4- 1.6.

2.8.6 Borrowing Duration

To get the library Access, Circulation, and Services, one needs to be registered as the SU Library member in the Library Management System. Unless they are SU active students, they must complete SU Library Membership Form at the circulation counter to get their account with Username and Password to access the Library Website. SU library members must be authorized borrowers of the SU Library, as specified under the Library Services Policy (Article 1.4).

Table 2.8 SU Library's Borrowing Duration

Membership Category	Groups	Loan Quota	COLLECTION TYPE						
			Books	Reserves	Textbooks	Fictions	Reference	Newspaper & Magazine	AV(DVD)
SU Privileged Membership	Student	3	14 days	Overnight	3 days	14 days	3 days	Read Only	14 days
	Lecturer	6							
	Staff	3							
Non SU Membership		0		Read Only					

Notes:

- *Renewal is permitted if there is no other pending reservation for the materials.*
- *Students are permitted to borrow reserve collections for one day after 05.00 p.m. They must return the item before the library opens on the following day.*
- *Lecturers have the privilege to borrow reserve collections for one semester if collections are the primary resources for their subject course.*

2.8.7 Fines and Suspensions

To encourage the prompt return of materials, the library charges a per-day overdue fine which shall be perceived as a deterrent instead of a punishment. No fines will accrue on days that the library is closed. Any borrowers whose fines of up to IDR 50,000 or more shall forfeit borrowing, renewing, and/or enjoying membership privileges as their accounts will be automatically blocked until the materials are returned as fines are paid. Borrowers experiencing unusual difficulty returning their materials or paying their fines should contact the library circulation staff for further assistance. Special for SU Students members with library's fines must pay their fines by the beginning of a new semester. Otherwise, SU Library, in coordination with Academic Registry, will impose them to settle their unpaid fines that might result in an academic penalty, including the deferment of paper or degree completion.

In addition, all borrowers are responsible for all materials checked out on their library account. Replacement costs and processing fees are the responsibility of any borrower who loses or damages library materials. The replacement of the lost collection shall be with the same title and edition. If the publisher has stopped publishing it, the replacement with a similar subject and the closest purchase price with the lost collection shall be acceptable. A non-refundable IDR 50.000 processing fee will be charged for damaged library materials (wet marks, mutilation, broken). Fines structures are explained in the Library Services Policy (Article 1.6).

2.9 USE OF CAMPUS FACILITIES FOR EVENTS AND ACTIVITIES

This policy applies to the scheduling and conduct of all events and activities, facilities rentals for private events, and academic activities such as seminars. This policy applies to all buildings and other spaces controlled by the Sampoerna University. Examples of events and activities covered by this policy include:

- Meetings and other group activities of student organizations.
- Presentations, performances, and other events by outside groups invited by university officials and/or student organizations; and
- Solicitations and distributions of literature such as leaflets and pamphlets.

2.9.2 Policy Statement

Sampoerna University is primarily dedicated to academic, student life, and administrative functions. Specific spaces are available for use for events and other organized activities. The use of these spaces must be scheduled in advance and well managed. The solicitation and distribution of literature in SU space is prohibited, except for official university communications or Student Affairs' permission.

2.9.3 Standards and Procedures Scheduling and Use of Facilities

General Affairs (GA) department stands to manage campus facilities' use. GA department will maintain a schedule of all events and activities to which space and facilities are allocated. Thus, all requests for using the campus facilities should be submitted to the GA department.

(a) Ownership of Space

There is no departmental or individual ownership of space except for academic activities such as regularly scheduled courses, guest lectures, and seminars. All facilities are the property of Sampoerna University:

- Classroom & Laboratories (must be reserved through Academic Registry (AR) and CC respective Faculty & GA);
- Student Lounge & Student Union (must be reserved through GA and cc Student Alumni Affairs (SAA));
- Sports Facilities (must be reserved through GA and cc Student Alumni Affairs (SAA));
- Public facilities in shared Building areas (must be reserved through GA).

(b) Prior Scheduling is Required

Respective Faculty & Unit seeking to use SU space and facilities must submit requests to General Affairs at least two weeks before any event. Any requests not received sufficiently in advance to permit necessary evaluation may be denied. The University reserves the right to deny any SU space request if not submitted at least two weeks in advance.

(c) Scheduling Priorities

Sampoerna University's reservable spaces are scheduled on a first-come, first-served basis. SU community members have priority for scheduling reservable spaces before external organizations. SU reserves the right to relocate external organizations to meet the scheduling needs of the SU community. There may be instances when moving a scheduled event to accommodate another event is necessary. This action may occur in consultation with both groups and staff from General Affairs.

(d) Rental and Use of Sampoerna University Facilities by External Individuals and Groups

The facilities of Sampoerna University exist primarily for the purpose of education and the use of Sampoerna University's faculty, staff and students. In its sole discretion, Sampoerna University reserves the right to deny the use or rental of space to any external individual or organization. Events that do not contribute to the advancement of Sampoerna University's mission or do not adequately reflect the University's values and standards of decorum will be disqualified. SU is an equal opportunity employer and does not discriminate on the basis of race, colour, religion, sexual orientation, age, marital status, or disability. Using these classifications as part of the admission criteria for university-sponsored events or public events held on university-owned or controlled property is prohibited. Events shall not violate university policies or any relevant laws in Indonesia. All individuals and organizations are expected to follow policies and laws governing their activity.

(e) Fees and Charges

Each user is responsible for any damage, repair, or clean-up costs incurred as a result of their use of university's facilities. Individuals or groups whose use of space or facilities incurs additional costs for the institution will be held accountable for those costs and may be required to pay them as a condition of use. Examples of such expenses include the provision of stages, special fixtures and equipment, or the assignment of additional maintenance or security

personnel.

(f) COVID-19 Event Planning and Attendance

We are continuing to develop our policies in response to public health guidance to limit COVID-19 transmission. Organizers of events and meetings are strongly encouraged to consider holding their events outdoors if food and beverages will be served and the conditions permit.

(g) Compliance with Other Policies

All events and activities must comply with applicable laws and University policies.

2.10 INTELLECTUAL PROPERTY POLICY

The Sampoerna University (SU) defines *intellectual property* as works, discoveries, or intellectual or creative findings. SU promotes and encourages faculty, staff, and student scholarly activities and creativity. The University contributes to these efforts by providing release time, travel funds and making its facilities, equipment, personnel, and information resources available. Additionally, the University seeks specific support for creative activity from public and private sources. This policy applies to all faculty, staff, and students at the University and covers all forms of intellectual property legally protected by the law.

2.10.1 Intellectual Property Types and Ownership

- (a) The university owns intellectual property created by faculty and staff, as well as students working on university research or other university projects, if it is created: (1) in the course of university employment, including work under university grants and contracts with third parties; or (2) with significant use of university resources.
- (b) If the intellectual property is created independently of university employment and without significant use of university resources, the individual owns it.
- (c) Academic tradition vests creators with ownership of academic, artistic, or scholarly works and other intellectual property resulting from research, teaching, writing, or other activities expected of faculty and staff. Thus, ownership 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 similar material, whether in the paper, electronic, or other formats, belong to the material's creator. Additionally, faculty and staff retain control over the reproduction of their works, derivative works, dissemination, performance, and display of their works to the profession, students, and general public. Any economic benefits derived from such works, whether actual or potential, belong to the creator.
- (d) SU will retain ownership of these types of materials: (1) Works created for hire are those that are created as a condition of employment or as an assigned institutional duty and for which the university provides specific authorization or supervision.; (2) Separately funded works are those that are the result of an independently funded research project. The grant or contract agreement will specify who owns and what rights are granted to independently funded works.; (3) Works that require extraordinary resources: works that require significant university resources that are generally unavailable to most faculty and staff. Office space; personal office equipment; office, classroom, or lab computer workstations; library and other general-use information resources; network access to such resources; sabbatical leaves, internal travel, and development grants are all examples of commonly available resources. (4) Courseware development for hybrid or distance learning: courseware to be offered under the auspices of SU or an institutional partner and developed with university resources.

2.10.2 Division of Net Proceeds on Inventions

- (a) The university and faculty, staff, or student inventor or author will split the net proceeds (gross proceeds less the university's costs for intellectual property protection/registration, production, marketing, distribution, and litigation, among other things) from the sale or licensing of patents or copyrights as follows: **(1)** To the inventor/author: 1/3; **(2)** To the Sampoerna University: 1/3, **and (3)** To the academic unit(s) who supply the intellectual home and research support for the faculty member: 1/3.
- (b) Which faculties and units should receive royalties will be determined primarily on the basis of their connection to the inventor or author via their provision of SU resources used in conceiving and developing the intellectual property. In cases of disagreements regarding the proper designation of schools, centres, and other units, the University Vice-Rector for Academic Affairs will resolve the issue. If more than one inventor or the author is involved, each inventor or author's share will be equally divided unless they agree to a different arrangement.
- (c) Suppose that the revenue-generating invention or copyrightable work was developed with the assistance of a sponsored research program, and the sponsor controls the distribution of income. In that case, such specific regulations will supersede University policy regarding net proceeds distribution.

2.10.3 Other Intellectual Properties Statements

- (a) Faculty, staff, and students are encouraged to engage in the broader community of scholars by presenting to professional organizations and societies and sharing the results of their research, creative activities, or "best practices" with colleagues both inside and outside the university.
- (b) Individuals retain ownership of their intellectual property even after leaving the university's employ. However, the university may grant rights to use such intellectual property at any time during or after employment. The university requests that the creator of any intellectual property created on-campus or by a university employee while utilizing university resources acknowledge the university's contribution to the work.
- (c) SU retains complete control over the use of its name, logo, and trademarks in connection with any work, regardless of who owns the work.

