



MINISTRY OF RESEARCH, TECHNOLOGY AND HIGHER EDUCATION
SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY

Campus ITS Sukolilo-Surabaya 60111
Tel.: 031-5994251-54, 5947274, 5945472 (Hunting)
Fax: 031-5947264, 5950806
<http://www.its.ac.id>

**RECTOR REGULATION OF SEPULUH NOPEMBER INSTITUTE OF
TECHNOLOGY
NUMBER 26 OF 2019**

REGARDING

**ORGANIZATION AND WORK PROCEDURE OF INSTITUTE SECRETARY,
DIRECTORATE, BUREAU, OFFICE, LIBRARY, AND UNIT
WITHIN SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY**

BY THE MERCY OF GOD ALMIGHTY

RECTOR OF SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY,

- Considering
- : a. whereas in order to implement Article 33 Regulation of the Rector of Sepuluh November Institute of Technology Number 24 of 2019 regarding Organization and Work Procedure of Sepuluh Nopember Institute of Technology, it is deemed necessary to establish organization and work procedure of Institute Secretary, Directorate, Bureau, Office, Library, and Unit;
 - b. whereas organization and working procedure of Institute Secretary, Directorate, Bureau, Office, Library, and Unit within Sepuluh Nopember Institute of Technology have received consideration from the Board of Trustees based on the letter number B/93834/IT2.MWA/TU.00.09/2019;

- c. whereas based on the consideration as referred to in letters a and b above, it is necessary to stipulate Regulation of the Rector regarding Organization and Work Procedure of Institute Secretary, Directorate, Bureau, Office, Library, and Unit within Sepuluh Nopember Institute of Technology;

- Bearing In Mind : 1. Law Number 12 of 2012 regarding 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 regarding Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 5500);
3. Government Regulation Number 54 of 2015 regarding the Statute of 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. Regulation of the Board of Trustees of Sepuluh Nopember Institute of Technology Number 07 of 2016 regarding General Policy;
5. Decree of the Board of Trustees of Sepuluh Nopember Institute of Technology Number 3 of 2019 regarding Appointment of the Rector of Sepuluh Nopember Institute of Technology for 2019-2024;
6. Regulation of the Rector of Sepuluh Nopember Institute of Technology Number 24 of 2019 regarding Organization and Work Procedure of Sepuluh Nopember Institute of Technology;

HAS DECIDED:

Stipulating : RECTOR REGULATION OF SEPULUH NOPEMBER
INSTITUTE OF TECHNOLOGY REGARDING
ORGANIZATION AND WORK PROCEDURE OF INSTITUTE
SECRETARY, DIRECTORATE, BUREAU, OFFICE,
LIBRARY, AND UNIT WITHIN SEPULUH NOPEMBER
INSTITUTE OF TECHNOLOGY

CHAPTER I GENERAL PROVISIONS

Article 1

In this regulation what is meant by:

1. Sepuluh Nopember Institute of Technology, hereinafter referred to as ITS, is legal entity state university.
2. Statute of ITS is the basic regulation of ITS management which is used as the basis for drafting regulations and operational procedures at ITS.
3. The Rector is organ of ITS that leads organization and management of ITS.
4. Deputy Rector is the assistant to the Rector in organizing and managing ITS in the field og certain strategic.
5. Institute Secretary is the Rector's apparatus to coordinate the sustainability and assurance of institute programs, field of promotion, public relations, protocol, law and risk management.
6. Directorate is a strategic developer and implementer in certain fields.
7. Office is an element under the Rector that is in charge of internal supervision and quality assurance.
8. Bureau is the technical and administrative implementing element in certain fields.
9. Library is an academic support element that manages collection of written works, printed works and/or recorded works (digital) in a professional manner with standard system to meet the needs of education, research, preservation, information, and recreation for visitors.
10. Unit is an academic and non-academic supporting element.

CHAPTER II ORGANIZATIONAL STRUCTURE

Article 2

- (1) The organizational structure under the organ of Rector consists of:
 - a. Deputy Rector;
 - b. Institute Secretary;
 - c. Office; and
 - d. Directorate of Global Partnership;
- (2) The Deputy Rector as referred to in paragraph (1) letter a consists of:
 - a. Deputy Rector for Academic and Student Affairs, hereinafter referred to as Deputy Rector I;
 - b. Deputy Rector for Planning, Finance and Infrastructure, hereinafter referred to as Deputy Rector II;
 - c. Deputy Rector for Human Resources, Organization and Technology and Information Systems, hereinafter referred to as Deputy Rector III; and
 - d. Deputy Rector for Research, Innovation, Cooperation and Alumni, hereinafter referred to as Deputy Rector IV.
- (3) The Office as referred to in paragraph (1) letter c includes:
 - a. Internal Audit Office; and
 - b. Quality Assurance Office.

CHAPTER III DEPUTY RECTOR I

First Part Duties, Functions and Organization

Article 3

- (1) The Deputy Rector I as referred to in Article 2 paragraph (2) letter a, has the duties of assisting the Rector in:
 - a. formulating and implementing policies in the field of academic and student affairs;
 - b. organizing work programs that are in line with policies in the field of academic and student affairs;

- c. evaluating the performance of the work program results in the field of academic and student affairs; and
 - d. providing excellent service in the field of academic and student affairs in accordance with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Deputy Rector I carries out functions:
- a. formulating policies, strategic plans and work programs in the field of 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 academic development;
 - c. developing and implementing cooperation in the academic and student affairs;
 - d. coordinating the implementation of guarantee activities in the field of academic and student affairs;
 - e. developing, administering, and evaluating library services; and
 - f. implementation of evaluation of the implementation of the work program in the field of academic and student affairs.

Article 4

The organizational structure under the Deputy Rector I consists of:

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

Second Part

Directorate of Education

Article 5

- (1) The Directorate of Education has the duties of:
- a. preparing formulation and implementing policies in the education sub-sector;

- b. organizing work programs that are in line with policies in the education sub-sector;
 - c. evaluating and reporting the performance of work programs in the education sub-sector; and
 - d. providing excellent service in the field of education 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 Education carries out functions:
- a. formulation of planning, governance and educational services for undergraduate and vocational programs;
 - b. administering student admission system for undergraduate and vocational programs;
 - c. coordinating the management of international education programs for undergraduate and vocational programs;
 - d. organizing joint lecture 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 judgment for undergraduate and vocational programs;
 - h. preparing completeness of 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 data to support accreditation for undergraduate and vocational programs; and
 - k. evaluating and reporting on the implementation of the work program of education sub-sector.
- (3) The Directorate of Education is led by a Director that in carrying out the duties is responsible to the Deputy Rector I.
- (4) The Director of Education 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 Education.

Article 6

- (1) The Directorate of Education consists of:
 - a. Sub-directorate of Admissions;
 - b. Sub-directorate of Collaborative Lecture Coordination; and
 - c. Education Service Division.
- (2) The Education Service Division as referred to in paragraph (1) letter c, consists of:
 - a. Education Monitoring and Evaluation Sub-division; and
 - b. Education Data Registration Service Sub-division.

Paragraph 1

Sub-directorate of Admissions

Article 7

- (1) The Sub-directorate of Admissions has the following duties:
 - a. helping to formulate policies within the scope of admission;
 - b. fostering, directing and developing the competencies and talents of personnel in the work unit;
 - c. organizing work programs and activities that are in line with policies within the scope of admission;
 - d. evaluate the performance of work programs and activities within the scope of admission; and
 - e. providing excellent service within the scope of admission with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Sub-directorate of Admissions carries out functions:
 - a. assessing and determining the need for new student quota for undergraduate and vocational programs;
 - b. preparation of publication material for the selection of new student candidates for undergraduate and vocational programs;
 - c. assessing and implementing the system and schedule of student admissions for undergraduate and vocational programs;
 - d. Organizing the promotion of domestic and foreign education programs for undergraduate and vocational programs;

- e. organizing international education admissions for undergraduate and vocational programs; and
 - f. organizing the admission of full degree and non-degree foreign students for undergraduate and vocational programs.
- (3) The Sub-directorate of Admissions is led by a Sub-directorate Head that in carrying out the duties is responsible to the Director of Education.

Paragraph 2

Sub-directorate of Joint Lecture Coordination

Article 8

- (1) The Sub-directorate of Joint Lecture Coordination has the duties of assisting the Directorate of Education in:
- a. helping to formulate policies within the scope of joint lecture coordination;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. Organizing work programs and activities that are in line with policies within the scope of joint lecture coordination;
 - d. evaluating the performance of the work program results and activities within the scope of joint lecture coordination; and
 - e. providing excellent service within the scope of lecture coordination along with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Sub-directorate of Joint Lecture Coordination carries out the following functions:
- a. assessing and implementation of national compulsory courses and ITS courses for undergraduate and vocational programs;
 - b. assessing and development of joint lecture for undergraduate and vocational programs with the principle of collaboration and sharing of resources;
 - c. organizing joint lecture for undergraduate and vocational programs;
 - d. supervision and evaluation of the implementation of national compulsory courses, ITS courses, and joint lecture for undergraduate and vocational programs; and

- e. coordinating and organizing cross-college courses.
- (3) The Sub-directorate of Joint Lecture Coordination is led by a Sub-directorate Head that in carrying out the duties is responsible to the Director of Education.

Paragraph 3
Education Service Division

Article 9

- (1) The Education Service Division has the following duties:
 - a. helping to formulate policies within the scope of educational services;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with policies within the scope of educational services;
 - d. evaluating the performance of the work program results and activities within the scope of educational services; and
 - e. providing excellent service within the scope of educational services with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Education Service Division carries out functions:
 - a. managing educational data and information for all levels and types of educational programs;
 - b. providing educational services for undergraduate and vocational programs;
 - c. organizing new student orientation programs for undergraduate and vocational programs;
 - d. active monitoring of student study limits for undergraduate and vocational programs;
 - e. preparing accreditation data and information for undergraduate and vocational programs;
 - f. monitoring and evaluating the implementation of education for undergraduate and vocational programs;
 - g. preparation and implementation of judicium for undergraduate and vocational programs; and

- h. preparing the completeness of graduation for all levels and types of educational programs.
- (3) The Education Service Division is led by a Division Head that in carrying out the duties is responsible to the Director of Education.

Article 10

- (1) The Education Monitoring and Evaluation Sub-Division has the following duties:
 - a. fostering, directing and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies in the scope of monitoring and evaluation of education;
 - c. reporting on the performance of the work program results and activities within the scope of monitoring and evaluation of education; and
 - d. providing excellent service within the scope of educational monitoring and evaluation with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Education Monitoring and Evaluation Sub-Division carries out the following functions:
 - a. monitoring the implementation of learning plans for undergraduate and vocational programs;
 - b. monitoring the realization of lectures and attendance for undergraduate and vocational programs;
 - c. implementation of action against violation of academic rules for undergraduate and vocational programs;
 - d. organizing evaluation of student study time limits and providing early warning for undergraduate and vocational programs; and
 - e. proposing the register and decision letter of students that exceed the study deadline for undergraduate and vocational programs.
- (3) The Education Monitoring and Evaluation Sub-Division is led by a Sub-division Head that in carrying out the duties is responsible to the Head of the Education Service Division.

Article 11

- (1) The Education Data Registration Service Sub-Section has the following duties:
 - a. fostering, directing and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies within the scope of education data registration services;
 - c. reporting the performance of the work program results and activities within the scope of education data registration services; and
 - d. providing excellent service within the scope of education data registration services with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Education Data Registration Service Sub-Division carries out the following functions:
 - a. publishing and providing services for the legalization of administrative documents for graduation for all levels and types of educational programs;
 - b. publishing graduation books for all levels and types of educational programs;
 - c. administering the administration of the students resignation process for all levels and types of educational programs;
 - d. management of information system in the field of education;
 - e. administration of free administration letter for all levels and types of educational programs; and
 - f. preparing education data and reporting through the Ministry's data center for all levels and types of education programs.
- (3) The Education Data Registration Service Sub-Division is led by a Sub-division Head that in carrying out the duties is responsible to the Head of the Education Service Section.

Third Part

Directorate of Postgraduate and Academic Development

Article 12

- (1) The Directorate of Postgraduate and Academic Development has the following duties:
 - a. preparing formulation and implementation of policies in the postgraduate and academic development sub-sector;
 - b. organizing work programs that are in line with policies in the postgraduate and academic development sub-sector;
 - c. evaluating and reporting the performance of the work program results in the postgraduate and academic development sub-sector; and
 - d. providing excellent service in the postgraduate and academic development sub-sector 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 Postgraduate and Academic Development carries out the following functions:
 - a. formulation of planning, governance and educational services for postgraduate and professional programs;
 - b. implementing student admission system for postgraduate and professional programs;
 - c. organizing joint lecture for postgraduate and professions;
 - d. providing educational services for postgraduate and professions;
 - e. implementation of monitoring and evaluation of the implementation of education for postgraduate and professions;
 - f. implementation of the judgement of postgraduate and professional programs;
 - g. managing educational data and information for postgraduate and professional programs;
 - h. coordinating accreditation support data 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 proposal for opening, changing and closing study programs for all levels and types of educational programs;
 - m. planning, developing and evaluating curriculum, educational quality standards, learning methods and technologies;
 - n. management of scholarship for postgraduate and professions;
 - o. management of certification scheme;
 - p. coordinating the implementation of competency certification examination; and
 - q. evaluating and reporting on the implementation of the work program of postgraduate and academic development sub-sector.
- (3) The Directorate of Postgraduate and Academic Development is led by a Director that in carrying out the duties is responsible to the Deputy Rector I.

Article 13

- (1) The Directorate of Postgraduate and Academic Development consists of:
- a. Sub-directorate of Postgraduate and Professional Education;
 - b. Sub-directorate of Academic Cooperation; and
 - c. Sub-directorate of Academic Development.
- (2) The Sub-directorate of Postgraduate and Professional Education as referred to in paragraph (1) letter a, assisted by the Professional Certification Agency Section.
- (3) The Sub-directorate of Academic Development as referred to in paragraph (1) letter c, assisted by the Curriculum Development and Evaluation Section.

Paragraph 1

Sub-directorate of Postgraduate and Professional Education

Article 14

- (1) The Sub-directorate of Postgraduate and Professional Education has the following duties:
- a. helping to formulate policies in the scope of postgraduate and professional education;

- b. fostering, directing, and developing the competences and talents of personnel in the work unit;
 - c. organizing work programs and activities that are in line with policies within the scope of postgraduate and professional education;
 - d. evaluating the performance of work programs and activities within the scope of postgraduate and professional education; and
 - e. providing excellent service in the scope of postgraduate and professional education with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Sub-directorate of Postgraduate and Professional Education carries out functions:
- a. assessing and determining the need for new student quota for postgraduate and professional programs;
 - b. preparation of publication materials for new student admission for postgraduate and professional programs;
 - c. assessing and implementation of system and student admission schedule for postgraduate and professional programs;
 - d. providing educational services for postgraduate and professional programs;
 - e. organizing new student orientation programs for postgraduate and professional programs;
 - f. active monitoring of new student study limits for postgraduate and professional programs;
 - g. preparing accreditation data and information for postgraduate and professional programs;
 - h. monitoring and reporting on the evaluation of the implementation of education for postgraduate and professions;
 - i. preparation and implementation of judicium for postgraduate and professional programs; and
 - j. management and administration of scholarship services for postgraduate and professions.
- (3) The Sub-directorate of Postgraduate and Professional Education is led by a Sub-Directorate Head that in carrying out the duties is responsible to the Director of Postgraduate and Academic Development.

