



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

SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY

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**RECTOR REGULATION OF SEPULUH NOPEMBER INSTITUTE OF
TECHNOLOGY**

NUMBER 25 OF 2019

REGARDING

**ORGANIZATION AND WORKING PROCEDURE OF FACULTIES
IN SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY**

BY THE MERCY OF GOD THE ALMIGHTY

RECTOR OF SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY,

- Considering :
- a. That to implement Article 33 of Rector Regulation of Sepuluh Nopember Institute of Technology Number 24 of 2019 regarding Organization and Working Procedure of Sepuluh Nopember Institute of Technology, it is necessary to establish the organization and working procedure of faculties;
 - b. That the organization and working procedure of faculties in Sepuluh Nopember Institute of Technology has been obtained consideration from the Board of Trustees based on Letter Number B/93834/IT2.MWA/TU.00.09/2019;
 - c. That based on the consideration referred to in letter a and b above, it needs to establish Rector Regulation regarding Organization and Working Procedure of Faculties in Sepuluh Nopember Institute of Technology;
- Recalling :
1. Law Number 12 of 2012 regarding Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158,

Supplement to State Gazette of the Republic of Indonesia Number 5336);

2. Government Regulation Number 4 of 2014 regarding Implementation of Higher Education and Management of Universities (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 regarding Statutes of Sepuluh Nopember Institute of Technology (State Gazette of the Republic of Indonesia Year 2015 Number 172, Supplement to State Gazette of the Republic of Indonesia Number 5723);
4. Regulation of Board of Trustees of Sepuluh Nopember Institute of Technology Number 07 of 2016 regarding General Policy;
5. Decision of Board of Trustees of Sepuluh Nopember Institute of Technology Number 3 of 2019 regarding Appointment of Rector of Sepuluh Nopember Institute of Technology for Term of Office 2019-2024;
6. Rector Regulation of Sepuluh Nopember Institute of Technology Number 24 of 2019 regarding Organization and Working Procedures of Sepuluh Nopember Institute of Technology;

DECIDED:

Establishing : RECTOR REGULATION REGARDING ORGANIZATION AND WORKING PROCEDURE OF FACULTIES IN SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY

CHAPTER I

GENERAL PROVISIONS

Article 1

In the Regulation, those referred to as:

1. Sepuluh Nopember Institute of Technology hereinafter abbreviated as ITS is a legal entity state university.

2. Statutes of ITS are basic rules of ITS management that serve as the foundation of drafting of regulations and operational procedures in ITS.
3. Rector is an ITS organ who leads the implementation and management of ITS.
4. Vice Rector is a Rector's assistant in the implementation and management of ITS in certain strategic field.
5. Faculty is an element of academic organizer which is a set of supporting resources in the implementation and management of academic education, professional education, and/or vocational education in a family of scientific discipline and technology.
6. Department is an element of Faculty that supports the implementation of academic activities in one or some branches of science and technology in types of academic education, vocational education, and/or professional education.
7. Study Program is a unit of educational and learning activities which has specific curriculum and learning method in a type of academic education, vocational education, and/or professional education.

CHAPTER II

FACULTY

Article 2

- (1) A Faculty is in charge of:
 - a. Arranging the planning, governance, and development of programs and services within the Faculty and the departments under it in field of education, research, collaboration, and community service;
 - b. Collaborating and sharing resources within Faculty and the departments under it;
 - c. Evaluating the performance of work programs within Faculty; and
 - d. Providing excellent service in field of education, research, collaboration, and community service with principles of bureaucracy reformation and integrity zone.
- (2) In performing the duties as referred to in verse (1), a Faculty performs the functions of:
 - a. Formulation of operational plan of Faculty in field of education, research, collaboration, and community service;

- b. Management of cross-department programs within Faculty in field of education, research, collaboration, and community service;
- c. Coordination in promoting the potentials of Faculty and external collaboration based on the potentials of each department or cross-department;
- d. Coordination in management and development of education and student affairs within Faculty;
- e. Development human resources;
- f. Implementation of quality insurance and control in academic and non-academic fields in Faculty;
- g. Coordination, evaluation, and follow-ups of results of quality insurance reports in departments and Faculty;
- h. Coordination of scientific publication authentication verification of Departments;
- i. Evaluation and monitoring of finance, process standards and services; and
- j. Implementation of evaluation and reporting of implementation of work programs of Faculty in field of education, research, collaboration, and community service.

