

**THE DECREE OF INSTITUT TEKNOLOGI KALIMANTAN
NUMBER 9979 OF 2017**

ON

**THE CODE OF CONDUCT FOR STUDENTS OF
INSTITUT TEKNOLOGI KALIMANTAN**

WITH THE GRACE OF GOD ALMIGHTY

RECTOR OF INSTITUT TEKNOLOGI KALIMANTAN,

Considering : a that in order to create a campus life that is conducive, academic in character, has an insight into the nation's culture, has the morals of Pancasila and has a noble personality, it is necessary to have provisions governing the Campus Code of Conduct.

b that in order to adapt to the new laws and regulations and create a respectful, safe, organized and comfortable in campus life and in order to produce ITK graduates who behave politely and obey the law, it is deemed necessary to stipulate Campus Code of Conduct for ITK Students.

c that in order to guarantee legal certainty, the code of conduct for ITK students need to be stipulated by the Rector's Decree.

In view of : 1. The Constitutions of the Republic of Indonesia of 1945;

2. The Indonesian Criminal Codes;

3. The Law of the Republic of Indonesia Number 7 of 1974 on Gambling Control (Supplement to the State Gazette of the Republic of Indonesia Number 3040);

4. The Law of the Republic of Indonesia Number 5 of 1997 on Psychotropic (State Gazette of the Republic of Indonesia of 1997 Number 10 Supplement to the State Gazette of the Republic of Indonesia Number 3671);

5. The Law of the Republic of Indonesia Number 22 of 1997 on Narcotics (State Gazette of the Republic of Indonesia of 1997 Number 67 Supplement to the State Gazette of the Republic of Indonesia Number 3698);

6. The Law Number 9 of 1998 on the Freedom of Speech in Public (State Gazette of the Republic of Indonesia of 1998 Number 181 Supplement to the State Gazette of the Republic of Indonesia Number 3789);

7. The Law Number 20 of 2003 on the System of National Education;

8. The Law Number 44 of 2008 on Pornography (State Gazette of the Republic of Indonesia of 2008 Number 181, Supplement to the Gazette Republic of Indonesia Number 4928);

9. The Law Number 12 of 2012 on Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158 Supplement to the State Gazette of the Republic of Indonesia Number 5336);

10. The Presidential Decree of the Republic of Indonesia Number 20 of 1997 on the Supervision Control of Alcoholic Drinks;

11. The Government Regulation Number 125 of 2014 on the Establishment of Institut Teknologi Kalimantan;

12. The Ministerial Regulation of The Ministry of Research, Technology and Higher Education Number 40 of 2015 on the Organization and Governance of Institut Teknologi Kalimantan;

13. The Ministerial Regulation of The Ministry of Research, Technology and Higher Education Number 6 of 2017 on the Statute of Institut Teknologi

- Kalimantan, as revised into the Ministerial Regulation of The Ministry of Research, Technology and Higher Education Number 25 of 2017;
14. The Ministerial Decree of Education and Culture of the Republic of Indonesia 230/MPK/A4/KP/2014 on the Appointment of Prof. Dr. Ir. Sulistijono, DEA as Rector of ITK
 15. The Rector's Decree of ITK No. 0629/IT10/AK.03/2015 dated July 10th, 2015 on the ITK Academic Regulations of 2015;

HAS DECIDED TO:

STIPULATE : THE RECTOR'S DECREE ON THE CODE OF CONDUCT FOR STUDENTS OF INSTITUT TEKNOLOGI KALIMANTAN

**CHAPTER I
GENERAL REQUIREMENTS**

Article 1

In this decree, what is referred to by:

- (1). The Institute is the Kalimantan Institute of Technology or Institut Teknologi Kalimantan (ITK)
- (2). The Rector is the rector of Institut Teknologi Kalimantan (ITK).
- (3). The Head of the Institute is the Head of the Institute for Research, Community Service, and Quality Assurance.
- (4). The Head of the Department is the Head of the Department within the Institute.
- (5). The Coordinator of Study Program is the Study Program Coordinator within the Institute.
- (6). The Head of the Units is the Head of the Department/Study Program Coordinator, Head of Institute, and Head of Bureau within the Institute.
- (7). The Violation Settlement Team or *Tim Penyelesaian Pelanggaran* (TPP) is a team formed by the Rector to handle problems/cases and/or cases of violations of campus code of conduct.
- (8). The Campus of ITK, abbreviated as Institute, is an area and facilities within ITK that are controlled and/or rented as a place for the implementation of the Tri Dharma of Higher Education activities.
- (9). The students are scholars who have been registered, meet other requirements set by the Institute, and have not lost their right to participate in activities at the Institute.
- (10). The campus code of conduct is a combination of etiquette and discipline, which guides all student activities, regulations governing rights, obligations, prohibitions, punishments, and guidance to create a campus life that is safe, peaceful, orderly, and disciplined.
- (11). Etiquettes are a habit or procedure that regulates behavior and relationships between humans based on the norms of courtesies in good relationship. In other words, etiquette is a custom or norm of politeness that is agreed upon in the social environment between local people.
- (12). Disciplines are rules made by a group of people and aim to create conducive environmental conditions.
- (13). Academic activities are activities that include teaching and learning, research activities, making scientific reports, writing research papers/papers/final assignments/thesis/dissertation, and activities related to scientific orations as well as activities that support the academic atmosphere at the Institute.