Article 15

- (1) The Professional Certification Agency Section has the following duties:
 - a. fostering, directing and developing the competences and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with the policies within the scope of professional certification;
 - c. reporting the performance of the work program results and activities within the scope of professional certification; and
 - d. providing excellent service within the scope of professional certification with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Professional Certification Agency Section carries out functions:
 - a. management of certification scheme;
 - b. assessing and development of competency standards; and
 - c. implementation of competency certification examination;
- (3) The Professional Certification Agency Section is led by a Section Head that in carrying out the duties is responsible to the Head of the Sub-Directorate of Postgraduate and Professional Education.

Paragraph 2

Sub-directorate of Academic Cooperation

Article 16

- (1) The Sub-directorate of Academic Cooperation has the following duties:
 - a. helping to formulate policies within the scope of academic cooperation;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. organizing work programs and activities that are in line with policies within the scope of academic cooperation;
 - d. evaluating the performance of work programs and activities within the scope of academic cooperation; and
 - e. providing excellent service within the scope of academic cooperation with the principles of bureaucratic reform and integrity zone.

- (2) In carrying out the duties as referred to in paragraph (1), the Sub-Directorate of Academic Cooperation carries out functions:
- a. management and implementation of academic cooperation for all levels and types of educational programs;
 - b. coordinating and organizing cross-college courses;
 - c. management and organization of joint lecture for postgraduate and professions;
 - d. management and operation of credit transfer system with partner universities.
 - e. Organizing the promotion of educational programs at home and abroad for postgraduate and professional programs;
 - f. management of international education programs for postgraduate and professional programs; and
 - g. organizing the admission of full degree and non-degree foreign students for postgraduate and professional programs.
- (3) The Sub-directorate of Academic Cooperation is led by a Sub-directorate Head that in carrying out the duties is responsible to the Director of Postgraduate and Academic Development.

Paragraph 3

Sub-directorate of Academic Development

Article 17

- (1) The Sub-Directorate of Academic Development has the following duties:
- a. helping to formulate policies within the scope of academic development;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. organizing work programs and activities that are in line with policies within the scope of academic development;
 - d. evaluating the performance of work programs and activities within the scope of academic development; and
 - e. providing excellent service within the scope of academic development with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Sub-Directorate of Academic Development carries out functions:

- a. preparation and evaluation of educational quality standards for all levels and types of educational programs;
 - b. curriculum development and evaluation for all levels and types of educational programs;
 - c. developing and evaluating methods, e-learning, and other learning technologies for all levels and types of educational programs;
 - d. management and implementation of the e-learning system,
 - e. improving the quality and competence of teaching staff related to learning methods, e-learning, and technology;
 - f. measuring, monitoring, and evaluating the quality of the teaching and learning process for each educator and subject according to educational quality standards; and
 - g. implementing proposal for opening, amendment and closure of study program for all levels and types of educational programs.
- (3) The Sub-Directorate of Academic Development is led by a Sub-Directorate Head that in carrying out the duties is responsible to the Director of Postgraduate and Academic Development.

Article 18

- (1) The Curriculum Development and Evaluation Section has the following duties:
- a. fostering, directing and developing the competencies and talents of personnel in the work unit;
 - b. organizing work programs and activities that are in line with policies within the scope of academic development and evaluation;
 - c. reporting the performance of work programs and activities within the scope of academic development and evaluation; and
 - d. providing excellent service within the scope of academic development and evaluation with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Curriculum Development and Evaluation Section carries out the following functions:
- a. preparation and evaluation of educational quality standards for all levels and types of educational programs;

- b. curriculum development and evaluation for all levels and types of educational programs;
 - c. measuring, monitoring, and evaluating the quality of the teaching and learning process for each educator and subject according to educational quality standards; and
 - d. implementing proposal for opening, amendment and closure of study program for all levels and types of educational programs.
- (3) The Curriculum Development and Evaluation Section are led by a Section Head that in carrying out the duties is responsible to the Head of the Sub-Directorate of Academic Development.

Fourth Part

Directorate of Student Affairs

Article 19

- (1) The Directorate of Student Affairs has the following duties:
- a. preparing formulation and implementing policies in the student affairs sub-division;
 - b. organizing work programs that are in line with policies in the student affairs sub-division;
 - c. evaluating and reporting the performance of the work program results in the student affairs sub-division; and
 - d. providing excellent service in the student affairs sub-division 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 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 program, 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 assessment and mapping carried out;

- d. planning and developing community empowerment program by students for all levels and types of educational programs;
 - e. conducting tracer study 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 work program of student affairs sub-division.
- (3) The Directorate of Student Affairs is led by a Director that in carrying out the duties is responsible to the Deputy Rector I.

Article 20

- (1) The Directorate of Student Affairs consists of:
- a. Sub-directorate of Entrepreneurship and Career Development;
 - b. Sub-directorate of Student Development; and
 - c. Student Services Section.
- (2) The Sub-directorate of Entrepreneurship and Career Development as referred to in paragraph (1) letter a, consists of:
- a. Industrial Internship Management Section; and
 - b. Counseling and Entrepreneurship Guidance Section.
- (3) Sub-directorate of Student Development as referred to in paragraph (1) letter b, consists of:
- a. Talent Development Section; and
 - b. Character Development Section.
- (4) The Student Services Division as referred to in paragraph (1) letter c, consists of:
- a. Student Affairs Data Services Sub-division; and
 - b. Scholarship and Student Welfare Services Sub-division.

Paragraph 1

Sub-directorate of Entrepreneurship and Career Development

Article 21

- (1) The Sub-Directorate of Entrepreneurship and Career Development has the following duties:
 - a. helping to formulate policies in the scope of entrepreneurship and career development;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. Organizing work programs and activities that are in line with policies in the scope of entrepreneurship and career development;
 - d. evaluating the performance of the work program results and activities within the scope of entrepreneurship and career development; and
 - e. providing excellent service within the scope of entrepreneurship and career development with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Sub-Directorate of Entrepreneurship and Career Development carries out the following functions:
 - a. fostering and administering entrepreneurship program, industrial apprenticeship, counseling and career preparation;
 - b. conducting tracer study for all levels and types of educational programs;
 - c. implementation of assessment and debriefing of prospective graduates;
 - d. management of career service center and e-job market place;
 - e. organizing alumni registration services for all levels and types of educational programs;
 - f. coordinating alumni activities; and
 - g. management of alumni data center.
- (3) The Sub-Directorate of Entrepreneurship and Career Development is led by a Sub-Directorate Head that in carrying out the duties is responsible to the Director of Student Affairs.

Article 22

- (1) The Industrial Internship Management Section has the following duties:
 - a. fostering, directing and developing the competencies and talents of personnel in the work unit
 - b. carrying out work programs and activities that are in line with policies within the scope of industrial internship management;
 - c. reporting on the performance of the work program results and activities within the scope of industrial internship management; and
 - d. providing excellent service within the scope of industrial internship management with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Industrial Internship Management Section carries out the following functions:
 - a. organizing and developing industrial internship programs; and
 - b. monitoring and reporting evaluation of industrial internship activities and student community service.
- (3) The Industrial Internship Management Section is led by a Section Head that in carrying out the duties is responsible to the Head of the Sub-Directorate of Entrepreneurship and Career Development.

Article 23

- (1) The Counseling and Entrepreneurship Guidance Section has the following duties:
 - a. fostering, directing and developing the competencies and talents of personnel in the work unit
 - b. Organizing work programs and activities that are in line with policies within the scope of entrepreneurship and counseling guidance;
 - c. reporting the performance of the work program results and activities within the scope of entrepreneurship and counseling guidance; and
 - d. providing excellent service within the scope of counseling and entrepreneurship guidance with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Counseling and Entrepreneurship Guidance Section carries out the following functions:
 - a. assessing and development of student counseling activities;

- b. assessing and fostering student entrepreneurship; and
 - c. monitoring and reporting evaluation of student entrepreneurship and counseling activities.
- (3) The Counseling and Entrepreneurship Guidance Section is led by a Section Head that in carrying out the duties is responsible to the Head of the Sub-Directorate of Entrepreneurship and Career Development.

Paragraph 2

Sub-directorate of Student Development

Article 24

- (1) The Sub-directorate of Student Development has the following duties:
- a. helping to formulate policies within the scope of student development;
 - b. fostering, directing, and developing the competences and talents of personnel in the work unit;
 - c. organizing work programs and activities that are in line with policies within the scope of student development;
 - d. evaluating the performance of work programs and activities within the scope of student development; and
 - e. providing excellent service within the scope of student development with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Sub-directorate of Student Development carries out the following functions:
- a. organizing student talent and character programs for all levels and types of educational programs based on the results of assessment and mapping carried out;
 - b. development of talent interest, assistance in academic, professional, religious, arts and sports competitions;
 - c. coaching outstanding student activities; and
 - d. organizing, developing, and fostering student activities.
- (3) The Sub-directorate of Student Development is led by a Sub-directorate Head that in carrying out the duties is responsible to the Director of Student Affairs.

Article 25

- (1) The Talent Development Section has the following duties:

- a. fostering, directing and developing the competences and talents of personnel in the work unit
 - b. organizing work programs and activities that are in line with policies within the scope of talent development;
 - c. reporting on the performance of work programs and activities within the scope of talent development; and
 - d. providing excellent service within the scope of talent development with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Talent Development Section carries out the following functions:
- a. organizing student talent development programs including competitions;
 - b. assistance in the form of coaching, direction and development in preparation for competition and post competition;
 - c. organizing administration and finance of competition activities;
 - d. reporting of student talent development activities and their achievements; and
 - e. monitoring and evaluation of student talent development programs.
- (3) The Talent Development Section is led by a Section Head that in carrying out the duties is responsible to the Head of the Sub-Directorate of Entrepreneurship and Career Development.

Article 26

- (1) The Character Development Section has the following duties:
- a. fostering, directing and developing the competencies and talents of personnel in the work unit;
 - b. organizing work programs and activities that are in line with the policies within the scope of character development;
 - c. reporting the performance of work programs and activities within the scope of character development; and
 - d. providing excellent service within the scope of character development with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Character Development Section carries out functions:
- a. organizing student character development programs;

- b. assistance in the form of coaching, direction and student character development;
 - c. organizing administration and finance for student character development activities;
 - d. performance reporting along with the achievement of student character development activities; and
 - e. monitoring and evaluating student character development programs.
- (3) The Character Development Section is led by a Section Head that in carrying out the duties is responsible to the Head of the Sub-Directorate of Student Development.

Paragraph 3
Student Services Division

Article 27

- (1) The Student Services Division has the following duties:
- a. helping to formulate policies within the scope of student services;
 - b. fostering, directing, and developing the competences and talents of personnel in the work unit;
 - c. organizing work programs and activities that are in line with policies within the scope of student services;
 - d. evaluating the performance of work programs and activities within the scope of student services; and
 - e. providing excellent service within the scope of student services with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Student Services Division carries out functions:
- a. organizing student data and information services;
 - b. providing scholarship and student welfare services;
 - c. management and monitoring of scholarship; and
 - d. organizing psychological test and academic potential test for new students.
- (3) The Student Services Division is led by a Division Head that in carrying out the duties is responsible to the Director of Student Affairs.

Article 27

- (1) The Student Affairs Data Services Sub-division has the following duties:
 - a. fostering, directing and developing the competencies and talents of personnel in the work unit;
 - b. organizing work programs and activities that are in line with policies in the scope of student data services;
 - c. reporting the performance of the work program results and activities within the scope of student data services; and
 - d. providing excellent service within the scope of student data services with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Data Services Sub-Division carries out functions:
 - a. operation of data services with the principles of bureaucratic reform and integrity zone; and
 - b. management of updating student data and information in accordance with the needs of accreditation, ranking and other reporting.
- (3) The Data Services Sub-division is led by a Sub-division Head that in carrying out the duties is responsible to the Head of the Student Services Division.

Article 28

- (1) The Scholarship and Student Welfare Services Sub-Section has the following duties:
 - a. fostering, directing and developing the competencies and talents of personnel in the work unit;
 - b. organizing work programs and activities that are in line with policies in the scope of scholarship and student welfare services;
 - c. reporting the performance of work programs and activities within the scope of scholarship and student welfare services; and
 - d. providing excellent service within the scope of scholarship and student welfare services with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Scholarship and Student Welfare Services Sub-Division carries out the following functions:

- a. preparation of scholarship administration;
 - b. administering the scholarship disbursement process;
 - c. monitoring and evaluation of student welfare; and
 - d. development of report related to scholarship and student welfare that are relevant to accreditation, ranking and other reporting.
- (3) The Scholarship and Student Welfare Services Sub-Division is led by a Sub-division Head that in carrying out the duties is responsible to the Head of the Student Services Division.

Fifth Part LIBRARY

Article 29

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

Article 30

The library consists of Service and Development Sub-division.

Article 31

- (1) The Service and Development Sub-division has the following duties:
 - a. carrying out governance and development in the field of service and development as well as operation;
 - b. carrying out evaluation of work programs and activities in the field of service and development as well as operation; and
 - c. providing excellent service in the scope of service and development as well as operation with continuous improvement.
- (2) In carrying out the duties as referred to in paragraph (1), the Service and Development Sub-Division carries out functions as:
 - a. administering library administrative and administration services; and
 - b. organizing library service development.
- (3) The Service and Development Sub-division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Library.

CHAPTER IV DEPUTY RECTOR II

First Part Duties, Functions and Organization

Article 32

- (1) The Deputy Rector II as referred to in Article 2 paragraph (2) letter b, has the duties of assisting the Rector in:
 - a. formulating and implementing policies in the field of planning, finance and infrastructure;
 - b. carrying out work programs that are in line with policies in the field of planning, finance and infrastructure;
 - c. evaluating the performance of the work program results in the field of planning, finance and infrastructure; and

- d. providing excellent service in the field of planning, finance and infrastructure in accordance with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Deputy Rector II carries out functions:
- a. formulating policies, strategic plans and work programs in the field of planning, finance and infrastructure;
 - b. developing and organizing 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 institution;
 - h. coordinating the implementation of internal control activities;
 - i. coordinating the implementation of cooperation in the use of land and building;
 - j. development and operation of the procurement service of goods and services; and
 - k. evaluating and reporting on the implementation of work programs in the field of planning, finance and infrastructure.

Article 33

The organizational structure of the Deputy Rector II consists of:

- a. Directorate of Planning and Development;
- b. Bureau of Facilities and Infrastructure;
- c. Financial Bureau; and
- d. Work Unit for the Procurement of Goods and Services.

Second Part

Directorate of Planning and Development

Article 34

- (1) The Directorate of Planning and Development has the following duties:
 - a. preparing 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 the performance of the work program results 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 integrity zone.
- (2) In carrying out the duties as 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. implementation of supervision on 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 plan related to budget, facilities, infrastructure, logistics with the ITS master plan; and
 - i. evaluating and reporting on the implementation of the work program of planning sub-sector.
- (3) The Directorate of Planning and Development is led by a Director that in carrying out the duties is responsible to the Deputy Rector II.

- (4) The Director of Planning and Development 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 Planning and Development.

