

REGULATION OF THE NATIONAL CYBER AND CRYPTO AGENCY  
NUMBER 12 OF 2019  
ON  
ORGANIZATION AND WORK PROCEDURE OF NATIONAL CYBER AND CRYPTO  
POLYTECHNIC

BY THE BLESSINGS OF ALMIGHTY GOD

HEAD OF THE NATIONAL CYBER AND CRYPTO AGENCY,

- Considering :
- a. that in order to improve the quality and competence of human resources in the field of national cyber and crypto for the National Cyber And Crypto Agency and other ministries/institutions, it is necessary to do the institutional restructuring of the National Crypto Institute into the National Cyber And Crypto Polytechnic;
  - b. that based on the letter of the Minister of Research, Technology and Higher Education Number 03/M/I/2018 on Recommendation for Changing the National Crypto Institute into the National Cyber and Crypto Polytechnic and the approval of the Minister of Administrative and Bureaucratic Reform Number B/1007/M.KT.01/2019 on Organizational Structuring and Work Procedure of the National Cyber and Crypto Polytechnic, it is necessary to change the form of university from the National Cyber Institute into the National Cyber and Crypto Polytechnic;
  - c. that based on the considerations as referred to in point a and point b, it is necessary to issue a Regulation of the National Cyber and Crypto Agency on Organization and Work Procedure of National Cyber and Crypto Polytechnic;

- Observing : 1. Law Number 20 of 2003 on 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 on 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 on Implementation of Higher Education and Management of University (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 5500);
4. Presidential Regulation Number 53 of 2017 on National Cyber and Crypto Agency (State Gazette of the Republic of Indonesia of 2017 Number 100) as amended by Presidential Regulation Number 133 of 2017 on Amendment to Presidential Regulation Number 53 of 2017 on National Cyber and Crypto Agency (State Gazette of the Republic of Indonesia of 2017 Number 277);
5. Regulation of the National Cyber and Crypto Agency Number 2 of 2018 on Organization and Work Procedure of National Cyber and Crypto Agency (State Bulletin of the Republic of Indonesia of 2018 Number 197);

HAS DECIDED:

To issue : REGULATION OF THE NATIONAL CYBER AND CRYPTO AGENCY ON ORGANIZATION AND WORK PROCEDURE OF NATIONAL CYBER AND CRYPTO POLYTECHNIC.

## CHAPTER I

### STATUS, DUTY AND FUNCTIONS

#### Article 1

- (1) The National Cyber and Crypto Polytechnic, hereinafter referred to as Poltek SSN, is a college within the National

Cyber and Crypto Agency which is under and responsible to the Head of the National Cyber and Crypto Agency.

- (2) The fostering of Poltek SSN as referred to in section (1) for academic purpose is technically carried out by the minister administering government affairs in the field of higher education and the fostering for operational and administrative purpose is technically carried out by the Head of the National Cyber and Crypto Agency.
- (3) Poltek SSN is led by a Director.

#### Article 2

Poltek SSN as referred to in Article 1 section (1) has a duty of administering vocational education in the field of cybersecurity and cryptography.

#### Article 3

In performing the duty as referred to in Article 2, Poltek SSN administers the functions of:

- a. preparing education plan, program and budget;
- b. performing and developing vocational education in the field of cybersecurity and cryptography;
- c. conducting research;
- d. conducting community service;
- e. performing quality assurance system;
- f. implementing internal control system;
- g. performing academic community development;
- h. managing laboratories, library, language services, and other supporting means and infrastructures;
- i. performing character, mental and disciplinary education;
- j. managing information technology infrastructure, information system and information technology services;
- k. performing academic administration, student administration, alumni, partnership, legal and public relations;
- l. performing financial, organizational, human resources, administrative and public affairs; and
- m. performing monitoring, evaluation and reporting.

