



**MINISTRY OF RESEARCH, TECHNOLOGY AND HIGHER
EDUCATION**

SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY

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**RECTOR OF SEPULUH NOPEMBER
INSTITUTE OF TECHNOLOGY REGULATION
NUMBER 24 OF 2019**

REGARDING

**ORGANIZATION AND ADMINISTRATION OF
SEPULUH NOVEMBER INSTITUTE OF TECHNOLOGY**

BY THE GRACE OF THE ONE ALMIGHTY GOD

RECTOR OF SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY,

- Considering :
- a. whereas, the organization and administration of the Sepuluh Nopember Institute of Technology which were stipulated under the Rector of Sepuluh Nopember Institute of Technology Regulation Number 10 of 2016 were no longer able to meet the needs for organizational development and governance of the Sepuluh Nopember Institute of Technology;
 - b. whereas, the organization and administration of the Sepuluh Nopember Institute of Technology have received the consideration of the Board of Trustees based on the letter number B/93834/IT2.MWA/TU.00.09/2019;
 - c. whereas, based on the considerations referred to in letters a and b above, it is necessary to stipulate a Rector's Regulation concerning the Organization and Administration of the Sepuluh Nopember Institute of Technology;

- Given : 1. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);
2. Government Regulation Number 4 of 2014 concerning Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to State Gazette of the Republic of Indonesia Number 5500);
3. Government Regulation Number 54 of 2015 concerning the Statute of the Sepuluh Nopember Institute of Technology (State Gazette of the Republic of Indonesia of 2015 Number 172, Supplement to the State Gazette of the Republic of Indonesia Number 5723);
4. Board of Trustees of the Sepuluh Nopember Institute of Technology Regulation Number 07 of 2016 concerning General Policy;
5. Decree of Board of Trustees of the Sepuluh Nopember Institute of Technology Number 3 of 2019 concerning the Appointment of the Rector of the Sepuluh Nopember Institute of Technology for the 2019-2024 term;

DECIDED :

Stipulated : RECTOR OF SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY REGULATION CONCERNING THE ORGANIZATION AND ADMINISTRATION OF SEPULUH NOVEMBER INSTITUTE OF TECHNOLOGY

CHAPTER I
GENERAL PROVISION

Article 1

In this regulation what is meant by:

1. Sepuluh Nopember Institute of Technology, hereinafter referred to as ITS, is a legal entity state university.
2. ITS Statute is the basic regulation of ITS management which is used as the basis for drafting regulations and operational procedures at ITS.
3. Rector is an ITS organ that leads the organization and management of ITS.
4. Vice Rector is the assistant to the Rector in the administration and management of ITS in certain strategic fields.
5. Institute Secretary is the Rector's apparatus to coordinate the fields of law, administration and special programs.
6. Directorate is a strategic developer and implementer in certain fields.
7. Faculty is an academic implementing element that is a set of supporting resources in the administration and management of academic education, professional education and/or vocational education within one scientific and technological disciplines.
8. School is the faculty level academic implementing element in charge of organizing and/or coordinating multidisciplinary postgraduate programs.
9. Office is an element under the Rector in charge of internal control and quality assurance.
10. Departments are elements of faculties and schools that support the implementation of academic activities in one or several branches of science and technology in the types of academic education, vocational education, and/or professional education.
11. Bureau is an administrative executing element in a certain field.
12. Library is an academic support element that manages a collection of written works, printed works and/or recorded works in a professional manner with a standard system to meet the needs of education, research, preservation, information and recreation for visitors.
13. Units are academic and non-academic supporting elements.

CHAPTER II
STRUCTURE OF ORGANIZATION

Article 2

The organizational structure under the Rector's organ consists of:

- a. Vice Rector;
- b. Secretary of the Institute;
- c. Faculties and Schools;
- d. Office; and
- e. Directorate of Global Partnerships;

CHAPTER III
VICE RECTOR

Article 3

The Vice Rector as referred to in Article 2 letter a consists of:

- a. Vice Rector for Academic and Student Affairs, hereinafter referred to as Vice Rector I;
- b. Deputy Rector for Planning, Finance and Infrastructure, hereinafter referred to as Vice Rector II;
- c. Vice Rector for Human Resources, Organization and Technology and Information Systems, hereinafter referred to as Vice Rector III; and
- d. Vice Rector for Research, Innovation, Cooperation and Alumni, hereinafter referred to as Vice Rector IV.

CHAPTER IV
VICE RECTOR I

Part One

Duties, Functions and Organization

Article 4

- (1) Vice Rector I as referred to in Article 3 letter a, has the duty of assisting the Rector in:

- a. formulating and implementing policies in the academic and student affairs fields;
 - b. organizing work programs that are in line with policies in the academic and student affairs fields;
 - c. evaluate the performance of work program results in the academic and student affairs fields
 - d. providing excellent service in the academic and student affairs fields in accordance with the principles of bureaucratic reform and the integrity zone.
- (2) In carrying out the duties referred to in paragraph (1), Vice Rector I carries out functions:
- a. formulating policies, strategic plans and work programs in academic and student affairs;
 - b. developing and implementing work programs in the field of education at all types and levels, in the field of student affairs and in the field of academic development;
 - c. developing and implementing cooperation in academic and student affairs;
 - d. coordinating the implementation of quality assurance activities in academic and student affairs;
 - e. development, delivery, and evaluation of library services; and
 - f. implementation of evaluation of the implementation of work programs in the academic and student affairs fields.

