

UNIVERSITAS PEMBANGUNAN NASIONAL “VETERAN” JAWA TIMUR

DECISION LETTER

NUMBER: SKEP/107/IV/2014

REGARDING

CODE OF ETHICS FOR EDUCATIONAL PERSONNEL

RECTOR OF UNIVERSITAS PEMBANGUNAN NASIONAL “VETERAN” JAWA TIMUR

Considering:

- a. That Universitas Pembangunan Nasional “Veteran” Jawa Timur as an institution of higher learning grants greater independence, autonomy, and responsibility to realize the esteemed and prominent objectives of Universitas Pembangunan Nasional “Veteran” Jawa Timur.
- b. That in connection with the above, Universitas Pembangunan Nasional “Veteran” Jawa Timur has undergone transformative efforts in various fields.
- c. That institutional transformation within the university encompasses not only the transformation of university management, organizational structure, and finances, but also includes the cultural transformation of all human resources within the university, including the Educational Personnel.
- d. Cultural transformation is aimed not only at shaping a professional, independent staff attitude that respects their profession and consistently strives to improve skills and abilities to provide the best service performance, but also to encourage the formation of individuals with high integrity and morality deserving of being role models within the university and examples in the community.
- e. That in promoting good and ethical behavior of the Educational Personnel of Universitas Pembangunan Nasional “Veteran” Jawa Timur, and ensuring the maintenance of order and smooth task execution within the Universitas Pembangunan Nasional “Veteran” Jawa Timur for the realization of excellent service to the community, it is deemed necessary to establish the Rector's Regulation regarding the Code of Ethics for Educational Personnel of Universitas Pembangunan Nasional “Veteran” Jawa Timur.

Referring to:

Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System.

Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education.

Government Regulation Number 42 of 2004 regarding the Development of the Civil Servant Corps Spirit and Code of Ethics.

Government Regulation Number 17 of 2010 concerning the Management and Implementation of Education, as amended by Government Regulation Number 66 of 2010.

Government Regulation Number 53 of 2010 about Civil Servant Discipline.

Regulation of the Minister of National Education Number 61 of 2008 regarding the Mechanism for Imposing Disciplinary Sanctions which is the Authority of the Minister for Civil Servants in the National Education Department.

Regulation of the Minister of Education and Culture Number 25 of 2012 regarding Organization and Work Procedures of Universitas Pembangunan Nasional "Veteran" Jawa Timur.

Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 16 of 2012 concerning the Code of Ethics for Employees in the Ministry of Education and Culture.

Decision of the Chair of the YKPP Management Number: Kep/18/YKPP/III/2008 dated March 5, 2008 regarding Organization and Work Procedures of UPN "Veteran" Jawa Timur.

Decision of the Chair of the YKPP Management Number: Kep/11/YKPP/III/2008 dated March 5, 2008 regarding Personnel Regulations of the Education Executive Body.

Taking into account:

The Vision, Mission, and Objectives of Universitas Pembangunan Nasional "Veteran" Jawa Timur.

Institutional transformation efforts within the university aimed at realizing a world-class university, welfare, and pioneering in the community.

DECIDED:

To establish: REGULATION OF THE RECTOR OF UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" JAWA TIMUR ON THE CODE OF ETHICS FOR EDUCATIONAL PERSONNEL OF UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" JAWA TIMUR.

CHAPTER I GENERAL PROVISIONS

Article 1

In this regulation, the following terms mean:

"University" refers to the Universitas Pembangunan Nasional "Veteran" Jawa Timur.

"Employee Code of Ethics", hereafter referred to as the "Educational Staff Code of Ethics", is a guideline for the attitude, behavior, and actions of Employees in carrying out their duties and daily interactions.

"Code of Ethics Violation" means any statement, writing, or action of the Employee that goes against the Code of Ethics.

"Authorized Official" refers to the Human Resources Development Official, the Official authorized to impose penalties, or any other appointed official.

"Moral Sanction", hereafter referred to as "sanction", is the statement by the authorized official about the violation of the Code of Ethics.

Article 2

In the Educational Staff Code of Ethics of Universitas Pembangunan Nasional "Veteran" Jawa Timur, the following terms mean:

"University Principles" refer to the values underpinning the university's operations, including faith and piety towards God Almighty, high morality, academic freedom, scientific freedom, universality, independence, accountability, and quality.

"Rector" refers to the Rector of Universitas Pembangunan Nasional "Veteran" Jawa Timur.

"Dean" is the faculty leader who oversees education, research, and community service, and guides educators, students, and educational staff.

