

**UNIVERSITAS INDONESIA
MAJELIS WALI AMANAT
(THE BOARD OF TRUSTEES)**

Salemba 4, Jakarta 10430, Tel. (021) 31930355, Fax. (021) 31930343
Depok Campus, Tel. (021) 78849064, Fax. (021) 7863519, Email: mwa-ui@ui.ac.id

**REGULATION OF MAJELIS WALI AMANAT
(THE BOARD OF TRUSTEES)
UNIVERSITAS INDONESIA**

Number 004/ Peraturan/ MWA-UI/ 2015

Concerning

**BYLAW OF UNIVERSITAS INDONESIA
BY THE GRACE OF THE ONE ALMIGHTY GOD
MAJELIS WALI AMANAT (THE BOARD OF TRUSTEES)**

Considering :

that in order to carry out the provision of Article 56 paragraph (3) of the Government Regulation Number 68 of 2013 concerning the Statute of Universitas Indonesia (UI), it is necessary to set forth the Regulations of *Majelis Wali Amanat* (MWA) (Board of Trustees) Universitas Indonesia concerning the *Anggaran Rumah Tangga* (ART) (Bylaw) of Universitas Indonesia.

Referring to :

1. Law Number 20 of 2003 concerning the National Education System;
2. Law Number 12 of 2012 concerning Higher Education;
3. Law Number 14 of 2005 concerning Teachers and Lecturers;
4. Law Number 13 of 2003 concerning Man Power;
5. Law Number 20 of 2013 concerning the Faculty of Medicine education;

Government Regulation Number 68 of 2013 concerning the Statute of Universitas Indonesia as

6. a legal entity;
Government Regulation Number 4 of 2014 concerning the Organization of Higher Education and the Management of University;
7. Government Regulation Number 26 of 2016 concerning the Format and Mechanism of
8. University Funding as a Legal Entity; and
Decision of the Minister of Education and Culture Number 97/ MPK/A4/ KP/2014 concerning the
9. dismissal of Member of *Majelis Wali Amanat* (MWA) (Board of Trustees) Universitas Indonesia for the Interim Period and the appointment of Members of *Majelis Wali Amanat* (MWA) (Board of Trustees) Universitas Indonesia for the 2014-2019 Period.

In view of

:

The National Standard of Higher Education and the Decision of the Plenary Meeting of the *Majelis Wali Amanat* (MWA) (Board of Trustees) Universitas Indonesia, which was held on July 2, 2015, has approved the *Anggaran Rumah Tangga* (ART) (Bylaw) of Universitas Indonesia as follows.

**HAS DECIDED TO STIPULATE:
BYLAW OF UNIVERSITAS INDONESIA**

CHAPTER I

GENERAL PROVISIONS

Article 1

In this *Anggaran Rumah Tangga* (Bylaw), what is referred to as:

- (1) **UI Alumni** is a graduate of one of the study programs organized by UI, or somebody who was enrolled as a student in UI for at least 2 consecutive semesters;
- (2) **Anggaran Rumah Tangga Universitas Indonesia (UI's Bylaw)** hereinafter referred to as ART UI is a set of rules and clarification of the State University's Statute concerning Universitas Indonesia as a legal entity and is stipulated by MWA;
- (3) **Badan Penjamin Mutu Akademik (Academic Quality Assurance Apparatus)** hereinafter referred to as BPMA is the Rector's apparatus in charge of assuring the academic quality at UI level;
- (4) **Dekan (Dean)** is a Faculty leader within UI in charge of and is responsible for organizing education in each Faculty;
- (5) **Department/ Field of Study** is an element of the Faculty that supports the organization of academic activities in one or several fields of science, technology, and/or the arts that are relevant within a specific academic, profession, or vocational education;
- (6) **Dewan Guru Besar (The Board of Professors)** hereinafter referred to as DGB is an organ within UI that carries out the functions of knowledge development, enforces ethics, and develops an academic culture;
- (7) **Dewan Guru Besar Fakultas (Faculty's Board of Professors)** hereinafter referred to as DGBF is a Faculty's organ that carries out the functions of knowledge development, enforces ethics, and develops an academic culture at faculty level;
- (8) **Director of the Vocational Program** is the leader of the Vocational Program in charge of and is responsible for organizing education within the Vocational Education Program;
- (9) **Director of School** is the school's leader in charge of and is responsible for organizing education at School;
- (10) **Dokumen Pelaksanaan Anggaran (Budget Implementation Document)** hereinafter referred to as DPA is the Budget Work Plan that has been approved and endorsed by MWA;
- (11) **Dosen (Lecturer)** is a professional educator whose main duty is to transform, develop, and disseminate science and technology through education, research, and public service;
- (12) **Fakultas (Faculty)** is a collection of supporting resources that can be grouped under a certain Department/Field of Study, which organizes and manages academic,

professional, and vocational education within a single branch of knowledge, technology and/or the arts;

- (13) **Guru Besar UI (UI's Professor)** is a lecturer who is appointed as a Professor in UI;
- (14) **Guru Besar tidak tetap UI (UI's Adjunct Professor)** is a lecturer who is appointed as a Professor outside UI but teaches and provides guidance at UI;
- (15) **Jabatan Fungsional (Functional Position)** is a position with certain duties, responsibilities, authorities, and rights; and the official appointed for that position shall perform his/her duties based on a specific skill and/or competence and general in nature;
- (16) **Kebijakan Umum Universitas Indonesia (General Policy of Universitas Indonesia)** hereinafter referred to as KU is the strategic direction that serves as a pointer in developing Universitas Indonesia in a long term and as a guide in developing the Long Term Development Plan and the Strategic Plan;
- (17) **Keluarga Besar UI (UI's Extended Family)** is the member and alumni of UI;
- (18) **Komite Audit (Audit Committee)** hereinafter referred to as KA is an MWA apparatus whose function is to independently evaluate the result of internal and external audits for and on behalf of MWA;
- (19) **Komite Risiko (Risk Committee)** hereinafter referred to as KR is an MWA apparatus whose function is to independently supervise the effectiveness of operational risk management and investment;
- (20) **Komite Sekolah (School Committee)** is a unit in school established by the Rector with the task of compiling, formulating, providing advice and policy recommendations and to supervise the organization of academic activities and to carry out the function of knowledge development, enforce ethics, and develop an academic culture in school;
- (21) **Komite Vokasi (Vocation Committee)** is a unit in vocation established by the Rector with the task of compiling, formulating, providing advice and policy recommendations and to supervise the organization of academic activities and to carry out the function of knowledge development, enforce ethics, and develop an academic culture at the vocational education program;
- (22) **Mahasiswa (Student)** is a student attending higher education at UI;
- (23) **Majelis Wali Amanat (Board of Trustees)** hereinafter referred to as MWA is an organ of UI that represents the Government, the Public, and UI and is set up to carry out the normative function in non-academic fields, establish the general policy, supervise, and evaluate the management of UI including its financial health;

- (24) **Organisasi Kemahasiswaan (Student Organization)** is a forum for students to develop their skills in organizational management, profession, building leadership, interests and talents, and spirituality, and it is inclusive in nature;
- (25) **Pendidikan Akademik (Academic Education)** is a Higher Education as in the *sarjana* (undergraduate) program and/or *pascasarjana* (graduate) program that is directed towards mastering a specific branch of science and technology;
- (26) **Pendidikan Profesi (Professional Education)** is a Higher Education after the *sarjana* (undergraduate) program that prepares the student for the work place with a specific skill requirement;
- (27) **Pendidikan Spesialis (Specialist Education)** is a Higher Education after the student completing the professional education and has gained some professional experiences;
- (28) **Pendidikan Vokasi (Vocational Education)** is a Higher Education as in a diploma program that prepares the student to work with applied or practical skills;
- (29) **Pimpinan Perangkat Rector (Executive Rector Apparatus)** is a managerial position within University's executives from the Deputy Rectors, Heads of Agencies, Deans, Directors, Heads of Department/Field of Study, Heads of Study Program, Heads of Institutions, Heads of Center, Heads of Office, to Heads of Unit;
- (30) **Program Pendidikan Vokasi (Vocational Education Program)** is a collection of supporting resources that organizes and manages the Diploma Program;
- (31) **Program Profesi (Professional Program)** is a special skill education intended for graduates of the *sarjana* (undergraduate) program or equal to develop the necessary talents and skills that are required in the working world;
- (32) **Program Spesialis (Specialist Program)** is an advanced skill education, which may be held in stages and is intended for graduates of the professional program with the necessary experience as professionals in their fields to further develop their talents and skills as a specialist;
- (33) **Program Studi (Study Program)** is integrated education and learning activities with a specific curriculum and learning method under a single academic education, professional education, specialist education, sub-specialist, and/or vocational education;
- (34) **Pusat Administrasi Universitas (University Administrative Center)** hereinafter referred to as PAU is the Rector's administrative apparatus;
- (35) **Rektor (Rector)** is an organ of UI that leads the organization and management of UI;
- (36) **Rencana Kerja Anggaran (Budget Work Plan)** hereinafter referred to as RKA is the budget work plan for revenue and expenses, which is prepared annually and is the basis for financial management prepared according to the RKT, which is an implementation of the *Renstra* (Strategic Planning);

- (37) ***Rencana Kerja Tahunan (Annual Work Plan)*** hereinafter referred to as RKT is the implementation of the *Renstra* which is prepared annually taking into account the evaluation and program achievement from the previous years;
- (38) ***Rencana Pengembangan Jangka Panjang (Long Term Development Plan)*** hereinafter referred to as RPJP is a document on the planned development that contains the goals and objectives to be achieved by UI in twenty (20) years;
- (39) ***Rencana Strategis (Strategic Planning)*** hereinafter referred to as *Renstra* is the clarification of RPJP which contains the goals and objectives to achieve, the strategy to take and the program to be implemented by UI within a period of five (5) years;
- (40) ***Satuan Manajemen Risiko (Risk Management Unit)*** hereinafter referred to as the SMR is the Rector's apparatus in charge of ensuring the effectiveness of the University's risk management system;
- (41) ***Satuan Pengawas Internal (Internal Supervisory Unit)*** hereinafter referred to as SPI is the Rector's apparatus in charge of ensuring the effectiveness of UI's internal supervisory system;
- (42) ***Sekolah (School)*** is a collection of supporting resources that organizes and manages multi education programs, and/or inter or trans disciplines at master and doctoral levels within a specific branch of science that cannot be developed in the Faculty;
- (43) ***Senat Akademik (Academic Senate)*** hereinafter referred to as the SA is an organ of UI in charge of preparing, formulating and establishing policies, providing considerations, and carrying out supervision in academic field;
- (44) ***Senat Akademik Fakultas (Faculty Academic Senate)*** hereinafter referred to as the SAF is the Faculty's organ in charge of preparing, formulating and establishing policies, providing considerations, and carrying out supervision in academic field at Faculty level;
- (45) ***Sivitas Akademika (Civitas Academica)*** are UI's lecturers and students;
- (46) ***Tenaga Kependidikan (Education Staff)*** are members of the public who dedicate themselves and are appointed and tasked with supporting the organization of higher education at UI;
- (47) ***Unit Kerja UI (UI's Work Unit)*** is an apparatus of the Rector that performs a specific function, task, duty, and/or program that is connected to the organization and management of UI;
- (48) ***Unit Penjaminan Mutu Akademik (Academic Quality Assurance Unit)*** hereinafter referred to as UPMA is an apparatus of the Dean in charge of assuring academic quality at Faculty level;
- (49) ***Warga UI (Members of UI)*** consist of *civitas academica*, Education Staff, and MWA members.

Article 2

UI's values consist of the following:

- a. Integrity;
- b. Fairness;
- c. Trustworthy;
- d. Dignity and/or Respect;
- e. Responsibility and Accountability;
- f. Commonality or Togetherness;
- g. Transparency;
- h. Academic Freedom and Autonomous Knowledge; and
- i. Compliance to rules, procedures, and to UI guidelines and other relevant guidelines.

CHAPTER II

IMPLEMENTATION OF THE TRI DHARMA

Part One

Article 3

- (1) Implementation of University's Tri Dharma at UI is based on the National Standard of University and UI's standard of education;
- (2) UI's standard of education is jointly prepared by the SA, the Rector, and DGB while observing the prevailing laws and regulations.

Education

Article 4

- (1) UI organizes a formal education at higher education level;
- (2) Higher education as referred to in paragraph (1) consists of academic educations, such as the *sarjana* education (undergraduate), *magister* (master), and doctoral, professional education, specialist, sub-specialist and vocational education;
- (3) UI may also organize non-formal education, which shall be governed by a Rector's Regulation.

Section 1

Organizing Education

Article 5

- (1) The Direction of Education Development shall refer to UI's Vision and Missions and shall be prepared and set forth by the Rector after obtaining consideration from DGB;
- (2) The implementation of education is the responsibility of the Rector;
- (3) The Rector shall appoint a Deputy Rector of Academic Affairs and shall delegate the Rector's authority in matters related to education;
- (4) The Rector along with the Deputy Rector of Academic Affairs shall prepare the strategic objectives and policies in academic field in accordance with the Direction of Education Development as referred to in paragraph (1);
- (5) The Deputy Rector of Academic Affairs is responsible for the following:
 - a. planning the activities in matters related to education;
 - b. coordinating the implementation and development of education;
 - c. coordinating with the Deputy Dean at the Faculty and the relevant officials at School and Vocational Education Program in charge of education;
 - d. supervising the implementation of education related matters;
 - e. reporting all the achievements of the education process each year as part of the Rector's Annual Accountability Report.
- (6) Supervision of the implementation of education direction and policies shall be carried out by the SA.

Article 6

- (1) Each Faculty/School/Vocational Education Program shall have its own direction of education development in accordance with their respective discipline while referring to the direction of education development as referred to in Article 5 paragraph (1);
- (2) In line with their respective scopes and authorities, the Dean, the Director of School, and the Director of the Vocational Education program shall:
 - a. prepare the direction of education development in accordance with their respective discipline, taking into account the direction of education development as referred to in Article 4, and allowing for the consideration made by the DGBF for Faculty, consideration made by the School Committee for School and the Vocation Committee for the Vocational Education Program;
 - b. through the relevant Deputy Dean, coordinate with the Deputy Rector of Academic Affairs in performing their duties;
 - c. implement and be accountable for the organization and development of education in the area of their responsibility; and
 - d. report all the achievements of the education process each year as part of the Annual Accountability Report to the Rector.

- (3) Within the context of education, SAF/the Vocation Committee shall supervise the implementation of direction and education policies at the Faculty/Vocational Education Program in cooperation with UPMA, while the School Committee shall do the same at School in cooperation with BPMA.

Article 7

- (1) The language of instruction in UI is Indonesian (*Bahasa Indonesia*);
- (2) Foreign and local or regional languages may be used as a language of instructions if:
- a. it is required in the delivery of class instruction or for research purpose;
 - b. it is used in an international class;
 - c. it is used in a class subject that is related to a mastery of a foreign or local or regional language; and
 - d. in line with the curriculum, wherein the intention is to improve the students' ability to communicate in a foreign or local or regional language.

Section 2

Education Program

Article 8

- (1) The Type and Education Program in UI encompass:
- a. Academic Education consisting of the *sarjana* (undergraduate) program, *magister* (master) program, and doctoral program;
 - b. Professional Education consisting of the professional program, specialist, and sub-specialist;
 - c. Vocational Education, which manages the diploma program.
- (2) The education program is implemented through the study program under the management of the Department/Field of Study, or under the management of the Faculty/School/Vocational Education Program, if there is no Department/Field of Study;
- (3) UI fosters research based education, while for the Vocational Education Program the approach is based on a practical based education;
- (4) UI also encourages an inter Faculty/School lecture or an inter study program for enriching and developing knowledge;
- (5) The cost for organizing an inter Faculty/School lecture or an inter study program shall be borne proportionally by the Faculty/School involved, which shall be governed further in a Rector's Regulation.

Section 3

Study Program

Article 9

- (1) The opening, closing, or merging of Study Program(s) shall be proposed by the Dean to the Rector based on the recommendation by the relevant SAF, or by the Rector based on the Rector's own evaluation;
- (2) The opening, closing, or merging of Study Program(s) for School or the Vocational Education Program shall be proposed by the Director of School/Director of the Vocational Education Program based on the recommendation by the School Committee/Vocation to the Rector or by the Rector based on the Rector's own evaluation;
- (3) The Rector shall ask the Rector's apparatus in charge of academic development, academic management and BPMA to perform a feasibility study with regard to the proposed opening, closing, or merging of Study Program(s);
- (4) The Rector shall submit the proposal which has been reviewed and considered as feasible to the SA for consideration and approval;
- (5) An unaccredited study program is prohibited from taking new students' enrollment until it receives the necessary accreditation, with the exception of a new study program.

Faculty

Article 10

- (1) A Faculty may be established to develop an academic and/or a professional education at a *sarjana* (undergraduate), *magister* (master), or doctoral level within a single branch of discipline of science, technology, and/or the arts, in accordance with the terms and condition set forth by the SA;
- (2) A Faculty may be opened after obtaining an approval by the SA and consideration by DGB and MWA;
- (3) A Faculty may manage a *sarjana*, a *magister*, and/or a doctoral program;
- (4) Organization structure of a Faculty shall be specifically governed by a Rector's Regulation;
The procedures for proposing, opening, and closing a Faculty are governed by a Rector's Regulation.

School

Article 11

- (1) A School may be established to develop an academic education, which is based on a multi-discipline approach and/or an inter/trans-discipline at a Master's degree and

- doctoral level in a specific branch of science that cannot be developed in the existing faculties within UI, in accordance with the terms and conditions set forth by the SA;
- (2) A School may be opened after obtaining an approval by the SA, and consideration by DGB and MWA;
 - (3) A School may manage a Master's degree, and/ or a doctoral program;
 - (4) Organization structure of a School shall be specifically governed by a Rector's Regulation;
 - (5) The procedures for proposing, opening, and closing a School are governed by a Rector's Regulation.