Article 35

- (1) The Directorate of Planning and Development consists of:
 - a. Sub-directorate of Budget Planning and Development Evaluation;
 - b. Sub-directorate of Infrastructure and Logistics Planning; and
 - c. Sub-directorate of Master Plan Implementation Supervision.
- (2) The Sub-directorate of Budget Planning and Development Evaluation as referred to in paragraph (1) letter a, consists of:
 - a. Budget Preparation Sub-division; and
 - b. Budget Control Sub-division.
- (3) The Sub-directorate of Master Plan Implementation Supervision as referred to in paragraph (1) letter c, assisted by the Infrastructure Development Supervision Sub-Division.

Paragraph 1

Sub-directorate of Budget Planning and Development Evaluation

Article 36

- (1) The Sub-Directorate of Budget Planning and Development Evaluation has the following duties:
 - a. helping to formulate policies within the scope of budget planning and development evaluation;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with policies within the scope of budget planning and development evaluation;
 - d. evaluating the performance of the work program results and activities within the scope of budget planning and development evaluation; and
 - e. providing excellent service within the scope of budget planning and development evaluation with the principles of bureaucratic reform and integrity zone.

(2) In carrying out the duties as referred to in paragraph (1), the Sub-Directorate of Budget Planning and Development Evaluation carries out the following functions:

- a. preparation and periodic evaluation of long-term work plan and budget based on strategic plans and institutional performance;
- b. preparation and evaluation of the institution's annual activity plan and budget;
- c. preparing projection and calculating the target establishment of institutional revenue from all sources;
- d. preparation of budget use plan for the operational needs of the institution in accordance with performance target;
- e. preparation and review of the form list for the implementation of government budget/fund;
- f. evaluating the financial feasibility of investment, development and cooperation plans, both strategic and work unit proposal;
- g. alignment of the approved development plan into the work plan and annual budget or the institution's long-term work plan and budget;
- h. monitoring, coordinating revision/adjustment and reporting on the realization of the use of the budget on a regular basis;
- i. implementation of conformity evaluation between budget absorption and performance achievement realization;
- j. measuring the level of efficiency in the use of the budget of each work unit; and
- k. preparation of priority proposal and budget efficiency target.

(3) The Sub-Directorate of Budget Planning and Development Evaluation is led by a Sub-Directorate Head that in carrying out the duties is responsible to the Director of Planning and Development.

Article 37

(1) The Budget Preparation Sub-Division has the following duties:

- a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
- b. carrying out work programs and activities that are in line with the policies within the scope of budget preparation;

- c. reporting on the performance of the work program results and activities within the scope of budget preparation; and
 - d. providing excellent service within the scope of budgeting based on the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Budget Preparation Sub-Division carries out the following functions:
- a. preparation and regular evaluation of long-term work plan and budget based on strategic plans and institutional performance;
 - b. coordinating and preparing the work plan and annual budget of the institution;
 - c. preparing projection and calculating the target establishment of institutional revenue from all sources;
 - d. preparation of budget use plan for the operational needs of the Institution in accordance with performance target;
 - e. implementation of financial feasibility evaluation of investment, development and cooperation plans, both strategic and work unit proposal;
 - f. alignment of development plan into work plan and budget, both long-term and annual in nature after obtaining approval from the head of the work unit, the Rector or the Board of Trustees (MWA); and
 - g. preparation of priority scale and budget efficiency.
- (3) The Budget Preparation Sub-Division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Sub-Directorate of Budget Planning and Development Evaluation.

Article 38

- (1) The Budget Control Sub-Division has the following duties:
- a. fostering, directing, and developing the competences and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies within the scope of budget control;
 - c. reporting the performance of the work program results and activities within the scope of budget control; and
 - d. providing excellent service within the scope of budget control with the principles of bureaucratic reform and integrity zone.

- (2) In carrying out the duties as referred to in paragraph (1), the Budget Control Sub-Division carries out the following functions:
 - a. monitoring of budget activities;
 - b. implementation of comparison of actual budget results with budget plans;
 - c. action on budget correction/revision; and
 - d. measuring the effectiveness and efficiency of work unit budget.
- (3) The Budget Control Sub-Division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Sub-Directorate of Budget Planning.

Paragraph 2

Sub-directorate of Infrastructure and Logistics Planning

Article 39

- (1) The Sub-directorate of Infrastructure and Logistics Planning has the following duties:
 - a. helping to formulate policies within the scope of infrastructure and logistics planning;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with policies within the scope of infrastructure and logistics planning;
 - d. evaluating the performance of the work program results and activities within the scope of infrastructure and logistics planning; and
 - e. providing excellent service within the scope of infrastructure and logistics planning with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Sub-Directorate of Infrastructure and Logistics Planning carries out the following functions:
 - a. mapping and inventory of the status and condition of facilities and infrastructure in a centralized manner;

- b. planning for the procurement of facilities centrally oriented towards sharing resources;
 - c. planning for procurement and maintenance of infrastructure centrally oriented towards sharing resources;
 - d. centralized inventory management of demand for goods (purchase requisition);
 - e. centralized logistics procurement plan preparation;
 - f. management of information system of facilities and infrastructure planning;
 - g. management of enterprise resource planning system;
 - h. updating the catalog of goods in the enterprise resource planning system; and
 - i. implementation of periodic stock opname on logistics inventory.
- (3) The Sub-Directorate of Infrastructure and Logistics Planning is led by a Sub-Directorate Head that in carrying out the duties is responsible to the Director of Planning and Development.

Paragraph 3

Sub-directorate of Master Plan Implementation Supervision

Article 40

- (1) The Sub-directorate of Master Plan Implementation Supervision has the following duties:
- a. helping to formulate policies within the scope of master plan implementation supervision;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with the policies within the scope of master plan implementation supervision;
 - d. evaluating the performance of the work program results and activities within the scope of master plan implementation supervision; and
 - e. providing excellent service within the scope of master plan implementation supervision with the principles of bureaucratic reform and integrity zone.

- (2) In carrying out the duties as referred to in paragraph (1), the Sub-directorate of Master Plan Implementation Supervision carries out the following functions:
- a. coordinating the implementation of the master plan for the development of infrastructure and facilities;
 - b. monitoring and supervising the master plan for the development of infrastructure and facilities;
 - c. monitoring the implementation of maintenance or repair or construction of each project in the ITS campus;
 - d. management of the ITS project monitoring management information system;
 - e. periodic reporting of monitoring of the effectiveness and efficiency of the implementation of each project;
 - f. coordinating supervision of occupational safety and health, security at the planning and implementation stages of the project; and
 - g. coordinating evaluation of development proposal related to repair, development, cooperation of facilities and infrastructure based on conformity with the master plan.
- (3) The Sub-Directorate of Master Plan Implementation Supervision is led by a Sub-Directorate Head that in carrying out the duties is responsible to the Director of Planning and Development.

Paragraph 4

Infrastructure Development Supervision Sub-division

Article 41

- (1) The Infrastructure Development Supervision Sub-Division has the following duties:
- a. fostering, directing, and developing the competences and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with the policies within the scope of infrastructure development supervision;

- c. reporting the performance of the work program results and activities within the scope of infrastructure development supervision; and
 - d. providing excellent service within the scope of infrastructure development supervision with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Infrastructure Development Supervision Sub-Division carries out the following functions:
- a. implementation of maintenance or repair or construction of any project in the ITS campus;
 - b. management of the ITS project monitoring management information system;
 - c. periodic reporting of monitoring of the effectiveness and efficiency of the implementation of each project;
 - d. implementation of occupational safety and health supervision, security at the planning and implementation stages of the project; and
 - e. implementation of evaluation of development proposal related to repair, development, cooperation of facilities and infrastructure based on conformity with the master plan.
- (3) The Infrastructure Development Supervision Sub-Division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Sub-Directorate of Master Plan Implementation Supervision.

Third Part

Bureau of Facilities and Infrastructure

Article 42

- (1) The Bureau of Facilities and Infrastructure has the following duties:
- a. preparing formulation and implement policies in the facilities and infrastructure sub-sector;
 - b. organizing work programs that are in line with policies in the facilities and infrastructure sub-sector;

- c. evaluating and reporting the performance of the work program results in the facilities and infrastructure sub-sector; and
 - d. providing excellent service in the facilities and infrastructure sub-sector in accordance with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as 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 space;
 - c. management and implementation of campus security;
 - d. coordinating the implementation of service system for receiving, storing and distributing logistics;
 - e. coordinating the implementation of 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 facilities and infrastructure sub-sector.
- (3) The Bureau of Facilities and Infrastructure is led by a Head of Bureau that in carrying out the duties is responsible to the Deputy Rector II.

Article 43

- (1) The Bureau of Facilities and Infrastructure consists of:
- a. Infrastructure Management Division; and
 - b. Logistics and Security Division.
- (2) The Infrastructure Management Division as referred to in paragraph (1) letter a, consists of:
- a. Facility Maintenance Subdivision; and
 - b. Subdivision of Infrastructure Maintenance and Green Open Space.
- (3) The Logistics and Security Division as referred to in paragraph (1) letter b, consists of:
- a. Campus Security Unit; and
 - b. Logistics and Transportation Services Sub-division.

Paragraph 1
Infrastructure Management Division

Article 44

- (1) The Infrastructure Management Division has the following duties:
 - a. helping to formulate policies within the scope of infrastructure management;
 - b. fostering, directing, and developing the competences and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with policies within the scope of infrastructure management;
 - d. evaluating the performance of the work program results and activities within the scope of infrastructure management; and
 - e. providing excellent service within the scope of infrastructure management with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Infrastructure Management Division carries out the following functions:
 - a. implementation of the preventive maintenance system for facilities, infrastructure and green open space in the ITS;
 - b. preparation of plans and schedules for repair/maintenance of facilities, infrastructure and centralized green open space;
 - c. management and maintenance of facilities, infrastructure and green open space;
 - d. management and maintenance of official housing;
 - e. coordinating an integrated and automated parking system;
 - f. coordinating integrated building/space borrowing services; and
 - g. coordinating the management and monitoring of publication media installation.
- (3) The Infrastructure Management Division is led by a Section Head that in carrying out the duties is responsible to the Head of the Bureau of Facilities and Infrastructure.

Article 45

- (1) The Facility Maintenance Sub-Division has the following duties:
 - a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies within the scope of facility maintenance;
 - c. reporting the performance of the work program results and activities within the scope of facility maintenance; and
 - d. providing excellent service within the scope of facility maintenance with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Facility Maintenance Sub-Division carries out the following functions:
 - a. coordinating the need for the procurement of facilities;
 - b. preparation of plans and schedules for repair/maintenance of facilities;
 - c. management, inspection and maintenance of facilities; and
 - d. implementation of the preventive maintenance system for the facilities.
- (3) The Facility Maintenance Sub-Division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Infrastructure Management Division.

Article 46

- (1) The Infrastructure Maintenance and Green Open Space Sub-division has the following duties:
 - a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies in the scope of infrastructure maintenance and green open space;
 - c. reporting the performance of the work program results and activities within the scope of infrastructure maintenance and green open space; and
 - d. providing excellent service within the scope of infrastructure maintenance and green open space with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Infrastructure Maintenance and Green Open Space Sub-Division carries out the following functions:

- a. coordinating services for borrowing infrastructure and green open space;
 - b. management and monitoring of infrastructure use and green open space;
 - c. preparation of plans and schedules for repair/maintenance of infrastructure and centralized green open space;
 - d. management and maintenance of infrastructure, official home, and green open space;
 - e. implementation of the preventive maintenance system for infrastructure and green open space;
 - f. management and monitoring of publication media installation; and
 - g. implementation of integrated and automated parking system.
- (3) The Infrastructure Maintenance and Green Open Space Sub-Division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Infrastructure Management Division.

Paragraph 2

Logistics and Security Division

Article 47

- (1) The Logistics and Security Division has the following duties:
- a. helping to formulate policies in the scope of logistics and security;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with policies in the scope of logistics and security;
 - d. evaluating the performance of the work program results and activities in logistics and security; and
 - e. providing excellent service in the scope of logistics and security with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Logistics and Security Division carries out functions:
- a. management of the ITS e-Logistics system;
 - b. coordinating the distribution process of goods;
 - c. coordinating periodic stock opname;

- d. development of management and maintenance of official vehicles in an integrated manner with the principle of sharing;
 - e. coordinating and reporting campus security activities; and
 - f. coordinating vehicle security and campus traffic arrangement.
- (3) The Logistics and Security Division is led by a Section Head that in carrying out the duties is responsible to the Head of the Bureau of Facilities and Infrastructure.

Article 48

- (1) The Campus Security Unit has the following duties:
- a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. organizing work programs and activities that are in line with policies within the scope of campus security;
 - c. reporting the performance of work programs and activities within the scope of campus security; and
 - d. providing excellent service within the scope of campus security with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Campus Security Unit carries out functions:
- a. preparation of integrated campus security system;
 - b. allocation planning and schedule of safeguard including personnel;
 - c. active campus security monitoring which includes routine, incidental, and special conditions;
 - d. identification and supervision of every visitor, vehicle and goods entering and leaving the ITS campus area;
 - e. securing ITS leaders and important guests;
 - f. security specifically in building areas that have high security risk;
 - g. first handling of accidents and accident victims;
 - h. traffic management arrangement within and exit of the ITS campus;
 - i. maintenance of campus security system support devices;
 - j. implementing active coordination and communication with security apparatus/agencies;
 - k. identification and reporting of potential security disturbance from social aspect, demonstration and terrorism;

- l. supervision and control of street vendors and incidental stalls; and
 - m. implementation of education and outreach related to the campus security system.
- (3) The Campus Security Unit is led by a Unit Head that in carrying out the duties is responsible to the Head of the Logistics and Security Section.

Article 49

- (1) The Logistics and Transportation Services Sub-Division has the following duties:
- a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies within the scope of logistics and transportation services;
 - c. reporting the performance of the work program results and activities within the scope of logistics and transportation services; and
 - d. providing excellent service within the scope of logistics and transportation services with the principle of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Logistics and Transportation Services Sub-Division carries out the following functions:
- a. management, receipt and distribution of incoming goods;
 - b. carrying out periodic stock opname of goods;
 - c. management and maintenance of official vehicles in an integrated manner with the principle of sharing; and
 - d. management, maintenance and lending services for campus transportation mode (car/motorbike/bus/bicycle).
- (3) The Logistics and Transportation Services Sub-Division is led by a Subdivision Head that in carrying out he duties is responsible to the Head of Logistics and Security Division.

Fourth Part Financial Bureau

Article 50

- (1) The Finance Bureau has the following duties:

- a. preparing formulation and implementation of policies in the financial management sub-sector;
 - b. carrying out work programs that are in line with policies in the financial management sub-sector;
 - c. evaluating and reporting the performance of work programs in the financial management sub-sector; and
 - d. providing excellent service in the financial management sub-sector in accordance with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Finance Bureau carries out functions:
- a. formulation of planning, governance, and financial management services;
 - b. treasury management comes from the state budget, funding assistance for legal entity state universities, and the ministry's state 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 that in carrying out the duties is responsible to the Deputy Rector II.

Article 51

- (1) The Financial Bureau consists of:
- a. Treasury Division; and
 - b. Accounting and Financial Reporting Division.
- (2) The Treasury Division as referred to in paragraph (1) letter a, consists of:
- a. Treasury Sub-Division of State Budget; and
 - b. Treasury Sub-Division of Non-Tax State Revenue.

- (3) The Accounting and Financial Reporting Division as referred to in paragraph (1) letter b, consists of:
- a. Accounting and Taxation Sub-division; and
 - b. Financial Reporting Sub-division; and
 - c. Asset Inventory Sub-division.