- (14). Prohibition is something that is not allowed to be done and/or carried out as stipulated in this regulation.
- (15). Violation is an action that is contrary to the campus code of conduct and/or other regulations that apply at the Institute.
- (16). Sanctions are other actions or punishments given to those who are proven to have violated the Institute's code of conduct.
- (17). Academic activities are learning activities inside and/or outside lecture rooms/halls, studios and/or laboratories, working on assignments, evaluating learning, and the accompanying administrative activities.
- (18). Student activities are all activities carried out by a student and/or a group of students who are accommodated in authorized student organizations at the Institute.
- (19). Campus attributes are everything related to the campus, including the symbols, logos, and policies of the Institute.

CHAPTER II OBJECTIVES

Article 2

The Campus Code of Conduct aims to:

- (1). Ensure the maintenance of campus life that supports the implementation of Tri Dharma of Higher Education and other supporting activities within campus, the achievement of an orderly and courteous campus can be affirmed and continue to be preserved.
- (2). Provide the foundation and guidelines for students as members of the scientific community and campus residents to act and behave in everyday life, especially on campus, students are able to continuously develop science and technology based on noble characteristics by the guidance of moral principles and scientific ethics.
- (3). Provide the basis and guidelines for the imposition of sanctions for violations of the conditions that have been set.

CHAPTER III THE SCOPE

Article 3

This regulation binds students in carrying out their activities both inside and outside campus, as long as the activities carried out are directly or indirectly related to the provisions in force at the Institute.

Article 4

- (1). Direct activities as referred to in Article 3 are activities that related to student activities and academic activities.
- (2). Indirect activities as referred to in article 3 are activities that are not directly related to student activities and academic activities, but may have an impact on student and academic activities and the image of the Institute.

CHAPTER IV RIGHTS AND RESPONSIBILITIES

First Part
STUDENTS' RIGHTS

Article 5

- (1). Students have the right to use the facilities and infrastructure as well as the available facilities to support the processes and activities of the Tri Dharma of Higher Education in accordance with their functions and uses.
- (2). Students have the right to use academic freedom responsibly to demand and study knowledge in accordance with the rules and norms of decency in the academic environment.
- (3). Students are entitled to academic and student administration services.
- (4). Students are entitled to general administrative services.
- (5). Students are entitled to protection of their intellectual works.
- (6). Students are entitled to welfare services as regulated in the Institute's regulations.
- (7). Students have the right to participate in the Institute's student organization activities.
- (8). Students have the right to a safe, orderly, peaceful and comfortable life to participate in academic and other legal activities.
- (9). Students suspected of violating the Campus Code of Conduct are presumed to be innocent before being penalized; however, academic services can be stopped until the results of the TPP's decision.
- (10). Students suspected of violating the Campus Code of Conduct must be summoned in writing.
- (11). Students who were examined by the TPP for allegedly violating Campus Code of Conduct, has the right to defend oneself verbally and/or in writing before the examiner and can present witnesses.
- (12). Students who are examined are entitled to a copy of the results of the examination which is recorded in the Minutes of Investigation Report (BAP) signed by the Head of the TPP and the Vice Rector for Academic Affairs as the advisor.

Second Part
STUDENTS' RESPONSIBILITIES

Article 6

- (1). Students are required to fill out a statement to comply with all applicable provisions and sanctions, where the statement is signed together with their parents or guardians.
- (2). Students are required to bear part of the cost of providing education except for those who are exempt from this obligation in accordance with the regulations.
- (3). Students are responsible for maintaining the Campus Code of Conduct and complying with all regulations.
- (4). Students are required to comply with all applicable regulations/conditions at ITK.
- (5). Students are required to uphold ethics and academic traditions, as well as maintain the authority and image of the Institute.
- (6). Students are required to maintain facilities and infrastructure and keep the campus clean, organized, and safe.
- (7). Students must respect science, technology, art, and uphold national culture.
- (8). Students are required to apply for permission and/or obtain the Rector's approval, when conducting activities on behalf of the Institute.
- (9). Students are required to maintain the integrity of their personality as intellectual candidates.
- (10). Students are required to ensure smooth, orderly and peaceful academic activities.
- (11). Students are required to comply with traffic and parking regulations on campus.

