



MINISTRY OF EDUCATION, CULTURE,
RESEARCH, AND TECHNOLOGY

UNIVERSITAS SUMATERA UTARA

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REGULATION OF THE RECTOR OF UNIVERSITAS SUMATERA UTARA

NUMBER 8 OF 2022

ON

ACADEMIC SUPPORT
AT UNIVERSITAS SUMATERA UTARA

BY THE GRACE OF THE ALMIGHTY GOD

THE RECTOR OF UNIVERSITAS SUMATERA UTARA,

Considering : that to implement the provision in Article 29, paragraph (4) of Regulation of Board of Trustees Number 1 of 2022 on Organization and Governance of Universitas Sumatera Utara, it is necessary to stipulate Regulation of the Rector on Academic Support at Universitas Sumatera Utara;

In view of :

1. Law Number 12 of 2012 on Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to State Gazette of the Republic of Indonesia Number 5336);
2. Government Regulation Number 4 of 2014 on Implementation and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to State Gazette of the Republic of Indonesia Number 5500);
3. Government Regulation Number 16 of 2014 on Statute of Universitas Sumatera Utara (State Gazette of the Republic of Indonesia of 2014 Number 42, Supplement to State Gazette of the Republic of Indonesia Number 5510);
4. Government Regulation Number 26 of 2015 on Form and Mechanism of Legal Entity State University Funding (State Gazette of the Republic of Indonesia of 2015 Number 110, Supplement to State Gazette of the Republic of Indonesia Number 5699) as amended by Government Regulation Number 8 of 2020 on Amendment to Government Regulation Number 26 of 2015 on Form and Mechanism of Legal Entity State University Funding (State Gazette of the Republic of Indonesia of 2020 Number 28, Supplement to State Gazette of the Republic of Indonesia Number 6461);
5. Regulation of Minister of Education and Culture Number 3 of 2020 on National Standard for Higher Education (State Gazette of the Republic of Indonesia of 2020 Number 47);

6. Regulation of Universitas Sumatera Utara Board of Trustees Number 1 of 2022 on Organization and Governance of Universitas Sumatera Utara;
7. Regulation of the Rector of Universitas Sumatera Utara Number 11 of 2017 on Information System Center;
8. Regulation of the Rector of Universitas Sumatera Utara Number 12 of 2017 on Universitas Sumatera Utara Library;

DECIDED

To Stipulate :

REGULATION OF THE RECTOR OF UNIVERSITAS
SUMATERA UTARA ON ACADEMIC SUPPORT AT
UNIVERSITAS SUMATERA UTARA

CHAPTER I
GENERAL PROVISION

Article 1

In this Regulation of the Rector, the following terms shall define as hereunder:

1. Universitas Sumatera Utara, hereinafter abbreviated as USU, is a legal entity state university.
2. Rector is the organ of USU that is responsible for leading the organization and management of USU.
3. Unit is a part of the organization of USU.
4. Work Unit encompasses all academic execution personnel, academic support, administrative staff, and other support units within USU that are responsible for budget allocation and execution.
5. Academic Support is USU Work Unit committed to establishing academic support activities.
6. *Tri Dharma* of Higher Education, hereinafter referred to as *Tri Dharma*, refers to the obligation of higher education institution to provide education, conduct research, and engage in community service;
7. Performance Agreement, hereinafter abbreviated as PK, is a document containing directives from higher-level institution leaders to lower-level institution leaders to execute programs or activities accompanied by performance indicators.
8. USU Strategic Plan, hereinafter referred to as Renstra, is a planning document serving as the foundation and direction for the operation of USU over a period of 5 (five) years, established by the Board of Trustees.
9. Priority Program encompasses all work programs led by the Rector aimed to enhancing performance of USU.

10. Education comprises conscious and planned efforts to cultivate both learning environment and learning process that encourage learners to actively develop their potential to foster spiritual strength, self-control, personality, intelligence, noble character, and skills necessary for themselves, society, nation, and state.
11. Higher Education is the level of education following secondary education, encompassing diploma programs, undergraduate programs, master's programs, doctoral programs, professional programs, and specialist programs, organized by higher education institution based on the culture of the Indonesian nation.
12. Directorate is an Academic Support Unit that assists the Rector in accelerating the implementation of Priority Programs.
13. Directorate of Educational Development is an Academic Support Unit that assists the Rector in planning educational development activities and services at USU, as well as coordinating socialisation to all Work Units within USU.
14. Directorate of Student Achievement and Alumni Relation is an Academic Support Unit that assists the Rector in formulating, initiating, and facilitating programs and activities aimed at shaping student leadership and entrepreneurial character, as well as fostering alumni relation.
15. Directorate of Bureaucratic Reform, and Transformation is an Academic Support that assists the Rector in planning, developing, monitoring, and evaluating bureaucratic reform and transformation across Work Units within USU.
16. Directorate of Legal Affairs and Organization is Academic Support Unit that assists the Rector in coordinating and formulating policies of the Rector, conducting reviews and studies, advocacy, and strengthening organizational governance within USU.
17. Directorate of Internationalization and Global Partnership is Academic Support Unit that assists the Rector in improving ranking of USU and its study programs at the international level, fostering partnership, cooperation, and participation in international consortia to achieve the recognition as a world-class university.
18. Directorate of Digitalization and System Integration is an Academic Support Unit that assists the Rector in delivering high-quality information technology and communication services, including developing digital learning methodologies, evaluation systems, media utilization, and learning resources to support campus transformation and digitalization.

