

**FOUNDATION FOR THE WELFARE OF EDUCATION AND HOUSING
UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" JAWA TIMUR**

DECREE

NUMBER: SKEP/ 199 / 2010

**REGARDING CODE OF ETHICS AND DISCIPLINARY REGULATIONS FOR
LECTURERS**

Surabaya, 22 SEPTEMBER 2010

RECTOR OF THE UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" JAWA
TIMUR

HAS DECIDED

To stipulate

1. The Lecturer Code of Ethics for the University of National Development "Veteran" East Java is as stated in the attachment to this Decree.
2. The Lecturer Code of Ethics as referred to in First Dictum shall apply to all Lecturers at the University of National Development "Veteran" East Java.
3. This Decree shall take effect on the date of stipulation

Copy to:

1. Chairperson of the UPN "Veteran" Faculty Senate.
2. Chairperson of the UPN "Veteran" East Java Board of Trustees. 2010.

that is carried out carefully, clearly, systematically, and accountably

ATTACHMENT: DECREE OF THE RECTOR NUMBER: SKEP/ 199 / IX / 2010
DATED 22 SEPTEMBER 2010

CHAPTER I
GENERAL PROVISIONS

Article 1

In this Lecturer Code of Ethics the following terms are defined as:

1. University is the University of National Development "Veteran" East Java.
2. Rector is the highest leader of the University who is authorized and responsible for the implementation of the administration of the University.
3. Professors Council is a university organ that serves to foster and develop academic life and uphold moral integrity and ethics within the university community.
5. Ethics is a practical philosophy, meaning, a philosophy that wants to provide advice on human behavior by paying attention to what should be done.

The Code of Ethics is a set of ethical norms containing rights and obligations based on ethical values that are used as guidelines for thinking, behaving, and acting in activities that require professional responsibility.

6. Morality is a system that limits behavior. The main purpose of this restriction is to protect the basic rights of others.
7. Moral behavior is defined as behavior that is in accordance with the basic values that are upheld by civilized human society. These basic moral values include truth, honesty, and relying on the power of argumentation in assessing truth.
8. Academic Society is the university community that carries out academic activities consisting of lecturers and students.
9. Lecturer is a University employee whose duties are teaching, researching and community service.
10. Professor is a Lecturer with the highest functional position who has reliable academic abilities to guide prospective doctoral students in accordance with their field of study.
11. Student is someone who is registered and is taking education programs at the University.
12. Researcher is an individual or group of people conducting research.
13. Research is defined as an effort to obtain facts or principles and test the truth by collecting and analyzing data to answer questions.

14. Plagiarism is the act of announcing or reproducing all or part of other people's writings or ideas by publishing and claiming them as their own creations.

CHAPTER II

PURPOSES AND OBJECTIVES

The Lecturer Code of Ethics is intended as a guide for every lecturer and related officials within UPN "Veteran" East Java in carrying out their duties, with the aim of being understood, implemented by every lecturer in order to maintain and improve the implementation of the Tri Dharma of Higher Education.

CHAPTER III

LECTURER'S OBLIGATIONS TO THEMSELVES

Article 2

Lecturers must:

- a. Have faith and piety to God Almighty, uphold the law based on Pancasila, the 1945 Constitution, the Civil Service Oath/University Employee Oath, and the Position Oath.
- b. Uphold decency with the awareness of being responsible for the welfare of the people of Indonesia in particular and the world in general.
- c. Uphold the universal and objective nature of science to achieve reality and truth.
- d. Uphold the civilized and teleological nature of scientific endeavors for the existence, benefit and happiness of humanity.

Article 3

A lecturer must uphold academic freedom, namely the obligation to maintain and advance science through study, research, discussion or dissemination of knowledge to students, fellow lecturers and

society, responsibly, independently in accordance with personal aspirations and based on scientific norms and rules, namely:

- a. honesty, broad/universal insight, collegiality, and scientific thinking;
- b. appreciate the findings and academic opinions of others;
- c. not solely for personal gain.

