



LECTURERS' HANDBOOK ACADEMIC YEAR | 2019-2020

In collaboration with



THE UNIVERSITY
OF ARIZONA

BROWARD
COLLEGE

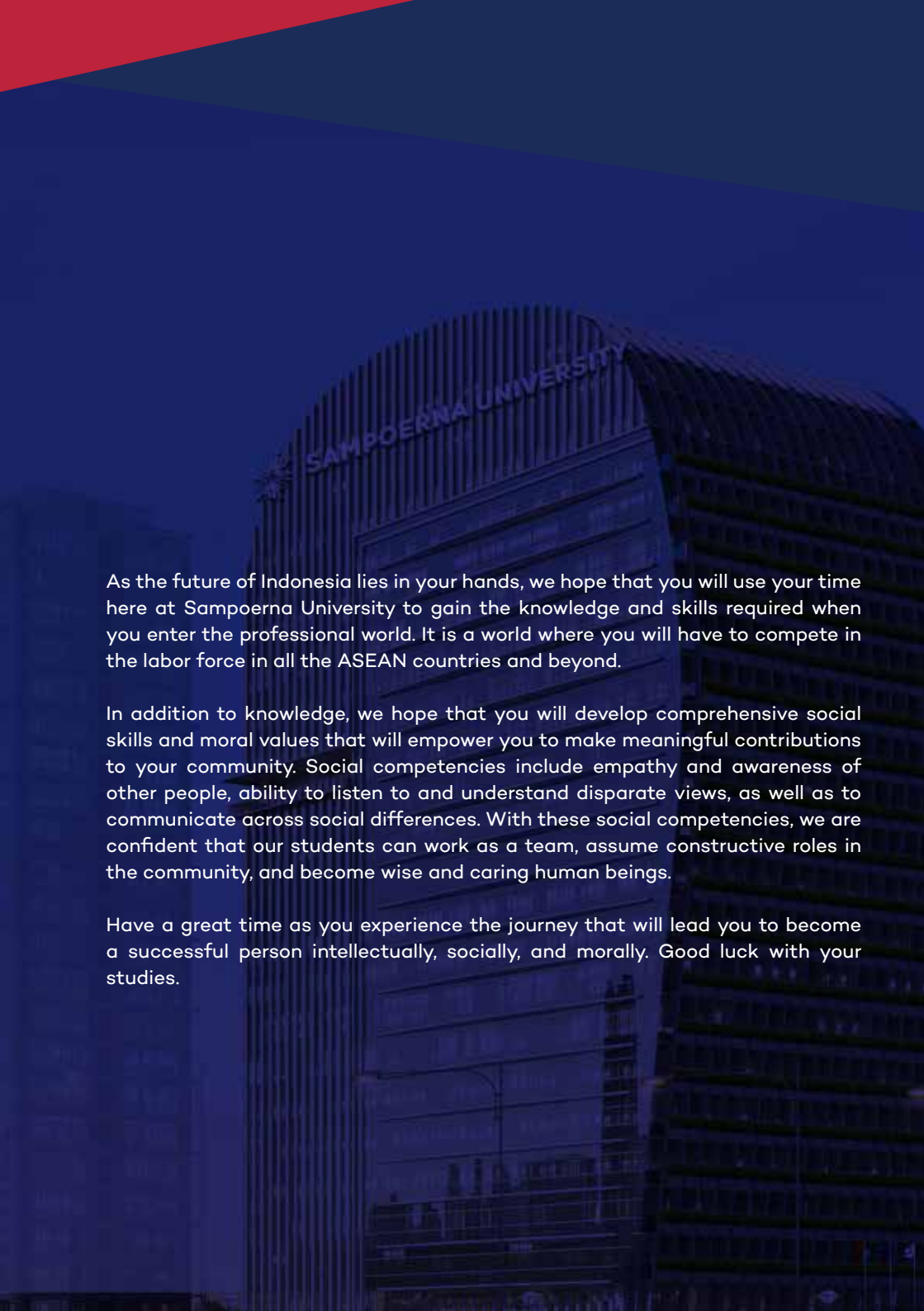
WELCOME TO SAMPOERNA UNIVERSITY

Welcome to Sampoerna University.

We would like to congratulate each of you, our students, for your achievement in becoming a member of the Sampoerna University community.

Sampoerna University will provide you with an international education as you study the discipline of your choice. We have established collaborations with overseas universities to ensure that you will have a pathway to your future with international recognition. Our campus is the ideal place for developing and achieving your intellectual potential.

You will follow the learning process in different study programs in a broad range of subjects. However, the variety of these subjects should not segregate you from your fellow students undertaking other study programs. The interdisciplinary courses and dialogue between all fields of study are at the core of our curriculum. History shows that interdisciplinary learning results in major creative and scientific breakthroughs in the world. Additionally, you will become more adept at responding to the multidimensional problems that occur in the real world.



As the future of Indonesia lies in your hands, we hope that you will use your time here at Sampoerna University to gain the knowledge and skills required when you enter the professional world. It is a world where you will have to compete in the labor force in all the ASEAN countries and beyond.

In addition to knowledge, we hope that you will develop comprehensive social skills and moral values that will empower you to make meaningful contributions to your community. Social competencies include empathy and awareness of other people, ability to listen to and understand disparate views, as well as to communicate across social differences. With these social competencies, we are confident that our students can work as a team, assume constructive roles in the community, and become wise and caring human beings.

Have a great time as you experience the journey that will lead you to become a successful person intellectually, socially, and morally. Good luck with your studies.

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CHAPTER 1:
OVERVIEW OF
SAMPOERNA UNIVERSITY

Sampoerna University is a private, secular university that operates programs under the licensure and credentialing regimes of the Ministry of Research, Technology and Higher Education of the Republic of Indonesia (abbreviated *Kemristekdikti* RI, or “DIKTI”), a Ministry of the Government of Indonesia responsible for regulating the fields of research, technology, and higher education.

SU offers a U.S. General Education curriculum available for all students in Sampoerna University’s degree programs. The General Education credits may apply to an Associate’s degree from our U.S. partner, and can qualify students for upper-level studies in degree programs offered by Sampoerna University or for transfer to foreign institutions. Broward College of Florida became the educational partner for the University College under an Institutional Agreement in August of 2017, and accepts credits toward an Associate’s degree if requirements are fulfilled.

Sampoerna University’s upper division partner, the University of Arizona (UA), recognizes SU course credits toward its regionally and professionally accredited U.S. Bachelor’s degree programs in Engineering and Business on the SU Jakarta campus. These programs provide students with transcripts and diplomas identical to those awarded to students at the U.S. campuses. Students in these programs also may choose to complete part of their program at the U.S. home campus in Tucson, Arizona, and graduate at that university’s commencement.

Alternately, students may choose to enter the Indonesian degree programs offered at Sampoerna University. Following completion of the two-year General Education core at the College, students may continue their studies at Sampoerna University for a four-year *Sarjana* degree, the Indonesian equivalent of a Bachelor’s degree. This option is often appropriate in subjects that have specific professional paths within the country. The *Sarjana* (S1) degree at SU is licensed by the Indonesian Ministry of Research, Technology, and Higher Education. Students opting for this path also receive an international education that is conducted exclusively in English, with internationally educated faculty and courses that meet rigorous accreditation standards in both Indonesia and the U.S.



VISION AND MISSION

Sampoerna University Vision

Sampoerna University aspires to foster future leaders with strong moral character and internationally competitive skills sets, enabling them to actively participate in building a more prosperous, equitable, respected, and globally competitive Indonesia.

Sampoerna University Mission

Sampoerna University aims to provide students affordable access to education that meets the highest international standards. Sampoerna University offers a curriculum unique in Indonesia built around an American general education core, successfully preparing students for credential completion at Sampoerna University or for recognized transfer abroad. We also provide a full spectrum of co-curricular and pre-professional opportunities that ensure student success, preparing leaders for a global society.

