

RECTOR DECREE OF UNIVERSITAS PADJADJARAN
NUMBER 1 YEAR 2020
REGARDING
ORGANIZATIONAL STRUCTURE AND WORKING PROCEDURES
OF UNIVERSITAS PADJADJARAN

BY THE GRACE OF GOD ALMIGHTY
RECTOR OF PADJADJARAN UNIVERSITY

- Considering : a. Whereas to implement the provision of Article 25 paragraph 3 Government Regulation Number 51 Year 2015 on Unpad Statute;
- b. Whereas to implement the Regulation of The Ministry of Administrative and Bureaucratic Reform Number 11 Year 2015 on The Road Map of Bureaucratic Reform 2015-2019;
- c. Whereas to realize an accountable, effective, and efficient bureaucracy, as well as promoting quality public services, it is necessary to conduct adjustment and changes towards the organizational structure and working procedures of Universitas Padjadjaran;
- d. Whereas in accordance with the considerations as referred to in letter a, b, c, and d, it is necessary to establish Rector Decree regarding Organizational Structure and Working Procedures of Universitas Padjadjaran;
- Recalling : 1. Act Number 12 Year 2012 on Higher Education (State Gazette of Republic of Indonesia Year 2012 Number 158, Supplement to State Gazette of Republic of Indonesia Number 5336);
2. Act Number 5 Year 2014 on State Civil Apparatus (State Gazette of Republic of Indonesia Year 2014 Number 6, Supplement to State Gazette of Republic of Indonesia Number 5494);

3. Government Regulation Number 37 Year 1957 on The Establishment of Universitas Padjadjaran (State Gazette of Republic of Indonesia Year 1957 Number 91, Supplement to State Gazette of Republic of Indonesia Number 1442);
4. Government Regulation Number 4 Year 2014 on The Implementation of Higher Education and The Management of Higher Education Institution (State Gazette of Republic of Indonesia Year 2014 Number 16, Supplement to State Gazette of Republic of Indonesia Number 5500);
5. Government Regulation Number 80 Year 2014 on The Establishment of Universitas Padjadjaran as State University with Legal Entity (State Gazette of Republic of Indonesia Year 2014 Number 301);
6. Government Regulation Number 51 Year 2015 on The Statute of Universitas Padjadjaran (State Gazette of Republic of Indonesia Year 2015 Number 168, Supplement to State Gazette Number 5720);
7. Presidential Regulation Number 81 Year 2010 on The Grand Design of Bureaucratic Reform 2010-2025;
8. The Regulation of the Ministry of Research, Technology, and Higher Education Republic of Indonesia Number 44 Year 2015 as amended by The Regulation of the Ministry of Research, Technology, and Higher Education Republic of Indonesia Number 50 Year 2018 on National Standard of Higher Education;
9. Decree of Universitas Padjadjaran Board of Trustees Number 15 Year 2019 on Universitas Padjadjaran Rector Nominee Year 2019-2024.

HAS DECIDED

To enact : RECTOR DECREE ON ORGANIZATIONAL STRUCTURE AND
WORKING PROCEDURES UNIVERSITAS PADJADJARAN

CHAPTER I
GENERAL PROVISION

Article 1

In this Rector Decree:

1. The term “Universitas Padjadjaran”, hereinafter referred to as Unpad, means the state university with legal entity.
2. The term “Unpad Statute” means the main management protocol of Unpad used as the groundwork for the outlines of regulations and operational procedures in Unpad.
3. The term “Rector” means an organ in Unpad authorized to lead the executive function and management of Unpad.
4. The term “Board of Trustees”, hereinafter referred to as MWA, means an organ in Unpad authorized to decree, provide considerations concerning the implementation of general policy, and conducting supervision in non-academic field.
5. The term “Academic Senate”, hereinafter referred to as SA, means an organ in Unpad authorized to decree a policy, provide considerations, and conducting supervision in academic field.
6. The term “Faculty” means a unit of supporting resources conducting and managing academic education and/or professional education in one group of study discipline.
7. The term “Postgraduate School” means an academic administrator organ equivalent to Faculty authorized to implement and coordinate multidisciplinary/transdisciplinary postgraduate program.
8. The term “Vocational School” means an academic administrator organ equivalent to Faculty authorized to implement and coordinate various vocational study programs.
9. The term “Dean” means the chairman of Faculty or School in Unpad in charge of the implementation of academic activity in every Faculty or School.

10. The term “Department” means a unit of educators in one or several study fields in academic study programs.
11. The term “Study Program” means a unit of educational and learning activities with specific curriculum and learning method in one type of academic education, professional education, and/or vocational education.
12. The term “Central” means a management organ authorized to implement and develop specific services required to promote the implementation of the three tenets of higher education.
13. The term “Office” means a management organ authorized to carry out technical tasks and/or specific supporting tasks required to carry out one or various specific operational functions in the Directorate.
14. The term “Business Unit” means a work unit carrying out service and business activities both professionally and commercially.
15. The term “Study Program Outside the Main Campus” (*Program Studi Di luar Kampus Utama/PSDKU*) means a study program held outside Unpad main campus in areas that are not directly adjacent to the main campus.
16. The term “Centre of Excellence” means a management organ authorized to carry out and develop specific cooperation-based service functions with one or more stakeholders.
17. The term “Lecturer” means a professional educator and scientist in Unpad authorized mainly to transforming, developing, and transmitting scientific and technological knowledge through learning activities, research, and community service.
18. The term “Student” means pupils of higher education in Unpad.
19. The term “Educational Staff” means member of the community assigned and appointed to maintain higher education management in Unpad.
20. The term “Functional Office” means Office in specific work unit in Unpad based on specific skills and expertise.

21. The term “Civitas Academia” means academic society consisted of Unpad Lecturers and Students.
22. The term “Government” means The President of The Republic of Indonesia who holds the power of government in accordance with the 1945 Constitution.

CHAPTER II JOB AND FUNCTION

Article 2

- (1) Unpad is a state university with legal entity authorized by the Government.
- (2) Unpad as referred to in paragraph 1 is responsible to the Government.
- (3) Unpad has jobs and functions to carry out the three tenets of higher education.

CHAPTER III ORGANIZATIONAL STRUCTURE

Section One

General

Article 3

Rector as management organ of Unpad is in charge of:

- a. Vice Rector;
- b. Directorate;
- c. Unit;
- d. Office;
- e. Centre;
- f. Faculty;

- g. Postgraduate School; and
- h. Vocational School.

Section Two

Rector

Article 4

Rector has these following authorizations:

- a. Develop a master development plan, strategic plan and annual activity and budget plan;
- b. Develop and establish academic and non-academic operational policy;
- c. Manage learning activity, research, innovation, and community service;
- d. Appoint and discharge officials under the Rector;
- e. Appoint and discharge Unpad non-civil employees in accordance with laws and regulations;
- f. Carry out the management of Unpad resources at their utmost discretion;
- g. Coordinate endowment fund management and fundraising;
- h. Cultivate and develop good faith with colleagues, community, alumni, and other stakeholders inside and outside the country;
- i. Establish, combine, and/or disband Faculty/School, Vocational School, Department, and Study Program with approval from SA;
- j. Establish, combine, and/or disband Study Center;
- k. Deliver performance and finance accountability report to the MWA;
- l. Suggest the appointment of Professor and Associate Professor with approval from SA;
- m. Grant honorary doctor degree and/or other awards;

- n. Authorize the implementation of Rector's duties at the Faculty, Postgraduate School, Vocational School and Directorate to Dean of Faculty/School, Vocational School Chairman, and Chairman;
- o. Draft and establish Educational Staff ethical code;
- p. Impose sanctions on Civitas Academia and Educational Staff who violate norms, ethics, and/or academic regulations;
- q. Promote the development the careers of Lecturer and Educational Staff;
- r. Draft and approve the draft of Unpad Statute or the amendment to Unpad Statute together with MWA and SA;
- s. Suggest the drafting of MWA Regulations or its amendment to MWA; and
- t. Implementing other authorizations established by the MWA Regulations.

Section Three

Vice Rector

Article 5

- (1) Vice Rector as referred to in Article 3 letter a is authorized under and fully responsible to Rector.
- (2) Vice Rector as referred to in paragraph 1 comprises of:
 - 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

Vice Rector for Academic and Student Affairs is authorized to represent Rector in managing activities regarding learning and student affairs, as well as possessing these following functions:

- a. Establish strategic goal and policy concerning academic, student affairs, alumni relations and internationalization which contribute to the accomplishment of Unpad vision and mission in accordance with Rector strategic plan;
- b. Draft strategic plan concerning academic, student affairs, alumni relations and internationalization with other Vice Rectors, Dean, and Director;
- c. Draft programs and activities as an elaboration of strategic plan in academic sector, student affairs, alumni relations and internationalization by referring to the key performance indicator of Vice Rector for Academic and Student Affairs;
- d. Coordinate programs and activities concerning academic, student affairs, alumni relations and internationalization with other Vice Rectors, Dean, and Director;
- e. Coordinate partnership with stakeholders to support activities concerning academic, student affairs, alumni relations and internationalization;
- f. Give mandates to authorize program, activity, and yearly budget implementation concerning academic, student affairs, alumni relations and internationalization to Director of Education and Internationalization, and Director of Student Affairs and Alumni Relations;
- g. Direct, supervise, manage, and evaluate program, activity, and yearly budget implementation concerning academic, student affairs, alumni relations and internationalization conducted by the Director of

Education and Internationalization; and the Director of Student Affairs and Alumni Relations;

- h. Establish various guidelines required in the implementation of academic, student affairs, alumni relations and internationalization;
- i. Establish performance indicator, service standard, standard operating procedures, and performance measurement instrument concerning academic, student affairs, alumni relations and internationalization;
- j. Together with Quality Assurance Unit, draft quality assurance and ensure the implementation of quality assurance in academic, student affairs, alumni relations and internationalization in every element implementing the process and/or supporting functions of academic, student affairs, alumni relations and internationalization;
- k. Oversee the running of services in academic sector, student affairs, alumni relations and internationalization in accordance with the established standard operational procedures;
- l. Draft and present periodic reports of academic activities, student affairs, alumni relations and internationalization to the Rector; and
- m. Draft yearly report on academic activities, student affairs, alumni relations and internationalization with regard to Rector's accountability to the MWA.

Article 7

Vice Rector for Resources and Finance is authorized to represent Rector in managing resources and finance as well as possessing these following functions:

- a. Establish strategic goal and policy concerning human resources, finance, treasury, facilities, infrastructures, and asset management which contribute to the accomplishment of Unpad vision and mission in accordance with Rector strategic plan;

- b. Draft strategic plan concerning human resources, finance, treasury, facilities, infrastructures, and asset management with other Vice Rectors, Deans, and Directors;
- c. Draft programs and activities as an elaboration of strategic plan concerning human resources, finance, treasury, facilities, infrastructures, and asset management by referring to the key performance indicator of Vice Rector for Resources and Finance;
- d. Coordinate programs and activities concerning Resources and Finance sectors with other Vice Rectors, Deans, and Directors;
- e. Coordinate partnership with finance institutions, asset optimalization, and endowment fund management;
- f. Give mandates to authorize program, activity, and yearly budget implementation in Resources and Finance sectors to the Director of Finance and Treasury, the Director of Human Resources, and the Director of Facilities, Infrastructure and Asset Management;
- g. Direct, supervise, manage, and evaluate program, activity, and yearly budget implementation concerning human resources, finance, treasury, facilities, infrastructures, and asset management conducted by the Director of Finance and Treasury, the Director of Human Resources, and the Director of Facilities, Infrastructure and Asset Management;
- h. Establish various guidelines required in the implementation of human resources, finance, treasury, facilities, infrastructures, and asset management sectors;
- i. Establish performance indicator, service standard, standard operating procedures, and performance measurement instrument in human resources, finance, treasury, facilities, infrastructures, and asset management sectors;
- j. Together with Quality Assurance Unit, draft quality assurance and ensure the implementation of quality assurance in human resources,

finance, treasury, facilities, infrastructures, and asset management sectors;

- k. Oversee the running of services in human resources, finance, treasury, facilities, infrastructures, and asset management sectors in accordance with the established standard operational procedures;
- l. Draft and present periodic reports of human resources, finance, treasury, facilities, infrastructures, and asset management activities to the Rector; and
- m. Draft yearly report on human resources, finance, treasury, facilities, infrastructures, and asset management activities with regard to Rector's accountability to the MWA.

Article 8

Vice Rector of Research and Innovation is authorized to represent the Rector in managing activities concerning Research and Innovation as well as possessing these following functions:

- a. Establish strategic goal and policy concerning research, community service, innovation and corporation sectors which contribute to the accomplishment of Unpad vision and mission in accordance with Rector strategic plan;
- b. Draft strategic plan concerning research, community service, innovation and corporation sectors with other Vice Rectors, Dean, and Director;
- c. Draft programs and activities as an elaboration of strategic plan in research, community service, innovation and corporation sectors by referring to the key performance indicator of Vice Rector for research, community service, innovation, and corporation;
- d. Coordinate programs and activities concerning research, community service, innovation and corporation sectors with other Vice Rectors, Dean, and Director;

- e. Coordinate partnership to support the commercialization of research and innovation outcomes;
- f. Give mandates to authorize program, activity, and yearly budget implementation in research, community service, innovation and corporation sectors to the Director of Research and Community Engagement, and the Director of Innovation and Corporation;
- g. Direct, supervise, manage, and evaluate program, activity, and yearly budget implementation in research, community service, innovation and corporation sectors conducted by the Director of Research and Community Management and the Director of Innovation and Corporation;
- h. Establish various guidelines in running the services required by research, community service, innovation and corporation sectors;
- i. Establish performance indicator, service standard, standard operating procedures, and performance measurement instruments in research, community service, innovation and corporation sectors;
- j. Together with Quality Assurance Unit, draft quality assurance and ensure the implementation of quality assurance in research, community service, innovation and corporation sectors;
- k. Oversee the running of services in research, community service, innovation and corporation sectors in accordance with the established standard operational procedures;
- l. Draft and present periodic reports of activities in research, community service, innovation and corporation sectors to the Rector; and
- m. Draft yearly report on research, community service, innovation and corporation activities with regard to Rector's accountability to the MWA.

