



TRANSLATED COPY

**RECTOR REGULATION OF
UNIVERSITAS PADJADJARAN
NUMBER 2 OF 2020**

CONCERNING

**BUREAUCRATIC REFORM
WITHIN UNIVERSITAS PADJADJARAN**

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

- Considering : a. that in the context of accelerating the achievement of Good University Governance, it is deemed necessary to carry out bureaucratic reform within Universitas Padjadjaran;
- b. that to move a professional university bureaucracy, bureaucratic reform guidelines that can change the mindset and work culture within the university are needed;
- c. that based on the considerations referred to in points a and b, it is necessary to formulate a Rector Regulation.
- 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 concerning State Civil Apparatus (State Gazette of 2014 Number 6, Supplement to the State Gazette Number 5494);
3. Law Number 19 of 2019 concerning the Second Amendment to Law 30 of 2002 concerning the Eradication of Criminal Acts of Corruption;
4. 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 1442);
5. 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);
6. Government Regulation Number 80 of 2014 on the Designation of Universitas Padjadjaran as a Legal Entity State University (State Gazette of the Republic of Indonesia of 2014 Number 301);

7. Government Regulation Number 51 of 2015 on the Statutes of Universitas Padjadjaran (State Gazette of the Republic of Indonesia of 2015 Number 168, Supplement to the State Gazette Number 5720);
8. Presidential Regulation Number 81 of 2010 on the 2010-2025 Grand Design for Bureaucratic Reform;
9. Regulation of the Minister of State Apparatus Empowerment and Bureaucratic Reform concerning Amendments to Regulation of the Minister of State Apparatus Empowerment and Bureaucratic Reform Number 14 of 2014 concerning Guidelines for Evaluation of Bureaucratic Reform in Government Agencies;
10. Regulation of the Minister of State Apparatus Empowerment and Bureaucratic Reform of the Republic of Indonesia Number 27 of 2014 concerning Guidelines for the Development of Agents of Change in Government Agencies;
11. Regulation of the Minister of State Apparatus Empowerment and Bureaucratic Reform Number 19 of 2018 concerning the Preparation of Business Process Maps for Government Agencies;
12. 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;
13. Regulation of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 71 of 2017 concerning the Guidelines for the Preparation and Evaluation of Business Process Maps and Standard Operating Procedures within the Ministry of Research, Technology, and Higher Education;
14. Regulation of the Minister of Education and Culture Number 29 of 2019 concerning Gratification Control within the Ministry of Education and Culture;
15. Regulation of the Minister of Education and Culture Number 45 of 2019 concerning Organizations and Work Procedures of the Ministry of Education and Culture of the Republic of Indonesia which was stipulated on December 27, 2019 (State Gazette of the Republic of Indonesia of 2019 Number 1673);
16. Decree of the Board of Trustees of Universitas Padjadjaran Number 15/UN6.MWA/KEP/2019 of 2019 concerning the Appointment of the Rector of Universitas Padjadjaran for the 2019-2024 Period;
17. Rector Regulation Number 1 of 2020 on the Organizational Structure and Work Procedures of Universitas Padjadjaran Managers.

HAS DECIDED:

To stipulate : RECTOR REGULATION CONCERNING BUREAUCRATIC REFORM
WITHIN 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. Statutes of Unpad are the basic regulations for Unpad management which are used as a basis for preparing operational regulations and procedures at Unpad.
3. Board of Trustees is an organ of Unpad that stipulates, provides consideration for the implementation of general policies, and carries out supervision in the non-academic field.
4. Academic Senate is an organ of Unpad that sets policies, provides considerations, and carries out supervision in the academic field.
5. Rector is an organ of Unpad that leads the administration and management of Unpad.
6. Vice Rectors are officials who represent and assist the Rector in the administration and management of Unpad.
7. Faculty Senate is an organ of a Faculty that provides advice to the Faculty Dean and supervises academic administration in the Faculty.
8. Faculty is a collection of supporting resources that administers and manages academic education, professional education, or vocational education in one cluster of science and technology disciplines.
10. Department is an element of a Faculty that supports the implementation of academic activities in one or several branches of science and technology in the types of academic education, professional education, and/or vocational education.
11. Dean is the head of a Faculty and/or Graduate School within Unpad who is authorized and responsible for the academic administration and management in each Faculty and/or Graduate School.
12. Director of Vocational Education Program is the leader of a Vocational Education Program within Unpad who is authorized and responsible for the academic administration and management in the Vocational Education Program.
13. Vice Deans are officials who represent and assist the Deans of Faculties and/or Graduate Schools within Unpad in organizing education in each Faculty and/or Graduate School.
14. Secretary of Vocational Education Program is an official who represents and assists the Director of Vocational Education Program within Unpad in the academic administration of the Vocational Education Program.
15. Head of Unit is the head of a Unit who is the management element who provides advice to the Rector and assists the Rector in carrying out certain supervisory and/or controlling tasks in the administration of the university.
16. Director is the head of a Directorate who formulates programs and coordinates the implementation of activities and ensures the implementation of programs in his/her field of duty.
17. Secretary of the Directorate is an official who assists the Director in the Directorate in carrying out the administrative processes of the Directorate.
18. Head of Center is the leader of the Center who is a management element that carries out and develops certain service functions needed to support the implementation of Threefold Missions of Higher Education (*Tridharma Perguruan Tinggi*) activities.

