



RECTOR OF STATE UNIVERSITY OF SURABAYA

RECTOR'S REGULATION OF STATE UNIVERSITY OF SURABAYA
NUMBER 1 YEAR 2025

ABOUT

ORGANIZATION AND WORK PROCEDURES OF ELEMENTS UNDER THE RECTOR
SURABAYA STATE UNIVERSITY

BY THE GRACE OF GOD ALMIGHTY

RECTOR OF STATE UNIVERSITY OF SURABAYA,

Weigh : that in order to implement the provisions of Article 44 paragraph (5), Article 47 paragraph (7), Article 48 paragraph (3), Article 49, Art 50 paragraph (6), Article 51 paragraph (3), Article 52 paragraph (2), Article 53 paragraph (2), Article 54 paragraph (2), Article 55 paragraph (2), Article 56 paragraph (2), Article 57 paragraph (2), Article 58 Regulations Government Regulation Number 37 of 2022 concerning Higher Education State University Legal Entity State University Surabaya, needs to establish a Chancellor's Regulation Surabaya State University on Organization and Work Procedures of Elements Under the Chancellor of a State University Surabaya;

Remember : 1. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia) Indonesia 2012 Number 158, Supplement State Gazette of the Republic of Indonesia Number 5336);

- 2. Government Regulation Number 4 of 2014
on the Implementation of Higher Education and
Management of Higher Education (State Gazette)
Republic of Indonesia 2014 Number 16,
Supplement to the State Gazette of the Republic of Indonesia
Number 5500);
- 3. Government Regulation Number 37 of 2022
about State Universities as Legal Entities
Surabaya State University (State Gazette)
Republic of Indonesia 2022 Number 198,
Supplement to the State Gazette of the Republic of Indonesia
Number 6825);
- 4. Decision of the Chairman of the Board of Trustees Number
001/SK/MWA/KP/2022 concerning Appointment
Rector of Surabaya State University for the Year Period
2022-2027.

DECIDE :

Set : RECTOR'S REGULATION OF STATE UNIVERSITY
SURABAYA ABOUT ORGANIZATION AND WORK PROCEDURES
ELEMENTS UNDER THE RECTOR OF STATE UNIVERSITY
SURABAYA.

PIG

GENERAL REQUIREMENTS

article 1

In this Chancellor's Regulation, the following terms are defined as:

- 1. Surabaya State University which is next
called UNESA is a state university
legal entity of Surabaya State University.
- 2. The Chancellor is the leader of UNESA
organize and manage UNESA.

3. The next Faculty Academic Senate

abbreviated as SAF, is a Faculty organ tasked with providing consideration and supervision in preparation, determination and implementation academic policies in the Faculty.

Article 2

Organization and work procedures of elements under the Chancellor compiled based on the principles:

- a. effective;
- b. efficient;
- c. flexibility;
- d. structured; and
- e. proportional.

CHAPTER II

ORGANIZATIONS UNDER THE RECTOR

Part One

General

Article 3

(1) The organization under the Chancellor consists of the following elements:

- a. leadership;
- b. academic implementers;
- c. academic and non-academic support;
- d. quality assurance implementer;
- e. developers and implementers of strategic tasks;
- f. administrative executor;
- g. internal supervisory implementer;
- h. business managers; and

i. other necessary elements.

(2) The Chancellor and Vice Chancellor are elements
UNESA leadership.

(3) Organizations under the Chancellor as referred to
in paragraph (1) can coordinate in
implementation of tasks, functions and work programs.

Part Two

Organizational Structure

Article 4

The organization of the Chancellor's elements as referred to in
Article 3 paragraph (1), consists of:

- a. Chancellor;
- b. Vice Chancellor;
- c. Faculty;
- d. Postgraduate School;
- e. Institutions;
- f. Body;
- g. Campuses Outside the Main Campus;
- h. Directorate;
- i. Technical Implementation Unit; and
- j. Other elements required.

CHAPTER III

RECTOR

Article 5

(1) The Chancellor as referred to in Article 4 letter
a has duties and authority in accordance with
provisions of laws and regulations that

regulates state universities
UNESA law.

- (2) In carrying out UNESA's management functions,
The Chancellor may be assisted by expert staff and special staff.
- (3) Appointment and duties of expert staff and special staff
as referred to in paragraph (1) is determined
by the Chancellor.

CHAPTER IV

VICE RECTOR

Article 6

- (1) The Vice Chancellor as referred to in Article 4
letter a number 2 is below and
responsible to the Chancellor.
- (2) The Vice Chancellor as referred to in paragraph (1)
consists of:
 - a. Vice Chancellor for Field I;
 - b. Vice Chancellor for Field II;
 - c. Vice Chancellor for Field III; and
 - d. Vice Chancellor for Field IV.

Article 7

- (1) The Deputy Chancellor for Field I as referred to in Article 6
paragraph (2) letter a is positioned as a leadership element
that assists the Chancellor.
in leading the implementation of the program
the Chancellor's duties in the field of educational affairs,
student affairs, and alumni.
- (2) Deputy Chancellor for Field I as referred to in
paragraph (1), has the following duties and responsibilities:
 - a. prepare strategic plans in the field of affairs
education, student affairs, and alumni according to
the Chancellor's work program and strategic policies;

- b. formulating and drafting policies in the field of education, student affairs, and alumni for work program achievements and the Chancellor's strategic policies;
- c. directing And coordinate implementation of programs and activities in the field education, student affairs, and alumni for work program achievements and the Chancellor's strategic policies;
- d. evaluate the implementation of programs in the field of education, student affairs, and alumni for work program achievements and the Chancellor's strategic policies; and
- e. compiling the Chancellor's annual report in the field of education, student affairs, and alumni.

Article 8

- (1) The Deputy Chancellor for Field II as referred to in Article 6 paragraph (2) letter b has the position of as a leadership element that assists the Chancellor in leading the implementation of the program the Chancellor's duties in the field of financial affairs, resources human resources, assets, law, administration, bureaucratic reform, and strategic issues.
- (2) Deputy Chancellor for Field II as referred to in paragraph (1) has duties and responsibilities:
 - a. prepare strategic plans in the field of affairs finance, human resources, assets, law, governance, bureaucratic reform, and issues strategic in accordance with work programs and policies strategic Chancellor;
 - b. formulating and drafting policies in the field of financial affairs, human resources human, assets, law, governance, bureaucratic reform, and strategic issues for

achievement of work programs and policies

strategic Chancellor;

c. directing And coordinate
implementation of programs and activities in the field
financial affairs, resources
human, assets, law, governance,
bureaucratic reform, and strategic issues for
achievement of work programs and policies
strategic Chancellor;

- d. evaluate the implementation of programs in the areas of financial affairs, human resources, assets, law, administration, bureaucratic reform, and strategic issues for program achievement the Chancellor's strategic work and policies; and
- e. compiling the Chancellor's annual report in the field of financial affairs, human resources, assets, law, administration, bureaucratic reform, and strategic issues.

Article 9

(1) Vice Chancellor for Field III as referred to in Article 6 paragraph (2) letter c is located as a leadership element that assists the Chancellor in leading the implementation of the program

The Chancellor's duties in the field of research, community service, centers of excellence, innovation, ranking, *eco campus*, and publication scientific.

(2) Deputy Chancellor for Field III as referred to in paragraph (1) has the following duties and responsibilities:

- a. prepare strategic plans in the field of affairs research, community service, center of excellence, innovation, ranking, *eco campus*, and scientific publications according to the program the Chancellor's strategic work and policies;

- b. formulating and drafting policies in the field
research affairs, community service
public, center of excellence, innovation,
ranking, *eco campus*, and publications
scientific for the achievement of work programs and
the Chancellor's strategic policies;
- c. directing And coordinate
implementation of programs and activities in the field
research affairs, community service
community, centers of excellence, innovation,
rankings, *eco campus*, and publications
scientific for the achievement of work programs and
the Chancellor's strategic policies;
- d. evaluate the implementation of programs in the field
research affairs, community service
public, center of excellence, innovation,
ranking, *eco campus*, and scientific publications for the
achievement of work programs and
the Chancellor's strategic policies; and
- e. compiling the Chancellor's annual report in the field of
research, community service,
center of excellence, innovation, ranking, *eco
campus*, and scientific publications.

Article 10

- (1) The Vice Chancellor for Field IV as referred to
in Article 6 paragraph (2) letter d is located
as a leadership element that assists the Chancellor
in leading the implementation of the program
the Chancellor's duties in the field of planning affairs,
development, cooperation, international affairs,
information and communication technology, public
relations, *branding*, *marketing*, and media.
- (2) In carrying out the duties as referred to
in paragraph (1), the Vice Chancellor for Field IV is responsible
answer in:

- a. prepare strategic plans in the field of affairs
planning, development, cooperation, international
affairs, information technology
and communication, public relations, branding,
marketing, and media according to the work program and
the Chancellor's strategic policies;
- b. formulating and drafting policies in the field
planning, development, work matters
same, international affairs, information technology
and communication, public relations, branding,
marketing, and media for achievement
the Chancellor's work program and strategic policies;
- c. directing And coordinate
implementation of programs and activities in the field
planning, development, work matters
same, international affairs, information technology
and communications, public relations, branding,
marketing, and media to achieve the Chancellor's work
programs and strategic policies;
- d. evaluate the implementation of programs in the field
planning, development, work matters
same, international affairs, information technology
and communication, public relations, branding,
marketing, and media for achievement
the Chancellor's work program and strategic policies;
And
- e. compiling the Chancellor's annual report in the field of
planning, development, work matters
same, international affairs, information technology
and communication, public relations, branding,
marketing, and media.

CHAPTER V

FACULTY

Article 11

The faculty has the task of organizing and managing academic education in one cluster discipline of science and technology.

Article 12

The Faculty Organization consists of:

- a. Dean;
- b. Vice Dean;
- c. SAF;
- d. Study Program Coordinator;
- e. Laboratory/workshop/studio; and
- f. Faculty Office.

Article 13

- (1) The Dean as referred to in Article 12 letter a has the task of leading and carry out Faculty management.
- (2) The Dean as referred to in paragraph (1) is located under and responsible to the Chancellor and Vice Chancellor.

Article 14

In carrying out the duties as referred to in Article 12 paragraph (1), the Dean organizes function:

- a. determination of work programs and annual budgets Faculty;
- b. determination of implementation policies and management of academic education at the Faculty level;
- c. implementation and management of implementation work programs in the fields of education, student affairs, and alumni at the faculty level;

- d. organization and management of implementation
work programs in the fields of finance, resources, and
business at the faculty level;
- e. implementation and management of implementation
work program in the field of research and community service
to society, innovation, ranking, and
scientific publications at the faculty level;
- f. implementation and management of implementation
program Work field planning,
development, cooperation, information and communication
technology, public relations, and branding at the level
faculty;
- g. provision of academic administration services
and general administration of the Faculty;
- h. organizing coaching and development
Student potential;
- i. development and coaching of resources
Faculty of Humans;
- j. Faculty budget management;
- k. implementation of academic norms,
academic regulations and code of ethics for the academic community
academics at the Faculty;
- l. implementation and fulfillment of quality standards at
Faculty;
- m. implementation evaluation and control of the
implementation of internal quality standards at the Faculty;
- n. implementation policy standard quality
implementation of the Tri Dharma of Higher Education
Faculty;
- o. implementation of cooperation, relations with
alumni, and the Faculty level community; and
- p. preparation of the Faculty's annual report.

Article 15

- (1) The Deputy Dean as referred to in Article
12 letter b is below and is responsible
to the Dean.

- (2) The Deputy Dean as referred to in paragraph (1) consists of:
 - a. Deputy Dean I;
 - b. Deputy Dean II;

Article 16

- (1) Deputy Dean I as referred to in Article 15 paragraph (2) letter a has the task of helping Dean in leading the implementation of the field education, student affairs, alumni, research, community service, centers of excellence, innovation, ranking, *eco campus*, and publication Faculty of Science.
- (2) In carrying out the duties as referred to in paragraph (1) Deputy Dean I organizes function:
 - a. implementation of coordination of learning, research and community service programs, student affairs, and alumni innovation, rankings, and publications scientific Faculty;
 - b. implementation of program activity evaluation learning, research, and community service to the community, students, and alumni, innovation, rankings, and publications scientific Faculty;
 - c. monitoring of learning activities, research, and service to the community, student affairs and alumni, innovation, ranking, as well as scientific publications of the Faculty;
 - d. coordinate the implementation of quality standards internal to the Faculty;
 - e. management of learning activity data, research and community service, student affairs and alumni, innovation,

ranking, as well as scientific publications of the Faculty;
And

- f. preparation of materials for compiling annual reports
implementation of learning, research, and
devotion to public,
student affairs and alumni, innovation,
ranking, as well as scientific publications of the Faculty.

Article 17

- (1) Deputy Dean II as intended in Article 15 paragraph (2) letter b
has the task of assisting
The Dean in leading the implementation of activities in
finance, human resources, assets,
law, administration, bureaucratic reform, issues
strategic, planning, development, cooperation,
international affairs, information technology and
communication, public relations, branding, marketing, and
media.
- (2) In carrying out the duties as referred to
in paragraph (1) Deputy Dean II organizes
function:
 - a. implementation management planning,
finance, human resources, assets, work
same, information and communication technology,
development, public relations, and branding, marketing,
and media of the Faculty;
 - b. implementation of planning program coordination,
finance, human resources, assets, work
same, information and communication technology,
Faculty development, public relations, and branding;
 - c. implementation And management
financial accountability;
 - d. implementation and management of resource data
human resources and Faculty assets;
 - e. monitoring implementation management
planning, finance, human resources,

assets, cooperation, information technology and communication, development, public relations, and Faculty branding;

- f. implementation of planning program evaluation, finance, human resources, assets, work same, information and communication technology, development, public relations, and branding; and
- g. preparation of materials for compiling annual reports planning, finance, resources human resources, assets, cooperation, information and communication technology, development, public relations, and Faculty branding, marketing, and media.

Article 18

- (1) SAF as referred to in Article 12 letter c has the task of providing consideration and supervision in the preparation, determination and implementation of academic policies in the Faculty.
- (2) In carrying out the duties as referred to in paragraph (1), SAF carries out the following functions:
 - a. providing consideration in the preparation and determination of academic policies at the Faculty;
 - b. providing consideration and input in preparation of Faculty development plans;
 - c. providing considerations and input in proposing promotions and positions for lecturers in the Faculty;
 - d. supervision of policy implementation academics in the Faculty; and
 - e. providing recommendations regarding the provision of awards and sanctions imposed on Faculty academic community.

Article 19

- (1) SAF as referred to in Article 18 responsible to the Chancellor.

- (2) The composition of SAF membership consists of:
- a. SAF Chairman and member;
 - b. The SAF Secretary is also a member; and
 - c. SAF members.

Article 20

- (1) The Chairperson of the SAF as referred to in Article 19 paragraph (2) letter a has duties;
- a. lead the SAF meeting and conclude the results meetings for SAF decision making;
 - b. represents the SAF in the implementation of its duties and SAF function;
 - c. determine the SAF work plan according to the meeting results SAF;
 - d. coordinate, monitor and evaluate implementation of activity plans and work programs SAF; and
 - e. submitting the SAF annual performance report.
- (2) The SAF Secretary referred to in Article 19 paragraph (2) letter b has the task of assisting the SAF chairman In carrying out duties.

Article 21

- (1) Study Program Coordinator as referred to in Article 12 letter d is below and responsible to the Dean and Vice Dean.
- (2) Study Program Coordinator as referred to in paragraph (1) letter c has the following duties:
- a. prepare work plans and programs Studies;
 - b. coordinate, organize, and develop curriculum and learning tools according to Study program;
 - c. organize learning activities according to Study program;

- d. coordinate the implementation of lecturer duties according to the appropriate course family Study program;
- e. evaluate academic activities in the Program Study; and
- f. implementing internal quality standards of the Program Studies.

Article 22

The laboratory/workshop/studio as referred to in Article 12 letter e is led by a Head who is under and responsible to the Dean and Vice Dean

Article 23

- (1) Laboratory/workshop/studio as referred to in Article 22 has the task of supporting the implementation of education, research and community service in the environment Faculty.
- (2) In carrying out the duties as referred to paragraph (1), laboratory/workshop/studio perform functions:
- a. preparation of work plans and programs laboratory/workshop/studio;
 - b. facilitating the implementation of research, innovation, and learning through laboratory/workshop/studio according to his field;
 - c. implementation of human resource coordination in the laboratory/workshop/studio according to his field;
 - d. implementation of coordination and evaluation implementation of human resource tasks on laboratory/workshop/studio according to his field;

- e. use of laboratory equipment and materials/
workshop/studio;
- f. implementation of laboratory activities and programs
/workshop/studio;
- g. preparation and development of standards
laboratory/workshop operational procedures
/studio;
- h. implementation of laboratory quality standards/
workshop/studio; and
- i. maintenance means And infrastructure
laboratory/workshop/studio.

Article 24

- (1) Faculty Office as referred to in Article
12 letter f is led by the Head of Office.
- (2) The Head of Office as referred to in paragraph (1)
is under and responsible to
Dean and Vice Dean.

Article 25

Faculty Office as referred to in Article
12 letters f have the task of carrying out services
academic administration, student affairs and alumni,
planning, finance, personnel, administration,
administration, management of UNESA's assets,
and reporting within the Faculty environment.

Article 26

In carrying out the duties as referred to
in Article 24, the Faculty Office organizes
function:

- a. implementation of matters relating to the preparation of plans, programs,
and Faculty budget;
- b. implementation of educational administration services,
research and community service
Faculty;

- c. implementation of student administration services and alumni at the Faculty;
- d. implementation of financial administration affairs in faculty environment;
- e. implementation of administrative affairs and staffing at the Faculty;
- f. implementation of affairs administration, household and property management UNESA at the Faculty;
- g. implementation of data management administration and Faculty information; and
- h. implementation of Faculty evaluation and reporting.

Article 27

The Faculty Office consists of:

- a. Section I; and
- b. Section II.

Article 28

- (1) Section I as referred to in Article 27 letter a has the task of carrying out affairs learning, research, and administration services community service and services Faculty students and alumni.
- (2) Section I as referred to in paragraph (1) led by the Head of Section.

Article 29

- (1) Section II as referred to in Article 27 letter b has the task of carrying out affairs planning, financial administration services, resources, general, cooperation, and technology Faculty communication and information.
- (2) Section II as referred to in paragraph (1) led by the Head of Section.

CHAPTER VI
GRADUATE SCHOOL

Article 30

- (1) Postgraduate School as referred to in Article 4 the letter d is below and responsible to the Chancellor and Vice Chancellor.
- (2) Postgraduate School as referred to in paragraph (1) has the following duties:
 - a. organize master's and doctoral programs for scientific fields multidisciplinary, interdisciplinary, and transdisciplinary.
 - b. organize education program professional education; and
 - c. coordinate master's program education and doctoral programs in the field of science monodisciplinary.

Article 31

- Postgraduate School as referred to in Article 30 consists of:
- a. Director;
 - b. Deputy Director;
 - c. Study Program Coordinator; and
 - d. Postgraduate School Office.

Article 32

- (1) The Director as referred to in Article 31 letter a has the task of leading and carry out the management of the Postgraduate School.
- (2) The Director as referred to in paragraph (1) is under and responsible to Chancellor and Vice Chancellor.

Article 33

In carrying out the duties as referred to

in 32 paragraph (1), the Director carries out the following functions:

- a. determination of work programs and annual budgets
Graduate School;
- b. determination of implementation policies and
management education level School
Postgraduate;
- c. implementation and management of implementation
work programs in the fields of education, student affairs,
and alumni at the Postgraduate School level;
- d. organization and management of implementation
work programs in the fields of finance, resources, and
business at the Graduate School level;
- e. implementation and management of implementation
work program in the field of research and community service
to the community, innovation, ranking, and scientific
publication at the Graduate School level;
- f. implementation and management of implementation
work program in the field of planning, development,
cooperation, information and communication technology,
public relations and branding at school level
Postgraduate;
- g. provision of academic administration services
and general administration of the Graduate School;
- h. organizing coaching and development
potential of postgraduate students in
Graduate School;
- i. management of the Postgraduate School budget;
- j. implementation of academic norms,
academic regulations and code of ethics for the academic community
academics at the Graduate School;
- k. implementation and fulfillment of quality standards in
Graduate School;
- l. implementation evaluation and control
implementation of internal quality standards at schools
Postgraduate;

- m. implementation policy standard quality
implementation of the Tri Dharma of Higher Education
Graduate School;
- n. implementation of cooperation, relations with alumni,
and the Postgraduate School level community; and
- o. compilation report annual School
Postgraduate.

Article 34

- (1) The Deputy Director as referred to in Article 31 letter b is
under and responsible to
to the Director.
- (2) Deputy Director as referred to in paragraph (1)
consists of:
 - a. Deputy Director I; and
 - b. Deputy Director II.

Article 35

- (1) Deputy Director I as referred to in
Article 34 paragraph (2) letter a has duties
assist the Director in leading the implementation
education, student affairs, alumni,
research, community service, center
excellence, innovation, ranking, eco campus, and
Graduate School scientific publications.
- (2) In carrying out the duties as referred to
in paragraph (1) Deputy Director I organizes
function:
 - a. implementation of program activity coordination
learning, research, and community service
to the community, students, and
alumni innovation, rankings, and publications
Graduate School scientific;
 - b. implementation of program activity evaluation
learning, research, and community service
to the community, students, and

- alumni, innovation, rankings, and publications
Graduate School scientific;
- c. monitoring of learning activities, research,
and service to the community,
student affairs and alumni, innovation,
ranking, as well as scientific publications of the School
Postgraduate;
- d. coordinate the implementation of quality standards
internal to the Graduate School;
- e. management of data on learning, research and community
service activities,
student affairs and alumni, innovation,
ranking, as well as scientific publications of the School
Postgraduate; and
- f. preparation of materials for compiling annual reports
implementation of learning, research, and
devotion to public,
student affairs and alumni, innovation,
ranking, as well as scientific publications of the School
Postgraduate.

Article 36

- (1) Deputy Director II as referred to in
Article 34 paragraph (2) letter b has duties
assist the Director in leading the implementation
activities in the fields of finance, resources
human, assets, law, governance, reform
bureaucracy, issue strategic, planning,
development, cooperation, international affairs,
information and communication technology, public relations,
branding, marketing, and media.
- (2) In carrying out the duties as referred to
in paragraph (1) Deputy Director II organizes
function:
 - a. implementation management planning,
finance, human resources, assets, work
same, information and communication technology,

School development, public relations, and branding

Postgraduate;

b. implementation of planning program coordination,

finance, human resources, assets, work

same, information and communication technology,

School development, public relations, and branding

Postgraduate;

c. implementation And management

financial accountability;

d. implementation and management of resource data (assets

and human resources) of the Postgraduate School;

e. monitoring implementation management

planning, finance, human resources,

assets, cooperation, information technology and

communication, development, public relations, and

Postgraduate School branding;

f. implementation of evaluation of planning programs, finance,

human resources, assets, cooperation, information and

communication technology,

development, public relations, and branding; and

g. preparation of materials for compiling annual reports

planning, finance, resources

human, assets, cooperation, information technology

and communication, development, public relations, and

Postgraduate School branding.

Article 37

Study Program Coordinator as referred to

in article 31 letter c consists of:

a. Masters Study Program Coordinator; and

b. Doctoral Study Program Coordinator.

Article 38

(1) Coordinator of the Masters Study Program as referred to in referred to in Article 37 letter a is below

and is responsible to the Director and Deputy Director
Director.

- (2) Coordinator of the Masters Study Program as referred to in referred to in paragraph (1) has the following duties:
- a. prepare work plans and programs
Master's Studies;
 - b. coordinate, compile, And
developing curriculum and tools
learning according to the Master's Study Program;
 - c. organize learning activities according to
Master's Study Program;
 - d. coordinate the implementation of lecturers' tasks
according to the appropriate course group
Master's Study Program;
 - e. evaluate academic activities in the Program
Master's Studies; and
 - f. implementing internal quality standards of the Program
Master's Studies.

Article 39

- (1) Doctoral Study Program Coordinator as referred to in referred to in Article 37 letter b is below
and is responsible to the Director and Deputy Director
Director.
- (2) Doctoral Study Program Coordinator as referred to in referred to in paragraph (1) has the following duties:
- a. prepare work plans and programs
Doctoral Studies;
 - b. coordinate, compile, And
developing curriculum and tools
learning according to the Doctoral Study Program;
 - c. organize learning activities according to
Doctoral Study Program;
 - d. coordinate the implementation of lecturer duties
according to the appropriate course family
Doctoral Study Program;
 - e. evaluate academic activities in the Program
Doctoral Studies; and

- f. implementing internal quality standards of the Program
Doctoral Studies.

Article 40

- (1) The Postgraduate School Office as referred to in
referred to in Article 31 letter d is led by
Head office.
- (2) The Head of Office as referred to in paragraph (1)
is under and responsible to
Director and Deputy Director.

Article 41

Office of the Graduate School as
referred to in Article 40 paragraph (2) has duties
carry out academic administration services,
student and alumni affairs, planning, finance,
personnel, order like, administration,
management of UNESA's assets, and reporting within the
Postgraduate School environment.

Article 42

- In carrying out the duties as referred to
in Article 40, the Office of the Graduate School
perform functions:
- a. implementation of the affairs of preparing plans, programs
and budgets for the Postgraduate School;
 - b. implementation of educational administration services,
research and community service
Graduate School;
 - c. implementation of student administration services
and alumni at the Graduate School;
 - d. implementation of financial administration affairs in
Postgraduate School environment;
 - e. implementation of administrative affairs and
staffing at the Graduate School;

- f. implementation affairs administration,
household and property management
UNESA at the Graduate School;
- g. implementation of data management administration and
Graduate School information; and
- h. implementation of school evaluation and reporting
Postgraduate.

Article 43

The Graduate School Office consists of:

- a. Section I; and
- b. Section II.

Article 44

- (1) Section I as referred to in Article
43 letter a has the task of carrying out affairs
administrative services for learning, research, and
community service as well as student and alumni services
for the Postgraduate School.
- (2) Section II as referred to in Article
43 letter b has the task of carrying out affairs
planning, financial administration services,
UNESA property, personnel, general, work
same, and communication and information technology
Graduate School.

Article 45

- (1) Section I is led by a Section Head.
- (2) Section II is led by a Section Head.

CHAPTER VII
INSTITUTION

Part One
Organizational Structure

Article 46

The institution as referred to in Article 4 letter e consists of:

- a. Research and Community Service Institute Public;
- b. Professional Education and Certification Institutions; and
- c. Labschool Institution.

Part Two

Research and Community Service Institute Public

Article 47

- (1) Research and Community Service Institute Community (LPPM) as referred to in Article 46 letter a is under and responsible to the Vice Chancellor for Field III.
- (2) LPPM is led by the Head of the Institution and assisted by Secretary of the Institution.

Article 48

LPPM as referred to in 46 letter a has the following duties:

- a. prepare a strategic research plan and community service;
- b. implementing and coordinating research and community service; And
- c. carry out collaboration in the field of research and community service.

Article 49

In carrying out the duties as referred to in Article 48, LPPM carries out the following functions;

- a. preparation of strategic plans and policies research and community service;

- b. preparation and evaluation of policy implementation in field of research and community service public;
- c. preparation, implementation, and evaluation of cooperation in the field of research and community service public;
- d. organizing research and community service data to society, and protection of rights intellectual property;
- e. implementation and coordination of research management and community service;
- f. monitoring and evaluation of research implementation and community service;
- g. implementation of the Institution's administrative affairs; and
- h. implementation of other functions assigned by the Chancellor.

Article 50

LPPM consists of:

- a. Secretary of the Institution;
- b. Research Center;
- c. Community Service Center (PKM);
- d. Center for Intellectual Property Rights (IPR);
- e. Literacy Center;
- f. Village and Regional Development Center;
- g. Halal Center;
- h. Gender Center;
- i. Research Ethics Commission Center; and
- j. Institution Office.

Article 51

The Secretary of the Institution as referred to in Article 50 letter a has the task of assisting the Head LPPM:

- a. prepare a strategic research plan and community service;

- b. carry out and coordinate research
and community service; And
- c. carry out collaboration in the field of research and
community service.

Article 52

- (1) The Research Center as referred to in Article 50
letter b is the LPPM organizational unit which
has the task of carrying out development,
and research management.
- (2) The Research Center is led by the Head of the Center and assisted by
Central Secretary.
- (3) In carrying out the duties as referred to
Article (1), the Research Center carries out the following functions:
 - a. operational planning of activities
related to the Indonesian Collaborative Research Program and
Research Ethics;
 - b. assistance in preparing the LPPM Research Master Plan
(RIP) based on the roadmap
research and environmental research umbrella
UNESA to determine the direction of research;
 - c. assistance in determining information formulation
research results of UNESA lecturers based on
applicable provisions to be known by
public;
 - d. assistance in determining criteria and review
scientific articles based on research according to the scheme
his research as material for a paper
scientific publications/journals at LPPM;
 - e. assistance in determining the formulation of the manuscript
Research and Innovation Strengthening Program Collaboration
(RPI) with related agencies outside the University as
part of the LPPM work guidelines; and
 - f. implementation of other functions assigned by
Head of Institution.

Article 53

(1) Community Service Center (PKM) as referred to in Article 50 letter c

is an organizational unit of LPPM which has task of carrying out development, and management of Community Service (PKM).

(2) In carrying out the duties as referred to

Article (1), the PKM Center carries out the following functions:

- a. planning the needs of community service activities society based on the signs that determined;
- b. distribution of requests for community service proposals community from ministries and communities to students and lecturers;
- c. administrative processing of activity proposals community service originating from UNESA students and lecturers in accordance with signs;
- d. reporting to management regarding accumulation proposed community service activities comes from UNESA students and lecturers according to the signs;
- e. planning the form of product marketing design superior results of community service;
- f. identification of the needs of the community and government (city, district, province) related to with community service activities communities that can be supported by UNESA students and lecturers;
- g. identifying community needs and related government (city, district, province) with community service activities communities that can be supported by UNESA students and lecturers
- h. evaluation of cooperation activities with the government (city, district, province) and related private sector

with community service activities

with students and lecturers according to the program

UNESA;

- i. reporting to the Head of LPPM regarding
results of collaborative activities with the government
(city, district, province) and private sector in
community service sector; and
- j. implementation of other functions assigned by
Head of Institution.

Article 54

- (1) The Center for Intellectual Property Rights (IPR) as
referred to in Article 50 letter d is a unit
LPPM organization which has the task
implementing development and management of Rights
Intellectual Property (IPR).
- (2) In carrying out the duties as referred to in paragraph (1), the
Intellectual Property Center carries out the following functions:
 - a. research drivers program And
development, especially that which is oriented towards
IPR;
 - b. implementation of IPR inventory and socialization
for the academic community in the UNESA environment
and society;
 - c. provision of information services regarding research and
development results in efforts
obtain IPR protection;
 - d. providing assistance to local communities
IPR acquisition process;
 - e. accelerating efforts to commercialize products
HKI especially from the UNESA environment;
 - f. implementation of the technology transfer program from
intellectual property owned by UNESA;
And
 - k. implementation of other functions assigned by
Head of Institution.

Article 55

- (1) The Literacy Center as referred to in Article 50 letter e is the LPPM organizational unit which has the task of carrying out development, and literacy management.
- (2) In carrying out the duties as referred to Article (1), the Literacy Center carries out the following functions:
 - a. improving the implementation of studies and research on rural development with an approach development-oriented interdisciplinary in accordance with the problem and development;
 - b. increasing the quality and quantity of activities literacy, increasing literacy culture with development of a literate environment;
 - c. increasing the relevance and productivity of literacy-themed development research, as well as strengthening innovation capacity through strengthening literacy-themed collaboration; and
 - d. implementation of other functions assigned by Head of Institution.

