

DECREE OF THE RECTOR OF UNIVERSITAS NEGERI PADANG

Number: 132/ UN35/ AK./ 2012

Regarding

CAMPUS LIFE PROCEDURES FOR STUDENTS
OF UNIVERSITAS NEGERI PADANG

RECTOR OF UNIVERSITAS NEGERI PADANG

- Considering: : a. that in order to smooth the implementation of threefold missions of higher education (TriDharma Perguruan Tinggi) and the administration of the Universitas Negeri Padang, creating a conducive atmosphere for the life of students, lecturers, and staff;
- b. that in connection with point (a) above, it is necessary to stipulate a Rector's Decree regarding the discipline of campus life Universitas Negeri Padang Students.
- Recalling : 1. Law of the Republic of Indonesia Number 20 year 2003, concerning the National Education System;
2. Government Regulation Number 66 year 2010, concerning Higher Education;
3. Presidential Decree Number 93 year 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;
5. Number 276/0/99, concerning the Organization and Administration of the Padang State University;
6. Minister of National Education Decree Number 222 / U / 2000, regarding the Statute of Padang State University.
- Regarding : Results of the Senate Meeting of Universitas Negeri Padang on June 20, 2012.

HAS DECIDED

Stipulate

- First : To enact campus life order for Universitas Negeri Padang students 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 the stipulation, and if there is an error at a later date, it will be corrected accordingly.

Stipulated in Padang

On July 2, 2012

Rector,



Prof. Dr. Phil. Yanuar Kiram

NIP 195701011984031004

Copies:

1. Minister of Education and Culture
2. Secretary-General of the Ministry of Education and Culture
3. Inspector General of the Ministry of Education and Culture
4. Director-General of Higher Education Ministry of Education and Culture
5. Vice Rector Universitas Negeri Padang
6. The Deans, Director of Postgraduate Program 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 Universitas Negeri Padang
10. The Bureau Chief at Universitas Negeri Padang
11. The Heads of Division at Universitas Negeri Padang
12. The Chairman of MPM, BEM, and UKM Universitas Negeri Padang
13. The Chairman of DMF, BEMFA, and HMJ Universitas Negeri Padang
14. The Technical Instructors of students organizations at Universitas Negeri Padang

Attachment to Rector's Decree

Number : 132/ UN35/ AK/ 2012

Date : July 2, 2012

**DOCUMENTS OF CAMPUS LIFE
FOR STUDENTS OF UNIVERSITAS NEGERI PADANG**

Chapter I

Article 1

General Provisions

- (1) The rules of campus life for students are provisions that govern rights and student obligations, prohibitions, manners, and sanctions for students who commit violations.
- (2) Students register and study in specific study programs which have rights and fulfill their obligations following applicable rules/regulations.
- (3) Student rights are something that students have concerning their functions and roles as Padang State University citizens.
- (4) Student obligations must be done about their functions and roles as residents of Padang State University.
- (5) Prohibition is any action that students cannot do.
- (6) Manners are customs, habits, norms, and courtesy rules that students need to follow in their daily campus life interactions, related to their rights and obligations.
- (7) Violation is an act that is not following the prevailing rules and norms.
- (8) Sanctions are penalties of an academic and or administrative nature imposed on students who commit violations.
- (9) Padang State University hereinafter referred to as UNP, is a college organized by the Ministry of Education and Culture of the Republic of Indonesia under and directly responsible to the Republic of Indonesia's Minister of Education and Culture.
- (10) The Rector is the leader in implementing education, research, and community service, mentors for teaching staff, students, and education personnel and relations with their environment and is responsible to the Minister.
- (11) The dean is the leader in implementing education, research, community service, mentors for teaching staff, students, and faculty educational staff, and is responsible to the Rector.
- (12) The Director of PPs is the leader in implementing education, research, community service, mentors for teaching staff, students, and educational staff at the dean level, and is responsible to the chancellor.
- (13) The head of the department is the leader of the literary executing element in a faculty.
- (14) Lecturers are academics who are specially appointed with the main task of teaching.

