



# LECTURER HANDBOOK

## UNDERGRADUATE PROGRAMS

### ACADEMIC YEAR 2015-2016

**Version: 6 August 2015**

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## CHAPTER 1 – DEFINITIONS

21C L&T	21 Century Learning and Teaching
ACADIS	Academic Information System
Access Card	is a card provided to Lecturers that will register his/her attendance as well as providing access to rooms within the University
Award	is any form of action or reward in the form of material or immaterial acknowledgement
CLTCD	Center for Learning, Teaching and Curriculum Development
Code of Ethics	is a University policy defining the values and standards of behavior, as well as disciplinary measures
Credentials Assessment Committee	is a University-wide Committee established by the Rector to review the academic credentials of the lecturers and suitability to teach the related subjects and courses
Curriculum	is series of plans and preparations containing the content and material for teaching and learning, and method of delivering and assessing the result, applied by the University as the guidance in organizing the teaching and learning activities.
Dean	is academic staff charged with leading a faculty and fulfilling the policy directions and decisions of the Rector and the University Senate.
<i>Dirjen DIKTI</i>	is Director General of Higher Education as higher education regulation body under the Ministry of Research, Technology and Higher Education of the Republic of Indonesia
Disciplinary Committee	is a Standing University Senate Committee, Investigating disciplinary matters and making recommendations to the Rector on sanctions
Entrepreneurship	is the University's characteristic embedded in the curriculum, co-curricular and extra-curricular activities
<i>EWMP</i>	( <i>Ekuivalensi Waktu Mengajar Penuh</i> ) is the Full Time Teaching Equivalent (FTE)
HR Policy	is a policy issued by the Human Resources Department
Human Resources Department /HR Department	is a centralized unit under the management of the Provider Agency that handles human resources matters
<i>KOPERTIS</i>	( <i>Koordinator Perguruan Tinggi Swasta</i> ) is a unit that monitors private universities under the Ministry of Research, Technology and Higher Education
Leadership	is the University's characteristic embedded in the curriculum, co-curricular and extra-curricular activities
Lecturer	is a professional and scientific educator in higher education with the main task of transforming, developing and spreading knowledge, technology and arts, through teaching, research and dedication to the community.
<i>NIDN</i>	( <i>Nomor Induk Dosen Nasional</i> ) is a National Registration Number issued by Dirjen DIKTI for full time Lecturers
<i>NUPN</i>	( <i>Nomor Urut Pengajar Nasional</i> ) is a National Registration Number issued by Dirjen DIKTI for part time Lecturers
<i>PDPT</i>	( <i>Pangkalan Data Pendidikan Tinggi</i> ) is the Higher Education Data Base managed by Dirjen DIKTI
Provider Agency	is the Putera Sampoerna Foundation

Putera Sampoerna Foundation	is a founder of <i>Universitas Siswa Bangsa Internasional</i> , also known as the Sampoerna University, a foundation duly established and subject to the laws of republic of Indonesia as evidenced by Deed of Establishment of the foundation No. 1 dated March 1, 2001 made before Aulia Taufani, SH, substitute of Sutjipto, Notary in Jakarta which has been announced in State Gazette of the Republic of Indonesia dated August 10, 2001 Number 64, Supplement to State Gazette Number 161
Rector Sampoerna University	is the Leader of Sampoerna University is <i>Universitas Siswa Bangsa Internasional</i>
Sanctions	is all forms of disciplinary measures imposed to University staff and students who violate the applicable regulations
SKS	( <i>Satuan Kredit Semester</i> ) is credit unit points
SerDos	( <i>Sertifikasi Dosen</i> ) is Lecturer Certification conducted annually by <i>Dirjen DIKTI</i>
SPANTRAN	Is an independent evaluation service, specializing in degree, credential and academic evaluations of academics and students who have obtained their credentials internationally.
Student	is the student enrolled and registered in any study program in Sampoerna University
Student Activities	is activities of the students in relation to learning process and or activities that support the academic activities as well as personal development of the students
SU Campus	is the Campus of Sampoerna University located in Jakarta and other sites used for academic activities as well as other activities that carries the name and mission of the University
Tri Dharma	is the principle which refers to the main purpose of higher education in relation to learning and teaching, research and community service
Uniform University	is the standard professional attire set by the Provider Agency is <i>Universitas Siswa Bangsa Internasional</i> , also known as the Sampoerna University, established and organized by Putera Sampoerna Foundation by virtue of the Decree of the Minister of Education and Culture of the Republic of Indonesia No 66/E/O/2013 dated March 15, 2013
University Annual Plan	is the yearly operational/business plan derived from the university strategy, including individual units' activities planning
University Executive	is the Rector and Vice Rectors as a collective decision-making body
University Senate	is the highest normative body in academic authority in Sampoerna University

## CHAPTER 2 – UNIVERSITY OVERVIEW

### UNIVERSITY HISTORY

Pursuant to *Pancasila*, the National Philosophy, the 1945 Constitution of the Republic of Indonesia, the terms and regulations of the national education system, and by the Grace of God Almighty, the Sampoerna University (SU) was established under the official name of *Universitas Siswa Bangsa Internasional* based on the Decree of the Minister of Education and Culture of the Republic of Indonesia Number 66/E/O/2013 dated 15 March 2013, as a higher education institution dedicated to Indonesia's social transformation through education.

The Provider Agency of Sampoerna University is the Putera Sampoerna Foundation (PSF), a social business institution: a foundation duly established and subject to the laws of the Republic of Indonesia as evidenced by the Deed of Establishment of the Foundation No. 1 dated 1 March 2001 made before Aulia Taufani, S.H., a substitute of Sutjipto, S.H., Notary in Jakarta, which has been announced in the State Gazette of the Republic of Indonesia dated 10 August 2001 Number 64, Additional Number 161.

The Sampoerna University is an integral part of the Sampoerna School System (SSS) aspiring to be the forefront credible force and best value proposition in producing leaders with strong moral character and internationally competitive skill sets, who actively participate in building a more prosperous, equitable, advanced, respected, and globally competitive Indonesia.

### VISION, MISSION, OBJECTIVES & CORE VALUES

#### VISION

The University's vision is to become an internationally recognized university inspired by the philosophy of the Putera Sampoerna Foundation to build a better future for Indonesia.

#### MISSION

To educate future leaders who possess the distinctive SU characteristics of "Leadership," "Entrepreneurship", and "Social Responsibility", and are committed to giving back to Indonesian society through a lifelong engagement with the work of the Putera Sampoerna Foundation and its values.

#### STATUTORY GOALS

The University is dedicated to Indonesia's social and economic transformation through education. It aspires to serve the Vision, Mission and Goals of the the Provider Agency and to meet specific national needs in human resource development, knowledge creation, social development and community outreach, enterprise development and global participation.

In order to achieve its Vision and Mission, the University commits to:

1. education offerings comprised of:
  - a. academic training: Bachelor, Master and Doctoral level
  - b. professional training: specialist programs
  - c. vocational training: Diploma I, II, III, IV

2. producing new knowledge in the fields of science and technology, social science, art and design, and digital technologies through scholarship, scientific research, publications and other forms of dissemination, for the glory of the nation;
3. engaging the academic community and its alumni in a lifelong cycle of social outreach, service and 'give back' to the nation;
4. preparing students to acquire, expand and apply knowledge in their chosen fields of study;
5. providing students and employees with further academic and professional development opportunities;
6. enabling students and employees to learn and communicate in a bi-lingual Indonesian/English environment
7. providing students and employees with the learning skills for long-term personal and professional development
8. developing in students and employees the core SU characteristics leadership, entrepreneurship and social responsibility
9. promoting intellectual, cultural and scientific collaboration with national and international partners; and
10. promoting Indonesia's intellectual competitiveness in the (ASEAN) region and beyond.

#### VALUES

As an academic community, the University is committed to the pursuit of truth, scholarly excellence, ethical inquiry, mutual respect, integrity, diversity and inclusion, and care for the community and the environment.

To meet growing and urgent national needs in human resource development, knowledge creation, enterprise and social development, the Sampoerna University is focused on strengthening STEM education and skills in Indonesia, with a particular emphasis on engineering, computer science, creative technologies and business, as well as supporting education development.

The Sampoerna University offers the first US-accredited Associate and Bachelor's degrees delivered entirely in Indonesia, in parallel with an Indonesian-accredited Bachelor's degree. Further, the Sampoerna University facilitates multiple international transfer pathways for students who wish to complete their higher education abroad, while maintaining their student status and ability to graduate from the Sampoerna University with an Indonesian degree.

The following Core Principles guide SSS and the University in delivering its key value proposition:

1. International Language Proficiency as the key enabler and connector for education.
2. Character Development as the nurturing of self – confident through an affirming and engaging educational experience.
3. Science and Technology as the key instrument for personal and national advancement.
4. Developing Leadership potential as an integral part of education.
5. Building an Entrepreneurial Spirit and through collaboration with industry to provide a stimulating learning environment.
6. Cultivating a sense of Social Responsibility as a key part of our national education agenda.
7. Inclusion and diversity – promoting secularity and tolerance to foster greater local and international ties.
8. Tangible and ongoing commitment by family and community to ensure student success.

9. Access to Financial Assistance and tools to those in need.
10. Collaboration with best-in-class institutions to extend our reach and provide greater choice.

## UNIVERSITY GOVERNANCE

### UNIVERSITY COUNCIL

The Council is the body established by the Provider Agency to provide guidance to all activities and functions of the University. Its membership includes Officers of the Provider Agency, the Rector, and other members appointed by the Provider Agency that represent academia, industry and policy making, as eminent figures in their field of expertise.

### UNIVERSITY SENATE

The University Senate is the highest normative body in the academic authority of the University, which consists of the members of the University Executive, Deans, Heads of Centers, representatives of full time Lecturers and each Center, and Provider Agency representatives.

## UNIVERSITY MANAGEMENT

### UNIVERSITY EXECUTIVE

The University Executive (UE) has the primary responsibility to manage the University based upon the policies, procedures, norms, rules and regulations, strategy and financial objectives set by the University Council, the University Senate, and applicable national regulations. The members of UE are the Rector and the Vice Rectors.

