



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, Article 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 of  
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 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 of 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 of 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 of 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 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-oriented an approach
- 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 of 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 with 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      Science and Technology  
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      Science and Technology  
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 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 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 Subdirectorate 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 Subdirectorate 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 Subdirectorate  
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 Subdirectorate 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) Subdirectorate 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) Subdirectorate 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 Subdirectorate 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;

## 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 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 Subdirectorate 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 Subdirectorate 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 Subdirectorate 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 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

### Direktorate 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
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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  
Subdirectorate 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

(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 Subdirectorate 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
- 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 implementation of programs and activities educational exhibitions in the field of science; And
- 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  
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 subdirectorate 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. Subdirectorate Development Organization,  
Institutions, Facilities and Infrastructure.

#### Article 349

- (1) Subdirectorate 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), Subdirectorate 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 Subdirectorate 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

Subdirectorate 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 XXVI**  
**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 XXVII**  
**CONCLUDING/ 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 tidak berlaku.

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

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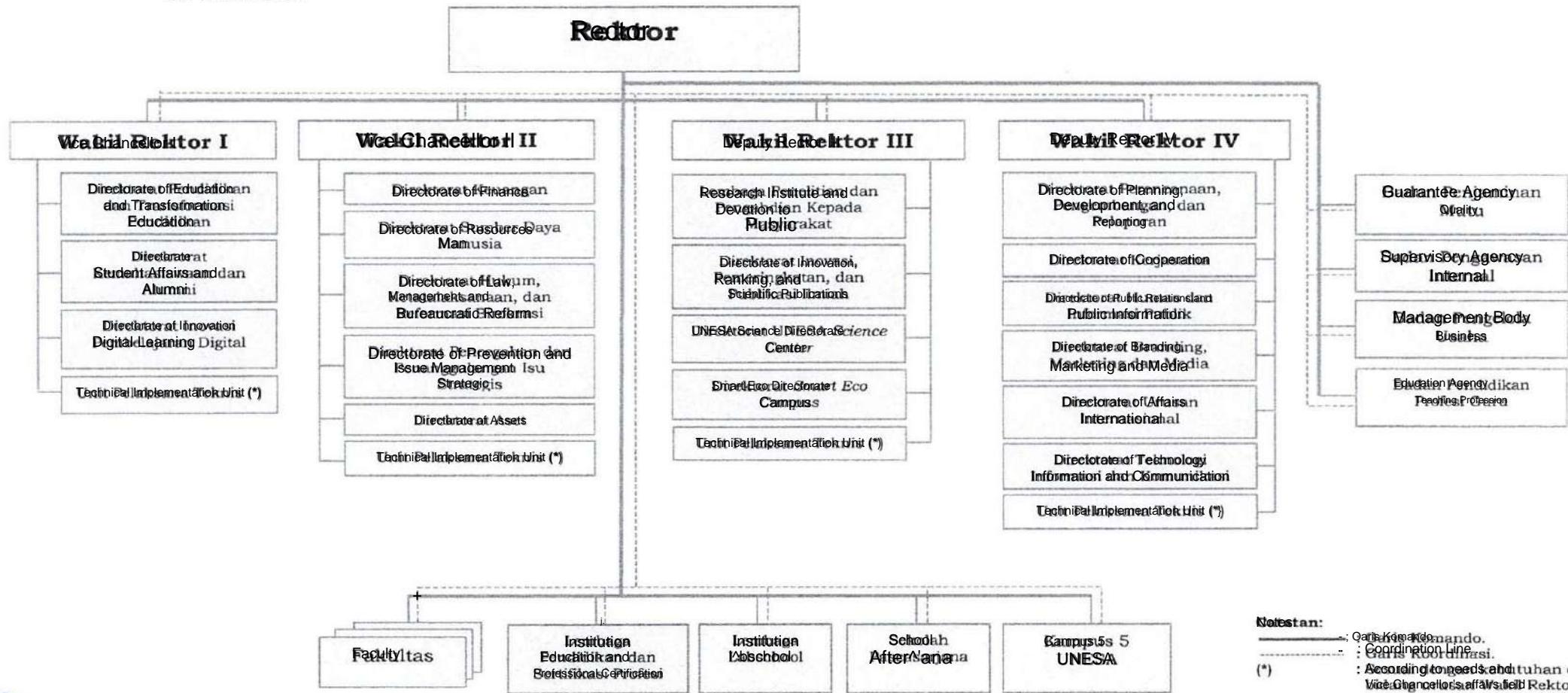
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NIP 1963042919900210001

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Director of Legal, Administration and  
Reformasi Birokrasi



NIP 1965040919870010001

**APPENDIX I**  
**RECTOR'S REGULATION NUMBER 1 OF 2025 CONCERNING**  
**ORGANIZATIONAL AND WORK PROCEDURAL ELEMENTS UNDER THE RECTOR**  
**SURABAYA STATE UNIVERSITY**

**A. Rektorat**

Salinan seua engan asliya  
 Direktur Human Resources, Management, and  
 Reformasi Bureaucracy

SULAKSONO  
 NIP 1965040919870110011

Established in Surabaya  
 On January 33 2025  
**RECTOR OF STATE UNIVERSITY NEGERI  
 SURABAYA,**

