



RECTOR REGULATION OF UNIVERSITAS PADJADJARAN

NUMBER 1 OF 2020

CONCERNING

ORGANIZATIONAL STRUCTURE AND MANAGEMENT OF
UNIVERSITAS PADJADJARAN

BY THE GRACE OF GOD ALMIGHTY
THE RECTOR OF UNIVERSITAS PADJADJARAN,

- Considering :
- a. that in order to implement the provisions of Article 25 paragraph (3) of the Government Regulation Number 51 of 2015 concerning the Statute of Unpad;
 - b. that in order to implement the Regulation of the Minister of State Apparatus Empowerment and Bureaucratic Reform Number 11 of 2015 concerning the Road Map of Bureaucratic Reform 2015-2019;
 - c. that in order to realize a clean and accountable, effective and efficient bureaucracy, and to support the implementation of quality public services, it is necessary to make adjustments and changes to the organization and work procedures of Universitas Padjadjaran;
 - d. that the Rector Regulation of Universitas Padjadjaran Number 40 of 2016 as last amended by the Rector Regulation Number 1 of 2019 concerning the Organization and Management of Universitas Padjadjaran needs to be harmonized to support the implementation of the Strategic Plan of Universitas Padjadjaran for 2020-2024;
 - e. that based on the considerations as referred to in points a, b, c, and d, it is necessary to stipulate a Rector Regulation concerning the Organization and Management of Universitas Padjadjaran;

- In view of :
- 1. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);
 - 2. Law Number 5 of 2014 on State Civil Apparatus (State Gazette of the Republic of Indonesia of 2014 Number 6, Supplement to the State Gazette Number 5494);
 - 3. Government Regulation Number 37 of 1957 concerning the Establishment of Universitas Padjadjaran (State Gazette of the Republic of Indonesia of 1957 Number 91, Supplement to the State Gazette of the Republic of Indonesia Number 1422);

4. Government Regulation Number 4 of 2014 on the Implementation of Higher Education and Management of Universities (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 5500);
5. Government Regulation Number 80 of 2014 on the Determination of Universitas Padjadjaran as a Legal Entity State University (State Gazette of the Republic of Indonesia of 2014 Number 301);
6. Government Regulation Number 51 of 2015 on the Statute of Universitas Padjadjaran (State Gazette of the Republic of Indonesia of 2015 Number 168, Supplement to the State Gazette Number 5720);
7. Presidential Regulation Number 81 of 2010 concerning the Grand Design of Bureaucratic Reform 2010-2025;
8. Regulation of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 44 of 2015 as amended by Regulation of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 50 of 2018 concerning National Standards for Higher Education;
9. Decree of the Board of Trustees of Universitas Padjadjaran Number 15 of 2019 concerning the Appointment of the Rector of Universitas Padjadjaran for the 2019-2024 Period.

HAS DECIDED:

To stipulate : RECTOR REGULATION CONCERNING ORGANIZATIONAL STRUCTURE AND MANAGEMENT OF UNIVERSITAS PADJADJARAN

CHAPTER I

GENERAL PROVISIONS

Article 1

In this Rector Regulation, the terms referred to as:

1. Universitas Padjadjaran, hereinafter referred to as Unpad, is a legal entity state university.
2. Statute of Unpad is the basic regulations for Unpad management that are used as the basis for drafting regulations and operational procedures.
3. Rector is a part of UNPAD that leads the implementation and management of Unpad.
4. The Board of Trustees, hereinafter referred to as WMA, is a part of Unpad that stipulates, provides consideration for the implementation of general policies, and carries out supervision in the non-academic field.
5. The Academic Senate, hereinafter referred to as SA, is a part of Unpad that establishes policies, provides considerations, and conducts supervision in the academic field.
6. Faculty is a set of supporting resources which administer and manage academic and/or professional education in one discipline cluster of science and technology.

7. Graduate School is an academic implementing element at the Faculty level which is in charge of administering and coordinating multidisciplinary/transdisciplinary postgraduate programs.
8. Vocational Education Program is an academic implementing element at the Faculty level which is in charge of administering and coordinating various vocational study programs.
9. Dean is the head of a faculty or school at Unpad who is authorized and responsible for the implementation of education in each faculty or school.
10. Department is a set of educator resources in one or several branches of science and technology in the type of academic education.
11. Study Program is a unit of education and learning activities that has certain curriculums and learning methods in one type of academic education, professional education, and/or vocational education.
12. Center is a management element that carries out and develops certain service functions needed to support the implementation of the *Tridharma* of Higher Education activities.
13. Office is a management element that carries out certain technical and/or supporting tasks needed to carry out one or several specific operational functions in the Directorate.
14. Business Unit is a work unit that carries out services and business activities professionally and commercially.
15. Study Program Outside the Main Campus (PSDKU) is a study program held outside the main campus of Unpad in an area that is not directly adjacent to the main campus.
16. Center of Excellence is a management element that implements and develops certain service functions based on partnerships with one or more stakeholders.
17. Lecturer is a professional educator and scientist with the main task of transforming, developing, and disseminating science and technology through education, research, and community service.
18. Students are learners at the higher education level at Unpad.
19. Education Personnel are community members who are dedicated and appointed with the main task of supporting the implementation of higher education at Unpad.
20. Functional Position is a position in a certain work unit within Unpad based on specific expertise and skills.
21. Society of Academicians is an academic community consisting of Unpad Lecturers and Students.
22. Government is the President of the Republic of Indonesia who holds the power of government of the Republic of Indonesia as referred to in the 1945 Constitution of the Republic of Indonesia.

CHAPTER II

DUTIES AND FUNCTIONS

Article 2

- (1) Unpad is a legal entity university organized by the Government.
- (2) Unpad as referred to in paragraph (1) is responsible to the Government.

- (3) Unpad has the task and function of implementing the *Tridharma* of Higher Education.

CHAPTER III ORGANIZATIONAL STRUCTURE

Part One General

Article 3

The Rector as the managing organ of Unpad oversees elements that at least consist of:

- a. Vice Rector;
- b. Directorate;
- c. Unit;
- d. Office;
- e. Center;
- f. Faculty;
- g. Graduate School; and
- h. Vocational Education Program.

Part Two Rector

Article 4

The Rector has duties and authorities to:

- a. prepare development master plans, strategic plans, and activity plans as well as annual budgets;
- b. formulate and determine academic and non-academic operational policies;
- c. manage education, research, innovations, and community services;
- d. appoint and dismiss officials under the Rector;
- e. appoint and dismiss Unpad employees who are non-civil servants in accordance with the provisions of the laws and regulations;
- f. carry out management functions and manage Unpad assets optimally;
- g. coordinate the collection and management of endowments;
- h. foster and develop good relations with business partners, communities, alumni, and other stakeholders at home and abroad;
- i. establish, merge, and/or dissolve Faculties/Schools, Vocational Education Programs, Departments, and Study Programs with the approval of the SA;
- j. establish, merge, and/or dissolve Study Centers;
- k. submit performance and financial accountability to the MWA;
- l. propose the appointment of the Academic Position of Professor and Head Lector which has been approved by the SA;
- m. grant honorary doctorates and/or other awards;

- n. delegate the implementation of the Rector's the Faculty, Postgraduate School, Vocational Education Program, and Directorate levels to the Deans of Faculties/Schools, and the Directors of the Vocational Education Programs and the Director;
- o. prepare and stipulate a code of ethics for Education Personnel;
- p. impose sanctions on the Society of Academicians and Education Personnel who violate academic norms, ethics, and/or regulations;
- q. foster and develop the careers of Lecturers and Education Personnel;
- r. prepare and approve the drafts for Unpad Statute or the amendments to the Unpad Statute together with the MWA and SA;
- s. submit proposals for the preparation of MWA Regulations or their amendments to the MWA; and
- t. carry out other authorities stipulated by MWA Regulations.

Part Three
Vice Rector

Article 5

- (1) The Vice Rectors as referred to in Article 3 point a are under and fully responsible to the Rector.
- (2) The Vice Rectors as referred to in paragraph (1) consist:
 - a. Vice Rector for Academic and Student Affairs;
 - b. Vice Rector for Resources and Finance;
 - c. Vice Rector for Research and Innovation; and
 - d. Vice Rector for Planning and Organization.

Article 6

The Vice Rector for Academic and Student Affairs has the task of representing the Rector in leading the management of activities in the fields of learning and student affairs and has the following functions:

- a. establishing strategic objectives and policies related to education, student affairs, alumni relations, and internationalization that contribute to the achievements of Unpad's visions and missions according to the strategic direction from the Rector;
- b. preparing strategic plans in the fields of education, student affairs, alumni relations and internationalization with other Vice Rectors, Deans, and Directors;
- c. formulating programs and activities as the elaboration of strategic plans in the fields of education, student affairs, alumni relations, and internationalization by referring to the key performance indicators of the Vice Rector for Academic and Student Affairs;
- d. coordinating programs and activities related to education, student affairs, alumni relations, and internationalization with other Vice Rectors, Deans and Directors;
- e. coordinating partnerships with stakeholders to support activities in the fields of education, student affairs, alumni relations, and internationalization;
- f. delegating the authority to implement programs, activities, and annual budgets in the fields of education, student affairs, alumni relations, and internationalization to the Director of Education and Internationalization; and the Director of Student Affairs and Alumni Relations;

- g. directing, supervising, controlling, and evaluating the implementation of programs, activities, and annual budget planning in the fields of education, student affairs, alumni relations, and internationalization carried out by the Director of Education and Internationalization; and the Director of Student Affairs and Alumni Relations;
- h. establishing various guidelines needed in the implementation of education, student affairs, alumni relations, and internationalization;
- i. establishing performance indicators, service standards, standard operating procedures, and performance measurement instruments in the fields of education, student affairs, alumni relations, and internationalization;
- j. together with the Quality Assurance Unit formulating quality standards and ensuring the implementation of quality standards in the fields of education, student affairs, alumni relations, and internationalization in all elements that carry out the processes and/or supporting functions of education, student affairs, alumni relations, and internationalization;
- k. carrying out control to ensure that the running of services in the fields of education, student affairs, alumni relations, and internationalization is in accordance with the standard operational procedures that have been established;
- l. preparing and submitting periodic reports on the activities of education, student affairs, alumni relations, and internationalization to the Rector; and
- m. preparing annual reports on education, student affairs, alumni relations, and internationalization activities in the context of the Rector's accountability to the MWA.

Article 7

The Vice Rector for Resources and Finance has the task of representing the Rector in managing resources and finances and has the following functions:

- a. establishing strategic objectives and policies related to the fields of human resources, finance, treasury, facilities, infrastructure, and asset management that contribute to the achievements of Unpad's visions and missions according to the strategic direction from the Rector;
- b. preparing strategic plans in the fields of human resources, finance, treasury, facilities, infrastructure, and asset management with other Vice Rectors, Deans, and Directors;
- c. formulating programs and activities as the elaboration of strategic plans in the fields of human resources, finance, treasury, facilities, infrastructure, and asset management by referring to the key performance indicators of the Vice Rector for Resources and Finance;
- d. coordinating programs and activities related to the field of Resources and Finance with other Vice Rectors, Deans and Directors;
- e. coordinating partnerships with financial institutions, asset optimization, and endowment management;
- f. delegating the authority to implement programs, activities, and annual budgets in the field of Resources and Finance to the Director of Finance and Treasury, Director of Human Resources, and Director of Facilities, Infrastructure, and Asset Management;
- g. directing, supervising, controlling, and evaluating the implementation of programs, activities, and annual budget planning in the fields of human resources, finance, treasury, facilities, infrastructure, and asset management carried out by the Director of Finance and Treasury, Director of Human Resources, and Director of Facilities, Infrastructure and Asset Management;

- h. establishing various guidelines needed in the provision of services in the fields of human resources, finance, treasury, facilities, infrastructure, and asset management;
- i. establishing performance indicators, service standards, standard operating procedures, and performance measurement instruments in the fields of human resources, finance, treasury, facilities, infrastructure, and asset management;
- j. together with the quality assurance unit formulating quality standards and ensuring the implementation of quality standards in the fields of human resources, finance, treasury, facilities, infrastructure, and asset management;
- k. carrying out control to ensure that the running of services in the fields of human resources, finance, treasury, facilities, infrastructure, and asset management is in accordance with the standard operating procedures that have been established;
- l. preparing and submitting periodic reports on the activities of human resources, finance, treasury, facilities, infrastructure, and asset management to the Rector; and
- m. preparing annual reports on activities of human resources, finance, treasury, facilities, infrastructure, and asset management in the context of the Rector's accountability to the MWA.

Article 8

The Vice Rector for Research and Innovation has the task of representing the Rector in leading the management of activities in the fields of Research and Innovation and has the following functions:

- a. establishing strategic objectives and policies related to research, community service, innovation, and corporations that contribute to the achievements of Unpad's visions and missions according to the strategic direction from the Rector;
- b. preparing strategic plans in the fields of research, community service, innovation, and corporations with other Vice Rectors, Deans, and Directors;
- c. formulating programs and activities as an elaboration of strategic plans in the fields of research, community service, innovation, and corporations by referring to the Vice Rector's key performance indicators in the fields of research, community service, innovation, and corporations;
- d. coordinating programs and activities related to research, community service, innovation, and corporations with other Vice Rectors, Deans and Directors;
- e. coordinate partnerships to support the commercialization of research and innovation results;
- f. delegating the authority to implement programs, activities and annual budgets in the fields of research, community service, innovation, and corporations to the Director of Research and Community Service and the Director of Innovation and Corporations;
- g. directing, supervising, controlling, and evaluating the implementation of programs, activities and annual budget planning in the fields of research, community service, innovation, and corporations carried out by the Director of Research and Community Service and the Director of Innovation and Corporations;
- h. establishing various guidelines needed in the implementation of services in the fields of research, community service, innovation, and corporations;

- i. establishing performance indicators, service standards, standard operating procedures, and performance measurement instruments in the fields of research, community service, innovation, and corporations;
- j. together with the quality assurance unit formulating quality standards and ensuring the implementation of quality standards in the fields of research, community service, innovation, and corporations;
- k. carrying out control to ensure that the running of services in the fields of research, community service, innovation, and corporations is in accordance with the standard operational procedures that have been established;
- l. preparing and submitting periodic reports on the activities of research, community service, innovation, and corporations to the Rector; and
- m. preparing annual reports on research activities, community service, innovation, and corporations in the context of the Rector's accountability to the MWA.

Article 9

The Vice Rector for Planning and Organization has the task of representing the Rector in leading the management of activities in the fields of organization and planning and has the following functions:

- a. establishing strategic objectives and policies related to governance, legal, communication, planning, and information systems that contribute to the achievements of Unpad's visions and missions according to the strategic direction from the Rector;
- b. preparing strategic plans in the fields of governance, legal, communication, planning, and information systems with other Vice Rectors, Deans, and Directors;
- c. formulating programs and activities as the elaboration of strategic plans in the fields of governance, legal, communication, planning, and information systems by referring to the key performance indicators of the Vice Rector for Planning and Organization;
- d. coordinating programs and activities related to governance, legal, communication, planning, and information systems with other Vice Rectors, Deans and Directors;
- e. coordinate partnerships in the fields of governance, legal, communication, planning, and information systems;
- f. delegating the authority to implement programs, activities, and annual budgets in the fields of governance, legal, communication, planning, and information systems to the Director of Governance, Legal, and Communication;
- g. directing, supervising, controlling, and evaluating the implementation of programs, activities, and annual budget planning in the fields of governance, legal, communication, planning, and information systems carried out by the Director of Governance, Legal, and Communication;
- h. establishing various guidelines needed in the implementation of services in the fields of governance, legal, communication, planning, and information systems;
- i. establishing performance indicators, service standards, standard operating procedures, and performance measurement instruments in the fields of governance, legal, communication, planning, and information systems;
- j. together with the quality assurance unit formulating quality standards and ensuring the implementation of quality standards in the fields of governance, legal, communication, planning, and information systems;

- k. carrying out control to ensure that the running of services in the fields of governance, legal, communication, planning, and information systems is in accordance with established standard operating procedures;
- l. preparing and submitting periodic reports on the activities in the fields of governance, legal, communication, planning, and information systems to the Rector; and
- m. preparing annual reports on the activities in the fields of governance, legal, communication, planning, and information systems in the context of the Rector's accountability to the MWA.

Part Four
Directorate

Paragraph 1
General

Article 10

- (1) The Directorate as referred to in Article 3 point b is an element that assists the Vice Rectors in formulating, coordinating, implementing, and evaluating strategic policies, programs, and activities in accordance with their fields of duties.
- (2) The Directorate is led by a Director.

Paragraph 2
Director

Article 11

- (1) Directors are under and fully responsible to the relevant Vice Rectors.
- (2) In carrying out their daily duties, Directors may be assisted by the Secretaries of the Directorate.
- (3) In carrying out certain technical and/or supporting functions and/or tasks, Directors are assisted by Offices and/or Centers.
- (4) Directors are appointed by the Rector based on the results of the assessment of the candidates for Lecturers or Education Personnel through an open recruitment process;
- (5) The mechanisms for the appointment and dismissal of Directors are regulated in detail in a Rector Regulation.

Article 12

- (1) The Directors under the Vice Rector for Academic and Student Affairs consist of:
 - a. Director of Education and Internationalization; and
 - b. Director of Student Affairs and Alumni Relations.
- (2) The Directors under the Vice Rector for Resources and Finance consist of:
 - a. Director of Finance and Treasury;
 - b. Director Human Resources; and
 - c. Director of Facilities, Infrastructure, and Asset Management.

- (3) The Directors under the Vice Rector for Research and Innovation consist of:
 - a. Director of Research and Community Service; and
 - b. Director of Innovation and Corporations.
- (4) The Directors under the Vice Rector for Planning and Organization consist of:
 - a. Director of Governance, Legal, and Communication; and
 - b. Director of Planning and Information Systems.

Article 13

- (1) The Director of Education and Internationalization has the task of formulating programs and coordinating the implementation of activities in the fields of teaching, learning, management of learning support resources, and internationalization, as well as ensuring that the education process at Unpad meets national standards for higher education.
- (2) The Director of Education and Internationalization has the following functions:
 - a. assisting the Vice Rector for Academic and Student Affairs in the formulation of strategic policies in the fields of teaching, learning, management of learning support resources, and internationalization that meet national standards for higher education;
 - b. assisting the Vice Rector for Academic and Student Affairs in the formulation of strategic plans in the fields of teaching, learning, management of learning support resources, and internationalization;
 - c. assisting the Vice Rector for Academic and Student Affairs in exploring and developing as well as implementing cooperation related to education and internationalization;
 - d. formulating programs and activities and proposing budget plans in the fields of teaching, learning, management of learning support resources, and internationalization;
 - e. directing the Secretary of the Directorate of Education and Internationalization, International Office, Center for Knowledge Management, and Center for Teaching and Learning Innovation in achieving key performance indicators of the Directorate of Education and Internationalization;
 - f. coordinating the programs and activities of the International Office, Center for Knowledge Management, and Center for Teaching and Learning Innovation;
 - g. preparing, reviewing, and updating various guidelines related to teaching, learning, management of learning support resources, and internationalization;
 - h. coordinating the formulation of standard operating procedures for the activities of teaching, learning, management of learning support resources, and internationalization;
 - i. coordinating the organization and implementation of the following activities:
 - 1. education administration, selection and registration, lectures, midterm exams, end-of-term exams, trial exams for diploma, applied undergraduates/undergraduates, professions, specialists, and postgraduates, community service programs, and graduations;
 - 2. learning management and learning development;
 - j. together with the Director of Planning and Information Systems developing information systems in the fields of teaching, learning, management of learning support resources, and internationalization;

- k. coordinating the implementation of learning resource management activities, which include:
 - 1. preparation of an integrated lecture schedule (rooster);
 - 2. arrangement of the use of lecture rooms and other learning media; and
 - 3. management of distance learning and e-learning systems;
- l. supervising, controlling, and evaluating the implementation of programs and activities in the fields of teaching, learning, management of learning support resources, and internationalization; and
- m. preparing reports on the implementation of programs and activities in the fields of teaching, learning, management of learning support resources, and internationalization for the Vice Rector for Academic and Student Affairs.