### UNIVERSITY EXECUTIVE AT LARGE

In order to manage university operations, the UE will be supported by the Deans; Heads of Centers; the Heads of the Academic & Student Support Units; Centralized Services Support Units (Human Resources, Information & Technology, Finance, Legal, Marketing); the Head of International and External Affairs; the Head of Quality Assurance, Enhancement & Performance; and the Head of Corporate & Other Business Units.

APPENDIX I provides information on the University Officers for AY 2015-2016.



## CHAPTER 3 – RECRUITMENT, APPOINTMENT & RANK

### LECTURER RECRUITMENT

The Lecturer recruitment process will follow and comply with the University and the Provider Agency's Human Resources policies and with university academic planning, as well as with the approved Man Power Plan.

The Provider Agency has established procedures to ensure appropriate determination of the number of Employees and the costs incurred in the recruitment process.

#### MAN POWER PLANNING

Every year, as an integral part of the University's Annual Plan, each unit/department is required to calculate and establish their man power needs for the next academic year.

The Man Power Plan follows the university Strategic Plan as approved by the University Council.

#### ACADEMIC CAPACITY PLANNING

Academic Capacity Planning is based on “*Standar Acuan Penilaian Beban Kerja Dosen Perguruan Tinggi Swasta di Lingkungan Kopertis Wilayah III Jakarta, Tahun Anggaran 2012*” (“Reference Standard”). This Standard Reference incorporates the method for calculating the *Satuan Kredit Semester* (“Semester Credits”) in relation to *TriDharma* activities, i.e. Teaching, Research, and Community Service. Calculation is detailed in Chapter 4.

#### RECRUITMENT REQUIREMENTS

As an international University, the University aims to recruit the best human resources to achieve its goals and objectives. Therefore all academic positions must fulfill the following requirements:

1. Education Background: minimum a Master's Degree from a recognized university, in all fields related to subject with linear study in the field. Doctoral Degree (PhD) will be preferable;
2. A minimum of 18 subject specific credits taken at graduate level in order to be eligible to teach the relevant courses at undergraduate level;
3. Complete Diplomas and/or Decree of Ministry of Education on Degree Equivalency (*Surat Keputusan Penyetaraan Ijazah*);
4. Diploma and Transcript: to be provided in the original language of issue, along with an official translation in English language;
5. Fluency in English, both spoken and written;
6. Having the expertise to deliver a minimum of 3 courses on different subjects;
7. Having a minimum of 18 (post-graduate) credit hours on his/her academic transcript which are related to the courses that will be taught;
8. Evidence of eligibility to meet credential equivalence requirements (such as those of SPANTRAN or other credentialing agencies). Where such credential equivalence is required, the candidate must cover the applicable service fee. If successful and appointed to an academic position at the University, the fee will be reimbursed within one 1 month of the start of the appointment, and
9. Preferably aged not older than 50 for first-time lecturer appointment.

### CREDENTIALS ASSESSMENT COMMITTEE

All shortlisted applications for academic positions will be submitted by the Dean (or by the HR Department) to the University Credentials Assessment Committee, established by the Rector, for review of eligibility of prior academic background to fulfill the University requirements.

### DOCUMENTS REQUIRED FOR ACADEMIC APPOINTMENT

Newly recruited Part-Time and Full-Time Lecturers must report and submit all required documents to the Human Resources Department (HR Department) no later than a week before the first working day of their appointment. The required documents are as follows (where applicable):

1. Release Letter (*Surat Lolos Butuh*) and/or approved resignation letter from the previous institution;
2. NIDN (*Nomor Induk Dosen Nasional*/National Lecture Registration Number);
3. In case the lecturer still does not have NIDN, HR department in coordination with Faculty and Academic Registry will process the registration of NIDN;
4. Copy of Academic Rank Decree (*SK Jenjang Jabatan Akademik*);
5. Other related documents needed as per HR policy.

### LECTURER APPOINTMENT

The appointment of successful candidates will follow and comply with Human Resources policies. All appointments must include an official academic rank and the appointment status (permanent or part time).

The appointment of Lecturers to University structural positions, such as Rector, Vice-Rector, Dean or Vice-Dean, will follow the procedure established by the University Council or the University Senate.

### LECTURER STATUS

#### FULL TIME LECTURER

A Full-Time Lecturer is an academic staff member who is required to work a minimum of 5 (five) working days per week, with a minimum working hours of 8 (eight) hours per day or 40 (forty) hours a week. This status can only be terminated by resignation, retirement, or otherwise pursuant to applicable laws and policies. Full-Time Lecturers are entitled to receive all standard benefits of University employees.

All foreign Lecturers will be treated as per Indonesian Labor Law No 13 Year 2013. In case of foreign nationals, maximum age for employment eligibility is 60 years for Master degree (S2) holders and 65 years for Doctoral degree (S3) holders.

#### PART TIME LECTURER

A Part Time Lecturer is an academic staff who is contracted to teach a certain subject for a limited period of time.

The hiring of part time Lecturers will be justified in cases where the Faculty does not have the resources or the specific subject expertise among its current full time academic staff.

## NATIONAL REGISTRATION NUMBER (NIDN -*NOMOR INDUK DOSEN NASIONAL*)<sup>1</sup>

The University will propose a National Registration Number (NIDN) to the Director General of Higher Education (DIKTI), for all employed Full Time Lecturers who have been in employment with the University for at least 6 months. The University will register a new NIDN or propose changes to an employee's current NIDN. The following documents must be submitted by the Lecturer to the HR Department:

1. Valid ID card which contains information of the type of work as Lecturer, and must have the same city domicile with the campus location. If the lecturer's domicile is different, it should be supported with Statement Letter of Domicile from a relevant authority;
2. Letter of appointment as a Full Time Lecturer (appointed by the Provider Agency);
3. Complete Diplomas and/or Decree of Ministry of Education on Degree Equivalency (*Surat Keputusan Penyetaraan Ijazah*);
4. Statement Letter as defined by SK Dirjen DIKTI #108/DIKTI/Kep/2001;
5. Copy of Academic Rank Decree (*SK Jenjang Jabatan Akademik*), if available; and
6. Certificate of *Tes Kemampuan Dasar dan Kemampuan Akademik* (TKDA) and TOEFL (or other recognized English language proficiency test).

Foreign lecturers may qualify to receive a NIDN only if they have a contract of a minimum of 2 years and have a Doctoral degree. The following documents must be submitted to the HR Department:

1. Letter of appointment as a Full Time Lecturer (appointed by the Provider Agency), with a minimum contract duration of 2 (two) years;
2. Copy of valid passport and visa; and
3. Complete Diplomas of having obtained a Doctoral degree (S3) which has to be recognized by the Ministry of Education on Degree Equivalency (*Surat Keputusan Penyetaraan Ijazah*)

A lecturer can obtain the NIDN only up to the age of 50.

For a Part Time Lecturer who does not have the NIDN, the University may propose the NUPN (*Nomor Urut Pengajar Nasional*). The following documents must be submitted to the HR Department:

1. Valid ID card;
2. Letter of appointment as a Part Time Lecturer (appointed by Rector/Dean);
3. Complete Diplomas and/or Decree of Ministry of Education on Degree Equivalency (*Surat Keputusan Penyetaraan Ijazah*);
4. Statement Letter as defined by SK Dirjen DIKTI #108/DIKTI/Kep/2001; and
5. Copy of Academic Rank Decree (*SK Jenjang Jabatan Akademik*) if available.

This requirement to obtain NUPN will also apply to any Full Time Lecturer who holds only a Bachelor degree (S1) and does not have any academic rank.

<sup>1</sup> <http://www.kopertis12.or.id/2013/11/28/kebijakan-baru-nidn-dan-nupn.html>

<sup>2</sup> <http://www.kopertis12.or.id/wp-content/uploads/2014/05/Jabatan-Fungsional-Dosen-Sesuai-Permenpan-RB-17-jo-46-Tahun-2013.pdf>

<sup>3</sup> <http://serdos.dikti.go.id/?tf=mdvIbZgAosIKM1B8Yn3DjQg4iGBuledTV0MIAT0S6Sg=>

## ACADEMIC RANK<sup>2</sup>

All Lecturers are responsible to gain an academic rank as per DIKTI regulations. The HR Department will assist each lecturer in preparing and submitting their academic rank proposal. Academic rank is classified as follows:

1. *Guru Besar* (GB) / Professor
2. *Lektor Kepala* (LK) / Senior Lecturer
3. *Lektor* (L) / Lecturer
4. *Asisten Ahli* (AA) / Junior Lecturer

### *GURU BESAR (GB) / PROFESSOR*

The rank of Professor is recommended for academic staff who have a doctoral degree appropriate to their field or its equivalent, and; (a) a record that, taken as a whole, may be judged to be excellent; (b) a record of significant contribution to graduate and/or undergraduate education, and (c) a record since promotion to *Lektor Kepala* that indicates substantial, significant, and continued growth, development, and accomplishment in teaching, research/creative work, and service to the institution and community. To become a Professor, he/she should have acquired a **minimum of 850 cumulative credit points**.

### *LEKTOR KEPALA (LK) / SENIOR LECTURER*

The rank of *Lektor Kepala* is recommended/awarded to academic staff who have at least a Master's degree appropriate to their field or equivalent qualification, outstanding teaching experience, and appropriate accomplishment in scholarship or in research. To become a *Lektor Kepala*, he/she should have acquired a **minimum of 400 cumulative credit points**.

### *LEKTOR (L) / LECTURER*

The rank of *Lektor* is recommended/awarded to academic staff who have at least a Master's degree and perform scholarly and/or service activities with clear distinctions between *Asisten Ahli* and *Lektor Kepala* in terms of job qualifications, work assignments, and expectations. To become a *Lektor*, he/she should have acquired a **minimum of 200 cumulative credit points**.

### *ASISTEN AHLI (AA) / JUNIOR LECTURER*

To be appointed with the rank of *Asisten Ahli* academic staff should have a Master's degree or its equivalent and should be otherwise well-qualified to teach. *Asisten Ahli* are required to perform scholarly and/or service activities, but are clearly different from *Asisten Ahli*, *Lektor* and *Lektor Kepala* in terms of job qualifications, work assignments or expectations. To become a Junior Lecturer, he/she should have acquired **minimum 150 of cumulative credit points**.