Article 9

Vice Rector for Organization and Planning is authorized to represent Rector in managing organizational activities and planning, as well as possessing these following functions:

- a. Establish strategic goal and policy in governance, legal, communication, planning, and information system sectors which contribute to the accomplishment of Unpad vision and mission in accordance with Rector strategic plan;
- b. Draft strategic plan in governance, legal, communication, planning, and information system sectors with other Vice Rectors, Dean, and Director;
- c. Draft programs and activities as an elaboration of strategic plan in governance, legal, communication, planning, and information system sectors by referring to the key performance indicator of Vice Rector for Organization and Planning;
- d. Coordinate programs and activities in governance, legal, communication, planning, and information system sectors with other Vice Rectors, Dean, and Director;
- e. Coordinate partnership concerning governance, legal, communication, planning, and information system;
- f. Give mandates to authorize program, activity, and yearly budget implementation in governance, legal, communication, planning, and information system sectors to the Director of Governance, Legal, and Communication and the Director of Planning and Information Systems;
- g. Direct, supervise, manage, and evaluate program, activity, and yearly budget implementation in governance, legal, communication, planning, and information system sectors conducted by the Director of Governance, Legal, and Communication and the Director of Planning and Information Systems;

- h. Establish various guidelines in running the services required for the implementation of governance, legal, communication, planning, and information system;
- i. Establish performance indicator, service standard, standard operating procedures, and performance measurement instruments in governance, legal, communication, planning, and information system sectors;
- j. Together with Quality Assurance Unit, draft quality assurance and ensure the implementation of quality assurance in in governance, legal, communication, planning, and information system sectors;
- k. Oversee the running of services in governance, legal, communication, planning, and information system sectors in accordance with the established standard operational procedures;
- l. Draft and present periodic reports of activities in governance, legal, communication, planning, and information system sectors to the Rector; and
- m. Draft yearly report on activities in governance, legal, communication, planning, and information system sectors with regard to Rector's accountability to the MWA.

Section Four

Directorate

Paragraph 1

General

Article 10

- (1) Directorate as referred to in Paragraph 3 letter b is a supporting organ authorized under Vice Rector to draft, coordinate, implement as well as evaluate strategic policies, programs and activities in accordance with its duty.
- (2) Directorate is headed by a Director.

Paragraph 2

Director

Article 11

- (1) Director is authorized under and fully responsible to the related Vice Rector.
- (2) Director is assisted by the Secretary of Directorate in performing his/her duties.
- (3) Director is assisted by Offices and/or Centers in performing his/her functions and/or technical duties and/or other specific duties.
- (4) Director is appointed by the Rector based on assessment result on Lecturer or Educational Staff candidates through open candidate polling.

Article 12

- (1) Directors under Vice Rector for Academic and Student Affairs comprises of:
 - a. Director of Education and Internationalization; and
 - b. Director of Student Affairs and Alumni Relations.
- (2) Directors under Vice Rector for Resources and Finance comprises of:
 - a. Director of Finance and Treasury;
 - b. Director Human Resources; and
 - c. Director of Facilities, Infrastructure and Asset Management.
- (3) Directors under Vice Rector for Research and Innovation comprises of:
 - a. Director of Research and Community Engagement; and
 - b. Director of Innovation and Corporation.
- (4) Directors under Vice Rector for Planning and Organization comprises of:

- a. Director of Governance, Legal, and Communication; and
- b. Director of Planning and Information Systems.

Article 13

- (1) Director of Education and Internationalization is authorized to draft programs and coordinate academic and learning activities, academic resources management, and internationalization, as well as ensuring that Unpad academic process is in accordance with higher education national standard.
- (2) Director of Education and Internationalization possesses these following functions:
 - a. Assist Vice Rector of Academic and Student Affairs in drafting strategic policies on academic, learning, academic resources management, and internationalization sectors in accordance with higher education national standard;
 - b. Assist Vice Rector of Academic and Student Affairs in drafting strategic policies on academic, learning, academic resources management, and internationalization sectors;
 - c. Assist Vice Rector of Academic and Student Affairs in developing and implementing partnerships related to academic and internationalization affairs;
 - d. Draft programs and activities as well as suggest budget planning in academic, learning, academic resources management, and internationalization sectors;
 - e. Gives direction to the Secretary of Directorate of Education and Internationalization, International Office, Center for Knowledge Management, and Center for Teaching and Learning Innovation in achieving key performance indicators of Directorate of Education and Internationalization;

- f. Coordinate program and activities of International Office, Center for Knowledge Management, and Center for Teaching and Learning Innovation.
- g. Draft, study, and update various guidelines regarding academic, learning, academic resources management, and internationalization affairs;
- h. Coordinate the drafting of standard operational procedures in academic, learning, academic resources management, and internationalization sectors;
- i. Coordinate the implementation of activities such as:
 - 1. Administration of academic, selection and registration, study period, middle term exams, finals, diploma defense, bachelor/applied bachelor defense, professional program defense, specialist program defense and postgraduate defense, community service, and graduation;
 - 2. Learning management and development;
- j. Together with the Director of Planning and Information Systems, develop information system in academic, learning, academic resources management, and internationalization sectors;
- k. Coordinate the implementation of academic resources management activities, which consist of:
 - 1. Structuring study rooster;
 - 2. Arranging classrooms and other medias of learning; and
 - 3. Managing long-distance learning system and e-learning;
- l. Supervise, control, and evaluate the implementation of programs and activities in academic, learning, academic resources management, and internationalization sectors; and
- m. Draft the report on the implementation of programs and activities in academic, learning, academic resources management, and internationalization sectors to the Vice Rector of Academic and Student Affairs.

Article 14

- (1) Director of Student Affairs and Alumni Relations is authorized to draft programs and coordinate activities in student affairs and alumni relations sectors, as well as ensuring the quality of service in student affairs, graduates absorption and alumni participation during Unpad educational course.
- (2) Director of Student Affairs and Alumni Relations possesses these following functions:
 - a. Assist Vice Rector of Academic and Student Affairs in drafting strategic policies on student affairs and alumni relation sectors to ensure the quality of service in student affairs, graduates absorption and alumni participation sectors during Unpad educational course.
 - b. Assist Vice Rector of Academic and Student Affairs in drafting strategic policies on student affairs and alumni relations sectors;
 - c. Assist Vice Rector of Academic and Student Affairs in developing and implementing partnerships related to student affairs and alumni relations;
 - d. Formulate programs and activities in student affairs and alumni relations sectors;
 - e. Formulate budget planning in student affairs and alumni relations sectors;
 - f. Formulate strategies and programs for students' soft skills development and coordinate various forms of trainings to increase students' soft skills competency and build characters.
 - g. Formulate strategy and expansion on scholarship availability and accessibility program to encourage the achievement of students' competency in accordance with Unpad vision;

- h. Formulate strategy and expansion on job market accessibility for students and alumni;
- i. Gives direction to the Secretary of Directorate of Student Affairs and Alumni Relations, Alumni Partnership Office, Career Development Center, and Certification Center in achieving key performance indicators of Directorate of Student Affairs and Alumni Relations;
- j. Coordinate program and activities of Alumni Partnership Office, Career Development Center, and Certification Center;
- k. Formulate, study and update various guidelines regarding student affairs and alumni relations;
- l. Formulate standard operational procedures for student affairs and alumni relations activities in Unpad;
- m. Ensure the implementation of student affairs service in pursuance of personal and logic, knowledge and creativity development, independency and social sensitivity, through curricular, cocurricular, and extracurricular activities;
- n. Coordinate campus orientation activity for new students;
- o. Coordinate assistance for students in learning activities, research, community service as well as students' talents and interests, managed by student affairs institutions, as well as students achievements activities;
- p. Coordinate the development of students affairs institutions as well as students creativity, innovation and achievements activities;
- q. Provide funding for students to enroll in various competitions and competency developments programs;
- r. Provide funding for lecturer assistance for students to enroll in various competitions and competency development programs;
- s. Together with Director of Research and Community Engagement, coordinate Community Service program for students;
- t. Coordinate the arrangement of students living in dorms;

- u. Coordinate programs and activities as well as providing counseling and consultation services for students;
- v. Together with the Director of Planning and Information Systems, to develop information systems in student affairs and alumni relations sectors;
- w. Supervise, control, and evaluate the implementation of programs and activities in student affairs and alumni relations sectors; and
- x. Draft a report on program and activities implementation under their authorities to the Vice Rector of Academic and Student Affairs.

Article 15

- (1) Director of Finance and Treasury is authorized to draft programs, organize and report the implementation of activities in finance and treasury sectors, as well as ensuring that the management of finance, accounting, and treasury is in accordance with the healthy business requirements, supervisory, and practice.
- (2) Director of Finance and Treasury possesses these following functions:
 - a. Assist Vice Rector of Resources and Finance in drafting strategic policies on finance and treasury sectors to ensure the implementation of finance, accounting and treasury management in accordance with healthy business requirements, supervisory, and practice;
 - b. Assist Vice Rector of Resources and Finance in drafting strategic policies on finance and treasury sectors;
 - c. Assist Vice Rector of Resources and Finance in developing and implementing partnerships with financing institutions and regarding endowment fund management and fundraising;
 - d. Draft programs and activities in finance and treasury sectors;
 - e. Suggest budget planning in finance and treasury sectors;

- f. Gives direction to the Secretary of Directorate of Finance and Treasury in achieving key performance indicators of Directorate of Finance and Treasury;
- g. Formulate, study, and update various guidelines regarding finance and treasury affairs;
- h. Coordinate the drafting of standard operational procedures in finance and treasury sectors;
- i. Coordinate the implementation of activities such as:
 - 1. Finance management from every unit and office in Unpad;
 - 2. Funding management from every unit and office in Unpad;
 - 3. Treasury management;
 - 4. Managing funds sourcing from society and domestic source budget;
 - 5. Accounting and financing audit;
 - 6. Managing Unpad endowment fund;
- j. Together with the Director of Planning and Information Systems, develop information system in finance and treasury sectors;
- k. Supervise, control, and evaluate the implementation of programs and activities in finance and treasury sectors;
- l. Together with the Director of Planning and Information Systems, establish budget allocation for the fundings of established programs and activities; and
- m. Draft the report on the implementation of programs and activities in finance and treasury sectors to the Vice Rector of Resources and Finance.

Article 16

- (1) Director of Human Resources is authorized to draft programs, organize and report the implementation of activities in human resources management sector, to ensure the availability of human

resources in accordance with the requirements of Unpad academic practice for every office.

- (2) Director of Human Resources possesses these following functions:
- a. Assist Vice Rector of Resources and Finance in drafting strategic policies to ensure the availability of human resources in accordance with the requirements of Unpad academic practice;
 - b. Assist Vice Rector of Resources and Finance in drafting strategic policies on human resource management sector;
 - c. Assist Vice Rector of Resources and Finance in developing and implementing partnerships regarding human resources management;
 - d. Draft programs and activities in human resource management sector;
 - e. Suggest budget planning in human resource management sector;
 - f. Gives direction to the Secretary of Directorate of Human Resources and the Center for Human Resources Assessment and Development in achieving key performance indicators of Directorate of Human Resources;
 - g. Formulate, study, and update various guidelines regarding human resources management in Unpad;
 - h. Formulate the roadmap of human resources development as a guideline of human resources development implemented by the Center for Human Resources Assessment and Development;
 - i. Coordinate the drafting of standard operational procedures in human resource management sector;
 - j. Coordinate the implementation of human resources management activities such as:
 1. Establishment of HR requirements;
 2. HR procurement;
 3. HR training and development;
 4. Career path development in Unpad;

5. HR career development;
 6. HR promotion and mutation;
 7. HR performance assessment;
 8. Commission and achievements for HR;
 9. Disciplinary supervisory over HR;
 10. Retention and HR termination; and
 11. Employee affairs administration;
- k. Organize employee affairs consultation for Educational Staffs with every Staffing Officers in each office unit;
 - l. Together with the Director of Planning and Information Systems, develop information system in human resources management sector;
 - m. Supervise, control, and evaluate the implementation of programs and activities in human resources management sector; and
 - n. Draft the report on the implementation of programs and activities in human resources management sector to the Vice Rector of Resources and Finance.