Article 56

- (1) The Village and Regional Development Center as referred to in Article 50 letter f is an organizational unit of LPPM which has tasks to support the development of science and technology through research and studies study of rural development, areas and renewable energy.
- (2) In carrying out the duties as referred to in paragraph (1), the Village and Regional Development Center perform functions:
 - a. improving the implementation of studies and development-oriented research

- rural areas with an interdisciplinary approach in accordance with issues and developments public;
- b. implementation of empowerment and mentoring through various training and coaching intensively;
- c. development of collaborative synergy with various parties for rural development, areas, and energy in a sustainable manner;
- d. implementation of missions strategic to help the government and society in provision of various policies and programs regional and rural development; and
- e. implementation of other functions assigned by Head of Institution.

Article 57

- (1) The Halal Center as referred to in Article 50 letter g is an organizational unit of LPPM which has the task of being a center for halal studies (Halal *Research Center*) especially in the field of research and community service.
- (2) In carrying out the duties as referred to Article (1), the Halal Center carries out the following functions:
 - a. implementation activity research and community service related halal food and halal products;
 - b. education related to understanding halal food and halal products in educational environments and the wider community; and
 - c. assistance to small and medium industries to ensure the success of government policies related to halal products and halal certification;
And
 - d. implementation of other functions assigned by Head of Institution.

Article 58

- (1) The Gender Center as referred to in Article 50 letter h is the organizational unit of LPPM which has the task of realizing achievements Gender Awareness and Social Inclusion and child protection through research and quality and productive service.
- (2) In carrying out the duties as referred to Article (1), the Gender Center carries out the following functions:
 - a. increasing the quality and quantity of activities with the theme Gender Equity and Social Inclusion (GESI) and Child Protection;
 - b. formation of culture and internalization of values Gender Justice and Child Friendly;
 - c. increased relevance and productivity research, community service, and publications on the theme of GESI and Child Protection;
 - d. strengthening innovation capacity through strengthening cooperation at the regional, national and international levels international to support the achievement GESI and Child Protection; And
 - e. implementation of other functions assigned by Head of Institution.

Article 59

- (1) The Research Ethics Commission Center as referred to in referred to in Article 50 letter i is led by Head of Center and assisted by the Central Secretary.
- (2) The Research Ethics Commission Center is a unit LPPM organization which has the task of supervise the research being carried out with human subjects has been in accordance with principles of *Good Clinical Practice* (GCP).

Article 60

- (1) In carrying out the duties as referred to in paragraph 59 paragraph (2), the Research Ethics Commission Center perform functions:
- a. assessment of research proposals that will be conducted in the UNESA environment or research carried out by the UNESA academic community in another place;
 - b. providing input regarding ethical approaches in a study;
 - c. assessment of the scientific and methodological aspects of a research proposal; and
 - d. implementation of other functions assigned by Head of Institution.

Article 61

- (1) The office of the institution as referred to in Article 50 letter j is led by the Head of Office.
- (2) The Head of Office as referred to in paragraph (1) is under and responsible to Head of LPPM.
- (3) Head of Office in carrying out duties as referred to in paragraph (1) assisted by General Section.

Article 62

The Institutional Office has the task of implementing it research administration services, community service community, planning, finance, personnel, administration, secretarial, asset management owned by UNESA, and reporting at LPPM.

Article 63

In carrying out the duties as referred to in Article 62, the Office of the Institution organizes function:

- a. implementation of matters relating to the preparation of plans, programs, and LPPM budget;
- b. implementation of research administration services, and community service at LPPM;
- c. implementation of financial administration affairs in LPPM;
- d. implementation of administrative affairs and staffing at LPPM;
- e. implementation affairs administration, household and property management UNESA at LPPM;
- f. management of research and community service data to the community;
- g. implementation of data management administration and information in LPPM;
- h. implementation of LPPM evaluation and reporting; and
- i. implementation of other functions assigned by the Head Institution.

Article 64

- (1) The General Section as referred to in Article 61 paragraph (3) has the task of carrying out affairs planning administration services, programs, finance, personnel, management, administration, household, general and management of UNESA's assets, and data results research and community service.
- (2) The General Section as referred to in paragraph (1) led by the Head of Section.

Part Three

Professional Education and Certification Institute (LPSP)

Article 65

- (1) LPSP as referred to in Article 46 letter b is under and responsible to Rector.

(2) The LPSP as referred to in paragraph (1) is led by
by the Head of the Institution and assisted by the Secretary
Institution.

Article 66

LPSP has the task of administering affairs
development of learning, education and
training, and professional certification, as well as learning in
off campus.

Article 67

In carrying out the duties as referred to
in Article 66, Education and Certification Institutions

The profession carries out the following functions:

- a. preparation of learning programs and activities,
education and training, and professional certification;
- b. development of learning programs, education and training,
and professional certification;
- c. preparation of learning and education policies
and training, and professional certification;
- d. implementation and coordination of learning,
education and training, and professional certification;
And
- e. implementation of other functions assigned by
Rector.

Article 68

LPSP consists of:

- a. Secretary;
- b. Center for Education, Training (Diklat) and Certification
Profession;
- c. Center for Recognition of Prior Learning (RPL);
- d. Language Center;
- e. *Confucious Institute Center*; and
- f. Institution office.

Article 69

The Secretary as referred to in Article 68

letter a has the task of assisting the Head of LPSP
perform functions:

- a. preparation of learning programs and activities,
education and training, and professional certification;
- b. development of learning and education programs
and training, and professional certification;
- c. preparation of learning and education policies
and training, and professional certification; d.
- implementation and coordination of learning,
education and training, and professional certification;
- And
- e. implementation of other functions assigned by the Head
Institution.

Article 70

- (1) Center for Education, Training (Diklat) and Certification
Professions as referred to in Article 68
letter b is the LPSP organizational unit for
development and management affairs
education, training, and professional certification.

- (2) Center for Education, Training (Diklat) and Certification
The profession as referred to in paragraph (1) is led by the Head of
the Center and assisted by
The central secretary who is under and
responsible to the Head of LPSP.

Article 71

Center for Education, Training (Diklat) and Certification
Profession have task carry out
development and management of education, training,
and professional certification.

Article 72

In carrying out the duties as referred to in Article 71, the Education and Training Center (Diklat) and Professional Certification carries out the following functions:

- a. preparation of materials for program preparation and education, training and certification activities profession;
- b. preparation of materials for program development education, training, and professional certification;
- c. preparation of materials for the preparation of policies on education, training and professional certification; and
- d. preparation of materials for implementation and coordination of education, training, and certification profession;
- e. preparation of materials for implementation and coordination of professional certification; and
- f. implementation of other functions assigned by the Head Institution.

Article 73

- (1) The RPL Center as referred to in Article 68 letter c is the LPSP organizational unit for RPL development and management affairs.
- (2) The RPL Center as referred to in paragraph (1) led by the Head of Center and assisted by Central Secretary who is under and responsible to the Head of LPSP.

Article 74

The RPL Center has the task of implementing it development and management of RPL.

Article 75

In carrying out the duties as referred to in Article 74, the RPL Center carries out the following functions:

- a. preparation of materials, coordination, implementation of RPL inter-faculty;

- b. preparation of RPL participant data;
- c. preparation of RPL socialization materials;
- d. preparation of data for compiling activity reports
RPL;
- e. preparation of materials for policy formulation
RPL; and
- f. implementation of other functions assigned by
Head of Institution.

Article 76

- (1) The Language Center as referred to in Article
68 letter d is the LPSP organizational unit for
development and management affairs of the Center
Language.
- (2) The Language Center as referred to in paragraph (1)
led by the Head of Center and assisted by
The Central Secretary is under and responsible to the Head of
LPSP.

Article 77

The Language Center has the task of implementing it
development and management of language centers.

Article 78

In carrying out the duties as referred to in Article 77, the Language
Center organizes

function:

- a. preparation of materials for program preparation and
Language Center activities;
- b. preparation of materials for program development
Language Center;
- c. preparation of materials for policy formulation
Language Center;
- d. preparation of materials for implementation and
Language Center coordination; and
- e. implementation of other functions assigned by the Head
Institution.

Article 79

- (1) The *Confucius Institute* Center as referred to in Article 68 letter e is an organizational unit LPSP for development and affairs management of *the Confucius Institute*.
- (2) The *Confucius Institute* Center as referred to in paragraph (1) is led by the Head of the Center and assisted by the Central Secretary who is under and responsible to the Head of LPSP.

Article 80

The *Confucius Institute* Center has a task carry out development and management *Confucius Institute*.

Article 81

In carrying out the duties as referred to in Article 80, *Confucius Institute* Center perform functions:

- a. preparation of materials for program preparation and *Confucius Institute* Center activities ;
- b. preparation of materials for program development *Confucius Institute* Center ;
- c. preparation of materials for policy formulation *Confucius Institute* Center ;
- d. preparation of materials for implementation and *Confucius Institute* Central Coordination ;
- e. implementation of other functions assigned by the Head Institution.

Article 82

- (1) The office of the institution as referred to in Article 68 letter f is led by the Head of Office.
- (2) The Head of Office as referred to in paragraph (1) is under and responsible to Head of LPSP.

Article 83

The Institutional Office has the task of implementing it planning, financial administration services, personnel, order like, administration, management of UNESA's assets, reporting and LPSP data and information management.

Article 84

In carrying out the duties as referred to in Article 83, the Office of the Institution organizes function:

- a. implementation of planning matters, LPSP programs and budget;
- b. implementation of administrative services at LPSP;
- c. implementation of financial administration affairs in LPSP environment;
- d. implementation of administrative affairs and staffing at LPSP;
- e. implementation affairs administration, household and property management UNESA at LPSP;
- f. implementation of data management administration and LPSP information;
- g. implementation of LPSP evaluation and reporting; and
- h. implementation of other functions assigned by the Head Institution.

Article 85

- (1) In carrying out his duties, the Head of the Office
The institution is assisted by a general section.
- (2) The general section as referred to in paragraph (1) has the task of carrying out service matters.
planning, financial, and administrative reporting personnel, management, administration, household, and management UNESA's property at LPSP is tasked with carrying out

administrative services matters of plans, programs, and activity results data.

Part Four

Labschool Institution

Article 86

- (1) The *Labschool* Institution as referred to in Article 46 letter c is below and is responsible for answer to the Chancellor.
- (2) The *Labschool* Institute is led by the Head of the Institute.

Article 87

The *Labschool* Institute has the task of planning, coordinate, foster, develop, and supervise UNESA laboratory school.

Article 88

In carrying out the duties as referred to in Article 87, the *Labschool* Institute organizes function;

- a. determination of work programs and annual budgets
Labschool Institution ;
- b. determination of policies for the implementation and management of academic education at the institutional level
Labschool;
- c. implementation and management of implementation work programs in the fields of education, student affairs, and alumni at the *Labschool Institution level*;
- d. organization and management of implementation work programs in the fields of finance, resources, and efforts at the *Labschool Institution level*;
- e. implementation and management of implementation work program in the field of research and community service to society, innovation, ranking, and scientific publications at the *Labschool Institution level*;

- f. implementation and management of implementation
work programs in the fields of planning, development,
cooperation, information and communication technology,
public relations and branding at the *Labschool Institution level*;
- g. provision of academic administration services
and general administration of the *Labschool Institute*;
- h. development and coaching of resources
Labschool Institution human ;
- i. management of the *Labschool Institute budget*;
- j. implementation of academic norms, academic regulations, and
code of ethics for the academic community
academics at *the Labschool Institute*;
- k. implementation and fulfillment of quality standards in
Labschool Institution ;
- l. implementation evaluation and control
implementation of internal quality standards at the Institution
Labschool;
- m. implementation of cooperation, relations with alumni,
and the community at the *Labschool Institution level*;
- n. regular reporting to the Chancellor on
implementation of *Labschool* institution activity programs ;
And
- o. implementation of other functions assigned by the Head
Institution.

Article 89

Labschool institutions consist of:

- a. Academic and Student Center;
- b. Quality Assurance Center; and
- c. Center for Cooperation, Public Relations, and *Branding*.

Article 90

(1) Academic and Student Center as follows:

referred to in Article 89 letter a is a unit
Labschool institutional organization that helps
Director in leading the implementation

implementation of the duties of the Head of the institution in the field education and student affairs.

- (2) Academic and Student Center as follows:
referred to in paragraph (1) is led by the Head of the Center who is subordinate and responsible to the Head of *the Labschool Institution*.

Article 91

In carrying out the duties as referred to in Article 90 paragraph (1), Academic Center and Student Affairs carries out the following functions:

- a. preparation of materials for compiling strategic plans in field of education and student affairs in accordance Labschool's vision and mission ;
- b. preparation of materials, formulating and compiling policies in the field of education and student affairs to achieve Labschool's vision and mission ;
- c. preparation material direct And coordinate program implementation and activities in the field of education and affairs student affairs, to achieve the vision and mission *Labschool*;
- d. preparation of materials to evaluate implementation programs in the field of educational affairs and student affairs to achieve the vision and mission *Labschool*;
- e. preparation of materials for compiling annual reports Director of education and student affairs;
- f. implementation of other functions assigned by the Head Institution;

Article 92

- (1) The Quality Assurance Center as referred to in Article 89 letter b is an organizational unit Labschool institution that assists the Director in lead the implementation of tasks Director of quality assurance affairs.

(2) The Quality Assurance Center as referred to in paragraph (1) is led by the Head of the Center who is under and responsible to Director of Labschool.

Article 93

In carrying out the duties as referred to in Article 92 paragraph (1), the Quality Assurance Center perform functions:

- a. preparation of materials for compiling strategic plans in the field of quality assurance affairs in accordance with the vision and Labschool mission ;
- b. preparation of materials, formulating and compiling policies in the field of guarantee affairs quality for achieving *Labschool's vision and mission*;
- c. preparation material direct And coordinate the implementation of programs and activities in the field of guarantee affairs quality for achieving *Labschool's vision and mission*;
- d. preparation of materials to evaluate implementation programs in the field of guarantee affairs quality for achieving *Labschool's vision and mission*;
- e. preparation of materials for compiling annual reports in field of quality assurance affairs; and
- f. implementation of other functions assigned by the Head Institution.

Article 94

- (1) Center for Cooperation, Public Relations, and Branding as referred to in Article 89 letter c is an organizational unit of the *Labschool* institution which help Director in leading implementation of the Head's duties institutions in the field of cooperation, public relations, and branding.
- (2) Center for Cooperation, Public Relations, and Branding as referred to in paragraph (1) is led by

Head of Center who is under and responsible to the Head of the Institution *Labschool*.

Article 95

In carrying out the duties as referred to in Article 94 paragraph (1), the Center for Cooperation, Public Relations, and *Branding* performs the following functions:

- a. preparation of materials for compiling strategic plans in the fields of cooperation, public relations, and *branding*;
- b. preparation of materials, formulating and compiling policies in the field of education and student affairs
- c. preparation material direct And coordinate program implementation and activities in the field of cooperation, public relations, and *branding*;
- d. preparation of materials to evaluate the implementation of programs in the fields of cooperation, public relations, and *branding*;
- e. preparation of materials for compiling annual reports Director of cooperation, public relations, and *branding*; and
- f. implementation of other functions assigned by the Head Institution.

CHAPTER VIII

BODY

Part One

Organizational Structure

Article 96

The agency as referred to in Article 4 letter f consists of:

- a. Quality Assurance Agency;
- b. Internal Supervisory Agency;
- c. Business Management Agency; and
- d. Teacher Professional Education Agency.

Part Two
Quality Assurance Agency

Article 97

- (1) The Quality Assurance Agency as referred to in Article 96 letter a, is under and responsible to the Chancellor.
- (2) The Quality Assurance Agency is led by the Head Agency and assisted by the Agency Secretary.

Article 98

The Quality Assurance Agency has the task of carrying out academic quality assurance with the principle Determination, Implementation, Evaluation, Control, and Comprehensive and comprehensive improvement (PPEPP). holistic and carry out development of the implementation of guarantee quality the university/unit/institution/faculty/program studies environment of UNESA, based on the Chancellor's regulations.

Article 99

In carrying out the duties as referred to in Article 98, the Quality Assurance Agency perform functions:

- a. formulating and developing policies
implementation of internal quality assurance systems and accreditation;
- b. implementation and coordination of system activities
internal quality assurance;
- c. implementation and activity monitoring
internal quality assurance system control;
- d. implementation of coordination and assistance
accreditation improvement activities;

- e. monitoring, coordination, and evaluation of activities
national and international accreditation of universities
and Study Programs;
- f. monitoring and evaluation of implementation of standards
internal quality;
- g. accreditation data management and implementation
internal quality standards;
- h. implementation of the Institution's administrative affairs; and
- i. implementation of other functions assigned by the Chancellor.

Article 100

The Quality Assurance Agency consists of:

- a. National Education Accreditation Division;
- b. National Non-Educational Accreditation Division;
- c. Science and Technology International Accreditation Division;
- d. Social and Humanities International Accreditation Division;
- e. Quality Document and Risk Management Division;
- f. Audit and Monitoring and Evaluation Division;
- g. Data and Survey Division;
- h. Development and Quality Control Division; and
- i. General Section.

Article 101

- (1) Division Accreditation National Education
- as referred to in Article 100 letter a is an organizational unit of
the Guarantee Agency
Quality for institutional accreditation matters and
national education study program.
- (2) Division Accreditation National Education
- as referred to in paragraph (1) is led by
Head of Center who is under and
responsible to the Head of the Quality Assurance Agency.

Article 102

The National Education Accreditation Division has task of preparing coordination materials and facilitating implementation of institutional and program accreditation affairs national education studies.

Article 103

In carrying out the duties as referred to in Article 102, National Accreditation Division Education carries out the following functions:

- a. preparation of program materials and accreditation activities short-term educational study programs, medium, and long;
- b. preparation of management and coordination materials implementation of institutional accreditation improvement and national education study program;
- c. preparation of monitoring and evaluation materials for institutional and study program accreditation activities;
- d. implementation of coordination of form preparation national accreditation;
- e. preparation of mentoring and facilitation materials implementation of national accreditation carried out national accreditation bodies or institutions; and
- f. implementation of other functions assigned by the Head Body.

Article 104

- (1) National Non-Educational Accreditation Division as referred to in Article 100 letter b is an organizational unit of the Guarantee Agency Quality for institutional accreditation matters and national non-educational study program.
- (2) National Non-Educational Accreditation Division as referred to in paragraph (1) is led by Head of Division which is under and responsible to the Head of the Agency Quality Assurance.

Article 105

National Non-Educational Accreditation Division
has the task of preparing coordination materials and
facilitate the implementation of institutional accreditation matters
and national non-educational study programs.

Article 106

In carrying out the duties as referred to
in Article 105, the National Non-Governmental Accreditation Division
Education carries out the following functions:

- a. preparation of program materials and accreditation activities
short-term non-teaching study programs,
medium, and long;
- b. preparation of management and coordination materials
implementation of institutional accreditation improvement and
national non-educational study programs;
- c. preparation of monitoring and evaluation materials for institutional
and study program accreditation activities;
- d. implementation of coordination of form preparation
national accreditation;
- e. preparation of mentoring and facilitation materials
implementation of national accreditation carried out
national accreditation bodies or institutions; and
- f. implementation of other functions assigned by the Head
Body.

Article 107

- (1) Division Accreditation International

as referred to in Article 100 letter c
is an organizational unit of the Guarantee Agency
Quality for institutional accreditation matters and
international science and technology study program.
- (2) Division Accreditation International

as referred to in paragraph (1) is led by
Head of Division which is under and
responsible to the Head of the Agency
Quality Assurance.

Article 108

The International Accreditation Division of Science and Technology has task of preparing coordination materials and facilitating implementation of institutional and program accreditation affairs international science and technology studies.

Article 109

In carrying out the duties as referred to in Article 108, International Accreditation Division Saintek carries out the following functions:

- a. preparation of program materials and accreditation activities short, medium, and long-term international science and technology long;
- b. preparation of management and coordination materials implementation of institutional accreditation improvement and international science and technology study program;
- c. preparation of monitoring and evaluation materials for international accreditation activities of institutions and study programs science and technology;
- d. implementation of coordination of form preparation international accreditation;
- e. preparation of mentoring and facilitation materials implementation of accreditation international which carried out by an accreditation body or institution international.;
- f. implementation of other functions assigned by the Head Body.

Article 110

- (1) Division Accreditation International Social Sciences as referred to in Article 100 letter d is an organizational unit of the Guarantee Agency Quality for institutional accreditation matters and international social sciences study program.
- (2) Division Accreditation International Social Sciences as referred to in paragraph (1) is led by Head of Division which is under and

responsible to the Head of the Agency
Quality Assurance.

Article 111

The Social Sciences International Accreditation Division has
task of preparing coordination materials and facilitating
implementation of institutional and program accreditation affairs
international social studies studies.

Article 112

In carrying out the duties as referred to
in Article 111, International Accreditation Division

Social Sciences carries out the following functions:

- a. preparation of program materials and accreditation activities
short, medium term international social sciences
and long;
- b. preparation of management materials and coordination of the
implementation of improving the accreditation of international
social sciences institutions and study programs;
- c. preparation of monitoring and evaluation materials for activities
international accreditation of institutions and study programs
social sciences;
- d. implementation of coordination of form preparation
international accreditation;
- e. preparation of international assistance and facilitation materials
implementation of accreditation
carried out by an accreditation body or institution
international; and
- f. implementation of other functions assigned by the Head
Body.

Article 113

(1) Quality Document and Risk Management Division
as referred to in Article 100 letter e
is an organizational unit of the Guarantee Agency
Quality for quality document matters and
risk management.

(2) Quality Document and Risk Management Division as referred to in paragraph (1) is led by Head of Division which is under and responsible to the Head of the Agency Quality Assurance.

Article 114

Quality Document and Risk Management Division has the task of preparing development materials and management of quality documents and management risk.

Article 115

In carrying out the duties as referred to in Article 114, Division of Quality Documents and Risk Management carries out the following functions:

- a. preparation of materials for compiling policies for managing quality documents and risk management;
- b. preparation of coordination materials and document evaluation quality and risk management;
- c. preparation of monitoring and evaluation materials for activities risk management;
- d. implementation of coordination of preparation of quality documents and risk management;
- e. implementation of administrative and archival affairs quality and risk management documents; and
- f. implementation of other functions assigned by the Head Body.

Article 116

(1) The Audit and Monitoring and Evaluation Division as referred to in Article 100 letter f is an organizational unit Quality Assurance Agency for audit matters, Monitoring and evaluation.

(2) The Audit and Monitoring and Evaluation Division as referred to in paragraph (1) is led by the Head of Division who

is under and responsible to
Head of Quality Assurance Agency.

Article 117

The Audit and Monitoring and Evaluation Division has the task of implementing
Monitoring and evaluation of findings and
visitation recommendations to meet the standards
determined by the accreditation body.

Article 118

In carrying out the duties as referred to
in Article 117, Audit and Monitoring Division
perform functions:

- a. coordination of the implementation of all audit activities
internal academic quality;
- b. coordinating the implementation of Monitoring activities and
Joint Learning Evaluation with the Assurance Group
Quality Assurance (GPM) at the faculty and Assurance Unit levels
Quality (UPM) at the study program level;
- c. preparation of a schedule for implementing monitoring and evaluation activities
internal quality audits and learning;
- d. preparation of monitoring and evaluation guidelines and instruments
internal quality audits and learning;
- e. validation test of all monitoring and evaluation and audit instruments
internal quality;
- f. providing direction to auditors and auditees
about learning monitoring and evaluation and quality audits
internal;
- g. preparation of reports at university level regarding
implementation of learning monitoring and evaluation activities and
internal quality audit to the Head of the Agency
Quality Assurance;
- h. documentation of audit report results and monitoring and evaluation
has been compiled by the GPM of each faculty
to be followed up in a follow-up meeting at
university level;

- i. preparation of performance reports of the Audit and Monitoring and Evaluation Center to the Head of the Quality Assurance Agency;
- j. implementation of other functions assigned by the Head Body.

Article 119

- (1) The Data and Survey Division as referred to in Article 100 letter g is an organizational unit Quality Assurance Agency for data and matters survey.
- (2) The Data and Survey Division as referred to in (1) is led by the Head of Division who is in subordinate and responsible to the Head of the Agency Quality Assurance.

Article 120

The Data and Survey Division has the task of preparing academic data and information related to the accreditation of study programs and institutions.

Article 121

In carrying out the duties as referred to in Article 120, Division of Data and Surveys perform functions:

- a. implementation of updates *and* maintenance *of* sites and applications managed quality assurance information system Quality Assurance Agency;
- b. documentation and publication of activity results Quality Assurance Agency;
- c. documentation of academic data and information required by the National Accreditation Division, International Accreditation Division, Document Division Quality and Risk Management, Audit and Audit Division Monitoring and Evaluation, as well as the Development and Quality Control;

- d. facilitating data and information required by
National Accreditation Division, Accreditation Division
International, Quality Document Division and
Risk Management, Audit and Monitoring Division, and
Development and Quality Control Division;
- e. planning, implementation, and reporting of surveys
service satisfaction for lecturers, staff
education, students, teaching performance survey
lecturers, and understanding of UNESA's vision and mission;
- f. planning, implementation, evaluation, and review of information
system applications
quality assurance managed by the Quality Assurance Agency
Quality periodically;
- g. assessment of study program documents/data in
quality assurance information system application
managed by the Quality Assurance Agency together with the Division
National Accreditation, International Accreditation Division,
Quality Document and Risk Management Division,
Audit and Monitoring and Evaluation Division, and Development Division
and Quality Control;
- h. PDDIKTI monitoring and UNESA SPMI reporting
periodically;
- i. preparation of performance reports of the Data and Survey Division
to the Head of the Quality Assurance Agency; and
- g. implementation of other functions assigned by the Head
Body.

Article 122

- (1) Development and Quality Control Division
as referred to in Article 100 letter h
is an organizational unit of the Guarantee Agency
Quality for development and affairs
quality control.
- (2) Development and Quality Control Division
as referred to in paragraph (1) is led by
Head of Division which is under and

responsible to the Head of the Agency
Quality Assurance.

Article 123

Development and Quality Control Division
has the task of managing all activities
development and quality control.

Article 124

In carrying out the duties as referred to in Article 123, the
Development and Development Division
Quality Control carries out the following functions:

- a. coordination of all development activities and
quality control;
- b. preparation of control cards for implementation
assistance in improving and strengthening the program
UNESA environmental studies;
- c. preparation of control cards for the implementation of assistance
for improvement and strengthening of the program
new study surrounding UNESA;
- d. implementation of socialization, mentoring, improvements,
and strengthening of UNESA's environmental study programs;
- e. implementation of socialization of repair assistance
and strengthening of new environmental study programs
UNESA;
- f. assistance in improving and strengthening the program
UNESA environmental studies;
- g. assistance in improving and strengthening the program
new study surrounding UNESA;
- h. assessment of proposals for opening new study programs
UNESA surroundings;
- i. creation of a timeline for repair assistance and
strengthening UNESA's environmental study programs;
- j. creation of a timeline for assistance with repairs and
strengthening new study programs around UNESA;

- k. preparation of the Development Division performance report and Quality Control to the Head of the Agency Quality Assurance; and
- l. implementation of other functions assigned by the Head Body.

Article 125

- (1) The General Section as referred to in Article 98 letters i are led by the Section Head.
- (2) The Head of Section as referred to in paragraph (1) is under and responsible to Head of Quality Assurance Agency.

Article 126

The General Section has the task of carrying out administration of planning, programs, and budget, financial affairs, personnel, administration, secretarial, opening/closing/study programs or faculties, asset management owned by UNESA and data and information management Quality Assurance Agency.

Article 127

In carrying out the duties as referred to in Article 126, the General Section carries out the following functions:

- a. implementation of planning matters, programs and budget of the Quality Assurance Agency;
- b. implementation of administrative services at the Agency Quality Assurance;
- c. implementation of financial administration affairs in Quality Assurance Agency environment;
- d. implementation of administrative affairs and staffing at the Quality Assurance Agency;
- e. implementation affairs administration, household and property management UNESA at the Quality Assurance Agency;

- f. implementation of data management administration and Quality Assurance Agency information;
- g. implementation of evaluation and reporting of the Agency Quality Assurance;
- h. implementation of administrative affairs for opening and closing of study programs/faculties; and
- i. implementation of other functions assigned by the Head Body.

Part Three Internal Audit Agency

Article 128

Internal Supervisory Agency (BPI) as referred to in Article 96 letter b, is under and is responsible to the Chancellor.

Article 129

- (1) BPI as referred to in Article 128 has the task of assisting the Chancellor in carry out non-academic internal supervision.
- (2) The BPI as referred to in paragraph (1) is led by by the Head of the Agency and assisted by the Secretary Body.

Article 130

In carrying out the duties as referred to in Article 129 paragraph (1), BPI organizes function:

- a. formulation, determination of policies, strategies and field internal supervision work program UNESA non-academic;
- b. internal supervisor of field management non-academic;
- c. preparation of internal audit report results;

- d. formulating recommendations regarding improvements
management of non-academic areas in work units
based on the results of internal supervision;
- e. implementation of other functions assigned by the Chancellor.

Article 131

BPI consists of:

- a. Head of BPI;
- b. Secretary of BPI;
- c. Head of Accounting and Budget Division;
- d. Head of Business Unit Division;
- e. Head of the Human Resources and Student Affairs Division;
- f. Head of Risk Management and Monitoring Division
Evaluation;
- g. Head of Legal and Cooperation Division;
- h. Head of Assets and Inventory Division;
- i. Head of the Goods/Services Procurement Division;
- j. Head of General Section.

Article 132

Head of BPI as referred to in Article 131

letter a has the task of carrying out supervision
non-academic.

Article 133

In carrying out the duties as referred to in Article 132, the Head of
BPI organizes

function:

- a. drafting and determining policies and programs
work, and budget;
- b. communication related to policies and work programs
to the Chancellor;
- c. leader of work meetings, management reviews, and
BPI internal meeting;
- d. providing direction regarding team composition
on assignment;
- e. implementation of supervision of implementation
internal supervision;

- f. implementation of review of implementation results reports
internal supervision;
- g. reporting of results implementation supervision
internal;
- h. reporting the results of the implementation of supervision
internal to the Chancellor;
- i. implementation of other functions assigned by the Head
Body.

Article 134

The Secretary of BPI as referred to in Article
131 letter b has the task of assisting the Head
The agency carries out non-academic supervision.

Article 135

In carrying out the duties as referred to
In Article 134, the BPI Secretary carries out the function of
providing technical and administrative services which include:

- a. coordination and preparation of plans, programs, and
BPI budget;
- b. provision of facilities and coordination of work programs
BPI;
- c. monitoring and evaluation of BPI work programs;
- d. preparation of BPI work program reporting materials;
- e. the representative of the Head of BPI was absent
or assignment;
- f. coordination of administrative and personnel affairs,
administration, household, and management
BPI secretariat;
- g. implementation of other functions assigned by the Head
BPI;

Article 136

(1) Head of the Accounting and Budget Division as referred to in
referred to in Article 131 letter c is below

and is responsible to the Head of the Agency
Internal Supervision.

- (2) The Head of the Accounting and Budget Division has
task of carrying out internal supervision in the field
accounting and budgeting.

Article 137

In carrying out the duties as referred to
in Article 136, the Head of the Accounting Division and
The budget performs the following functions:

- a. planning, implementation and development
accounting and budgetary oversight policies
finance;
- b. coordination of implementation and development
Accounting and Budget Supervision;
- c. monitoring and evaluation of implementation and
development of financial supervision;
- d. reporting on the implementation of tasks in the field of supervision
Financial Accounting and Budgeting;
- e. implementation of other functions assigned by the Head
BPI.

Article 138

- (1) The Head of the Business Unit Division as referred to in
Article 131 letter d is under and
responsible to the Head of the Agency
Internal Supervision.
- (2) The Head of the Business Unit Division has the following duties:
carry out internal supervision of the unit field
business.

