

ACADEMIC REGULATION OF
UNIVERSITAS PADJADJARAN
No. 5 Year 2017

ABOUT
CODE OF ETHICS OF UNIVERSITAS PADJADJARAN
UNIVERSITAS PADJADJARAN ACADEMIC SENATE

Consideration

- a. that in order to implement the provisions of Article 59 paragraph (1) letter b Government Regulation Number 51 of 2015 regarding the Statute of Universitas Padjadjaran, it is necessary to stipulate the Regulation of the Academic Senate concerning the Code of Ethics for Lecturers of the Universitas Padjadjaran;
- b. that the Code of Ethics of Universitas Padjadjaran Lecturers contains norms that bind all Lecturers individually in organizing academic activities;
- c. that with respect to points a and b, the Regulations Chancellor of the Universitas Padjadjaran No. 3169/UN6.RKT/2012 About Academic Ethics in Management and Implementation of the Tridharma of Higher Education Universitas Padjadjaran needs to be changed and adjusted to PP No. 51 of 2015 about Universitas Padjadjaran Statutes.

Reckon In

1. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia Year 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);
2. Law Number 5 of 2014 concerning Apparatus State Civil Service (State Gazette of 2014 Number 6, Supplement to the State Gazette Number 5494);
3. Government Regulation Number 4 of 2014 concerning Higher Education Implementation and Management Higher Education (State Gazette of the Republic of Indonesia Year 2014 Number 16, Supplement to the Gazette Republic of Indonesia Number 5500);
4. Government Regulation Number 80 of 2014 concerning Determination of Universitas Padjadjaran as a University State High Legal Entity (State Gazette Republic of Indonesia Year 2014 Number 301);

5. Government Regulation Number 51 of 2015 concerning Statute of the Universitas Padjadjaran (State Gazette Republic of Indonesia Year 2015 Number 168, Supplement to the State Gazette Number 5720);
6. Decree of the Chancellor of the Universitas Padjadjaran No 2922/UN6.RKT/KP/2015 concerning Determination for University Academic Senate for the first time Padjadjaran Period 2015-2020.

NOTICE Approval of the Plenary Meeting of Academic Senate on 9th January 2017

DECISION

STATE ON ACADEMIC SENATE GUIDELINES IN CODE OF ETHICS IN
UNIVERSITAS PADJADJARAN

CHAPTER I GENERAL PROVISION

Article 1

In this Regulation what is meant by:

1. Universitas Padjadjaran, hereinafter referred to as Unpad, is a university with a legal state entity.
2. The Chancellor is the leader the organization and in charge of Unpad management.
3. The Academic Senate, hereinafter abbreviated as SA, is part of Unpad that determines policies, provides considerations, and conducts supervision in the academic field.
4. Faculty is a collection of supporting resources that organizes and manage academic education, professional education, or vocational education within a clump of scientific and technological disciplines.
5. School is an academic implementing element at the Faculty level which is in charge of organizing and/or coordinating multidisciplinary postgraduate programs.
6. Departments are elements of the Faculties that support the organization academic activities in one or several branches of science and technology in the type of academic education, professional education, and/or vocational education.