19. Quality Assurance Agency is an Academic Support Unit that assists the Rector systematically and continuously to improve the quality of Higher Education at USU, through the establishment, implementation, evaluation, control, and enhancement of Higher Education standards.
20. Library is an Academic Support Unit that assists the Rector in procuring library materials, search tools, services, developing library materials, and establishing a repository center in USU.
21. Basic Science Laboratory is an Academic Support Unit that assists the Rector in managing, coordinating, and implementing educational services for foundational courses, general courses, and basic science practices including physics, chemistry, mathematics, and biology.
22. Information System Center is an Academic Support Unit that assists the Rector in planning, developing, and coordinating information resources and services.
23. Institute for Innovation in Scientific Writing and Intellectual Property Rights is an Academic Support Unit that assists the Rector in managing scientific writing innovations and intellectual property rights within USU.
24. Innovation Research Development Agency is an Academic Support Unit that assists the Rector in managing and developing entrepreneurship and innovation products among academic community (*Civitas Academica*) and stakeholders. This includes entrepreneurship, business incubation, science techno park, and career development programs for academic community and stakeholders within USU.
25. Curriculum and Learning Innovation Institute is an Academic Support Unit that assists the Rector in developing innovation in global curriculum development with local excellence characteristics and cross-disciplinary digital literacy-based learning innovations to achieve the highest academic quality standards.
26. Campus Safety and Security Center is an Academic Support Unit that assists the Rector in managing campus security and safety.
27. University Workshop is an Academic Support Unit that assists the Rector in enhancing skills to cultivate globally competitive graduates with entrepreneurial value and character.
28. Expert Staff Unit is an Academic Support Unit that assists the Rector in implementing Work Plans (PK), Strategic Plans (Renstra), and Priority Programs.

29. Business Unit is an Academic Support Unit that assists the Rector in running business activities to generate funds in achieving USU vision and mission.
30. Lecturer is a professional educator and scholar tasked with transforming, developing, and disseminating knowledge, technology, and art through education, research, and community service.
31. Administrative Staff are members of the community who dedicate themselves and are appointed to support the higher education administration within USU.
32. Student is a learner at Higher Education level.
33. Academic Community (*Civitas Academica*) refers to the academic community consisting of Lecturers and Students of USU.
34. Quality Assurance is a systemic activity to improve the quality of Higher Education in a planned and sustainable manner, conducted through the establishment, implementation, evaluation, control, and enhancement of Higher Education standards.
35. Internal Quality Assurance System, abbreviated as SPMI is a quality assurance system developed by higher education institution.
36. External Quality Assurance System, abbreviated as SPME is a unit consisting of organizations, policies, and processes related to facilitating and assessing through accreditation system to determine the viability and level of quality achievement.
37. Science Techno Park is USU science and technology area managed professionally by developing research-based start-up companies and involving industries, central and regional governments, research centers, entrepreneurship training centers, associations, and media to developing innovative products up to the downstream and commercialization processes.

CHAPTER II ACADEMIC SUPPORT

Article 2

Academic Support Unit encompasses:

- a. Directorate;
- b. Quality Assurance Agency;
- c. Library;
- d. Basic Science Laboratory;
- e. Information System Center;
- f. Institute for Innovation in Scientific Writing and Intellectual Property Rights;
- g. Innovation Research Development Agency;
- h. Institute for Curriculum and Learning Innovation;

- i. Campus Security and Safety Center;
- j. University Workshop;
- k. Expert Staff Unit;
- l. Business Unit;
- m. other Academic Support Units.

CHAPTER III DIRECTORATE

Section One General

Article 3

- (1) Directorate within USU consists of:
 - a. Directorate of Educational Development;
 - b. Directorate of Student Achievement and Alumni Relation;
 - c. Directorate of Bureaucratic Reform and Transformation;
 - d. Directorate of Legal Affairs and Organization;
 - e. Directorate of Internationalization and Global Partnership;
 - f. Directorate of Digitalization and System Integration; and
 - g. other directorates.
- (2) Directorate is authorized to establish offices/Units/centers as deemed necessary.

Section Two Position and Scope

Paragraph 1 Directorate of Educational Development

Article 4

- (1) Directorate of Educational Development serves as an Academic Support Unit accountable to the Rector through the Vice Rector for Academic, Student Affairs, and Alumni Affairs.
- (2) Directorate of Educational Development is led by a Director, assisted by a Secretary, and a Manager.
- (3) The Director, Secretary, and Manager of the Directorate are appointed and removed by the Rector.