Article 14

- (1) The Director of Student Affairs and Alumni Relations has the task of formulating programs and coordinating the implementation of activities in the fields of student affairs and alumni relations as well as ensuring the quality of student services, absorption of graduates, and participation of alumni in the education process at Unpad.
- (2) The Director of Student Affairs and Alumni Relations has the following functions:
 - a. assisting the Vice Rector for Academic and Student Affairs in the formulation of strategic policies in the fields of student affairs and alumni relations that can ensure the quality of student services, absorption of graduates, and participation of alumni in the education process at Unpad;
 - b. assisting the Vice Rector for Academic and Student Affairs in the formulation of strategic plans in the fields of student affairs and alumni relations;
 - c. assisting the Vice Rector for Academic and Student Affairs in exploring and developing as well as implementing collaborations related to student affairs and alumni relations;
 - d. formulating programs and activities in the fields of student affairs and alumni relations;
 - e. proposing budget plans in the fields of student affairs and alumni relations;
 - f. formulating strategies and programs to improve student soft skills and coordinating various forms of training and development to improve soft skills competence and student character;
 - g. formulating strategies and programs to expand access and provide scholarships to support the achievement of student competencies according to Unpad's visions;
 - h. formulating strategies and programs for the expansion and provision of access for students and alumni to the world of work;
 - i. directing the Secretaries of the Directorate of Student Affairs and Alumni Relations, Alumni Partnership Office, Career Development Center, and Certification Center in achieving key performance indicators of the Directorate of Student Affairs and Alumni Relations;
 - j. coordinating the programs and activities of the Alumni Partnership Office, Career Development Center, and Certification Center;
 - k. preparing, reviewing, and updating various guidelines related to student affairs and alumni relations;

- l. formulating standard operating procedures for the activities of student affairs and alumni relations at Unpad;
- m. ensuring the implementation of assistance and services for student affairs activities in the context of developing personality and reasoning power, insight and creativity, independence and social sensitivity through curricular, co-curricular, or extra-curricular activities;
- n. coordinating the activities of introducing the campus environment and outside the campus environment in the admission of new students;
- o. coordinating student assistance in the fields of learning, research, community service as well as student talents, interests, and reasoning, which is managed by student institutions, as well as student achievement activities;
- p. coordinating the development of student institutions and creativity activities as well as student innovation and achievement;
- q. facilitating the budget for student participation in various competition programs and the development of competence as well as the professionalism and intellectuality of students;
- r. facilitating the budget for assistance by lecturers for students to participate in various competition programs and the development of competence as well as professionalism and intellectuality of students;
- s. together with the Director of Research and Community Service coordinating student Social Work Internship (*KKM*) activities with community service activities;
- t. coordinating the implementation of dormitory student activities;
- u. coordinating programs and activities as well as guidance and counseling services for students;
- v. together with the Director of Planning and Information Systems developing an information system in the fields of student affairs and alumni relations;
- w. supervising, controlling, and evaluating the implementation of programs and activities in the fields of student affairs and alumni relations; and
- x. preparing reports on the implementation of programs and activities in his/her fields for the Vice Rector for Academic and Student Affairs.

Article 15

- (1) The Director of Finance and Treasury has the task of formulating programs, coordinating the implementation, and reporting of activities in the finance and treasury sector as well as ensuring the implementation of financial, accounting, and treasury management in accordance with the needs, supervision, and processes of a healthy business.
- (2) The Director of Finance and Treasury has the following functions:
 - a. assisting the Vice Rector for Resources and Finance in formulating strategic policies in finance and treasury that can ensure the implementation of financial, accounting, and treasury management in accordance with the needs, supervision, and processes of a healthy business;
 - b. assisting the Vice Rector for Resources and Finance in the formulation of strategic plans in the field of finance and treasury;
 - c. assisting the Vice Rector for Resources and Finance in exploring and developing as well as implementing cooperation with financial institutions and those related to the collection and management of endowments;

- d. formulating programs and activities in finance and treasury;
- e. proposing a budget plan in the field of finance and treasury;
- f. directing the Secretary of the Directorate of Finance and Treasury in achieving key performance indicators of the Directorate of Finance and Treasury;
- g. preparing, reviewing, and updating various guidelines related to finance and treasury;
- h. formulating standard operating procedures for financial and treasury management activities at Unpad;
- i. coordinating the implementation of the following activities:
 - 1. financial management of all work units at Unpad;
 - 2. financing matters from all work units within Unpad;
 - 3. treasury affairs;
 - 4. utilization of financial resources from public funds and pure rupiah;
 - 5. financial accounting and auditing;
 - 6. Management of Unpad's endowments;
- j. together with the Director of Planning and Information Systems developing an information system in the field of finance and treasury;
- k. supervising, controlling, and evaluating the implementation of programs and activities in the field of finance and treasury;
- l. coordinating with the Commitment Making Officer (*PPK*) in controlling the implementation of the budget;
- m. together with the Director of Planning and Information Systems determining the budget allocation for financing the programs and activities that have been set; and
- n. preparing and submitting reports on the implementation of periodic programs and activities in his/her fields to the Vice Rector for Resources and Finance.

Article 16

- (1) The Director of Human Resources has the task of formulating programs, coordinating the implementation, and reporting of activities in the field of human resource management to ensure the availability of human resources according to the needs of the educational process at Unpad in the right number, on time, and with the right qualifications for each position.
- (2) The Director of Human Resources has the following functions:
 - a. assisting the Vice Rector for Resources and Finance in the formulation of strategic policies that ensure the availability of human resources according to the needs of the education process at Unpad in the right number, on time, and with the right qualifications for each position;
 - b. assisting the Vice Rector for Resources and Finance in the formulation of strategic plans in the field of human resource management;
 - c. assisting the Vice Rector for Resources and Finance in exploring and developing as well as implementing cooperation related to the field of human resource management;
 - d. formulating programs and activities in the field of human resource management;
 - e. proposing budget plans in the field of human resource management;
 - f. directing the Secretaries of the Directorate of Human Resources and the Center for Assessment and Development of Human Resources in achieving key performance indicators of the Directorate of Human Resources;

- g. preparing, reviewing, and updating various guidelines related to human resource management at Unpad;
- h. formulating the roadmap for human resource development as a reference for human resource development carried out by the Center for Assessment and Development of Human Resources;
- i. formulating standard operating procedures for human resource management activities at Unpad;
- j. coordinating the implementation of human resource (HR) management activities, which include:
 - 1. preparation and determination of HR needs;
 - 2. HR procurement;
 - 3. HR training and development;
 - 4. career path planning at Unpad
 - 5. HR career development;
 - 6. Implementation of HR promotion and transfer;
 - 7. HR performance assessment;
 - 8. remuneration planning and awarding for HR;
 - 9. HR discipline and supervision;
 - 10. HR retention and dismissal; and
 - 11. Personnel administration processing;
- k. coordinating staffing development for Education Personnel with all Personnel Guiding Officers in their respective work units;
- l. together with the Director of Planning and Information Systems developing an information system in the field of human resource management;
- m. supervising, controlling, and evaluating the implementation of programs and activities in the field of human resource management; and
- n. preparing and submitting reports on the implementation of periodic programs and activities in his/her field to the Vice Rector for Resources and Finance.

Article 17

- (1) The Director of Facilities, Infrastructure, and Asset Management has the task of formulating programs, coordinating the implementation and reporting of activities in the fields of facilities and infrastructure as well as ensuring the implementation of facilities, infrastructure, and asset management in accordance with Unpad's needs and business processes based on the applicable laws and regulations.
- (2) The Director of Facilities, Infrastructure, and Asset Management has the following functions:
 - a. assisting the Vice Rector for Resources and Finance in the formulation of strategic policies in the fields of facilities, infrastructure, logistics, asset management, and environmental safety, security, and order in accordance with Unpad's business needs and processes based on applicable laws and regulations;
 - b. assisting the Vice Rector for Resources and Finance in the formulation of strategic plans in the fields of facilities, infrastructure, logistics, asset management, and environmental safety, security, and order;
 - c. assisting the Vice Rector for Resources and Finance in exploring and developing as well as implementing cooperation in the fields of facilities, infrastructure, logistics, asset management, and environmental safety, security, and order;

- d. formulating strategic initiatives in managing and developing facilities, infrastructure, and asset management to support the acquisition of Unpad's funding sources;
- e. formulating programs and activities in the fields of facilities, infrastructure, logistics, asset management, and environmental safety, security, and order;
- f. proposing budget plans in the fields of facilities, infrastructure, logistics, asset management, and environmental safety, security, and order;
- g. directing the Secretary of the Directorate of Facilities, Infrastructure, and Asset Management as well as the Head of the Office of Environmental Safety, Security, and Order in achieving key performance indicators of the Directorate of Facilities, Infrastructure, and Asset Management;
- h. preparing, reviewing, and updating various guidelines related to facilities, infrastructure, logistics, asset management, and environmental safety, security, and order;
- i. formulating standard operating procedures for facilities, infrastructure, logistics, asset management, and environmental safety, security, and order management activities at Unpad;
- j. formulating policies and standard operational procedures for disaster mitigation in the Unpad campus environment;
- k. designing programs for adjustment and development of disability-friendly facilities and infrastructure in the Unpad campus environment;
- l. coordinating the implementation of planning; procurement; inventory; utilization; maintenance; and disposal of Unpad assets activities in accordance with applicable policies and regulations;
- m. coordinating the planning and determination of requirements for goods demands (logistics) in accordance with quality standards and available funds;
- n. coordinating the receipt and storage of goods (logistics) for further distribution to user units;
- o. together with the Director of Planning and Information Systems developing information systems in the fields of facilities, infrastructure, logistics, asset management, and environmental safety, security, and order;
- p. supervising, controlling, and evaluating the implementation of programs and activities in the fields of facilities, infrastructure, logistics, asset management, and environmental safety, security, and order; and
- q. preparing and submitting reports on the implementation of programs and activities periodically in his/her respective fields to the Vice Rector for Resources and Finance.

Article 18

- (1) The Director of Research and Community Service has the task of formulating programs, coordinating implementation, and reporting on activities in the fields of research and community service as well as ensuring the implementation of research and community service management that can increase the relevance of research and community service in accordance with the needs of the wider community.
- (2) The Director of Research and Community Service has the following functions:
 - a. assisting the Vice Rector for Research and Innovation in the formulation of strategic policies that ensure the implementation of research and community service management that can increase the relevance of research and community service in accordance with the needs of the wider community;

- b. assisting the Vice Rector for Research and Innovation in the formulation of strategic plans in the fields of research and community service;
- c. assisting the Vice Rector for Research and Innovation in exploring and developing as well as implementing cooperation related to research and community service;
- d. formulating programs and activities in the fields of research and community service;
- e. proposing budget plans in the fields of research and community service;
- f. directing the Secretaries of the Directorate of Research and Community Service and the Central Laboratory in achieving key performance indicators of the Directorate of Research and Community Service;
- g. preparing, reviewing, and updating various guidelines related to research and community service;
- h. formulating standard operating procedures for research and community service management activities at Unpad;
- i. coordinating the implementation of the following activities:
 - 1. pure and applied research;
 - 2. scientific publications and research results; and
 - 3. community service;
- j. coordinating the implementation of Central Laboratory management activities;
- k. together with the Director of Education and Internationalization coordinating research and community service activities in student social work internship activities;
- l. together with the Director of Education and Internationalization, the Director of Student Affairs and Alumni Relations, as well as the Director of Innovation and Corporations managing the results or products of community service for the purposes of science, technology, and/or art development, learning resource enrichment, and Unpad Society of Academicians service;
- m. together with the Director of Planning and Information Systems developing information systems in the fields of research and community service;
- n. supervising, controlling, and evaluating the implementation of programs and activities in the fields of research and community service;
- o. in terms of managing and obtaining funding sources in the fields of research and community service, coordinating and providing reports to the Vice Rector for Finance and Resources; and
- p. preparing and submitting reports on the implementation of periodic programs and activities in his/her fields to the Vice Rector for Research and Innovation.

Article 19

- (1) The Director of Innovation and Corporations has the task of formulating programs, coordinating, and reporting the implementation of activities in the fields of innovation, management of Intellectual Property Rights (IPR), and commercialization of innovation results as well as ensuring the availability of support and services for the society of academicians in creating innovations and commercializing innovation results.

- (2) The Director of Innovation and Corporations has the following functions:
- a. assisting the Vice Rector for Research and Innovation in the formulation of strategic policies that ensure the availability of support and services for the society of academicians in creating innovations and commercializing the results of innovations;
 - b. assisting the Vice Rector for Research and Innovation in the formulation of strategic plans in the fields of innovation, management of Intellectual Property Rights (IPR), and commercialization of innovation results;
 - c. assisting the Vice Rector for Research and Innovation in exploring and developing as well as implementing cooperation related to innovation, management of Intellectual Property Rights (IPR), and commercialization of innovation results;
 - d. formulating programs and activities in the fields of innovation, management of Intellectual Property Rights (IPR), and commercialization of innovation results;
 - e. proposing budget plans in the fields of innovation, management of Intellectual Property Rights (IPR), and commercialization of innovation results;
 - f. directing the Secretary of the Directorate of Innovation and Corporations and the Heads of Centers of Excellence in achieving key performance indicators of the Directorate of Innovation and Corporations;
 - g. formulating policies that guarantee that there will be no drop-out of IPR owned by the University and/or research centers and/or researchers at the University, including but not limited to:
 1. regulating IPR ownership;
 2. IPR management; and
 3. Exploitation and commercialization of IPR;
 - h. preparing, reviewing, and updating various guidelines related to innovation, including but not limited to:
 1. guidelines for the commercialization of research results in the form of Intellectual Property Rights (IPR) conducted by the University and/or research center and/or researchers at the University;
 2. guidelines that clearly detail the procedures for the establishment of each alternative form of commercialization of IPR, either in the form of licenses or the establishment of business units;
 - i. preparing, reviewing, and updating various guidelines related to commercialization, including but not limited to:
 1. the preparation of the Cooperation Agreements carried out by the Centers of Excellence;
 2. sharing of business profits with other parties in collaboration with Unpad and Unpad researchers;
 3. other rights and obligations of the cooperating parties;
 - j. formulating standard operating procedures for innovation management activities, management of Intellectual Property Rights (IPR), and commercialization of innovation results;
 - k. together with the Director of Research and Community Service managing the results or products of research and community service and innovation for the purposes of science, technology, and/or art development, learning resource enrichment, and Unpad Society of Academicians Service;
 - l. together with the Director of Research and Community Service conducting business feasibility studies on the plans for downstreaming research results;
 - m. together with the Director of Planning and Information Systems to develop information systems in the fields of innovation, management of Intellectual Property Rights (IPR), and commercialization of innovations;

- n. supervising, controlling, and evaluating the implementation of programs and activities in the fields of innovation, management of Intellectual Property Rights (IPR), and commercialization of innovation results; and
- o. preparing and submitting reports on the implementation of periodic programs and activities in his/her fields to the Vice Rector for Research and Innovation.

Article 20

- (1) The Director of Governance, Legal, and Communication has the task of formulating programs, coordinating the implementation and reporting the activities in the fields of governance, legal, archive management, secretariat of university leaders, administration, protocols, integrated service units, and communication, and ensuring the implementation of good governance as well as fulfillment of legal and communication aspects that elevate Unpad's reputation.
- (2) The Director of Governance, Legal, and Communication has the following functions:
 - a. assisting the Vice Rector for Planning and Organization in the formulation of strategic policies that ensure the implementation of good governance, compliance with legal and communication aspects that enhance Unpad's reputation;
 - b. assisting the Vice Rector for Planning and Organization in the formulation of strategic plans in the fields of governance, legal, archive management, secretariat of university leaders, administration, protocols, integrated service units, and communication;
 - c. assisting the Vice Rector for Planning and Organization in exploring and developing as well as implementing cooperation related to the fields of governance, legal, archive management, secretariat of university leaders, administration, protocols, integrated service units, and communication;
 - d. formulating programs and activities in the fields of governance, legal, archive management, secretariat of university leaders, administration, protocols, integrated service units, and communication;
 - e. proposing budget plans in the fields of governance, legal, archive management, secretariat of university leaders, administration, protocols, integrated service unit, and communication;
 - f. directing the Secretaries of the Directorate of Governance, Legal, and Communication, Office of Public Communication, Archives Office, and the Coordinator of the Rector's Secretariat in achieving key performance indicators of the Directorate of Governance, Legal, and Communication;
 - g. coordinating the implementation of the following activities: governance; organizational administration; law; archive management; secretariat; public communications; public relations; protocol; integrated service unit; institutional promotion; mosque management; civil servants' wives, elderly, and healthy heart club;
 - h. supervising, controlling, and evaluating the implementation of programs and activities in his/her fields;
 - i. together with the Director of Planning and Information Systems developing information systems in the fields of governance, legal, archive management, secretariat of university leaders, administration, protocols, integrated service units, and communication; and
 - j. preparing and submitting reports on the implementation of programs and activities periodically in his/her fields to the Vice Rector for Planning and Organization.