Article 17

- (1) Director of Facilities, Infrastructure and Asset Management is authorized to draft programs, organize and report the implementation of activities in facilities and infrastructure sectors, as well as ensuring that the management of facilities, infrastructure and asset is in accordance with Unpad needs and Unpad business practice based on laws and regulations.
- (2) Director of Facilities, Infrastructure and Asset Management possesses these following functions:
 - a. Assist Vice Rector of Resources and Finance in drafting strategic policies on facilities, infrastructure, logistic, asset management sectors, as well as security, safety and public order in accordance

with Unpad needs and Unpad business practice based on laws and regulations;

- b. Assist Vice Rector of Resources and Finance in drafting strategic policies on facilities, infrastructure, logistic, asset management sectors, as well as security, safety and public order;
- c. Assist Vice Rector of Resources and Finance in developing and implementing partnerships regarding facilities, infrastructure, logistic, asset management sectors, as well as security, safety and public order;
- d. Draft strategy initiative in managing and developing facilities, infrastructure, and asset management to encourage Unpad funding sources;
- e. Draft programs and activities in facilities, infrastructure, logistic, and asset management sectors as well as security, safety, and public order;
- f. Suggest budget planning in facilities, infrastructure, logistic and asset management sectors as well as security, safety, and public order;
- g. Gives direction to the Secretary of Directorate of Facilities, Infrastructure and Asset Management and Center for Environmental Safety, Security and Orderliness in achieving key performance indicators of Directorate of Facilities, Infrastructure and Asset Management;
- h. Formulate, study, and update various guidelines regarding facilities, infrastructure, logistic and asset management, as well as security, safety, and public order;
- i. Coordinate the drafting of standard operational procedures in the management of facilities, infrastructure, logistic and asset management, as well as public safety, security, and order in Unpad establishment;

- j. Formulate policies and standard operational procedures for disaster mitigation in Unpad campus;
- k. Construct adjustment and development program for disability friendly facilities and infrastructure in Unpad;
- l. Organize the implementation of planning; procurement; inventory; utilization; maintenance; and Unpad asset removal in accordance with the policies and regulations currently in force;
- m. Organize planning and requirements of logistic procurement in accordance with the available budget and quality standard;
- n. Organize logistic acquisition and inventory to be hand over towards user units;
- o. Together with the Director of Planning and Information Systems, develop information system in facilities, infrastructure, logistic and asset management sectors, as well as safety, security and public order;
- p. Supervise, control, and evaluate the implementation of programs and activities in facilities, infrastructure, logistic and asset management sectors, as well as safety, security and public order; and
- q. Formulate periodical report on the implementation of programs and activities in his/her authorized sector to the Vice Rector of Resources and Finance.

Article 18

- (1) Director of Research and Community Engagement is authorized to draft programs, organize and report the implementation of activities in research and community engagement sectors, as well as ensuring that the research and community engagement management could increase the relevancy of research and community service in accordance with public demands.

(2) Director of Research and Community Engagement possesses these following functions:

- a. Assist Vice Rector of Research and Innovation in drafting strategic policies to ensure the implementation of research and community engagement management that could increase the relevancy of research and community service in accordance with public demands;
- b. Assist Vice Rector of Research and Innovation in drafting strategic policies on research and community service sectors;
- c. Assist Vice Rector of Research and Innovation in developing and implementing partnerships regarding research and community service;
- d. Draft programs and activities in research and community service sectors;
- e. Suggest budget planning in research and community sectors;
- f. Gives direction to the Secretary of Directorate of Research and Community Engagement and Central Laboratory in achieving key performance indicators of Directorate of Research and Community Engagement;
- g. Formulate, study, and update various guidelines regarding research and community service affairs;
- h. Organize the drafting of standard operational procedures of research and community engagement management in Unpad;
- i. Organize the implementation of following activities:
 1. Basic research and applied research;
 2. Scientific publication and research outcomes; and
 3. Community service;
- j. Organize Central Laboratory management;
- k. Together with the Director of Education and Internationalization, organize research and community service activities for students;

- l. Together with the Director of Education and Internationalization, the Director of Student Affairs and Alumni Relations, and the Director of Innovation and Corporation, supervise results or outcomes of community service for the sake of scientific, technological and/or artistic knowledge development, enrichment of learning resources, and Unpad Civitas Academia community service;
- m. Together with the Director of Planning and Information Systems, establish budget allocation for the fundings of established programs and activities;
- n. Supervise, control, and evaluate the implementation of programs and activities in research and community engagement sectors;
- o. Organize and report the management and fundraising of research and community service sectors to the Vice Rector of Resources and Finance; and
- p. Formulate periodical report on the implementation of programs and activities in his/her authorized sector to the Vice Rector of Research and Innovation.

Article 19

- (1) Director of Innovation and Corporation is authorized to draft programs, organize and report the implementation of activities in innovation, Intellectual Property (IP) management, and commercialization of innovations sectors, as well as ensuring sustainable support and services for civitas academia in creating and commercializing innovations.
- (2) Director of Innovation and Corporation possesses these following functions:

- a. Assist Vice Rector of Research and Innovation in drafting strategic policies to ensure sustainable support and services for civitas academia in creating and commercializing innovations;
- b. Assist Vice Rector of Research and Innovation in drafting strategic policies on innovation, IP management, and commercialization of innovation sectors;
- c. Assist Vice Rector of Research and Innovation in developing and implementing partnerships regarding innovation, IP management, and commercialization of innovation sectors;
- d. Draft programs and activities in innovation, IP management, and commercialization of innovation sectors;
- e. Suggest budget planning in innovation, IP management, and commercialization of innovation sectors;
- f. Gives direction to the Secretary of Directorate of Innovation and Corporation, and the Heads of Center of Excellence in achieving key performance indicators of Directorate of Innovation and Corporation;
- g. Draft policy to prevent illegal sales of Intellectual Property belonged to the University and/or research centers and/or researchers in University, consists of but not limited to:
 1. Ownership of IP;
 2. IP management; and
 3. IP exploitation and commercialization;
- h. Formulate, study, and update various guidelines regarding innovation, consists of but not limited to:
 1. Guideline on the commercialization of research outcomes in the form of Intellectual Property Rights (IPR) carried out by University and/or research centers and/or researchers in University;

2. Guidelines detailing procedures of establishment and each alternative methods of IP commercialization, whether in the forms of license provision or establishment of business units;
- i. Formulate, study, and update various guidelines regarding commercialization, consists of but not limited to:
 1. Drafting of Cooperation Agreement carried out by Center of Excellence;
 2. Profit sharing with other parties in partnership with Unpad and researchers of Unpad;
 3. Other rights and obligations from cooperating parties;
 - j. Organize the drafting of standard operational procedures of innovation, IP management and commercialization of innovation management;
 - k. Together with the Director of Research and Community Engagement, managing research, community service, and innovation outcomes or products for the sake of scientific, technological, and/or artistic knowledge development, enrichment of learning resources, and Unpad Civitas Academia community service;
 - l. Together with the Director of Research and Community Service, conduct study on business feasibility on the downstream research plan;
 - m. Together with the Director of Planning and Information Systems, develop information systems in innovation, IP management, and commercialization of innovation sectors;
 - n. Supervise, control, and evaluate the implementation of programs and activities in innovation, IP management, and commercialization of innovation sectors; and
 - o. Formulate periodical report on the implementation of programs and activities in his/her authorized sector to the Vice Rector of Research and Innovation.

Article 20

- (1) Director of Governance, Legal, and Communication is authorized to draft programs, organize and report the implementation of activities in governance, legal, archive, university executive secretariat, administration, protocol, integrated service unit and communication sectors, as well as ensuring good governance, fulfillment of legal aspect and communication to raise Unpad reputation.
- (2) Director of Governance, Legal and Communication possesses these following functions:
 - a. Assist Vice Rector of Planning and Organization in drafting strategic policies to ensure good governance, fulfillment of legal aspect and communication to raise Unpad reputation;
 - b. Assist Vice Rector of Planning and Organization in drafting strategic policies on governance, legal, archive, university executive secretariat, administration, protocol, integrated service unit and communication sectors;
 - c. Assist Vice Rector of Research and Innovation in developing and implementing partnerships regarding governance, legal, archive, university executive secretariat, administration, protocol, integrated service unit and communication sectors;
 - d. Draft programs and activities in governance, legal, archive, university executive secretariat, administration, protocol, integrated service unit and communication sectors;
 - e. Suggest budget planning in governance, legal, archive, university executive secretariat, administration, protocol, integrated service unit and communication sectors;
 - f. Gives direction to the Secretary of Directorate of Governance, Legal and Communication, Public Communication Office, Archives Office, and University Secretariat Office in achieving

key performance indicators of Directorate of Governance, Legal and Communication;

- g. Organize the implementation of governance; organizational administration; legal; archives; secretariat; public communication; public relations; protocol; integrated service unit; institution promotion; mosque management; women association, elderly association, and health club;
- h. Supervise, control, and evaluate the implementation of programs and activities in his/her authorized sector;
- i. Together with the Director of Planning and Information Systems, develop information systems in governance, legal, archive, university executive secretariat, administration, protocol, integrated service unit and communication sectors; and
- j. Formulate periodical report on the implementation of programs and activities in his/her authorized sector to the Vice Rector of Planning and Organization.

Article 21

- (1) Director of Governance, Legal, and Communication is authorized to draft programs, organize and report the implementation of activities in governance, legal, archive, university executive secretariat, administration, protocol, integrated service unit and communication sectors, as well as ensuring good governance, fulfillment of legal aspect and communication to raise Unpad reputation.
- (2) Director of Governance, Legal and Communication possesses these following functions:
 - a. Assist Vice Rector of Planning and Organization in drafting strategic policies to ensure good governance, fulfillment of legal aspect and communication to raise Unpad reputation;

- b. Assist Vice Rector of Planning and Organization in drafting strategic policies on governance, legal, archive, university executive secretariat, administration, protocol, integrated service unit and communication sectors;
- c. Assist Vice Rector of Research and Innovation in developing and implementing partnerships regarding governance, legal, archive, university executive secretariat, administration, protocol, integrated service unit and communication sectors;
- d. Draft programs and activities in governance, legal, archive, university executive secretariat, administration, protocol, integrated service unit and communication sectors;
- e. Suggest budget planning in governance, legal, archive, university executive secretariat, administration, protocol, integrated service unit and communication sectors;
- f. Gives direction to the Secretary of Directorate of Governance, Legal and Communication, Public Communication Office, Archives Office, and University Secretariat Office in achieving key performance indicators of Directorate of Governance, Legal and Communication;
- g. Organize the implementation of governance; organizational administration; legal; archives; secretariat; public communication; public relations; protocol; integrated service unit; institution promotion; mosque management; women association, elderly association, and health club;
- h. Supervise, control, and evaluate the implementation of programs and activities in his/her authorized sector;
- i. Together with the Director of Planning and Information Systems, develop information systems in governance, legal, archive, university executive secretariat, administration, protocol, integrated service unit and communication sectors; and

- j. Formulate periodical report on the implementation of programs and activities in his/her authorized sector to the Vice Rector of Planning and Organization.

Article 21

- (1) Director of Planning and Information System is authorized to draft programs, organize and report the implementation of activities in planning and information system sectors, as well as ensuring accurate planning process and a proper information system for the administration of Unpad business practice.
- (2) Director of Planning and Information System possesses these following functions:
 - a. Assist Vice Rector of Planning and Organization in drafting strategic policies to ensure accurate planning process and a proper information system for the administration of Unpad business practice;
 - b. Assist Vice Rector of Planning and Organization in drafting strategic policies on planning and information system sectors;
 - c. Assist Vice Rector of Research and Innovation in developing and implementing partnerships regarding planning and information system sectors;
 - d. Draft programs and activities in planning and information system sectors;
 - e. Suggest budget planning in planning and information system sectors;
 - f. Gives direction to the Secretary of Directorate of Planning and Information System, Procurement Service Office, and Center for Technology and Information System in achieving key performance indicators of Directorate of Planning and Organization;

- g. Organize the implementation of following activities:
 - 1. Planning, consists of:
 - a. Program planning of every office unit in Unpad;
 - b. Integrated and sustainable planning drafted in strategic planning document (long term) and annual planning (Work and Budget Plan);
 - c. Implementing monitoring and evaluating activities towards the implementation of Unpad management and development plans;
 - d. Implementing administration activity on Unpad planning system, including the construction and archival of planning documents;
 - 2. Information System, consists of:
 - a. Hardware, software, and brainware utilization and management for information technology development in Unpad;
 - b. Application and multimedia communication development for the integration of information system in Unpad;
 - c. Information, data, and report service management;
 - d. Drafting of Main Technology Plans and Unpad Information System;
 - e. Drafting of standard operational procedures in management, utilization, and maintenance of the system and information technology;
 - h. Supervise, control, and evaluate the implementation of programs and activities in planning and information system sectors;
 - i. Integrate and organize the development, maintenance, and operational of technology and information system in Unpad;
 - j. Support the calibration of technology and information system with business practice in Unpad; and

- k. Formulate periodical report on the implementation of programs and activities in his/her authorized sector to the Vice Rector of Planning and Organization.