Article 5

The organizational structure under Vice Rector I consists of:

- a. Directorate of Education;
- b. Directorate of Postgraduate and Academic Development;
- c. Directorate of Student Affairs; and
- d. Library.

Part Two
Directorate of Education

Article 6

- (1) The Directorate of Education has the duty of assisting the Vice Rector I in:
 - a. prepare the formulation and implement policies in the sub-sector of education;
 - b. organizing work programs that are in line with policies in the sub-sector of education;
 - c. evaluate and report the performance of work programs in the sub-sector of education; and
 - d. providing excellent service in the field of education in accordance with the principles of bureaucratic reform and the integrity zone.
- (2) In carrying out the duties referred to in paragraph (1), the Directorate of Education carries out functions:
 - a. formulation of planning, governance and educational services for undergraduate and vocational programs;
 - b. administering a student admission system for undergraduate and vocational programs;
 - c. coordinating the management of international education programs for undergraduate and vocational programs;
 - d. organizing joint lectures for undergraduate and vocational programs;
 - e. providing educational services for undergraduate and vocational programs;
 - f. monitoring and evaluating the implementation of education for undergraduate and vocational programs;
 - g. implementing judiciary for undergraduate and vocational programs;
 - h. organizing graduation for all levels and types of educational programs;
 - i. managing educational data and information for all levels and types of educational programs;
 - j. coordinating the preparation of accreditation for undergraduate and vocational programs; and
 - k. evaluating and reporting on the implementation of the education sub-sector work program.

- (3) The Directorate of Education is led by a Director, who is responsible to the Vice Rector I in carrying out his duties.
- (4) The Director of Education as referred to in paragraph (3) in carrying out his duties is assisted by a Vice Director.
- (5) In carrying out his duties, the Vice Director as referred to in paragraph (4) shall be accountable to the Director of Education.

Part Three

Directorate of Postgraduate and Academic Development

Article 7

- (1) The Directorate of Postgraduate and Academic Development has the following duty:
 - a. preparing the formulation and implementation of policies in the sub-fields of postgraduate and academic development;
 - b. implementing policy-compliant work programs in the sub-fields of graduate and academic development;
 - c. evaluating and reporting on the performance of work program outcomes in the sub-fields of undergraduate and academic development; and
 - d. delivering excellent service in the sub-field of postgraduate and academic development according to the principles of bureaucratic reform and the integrity zone.
- (2) In carrying out the duties referred to in paragraph (1), the Directorate of Postgraduate and Academic Development carries out functions:
 - a. the formulation of planning, governance and educational services for postgraduate and professional programs;
 - b. administering a student admission system for postgraduate and professional programs;
 - c. organizing joint courses for postgraduate and professions;
 - d. providing educational services and scholarships for postgraduate and professions;
 - e. monitoring and evaluating the implementation of education for postgraduate and professions;
 - f. implementing judiciary for postgraduate and professional programs;

- g. managing educational data and information for postgraduate and professional programs;
 - h. coordinating the preparation of accreditation for postgraduate and professional programs;
 - i. coordinating the management of international education programs for postgraduate and professional programs;
 - j. planning and developing academic cooperation for all levels and types of educational programs;
 - k. planning and managing the credit transfer system with partner universities;
 - l. coordinating the proposals for opening, changing and closing study programs for all levels and types of educational programs;
 - m. planning, developing and evaluating curriculum, education quality standards, learning methods and technologies;
 - n. management of scholarships for postgraduate and professions;
 - o. management of certification schemes;
 - p. coordinating the implementation of competency certification examinations; and
 - q. performing evaluation and reporting on the implementation of work programs in the sub-sector of undergraduate and academic development.
- (3) The Directorate of Postgraduate and Academic Development is led by a Director who in carrying out his duties is responsible to the Vice Rector I.