CHAPTER II  
ORGANIZATIONAL STRUCTURE

Article 4

- (1) The organizational structure of Poltek SSN consists of:
  - a. Director and Deputy Directors;
  - b. Senate;
  - c. Board of Trustees;
  - d. Internal Audit Unit;
  - e. Divisions;
  - f. Departments;
  - g. Centers;
  - h. Supporting Units; and
  - i. Group of Functional Positions.
- (2) The organizational structure of Poltek SSN as referred to in section (1) is listed in the Annex as an integral part of this Agency Regulation.

Article 5

The Director as referred to in Article 4 section (1) point a, is a lecturer who is assigned for an additional duty of leading Poltek SSN.

Article 6

The Director as referred to in Article 4 section (1) point a has duties of leading the organization of education and learning, research, and community service and developing the academic community and its relationship with the environment.

Article 7

- (1) The Deputy Directors as referred to in Article 4 section (1) point a, are under and responsible to the Director.
- (2) The Deputy Directors as referred to in section (1), consist of:
  - a. Deputy Director for Academic Affairs, hereinafter referred to as Deputy Director I;

- b. Deputy Director for Financial and General Affairs, hereinafter referred to as Deputy Director II; and
- c. Deputy Director for Student Affairs, hereinafter referred to as Deputy Director III.

#### Article 8

- (1) The Deputy Director I as referred to in Article 7 section (2) point a is a lecturer who is assigned for an additional duty of assisting the Director in leading the performance of education, research and community service.
- (2) The Deputy Director II as referred to in Article 7 section (2) point b is a lecturer who is assigned for an additional duty of assisting the Director in leading the performance of activities in financial and general affairs.
- (3) The Deputy Director III as referred to in Article 7 section (2) point c, is a lecturer who is assigned for an additional duty of assisting the Director in leading the implementation of activities in student affairs, alumni and character education.

#### Article 9

- (1) The Senate as referred to in Article 4 section (1) point b is an element that carries out the function of determining and considering the implementation of academic policies.
- (2) Further provisions regarding the Senate as referred to in section (1) are regulated in the statute of Poltek SSN.

#### Article 10

- (1) The Board of Trustees as referred to in Article 4 section (1) point c is an element that provides non-academic considerations and assists the development of Poltek SSN.
- (2) Further provisions regarding the Board of Trustees as referred to in section (1) are regulated in the statute of Poltek SSN.

#### Article 11

- (1) The Internal Audit Unit as referred to in Article 4 section (1) point d, is an element that carries out the non-academic supervision function for and on behalf of the Director.
- (2) The Internal Audit Unit as referred to in section (1) is led by the Head of Unit that is under and responsible to the Director.
- (3) The Head of Unit as referred to in section (2) is the executor or functional officer who coordinates activities within the Internal Audit Unit.
- (4) Further provisions regarding the Internal Audit Unit as referred to in section (1) are regulated in the statute of Poltek SSN.

#### Article 12

- (1) The Divisions as referred to in Article 4 section (1) point e, are elements conducting administration of Poltek SSN that carry out technical and administrative services to all elements within Poltek SSN.
- (2) A Division is led by a Head of Division that is under and responsible to the Director.

#### Article 13

The Divisions as referred to in Article 12 consist of:

- a. Division of Academic Administration, Student, and Partnership Affairs; and
- b. Division of Financial and General Affairs.

#### Article 14

The Division of Academic Administration, Student and Partnership Affairs as referred to in Article 13 point a has duties of carrying out the management of academic administration, student administration, alumni, partnership, legal and public relations.

Article 15

In performing the duties as referred to in Article 14, the Division of Academic Administration, Student and Partnership Affairs carries out the functions of:

- a. preparing materials for course and academic administration programs;
- b. preparing materials for managing student and alumni data, admission, examination, educational ceremony and administration of field work practices; and
- c. preparing materials for implementing partnership, legal and public relations.

Article 16

The Division of Academic, Student and Partnership Affairs consists of:

- a. Subdivision of Academic Administration and Student Affairs; and
- b. Subdivision of Partnership and Public Relations.

Article 17

- (1) The Subdivision of Academic and Student Affairs as referred to in Article 16 point a, has duties of preparing materials for the implementation of course program, academic administration, student and alumni data management, admission, examination, educational ceremony and administration of fieldwork practices.
- (2) The Subdivision of Partnership and Public Relation as referred to in Article 16 point b, has duties of preparing materials for performing partnership, legal and public relations.

