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UNIVERSITAS PELITA HARAPAN

THE DECREE OF THE RECTOR OF UNIVERSITAS PELITA HARAPAN

Nomor 003.001 Tahun 2023

on

THE CODE OF ETHICS FOR STUDENTS OF UNIVERSITAS PELITA HARAPAN

BY THE GRACE OF THE TRIUNE GOD

RECTOR OF UNIVERSITAS PELITA HARAPAN,

Considering :

a. that Universitas Pelita Harapan is a higher education institution that develops the intellectual, mental, and spiritual aspect of its community so that it needs to be protected from any attempts or activities that are inhibiting.
b. that every member of Universitas Pelita Harapan must uphold ethical values and behaviour according to the provisions of applicable laws and act;
c. that it is necessary to organize and solidify a campus atmosphere that is clean, orderly, polite, safe, and comfortable;
d. that the improvement of the Regulation on UPH Student Code of Ethics needs to be stipulated by the Rector Decree of Universitas Pelita Harapan.

In view of :

1. Act of the Republic of Indonesia Number 20 of 2003 on the National Education System;
2. Act of the Republic of Indonesia Number 12 of 2012 on Higher Education;
3. Regulations of the Minister of Education and Culture Number 3 of 2020 on National Higher Education Standards;
4. Decree of The Foundation of Universitas Pelita Harapan Number 032/SK-YUPH/2016 on the Statute of Universitas Pelita Harapan.

Noting : The Meeting Results of the Task Force for Drafting the Code of Ethics for Students of Universitas Pelita Harapan on May 23, 2023.

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DECIDES

To Stipulate:	:	THE RECTOR DECREE OF UNIVERSITAS PELITA HARAPAN ON THE CODE OF ETHICS FOR STUDENTS OF UNIVERSITAS PELITA HARAPAN
First	:	The Universitas Pelita Harapan Student Code of Ethics is what is stated in the Appendix which is an integral part of this Decree.
Second	:	For those who are legally proven to have committed violations or non-compliant acts towards provisions of the Rector's Decree on the Student Code of Ethics, will be dealt with firmly and be sanctioned according to what is listed in the Appendix to this Decree.
Third	:	Establish an Ethics Committee whose task is to coordinate and ensure the successful implementation of the Student Code of Ethics and provide recommendations to the Rector or related parties in imposing sanctions for those proven to have committed violations.
Fourth	:	All expenditure for the implementation of the Student Code of Ethics will be imposed towards Universitas Pelita Harapan.
Fifth	:	If found any errors and/or inadequacy in this Decree, there shall be an amendment accordingly.

Stipulated in : Jakarta
Stipulation Date : 5th June 2023
UNIVERSITAS PELITA HARAPAN
REKTOR,

Dr. (Hon.) Jonathan L. Parapak, M.Eng.Sc.

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Appendix to the Rector's Decree Number 003.001 Year 2023

RECTOR'S DECREE ON
UNIVERSITAS PELITA HARAPAN STUDENT CODE OF ETHICS

Universitas Pelita Harapan was established with a clear Vision of "To be a Christ-centered University, founded upon and promoting true knowledge, faith in Christ, and godly character aiming to develop God-fearing, competent and professional future leaders through excellent, holistic and transformational education".

To realize this Vision, UPH has a Mission which is " To provide holistic transformational learning rooted in Scripture and a Reformed theological framework, contribute to the advancement of knowledge and culture guidance by a biblical Christian worldview, and participate redemptively in the development of individuals and society for the glory of God".

To achieve those Vision and Mission, UPH needs a favorable campus atmosphere that can support the teaching-learning process as good as possible so that students can become graduates who embody the Vision and Mission of the University. For this reason, UPH has designed a Student Code of Ethics to establish the favorable atmosphere of UPH Campus with the motto "My Campus is Clean."

My Clean Campus aims to create a campus environment that is Crime-Free, Drug-Free, Free from Personal Data Misuse, Gambling-Free, Theft-Free, Bully-Free, Sexual Harassment-Free, Free of Immoral Acts, Corruption-Free, Free of Plagiarism and Forgery, Free of Cheating and Impersonating for Exams/ Assignments, Attendance Faking-Free, Alcohol-Free, Pornography-Free, Smoking-Free, Fights and Violence-Free, Hazing-Free, Environmental Pollution-Free, Vandalism-Free, Appropriate Appearance and Attitude, Intolerance-Free, Discrimination-Free, Online Hate Speech-Free, and Online Immoral Acts-Free.