Core Principles

The following Core Principles guide Sampoerna University in delivering its key value proposition:

- **English Language Proficiency** as a key enabler and connector for education.
- **Character Development** through the nurturing of self-confidence by an affirming and engaging educational experience.
- **Science and Technology** as key instruments for personal and national advancement.
- Development of **Leadership** potential as an integral part of education.
- Fostering an **Entrepreneurial Spirit** through industry collaborations that provide an applied learning environment.
- Cultivating a sense of **Social Responsibility** as a key part of our national education agenda.
- Encouraging **Inclusion and Diversity** – promoting secularity and tolerance to foster greater local and international ties.
- Tangible and ongoing engagement with **Family and Community** to ensure student success.
- Access to **Financial Assistance** and student support tools for those in need.
- **Collaboration** with best-in-class institutions to expand student opportunity throughout the world.

Statement of Non-discrimination

Sampoerna University is committed to fostering a welcoming, affirming culture of respect and inclusion, empowering and engaging all students, faculty, and staff. The University demonstrates this commitment by integrating diversity and inclusive excellence into its organizational processes, structures, and practices. SU affirms its commitment to recruit, support, and retain a diverse student, faculty, and staff community that upholds the principles of Indonesia's Pancasila and the spirit of non-discrimination as defined by the United States' Equal Opportunity Commission.

Academic Structure and Governance

The Academic Governance Structure of SU adheres to the Sampoerna University Statutes, with the oversight of the University Council and the Rector of the University. The process of governance is legislated through the University Senate, an elected body comprising faculty members, unit directors, and academic officers as voting members, as well as non-voting ex-officio executive members of the University leadership and provider agency.

University Council

Nominated by the Provider Agency, the Putera Sampoerna Foundation (PSF), the University Council is a standing body of officers providing guidance and advice on all matters concerning the University (similar to a Board of Trustees.) Council members are selected on the basis of their stature as educational and industry leaders, and the majority must be external to the University or the Provider Agency.

The University President

The President is the chief executive officer of the University, overseeing all academic and operational matters and reporting directly to the University Council.

The University Rector

The Rector is the highest academic official and leader of the University, reporting to the University President. The SU Rector authorizes all academic and policy matters that concern divisions of the University, following the recommendations of the University Senate.

University Senate

The University Senate is the academic governance body of the University and has the authority to deliberate and make recommendations on all academic and administrative matters at the University. Pursuant to Article 41 paragraph (2) of the University Statutes, the University Senate shall consist of the following persons:

- The University Rector
- Vice Rectors
- Deans
- Heads of Institutes and Centers, and
- Representative of the Provider Agency.

The term of office of the members of University Senate is four (4) years and can be renewed provided it shall not be more than two (2) consecutive periods. The University Senate shall establish Standing University Senate Committees consisting of members of the University Senate.

Standing University Senate Committees include:

- Standing Committee on Strategic Planning and Development;
- Standing Committee on Teaching, Learning and Curriculum Development;
- Standing Committee on Partnerships and Industry Engagement
- Standing Committee on Quality Assurance;
- Standing Committee on Research and Community Service;
- Standing Committee on Discipline and Ethics;
- Standing Committee on Selection, Nominations, and Appointments; and
- Standing Committee on Admissions and Alumni Relations.

All matters of substance shall be submitted to the relevant Standing University Senate Committee for study, discussion, and recommendations. The Standing University Senate Committee is then responsible for reporting to the University Senate on the matter, unless the University Senate by a two-thirds majority votes to suspend Standing University Senate Committee review of a specific matter and acts as a Standing University Senate Committee of the whole.

Faculty Academic Councils

Per Article 31 in the University Statutes, each Faculty will ensure academic governance through the establishment of Faculty Academic Council, whose remit shall be approved by the SU Senate.

- The Faculty Academic Councils are composed of Academic Staff, including all Heads of Study Program, Vice-Deans, Professors, and the Dean.
- The Dean of each Faculty will chair the respective Faculty Academic Council.
- Each Faculty Academic Council shall form its own bylaws;
- The Faculty Academic Council must comply with all university policies and regulations;
- Recommendations by Faculty Academic Councils are presented to the University Senate for approval.



Academic Staff

Academic staff includes the SU rector and vice rectors, deans, vice deans, directors of centers and institutes, heads of study programs, professors, associate professors, senior lecturers, and lecturers.

Academic staff is responsible for the delivery and development of curricula. They play an active role in the development of curriculum for new courses, academic and workforce programs, in identifying and proposing curriculum changes, and in establishing prerequisites. They are expected to work collaboratively with the Center for Learning, Teaching and Curriculum Development to ensure consistency and quality.

Academic staff assumes a leadership role in the planning, development, and implementation process for all curricular activities, through the Faculty Councils and with the approval of the University Senate and approval by the University Council. Academic Staff are subject to the rules and regulations of all academic policies and procedures.

Academic Units

Academic Units include faculties, institutes, laboratories and special facilities, all of which support the SU programs of study. Faculties consist of Faculty of Education, Faculty of Business, and Faculty of Engineering and Technology.



CHAPTER 2:
LECTURERS' APPOINTMENTS,
STATUS, AND RANK

Hiring Requirements

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

1. Educational Background: minimum a Master's Degree from a recognized university, in majoring in a discipline relevant to the subject to be progression taught. A doctoral or other terminal degree (PhD) is preferable;
2. A minimum of 18 credit hours taken at the graduate level in the discipline for which they are hired, in order to be eligible to teach the relevant courses at undergraduate level; Able to design systems, components, products and processes according to the needs of global market developments.
3. Complete Diplomas and/or the Decree of the Ministry of Education on Degree Equivalency (*Surat Keputusan Penyetaraan Ijazah*);
4. Diplomas and Transcripts provided in the original language of issue, along with an official translation in English language;
5. Fluency in English, both spoken and written, confirmed by a letter from an accredited institution or official;
6. Content expertise sufficient to deliver a minimum of three courses on different subjects;
7. Evidence of eligibility to meet credential equivalence requirements required by U.S. partners and accrediting agencies (such as those of SPANTRAN or other credentialing agencies); and
8. Indonesian citizens should be eligible for NIDN/NIDK, or already have NIDN (National Lecturer Registration Number)

Documents for Academic Appointment

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

Indonesian Candidates

1. Release Letter (*Surat Lolos Butuh*) and/or approved resignation letter from the previous institution for Full-time Lecturers with the NIDN;
2. NIDN / NIDK (*Nomor Induk Dosen Nasional*/National Lecture Registration Number);
3. In cases where the lecturer still does not have the NIDN, the HR department will process the registration of NIDN in coordination with the relevant Faculty and the Academic Registry;
4. Copy of Academic Rank Decree (*SK Jenjang Jabatan Akademik*);
5. Original copies of diplomas and transcripts for verification and duplication; and
6. Other related documents needed as per HR policy.

Expatriate Candidates

1. Evidence of a minimum of three international publications preferred;
2. Evidence of university teaching experience, with a minimum rank of Assistant Professor from her/his previous institution preferred;
3. Original transcripts and diplomas for all higher education degrees, for verification and duplication; and
4. Other related documents needed as per HR policy.

Lecturer Status: Full-time Lecturer

A Full-time Lecturer is an academic staff member who is required to work a minimum of five (5) working days per week. This status can only be terminated by resignation, retirement, or other actions compliant with applicable laws and policies. Full-time Lecturers are entitled to receive all standard benefits of University employees.

All expatriate lecturers will be hired in compliance with Indonesian Labor Law No 13 Year 2013. In case of foreign nationals, the maximum age for employment eligibility is 60 years for Master degree (S2) holders and 65 years for Doctoral degree (S3) holders. Part-time Lecturer.

A part-time Lecturer is an academic staff member who is contracted to teach a specific class or subject for a limited period of time.

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

National registration number (NIDN -*Nomor Induk Dosen Nasional*)

All SU faculty hiring practices must comply with the authorizing Ministry in Indonesia and any relevant labor laws of the Republic. The University will propose a National Registration Number (NIDN) to the Director General of Higher Education (DIKTI), for all employed Indonesian Full-time Lecturers who have been in employment with the University for at least 6 months. The University will register a new NIDN or propose changes to an employee's current NIDN. The following documents must be submitted by the Lecturer (with Indonesian citizenship) to the HR Department:

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

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

1. Letter of appointment as a Full-time Lecturer (appointed by Sampoerna University), with a minimum contract duration of 2 (two) years;
2. Copy of a valid passport and visa; and
3. Complete transcripts and diplomas of post-secondary degrees including a Doctoral degree (S3), which must be recognized by the Ministry of Education on Degree Equivalency (*Surat Keputusan Penyetaraan Ijazah*)

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

For a Part-time Lecturer who does not have the NIDN, the University may propose the NIDN. (*Nomor Induk Dosen U Nasional*).

