

COPY



THE RECTOR'S REGULATION OF UNIVERSITAS TIDAR
NUMBER 6 OF 2024

CONCERNING
THE ORGANIZATIONAL STRUCTURE AND WORKING PROCEDURES OF THE
BUSINESS MANAGEMENT UNIT (UPU) WITHIN UNIVERSITAS TIDAR

BY THE GRACE OF GOD ALMIGHTY

RECTOR OF TIDAR UNIVERSITY,

- Considering : a. that in order to optimize the university's revenue sources to support the financial implementation and management of the Public Service Agency of Tidar University;
- b. that for asset optimization, infrastructure development, entrepreneurial development, and business development, it is necessary to regulate the organizational structure and working procedures of the Business Management Unit (UPU) of Tidar University;
- c. that based on the considerations as mentioned in points a and b above, it is necessary to establish a Rector Regulation of Tidar University concerning the Organizational Structure and Working Procedures of the Business Management Unit (UPU) within Tidar University.
- Bearing in mind : 1. Law Number 12 of 2012 on Higher Education (the Statute Book the Republic of Indonesia Number 158 of 2012, Supplement Number 5336 to the Statute Book of the Republic of Indonesia);
2. Government Regulation Number 23 of 2005 on the Financial Management of Public Service Agencies (the Statute Book the Republic of Indonesia Number 48 of 2005, Supplement Number 4502 of the Statute Book of the Republic of Indonesia) as amended by Government Regulation Number



- 74 of 2012 on Amendments to Government Regulation Number 23 of 2005 on the Financial Management of Public Service Agencies (the Statute Book the Republic of Indonesia Number 171 of 2012, Supplement Number 5340 to the Statute Book of the Republic of Indonesia);
3. Government Regulation Number 4 of 2014 on the Administration of Higher Education and Management of Higher Education Institutions (the Statute Book the Republic of Indonesia Number 16 of 2014, Supplement Number 5500 to the Statute Book of the Republic of Indonesia);
 4. Presidential Regulation Number 23 of 2014 on the Establishment of Tidar University (the Statute Book the Republic of Indonesia Number 63 of 2014);
 5. Regulation of the Minister of Research, Technology, and Higher Education Number 2 of 2017 on the Statute of Tidar University (the State Gazette of the Republic of Indonesia Number 59 of 2017);
 6. Regulation of the Minister of Finance Number 129/PMK.05/2020 on Guidelines for the Management of Public Service Agencies (the State Gazette of the Republic of Indonesia Number 1046 of 2020) as amended by Regulation of the Minister of Finance Number 202/PMK.05/2022 of 2022 on Amendments to Regulation of the Minister of Finance Number 129/PMK.05/2020 on Guidelines for the Management of Public Service Agencies (the State Bulletin of the Republic of Indonesia Number 1300 of 2022);
 7. Regulation of the Minister of Education and Culture Number 9 of 2023 on the Organization and Working Procedures of Tidar University (the State Gazette of the Republic of Indonesia Number 19 of 2023);
 8. Decree of the Minister of Research, Technology, and Higher Education Number 74029/MPK.A/KP.06.02/2022 dated December 16, 2022 on the Appointment of the Rector of Tidar University for the 2022-2026 Period;



9. Decree of the Minister of Finance Number 185 dated April 25, 2024 on the Designation of Siliwangi University, Tidar University, and Musamus University under the Ministry of Education, Culture, Research, and Technology as Government Institutions Implementing the Financial Management Pattern of Public Service Agencies (PK-BLU).

DECIDES:

To Enact : RECTOR REGULATION OF TIDAR UNIVERSITY CONCERNING THE ORGANIZATIONAL STRUCTURE AND WORKING PROCEDURES OF THE BUSINESS MANAGEMENT UNIT (UPU) WITHIN TIDAR UNIVERSITY.