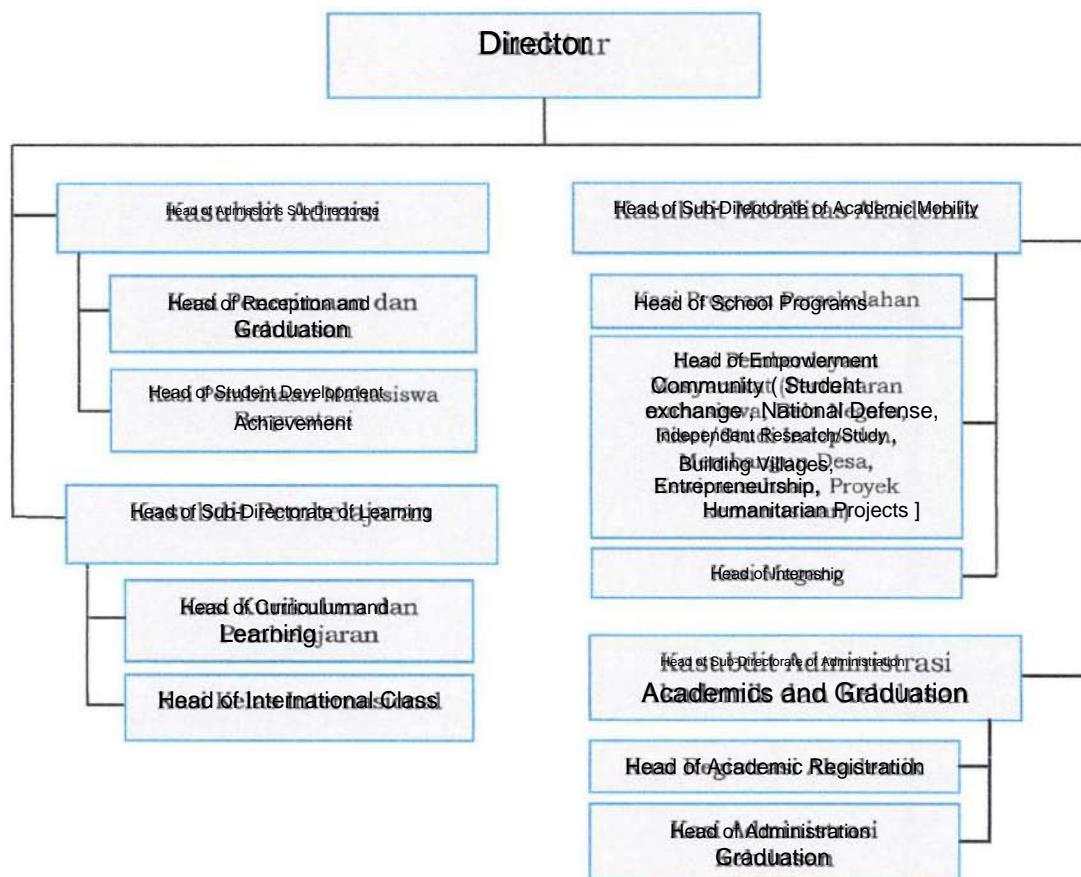
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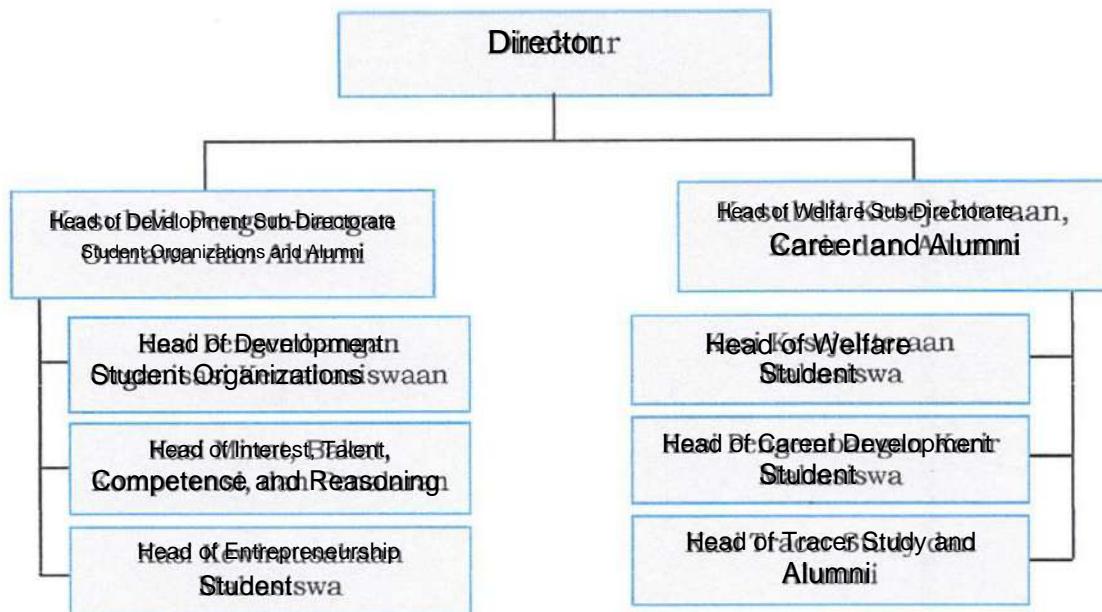
**APPENDIX III**  
**RECTOR'S REGULATION OF STATE UNIVERSITIES**  
**SURABAYA**  
**NUMBER 1/UN38/HK/2025**  
**ABOUT**  
~~ORGANIZATION AND WORKING PROCEDURES OF ELEMENTS IN~~  
~~UNDER THE RECTOR OF STATE UNIVERSITY~~  
~~SURABAYA~~