- (12). Students who are summoned by the TPP because they are suspected of committing and/or knowing that there has been a violation of the Campus Code of Conduct are obliged to comply with the summons.
- (13). Students who do not fulfill the summons three times in a row without any definite reason, then the report of the alleged violation can be deemed to be true.
- (14). As a result of the student failing to comply with the summons as referred to in clause (4), TPP recommends that a reasonable penalty be imposed on him, accompanied by a report on his absence from fulfilling the summons for inspection.
- (15). Students who are deemed to be able to testify against students suspected of committing and/or knowing of a violation of the Campus Code of Conduct are required to comply with the TPP summons.

CHAPTER V REWARDS

Article 7

Students who are considered to have academic and non-academic achievements can receive rewards from the Institute.

CHAPTER VI ETHICS

Article 8

The Institute's student ethics is a provision that regulates all student behavior which includes:

1. The character of Institute Students
2. Etiquettes
3. Dress Code
4. Freedom of Speech
5. Social etiquettes
6. Ethics towards the environment
7. Organizational ethics

First Part THE CHARACTER OF INSTITUTE STUDENTS

Article 9

The character of the institute's students is summarized in the acronym of SPECTA, namely Solid, Caring (*Peduli*), Intelligent (*Cerdas*), Believing (*Beriman*), and Faithful (*Bertaqwa*).

Second Part ETIQUETTES

Article 10

Etiquettes for students are attitudes, behaviors, and daily actions that are the embodiment of norms/courtesies that is very useful to support an encouraging campus life in achieving the educational goals that have been set.

Article 11

To manifest the etiquettes as referred to in Article 10, students should:

- (1). Always show an attitude of one who believes in and is devoted to God Almighty which is manifested in the attitude of upholding noble character and good morals.
- (2). Always foster a scientific attitude, namely:
 - a. Have a desire to be curious and learn continuously;
 - b. Have sharp analytical ability;
 - c. Have the nature and attitude of honesty;
 - d. Have a good sense of responsibility;
 - e. Have an open mind and critical perspective for different opinions;
 - f. Are free from prejudice;
 - g. Respect values, norms, rules, and scientific traditions.
- (3). Always foster a professional attitude, namely:
 - a. Have a desire to achieve a higher level of sophistication;
 - b. Have independence and skills according to the field of science and talent;
 - c. Uphold professional ethics;
 - d. Have a high sense of fellowship.
- (4). Always respect lecturers, administrative staffs, and fellow students in good manner and relation inside and outside of campus.

Third Part DRESS CODE

Article 12

- (1). The clothes worn are clean attire, neat, modest, not tight, and not t-shirt.
- (2). Men's clothing while on campus is to wear long or short sleeved shirts, long or short collared shirts, neat trousers without holes or tears, socks and shoes (not flip-flops, sandals, or shoes that are stepped on the back)
- (3). Women's clothing is to wear long or short sleeved shirts, long or short collared shirts, neat trousers with no holes or tears, a long skirt of at least 10 cm below the knee, socks, and shoes (not flip-flops, sandals, or shoes that are stepped on the back)
- (4). Women wearing headscarves (*hijab*) should wear loose clothing, *hijab* covering the chest, according to Islamic advice to cover the entire *aurat*.
- (5). Both men and women are allowed to wear jackets, alma mater coats, jackets/blazers, ties, caps and hats
- (6). Hair is neatly combed and in natural color
- (7). Make-up is not excessive, not tacky, and does not use excessive or flashy jewelry or accessories
- (8). Neatness and cleanliness need to be maintained so as to not emit body odor that interferes with the atmosphere during teaching and learning
- (9). In ceremonial activities/special occasions, students are required to follow the provisions of the specified clothing and accessories.

Fourth Part FREEDOM OF SPEECH

Article 13

- (1). Students are required to notify the Rector before stating their opinion/hearing;
- (2). The right to get a response, legal protection and security guarantees;
- (3). Conducted through dialogue with academic nuances with written opinions;

- (4). Use proper language respectfully and do not contain elements of ethnicity, religion, race and inter-ethnicity group.
- (5). Toward the officials:
 - a. Know the officials
 - b. Pay attention and study the responses from the officials
 - c. Do the tasks given by the officials
 - d. Use formal and proper language.
- (6). Toward the lecturers:
 - a. Know the lecturers in their department
 - b. Be respectful of every lecturer
 - c. The consultation meeting with a lecturer should be based on the prior appointment
 - d. Uphold the academic honesty
- (7). Toward administrative staffs:
 - a. Know the administrative staffs
 - b. When needed service, students need to consider time and clearly state their identity
 - c. Provide clear and concise information about the purpose of meeting the administrative staff
 - d. Show polite attitude and behavior
- (8). Toward fellow students:
 - a. Respect each other;
 - b. Be helpful and do not harm each other;
 - c. Do not feel superior;
 - d. Remind each other of their mistakes;
 - e. Be polite and use proper language.
- (9). Manners in communicating via e-mails
 - a. E-mails are formal written communication media.
 - b. Every student gets their own e-mail address using <Student ID>@itk.ac.id.
 - c. Using the institute's e-mail address is a form of carrying the good name of the institute.
 - d. Respect the recipient of the e-mail by always assuming that the recipient of the e-mail is an older person and not using "Min", "Bro", "Sis", etc.
 - e. The e-mail title should describe the content of the e-mail.
 - f. Be careful with the use of capital letters and add the words please or thank you to sound polite.
 - g. To avoid misunderstanding, the writing of the e-mail should be short, concise, and clear.
 - h. Use institute e-mail to communicate within the Institute and for educational purposes, not for social media, free forums, etc.
 - i. Be thoughtful when forwarding information via e-mail.

