

REPUBLIC INDONESIA  
KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA

# SURAT PENCATATAN CIPTAAN

Dalam rangka perlindungan ciptaan di bidang ilmu pengetahuan, seni dan sastra berdasarkan Undang-Undang Nomor 28 Tahun 2014 tentang Hak Cipta, dengan ini menerangkan:

Nomor dan tanggal permohonan : EC00202311744, 9 Februari 2023

## Pencipta

Nama : **Dr.phil. Saiful Akmal, M.A.**  
Alamat : Jl. Lueng Raja, No.054, Dusun Tgk. Indra, Desa Barabung, Kecamatan Darussalam, Aceh Besar, DI ACEH, 23374  
Kewarganegaraan : Indonesia

## Pemegang Hak Cipta

Nama : **Dr.phil. Saiful Akmal, M.A.**  
Alamat : Jl. Lueng Raja, No.054, Dusun Tgk. Indra, Desa Barabung, Kecamatan Darussalam, Aceh Besar, DI ACEH, 23374  
Kewarganegaraan : Indonesia

Jenis Ciptaan : **Resume/Ringkasan**  
Judul Ciptaan : **Project Action Plan (PAP) "Knowledge To Communicate: Improving The Quality Of Communication And Broadcasting Journal" At The DIES International Deans Course 2022-2023 Organized By DAAD – HRK Gemany**

Tanggal dan tempat diumumkan untuk pertama kali : 9 Februari 2023, di Banda Aceh  
di wilayah Indonesia atau di luar wilayah Indonesia

Jangka waktu perlindungan : Berlaku selama hidup Pencipta dan terus berlangsung selama 70 (tujuh puluh) tahun setelah Pencipta meninggal dunia, terhitung mulai tanggal 1 Januari tahun berikutnya.

Nomor pencatatan : 000444667

adalah benar berdasarkan keterangan yang diberikan oleh Pemohon.

Surat Pencatatan Hak Cipta atau produk Hak terkait ini sesuai dengan Pasal 72 Undang-Undang Nomor 28 Tahun 2014 tentang Hak Cipta.



a.n Menteri Hukum dan Hak Asasi Manusia  
Direktur Jenderal Kekayaan Intelektual  
u.b.  
Direktur Hak Cipta dan Desain Industri

Anggoro Dasananto  
NIP.196412081991031002

## Disclaimer:

Dalam hal pemohon memberikan keterangan tidak sesuai dengan surat pernyataan, Menteri berwenang untuk mencabut surat pencatatan permohonan.



Deutscher Akademischer Austauschdienst  
German Academic Exchange Service



Dialogue on Innovative  
Higher Education Strategies

**HRK** German Rectors' Conference  
The Voice of the Universities



# PROJECT ACTION PLAN (PAP) PHASE 3 IDC



Prepared by

**Dr.phil. Saiful Akmal, MA**

Head of Audit and Quality Development Center,  
Universitas Islam Negeri Ar-Raniry Banda Aceh,  
Indonesia

# MY PROJECT ACTION PLAN:

“Knowledge to Communicate:  
Improving the Quality of  
Communication and  
Broadcasting Journal”

---

## THE CHALLENGES:



The lacking number (quantity) of academic articles published by lecturers and students to our journals.



The quality of the journal and the writing of our students and lecturers.



It is roughly 60-70 percent completed.

**Task.3.a.**  
**Coffee Writing Workshop for Students with Thesis Proposal/Ideas**



# **MILESTONES**

**Milestone 1 : Achieved**

**Letter of Appointment and Budget  
Approval**

**Milestone 2: Achieved**

**Training Modules and Guideline, List of  
Participants**

**Milestones 3 : Aborted**

**30 students for 3.a (1published), Accredited Sinta 3 for 3.a., 5 lecturers for 3.b (2  
published), Increased number of articles in journals to 12**

### Task 3.b.

## Journal Management Training for Journal Reaccreditation Team



# PAP REFLECTION

**01**

What went well? The beginning was smooth, as most situations were under control.

**02**

## What could have gone better?

Keeping the project on track was challenging, and so did convince people to stay with the project, especially with no promising rewards. Completing the project, in my case, is even more complicated as my deputy and I were moved to another complete department. Most people changed positions, and the project was abandoned

**03**

A process from my PAP may be enjoyable to my colleagues in IDC, which they might also use at their university.

1. Identified key supporters and possible problems/risk management.
2. Come up with interesting yet simple and doable ideas.
3. Get them aboard with reasonable rewards,
4. Execute before it melts down within the timeline
5. Regular evaluation with a relaxing atmosphere

# KEY TAKEAWAYS

1

I would prepare more on the risk management because anticipation is key in volatile and unpredictable situations

2

I would keep the (small) team intact and intense

3

I would prepare the written guideline and share it with the team as it is always important to understand what they are doing for