**ANNEX I**

**Directorate of Education and Educational Transformation**



**Direktorat of Student Affairs and Alumni**

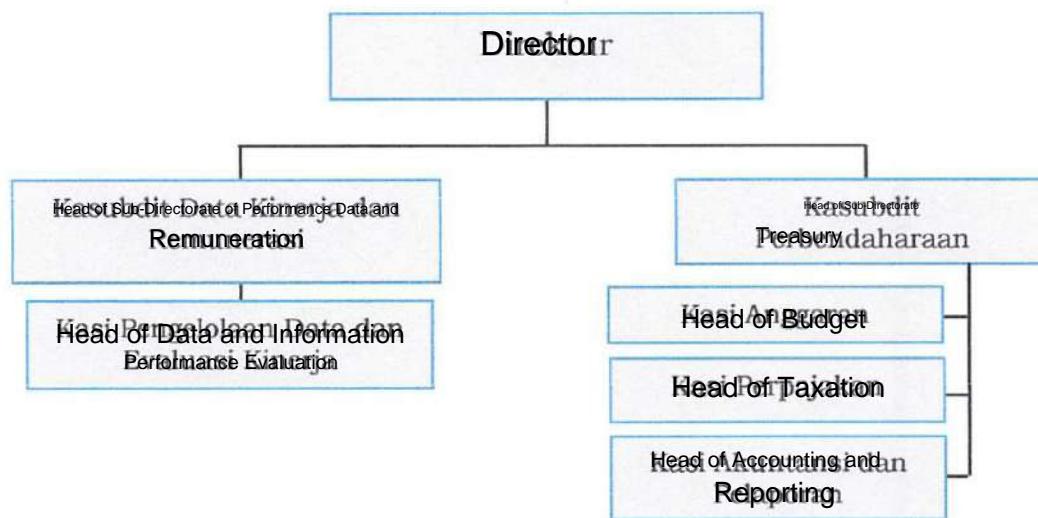


**Direktorat of Digital Learning and Vision**



## BIEADGI II

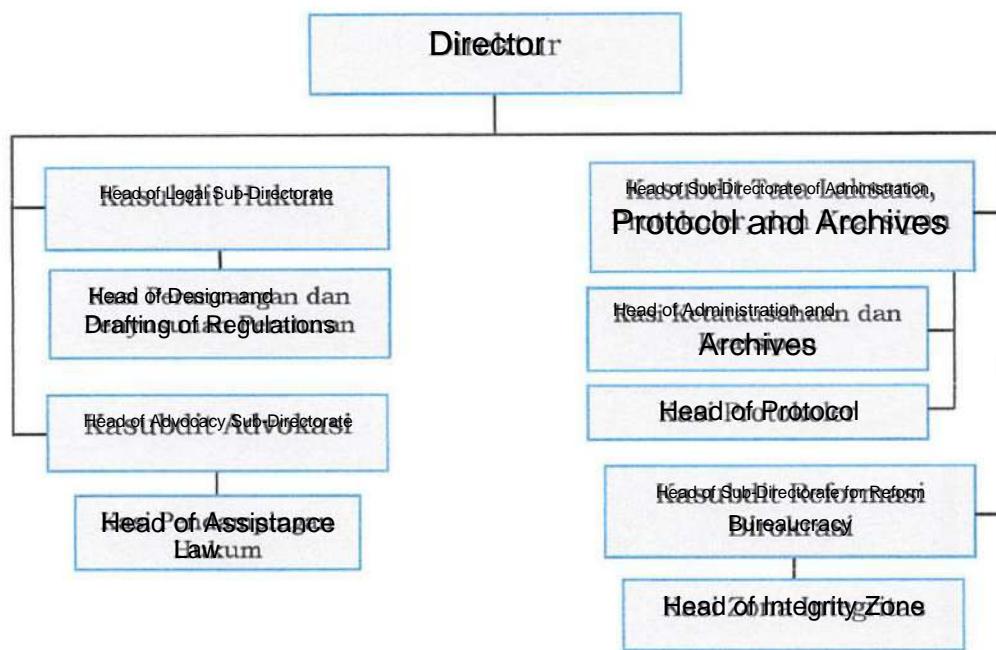
### Directorate of Finance



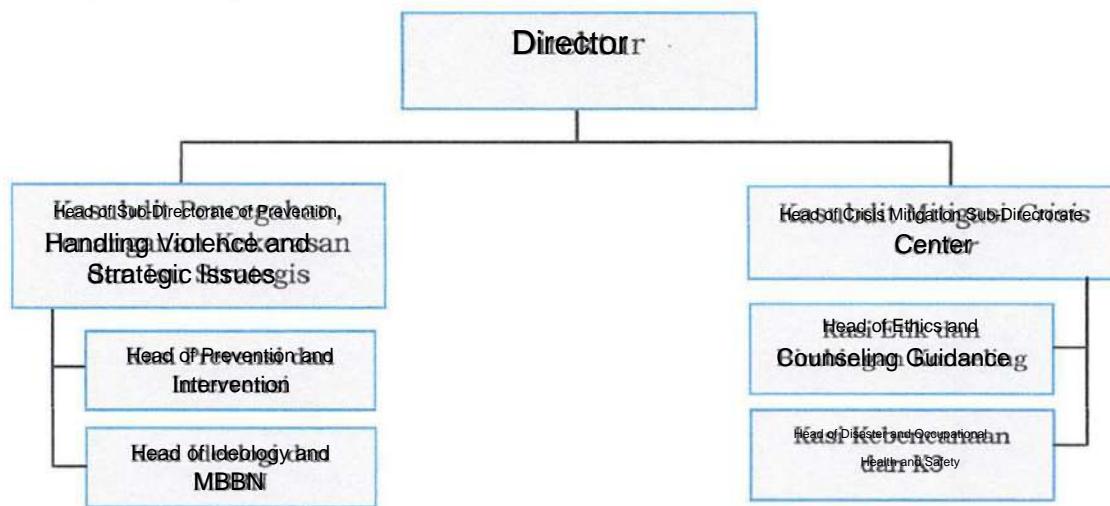
### Directorate of Human Resources



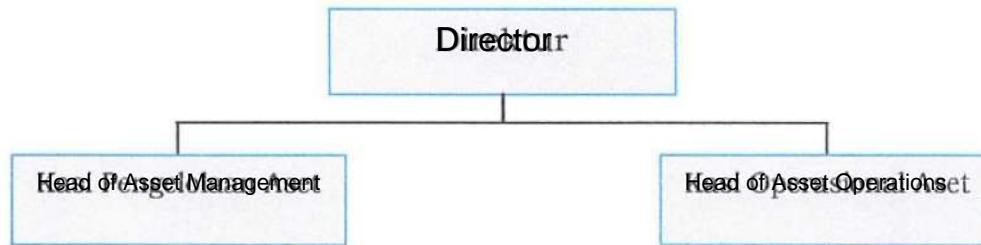
### **Directorate of Law, Implementation, and Bureaucratic Reform**