In terms of *Guru Besar* and *Lektor Kepala* proposal, the Lecturer must submit a proposal to the Head of Study Program, along with his or her credit point calculation and any relevant documents and publications. The proposal will be reviewed in stages by the Head of Study Program, Dean, Faculty Senate, and the University Senate. The proposal will be submitted to the University Senate (through the Standing Committee on Selection, Nomination and Appointment), only if it is recommended by the Faculty Senate. Further recommendation by the University Senate is required by DIKTI to process the proposal.

<sup>2</sup> <http://www.kopertis12.or.id/wp-content/uploads/2014/05/Jabatan-Fungsional-Dosen-Sesuai-Permenpan-RB-17-jo-46-Tahun-2013.pdf>

For *Lektor* and *Asisten Ahli*, the Lecturer must submit a proposal to the Head of Study Program, along with credit point calculation and equipped with any relevant documents and publications. The proposal will be reviewed in stages by the Head of Study Program, Dean, and Faculty Senate. The proposal may be submitted to KOPERTIS, through the Rector's Office, if recommended by the Faculty Senate.

Academic rank promotion, as well as the award of Honorary Degree or other academic distinction, will follow the procedures established by DIKTI and the University Senate.

## LECTURER CERTIFICATION

All qualified Full Time Lecturers can be certified through the program of Lecturer Certification [*Sertifikasi Dosen (SerDos)*] conducted annually by DIKTI. The quota of lecturers that can be certified is determined by DIKTI based on the University's *Pangkalan Data Pendidikan Tinggi (PDPT)* report, and will be announced by KOPERTIS. The *SerDos* program is conducted through online system at <http://serdos.dikti.go.id>.

The general requirements<sup>3</sup> for *SerDos* candidates are:

1. A minimum of Master's degree from an accredited graduate program;
2. Having permanent employment status for a minimum of 2 years;
3. Having an academic rank of a minimum of *Asisten Ahli*;
4. Implementing the *Tri Dharma Perguruan Tinggi* with a minimum workload of 12 credit hours. If the lecturer holds a structural position, the workload will be counted based on the valid DIKTI's regulations; and
5. Not being assigned for further study<sup>4</sup>.

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<sup>3</sup> <http://serdos.dikti.go.id/?tf=mdvIbZgAosIKM1B8Yn3DjQg4iGBuledTV0MIAT0S6Sg=>

<sup>4</sup> <http://www.kopertis3.or.id/html/pedoman/persyaratan-mengajukan-sertifikasi-dosen/>

## CHAPTER 4 – WORKLOAD MANAGEMENT

### GENERAL POLICY

1. Workload for Lecturers shall be the minimum total work hours required for Lecturers in performing institutional duties at Sampoerna University.
2. Institutional duties shall be the duties within the higher education's functions which will be carried out in a scheduled or unscheduled manner by the Lecturer that is categorized as follows:
  - a. assigned by the Rector to be carried out at university level, center, study program and laboratory or studio,
  - b. conducted based on personal or group's initiative, approved, registered and reported to the Rector for peer review,
  - c. Conducted in relation to the cooperation with any third party as approved, registered and reported to the Rector.
3. Workload for Lecturers of Sampoerna University or Full Time Teaching Equivalence (FTE/EWMP) is stipulated at the minimum of 24 (twenty four) *Satuan Kredit Semester* (SKS) per year and maximum 36 (thirty six) SKS per year, provided that 1 SKS shall be deemed as 160 (one hundred sixty) minutes per week per semester, which is divided into (based on Law No 49/2014 Article 16):
  - a. 1 SKS in the form of lecture, response and tutorial consisting of:
    - i. Face –to-face activities 50 (fifty) minutes per week per semester;
    - ii. Structured assignment 50 (fifty) minutes per week per semester;
    - iii. Independent learning 60 (sixty) minutes per week per semester;
  - b. 1 SKS in the form of seminar or other similar activities:
    - i. Face-to-face activities 100 (one hundred) minutes per week per semester;
    - ii. Independent learning 60 (sixty) minutes per week per semester;
  - c. 1 SKS in the form of practicum, studio or workshop work, field practice, research, community service, and/or other learning form that is equal to 160 (one hundred sixty) minutes per week per semester.
- 4. The University considers an optimal workload of 30 (thirty) credits per academic year.**
5. Lecturers should support interfaculty initiatives to deliver the university's General Education curriculum. Each Study Program will optimize teaching loads by consolidating Study Programs, courses, and learning objectives. Lecturers should take responsibility for working across faculties to ensure the efficient delivery of courses and to take on optimal workloads.
6. Each Lecturer will have the obligation to perform the University *TriDharma* with the distribution of maximum SKS/semester equivalence for each component as follows:<sup>5</sup>

a. Teaching	:	Maximum 12 SKS
b. Research	:	Maximum 8 SKS
c. Community Service	:	Maximum 6 SKS
d. Academic Civitas Development	:	Maximum 4 SKS
e. Structural and Non-Structural Position	:	Maximum 12 SKS
f. Permanent Committee Membership	:	Maximum 1 SKS

<sup>5</sup> Keputusan Direktur Jenderal Pendidikan Tinggi, Departemen Pendidikan dan Kebudayaan Republik Indonesia No. 48/DJ/Kep/1983 tanggal 6 Juni 1983 dan Standar Acuan Penilaian Beban Kerja Dosen Perguruan Tinggi Swasta di Lingkungan Kopertis Wilayah III Jakarta Tahun Anggaran 2012

With the following breakdown:

### TEACHING

No.	Activities	SKS	Total Students	Remarks
1.	Teaching	<p>If a lecturer teaches one course, it will be calculated as SKS x 100%</p> <p>If a lecturer teaches one course as team teaching, it will be calculated as</p> $\frac{\text{Total meeting of the said lecturer}}{\text{Total meeting for all course in 1 semester}} \times \text{sks}$ <p>For parallel classes for the same course, the SKS calculation will be as follows:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> parallel class = 100% of the actual SKS of the said course;</li> <li>• 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> etc parallel class = 50% of the said course's SKS;</li> <li>• Remedial class can be organized if there are more than 10 students and the Lecturer may calculate the SKS as 100%. If it is less than 10 students then the Lecturer cannot calculate the SKS.</li> </ul>	1-40 students/class [to accommodate current enrollments below 30]	<p>1 hour face-to-face/week, 1 hour independent learning/week, 1 hour/week structured activities</p> <p>The calculation of the said load shall be based on the total students in each class in compliance with the provisions herein.</p>
2.	Tutoring and Practicum	1 SKS	<ul style="list-style-type: none"> <li>• 1-24 students = 100% x SKS divided proportionately with the numbers of lecturers (for team).</li> <li>• 26-50 students = 150% x SKS divided proportionately with the number of lecturer (for team)</li> </ul>	1 semester, 2 hours face-to-face per week
3.	Internship	1 SKS	1-25 students	50 work hours/semester, 6 days consecutively including

No.	Activities	SKS	Total Students	Remarks
				preparation, organizing, and reporting (1 work day-8 hours)
4.	Scheduled Seminar	1 SKS 2 SKS	1-25 students 26-50 students	Maximum 2 SKS/semester
5.	Thesis Adviser	$\frac{\text{Number of students}}{6} \times 1 \text{ SKS}$	Max 6 students/semester	If more than 6 students, it shall be deemed as 1 SKS.
6.	Thesis Examiner	$\frac{\text{Number of students}}{6} \times 0.5 \text{ SKS}$	Max 6 students/semester	If more than 6 students, it shall be deemed as 1 SKS.
7.	Proposal Examiner	$\frac{\text{Number of students}}{12} \times 1 \text{ SKS}$	Max 12 students/semester	If more than 6 students, it shall be deemed as 1 SKS.
8.	Course Coordinator		0.5 SKS/lesson plan	Max 2 SKS/semester

## RESEARCH

To be organized by ISDCO and reported to, as well as approved by, the Rector.

No.	Activities	SKS	Phases	Remarks
1.	Independent Research	Max 4 SKS (for Lead Researcher only, no member researchers)	Proposal : 25% SKS Data Collection : 50 % SKS Analysis Data : 75% SKS Final Report : 100 % SKS	If in addition to the independent research, the lecturer is involved in group research, then the calculation shall be as follows: <ul style="list-style-type: none"> <li>Lead researcher 60% x 3 SKS = 1.8 SKS (depending on the phase)</li> <li>Member researchers 40 % x 3 SKS = 1.2 SKS (depending on the phase)</li> </ul>
1.	Group Research	1 title 3 SKS (Lead and member researchers) maximum 2 researches/year		Lead researcher will receive 60 % x 3 SKS; Member researchers will receive 40 % x 3 SKS; If the lead researcher is involved in 2 titles of group research, the value will be 2 x 60% x 3 SKS; If member of researchers in involve in 2 titles (Chairman and member) the value will be 2 x 40% x 3 SKS



No.	Activities	SKS	Phases	Remarks
2.	Author of 1 book to be published within the maximum period of 4 semesters	3 SKS	<ul style="list-style-type: none"> <li>• Foreword 25 % x SKS</li> <li>• 50 % of the book content 50 % x SKS</li> <li>• Finished Draft 75% x SKS</li> <li>• Publisher Approval 85% SKS</li> <li>• Book printed 100 %</li> </ul>	<ul style="list-style-type: none"> <li>• Author of 1 book title/full teaching material = 3 SKS to be published with ISBN, with publishing contract or published with ISBN.</li> <li>• Author of 1 book/full teaching material, with editor               <ol style="list-style-type: none"> <li>1. Editor 60% x 3 SKS =1.8 SKS</li> <li>2. Contributor for each chapter 40 % x 3 = 1.2 SKS</li> </ol> </li> <li>• Author of 1 book/full teaching material with editor and 1 contributor then the calculation:               <ol style="list-style-type: none"> <li>1. Editor 60% x 3 SKS =1.8 SKS</li> <li>2. Contributor for each chapter 40 % x 3 = 1.2 SKS</li> </ol> </li> </ul>
3.	Author of one internationally published book (in the language and published internationally in 3 states)	5 SKS	<ul style="list-style-type: none"> <li>• Foreword 25 % x SKS</li> <li>• 50 % of the book content 50 % x SKS</li> <li>• Finished Draft 75% x SKS</li> <li>• Publisher Approval 85% SKS</li> <li>• Book printed 100 %</li> </ul>	<ul style="list-style-type: none"> <li>• Contributor of one chapter in internationally published book 40 % x5 = 2 SKS</li> <li>• If it is written by team, then it is proportionately calculated.</li> </ul>
4.	Translating Book to be published within the maximum of 4 semesters	2 SKS	1 book <ul style="list-style-type: none"> <li>• Foreword 25 % x SKS</li> <li>• 50 % of the book content 50 % x SKS</li> <li>• Finished Draft 75% x SKS</li> <li>• Publisher Approval 85%</li> </ul>	1 title to be translated by more than 1 person Lead Translator = 60 % x 2 SKS = 1.2 SKS Member 40% x 2 = 0,8 SKS/member