19. Head of Office is the leader of the Office who 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.
20. Head of the Central Laboratory is the leader of the Unpad Central Laboratory.
21. Head of Department is the leader of the educational resource association in one or several branches of science and technology in the type of academic education.
22. Head of Study Program is the leader of a unit of educational and learning activities that has a specific curriculum and learning methods in one type of academic education, professional education, and/or vocational education.
23. Head of Unit in a Faculty and/or Graduate School and/or Vocational Education Program is the leader of a unit in a Faculty and/or Postgraduate School and/or Vocational Education Program in accordance with Organizational Structure and Management of Unpad.
24. Manager is a management element of a Faculty and/or Graduate School and/or Vocational Education Program who is tasked with directing, integrating, supervising, and coordinating work according to his/her field of duty.
25. Secretary of Study Program is the executor of the task of organizing the learning process in an Undergraduate and/or Applied Undergraduate and/or Graduate Study Program.
26. Unpad permanent lecturers are professional educators and scientists who have NIDN and/or NIDK and carry out the Threefold Missions of Higher Education (*Tridharma Perguruan Tinggi*) activities at Unpad and are registered as permanent Unpad employees, both Civil Servants and Non-Civil Servants.
25. Unpad Education Staff are members of the community who dedicate themselves and are appointed with the main task of supporting the implementation of higher education at Unpad, and are registered as permanent Unpad employees, both Civil Servants and Non-Civil Servants.
26. Functional Positions are positions that contain functions and tasks related to functional services that are based on certain expertise and skills.
27. Assessment is a process for assessing the qualifications of a person in the form of competence.
28. Selection is the process of selecting or screening candidates to fill certain positions.

CHAPTER II

BUREAUCRATIC REFORM

Article 2

- (1) Bureaucratic reform within Unpad is essentially an effort to carry out fundamental reforms and changes to the administration system at Universitas Padjadjaran towards Good University Governance.
- (2) The main targets in implementing bureaucratic reform at Universitas Padjadjaran include:
 - a. Organization,
 - b. Laws and regulations,
 - c. Human resources,
 - d. Authority,
 - e. Public services,
 - f. Mind-set,
 - g. Culture-set.

- (3) The action plans for realizing bureaucratic reform at Unpad for each aspect listed in Article 2 paragraph (2) are as follows:
 - a. Preparation of Business Process Map;
 - b. Gratification control;
 - c. Formation of Internal Control Unit;
 - d. Establishment of a Whistleblowing System;
 - e. Handling of conflicts of interest, and
 - f. Establishment of an Integrity Zone pilot project.

CHAPTER III

BUSINESS PROCESS MAP

Article 3

The Unpad Business Process Map is a reference for describing effective and efficient work relationships between work units within Unpad to produce performance in accordance with the objectives of the establishment of Unpad in order to produce outputs with added values for stakeholders.

Article 4

- (1) The Unpad Business Process Map is listed in the Appendix which is an integral part of this Regulation.
- (2) The business process map referred to in paragraph (1) is the level 0 and level 1 Business Process Maps.
- (3) The business process map for the next level will be regulated in a Rector Decree.

CHAPTER IV

GRATIFICATION CONTROL

Article 5

- (1) To realize the administration of the university that is clean and free from corruption, collusion, and nepotism, it is necessary to carry out efforts to control gratification as a manifestation of the integrity of employees within Universitas Padjadjaran in carrying out their functions and duties.
- (2) Gratification Control within Unpad as referred to in paragraph (1) is a reference for managers and/or employees within Unpad to recognize, prevent, and overcome/handle matters related to Gratification.
- (3) The direct supervisors of managers and/or employees provide guidance and supervision of Gratification Control within Unpad.
- (4) Guidelines for Gratification Control within Unpad will then be regulated in a Rector Decree.

CHAPTER V

UNIVERSITAS PADJADJARAN INTERNAL CONTROL SYSTEM

Article 6

- (1) Unpad Internal Control System is an integral process of actions and activities carried out continuously by leaders and all employees to provide adequate confidence in achieving organizational goals through effective and efficient activities, reliability of financial reporting, asset security, and compliance.
- (2) Unpad Internal Control System is implemented comprehensively in every work unit within Universitas Padjadjaran.
- (3) Unpad Internal Control System will then be regulated in a Rector Decree.

CHAPTER VI

WHISTLEBLOWING SYSTEM

Article 7

- (1) Unpad Whistleblowing System (WBS) or Alleged Violation Reporting System is a mechanism for reporting actions that are suspected of violating the Code of Ethics and Conduct and/or internal regulations and/or laws and regulations committed by Unpad Denizens.
- (2) The purpose of establishing Unpad WBS is to implement Good University Governance (GUG) consistently and sustainably as well as enforce all regulations at Unpad and increase compliance with applicable laws and regulations.
- (3) Guidelines regarding WBS within Unpad will then be regulated in a Rector Decree.