### **Directorate of Prevention and Handling of Strategic Issues**

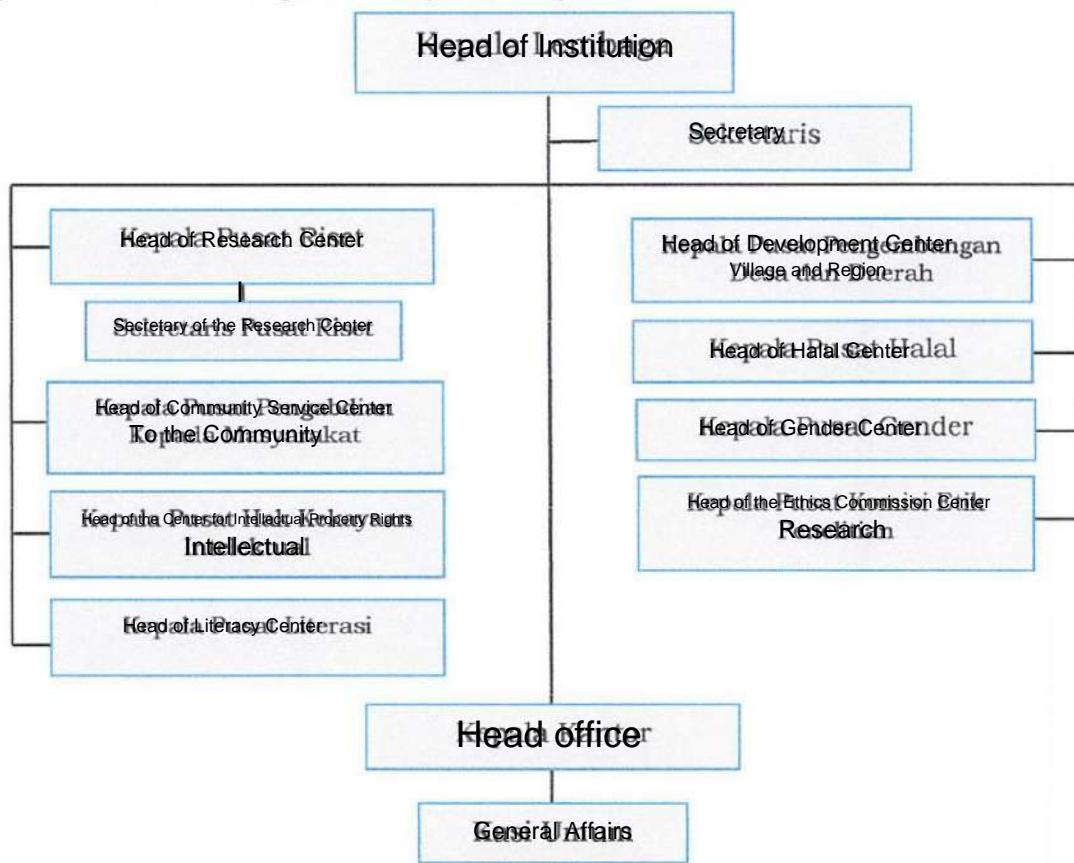


### **Directorate of Assets**

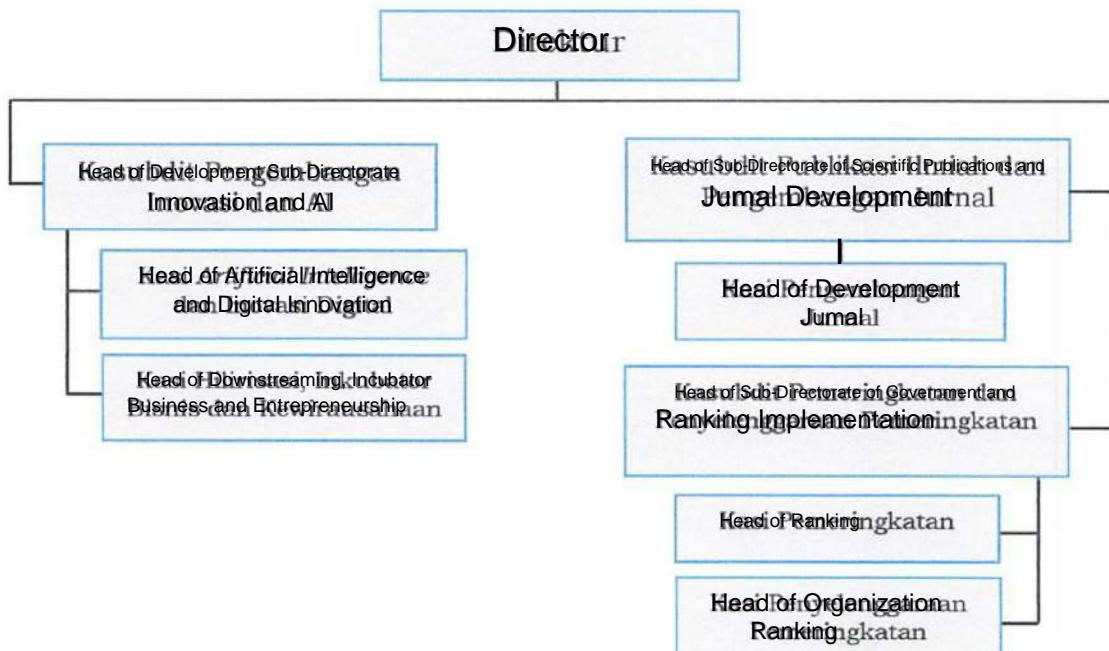


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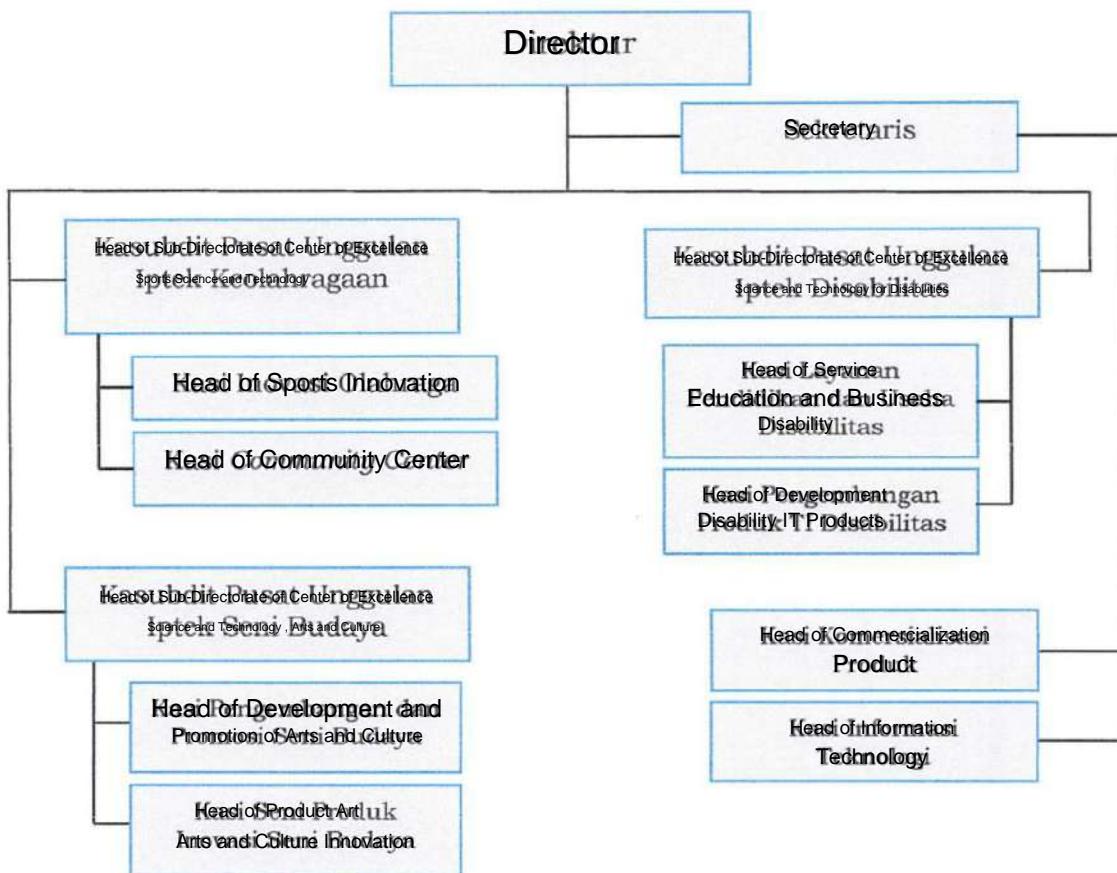
#### Institute for Research and Community Service Syarikat