Article 5

The scope of Directorate of Educational Development encompasses:

- a. all educational planning activities within USU and their related studies;
- b. the development of educational services in accordance with Work Plans (PK), Strategic Plans (Renstra), and Priority Programs; and
- c. coordination and socialization with all Work Units within USU.

Paragraph 2
Directorate of Student Achievement and Alumni Relation

Article 6

- (1) Directorate of Student Achievement and Alumni Relation serves as an Academic Support Unit accountable to the Rector through the Vice Rector for Academic, Student Affairs, and Alumni Affairs.
- (2) Directorate of Student Achievement and Alumni Relation is led by a Director, assisted by a Secretary, and a Manager.
- (3) The Director, Secretary, and Manager are appointed and removed by the Rector.

Article 7

The scope of Directorate of Student Achievement and Alumni Relation encompasses:

- a. the development and shaping student leadership and entrepreneurial character; and
- b. the development of alumni relation.

Paragraph 3
Directorate of Bureaucracy Reform and Transformation

Article 8

- (1) Directorate of Bureaucratic Reform and Transformation serves as an Academic Support Unit accountable to the Rector through the Vice Rector for Finance and Human Resource.
- (2) Directorate of Bureaucratic Reform and Transformation is led by a Director, assisted a Secretary, and a Manager.
- (3) The Director, Secretary and Manager are appointed and removed by the Rector.

Article 9

The scope of Directorate of Bureaucratic Reform and Transformation encompasses:

- a. planning, developing, monitoring, and evaluating bureaucratic reform; and
- b. planning, developing, monitoring, and evaluating transformation.

Paragraph 4
Directorate of Legal Affairs and Organization

Article 10

- (1) Directorate of Legal Affairs and Organization serves as an Academic Support Unit accountable to the Rector through the Vice Rector for Finance and Human Resource.
- (2) Directorate of Legal Affairs and Organization is led by a Director, assisted by a Secretary and a Manager.
- (3) The Director, Secretary, and Manager are appointed and removed by the Rector.

Article 11

The scope of Directorate of Legal Affairs and Organization encompasses:

- a. coordination and formulation of policies of the Rector;
- b. evaluation of legal and organizational matters;
- c. conducting studies related to law and organization;
- d. legal advocacy and organizational support; and
- e. organizational strengthening.

Paragraph 5
Directorate Internationalization and Global Partnership

Article 12

- (1) Directorate of Internationalization and Global Partnership serves as an Academic Support accountable for the Rector through the Vice Rector for Research, Community Service, and Cooperation.
- (2) Directorate of Internationalization and Global Partnership is led by a Director, assisted by a Secretary and a Manager.
- (3) The Director, Secretary, and Manager are appointed and removed by the Rector.

Article 13

To be recognized as a world-class university, the scope of Directorate of Internationalization and Global Partnership encompasses:

- a. the improvement of USU ranking and its study programs at the international level; and
- b. fostering partnership and cooperation, and participation in international consortia.

Paragraph 6
Directorate of Digitalization and System Integration

Article 14

- (1) Directorate of Digitalization and System Integration serves as an Academic Support accountable to the Rector through the Vice Rector for Information System, Planning, and Development.
- (2) Directorate of Digitalization and System Integration is led by a Director, assisted by a Secretary and a Manager.
- (3) The Director, Secretary, and Manager are appointed and removed by the Rector.

Article 15

The scope of Directorate Digitalization and System Integration encompasses the development of digitalization methods in the following areas:

- a. learning;
- b. evaluation system;
- c. media utilization; and
- d. learning resources to support campus transformation and digitalization.

Section Three
Objectives, Function, and Tasks

Paragraph 1
Directorate of Educational Development

Article 16

Directorate of Educational Development is committed to:

- a. enhancing USU education standard to establish as university of academic excellence, serving as a benchmark for advancing knowledge and achieving global competitiveness.
- b. cultivating graduates who serve as agents of change in promoting modernization within societal spheres; and
- c. ensuring accuracy, correctness, and relevance of data and ongoing academic process at USU.

Article 17

Directorate of Educational Development serves as the planner, officers, and developer in achieving the objectives outlined in Work Plans, (PK), Strategic Plan (Renstra), and Priority Programs within education sectors.

Article 18

In the execution of its functions, Directorate of Educational Development shall:

- a. prepare work plan and annual budget plan;
- b. detail the Work Plans (PK), Strategic Plans (Renstra), and Priority Programs into work programs and action plans.
- c. develop ideas in curriculum reform aligned with the education trends;
- d. coordinate with Work Units in the educational services development;
- e. conduct socialization in accordance with the provisions of education development;
- f. submit regular reports to the Rector; and
- g. undertake additional tasks assigned by the Rector.

Paragraph 2

Directorate of Student Achievement and Alumni Relation

Article 19

Directorate of Student Achievement and Alumni Relation is committed to:

- a. becoming an excellent and innovative body focused on the development of student academic potential; and
- b. serving as a Work Unit in the Student Affairs body that ensures student welfare by providing scholarships, incentives, and health services.