CHAPTER I
GENERAL PROVISIONS

Article 1

In this Rector Regulation, the following terms are defined as follows:

1. University refers to Tidar University, hereinafter referred to as Untidar, a higher education institution providing Academic Education and capable of offering Vocational Education in various fields of sciences and/or technologies and, if eligible, Professional Education.
2. Rector is the leader of the higher education institution within Untidar.
3. Deputy Rector for Planning, Finance, and General Affairs is the deputy rector responsible for leading the activities in planning, finance, and general affairs.
4. Laboratory Head is a functional officer whose expertise meets the requirements in a particular branch of sciences and technologies.
5. Business Management Unit, hereinafter referred to as UPU, is a managing body tasked with business development and optimizing the university's revenue sources to support the financial management of the Public Service Agency (BLU).
6. External Parties are entities engaged in collaboration agreements with Tidar University.
7. Business Management Unit Consultant, hereinafter referred to as UPU Consultant, is a professional providing advice and guidance according to their expertise from internal or external sources for business development.
8. Person In Charge of the Business Management Unit, hereinafter referred to as UPU PIC, is an individual



- responsible for a specific task with the competency to handle the assigned duties.
9. Educational Personnel refers to community members with specific competencies appointed to support educational implementation.
 10. Business Manager encompasses all business activities within the university that generate Non-Tax State Revenue (PNBP) for Tidar University's BLU.

CHAPTER II POSITION, MAIN DUTIES, AND FUNCTIONS

Article 2

UPU operates under the Rector and is coordinated by the Deputy Rector for Planning, Finance, and General Affairs.

Article 3

- (1) The primary duty of UPU is to execute business development and to optimize revenue sources.
- (2) In carrying out its duties, UPU is accountable to the Rector through the Deputy Rector for Planning, Finance, and General Affairs.
- (3) To fulfill its primary duties as stated in paragraph (1), UPU may collaborate with external parties.
- (4)

Article 4

In performing its primary duties as stated in Article 3, the UPU undertakes the following functions:

- a. Implementing plans, programs, and budgets;
- b. Developing and managing business operations;
- c. Managing businesses within Tidar University;
- d. Optimizing Tidar University's revenue sources;
- e. Monitoring and evaluating business activities; and
- f. Preparing UPU reports.

CHAPTER III ORGANIZATIONAL STRUCTURE

Article 5

- (1) The organizational structure of UPU consists of:
 - a. Chairperson;
 - b. Secretary;
 - c. Consultant;
 - d. Laboratory Head;
 - e. PIC; and
 - f. Educational Personnel.
- (2) The organizational structure as referred to in paragraph (1) is detailed in the appendix, which is an integral part of this regulation.



Part One
Chairperson and Secretary

Article 6

- (1) UPU is led by a Chairperson.
- (2) The Chairperson is responsible for managing and developing business operations.
- (3) The Chairperson is appointed and dismissed by the Rector.

Article 7

- (1) The Chairperson is assisted by a Secretary in carrying out their duties.
- (2) The Secretary is responsible for:
 - a. Planning business development activities;
 - b. Coordinating, monitoring, and evaluating business activities; and
 - c. Archiving and periodically reporting activities.
- (3) The Secretary is appointed and dismissed by the Rector.

Article 8

To be appointed as Chairperson or Secretary of the UPU, candidates must meet the following minimum requirements:

- a. Faith and devotion to God Almighty;
- b. Holding at least the rank of Lecturer (Lektor) for academic staff;
- c. Possessing at least a Master's degree (S-2);
- d. Demonstrating effective managerial, innovative, and high personal integrity;
- e. Having entrepreneurship and business development capabilities;
- f. Meeting the expertise requirements set by the Rector; and
- g. Having an understanding and mastery of knowledge in their field of duty.

Article 9

- (1) The Chairperson and Secretary of UPU serve for a term of 4 (four) years and may be reappointed for one additional term.
- (2) The Chairperson and Secretary of UPU may be dismissed before their term ends due to:
 - a. Voluntary resignation;
 - b. Permanent incapacity;
 - c. Appointment to another government position;
 - d. Criminal conviction with a legally binding court decision;
 - e. Disciplinary sanctions of moderate to severe levels as per regulations;
 - f. Temporary suspension from civil service;
 - g. Pursuing studies or leave exceeding six months; and
 - h. Taking unpaid leave.
- (3) Permanent incapacity as referred to in paragraph (2b) includes:
 - a. Death;



- b. Incurable illness preventing the performance of duties, evidenced by a certificate from a government doctor; or
- c. Voluntary resignation from civil service.