2.10.4 Resolution of Disputes

In cases where ownership of intellectual property is uncertain, the President will establish an *ad hoc* committee to review the details of the case and make a final determination regarding rights to the material.

2.11 RESPONSIBLE CONDUCT OF RESEARCH

Conducting research in responsible manner and scientific investigation with integrity involve the awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research.

Sampoerna University recognizes the curricular importance of faculty and student research and supports such endeavours with a variety of internal and external grant programs. The University is also committed to the responsible and ethical conduct of research and ensures compliance through the Office of Community Research and Community Service (CRCS).

2.11.1 Responsible Conduct of Research

Faculty, students, and key personnel working research projects (regardless of source of funding) should be familiar with current guidelines for responsible conduct of research. These guidelines may apply to specific types of compliance issues (i.e. human subject in research) or to more general

questions (i.e. mentoring and authorship). Faculty working with students on research projects are responsible for ensuring that students are aware of and comply with applicable laws, University policies, and professional norms related to responsible and ethical research practices. Furthermore, faculty are encouraged to make notes, in laboratory records or other files, providing information about information and mentorship they have provided to students regarding the responsible conduct of research.

2.11.2 Responsible Conduct of Research Components

(a) Mentor/Mentee Responsibilities and Relationships

Adequate and supportive mentoring is a critical aspect of building a scientific community. Appropriate relationships, adequate training and preparation for mentees, and reasonable work requirements are all important aspects of the mentor/mentee relationship.

(b) Research Misconduct

The University has policies and procedures for addressing research misconduct. They are detailed in the Faculty Code and the Student Code. Engaging in research misconduct can result in serious consequences for both faculty and students. Misconduct includes, but is not limited to:

- Fabrication of data;
- Falsification of data; or
- Plagiarism

(c) Peer Review

Peer review should be expert, timely and constructive. Agreeing to serve as a reviewer indicates that there are no conflicts of interest that might impact the review, and that the reviewer has adequate expertise to serve in that capacity. Manuscripts, grant proposals, books and other materials are considered confidential while under review.

(d) Data Acquisition, Management and Ownership

Researchers are responsible for the integrity of their data, including acquiring, managing, and storing information. Lab notebooks and observations are considered part of the research record. A long-term data management plan is recommended for projects. In collaborative projects, ownership of data should be determined well before the project begins.

(e) Authorship and Publication

Although authorship conventions vary by discipline, in most cases, the “first” author of an article, chapter or book is the individual who has made the largest contribution to the writing, analyses and other work involved in the publication.

2.11.3 Human Subjects Ethical Research Practices

(a) University Review Board

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

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

- Risks to participants are minimized;
- Risks are reasonable in relation to anticipated benefits;
- 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 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 greater protection (i.e. prisoners, children, those who are mentally or cognitively disabled, or economically or educationally disadvantaged persons). Each person should be given the respect, time, and opportunity necessary to make his or her own decisions. A core feature of respect for persons is informed, voluntary consent. Prospective participants must be given the information they will need to decide to participate in a study or not to participate. 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 in an ethical manner 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 difficult 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 at all times to distribute the risks and benefits fairly and without bias.

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

(b) Informed Consent Procedures

Informed consent is more than just a form; it is the basis of a dialogue between the researcher and research subject(s). Except under special conditions specified below (Waiving Informed Consent), researchers are required to obtain written informed consent from all adult participants.

Researchers are required to provide prospective adult participants with sufficient information and opportunity to consider that information. Every consent form should obtain a statement of the participants’ rights.

- When the participants are under 18 years of age, parental (or guardian) consent must be obtained. Parents and guardians may sign a consent form giving permission for their child(ren) to participate in a series of projects conducted over a period of an academic year. Parent consent letters should provide information about the purpose of the research as well as information about the procedure itself from the child’s point of view. As with research involving adult participants, this letter should indicate how confidentiality would be maintained.
- Researchers may request a waiver of parental consent for students who are under the age

of 18, but who are also matriculated students at Sampoerna University. The request and rationale for such a waiver should be clearly stated on the University Review Board application form.

- (iii) It is understood that although parental consent is obtained, child participants are free to decline invitations to participate without any penalty. Child participants should be given an age-appropriate explanation about the procedures used and what to expect by way of participation. Children should be asked if they want to participate. Mere failure to object on the child participant's part should not, in the absence of an affirmative response, be interpreted as assent. In the proposal, the researcher should indicate how assent would be obtained and documented.

(c) Basic Elements of Informed Consent

- (i) A statement that the study involves research, a readily understood explanation of the purpose(s) of the research, the expected duration of the subject's participation, a brief description of the procedures to be followed, and identification of any procedures which are experimental.
- (ii) A description of any reasonably foreseeable risks or discomforts to the subject. These may include not only physical injury, but also possible psychological, social or economic harm, discomfort or inconvenience.
- (iii) A description of any benefits to the subject or to others that may reasonably be expected from research (if no direct benefit, this should be stated).
- (iv) A statement concerning costs or compensation to the subject, if any.
- (v) An explanation of whom to contact for answers to pertinent questions about the research and the research subject's rights, and whom to contact in the event of a research related injury to the subject. It is suggested that faculty include contact information for the Head of CRCS. Student researchers must include contact information for their faculty sponsor.
- (vi) A description of the extent, if any, to which confidentiality of records identifying the subject will be maintained.
- (vii) A statement that participation is voluntary, that refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and that the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled. Compensation is separate from benefits and a distinction should be made here. If participants will not receive compensation under certain conditions, then an explanation of those terms and conditions should be provided.
- (viii) A signature of subject indicating agreement to participate and date of signature.

(d) Waiving the Informed Consent Requirements

In some cases, written consent may not be required if the principal risks are those associated with a breach of confidentiality concerning the subject's participation in the research;

- (i) If the consent document is the only record linking the subject with the research;
- (ii) If the research involves no more than minimal risk to the subjects and involves procedures that do not require written consent when they are performed outside of a research setting;
- (iii) If the research could not be carried out in any other practical way.

If there is no written consent form, an oral presentation of the research should be provided to the subjects by the researcher, with documentation that such a presentation was made to the subjects. In this instance, researchers should maintain a written summary of the oral presentation and some record that consent was provided by the participant. Researchers who believe their research project meets the requirements for a Waiver of Informed Consent should contact the Head of CRCS.

2.11.4 Duration of Approval

- (a) *All studies must be periodically reviewed again at least annually (if the duration of the research*

project extends beyond an academic year). There are times when the risks associated with a particular project are such that continuing review should take place more frequently. In these cases, the University Review Board will specify that the researcher report to the University Review Board at a shorter time interval (e.g. 3 or 6 months) or after a specified number of participants are enrolled. The researcher's report must describe the observed effects of the research activities and/or how the participant(s) responded to the research interventions. The report will be made available to the University Review Board. The Chair will determine whether a full review by the Board is required to continue or suspend the research project.

- (b) *Appealing a Decision by the University Review Board* If the Board makes a decision that an investigator believes to be unfair, unsubstantiated, or unduly restrictive on his/her proposed research, the investigator should first discuss the matter with the Chair of the University Review Board. The investigator should be prepared to present reasons that he/she believes that the proposed research is in compliance with university policy and applicable laws related to the protection of human participants.
- (c) *If the issue cannot be resolved satisfactorily by negotiation*, the investigator may appeal the decision, in writing, to the University Review Board. In developing his/her appeal, the investigator should document the claim that the proposed research is in compliance with university policy and applicable laws related to the protection of human participants.
- (d) *The investigator must appear* before the University Review Board to present his/her appeal and any supportive material or documentation obtained through consultation. Based upon this appeal, the University Review Board will issue a final determination on the proposed research. The University, acting through the Vice Rector for Academic Affairs, CAN overrule the University Review Board to disapprove a project, but CANNOT overrule the University Review Board to approve a project. Only the University Review Board can approve a project.
- (e) *Negative decisions by the University Review Board may be appealed to the Vice Rector for Academic Affairs* on the grounds of a failure by the Board to carry out a thorough and complete review in accordance with its stated procedures or on the grounds of a possible violation of the academic freedom of the investigator. Final appeal rests with the President.

2.12 TRAVEL POLICIES

This policy applies to all employees and others authorized to travel on behalf of Sampoerna University. Compliance with these policies is the responsibility of the employee traveling on university business. In the event of employees performing domestic and international business travel, Sampoerna University will provide facilities for transportation, accommodation, or replacement of for a private residence; and travel allowance for laundry, meals, and per diem as governed within this Policy, which the amount will be determined based on the employee level (Level) or Academic Rank (Rank).

2.12.1 Business Travel Criteria

Business travel is travel conducted by the Sampoerna University (SU) employees for work purposes that include domestic or international business travel that meets the following criteria:

- (a) The period of business travel not exceeding 30 (thirty) calendar days.
- (b) Distances of destination more than 100 km (by air) and or with mileage of more than 3 hours by road (normal condition) from its base town (office or home). The time and distance criteria can be excluded if the employee travels more than one day to destinations, so efficiency considers that the employees can utilize the business travel facility.
- (c) Travel is not conducted for internal department purposes such as meetings, in house-training, in- house conferences, or team-building events organized by the internal units or university.