Chapter II
Student Rights and Obligations
Article 2
Student Rights

Every student has the right to:

- (1) use academic freedom responsibly to seek and study knowledge following the norms and morals that apply in an academic environment;
- (2) obtain the best possible teaching and academic services according to interests, talents, hobbies, and abilities;
- (3) utilize facilities in order to smooth the learning process;
- (4) receive academic guidance from lecturers in completing their studies;
- (5) obtain information services related to the study program that is followed and the learning outcomes;
- (6) completing the study earlier than the set schedule following the applicable rules/regulations;
- (7) obtain welfare services in accordance with the prevailing rules/regulations;
- (8) utilize resources owned by UNP in accordance with applicable regulations;
- (9) moving to another university or other study program, if it meets the admission requirements for students at the intended college or study program;
- (10) participate in UNP student organization activities;
- (11) obtain services for UNP student organization activities;
- (12) receive awards for the achievements obtained following the applicable rules/regulations.
- (13) get special services if the student has a disability and is adjusted to the ability of the university with the following condition:
 - (a). the exam is adjusted to the students' condition;
 - (b). the lecturer communicates with the student concerned, including the place of the exam;
 - (c). assistance will be prepared (if needed); and
 - (d). exam documents are tailored to the needs of the student's condition

Article 3
Student Obligations

Every student has the obligation: to

- (1) comply with all rules/regulations that apply in the UNP environment;

- (2) participate in maintaining facilities and infrastructure as well as cleanliness, order, and security;
- (3) share in the cost of providing education, except for students who are exempt from these obligations following the applicable regulations;
- (4) respect science, technology, and art, and maintain the dignity and good name of UNP;
- (5) use polite language in communicating;
- (6) uphold national culture.

Chapter III

Article 4

Prohibition

Every student is prohibited from:

- (1) taking actions that are contrary to the rules/regulations or norms prevailing in the UNP environment;
- (2) misusing the name of the institution and all forms of UNP signs/attributes for the benefit of themselves or other people or certain groups;
- (3) falsify or misuse scientific papers, letters, documents, receipts, grades, signatures, and recommendations from officials, lecturers, UNP employees for personal, other, or group interests and gain;
- (4) obstruct or interfere with the progress of the *Tri Dharma Perguruan Tinggi* activities;
- (5) enter, try to enter, or use illegally a building or other means belonging to/under the authority and supervision of UNP;
- (6) store, own, or use, rent equipment, property belonging to UNP illegally;
- (7) refuse, leave, or give back rooms, buildings, facilities, or other forms of facilities belonging to/under the supervision of UNP which are no longer their right or authority;
- (8) commit theft, pollute, and damage rooms, buildings, equipment, and facilities belonging to/under the authority and supervision of UNP and other people;
- (9) creating or trying to cause disorder, chaos, and division on the UNP campus;
- (10) using facilities and funds that are owned or under the authority and supervision of UNP irresponsibly;
- (11) behaving in violation of immoral norms, insulting, defaming UNP, or applicable regulations;
- (12) carrying, storing, distributing, consuming, trafficking liquor or illegal drugs (drugs) both on and off-campus;
- (13) carry out gambling activities in any form, both within the UNP and outside the UNP;

- (14) apply force either directly or indirectly to obstruct, disrupt, or thwart the official activities of UNP academics and guests or entry/exit areas managed by UNP;
- (15) taking action threatening, extorting, or terrorizing officials, lecturers, education staff, and students to disturb the safety of others
- (16) carry, keep, or use sharp weapons, firearms, objects, or items which should be realized or known to endanger oneself or others;
- (17) doing fights at the State University of Padang.

Chapter IV

Article 5

Manners for Expressing Opinions

The manners for expressing opinions are regulated as follows:

- (1) students who are going to express their opinions in a campus environment are required to notify the Rector in advance;
- (2) students who convey their opinions/aspirations have the right to receive responses, protection legal and security guarantees;
- (3) students who submit opinions must obey the applicable rules/regulations;
- (4) the form of expressing opinions is carried out through dialogues with academic nuances complemented by written opinions;
- (5) other forms of expression may be possible while prioritizing dialogue;
- (6) opinion submission procedure:
 - a. the plan for submitting opinions is submitted in writing to the relevant officials containing the aims and objectives, the topics/problems to be conveyed, the person in charge of executing, the number of participants, the time, place of implementation, the length of time required, and the relevant officials required;
 - b. the plan for submitting opinions is submitted at least two days before the submission of opinions is carried out.

Article 6

Social Manners

The social manners of students are to:

- (1) develop a family spirit and mutual respect without distinguishing their socio-economic background, ethnicity, religion, race, and class;
- (2) develop social sensitivity, solidarity, and solidarity among others;
- (3) develop courtesy in behaving and thinking;

- (4) apply courtesy in consulting, greeting, and communicating with officials, lecturers, and employees;
- (5) display an attitude of respect and respect for officials, lecturers, and employees by avoiding excessive talking/joking in front of the lecture hall and office space to interfere with lecture activities and other official activities.

