

Code of Conduct Guidelines

For Lecturers
and Students

A reference to establish good academic
environment in the university.

This Guidelines contains:

- a. Lecturer code of conduct guidelines
- b. Students code of conduct guidelines

The code of conduct guidelines is a reference to establish good academic environment in the university.

LECTURERS' ETIQUETTE GUIDELINES

I. BACKGROUND

Staffs in university consist of lecturers and staffs. A lecturer is someone who is based on education and expertise as appointed by the organizer of the university with the main task of teaching at respective university.

Lecturers can be distinguished into full time lecturers, part time lecturers, and guest lecturers. Full time lecturers are a person who is appointed and placed as permanent staff in the respective university. Part time lecturers are person who is not permanent staff at the respective university. A guest lecturer is someone who is invited and appointed to be a lecturer at a university for a certain period of time. Meanwhile, the academic levels of the lecturer basically consist of lecturer, assistant professor and professor.

Universitas Gunadarma lecturers come from various cultures and backgrounds. Universitas Gunadarma as an organization is obliged to create an organizational culture to harmonize the differences that exist between the various cultures that carried by each individual so that it becomes an accepted culture within Universitas Gunadarma. For that reason, it is necessary to make a Lecturers' Etiquette Guidelines in Universitas Gunadarma.

II. OBJECTIVES

Lecturers' Etiquette Guidelines aim to:

- a. Establish the lecturer image that can be a model for students who will enter the environment of modern and professional society.
- b. Establish the lecturer image as a figure that has intellectual integrity and open to all changes.
- c. Establish the image of academic environment that cares about the environment, health, and time.
- d. Establish a professional image in the management of education in Universitas Gunadarma.

III. CAMPUS LIFE REGULATIONS FOR LECTURERS

CHAPTER I GENERAL REQUIREMENTS

Article 1

The requirements to become a lecturer are:

1. Have faith and devotion to God Almighty
2. Insight on Pancasila and the 1945 Constitution
3. Have qualifications as teacher
4. Have high morals and integrity
5. Have a great sense of responsibility towards the future of the nation and state.

Article 2

In general, the duties of a lecturer include the Three Pillars of Higher Education (Tri Dharma Perguruan Tinggi), namely are:

1. Implement teaching and educational activities in accordance with the authority level of academic position.
2. Implement research activities in education and teaching context or in science development activities in accordance with the authority level of academic position.
3. Implement community service activities in education and teaching context or in other activities that support the implementation of general government tasks and development in accordance with the authority level of academic position.

CHAPTER II

RIGHTS AND OBLIGATIONS

Article 3

Lecturers have the rights to:

1. Conduct academic activities in accordance with the Three Pillars of Higher Education (Tri Dharma Perguruan Tinggi) freely and responsibly by remembering norms of humanity, dignity of scientists, available facilities and applicable regulations.
2. Contribute scientific work and work performance in accordance with applicable laws and regulations.
3. Obtain fair treatment in accordance with the profession.
4. Obtain awards to encourage and improve achievements and to foster loyalty towards Universitas Gunadarma to citizens or elements of organizations that have demonstrated loyalty, achievements, or contributed to Universitas Gunadarma.

Article 4

Every Universitas Gunadarma lecturer obliged to:

1. Devoted to God Almighty and obedient to the state and government of Indonesia based on Pancasila and the 1945 Constitution.
2. Uphold the honor of the nation and state, as well as the dignity and reputation of Universitas Gunadarma.
3. Prioritize the interests of Universitas Gunadarma and society rather than personal or group interests.
4. Think, behave, and have an attitude as members of a scientific society, noble, honest, passionate, responsible and avoid despicable acts, including plagiarism.
5. Be open and uphold academic honesty and execute profession duties as well as possible.
6. Be disciplined, humble, sensitive, conscientious, cautious, and respect to opinions of others.

7. Hold on state and position secrets and not abuse the position.
8. Refuse and not accept something that is clearly known and suspected directly or indirectly, illegally related to profession.
9. Pay attention to the limits of scientific authority and responsibility in using the freedom of academic forum and not overstep the authority of expertise or colleagues' expertise.
10. Respect for fellow lecturers and staffs as well as try to align to the despicable acts of colleagues.
11. Guide and provide opportunities for students to obtain, develop and practice science, technology and art in accordance with applicable regulations.
12. Guide and educate the students towards the formation of educated personality who are independent and responsible.
13. Be fair towards students.
14. Maintain their honor and health.
15. Follow, develop and practice science, technology, and art in accordance with their fields.
16. Comply with all applicable rules and regulations at Universitas Gunadarma.