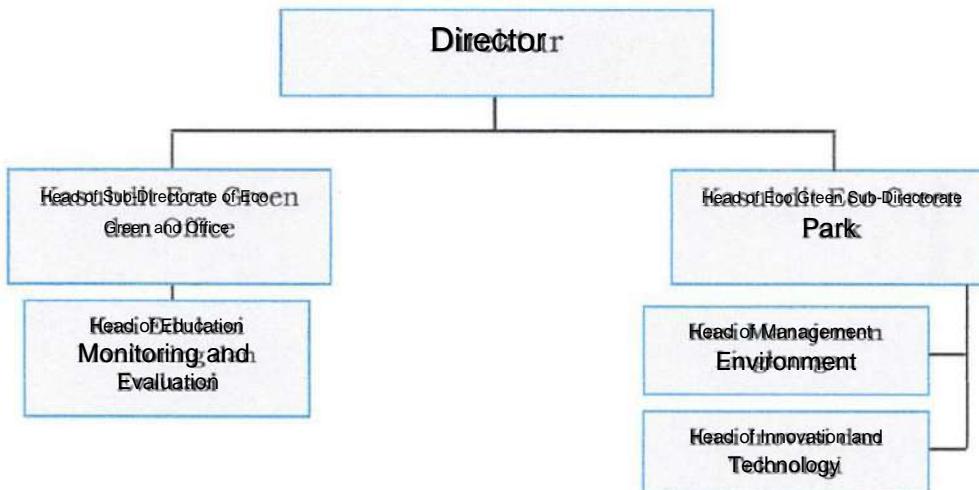
#### Directorate of Innovation, Ranking, and Scientific Publication



Directorate of UNESAC Science Center

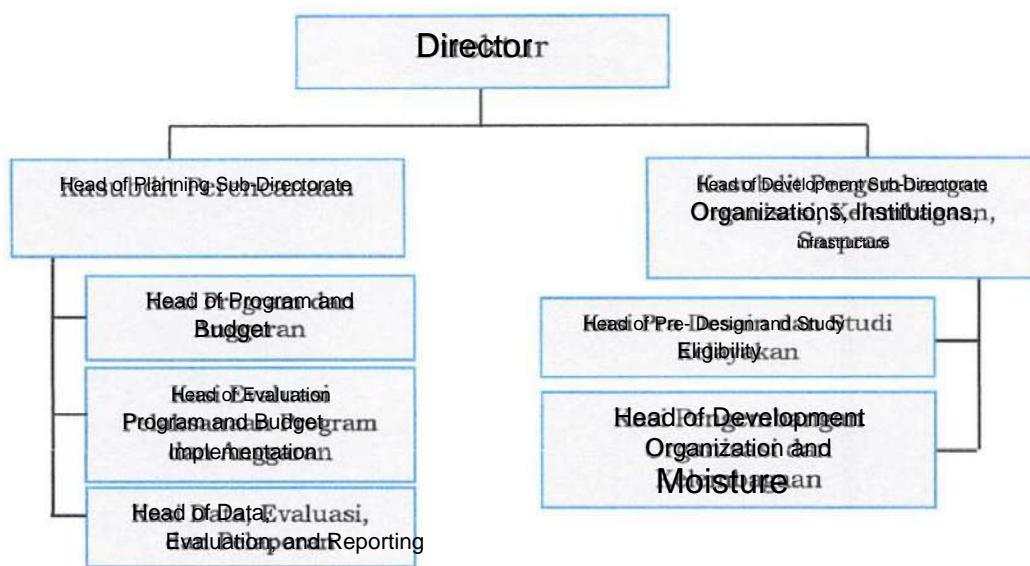


Smart Eco-Campus Directorate

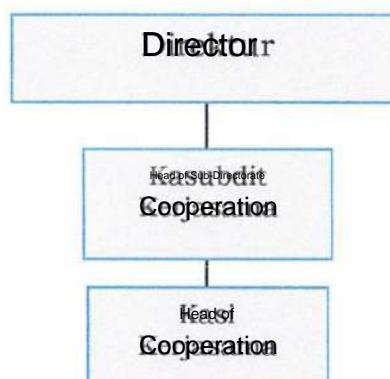


## **BHEADGIV**

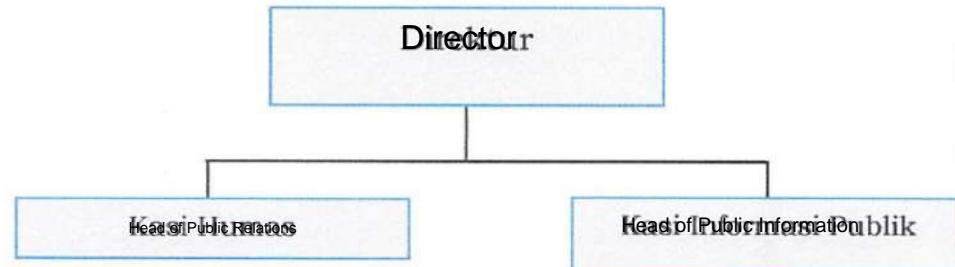
### **Directorate of Planning, Development, and Reporting**



### **Directorate of Cooperation**



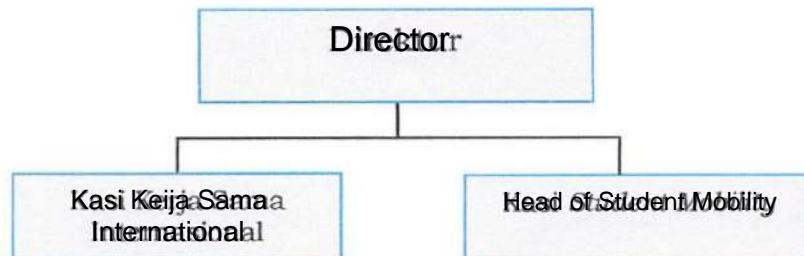
### **Directorate of Public Relations and Information**