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CHAPTER I
GENERAL PROVISIONS

Article 1
Definition

In this Rector's Decree what is meant by:

1. University is Universitas Pelita Harapan (UPH) and in this case includes all higher education institutions managed by Universitas Pelita Harapan Foundation.
2. Rector is the Rector of UPH.
3. Students are students who are registered and studying at UPH, both at the Undergraduate and Postgraduate levels.
4. Civitas Academica are students, lecturers, and academic support staff.
5. UPH Campus is the environment of UPH which includes all areas within the limits of UPH's authority.
6. Ad Hoc Committee are those who are tasked with enforcing the implementation of the Student Code of Ethics within a certain period.
7. Outsourced Workers are subcontracted workers who work in UPH.
8. Students Receiving Financial Aid with Employment Bond Agreement are participants who are bound by the agreement of the financial aid program with employment bond agreement.
9. This Rector's Decree is the UPH Student Code of Ethics.
10. The Ethics Committee consists of structural officials appointed through Rector Decree.

Article 2
Scope

1. The scope of this Rector's Decree regulates the implementation of the Student Code of Ethics which is applied to students while they are both inside and outside the UPH Campus area.
2. For Students Receiving Financial Aid with Employment Bond Agreement, in addition to this Rector Decree, the Student Handbook are also applicable.
3. The Student Code of Ethics includes but is not limited to:
   a. Criminal Offenses (Drug Abuse, Personal Data Abuse, Gambling, Theft, Bullying, Sexual Harassment, Immoral Acts, and Corruption);
   b. Academic Offenses (Plagiarism and Forgery, Cheating and Impersonating for Exams/Assignments, and Faking Class Attendance);
   c. Campus Discipline Violations (Alcohol, Pornography, Smoking, Fights and Violence, hazing, Environmental Pollution, and Vandalism or Destruction);
   d. Ethical Violations (Appearance and Attitude, Intolerance, and Discrimination);
   e. Offenses committed online (Hate Speech and Immoral Acts committed online).

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CHAPTER II
RIGHTS AND OBLIGATIONS

Article 3
Student Rights

Every student has the right to:

a. Receive education and instruction, guidance in both academic and non-academic area, and good service in accordance with applicable provisions at UPH.
b. Exercise responsible academic freedom in accordance with the Vision and Mission of UPH.
c. Use or utilize all academic and non-academic facilities to support the success of the teaching-learning process in accordance with the applicable provisions in UPH.

Article 4
Student Obligations

Every student is obliged to:

a. Uphold the good name of UPH and behave in accordance with the Vision and Mission of UPH.
b. Live ethically in social interactions to create orderly situation.
c. Obey and comply with all UPH regulations both inside and outside UPH Campus.

CHAPTER III
ETHICS COMMITTEE

Article 5
Ethics Committee

1. The Ethics Committee is responsible to the Rector.
2. The Ethics Committee is appointed and dismissed by the Rector through a Rector Decree.

Article 6
Authority of the Ethics Committee

1. The Ethics Committee is tasked to receive reports of violations of the Student Code of Ethics.
2. The Ethics Committee is tasked to follow up on reports of violations of the Student Code of Ethics by investigating. The results of the investigation will be submitted to the relevant party in accordance with Article 24 and be followed up by imposing sanctions.

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3. The Ethics Committee is authorized to conduct unannounced inspections in every part of UPH Campus and follow up the process with investigations (if needed) to ensure the implementation of the Student Code of Ethics.
4. The Ethics Committee, if necessary, has the right to form an Ad Hoc Committee to follow up on reports of violations of the Student Code of Ethics.
5. The Ethics Committee is authorized to coordinate with third parties related to the process of resolving cases of violation of the Student Code of Ethics.

CHAPTER IV
CODE OF ETHICS

Article 7
Crime-Free

1. A criminal offense is an unlawful act for which the perpetrator may be punished.
2. Students are prohibited from committing Criminal Offenses as referred to in paragraph 1 including but not limited to Drug Abuse, Misuse of Personal Data, Gambling, Theft, Bullying, Sexual Harassment, Immoral Acts, and Corruption.