Article 20

Directorate of Student Achievement and Alumni Relation serves as planner, officers, and developer of programs aimed at achieving targets outlined in the Work Plans (PK), Strategic Plans (Renstra), and Priority Programs related to student achievement and alumni relation.

Article 21

In the execution of its functions, Directorate of Student Achievement and Alumni Relation shall:

- a. prepare work plan and annual budget plan;
- b. detail the Work Plans (PK), Strategic Plans (Renstra), and Priority Programs into work programs and action plans;
- c. plan human resource development initiatives within the Directorate of Student Achievement and Alumni Relation;
- d. detail the annual plans and operational plans for student achievement and alumni relation;
- e. submit regular reports to the Rector;
- f. undertake additional tasks assigned by the Rector.

Paragraph 3
Directorate of Bureaucratic Reform and Transformation

Article 22

Directorate of Bureaucratic Reform and Transformation is committed to:

- a. accelerating the fulfilment of target in the bureaucratic reform program; and
- b. implementing transformation processes across various sectors within USU.

Article 23

Directorate of Bureaucratic Reform and Transformation serves as planner, officers, and developer of program in achieving targets outlined in the Work Plans (PK), Strategic Plans (Renstra), and Priority Programs related to bureaucracy reform and transformation.

Article 24

In the execution of its functions, Directorate of Bureaucratic Reform and Transformation shall:

- a. prepare work plan and annual budget plan;
- b. detail the Work Plans (PK), Strategic Plans (Renstra), and Priority Programs in the format of work programs and action plans;
- c. conduct the strengthening of 8 (eight) areas of change in the bureaucratic reform roadmap;
- d. support the development of USU integrity zone to help achieve its vision and mission, including:
 1. regulation enforcement;
 2. enhancing capacity and accountability of bureaucratic performance;
 3. USU organization governance in accordance with good governance principles of university;
 4. implementation of a clean organization, free from collusion, corruption, and nepotism;
 5. right-sizing organization; and
 6. developing human resources that are integrated, neutral, competent, capable, professional, high-performing, and well-being oriented.
- e. conduct transformation to accelerate the implementation and achievement of vision and mission of USU;
- f. develop transformation of Working Units within USU to enhance efficiency, effectiveness, and value;
- g. submit regular reports to the Rector; and
- h. undertake additional tasks assigned by the Rector.

Paragraph 4
Directorate of Legal Affairs and Organization

Article 25

Directorate of Legal Affairs and Organization is committed to:

- a. strengthening regulation system of USU;
- b. formulating the policies of the Rector that meet high-quality policy standards;
- c. fostering adaptive, flexible, dynamic, and responsive digital-based organization that refers to good university governance principles; and
- d. accelerating the fulfilment of performance targets outlined in the Work Plans (PK), Strategic Plans (Renstra), and Priority Programs, and enhancing USU reputation in legal affairs and organization.

Article 26

Directorate of Legal Affairs and Organization serves as a coordinator, formulator, reviewer, assessor, and organizer in the implementation of programs to achieve the targets outlined in the Work Plans (PK), Strategi Plans (Renstra), and Priority Programs in the sector of legal affairs and organization.

Article 27

In the execution of its functions, Directorate of Legal Affairs and Organization shall:

- a. prepare work plan and annual budget plan;
- b. detail the work plans (PK), Strategi Plans (Renstra), and Priority Programs into work programs and action plans;
- c. coordinate and formulate policies of the Rector;
- d. conduct reviews in the field of legal and organizational studies;
- e. conduct a coordination and a review of memorandum of understanding;
- f. structure and/or form organizations to ensure proper functionality;
- g. conduct organizational supervision and evaluation;
- h. conduct legal and organizational socialization;
- i. submit regular reports to the Rector; and
- j. undertake additional tasks assigned by the Rector.

Paragraph 5
Directorate of Internationalization and Global Partnership

Article 28

Directorate of Internationalization and Global Partnership is committed to accelerating the fulfilment of targets outlined in the Work Plans (PK), Strategic Plans (Renstra), Priority Programs, and enhancing USU reputation through global partnership.

Article 29

Directorate of Internationalization and Global Partnership serves as the planner, developer, and officers to fulfil the targets outlined in the Work Plans (PK), Strategic Plans (Renstra), and Priority Programs in the fields of internationalization and global partnerships.

Article 30

In the execution of its functions, Directorate of Internationalization and Global Partnership shall:

- a. prepare work plan and annual budget plan;
- b. detail the Work Plans (PK), Strategic Plans (Renstra), and Priority Programs into work programs, and action plans to accelerate the attainment of recognition as a world-class university;
- c. participate in global ranking programs to achieve world-class university targets;
- d. design programs to explore global partnership aimed at accelerating the attainment of world-class university status;
- e. implement continuous promotional programs to support internationalization efforts;
- f. submit regular reports to the Rector; and
- g. undertake additional tasks assigned by the Rector.

