

COPY

REGULATION OF MINISTER OF RESEARCH, TECHNOLOGY AND HIGHER
EDUCATION OF
THE REPUBLIC OF INDONESIA

NUMBER 10 OF 2015
CONCERNING
ORGANIZATION AND WORK PROCEDURES OF UNIVERSITAS NEGERI PADANG
WITH THE GRACE OF GOD ALMIGHTY

THE MINISTER OF RESEARCH, TECHNOLOGY, AND EDUCATION

,

Considering

- a. that in the framework of improving the performance of Universitas Negeri Padang to carry out services and deliver education, research, and community service, it is necessary to organize the organization and work procedures of Universitas Negeri Padang;
- b. that based on the considerations referred to in letter a, it is necessary to stipulate a Regulation of the Minister of Education and Culture concerning Universitas Negeri Padang Organization and Administration;

Recalling :

1. Law Number 20 of 2003 concerning the National Education System (State Gazette of the Republic of Indonesia of 2003 Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 4301);
2. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);
3. Government Regulation Number 4 of 2014 concerning Organization of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to State Gazette of the Republic of Indonesia Number 5500);
4. Presidential Regulation of the Republic of Indonesia Number 7 of 2015 concerning Organization of State Ministries (State Gazette of 2015 Number 8);

5. Presidential Regulation of the Republic of Indonesia Number 13 of 2015 concerning Structuring of Duties and Functions of the Kabinet Kerja (the cabinet of President of Joko Widodo) (State Gazette of 2014 Number 339);
6. Presidential Decree of the Republic of Indonesia Number 121 / P of 2014 concerning the Establishment of Ministries and the Appointment of the Kabinet Kerja (the cabinet of President of Joko Widodo) Ministers for the Period of 2014-2019;

Taking into account: Letter of the Minister of Administrative Reform and Bureaucratic Reform Number B-1380 / M.PAN-RB / 04/2015 dated April 17, 2015;

HAS DECIDED:

ENACTING: REGULATION OF THE MINISTER OF RESEARCH, TECHNOLOGY AND HIGHER EDUCATION ON ORGANIZATION AND WORKING PROCEDURES OF UNIVERSITAS NEGERI PADANG.

CHAPTER I POSITION, DUTIES, AND FUNCTIONS

Article 1

- (1) Universitas Negeri Padang hereinafter referred to in this Ministerial Regulation as UNP, is a university organized by the Ministry of Research, Technology, and Higher Education.
- (2) UNP, as referred to in verse (1), is under and responsible to the Minister of Research, Technology and Higher Education and is functionally fostered by the Director-General of the Institute for Science, Technology and Higher Education.

Article 2

UNP has the task of providing academic education and can provide vocational education in various scientific or technology clusters. If it meets the requirements, it can organize professional education.

CHAPTER II ORGANIZATIONAL STRUCTURE

Part One General

Article 3

UNP has organs consisting of the

- a. Senate;
- b. Rector;
- c. Internal Control Unit; and
- d. Advisory Council.

Part Two

Senate

Article 4

- (1) As referred to in Article 3 letter a, Senate is an organ that determines and considers academic policy implementation.
- (2) Further Conditions regarding the Senate, referred to in verse (1), shall be regulated in the UNP Statute.

Part Three

Rector

Article 5

- (1) Rector, referred to in Article 3 letter b, carries out determining non-academic policies and managing UNP.
- (2) The Rector, as referred to in paragraph (1), is led by the Rector.

Article 6

Rector as a managing organ consists of the

- a. Rector and the Vice-Rector;
- b. Bureau;
- c. Faculty and Postgraduate;
- d. Institution; and
- e. the Technical Implementing Unit.

Paragraph One

Rector and Vice-Rector

Article 7

As referred to in Article 6 letter a, the Rector has the task of leading the implementation of education, research, and community service and fostering educators, staff, students, and their relationship with the environment.

Article 8

In carrying out the tasks referred to in Article 7, the Rector carries out functions:

- a. implementing and developing higher education;
- b. researching the framework of developing Science and Technology;
- c. implementing community service;
- d. teaching the academic community and its relationship with the environment; and
- e. serving administrative services.

Second paragraph

Vice-Rector

Article 9

- (1) Vice-Rector, as referred to in Article 6 letter a, is under and responsible to the Rector.
- (2) The Vice-Rector consists of:
 - a. Vice-Rector for Academic Affairs;
 - b. Vice-Rector for Planning, General Affairs, and Finance;
 - c. Vice-Rector for Student and Alumni Affairs; and
 - d. Vice-Rector for Cooperation and Information Systems.
- (3) Vice-Rector for Academic Affairs has the task of assisting the Rector in leading the implementation of education, research, and community service.
- (4) Vice-Rector for Planning, General Affairs, and Finance has the task of assisting the Rector in leading the implementation of planning, general administration, finance, and staff activities.
- (5) Vice-Rector for Student and Alumni Affairs has the task of assisting the Rector in leading the implementation of student development activities, alumni, and student welfare services.