CHAPTER III

SOCIAL ETIQUETTE AND RESPONSIBILITIES

Article 5

The social etiquette in Universitas Gunadarma is based on the principles of kinship and uphold harmony and balance in accordance with Pancasila.

Article 6

Universitas Gunadarma has responsibility to maintain the good name of alma mater and realize that university must truly renowned as a scientific society that will develop continuously in accordance with the development of science. Therefore, a conducive atmosphere for the implementation of the teaching and learning process in general is a shared responsibility.

CHAPTER IV

VIOLATION

Article 7

Violations by lecturers can take the form of:

1. Act and behave that can undermine, impose the good name of Universitas Gunadarma's alma mater.
2. Undermine the authority of officials within the university or faculty in execute their duties and positions.
3. Act to abuse and exceed the authority they have.
4. Act arbitrarily and unfairly both subordinates and fellow officials.
5. Leak the position and state secrets
6. Leak exam questions and or key answers
7. Make illegal charges in any form in execute their duties for personal or group interests
8. Resist and reject duties from superiors.
9. Prevent, complicate the implementation of academic and non- academic activities that have been determined by the university or faculty.
10. Interfere the administration of education and others without legal authority from the university or faculty.
11. Do fouling or destroying, cheating and falsifying letters or legal documents such as grades, diplomas or certificates and another document.
12. Perform acts of decency both in attitudes, words, writing and pictures.
13. Misuse the name, symbol, sign of Universitas Gunadarma
14. Use the rooms, buildings and other facilities illegally belonging to Universitas Gunadarma without permission.
15. Do extorting, gambling, carrying, abusing drugs in Universitas Gunadarma.
16. Spread writings and ideologies that are prohibited by the government.
17. Bring into conflict and incite intra- academic of Universitas Gunadarma.
18. Conduct plagiarism in scientific work.
19. And others that are prohibited by applicable laws and regulations.

CHAPTER V
SANCTIONS TO THE LECTURERS

1. Every lecturer in Universitas Gunadarma who violates the ethics code, discipline, guidelines, and applicable regulations are subject to sanctions.
2. Sanctions that imposed to the lecturers can be in the form of:
 - a. Verbal reprimand
 - b. Written reprimand
 - c. Warning
 - d. Postponement of increasing periodic salary
 - e. Postponement of increasing position
 - f. Postponement of position
 - g. Exemption of duty
 - h. Dismissal

CHAPTER VI
ETHICS COMMITTEE (PANTIB)

Article 9

1. Universitas Gunadarma members who perform violation as stated in article 7 above will be processed by ethics committee (PANTIB) that stipulated by Rector Decree of Universitas Gunadarma.
2. Affiliation of PANTIB consists of lecturer that appointed by Rector at the suggestions of: Dean of Faculty, for a term of 2 (two) years.
3. PANTIB conveys the investigation results of these violations to the Rector, and final decision is on Rector's authority.

CHAPTER VII
ADDITIONAL PROVISIONS

Article 10

Universitas Gunadarma members who perform violation as stated in article 7 are given the right to defend themselves in the presence of Rector, both in writing or verbally before Rector gives the final decision.

CHAPTER VIII
CLOSING

Article 11

1. The regulations also applied to:
 - a. Part time lecturer
 - b. Staff: laboratory staffs, librarians, technicians, administration staffs both full time and part time.
2. The regulations come into force from the date of stipulation with the provisions of everything will be changed if it turns out an error later.

IV. LECTURERS' ETHICS

A. Dress Code Ethics

1. Lecturers' attire must be adapted to the role that carried by lecturers when worn.
2. Formal attire for male lecturers that reflect professional and modern image is long pants and shirts with formal shoes. Formal attire for female lecturers that reflect professional and modern women are skirts and blouses (and blazer if possible) with formal shoes.
3. Lecturers' attire must always be kept clean and tidy as long as the lecturers execute the duty. Lecturers must always maintain hygiene to avoid body odor that can disrupt the work atmosphere.

B. Ethics in time commitment

1. Have a high time commitment.
2. Start the lecture activity in the first week of each semester and end the lecture activity in the last week of each semester, in accordance with the academic calendar that has been set by Universitas Gunadarma.
3. Start and end the lecture activity on time.
4. Fulfill the time commitments that have been promised to students, both in providing service out of class and in guiding thesis.
5. Provide discussion time out of class hours to discuss material about 2- 4 hours per week.
6. Appreciate students by notifying cancellation in advance for lecture activity or time commitments that have been promised to students, both in providing services out of class and in guiding thesis.

C. Ethics in implementation of teaching, research, and community service

1. Greeting that is used (as a lecturer) to the students both in and out of class is '*Saudara*'.
2. Treat the students as adult human. Universitas Gunadarma lecturers

treat students equally, regardless of social status, religion, and race.