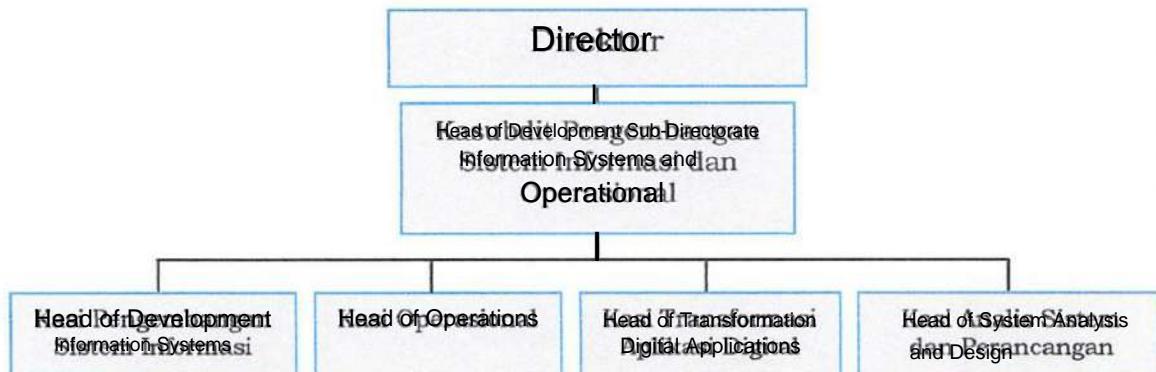
### **Directorate of Branding, Marketing, and Media**



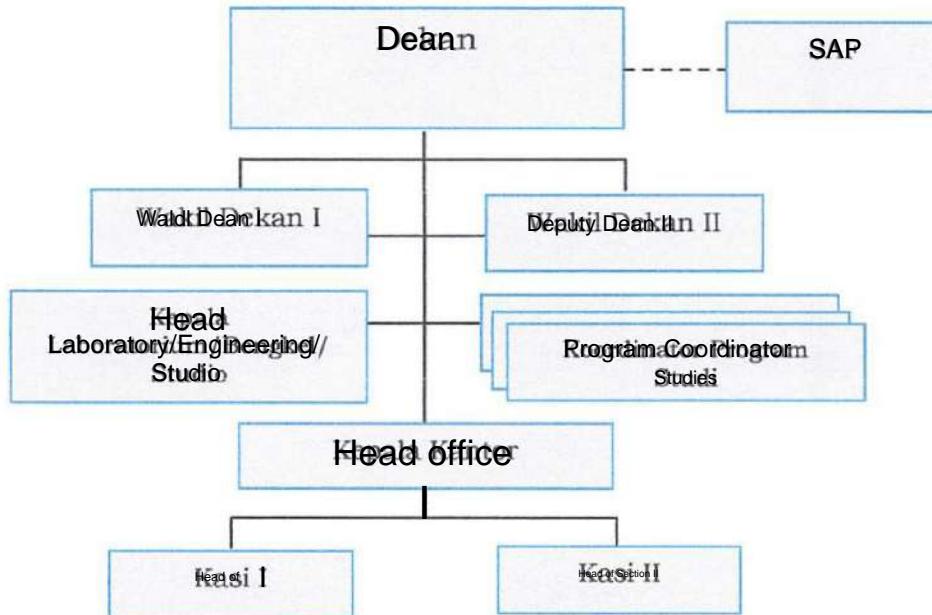
**Directorate of International Affairs**



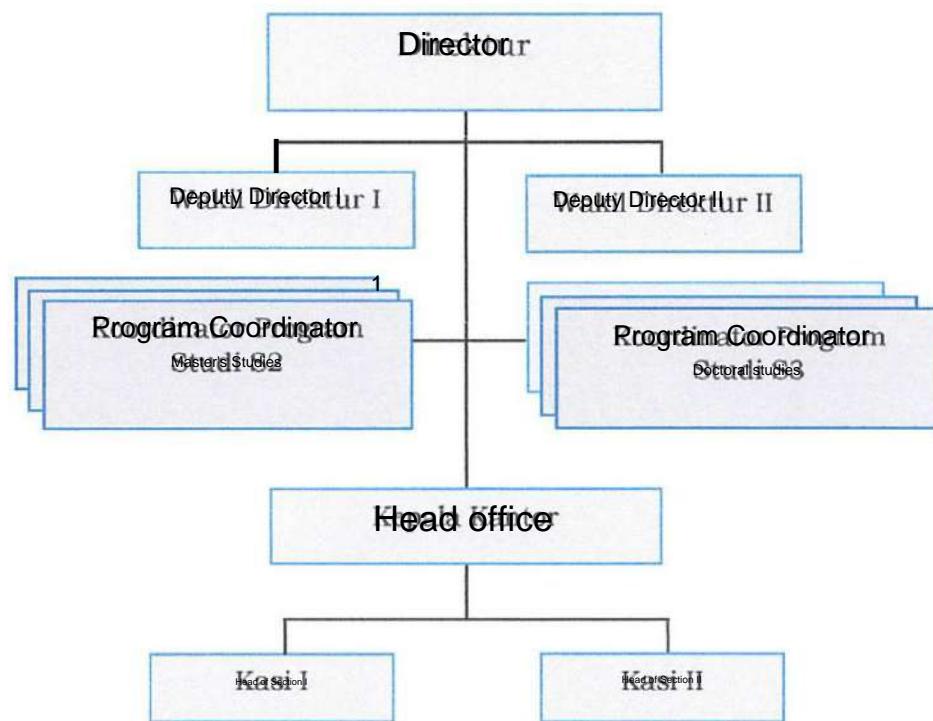
**Directorate of Information and Communication Technology**