CHAPTER VII

HANDLING OF CONFLICTS OF INTEREST

Article 8

- (1) Handling of Conflicts of Interest at Unpad is an effort to improve the implementation of good Unpad governance that is free from corruption, collusion, and nepotism.
- (2) The purpose of establishing the Guidelines for the Handling of Conflicts of Interest within Unpad is as a reference for Managers and/or employees within Unpad to recognize, prevent and, overcome/handle conflicts of interest in the carrying out their duties and functions.
- (3) Guidelines for the Handling of Conflicts of Interest within Unpad will then be regulated in a Rector Decree.

CHAPTER VIII

INTEGRITY ZONE

Article 9

- (1) Integrity Zone is a stage to create a Corruption Free Area (WBK) and a Clean and Serving Bureaucratic Area (WBBM) in work units within Unpad.
- (2) The purpose of establishing the Integrity Zone is to build a clean, accountable, high-performing bureaucracy, an effective and efficient bureaucracy, and a bureaucracy that has quality public services within Unpad.
- (3) The establishment of the Integrity Zone within Unpad will then be stipulated in a Rector Decree.

CHAPTER IX

CLOSING

Article 10

This Rector Regulation is valid since its stipulation date.

Stipulated in Jatinangor
On January 15, 2020

RECTOR,

SIGNATURE

RINA INDIASTUTI

This copy conforms to the original
Director of Governance, Legal, and
Communication of Universitas Padjadjaran