In case of employee conduct a business trip, which is not meet the criteria of domestic and international business travel, the University will provide taxi vouchers or an operational car, except for Employee with Level 20 and above or who has obtained a car allowance. The use of taxi vouchers and operational car will be regulated on separate policy or procedure, managed by the General Affairs Department (GA). Facilities and business travel benefits provided by the university must be understood as the fulfilment of substantial basic needs for employees on business travel, not as a source of additional income for employees. Provision for compensation leave due to domestic and international business travel is set on Compensation & Benefits Policy. In case of business travel that requires a new/ renewal passport and visa for the employee, it will be processed to the appointed travel provider through the HR Department. The University will bear the new/ renewal passport and visa fee and will be paid through reimbursement/ cash advance process.

2.12.2 The Provision for Report Submission of Domestic and Overseas Business Travel

- (a) The University is responsible for the existence of Employees who do business travel. Therefore, any aspect related to ticket reservation, transportation, and accommodation, including authorization and procedure regarding ticket reservation, transportation and accommodation, must refer to applicable Business Travel regulation and procedure managed by the GA Department.
- (b) For after office hours emergency and transit, transportation and accommodation reservations can be made to the appointed travel provider, through Internal Booker, based on approval from each related Director.
- (c) Employee or Appointed Project Administrator is mandatory to complete Travel Request Form (TRF), which explains information such as location, time, transportation, and accommodation related to Employee's Business Travel. TRF must be approved by the related Department Manager or Head of Department. Hence employee may submit a request for a business travel allowance and operational cash advance required to implement the assignment. If TRF has been approved, business travel allowance and operational cash advance can be disbursed by the Finance & Accounting Department. Regarding the payment of business travel allowance and operational cash advance, the respective employee must consider the timeline regarding the submission and approval of TRF effectively.
- (d) Request for business travel allowance should be separated from advance request for program or other needs.
- (e) Employees who have finished conducting business travel must make a Travel Expenses Statement (TES) as an accountability report no later than 3 (three) working days after they return from the business travel. Supervisor must approve TES with minimum Manager Level and or Head of Department.
- (f) If required additional cost in the business travel other than planned before, then reimbursement could be provided as long as there's a clarification of the use of additional cost for the benefit of the assignment and has received approval from the Head of Department.

2.12.3 Transportation

- (a) Air Transportation Facilities
 - (i) Air transportation facilities are granted if the trip cannot be reached by intercity bus, ship or train within 3 (three) hours effective travel time, and based on the consideration of Head of the Department of the respected employee should reach the destination immediately.
 - (ii) All efforts should be made to get a ticket with the most efficient costs, such as:
 - Make an early reservation.
 - Using a fixed ticket, especially if the date or time of flight is already confirmed;

- Using ticket with economy class and most economical flight based on price comparison from 3 (three) Airlines.
- (iii) The type of Air Transportation that would be applied refers to the employee's grade.
- (iv) If several employees of different grade of the business travel together, then the employee with a lower level or rank cannot use the employee's facilities in a higher rank even though they are there for the same projects.
- (v) If an employee with a higher level would like to reduce the entitlement class to be with another employee, then the employee with a higher level must first notify the Internal Booker before the Internal Booker and pay for tickets. The University will reserve tickets for the flight according to the class information.
- (vi) For employees who live in Jakarta and surrounding areas, when employees leave directly from the house to the Airport / Station / Terminal, University will provide a taxi voucher as a replacement transportation cost from the house to Airport / Station / Terminal, that can be obtained from GA Department before Employee do business travel. Taxi Voucher also provided the replacement of transportation cost from Airport / Station / Terminal directly to employee's home. For this need, the employee can also use an online taxi service or private car. The University will pay the expense for using application-based taxi services or private cars to the respective employee by reimbursement method based on the invoice issued by respective application base taxi provider or for private cars by attaching proof mileage from their house to Airport/Station/Terminal, which the University will only reimburse the cost of gasoline.
- (vii) To avoid and reduce the risk of the University losing critical managerial skills, then the following constraints are used for employees with Manager and Director Level who will perform business travel in the same flight:
 - It is not allowed for more than two employees with level Managers or directors from the same unit.
 - The related Director or Employee with the highest rank is responsible for determining the compliance of business travel implementation.
 - This requirement could be exempted for business travel with limited transportation modes.
- (b) Land Transportation
 - (i) The University provides land and sea transportation facilities for business travel, which air transportation facilities do not accommodate.
 - (ii) The University will reimburse taxi, including application-based taxi, between the airport and hotel/place to stay and to the workplace and vice versa by submitting payment receipts unless taxi receipts are unusual and not available.
 - (iii) Car rental is allowed only if the use of local transportation (e.g. taxis) are impractical or more expensive when compared to car rental.
 - (iv) Personal Vehicles

The use of personal vehicles for business travel is not recommended. Therefore, it requires, the approval from the immediate Supervisor (minimum manager level) with the following considerations:

 - Operational vehicle, taxi or car rental is not available, and public transport is inadequate.
 - The Head should approve reimbursement of expenses of Department. Employees are expected to have sufficient insurance to protect their interests because the University is not responsible for any damage caused to the employee's vehicle.
- (c) Accommodation
 - (i) Facilities Lodging
 - Accommodation facilities include only a lodging facility (the room).

- Will impose a twin sharing facility if there are two or more employees of the same gender at the same level and is valid for Staff and Officer level. Twin sharing facility does not apply to the Manager and Director Levels.
- Suppose several employees of different levels or ranks do the business travel together for the same project and business travel objective. In that case, the employee with a lower level can use the employee's facilities in a higher rank, or the employee with a higher level can use the facilities of the employee in the lower level if those respective employees are agreed to share facilities.
- Employees of the opposite gender either of the same rank or different, if they do the business travel together, they will have separate accommodation according to their rank.

(ii) Private Residence

- The replacement cost of a private residence is given to employees who choose to stay at a friend's or family to reimburse host expenses. The replacement cost is calculated per day of stay, provided in advance and payment receipt is unnecessary. The maximum amount refers to the cost of a private residence.
- Employees who received and took a hotel facility is no longer entitled to reimbursement of a private residence.

2.12.4 Travel Allowance; Laundry, Meals, and per diem

(a) Laundry

The University provides laundry allowance reimbursements incurred during business travel, if the employee is traveling for more than 3 (three) days.

(b) Meals

Meal allowance for a full day or half-day based on the following criteria:

- According to mealtime elapsed in the day, the day of departure and arrival may occur a partial day).
- The day between departure and arrival will occur full day valid replacement (full day). The amount of reimbursement for each level. Employees are not entitled to the meal allowance mentioned above if the accommodation costs are already combined with the meal costs, except for breakfast, which the hotel provides typically as compliment.

(c) Per diem

The University provides per diem business travel to cover incidental expenses incurred on business travel to cover personal purposes such as tips, newspapers, magazines, transportation to get food, personal transportation, private telephone and more. Per diem business travel is calculated based on the number of calendar days of business travel, including the number of days used to travel from one city to another. Costs that are not borne by the University Employees are not allowed to reimburse costs that are not related to business travel or expenses that are not properly authorized. Here is a list of costs that the University will not cover:

- The cost cigarettes and alcoholic beverages purchase
- Costs associated with personal travel or sightseeing
- Purchase of personal items
- Loss of or damage to personal items
- Penalties in connection with traffic violations
- Personal entertainment and reading materials
- The cost of childcare
- Costs of Beauty Salon

Although not all costs can be included in the list above, the principle of fairness should be used in every case. The request for reimbursement of those Fairless must obtain approval from HR Department in advance. If the third parties of the event that employees attended have provided meals and accommodation, the University will no longer provide reimbursement for the related two things.

2.12.5 Duties and Responsibilities

- (a) Employees who perform business travel
 - At the time of going to perform domestic or international business travel, employee (thru project admin) must ensure submission of a Travel Request Form (TRF) and the Event master Form (EMF) approved by the immediate Supervisor (minimum at the level of Manager and or Director).
 - At the time employees have returned from business travel, the employee must submit Travel Expenses Statement (TES) as the official travel report, which the immediate Supervisor approved (at least the level of Manager and or Director) no later than 3 (three) working days after returning from the business travel.
 - In the event where an employee combines personal travel with business travel, for example, for holiday purposes, the University will only bear the business travel allowances until employees completed their duties and will cover the return ticket costs only from the location of the task to his base town. The employee will bear any additional costs incurred due to personal travel. Employees are required to inform the Supervisor (minimum at Manager level) and HR Department if additional time and/or change of location is required from the Business Travel.
- (b) Supervisor
 - Provide approval to the Travel Request Form (TRF) proposed by the employee. The supervisor must refer to the guidelines for domestic and international business travel policy before approving the allowance for business travel.
 - Provide approval to the Travel Expenses Statement (TES) proposed by the employee. The supervisor must review the accuracy of the cost stated in the TES, including matching the business travel schedule with the actual implementation, which could be seen in the original boarding pass.
- (c) General Affairs Department

Oversee and ensure the process of ordering transportations, accommodations, and taxi vouchers (include the usage of application base taxi) relating to employee's business travel are in accordance with the applied procedure.
- (d) Finance, Budget & Accounting Department

Ensure that all approved TES has been attached with adequate financial documentation and keep records of all costs under the correct account.
- (e) Human Resources Department

Human Resources Department is responsible for:

 - Periodic review and renewal of the Business Travel Policy;
 - Approve (Exception Approval) for the cost increment 10% higher than the related employee's entitlement or upgrading car rent usage;
 - The operational decision about the day-to-day application of this Business Travel Policy.

2.12.6 Disciplinary

- (a) The University will not reimburse domestic and International Business travel costs if the employee does not make a Travel Request Form (TRF). Employees who have not settled/made a realization for the previous travel allowance cannot request another travel allowance.
- (b) If, since the return from business travel, the employee has not made a Travel Expense Statement

(TES) for their 2 (two) previous consecutive business trips, then the University will suspend the employee's next business travel.