Article 139

In carrying out the duties as referred to
in Article 138, Head of Business Unit Division
perform functions:

- a. planning, implementation and development
business unit oversight policies;
- b. coordination of implementation and development
business unit supervision;
- c. monitoring and evaluation of implementation and
development of business unit supervision;
- d. reporting on the implementation of tasks in the field
business unit supervision;
- e. implementation of other functions assigned by the Head
BPI.

Article 140

- (1) Head of Human Resources and Student Affairs Division
as referred to in Article 131 letter e
is under and responsible to the Head of the Internal Audit
Agency.
- (2) The Head of the Human Resources and Student Affairs Division has
task of carrying out internal supervision in the field
Human Resources and Student Affairs

Article 141

- In carrying out the duties as referred to
in Article 140, Head of HR Division and
Student Affairs carries out the following functions:
- a. planning, implementation and development
HR and Student Affairs supervision policies;
 - b. coordination of implementation and development
supervision of human resources and student affairs;
 - c. monitoring and evaluation of implementation and
development HR supervision and
Student Affairs;
 - d. reporting on the implementation of tasks in the field of supervision
Human Resources and Student Affairs;
 - e. implementation of other functions assigned by the Head
BPI.

Article 142

- (1) Head of Risk Management and Action Monitoring and Evaluation Division
Continue as referred to in Article 131
the letter f is at the bottom and is responsible
to the Head of the Internal Audit Agency.
- (2) Head of Risk Management and Action Monitoring and Evaluation Division
Continue to carry out tasks
internal supervision in the field of Risk Management and
Follow-up Monitoring and Evaluation.

Article 143

- In carrying out the duties as referred to
in Article 142, Head of the Risk Management Division and
Follow-up Monitoring and Evaluation carries out the following functions:
- a. implementation of review of regulations/guidelines/SOPs/
Risk Management and Follow-up application
Unesa;
 - b. planning and mentoring for the implementation of environmental
risk management at UNESA;
 - c. monitoring and evaluation of the implementation of work unit risk management
and evidence of Work Unit risk management;
 - d. assessment of the risk management maturity of the Work Unit;
 - e. reporting the results of risk management monitoring and evaluation to
Head of BPI;
 - f. Monitoring and evaluation and follow-up assistance on findings
internal and external audits; and
 - g. implementation of other functions assigned by the Head
BPI.

Article 144

- (1) The Head of the Legal and Cooperation Division as intended in
Article 131 letter g is below and is responsible to the Head of
the Agency
Internal Supervision.
- (2) The Head of the Legal and Cooperation Division has
task of carrying out internal supervision in the field
Law and Cooperation

Article 145

In carrying out the duties as referred to in Article 144, Head of the Legal and Cooperation Division perform functions:

- a. review of UNESA regulations;
- b. review of cooperation agreements, guidelines and SOPs
- c. planning, implementation, analysis results audit/review related to UNESA regulations, agreements, guidelines and SOPs for cooperation;
- d. reporting on the implementation of audits and/or reviews regulations and cooperation with the Head of BPI; And
- e. implementation of other functions assigned by the Head BPI.

Article 146

(1) Head of the Assets and Inventory Division as referred to in referred to in Article 131 letter h is below and is responsible to the Head of the Agency Internal Supervision.

(2) The Head of the Assets and Inventory Division has the following duties: carry out internal supervision in the Asset sector and Supplies.

Article 147

In carrying out the duties as referred to in Article 146, Head of Assets and Inventory Division perform functions:

- a. planning, implementation and development asset and inventory control policies;
- b. coordination of implementation and development asset and inventory monitoring;
- c. monitoring and evaluation of implementation and development of asset and inventory control;
- d. reporting on the implementation of tasks in the field asset and inventory monitoring;
- e. implementation of other functions assigned by the Head BPI.

Article 148

- (1) Head of the Goods/Services Procurement Division as referred to in referred to in Article 131 letter i is below and is responsible to the Head of the Agency Internal Supervision.
- (2) The Head of the Goods/Services Procurement Division has the task of carrying out internal supervision in the field Procurement of Goods/Services

Article 149

In carrying out the duties as referred to in Article 148, Head of Procurement Division Goods/Services perform the following functions:

- a. planning, implementation and development Procurement of Goods and Services Supervision Policy Unesa;
- b. coordination of implementation and development supervision of Unesa's Procurement of Goods and Services;
- c. monitoring and evaluation of implementation and development of supervision of Procurement of Goods and Unesa Services;
- d. reporting on the implementation of tasks in the field of supervision Procurement of Goods and Services Unesa;
- e. implementation of other functions assigned by the Head BPI.

Article 150

- (1) Head of General Section as referred to in Article 131 letter j is below and is responsible for report to the Head of the Internal Audit Agency.
- (2) The Head of the General Section has duties carry out administrative service matters and finance, personnel, order like, administration, household, and management BPI's assets and data management and audit results information.

Article 151

In carrying out the duties as referred to
in Article 150, Head of General Section
perform functions:

- a. implementation of administrative and financial services
at BPI;
- b. implementation of administrative affairs and
staffing at BPI;
- c. implementation of administrative affairs, administration,
of household management and management of property
UNESA at BPI;
- d. implementation of data management administration and
information on BPI monitoring results;
- e. implementation of other functions assigned by the Head
BPI.

Part Four

Business Management Agency

Article 152

- (1) The Business Management Agency as referred to
in Article 96 letter c is below and
responsible to the Chancellor.
- (2) The Business Management Agency as referred to in
paragraph (1) is led by the Head of the Agency and
assisted by the Deputy Head.

Article 153

The Business Management Agency (BPU) has duties
compile, develop, and coordinate
implementation of UNESA's business management policies.

Article 154

In carrying out the duties as referred to
in Article 153, the Business Management Agency
perform functions:

- a. preparation of the necessary materials or ingredients
for the implementation of business activities in the environment
UNESA;
- b. preparation of short-term, medium-term plans,
and long in the business sector managed by
UNESA;
- c. optimization of the use and utilization of assets
assets belonging to UNESA;
- d. implementation of activities related to
development and promotion of UNESA businesses to increase
revenue and business recognition;
- e. coaching and evaluation of business units
which is under the Business Management Agency;
- f. coaching and evaluation of the dormitory
managed by UNESA;
- g. coordination, evaluation, and development of units
business at UNESA;
- h. data, information and documentation management
UNESA's efforts.
- i. supervision of administrative affairs of the Management Agency
Efforts to ensure compliance with
operational procedures and efficiency;
- j. determination of price relief for use
UNESA's property to support operations
business; and
- k. implementation of other functions assigned by the Chancellor.

Article 155

- (1) The Business Management Agency consists of:
- a. Deputy Head;
 - b. Asset Division;
 - c. Business Development and Promotion Division;
 - d. Business Management Division;
 - e. Campus Health Services Division;
 - f. Development, Marketing and Monitoring Section;
- And
- g. Operational and Asset Section.

- (2) The Deputy Head as referred to in paragraph (1) letter a consists of:
- a. Deputy Head of Business; and
 - b. Deputy Head of Dormitory and Assets.

Article 156

Deputy Head of Business as referred to
In Article 155 paragraph (2) letter a has a duty
assist the Head of the Agency in preparing,
develop and coordinate the implementation of UNESA business
management policies.

Article 157

In carrying out the duties as referred to
in Article 156, Deputy Head of Business
perform functions:

- a. providing assistance to the Head of BPU in
preparation of short, medium and long term plans for
UNESA's business sectors;
- b. providing support in preparing plans,
programs, and business unit budgets, development
UNESA's business and health services;
- c. implementation of coaching and evaluation of business units,
business development;
- d. organizing and coordinating the implementation of business
unit programs and activities, asset management,
business development, and health services
UNESA;
- e. development and evaluation of UNESA business units;
- f. evaluation of program implementation in business units
UNESA;
- g. implementation of other functions assigned by the Head
BPU;

Article 158

Deputy Head of Business Division consists of:

- a. Business Development and Promotion Division;

- b. Business Management Division; and
- c. Campus Health Services Division.

Article 159

- (1) Business Development and Promotion Division
as referred to in Article 158 letter a
is an organizational unit of the Business Management Agency
for business development and promotion matters.
- (2) Business Development and Promotion Division
as referred to in paragraph (1) is led by
Head of Division which is under and
responsible to the Deputy Head.

Article 160

The Business Development and Promotion Division has
task of carrying out development reviews and
business promotion.

Article 161

In carrying out the duties as referred to
in Article 160, Division of Development and Promotion
The business carries out the following functions:

- a. preparation of materials for the establishment plan, promotion and
UNESA business development;
- b. implementation coordination establishment And
UNESA business development;
- c. preparation of review materials and analysis of the establishment and
UNESA business development;
- d. preparation of materials for implementing cooperation
establishment and development of UNESA business;
- e. preparation of business promotion materials and strategies;
- f. preparation of recommendation materials for the establishment and
UNESA business development; and
- g. implementation of other functions assigned by the Head
BPU.

Article 162

- (1) The Business Management Division as referred to in Article 158 letter b is an organizational unit Business Management Agency for management matters business.
- (2) The Business Management Division as referred to in (1) is led by the Head of Division who is in under and responsible to the Deputy Head.

Article 163

The Business Management Division has the task of carry out business management reviews and efforts.

Article 164

In carrying out the duties as referred to in Article 163, Business Management Division perform functions:

- a. preparation of study materials in business management;
- b. preparation of business management plans;
- c. preparation of unit profit and loss analysis materials business;
- d. implementation of business unit coordination;
- e. preparation of materials for compiling management schemes business;
- f. preparation of strategic materials to increase turnover business management;
- g. preparation of risk management mapping materials business;
- h. preparation of support facilitation materials in business management by business units;
- i. preparation of data and management documentation business;
- j. implementation of management, monitoring and business management evaluation; and
- k. implementation of other functions assigned by the Head BPU.

Article 165

- (1) Campus Health Services Division as referred to in referred to in Article 158 letter c is a unit Business Management Agency organization for business affairs service development and management tasks Campus health.
- (2) Business Development and Promotion Division as referred to in paragraph (1) is led by Head of Division who is under and responsible to the Deputy Head.

Article 166

The Campus Health Services Division has the task development and management of health services Campus.

Article 167

In carrying out the duties as referred to in Article 166, Campus Health Services Division perform functions:

- a. preparation of plans, programs and budgets Lidah Wetan Campus health services and Ketintang Campus;
- b. formulation and preparation of policies in the field of health services at the Lidah Wetan Campus and Ketintang Campus;
- c. organization and coordination of implementation programs and activities in the field of service affairs Lidah Wetan Campus and Campus Health Ketintang;
- d. evaluation of program implementation in the field of affairs Lidah Wetan Campus health services and Ketintang Campus;
- e. preparation of the Chancellor's annual report in the field of Lidah Wetan Campus health service affairs and Ketintang Campus; and

f. implementation of other functions assigned by the Head BPU.

Article 168

Deputy Head of Dormitory and Assets as
as intended in Article 155 paragraph (2) letter b has
task of assisting the Head of the Business Management Agency in
compile, develop, and coordinate
implementation of UNESA dormitory management policies.

Article 169

In carrying out the duties as referred to
in Article 168, Deputy Head of Dormitory and Assets
perform functions:

- a. providing assistance to the Head of the Management Agency
Efforts in preparing short-term plans,
medium and long term in the field of dormitories and
management of UNESA dormitory assets;
- b. preparation of plans, programs and budgets
UNESA Dormitory and Asset Management;
- c. organization and coordination of implementation
operational and asset affairs programs and activities,
coaching, marketing and monitoring in
UNESA Dormitory and UNESA Dormitory assets;
- d. development and evaluation of UNESA Dormitories;
- e. evaluation of program implementation at the UNESA Dormitory;
- f. mapping the optimization of UNESA Dormitory Assets;
- g. optimization of UNESA Dormitory Assets; and
- h. implementation of other functions assigned by the Head BPU.

Article 170

Deputy Head of Dormitory and Assets consists of:

- a. Asset Division;
- b. Development, Marketing and Monitoring Section;
- And
- c. Operational and Asset Section.

Article 171

(1) Asset Division as referred to in Article 170

letter a is the organizational unit of the Management Agency
Efforts for asset optimization matters.

(2) Asset Division as referred to in paragraph (1)

led by the Head of Division who is under
and is responsible to the Head of the Agency
Business Manager.

Article 172

The Asset Division has the task of carrying out reviews and
UNESA asset optimization efforts.

Article 173

In carrying out the duties as referred to
in Article 172, the Asset Division carries out the following functions:

- a. preparation of asset optimization study materials;
- b. preparation of asset optimization plans;
- c. preparation of materials for compiling utilization schemes
asset;
- d. preparation of risk mapping materials for utilization
asset;
- e. preparation of partner cooperation materials in
asset optimization;
- f. preparation of data and documentation of utilization
asset;
- g. implementation of optimization, monitoring and
evaluation of asset utilization; and
- h. implementation of other functions assigned by the Head
BPU.

Article 174

(1) Development, Marketing and Monitoring Section

as referred to in Article 170 letter b

is an organizational unit of the Business Management Agency

for matters of coaching, marketing, and
Monitoring.

- (2) Development, Marketing and Monitoring Section
as referred to in paragraph (1) is led by
Head of Section who is under and
responsible to the Head of the Management Agency
Business.

Article 175

Development, Marketing and Monitoring Section
has the task of preparing materials
develop and manage the UNESA Dormitory related to
coaching, marketing, and monitoring.

Article 176

In carrying out the duties as referred to
in article 175, Development, Marketing and Section
Dormitory Monitoring carries out the following functions:

- a. administration of development policy documents,
marketing, and monitoring;
- b. administration of coordination and evaluation documents
coaching, marketing, and monitoring;
- c. administration of service implementation documents
coaching, marketing and monitoring matters;
- d. administration of development documents and management
of coaching, marketing, and
monitoring;
- e. implementation of other functions assigned by the Head
BPU.

Article 177

- (1) The Operational and Assets Section as referred to in Article
170 letter c is an organizational unit.
Business Management Agency for operational matters
and UNESA Dormitory assets.
- (2) Development, Marketing and Monitoring Section
as referred to in paragraph (1) is led by

Head of Section who is under and responsible to the Head of the Management Agency Business.

Article 178

The Operations and Assets Section has the following duties: prepare materials to develop and manage UNESA Dormitory related to operations and assets.

Article 179

In carrying out the duties as referred to in article 178, Operational and Assets Section perform functions:

- a. administration of operational policy documents and UNESA dormitory assets;
- b. administration of coordination and evaluation documents operational and asset management of UNESA dormitory;
- c. administration of service implementation documents operational affairs and assets of the UNESA dormitory;
- d. administration of development documents and operational management and assets of UNESA dormitory;
And
- e. implementation of other functions assigned by the Head BPU.

Part Five

Teacher Professional Education Agency

Article 180

- (1) The Teacher Professional Education Agency as referred to in referred to in Article 96 letter d is below and is responsible to the Chancellor.
- (2) The Teacher Professional Education Agency as referred to in referred to in paragraph (1) is led by the Head of the Agency and assisted by the Secretary.

Article 181

The Teacher Professional Education Agency has duties
carry out development and management
teacher professional education.

Article 182

In carrying out the duties as referred to
in Article 181, the Teacher Professional Education Agency
perform functions:

- a. preparation of educational programs and activities
teaching profession;
- b. development of teacher professional education programs;
- c. preparation of materials for policy formulation
teacher professional education;
- d. implementation and coordination of professional education
Teacher;
- e. monitoring and evaluation of activity implementation
Teacher professional education; and
- f. implementation of other functions assigned by the Chancellor.

Article 183

The Teacher Professional Education Agency consists of:

- a. Secretary;
- b. Academic and Student Affairs Division;
- c. Partnership and Cooperation Division;
- d. Quality Assurance Section;
- e. Field Experience Practice Section;
- f. Alumni and Tracer Study Section;
- g. Academic Section; and
- h. General and Financial Section.

Article 184

- (1) The Secretary as referred to in Article 183
letter a has the task of assisting the Head of the Agency
in organizing Teacher Professional Education
superior, formulating policies and programs
work, as well as managing and supervising activities
Teacher Professional Education to improve
university income.

- (2) In carrying out the duties as referred to in paragraph (1), the Secretary carries out the following functions:
- a. policy formulation technical in organizing academic and non-academic activities academic of the Teacher Professional Education Agency;
 - b. coordination of academic activities and other activities non-academic Teacher Professional Education Agency;
 - c. evaluation and monitoring of activity programs academic and non-academic Education Agency Teaching Profession;
 - d. management of academic and non-academic activity data academic of the Teacher Professional Education Agency;
 - e. implementation of quality assurance processes Teacher Professional Education is good in standard academic and non-academic quality;
 - f. implementation of partnership and cooperation networks to increase the intensity of activities in an effort to increase university income;
 - g. preparation of materials for compiling annual reports implementation of academic and non-academic activities academics of the Teacher Professional Education Agency; and
 - h. implementation of other functions assigned by head body.

Article 185

- (1) Academic and Student Affairs Division as follows: referred to in Article 183 letter b is a unit organization of the Teacher Professional Education Agency for academic and student affairs.
- (2) Academic and Student Affairs Division as follows: referred to in paragraph (1) is led by the Head of Division who is subordinate and responsible to the Head of the Teacher Professional Education Agency.

Article 186

- (1) The Academic and Student Affairs Division has the task of implementing curriculum development, management of learning and evaluation processes, and provision of academic services for students teacher professional education.
- (2) In carrying out the duties as referred to in paragraph (1), the Academic and Student Affairs Division perform functions:
- a. preparation of curriculum design for pre-service teacher professional education and in office;
 - b. review of lecture material content teacher professional education, both core subjects, selective courses and elective courses on Pre-service teacher professional education;
 - c. implementation of the process of socializing activity materials and learning curriculum;
 - d. designing activity flow and models lectures, field experience practice, and competency test for professional education students Teacher;
 - e. management of student performance data during teacher professional education activities;
 - f. implementation of monitoring, evaluation, reflection and follow-up on the implementation of professional education Pre-service teachers and teacher professional education In Office; and
 - g. implementation of other functions assigned by head of the Agency.

Article 187

The Academic and Student Affairs Division consists of:

- a. Quality Assurance Section; and
- b. Field Experience Practice Section.

Article 188

- (1) The Quality Assurance Section as referred to in Article 187 letter a is an organizational unit
Teacher Professional Education Agency for matters
quality assurance.
- (2) The Quality Assurance Section as referred to
in paragraph (1) is led by the Section Head
is under and responsible to
Head of Division.

Article 189

- (1) The Quality Assurance Section has duties
carry out development, implementation, and
monitoring of assurance policies and procedures
quality in order to improve quality standards
services or products provided by
organization.
- (2) In carrying out the duties as referred to in paragraph (1),
the Quality Assurance Section
perform functions:
 - a. preparation and development of quality documents
teacher professional education;
 - b. implementation and coordination activity
internal quality assurance;
 - c. implementation and supervision of quality assurance
system control activities;
 - d. monitoring and evaluation of implementation
quality assurance;
 - e. management of Professional Education accreditation data
Teacher;
 - f. implementation of other functions assigned by
head body.

Article 190

- (1) Field Experience Practice Section as referred to in
referred to in Article 187 letter b is a unit

organization of the Teacher Professional Education Agency for field experience practice matters.

- (2) Field Experience Practice Section as referred to in referred to in paragraph (1) is led by the Head of Section who is subordinate and responsible to the Head of Division.

Article 191

- (1) The Field Experience Practice Section has the task of carrying out planning, coordination, and Monitoring the implementation of the practice program fields for students that are relevant to their field of study.
- (2) In carrying out the duties as referred to in paragraph (1), Field Experience Practice Section perform functions:
- a. preparation of design and mapping of partner schools for student Field Experience Practice Teacher Professional Education;
 - b. implementation of coordination with the school principal, supervising teachers and field supervisors;
 - c. implementation of coordination and provision of Practice Field Experience for students teacher professional education;
 - d. supervision, evaluation, reflection, and follow-up implementation of Field Experience Practice;
 - e. preparation of activity reports Practice Field Experience; and
 - f. implementation of other functions assigned by superior.

Article 192

- (1) Partnership and Cooperation Division as referred to in Article 183 letter c is a unit organization of the Teacher Professional Education Agency for partnership and cooperation matters.

- (2) Partnership and Cooperation Division as referred to in paragraph (1) is led by the Head of Division who is under and responsible to the Head of the Teacher Professional Education Agency.

Article 193

- (1) The Partnership and Cooperation Division has the task of assist the Head of the Agency and the secretary in support the implementation of Professional Education Excellent and adaptive teachers, developing partnership and cooperation programs, as well as managing planning, development, innovation, and supervision of partnership and cooperation activities Teacher Professional Education Agency for increase university revenue.
- (2) In carrying out the duties as referred to in paragraph (1), the Partnership and Cooperation Division perform functions:
- preparation of designs and formats for cooperation with both domestic and foreign agencies with the Teacher Professional Education Agency;
 - a. assessment of opportunities for Agency collaboration Teacher Professional Education with agencies in domestic and foreign affairs related to development of teacher professionalism;
 - b. implementation of cooperation with domestic and foreign agencies related to development of teacher professionalism;
 - c. designing the flow and type of partnership and cooperation;
 - d. management of partnership and cooperation documents;
 - e. implementation of monitoring, evaluation, reflection and follow-up of the Agency's partnership and cooperation Teacher Professional Education; and
 - f. implementation of other functions assigned by Head of Agency.

Article 194

- (1) The Partnership and Cooperation Division is assisted in carrying out its duties by the Alumni Section and Graduate Tracking/Tracer *Study*.
- (2) Alumni and Graduate Tracking/Tracer Section *Study* has the task of managing and monitoring alumni career paths and develop and implementing an effective *tracer study* program.
- (3) In carrying out the duties as referred to in paragraph (2), the Alumni and Search Section Graduates/Tracer *Study* perform the following functions:
 - a. formation of alumni family ties
Teacher Professional Education;
 - b. preparation and development of programs and alumni activities;
 - c. preparation of *tracer study* instruments for alumni and stakeholders
(*stakeholders*);
 - d. implementation of monitoring and evaluation
implementation of alumni activities and *tracer studies*;
 - e. alumni data management and *tracer studies*;
 - f. preparation of alumni and *tracer* activity reports
study; and
 - g. implementation of other functions assigned by
Head of Agency.

Article 195

- (1) The Academic Section as referred to in Article 183 letter g is the organizational unit of the Agency Teacher Professional Education for academic matters.
- (2) The Academic Section as referred to in paragraph (1) is led by a Section Head who is under and responsible to the Head.
Teacher Professional Education Agency.

Article 196

- (1) The Academic Section has the task of assisting Head of Agency, prepares teacher education quality with a focus on creativity, adaptability, and entrepreneurship, dealing with learning administration and related services students, alumni, and collaboration.
- (2) In carrying out the duties as referred to in paragraph (1), the Academic Section organizes function:
 - a. implementation service administration learning, student affairs, alumni, and cooperation;
 - b. management data learning, student affairs, alumni and collaboration;
 - c. implementation of evaluation and reporting of activities learning, student affairs, alumni and collaboration; and
 - d. implementation of other functions assigned by Head of Agency.

Article 197

- (1) General and Financial Section as referred to in Article 183 letter h is a unit Teacher Professional Education Agency organization for general and financial affairs.
- (2) General and Financial Section as referred to in paragraph (1) is led by the Head of Section who is subordinate and responsible to the Head of the Teacher Professional Education Agency.

Article 198

- (1) The General and Finance Section has the task of assist the Head of the Agency, Secretary, and Head Divisions in financial administration, resources, information technology, and UNESA asset management at Teacher Professional Education Agency.

- (2) In carrying out the duties as referred to in paragraph (1), the General and Finance Section carries out the following functions:
- a. implementation of financial administration services, resources, general, and information technology;
 - b. implementation of asset management affairs at the Agency Teacher Professional Education;
 - c. management of financial data, resources general, and information technology;
 - d. implementation of evaluation and reporting of finance, general resources and information technology in Teacher Professional Education Agency; and
 - e. implementation of other functions assigned by Head of Agency.

CHAPTER IX

Campuses Outside the Main Campus

Article 199

- (1) Campuses outside the main campus as referred to in referred to in Article 4 letter g is below and is responsible to the Chancellor
- (2) Campuses outside the main campus as referred to in referred to in paragraph (1) is led by the Director.

Article 200

- (1) Campuses outside the main campus have duties Implement Management and Development Campuses Outside the Main Campus.
- (2) In carrying out the duties as referred to in paragraph (1), Campuses Outside the Main Campus perform functions:
- a. determination of work programs and annual budgets Campuses Outside the Main Campus;
 - b. determination of implementation policies and Academic education management on campus Outside Main Campus;

- c. implementation and management of implementation
program Work field education,
student affairs, and alumni on campus outside
Main Campus;
- d. organization and management of implementation
work programs in the fields of finance, resources,
and business on campus outside the main campus;
- e. implementation and management of implementation
work program in the field of research and community service
to the community, innovation, ranking, and scientific
publications on Campus Off Campus
Main;
- f. implementation and management of implementation
program Work field planning,
development, cooperation, information technology
and communications, public relations, and branding in
Campuses Outside the Main Campus;
- g. provision of academic administration services and general
administration of campuses outside
Main Campus;
- h. organizing coaching and development
Student potential;
- i. development and coaching of resources
Campus Humans Outside the Main Campus;
- j. Off-Campus Campus Budget Management
Main;
- k. implementation of academic norms,
academic regulations and code of ethics for the academic community
academics on campus outside the campus
Main;
- l. implementation and fulfillment of quality standards
on Campuses Outside the Main Campus;
- m. implementation of evaluation and control
implementation of internal quality standards
Campuses Outside the Main Campus;

- n. implementation policy quality standards
implementation of the Tri Dharma of Higher Education
on Campuses Outside the Main Campus;
- o. implementation of cooperation, relations with
alumni, and the community at the campus level outside
Main Campus;
- p. preparation of annual reports for Campuses Outside
Main Campus; and
- q. implementation of other functions assigned by
Rector.

Article 201

Campuses outside the main campus consist of:

- a. Deputy Director;
- b. Study Program Coordinator;
- c. Head of Laboratory; and
- d. Campus Offices Outside the Main Campus.

Article 202

- (1) The Deputy Director as referred to in Article
201 letter a is below and responsible
answer to the Director.
- (2) Deputy Director as referred to in paragraph (1)
consists of:
 - a. Deputy Director I; and
 - b. Deputy Director II.

Article 203

- (1) Deputy Director I as referred to in
Article 202 paragraph (2) letter a has duties
assist the Director in leading the implementation
education, student affairs, alumni,
research, community service, center
excellence, innovation, ranking, *eco campus*, and
scientific publications of Campuses Outside the Main Campus.

(2) Deputy Director II as referred to in
Article 202 paragraph (2) letter b has the task of assisting
the Director in leading implementation
activities in the fields of finance, resources
human, assets, law, governance, reform
bureaucracy, issue strategic, planning,
development, cooperation, international affairs,
information and communication technology, public relations,
branding, marketing, and media.

Article 204

In carrying out the tasks as intended
in Article 203 paragraph (1), Deputy Director I
perform functions:

- a. implementation of program activity coordination
learning, research, and community service
community, student affairs, and alumni innovation, rankings,
and scientific publications on campus.
Outside Main Campus;
- b. implementation evaluation activity program
learning, research, and community service
community, student affairs, and alumni, innovation,
rankings, as well as scientific publications on campus
Outside Main Campus;
- c. monitoring of learning activities, research, and community
service, student affairs,
and alumni, innovation, rankings, and publications
scientific Campus Outside the Main Campus;
- d. coordination of the implementation of internal quality standards at
Campuses Outside the Main Campus;
- e. management of learning activity data, research,
And devotion to public,
student affairs, And alumni, innovation,
rankings, as well as scientific publications on campus
Outside Main Campus; and
- f. preparation of materials for compiling annual reports
implementation of learning, research, and

community service, student affairs,
and alumni, innovation, rankings, and publications
scientific Campus Outside the Main Campus;
g. implementation of other functions assigned by
Director.

Article 205

In carrying out the tasks as intended
in Article 203 paragraph (2), Deputy Director II
perform functions:

- a. implementation of planning, financial management,
human resources, assets, cooperation, technology
information and communication, development, public relations,
and branding of Campuses Outside the Main Campus;
- b. implementation of planning program coordination,
finance, human resources, assets, cooperation,
technology information And communication,
development, public relations, and branding of the campus
Outside Main Campus;
- c. implementation and management of accountability
finance;
- d. implementation and management of resource data
(assets and human resources) Campuses Outside the Main Campus;
- e. monitoring implementation management
planning, finance, human resources, assets, cooperation,
information technology and
communication, development, public relations, and branding
Campuses Outside the Main Campus;
- f. implementation of planning program evaluation,
finance, human resources, assets, cooperation,
technology information And communication,
development, public relations, and branding;
- g. preparation of materials for compiling annual reports
planning, finance, resources
human, assets, cooperation, information technology and
communication, development, public relations, and branding
Campuses Outside the Main Campus; and

h. implementation of other functions assigned by
Director.

Article 206

Study Program Coordinator as referred to
in Article 201 letter b is below and
responsible to the Director and Deputy
Director.

Article 207

The Study Program Coordinator has the following duties:

a. prepare work plans and programs

Studies;

b. coordinate, compile, And
developing curriculum and tools
learning according to the Study Program;

c. organize learning activities according to
Study program;

d. coordinate the implementation of Lecturer duties in accordance with
with a group of courses according to the Study Program;

e. evaluate academic activities in the Program
Study; and

f. implementing internal quality standards of the Program
Studies.

Article 208

Head of Laboratory as referred to in
Article 201 letter c is below and is responsible for
answerable to the Director and Deputy Director.

Article 209

(1) Head The laboratory has the task
implementation of education, research, and
community service in the environment
Campuses Outside the Main Campus.

(2) In carrying out the duties as stated

referred to in the paragraph (1), laboratory
perform functions:

- a. preparation of work plans and programs
laboratory;
- b. facilitating the implementation of research, innovation, and
learning through appropriate laboratories
with his field;
- c. implementation of human resource coordination
in the laboratory according to its field;
- d. implementation of coordination and evaluation
implementation of human resource tasks on
laboratories according to their fields;
- e. use of laboratory equipment and materials;
- f. implementation activity And program
laboratory;
- g. preparation and development of standard operating
procedures for laboratories;
- h. implementation of laboratory quality standards;
- i. maintenance facilities and infrastructure
laboratory; and
- j. implementation of other functions assigned by
Director.

Article 210

The office as referred to in Article 201

letter d has the task of carrying out services
academic administration, student affairs and
alumni, planning, finance, personnel, administration
implementation, administration, asset management
belonging to UNESA, and reporting within the Campus environment
Outside Main Campus.

Article 211

In carrying out the duties as referred to

in Article 210 the Office carries out the following functions:

- a. implementation of planning matters, programs, and Off-Campus Campus budget Main;
- b. implementation of educational administration services, research and community service on Campuses Outside the Main Campus;
- c. implementation of student administration services and alumni on campuses outside the main campus;
- d. implementation of financial administration affairs in Campus environment outside the main campus;
- e. implementation of administrative affairs and staffing on campus outside campus Main;
- f. implementation affairs administration, household and property management UNESA on Campuses Outside the Main Campus;
- g. implementation of administration of data and information management for Campuses Outside the Main Campus; h. implementation of evaluation and reporting for Campuses Outside the Main Campus Outside Main Campus; and
- i. implementation of other functions assigned by Director.

Article 212

Head of General Section as referred to in Article 211 is under and responsible for to the Director and Deputy Director.

Article 213

General Section as referred to in Article 212 led by the Head of General Section.

CHAPTER X

DIRECTORATE

Part One

General

Article 214

- (1) The Directorate as referred to in Article 4 letter h is the unit tasked with assisting Vice Chancellor in designing, coordinating, implementing and evaluating policies strategic, programs and activities in accordance with his field.
- (2) The Directorate is led by a Director.