7. Study Program is a unit of education and learning activities which have a certain curriculum and learning method in one type academic education, professional education, and/or vocational education.
8. Dean is the head of a faculty or school within Unpad who authorized and responsible for academic administration at each Faculty or School.
9. The head of the department is the head of the department who has duties plan, implement, develop, control, and evaluate the quality of lecturer resources, facilities and infrastructure, as well as cooperation in one and/or several branches of science and technology disciplines through educational activities, research, community service, and scientific publications.
10. Lecturers are professional educators and scientists with the main task transforming, developing, and disseminating knowledge knowledge and technology through education, research, and community service; both the status of Lecturers of Civil Servants (PNS), Lecturers of PTN-BH Unpad, Extraordinary Lecturers and Contract Lecturers.
11. Students are students at the level of higher education at Unpad.
12. Ethics is an ideal value system related to good or bad true-false in relation to roles, functions, duties, responsibilities, and responsibility of the University's academic citizens.
13. Academic Ethics is a set of values and a set of principles or moral values that used as a guide for thinking, behaving, behaving and acting binding in relation to roles, functions, duties, obligations and responsibilities as lecturers, education staff and students in carry out the Tridharma of Higher Education.
14. The Code of Ethics is a series of ethical norms that contain rights and obligations sourced from Academic Ethics as a guide in the activities of activities that require professional responsibilities.
15. Lecturer Code of Ethics is a code of ethics that contains norms that bind Lecturers individually in the organization of academic activities.
16. Researchers are lecturers who conduct research both individually and group.
17. Research is a scientific study activity that obeys the rules in an effort to noting the truth, adding and developing science, technology, art, and culture and/or solving problems faced by the community.
18. Servant is a lecturer who performs community service, both individuals and groups.
19. Community service is a scientific application of research results or innovations in science, technology, art, and culture to help solve problems facing society.
20. Plagiarism is intentional or unintentional obtaining or attempting to obtain credit or grades for a work scientific works, by citing part or all of scientific works and/or

works other parties who are recognized as scientific works, without acknowledging the source appropriately and adequately.

CHAPTER II

NORMS OF ETHICS AND ITS OBJECTIVES

Article 2

Lecturer ethics are based on Unpad ethical norms, namely:

1. Honesty: Unpad upholds honest attitude and behavior, prioritize truth, sincerity and sincerity, and do not tolerate various lies, fraud and deception.
2. Sincerity: Unpad upholds the attitude and behavior of sincerity, sincerity and cleanliness of heart, and willingness to share knowledge, technology, art, and culture in order to educate and develop people's lives in an effort to build a nation with a noble culture, independent and sovereign.
3. Exemplary: Unpad upholds the attitude and behavior that set a good and dignified example for others and the environment to achieve social and state harmony.
4. Fairness: Unpad upholds fair attitude and behavior, no impartial, adhering to the truth, not arbitrarily, and not recognizing double-standard judgments and interpretations.
5. Pioneering: Unpad upholds positive attitudes and behaviors always be a pioneer and a pioneer to reach a higher, primary and best stage in developing science, technology, art, and culture for the progress of the nation and state as well as increasing the degree of humanity.
6. Struggle: Unpad upholds the attitude and behavior that always trying their utmost and patriotic in anticipating the challenges and realize opportunities for the progress of the nation and state as well as raise the level of humanity.
7. Equality: Unpad upholds mutual attitudes and behavior respect, do not discriminate against rank and position, do not demean, and treat others fairly and responsibly answer
8. Openness: Unpad upholds the attitude and behavior that prioritize the values of responsiveness, tolerance, and courtesy in receiving feedback, as well as being very responsive, dignified, and responsible in achieving progress in knowledge, science, technology, arts and culture
9. Democratic: Unpad upholds democratic attitudes and behavior, prioritizing equal rights and obligations as well as equal treatment for all.
10. Professional: Unpad upholds positive attitudes and behaviors put forward expertise in carrying out the profession and solving various problems of the nation and state.

11. Creative: Unpad upholds the attitude and behavior that has power high creativity in achieving scientific excellence, progress of civilization human and social welfare
12. Responsible: Unpad upholds attitude and behavior take responsibility for the problems that exist in and outside the campus so that it becomes a meaningful solution for progress nation and state.
13. Obeying the Law: Unpad upholds the attitude and behavior of being submissive and comply with applicable laws for the creation of society Indonesia is aware of the law.
14. Environmen Awareness: Unpad upholds the attitude and behavior that pay attention and love the environment for the creation of society Environmentally friendly Indonesia.
15. Continuous Progress: Unpad upholds attitude and behavior maximum effort, innovation, and commitment to continuous progress in order to achieve the primacy of scientific activities, development culture, civilization and community welfare so as to provide positive meaning and value for the development and progress of Unpad in national and international scene.

