DECREE OF THE ACCREDITATION COUNCIL FOR EDUCATION

NUMBER: 1/PEMB. LAMDIK/VI/2022

REGARDING

ORGANIZATIONAL STRUCTURE AND WORK PROCEDURE

THE ACCREDITATION COUNCIL FOR EDUCATION

BY THE GRACE OF ALMIGHTY GOD

CHAIRPERSON OF THE ACCREDITATION COUNCIL FOR EDUCATION

Considering :

a. that the organization and work procedures of ACE are needed to improve performance and accreditation services;
b. that the organizational structure of ACE needs to be adjusted to the development and needs of good governance of ACE;
c. that based on points a and b, it is necessary to stipulate the Regulation of ACE concerning the ACE's Organizational Structure and Work Procedures.

Observing :

1. Law Number 12 of 2012 on Higher Education;
2. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 62 of 2016 on Higher Education Quality Assurance System;
3. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards (State Gazette of the Republic of Indonesia Year 2020 Number 47);
4. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 5 of 2020 concerning Accreditation of Study Programs and Higher Education (State Gazette of the Republic of Indonesia Year 2020 Number 49);
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 7 of 2020 concerning Establishment, Change, Dissolution of State Universities, Establishment of Changes in Revocation of Licenses for Private Universities. (State Gazette of the Republic of Indonesia Year 2020 Number 51);

6. Decree of the Minister of Research Technology and Higher Education of the Republic of Indonesia Number T/497/M/T.00/2019 concerning Ministerial Approval of the Proposal to Establish ACE;
7. Decree of the Minister of Law and Human Rights of the Republic of Indonesia Number AHU-0018765.AH.01.04. Year 2019, concerning the ratification of the establishment of the Legal Entity of the ACE;
8. Regulation of the National Accreditation Board for Higher Education Number 9 of 2020 concerning the Policy for Transferring Study Program Accreditation from the National Accreditation Board for Higher Education to ACE;
9. Regulation of the National Accreditation Board for Higher Education Number 19 of 2022 concerning the Scope of Study Program Accreditation at ACE;
10. Regulation of ACE Number 25 of 2022 concerning Mechanisms for Accreditation of Study Programs in the Educational Scope of ACE;
11. Articles of Association and Bylaws of the ACE Year 2021;

HAS STIPULATED

To Enact : REGULATION OF THE ACCREDITATION COUNCIL FOR EDUCATION REGARDING ORGANIZATIONAL STRUCTURE AND WORK PROCEDURES ACCREDITATION COUNCIL FOR EDUCATION

CHAPTER I
GENERAL CONDITIONS

Article 1

In this Regulation of the Accreditation Council for Education, what is meant by:

1. The Accreditation Council for Education, which in these Bylaws is abbreviated as ACE, is an institution in the form of a Foundation established by the community to accredit the Education Study Program and independently determine the fulfillment of the minimum requirements for the New Study Program.
2. The Board of Trustees is an ACE organ consisting of five individuals elected from the highest leadership of the ACE Founders organization. It is ex officio and has no authority delegated to the Executive or Supervisory Board.
3. The Board of Executives is the ACE organ that carries out the management of ACE.
4. The Board of Supervisors is the ACE organ consisting of one (one) or more supervisory members elected from the highest leadership of the ACE founders and is ex officio. Its task is to supervise and advise the Management in carrying out the ACE's activities.
5. The Director is an organ formed by the ACE Management to implement the accreditation policy for the Education Study Program.

6. The Accreditation Council, hereinafter abbreviated as ACE, is a normative organ of ACE whose main tasks are determining the accreditation status of the Education Study Program and quality assurance of its implementation.
7. The Division is an ACE organ that accredits the Educational Study Program.
8. Internal quality assurance is an ACE organ that coordinates and organizes the implementation of ACE internal quality assurance.
9. Accreditation is a process of assessing the quality of education of the Education Study Program conducted by ACE.

CHAPTER II
ORGANIZATIONAL STRUCTURE

Article 2

The organizational structure of ACE consists of:
a. Board of Trustees;
b. Board of Supervisors; and
c. Board of Executives.

CHAPTER III
DUTIES AND AUTHORITIES

Part One
Board of Trustee

Article 3

(1) The Board of Trustees consists of the Chairperson and Members.
(2) The Chairperson and Members, as referred to in paragraph (1) are representatives of the leaders of the founding organizations, namely the Education Bachelor Association, Indonesian Job Training Institute Association by Government, Indonesian Job Training Institute (non-government), Communication Forum of Faculty of Teacher Training and Education, and Dean Communication Forum of the Faculty of Tarbiyah.
(3) The Board of Trustees as referred to in clause (1) has duties and authorities:
   a. determine the general policy of ACE.
   b. elect members of the Board of Executives and Board of Supervisors.
   c. review and approve the work program of Board of Executives.
   d. review and receive reports from Board of Executives.