Paragraph 3

Secretary of the Directorate

Article 22

- (1) The Secretary of the Directorate is an administrative executor who provides technical and administrative services at the Directorate in accordance with his/her field of duty.
- (2) The Secretary of the Directorate is responsible to the Director and is assisted in carrying out daily tasks by Functional Positions.
- (3) The Secretary of the Directorate is appointed by the Rector based on the results of the assessment of candidates for education personnel through an open process of recruiting candidates;
- (4) The mechanism for the appointment and dismissal of the Secretary of the Directorate in detail is regulated in Rector's 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. Assist in collecting materials and supervising functional positions in program formulation, preparation of activity plans and

budgeting of the Directorate of Education and Internationalization;

- b. Coordinate operational technical activities in the Directorate of Education and Internationalization;
- c. Carry out and coordinate the administration and technical 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. Drafting technical policy concepts in the field of learning and learning resources;
- f. Reviewing:
 - 1. The concept of technical policy in the field of learning administration, selection and student registration;
 - 2. The concept of facilitation materials for the implementation of learning activities, selection and registration of students in accordance with the work program that has been determined;
 - 3. The concept of academic calendar design;
 - 4. The concept of facilitation materials for the implementation of graduation activities in accordance with a predetermined work program; 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. Carry out the preparation of an integrated lecture schedule (rooster) and regulate the use of lecture rooms and other learning media;

- h. Carry out administrative processes and services in the field of learning and learning resources in accordance with standard operational procedures;
- i. Coordinate the technical implementation and implementation of activities: education administration, selection and registration, lectures, midterm exams, final semester exams, diploma trial exams, applied undergraduates/bachelors, professions, specialists and postgraduates, real work lectures, and graduations;
- j. Coordinate the technical activities of community service and student Real Work Lectures together with the Secretary of the Directorate of Research and Community Service;
- k. Managing information systems in the field of learning and resources according to 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 determined;
- m. Assessing the work performance of functional positions within the Directorate of Education and Internationalization as a material for coaching and career development;
- n. Carry out other official duties assigned by superiors;
- o. Provide a report on the implementation of work to the Director of Education and Internationalization; and
- p. Assist the Director of Education and Internationalization in compiling 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. Assist 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. Coordinate operational technical activities in the Directorate of Student Affairs and Alumni Relations;
- c. Carry out and coordinate the administration and technical 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. Carry out administrative processes and services in the field of student affairs and alumni relations in accordance with standard operating procedures;
- f. Drafting technical policy concepts in the fields of student interests, talents, and reasoning, student activity services, welfare services, students and scholarships, student information management, tracer study, and graduate career development, and alumni relations;
- g. Formulate a competency assessment and development plan as well as preparation of student careers;
- h. Integrating the budget for student participation in various competition programs and developing competence as well as student professionalism and intellectuality;

- i. Integrate the budget for mentoring by lecturers for students to participate in various competition programs and development of competence as well as professionalism and intellectuality of students;
- j. Coordinate the technical implementation of activities:
 - 1. Introduction of the campus environment and outside the campus environment in the admission of new students;
 - 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. Institutional development and creativity activities, as well as student innovation and achievement;
 - 4. Training to improve soft skills and character competencies 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 vision;
 - 6. Expanding and providing access for students and alumni to the world work;
 - 7. Competition facilitation and soft skills development;
 - 8. Career development and tracer study; and
 - 9. Facilitation of alumni and alumni relations;
- k. Coordinate the implementation of student dormitory activities, comprises of:
 - 1. Preparation of plans, programs, activities, and budgets in the field of dormitory management;
 - 2. Providing accommodation and dormitory facilities for students;
 - 3. Maintenance of facilities and infrastructure for the convenience of the student dorm;

4. Maintenance of security and order in the interaction between the residents of the dormitory and between the residents of the dormitory and the surrounding environment;
 5. Selection of student coordinators for each floor;
 6. Organizing familiarity activities for students;
 7. Providing first aid for students who are sick or injured; and
 8. Coordination with the guidance and counseling department regarding students who violate rules;
- l. Directing functional positions in the Directorate of Student Affairs and Alumni Relations for:
 1. Carry out service activities in the areas of interest, talent, and reasoning of students;
 2. Carry out student soft skills development services;
 3. Implement student welfare services and scholarships;
 4. Manage student information; and
 5. Manage alumni relations information;
 - m. Manage information systems in the field of student affairs and alumni relations according to access to authority;
 - n. Preparing materials for monitoring and evaluating administrative services in the field of student affairs and alumni relations in accordance with the work program that has been determined;
 - o. Assessing the work performance of functional positions within the Directorate of Student Affairs and Alumni Relations as material for coaching and career development;
 - p. Carry out other official duties assigned by superiors;
 - q. Provide a report on the implementation of work to the Director of Student Affairs and Alumni Relations; and
 - r. Assist the Director of Student Affairs and Alumni Relations in compiling 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. Assist in collecting materials and supervising functional positions in program formulation, preparation of activity plans and budgeting of the Directorate of Finance and Treasury;
 - b. Coordinate operational technical activities in the Directorate of Finance and Treasury;
 - c. Carry out and coordinate the administration and technical 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. Formulate technical policy concepts in finance and treasury;
 - f. Carry out administrative processes and services in finance and treasury in accordance with standard operating procedures;
 - g. Manage information systems in the financial and treasury sectors in accordance with their access to authority;
 - h. Compiling 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. Facilitate and direct functional positions in the implementation of technical and administrative services in finance and treasury;

- j. Assessing the work performance of functional positions within the Directorate of Finance and Treasury as a material for coaching and career development;
- k. Carry out other official duties assigned by superiors;
- l. Provide a report on the implementation of the work to the Director of Finance and Treasury; and
- m. Assisting the Director of Finance and Treasury in compiling 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 Human Resources in the formulation and implementation of programs and activities as well as administration and supervision at the Directorate of Resources.
- (2) The Secretary of the Directorate of Human Resources has the following functions:
 - a. Assist in collecting materials and supervising functional positions in program formulation, activity planning and budgeting for the Directorate of Human Resources;
 - b. Coordinate operational technical activities in the Directorate of Resources;
 - c. Supervising the implementation of activities within the Directorate of Human Resources so that the results that have been achieved are in accordance with the targets that have been set;
 - d. Drafting technical policy concepts in the field of resource management;
 - e. Carry out and coordinate the administration and technical preparation, implementation, maintenance and development of cooperation related to human resource management;

- f. Carry out administrative processes and services in the field of human resource management in accordance with standard operating procedures;
- g. Facilitate and direct 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 according to access to authority;
- i. Prepare materials for monitoring and evaluating administrative services in the field of human resource management in accordance with the work program that has been determined;
- j. Assessing the work performance of functional positions within the Directorate of Human Resources as a material for coaching and career development;
- k. Carry out other official duties assigned by superiors;
- l. Provide a report on the implementation of work to the Director of Human Resources; and
- m. Assist the Director of Human Resources in compiling 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. Assist 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. Coordinate technical operational 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. Carry out and coordinate the administration and technical preparation, implementation, maintenance and development of cooperation related to facilities, infrastructure, logistics, asset management;
- e. Prepare an implementation plan and coordinate the execution of policies and standard operational procedures for disaster mitigation in the Unpad campus environment;
- f. Prepare programs and activity plans for the adjustment and development of disability-friendly facilities and infrastructure in the Unpad campus environment;
- g. Directing functional positions in the implementation of planning activities; procurement; inventory; utilization; maintenance; and elimination of Unpad facilities, infrastructure and assets in accordance with applicable policies and regulations;
- h. Coordinate technical planning and determination of needs for goods demand (logistics) in accordance with quality standards and available funds;
- i. Coordinate the technical acceptance and storage of goods (logistics) for further distribution to the user unit;

- j. Carry out administrative processes and services in the fields of facilities, infrastructure, logistics, asset management in accordance with standard operating procedures;
- k. Managing information systems in the fields of facilities, infrastructure, logistics, asset management in accordance with the authority's access;
- l. Preparing materials for monitoring and evaluating administrative services in the fields of facilities, infrastructure, logistics, asset management in accordance with the work program that has been determined;
- m. Assessing the work performance of functional positions within the Directorate of Facilities, Infrastructure and Asset Management as a material for coaching and career development;
- n. Carry out other official duties assigned by superiors;
- o. Provide a report on the implementation of the work to the Director of Facilities, Infrastructure and Asset Management; and
- p. Assist the Director of Facilities, Infrastructure and Asset Management in compiling 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. Assist 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. Coordinate 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 that have been achieved are in accordance with the targets that have been set;
- d. Formulate technical policy concepts in terms of services in the field of basic research management, applied research management, scientific publications, and community service;
- e. Carry out and coordinate the administration and technical 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 basic research management programs and activities, applied research management, scientific publications, and community service based on the provisions that have been set as work guidelines;
- g. Carry out administrative processes and services in the field of research and service to the community in accordance with standard operating procedures;
- h. Coordinating technical research activities and community service in the student's real work lecture activities;
- i. Coordinate the administrative needs of the Central Laboratory, including:
 1. Preparation of plans, programs, activities, and budgets for the implementation of Central Laboratory activities;

2. Management of human resources and infrastructure for support the implementation of Central Laboratory activities;
3. Implementation of Central Laboratory activities;
4. Administrative affairs of the Central Laboratory;
- j. Managing information systems in the field of research and community service according to access to authority;
- k. Prepare materials for monitoring and evaluating administrative services for basic research management activities, applied research management, scientific publications, and community service in accordance with the work program that has been determined;
- l. Assessing the work performance of functional positions within the Directorate of Research and Community Service as a material for coaching and career development;
- m. Carry out other official duties assigned by superiors;
- n. Provide a report on the implementation of the work to the Director of Research and Community Service; and
- o. Assist the Director of Research and Community Service in compiling 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) Secretary of the Directorate of Innovation and Corporate has the following functions:

- a. Assist in collecting materials and supervising functional positions in program formulation, preparation of activity plans and budgeting of the Directorate of Innovation and Corporate Affairs;
- b. Coordinate operational technical activities in the Directorate of Innovation and Corporation;
- c. Supervising the implementation of activities within the Directorate of Innovation and Corporate so that the results achieved are in accordance with the targets that have been set;
- d. Formulate technical policy concepts in terms of services related to innovation, management of Intellectual Property Rights (IPR), and commercialization of innovation results;
- e. Carry out and coordinate the administration and technical preparation, implementation, maintenance and development of cooperation related to innovation, management of Intellectual Property Rights (IPR), and commercialization of innovation results;
- f. Facilitate administrative processes required by centers of excellence;
- g. Carry out administrative processes and services in the field of innovation, management of Intellectual Property Rights (IPR), and commercialization of innovation results in accordance with standard operating procedures;
- h. Manage information systems in the field of innovation, management of Intellectual Property Rights (IPR), and commercialization of innovation results according to access to authority;
- i. Compiling materials for monitoring and evaluating administrative services in the field of innovation, management of Intellectual Property Rights (HAKI), and commercialization of innovation results;

- j. Assessing the work performance of functional positions within the Directorate of Innovation and Corporate as a material for coaching and career development;
- k. Carry out other official duties assigned by superiors;
- l. Provide a report on the implementation of the work to the Director of Innovation and Corporation; and
- m. Assisting the Director of Innovation and Corporations in compiling 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. Assist 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. Coordinate operational technical activities in the Directorate of Governance, Legal and Communication;
 - c. Carry out and coordinate the administration and technical preparation, implementation, maintenance and development of cooperation related to governance, legal, administrative, protocol, 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. Facilitate the implementation of tasks from Functional Positions in the areas of governance, legal, administration, protocol, integrated service units and communications;
- f. Formulate technical policy concepts in the fields of governance, legal, administrative, protocol, integrated service units and communications;
- g. Carry out administrative processes and services in the areas of governance, legal, administrative, protocol, integrated service units and communications in accordance with standard operating procedures;
- h. Coordinate the technical implementation of activities: governance; organizational administration; law; archive management; secretarial; public communications; public relations; protocol; integrated service unit; institutional promotion; dharma of women, elderly, and healthy heart club.
- i. Coordinate 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 religious holidays;
 - 3. Implementation of administrative activities and secretarial management mosque; and
 - 4. Supervision and evaluation of the implementation of activities in the the field;
- j. Managing information systems in the areas of governance, legal and communication according to access to authority;

- k. Assessing the work performance of functional positions within the Directorate of Governance, Legal and Communication as a material for coaching and career development;
- l. Carry out other official duties assigned by superiors;
- m. Provide a report on the implementation of work to the Director of Governance, Legal and Communication; and
- n. Assisting the Director of Governance, Legal and Communication in compiling 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. Assist 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. Coordinate operational technical activities in the Directorate of Planning and Information Systems;
 - c. Carry out and coordinate the administration and technical 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. Drafting technical policy concepts in planning and systems information;
- f. Carry out administrative processes and technical services in the planning sector and information systems in accordance with standard operating procedures;
- g. Coordinate the technical preparation of program planning for all units work in Unpad environment;
- h. Carry out administrative activities of the Unpad planning system including preparation and storage of planning documents;
- i. Facilitate the implementation of the duties of the Functional Position in the field of planning and information systems;
- j. Perform performance appraisals of functional positions within the Directorate of Planning and Information Systems as a material for coaching and career development;
- k. Carry out other official duties assigned by superiors;
- l. Provide a work implementation report to the Planning Director and Information Systems; and
- m. Assisting the Director of Planning and Information Systems in compiling 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 letter c consist of:

- a. Quality Assurance Unit
 - b. Internal Oversight Unit
- (2) The unit is led by a head who is responsible to the Rector.
 - (3) The Head of the Unit is appointed and dismissed by the Rector.
 - (4) The Head of the Unit may be assisted by the Deputy Head.
 - (5) In carrying out daily tasks the Head of the Unit is assisted by the Position Functional.

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 continuously as an accountability to stakeholders.
- (2) The Head of the Quality Assurance Unit has the following functions:
 - a. Develop academic quality assurance system;
 - b. Compiling various guidelines and quality assurance system documents;
 - c. Coordinate the implementation, monitoring and evaluation of the quality assurance system at Unpad in collaboration with the Faculty Quality Assurance Unit;
 - d. Develop guidelines and procedures for internal evaluation of quality assurance academic;
 - e. Developing an internal evaluation instrument for academic quality assurance;
 - f. Compiling and developing an internal audit system for academic quality based on information technology to control the achievement of quality standards;

- g. Coordinate the implementation, monitoring, evaluation of internal audit results in all work units, along with follow-up improvements and documentation
- h. Coordinate the development of human resources for implementation quality internal audit;
- i. Coordinate the activities of developing competent human resources in the implementation of national and international accreditation processes;
- j. Together with the Vice Rector for Organization and Planning to coordinate the development of an early warning system based on information technology (early warning system) to ensure the improvement of national and international accreditation qualifications;
- k. Coordinate 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. Monitor the follow-up to the advice of national and international accreditation assessors; m. controlling and evaluating the implementation of activities in the field; and
- m. Prepare an annual report related to quality assurance to the Rector.