Fifth Part
SOCIAL ETIQUETTES

Article 14

- (1). Develop passion for good familial relation.
- (2). Respect each other regardless of their background.
- (3). Develop social sensitivity, camaraderie, and solidarity.
- (4). Develop a polite attitude in behaving and thinking.
- (5). Apply good manners in consulting, greeting.
- (6). Apply good manners in communicating with officials, lecturers, and administrative staffs.
- (7). Demonstrate a respectful attitude and appreciate the officials, lecturers, and administrative staffs.

Sixth Part
ETHICS TOWARD THE ENVIRONMENT

Article 15

- (1). Maintain campus buildings and facilities;
- (2). Maintain the security, cleanliness of equipment, and classroom/lecture hall furniture;
- (3). Protect and preserve trees and plants;
- (4). Preserve and do not kill harmless animals;
- (5). Keep the place of worship clean and not use it for sleeping or lying down;
- (6). Park the vehicle neatly and keep it in the designated area; and
- (7). Sort waste according to its type and throw it in its place.

Seventh Part
ORGANIZATIONAL ETIQUETTES

Article 16

- (1). Student organizations or bodies that can be followed are those that comply with the guidelines of the Institutional Student Organization;
- (2). Carry out student activities and programs in accordance with applicable regulations;
- (3). Maintain good relations between student organizations inside and outside the campus;
- (4). Occupy student organizations' secretariat in accordance with applicable regulations/stipulations.

CHAPTER VII
CODE OF CONDUCT

Article 17

Codes of Conduct are provisions that regulate all student activities which include:

1. Organizing activities on campus.
2. Use of facilities and infrastructure.
3. Prohibition of abuse of alcoholic beverages, narcotics, gambling, weapons, explosives and drugs.
4. Prohibition of sexual harassment and other sexual offenses.
5. Academic violations
6. Other prohibitions

First Part
ORGANIZATION OF ACTIVITIES ON CAMPUS

Article 18

- (1). All activities on campus are only allowed between 6 am to 5 pm.
- (2). Activities on campus which are carried out outside the time specified in clause (1) and activities carried out on public holidays/holidays must obtain the approval of the Rector or an appointed official.

Article 19

- (1). Any installation of posters, banners, billboards, flags, stages, tables, chairs and other kinds of displays as well as the distribution of pamphlets, leaflets, brochures and the likes on campus, may only be done in the places provided, and must be approved by the Rector.
- (2). The head of the authorized unit/department is allowed to revoke and/or confiscate posters, banners, flags, billboards, stages, tables, chairs and the likes as well as pamphlets, leaflets, brochures and the likes that do not get the Rector's approval or are out of place.
- (3). The infrastructure and facilities on campus can be used by students, groups and/or student organizations after Rector's approval is obtained.

Article 20

- (1). The Rector in giving approval for the activities as referred to in Article 18 clause (2) and Article 19 clause (1) and clause (3) may delegate his authority to the Vice Rector and/or other related officials.
- (2). In terms of regulating and supervising activities, the Rector and/or Vice Rector may delegate their authority to the head of the department/unit concerned.

Second Part USE OF FACILITIES AND INFRASTRUCTURES

Article 21

- (1). Every use of the Institute's facilities and infrastructure must obtain Rector's approval.
- (2). The Rector in granting the approval referred to in clause (1) may delegate his authority to the Vice Rector and/or other related officials.

Third Part PROHIBITION OF ALCOHOLIC BEVERAGES ABUSE, NARCOTICS, GAMBLING, WEAPONS, AND EXPLOSIVES

Article 22

- (1). Students are prohibited from carrying, possessing, storing, trading, spreading, consuming alcoholic beverages on campus.
- (2). Students, who are known to possess, carry, store, distribute, trade and consume alcoholic beverages, as prohibited in clause (1), may be subject to the maximum penalty of being deprived of their rights as students.

Article 23

- (1). Students are prohibited from bringing, possessing, storing, trading, distributing, manufacturing, and consuming narcotics and psychotropic substances on campus.
- (2). Students, who are found to be carrying, possessing, storing, trading, distributing, making and consuming narcotics and psychotropic substances as prohibited in clause (1), may be subject to the maximum penalty of being deprived of their rights as students.

Article 24

- (1). Students are prohibited from gambling on campus.
- (2). Students, who are found to be gambling as prohibited in clause (1), may be subject to the maximum penalty of being deprived of their rights as students.

