



**DECREE OF THE BOARD OF TRUSTEES OF UNIVERSITAS GADJAH MADA  
NUMBER 12 / SK / MWA / 2003**

**CONCERNING  
THE UNIVERSITAS GADJAH MADA BY-LAWS**

## **PREAMBLE**

Universitas Gadjah Mada was established in the midst of Indonesia's revolution struggle to gain independence. As a consequence, in conducting its activity, Universitas Gadjah Mada concerns with interest of Indonesian society in particular and humanity in general.

In essence, the execution of Universitas Gadjah Mada is based upon the principle of humanity as the absolute manifestation of human essence and the principle of humanity having the highest spirituality, as contained in Pancasila and which is mentioned in the Preamble of 1945 Constitution, as the reflection of the Indonesian culture.

Education, research, and community service are the implementation of cultural and societal encumbrance adhered to Universitas Gadjah Mada. The execution of Universitas Gadjah Mada is aimed at preparing personality directed to

- (i) the maturity of body and soul on the one hand, and
- (ii) the development of science on the other hand.

The maturity of body and soul is utilized as the basis of shaping moral humans having awareness to be responsible for the Indonesian welfare in particular and for worldwide welfare in general. The development of science is aimed at

- (i) obtaining universal and objective reality and truth, and
- (ii) educating the nation in order to anticipate global development.

Therefore, Universitas Gadjah Mada has so called the academic freedom, namely the freedom to carry out human nature to achieve reality and truth. As reality and truth have universal and objective nature, Universitas Gadjah Mada community who has already achieved reality and truth, deserves to have freedom to share reality and truth to other parties, which is called academic stage freedom.

As human creation must be used for civilization, usefulness, and human gratification, freedom must be carried out reverentially with responsibility. It must be useful for the life, goodness, usefulness, and joyfulness of human beings, both spiritually and materially for the surrounding community, nation, and country.

As the basic guideline for the implementation and development of a program to execute functional activities as well as the referent for the development of general rule, academic regulation, and the operational procedure for the execution of Universitas Gadjah Mada, statute of Universitas Gadjah Mada needs to be stipulated.

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**CHAPTER I  
GENERAL PROVISIONS**

For the purpose of these By-Laws:

1. the Universitas Gadjah Mada By-Laws, hereinafter the University's By-Laws, shall mean elucidation and further provision of the provisions stipulated in Government Regulation of the Republic of Indonesia Number 153 Year 2000 concerning the Establishment of Universitas Gadjah Mada as a State-owned Legal Entity.
2. the University shall mean Universitas Gadjah Mada.
3. the Symbol shall mean the symbol that identifies and characterizes the University.
4. Attributes shall mean the University's identifying paraphernalia.
5. Hymn shall mean the University's official song.
6. Organs of the University shall mean all high bodies of the University; such bodies are the Board of Trustees, the Board of Auditors, the Academic Senate, the Council of Professors, and the Executive Board.
7. the Board of Trustees, hereinafter the BoT, shall mean the University's highest decision making body that represents the government, the University's Community, and the public.
8. the Minister shall mean the Minister of National Education of the Republic of Indonesia.
9. the Board of Auditors, hereinafter the BoA, shall mean the organ of the University that independently evaluates both the external and internal audit reports on the University's management for and on behalf of the Board of Trustees.
10. the Academic Senate, hereinafter the AS, shall mean the University's normative body in academic matters.
11. the Council of Professors, hereinafter the CoP, shall mean the organ of the University that administers and develops academic life as well as moral and ethical integrity within the University's Community.
12. the Executive Board shall mean the body that executes the University's programs.
13. the Rector shall mean the Chief Executive Officer of the University who is in charge of and responsible for the management of the University.
14. Academic Units shall mean such University units as Faculties, Departments, Divisions, Institutes and Centers, Study Centers, and Polytechnics that aim at carrying out the *Tri Dharma* (the Three-part Mission) of Higher Education.
15. Faculties shall mean the University's academic units that administer one or more Study Programs; Study Programs may be constituted by Departments / Divisions, Laboratories, Studios, and other academic units deemed necessary.
16. the Faculty Academic Senates, hereinafter the FAS, shall mean the highest normative body of the respective Faculties that shall elucidate the University's policies and regulations for their respective Faculties.
17. the Faculty Executive Boards shall mean the bodies constituted by the Deans and the Vice Deans of the respective Faculties.
18. the Deans shall mean the chairs of the Faculties in the University who are in charge of and responsible for the management of education in their respective Faculties.
19. Departments shall mean the respective Faculties' units that administer academic and professional study programs in a certain science and / or technology discipline, either partly or entirely.

20. Divisions shall mean the respective Faculties' units that support the administration of academic and professional study programs in a certain science and / or technology discipline, either partly or entirely.
21. Laboratories / Studios shall mean academic units within a Department or Division that administer / are supported by a part or the entirety of a certain discipline of science, technology, or the arts that administers two or more subjects.
22. Study Programs shall mean the comprehensive study plans that direct academic and / or professional education based on a certain curriculum and are aimed at students' acquirement of knowledge, skills, and characters that satisfy the target of the curriculum.
23. the Graduate School shall mean the academic unit that administers interdisciplinary master's degree and doctorate degree programs.
24. Supporting Units, hereinafter SU, shall mean units that support the management of academic activities, and are not parts of or placed under Faculties, Departments, Study Programs, and Institutes.
25. the Office of the Executive Board, hereinafter the OEB, shall mean the University's organ that assists the Executive Board in the Executive Board's daily activities.
26. Directorates shall mean the University's organs that assist the Executive Board in executing the University's management policy.
27. Bureaus shall mean the University's organs that assist the Executive Board in executing the University's management.
28. the Internal Audit Unit shall mean the Rector's organ that assists the Rector in executing internal audit and supervising the University.
29. Institutes shall mean academic units that assist in performing the *Tri Dharma* of Higher Education by means of policies, development, supervision, and program coordination.
30. Centers shall mean the University's units that are developed for the purpose of supporting educational, research, and study activities as well as interdisciplinary training, and / or managing supporting facilities for academic activities at University level.
31. Business Units, hereinafter BU, shall mean business units and foundations owned by the University.
32. The University's Staff Members shall mean persons employed by the University to carry out the *Tri Dharma* of Higher Education on account of their educational background as well as skills.
33. Teaching Staff Members shall mean the University's staff members whose principal duties are teaching and conducting research.
34. Professors shall mean teaching staff members who hold the highest functional office and hold the academic qualification to supervise doctorate candidates in their respective fields of knowledge.
35. Academic Supporting Staff Members shall mean the University's Staff Members who support teaching activities; they include Research Assistants, Educational Developers, Librarians, Laboratory Staff Members, Technicians, Archivists, and Consultants.
36. Administrative Staff Members shall mean the University's Staff Members who support operational activities of the University which include Academic Administration, Research Administration, General, Financial, and Human Resources Administration, Student and Alumni Affairs Administration, and Industrial Relations and Cooperation Administration.
37. Students shall mean ones enrolled at the University and attending the educational process thereof.
38. Student Organizations shall mean internal formal student organizations of the University.
39. *Civitas Academica* shall mean the University's community that conducts academic activities and is constituted by teaching staff members and students.
40. The University's Alumni shall mean ones who have ever received education and / or degrees, including the degree of *Doctor Honoris Causa*, from the University.

41. *Keluarga Mahasiswa Alumni Universitas Gadjah Mada*, hereinafter KAGAMA, shall mean the University's alumni organization.
42. the Campus Master Plan, hereinafter the CMP, shall mean the instrument based on which policies, procedures, and other matters concerning the management and planning of the University's physical facilities and equipments are made and stipulated.

## **CHAPTER II THE SYMBOL, ATTRIBUTES, AND HYMN OF THE UNIVERSITY**

### **Article 2 Meaning of the Symbol**

The Symbol shall bear meanings as follows:

- a. The rays of the sun and the golden *kartika* (five-angle star) represent the University's nature as a Pancasila University, a national science and cultural center for higher education founded on Pancasila that promotes science, reality, loftiness, and righteousness.
- b. The center of the Symbol is a *surya binolong* (a sun with a hole). The word *surya* (sun) symbolizes 'one' while the word *binolong* symbolizes 'nine', hence '19', the date on which the University was founded. Each ray of the sun consists of nineteen beams, hence '19', the date on which the University was founded.
- c. Surrounding the hole, at the center of the sun, are two circles arranged as twin suns inside the five rays that constitute the *kartika*. The *kartika* symbolizes 'one' while the twin suns symbolize 'two', hence '12', December, the month in which the University was founded.
- d. The five *songkoks* (official hats of military commanders) and five spears reflect the University's struggle and heroic nature that keeps the University prepared and alert. All the *songkoks* and spears are penetrated and absorbed by Pancasila; this reflects the nature of the University as a monument to the national struggle founded on Pancasila.
- e. All the five rays of the sun, the five-angle star, the five *songkoks* and the five spears represent Pancasila; this reflects the heroic foundation, nature, and objectives of the University, i.e. national struggle for Pancasila.
- f. The white color represents holiness and purity. That the golden color surrounds the white color symbolizes a *sengkalan memet*, i.e. a concept that implicitly concludes the relationship between the white color and the golden color. The concept reads *murnining suci margining kanyatan* (purity and holiness are the path of reality). The word *murni* symbolizes 'nine', *suci* 'four', *marga* 'nine', *kanyatan* 'one'; hence from the back they read '1949', the year in which the University was founded.

### **Article 3 Use of the Symbol**

The Symbol may be used by buildings, offices, stamps, certificates, and any other entities bearing formal positions with respect to the University's authority, capacity, and proprietary rights.

### **Article 4 Form and Use of Attributes**

- (1) Attributes may take the form of a flag, banner, crest, and an emblem.
- (2) Attributes referred to in Section (1) may be used during ceremonies and formal occasions held by and / or on behalf of the University.

- (3) Attributes taking the form of an emblem may be used as tokens of appreciation or for other purposes presented or done by and / or on behalf of the University.