Article 18

The Division of Financial and General Affairs as referred to in Article 13 point b, has duties of carrying out planning, financial, organizational, human resources, administrative, asset management and household affairs.

Article 19

In performing the duties as referred to in Article 18, the Division of Financial and General Affairs carries out functions of:

- a. preparing materials for compiling program and budget planning documents, treasury and financial statements;
- b. preparing materials for the implementation of administrative affairs, organizational structuring, governance and human resources; and
- c. preparing materials for the implementation of asset and household affairs.

Article 20

The Division of Financial and General Affairs consists of:

- a. Subdivision of Planning and Finance;
- b. Subdivision of Organization, Human Resources and Administration Management; and
- c. Subdivision of Asset and Household.

Article 21

- (1) The Subdivision of Planning and Finance as referred to in Article 20 point a, has duties of preparing materials for compiling program and budget planning documents, treasury and financial statements.
- (2) The Subdivision of Organization, Human Resources and Administration Management as referred to in Article 20 point b, has duties of preparing materials for performing administration, organizational structuring, governance and human resources.
- (3) The Subdivision of Asset and Household as referred to in Article 20 point c has duties of preparing the materials for performing the asset and household management.

Article 22

The Departments as referred to in Article 4 section (1) point f are elements implementing education .



Article 23

The Departments have duties of carrying out vocational education in 1 (one) or several branches of science and/or technology and resource management supporting programs of study.

Article 24

The Departments consist of:

- a. Head of Department;
- b. Secretary of Department;
- c. Programs of Study; and
- d. Laboratories.

Article 25

- (1) The Head of Department as referred to in Article 24 point a, is under and responsible to the Director.
- (2) The Head of Department as referred to in section (1) is a lecturer who is assigned for an additional duty.

Article 26

The Secretary of Department as referred to in Article 24 point b assists the Head of Department in carrying out the duties.

Article 27

- (1) The Programs of study as referred to in Article 24 point c, is a unity of educational and learning activities that has a specific curriculum and learning method in one type of vocational education.
- (2) In organizing the programs of study, the Director may appoint a lecturer as the Head of Programs of Study.

Article 28

The Programs of study as referred to in Article 24 point c are determined by the Director after obtaining the consideration of the Senate and approval of the minister organizing government affairs in the field of higher education.

Article 29

- (1) The laboratories as referred to in Article 24 point d, are supporting means of the Department in a group of scientific and technology disciplines in accordance with the need of the relevant program of study and basic resources for the development of science and education.
- (2) A laboratory is led by a Laboratory Coordinator.
- (3) The Laboratory Coordinator as referred to in section (2) is a functional official whose expertise has fulfilled the requirements in accordance with the branch of science and/or technology.

Article 30

Determination of Department as referred to in Article 22 is issued by the Director after obtaining the consideration of the Senate.

Article 31

- (1) Centers as referred to in Article 4 section (1) point g, are academic implementing elements or supporting elements.
- (2) A Center is led by a Head of Center who is under and responsible to the Director.
- (3) Head of Center in carrying out its duty is assisted by the Secretary of Center.

Article 32

The Centers as referred to in Article 31 consist of:

- a. Center for Research and Community Service; and
- b. Center for Quality Assurance.

Article 33

The Center for Research and Community Service as referred to in Article 32 point a, has duties of carrying out the coordination, implementation, monitoring and evaluation of research and community service activities.

#### Article 34

In performing the duties as referred to in Article 33, the Center for Research and Community Service carries out functions of:

- a. preparing plans, programs and budget of the Center for Research and Community Service;
- b. conducting pure and applied scientific research;
- c. performing community service;
- d. coordinating the implementation of research and community service activities;
- e. performing dissemination and publication of the results of research and community service;
- f. performing cooperation in the field of research and community service;
- g. monitoring and evaluating the implementation of research and community service activities; and
- h. performing administrative affairs of the Center for Research and Community service.