Article 8
Plagiarism and Forgery-Free

1. Plagiarism is an act of copying or using someone else's work and claiming it as one's own.
2. Forgery is the process, method, and act of falsifying with the intent to deceive.
3. Students are prohibited from committing plagiarism either individually or in groups. Plagiarism includes but is not limited to:
   a. referring and/or quoting terms, words and/or sentences, data and/or information from a source without mentioning the source in the citation notes and/or without adequately stating the source;
   b. referring and/or randomly quoting terms, words and/or sentences, data and/or information from a source without mentioning the source in the quotation notes and/or without adequately stating the source;
   c. using the source of ideas, opinions, views, or theories without adequately stating the source;
   d. in one's own words and/or sentences reformulating words and/or sentences, ideas, opinions, views, or theories taken from a source of without adequately stating the source;
   e. submitting a scientific work produced and/or published by other parties claiming it as his/her scientific work without adequately stating the source.
4. Students are prohibited from committing acts of forgery either individually or in groups. Falsification includes but is not limited to:

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a. falsifying data, information, or quotations in academic assignments, field work, or academic and student activities;
b. forging signatures required for formal documents/tasks/quizzes/exams/final assignments;
c. falsifying seals.

Article 9
Free of Cheating and Impersonating for Exams/ Assignments

1. Cheating is the activity of imitating or copying the work of others.
2. Exam/Assignment impersonator is someone who performs tasks/exams for others either by disguising himself/herself as an actual examinee or a person who completes assignments/exams upon request and receives money or other forms of reward for that action.
3. Students are prohibited from cheating. Cheating includes but is not limited to:
   a. assisting, receiving assistance or looking at the work of other students with fraudulent intent;
   b. looking at notes on paper or other media that have been prepared for the purpose of cheating during a closed book exam including using sources of information from electronic media used during the exam;
   c. working together with students in an effort to improve one's course grade;
   d. talking with other students during the exam without the permission of the exam invigilator;
   e. making certain movements that can assist an act of cheating;
   f. falsifying exam papers/answer sheets;
   g. other things that can be categorized as actions to obtain grades illegally.
4. Students are prohibited from using and being impersonators for assignments/quizzes/exams/final assignments. Using and being an impersonator includes but is not limited to:
   a. submitting academic assignments done by other parties;
   b. completing assignments/reports/final assignments for other students;
   c. asking other person to replace a student in completing quizzes/exams.

Article 10
Attendance Faking-Free

1. Attendance Faking is committing dishonest acts in a class attendance.
2. Students are prohibited from committing fraudulent acts in college attendance. College Attendance Cheating includes but is not limited to:
   a. signing for another student's attendance or;
   b. asking other student to sign for the attendance list sheet (faking class attendance).

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Article 11
Alcohol-free Campus

1. Alcohols are various types of drinks containing alcohol and/or other substances that are intoxicating or have the potential to decrease consciousness.
2. Students are prohibited from possessing, storing, carrying, consuming, distributing, and trading alcohol in any way and form, inside and outside the UPH Campus, involving the UPH Civitas Academica or other parties.

Article 12
Pornography-Free

1. Pornography are images, sketches, illustrations, photographs, writings, sounds, moving images, animations, cartoons, conversations, gestures, or other forms of messages through various forms of communication media and/or public performances that contain obscenity or sexual exploitation that violate the norms of decency in society.
2. Students are prohibited from possessing, storing, using, distributing, and selling anything related to pornography, including, and not limited to, pornographic actions in any form and manner, inside and outside the UPH Campus involving UPH Civitas Academica and other parties.

Article 13
Cigarette-Free

1. Cigarettes are tobacco products that are processed in the form of but not limited to:
    a. filtered or clove cigarettes;
    b. cigars;
    c. shisha (Arabic cigarette);
    d. pipe /*angklong*;
    e. vape (vaporizer).
2. Students are prohibited from possessing, storing, using, distributing, and selling cigarettes in the Campus area and when representing UPH outside the Campus.
3. Students are prohibited from doing sponsorship, endorsement, publication of cigarettes in any form and manner involving UPH Civitas Academica.

Article 14
Fight & Violence-Free

1. A fight is quarrelling and/or physical confrontation, either one on one or more, or in a group. Violence is the use of force and/or power, both physical and non-physical (verbal and

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nonverbal) actions that have the potential to harm, injure, or hurt others in the form of and not limited to physical, psychological, material, and so on.
2. Students are prohibited from committing, engaging in, documenting, and disseminating all forms of fights and acts of violence in any way and form, inside and outside the UPH Campus involving the UPH Civitas Academica and other parties.