Article 3

The Lecturer Code of Ethics is intended so that lecturers in carrying out their duties, rights and obligations, including in receiving awards and sanctions, rely on moral principles, decency, and law, as well as the values of honesty and scientific truth.

CHAPTER III LECTURER'S RIGHTS AND OBLIGATIONS

Part One

LECTURER'S RIGHTS

Article 4

Unpad lecturers have the right to:

1. Earning income above the minimum living needs and security well-being
2. Get promotions and awards according to tasks and achievements work;
3. Obtain protection in carrying out duties and rights to property intellectual;
4. Get the opportunity to improve competence, access resources learning, information, learning facilities and infrastructure, as well as research and community service;
5. Have academic freedom, academic pulpit, and scientific autonomy responsible;
6. Have the freedom to be responsible in giving an assessment and determine student graduation;

7. Have the freedom to associate in professional organizations/organizations scientific profession.

Part Two
LECTURER'S OBLIGATIONS

Article 5

Unpad lecturers are obliged to:

1. Carry out educational, research, and service activities public;
2. Planning, implementing and assessing and evaluating the results of the process learning;
3. Improve and develop academic qualifications and competencies continuously in line with the development of science, technology, art, and culture;
4. Act objectively and non-discriminatory on the basis of considerations of type gender, religion, ethnicity, race, certain physical condition, or socio- the economy of students in learning.

CHAPTER IV
LECTURER'S OBLIGATIONS TO SELF

Article 6

Unpad lecturers are obliged to themselves, in the form of:

1. Have faith and have faith in God Almighty, uphold law based on Pancasila and the 1945 Constitution, comply with the Oath of Civil Servants/University Employees, as well as the Oath of Position;
2. Uphold the moral code based on religion and culture by awareness of responsibility for the reputation of the University;
3. Upholding the universal nature and objectivity of science in producing new knowledge that is tested according to applicable scientific rules universal;
4. Uphold civilized nature in preserving and producing new knowledge that is tested for benefit, and welfare human and humanity.

CHAPTER V

LECTURERS' OBLIGATIONS TO ACADEMIC FREEDOM AND SITUATION

Article 7

Unpad lecturers are obliged to freedom and academic atmosphere, in the form of:

1. Lecturers are obliged to uphold academic freedom, namely the obligation to maintain and advance science, technology, art, culture, through study, research, discussion or dissemination of knowledge to students independently in accordance with personal aspirations and based on by scientific principles, namely honest, broad-minded and scientific; appreciate the scientific discoveries and opinions of other academics who have tested; prioritize the interests of the nation, state, humanity, students, fellow lecturers and the community, responsibly;
2. Lecturers are required to uphold the freedom of the academic pulpit, namely: freedom of expression of thoughts and opinions in the environment and academic forums in the form of lectures, seminars, and scientific activities other;
3. Lecturers must always be introspective, foster, and develop his academic and professional career;
4. Lecturers are required to develop a conducive academic atmosphere in work environment;
5. Lecturers must uphold and respect rights and freedoms academic and the right to freedom of academic pulpit among lecturers;
6. Lecturers are required to live up to the basics of society in administering the University in the form of social tasks by participating in organizing efforts to build, maintain, and develop a cultured and dignified community life;
7. Lecturers are required to live up to the basics of kinship in the management and administration of the University based on the University Statutes.

CHAPTER VI

LECTURERS' OBLIGATIONS TO UNIVERSITY

Article 8

Unpad lecturers are obliged to the university, in the form of:

1. Lecturers are required to heed and implement the Unpad Code of Ethics.
2. Lecturers must uphold and understand the principles, vision, mission, scientific patterns the principal, and objectives of the University;
3. Lecturers are required to uphold, appreciate, and practice the Tridharma of Higher Education;
- 4.