Paragraph 1
Treasury Division

Article 52

- (1) The Treasury Division has the following duties:
- a. helping to formulate policies within the scope of the treasury;
 - b. fostering, directing, and developing the competences and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with policies within the scope of the treasury;
 - d. evaluating the performance of the work program results and activities within the scope of the treasury; and
 - e. providing excellent service within the scope of the treasury with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Treasury Division carries out the following functions:
- a. implementation of salary reconciliation with echelon I and state treasury service offices;
 - b. management and coordination of business processes and treasury information system;
 - c. treasury management comes from the state budget, funding assistance for legal entity state universities, and the ministry's state budget, and similar sources of income;
 - d. treasury management comes from non-tax state revenue;
 - e. management of revenue from the state budget, research assistance for legal entity state universities, and the ministry's state budget, non-tax state revenue, and similar sources of income; and
 - f. development of digitalization of treasury services.

- (3) The Treasury Division is led by a Section Head that in carrying out the duties is responsible to the Head of the Financial Bureau.

Article 53

- (1) The Treasury Sub-Division of State Budget has the following duties:
- a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies within the scope of the treasury of the state budget;
 - c. reporting the performance of the work program results and activities within the scope of the treasury of the state budget; and
 - d. providing excellent service within the scope of the treasury of the state budget with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Treasury Sub-Division of State Budget carries out the following functions:
- a. implementation and processing of salary payment, shortage of salary and allowance for civil servants, and processing of payment termination certificate;
 - b. implementation and processing of salary and allowance for non-civil servants;
 - c. implementing and processing the payment of honorary teacher allowance, lecturer certification, and domestic study assignment;
 - d. implementing and processing meal allowance for civil servants and non-civil servants;
 - e. processing, management and accountability of funding assistance to state higher education institutions for legal entities and the ministry's state budget, and similar sources of income;
 - f. processing of disbursement of funding assistance for legal entity state universities by means of direct payment mechanism or routine operation;
 - g. processing of disbursement of the ministry's state budget of direct payment mechanism or routine operation; and
 - h. development of digitalization of state budget treasury services.

- (3) The Treasury Sub-Division of State Budget is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Treasury Division.

Article 54

- (1) The Treasury Sub-division of Non-Tax State Revenue has the following duties:
- a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies within the scope of the treasury for non-tax state revenue;
 - c. reporting the performance of the work program results and activities within the scope of the treasury for non-tax state revenue; and
 - d. carrying out excellent service within the scope of the treasury for non-tax state revenue with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Treasury Sub-Division of Non-Tax State carries out the following functions:
- a. implementation of revenue administration originating from the state budget, funding assistance for legal entity state universities, and the ministry's state budget, and similar sources of income;
 - b. implementing the administration of revenue originating from non-tax state revenue, which consists of receiving education fees and non-education fees;
 - c. services to students related to the administration of reactivating tuition fees, legalizing proof of payment of a single student tuition fee, and donating institutional development;
 - d. account management;
 - e. processing of non-tax state revenue payment by means of direct payment mechanism or routine operation;
 - f. centralized processing, management and accountability of honorarium funds, investment development funds/maintenance/caring/renovation of assets, and withdrawal of non-tax state revenue fund education fees; and

- g. development of digitalization of the treasury services for non-tax state revenue.
- (3) The Treasury Sub-division of Non-Tax State Revenue is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Treasury Division.

Paragraph 2
Accounting and Financial Reporting Division

Article 55

- (1) The Accounting and Financial Reporting Division has the following duties:
- a. helping to formulate policies in the scope of accounting and financial reporting;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with policies in the scope of accounting and financial reporting;
 - d. evaluating the performance of the work program results and activities within the scope of accounting and financial reporting; and
 - e. providing excellent service in the scope of accounting and financial reporting with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Accounting and Financial Reporting Division carries out the following functions:
- a. accounting management and annual activity plans and budgets;
 - b. coordinating the preparation of government accounting standard reports, consolidated financial reports, fiscal reports, asset reports;
 - c. coordinating asset administration;
 - d. coordinating tax management;
 - e. coordinating follow-up monitoring of recommendation of findings from the financial audit agency, inspectorate general, public accounting firms, financial and development oversight bodies, and internal audit offices; and
 - f. development of digitization of accounting and reporting services.

- (3) The Accounting and Financial Reporting Division is led by a Section Head that in carrying out the duties is responsible to the Head of the Financial Bureau.

Article 56

- (1) The Accounting and Taxation Sub-Division has the following duties:
- a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies in the scope of accounting and taxation;
 - c. reporting the performance of work programs and activities within the scope of accounting and taxation; and
 - d. providing excellent service in the scope of accounting and taxation with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Accounting and Taxation Sub-Division carries out the following functions:
- a. implementation of reconciliation of down payment for activities and accountability letter of work units, receipts account, inventories, accounts receivable, fixed assets, debts, and taxes;
 - b. implementation of validation of submission of down payment for activities;
 - c. performing verification and validation of activity cancellation and refunds;
 - d. implementation of journal verification and journal revision verification on the financial integration system;
 - e. implementation of work unit expenditure account input;
 - f. preparation of consolidated financial statements;
 - g. preparation of fiscal report;
 - h. compilation of annual notification letter report for the ITS period of legal entity state university and treasurer;
 - i. implementation of follow-up recommendation on audit findings from the public accounting firm; and
 - j. development of digitization of accounting and tax services.

- (3) The Accounting and Taxation Sub-Division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Accounting and Financial Reporting Division.

Article 57

- (1) The Financial Reporting Sub-Division has the following duties:
- a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with the policies in the scope of financial reporting;
 - c. reporting on the performance of the work program results and activities within the scope of financial reporting; and
 - d. providing excellent service within the scope of financial reporting with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Financial Reporting Sub-Division carries out the following functions:
- a. preparation of report on the absorption of funds for annual activity plans and budgets;
 - b. preparation of government accounting standard financial report;
 - c. coordinating, recording, and preparing report on fixed assets and inventories;
 - d. compilation of follow-up report on the recommendation of the findings of the financial audit agency, inspectorate general, and financial and development supervisory agency;
 - e. filling in data on findings of the financial audit agency to the follow-up monitoring information system;
 - f. filling in income data and the use of state budget funds, funding assistance for legal entity state universities, and non-tax state revenue as well as education costs in the related management information system application;
 - g. asset information system management; and
 - h. development of digitalization of financial reporting services.
- (3) The Financial Reporting Sub-Division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Accounting and Financial Reporting Division.

Article 58

- (1) The Asset Inventory Sub-Division has the following duties:
 - a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. organizing work programs and activities that are in line with the policies in the scope of asset inventory;
 - c. reporting on the performance of the work program results and activities within the scope of asset inventory; and
 - d. providing excellent service within the scope of asset inventory with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Asset Inventory Sub-Division carries out the following functions:
 - a. coordination, implementation and preparation of asset inventory reports;
 - b. coordination, implementation and preparation of asset write-off reports;
 - c. safeguarding assets administratively;
 - d. management of proof of asset ownership;
 - e. coordinating the obligation to pay tax on official vehicles; and
 - f. development of digitalization of asset inventory services.
- (3) The Asset Inventory Sub-Division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Accounting and Financial Reporting Division.

Fifth Part

Goods and Services Procurement Work Unit

Article 59

- (1) The Goods and Services Procurement Work Unit has the duties of carrying out the procurement of goods and services and implementing an electronic system for procuring goods and services.

- (2) In carrying out the duties as referred to in paragraph (1), the Goods and Services Procurement Working Unit carries out the following functions:
- a. formulation of planning, governance, service quality standards for the procurement of goods and services;
 - b. procurement of goods and services using 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 Goods and Services Procurement Work Unit is led by a Unit Head that in carrying out the duties is responsible to the Deputy Rector II.

CHAPTER VI DEPUTY RECTOR III

First Part Duties, Functions and Organization

Article 60

- (1) The Deputy Rector III as referred to in Article 2 paragraph (2) letter c, has the duties of assisting the Rector in:
- a. formulating and implementing policies in the field of human resources, organization, and technology and information system;
 - b. organizing work programs that are in line with policies in the field of human resources, organization, and technology and information system;
 - c. evaluating the performance of the work program results in the field of human resources, organization, and technology and information system; and

- d. providing excellent service in the field of human resources, organization and technology and information system in accordance with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Deputy Rector III carries out functions:
- a. formulating policies, strategic plans and work programs in the field of human resources, organization and information technology and system;
 - b. organizing work programs in the development and evaluation of human resources and organization as well as personnel services;
 - c. carrying out activities for developing technology resources and information system;
 - d. implementing work programs in the development of integrated services, general administration, digital archiving and documentation, occupational health and safety, and implementation of bureaucratic reform;
 - e. developing and implementing cooperation in the field of human resources, organization, and technology and information system;
 - f. developing, organizing, and evaluating the smart eco campus program; and
 - g. evaluating and reporting on the implementation of the work program in the field of human resources, organization and technology and information system.

Article 61

The organizational structure under the Deputy Rector III consists of:

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

Second Part

Directorate of Human Resources and Organization

Article 62

- (1) The Directorate of Human Resources and Organization has the following duties:
 - a. preparing formulation and implementation of policies in the human resources and organization sub-sector;
 - b. Organizing work programs that are in line with policies in the human resources and organizational sub-sector;
 - c. evaluating and reporting the performance of the work program results in the human resources and organization sub-sector; and
 - d. providing excellent service in the field of human resources and organization 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 Human Resources and Organization carries out functions:
 - a. formulation of planning, governance, and services in the human resources and organization sub-sector;
 - 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 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 the work program in the human resources and organization sub-sector.
- (3) The Directorate of Human Resources and Organization is led by a Director that in carrying out he duties is responsible to the Deputy Rector III.
- (4) The Director of Human Resources and Organization 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 Human Resources and Organization.

- (1) The Directorate of Human Resources and Organization consists of:
 - a. Sub-directorate of Organizational Development and Evaluation;
 - b. Sub-directorate of Human Resources Development and Evaluation; and
 - c. Personnel Service Division.
- (2) The Personnel Service Division as referred to in paragraph (1) letter c, consists of:
 - a. Lecturer Staffing Service Sub-division; and
 - b. Education Personnel Service Sub-division.

Paragraph 1

Sub-directorate of Organizational Development and Evaluation

Article 64

- (1) The Sub-directorate of Organizational Development and Evaluation has the following duties:
 - a. helping to formulate policies within the scope of organizational development and evaluation;
 - b. fostering, directing and developing the competencies and talents of personnel in the work unit
 - c. carrying out work programs and activities that are in line with policies within the scope of organizational development and evaluation;
 - d. evaluating the performance of the work program results and activities within the scope of organizational development and evaluation; and
 - e. providing excellent service within the scope of organizational development and evaluation with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Sub-directorate of Organizational Development and Evaluation carries out functions:
 - a. implementation of workload analysis and analysis of human resources position;
 - b. preparation of organizational key performance indicators;
 - c. conducting business process evaluation and job evaluation;
 - d. measurement of organizational effectiveness;

- e. preparation of integrated work procedures and manuals;
 - f. implementation of evaluation on the use of effective working time;
 - g. preparation of employee formation proposal;
 - h. management of organizational culture; and
 - i. coordinating employee disciplinary processes.
- (3) The Sub-directorate of Organizational Development and Evaluation is led by a Sub-directorate Head that in carrying out the duties is responsible to the Director of Human Resources and Organization.

Paragraph 2

Sub-directorate of Human Resources Development and Evaluation

Article 65

- (1) The Sub-directorate of Human Resources Development and Evaluation has the following duties:
- a. helping to formulate policies in the scope of human resource development and evaluation;
 - b. fostering, directing and developing the competencies and talents of personnel in the work unit
 - c. carrying out work programs and activities that are in line with policies within the scope of human resource development and evaluation;
 - d. evaluating the performance of the work program results and activities within the scope of human resource development and evaluation; and
 - e. providing excellent service within the scope of human resource development and evaluation with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Sub-directorate of Human Resources Development and Evaluation carries out the following functions:
- a. preparation of job map, competency map, and employee career map;
 - b. preparation of duties details;
 - c. preparation of employee training matrices;
 - d. preparation and alignment of individual key performance indicator with unit performance;
 - e. implementing education and training programs for employees;

- f. implementing education and training programs for managerial manager;
 - g. implementation of job promotion and employee competency test;
 - h. employee performance appraisal and evaluation; and
 - i. coordinating employee disciplinary processes.
- (3) The Sub-directorate of Human Resources Development and Evaluation is led by a Sub-directorate Head that in carrying out the duties is responsible to the Director of Human Resources and Organization.

Paragraph 3
Personnel Services Division

Article 66

- (1) The Personnel Services Division has the following duties:
- a. helping to formulate policies within the scope of human resources services;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with policies within the scope of human resources services;
 - d. evaluating the performance of the work program results and activities within the scope of human resources services; and
 - e. providing excellent service within the scope of personnel services with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Personnel Services Division carries out the following functions:
- a. implementation of the recruitment and recruitment process;
 - b. implementation of the employee appointment process;
 - c. implementation of the employee transfer and promotion process;
 - d. implementation of the employee disciplinary processes;
 - e. implementation of the leave and employee permission processes;
 - f. administrative processing of employee rights;
 - g. implementation of the reward process for employees;
 - h. implementation of updating data related to employment; and

- i. processing of proposal for dismissal, retirement and employee resignation.
- (3) The Personnel Services Division is led by a Division Head that in carrying out the duties is responsible to the Director of Human Resources and Organization.

Article 67

- (1) The Lecturer Staffing Services Sub-Division has the following duties:
 - a. fostering, directing and developing the competencies and talents of personnel in the work unit;
 - b. Organizing work programs and activities that are in line with policies within the scope of lecturer staffing services;
 - c. reporting the performance of work programs and activities within the scope of lecturer staffing services; and
 - d. providing excellent service within the scope of lecturer staffing services with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Lecturer Staffing Services Sub-Division carries out the following functions:
 - a. processing of functional promotion and lecturer rank;
 - b. processing of national lecturer identification number proposal; and
 - c. processing lecturer homebase transfer.
- (3) The Lecturer Staffing Services Sub-Division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Personnel Services Division.

Article 68

- (1) The Education Personnel Service Sub-Division has the following duties:
 - a. fostering, directing and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies within the scope of staffing services for education personnel;
 - c. reporting the performance of the work program results and activities within the scope of staffing services for education personnel; and

- d. providing excellent service within the scope of staffing services for education personnel with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Education Personnel Service Sub-Division carries out the following functions:
 - a. implementation of employee rotation;
 - b. processing of promotion and rank of educational personnel;
 - c. proposing decrees related to staffing administration for education personnel; and
 - d. proposing decrees for candidates for civil servants/non-civil servants.
- (3) The Education Personnel Service Sub-division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Personnel Services Division.

Third Part

Directorate of Technology and Information System Development

Article 69

- (1) The Directorate of Technology and Information System Development has the following duties:
 - a. preparing formulation and implementation of policies in the technology and information system sub-sector;
 - b. organizing work programs that are in line with policies in the technology and information system sub-sector;
 - c. evaluating and reporting the performance of work programs in the technology and information system sub-sector; and
 - d. providing excellent service in the field of human resources and organization 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 Technology and Information System Development carries out functions;
 - a. formulating planning, governance, and services in the technology and information system sub-sector;
 - b. management of infrastructure and information security;

- c. management and development of digital platform and integrated applications in all service areas;
 - d. big data technology 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 program in the technology and information system sub-sector.
- (3) The Directorate of Technology and Information System Development is led by a Director that in carrying out the duties is responsible to the Deputy Rector III.