- (c) If the employee can justify the delay, this should be approved by the Head of Department. The justification should be given to the Finance & Accounting and HR Department as the basis for disciplinary suspension.
- (d) If the Employee is proven, based on the facts, had committed fraud against the existing Policy, the HR team will follow up the reporting, and the HR team will impose a sanction following the applicable University Regulation to the related employee. Not limited to the provisions below, the following are examples of things that are categorized into acts of fraud:
 - Falsify proof of payment (receipt);
 - Change any pieces of information listed on the proof payment for personal benefit;
 - Repeatedly put forward the replacement cost/ double (double charge).

2.13 MEALS AND ENTERTAINMENT POLICY

This policy applies to full-time and contract employees of Sampoerna University;

- Any gift-giving to individuals on behalf of Sampoerna University.
- Provision of entertainment to an individual on behalf of Sampoerna University. Explanation/Suggestions on the University policy regarding the acceptance of meals, gifts, and entertainment from third parties including, but not limited to Vendors, Customers, and Public Officials.
- Acceptance of gifts of any kind or entertainment of business from a third party in connection with his position at the Sampoerna University.

2.13.1 General provision for giving gifts and or entertainment to an individual

- (a) Employees are not allowed to give gifts in the form of cash or other monetary instruments that can be easily converted to cash, such as a bank check or share certificate.
- (b) Employees are not allowed to give a bribe to an individual in any situation.
- (c) Employees are not allowed to give gifts and or entertainment to an individual if such provision is illegal or violates other University policies.
- (d) Entertainment activities can be categorized as a gift if no university representative accompanies the entertainment receiver during the event.
- (e) Written approval must be obtained in advance by using the giving gift and or entertainment form before giving a gift and or entertainment.
- (f) Provide gifts and or entertainment to an individual must obtain approval in accordance with the applicable delegation of authorization.

2.13.2 General provisions for the acceptance of gifts and or entertainment from the third party

- (a) Employees are not allowed to ask for and or receive gifts and or entertainment from a third party for any reason and under any circumstances.
- (b) Employees are not allowed to ask for and or accept costs associated with the invitation of meetings or trips organized by the supplier or third parties outside commonly accepted business practice. If legitimate business reasons could give the basis for participation, the University will pay travel and accommodation costs associated with meeting or trip.
- (c) If a third party give gifts to employee (either directly or through a party/event/entertainment), then the employee must report and get the approval of the acceptance of gifts and or entertainment within a maximum of five working days from the receipts of gift as mentioned above and or entertainment.
- (d) If the third party provide meals to employee, then the employee must obtain prior approval according to the applicable delegation of authorization by using the associated form.

- (e) In approving the acceptance of gifts and or entertainment, the approver/ supervisor shall decide whether that provision of gift and entertainment can be accepted or a gift can be kept by the employee/utilized by the University/sold by the University/donated by the University/returned to the gift-giver with below considerations:
- Whether receiving the gifts and or entertainment could affect the employee's objectivity.
 - Whether there is a business purpose from giving the gifts and or entertainment by the third party to the employee.
 - Whether receiving the gifts and or entertainment is legal according to the law.

2.13.3 Personal Gifts

- (a) To avoid a conflict of interest or appearance of a conflict of interest, at no time should an employee solicit personal gifts from a donor, current, prospective, or former student or parent, or others with whom there is a potential or existing business or professional relationship.
- (b) To avoid a conflict of interest or the appearance of a conflict of interest, members of the SU community are prohibited from accepting personal gifts and favours from a donor; current, prospective, or former student or parent; or others with whom there is a potential or existing business or professional relationship, in most circumstances detailed below:
- (c) **Prohibited Personal Gifts**
Gifts valued in excess of IDR 1 Mio must be returned immediately.
- (d) **Acceptable Personal Gifts**
- Gifts valued up to and including IDR 1 Mio, but if accepted, the individual should report the gift to their supervisor when received. The gift must be reported on the Conflict of Interest and Commitment Disclosure form.
 - Gifts of promotional items of nominal value and that are routinely distributed by vendors to clients (e.g. pens, notebooks, tote bags, etc.).
 - Modest gift baskets or nominal food items that are shared widely by colleagues.
 - Courtesy copies of professional materials and publications.
 - Courtesy payment for a modest business meal in accordance with other University policies

2.13.4 Role and Responsibilities

- (a) Employees who give or receive gifts and or entertainment:
- If the employee provides gifts and or entertainment, then the employee must fill out the form and obtain approval in accordance with the amount of the gift and or entertainment.
 - If the employee receives a gift and or entertainment, then the employee must fill out the form and gain approval in accordance with the amount of the value of gifts received no later than five working days after receipt of the gift.
 - if any conflict of interest in giving or receiving gifts and/or entertainment is found, report as early as possible to the relevant Manager.
- (b) Approver in accordance to Delegation of Authorization:
- By giving consent to the giving or receiving gifts and or entertainment, the approver, according to DOA, shows that they have analysed the reasonableness and considered the consequences that may arise with the giving or receiving gifts and or entertainment.
 - Determine allocation of a gift received by employees:
 - 1) Kept by the respective employee
 - 2) Utilized by the University
 - 3) Sold by the University
 - 4) Donated by the University/Returned back to the sender
- (c) General Affairs Dept :
- Procure gifts and or meals by first ensuring that the procurement of prizes and or

entertainment has obtained sufficient appropriate approvals required by this policy.

- Keep and maintain the gift that the University uses, and a gift will be sold by the University or the prize that the University will donate.
- (d) Human Resources Department:
- Archive all original forms of giving or receiving gifts and or entertainment.
 - Conduct a periodic analysis regarding giving or receiving gifts and or entertainment. If required, based on the above analysis, make this policy amendment accordingly.
- (e) Finance and Accounting Department:
- Keep records of the gifts that are used to the University, a gift that the University will sell, or the prize that the University will donate if the gift meets the elements as fixed assets.
 - Ensure that the payment or reimbursement of the cost of gift-giving and or entertainment has followed the appropriate and valid supporting payment document.

2.13.5 Disciplinary Action

- (a) The University will not make a payment or reimbursement of the cost of gift-giving and or entertainment which are not provided with a form of gift-giving and or entertainment or payment or reimbursement exceeding five working days since the giving of gifts and or entertainment.
- (b) The University will not make a payment or reimbursement of the cost of gift-giving and or entertainment that exceeds the value indicated on the giving gift and or entertainment form.
- (c) Exclude from the discipline stated above if the employee can justify the excess value and obtain approval in accordance with the applicable DOA based on the total value of gifts and or entertainment.
- (d) The University will not make a payment or reimbursement of the cost of gift-giving and or entertainment that contain the following:
- Food and or beverages that contain alcohol/ liquor;
 - Cigarette.
 - Everything related to the things that immoral.
- (e) If the employee is proven, based on the facts, to commit fraud against the existing policy, the report will be followed up by the HR department. If deemed necessary, the HR department will enforce disciplinary action in accordance with the applicable University Regulation. Not limited to the provisions below, the following are examples of things that are categorized into acts of fraud:
- Falsify proof of payment (receipts);
 - Doubling the cost;
 - Changing the information listed on the proof of payment for personal gain;
 - Applying for cost reimbursement repeatedly/ double transaction (double charge) for the same specific transaction

2.13.6 Special provision

Provisions that have not been regulated in this procedure or the application of special requests outside of the terms set out in this policy shall obtain prior approval from the BOD (Board of Directors), which shall be signed and approved by the VRARO & HR manager.

2.14 PURCHASING POLICY

2.14.1 Scope

This Policy shall apply to any procurement within Sampoerna University (SU).

2.14.2 Purpose

This Procurement Policy is an enhancement of the previous version, which generally to improve the quality of procurement process, the efficiency of implementation time and meet the target, which can be elaborated as follows:

- (a) To ensure a common understanding between user and buyer as a general guideline for procurement process of goods and services,
- (b) To clarify responsibilities and authorities of parties involved in the procurement process.
- (c) To protect SU interest, either financially or operationally in regards to any commitment made with third party.
- (d) To avoid any decision which is difficult to be taken back, and the repercussion caused by the decision.
- (e) To ensure accuracy and accountability of procurement transaction in terms of supporting documents & management, purchase price determination, terms and conditions of procurement, as well as vendor's credibility.
- (f) To ensure procurement commitment in maintaining their quality of work and services. This commitment is represented by SLA (Service Level Agreement) related to quality and accuracy of order specification, delivery time and continuous improvement.