- (6) Vice-Rector for Cooperation and Information Systems has the task of assisting the Rector in leading the implementation of activities in cooperation and management of information and communication technology.

Third paragraph

Bureau

Article 10

- (1) As referred to in Article 6 letter b, Bureau is the administrative executing element of UNP that provides technical and administrative services to all aspects in the UNP environment.
- (2) The Bureau is led by a Head who is responsible to the Rector.
- (3) In carrying out daily tasks, the Bureau is coordinated by the vice-Rector according to his / her work field.

Article 11

The Bureau consists of:

- a. Bureau of Academic and Student Affairs;
- b. Bureau of General Affairs and Finance; and
- c. Bureau of Planning, Administration of Cooperation and Public Relations.

Article 12

The Academic and Student Affairs Bureau, as referred to in Article 11 letter a has the task of carrying out services in the academic field and fostering student and alumni affairs.

Article 13

In carrying out the tasks referred to in Article 12, the Bureau of Academic and Student Affairs carries out functions:

- a. Implementing education, research, and community service;
- b. Evaluating education, research, and community service;

- c. Doing students' registration and statistics;
- d. developing students' interests, talents, and welfare; and
- e. carrying out the compilation of alumni data and statistics as well as other alumni affairs.

Article 14

Academic and Student Affairs Bureau consists of:

- a. Academic Section;
- b. Student Affairs Section; and
- c. functional position groups.

Article 15

As referred to in Article 14 letter a, the Academic Section has the task of providing services and evaluating education, research and community service, and student registration and statistics.

Article 16

In carrying out the tasks referred to in Article 15, the Academic Division carries out functions to

- a. provide education, research, and community service;
- b. evaluate educational, research, and community service activities;
- c. do student registration and statistics; and
- d. manage educational facilities.

Article 17

Academic Section consists of:

- a. Education and Evaluation Subdivision; and
- b. Registration and Statistics Subdivision.

Article 18

- (1) The Education and Evaluation Subdivision has the task of providing services and evaluating the implementation of education, research, community service, and the preparation of needs and arrangements for educational facilities.
- (2) The Subdivision of Registration and Statistics has the task of administering new student

admissions, registering, processing data, and compiling student statistics.

Article 19

As referred to in Article 14 letter b, the Student Affairs Division has the task of carrying out services for fostering student interests, talents and welfare, and compiling data and statistics on alumni and other alumni affairs.

Article 20

In carrying out the tasks referred to in Article 19, the Student Affairs Division carries out the following functions

- a. services for fostering student interests, talents, and reasoning;
- b. services for taking care of student activity administration;
- c. services regarding student welfare;
- d. the compilation of alumni data and statistics as well as other alumni affairs; and
- e. implementation of student development information services.

Article 21

Student Affairs Section consists of:

- a. Subdivision of Student Interests, Talents, Reasoning, and Information; and
- b. Student and Alumni Welfare Subdivision.

Article 22

- (1) The Subdivision of Student Interests, Talents, Reasoning, and Information provides services for developing student interests, talents, and reasoning and administering student activities and information on student development.
- (2) The Student and Alumni Welfare Subdivision has the task of carrying out the administration of student activities, student services welfare, and managing student journals, compiling and processing data, and compiling alumni statistics and facilitation of alumni.

Article 23

As referred to in Article 11 letter b, The Bureau of General and Finance has the task of carrying out financial, staff, administrative, domestic, legal, administrative, and management affairs of state property.

Article 24

In carrying out the tasks referred to in Article 23, The Bureau of General and Finance carries out functions:

- a. implementation of financial and accounting affairs;
- b. implementation of staff affairs;
- c. implementation of legal affairs;
- d. implementation of management affairs;
- e. implementation of household affairs;
- f. implementing the management of state property; and
- g. implementation of administrative affairs.

Article 25

The Bureau of General and Finance consists of:

- a. Finance Division;
- b. Staff Division;
- c. General, Legal and State Property Division; and
- d. functional position groups.

Article 26

As referred to in Article 25 letter a, the Finance Division has to carry out financial management and accounting.

Article 27

In carrying out the tasks referred to in Article 26, the Finance Division carries out functions:

- a. budget execution;
- b. implementation of treasury affairs; and
- c. implementation of accounting and financial reporting affairs.

Article 28

The Finance Division consists of:

- a. Subdivision of Non-Tax State Revenue Budget;
- b. Subdivision of Non-Tax Revenue Budget; and
- c. Subdivision of Accounting and Reporting.