Four Part

Directorate of Student Affairs

Article 8

- (1) The Directorate of Student Affairs has the following duties:
- a. preparing the formulation and implementing policies in the sub-sector of student affairs;
 - b. organizing work programs that are in line with policies in the sub-sector of student affairs;
 - c. evaluate and report the performance of work program results in the sub-sector of student affairs; and

- d. providing excellent service in the student affairs sub-sector in accordance with the principles of bureaucratic reform and the integrity zone.
- (2) In carrying out the duties referred to in paragraph (1), the Directorate of Student Affairs carries out functions:
- a. formulating planning, governance and student services for all levels and types of educational programs;
 - b. planning and developing entrepreneurship programs, industrial apprenticeship, counseling and career preparation for all levels and types of educational programs;
 - c. planning and developing student talent and character programs for all levels and types of educational programs based on the results of the assessment and mapping carried out;
 - d. planning and developing community empowerment programs by students for all levels and types of educational programs;
 - e. conducting tracer studies for all levels and types of educational programs;
 - f. organizing alumni registration services for all levels and types of educational programs;
 - g. providing student data and information services for all levels and types of educational programs;
 - h. providing scholarship and student welfare services;
 - i. organizing talent interest coaching, assistance in academic, professional, religious, arts and sports competitions; and
 - j. implementation of evaluation and reporting on the implementation of the student affairs sub-sector work program;
- (3) The Directorate of Student Affairs is led by a Director, who in carrying out his duties is responsible to the Vice Rector I.

Part Five

LIBRARY

Article 9

- (1) Libraries have the following duties:
- a. formulating policies and strategic plans and library work programs;

- b. managing and developing libraries;
 - c. managing and developing knowledge centers;
 - d. provide excellent library services; and
 - e. coordinating the management of the reading room in the ITS environment.
- (2) In carrying out the duties referred to in paragraph (1), the Library carries out functions:
- a. centers for education, information, research, recreation, publication, deposit and interpretation;
 - b. preparation of needs plans and provision of library materials in various media formats;
 - c. library material manager to support academic needs;
 - d. library information system manager;
 - e. organizing cooperation between libraries;
 - f. providing excellent service in utilizing library materials;
 - g. development of knowledge transfer programs to utilize library materials;
 - h. provision of library facilities that are oriented towards visitors;
 - i. implementation of library administration affairs; and
 - j. reading room management in the ITS environment.
- (3) Libraries are led by a Head of Libraries, who in carrying out their duties is responsible to the Vice Rector I.

CHAPTER V VICE RECTOR II

Part One Duties, Functions and Organization

Article 10

- (1) The Vice Rector II as referred to in Article 3 letter b, has the duty of assisting the Rector in:
- a. formulating and implementing policies in the fields of planning, finance and infrastructure;

- b. carry out work programs that are in line with policies in the fields of planning, finance and infrastructure;
 - c. evaluating the performance of work program results in the planning, finance and infrastructure sectors; and
 - d. providing excellent service in the areas of planning, finance and infrastructure in accordance with the principles of bureaucratic reform and the integrity zone.
- (2) In carrying out the duties referred to in paragraph (1), the Vice Rector II carries out functions:
- a. formulating policies, strategic plans and work programs in the areas of planning, finance and infrastructure;
 - b. development and implementation of the ITS master plan;
 - c. formulation of institutional strategic development;
 - d. developing and implementing work programs in budget planning, infrastructure, and logistics as well as implementing the ITS master plan;
 - e. developing and implementing work programs in the management of infrastructure, logistics and transportation, as well as campus security;
 - f. developing and administering work programs in treasury financial management, accounting and financial reporting;
 - g. coordinating the strategic development of institutions;
 - h. coordinating the implementation of internal control activities;
 - i. coordinating the implementation of cooperation in land and building utilization;
 - j. development and operation of goods and services procurement services; and
 - k. evaluating and reporting on the implementation of work programs in the planning, finance and infrastructure sectors.

Article 11

The organizational structure of the Vice Rector II consists of:

- a. Directorate of Planning and Development;
- b. Bureau of Facilities and Infrastructure;
- c. Financial Bureau; and

- d. Goods and Services Procurement Work Unit.

Part Two

Directorate of Planning and Development;

Article 12

- (1) The Directorate of Planning and Development has the following duties:
 - a. prepare the formulation and implementation of policies in the planning and development sub-sector;
 - b. organizing work programs that are in line with policies in the planning and development sub-sector;
 - c. evaluating and reporting on the performance of work programs in the planning and development sub-sector; and
 - d. providing excellent service in the planning and development sub-sector in accordance with the principles of bureaucratic reform and the integrity zone.
- (2) In carrying out the duties referred to in paragraph (1), the Directorate of Planning and Development carries out functions:
 - a. formulation of planning, governance and budget planning services, infrastructure, and logistics, and supervision of the implementation of the ITS master plan;
 - b. budget planning, management and control;
 - c. infrastructure and logistics planning;
 - d. implementation of the ITS master plan;
 - e. the implementation of supervision of the implementation of the ITS master plan;
 - f. implementation of supervision of the construction of infrastructure and facilities;
 - g. implementation of feasibility evaluation of the institution's strategic development plan;
 - h. alignment of institutional strategic development plans related to budget, facilities, infrastructure, logistics with the ITS master plan; and

- i. evaluating and reporting on the implementation of the planning sub-sector work program.
- (3) The Directorate of Planning is led by a Director, who in carrying out his duties is responsible to the Vice Rector II.