#### **Article 5**

1. The hymn of the University is "Himne Gadjah Mada".
2. The hymn of the University shall be sung at ceremonies and formal occasions held by and / or on behalf of the University.

### **CHAPTER III THE UNIVERSITY'S REGULATION HIERARCHY**

#### **Article 6**

- (1) The University's regulation hierarchy shall be as follows:
- a. Government Regulation of the Republic of Indonesia Number 153 Year 2000 concerning the Establishment of Universitas Gadjah Mada as a State-owned Legal Entity;
  - b. the University's By-Laws;
  - c. the BoT decisions;
  - d. the Rector's decisions;
  - e. the Dean's decisions;
  - f. decisions of the Heads of Departments and Divisions.
- (2) Each organ of the University may make internal decisions so long as they do not conflict with the University's regulations and / or other superior regulations.

### **CHAPTER IV DECISION MAKING**

#### **Article 7**

- (1) Each organ of the University shall conduct its decision making by means of mutual deliberations to reach a consensus.
- (2) In the event that a consensus by means of mutual deliberations fails to be reached, decision making may be conducted by means of voting.
- (3) Procedures concerning decision making as provided for under Sections (1) and (2) shall be subject to further provision by the internal rule of order of each organ of the University.

### **CHAPTER V COMMISSIONS, *AD HOC* COMMITTEES, AND TEAMS**

#### **Article 8**

- (1) Each organ of the University may establish commissions, *ad hoc* committees, and / or teams.
- (2) Procedures concerning the establishment of commissions, *ad hoc* committees, and / or teams as well as their duties and functions shall be subject to further provision by each organ of the University.

**CHAPTER VI  
ORGANIZATION OF THE UNIVERSITY**

**Article 9**

(1) Universitas Gadjah Mada shall be constituted by:

1. the BoT,
2. the BoA,
3. the AS,
4. the CoP,
5. the Executive Board
6. Academic Units:
  - a. Faculties:
    1. Biology
    2. Economics
    3. Pharmacy
    4. Philosophy
    5. Geography
    6. Law
    7. Cultural Sciences
    8. Social and Political Sciences
    9. Medicine
    10. Dentistry
    11. Veterinary
    12. Forestry
    13. Mathematics and Natural Sciences
    14. Agriculture
    15. Husbandry
    16. Psychology
    17. Engineering
    18. Agricultural Technology.
  - b. the Graduate School
  - c. Diploma Programs
  - d. Institutes
  - e. Study and / or Research Centers
  - f. Inter-university Centers
7. Supporting Units:
  - a. the Library
  - b. the Center for Information and Communication Technology Services
  - c. the Educational Hospital
  - d. the Agricultural Education, Research, and Development Garden
  - e. the Central Laboratory
  - f. the University Archive
  - g. the Center for Educational Development
8. Administrative Units:
  - a. the Office of Executive Board
  - b. the Directorate of Finance
  - c. the Directorate of Academic Administration
  - d. the Directorate of Management and Maintenance
  - e. the Directorate of Planning and Development
  - f. the Bureau of Student and Alumni Affairs
  - g. the Bureau of Cooperation
  - h. the Bureau of General Administration and Employee Affairs

9. Business Units:
    - a. Penerbit Universitas Gadjah Mada
    - b. Yayasan Universitas Gadjah Mada
    - c. Yayasan Dana Abadi Universitas Gadjah Mada
    - d. PT Gama Multi Usaha Mandiri
  10. the Internal Audit Unit
  11. the Campus Security Unit
- (2) Organizational structure referred to in Section (1) Numbers (5) to (11) may be subject to change pursuant to applicable laws and regulations.

## **CHAPTER VII THE BOARD OF TRUSTEES**

### **Article 10 Membership**

The BoT shall be constituted by 23 (twenty-three) members who represent:

- a. the Minister, who may appoint his representative;
- b. the public, which shall be represented by 11 (eleven) members, i.e. His Majesty Sri Sultan Hamengkubuwono, 8 (eight) prominent members of the society, and 2 (two) alumni of the University;
- c. the University's Community, which shall be represented by 11 (eleven) members, i.e. the Rector, 3 (three) professors, 3 (three) non-professorial teaching staff members, 2 (two) administrative staff members, and 2 (two) students.

### **Article 11 Membership Eligibility**

- (1) Save the Minister or his representative, His Majesty Sri Sultan Hamengkubuwono, and the Rector, an eligible candidate for the BoT membership shall satisfy general criteria and requirements as follows:
  - a. is an Indonesian citizen;
  - b. holds the Pancasila spirit;
  - c. is physically and psychologically healthy;
  - d. possesses exceptional integrity, sense of responsibility, and morality;
  - e. has a vast knowledge of and deep concern for higher education and the management of higher education;
  - f. for members representing the University's Community, does not concurrently hold any structural office at the University;
  - g. is not a family member of any member of the Executive Board, either by birth (parents, children, or siblings) or by marriage (husband-wife or in-laws);
  - h. has never been sentenced by a final and binding court ruling for committing crimes;
  - i. does not concurrently hold any other offices that may incur conflicts of interests between the University's and those offices'.
- (2) In addition to the general criteria and requirements provided by Section (1), an eligible candidate for the BoT membership shall also satisfy specific criteria and requirements with respect to appointment procedures stipulated by these By-Laws and / or the respective BoT parties represented.

## **Article 12 Appointment**

- (1) The AS shall, at the latest, hold the selection of new members of the BoT 3 (three) months prior to the end of the term of service of the incumbent members of the BoT.
- (2) For the purpose of complying with Section (1), the AS may establish an *ad hoc* committee for the selection of BoT members.
- (3) Save in the case of the Minister or his representative, His Majesty Sri Sultan Hamengkubuwono, and the Rector, the selection of new members of the BoT may be conducted through 2 (two) stages, i.e.:
  - a. the selection of BoT member candidates;
  - b. the selection of BoT members.
- (4) Procedures concerning the selection of new members of the BoT as provided by Section (3) shall be subject to further provision by the BoT which shall duly consider the recommendations of the AS concerning this matter.
- (5) The AS shall recommend new members of the BoT to the Minister who shall then appoint them to office.
- (6) Such recommendation as provided by Section (5) shall, at the latest, be made 1 (one) month prior to the end of the term of service of the incumbent BoT members.

## **Article 13 Cessation of Membership**

- (1) BoT membership of a member ceases by the end of his term of service.
- (2) In addition to cessation of membership provided by Section (1), one may also cease to serve as a BoT member due to:
  - a. for members representing non-professorial teaching staff members, being conferred professorship;
  - b. for members representing professors and non-professorial teaching staff members as well as administrative staff members, retirement;
  - c. for members representing students, having been commenced or being on study leave or being withdrawn by his student organization;
  - d. resignation;
  - e. failure to maintain satisfaction of membership criteria and requirements;
  - f. being permanently incapacitated.
- (3) Cessation of membership as provided for under Section (2) shall be decided in a BoT Plenary Session and shall be stipulated by the Minister by means of a Ministerial Decree.
- (4) In the event that one or more members cease to serve as BoT members due to conditions elaborated in Section (2), new members to replace him or them shall be appointed within one month after the cessation.
- (5) The replacement members as provided for under Section (4) shall represent the same parties as the replaced members' referred to in Article (10).

## **Article 14 The Chair and the Secretary**

- (1) The BoT shall be led by the Chair and the Secretary of the BoT.
- (2) The Chair and the Secretary of the BoT shall be elected through a BoT Special Session in compliance with procedures as follows:
  - a. Invitation for the Special Session shall, at the latest, be received by each member 1 (one) week prior to the Special Session;
  - b. The Special Session shall be presided over by the oldest member who is assisted by the youngest member;

- c. The quorum of the Special Session shall be 2/3 (two-thirds) of the total number of members;
- d. In the event that the quorum is not satisfied, the Special Session shall be adjourned for 15 (fifteen) minutes and shall then proceed;
- e. The Chair and the Secretary of the BoT shall be elected by means of multiple-level voting.

**Article 15**  
**Duties of the Chair and the Secretary**

- (1) The Chair of BoT shall assume duties as follows:
  - a. to lead and conduct coordination as well as to carry out all duties and daily operational activities;
  - b. to hold and preside over meetings and sessions;
  - c. to execute decisions;
  - d. to render reports to all members through a Plenary Session at least once in 3 (three) months.
- (2) The Secretary shall assume duties as follows:
  - a. to represent the Chair in leading and conducting coordination as well as in carrying out all duties and daily operational activities;
  - b. to prepare reports to be rendered to all members;
  - c. to help hold and preside over meetings and sessions;
  - d. to help execute decisions of the BoT;
  - e. to help render annual reports to all members.

**Article 16**  
**Delegation of Authority**

- (1) The BoT may delegate to the Rector its authority in particular technical and operational matters.
- (2) Delegation of authority as provided for under Section (1) shall be stipulated in a BoT Plenary Session.

**Article 17**  
**Office Location**

Office of the BoT shall be located at the University.

**CHAPTER VIII**  
**THE BOARD OF AUDITORS**

**Article 18**  
**Organization**

The BoA shall be constituted by the Chair of the BoA, the Secretary of the BoA, and Members.

**Article 19**  
**Membership**

- (1) The BoA shall be constituted by 5 (five) members, i.e. the Chair-cum-Member, the Secretary-cum-Member, and 3 (three) Members.
- (2) A minimum of three members serving as the Chair, the Secretary, and a member of the Board shall constitute the Board of Auditors;

- (3) At least 2 (two) members of the BoA shall be from outside of the University.

## **Article 20 Membership Eligibility**

An eligible candidate for the BoA membership shall satisfy criteria and requirements as follows:

- a. is faithful to God the Almighty;
- b. is an Indonesian citizen;
- c. is honest, just and fair;
- d. is physically and psychologically healthy, which shall be proven with a doctor's written statement;
- e. has never been sentenced by a final and binding court ruling for committing crimes;
- f. is a professional in his field;
- g. does not concurrently hold offices at the Executive Board, Faculties, or any other organs and units of the University;
- h. is not a family member of any member of the Executive Board, of the Faculty Executive Boards, or of any other organs and units of the University, either by birth or by marriage as far as the second degree.