<p><b>4) Opportunities:</b></p> <ul style="list-style-type: none"> <li>- Lack of qualified journal in the field nationally</li> <li>- Current accreditation ranking is considerably ok</li> </ul>	<p><b>1) Objectives:</b></p> <p>1a) To which challenge is this project answering? Why I am doing this?</p> <p><b>The challenges are twofold:</b> 1). The lacking number (quantity) of academic articles published by lecturers and students to our journals, 2) The quality of the journal and the writing of our students and lecturers. <b>The reasons:</b> to address the challenges mentioned above</p> <p><b>Guiding questions:</b></p> <p><b>1b) Who are the stakeholders?</b></p> <p><b>Main stakeholders:</b> myself, department's secretary/deputy and staffs, finance manager</p> <p><b>Supporting stakeholders:</b> director, deputy director, administration and planning officer, student's bodies.</p> <p><b>1c) What is my timeframe? Between</b> July 2022 and January 2023</p> <p><b>1d) Which objectives do I want to achieve within the given time?</b></p> <ul style="list-style-type: none"> <li>- Increase the journal accreditation ranking</li> <li>- improve students-lecturers academic writing skills</li> </ul>	<p><b>2) Strengths:</b></p> <ul style="list-style-type: none"> <li>- engaged, committed and passionate team</li> <li>- empowered leaders and administration</li> <li>- The House of Journals, under the Center of Research, Publication and Community Service directly under the auspices of Deputy Rector 1 of Academic Affairs</li> </ul>
<p><b>5) Threats:</b></p> <ul style="list-style-type: none"> <li>- Constant changes of regulation</li> <li>- High competition</li> </ul>		<p><b>3) Weaknesses:</b></p> <ul style="list-style-type: none"> <li>- Lack of coordination amongs units</li> <li>- Lack of training and quality journal articles</li> </ul>

**Comment [L1]:** Suggestion from our mentor is included

**6) PAP-Matrix**

My PAP	My role	When?	Who? (Main Group)	Who else? (Support Group)	Resources needed
<b>Key task 1</b> <b>Team Orientation</b>	Supervisor	July	Secretary/Deputy Finance, Staffs	Director, Deputy Director, Adm. Students Body	Persons/Human Technical Financial
Task 1.a. Brunch Meeting - Explaining the project - Receiving feedbacks - Who do what/Job division	Facilitator	Week 3, July 2022 (2 hours)	Secretary/Deputy Finance, Staffs	Director, Deputy Director, Adm. Students Body	Persons Food-Drinks Meeting Room
Task 1.b. Timeline Setting - Time schedule - Analyzing challenges and existing data	Facilitator	Week 4, July 2022 (1 hour)	Secretary/Deputy Finance, Staffs	Director, Deputy Director, Adm. Students Body	Persons Snacks Meeting Room
<b>Milestone 1 : Letter of Appointment and Budget Approval from Director</b>					
<b>Key task 2</b> <b>Socialization/Campaign and Module Prep</b>	Supervisor	Aug – Sept 2022	Secretary/Deputy Finance, Staffs	Adm. Students Body	Human, Technical, Financial
Task 2.a. Socialization and Registration	Supervisor	August 2022	Secretary/Deputy Finance, Staffs	Adm. Students Body	Guideline, Zoom Meeting Rooms
Task 2.b. Module Preparation	Supervisor	September 2022	Secretary/Deputy Finance, Staffs	Adm. Students Body	Meeting Rooms
<b>Milestone 2: Training Modules and Guideline, List of Participants</b>					
<b>Key task 3 : Program Implementation</b>	Supervisor	Oct. – Dec 2022	Secretary/Deputy Finance, Staffs	Adm. Students Body	Human, Technical, Financial
Task 3.a. Coffee Writing Workshop for Students with Thesis Proposal/Ideas	Supervisor	Week 1 Oct. – Dec 2022	Secretary/Deputy Finance, Staffs	Adm. Students Body	2 persons, meals meeting rooms
Task 3.b. Journal Management Trainings for Journal Reaccreditation Team	Supervisor	Week 2 Oct. – Nov 2022	Secretary/Deputy Finance, Staffs	Adm.	2 persons, meals meeting rooms
Task 3.c. Academic Writing Article for Homebase Lecturers	Coordinator	Week 3 Nov. 2022	Secretary/Deputy Finance, Staffs	Adm.	2 persons, meals meeting rooms
<b>Milestone 3:</b> 30 students for 3.a (1published), Accredited Sinta 3 for 3.a., 5 lecturers for 3.b (2 published), Increased number of articles in journals to 12					

**7) Monitoring**

Proof of completion	Done when?	by	Remarks
Task.1.a (List of Attendance, Photo, Video)	Week 3, July 2022 (2 hours)	Me	
Task 1.b. (List of Attendance, Photo, Timeline)	Week 4, July 2022 (1 hour)	Secretary/Deputy	
Task 2.a. (List of Attendance, Photo, Video)	August 2022	Secretary/Deputy	
Task 2.b (List of Attendance, Photo, Module, Guideline)	September 2022	Staffs	
Task 3.a. (List of Attendance, Photo, List of Thesis Ideas)	Week 1 Oct. – Dec 2022	Student Body	
Task 3.b. (List of Attendance, Photo, Paperwork for Reaccreditation)	Week 2 Oct. – Nov 2022	Journal Editor	
Task 3.c. (List of Attendance, Photo, Article Drafts)	Week 3 Nov. 2022	Me	

**Comment [L2]:** Pending upon the arrival of the new director and deputy directors

**Comment [L3]:** Good programs

Lack of journals, - home of journals from LPM (Prof. Intan) evaluasi jurnal

Masuk RKAKL, Focus someone, work reduction and conferences

Find the competent editors with networks, time available men,

**Thank you!**