Part Three

Bureau of Facilities and Infrastructure;

Article 13

- (1) The Bureau of Facilities and Infrastructure has the following duties:
- a. prepare the formulation and implementation of policies in the sub-sector of facilities and infrastructure;
 - b. organizing work programs that are in line with policies in the sub-sector of facilities and infrastructure;
 - c. evaluate and report the performance of the work program results in the sub-sector of facilities and infrastructure; and
 - d. providing excellent service in the sub-sector of facilities and infrastructure in accordance with the principles of bureaucratic reform and the integrity zone.
- (2) In carrying out the duties referred to in paragraph (1), the Bureau of Facilities and Infrastructure carries out the following functions:
- a. formulation of planning, governance and infrastructure services;
 - b. management and maintenance of facilities, infrastructure, official houses and green open spaces;
 - c. management and implementation of campus security;
 - d. coordinating the implementation of the service system for receiving, storing and distributing logistics;
 - e. coordinating the implementation of the centralized campus transportation service system;
 - f. organizing the implementation of the smart eco campus program related to infrastructure; and
 - g. coordinating the implementation of evaluation and reporting on the implementation of work programs in the sub-sector of facilities and infrastructure.

- (3) The Bureau of Facilities and Infrastructure is led by a Head of Bureau, who in carrying out its duties is responsible to the Vice Rector II.

Part Four
Financial Bureau

Article 14

- (1) The Finance Bureau has the following duties:
- a. prepare the formulation and implementation of policies in the financial management sub-sector;
 - b. organizing work programs that are in line with policies in the financial management sub-sector;
 - c. evaluate and report the performance of work programs in the sub-sector of financial management; and
 - d. providing excellent service in the financial management sub-sector in accordance with the principles of bureaucratic reform and the integrity zone.
- (2) In carrying out the duties referred to in paragraph (1), the Financial Bureau carries out functions:
- a. formulation of planning, governance, and financial management services;
 - b. treasury management comes from the state revenue and expenditure budget, funding assistance for legal entity state universities, and the ministry's state revenue and expenditure budget, and similar sources of income;
 - c. treasury management comes from non-tax state revenue;
 - d. management of accounting, taxation, consolidated financial reporting and fiscal reporting;
 - e. internal and external financial management and reporting;
 - f. asset management and reporting;
 - g. monitoring, evaluating and reporting on the implementation of work programs in the field of financial management; and

- h. development of digitalization of services.
- (3) The Financial Bureau is led by a Head of Bureau, who in carrying out its duties is responsible to the Vice Rector II.

Part Five
Goods and Services Procurement Work Unit

Article 15

- (1) The Work Unit for the procurement of goods and services has the duty of carrying out the procurement of goods/services as well as implementing the system for procuring goods/services electronically.
- (2) In carrying out the duties referred to in paragraph (1), the Work Unit for the Procurement of Goods and Services carries out functions:
 - a. formulation of planning, governance, service quality standards for the procurement of goods/services;
 - b. procurement of goods and services using an electronic procurement system;
 - c. management of the procurement management information system which includes procurement documents, price survey data, list of goods and services requirements, and black list of providers;
 - d. evaluating the process of procuring goods and services that have been implemented; and
 - e. assessment of the qualifications of providers of goods and services through pre-qualification or post-qualification.
- (3) The work unit for the procurement of goods and services is led by a leader, who in carrying out his duties is responsible to the Vice Rector II.

CHAPTER VI
VICE RECTOR III

Part One
Duties, Functions and Organization

Article 16

- (1) The Vice Rector III as referred to in Article 3 letter c, has the duty of assisting the Rector in:
 - a. formulating and implementing policies in the fields of human resources, organizations, and technology and information systems;
 - b. organizing work programs that are in line with policies in the fields of human resources, organizations, and technology and information systems;
 - c. evaluate the performance of work program results in the fields of human resources, organizations and, technology and information systems; and
 - d. providing excellent service in the fields of human resources, organization and technology and information systems in accordance with the principles of bureaucratic reform and the integrity zone.
- (3) In carrying out the duties referred to in paragraph (1), the Vice Rector III carries out functions:
 - a. formulating policies, strategic plans and work programs in the field of human resources, organization and information technology and systems;
 - b. organizing work programs in the development and evaluation of human resources and organizations as well as personnel services;
 - c. carrying out activities for developing technology resources and information systems;
 - d. organizing work programs in the development of integrated services, general administration, digital archiving and documentation, occupational safety, health and the environment, and implementation of bureaucratic reform;
 - e. developing and implementing cooperation in the fields of human resources, organizations and, technology and information systems;
 - f. developing, organizing, and evaluating the smart eco campus program; and
 - g. evaluating and reporting on the implementation of work programs in the field of human resources, organization and technology and information systems.

Article 17

The organizational structure under the Vice Rector III consists of:

- a. Directorate of Human Resources and Organization;
- b. Directorate of Digital Technology Resources;
- c. Bureau of General Affairs and Bureaucratic Reform; and
- d. Smart Eco Campus Development Unit.