Article 215

- (1) The Director is under and responsible to the Vice Chancellor according to his/her field.
- (2) In carrying out his duties, the Director may assisted by the Secretary, Head of Sub-Directorate, and/or Head of Section.
- (3) The Director is appointed and designated by the Chancellor.
- (4) Secretary, Head of Subdirectorate, or Head of Section as referred to in paragraph (2) is responsible answer to the Director.

Article 216

- (1) Director who is under the coordination of the Deputy Director
Field I consists of:
 - a. Directorate of Education and Transformation
Education;
 - b. Directorate of Student Affairs and Alumni; and
 - c. Directorate of Digital Learning Innovation.
- (2) Director who is under the coordination of the Deputy Director
Field II consists of:
 - a. Directorate of Finance;
 - b. Directorate of Assets;
 - c. Directorate of Law, Administration and
Bureaucratic Reform;
 - d. Directorate of Human Resources; and

- e. Directorate of Prevention and Handling of Issues
Strategic.
- (3) Director who is under the coordination of the Deputy Director
Field III consists of:
 - a. Directorate of Innovation, Ranking and Publication
Scientific;
 - b. Directorate of UNESA *Science Center*; and
 - c. *Smart Eco Campus Directorate*.
- (4) Directors who are under the coordination of Deputy Field IV
consist of:
 - a. Directorate of Planning, Development and
Reporting;
 - b. Directorate of Cooperation;
 - c. Directorate of Information & Communication Technology;
 - d. Directorate of International Affairs;
 - e. Directorate of Public Relations and Information; and
 - f. Directorate of *Branding, Marketing*, and Media.

Part Two

Directorate of Education and Educational Transformation

Article 217

- (1) Directorate of Education and Transformation
Education has the task of organizing
admissions, learning, academic mobility matters
(domestic), academic administration and
graduation.
- (2) In carrying out the duties as stated
referred to in paragraph (1) of the Directorate of Education and
Educational Transformation organizes
function:
 - a. implementation of Monitoring and Evaluation
admissions affairs, learning, domestic academic
mobility, academic administration
and graduation;
 - b. preparation and development of affairs
admissions, learning, academic mobility

- domestic, academic administration and graduation;
- c. preparation of admissions policy, learning, academic mobility in state, academic administration and graduation;
- d. implementation of coordination of admissions affairs, learning, academic mobility in state, academic administration and graduation;
- e. provision of admissions services, learning, domestic academic mobility, academic administration and graduation;
- f. preparation and development of roadmaps (*roadmap*) of new study programs/faculties; and
- g. implementation of other functions assigned by Rector.

Article 218

Directorate of Education and Educational Transformation consists of:

- a. Admissions Subdirectorate;
- b. Sub-directorate of Domestic Academic Mobility;
- c. Sub-Directorate of Learning; and
- d. Subdirectorate of Academic Administration and Graduation.

Article 219

- (1) The admissions subdirectorate referred to in Article 218 letter a is an organizational unit under Directorate of Education and Transformation Education to organize affairs Admission.
- (2) The student admissions subdirectorate has the task of For organize admission And monitoring student graduation.
- (3) The Admissions Subdirectorate carries out the following functions:
 - a. Work Plan and Budget Compiler Annual (RKAT) for admission activities

- and student graduation and managing its implementation;
- b. preparation of guidelines for implementing acceptance students and student graduation;
- c. establishing cooperation with *stakeholders* government institutions, other universities, media, and other institutions in socialization and selection of new student admissions;
- d. preparation, coordination, and management data/information supports ^{For} strategic decision making regarding new student admissions and graduation student;
- e. coordinating student admission activities new national route and independent route;
- f. coordinating the student graduation process;
- g. periodic evaluation and reporting of the implementation of duties and authorities; and
- h. implementation of other functions assigned by Director.

Article 220

The Admissions Subdirectorates consists of:

- a. Admission and graduation section;
- b. Section for developing outstanding students.

Article 221

- (1) The admissions and graduation section as follows:
 - referred to in Article 220 letter a has
 - task of assisting the Admissions Subdirectorates in
 - prepare materials for managing and
 - develop related procedures for determining
 - graduation and monitoring students who will
 - his studies have finished.
- (2) Section Reception And Graduation perform functions:

- a. preparation material organization
new student admissions administration;
- b. preparation of materials for the implementation of acceptance
new students;
- c. preparation of materials for implementation and analysis
data related to new student admissions and
graduation;
- d. implementation and documentation of socialization
new student admission program;
- e. preparation of student admission reports
new;
- f. preparation of system development materials
admission of new students;
- g. formulation of criteria and requirements for the letter
determination of graduation;
- h. data collection And scheduling
implementation of the graduation ceremony in each
faculty;
- i. data collection And scheduling
implementation of graduation;
- j. monitoring student study progress;
- k. information system formulator for parents/
guardian of a student whose studies are progressing
entering a critical period (potential to drop out);
- l. research related to graduation issues; and
- m. implementation of other functions assigned by
Director.

Article 222

- (1) Section for developing high-achieving students
as referred to in Article 220 letter b
has the task of assisting the Admissions Subdirector
and Graduation in preparing materials for
manage and develop related procedures
student admission and development
achieve.

(2) High-Achieving Student Development Section

perform functions:

- a. preparation of materials for determining requirements acceptance of high-achieving students;
- b. concept compiler and stage implementer new student admission selection achieve at university level;
- c. coordination with related faculties the most outstanding student;
- d. preparation of monitoring materials and evaluation of the development of study results and achievements student;
- e. data collection for high-achieving students constrained by studies due to Single Tuition Fee (UKT), Study Plan Card (KRS), permit letter, dispensation letter and lecture administration other;
- f. preparation of reports on the acceptance of students with academic and non-academic achievements; and
- g. implementation of other functions assigned by Director.

Article 223

The Domestic Academic Mobility Subdirectorates consists of on:

- a. School Program Section;
- b. Internship Section; and
- c. Student Exchange, National Defense, Research Section Independent, Village Development, Entrepreneurship, Humanitarian Project.

Article 224

(1) Sub-Directorate of Domestic Academic Mobility

referred to in Article 218 letter b is

organizational unit under the Directorate of Education and Transformation of Education to organize domestic academic mobility affairs;

(2) Sub-Directorate of Domestic Academic Mobility referred to in paragraph (1) is led by the Head Subdirectorates which are under and responsible to the Director.

Article 225

- (1) Sub-Directorate of Domestic Academic Mobility task of preparing materials for managing and developing domestic academic mobility.
- (2) Sub-Directorate of Domestic Academic Mobility perform functions:
- a. preparation of work plans, budgets, and work program;
 - b. coordination, supervision, and guidance implementation of tasks;
 - c. implementation, development, preparation, review and adjustment of program guidelines with sections and teams curriculum;
 - d. implementation, development, preparation, review, and adjustment academic mobility program of study program;
 - e. coordination organization mobility independent academic;
 - f. organizing, supervising, monitoring, and evaluating the implementation of academic mobility domestic;
 - g. preparation of academic mobility reports with the section periodically;
 - h. coordinating and monitoring indicators performance;
 - i. development of mobility quality guidelines domestic academics;
 - j. development of information systems;
 - k. cooperation with other work units and agencies related domestically; and

I. implementation of other functions assigned by
Director.

Article 226

- (1) School Program Section as referred to in referred to in Article 223 letter a has task is responsible for coordination, preparation, review, evaluation, and mentoring in various aspects of the Schooling Program in UNESA.
- (2) School Program Section as referred to in referred to in paragraph (1) carries out the following functions:
- a. preparation of activity coordination materials
Introduction to the School Field (PLP)
with related parties;
 - b. preparation of coordination materials with the service education and schools as places for PLP;
 - c. coordination with the study program coordinator regarding accompanying lecturers;
 - d. coordination with international affairs for PLP in international schools in country;
 - e. implementation of academic mobility supervision;
 - f. provision for lecturers and students related to national and international curriculum;
- And
- g. implementation of other functions assigned by Director.

Article 227

- (1) The Internship Section as referred to in Article 223 letter b has the task of being responsible for coordination, preparation, review, evaluation, and assistance in various aspects of the internship.
- (2) The Internship Section carries out the following functions:
- a. coordinating internship selection with other parties;

- b. implementation of development, preparation, review and adjustment of internship/Field Work Practice (PKL) guidelines, research, and independent studies;
- c. coordinating and gathering students internship/PKL, certified independent study, and independent;
- d. organizers, supervision, monitoring, and evaluation of internship implementation;
- e. preparing periodic internship reports;
- f. coordinating and collecting data performance indicators;
- g. development of quality guidelines;
- h. system improvement and development information;
- i. cooperation with other work units and agencies related domestically; and
- j. implementation of other functions assigned by Director.

Article 228

- (1) Student Exchange, National Defense, Research Section Independent, Village Development, Entrepreneurship, Humanitarian Projects as referred to in Article 223 letter c has the task of being responsible for coordination, preparation, review, evaluation, and mentoring in various aspect community empowerment.
- (2) Head of Community Empowerment Section perform functions:
 - a. coordinate with the Director of DPTP, Sub Directorate Academic Mobility (MA) and other MA sections;
 - b. coordinating and gathering students Independent and Independent Student Exchange;
 - c. implementation of supervision, monitoring, and evaluation of the implementation of Student Exchange UNESA surroundings;

d. compiler of the Mobility Quarterly report

Academic together with other sections and Sub-Directorate Head
Academic Mobility;

e. coordinating and monitoring IKU 2 data

together with the section, the TIKK team and the section
digital learning and Head of Mobility Sub-Directorate
Academic;

f. development of Mobility quality guidelines

Academics with the work unit in charge
academic quality assurance;

g. improving the student exchange system;

h. collecting *inbound* data through the system
information;

i. establishing cooperation with other work units and
related agencies at home and abroad
especially Academic Mobility;

j. Coordinating and Managing KKN Permits
in the area;

k. preparation of DPL and DPMK with Coordinating Study Programs;

l. preparation of Supervision and Monitoring and Evaluation Assignment Letters;

m. preparation for the Opening and Closing of KKN;

n. preparation of DPL training; and

o. implementation of other functions assigned by
Director;

Article 229

The Learning Subdirectorate consists of:

- a. Curriculum and Learning Section; and
- b. International Class Section.

Article 230

- (1) The Learning Subdirectorate referred to in Article 218 letter
c is tasked with:
organize curriculum affairs and
learning.

- (2) In carrying out the duties as referred to in referred to in the paragraph (1) Subdirector Learning performs the following functions:
- a. preparation of work plans, budgets, and work program;
 - b. coordination, supervision, and guidance implementation of tasks;
 - c. implementation of development, preparation, review and adjustment of the curriculum;
 - d. organizing development, preparation, implementation and evaluation achievements learning, graduates, including integration research results and community service society, as well as artificial intelligence in learning;
 - e. implementation of supervision, monitoring, and evaluation of lecture implementation, including schedule, attendance, materials, RPS, UTS, UAS, and mark;
 - f. preparation of task implementation reports, evaluation and performance accountability;
 - g. cooperation with other work units and agencies related to domestic and international affairs in the field learning;
 - h. coordinating the activities of teaching practitioners;
- And
- i. implementation of other functions assigned by Director.

Article 231

- (1) Curriculum and Learning Section as follows referred to in Article 229 letter a has task is responsible for coordination, preparation, review, evaluation, and mentoring in various aspects of development and curriculum implementation and learning.

- (2) In carrying out the duties as referred to in referred to in the paragraph (1) Subdirector Learning performs the following functions:
- a. coordinating guideline updates development, implementation, and evaluation curriculum;
 - b. coordinating updates to task guidelines end;
 - c. coordinating the preparation of guidelines implementation of fast track programs;
 - d. review of Semester Learning Plans (RPS) or study program curriculum periodically;
 - e. participation in accreditation visitation activities international;
 - f. assistance and coordination of transformation study program curriculum;
 - g. coordination of the preparation of supplementary guidelines for development, implementation and evaluation curriculum in curriculum transformation;
 - h. evaluation effectiveness curriculum that implemented in the study program;
 - i. implementation of other functions assigned by Director;

Article 232

- (1) The International Class Section as referred to In Article 229 letter a has a duty assist the Subdirector of Learning in prepare materials for managing and develop related Class Program procedures International.
- (2) In carrying out its duties as referred to in paragraph (1) the International Class Section perform functions:
- a. implementation of internationalization of education through strengthening classes and study programs international;

- b. coordinating the implementation of learning international class;
- c. coordination with other work units in preparation for the implementation of *international students mobility*;
- d. coordinating document updates curriculum and teaching materials in class international;
- e. coordinating the preparation of guidelines for the implementation of *the Double Degree Program* and *International Undergraduate Program (IUP)*;
- f. participation in accreditation visitation activities international; and
- g. implementation of other functions assigned by Director.

Article 233

- (1) Subdirectorate of Academic Administration and Graduation referred to in Article 218 letter d is an organizational unit under the Directorate Educational Transformation and Educational Technology to carry out administrative affairs Academic and Student Graduation.
- (2) Subdirectorate of Academic Administration and Graduation have task For organize Academic Administration and Graduation.
- (3) In carrying out the duties as referred to in paragraph (2) Subdirectorate of Academic Administration and Graduation carries out the following functions:
 - a. preparation of work plans, budgets, and work program;
 - b. coordination, supervision, and guidance implementation of tasks;

- c. organization, development, preparation,
review and adjustment of program guidelines
academic administration and graduation;
- d. implementation, supervision, monitoring, and
evaluation of the implementation of academic administration
and graduation;
- e. implementation of academic information review as
materials for compiling leadership policies;
- f. implementation of academic information management
and graduation;
- g. Implementation of registration and graduation
student;
- h. preparation of academic administration reports and
periodic graduation;
- i. implementation of other functions assigned by
Director.

Article 234

Subdirectorate of Academic Administration and Graduation
Students consist of:

- a. Academic Registration Section; and
- b. Graduation Administration Section.

Article 235

- (1) The Academic Registration Section as referred to in Article 234 letter a has the following duties:

assisting the Subdirectorate of Academic Administration
and Graduation in preparing materials for
manage and develop related procedures
academic registration.

- (2) In carrying out his duties as follows

referred to in paragraph (1) the Academic Registration Section
carries out the following functions:

- a. preparation of the work program for the registration section
as a guideline for carrying out tasks;
- b. data security and requirements
documentation;

- c. preparation and implementation of registration services
new students, transfers, transfers, and
Recognition of Prior Learning (RPL);
- d. providing information to students and
community regarding admission selection services
prospective new students, transfer students, and
mutation;
- e. implementation of recipient selection activities and
student registration;
- f. development and evaluation of management information
systems used by the department
registration administration;
- g. concept drafter and implementer for mutation,
leave, and student *drop out* ;
- h. reporting of data on students transferring levels and
mutation;
- i. reviewer of student academic status
scholarship grantee;
- j. processing of certificate of having attended college;
- k. processing of student ID cards;
- l. compilation and reporting of statistical data
student;
- m. preparation of Section reports
Academic; and
- n. implementation of other functions assigned by
Director.

Article 236

- (1) Graduation Administration Section as referred to in referred to in Article 234 letter b has task of assisting the Administration Subdirectorate Academics and Graduation in preparation materials for managing and developing related to graduation administration procedures.
- (2) In carrying out his duties as follows referred to in paragraph (1) of the Administration Section Graduation carries out the following functions:

- a. implementation program Work part
Administration of graduation of task implementation;
- b. preparation of materials for utilization facilities
academic facilities in accordance with the work program
which has been set;
- c. implementation of administrative service activities
Digital-based Academic Graduation:
- d. implementation of diploma replacement services and
lost alumni academic transcripts and/
damaged;
- e. preparation of implementation facility materials
appropriate pre-inauguration activities for professors
with a predetermined work program;
- f. implementation of the transfer application or
student resignation;
- g. provision of diploma verification services and
academic transcript;
- h. implementation of graduation;
- i. evaluation of the implementation of graduation administration;
- j. preparation of monitoring and evaluation materials
academic facility services in accordance with
established work program; And
- k. implementation of other functions assigned by
Director.

Part Three

Directorate of Student Affairs and Alumni

Article 237

- (1) The Directorate of Student Affairs and Alumni has
task of organizing matters of interest, talent,
competence, and reasoning, development
student organizations (ormawa) and alumni,
student welfare and entrepreneurship,
career and alumni services.

- (2) In carrying out the duties as referred to in paragraph (1), the Directorate of Student Affairs and Alumni organize the following functions:
- a. monitoring and evaluation of matters of interest, talent, competence, and reasoning, development student organizations and alumni, welfare and student entrepreneurship, and career services and alumni;
 - b. preparation of Interest and Talent Affairs Policy, Competence, and Reasoning, Development Student Organizations and Alumni, Welfare and Student Entrepreneurship, Career Services and Alumni;
 - c. Implementation of Coordination of Interest and Talent Affairs, Competence, and Reasoning, Development Student Organizations and Alumni, Welfare and Student Entrepreneurship, and Career Services and Alumni; and
 - d. provision of data and services for Affairs Interest, Talent, Competence, and Reasoning, Student Organization and Alumni Development, Student Welfare and Entrepreneurship, and Career and Alumni Services.

Article 238

The Directorate of Student Affairs and Alumni consists of:

- a. Sub-Directorate of Student Organization Development and Alumni; and
- b. Sub-directorate of Welfare, Career, and Alumni.

Article 239

- (1) Sub-directorate for Student Organization and Alumni Development as referred to in Article 238 letter a is unit organization Directorate Student Affairs and Alumni for implementation development of student organization programs and activities and alumni.

(2) Sub-directorate of Student Organization and Alumni Development has the task of preparing implementation materials, development and coordination of programs and student organization and alumni activities.

(3) In carrying out the duties as referred to in paragraph (1), Sub-Directorate of Student Organization Development and Alumni carry out the following functions:

- a. compilation program And activity development of student organizations and alumni;
- b. development of adequate and quality services in student organization issues and alumni; and
- c. implementation of other functions assigned by Director.

Article 240

The Sub-Directorate for Student Organization and Alumni Development as referred to in the Article consists of:

- a. Student Organization Development Section;
- b. Interest, Talent, Competence, and Reasoning Section;
- And
- c. Student Entrepreneurship Section.

Article 241

(1) The Student Organization Development Section as referred to in Article 240 letter a has the task of carrying out affairs implementation of organizational development programs student affairs.

(2) In carrying out the duties as stated referred to in paragraph (1) of the Development Section Student Organizations organize function:

- a. preparation of planning materials program activity management And development of student organizations;

- b. preparation of materials for implementing activities
 compilation guide development
 student organizations;
- c. preparation of materials for coordination implementation
 development guide socialization activities
 student organizations;
- d. implementation coordination activity
 development of student organizations;
- e. collecting, processing, documenting,
 and analyze data related to the development of
 student organizations;
- f. preparation of monitoring and evaluation materials
 activity development organization
 student affairs; and
- g. implementation of other functions assigned by
 Director.

Article 242

- (1) Interest, Talent, Competence, and Reasoning Section
 as referred to in Article 240 letter b
 has the task of preparing materials for
 manage and develop implementation,
 program development and coordination and
 activities of interest, talent, and reasoning.
- (2) In carrying out the duties as referred to in paragraph (1),
 the Interests, Talents, Section
 Competence and Reasoning organize
 function:
 - a. preparation of materials for the implementation of the compilation
 management program planning and
 development of interests, talents, and reasoning
 student;
 - b. preparation of materials for implementing activities
 preparation of interest development guidelines,
 talent, and student reasoning;

- c. preparation of materials for implementing socialization interest, talent, and reasoning activity guide student;
- d. implementation coordination activity development of interests, talents, and reasoning student;
- e. preparation of materials for implementing activities collect, process, document, and analyze data related to development student interests, talents, and reasoning;
- f. preparation of monitoring implementation materials and evaluation of interests, talents, and reasoning activities students; and
- g. implementation of other functions assigned by Director.

Article 243

- (1) The Student Entrepreneurship Section as referred to in Article 240 letter c, has the task of carrying out program implementation matters and welfare activities.
- (2) In carrying out the duties as stated referred to in paragraph (1), Entrepreneurship Section Students carry out the following functions:
 - a. preparation of materials for compiling activity plans program management And development of student entrepreneurship;
 - b. preparation of materials for implementing activities compilation guide development student entrepreneurship;
 - c. preparation of materials for coordination implementation development guide socialization activities student entrepreneurship;
 - d. implementation coordination activity development of student entrepreneurship;

- e. collecting, processing, documenting,
and analyze data related to development
student entrepreneurship;
- f. preparation of monitoring and evaluation materials
entrepreneurship development activities
students; and
- g. implementation of other functions assigned by
Director.

Article 244

The Sub-Directorate of Welfare, Career, and Alumni consists of
on:

- a. Student Welfare Section;
- b. Student Career Development Section; and
- c. Tracer Study and Alumni Section.

Article 245

- (1) The Welfare Section as referred to in
Article 244 letter a, has a duty to help
Subdirectorate of Welfare, Career, and Alumni
in preparing materials for managing and
developing related welfare programs
student.
- (2) In carrying out the duties as referred to in paragraph (1), the
Welfare Section
Students carry out the following functions:
 - a. preparation of planning materials
program activity management And
development of student welfare;
 - b. preparation of materials for implementing activities
compilation guide development
student welfare;
 - c. preparation of materials for coordination implementation
development guide socialization activities
student welfare;
 - d. implementation coordination activity
development of student welfare;

- e. collecting, processing, documenting,
and analyze data related to development
student welfare;
- f. preparation of monitoring and evaluation materials
activity development welfare
students; and
- g. implementation of other functions assigned by
Director.

Article 246

- (1) *The Tracer Study* Section as referred to in
Article 244 letter c, has a duty to help
Sub-Directorate of Student Organization and Alumni Development
in preparing materials for managing and
developing tracer study data.
- (2) In carrying out the duties as stated
referred to in paragraph (1), the Welfare Section carries out
the following functions:
 - a. preparation of planning materials
program activity management And
development of *tracer studies*;
 - b. preparation of materials for implementing activities
development of *tracer* development guidelines
study;
 - c. preparation of materials for the implementation of
coordination of socialization activities for development guidelines
tracer study;
 - d. implementation coordination activity
development of *tracer studies*;
 - e. collecting, processing, documenting,
and analyze data related to development
tracer study; and
 - f. preparation of monitoring and evaluation materials
tracer study development activities .

Part Four
Directorate of Digital Learning Innovation

Article 247

- (1) Directorate Innovation Learning Digital
has the task of administering affairs
AI and Digital Content development,
Digital Learning, Technology and Systems
digital learning.
- (2) In carrying out the duties as referred to in paragraph (1),
the Directorate of Innovation
Digital Learning performs the following functions:
- a. development of digital learning strategies;
 - b. policy and guideline developers
digital learning;
 - c. improving digital learning infrastructure;
 - d. training and competency development
learning technology;
 - e. development of innovative learning content;
 - f. implementation of monitoring and evaluation
implementation of digital learning;
 - g. development of cooperation and collaboration
with *stakeholders*; and
 - h. implementation of other functions assigned by
Director.

Article 248

- Directorate of Innovation, Digital Learning as
referred to in consists of:
- a. AI and Digital Content Development Section;
 - b. Digital Learning Section; and
 - c. Digital Learning Technology and Systems Section.

Article 249

- (1) AI and Digital Content Development Section
has the task of assisting the Directorate of Innovation

Digital Learning in management matters

AI and digital content development.

(2) AI and Digital Content Development Section

perform functions:

- a. preparation of content development materials
AI-based learning;
- b. preparation of materials for developing strategies
use of technology digital in
learning;
- c. preparation of content materials according to needs
users;
- d. preparation of materials for the application of AI technology in
interactive content creation;
- e. preparation of monitoring and evaluation materials
quality of digital learning content;
- f. preparation of innovation materials in development
digital content;
- g. implementation of other functions assigned by
Director.

Article 250

(1) The Digital Learning Section has duties

assisting the Directorate of Digital Learning Innovation
in matters of development management
digital learning.

(2) The Digital Learning Section organizes

function:

- a. preparation of design and development materials
digital learning;
- b. preparation of materials for the application of technology in
learning process;
- c. preparation of materials for policy formulation and
digital learning guidelines;
- d. preparation of training implementation materials and
user capacity development;
- e. preparation of content development materials
digital learning;

- f. preparation of monitoring and evaluation materials
digital learning;
- g. preparation material management And
development of learning infrastructure
digital; and
- h. implementation of other functions assigned by
Director.

Article 251

- (1) The Digital Learning Technology and Systems Section has
the task of assisting the Innovation Directorate
Digital Learning in management matters
development of technology and learning systems
digital.
- (2) Digital Learning Technology and Systems Section
perform functions:
 - a. preparation of development materials and
application of digital learning technology;
 - b. preparation of materials for compilation and management
digital learning infrastructure;
 - c. preparation material integration system
digital learning;
 - d. preparation of maintenance and support materials
digital learning techniques;
 - e. preparation of materials for developing digital learning
features and applications;
 - f. preparation of testing and evaluation materials
digital learning technology; And
 - g. implementation of other functions assigned by
Director.

Part Five

Directorate of Finance

Article 252

- (1) The Directorate of Finance has the task
carry out financial management affairs
UNESA.

- (2) In carrying out the duties as stated referred to in paragraph (1), the Directorate of Finance and Assets perform the following functions:
- a. preparation of materials and coordination of implementation
UNESA Financial Management Policy;
 - b. organizing and coordinating the implementation
UNESA budget;
 - c. management and coordination of receipts
UNESA revenue budget;
 - d. organizing and coordinating the implementation
UNESA budget and taxation;
 - e. organizing and coordinating reporting
UNESA budget and taxation;
 - f. monitoring and evaluation of management
UNESA finance.

Article 253

- The Directorate of Finance consists of:
- a. Subdirectorate of Performance Data and Remuneration;
 - b. Sub-directorate of Treasury;

Article 254

- (1) Subdirectorate of Performance Data and Remuneration as referred to in Article 253 letter a has the task of developing prepare material and managing Performance Data and Remuneration.
- (2) In carrying out the duties as stated referred to in paragraph (1), Subdirectorate of Performance Data and Remuneration carries out the following functions:
- a. preparation of field implementation materials
budget and remuneration;
 - b. preparation of budget implementation materials
state revenue and budget expenditure
UNESA's expenditure income;

- c. preparation of problem solving materials
losses and follow-up of the results of the audit of budget
implementation;
- d. implementation coordination reception,
allocation and use of UNESA funds;
- e. implementation of risk management coordination in
performance and remuneration data areas;
- f. preparation of monitoring and evaluation materials
implementation of acceptance, allocation,
remuneration, and use of UNESA funds; and
- g. carrying out other tasks assigned by
Director.

Article 255

In carrying out its duties and functions,
The Subdirectorate of Performance Data and Remuneration is assisted
by the Head of the Data Management and Performance Evaluation Section

Article 256

- (1) Data Management and Performance Evaluation Section
as referred to in Article 255
has the task of assisting the Data Subdirectorate
Performance and Remuneration in terms of management
remuneration performance data and evaluation.
- (2) In carrying out its duties as referred to in paragraph (1), the Data
Management Section
and Performance Evaluation carries out the following functions:
 - a. data verification collection and evaluation
performance;
 - b. preparation of data materials and performance evaluation;
 - c. preparation of information system integration materials;
 - d. preparation of maintenance and support materials
technical performance data;
 - e. preparation of periodic performance report materials;
 - f. preparation of test materials and data evaluation
performance; and

- g. implementation of other functions assigned by Director.

Article 257

- (1) The Treasury Sub-Directorate has the task of prepare materials for development and budget management, taxation, accounting, and financial reporting.
- (2) In carrying out the duties as stated referred to in paragraph (1), Subdirectorate The Treasury performs the following functions:
 - a. preparation of system implementation materials financial accounting, taxation, and UNESA reporting;
 - b. preparation of implementation materials and coordination UNESA financial reporting;
 - c. development, management, and systems accounting and financial reporting;
 - d. implementation of budget document verification UNESA;
 - e. implementation of UNESA budget calculations;
 - f. preparation of budget balances and reports UNESA finance;
 - g. preparation material management data development of budget financing models and fiscal risks;
 - h. preparation of system development materials financial accounting, taxation, and UNESA reporting;
 - i. preparation of financing model analysis materials budget and fiscal risks; and
 - j. implementation of other functions assigned by Director.

Article 258

The Treasury Subdirectorate consists of:

- a. Budget Section;
- b. Accounting and Reporting Section; and
- c. Taxation Section.

Article 259

- (1) The Budget Section as referred to in Article 258 letter a has a duty to help The Treasury Sub-Directorate carries out tasks in budget matters.
- (2) In carrying out the duties as referred to in paragraph (1) the Budget Section organizes function:
 - a. implementation of analysis and recommendations alignment of performance indicators and budgets;
 - b. data and information collectors and processors work program;
 - c. coordination in preparing materials annual budget preparation;
 - d. preparation of policy formulation in the field of budget;
 - e. preparation of monitoring and evaluation materials budget implementation; and
 - f. implementation of other functions assigned by Director.

Article 260

- (1) Accounting and Reporting Section as follows: referred to in Article 258 letter b has task of assisting the Treasury Sub-Directorate in accounting and reporting matters.
- (2) In carrying out the duties as referred to in paragraph (1) the Accounting and Reporting Section perform functions:
 - a. implementation of accounting systems;

- b. preparation of financial reports;
- c. implementation of financial report analysis;
- d. preparation of coaching materials as well as
monitoring and evaluation of implementation
accounting system;
- e. preparation of responses to the results of the examination
auditing and implementing and/or monitoring
follow-up on the auditor's findings; and
- f. implementation of other functions assigned by
Director.

Article 261

- (1) The Taxation Section as referred to in
Article 258 letter c has a duty to help
Sub-directorate of Treasury in matters
taxation.
- (2) In carrying out his duties as follows
referred to in paragraph (1), the Taxation Section carries
out the following functions:
 - a. implementation of the taxation system;
 - b. preparation of tax reports;
 - c. implementation of tax report analysis;
 - d. preparation of coaching materials as well as
monitoring and evaluation of implementation
taxation system;
 - e. preparing responses to audit results and implementing
and/or monitoring
follow-up on the related auditor's findings
taxes; and
 - f. implementation of other functions assigned by
Director.

Part Six

Directorate of Assets

Article 262

- (1) The Asset Directorate has the task of implementing
management, development and affairs
UNESA Asset Management

(2) In carrying out the duties as stated

As referred to in paragraph (1), the Asset Directorate carries out the following functions:

- a. implementation and development of work programs in accordance with UNESA asset planning;
- b. implementation of coordination to increase asset value;
- c. bookkeeping, inventory and reporting of assets;
- d. security, maintenance and utilization asset;
- e. reporting on the evaluation of program performance results asset work;
- f. provide services in accordance with principles of good university governance;
- g. care and maintenance of facilities and infrastructure; and
- h. preparation of technical guidelines for the use of facilities and campus infrastructure.
- i. implementation of other functions assigned by Rector.

Article 263

In carrying out its duties, the Asset Directorate consists of on:

- a. Asset Management Section;
- b. Asset Operations Section; and

Article 264

(1) Asset Management Section as referred to

In Article 263 letter a has a duty assist the Asset Directorate in matters Asset management.

(2) In carrying out the duties as stated

referred to in paragraph (1), the Asset Management Section carries out the following functions:

- a. bookkeeping for needs and submissions head office infrastructure/assets;

- b. preparation of budget requirements in
framework for increasing assets at the head office;
- c. preparation of procurement requirements documents
assets in the form of goods and services from the head office;
- d. implementation of coordination with related parties
asset procurement process in the form of goods and services
headquarters;
- e. implementing documentation and archiving of results
procurement of assets in the form of office goods and services
center;
- f. implementing the needs of facilities and infrastructure
headquarters;
- g. management of finances
Directorate of Assets; and
- h. implementation of other functions assigned by
Director.