Article 21

- (1) The Director of Planning and Information Systems has the task of formulating programs, coordinating the implementation and reporting activities in the fields of planning and information systems as well as ensuring an accurate planning process and the availability of reliable information system support for the implementation of Unpad's business processes.
- (2) The Director of Planning and Information Systems has the following functions:
 - a. assisting the Vice Rector for Planning and Organization in the formulation of strategic policies that ensure the implementation of an accurate planning process and the availability of reliable information system support for the implementation of business processes at Unpad;
 - b. assisting the Vice Rector for Planning and Organization in the formulation of strategic plans in the fields of planning and information systems;
 - c. assisting the Vice Rector for Planning and Organization in exploring and developing as well as implementing cooperation related to planning and information systems;
 - d. formulating programs and activities in the field of planning and information system development;
 - e. proposing budget plans in the fields of planning and information systems;
 - f. directing the Secretaries of the Directorate of Planning and Information Systems, the Procurement Service Unit, and the Center for Information Technology and System Development in achieving key performance indicators of the Directorate of Planning and Information Systems;
 - g. coordinating the implementation of the following activities:
 1. Planning, including:
 - a. program planning for all work units within Unpad;
 - b. integrated and sustainable planning as outlined in the forms of strategic plans (long term) and annual plans (Work Plan and Budget);
 - c. carrying out monitoring and evaluation activities on the implementation of Unpad implementation and development plans;
 - d. carrying out Unpad planning system administration activities including the creation and storage of planning documents;
 2. Information Systems, including:
 - a. utilization and management of hardware, software, and brainware for the development of information technology within Unpad;
 - b. management of applications and multimedia communications for information system integration within Unpad;
 - c. management of information, data, and reporting services;
 - d. preparation of the Unpad Information Technology and System Master Plan;
 - e. preparation of standards and standard procedures for the management, utilization, and maintenance of information technology and systems; and
 - f. preparation of implementation instructions and technical instructions in the fields of services and development of information technology and systems;
 - h. supervising, controlling, and evaluating the implementation of programs and activities in the fields of planning and information systems;
 - i. assisting in developing planning systems and information systems within Unpad;
 - j. preparing Government Agency Performance Reports (*LAKIP*) for universities;

- k. integrating and coordinating the development, maintenance, and operation of information technology and systems within Unpad;
- l. supporting the synchronization of information technology and systems with business processes within Unpad; and
- m. preparing and submitting reports on the implementation of programs and activities periodically in his fields to the Vice Rector for Planning and Organization.

Paragraph 3
Directorate Secretary

Article 22

- (1) A Directorate Secretary is an administrative executor who provides technical and administrative services at the Directorate in accordance with his/her field of duty.
- (2) A Directorate Secretary is responsible to the Director and is assisted in carrying out daily tasks by Functional Positions.
- (3) A Directorate Secretary is appointed by the Rector based on the results of an assessment of candidates from education personnel through an open recruitment process;
- (4) The mechanism for the appointment and dismissal of a Directorate Secretary is detailed in a Rector Regulation.

Article 23

- (1) The Secretary of the Directorate of Education and Internationalization has the task of assisting the Director of Education and Internationalization in the formulation and implementation of programs and activities as well as administration and supervision at the Directorate of Education and Internationalization.
- (2) The Secretary of the Directorate of Education and Internationalization has the following functions:
 - a. assisting in collecting materials and supervising functional positions in program formulation, preparation of activity plans and budgeting of the Directorate of Education and Internationalization;
 - b. coordinating operational procedures of the activities in the Directorate of Education and Internationalization;
 - c. carrying out and coordinating the administration and procedures for the preparation, implementation, maintenance, and development of cooperation related to learning and learning resources;
 - d. supervising the implementation of activities within the Directorate of Education and Internationalization so that the results achieved are in accordance with the targets that have been set;
 - e. formulating technical policy concepts in the field of learning and learning resources;
 - f. reviewing:
 - 1. the concept of technical policies in the field of student learning, selection, and registration administration;
 - 2. the concept of facilitation materials for the implementation of student learning, selection, and registration activities in accordance with the work program that has been set;
 - 3. the concept of the academic calendar design;

4. the concept of facilitation materials for the implementation of graduation activities in accordance with the work program that has been set; and
 5. the concept of service facilitation materials for the utilization of learning facilities in accordance with the work program that has been set;
- g. carrying out the preparation of integrated lecture schedules (rooster) and arrangement of the use of lecture rooms and other learning media;
 - h. carrying out administrative processes and services in the field of learning and learning resources in accordance with standard operational procedures;
 - i. coordinating the implementation procedures and implementation of the following activities: education administration, selection and registration, lectures, midterm exams, end-of-term exams, trial exams for diploma, undergraduates/applied undergraduates, professions, specialists, and postgraduates, community service programs, and graduations;
 - j. coordinating the procedures for student community service and Social Work Internship activities together with the Secretary of the Directorate of Research and Community Service;
 - k. managing information systems in the field of learning and learning resources in accordance with the access to authority;
 - l. preparing materials for monitoring and evaluating learning administration services, selection, registration, and utilization of learning resources in accordance with the work program that has been set;
 - m. assessing the work performance of functional positions within the Directorate of Education and Internationalization as a material for career coaching and development;
 - n. carrying out other official duties assigned by superiors;
 - o. providing reports on the implementation of the work to the Director of Education and Internationalization; and
 - p. assisting the Director of Education and Internationalization in preparing reports on the implementation of programs and activities at the Directorate of Education and Internationalization.

Article 24

- (1) The Secretary of the Directorate of Student Affairs and Alumni Relations has the task of assisting the Director of Student Affairs and Alumni Relations in the formulation and implementation of programs and activities as well as administration and supervision at the Directorate of Student Affairs and Alumni Relations.
- (2) The Secretary of the Directorate of Student Affairs and Alumni Relations has the following functions:
 - a. assisting in collecting materials and supervising functional positions in program formulation, preparation of activity plans, and budgeting of the Directorate of Student Affairs and Alumni Relations;
 - b. coordinating operational procedures of the activities in the Directorate of Student Affairs and Alumni Relations;
 - c. carrying out and coordinating the administration and procedures of the preparation, implementation, maintenance, and development of cooperation related to student affairs and alumni relations;
 - d. supervising the implementation of activities within the Directorate of Student Affairs and Alumni Relations so that the results achieved are in accordance with the targets that have been set;
 - e. carrying out administrative processes and services in the fields of student affairs and alumni relations in accordance with standard operational procedures;
 - f. preparing technical policy concepts in the fields of student interests, talents, and reasoning, student activity services, student welfare services and scholarships, student information management, graduate tracing (tracer study), graduate career development, and alumni relations;

- g. formulating plans for assessment and development of competencies as well as preparation of student careers;
- h. integrating the budget for student participation in various competition programs and the development of competence, professionalism, and intellectuality of students;
- i. integrating the budget for accompaniment by lecturers for students to participate in various competition programs and development of competence, professionalism, and intellectuality of students;
- j. coordinate the procedures for the implementation of the following activities:
 - 1. introduction to the campus environment and outside the campus environment in new student admissions;
 - 2. student assistance in the fields of learning, research, community service as well as student talents, interests, and reasoning, which are managed by student institutions, as well as student achievement activities;
 - 3. development of institutions and creativity activities as well as student innovation and achievement;
 - 4. training to improve the soft skills competence and character of students;
 - 5. expansion of access and provision of scholarships as well as facilities and infrastructure to support the achievement of student competencies in accordance with Unpad's visions;
 - 6. expansion and provision of access for students and alumni to the world of work;
 - 7. facilitation of competition and development of soft skills;
 - 8. career development and graduate tracing (tracer study); and
 - 9. facilitation of alumni and alumni relations;
- k. Coordinate the implementation of dormitory student activities, which include:
 - 1. preparation of plans, programs, activities, and budgets in the field of dormitory management;
 - 2. provision of accommodation and dormitory facilities for students;
 - 3. maintenance of facilities and infrastructure for the convenience of student dormitories;
 - 4. maintenance of security and order in the interaction among the residents of the dormitories as well as between the residents of the dormitory and the surrounding environment;
 - 5. selection of student coordinators for each floor;
 - 6. implementation of familiarity activities for students;
 - 7. provision of first aid for students who are sick or injured; and
 - 8. coordination with the guidance and counseling department regarding students who violate the rules;
- l. directing functional positions in the Directorate of Student Affairs and Alumni Relations to:
 - 1. carry out service activities in the fields of student interests, talents, and reasoning;
 - 2. carry out student soft skills development services;
 - 3. carry out student welfare and scholarship services;
 - 4. manage student information; and
 - 5. manage alumni relations information;

- m. managing the information system in the fields of student affairs and alumni relations in accordance with the access to authority;
- n. preparing materials for monitoring and evaluating administrative services in the fields of student affairs and alumni relations in accordance with the work program that has been set;
- o. assessing the work achievements of functional positions within the Directorate of Student Affairs and Alumni Relations as a material for career coaching and development;
- p. carrying out other official duties assigned by superiors;
- q. providing reports on the implementation of the work to the Director of Student Affairs and Alumni Relations; and
- r. assisting the Director of Student Affairs and Alumni Relations in preparing reports on the implementation of programs and activities at the Directorate of Student Affairs and Alumni Relations.

Article 25

- (1) The Secretary of the Directorate of Finance and Treasury has the task of assisting the Director of the Directorate of Finance and Treasury in the formulation and implementation of programs and activities as well as administration and supervision at the Directorate of Finance and Treasury.
- (2) The Secretary of the Directorate of Finance and Treasury has the following functions:
 - a. assisting in collecting materials and supervising functional positions in program formulation, preparation of activity plans, and budgeting of the Directorate of Finance and Treasury;
 - b. coordinating operational procedures of the activities in the Directorate of Finance and Treasury;
 - c. carrying out and coordinating the administration and procedures for the preparation, implementation, maintenance, and development of cooperation related to finance and treasury;
 - d. supervising the implementation of activities within the Directorate of Finance and Treasury so that the results achieved are in accordance with the targets that have been set;
 - e. Preparing technical policy concepts in finance and treasury;
 - f. carrying out administrative processes and services in the field of finance and treasury in accordance with standard operating procedures;
 - g. managing information systems in the field of finance and treasury in accordance with his/her access to authority;
 - h. preparing materials for monitoring and evaluating administrative services in the field of finance and treasury in accordance with the work program that has been set;
 - i. facilitating and directing functional positions in the implementation of technical and administrative services in the field of finance and treasury;
 - j. assessing the work achievements of functional positions within the Directorate of Finance and Treasury as a material for career coaching and development;
 - k. carrying out other official duties assigned by superiors;
 - l. provide reports on the implementation of the work to the Director of Finance and Treasury; and
 - m. assisting the Director of Finance and Treasury in preparing reports on the implementation of programs and activities at the Directorate of Finance and Treasury.

Article 26

- (1) The Secretary of the Directorate of Human Resources has the task of assisting the Director of Human Resources in the formulation and implementation of programs and activities as well as administration and supervision at the Directorate of Human Resources.
- (2) The Secretary of the Directorate of Human Resources has the following functions:
 - a. assisting in collecting materials and supervising functional positions in program formulation, preparation of activity plans, and budgeting of the Directorate of Human Resources;
 - b. coordinating operational procedures of the activities in the Directorate of Human Resources;
 - c. supervising the implementation of activities within the Directorate of Human Resources so that the results achieved are in accordance with the targets that have been set;
 - d. preparing technical policy concepts in the field of human resource management;
 - e. carrying out and coordinating the administration and procedures for the preparation, implementation, maintenance, and development of cooperation related to human resource management;
 - f. carrying out administrative processes and services in the field of human resource management in accordance with standard operating procedures;
 - g. facilitating and directing functional positions in the implementation of technical and administrative services in the field of human resource management;
 - h. managing information systems in the field of human resource management in accordance with his/her access to authority;
 - i. preparing materials for monitoring and evaluating administrative services in the field of human resource management in accordance with the work program that has been set;
 - j. assessing the work achievements of functional positions within the Directorate of Human Resources as a material for career coaching and development;
 - k. carrying out other official duties assigned by superiors;
 - l. provide reports on the implementation of work to the Director of Human Resources; and
 - m. assisting the Director of Human Resources in preparing reports on the implementation of programs and activities at the Directorate of Human Resources.

Article 27

- (1) The Secretary of the Directorate of Facilities, Infrastructure, and Asset Management has the task of assisting the Director of Facilities, Infrastructure, and Asset Management in the formulation and implementation of programs and activities as well as administration and supervision at the Directorate of Facilities, Infrastructure, and Asset Management.
- (2) The Secretary of the Directorate of Facilities, Infrastructure, and Asset Management has the following functions:
 - a. assisting in collecting materials and supervising functional positions in program formulation, preparation of activity plans, and budgeting of the Directorate of Facilities, Infrastructure, and Asset Management;
 - b. coordinating the operational procedures of the activities in the Directorate of Facilities, Infrastructure, and Asset Management;

- c. supervising the implementation of activities within the Directorate of Facilities, Infrastructure, and Asset Management so that the results achieved are in accordance with the targets that have been set;
- d. carrying out and coordinating the administration and procedures for the preparation, implementation, maintenance, and development of cooperation related to facilities, infrastructure, logistics, and asset management;
- e. preparing implementation plans and coordinating the execution of policies and standard operational procedures for disaster mitigation in the Unpad campus environment;
- f. preparing programs and plans for the adjustment and development of disability-friendly facilities and infrastructure activities in the Unpad campus environment;
- g. directing functional positions in the implementation of planning; procurement; inventory; utilization; maintenance; and elimination of Unpad facilities, infrastructure, and assets activities in accordance with applicable policies and regulations;
- h. coordinating the procedures for the planning and determination of requirements for goods demands (logistics) in accordance with quality standards and available funds;
- i. coordinate the procedures for the receipt and storage of goods (logistics) for further distribution to the user units;
- j. carrying out administrative processes and services in the fields of facilities, infrastructure, logistics, and asset management in accordance with standard operating procedures;
- k. managing information systems in the fields of facilities, infrastructure, logistics, and asset management in accordance with his/her access to authority;
- l. preparing materials for monitoring and evaluating administrative services in the fields of facilities, infrastructure, logistics, and asset management in accordance with the work program that has been set;
- m. assessing the work achievements of functional positions within the Directorate of Facilities, Infrastructure, and Asset Management as a material for career coaching and development;
- n. carrying out other official duties assigned by superiors;
- o. providing reports on the implementation of the work to the Director of Facilities, Infrastructure, and Asset Management; and
- p. assisting the Director of Facilities, Infrastructure, and Asset Management in preparing reports on the implementation of programs and activities at the Directorate of Facilities, Infrastructure, and Asset Management.

Article 28

- (1) The Secretary of the Directorate of Research and Community Service has the task of assisting the Director of Research and Community Service in the formulation and implementation of programs and activities as well as administration and supervision at the Directorate of Research and Community Service.
- (2) The Secretary of the Directorate of Research and Community Service has the following functions:
 - a. assisting in collecting materials and supervising functional positions in program formulation, preparation of activity plans, and budgeting of the Directorate of Research and Community Service;
 - b. coordinating operational technical activities in the Directorate of Research and Community Service;
 - c. supervising the implementation of activities within the Directorate of Research and Community Service so that the results achieved are in accordance with the targets that have been set;

- d. preparing technical policy concepts in terms of services in the fields of basic research management, applied research management, scientific publications, and community service;
- e. carrying out and coordinate the administration and procedures for the preparation, implementation, maintenance, and development of cooperation related to basic research management, applied research management, scientific publications, and community service;
- f. directing functional positions in the implementation of services and facilitation of the programs and activities of basic research management, applied research management, scientific publications, and community service based on the provisions that have been set as work guidelines;
- g. carrying out administrative processes and services in the fields of research and community service in accordance with standard operational procedures;
- h. coordinating procedures for the research and community service activities in student social work internship activities;
- i. coordinating the administrative needs of the Central Laboratory, including:
 - 1 preparation of plans, programs, activities, and budget for the implementation of Central Laboratory activities;
 - 2 management of human resources and infrastructure to support the implementation of Central Laboratory activities;
 - 3 implementation of Central Laboratory activities ;
 - 4 Central Laboratory administrative affairs;
- j. managing information systems in the fields of research and community service in accordance with his/her access to authority;
- k. preparing materials for monitoring and evaluating administrative services for basic research management, applied research management, scientific publications, and community service activities in accordance with the work program that has been set;
- l. assessing the work achievements of functional positions within the Directorate of Research and Community Service as a material for career coaching and development;
- m. carrying out other official duties assigned by superiors;
- n. providing reports on the implementation of the work to the Director of Research and Community Service; and
- o. assisting the Director of Research and Community Service in preparing reports on the implementation of programs and activities at the Directorate of Research and Community Service.

Article 29

- (1) The Secretary of the Directorate of Innovation and Corporations has the task of assisting the Director of Innovation and Corporations in the formulation and implementation of programs and activities as well as administration and supervision at the Directorate of Innovation and Corporations.
- (2) The Secretary of the Directorate of Innovation and Corporate has the following functions:
 - a. assisting in collecting materials and supervising functional positions in program formulation, preparation of activity plans, and budgeting of the Directorate of Innovation and Corporations;
 - b. coordinating operational procedures of the activities in the Directorate of Innovation and Corporations;
 - c. supervising the implementation of activities within the Directorate of Innovation and Corporations so that the results achieved are in accordance with the targets that have been set;

- d. preparing technical policy concepts in terms of services related to innovation, management of Intellectual Property Rights (IPR), and commercialization of innovation results;
- e. carrying out and coordinating the administration and procedures for the preparation, implementation, maintenance, and development of cooperation related to innovation, management of Intellectual Property Rights (IPR), and commercialization of innovation results;
- f. facilitating administrative processes required by centers of excellence;
- g. carry out administrative processes and services in the fields of innovation, management of Intellectual Property Rights (IPR), and commercialization of innovation results in accordance with standard operating procedures;
- h. managing information systems in the fields of innovation, management of Intellectual Property Rights (HAKI), and commercialization of innovation results in accordance with his/her access to authority;
- i. preparing materials for monitoring and evaluating administrative services in the fields of innovation, management of Intellectual Property Rights (HAKI), and commercialization of innovation results;
- j. assessing the work achievements of functional positions within the Directorate of Innovation and Corporate as a material for career coaching and development;
- k. carrying out other official duties assigned by superiors;
- l. providing reports on the implementation of the work to the Director of Innovation and Corporations; and
- m. assisting the Director of Innovation and Corporations in preparing reports on the implementation of programs and activities at the Directorate of Innovation and Corporations.

Article 30

- (1) The Secretary of the Directorate of Governance, Legal, and Communication has the task of assisting the Director of Governance, Legal, and Communication in the formulation and implementation of programs and activities as well as administration and supervision at the Directorate of Governance, Legal, and Communication.
- (2) The Secretary of the Directorate of Governance, Legal, and Communication has the following functions:
 - a. assisting in collecting materials and supervising functional positions in program formulation, preparation of activity plans, and budgeting of the Directorate of Governance, Legal, and Communication;
 - b. coordinating operational procedures of the activities in the Directorate of Governance, Legal, and Communication;
 - c. carrying out and coordinating the administration and procedures for the preparation, implementation, maintenance, and development of cooperation related to governance, legal, administration, protocols, integrated service units and communications;
 - d. supervising the implementation of activities within the Directorate of Governance, Legal, and Communication so that the results achieved are in accordance with the targets that have been set;
 - e. facilitating the implementation of tasks from Functional Positions in the fields of governance, legal, administration, protocols, integrated service units, and communications;
 - f. preparing technical policy concepts in the fields of governance, legal, administration, protocols, integrated service units, and communications;
 - g. carrying out administrative processes and services in the fields of governance, legal, administration, protocols, integrated service units, and communications in accordance with standard operating procedures;
 - h. coordinating the implementation procedures of the following activities: governance; organizational administration; law; archive management;

secretariat; public communications; public relations; protocol; integrated service unit; institutional promotion; civil servants' wives, elderly, and healthy heart club.