3. Obligated to plan material and assignment to the students as well as rules for students who take the lecture before starting a particular semester. The planning is entered into detailed syllabus that is shared to the student in the first meeting of a certain semester.
4. Comply teaching methods at Universitas Gunadarma in one semester that is for lecture activities or tutorials are done for 12-14 times, the discussion is scheduled by the advisor for 2-4 times, lecturer's tasks for 5-6 times, student's presentation for 1-3 times, computer utilization for 1-6 times and field study or practicum for 8-12 times.
5. Do not smoke in the class or office. Lecturers who smoke can only smoke in place provided, regulated, and determined by Universitas Gunadarma.
6. Be open to receive questions about the lessons and disposed to help students who apply question in the class or elsewhere.
7. Be open to differences of opinion with the students, considering that science is always changing and developing.
8. Provide consultation time for students out of class activities. Beyond the time allotted, the meeting between lecturers and students are carried out first with appointment.
9. Do updating materials and reference that used in the class, to adjust the demands of business world that is constantly changing and developing.
10. Have high integrity in evaluating the results of students' works and other assignments to fulfill the commitments as compiled in the syllabus.
11. Evaluation methods that determined by lecturers in Universitas Gunadarma in one semester are a written exam for 1-4 times, an oral exam for 1-3 times, papers for 1-3 times, paper presentation for 1-3 times, laboratory report or field study for 10-15 times, and quiz for 3-6 times.
12. Obligated to make evaluation questions and give the questions to the exam committee before the evaluation.
13. Obligated to enter the evaluation scores and submit to student and Academic Administration Bureau.
14. The average workload in a semester for senior and junior lecturers for

teaching activities is about 40-50 hours and 310-330 hours, guiding is about 50-60 hours and 30-40 hours, research is about 50-70 hours and 30-40 hours, seminar or discussion is about 30-50 hours and 30-50 hours, community service is about 15-20 hours and 30-50 hours, and for administrative activity is about 10-30 hours and 30-50 hours.

15. Be a role model for students as figure who has high concern for the development of science, environment, and health.
16. Try to improve the quality of teaching, research, and community service as the embodiment of the responsibility to deliver the young generation into more advanced civilizations of the era in the future.

REWARDS FOR LECTURER

1. To encourage and improve achievement and to foster loyalty towards Universitas Gunadarma to citizens or elements of organization that have demonstrated loyalty, achievements, or contributed to Universitas Gunadarma, they can be awarded by the Rector.
2. The reward that given is adjusted to the achievement, loyalty, or the service done.
3. The reward that referred on point (1) and (2) can be a charters, badges, money, object, or special promotion.

STUDENTS' ETIQUETTE UNIVERSITAS GUNADARMA

The implementation of students' etiquette in Universitas Gunadarma in accordance with Government Regulation of the Republic of Indonesia Number 60 of 1999 concerning Higher Education System is made possible by the enactment of campus life regulations, or exam regulations, the provisions of student affairs selection that in principle regulates about student behavior to support the achievement of higher education goals as implied in PP Number 60 of 1999.

At the beginning of the lecture, new students get briefing from various elements in Universitas Gunadarma, among others, from the BAAK (Student and Academic Administration Bureau), Faculty, Student Affairs, about the campus environment both regarding academics, student regulations, and student organizations. With the briefing that given it is hoped that students will have a deeper understanding of Universitas Gunadarma both at the faculty level and at the University level. To support the development of reasoning and science, interests, hobbies and efforts to improve the welfare of the students in Universitas Gunadarma, extra-curricular activities were held. The student activities that implemented in Gunadarama University within one semester for example sports around 10 - 7 times, arts about 3-4 times, academics about 5-7 times, seminars 4-6 times, training 6-8 times, leadership 1-2 times, social activities 3-5 times, spirituality 4-6 times.

In addition to extra-curricular and curricular activities, students are also expected to actively participate in activities held out of campus. Student activities out of campus such as activities that are scientific, social-cultural, environmental stewardship, entrepreneurship, reasoning development, are also a forum for aspirations, communication and information media to enhance and develop cooperation and the existence of a togetherness sense in their responsibilities as students in the society. With the active role of students in various activities, they are expected to be able to show their existence as part of the Universitas Gunadarma.

Through this student development, university functioned with the Three Pillars of Higher Education (Tri Dharma Perguruan Tinggi) will lead to the implementation of professional scientific activities in realizing itself as an institution and scientific society to support national development. In this case it should be noted

that the campus atmosphere, both as a place for extra-curricular activities and curricular, is only one of the educational environments in process of long life education and by itself cannot accommodate or replace the functions of other educational environments namely home and society.