Paragraph 3

Internal Oversight 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 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. planning internal control mechanisms for all units work in Unpad environment;
 - b. conduct a review and evaluation of the process of controlling Unpad activities;
 - c. coordinate resources in controlling the implementation of work programs for all work units under the Rector;
 - d. coordinate the auditor's resources to conduct audits of all work units within Unpad;
 - e. conduct an assessment of risk management;
 - f. provide consultation to work units in need;
 - g. provide recommendations to improve management processes organization;
 - h. coordinate resources to assist the implementation of the examination by external parties (BPK, BPKP, IG and Public Accountants);
 - i. monitor follow-up findings of external auditors (BPK, BPKP, IG and Public Accountants); j. coordinate with the MWA Audit Committee in providing information on the results of supervision of work units within Unpad;
 - j. carry out other tasks as instructed by the Rector; and
 - k. prepare an annual report related to internal control to the Rector.

Part Six

Office

Article 35

- (1) The office as referred to in article 3 letter d is led by the Head of Office and is responsible to the relevant Director.

- (2) The Head of the Office is appointed and dismissed by the Rector by considering the proposal of the relevant Vice Rector in accordance with his/her field of work.
- (3) To carry out daily tasks, the Head of the Office is assisted by the position functional.

Article 36

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

Article 37

- (1) International Office is a unit tasked with supporting Unpad's internationalization goals and handling international mobility involving Unpad academicians and foreign academics.
- (2) The Head of the International Office has the duty to assist the Director Education and Internationalization in formulating, proposing budgets and implementing programs and activities, supervising, controlling and evaluating and compiling 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. Formulate a strategy for internationalization initiatives as well as programs, activities and budgets in accordance with related key performance indicators;
- b. Develop a strategy to improve Unpad's reputation at the international level;
- c. Coordinate with various work units within Unpad to ensure the achievement of international ranking indicators;
- d. Coordinate with the Secretary of the Directorate of Planning and Information Systems in managing and updating information technology-based data related to international rankings;
- e. Coordinate with other work units for data collection related to international rankings;
- f. Provide 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. Formulate the concept of international service activities in the form of guidelines technical, service standards and standard operating procedures;
- h. Coordinate resources and coordinate with related work units to handle the mobility of foreign students to Unpad (inbound), including but not limited to:
 - 1. Foreign student admissions;
 - 2. Providing briefing and introduction for foreign students;
 - 3. Mentoring foreign students to facilitate adaptation social environment;
 - 4. Foreign student accommodation services;
 - 5. Services to facilitate the management of administrative documents immigration.
- i. Receive reports from the Faculty/Postgraduate School Internationalization Unit, and provide the facilities and support needed regarding sending students abroad (outbound);

- j. Facilitate exploration, development and realization of cooperation in terms of bridging communication between related education units within Unpad and international partners;
- k. Disseminate information related to international mobility opportunities for the academic community;
- l. Coordinate 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 collaboration research, joint mentoring, and holding joint conferences with foreign University partners; and
- m. Prepare and submit reports on the implementation of programs and activities on a regular basis in their respective 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 duty to assist the Director of Student Affairs and Alumni Relations in formulating, proposing budgets and implementing programs and activities, supervising, controlling and evaluating and compiling reports on programs and activities in the field of alumni partnerships.
- (3) The Head of the Alumni Partnership Office has the following functions:
 - a. Formulate a strategy for initiatives as well as programs, activities and budgets related to alumni partnerships in accordance with related key performance indicators;

- b. Develop strategies to increase alumni participation in supporting the educational process at Unpad;
- c. Formulate the concept of alumni partnership service activities in the form of technical guidelines, service standards and standard operating procedures;
- d. Coordinate with Unpad Alumni Association in implementing education-related programs at Unpad that can involve alumni as well as organizing Alumni Association programs and activities;
- e. Coordinate with the Secretary of the Directorate of Student Affairs and Alumni Relations to obtain administrative services and facilities and infrastructure to support programs and activities related to alumni partnerships;
- f. Facilitate the exploration, development and realization of cooperation in terms of bridging communication between related education units within Unpad and alumni;
- g. Explore cooperation with alumni and/or alumni associations in helping to collect funds, assistance for facilities, infrastructure and facilities as well as other assistance, in coordination with the relevant Directorates;
- h. Provide proposals for programs and activities to faculties and/or study programs to increase alumni participation in each work unit;
- i. Coordinate with faculties and/or study programs in organizing activities involving alumni from certain faculties or study programs;
- j. Coordinate the management of scholarships from alumni and/or other party;
- k. Disseminate information related to various programs and activities involving alumni to each faculty, study program and individual academics;

1. Prepare and submit reports on the implementation of programs and activities periodically in their respective 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 to 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 Communications Office has the duty to assist the Director Governance, Legal and Communication in formulating, proposing budgets and implementing programs and activities, supervising, controlling and evaluating and compiling reports on programs and activities in the field of public communication.
- (3) The Head of the Public Communication Office has the following functions:
 - a. Formulate 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. Develop a strategy to improve Unpad's reputation in the eyes of the wider community;
 - c. Coordinate with various work units within Unpad to create good communication to internal and external parties;
 - d. Coordinate 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. Provide 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. Formulate the concept of public communication service activities in the form of technical guidelines, service standards and standard operating procedures;
- g. Coordinate resources and coordinate with related work units to handle public communications, including but not limited to:
 - 1. Formulation of public information technical policies;
 - 2. Coordinating public information policies;
 - 3. Implementation of documentation and classification of public information;
 - 4. Coordinating the results of processing public complaints with agencies related;
 - 5. Coordinating Unpad information/policy processing;
 - 6. Coordinating the packaging of information content;
 - 7. Coordinating the management of communication channels via the internet and social media;
 - 8. Coordinating the implementation of information dissemination;
 - 9. Monitoring, evaluation and reporting of public information;
- h. Prepare and submit reports on the implementation of programs and activities on a regular basis in their respective fields to the Director of Governance, Legal and Communication.

Article 40

Archive Office

- (1) Archives Office is a unit in charge of carrying out archive management in Unpad environment.
- (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 and evaluating and compiling reports on programs and activities in the archives sector

- (3) The Head of the Archives Office has the following functions:
- a. Formulate a strategy for initiatives as well as programs, activities and budgets for the archives sector in accordance with related key performance indicators;
 - b. Coordinate with the Secretary of the Directorate of Planning and Information Systems in the management and updating of information technology-based data;
 - c. Drafting the concept of archiving service activities in the form of guidelines technical, service standards and standard operating procedures;
 - d. Coordinate resources and coordinate 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. Coordinate with other work units archive management in each unit work; and
 - f. Prepare and submit reports on the implementation of programs and activities on a regular basis in their 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, Deputy Rector, 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. Prepare programs, activities and budgets for the secretariat and administration of university offices;
- b. Coordinate the administrative activities of the university secretariat office which includes the Rector's Secretariat, the Vice Rector, the Board of Trustees, and the Academic Senate;
- c. Coordinate the implementation of services to university leaders (Rector, Vice Rector, Board of Trustees, and Academic Senate) related to service needs;
- d. Coordinate with various work units within Unpad related to university leadership activities to ensure the proper implementation of leadership activities;
- e. Coordinate with the Rector's Secretariat, Deputy Rector, Board of Trustees, and the Academic Senate to formulate an agenda for university leadership activities;
- f. Manage the minutes of the leadership meeting in Unpad;
- g. Coordinate with other work units to disseminate leadership policies related to administrative procedures;
- h. Take an inventory of the problems that exist in the university secretariat and develop a remedial work plan.
- i. Formulating the concept of university secretarial service activities in the form of technical guidelines, service standards and standard operating procedures;
- j. Manage a pleasant working atmosphere of university leaders by paying attention to aspects of health, security and safety;
- k. Coordinate functional positions that support the administrative functions of the Board of Trustees; and functional positions that support the administrative functions of the Academic Senate;

1. Prepare and submit reports on the implementation of programs and activities on a regular basis in their respective fields to the Director of Governance, Legal and Communication.

Article 42

- (1) 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 duty to assist the Director Planning and Information Systems in formulating, proposing budgets and implementing programs and activities, supervising, controlling and evaluating and compiling reports on procurement activities.
- (3) The Head of the Procurement Service Office has the following functions:
 - a. Develop and implement a strategy for the procurement of goods/services;
 - b. Carry out the review process of the general procurement plan goods/services with PPK;
 - c. Directing the procurement functional position in carrying out the process procurement as follows:
 1. Draw up a plan for selecting a provider of goods/services;
 2. Announce the implementation of the procurement of goods/services on the website ministries and official bulletin boards for the public, as well as submitting to the procurement service electronically for announced on the national procurement portal;
 3. Assessing the qualifications of providers of goods/services through pre-qualification or post-qualification;
 4. Evaluate the administration, technical, and price of the offer who entered;

5. Answer objections;
 6. Submit election results and submit copies of documents selection of goods/services providers to PPK;
 7. Keep the original document of the selection of the provider of goods/services;
 8. Propose changes in own forecast price, frame of reference work/technical specifications, and draft contracts to PPK based on the proposal of the Working Group;
- d. Carry out an evaluation of the procurement process for goods/services that have been implemented;
 - e. Make a report on the procurement process and results to the minister through the Budget User Authority (KPA);
 - f. Provide accountability for the implementation of Procurement activities goods/services to KPA;
 - g. Manage a procurement management information system that includes procurement documents, price survey data, list of goods/services needs, black list of providers; and other activities according to the Rector's instructions.
 - h. prepare and submit reports on the implementation of programs and activities periodically in their respective fields to the Director of Planning and Information Systems.

Part Seven

Center

Article 43

- (1) The center as referred to in Article 3 letter e is led by a Head of the Center and is responsible to the relevant Director.

- (2) The Head of the Center is appointed and dismissed by the Rector by considering the proposal of the relevant Vice-Rector in accordance with his/her field of duty.
- (3) To carry out daily tasks, the Head of the Center is assisted by the position of functional.

Article 44

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

Article 45

- (1) The Head of the Knowledge Management Center 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 Academic Civitas and development museum.

(2) The Head of the Knowledge Management Center has the following functions:

- a. Carry out the preparation of plans, programs, activities, and budgets in the field of knowledge management;
- b. Coordinate the implementation of library management activities, which cover:
 1. Preparation of plans for the needs and provision of library materials;
 2. Processing library materials;
 3. Service provision and utilization of library materials;
 4. Maintenance of library materials; and
 5. Implementation of library administration affairs;
- c. Coordinating Unpad publishing management activities (Unpad Press), which cover:
 1. Organizing production, printing, reproduction, printing, and finishing activities for the works of the Unpad Academic Civitas;
 2. Organizing activities for publishing the works of the Academic Civitas Unpad;
 3. Organize marketing, advertising, promotion, and activities of book Review;
 4. Organizing business activities, sales, finance, and administration of the circulation of the works of the Unpad Academic Civitas;
 5. Facilitation of scientific and popular writing capacity development for Unpad Academic Civitas;
 6. Development of publishing and/or marketing cooperation with other domestic and foreign publishing and/or marketing institutions;
- d. Explore cooperation with third parties in terms of gaining access to knowledge;

- e. Directing functional positions in curating resources electronic knowledge that needs to be subscribed;
- f. Cooperate with the Directorate of Planning and Information Systems to develop a digital-based information system and access to knowledge for the Unpad Academic Community;
- g. Develop functional position competencies in related expertise knowledge management;
- h. Coordinating the indexation and quality assurance process for managing periodicals within Unpad;
- i. Coordinating services for the Academic Civitas in increasing the number and quality of scientific work 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 Academic Civitas;
- k. Coordinate the collection of materials and manage the source repository knowledge;
- l. Coordinating Unpad reputation improvement activities in the field of knowledge management, including:
 - 1. Monitor and take necessary actions to increase Unpad's affiliation index in the Scopus / Web of Science bibliometric database;
 - 2. Plan Unpad's webometric improvement program cooperate with other work units.
- m. Facilitating the formation and implementation of activities from the practical community (community of practice) of the Academic Civitas related to the creation of knowledge and publication of scientific works;
- n. Coordinate knowledge mapping systems and expertise directories;

- o. Facilitate massive or web-based knowledge sharing activities for activities held in Departments, Study Programs, Study Centers, Centers of Excellence and other work units;
- p. Coordinate with other elements in order to develop resources other knowledge-based learning resources, such as museums;
- q. Evaluate the implementation of activities in the field; and
- r. Compile and submit reports on the implementation of activities in their respective fields 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 adaptive curriculum development; learning design and application; development of learning innovation products; development of learning strategies and methods; development of modules/teaching materials; and production of learning media.
- (2) Head of the Center for Teaching and Learning Innovation functions:
 - a. Carry out the preparation of plans, programs, activities, and budgets in the field of teaching and learning innovation;
 - b. Coordinate the implementation of the following activities:
 - 1. Development of an adaptive curriculum;
 - 2. Learning design and application;
 - 3. Development of learning innovation products;
 - 4. Development of learning strategies and methods;
 - 5. Development of teaching materials/modules; 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 development as well as teaching and learning innovations;
- e. Serving the production of learning media content through audio-visual media as well as web-based media;
- f. Serving the making of instructional design of teaching modules;
- g. controlling and evaluating the implementation of activities in the field; and
- g. Compile and submit reports on the implementation of activities in their respective fields 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. Carry out the preparation of plans, programs, activities, and budgets in the field of career development of students and graduates;
 - b. Coordinate graduate tracking (tracer study) and surveys of graduate users;
 - c. Coordinate activities to:
 - 1. Knowing the transition of graduates in the world of work;
 - 2. Mapping the activities of university graduates in the world of work;
 - 3. Mapping the vertical and horizontal alignment of PT graduates; and

4. Mapping the competency gap of graduates and the demands of the world of work.
- d. Coordinate the provision of job vacancies information to students final and graduate level;
- e. Facilitate the recruitment process on campus (in-campus recruitment);
- f. Organize training and or seminars to improve 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. Conduct exploration, development and implementation of cooperation to ensure the absorption of graduates;
- j. Evaluate the implementation of activities in the field; and K. compiling and submitting reports on the implementation of activities in their 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. Carry out the preparation of plans, programs, activities, and budgets in field of student and graduate certification;
 - b. Identify various certification programs relevant to achievement graduate learning at Unpad;

- c. In collaboration with Third Party Professional Certification Institutions (LSP P3) to can become a Competency Test Place (TUK);
- d. Cooperate with certification bodies for organizing training and certification exams;
- e. Organize certification training programs and competency tests in accordance with owned license;
- f. Evaluate the implementation of activities in the field; and
- g. Compile and submit reports on the implementation of activities in their respective fields 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 conducting the assessment and development of human resources at Unpad.
- (2) The Head of the Center for Assessment and Development of Human Resources has function:
 - a. Carry out the preparation of plans, programs, activities, and budgets in the field of assessment and human resource development;
 - b. Coordinating the implementation of training and development grading for structural positions of education personnel;
 - c. Coordinating the implementation of related training and development functional positions of lecturers;
 - d. Coordinating the implementation of training and development grading for non-PNS Unpad employees;
 - e. Coordinating talent management processes for education personnel with talents that include:
 - 1. Implementation of human resource talent assessment;

2. Implementation of talent acquisition (talent acquisition);
 3. Implementation of the Staff Development Program for education staff talented;
 4. Succession planning (Succession plan);
 5. Monitoring talent coaching in work units.
- f. Evaluate the implementation of activities in the field; and
- g. Compile and submit reports on the implementation of activities in their respective fields to the relevant Director.