Vocational Education Program

Article 12

- (1) A Vocational Education Program may be established to develop a higher education at the level of a Diploma Program that prepares the Student for work with applied skills in accordance with the terms and conditions set forth by the SA;
- (2) A Vocational Education Program may be opened after obtaining an approval by the SA, and consideration by DGB and MWA;
- (3) A Vocational Education Program manages the Diploma Program;
- (4) Organization structure of a Vocational Education Program shall be specifically governed by a Rector's Regulation;
- (5) The procedures for proposing, opening, and closing a Vocational Education Program are governed by a Rector's Regulation.

Section 4

Curriculum and Academic Calendar

Article 13

- (1) Frameworks and structures of the curriculum at all education levels are based on UI's Vision and Missions and the prevailing laws and regulations;
- (2) The curriculum developed at UI is designed to shape the desired profile of a study program's graduate, namely a mastery of all the relevant competencies including the soft skills and developing the graduate's character;
- (3) The curriculum for each Study Program as referred to in paragraph (1) shall be stipulated by a Rector's Decision;
- (4) Procedures for supervising, reporting, and developing UI's academic quality assurances shall be governed further by a Rector's Regulation;
- (5) Supervising the policy on the implementation of curriculum development shall be carried out by the SA;

Article 14

- (1) The Academic Calendar with regard to the organization of academic activities in UI shall be determined by the Rector for the duration of one academic year;
- (2) The organization of academic activities shall be determined by the Rector to ensure a compliance with the organization of education norms at UI;
- (3) UI shall maintain a single standard for assessing the study result to assure academic quality;
- (4) Further provisions regarding the academic calendar, academic performance, and standard for assessing the study result shall be governed by a Rector's Regulation.

Section 5

Student Admission

Article 15

- (1) Student admission is the duty and responsibility of the Rector;
- (2) Student admission at all education levels shall be determined by a Rector's Decision.

Article 16

- (1) New student admission to the *sarjana* (undergraduate) program is determined by a Rector's Regulation, taking into account the following considerations:
 - a. that such an admission is in line with UI's criteria and plans for new student admission;
 - b. to give a special consideration for prospective student(s) from the country's outermost, remote, and backward region(s), especially those who are economically challenged but with high academic potentials;
 - c. the principles of accountability and transparency; and
 - d. the availability of lecturers, facilities, and infrastructures.
- (2) Criteria for new student admission as referred to in point (a) shall be prepared and set forth by the Rector after obtaining consideration from the SA.

Article 17

- (1) UI shall admit new students to the Master's degree and Doctoral Programs in accordance with UI's internal admission pattern;
- (2) In addition to the admission pattern as referred to in paragraph (1), UI may also admit new students to the Master's degree and Doctoral Programs through direct admission without any test, which shall be governed by a Rector's Regulation;

- (3) Admission of new students to the Master's degree and Doctoral Programs shall take into account the availability of lecturers, facilities and infrastructures;
- (4) The criteria for admitting new students to the Master's degree and Doctoral Programs shall be governed by a Rector's Regulation after obtaining a consideration from the SA.

Article 18

- (1) UI shall admit new students to the Professional, Specialist, and Sub-Specialist Programs in accordance with UI's internal admission pattern;
- (2) Provisions concerning the selection process for admitting students to the Professional, Specialist, and Sub-Specialist Programs shall be governed by a Rector's Regulation;
- (3) Admission of new students to the Professional, Specialist, and Sub-Specialist Programs shall take into account the availability of lecturers, facilities, and infrastructures;
- (4) The criteria for admitting new students to the Professional, Specialist, and Sub-Specialist Programs shall be governed by a Rector's Regulation after obtaining a consideration from the SA.

Article 19

- (1) UI shall admit new students to the Vocational Education Program in accordance with UI's internal admission pattern;
- (2) Further provisions concerning the allocation procedures and new students admission to the Vocational Education Program as referred to in paragraph (1) shall be governed by a Rector's Regulation;
- (3) Admission of new students to the Vocational Education Program shall take into account the availability of lecturers, facilities, and infrastructures;
- (4) The criteria for admitting new students to the Vocational Education Program shall be governed by a Rector's Regulation after obtaining a consideration from the SA.

Part Two

Research and Innovation

Article 20

- (1) The Direction of Research and Innovation Development shall refer to UI's Vision and Missions and shall be prepared and set forth by the Rector after obtaining consideration from DGB;
- (2) The implementation of research and innovation is the responsibility of the Rector;

- (3) The Rector shall appoint a Deputy Rector of Research and Innovation and shall delegate the Rector's authority in matters related to research and innovation;
- (4) The Rector along with the Deputy Rector of Research and Innovation shall prepare the strategic objectives and policies in research and innovation in accordance with the Direction of Research and Innovation Development as referred to in paragraph (1);
- (5) The Deputy Rector of Research and Innovation is responsible for the following:
 - a. planning the activities in matters related to research and education;
 - b. coordinating the implementation of research and innovation related activities;
 - c. coordinating with the Deputy Dean at the Faculty and the relevant officials at School and Vocational Education Program in charge of research and innovation;
 - d. coordinating the activities on research and education carried out by the Special Work Unit on Research and Innovation (*Unit Kerja Khusus Penelitian dan Inovasi*);
 - e. collecting and allocating research fund from various legitimate sources;
 - f. urging the publication of research results in reputable journals;
 - g. promoting the use of research results in their respective fields;
 - h. encouraging more research and publication of the results each year;
 - i. supervising the activities related to research and innovation;
 - j. reporting all the research results and the publications each year as part of the Rector's Annual Accountability Report.
- (6) Supervising the implementation of research and innovation direction and policies shall be carried out by the SA.
- (7) The Deputy Rector of Research and Innovation shall submit a report on Research and Innovation each year to the Rector as part of the Rector's Annual Accountability Report.

Article 21

- (1) In line with their respective scopes and authorities, the Dean and the Director of School shall do the following:
 - a. preparing the direction for research and innovation taking into account the consideration made by SAF and DGBF for Faculty, consideration made by the School Committee for School in accordance with their respective disciplines, and in line with and in support of the direction of research and innovation at University level;
 - b. through the Deputy Dean/the relevant Director, arranging a coordination with the Deputy Rector of Research and Innovation to carry out their respective duties;
 - c. managing the implementation of research related activities;

- d. establishing a work unit to coordinate activities related to research and innovation;
 - e. collecting and allocating research fund from various legitimate sources;
 - f. urging the publication of research results in reputable journals;
 - g. promoting the use of research results in their respective fields;
 - h. encouraging more research and publication of the results in their respective fields each year; and
 - i. reporting all the research results and the publications in their respective fields each year as part of the Dean's/Director of School's Annual Accountability Report to the Rector.
- (2) Within the context of research, the SAF shall do the following:
- a. to provide consideration to the Dean in preparing the Direction of Research and Innovation; and
 - b. to supervise and manage the implementation of research by the Dean.
- (3) Within the context of research, the School Committee shall do the following:
- a. to provide consideration to the Director of School in preparing the Direction of Research and Innovation; and
 - b. to supervise and manage the implementation of research by the Director of School.

Part Three

Public Service and Dedication

Article 22

- (1) Public service and dedication at UI are an activity by the *civitas academica* in implementing and applying their knowledge in science, technology, cultural, and/or the arts to improve public welfare and improve the lives of the nation;
- (2) Public service and dedication are carried out in various activities in accordance with academic culture, skills, and/ or scientific autonomy of the *civitas academica* as well as the socio-cultural condition of the public while maintaining the principles on UI's organization and quality assurance;
- (3) The outcome of public service and dedication is used as a process in developing the relevant science, technology, cultural, and/or the arts, and in the cultural process of enriching the learning source and/or for the *civitas academica* to study and grow;
- (4) UI encourages research based public service and dedication.

Article 23

- (1) The Direction of Public Service and Dedication Development shall refer to UI's Vision and Missions and shall be prepared and set forth by the Rector after obtaining consideration from DGB;
- (2) The implementation of public service and dedication is the responsibility of the Rector;
- (3) The Rector's authority in public service and dedication shall be delegated to the Deputy Rector of Research and Innovation and the Deputy Rector of Cooperation;
- (4) The Rector along with the two Deputy Rectors as referred to in paragraph (3) shall prepare the strategic objectives and policies in public service and dedication in accordance with the Direction of Public Service and Dedication Development as referred to in paragraph (5);
- (5) The Deputy Rector of Research and Innovation is responsible for the following:
 - a. planning the activities on Public Service and Dedication that are based on research and innovation;
 - b. coordinating the implementation of the activities on Public Service and Innovation that are based on research and innovation;
 - c. encouraging activities on Public Service and Dedication to obtain the intellectual property right, whether it can be patented or not; and
 - d. coordinating the activities on Public Service and Dedication carried out by the Special Work Unit on Research and Innovation;
 - e. supervising the activities on Public Service and Dedication that are based on research and innovation.
- (6) The Deputy Rector of Cooperation is responsible for the following:
 - a. planning the activities on Public Service and Dedication that are not based on research and innovation;
 - b. coordinating the implementation of the activities on Public Service and Innovation that are not based on research and innovation, but based on a request or need of the public;
 - c. coordinating the activities on Public Service and Dedication carried out by the Special Work Unit on Public Service and Dedication;
 - d. supervising the activities on Public Service and Dedication that are not based on research and innovation;
 - e. encouraging a revenue increase outside the normal Tuition Cost in accordance with the prevailing laws and regulations, which comes from the activities on Public Service and Dedication that are not based on research and innovation.
- (7) Supervision of the implementation of direction and policies on public service and dedication that is based on research and innovation shall be carried out by the SA.

- (8) Supervision of the implementation of direction and policies on public service and dedication that is not based on research and innovation shall be carried out by the MWA.
- (9) The Deputy Rectors in charge of Public Service and Dedication shall submit all reports of their activities each year to the Rector as part of the Rector's Annual Accountability Report.

Article 24

- (1) In line with their respective scopes and authorities, the Dean, the Director of School, and the Director of the Vocational Education program shall:
 - a. plan the activities on public service and dedication in accordance with their respective discipline taking into account the input and consideration made by the SAF for Faculty, the School Committee or the Vocation Committee for School, or Vocational Program;
 - b. through the Deputy Dean/ the relevant Director, arrange a coordination with the Deputy Rector of Research and Innovation and the Deputy Rector of Cooperation in the activities on Public Service and Dedication in line with their respective responsibilities;
 - c. manage the implementation of activities on public service and dedication;
 - d. set up work units to coordinate the activities on public service and dedication that must be coordinated with the Deputy Rector in charge of Development and Cooperation; and
 - e. report all results of public service and dedication activities in their respective domains each year as part of the Dean/Director of School/Director of the Vocational Education Program Annual Accountability Report to the Rector.
- (2) Within the scope of public service and dedication:
 - a. within the Faculty, SAF and DGBF shall provide inputs to the Dean in preparing the plan for public service and dedication in accordance with their respective discipline;
 - b. within the School and Vocational Education Program, the School Committee or the Vocation Committee shall provide inputs to their respective Directors in preparing the plan for public service and dedication in accordance with their respective discipline; and
 - c. supervision of the implementation of public service and dedication at the Faculty shall be carried out by the SAF, at School it shall be carried out by the School

Committee, and at the Vocational Education Program by the Vocation Committee.

Article 25

- (1) The Academic Quality Assurance System is the Rector's responsibility and is intended to achieve the following objectives:
 - a. to obtain a full mastery in academic fields in support of a superior performance, to be exemplary, and to promote academic advancement;
 - b. to achieve the culture of quality in the implementation of Tri Dharma to achieve UI's Vision and Missions in accordance with the National Standard of Higher Education (*Standar Nasional Pendidikan Tinggi*, SNPT) while taking into account the prevailing international standards;
 - c. to resolve any issue and matters that may need improvement or change;
 - d. to increase the academic quality by ensuring and improving the quality of Tri Dharma according to the National Standard of Higher Education (*Standar Nasional Pendidikan Tinggi*, SNPT) and the international standard;
 - e. to plan and follow up the recommendations on the specific changes that need to be made, the direction to follow, and strategy to apply in achieving UI's Vision and Missions and be included in SNPT;
- (2) To implement the Academic Quality Assurance System:
 - a. The Rector shall set up BPMA at University level;
 - b. The Dean shall set up UPMA at Faculty level;
 - c. The Director of Vocational Program shall set up UPMA at the Vocational Education Program; and
 - d. Academic Quality Assurance at School shall be implemented by BPMA.
- (3) BPMA and UPMA shall coordinate with each other in performing their duties;
- (4) BPMA and UPMA each shall be headed by a Professor or at least by a Doctor, assisted by a number of members in accordance with the need;
- (5) Head of BPMA shall be appointed and responsible to the Rector;
- (6) Head of UPMA shall be appointed and responsible to the Dean/ Director of the Vocational Education Program;
- (7) Office term of the Head and members of BPMA and UPMA is five (5) years, and may be extended for one (1) more period;
- (8) Head of BPMA shall submit a periodical report to the Rector and SA;
- (9) Head of the Faculty's UPMA shall submit a periodical report to the Dean and the SAF;

- (10) Head of UPMA of the Vocational Education Program shall submit a periodical report to the Director of Vocational Education Program and the Vocation Committee;
- (11) In performing the duties of academic quality assurance at School, the Head of BPMA shall submit a periodical report to the Director of School and the School's Committee;
- (12) BPMA as the internal quality supervisor may cooperate with external quality assurance units at national and international level; and
- (13) Arrangement concerning the implementation of BPMA and UOMA activities shall be governed in a Rector's Regulation.

Article 26

- (1) BPMA and UPMA shall develop the system to carry out a periodical evaluation on the effectiveness and efficiency of the entire Tri Dharma implementation at UI, in coordination with the relevant work unit;
- (2) BPMA shall propose a development of the standard quality to achieve UI's Vision, in accordance with the prevailing laws and regulations while taking into account the development at national and international level;
- (3) BPMA and UPMA Evaluation System consists of at least:
 - a. Data on new students, at each level, and graduates;
 - b. Curriculum and course subject evaluation;
 - c. Lecturer's evaluation, among others made by the students and encompassing all learning processes;
 - d. Evaluation of the Study program, Department/Field of Study, faculty, School, and Vocational Education Program;
 - e. Students' readiness to enter the working world; and
 - f. Survey on the stakeholders, especially alumni and institutions that employ the graduates.
- (4) With regard to quality assurance at School, BPMA shall coordinate with the School Committee, UPMA at Faculty shall coordinate with the SAF, and UPMA at the Vocational Education Program shall coordinate with the Vocation Committee.

CHAPTER III

MANAGEMENT SYSTEM

Part One

University's Organ

Article 27

- (1) UI's Organs consist of MWA, the Rector, the SA, and DGB;
- (2) UI's Organs as referred to in paragraph (1) shall perform their respective functions in accordance with their authorities;
- (3) Relationship between UI's Organs is based on a collegiate spirit and check and balances;
- (4) The forms and procedures for conducting a meeting of each organ shall be regulated further internally by each organ.

Part Two

MWA (*Majelis Wali Amanat* – Board of Trustees)

Article 28

The requirements for members of MWA are as follows:

- a. They are Indonesian citizens;
- b. They have a permanent domicile in the area of the Unitary State of the Republic of Indonesia;
- c. They have integrity and commitment;
- d. They are in good physical and mental health;
- e. They have a broad view of higher education;
- f. They have a good track record in their field;
- g. They have never been charged for committing a criminal offense with a minimum imprisonment of 5 (five) years;
- h. They have never been convicted for a crime;
- i. They have never committed a grave violation of the Code of Ethics or Code of Conduct;
- j. They are free from political and economic interests, are not affiliated with a political party, and are free from personal or group conflict of interest with those of UI;
- k. The member of MWA representing the teaching staff and administrative staff shall remain in such position while serving as a member of MWA and shall have been working effectively for at least 10 (ten) consecutive years in UI; and
- l. The members of MWA representing students are selected from those who have a GPA of at least 3.0 (three point zero), are not in the process of being dropped out

of their studies when selected, and are active in student activities in UI, based on internal rules for UI students.

Termination of MWA Membership

Article 29

- (1) The office term of MWA members will terminate if:
 - a. the end of their office term has been reached;
 - b. they are in continual poor physical and mental health, ;
 - c. they pass away;
 - d. they submit their resignation in writing to the leader of SA (the Academic Senate);
 - e. they have their permanent domicile outside the territory of the Unitary State of the Republic of Indonesia;
 - f. they commit a grave violation of the Code of Ethics and the Code of Conduct;
 - g. they have been charged for committing a criminal offense with a minimum imprisonment of 5 (five) years;
 - h. they have been convicted for a crime;
 - i. they are no longer teaching staff/employees/students of UI for members representing UI;
 - j. they become affiliated with a political party and have personal or group conflict of interest with UI interests; and
 - k. they no longer meet the requirements of MWA membership based on the provisions of the prevailing laws and regulations;
- (2) If members of MWA cannot carry out their duties in a period of their office term due to one or the other, they will be replaced through the substitution member selection for the term up to the end of the relevant office term period;
- (3) The interim substitution selection mechanism of MWA members is set forth in the SA Regulations.

Section 1

Assignment and Types of Tasks Delegated to the Rector by MWA

Article 30

- (1) The delegation of MWA authority to the Rector is given clearly and firmly by upholding accountability and transparency principles;

- (2) The authority of MWA which is the function of supervising the Rector and assessing the Rector's performance cannot be delegated to the Rector;
- (3) The Rector's accountability in carrying out MWA authority as referred to in paragraph (1) is set forth in a written accountability report submitted to MWA.

Section 2
Audit Committee (KA)
Article 31

- (1) In order to conduct effective supervision of internal control implementation, internal external audits, MWA forms an Audit Committee hereinafter referred to as KA;
- (2) KA as referred to in paragraph (1) has the tasks, among others, to prepare the KA Charter to be authorized and renewed periodically by MWA;
- (3) The KA Charter as referred to in paragraph (2) is the work guidelines of the Audit Committee that shall at least contain:
 - a. Tasks, responsibilities, and authority;
 - b. Composition, structure, and membership requirements;
 - c. A meeting policy ;
 - d. A report system; and
 - e. The assignment term of the Audit Committee;
- (4) The budget for the KA activities is allotted to the UI budget.