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

Academic Rank¹

All Lecturers are responsible for achieving their academic rank as per DIKTI regulations. The HR Department will assist each lecturer in preparing and submitting their academic rank proposal. Academic rank is classified as follows: ¹<http://www.kopertis12.or.id/wp-content/uploads/2014/05/Jabatan-Fungsional-Dosen-Sesuai-Permenpan-RB-17-jo-46-Tahun-2013.pdf>

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

***Guru Besar* (GB) / Professor**

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

***Lektor Kepala* (LK) / Associate Professor**

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

***Lektor* (L) / Assistant Professor**

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



***Asisten Ahli* (AA) / LECTURER**

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

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

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

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

Lecturer Certification

Academic convention requires that the appropriate educational Ministry certify the credentials of all university lecturers, primarily those with Indonesian citizenship. All qualified Full-time Lecturers can be certified through the program of Lecturer Certification [*Sertifikasi Dosen (SerDos)*] conducted annually by DIKTI. The quota of lecturers that can be certified is determined by DIKTI based on the University's *Pangkalan Data Pendidikan Tinggi (PDPT)* report, and will be announced by KOPERTIS. The *SerDos* program is conducted through online system at <http://serdos.dikti.go.id>.

The general requirements² for *SerDos* candidates are:

1. A minimum of Master's degree from an accredited graduate program;
2. Having permanent employment status for a minimum of 2 years;
3. Holding a minimum academic rank of *Asisten Ahli*;
4. Implementing the *Tri Dharma Perguruan Tinggi* with a minimum workload of 12 credit hours. If the lecturer holds a structural position, the workload will be counted based on the valid DIKTI's regulations; and
5. Not being assigned for further study³.

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

³<http://serdos.diktigo.id/?tf=mdvIbZgAosIKM1B8Yn3DjQg4iGBuledTVOMIATOS6Sg=>



CHAPTER 3:
WORKLOAD MANAGEMENT

General policies

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

6. Each Lecturer will have the obligation to perform the University *Tridharma* with the distribution of maximum SKS/semester equivalence for each component as follows:

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

Teaching

NO	ACTIVITIES	SKS	TOTAL STUDENTS	REMARKS
1.	Teaching	<p>If a lecturer teaches one course, it will be calculated as SKS x 100%</p> <p>If a lecturer teaches one course as team teaching, it will be calculated as</p> <p>Total meetings of the said lecturer</p> <p>-----</p> <p>sk Total meetings for all course in 1 semester</p> <p>For parallel classes for the same course, the SKS calculation will be as follows:</p> <ul style="list-style-type: none"> • 1st parallel class = 100% of the actual SKS of the said course; • 2nd, 3rd, 4th etc parallel class = 50% of the said course's SKS; • Remedial class can be organized if there are more than 10 students and the Lecturer may calculate the SKS as 100%. If it is less than 10 students then the Lecturer cannot calculate the SKS. 	1-40 students/class [to accommodate current enrollments below 30]	<p>1 hour face-to-face/week, 1 hour independent learning/week, 1 hour/week structured activities</p> <p>The calculation of the said load shall be based on the total students in each class in compliance with the provisions herein.</p>
2.	Tutoring and Practicum	1 SKS	<ul style="list-style-type: none"> • 1-24 students =100% x SKS divided proportionately with the numbers of lecturers (for team). • 26-50 students =150% x SK divided proportionately with the number of lecturer (for team) 	1 semester, 2 hours face-to-face per week preparation, organizing, and reporting (1 workday-8 hours)

3.	Scheduled Seminar	1 SKS 2SKS	1-25 students 26-50 students	Maximum 2 SKS/semester
4..	Thesis Adviser	Number of students x1SKS 6	Max 6 students/se- mester	If more than 6 students, it shall be deemed as 1 SKS.
5.	Thesis Examiner	Number of students x0,5SKS 6	Max 6 students/se- mester	If more than 6 students, it shall be deemed as 1 SKS.
6.	Proposal Examiner	Number of students x1SKS 12	Max 12 students/se- mester	If more than 6 students, it shall be deemed as 1 SKS.
7.	Course Coordinator		0.5 SKS/lesson plan	Maximum 2 SKS/semester



Research

To be organized by the Center for Research and Community Service (CRCS) and reported to, as well as approved by, the Faculty Dean and the Rector.

NO	ACTIVITIES	SKS	TOTAL STUDENTS	REMARKS
1.	Independent Research	Max 4 SKS (for Lead Researcher only, no member researchers)	<p>Proposal: 25% SKS</p> <p>Data Collection: 50% SKS</p> <p>Analysis Data: 75% SKS</p> <p>Final Report: 100 % SKS</p>	<p>If in addition to the independent research, the lecturer is involved in group research, then the calculation shall be as follows:</p> <p>Lead researcher $60\% \times 3 \text{ SKS} = 1.8 \text{ SKS}$ (depending on the phase) Member researchers $40\% \times 3 \text{ SKS} = 1.2 \text{ SKS}$ (depending on the phase)</p>
2.	Group Research	1 title 3 SKS (Lead and member researchers) maximum 2 researches/year		<p>Lead researcher will receive $60\% \times 3 \text{ SKS}$; Member researchers will receive $40\% \times 3 \text{ SKS}$;</p> <p>If the lead researcher is involved in 2 titles of group research, the value will be $2 \times 60\% \times 3 \text{ SKS}$;</p> <p>If member of researchers in involve in 2 titles (Chairman and member) the value will be $2 \times 40\% \times 3 \text{ SKS}$</p>
3.	Author of 1 book to be published within the maximum period of 4 semesters	3 SKS	<ul style="list-style-type: none"> • Foreword $25\% \times \text{SKS}$ • 50 % of the book content $50\% \times \text{SKS}$ • Finished Draft $75\% \times \text{SKS}$ • Publisher Approval $85\% \text{ SKS}$ • Book printed 100% 	<ul style="list-style-type: none"> • Author of 1 book title/ full teaching material = 3 SKS to be published with ISBN, with publishing contract or published with ISBN. • Author of 1 book/full teaching material, with editor 1. Editor $60\% \times 3 \text{ SKS} = 1.8 \text{ SKS}$ 2. Contributor for each chapter $40\% \times 3 = 1.2 \text{ SKS}$

				<ul style="list-style-type: none"> • Author of 1 book/full teaching material with editor and 1 contributor then the calculation: <p>1. Editor 60% x 3 SKS=1.8 SKS</p> <p>2. Contributor for each chapter 40% x 3 = 1.2 SKS</p>
4.	Author of one internationally published book (in the language and published internationally in 3 states)	5 SKS	<ul style="list-style-type: none"> • Foreword 25% x SKS • 50% of the book content 50% x SKS • Finished Draft 75% x SKS • Publisher Approval 85% SKS • Book printed 100% 	<ul style="list-style-type: none"> • Contributor of one chapter in internationally published book 40% x5 = 2 SKS • If it is written by team, then it is proportionately calculated.
5.	Translating Book to be published within the maximum of 4 semesters	2 SKS	<p>1 book</p> <ul style="list-style-type: none"> • Foreword 25% x SKS • 50% of the book content 50% x SKS • Finished Draft 75% x SKS • Publisher Approval 85% 	<p>1 title to be translated by more than 1 person</p> <p>Lead Translator = 60% x 2 SKS = 1.2 SKS</p> <p>Member 40% x 2 = 0,8 SKS/member</p>
6.	Editing book to be published within the maximum of 4 semesters	2 SKS	<p>1 book edited = 2 SKS</p> <p>1 book edited by more than 1 person, Lead editor and Member respectively will receive 1 SKS.</p>	<p>1 title to be translated by more than 1 person Lead Translator = 60% x 2 SKS = 1.2 SKS Member 40% x 2 = 0,8 SKS/member</p>
7.	<p>1 title to be translated by more than 1 person</p> <p>Lead Translator = 60% x 2 SKS = 1.2 SKS</p> <p>Member 40% x 2 = 0,8 SKS/member</p>	2 SKS/semester	<p>Foreword 25% x SKS</p> <p>50% of Lesson Plan= 50% x SKS</p> <p>75% of Lesson Plan= 75 % x SKS</p> <p>Completed 100%</p>	<p>If it is team work, the calculation of 60% for lead writer, 40% for members (as applied for contributor for each chapter)</p>