Isis Ikhwansyah

UNIVERSITAS PADJADJARAN BUSINESS PROCESS MAP

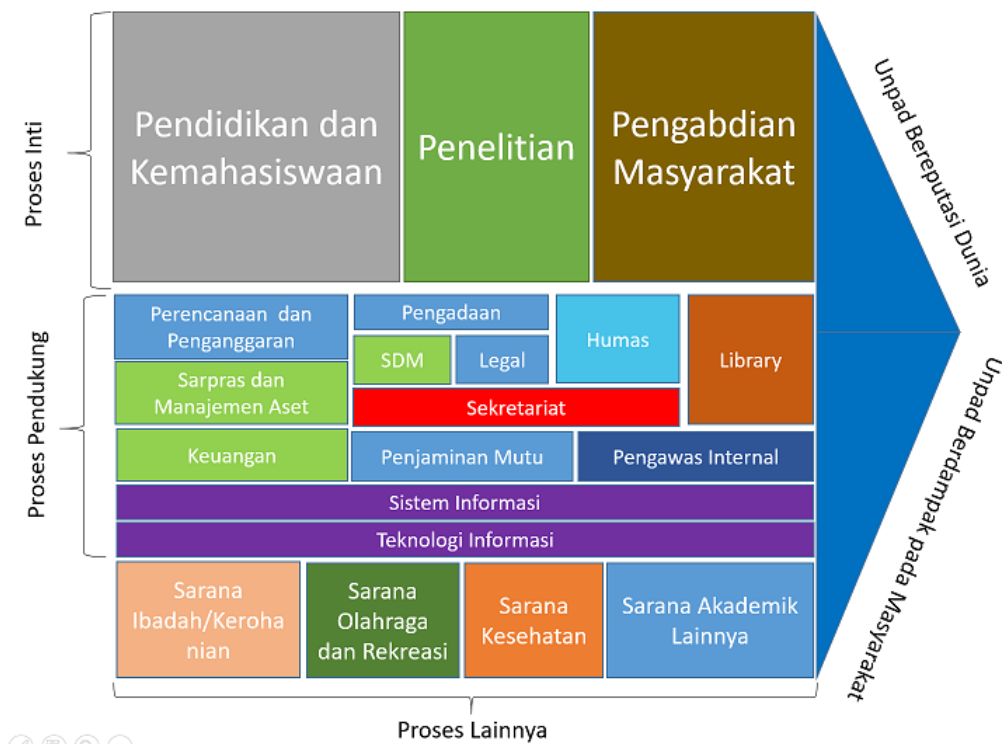
VISION

Achieving a University with a World Reputation and Impact on Society

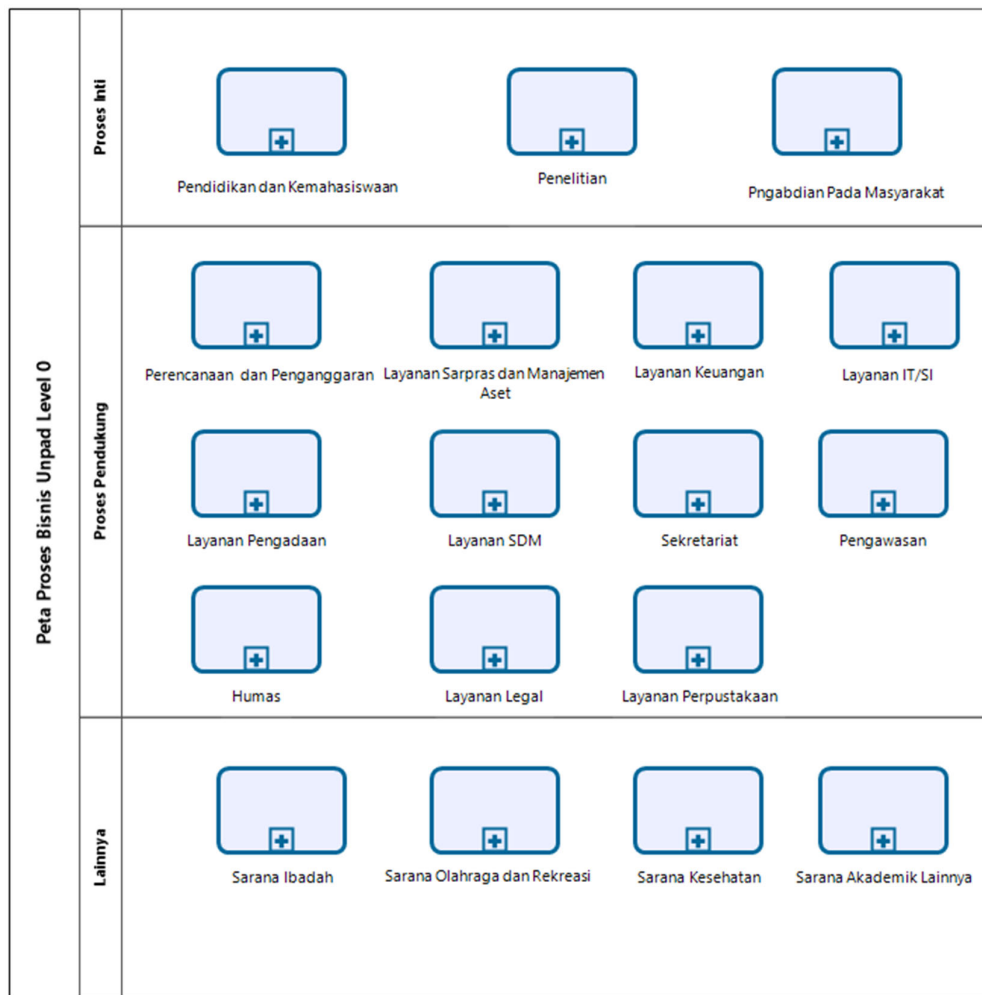
MISSIONS

1. Realizing academic excellence and gaining national and international recognition;
2. Increasing the relevance and innovation of education, research, and community service;
3. Realizing independence by capitalizing internal resources and strategic partnerships;
4. Increasing Unpad's contribution in solving problems that impact the welfare of the people of West Java and Indonesia;
5. Building leadership character with a collective, professional, and integrating culture in the sustainable management of the University.