Article 25

- (1). Students are prohibited from carrying, possessing, storing, trading, distributing, manufacturing, and using weapons on campus without obtaining approval from the authorized officials.
- (2). Students, who are found to be carrying, possessing, storing, trading, distributing, manufacturing, and using weapons on campus without legitimate permission from the authorized officials as prohibited in clause (1), may be subject to the maximum penalty of being deprived of their rights as students.

Article 26

- (1). Students are prohibited from carrying, possessing, storing, trading, distributing, processing, and using explosives on campus without obtaining permission from the authorized official.
- (2). Students, who are found to be carrying, possessing, storing, trading, distributing, processing, and using explosives on campus without obtaining permission from the authorized official as prohibited in clause (1), may be subject to the maximum penalty of being deprived of their rights as students.

Fourth Part SEXUAL HARASSMENT AND OFFENCES

Article 27

Students are prohibited from committing immoral acts, sexual harassments and sexual offences.

Article 28

Immoral acts are acts and/or activities carried out by students, which includes:

- a. The act of making and/or documenting and/or distributing and/or trading pornographic images/photos, both in electronic form and other forms;
- b. Acts that lead to obscene acts and/or illicit sexual relations (*zina*).
- c. Acts and/or related to sexual intercourse outside marriage.

Article 29

- (1). Sexual harassment is an indecent act and/or behavior, speech and/or words, which can cause and result in feelings of displeasure, pain (physical and mental), and can reduce the dignity and honor of the victim or other parties.
- (2). Other sexual offences are rape and/or adultery (*zina*).
- (3). Acts of sexual harassment and offence as referred to in clause (1) and (2) is deemed to have occurred if there is a report and there is other evidence indicating that the action has taken place.

Fifth Part ACADEMIC VIOLATIONS

Article 30

Types of academic violations include:

- (1). Cheating, namely the act of intentionally seeing the answers of other examinees, using information materials or other study aids without the permission of the exam supervisor or lecturer, carried out by students during the exam;
- (2). Fabricating, namely the act committed by students of intentionally replacing or changing grades or academic transcripts, diplomas, Student ID Cards (KTM), assignments in the context of lectures/tutorials/practicums, certificates, reports, or signatures within the scope of academic activities
- (3). Gratification or bribery, namely actions taken by students to influence or try to influence others with the intention of manipulating the assessment of academic achievement;
- (4). Personation (substituting another person's position in academic activities), namely actions taken by students by replacing their position or carrying out tasks or activities for the benefit of others;
- (5). Personation (ordering other people to take their place in academic activities), namely actions carried out by students by ordering other people, both academics and outside the Institute to replace their positions or carry out tasks or activities for their own interests or for the interests of others;
- (6). Collaborating during individual exams, namely a deliberate act committed by two students or more by signaling or through electronic devices to get answers at the time of the exam.
- (7). Plagiarism of academic assignment, namely the act of plagiarizing other people's writings without crediting the name of the original author.
- (8). Stealing the exam script, namely the act of taking the exam script from the exam script storage secretly which is intended to know the contents of the exam script ahead of time.
- (9). Disseminating exam scripts, namely the act of distributing exam texts to the public with the aim of getting answers to the exam questions.
- (10). Performing acts of intimidation to the academic community in order to obtain personal gain in the academic field and various other forms of cheating that are contrary to academic regulations, campus code of conduct, and regulations.

Sixth Part OTHER PROHIBITIONS

Article 31

- (1). Students are prohibited from obstructing the implementation of ITK activities.
- (2). Students are prohibited from taking actions against and/or preventing Institute staffs and other government officials from carrying out their legitimate duties on campus.
- (3). Students are prohibited from interfering with the administrative management of education, research, and community service without written approval from the Rector.
- (4). Students are prohibited from carrying out activities on behalf of/using the names and/or symbols of the institute without the approval of the Rector.
- (5). Students are prohibited from committing acts that are not commendable, criminal and/or defamatory to the institute's alma mater.
- (6). Students are prohibited from committing acts of counterfeiting.
- (7). Students are prohibited from committing acts of bullying, scaring/threatening/intimidating fellow students and/or other people.
- (8). Students are prohibited from committing acts of provocation, pitting and fighting.
- (9). Students are prohibited from committing acts of fraud, theft, robbery, torture and/or murder.
- (10). Students are prohibited from destroying property, equipment, buildings and/or other institute facilities.
- (11). Students are prohibited from carrying out organizational activities outside the campus and/or political parties on campus.