Paragraph 6

Directorate of Digitalization and System Integration

Article 31

Directorate of Digitalization and System Integration is committed to:

- a. providing high-quality information and communication technology services to support academic and non-academic performance within USU; and
- b. achieving university independence that is adaptive, creative, proactive to the demands of strategic environmental developments, through the advancement of information and communication technology.

Article 32

Directorate of Digitalization and System Integration serves as the designer, creator, and developer, that establish work programs and achieve the targets outlined in the Work Plans (PK), Strategic Plans (Renstra), and Priority Programs in digitalization and system integration sector, to implement digital transformation of higher education at USU.

Article 33

In the execution of its functions, Directorate of Digitalization and System Integration shall:

- a. prepare work plan and annual budget plan;
- b. detail the Work Plans (PK), Strategic Plans (Renstra), and Priority Programs into work programs and action plans;
- c. utilize digital technology in teaching and learning aligned with the trend;
- d. develop system integration to support USU digital technology-based learning and operation;
- e. evaluate the digitalization and system integration processes within USU;
- f. utilize online media as learning resources to achieve the digital campus;
- g. submit regular reports to the Rector; and
- h. undertake additional tasks assigned by the Rector.

CHAPTER IV QUALITY ASSURANCE AGENCY

Section One Position and Scope

Article 34

- (1) The Quality Assurance Agency serves as an Academic Support Unit accountable to the Rector.
- (2) The Quality Assurance Agency is led by the Head of the Agency assisted by a Secretary and a Manager
- (3) The Head, Secretary and Manager are appointed and removed by the Rector.

Article 35

The scope of the Quality Assurance Agency encompasses both academic and non-academic activities to enhance *Tri dharma* through Internal Quality Assurance System (SPMI) and External Quality Assurance System (SPME) across all Work Units within USU.

Section Two Objective, Functions, and Tasks

Article 36

Quality Assurance Agency is committed to enhancing the quality of Higher Education at USU through systematic and continuous Internal Quality Assurance System (SPMI) across all Work Units. This is achieved through the establishment, implementation, evaluation, monitoring, and enhancement of higher education standards.

Article 37

The Quality Assurance Agency serves as facilitator and coordinator in the Internal Quality Assurance System (SPMI) activities, including the establishment, implementation, evaluation, monitoring, and enhancement of higher education standards.

Article 38

In the execution of its functions, the Quality Assurance Agency shall:

- a. prepare work plan and annual budget plan;
- b. detail the Work Plans (PK), Strategic Plans (Renstra), and Priority Programs into work programs and action plans;
- c. plan, implement, monitor, and evaluate the Quality Assurance consistently, coordinatively, integratively, and continuously;
- d. harmoniously and continuously synchronize Internal Quality Assurance System (SPMI) and External Quality Assurance System (SPME);
- e. continuously improve the quality to enhance the performance of USU Quality Assurance System;
- f. foster a culture of quality to meet national and international standards in Higher Education;
- g. submit regular reports and recommendations to the Rector based on the analysis of the implementation of USU Quality Assurance System;
- h. undertake additional tasks assigned by the Rector.

CHAPTER V LIBRARY

Section One Position and Scope

Article 39

- (1) Library serves as an Academic Support Unit accountable to the Rector through Vice Rector for Information System, Planning and Development.
- (2) Library is led by the Head of the Library, assisted by the Deputy.
- (3) The Head of the Library and the Deputy are appointed and removed by the Rector.

Article 40

The scope of Library encompasses:

- a. a procurement of library resources
- b. search tool
- c. library service
- d. development of library materials and
- e. repository center

Section Two
Objectives, Functions, and Tasks

Article 41

Library is committed to providing library material services, cooperation, and training for the purpose of education, research, and community service.

Article 42

Library serves as a learning resource center to support the achievement of *Tri dharma* and as a repository center for all academic works of the Academic Community (*Civitas Academica*).

Article 43

In the execution of its function, Library shall:

- a. prepare work plans and annual budget plan;
- b. detail the Work Plans (PK), Strategic Plans (Renstra), and Priority Programs into work plans and activities;
- c. procure, catalogue, store, maintain, and disseminate library materials by considering factors of relevance, currency, and balance among university programs for use by users;
- d. provide search tools and open access to all Library materials for easy use;
- e. provide user services for all library materials in various reference formats and consultations, information literacy, and other facilities in a comfortable and accessible environment, with service hours that meet user needs, including:
 1. reading rooms
 2. discussion rooms
 3. research rooms, and
 4. meeting rooms;
- f. develop and provide efficient and effective services through integrated library branches;
- g. develop technology and content in electronic formats;
- h. provide information technology-based services for user needs;
- i. serve as USU repository center for all academic works of Academic Community (*Civitas Academica*) and administrative staff at USU;
- j. submit regular reports to the Rector; and
- k. undertake additional tasks assigned by the Rector.

CHAPTER VI
BASIC SCIENCE LABORATORY

Section One
Position and Scope

Article 44

- (1) Basic Science Laboratory serves as Academic Support Unit accountable to the Rector through the Vice Rector for Academic, Student Affairs, and Alumni Affairs.
- (2) Basic Science Laboratory is led by the Head and assisted by the Deputy.
- (3) The Head and the Deputy head are appointed and removed by the Rector.