Part II
Board of Supervisors

Article 4

(1) The Board of Supervisors consists of a Chairperson and Members.
(2) The Board of Supervisors, as referred to in paragraph (1), shall be elected by the Board of Trustees and shall be the Chairperson of the founding Organization.
(3) The Board of Supervisors as referred to in paragraph (1) has the duties and authorities of:
   a. supervise the implementation of the Boards of Executives work program.
   b. conducting internal financial audits of the Board of Executives.
   c. report the results of internal supervision and audit to the Board of Trustees; and
   d. provide advice/recommendations to the Board of Executives.

Part III
Board of Executives

Article 5

(1) The Board of Executives consists of:
   a. Chair.
   b. Secretary.
   c. Treasurer.
   d. Deputy I; and
   e. Deputy II.

(2) The Board of Executives is elected by the Board of Trustees and is a member of one of the founding organizations.

(3) The Board of Executives as referred to in paragraph (1) shall have the duties and authorities of:
   a. translating the general policy of the Board of Trustees into operational policy.
   b. preparing the ACE Strategic Plan.
   c. prepare the Annual Work Plan.
   d. implementing the Annual Work Plan; and
   e. reporting the implementation of the Work Plan to the Board of Trustees.

(4) In certain cases, the Board of Executives as referred to in paragraph (1) may concurrently serve as a director.

Part IV
Director

Article 6

(1) The Director is responsible to the Chairperson.
(2) The Director consists of:
    a. Director of Accreditation.
    b. Director of Financial Resources and Administration.
    c. Director of Development and Evaluation.
    d. Director of Information System and Cooperation.

Director of Accreditation
Article 7

The Director of Accreditation has duties and authorities:
a. coordinate and represent the interests of the organization across divisions in the field of accreditation.
b. represent the Chairperson in his/her absence for any activity in the organization that is relevant to his/her management field.;
c. formulating all policies in all divisions under the field of accreditation.
d. supervising the entire implementation of activity programs in all divisions under the field of; dan
e. making and preparing all organizational decisions and policies in the field of accreditation under its management.

Director of Financial Resources and Administration
Article 8

The Director of Financial Resources and Administration has duties and authorities:
a. coordinate and represent the interests of the organization across divisions in the areas of resources and financial administration.
b. represent the Chairperson in his/her absence f or any activity in the organization that is relevant to his/her field of management.
c. formulating all policies in all divisions under the field of resources and financial administration.
d. supervising the entire implementation of activity programs in all divisions under the field of administration and general affairs; and
e. making and preparing all organizational decisions and policies in the field of resources and financial administration under his/her management.

Director of Development and Evaluation
Article 9

The Director of Development and Evaluation has the duties and authorities:

a. coordinate and represent the interests of the organization in all divisions in the field of development and evaluation under his/her management.
b. representing the Chairperson in his/her absence for any activities within the organization that are relevant to his/her field of management.
c. formulating all policies in all divisions in the field of development and evaluation.
d. supervises the implementation of all activity programs in all divisions under the field of development and evaluation; and
e. making and preparing all organizational decisions and policies in the field of development and evaluation under his/her management.

Director of Information System and Cooperation
Article 10

Director of Information System and Cooperation has duties and authorities:

a. coordinate and represent the interests of the organization in all divisions in the field of information systems and cooperation.
b. representing the chairperson in his/her absence for any activities in the organization that are relevant to his/her field of management.
c. formulating all policies in all divisions under the field of information systems and cooperation.
d. supervising the entire implementation of activity programs in all divisions under the field of information systems and cooperation; and
e. making and preparing all organizational decisions and policies in the field of information systems and cooperation under his/her management.

Part V
Accreditation Panel

Article 11

(1) The Accreditation Panel is a normative body within ACE which has the functions and responsibilities of:
   a. determining the status and accreditation rating of educational study programs.
   b. implementation of external quality assurance of educational study programs.
   c. ensuring the internal quality of the functional staff of the assessment team.

(2) Accreditation Panel members consist of administrators, experts/experts in the educational study program under the accredited science clusters and the Director of Accreditation.