Article 265

- (1) Asset Operations Section as referred to
in Article 263 letter b has duties
assist the Asset Directorate in matters
operational implementation of UNESA assets.
- (2) In carrying out the duties as stated
referred to in paragraph (1), the Asset Operations Section
carries out the following functions:
 - a. maintaining the cleanliness of infrastructure facilities
UNESA environment;
 - b. maintenance and repair of infrastructure facilities
Campus;
 - c. implementation of safe, comfortable and safe conditions
order in the state university environment
Surabaya in coordination with the parties
related;

- d. supervision of use and utilization of facilities and infrastructure assets in campus environment;
- e. supporting preparations for official ceremony activities and ceremonial activities in the UNESA environment;
- f. preparation of documents related to the use and use of environmental infrastructure assets State University of Surabaya; and
- g. implementation of other functions assigned by Director.

Part Seven

Directorate of Law, Administration, and Reform

Bureaucracy

Article 266

- (1) Directorate of Law, Administration, and Reformation Bureaucracy has duties organize administrative affairs like, correspondence, archiving, protocol, compilation legislation, legal services and the implementation of the Integrity Zone (ZI) towards the Region Corruption Free (WBK) and Bureaucratic Area Clean and Serving (WBBM) UNESA.
- (2) In carrying out the duties as referred to in paragraph (1), the Directorate of Law, Governance and Bureaucratic Reform perform functions:
 - a. preparation of plans, programs and budgets Directorate of Law, Administration, and Bureaucratic Reform;
 - b. formulation and preparation of regulations, legal services, organization, protocol, administration, archive management and Zone Integrity (ZI) towards a Corruption-Free Zone

- (WBK) and Clean Bureaucracy Area and
Serving (WBBM) UNESA;
- c. organization and coordination of implementation
programs and activities in the field of affairs
legal services, organization, protocol,
administration, and archive management and
Integrity Zone (IZ) towards Free Zone
Corruption Eradication Committee (WBK) and Clean Bureaucracy Area
and Serving (WBBM) UNESA;
- d. evaluation of program implementation in the field of legal
services, organizations,
protocol, administration, archive management,
and Integrity Zone (ZI) towards the Region
Corruption Free (WBK) and Bureaucratic Area
Clean and Serving (WBBM) UNESA;
- e. preparation of the Chancellor's annual report in
in the field of legal services, organization, protocol,
administration, archive management, and Integrity
Zone (ZI) towards the Region
Corruption Free (WBK) and Bureaucratic Area
Clean and Serving (WBBM) UNESA; and
- f. implementation of other functions assigned by
Rector.

Article 267

Directorate of Law, Administration, and Reform

The bureaucracy consists of:

- a. Legal Subdirectorate;
- b. Sub-directorate of Administration, Protocol, and
Archives;
- c. Sub-directorate of Bureaucratic Reform; and
- d. Advocacy Subdirectorate.

Article 268

- (1) The Legal Subdirectorate as referred to
in Article 267 letter a, has duties
prepare all related materials

with Regulations, Decisions, Circular Letters, which
issued by the Chancellor and legal documents
UNESA.

- (2) In carrying out the duties as stated
referred to in paragraph (1), the Legal Subdirectorato
perform functions:
- a. preparation of materials for compilation and
policy development formation
regulations and organizations;
 - b. preparation of materials for implementing planning,
drafting and discussing the design
regulations and other legal instruments;
 - c. preparation of materials for the implementation of the determination and
dissemination of regulations and instruments
other laws;
 - d. preparation of evaluation implementation materials
regulations and other legal instruments;
 - e. preparation of materials for compiling work documents
same and memorandum of understanding;
 - f. preparation of materials for compilation and
organizational discussion; and
 - g. implementation of other functions assigned by
Director.

Article 269

- (1) In carrying out its duties and functions,
The Legal Subdirectorato is assisted by the Section
Designing and Preparing Regulations.
- (2) Section for Designing and Preparing Regulations
as intended in paragraph (1), has
task of assisting the Legal Subdirectorato
related to Regulations, Decisions and Letters
Circular issued by the Chancellor.
- (3) In carrying out the duties as in
paragraph (2), Design and Arrangement Section
Regulations carry out the following functions:

- a. preparation of materials for drafting regulations and Chancellor's decision;
- b. preparation of materials for compiling instructions, letters orders and circulars issued by the Chancellor;
- c. preparation of harmonization activity materials and synchronization of UNESA internal regulations;
- d. preparation of process monitoring materials storage of documents and letters in the field law;
- e. implementation of division of tasks and giving direction to staff according to their duties;
- f. preparation of process monitoring materials services, information, and document distribution law online using the system information or documentation network applications and information;
- g. preparation of materials for compiling reports as accountability to superiors; and
- h. carrying out other tasks assigned by Director.

Article 270

- (1) Sub-directorate of Administration, Protocol, and Archives as referred to in Article 267 letter b, has the task of preparing materials development and organization and governance such as and related to various correspondence, archiving, and protocol.
- (2) In carrying out the duties as referred to in paragraph (1), Sub-Directorate of Administration, Protocol and Archives organizes function:
 - a. preparation of materials for policy formulation administration and archiving management;

- b. preparation of coordination materials and evaluation of governance
manage correspondence;
- c. preparation of coordination materials and evaluation of governance
manage UNESA archives;
- d. preparation of coordination materials between leaders
and UNESA organs;
- e. preparation of service implementation materials
secretariat and leadership activities and
UNESA organs;
- f. management and service arrangements
public;
- g. preparation of administrative support for leadership
and UNESA organs;
- h. implementation of administrative affairs and
UNESA archives;
- i. monitoring, evaluation, and reporting in the field of
management and protocol;
- j. implementation of other functions assigned by
Director.

Article 271

Sub-Directorate of Administration, Protocol, and Archives
consists of:

- a. Administration and Archives Section; and
- b. Protocol Section.

Article 272

(1) The Administration and Archives Section as referred to in
referred to in Article 271 letter a has
task of assisting the Sub-Directorate of Administration,
Protocol, and Archives in terms of
administration and archiving.

(2) In carrying out the duties as stated

referred to in paragraph (1), the Administration and Administration Section
Archives performs the function of assisting:

- a. preparation of materials for compiling plans
work programs and budgeting in the field of administration
and archiving;
- b. preparation of materials for collecting materials
review of regulations in the field of administration
and archiving;
- c. preparation of materials for compilation and coordination
guidelines for the official scripts that are applied
UNESA surroundings;
- d. preparing materials for implementing the division of tasks
and providing direction to staff
according to his duties;
- e. preparation of materials Process monitoring
services, information, and distribution of correspondence
online using an information system
e-office correspondence;
- f. preparation of materials for providing services, information
and distribution of correspondence offline from external
institutions and
UNESA internal;
- g. preparation of materials Process monitoring
correspondence precisely and accurately;
- h. preparation of materials for collecting and organizing activities
reviewing regulations in the field of administration
and archiving;
- i. management of correspondence and archiving;
- j. preparation of sending and submitting archives
static to the national archives;
- k. reproduction and reprography of archives and documents
important;
- l. implementation of archive reduction;
- m. preparation of process monitoring materials
storage of documents and letters in the field
administration;
- n. preparation of materials for compiling reports as
accountability to superiors; and

- o. carrying out other tasks assigned by Director.

Article 273

- (1) The Protocol Section as referred to in Article 271 letter b has a duty to help Subdirectorate of Administration, Protocol, and Archiving in terms of implementing protocol in official events and prepare materials coordination and/or facilitation of protocol.
- (2) In carrying out the duties as stated referred to in paragraph (1), Protocol Section perform functions:
 - a. preparation of materials for official inauguration activities in the UNESA environment related to protocol procedures;
 - b. preparation of materials for oath-taking activities for civil servants within UNESA relating to procedures protocol events;
 - c. preparation of materials for ceremonial activities signing of the cooperation agreement related to protocol procedures;
 - d. preparation of materials for activities for official guest visits to UNESA;
 - e. preparation of materials for teacher inauguration activities Major matters relating to the event protocol;
 - f. preparation of materials for major holiday ceremonies national related to the procedure protocol;
 - g. preparation of graduation activity materials related to protocol procedures;
 - h. preparation of materials for inauguration activities new students related to administration protocol events;

- i. preparation of materials for UNESA's anniversary activities related to the procedure protocol;
- j. preparation of activity materials ceremony respect for the body;
- k. preparation of materials for compiling activity reports monthly protocol;
- l. preparation of materials for compiling guidelines protocol activity procedures;
- m. preparation of materials for compiling protocol activity mechanisms; and
- n. implementation of other functions assigned by Director.

Article 274

- (1) Sub-directorate of Bureaucratic Reform (Integrity Zone) as referred to in Article 267 letter c have task plan, coordinate, foster, develop, and supervise the implementation of the Integrity Zone (ZI) towards a Corruption-Free Area (WBK) and Corruption-Free Area Clean and Serving Bureaucracy (WBBM) UNESA.
- (2) In carrying out the duties as stated referred to in Article 430, Subdirectorate Reformation Bureaucracy (Zone Integrity) perform functions:
 - a. preparation of materials for compiling plans ZI development towards WBK and WBBM UNESA surroundings;
 - b. preparation of materials for the formation of the ZI Working Team towards WBK and WBBM around UNESA;
 - c. preparation of materials for making targets priorities relevant to the objectives ZI development towards WBK and WBBM UNESA surroundings;

- d. preparation of materials for compiling procedures
Permanent Operational Program Activities towards
WBK and WBBM around UNESA;
- e. preparation of socialization materials for all
academic community program activities towards
WBK and WBBM around UNESA;
- f. preparation of materials for changes to work mechanisms,
mindset, and work culture of Human Resources
Human resources (HR) around UNESA;
- g. preparation of coordination materials with the working
groups of each UNESA environmental unit;
- h. preparation of materials for providing considerations
assessment of the performance of the ZI Working Team towards
WBK and WBBM for each unit;
- i. preparation of materials for making reports from each
ZI working team towards WBK and WBBM;
- j. preparation of materials for periodic evaluation and
monitoring activities for the ZI work team towards WBK
and WBBM;
- k. ensuring that the ZI work team's activity process is in accordance with
procedure;
- l. accountability on provision
accommodation and transparency of the ZI work team;
- m. increasing professionalization of human resources
UNESA humans on ZI towards WBK and
WBBM;
- n. strengthening supervision For
the implementation of clean work units and
free from corruption, collusion and nepotism; and
- o. improving the quality of public services in accordance with
community needs and expectations.

Article 275

(1) In carrying out its duties and functions,
The Sub-Directorate of Bureaucratic Reform is assisted by
Head of Integrity Zone Section.

- (2) Head of the Integrity Zone Section as referred to in paragraph (1), has duties assisting the Subdirectorate of Bureaucratic Reform (Integrity Zone) related to coordination Integrity Zone.
- (3) In carrying out the duties as in Article (2), Head of the Integrity Zone Section perform functions:
- a. implementation of assistance in fulfilling requirements Documents and Zone Performance Evaluation Sheets Integrity of all Faculties at UNESA;
 - b. Coordinating the Integrity Zone team Ministries with their respective ZI Faculty;
 - c. implementation of mentoring and socialization ZI policy; and
 - d. implementation of other functions assigned by Director.

Article 276

- (1) The Advocacy Subdirectorate as referred to in Article 267 letter d has duties provide legal services in the field of advocacy for resolving legal problems UNESA institutions, lecturers and educational staff in carrying out UNESA's duties, and provide advocacy for students who legal problems.
- (2) In carrying out the duties as stated referred to in paragraph (1), Advocacy Subdirectorate perform functions:
- a. preparation of materials for implementing handling legal cases and provision of legal aid;
 - b. preparation of advisory materials, legal considerations and suggestions to

- leadership regarding legal matters
- arise in the performance of daily tasks;
- c. representatives of leaders and institutions in
 - resolve any legal issues that arise
 - arising in the context of carrying out daily tasks
 - day;
- d. preparation of problem solving materials-
 - legal problems faced by UNESA;
- e. preparation of protection materials
 - law on UNESA's interests;
- f. preparation of materials for providing legal consultations and legal aid;
- g. preparation of materials for activities to exercise power of attorney, represent, accompany, defend, issue a summons/lawsuit/report;
- h. preparation of materials for compiling reports as
 - accountability to superiors; and
- i. implementation of other functions assigned by Director.

Article 277

In carrying out its duties and functions

The Advocacy Subdirectorate is assisted by the Head of Section Legal Assistance.

Article 278

(1) The Legal Assistance Section has the following duties:

- assisting the Advocacy Subdirectorate in related matters
- institutional assistance and legal assistance
- to the academic community and educational staff
- in carrying out UNESA's duties.

(2) In carrying out the duties as referred to in paragraph (1), the Assistance Section

The law carries out the following functions:

- a. preparation of accompanying materials in
resolve legal issues
faced by UNESA, the academic community and staff
education in carrying out UNESA's duties
- b. preparation of power of attorney plans , assignments,
summons, report, complaint, lawsuit, response,
and other letters required in
assistance/execution of power of attorney;
- c. implementation mediation in frame
resolve legal issues;
- d. compilation draft agreement
peace, other necessary agreements
in the accompaniment/execution of power of attorney;
- e. carrying out tasks to face, give
information, submitting letters/documents,
negotiate with relevant parties in
in court or outside the court in accordance with the
assignment of assistance/power of attorney;
- f. implementation of cooperation with
various parties in handling the case; and
- g. implementation of other functions assigned by
Director.

Part Eight

Directorate of Human Resources

Article 279

- (1) The Directorate of Human Resources is under
and is responsible to the Vice Chancellor
Field II.
- (2) Directorate of Human Resources as
referred to in paragraph (1) is led by the Director.

Article 280

The Directorate of Human Resources has the task
carry out management, development,
and human resource management.

Article 281

In carrying out the duties as referred to in Article 280, the Directorate of Human Resources perform functions:

- a. preparation of needs and procurement plans
UNESA human resources;
- b. implementation of mapping and development of resources
UNESA human resources;
- c. carrying out matters regarding the appointment, promotion, coaching and dismissal of UNESA employees;
- d. implementation of performance appraisal matters and awarding of UNESA employees;
- e. management and development of information systems
UNESA personnel;
- f. development of UNESA employee competencies;
- g. implementation of other functions assigned by Rector.

Article 282

In carrying out the duties of the Directorate of Resources Humans consist of:

- a. Section for Qualifications of Educators and Teaching Staff
Education (Tendik);
- b. Career Development Section for Educators and Education Personnel;
And
- c. Educator Competency Development Section and

Educational staff.

Article 283

- (1) Section for Qualifications of Educators and Education Personnel as follows:
- referred to in Article 282 letter a has task of assisting the Directorate of Human Resources in matters of qualifications of educators and teaching staff Education.

- (2) In carrying out the duties as referred to in paragraph (1) of the Education and Qualifications Section Tendik carries out the following functions:
- a. preparation of materials in mapping and implementation development qualification Educators and Education Personnel;
 - b. preparation of materials for plan review UNESA employee needs;
 - c. preparation of materials for the implementation of distribution tasks and provide direction to staff according to his duties;
 - d. implementation of related service processes qualifications of educators and education personnel;
 - e. preparation of materials for compiling reports as accountability to superiors; and
 - f. carrying out other tasks assigned by Director.

Article 284

- (1) Career Development Section for Educators and Education Personnel as referred to in Article 282 letter b has the task of assisting the Directorate of Resources Human Resources in career development matters Educators and Education Personnel.
- (2) In carrying out the duties as referred to in paragraph (1), the Career Development Section for Educators and Education Personnel carries out the following functions:
- a. preparation of materials in mapping and implementation of competency development UNESA employees;
 - b. preparation of materials and coordination with related parties for the implementation of affairs appointment, promotion, coaching, and dismissal of UNESA employees;
 - c. materials for implementing the division of tasks and provide direction to staff accordingly his duties;

- d. implementation of related service processes
development of educators and personnel
education;
- e. preparation of materials for compiling reports as
accountability to superiors; and
- f. carrying out other tasks assigned by
Director.

Article 285

- (1) Competency Development Services Section
Educators and Education Personnel as referred to in
Article 282 letter c has a duty to help
Directorate of Human Resources in matters
development of competencies of educators and staff
education.
- (2) In carrying out the duties as referred to
in paragraph (1) of the Development Services Section
Competence Educator And Educational staff
perform functions:
 - a. preparation material management And
development of personnel information systems
UNESA;
 - b. system service development implementer
UNESA personnel information;
 - c. preparation of materials for assessment matters
employee performance and awards
UNESA;
 - d. materials for implementing the division of tasks and
provide direction to staff accordingly
his duties;
 - e. preparation of materials for compiling reports as
accountability to superiors; and
 - f. carrying out other tasks assigned by
Director.

Part Nine

Directorate of Prevention and Handling of Issues

Campus Strategy

Article 286

Directorate of Prevention and Handling of Issues

Campus Strategy consists of:

- a. Sub-Directorate of Prevention and Handling Sexual Violence;
- b. Sub-directorate of Ideology and MBBN; and
- c. Sub-directorate of *Crisis Center Mitigation*.

Article 287

- (1) Sub-directorate of Prevention and Handling Sexual Violence as referred to in Article 286 letter a is an organizational unit Directorate of Prevention and Handling of Issues Campus Strategy in matters of prevention and handling of sexual violence.
- (2) Sub-directorate of Prevention and Handling Sexual Violence as referred to in (1) is led by the Head of the Sub-Directorate who is under and responsible to Director.

Article 288

- (1) Sub-directorate of Prevention and Handling Sexual Violence has the task of preparing prevention development and management materials and handling of sexual violence.
- (2) In carrying out the duties as referred to in Article 146, the Subdirector of Prevention and Handling of Sexual Violence organizes function:

- a. preparation of materials for policy formulation
prevention and handling of sexual violence;
- b. preparation of coordination materials and evaluation of governance
manage the prevention and handling of violence
sexual;
- c. preparation of service implementation materials
prevention and handling of sexual violence;
- d. preparation support administration
development and management of prevention and
handling of sexual violence; and
- e. implementation of other functions assigned by
Director.

Article 289

In carrying out the duties as referred to
in Article 288, the Subdirectorate of Prevention and
Handling of Sexual Violence is assisted by the Section
Prevention and Intervention.

Article 290

- (1) The Prevention and Intervention Section has the task of
assisting the Subdirectorate of Prevention and
Handling Sexual Violence in terms of prevention
and intervention.
- (2) In carrying out the duties as referred to in paragraph (1),
the Prevention and Intervention Section
perform functions:
 - a. administration of management policy documents
prevention and handling of sexual violence;
 - b. administration of coordination and evaluation documents
prevention and handling governance
sexual violence;
 - c. administration of service implementation documents
prevention and handling of sexual violence;

- d. administration of development documents and prevention and handling management sexual violence; and
- e. implementation of other functions assigned by Director.

Article 291

- (1) Subdirectorate of Ideology and MBBN as referred to in Article 286 letter b is organizational unit of the Directorate of Prevention and Addressing Strategic Campus Issues in ideological affairs and MBBN.
- (2) Subdirectorate of Ideology and MBBN as referred to in paragraph (1) is led by the Head Subdirectorates which are under and responsible to the Director.

Article 292

- (1) The Sub-Directorate of Ideology and MBBN has the task of developing and managing ideology and MBBN.
- (2) In carrying out the duties as stated referred to in paragraph (1), the Subdirectorate of Ideology and MBBN carries out the following functions:
 - a. preparation of materials for compiling ideological policies and MBBN;
 - b. preparation of coordination materials and evaluation of governance manage ideology and MBBN;
 - c. preparation of materials for implementing ideological services and MBBN;
 - d. preparation support administration development and management of ideology and MBBN; and
 - e. implementation of other functions assigned by Director.

Article 293

In carrying out the duties as referred to in Article 292, Sub-Directorate of Ideology Sub-Directorate and MBBN is assisted by the Guidance and Counseling Section Academic.

Article 294

- (1) Academic Guidance and Counseling Section as follows:
referred to in Article 293 has duties
assisting the Subdirectorate of Ideology and MBBN in
providing academic counseling guidance.
- (2) In carrying out the duties as referred to
in paragraph (1), Academic Guidance and Counseling Section
perform functions:
- a. administration document policy
Sub-directorate of Ideology and MBBN;
 - b. administration of coordination documents and evaluation
of governance of the Sub-Directorate of Ideology and
MBBN;
 - c. administration of implementation documents
Sub-Directorate of Ideology and MBBN services;
 - d. administration of development documents and
management of the Ideology and MBBN Sub-Directorate;
And
 - e. implementation of other functions assigned by
Director.

Article 295

- (1) Subdirectorate of *Crisis Center* Mitigation as
referred to in Article 286 letter c is a unit
organization Directorate Prevention And
Addressing Strategic Campus Issues in
crisis center mitigation affairs .
- (2) Subdirectorate of *Crisis Center* Mitigation as
referred to in paragraph (1) is led by the Head
Subdirectorates which are under and
responsible to the Director.

Article 296

- (1) *The Crisis Center* Mitigation Subdirectorate has task of preparing materials in developing and manage matters related to *crisis center mitigation*.
- (2) In carrying out the duties as stated referred to in paragraph (1), the Mitigation Subdirectorate *The crisis center* carries out the following functions:
 - a. preparation of materials for policy formulation *crisis center mitigation* ;
 - b. preparation of coordination materials and evaluation of governance manage crisis center mitigation;
 - c. preparation of materials for implementing mitigation services crisis center;
 - d. preparation support administration development and management of *crisis mitigation center*;
 - e. implementation of other functions assigned by Director.

Article 297

In carrying out its duties and functions,
The Crisis Center mitigation subdirectorate is assisted by the Section Disaster and Occupational Health and Safety (K3).

Article 298

- (1) The Disaster and K3 Section as referred to in Article 297 has the duty to assist Subdirectorate of crisis center mitigation in matters disaster and K3.
- (2) In carrying out the duties as referred to in paragraph (1), the Disaster and K3 Section organize function help *Crisis center* mitigation subdirectorate :
 - a. administration of management policy documents disaster and K3 affairs;

- b. administration of coordination and evaluation documents
disaster management and K3;
- c. administration of service implementation documents
disaster and K3 affairs;
- d. administration of development documents and
management of disaster and K3 affairs; and
- e. implementation of other functions assigned by
Director.

Part Ten

Directorate of Innovation, Ranking, and
Scientific Publications

Article 299

- (1) Directorate of Innovation, Ranking, and Publication
Scientific is under and responsible for
to the Vice Chancellor for Field III.
- (2) The Directorate of Innovation, Ranking and Scientific
Publication as referred to in paragraph (1)
led by the Director.

Article 300

- (1) Directorate of Innovation, Ranking, and Publication
Scientific has the task of organizing
affairs of developing educational innovation and centers of
excellence in science and technology
(PUI); downstreaming of innovation results, incubators, business,
and entrepreneurship; scientific publications and
conference management; and, ranking in
country, and the implementation of rankings.
- (2) In carrying out the duties as stated
referred to in paragraph (1), the Directorate of Innovation,
Ranking, And Publication Scientific
perform functions:
 - a. preparation and development of programs and
educational innovation development activities and
Center of Excellence for Science and

technology (PUI); downstreaming of innovation results, incubators, business and entrepreneurship; scientific publications and conference management; and, domestic ranking, and implementation of ranking;

b. policy formulation and development

educational innovation and center of excellence in science knowledge and technology (PUI); downstreaming innovation results, incubators, business, and entrepreneurship; conference scientific and management publications; and, rankings in country, and implementation ranking;

c. implementation of program and activity coordination

development of educational innovation and centers excellence in science and technology (PUI); downstreaming of innovation results, incubators, business, and entrepreneurship; scientific publications and conference management; and, ranking in country, and implementation ranking;

d. implementation of monitoring and evaluation

educational innovation development activities and center of excellence for science and technology (PUI); downstreaming of innovation results, incubators, business and entrepreneurship; scientific publications and conference management; and, domestic ranking, and implementation of ranking;

e. provision of data and information services

development of educational innovation and centers excellence in science and technology (PUI); downstreaming of innovation results, incubators, business, and entrepreneurship; scientific publications and conference management; and, ranking in country, and implementation ranking;

- f. implementation of other functions assigned by Vice Chancellor.

Article 301

Directorate of Innovation, Ranking, and Publication

Scientific as referred to in consists of:

- a. Sub-directorate of Innovation and AI Development;
- b. Subdirectorate of Scientific Publications and Development Journal; and
- c. Sub-directorate of Ranking and Implementation Ranking.

Article 302

- (1) Subdirectorate of Innovation and AI Development

has the task of managing and carrying out innovation in education and intelligence artificial.

- (2) In carrying out the duties as referred to in paragraph (1), the Sub-Directorate

Innovation and AI Development organizes function:

- a. preparation of planning materials work programs in the field of innovation and intelligence artificial;
- b. preparation of program preparation materials in the field innovation and artificial intelligence;
- c. preparation of program implementation materials in the field innovation and artificial intelligence;
- d. preparation of materials for implementing activities coordination;
- e. preparing, processing, and analyzing data related to innovation and artificial intelligence;
- f. preparation of monitoring and evaluation materials innovation and artificial intelligence activities; and
- g. implementation of other functions assigned by Director.

Article 303

The Subdirectorate of Innovation and AI Development consists of on:

- a. *Artificial Intelligence* and Digital Innovation Section; and
- b. Downstream Section, Business Incubator, and Entrepreneurship.

Article 304

- (1) *Artificial Intelligence* and Digital Innovation Section as referred to in Article has the task of assisting the Development Subdirectorate Innovation and AI in preparing materials for manage and develop activities and artificial intelligence programs and technology.
- (2) In carrying out the duties as stated referred to in paragraph (1) of *the Artificial Intelligence* Section and Digital Innovation carries out the following functions:
 - a. preparation of materials for compiling work plans the field of artificial intelligence and digital innovation;
 - b. preparation material implementation And development of intelligence programs digital manufacturing and innovation;
 - c. preparation of materials for implementing socialization artificial intelligence and innovation program digital;
 - d. preparation of materials for implementing activities coordination of the field of artificial intelligence and digital innovation;
 - e. collector, processor, documenter and analyze data related to the field of intelligence digital manufacturing and innovation; and
 - f. preparation of materials for implementing activities monitoring and evaluation of intelligence fields digital manufacturing and innovation; and
 - g. implementation of other functions assigned by Director.

Article 305

(1) Downstream Section, Business Incubator, and

Entrepreneurship has the task of managing and developing the implementation of downstreaming programs results innovation, incubator business, and entrepreneurship, and downstreaming of digital innovation.

(2) In carrying out the duties as stated

referred to in paragraph (1), Downstream Section, Incubator Business, and Entrepreneurship organizes
Function:

- a. Preparation of materials for compiling work plans downstreaming of innovation results, business incubators, and entrepreneurship, and downstreaming of digital innovation;
- b. preparation of materials for implementing the downstreaming program results innovation, incubator business, and entrepreneurship, and downstreaming of digital innovation;
- c. preparation of materials for implementing program socialization downstreaming of innovation results, business incubators, and entrepreneurship, and downstreaming of digital innovation;
- d. preparation of materials for implementing coordination activities downstreaming of innovation results, business incubators, and entrepreneurship, and downstreaming of digital innovation;
- e. collecting, processing, documenting and analyze data related to downstreaming of results innovation, business incubators, and entrepreneurship, and downstreaming of digital innovation;
- f. preparation of materials for implementing activities monitoring and evaluation of downstream innovation results, business incubators, and entrepreneurship, and downstream digital innovation; And
- g. implementation of other functions assigned by Director.

Article 306

(1) Subdirectorate of Scientific Publications and Development

Journals have the task of managing and

develop a scientific publication program,
conference management, and journal development.

- (2) In carrying out the duties as referred to
in paragraph (1), the Subdirectorate of Scientific Publications and
Journal Development carries out the following functions:
- a. preparation of materials for compiling work plans
development of scientific publication programs and
journal development; and
 - b. preparation of program preparation materials in the field
scientific publication and journal development programs;
 - c. preparation of program implementation materials in the field
scientific publication and development program
journal;
 - d. preparation of materials for implementing activities
coordination;
 - e. preparation, processing, and analysis of data related to
scientific publication programs and
journal development;
 - f. preparation of monitoring and evaluation materials
scientific publication program activities and
journal development; and
 - g. implementation of other functions assigned by
Director.

Article 307

- (1) In carrying out its duties and functions,
Subdirectorate of Scientific Publications and Development
The journal is assisted by the Journal Development Section;
- (2) The Journal Development Section has duties
manage and develop implementation
program in the field of journal development.
- (3) In carrying out the duties as referred to
in paragraph (2), Journal Development Section
perform functions:
- a. preparation of materials for compiling work plans
journal development field;

- b. preparation of program implementation materials
journal development;
- c. preparation of materials for implementing socialization
journal development program;
- d. preparation of materials for implementing activities
coordination of journal development;
- e. collecting, processing, documenting
and analyze data related to development
journal;
- f. preparation of materials for implementing journal
development monitoring and evaluation activities;
And
- g. implementation of other functions assigned by
Director.

Article 308

(1) Sub-directorate of Ranking and Implementation

The ranking has the task of managing and developing the
internal ranking program
country, organization, and external ranking
country.

(2) In carrying out the duties as referred to in paragraph (1), the Subdirector of Ranking and The Ranking Organization organizes

- Function: a. Preparation of materials for compiling work plans
development of rating programs and
implementation of ranking; and
- b. preparation of program preparation materials in the field
ranking and implementation program
ranking;
 - c. preparation of program implementation materials in the field
ranking and implementation program
ranking;
 - d. preparation of materials for implementing activities
coordination of ranking and implementation
ranking;

- e. preparing, processing, and analyzing data
related to ranking and implementation
ranking;
- f. preparation of monitoring and evaluation materials
ranking and implementation activities
ranking; and
- g. implementation of other functions assigned by
Director.

Article 309

Subdirector of Ranking and Implementation

The ranking consists of:

- a. Ranking Section; and
- b. Ranking Organizer Section.

Article 310

- (1) The Ranking Section as referred to in
Article 309 letter a has a duty to help
Subdirector of Ranking and Implementation
Ranking in preparing materials for
manage and develop related programs
and ranking activities.
- (2) In carrying out his duties as follows
referred to in paragraph (1) the Ranking Section carries
out the following functions:
 - a. preparation of materials for compiling work plans
ranking area;
 - b. preparation of materials for field program implementation
ranking;
 - c. preparation of materials for implementing socialization
ranking program;
 - d. preparation of materials for implementing activities
coordination of rankings;
 - e. collecting, processing, documenting
and analyze data related to rankings;
 - f. preparation of materials for implementing activities
monitoring and evaluation of rankings; and

- g. implementation of other functions assigned by Director.

Article 311

- (1) The Ranking Organizer Section as referred to in referred to in Article 309 letter b has task of assisting the Subdirectorate of Ranking and Implementation of Ranking in preparing materials for managing and developing related to the ranking program and activities.
- (2) In carrying out his duties as follows referred to in paragraph (1), the Organizing Section The ranking performs the following functions:
 - a. preparation of materials for compiling work plans ranking organizer field;
 - b. preparation of materials for implementing the program in the field of ranking organizers;
 - c. preparation of materials for implementing socialization ranking organizer program;
 - d. preparation of materials for implementing activities coordination of rating organizers;
 - e. collecting, processing, documenting and analyze data related to the organizer ranking;
 - f. preparation of materials for implementing activities monitoring and evaluation of organizers ranking; and
 - g. implementation of other functions assigned by Director.

Part Eleven

Directorate of UNESA *Science Center*

Article 312

- (1) The UNESA *Science Center* Directorate has the task of lead and manage all operational aspects and strategic from the science center at UNESA.