Article 70

- (1) The Directorate of Technology and Information System Development consists of:
- a. Sub-directorate of Information and Communication Technology Infrastructure and Security;
 - b. Sub-directorate of Digital Application and Platform;
 - c. Sub-directorate of Big Data Technology Management; and
 - d. Sub-directorate of Technology Services and Information System and Smart Technology Implementation.
- (2) The Sub-directorate of Digital Application and Platform as referred to in paragraph (1) letter b, assisted by the Application Integration Implementation Section.
- (3) The Sub-directorate of Technology Services and Information System and Smart Technology Implementation as referred to in paragraph (1) letter d, assisted by the Customer Relations and Business Planning Section.

Paragraph 1

Sub-directorate of Information and Communication Technology Infrastructure and Security

Article 71

- (1) The Sub-directorate of Information and Communication Technology Infrastructure and Security has the following duties:
 - a. helping to formulate policies within the scope of information and communication technology infrastructure and security;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with policies in the scope of information and communication technology infrastructure and security;
 - d. evaluating the performance of the work program results and activities within the scope of information and communication technology infrastructure and security; and
 - e. providing excellent service within the scope of information and communication technology infrastructure and security with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Sub-Directorate of Information and Communication Technology Infrastructure and Security carries out functions:
 - a. preparation of information and communication technology infrastructure development plans;
 - b. preparation of governance and service standards for management of information and communication technology infrastructure;
 - c. implementation of operation, maintenance and caring of information and communication technology infrastructure;
 - d. supervising and monitoring the development of information and communication technology infrastructure;
 - e. development of information and communication technology infrastructure which is up to date and oriented towards effective and efficient utilization;
 - f. information security asset management; and
 - g. providing facilities for the process of developing and implementing application and information system.
- (3) The Sub-Directorate of Information and Communication Technology Infrastructure and Security is led by a Sub-Directorate Head that in

carrying out the duties is responsible to the Director of Technology and Information System Development.

Paragraph 2

Sub-directorate of Digital Application and Platform

Article 72

- (1) The Sub-directorate of Digital Application and Platform has the following duties:
 - a. helping to formulate policies in the scope of digital application and platform;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with policies in the scope of digital application and platform;
 - d. evaluating the performance of the work program results and activities within the scope of digital application and platform; and
 - e. providing excellent service in the scope of digital application and platform with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Sub-directorate of Digital Application and Platform carries out functions:
 - a. formulating policies and quality standards for information system development;
 - b. planning information system development oriented to automation of business processes and efficiency of resources;
 - c. implementation of development and testing of information system;
 - d. supervision and monitoring of application development;
 - e. implementation of evaluation and application development reporting;
 - f. implementation of transactional data integration oriented to data integrity and single entry; and
 - g. assistance in the development of application/information system for other units by vendor.
- (3) The Sub-directorate of Digital Application and Platform is led by a Sub-directorate Head that in carrying out the duties is responsible to the Director of Technology and Information System Development.

Article 73

- (1) The Application Integration Implementation Section has the following duties:
 - a. fostering, directing and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies within the scope of application integration;
 - c. reporting on the performance of the work program results and activities within the scope of application integration; and
 - d. providing excellent service within the scope of application integration with the principles of bureaucratic reform and integrity zone
- (2) In carrying out the duties as referred to in paragraph (1), the Application Integration Implementation Section carries out functions:
 - a. planning for integration of application and information system;
 - b. designing, analyzing and evaluating application interfaces and information system;
 - c. planning and implementing the development of application platform and information system;
 - d. preparation of promotional concepts for the results of technology services and information system; and
 - e. implementation of evaluation of application integration and development of application platform and information system.
- (3) The Application Integration Implementation Section is led by a Section Head that in carrying out the duties is responsible to the Head of the Sub-Directorate of Digital Application and Platform.

Paragraph 3

Sub-directorate of Big Data Technology Management

Article 74

- (1) The Sub-directorate of Big Data Technology Management has the following duties:
 - a. helping to formulate policies within the scope of big data technology management;
 - b. fostering, directing, and developing the competences and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with policies within the scope of big data technology management;
 - d. evaluating the performance of the work program results and activities within the scope of big data technology management; and
 - e. providing excellent service within the scope of big data technology management with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Sub-Directorate of Big Data Technology Management carries out functions:
 - a. formulating data and information technology management policies;
 - b. data technology management;
 - c. implementation of maintenance and integration of analytical data oriented to the needs of decision making;
 - d. management of data and information technology updates;
 - e. performing storage and backup copy of data and information;
 - f. regulation of access rights to data technology;
 - g. provision of services and distribution of data and information reporting;
 - h. coordination with relevant units related to data and information management; and
 - i. evaluating the usefulness of data and information technology.
- (3) The Sub-Directorate of Big Data Technology Management is led by a Sub-directorate Head that in carrying out the duties is responsible to the Director of Technology and Information System Development.

Paragraph 4

Sub-directorate of Technology Services and Information System and Smart
Technology Implementation

Article 75

- (1) The Sub-directorate of Technology Services and Information System and Smart Technology Implementation has the following duties:
 - a. helping to formulate policies in the scope of technology services and information system and smart technology implementation;
 - b. fostering, directing, and developing the competences and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with policies in the scope of technology and information system and smart technology implementation;
 - d. evaluating the performance of the work program results and activities within the scope of technology and information system and smart technology implementation; and
 - e. providing excellent service in the scope of technology and information system and smart technology implementation with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Sub-directorate of Technology Services and Information System and Smart Technology Implementation carries out the following functions:
 - a. implementation and application of policies in the scope of technology services and information system and smart technology implementation;
 - b. planning of information and communication technology services oriented towards user needs and shared use;
 - c. implementation and management of smart technology services;
 - d. management of smart technology service problems;
 - e. development and smart technology implementation;
 - f. monitoring development, maintenance and caring of smart technology;
 - g. preparation of promotional concepts for the results of smart technology services; and
 - h. implementation of coordination and direction of Information Technology coordinator in each work unit.
- (3) The Sub-directorate of Technology Services and Information System and Smart Technology Implementation is led by a Sub-directorate Head that in

carrying out the duties is responsible to the Director of Technology and Information System Development.

Article 76

- (1) The Customer Relations and Business Planning Section has the following duties:
 - a. fostering, directing and developing the competencies and talents of personnel in the work unit
 - b. carrying out work programs and activities that are in line with policies in the scope of customer relations and business planning;
 - c. reporting the performance of work programs and activities within the scope of customer relations and business planning; and
 - d. providing excellent service within the scope of customer relations and business planning with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Customer Relations and Business Planning Section carries out the following functions:
 - a. implementation and management of technology services and information system;
 - b. implementation of supervision and monitoring of technology services and information system in each work unit;
 - c. management of problems in technology services and information system;
 - d. application of technology and information systems;
 - e. conducting audits and supervising the implementation of policies related to technology and information systems; and
 - f. performing evaluation and reporting related to customer relations and business planning.
- (3) The Customer Relations and Business Planning Section are led by a Section Head that in carrying out the duties is responsible to the Head of the Sub-Directorate of Technology Services and Information System and Smart Technology Implementation.

Fourth Part

General Bureau and Bureaucratic Reform

Article 77

- (1) The General Bureau and Bureaucratic Reform has the following duties:
 - a. preparing 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 sector and bureaucratic reform in accordance with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the General Bureau and Bureaucratic Reform carry out the following functions:
 - a. formulating planning, policies, 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 bureaucratic reform programs including drafting regulations in the field of human resources and organization;
 - 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 the national movement for the awareness of orderly archiving;
 - 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 system; and

- k. monitoring, evaluation, and reporting on the implementation of the work program in the general sub-sector and bureaucratic reform.
- (3) The General Bureau and Bureaucratic Reform are led by a Head of Bureau that in carrying out the duties is responsible to the Deputy Rector III.

Article 78

- (1) The General Bureau and Bureaucratic Reform consists of:
 - a. General Administration and Digital Archives Division; and
 - b. Bureaucratic Reform Implementation Division;
- (2) General Administration and Digital Archives Division as referred to in paragraph (1) letter a, consists of:
 - a. Administration and Secretariat Sub-division; and
 - b. Archives and Multimedia Documentation Sub-division.
- (3) The Bureaucratic Reform Implementation Division as referred to in paragraph (1) letter b, consists of:
 - a. Integrated Service Center Sub-division; and
 - b. Occupational Safety, Health and Environment Sub-division.

Article 79

- (1) The General Administration and Digital Archives Division has the following duties:
 - a. helping to formulate policies in the scope of general administration and digital archives;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with policies in the scope of general administration and digital archives;
 - d. evaluating the performance of work programs and activities within the scope of general administration and digital archives; and
 - e. providing excellent service in the scope of general administration and digital archives with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the General Administration and Digital Archives Division carries out functions:

- a. preparing formulation and implementation of general administration and conventional and digital archives;
 - b. management of modern office management;
 - c. management and development of administrative and secretarial services;
 - d. housekeeping and secretarial services of the rectorate;
 - e. monitoring and implementing conventional and electronic official script administration;
 - f. coordinating and implementing the process of transferring media into digital archives from printed archives;
 - g. coordinating and implementing multimedia document management within the ITS;
 - h. management of document and letter storage activities;
 - i. administrative management of activities for receiving and sending letters, manuscripts, service packages, and documents; and
 - j. management of dynamic and static records based on conventional and electronic.
- (3) The General Administration and Digital Archives Division is led by a Division Head that in carrying out the duties is responsible to the Head of the General Bureau and Bureaucratic Reform.

Article 80

- (1) The Administration and Secretariat Sub-division has the following duties:
- a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies within the scope of administration and secretarial affairs;
 - c. reporting on the performance of the work program results and activities within the scope of administration and secretariat; and
 - d. providing excellent service within the scope of administration and secretariat with the principles of bureaucratic reform and integrity zone;
- (2) In carrying out the duties as referred to in paragraph (1), the Administration and Secretariat Sub-Division carries out the following functions:

- a. management, monitoring and development of electronic-based administrative and secretarial services;
 - b. management of modern office management;
 - c. carrying out monitoring and evaluation of the implementation of correspondence administration in accordance with the official script, conventional and electronic based;
 - d. management of conventional and electronic document and letter storage activities;
 - e. administrative management of activities for receiving and sending letters, service packages, and documents; and
 - f. management of active records based on conventional and electronic.
- (3) The Administration and Secretariat Sub-division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the General Administration and Digital Archives Division.

Article 81

- (1) The Archives and Multimedia Documentation Sub-division has the following duties:
- a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies in the scope of archives and multimedia documentation;
 - c. reporting the performance of work programs and activities within the scope of archives and multimedia documentation; and
 - d. providing excellent service in the scope of archives and multimedia documentation with the principles of bureaucratic reform and integrity zone;
- (2) In carrying out the duties as referred to in paragraph (1), the Administration and Secretariat Sub-Division carries out the following functions:
- a. helping to formulate norms, standards, procedures, and filing criteria;
 - b. carrying out management of dynamic and static records, which includes creation, maintenance, processing, assessment, and depreciation;

- c. carrying out conventional and electronic document and letter storage activities;
 - d. carrying out acquisition of multimedia archives and documents;
 - e. carrying out the process of transferring media into digital archives from printed archives;
 - f. carrying out activities of fostering archives for all archive managers; and
 - g. conventional and electronic based archive management;
- (3) The Archives and Multimedia Documentation Sub-division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the General Administration and Digital Archives Division.

Article 82

- (1) The Bureaucratic Reform Implementation Division has the following duties:
- a. helping to formulate policies within the scope of bureaucratic reform implementation;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with policies within the scope of bureaucratic reform implementation;
 - d. evaluating the performance of the work program results and activities within the scope of bureaucratic reform implementation; and
 - e. providing excellent service within the scope of bureaucratic reform implementation with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Bureaucratic Reform Implementation Division carries out the following functions:
- a. preparation of the bureaucratic road map and implementation team for the ITS bureaucratic reform;
 - b. implementation of business process engineering;
 - c. implementation and supervision of change management in various aspects of service;
 - d. implementation and supervision of excellent work culture;

- e. implementation and supervision of effective and efficient work procedures;
 - f. implementation and supervision of services that are transparent and free of corruption, collusion and nepotism;
 - g. implementation of continuous improvement program with the concept of quality control group;
 - h. formation of change agents;
 - i. implementation of the integrity zone program; and
 - j. implementing the idea of continuous improvement.
- (3) The Bureaucratic Reform Implementation Division is led by a Division Head that in carrying out the duties is responsible to the Head of the General Bureau and Bureaucratic Reform.

Article 83

- (1) The Integrated Service Center Sub-division has the duties of:
- a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies within the scope of integrated services;
 - c. reporting the performance of the work program results and activities within the scope of integrated services; and
 - d. providing excellent service within the scope of integrated services with the principles of bureaucratic reform and integrity zone;
- (2) In carrying out the duties as referred to in paragraph (1), the Integrated Service Center Sub-Division carries out functions:
- a. management, monitoring and development of integrated services;
 - b. implementation of bureaucratic reform in the sub-sector of public services;
 - c. realizing e-governance in various aspects of service;
 - d. integrated information management through the integration of all information services;
 - e. implementation of empowerment and information packaging for the benefit of institutions and stakeholders;
 - f. implementation of monitoring of information services to the public;

- g. implementation of information services based on public information disclosure; and
 - h. implementation of integrated, reliable and collaborative information services through e-service.
- (3) The Integrated Service Center Sub-division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Bureaucratic Reform Implementation Division.

Article 84

- (1) The Occupational Safety, Health and Environment Sub-division has the following duties:
- a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies in the scope of safety, health and the environment;
 - c. reporting the performance of the work program results and activities in the scope of safety, health and the environment; and
 - d. providing excellent service in the scope of occupational safety, health and environment with the principles of bureaucratic reform and integrity zone;
- (2) In carrying out the duties as referred to in paragraph (1), the Occupational Safety, Health and Environment Sub-Division carries out the following functions:
- a. preparation of campus work safety and health systems;
 - b. measurement and preparation of accident and disaster risk mitigation;
 - c. management and maintenance of occupational safety, health and environmental infrastructure;
 - d. implementation of socialization and education on safety, health and environmental awareness and disaster preparedness;
 - e. coordinating and enhancing the competence of the emergency response team;
 - f. active monitoring of hygiene in the canteen and street vendors on campus;
 - g. licensing and supervision of high risk activities or projects; and

- h. coaching of occupational safety and health teams in each unit on campus.
- (3) The Occupational Safety, Health and Environment Sub-division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Bureaucratic Reform Implementation Division.

Fifth Part
Smart Eco Campus Development Unit

Article 85

- (1) The Smart Eco Campus Development Unit has the following duties:
 - a. formulating smart eco campus program policy; and
 - b. utilizing smart technology to implement smart eco campus program.
- (2) In carrying out the duties as referred to in paragraph (1), the Smart Eco Campus Development Unit carries out functions:
 - a. planning formulation, 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 improving water quality;
 - f. system planning 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 that in carrying out the duties is responsible to the Deputy Rector III.