Article 45

The scope of Basic Science Laboratory encompasses:

- a. the technical implementation to conduct lectures and practical sessions; and
- b. shaping character of the first-year students.

Section Two
Objectives, Functions, and Tasks

Article 46

Basic Science Laboratory is committed to enhancing the effectiveness for basic science practices among students of the Faculty of the Exact Science, including:

- a. basic physics laboratory;
- b. basic chemistry laboratory; and
- c. basic biology laboratory.

Article 47

Basic Science Laboratory serves as organizer, developer, and designer of methodologies for foundational course and general courses lectures, as well as basic practical methodologies, in accordance with the needs of stakeholders and the advancement of science and technology.

Article 48

In the execution of its function, Basic Science Laboratory shall:

- a. prepare work plan and annual budget plan;
- b. detail the Work Plans (PK), Strategic Plans (Renstra), and Priority Programs into work programs and action plans;
- c. conduct basic science practices for the first-year students across faculties of exact science within USU;

- d. monitor and shape the character of first-year students across faculties within USU;
- e. develop semester learning plans, text books, and effective, efficient, and current learning methodologies for foundational and general course instructions;
- f. prepare lecture facilities for foundational and general courses;
- g. develop semester practical learning plans, practical guidebooks, and practical methodologies;
- h. submit regular reports to the Rector; and
- i. undertake additional tasks assigned by the Rector.

CHAPTER VII INFORMATION SYSTEM CENTER

Section One Position and Scope

Article 49

- (1) Information System Center serves as Academic Support Unit accountable to the Rector through the Vice Rector for Information System, Planning, and Development.
- (2) Information System Center is led by the Head assisted by the Deputy.
- (3) The Head and the deputy are appointed and removed by the Rector.

Article 50

The scope of Information System Center encompasses:

- a. technical services;
- b. the development of information technology;
- c. the development and management of information system and technology; and
- d. coordination and development of resources and information services for both USU community and external external stakeholders.

Section Two Objectives, Functions, and Tasks

Article 51

Information System Center is committed to enhancing the effectiveness and efficiency in information delivery, fully supporting the efforts of USU to optimize the technology-based services.

Article 52

The Information System Center serves as a technical support unit for the development and management of networks, server administration, as well as information technology and communication system infrastructure within USU.

Article 53

In the execution of its functions, the Information System Center shall:

- a. prepare work plan and annual budget plan;
- b. detail Work Plans (PK), Strategic Plans (Renstra) and Priority Programs into work programs and action plans;
- c. perform maintenance of information systems in accordance with USU policies;
- d. develop information technology and communication in accordance with USU policies;
- e. manage the information system access for the needs of academic community (*Civitas Academica*);
- f. collect latest data from each Work Unit aligned to the needs of USU;
- g. manage integrated database and information management system in accordance with the needs of USU and its Work Units;
- h. ensure smooth access to internet and intranet networks;
- i. conduct information system training for internal and external stakeholders;
- j. foster information system collaboration with external parties for USU advancement;
- k. submit regular reports to the Rector;
- l. undertake additional tasks assigned by the Rector.

CHAPTER VIII

INSTITUTE FOR INNOVATION IN SCIENTIFIC WRITING AND INTELLECTUAL PROPERTY RIGHTS

Section One

Position and Scope

Article 54

- (1) Institute for Innovation in Scientific Writing and Intellectual Property Rights serves as an Academic Support Unit accountable to the Rector through the Vice Rector for Research, Community Service, and Cooperation.
- (2) The Institute for Innovation in Scientific Writing and Intellectual Property Rights is led by the Head, assisted by a Secretary and a Manager.
- (3) The Head, Secretary, and Manager are appointed and removed by the Rector.

Article 55

Within the scope of Academic Work Unit, the Institute for Innovation in Scientific Writing and Intellectual Property Rights encompasses:

- a. innovation in scientific writing; and
- b. innovation in intellectual property rights.

Section Two

Objectives, Functions, and Tasks

Article 56

Institute for Innovation in Scientific Writing and Intellectual Property Rights is committed to improving products of scientific writing innovation and intellectual property rights in order to enhance USU performance.

Article 57

Institute for Innovation in Scientific Writing and Intellectual Property Rights serves as facilitator and developer to foster innovation in scientific writing and protection of intellectual property for the Academic Community (*Civitas Academica*).