#### Article 35

The Center for Quality Assurance as referred to in Article 32 point b, has duties of carrying out coordination, implementation, monitoring and evaluation of quality assurance activities.

#### Article 36

In performing the duties as referred to in Article 35, the Center for Quality Assurance carries out functions of:

- a. preparing plans, programs and budget of the Center for Quality Assurance;
- b. performing the development of academic quality assurance system;
- c. coordinating and implementing development activities;
- d. performing academic quality assurance;
- e. performing facilitation for academic quality improvement;
- f. monitoring and evaluating academic educational and quality assurance development; and

- g. performing administrative affairs of the Center for Quality Assurance.

#### Article 37

- (1) The Supporting Unit as referred to in Article 4 section (1) point h is an element supporting the organization of three pillars of higher education (tridharma) activities.
- (2) The Supporting Unit is led by the Head of Unit who is under and responsible to the Director.
- (3) The Head of Unit as referred to in section (2) is the executor or functional official who coordinates activities within the Supporting Unit.

#### Article 38

The Supporting Unit as referred to in Article 37 consists of:

- a. Library Unit;
- b. Language Unit;
- c. Information Technology Unit;
- d. Integrated Laboratory Unit; and
- e. Character Education, Mental and Disciplinary Unit.

#### Article 39

- (1) The Library Unit as referred to in Article 38 point a, is in charge of managing the library.
- (2) The Language Unit as referred to in Article 38 point b, is in charge of managing improvement service of language skills .
- (3) The Information Technology Unit as referred to in Article 38 point c is in charge of managing information technology infrastructure, information system and information technology service.
- (4) Integrated Laboratory Unit as referred to in Article 38 point d is in charge of managing laboratory services and laboratory buildings.
- (5) The Character Education, Mental and Disciplinary Unit as referred to in Article 38 point e, is in charge of conducting character, mental and disciplinary education.

Article 40

The Group of Functional Positions as referred to in Article 4 section (1) point i, has duties of carrying out activities in accordance with their respective functional positions in accordance with the provisions of legislation.

Article 41

- (1) The Group of Functional Positions as referred to in Article 4 section (1) point i, consists of lecturers, educational laboratory staff, librarians, computer staff, archivists and other functional positions in accordance with the provisions of legislation.
- (2) The number of functional officials as referred to in section (1) is determined based on the needs of the workload.
- (3) The types and levels of functional positions as referred to in section (1) are determined in accordance with the provisions of legislation.
- (4) The Group of Functional Positions is under and responsible to the Director.

CHAPTER III

WORK PROCEDURES

Article 42

In performing the duties and functions, Poltek SSN must formulate a business process map that illustrates the arrangements of the effective and efficient work relations among the organizational units in Poltek SSN.

Article 43

The Director submits a report to the Head of the National Cyber and Crypto Agency regarding the results of the implementation of the duty of providing vocational education in the field of cyber and crypto periodically or at any time as required.

Article 44

Poltek SSN must formulate job analysis, position map, workload analysis and job description of all positions within Poltek SSN.

Article 45

Each element within Poltek SSN in carrying out its duties must apply the principles of coordination, integration and synchronization both within their respective environments and between the organizational units within Poltek SSN and other agencies outside Poltek SSN in accordance with their respective field of duty.

Article 46

Each organization unit head must implement the government's internal control system in their respective unit to realize the performance of a public accountability mechanisms through the preparation of integrated planning, implementation and performance reporting.

Article 47

Each organizational unit head must be responsible for leading and coordinating their respective subordinates and providing direction and guidance for the performance of subordinate duties.

Article 48

Each organizational unit head must supervise the performance of the duties of each of subordinates and if there are irregularities, they are obligated to take necessary steps in accordance with the provisions of legislation.

Article 49

Each organizational unit head must follow and comply with the instructions and be responsible to their respective superiors and submit performance reports on a regular basis timely.

Article 50

In performing the duties, each organization unit head must provide fostering and supervision of the organizational units of their lower level.