2.14.3 Definition

- (a) **Procurement Process** Is the procurement of goods and/or services conducted by procurement Department using PO, POI or Direct Payment without PO.
- (b) **Centralization Unit** Is a Procurement Department/Organization located at PSF Head office to serve all procurement needs of users in all PSF's business units according to defined procurement category and value that is regulated on this procurement policy.
- (c) **Vendor** is an individual or company with legitimate legal entity, whose main business is supplying and providing goods or services, hence the existence, Identity information of Individual Vendor or originality and validity of Corporate Vendor documentations is verifiable.
- (d) **Purchase Request (PR)** is a request to purchase goods and services, enclosed with descriptions of quantity, specification, deadline for the goods or services to be available or delivered, reasons to purchase and/or relevant information. Purchase request (PR) should be approved by an authorized person in accordance to valid DOA.
- (e) **Purchase Order (PO)** Is an official document released by Procurement Department to Vendor as a proof of goods or service order. PO is published after quotation has been agreed. Vendor's confirmation on consent of PO issued by the Organization, is indicated by vendor's signature on related PO and sent to Procurement in accordance to the applicable provision.
- (f) **Regular PO (Irregular – Planned Category)** Is an official document released by Procurement Department to Vendor as a proof of goods or service through a price comparison process within a certain period of time
- (g) **Direct Purchase** is a series of procurement process which includes request for quotation and negotiation to only one vendor (require 1 quotation) for transaction amounting below and/or equals to Rp 10,000,000 (ten million rupiah) and/or other types of transaction as regulated in this policy.
- (h) **Competitive Bidding** is a procurement process which includes quotation process, comparisons, and negotiations to more than 1 partner with a separated negotiation process and technical discussion to each of vendors and for the transactions with total spend amounting equals to and/ or above Rp 10,000,000. Example but are not limited to Building Maintenance, Office Renovation and Repairs, School New Project/Greenfield Project, Lab Equipment, etc
- (i) **Tender** is a series procurement process which included quotation process, vendor selection and awarding process for transactions with total spend amounting equals to and/ or above Rp 250,000,000. with an open quotation request and transparent process to all of vendors. Before

quotation request, all vendors are invited to join the meeting (lonizing/Briefing) to get clarified of all technical requirements to ensure all vendors gets common understanding so that the received quotations can be compared apple to apple. The vendor awarding/tender winner will be announced to all of vendor who participated in tender process.

2.14.4 Basic Principle of Procurement for Goods and Services

- (a) Procurement is executed with consideration of basic principle as follow:
- Efficient, is that procurement of goods and services should seek the utilization of sufficient fund and resource, meet target set in timely and accountable manner.
 - Effective, is procurement of goods and services should meet the set requirement and able to give the best value possible according to the target set.
 - Fair or not discriminative, is to provide equal treatment for all prospective vendors and has no tendency to give advantage to certain party, in any way and for whatsoever reason.
- (b) Approval of procurement process which including “Purchase Request” or issuance of “Purchase Order” regulated through approved DOA by Top Management.

2.14.5 Procurement Implementation

Procurement Implementation done through Sourcing process & PO classified as follow:

Type of Procurement	Direct Purchase	Competitive Bidding		Tender
	1 Quotation	2 Quotations	3 Quotations	
Type of Transaction	Purchase ≤ IDR 5,000,000	> IDR 5,000,000 - ≤ IDR 100,000,000	> IDR 100,000,000 - ≤ IDR 250,000,000	> IDR 250,000,000 Winner: lowest price (total cost of procurement at location for same specification, including Term of Payment considered), and/or highest score (based on technical issue)
	Repeat order	Purchase to preferred vendor ≤ IDR 250,000,000		
	Purchase to sole distributor at any amount			
	Regular transaction			
	Goods/services that can be provided by only 1 vendor at the necessary timeline			

Type of Procurement POs		
Category	Type of Document	Processed through
Purchase Order (PO)	Recurring-Fixed Amount (PO Blanket/Blanket PO)	Direct Purchase Competitive Bidding Tender
	Recurring-Variable Amount Category (Blanket PO with MOQ)	
	Irregular- Planned Category (PO Regular)	
PO Internal	POI	POI

2.14.6 Receiving Of Goods and Services (PO Receipt)

- (a) The user is responsible for receiving the goods and/or services ordered.
- (b) In submitting an invoice, the vendor must comply and submit documents required to proceed receipt to the user following the determined schedule for document submission.
- (c) As soon as the user has agreed and received goods and/ or services, the User shall proceed with

PO receipt (PORE) in the system soon after goods and/ or services are received.

- (d) In order to conduct partial PO receipt (PORE), the user should match the percentage of completion in the system vs delivery notes or acceptance letters (BAST).

2.15 ASSET MANAGEMENT AND MAINTANANCE POLICY

2.15.1 Purpose

This Asset Management and Maintenance Policy was created as a standard to determine how to manage or treat fixed assets in Sampoerna University and it is aligned with to Policy on Acquisition and Depreciation of Fixed Assets. The authority for disposing of surplus property is vested in the President of Sampoerna University who has delegated this authority to the Vice-Rector of Administrative, Resources, and Operation (VRARO). No property may be disposed of without the written authorization of the VRARO.

2.15.2 Definition

- (a) Asset Inventory
Means Asset recording (data collection) based on classification, description, type, purchase date, location, and user status.
- (b) Asset maintenance periodically
Means activity to ensure that every asset purchased by the department within the University can continue to function optimally as desired by the departments.
- (c) Monitoring and Controlling (Asset Reconciliation)
Means the monitoring and controlling of asset usage and mutation of assets should be conducted properly, to avoid and minimize misuse, violation, and unplanned asset relocation, either during the implementation or services, which will be cause damage or asset loss.
- (d) Handover of assets
Means handover of assets from Asset Administrator to User.
- (e) Asset Usage
Means asset that is allowed to be lent to all employees, in order to support operational activities and official.
- (f) Asset Usage in Sampoerna University
Means the university asset allowed to be used by unit, with the right procedures and rules, and the condition of asset will be monitored by Asset Administrator.
- (g) Asset damage
Means the condition of the asset is no longer able to function normally caused by one thing or another so these assets should be repaired.
- (h) Asset Lost
Means condition of asset lost that can occur due to the negligence of the user and Asset Administrator or events beyond the control of user and asset administrator.
- (i) Asset Disposal
Means conditions where assets should be disposed caused not compatible with function, technology, and benefit.
- (j) Asset Write Off
Means a write off amount of an asset value. A write off occurs upon the realization that an asset no longer can be converted into cash, can provide no further use to a business, or has no market value.

2.15.3 Policy

This policy will discuss the classification of asset management, which consists of:

2.15.3.1 Asset Inventory (Data Collection)

Asset Inventory (Data Collection) is an activity consists of two aspects as follows:

- (a) Physical Inventory (data collection) consist of recording assets activity based on classification, description, type of asset, purchase date and location.
- (b) Inventory based on Ownership is recording asset based on user status.

2.15.3.2 Asset Maintenance periodically

- (a) Asset maintenance periodically is needed to ensure that every asset purchased by the Organization could function optimally as desired by the Organization. Every asset has a different maintenance procedure based on type and usage. To ensure long-term useful lifetime, the maintenance procedure and schedule must be planned properly from the beginning.
- (b) Asset Maintenance is the responsibility of the user and asset administrator. User is obliged to maintain and preserve the assets which transferred by the Organization to support their working process properly.
- (c) Assets Maintenance periodically will be conducted by an asset administrator in accordance with the existing technical criteria. Asset maintenance costs could be the responsibility of each user or asset administrator (according to the location of the asset)
- (d) Asset maintenance processes periodically conducted by asset administrator based on responsibilities in each area and predetermined schedule.

2.15.3.3 Monitoring and Controlling (Asset Reconciliation)

Asset usage and mutation should be monitored and controlled properly, to avoid and minimize misuse, violation, and unplanned asset relocation, either during asset usage or transferred, which will be affected to asset damage or loss.

2.15.3.4 Purchase and handover of assets from assets administrator to Users

Asset purchases through the procurement process and use each department budget will be handed over process from GA Department to related department following conditions:

- (a) Purchases related to IT Department will be handed over to the IT Department to do the process of codification and recording before the IT Department perform the handover process to the asset.
- (b) The handover process will be carried out directly by GA Department to the asset usage after codification and recording process for the procurement of assets that are not related to IT Asset Usage

2.15.3.5 Pool Asset

Assets managed by pool asset is an asset that is allowed to be lent to all employees, in order to support operational activities and official. Since the function and purpose of these assets are for shared, it is necessary to manage thoroughly.

2.15.3.6 Asset Usage and/ or handover in Organization

Organization Asset allowed to be lent with the right procedures and rules and the condition of asset will be monitored by asset administrator.

2.15.3.7 Asset Damage

Asset damage may occur due to several possible cause:

- Lifetime (Productive age of goods)
- impact of the high frequency usage, resulting to performance decrease.
- User Fault
- Mishandling or mismanagement

Several alternatives to follow up of Asset Damage:

- Repair/ Service which no needed spare part replacement.
- Repair/ Service which needs spare parts replacement.
- If repair is impossible, replacement must be performed, and data of assets should be written off.

Financing of asset repair:

- Damaged assets should be documented in Berita Acara (Chronology) to determine who will bear the repair cost.
- Chronology should be made by the informant
- if damage is due to user negligence, or inappropriate operations, so the reparation costs should be borne by the latest user. Latest user required to coordinate with the Department Head to determine whether charges will be borne by individual or Department related.
- if damage or deterioration occurs because of the lifetime, the reparation costs will be borne by the Department of asset administrator.

2.15.3.8 Asset Lost

Loss of asset may occur due to the following causes:

- User or asset administrator negligence in process of storing, monitoring and asset handover.
- Occurrence beyond the user and asset manager's control (force majeure which means "greater forces") is a circumstance beyond human control and cannot be avoided. Activity therefore cannot be implemented improperly. Include in force majeure category are war, riots, revolution, natural disasters, strikes, fires, and other disasters that must be declared by the official / authorized agency.

(a) Follow up for asset lost

- Latest user who responsible for the asset, should provide a minute of lost, consist of chronology.
- if multiple parties involved, it is necessary to proceed with investigation, which at the stage, each party will describe the sequence based on activities, experiences and facilitated by the asset administrator.
- Management will impose sanctions to the party or parties, who is involved in the asset losing based on company regulation.

Financing of Asset Replacement

- Asset replacement will be financed by the party or parties causing such lost asset in the amount determined by the management decision.
- Financing of replacement of asset is the responsibility of organization if such lost asset is attributable to the occurrence of Force Majeure
- Source financing shall be the responsibility of the Department or individual will be determined based on investigation result or hearing process and management decision.