- i. coordinating the implementation of mosque management activities, which include:
 1. implementation of the preparation of plans, programs, activities, and budgets in the field of mosque management;
 2. organizing services for Islamic activities and activities in religious holidays;
 3. implementation of the administration for activities and secretariat of mosque management; and
 4. supervision and evaluation of the implementation of activities in his/her field;
- j. managing information systems in the fields of governance, legal, and communication in accordance with his/her access to authority;
- k. assessing the work achievements of functional positions within the Directorate of Governance, Legal, and Communication as a material for career coaching and development;
- l. carrying out other official duties assigned by superiors;
- m. providing reports on the implementation of the work to the Director of Governance, Legal, and Communication; and
- n. assisting the Director of Governance, Legal, and Communication in preparing reports on the implementation of programs and activities at the Directorate of Governance, Legal, and Communication.

Article 31

- (1) The Secretary of the Directorate of Planning and Information Systems has the task of assisting the Director of Planning and Information Systems in the formulation and implementation of programs and activities as well as administration and supervision at the Directorate of Planning and Information Systems.
- (2) The Secretary of the Directorate of Planning and Information Systems has the following functions:
 - a. assisting in collecting materials and supervising functional positions in program formulation, preparation of activity plans, and budgeting of the Directorate of Planning and Information Systems;
 - b. coordinating the procedures of the activities in the Directorate of Planning and Information Systems;
 - c. carrying out and coordinating the administration and procedures for the preparation, implementation, maintenance, and development of cooperation related to planning and information systems;
 - d. supervising the implementation of activities within the Directorate of Planning and Information Systems so that the results achieved are in accordance with the targets that have been set;
 - e. preparing technical policy concepts in the fields of planning and information systems;
 - f. carrying out administrative processes and technical services in the fields of planning and information systems in accordance with standard operating procedures;
 - g. coordinating the procedures for the preparation of program planning for all work units within Unpad;
 - h. carrying out administrative activities of the Unpad planning system including the creation and storage of planning documents;
 - i. facilitate the implementation of the duties of the Functional Position in the fields of planning and information systems;

- j. assessing the work achievements of functional positions within the Directorate of Planning and Information Systems as a material for career coaching and development;
- k. carrying out other official duties assigned by superiors;
- l. providing reports on the implementation of the work to the Director of Planning and Information Systems; and
- m. assisting the Director of Planning and Information Systems in preparing reports on the implementation of programs and activities at the Directorate of Planning and Information Systems.

Part Five
Unit

Paragraph 1
General

Article 32

- (1) The Units as referred to in Article 3 point c consist of:
 - a. Quality Assurance Unit
 - b. Internal Supervisory Unit
- (2) A Unit is led by a Head who is responsible to the Rector.
- (3) The Head of a Unit is appointed and dismissed by the Rector.
- (4) The Head of a Unit may be assisted by the Deputy Head.
- (5) In carrying out daily tasks, the Head of a Unit is assisted by a Functional Position.

Paragraph 2
Quality Assurance Unit

Article 33

- (1) The Head of the Quality Assurance Unit has the task of carrying out an internal quality assurance system consistently and sustainably as an accountability to stakeholders.
- (2) The Head of the Quality Assurance Unit has the following functions:
 - a. developing academic quality assurance system;
 - b. Preparing various guidelines and quality assurance system documents;
 - c. coordinating the implementation, monitoring, and evaluation of the quality assurance system at Unpad in collaboration with the Faculty Quality Assurance Unit;
 - d. developing guidelines and procedures for internal evaluation of academic quality assurance;
 - e. developing an internal evaluation instruments for academic quality assurance;
 - f. preparing and developing an internal audit system of academic quality based on information technology to control the achievement of quality standards;
 - g. coordinating the implementation, monitoring, and evaluation of internal audit results in all work units, along with follow-up improvements and documentation;
 - h. coordinating the development of human resources for the implementation of internal quality audits;

- i. coordinating the activities of developing competent human resources in the implementation of national and international accreditation processes;
- j. together with the Vice Rector for Planning and Organization coordinating the development of an early warning system based on information technology to ensure the improvement of national and international accreditation qualifications;
- k. coordinating the implementation, monitoring, and reporting of the assistance system for the preparation of documents, as well as the preparation of national and international accreditation visitations;
- l. monitoring the follow-ups to the advice of national and international accreditation assessors;
- m. controlling and evaluating the implementation of activities in his/her respective fields; and
- n. prepare annual reports related to quality assurance to the Rector.

Paragraph 3
Internal Supervisory Unit

Article 34

- (1) The Head of the Internal Supervisory Unit has the task of planning and coordinating supervisory activities on the implementation of the duties of all work units, both structural, functional, and non-structural ones such as committees, teams, and so on, so that they can run in accordance with Unpad's strategic plan and applicable laws and regulations.
- (2) The Head of the Internal Supervisory Unit has the following functions:
 - a. preparing internal control mechanism planning for all work units within Unpad;
 - b. carrying out reviews and evaluation on the processes of controlling Unpad activities;
 - c. coordinating resources in controlling the implementation of work programs for all work units under the Rector;
 - d. coordinating auditor resources to conduct inspections of all work units within Unpad;
 - e. conducting an assessment of risk management;
 - f. providing consultation to work units in need;
 - g. providing recommendations to improve organizational management processes;
 - h. coordinating resources to assist the implementation of audits by external parties (BPK, BPKP, IG, and Public Accountants);
 - i. monitoring the follow-ups to the findings of external auditors (BPK, BPKP, IG, and Public Accountants);
 - j. coordinating with the MWA Audit Committee in providing information on the results of the supervision of work units within Unpad;
 - k. carrying out other tasks as instructed by the Rector; and
 - l. preparing annual reports related to internal supervision for the Rector.

Part Six
Office

Article 35

- (1) The office as referred to in article 3 point d is led by the Head of an Office and is responsible to the relevant Director.
- (2) The Head of an Office is appointed and dismissed by the Rector by considering the relevant Vice Rector's proposal in accordance with his/her field of duty.
- (3) To carry out daily tasks, the Head of an Office is assisted by functional positions.

Article 36

- (1) The Office under the Directorate of Education and Internationalization is the International Office.
- (2) The Office under the Directorate of Student Affairs and Alumni Relations is the Alumni Partnership Office.
- (3) The Offices under the Directorate of Governance, Legal, and Communication consist of:
 - a. Public Communication Office;
 - b. Archives Office; and
 - c. University Secretariat Office.
- (4) The Office under the Directorate of Planning and Information Systems is the Procurement Service Office.

Article 37

- (1) The International Office is a unit tasked with supporting Unpad's internationalization goals and handling international mobility involving Unpad's society of academicians and foreign academicians.
- (2) The Head of the International Office has the task of assisting the Director of Education and Internationalization in formulating, proposing budgets and implementing programs and activities, supervising, controlling, as well as evaluating and preparing reports on programs and activities in the field of internationalization of the education process at Unpad.
- (3) The Head of the International Office has the following functions:
 - a. preparing a strategy for internationalization initiatives as well as programs, activities and budgets in accordance with related key performance indicators;
 - b. developing a strategy to improve Unpad's reputation at the international level;
 - c. coordinating with various work units within Unpad to ensure the achievement of international ranking indicators;
 - d. coordinating with the Secretary of the Directorate of Planning and Information Systems in the management and updates of information technology-based data related to international rankings;
 - e. coordinating with other work units for collecting data related to international rankings;
 - f. providing program and activity proposals to other work units to improve international reputation in accordance with the main tasks and functions of each work unit;

- g. preparing the concepts of international service activities in the form of technical guidelines, service standards, and standard operating procedures;
- h. coordinating resources and coordinating with related work units to handle the mobility of foreign students to Unpad (inbound), including but not limited to:
 - 1. foreign student admissions;
 - 2. provision of briefing and introduction for foreign students;
 - 3. assistance for foreign students to facilitate adaptation to the social environment;
 - 4. foreign student accommodation services;
 - 5. services to facilitate the processing of immigration administration documents.
- i. receiving reports from the Internationalization Units of Faculties/Postgraduate Schools and providing the necessary facilities and support related to sending students abroad (outbound);
- j. facilitating the exploration, development, and realization of international cooperation in terms of bridging communication between related education units within Unpad and international partners;
- k. disseminating information related to international mobility opportunities to the society of academicians;
- l. coordinating with the Directorate of Human Resources, Directorate of Research and Community Service, Directorate of Innovation and Corporations, and Faculties in facilitating international capacity building of lecturers in the form of international mobility for activities such as research collaboration, joint mentoring, and holding joint conferences with foreign university partners; and
- m. preparing and submitting reports on the implementation of programs and activities periodically in his/her fields to the Director of Education and Internationalization.

Article 38

- (1) The Alumni Partnership Office is a unit tasked with supporting Unpad in involving the role of alumni in supporting the education process at Unpad.
- (2) The Head of the Alumni Partnership Office has the task of assisting the Director of Student Affairs and Alumni Relations in formulating, proposing budgets, and implementing programs and activities, supervising, controlling, as well as evaluating and preparing reports on programs and activities in the field of alumni partnership.
- (3) The Head of the Alumni Partnership Office has the following functions:
 - a. formulating a strategy for initiatives as well as programs, activities, and budgets related to alumni partnerships in accordance with related key performance indicators;
 - b. developing strategies to increase alumni participation in supporting the education process at Unpad;
 - c. Preparing the concepts of alumni partnership service activities in the form of technical guidelines, service standards, and standard operating procedures;
 - d. coordinating with the Unpad Alumni Association in implementing education-related programs at Unpad that can involve alumni as well as organizing the programs and activities of the Alumni Association;

- e. coordinating with the Secretary of the Directorate of Student Affairs and Alumni Relations to obtain administrative services as well as facilities and infrastructure to support programs and activities related to alumni partnership;
- f. facilitating exploration, development, and realization of cooperation in terms of bridging communication between related education units within Unpad and alumni;
- g. exploring cooperation with alumni and/or the alumni association in helping to collect funds, assistance for facilities, infrastructure, and facilities as well as other assistance, in coordination with the relevant Directorates;
- h. providing proposals for programs and activities to faculties and/or study programs to increase alumni participation in each work unit;
- i. coordinating with Faculties and/or study programs in organizing activities involving alumni from certain Faculties or study programs;
- j. coordinating the management of scholarships from alumni and/or other parties;
- k. disseminating information related to various programs and activities involving alumni to each faculty, study program, and individual in the society of academicians; and
- l. preparing and submitting reports on the implementation of programs and activities periodically in his/her fields to the Director of Student Affairs and Alumni Relations.

Article 39

- (1) The Public Communication Office is a unit tasked with ensuring good communication with internal and external parties as a service to the public so that it can help realize good governance in Unpad.
- (2) The Head of the Public Communication Office has the task of assisting the Director of Governance, Legal, and Communication in formulating, proposing budgets, and implementing programs and activities, supervising, controlling, as well as evaluating and preparing reports on programs and activities in the field of public communication.
- (3) The Head of the Public Communication Office has the following functions:
 - a. preparing a strategy for initiatives as well as programs, activities, and budgets in the field of public communication in accordance with related key performance indicators;
 - b. formulating a strategy to improve Unpad's reputation in the eyes of the wider community;
 - c. coordinating with various work units within Unpad to create good communication with internal and external parties;
 - d. coordinating with other work units to collect data related to performance, achievements, and educational processes at Unpad that need to be communicated to internal and external parties;
 - e. providing proposals for programs and activities to other work units to improve Unpad's reputation in the eyes of the wider community according to the main tasks and functions of each work unit;
 - f. preparing the concepts of public communication service activities in the form of technical guidelines, service standards, and standard operating procedures;

- g. coordinating resources and coordinating with related work units to handle public communications, including but not limited to:
 - 1 formulation of public information technical policies;
 - 2 coordination of public information policies;
 - 3 implementation of documentation and classification of public information;
 - 4 coordination of the results of processing public complaints with relevant agencies;
 - 5 coordination of the processing of Unpad's information/policies;
 - 6 coordination of the packaging of information content;
 - 7 coordination of the management of communication channels through the internet and social media;
 - 8 coordination of the implementation of information dissemination;
 - 9 monitoring, evaluation, and reporting of public information;
- h. preparing and submitting reports on the implementation of programs and activities periodically in his/her fields to the Director of Governance, Legal, and Communication.

Article 40

Archives Office

- (1) The Archives Office is a unit in charge of managing archives within Unpad.
- (2) The Head of the Archives Office has the task of assisting the Director of Governance, Legal, and Communication in formulating, proposing budgets, and implementing programs and activities, supervising, controlling, as well as evaluating and preparing reports on programs and activities in the field of archives.
- (3) The Head of the Archives Office has the following functions:
 - a. preparing a strategy for initiatives as well as programs, activities, and budgets in the field of archives in accordance with related key performance indicators;
 - b. coordinate with the Secretary of the Directorate of Planning and Information Systems in the management and updates of information technology-based data;
 - c. preparing the concepts of archiving service activities in the form of technical guidelines, service standards, and standard operating procedures;
 - d. coordinating resources and coordinating with related work units to handle archive management, including but not limited to:
 - 1. archive collection;
 - 2. archive data collection;
 - 3. archive maintenance;
 - 4. archive storage; and
 - 5. archive digitization;
 - e. coordinating with other work units for archive management in each work unit; and
 - f. preparing and submitting reports on the implementation of programs and activities periodically in his/her respective fields to the Director of Governance, Legal, and Communication.

Article 41

University Secretariat Office

- (1) The University Secretariat Office is the unit in charge of coordinating the secretarial administration process of the Rector, Vice Rectors, Board of Trustees, and Academic Senate, as well as bridging communication and coordination related to administrative processes with other work units within Unpad.
- (2) The Head of the University Secretariat Office has the following functions:
 - a. preparing programs, activities, and budgets in the fields of secretariat and administration of university offices;
 - b. coordinating the administrative activities of the university secretariat office which includes the Secretariats of the Rector, the Vice Rectors, the Board of Trustees, and the Academic Senate;
 - c. coordinating the implementation of services to university leaders (Rector, Vice Rectors, Board of Trustees, and Academic Senate) related to official needs;
 - d. coordinating with various work units within Unpad related to the activities of university leaders to ensure that the implementation of leaders' activities runs properly;
 - e. coordinating with the Secretariats of the Rector, the Vice Rectors, the Board of Trustees, and the Academic Senate to prepare agendas for the university leaders' activities;
 - f. managing the minutes of the leaders' meetings at Unpad;
 - g. coordinating with other work units to disseminate the leaders' policies related to administrative procedures;
 - h. taking an inventory of problems that exist in the secretariats of the university and preparing work plans for improvements.
 - i. preparing the concepts of university secretarial service activities in the form of technical guidelines, service standards, and standard operating procedures;
 - j. managing a pleasant working atmosphere for university leaders by paying attention to the aspects of health, security, and safety;
 - k. coordinating functional positions that support the administrative functions of the Board of Trustees; as well as functional positions that support the administrative functions of the Academic Senate;
 - l. preparing and submitting reports on the implementation of programs and activities periodically in his/her fields to the Director of Governance, Legal, and Communication.

Article 42

- (1) The Procurement Service Office is the unit in charge of carrying out the procurement process for the needs of all work units within Unpad.
- (2) The Head of the Procurement Service Office has the task of assisting the Director of Planning and Information Systems in formulating, proposing budgets and implementing programs and activities, supervising, controlling as well as evaluating and preparing reports on procurement activities.
- (3) The Head of the Procurement Service Office has the following functions:
 - a. developing and implementing strategies for the procurement of goods/services;
 - b. carrying out the process of the reviews on the general plans for the procurement of goods/services with PPK;

- c. directing the procurement functional positions in carrying out the procurement processes as follows:
 - 1. preparing plans for the selection of goods/service providers;
 - 2. announcing the implementation of the procurement of goods/services on the ministry's website and official bulletin boards for the public, as well as submitting it to the procurement service electronically to be announced on the national procurement portal;
 - 3. assessing the qualifications of the goods/service providers through pre-qualification or post-qualification;
 - 4. conducting administrative, technical, and price evaluation of the incoming bids;
 - 5. answering objections;
 - 6. submitting the results of the selection and submitting a copy of the document of the selection of goods/service providers to PPK;
 - 7. keeping the original document of the selection of goods/service providers;
 - 8. proposing changes to the own estimate price, terms of reference of work/technical specifications, and contract drafts to PPK based on the proposals of the Working Group;
- d. carrying out an evaluation of the procurement process of the goods/services that have been implemented;
- e. making reports on the procurement processes and results for the minister through the Budget User Authority (KPA);
- f. providing accountability for the implementation of Goods/Services Procurement activities to the KPA;
- g. managing the procurement management information system which includes procurement documents, price survey data, list of goods/services needs, black list of providers; and
- h. other activities according to the Rector's instructions.
- i. preparing and submitting reports on the implementation of programs and activities periodically in his/her respective fields to the Director of Planning and Information Systems.

Part Seven
Center

Article 43

- (1) A Center as referred to in Article 3 point e is led by a Head of the Center and is responsible to the relevant Director.
- (2) The Head of a Center is appointed and dismissed by the Rector by considering the relevant Vice Rector's proposal in accordance with his/her field of work.
- (3) To carry out daily tasks, the Head of a Center is assisted by functional positions.

Article 44

- (1) The Centers under the Directorate of Education and Internationalization are:
 - 1. Center for Knowledge Management; and
 - 2. Center for Teaching and Learning Innovation.

- (2) The Centers under the Directorate of Student Affairs and Alumni Relations are:
 1. Career Development Center, and
 2. Certification Center.
- (3) The Center under the Directorate of Human Resources is the Center for Assessment and Development of Human Resources.
- (4) The Center under the Directorate of Facilities, Infrastructure, and Asset Management is the Center for Environmental Safety, Security, and Order.
- (5) The Center under the Directorate of Planning and Information Systems is the Center for Information Technology and Systems.