Part Two

Directorate of Human Resources and Organization

Article 18

(1) The Directorate of Human Resources and Organization has the following duties:

- a. prepare the formulation and implementation of policies in the sub-sector of human resources and organizations;
- b. Organizing work programs that are in line with policies in the human resources and organizational sub-sector;
- c. evaluate and report the performance of work programs in the sub-sector of human resources and organizations; and
- d. providing excellent service in the field of human resources and organizations in accordance with the principles of bureaucratic reform and the integrity zone.

(2) In carrying out the duties referred to in paragraph (1), the Directorate of Human Resources and Organizations carry out functions:

- a. formulation of planning, governance, and services in the sub-sector of human resources and organizations;
- b. planning needs and implementation of human resource procurement;
- c. planning, implementing and evaluating human resource development systems;
- d. implementation of appointments, transfers, promotions and dismissal of personnel;
- e. development of a human resource performance appraisal system;
- f. coaching, giving awards and sanctions;
- g. planning, implementing and evaluating organizational development systems;
- h. organizational culture development; and

- i. evaluating and reporting on the implementation of work programs in the sub-sector of human resources and organization.
- (3) The Directorate of Human Resources and Organization is led by a Director, who in carrying out his duties is responsible to the Vice Rector III.
- (4) The Director of Human Resources and Organization as intended in paragraph (3), in carrying out his duties is assisted by a Vice Director.
- (5) In carrying out his duties, the Vice Director as intended in paragraph (4) is responsible to the Director of Human Resources and Organization.

Part Three

Directorate of Technology and Information System Developments

Article 19

- (1) The Directorate of Technology and Information System Development has the following duties:
 - a. prepare the formulation and implementation of policies in the sub-sector of technology and information systems;
 - b. organizing work programs that are in line with policies in the sub-sector of technology and information systems;
 - c. evaluate and report the performance of work programs in the sub-sector of technology and information systems; and
 - d. providing excellent service in the field of human resources and organizations in accordance with the principles of bureaucratic reform and the integrity zone.
- (2) In carrying out the duties referred to in paragraph (1), the Directorate of Technology and Information System Developments carries out functions;
 - a. formulation of planning, governance, and services in the sub-sector of technology and information systems;
 - b. infrastructure management and information security;
 - c. management and development of digital platforms and integrated applications in all service areas;
 - d. ITS big data management;
 - e. management and development of services and cooperation in technology and information systems;
 - f. management of smart technology implementation; and

- g. performing evaluation and reporting on the implementation of work programs in the sub-sector of technology and information systems.
- (3) The Directorate of Technology and Information System Development is led by a Director, who in carrying out his duties is responsible to the Deputy Rector III.

Part Four

Bureau of General Affairs and Bureaucratic Reform

Article 20

- (1) The Bureau of General Affairs and Bureaucratic Reform has the following duties:
- a. preparing the formulation and implementation of policies in the general sub-sector and bureaucratic reform;
 - b. organizing work programs that are in line with policies in the general sub-sector and bureaucratic reform;
 - c. evaluating and reporting on the performance of work programs in the general sub-sector and bureaucratic reform; and
 - d. providing excellent service in the general field and bureaucratic reform in accordance with the principles of bureaucratic reform and the integrity zone.
- (2) In carrying out the duties referred to in paragraph (1), the Bureau of General Affairs and Bureaucratic Reform carries out functions:
- a. formulation of planning, governance, and general sub-sector services and bureaucratic reform;
 - b. preparing materials for the preparation of guidelines and technical guidelines for bureaucratic reform policies;
 - c. coordinating the implementation of the bureaucratic reform program;
 - d. management and development of integrated service units;
 - e. coordinating and integrating all information services through the role of an integrated service unit;
 - f. management of archives management and multimedia documentation;
 - g. fostering archives and realizing a national movement that is aware of an orderly archive;

- h. management of administrative services and modern office management
 - i. conventional and electronic based correspondence management;
 - j. planning and development of safety, occupational health and environmental systems; and
 - k. monitoring, evaluation, and reporting on the implementation of work programs in the general sub-sector and bureaucratic reform.
- (3) The Bureau of General Affairs and Bureaucratic Reform is led by a Head of Bureau, who is responsible to the Deputy Rector III in carrying out his duties.

Part Five

Smart Eco Campus Development Unit

Article 21

- (1) The Smart Eco Campus Development Unit has the following duties:
- a. formulating a smart eco campus program policy; and
 - b. utilizing smart technology to implement a smart eco campus program.
- (2) In carrying out the duties referred to in paragraph (1), the Smart Eco Campus Development Unit carries out functions:
- a. formulation of planning, smart eco campus program management;
 - b. planning and managing social engineering programs for increasing environmental awareness;
 - c. planning of greening systems and protection of biodiversity, and urban agricultural management;
 - d. waste and waste management system planning;
 - e. system planning to increase the efficiency of water use and improve water quality;
 - f. planning systems for increasing energy efficiency and the use of renewable energy;
 - g. planning for environmentally friendly transportation systems on campus;
 - h. green performance measurement in environmental management; and
 - i. implementation of evaluation and reporting on the implementation of the smart eco campus program.