Article 32

- (1) KA members shall meet the requirements as follows:
 - a. They are Indonesian citizens;
 - b. They have a permanent domicile in the territory of the Unitary State of the Republic of Indonesia;
 - c. They have integrity, commitment, and competence in accounting, auditing, organization, and/or law;
 - d. They are in good physical and mental health;
 - e. They have a good track record in their field;
 - f. They have never been charged for committing a criminal offense with a minimum imprisonment of 5 (five) years;
 - g. They have never been convicted of a crime;
 - h. They are able to communicate well;
 - i. They are able to maintain independence during their KA membership;

- j. They have never committed a grave violation of the Code of Ethics or Code of Conduct; and
 - k. They are free from political and economic interests, are not affiliated with a political party, and are free from personal or group conflicts of interest contrary to the interests of UI;
- (2) Further provisions on the requirements of KA members are set forth in the KA Charter.

Article 33

KA as referred to in Article 31 paragraph (1) is set forth as follows:

- a. The KA Chairperson is a member of MWA coming from the society and has competence in organization, accounting , and finance, and has sufficient time and commitment to carry out his/her duties;
- b. KA member candidates who are professionals must be independent with a background in accounting including public sector accounting , auditing, organization, and/or law;
- c. The KA member selection is carried out by screening and this process is governed by MWA Decisions; and
- d. MWA appoints, terminates, and replaces KA members in accordance with the need and/or the performance evaluation results by paying attention to the provisions of the prevailing laws and regulations.

Section 3

Risk Committee

Article 34

- (1) In order to supervise risk management effectiveness , MWA forms the Risk Committee hereinafter referred to as KR;
- (2) KR as referred to in paragraph (1) has the duty to prepare the KR Charter to be authorized and renewed periodically by MWA;
- (3) The KR Charter as referred to in paragraph (2) is the work guidelines of the Risk Committee that at least contains:
 - a. Tasks, responsibilities, and authority;
 - b. Composition, structure, and requirements of membership;
 - c. a meeting policy to hold;
 - d. A report system; and
 - e. The assignment term of the Risk Committee;
- (4) The budget to carry out KR activities is allotted to the UI budget.

Article 35

- (1) KR members have to meet the requirements as follows:
 - a. They are Indonesian citizens;
 - b. They have a permanent domicile in the territory of the Unitary State of the Republic of Indonesia;
 - c. They have integrity, commitment, and competence in risk management, finance, communication, marketing, and/or information technology;
 - d. They are in good physical and mental health;
 - e. They have a good track record in their field;
 - f. They have never been charged for committing a criminal offense with a minimum sentence of 5 (five) years imprisonment;
 - g. They have never been convicted for a crime;
 - h. They are able to communicate well;
 - i. They are able to maintain independence during their KR membership;
 - j. They have never committed a grave violation of the Code of Ethics or Code of Conduct; and
 - k. They are free from political and economic interests, are not affiliated with a political party, and are free from personal or group conflicts of interest contrary to the interests of UI;
- (2) Further provisions on the requirements of KR members are set forth in the KR Charter.

Article 36

- (1) The KR Chairperson is a member of MWA coming from the society and has competence in business, organization, and risk management, and has sufficient time and commitment to carry out his/her duties;
- (2) The KR member selection is carried out in ways governed by MWA Regulations;
- (3) MWA appoints, dismisses, and replaces KR members in accordance with the needs and/or the performance evaluation results by paying attention to the provisions of the prevailing laws and regulations.

Section 4

Interim Replacement and Termination of Membership of The Audit Committee and Risk Committee

Article 37

- (1) If the members of KA and KR cannot carry out their duties to the end of their office term, they will be replaced through the substitution member selection for the term up to the termination of the relevant office term period;
- (2) The interim substitution member selection mechanism is stipulated in the MWA Regulations.

Article 38

The office term of KA and KR members will terminate automatically if:

- a. it is the end of their office term;
- b. they are in poor physical and mental health continually;
- c. they pass away;
- d. they submit their resignation in writing to the leader of SA;
- e. they have their permanent domicile outside the territory of the Unitary State of the Republic of Indonesia;
- f. they have committed a grave violation of the Code of Ethics and the Code of Conduct;
- g. they have been charged for committing a criminal offense with a minimum imprisonment of 5 (five) years;
- h. they have been convicted for a crime;
- i. they are affiliated with a political party and have personal or group conflicts of interest contrary to UI interests; and
- j. they have been dismissed by a Plenary Meeting of MWA.

Part Three

Rector Article 39

- (1) The Rector is assisted by 4 (four) Deputy Rectors maximum;
- (2) The task and authority delegation of the Rector to the Deputy Rectors must be in accordance with the respective field handled by the Deputy Rectors;
- (3) Job and authority division according to the field of the Deputy Rectors is determined by the Rector in accordance with the provisions set forth in UI Statutes and ART (Bylaws);
- (4) In carrying out his/her duties, the Rector is assisted by the Deputy Rectors and Rector's apparatus;
- (5) The leaders of the Rector's apparatus carry out their duties based on the Performance Contract agreed on with the Rector;

- (6) The Rector's Apparatus Performance Evaluation Indicator is set forth further in the Rector Regulations.

Article 40

- (1) In the event that the rector is not able to carry out his/her duties for an extended period of time or is dismissed, the post of rector shall be filled by one of the Deputy Rectors as acting rector until the election of a new rector by MWA. ;
- (2) MWA conducts the selection and determines the Acting Rector as referred to in paragraph (1);
- (3) Further provisions on the dismissal and the replacement of the Rector are set forth in the the MWA Regulations.

Rector Apparatus

Article 41

- (1) The academic executive apparatus consists of Faculties, Schools, Vocational Education Programs, Departments/Fields of Study, Study Programs, Research and Innovation Special Work Units, and Special Public Service Work Units;
- (2) Academic support apparatus can be formed at University or Faculty levels, among others, Libraries, Laboratories/Workshops, Hospitals for Education, Clinics for Education;
- (3) The administrative executive apparatus consists of Directorates and Divisions at the University level, and Divisions at the level of Faculty/School/Vocational Education Program;
- (4) The quality assurance apparatus consists of BPMA and UPMA at the level of Faculty/School/Vocational Education Program in the academic field and Internal Supervisor Units in the non-academic field;
- (5) The commercial and development activity executive apparatus consists of Commercial Special Work Units;
- (6) The general service executive apparatus consists of Special Fund Management of Special Work Units;
- (7) Further provisions on the executive apparatus as referred to in paragraphs (1) to (6) are set forth in the Rector Regulations.

Article 42

- (1) The appointment and dismissal of the Rector apparatus officials in UI are as follows:

- a. Deputy Rectors are appointed and dismissed by the Rector;
 - b. Deans/Directors of Schools/Director of the Vocational Education Program is appointed and dismissed by the Rector;
 - c. Deputy Dean/Deputy Director of Schools/Deputy Director of the Vocational Education Program is appointed and dismissed by the Rector on the recommendation of the Deans/Directors of Schools/Director of the Vocational Education Program;
 - d. The Heads of Departments/Field of Study and the Heads of Study Programs are appointed and dismissed by the Dean; and
 - e. The Heads of Study Programs not under the Department/Field of Study are appointed and dismissed by the Deans/Directors of School/Director of Vocational Education Program.
- (2) The appointment of Rector apparatus officials in UI shall be terminated if:
- a. their office term ends;
 - b. they are in constant poor mental and physical health all the time;
 - c. they pass away;
 - d. they submit their resignation in writing to their direct superior;
 - e. they have their permanent domicile outside the territory of the Unitary State of the Republic of Indonesia;
 - f. they have committed a grave violation of the Code of Ethics and the Code of Conduct;
 - g. they have been charged for committing a criminal offense with a minimum imprisonment of 5 (five) years;
 - h. they have been convicted for a crime;
 - i. they are affiliated with a political party and have personal or group conflict of interest contrary to UI interests; and
 - j. it is proven that they do not carry out their duties as they should and/or they violate the applied regulations.

Part Four

Academic Senate (SA)

Section 1

SA Members and Leadership and Selection Mechanism

Article 43

- (1) Members of the SA must meet the requirements as follows:
- a. They are Indonesian citizens;

- b. They have a permanent domicile in the territory of the Unitary State of the Republic of Indonesia;
 - c. They have integrity and commitment;
 - d. They are in good mental and physical health;
 - e. They have abroad view of higher education;
 - f. They are educated and have a Ph.D.;
 - g. They are full teaching staff having an academic functional position at least as a *lektor kepala*;
 - h. They have at least 5 (five) years teaching experience in UI in their field;
 - i. They have outstanding academic reputation particularly in education and research and are acknowledged in their field or discipline;
 - j. They have never been charged for committing a criminal offense with a minimum imprisonment of 5 (five) years;
 - k. They have never been convicted for a crime;
 - l. They are free from political and economic interests, are not affiliated with a political party, and are free from personal or group conflict of interest with those of UI;
 - m. They are willing to carry out their duties as SA members;
 - n. They are willing to become the Head/Secretary of SA;
 - o. They have never committed a grave violation of the Code of Ethics or Code of Conduct;
 - p. They are not part of the Rector's apparatus;
- (2) In the selection mechanism, 2 (two) representatives of teaching staff who are not professors from each Faculty shall be determined democratically by SA;
 - (3) In the selection mechanism, 2 (two) representatives of Professors from each Faculty shall be determined democratically by the Board of Professors (DGB);
 - (4) If a faculty does not have 2 (two) Professors, SAF can choose and determine members of the teaching staff who are not Professors to fulfil the number of the Professor representatives in SA;
 - (5) The ex-officio membership in SA is applied automatically with the appointment and will end when the relevant party no longer occupies the position referred to;
 - (6) The names of SA members selected from each faculty are sent by the Dean to the Rector to be determined in the Rector's Decision Letter for a 5 (five)-year period of time.

Article 44

- (1) The leadership of SA consists of the Head and Secretary selected from and by the members of SA in the SA Plenary Meeting;
- (2) The requirements for the Head and Secretary of SA are as follows:
 - a. They should hold a Professor functional position to become the Head of SA;
 - b. They are not yet 65 (sixty-five) years old at the inauguration;
 - c. They have integrity and commitment;
 - d. They do not have other positions as a head or other leadership in an UI body;
 - e. They do not have other positions as a Rector or part of all Rector apparatus; and
 - f. They do not have other positions as members of MWA;
- (3) The names of SA leadership selected shall be determined in a Rector's Decision Letter;
- (4) The office term of the Head and Secretary is 5 (five) years and can be extended for one more office term;
- (5) The duties of SA leadership are:
 - a. to prepare work plans together with committee leadership;
 - b. to carry out the decision of the SA Plenary Meeting as long as it is suitable with their obligations;
 - c. to coordinate the implementation of the Committee duties and other SA mechanisms;
 - d. to attend a Committee Meeting if considered necessary;
 - e. to hold a SA Plenary Meeting at least 1 time (once) every month;
 - f. to prepare the Annual Report to be delivered in the SA Plenary Meeting; and
 - g. to prepare the Accountability Report at the end of the office term which is to be delivered orally in the SA Plenary Meeting;
- (6) The SA leadership is entitled to attend invitations or meetings with other bodies or Rector apparatus addressed to SA;
- (7) The SA leadership can only make a decision in the meeting as referred to in paragraph (6) after obtaining the mandate determined in the SA Plenary Meeting.

Section 2

Termination of SA Membership

Article 45

- (1) The SA membership ends if:
 - a. their office term ends;
 - b. they are in constant poor mental and physical health;
 - c. they pass away;

- d. they submit their resignation in writing to SA leadership;
- e. they have their permanent domicile outside the territory of the Unitary State of the Republic of Indonesia;
- f. they have committed a grave violation of the Code of Ethics and the Code of Conduct;
- g. they have been charged for committing a criminal offense with a minimum imprisonment of 5 (five) years;
- h. they have been convicted of a crime;
- i. they are affiliated with a political party and have personal or group conflict of interest with that of UI; and
- j. they are dismissed by the SA Plenary Meeting for the following reasons:
 - i. being constantly absent so that they cannot do their duties and obligations as SA members;
 - ii. being unable to carry out their duties and obligations for 6 consecutive months;
 - iii. violating the rule of not having other positions as governed in the applied regulations;
 - iv. based on the faculty's recommendation put forward openly in the SA Plenary Meeting; and
 - v. no longer meet the requirements as SA members;

(2) In the event that SA members resign during their office term:

- a. The discussion, recommendation, and termination as well as the replacement process of the relevant SA members shall be conducted by SAF (Faculty Academic Senate) and/or the relevant DGBF (the Faculty Board of Professors); and
- b. The SA member substitutes are recommended by the Faculty and authorized by the SA Plenary Meeting for the remaining office term of the substituted SA member and determined by the Rector.

Section 3

Relationship between SA and SAF

Article 46

- (1) The relationship between SA and SAF is coordinative;
- (2) SAF is the academic supervision executor at the faculty level;
- (3) SA can request a report on academic supervision at faculty level to SAF.

Part Five

Board of Professors (DGB)

Section 1

Members and Leadership of the Board of Professors and the Selection Mechanism

Article 47

- (1) The members of DGB UI are representatives from every Faculty Board of Professors selected democratically from the UI Board of Professors;
- (2) The members of DGB have to meet the requirements as follows:
 - a. They are Indonesian citizens;
 - b. They have a permanent domicile in the territory of the Unitary State of the Republic of Indonesia;
 - c. They have integrity and commitment;
 - d. They are in good mental and physical health;
 - e. They have a broad view of higher education;
 - f. They have good track record in their field;
 - g. They have never been charged for committing a criminal offense with a minimum imprisonment of 5 (five) years;
 - h. They have never been convicted for a crime;
 - i. They are free from political and economic interests, are not affiliated with a political party, and are free from personal or group conflicts of interest with those of UI;
 - j. They are willing to carry out their duties as the members of DGB, the members of Committee, or the DGB Working Unit;
 - k. They are willing to become the Head/Secretary of DGB;
 - l. Their status is as tenured UI Professors, that is professors who have not retired;
 - m. They have not reached 70 years of age;
 - n. They have never committed a grave violation of the Code of Ethics or Code of Conduct; and
 - o. They are not part of the Rector's apparatus;
- (3) The DGB members representing a faculty:
 - a. Consist of maximum 5 (five) people including the Head of DGBF (the Faculty Board of Professors);
 - b. Are required to become the members of one of the Professor Committees; and
 - c. The members of one Committee should not have more than one representative from the same faculty;
- (4) Further provisions on the requirements of DGB members as referred to in paragraph (2) are set forth in the DGB Regulations;

- (5) The names of DGB members selected are sent by the Dean to the Rector to be determined in the Rector Decision Letter for a 5 (five)-year period of time.

Article 48

- (1) The leadership of DGB consists of the Head and Secretary who are Tenured Professors and selected from and by the members of DGB in the DGB Plenary Meeting;
- (2) The requirements for the Head and Secretary of DGB are as follows:
 - a. They have not yet reached 65 (sixty-five) years of age before the inauguration;
 - b. They have integrity and commitment;
 - c. They do not have other positions as head or leadership in any other UI body;
 - d. They do not hold other positions as a Rector or part of all Rector apparatus; and
 - e. They do not have other positions as members of MWA;
- (3) The names of DGB leadership selected shall be determined in the Rector Decision Letter;
- (4) The Head and Secretary have an office term of 5 (five) years and can be selected again for one more time office term;
- (5) The duties of DGB leadership are:
 - a. to lead the preparation of work plans together with the DGB Working Unit;
 - b. to carry out the decision of the DGB Plenary Meeting as long as it is suitable with their obligations;
 - c. to hold and lead the DGB Working Unit Meeting at least 1 time (once) a month;
 - d. to hold the DGB Plenary Meeting at least 1 time (once) every 6 months;
 - e. to hold a meeting attended by all UI Professors at least 1 time (once) in a year;
 - f. to prepare the Annual Report to be delivered in the DGB Plenary Meeting; and
 - g. to prepare the Accountability Report at the end of the office term which is to be delivered orally in the DGB Plenary Meeting;
- (6) In carrying out their duties, as referred to in paragraph (5), the DGB Leadership is responsible to the DGB Plenary Meeting;
- (7) The DGB leadership is entitled to attend invitations or meetings with other bodies or Rector apparatus addressed to DGB;
- (8) The DGB leadership can only make a decision in the meeting as referred to in paragraph (7) after obtaining the mandate determined in the DGB Plenary Meeting.

Section 2

Termination of DGB Membership

Paragraph 49

- (1) The DGB membership ends if:
- a. their office term ends;
 - b. they are in constant poor mental and physical health ;
 - c. they pass away;
 - d. they submit their resignation in writing to DGB leadership;
 - e. they have their permanent domicile outside the territory of the Unitary State of the Republic of Indonesia;
 - f. they have committed a grave violation of the Code of Ethics and the Code of Conduct;
 - g. they have been charged for committing a criminal offense with a minimum imprisonment of 5 (five) years;
 - h. they have been convicted for a crime;
 - i. they are affiliated with a political party and have personal or group conflict of interest with that of UI ; and
 - j. they are dismissed by the DGB Plenary Meeting for the following reasons:
 - i. being constantly absent so that they cannot do their duties and obligations as DGB members;
 - ii. being unable to carry out their duties and obligations for 6 consecutive months ;
 - iii. violating the rule of not having other positions as governed in the applied regulations;
 - iv. based on the faculty's recommendation put forward openly in the DGB Plenary Meeting; and
 - v. no longer meeting the requirements of DGB members;
- (2) In the event that DGB members resign during their office term:
- a. The discussion, recommendation, and termination as well as the replacement process of the relevant DGB members shall be conducted by the relevant DGBF (the Faculty Board of Professors); and
 - b. The DGB member substitutes are recommended by the Faculty to be determined by the Rector.

Section 3

The Committee of Professors

Article 50

- (1) The Committee of Professors formed by DGB is responsible for the following fields:
- a. Fostering Academic Life and Moral Integrity;

- b. Scientific Development;
 - c. Education, research, and public service development;
 - d. Development of UI's role in building Indonesian people and the world community; and
 - e. Promotion and demotion;
- (2) Every Committee is led by a Coordinator who is a member of the DGB Working Unit;
 - (3) The Committee Coordinator is assisted by a Committee Deputy Coordinator selected from and by Committee members;
 - (4) The Committee Coordinator gives a report of the Committee's work results in the DGB plenary meeting once in every 6 (six) months;
 - (5) Further provisions on the Committee of Professors as referred to in paragraph (1) are set forth in the DGB Regulations.