(b) Asset Disposal

Disposal of assets is permitted for the following reasons:

- Assets are not functioning properly
- Asset technology is being left behind, so required regeneration to support users' professional performance.
- Maintenance costs are not comparable with the resulting benefits.
- Management decision on reduction in size of office area or other consideration that might impact on a reduction in assets quantity.

Organization can implement several procedures for the Disposal Assets:

- Obtain written approval from Asset administrator Department Head and VRARO on assets disposal list.
- Obtain information of book value and selling price from FA Department.
- Selling mechanism will be proposed by the asset manager to obtain approval form Asser administrator Department Head and VRARO.

2.15.3.9 Asset Write Off

Asset which not functioning properly, broken, lost or Management decision which might impacted in asset reduction, must be coordinated with FA Department for write off. Working Process as follows:

- (a) To provide asset disposal proposal, attached with related supporting documents.
- (b) Obtain Approval from Asset administrator Department Head and CFO and proceed to Accounting for write off process.
- (c) Asset administration should be revise/ update data of asset related to asset disposed.

2.16 PAYMENT POLICY

2.16.1 Scope

The scope of this policy cover payment processes which are managed and implemented at Sampoerna University, as follows:

- Payment for Procurement using Purchase Order (PO)
- Cash Advance and Settlement of Cash Advance
- Reimbursement for cash spent by Employee
- Payment using Corporate Credit Card.
- Payment using petty cash.

2.16.2 Definition

- **Payment for Purchase Order:** Payment to Vendor for Procurement of goods and/or services using a purchase order (PO).
- **Payment for Internal PO:** Payment for PO issued by Procurement without having Vendor's confirmation.
- **Cash Advance:** is a fund provided to employees for unusual purposes. Based on utilization, a cash advance can be categorized as:
 - **Business Travel Allowance** is a fund given to employees for business travel allowance purposes.
 - **Operational Cash Advance:** is a fund to be paid to employees in fulfilling the company's operational cost.
- **Settlement of Cash Advance:** this is a report regarding cash advance usage given to the Employee.
- **Reimbursement:** is repayment of Employee's money which Employee has spent to pay goods or services related to work.
- **Debit Note** Is a debt notice document to Parent, Student, or Donor issued by Finance & Accounting Department or Bursary.
- **Credit Note** Is a notice document of debt reduction to Parent or Student issued by Finance & Accounting Department or Bursary.

2.16.3 Principles in Payment Process

The implementation of the payment process must constantly support the creation of a smooth, secure, efficient, and reliable payment system by accentuating the fulfilment of sound prudential principles and risk management, as well as by always considering the needs of the University and the fulfilment of Users' and Donors' needs. Any payment transaction shall be approved under the applicable DOA.

(a) **Payment for invoice of Procurement** that uses PO is conducted based on the result of conformity verification to procurement transactions document, as follows:

- Official Purchase Order Document issued by Procurement, which is PO.
- Delivery Note for Goods or "Bernita Acara Serah Terima/Services Completion Report (BAST)" for services which has been agreed by requestor and PORE.
- Original Invoice issued by Vendor.
- Tax invoice issued by Vendor: Tax invoice of Taxable Entrepreneur for VAT (Value Added Tax) Purpose.
- Copy of legal agreement for procurement transaction, which requires legal agreement.
- DGT Form and Certificate of Domicile (COD) for Overseas Tax Payer (If Any)
- Payment can proceed if all documents above are received by Finance Department and delivery note or BAST, and PORE is matched to the invoice.

The Finance and Accounting Department reserves the right to reject or return incomplete and/or inaccurate invoice documents to Vendor. The Finance & Accounting Department will conduct verification against documents completeness and PO Receipt (PORE) in the financial system. The Finance & Accounting Department is entitled to reject and/ or return the incomplete invoicing document to the User or GA/ Procurement based on the PORE creator.

(b) **Direct Payment Without PO to Non – Vendor**

A transaction using direct payment without PO to non - Vendor is implemented to the type of transaction as follows:

- Payment to the student, such as a grant to the student. This payment will proceed under an agreement with the students, and if any deviation will be requested for approval from the Head of Finance.
- Payment to parents, such as discount or school fee refund. These payments will proceed after the credit note is released from Bursary.
- Payment for the facilitator

Direct payment without PO to non - Vendor are will using reimbursement module in the financial system. User should submit complete invoicing documents to Finance & Accounting Department, which consist of original and proposal/ request document for direct payment.

2.16.4 Operational Cash Advance Payment

The use of Operational cash Advance is allowed in the situation as follows:

- (a) An operational cash advance is needed to procure goods and or services in certain situations. Procurement with PO is considered ineffective, caused by constraints such as; working location that causes limited access to Procurement, delivery, and other constraints.
- (b) An operational cash advance is needed for payment related to equipment procurement and/or operating expenses for research activities funded by Donor.
- (c) Operational cash advance only paid or given to Employee.

2.16.5 Business Travel Cash Advance Payment

The request for a business travel allowance should be submitted through the TAF module, which the HR Department has managed. Procedure request of business travel allowance refers to Travel Policies.

2.16.6 Settlement of Cash Advance

An employee who receives an operational cash advance and business travel cash advance is mandatory to settle the received cash advance within certain maximum calendar days after receiving the fund. If an Employee fails to settle cash advance within certain maximum calendar days since the fund received, the system will automatically block Employee's access to propose new cash advance request. Access to propose cash advance will be granted if respective Employee has settled the last cash advance.

2.16.7 Sanction

The sanction will be applied to Employees who fail to settle operational cash advance or business travel within the agreed timeline, as follows:

- (a) The finance & Accounting Department will inform the HR Department and the related Head of department or business unit to take necessary action.
- (b) The Employee responsible for the cash advance must be the Employee who receives the cash advance. Violation of this stipulation will impact to sanction according to the applicable company regulation.

2.16.8 Reimbursement

- (a) The Employee can purchase goods with a reimbursement if payment is urgent, and there is no possibility to wait for the payment from the Finance department.
- (b) Request for Reimbursement.
- (c) Before purchasing with personal money, the Employee must obtain written approval from an authorized officer within the respective Department or Business Unit according to the applicable DOA.
- (d) Request for reimbursement is addressed to Finance & Accounting Department.
- (e) The Employee is mandatory to attach evidence of authorized officer approval and purchase receipt when requesting reimbursement.
- (f) The requestor's name is the employee's name who conducts the purchasing.
- (g) The finance & Accounting Department can reject the request for reimbursement if the request for reimbursement does not attach approval of the authorized officer according to the applicable DOA before the purchase.

2.17 ETHICS AND INTEGRITY POLICY

2.17.1 Academic Integrity

Students, faculty members, researchers, and/or anybody who is engaged in academic pursuits may not claim words and ideas of another as their own. They are required to give credit and correct attribution to the original source, where it is due. The key element of this principle of academic honesty is that authors do not present the work of another as if it were their own work. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit (American Psychology Association – Publication Manual: Ethics Code, 6th Ed., Washington, D.C., 2010).

2.17.2 Research Ethics

All members of the University community engaged in research are charged with upholding the following principles:

- (a) Honesty
Upholding honesty in all academic communications. Researchers propose and report methods, data, results, conclusions and recommendations with accuracy, sincerity and honesty, and are

prohibited from deceiving or misleading colleagues, granting agencies or the public.

- (b) **Integrity**
Strive for consistency of thought and action; always keep promises and agreements.
- (c) **Respect for confidentiality and privacy**
Safeguard confidential information and respect the privacy of the participants in the research conducted. Any communication related to grants or papers submitted for publication, patent records, and personal data are discussed only for scientific and professional reasons.
- (d) **Respect Intellectual Property Rights**
Be cognizant of issues related to intellectual property rights, which include patents, trademarks, copyright, authorship, publication credit. Give proper acknowledgment or credit for all contributions to research.
- (e) **Refrain from any form of academic dishonesty, including but not limited to:**
 - Plagiarism.
 - Fabrication, falsification or manipulation of data;
 - Duplication of published data;
 - Withholding or omitting data upon which research findings are reported.
- (f) **Provide informed consent for research, including:**
 - The purpose of the research, procedures, and timelines;
 - Subjects' right to decline participation;
 - Possible risks and likely benefits;
 - Assurance of confidentiality, privacy, and policy toward sharing of data;
 - Incentives of participation, if applicable.

2.17.3 Academic Integrity

In the event that the institution's principles of academic integrity are violated, a student is subject to an investigation and hearing, conducted by an ad hoc committee usually comprising the Head of the student's Study Program, the relevant Dean, and the Vice Rector. The implementation of any academic sanctions results from the adjudication of this ad hoc committee.

Disciplinary proceedings are initiated by any member of the academic staff who has direct or indirect knowledge of a violation. Academic sanctions may be imposed if the committee conclusively determines that a student has engaged in any of the following acts:

- Falsifying a signature related to the courses, study plan, transcript, certificate or other academic documents;
- Cheating on any test or examination or assisting others to cheat;
- Plagiarism on any graded assignment or exam; submitting another person's work as one's own in any form;
- Falsifying data on any research project, paper, or laboratory exercise;
- Attempting to influence an instructor to alter a grade or assignment through payment, gifts, or services.

Appropriate sanctions for any academic ethical violations are determined by the adjudicating officers or committee and authorized by the University Rector. Actions may include, but are not limited to:

- Academic Warning: Formal censure with a written warning of academic probation;
- Cancellation of a test, exam, or assignment, and giving a grade of "0" or "F" for this activity within a course grade calculation;
- Withdrawal of the student from the course without any tuition refund, requiring a future repeat of the necessary credits;
- Academic suspension for one or more terms;

- Expulsion from the University.