Universitas Padjadjaran Business Process Map Framework



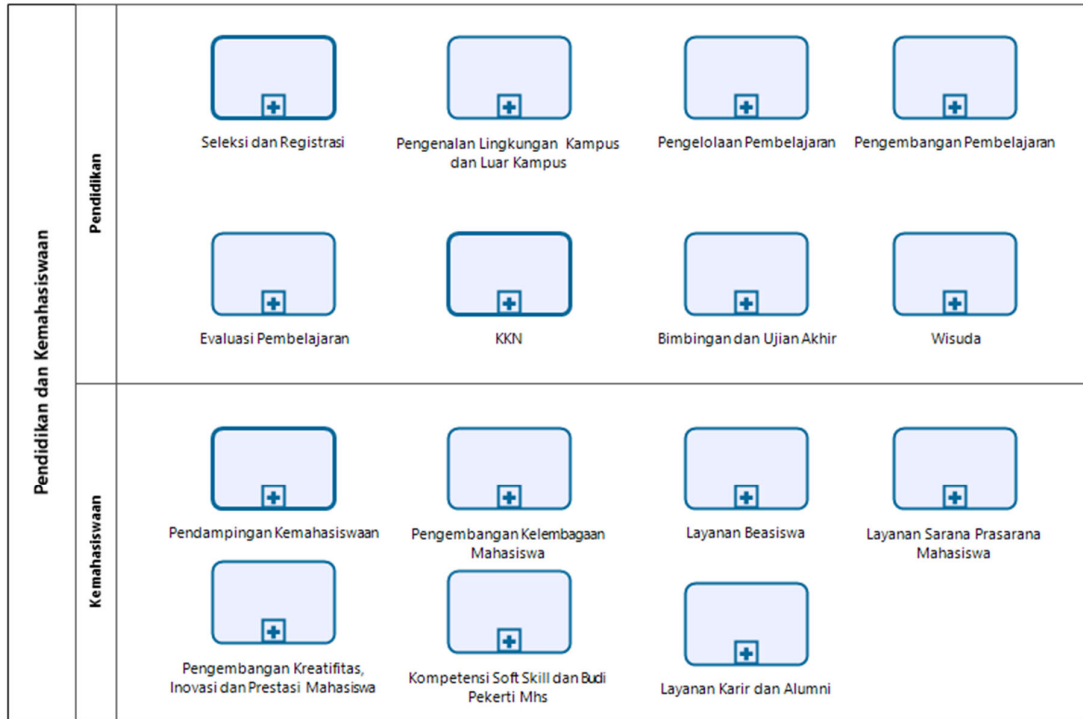
Unpad Level 0 Business Process Map



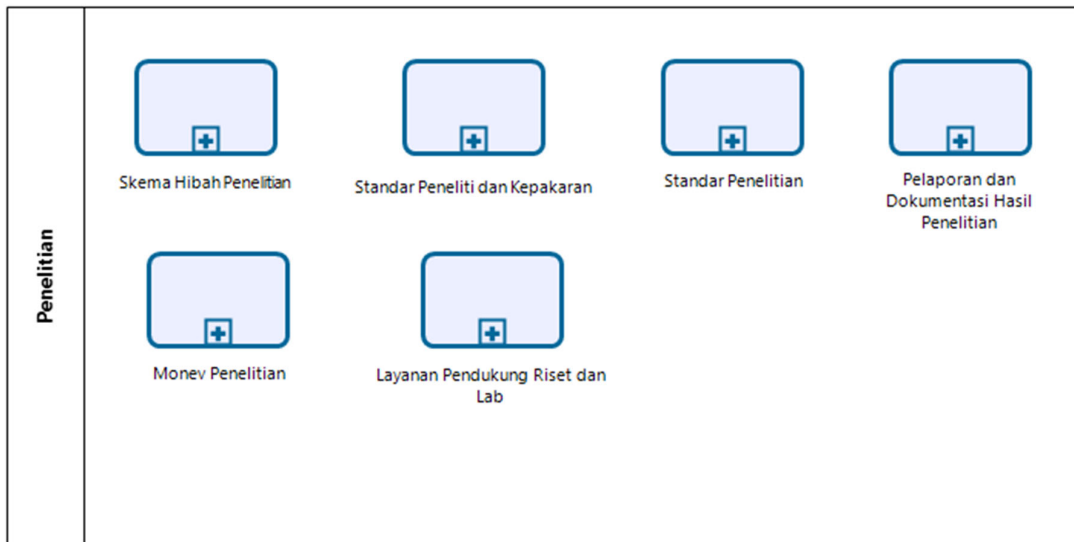
Unpad Level 1 Business Process

A. Core Processes

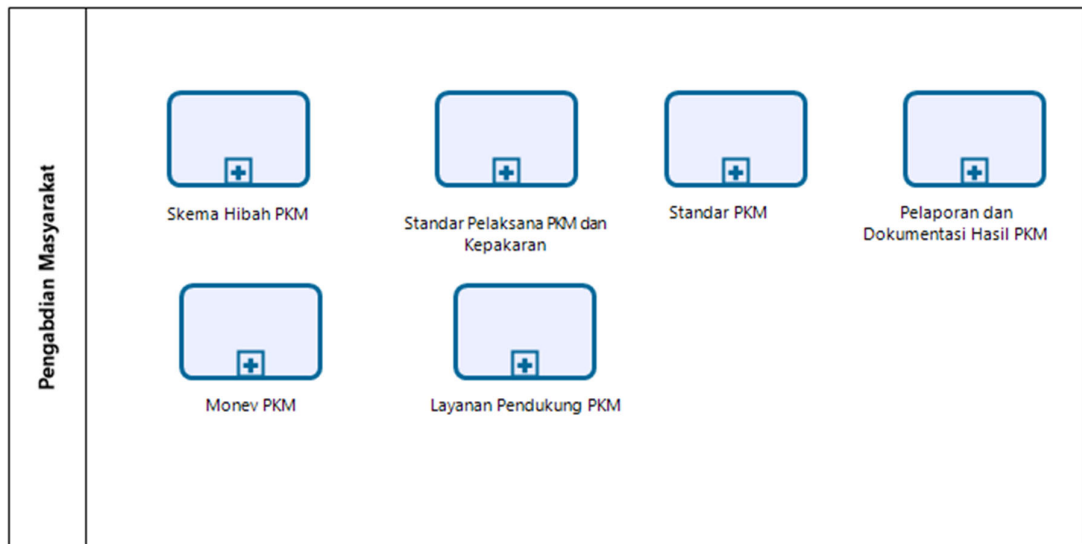
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2. Research



