



MINISTRY OF EDUCATION, CULTURE,  
RESEARCH AND TECHNOLOGY  
INSTITUT SENI INDONESIA  
PADANGPANJANG

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REGULATION OF THE RECTOR OF THE INSTITUTE OF ART INDONESIA  
PADANGPANJANG  
NUMBER 65 OF 2023  
ABOUT

STUDENT ASSISTANCE IN THE LEARNING SYSTEM IN THE ENVIRONMENT OF  
INSTITUT SENI INDONESIA PADANGPANJANG

BY THE GRACE OF ALMIGHTY GOD  
RECTOR OF INSTITUT SENI INDONESIA PADANGPANJANG

- Considering : a. In order to guarantee the quality of the learning process in educational units, it is necessary to establish a form of collaborative learning activities with tutor lecturers / practice facilitators, both formally non-formally and informally;
- b. In order to carry out efforts to fulfill the learning achievement standards as referred to in letter a, it is deemed necessary to have Student Assistance in the Learning System at the Padangpanjang Institute of Indonesian Arts;
- c. Based on the considerations in points a and b, it is necessary to establish a Rector's Regulation concerning Student Assistance in the Learning System at the Padangpanjang Institute of Indonesian Arts;
- Remembering : 1. Law No. 20/2003 on the National Education System;
2. Law Number 14 Year 2005 on Teachers and Lecturers;
3. Law No. 12/2012 on Higher Education;
4. Government Regulation No. 19 of 2005 on National Education Standards; (Government Regulation No. 4 of 2022 on National Education Standards)
5. Government Regulation of the Republic of Indonesia Number 37 of 2009 concerning Lecturers;
6. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education;
7. Presidential Regulation of the Republic of Indonesia Number 8 of 2012 concerning the Indonesian National Qualifications Framework;
8. Regulation of the Minister of Research Technology Higher Education Number 26 of 2015 concerning Educator Registration in Higher Education;
9. Regulation of the Minister of Culture and Education Number 3 of 2020 concerning National Higher Education Standards;
10. Regulation of the Minister of National Education Number 10 of 2022 concerning the Determination of the Organization and Work Procedures of Institut Seni Indonesia Padangpanjang;
11. Regulation of the Minister of Education and Culture Number 51 of 2022 concerning the Statute of Institut Seni Indoneisa Padangpanjang;

12. Decree of the Minister of Finance of the Republic of Indonesia Number 243/KMK.05/2022 dated June 8, 2022 concerning the Determination of the Padangpanjang Institute of Indonesian Art at the Ministry of Research, Technology and Higher Education as a Government Agency that implements Public Service Agency Financial Management;
13. Decree of the Minister of Education, Culture, Research and Technology Number 73739/MPK.A/KP.06.02/2022 concerning the Appointment of the Rector of Institut Seni Indonesia Padangpanjang for the Period 2022-2026.

#### DECIDE:

Establis : REGULATION OF THE RECTOR OF THE INSTITUTE OF ART INDONESIA PADANGPANJANG CONCERNING STUDENT ASSISTANTSHIP IN THE LEARNING SYSTEM WITHIN THE INSTITUTE OF ART INDONESIA PADANGPANJANG.