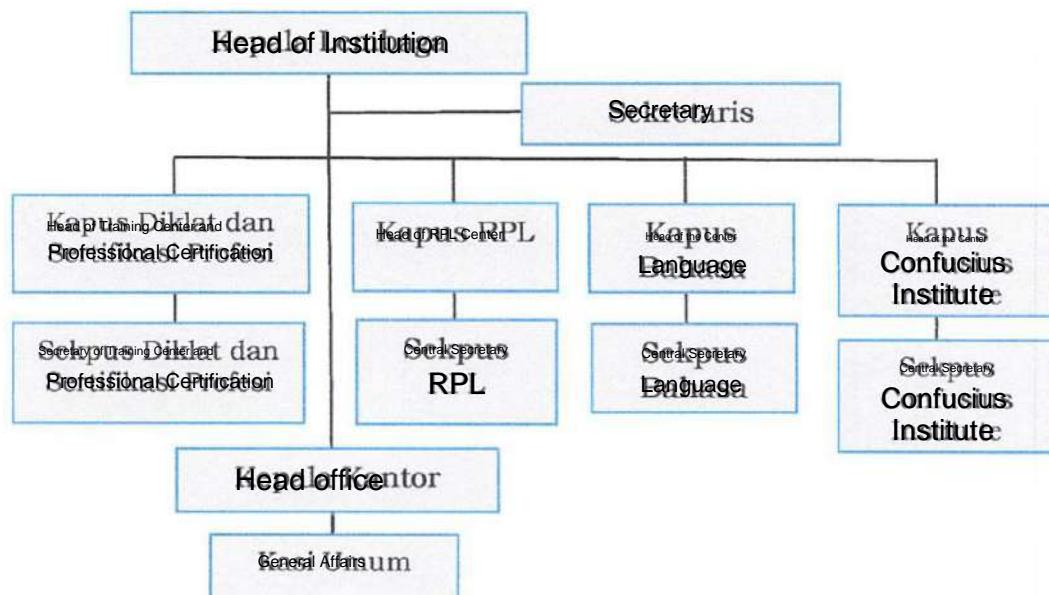
**Fakultas**



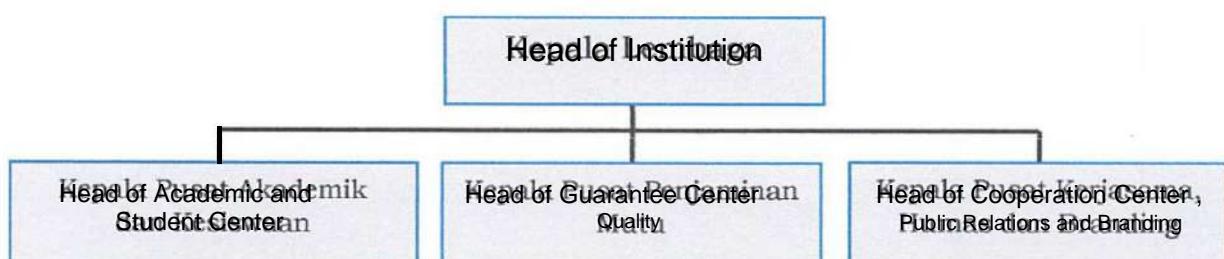
## Graduate School



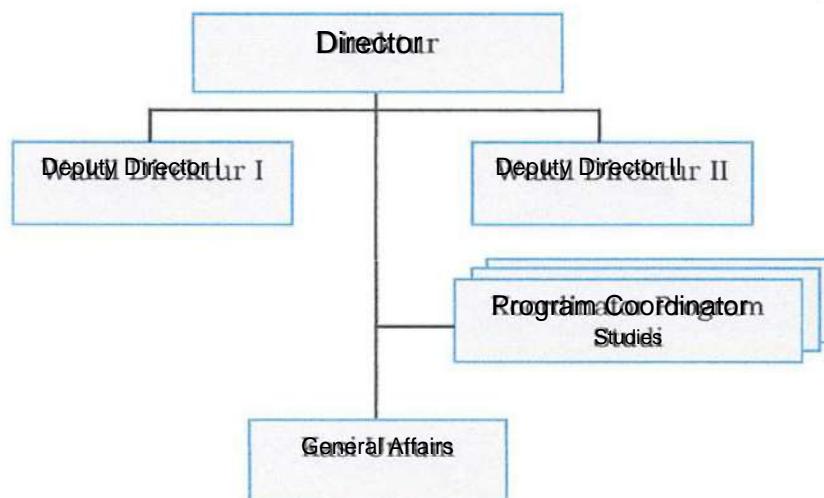
## Professional Education and Certification Institution



