LSPR
The Leading Graduate School of Communication & Business

Established in Nineteen Hundred Ninety Two

DECISION OF THE RECTOR
LSPR INSTITUTE OF COMMUNICATION & BUSINESS INSTITUTE
NOMOR: 041-24/PADA/LSPR/AI/AY/CABC

ABOUT
ACADEMIC DOCUMENT ACCESS POLICY
AT LSPR INSTITUTE OF COMMUNICATION AND BUSINESS

Rector of LSPR Institute of Communication & Business:

Consider :
a. that in an effort to protect the confidentiality, integrity and availability of academic documents, it is necessary to establish a security policy for accessing academic documents within the LSPR Institute of Communication and Business;
b. that based on the above considerations, it is necessary to stipulate a Recor's Decree regarding the Academic Document Access Policy.

Remember :
a. Law Number 20 of 2003 concerning the National Education System;
b. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education;
c. Law Number 14 of 2005 concerning Teachers and Lecturers;
d. Government Regulation Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions;
e. Regulation of the Minister of Education and Culture No. 22 of 2020, concerning the Strategic Plan of the Ministry of Education and Culture;
f. Government Regulation Number 17 of 2010 concerning the Management and Implementation of Education.

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DECIDE

Establish :

FIRST : Establishing the Rector's Decree on the Academic Document Access Policy at the LSPR Institute of Communication and Business with the aim of:

1. Ensuring that sensitive academic information and documents can only be accessed by authorized parties;
2. Protecting academic documents from unauthorized changes or manipulation, so that stored data remains accurate, valid, and reliable;
3. Ensuring that required academic documents can be accessed by authorized parties in a timely manner and as needed.

KEDUA : The scope of the academic documents in question is as follows:

1. Curriculum;
2. Syllabus;
3. Other academic administrative documents.

KETIGA : These academic documents are restricted and can only be accessed internally by the LSPR Institute of Communication and Business.

KEEMPAT : These academic documents can be accessed externally if needed urgently by going through various established procedures.

A. Application Procedure

1. Every request for access to academic documents must be submitted through the official application form provided by LSPR Student Service (specifically for students and alumni) and can be submitted through the Corporate Reputation Department for partners and others;
2. the application must include the applicant's identity, the reason for the application, the type of document requested, and the purpose of using the document.

B. **Application Verification Procedure**

1. The application will be verified by the data management unit to ensure that the applicant is entitled to the requested access.
2. Verification will consider the applicant's status (student, lecturer, staff, or external party) and the relevance of the application to academic interests.

C. Granting Access

1. Access will be granted if the request has been approved and will be adjusted to the category of the requested document.
2. Access to documents can be granted physically (hard copy) or digitally, depending on the type of document and campus policy.

KELIMA : This decision is effective from the date of stipulation. If in the future there are errors, corrections will be made as appropriate.

Established in Jakarta
On March 11, 2022

Rector

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Dr. Andre Ikhsano, M.Si