



MINISTRY OF EDUCATION AND CULTURE  
**UDAYANA UNIVERSITY**

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INSTRUCTIONS OF RECTOR OF UDAYANA UNIVERSITY  
NUMBER 1 OF 2020

REGARDING

THE PREVENTION ON THE DEVELOPMENT AND SPREADING OF CORONA VIRUS  
DISEASE (COVID-19) IN UDAYANA UNIVERSITY

RECTOR OF UDAYANA UNIVERSITY

In the context of implementing the Circular Letter from the Minister of Education and Culture of the Republic of Indonesia, Number 3 of 2020, regarding the Prevention of Corona Virus Disease (COVID-19) in all the Educational Units, and considering the possibility of the rapid development and the spreading of COVID-19 in various countries and regions in Indonesia, including Bali, hereby, giving the instructions to all the institutional elements in Udayana University:

1. The Chairman of the Senate
2. The Vice Rectors of Udayana University
3. The Chairperson of SPI (Internal Control System)
4. The Head of Advisory Board
5. The Heads of Bureaus
6. The Deans
7. The Director of the Postgraduate Program
8. The Heads of Institutions
9. The Director of the Business Management Institution
10. The Director of the Udayana University Hospital
11. The Heads of UPT (Technical Implementation Unit)
12. The Coordinator of the International Office
13. The Chairperson of the Work Units
14. The Lecturers
15. The Educational/Institutional Officers/Staffs
16. The Students

To carry out instructions, as follows:

- FIRST : CLASSROOM LEARNING ACTIVITIES (INSIDE AND OUTSIDE)/ FACE TO FACE
- a. All the learning activities inside and outside the classroom in the form of face-to-face with participants of more than 20 (twenty) students/ participants should be replaced by online learning or other online learning forms, for example, e-learning, email, WhatsApp, Google classrooms, and such kinds;

- b. All the learning activities inside and outside the classroom in the form of face-to-face meetings with less than 20 (twenty) students/ participants must be carried out under the PROTOCOL FOR EDUCATION INSTITUTION AREA from the Ministry of Health, the Republic of Indonesia, stated in HK.02.01/MENKES/199/2020 regarding the Communication Protocol to Handle the Corona Virus Disease (COVID-19), including among others: ensuring cleanliness of lecture rooms, availability of hand washing facilities, body temperature screening, lecturers and students who participate in the class are all in a good condition or at least not suffering from flu, and avoiding physical contact and equipments exchanges;
- c. The choice of the implementation on each learning activity stated in point (a) and point (b) is decided entirely by the lecturers with consideration and taking into account the fulfillment of protocol requirements stated in point (b).

SECOND : PRACTICUM, *PKL* (FIELD WORK PRACTICE), *KP* (PRACTICAL WORK), *KKN* (STUDENT STUDY SERVICE), *MAGANG* (INTERNSHIP), AND ALL ACTIVITIES OF A KIND

- a. All the practicum activities and such kinds must be postponed or replaced by other forms of assignment activities which are equivalent to using online media;
- b. All other such kind activities, such as PKL, KP, KKN, Internship, and similar activities must also be postponed until further notice or as it is stated in point (a).

THIRD : SEMINAR RESULTS OF THESIS / DISSERTATION RESEARCH, BACHELOR'S THESIS / MASTER'S THESIS / DISSERTATION EXAMS

- a. Research seminar and thesis/dissertation examination can still be held;
- b. Thesis and dissertation research seminars must include not more than 20 (twenty) participants;
- c. Researchers, examiners, and seminar participants must be in a good health;
- d. The conducting of the thesis/ dissertation research seminar and examination must meet the requirements of the PROTOCOL FOR EDUCATION INSTITUTION AREA from the Ministry of Health, the Republic of Indonesia, stated in HK.02.01/ MENKES/199/2020 regarding the Communication Protocol to Handle the Corona Virus Disease (COVID-19);
- e. The conducting of Seminars and / or dissertation exams, closed and open, must not include guest examiners. The guest examiners can provide the examinations / assessments online;
- f. The student examinees and examiners must be in a good health and meet the PROTOCOL FOR EDUCATION INSTITUTION AREAS as specified in the Circular Letter of the Minister of Health of the Republic of Indonesia Number HK.02.01/MENKES/199/2020 regarding the Communication for Handling Corona Virus Disease 2019 (COVID-19).