- (2) In carrying out the duties as referred to in paragraph (1), the *UNESA Science Center* Directorate carries out the following functions:
- a. design, development and implementation programs education For improve scientific literacy;
 - b. organizing and coordinating the implementation educational exhibition programs and activities at field of science;
 - c. development of research and content in the field of science that is relevant, up-to-date and appropriate development of science and technology;
 - d. exploring partnerships with relevant stakeholders to support programs and activities directorate;
 - e. promotion and communication of programs directorate activities;
 - f. evaluation of the implementation of programs in the field of science;
 - g. preparation of the Chancellor's annual report in the field of science; and
 - h. implementation of other functions assigned by Vice Rector for Field III.

Article 313

The *UNESA Science Center* Directorate consists of:

- a. Secretary;
- b. Subdirectorate Center Featured Science and Technology Sports;
- c. Sub-Directorate of Center for Excellence in Science and Technology for Disabilities; And
- d. Sub-Directorate of Center for Excellence in Science and Technology and Arts Culture.

Article 314

- (1) The Secretary as referred to in Article 313 letter a is tasked with assisting the Director in

manage all operational and strategic aspects
from the science center at UNESA, as well as managing affairs
administration and secretariat of the directorate.

- (2) In carrying out the duties as referred to
in paragraph (1), Secretary of the UNESA *Science Directorate*
The Center carries out the following functions:
- a. administration of design, development,
and implementation of educational programs
to improve scientific literacy;
 - b. administration of the coordination of the And
implementation of programs and activities
educational exhibitions in the field of science;
 - c. administration of research and development
content in the field of relevant, up-to-date science,
and in accordance with scientific developments
and technology;
 - d. administering partnership exploration with relevant
stakeholders to support directorate programs and activities;
 - e. administration of promotions and communications
directorate activity programs;
 - f. administration of program implementation evaluation
programs in science;
 - g. administration of the preparation of annual reports
Rector in the field of science; and
 - h. implementation of other functions assigned by
Director.

Article 315

The secretary consists of:

- a. Product Commercialization Section; and
- b. Information Technology Section.

Article 316

- (1) Product Information and Commercialization Section
as referred to in Article 315 letter a

has the task of assisting the Secretary in
product commercialization information management.

- (2) In carrying out the duties as referred to
in paragraph (1), Information and Commercialization Section
The product performs the following functions:
- a. administration document policy
product commercialization management;
 - b. administration of coordination documents and
evaluation of product commercialization governance;
 - c. administration of service implementation documents for
product commercialization;
 - d. administration of development documents and
product commercialization management.

Article 317

- (1) The Information Technology Section as referred to
In Article 315 letter b, the Secretary has the task of assisting
the Secretary in matters of information technology.
- (2) In carrying out the duties as referred to
in paragraph (1), Information Technology Section
perform functions:
- a. administration of management policy documents
information technology;
 - b. administration of coordination and evaluation documents
information technology governance;
 - c. administration of service implementation documents from
information technology; and
 - d. administration of development documents and
information technology management.

Article 318

- (1) Sub-Directorate of the Center for Excellence in Sports
Science and Technology as referred to in Article 313 letter b
is an organizational unit of the UNESA Directorate
Science Center in the development of science and
technology and innovation in the field of sports.

(2) Sub-Directorate of Center for Excellence in Sports Science and Technology as referred to in paragraph (1) is led by Head of Sub-Directorate which is under and responsible to the Director.

Article 319

(1) Sub-Directorate of Center for Excellence in Sports Science and Technology has the task of administering affairs field of science and technology development and sports innovation, sports research and innovation, and *Community Center*.

- (2) In carrying out the duties as referred to in paragraph (1), Sub-Directorate of Center for Excellence in Science and Technology Sports performs the following functions:
- a. preparation of program and activity plans short, medium and long term science and technology development activities and innovation in the field of sports, sports research and innovation, and *Community Center*;
 - b. preparation of science and technology development policies technology and innovation in the field of sports, sports research and innovation, and Community Center;
 - c. preparation of development coordination activities science and technology and innovation in the field of sports, sports research and innovation, and Community Center;
 - d. preparation of development socialization activities science and technology and innovation in the field sports, sports research and innovation, and Community Center;
 - e. preparation of implementation activities coordination activities for the development of science and technology and innovation in the field of sports, sports research and innovation, and Community Center;

- f. compilation activity training and assistance in preparing coordination activities development of science and technology and innovation sports, research and innovation sports, and Community Center;
- g. preparation of monitoring and evaluation activities Coordination activity preparation activities development of science and technology and innovation sports, research and innovation sports, and Community Center; and
- h. carry out other functions assigned by Director.

Article 320

Subdirectorate of Center for Excellence in Sports Science and Technology consists of:

- a. Sports Innovation Section; and
- b. *Community Center Section.*

Article 321

- (1) The Sports Innovation Section as referred to In Article 320 letter a is a unit organization of the Directorate of Center for Excellence in Science and Technology Sports for the development of sports research and innovation affairs.
- (2) The Sports Innovation Section as referred to in paragraph (1) is led by the Section Head is under and responsible to Head of Sub-Directorate of the Center for Excellence in Science and Technology Sports.

Article 322

- (1) The Sports Innovation Section has the task of prepare materials for managing and develop sports research and innovation.

- (2) In carrying out the duties as referred to in paragraph (1), the Sports Innovation Section carries out the following functions:
- a. preparation of research materials and sports innovation with the aim of identifying needs, challenges and opportunities in improving quantity and quality of research and innovation sport;
 - b. preparation for implementing cooperation with the team experts, including researchers, to create sports research and innovation;
 - c. development of products from research results and innovation;
 - d. preparation of partnership and cooperation materials with community organizations, institutions government, and private companies that involved in research and innovation;
 - e. dissemination of research results and sports innovations to the wider community; and
 - f. implementation of other functions assigned by Director.

Article 323

- (1) *The Community Center* Section as referred to in Article 320 letter b is a unit
- Sub-Directorate of Center for Excellence in Science and Technology organization
- Sports for managing and developing related *community centers*.
- (2) The *Community Center* Section as referred to in paragraph (1) is led by the Section Head is under and responsible to
- Subdirectorate

Center

Featured

Science and Technology
- Sports.

Article 324

(1) *The Community Center* Section has the task of managing and developing communities.
sports community for students.

(2) In carrying out the duties as referred to
in the Article as referred to in paragraph (1),

The Community Center Section carries out the following functions:

- a. preparation material with objective
identify the needs, challenges and opportunities of
sports communities for
student;
- b. preparation for implementing cooperation with the team
experts, including researchers, to
creating sports communities
for students;
- c. development of the products produced
from communities sport
student;
- d. partnerships and cooperation with various
stakeholders, such as organizations
community, government institutions, and
private companies involved in
student sports community;
- e. dissemination of information related to potential
and the achievements of the student sports
community to the wider community; and
- f. implementation of other functions assigned by
Director.

Article 325

(1) Sub-Directorate of Center for Excellence in Science and Technology for Disabilities
as referred to in Article 313 letter c
is an organizational unit of the UNESA Directorate
Science Center in developing and
fostering international relations in the field of science.

(2) Sub-directorate of Development and Guidance
International Relations as referred to

in paragraph (1) is led by the Head of the Sub-Directorate which is under and responsible to the Director.

Article 326

(1) Sub-Directorate of Center for Excellence in Science and Technology for Disabilities has the task of administering affairs field of science and technology development and innovation in the field of disability, assistance services and advocacy for students with disabilities, therapy services for children with disabilities, disability empowerment services, inclusive school training and mentoring.

(2) In carrying out the duties as referred to in paragraph (1), Sub-Directorate of Center for Excellence in Science and Technology Disability performs the following functions:

- a. compilation program And activity development of science and technology and innovation in the field of disability;
- b. development of mentoring service programs and advocacy for students with disabilities;
- c. preparation of student admission policies disability;
- d. therapy services for children with disabilities;
- e. disability empowerment services;
- f. training and mentoring for inclusive schools;
- g. implementation of the Directorate's administrative affairs;

And

- h. carry out other functions assigned by Vice Rector for Field III.

Article 327

The Sub-Directorate of the Center for Excellence in Science and Technology for Disabilities consists of on:

- a. Section of Education Services and Disability Business
- b. Information Technology Product Development Section Disability.

Article 328

- (1) The Section for Education Services and Disability Businesses as referred to in Article 327 letter a is an organizational unit of the Central Subdirectorate Disability Excellence for development matters disability technology and innovation products, collaboration inclusive school training and mentoring
- (2) Information Technology Product Development Section Disabilities as referred to in paragraph (1) led by the Head of Section who is under and responsible to the Director of UNESA *Science Center.*

Article 329

- (1) Information Technology Product Development Section Disability has the task of preparing materials to manage and develop disability technology and innovation products.
- (2) In carrying out the duties as referred to in paragraph (1), Product Development Section Disability Information Technology organizes function:
 - a. preparation of materials for conducting research and development in the field of disability with the aim is to identify needs, challenges and opportunities in improving accessibility and participation for students disability;
 - b. preparation of materials for conducting research for developing innovative technologies and solutions which can help students with disability;
 - c. preparation of materials in collaboration with a team of experts, including researchers, to create technology, equipment, and devices that can increase independence, mobility, and participation of students with disabilities;

- d. preparation of materials for developing products
products specifically designed for
meet the needs of students with disabilities;
- e. preparation of materials for establishing partnerships and work
together with various stakeholders,
such as community organizations, institutions
government, and private companies that
involved in service and development
for disabilities;
- f. preparation of materials, conducting testing and
evaluation to ensure effectiveness and
the safety of the product;
- g. preparation of materials for disseminating information and
the results of innovations that have been developed
to the wider community;
- h. preparation of materials to prepare the program
training and mentoring of organizers
inclusive schools; and
- i. implementation of other functions assigned by
Director.

Article 330

- (1) Section of Education Services and Disability Business
as referred to in Article 327 letter b
is an organizational unit of the Central Subdirectorate
Excellence in Disability Science and Technology for service matters
student mentoring and advocacy
disability, therapy services for children with disabilities, services
disability empowerment.
- (2) Section of Education Services and Disability Business
as referred to in paragraph (1) is led by
Head of Section who is under and
responsible to the Head of Subdirector

Article 331

- (1) The Education Services and Disability Business Section has the task of carrying out preparation materials for managing and developing related to services and business.
- (2) In carrying out the duties as referred to in paragraph (1), Section for Services and Business for the Disabled perform functions:
 - a. preparation of materials to develop and provide inclusive education services for students with disabilities;
 - b. preparation of materials to implement the program therapy services for children with disabilities community in the Child Services Unit Special Needs (ULABK) UNESA;
 - c. preparation of materials to develop the program Disability empowerment services to build *the entrepreneurial spirit* of disabled students at *the Disability Center Workshop (DCW)* UNESA;
 - d. preparation of materials in collaboration with faculties and departments at the university to ensure that the learning environment and teaching is accessible to all students, including those with disability;
 - e. preparation of materials provides support and accommodation required for students disability can follow process successful learning;
 - f. preparation of materials provides support and counseling services to students disabilities. and
 - g. Implementation of other functions assigned by Director.

Article 332

- (1) Sub-directorate of the Center for Excellence in Science, Technology, Arts and Culture as referred to in Article 313 letter c is an organizational unit of the UNESA Directorate Science Center in the development of science and technology and cultural arts innovation.
- (2) Sub-Directorate of Center for Excellence in Science, Technology, Arts and Culture as referred to in paragraph (1) is led by Head of Sub-Directorate which is under and responsible to the Director.

Article 333

- (1) Sub-Directorate of Center for Excellence in Science, Technology, Arts and Culture has the task of administering affairs field of scientific development and cooperation in fields of art, culture and language.
- (2) In carrying out the duties as referred to in paragraph (1), the Sub-Directorate of the Center for Excellence in Science and Technology Arts and Culture carries out the following functions:
 - a. preparation of programs and activities in the field arts, culture, and language;
 - b. development of programs and activities in the field arts, culture, and language;
 - c. preparation of policies for Tri Dharma activities of Higher Education in the fields of arts, culture, and Language;
 - d. implementation, coordination of programs in the field arts, culture, and language;
 - e. provision of service activities in the field of arts, culture, and language;
 - f. processing of data and implementation information programs in arts, culture, and languages;
And
 - g. implementation of other functions assigned by Vice Rector for Field III.

Article 334

Subdirector of Center of Excellence for Science, Technology, Arts and Culture consists of:

- a. Arts and Culture Development and Promotion Section;
- b. Arts and Culture Innovation Product Section.

Article 335

- (1) Arts and Culture Development and Promotion Section as referred to in Article 334 letter a is an organizational unit of the Central Subdirector of Excellence in Science and Technology, Arts and Culture for matters development and promotion of arts and culture.
- (2) Arts and Culture Development and Promotion Section as referred to in paragraph (1) is led by Head of Section who is under and responsible to the Head of Subdirector Center of Excellence for Science, Technology, Arts and Culture.

Article 336

- (1) Arts and Culture Development and Promotion Section has the task of preparing materials for planning and coordinating various programs in the field of arts development and promotion and culture.
- (2) In carrying out the duties as referred to in paragraph (1), the Development and Promotion Section Arts and Culture carries out the following functions:
 - a. preparation of materials, preparation of work programs in field of arts development and promotion and culture;
 - b. preparation of materials to socialize the program work in the field of developing and promoting arts and culture to the entire academic community;
 - c. preparation of materials in collaboration with the Institution Research and Community Service (LPPM) UNESA to encourage improvement number of research, community service

- society, scientific publications, and products
- works in the field of arts and culture;
- d. preparation of materials to improve networking
national and international in the field
development and promotion of arts and culture;
- e. preparation of materials for organizing activities
arts and culture in the form of exhibitions,
performances, demonstrations, competitions and festivals
to improve branding;
- f. preparation of materials to provide services in the field of
arts and culture that produce value
plus for UNESA; and
- g. implementation of other functions assigned by
Director.

Article 337

- (1) The Arts and Culture Innovation Products Section as
referred to in Article 334 letter b,
has the task of preparing materials for
planning and coordinating various
programs in the field of arts development and promotion
and culture.
- (2) In carrying out the duties as referred to
in paragraph (1), the Arts and Culture Innovation Products
Section carries out the following functions:
 - a. preparation of materials, preparation of work programs in
art field of cultural arts innovation products;
 - b. preparation of materials to socialize the program
work in the field of arts, cultural arts innovation products
to the entire academic community;
 - c. preparation of materials in collaboration with the Institution
Research and Community Service
(LPPM) UNESA to encourage improvement
number of research, community service
society, scientific publications, and works in
field of innovation in arts and cultural products;

- d. preparation of materials to improve networking
national and international in the field of arts
innovative arts and culture products;
- e. Preparation of materials provides services in the field of
art, innovative products, arts and culture
generate added value for UNESA; and
- f. Implementation of other functions assigned by
Director.

Part Twelve

Smart Eco Campus Directorate

Article 338

- (1) The *Smart Eco Campus* Directorate has the task of
direct, manage, and lead all
activities related to management
environment, education, monitoring and evaluation, and
innovation and technology.
- (2) The *Smart Eco-Campus* Directorate organizes
function:
 - a. environmental policy makers;
 - b. sustainability program planning;
 - c. supervision of natural resource management
campus;
 - d. management of campus natural resources; e.
implementation of related cooperation and collaboration
eco-campus program ;
 - f. innovation and development of environmentally friendly technology
environment;
 - g. implementation of program monitoring and evaluation
eco-campus;
 - h. preparation of reports on the implementation of the *eco-*
campus program; and
 - i. implementation of other functions assigned by
Vice Chancellor.

Article 339

Smart Eco-Campus Directorate as referred to
in consisting of:

- c. *Eco Green and Office* Subdirectorate
- d. *Eco Green Park* Subdirectorate

Article 340

- (1) The *Eco-green* Subdirectorate and *office* have
task of assisting the Smart Eco Campus Directorate
in eco-green and office matters.
- (2) Subdirectorate *Eco-green* And *office*
perform functions:
 - a. program management and development
environmental education;
 - b. monitoring and evaluation of *eco-green programs*;
 - c. evaluation of the impact and success of *eco- programs*
green;
 - d. development of monitoring and evaluation systems
eco-green program ;
 - e. preparation of reports and documentation
management and development of *eco- programs*
green;
 - f. strengthening the involvement of the academic community; and
 - g. implementation of other functions assigned by
Director.

Article 341

The *Eco-green* and *office* sub-directorate is assisted by the Section
Monitoring and Evaluation Education.

Article 342

- (1) The Education, Monitoring and Evaluation Section has the task
of assisting the eco sub-directorate
green and office in program management matters
education, monitoring, and evaluation.
- (2) Education, Monitoring, and Evaluation Section
perform functions:

- a. preparation of educational program management materials
environment;
- b. preparation of monitoring and evaluation materials
eco-green program ;
- c. preparation of impact evaluation materials and
success of *eco-green* programs ;
- d. preparation of system development materials
monitoring and evaluation;
- e. preparation of materials for compiling reports and
documentation of management and development
eco-green program ;
- f. preparation of materials to strengthen community involvement
academics; and
- g. Implementation of other functions assigned by
Director.

Article 343

- (1) *The Eco-green park* sub-directorate has duties
assist the *Smart Eco Campus* Directorate in
eco-green park affairs .
- (2) *The Eco-green park* sub-directorate organizes
function:
 - a. preparation of policy documents and socialization
environment;
 - b. management and development of resources
campus nature;
 - c. management and maintenance of open spaces
green;
 - d. development and application of environmentally friendly technology
environment;
 - e. system and infrastructure development
eco green based technology;
 - f. socialization of the use of technological innovation for
environment;
 - g. development of cooperation and collaboration
with industry and government; and

- h. Implementation of other functions assigned by Director.

Article 344

The Eco-green park subdirectorates consists of:

- a. Environmental Management Section
- b. Innovation and Technology Section

Article 345

- (1) The Environmental Management Section has the task of assisting *the Eco-green park* sub-directorate in environmental management affairs.
- (2) The environmental management section organizes function:
 - a. preparation of natural resource management materials campus;
 - b. preparation of waste management materials and rubbish;
 - c. preparation of open space maintenance materials green;
 - d. preparation of policy materials and socialization environment;
 - e. preparation of monitoring and evaluation materials environmental performance;
 - f. preparation of program development materials environment; and
 - g. implementation of other functions assigned by Director.

Article 346

- (1) The Innovation and Technology Section has duties assist the *Eco-Green Park* sub-directorate in innovation development program management affairs and *Eco-Campus technology*.
- (2) The Innovation and Technology Section organizes function:

- a. preparation of development and implementation materials environmentally friendly technology;
- b. preparation of innovation development materials sustainable;
- c. preparation of technology integration materials in *eco-campus* based learning system ;
- d. preparation of research and development materials *eco-campus* based technology ;
- e. preparation of materials for developing *eco-campus*-based technology systems and infrastructure;
- f. preparation of materials for socialization of the use of innovation technology for the environment;
- g. preparation of cooperation and collaboration materials with industry and government; and
- h. implementation of other functions assigned by Director.

Part Thirteen

Directorate of Planning, Development, and Reporting

Article 347

- (1) Directorate of Planning, Development, and Reporting has the task of organizing planning matters, development of facilities and infrastructure, and organizational development and institutional.
- (2) In carrying out the duties as stated referred to in paragraph (1), the Directorate of Planning, Development, and Reporting organizes function:
 - a. preparation of plans, programs and budgets Directorate of Planning and Development;
 - b. formulating and drafting policies planning, development of facilities and infrastructure, and organizational development and institutional;

- c. organizing and coordinating implementation program and activities planning, development of facilities and infrastructure, and organizational development and institutional;
- d. evaluation of the implementation of the planning program, development of facilities and infrastructure, and organizational and institutional development;
And
- e. preparation of the Chancellor's annual report in the field of planning, development of facilities and infrastructure, and organizational development and institutional.

Article 348

Directorate of Planning, Development, and Reporting consists of:

- a. Sub-directorate of Planning; and
- b. Subdirector Development Organization, Institutions, Facilities and Infrastructure.

Article 349

- (1) Subdirector Planning as referred to in Article 348 letter a has task of preparing materials to manage and develop program preparation and budget, and evaluation of program implementation and budget.
- (2) In carrying out the duties as stated referred to in paragraph (1), Subdirector Planning carries out the following functions:
 - a. preparation of materials for compiling a plan programs and budgets, and evaluation program and budget implementation;
 - b. preparation of materials for formulating and formulate planning policies, programs

- and budget, and evaluation of implementation programs and budgets;
- c. preparation of materials for organizing and coordinate program implementation and program and budget planning activities, and evaluation of program implementation and budget;
- d. preparation of materials for evaluation implementation of planning programs;
- e. preparation of program and budget materials, and evaluation of program and budget implementation to compile the Chancellor's annual report in planning field; and
- f. implementation of other functions assigned by Director.

Article 350

Sub-directorate of Planning as referred to in Article 348 letter a consists of:

- a. Program and Budget Section;
- b. Program Implementation Evaluation Section and Budget; and
- c. Data, Evaluation, and Reporting Section.

Article 351

- (1) Program and Budget Section as referred to in referred to in Article 350 letter a has task of assisting the Planning Subdirectorate in preparing materials for managing and development related to program preparation and budget.
- (2) In carrying out the duties as referred to in paragraph (1), the Program and
The budget performs the following functions:
 - a. preparation of materials for compiling plans program management and development and budget;

- b. preparation of related program coordination materials
program and budget implementation;
- c. preparation of materials for compiling the Work Plan
and Annual Budget (RKAT);
- d. preparation of materials for compiling reports
implementation of programs and budgets
periodically; and
- e. implementation of other functions assigned by
Director.

Article 352

(1) Program and Budget Implementation Evaluation Section
as referred to in Article 350 letter b
has the task of assisting the Subdirector
Planning in preparing materials for
manage and develop related
preparation of program implementation evaluation and
budget.

(2) In carrying out the duties as stated
referred to in paragraph (1), Evaluation Section
Implementation Program And Budget
perform functions:

- a. preparation of materials for compiling plans
manage and develop the compilation
evaluation of program and budget implementation;
- b. preparation of materials for compiling related programs
evaluation of program and budget implementation;
- c. preparation of materials for compiling documents
program implementation evaluation report and
university work budget;
- d. preparation of materials for compiling reports
implementation of the results of the evaluation of the implementation
programs and budgets periodically; and
- e. implementation of other functions assigned by
Director.

Article 353

- (1) The Data, Evaluation and Reporting Section as referred to in Article 350 letter c has task of assisting the Planning Subdirectorate in data collection, analysis, and reporting related to program and budget implementation.
- (2) In carrying out the duties as stated referred to in paragraph (1), Evaluation Section Implementation Program And Budget perform functions:
- a. preparation of materials for compiling plans manage and develop related analysis data, evaluation;
 - b. preparation of materials for compiling analysis programs data, performance evaluation;
 - c. preparation of materials for compiling documents university performance report;
 - d. preparation of materials for compiling reports on the implementation of evaluation results and reporting achievement of university performance indicators; and
 - e. implementation of other functions assigned by Director

Article 354

- (1) Subdirectorate Development Organization, Institutions, Facilities and Infrastructure as referred to in Article 348 letter b, has task of preparing development materials and management of organizations, institutions, facilities and UNESA infrastructure.
- (2) In carrying out the duties as stated referred to in paragraph (1), Subdirectorate Organizational, Institutional, and Facilities Development and Infrastructure carries out the following functions:
- a. preparation of materials for compiling work programs organizational and institutional development;

- b. preparation of work program socialization materials
organizational and institutional development;
- c. preparation of materials for implementing activities
coordination of organizational development and
institutional
- d. preparation of program implementation materials
organizational and institutional development;
- e. collection, processing,
documentation, and data analysis
related to organizational and institutional development;
- f. preparation of monitoring and evaluation materials
organizational development activities and
institutional;
- g. preparation of planning materials
standard development work program
UNESA higher education;
- h. preparation of materials for compiling higher education
standards development programs
UNESA;
- i. preparation of program implementation materials
development of higher education standards
UNESA;
- j. preparation of materials for implementing activities
coordination development standard
UNESA higher education;
- k. collection, processing,
documentation, and data analysis
related to the development of educational standards
UNESA height;
- l. preparation of monitoring and evaluation materials
educational standards development activities
UNESA height; and
- m. implementation of other functions assigned by
Director.

Article 355

Subdirectorate Development Organization,
Institutions, Facilities and Infrastructure consist of:
a. Pre-Design and Feasibility Study Section;
b. Organizational and Institutional Development Section;
And

Article 356

- (1) Pre-Design and Feasibility Study Section
as referred to in Article 355 letter a has the task of assisting
the Subdirectorate
Organizational, Institutional, and Facilities Development
and infrastructure in preparing materials for
manage and develop facilities and
infrastructure.
- (2) In carrying out the duties as stated
As referred to in paragraph (1), the Pre-Design and Feasibility
Study Section carries out the following functions:
a. preparation of materials for compiling proposals
development of facilities and infrastructure;
b. preparation of development coordination materials
facilities and infrastructure;
c. preparation of monitoring and evaluation materials
infrastructure and facilities development process;
d. preparation of materials for developing a master plan for
the development of facilities and infrastructure; and
e. implementation of other functions assigned by
Director.

Article 357

- (1) Organizational and Institutional Development Section
as referred to in Article 355 letter b
has the task of assisting the Subdirectorate
Organizational, Institutional, and Facilities Development
and infrastructure in preparing materials for
manage and develop organizations and
institution.

- (2) In carrying out the duties as stated referred to in paragraph (1), Development Section Organizations and Institutions organize function:
- a. preparation of materials for compiling plans organizational and institutional development;
 - b. preparation of program coordination materials organizational and institutional development;
 - c. preparation of materials for compiling documents renstra, long-term development plan (RPJP);
 - d. preparation of materials for compiling reports implementation of organizational development and institutional; and
 - e. implementation of other functions assigned by the Director.

Part Fourteen

Directorate of Cooperation

Article 358

- (1) The Directorate of Cooperation has duties manage, develop, And coordinate domestic cooperation between UNESA and various partners to support Tridharma of Higher Education.
- (2) In carrying out the duties as stated referred to in paragraph (1), the Directorate of Cooperation perform functions:
- a. preparation of policies, strategies and regulations domestic cooperation;
 - b. designing and processing cooperation documents, including *Memorandum of Understanding* (MoU) and Cooperation Agreement (PKS);
 - c. initiation and development of strategic partnerships with government agencies, the industrial world, and professional organizations;

- d. coordinating the implementation of cooperation
national in UNESA faculties and work units;
- e. monitoring and evaluation effectiveness
implementation of cooperation, including output and
its impact on the Tridharma of Education
Tall;
- f. administration and work document management
the same in the country systematically and
well documented;
- g. provision of information services to faculties, study
programs, and work units related to opportunities
cooperation with national partners;
- h. development of strategic networks with
government agencies, business world, organizations
professions, and other national partners;
- i. organizing cooperation forums and
partnerships, including partner meetings, meetings
annual, and cooperation coordination meetings
national;
- j. communication with the directorate
in charge of international affairs related to
development of cooperation that has
internationalization potential;
- k. preparation of related annual reports
implementation and effectiveness of cooperation in
country;
- l. implementation of monitoring and evaluation based on
data to increase the impact of collaboration
national towards UNESA;
- m. submission of development recommendations
cooperation based on evaluation results to
university leadership; and
- n. implementation of other functions assigned by
Vice Chancellor.

Article 359

- (1) The Directorate of Cooperation consists of Sub-Directorates Collaboration that has tasks
- (2) In carrying out the duties as stated referred to in paragraph (1) Subdirectorate of Cooperation perform functions:
 - a. carrying out correspondence with potential partners domestic;
 - b. implementation of a meeting to discuss work points same in the country;
 - c. preparation for signing the MoU with domestic partners;
 - d. archiving of MoU files with partners in country;
 - e. coordinating the implementation of cooperation domestic;
 - f. assistance to units/faculties/study programs to create and implement cooperation agreements with domestic partners; and
 - g. implementation of other functions assigned by Director.

Article 360

- (1) The Cooperation Section has the task of assisting the Head of the Cooperation Sub-Directorate in managing and developing information systems in accordance with with applicable procedures to support implementation of tasks.
- (2) In carrying out the duties as stated referred to in paragraph (1), Cooperation Section perform functions:
 - a. preparation of correspondence materials with candidates domestic partners;
 - b. preparation of discussion materials for work points same in the country;
 - c. preparation and drafting of MoU with partners domestic;

- d. implementer of MoU file archives with partners domestic;
- e. preparation of materials for implementation of cooperation domestic;
- f. assistance to units/faculties/study programs to make and implement agreements cooperation with domestic partners; and
- g. implementation of other functions assigned by Director.

Part Fifteen

Directorate of Information and Communication Technology
Article 361

- (1) Directorate of Information and Communication Technology has the task of facilitating and leading management of all service needs ICT in universities both from the needs, infrastructure, networks, information systems, ICT skills and other ICT services that support the achievement of the university's vision and mission.
- (2) In carrying out the duties as stated referred to in paragraph (1), the Directorate of Technology Information and Communication organizes function:
 - a. preparation of a system management plan network;
 - b. preparation of design concepts And development of network systems in the environment UNESA;
 - c. preparation of design concepts And network topology development;
 - d. designing a network authentication system;
 - e. preparation of device usage instructions network system;
 - f. operation of network authentication systems;
 - g. device configuration backup network system;

- h. maintenance and care of system programs
network and data center;
- i. installation of network systems and devices
supporters;
- j. damage detection and system repair
network;
- k. designing and maintaining system security
information and networks;
- l. management of network devices and tools
his supporters;
- m. evaluation of network system management;
- n. preparation of task implementation reports
as accountability material; and
- o. implementation of other functions assigned by
Director.

Article 362

The Directorate of Information and Communication Technology consists of the Sub-Directorate of Information Systems Development and Operational.

Article 363

- (1) Subdirectorate of Information Systems Development and Operations has the task of managing and develop information systems in accordance with procedures in place to support execution of tasks, creating technical documentation, develop designs and manage pages according to procedures as information material.
- (2) In carrying out the duties as referred to in paragraph (1), the Sub-Directorate Information and Operational Systems Development perform functions:
 - a. system planning and development
information to support needs
academic, administrative, and service
university;

- b. database management and information systems including design, security, and data backup;
- c. maintenance and rejuvenation of information systems to ensure reliability, security, and operational efficiency;
- d. university website infrastructure management includes design, uploading information, and security and maintenance of the site;
- e. management of institutional email services as a means of official communication within the environment university;
- f. provision of digital information services for stakeholders through pages, emails and systems other information;
- g. management and technical documentation of the system information including the creation of user manuals and service data records;
- h. user complaint and request service information systems related to access, data repair, and other technical issues;
- i. communication and coordination with users information system in responding to complaints, provide guidance, and manage data;
- j. evaluation and reporting of information system management as accountability material and sustainable development; and
- k. implementation of other functions assigned by Director.

Article 364

Subdirectorates of Information Systems Development and Operations consist of:

- a. Information Systems Development Section;
- b. Operational Section;
- c. Digital Application Transformation Section; and
- d. System Analysis and Design Section.

Article 365

- (1) The Information Systems Development Section has task of assisting the head Subdirectorate Information and Operational Systems Development in managing and developing the system information in accordance with applicable procedures to support the implementation of tasks..
- (2) In carrying out the duties as stated referred to in paragraph (1), Subdirectorate Information and Operational Systems Development perform functions:
- a. backup of system device configuration network;
 - b. maintenance and care of system programs network and data center;
 - c. installation of network systems and supporting devices;
 - d. damage detection and system repair network;
 - e. security design and maintenance information systems and networks;
 - f. management of network devices and tools his supporters;
 - g. evaluation of network system management;
 - h. preparation of task implementation reports as accountability material; and
 - i. implementation of other functions assigned by Director.

Article 366

- (1) The Operational Section has the task of assisting the Head of the System Development Sub-Directorate Information and Operations in making technical documentation and developing designs and manage the page according to the procedures as

information materials for ICT specifically and
Surabaya State University in general.