Article 45

- (1) The Head of the Center for Knowledge Management has the task of planning, implementing, and coordinating various programs and activities in knowledge management which include libraries, publishing, publication of scientific works, reputation index management, repositories, competency development, consulting services for the Society of Academicians, and museum development.
- (2) The Head of the Knowledge Management Center has the following functions:
 - a. carrying out the preparation of plans, programs, activities, and budgets in the field of knowledge management;
 - b. coordinating the implementation of library management activities, which include:
 1. preparation of plans for the needs and provisions of library materials;
 2. library material processing;
 3. provision of services and utilization of library materials;
 4. maintenance of library materials; and
 5. implementation of library administration affairs;
 - c. Coordinating the management activities of Unpad Press, which include:
 1. implementation of the production, printing, reproduction, printing, and finishing activities of the works of the Unpad Society of Academicians;
 2. implementation of the publications of the works of the Unpad Society of Academicians;
 3. organizing marketing, advertising, promotion, and book review activities;
 4. Implementation of the activities for business, sales, finance, and administration of the circulation of the works of the Unpad Society of Academicians;
 5. facilitation for the development of scientific and popular writing capacity for Unpad Society of Academicians;
 6. development of publishing and/or marketing cooperation with other domestic and foreign publishing and/or marketing institutions;
 - d. exploring cooperation with third parties in terms of gaining access to knowledge;
 - e. directing functional positions in curating electronic knowledge sources that need to be subscribed;
 - f. cooperating with the Directorate of Planning and Information Systems to develop a digital-based information system and access to knowledge for the Unpad Society of Academicians;
 - g. developing functional position competencies in skills related to knowledge management;

- h. coordinating the processes of indexation and quality assurance of the management of periodicals within Unpad;
- i. coordinating services for the Society of Academicians in increasing the number and quality of scientific publications through consulting services, proofreading, and so on;
- j. coordinating scientific writing training and other matters related to increasing the number and quality of scientific work publications for the Unpad Society of Academicians;
- k. coordinating the collection of materials and managing the knowledge resource repository;
- l. coordinating activities for the improvement of Unpad reputation in the field of knowledge management, including:
 - 1. monitoring and taking necessary actions to increase Unpad affiliation index in the Scopus/Web of Science bibliometric database;
 - 2. planning Unpad's webometric improvement program in collaboration with other work units.
- m. facilitating the formation and implementation of activities from the community of practice of the Society of Academicians related to the creation of knowledge and publication of scientific works;
- n. coordinating knowledge mapping systems and expert directories;
- o. facilitating massive or web-based knowledge sharing activities for activities held in Departments, Study Programs, Study Centers, Centers of Excellence, and other work units;
- p. coordinating with other elements in order to develop other knowledge-based learning resources, such as museums;
- q. evaluating the implementation of activities in his/her field; and
- r. preparing and submitting reports on the implementation of activities in his/her field to the relevant Director.

Article 46

- (1) The Head of the Center for Teaching and Learning Innovation has the task of planning, implementing, and coordinating various programs and activities in carrying out teaching and learning innovations which include the development of an adaptive curriculum; learning design and application; development of learning innovation products; development of learning strategies and methods; development of teaching modules/materials; and production of learning media.
- (2) The Head of the Center for Teaching and Learning Innovation has the following functions:
 - a. carrying out the preparation of plans, programs, activities, and budgets in the field of teaching and learning innovation;
 - b. coordinating the implementation of the following activities:
 - 1. development of adaptive curriculum;
 - 2. learning design and application;
 - 3. development of learning innovation products;
 - 4. development of leaning strategies and methods;
 - 5. development of teaching modules/materials; and
 - 6. production of learning media;
 - c. developing and managing distance learning methods through E-learning and Massive Open Online Course (MOOC).

- d. holding workshops, training, or seminars for faculty managers, study program managers, and lecturers related to curriculum preparation as well as teaching and learning innovations;
- e. serving the production of learning media content through audio-visual media and web-based media;
- f. serving the manufacture of instructional design of teaching modules;
- g. controlling and evaluating the implementation of activities in his/her field; and
- h. preparing and submitting reports on the implementation of activities in his/her respective field to the relevant Director.

Article 47

- (1) The Head of the Career Development Center has the task of planning, implementing, and coordinating various programs and activities in carrying out career development which include.
- (2) The Head of Career Development Center has the following functions:
 - a. carrying out the preparation of plans, programs, activities, and budgets in the field of career development of students and graduates;
 - b. coordinating the graduate tracing (tracer study) and survey of graduate users;
 - c. coordinating activities to:
 - 1. know the transition of graduates in the world of work;
 - 2. map the activities of university graduates in the world of work;
 - 3. map the vertical and horizontal alignment of university graduates; and
 - 4. map the gaps between the competency of graduates and the demands of the world of work.
 - d. coordinating the provision of job vacancies information to final-year students and graduates;
 - e. facilitating the process of in-campus recruitment;
 - f. organizing training and or seminars to increase employability for new students and alumni (fresh graduates) in the form of:
 - 1. Soft skills development training and seminars;
 - 2. Career development seminars and training;
 - 3. Entrepreneurship seminars and training.
 - g. coordinating career assessment and counseling services;
 - h. coordinating the organization of exhibitions and job fairs;
 - i. conducting exploration, development, and implementation of cooperation to ensure the absorption of graduates;
 - j. evaluating the implementation of activities in his/her field; and
 - k. preparing and submitting reports on the implementation of activities in his/her field to the relevant Director.

Article 48

- (1) The Head of the Certification Center has the task of planning, implementing, and coordinating various programs and activities to certify students and graduates.
- (2) The Head of the Certification Center has the following functions:
 - a. carrying out the preparation of plans, programs, activities, and budgets in the field of student and graduate certification;

- b. identifying various certification programs that are relevant to the learning achievements of graduates at Unpad;
- c. cooperating with the Third Party Professional Certification Institute (LSP P3) to become a Competency Test Place (TUK);
- d. cooperating with international certification institutions in organizing training and certification exams;
- e. organizing training programs for certification and competency tests in accordance with the licenses held;
- f. evaluating the implementation of activities in his/her field; and
- g. preparing and submitting reports on the implementation of activities in his/her field to the relevant Director.

Article 49

- (1) The Head of the Center for Assessment and Development of Human Resources has the task of planning, implementing, and coordinating various programs and activities in assessing and developing human resources at Unpad.
- (2) The Head of the Center for Assessment and Development of Human Resources has the following functions:
 - a. carrying out the preparation of plans, programs, activities, and budgets in the field of assessment and development of human resources;
 - b. coordinating the implementation of training and development of tiering for structural positions of education personnel;
 - c. coordinating the implementation of training and development related to the functional positions of lecturers;
 - d. coordinating the implementation of training and development of tiering for Unpad employees who are non-civil servants;
 - e. Coordinating the processes of talent management for education personnel with talents, which include:
 - 1. implementation of human resource talent assessment;
 - 2. implementation of talent acquisition;
 - 3. implementation of the Staff Development Program for talented education personnel;
 - 4. succession plan;
 - 5. Monitoring of talent coaching in work units.
 - f. evaluating the implementation of activities in his/her field; and
 - g. preparing and submitting reports on the implementation of activities in his/her field to the relevant Director.

Article 50

- (1) The Head of the Center for Environmental Safety, Security, and Order (K3L) has the task of carrying out environmental management, security, order, cleanliness, traffic, parks and parking throughout Unpad.
- (2) The Head of the Center for Environmental Safety, Security and Order has the following functions:
 - a. carrying out the preparation of plans, programs, activities, and budgets in the field of the campus environment;
 - b. carrying out the arrangement of the campus environment;
 - c. managing security and order of the campus environment;
 - d. managing cleanliness, traffic, parks, and parking in the campus environment;

- e. coordinating the functions of cleanliness, security, order, traffic, parks, and parking in the campus environment;
- f. conducting field evaluations to ensure security, safety, and order in the campus environment;
- g. carrying out the administrative affairs of the Campus K3L;
- h. evaluating the implementation of activities in his/her field; and
- i. preparing and submitting reports on the implementation of activities in his/her field to the relevant Director.

Article 51

- (1) The Head of the Center for Information Technology and Systems has the task of planning, implementing, and coordinating various programs and activities in the development of information systems and the utilization of information system technology.
- (2) The Head of the Center for the Center for Information Technology and Systems has the following functions:
 - a. carrying out the preparation of plans, programs, activities, and budgets in the field of information technology and systems;
 - b. coordinating the procedures for the following activities and services:
 - 1. management of software licenses needed by the Society of Academicians Academic Civitas in the education process at Unpad;
 - 2. utilization and management of hardware, software, and brainware for the development of information technology within Unpad;
 - 3. management of multimedia applications and communications for information system integration within Unpad;
 - 4. management of information, data, and reporting services;
 - 5. preparation of the Unpad Information Technology and System Master Plan;
 - 6. preparation of standards and standard procedures for the management, utilization, and maintenance of information technology and systems; and
 - 7. preparation of implementation instructions and technical instructions in the field of services and development of information technology and systems.
 - c. evaluating the implementation of activities in his field; and
 - d. preparing and submitting reports on the implementation of activities in his/her field to the relevant Director.

Part Eight Faculty

Paragraph 1 General

Article 52

The Faculties as referred to in Article 3 point f are under and responsible to the Rector, which have the task of organizing and managing academic education and professional education within the same cluster of science and technology disciplines.

Article 53

The Faculties at Unpad consist of:

- a. Faculty of Law;
- b. Faculty of Economics and Business;
- c. Faculty of Medicine;
- d. Faculty of Mathematics and Natural Sciences;
- e. Faculty of AgriculturePertanian;
- f. Faculty of Dentistry;
- g. Faculty of Social and Politic Sciences;
- h. Faculty of Cultural Sciences;
- i. Faculty of Psychology;
- j. Faculty of Animal HusbandryPaternakan;
- k. Faculty of Communication Science;
- l. Faculty of Nursing;
- m. Faculty of Fishery and Marine Science;
- n. Faculty of Agricultural Industrial TechnologyTeknologi Industri Pertanian;
- o. Faculty of Pharmacy; and
- p. Faculty of Geological Engineering.

Article 54

Managers A Faculty at least consists of:

- a. Dean;
- b. Faculty Senate;
- c. Vice Deans;
- d. Manager;
- e. Department;
- f. Study Program;
- g. Quality Assurance Unit Penjaminan Mutu; and
- h. Internationalization Unit.

Paragraph 2 Faculty Dean

Article 55

- (1) The Dean of a Faculty is in charge of representing the Rector in leading the management of activities and quality assurance in academic education and professional education in a cluster of disciplines of science, technology, and/or art as well as research and community service in one or a set of branches of science.
- (2) The Dean of a Faculty has the following functions:
 - a. formulating policies and strategic plans in the fields of learning, student affairs, alumni relations, research, community service, innovation, partnership, internationalization, quality assurance, resources, planning, information systems, and governance at the Faculty level;
 - b. preparing and coordinating program planning and budgeting in the fields of learning, student affairs, alumni relations, research, community service, innovation, partnership, internationalization, quality assurance, resources, planning, information systems, and governance, assisted by the Vice Deans of the Faculty;

- c. coordinate the activities of the Vice Deans of the Faculty, in accordance with Unpad's strategic plans and policies and the management system that has been established;
- d. controlling quality standards in the fields of learning, student affairs, alumni relations, research, community service, innovation, partnership, internationalization, quality assurance, resources, planning, information systems, and governance;
- e. controlling and evaluating activities within the Faculty in the fields of learning, student affairs, alumni relations, research, community service, innovation, partnership, internationalization, quality assurance, resources, planning, information systems, and governance; and
- f. preparing annual reports on learning activities, student affairs, alumni relations, research, community service, innovation, partnerships, internationalization, quality assurance, resources, planning, information systems, and governance, in the context of accountability of the Dean of the Faculty to the Rector.

Paragraph 3
Faculty Vice Dean

Article 56

- (1) The Vice Deans of a Faculty consist of:
 - a. Vice Dean for Learning, Student Affairs, and Research; and
 - b. Vice Dean for Resources and Organization.
- (2) The Vice Deans of a Faculty are responsible to the Dean of the Faculty.
- (3) The Vice Deans of a Faculty are appointed and dismissed by the Rector by considering the proposal from the Dean of the Faculty.

Article 57

- (1) The Vice Dean for Learning, Student Affairs, and Research has the task of representing the Dean in leading the implementation of the management of learning activities, student affairs, alumni relations, research, community service, innovation, and partnerships.
- (2) The Vice Dean for Learning, Student Affairs, and Research, has the following functions:
 - a. Assisting the Dean in formulating policies and strategic plans in the fields of learning, student affairs, alumni relations, research, community service, innovation, and partnership at the Faculty level;
 - b. preparing and coordinating program planning and budgeting in the fields of learning, student affairs, alumni relations, research, community service, innovation, and partnership at the Faculty level with the Faculty Dean, Managers, Heads of Department, Heads of Study Program, and Head of the Faculty Quality Assurance Unit;
 - c. coordinating the activities of the Learning, Student, and Alumni Managers and Research, Innovation, and Partnership Managers in accordance with the strategic plans and policies of the Faculty and the management system that has been established;

- d. controlling quality standards in the fields of learning, student affairs, alumni relations, research, community service, innovation, and partnership at the Faculty level;
- e. controlling and evaluating activities within the Faculty in the fields of learning, student affairs, research, community service, innovation, and partnership;
- f. assessing the performance of the Learning, Student, and Alumni Managers and the Research, Innovation, and Partnership Managers; and
- g. preparing annual reports on learning activities, student affairs, alumni relations, research, community service, innovation, and partnerships at the Faculty level in the context of accountability of the Vice Dean for Learning, Student Affairs, and Research to the Dean of the Faculty.

Article 58

- (1) The Vice Dean for Resources and Organization has the task of representing the Dean in leading the implementation of resource management, planning, information systems, and governance activities.
- (2) The Vice Dean for Resources and Organization has the following functions:
 - a. Assisting the Dean in formulating policies and strategic plans in the fields of resources, planning, information systems, and governance at the Faculty level;
 - b. preparing and coordinating program planning and budgeting in the fields of resources, planning, information systems, and governance at the Faculty level together with the Faculty Dean, Managers, Heads of Department, Heads of Study Program, and Head of the Faculty Quality Assurance Unit;
 - c. coordinating the activities of the Manager of Resources, Planning, and Information according to the strategic plans and policies of the Faculty and the management system that has been established;
 - d. controlling quality standards in the fields of resources, planning, information systems, and governance at the Faculty level;
 - e. controlling and evaluating activities within the Faculty in the fields of resources, planning, information systems, and governance;
 - f. acting as a Personnel Development Officer who assesses the performance results of the education personnel in the Faculty based on the submission of the results of the study by the Manager of Resources, Planning, and Information;
 - g. assessing the performance of the Manager or Resources, Planning, and Information; and
 - h. preparing annual reports on activities of resources, business, planning, information systems, and governance at the Faculty level in the context of accountability of the Vice Dean for Resources and Organization to the Dean of the Faculty.

Paragraph 4
Manager

Article 59

- (1) Managers at the Faculty are tasked with assisting the implementation of some of the duties of the Vice Deans of the Faculty and are responsible to the Vice Deans of the Faculty in accordance with their fields of duties.
- (2) The Dean of the Faculty determines a maximum of 3 (three) Managers by taking into account the needs and feasibility of the Faculty, namely:
 - a. Manager of Learning, Student Affairs, and Alumni;
 - b. Manager of Research, Innovation, and Partnership; and
 - c. Manager of Resources, Planning, and Information.
- (3) Managers are appointed by the Rector based on the results of an assessment of the candidates from lecturers or education personnel through an open recruitment process;
- (4) The mechanisms for the appointment and dismissal of Managers are detailed in a Rector Regulation.

Article 60

- (1) The Manager of Learning, Student Affairs, and Alumni has the task of supporting the Vice Dean for Learning, Student Affairs, and Research in managing activities in the fields of Learning, Student Affairs, and Alumni;
- (2) The Manager of Learning, Student Affairs, and Alumni has the following functions:
 - a. assisting the Vice Dean for Learning, Student Affairs, and Research in preparing and coordinating program planning and budgeting in the fields of learning, student affairs, and alumni;
 - b. implementing work programs and budgets in the fields of Learning, Student Affairs, and Alumni in coordination with the Heads of Study Programs;
 - c. examining the concepts of technical policies in the fields of learning, student affairs, and alumni;
 - d. achieving of quality standards in the fields of learning, student affairs, and alumni at the Faculty;
 - e. carrying out coordination at the Faculty level in terms of:
 1. preparation of class schedules (rooster) at the Faculty level;
 2. facilitation of the implementation of the Joint Preparation Stage lectures;
 3. facilitation of special education or fast track at the faculty level;
 4. facilitation of Learning, Student, and Alumni administration services at the Faculty level;
 5. training to improve the competence of soft skills and student characters;
 6. expansion of access, provision of scholarships as well as facilities and infrastructure to support the achievement of student competencies in accordance with Unpad's vision;
 7. expansion and provision of access for students and alumni to the world of work;
 8. facilitation of competition and development of soft skills;
 9. career development and graduate tracing (tracer study); and
 10. facilitation of alumni.
 - f. carrying out the following activities:
 1. preparation of plans for the needs and provision of library materials at the Faculty level;

2. management of library materials at the Faculty level;
 3. provision of services and utilization of library materials at the Faculty level;
 4. maintenance of library materials at the Faculty level;
 5. coordination of library administration affairs; and
 6. improvement of the quality of the implementation of librarianship services on an ongoing basis and development of librarian functional human resources;
- g. controlling and evaluating activities within Unpad in the fields of learning, student affairs, and alumni;
 - h. ensuring the implementation of good administration related to the field of duty;
 - i. carrying out other matters assigned by the Vice Dean for Learning, Student Affairs, and Research;
 - j. providing periodic reports related to the implementation of his/her duties to the Vice Dean for Learning, Student Affairs, and Research; and
 - k. assisting the Vice Dean for Learning, Student Affairs, and Research in preparing annual reports on the fields of learning, student affairs, and alumni.

Article 61

- (1) The Manager of Research, Innovation, and Partnership has the task of supporting the Vice Dean for Learning, Student Affairs, and Research in managing activities in the fields of Research, Innovation, and Partnership;
- (2) The Manager of Research, Innovation, and Partnership Manager has the following functions:
 - a. assisting the Vice Dean for Learning, Student Affairs, and Research in preparing and coordinating program planning and budgeting in the fields of research, community service, innovation, and cooperation;
 - b. implementing work programs and budgets in the fields of research, community service, innovation, and cooperation in coordination with the Heads of Departments;
 - c. monitoring research performance and scientific reputation of lecturers in the Faculty, in coordination with the Heads of Departments;
 - d. coordinating the preparation of the directory of expertise in the Faculty;
 - e. coordinating and facilitating exploration of cooperation with other parties in the field of learning in coordination with the heads of study programs and the manager of learning, student affairs, and alumni;
 - f. coordinating the implementation of international partnerships with the internationalization unit of the Faculty and the relevant manager or Head of study program;
 - g. achieving quality standards in the fields of research, community service, innovation, and cooperation in the Faculty;
 - h. controlling and evaluating activities within the Faculty in the fields of research, community service, innovation, and cooperation;
 - i. pioneering, coordinating, and developing the implementation of national and international cooperation programs in the field of research and innovation;
 - j. ensuring the implementation of good administration related to the field of duty;
 - k. carrying out other matters assigned by the Vice Dean for Learning, Student Affairs, and Research;
 - l. providing periodic reports related to the implementation of his/her duties to the Vice Dean for Learning, Student Affairs, and Research; and

- m. assisting the Vice Dean for Learning, Student Affairs, and Research in preparing annual reports in the fields of research, community service, innovation, and cooperation.