Part Two
UPU Consultant

Article 10

- (1) UPU Consultants may assist the Chairperson of UPU as needed.
- (2) UPU Consultants have the following duties:
 - a. Preparing business analyses in planning, design, development, and supervision activities in their area of expertise;
 - b. Providing advice and solutions for business-related problems;
 - c. Offering guidance to increase profits and avoid financial losses; and
 - d. Providing relevant information to ensure business sustainability.
- (3) In performing their duties, UPU Consultants are accountable to the Chairperson of UPU.
- (4) UPU Consultants are appointed and dismissed by the Rector.

Part Three
Laboratory Head and PIC

Article 11

- (1) Chairperson and Secretary of UPU may be assisted by a Laboratory Head and PIC UPU in business management.
- (2) Laboratory Head manages and develops business operations in their respective fields.
- (3) UPU PIC is appointed based on needs proposed by the relevant work unit leadership and is formalized by the Rector's decision.
- (4) Requirements for appointment as PIC UPU include:
 - a. Faith and devotion to God Almighty;
 - b. Holding at least a Bachelor's degree;
 - c. Possessing the ability to manage the designated UPU;
 - d. Having risk management skills, a sense of responsibility, and honesty; and
 - e. Committing to the advancement of Tidar University.
- (5) Laboratory Head and PIC UPU shall professionally manage and develop laboratories and business units at the university and faculty levels.
- (6) Their duties include:
 - a. Optimizing university revenue;
 - b. Preparing work plans;
 - c. Setting achievement targets;
 - d. Formulating business development plans;
 - e. Reporting daily transactions; and
 - f. Producing biannual performance and financial reports.



- (7) Laboratory Head and UPU PIC are accountable to the Chairperson of UPU for business activities.

Part Four
Educational Personnel

Article 12

- (1) Educational personnel are responsible for administering UPU.
- (2) In performing their duties, they are accountable to the Chairperson of UPU.

CHAPTER IV
UPU BUSINESSES

Article 13

- (1) UPU's businesses consist of:
- a. Activities aligned with primary duties and work units at Tidar University;
 - b. Revenue generation from asset utilization;
 - c. Revenue from asset use under partnership agreements or joint operations;
 - d. Business units within faculties, institutions, and academic support units; and
 - e. Educational and non-educational service businesses.
- (2) Business activities at Untidar are conducted by optimizing unused or underutilized assets, facilities, and infrastructure in education operations.
- (3) UPU may independently manage its business or collaborate with external parties.

Article 14

- (1) UPU may expand its business activities by establishing new business ventures.
- (2) In developing its businesses, UPU may collaborate with external parties.

CHAPTER V
BUSINESS MANAGEMENT UNIT

Article 15

- (1) UPU may develop its business by optimizing the use of laboratories, facilities, and other infrastructures in faculties, institutions, and academic support units.
- (2) Faculties may collaborate with external parties for activities such as testing, training, and similar operations using laboratory spaces or facilities.
- (3) Optimization of other facilities in faculties includes business ventures offering educational or non-educational services and/or products.
- (4) In developing business units, the Laboratory Head and PIC UPU must coordinate with the Chairperson of UPU.



CHAPTER VI
SERVICE RATES FOR BUSINESS MANAGEMENT UNITS

Article 16

- (1) UPU-managed services are subject to applicable rates.
- (2) Rates are determined based on the Minister of Finance's Decision and Rector's Regulation.

CHAPTER VII
CLOSING PROVISIONS

Article 17

This Rector Regulation shall come into effect on the date of its enactment.