Section 4

DGB Working Unit

Article 51

- (1) The DGB Working Unit has duties as follows:
 - a. To coordinate the DGB Committee functions;
 - b. To follow up the DGB Committee work results;
 - c. To coordinate the functions of DGBF and DGB; and
 - d. To prepare the annual report;
- (2) The DGB Working Unit consists of the Head and Secretary of DGB and the Committee Coordinator;
- (3) Further provisions on the DGB Working Unit as referred to in paragraph (1) are set forth in the DGB Regulations.

Section 5

The Relationship between DGB and DGBF

Article 52

- (1) The relationship between DGB and DGBF is coordinative;
- (2) DGBF is the DGB policy executor at the faculty level;

- (3) DGBF can ask for consideration or ask DGB to resolve the problems faced;
- (4) DGBF can request DGBF to write a report on development efforts at the faculty level to.

Part Six

Coordination Meeting between Bodies

Article 53

- (1) The coordination meeting between organs in UI is held periodically by MWA together with the Rector, SA, and DGB;
- (2) The coordination meeting between organs is chaired by a chairperson selected from each organ in turn;
- (3) The coordination meeting of organs in UI as referred to in paragraph (1) is conducted at least once in 3 (three) months;
- (4) The coordination meeting of organs in UI can also be held at any time based on the recommendation of the Rector, SA, or DGB chaired by the organ which proposes the meeting;
- (5) The coordination meeting as referred to in paragraph (4) is held to discuss and decide:
 - a. matters having a wide impact on UI's sustainability;
 - b. problems that cannot be resolved at UI level; and
 - c. the handling of the most crucial problems at UI level ;
- (6) Decision making in the coordination meeting of organs is conducted in consensus for mutual agreement;
- (7) In the event that the coordination meeting of organs in UI as referred to in paragraphs (3) and (5) does not succeed in making decision through a consensus for mutual agreement, MWA delegates the meeting to make a decision via voting attended by at least $\frac{3}{4}$ (three-quarters) of the meeting participants and agreed on by at least $\frac{2}{3}$ (two-thirds) of the present participants;
- (8) Voting for a decision not related to an individual is conducted openly by the present meeting members who state agreement, refusal, or don't state any choice, by saying it, raising hands, or standing up;
- (9) Voting for a decision related to an individual is conducted privately;
- (10) In the event that the decision making via voting does not succeed, MWA has the authority to make a decision based on the collegiality spirit for UI's interest.

Article 54

- (1) In the Coordination Meeting of organs, each organ is represented by the Head and Secretary as well as three organ members, while the Rector is accompanied by the Deputy Rectors;
- (2) Three organ members as referred to in paragraph (1) are selected by and from the members having the right to vote from each organ;
- (3) Besides the heads and secretaries of MWA, SA, and DGB, the membership is not permanent and in accordance with the election as explained in paragraph (2);
- (4) The representatives of each organ are required to report the result of the coordination meeting of organs in the plenary meeting of each organ;
- (5) In decision making at the Coordination Meeting of Organs, organ representatives have to obtain a mandate from the plenary meeting of each organ.

Part Seven

Interim Replacement of UI Organ Members

Article 55

- (1) If due to one or the other, the members of UI bodies cannot carry out their duties in the period of their office term, they will be replaced by new members from the same background for the rest of the office term;
- (2) The interim substitution member selection mechanism is the same as the relevant organ member selection mechanism.

Part Eight

Laws and Regulations

Article 56

- (1) The internal rules of UI are as follows:
 - a. UI Statute;
 - b. Bylaws (ART) of UI;
 - c. Regulations of the Board of Trustees (MWA);
 - d. Regulations of the Rector;
 - e. Regulations of the Academic Senate (SA);
 - f. Regulations of DGB; and
 - g. Regulations of the Deans/Directors of School/Directors of Vocational Education Program.
- (2) Agencies of Universitas Indonesia may make internal decisions as long as they are not in conflict with the regulations of UI and/or other higher regulations.

Article 57

- (1) Each organ of the UI may establish regulations in accordance with its authority;
- (2) In the case of inter-agency regulations, an inter-agency team is formed;
- (3) Harmonization and alignment of the draft regulation as referred to in paragraph (2) are coordinated by the working unit in charge of legal matters;
- (4) Draft Regulations as referred to in paragraph (3) that has been harmonized shall be submitted to the plenary meeting of each organ to be ratified;
- (5) The results of the inter-agency team as referred to in paragraph (4) shall be submitted to the inter-agency coordination meeting for approval and then determined by MWA;
- (6) In the case of disharmony between the regulations published by each agency, it will be resolved in the inter-agency coordination meeting.

Section 1

Academic Executive and Support Apparatus of Faculty/School/Vocational Education Program

Article 58

- (1) The academic executive apparatus in a Faculty consists of Departments/Fields of Study, Study Programs, and other academic units;
- (2) The academic administrative executive apparatus in the Faculty is Part of the Faculty Academic Administration;
- (3) Academic support apparatus consists of laboratories, libraries/archive, studios, workshops, education resource centers, clinic, a hospital for education and other support units that support the educational, research, and public service activities at the Faculty level;
- (4) UI's Hospital for Education is an academic support element for the Health Science Group;
- (5) The Management of UI's Hospital for Education is regulated under the Regulations of the Rector;
- (6) The establishment and closure of support apparatus are determined by the Rector, except for the support apparatus that requires large financing, which will be determined by the Rector after the consideration of MWA;
- (7) The type and the structure of organization of the academic executive apparatus and support apparatus as referred to in paragraphs (1), (2), (3) and (4) in this Article are determined by the Rector.

Article 59

- (1) The academic executive apparatus in the Vocational Education School/Program includes: Study Programs and other academic units;

- (2) The academic administrative executive apparatus in the Vocational Education School/Program is part of the Academic Administration of the Vocational Education School/Program;
- (3) The academic support apparatus consists of laboratories, studios, workshops, education resource centers, clinics, and other support units that support the educational, research, and public service activities at the Vocational Education School/Program;
- (4) The establishment and closure of support apparatus are determined by the Rector, except for support apparatus that requires large financing, which will be determined by the Rector after the consideration of MWA;
- (5) The type and the structure of organization of the academic executive apparatus and support apparatus as referred to in paragraphs (1), (2), (3) and (4) in this Article are determined by the Rector.

Section 2

The Head of Faculty/School/Vocational Education Program

Article 60

- (1) The Dean/Director of School/Director of the Vocational Education Program is responsible to the Rector about the organization of Faculty/School/Vocational Education Program;
- (2) The Dean/Director of School/Director of the Vocational Education Program consists of the Dean/Director and is assisted at most by 2 (two) deputy Deans/Directors;
- (3) The duties and authority of each deputy Dean/Director are stipulated in the Regulations of the Rector;
- (4) The office term of the Dean/Director of School/Director of the Vocational Education Program is 4 (four) years and can be reappointed for the following 1 (one) office term.

Article 61

- (1) The duties of the Dean/Director of School/Director of the Vocational Education Program include the following:
 - a. managing education, research, and public service;
 - b. preparing and managing the facilities and infrastructure for education, research, and public service;
 - c. ensuring adequate budget support for educational, research, and public service activities at the Faculty/School/Vocational Education Program level;

- d. implementing and being accountable for the financial management delegated by the Rector to the Faculty/School/Vocational Education Program;
 - e. implementing general administrative activities in the management of general resources of the Faculty/School/Vocational Education Program;
 - f. specifically for the Dean, together with the Rector, searching and seeking for potential students with Indonesian citizenship with the best academic achievements but economically disadvantaged, to comply with the provisions of at least 20% (twenty percent) of the total number of freshmen at the undergraduate level;
 - g. specifically for the Dean, preparing and submitting a plan for the allocation of scholarships or tuition grants for underprivileged Indonesian students and/or students with good academic performance, and submitted to the university at the latest 3 (three) months before the new student enrollment schedule in UI, to fill at least 20% (twenty percent) of the total number of UI Students;
 - h. collaborating with the Head of the Department/Study Program and/or the Head of the Study Program to calculate and submit an Education Operational Cost (SBOP) of the Government Assistance Fund in each study program under the Faculty/School/Vocational Education Program, and submit it to UI no later than 3 (Three) months prior to the submission of the Government Aid Fund;
 - i. providing support for and supervising the activities of the lecturers, education support personnel, and students in accordance with the rules and Code of Ethics and Code of Conduct applicable within UI;
 - j. coordinating the accountability of the management of Academic support apparatus and other elements under the Faculty/School/Vocational Education Program, by adhering to the principle of timeliness, transparency, and accountability;
 - k. preparing the RKT of the Faculty/School/Vocational Education Program; and
 - l. preparing the RKA of the Faculty/School/Vocational Education Program to be submitted to the Rector no later than 4 (four) months before the Rector submits the RKA to MWA;
- (2) The Dean/Director of School/Director of the Vocational Education Program delivers the annual report on the Academic and Non-academic Performance of the Faculty/School/Vocational Education Program for the Rector, also verbally in the Coordination Meeting between the agencies of Faculty/School/Vocational Education Program;
- (3) The Rector assesses the performance of the Dean/Director of School/Director of the Vocational Education Program at least once a year;

- (4) The Dean assesses the performance of the Deputy Dean, the Head of the Department/Study Program at least once a year;
- (5) The Director of School/Director of the Vocational Education Program assesses the performance of the Deputy Director, the Head of the Study Program at least once a year;
- (6) The Dean considers the performance of the Head of the Study Program, the Head of the Special Unit of the Faculty with the consideration of the Head of the Department/Study Program at least once a year;
- (7) At the end of the office term, the Dean/Director of School/Director of the Vocational Education Program shall submit the end of term report to the Rector consisting of: a. reports on the realization of academic and non-academic activities; and b. financial report in accordance with the provisions at the university level.

Section 3

Requirements for the Candidates of the Head of the Faculty/School/Vocational Education Program

Article 62

- (1) The requirements for the candidates for the Dean/Director of School/Director of the Vocational Education Program are as follows:
 - a. They are Indonesian citizens;
 - b. They have a permanent domicile in the territory of the Unitary State of the Republic of Indonesia;
 - c. They have integrity;
 - d. They are in good mental and physical health;
 - e. They are committed;
 - f. They have abroad view of higher education;
 - g. They have a Ph.D. in the appropriate field or discipline;
 - h. They have good track records in their field or discipline;
 - i. They have never been charged for committing a criminal offense with a minimum imprisonment of 5 (five) years;
 - j. They have never been convicted for a crime;
 - k. They are able to run the vision and mission to achieve UI goals;
 - l. They have managerial skills and entrepreneurial spirit;
 - m. They have never committed a violation of the morals or ethics;
 - n. They have creativity to develop the potential of the Faculty/School/Vocational Education Program and UI;
 - o. They are not older than 60 (sixty) years when appointed as the Dean; and

- p. They are free from political and economic interests, are not affiliated with a political party, and are free from personal or group conflict of interest with that of UI;

Section 4

Appointment of the Dean of Faculty

Article 63

- (1) Dean Candidates are selected by a Dean Candidate Selection and Screening Committee formed by the Rector on the proposal of SAF;
- (2) The Dean Candidate Selection and Screening Committee consists of maximum 7 (seven) persons and shall be of an odd number consisting of lecturers, professors, 1 (one) alumni, and 1 (one) representative of the university;
- (3) The requirements for the Members of the Dean Candidate Selection and Screening Committee are as follows:
 - a. They have integrity;
 - b. They are competent;
 - c. They have no conflict of interest;
 - d. They are not affiliated with any political party;
 - e. They have a wide professional network, and they are committed to the interests of the Faculty and UI; and
 - f. They are not a Faculty official.
- (4) The Dean Candidate Selection and Screening Committee selects and screens the Dean Candidates through general publications with accountability and transparency principles;
- (5) The Dean Candidate Selection and Screening Committee recommends several names of Dean Candidates to the Rector to be appointed;
- (6) Further regulations on the appointment of the Dean shall be governed by the Rules of the Rector.

Section 5

Appointment of the Director of School/Vocational Education Program

Article 64

- (1) Director Candidates are selected by the Director Candidate Selection and Screening Committee formed by the Rector;
- (2) The Director Candidate Selection and Screening Committee consists of maximum 7 (seven) persons and shall be of an odd number consisting of lecturers, professors, 1 (one) alumni, and 1 (one) representative of the university;

- (3) The requirements for the Members of the Director Candidate Selection and Screening Committee are as follows:
 - a. They have integrity;
 - b. They are competent;
 - c. They have no conflict of interest;
 - d. They are not affiliated with any political party;
 - e. They have a wide professional network, and they are committed to the interests of the Faculty and UI; and
 - f. They are not School/Vocational Education Program officials.
- (4) The Director Candidate Selection and Screening Committee selects and screens the Director Candidates through general publications with accountability and transparency principles;
- (5) The Director Candidate Selection and Screening Committee recommends several names of Director Candidates to the Rector to be appointed;
- (6) Further regulations on the appointment of the Director shall be governed by the Rules of the Rector.
- (7) When the School is first established, the Rector appoints the School Director.

Section 6

Head of Department/Field of Study and Study Program

Article 65

- (1) The Head of Department/Field of Study is appointed by the Dean based on the proposal of the Department/Field of Study;
- (2) The Head of Study Program is appointed by the Dean based on the consideration of the related Head of Department/Field of Study;
- (3) The Head of a Study Program that is not under a Department/Field of Study is appointed by the Dean/Director of School/Vocational Education Program;
- (4) The Head of Department/Field of Study is responsible to the Dean;
- (5) The Head of a Study Program that is under a Department/Field of Study is responsible to the Head of Department/Field of Study;
- (6) The Head of a Study Program as referred to in paragraph (3) is responsible to the Dean/Director of School/Vocational Education Program;
- (7) The requirements for the candidates for the Head of Department/Field of Study are as follows:

- a. They are Indonesian citizens;
- b. They have a permanent domicile in the territory of the Unitary State of the Republic of Indonesia;
- c. They have integrity;
- d. They are in good mental and physical health;
- e. They are committed;
- f. They have a broad view of higher education;
- g. They have a Ph.D. appropriate for the field or discipline of the Department/Field of Study;
- h. They have at least 5 (five) years of working experience with good achievements;
- i. They have good track records in their field or discipline;
- j. They have never been charged for committing a criminal offense with a minimum imprisonment of 5 (five) years;
- k. They have never been convicted for a crime;
- l. They are able to run the vision and mission to achieve UI goals;
- m. They have managerial skills and entrepreneurial spirit;
- n. They have never committed a violation of the morals or ethics;
- o. They have creativity to develop the potential of the Department/Field of Study;
- p. They are not older than 60 (sixty) years when appointed; and
- q. They are free from political and economic interests, are not affiliated with a political party, and are free from personal or group conflict of interest with that of UI;

(8) The requirements for the candidates for the Head of Study Program are as follows:

- a. They are Indonesian citizens;
- b. They have a permanent domicile in the territory of the Unitary State of the Republic of Indonesia;
- c. They have integrity;
- d. They are in good mental and physical health;
- e. They are committed;
- f. They have a broad view of higher education;
- g. They have a Ph.D. appropriate for the field or discipline of the Study Program;
- h. They have at least 3 (five) years of working experience with good achievements;
- i. They have good track records in their field or discipline;
- j. They have never been charged for committing a criminal offense with a minimum imprisonment of 5 (five) years;
- k. They have never been convicted for a crime;
- l. They are able to run the vision and missions to achieve UI goals;

- m. They have managerial skills and entrepreneurial spirit;
 - n. They have never committed a violation of the morals or ethics;
 - o. They have creativity to develop the potential of the Study Program;
 - p. They are not older than 60 (sixty) years when appointed; and
 - q. They are free from political and economic interests, are not affiliated with a political party, and are free from personal or group conflict of interest with that of UI;
- (9) Further provisions on the appointment procedure of the Head of Department/Field of study and/or Head of Study Program shall be determined by the Decision of the Dean/Director of School/Director of Vocational Education Program.

Article 66

- (1) The duties of the Head of Department/Field of Study include the following:
- a. Ensuring smooth implementation of education, research, and public service activities at the Department/Field of Study level;
 - b. Proposing the direction of research and community service in accordance with the respective disciplines to be submitted to the Dean and DGBF;
 - c. Proposing to the Dean the placement of full-time lecturers in various study programs within UI with the consent of the lecturers;
 - d. Coordinating the teaching assignments of the lecturers according to their expertise and track record by taking into account their workload;
 - e. Coordinating the lecturers' development activities, for example through further education, seminars, and workshops;
 - f. Coordinating the Study Program and its development;
 - g. Preparing the RKA of the Department/Field of Study which consolidates all the Study Programs to be presented to the Dean;
 - h. Providing annual reports to the Dean; and
 - i. Submitting accountability reports on the implementation of the duties of the Head of Department/Field of Study on a regular basis every year and at the end of the office term of the Dean.
- (2) The duties of the Head of the Study Program include the following:
- a. Ensuring smooth implementation of education, research, and public service activities at the Study Program level;
 - b. Coordinating the teaching assignments of the lecturers according to their expertise and track record by taking into account their workload;
 - c. Evaluating and preparing the curriculum regularly;
 - d. Coordinating the lecturers' development activities in the Study Program;

- e. Preparing the RKA of the Study Program which is reported to the Head of Department/Field of Study; for a Study Program not under a Department/Field of Study or under several Departments, the RKA is submitted to the Dean/Director of School/Director of Vocational Education Program;
- f. Providing annual reports to the Head of Department/Field of Study; for a Study Program not under a Department/Field of Study or under several Departments, the annual report is submitted to the Dean/Director of School/Director of Vocational Education Program; and
- g. Submitting accountability reports on the implementation of the duties of the Head of Study Program on a regular basis every year and at the end of the office term of the Head of Department/Field of Study and for a Study Program not under a Department/Field of Study or under several Departments, the accountability report is submitted to the Dean/Director of School/Director of Vocational Education Program.