No.	Activities	SKS	Phases	Remarks
			SKS • Book printed 100 %	
5.	Editing Book to be published within the maximum of 4 semesters	2 SKS	1 book edited = 2 SKS 1 book edited by more than 1 person, Lead editor and Member respectively will receive 1 SKS.	1 title to be translated by more than 1 person Lead Translator = 60 % x 2 SKS = 1.2 SKS Member 40% x 2 = 0,8 SKS/member
6.	Module/Lesson Plan based on the course thought, not published and used by students (Not in form of lecturer's power point, hand out which is the compilation of lecturer's presentations)	2 SKS/semester	Foreword 25% x SKS 50 % of Lesson Plan = 50% x SKS 75 % of Lesson Plan = 75 % x SKS Completed 100 %	If it is team work, the calculation of 60% for lead writer, 40 % for members (as applied for contributor for each chapter)
7.	Work Load and Evaluation on <i>TriDharma</i> Implementation Assessor	At the maximum 8 lecturers = 1 SKS		$\frac{\sum \text{Work Load Evaluation}}{8} \times 1 \text{ SKS}$
8.	Scientific Journal, published with ISSN, not accredited, or proceedings in local and international seminars	Max 3 SKS		If written jointly, lead writer 60%, co-writer(s) 40% divided with the numbers of writers.
	Scientific Journal, published by accredited journal	Max 5 SKS		If written jointly, lead writer 60%, co-writer(s) 40% divided with the numbers of writers.
	Scientific Journal published by international accredited journal (in international language)	Max 7 SKS		If written jointly, lead writer 60%, co-writer(s) 40% divided with the numbers of writers.

No.	Activities	SKS	Phases	Remarks
10.	Delivering scientific speech, keynote speaker in seminar, resource person in line with his/her field of expertise (based on invitation only) at regional level	3 SKS		
	Delivering scientific speech, keynote speaker in seminar, resource person in line with his/her field of study (based on invitation only) at national level	5 SKS		
	Delivering scientific speech, keynote speaker in seminar, resource person in line with his/her field of study (based on invitation only) at international level, presented in foreign language	6 SKS		
11.	Presenting paper during seminar related to his/her field of study (if based on initiative of the lecturer, abstract is submitted and selected) at regional level	2 SKS		Max 2 paper/semester (if written jointly, lead writer 60%, co-writer(s) 40% divided with the numbers of writers)
	Presenting paper during seminar related to his/her field of study (if based on initiative of the lecturer, abstract is submitted and selected) at national level	3 SKS		Max 1 paper/semester (if written jointly, lead writer 60%, co-writer(s) 40% divided with the numbers of writers)

No.	Activities	SKS	Phases	Remarks
	Presenting paper during seminar related to his/her field of study (if based on initiative of the lecturer, abstract is submitted and selected) at International level	5 SKS		Max 1 paper/semester (if written jointly, lead writer 60%, co-writer(s) 40% divided with the numbers of writers)

### STUDY

No	Item	Remarks
1.	Pursuing Master and Doctorate study	Based on the Rector's Approval, maximum 12 SKS/semester
2.	Pursuing Post Doctorate study	Based on the Rector's Approval, maximum 12 SKS/semester

### COMMUNITY SERVICE

No.	Activities	SKS	Remarks
1.	Activity that is equal to 50 work hours per semester	Maximum 1 SKS	E.g. if becoming full time facilitator for 3 days: 3 days x 8 hours = 24 hours, additional 12 hours for preparation then the work load shall become $36/50 \times 1 \text{ SKS} = 0.72 \text{ SKS}$
2.	Activity in education public	Maximum 3 SKS (50 hours = 1 SKS)	
3.	Becoming consultant which is in line with his/her expertise having the wide impact to the public's interest in Indonesia	Team Leader 3 SKS Member 2 SKS Independent 3 SKS	1 project/semester
4.	Leadership/participation in program marketing and student recruitment	Maximum 3 SKS	As assigned by the Rector, in consultation with the Dean

## ACADEMIC CIVITAS DEVELOPMENT

No.	Activities	SKS	Remarks
1.	Academic Adviser	1 SKS for every 12 students	Maximum 2 SKS/semester, if there are more than 25 students, it will be deemed as 2 SKS
2.	Advising and counseling	1 SKS for 12 students	Max 2 SKS/semester, if there are more than 25 students, it will be deemed as 2 SKS
3.	Students' Club Activities Advisor	1 SKS/activities	One activity equals to 50 work hours per semester

## STRUCTURAL AND NON-STRUCTURAL POSITIONS

Lecturers may have an additional position in Structural or Non-Structural Organization where the FTE is as follows.

### Structural Position (Administration and Management)

No	Item	Equivalence/ Semester	Remarks
1.	Rector	6 SKS	Based on applicable SU organization structure and appointment by Rector's Decree
2.	Vice Rector	5 SKS	
3.	Dean	5 SKS	
4.	Vice Dean	4 SKS	
5.	Head of Center/Study Program/Unit/Institute/Laboratory/Studio	3 SKS	

### Non-Structural Position

No	Item	Equivalence/ Semester	Remarks
1.	Secretary of University Senate	1 SKS	Based on applicable SU organization structure and appointment by Rector's Decree
2.	Secretary of Faculty Senate	0.5 SKS	
3.	Member of University Senate	0.5 SKS	
4.	Member of Faculty Senate	0.25 SKS	

### RESEARCH OUTPUT DISSEMINATION

Subject to funding availability, Full Time Lecturers whose research output is accepted for dissemination at journals, conferences, seminars, and other events of national or international importance, are eligible to apply for full-pay academic leave to support the following activities:

1. Present a paper that has been accepted by a conference or journal for publication (up to 10 working days per academic year)
2. Invitation to be a Plenary Speaker (up to 2 working days per academic year)
3. Accept appointment to associations' boards or advisory councils (up to 2 working days per academic year)

All published papers, conference presentations and other research output must be submitted to the University Research Repository via ISDCO and to the University Library.

Lecturers are required to inform the Dean and ISDCO of their research dissemination activities as part of the Individual Performance Plan. To support their research output activities, lecturers are required to seek external grants and funding. Subject to obtaining external funding, they may apply for approval from the Dean and the Rector to attend:

1. One (1) international conference/seminar/event per academic year
2. Two (2) national conferences/seminars/events per academic year

### GENERAL TRAVEL REQUIREMENTS

The University reserves the right to assign a Lecturer to perform business travel either domestic or overseas according to the following conditions.

1. a Full-Time Lecturer of the University and is actively engaged based on the work agreement / letter of appointment;
2. has a proposal or other scientific paper accepted for presentation at an event in their capacity as an employee, and will attend the event on behalf of the University;
3. events of national and global reputation that reinforce the mission, vision and objectives of SU;
4. Lecturer may attend events under the following circumstances:
  - a. Accepted academic paper or presentation;
  - b. Invitation as a Speaker; or
  - c. Invitation or election on the supervisory board of an academic or professional association.
5. Lecturers must obtain external funding for such activities.

## CHAPTER 5 – ACADEMIC ACTIVITIES REGULATION

### ACADEMIC ADVISORY FOR STUDENTS

#### GENERAL POLICY

The academic advisor will be appointed and dismissed by the Dean, based on the suggestion and recommendation from the Head of Study Program. An academic advisor can mentor a maximum of 20 (twenty) students at the same time, and may be customized in accordance with Faculty needs.

#### THE FUNCTIONS

1. Deliver information to students about the education system and academic administration at the University, Faculty, and Study Program;
2. Provide specific guidance to students in determining the overall study plan at the beginning of the study, complete a the study plan endorsed with his/her signature;
3. Provide explanations and advice to students regarding the learning process;
4. Provide sufficient time for consultation with students at least 3 times in one semester, at the beginning of the semester, before/after the midterms and before the final semester exams;
5. Monitor and evaluate the learning performance/achievements of assigned students and report regularly at the end of each semester to the Head of Study Program to be forwarded to the Dean;
6. Provide advice to students with declining performance, finding and analyzing the root causes and helping them to find a way out, in order to increase the student performance in the next semester; and
7. If there are problems in the learning process that can't be resolved by the academic advisor, the student may be recommended to be forwarded to the Student Affairs to take the counseling session.

#### SCOPE OF ADVISORY

1. Provide assistance related to the direction of students' study plans and available subjects that may be taken in the next semester;
2. Assist students in choosing, determining, and planning the study in the early of semester, including determining programs and amount of credits based on previous semester GPA obtained;
3. Assist in solving problems in relation to the effectiveness of education;
4. Acknowledge any student complaints in relation to lecturers, program, teaching process and other academic related matters/problems; and
5. Provide regular and scheduled consultation at least three times per semester.

#### RESPONSIBILITIES

1. Follow all applied academic regulations and code of conduct;
2. Approve the Student's study plan; and
3. Provide reports to the Head of Study Program regarding:
  - a. Problems or issues of students under supervision; and
  - b. All suggestions/complaints delivered by the students.

## TEACHING PREPARATION

### SYLLABUS

Syllabus is the document that outlines a course and includes summary of the topics to be covered in a semester, the learning outcomes and how learners will be assessed.