3. Community Service



B. Supporting Processes

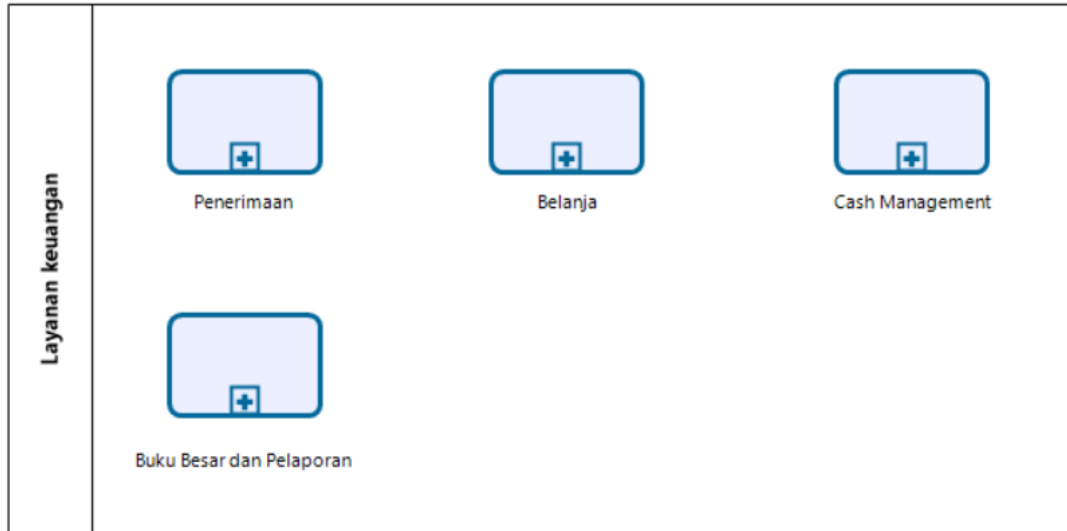
1. Planning and Budgeting



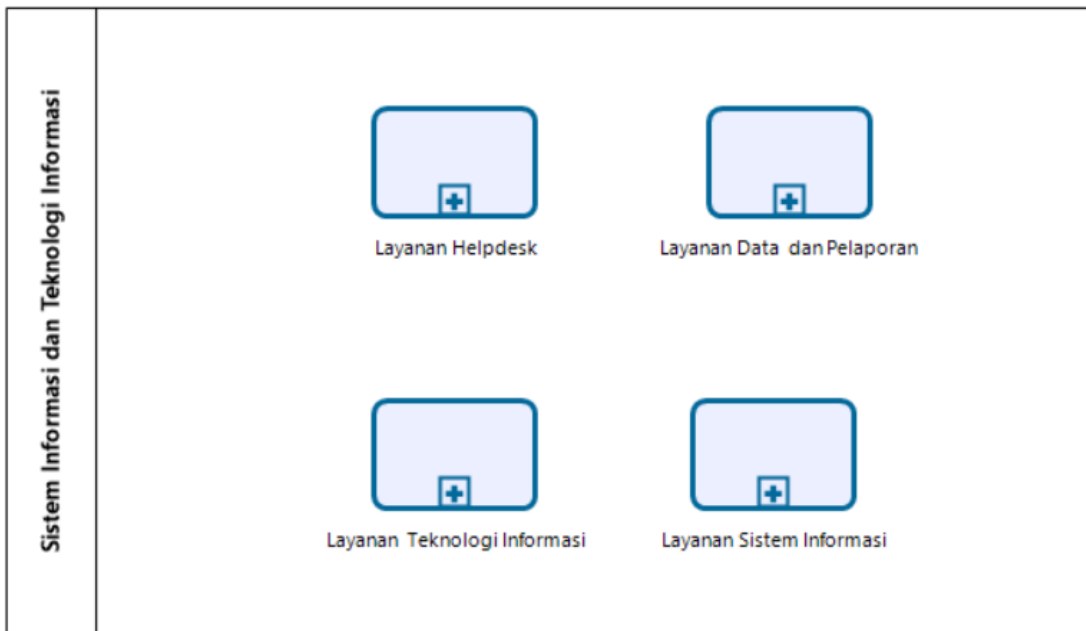
2. Facilities and Infrastructure Services and Asset Management