CHAPTER VII

OBLIGATIONS OF LECTURERS IN ACADEMIC FIELD

Article 9

Lecturers are required to uphold the academic tasks assigned to them with a professional spirit as an educator which is manifested in the form of behavior and exemplary, such as:

1. Teaching, nurturing, and providing academic guidance in a best according to his demands and full of dedication, discipline, and wisdom;
2. Motivate and develop students' thinking and creativity;
3. Avoiding things that can reduce the degree and dignity lecturer;
4. Avoid gratification in any form.

CHAPTER VIII

OBLIGATIONS OF LECTURERS IN RESEARCH

Article 10

In carrying out research, a lecturer is obliged to:

1. Be analytical, critical, and creative,
2. Be honest, objective, and adhere to the scientific method;
3. Be open, except for patented research results;
4. Avoid research errors, especially in presenting results study;
5. Treating colleagues politely and egalitarian;
6. Respect and appreciate research subjects, both in the form of human as well as animals and plants, both living and die, or the part/fragment and subject of the research;
7. As a researcher, a lecturer is obliged to:
 - a) provide an interpretation of the research results so that they can be understood;
 - b) not covering up weaknesses or exaggerating research results;
 - c) explain explicitly the benefits obtained by the research subject.

Article 11

Research conducted by lecturers must:

1. Scientific in nature, facts are obtained objectively through methods and techniques accountable research;
2. It is a process that should be continuous, because the results research can always be refined;
3. Completed in an honest, professional, humane and considerate manner factors of accuracy, thoroughness, and accuracy;

4. Beneficial to society in general and the University in particular, both scientifically and functionally.

Article 12

Researcher Relationships with Students and Partners

1. In conducting research, lecturers are required to involve students as fulfillment of academic requirements or learning arena, actuality scientific competence, and personal development;
2. As a researcher, a lecturer must:
 - a) directing research for the advancement of science, technology,
 - b) arts, culture and or the acquisition of patents to encourage
 - c) national industrial development;
 - d) synergize various disciplines Hum,
 - e) observing between the expected benefits and the costs and expenses incurred
 - f) issued;
 - g) avoid promising something beyond ability;
 - h) produce or deliver what it promises;
 - i) explain the research data, especially related to the process
 - j) decision-making.

Article 13

In presenting the results of research with partners, researchers must:

1. Explain to partners about the conclusions obtained;
2. Assist and participate in the interpretation of results and conclusions:
3. Explain the limitations of the research results and distinguish between conclusions research and extrapolation,
4. Demonstrate research skills;
5. Responsible for ensuring that research results can be understood by partners.

Article 14

Research Cooperation Agreement

Lecturers as scientists in carrying out research cooperation agreements with third parties are free from the interests of groups, authorities, religions, or parties, so that the results of their research are objective.

Article 15

Plagiarism

Lecturers as researchers and/or authors of scientific works are prohibited from plagiarizing the results of research and/or scientific works themselves and/or others, either in its entirety or in part without citing the source properly and correctly according to the applicable citation rules.

Article 16

Publication

A lecturer who writes publications must:

1. Using scientific language;
2. Listing the sources of thought and previous research;
3. Listing the source and displaying images and or tables that quoted from the work of others;
4. Get permission when displaying images of individuals or trial people (probandus) and if you don't want to be known, you have to cover part of your face especially the eyes or parts that can serve as identification clues;
5. List all contributors except those who are not available;
6. Include a thank you for the services of the giver of ideas and/or funders/partners and/or those who assist the implementation of research, both in moral and material form, except for those who are not willing;
7. Obtain permission from funders/partners (if any).

CHAPTER IX

RESPONSIBILITIES OF LECTURERS IN THE FIELD OF SERVICE TO THE COMMUNITY

Article 17

1. In carrying out community service, lecturers are obliged to:
 - a) work synergistically with fellow lecturers from various disciplines
 - b) science;
 - c) respecting the opinion of the community in determining programs
 - d) devotion;
2. Lecturers are required to place students as co-workers who are still working requires a social learning process.