Article 7

Manners for Communicating

Communicationmanners include:

- (1) Student manners for heads of departments, faculties, and universities.
 - a. get to know leaders in departments, faculties, and universities;
 - b. pay attention to and study explanations received from heads of departments, faculties, and universities;
 - c. carry out the tasks received from the leadership of departments, faculties, and universities;
 - d. use polite language.
- (2) Student manners towards lecturers include:
 - a. getting to know the lecturers in their environment;
 - b. respect every lecturer;
 - c. consultation meetings with lecturers should be based on prior agreements;
 - d. uphold academic honesty.
- (3) Student manners for administrative staff
 - a. know administrative staff according to their fields and responsibilities;
 - b. at times requires the services, students need to consider the time and tell the identity;
 - c. provide clear and concise information about the purpose of meeting administrative staff;
 - d. show a polite attitude and behavior.
- (4) Manners between students include:
 - a. being respectful and polite in social interactions;
 - b. help each other and do not harm each other;
 - c. do not feel smarter than other students;
 - d. remind each other when there are friends who make mistakes.

Dressed manners are:

Article 8

Manners dressed

- (1) wearing clean, neat, polite, harmonious, and not excessive in accordance with the time, place, and situation;
- (2) special ceremonies/activities are required to follow the provisions of the appropriate clothing and accessories.

Article 9

Manners Organize

Etiquette organizes performed as follows:

- (1) an organization or a student organization that can be followed is in accordance with the guidelines student organizations at UNP;
- (2) carry out student activities and programs following applicable regulations;
- (3) maintaining good relations between student organizations on and off-campus;
- (4) occupy the secretariat of student organizations following the applicable rules/regulations.

Article 10

Manners for the Environment

Manners for the environment are regulated as follows:

- (1) participating in maintaining the campus environment and facilities;
- (2) participate in maintaining security, clean tools, class/lecture room furniture, and rearrange them;
- (3) keep the belongings of UNP good and durable;
- (4) participate in maintaining the cleanliness of places of worship and are not used for sleeping or lying down;
- (5) do not park the vehicle outside the applicable provisions.

Article 11 Sanctions

Every violation of the etiquette of campus life is subject to the following:

(1) Types of sanctions

Types of sanctions in the order from the lightest to the most severe are as follows:

- a. warning verbal.
- b. written warning in the form of a warning not to repeat the violation.
- c. Subject to the suspension, may not attend lectures for one semester.
- d. Subject to the suspension, may not attend college for one year.
- e. deprived of his rights as a UNP student.

- f. Detention of diplomas.
- g. Delay of graduation.
- h. Graduation cancellation.

(2) The parties authorized to impose sanctions include:

- a. Lecturers for the warning verbal;
- b. The Head of the Department for the type of written warning in the form of a warning not to repeat the violation;
- c. The dean as faculty leader for suspension may not attend lectures for one semester or two consecutive semesters;
- d. The Director of the Graduate School as the leader of the school Postgraduate for suspension may not attend courses for one semester or two consecutive semesters;
- e. The Rector, as the head of the university against sanctions revoking his rights as a UNP student, detention of diplomas, and graduation cancellation.

(3) The procedure for imposing sanctions is carried out as follows:

- a. sanctions in the form of warnings verbal can be directly conveyed by the related parties without going through the trial process and without making an examination report;
- b. every sanction other than warning shall be verbal made an examination report by the party authorized to impose a sanction and shall be continued with the trial process;
- c. the trial process is followed by related structural officials, students who commit violations and sanctions if necessary;
- d. before being given a sanction in the form of a permanent decision, the student who commits an offense is allowed to make a defense;
- e. After hearing the defense, the relevant official decides the violator's sanction in the form of a permanent decision.
- f. The decision still contains:
 - 1) the complete identity of the student who committed the violation;
 - 2) complete considerations / considerations regarding facts and evidence;
 - 3) articles that are violated;
 - 4) the content of the decision;
 - 5) day, date, name, and signature of the party imposing the sanction.

Article 12 Closing Provisions

This decree which contains the rules, shall be effective from the time it is stipulated, and there will be changes as necessary if there are errors or adjustments to the prevailing laws and regulations.

Stipulated in : Padang

On : July 2, 2012

Rector,



Prof. Dr. Phil. Yanuar Kiram NIP

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