Section 7

School Committee

Article 67

- (1) The members of the School Committee consist of:
 - a. School Director;
 - b. The Head of Study Program;
 - c. 1 (one) representative of the Faculty appointed by the Dean of the Faculty whose field is related to the School; and
 - d. 1 (one) lecturer representing each Study Program;
- (2) The Rector establishes the maximum number of faculty representatives in the School Committee through the rule of the Rector;
- (3) The duties of the School Committee include the following:
 - a. Ensuring the implementation of academic norms including the evaluation of curriculum in the provision of education in the School;
 - b. Providing input and recommendations to the School Director in organizing academic matters;
 - c. Conducting academic quality control in cooperation with the BPMA;

- d. Establishing the School Director Candidate Selection and Screening Committee and proposing School Director candidates to the Rector to be appointed;
 - e. Providing input to the Rector regarding the performance of the Head of the Schools;
 - f. Providing inputs to the Heads of Schools on matters related to the Strategic Plan and Work Plan and Annual Budget;
 - g. Conducting academic life guidance and fostering the moral integrity and academic ethics of the School;
 - h. Ensuring the implementation of the Code of Ethics in the School;
 - i. Ensuring the application of the rules of implementation of academic freedom, freedom of academic platform, and scientific autonomy in Schools; and
 - j. Giving consideration for the development of education, research, and community service in the School;
- (4) The requirements for members of School Committee are as follows:
- a. They have commitment and integrity;
 - b. They have prominent academic reputation especially in education and research, and they are recognized in their field of study;
 - c. They have a broad view of higher education;
 - d. They have a Ph.D. in the appropriate field or discipline;
 - e. They are full-time lecturers who have functional academic positions as senior lecturers;
 - f. They have at least 5 (five) years of teaching experience in UI in their fields; and
 - g. They are not part of the Rector's office.
- (5) In the event that the Study Program does not have a candidate with a doctorate degree as referred to in paragraph (4) letter d, a candidate with a master's degree with a teaching experience of at least 10 (ten) years may be selected;
- (6) In the event that the Study Program does not have enough candidates who are senior lecturers as referred to in paragraph (4) letter e, candidates can be assistant professors with teaching experience of at least 10 (ten) years.

Vocational Education Committee

Article 68

- (1) The members of the Vocational Education Committee consist of:
- a. The Director of Vocational Education Program;
 - b. The Head of Study Program;
 - c. 1 (one) representative of the Faculty appointed by the Dean of the Faculty whose field is related to the Vocational Education Program; and

- d. 1 (one) lecturer representing each Study Program;
- (2) The Rector establishes the maximum number of faculty representatives in the Vocational Education Committee through the rule of the Rector;
- (3) The duties of the Vocational Education Committee include the following:
- a. Ensuring the implementation of academic norms including the evaluation of curriculum in the provision of education in the Vocational Education Program;
 - b. Providing input and recommendation to the Vocational Education Program in organizing academic matters;
 - c. Conducting academic quality control in cooperation with the UPMA;
 - d. Establishing the Vocational Education Program Director Candidate Selection and Screening Committee and proposing Vocational Education Program Director candidates to the Rector to be appointed;
 - e. Providing input to the Rector regarding the performance of the head of the Vocational Education Program;
 - f. Providing inputs to head of Vocational Education Program on matters related to the Strategic Plan and Work Plan and Annual Budget;
 - g. Conducting academic life guidance and fostering the moral integrity and academic ethics of the Vocational Education Program;
 - h. Ensuring the implementation of the Code of Ethics in the Vocational Education Program;
 - i. Ensuring the implementation of the rules of implementation of academic freedom, freedom of academic platform, and scientific autonomy in Vocational Education Program; and
 - j. Giving consideration for the development of education, research, and community service in the Vocational Education Program;
- (4) The requirements for members of Vocational Education Committee are as follows:
- a. They have commitment and integrity;
 - b. They have prominent academic reputation especially in education and research, and they are recognized in their field of study;
 - c. They have a broad view of higher education;
 - d. They have a Ph.D. in the appropriate field or discipline;
 - e. They are permanent lecturers who have functional academic position as senior lecturers;
 - f. They have at least 5 (five) years of teaching experience in UI in their fields; and
 - g. They are not part of the Rector's office.

- (5) In the event that the Study Program does not have a candidate with a doctorate degree as referred to in paragraph (4) letter d, a candidate with a master's degree with a teaching experience of at least 10 (ten) years may be presented;
- (6) In the event that the Study Program does not have enough candidates who have the head lecture level as referred to in paragraph (4) letter e, candidates may be able to have lector level with teaching experience of at least 10 (ten) years.

Faculty Academic Senate (SAF)

Article 69

- (1) The members of the SAF consist of:
 - a. The Dean;
 - b. The Heads of Departments/Fields of Study;
 - c. Maximum 2 (two) lecturers representative of the each Department or Fields of Study; and
 - d. Members of SA from relevant Faculties;
- (2) The Dean may include the Deputy Dean in the SAF meeting in accordance with the agenda of the SAF meeting;
- (3) The requirements for members of SAF are as follows:
 - a. They have commitment and integrity;
 - b. They have prominent academic reputation especially in education and research, and they are recognized in their field of study;
 - c. They have a broad view of higher education;
 - d. They have a Ph.D. in the appropriate field or discipline;
 - e. They are permanent lecturers who have functional academic position as senior lecturers;
 - f. They have at least 5 (five) years of teaching experience in UI in their fields; and
 - g. They are not part of the Rector's office.
- (4) The duties of the SAF include the following:
 - a. Ensuring the implementation of academic norms including the evaluation of curriculum in the provision of education in the faculty;
 - b. Providing input and recommendation to the Dean in organizing academic matters;
 - c. Conducting academic quality control in cooperation with the UPMA;
 - d. Establishing the Dean Candidate Selection and Screening Committee and proposing Dean candidates to the Rector to be appointed;
 - e. Providing input to the Rector regarding the performance of the head of the Faculty; and

- f. Providing inputs to head of Faculty on matters related to the Strategic Plan and Work Plan and Annual Budget;
- (5) In the event that the Department/Study Program does not have a candidate with a doctorate degree as referred to in paragraph (3) letter d, a candidate with a master's degree with a teaching experience of at least 10 (ten) years may be selected;
- (6) In the event that the Department/Study Program does not have enough candidates who are senior lecturers as referred to in paragraph (3) letter e, candidates can be assistant professors with teaching experience of at least 10 (ten) years.

Article 70

- (1) The Head of SAF is made up of the Head who is assisted by a Secretary elected from and by the members of the SAF for an office term of 5 (five) years and may be re-elected for 1 (one) subsequent office term;
- (2) The requirements for the Head and Secretary of SAF are as follows:
 - a. They have not yet reached the age of 65 (sixty-five) years old at the time of inauguration as Professors; and they have not reached the age of 60 (sixty) years old for non-Professors;
 - b. They have integrity and commitment;
 - c. They do not hold concurrent positions as the head of other UI agencies;
 - d. They do not concurrently hold the position as the Dean and a Rector's officer;
 - e. They do not concurrently hold the position as the Head and Secretary of DGBF; and
 - f. They are not a member of MWA;
- (3) Selected SAF Head
- (4) and Members are determined by the Rector;
- (5) The duties of the Head of SAF include the following:
 - a. Formulating a work plan;
 - b. Implementing the decision of the SAF meeting that becomes his/her obligation;
 - c. Coordinating the implementation of SAF duties;
 - d. Organizing the SAF Meeting at least 1 (one) time per month;
 - e. Preparing Annual Report to be submitted to the SAF Meeting; and
 - f. Preparing an Accountability Report at the end of the term of office, which is verbally delivered in the Interagency Coordination Meeting at the Faculty level.

Section 8

Council of Faculty Professors (DGBF)

Article 71

- (1) The members of the School Committee consist of: Faculties with at least 3 (three) Professors are required to form DGBF;
- (2) The members of DGBF consist of all Faculty Professors;
- (3) The duties of DGBF include the following:
 - a. Conducting academic life coaching and fostering the moral integrity and academic ethics of the faculty;
 - b. Ensuring the implementation of the academic code of ethics at the Faculty level;
 - a. Ensuring the application of the rules of implementation of academic freedom, freedom of academic platform, and scientific autonomy at the Faculty level; and
 - c. Giving consideration to the direction of educational development, research, and community service;
 - d. Providing supervision, guidance, assessment and consideration to the promotion of academic position for lecturers to be associate lecturers and senior lecturers, and providing approval to the promotion of academic position for lecturers to be senior lecturers and professors submitted to DGB UI; and
 - e. Providing input to DGB UI in the preparation and/or change of RPJP, Renstra, or RKA in the academic field;
- (4) Development of academic life and moral integrity as well as academic ethics in the Faculties that do not have DGBF are conducted by DGB-UI;
- (5) The budget required for the implementation of DGBF duties is charged to the Faculty budget.

Article 72

- (1) The Head of DGBF is made up of the Head and a Secretary elected from and by the members of the DGBF for an office term of 5 (five) years and may be re-elected for 1 (one) subsequent office term;
- (2) The requirements for the Head and Secretary of DGBF are as follows:
 - a. They are a Permanent Professors of UI;
 - b. They have not yet reached the age of 65 (sixty-five) years old at the time of inauguration;
 - c. They have integrity and commitment;
 - d. They do not hold concurrent positions as the head of other UI agencies;
 - e. They do not concurrently hold the position as the Dean and a Rector's officer;
 - f. They do not concurrently hold the position as the Head and Secretary of SAF; and
 - g. They are not a member of MWA;
- (3) The names of the Heads and Members of DGBF are stated on the Rector's Decree;

- (4) In the case of a faculty with no qualified professors as referred to in paragraph (2) above, on the proposal of DGBF the Rector appoints the Head and/or the Secretary of DGBF from the members of the relevant DGBF;
- (5) The duties of the Head of SAF include the following:
 - a. Leading the preparation of a work plan;
 - b. Implementing the decision of the DGBF meeting that becomes his/her obligation;
 - c. Organizing and leading the DGBF Meeting;
 - d. Preparing Annual Report to be submitted to the DGBF Meeting; and
 - e. Preparing an Accountability Report at the end of the term of office.

Section 9

Faculty-level Interagency Coordination Meeting

Article 73

- (1) The Faculty-level Interagency Coordination Meeting between the Dean, SAF and DGBF is organized at least every 3 (three) months, led by the Dean;
- (2) In the Faculty-level Interagency Coordination Meeting, each agency is represented by its Head and Secretary as well as one member of the agency, while the Dean is assisted by the Deputy Deans;
- (3) The Faculty-level Interagency Coordination Meeting discusses and decides:
 - a. Matters that have far-reaching impact on the sustainability of the Faculty;
 - b. Problems that cannot be resolved at the Faculty-level agency; and
 - c. How to handle the highest problems at Faculty level;
- (4) Decisions made in the Faculty-level Interagency Coordination Meeting are based on consensus and deliberations and voting if consensus is not reached;
- (5) Decisions made by majority vote are valid if taken at a meeting attended by at least 2/3 (two-thirds) of the number of members and agreed by 2/3 (two-thirds) of the total number of members present;
- (6) Voting for a decision not related to individual matters is conducted in the open to state agreement, rejection, or absence by the members who are present, by verbal statements, raising their hands, or standing;
- (7) Voting for a decision related to an individual is conducted in private.

School/Vocational Education Program-level Interagency Coordination Meeting

Article 74

- (1) The School/Vocational Education Program-level Interagency Coordination Meeting between the Director and School/Vocational Committee is organized at least every 3 (three) months, led by the Dean;
- (2) In the School/Vocational Education Program-level Interagency Coordination Meeting, the School/Vocational Committee is represented by its Head and Secretary as well as one member of the committee, while the Dean is assisted by the Deputy Directors;
- (3) The School/Vocational Education Program-level Interagency Coordination Meeting discusses and decides:
 - a. Matters that have far-reaching impact on the sustainability of the School/Vocational Education Program;
 - b. Problems that cannot be resolved at the School/Vocational Education Program agency; and
 - c. How to handle the highest problems at School/Vocational Education Program level;
- (4) Decisions made in the School/Vocational Education Program -level Interagency Coordination Meeting are based on consensus and deliberations and voting if consensus is not reached;
- (5) Decisions made by majority vote are valid if taken at a meeting attended by at least 2/3 (two-thirds) of the number of members and agreed by 3/4 (two-thirds) of the total number of members present;
- (6) Voting for a decision not related to individual matters is conducted in the open to state agreement, rejection, or absence by the members who are present, by verbal statements, raising their hands, or standing;
- (7) Voting for a decision related to an individual is conducted in private.

CHAPTER IV

MANPOWER

Part One

Manpower System

Article 75

- (1) The direction of Manpower Development in UI refers to the Vision and Mission of UI and has been prepared and established by the Rector after receiving the consideration from MWA;
- (2) The implementation of the development and management of manpower in UI is the responsibility of the Rector;

- (3) The Rector appoints a Deputy Rector in charge of manpower and delegates the authority of the Rector in the field of manpower;
- (4) The Rector and the Deputy Rector as referred to in paragraph (3) shall formulate the strategic and policy targets in the field of manpower in accordance with the direction of the development of manpower as referred to in paragraph (1);
- (5) The Deputy Rector in charge of manpower is responsible of the following:
 - a. Preparing a manpower system;
 - b. Preparing planning in the field of manpower;
 - c. Implementing the development and management of manpower in accordance with paragraph (1) above;
 - d. Guiding the employees of UI, both the lecturers and education support staff;
 - e. Coordinating with the Deputy Deans and related officers in charge of manpower in Schools and Vocational Education Programs;
 - f. Controlling the implementation of manpower activities; and
 - g. Reporting all annual manpower activities to the Rector to be part of the Rector's Annual Accountability Report;
- (6) Supervision over the implementation of direction and policy of manpower is undertaken by the MWA.

Article 76

- (1) Manpower in UI is managed through a professional manpower system that is transparent and accountable in accordance with UI's values;
- (2) The manpower system as referred to in paragraph (1) includes:
 - a. Management of Human Resources (HR);
 - b. The type of work and amount of manpower required as outlined in UI Manpower Planning Document;
 - c. Recruitment, selection, acceptance, placement and dismissal procedures;
 - d. Non-discriminatory principles;
 - e. The arrangement of system and career path for Lecturers and Education Support Staff;
 - f. Remuneration, Appreciation and imposition of sanctions; and
 - g. Provision of social security
- (3) The Rector has the authority to regulate and determine the manpower system as referred to in paragraph (2) in the Regulations of the Rector;
- (4) The rules include at least the following:
 - a. Development of SDM-UI that includes analysis of the needs of the Lecturers and Education Support Staff;

- b. Procedures for recruitment;
- c. Work Agreement for the Lecturers and Education Support Staff;
- d. Appointment and career development of the Lecturers and Education Support Staff;
- e. Rights and obligations and development of functional career/ academic position for Lecturers;
- f. Career positions and qualifications required; and g. Performance assessment;
- g. Competitive remuneration in accordance with competence and performance; and
- h. Use of outsourcing which refers to the prevailing laws and regulations.

Article 77

- (1) The Rector is responsible for management, which includes regulation, policy formulation, guidance, and implementation of management of manpower;
- (2) The Rector establishes the authority of the manpower norms based on the Document of Planning and Development of UI's Manpower System; and
- (3) The career development of Lecturers and Education Support Staff shall be governed in accordance with the Rector's regulations and in accordance with the prevailing laws and regulations.

Part Two

Types and Status of Manpower

Article 78

- (1) Employees in UI consist of the Lecturers and Education Support Staff;
- (2) The employees as referred to in paragraph (1) shall consist of:
 - a. Permanent Employees; and
 - b. Temporary Employees;
- (3) Employees as referred to in paragraph (2) may be Civil Servants or Non-Civil Servants;
- (4) A permanent employee shall be appointed as UI employee by the Rector and shall have the opportunity for a career in UI;
- (5) Non-permanent employees are appointed as UI employees by the Rector for a certain period of time;
- (6) Further provisions regarding permanent employees and non-permanent employees are regulated in Regulation of the Rector;
- (7) Lecturers and Education Support Staff with Civil Servant status are employees appointed in accordance with the laws and regulations governing the state employee affair;

- (8) Lecturers and Education Support Staff with Non-Civil Servant status are employees appointed in accordance with UI's regulations and refer to the prevailing laws and regulations;
- (9) The administrative office is prioritized for the Education Support Staff.

Article 79

- (1) All teaching staff and administrative staff shall comply with the code of ethics, codes of conduct, as well as the rules and regulations; and
- (2) Teaching staff and administrative staff of UI shall be free from the influence or intervention of any group and/or political party.

Part Three

Rights and Obligations

Article 80

- (1) Rights and Obligations and functional career formation of civil servant and non-civil servant teaching staff are equal;
- (2) Rights and Obligations and career formation of civil servants and non-civil servant administrative staff are equal;
- (3) Determination of rights, obligations, duties, and responsibilities of UI's teaching staff and administrative staff follows the rules of the Rector and the prevailing laws and regulations.

Article 81

- (1) Promotion of the Position and Group UI's teaching staff and administrative staff is stipulated in accordance with UI personnel regulations in accordance with the laws and regulations;
- (2) The mechanism of the appointment of Senior Lecturers and Professors within UI is stipulated in DGB regulations and in accordance with the provisions of laws and regulations.

Article 82

- (1) With the consideration from DGB, UI may hire foreign experts holding a Professorship as a UI lecturer partner as required and as long as it is not contrary to statutory regulations;

- (2) Further regulations on foreign experts shall be governed in the Rector's Regulations.