Article 29

- (1) Subdivision of the Non- Tax State Revenue Budget has the task of carrying out financing, revenue, storage, payment, and accountability of the non-tax state non-revenue budget.
- (2) Subdivision of Non-Tax Revenue Budget has the task to conduct the affairs of the financing, receipt, storage, payment, and budgetary accountability of non-tax revenue.
- (3) Subdivision of Accounting and Reporting has the task of accounting and financial reporting matters.

Article 30

As referred to in Article 25 letter b, the Staff Division has the task of carrying out staff management in the UNP environment.

Article 31

In carrying out the tasks referred to in Article 30, the Staff Division carries out the following functions:

- a. Compiling formations and plans for the development of educators and academic staff;
- b. Organizing the procurement, appointment, rank, and other transfers;
- c. Organizing the development of educators and academic staff;
- d. implementing disciplinary matters and dismissing educators and academic staff; and
- e. Organizing staff administration.

Article 32

The Staff Section consists of:

- a. Sub Division of Educators; and
- b. Sub Division of Staff.

Article 33

- (1) The Educator Subdivision has the task of carrying out the formation and development plans and the procurement, appointment, transfer, development, discipline, dismissal, and administration of teaching staff and academic support staff.
- (2) The Subdivision of Education Staff has the task of carrying out formations and plans for development and procurement, appointment, transfer, development, discipline, dismissal, and administrative staffing of academic staff.

Article 34

The General, Legal, and State Property Section, as referred to in Article 25 letter c, has the task of carrying out legal affairs, administration, management of state property, administration, protocol, and household affairs.

Article 35

In carrying out the tasks referred to in Article 34, the General, Legal, and State Property Division carries out functions:

- a. preparation of legislation and legal services;
- b. implementation of organizational affairs and management;
- c. implementing the management of state property;
- d. implementation of administrative affairs;
- e. implementation of protocol affairs; and the
- f. implementation of household affairs.

Article 36

General, Legal, and State Property consists of:

- a. Law and Administration Subdivision;
- b. State Property Subdivision.
- c. Administration Subdivision; and

d. Household Subdivision.

Article 37

- (1) The Subdivision of Law and Administration has the task of carrying out matters of drafting laws and regulations, legal services, organization, and management.
- (2) The State Property Subdivision has the task of planning needs, procurement, storage, distribution, inventory, and state property elimination.
- (3) The Administrative Subdivision has to carry out correspondence, archiving, documentation, protocol affairs, and management services.
- (4) The Household Subdivision has the task of carrying out household affairs.

Article 38

The Bureau of Planning, Administration of Cooperation, and Public Relations, as referred to in Article 11 letter c, has the task of carrying out planning, cooperation development, and public relations affairs.

Article 39

In carrying out the tasks referred to in Article 38, The Bureau of Planning, Administration of Cooperation, and Public Relations shall carry out functions:

- a. implementation of the preparation of plans, programs, and budgets;
- b. administration of domestic and foreign cooperation activities;
- c. coordination and implementation of domestic cooperation programs;
- d. implementation of information services and public relations; and
- e. monitoring and evaluating the implementation of plans, programs, and budgets.

Article 40

The Bureau of Planning, Administration of Cooperation, and Public Relations consists of:

- a. Planning Division;
- b. Cooperation and Public Relations Administration Division; and
- c. functional position groups.

Article 41

As referred to in Article 40 letter a, the Planning Division has the task of carrying out the preparation of plans, programs, and budgets and evaluating and compiling reports.

Article 42

In carrying out the tasks referred to in Article 41, the Planning Division carries out functions:

- a. preparation of UNP development plans;
- b. programming and budgeting;
- c. monitoring and evaluation of the implementation of plans, programs, and budgets; and
- d. preparation of reports on the implementation of plans, programs, and budgets.

Article 43

The Planning Division consists of:

- a. Planning and Budgeting Subdivision; and
- b. Program Implementation Evaluation Subdivision.

Article 44

- (1) The Planning and Budgeting Subdivision is responsible for preparing UNP development plans and materials for plans, programs, and budgets.
- (2) The Subdivision of Program Implementation Evaluation is responsible for monitoring, evaluating, and preparing reports on implementing plans, programs, and budgets.

Article 45

As referred to in Article 40 letter b, the Division of administration Cooperation and Public Relations has the task of carrying out the development of cooperation activities and providing information, publication, and public relations services.

Article 46

In carrying out the tasks referred to in Article 45, the Division of administration Cooperation and Public Relations carries out functions:

- a. implementation of domestic cooperation activities;

- b. coordination of the implementation of domestic cooperation activities;
- c. carrying out the administration of domestic and foreign cooperation activities;
- d. providing information and documentation services;
- e. implementation of publication activities; and the
- f. implementation of public relations affairs.

Article 47

The Cooperation and Public Relations consists of:

- a. Cooperation Administration Subdivision; and
- b. Public Relations Subdivision.

