

UNIVERSITAS INDONESIA

*Veritas, Probitas, Iustitia*

*Est. 1849*

# **MANUAL**

## **THE RISK MANAGEMENT OF UNIVERSITAS INDONESIA**

RISK MANAGEMENT UNIT

UNIVERSITAS INDONESIA

2016

## FOREWORD

Like all Higher Education Institutions in general, Universitas Indonesia (UI) implements the activities of teaching, research, and community service in all fields, disciplines, and environment. These diverse activities have surely created various types of risks and opportunities for the University. Understanding and managing the risks related to the activities and environment are challenges and important to control and protect the reputation, resources, and position of the University at local, national, and international levels.

In MWA Regulation No. 4/2015 Article 148 Paragraph (1), it is stated that the Rector in general is responsible on the implementation of risk management that at least covers the Identification, Assessment, and Mitigation of Risks. In addition, in MWA Regulation No. 4/2015 Article 148 Paragraph (3), it is stated that Every Head/Director/Chair of a working unit/budget entity is responsible on the electivity of the risk management in a unit/entity of his/her responsibility. To facilitate risk management activities in the working units as well as the University, a manual that can be used as the guidelines for all the working units at UI to conduct integrated risk management is needed.

This manual contains the brief profile of UI, the principles, framework, and implementation of the risk management process, and things related to communication, monitoring, and reporting procedure of the risk management process that are needed by each working unit and the University in managing their risks integrally. This manual also explains the resources needed to support the risk management process and the approaches that can be used to identify, analyze, and evaluate risks in all areas of the University.

Lastly, nobody is perfect. We realize that there are still many shortcomings in this manual. Thus, constructive criticisms and suggestions from all members of UI are very much welcomed. Thank you.

Head of Risk Management Unit

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## **RISK MANAGEMENT POLICY**

### **UNIVERSITAS INDONESIA**

Based on the Government Regulation No. 68 of 2013, Universitas Indonesia, shortened into UI, is a State-owned Higher Education Legal Entity (Indonesian acronym: PTN BH) that implements Tridharma, consisting of Education, Research and Community Service. In achieving its vision, missions and strategic objectives, UI is faced with uncertainties and changes of activities' environments, whether internal or external environment. To support the realization of UI's vision and missions as PTN BH, the Rector has to improve the institution's ability to face all forms of environmental changes, internally as well as externally, through efficient and effective risk management, in order to ensure the continuity and sustainability of Tridharma implementation activities that are in line with the institution's vision and missions.

Thus, the Rector, Vice Rectors, Deans, Directors and all staffs of Universitas Indonesia are committed to:

1. Implement Risk Management comprehensively and integrally to realize the Vision, Missions and Strategic Objectives of the University.
2. Improve the awareness of risks in the work process so that it becomes an integrated part of the work process and decision making.
3. Consider the risks in each activity and budget planning, work process and every decision making by determining the risk tolerance level.
4. Use the results of identification, analysis, evaluation and treatment of risks as the basis of examination and monitoring (risk-based audit) in order to improve performance and accountability.

5. Always inform risk occurrence that causes loss to the University and manage risks at each working unit as well as report the realization of control and treatment (mitigation) periodically as the assessment material continuous risk management.
6. Provide and allocate sufficient resources to achieve the goals of risk management, including to improve human resources' competency in risk management.

Depok, November 2016

Rector

Prof. Dr. Ir. Muhammad Anis, M. Met