CHAPTER V
DEPUTY RECTOR IV

First Part
Duties, Functions and Organization

Article 86

- (1) The Deputy Rector IV as referred to in Article 2 paragraph (2) letter d has the duties of assisting the Rector in:
 - a. formulating and implementing policies in the field of research, innovation, cooperation and alumni;
 - b. organizing work programs that are in line with policies in the field of research, innovation, cooperation and alumni;
 - c. evaluating the performance of work programs in the field of research, innovation, collaboration and alumni; and
 - d. carrying out excellent service in the field of research, innovation, cooperation and alumni in accordance with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Deputy Rector IV carries out the following functions:
 - a. formulating policies, strategic plans and work programs in the field 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 center and study center;
 - 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 the ITS-owned companies;
 - f. developing and conducting research, innovation, cooperation and alumni services;
 - g. developing and conducting research, innovation, and alumni cooperation;
 - h. coordinating the implementation of quality assurance activities in the field of research, community service and innovation;

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

Article 87

The organizational structure of the Deputy Rector IV consists of:

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

Second Part

Directorate of Research and Community Service

Article 88

- (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 the work program results 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 research activities and scientific publications;
 - d. organizing community service activities;
 - e. organizing community service activities for students;

- f. research center management;
 - 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 the work program in the sub-sector of research, publication, and community service.
- (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.

Article 89

- (1) The Directorate of Research and Community Service consists of:
- a. Sub-directorate of Scientific Research and Publication;
 - b. Sub-directorate of Community Service; and
 - c. Administration and Finance Division.
- (2) The Sub-directorate of Scientific Research and Publication as referred to in paragraph (1) letter a, consists of:
- a. Center for Scientific Publication;
 - b. Research Center; and
 - c. Center for Excellence in Science and Technology.
- (3) The Research Center and Center for Excellence in Science and Technology as referred to in paragraph (2), stipulated in the Decree of the Rector.
- (4) The organization of the Sub-directorate of Community Service consists of one or more Study Centers which will be further stipulated in the Decree of the Rector.
- (5) The Administration and Finance Division as referred to in paragraph (1) letter c, assisted by the Treasury and Financial Reporting Sub-division.

Paragraph 1

Sub-directorate of Scientific Research and Publication

Article 90

- (1) The Sub-Directorate of Scientific Research and Publication has the following duties:
 - a. helping to formulate policies in the scope of scientific research and publication;
 - b. fostering, directing, and developing the competences and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with policies within the scope of scientific research and publication;
 - d. evaluating the performance of the work program results and activities in the scope of scientific research and publication; and
 - e. providing excellent service within the scope of scientific research and publication with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Sub-Directorate of Scientific Research and Publication carries out the following functions:
 - a. implementing and coordinating activities in scientific publication center, research center, and center for excellence in science and technology;
 - b. coordinating research grant from various government and non-government funding sources;
 - c. implementation of coordination, monitoring and evaluation of research grant management;
 - d. centralized management of laboratory resources;
 - e. organizing activities to enhance culture of research and innovation
 - f. conducting collaborative forum related to research results; and
 - g. coordinating data processing of research work on management information system.
- (3) The Sub-Directorate of Scientific Research and Publication is led by a Sub-Directorate Head that in carrying out the duties is responsible to the Directorate of Research and Community Service.

Article 91

- (1) The Scientific Publication Center has the duties of:
 - a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. Organizing work programs and activities that are in line with policies in the scope of scientific publication;
 - c. reporting the performance of work programs and activities within the scope of scientific publication; and
 - d. providing excellent service within the scope of scientific publication with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Scientific Publication Center carries out functions:
 - a. implementation and coordination of activities in scientific publication center;
 - b. management, assistance, plagiarism-free examination and calculation of incentives for scientific publication;
 - c. carrying out activities that support scientific publication and research culture;
 - d. coordinating the collection of scientific publication results; and
 - e. management of research grant fund from external agencies or institutions.
- (3) The Scientific Publication Center is led by a Center Head that in carrying out the duties is responsible to the Head of the Sub-Directorate of Scientific Research and Publication.

Article 92

- (1) The Research Center has the following duties:
 - a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with the policies within the scope of research;
 - c. reporting the performance of work programs and activities within the scope of research; and
 - d. providing excellent service within the scope of research with the principles of bureaucratic reform and integrity zone.

- (2) In carrying out the duties as referred to in paragraph (1), the Research Center carries out functions:
 - a. management of research;
 - b. management and processing of research work data;
 - c. development of collaborative research network at the national and international levels;
 - d. implementation of collaboration between researchers and laboratories; and
 - e. management of research grant funds from external agencies or institutions.
- (3) The Research Center is led by a Head of Research Center that in carrying out the duties is responsible to the Head of the Sub-Directorate of Scientific Research and Publication.
- (4) The Head of the Research Center as referred to in paragraph (3), in carrying out the duties is assisted by a Deputy Head of the Research Center.
- (5) In carrying out the duties, the Deputy Head of the Research Center as referred to in paragraph (4) is responsible to the Head of the Research Center.

Article 93

- (1) The Center for Excellence in Science and Technology has the following duties:
 - a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies within the scope of excellent research in science and technology;
 - c. reporting the performance of the work program results and activities within the scope of excellent research in science and technology; and
 - d. providing excellent service within the scope of excellent research in science and technology with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Center for Excellence in Science and Technology carries out functions:

- a. management of excellent research in science and technology;
 - b. management and data processing of research work at the center for excellence in science and technology;
 - c. development of leading research collaboration network in science and technology at the national and international levels;
 - d. implementation of collaborative researchers and laboratories; and
 - e. management of research grant funds from external agencies or institutions.
- (3) The Center for Excellence in Science and Technology is led by a Head of the Center for Excellence in Science and Technology that in carrying out the duties is responsible to the Head of the Sub-Directorate of Scientific Research and Publication.

Paragraph 2

Sub-directorate of Community Service

Article 94

- (1) The Sub-directorate of Community Service has the following duties:
- a. helping to formulate policies within the scope of community service;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with policies within the scope of community service;
 - d. evaluating the performance of the work program results and activities within the scope of community service; and
 - e. providing excellent service within the scope of community service with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Sub-directorate of Community Service carries out the following functions:
- a. implementation and coordination of activities in the Sub-directorate of Community Service;
 - b. organizing community service grants from various government and non-government funding sources;
 - c. implementation of outreach, administrative guidelines, and framework of reference for community service grants;

- d. implementation of coordination, monitoring, and evaluation of community service grant management;
 - e. organizing activities to increase the quantity and quality of community service activities;
 - f. organizing community service activities for students
 - g. implementing collaborative forum related to the results of community service; and
 - h. coordinating the data processing of community service works in the management information system.
- (3) The sub-directorate of community service is led by a sub-directorate head that in carrying out the duties is responsible to the Director of Research and Community Service.

Article 95

- (1) The Study Center has the following duties:
- a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with the policies within the scope of assessment;
 - c. reporting on the performance of the work program results and activities within the scope of assessment; and
 - d. providing excellent service within the scope of study with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Study Center carries out the following functions:
- a. implementation of assessment grant fund management;
 - b. implementing coordination, monitoring, and evaluation of assessment management;
 - c. development of community service cooperation network;
 - d. conducting collaborative forum related to the results of assessment; and
 - e. coordinating the data processing of assessment work in the management information system.

- (3) The Study Center is led by a Head of the Study Center that in carrying out the duties is responsible to the Head of the Sub-directorate of Community Service.
- (4) The Head of the Study Center as referred to in paragraph (3), in carrying out the duties is assisted by a Deputy Head of the Study Center.
- (5) In carrying out the duties, the Deputy Head of the Study Center as referred to in paragraph (4) is responsible to the Head of the Study Center.

Paragraph 3

Administration and Finance Division

Article 96

- (1) The Administration and Finance Division has the following duties:
 - a. helping to formulate policies within the scope of administration and finance;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. carrying out work programs and activities in line with policies in the scope of administration and finance;
 - d. evaluating the performance of the work program results and activities within the scope of administration and finance; and
 - e. providing excellent service within the scope of administration and finance with the principles of bureaucratic reform and integrity zone
- (2) In carrying out the duties as referred to in paragraph (1), the Administration and Finance Division carries out the following functions:
 - a. implementation of coordination and evaluation of financial administration, facilities and infrastructure, personnel, offices within the work unit;
 - b. coordinating the financial administration of research grant funds, scientific publication, and community service;
 - c. coordinating the administration of research proposal, scientific publication, and community service; and
 - d. coordinating operational support for routine activities and development within the work unit.

- (3) The Administration and Finance Division is led by a Section Head that in carrying out the duties is responsible to the Director of Research and Community Service.

Article 97

- (1) The Treasury and Financial Reporting Sub-Division has the following duties:
- a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies within the scope of treasury and financial reporting;
 - c. reporting the performance of work programs and activities within the scope of treasury and financial reporting; and
 - d. providing excellent service within the scope of treasury and financial reporting with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Treasury and Financial Reporting Sub-Division carries out the following functions:
- a. implementation of financial administration of research grants and scientific publication,
 - b. implementation of financial administration of grant funds for community service;
 - c. financial administration reporting of grant funds for scientific research and publication; and
 - d. financial administration reporting of grant funds for community service.
- (3) The Treasury and Financial Reporting Sub-Division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Administration and Finance Division.

Third Part

Directorate of Innovation and Science and Technology Area

Article 98

- (1) The Directorate of Innovation and Science and Technology Area has the following duties:
 - a. preparing formulation and implementation of 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-section of innovation and development of the science and technology area;
 - c. evaluating and report 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 the 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 collaboration 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 promotion of innovation; and
 - i. implementation of evaluation and reporting on the implementation of the work program 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.

Article 99

- (1) The Directorate of Innovation and Science and Technology Area consists of:
 - a. Incubator and Innovative Business Services Unit;
 - b. Technology Transfer Office;
 - c. Capital and Alumni Access Unit; and
 - d. Administration and Finance Division.
- (2) The organization of Incubator and Innovative Business Services Unit consists of one or more Innovation Cluster Units which will be further stipulated in the Decree of the Rector.
- (3) The Administration and Finance Division as referred to in paragraph (1) letter d, assisted by the Treasury and Financial Reporting Sub-division.

Paragraph 1

Incubator and Innovative Business Services Unit

Article 100

- (1) The Incubator and Innovative Business Services Unit has the following duties:
 - a. helping to formulate policies within the scope of innovative business incubators and services;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. organizing work programs and activities that are in line with policies within the scope of incubator and innovative business services;

- d. evaluating the performance of the work program results and activities within the scope of incubator and innovative business services; and
 - e. providing excellent service within the scope of incubator and innovative business services with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Incubator and Innovative Business Services Unit carries out functions:
- a. providing business, financial and legal consultations to foster entrepreneurship among the academic community;
 - b. promoting, managing business potential and innovation that can be developed as ITS startup company;
 - c. implementation of tenant selection activities and pre-incubation activities;
 - d. implementation of innovative business incubator management activities;
 - e. implementation of innovative business incubator service activities;
 - f. implementation of activities to spur the growth of new technology-based tenant; and
 - g. implementation of program and promotion of innovation cluster and science and technology area.
- (3) The Incubator and Innovative Business Services Unit is led by a Senior Manager that in carrying out the duties is responsible to the Director of Innovation and Science and Technology Area.

Article 101

- (1) The Innovation Cluster Unit has the following duties:
- a. fostering, directing, and developing the competences and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with the policies within the scope of the field unit;
 - c. reporting the performance of the work program results and activities within the scope of the field unit; and
 - d. providing excellent service within the scope of the field unit with the principles of bureaucratic reform and integrity zone.

- (2) In carrying out the duties as referred to in paragraph (1), the Innovation Cluster Unit carries out functions:
- a. management and processing of innovation work data;
 - b. increasing in commercialized innovative works and patents in their respective field units;
 - c. implementation of promotion and development of start-up companies in their respective units;
 - d. providing services in the field of training, certification and consulting services for the field unit;
 - e. management of innovation grant funds sourced from internal and external ITS;
 - f. implementation of innovator collaboration; and
 - g. implementation of internal and external campus cooperation related to the development of the filed unit.
- (3) The Innovation Cluster Unit is led by a Manager that in carrying out the duties is responsible to the Senior Manager for the Incubator and Innovative Business Services Unit.

Paragraph 2

Technology Transfer Office

Article 102

- (1) The Technology Transfer Office has the following duties:
- a. helping to formulate policies in the scope of technology transfer;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. carrying out work programs and activities in line with policies in the scope of technology transfer;
 - d. evaluating the performance of the work program results and activities within the scope of technology transfer; and
 - e. providing excellent service within the scope of technology transfer with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Technology Transfer Office carries out functions:

- a. managing and organizing industrial partnership for collaboration and bringing technology to the market as well as seeking potential market research needs;
 - b. operating intellectual property commercialization facilities collected from research-based results through licensing, patent or spin-off creation management,
 - c. coordinating, grouping, and detecting business opportunities and licensing the use of ITS intellectual work;
 - d. organizing research result technology protection facilities through intellectual property protection;
 - e. organizing new knowledge and expertise access facilities to encourage innovation through collaborative research, contracted services, and consultancy;
 - f. management of increasing the amount of intellectual property at the ITS;
 - g. research assistance management and motivation to utilize innovative research funding sources; and
 - h. management, monitoring and reporting of collaboration and commercialization of innovative research results.
- (3) The Technology Transfer Office is led by a Senior Manager that in carrying out the duties is responsible to the Director of Innovation and Science and Technology Area.

Paragraph 3

Capital and Alumni Access Unit

Article 103

- (1) The Capital and Alumni Access Unit has the following duties:
- a. helping to formulate policies in the scope of capital and alumni access;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. Organizing work programs and activities that are in line with policies within the scope of capital and alumni access;

- d. evaluating the performance of work programs and activities within the scope of capital and alumni access; and
 - e. providing excellent service within the scope of capital and alumni access with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Capital and Alumni Access Unit carries out the following functions:
- a. implementing preparation for the formulation of technological innovation cooperation concepts that foster the potential for licenses and start-up companies;
 - b. implementation, assistance and monitoring of technological innovation cooperation;
 - c. searching for alternative capital for the potential work and innovation of ITS;
 - d. implementation of the concept of alumni access to support innovation work;
 - e. assistance for cooperation of innovative works and alumni
 - f. implementation of endowment fund collection activities and alignment with alumni business activities; and
 - g. organizing communication and cooperation with alumni, investors and industry.
- (3) The Capital and Alumni Access Unit is led by a Senior Manager that in carrying out the duties is responsible to the Director of Innovation and Science and Technology Area.

Paragraph 4

Administration and Finance Division

Article 104

- (1) The Administration and Finance Division has the following duties:
- a. helping to formulate policies within the scope of administration and finance;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. carrying out work programs and activities in line with policies in the scope of administration and finance;

- d. evaluating the performance of the work program results and activities within the scope of administration and finance; and
 - e. providing excellent service within the scope of administration and finance with the principles of bureaucratic reform and integrity zone
- (2) In carrying out the duties as referred to in paragraph (1), the Administration and Finance Division carries out the following functions:
- a. implementation of coordination and evaluation of financial administration, facilities and infrastructure, personnel, offices within the work unit;
 - b. coordinating financial administration within the work unit;
 - c. coordinating operational support for routine activities and development within the work unit;
 - d. coordinating funding opportunities and cooperation with external parties; and
 - e. preparation, monitoring and evaluation of standard operational procedures for work unit activities.
- (3) The Administration and Finance Division is led by a Division Head that in carrying out the duties is responsible to the Director of Innovation and Science and Technology Area.