## **Article 21 Appointment**

- (1) The BoT shall, at the latest, appoint members of the BoA 3 (three) months after the Minister appoints members of the BoT to office.
- (2) Procedures concerning the selection of members of the BoA shall be as follows:
  - a. The BoT shall request the Rector to propose member candidates from each Faculty, who are selected by the respective Faculty Academic Senates, as member candidates from inside of the University;
  - b. The BoT shall establish an *ad hoc* committee that selects and proposes member candidates from outside of the University;
  - c. All the proposed member candidates shall express in writing their willingness to be members of the BoA;
  - d. BoA members shall be elected through a BoT Plenary Session;
  - e. 5 (five) member candidates winning the majority votes shall be appointed members of the BoA;
  - f. The Chair and the Secretary of the BoA shall be elected by means of voting in a BoT Plenary Session.
- (3) Further details concerning the procedures referred to in Section (2) shall be subject to further provision by the BoT.
- (4) In the event of vacuum of membership, the BoT shall select and appoint replacement members who shall accomplish the term of service of the replaced members.
- (5) The selection and appointment of replacement members shall be conducted, at the latest, 1 (one) month after the vacuum takes place.

## **Article 22 Cessation of Membership**

- (1) BoA membership of a member ceases due to:
  - a. the end of his term of service;
  - b. being permanently incapacitated;
  - c. resignation;
  - d. being sanctioned for violation of the Code of Ethics;

- e. failure to maintain satisfaction of membership criteria and requirements as provided by Article (20);
  - f. death.
- (2) Cessation of membership as provided by Section (1) shall be affirmed by a BoT stipulation.

**Article 23**  
**Procedures Concerning Termination of Membership**

Procedures concerning termination of membership as provided for under Article (22) Section (1) Letter (d) shall be as follows:

- a. A verbal warning is duly served by the BoT upon the BoA member violating the Code of Ethics;
- b. In the event that the verbal warning is not satisfied, the BoT shall duly serve a written warning upon the said member;
- c. In the event that the written warning is not satisfied, the BoT shall summon the said member and provide him with due chance to defend himself;
- d. In the event that the defense is deemed unacceptable, the BoT shall terminate the BoA membership of the said member by means of a BoA Decree.

**Article 24**  
**Duties**

- (1) The BoA shall assume duties as follows:
- a. to perform duties as provided by Article (13) of Government Regulation of the Republic of Indonesia Number 153 Year 2000;
  - b. to assess the effectiveness of the performance of internal auditors;
  - c. to review the auditing performance of internal auditors;
  - d. to review audit reports of internal auditors;
  - e. to assess the follow-ups of audit results;
  - f. to periodically communicate with internal auditors.
- (2) The Chair of the BoT may commission the BoA to assume other specific duties when deemed necessary.
- (3) The BoA may assume the role of University Adviser concerning the properness of administrative, operational, and financial supervisions.
- (4) The BoA shall render authentic, credible, and informative reports to the BoT.
- (5) The BoA shall engage external auditors and shall stipulate the procedures for such engagement.
- (6) The BoA shall propose external auditors to the BoT.

**Article 25**  
**Meetings**

- (1) The BoA shall convene at least twice in a year.
- (2) The BoA may invite the Chairs of other organs of the University to attend its meetings.

**Article 26**  
**Scope of Work**

- (1) The scope of work of internal audits and external audits shall be education, student affairs, management, financial matters, employee affairs, and facilities at University-level, Faculty-level, and Department-level / Division-level units.
- (2) Auditing shall include activities as follows:

- a. to monitor and supervise the properness and effectiveness of the University's policies;
- b. to specifically monitor and supervise the accuracy of the University's financial control system by examining and studying the written reports of external auditors;
- c. in accordance with policies and code of ethics stipulated by the BoT, to continuously monitor violations and risks.

**Article 27**  
**Rights**

- (1) For the purpose of performing its duties, the BoA shall be entitled to access to documents and activities within the University, including those of the Executive Board, pertaining to its duties.
- (2) In performing its duties, the BoA may consult independent experts when deemed necessary.

**Article 28**  
**Office Location**

Office of the BoA shall be located at the University.

**CHAPTER IX**  
**THE ACADEMIC SENATE**

**Article 29**  
**Membership**

- (1) The AS shall be constituted by:
  - a. *ex officio* members;
  - b. appointed members.
- (2) *Ex officio* members of the AS shall be:
  - a. the Rector;
  - b. the Vice Rectors;
  - c. the Deans;
  - d. the Directors of Institutes;
  - e. the Chief Librarian;
  - f. the Head of Information Technology Center;
  - g. the Heads of other University Supporting Units in accordance with the Rector's recommendation approved by the AS.
- (3) The number of *ex officio* members of the AS shall be subject to change with respect to the change of offices or organizational structure.

**Article 30**  
**Membership Eligibility**

In order to be appointed a member of the AS, one shall satisfy criteria and requirements as follows:

- a. is an Indonesian citizen;
- b. holds the Pancasila spirit;
- c. is physically and mentally healthy;
- d. is visionary with respect to the objectives of the University;
- e. possesses exceptional dedication and integrity, both morally and intellectually;
- f. has never been sentenced by a final and binding court ruling for committing crimes.

### **Article 31 Appointment**

- (1) Appointed members of the AS shall be representatives of the respective Faculties and shall be proposed by the respective Faculty Academic Senates. They shall be:
  - a. 2 (two) professors;
  - b. 1 (one) non-professorial teaching staff member from each Faculty.
- (2) Procedures concerning the appointment provided by Section (1) shall be subject to further provision by the Rector.
- (3) AS members shall be stipulated by the BoT by means of a BoT Decree.

### **Article 32 Cessation of Membership**

- (1) AS membership of a member ceases by the end of his term of service.
- (2) In addition to cessation of membership provided by Section (1), one may also cease to serve as an AS member due to:
  - a. for *ex officio* members, the end of the term of service of his office that precedes the end of the term of service of the AS;
  - b. for professors representing their respective Faculties, non-emeritus retirement;
  - c. for non-professorial teaching staff members representing their respective Faculties, retirement or being conferred professorship;
  - d. resignation;
  - e. with reference to a doctor's written statement, failing health that renders him incapable of serving as an AS member;
  - f. violation of academic ethics;
  - g. death;
  - h. failure to maintain satisfaction of membership criteria and requirements as provided by Article (30).
- (3) Cessation of membership shall be affirmed by a BoT stipulation.
- (4) In the event that one or more members cease to serve as AS members due to conditions elaborated in Section (2), new members to replace him or them shall be appointed within one month after the cessation; such replacements shall be made in compliance with Article (31).

### **Article 33 The Chair and the Secretary**

- (1) The AS shall be led by the Chair and the Secretary of the AS.
- (2) The Chair and the Secretary of the AS shall be elected through an AS Special Session in compliance with procedures as follows:
  - a. Invitation for the Special Session shall, at the latest, be received by each member 1 (one) week prior to the Special Session;
  - b. The Special Session shall be presided over by the oldest member who is assisted by the youngest member;
  - c. The quorum of the Special Session shall be 2/3 (two-thirds) of the total number of members;
  - d. In the event that the quorum is not satisfied, the Special Session shall be adjourned for 15 (fifteen) minutes and shall then proceed;
  - e. The Chair and the Secretary of the AS shall be elected by means of multiple-level voting.

Article 34  
Duties of the Chair and the Secretary

- (1) The Chair of AS shall assume duties as follows:
  - a. to lead and conduct coordination as well as to carry out all duties and daily operational activities;
  - b. to hold and preside over meetings and sessions;
  - c. to execute decisions;
  - d. to render annual reports to all members.
- (2) The Secretary shall assume duties as follows:
  - a. to help the Chair in leading and conducting coordination as well as in carrying out all duties and daily operational activities;
  - b. to prepare work plans and reports to be rendered to all members;
  - c. to help hold and preside over meetings and sessions;
  - d. to help execute decisions of the AS;
  - e. to help render annual reports to all members.

**Article 35**  
**Office Location**

Office of the AS shall be located at the University.

**CHAPTER X**  
**THE COUNCIL OF PROFESSORS**

**Article 36**  
**Membership**

- (1) The CoP shall be constituted by Professors, Emeritus Professors, and Professors Extraordinary.
- (2) a. Professors shall be the University's professors who have not retired;
  - a. Emeritus Professors shall be the University's professors who have retired and are re-appointed to perform the *Tri Dharma* of Higher Education;
  - b. Professors Extraordinary shall be professors with academic integrity from outside of the University who are commissioned to teach at the University.
- (3) CoP membership of a member ceases due to:
  - a. ceases to perform the *Tri Dharma* of Higher Education at the University;
  - b. resignation;
  - c. being sentenced by a final and binding court ruling for committing crimes punishable with 5 (five) or more years of imprisonment;
  - d. being sanctioned for violation of the Academic Code of Ethics and / or Non-Academic Code of Ethics;
  - e. death.

**Article 37**  
**Rights and Obligations**

- (1) The CoP shall be entitled to obtaining information from other organs of the University pertaining to its duties.
- (2) CoP members who concurrently hold structural offices at the University shall not be elected the Chair and the Secretary of the CoP; the Chair, the Secretary, and Members of the Council of Honor; the Chair, the Secretary, and Members of Commissions; the Chair, the Secretary, and Members of *Ad Hoc* Committees of the CoP.

- (3) Each member whose professorship is conferred upon by the University shall be obliged to deliver a Conferment Speech.

### **Article 38 The Chair and the Secretary**

- (1) The CoP shall be led by the Chair and the Secretary of the CoP.
- (2) The Chair and the Secretary of the CoP shall be elected through a CoP Meeting in compliance with procedures as follows:
  - a. Invitation for the meeting shall, at the latest, be received by each member 1 (one) week prior to the meeting;
  - b. The meeting shall be presided over by the oldest member who is assisted by another member;
  - c. The quorum of the such meeting shall be more than half of the total number of members;
  - d. In the event that the quorum is not satisfied, the meeting shall be adjourned for 15 (fifteen) minutes and shall then proceed;
  - e. The Chair and the Secretary of the CoP shall be elected by means of voting.