Article 3

- (1) The Faculties in ITS consist of:
 - a. Faculty of Science and Data Analytics;
 - b. Faculty of Industrial Technology and System Engineering;
 - c. Faculty of Civil, Planning, and Geo Engineering;
 - d. Faculty of Marine Technology;
 - e. Faculty of Intelligent Electrical and Informatics Technology;
 - f. Faculty of Creative Design and Digital Business; and
 - g. Faculty of Vocational.
- (2) Names of Departments in each Faculty as referred to in verse (1) are established through Rector Decision.

Section 1
Organization Structure of Faculty

Article 4

- (1) The organization structure under Faculty organ consists of:
 - a. Dean and Vice Dean;
 - b. Faculty Consideration Committee;
 - c. Departments; and
 - d. Faculty Administration Division.
- (2) Departments as referred to in verse (1) letter c above consist of:
 - a. Study Programs; and
 - b. Laboratory, Workshop, Teaching Factory, Studio, and/or Garage.
- (3) Faculty Administration Division as referred to in verse (1) letter c is assisted by Department Administration Sub-Division.

Section 2

Dean and Vice Dean

Article 5

- (1) A Faculty is led by a Dean, who in performing the duties is responsible to Rector.
- (2) Dean is in charge of performing the duties and functions of Faculty.
- (3) In performing the duties, Dean is assisted by 1 (one) Vice Dean.
- (4) Vice Dean as referred to in verse (3) is responsible to Dean and is in charge of assisting Dean in performing the duties and functions of Faculty especially in management of finance, facilities and infrastructure, human resources, and serves as the commitment-making official of Faculty.

Section 3

Faculty Consideration Committee

Article 6

- (1) Faculty Consideration Committee for Faculty as referred to in Article 3 verse (1) is in charge of providing considerations in academic and non-academic fields and organizing doctoral promotion hearing and judicium.
- (2) In performing the duties as referred to in verse (1), Faculty Consideration Committee performs the functions of:

- a. Provision of considerations in preparation and development of work programs of Faculty;
 - b. Provision of considerations in preparation of income and expenditure budget plans;
 - c. Provision of considerations on awards of academic appreciation;
 - d. Provision of considerations on sanctions on academicians upon cases of violation against academic code of conduct and other applicable regulations;
 - e. Provision of considerations in proposals of lecturer promotion; and
 - f. Implementation of doctoral promotion hearing and judicium.
- (3) Further provisions regarding procedures of appointment and dismissal of members and management of Faculty Consideration Committee are provided in Rector Regulation.

Section Five

Departments and Study Programs

Article 7

- (1) A Department is in charge of managing and organizing the activities of Three Pillars of Higher Education and quality insurance in some education levels in a family of scientific discipline and technology for types of academic education, professional education, or vocational education.
- (2) In performing the duties as referred to in verse (1), a Department performs the functions of:
 - a. Planning and management of Three Pillars of Higher Education and collaboration in one of and/or some branches of science and technology;
 - b. Coordination and integration of activities of study programs related to the implementation of Three Pillars of Higher Education;
 - c. Implementation of management system of higher education, performance achievement of Departments in accordance with strategic plans;
 - d. Implementation of quality insurance and control in academic and non-academic fields in Departments;
 - e. Coordination, evaluation, and follow-ups of results of quality insurance of study programs in departments;

- f. Management and empowerment of laboratories, studios, and/or workshops;
 - g. Management of student activities; and
 - h. Management of scientific publication authentication verification.
- (3) A Department is led by a Head of Department, who in performing the duties is responsible to Dean.
- (4) Head of Department as referred to in verse (3) in performing the duties is assisted by 2 (two) Department Secretaries at most.
- (5) Department Secretaries as referred to in verse (4) consist of:
- a. Department Secretary I who is responsible to Head of Department and is in charge of assisting Head of Department in field of academic, student affairs, research, and community service;
 - b. Department Secretary II who is responsible to Head of Department and is in charge of assisting Head of Department in field of financial resources, human resources, and facilities and infrastructures.
- (6) The number of formations of Department Secretaries as referred to in verse (4) and nomenclature are to be established through Rector Decision.
- (7) Department Secretaries as referred to in verse (4) are responsible to Head of Department.