Issued in Magelang
Dated: July 10, 2024
RECTOR OF TIDAR UNIVERSITY,

[signed]

SUGIYARTO
EIN 196704301992031002

True Copy
Head of Planning, Finance and General Affairs,

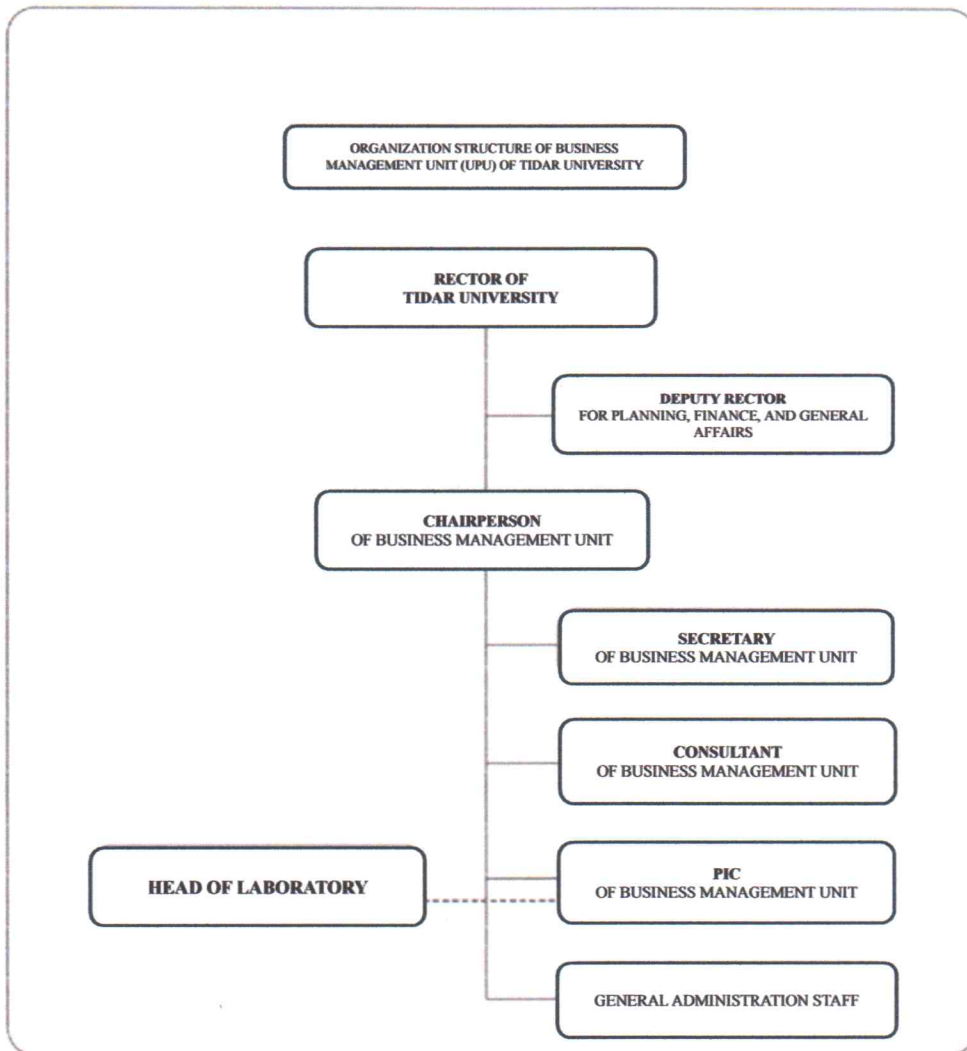
[signed & sealed]

Among Wiwoho, S.E., M.M.
EIN 196409291985031001



**ATTACHMENT
 RECTOR REGULATION OF TIDAR UNIVERSITY
 CONCERNING THE ORGANIZATIONAL
 STRUCTURE AND WORKING PROCEDURES OF
 THE BUSINESS MANAGEMENT UNIT (UPU)
 WITHIN TIDAR UNIVERSITY**

ORGANIZATION STRUCTURE OF BUSINESS MANAGEMENT UNIT (UPU) OF TIDAR UNIVERSITY



Issued in Magelang
 Dated: July 10, 2024
 RECTOR OF TIDAR UNIVERSITY,
[signed]
 SUGIYARTO
 EIN 196704301992031002

True Copy
 Head of Planning, Finance and General Affairs,
[signed & sealed]
 Among Wiwoho, S.E., M.M.
 EIN 196409291985031001