"Educational Staff" refers to administrative staff or other supporting staff as per existing regulations.

"Code of Ethics" is a written guideline containing ethical behavior standards for the Educational Staff of Universitas Pembangunan Nasional "Veteran" Jawa Timur in national, societal, organizational life, and university interactions.

"Leadership" includes the Rector and Vice Rector.

"Faculty Leadership" refers to the Dean and is assisted by the Vice Deans.

"University Objective" is to prepare students to become community members with morality, academic, professional, and vocational capabilities to apply, develop, and/or enrich the repository of knowledge, technology, and arts; to develop and disseminate knowledge, technology, and arts, especially industry-based, and to utilize them to improve society's living standards and enrich national culture; to support the development of a civil democratic society by acting as an independent moral force; to achieve competitive excellence through professional resource management principles and to continually improve quality to achieve a leading position in global competition and cooperation.

Article 3

The Educational Staff Code of Ethics of Universitas Pembangunan Nasional "Veteran" Jawa Timur aims to provide guidelines for all Educational Staff of the university in carrying out their duties and responsibilities, both within and outside working hours.

Article 4

The objectives of the Educational Staff Code of Ethics of Universitas Pembangunan Nasional "Veteran" Jawa Timur are:

The formation of the University's educational staff who are creative, noble, disciplined, and perform excellently.

Creating a conducive academic climate that facilitates the achievement of the University's vision, mission, and objectives.

Realizing world-class universality, welfare, and pioneering in the community.

Establishing a collective commitment of the Educational Staff of Universitas Pembangunan Nasional "Veteran" Jawa Timur to support the satisfaction enhancement of students, educators, and other supporting staff as well as the university stakeholders.

Achieving the University's vision, mission, and objectives.

Elevating the dignity and honor of the Educational Staff of Universitas Pembangunan Nasional "Veteran" Jawa Timur.

CHAPTER II: CODE OF ETHICS FOR EDUCATIONAL STAFF

Section One: Fundamental Attitudes

Article 5

Every member of the Educational Staff is obliged to cultivate ethical behavior that adheres to the following fundamental attitudes:

Have faith and devotion to the One Almighty God.

Remain loyal and obedient to Pancasila (the Five Principles of Indonesia) and the 1945 Constitution.

Possess high moral standards.

Show obedience to the law and statutory regulations.

Respect human rights.

Preserve the unity and integrity of the nation.

Have high integrity and a strong sense of responsibility.

Prioritize the interests of the country, the nation, and the University above personal interests or the interests of an individual or group.

Possess a spirit of independence and the capability to continually enhance quality.

Act professionally, neutrally, objectively, and without discrimination.

Provide optimal services to the community.

Maintain an awareness and zeal to enlighten the nation's children through continuous, responsible, high-quality higher education and teaching services.

Have the duty to uphold high standards of capability, honesty, and exemplary behavior.

Section Two: Code of Ethics

Article 6

In executing the duties of the University and in daily life, every member of the Educational Staff must adhere to the standards of state ethics, organizational ethics, societal ethics, ethics towards leadership, ethics among colleagues, students, and self-ethics, all based on the fundamental values and attitudes of university employees.

State ethics include:

a) Loyalty and obedience to Pancasila and the 1945 Constitution.

b) Elevating the honor and dignity of the nation and state.

c) Acting as a binding force and unifier of the nation within the Unitary State of the Republic of Indonesia.

d) Prioritizing the interests of the country and nation over personal or group interests.

e) Complying with all applicable laws and regulations in performing duties.

- f) Being accountable in executing clean and authoritative governance tasks.
- g) Being responsive, transparent, honest, accurate, and punctual in implementing every policy and program.
- h) Efficiently and effectively using or leveraging all resources.
- i) Not giving false testimony or incorrect information.

Organizational ethics include:

- a) Executing duties and responsibilities according to applicable regulations.
- b) Protecting confidential information.
- c) Implementing established policies.
- d) Building a work ethic to enhance organizational performance.
- e) Ensuring cooperative collaboration with other related work units in pursuit of objectives.
- f) Possessing competence in task execution.
- g) Adhering to and obeying operational standards and workflows.
- h) Developing creative and innovative thoughts to improve organizational performance.
- i) Being oriented towards enhancing work quality.
- j) Avoiding misuse of the institution for personal gain.

Societal ethics include:

- a) Respecting every citizen without distinguishing religion, belief, ethnicity, race, and social status.
- b) Living a simple life.
- c) Providing services with empathy, respect, and courtesy, selflessly and without coercion.
- d) Offering prompt, precise, transparent, fair, and non-discriminatory services.
- e) Being responsive to community surroundings.
- f) Orienting towards enhancing community welfare in task execution.