(3) Accreditation Panel has duties, functions, and authorities:
   a. compile minutes of the Accreditation Panel session.
   b. determines the accreditation status of the Education Study Program and

its accreditation status.

c. considering the preparation of documents for developing a higher quality accreditation process.
d. considering the preparation of development documents and preparation of accreditation instruments for the Education Study Program; and
e. considering the preparation of the assessment team's evaluation document.

Part VI
Executive Secretary

Article 12

(1) The Executive Secretary is an organizational unit of ACE as an executive element in charge of coordinating and managing ACE activities.
(2) The Executive Secretary has duties, functions, and authorities:
   a. carry out activities related to secretarial and organizational procedures.
   b. supervise all organizational activities in the field of administration and work procedures and attend organizational meetings and other meetings.
   c. taking minutes of every organizational meeting.
   d. formulating, proposing, and documenting regulations and data relating to attributes and immovable assets to support both internal and external organizational interests.
   e. propose and facilitate the needs of the organization in the procurement of accommodation, logistics and organizational travel.
   f. making and preparing organizational decisions and policies in terms of secretarial and household.
(3) The Executive Secretary in carrying out his/her duties is responsible to the Chairperson.

Part VII
Division

Article 13

(1) Division is an organizational unit of ACE that implements elements of ACE activities in specific fields under the directorate.
(2) Divisions in ACE consist of:
   a. Accreditation division;
   b. Development and evaluation division;
   c. Information system and cooperation division;
   d. Financial resources and administration division.
(3) Divisions are led by a division head and assisted by a division secretary, who is appointed and dismissed by the Chairperson, and is responsible to the director.
(4) The accreditation division has duties, functions, and authorities:
   a. formulate and propose activity programs related to the field of accreditation along with the activity budget each year;
   b. record and inventory accreditation activities for Bachelor, Master, Doctoral, and Teacher Professional Education Program study programs,
   c. building cooperative relationships with each member of the division;
   d. organizing activities that have become the accreditation agenda and
   e. organizing all activity programs that have been determined in the field of accreditation.
(5) The development and evaluation division has duties, functions, and authorities:
   a. formulate and propose activity programs related to the field of development and evaluation along with the activity budget each year;
   b. record and inventory the activities of making accreditation instruments for Bachelor, Master, Doctoral, and Teacher Professional Education Program Study Programs;
   c. evaluating the results of the pilot test of instruments for Bachelor, Master, Doctoral, and Teacher Professional Education Program study programs; and
   d. organizing all activity programs that have been determined in the field of development and evaluation.
(6) Information system and cooperation division has duties, functions, and authorities:
   a. formulate and propose activity programs related to information systems and cooperation along with the activity budget each year;
   b. record and inventory the activities of making information systems for accreditation of Bachelor, Master, Doctoral, and Teachers training program;
   c. establish cooperation in the implementation of accreditation with domestic and foreign agencies; and

d. organize all program activities that have been determined in the field of information systems and cooperation.

(7) The financial resources and administration division has duties, functions, and authorities:
   a. formulate and propose activity programs related to the field of resources and financial administration along with the activity budget each year;
   b. record and inventory existing organizational activities and activities to be observed and studied as material for further development;
   c. organizing activities that have become the organization's agenda; and
   d. organize all program activities that have been determined in the field of resources and financial administration.

Part VIII
Internal Quality Assurance

Article 14

(1) Internal quality assurance is an organizational unit of ACE as an implementing element of ACE activities that coordinates and organizes the implementation of ACE internal quality assurance.

(2) Internal quality assurance is led by the Chairperson and assisted by a secretary, who is appointed and dismissed by the Chairperson, and is responsible to the Chairperson.

(3) Internal quality assurance has duties, functions, and authorities:
   a. formulate and propose internal quality assurance activity programs and activity budgets each year;
   b. record and inventory internal quality assurance activities;
   c. conduct internal quality audits and submitting the results to the Chairperson as material for management review meetings;
   d. prepare and implement ISO 9001-2015; and
   e. organize programs related to internal quality assurance and ISO 9001-2015.

CHAPTER III

WORK PROCEDURE

Article 15

The Director, Executive Secretary, Head of Division, and Head of Internal Quality Assurance must coordinate, both with organizational units within ACE and with other agencies outside ACE in accordance with their respective duties.

Article 16

(1) Every leader of an organizational unit within ACE in carrying out their duties must:
   a. apply the principles of coordination, integration, synchronization, transparency, and accountability both within the organizational unit, university environment, and other agencies outside the university by their respective duties;
   b. supervise and evaluate their respective subordinates and take necessary steps in case of deviation from the provisions of laws and regulations;
   c. follow, obey instructions, and be responsible to their respective superiors;
   d. submit periodic reports on time; and
   e. responsible for leading and coordinating with their respective subordinates and fostering and providing guidance and instructions for implementing subordinate tasks.