Therefore, in order to establish a harmonious and scientific society balanced, students as members of Universitas Gunadarma need to obey the regulations regarding students' rights and obligations along with their prohibitions as well as the provisions regarding student organizations that apply in the Universitas Gunadarma.

I. THE ROLE OF STUDENT IN NATIONAL DEVELOPMENT

The growth and development of young generation in general and students in particular concerns the future of the nation and state, especially in terms of formation of a complete Indonesian human being, Pancasila people, good citizens, who are responsible for the survival of the nation and state through National Development according to their stages.

In development period, the role of university and intellectuals is indispensable, especially in activating society in utilizing natural resources, human resources, and national resources. Because the students as intellectuals are vital and strategic potentials that have their own characteristics, student development is a very important national issue.

Universitas Gunadarma is responsible for developing personality of its students that include thinking development, building the power of reasoning or mind to a broader horizon, and the ability as well as work/skills to achieve educational goals.

The role of Universitas Gunadarma is *tut wuri handayani*, in the form of providing information, stimulation, persuasion, supervisory guidance, and even guidance if necessary. In essence it means that Universitas Gunadarma is trying to create people who can help provide the ability to control low scores. This understanding is inseparable from the development of the university subsystem as guidance material and as a whole educational institution.

II. FORUM FOR STUDENTS ACTIVITIES

The Vice Rector for student affairs was assigned to assist the Rector of Universitas Gunadarma in student development, both as individuals and organizations, namely:

- a. Human personal development
- b. Students' ideas and reasoning development
- c. Students' interests, hobbies, and welfare development
- d. Development of program planning, briefing, guiding and evaluating of its implementation
- e. Provision of communication and information forums

Here, students are as subjects or actors who take part in bearing responsibilities of activities with a family spirit, cooperativeness and deliberation. That is a proof of giving trust and appreciation to students in leadership process that is responsible for the survival and development of Universitas Gunadarma in the future.

Development of ideas in a family atmosphere, deliberation is expected will strengthen the unity and harmony of nation and state of Indonesia in general, and in particular as the extended family of Universitas Gunadarma in the future. Various students' activities forum in Universitas Gunadarma are:

- a. In the field of mental spiritual formation
- b. In the field of sports, namely basketball, volleyball, football, table tennis, badminton, Gunadarma Chess Club, bridge and so on
- c. In the field of martial arts, namely *Perisai Diri* and so on
- d. In the field of arts and culture, namely Gunadarma contemporary dance group, Gunadarma choir and so on
- e. In the field of campus press or publishing or communication media in form of Gunadarma bulletin, as well as the Gunadarma wall magazine.

III. STUDENT DEVELOPMENT PROGRAM

The head of Universitas Gunadarma has established the Universitas Gunadarma Development Program, which includes:

- a. Program development, which consist of:
 1. Academic programs
 2. Student programs
- b. Institutional development
- c. Human labor development

While the students' affairs program is all activities that take place concerning extracurricular activities in campus. Student development is implemented with the principles and guidelines of *tut wuri handayani*, that is directed towards campus life, especially damnation toward the possibility of SARA (ethnic, religious, racial and intergroup conflicts).

The student development program is interpreted in a broad sense, so that it does not only involve developing of students' affairs organizations, such as the Student Senate and Student Representative, but also includes religious groups, hobby and interest groups, sports and so on. Thus the development of these students is directed towards the creation of conditions and campus atmosphere that supports teaching and learning process.

Alumni development is directed to instill a high sense of belonging to the alma mater, so that minimum, they are not indifferent to the survival of their former *Candradimuka* crater, and maximally active participating, and unconditionally for the advancement of the alma mater through various ways.

In addition, the development program is also directed to regeneration of Department and Faculty leaders. This development program is implemented through alumni forum that formed at the Department and Faculty levels. In its implementation, the main programs of Student Affairs that handled by the Vice Rector for Student Affairs, include:

- a. Organizational program that has goal to establish coordination and cooperation between the Vice Dean for student affairs and the Department Student Coordinator in Universitas Gunadarma, in order to establish and standardize the principles and objectives of existing student organizations.

- b. Ideological mental program that has goal to foster nationality among the academics through organizing national ceremonies in orderly and solemn manner and fill the commemoration with activities such as lectures, etc. that are beneficial to society.
- c. Mental spiritual program that has goal to create harmony in religious life to live and practice His teachings. The goal will be achieved through the development of religious organizations, religious ceremonies (religious holidays) in campus and have places and forum for activities, including communication forums.
- d. Students' interest program, that has goal to develop hobbies and interests of students in all fields such as sports, arts, skills, love of nature, communication, photography and so on.
- e. Students' improving reasoning program with the goal to create nation candidate who are skilled and able to become society motivators and dynamists in the development. This program is expected to be achieved through management skills training, discussions, seminars, community service program and scientific discussions with scientists from various disciplines.
- f. Students' welfare program through scholarships.
- g. Publications, communication, and information development programs that implemented through the publication of Gunadarma bulletins, scientific magazines of mathematics and computers, economics and computers, as well as scientific journals such as language and literature, psychology, economics and business, engineering technology, informatics and computers, as well as through information exchange and presentation of articles by students and alumni.
- h. Cooperation program with institutions and university besides Universitas Gunadarma is implemented in collaboration with Directorate General of Higher Education, Education and Culture Ministry, Directorate Social Politics of DKI Jakarta, and other universities.