- (2) In carrying out the duties as stated referred to in paragraph (1), Operational Section perform functions:
- a. creation and development of web page designs
 - b. collection and editing of materials
page
 - c. uploading University information materials
Surabaya State into the page
 - d. maintenance and security of the website
 - e. information request service from
stakeholders through the page
 - f. email management in the university environment
Surabaya State
 - g. creation of technical documentation and instructions
use of all information system applications
 - h. complaints and problem services in the use of information
systems
 - i. data correction request service on
information system applications
 - j. recording data on all ICT service complaints
 - k. communication with information system users
to respond to complaints and data requests
 - l. preparation of task implementation reports; and
 - m. implementation of other functions assigned by
Director.

Article 367

- (1) The Digital Application Transformation Section has task of assisting the head Subdirectorate Information and Operational Systems Development in carrying out system transformation through integration of various owned systems into an application to increase efficiency, productivity, and user experience.

- (2) In carrying out the duties as stated referred to in paragraph (1), Transformation Section Digital Applications perform the following functions:
- a. designing digital applications to support work process automation and efficiency operational;
 - b. utilization of technology latest for creating relevant and adaptive systems;
 - c. integration of digital systems and platforms in integrated ecosystem;
 - d. optimization of *user interface* (UI) and *user experience* (UX) to make things easier application usage;
 - e. feedback-based system optimization users for development sustainable;
 - f. development of applications that are compatible with various devices, including mobile phones and tablets;
 - g. application performance monitoring and evaluation effectiveness of implementation;
 - h. empowerment of digital culture among employees or users; and
 - i. implementation of other functions assigned by Director.

Article 368

- (1) The System Analysis and Design Section has task of assisting the head Subdirectorate Information and Operational Systems Development in analyzing system requirements through integration of various existing systems into one application to increase efficiency, productivity, and user experience.
- (2) In carrying out the duties as stated referred to in paragraph (1), the Systems Analyst Section and Design performs the following functions:

- a. implementer of system requirements analysis;
- b. compiling and preparing document materials
business and technical needs;
- c. designing a system design that meets the requirements
user needs;
- d. connecting business needs and
technical solutions;
- e. implementer in system testing;
- f. preparation of task implementation reports
as accountability material; and
- g. implementation of other functions assigned by
Director.

Part Sixteen
Directorate of International Affairs

Article 369

- (1) The Directorate of International Affairs has the task of
overseeing international cooperation and
facilitate international mobility.
- (2) In carrying out the duties as stated
referred to in paragraph (1), the Directorate of Technology
Information and Communication organizes
function:
 - a. preparation of materials for initiating international
cooperation with universities, the world
industry, non-governmental organizations (NGOs),
and consortium;
 - b. processing of international MoUs with
universities, industrial world, institutions
community self-help (NGO), and consortium;
 - c. monitoring the implementation of international
cooperation in faculties and study programs
includes the tridharma of higher education;
 - d. implementation of administrative mobility assistance
international both inbound and outbound
(including immigration document processing,

- study permits, and permits for overseas business trips
country);
- e. implementation in initiation mobility
lecturers/students both *inbound* and outbound
outbound through collaboration with agencies
overseas or special programs available;
- f. service/hospitality mobility
lecturers/students both *inbound* and outbound
outbound with assistance in implementing activities;
- g. implementation of
dissemination of related information
international activity opportunities; and
- h. implementation of other functions assigned by
Vice Chancellor.

Article 370

The Directorate of International Affairs consists of:

- a. International Cooperation Section; and
- b. *Student Mobility Section*;

Article 371

- (1) The International Cooperation Section has the task of
assist the Directorate of International Affairs to
initiate, process and monitor
implementation (MoU).
- (2) In carrying out the duties as stated
referred to in paragraph (1), International Cooperation
perform functions:
- a. preparation of correspondence materials with
potential foreign partners;
 - b. preparation of materials used for
discussion of points of cooperation;
 - c. Implementation of preparations for signing the MoU
with foreign partners;
 - d. implementation of documentation and archiving
MoU files;

- e. implementation of work implementation monitoring same abroad;
- f. provision of facilities for the manufacture and implementation of cooperation agreements for units, faculty, and/or study programs with partners abroad; and
- g. implementation of other functions assigned by Director.

Article 372

- (1) The *Student Mobility* Section has duties assist the Directorate of International Affairs to facilitate lecturers and students in a administrative and service as well as *hospitality* for lecturers and students in mobility international, both *inbound* and *outbound*, and development initiatives mobility international.
- (2) In carrying out the duties as stated referred to in paragraph (1), *Student Mobility* Section perform functions:
 - a. administrative services for lecturers and students both inbound and *outbound*;
 - b. service/ *hospitality* for lecturers & students (picking up, international *inbound* helping with mobility and prepare accommodation);
 - c. monitoring of the State Partnership program Develop;
 - d. monitoring the Indonesian Darmasiswa program;
 - e. monitoring of the *International Credit* program *Transfer*;
 - f. monitoring of *The SEA Teacher* program;
 - g. implementation of the *Summer Course* program;
 - h. monitoring of international consortium programs;
 - i. implementation of the *UNESA International* program *Forum of University Chancellors* (UNIFUR);

- j. implementation exhibition education
international;
- k. implementation of the dissemination of related information
with international activity opportunities; and
- l. implementation of other functions assigned by
Director.

Part Seventeen
Directorate of Public Relations and Information

Article 373

- (1) Directorate of Public Relations and Information
has the task of managing and developing
implementation of public relations (PR)
and public information.
- (2) In carrying out the duties as referred to in paragraph (1), the
Directorate of Public Relations and
Public Information carries out the following functions:
 - a. preparation of short-term plans,
medium, And long program
development of public relations and
public information according to field needs
academic, management, student affairs and cooperation;
 - b. providing adequate services and
quality in providing public information
about academics and non-academics;
 - c. processing of data and implementation information
programs in the field of public relations and information
public;
 - d. information liaison between external agencies and
UNESA; and
 - e. implementation of other functions assigned by
Vice Rector for Field IV.

Article 374

The Directorate of Public Relations and Information consists of:

- a. Public Relations Section (PR); and
- b. Public Information Section.

Article 375

- (1) The Public Relations Section has the task of preparing materials to manage and develop programs public relations work.
- (2) In carrying out the duties as referred to in paragraph (1), the Public Relations Section perform functions:
 - a. preparation of materials for compiling a concept plan management and development of public relations systems;
 - b. preparation of materials for compiling technical instructions public relations system;
 - c. preparation of materials for the socialization of technical instructions public relations system;
 - d. operation of public relations systems;
 - e. preparation of materials to establish cooperation with *stakeholders*, association, private, government, state-owned enterprises or the community for development of public relations systems;
 - f. preparation of documentation materials and archiving related to public relations data;
 - g. preparation of materials for Monitoring and evaluation of public relations implementation;
 - h. preparation of materials for compiling reports implementation task as material accountability; and
 - i. implementation of other functions assigned by Director.

Article 376

- (1) The Public Information Section has the following duties:
 - carry out preparing materials for

manage and develop information systems
public.

- (2) In carrying out the duties as stated
referred to in paragraph (1), Public Information Section
perform functions:
- a. preparation of materials for managing and
develop studies on information
public related to academic and non-academic fields,
management and cooperation;
 - b. preparation of planning for the program of activities for
the management of absorption and filtering
public information;
 - c. preparation of materials for compiling technical instructions
distribution of information to the public;
 - d. preparation of absorption risk mapping materials
information and information distribution
to the public;
 - e. preparation of materials for partner cooperation in the
field of public information in order to build
profit and non-profit networks such as
stakeholders, private sector, government, state-owned enterprises,
associations, and the general public;
 - f. preparation of data and documentation of implementation
public information sector;
 - g. preparation of materials for the implementation of
optimization, monitoring and evaluation related to implementation
public information programs; and
 - h. implementation of other functions assigned by
Director.

Part Eighteen

Directorate of *Branding, Marketing*, and Media

Article 377

- (1) Directorate of *Branding, Marketing*, and Media
has the task of compiling, developing,

And coordinate implementation branding, marketing, and media development.

(2) In carrying out the duties as stated

referred to in paragraph (1), the Directorate of *Branding, Marketing* and Media carry out the following functions:

- a. preparation of short-term plans, medium and long term programs and activities branding, marketing, and development media;
- b. implementation of branding, marketing, and media according to field needs academic, management, student affairs and cooperation;
- c. active role in cooperation and training to improve and develop quality of human resources in the field *branding, marketing, and development media*;
- d. assisting other work units in making plans activities related to development *branding, marketing, and media*;
- e. monitoring and evaluation of subordinate performance branding development , *marketing, and media* to suit the work program that has been created;
- f. reporting and accountability of results implementation of branding development activities , *marketing, and media* based on programs work that has been determined by the superior; And
- g. implementation of other functions assigned by Vice Rector for Field IV.

Article 378

The Directorate of *Branding, Marketing, and Media* consists of:

- a. *Branding and Marketing Section*; and
- b. Technical and Creative Development Business Section.

Article 379

- (1) *The Branding and Marketing* Section has the task of carrying out preparing materials for managing and developing *branding* and *marketing*.
- (2) In carrying out the duties as stated referred to in paragraph (1), *Branding* Section and *Marketing* carries out the following functions:
 - a. preparation of materials for managing and developing branding and marketing studies;
 - b. preparation of activity program plans branding and marketing development;
 - c. preparation of materials for coordination with units others for cooperation in implementation *branding* development activities and *marketing*;
 - d. preparation of materials for implementing activities *branding* and marketing development ;
 - e. preparation of monitoring and evaluation implementation of *branding* development activities and *marketing*;
 - f. preparation of materials for building networks cooperation with parties outside UNESA such as *stakeholders* , government, private sector, state-owned enterprises, and general public to develop programs branding development activities and more advanced, efficient, effective marketing and right on target; and
 - g. implementation of other functions assigned by Director.

Article 380

- (1) Technical and Creative Development Business Section has the task of carrying out preparation materials for managing and developing business, production techniques, and creative.

- (2) In carrying out the duties as stated referred to in paragraph (1), Business Section Development Technique And Creative perform functions:
- a. preparation of materials for managing and develop business development studies, production techniques, and creative;
 - b. preparation of activity program plans business development, production engineering, and creative;
 - c. preparation of materials for coordination with units others for cooperation in implementation business development activities, engineering production, and creative;
 - d. preparation of materials for implementing activities business development, production engineering, and creative;
 - e. preparation of monitoring and evaluation of the implementation of business development activities, production techniques, and creative;
 - f. preparation of materials for building networks cooperation with parties outside UNESA such as *stakeholders* , government, private sector, state-owned enterprises, and general public to develop programs more advanced business development activities, production techniques and creative, efficient, effective and on target;
 - g. implementation of other functions assigned by Director.

CHAPTER XI

TECHNICAL IMPLEMENTATION UNIT

Article 381

- (1) The Technical Implementation Unit as referred to in Article 4 the letter i is below and

responsible to the Vice Chancellor in accordance with
with areas of duties and affairs.

(2) The Technical Implementation Unit as referred to in
paragraph (1) is led by the Head.

Article 382

The Technical Implementation Unit has the task of supporting
implementation of academic and non-academic activities
through technical services in accordance with the field of duties and
affairs.

Article 383

Technical Implementation Unit as referred to in
Articles are regulated by the Chancellor's Regulations.

CHAPTER XII

OTHER REQUIRED ELEMENTS

Part One

General

Article 384

Other Required Elements as referred to
in Article 4 letter j is another organization
required.

Part Two

Other Required Organizations

Article 385

Other organizations as required as
referred to in Article 384 are regulated by the Regulation
Rector.

Part Three

Organizational Structure of the Rector's Elements

Article 386

The organizational structure of the Chancellor's elements is listed in Attachments which are parts that are not separate from this Chancellor's Regulation.

CHAPTER XIII

FUNCTIONAL POSITION GROUPS AND IMPLEMENTER

Article 387

- (1) Every organization of the elements of the Internal Rector carry out the duties and functions of having employees which consists of:
 - a. employees with functional positions or professional; and
 - b. employees with executive positions.
- (2) The number and qualifications of employees as referred to in paragraph (1) for each organizational element under the Chancellor are determined in accordance with with the formation of employee positions.
- (3) The formation of employee positions as referred to in paragraph (2) is determined by the Chancellor based on workload calculation for each organizational elements under the Chancellor.

CHAPTER XIV

ORGANIZATIONAL WORK PROCEDURES

Article 388

Each leader of the organization is an element of the Internal Rector carrying out tasks and functions must apply principles of coordination, integration, and synchronization in UNESA environment and other institutions besides UNESA according to their respective duties and functions.

Article 389

Every leader of the Chancellor's element organization must implementing *internal* control systems in the environment

each organization to realize
implementation of public accountability mechanisms through
planning, implementation, and
integrated performance reporting.

Article 390

Each leader of the Chancellor's elemental organization is responsible
answer:

- a. lead and coordinate subordinates and
provide guidance, direction and instructions for carrying
out subordinate tasks in accordance with the description
assigned tasks; And
- b. supervise their respective subordinates and in this case
deviations occur so that steps can be taken and
necessary actions in accordance with the provisions
laws and regulations
UNESA.

Article 391

- (1) Every leader of the organization of the Internal Chancellor's elements
carry out tasks assisted by unit leaders
organizations under it.
- (2) Every leader of an element organization under the Chancellor
In carrying out the task must do
coaching and providing guidance to subordinates on a regular
basis.

Article 392

Each leader of the Chancellor's element organization follows,
comply with instructions, and be responsible to
their respective superiors and submit reports
performance periodically and on time in accordance with the
provisions of laws and regulations and
UNESA regulations.

Article 393

Every report received by the organization leader
The Rector's elements are processed and used as materials
to compile further reports and provide
instructions to subordinates.

Article 394

Leader of the Internal Rector's element organization
carrying out duties and functions must compile:

- a. work process flow that describes the system
effective and efficient working relationships between the
organizations below and/or positions below; and
- b. analysis of workload and job descriptions for
all positions in the organization.

CHAPTER XV

POSITION, APPOINTMENT AND DISMISSAL

Article 395

- (1) Each leadership position of an organizational unit element in
under the Chancellor appointed and dismissed by
Rector.
- (2) Every organizational leadership position as referred to in
referred to in paragraph (1) has the responsibility
to lead the organization according to the level
and scope of positions in the organization.

Article 396

Procedures for filling the leadership positions of elemental organizations
Chancellor and level and scope of positions in the organization
referred to in Article paragraph (2) is regulated in the Regulation
Rector.

BAB XVII

TRANSITIONAL PROVISIONS

Article 397

The official managing the organization of the Chancellor's Elements other than The Chancellor who was appointed before this Chancellor Regulation came into effect shall continue to have his dan duties and functions until a new position is created and a new official is appointed based on the Regulation Peraturan Rektor.

BAB XVIII

KELOMPOK PENUTUP

Article 398

When this Chancellor's Regulation comes into force berlaku, Chancellor's Regulation Number 9 of 2024 concerning Organization and Work Procedures of Elements Under the Chancellor Surabaya State University was revoked and declared not applicable.

Established in Surabaya

On January 31, 2025 Januari 2025

RECTOR OF STATE UNIVERSITY OF SURABAYA,

tel

Copy true to the original aslinya
Director of Legal Administration and Reformasi Birokrasi

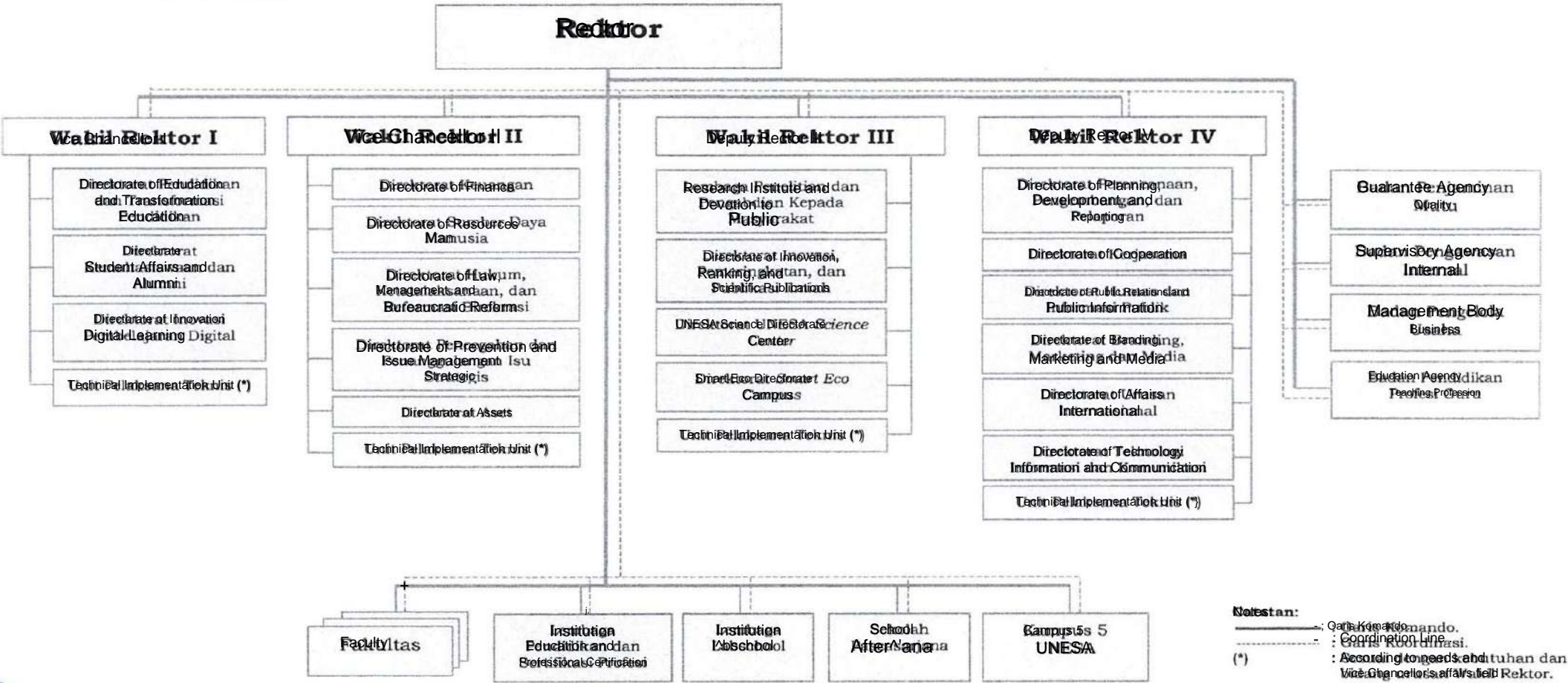


NIP 1965040919870010001

NURHASAN
NIP 1963042919900210001

APPENDIX I
RECTOR'S REGULATION NUMBER 1 OF 2025 CONCERNING
ORGANIZATION AND WORK PROCEDURES OF ELEMENTS UNDER THE RECTOR
SURABAYA STATE UNIVERSITY

A. Rectorate



Salinan setoran
Direktur Human Resources and
Reformasi Birokrasi

SULAKSONO
NIP 1965040919870110001

Established in Surabaya
On January 3, 2025
RECTOR OF STATE UNIVERSITY NEGERI
SURABAYA,

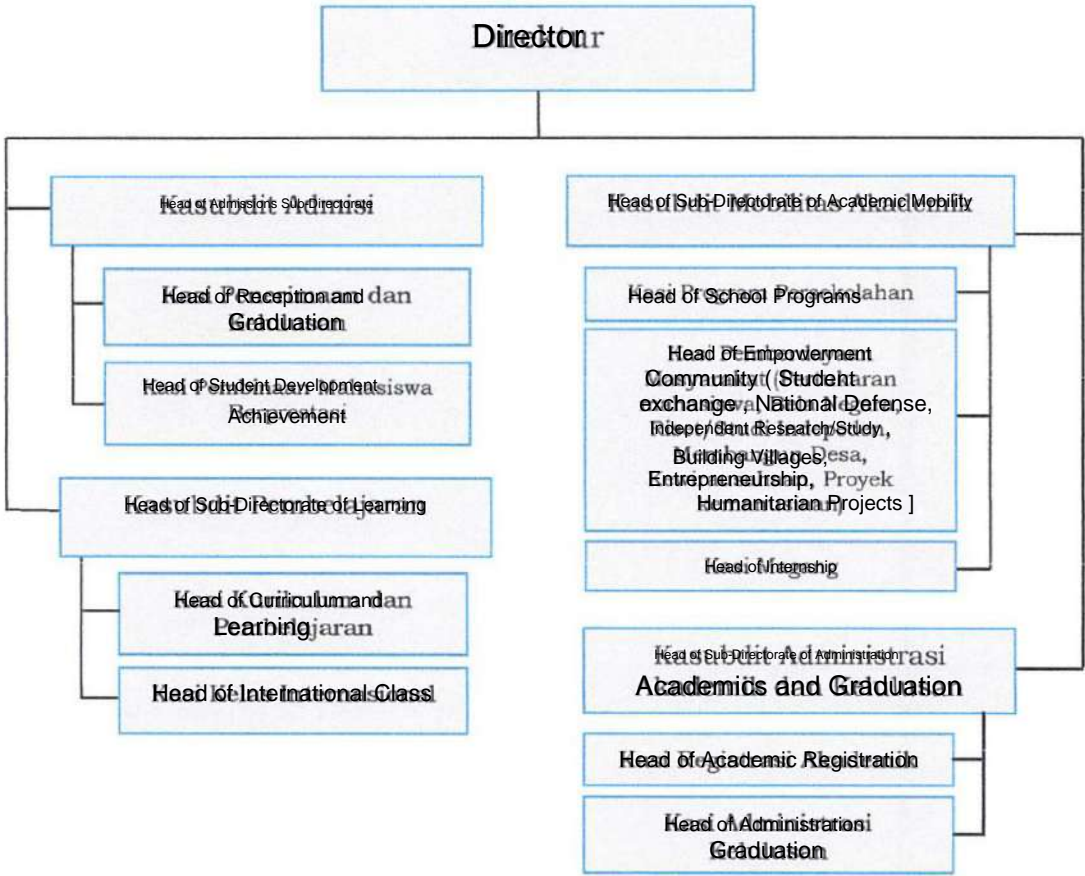
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MURRANAN
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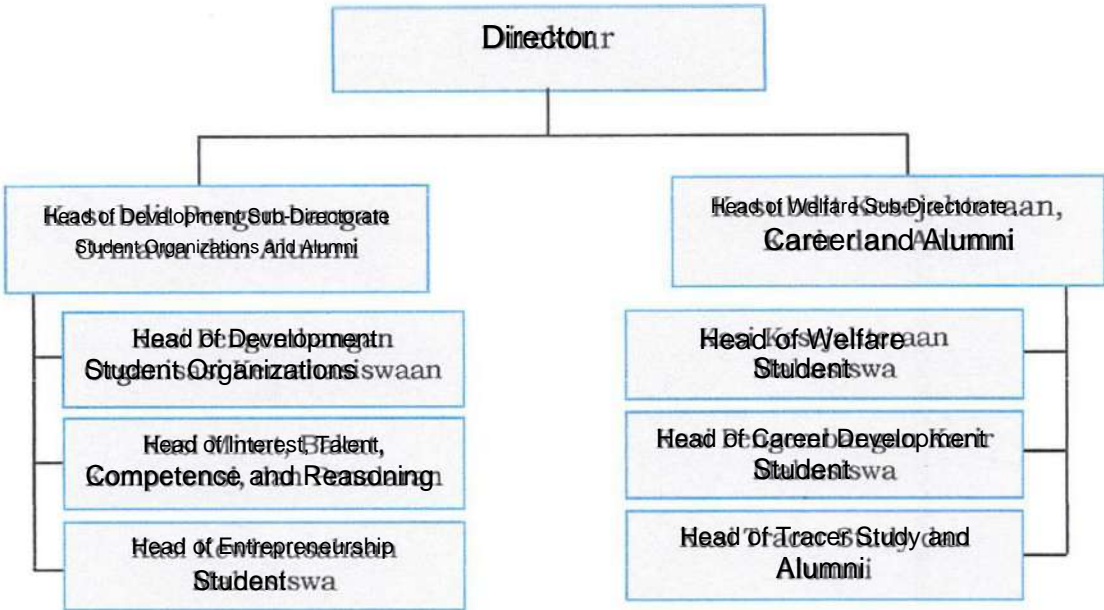
APPENDIX III
RECTOR'S REGULATION OF STATE UNIVERSITIES
SURABAYA
NUMBER 1/UN38/HK/2025
ABOUT
ORGANIZATION AND WORKING PROCEDURES OF ELEMENTS IN
UNDER THE RECTOR OF STATE UNIVERSITY
SURABAYA

FIELD I

Directorate of Education and Educational Transformation



Directorate of Student Affairs and Alumni

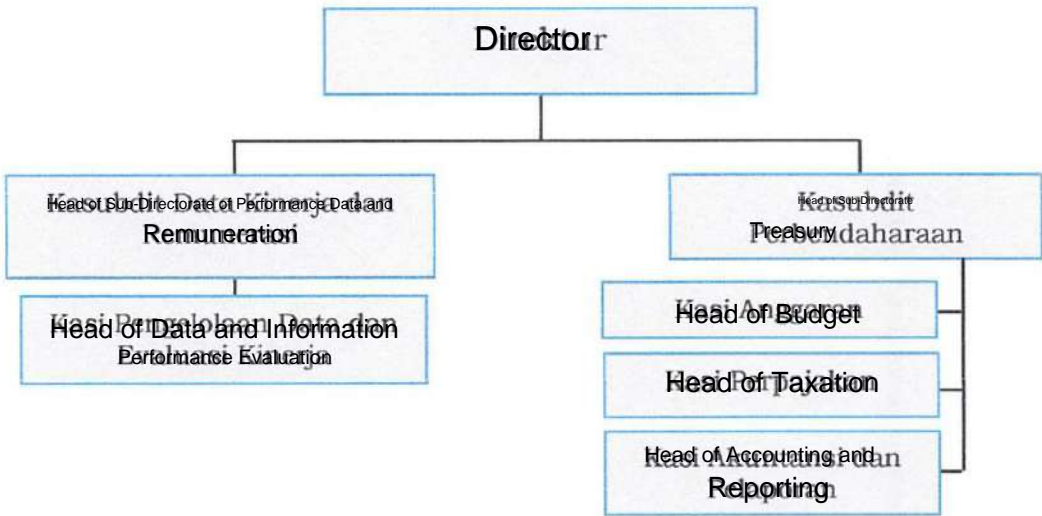


Directorate of Digital Learning Innovation



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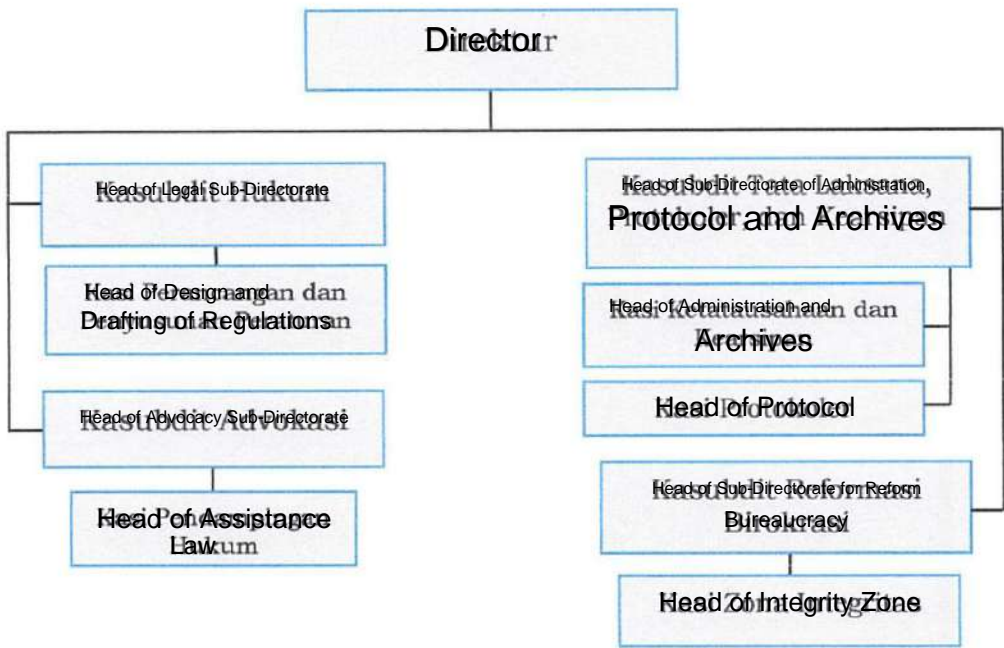
Directorate of Finance