Each Lecturer is responsible for developing the course syllabus for each assigned course based on the Study Programs' learning outcomes and other requirements that are described in the curriculum, by using the defined template. The syllabus will be reviewed by the Head of Study Program, the Vice-Dean, and approved by the Dean. Lecturers will be provided with syllabus development criteria and afforded practice time during their 21C L&T training.

Key learning outcomes for each course should be in line with industry feedback and recommendations, gathered during Study Program meetings with the program's Industry Advisory Board (IAB). Lecturers should take responsibility to attend Study Program meetings with their IAB as far as it is possible, and they must take responsibility for incorporating all outcomes of the IAB meetings, whether they are in attendance or not.

Lecturers should inform the students of the course syllabus at the start of the semester. For each topic, lecturers should specify the learning objectives and outcomes.

### COURSE GUIDE

Course Guide is the course document to operationalize the syllabus. The Course Guide should be developed after the syllabus has been approved, and comprises the course description, course assessment, course schedule, and study guide. Course Guide templates and criteria will be provided by the CLTCD, and time will be allotted for practice in creating Course Guides during the 21C L&T training.

In the course guide, a lecturer will describe the numbers of classes, subjects, sub-subjects of the teaching materials, and the teaching learning activities [covering: steps of activities, lecturer and students' activities, media and teaching tools], evaluation in a face-to-face session, and references which will be used for teaching.

### SUPPORTING MATERIALS

Lecturers will receive guidance and supporting materials before the beginning of each semester, related to teaching schedule, academic calendar, academic policy, handbooks and manuals, course syllabi templates and student evaluation forms.

Lecturers are required to submit their teaching materials needs (textbooks, books, journals, articles) approximately six months in advance. Teaching materials needs are approved by the Dean and submitted to the Library for acquisition, in accordance with the Library Collection Development Policy.



## COURSES EXECUTION

### COURSE DELIVERY

1. Lecturers should consider the content delivery by allocating enough time for students to learn about the theory and concept, and to practice real life application.
2. Lecturers should understand student diversity: as 21C learners, students need to be engaged in more interactive learning activities, such as guest lecturers, industry-related visits, field trips, etc.
3. Lecturers should engage students through educational technology, such as online learning, the use of multimedia resources, and social media.
4. Lecturers should provide immediate feedback to students on their assignments and study process.
5. Lecturers should inform the student about the process of giving feedback at the start of the semester.

### ATTENDANCE POLICY

Lecturers should carry out their planned courses/classes according to their assigned workload. Lecturers may re-schedule a class once in a semester, with a prior notice and the approval of the Dean, and notify the Academic Registry of the make-up class schedule. Class re-scheduling may be carried out with a minimum of two-days' notice.

## EXAMINATION

### DEFINITION & OBJECTIVES

Examination is a scheduled academic activity and must be executed to produce a measure of the success of the teaching/learning process. The execution of examinations is intended to:

1. Evaluate whether students have understood or mastered the discussion material presented in the lectures
2. Classify students into several groups according to observed ability. Examinations may be either written or oral, in the form of questions, seminar, assignments, essays, or other forms according to the type of subject and the special objectives which are to be achieved.

### TYPES OF EXAMINATION

1. Semester Examination
  - a. Semester examination consists of mid-semester and end-semester examination which may be conducted in the form of a test, quiz, or project.
  - b. The mid-semester examination is given after completing several discussion topics while the final examination is executed after all course material has been given for the semester.
  - c. These two examinations have included in the academic calendar that announced to the students.
2. Final Project Examination

Final project examinations are a form of final examination that has to be taken by students in order to finish his/her study. The nature of this test is holistic, covering all disciplines related to the field. The test is based on the thesis or applied project materials which have been completed according to the final project guidelines decided by the faculty.

### EXAMINATION MATERIAL

Lecturer must submit the exam material to the Academic Registry in a week before the examination execution.

### EXAMINATION RULES

1. Students/ exam participants who come late may be allowed to take the exam without extending the time of the test, unless there are specific regulations
2. Students/ exam participants who are in the test room cannot withdraw from the examination after the distribution of the exam materials
3. Students/ exam participants are only allowed to bring equipment or materials approved by the examination committee
4. Students/ exam participants who violate the test rules are subject to academic sanctions

### GRADING SYSTEM

Refer to the University Academic Policy.

### EXAMINATION RESULT SUBMISSION

#### GRADE SUBMISSION

The Lecturer must input the grades and exam results of each student in the ACADIS (Academic Information System) within ten days after the end semester exam execution. If the grade submission period has expired but the lecturer not yet submitted the grade for several conditions, the following policy must be implemented:

1. If the Lecturer has finalized the evaluation processes and already set the grade for all class participants, but he/she has any unforeseen circumstances such as sickness or natural calamities, the grade will set to "T" which means "Tunda or Suspended" in ACADIS for all students. This condition will set by the decree of Vice Dean for Academic and Student Affairs. The Lecturer must complete the grade submission process within ten working days after the expired submission period;
2. If the lecturer not yet submitted the grade for any reason outside of the unforeseen circumstances in the above point, the grade will be set to "C" for all class participants. This condition will set by the decree of Vice Dean for Academic and Student Affairs; and
3. If there are students who have not completed a task or some of the assignments from the Lecturer, the grade for these students will be set to "H" which means "Hold or Tahan" and have to be completed within five working days after the grade announcement date.

Once the result has been input by the Lecturer, the students can immediately see it in ACADIS. During the submission period, the submitted result can be changed by the Lecturer, but after the submission period has expired, the result cannot not be changed.

#### CHANGES TO THE SUBMITTED GRADE

Changes to the submitted grade (or exam result) by fixing the value of academic report/transcript is only allowed in case of error or technical fault, for example, a mistake during the initial input of the value.

Students who have a valid reason and want explanation of his or her grade may contact the Lecturer.

Changes to any grade must be conducted as follows:

1. Lecturer filled out the forms that have to be acknowledged by the Head of Study Program and Vice Dean for Academic and Student Affairs.
2. The lecturer must submit the forms to the Academic Registry, to be submitted to the Vice Rector for Academic and Student Affairs.
3. After obtaining the approval or disposition from the Vice Rector for Academic and Student Affairs, the file will be sent to the Academic Registry to be processed.

Changes that are not in accordance with the procedures can not be processed. These changes will be taken only at the end of the semester as scheduled on the academic calendar. After that, there is no change allowed.

## FINAL PROJECT ADVISOR

For Undergraduate Program, the final project consists of 2 (two) forms:

1. Thesis: an in-depth, written research paper that is completed by an individual student in fulfillment of the Final Project requirement; and
2. Applied Project: an in-depth practicum or internship that is completed by an individual student in fulfillment of the Final Project requirement

In completing the final project, the student will be guided by a Final Project Advisor and co-advisor. The final project advisor is appointed by the Dean, based on the suggestion and recommendation from the Head of Study Program.

The co-advisor is a lecturer or professional appointed by the Dean, based on the suggestion and recommendation of the Head of Study Program. An advisor can mentor a maximum of (10) ten students at the same time.

As a final project advisor, a Lecturer has some responsibilities to:

1. Guide the preparation of the research plan (proposal) of final project;
2. Examine the concept of the research plan (for thesis);
3. Monitor the implementation of the research (for thesis);
4. Examine the concept of final project; and
5. Guide the reporting of the final project.

Minimum requirements for Final Project Advisor are:

1. Holds a Master's degree (S2) with the academic rank of *Lektor* (with a minimum of three-years' teaching experience) or higher, or
2. Holds a Doctor degree (S3)

Minimum requirement for co-advisor is one rank lower than the advisor's rank:

1. Holds a Master's degree, with the academic rank as *Lektor*

## TEACHING EVALUATION

Teaching evaluation will be conducted by the Center for Learning, Teaching, and Curriculum Development and the Quality Assurance, Enhancement and Performance Unit, in consultation with the Dean/Head of Center, every semester, to evaluate the consistency between (1) the teaching plan and class execution, and (2) intended and achieved learning outcomes.

Teaching evaluation will be conducted in the form of review of teaching material, class observation (one scheduled with prior notice and one conducted at random, without prior notice), peer review, student course evaluation form, and other methods that may be adopted by the University Senate.

Feedback to individual lecturers on their teaching performance will be given by Dean or Head of Study Program during annual academic planning and bi-annual individual performance appraisal.

A copy of the Course Evaluation Form to be completed by students at the end of each course is enclosed as APPENDIX II

## CHAPTER 6 – PERFORMANCE, PROMOTION & RETIREMENT

### LECTURER PERFORMANCE APPRAISAL

Lecturer appraisal is key to the continuous development of Lecturers skills and encouragement of high performance and achievement. The purpose of Lecturer appraisal, *inter alia*, is to encourage constructive dialogue between Lecturers and their Head of Study Program and/or Dean, to enhance the individual Lecturer professional development and to clarify performance goals/expectations on a regular basis. The appraisal process incorporates a formal mid-year and annual review exercise according to the University academic calendar. The appraisal outcome of the formal annual review also provides a basis for decisions on contract renewal, promotion, pay increment and other rewards, if any.

Based on the Academic Calendar, the HR Department will issue a circular to all Lecturers to request them to submit their Individual Performance Plan using the prescribed form to provide details of their work plan and achievements plan, as well as other useful relevant information on their work performance during the year. Each mid and end of the year, Head of Study Program will meet with Lecturers individually to discuss the Lecturer's overall performance in the period, including his/her strong and weak points. The individual Lecturer will sign the Lecturer Performance Feedback Form which is completed by his Head of Study Program, to indicate that the Head's comments stated in the Form have been shown to him. The Head of Study Program will also complete the confidential Lecturer Appraisal Form for each of the Lecturer in the Study program and submit the completed forms to the Dean for countersigning.