- i. Alumni development program by providing facilities for *IKADARMA* activity (Gunadarma Alumni Association) to expand businesses and activities in campus that is useful for to the academics of Universitas Gunadarma.

IV. STUDENT ORGANIZATIONS

Student organizations in Universitas Gunadarma, in accordance with the Decree of Rector Universitas Gunadarma Number: 164.3 / SK / REK / UG / 2006 dated February, 26th 2006 is as follows:

A. Student Organizations in University Level

1. The Student Executive and Legislative Board
 - a. Universitas Gunadarma Student Executive Board (BEM-UG).
 - b. Universitas Gunadarma Student Legislative Board (BLM-UG).
2. Activity Unit (UK) that is under BEM University
 - a. Volleyball Unit
 - b. Basketball Unit
 - c. Football Unit
 - d. Hockey Unit
 - e. Theater Unit (TEMA)
 - f. Photography Unit (SNAP)
 - g. Wushu Unit
 - h. Taekwondo Unit
 - i. Pencak Silat Merpati Putih (MP) Unit
 - j. Capoeira Unit
 - k. Karate Unit
 - l. Chess Unit
 - m. Bridge Unit
 - n. Table Tennis Unit.
3. Student Activity Unit (UKM)
 - a. Islamic Spiritual UKM (UKM Rohis Fajrul Islam)
 - b. Christian Spiritual UKM (UKM Rohkris)
 - c. Catholic Spiritual UKM (UKM Rohkat)

- d. Hindu Spiritual UKM (UKM Rohin)
- e. Budha Spiritual (UKM Rohbud)
- f. Swara Darmagita Choir (UKM PS Swara Darmagita)
- g. Gunadarma Nature Lover Student (UKM MAPA GUNADARMA)

B. Student Organizations in Faculty Level

1. Student Executive Board of Computer Faculty (BEM-FIK).
2. Student Legislative Board of Computer Faculty (BLM-FIK).
3. Student Executive Board of Economy Faculty (BEM-FE).
4. Student Legislative Board of Economy Faculty (BLM-FE).
5. Student Executive Board of Industrial Engineering Faculty (BEM-FTI).
6. Student Legislative Board of Industrial Engineering Faculty (BLM-FTI).
7. Student Executive Board of Civil Engineering and Planning Faculty (BEM- FTSP).
8. Student Legislative Board of Civil Engineering and Planning Faculty (BLM-FTSP).
9. Student Executive Board of Psychology Faculty (BEM-FPsi).
10. Student Legislative Board of Psychology Faculty (BLM-FPsi).
11. Student Executive Board of Literature and Culture Faculty (BEM-FSas).
12. Student Legislative Board of Literature and Culture Faculty (BLM-FSas).

C. Student Organizations in Department Level

1. Student Association of Informatics Engineering Department (HIMTI)
2. Student Association of Electrical Engineering Department (HME)
3. Student Association of Mechanical Engineering Department (HMM)
4. Student Association of Industrial Engineering Department (HMTI)
5. Student Association of Computer Engineering or Computer Systems Department (HMTK)

6. Student Association of Information Systems or Information Management Department (HMSI)
7. Student Association of Architecture Engineering Department (HMTA)
8. Student Association of Civil Engineering Department (HMTS).