Article 105

- (1) The Treasury and Financial Reporting Sub-Division has the following duties:
- a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies within the scope of treasury and financial reporting;
 - c. reporting the performance of work program and activities within the scope of treasury and financial reporting; and
 - d. providing excellent service within the scope of treasury and financial reporting with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Treasury and Financial Reporting Sub-Division carries out the following functions:

- a. implementation of coordination and evaluation of financial administration, facilities and infrastructure, personnel, offices within the work unit;
 - b. coordinating financial administration within the work unit; and
 - c. implementation of preparation, monitoring and evaluation of standard operational procedures for work unit activities in the field of treasury and financial reporting.
- (3) The Treasury and Financial Reporting Sub-Division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Administration and Finance Division.

Fourth Part

Directorate of Cooperation and Business Management

Article 106

- (1) The Directorate of Cooperation and Business Management has the following duties:
- a. preparing formulation and implement 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 the work program 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 cooperative asset utilization;

- d. management and evaluation of professional cooperation with government and private agencies; and
 - e. evaluating and reporting on the implementation of the work program 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.

Article 107

- (1) The Directorate of Cooperation and Business Management consists of:
- a. Independent Business Management Unit;
 - b. Cooperation Management Unit; and
 - c. Administration and Finance Division.
- (2) The organization of the Independent Business Management Unit consists of one or more Technical Implementing Units which will be further stipulated in the Decree of the Rector.
- (3) The Administration and Finance Division as referred to in paragraph (1) letter c, assisted by the Treasury and Financial Reporting Sub-division.

Paragraph 1

Independent Business Management Unit

Article 108

- (1) The Independent Business Management Unit has the following duties:
- a. helping to formulate policies within the scope of independent business management;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with the policies within the scope of independent business management;
 - d. evaluating the performance of the work program results and activities within the scope of independent business management; and
 - e. providing excellent service within the scope of individual business management with the principles of bureaucratic reform and integrity zone.

- (2) In carrying out the duties as referred to in paragraph (1), the Independent Business Management Unit carries out functions:
- a. preparation of income plans and independent business development;
 - b. strategy formulation and implementation of independent business marketing;
 - c. operational management of independent businesses;
 - d. implementation of external cooperation related to independent business development;
 - e. performing maintenance of facilities and infrastructure for independent businesses; and
 - f. monitoring and evaluation of independent business management.
- (3) The Independent Business Management Unit is led by a Senior Manager that in carrying out the duties is responsible to the Director of Cooperation and Business Management.

Article 109

- (1) The Technical Implementing Unit as referred to in Article 107 paragraph (2) has the following duties:
- a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies within the scope of business management unit;
 - c. reporting on the performance of the work program results and activities in the business management unit; and
 - d. providing excellent service within the scope of business management unit with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Technical Implementing Unit carries out functions:
- a. implementation of business unit operation; and
 - b. implementing business development and external cooperation for the development of business unit.
- (3) The Technical Implementing Unit is led by a Manager that in carrying out the duties is responsible to the Senior Manager for the Independent Business Management Unit.

Paragraph 2
Cooperation Management Unit

Article 110

- (1) The Cooperation Management Unit has the following duties:
 - a. helping to formulate policies within the scope of cooperation management;
 - b. fostering, directing, and developing the competences and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with policies within the scope of cooperation management;
 - d. evaluating the performance of the results of work programs and activities within the scope of cooperation management; and
 - e. providing excellent service within the scope of cooperative management with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Cooperation Management Unit carries out the following functions:
 - a. preparation of plans for the development of external cooperation and asset utilization with both government and private institutions;
 - b. formulating strategies and implementing marketing potential for asset utilization;
 - c. management of external cooperation operation and utilization of assets;
 - d. management of professional cooperation services with government and private agencies;
 - e. monitoring and evaluation of the performance of companies owned by ITS and/or companies in which ITS carries out shares participation; and
 - f. monitoring and evaluation of the external cooperation management.
- (3) The Cooperation Management Unit is led by a Senior Manager that in carrying out the duties is responsible to the Director of Cooperation and Business Management.

Paragraph 3
Administration and Finance Division

Article 111

- (1) The Administration and Finance Division has the following duties:
 - a. helping to formulate policies within the scope of administration and finance;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. carrying out work programs and activities in line with policies in the scope of administration and finance;
 - d. evaluating the performance of the work program results and activities within the scope of administration and finance; and
 - e. providing excellent service within the scope of administration and finance with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Administration and Finance Division carries out the following functions:
 - a. implementation of coordination and evaluation of financial administration, facilities and infrastructure, personnel, offices within the work unit;
 - b. coordinating financial administration within the work unit; and
 - c. coordinating operational support for routine activities and development within the work unit.
- (3) The Administration and Finance Division is led by a Division Head that in carrying out the duties is responsible to the Director of Cooperation and Business Management.

Article 112

- (1) The Treasury and Financial Reporting Sub-Division has the following duties:
 - a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies within the scope of treasury and financial reporting;

- c. reporting the performance of work program and activities within the scope of treasury and financial reporting; and
 - d. providing excellent service within the scope of treasury and financial reporting with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Treasury and Financial Reporting Sub-Division carries out the following functions:
- a. implementation of coordination and evaluation of financial administration, facilities and infrastructure;
 - b. implementation of coordination and evaluation of personnel administration and offices within the work unit; and
 - c. coordinating financial administration within the work unit.
- (3) The Treasury and Financial Reporting Sub-Division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Administration and Finance Division.

CHAPTER VI

INSTITUTE SECRETARY

First Part

Duties, Functions and Organization

Article 113

- (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 institute secretariat;
 - b. organizing work programs that are in line with policies in the field of institute secretariat;
 - c. evaluating the performance of the work program results in the field of institute secretariat; and
 - d. providing excellent service in the institute secretariat with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Institute Secretariat carries out functions:

- a. formulating policies, strategic plans and work programs in the field of institute secretariat;
- b. coordinating the preparation of development master plan, organizational strategic plan, and organizational operational plan;
- c. management, control and supervision of work programs;
- 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 ITS ranking at the national level;
- h. conducting a survey of stakeholder satisfaction with organizational services;
- i. provision of protocol services;
- j. conducting ITS public relations, promotion and imaging services;
- k. manager of ITS information and documentation as public body;
- l. provision of legal services;
- m. organizational risk management and risk assessment services; and
- n. implementation of evaluation and reporting on the implementation of the work program in the field of institute secretariat.

Article 114

- (1) The Institute Secretary consists of:
 - a. Program Management and Control Unit;
 - b. Public Communication Unit;
 - c. Legal Service and Risk Management Unit; and
 - d. Institute Secretary Administration Sub-division.
- (2) The Program Management and Control Unit as referred to in paragraph (1) letter a, consists of:
 - a. Performance Management Sub-unit; and
 - b. Program Control Sub-unit.
- (3) The Public Communication Unit as referred to in paragraph (1) letter b, consists of:
 - a. Promotion and Institutional Image Sub-unit; and
 - b. Public Relations and Protocol Sub-division.

- (4) The Legal Service and Risk Management Unit as referred to in paragraph (1) letter c, consists of:
- a. Legal Services Sub-division; and
 - b. Risk Management Sub-unit.

Second Part

Program Management and Control Unit

Article 115

- (1) The Program Management and Control Unit has the following duties:
- a. helping to formulate policies in the program management and control sub-sector;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with policies in the program management and control sub-sector;
 - d. evaluating the performance of the work program results and activities in the program management and control sub-sector; and
 - e. providing excellent service in the program management and control sub-sector with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Program Management and Control Unit carries out functions:
- a. preparing the preparation of the development master plan, the organization's strategic plan, and the organization's operational plan;
 - b. coordinating the preparation of activity plans and budgets;
 - c. management, control and supervision of work program;
 - d. alignment of ITS work programs with all units under the Rector;
 - e. coordinating the ITS integrated database design;
 - f. Management of integrated stewardship data from various sources required for ITS policy making and reporting;
 - g. measurement and reporting of organizational performance for all levels of the organization;
 - h. coordination and preparation of periodic organizational report;
 - i. implementation of the ITS internal control system;

- j. designing and monitoring organizational strategies related to the ITS ranking at the national level;
 - k. conducting a survey of stakeholder satisfaction with organizational services;
 - l. implementation of identification and tracing of obstacles and irregularities in the implementation of ITS work programs, as well as providing alternative suggestions for improvement; and
 - m. evaluating and reporting on the implementation of the work program in the program management and control sub-sector.
- (3) The Program Management and Control Unit is led by a Unit Head that in carrying out the duties is responsible to the Institute Secretary.

Article 116

- (1) The Program Control Sub-unit has the following duties:
- a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies within the scope of program control;
 - c. reporting the performance of the work program results and activities within the scope of program control; and
 - d. providing excellent service within the scope of program control with the principles of bureaucratic reform and integrity zone;
- (2) In carrying out the duties as referred to in paragraph (1), the Program Control Sub-unit carries out functions:
- a. preparing the preparation of the development master plan, the organization's strategic plan, and the organization's operational plan;
 - b. coordinating the preparation of activity plans and budgets;
 - c. management, control and supervision of work programs to ensure the achievement of organizational performance targets;
 - d. alignment of ITS work programs with all units under the Rector;
 - e. Management of integrated stewardship data from various sources required for ITS policy making and reporting;
 - f. implementation of the ITS internal control system;

- g. implementation of identification, tracing of obstacles and irregularities in the implementation of ITS work programs, as well as providing alternative suggestions for improvement; and
 - h. evaluating and reporting on the implementation of the work program in the program management and control sub-sector.
- (3) The Program Control Sub-unit is led by a Subunit Head that in carrying out the duties is responsible to the Head of the Program Management and Control Unit.

Article 117

- (1) The Performance Management Sub-unit has the following duties:
- a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with policies within the scope of program control;
 - c. reporting the performance of the work program results and activities within the scope of program control; and
 - d. providing excellent service within the scope of program control with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Performance Management Sub-unit carries out the following functions:
- a. measurement and reporting of organizational performance achievement for all levels of the organization;
 - b. coordination and preparation of periodic organizational report;
 - c. designing and monitoring organizational strategies related to the ITS ranking at the national level;
 - d. conducting a survey of stakeholder satisfaction with organizational services;
 - e. preparation of deployment indicators and ITS performance targets to all units within the ITS;
 - f. preparation and coordination of measures to improve unit performance; and
 - g. performing evaluation and reporting on the implementation of the work program of performance management sub-sector.

- (3) The Performance Management Sub-unit is led by a Subunit Head that in carrying out the duties is responsible to the Head of the Program Management and Control Unit.

Third Part

Public Communication Unit

Article 118

- (1) The Public Communication Unit has the following duties:
- a. carrying out planning, governance, and development in the field of public communication;
 - b. carrying out and controlling work programs and activities in the field of public communication;
 - c. providing and controlling excellent service within the scope of the public communication sector with continuous improvement; and
 - d. fostering, directing, and developing the competencies and talents of personnel in the work unit.
- (2) In carrying out the duties as referred to in paragraph (1), the Public Communication Unit carries out functions:
- a. development of protocol service system, promotional activities, public relations, and public information services;
 - b. implementation of ITS program promotion activities and excellence in an integrated manner;
 - c. implementation of the protocol according to the predetermined standard procedure;
 - d. managing and documenting all official activities of the ITS;
 - e. compiling and implementing the ITS customer satisfaction survey in an integrated manner;
 - f. preparation of service improvement recommendation based on the results of the satisfaction survey analysis; and
 - g. evaluating and reporting on the implementation of the work program of public communication sub-sector.
- (3) The Public Communication Unit is led by a Unit Head that in carrying out the duties is responsible to the Institute Secretary.

Article 119

- (1) The Public Relations and Protocol Sub-Division has the following duties:
 - a. implementing governance and development in the field of public relations and protocol;
 - b. carrying out evaluation of work programs and activities in the field of public relations and protocol; and
 - c. providing excellent service within the scope of the public relations and protocol division with continuous improvement.
- (2) In carrying out the duties as referred to in paragraph (1), the Public Relations and Protocol Sub-Division carries out the following functions:
 - d. arrangement of ceremonies, layouts, and procedures of respect for campus ceremonial activities;
 - e. implementation of major ceremonial campus activities;
 - f. external reception services on campus; and
 - g. implementation of evaluation and reporting on the implementation of the work program of the Public Relations and Protocol Sub-division.
- (3) The Public Relations and Protocol Sub-Division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Public Communication Unit.

Article 120

- (1) The Promotion and Institutional Image Sub-unit has the following duties:
 - a. implementing governance and development in the field of promotion and institutional image;
 - b. carrying out evaluation of work programs and activities in the field of promotion and institutional image; and
 - c. providing excellent service within the scope of promotion and institutional image with continuous improvement.
- (2) In carrying out the duties as referred to in paragraph (1), the Promotion and Institutional Image Sub-unit carries out the following functions:
 - a. preparation of ITS profile that is used as promotional materials;
 - b. implementation of institutional promotion through social media;
 - c. acceptance of external visits related to the ITS promotion;
 - d. management and coaching of ITS Online and ITS TV teams;

- e. providing internal news coverage services and the publication of internal campus works through electronic media;
 - f. online streaming service management;
 - g. updating campus website content, multimedia, and social media; and
 - h. performing evaluation and reporting on the implementation of the work program of Promotion and Institutional Image Sub-unit.
- (3) The Promotion and Institutional Image Sub-Unit is led by a Subunit Head that in carrying out the duties is responsible to the Head of the Public Communication Unit.

Fourth Part

Legal Service and Risk Management Unit

Article 121

- (1) The Legal Service and Risk Management Unit has the following duties:
- a. carrying out planning, governance, and development in the field of legal service and risk management;
 - b. carrying out and controlling work programs and activities in the field of legal service and organizational risk management;
 - c. providing and controlling excellent service within the scope of legal service and risk control division with continuous improvement; and
 - d. fostering, directing, and developing the competencies and talents of personnel in the work unit.
- (2) In carrying out the duties as referred to in paragraph (1), the Legal Service and Risk Management Unit carries out functions:
- a. preparation and manufacture of internal legal products;
 - b. review of laws and regulations and various internal and external legal products;
 - c. providing legal advice and/or opinions to ITS leaders;
 - d. implementing assistance, legal aid, and handling legal affairs and problems involving ITS;
 - e. preparation, management and monitoring of organizational risk;
 - f. preparation, implementation and monitoring of organizational risk mitigation;

- g. implementation of socialization and education regarding organizational risk and organizational risk management policies; and
 - h. evaluating and reporting on the implementation of the work program in the legal service and risk management sub-division.
- (3) The Legal Service and Risk Management Unit is led by a Unit Head that in carrying out the duties is responsible to the Institute Secretary.

Article 122

- (1) The Legal Service Sub-division has the following duties:
- a. implementing governance and development in the field of legal service;
 - b. carrying out evaluation of work programs and activities in the field of legal service; and
 - c. providing excellent service within the scope of legal service division with continuous improvement.
- (2) In carrying out the duties as referred to in paragraph (1), the Legal Service Sub-Division carries out functions:
- a. preparation and manufacture of internal legal products;
 - b. review of laws and regulations and various internal and external legal products;
 - c. providing legal advice and/or opinions to ITS leaders;
 - d. implementing assistance, legal aid, and handling legal affairs and problems involving ITS;
 - e. services for collecting decrees and regulations; and
 - f. evaluating and reporting on the implementation of the work program of legal service sub-division.
- (3) The Legal Service Sub-division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Legal Service and Risk Management Unit.