- (3) The Smart Eco Campus Unit is led by a Unit Head, who in carrying out his duties is responsible to the Vice Rector III.

CHAPTER VII VICE RECTOR IV

Part One Duties, Functions and Organization

Article 22

- (1) The Vice Rector IV as referred to in Article 3 letter d has the duty of assisting the Rector in:
- a. formulating and implementing policies in the fields of research, innovation, cooperation and alumni;
 - b. organizing work programs that are in line with policies in the fields of research, innovation, cooperation and alumni;
 - c. evaluate the performance of work programs in the fields of research, innovation, collaboration and alumni; and
 - d. carry out excellent services in the fields of research, innovation, cooperation and alumni in accordance with the principles of bureaucratic reform and the integrity zone.
- (2) In carrying out the duties referred to in paragraph (1), the Vice Rector IV carries out the following functions:
- a. formulating policies, strategic plans and work programs in the fields of research, innovation, cooperation and alumni;
 - b. organizing work programs in research development, innovation, cooperation and alumni;
 - c. conducting research development activities and community service, as well as managing research centers and study centers;
 - d. organizing innovation development activities and science technology areas, as well as managing innovation clusters;

- e. organizing cooperation development activities, and business management, as well as coordinating the management of ITS-owned companies;
- f. developing and conducting research, innovation, cooperation and alumni services;
- g. developing and conducting research, innovation, and alumni collaborations;
- h. coordinating the implementation of quality assurance activities in the fields of research, community service and innovation;

- i. coordinating the implementation of global partnership development activities; and
- j. evaluating and reporting on the implementation of work programs in the field of research, innovation, cooperation and alumni.

Article 23

The organizational structure of the Deputy Rector IV consists of:

- a. Directorate of Research and Community Service;
- b. Directorate of Business Cooperation and Management; and
- c. Directorate of Innovation and Science and Technology Area.

Second Part

Directorate of Research and Community Service

Article 24

- (1) The Directorate of Research and Community Service has the following duties:
- a. preparing formulation and implementing policies in the research and community service sub-sector;
 - b. organizing work programs that are in line with policies in the research and community service sub-sector;
 - c. evaluating and reporting the performance of work programs in the research and community service sub-sector; and

- d. carrying out excellent service in the field of research and community service in accordance with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Directorate of Research and Community Service carries out the following functions:
- a. formulation of planning, governance and research services, publication, and community service;
 - b. carrying out scientific research and publication activities;
 - c. coordinating grant fund for scientific research and publication activities;
 - d. organizing community service activities;
 - e. organizing community service activities for students;
 - f. management of research center;
 - g. management of the center for excellence in science and technology;
 - h. management of the study center;
 - i. coordinating grant fund for community service activities;
 - j. organizing and coordinating activities to enhance the culture of research and innovation;
 - k. coordinating administration, treasury, and financial reporting; and
 - l. performing evaluation and reporting on the implementation of work programs in the research, publication, and community service sub-sector.
- (3) The Directorate of Research and Community Service is led by a Director that in carrying out the duties is responsible to the Deputy Rector IV.

Third Part

Directorate of Innovation and Science and Technology Area

Article 25

- (1) The Directorate of Innovation and Science and Technology Area has the following duties:
- a. preparing formulation and implementing policies in the sub-sector of innovation and development of the science and technology area;
 - b. organizing work programs that are in line with policies in the sub-sector of innovation and development of the science and technology area;

- c. evaluating and reporting the performance of work programs in the sub-sector of innovation and development of the science and technology area; and
 - d. carrying out excellent service in the field of innovation and development of the science and technology area in accordance with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Directorate of Innovation and Science and Technology Area carries out functions:
- a. formulation of planning, governance and innovation services and development of science and technology area;
 - b. management of activities, cooperation and innovative business incubator services;
 - c. development and management of technology transfer system in the science and technology area;
 - d. patent and copyright management development;
 - e. coordinating access to capital and alumni cooperation for downstream research;
 - f. development and management of endowment fund program;
 - g. management and implementation of the innovation cluster program;
 - h. organizing and coordinating the innovation promotion; and
 - i. evaluating and reporting on the implementation of the work programs in the sub-sector of innovation and development of the science and technology area.
- (3) The Directorate of Innovation and Science and Technology Area is led by a Director that in carrying out the duties is responsible to the Deputy Rector IV.
- (4) The Director of Innovation and Science and Technology Area as referred to in paragraph (3), in carrying out the duties is assisted by a Deputy Director.
- (5) In carrying out the duties, the Deputy Director as referred to in paragraph (4) is responsible to the Director of Innovation and Science and Technology Area.