- (12). Students are prohibited from dressing and behaving inappropriately according to ethics of manners, customary norms, religions in participating in internal campus activities.
- (13). Students are prohibited from violating traffic signs.
- (14). Students are prohibited from parking vehicles not in the space provided.
- (15). Students are prohibited from committing acts of vandalism and violations of the institute's attributes both inside and outside the campus.
- (16). Students are prohibited from destroying plants, trees, polluting lakes, disturbing and killing animals and the likes of which are intentionally held and maintained for the beauty and comfort of the campus.
- (17). Students are prohibited from crossing out, tearing, damaging, eliminating, embezzling, and/or taking all or part of the facilities and infrastructure as well as institute inventory, other units and other individual ownership.
- (18). Students are prohibited from residing on campus that is not intended for them.
- (19). Students are prohibited from carrying out activities and/or activities that interfere with lectures and/or other academic activities.
- (20). Students are prohibited from uttering obscene words or words that attack personal and/or position that are contrary to ethics, customary norms, religious norms, and laws.
- (21). Students are prohibited from triggering and/or provoking fights and mass fighting, causing riots, being involved in mass fighting, beatings, fights, persecution and/or murder.
- (22). Students who are known and proven to have committed acts that violate this article may be subject to the maximum penalty of being deprived of their rights as students.

CHAPTER VIII SANCTIONS

Article 32

- (1). First degree sanctions are in the form of verbal and written warnings;
- (2). Second degree sanctions are in the form of:
 - a. Obligation to compensate for the damage/loss due to his actions and/or
 - b. Suspension for a certain period of time.
- (3). Third degree sanctions are in the form of:
 - a. Permanently revoked of his right/position as a student (permanent suspension), and/or
 - b. Handed over to the authorities, if the violation involves criminal case
- (4). Sanctions for academic violations are in the form of:
 - a. Cancellation of test scores for the courses or academic activities;
 - b. Giving the score of E on the course;
 - c. Giving the score of E on all the courses of the semester;
 - d. Suspension for a semester;
 - e. Statement of resignation as a student of the institute;
 - f. Drop Out, namely revocation of student status from the institute with disrespect; and
 - g. Reported as a crime

Article 33

- (1). Students who have committed crimes outside the campus and have been designated as suspects and have been detained by investigators, to help with the process of investigation and trial, will be suspended temporarily, and it will not be taken into account in their study period.

- (2). The process of suspension as referred to in clause (1) is after the institute received a report from the authorities/officers, on suspicions of crimes/criminal acts committed by institute students.
- (3). If in the trial process students are found guilty and have permanent legal force, they can be given the maximum penalty to permanently revoke their rights as student.
- (4). The process of imposing sanctions as referred to in clause (3) is carried out after the institute received a report and/or court order document from the authorities/officials.

**CHAPTER IX
PROCEDURE FOR SETTLEMENT OF VIOLATIONS**

**First Part
THE ACT OF VIOLATIONS**

Article 34

- (1). Violations of the Code of Conduct for Students can be classified into 2, namely:
 - a. Specific Violations;
 - b. General Violations.
- (2). Specific Violations as referred to in clause (1) point a, are acts and/or actions that violate the ethical provisions as regulated in Chapter VI of this rule.
- (3). General Violations are acts and/or actions that violate the provisions of:
 - a. Organizing activities on campus as regulated in articles 18 and 19 of the Second Part of Chapter VII;
 - b. Prohibition and abuse of alcoholic beverages, narcotics, gambling, weapons, and explosives, as regulated in articles 22, 23, 24, 25, and 26, in the Third Part of Chapter VII;
 - c. Sexual harassment and offences, as regulated in articles 27, 28, and 29 in the Fourth Part of Chapter VII;
 - d. Academic Violations as regulated in article 30 in the Fifth Part of Chapter VII; and
 - e. Other Prohibitions as regulated in article 31 in the Sixth Part of Chapter VII.

**Second Part
SPECIFIC VIOLATIONS**

Article 35

- (1). Whenever a specific violation is found as referred to in Article 34 clause (2), the Vice Rector is authorized to impose sanctions on the violator, after receiving a report and/or inspection report from the Head of Study Program/Coordinator of Study Program where the said violation occurred;
- (2). Every time a specific violation is found as referred to in Article 34 clause (2), the Vice Rector is authorized to issue sanctions against the violator, after receiving a report and/or inspection report from the officer and/or head of the unit outside the department where the said violation occurred.

**Third Part
GENERAL VIOLATIONS**

Article 36

- (1). Every time it is known and/or there is an allegation of general violations committed by students as referred to in article 34 clause (3), and/or other regulations that apply at the Institute, an investigation will be carried out by the Violation Settlement Team (TPP).
- (2). Members of TPP consist of:
 - a. Vice Rector for Academic Affairs of Institut Teknologi Kalimantan;
 - b. Coordinator of Study Program/TPB Coordinator/Course Coordinator; and
 - c. Lecturers or Administrative Staffs who found the violation, whose members are at least 3 (three) people and in odd numbers from inside the institute appointed by the Rector.
- (3). In carrying out the tasks as referred to in clause (1), TPP may request the assistance of experts and/or personnel from the unit where the violator originates.