8.	Work Load and Evaluation on <i>Tri-dharma</i> Implementation Assessor	At the maximum 8 lecturers = 1 SKS		\sum Work Load Evaluation <hr style="border-top: 1px dotted black;"/> 8 x1SKS
9.	Academic Journal, published with ISSN, not accredited, or proceedings in local and international seminars	Max 3 SKS		If written jointly, lead writer 60%, co-writer(s) 40% divided with the numbers of writers.
10.	Academic Journal, published by accredited journal	Max 5 SKS		If written jointly, lead writer 60%, co-writer(s) 40% divided with the numbers of writers.
11.	Academic Journal published by international accredited journal (in international language)	Max 7 SKS		If written jointly, lead writer 60%, co-writer(s) 40% divided with the numbers of writers.
12.	Delivering academic speech, keynote speaker in seminar, resource person in line with his/her field of expertise (based on invitation only) at regional level	3 SKS		
13.	Delivering academic speech, keynote speaker in seminar, resource person in line with his/her field of study (based on invitation only) at national level	5 SKS		
14.	Delivering academic speech, keynote speaker in seminar, resource person in line with his/her field of study (based on invitation only) at international level, presented in foreign language	6 SKS		

15.	Presenting paper during seminar related to his/her field of study (if based on initiative of the lecturer, abstract is submitted and selected) at regional level	2 SKS		Max 2 paper/semester (if written jointly, lead writer 60%, co-writer(s) 40% divided with the numbers of writers)
16.	Presenting paper during seminar related to his/her field of study (if based on initiative of the lecturer, abstract is submitted and selected) at national level	3 SKS		Max 1 paper/semester (if written jointly, lead writer 60%, co-writer(s) 40% divided with the numbers of writers)
17.	Presenting paper during seminar related to his/her field of study (if based on initiative of the lecturer, abstract is submitted and selected) at International level	5 SKS		Max 1 paper/semester (if written jointly, lead writer 60%, co-writer(s) 40% divided with the numbers of writers)

Study

NO	ACTIVITIES	REMARKS
1.	Pursuing Master and Doctoral study	Based on the Rector's Approval, maximum 12 SKS/ semester
2.	Pursuing Post-Doctoral study	Based on the Rector's Approval, maximum 12 SKS/ semester

Community Service

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

Academic Civitas Development

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

Structural and Non-Structural Positions

Lecturers may have an additional position in the Organization where the FTE is as follows.

Structural Positions (Administration and Management)

NO	ITEM	EQUIVALENCE / SEMESTER	REMARKS
1.	Rector	6 SKS	Based on applicable SU organizational structure and appointment by Rector's Decree
2.	Vice Rector	5 SKS	
3.	Dean	5 SKS	
4.	Vice Dean	4 SKS	
5.	Head of Center/Study Program /Unit /Institute/Laboratory/ Studio	3 SKS	

NO	ITEM	EQUIVALENCE / SEMESTER	REMARKS
1.	Secretary of University Senate	1 SKS	Based on applicable SU organization structure and appointment by Rector's Decree
2.	Secretary of Faculty Senate	0,5 SKS	
3.	Member of University Senate	0,5 SKS	
4.	Member of Faculty Senate	0,25 SKS	

Research Output Dissemination

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

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

All published papers, conference presentations and other research output must be submitted to the University Research Repository via the Center for Research and Community Service (CRCS) and to the University Library.

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

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

General Travel Requirements

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

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



CHAPTER 4:
TEACHING AND LEARNING
ACTIVITIES

Teaching Preparation

Syllabus

The syllabus is the document that outlines a course and includes summary of the topics to be covered in a semester, the learning outcomes and how learners will be assessed, as well as contact information for the instructor, class times and location, office hours, and policies on work submission.

Each Lecturer is responsible for developing the course syllabus for each assigned course based on the Study Programs' learning outcomes and other requirements that are described in the curriculum, using the defined template. For each topic covered by the course, lecturers should specify the learning objectives and outcomes. The syllabus will be reviewed by the Head of Study Program, the Vice-Dean, and approved by the Dean.

Lecturers should provide students with the course syllabus at the start of the semester. The syllabus will describe the dates of classes, topics and sub-topics covered in the course, the teaching materials used, and the learning activities, the means of assessment, and composition of the final grade by evaluation activities. In addition, lecturers' contact information, office location, and office hours should be clearly provided on the syllabus.

For courses that are provided by U.S. partners, courseware that provides a syllabus should be reviewed by Heads of Programs ensure that it matches program and department guidelines. In most cases, instructors may amend the syllabus within a specific range (generally 20-25%), though instructors of different sections of the same course should align content for consistency.

Supporting Materials

Lecturers will receive guidance and supporting materials before the beginning of each semester, related to the teaching schedule, the academic calendar, academic policies, handbooks and manuals, course syllabi templates and student evaluation forms. Lecturers will be provided with syllabus development criteria and training workshop, as needed. Lecturers are required to submit their teaching materials needs (textbooks, books, journals, articles) approximately six months in advance. Teaching materials needs are approved by the Dean and submitted to the Library for acquisition, in accordance with the Library Collection Development Policy.

Course Delivery

- Lecturers should consider the content delivery by allocating enough time for students to learn about the relevant theories and concepts, and to practice real-life applications.
- Lecturers should understand and address variations in student learning styles: students need to engage in more interactive learning activities, such as discussions, presentations, debates, guest lecturers, field trips, simulations, etc. rather than solely instructor-fronted lectures.
- When appropriate, lecturers should engage students through educational technology, such as online learning, the use of multimedia resources, and social media.
- Lecturers should provide immediate feedback to students on their assignments and study process, and facilitate academic support when warranted.
- Lecturers should inform the student about their mode and process of giving feedback, and the criteria by which they will be evaluated at the start of the semester.

Attendance Policy

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

Examinations

Definition and Objectives

An Examination is a scheduled academic activity conducted to produce a measure of the success of the teaching/learning process. The execution of examinations is intended to:

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

Types of examination

1. Semester Examination

- a. Semester examinations consist of mid-semester and end-of-semester examinations which may be conducted in the form of a test, quiz, presentation, or project.
- b. The mid-semester examination is given after completing several discussion topics, while the final examination is administered after all course material has been given for the semester.
- c. Following the mid-semester evaluation, lecturers should meet with students demonstrating difficulty and refer them to the Student Success units for appropriate intervention.

2. Final Project Examination

Final project examinations are a form of evaluation administered at the end of a student's program of study. The nature of this test is holistic, covering all disciplines related to the field. The test is based on the thesis or applied project criteria established by the decided by the faculty advisor and Head of Study Program.

Examination Material

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

Examination Rules

1. Examinations must be proctored by the lecturer or a suitable substitute unless planned as a take-home format.
2. Students/ exam participants who come late may be allowed to take the exam without extending the time of the test, unless there are specific restrictions given by the Lecturer or Program Head.
3. Students/ exam participants who are in the test room cannot withdraw from the examination after the distribution of the exam materials.
4. Students/ exam participants are only allowed to bring equipment or materials approved by the examination committee.
5. Students/ exam participants who violate the test rules are subject to academic sanctions

Grading System

Grades reported to the Academic Registry are in letter format only, though instructors are expected to keep personal records of all graded activities and exercises culminating in the final grade.

GRADES		POINTS AWARDED
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Below Average	1.00
F	Fail	0

Grade Submission

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

1. If the lecturer has finalized the evaluation processes and already set the grade for all class participants, but he/she has any unforeseen circumstances such as sickness or natural calamities, the grade will set to "T" which means "Tunda" or Suspended in ACADIS for all students. The Lecturer must complete the grade submission process within ten working days after the expired submission period;
2. If the lecturer not yet submitted grades for any reason outside of the unforeseen circumstances in the above point, the Vice Rector for Academic and Student Affairs will be notified, and the lecturer must present their reason for non-submission and/ or face disciplinary sanctions;
3. If a student has not completed a required task or assignments by the end of term for a class and has an approved extension from the lecturer, their grade will be set to "I". The missing work must be submitted by the start of the following term, or other deadline as arranged by the lecturer, or the grade will be automatically changed to "F." If a student fails to submit work without an approved extension, the lecturer has the discretion to lower the grade accordingly for the class.