Article 58

In the execution of its functions, Institute for Innovation in Scientific Writing and Intellectual Property Rights shall:

- a. prepare annual work plan and annual budget plan;
- b. detail the work plans (PK), Strategic Plans (Renstra), and Priority Programs, into work programs and action plans;
- c. provide assistance with the publication of scientific manuscripts of academic community (*Civitas Academica*), from the submission to publication in reputable international journals or nationally indexed SINTA Journal;
- d. conduct socialisation and training in scientific writing;
- e. conduct short-term training to improve USU citation index;
- f. coordinate the organization of scientific conferences;
- g. coordinate the management of scientific journals within USU;
- h. facilitate and assist USU inventors in writing patent descriptions and intellectual submitting other intellectual property right application;

- i. register to intellectual property rights;
- j. protect intellectual property rights of USU inventors;
- k. conduct socialization and training on intellectual property rights;
- l. prepare scientific publication data and intellectual property rights for various institutional purposes;
- m. collect data and monitor scientific publications continuously;
- n. update lecturer's publication index data;
- o. submit regular reports to the Rector;
- p. undertake additional tasks assigned by the Rector.

CHAPTER IX INNOVATION RESEARCH DEVELOPMENT AGENCY

Article 59

- (1) Innovation Research Development Agency serves as an Academic Support Unit accountable to the Rector through the Vice Rector for Research, Community Service, and Cooperation.
- (2) The Research and Innovation Development Agency is led by the Head, assisted by Secretary and Manager.
- (3) The Head, Secretary, and Manager are appointed and removed by the Rector.

Article 60

The scope of Innovation Research Development Agency encompasses:

- a. the management and development of entrepreneurship, innovation, product commercialization; and
- b. the career development for academic community (*Civitas Academica*) and stakeholders within USU.

Section Two

Objectives, Functions, and Tasks

Article 61

Innovation Research Development Agency is committed to:

- a. managing and developing entrepreneurship, innovation, and product commercialization; and
- b. developing career of the academic community (*Civitas Academica*) and stakeholders within USU.

Article 62

Innovation Research Development Agency serves as the manager and developer of entrepreneurship and innovation initiatives for the academic community (*Civitas Academica*), and stakeholders encompassing social-entrepreneurship, business incubator, Science Techno Park, and career development.

Article 63

In the execution of its functions, Innovation Research Development Agency shall:

- a. prepare work plan and annual budget plan;
- b. detail the work plans (PK) and Strategic Plans (Renstra) into work programs and action plans;
- c. enhance the market segment for product innovation of USU academic community (*Civitas Academica*) and stakeholders;
- d. foster social entrepreneurship, business incubation, Science Techno Park, and career development;
- e. strengthen the Entrepreneurship and Innovation Unit, and expand institutional networks;
- f. submit regular reports to the Rector; and
- g. undertake additional tasks assigned by the Rector.

CHAPTER X CURRICULUM AND LEARNING INNOVATION INSTITUTE

Section One Position and Scope

Article 64

- (1) Curriculum and Learning Innovation Institute serves as an Academic Support Unit, accountable to the Rector through the Vice Rector for Academic, Student Affairs, and Alumni Affairs.
- (2) Curriculum and Learning Innovation Institute is led by a Head, assisted by a Secretary and a Manager.
- (3) The Head, Secretary, and Manager are appointed and removed by the Rector.

Article 65

Curriculum and Learning Innovation Institute encompasses:

- a. the development of curriculum innovation activities for all study programs within USU; and
- b. learning innovation initiatives for academic community (*Civitas Academic*) and USU external lectures.

Section Two
Objectives, Functions, and Tasks

Article 66

Curriculum and Learning Institution Institute is committed to enhancing innovation and developing global oriented curriculum, characterized by local excellence, and promote interdisciplinary digital literacy-based learning innovation, in order to achieve the highest academic quality standard.

Article 67

Curriculum and Learning Innovation Institute is committed to serving as facilitator and developer for adaptive, constructive, holistic, and integrative curriculum innovations across all study programs within USU. It also aims to foster participative, collaborative, innovative, and productive learning innovations at both national and international levels.

Article 68

In the execution of its functions, the Institute for Curriculum and Learning Development shall:

- a. prepare work plan and annual budget plan;
- b. detail the work plans (PK), Strategic Plans (Renstra), and Priority Programs, into work programs and action plans;
- c. develop curriculum and learning innovation across all study programs;
- d. draft guidelines and procedures on the development of curriculum and learning innovations across all study programs;
- e. conduct socialization/workshop and provide mentoring in the development of curriculum and learning innovation across all study programs;
- f. supervise the implementation of curriculum and learning across all study programs;
- g. assist in establishing collaborations with relevant stakeholders for the development of curriculum and learning innovation;
- h. provide input on the development of curriculum and learning innovation to the Vice Rector for Academic, Student Affairs, and Alumni Affairs;
- i. submit regular reports to the Rectors; and
- j. undertake additional tasks assigned by the Rector.

CHAPTER XI
SECURITY AND SAFETY CENTER

Section One
Position and Scope

Article 69

- (1) Campus Security and Safety Center serves as Academic Support Unit accountable to the Rector through Vice Rector for Asset Management and Business.
- (2) Campus Security and Safety Center is led by a Head of the Center and assisted by a Deputy.
- (3) The Head and Deputy are appointed and removed by the Rector.

Article 70

Campus Security and safety Center encompasses:

- a. planning, implementation, and development of the security system; and
- b. planning, implementation, and development of the campus safety system.