Fourth Part

Directorate of Cooperation and Business Management

Article 26

- (1) The Directorate of Cooperation and Business Management has the following duties:
 - a. preparing formulation and implementing policies in the cooperation and business management sub-sector;
 - b. carrying out work programs that are in line with policies in the cooperation and business management sub-sector;
 - c. evaluating and reporting the performance of work programs in the cooperation and business management sub-sector; and
 - d. providing excellent service in the field of cooperation and business management in accordance with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Directorate of Cooperation and Business Management carries out functions:
 - a. formulation of planning, governance and business cooperation and management services;
 - b. development, management and evaluation of independent business services;
 - c. developing, managing and evaluating business services for asset utilization cooperation;
 - d. management and evaluation of professional cooperation with government and private agencies; and
 - e. evaluating and reporting on the implementation of work programs in the cooperation and business management sub-sector.
- (3) The Directorate of Cooperation and Business Management is led by a Director that in carrying out the duties is responsible to the Deputy Rector IV.

CHAPTER VIII INSTITUTE SECRETARY

First Part Duties and Function

Article 27

- (1) The Institute Secretary as referred to in Article 2 letter b has the duties of assisting the Rector in:
 - a. formulating and implementing policies in the field of secretariat institute;
 - b. organizing work programs that are in line with policies in the field of secretariat institute;
 - c. evaluating the performance of the work program results in the field of secretariat institute; and
 - d. providing excellent service in the field of secretariat institute with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Institute Secretary carries out functions:
 - a. formulating policies, strategic plans and work programs in the field of secretariat institute;
 - b. coordinating the preparation of development master plan, organizational strategic plan, and organizational operational plan;
 - c. management, control and supervision of work program;
 - d. measurement and reporting of organizational performance for all levels of the organization;
 - e. coordination and preparation of periodic organizational report;
 - f. implementation of the ITS internal control system;
 - g. designing and monitoring organizational strategies related to the ITS ranking at the national level;
 - h. conducting a survey of stakeholder satisfaction with organizational services;
 - i. organizing protocol services;
 - j. conducting the ITS public relations, promotion and imaging services;
 - k. manager of ITS information and documentation as a public body;
 - l. organizing legal services;
 - m. organizational risk management and risk assessment services; and
 - n. implementation of evaluation and reporting on the implementation of work programs in the field of secretariat institute.

CHAPTER IX
FACULTY AND SCHOOL

First Part
Duties and Function

Article 28

- (1) The Faculty and School as referred to in Article 2 letter c have the following duties:
 - a. preparing planning, governance and development of programs and services within the scope of faculty and school and department under them in the field of education, research, cooperation, and community service;
 - b. carrying out collaboration and sharing of resources within the scope of faculty and school and department under them;
 - c. evaluating the performance of work programs within the scope of faculty and school; and
 - d. providing excellent service in the field of education, research, cooperation, and community service with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the faculty and school carry out functions:
 - a. formulation of operational plan for faculty and school in the field of education, research, cooperation, and community service;
 - b. cross-departmental program management within the faculty and school in the field of education, research, cooperation, and community service;

- c. coordination in promoting the potential of faculty and school as well as external cooperation based on the potential of each department and across departments;
- d. coordinating in managing and development of education and student affairs in the scope of faculty and school;
- e. human resources development and improvement;
- f. implementation of control and quality assurance in the field of academic and non-academic in the faculty and school;
- g. coordinating, evaluating and following up on the results of quality assurance report in the department, faculty and school;
- h. evaluation and monitoring of financial, quality, process and service standards; and
- i. evaluating and reporting on the implementation of faculty and school work programs in the field of education, research, cooperation, and community service.

CHAPTER X

OFFICE

Article 29

The office as referred to in Article 2 letter d includes:

- a. Internal Audit Office; and
- b. Quality Assurance Office.

First Part

Internal Audit Office

Article 30

- (1) The Internal Audit Office has the duties of assisting the Rector in:
 - a. formulating and implementing the internal audit policies;
 - b. organizing work programs that are in line with the internal audit policies;
 - c. evaluating the performance of the work program results in the field of internal audit of financial resources, human resources, information

- and technology resources and infrastructure, as well as procurement process; and
- d. providing excellent service in the field of internal audit in accordance with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Internal Audit Office carries out functions:
- a. formulation of planning, governance and internal audit services;
 - b. conducting internal audit of financial resources, human resources, information and technology resources, and infrastructure, as well as procurement process;
 - c. conducting work unit financial management audit;
 - d. coordinating the implementation of the ITS internal control system;
 - e. coordinating and examining report of Financial Accounting Standards and Government Accounting Standards;
 - f. coordinating follow-up monitoring and evaluation of external audit findings; and
 - g. evaluating and reporting on the implementation of the internal audit work program for financial resources, human resources, information and technology resources, and infrastructure, as well as procurement process.
- (3) The Internal Audit Office is led by an Office Head that in carrying out the duties is responsible to the Rector.