Article 48

- (1) The Cooperation Administration Subdivision has the task of administering domestic and foreign cooperation activities and coordinating and implementing domestic cooperation.
- (2) The Public Relations Subdivision has the task of collecting, processing, presenting, providing information and documentation services, and preparing publication materials, covering UNP activities and public relations.

Article 49

- (1) The functional position group referred to in Article 14 letter c, Article 25 letter d, and Article 40 letter c consists of several functional staff.
- (2) The number of functional positions is determined according to needs and workload.
- (3) Types and levels of functional positions are regulated under statute Conditions.

Paragraph Four

Faculties and Postgraduate

Articles 50

Faculties and Postgraduate Schools referred to in Article 6 letter “c” are the academic executing elements under and responsible to the Rector.

Article 51

faculty consists of the

- a. Faculty of Mathematics and Natural Sciences;
- b. Faculty of Engineering;
- c. Faculty of Sport Science;
- d. Faculty of Science Education;
- e. Faculty of Language and Art;
- f. Faculty of Social Science;
- g. Faculty of Economics; and
- h. Faculty of Tourism and Hospitality.

Article 52

Faculties organize and manage academic, vocational, or professional education in a single science and technology cluster.

Article 53

In carrying out the tasks referred to in Article 52, the Faculty carries out functions:

- a. implementation and development of education within the Faculty;
- b. researching the development of Science and Technology;
- c. implementation of community service;
- d. implementation of coaching for the academic community; and
- e. implementation of administrative affairs.

Article 54

faculty consists of:

- a. Dean and Vice-Dean;
- b. Faculty Senate;
- c. Administration Section;
- d. Department; and
- e. Laboratory / Workshop / Studio.

Article 55

- (1) The faculty is headed by a Dean.
- (2) The Dean is assisted by 3 (three) Vice-Deans.
- (3) Vice-Dean is under and responsible to the Dean.

Article 56

Vice-Dean, as referred to in Article 54 letter a consists of:

- a. Vice-Dean for Academic Affairs;
- b. Vice-Dean for Planning, General Affairs and Finance; and
- c. Vice-Dean for Student and Alumni Affairs.

Article 57

- (1) Vice-Dean for Academic Affairs has the task of assisting the Dean in leading the implementation of education, research, community service, and cooperation.
- (2) Vice-Dean for Planning, General Affairs, and Finance has the task of assisting the Dean in leading the implementation of planning, finance, general administration, and information systems.
- (3) Vice-Dean for Student and Alumni Affairs has the task of assisting the Dean in leading the implementation of student and alumni affairs activities.

Article 58

- (1) The Faculty Senate, as referred to in Article 54 letter b, has the task of providing consideration and supervision to the Dean in academic implementation within the faculty.
- (2) Further Conditions regarding the Faculty Senate are regulated in the Rector's Regulation.

Article 59

- (1) As referred to in Article 54 letter c, the Administration Section is an administrative service unit within the Faculty.
- (2) The Administration Section is led by a Head who is responsible to the Dean.

Article 60

Administration carries out planning, financial, academic, student affairs, staffing, management, administration, household affairs, state property, and reporting within the Faculty.

Article 61

In carrying out the tasks referred to in Article 60, the Administrative Section carries out functions:

- a. executing the affairs of the preparation of plans, programs, and budgets;
- b. implementing education, research, and affairs community service within the Faculty;
- c. implementation of student and alumni affairs within the Faculty;
- d. implementation of financial affairs within the Faculty;
- e. implementation of management and staffing affairs within the Faculty;
- f. the implementation of administrative affairs, household affairs, and state property within the Faculty;
- g. implementation of faculty data management; and
- h. implementation of faculty evaluation and reporting.

Article 62

The Administration Section consists of:

- a. Academic and Student Affairs Subdivision;
- b. Subdivision of Planning, Finance, and Human Resources; and
- c. Subdivision of General and State Property.

Article 63

- (1) The Academic and Student Affairs Subdivision has the task of carrying out matters of

education, research, community service, and student and alumni administration.

- (2) The Subdivision of Planning, Finance, and Staff has the task of carrying out planning, program and faculty budgeting, data management and information services, evaluation and reporting, financial affairs, management, and staffing.
- (3) The General and State Property Subdivision must carry out administrative, household, and state property management affairs.

Article 64

- (1) As referred to in Article 54 letter d, the department collects resources to support study programs in 1 (one) group of Science and Technology disciplines.
- (2) The Department is led by a Head of the Department who reports to the Dean.
- (3) A Department Secretary assists the Head of the Department in carrying out his duties.
- (4) The Head and Secretary of the Department are appointed and dismissed by the Rector.

Article 65

Departments carry out academic, vocational, or professional education in 1 (one) cluster of science and technology disciplines and managing study program supporting resources.

Article 66

The department consists of the

- a. head of the department;
- b. Secretary of the Department;
- c. Study program; and
- d. Lecturer functional position group.