Article 8

- (1) A Study Program is in charge of organizing learning activities on an education level related to a family of scientific discipline and technology for types of academic education, professional education, or vocational education.
- (2) In performing the duties as referred to in verse (1), a Study Program performs the functions of:
- a. Implementation of learning process;
 - b. Preparation and development of curriculum; and
 - c. Implementation of quality insurance and control of learning process.
- (3) Study Program as referred to in verse (1) is led by a Head of Study Program who in performing the duties is responsible to Head of Department.

Article 9

- (1) A Laboratory/ Teaching Factory/ Studio/ Workshop is in charge of organizing activities of Three Pillars of Higher Education to support the performance of duties within Department.
- (2) In performing the duties as referred to in verse (1), Laboratory/ Teaching Factory/ Studio/ Workshop performs the functions of:
 - a. Implementation of learning activities;
 - b. Implementation of research; and
 - c. Implementation of community service.
- (3) Laboratory/ Teaching Factory/ Studio/ Workshop as referred to in verse (1) is led by a Head of Laboratory/ Teaching Factory/ Studio/ Workshop who in performing the duties is responsible to Head of Department.

Section Six

Faculty Administration Division

Article 10

- (1) A Faculty Administration Division is in charge of organizing the administration in fields of:
 - a. Development and management of education within Faculty;
 - b. Quality insurance and control of implementation of Three Pillars of Higher Education;
 - c. Management, development, and implementation of collaboration in field of Three Pillars of Higher Education;
 - d. Management and development of resources including finance, general employee affairs, and facilities and infrastructures.
- (2) In performing the duties as referred to in verse (1), Faculty Administration Division performs the functions of:
 - a. Implementation of education administration;
 - b. Implementation of financial administration and employee affairs;
 - c. Implementation of general affairs and equipment; and
 - d. Implementation of student and alumnus administration.
- (3) Faculty Administration Division is led by a Head of Division, who in performing the duties is responsible to Dean.

Article 11

- (1) A Department Administration Sub-Division is in charge of organizing the administration within Department in field of implementation and

- management of higher education and assisting the duties of Head of Faculty Administration Division in:
- a. Quality insurance and control of implementation of Three Pillars of Higher Education;
 - b. Management, development, and implementation of collaboration in field of Three Pillars of Higher Education; and
 - c. Management and development of resources including finance, general employee affairs, and facilities and infrastructures.
- (2) Department Administration Sub-Division is led by a Head of Sub-Division, who in performing the duties coordinates with Head of Department and is responsible to Head of Faculty Administration Division.
- (3) Head of Department Administration Sub-Division as referred to in verse (2) can perform the duties for a Department or more, which is to be established through Rector Decision.

CHAPTER III TRANSITIONAL PROVISIONS

Article 12

- (1) The Faculties as referred to in Article 3 verse (1) are effective starting from January 2020.
- (2) The process of election of Dean and Vice Dean is implemented after establishment of Rector Regulation regarding Appointment and Dismissal of Dean and Vice Dean.

Article 13

The existing organization units of faculties remain functioning as long as not adjusted to the Rector Regulation.

Article 14

Adjustment of organization units of faculties based on the Regulation is done no later than 1 (one) year since the establishment of the Rector Regulation.

CHAPTER IV
CLOSING PROVISION

Article 15

The Rector Regulation applies since the date of establishment.

Established in Surabaya

On 14 November 2019

Rector of Sepuluh Nopember Institute of
Technology,

(sealed, signed)

Prof. Dr. Ir. MOCHAMAD ASHARI, M.Eng.

CSID No. 19651012 199003 1 003

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



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