Article 15
Hazing-Free

1. Hazing includes but is not limited to harassment, torture or humiliation, extortion during student orientation program or other activities. Meanwhile, orientation program is a practice/action that makes a person/group steadfast and trained as well as knowing and appreciating the situation in a new environment through intensive mental and physical activities.
2. Students are strictly prohibited from practicing hazing in any form (orders/regulations/actions) against anyone, in activities inside and outside UPH Campus, which can have physical/psychological negative impacts.

Article 16
Environmental Pollution-Free

1. Environmental Pollution is the addition of any living things, any form of energy, and or other substances to the environment, or any change of the composition of environment caused by human activities or by natural processes so that the quality of the environment declines to a certain level which causes it to be less functional or can no longer function properly.
2. Students are prohibited from littering inside and outside of the UPH Campus environment.

Article 17
Vandalism (Defacement)-Free

1. Vandalism is the act of damaging and destroying works of art and other valuable items (natural beauty and others), or the defacement and violent destruction of a work or property without permission from the owner.
2. Students are prohibited from committing Vandalism inside and outside the UPH Campus area.
3. Students must respect and protect other people's work or property inside and outside the UPH Campus area.

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Article 18
Appropriate Attitude and Appearance

1. Appropriate Attitude includes ethics in behavior and communication. Students are prohibited from:
    a. saying dirty and/or rude expressions that are demeaning/insulting and/or in the form of curses/threats;
    b. conducting/participating in demonstrations;
    c. Attempting to bribe.
2. Appropriate Appearance covers ethics of how to dress properly, neatly, and not excessive dress, including:
    a. outfits that are not transparent, not revealing and not provocative (not showing sensitive body parts, such as thighs or stomach), and not showing underwear;
    b. outfits worn are at least tops with sleeves, long pants/skirts;
    c. wearing shoes, not sandals;
    d. not wearing excessive and/or flashy accessories/jewelry.
3. Students must promote the spirit of appropriate appearance and attitude towards the entire UPH Civitas Academica, both inside and outside the UPH campus area.

Article 19
Intolerance-Free

1. Intolerance is an attitude of having no tolerance for others who are different.
2. Intolerance-free means being tolerant to all UPH Civitas Academica and the community in general who have different religions, beliefs, ethnicities, cultures, and social status.
3. Students must uphold Intolerance-free attitude towards the entire UPH Civitas Academica, both inside and outside the UPH Campus area.

Article 20
Discrimination-Free

1. Discrimination is the differentiation of treatment against fellow citizens, and against groups related to certain interests. This differentiation can be based on:
    a. SARA (ethnicity, religion, race, intergroup);
    b. gender;
    c. age;
    d. social/economic status;
    e. disability.
2. Students must uphold a non-discriminatory attitude towards the entire UPH *Civitas Academica*, both inside and outside the UPH Campus area.

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Article 21
Online Hate Speech-Free

1. Online Hate Speech is an act of provocation, incitement, or insult to individuals or groups by means of words, behavior, writing, or performances through electronic media.
2. Students are prohibited from committing Online Hate Speech and spreading false information both in writing and orally.
3. Students are prohibited from using inappropriate and improper words online that can negatively influence the image of UPH.
4. Students are prohibited from spreading information, photos, and videos in cyberspace that can negatively influence the image of UPH.

Article 22
Online Immoral Acts-Free

1. Online Immoral Acts are all forms of immoral acts and violations of laws and regulations in verbal or nonverbal forms which include but are not limited to sexual harassment or obscenity, adultery, rape, child trafficking, and abuse committed or demonstrated through electronic media.
2. Students are prohibited from committing immoral acts using electronic media.
3. Students are prohibited from creating, uploading, or disseminating immoral content online that negatively influences the image of UPH.
4. Students are prohibited from using applications on social media that contain immoral content and/or applications that have the purpose of committing immoral acts.

CHAPTER V
ENFORCEMENT OF CODE OF ETHICS

Article 23
Offenses

1. Violtations of the Student Code of Ethics are distinguished as follows:

1st Degree Offense	Violation of the Student Code of Ethics that causes inconvenience to other people, institutions, or society.
2nd Degree Offense	A minor offense is an act of violating the Student Code of Ethics which has a relatively small impact but can cause harm to other people, institutions, or society.
3rd Degree Offense	A moderate offense is an act of violating the Student Code of Ethics that has a significant impact and can cause harm to other people, institutions, or society.