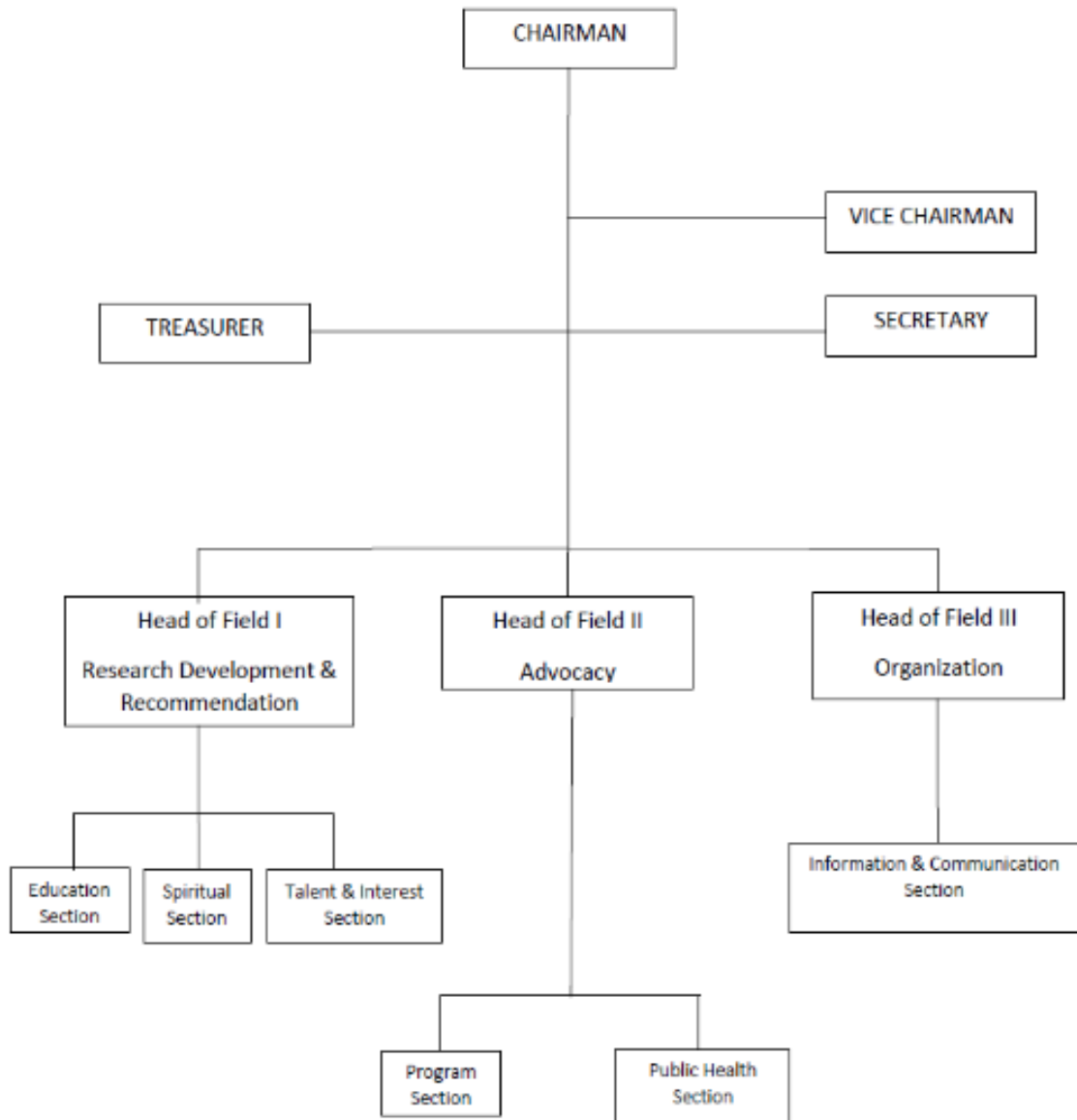


Figure 1. Organizational Structure of Student Representative Board

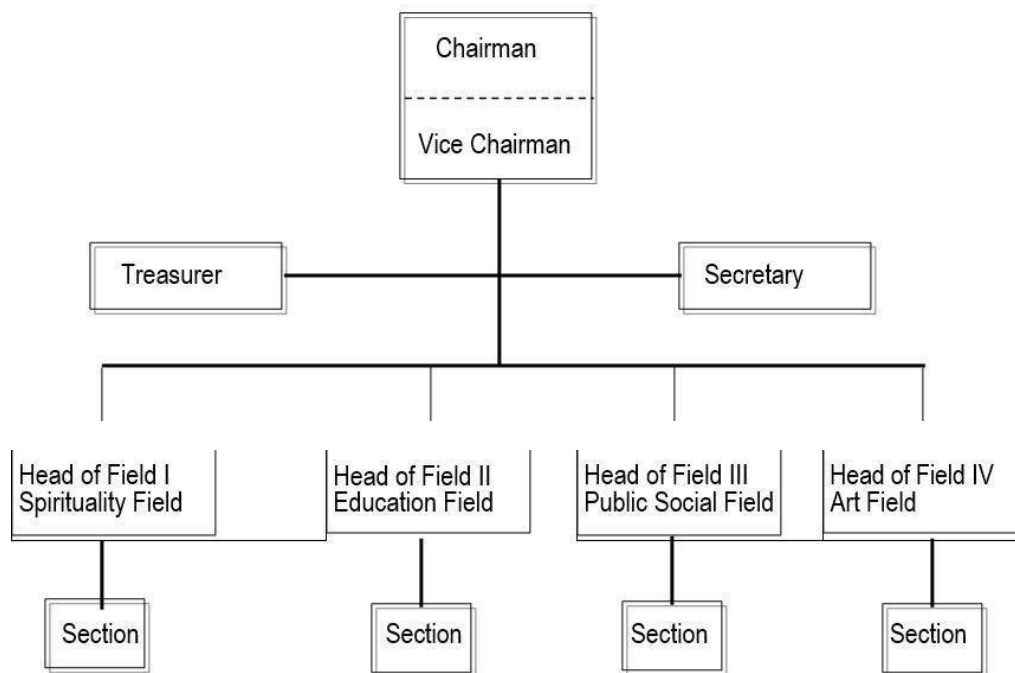


Figure 2. Organizational Structure of Faculty Student Senate

V. STUDENTS' GUIDELINES FOR IMPLEMENTATION OF ETIQUETTE AND REGULATIONS

The implementation of students' etiquette in Universitas Gunadarma in accordance with PP 60 of 1999 concerning the Higher Education System is realized by the implementation of campus life regulations, examination regulations, regulations for selecting student affairs to organize the students' behavior in order to support the achievement of university objective as required in PP 60 of 1999.

In addition, to support the development of reasoning and science, interests and hobbies as well as efforts to improve students' welfare in Gunadarma University, extra-curricular activities are held. There are numerous students' activities that implemented in Universitas Gunadarma for each year, such as sports for 6-8 times, arts for 2-4 times, academics for 4-6 times, seminars for 2-8 times, trainings for 4-8 times, leadership for 1-2 times, social activities for 4-6 times, and spiritual activities for 3-6 times. Through these students' development, the function

of university with the Three Pillars of Higher Education (Tri Dharma Perguruan Tinggi) will lead to the implementation of professional scientific activities in realizing as an institution and scientific society to support national development. In this case, it should be noted that campus atmosphere, both as a place for extra-curricular activities and curricular, is only one of the educational environments in long life education process and cannot accommodate or replace functions of other educational environments, such as home and society.

Therefore, in order to establish a harmonious and balanced scientific society, students as members of Universitas Gunadarma need to obey the regulation, regarding student rights and obligations along with the prohibitions as well as the provisions regarding student affairs that apply in Universitas Gunadarma.

IMPLEMENTATION OF STUDENTS' ETIQUETTE

1. NORMS AND BEHAVIOUR

