

**THE DECREE OF RECTOR OF UNIVERSITAS NEGERI PADANG**

**Number: 173 / UN35 / AK.A / 2012**

**Regarding**

**STAFF CODE OF ETHICS**

**RECTOR OF UNIVERSITAS NEGERI PADANG**

- Considering : a. wheres to smooth the implementation of the Tri Dharma of Higher Education and administration at Universitas Negeri Padang, it is necessary to create a conducive atmosphere for the lives of students, lecturers and staff;
- b. that in connection with point (a) above, it is necessary to stipulate a Rector's Decree concerning a code of ethics for Staff at Universitas Negeri Padang.
- Recalling : 1. Law of the Republic of Indonesia Number 20 of 2003, concerning the National Education System;
2. Government Regulation Number 66 of 2010, concerning Higher Education;
3. Presidential Decree Number 93 of 1999, concerning Change of IKIP to University;
4. Minister of Education and Culture Decree
- Number 155/0/1998, concerning General Guidelines for Student Organizations in Higher Education;
  - Number 276/0/99, concerning the Organization and Administration of the Universitas Negeri Padang;
5. Minister of National Education Decree Number 222 / U / 2000, regarding the Statute of Universitas Negeri Padang.
- Regarding : Results of the Senate Meeting at Universitas Negeri Padang on September 20, 2012.

## HAS DECIDED

### Stipulate:

- First : Enacting a code of ethics for Staff at Universitas Negeri Padang as stated in the attachment to this decision.
- Second : Matters that have not been stated in this decision will be regulated separately through a Rector's Decree.
- Third : This decision is effective from the date of stipulation and if there is an error at a later date, it will be corrected accordingly.

Stipulated in Padang  
on December 2, 2012  
Rector,

Prof. Dr. Phil. Yanuar Kiram  
NIP 195701011984031004

### Copy:

1. Minister of Education and Culture
2. Secretary General of the Minister of Education and Culture
3. Inspector General of the Minister of Education and Culture
4. Director General of Higher Education of the Minister of Education and Culture
5. Assistant Rector at Universitas negeri padang
6. The Deans, Director of PPS at Universitas Negeri Padang
7. Heads of Institutions at Universitas Negeri Padang
8. Heads of UPT at Universitas Negeri Padang
9. The Assistant Dean, Head of Department / Study Program at the Universitas Negeri Padang
10. The Bureau Chief at Universitas Negeri Padang
11. The Head at Universitas Negeri Padang
12. Coaches Technical ORMAWA Universitas Negeri Padang

**STAFF CODE OF ETHICS**  
**UNIVERSITAS NEGERI PADANG**

**Chapter I**  
**General provisions**

**Article 1**

- 1) Staff at Universitas Negeri Padang (UNP) consists of lecturers and academic support staff.
- 2) A lecturer is someone who based on his education and expertise is appointed by the higher education institution with the main task of teaching at the relevant tertiary institution.
- 3) Lecturers can be permanent lecturers, non-permanent lecturers, and guest lecturers.
- 4) Permanent lecturers are lecturers who are appointed and placed as permanent staff at the university concerned.
- 5) Non-permanent lecturers are lecturers who are not permanent staff at the university concerned.
- 6) A guest lecturer is someone who is invited and appointed to become a lecturer at UNP for a certain period of time.
- 7) The academic position levels of lecturers basically consist of Expert Assistants, Lecturers, Head Lecturers and Professors.
- 8) UNP lecturers come from various cultures and backgrounds.
- 9) The UNP Association is obliged to create a culture to harmonize the differences that exist between the various cultures brought by each individual so that it becomes an accepted culture in the UNP environment, for this reason it is necessary to make a Guidelines / Code of Ethics for Staff within UNP.

**CHAPTER II OBJECTIVES**

**Article 2**

Guidelines / Code of Ethics for educational staff aim to:

- 1) Form an image of a lecturer who can be used as a role model for students who will enter a modern and professional society.

- 2) Forming the image of a lecturer as a figure who has intellectual integrity and is open to all changes.
- 3) Forming an image of the academic community who cares about the environment, health, information technology and time.
- 4) Forming an image professional in the implementation of UNP education management.

### **CHAPTER III**

#### **CAMPUS LIFE PROCEDURES FOR LECTURERS**

##### **Article 3**

Requirements to become lecturers are:

- 1) Have faith and devotion to God Almighty;
- 2) Have a Pancasila view point and the 1945 Constitution;
- 3) Have qualifications as teaching staff;
- 4) Have high morals and integrity;
- 5) Have a great sense of responsibility for the future of the Nation and State.

##### **Article 4**

In general, the duties of a lecturer include the Tri Dharma of Higher Education, namely:

- 1) Carry out educational and teaching activities in accordance with the authority of their academic position.
- 2) Carry out research activities in the framework of education and teaching or in scientific development activities in accordance with the authority of the academic position level.
- 3) Carry out community service activities in the framework of education and teaching or in other activities that support the implementation of general government tasks and development in accordance with the authority of the academic position level.