The following are examples of areas of work to be taken into consideration in the assessment under each of the three *Tri Dharma* areas:

1. Teaching
  - a. Fulfillment of Full Time teaching equivalent (FTE);
  - b. The range and content of courses taught;
  - c. Quality of teaching (e.g., ability to explain concepts; use of innovative approaches to teaching, course preparation, concerns for student's learning problems, ability and commitment to inspire and motivate students to develop their full potential);
  - d. Result of students' evaluation
  - e. Commitment and care in the discharge of other teaching-related duties, such as examination matters, supervision of students in practicum;
  - f. Contribution to module development and design, including any evidence of the incorporation of scholarship and of relevant up-to-date knowledge and research findings in the field/discipline; and
  - g. Evidence of scholarly involvement in teaching issues and pedagogy activities leading to the improvement of the Study Program and or the University;
2. Research/Scholarship
  - a. The quantity and quality of published research in refereed journals, books, chapters, monographs and papers at major conferences;
  - b. Invitations to give keynote addresses and lectures at international conferences;
  - c. Role undertaken in research projects;
  - d. Prizes or awards for research;

- e. Patent(s) or registered innovation(s); and
  - f. Number of research grants
3. Community Service or other contributions to the Study Program, the University, the Industry and the Community
- a. Generating and managing initiatives which contribute to the development and reputation of the Study Program and University;
  - b. Generating collaborative research or other academic activities with reputable overseas universities;
  - c. Contribution to the community through community-based talks, seminars, and courses, and the provision of consultancies and specialist services to the public at large;
  - d. Active and supportive participation to enhance the general well-being of the Study Program, such as through maintaining good relations with colleagues and students, showing care and concern for students' welfare, being supportive in corporate-building activities; and
  - e. Collaboration with any Government/Industry Institutions in terms of developing any policies, regulations, or development programs.

In addition to the specified *Tri Dharma* activities mentioned above, Lecturers should support their deans and study programs to create partnerships and ties with industry. In collaboration with the Professional Development Center, lecturers should work to help increase internship opportunities for students and seek to leverage community service activities in ways that increase the opportunities for student success once they graduate and begin their careers.

Lecturers should contribute to enhancing the collaborative nature and culture of research within the university. Lecturers within and across faculties should work with one another—and also work with outside partners—to secure larger scale research projects and outside funding to increase the level of research support and activities within the university. Individual lecturers are the drivers and creators of research output for the whole institution, and they should take responsibility to maximize funding for their research aspirations by looking to potential partners and outside funders.

## PROMOTION

Promotion is given to employees as a reward for satisfactory job performance and also as a part of employee professional development and internal learning and teaching certification. Promotion will be conducted in accordance with the university HR policy and academic promotion regulation according Higher Education Law in Indonesia.

All promotion processes must refer to the University and the Provider Agency promotion procedure, started by the recommendation from the Dean or Head of Unit. HR Department will conduct a review to ensure that promotion recommendations are in line with the University needs.

## CONTRACT RENEWAL

The renewal of a contract/appointment Lecturer may be executed in accordance with the appraisal of the academic performance. Decisions on continued/ terminated employment status will be conveyed to the Lecturer with a written notice of 1 (one) semester before the expiry of their contracts.

## TERMINATION

Academic staff appointments can be terminated for various reasons. Whatever the situation, the university will seek to conclude the employment relationship in a way that fairly and appropriately recognizes the needs of both the Lecturer and the University. The renewal and or termination of contract and employment agreement must comply and align with the Provider Agency's Human Resources Policy and applicable national Laws, and in accordance with the Employee Evaluation result and the Man Power Policy.

Whatever the situation, the University seeks to conclude the employment relationship in a way that fairly and appropriately recognizes the needs of both the Lecturer and the university.

All termination process must be communicated and must comply with the Provider Agency Human Resources Policy, University Statute and the Indonesian Labor Law.

## RETIREMENT AND PENSION

The retirement age for lecturers are based on their academic rank as below:

1. Junior Lecturer (*Asistant Ahli*) & Lecturer (*Lektor*) : 60 Years
2. Senior Lecturer (*Lektor Kepala*) : 65 Years
3. Professor (*Guru Besar*) : 70 Years

## RESIGNATION

A Lecturer (Full Time and Part Time) who wishes to resign from the University must fulfill their workload assignment for the given semester and submit a written notice 3 months prior to the end of the semester. The resignation letter must be acknowledged by the Dean and should be submitted to the HR Department. Lecturers are not allowed to resign in the middle of the semester.

Lecturers who have submitted a formal resignation according to the required notice period must fulfill and finalize all pending matters and ensure no disruption on the learning and teaching process, including, but not limited to, the finalization of all academic assignments (*Tri Dharma*). The Dean may release the employee after all pending matters are settled and a handover process is conducted properly, in compliance with Human Resources Policy.

## CHAPTER 7 – PROFESSIONAL DEVELOPMENT

### INTERNAL CERTIFICATION PROGRAM

To support the enhancement of the learning and teaching process, the University offers an internal Certification Program on 21C Learning and Teaching to all lecturers, coordinated by the Center for Learning, Teaching and Curriculum Development. Newly appointed lecturers are required to participate in this program as part of their initial induction; all other lecturers are required to participate in the program as part of their professional development activities. The Program is mandatory for all lecturers and a condition for grade and academic rank promotion.

### SEMINARS/CONFERENCE OR COURSES/NON-DEGREE TRAINING

Based on the Academic Units' approved staff development plans, and subject to budget availability, Lecturers may be granted full-pay staff development leave to attend various national and international conferences and/or courses/non-degree training. Lecturers should indicate their individual professional development needs in their annual Individual Performance Plan, to be agreed with their Supervisor. Subject to budget availability, Lecturers may apply for full-pay staff development leave for the above-said purposes using the prescribed forms, and submit all relevant documentation to support the application, including the official invitation letter to the event to the Dean or Head of the Academic Unit. Further to the endorsement of the head of academic unit, the application must be submitted to the Rector for approval, a minimum of 30 days before the intended travel date.

To be eligible, the full time Lecturer should be in service and has not submitted his/her notice of resignation/non acceptance of contract renewal.

The support scheme for professional development is a full support scheme funded by the University to enable Lecturers to upgrade their knowledge and/or skills. Its implementation is subject to budget availability. A qualified Lecturer may apply for financial support under this scheme.

The support scheme for professional development is separate from the support that may be granted to lecturers who have submitted papers for conferences or publication, which have been accepted for presentation – refer to Chapter 4: Research Output Dissemination.

### PROFESSIONAL DEVELOPMENT & BUSINESS TRAVEL REGULATIONS

Subject to budget availability, Lecturers may be provided with financial assistance for professional development purposes up to the maximum extent as decided by the University:

1. Return Economy-Class air passage (purchased in accordance with the University's financial guidelines and procedures issued by the Finance Department);
2. Inter-City/State land Travel by public transport (where applicable);
3. Hotel accommodation;
4. Public transport from residence to Airport and vice versa, and from the airport to hotel and vice versa (where applicable);
5. Subsistence allowance; and
6. Registration/Course fee.



Lecturers should coordinate with their Head of Study Program, Faculty Coordinator, and Finance Department to prepare the financing and practical arrangements. The payment method may use cash advance or cost reimbursement, accordance with the university's financial guidelines and procedures issued by the Finance Department, and also the procurement guidelines issued by the General Affairs Department.

## CHAPTER 8 – LECTURER RIGHTS & RESPONSIBILITIES

### DUTIES AND TASKS

1. Commitment to Teaching Responsibilities
  - a. Deal conscientiously with teaching duties and obligations. This includes the planning and preparation of all courses, lectures, and tutorials according to the university guidelines. as well as conducting scheduled classes, providing complete information on course requirements, assignments, and projects, and grading fairly;
  - b. Accord all students respect and appropriate rights as individuals. This involves providing mature professional advice, treating students with courtesy in class, keeping confidential personal information about students unless expected to share under other academic responsibilities and fairness in teaching individuals;
  - c. Serve as role model and provide leadership in helping to shape the minds of the students. All Lecturers should strive to set a high standard in all their professional and personal dealings with students;
  - d. Explore new and innovative methods of presenting content to and evaluating the performance of students. All Lecturers should strive to improve their effectiveness as a teacher by motivating students to aspire to academic excellence;
  - e. Accountable for the teaching and evaluation actions taken.
2. Commitment to academic integrity:
  - a. Uphold the academic core values of learning: honesty, respect, fairness, and accountability;
  - b. Promote the importance of personal and academic honesty;
  - c. Embrace the belief that all learners - students, lecturers, staff and administrators - will produce their own work, and must give appropriate credit to the work of others;
  - d. No fabrication of sources, cheating or unauthorized collaboration in any work submitted within the System;
  - e. Avoid cheating, fabrication, falsification, forgery, plagiarism, or complicity on any university assignment.
3. Engagement in Professional and Scholarly Activities
  - a. Promote knowledge in the academic and pedagogic discipline through research, publication and presentation of papers at both local and international conferences and meetings;
  - b. Keep updated with relevant and latest knowledge within academic field and/or discipline through familiarity with relevant journals, publications and participation in local, regional and/or international societies, meetings and conferences;
  - c. Openness to other's opinion inside or outside disciplines and respect collegiality of lecturers to establish academic atmosphere;
  - d. Have the freedom to speech and write in the area of expertise.
4. Participation and Support in the Development of the Study Program and University

- a. Collaborate with colleagues in the contribution of new curriculum, and participate in discussion at faculty meetings to provide strategies and solutions to strengthen the educational programs of the University.
- b. Give reasonable support to general university-wide activities and events particularly to new student orientation, graduation ceremony, etc.
- c. Contribute to Institution-wide committees
- d. Avoid wastage of funds and/or resources entrusted for use within each department
- e. Make every effort to avoid professional and personal behaviors which might cause embarrassment to the university

## ACADEMIC FREEDOM

Every Lecturer is given freedom to independently or collaboratively: carry out all educational activities; contribute to the development and advancement of science, technology, social science, arts, humanities and engineering; conduct research and community services in accordance with the academic rules and regulations.

Academic freedom also covers freedom in disseminating the results of research and community services through scientific discourses in the form of lectures, seminars, symposia, discussions, and examinations held in the framework of teaching and learning activities.

Professional integrity by a Lecturer includes recognition that the public will judge the profession and the institution by the statements both in public and private life. Therefore, the Lecturer should strive to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to avoid creating the impression that S/He speaks or acts for the system when speaking or acting as a private person.

A Lecturer should be sensitive in the use of controversial material in the classroom and should introduce such material when it has relevance to the subject field.