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

Grade Changes

Changes to the submitted grade (or exam result) by altering the value recorded on the academic report/transcript is only allowed in case of error or technical fault, such as a mistake during the initial input of the value or miscalculation of a weighted score. Students who have a valid reason and request an explanation of his or her grade may contact the Lecturer.

Changes to any grade must be conducted as follows:

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

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





CHAPTER 5:
ACADEMIC ADVISING

Academic Advising for Students

General Policies

During the first year of enrollment at SU, students will be primarily advised by officers of the Student and Parent Advisory Center (SPAC), due to the specific General Education requirements that comprise their coursework and will guide their University College study plan. Academic advisors will be assigned to all students and will review their study plan and approving courses recommended by SPAC prior to registration. During the second year at SU, students planning to pursue Bachelor's degrees at SU will meet more frequently with their academic advisors to identify required pre-requisite courses for their intended majors, and to update their plans of study during the third and fourth years.

Academic advisors will be appointed and dismissed by the Dean of each department, based on the suggestion and recommendation from the Head of Study Program. An academic advisor can mentor a maximum of 20 (twenty) students concurrently, though the advising load may be customized in accordance with Faculty needs.

Functions of the Advisor

1. Deliver information to students about the education system and academic administration at the University, Faculty, and Study Program;
2. Provide specific subject guidance to students in determining the overall study plan at the beginning of the study, and approve the study plan endorsed with his/her signature;
3. Provide explanations and advice to students regarding the learning process;
4. Provide sufficient time for consultation with students at least 3 times in one semester, at the beginning of the semester, before/after the midterms and before the final semester exams;
5. Monitor and evaluate the learning performance/achievements of assigned students and report regularly at the end of each semester to the Head of Study Program to be forwarded to the Dean;
6. Provide advice to students with declining performance, and make appropriate referrals to student support services when warranted. These include the Tutoring Center, the Counseling Center, the Writing Center, among others.
7. Monitor the progress of each advisee's performance to determine if support interventions have been effective; report student status to the Head of Program and to the Dean of Student Success as warranted.

Scope of the Advisor's Role

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

Responsibilities

1. Follow all applied academic regulations and code of conduct;
2. Approve the Student's study plan;
3. Provide reports to the Head of Study Program regarding:
 - a. Problems or issues of students under supervision; and
 - b. All suggestions/complaints delivered by the students;
4. Make appropriate referrals to academic support units (such as the Tutoring Center, Counseling, etc.)

Maximum Credit Load for Students

In planning coursework with students, advisors should be aware of the prescribed workload. First-year students may not enroll in more than 18 credit hours; students in the second, third, or fourth year may enroll in courses up to the maximum credit hour limit based upon their GPA or other considerations based upon their performance.

Maximum number of credits that can be taken will be based on the GPA of previous semester

GPA of Previous Semester	Maximum Number of Credit
≥ 3.00	21 - 24 credits*
2.50–2.99	18 - 21 credits*
2.00–2.49	15 credits
≤ 1.9	9 credits

*Note: Students wishing to pursue max credit load must receive formal permission from their advisors



CHAPTER 6:
PERFORMANCE, PROMOTION &
RETIREMENT

Lecturer Performance Appraisal

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

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

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

1. Teaching

- a. Fulfillment of full-time teaching equivalent (FTE);
- b. The range and content of courses taught;
- c. Quality of teaching (e.g., ability to explain concepts; use of innovative approaches to teaching, course preparation, concerns for student's learning problems, ability and commitment to inspire and motivate students to develop their full potential), determined by self-evaluations, and classroom observations;
- d. Result of students' evaluation;
- e. Commitment and care in the discharge of other teaching relate duties, such as examination matters, supervision of students in practica, etc.;
- f. Contribution to module development and design, including any evidence of the incorporation of scholarship and of relevant up-to-date knowledge and research findings in the field/discipline; and

g. Evidence of scholarly involvement in teaching issues and pedagogy activities leading to the improvement of the Study Program and or the University.

2. Research/Scholarship

- a. The quantity and quality of published research in refereed journals, books, chapters, monographs and papers at major conferences;
- b. Invitations to give keynote addresses and lectures at international conferences;
- c. Role undertaken in research projects;
- d. Prizes or awards for research;
- e. Patent(s) or registered innovation(s); and
- f. Number of research grants.

3. Community Service or other contributions to the Study Program, the University, the profession, and the community:

- a. Generating and managing initiatives which contribute to the development and reputation of the Study Program and University;
- b. Generating collaborative research or other academic activities with reputable overseas universities;
- c. Contribution to the community through community-based talks, seminars, and courses, and the provision of consultancies and specialist services to the public at large;
- d. Active and supportive participation to enhance the general well-being of the Study Program, such as through maintaining good relations with colleagues and students, showing care and concern for students' welfare, being supportive in institution-building activities; and
- e. Collaboration with any government agencies and professional organizations in terms of developing any policies, regulations, or development programs.

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

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

Promotion

Promotion is given to employees in recognition of exemplary job performance as well as a part of employee professional development and internal learning and teaching certification. Promotion will be awarded in accordance with the University's HR policy and academic promotion regulations under Higher Education Law in Indonesia.

All promotion processes must comply with the University Human Resources Department procedures, initiated by a recommendation from the Dean or Head of the Unit. The HR Department will conduct a review to ensure that promotion recommendations are in line with the University needs.

Contract Renewal

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

Termination

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

All termination processes must be communicated to all relevant parties, and must comply with the Provider Agency Human Resources Policy, University Statutes and Indonesian Labor Law.

Retirement Age

The retirement age for lecturers is based on their academic rank as below.

1. Lecturer (*Asistant Ahli*) &
Assistant Professor (*Lektor*); 60 Years
2. Associate Professor (*Lektor Kepala*); 65 Years
3. Professor (*Guru Besar*); 70 Years

Resignation

A Lecturer (full-time or part-time) who wishes to resign from the University must fulfill his/her workload assignment for the given semester and submit a written notice three (3) months prior to the end of the semester. The resignation letter must be acknowledged by the Dean and should be submitted to the HR Department. Lecturers may not resign in the middle of the semester without penalty.

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





CHAPTER 7:
PROFESSIONAL DEVELOPMENT

Seminars, Conferences, Courses, and Non-Degree Training

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

To be eligible, the full-time Lecturer should be in service and may not have submitted his/her notice of resignation or non-acceptance of contract renewal. The support scheme for professional development is a full support scheme funded by the University to enable Lecturers to upgrade their knowledge and/or skills. Its implementation is subject to budget availability. A qualified Lecturer may apply for financial support under this scheme.

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

Professional Development and Business Travel Regulations

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

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

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



CHAPTER 6:
LECTURERS' RIGHTS &
RESPONSIBILITIES

Duties and Tasks

1. Commitment to Teaching Responsibilities

- a. Conduct teaching duties and obligations conscientiously. This includes the planning and preparation of all courses, lectures, and tutorials according to the university guidelines, as well as conducting scheduled classes, providing complete information on course requirements, assignments, and projects, and grading fairly;
- b. Accord all students respect and appropriate rights as individuals. This involves providing mature professional advice, treating students with courtesy in class, keeping confidential personal information about students unless expected to share under other academic responsibilities and fairness in teaching individuals;
- c. Serve as role model and provide leadership in helping to shape the minds of the students. All Lecturers should strive to set a high standard in all their professional and personal dealings with students;
- d. Explore new and innovative methods of presenting content to and evaluating the performance of students. All Lecturers should strive to improve their effectiveness as a teacher by motivating students to aspire to academic excellence;
- e. Demonstrate accountability for their teaching and performance evaluations and the actions taken.

2. Commitment to academic integrity:

- a. Uphold the academic core values of learning: honesty, respect, fairness, and accountability;
- b. Promote the importance of personal and academic honesty;
- c. Embrace the belief that all learners - students, lecturers, staff and administrators - will produce their own work, and must give appropriate credit to the work of others;
- d. Refuse to participate in fabrication of sources, cheating or unauthorized collaboration in any work submitted within the System;
- e. Remain vigilant to any cheating, fabrication, falsification, forgery, plagiarism, or complicity in any ethical violation by others on any university assignment or exercise.