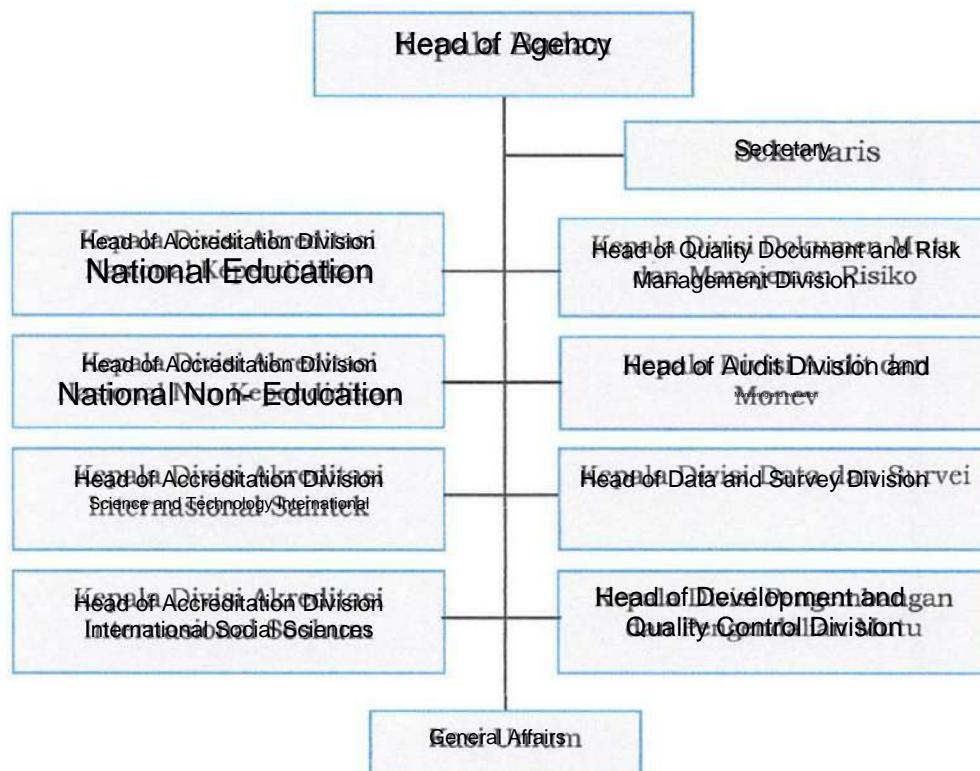
## Labsbelgt Institutional



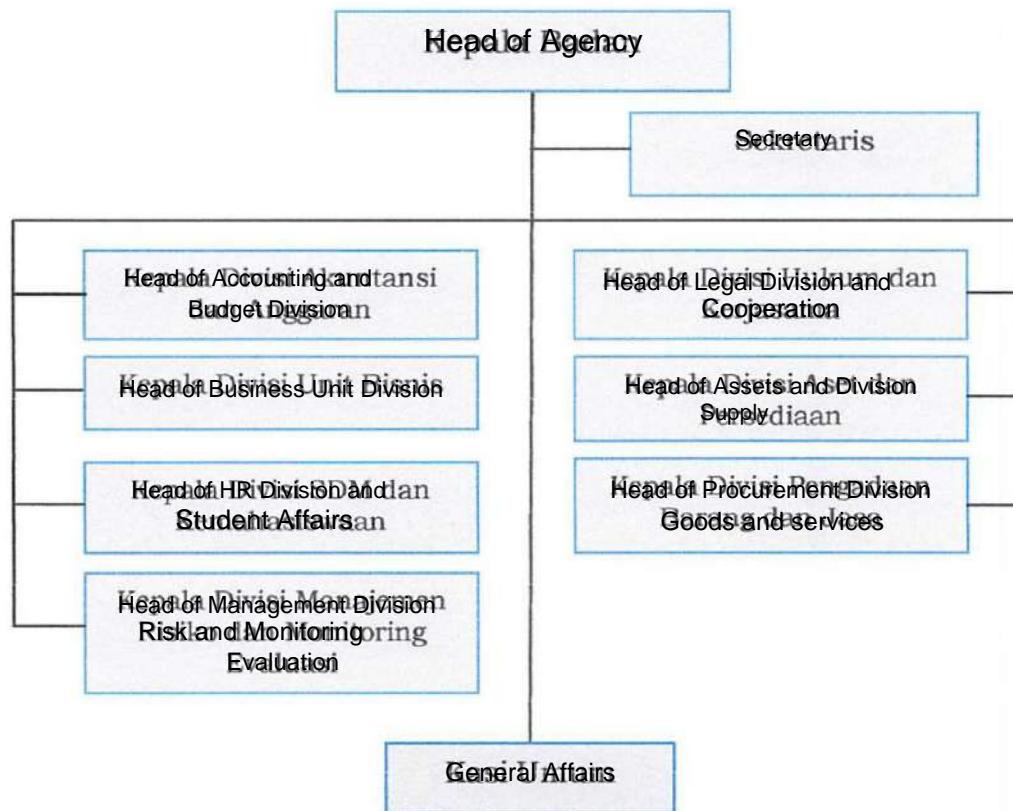
KINESA Campus 5



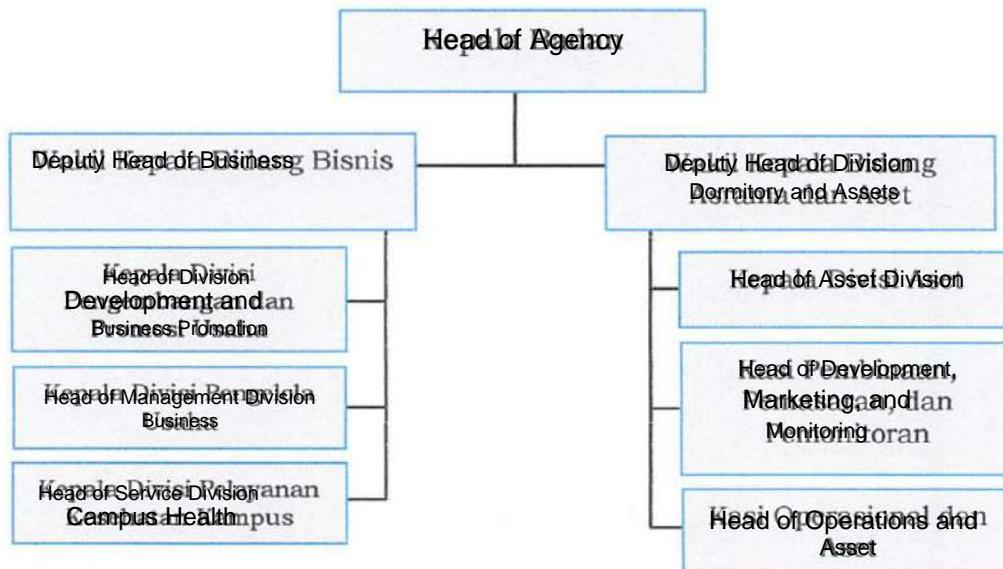
Quality Assurance Agency



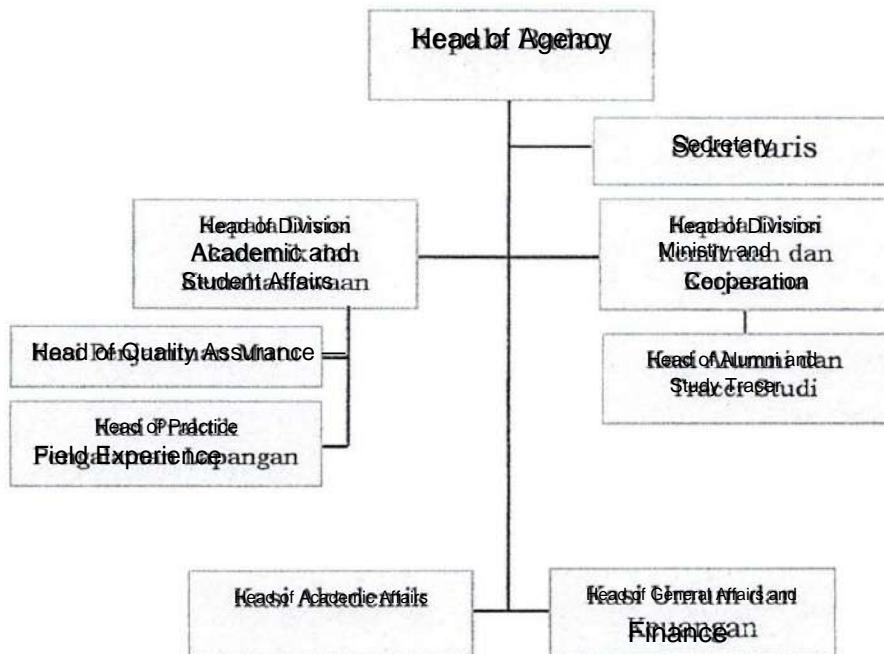
## Internal Audit Agency Internal



## Business Management Agency



Bentuk Profesional Education Agency



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

ttd

**NURHASAN**  
NIP 196304291990021001

Salji Atur to the originalnya.  
Direktur Manajemen Kebutuhan, dan  
Reklifikasi Birokrasi

YUSULAKSONO  
NIP 196504091987011001  
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