All Lecturers are responsible for teaching the course content based on a common system-wide set of course outcomes.

## USE OF COPYRIGHTED MATERIALS

Copyright is an intellectual property right recognized and protected by law. Copyright exists in all forms of works, such as books, periodicals, magazines, compilations of information, photographs, diagrams, dances, scripts for plays, computer programs, drawings, design, sculpture, musical grades, lyrics, sound recordings, cinematographic films, television broadcasts, sound recordings and cable programs etc.

Generally, the person (i.e. the author) who created the work is the owner of the copyright. In the case of other forms of copyrighted materials like sound recordings and films, the producer is the copyright owner. The owner of a copyrighted work has monopoly rights to reproduce, publish, perform, sell or broadcast the work. It is an infringement of such rights for any other person to do such acts without the consent of the copyright owner.

Where a Lecturer makes copies of an entire or substantial portion of a book where it is intended for commercial use, not for the purpose of self-study or research, he/she would have infringed copyright. It is also an infringement to authorize others to infringe copyright. Taking a book to a photocopy shop and requesting a copy of the book intended for commercial use, not for the purpose of self-study or research, will also make the Lecturer liable for copyright infringement even though the shop does the actual photocopying.

A person found guilty of copyright could be liable for civil and criminal sanctions depending on the nature of the offending acts. However, the law does provide certain exception under which copying is not considered infringement. Copying of works in the following instances will not constitute infringement:

1. An individual is deemed to have copied for the purpose of self-study or research and therefore not infringed copyright if:
  - a. only one article is copied in a periodical publication;
  - b. where a literary, dramatic or musical work is not less than 10 pages, one copies up to 10% of the number of pages in a published edition of the work or if the work is divided into chapters, up to ONLY one chapter.
2. In the case of literary, dramatic or musical works in electronic form, an individual is deemed to have copied for the purpose of self-study or research and therefore not infringe copyright if:
  - a. no more than 105 of the total number of bytes in that edition is copied; or
  - b. where the work is divided into chapters, Lecturer copies more than 10% of the total number of bytes in that edition but this copying contains only whole or part of a single chapter.
3. The making of a copy of a computer program is not copyright infringement if the reproduction is made on behalf of the owner and the reproduction is for the purpose of being used as a back-up copy of the original computer program.
4. An individual may copy a film or recording of television or sound broadcast or cable programs provided that such a copy is made for private and domestic use. If the film or recoding is seen or heard in public, it shall be deemed to be made NOT for private and domestic use.

## CONDUCT AND DISCIPLINE

### CODE OF ETHICS

All Lecturers is required to observe the University Code of Ethics.

### OFFICIAL WORKING HOURS

The official opening hours of the University are as follows: Monday to Friday: 8.00 am to 5.00 pm (with 1 hour lunch break)

All Lecturers, unless they are on leave, must report for duty and be available for consultation even though they do not have any lectures/ classes. They should keep the General Office of their Study Program informed as to where they may be contacted should they need to leave their place of work during office hours.

### OFFICIAL DUTIES AND PRIVATE INTEREST

Lecturer is prohibited to:

- Directly or indirectly make use of any official information or his official position to further his private interest
- Allow or agree to another person or organization using the name of the University and or Study Program of his official designation for their own benefit

### SECRECY OF OFFICIAL DOCUMENTS AND INFORMATION

All official documents, papers and information which a Lecturer receives must be treated as confidential. He must not, either during or after his service, copy, extract or translate them for unofficial use or allow others to do so. He also should not directly or indirectly disclose, publish or communicate them to the Press or individuals in any form whatsoever, except as part of his official duties or with the written permission of the Faculty and or University.

### LECTURER—STUDENT RELATIONS AND INTERACTIONS

Generally Lecturers act as mentors and counselors to students in their academic and professional pursuits. They could be assigned by the Vice Dean for Academic and Student Affairs or Head of Study Program as personal tutors to a small group of students each to provide academic guidance to them in their course of study. Lecturers are expected to maintain a good and proper relationship with students at all time.

They should refrain from any conduct prejudicial to the maintenance of proper Lecturer-student relationship with the students and respect the confidential nature of the relationship between the Lecturer and student, particularly in examination work to ensure impartiality and non-disclosure of confidential information such as the marks that students obtain in the examination and the proceedings of the Board of Examiners which must not be revealed to students.

In all the above, the Lecturer models ways of sharing his/her own problem solving strategies and coaches the student when areas of improvement are identified. Students likewise share their own perspectives and let lecture know when views are different and/or unclear. The enthusiasm and professionalism that a Lecturer brings to his relationships and interactions is a key in motivating student behavior, performance and learning.

Lecturers are expected to interact with students by involving themselves in extra- and co-curricular activities. All lecturers should take part in campus life and serve as role models outside the classroom, as much as inside the classroom. These activities will be linked to Internal 21C L&T Certification.

### ACCESS CARD

Full-Time Lecturers will be issued Access Cards shortly after assuming duty with the University. They might need to use the Access Card to gain entry into their office during and after the normal office hours if their office entrance is installed with a security system.

If the card is lost, they should report personally to the HR Department for a replacement to be given. They could be charged a replacement fee of Rp.150.000,- (a hundred and fifty thousand rupiahs).

When they leave the service of the University, they are to return the card personally to the Human Resource before or on their last day of service. If they wish to keep the card as a souvenir, please come personally to

the HR Department for the card to be cancelled. They will be charged a replacement fee of Rp.150.000,- (a hundred and fifty thousand rupiahs).

### CLOTHING AND HAIR STYLES

All Lecturers are expected to report for work in appropriate attire and maintain hairstyles that give an appearance of neatness and decorum.

### DRESS CODE

Days	Gender	Dress Code
Monday /Wednesday	Men & Women	Uniform
Tuesday/Thursday	Men & Women	Uniform or neat formal office attire (free)
Friday	Men & Women	Batik
Formal events organized by the University	Men & Women	Uniform/Batik/other dress code as informed by the Rector's Office
Meetings/events organized by the Provider Agency	Men & Women	Uniform

### SANCTIONS

Sanction will be given to Lecturers in the following circumstances:

1. Failure to fulfill assigned credit requirements;
2. Negotiating grades with the students;
3. Disclosing examination materials, both his/her own course, or those of other Lecturers' examination material, or giving a chance for it;
4. Providing answers during an examination;
5. Accepting gifts of any kind from students, or other parties, in exchange for assigning grades;
6. Requiring students to buy textbooks or other items from lecturers;
7. Engaging in unfair treatment or harassment of any kind;
8. Performing any kind of plagiarism;
9. Lateness in submission of grades or examination results in the Academic Information System and non-compliance with the predetermined schedule;
10. Failure to fulfill academic obligations as set out the Academic Activities regulation (Chapter 5: Academic Activities Regulation) over a period of two (2) consecutive semesters; or
11. Any breach of the provisions in this handbook for which the Lecturer has already received a verbal warning.

The administrative sanctions to Lecturers consist of a verbal warning and a written warning, based upon of the severity of misconduct:

1. A verbal warning shall be given by the direct supervisor for breach of any of the provisions in this handbook.
2. A first written warning will be given in the cases when the Lecturer has failed to comply with the any of the provisions in this handbook for the second time ;
3. A second written warning will be given in the cases when the Lecturer has failed to comply with the any of the provisions in this handbook for the third time.

The execution of the first written warning will be conducted by the Head of Study Program. The execution of the second written warning will be conducted by the Dean.

If a Lecturer receives a second written warning, administrative sanctions according to the Human Resources Policy will apply.

The execution of any kind of sanction will be done by the decree of the relevant authorities.

Violations of the University Code of Ethics outside the academic field would be given sanctions according to the University Human Resources Policy and recommendation of the University Senate Committee on Discipline and Ethics.

## CHAPTER 9 – GENERAL INFORMATION & BENEFITS

### SALARY

Lecturers shall receive the gross salary that is formulated and decided based on the respective level and qualifications of the employee. The employee level shall be decided based on the job description and position specifications. For each level, the University shall determine the salary scale, including a minimum and maximum range.

Salary payment date shall be the date in the last week of the each month as stipulated by Provider Agency as the monthly Employees Salary Payment Date. The net salary (take home pay) will be transferred to the respective employee's bank account.

### BENEFITS

Full Time Lecturers will receive lunch and uniform, as well as other standard benefits as defined below:

#### HEALTH INSURANCE

All Full Time Lecturers will receive health insurance which covers all the employee and immediate family members in accordance with the Health Insurance policy and The Provider Agency regulation.

#### LIFE INSURANCE

All Full Time Lecturers are granted with Life Insurance, Demise Insurance and Retirement Insurance provided by *BPJS Ketenagakerjaan*.

#### LEAVE BENEFITS

##### General policies

Lecturers who plan to take a leave must obtain prior approval from the relevant direct supervisor. The leave must be proposed through Human Capital Management System (HCMS) within appropriate time prior to the leave date.

##### Annual leave

Full Time Lecturers shall be eligible for 12-20 (twelve - twenty) working days of paid annual leave in a calendar year based on the employee grade, with prior approval of the Direct Supervisor or the Head of the Department at least 7 (seven) calendar days before the leave date. Eligible paid annual leave is accumulated on a month-by-month basis.

Annual leave must be taken during the University vacations. In exceptional circumstances leave may be taken during the semester with the prior approval of the Head of Study Program/Vice Dean. As a general rule, only Lecturers with formal teaching duties outside term time may take annual leave during term time.

Annual leave which is not utilized in the year of entitlement may be carried forward to the next calendar year only until the end of June. Annual leave which is not utilized till this cut off day will be expired.

Annual leave carried forward from one calendar year to the next shall not be utilized during the period of notice of resignation. Such annual leave will lapse at the commencement of the notice period.



**Medical leave**

A Full-Time Lecturer shall be granted medical leave on full-pay according to the period prescribed in the medical certificate or doctor's or hospital's advice.

When a Lecturer has been granted medical leave, the Lecturer must inform the Head of Study Program as soon as possible or within 24 hours, otherwise, the Lecturer shall be deemed to be absent from work without permission. The Lecturer must forward any medical certificate to the HR Department through the Head of Study Program immediately upon resumption of duty after the medical leave

**Maternity leave**

A married female Lecturer may be granted 3 (three) calendar months of full pay maternity leave counted as per initial Date of Maternity Leave Taken.