(2) Every head of an organizational unit who receives a report from an organizational unit below him shall process and use the report by his needs and authority.

Article 17

(1) The Director, Executive Secretary, Head of Division, and Head of Internal Quality Assurance must submit a report to the Chairperson.

(2) The report as referred to in paragraph (1) shall be made periodically and incidentally as required by the Chairperson.

CHAPTER IV
TRANSITIONAL PROVISION

Article 18

(1) Work units or other ACE implementing elements under the existing Chairperson are still recognized until new provisions are issued based on this ACE regulation.
(2) Adjustments to the organization and work procedure as referred to in paragraph (1) above shall be made no later than 1 (one) year after this ACE regulation is stipulated.

CHAPTER V
CLOSING PROVISION

Article 19

The organizational structure and work procedures are listed in the appendix, which is inseparable from this ACE regulation.

Article 20

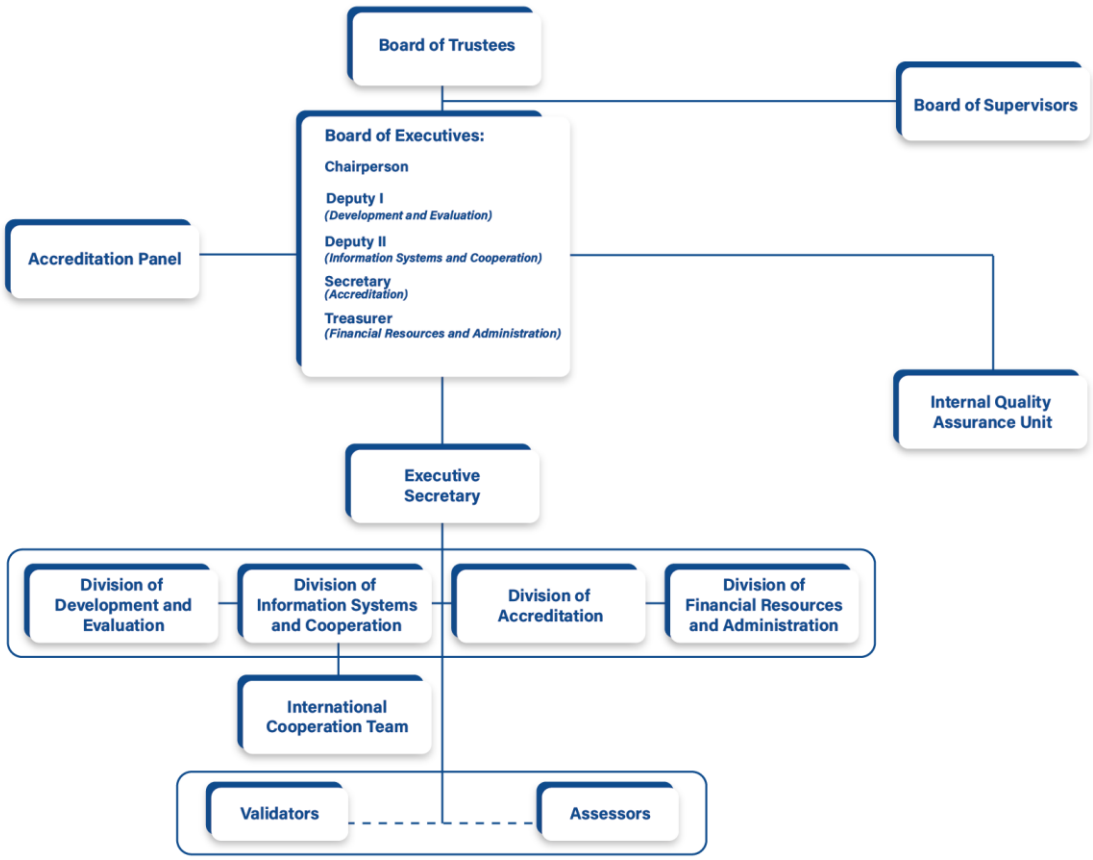
The Chairperson can form other ACE executive elements according to the needs and developments with ACE regulations.

Article 21

This ACE Regulation shall come into force on the date of its enactment.

Established in Jakarta
On the date of June 8, 2022
Chairperson,

LEMBAGA AKREDITASI MANDIRI
DEWAN PENGURUS
KEPENDIDIKAN

Muchlas Samani

Attachment
ACE Organizational Structure