Ethics towards oneself include:

- a) Being honest and transparent without giving false information.
- b) Acting with full sincerity and genuineness.
- c) Avoiding personal, group, or factional conflicts of interest.
- d) Taking the initiative to improve knowledge, abilities, skills, and attitudes.
- e) Possessing a high fighting spirit.
- f) Maintaining physical and mental health.

- g) Preserving family unity and harmony.
- h) Appearing simple, neat, and polite.

Ethics towards fellow Educational Staff include:

- a) Respecting fellow University members without distinguishing religion, belief, ethnicity, race, and social status.
- b) Fostering a sense of unity and cohesion.
- c) Respecting colleagues, both vertically and horizontally within a work unit, agency, or between agencies.
- d) Valuing different opinions.
- e) Upholding the honor and dignity of fellow employees.
- f) Maintaining and fostering cooperative relationships with fellow employees.
- g) Preserving and fostering a sense of solidarity.

Ethics towards students include:

- a) Aiming to enhance student quality.
- b) Avoiding exploiting students for personal, group, or factional interests.
- c) Serving with empathy, courtesy, selflessly, and without coercion.
- d) Providing prompt, precise, transparent, fair, and non-discriminatory services.
- e) Being responsive to students' circumstances.
- f) Being honest and transparent without giving false information to students.
- g) Acting with full sincerity and genuineness.
- h) Avoiding personal, group, or factional conflicts of interest.
- i) Taking the initiative to improve students' knowledge, abilities, skills, and attitudes.
- j) Continuously striving to be a role model for students.

CHAPTER III ENFORCEMENT OF THE CODE OF ETHICS

Part One: Officials Authorized to Impose Sanctions

Article 7

To ensure the enforcement of the Code of Ethics for the Educational Staff of the University of National Development "Veteran" Jawa Timur, this Code of Ethics is made a part of the prevailing regulations within the University.

- a) Any Educational Staff proven to violate the Code of Ethics will be subjected to moral sanctions.

- b) The official authorized to impose moral sanctions is the Rector.
- c) The Rector delegates his authority to the Faculty Leadership, or the Leadership of the Administrative Executing Element, or the Leadership of the Supporting Element as the direct supervisor of the concerned employee to examine and impose moral sanctions.

Part Two: Reporting and Examination

Article 8

Anyone aware of a violation of the Code of Ethics for Educational Staff:

- a) has the right to report to the Dean, or the Leadership of the Administrative Executing Element, or the Leadership of the Supporting Element where the employee is assigned, accompanied by sufficient preliminary evidence. Based on the considerations of the Faculty Dean, or the Leadership of the Administrative Executing Element or the Leadership of the Supporting Element, the identity of the reporter can be kept confidential, except for reporters from outside the University, the identity of the reporter must be clearly stated.
- b) The Dean, or the Leadership of the Administrative Executing Element, or the Leadership of the Supporting Element will summon the concerned employee, the reporter, and other relevant parties if needed, for examination and to provide statements.
- c) Every examination is conducted confidentially.
- d) The Faculty Leadership or the Leadership of the Administrative Executing Element, or the Leadership of the Supporting Element must complete the examination and decide on the type of moral sanction within no more than 15 (fifteen) working days. If this timeframe is not met, the concerned employee cannot be sanctioned.
- e) A copy of the examination results and the sanction decision is submitted to the Rector as a report.
- f) Every employee is treated equally without discrimination during the examination process.
- h) Every employee has the right to defend themselves during the examination process.

Section Three: Sanctions

Article 9

Educational Personnel proven to have violated the Code of Ethics are subjected to moral punishment.

The moral punishment referred to in paragraph (1) is in the form of:

- a. a private statement; or
- b. a public statement.

The moral punishment as referred to in paragraph (2) is made in writing.

In the imposition of the moral sanction as mentioned in paragraph (3), the type of ethical code violation committed by the Educational Personnel must be specified.

Chapter IV: Closing Provisions

Article 10

The Code of Ethics for the Educational Personnel of the "National Development University Veteran" of Jawa Timur represents a collective commitment from all the Educational Personnel of the "National Development University Veteran" of Jawa Timur in support of achieving the university's goals in accordance with the university's principles as mandated in the Statutes of the "National Development University Veteran" of Jawa Timur.

Every Educational Personnel must bear responsibility in the implementation of this Code of Ethics.

Signed,

RECTOR of UPN Veteran Jawa Timur

Prof. Teguh Sudarto