Article 50

- (1) Head of Center for Environmental Safety, Security and Order (K3L) has the task of carrying out environmental management, security, order, cleanliness, traffic, parks and parking throughout the Unpad environment.
- (2) Head of Center for Environmental Safety, Security and Order has the following functions:
- a. Carry out the preparation of plans, programs, activities, and budgets in the field of campus environment;
 - b. Carry out the arrangement of the campus environment;
 - c. Managing security and order in 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. Conduct field evaluations to ensure security, safety and order in the campus environment
 - g. Carry out the administrative affairs of the Campus K3L;
 - h. Evaluate the implementation of activities in the field; and
 - i. Compile and submit reports on the implementation of activities in their respective fields 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. Carry out the preparation of plans, programs, activities, and budgets in the field of technology and information systems;
 - b. Coordinate technical activities and services:
 1. Management of software licenses (software) required by Academicians in the educational process at Unpad;
 2. Utilization and management of hardware, software, and brainware for the development of information technology in Unpad;
 3. Management of applications and multimedia communications for information system integration within Unpad;
 4. Management of information, data, and reporting services;
 5. Preparation of the Unpad Technology and Information 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 technology and information systems
 - c. Evaluate the implementation of activities in the field; and

- d. Compile and submit reports on the implementation of activities in their respective fields to the relevant Director.

Part Eight

Faculty

Paragraph 1

General

Article 52

The faculties as referred to in Article 3 letter f are under and responsible to the Rector, who has the task of organizing and managing academic education and professional education within the same clump of scientific and technological disciplines.

Article 53

Faculties at Unpad consist of:

- a. Faculty of Law;
- b. Faculty of Economics and Business;
- c. Faculty of Medicine;
- d. Faculty of Math and Science;
- e. Faculty of Agriculture;
- f. Faculty of Dentistry;
- g. Faculty of Social Science and Political Science;
- h. Faculty of Humanities;
- i. Faculty of Psychology;
- j. Faculty of Animal Husbandry;
- k. Faculty of Communication;
- l. Nursing faculty;
- m. Faculty of Fisheries and Marine Science;

- n. Faculty of Agricultural Industrial Technology;
- o. Faculty of Pharmacy; and
- p. Faculty of Geological Engineering.

Article 54

Faculty managers at least consist of:

- a. Dean;
- b. Faculty Senate;
- c. Deputy Dean;
- d. Manager;
- e. Department;
- f. Study program;
- g. Quality Assurance Unit; and
- h. Internationalization Unit.

Paragraph 2

Dean of the Faculty

Article 55

- (1) The Dean of the Faculty is in charge of representing the Rector in leading the management of activities and quality assurance in academic education, and professional education in one clump 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 the Faculty has the following functions:
 - a. 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 Faculty level;

- b. Prepare and coordinate 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 manage, assisted by the Deputy Dean of the Faculty;
- c. Coordinate the activities of the Deputy Dean of the Faculty, in accordance with Unpad's strategic plans and policies and the established management system; 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;
- d. 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
- e. Compile 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

Deputy Dean of the Faculty

Article 56

- (1) The Deputy Dean of the Faculty consists of:

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

Article 57

- (1) The Deputy 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 community, innovation, and partnership.
- (2) The Vice Dean for Learning, Student Affairs, and Research, has the following functions:
- a. Assist the Dean in formulating policies and strategic plans in the fields of learning, student affairs, alumni relations, research, community service, innovation, and partnerships, at the Faculty level;
 - b. Prepare and coordinate program planning and budgeting in the fields of learning, student affairs, alumni relations, research, community service, innovation, and partnerships, at the Faculty level with the Faculty Dean, Manager, Head of Department, Head of Study Program, and Head of the Faculty Quality Assurance Unit;
 - c. Coordinate 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 established management system;

- d. Controlling quality standards in the fields of learning, student affairs, alumni relations, research, community service, innovation, and partnerships, at the Faculty level;
- e. Controlling and evaluating activities within the Faculty in the fields of learning, student affairs, research, community service, innovation, and partnerships;
- f. Provide an assessment of the performance of the Learning Manager, Student Affairs and Alumni and Research, Innovation and Partnership Managers; and
- g. Prepare 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 Faculty.

Article 58

- (1) Deputy 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) Deputy Dean for Resources and Organization, has the following functions:
 - a. Assist the Dean in formulating policies and strategic plans in the areas of resources, planning, information systems and governance, at the Faculty level;
 - b. Prepare and coordinate program planning and budgeting in the fields of resources, planning, information systems and governance, at the Faculty level together with the Dean of the Faculty, Managers, Heads of Departments, Head of Study Program, and Head of Faculty Quality Assurance Unit;

- c. Coordinate the activities of the Resource, Planning and Information Manager, according to the strategic plans and policies of the Faculty and the established management system;
- d. Controlling quality standards in the areas of sourcing, planning, information systems and governance, at the Faculty level;
- e. Controlling and evaluating activities within the Faculty in the areas of resources, planning, information systems and governance;
- f. Act as a Personnel Supervisory Officer who assesses the performance results of education personnel at the Faculty, based on the proposed results of the study by the Manager of Resources, Planning and Information;
- g. Provide an assessment of the performance of the Resource Manager, Planning and Information; and
- h. Prepare 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 Organizations to the Dean of the Faculty.

Paragraph 4

Manager

Article 59

- (1) Managers at the Faculty are in charge of assisting the implementation of part of the duties of the Deputy Dean of the Faculty and are responsible to the Deputy Dean of the Faculty according to their field of work.
- (2) The Dean of the Faculty determines a maximum of 3 (three) Managers, taking into account the needs and feasibility of the Faculty, namely:
 - a. Learning Manager, Student Affairs and Alumni;

- b. Research, Innovation and Partnerships Manager; and
 - c. Resource, Planning, and Information Manager.
- (3) Managers are appointed by the Rector based on the results of an assessment of candidate lecturers or education staff through an open recruitment process;
- (4) The mechanism for the appointment and dismissal of Managers is regulated in detail in the Rector's Regulation.

Article 60

- (1) Learning, Student and Alumni Managers have the task of supporting Vice Dean for Learning, Student Affairs, and Research in managing activities in the fields of Learning, Student Affairs and Alumni;
- (2) Learning, Student and Alumni Managers have 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. Implement work programs and budgets in the field of Learning, Students and Alumni coordinate with the Head of the Study Program;
 - c. Examine the concept of technical policy in the field of learning, student affairs and alumni;
 - d. Carry out the achievement of quality standards in the field of learning, students and alumni at the Faculty;
 - e. Carry 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. Facilitate the implementation of special education or fast track at the level faculty;

4. Facilitation of learning, student and administrative services Alumni at the Faculty level;
 5. Training to improve soft skills and character competencies of College student;
 6. Expansion of access, provision of scholarships and facilities and infrastructure to support the achievement of student competencies according to Unpad's vision;
 7. Expanding and providing access for students and alumni to the world work;
 8. Competition facilitation and soft skills development;
 9. Career development and tracer study; and
 10. Alumni facilitation.
- f. Carry out 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. Service delivery 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. Improving the quality of librarianship service implementation in a sustainable manner and fostering functional human resources of librarians;
- g. Carry out control and evaluate activities within Unpad in the fields of learning, student affairs and alumni;
- h. Ensure the implementation of good administration related to the field of work;
- i. Carry out other matters assigned by the Deputy Dean for Learning, Student Affairs, and Research;

- j. Provide periodic reports related to the implementation of their duties to the Deputy Dean for Learning, Student Affairs, and Research; and
- k. Assisting the Vice Dean for Learning, Student Affairs, and Research in compiling an annual report on learning, student affairs and alumni.

Article 61

- (1) The Research, Innovation and Partnership Manager has the task of supporting the Vice Dean Fields of Learning, Student Affairs, and Research in managing activities in the fields of Research, Innovation and Partnerships;
- (2) The 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 collaboration;
 - b. Carry out work programs and budgets in the fields of research, community service, innovation, and cooperation in coordination with the Head of the Department;
 - c. Monitor research performance and scientific reputation of lecturers in the Faculty, coordinate with the Head of Department;
 - d. Coordinate the preparation of the directory of expertise in the Faculty;
 - e. Coordinate and facilitate exploration of cooperation with other parties in the field of learning, coordinate with the head of study programs and managers of learning, students and alumni;

- f. Coordinate the implementation of international partnerships with the internationalization unit of the Faculty and the manager or Chair of the relevant study program;
- g. Carry out the achievement of quality standards in the fields of research, service on society, innovation, and cooperation in the Faculty;
- h. Carry out control and evaluate 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 for research and innovation
- j. Ensure the implementation of good administration related to the field of work;
- k. Carry out other matters assigned by the Deputy Dean for Learning, Student Affairs, and Research;
- l. Provide periodic reports related to the implementation of their duties to the Deputy Dean for Learning, Student Affairs, and Research; and
- m. Assisting the Vice Dean for Learning, Student Affairs, and Research in compiling annual reports in the fields of research, community service, innovation, and collaboration.

Article 62

- (1) The Manager for Resources, Planning, and Information has the task of supporting the Deputy Dean for Resources and Organizations in managing activities in the fields of Resources, Planning, and Information;
- (2) The Resource, Planning and Information Manager has the following functions:

- a. Assisting the Vice Dean for Resources and Organizations in preparing and coordinating program planning and budgeting in the areas of resources, planning and information;
- b. Implement work programs and budgets in the field of resources, planning and information;
- c. Carry out the achievement of quality standards in the field of resources, planning and information;
- d. Preparing various planning documents and reporting to stakeholders internal and external stakeholders;
- e. Updating data and coordinating the management of information systems in the Faculty;
- f. Ensure the availability of various standard operational procedure documents in the Faculty and coordinate efforts to develop and update standard operational procedures;
- g. Act 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. Carry out public relations operations and faculty protocols;
- i. Conduct staffing of educational staff in the Faculty;
- j. Conduct a review of the performance results of education personnel in the Faculty to be submitted to the Deputy Dean for Resources and Organizations;
- k. Carry out control and evaluate activities within the Faculty in the fields of resources, planning and information;
- l. Ensure the implementation of good administration related to the field of work;
- m. Carry out other matters assigned by the Deputy Dean Resources and Organization Sector;
- n. Provide periodic reports related to the implementation of their duties to the Deputy Dean for Resources and Organizations; 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 giving 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 the Rector's Regulation.

Paragraph 6

Department

Article 64

- (1) The Department is led by the Head of the Department.
- (2) Faculties may form Departments with special provisions in accordance with the special conditions in their respective faculties.
- (3) The special provisions as referred to in paragraph (2) shall be further regulated in the Rector's Regulation.

Article 65

- (1) The Head of the Department has the task of planning needs, developing competence, controlling structural and functional workloads, and evaluate the performance of Lecturers.
- (2) The Head of Department has the following functions:

- a. Prepare and execute departmental work plans that are in line with the vision, mission, goals and work plans of the Faculty;
- b. Propose the Department's budget according to the main tasks and functions Department;
- c. Guarantee the competence and professionalism of lecturers in carrying out their duties according to their academic positions;
- d. Coordinate with the Director of Human Resources in the context of facilitating further education and career development of Lecturers;
- e. Propose assignment of lecturers in teaching and research to the Dean by considering submissions from Study Programs and Study Centers.
- f. Provide recommendations to the Dean in the placement of lecturers in structural positions in the Faculty by considering the lecturer's workload;
- g. Provide recommendations to the Dean to assign lecturers according to their expertise to meet the demand for professional services;
- h. Develop, evaluate and monitor the progress of lecturer's academic careers;
- i. Monitoring and developing the scientific reputation of lecturers in the form of: citation index
- j. Coordinate 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. Ensure the fulfillment of the needs of lecturers in the Study Program in the number and competence according to the proposal of the study program;
- l. Ensure the alignment of assignments and implementation of the lecturer's tridharma between the needs of study programs and

- study centers with the direction of planning and career development of lecturers;
- m. Develop lecturer resources in the Department to meet lecturer competency standards in order to achieve performance in accordance with the Faculty's strategic plan;
 - n. Monitoring, and evaluating the performance of lecturers in their departments;
 - o. Monitor the process of applying for a lecturer's functional career promotion;
 - 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. Report on the implementation of the Department's activities to the Dean of the Faculty; and
 - r. Give consideration to the Department's staff performance appraisal to the Deputy Dean for Resources and Organization.