Article 4

(1) A lecturer must uphold the freedom of the academic podium, namely the freedom to convey thoughts and opinions in an academic environment and forum in the form of lectures, seminars, and other scientific activities in accordance with scientific norms and rules.

(2) A lecturer must always be self-aware and evaluate their performance as a lecturer in fostering and developing academic and professional careers.

(3) A lecturer must foster an academic atmosphere in their work environment.

Article 5

As a scientist, a lecturer in communication both verbally and in writing is expected to use polite and courteous language, not emotional, think clearly, and not hurt other people's feelings.

Article 6

A lecturer must maintain and develop an academic society between lecturers by:

a. upholding and respecting the academic rights and freedoms as well as the right to academic freedom among lecturers;

b. understand the basics of community in the administration of the University in the form of social duties by participating in organizing efforts to build, maintain and develop community and cultural life;

c. understand the basics of kinship in the administration of the University based on the Statute of the University of National Development "Veteran" East Java, Government Regulation 153 of 2000.

Article 7

A lecturer must always maintain the integrity of the family, harmony and family welfare, as well as their social reputation in society.

CHAPTER IV

LECTURER'S OBLIGATIONS TO THE UNIVERSITY

Article 8

A lecturer must uphold the Principles, Vision, Mission and Objectives of the University.

Article 9

A lecturer must uphold, understand and practice the Three Obligations of Higher Education.

Article 10

Lecturer's Responsibilities in the Academic Field

A lecturer must uphold the teaching that is given to him with a spirit of professionalism as an educator which is manifested in the form of behavior and role modeling, namely:

- a. teaching and providing academic services in the best way according to their abilities and with full dedication, discipline and wisdom;
- b. avoid and refrain from things that lead to the possibility of personal interest conflicts in the teaching and learning process;
- c. avoid and refrain from things and actions that can degrade the degree and dignity of the honorable teaching profession;
- d. provide motivation to students so that they can stimulate critical thinking.

Article 11

(1) A lecturer must provide the guidance and information needed by students in order to facilitate the completion of their studies wisely.

(2) A professor lecturer should be willing to become a promoter.

Article 12

Lecturer Responsibilities in Research

In conducting research, a lecturer must:

- a. be analytical and critical in attitude and thinking.
- b. be honest, objective, and adhere to all aspects of the research process and must not falsify or manipulate data or research results.
- c. avoid negligence in research, especially in presenting research results.
- d. be open, share data, results, methods, and ideas with others, except for patentable data.

e. treat colleagues politely.

f. respect and appreciate research objects, whether human or animal, whether alive or dead, or parts/fragments of the human subject.

g. keep a research diary

Article 13

Lecturer Responsibilities as a Researcher

(1) Researchers are responsible for interpreting research results and findings so that research results can be understood.

(2) Researchers are responsible to their professional colleagues.

(3) Researchers must not cover up weaknesses or exaggerate research results.

(4) Researchers must explicitly explain the benefits to be gained by the research subject.

Article 14

A lecturer who conducts research should:

a. be scientific, facts are obtained objectively, through systematic procedures using valid evidence.

b. be an ongoing process, because the results of a study can always be improved.

c. be honest, professional, humane and pay attention to factors of accuracy, thoroughness and discretion, religious feelings and gender justice.

d. provide new findings.

e. be beneficial for the University scientifically, institutionally, and financially.

f. be competency and logic based.

g. consider accountability aspects.

Article 15

Researcher's Relationship with Students

In conducting research, a lecturer should involve students as work partners who still need community learning processes, competency updates in the field of science and personal development.

Article 16

Basic and Applied Research

As a researcher, a lecturer should:

- a. direct research for the advancement of science and/or obtaining patents to encourage the development of the national industry.
- b. can increase national resilience by exploring natural resources.
- c. can synergize various disciplines.