### **Article 39 Duties of the Chair and the Secretary**

- (1) The Chair of CoP shall assume duties as follows:
  - a. to lead and conduct coordination as well as to carry out all duties and daily operational activities;
  - b. to hold and preside over meetings;
  - c. to execute decisions;
  - d. to render annual reports to all members.
- (2) The Secretary shall assume duties as follows:
  - a. to help the Chair in leading and conducting coordination as well as in carrying out all duties and daily operational activities;
  - b. to help hold and preside over meetings;
  - c. to help execute decisions of meetings;
  - d. to help render annual reports to all members.

### **Article 40 The Council of Honor**

- (1) The Council of Honor, hereinafter the CoH, shall be an organ of the CoP vested with the authority to independently conduct examinations over violations of the Code of Ethics.
- (2) A maximum of 7 (seven) professors shall constitute the CoH.
- (3) Procedures concerning membership, organization, functions, authority, and capacity of the CoH shall be subject to further provision by the CoP.
- (4) Members of the CoH shall serve for a term of 5 (five) years and may be re-appointed for a maximum of one more term.

### **Article 41 Office Location**

Office of the CoP shall be located at the University.

## **THE EXECUTIVE BOARD**

### **Article 42 The Executive Board**

(1)The Executive Board shall be constituted by the Rector, a Senior Vice Rector for Academic Affairs, a Senior Vice Rector for Administration Affairs, and a maximum of 3 (three) Vice Rectors.

(2)The job descriptions of the Vice Rectors shall be determined and established by means of a Rector Directive upon the approval of the BoT which shall duly consider the recommendations and deliberations of the AS concerning this matter.

(3)Each of the Senior Vice Rectors and Vice Rectors may be assisted by 2 (two) Assistants to Vice Rectors.

### **Article 43 Eligibility for the Office of Rector**

An eligible candidate for Rector shall satisfy criteria and requirements as follows:

- a. All the criteria and requirements provided by Article (19) of Government Regulation of the Republic of Indonesia Number 153 Year 2000;
- b. is an Indonesian citizen and holds the Pancasila spirit;
- c. possesses exceptional integrity and commitment;
- d. possesses an exceptional leadership and professional managerial capacity;
- e. is not a family member of any member of the BoT, either by birth (parents, children, or siblings) or by marriage (husband-wife or in-laws);
- f. has never been sentenced by a final and binding court ruling for committing crimes;
- g. has served on the Executive Board of a higher education institution for at least 3 (three) years.

### **Article 44 Eligibility for the Offices of Senior Vice Rector and Vice Rector**

An eligible candidate for Senior Vice Rector and Vice Rector shall satisfy criteria and requirements as follows:

- a. is an Indonesian citizen and holds the Pancasila spirit;
- b. is physically and psychologically healthy, which shall be proven with a doctor's written statement;
- c. possesses exceptional integrity, sense of responsibility, and morality;
- d. has received an academic degree equivalent to a doctorate from a higher education institution recognized by the University;
- e. possesses an exceptional leadership and professional managerial capacity;
- f. has a vast knowledge of and deep concern for higher education and the management of higher education;
- g. is not a family member of the Rector, either by birth (parents, children, or siblings) or by marriage (husband-wife or in-laws);
- h. has never been sentenced by a final and binding court ruling for committing crimes.

### **Article 45 Rector Election**

(1) The BoT shall, at the latest, hold the selection of the new Rector 3 (three) months prior to the end of the term of service of the incumbent Rector.

(2) For the purpose of Rector election, the BoT shall establish an *ad hoc* committee; the members of the *ad hoc* committee shall be from the BoT, AS, and CoP.

- (3) The process toward a Rector election shall be as follows:
  - a. Socialization and Registration;
  - b. Finalization of Rector Candidates;
  - c. Rector Election and Appointment.
- (4) Socialization and Registration shall be conducted for the purpose of selecting potential Rector candidates by exploring the aspirations of concerned and interested parties.
- (5) Finalization of Rector Candidates shall be conducted through a multiple process in a Joint Session of the BoT and CoP; 3 (three) Rector candidates shall be the outcome of this process.
- (6) Rector Election and Appointment shall be, at the latest, conducted 1 (one) month prior to the end of the term of service of the incumbent Rector in an Open Meeting of the BoT.
- (7) Further details concerning the procedures of a Rector election shall be subject to further provision by the BoT.

**Article 46**  
**Appointment of Senior Vice Rectors and Vice Rectors**

- (1) Candidates for Senior Vice Rectors and Vice Rectors shall be proposed by the Rector to the BoT and shall then be subject to the approval of the BoT.
- (2) The number of candidates for each Senior Vice Rector and Vice Rector office shall not exceed a maximum of 2 (two) candidates.
- (3) Candidates for Senior Vice Rectors and Vice Rectors approved by the BoT shall be appointed by the Rector as Senior Vice Rectors and Vice Rectors.

**Article 47**  
**Cessation of Service of Members of the Executive Board**

- (1) The Rector, Senior Vice Rectors, and Vice Rectors may cease to serve on the Executive Board due to:
  - a. the end of their term of service;
  - b. being permanently incapacitated before the end of their term of service;
  - c. resignation, for reasons acceptable to the BoT (for the Rector) or to the Rector (for Senior Vice Rectors or Vice Rectors);
  - d. being terminated for failure to maintain satisfaction of criteria and requirements for the Rector or Senior Vice Rectors or Vice Rectors.
- (2) Cessation of service for the Rector due to conditions elaborated in Section (1) Letter (d) shall be stipulated by a BoT Decree issued upon a special meeting held for that purpose.
- (3) The Rector may remove from office Senior Vice Rectors and Vice Rectors deemed incapable of assisting him in performing his duties.
- (4) Cessation of service before the end of term of service for Senior Vice Rectors and Vice Rectors shall be subject to the approval of the BoT.
- (5) Cessation of service for Senior Vice Rectors and Vice Rectors shall be stipulated by a Rector Directive.
- (6) In the event that there is vacuum of the office of the Rector for more than 2 (two) years, the replacement shall be elected through procedures provided by Article 45 Sections (2) to (7), and shall be appointed, at the latest, 3 (three) months after the vacuum takes place.
- (7) In the event that there is vacuum of the office of the Rector for less than 2 (two) years, the office of the Rector shall be executed by the Senior Vice Rector for Academic Affairs.
- (8) In the event that there is vacuum of the office of Senior Vice Rectors and / or Vice Rectors, their replacements shall be appointed through procedures provided by Article 46, and such appointment shall be made, at the latest, 1 (one) month after the vacuum takes place.

- (9) The term of service of the replacements for the Rector, Senior Vice Rectors, or Vice Rectors shall be from the day they are appointed up to the end of the term of service of the office bearers replaced.

#### **Article 48 Duties**

The Executive Board shall assume duties as follows:

- a. to perform duties as provided by Article (21) of Government Regulation of the Republic of Indonesia Number 153 Year 2000;
- b. to deliver an annual report at the Anniversary Ceremony of the University;
- c. to hold consultative meetings with the Chairs and the Secretaries of the BoT, AS, CoP, and BoA at least once in 6 (six) months;
- d. to affirm Faculty Academic Senates' decisions.

#### **Article 49 Rights of Members of the Executive Board**

- (1) Pursuant to applicable laws and regulations, members of the Executive Board shall be entitled to salary, perquisites, and other facilities.
- (2) Further details concerning the rights of members of the Executive Board shall be subject to further provision by the BoT.

### **CHAPTER XII FACULTIES**

#### **Part One General**

#### **Article 50**

- (1) The Rector may establish, dissolve, or merge Faculties subject to the approval of the BoT which shall duly consider the recommendations of the AS concerning this matter.
- (2) Procedures concerning the establishment, dissolution, or merger of Faculties provided for under Section (1) shall be subject to further provision by the BoT which shall duly consider the recommendations of the AS concerning this matter.
- (3) The organization of a Faculty shall be as follows:
  - a. the FAS;
  - b. the Faculty Executive Board;
  - c. Departments / Divisions;
  - d. Laboratories / Studios;
  - e. Faculty Administrative Units;
  - f. other units deemed necessary.
- (4) The establishment of other units referred to in Section (3) Letter (f) shall be subject to further provision by the Rector who shall duly consider the recommendations of the FAS concerning this matter.

#### **Part Two The Faculty Academic Senates**

#### **Article 51**

## **Organization**

- (1) An FAS shall be constituted by:
  - a. Professors, Emeritus Professors, and Professors Extraordinary;
  - b. the Dean;
  - c. the Vice Deans;
  - d. the Heads of Departments / Divisions;
  - e. Elected representatives of each Department / Division; the number of which shall be proportional to the number of teaching staff members at their respective Departments / Divisions.
- (2) Procedures concerning the election and appointment of FAS members referred to in Section (1) Letter (e) shall be subject to further provision by the Rector.
- (3) The stipulation of FAS members shall be done with a Rector Directive.

### **Article 52 The Chair and the Secretary**

- (1) An FAS shall be led by the Chair and the Secretary of the FAS.
- (2) The Chair and the Secretary of an FAS shall be appointed to and removed from office by the Rector after duly considering the recommendations of the Dean of the Faculty concerning this matter and based on the result of the FAS' election referred to in Section (3).
- (3) The Chair and the Secretary of an FAS shall be elected through an FAS Special Session in compliance with procedures as follows:
  - a. Invitation for the Special Session shall, at the latest, be received by each member 1 (one) week prior to the Special Session;
  - b. The Special Session shall be presided over by the oldest member who is assisted by the youngest member;
  - c. The quorum of the Special Session shall be 2/3 (two-thirds) of the total number of members;
  - d. In the event that the quorum is not satisfied, the Special Session shall be adjourned for 15 (fifteen) minutes and shall then proceed;
  - e. The Chair and the Secretary shall be elected by means of multiple-level voting.
- (4) The Chair and the Secretary shall serve for a term of 4 (four) years, and may be re-appointed for a maximum of 1 (one) more term.
- (5) The Chair and the Secretary of an FAS may not concurrently serve on either the Executive Board or the Faculty Executive Board.