Article 62

- (1) The Manager of Resources, Planning, and Information has the task of supporting the Vice Dean for Resources and Organization in managing activities in the fields of Resources, Planning, and Information;
- (2) The Manager of Resources, Planning, and Information has the following functions:
 - a. assisting the Vice Dean for Resources and Organization in preparing and coordinating program planning and budgeting in the fields of resources, planning, and information;
 - b. implementing work programs and budgets in the fields of resources, planning, and information;
 - c. achieving quality standards in the fields of resources, planning, and information;
 - d. preparing various planning documents and reporting to internal and external stakeholders;
 - e. updating data and coordinating the management of information systems in the Faculty;
 - f. ensuring the availability of various standard operational procedure documents at the Faculty and coordinating the efforts to develop and update standard operational procedures;
 - g. acting as the main point of contact for the Faculty with other parties who intend to visit or explore cooperation with various elements of the Faculty;
 - h. carrying out public relations operations and faculty protocols;
 - i. conducting staff development for education personnel in the Faculty;
 - j. conducting reviews of the performance results of education personnel in the Faculty to be submitted to the Vice Dean for Resources and Organization;
 - k. controlling and evaluating activities within the Faculty in the fields of resources, planning, and information;
 - l. ensuring the implementation of good administration related to the field of duty;
 - m. carrying out other matters assigned by the Vice Dean for Resources and Organization;
 - n. providing periodic reports related to the implementation of his/her duties to the Vice Dean for Resources and Organization; and
 - o. assisting the Vice Dean for Resources and Organizations in preparing annual reports on resources, planning, and information.

Paragraph 5 Faculty Senate

Article 63

- (1) The Faculty Senate has the task of providing consideration and supervision to the Dean of the Faculty in academic implementation within the Faculty.
- (2) Further provisions regarding the Faculty Senate are regulated in a Rector Regulation.

Paragraph 6
Department

Article 64

- (1) A Department is led by the Head of the Department.
- (2) Faculties can form Departments with special provisions in accordance with the specific conditions in their respective Faculties.
- (3) The special provisions as referred to in paragraph (2) are further regulated in a Rector Regulation.

Article 65

- (1) The Head of a Department has the task of planning needs, developing competencies, controlling structural and functional workloads, and evaluating the performance of Lecturers.
- (2) The Head of a Department has the following functions:
 - a. preparing and executing departmental work plans that are in line with the vision, mission, goals, and work plans of the Faculty;
 - b. proposing the Department's budget according to the main tasks and functions of the Department;
 - c. ensuring the competence and professionalism of lecturers in carrying out their duties according to their academic positions;
 - d. coordinating with the Director of Human Resources in the context of facilitating further education and career development of Lecturers;
 - e. proposing assignment of lecturers in teaching and research to the Dean by considering submissions from Study Programs and Study Centers.
 - f. providing recommendations to the Dean in the placement of lecturers in structural positions in the Faculty by considering the workloads of the lecturers;
 - g. providing recommendations to the Dean to assign lecturers according to their expertises to meet the demands for professional services;
 - h. developing, evaluating, and monitoring the progress of lecturers' academic careers;
 - i. monitoring and developing the scientific reputation of lecturers in the form of a citation index;
 - j. coordinating the placement of lecturers in the implementation of cooperation in the utilization of Lecturer's expertise by other parties such as the Government, regional government, private sector, or community;
 - k. ensuring the fulfillment of the needs of lecturers in the Study Program in number and competence according to the proposal of the study program;
 - l. ensuring the alignment of assignments and implementation of the lecturers' *tridharma* between the needs of study programs and study centers with the direction of planning and career development of lecturers;
 - m. developing lecturer resources in the Department to meet lecturer competency standards in order to achieve performance in accordance with the strategic plans of the Faculty;
 - n. monitoring and evaluating the performance of lecturers in the department;
 - o. monitoring the processes of applying for career promotions of functional lecturers;
 - p. coordinate activities that demonstrate the expertise of lecturers gathered in the Department through periodical publications and/or through dissemination of research results, community service, and innovation through scientific activities at national and international levels;

- q. reporting on the implementation of the Department's activities to the Dean of the Faculty; and
- r. Providing considerations on the assessment of the performance of the Department's staff to the Vice Dean for Resources and Organization.

Paragraph 7
Faculty Study Program

Article 66

- (1) A Study Program is led by the Head of the Study Program.
- (2) The Head of a Study Program has the task of planning, implementing, developing, controlling, and evaluating the quality of learning to achieve the expected competencies of graduates.
- (3) The Head of a Study Program has the following functions:
 - a. preparing strategic plans, programs, and budgets at the Study Program level;
 - b. organizing and developing learning in accordance with the curriculum;
 - c. ensure the quality of education in the context of the realization of a superior and reputable Study Program;
 - d. planning the needs of lecturers according to the demands of the curriculum and submitting them to the department that oversees the expertises of the lecturers needed;
 - e. evaluating and monitoring lecturers' performance to be reported to the Head of the Department;
 - f. evaluating and monitoring the implementation of learning to ensure the production of excellent graduates and timely studies;
 - g. coordinating the integration of research and community service activities carried out by students into the curriculum;
 - h. developing the competence, interests, talents, and reasoning of students in accordance with the main competencies of the Study Program which are oriented towards improving achievements and intellectual behavior;
 - i. coordinating with the Manager of learning, student affairs, and alumni in fostering student activities of the students of his/her study program that are oriented towards developing soft skills and improving achievements;
 - j. Providing considerations on the assessment of the performance of the Study Program Secretary and Study Program staff to the Vice Dean for Resources and Organization; and
 - k. reporting the implementation of learning to the Dean of the Faculty.

Paragraph 8
Study Program Secretary

Article 67

- (1) The Head of a Study Program can be assisted by a Secretary of the Study Program.
- (2) The criteria for study programs that can be assisted by a Secretary of the Study Program are regulated by a Rector Regulation.

- (3) The Secretary of the Faculty Study Program is appointed by the Rector based on the results of an assessment of education personnel candidates through an open candidate recruitment process.
- (4) The mechanisms for the appointment and dismissal of the Secretary of the Study Program are regulated in detail in a Rector Regulation.

Article 68

- (1) The Secretary of a Study Program has the task of supporting the implementation of the duties of the Head of the Study Program in planning, implementing, developing, controlling, and evaluating the quality of learning to achieve the expected competencies of graduates.
- (2) The Secretary of a Study Program has the following functions:
 - a. assisting the Head of the Study Program in preparing strategic plans, programs, and budgets at the Study Program level;
 - b. assisting the Head of the Study Program in organizing and developing learning in accordance with the curriculum, including activities but not limited to:
 1. coordinating the activities of filling out the study plan;
 2. arranging the placement and scheduling of lecturers in courses according to the direction of the Head of the study program;
 3. preparing semester learning plan documents;
 4. monitoring the presence of lecturers in the implementation of lectures to be reported to the Head of the study program;
 5. coordinating the process of learning outcomes exams;
 6. coordinating the evaluation of the learning process and processing the evaluation results to be reported to the Head of the study program; and
 7. coordinating the process of submitting student research proposals and the final trial process of student research results;
 - c. coordinating the implementation of curriculum review activities;
 - d. coordinating procedures of student activities within the scope of the study program and coordinating with the Manager of learning, student affairs, and alumni;
 - e. ensuring that the administrative service process related to learning and student activities within the scope of the study program runs well; and
 - f. assisting the Head of the study program in preparing reports on the implementation of learning to the Dean of the Faculty.

Paragraph 9

Faculty Quality Assurance Unit

Article 69

- (1) The Faculty Quality Assurance Unit has the task of supporting the Dean of the Faculty in carrying out quality assurance tasks.
- (2) The Faculty Quality Assurance Unit is led by the Head of the Faculty Quality Assurance Unit.
- (3) The Faculty Quality Assurance Unit has the following functions:
 - a. implementing an academic quality assurance system in accordance with applicable laws and regulations and Unpad quality assurance guidelines;
 - b. implementing the guidelines and procedures for internal evaluation of academic quality assurance set by Unpad;

- c. carrying out the instruments for internal evaluation of academic quality assurance set by Unpad;
- d. coordinating the academic quality assurance process in all work units within the Faculty according to the guidelines set by Unpad;
- e. providing inputs and recommendations to the Dean of the Faculty related to quality assurance;
- f. carrying out the development and implementation of quality standards and audits in the fields of education, research, community service, and student affairs at the Faculty level;
- g. coordinating the preparation of self-evaluation and the measurement of the performance of study programs in the context of the accreditation process of national-level study programs;
- h. coordinating field assessment activities in the context of the accreditation process of national-level study programs; and
- i. carrying out coordination with the Quality Assurance Unit in carrying out the quality assurance process at the Faculty.

Paragraph 10
Faculty Internationalization Unit

Article 70

- (1) The Faculty Internationalization Unit has the task of supporting the Dean of the Faculty in realizing the internationalization of education at the Faculty.
- (2) The Faculty Internationalization Unit is led by the Head of the Faculty Internationalization Unit.
- (3) The Faculty Internationalization Unit has the following functions:
 - a. carrying out administrative and communication service activities related to international cooperation at the Faculty;
 - b. handling the mobility of foreign students to the Faculty (inbound) in coordination with the International Office, including but not limited to:
 - 1. assisting the admission of foreign students to the University;
 - 2. placement of the buddy program;
 - 3. providing briefing and introduction for foreign students;
 - 4. assisting foreign students to facilitate adaptation to the social environment;
 - 5. providing foreign student accommodation services;
 - 6. providing services to facilitate the processing of immigration administration documents;
 - c. assisting the communication and administration process of sending students abroad (outbound);
 - d. disseminating information related to international mobility opportunities for the society of academicians in the Faculty;
 - e. coordinating the initiation, preparation of documents, and the implementation of the application for international accreditation for study programs and for faculty units;
 - f. providing advice on the implementation of program activities to study programs related to the achievement of indicators/criteria for international accreditation and/or international rankings;

- g. carrying out the management of international programs in the field of cooperation in coordination with the Manager of Research, Innovation, and Partnership including but not limited to:
 - 1 providing the MoU/MoA format and revising the MoU/MoA given by international partner institutions;
 - 2 making contacts and follow ups on existing international agreements;
 - 3 setting partner targets and making contacts with target international cooperation partners;
 - 4 exploring cooperation with strategic international institutions.
- h. preparing and submitting reports on the implementation of programs and activities periodically in its respective field to the Dean.

Paragraph 11
Elements of Academic Support

Article 71

- (1) To support activities in the field of research and innovation at the Faculty level, the Dean may propose the establishment of a Study Center to the Rector.
- (2) To support activities in the field of learning, the Dean may propose the establishment of a Laboratory and/or Studio to the Rector
- (3) Further provisions regarding Study Centers, Laboratories, and/or Studios are regulated in a Rector Regulation.

Part Nine
Graduate School

Paragraph 1
General

Article 72

- (1) The Graduate School as referred to in Article 3 point g is under and responsible to the Rector, which has the task of organizing and/or coordinating the multidisciplinary Postgraduate programs.
- (2) The Graduate School has the following functions:
 - a. implementation and development of academic and non-academic affairs within the Graduate School; and
 - b. implementation and service of administrative affairs within the Graduate School.

Article 73

Graduate School Management consists of at least:

- a. Dean;
- b. Vice Deans;
- c. Managers;
- d. Study Programs;
- e. Quality Assurance Unit; and
- f. Internationalization Unit.

Paragraph 2
Graduate School Dean

Article 74

- (1) The Dean of a Graduate School is in charge of representing the Rector in leading the management of the multidisciplinary postgraduate programs.
- (2) The Dean of a Graduate School has the following functions:
 - a. formulating policies and strategic plans in the fields of learning, student affairs, alumni relations, research, community service, innovation, partnership, internationalization, quality assurance, resources, planning, information systems, and governance at the Graduate School level;
 - b. preparing and coordinating program planning and budgeting in the fields of learning, student affairs, alumni relations, research, community service, innovation, partnership, internationalization, quality assurance, resources, planning, information systems, and governance assisted by the Vice Deans of the Graduate School;
 - c. coordinating the activities of the Vice Deans of the Graduate School in accordance with Unpad's strategic plans and policies and the management systems that have been established;
 - d. controlling quality standards in the fields of learning, student affairs, alumni relations, research, community service, innovation, partnership, internationalization, quality assurance, resources, planning, information systems, and governance;
 - e. developing portfolios of multidisciplinary postgraduate study programs in accordance with the development of the world scientific community that is aligned with the benefits that can be provided by Unpad to the community and can raise Unpad's reputation;
 - f. controlling and evaluating activities within the Faculty in the fields of learning, student affairs, alumni relations, research, community service, innovation, partnership, internationalization, quality assurance, resources, planning, information systems, and governance; and
 - g. Preparing annual reports on learning activities, student affairs, alumni relations, research, community service, innovation, partnerships, internationalization, quality assurance, resources, planning, information systems, and governance in the context of accountability of the Dean of the Graduate School to the Rector.

Paragraph 3
Graduate School Vice Dean

Article 75

- (1) The Dean of a Graduate School is assisted by the Vice Dean of the Graduate School.
- (2) The Vice Dean of a Graduate School has the task of representing the Dean of the Graduate School in leading the implementation of the management of learning activities, student affairs, research, publications, partnerships, resources, planning, and information.
- (3) The Vice Dean of a Graduate School has the following functions:

- a. assisting the Dean of the Graduate School in formulating policies and strategic plans in the fields of learning, student affairs, alumni relations, research, community service, innovation, partnerships, internationalization, quality assurance, resources, planning, information systems, and governance at the School level;
- b. assisting the Dean of the Graduate School in preparing and coordinating program planning and budgeting in the fields of learning, student affairs, alumni relations, research, community service, innovation, partnership, internationalization, quality assurance, resources, planning, information systems, and governance;
- c. assisting the Dean of the Graduate School in controlling quality standards in the fields of learning, student affairs, alumni relations, research, community service, innovation, partnership, internationalization, quality assurance, resources, planning, information systems, and governance;
- d. assisting the Dean of the Graduate School in developing portfolios of multidisciplinary postgraduate study programs in accordance with the development of the world scientific community which is aligned with the benefits that can be provided by Unpad to the community and that can raise Unpad's reputation;
- e. coordinating the preparation of the work programs and budgets of the Managers;
- f. directing the Manager of Learning, Research, Publications, and Partnerships and the Manager of Resources, Planning, and Information in the achievement of the key performance indicators of the Graduate School;
- g. assessing the performance of the Manager of Learning, Research, Publications, and Partnerships and the Manager of Resources, Planning, and Information;
- h. acting as a staffing officer who assesses the performance results of education personnel in the Faculty based on the proposed results of the study by the Manager of Resources, Planning, and Information;
- i. assisting the Dean of the Graduate School in controlling and evaluating activities within the Faculty in the fields of learning, student affairs, alumni relations, research, community service, innovation, partnership, internationalization, quality assurance, resources, planning, information systems, and governance; and
- j. assisting the Dean of the Graduate School in preparing annual reports on the activities of learning, student affairs, alumni relations, research, community service, innovation, partnerships, internationalization, quality assurance, resources, planning, information systems, and governance in the context of accountability of the Dean of the Graduate School to the Rector.

Paragraph 4
Manager

Article 76

- (1) Managers at a Graduate School have the task of assisting the implementation of some of the duties of the Vice Dean of the Graduate School and are responsible to the Vice Dean of the Graduate School.
- (2) Managers at a Graduate School consist of:
 - a. Manager of Learning, Research, Publications, and Partnerships; and
 - b. Manager of Resources, Planning, and Information.
- (3) Managers are appointed by the Rector based on the results of an assessment of candidates from lecturers or education personnel through an open recruitment process;

- (4) The mechanisms for the appointment and dismissal of Managers are regulated in detail in a Rector Regulation.

Article 77

- (1) The Manager of Learning, Research, Publications, and Partnerships has the task of supporting the Vice Dean of the Graduate School in managing activities in the fields of Learning, Research, Publication, and Partnership.
- (2) The Manager of Learning, Research, Publications, and Partnerships has the following functions:
- a. assisting the Vice Dean of the Graduate School in preparing and coordinating program planning and budgeting in the fields of learning, research, publication, and partnership;
 - b. carrying out work programs and budgets in the fields of learning, research, publication, and partnership in coordination with the Heads of Study Programs;
 - c. reviewing technical policy concepts in the fields of learning, research, publication, and partnership;
 - d. achieving quality standards in the fields of learning, research, publication, and partnership;
 - e. carrying out coordination at the School level in terms of:
 1. preparation of class schedules (rooster);
 2. facilitation of learning, research, publication, and partnership administration services;
 3. preparation of plans for the needs and provision of library materials at the School level;
 4. management of library materials at the School level;
 5. provision of services and utilization of library materials at the School level;
 6. maintenance of library materials at the school level;
 7. coordination of Library administration affairs; and
 8. improvement of the quality of the implementation of librarianship services on an ongoing basis and development of librarian functional human resources;
 - f. coordinating the preparation of the expert directory of prospective supervisors or promoters;
 - g. coordinating and facilitating exploration of cooperation with other parties in the field of learning and coordinating with the heads of study programs;
 - h. Coordinating the implementation of international partnerships with the School internationalization unit and the manager or head of the relevant study program;
 - i. pioneering, coordinating, and developing the implementation of national and international cooperation programs in the field of research and innovation;
 - j. controlling and evaluating activities within Unpad in the fields of learning, research, publication, and partnership;
 - k. ensuring the implementation of good administration related to the field of duty;
 - l. carrying out other matters assigned by the Vice Dean of the Graduate School;
 - m. providing periodic reports related to the implementation of his/her duties to the Vice Dean of the Graduate School; and
 - n. assisting the Vice Dean of the Graduate School in preparing annual reports in the fields of learning, research, publication, and partnership.

Article 78

- (1) The Manager of Resources, Planning, and Information has the task of supporting the Vice Dean of the Graduate School in managing activities in the fields of resources, planning, and information.
- (2) The Manager of Resources, Planning, and Information has the following functions:
 - a. assisting the Vice Dean of the Graduate School in preparing and coordinating program planning and budgeting in the fields of resources, planning, and information;
 - b. carrying out work programs and budgets in the fields of resources, planning, and information;
 - c. achieving quality standards in the fields of resources, planning, and information;
 - d. preparing various planning documents and reporting to internal and external stakeholders;
 - e. updating data and coordinating the management of information systems in the Graduate School;
 - f. ensuring the availability of various standard operational procedure documents in the School and coordinating the efforts to develop and update standard operational procedures;
 - g. acting as the main point of contact for the Graduate School with other parties who intend to visit or explore cooperation with various elements of the Graduate School;
 - h. carrying out public relations operations and Graduate School protocols;
 - i. carrying out staff development at the Graduate School;
 - j. conducting reviews of the performance results of the education personnel at the School to be submitted to the Vice Dean of the Graduate School;
 - k. controlling and evaluating activities within the School in the fields of resources, planning, and information;
 - l. ensuring the implementation of good administration related to the field of duty;
 - m. carrying out other matters assigned by the Vice Dean of the Graduate School;
 - n. providing periodic reports related to the implementation of his/her duties to the Vice Dean of the Graduate School; and
 - o. assisting the Vice Dean of the Graduate School in preparing annual reports in the fields of resources, planning, and information.

Paragraph 5 Graduate School Study Program

Article 79

- (1) A Graduate School Study Program is a unit of educational and learning activities that has a certain curriculum and learning method in one type of multidisciplinary postgraduate academic education.
- (2) A School Study Program is led by the Head of the Study Program.