Article 17

Research Effectiveness and Cost

- (1) Researchers must consider the benefits expected with the costs and burdens incurred, especially the burdens demanded by the sponsor.
- (2) Researchers may not promise things beyond the abilities of the researcher
- (3) Researchers must produce or provide what can be promised
- (4) Researchers must explain whether the research data can or cannot assist the decision making process.

Article 18

Research Conclusions

- (1) Researchers must explain to the funder the conclusions obtained.
- (2) Researchers must assist and participate in the interpretation of results and conclusions.
- (3) Researchers must explain the limitations of research results and distinguish between research conclusions and their extrapolations.
- (4) Researchers must demonstrate the validity of the research.
- (5) Researchers are responsible for ensuring that research results can be understood by funders.

Article 19

Profit Sharing Contracts

A profit sharing contract is a collaboration between scientists and funders in scientific activities, each of which has the right to the results of their scientific work.

(2) A scientist as an intellectual in dealing with profit-sharing contracts should be free from group, ruler, religion or political party interests so that their intellectual thinking can justify each of their decisions.

Article 20

Plagiarism

Researchers or writers of scientific papers are not justified in plagiarizing other people's scientific papers.

Lecturer's Responsibilities in Community Service

Article 21

(1) In carrying out community service, a lecturer:

- a. must have sincerity to work synergistically with lecturers from various disciplines.
- b. must appreciate community participation in setting community service programs.
- c. must not impose their will on the community.

(2) A lecturer must position students as work partners who still need community learning processes.

Article 22

A lecturer who carries out Community Service should:

- a. refer to community needs.
- b. can reflect the real contribution of the University.
- c. in the context of utilization, utilization, development of science, technology and art for the community.

d. involve student participation,

e. can provide enlightenment and improve community welfare and benefit the entire academic community.

CHAPTER V

PUBLICATION Article 23

A lecturer who writes publications should:

a. use scientific language.

b. may not be without the permission of the funder.

c. may not forget previous research and researchers.

d. Quotations in publications must be honest and in accordance with the original meaning, as well as personal communications used in publications.

e. if displaying images and tables that are quoted, the source must be included.

f. if displaying images of individuals or human subjects (probands) must be with permission, and if they do not want to be identified, part of their face must be covered, especially their eyes or parts that can provide identification clues.

g. include all contributors except those who are not willing

h. also acknowledge the services of those who provide ideas, in addition to those who provide permits, facilities and other assistance.

CHAPTER VI

LECTURER'S OBLIGATIONS TO THE IMPLEMENTATION OF THE CODE OF ETHICS

Article 24

(1) A lecturer must comply with and implement the Lecturer Code of Ethics.

(2) Violations of the Lecturer Code of Ethics may be subject to moral sanctions and other sanctions in accordance with applicable laws and regulations.

CHAPTER VII

UNIVERSITY HONOR COUNCIL

Article 25

- (1) To oversee compliance with the Lecturer Code of Ethics, a University Honor Council is formed.
- (2) The composition and membership of the University Honor Council shall be determined by the Rector with consideration from the Professors Council for a term of 5 (five) years and may be reappointed for one more term.
- (3) The University Honor Council has the authority to receive, process and decide on complaints of violations of the Lecturer Code of Ethics.

CHAPTER VIII

ENFORCEMENT OF THE CODE OF ETHICS

- (1) Violating means getting sanctions
- (2) Officials authorized to impose sanctions: Rector.
- (3) The Rector may delegate authority to the Dean of the Faculty, Head of Administrative Training or Head of Supporting Elements.

CHAPTER IX

SANCTIONS

Lecturers who violate the Code of Ethics as stipulated in these provisions will be subject to sanctions in the form of:

- a. Reprimand.
- b. Written warning.
- c. Delay in granting lecturer rights.
- d. Demotion.
- e. Honorable dismissal.

f. Dismissal not honorably.

CHAPTER X

CLOSING

Article 26

(1) Other matters not yet regulated in this Decree will be regulated by separate Decrees

(2) This Decree comes into force on the date of stipulation.