### **CHAPTER IV**

#### **RIGHTS AND OBLIGATIONS**

##### **Article 5**

Staff have the right:

- 1) To carry out academic activities in accordance with the Tri Dharma of Higher Education freely and responsibly by keeping in mind humanitarian norms, scientific dignity, available facilities and applicable regulations.
- 2) Contributing scientific work and work performance in accordance with applicable laws and regulations.
- 3) Receive fair treatment according to his profession.
- 4) Receive awards to encourage and improve achievement and to foster loyalty to UNP, citizens or organizational elements who have shown loyalty, achievement, or have contributed to UNP.

### **Article 6**

Each Staff UNP required:

- 1) Devoted to God Almighty and obedience to the state and the government of Indonesia based on Pancasila and the Constitution of 1945.
- 2) Upholding the honor of the Nation and the State, as well as the authority and reputation of the UNP.
- 3) Prioritizing the interests of UNP and society rather than personal or group interests.
- 4) Think, behave and act as members of the scientific community, noble, honest, passionate, responsible and avoid disgraceful actions, including plagiarism.
- 5) Be open and uphold academic honesty and carry out professional duties as well as possible.
- 6) Disciplined, humble, sensitive, conscientious, careful, and respect the opinions of others.
- 7) Uphold state secrets and job secrets as well as do not abuse the position.
- 8) Refusing and not accepting a gift that is clearly known and deserves to be suspected, directly or indirectly, is illegally related to the profession.
- 9) Paying attention to the limits of scientific authority and responsibility in using academic pulpit freedom and not overstepping the authority of the expertise or expertise of colleagues.
- 10) Respect fellow lecturers and try to right the disgraceful actions of peers.
- 11) Guiding and providing opportunities for students to obtain, develop and practice science, technology and arts in accordance with applicable regulations.
- 12) Guiding and educating students towards the formation of an independent and responsible educated human personality.
- 13) Be fair and act towards students.

- 14) Maintain honor and health.
- 15) Follow, develop and practice science, technology, and information in accordance with their fields.
- 16) Comply with all rules and regulations that apply at UNP.

## **CHAPTER V SOCIAL MANNERS AND RESPONSIBILITY**

### **Article 7**

Manners association within the campus environment UNP is based on the family principles and the uphold harmony and balance in accordance with Pancasila philosophy of life.

### **Article 8**

The UNP extended family has the responsibility to maintain the good name of the alma mater and realizes that Higher Education must truly be a scientific community that will continue to develop in accordance with the development of science so that the conducive atmosphere for the implementation of the teaching and learning process is all UNP family responsibility.

## **CHAPTER VI VIOLATIONS**

### **Article 9**

Violations by lecturers can take the form of:

- 1) Act that can undermine the good name of the alma mater / extended family of the UNP Campus.
- 2) Undermine the authority of officials within the University or Faculty in carrying out their duties and positions.
- 3) Act to abuse and go beyond the authority that is available to him.
- 4) Act arbitrarily and unfairly towards both subordinates and fellow officials.
- 5) Divulge confidential or secret office and state
- 6) Divulge key question and answer
- 7) Conduct an unauthorized charges in form any whatsoever in performing his duties for personal or group interests
- 8) Against and reject the job of the boss.

- 9) Obstruct and complicate the implementation of academic and non-academic activities that have been determined by the University / Faculty.
- 10) Intervening in educational administration and other matters without the legitimate authority of the University / Faculty.
- 11) Doing contamination / vandalism, cheating and falsifying valid letters / documents such as grades, diplomas and certificates and other documents.
- 12) Doing decency both in attitude, words, writing and pictures.
- 13) Misusing the name, symbol, sign of the UNP;
- 14) Using UNP's rooms, buildings and other facilities illegally without permission.
- 15) Extorting, gambling, carrying, abusing illegal drugs in the UNP campus.
- 16) Spread writings and ideas that are prohibited by the Government.
- 17) Pitting one another and inciting between the UNP academic community;
- 18) Perform plagiarism in scientific papers.
- 19) And others that are prohibited by the prevailing laws and regulations.

## **CHAPTER VII SANCTIONS**

### **Article 10**

#### Sanctions Against Lecturers:

- 1) Every UNP lecturer who violates the code of ethics, discipline, rules and regulations will be subject to sanctions.
- 2) Sanctions imposed on lecturers can be in the form of:
  - a. Verbal warning
  - b. Written warning
  - c. Stern warning
  - d. Postponement of regular salary increases
  - e. Postponement of promotion
  - f. Postponement of grade
  - g. Exemption of duty
  - h. Termination

## **CHAPTER VIII CODE OF ETHICS INSTITUTION**

### **Article 11**

UNP Staff who commit violations as stated in the article as listed above will be processed by University Code of Ethics Institute;

## **CHAPTER IX ADDITIONAL PROVISIONS**

### **Article 12**

UNP Staff who commit violations as mentioned in the article above are given the right to defend themselves before the Rector, either verbally or in writing before the Rector makes a final decision.

## **CHAPTER X CLOSING**

### **Article 13**

This code of conduct comes into force as from the date of stipulation provided that everything will be changed if it is found that there is an error later.

Stipulated in Padang  
on December 2, 2012  
Rector,

Prof. Dr. Phil. Yanuar Kiram  
NIP 195701011984031004