FOURTH : ACADEMIC FORUM

- a. The implementation/conducting of all forms of academic forum activities, such as seminars, conferences, workshops, FGDs (Focus Group Discussion), and other forms of forums, both on and off campus are canceled/ postponed;

- b. The committees of the activities mentioned in point (a) must communicate (oral and written) with related parties to cancel / postpone the activity in the meantime.

- FIFTH : GUESTS, VISITS, AND UNIVERSITY BUSINESS/ACADEMIC TRIP/TRAVEL
- a. Lecturers and Educational/Institutional Officers/Staffs are encouraged not to receive visitors, both from within and outside the country;
  - b. Lecturers and Educational/Institutional Officers/Staffs are advised not to travel and / or visit other areas in the country and abroad until further notice.

- SIXTH : IMPLEMENTATION OF INTERNATIONAL PROGRAMS AND INTERNATIONAL/FOREIGN STUDENTS
- a. The implementation of ongoing international programs to follow the learning methods referred to the FIRST and the SECOND Instruction;
  - b. The International/Foreign students who are currently taking part in an ongoing international program, in terms of country policy, are required to return to his/her home country, permitted and facilitated by the KUI (International Office) and the coordinators of each of the International Programs in Udayana University;
  - c. The implementation of international programs for foreign students, once they have returned to their home countries, following the learning methods referred to the FIRST and SECOND Instruction;
  - d. The international programs that are planned to be conducted or take place around this year must be postponed.

- SEVENTH : LOCAL AND INTERNATIONAL/FOREIGN STUDENTS
- a. Local and International/Foreign students who are registered in any of academic/ learning program in Udayana University are obligated to actively maintain their health;
  - b. Any students who suffer from fever more than 38°C, cough / runny nose / throat pain, are strongly advised to rest at home and drink enough water. If they still feel uncomfortable, and such symptoms continue to cause pain, or are accompanied by breathing difficulties, please immediately go to a nearby health care facility to have them checked;
  - c. KUI (International Office) and all the International Program Coordinators are obligated to monitor the health of all the international/foreign students as referred to point (a) and notify them so that they immediately notify the Program Coordinator that they experience health problems as referred to point (b).

- EIGHTH : INSTITUTIONAL SERVICES AND MEETINGS
- a. All the institutional services of Udayana University proceed as usual;
  - b. Lecturers and Educational/Institutional Officers/Staffs who suffer from cough / runny nose / fever are advised to rest at home / or not. In terms of those who are just a bit unwell but still able to carry out work in an institutional environment/office, they are obligated to wear masks;
  - c. Lecturers and Education/Institutional Officers/Staffs who are decided to rest as referred to point (b), are allowed to carry out their institutional tasks online;

- d. Rectorates, Faculties, Postgraduate Programs, all the Institutions, and Units must maintain cleanliness and healthiness of all the work spaces, meeting rooms and shared space facilities;
- e. Rectorates, Faculties, Postgraduate Programs, all the Institutions, and Units must provide body temperature gauge, and hand washing / cleaning facilities on each main access to services and activities in their respective work environments;
- f. The online media of communication is strongly preferred for all the institutional services;
- g. Any of the University institutional meetings involving less than 20 (twenty) participants are allowed to remain to be held;
- h. The meetings referred to point (h) are allowed to be conducted and must meet the requirement of the PROTOCOL FOR EDUCATION INSTITUTION AREA as specified in the Circular Letter of the Minister of Health of the Republic of Indonesia Number HK.02.01 / MENKES / 199/2020 regarding the Communication Protocol for Handling Corona Virus Disease 2019 (COVID-19);
- i. The meeting referred to point (h) can also be held online;
- j. The Chairperson / coordinator / secretary of the meeting must coordinate with the meeting participants in the event if the meeting referred to point (h) is conducted online.

These instructions must be applied immediately starting from the date of the issue.

Issued in Jimbaran  
on March 16, 2020  
RECTOR OF UDAYANA UNIVERSITY

Signed

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