Article 123

- (1) The Risk Management Sub-unit has the following duties:
- a. implementing governance and development in the risk management sub-unit;
 - b. carrying out evaluation of work programs and activities in the field of risk management; and

- c. providing excellent service within the scope of risk management division with continuous improvement.
- (2) In carrying out the duties as referred to in paragraph (1), the Risk Management Sub-unit carries out functions related to institutional policies/decisions as follows:
 - a. implementation of risk identification and measurement;
 - b. preparation of risk mitigation and control;
 - c. implementation of risk socialization and education;
 - d. implementation of risk evaluation services;
 - e. risk management monitoring and reporting; and
 - f. performing evaluation and reporting on the implementation of the work program of risk management sub-unit.
- (3) The Risk Management Sub-Unit is led by a Subunit Head that in carrying out the duties is responsible to the Head of the Legal Service and Risk Management Unit.

Fifth Part

Institute Secretary Administration Sub-division

Article 124

- (1) The Institute Secretary Administration Sub-Division has the following duties:
 - a. carrying out planning, governance, and development in the field of Institute Secretary administration;
 - b. carrying out and controlling work programs and activities in the field of Institute Secretary administration;
 - c. providing and controlling service excellence in the field of Institute Secretary administration with continuous improvement; and
 - d. fostering, directing, and developing the competencies and talents of personnel in the work unit.
- (2) In carrying out the duties as referred to in paragraph (1), the Institute Secretary Administration Sub-Division carries out functions:
 - a. implementation of coordination and evaluation of employees within the scope of the work unit;
 - b. implementation of financial administration support services;

- c. implementation of administrative support services for facilities and infrastructure;
 - d. implementation of personnel administration support services;
 - e. implementation of office administration support services;
 - f. implementing operational support services related to programs, activities, business process services within the scope of the work unit.
- (3) The Institute Secretary Administration Sub-division is led by a Subdivision Head that in carrying out the duties is responsible to the Institute Secretary.

CHAPTER VII

OFFICE

First Part

Duties, Functions and Organization

Article 125

The office as referred to in Article 2 paragraph (1) letter c includes:

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

Second Part

Quality Assurance Office

Article 126

The Quality Assurance Office consists of:

- a. Academic and Student Affairs Quality Assurance Unit;
- b. Quality Assurance Unit of Research and Community Service; and
- c. Quality Assurance Office Administration Sub-division.

Article 127

- (1) The Academic and Student Affairs Quality Assurance Unit has the following duties:

- a. helping to formulate policies in the academic and student affairs quality assurance sub-division;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. organizing work programs and activities that are in line with policies in the academic and student affairs quality assurance sub-division;
 - d. evaluating the performance of the work program results and activities in the academic and student affairs quality assurance sub-division; and
 - e. providing excellent service in the academic and student affairs quality assurance sub-division with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Academic and Student Affairs Quality Assurance Unit carries out the following functions:
- a. preparation of ITS integrated quality management system in the field of academic and student affairs;
 - b. preparation of guidelines for the preparation of academic and student affairs quality documents;
 - c. implementation control and improvement of internal quality assurance standards;
 - d. evaluating the implementation of internal and external quality assurance standards for education and student affairs;
 - e. online document management in the higher education accreditation system;
 - f. coordinating the preparation of the study program accreditation/certification;
 - g. evaluating the opening proposal and changing the name of the study program; and
 - h. management of internal quality assurance system in the field of academic and student affairs.
- (3) The Academic and Student Affairs Quality Assurance Unit is led by a Unit Head that in carrying out the duties is responsible to the Head of the Quality Assurance Office.

Article 128

- (1) The Quality Assurance Unit of Research and Community Service has the following duties:
 - a. helping to formulate policies in the research and community service sub-division;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit
 - c. carrying out work programs and activities that are in line with policies in the research and community service sub-division;
 - d. evaluating the performance of the work program results and activities in the research and community service sub-division; and
 - e. carrying out excellent service in the research and community service sub-division with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Quality Assurance Unit of Research and Community Service carries out functions:
 - a. compilation of ITS integrated quality management system in the field of research and community service;
 - b. preparation of guidelines for the preparation of the research and community service quality documents;
 - c. implementation control and improvement of internal quality assurance standards;
 - d. evaluating the implementation of internal and external quality assurance standards for the research and community service;
 - e. management of the online higher education accreditation system;
 - f. coordinating the preparation of the study program accreditation/certification;
 - g. management of internal quality management system in the field of research and community service;
 - h. Quality assurance of the verification process of the authentication of scientific publication at the Faculty.
- (3) The Quality Assurance Unit of Research and Community Service is led by a Unit Head that in carrying out the duties is responsible to the Quality Assurance Office.

Article 129

- (1) The Quality Assurance Administration Sub-division has the following duties:
 - a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. carrying out work programs and activities that are in line with the policies in the quality assurance administration sub-division;
 - c. reporting the performance of the work program results and activities in the quality assurance administration sub-division; and
 - d. providing excellent service in the quality assurance administration sub-division with the principles of bureaucratic reform and integrity zone;
- (2) In carrying out the duties as referred to in paragraph (1), the Quality Assurance Administration Sub-Division carries out the following functions:
 - a. implementation of coordination and evaluation of employees within the scope of the work unit;
 - b. implementation of financial administration support services;
 - c. implementation of administrative support services for facilities and infrastructure;
 - d. implementation of personnel administration support services;
 - e. implementation of office administration support services; and
 - f. implementation of operational support services related to programs, activities, business process services within the scope of the work unit.
- (3) The Quality Assurance Administration Sub-division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Quality Assurance Office.

Third Part
Internal Audit Office

Article 130

The Internal Audit Office consists of:

- a. Internal Audit Unit for Finance and Procurement;
- b. Internal Audit Unit for Infrastructure and Personnel; and
- c. Internal Audit Office Administration Sub-division.

Article 131

(1) The Internal Audit Unit for Finance and Procurement has the following duties:

- a. helping to formulate policies in the internal audit sub-division for finance and procurement;
- b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
- c. carrying out work programs and activities that are in line with policies in the internal audit sub-division for finance and procurement;
- d. evaluating the performance of the work program results and activities in the internal audit sub-division for finance and procurement; and
- e. providing excellent service in the internal audit sub-division for finance and procurement with the principles of bureaucratic reform and the integrity zone.

(2) In carrying out the duties as referred to in paragraph (1), the Internal Audit Unit for Finance and Procurement carries out functions:

- a. implementation of financial management audit of all work units;
- b. implementation of planning monitoring, implementation of procurement, compilation of report on facilities and infrastructure, goods and services;
- c. publishing, providing responses and clarification, and archiving the results of audit data paper for the work unit;
- d. examination of report and preparation of financial report based on the results of audit of financial accounting standards and government accounting standards;

- e. follow-up assistance for monitoring evaluation/external audit findings; and
 - f. preparation of audit with specific objectives requested by the internal and external ITS.
- (3) The Internal Audit Unit for Finance and Procurement is led by a Unit Head that in carrying out the duties is responsible to the Head of the Internal Audit Office.

Article 132

- (1) The Internal Audit Unit for Infrastructure and Personnel has the following duties:
- a. helping to formulate policies in the internal audit sub-division for infrastructure and personnel;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. Organizing work programs and activities that are in line with policies in the internal audit sub-division for infrastructure and personnel;
 - d. evaluating the performance of the work program results and activities in the internal audit sub-division for infrastructure and personnel; and
 - e. providing excellent service in the internal audit sub-division for infrastructure and personnel with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the internal audit unit for infrastructure and personnel carries out the following functions:
- a. implementation, monitoring, and reporting of employee discipline;
 - b. implementation, monitoring and reporting of inventory items and building infrastructure;
 - c. implementation of assessment assistance or external monitoring related to the internal control system;
 - d. monitoring the implementation of information technology; and
 - e. preparation of audit with specific objectives requested by the internal and external ITS.

- (3) The Internal Audit Unit for Infrastructure and Personnel is led by a Unit Head that in carrying out the duties is responsible to the Head of the Internal Audit Office.

Article 133

- (1) The Internal Audit Administration Sub-division has the following duties:
- a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. Organizing work programs and activities that are in line with policies in the internal audit administration sub-division;
 - c. reporting the performance of work programs and activities in the internal audit administration sub-division; and
 - d. providing excellent service in the internal audit administration sub-division with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Internal Audit Administration Sub-Division carries out the following functions:
- a. implementation of coordination and evaluation of employees within the scope of the work unit;
 - b. implementation of financial administration support services;
 - c. implementation of administrative support services for facilities and infrastructure;
 - d. implementation of personnel administration support services;
 - e. implementation of office administration support services; and
 - f. implementation of operational support services related to programs, activities, business process services within the scope of the work unit.
- (3) The Internal Audit Administration Sub-division is led by a Subdivision Head that in carrying out the duties is responsible to the Head of the Internal Audit Office.

CHAPTER VIII
DIRECTORATE OF GLOBAL PARTNERSHIP

First Part
Duties, Functions and Organization

Article 134

- (1) The Directorate of Global Partnership as referred to in Article 2 letter e has the following duties:
- a. preparing formulation and implementation of 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. implementation of evaluation and reporting on the implementation of work program in the global partnership sub-division.
- (3) The Directorate of Global Partnership is led by a Director that in carrying out the duties is responsible to the Rector.

Article 135

The Directorate of Global Partnership consists of:

- a. International Mobility and Promotion Unit;
- b. International Cooperation Unit;
- c. World Class University Affairs Unit; and
- d. Internationalization Program Sub-division.

Second Part

International Mobility and Promotion Unit

Article 136

- (1) The International Mobility and Promotion Unit has the duties of:
 - a. helping to formulate policies in the promotion and international mobility sub-division;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. Organizing work programs and activities that are in line with policies in the promotion and international mobility sub-division;
 - d. evaluating the performance of the work program results and activities in the promotion and international mobility sub-division; and
 - e. providing excellent service in the promotion and international mobility sub-division with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the International Mobility and Promotion Unit carries out functions:
 - a. preparing materials for the formulation of policies, quality standards, and implementation of strategic programs, international acceptance and mobility;
 - b. management of information on the introduction of internationalization programs to new students;

- c. implementing ideas and initiative programs related to ITS internationalization and foreign cooperation;
 - d. coordinating with external parties in preparing for the implementation of ITS promotion through educational exhibition and overseas visits;
 - e. implementation of the selection process, nomination and orientation program for inbound and outbound exchange of lecturers, education staff and students;
 - f. implementation of inbound and outbound exchange program for lecturers, education staff and students at the international level;
 - g. monitoring the implementation of inbound and outbound exchange program for international program; and
 - h. evaluating and reporting on the implementation of inbound and outbound international program.
- (3) The International Mobility and Promotion Unit is led by a Senior Manager that in carrying out the duties is responsible to the Director of Global Partnership.

Third Part

International Cooperation Unit

Article 137

- (1) The International Cooperation Unit has the following duties:
- a. helping to formulate policies in the international cooperation sub-division;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with policies in the international cooperation sub-division;
 - d. evaluating the performance of the work program results and activities in the international cooperation sub-division; and
 - e. providing excellent service in the International Cooperation sub-division with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the International Cooperation Unit carries out functions:

- a. preparing materials for the formulation of policies and quality standards for the implementation of international cooperation;
 - b. opening new international cooperation opportunities in the form of universities, between countries and consortium;
 - c. increasing the ability of lecturers, educational staff, and students in the use of international cooperation;
 - d. initiating and preparing cooperation agreement with foreign parties in the form of memorandum of understanding and memorandum of agreement;
 - e. implementation of international cooperation by involving work units within ITS;
 - f. coordinating the reception of foreign guest visits to ITS;
 - g. implementation of the selection process, nominations and programs, orientation for inbound and outbound exchange of lecturers, education staff and students;
 - h. implementation of supervision and monitoring of the implementation of international cooperation; and
 - i. evaluating and reporting on the implementation of international cooperation.
- (3) The International Cooperation Unit is led by a Senior Manager that in carrying out the duties is responsible to the Directorate of Global Partnership.

Fourth Part

World Class University Affairs Unit

Article 138

- (1) The World Class University Affairs Unit has the following duties:
- a. helping to formulate policies in the world class university affairs sub-division;
 - b. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - c. carrying out work programs and activities that are in line with policies in the world class university affairs sub-division;

- d. evaluating the performance of the work program results and activities in the world class university affairs sub-division; and
 - e. providing excellent service in the world class university affairs sub-division with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the World Class University Affairs Unit carries out functions:
- a. implementation of staff upgrading and staff mobility;
 - b. implementation of training to strengthen international affairs office;
 - c. mapping the English skills of ITS students and educational staff;
 - d. implementation of internationalization activities on campus internal;
 - e. planning and coordinating world class university affairs;
 - f. management and monitoring of internationalization database;
 - g. designing and monitoring organizational strategies related to the ITS ranking at the international level;
 - h. implementation and management of integrated system;
 - i. implementing and monitoring the activities of adjunct professor and world class professor program; and
 - j. implementing the initiation and management of the researcher and research student enrichment program.
- (3) The World Class University Affairs Unit is led by a Senior Manager that in carrying out the duties is responsible to the Directorate of Global Partnership.

Fifth Part

Internationalization Program Sub-division

Article 139

- (1) The Internationalization Program Sub-division has the following duties:
- a. fostering, directing, and developing the competencies and talents of personnel in the work unit;
 - b. Organizing work programs and activities that are in line with policies in the Internationalization Program sub-division;
 - c. reporting on the performance of the work program results and activities in the Internationalization Program sub-division; and

- d. providing excellent service in the Internationalization Program sub-division with the principles of bureaucratic reform and integrity zone.
- (2) In carrying out the duties as referred to in paragraph (1), the Internationalization Program Sub-Division carries out the following functions:
- a. implementation of coordination and evaluation of employees within the scope of the work unit;
 - b. implementation of financial administration support services;
 - c. implementation of administrative support services for facilities and infrastructure;
 - d. implementation of personnel administration support services;
 - e. implementation of office administration support services;
 - f. implementation of operational support services related to programs, activities, business process services within the scope of the work unit;
 - g. planning, initiating, managing and measuring international cooperation;
 - h. evaluating and reporting on the implementation of the work program in the global partnership sub-division;
 - i. implementation of training in English as the medium of instruction;
 - j. management and implementation of student exchange cooperation between countries;
 - k. implementation of report on internationalization activities through related management information system;
 - l. coordinating the implementation of cooperation, mobility and international ranking; and
 - m. implementation of the selection process, nomination and orientation program for inbound and outbound exchange of lecturers, education staff and students.
- (3) The Internationalization Program Sub-division is led by a Subdivision Head that in carrying out the duties is responsible to the Director of Global Partnership.

CHAPTER IX

TRANSITIONAL PROVISIONS

Article 140

- (4) At the time this Regulation of the Rector comes into force, all implementing regulations from Regulation of the Rector of Sepuluh Nopember Institute of Technology Number 10 of 2016 regarding Organization and Work Procedure of Sepuluh Nopember Institute of Technology, shall remain in effect as long as they do not conflict and/or have not been amended or replaced by new implementing regulations based on this Regulation of the Rector.
- (5) All Officials appointed prior to the stipulation of this Regulation of the Rector shall continue to carry out their duties until the end of the term of office and/or the appointment of new officials.

CHAPTER X
CLOSING PROVISIONS

Article 141

This regulation comes into force on the day of 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. 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



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