Article 67

- (1) The study program referred to in Article 66 letter c is a unit of educational and learning activities with a particular curriculum and learning methods in one type of academic education, professional education, or vocational education.
- (2) In implementing the study program, the Rector can appoint a lecturer as the coordinator.

Article 68

- (1) Lecturers' functional group referred to in Article 66 letter d is a group of professional educators and scientists with the main task of transforming, developing, and disseminating Science and Technology through education, research, and community service.
- (2) Lecturers are responsible to the Dean through the Head of the Department.
- (3) Lecturer functional position groups are defined according to their needs and workload.
- (4) Types and levels of functional lecturers' positions are regulated based on statute regulations.

Article 69

- (1) Laboratory/workshop/studio referred to in Article 54 letter e is a supporting device for implementing education within the Faculty.
- (2) The Laboratory / Workshop / Studio is led by an operational staff whose expertise has met the Science and Technology branch requirements.
- (3) (2) The operational staff, referred to in paragraph (2), shall be responsible to the Dean.

Article 70

Laboratory/workshop/studio has the task of carrying out activities in the branch of Science and Technology to support the implementation of educational, research, and community service tasks within the Faculty.

Article 71

- (1) Postgraduate carries out education for master programs and doctoral programs for multidisciplinary fields of science.
- (2) Postgraduate is led by a Director who reports to the Rector.

Article 72

Postgraduate consists of:

- a. Director and Vice-Director; and
- b. Administration Subdivision.

Article 73

- (1) The Postgraduate Director is assisted by 2 (two) Vice Directors.
- (2) Vice Director consists of:
 - a. Vice Director for Academic and Student Affairs; and
 - b. Vice Director for Planning, General Affairs, and Finance.
- (3) The Vice Director reports to the Postgraduate Director.

Article 74

- (1) Vice Director for Academic and Student Affairs is responsible for assisting the Director in leading the implementation of education, research, community service, student and alumni affairs, and cooperation in the Postgraduate environment.
- (2) Vice Director for Planning, General Affairs, and Finance has the task of assisting the Director in leading the implementation of planning, finance, general administration, information systems, human resources, and infrastructure.

Article 75

The Administrative Subdivision referred to in Article 72 letter b has the task of carrying out planning, financial, academic, student affairs, staffing, administration, household affairs, cooperation, information systems, and state property management in the Postgraduate environment.

Fifth Paragraph

Article 76

- (1) Institutions, as referred to in Article 6 letter d, are implementing academic elements under the Rector. They carry out some of the duties and functions in research, community service, learning development, and quality assurance.
- (2) The institution is led by a chairman who is responsible to the Rector.
- (3) An Institutional Secretary assists the Chairperson in carrying out his duties.

Article 77

Institutions consist of:

- a. Research and Community Service Institutions; and
- b. the Learning Development and Quality Assurance Institute.

Article 78

Institute for Research and Community Service, as referred to in Article 77 letter a, has the task of coordinating, implementing, monitoring, and evaluating research and community service activities.

Article 79

In carrying out the tasks referred to in Article 78, the Institute for Research and Community Service shall carry out the following functions: the

- a. preparation of plans, programs, and budgets of the Institution;
- b. implementation of pure and applied scientific research;
- c. implementation of community service;
- d. coordinating the implementation of research and community service activities;
- e. implementing the publication of the results of research and community service;
- f. implementing cooperation in the field of research and community service with universities or other institutions both domestically and abroad;
- g. monitoring and evaluation of the implementation of research and community service activities; and the
- h. implementation of the Institute's administrative affairs.

Article 80

Research and Community Service Institutions consist of:

- a. Chairman;
- b. Secretary;
- c. Center;
- d. Administration Division; and
- e. functional position groups.

Article 81

- (1) As referred to in Article 80 letter c, the Centre has the task of carrying out research/study and community service activities under its field.
- (2) In carrying out the activities as referred to in paragraph (1), the Rector may appoint lecturers / other functional staff as coordinators.
- (3) The establishment and closure of the Center are carried out by the Rector as needed.

Article 82

- (1) The Administration Division referred to in Article 80 letter d is an administrative service unit within the Institution.
- (2) The Administration Division is led by a Head responsible to the Institute for Research and Community Service Chairperson through the Institute Secretary.

Article 83

The Administrative Division has the task of carrying out planning, finance, staffing, management, administration, household, and state property management and compiling data and information on research and community service.

Article 84

In carrying out the tasks referred to in Article 83, the Administration Division carries out functions:

- a. implementation of the preparation of plans, programs, activities, and budgets;
- b. collecting and processing research and community service data;
- c. carrying out the affairs of documentation and publication of research results and community service;
- d. providing information services in the field of research and community service;
- e. the implementation of matters of obtaining intellectual property rights (HKI) as a result of the research; and the
- f. implementing financial affairs, staff affairs, management, administration, household

affairs, and state property within the Institution.