3. Financial Services



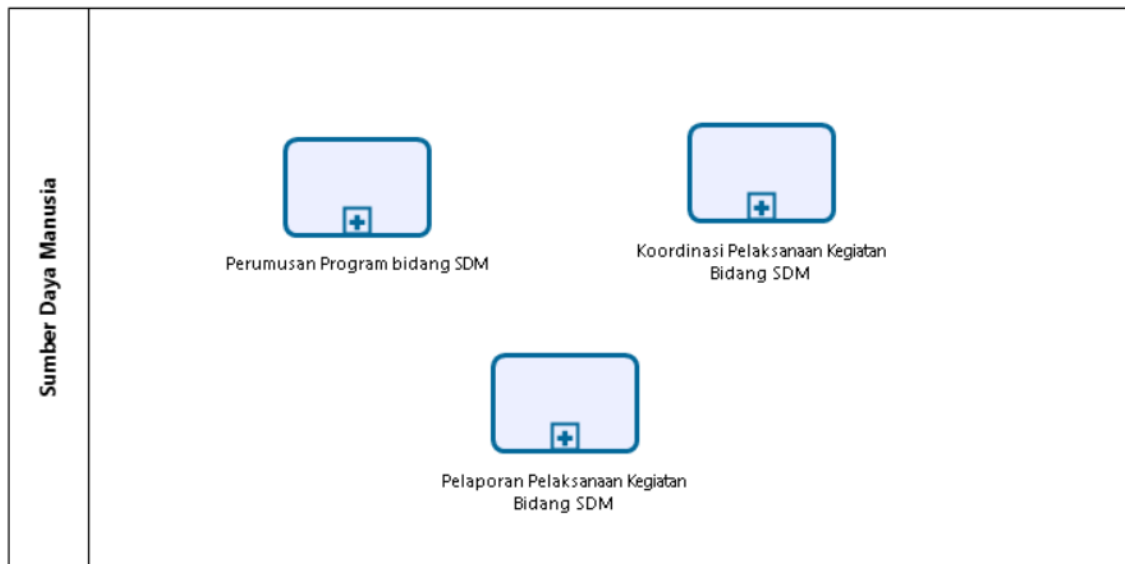
4. IT/SI Services



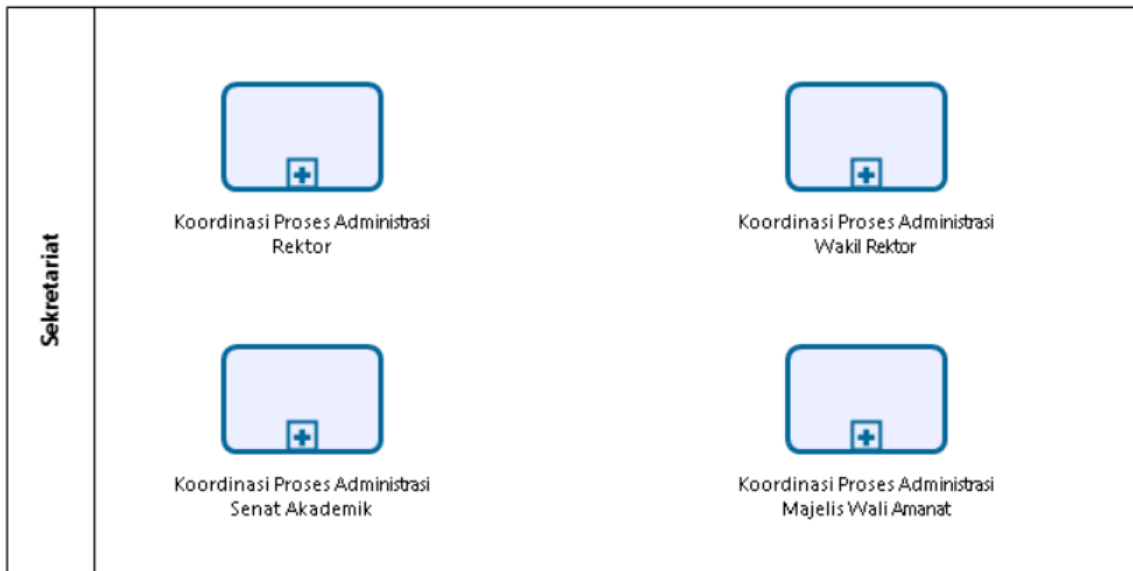
5. Procurement Services



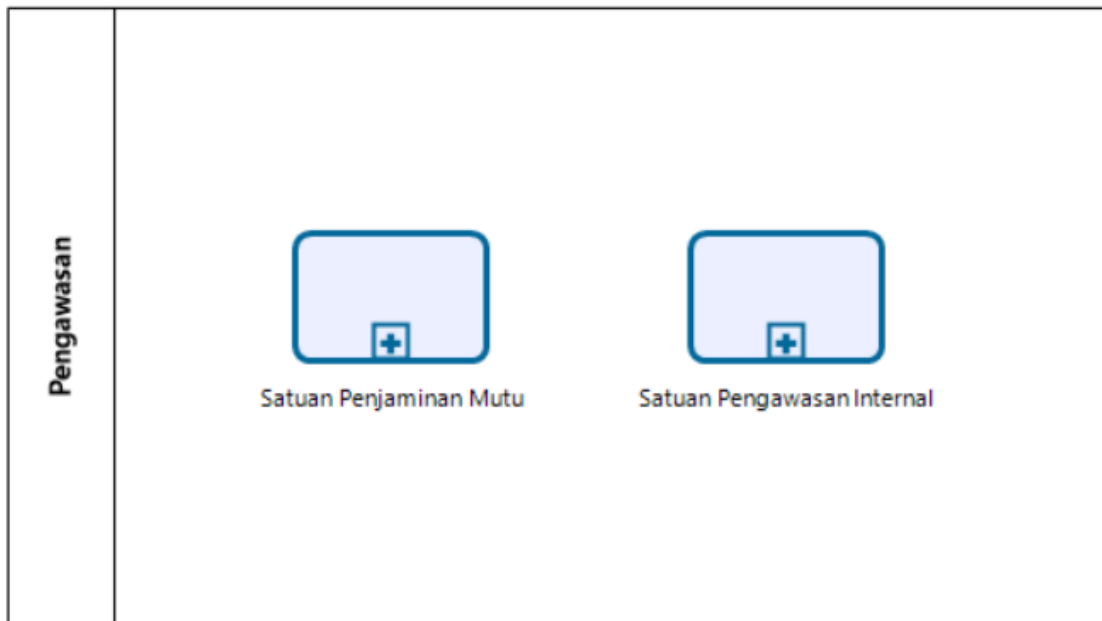
6. HR Services













7. Secretariate





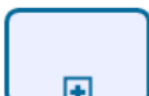
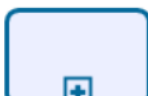
8. Supervision