### CHAPTER I GENERAL CONDITIONS

#### Article 1

1. The Chancellor is the Head of Higher Education of Institut Seni Indonesia Padangpanjang;
2. Lecturers are professional educators and scientists with the main task of developing, transforming and disseminating science and technology through education, research and community service;
3. Lecturers at Institut Seni Indonesia Padangpanjang consist of Permanent Civil Servant Lecturers, Non-Civil Servant Government Employee Lecturers (PPNPN) and Government Employees in Work Agreement (PPPK);
4. Permanent Lecturers are Lecturers who work full-time at Higher Education Institutions as their base administrative unit and are not currently permanent employees in other base administrative units;
5. Permanent civil servant lecturers are appointed, dismissed and assigned by the Minister of Education, Culture, Research and Technology;
6. Permanent Non-Civil Servant Lecturers are appointed, dismissed and assigned by the Rector of Institut Seni Indonesia Padangpanjang;
7. Lecturers are people who are assigned to teach courses and / or / practices that have received a course program for 1 (one) semester in accordance with their expertise;
8. Learning Assistant is an activity of assisting students by older students in the learning process for courses, practices, and / or tutorials within the Institut Seni Indonesia Padangpanjang;
9. Student Assistants are students who have fulfilled the requirements and conditions who are given the task of assisting Lecturers who teach courses, practices, and / or tutorials in the learning process within the Padangpanjang Institute of Arts Indonesia;
10. Course Assistants are Student Assistants who are given the task of assisting Lecturers in preparing supporting teaching materials, being present in class when lecturers conduct learning, assisting students in doing structured assignments, and assisting the implementation of evaluations by Lecturers;
11. Practice Assistants are Student Assistants who are assigned to assist the Lecturer to plan, prepare, and assist the implementation of practice and the practice evaluation process;
12. Tutorial Assistants are Student Assistants who are assigned to assist Lecturers to assist the student tutorial process;
13. Lectures are structured, scheduled and interactive teaching and learning activities carried out by lecturers for students according to the academic calendar of Institut Seni Indonesia Padangpanjang;
14. Practice is a structured and scheduled teaching-learning activity to provide skills to students in an effort to understand theory through a practical approach that can be carried out in the laboratory, studio, field or community in the environment of Institut Seni Indonesia Padangpanjang;

15. Tutorials are interactive, scheduled and structured teaching and learning activities that prioritize the role of students in sharpening and reflecting on the knowledge learned in a group discussion.

## CHAPTER II PURPOSE AND OBJECTIVES OF ASSISTANCE

### Article 2

1. In learning courses, Practices, and/or Tutorials, Course Assistants, Practice Assistants or Tutorial Assistants may be appointed;
2. Assistance aims to help students to more easily understand learning materials in order to realize better and more comprehensive learning outcomes;

## CHAPTER III TYPE OF STUDENT ASSISTANT

### Article 3

1. Course Assistant;
2. Practice Assistant and/or
3. Tutorial Assistant;

## CHAPTER IV APPOINTMENT AND REQUIREMENTS FOR APPOINTMENT APPLICATION OF STUDENT ASSISTANT

### Article 4

1. Department / Study Program can appoint undergraduate / diploma students and / or postgraduate students as Student Assistants based on the Decree of the Dean / Director;
2. Lecturers can appoint Student Assistants after obtaining approval from the Department / Study Program;

### Article 5

1. Lecturers who can apply for a Student Assistant appointment must fulfill the following conditions:
  - a. Permanent Lecturer at Institut Seni Indonesia Padangpanjang;
  - b. The functional position of the lecturer is at least Head Lecturer; and
  - c. Have an academic degree of at least Master Degree
2. Lecturers in charge of the course are only allowed to appoint 1 (one) Course Assistant for courses with at least 30 (thirty) students;
3. Lecturers are only allowed to appoint 1 (one) Practice Assistant for every 10 (ten) students participating in the practice;
4. Tutorial lecturers are only allowed to appoint 1 (one) Tutorial Assistant for every 10 (ten) students participating in the tutorial;
5. The Rector may determine the number of Student Assistants outside the provisions referred to in paragraph (2), paragraph (3) and paragraph (4) based on the nature and characteristics of the courses, practices and tutorials;

## Article 6

1. Assistant candidates must meet the requirements:
  - a. At least have taken the 6th semester for the Bachelor level at the faculty or at least have taken the 4th semester for the Applied Bachelor level;
  - b. Have a Grade Point Average (GPA) of at least 3.0 (three point zero);
  - c. Have a course/practice grade of at least B for the course to be assisted and have never repeated the course concerned; and
  - d. Have good behavior in accordance with the Student Code of Conduct of Institut Seni Indonesia Padangpanjang.
2. Students are only allowed to be Student Assistants for a maximum of 2 (two) courses/practices.
3. Students can become assistants for several tutorial activities according to the assignment determined by the tutorial lecturer.