Article 85

Administrative Division consists of:

- a. Subdivision of Programs, Data and Information; and
- b. General Subdivision.

Article 86

- (1) The Subdivision of Programs, Data, and Information has the task of preparing plans, programs, activities, and budgets for research and community service, collection, processing, and services of research data and information and community service as well as matters of obtaining intellectual property rights (IPR) of the research result.
- (2) The General Subdivision has the task of carrying out financial, staffing, management, and management of state property, administration, and household affairs.

Article 87

The Learning Development and Quality Assurance Institute, referred to in Article 77 letter b, has the task of coordinating, implementing, monitoring, and evaluating activities to improve and develop learning and guarantee education quality.

Article 88

In carrying out the tasks referred to in Article 87, the Learning Development and Quality Assurance Institute carries out functions:

- a. preparation of the Agency's plans, programs, and budgets;
- b. implementation of improvement and development of learning;
- c. implementing the development of the education quality assurance system;
- d. coordinating the implementation of activities to enhance learning, develop learning, and guarantee the quality of education;
- e. monitoring and evaluation of improvement learning, learning development, and education quality assurance; and the
- f. implementation of the Institute's administrative affairs.

Article 89

The Learning Development and Quality Assurance Institute consists of:

- a. Chairman;
- b. Secretary;
- c. Center;
- d. Administration Section; and
- e. functional position groups.

Article 90

- (1) As referred to in Article 89 letter c, the Centre has the task of carrying out learning development and quality assurance activities following its field.
- (2) In carrying out the activities as referred to in paragraph (1), the Rector may appoint lecturers / other functional staff as coordinators.
- (3) The establishment and closure of the Center are carried out by the Rector as needed.

Article 91

- (1) The Administrative Section referred to in Article 89 letter d is an administrative service unit within the Institution.
- (2) The Administration Section is led by a Head responsible for the Learning Development and Quality Assurance Institute Chairperson through the Institute Secretary.

Article 92

The Administrative Section has the task of carrying out planning, financial, staffing, management, administration, household, and state property affairs and compiling data and information on learning development and quality assurance.

Article 93

In carrying out the tasks referred to in Article 92, the Administrative Division carries out functions:

- a. implementation of the preparation of program plans, activities, and budgets;

- b. collection and processing of learning development and quality assurance data;
- c. carrying out the affairs of documentation and publication of the results of learning development and quality assurance;
- d. providing information services in the field of learning development and quality assurance, and the
- e. implementation of financial, staffing, management, administration, household affairs, and state property management within the Institution.

Article 94

Administrative Division consists of:

- a. Subdivision of Programs, Data and Information; and
- b. General Subdivision.

Article 95

- (1) The Subdivision of Programs, Data, and Information prepare plans, programs, activities, and budgets, collect, process, and provide services for learning development and quality assurance data and information.
- (2) The General Subdivision carries out financial affairs, staffing, management, state property management, administration, and household affairs.

Article 96

- (1) The functional position group referred to in Article 80 letter e, and Article 89 letter e consists of several functional staff consisting of several lecturers or other functional staff.
- (2) The number of functional positions is determined according to needs and workload.
- (3) Types and levels of functional positions are regulated according to statute Conditions.

Sixth Paragraph

Technical Implementing Unit

Article 97

- (1) As referred to in Article 6 letter e hereinafter referred to as UPT, Technical Implementing Unit is an academic support element or UNP learning resource.
- (2) UPT is led by a Head and is responsible to the Rector.

- (3) The head of the UPT is appointed and dismissed by the Rector.

Article 98

UPT consists of:

- a. UPT Library;
- b. UPT Information and Communication Technology Development;
- c. UPT Language;
- d. UPT Counseling Services and Guidance;
- e. UPT International Services; and
- f. UPT Career and Entrepreneurship Development.

Article 99

- (1) UPT Library, as referred to in Article 98 letter a, is a technical implementation unit in the library sector.
- (2) The Deputy Rector for Academic Affairs coordinates the Head of the UPT Library.

Article 100

Unit Library has the task of carrying out the provision of library services.

Article 101

In carrying out the tasks referred to in Article 100, the UPT Library carries out functions:

- a. preparation of plans, programs, and budgets;
- b. preparation of plans for the needs and provision of library materials;
- c. library material processing;
- d. providing services and utilizing library materials;
- e. maintenance of library materials; and
- f. implementation of UPT administrative affairs.

Article 102

UPT Library consists of:

- a. Head;
- b. Administration Subdivision; and
- c. functional position groups.

Article 103

- (1) The administrative subdivision referred to in Article 102 letter b has the task of carrying out planning, finance, staffing, management, administration, household affairs, and UPT state property management.
- (2) The Administration Subdivision is led by a Head who is responsible to the Head of the UPT.