**Compassionate leave**

The university may grant compassionate leave of up to 3 (three) working days to a Lecturer on the demise of an immediate family member (parent, spouse, son/daughter, parent in law). Compassionate leave may be taken any time either consecutively or otherwise between the date of death of the family member and the date of funeral. However, should the funeral of the deceased family member be held overseas, a Lecturer may use his/her vacation leave balance.

**Compensation leave**

Lecturers whose academic activities exceed a minimum of 5 hours per week from their 40 hours (minimum 5 consecutive hours in the weekend/holiday) are eligible for a compensation leave in any working days. A Lecturer should coordinate with the Head of Study Program to arrange when he/she will be able to take Compensation Leave. HR Department will add the Lecturer's Compensation Leave Balance once the Lecturer submits his/her eligibility notification for Compensation Leave that is approved by the Head of Study Program.

**Study leave**

Based on the assignment from the University and approval from the Rector, Lecturer shall be eligible for a Study Leave. Study Leave is paid leave which can be taken by the Lecturer when they need time to continue their formal study (degree programs).

**Unpaid leave**

Unpaid leave is a temporary unpaid status and absence from duty. In most cases, the unpaid leave is based upon the employee's request. Unpaid leave can be granted only to permanent Lecturers who have been continuously employed for a minimum of two (2) years.

**CAMPUS ENVIRONMENT**

The University is committed to provide and maintain a green and healthy environment, as well as providing sufficient working space to support the employee productivity. All staff are required to contribute in keeping the cleanliness and tidiness of the campus environment.

## HEALTH & SAFETY

The University is committed to provide a safe and healthy environment for all employees and students, as well as the university visitors. Some personnel are properly trained and provided with appropriate safety and emergency equipment. The University will take all appropriate actions to correct any hazards or conditions that endanger health, safety or environment.

## PARKING SERVICES

All Full Time Lecturers are eligible to get parking space on campus area. If they pay their own parking fees in such a situation, they shall be reimbursed for all submitted receipts on a monthly basis through the General Administration Information Services (GAIS). Eligibility is stated in their employment contract by the HR Department.

## FACILITIES USAGE

### LIBRARY AND LEARNING RESOURCES

In order to provide all types of learning resources, the University provides the Library and Learning Resources Center for all Lecturers and student to enhance the SU academic quality. The Library is situated on the main entrance of SU campus at building A, offers a variety of services and facilities. The Library also have access to academic databases covering e-books, e-journals, online case, financial data, etc. through the Library's Portal at [sampoernauniversity.library.ac.id](http://sampoernauniversity.library.ac.id) that accessible on campus and off-campus.

The Library has networked computers, Group Study rooms and silent study areas facilitated with wireless access throughout the campus and iPad available to borrow.

Library opening hours:

- Monday to Friday : 8.00 AM – 9.00 PM
- Saturday : 9.00 AM – 5.00 PM

All lecturers should take responsibility to work with their deans or unit heads, along with the library, to develop mechanisms for adequately resourcing the library with required course materials. Lecturers for all subjects should afford students with structured class time to utilize library resources for supporting the learning process.

### COMPUTER AND INTERNET USAGE

The University provides notebook and internet access for all Lecturers in carrying out the function of *Tri Dharma Perguruan Tinggi*. The notebook should be kept clean and in a good condition. Any damage to the notebook must be reported to the IT department as soon as possible.

The main purpose of providing access to the Internet is to support duties and responsibilities of the Lecturer, such as:

- Searching information and internet browsing that adds value to employees and faculty;
- Access and open the webmail site; and
- Discussions on forums that relate to the duties and responsibilities associated with academic advancement.

Lecturer may not illegally download copyright-protected material such as papers or other type of academic writing. Picture, audio/video/multimedia material, software or files downloaded via the Internet can only be used consistently in accordance with a valid license copyright. No person may use university facilities knowingly to download or distribute pirated software or data.

Users should not use University Internet access to download entertainment software or games, or to play games over the Internet. The transmission, retrieval or display of any kind of pornographic image or document on any University system is a violation of the policy on sexual harassment. Pornographic material may not be archived, stored, distributed, edited or recorded using the network or computing resources.

It is strictly prohibited to use University Internet facilities to deliberately propagate any virus, worm, Trojan horse, or other malicious program code, as well as propagating any form of party political or propaganda activity. Lecturer should schedule communications-intensive operations such as large file transfers, video and audio streaming or downloads, mass emails and the like when internet utilization not high.

All Lecturers must be aware of the importance of protecting university confidential information, user data and any other material covered by existing policies and procedures on confidential operations. Use of university access facilities for actions such as misuse of IT assets or resources, unauthorized installation of web services, sexual harassment, unauthorized public statement and misappropriation of intellectual property will be subject to disciplinary actions as set out in the University code of ethic.

#### **E-MAIL USAGE**

All full time Lecturers are provided with an official university email account to be used as an official communication tool, to support their responsibility in teaching, research, and community services. They are responsible to use the official email account in a good manner. Any misuse or misappropriation of the official email account will be subject to disciplinary actions as set out in the University code of ethic.

## APPENDIX I: UNIVERSITY OFFICERS

### RECTOR'S OFFICE

#### **Rector**

Dr Wahdi Yudhi (Acting)

#### **Vice Rector Academic & Student Affairs**

Prof. Zoraini Wati Abas (Acting)

#### **Vice Rector Administration, Resources & Operations**

Seskia Agil Balfas (Acting)

#### **Vice Rector Strategic Planning & University Governance**

Prof. Rosie Bateson

#### **Vice Rector International & External Affairs**

Al Jaeger

#### **Vice Rector Government Affairs**

Elan Merdy

### ACADEMIC UNITS LEADERSHIP

#### **Faculty of Business (FOB)**

Dean : (Acting) Dr. Chandra Alamsyah

Vice Dean : Dr. Chandra Alamsyah

Faculty Coordinator : Dr. Bambang Setiono [SSB Vice Dean for Administration and Student Affairs]

#### **Faculty of Education (FOE)**

Dean : (Acting) Dr. Soepriyatna

Vice Dean : Dr. Soepriyatna

Faculty Coordinator : Endriyani Widyastuti, SE [SSE Vice Dean for Administration]

#### **Faculty of Science & Technology (FST)**

Dean : Dr. Yoda Patta

Vice Dean I : Dr. Erna Maria Lokollo

Faculty Coordinator : TBA

#### **Institute of Languages and Communication (ILC)**

Head : TBA

Coordinator : TBA

#### **Institute of Social Development and Community Outreach (ISDCO)**

Head : Dr. Media Ayu

Coordinator : TBA

### ACADEMIC SUPPORT UNITS LEADERSHIP

**Academic Registry** : Fakhurrozi Permana

**Student Affairs** : Nursanti Retno Windrati

**Center for Learning, Teaching & Curriculum Development:** Prof. Zoraini Wati Abas

**Library** : Hasbollah Atan

## APPENDIX II: COURSE EVALUATION FORM



**UNIVERSITAS SISWA BANGSA INTERNASIONAL  
(SAMPOERNA UNIVERSITY)**

**STUDENT FEEDBACK**

<b>Faculty</b> :	_____	<b>Course Code</b> :	_____
<b>Program of Study</b> :	_____	<b>Course Name</b> :	_____
<b>Cohort</b> :	_____	<b>Section</b> :	_____
<b>Semester</b> :	<input type="checkbox"/> Odd <input type="checkbox"/> Even	<b>Lecturer Name</b> :	_____
<b>Gender</b> :	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Academic Year</b> :	_____
		<b>No. of Students in Class</b> :	_____

**PART 1**

Circle the score that indicates your level of agreement to each statement

1 = SD (Strongly Disagree)                      3 = A (Agree)  
2 = D (Disagree)                                    4 = SA (Strongly Agree)

A	Course Syllabus and Content	Level of Agreement			
		SD	D	A	SA
1	Course objectives and requirements were clear	1	2	3	4
2	Learning outcomes for the course were clear	1	2	3	4
3	The content of the course reflected the syllabus	1	2	3	4
4	The assessments were in line with the learning outcomes	1	2	3	4

B	Teaching/Facilitation	Level of Agreement			
		SD	D	A	SA
1	The course was well organized and easy to follow	1	2	3	4
2	The lecturer remained on topic	1	2	3	4
3	The lecturer made the course very interesting	1	2	3	4
4	The lecturer made the course meaningful	1	2	3	4
5	The lecturer gave multiple examples	1	2	3	4
6	The lecturer modeled the skills the students needed to master	1	2	3	4
7	The lecturer invited questions and comments	1	2	3	4
8	The lecturer provided clear instructions	1	2	3	4
9	The lecturer used English in class as a medium of instruction all the time	1	2	3	4
10	The lecturer is knowledgeable on the subject	1	2	3	4
11	The lecturer encouraged all students to take initiative for their own learning	1	2	3	4
12	The lecturer fostered critical thinking	1	2	3	4
13	The lecturer made sure that all students understood what they needed to know	1	2	3	4
14	The lecturer was able to engage students in learning	1	2	3	4

C	Learning Resources, Activities, and Interaction	Level of Agreement			
		SD	D	A	SA
1	Students had a variety of learning experiences (e.g. lectures, case studies, discussions, group learning and hands-on activities)	1	2	3	4
2	The core learning resources/text provided helped students achieve the learning outcomes of the course	1	2	3	4
3	The learning resources provided were interesting	1	2	3	4
4	The use of IT/media/resource by the lecturer was effective	1	2	3	4
5	The lecturer promoted student participation	1	2	3	4
6	The lecturer incorporated a good mix of offline and online activities and resources	1	2	3	4
7	The course had online forum that helped students to learn from each other with guidance from the lecturer	1	2	3	4



**PART 3**

1. What did you like **most** about the course?

--

2. What did you like **least** about the course?

--

3. Suggestions for improving the course in the future (teaching methods, readings, activities, etc)

--

**Thank you for your valuable feedback**

CLTCD April 2014