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4th Degree Offense	A serious offense is an action that violates the Student Code of Ethics and / or applicable law. Serious offenses have a very significant impact and cause harm to other people, institutions, or society.

2. 1st Degree Offense includes:
    a. Violations of Articles 10, 16, 18, 19, and 20.
    b. Violations of the articles in point a are said to cause inconvenience if there are warnings and even reports of violations.
3. 2nd Degree Offense includes:
    a. The repetition of 1st Degree offense.
    b. Violations of Article 9, Article 11, Article 12, Article 21, and Article 22.
    c. Violations of Articles a and b are considered minor if they are committed intentionally or unintentionally, have a low impact, or can be corrected.
4. 3rd Degree Offense includes:
    a. The repetition of 1st or 2nd Degree offenses.
    b. Violations of Article 8, Article 13, and Article 17.
    c. Violations of the articles mentioned in points a and b are said to be moderate if they are committed intentionally and/or harm other people, institutions, and society.
5. 4th Degree Offense includes:
    a. The repetition of 1st, 2nd or 3rd Degree offenses.
    b. Violations of Article 7, Article 14, and Article 15.
    c. Violations of the articles mentioned in points a and b are said to be serious if they violate or break the law, have a major impact, and / or harm other people, the campus, and society in general.

Article 24
Sanctions

1. The types of sanctions based on violations are as follows:

Offense	Authority	Sanctions
1st Degree Offense	Manager/Director of Student Affairs	Verbal reprimand and/or Student Statement to Not Repeat the Offense
2nd Degree Offense	Dean cc. to Manager/Director of Student Affairs, Head of Study Program, Academic Advisor	1st Warning Letter, issuance of a summons to the parents, guardian, and/or Compensation

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3rd Degree Offense	Dean cc. to Rector, Ethics Committee, Academic Advisor, Registrar Office	2nd Warning Letter, Academic Suspension for One Semester and/or Compensation
4th Degree Offense	Rector cc. to Ethics Committee, Academic Advisor, Registrar Office	3rd Warning Letter and/or being dealt with by the Law Enforcement Authorities

2. Sanctions for committed criminal acts will refer to the applicable laws and regulations.

Article 25
Warning Letter (WL)

1. Warning Letter (WL) is given for the repetition of offense that has received verbal or written warnings before.
2. Each WL is given with a validity period of 6 (six) months. If within that period a student repeatedly violates the Student Code of Ethics, the next level of WL will be issued.
3. WL II/III can be given together with WL I/II depending on the degree of offense committed.
4. The issuance of WL can be accompanied by other commensurate disciplinary actions, including but not limited to compensation, a letter of apology to the victim and a statement letter from the student not to repeat.
5. Each WL is valid if it has been signed by the authorized parties in accordance with Article 24 paragraph (1), even if the Student / Student's parents do not sign the letter.

Article 26
Administrative Consequences

1. All students and parents/guardians are required to sign a Student Statement with a seal stating that they, of their own accord and without coercion, are willing to comply with the entire existing Student Code of Ethics.
2. Students who are sanctioned with suspension will still be counted into the study period of the students.
3. Students who are sanctioned with dismissal and revocation of their student status from UPH are still entitled to receive academic transcript containing grades of the courses they have taken, transfer letters, and other documents related to academic activities that have been accomplished during their participation in academic programs at UPH.
4. The provisions of Article 26 paragraph (3) do not apply to Students Receiving Financial Aid with Employment Bond Agreement.

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5. Students who get sanctions as referred to in paragraphs (2) and (3) are not entitled to demand a refund for money that has been paid to UPH.

Article 27
Closing

1. To accelerate the effectiveness of the implementation of this Rector's Decree, each Student has the right and responsibility to report to the Civitas Academica or Outsourcing Personnel if they find other Students violating this Rector's Decree.
2. With the enactment of this Rector's Decree, the Rector's Decree Number 006 of 2017 concerning the Code of Ethics for Students of Universitas Pelita Harapan is revoked and declared invalid.
3. This Rector's Decree is effective on the date of enactment.

Stipulated in : Jakarta
Stipulation Date : 5th June 2023
UNIVERSITAS PELITA HARAPAN
RECTOR,

Dr. (Hon.) Jonathan L. Parapak, M.Eng.Sc.