Article 104

- (1) UPT Information and Communication Technology Development, as referred to in Article 98 letter b, is a technical implementation unit in information and communication technology development and management.
- (2) The Head of UPT Information and Communication Technology Development is coordinated by the Deputy Rector for Cooperation and Information Systems.

Article 105

UPT Information and Communication Technology Development have the task of implementing, developing, managing, and providing information and communication technology services and information system management.

Article 106

In carrying out the tasks referred to in Article 105, the UPT Information and Communication Technology Development carry out functions:

- a. preparation of UPT plans, programs, and budgets;
- b. implementation of the development of the UNP network and website;
- c. implementation of data collection and programming;
- d. implementation of multimedia development and management;
- e. performing maintenance of information and communication technology hardware and

- software;
- f. providing information and communication technology services to students, and the
- g. implementation of UPT administrative affairs.

Article 107

UPT Information and Communication Technology Development consist of:

- a. Head;
- b. Administration Subdivision; and
- c. Functional Group.

Article 108

- (1) The administrative subdivision referred to in Article 107 letter b has the task of carrying out planning, finance, staffing, management, administration, household affairs, and UPT state property management.
- (2) The Administration Subdivision is led by a Head who is responsible to the Head of the UPT.

Article 109

- (1) Language UPT, as referred to in Article 98 letter c, is a technical implementation unit in learning development and language services.
- (2) The Deputy Rector for Academic Affairs coordinates the Head of the Language UPT.

Article 110

Language UPT has the task of carrying out learning development, capacity building, and language proficiency testing services.

Article 111

In carrying out the tasks referred to in Article 110, Language UPT carries out functions: UPT

- a. preparation of plans, programs, and budgets;
- b. language learning development;

- c. language skills improvement services;
- d. language proficiency testing service; and
- e. implementation of UPT administrative affairs.

Article 112

UPT Language consists of:

- a. Head;
- b. Administrative officer; and
- c. functional position groups.

Article 113

- (1) UPT Counseling Services and Guidance, as referred to in Article 98 letter d, is a technical implementation unit in consulting services.
- (2) The Vice-Rector coordinates the Head of the UPT Counseling Services and Guidance for Student and Alumni Affairs.

Article 114

UPT Counseling Services and Guidance provides consulting services to lecturers, students, employees, and the community.

Article 115

In carrying out the tasks referred to in Article 114, the UPT Counseling Services and Guidance carries out functions:

- a. preparation of UPT plans, programs, and budgets;
- b. provide and carry out maturity scale tests;
- c. provide consulting services for lecturers, students, employees, and the community; and the
- d. implementation of UPT administrative affairs.

Article 116

UPT Counseling Services and Guidance consists of:

- a. Head;

- b. Administrative Officer; and
- c. functional position groups.

Article 117

- (1) UPT International Services, as referred to in Article 98 letter e, is a technical implementation unit in the service and facilitation of international affairs.
- (2) The Head of UPT International Services is coordinated by the Deputy Rector for Cooperation and Information Systems.

Article 118

UPT International Services has the task of facilitating international cooperation, services for international students, educators, staff, and the global promotion of UNP.

Article 119

In carrying out the tasks referred to in Article 118, the UPT International Services carries out functions:

- a. implementation of the UPT plans, programs, and budget;
- b. development of UNP international cooperation;
- c. facilitation of international cooperation;
- d. implementation of services for international students, educators, and staff;
- e. implementation of international university promotions;
- f. coordinating the implementation of UNP international cooperation programs;
- g. monitoring and evaluation of UNP international cooperation programs; and the
- h. implementation of UPT administrative affairs.

Article 120

UPT International Services consists of:

- a. Head;
- b. Administrative officer; and
- c. functional position groups.

Article 121

- (1) UPT Career and Entrepreneurship Development, as referred to in Article 98 letter f, is a technical implementation unit in implementing career and entrepreneurship development programs in the UNP environment.
- (2) The Vice-Rector coordinates the Head of UPT Career and Entrepreneurship Development for Student and Alumni Affairs.

Article 122

UPT Career and Entrepreneurship Development has the task of carrying out career and entrepreneurship development matters within the UNP.

Article 123

In carrying out the tasks referred to in Article 122, the UPT Career and Entrepreneurship Development carries out functions:

- a. implementation of the preparation of plans, programs, and budgets;
- b. implementation of career and entrepreneurship development;
- c. administration of career development and entrepreneurship activities; and the
- d. implementation of the UPT Career and Entrepreneurship Development Administration affairs.

Article 124

Career and Entrepreneurship Development UPT consists of:

- a. Head;
- b. Administrative officer; and
- c. functional position groups.

Article 125

- (1) The functional position group referred to in Article 102 letter c, Article 107 letter c, Article 112 letter c, Article 116 letter c, Article 120 letter c, and Article 124 letter c consists of several functional staff.

- (2) The number of functional positions is determined according to needs and workload.
- (3) Types and levels of functional positions are regulated under statute Conditions.