### **Article 53 Decision Making**

- (1) An FAS shall conduct its decision making by means of mutual deliberations to reach a consensus.
- (2) In the event that a consensus by means of mutual deliberations fails to be reached, decision making may be conducted by means of voting.
- (3) Procedures concerning decision making as provided for under Sections (1) and (2) shall be subject to further provision by the internal rule of order of each FAS.

## **Part Three The Faculty Executive Boards**

### **Article 54**

## **Organization**

(1) A Faculty Executive Board shall be constituted by a Dean and a maximum of 4 (four) Vice Deans.

(2) The number of and job descriptions of the Vice Deans shall be determined and established by means of a Rector Directive based on the recommendations of the Dean who shall duly consider the deliberations of the FAS concerning this matter.

(3) The Dean and Vice Deans shall be appointed to and removed from office by the Rector based on the recommendations of the FAS on this matter.

### **Article 55 Eligibility for the Office of Dean**

An eligible candidate for Dean shall satisfy criteria and requirements as follows:

- a. is an Indonesian citizen and holds the Pancasila spirit;
- b. is physically and psychologically healthy, which shall be proven with a doctor's written statement;
- c. has received an academic degree equivalent to a doctorate from a higher education institution recognized by the University;
- d. possesses exceptional morality, integrity, and commitment;
- e. possesses an exceptional leadership and professional managerial capacity;
- f. has a vast and visionary knowledge with respect to higher education and higher education institutions;
- g. has served as an office bearer at an academic executive body for at least 3 (three) years;
- h. has never been sentenced by a final and binding court ruling for committing crimes;
- i. is not more than 56 years of age at the time of the appointment.

### **Article 56 Eligibility for the Office of Vice Dean**

An eligible candidate for Vice Dean shall satisfy criteria and requirements as follows:

- a. is an Indonesian citizen and holds the Pancasila spirit;
- b. is physically and psychologically healthy, which shall be proven with a doctor's written statement;
- c. possesses exceptional morality, integrity, and sense of responsibility;
- d. has received an academic degree equivalent to a master's degree from a higher education institution recognized by the University;
- e. possesses an exceptional leadership and professional managerial capacity;
- f. has a vast and visionary knowledge with respect to higher education and the management of higher education;
- g. is not a family member of the Dean, either by birth (parents, children, or siblings) or by marriage (husband-wife or in-laws);
- h. has never been sentenced by a final and binding court ruling for committing crimes;
- i. is not more than 56 years of age at the time of the appointment.

### **Article 57 Dean Election**

- (1) The FAS shall, at the latest, hold the selection of the new Dean 3 (three) months prior to the end of the term of service of the incumbent Dean.
- (2) The process toward a Dean election shall be as follows:
  - a. Finalization of Dean Candidates;
  - b. Dean Appointment.
- (3) Finalization of Dean Candidates shall be conducted through a multiple process in an FAS Meeting held exclusively for that purpose.
- (4) Dean Appointment shall be conducted by the Rector, at the latest, 1 (one) month prior to the end of the term of service of the incumbent Dean.
- (5) Further details concerning the procedures of a Dean election shall be subject to further provision by the Rector.

### **Article 58 Appointment of Vice Deans**

- (1) The Rector shall appoint Vice Deans based on the recommendations of the Dean who shall duly consider the deliberations of the FAS concerning this matter.
- (2) Procedures concerning the appointment of Vice Deans as provided by Section (1) shall be subject to further provision by the Rector.

### **Article 59 Cessation of Service of Members of a Faculty Executive Board**

- (1) A Dean and Vice Deans may cease to serve on a Faculty Executive Board due to:
  - a. the end of their term of service;
  - b. being permanently incapacitated before the end of their term of service;
  - c. resignation, for reasons acceptable to the Rector;
  - d. being terminated for failure to maintain satisfaction of criteria and requirements for a Dean or Vice Deans.
- (2) Cessation of service for Dean due to conditions elaborated in Section (1) Letter (d) shall be stipulated by a Rector Directive.
- (3) The Rector may remove from office Vice Deans deemed incapable of assisting the Dean in performing his duties.
- (4) The Rector Directives referred to in Sections (2) and (3) may only be issued after the Dean or Vice Deans in question are provided with due chance to defend himself or themselves;
- (5) Cessation of service before the end of term of service for Vice Deans shall be based on the recommendations of the Dean.
- (6) In the event that there is vacuum of the office of the Dean for more than 1 (one) year, the replacement shall be elected through procedures provided by Article 57 Sections (2) to (5), and shall be appointed, at the latest, 3 (three) months after the vacuum takes place.
- (7) In the event that there is vacuum of the office of the Dean for less than 1 (one) year, the office of the Dean shall be executed by the Vice Dean for Academic Affairs.
- (8) In the event that there is vacuum of the office of Vice Deans, their replacements shall be appointed through procedures provided by Article 58, and such appointment shall be made, at the latest, 1 (one) month after the vacuum takes place.
- (9) The term of service of the replacements for the Deans or Vice Deans shall be from the day they are appointed up to the end of the term of service of the office bearers replaced.

### **Article 60 Duties of a Faculty Executive Board**

A Faculty Executive Board shall assume duties as follows:

- a. to draw up Faculty Strategic Plans based on the University's Strategic Plans;
- b. to draw up the Faculty's annual Work and Budgetary Plans;
- c. to administer education, research, and the University's contribution to society at large based on regulations, rules, and standards of academic management established by the University;
- d. to manage the Faculty's assets and funds and to generate optimum use of them in the interest and for the benefit of the Faculty;
- e. to advise the Rector on the development of students, teaching and administrative staff members, and other employees of the Faculty;
- f. to maintain and enhance relationships with the alumni, the Faculty's milieu, and the public in general;
- g. to administer the Faculty's accounts;
- h. to report on the Faculty's development to the FAS on a regular basis;
- i. to draw up and render annual reports to the Rector; such reports shall be subject to the approval of the FAS before being rendered to the Rector;
- j. to propose the employment and removal of teaching and administrative staff members as well as other employees to the Rector;
- k. to propose the appointment of the Heads of Departments / Divisions and other units below them to the Rector;
- l. to deliver the proposal of the Faculty concerning the appointment of professors to the Rector;
- m. to delegate duties of the Faculty Executive Board to the executives of units under it;
- n. to propose the establishment and dissolution and / or merger of Departments / Divisions and other academic units to the Rector; such proposals shall be subject to the approval of the FAS before being delivered to the Rector;
- o. to render annual reports to the FAS in an FAS meeting.

## **Part Four Departments and Divisions**

### **Article 61 The Establishment and Dissolution of Departments / Divisions**

(1)The establishment, dissolution or merger of Departments / Divisions within a Faculty shall be stipulated by the Rector based on the recommendations of the Dean and after duly considering the deliberations of the AS concerning this matter.

(2)The recommendations of the Dean concerning the establishment, dissolution, or merger of Departments / Divisions as provided for under Section (1) shall be subject to the approval of the FAS before being rendered to the Rector.

(3)A Department shall have one or more Bachelor-degree Study Programs, and may have one or more Master's-degree and Doctorate-degree Study Programs as well as other educational programs pertaining to the *Tri Dharma* of Higher Education;

(4)Divisions shall administer academic and professional education in a certain discipline of science / technology / the arts.

### **Article 62 Organization**

(1) A Department / Division shall be led by a teaching staff member holding the highest academic degree or office.

(2) A Department / Division shall be constituted by:

- a. the Head of the Department / Division;
- b. the Secretary of the Department / Division;

- c. teaching staff members;
- d. administrative staff members;
- e. laboratories or studios deemed necessary.

**Article 63**  
**The Head and the Secretary**

- (1) The Head and the Secretary of a Department / Division shall be full-time teaching staff members.
- (2) The Head and the Secretary of a Department / Division shall be appointed to and removed from office by the Rector based on the recommendations of the Dean who shall duly consider the deliberations of the FAS concerning this matter.
- (3) The Head and the Secretary of a Department / Division shall be accountable to the Dean.
- (4) The Head of a Department / Division referred to in Sections (1), (2), and (3) shall be a teaching staff member with the highest academic degree or office at the Department / Division in question.
- (5) The Head of a Department / Division that has postgraduate Study Programs shall hold an academic degree equivalent to a doctorate from a higher education institution recognized by the University.
- (6) The Secretary of a Department that has postgraduate Study Programs shall hold an academic degree equivalent to a master's degree.
- (7) The Head and the Secretary of a Department / Division shall serve for a term of 4 (four) years and may be re-appointed for a maximum of one more term.

**Article 64**  
**Laboratories and Studios**

- (1) The establishment and dissolution of Laboratories / Studios of each Department / Division shall be stipulated by the Rector based on the recommendations of the Dean who shall duly consider the deliberations of the FAS concerning this matter.
- (2) A Laboratory shall carry out activities pertaining to a part or the entirety of a certain discipline of science, technology, and / or the arts to support the Department / Division in performing its principal duties in accordance with the requirements and necessities of the discipline.
- (3) A Laboratory / Studio shall be led by a teaching staff member holding the highest academic degree or office in his field of competence.
- (4) The Head of a Laboratory shall be appointed by the Rector based on the recommendations of the Dean who shall duly consider the deliberations of the FAS concerning this matter.

**Part Five**  
**Study Programs**

**Article 65**  
**The Establishment or Dissolution of Study Programs**

- (1) Study Programs shall be administered by Faculties or Departments.
- (2) The establishment or dissolution of Study Programs shall be stipulated by the Rector based on the recommendations of the Dean who shall duly consider the deliberations of the FAS concerning this matter.
- (3) The recommendations of the Dean concerning the establishment or dissolution of Study Programs provided for under Section (2) shall be subject to the approval of the FAS before being rendered to the Rector.