Article 18

Lecturers who perform Community Service must:

1. Referring to the needs of the community;
2. Reflect the real contribution of the University;
3. Nurture, frame, utilization, and development of knowledge, technology, arts and culture for the community; also, involve student participation;
4. Provide enlightenment and improve the welfare of the community as well as beneficial for the entire academic community.

CHAPTER X

LECTURERS' OBLIGATIONS ON THE IMPLEMENTATION OF THE CODE OF ETHICS

Article 19

1. Lecturers are required to implement and comply with the Lecturer's Code of Ethics;
2. Violation of the Lecturer's Code of Ethics may be subject to moral sanctions or ethical sanctions or legal sanctions in accordance with the laws and regulations applicable law, or a combination of them.

CHAPTER XI

BEHAVIOR THAT VIOLATES CODE OF CONDUCT

Article 20

Field of Education

Lecturers in carrying out the duties of Tridharma are considered to have committed actions and behaviors that violate the Lecturer's Code of Ethics in the field of education and teaching if they do the following:

1. Not carrying out educational and teaching tasks as has been specified in the syllabus without justifiable reasons;
2. Carry out duties unprofessionally and not in accordance with competence;
3. Leaking or notifying exam questions to students on the basis of favoritism or other irresponsible reasons;
4. Giving test scores without being based on clear guidelines or criteria;
5. Hiding the actual test results;

6. Neglect does not carry out educational duties properly, including reluctance to meet with students for discussion purposes, delaying examination of the final thesis/thesis/dissertation report, thwarting the report. final/thesis/thesis/dissertation without justifiable reasons;
7. Asking students to do something outside of their educational duties and official teaching, so that it harms students both in terms of time, energy, and finances;
8. Manipulating the attendance list of students and lecturers (DHMD);
9. Asking for rewards in the form of services, money, or other gifts from students;
10. Deliberately complicating student graduation with the aim of get a reward from the student

Article 21

Field of Research and Scientific Works/Publications

1. Lecturers are considered to have violated the Lecturer's Code of Ethics in the Field of Research when doing the following.
 - a. conduct research that is against the regulations University/Faculty and other laws and regulations applies;
 - b. conducting research using humans as objects without obtaining permission/approval from the subject concerned;
 - c. making research progress reports not according to schedule which have been set;
 - d. commit fraud/misuse of research funds or other funds that should be for the smooth implementation of the project study;
 - e. distort or falsify data for certain purposes such as supporting a preferred theory or discovery;
 - f. intentionally damaging the research equipment of the Faculty/University, including destruction of laboratory data, materials research (including experimental animals), computer equipment, etc.;
 - g. considering themselves as the sole researcher in a project research that is actually carried out in groups with other research associates or subordinates;
 - h. plagiarism research methods and procedures.
 - i. Conduct research on behalf of the institution without notifying or ask permission from superiors.

2. Lecturers are considered to have violated the Lecturer's Code of Ethics in Scientific Works/Publications when doing the following:
 - a. copying other people's ideas and/or creations that are stored in the form of written, printed, electronic slick, or in any form for work and research that he acknowledges as the creator of the idea;