3. Engagement in Professional and Scholarly Activities

- a. Promote knowledge in the academic and pedagogic discipline through research, publication and presentation of papers at both local and international conferences and meetings;
- b. Keep updated with relevant and latest knowledge within academic field and/or discipline through familiarity with relevant journals, publications and participation in local, regional and/or international societies, meetings and conferences;

- c. Openness to others' opinions both within and outside of one's own discipline to promote a culture of intellectual openness and tolerance;
- d. Exercise and demonstrate respect for freedom of speech when writing and speaking professionally in external forums.
- e. Participation in and support of the development of the Study Program and University
- f. Collaborate with colleagues in the contribution of new curriculum, and participate in discussion at faculty meetings to provide strategies and solutions to strengthen the educational programs of the University.
- g. Give reasonable support to general university-wide activities and events particularly to new student orientation, graduation ceremony, etc.
- h. Contribute to Institution-wide committees
- i. Avoid wastage of funds and/or resources entrusted for use within each department
- j. Make every effort to avoid professional and personal behaviors which might cause embarrassment to the university

Academic Freedom

Every Lecturer is entitled to the freedom to independently or collaboratively carry out all educational activities; contribute to the development and advancement of science, technology, social science, arts, humanities and engineering; and conduct research and community service in accordance with the academic policies and best professional practices.

Academic freedom also covers the right to disseminate the results of research and community service through academic discourse in the form of lectures, seminars, symposia, discussions, and examinations held in the framework of teaching and learning activities.

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

Use of Copyrighted Materials

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

In general, the person (i.e. the author) who created the work is the owner of the copyright. In the case of other forms of copyrighted materials like sound recordings and films, the producer is the copyright owner. The owner of a copyrighted work has monopoly rights to reproduce, publish, perform, sell or broadcast the work. It is an infringement of such rights for any other person to do such acts without the consent of the copyright owner. Where a Lecturer makes copies of an entire or substantial portion of a book where it is intended for commercial use, not for the purpose of self-study or research, he/she would have infringed copyright. It is also an infringement to authorize others to infringe copyright. Taking a book to a photocopy shop and requesting a copy of the book intended for commercial use, not for the purpose of self-study or research, will also make the Lecturer liable for copyright infringement even though the shop does the actual photocopying.

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

1. An individual is deemed to have copied for the purpose of self-study or research and therefore not infringed copyright if:
 - a. only one article is copied in a periodical publication;
 - b. where a literary, dramatic or musical work is not less than 10 pages, one copies up to 10% of the number of pages in a published edition of the work or if the work is divided into chapters, up to ONLY one chapter.
2. In the case of literary, dramatic or musical works in electronic form, an individual is deemed to have copied for the purpose of self-study or research and therefore not infringe copyright if:
 - a. no more than 105 of the total number of bytes in that edition is copied; or

- b. where the work is divided into chapters, Lecturer copies more than 10% of the total number of bytes in that edition but this copying contains only whole or part of a single chapter.
3. The making of a copy of a computer program is not copyright infringement if the reproduction is made on behalf of the owner and the reproduction is for the purpose of being used as a back-up copy of the original computer program.
4. An individual may copy a film or recording of television or sound broadcast or cable programs provided that such a copy is made for private and domestic use. If the film or recording is seen or heard in public, it shall be deemed to be made NOT for private and domestic use.
5. For more detailed information regarding the use of copyrighted material by lecturers under the educational fair use provisions, please consult <https://www.copyright.gov/legislation/dmca.pdf>

Intellectual Property

SU promotes and encourages scholarly activities and creativity among its faculty, staff and students. The University supports this endeavor with release time, travel funds, and by making available its own facilities, equipment, personnel and information resources. The University also seeks specific support for creative activity from external sources, both public and private.

Academic tradition assigns ownership to the creators of academic, artistic or scholarly works or other intellectual property that results from research, teaching and writing or as part of the general activities expected of faculty and staff. Thus, the ownership of and rights to course lecture notes, syllabi, discussion and exam questions, class notes, books or articles, dissertation, theses, software programs, works of art, musical compositions, web pages, multimedia materials, unfunded research, or like material, whether in paper, electronic, or other format, belong to the creator of the material. Faculty and staff also retain control over reproduction of their works, derivative works, and dissemination, performance, or display to the profession, students or the public. Any economic benefits, real or potential, from such works belong to the creator.

Exceptions to the above include the following types of intellectual property. Ownership of these types of materials will reside with SU:

- Works created for hire: Works created as a specific requirement of employment or as an assigned institutional duty, where the University provides specific authorization or supervision for the work.

- Separately funded works: Intellectual property developed under a specifically funded research project. Ownership of and rights to separately funded works will be as specified in the grant or contract agreement.
- Works using extraordinary resources: Works using significant University resources other than those ordinarily available to most faculty and staff. Ordinarily available resources include office space; personal office equipment; office, classroom or lab computer workstations; library and other general-use information resources; network access to such resources; sabbatical leaves, internal travel and development grants.
- Development of courseware for distance learning: Courseware to be offered under the aegis of SU or an institutional partner that utilizes University resources for its development. In either case, the Dean of the Faculty, the Vice President for Academic Affairs and the creator will together determine ownership and negotiate a written agreement concerning the courseware.

Faculty, staff, and students are encouraged to participate in the larger community of scholars, presenting to professional organizations and societies, and sharing results of research, creative activities or “best practices” with colleagues both within and outside of the University.

Ownership of an individual's intellectual property does not cease upon the individual's leaving the University's employ. However, rights to use such intellectual property may be granted to the University at any time during or after employment.

The University requests that the creator of any intellectual property created at the University or by a University employee using University resources acknowledge the University's contribution to the work.

SU retains all rights to control the use of its name, logo and trademarks in association with any work, regardless of the ownership of the work.

Conduct and Discipline

CODE OF ETHICS

All Lecturers are required to observe the University Code of Ethics, which is developed by the University Senate's Standing Committee on Discipline and Ethics, and executed by Rector's decree.

OFFICIAL WORKING HOURS

The official opening hours of the University are as follows: Monday to Friday: 8.00 am to 5.00 pm (with a one-hour lunch break). All Lecturers, unless they are on leave, must report for duty and be available for consultation even though they do not have any lectures/ classes. They should keep the General Office of their Study Program informed as to where they may be contacted should they need to leave their place of work during office hours.

OFFICIAL DUTIES AND PRIVATE INTEREST

Lecturers are prohibited from:

- Directly or indirectly making use of any official information or their official position to further their private interests;
- Allowing another person or organization to use the name of the University or any component for their own benefit.

PRIVACY OF OFFICIAL DOCUMENTS AND INFORMATION

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

LECTURER-STUDENT RELATIONS AND INTERACTIONS

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

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

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

Lecturers are expected to interact with students by involving themselves in extra- and co-curricular activities. All lecturers should take part in campus life and serve as role models outside the classroom, as much as inside the classroom. These activities will be linked to lecturers' performance evaluation criteria.

ACCESS CARD

Full-Time Lecturers will be issued Access Cards shortly after assuming duty with the University. Access Cards are needed to gain entry into offices during and after the normal office hours if the office entrance is installed with a security system.

If the card is lost, lecturers should report personally to the HR Department for a replacement to be issued. A replacement fee of Rp.150.000 (a hundred and fifty thousand rupiahs) may be charged to the employee.

When employees leave the service of the University, they are to return their access card personally to the Human Resource before or on their last day of service. If they wish to keep the card as a souvenir, they should come personally to the HR Department for the card to be cancelled. They will be charged a replacement fee of Rp.150.000,00 (one hundred and fifty thousand rupiahs).

CLOTHING AND HAIR STYLES

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

DRESS CODE

The University has a designated uniform that is provided to all staff members. Specific policies regarding dress code may differ by unit or be updated by the leadership; all staff should consult their supervisor for the appropriate attire for the office, classroom, or University event.

SANCTIONS

Sanctions will be imposed upon Lecturers in the following circumstances:

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

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

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

The execution of the first written warning will be conducted by the Head of Study Program. The execution of the second written warning will be conducted by the Dean. If a Lecturer receives a second written warning, administrative sanctions according to the Human Resources Policy will apply.

The execution of any kind of sanction will be formalized by a decree from the relevant authorities. Violations of the University Code of Ethics outside the academic field are sanctioned according to the University Human Resources Policy and recommendation of the University Senate Committee on Discipline and Ethics.