Part Four
Manpower Management

Article 83

- (1) Manpower management includes:
- a. Preparation and determination of needs;
 - b. Procurement;
 - c. Career development;
 - d. Career path;
 - e. Promotion and Demotion;
 - f. Performance assessment;
 - g. Payroll and Benefits;
 - h. Appreciation;
 - i. Discipline and sanctions;
 - j. Dismissal;
 - k. Social Security; and
 - l. Protection;
- (2) The preparation and determination of the manpower need referred to in paragraph (1) a shall be based on the principle of efficiency of utilization of personnel, the analysis of the gap between the need and availability of personnel, and in accordance with UI's Strategic Plan;
- (3) The procurement of employees as referred to in paragraph (1) b shall be carried out in a transparent, competitive, objective, fair manner, based on measurable criteria and shall reflect the qualifications required;
- (4) The career development of Teaching Staff and Administrative Staff as referred to in paragraph (1) c includes the organization of training and development, a clear career path, and a proactive, efficient, and fair promotion process;
- (5) The career path as referred to in paragraph (1) d refers to the provisions of UI's internal laws and regulations as PTN BH;
- (6) The promotion referred to in paragraph (1) e shall be based on the fulfillment of the requirements for promotion, performance appraisal results, and the presence or absence of sanction/discipline due to violation of rules/codes of ethics;
- (7) Demotion as referred to in paragraph (1) f is granted if there is a serious violation of the rules/codes of ethics, and the promotion and demotion process is implemented based on the principle of accountability, independence, fairness, and objectivity;

- (8) The performance appraisal system as referred to in paragraph (1) g shall pay attention to the following matters:
 - a. The performance appraisal process shall be conducted in a transparent, objective, and based on performance indicator;
 - b. It is implemented at least once a year on Teaching Staff and Administrative Staff; and
 - c. The results of performance appraisal affect the possibility of promotion/position;
- (9) The appreciation referred to in paragraph (1) h means that teaching staff and administrative staff still receive salary and benefits including a pension program that is adequate, stable, competitive, and those shall encourage them to perform well; the process of awarding teaching staff and administrative staff is conducted in a transparent, fair, reasonable, independent, and objective way.
- (10) Discipline and sanctions as referred to in paragraph (1) i shall be imposed on teaching staff/administrative staff who violate UI's rules, the provisions of the laws and regulations, and/or the code of ethics with a formal, fair, independent, and objective determination process.
- (11) The dismissal of teaching staff/administrative staff as referred to in paragraph (1) j shall be carried out:
 - a. with the dismissal process being implemented formally, fairly, independently, and objectively and
 - b. if the teaching staff/administrative staff:
 - i. become a convicted person for committing a criminal offense with a threat of imprisonment;
 - ii. are proven to have committed grave violation of the provisions of the laws and regulations, the Code of Ethics or Code of Conduct;
 - iii. have obtained a bad performance appraisal three years in a row; or
 - iv. no longer meet the requirements to occupy the position of teaching staff/administrative staff.
- (12) Social security as referred to in paragraph (1) k for full-time personnel shall still be given in accordance with the provisions of prevailing laws and regulations.
- (13) Protection referred to in paragraph (1) l shall be the protection of the work security and work safety for the teaching staff and administrative staff that UI shall provide.
- (14) The Rector shall arrange and stipulate the management of the personnel as referred to in paragraph (1) by the Rector's Regulations in accordance with the laws and regulations;
- (15) The arrangement referred to in paragraph (14) shall be in accordance with the needs and character of UI as PTN-BH.

CHAPTER V

STUDENTS

Students' Rights and Obligations

Article 84

- (1) Students are entitled to:
 - a. obtain quality education, learning, and services;
 - b. obtain adequate facilities and infrastructure for academic and non-academic activities;
 - c. form organizations and participate in the activities of student organizations; and
 - d. obtain scholarships and tuition fees in accordance with the criteria and requirements set forth in the Rector's regulations;
- (2) Student Obligations:
 - a. comply with the prevailing laws and regulations and UI's regulations;
 - b. uphold the values of truth, honesty, and fairness in the values of religion, national culture, rules of science and technology, and social sciences and humanity;
 - c. shall bear the costs of the provision of education and other obligations in accordance with the applicable provisions; and
 - d. uphold the UI's Code of Ethics and Code of Conduct.

Rights and Obligations of Student Organizations

Article 85

- (1) In order to carry out its functions, student organizations shall have the rights to:
 - a. organize student activities in accordance with *Tridharma* Perguruan Tinggi (Three Pillars of Higher Education comprises Education, Research, and Community Service); and
 - b. obtain support facilities and infrastructure and funds to support student activities;
- (2) In order to carry out its functions, student organizations are obliged to:
 - a. submit a budget work plan based on needs and evaluation of the previous year's activities;
 - b. be free from any group or political party's intervention in any activities held;
 - c. provide periodic accountability reports on the use of funds allocated to support the activities of student organizations; and
 - d. comply with the rules applicable in UI and other laws and regulations;
- (3) Further provisions on the rights and obligations of students and student organizations are governed in the Rector's Regulations.

CHAPTER VI

PLANNING

Part One

Article 86

- (1) The General Policy of Universitas Indonesia is a strategic direction that serves as a guide to the long-term development of Universitas Indonesia and is a guide for all organs (Board of Trustees, Academic Senate, Board of Professors, and Rector) to develop Long Term Development Plan and Strategic Plan;
- (2) RPJP is a document that becomes the guidelines to determine the right future action, through a sequence of options, by taking into account the available resources;
- (3) RPJP is prepared:
 - a. to ensure that the management of higher education and the implementation of UI are effective, efficient, and targeted in achieving UI's goals;
 - b. as a further elaboration of the vision, missions, and objectives contained in the UI Statute in regard to the general policy;
 - c. to contain at least the essence of the development plan of work units within UI;
 - d. based on accurate and accountable data and information; and
 - e. to include the implementation of all academic and non-academic functions in an integrated manner.

Article 87

- (1) RPJP shall be prepared by a Team established by the Rector consisting of representatives from all organs within UI;
- (2) Members of the Team shall discuss the plans of RPJP with the organ they represent and submit the proposal in the Team meeting;
- (3) Preparation of RPJP shall be conducted by paying attention to the input from all stakeholders;
- (4) RPJP draft shall be submitted by the Team to MWA for discussion in the Coordination Meeting between Bodies;
- (5) RPJP of the Coordination Meeting between Bodies results shall be established by MWA;
- (6) RPJP may be reviewed and re-reviewed if required and proposed by at least 2 (two) organs approved in the Coordination Meeting between Bodies.

Part Two

Strategic Plans

Article 88

- (1) The Rector shall prepare the Strategic Plans of UI (*Renstra* UI) prepared with consideration of MWA, SA, and DGB based on ART, RPJP, and KU, which contain:
 - a. UI's development strategy for 5 (five) years;
 - b. UI's work program that includes MWA, DGB, SA, Rector, and Rector's apparatus;
 - c. A framework for the administration of academic and non-academic fields;
 - d. The direction of income and expenditure policy; and
 - e. An indicative regulatory framework and funding framework;
- (2) The Rector shall prepare *Renstra* UI which is the elaboration of the vision and missions of UI into the targets and the programs, whose compilation refers to RPJP by taking into account the minimum service standards set by the minister;
- (3) *Renstra* UI shall be prepared by anticipating the desired future situation in accordance with UI's vision, missions, and objectives, as well as the strengths, weaknesses, challenges, and obstacles faced during the term of office of the elected Rector;
- (4) The proposed target is an indicator of the Rector's success performance in managing UI.

Article 89

- (1) The Rector shall prepare *Renstra* UI and submit them no later than 3 (three) months after the Rector is appointed to MWA for approval;
- (2) The Rector shall stipulate the approved *Renstra* UI as referred to in paragraph (1).

Article 90

- (1) University Administration Centers, Faculties, Schools, Vocational Education Programs, and special work units make their own strategic plans based on *Renstra* UI;
- (2) The Rector directs, reviews, and approves the Strategic Plans of PAU and Faculties, Schools, Vocational Education Programs, and special work units;
- (3) The strategic plans of SPI shall be submitted and reviewed by KA;
- (4) The strategic plans of SMR shall be submitted and reviewed by KR.

Part Three

The annual work plan

Article 91

- (1) UI's RKT shall be drawn up by referring to *Renstra* UI and referring to UI's development priorities and shall include policies, programs, and development

- activities either directly undertaken by the Rector or pursued by encouraging the participation of UI's citizens and the community;
- (2) University Administration Centers, Faculties, Schools, Vocational Education Programs, and special work units, MWA, SA, DGB, SPI, and SMR make RKT respectively based on UI's RKT;
 - (3) The Rector directs, reviews, and approves the RKT of PAU, Faculties, Schools, Vocational Education Programs, SPI, SMR, and Special Working Units;
 - (4) RKT is prepared by taking into account the results of the evaluation of the program implementation's achievements, the activities of previous years, and anticipation of future developments;
 - (5) The preparation of RKT shall be completed no later than the end of April of the current year and shall be submitted to MWA for approval no later than May of the current year;
 - (6) SPI's RKT shall be submitted and reviewed by KA;
 - (7) SMR's RKT shall be submitted and reviewed by KR;
 - (8) The Rector sets guidelines for preparation of RKT.

CHAPTER VII

FINANCIAL MANAGEMENT

Part One

General Principles of Financial Management

Article 92

- (1) The financial management of UI guarantees the fulfillment of the budget of the University Administration Centers, Faculties, Schools, Vocational Education Programs and its subordinate work units, MWA, SA, DGB, and Special Work Units in accordance with DPA, in a timely and appropriate manner;
- (2) The financial management as referred to in paragraph (1) shall be managed in an orderly manner and in compliance with UI laws and regulations, efficient, effective, economical, transparent, accountable, and responsible by taking into account the principles of decency and benefits for the community;
- (3) Financial management is accountable through an integrated system, starting from the University Administration Centers, MWA, SA, DGB, Faculties, Schools, Vocational Education Programs, Subordinate Work Units, and Special Work Units;
- (4) Financial management as referred to in paragraph (1) is intended to support the implementation of excellent service and implementation of *Tridharma Perguruan Tinggi* (Three Pillars of Higher Education comprises Education, Research, and Community Service) activities;

- (5) The financial management as referred to in paragraph (1) shall be carried out by applying the principles of internal control and good risk management.

Article 93

- (1) UI's financial management is the responsibility of the Rector;
- (2) The Rector appoints a Deputy Rector of finance and general administration and delegates the authority of the Rector in the field of finance and general administration;
- (3) The Rector and the Deputy Rector of finance and general administration shall prepare the strategic objectives and policies in the field of finance and general administration in accordance with the vision and missions of UI;
- (4) The Deputy Rector of finance and general administration shall be responsible to:
 - a. prepare financial planning and general administration;
 - b. prepare UI's Financial Management System and Procedure by referring to ART UI and MWA Regulations concerning UI's Financial Management Guidelines to be stipulated by the Rector;
 - c. coordinate the implementation and development of finance and general administration, in coordination with the Deputy Deans of the Faculty and relevant officials in Vocational Education Schools and Programs in charge of finance and general administration;
 - d. control the implementation of finance and general administration; and
 - e. report all achievements of the general financial and administrative processes annually as part of the Rector's Annual Accountability Report;
- (5) Supervision over financial management and general administration shall be conducted by MWA.

Article 94

- (1) UI's Financial Management System and Procedure as referred to in Article 93 paragraph (4) b shall be standard work procedures that can be executed either manually or computerized, carried out in running the financial management either as a whole or for each part in the cycle/stages of financial management by taking into account the financial management guidelines and applying the principles of internal control;
- (2) UI's Financial Management Guidelines as referred to in Article 93 paragraph (4) b are the provisions on the principal of policies and principles in carrying out financial

management either as a whole or for each part in the cycle/stages of financial management.

Part Two

Scope

Article 95

- (1) Financial management includes:
 - a. Planning;
 - b. Budgeting;
 - c. Implementation;
 - d. Supervision; and
 - e. Accountability;
- (2) In addition to those set forth in ART, MWA/Rector regulations further govern UI's financial management.

Part Three

Financial planning

Article 96

- (1) The university's financial plan is set forth in the form of budget, expenses, cash flow, investment, and university funding;
- (2) The preparation of the university budget is carried out using a performance approach and a multi-period expenditure framework approach;
- (3) The budget with a performance approach as referred to in paragraph (2) shall be the budget prepared on the basis of a strong desire to achieve certain performance targets;
- (4) The budget with the multi-period expenditure framework approach as referred to in paragraph (2) shall be the budget prepared by taking into account the continuity and alignment of programs and activities whose implementation takes more than 1 (one) budget year;
- (5) The budget referred to in paragraph (2) shall be the use of budget and the budget for funding expenditure which is based on the achievement of the realization of the revenue and funding income budget by taking into account the nature of expenditure/related expenditure as fixed expense or variable expense and the priority of the program and activities.

Article 97

- (1) RKA shall be prepared annually by paying attention to RKT and evaluation results on the achievement of programs and activities as well as previous year's budget;

- (2) RKA as referred to in paragraph (1) contains budgetary assumptions, program and activity priorities, measurable work plans and estimated funding values, and calculation of the value of operational and expenditure assistance to be proposed to the Government;
- (3) The preparation of RKA as referred to in paragraph (1) is intended to ensure the linkage and consistency between planning, budgeting, implementation, supervision, and accountability;
- (4) The preparation of RKA refers to the UI's financial management guidelines established by MWA.

Part Four

Budgeting

Article 98

- (1) Budgeting is carried out based on the principles of transparency, accountability, fairness, efficiency, and effectiveness;
- (2) Budget disbursement is conducted by a combination of top-down and bottom-up approaches.

Article 99

UI budget period is from 1 January to 31 December.

Article 100

- (1) UI's budget entity is the UI working unit having the rights and obligations to formulate a budget and be responsible for implementing and managing the budget within its authority in a proper way;
- (2) Every budget entity referred to in paragraph (1) shall be treated as a responsibility center;
- (3) UI's budget entity shall consist of at least the following:
 - a. University Administration Centers (PAU);
 - b. MWA;
 - c. SA;
 - d. DGB;
 - e. Faculties;
 - f. Schools;
 - g. Vocational Education Programs;
 - h. Special Units of Work;
 - i. Work units under PAU; and

- j. Work units under the Faculties;

Article 101

- (1) PAU obtains budget allocation to perform central functions and the roles as an administration center of an entity generating any income;
- (2) PAU obtains the budget allocation as referred to in paragraph (1) with the amount reflecting the expense of the investment and operational expenditures, which is the responsibility of PAU;
- (3) Mechanisms and stipulations of expenditure on investment and operational expenses which are the responsibility of PAU, Faculties, and work units are established through Rector's Regulations after obtaining approval from MWA.

Article 102

- (1) RKA shall at least contain program targets, activities, and budgetary values based on the performance targets to be achieved;
- (2) RKA as referred to in paragraph (1) shall be accompanied by a plan of monthly budget realization in the form of a cash budget plan.

Article 103

- (1) The budget includes the budget of income and expenditure, cash flow, investment, and funding;
- (2) The budget for carrying out education is allocated from revenues, government funding assistance funds, and other legitimate sources;
- (3) PAU's RKA is a consolidation of the Rector's RKA, the Deputy Rector's RKA including Rector's apparatus which is the responsibility of the Deputy Rector, SPI's RKA, SMR's RKA, Agency under Rector's RKA and Special Work Units under PAU's RKA;
- (4) PAU's RKA includes the budget plan prepared based on the PAU's RKT which is a combination of the RKT of all work units of the PAU, including the SPI's RKT, SMR's RKT, and Special Work Units under PAU's RKT;
- (5) MWA's RKA includes budget plans drawn up on MWA's RKT, including budget for KA and KR;
- (6) SA's RKA includes budget plans drawn up under the SA's RKT;
- (7) DGB's RKA includes budget plans that are prepared under the DGB's RKT.

Article 104

- (1) Faculty's RKA is a consolidation of Faculty Administration Center (PAF)/Dean's office, Departments/Field of Study, Study Programs' RKA, and all Special Working Units under Faculty's RKA;
- (2) The Faculty's RKA includes the Faculty's budget plan drawn up under the RKT of PAF/Dean's office, Departments/ Fields of Study, Study Programs, and all special work units under the Faculty;
- (3) The Faculty's RKA as referred to in paragraph (1) shall be drawn up by the Dean along with the Heads of Department/Fields of Study, Study Programs, and special working units under the faculty based on the direction, review, and approval of the Rector.

Article 105

The provisions on RKA applicable to the Faculty also apply to Schools and Vocational Education Programs tailored to their organizational structures respectively.

Article 106

- (1) Entire spending plan investment shall be stated in RKA together with the investment expenditure details, its source of funding, and its designation;
- (2) In the event that the income budget is not sufficient to finance the investment expenditure as referred to in paragraph (1), it may use the remaining funds;
- (3) Further arrangements concerning the use of the remaining funds as referred to in paragraph (2) shall be further stipulated in the Regulations of MWA.

Article 107

- (1) Preparation of the budget is based on the annual work plan taking into account the achievement of performance indicators;
- (2) All budget entities must submit RKA proposals to the Rector no later than 4 (four) months before the fiscal year to be consolidated into UI's RKA and to be reviewed by and discussed with the Rector;
- (3) The Rector and the relevant Deputy Rector give consideration to a RKA proposal through discussion of budget together with a budget entity;
- (4) The budget entity conducts a revision based on the results of the discussion and the revised results are discussed again with the Rector until the proposed RKA is agreed upon and will be submitted to MWA.

Article 108

- (1) In the case that UI's RKA shows a deficit difference, the Rector shall draw up the Funding RKA as a plan to cover the shortage of funds required;
- (2) In the case that UI's RKA shows the surplus difference, the Rector shall draw up the Funding RKA as intended to manage the excess fund;
- (3) There are major programs and activities that must be implemented in a fiscal year causing a deficit provided that:
 - a. the budget deficit either in part or in whole can be fulfilled by the excess of UI unbundled cash balance; and
 - b. the remaining budget deficit may be covered in maximum within 5 (five) periods of the fiscal year;
- (4) the budget that can be set forth in the Funding RKA as referred to in paragraphs (1) and (2) includes the budget for the following activities:
 - a. loan;
 - b. asset sales;
 - c. debt/loan payment;
 - d. investment;
 - e. giving loans in the form of educational operational costs for students' collection of accounts receivable; and
 - f. special fund management;
- (5) Funding RKA for this type of investment budget may also be prepared with a view to managing excess funds from the previous budget period.

Article 109

- (1) UI's RKA is proposed by the Rector to MWA no later than 3 (three) months before the budget year to be discussed;
- (2) UI's RKA as referred to in paragraph (1) shall contain, among other, revenues derived from the allocation of the government aid sourced from the State Budget (APBN) and other sources of income and financing;
- (3) MWA may provide consideration resulting in amendments and/or improvements in UI's RKA;
- (4) MWA approves UI's RKA and assigns it to DPA UI no later than 1 (one) month before the fiscal year;
- (5) In the event that until the beginning of UI's RKA budget year has not received the approval from MWA, the Rector may carry out expenditure to finance the UI's operational requirements per month as high as the previous budget year's DPA.