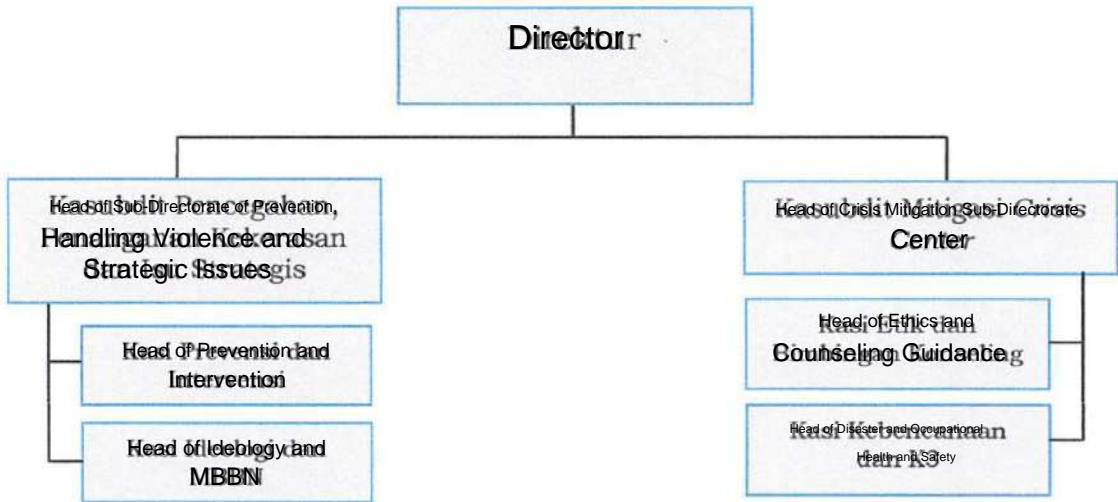
Directorate of Human Resources



Directorate of Law, Implementation, and Bureaucratic Reform



Directorate of Prevention and Handling of Strategic Issues

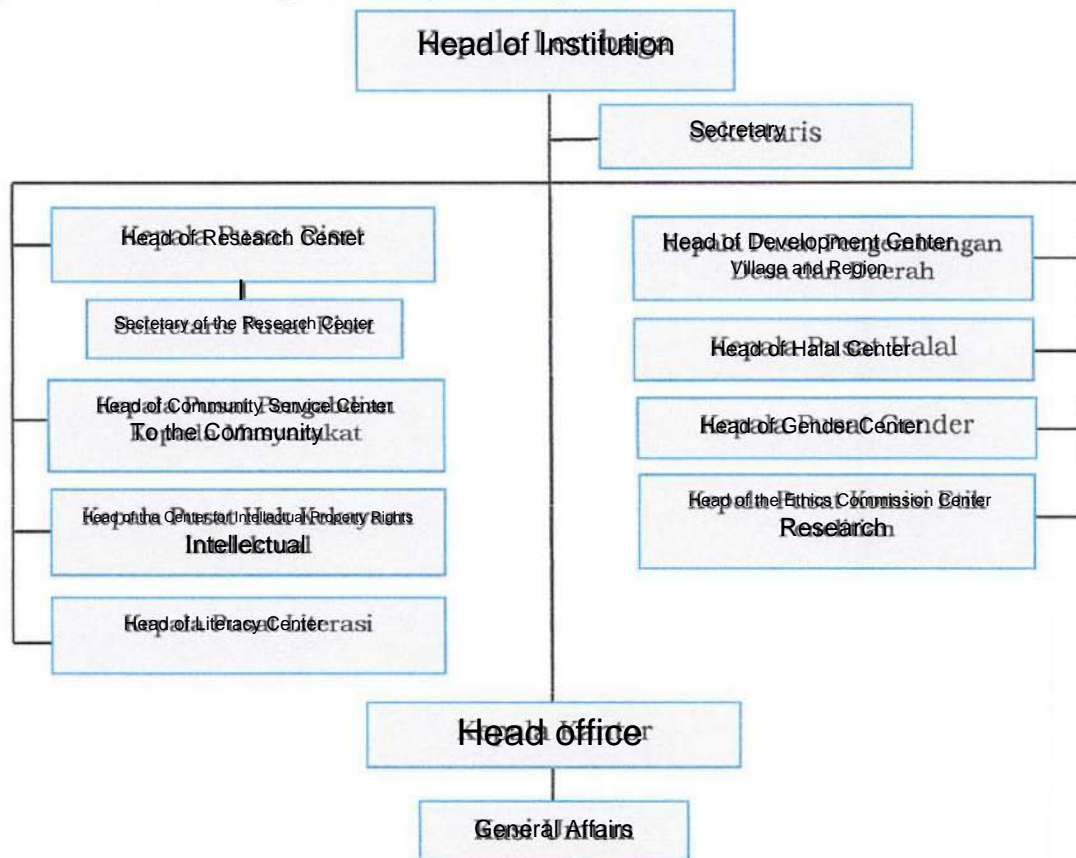


Directorate of Assets

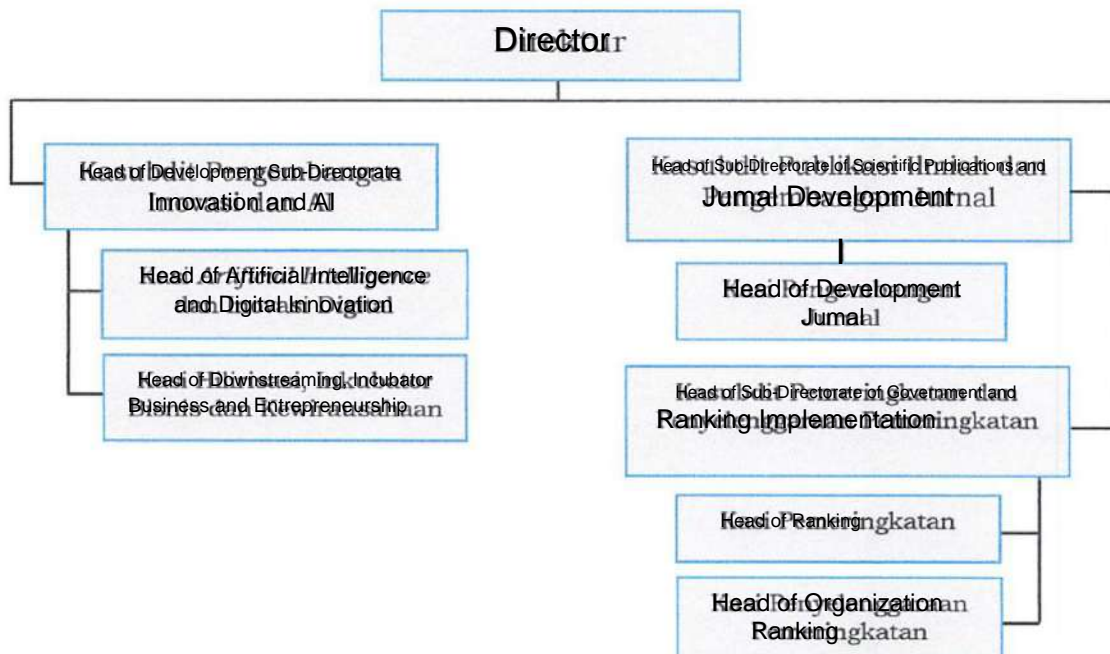


FIELDGIII

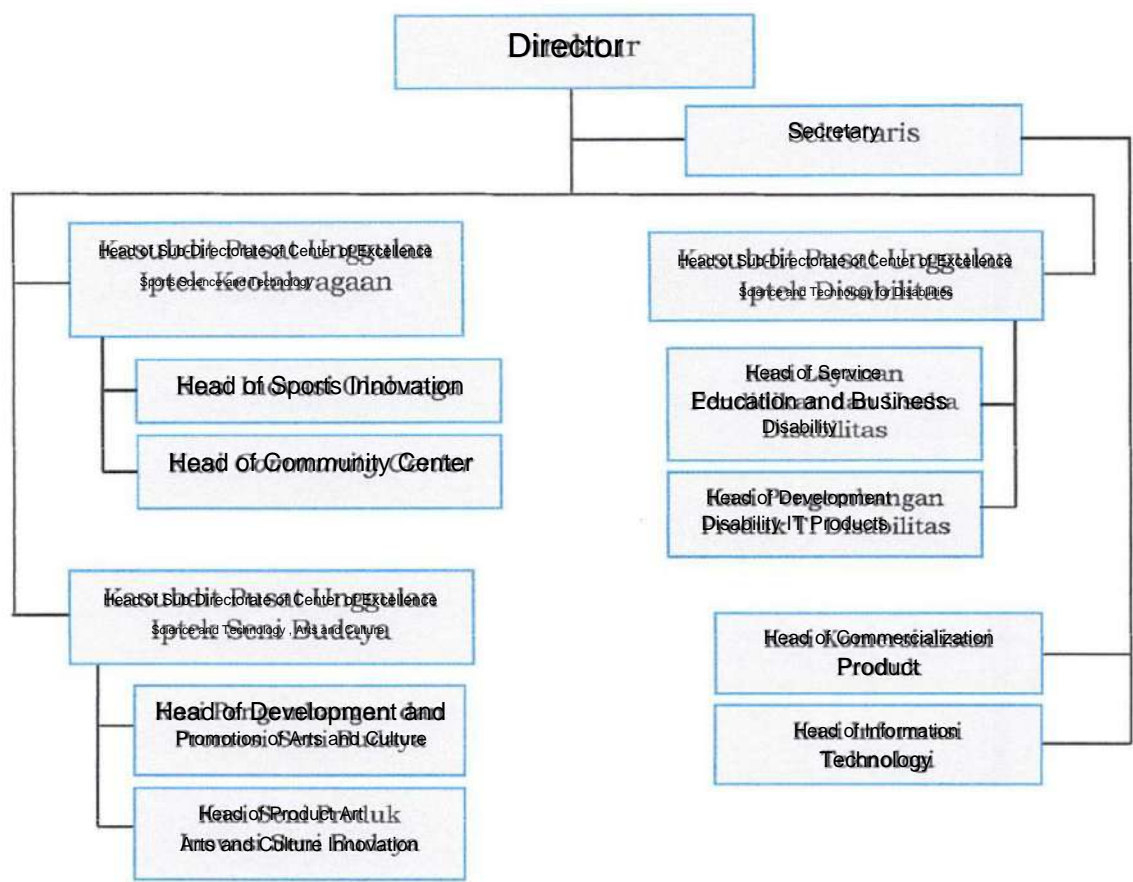
Institute of Research and Community Service



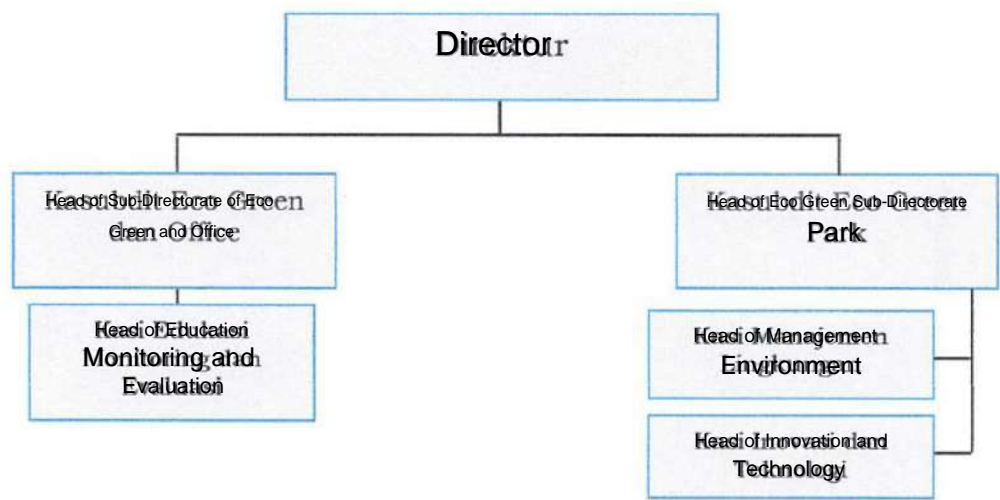
Directorate of Innovation, Ranking, and Scientific Publication



Directorate of NNESS Science Center

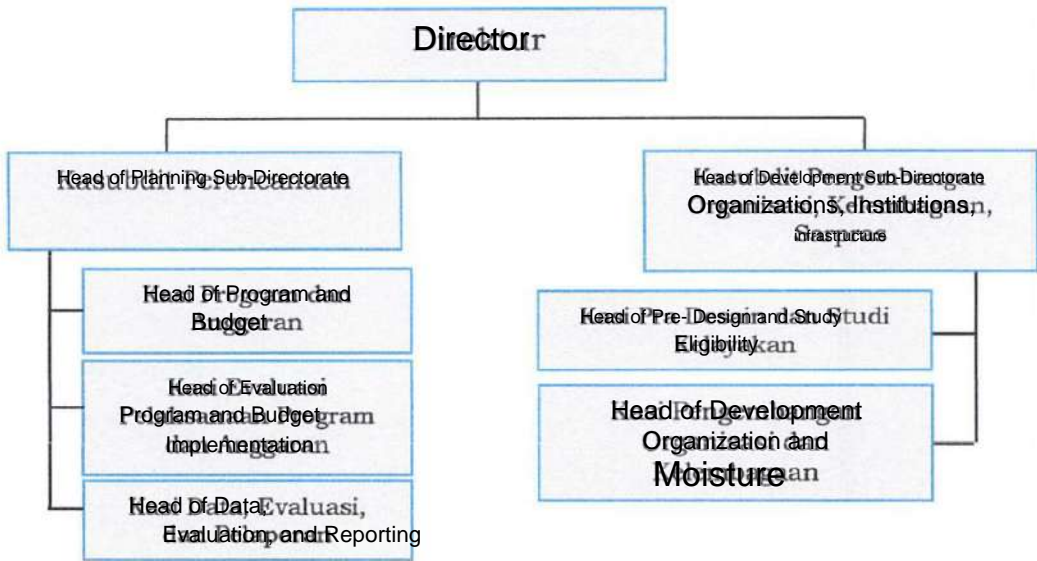


Smart Eco-Campus Directorate

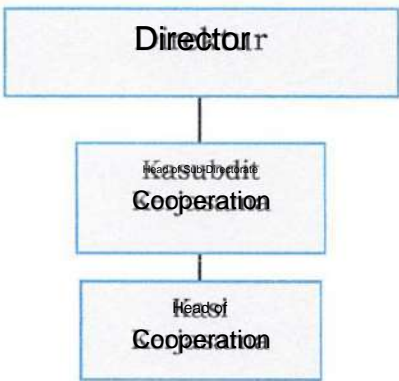


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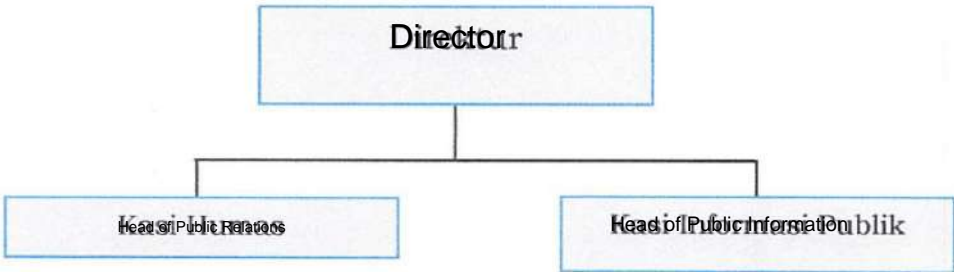
Directorate of Planning, Development and Reporting



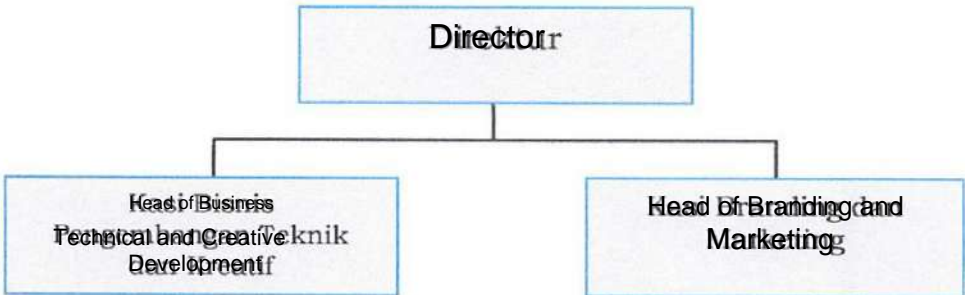
Directorate of Cooperation



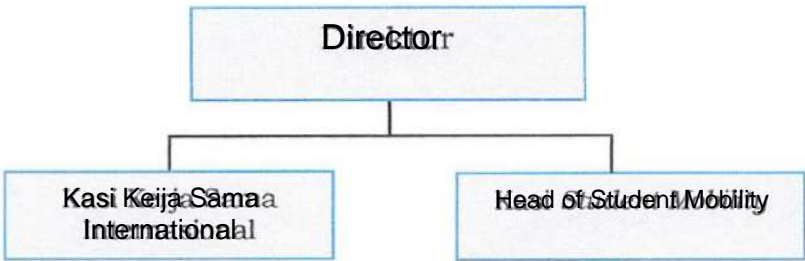
Directorate of Public Relations and Information



Directorate of Branding, Marketing and Media



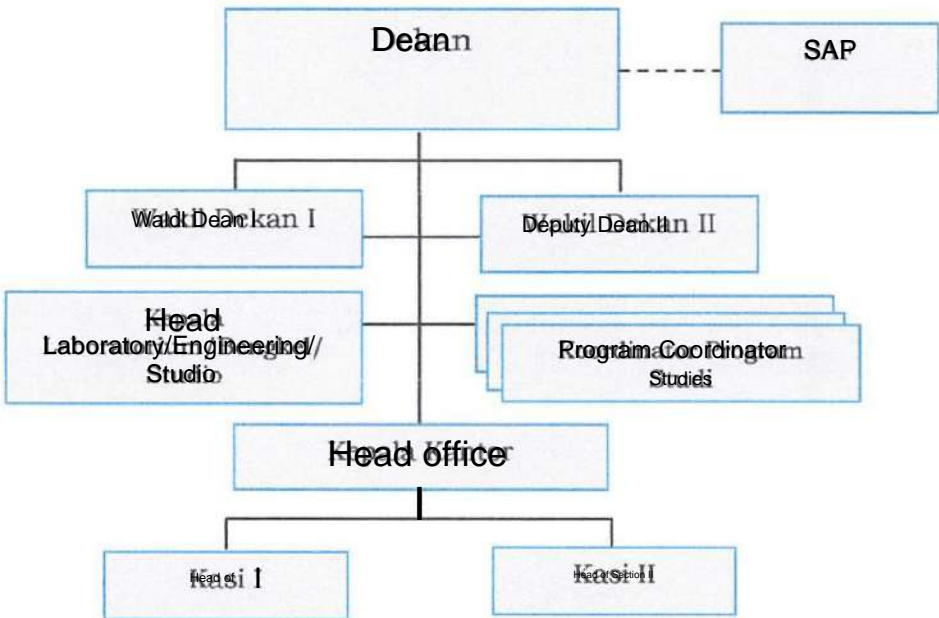
Directorate of International Affairs



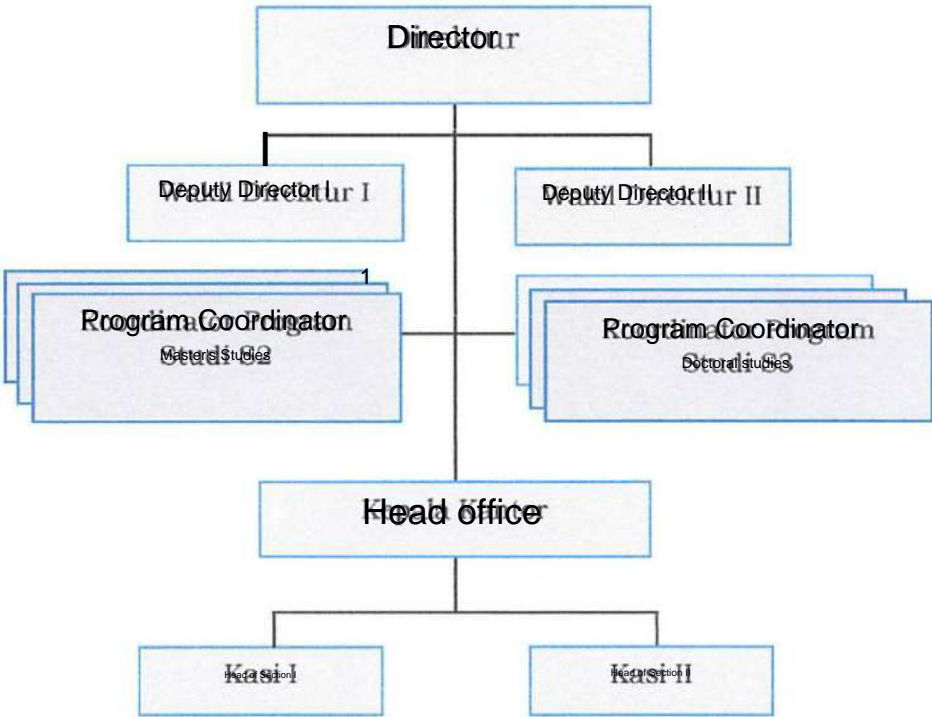
Directorate of Information and Communication Technology



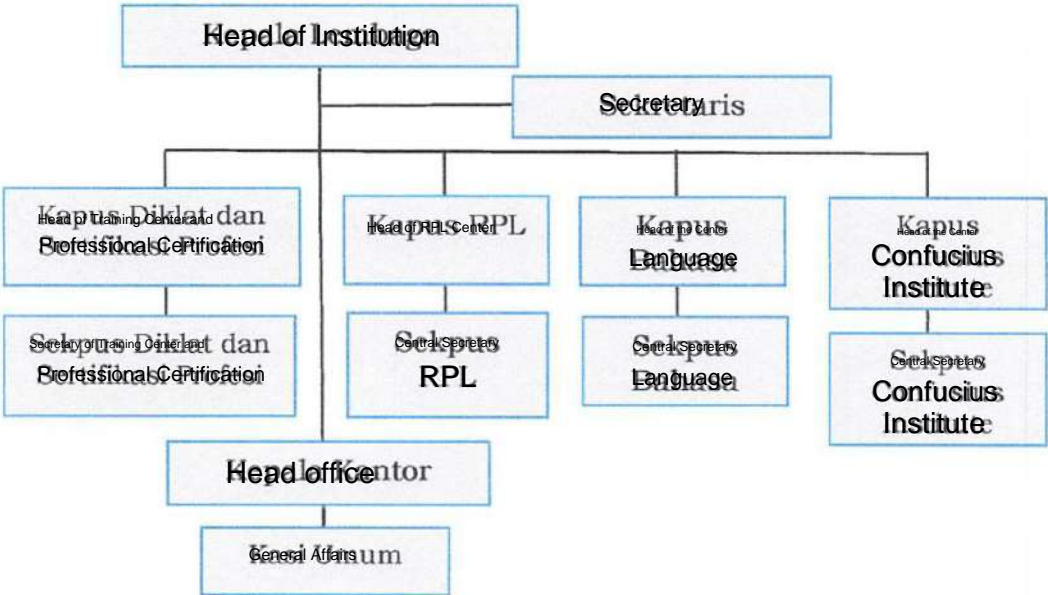
Faculty



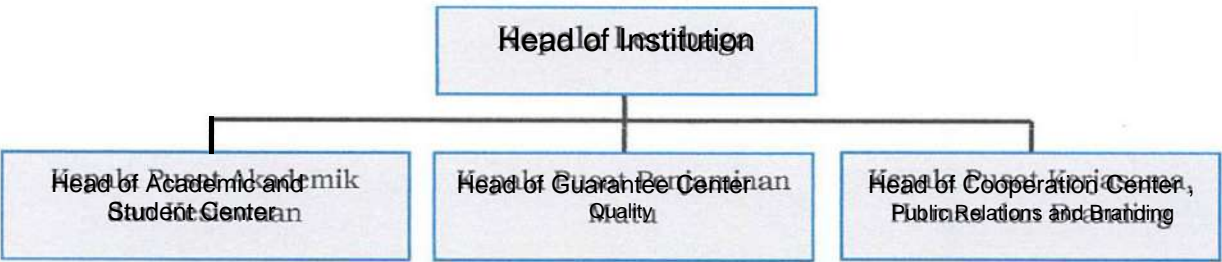
Graduate School



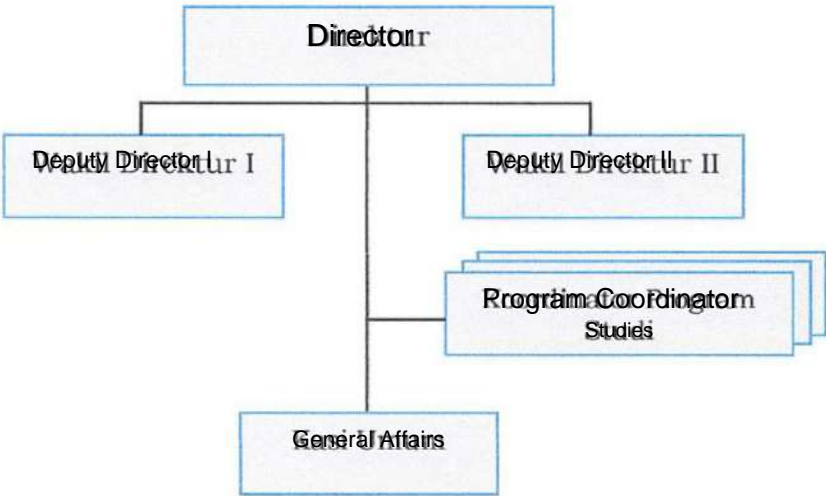
Professional Education and Certification Institution



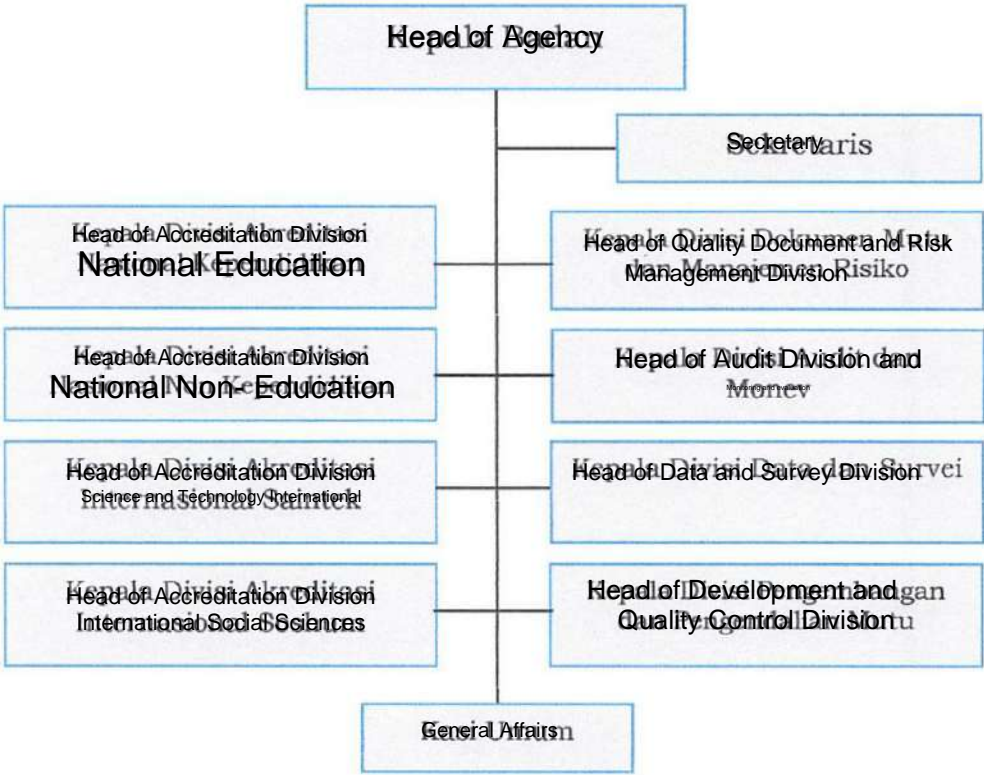
Language Institution



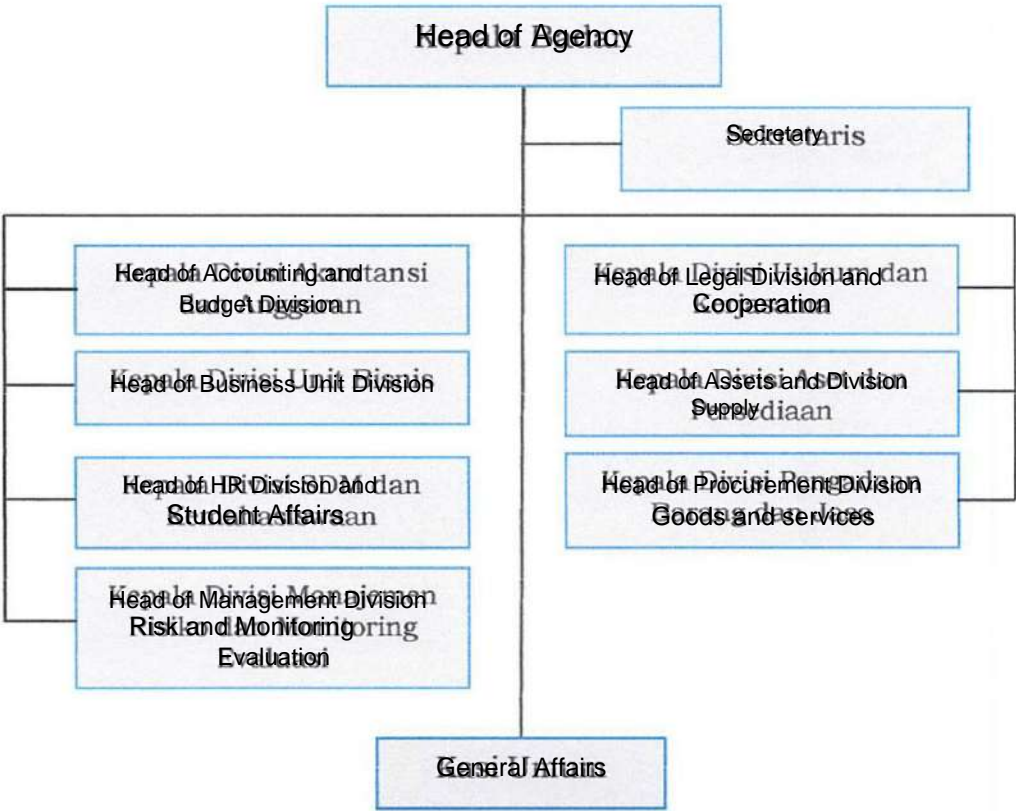
KINESA CAMPUS 5



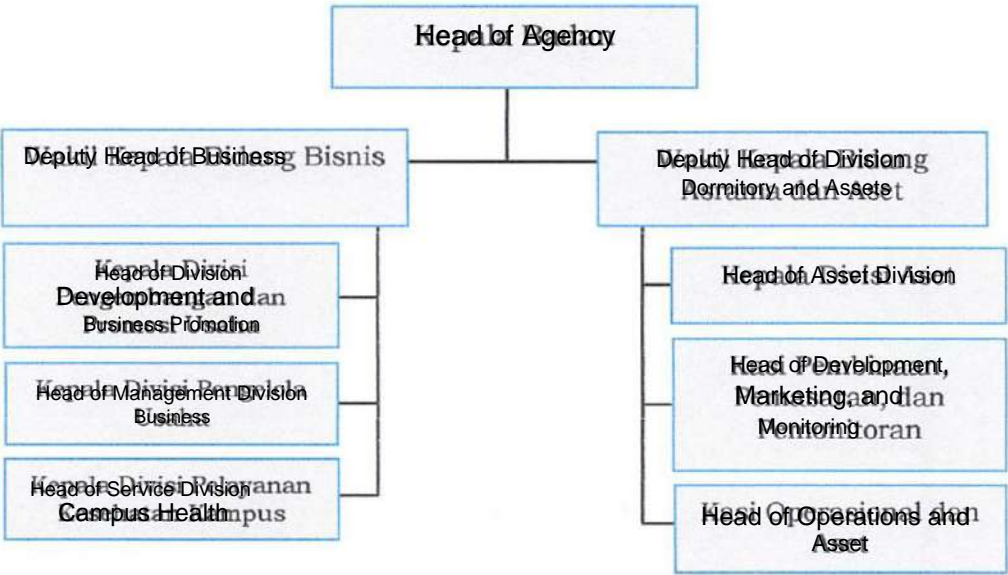
Quality Assurance Agency



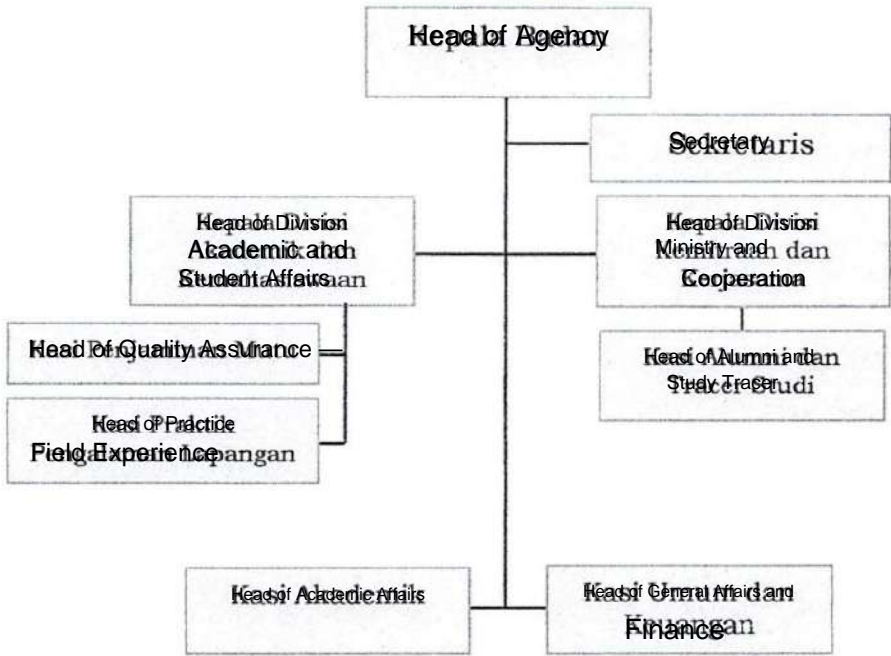
Internal Audit Agency Internal



Business Management Agency



Teacher Professional Competency



Established in Surabaya
on January 2, 2025
RECTOR OF STATE UNIVERSITY
SURABAYA,

titd
NURHASAN
NIP 1963042919900210001

Salah satu dari originalnya.
Direktur Manajemen, Ketidaksiaksanaan, dan
Rekrutasi Birokrasi
YUSULAKSONO
NIP 196504091987011001
NIP 196504091987011001