CHAPTER 9:
GENERAL INFORMATION & BENEFITS

SALARY

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

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

BENEFITS

Full -time Lecturers will receive a daily lunch and a uniform, as well as other standard benefits as defined below:

HEALTH INSURANCE

All Full-time Lecturers will receive health insurance that covers the employee and all immediate family members in accordance with the Health Insurance policy and The Provider Agency regulations.

LIFE INSURANCE

All Full-time Lecturers with Indonesian citizenship are granted Life Insurance, Demise Insurance, Working Accident Protection Insurance, and Retirement Insurance provided by *BPJS Ketenagakerjaan*. Non-Indonesian Lecturers are provided with appropriate insurance coverage for their appointment status, and should confirm these benefits with HR.

TELECOMMUNICATION BENEFITS

The University provides a telecommunication allowance for all Indonesian Full-time lecturer.

CHILD TUITION FEE BENEFITS

For local employees, the University provides a waiver of 50% of tuition for up to 2 children who enroll in Sampoerna Academy. A waiver of 30% applies for a 3rd child and 15% for a 4th child and above.

For expatriates, the University fully covers the tuition for up to 2 children who enroll in Sampoerna Academy. A waiver of 50% applies for a 3rd child and 25% for a 4th child and above.

FORMALITIES BENEFITS (ELIGIBLE ONLY FOR EXPATRIATES)

The University covers all costs associated with obtaining work permits for employees and obtaining immigration authorization for their families (a spouse and up to 2 children).

LEAVE BENEFITS

General policies

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

Annual leave

Full-time Lecturers shall be eligible for 12-20 (twelve - twenty) working days of paid annual leave in a calendar year based on the employee grade, with prior approval of the Direct Supervisor or the Head of the Department at least 7 (seven) calendar days before the leave date. Eligible paid annual leave is accumulated on a month-by-month basis. Annual leave must be taken during the University vacations. In exceptional circumstances leave may be taken during the semester with the prior approval of the Head of Study Program or the Dean. As a general rule, only Lecturers with formal teaching duties outside term time may take annual leave during term time.

Annual leave which is not utilized in the year of entitlement may be carried forward to the next calendar year only until the end of June. Annual leave which is not utilized before this cut-off day will be lost. Annual leave carried forward from one calendar year to the next shall not be utilized during the period of notice of resignation. Such annual leave will lapse at the commencement of the notice period.

Medical leave

A Full-time Lecturer shall be granted medical leave on full- pay according to the period prescribed in the medical certificate or doctor's or hospital's advice. When a Lecturer has been granted medical leave by the HR Department, the Lecturer must inform the Head of Study Program as soon as possible, preferably within 24 hours, or the Lecturer shall be deemed to be absent from work without permission. The Lecturer must forward any medical certificate to the HR Department through the Head of Study Program immediately upon resumption of duty after the medical leave.

If a full-time lecturer unable to work for a considerable period of time due to illness or an accident according to a doctor's or hospital's advice, then the Lecturer is entitled to medical leave accordance with The Provider Agency regulations.

Maternity leave

A married female Lecturer may be granted 3 (three) calendar months of full-pay maternity leave, counted from the initial date of maternity leave taken.

Compassionate leave

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

Compensation leave

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

Study leave

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

Unpaid leave

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

CAMPUS ENVIRONMENT

The University is committed to provide and maintain a green and healthy environment, as well as sufficient appropriate working space to support the employees' productivity. All staff is encouraged to contribute to keeping the cleanliness and tidiness of the campus environment.

HEALTH AND SAFETY

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

PARKING SERVICES

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

FACILITIES USAGE

LIBRARY AND LEARNING RESOURCES

In order to provide all types of learning resources, the University provides the Library and Learning Resources Center for all Lecturers and student to enhance the SU academic quality. The Library is situated on the 6th floor of the L'Avenue Tower building, and offers a variety of services and facilities. The Library provides access to academic databases covering e-books, e-journals, online cases, financial data, etc., through the Library's Portal at sampoernauniversity.library.ac.id that is accessible both on and off campus.

The Library has networked computers, group study rooms and silent study areas facilitated with wireless access throughout the campus, as well as iPads available to borrow.

Library hours:

- Monday to Friday: 8:00 AM – 9:00 PM
- Saturday: 9:00 AM – 5:00 PM

All lecturers should take responsibility to work with their deans or unit heads to provide the library with information about required and recommended course materials. Lecturers for all subjects should afford students with structured class time to utilize library resources to support the learning process.

COMPUTER AND INTERNET USAGE

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

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

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

It is strictly prohibited to use University Internet facilities to deliberately propagate any virus, worm, "Trojan Horse," or other malicious program code, as well as to propagate any form of political or propaganda activity. Lecturers should schedule communications-intensive operations in advance with the IT Department, such as large file transfers, video and audio streaming or downloads, mass emails, etc. to avoid overloading the University network.

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

E-MAIL USAGE

All full time Lecturers are provided with an official University email account to be used as an official communication tool, to support their professional responsibilities in teaching, research, and community services. They are responsible for using the official email account with professional integrity, and any misuse or misappropriation of the official email account will be subject to disciplinary actions as set out in the University Code of Ethics.

APPENDIX 1: DEFINITIONS

21C L&T	21 Century Learning and Teaching
ACADIS	Academic Information System of the Registrar
Access Card	is a card provided to Lecturers that will register his/her attendance as well as providing access to rooms within the University
Award	is any form of action or reward in the form of material or immaterial acknowledgement
CETL	Center for Excellence in Teaching and Learning, a unit supporting faculty development
Code of Ethics	is an SU policy defining the values and standards of behavior, as well as disciplinary measures
Credentials Assessment Committee	is an SU-wide Committee established by the Rector to review the academic credentials of the lecturers and suitability to teach the related subjects and courses
Curriculum	is a series of plans and preparations containing the content and material for teaching and learning, and method of delivering and assessing the result, and in organizing the teaching and learning activities.
Dean	is an academic staff member charged with leading a faculty (department) and fulfilling the policy directions and decisions of the Rector.
Dirjen DIKTI	is the Director General of the Higher Education regulatory body of the Ministry of Research, Technology and Higher Education of the Republic of Indonesia.
Disciplinary Committee	is a Standing Committee charged with Investigating disciplinary matters and making recommendations to the Rector on sanctions
Entrepreneurship	is a core University value embedded in the curriculum, co-curricular and extra-curricular activities
EWMP	(Ekuivalensi Waktu Mengajar Penuh) is the Full Time Teaching Equivalent (FTE)

Gen Ed	the core of the SU curriculum, comprising 36 credits of coursework from five areas: Communication, Humanities, Maths, Natural Science, and Social Science
HR Policy	is a policy issued by the Human Resources Department
Human Resources Department /HR Department	is a centralized unit that handles human resources matters
KOPERTIS	(Koordinator Perguruan Tinggi Swasta) is a unit that monitors private universities under the Ministry of Research, Technology and Higher Education
Leadership	is a core University value embedded in the curriculum, co-curricular and extra-curricular activities; may also refer to the senior University officers
Lecturer	a professional educator in higher education with the main task of transforming, developing and sharing knowledge through teaching, research and service to the community.
NIDN	(Nomor Induk Dosen Nasional) is a National Registration Number issued by Dirjen DIKTI for full time Lecturers
NUPN	(Nomor Urut Pengajar Nasional) is a National Registration Number issued by Dirjen DIKTI for part time Lecturers
PDPT	(Pangkalan Data Pendidikan Tinggi) is the Higher Education Data Base managed by Dirjen DIKTI
Provider Agency	is the Putera Sampoerna Foundation
Putera Sampoerna Foundation	is the founder of Universitas Siswa Bangsa Internasional, now named the Sampoerna University, a foundation duly established and subject to the laws of republic of Indonesia, evidenced by a Deed of Establishment of the Foundation No. 1 dated March 01, 2001 made before Aulia Taufani, S.H., Notary in Jakarta, announced in the State Gazette dated August 10, 2001 Number 64, Supplement to the State Gazette Number 161.
Rector	is the Leader of Sampoerna University

Sanctions	all forms of disciplinary measures imposed to University staff and students who violate the applicable regulations
SKS	(<i>Satuan Kredit Semester</i>) refers to credit unit points
SerDos	(<i>Sertifikasi Dosen</i>) is the Lecturer Certification conducted annually by Dirjen DIKTI
SPANTRAN	Is an independent evaluation service, specializing in degree, credential and academic evaluations of academics and students who have obtained their credentials internationally.
Student	is any student enrolled and registered in a study program at Sampoerna University.
Student Activities	refers to University-organized activities of students that support the academic, professional, and/or personal development of the students.
SU Campus	is the campus of Sampoerna University located in Pancoran, Jakarta.
<i>Tri Dharma</i>	is the principle that defines the commitment of university educators to pursue learning and teaching, research and community service.
Uniform	is the standard professional attire set by the Provider Agency
University	is Sampoerna University, established by the Putera Sampoerna Foundation by virtue of the Decree of the Minister of Education and Culture of the Republic of Indonesia No 66/E/O/2013 dated March 15, 2013
University Annual Plan	is the yearly operational/business plan derived from the university strategy, including individual units' activities planning
University Executive	is the Rector and Vice Rectors as a collective decision-making body

APPENDIX 2: STUDENT FEEDBACK FORM

At Sampoerna University, at the end of each course, you are requested to take the Course Evaluation Tool (CET). This is your opportunity to have your voice heard.