- (4) The Department and / or Faculty shall draw up the curriculum of a Study Program in compliance with relevant prevailing academic regulations and policies as well as the vision and mission of the University.

**Article 66**  
**The Head and the Secretary**

- (1) The Head and the Secretary of a Study Program shall be full-time teaching staff members.
- (2) The Head and the Secretary of a Study Program shall be appointed to and removed from office by the Dean based on the deliberations of the FAS concerning this matter.
- (3) The Head and the Secretary of a Study Program shall be accountable to the Dean or Head of Department.
- (4) The Head of a postgraduate Study Program shall hold an academic degree equivalent to a doctorate from a higher education institution recognized by the University.
- (5) The Secretary of a postgraduate Study Program shall hold an academic degree equivalent to a master's degree from a higher education institution recognized by the University.
- (6) The Head and the Secretary of a Study Program shall serve for a term of 4 (four) years and may be re-appointed for a maximum of one more term.

**CHAPTER XIII**  
**THE GRADUATE SCHOOL**

**Article 67**  
**Organization**

- (1) The Graduate School shall be constituted by:
  - a. the Graduate School Executive Board, hereinafter the GSEB;
  - b. Departments;
  - c. Administrative Units;
  - d. other units deemed necessary.
- (2) The establishment and dissolution of other units referred to in Section (1) Letter (d) shall be subject to further provision by the Rector based on the recommendations of the Director.

**Article 68**  
**The Director and Deputy Directors**

- (1) The GSEB shall be constituted by the Director and Deputy Directors.
- (2) The number and job descriptions of the Deputy Directors shall be determined and established by means of a Rector Directive based on the recommendations of the Director.
- (3) Procedures concerning the appointment of the Director and Deputy Directors shall be subject to further provision by the Rector in compliance with the following provisions:
  - a. The Director shall be appointed to and removed from office by the Rector upon the approval of the AS.
  - b. The Director shall be accountable to the Rector.
  - c. Deputy Directors shall be appointed to and removed from office by the Rector based on the recommendations of the Director.
  - d. Deputy Directors shall be accountable to the Director.
- (4) The Director and Deputy Directors shall serve for a term of 4 (four) years, and may be re-appointed for a maximum of one more term.

**CHAPTER XIV  
EDUCATION, RESEARCH, AND CONTRIBUTION TO SOCIETY**

**Article 69  
Education**

- (1) The academic materials taught at the University shall be directed and adjusted to national character development and national interest, and shall exude the personality of the University.
- (2) Not only the materials but also the system of teaching and learning at the University shall be developed in accordance with the development of science, technology, and the arts.
- (3) The educational development, organization, materials, duties, and functions of the University shall be subject to further provision by a Rector Directive approved by the BoT which shall duly consider the deliberations of the AS concerning this matter.

**Article 70  
Research**

- (1) Research planning, direction, and management of the University shall exude the University's personality as a higher education institution responsible for the development of science, technology, and the arts.
- (2) For the purpose of promoting and procuring Intellectual Property Rights and cooperation opportunities for research results, research quality shall be enhanced by promoting an interdisciplinary atmosphere through coordinated thematic clusters.
- (3) Research management, organization, duties, and functions shall be subject to further provision by a Rector Directive approved by the BoT which shall duly consider the deliberations of the AS concerning this matter.

**Article 71  
Contribution to Society**

- (1) The University's Contribution to Society shall be relevant to the development of society related with the *Tri Dharma* of Higher Education in order to apply science, technology, and the arts.
- (2) The University's Contribution to Society shall be conducted by developing national, regional, and / or local development design and conceptions by means of the University's cooperation with other higher education institutions and / or other institutions both domestic and international based on the principle of mutual benefits.
- (3) The management, organization, duties, and functions of the University's Contribution to Society shall be subject to further provision by a Rector Directive approved by the BoT which shall duly consider the deliberations of the AS concerning this matter.

**CHAPTER XV  
UNIVERSITY MANAGEMENT**

**Part One  
General  
Article 72**

- (1) The University Management shall be composed of academic management, administration management, academic supporting management, and service management.
- (2) The Executive Board's daily management shall be executed by the Office of the Executive Board.
- (3) Academic management shall be executed by academic units.
- (4) Administration management shall be executed by Directorates and Bureaus.
- (5) Academic supporting management shall be executed by the SU.
- (6) Service management shall be executed by units established based on necessity.
- (7) As far as management of tangible and intangible assets as well as financial matters of the University is concerned, oversight shall be conducted by the Internal Control Unit.
- (8) The University Management shall be placed under and accountable to the Rector.

**Part Two  
The Office of the Executive Board**

**Article 73  
Organization**

- (1) The Office of the Executive Board shall be constituted by:
  - a. the Executive Secretary;
  - b. Administrative Units.
- (2) Subject to the approval of the BoT, further details concerning the OEB and its duties shall be stipulated by the Rector.

**Article 74  
The Executive Secretary**

The Executive Secretary shall be appointed to and removed from office by the Rector and shall be accountable to the Rector.

**Part Three  
Directorates and Bureaus**

**Article 75  
Organization**

- (1) A Directorate shall be constituted by:
  - a. the Director;
  - b. the Secretary;
  - c. Sub-Directorates.
- (2) A Bureau shall be constituted by:
  - a. the Head of the Bureau;
  - b. Sections.
- (3) Subject to the approval of the BoT, further details concerning the number, organizational structure, and duties of Directorates and Bureaus shall be stipulated by the Rector.

**Article 76  
The Director and the Secretary of Directorates**

- (1) The Director of a Directorate shall be appointed to and removed from office by the Rector and shall be accountable to the Rector.
- (2) The Secretary of a Directorate shall be appointed to and removed from office by the Rector based on the recommendations of the Director.
- (3) The Secretary shall be accountable to the Director.

**Article 77**  
**The Head of Bureau**

The Head of a Bureau shall be appointed to and removed from office by the Rector and shall be accountable to the Rector.

**Part Four**  
**University Supporting Units**

**Article 78**  
**Organization**

- (1) Subject to the approval of the BoT which shall duly consider the deliberations of the AS concerning this matter, the Rector may establish and dissolve SU.
- (2) Procedures concerning the establishment and dissolution of SU as provided for under Section (1) shall be subject to further provision by a BoT Decree based on the recommendations of the Rector.
- (3) An SU shall be constituted by:
  - a. the Head;
  - b. the Secretary;
  - c. an expert group;
  - d. Functional Staff Members;
  - e. Administrative Units;
  - f. other units deemed necessary.
- (4) The expert group referred to in Section (3) Letter (c) may be constituted by experts and professionals whose grouping and number shall be subject to necessity.
- (5) Functional Staff Members referred to in Section (3) Letter (d) may include librarians, laboratory staff members, archivists, computer staff members, and technicians whose grouping and number shall be subject to necessity.
- (6) The establishment of other units referred to in Section (3) Letter (f) shall be subject to further provision by the Rector based on the recommendations of the Head.

**Article 79**  
**The Head and the Secretary**

- (1) The Head of an SU shall be appointed to and removed from office by the Rector and shall be accountable to the Rector.
- (2) The Secretary of an SU shall be appointed to and removed from office by the Rector based on the recommendations of the Head.
- (3) The Secretary shall be accountable to the Head.
- (4) The Head and the Secretary of an SU shall serve for a term of 3 (three) years, and may be re-appointed for a maximum of one more term.

**Article 80**  
**Position, Functions, and Duties**

- (1) An SU shall be placed under and accountable to as well as supervised by the Rector.

- (2) The functions of SU's shall be providing services pertaining to education, research, and contribution to society by means of, *inter alia*, libraries, laboratories, information technology centers, workshops, experimental gardens, a career development center, an Intellectual Property Rights center, a learning development center, and a hospital.
- (3) SU shall plan and execute programs in accordance with their respective fields and shall periodically render reports to the Executive Board.

## **Part Five Institutes**

### **Article 81 Organization**

- (1) Subject to the approval of the BoT which shall duly consider the deliberations of the AS concerning this matter, the Rector may establish and dissolve Institutes.
- (2) Procedures concerning the establishment and dissolution of Institutes as provided for under Section (1) shall be subject to further provision by a BoT Decree based on the recommendations of the Rector.
- (3) An Institute shall be constituted by:
  - a. the Director;
  - b. the Secretary;
  - c. an expert group;
  - d. Administrative Units;
  - e. other units deemed necessary.
- (4) The establishment of other units referred to in Section (3) Letter (e) shall be subject to further provision by the Rector based on the recommendations of the Director.

### **Article 82 The Director and the Secretary**

- (1) The Director shall be appointed to and removed from office by the Rector and shall be accountable to the Rector.
- (2) The Secretary shall be appointed to and removed from office by the Rector based on the recommendations of the Director.
- (3) The Secretary shall be accountable to the Director.
- (4) The Director and the Secretary shall serve for a term of 4 (four) years, and may be re-appointed for a maximum of one more term.

### **Article 83 Functions and Duties**

- (1) The functions and duties of Institutes, including the appointment and duties of the Director and the Secretary, shall be subject to further provision by the Rector.
- (2) For the purpose of performing their functions and duties, Institutes may establish Task Groups.
- (3) The establishment of Task Groups as provided for under Section (2) shall be stipulated by the Rector based on the recommendations of the Director.

## **Part Six Centers**

### **Article 84**

## **Organization**

- (1) Subject to the approval of the AS, the Rector may establish and dissolve Centers based on the recommendations or proposals of one or more teaching staff members.
- (2) Subject to the approval of the AS, procedures concerning the establishment and dissolution of Centers as provided for under Section (1) shall be subject to further provision by the Rector.
- (3) A Center shall be constituted by:
  - a. the Director;
  - b. the Secretary;
  - c. an expert team;
  - d. Central Administrative Supporting Units;
  - e. other units deemed necessary.
- (4) Members of the expert team referred to in Section (3) Letter (c) shall belong to at least 3 (three) different Faculties.
- (5) The establishment of other units referred to in Section (3) Letter (e) shall be subject to further provision by the Rector based on the recommendations of the Director.