Fourth Part
THE VIOLATION SETTLEMENT TEAM'S DUTY AND AUTHORITY

Article 37

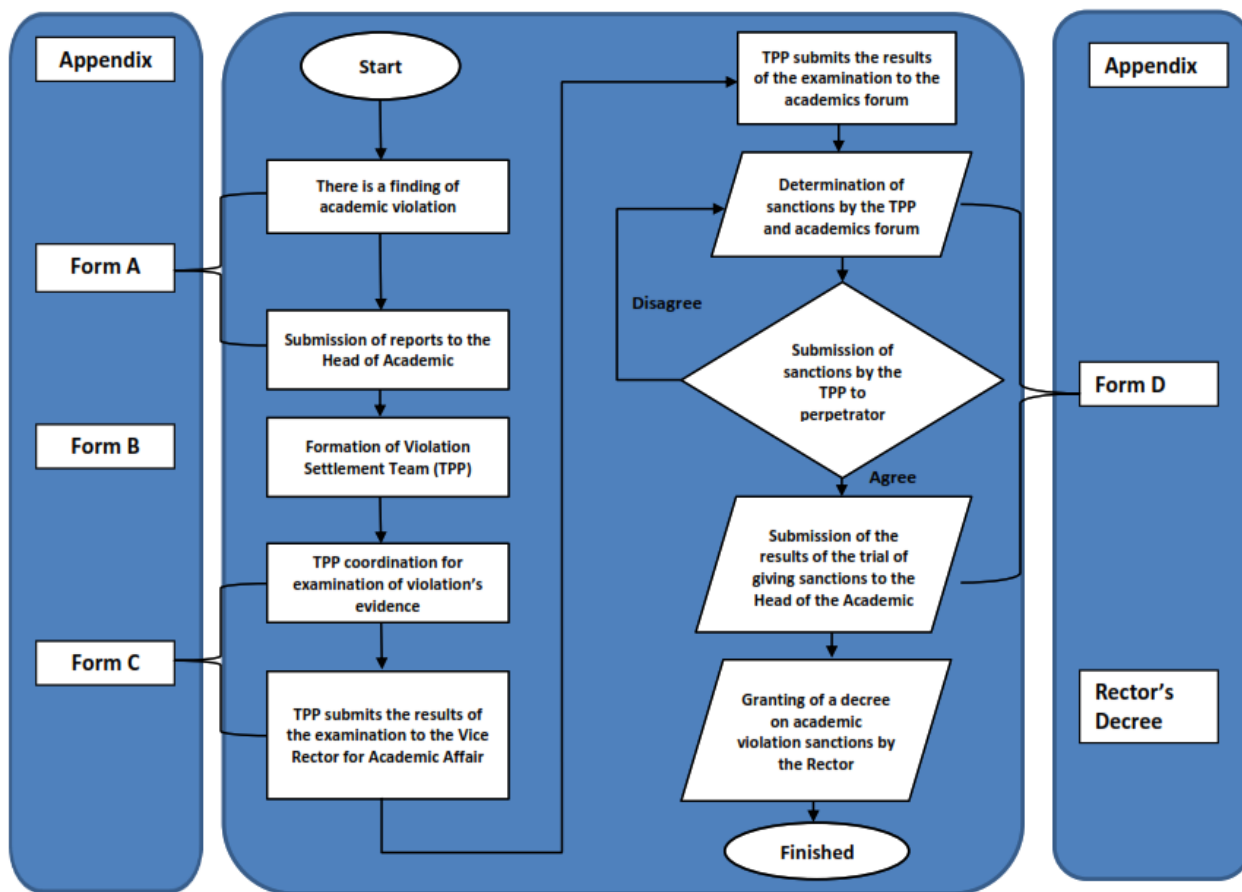
- (1). TPP has the authority to assist the officials in conducting investigations and examinations of every student who is reported to have committed acts and/or acts that violate the Code of Conduct, academic regulations, and other provisions.
- (2). The Institute's TPP has the duty and authority to assist the institute's officials in conducting investigations, examining violations of the Code of Conduct for institute students who are suspected of being carried out jointly and/or all together by students.
- (3). For the purposes of the investigation, TPP properly summons students suspected of committing violations, as well as other parties deemed to have known, experienced, or seen the occurrence of the violation as witnesses.
- (4). TPP has the authority to order the student and/or students suspected of committing general violation and/or party/parties who are reasonably suspected of committing and/or knowing the occurrence of the violation to be present at the TPP hearing.
- (5). TPP determines the procedure for resolving violations with the condition that students who are suspected of committing violations are still given the opportunity to defend themselves.
- (6). The Institute's TPP is required to provide recommendations to the Rector for students who will be subject to sanctions in the form of dismissal or suspension because they are proven to have violated the Code of Conduct.
- (7). TPP must report the results and propose recommendations for resolving violations to the Rector, along with several considerations:
 - a. Juridical considerations;
 - b. Clearing considerations
 - c. Incriminating considerations.
 - d. Psychological/sociological considerations;
- (8). TPP can provide counseling consideration to the Advisor of students who are subject to suspension.