Why students need to give feedback?

- To monitor and make improvements, Sampoerna University needs feedback on student experiences.
- We're committed to providing students with an outstanding learning and teaching experience, programmes of study that are challenging and of international standard, and opportunities and support to achieve your academic and personal potential.
- To ensure we continue to meet these commitments, we need to know how well we are doing and what you'd like to see done better.
- Student feedback is an important part of this process. Your feedback also provides us with ideas to make further improvements in what we do for you.

What happens after I submit my evaluation?

Student feedback received through CET is carefully analysed and considered by lecturers on your course, as well as by other University staff.

CET results are used in the following ways at Sampoerna University:

- To help an individual lecturer reflect on their teaching.
- To inform feedback to students at the conclusion of a course.
- To assist Program Heads to identify any issues with a course.
- To inform discussions on the quality of courses and teaching in the University.
- To report back to the University community on quality assurance of courses and teaching.
- As part of academic career portfolios for Academic Performance Review or promotions or continuations application.
- As part of formal course review. A course review prompts lecturer to reflect on all aspects of course structure, content, delivery and assessment, examining what went well and what changes are required. It also provides the opportunity to re-assess the appropriateness of learning outcomes, review feedback from any evaluations conducted that semester, and discuss plans for the course. The completed course review accompanied by the course outline issued to students, copies of tests, assignments and exams, mark sheets, and course evaluations (if applicable) forms a useful package of information about the course that is held by Academic Heads.

Closing the loop

Lecturers are encouraged to report back to the class on evaluation results, and what they might do in response to student feedback. This will usually be done through email, and through a briefing to next year's class about what changes have been made.

This is an example of feedback to a class through an announcement through email.

Dear students,

I have gone through the results and comments for the course survey that you completed...

...For next year, we will be making changes to address these concerns.

For example, the number of tasks in the lab will be reduced and we will try splitting the lab into two 1-hr sessions per week instead of one 2-hr session per week (assuming it can be done from lab availability and timetabling aspects...).

We will also have more lab TAs in the week when the lab is due.

Thanks again for your useful feedback.

Regards, Lecturer X

Make sure your feedback is constructive and effective

As a student, you will know when you have received helpful feedback, and when you have gotten feedback that doesn't really give you the information you need in order to improve or reflect on your work. Giving effective and constructive feedback is a skill that you can develop further by sharing your views through course and teaching evaluations and surveys.

Here are some ways you can give effective feedback:

- be specific and realistic
- focus on the learning and teaching issue, not the person
- suggest solutions
- keep it relevant

Instructors welcome critical, constructive feedback, but using improper language or including personal comments about an individual is highly inappropriate and will undermine your feedback.

CET evaluations are confidential, and the identity of individuals will never be revealed in normal reporting processes. However, the University has a commitment to ensure all members of its community are treated with dignity and respect.

CET FAQs for students

What does CET stand for?

Course Evaluation Tool.

Do I have to complete evaluations?

Yes. The completion of evaluations is voluntary. However, feedback from students is really important to enable us to improve courses and teaching, so please consider spending a few minutes to help enhance the learning experience at the University.

How many evaluations will I need to complete?

You will receive a CET evaluation request for each taught course you are in enrolled in, each semester. The CET evaluation will include questions about the course and about your lecturer.

How do I know I have an evaluation to complete?

You will receive an email with a list of evaluations due for completion. The email will have a link through to the CET system. If you do not receive the notification and reminder emails, please contact Academic Registry and/or Lecturers and ask them for the email links. Your instructors may make an announcement in class when evaluations open.

How is my feedback kept confidential?

Responses of individual students remain confidential. Student ID numbers and/or names will never be identified in reporting.

What if I read the scale wrong and submit the wrong ratings on my CET evaluation?

Unfortunately, once the evaluation has been submitted your response may not be changed. Please ensure that you check your evaluation carefully before submission.

Contact

In the first instance please contact please contact Academic Registry and/or Lecturers with any questions about CET evaluations for your courses.

Sampoerna University course and teaching evaluations are managed by the Centre Of Excellence in Teaching and Learning. Any further queries may be directed to the Evaluation Coordinator, cetl@sampoernauniversity.ac.id

A. COURSE SYLLABUS AND CONTENT

I had access to the syllabus at the beginning of the course

Course structure and the learning outcomes were clearly explained to me at the beginning of the course

I had access to relevant course materials at the beginning of the course (i.e. eBook, notes, required readings, etc.)

I find the course intellectually challenging and stimulating

B. TEACHING AND LEARNING PRACTICES

The lecturer understood the needs and the challenges of the students

The lecturer understood the needs and the challenges of the students

The lecturer used varied strategies to teach the course (e.g. lecturing, group work, discussions, thought experiment, case studies, hands on activities, etc.)

The lecturer made an attempt to make real world connections/applications with the topics being taught

The lecturer spoke clearly and with varied voice levels (not monotone) in communicating the lessons

The lecturer was dynamic and enthusiastic in his/her delivery of instruction of the topics being taught

The lecturer was able to engage all students in the class using the various teaching strategies

The lecturer provided clear instructions to the concepts being taught

The lecturer encouraged and facilitated student participation through activities, questions and discussions.

Students were encouraged to express their own ideas and/or question the instructor

The lecturer helped me develop Higher Order Thinking Skills (e.g. *Critical Thinking, Problem Solving, Creativity, Emotional Quotient, etc.*) through this course

The lecturer encouraged and motivated all the students to take initiative for their own learning

The lecturer used Information and Communication Technology (ICT) effectively to enhance the lesson

C. ASSESSMENTS AND FEEDBACK

The lecturer gave good and timely feedback to my submitted assignments

The lecturer made it easy for me to contact him/her to ask for help if I needed help with the assignments

The lecturer informed students his/her hours for consultation at the start of the semester

Assignment tasks and requirements (*rubrics*) were clearly explained to me throughout the course

The lecturer consistently conducted (*formative/on-going*) assessments to check if we understood the contents being taught

They were sufficient number of assignments and test/exams

The evaluation method was fair and appropriate

D. PROFESSIONALISM

The lecturer was on time for all the classes

I was made known in advance (2 days) if classes were rescheduled

The lecturer showed care and concern for the students

The lecturer communicated warmth and respect to the students

The lecturer took interest in students' progress

The lecturer is knowledgeable on the subject matter

On a scale of 1 - 10, the overall quality of this course is

On a scale of 1 - 10, The overall effectiveness of the lecturer is

On a scale of 1 - 10, My mastery of the concepts and skills in this course

On a scale of 1 - 10, I enjoyed the course

What did you like most about the course?

What did you like least about the course?

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

Additional Comments


APPENDIX 3: SAMPOERNA UNIVERSITY LEADERSHIP


POSITION	NAME	CREDENTIAL
President of SU	Dr. Marshall Schott	Ph.D., History, Louisiana State University, USA
Rector of SU	Drs. Wahdi Salasi April Yudhi	Ph.D., Business and Management, LaTrobe University, Australia
Vice Rector for Academic and Student Affairs	Dr. Soepriyatna	Ph.D., English Applied Linguistics, from Universitas Katolik Indonesia Atma Jaya, Indonesia
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