Article 110

- (1) Changes in the current year's budget may be made if:
 - a. there are significant changes in assumptions of revenue and/or expense;
 - b. there are changes in performance targets;
 - c. there are allocations of funds/programs and activities from the Revised State Budget (APBN-P)/Revised Regional Budget (APBD-P);
 - d. there is an emergency situation because of a disaster; and/or
 - e. there is an urgent need to make significant budget shifts;
- (2) In the event that the criteria of budget change as referred to in paragraph (1) are fulfilled, the budget entity may submit changes to the DPA which is its responsibility to the Rector in stages;
- (3) Changes in budget collected as DPA Change Plans are made by:
 - a. budget entities make DPA Changes to the revenue budget, expenditure budget, and the budget of pre-budgeted programs and activities that have changed; and
 - b. budget entities create new RKA for revenue budgets from new sources and expenditure budgets from new programs and activities that should be included in the change budget;
- (4) Budget entities that do not meet the criteria as referred to in paragraph (2) cannot make budget changes.

Article 111

- (1) UI builds a budget system that can present a surplus or deficit budget of any budget entity integrated with a financial management system accessible to the Rector and all budget entities at the latest 1 (one) year after this ART is established;
- (2) In order to establish the budget system, the Rector shall prepare and establish a budget account code which includes account code, budget entity code, program code, and activity code;
- (3) The Rector establishes systems and procedures for the preparation, determination, implementation, and supervision of the budget.

Part Five

Section 1

Determination of DPA and Budget Entity's Cash Budget

Article 112

- (1) The Rector establishes DPA for each budget entity based on RKA of each budget entity that has been aligned with DPA at the UI level; and

- (2) RKA of any budget entity that has been aligned with DPA at the UI level as referred to in paragraph (1) shall be accompanied by a monthly budget realization plan prepared in the form of a cash budget plan.

Section 2

Implementation of the Revenue Budget

Article 113

- (1) All revenues from all budget entities represent UI's revenues;
- (2) The Rector creates a UI income account which is used to receive all income from UI's revenues that can clearly indicate the sources of revenues;
- (3) All income from UI's revenues shall be deposited directly into UI's income account as referred to in paragraph (2);
- (4) Any income from UI's revenue shall be reconciled with the related budget entity.

Article 114

Each Leader of the budget entity is obliged to record receipt of income accurately and on time.

Article 115

- (1) UI may receive revenues in the form of aids, waqf (Islamic endowment), grants, and/or donations;
- (2) Revenues as referred to in paragraph (1) shall be non-payment gifts given by a party outside UI to UI, either unconditionally or conditionally;
- (3) UI may receive revenues with a certain condition as long as it is intended to support the implementation of the *Tridharma Perguruan Tinggi* (Three Pillars of Higher Education comprises Education, Research, and Community Service) after obtaining an approval from MWA;
- (4) In the event that the requirements referred to in paragraph (3) are:
 - a. In the form of the necessity of providing funds by UI, therefore the provision of funds must be conducted through budgeting mechanisms in UI;
 - b. In the form of use and/or changes of the form or change of asset allocation;
 - c. UI then must obtain a permission and an approval from MWA; and
 - d. In the form of use and/or changes of the form or change of designation of the State's property, the consent and approval of the parties shall be obtained as stipulated in the laws and regulations;
- (5) The Rector establishes the procedure for the administration of income.

Section 3

Implementation of the Budget

Article 116

- (1) The expenditure of each budget entity shall be in accordance with the budget realization plan and DPA of the relevant budget entity after taking into account the achievement of the realization of the revenue and/or budget for the funding revenue budget;
- (2) The implementation of expenditure as referred to in paragraph (1) shall be based on the principle of economy, not luxury, effectiveness, efficiency, and in accordance with the provisions of the laws and regulations.

Article 117

- (1) All expenditures of the University should be principally done without using cash and through transfer of funds between bank accounts except those allowed by cash in hand;
- (2) Cash in hand or operational cash is the cash advance in a certain amount which can be topped up (revolving) with an imprest fund system granted to the advance holder only to finance day-to-day operational activities;
- (3) The Rector, after obtaining input from the budget entity based on the activity plan, determines the value of cash in hand that can be stored and used by the budget entity through the advance holder;
- (4) The Deputy Rector who runs the financial function allocates funds from UI's general cash account to UI's expenditure account based on monthly fund needs as stated in the cash budget.

Article 118

The procedures of application and disbursement of the budget funds use are carried out in a transparent, accountable, timely, and reasonable manner.

Article 119

The classification and procedures of administration and accountability of expenditures made by the budget entity shall be governed in the Rector's Regulations.

Section 4

The Shift of Expenditure Budget Allocation Fund

Article 120

- (1) In the execution of expenditure budget, a budget entity can make budget shifts in the case of:
 - a. there is a need for expenditure or implementation of budgeted programs and activities, but the value of the budget is insufficient due to changes in performance targets to be achieved and/or the increase of unit prices of related expenditure objects; and/or
 - b. there is budget spending or the implementation of programs and activities whose use or timing of implementation should change from the original plan;
- (2) A budget shift to meet the budget amount as referred to in paragraph (1) a can be done by:
 - a. making budget shifts between expenditure objects in the same type of spending; and
 - b. shifting the budget from a program and activities to others;
- (3) The location of budget shifts as referred to in paragraph (2) may be carried out:
 - a. in a budget entity under PAU/Faculty/School/Vocational Education Program/Special Working Unit;
 - b. among the budget entities within PAU/Faculty/Vocational Education Program/Special Working Unit; or
 - c. between budget entities at the level of PAU/Faculty/School/Vocational Education Program/ Special Working Unit.

Section 5

Research Bailout

Article 121

- (1) To encourage the smooth and continuous implementation of the research, the Faculty may submit a budget for the provision of research bailouts which is expected to be needed in the coming year and put it in RKA;
- (2) The research bailout's RKA is prepared by the Faculty based on the estimated funding requirements needed to conduct the research as long as the funding research of the donor has not been received;
- (3) The Dean shall have sufficient confidence that the research bailout is budgeted in sufficient quantities and reasonable in accordance with the document of the research plan;
- (4) The University may approve the provision of research bailouts to be used by researchers in each Faculty in accordance with the budget prepared by the Faculty;
- (5) Researchers applying for the provision of the research bailout refer to the research budget plan to the head of the entity budget as a basis for the budget entity to apply

- for the use of budget funds to the Rector through the Deputy Rector in charge of research and innovation with a copy to the Deputy Rector in charge of finance;
- (6) Research bailout referred to in paragraph (1) may be granted under the following conditions:
- a. the research has gained assurance and an approval of funds from donors in the current year;
 - b. research funders provide research grants to researchers through UI;
 - c. funds from research funders can only be submitted by the evidence of the conduct of research;
 - d. researchers do not have the obligations for unsettled financial accountability to the University; and
 - e. there is no prohibition from research funders to researchers to use the bailout;
- (7) The Rector may grant an approval after getting input from the Deputy Rector in charge of research and innovation and the input of the Deputy Rector in charge of finance;
- (8) Researchers have an obligation to be responsible for the research bailouts that have been used to the Rector via Deputy Rector in charge of finance, with copies to the Deputy Rector who is in charge of research and innovation;
- (9) The approval of research bailout provision by the Rector may be delegated to the Deputy Rector who is in charge of finance;
- (10) The Rector set rules about budgeting procedures, submission of application, use and accountability of the research bailout.

Section 6

Funding Budget Implementation

Article 122

- (1) Any funding activity in the form of loan/credit receipt, asset sale, debt repayment, and investment is implemented by the Rector on behalf of UI after obtaining the approval of MWA;
- (2) The Rector may delegate his/her authority over funding activity implementation in the form of student loan provision, receivables collection, and special funds management to the relevant Deputy Rectors;
- (3) The Rector may establish the procedure for funding activity implementation and administration.

Section 7

Goods/Service Funding

Article 123

- (1) In the event that a budget must be implemented through the third party goods/service procurement, the goods/services must be procured based on the fairness, effectiveness, economy, and transparency, as well as accountability principles by paying attention to the goods/service quality and prices;
- (2) Any goods/services whose source of funds is derived from APBN/APBD are procured by referring to the provisions of the prevailing laws and regulations;
- (3) Provisions on goods/service procurement whose source of funds is not derived from APBN/APBD are set forth in the Rector's Regulations.

Article 124

- (1) Any Certified Public Accountant Office or Other Services Office designated to conduct an audit in UI is selected through an efficient and effective process with sources of budget funds deriving from UI's revenues from public funds;
- (2) The Certified Public Accountant Office as referred to in paragraph (1) designated to conduct a general audit of UI Financial Statements is selected by KA;
- (3) The Certified Public Accountant Office or Other Services Office as referred to in paragraph (1) designated to carry out a special assignment is selected by KA and/or the Risk Committee;
- (4) KA and/or the Risk Committee recommends to MWA at least 2 (two) Certified Public Accountant Offices or Other Services Offices, which will conduct an audit in UI, to be considered, approved, and appointed;
- (5) The Rector establishes the technical procedure for Certified Public Accountant Office or Other Services Office Selection by first obtaining the approval of MWA.

Part Six

Wealth Management

Section 1

Cash Management

Article 125

- (1) Any account of the University is opened by the Rector at a bank that can support a prudent UI financial management system;
- (2) The Deputy Rector carrying out financial function must be able to present the value of the remaining funds for each budget entity listed in the cash balance of the University;
- (3) To maintain liquidity and solvency of the University, the Rector has the obligation to retain a cash or cash equivalent balance in the amount of at least 3 month operational costs of the University;

- (4) Any surplus cash balance in the current year can be invested in the form of a low-risk short-term investment that can provide returns according to its level of risk;
- (5) The cash balance is retained so as to avoid any surplus; if there is any surplus cash balance, the surplus is used as a source of funding for the following fiscal year and/or allocated to special funds.

Section 2

Receivables Management

Article 126

- (1) The Rector has the obligation to ensure that every receivable of the University can be fully settled in a timely manner;
- (2) The University may not provide any loan deriving from current funds, except for employee loan, which has been set forth in the personnel regulations;
- (3) The receivables of the University may not be used as a loan security or obligation payment security to a third party;
- (4) Except for receivables whose settlement method must be in accordance with the provisions of the laws and regulations, any receivables resulting from a contractual relationship can be settled in an amicable manner.

Article 127

- (1) So long as unrelated to State receivables, any receivables of the University can be directly written-off by the Rector or with the approval of MWA;
- (2) Any receivables related to State receivables are written-off in accordance with the provisions of the prevailing laws and regulations;
- (3) The receivables write-off by the Rector are set forth in an official report and supported by supporting documents justifying the receivables write-off;
- (4) To support the receivables management, the UI accounting system must be able to present receivables accounts according to the type of receivables and group of receivables aging, as well as allowance for doubtful account calculations and accounts;
- (5) The guidelines for receivables write-off, including the officer authorized to write-off receivables, are set forth in the guidelines for the financial management set out by MWA.

Section 3

Investment in Financial Asset Management

Article 128

- (1) The University may make an investment in a financial asset with the intention of gaining economic benefits, social benefits, and/or other benefits;
- (2) The activity of UI's investment in a financial asset is undertaken in order to manage UI's surplus funds, invest, and/or manage special funds;
- (3) The investment in a financial asset can be made in the form of short-term investment and long-term investment;
- (4) The long-term investment as referred to in paragraph (2) can be in the form of permanent investment or non-permanent investment;
- (5) The permanent investment as referred to in paragraph (4) can be made to establish a commercial work business unit;
- (6) The financial investment implementation is set forth in Funding RKA, except for short-term investment for the purpose of cash management, which can be directly made by the Rector by paying attention to the sound financial management principles.

Article 129

- (1) MWA prepares and sets out the guidelines for UI's investment planning, execution, accountability, and supervision;
- (2) MWA may establish an Investment Supervisory Committee, which has at least the following main duties:
 - a. To supervise the effectiveness of the ongoing UI's investment policy and strategy implementation; and
 - b. To evaluate and propose improvements to UI's investment policy and strategy;
- (3) The Investment Supervisory Committee delivers a report of its duty and obligation performance to MWA;
- (4) MWA may issue an MWA's decision on the procedure for Investment Supervisory Committee establishment, including Investment Committee member appointment, replacement, and the termination mechanism, as well as Investment Committee accountability.

Section 4

Special Funds Management

Article 130

- (1) The University may set up special funds that have specific and separate strategic purposes and objectives, which can be in the form of, but not limited to:
 - a. Endowment Funds;
 - b. Reserve Funds;
 - c. Fixed Asset Reserve Funds; and
 - d. Scholarship Funds;
- (2) The Endowment Funds as referred to in paragraph (1) letter a are funds set up by the University for the purpose of collecting money to be managed specifically so that the yield of such funds management can be used to support *Tri Dharma Perguruan Tinggi* (Three Pillars of Education) activities without reducing the principal value of the funds;
- (3) The Reserve Funds as referred to in paragraph (1) letter b are funds allocated by the University for the purpose of financing programs and activities to be undertaken in the future which require substantial money so that they cannot be allotted to one fiscal year or because the money available in one year will not suffice;
- (4) The Fixed Asset Reserve Funds as referred to in paragraph (1) letter c are funds allocated by the University to be used to replace fixed assets whose economic life has expired and/or which have been damaged and are no longer economically viable for use in the operational activities of the University;
- (5) The Scholarship Funds as referred to in paragraph (1) letter d are funds set up by the University for the purpose of collecting money to be used to award scholarships to students;
- (6) The Special Funds are managed in a professional, transparent, and accountable manner.

Article 131

- (1) The special funds as referred to in Article 130 paragraph (1) can be set up permanently or temporarily;
- (2) The source of funds managed in the form of special funds can derive from:
 - a. The remaining funds and/or surplus budgets of the University whose usage limit has not been set and which are set forth in Funding RKA; and/or
 - b. The assistance/donations/grants/contributions given specifically to be allotted to the special funds;
- (3) The Rector may establish a working unit that specifically manages special funds, whether in group or individually, with the approval of MWA;
- (4) Every type of special funds must be managed in a separate account;

- (5) Upon the considerations of MWA, the Rector prepares and sets out the guidelines for special funds management by paying attention to the type of special funds, which can be set forth as part of the guidelines for the financial management of the university.

Section 5

Fixed Asset Management

Article 132

- (1) UI's fixed assets can be acquired from:
- a. Purchase made through a goods procurement process;
 - b. Transfer of ownership or control over fixed assets of the Government/Local Governments; and
 - c. Receipt of assistance/waqfs/grants/contributions from various parties;
- (2) The purchase of fixed assets as referred to in paragraph (1) letter a is made according to the fixed asset purchase plan to meet the needs of the University in undertaking its operational activities and set forth in capital expenditure RKA;
- (3) The transfer of ownership or control over fixed assets of the Government/Local Governments as referred to in paragraph (1) letter b must be set forth in a valid official report in accordance with the provisions of the laws and regulations;
- (4) Any tax expense that may arise in relation to paragraph (1) b and c must be agreed by UI and the transferor/provider of ownership/assistance prior to the transfer/receipt.

Article 133

- (1) The fixed assets as referred to in Article 132 paragraph (1) letter c can be received by UI if:
- a. They are provided without certain conditions that must be met by UI;
 - b. They are provided with certain conditions that must be met by UI after obtaining the approval of MWA; and
 - c. They are received to support *Tri Dharma Pendidikan* implementation;
- (2) The fixed assets as referred to in Article 132 paragraph (1) letter c with certain conditions set by the provider of fixed assets must obtain the approval of MWA;
- (3) In the event that the conditions as referred to in paragraph (2) are in the form of an obligation for UI to provide funds, the funds must be provided through the budgeting mechanism in UI;
- (4) The receipt of fixed assets as referred to in Article 132 paragraph (1) letter c is recognized as revenues of the university in UI financial statements.

Article 134

The Rector, as the authority in UI fixed asset management, determines the use and designation of fixed assets, change in the form and function of fixed assets, and utilization of fixed assets for cooperation, with the following provisions:

- a. For fixed assets owned by UI, the Rector makes a determination by referring to the guidelines for UI financial management set out by MWA;
- b. For fixed assets owned by the Government/Local Governments or acquired from transfer by the Government/Local Governments, the Rector makes a determination in accordance with the provisions of the prevailing laws and regulations or in accordance with the decisions issued by the Government/Local Governments;
- c. For fixed assets acquired from assistance/waqfs/grants/contributions with terms of use, the Rector makes a determination in accordance with the terms; and
- d. For fixed assets acquired from assistance/waqfs/grants/contributions without terms of use, the Rector makes a determination by referring to the guidelines for UI financial management set out by MWA.

Article 135

- (1) Except for fixed assets owned or controlled by the Government/Local Governments pursuant to the laws and regulations, the University may sell fixed assets provided that the fixed assets:
 - a. Are no longer used in the operational activities of the University;
 - b. Have an expired useful life;
 - c. Are damaged;
 - d. Are no longer economically viable for use in the operational activities of the University; and/or
 - e. Have been replaced with new assets;
- (2) The fixed assets owned or controlled by the Government/Local Governments pursuant to the laws and regulations can be sold after obtaining the approval of the Government/Local Governments and are sold in accordance with the provisions of the prevailing laws and regulations;
- (3) The fixed asset sale plan is set forth in RKA and executed through an auction process in accordance with the provisions of the laws and regulations.

Article 136

- (1) The Rector may write-off fixed assets from the asset list and/or financial statements provided that:
 - a. The ownership rights and/or control rights to the fixed assets have been transferred; or
 - b. The fixed assets are lost and cannot be recovered;
- (2) The fixed asset write-off is set forth in an official report and supported by adequate supporting documents;
- (3) For fixed assets that are lost, damages claim and/or criminal action can be brought against the responsible parties;
- (4) The Rector, as the authority in the financial management of the University, must ensure that all fixed assets are accompanied by complete, valid, and legally accountable document of ownership, proof of transfer, and/or proof of receipt;
- (5) MWA prepares and sets out the guidelines for fixed asset management as part of the guidelines for UI financial management; and
- (6) The Rector may establish the procedure for fixed asset management by referring to the guidelines for UI financial management and paying attention to the provisions of the laws and regulations.