2.17.4 Attendance and Punctuality

Students are required to be punctual when they attend all academic and non-academic functions. Students are expected to attend all classes as scheduled and may be asked to attend classes and/or tutorial session outside of their regular schedules or curriculum.

The minimum requirement for attendance in class participation and practicum is 75 percent. Failure to meet this requirement in any course may lead to a grade reduction, a refusal to allow the students to take the final examinations or, in severe cases, expulsion from the University.

2.17.5 Inappropriate Behaviour

The University encourages students to practice consideration, kindness and responsibility in their dealings with other members of the community, and to actively discourage unbecoming conduct that includes threats, intimidation, drunkenness, lewdness, and participation in any disturbance of peace and illegal assembly. Inappropriate behaviours also includes involvement in an activity outside campus that causes negative consequences for university students and staff. Students are reminded that conduct incongruous to their roles as responsible adults in a university community carries penalties according to the seriousness of the misconduct. Any student proven to violate the rules or code of conduct as mentioned above will be subject to a sanction that may include but is not limited to suspension and/or expulsion.

2.17.6 Alcohol And Drug Policy

As members of an institution of higher learning, students on campus should always be in a state of mind that optimizes learning and intellectual pursuits. In view of this, no alcohol or illegal drugs should be sold or consumed on campus within its premises. The University may take necessary actions including but not limited to making a report to the local authorities to ensure that the Campus is free from illegal drugs.

2.17.7 Smoking Policy

We believe in providing an environment of clean air for everyone on campus and so have made our premises generally a “smokefree” zone. In consideration of our non-smoking colleagues and fellow students, the institution asks that all smokers respect this non-smoking policy, which is applicable throughout our campus.

2.17.8 Student’s Attire

Students are encouraged to project a positive and appropriate image by wearing respectable attire when they are on campus. In official or formal activities inside and outside the campus, students are asked to wear their SU jackets (jacket almamater). For other University-supported activities outside the campus, such as the University experience program or internships, students are expected to wear professional attire:

- Non-denim fabric trouser/skirt. For female students, the skirt or shorts should not be above the knees;
- Collared blouse/shirt – not a t-shirt;
- Closed shoes and formal footwear;
- SU jacket (almamater jacket).

For non-formal activities (field or social activities), students are asked to wear certain types of shirts and/or an official jacket (tracksuits).

Dressing well shows respect for oneself and others, and creates a positive impression with anyone

students might encounter. Improper attire such as indecently revealing shorts or dress, t-shirts, clothes with vulgar words or pictures, as well as slippers meant for domestic use may project a negative impression of students and reflects poorly on the institution. Students are advised to uphold this dress code on campus. For security reasons, students should not be wearing items of clothing meant to prevent identification, such as covering of the face with a cloth or mask, other than to protect themselves and others from health risks.

2.17.9 Solicitation Policy

The campus is a place for learning and should not be exploited for any commercial purposes or political cause. As such, solicitation of students by anyone (including our own students) without the approval of the appropriate University authority responsible for the administration of the campus area in which the proposed solicitation will take place is prohibited.

Solicitation is defined as any approach of one person to another for sale of goods and services, for recruitment of students for an external organization or cause, or for the purpose of distributing publicity materials on sales and services, or on any political or social cause that is not directly related to approved academic or student activities.

2.17.10 Use of Cell phones

Common courtesy and mutual respect for one another in our community require students to switch all cell phones to silent mode during lectures, tutorials, meetings and briefings, and in areas such as the laboratories, libraries, computer clusters, classes, and examination centre's unless it is permitted by the lecturers for certain purposes.

2.17.11 Use of Computer Resources

There will be a User Agreement that all students must sign when applying for computer accounts at the University. IT facilities are made available to aid in learning and facilitate knowledge dissemination.

Students should observe good computer etiquette and be aware of usage regulations in order to comply with rules of best practice and law. Abuses may be subject to University sanctions and/or external legal penalties include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others; interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services; or copyright infringement (e.g. illegal file-sharing of copyrighted materials); use of computer and electronic communications facilities, systems, or services that violates other University's policies or campus regulations.

2.17.12 Supervision of the Code of Ethics

- The Task Force on Ethics and Discipline is a standing body of the University Executive, charged with developing the Code of Ethics and adjudicating infractions.
- The members include the University Vice Rectors, Faculty Deans, and when warranted, the Legal or Human Resources departments.
- The Task Force is chaired by a rotating University Executive member, and reports to the Senate.
- The Task Force is responsible for establishing, reviewing, and updating the Code of Ethics for lecturers, staff, and students.
- The Task Force is responsible for deciding whether to accept, investigate, and adjudicate issues related to ethics violations.

Reporting and Investigation of Code of Ethics Violations

- Anyone who knows that a violation of the Code of Ethics has occurred has the obligation to report the occurrence to the Task Force on Ethics and Discipline.
- A report on any infraction must be submitted in writing to the chair of the Task Force on Ethics and Discipline.
- An ethics violation report must be substantiated by evidence, either written or through the testimony of witnesses.
- All investigations are carried out in a non-discriminatory manner.
- The chair of the Task Force on Ethics and Discipline will coordinate with the members in conducting a preliminary review of the ethics violation report.
- If the decision based on the preliminary review indicates that more information is needed, the Task Force on Ethics and Discipline will conduct further investigation.
- Investigations will be conducted by using a formal

Adjudication process led by the Chair of the Task Force by interviewing all relevant parties, such as the person who reported the violation, witnesses, the defendant(s), and other individuals as needed.

- The Task Force on Ethics and Discipline has the right to present an expert witness whose expertise is relevant to the issue.
- The Task Force will make a decision or make a recommendation based on the investigation in the adjudication process.
- Any University student or staff member who is found guilty of violating the Code of Ethics has the right to appeal the initial decision.
- The appeal can be proposed only once by sending a written appeal petition to the Chair of the University Task Force on Ethics and Discipline, supported by evidence.

Types of Code of Ethics Violations

- A Minor Violation is a violation that affects an individual in the University community.
- A Medium Violation is a violation that affects the University's services or operations.
- A Major Violation is a violation that affects the University's reputation and violates Indonesian law.

Sanctions for Ethics Violations

- The punishment for a minor violation may be in the form of oral reprimand, a warning letter, or in the form of academic sanction such as a grade reduction or failure.
- A moderate violation punishment may be in the form of a semester suspension from any related academic activities.
- Sanctions for a major violation may be dismissal of a student.

2.18 RECORD RETENTION AND DISPOSITION POLICY

2.18.1 Purpose of Policy

This Policy is about the Sampoerna University's Records Retention and disposal as described in the section below.

The University Record should be retained for specific periods and consider legal and other institutional requirements. The retention period specified in Section 5 (Record Retention and Disposal Schedule) is the lowest requirement set by Sampoerna University. Records must be properly disposed of at the end of the retention period. Requests to make an exception to this Policy should be addressed to the related executives. This policy determines the methods for managing the

University's record retention and disposal and is aimed to:

- Meet the applicable authorized requirements.
- Appropriately direct the usage of physical and electronic storage space.
- Maintain the University history; and
- Dispose of the Records that have been outdated.

At Sampoerna University, there is no single person and unit that is directly in charge for the whole university records. Hence, each department or unit that manages university's records is in charge for:

- Applying records management processes that refers to this Policy.
- Training staff into the process of records management.
- Recording preservation as needed in this Policy.
- Disposing the inactive records appropriately at the end of the applicable retention period.
- Providing protective records contrary to misuse, damage, misplacement, theft or destruction;
- Checking compliance.

The University owns the University Records and not employees, faculty members, or officers who make or to whom they are delegated.

2.18.2 University Records Type

- (a) Record: Every record produced or collected during University business, including, but not limited to, electronic file, video/audio recordings, paper, drawings, plans, email, still photographs, etc.
- (b) Active Record: Every record that is presently inactive used by a unit or function of the University.
- (c) Electronic Record: A record that exists in an electronic format, such as a word processing document, scanned or imaged document, database, and any other forms of the file kept on a computer, server, mainframe/cloud storage facility, or with a third party working as the University's vendor. Retention periods of electronic records are like other tangible Records (printed).
- (d) Inactive Record: Records that are no longer an active record but should still be preserved under the schedule of retention of the records described below.
- (e) Personal Information: A record with personal information that contains an individual's name; financial or credit account information; the government-issued number of identification; or number or code which might use alone / in combination with another part of the information to undertake the identity of another person, get personally sensitive information, or access financial resources. This record is highly restricted and must always be secured.

2.18.3 Retention of Records

- (a) The Records Retention Schedule describes the various categories of records and the period they should be retained as no document listing covers all conditions. Inquiries about the retention period for a particular document or class of documents that is not mentioned in the Retention and Disposal Schedule should be delivered to the related executives.
- (b) Even if the retention date of the records has expired, documents concerning ongoing or undecided audits or lawsuits must not be destroyed, damaged, or changed until the matter is resolved.

2.18.4 Disposal of Records

- (a) The Record must be destroyed if the period of record retention has expired and has no historical value or importance.

- (b) Most of the University's records do not contain any personally identifiable information. Records that do not include personal data can be disposed of in any way that is appropriate, as well as recycling printed records. In other hands, electronic records such as emails should be disposed of in collaboration with the IT department. Electronic media formats can be overwritten or physically destroyed, but they must not be placed in the trash.
- (c) Records containing personal information need specific consideration when storing or disposing of them. This process could include (a) shredding, (b) destroying the personal identifying information included in the Record, (c) altering the Record to render the personal identifying information illegible, or (d) taking sufficient steps following industry standards.