### **Article 85 The Director and the Secretary**

- (1) The Director shall be appointed to and removed from office by the Rector and shall be accountable to the Rector.
- (2) The Secretary shall be appointed to and removed from office by the Rector based on the recommendations of the Director.
- (3) The Secretary shall be accountable to the Director.
- (4) The Director and the Secretary shall serve for a term of 2 (two) years, and may be re-appointed for a maximum of one more term.

### **Article 86 Coordination**

- (1) Centers shall be coordinated by the Executive Board in order to generate synergic cooperation among Centers.
- (2) Coordination meetings among Centers shall be held at least once in 3 (three) months.
- (3) Centers shall periodically render reports to the Executive Board.

### **Article 87 Cooperation Contracts**

- (1) Cooperation held between a Center and other institutions outside of the University shall be conducted with the knowledge of the Rector.
- (2) A certain management fee, the amount of which shall be stipulated together by the Executive Board and the Center in question, shall be charged upon cooperation contracts held between a Center and other institutions outside of the University.

## **Part Seven Business Units**

### **Article 88**

## **The University's Business Units**

- (1) BU shall be the University's business units owned partly or entirely by the University.
- (2) The University's business units shall establish themselves as legal entities separated from the one of the University.
- (3) The University's business units shall be managed by professionals.
- (4) Subject to the approval of the BoT and in compliance with applicable laws and regulations, the Rector may stipulate the establishment or dissolution of the University's business units.

### **Article 89 Foundations**

- (1)The University may establish Foundations that serve as BU.
- (2)The principles, foundation, functions, objectives, and rules of a Foundation, including the appointment of its Advisors, Executives, and Supervisors, shall be subject to further provision by the Articles of Association of the Foundation in question.
- (3)Each Faculty may establish one Foundation in compliance with applicable laws and regulations.

## **Part Eight The Internal Audit Unit**

### **Article 90 Organization**

- (1)The Internal Audit Unit, hereinafter the IAU, shall be established by the Rector and shall be directly accountable to the Rector.
- (2)The IAU shall be composed of a team for financial and tangible-and-intangible-assets audits and other teams for other audit objects deemed necessary.
- (3)Further provision concerning the IAU shall be stipulated by a Rector Directive.

### **Article 91 Scope of Work**

- (1) The IAU shall secure the University's assets and enhance the University's performance.
- (2) The IAU shall independently audit the management of the University.
- (3) The IAU shall render its audit reports and recommendations to the Rector.

## **Part Nine The Campus Security Unit**

### **Article 92 Organization**

- (1) Subject to the approval of the BoT, the Rector may establish or dissolve the Campus Security Unit, hereinafter CSU.
- (2) Procedures concerning the establishment and dissolution of CSU, including its organizational structure, as provided for under Section (1), shall be subject to further provision by a BoT Decree based on the recommendations of the Rector.
- (3) CSU shall be constituted by:
  - a. the Commandant;
  - b. the Deputy Commandant;
  - c. members;

- d. Administrative Units;
- e. other units deemed necessary.
- (4) The Commandant shall be directly accountable to the Rector.
- (5) The establishment of other units referred to in Section (3) Letter (e) shall be subject to further provision by the Rector based on the recommendations of the Commandant.

**Article 93**  
**Scope of Work**

- (1) The function of CSU shall be securing the campus.
- (2) CSU shall secure the campus in a responsible manner.
- (3) CSU shall periodically render reports concerning the performance of its duties to the Rector.
- (4) Further details concerning functions, duties, and obligations of CSU shall be subject to further provision by the Rector.

**CHAPTER XVI**  
**FINANCE**

**Article 94**  
**Revenue Management**

- (1) Revenues shall be funds received by the University from its services and from investments made by means of its resources.
- (2) All revenues of the University's organs and units shall be entered in the books as revenues of the University in compliance with the Accounting and Financial System of the University.
- (3) All the University's organs and units shall render reports concerning their revenues to the Executive Board.
- (4) Procedures concerning the reports referred to in Section (3) shall be stipulated by the Rector.
- (5) Subject to the approval of the BoT, the allocation of funds to the University's organs and units shall be stipulated by the Rector.
- (6) Revenues planning shall be stipulated in the Annual Activities and Budgetary Plan, hereinafter the AABP, in compliance with the Budgetary System of the University.

**Article 95**  
**Expenditure and Investment Management**

- (1) Expenditures shall be expenses made for operational activities and for procurement of long-term assets.
- (2) Investment shall be funds invested as capital participation.
- (3) Expenditures and investment planning shall be stipulated in the AABP in compliance with the Budgetary System of the University.
- (4) Expenditures and investments made shall be entered in the books and reported in compliance with the Accounting and Financial System of the University.
- (5) Changes concerning the amount and number of expenditures and investments shall be proposed through the University's budget revision on, at the latest, August 31 of the fiscal year.

**Article 96**  
**Asset Management**

- (1) The University's assets shall be all assets of the University, either tangible or intangible, that can be valued in terms of a currency unit at a certain time and that are of use and advantage in the future.
- (2) All assets wielded by or placed under the custody of or placed at the disposal of the University's organs and units shall belong to the University.
- (3) The Executive Board shall be vested with the authority to manage the University's assets, which shall involve procuring, using, writing off, and transfer of rights, in compliance with applicable laws and regulations.
- (4) The Executive Board may delegate its authority with respect to the management of assets referred to in Section (2) to the executives of the respective organs and units of the University.
- (5) Each organ and unit of the University shall conduct bookkeeping with respect to assets wielded by or placed under the custody of or placed at the disposal of it in compliance with the Accounting and Financial System stipulated by the Rector.

### **Article 97**

#### Management of Funds from the Government

- (1) The management of funds from the government shall be integrated with the management of funds not deriving from the government.
- (2) In addition to compliance with the provision of Section (1), the management of funds from the government shall be in compliance with applicable laws and regulations.

### **Article 98**

#### **Loans**

- (1) Loans or credits shall be funds received from parties outside of the University that entail the obligation that the University returns the said funds either with or without interest.
- (2) The University's business units that have established themselves as legal entities separated from the one of the University may receive loans in compliance with applicable laws and regulations.

### **Article 99**

#### **Grants**

- (1) Grants shall be funds received from parties outside of the University that entail no obligation on the part of the University.
- (2) Subject to the approval of the BoT, the Rector may receive grants.
- (3) Conditional grants may only be received on the basis that such grants are intended for certain purposes of and / or certain beneficiaries inside the University.

### **Article 100**

#### **Financial Report**

- (1) The Rector shall draw up the University's financial report in accordance with the prevailing standards of accounting.
- (2) The University's financial report referred to in Section (1) shall provide financial information of both the University and the University's investments, including the amount invested and its outcomes, at other organs / units / organizations.
- (3) The University's financial report shall be subject to the approval of the BoT before publication.

### **Article 101**

## **Financial Planning**

- (1) The University's Planning shall be composed of the Strategic Plan, or Middle Term Activities Plan, or AABP.
- (2) The University's Planning shall be drawn up by the Executive Board based on the General Policy of the University stipulated by the BoT.
- (3) The Strategic Plan shall be drawn up to take effect for 5 (five) years, beginning from the time the Rector is appointed.
- (4) The University's Strategic Plan shall serve as the basis for drawing up all other strategic plans and activity plans of all organs and units of the University.
- (5) The revenues and expenditures plans of all organs and units of the University shall be included in the AABP in accordance with the Budgetary System of the University, at the latest, 3 (three) months prior to the beginning of the next fiscal year.
- (6) AABP, as the elaboration of the Strategic Plan, shall be drawn up by the Rector and rendered to the BoT in order to be approved, at the latest, 2 (two) months prior to the end of the fiscal year.

## **CHAPTER XVII THE CAMPUS MASTER PLAN**

### **Article 102**

- (1)The CMP shall serve as the basis for the execution and implementation of the Executive Board's responsibility in maintaining and improving the quality of the physical environment in order that it is more efficient, functional, and comfortable for the purpose of achieving the objectives and missions of the University, which shall involve land use, proper and harmonious integration of buildings and the open space, sound and adequate service network and equipments, and a safe and accessible transportation system and pedestrian facility.
- (2)The CMP shall be drawn up in an instrument of imperative nature so as to materialize an orderly campus environment and university community inside the University.
- (3)The CMP shall be subject to review once in 10 (ten) years in order to satisfy the need of adjusting it to the latest developments; such revision shall be based on the results of the best scientific studies available at the time the review is conducted.

## **CHAPTER XVIII STAFFING AND EMPLOYMENT**

### **Article 103 General**

- (1) The University's staff shall be composed of civil servants and temporary employees.
- (2) Subject to the approval of the BoT, procedures concerning recruitment, career system, and the rights and obligations of the University's staff members shall be stipulated by the Rector.
- (3) The stipulation referred to in Section (2) shall be made in compliance with prevailing laws and regulations and shall take effect, at the latest, as of December 26, 2010.

### **Article 104 Employee Association**

- (1) In order to enhance the *esprit de corps*, talents and hobbies, and prosperity and well-being of the University's staff members, an employee association, named *Korps Pegawai Universitas Gadjah Mada*, hereinafter KorpAGAMA, is established.
- (2) KorpAGAMA shall be established by the University's staff members, from the University's staff members, and for the University's staff members.
- (3) KorpAGAMA shall be an organization for the University's staff members:
  - (1) to express and share their aspirations and to enhance their talents and hobbies;
  - (2) to enhance their prosperity and well-being;
  - (3) to enhance their dedication to the University.
- (4) The principles, foundation, functions, objectives, and rules of KorpAGAMA shall be subject to further provision by the Articles of Association and the By-Laws of KorpAGAMA.
- (5) The Articles of Association and the By-Laws of KorpAGAMA referred to in Section (4) shall be stipulated by the Rector upon the approval of the BoT.
- (6) Amendments of the Articles of Association and the By-Laws of KorpAGAMA shall be stipulated by the Member Convention.