Section 6

Debt Management

Article 137

- (1) The Rector may take out a loan with the approval of MWA after consulting with the Government in accordance with the provisions of the laws and regulations;
- (2) The loan must be taken out according to the need to carry out priority programs and activities of the University, with the following provisions:
 - a. The programs and activities require substantial money so that they cannot be financed by the University budget; and
 - b. The programs and activities are believed to be able to generate revenues to be used to repay the loan and yields;
- (3) Any cost related to the taking out of the loan is allotted to the University Budget;
- (4) The loan can be taken out from:
 - a. Banks;
 - b. Non-bank financial institutions;
 - c. Government; and
 - d. Local Governments;

- (5) The University may not issue bonds unless they are specifically set forth in the laws and regulations;
- (6) The Rector must meet the principal and interest as well as accompanying fee payment obligations in a timely manner.

Article 138

- (1) The loan plan and cost related to the taking out of the loan are set forth in Funding RKA;
- (2) MWA prepares and sets out the guidelines for loan management as part of the guidelines for UI financial management.

Section 7

Loss Settlement and Damages Claim

Article 139

- (1) Any employee, a person in charge of advance payment, a financial management officer, and/or another University officer who due to his/her violation of the law and/or neglect of the obligation imposed to him/her directly incurs a financial loss to the University, must indemnify for such loss;
- (2) The Rector immediately claims damages upon learning about the loss;
- (3) Every loss settlement and damages claim must be documented and administered as well as possible;
- (4) MWA prepares and sets out the guidelines for loss settlement and damages claim as part of the guidelines for UI financial management;
- (5) Further provisions on procedure for damages claim are further set forth by the Rector by referring to the guidelines for UI financial management and in accordance with the provisions of the laws and regulations.

Part Seven

Supervision

Article 140

- (1) MWA supervises the Rector in terms of non-academic work plan achievement and in terms of budget utilization effectiveness and efficiency;
- (2) SA supervises the Rector in terms of academic work plan achievement;
- (3) The Rector supervises the Faculties and units within his/her purview in terms of work plan achievement and whether budget is utilized efficiently and effectively to execute the work plan;

- (4) Any discrepancy between a work plan/budget and its realization is accounted for by the party responsible for the work plan/budget;
- (5) If necessary, a corrective action is taken to ensure that the work plan and budget efficiency and effectiveness are achieved;
- (6) The Rector prepares the procedure for work plan and budget supervision with the considerations and approval of MWA.

Section 1
Accounting System

Article 141

- (1) The accounting function at PAU UI operates the UI accounting system used to record all financial transactions and present financial statements as well as management reports;
- (2) The UI accounting system includes:
 - a. Financial accounting system;
 - b. Goods accounting system;
 - c. Services accounting system; and
 - d. Management and cost accounting system;
- (3) The financial accounting system as referred to in paragraph (2) letter a is intended to present financial statements, which at least include:
 - a. Budget realization statements;
 - b. Activity statements/operations statements;
 - c. Financial position statements;
 - d. Cash flow statements;
 - e. Changes in equity statements;
 - f. Note to financial statements;
- (4) The financial accounting system as referred to in paragraph (2) letter a must at least be able to present financial statements:
 - a. according to the category, type, and source of revenues;
 - b. according to the category and type of funds; and
 - c. for each UI entity/work unit;
- (5) The goods accounting system as referred to in paragraph (2) letter b is intended to record:
 - a. inventory and fixed asset acquisition and transfer by paying attention to the category, group, type, and source of the inventories and fixed assets; and
 - b. fixed asset depreciation calculations;

- (6) The service accounting system as referred to in paragraph (2) letter c is intended to keep accounting records in alignment with accounting records in the service provider entity;
- (7) The management and cost accounting system as referred to in paragraph (2) letter d is intended to support decision making and support management in calculating the education operational cost.

Article 142

- (1) To support accounting system operation, financial management documents must be systematically and structurally stored in a secure place, with the following provisions:
 - a. The Deputy Rector for finance and administration is the main person responsible for storing financial management documents of the university; and
 - b. The special work unit leader/head is the main person responsible for storing financial management documents of the relevant special work unit;
- (2) The financial management documents as referred to in paragraph (1) must be available right at the time of audit and/or for other purposes in accordance with the provisions of the laws and regulations;
- (3) The Rector may establish the system and procedure for document management and the storage mechanism in the university.

Section 2

UI Financial Statements

Article 143

- (1) The financial statements consist of 2 (two) types, i.e.:
 - a. interim financial statements; and
 - b. annual financial statements;
- (2) The interim financial statements as referred to in paragraph (1) letter a are financial statements prepared and presented in between 2 (two) annual financial statements, which can be in the form of monthly financial statements, quarterly financial statements, and semester financial statements;
- (3) The annual financial statements as referred to in paragraph (1) letter b are financial statements prepared and presented at the end of the fiscal period;
- (4) There is a link between financial statements and budget realization statements;
- (5) The Rector must be able to present the interim financial statements as referred to in paragraph (2), at least unaudited quarterly/semester financial statements, no later than 1 (one) month following the end of the quarter period;

- (6) The Rector must be able to present the unaudited annual financial statements as referred to in paragraph (3) no later than 1 (one) month following the fiscal year;
- (7) The audited annual financial statements are completed no later than 3 (three) months following the fiscal year.

Section 3

Internal Control System

Article 144

- (1) The UI internal control system is the responsibility of the Rector and intended to achieve:
 - a. efficient and effective activity implementation;
 - b. reliable books/records and financial statements;
 - c. secure assets; and
 - d. compliance with UI's policies/regulations and the provisions of the laws and regulations;
- (2) The internal control system at least meets the following criteria:
 - a. it creates a healthy control environment;
 - b. it supports risk assessment implementation;
 - c. it supports control activity implementation;
 - d. it supports information and communication system implementation; and
 - e. it supports internal control monitoring activity implementation;
- (3) Every budget entity/work unit head/chairperson/leader is responsible for the effectiveness of internal control system implementation within his/her respective purview;
- (4) Technical provisions on the internal control system are further set forth by the Rector in accordance with the prevailing laws and regulations.

Article 145

- (1) To enhance and support the effectiveness of the internal control system, the performance of the Rector's duties and authority as well as the budget entity head/chairperson/leader's duties and authority including their financial management accountability is internally supervised;
- (2) The internal supervision as referred to in paragraph (1) is conducted by the internal supervision apparatus, i.e. SPI;
- (3) SPI has the obligation to prepare the internal audit charter to be authorized by the Rector after obtaining the approval of MWA upon the considerations of KA.

Article 146

- (1) The SPI Head is appointed by the Rector for a 5 (five) year office term after obtaining the approval of MWA;
- (2) The SPI Head is structurally responsible to the Rector and functionally to MWA through KA;
- (3) The SPI Head must meet the following requirements:
 - a. He/she is an Indonesian citizen;
 - b. He/she has a permanent domicile in the territory of the Unitary State of the Republic of Indonesia;
 - c. He/she has integrity, commitment, and competence in accounting, auditing, organization, and/or law;
 - d. He/she is in good physical and mental health;
 - e. He/she has a good track record in his/her field;
 - f. He/she has expertise and work experience in internal audit;
 - g. He/she has never been charged for committing a criminal offense with a minimum imprisonment of 5 (five) years;
 - h. He/she has never been convicted of a crime;
 - i. He/she is able to communicate well;
 - j. He/she is able to maintain independence during his/her tenure as the SPI Head;
 - k. He/she has never committed a heavy violation of the Code of Ethics or Code of Conduct; and
 - l. He/she is free from political and economic interests, is not affiliated with a political party, and is free from personal or group conflicts of interest contrary to the interests of UI.

Article 147

- (1) The internal supervision unit continuously evaluates the effectiveness of internal control according to its duties, responsibilities, and authority to be periodically reported to the Rector and KA;
- (2) The internal supervision unit has the obligation to report the process and/or result of audit conducted by the Audit Board, Inspectorates of Ministries, and/or Financial and Development Supervisory Agency to the Rector, and KA.

Section 4
Risk Management

Article 148

- (1) The Rector is generally responsible for risk management implementation, which at least includes:
 - a. Risk identification;
 - b. Risk assessment; and
 - c. Risk mitigation;
- (2) To facilitate risk management implementation, the Rector establishes an independent Risk Management Work Unit;
- (3) Every budget entity/work unit head/chairperson/leader is responsible for the effectiveness of risk management in the entity/unit within his/her purview.

Article 149

- (1) The Rector appoints the Risk Management Unit head;
- (2) The Risk Management Unit head is appointed by the Rector after obtaining the approval of MWA;
- (3) The Risk Management Unit head is structurally responsible to the Rector and functionally to MWA through the Risk Committee;
- (4) The Risk Management Unit head must meet the following requirements:
 - a. He/she is an Indonesian citizen;
 - b. He/she has a permanent domicile in the territory of the Unitary State of the Republic of Indonesia;
 - c. He/she has integrity, commitment, and competence in business, organization, and risk management;
 - d. He/she is in good physical and mental health;
 - e. He/she has a good track record in his/her field;
 - f. He/she has expertise and work experience in Risk Management;
 - g. He/she has never been charged for committing a criminal offense with a minimum imprisonment of 5 (five) years;
 - h. He/she has never been convicted of a crime;
 - i. He/she is able to communicate well;
 - j. He/she is able to maintain independence during his/her tenure as the Risk Management Unit Head;

- k. He/she has never committed a heavy violation of the Code of Ethics or Code of Conduct; and
- l. He/she is free from political and economic interests, is not affiliated with a political party, and is free from personal or group conflicts of interest contrary to the interests of UI.

Article 150

- (1) The Risk Management Unit continuously identifies, assesses, and mitigates risks faced by the University and periodically reports them to the Risk Committee;
- (2) SPI and the Risk Management Unit can cooperate in relation to financial management risks;
- (3) MWA prepares and sets out the guidelines for risk management as part of the guidelines for UI financial management;
- (4) The Rector may set forth the technical provisions on risk management implementation by referring to the guidelines for UI financial management and paying attention to the provisions of the laws and regulations.

Article 151

- (1) The Rector and MWA through KA periodically evaluate the performance of SPI;
- (2) The Rector and MWA through KR periodically evaluate the performance of SMR;
- (3) The Rector and MWA through KA and KR periodically evaluate the SPI/SMR Head according to the following criteria, which at least include:
 - a. Independence;
 - b. Integrity;
 - c. Capacity;
 - d. Capability; and
 - e. Supervision performance achievement;
- (4) The SPI/SMR Head and Members can be reappointed for one more office term by paying attention to the evaluation results as referred to in paragraph (1), paragraph (2), and paragraph (3);
- (5) MWA may request and hire an external agency to carry out the evaluations referred to in paragraph (1), paragraph (2), and paragraph (3) if it is believed that the evaluations can be carried out more effectively;
- (6) Based on the evaluation results as referred to in paragraph (1), paragraph (2), and/or paragraph (3), MWA can make a recommendation to the Rector to reappoint, replace, or terminate the SPI/SMR Head or members.

Part Eight

Accountability Report

Section 1

Types and Forms of Accountability Report

Article 152

- (1) The Rector and any Head/Chair/Supervisor of a working unit in UI shall submit Accountability Reports concerning the performance of their duties or responsibilities in the forms of:
 - a. Annual report; and
 - b. End-of-Term report;
- (2) The Annual report referred to in paragraph (1) letter a shall constitute an Accountability Report made following the end of one budget period;
- (3) The End of Term report referred to in paragraph (1) letter b shall constitute an Accountability Report made following the end of an office term;
- (4) The Accountability Report referred to in paragraph (1) shall be submitted in the forms of:
 - a. financial reports; and
 - b. academic and non-academic performance reports;
- (5) The financial report referred to in paragraph (4) letter a shall be produced under the accounting system which constitutes the manifestation of UI financial management;
- (6) The guidelines on the academic and non-academic performance reports referred to in paragraph (4) letter b shall be set out under the Regulations of MWA;
- (7) The Rector shall be entitled to set out the technical directions for the academic and non-academic performance reports by referring to the guidelines set out by MWA.

Section 2

Accountability Report of Rector

Article 153

- (1) The Rector shall deliver an Annual Accountability Report in the open session of MWA in the forms of:
 - a. financial reports audited by a Certified Public Accountant Office; and
 - b. academic and non-academic performance reports within a budget period;
- (2) The financial reports referred to in paragraph (1) letter a shall constitute UI financial reports with the financial report of the commercial business working unit;

- (3) The audited financial reports shall be promulgated to the public and shall become a public document no later than one month following the ratification of the Accountability Report of the Rector by MWA;
- (4) The performance reports referred to in paragraph (1) letter b shall contain the performance achievements based on the targets set in the budget planning and implementation documents.

Article 154

- (1) At the end of an office term, the Rector shall deliver an End-of-Term report in the open session of MWA which includes:
 - a. academic and non-academic performance reports during his/her term as the Rector;
 - b. an annual financial report audited by a Certified Public Accountant Office from the latest budgeting year prior to the final year of the term of office;
 - c. an interim financial report up to the date where the change in leadership takes place in the final year of the term of office; and
 - d. interim academic and non-academic performance reports up to date where the change in leadership takes place in the final year of the term of office;
- (2) The performance reports referred to in paragraph (1) letter a shall contain the evaluation on the comparison between the performance achievements and the targets set in the strategic plans.

Section 3

Auditing

Article 155

- (1) In order to support the making process of financial management accountability reports, MWA shall appoint the Certified Public Accountant Office that will conduct an auditing process for a general purpose on the UI financial report under the recommendation of KA;
- (2) MWA shall be entitled to appoint the Certified Public Accountant Office that will conduct an auditing process for specific purpose under the recommendation of KA and/or the Risk Committee;
- (3) The auditing process for a specific purpose referred to in paragraph (2) shall include auditing on academic and/or non-academic matters conducted for any specific or particular purpose, which may be caused by:
 - a. any indication of dishonest acts;
 - b. any indication of abuse of power; and/or

- c. any indication of loss suffered by UI and/or the State.

Section 4

Accountability Reports of Deans/School Directors/Vocational Program Directors

Article 156

- (1) Deans/School Directors/Vocational Program Directors shall submit Annual Accountability Reports to the Rector in the forms of academic and/or non-academic performance reports with the financial report of their respective faculty/school/vocational program within one budgeting period;
- (2) Deans/School Directors/Vocational Program Directors shall submit End-of-Term Reports to the Rector in the forms of academic and/or non-academic performance reports with the financial report of their respective faculty/school/vocational program up to the date where the change in leadership takes place in the final year of their term of office;
- (3) The accountability reports of Deans/School Directors/Vocational Program Directors referred to in paragraph (1) and paragraph (2) shall consist of the accountability reports of all working units within the Faculty as referred to in paragraph (1) and the accountability reports of the concerned Faculty/School/Vocational Program;
- (4) The accountability reports of Deans/School Directors/Vocational Program Directors shall be submitted to the Rector before the accountability report of the Rector is made;
- (5) The accountability reports of Deans referred to in paragraph (1) and paragraph (2) shall be delivered to SAF and DGBF;
- (6) The accountability reports of School Directors/Vocational Program Directors referred to in paragraph (1) and paragraph (2) shall be delivered to the School/Vocational Program Committee.

Section 5

Accountability Reports of Working Units

Article 157

- (1) Each Head/Chair/Supervisor of a working unit in UI shall submit Annual and End-of-Term Accountability Reports in a periodical manner in the forms of academic and/or non-academic performance reports with the financial report of their respective working units;
- (2) The accountability reports referred to in paragraph (1) shall be made before the accountability report of the Rector is made;

- (3) The performance of each Head/Chair/Supervisor of a working unit in UI shall be assessed based on the achievement of the targets set out in the RKT and DPA, and the realization thereof which shall be written on the performance reports.

CHAPTER VIII
SPECIAL WORKING UNITS

Part One

Types of Special Working Units

Article 158

- (1) UI may form *Tridharma* (Three Pillars of Education) Supporting Units in the forms of the following special working units:
- a. Special Working Unit for Research and Innovation;
 - b. Special Working Unit for Community Service;
 - c. Special Working Unit for Special Fund Administration;
 - d. Special Working Unit for Teaching Hospital; and
 - e. Special Working Unit for Commercial Business;
- (2) Special Working Unit for Research and Innovation referred to in paragraph (1) letter (a) shall constitute a working unit in the form of a research center/institution with the objective of designing new innovation within the framework of science development in accordance with the fields or discipline offered by University and/or Faculties;
- (3) Special Working Unit for Community Service referred to in paragraph (1) letter (b) shall constitute a working unit in the form of a community service center/institution with the objective of meeting the needs and demands from the society and the UI alma mater within the framework of science, skills, and knowledge applications in accordance with the fields or discipline offered by University and/or Faculties;
- (4) Special Working Unit for Special Fund Administration referred to in paragraph (1) letter (c) shall constitute a working unit with the objective of managing special funds jointly or separately;
- (5) Special Working Unit for Commercial Business referred to in paragraph (1) letter (d) shall constitute a commercial business entity owned by UI with the objective of optimizing the potential resources owned by the UI to generate profits that can be used to support academic activities;
- (6) Concerning Special Working Units in the Faculty level, Deans shall supervise the activity of the Heads of Special Working Unit in managing their Special Working Unit;

- (7) Concerning Special Working Units in PAU level, the Rector shall supervise the activity of the Heads of Special Working Unit in managing their Special Working Unit;
- (8) Provisions on Special Working Unit for Teaching Hospital shall be stipulated in a Regulations of Rector on the considerations of MWA;
- (9) The Rector shall stipulate the procedures for establishment, merger, dissolution, and management of Special Working Units by taking into account the inputs from:
 - a. DGB and SA for the Special Working Unit for Research and Innovation;
 - b. MWA and SA for the Special Working Unit for Community Service; and
 - c. MWA for the Special Working Unit for Special Fund Administration and the Special Working Unit for Commercial Business.