- a. Honest, especially in teaching and learning process, researching, writing papers and in other actions concerning the good name of Universitas Gunadarma;
- b. Diligent and discipline in various actions, especially in studying in Universitas Gunadarma;
- c. Have an active role in maintaining the integrity of Universitas Gunadarma;
- d. Always try to improve the ability in supporting tasks in Universitas Gunadarma;
- e. Be polite in dressing, behave politely and humbly, not being anarchist, and not spreading slander and/or malice;
- f. Maintain mutual respect;
- g. Care about the environment, both the social and physical environment, in form of atmosphere, cleanliness, and environmental beauty.

2. VIOLATIONS AND SANCTIONS

- a. Misusing name, symbol and all forms of attributes Universitas Gunadarma.
Sanctions:
 1. Warnings.
 2. Prohibition from participating in academic activities and other activities for a maximum period of 12 months.
 3. Revocation as a member of Universitas Gunadarma.
- b. Falsifying or misusing letters or leaking confidentiality of Universitas Gunadarma documents. Sanctions:
 1. Warnings.
 2. Prohibition from participating in academic activities and other activities for a maximum period of 12 months.
 3. Revocation as a member of Universitas Gunadarma.
- c. Hindering or interfering Universitas Gunadarma activities. Sanctions:
 1. Warnings.
 2. Prohibition from participating in academic activities and other activities for a maximum period of 12 months.
 3. Revocation as a member of Universitas Gunadarma.
- d. Littering or damaging rooms, buildings and other facilities owned or under the supervision of Universitas Gunadarma. Sanctions:
 1. Warnings along with the obligation to replace all damage and/or loss caused.
 2. Revocation as a member of Universitas Gunadarma.
- e. Causing or trying to cause disorder and discord in Universitas Gunadarma.
Sanctions:
 1. Warnings.
 2. Prohibition from participating in academic activities and other activities for a maximum period of 12 months.
 3. Revocation as a member of Universitas Gunadarma.
- f. Using or trying to use or trading any types of narcotics/illegal drugs in Universitas Gunadarma. Sanctions:
 1. Warnings.