## **CHAPTER XIX STUDENT AND ALUMNI AFFAIRS**

### **Part One Student Affairs**

#### **Article 105 Enrollment**

- (1) In order to be enrolled as a student at the University, one shall hold a qualifying certificate as stipulated by the University.
- (2) Procedures and eligibility concerning enrollment shall be subject to further provision by the Rector based on the deliberations of the AS.

#### **Article 106 Foreign Students**

- (1) Foreign citizens may be enrolled as students at the University.
- (2) In order to be enrolled as a student at the University, a foreign citizen shall satisfy criteria and requirements as follows:
  - a. satisfies academic and administrative requirements as provided by applicable laws and regulations;
  - b. enrolled as a student at the University by means of a Rector Directive;
  - c. possesses financial resources sufficient to ensure his education at the University.

#### **Article 107 Students' Rights and Obligations**

- (1) A student shall be entitled to:
  - a. receiving education and academic services;
  - b. receiving counseling and supervision from his academic counselor for the purpose of the completion of his study;
  - c. making use of academic freedom in a responsible manner for the purpose of academic and intellectual advancement pursuant to the ethics and order of an academic environment;
  - d. facilities with respect to the conduciveness of his learning process;

- e.informational service pertaining to his Study Program;
- f.in compliance with applicable laws and regulations, completion of study earlier than scheduled;
- g.in compliance with applicable laws and regulations, the University's resources through student organizations in order to manage talents, interests, and hobbies as well as community order;
- h.in compliance with applicable laws and regulations, moving or transferring to other higher education institutions or other Study Programs;
- i.participation in student organizations;
- j.for disabled students, special treatment and services in accordance with the University's capacity;
- k.active participation in the implementation of study process quality assurance;
- l.receiving and making use of an academic degree in accordance with the level of education attended and completed at the University.

(2) A student shall be obliged to:

- a. comply with the prevailing regulations of the University;
- b. partake in the maintenance of facilities and in maintaining the campus' order, security, cleanliness, and beauty;
- c. partake in financing educational services provided by the University;
- d. appreciate science, technology, and / or the arts;
- e. uphold and preserve the University's reputation and honor;
- f. uphold national culture;
- g. study actively and keep evaluating himself based on the target and standard of competence stipulated by the curriculum of his Study Program;
- h. uphold and comply with the student code of ethics stipulated by the University.

### **Article 108 Student Organizations**

- (1) In order to enhance students' leadership, analytical and intellectual capacity, interests / talents, and hobbies, student organizations are indispensable.
- (2) The management of student organizations shall be based on the principle of "by the students, from the students, and for the students".
- (3) Student organizations are established at University, Faculty, and Department / Division levels, and shall receive supervision from the Executive Board, Faculty Executive Boards, and Heads and Secretaries of Departments / Divisions.
- (4) Further details concerning each student organization and its activities shall be stipulated by means of mutual consent among students and shall not conflict with prevailing laws and regulations.
- (5) Student organizations shall be organizations for students:
  - a. to express and share their aspirations, to have their aspirations represented, and to organize student activities;
  - b. to explore and develop their potentials and personality as future scientists, intellectuals, and members of the academic community;
  - c. to explore and develop their skills, management capacity, and leadership;
  - d. to develop themselves as national cadres capable of undertaking the responsibility for the sustainability of national development;
  - e. to explore and develop science and technology based on religious, academic, ethical, and moral norms as well as national vision and conception.
- (6)The executive boards of student organizations shall be subject to the following provisions:

- a. The executive boards of student organizations at each level shall at least be constituted by the Chairman, a Secretary, a Treasurer, and members;
- b. The executive boards of student organizations shall serve for a term of 1 (one) year;
- c. Members of the executive boards of student organizations shall be appointed by means of elections; procedures concerning such elections shall be stipulated by students.

(7) Members of student organizations shall be enrolled and registered students who are still active in academic activities.

## **Part Two Alumni Affairs**

### **Article 109 Alumni Database**

(1) Each Faculty and the Graduate School shall maintain an alumni database.

(2) The alumni database referred to in Section (1) shall be updated periodically, at least once in a year.

### **Article 110 Alumni Organization**

(1) The University's alumni organization, the *Keluarga Alumni Universitas Gadjah Mada* (abbreviated to KAGAMA), shall maintain and enhance relationships and networks among alumni as well as between the University and alumni; the central office of KAGAMA shall be located at Yogyakarta.

(2) The establishment, management, and dissolution of the University's alumni organization shall be subject to further provision by the Articles of Association and the By-Laws of KAGAMA.

## **Chapter XX Code of Ethics**

### **Article 111**

(1) The Code of Ethics of the University shall be a set of values and norms that bind the whole management of the University.

(2) The Code of Ethics of the University shall apply to all matters pertaining to the University, encompassing academic, employee, and student affairs.

(3) The Code of Ethics of the University applies to all staff members and students of the University.

(4) The Code of Ethics of the University shall be an inherent part of these By-Laws.

(5) The Code of Ethics of the University shall be stipulated, at the latest, 2 (two) months after the stipulation of these By-Laws.

(6) The Code of Ethics of the University may be subject to review on the basis of necessity and development of situation.

## **CHAPTER XXI INTELLECTUAL PROPERTY RIGHTS**

## **Article 112**

- (1)The University shall arrange for and assist in the procurement of Intellectual Property Rights for teaching staff members, technicians, or other staff members of the University who, either individually or as a group, have invented something novel and original.
- (2)Provisions concerning to whom the Intellectual Property Rights belong shall be made in cooperation contracts or agreements signed in the knowledge of the Rector.
- (3)The cooperation contracts or agreements provided for under Section (2) shall also establish provisions concerning the distribution of royalties.

## **CHAPTER XXII DOCUMENTS OF THE UNIVERSITY**

### **Article 113**

- (1)The documents of the University shall include academic documents, administrative documents, student and alumni documents, and other documents important to the development of the University; such documents shall be maintained by and preserved at the Archives of the University.
- (2)Academic documents shall be documents concerning academic records and development of students.
- (3)Administrative documents shall be documents concerning resources of the University, which include the University's staff members, facilities, and financial resources.
- (4)Student and alumni documents shall be documents concerning student activities of extracurricular nature and alumni database.
- (5)The validity period of academic documents shall be for ever.
- (6)The validity period of administrative documents shall be a certain period of time, 30 (thirty) years at the maximum.
- (7)The validity period of student and alumni documents shall be for ever.
- (8)Academic papers shall be maintained by and preserved at the Library.
- (9)Subject to their nature and necessities, documents of the University may take the form of printed materials or recordings.

## **CHAPTER XXIII CEREMONIES OF THE UNIVERSITY**

### **Article 114**

- (1)The Ceremonies of the University shall be the University's official functions to which members of the campus community and the general public are invited.
- (2)The Ceremonies of the University shall include:
  - a. inauguration of new students;
  - b. commencement of diploma, undergraduate, and postgraduate students;
  - c. conferment of the *Doctor Honoris Causa* degree;
  - d. conferment of professorship;
  - e. conferment of other honors conferred by the University;
  - f. the Anniversary Ceremony of the University.
- (3)In addition to the Ceremonies of the University referred to in Section (2), Faculties may hold Faculty Ceremonies under the provisions of the respective Faculties.
- (4)A *Pedel* shall serve as the Master of Ceremony of a Ceremony of the University.
- (5)Save for the conferment of professorship, the Rector shall officiate at the Ceremonies of the University.
- (6)The Chair of the CoP shall officiate at a conferment of professorship.

(7)Members of the AS and the Executive Board, the Deans, and professors shall be robed in the University Toga and shall be seated at a special place.

(8)The proceedings of the Ceremonies of the University shall be determined by the Executive Board.

## **CHAPTER XXIV PROHIBITIONS AND SANCTIONS**

### **Article 115 Prohibition against Concurrent Offices**

(1)Save under written permission from the Rector, office bearers of all organs of the University may not concurrently hold offices as follows:

- a.members of the Executive Board or bearers of other structural offices at either the University or other education institutions;
- b.executives at business entities, either those owned by the University or not owned by the University;
- c.other structural offices at national or local governmental institutions or agencies;
- d.any other offices that may incur conflicts of interests between the University's and those offices'.

(2)The prohibition against concurrent offices provided by Section (1) shall not apply to members of the BoT representing the public.

### **Article 116 Sanctions**

(1)All staff members of the University may be subject to disciplinary sanctions, the maximum of which shall be dismissal and / or dishonorable discharge from office, for intentionally:

- a.leaking the University's information and data of confidential nature;
- b.changing academic data;
- c.committing fraud in student enrollment.

(2)All teaching staff members of the University may be subject to disciplinary sanctions, the maximum of which shall be dismissal and / or dishonorable discharge from office, for intentionally:

- a. not performing their duties and obligations undertaken upon receiving appointment;
- b. violating the Code of Ethics of the University.

## **CHAPTER XXV AMENDMENT OF THE BY-LAWS**

### **Article 117**

(1)The AS, CoP, and / or Executive Board may propose amendment of these By-Laws to the BoT.

(2)Amendment of these By-Laws as provided for under Section (1) shall be stipulated by means of a BoT Decree and shall be approved by a minimum of 2/3 (two-thirds) of BoT members.

## **CHAPTER XXVI TRANSITIONAL PROVISIONS**

### **Article 118**

At the time these By-Laws take effect, all organs, units, organizations, and other regulations of the University shall remain in effect, insofar as they do not conflict and have not been amended with these By-Laws.

**CHAPTER XXVII  
CLOSING PROVISIONS**

**Article 119**

(1) Except as otherwise provided, management of the University shall be based on these By-Laws, at the latest, 1 (one) year after these By-Laws take effect.

(2) These By-Laws shall start to take effect on the day they are enacted.

**Stipulated in Yogyakarta,  
on this 18<sup>th</sup> Day of October 2003**

**The Board of Trustees,**

**(signed)**

**Prof. Dr. Koesnadi Hardjosoemantri, S.H., M.L.  
Chair**