Article 80

- (1) The Head of a Graduate School Study Program has the task of developing, implementing, evaluating, and ensuring the quality of education and learning to achieve the expected graduate competencies.
- (2) The Head of a Graduate School Study Program has the following functions:
 - a. preparing plans, programs, and budgets at the Study Program level;
 - b. organizing and developing learning in accordance with the curriculum;
 - c. planning the needs of lecturers according to the demands of the curriculum and submitting them to the Vice Dean of the Graduate School to then be forwarded to the Faculty where the Department which oversees the expertises of the Lecturers needed is located;
 - d. evaluating and monitoring lecturers' performance to be reported to the Vice Dean of the Graduate School to be forwarded to the Faculty where the Department which oversees the expertises of the Lecturers concerned is concerned;
 - e. ensuring the quality of education in the context of the realization of a superior and reputable Study Program;
 - f. evaluating and monitoring the learning implementation to ensure the production of excellent graduates and timely studies;
 - g. develop various programs and activities to facilitate students in compiling scientific papers and publishing them in reputable periodicals;
 - h. evaluating and monitoring Lecturers' performance to be reported to the Dean of the Graduate School through the Vice Dean of the Graduate School;
 - i. coordinating student activities with Managers that support the improvement of academic achievement and intellectual behavior; and
 - j. reporting the implementation of learning to the Dean of the Graduate School through the Vice Dean of the Graduate School.

Paragraph 6

Graduate School Quality Assurance Unit

Article 81

- (1) The Graduate School Quality Assurance Unit has the task of supporting the Dean of the Graduate School in carrying out quality assurance tasks.
- (2) The School Quality Assurance Unit is led by the Head of the Graduate School Quality Assurance Unit.
- (3) The Head of the Graduate School Quality Assurance Unit has the following functions:
 - a. implementing an academic quality assurance system in accordance with applicable laws and regulations and Unpad quality assurance guidelines;
 - b. implementing the guidelines and procedures for internal evaluation of academic quality assurance set by Unpad;
 - c. carrying out instruments for internal evaluation of academic quality assurance set by Unpad;
 - d. carrying out academic quality assurance in all work units in the School environment;

- e. provide inputs and recommendations to the Dean of the Graduate School related to quality assurance at the School level;
- f. carrying out the development and implementation of quality standards and audits in the fields of education and student affairs at the School level; and
- g. coordinating with the Quality Assurance Unit in the implementation of quality assurance.

Paragraph 7
Graduate School Internationalization Unit

Article 82

- (1) The Graduate School Internationalization Unit has the task of supporting the Dean of the Graduate School in the implementation of the internationalization of education in the Graduate School.
- (2) The Graduate School Internationalization Unit is led by the Head of the Graduate School Internationalization Unit.
- (3) The Graduate School Internationalization Unit has the following functions:
 - a. carrying out international service activities at the Graduate School;
 - b. handling the mobility of foreign students to the graduate school (inbound) in coordination with the International Office, including but not limited to:
 - 1. assisting the admission of foreign students to the University;
 - 2. placement of the buddy program;
 - 3. providing briefing and introduction for foreign students;
 - 4. assisting foreign students to facilitate adaptation to the social environment;
 - 5. providing foreign student accommodation services;
 - 6. providing services to facilitate the processing of immigration administration documents;
 - c. assisting the communication and administration process of sending students abroad (outbound);
 - d. coordinating the pioneering of the application for international accreditation for study programs;
 - e. providing advice on the implementation of program activities to study programs related to the achievement of indicators/criteria for international accreditation and/or international rankings;
 - f. carrying out the management of international programs in the field of cooperation in coordination with the Manager of Learning, Research, Publications, and Partnerships including but not limited to:
 - 1. Providing the MoU/MoA format and revising the MoU/MoA given by international partner institutions;
 - 2. Making contacts and follow ups on existing international agreements;
 - 3. Making contacts with the target international cooperation partners;
 - 4. Seeking cooperation with strategic international institutions;
 - g. preparing and submitting reports on the implementation of programs and activities periodically in its fields to the Dean of the Graduate School.

Part Ten
Vocational Education Program

Paragraph 1
General

Article 83

- (1) The Vocational Education Program as referred to in Article 3 point j is under and responsible to the Rector, which has the task of organizing and coordinating various vocational study programs.
- (2) The Vocational Education Program has the following functions:
 - a. implementation and development of Vocational Education in accordance with the needs of the community; and
 - b. implementation and service of administrative affairs within the Vocational Education Program.

Article 84

Vocational Education Program Management at least consists of:

- a. Director of the Vocational Education Program;
- b. Secretary of the Vocation Education Program;
- c. Managers;
- d. Study Programs;
- e. Quality Assurance Unit; and
- f. Competency Training and Certification Unit

Paragraph 1
Director of the Vocational Education Program

Article 85

- (1) The Director of the Vocational Education Program is in charge of representing the Rector in leading the management of the Vocational education program.
- (2) The Director of the Vocational Education Program has the following functions:
 - a. formulating policies and strategic plans in the fields of learning, work practices, student affairs, certification, research, innovation, partnerships, resources, planning, and information at the Education Program level;
 - b. preparing and coordinating program planning and budgeting in the fields of learning, work practices, student affairs, certification, research, innovation, partnerships, resources, planning, and information with the assistance of the Secretary of the Vocational Education Program;
 - c. coordinating the activities of the Secretary of the Vocational Education Program in accordance with Unpad's strategic plans and policies and the management systems that have been established;
 - d. controlling quality standards in the fields of learning, work practices, student affairs, certification, research, innovation, partnerships, resources, planning, and information;
 - e. controlling and evaluating activities within the Education Program in the fields of learning, work practice, student affairs, certification, research, innovation, partnership, resources, planning, and information; and

- f. preparing annual reports on the activities of learning, work practices, student affairs, certification, research, innovation, partnerships, resources, planning, and information, in the context of accountability of the Director of the Vocational Education Program to the Rector.

Paragraph 2
Secretary of the Vocational Education Program

Article 86

The Director of the Vocational Education Program is assisted by a Secretary of the Vocational Education Program.

Article 87

- (1) The Secretary of the Vocational Education Program has the task of representing the Director of the Vocational Education Program in leading the implementation of the management of learning activities, work practices, student affairs, certification, research, innovation, partnerships, resources, planning, and information.
- (2) The Secretary of the Vocational Education Program as referred to in paragraph (1) has the following functions:
 - a. assisting the Director of the Vocational Education Program in the formulation of policies and strategic plans in the fields of learning, work practices, student affairs, certification, research, innovation, partnerships, resources, planning, and information at the Education Program level;
 - b. assisting the Director of the Vocational Education Program in preparing and coordinating program planning and budgeting in the fields of learning, work practices, student affairs, certification, research, innovation, partnerships, resources, planning, and information at the School level with the Secretary of the Vocational Education Program, Heads of Study Programs, and Head of Vocational Program Quality Assurance Unit;
 - c. coordinating the activities of the Managers in accordance with the strategic plans and policies of the Vocational Education Program and the management systems that have been established;
 - d. assisting the Director of the Vocational Education Program in controlling quality standards in the fields of learning, work practices, student affairs, certification, research, innovation, partnerships, resources, planning, and information at the Education Program level;
 - e. assisting the Director of the Vocational Education Program in controlling and evaluating activities within the Education Program in the fields of learning, work practice, student affairs, certification, research, innovation, partnership, resources, planning, and information; and
 - f. assisting the Director of the Vocational Education Program in preparing annual reports on the activities of learning, student affairs, research, innovation, partnerships, resources, planning, and information at the School level in the context of accountability of the Director of the Vocational Education Program to the Rector.

Paragraph 3
Vocational Education Program

Manager Article 88

- (1) Managers in the Vocational Education Program have the task of assisting the implementation of some of the duties of the Secretary of the Vocational Education Program and are responsible to the Secretary of the Vocational Education Program in accordance with their fields of duties.
- (2) Managers in the Vocational Education Program consist of:
 - a. Manager of Learning, Innovation, and Partnerships; and
 - b. Manager of Resources, Planning, and Information.
- (3) Managers are appointed by the Rector based on the results of an assessment of candidates from lecturers or education personnel through an open recruitment process; and
- (4) The mechanisms for the appointment and dismissal of Managers are regulated in detail in a Rector Regulation.

Article 89

- (1) The Manager of Learning, Innovation, and Partnerships has the task of supporting the Secretary of the Vocational Education Program in managing activities in the fields of learning, work practices, innovation, certification, and partnership;
- (2) The Manager of Learning, Innovation, and Partnerships has the following functions:
 - a. implementing the formulation of the vision, mission, and targets, as well as strategic policies in the fields of learning, work practices, innovation, certification, and partnership;
 - b. implementing work programs and budgets in the fields of learning, work practices, innovation, certification, and partnership with the Heads of Study Programs;
 - c. reviewing technical policy concepts in the fields of learning, work practices, innovation, certification, and partnership;
 - d. achieving quality standards in the fields of learning, work practices, innovation, certification, and partnership;
 - e. carrying out coordination at the Vocational School level in terms of:
 1. preparation of class schedules (rooster);
 2. facilitation of learning, work practice, student affairs, certification, and partnership administration services;
 3. development of applied research-based learning processes;
 4. coordinating the development of applied research result innovations;
 5. training to improve the competence of soft skills and student character;
 6. expansion of access, provisions of scholarships, as well as facilities and infrastructure to support the achievement of student competencies in accordance with Unpad's vision;
 7. expansion and provision of access for students and alumni to the world of work;
 8. facilitation of competition and development of soft skills;
 9. career development and graduate tracing (tracer study);
 10. facilitation of alumni; and
 11. implementation of cooperation.
 - f. controlling and evaluating activities within the Vocational Education Program in the fields of learning, work practices, innovation, certification, and partnership;
 - g. ensuring the implementation of good administration related to the field of duty;

- h. carrying out other matters assigned by the Secretary of the Vocational Education Program; and
- i. providing periodic reports related to the implementation of his/her duties to the Secretary of the Vocational Education Program.

Article 90

- (1) The Manager of Resources, Planning, and Information has the task of supporting the Secretary of the Vocational Education Program in managing activities in the fields of resources, planning, and information.
- (2) The Manager of Resources, Planning, and Information has the following functions:
 - a. implementing the formulation of the vision, mission, and targets, as well as strategic policies in the fields of Resources, Planning, and Information;
 - b. implementing work programs and budgets in the fields of Resources, Planning, and Information;
 - c. achieving quality standards in the fields of Resources, Planning, and Information;
 - d. ensuring the implementation of good administration related to the field of duty;
 - e. controlling and evaluating activities within the Education Program in the fields of Resources, Planning, and Information;
 - f. carrying out other matters assigned by the Secretary of the Vocational Education Program; and
 - g. providing periodic reports related to the implementation of his/her duties to the Secretary of the Vocational Education Program.

Paragraph 4 Vocational Study Program

Article 91

- (1) Vocational Study Program is a unit of education and learning activities that has a certain curriculum and learning method in one type of vocational education that is mono and/or multidisciplinary.
- (2) A Vocational Study Program is led by the Head of the Study Program.

Article 92

- (1) The Head of a Vocational Study Program has the task of developing, administering, evaluating, and ensuring the quality of education and learning to achieve technical competencies and skills of the graduates.
- (2) The Head of a Vocational Study Program has the following functions:
 - a. formulating strategic plans, programs, and budgets at the Study Program level;
 - b. organizing and developing learning in accordance with the curriculum;
 - c. ensuring the quality of education in the context of the realization of a superior and reputable Study Program;
 - d. planning the needs of lecturers according to the demands of the curriculum and submitting them to the Secretary of the Vocational Education Program to then be forwarded to the Faculty where the Department which oversees the expertises of the Lecturers needed is located;

- e. evaluating and monitoring the lecturers' performance to be reported to the Secretary of the Vocational Education Program and then forwarded to the Faculty where the Department which oversees the expertises of the Lecturers concerned is located;
- f. evaluating and monitoring the learning implementation to ensure the production of excellent graduates and timely studies;
- g. coordinating student internship activities;
- h. developing the competence, interests, talents, and reasoning of students in accordance with the main competencies of the Study Program that are oriented towards improving achievements and working readiness;
- i. coordinating with the Manager of learning, innovation, and partnerships in fostering student activities of the students of the study program that are oriented towards soft skills development and achievement improvement; and
- j. reporting the implementation of learning to the Director of the Vocational Education Program through the Secretary of the Vocational Education Program.

Paragraph 5
Secretary of Vocational Study Program

Article 93

- (1) The Head of the Study Program in the Vocational Education Program can be assisted by a Secretary of the Study Program.
- (2) The criteria for study programs that can be assisted by the Secretary of the Study Program are regulated by a Rector Regulation.
- (3) The Secretary of a Study Program is appointed by the Rector based on the results of an assessment of candidates from education personnel through an open candidate recruitment process.
- (4) The mechanisms for the appointment and dismissal of the Secretary of the Study Program are regulated in detail in a Rector Regulation.

Article 94

- (1) The Secretary of a Vocational Study Program has the task of supporting the implementation of the duties of the Head of the Vocational Study Program in planning, implementing, developing, controlling, and evaluating the quality of learning to achieve the expected competencies of graduates.
- (2) The Secretary of a Vocational Studies Program has the following functions:
 - a. assisting the Head of the Vocational Study Program in preparing strategic plans, programs, and budgets at the Study Program level;
 - b. assisting the Head of the Vocational Study Program in organizing and developing learning in accordance with the curriculum, including activities but not limited to:
 - 1. coordinating the activities of filling out the study plans;
 - 2. arranging the placement and scheduling of lecturers in courses according to the direction of the Head of the study program;
 - 3. prepare semester learning plan documents;
 - 4. monitoring the presence of lecturers in the implementation of lectures to be reported to the Head of the study program;
 - 5. coordinate the process of learning outcomes exams;

- 6. coordinating the evaluation of the learning process and processing the evaluation results to be reported to the Head of the study program; and
- 7. coordinating the process of submission of student research proposals and the process of the final trial of student research results;
- c. coordinate the implementation of curriculum review activities;
- d. coordinating the procedures of the student internship activities;
- e. coordinating procedures of student activities within the scope of the Vocational study program and coordinating with the Manager of learning, students, and alumni;
- f. ensuring that the administrative service process related to learning and student activities within the scope of the study program runs well; and
- g. assisting the Head of the Vocational Study Program in preparing reports on the implementation of learning to the Director of the Vocational Education Program.

Paragraph 6
Vocational Program Quality Assurance Unit

Article 95

- (1) The Vocational Program Quality Assurance Unit has the task of supporting the Director of the Vocational Education Program in carrying out quality assurance tasks.
- (2) The Vocational Program Quality Assurance Unit is led by the Head of the Vocational Program Quality Assurance Unit.
- (3) The Head of the Vocational Program Quality Assurance Unit has the following functions:
 - a. implementing academic quality assurance systems in accordance with applicable laws and regulations and Unpad quality assurance guidelines;
 - b. implementing the guidelines and procedures for internal evaluation of academic quality assurance set by Unpad;
 - c. carrying out the instruments for internal evaluation of academic quality assurance set by Unpad;
 - d. carrying out academic quality assurance in all work units within the Vocational Education Program;
 - e. providing inputs and recommendations to the Director of the Vocational Education Program related to quality assurance at the Vocational Education Program level;
 - f. carrying out the development and implementation of quality standards and audits in the fields of education and student affairs at the Vocational Education Program level; and
 - g. carrying out coordination with the Quality Assurance Unit in the implementation of quality assurance.

Paragraph 7
Competency Training and Certification Unit

Article 96

- (1) The Competency Training and Certification Unit has the task of supporting the Director of the Vocational Education Program in ensuring the suitability of student competencies with competencies determined by the curriculum.
- (2) The Competency Training and Certification Unit is led by the Head.
- (3) The Head of the Competency Training and Certification Unit has the following functions:

- a. carrying out the necessary trainings to strengthen the competencies of vocational education program students;
- b. pioneering the establishment of the First Party Professional Certification Agency (LSP P1) which obtains a license from the National Professional Certification Agency;
- c. carrying out the management of LSP P1, including but not limited to:
 1. developing competency schemes and preparing competency test materials according to the Indonesian National Work Qualification Standards (SKKNI);
 2. developing and ensuring the availability of assessors;
 3. controlling and evaluating the performance of assessors;
 4. carrying out the service and administration processes of competency tests for vocational program students;
- d. coordinating with study programs to integrate the competency demands in the SKKNI into the curriculum of the Vocational study program; and
- e. preparing and submitting reports on the implementation of programs and activities on periodically in his/her fields to the Director of the Vocational Education Program.

Part Eleven
Pangandaran Campus

Article 97

- (1) The Pangandara Campus manages education through the Study Program Outside Main Campus (PSDKU), research, and community service.
- (2) The Pangandaran Campus is led by a Director who is responsible to the Rector.
- (3) The Director of the Pangandaran Campus is appointed and dismissed by the Rector.
- (4) The Director of the Pangandaran Campus Director can be assisted by the Secretary of the Pangandaran Campus.

Article 98

- (1) The Director of the Pangandaran Campus has the task of coordinating the implementation of the educational process at the Pangandaran Campus.
- (2) The Director of the Pangandaran Campus has the following functions:
 - a. preparing and coordinating program planning and budgeting in the fields of learning, student affairs, research, innovation, partnership, resources, planning, and information with the assistance of the Secretary of the Pangandaran Campus Secretary;
 - b. coordinating the implementation of the educational process;
 - c. coordinating the implementation of research and community service;
 - d. coordinating the management of resources at the Pangandaran Campus;
 - e. facilitating student activities;
 - f. controlling quality standards in the fields of learning, student affairs, research, innovation, partnership, resources, planning, and information;
 - g. controlling and evaluating programs and activities in the fields of learning, student affairs, research, innovation, partnership, resources, planning, and information; and
 - h. preparing annual reports on learning activities, student affairs, research, innovation, partnerships, resources, planning, and information in the context of the accountability of the Director of the Pangandaran Campus to the Rector.

Part Twelve
Business Unit

Article 99

- (1) Unpad can form a Business Unit that carries out services and business activities professionally and commercially.
- (2) The Business Unit can be upgraded to a Business Entity.
- (3) The business Unit/Entity is led by a Director who is responsible to the Rector.
- (4) The procedures for the establishment and management of business Units/Entities are regulated in a separate Rector Regulation.
- (5) The duties and functions of a Business Unit/Entity are regulated and stipulated in more detail in the Rector Decree for the establishment of each Business Unit.
- (6) At the time this Regulation is made, the business units consist of but are not limited to:
 - a. West Java Institute;
 - b. Dental and Oral Hospital;
 - c. Center for Psychological Innovation;
 - d. Health Clinic;
 - e. Science and Technology Zone (KST);
 - f. Expert Service Center;
 - g. Business Incubation Center.

Part Thirteen
Center of Excellence

Article 100

- (1) Unpad can form a Center of Excellence that implements and develops certain service functions based on partnerships with one or more stakeholders.
- (2) The procedures for the establishment and management of Centers of Excellence are regulated in a separate Rector Regulation.
- (3) The duties and functions of a Center of Excellence are regulated and defined in more detail in the Rector Decree for the establishment of each Center of Excellence.