Paragraph 7

Faculty Study Program

Article 66

- (1) The Study Program is led by the Head of the Study Program.
- (2) The Head of the Study Program has the task of planning, implementing, developing, controlling, and evaluating the quality of learning to achieve the expected competence of graduates.
- (3) The Head of the Study Program has the following functions:
 - a. Formulate strategic plans, programs, and budgets at the Program level Studies;

- b. Organize and develop learning in accordance with curriculum;
- c. Ensure the quality of education in the context of the realization of a superior and reputable Study Program;
- d. Plan the needs of lecturers according to the demands of the curriculum and submit them to the department that oversees the expertise of the lecturers needed;
- e. Carry out evaluation and monitoring of lecturer performance to be reported to the Head of Department;
- f. Carry out evaluation and monitoring of learning implementation to ensure the production of excellent graduates and timely studies;
- g. Coordinate the integration of research activities and community service community that students do into the curriculum;
- h. Develop the competence, interests, talents and reasoning of students in accordance with the main competencies of the Study Program which is oriented towards increasing academic achievement and behavior;
- i. Coordinate with learning managers, students and alumni in fostering the student activities of the students of the study program that are oriented towards developing soft skills and increasing achievement;
- j. Give consideration to the performance appraisal of the Study Program Secretary and Study Program staff to the Vice Dean for Resources and Organizations; and
- k. report the implementation of learning to the Dean of the Faculty.

Paragraph 8
Secretary of Study Program

Article 67

- (1) The Head of the Study Program may 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 the Rector's Regulation.
- (3) The Secretary of the Faculty Study Program is appointed by the Rector based on the results of an assessment of educational staff candidates through an open candidate withdrawal process.
- (4) The mechanism for the appointment and dismissal of the Secretary of the Study Program is regulated in detail in the Rector's Regulation.

Article 68

- (1) The Secretary of the 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 the Study Program has the following functions:
 - a. Assist the Head of the Study Program in preparing strategic plans, programs, and budgets at the Study Program level;
 - b. Assist the Head of the Study Program in organizing and developing learning in accordance with the curriculum, including activities but not limited to:
 1. Coordinate the activities of filling out the study plan;
 2. Arrange the placement and scheduling of lecturers in appropriate courses direction of the Head of the study program;

3. Prepare semester learning plan documents;
 4. Monitor the attendance of lecturers in the implementation of lectures for reported to the Head of the study program;
 5. Coordinating the learning outcomes examination process;
 6. Coordinate the evaluation of the learning process and process the results evaluation to be reported to the Head of the study program; and
 7. Coordinate the process of submitting student research proposals and the final trial process of student research results;
- c. Coordinate the implementation of curriculum review activities;
 - d. Coordinate technical student activities within the scope of the study program, coordinate with learning managers, students and alumni;
 - e. Ensure 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 compiling a report 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 the implementation of quality assurance tasks.
- (2) The Faculty Quality Assurance Unit is led by the Head of the Quality Assurance Unit Faculty.
- (3) The Faculty Quality Assurance Unit has the following functions:

- a. Implement an academic quality assurance system in accordance with applicable laws and regulations and Unpad quality assurance guidelines;
- b. Implement the guidelines and procedures for internal evaluation of academic quality assurance set by Unpad;
- c. Carry out internal evaluation instruments for academic quality assurance determined by Unpad;
- d. Coordinate the academic quality assurance process in all work units within the Faculty according to the guidelines set by Unpad;
- e. Provide input and recommendations to the Dean of the Faculty related to quality assurance;
- f. Carry 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 performance measurement of study programs in the context of the accreditation process of national-level study programs;
- h. Coordinate field assessment activities in the context of the accreditation process for national level study programs; and i. carry out coordination with the Quality Assurance Unit in carry out the quality assurance process in 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 in the Faculty.

(2) The Internationalization Unit of the Faculty is led by the Head of the Internationalization Unit Faculty.

(3) The Faculty Internationalization Unit has the following functions:

- a. Carry out administrative and communication service activities related to international cooperation at the Faculty;
- b. Handle 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 social environment;
 5. Foreign student accommodation services;
 6. Services to facilitate the management of administrative documents immigration;
- c. Assisting the communication and administration process of sending students to abroad (outbound);
- d. Disseminate information related to international mobility opportunities for academicians in the Faculty;
- e. Coordinate piloting, document preparation and implementation submission of international accreditation for study programs and for faculty units;
- f. Provide 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. Carry out the management of international programs in the field of cooperation in coordination with the Research, Innovation and Partnership Managers including but not limited to:
 1. Provides the MoU/MoA format and Revises the MoU/MoA provided by international partner institutions;

2. Make contacts and follow up on international agreements that has existed;
 3. Set partner targets and make contact with partner targets international cooperation;
 4. Explore cooperation with strategic international institutions.
- h. Prepare and submit reports on program implementation and regular activities in their fields 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 submit: establishment of a Laboratory and/or Studio to the Rector
- (3) Further provisions regarding Study Centers, Laboratories, and/or Studios regulated in the Rector's Regulation.

Part Nine

Graduate School

Paragraph 1

General

Article 72

- (1) The Postgraduate School as referred to in Article 3 letter g is under and responsible to the Rector, who has the task of organizing and/or coordinating the multidisciplinary Postgraduate program.

- (2) Graduate School has the following functions:
- a. implementation and development of academic and non-academic affairs in Graduate School environment; and
 - b. implementation and service of administrative affairs in the school environment Postgraduate.

Article 73

Graduate School Management consists of at least:

- a. Dean;
- b. Deputy Dean;
- c. Manager;
- d. Study program;
- e. Quality Assurance Unit; and
- f. Internationalization Unit.

Paragraph 2

Dean of Graduate School

Article 74

- (1) The Dean of the Graduate School is in charge of representing the Rector in leading management of multidisciplinary postgraduate programs.
- (2) The Dean of the Graduate School has the following functions:
 - a. Formulate 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 Postgraduate;

- b. Prepare and coordinate 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 manage, assisted by the Deputy Dean of the Graduate School;
- c. Coordinate the activities of the Deputy Dean of the Postgraduate School, 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. Develop a portfolio of multidisciplinary postgraduate study programs in accordance with the development of the world scientific community that is aligned with the benefits that Unpad can provide 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 manage; and
- g. Compile 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
Vice Dean of Graduate School

Article 75

- (1) The Dean of the School is assisted by a Deputy Dean of the Graduate School.
- (2) The Deputy Dean of the Graduate School has the task of representing the Dean of the School Postgraduate in leading the implementation of the management of learning activities, student affairs, research, publications, partnerships, resources, planning and information.
- (3) The Deputy Dean of the 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, service to society, innovation, partnership, internationalization, quality assurance, resources, planning, information systems and governance;
 - d. Assisting the Dean of the Graduate School to develop a portfolio of multidisciplinary postgraduate study programs according to the development of the world scientific community which is aligned

with the benefits that Unpad can provide to the community, and which can raise Unpad's reputation;

- e. Coordinate the preparation of the work program and the manager's budget;
- f. Directing Learning, Research, Publication, and Partnership Managers and Resource, Planning, and Information Managers in achieving the Graduate School's key performance indicators;
- g. Assessing the performance of the Learning, Research, Publication, and Partnership Managers and the Resource, Planning, and Information Managers;
- 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 compiling 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 framework of accountability of the Dean of the Graduate School to the Rector.

Paragraph 4
Manager

Article 76

- (1) Managers at the Graduate School have the task of assisting the implementation of part of the duties of the Deputy Dean of the Graduate School and are responsible to the Deputy Dean of the Postgraduate School.
- (2) Managers at Graduate Schools consist of:
 - a. Learning, Research, Publication and Partnerships Manager; and
 - b. Resource, Planning, and Information Manager.
- (3) Managers are appointed by the Rector based on the results of an assessment of candidate lecturers or education staff through an open recruitment process;
- (4) The mechanism for the appointment and dismissal of Managers is regulated in detail in the Rector's Regulation.

Article 77

- (1) The Manager of Learning, Research, Publication, and Partnerships has the task of supporting the Deputy Dean of the Graduate School in managing activities in the fields of Learning, Research, Publication, and Partnerships.
- (2) Learning, Research, Publication, and Partnership Managers have 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 partnerships;

- b. Carry out work programs and budgets in the fields of learning, research, publications, and partnerships in coordination with the Head of the Study Program;
- c. Reviewing technical policy concepts in the fields of learning, research, publication, and partnerships;
- d. Carry out the achievement of quality standards in the fields of learning, research, publications, and partnerships;
- e. Carry out coordination at the school level in terms of:
 - 1. Preparation of class schedules (rooster);
 - 2. Facilitation of learning administration services, research, publications, and partnership;
 - 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. Service delivery and utilization of library materials at the level
 - 6. Maintenance of library materials at the school level;
 - 7. Coordination of library administration affairs; and
 - 8. Improving the quality of librarianship service implementation in a sustainable manner and fostering functional human resources of librarians;
- f. Coordinate the preparation of the expert directory of prospective supervisors or promoter;
- g. Coordinate and facilitate exploration of cooperation with other parties in the field of learning, coordinate with the head of the study program;
- h. Coordinate the implementation of international partnerships with the school's 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 for research and innovation;
- j. Carry out control and evaluate activities within Unpad in the fields of learning, research, publications, and partnerships;
- k. Ensure the implementation of good administration related to the field of work;
- l. Carry out other matters assigned by the Deputy Dean Graduate School;
- m. Provide periodic reports related to the implementation of their duties to the Deputy Dean of the Graduate School; and
- n. Assisting the Vice Dean of the Graduate School in compiling annual reports in the fields of learning, research, publications, and partnerships.

Article 78

- (1) The Manager of Resources, Planning, and Information has the task of supporting the Deputy Dean of the Graduate School in managing activities in the fields of resources, planning, and information.
- (2) The Resource, Planning and Information Manager 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. Implement work programs and budgets in the field of resources, planning, and information;
 - c. Carry out the achievement of quality standards in the field of resources, planning, and information;
 - d. Preparing various planning documents and reporting to stakeholders internal and external stakeholders;

- e. Updating data and coordinating the management of information systems in the Graduate School;
- f. Ensure the availability of various standard operational procedure documents in schools and coordinate efforts to develop and update standard operational procedures;
- g. Act 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. Carry out public relations operations and school protocols Postgraduate;
- i. Conducting staffing for educational staff in Postgraduate schools;
- j. Conduct a review of the performance results of education personnel in schools to be submitted to the Deputy Dean of the Graduate School;
- k. Carry out control and evaluate activities within the School in the fields of resources, planning, and information;
- l. Ensure the implementation of good administration related to the field of work;
- m. Carry out other matters assigned by the Deputy Dean Graduate School;
- n. Provide periodic reports related to the implementation of their duties to the Deputy Dean of the Graduate School; and
- o. Assisting the Vice Dean of the Graduate School in compiling reports annual resource, planning, and information sector.

Paragraph 5

Graduate School Study Program

Article 79

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

Article 80

- (1) The Head of the Graduate School Study Program has the task of developing, administering, evaluating and guaranteeing the quality of education and learning to achieve the expected competency of graduates.
- (2) The Head of the Graduate School Study Program has the following functions:
 - a. Prepare plans, programs, and budgets at the Study Program level;
 - b. Organize and develop learning in accordance with curriculum;
 - c. Plan the needs of lecturers according to the demands of the curriculum and submit them to the Deputy Dean of the Postgraduate School to then be forwarded to the Faculty where the Department is located which houses the required Lecturer's expertise;
 - d. Carry out evaluation and monitoring of lecturers' performance to be reported to the Deputy Dean of the Postgraduate School to be forwarded to the Faculty where the Department is located which oversees the expertise of the Lecturer concerned;
 - e. Ensure the quality of education in the context of the realization of a superior and reputable Study Program;
 - f. Carry out evaluation and monitoring of learning implementation to ensure the production of excellent graduates and timely studies;

- g. Developing various programs and activities to facilitate students in compiling scientific papers and publishing them in reputable periodicals;
- h. Carry out evaluation and monitoring of Lecturer performance to be reported to the Dean of the Postgraduate School through the Deputy Dean of the Postgraduate School;
- i. Coordinate student activities with Managers that support the improvement of academic achievement and intellectual behavior; and
- j. Report the implementation of learning to the Dean of the School Postgraduate through the Deputy 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 Postgraduate School in the implementation of quality assurance tasks.
- (2) The School Quality Assurance Unit is led by the Head of the Quality Assurance Unit School.
- (3) The Head of the Graduate School Quality Assurance Unit has the following functions:
 - a. Implement an academic quality assurance system in accordance with applicable laws and regulations and Unpad quality assurance guidelines;
 - b. Implement the guidelines and procedures for internal evaluation of academic quality assurance set by Unpad;
 - c. Carry out internal evaluation instruments for academic quality assurance determined by Unpad;

- d. Carry out academic quality assurance in all work units in school environment;
- e. Provide input and recommendations to the Postgraduate School Dearelated to quality assurance at the School level;
- f. Carry out the development and implementation of quality standards and audits in the field of education and student affairs at the school level; and
- g. Carry out coordination with the Quality Assurance Unit in the implementation of quality assurance.

Paragraph 7

Graduate School Internationalization Unit

Article 82

- (1) The Postgraduate School Internationalization Unit has the task of supporting the School Dean in implementing the internationalization of education at the Graduate School.
- (2) The Graduate School Internationalization Unit is led by the Head of the Unit Internationalization of Graduate Schools.
- (3) The Graduate School Internationalization Unit has the following functions:
 - a. Carry out international service activities at the Graduate School;
 - b. Handle the mobility of foreign students to 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 social environment;

5. Foreign student accommodation services;
 6. Services to facilitate the management of administrative documents immigration;
- c. Assisting the communication and administration process of sending students abroad (outbound);
 - d. Coordinate the piloting of international accreditation applications for study program;
 - e. Provide advice on the implementation of program activities to study programs related to the achievement of international accreditation indicators/criteria and/or international rankings;
 - f. Carry 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. Provide the MoU/MoA format and revise the MoU/MoA provided by international partner institutions;
 2. Make contacts and follow up on international agreements that has existed;
 3. Create and contact target international cooperation partners;
 4. Seek cooperation with international institutions that strategic;
 - g. Prepare and submit reports on program implementation and regular activities in their fields to the Dean of the School.