2.18.5 Record Retention Schedule

For further information about the Records Retention Schedule, please click [Schedule](#)

2.19 CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT POLICY

Sampoerna University is a community of scholars, learners, and leaders dedicated to advancing its students' and employees' intellectual and ethical capacities by discovering, creating, and sharing knowledge. Members of Sampoerna University community are expected to be honest and supportive of its mission in their relationships with each other, the University, and outside organizations. The policies, principles, and responsibilities for recognizing, eliminating, limiting, and managing actual, potential, or apparent conflicts of interest or commitment among members of the SU community are outlined here.

2.19.1 To Whom the Policy Applies

This policy applies to all members of the Sampoerna University community, and they must report any potential, actual, or perceived conflicts to the appropriate University representative. When a conflict of interest exists or may occur, some members of the SU community may be asked to step down from debate, voting, or other decision-making processes.

All decisions and actions done by members of the Sampoerna University community in the conduct of university business, research, or other activities should serve the University's best interests. Members of the SU community are responsible for appropriately resolving both the substance and appearance of a conflict of interest or commitment.

A conflict of interest is a set of circumstances that creates a risk that professional judgment or actions regarding a university interest will be unduly influenced by a secondary or personal interest. Members of the Sampoerna University community are obligated to avoid or disclose actual ethical, legal, financial, or other conflicts of interest involving the University, and recuse themselves when decision-making related to university responsibilities could be influenced by a conflict of interest.

A conflict of commitment occurs when outside activities interfere with an individual's ability to meet University responsibilities. Members of the SU community are expected to commit their time and intellectual energy toward supporting the mission of the University, consistent with their employment or appointment.

The full disclosure of interests and activities that may give rise to actual, potential, or perceived conflicts is necessary to determine if it is permitted, and if so, the necessary actions to ensure it do not result in actions or conditions which conflict with the University's mission, strategy or operations.

2.19.2 Personal Relationships in the Workplace

Members of the SU community are not permitted to participate in decision-making or evaluations, nor may they authorize the use of university funds for activities that directly benefit family members (e.g., initial employment, salary, work assignments, performance evaluations, University-sponsored travel, teaching assignments).

2.19.3 Business Decisions

Members of the SU community may not make or influence business that benefits them, a family member, or an associate, including negotiating purchase agreements or other types of contracts. Members of the SU community who stand to benefit from a contract must inform their supervisor about it.

2.19.4 Use of the University Name or Likeness

The University name, likeness, or logo may only be used in the context of university responsibilities by members of the SU community. The name and logo of the university are registered trademarks of the university.

2.19.5 Personal Gifts

In most circumstances outlined below, members of the SU community are prohibited from accepting personal gifts and favours from a donor; current, prospective, or former student or parent; or others with whom there is a potential or existing business or professional relationship, to avoid a conflict of interest or the appearance of a conflict of interest.

- (a) **Prohibited Personal Gifts**
Gifts valued more than IDR 1 Mio must be returned immediately.
- (b) **Acceptable Personal Gifts**
Gifts valued up to and including IDR 1 million, but if accepted, the individual should report the gift to their supervisor when received, and the gift must be reported on the Conflict of Interest and Commitment Disclosure form.
 - Gifts of promotional items of nominal value and that are routinely distributed by vendors to clients (e.g. pens, notebooks, tote bags, etc.).
 - Modest gift baskets or nominal food items that are shared widely by colleagues.
 - Courtesy copies of professional materials and publications.
 - Courtesy payment for a modest business meal in accordance with university policies.
- (c) **Service on University Committees**
A member of the Sampoerna University community functioning on a university committee must either recuse themselves or disclose to the committee chair any interest or relationship that could result in a possible or actual conflict of interest, so the conflict is appropriately addressed.
- (d) **Responsibilities**
Any member of the SU community who is unsure about what constitutes a conflict should consult their supervisor or other authorized authority and report any actual, possible, or perceived conflicts as required by this policy.
- (e) **Reporting**
All members of the SU community must report possible, actual, or perceived conflicts to their supervisor as soon as they emerge, and the supervisor must ensure that the conflicts are documented and addressed by the applicable reporting and review process. Certain members of the SU community (such as the Rectorate, Deans, etc.) are expected to submit annual disclosure forms and to update them as conflicts or potential conflicts arise.
- (f) **Review**
Human Resources oversees and is responsible for:

- It conducts conflict of interest and commitment reviews to comply with any policies and standards that apply.
 - It is assuring that management plans are in place and documented for any reported conditions or situations that appear to generate conflicts of interest or commitment.
 - As circumstances dictate, providing appropriate oversight of discovered conflicts of interest or commitments, as well as associated management plans, with other University officials and offices to ensure that each possible or actual conflict is examined, addressed, or managed.
- (g) Consequences for Violating this Policy
- Failure to comply with this and associated rules may result in disciplinary action, including suspension without pay or termination of employment or relationship with the University, in line with applicable disciplinary procedures (e.g., lecturers, staff, students).

2.20. STUDENTS' ACTIVITY FUND SPONSORSIP

2.20.1 Purpose

Sampoerna University (SU), through Student Affairs (SAA), considered the importance of supporting students' activities that aim to personal development, particularly related to interest and talent and professional preparation. The goals of the activity fund sponsorship are:

- To encourage SU students to enrich achievement and experience outside campus through competitions and national/ international conferences.
- To increase the value of students' soft skills and the University's reputation.

2.20.2 Scope

This policy is applied to all Sampoerna University students who propose the Activity Fund Sponsorship.

2.20.3 Definition

- (a) Proposal
- The proposal is a document proposed by students to Student Affairs completed with supporting documentation as required by Student Affairs to request the Activity sponsorship.
- (b) Activity Fund Sponsorship
- Activity sponsorship funds are given to students to commence activities aiming at personal development, particularly related to interest and talent and professional preparation.
- (c) The Study Program
- The Study Program is a unit of education and learning activities with a particular curriculum and learning methods in one type of academic education, professional education, and/or vocational education.
- (d) Profession
- The profession is particular job students aim for after graduation.
- (e) Reimbursement system
- A *reimbursement system* is a payment system in which students propose claims for expenses spent or paid.
- (f) Force Majeure
- Force Majeure refers to an exceptionally giant power condition that is beyond human control and inevitable so that an activity cannot be carried on or cannot be executed properly.

2.20.4 Policy

This policy is intended to help alleviate costs that be spent by Sampoerna University students in attending self-development activities, mainly to alleviate Activity Costs which related to interest and

talent as well as career preparation, for instance, competitions, conferences, etc., in which students become speakers, competition participants or content contributors. This policy is also applied for Youth Leadership Conference initiated by the University.

2.20.4.1 Rules and Regulation

2.20.4.1.1 Criteria

To obtain activity fund sponsorship, each criterion stated below should be fulfilled:

- The activity must be relevant to Study Program and/or correspond to the student's future career development.
- The activity must increase the value students and Faculty, such as the paper should be indexed by a reputable and well-known international organization; the name of the paper advisor should be included in the paper.
- The activity must be included in the category of competition, conference, or similar activities in which the organizer accepts participating students through the selection process for being a speaker, facilitator, paper presenter, competition participant, adjudicator, or judge.
- Referred activity that Sampoerna University initiates in the form of an assignment to represent University, especially that aligns with Tri Dharma Perguruan Tinggi.
- The scope of activities is national or international levels.
- The student's status must be active, not on academic leave, and has not joined judicium when the activity is held.
- The sponsorship opportunity can only be given once for each student within the same academic year.
- Activity Sponsorship is not applicable for the following: students exchange activity, poster presentation, community service, competition of talent, and interest.

All above criteria should be fulfilled unless there is an exception approval concerning the University's needs and approval from Vice-Rector of Academic and Student Affairs.

2.20.4.1.2 Proposal Procedure

- (a) To propose Activity Fund Sponsorship, students shall fulfil administrative requirements as follows:
 - the complete proposal includes background, objectives, and benefit of activity toward student's interest and talent or career preparation.
 - Detail activity
 - Estimated activity budget
 - Information regarding financial supports from other external or fundraising.
 - Letter of Acceptance/ Invitation letter/ Winner Announcement from the Event Organizer
 - Student's resume
 - Copy of ID Card and the first page of Bank Account
- (b) The proposal shall be signed by Paper Advisor (for paper conference activity) and approved by a respected Dean, Head of Student Affairs, Dean of Student Success, Vice-Rector of Administration, Human Resource and Operations, and Vice-Rector for Academic and Student Affairs.
- (c) Proposal submission is a maximum of one month before the activity is implemented.
- (d) Supporting funds will be provided in partial with a maximum of 75% from all expenses and based on the available budget managed by Student Affairs.
- (e) Activity report should be submitted to student affairs maximum of 14 (fourteen) days after the activities.

2.20.4.1.3 Funds Disbursement Procedures

- (a) Student Affairs will proceed with the reimbursement in accordance with valid DOA (Delegation of Authorization).
- (b) Approved Activity Fund Sponsorship will be paid with a reimbursement system within a maximum of 30 calendar days after documents have been completely received. Exception for funding in cash advance to the student prior to the activity or order through University's vendor can proceed in case of student's fund limitation. This condition requires a Dean's request document to assure no activity cancellation on student's participation.

2.20.4.1.4 Cancellation

- (a) Approved and funded Activity cannot be cancelled
- (b) In case of activity cancellation, the student must submit an accountability document and refund all funds issued to the University shortly.
- (c) A student who cancels the activity will not be granted the Fund Sponsorship for the next academic year.