2. Prohibition from participating in academic activities and other activities for a maximum period of 12 months.
 3. Revocation as a member of Universitas Gunadarma.
- g. Doing or trying to do all types of games that lead to forms of gambling in Universitas Gunadarma. Sanctions:
1. Warnings.
 2. Prohibition from participating in academic activities and other activities for a maximum period of 12 months.
 3. Revocation as a member of Universitas Gunadarma.
- h. Committing physical violence in solving a problem in Universitas Gunadarma. Sanctions:
1. Warnings.
 2. Prohibition from participating in academic activities and other activities for a maximum period of 12 months.
 3. Revocation as a member of Universitas Gunadarma.
- i. Holding demonstrations, riots and/or similar activities in Universitas Gunadarma. Sanctions:
1. Warnings.
 2. Prohibition from participating in academic activities and other activities for a maximum period of 12 months.
 3. Revocation as a member of Universitas Gunadarma.
- j. Being at campus are between 22:00 to 06:00 or on holidays without any permit from the authorities. Sanctions:
1. Warnings.
 2. Prohibition from participating in academic activities and other activities for a maximum period of 12 months.
 3. Revocation as a member of Universitas Gunadarma.

- k. Using facilities and funds owned or under supervision of Universitas Gunadarma for personal use. Sanctions:
1. Warnings.
 2. Prohibition from participating in academic activities and other activities for a maximum period of 12 months.
 3. Revocation as a member of Universitas Gunadarma.

3. LECTURE REGULATIONS

- a. Students can take one course in lectures with the following conditions:
- 1) Registered as a Universitas Gunadarma student
 - 2) Registered as a participant of the course.
 - 3) His/her right is not revoked to take part in study activities.
- b. Students who are not registered in a course can be listeners with the permission of the lecturer involved.
- c. Students must dress neatly, polite, and respect each other.
- d. Students must follow all curricular activities (lectures, review sessions, practicum) according to the predetermined schedule. Lectures are given for 60 minutes per one credit for each meeting.
- e. Students who are participating in the lecture are prohibited to leave the class without the lecturer's permission.
- f. If a student is unable to attend the lecture or sick, the student is required to give permission letter to the Lecturer.
- g. If students come late, students can take class after getting permission from the lecturer.
- h. Students who attend are required to sign in the lecture' attendance list.
- i. After 10 minutes the lecturer is in the class, there will be a barcode officer who will record the attendance of students in each class.
- j. Students must attend at least 70% from total number of meetings for each course to be able to take the Final Examination.
- k. Students must participate actively in lecture activities.
- l. Students are prohibited to smoke in class during the lecture.
- m. Students are prohibited to make trouble and noise during the lecture.

- n. Students are not permitted to use any communication tools during the lecture.
- o. To expedite their studies, each student gets guidance from an academic advisor that appointed by Student and Academic Administration Bureau with the task of guiding student academic activities, such as determination of courses for each semester and issues related to academics.

Sanctions for Violation of Lecture Regulations

- 1. Expelled from the class while the lecture takes place.
- 2. Do not allow to attend the lecture for 1 semester or 1 year.
- 3. Other sanctions that are considered necessary.

4. EXAMINATION REGULATIONS

A. Duties, Obligations and Prohibitions for Participants

- 1. The participants are Universitas Gunadarma students who:
 - a. registered as a student in the semester involved.
 - b. legally registered as a participant of the tested subject as in the Study Plan Card (KRS).
- 2. Come on time and for those who are late there is no extra time. For those who are late more than 30 minutes are not allowed to take the exam.
- 3. Dress neatly with closed shoes (not sandals) and behave politely.
- 4. Take a seat in accordance with the room that has been determined or appointed by the invigilators.
- 5. Show the Study Plan Card (KRS) and student cards to invigilators
- 6. Provide his/her owned stationery. Borrow and lend any stationery is not permitted.
- 7. Sign the attendance list provided.
- 8. All bags, books and notes are placed in front of the room.
- 9. Do not permit to use a calculator in doing the exam, unless there is a notification from the exam coordinator.
- 10. Do not permit to leave the examination room before the examination

is finished, unless there is permission from the invigilators.

11. Maintain calm and orderly atmosphere in examination room during the exam.
12. Prohibited to change the seating arrangement that has been arranged.
13. Prohibited to smoke in the examination room.

B. Violations

1. Create or try to cause any disorder during the exam.
2. Borrow and lend any stationery, cooperate, or cheat during the exam.
3. Do the exam of other participant or substituting other participant's exam.
4. Do not submit the exam files to the invigilators.

C. Sanctions for Violations on Point B

1. Warnings.
2. Do not allow to take or continue the exam involved and the test score is considered E.
3. Prohibition to take the next exam.
4. Prohibition to participate all academic activities and other activities for a maximum period of 12 months.
5. Expelled from Universitas Gunadarma.