Article 51

Further provisions regarding the work procedure of the organization within Poltek SSN environment are regulated in the statutes of Poltek SSN.

CHAPTER IV  
ECHELON, ASSIGNMENT, AND DISMISSAL

Article 52

A Director, Deputy Director, Head of Internal Supervision Unit, Head of Department, Head of Programs of Study, Head of Center and Head of Unit is not a structural position.

Article 53

- (1) The Head of Division is an administrator or structural position of Echelon III.a.
- (2) The Head of Subdivision is the supervisory position or structural position of Echelon IV.a.

Article 54

- (1) The Director and Deputy Director are assigned and dismissed by the Head of the National Cyber and Crypto Agency.
- (2) A Head of Internal Audit Unit, Head of Department, Head of Center, Head of Unit, Secretary of Department, Secretary of Center, Head of Programs of Study and Laboratory Coordinator, is assigned and dismissed by the Director.

CHAPTER V  
FUNDING

Article 55

The funding for the implementation of duty and function of Poltek SSN is sourced from:

- a. State Budget; and/or
- b. other legitimate sources in accordance with the provisions of legislation.

CHAPTER VI  
TRANSITIONAL PROVISIONS

Article 56

For the first time, the Director of Poltek SSN is appointed by the Head of the National Cyber and Crypto Agency until the election of the Director of Poltek SSN in accordance with the Statute of Poltek SSN.

Article 57

At the time this Agency Regulation comes into force, all existing positions and officials who hold positions at the National Crypto College as regulated in the Decision of the Head of the National Crypto Institute Number OT.101/KEP.80/2003 of 2003 on the Organization and Work Procedure of the National Crypto Institute continue to carry out their duties and functions until new officials are assigned under this Agency Regulation.

Article 58

All rights, obligations and status of students and alumni, and academic documents of the National Crypto Institute are integrated into Poltek SSN.



CHAPTER VII  
CLOSING PROVISIONS

Article 59

Changes in the organization and work procedure of Poltek SSN are determined by the Head of the National Cyber and Crypto Agency after obtaining an written approval from the minister adminstering government affairs in the field of the state apparatus.

Article 60

At the time this Agency Regulation comes into force, all the regulations of the Head of the National Crypto Agency and the Regulation of the National Cyber and Crypto Agency regulating the National Crypto Institute are declared to remain effective to the extent not contrary or has not been replaced by new regulations under this Agency Regulation.

Article 61

At the time this Agency Regulation comes into force, the Decision of the Head of the National Crypto Agency Number OT.101/KEP.80/2003 of 2003 on Organization and Work Procedure of National Crypto Institute are repealed and declared ineffective.

Article 62

The statute of Poltek SSN is determined within a period of 2 (two) years after the promulgation of this Agency Regulation.

Article 63

This Agency Regulation comes into force on the date of its promulgation.

In order that every person may know hereof, it is ordered to promulgate this Agency Regulation by its placement in the State Bulletin of the Republic of Indonesia.

Issued in Jakarta  
on 19 December 2019

HEAD OF THE NATIONAL CYBER  
AND CRYPTO AGENCY,

signed

HINSA SIBURIAN

Promulgated in Jakarta  
on 23 December 2019

DIRECTOR GENERAL OF LEGISLATION  
OF MINISTRY OF LAW AND HUMAN RIGHTS  
OF THE REPUBLIC OF INDONESIA,,

signed

WIDODO EKATJAHJANA

STATE BULLETIN OF THE REPUBLIC OF INDONESIA OF 2019 NUMBER 1656

JAKARTA, 19 OCTOBER 2020

Has been translated as an Official Translation  
on behalf of Minister of Law and Human Rights  
of the Republic of Indonesia

DIRECTOR GENERAL OF LEGISLATION,



WIDODO EKATJAHJANA

ANNEX TO  
REGULATION OF THE NATIONAL CYBER AND  
CRYPTO AGENCY NUMBER 12 OF 2019 ON  
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ORGANIZATIONAL STRUCTURE OF THE NATIONAL CYBER AND CRYPTO  
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