Section Two
Objectives, Functions, and Tasks

Article 71

Campus Security and safety Center encompasses:

- a. planning, implementation, and development of the security system; and
- b. planning, implementation, and development of the campus safety system.

Article 72

Campus Security and Safety Center is committed to overseeing security and safety within USU.

Article 73

In the execution of its functions, Campus Security and Safety Center shall:

- a. prepare work plan and annual budget plan;
- b. detail the Work Plans (PK), Strategic Plans (Renstra), and Priority Programs into work programs and action plans;
- c. plan and implement services in the area of security, safety, occupational health, and environmental protection;
- d. develop the security system, occupational health, and environmental protection in accordance with applicable regulations.

- e. coordinate the implementation of security asset activities at USU;
- f. monitor and evaluate the implementation of services in the area of security, safety, occupational health, and campus environmental protection;
- g. collaborate with other security agencies and/or parties to secure USU assets;
- h. prevent and address the security and safety violations within USU campus;
- i. report and communicate to the competent authorities on the process of security and safety violations that leads to criminal acts within USU;
- j. provide protection and emergency response service within USU campus;
- k. provide reports on the status, activities, and realization of campus security and safety planning periodically;
- l. implement capacity building and enhancement human resource development in the area of security, occupational health, and environmental protection;
- m. submit regular reports to the Rector; and
- n. undertake other additional tasks assigned by the Rector.

CHAPTER XII UNIVERSITY WORKSHOP

Section One Position and Scope

Article 74

- (1) The University Workshop serves as an Academic Support Unit.
- (2) The University Workshop is led by a Head of the Workshop who is appointed and removed by the Rector.

Article 75

The University Workshop encompasses the provision, implementation, and development of the workshop to support the study program implementation, research, and student development.

Section Two Objectives, Functions, and Tasks

Article 76

The University Workshop is committed to cultivate skilled, competent, and qualified human resources.

Article 77

The University Workshop serves as facilitator and advisor to cultivate graduates with global competitiveness, entrepreneurial values, and strong character.

Article 78

In the execution of its functions, the University Workshop shall:

- a. prepare work plan and annual budget plan;
- b. detail the Work Plans (PK), Strategic Plans (Renstra), and Priority Programs into work programs and action plans;
- c. support theoretical learning as an Education and Training Unit;
- d. submit regular reports to the Rector; and
- e. undertake additional tasks assigned by the Rector.

CHAPTER XIII
EXPERT STAFF UNIT

Section One
Position and Scope

Article 79

- (1) The Rector may appoint Expert Staff at the Rectorate and Dean Office according to needs and expertise.
- (2) The Expert Staff at the Rectorate Office are accountable to the Rector, and the Expert Staff at the Dean's Office are accountable to the Dean.

Article 80

The Scope of Expert Staff encompasses the implementation of Work Plans (PK), Strategic Plans (Renstra), and Priority Programs.

Section Two
Objectives, Functions, and Tasks

Article 81

Expert Staff Unit is committed to assisting the Rector to ensure the implementation of Work Plans (PK), Strategic Plans (Renstra), and Priority Programs that align with their objectives.

Article 82

Expert Staff Unit serves as the assistant to the Rector in ensuring that the Work Plans (PK), Strategic Plan (Renstra), and Priority Programs are achieved successfully.

Article 83

In the execution of its function, Expert Staff Unit shall:

- a. assist the Rector in preparing strategic plans and strategic policies;
- b. assist the Rector in achieving the short-term, medium-term, and long-term plans;
- c. coordinate with all Units in the implementation of Work Plans (PK), Strategic Plans, and Priority Programs;
- d. submit regular reports to the Rector; and
- e. undertake other additional tasks assigned by the Rector.

CHAPTER XIV BUSINESS UNIT

Article 84

Business Unit serves as an Academic Support Unit accountable to the Rector through the Vice Rector for Asset Management and Business.

CHAPTER XIV TRANSITIONAL PROVISION

Article 85

- (1) USU Organizational Structure and Governance shall continue to be recognized and fulfil its function until new provisions are established based on this Regulation.
- (2) The adjustment of USU Organizational and Governance as aforementioned in paragraph (1) shall be completed no later than 1 (one) from the date this Regulation is enacted.

CHAPTER XVI CLOSING PROVISION

Article 86

Upon the effective date of this Regulation:

- a. Articles 2 and 3 of Regulation of the Rector of Universitas Sumatera Utara Number 12 of 2017 on Universitas Sumatera Utara Library; and
- b. Articles 2, 5, and 7 of Regulation of the Rector of Universitas Sumatera Utara Number 11 of 2017 on Information System Center are revoked and declared null and void.

Article 87

This Regulation of the Rector comes into effect on the date it is enacted.

Enacted in Medan
Dated on 9 May 2022

THE RECTOR

Signed and Stamped

MURYANTO AMIN
NIP 197409302005011002

This is a true copy of the original
University Secretary

Signed and Stamped

Muhammad Fidel Ganis Siregar
NIP 196405301989031019