## CHAPTER V APPOINTMENT PROCEDURE AND TERM OF ASSIGNMENT FOR STUDY ASSISTANT

### Article 7

1. The need for Student Assistants is determined through a lecturer's proposal with the approval of the Head of Study Program.
2. The number of Student Assistants and the requirements needed are announced openly in each Department / Study Program
3. Selection of Student Assistants is carried out by a team consisting of lecturers in the Department who receive an assignment letter from the head of the Department / Study Program
4. The selection process and schedule are regulated by each Department / Study Program.
5. The results of the selection and determination of Student Assistants by the Department / Prodi must be completed no later than 1 (one) month before the semester is held
6. The results of the Student Assistant selection are forwarded to the Dean by the Head of Department / Prodi in writing to be determined by the Dean's Decree.
7. The Dean's decision as referred to in paragraph (6) is valid for 1 (one) semester.

## CHAPTER VI IMPLEMENTATION OF LEARNING ASSISTANCE ACTIVITIES

### Article 8

1. Learning Assistance activities are carried out according to the schedule set by the lecturer in charge of the course/practice/tutorial and refers to the academic calendar.
2. Learning Assistance activities are only carried out on the campus of Institut Seni Indonesia Padangpanjang.
3. Learning Assistance activities are only carried out during lecture/practice/tutorial hours according to the academic activity schedule in each Study Program.
4. Learning Assistance activities carried out outside the provisions as referred to in paragraph (2) must be approved by the Dean and accompanied by the Lecturer in charge of the course/practice/tutorial.

## CHAPTER VII OBLIGATIONS AND RIGHTS OF LECTURERS

### Article 9

1. Lecturers who have Student Assistants are obliged to :
  - a. Develop a schedule of assistance activities;
  - b. Guide and direct Student Assistants regarding the tasks and functions that must be carried out according to the schedule that has been prepared;
  - c. Prepare questions and assessment system for students participating in the course/practice/tutorial;
  - d. Monitor the implementation of the Learning Assistance process;
  - e. Conduct an assessment of the performance of Student Assistants; and
  - f. Prepare and submit a report to the Head of the Department regarding the implementation of the assistance.
1. Lecturers who have Student Assistants are eligible to:
  - a. Obtain a Dean's Decree as a Lecturer
  - b. Assign Student Assistants to assist students in the learning process related to courses/practice/tutorial in accordance with the schedule and scope of duties that have been determined;
  - c. Give administrative sanctions up to dismissal to Student Assistants who do not carry out Assistance tasks properly and / or violate the Student Code of Conduct of Institut Seni Indonesia Padangpanjang

## CHAPTER VIII OBLIGATIONS AND RIGHTS OF STUDENT ASSISTANTS

### Article 10

1. Student Assistants are obligated to :
  - b. Participate in training / debriefing which is carried out by a team determined by the Head of the Department / Prodi;
  - c. Assist lecturers in the course/practice/tutorial to prepare supporting materials needed for the learning process;
  - d. Carry out Learning Assistance tasks in accordance with the schedule and tasks assigned by the lecturer in charge of the course/practice/tutorial; and
  - e. Reporting on the implementation of Learning Assistance tasks to the lecturer in charge of the course/practicum/tutorial.
2. Student Assistants are eligible:
  - a. Obtain a Dean's Decree as a Student Assistant from the Dean / Director
  - b. Receive a certificate after completing the Learning Assistance task

## CHAPTER IX SANCTIONS

### Article 11

1. Student Assistants who violate the provisions of Learning Assistance, Student Code of Conduct of Institut Seni Indonesia Padangpanjang and/or academic regulations of Institut Seni Indonesia Padangpanjang are subject to sanctions of dismissal from Student Assistants and are not entitled:
  - a. Obtain a Dean's Decree as a Student Assistant from the Dean/Director
  - b. Obtain a certificate; and
  - c. Become a Student Assistant in the following semester.

2. Lecturers who violate the provisions of Learning Assistance are subject to sanctions for termination of Assistance guidance and are not entitled to propose in the following semester:
  - a. Obtain a Dean's Decree or Certificate as a Lecturer from the Dean/Director;
  - b. Assign Student Assistants to assist students in the learning process related to the course/practicum/tutorial;
  - c. Provide administrative sanctions for dismissal to Student Assistants;

CHAPTER X  
CLOSING CONDITIONS  
Article 12

This Rector's Regulation shall come into force from the date of stipulation provided that if there is any mistake in this stipulation, it will be corrected accordingly.

Established in  
Padangpanjang on November  
2023 REKTOR,

FEBRI YULIKA  
NIP. 19740202 200501 1 003