Part Four
Internal Supervision Unit

Article 126

- (1) As referred to in Article 3 letter c, Internal Supervision Unit is an organ that carries out non-academic supervisory functions.
- (2) Further Conditions regarding the Internal Control Unit as referred to in paragraph (1) shall be regulated in the UNP statute.

Part Five Advisory Council

Article 127

- (1) As referred to in Article 3 letter d, the Advisory Council carries out non-academic considerations and assists the development of UNP.
- (2) Further Conditions regarding the Advisory Council as referred to in paragraph (1) shall be regulated in the UNP statute.

CHAPTER III
ECHELONIZATION

Article 128

- (1) Head of Bureau is a structural position at echelon II.a.
- (2) Section Head is a structural position at echelon III.a.
- (3) Head of Subdivision is a structural position at echelon IV.a.

Article 129

Rectors, Vice-Rectors, Deans, Vice-Deans, Postgraduate Directors, Vice Postgraduate Directors, Head of Departments, Secretary of Departments, Head of Institutions, Secretaries of

Institutions, and Head of UPT are not structural positions.

CHAPTER IV WORK PROCEDURES

Article 130

Vice-Rectors, Deans, Postgraduate Directors, Heads of Institutions, Heads of Bureaus, and Heads of UPT must coordinate with organizational units both with administrative units within UNP and other agencies outside UNP by their respective duties.

Article 131

- (1) Every leader of an organizational unit within the UNP environment in carrying out their duties is obliged to:
 - a. apply the principles of coordination, integration, and synchronization, both within the respective organizational units within the UNP environment and with other agencies outside the UNP under their respective duties;
 - b. supervise their respective subordinates and in the event of irregularities to take the necessary steps under the Conditions of statute regulations;
 - c. follow, obey instructions, and are responsible to their respective superiors;
 - d. submit periodic reports on time; and
 - e. be responsible for leading and coordinating with each subordinate and providing guidance and instructions for the implementation of subordinate duties.
- (2) Every organizational unit leader receiving a report from the head of the organizational unit under him is obliged to process and use it according to his / her needs and authority.

Article 132

Vice-Rectors, Deans, Postgraduate Directors, Head of Institutions, Head of Bureau, and Head of UPT submit reports to the Rector with a copy to the Head of Planning and Public Relations Bureau and other organizational units functionally have a working relationship with UNP.

CHAPTER V MISCELLANEOUS CONDITIONS

Article 133

According to this Regulation, changes in the organization and work procedures of UNP are stipulated by the Minister of Research, Technology, and Higher Education after obtaining written approval from the Minister in charge of the empowerment of the state apparatus and bureaucratic reform.

Article 134

- (1) Duties and functions of work units within the UNP are translated into details of each work unit's duties.
- (2) Further Conditions regarding the duties' details as referred to in paragraph (1) shall be regulated in a Ministerial Regulation.

CHAPTER VI TRANSITIONAL CONDITIONS

Article 135

- (1) All duties and functions as the implementation of the Conditions of the Decree of the Minister of Education and Culture Number 276 / O / 1999 concerning the Organization and Work Procedure of Universitas Negeri Padang as amended several times, most recently by the Regulation of the Minister of National Education Number 10 of 2010 are still implemented until the Organization. Work Procedures of Universitas Negeri Padang are adjusted to this Ministerial Regulation.
- (2) The adjustment referred to in paragraph (1) shall be made no later than 1 (one) year after this ministerial Regulation enactment.

Article 136

As referred to in Article 9 paragraph (2) and Article 56, vice-Rectors and Vice-Deans are provided with a position allowance for Assistant Rector and Assistant Dean as stipulated in Presidential Regulation Number 65 of 2007 concerning Lecturer Allowance.

CHAPTER VII

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CLOSING CONDITIONS

Article 137

At the time this Ministerial Regulation comes into force, the Conditions governing the organization and work procedures at Padang State University are declared invalid.

Article 138

This Ministerial Regulation comes into force on the date of promulgation.

For public cognizance, it is ordered that this Ministerial Regulation be promulgated by placing it in the State Gazette of the Republic of Indonesia.

Enacted in Jakarta on April 22, 2015

MINISTER OF RESEARCH, TECHNOLOGY AND HIGHER EDUCATION
OF THE REPUBLIC OF INDONESIA,
TTD
MOHAMAD NASIR

Promulgated in Jakarta on April 23, 2015

MINISTER OF LAW AND HUMAN RIGHTS REPUBLIC OF INDONESIA

TTD.

YASONNA H. LAOLY

STATE GAZETTE OF THE REPUBLIC OF INDONESIA OF 2015 NUMBER 604

A true copy of the original,

Secretary of the Directorate General of Higher Education, Ministry of Education and Culture.

Patdono Suwignjo

NIP. 19581007 198601 1 001