Part Ten

Vocational Education Program

Paragraph 1

General

Article 83

- (1) The Vocational Education Program as referred to in Article 3 letter j is under and responsible to the Rector, who 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 community needs; and
 - b. Implementation and service of administrative affairs within the Program Vocational Education.

Article 84

Vocational Education Program Managers at least consist of:

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

Paragraph 1

Director of 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. Formulate policies and strategic plans in the fields of learning, work practice, student affairs, certification, research, innovation, partnership, resources, planning and information at the Education Program level;
- b. Prepare and coordinate 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. Coordinate the activities of the Secretary of the Vocational Education Program, in accordance with Unpad's strategic plans and policies and the established management system;
- 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 practices, student affairs, certification, research, innovation, partnership, resources, planning and information; and
- f. Prepare annual reports on learning activities, 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. Assist 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. Assist 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, Head of Study Programs, and Head of Vocational Program Quality Assurance Unit;
 - c. Coordinate the activities of the Manager, in accordance with the strategic plans and policies of the Vocational Education Program and the established management system;
 - d. Assist the Director of the Vocational Education Program in controlling quality standards in the fields of learning, work practices, student affairs, certification, research, innovation, partnership, resources, planning and information at the Education Program level;
 - e. Assist 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. Assist the Director of the Vocational Education Program in compiling an annual report on learning activities, student affairs, research, innovation, partnerships, resources, planning and information at the school level in order to be responsible for 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 part 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 field of duty.
- (2) Managers in the Vocational Education Program consist of:
 - a. Learning, Innovation and Partnerships Manager; and
 - b. Resource, Planning, and Information Manager.
- (3) Managers are appointed by the Rector based on the results of an assessment of candidate lecturers or education staff through an open recruitment process; and
- (4) The mechanism for the appointment and dismissal of Managers is regulated in detail in the Rector's Regulation.

Article 89

- (1) Learning, Innovation and Partnership Managers have the task of supporting Secretary of the Vocational Education Program in managing activities in the fields of learning, work practices, innovation, certification, and partnerships;
- (2) Learning, Innovation and Partnership Managers have the following functions:
 - a. Implement the formulation of the vision, mission, and targets, as well as strategic policies in the fields of learning, work practices, innovation, certification, and partnerships;
 - b. Implement work programs and budgets in the fields of learning, work practices, innovation, certification, and partnerships with the Head of the Study Program;
 - c. Reviewing technical policy concepts in the fields of learning, work practices, innovation, certification, and partnerships;
 - d. Implement the achievement of quality standards in the fields of learning, work practices, innovation, certification, and partnerships;
 - e. Carry out coordination at the Vocational School level in terms of:
 1. preparation of class schedules (rooster);
 2. facilitation of learning administration services, work practices, student affairs, certification, and partnerships;
 3. development of applied research-based learning processes;
 4. coordinating the development of applied research innovations;
 5. training to improve soft skills and student character competencies
 6. expansion of access, provision of scholarships, as well as facilities and infrastructure to support the achievement of student competencies according to Unpad's vision;

7. expanding and providing access for students and alumni to the world work;
 8. competition facilitation and soft skills development;
 9. career development and tracer study;
 10. facilitation of alumni; and
 11. implementation of cooperation.
- f. Carry out control and evaluate activities within the Vocational Education Program in the fields of learning, work practices, innovation, certification, and partnerships;
 - g. Ensure the implementation of good administration related to the field of work;
 - h. Carry out other matters assigned by the Secretary of the Vocational Education Program; and
 - i. Provide periodic reports related to the implementation of their duties to 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 Resource, Planning and Information Manager has the following functions:
 - a. Implement the formulation of the vision, mission, and targets, as well as strategic policies in the fields of Resources, Planning, and Information;
 - b. Implement work programs and budgets in the field of Resources, Planning, and Information;
 - c. Carry out the achievement of quality standards in the field of Resources, Planning, and Information;

- d. Ensure the implementation of good administration related to the field of work;
- e. Carry out control and evaluate activities within the Education Program in the fields of Resources, Planning, and Information;
- f. Carry out other matters assigned by the Secretary of the Vocational Education Program; and
- g. Provide periodic reports related to the implementation of their duties to Secretary of the Vocational Education Program.

Paragraph 4

Vocational Studies 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) The Vocational Study Program is led by the Head of the Study Program.

Article 92

- (1) The Head of the Vocational Study Program has the task of developing, administering, evaluating, and guaranteeing the quality of education and learning to achieve the competence and technical skills of graduates.
- (2) The Head of the Vocational Study Program has the following functions:
 - a. Formulate strategic plans, programs, and budgets at the Study Program level;
 - b. Organize and develop learning in accordance with curriculum;

- c. Ensure the quality of education in the context of the realization of a superior and reputable Study Program;
- d. Plan the needs of lecturers according to curriculum demands and submit them to the Secretary of the Vocational Education Program for later forwarded to the Faculty where the Department is located which houses the required Lecturer's expertise;
- e. Carry out evaluation and monitoring of lecturers' performance to be reported to the Secretary of the Vocational Education Program to then be forwarded to the Faculty where the Department that oversees the expertise of the lecturer concerned is located;
- f. Carry out evaluation and monitoring of learning implementation to ensure the production of excellent graduates and timely studies;
- g. Coordinating student internship activities;
- h. Develop the competence, interests, talents and reasoning of students in accordance with the main competencies of the Study Program that are oriented towards increasing achievement and work readiness;
- i. Coordinate with the Manager of learning, innovation and partnership in fostering student activities of the students of the study program that are oriented towards soft skills development and achievement improvement; and
- j. Report 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 Studies Program

Article 93

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

Article 94

- (1) The Secretary of the 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 competency of graduates.
- (2) The Secretary of the Vocational Study Program has the following functions:
 - a. Assist the Head of the Vocational Study Program in preparing strategic plans, programs, and budgets at the Study Program level;
 - b. Assist the Head of the Vocational Study Program in organizing and developing learning in accordance with the curriculum, including activities but not limited to:
 1. Coordinate the activities of filling out the study plan;
 2. Arrange the placement and scheduling of lecturers in appropriate courses direction of the Head of the study program;
 3. Prepare semester learning plan documents;

4. Monitoring the attendance of lecturers in the implementation of lectures for reported to the Head of the study program;
 5. Coordinating the learning outcomes examination process;
 6. Coordinate the evaluation of the learning process and process the results evaluation to be reported to the Head of the study program; and
 7. Coordinate the process of submitting student research proposals and the final trial process of student research results;
- c. Coordinate the implementation of curriculum review activities;
 - d. Coordinate the technical activities of student work practices;
 - e. Coordinate technical student activities within the scope of the vocational study program, in coordination with learning managers, students and alumni;
 - f. Ensure 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 compiling an implementation report 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 the implementation of quality assurance tasks.
- (2) The Vocational School 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. Implement an academic quality assurance system in accordance with applicable laws and regulations and Unpad quality assurance guidelines;
 - b. Implement the guidelines and procedures for internal evaluation of academic quality assurance set by Unpad;
 - c. Carry out internal evaluation instruments for academic quality assurance determined by Unpad;
 - d. Carry out academic quality assurance in all work units in Vocational Education Program environment;
 - e. Provide input and recommendations to the Director of the Vocational Education Program related to quality assurance at the Vocational Education Program level;
 - f. Carry out the development and implementation of quality standards and audits in the field of education and student affairs at the Education Program level; and
 - g. Carry out coordination with the Quality Assurance Unit in the implementation of quality assurance.

Paragraph 7

Competency Certification and Training 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 the 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. Carry out the necessary trainings to strengthen the competence of vocational education program students;
 - b. Pioneered the establishment of the First Party Professional Certification Agency (LSP P1) which obtained a license from the National Professional Certification Agency;
 - c. Carry out the management of LSP P1, including, but not limited to:
 1. Developing competency schemes and compiling competency test materials according to the Indonesian National Work Qualification Standards (SKKNI);
 2. Develop and ensure the availability of assessors;
 3. Controlling and evaluating the performance of assessors;
 4. Carry out the service process and administration of competency tests for vocational program students;
 - d. Coordinate with study programs to integrate the competency demands in the SKKNI into the curriculum of the Vocational study program; and
 - e. Prepare and submit reports on the implementation of programs and activities periodically in their respective fields to the Director of the Vocational Education Program.

Part Eleven
Pangandaran Campus

Article 97

- (1) Pangandaran Campus manages education through Study Programs Outside the Main Campus (PSDKU), research and community service.

- (2) Pangandaran Campus is led by a Director who is responsible under the Rector.
- (3) The Director of the Pangandaran Campus is appointed and dismissed by the Rector.
- (4) The Director of the Pangandaran Campus can be assisted by the Campus Secretary Pangandaran.

Article 98

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

information, in the context of the Pangandaran Campus Director's accountability to the Rector.

Part Twelve
Business Unit

Article 99

- (1) Unpad can form a Business Unit that provides services and business activities professionally and commercially.
- (2) The Business Unit may be upgraded to become a Business Entity.
- (3) The Business Unit/Entity is led by a Director who is responsible under the Rector.
- (4) Procedures for the establishment and management of Business Unit/Entities are regulated in a separate Rector Regulation.
- (5) The duties and functions of Business Unit/Entity are regulated and stipulated in more details in Rector Decree for the establishment of each Business Unit.
- (6) At the time this Regulation comes into force, the Business Unit consists of but not limited to:
 - a. West Java Institute;
 - b. Oral and Dental Hospital;
 - c. Center of Psychology Innovation;
 - d. Health Clinic;
 - e. Science and Technology Area;
 - f. Expert Service Center;
 - g. Business Incubator 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 and procedures for the establishment and management of the Center of Excellence are regulated in a separate Rector Regulation.
- (3) The duties and functions of the Center of Excellence are regulated and stipulated 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 Rector, Dean, and Director may form an *Ad Hoc* team, which is temporary.
- (2) The *Ad Hoc* Team is appointed by the Rector's Decree based on the proposal from the Vice Rector, Dean, and Director.

CHAPTER IV
WORKING PROCEDURE

Article 102

- (1) Vice Rector, Dean, Director, Head of Unit, Secretary of the Directorate, Deputy Heads of Units, Heads of Offices, and Heads of Center are required to coordinate, make work guides, and establish standard operating procedures with organizational units, both with organizational units within Unpad and with other agencies outside Unpad in accordance with their respective duties.
- (2) Further provisions regarding the coordination mechanism, work guidelines, and standard operating procedures as referred to in paragraph (1) shall be regulated by the Rector's Regulation.

Article 103

- (1) Every organizational unit leader within Unpad in carrying out their duties are obligated to:
 - a. Apply the principles of coordination, integration, synchronization, transparency, and accountability both within each organizational unit within Unpad, as well as with other agencies outside Unpad in accordance with their respective duties;
 - b. Supervise and evaluate their respective subordinates and if there are deviations to take the necessary steps in accordance with the provisions of the legislation;
 - c. Follow, comply with instructions, and be responsible to their respective superiors;
 - d. Submit periodic reports on time; and

- e. Responsible for leading and coordinating with their respective subordinates as well as fostering and providing guidance and instructions for the implementation of subordinate duties.
- (2) Every head of the organizational unit that receives reports periodically within a certain period that has been determined, from the leadership of the organizational unit below him is obliged to process and use it according to his needs and authority.

Article 104

The Vice Rector, Dean, Director, Head of Unit, Secretary of the Directorate, Deputy Head of Unit, Head of Office, and Head of Center submit reports to the Rector through the Vice Rector for Organization and Planning, with copies to other organizational units that functionally have a working relationship with Unpad.

Article 105

- (1) Job descriptions, functions and key performance indicators of Unpad management elements described in the details of each element of the manager.
- (2) Further provisions regarding job descriptions, functions and key performance indicators as referred to in paragraph (1) shall be regulated by the Rector's Regulation.

CHAPTER V
TRANSITIONAL PROVISIONS

Article 106

- (1) At the time this Rector Decree comes into force, the Rector Decree of Universitas Padjadjaran Number 40 Year 2016 as last amended by the Rector Decree Number 1 Year 2019 Concerning Organization and Management of Universitas Padjadjaran is revoked and declared invalid.
- (2) Unpad management organs under the existing Rector are still recognized as long as it has not been replaced by a new provision based on this Rector Decree.
- (3) Adjustments to the Organization and Work Procedures of Unpad Managers as referred to in paragraph 1 and 2 above are carried out no later than 6 (six) months after this Rector Decree is enacted.

CHAPTER VI
CLOSING PROVISIONS

Article 107

The organizational chart and work procedures for Unpad managers are listed in the annex which is an integral part of this Rector's Regulation.

Article 108

At the time this Rector's Regulation comes into force, all Rector's Regulations and Rector's Decrees as implementing regulations of the Rector's Regulation of the University of Padjadjaran Number 40 of 2016 as amended lastly by Rector's Regulation Number 1 of 2019 concerning

Organization and Management of Universitas Padjadjaran, are declared still valid as long as does not conflict and has not been replaced based on this Rector's Regulation.

Article 109

This Rector's Regulation comes into force on the date of stipulation.

Set in Jatinangor

On January 2, 2020

RECTOR

Signature,

Prof. Dr. Rina Indrastuti, S.E., M.SIE.