Part Fourteen
Ad Hoc Team

Article 101

- (1) To carry out certain tasks that require special skills, the Rector, Vice Rectors, Deans, and Directors may form an Ad Hoc Team, which is temporary.
- (2) The Ad Hoc Team is appointed with a Rector Decree based on the proposals from the Vice Rectors, Deans, and Directors.

CHAPTER IV
WORKING PROCEDURE

Article 102

- (1) Vice Rectors, Deans, Directors, Heads of Units, Secretaries of Directorates, Vice Heads of Units, Heads of Offices, and Heads of Centers are required to coordinate, make work guidelines, and establish standard operational procedures with organizational units both with organizational units within Unpad and with other agencies outside Unpad according to their respective duties.
- (2) Further provisions regarding the coordination mechanism, work guidelines, and standard operational procedures as referred to in paragraph (1) shall be regulated by a Rector Regulation.

Article 103

- (1) Each head of an organizational unit within Unpad in carrying out his/her duties is obliged to:
 - a. apply the principles of coordination, integration, synchronization, transparency, and accountability both within each organizational unit within Unpad and with other agencies outside Unpad in accordance with their respective duties;
 - b. supervise and evaluate his/her respective subordinates and in case of deviations to take the necessary steps in accordance with the provisions of the laws and regulations;
 - c. follow, comply with instructions, and be responsible to his/her respective superiors;
 - d. submit periodic reports on time; and
 - e. be responsible for leading and coordinating with his/her respective subordinates as well as fostering and providing guidance and instructions for the implementation of subordinate duties.
- (2) Each head of the organizational unit that receives reports periodically within a certain period that has been determined, from the head of the organizational unit below him/her is obliged to process and use them according to his/her needs and authority.

Article 104

The Vice Rectors, Deans, Directors, Heads of Units, Secretaries of the Directorates, Vice Heads of Units, Heads of Offices, and Heads of Centers submit reports to the Rector through the Vice Rector for Planning and Organization, with copies to other organizational units that functionally have a working relationship with Unpad.

Article 105

- (1) The job descriptions, functions, and key performance indicators of the Unpad management elements are described in the details of each management element.
- (2) Further provisions regarding job descriptions, functions, and key performance indicators as referred to in paragraph (1) are regulated by a Rector Regulation.

CHAPTER V

TRANSITIONAL TERMS

Article 106

- (1) At the time this Rector Regulation comes into effect, the Rector Regulation of Universitas Padjadjaran Number 40 of 2016 as last amended by the Rector Regulation Number 1 of 2019 concerning Organization and Management of Universitas Padjadjaran is revoked and declared invalid.
- (2) Unpad management elements under the existing Rector are still recognized as long as they have not been replaced with a new provision based on this Rector Regulation.
- (3) The adjustments to the Organization and Management of Unpad as referred to in paragraphs (1) and (2) above are carried out no later than 6 (six) months after this Rector Regulation is stipulated.

CHAPTER VI

CLOSING

Article 107

The charts for the organization and management of Unpad are listed in the attachments which are integral parts of this Rector Regulation.

Article 108

At the time this Rector Regulation comes into effect, all Rector Regulations and Rector Decrees as implementing regulations of the Rector Regulation of Universitas Padjadjaran Number 40 of 2016 as last amended by the Rector Regulation Number 1 of 2019 concerning Organization and Management of Universitas Padjadjaran, are declared to be still valid as long as they do not conflict and have not been replaced based on this Rector Regulation.

Article 109

This Rector Regulation is valid since its stipulation.

Stipulated in Jatinangor on
January 2, 2020

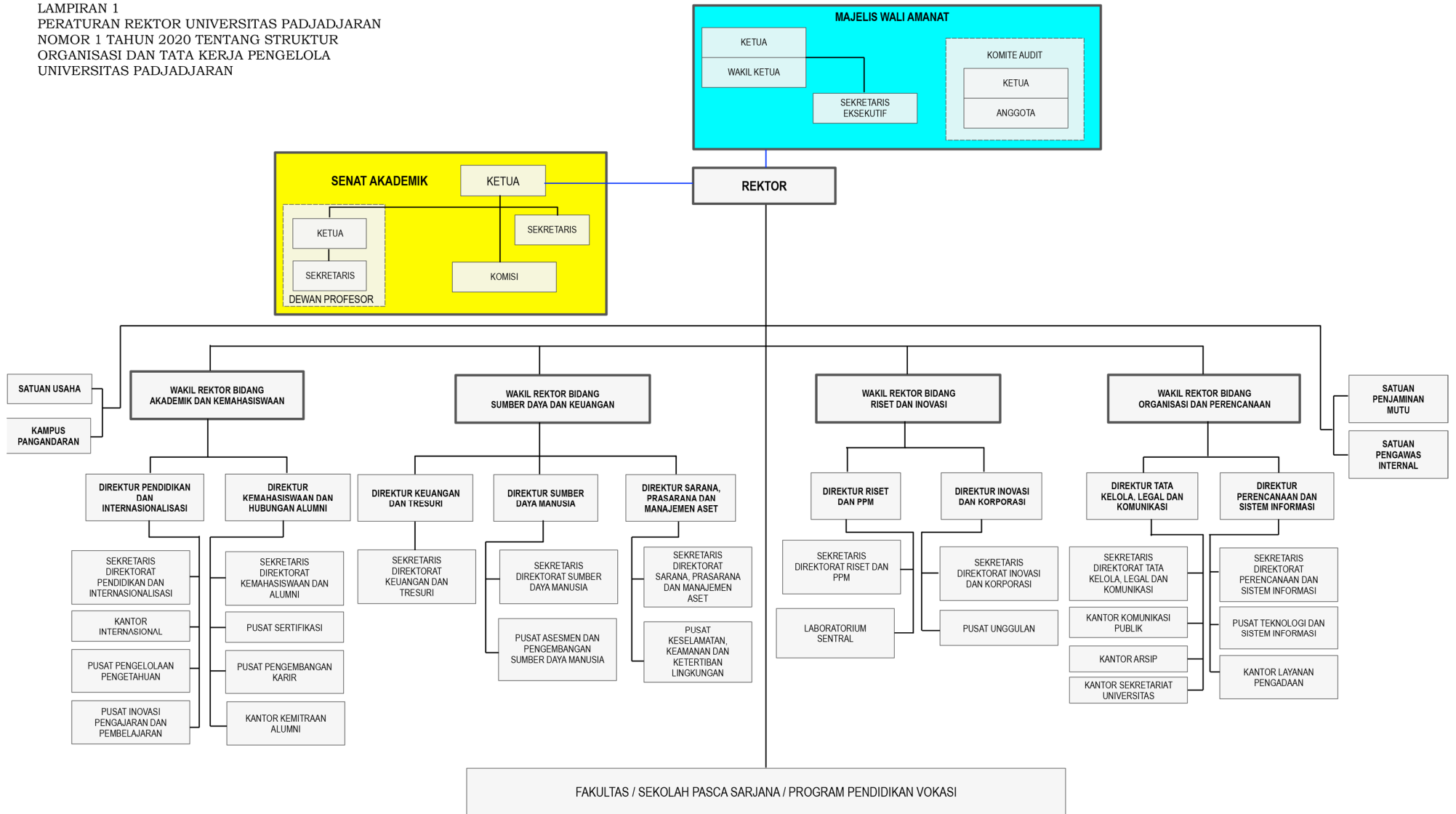
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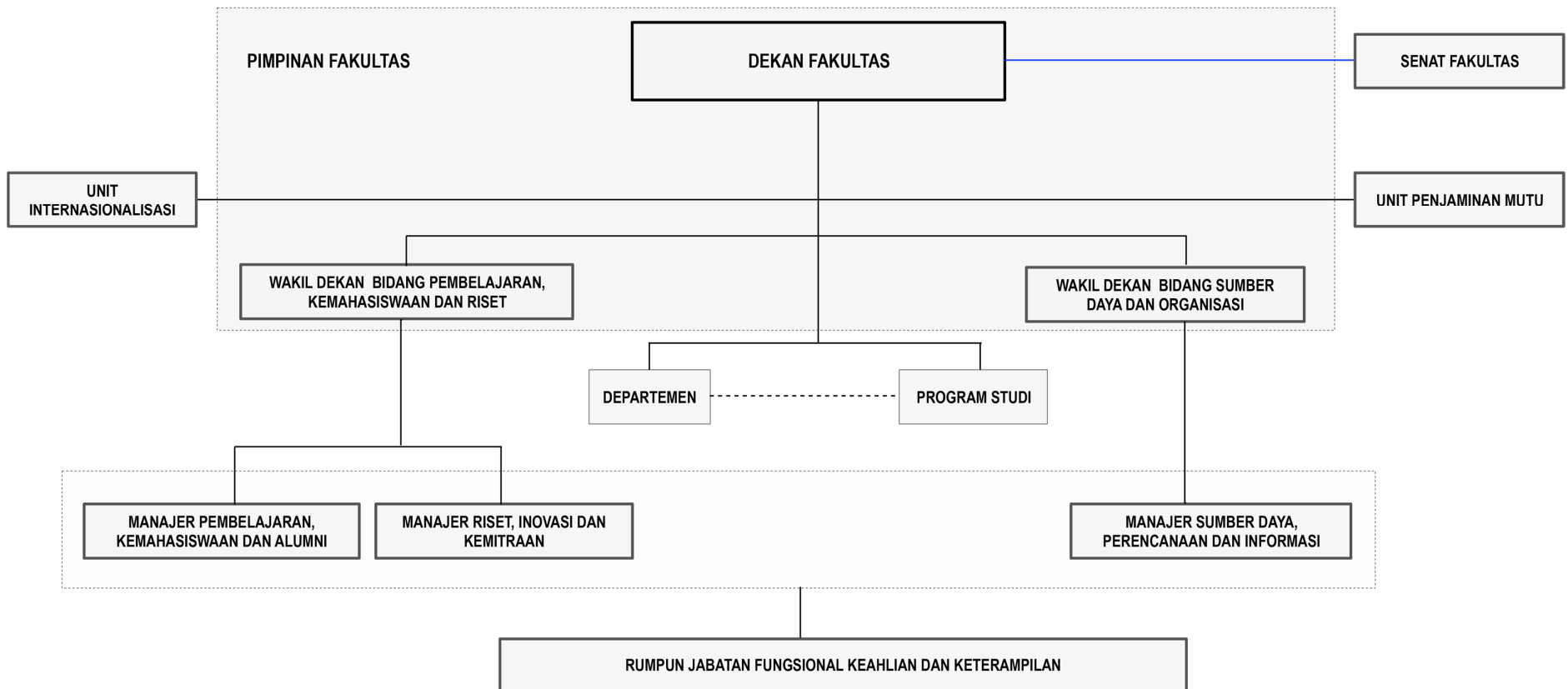
STRUKTUR INTI ORGANISASI UNIVERSITAS PADJADJARAN

LAMPIRAN 1
 PERATURAN REKTOR UNIVERSITAS PADJADJARAN
 NOMOR 1 TAHUN 2020 TENTANG STRUKTUR
 ORGANISASI DAN TATA KERJA PENGELOLA
 UNIVERSITAS PADJADJARAN



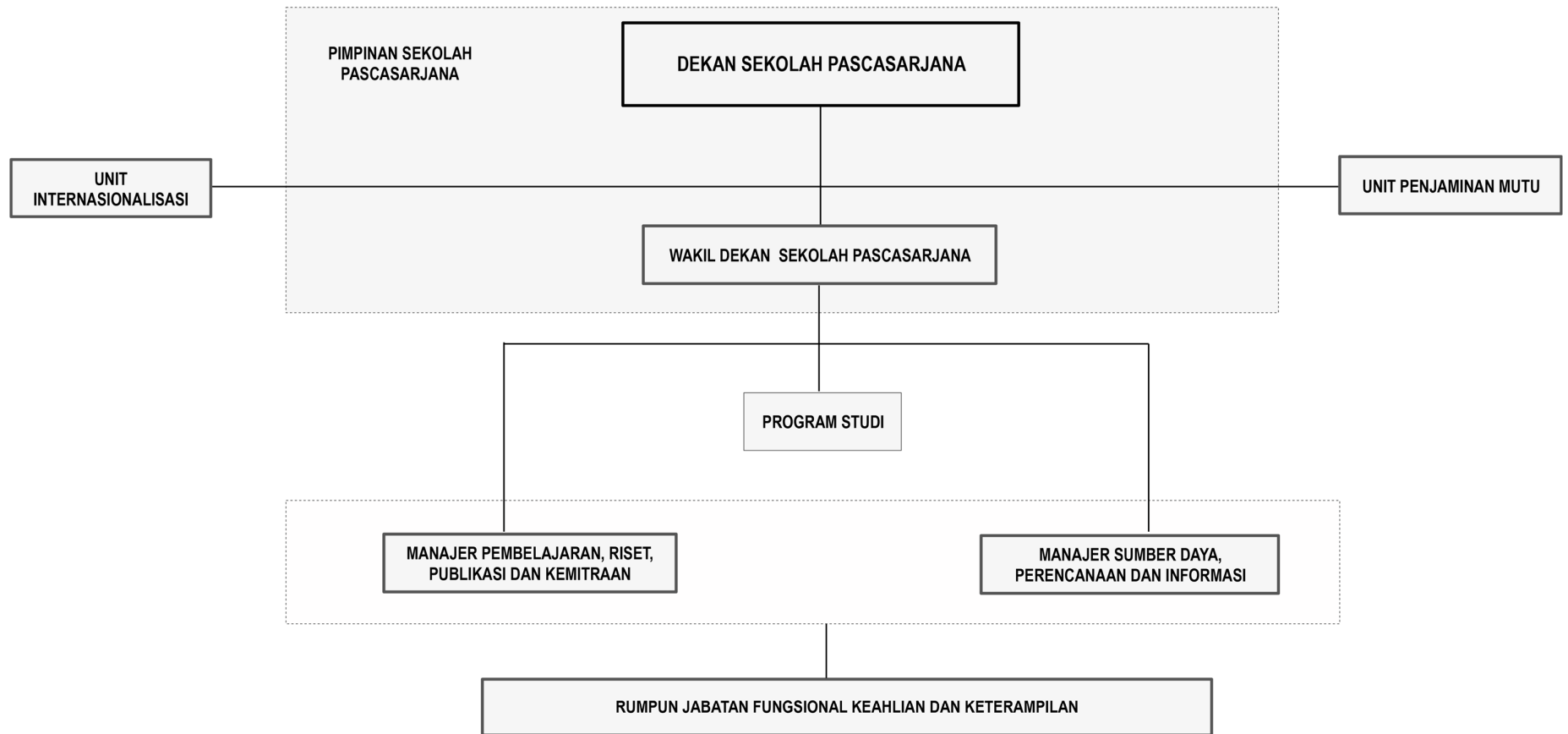
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 ————— Hubungan Pengawasan
 [- - - - -] Unit Fungsional

STRUKTUR ORGANISASI FAKULTAS



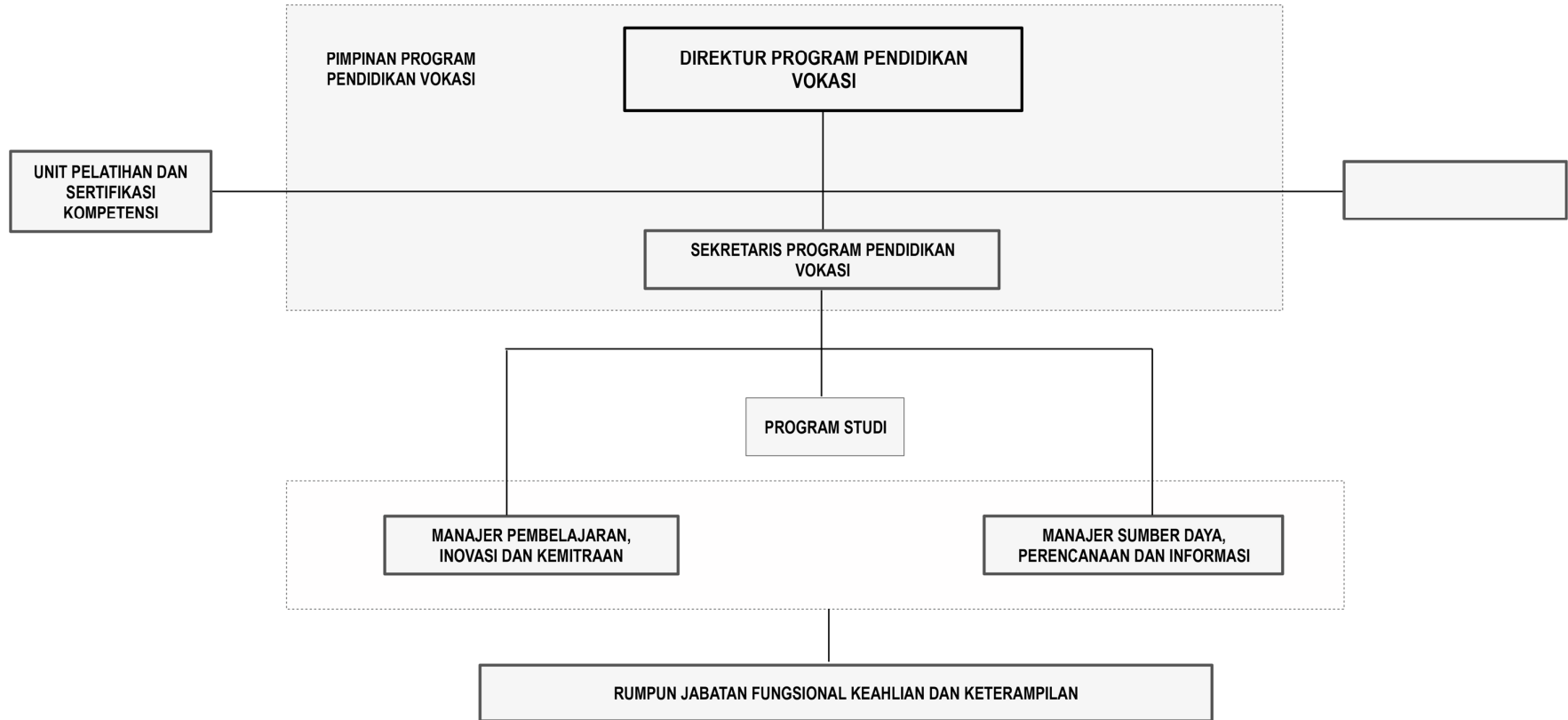
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— Hubungan Hirarki
— Hubungan Pengawasan
- - - Hubungan Koordinasi

STRUKTUR ORGANISASI SEKOLAH PASCASARJANA



KETERANGAN :
—— Hubungan Hirarki
- - - - Hubungan Koordinasi

STRUKTUR ORGANISASI PROGRAM PENDIDIKAN VOKASI



KETERANGAN : ————— Hubungan Hirarki
- - - - - Hubungan Koordinasi