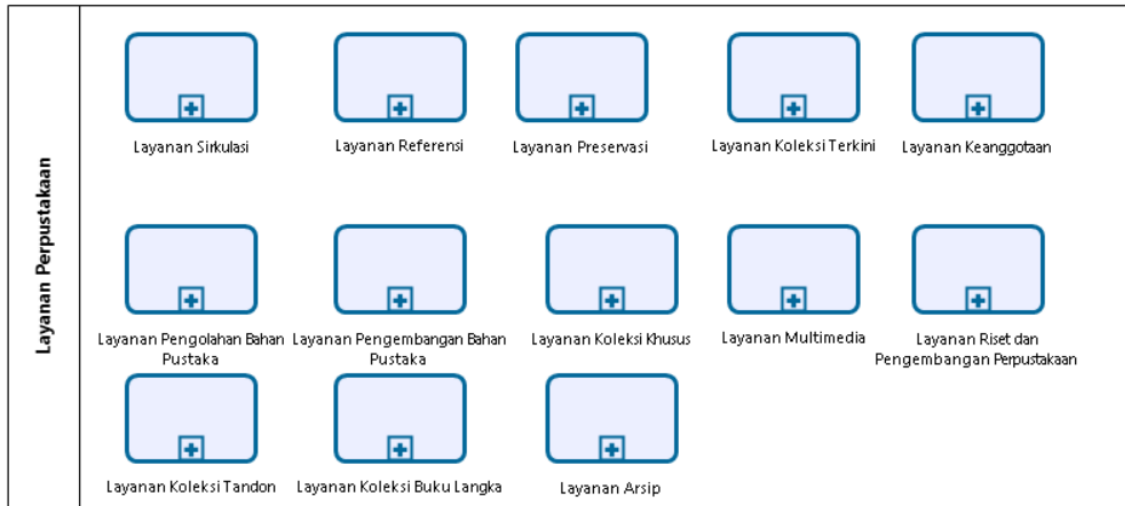
9. Public Relations

Hubungan Masyarakat				
	Program kehumasan untuk meningkatkan brand awareness para stakeholder terhadap Unpad	Pola pembinaan hubungan dengan stake holder	Penulisan dan Penyuntingan Informasi;	Penyampaian Informasi mengenai Unpad
				
	Penyajian dan Produksi Informasi	Pelayanan Informasi bagi stake holder	Pelaksanaan peliputan peristiwa khusus (special events)	Pola riset, analisis dan evaluasi kepentingan stakeholder
				
	Pengembangan produk-produk media kehumasan	PPID dan LAPOR		

10. Legal Services

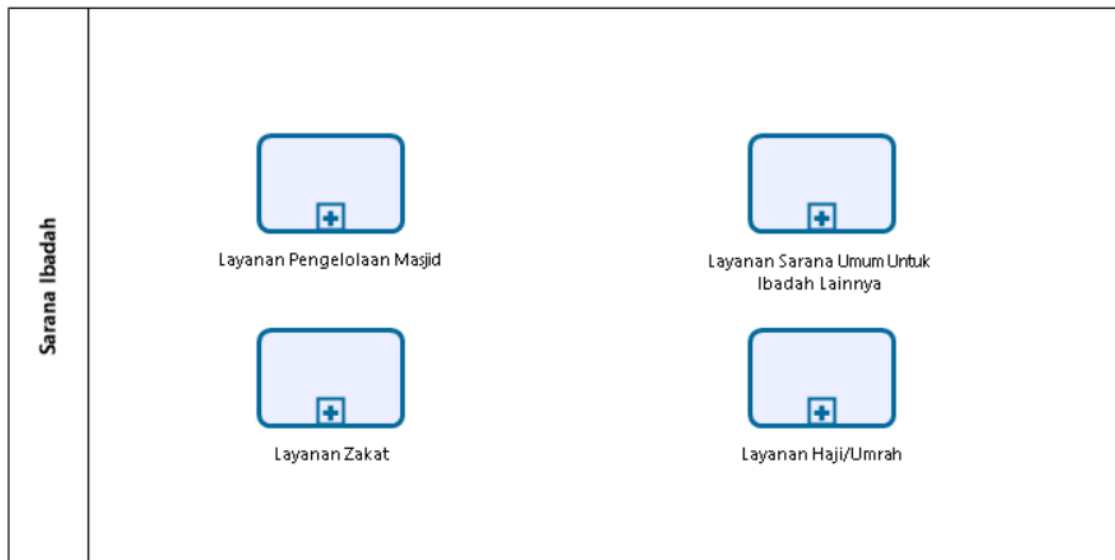
Layanan Legal		
	Layanan Drafting Peraturan	Layanan Konsultasi Hukum
		
	Layanan Pendampingan Hukum	Dokumentasi Arsip Legal

11. Library Services








C. Other Processes






1. Worship Services






2. Sports and Recreation Facilities

Sarana Olahraga dan Rekreasi			
	Layanan Gor Jati	Layanan Bale Santika	Layanan Cek Dam
			
	Layanan Arboretum	Bee Sanctuary	

3. Health Facilities

Sarana Kesehatan			
	Klinik Kesehatan Dipati Ukur	Klinik Kesehatan Jatinangor	Rumah Sakit Gigi dan Mulut
			
	Pusat Inovasi Psikologi	Klub Jantung Sehat	

4. Other Academic Facilities

Sarana Akademik Lainnya			
	Pusat Studi Budaya Jepang	Bale Wilasa (Asrama)	Rumah Perancis
			
	Pusat Bahasa		

Stipulated in Jatinangor
On January 15, 2020

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Isis Ikhwansyah