Fifth Part
PROCEDURES FOR STIPULATING SANCTIONS FOR ACADEMIC VIOLATION

Article 38

- (1). The TPP's investigation and examination of students suspected of violating the Code of Conduct are based on the principles of honesty, objectivity, fairness, equality, and responsibility as recorded in the investigation report.

- (2). In the case of stipulation of sanctions for violations, the following procedures are carried out:
- a. The procedure for determining sanctions against students who are found to have committed academic violations are as follows:
 - i. Determination of evidence;
 - ii. Validation from the authorized officials;
 - iii. Determination of sanctions by the lecturer/coordinator of program study/course coordinator; and
 - iv. Validation of sanctions from the Institut Teknologi Kalimantan's officials.
 - b. The procedure for determining sanctions for students who are suspected of academic violations are as follows:
 - i. The Vice Rector for Academic Affairs appointed TPP based on inspection report to investigate and gather facts/data/information of the suspected academic violations;
 - ii. TPP in order to investigate and gather facts/data/information can summon related parties and ask for data/evidence for the suspected academic violations;
 - iii. During the examination process at hearing, students suspected of committing academic violations are given the right to a defense;
 - iv. The results of the examination are written in the minutes of investigation report (BAP) which include the identities of the reported and the informer, the time and place of the incident, statements of witnesses, other evidence, types of violations committed, articles of the rules that were violated, conclusions examination, and identity of the examiner;
 - v. Student/students who are suspected of committing specific violations and/or general violations, if during the examination they are proven guilty, then the person concerned will be charged/penalized as a punishment, and if not proven guilty, then the person concerned is entitled to get his good name recovered.
 - vi. Every student who is sentenced for penalty has the right to submit a written objection accompanied by the reasons to TPP, within the period of 7 (seven) working days after the decision of the penalty is received for the person concerned.
 - vii. The results of the TPP examination of the alleged occurrence of academic violations were then submitted to the Head of the Academic Division to be then submitted to the Vice Rector for Academic Affairs of the institute;
 - viii. TPP submits the results of the examination to the academics forum for input/consideration;
 - ix. Based on the results of the academics forum, the officials of the institute may decide on the imposition of sanctions against the student concerned by taking into account the weight or type of academic violations and the penalty that may be imposed;
 - x. The Rector, after paying attention to, considering the minutes of the examination report and gathering of facts/data/information, as well as the results of the academics forum on the case, then decides to impose penalty on the committers of academic violations published in the Rector's Decree based on those recommendations which is then copied to the Vice Rector for Academic Affairs, Vice Rector for Non-Academic Affairs, and TPP.



Picture 1. Procedure for Stipulating Sanctions of Violations

**Sixth Part
THE OFFICIALS AUTHORIZED TO IMPOSE PENALTY**

Article 39

- (1). The imposition of sanctions for students is the Rector's authority.
- (2). The Rector delegates his authority to the Vice Rector for Academic Affairs to impose light and moderate (first and second degree) sanctions for students in their respective work environments.

Article 40

The Rector, based on proper and fair consideration, can change the type of sanctions recommended by TPP examining the violation of the Campus Code of Conduct.

Article 41

The Rector, with his authority, imposes sanctions on students on the basis of the principles of truth and justice, for the sake of upholding the Campus Code of Conduct.

**CHAPTER X
IMPLEMENTATION OF SANCTIONS**

Article 42

- (1). The sanctions for Academic Violations will be received by the following:
 - a. Students who are proven to have committed academic violations, then the violation will be processed according to the applicable disciplinary rules
 - b. The implementation of sanctions is carried out in accordance with applicable regulations.
 - c. Sanctions in the form of verbal or written warnings are given directly by the lecturer or supervisor of ongoing course exams without going through the case trial process;
 - d. Sanctions in the form of cancellation of test scores for courses or academic activities are given by the lecturer in charge of the course without going through the case trial process;
 - e. The imposition of sanctions of type b, c, d, e, f, and g, as mentioned in Article 32 clause (4) is carried out by first taking into account the results of the trial conducted by TPP with the Rector's Decree.
 - f. For students who are proven to have cheated in completing their thesis, such as copying or plagiarism of undergraduate theses, theses, dissertations and/or the likes, their graduation can be canceled with a Rector's Decree at the suggestion of TPP, KP/TA Coordinator, Study Program Coordinator of the student concerned.
- (2). The violators, within a period of 7 (seven) calendar days after receiving the Decree, may submit a written application for relief from sanctions to the Rectors;
- (3). The Rector's response to the application as referred to in Article 42 clause (2) is given no later than 14 calendar days from the date the application is received and is final.

CHAPTER XI CLOSING TERMS

Article 43

Other matters that have not been regulated in this decree will be regulated in a separate decree. This decree is effective from the date of stipulation.

Stipulated in Balikpapan,
On July 28th, 2017

RECTOR,

signed and stamped

Prof. Dr. Ir. SULISTIJONO, DEA
NIP 196203261987011001