Second Part
Quality Assurance Office

Article 31

- (1) The Quality Assurance Office has the duties of assisting the Rector in:
- a. formulating and implementing the quality assurance policies for academic, student affairs, research, innovation and community service;
 - b. organizing work programs that are in line with policies in the field of quality assurance for academic, student affairs, research, innovation and community service;

- c. evaluating the performance of the work program results of quality assurance for academic, student affairs, research, innovation and community service; and
 - d. providing excellent service within the scope of quality assurance with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Quality Assurance Office carries out functions:
- a. development of an integrated ITS quality management system;
 - b. preparation of quality standards in the field of academic for all types and levels of education, student affairs, research, innovation and community service;
 - c. implementation of service quality measurement and service processes in accordance with the principle of continuous improvement;
 - d. implementation of evaluation and quality control in the field of academic for all types and levels of education, and student affairs, as well as research and community service;
 - e. implementing accreditation and institutional certification at the national and international levels;
 - f. implementation of the socialization of the quality management system;
 - g. management of data and information on quality management systems;
 - h. design of guidelines for the preparation of ITS quality documents; and
 - i. evaluating and reporting on the implementation of academic quality assurance work program for all types and levels of education, student affairs, research, innovation and community service.
- (3) The Quality Assurance Office is led by an Office Head that in carrying out the duties is responsible to the Rector.

CHAPTER XI
DIRECTORATE OF GLOBAL PARTNERSHIP

Article 32

- (1) The Directorate of Global Partnership as referred to in Article 2 letter e has the following duties:
 - a. preparing formulation and implementing global partnership policies in the field of education, research, and community service;
 - b. organizing work programs that are in line with policies in the field of global partnership;
 - c. evaluating the performance of the work program results in the field of global partnership; and
 - d. providing excellent service in the field of global partnership in accordance with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Directorate of Global Partnership carries out functions:
 - a. formulation of planning, governance, and services in the field of global partnership;
 - b. planning and organizing the promotion of ITS potential at the international level;
 - c. planning and managing the campus internationalization program towards world class university,
 - d. planning, initiating and managing international cooperation;
 - e. planning and coordinating the implementation of world class university program;
 - f. management of scholarship for foreign students at all levels of education;
 - g. coordinating the assistance of foreign students during their studies;
 - h. implementation of supporting administrative services for foreign students; and
 - i. evaluating and reporting on the implementation of work programs in the global partnership sub-sector.
- (3) The Directorate of Global Partnership is led by a Director that in carrying out the duties is responsible to the Rector.

Article 33

The organizational structure and work procedure under the Institute Secretary, Faculty, School, Directorate, Bureau, Offices, Library and Unit

which have not been regulated in this regulation shall be further regulated in separate Regulation of the Rector.

CHAPTER XII WORK PROCEDURE

Article 34

In carrying out the duties, each head of organizational unit within ITS is required to apply the principles of coordination, integration and synchronization both in their respective environment and between organizational units within ITS as well as with other agencies outside ITS in accordance with their respective duties.

Article 35

Each head of organizational unit within ITS:

- a. responsible for leading and coordinating each subordinate and providing guidance and instruction for the implementation of subordinate duties; and
- b. obliged to supervise each subordinate and taking the necessary steps in accordance with the laws and regulations in the event of deviation.

Article 36

In carrying out the duties, each head of organ is obliged to hold periodic coordination meeting in the case of providing guidance to their respective subordinate.

Article 37

- (1) The Rector is obliged to compile work program guided by the vision, mission and objectives of ITS.
- (2) In carrying out the duties, the Rector is obliged to comply with the applicable provisions.

Article 38

- (1) The head of organ under the Rector is obliged to compile work program guided by the Rector's work program.
- (2) In carrying out the duties, the head under the Rector is obliged to comply with the applicable provisions.

Article 39

- (1) Each head of organ is obliged to comply with the instruction and responsible to the respective superior.
- (2) Each head of organ is obliged to submit report to the respective superior with a complete copy and attachment submitted to the other head of organ functionally has working relationship.
- (3) Every report received by a superior shall be processed and used as material to compile further report and to provide instructions to respective subordinate.

Article 40

The details of the duties of the Deputy Rector, Institute Secretary, and elements under the Rector as description of duties and functions are further stipulated in the Regulation of the Rector.

CHAPTER XIII TRANSITIONAL PROVISIONS

Article 41

All existing organizational units are still functioning as long as they have not been adjusted to this Regulation of the Rector.

Article 42

- (1) Adjustment to organizational units based on this rule are carried out no later than 1 (one) year after the stipulation of this Regulation of the Rector.
- (2) The implementing regulations of this regulation of the Rector shall be stipulated no later than 1 (one) year after the stipulation of this Regulation of the Rector.

CHAPTER XIV
CLOSING PROVISIONS

Article 43

Amendment to this Regulation of the Rector is stipulated after receiving written consideration from the Board of Trustees.

Article 44

This regulation shall come into effect as from its stipulation.

Stipulated in Surabaya
on November 14, 2019

Rector of Sepuluh Nopember Institute of
Technology,

(signed and sealed)

Prof. Dr. Ir. Mochamad Ashari, M.Eng.
CSID No. 196510121990031003

Surabaya, 06 April 2021

Has been translated as an Official Translation on behalf of The Legal Services and Risk Management Unit of the Sepuluh Nopember Institute of Technology (ITS)

Head of Legal Services and Risk Management Unit



Dr. Tony Hanoraga, S.H., M.H