- b. taking ideas from other people's writings by making changes without writing/referring to the original source, then rearranging it in such a way that it gives a picture as if it were the revealer of the idea;
- c. translate the writings or essays of others in full or part, then the accepted result is considered as his own composition;
- d. carry out untrue and dishonest documentation, for example in quoting the words of other people's opinions (1; writing) without mentioning the source or making a complete quote;
- e. include their name or intentionally let their team be included in a research group, paper, scientific paper, or book even though the lecturer concerned is not actively involved
- f. directly in the implementation of the research;
- g. uses position, status, position, and influence of power
- h. to colleagues, subordinates, and/or students to include their names in a research project/group, or into the group of authors of a work scientific/publication/publishing, but he does not make any scientific contributions he deems appropriate, either as a researcher or as a writer;
- i. using data from other people's research, such as work laboratory, the results of field work/library, both unfinished as well as those that have been published/published, then
- j. make it a part of his scientific study without making an honest statement of the original source;
- k. using data and/or research results obtained from group research (collaborative work) without the consent of colleagues research associates by not including the names of other researchers; using research data and/or student work he was guided to make his scientific writings in the form of papers, scientific papers, books or other forms of publication without write the name of the student as one of the authors;
- l. publishing writings in the form of papers, scientific papers, books or other forms of publication that are co-authored, but written as a single author;
- m. publishing writings in the form of papers, scientific papers, books or any other form of publication, wholly or partly written by someone else, but written in his own name (plagiarism)

Article 22

Community Service

Lecturers are considered to have violated the Lecturer's Code of Ethics in the field of Community Service if they do the following:

1. Neglecting/not notifying and/or not coordinating activities community service to the leadership;

2. Carry out community service activities without being prepared properly, so that it has a negative impact on society and University;
3. Carrying out community service activities that are not in accordance with interests of the community so that it has a negative impact on society and University.

CHAPTER XII SANCTIONS

Article 23

1. Lecturers who violate their obligations and/or violate the prohibition may be subject to sanctions;
2. The type of sanction imposed depends, among others, on the type of violation, the severity of the violation, and adequate facts.

Article 24

Type of Sanction

1. Sanctions for violating the Lecturer's Code of Ethics consist of:
 - a) Minor Sanctions
 - b) Medium Sanction
 - c) Heavy Sanctions
 - d) Special Sanctions
2. Light Sanctions are imposed when Lecturers violate the provisions of Article 20 number and 2, Article 21 paragraph (1) letters a, b, and c, and Article 22 number 1;
3. Sanctions are being imposed when a Lecturer violates the provisions of Article 20 numbers 3 to 10, Article 21 paragraph (2) letters a to d and i, and Article 22 numbers 2 and 3;
4. Heavy Sanctions are imposed when the Lecturer violates the provisions of Article 21 paragraph (1) letters d to h and Article 21 paragraph (2) letters e to j, as well as Article 22 points 2 and 3;
5. Special Sanctions are imposed when a Lecturer violates the provisions of Article 15 and Article 21 paragraph (2) letter k.

Article 25

Form of Sanction

1. Mild sanctions in the form of:
 - a. Verbal warning by Head of Department/Dean, or;
 - b. The 1st (first) written warning from the Dean.
2. Sanctions are being issued by the Dean in the form of:
 - a. 2nd (second) warning in writing, or;

- b. 3rd (third) warning in writing, and/or;
- c. Prohibition of teaching for a certain time in the Diploma / Bachelor Program,
- d. and/or;
- e. Prohibition of guiding and testing for a certain time in the Program
- f. Diploma/Bachelor.

3. Heavy sanctions issued by the Chancellor in the form of:

- a. Prohibition of teaching for a certain time in the Program: Diploma, Bachelor's/Postgraduate's/or;
- b. Prohibition of guiding and testing for a certain time in the Program Diploma/Bachelor/Postgraduate, and/or;
- c. Postponement of promotion/class for a certain time or Reduced in rank, and/or.
- d. Proposal to the Minister to be honorably dismissed, or;
- e. Proposal to the Minister to be dishonorably dismissed.

4. Special sanctions are imposed for plagiarism violations as regulated in Regulation of the Minister of National Education Number 17 of 2010 concerning Prevention and Overcoming of Plagiarism in Higher Education.

CHAPTER XIII CLOSING

Article 26

1. Other matters that have not been regulated in this Decree will be regulated by separate decisions;
2. This Decision shall take effect on the date specified.

Stated in Jatinangor
On January 9, 2017 Chair of the Academic Senate
Universitas Padjadjaran,

DEKAN S. ABDOELLAH