

REGULATION

**RECTOR OF THE INDONESIAN INSTITUTE OF THE ARTS
PADANGPANJANG NUMBER: 1364/IT7/KR/2015**

About

**CODE OF ETHICS FOR LECTURERS AT THE INDONESIAN INSTITUTE
OF THE ARTS PADANGPANJANG
RECTOR OF THE INDONESIAN INSTITUTE OF THE ARTS PADANG
PANJANG**



MINISTRY OF RESEARCH, TECHNOLOGY AND HIGHER EDUCATION

INDONESIAN INSTITUTE OF THE ARTS PADANG PANJANG

2015

REGULATION

RECTOR OF THE INDONESIAN INSTITUTE OF THE ARTS PADANGPANJANG NUMBER: 1364/IT7/KR/2015

About

CODE OF ETHICS FOR LECTURERS OF THE INDONESIAN INSTITUTE OF THE ARTS PADANGPANJANG RECTOR OF THE INDONESIAN INSTITUTE OF THE ARTS PADANGPANJANG

Considering: a) that lecturers are professional educators

and scientists with the main task of transforming, developing and disseminating science, technology and art through education, research, and community service;

b) that in an effort to build the image of lecturers of the Indonesia Institute of the Arts Padang Panjang as a profession that behaves professionally and trusted, it is necessary to establish a Code of Ethics for Lecturers of the Indonesia Institute of the Arts Padangpanjang.

c) that in connection with letters a and b above, it is necessary to issue a Rector's Regulation on the Code of Ethics for Lecturers of the Indonesia Institute of the Arts Padangpanjang;

Recalling : 1. Law of the Republic of Indonesia Number 20

Year 2003 on the National Education System

2. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education

3. Law of the Republic of Indonesia Number 14 of 2005 concerning Teachers and Lecturers

4. Government Regulation of the Republic of Indonesia Number 04 of 2014 concerning Higher Education

5. Government Regulation of the Republic of Indonesia Number 19 of 2005 concerning Standards

National Education.

6. Government Regulation of the Republic of Indonesia Number 37 of 2009 concerning Lecturers;
7. Government Regulation of the Republic of Indonesia Number 17 of 2010 concerning the Management and Implementation of Education as amended by Government Regulation Number 66 of 2010;
8. Government Regulation of the Republic of Indonesia Number 53 of 2010 concerning Civil Servant Discipline (Statute Book of the Republic of Indonesia Number 74 of 2010);
9. Decision Alert No. 3B/KEP/MK. WASPAN/8/1999 concerning Lecturers' Functional Positions and Credit Scores.
10. Regulation of the Minister of National Education Number 17 of 2010 concerning Prevention and Countermeasures of Plagiarism in Higher Education;
11. Regulation of the Minister of Education and Culture Number 16 of 2012 concerning the Code of Ethics for Employees within the Ministry of Education and Culture.
12. Regulation of the Minister of Education and Culture Number 29 of 2010 concerning the Organization and Work Procedures of the Padang Panjang Indonesia Institute of the Arts;
13. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number: 37 of 2014 concerning the Statute of the Indonesia Institute of the Arts Padang Panjang
14. Decision Minister Education and Culture Number: 232/MPK. A.4/KP/2014 concerning the Appointment of the Rector of the Indonesia Institute of the Arts Padang Panjang in 2014-2018.

DECIDE

Determine : **RECTOR'S REGULATION ON THE CODE OF ETHICS**
LECTURER INSTITUTE ART INDONESIA
PADANGPANJANG

CHAPTER I GENERAL PROVISIONS

Article 1

In this Rector's Regulation, what is meant by:

1. **The Indonesia Institute of the Arts Padang Panjang** is then ISI Padangpanjang.
2. **The Rector** is the highest leader of the Institution as the main person in charge of implementing general directions and policies, establishing regulations, norms and benchmarks for the implementation of education on the basis of the approval of the Senate of the Institution.
3. **Ethics** is a practical philosophy that reflects human nature and behavior by paying attention to what must be done.
4. **The Code of Ethics** is a norm that contains rights and obligations that are derived from ethical values that are used as guidelines in thinking, behaving, behaving, and acting that must be done by paying attention to the propriety that applies in a community in activities that demand professional responsibility.
5. **The Code of Ethics for Lecturers** at the Indonesia Institute of the Arts Padang Panjang is a reference for lecturers to behave in carrying out their profession at the Indonesia Institute of the Arts Padangpanjang.
6. **Morality is a system that limits behavior and aims to protect the human rights of others.**
7. **Moral behavior** is defined as behavior that is in accordance with the basic values upheld by civilized human society. The basic moral values include truth,

honesty, and relying on the power of argument in assessing the truth.

8. **Lecturers** are professional educators and scientists with the main task of transforming, developing, and disseminating science, technology, and art through education, research, and community service.
9. **Lecturers consist of** permanent lecturers and non-permanent lecturers of ISI Padang Panjang who can be ordinary lecturers, extraordinary lecturers, or guest lecturers.
10. **Ordinary** lecturers are permanent lecturers of civil servants who are appointed based on a Decree issued by an authorized official and placed at the university concerned;
11. **Extraordinary lecturers** are non-permanent lecturers who work in universities and have the status of non-civil servant lecturers;
12. **Guest lecturers** are lecturers who are invited and appointed to become lecturers at ISI Padang Panjang for a certain period of time;
13. **The academic level of lecturers** consists of Expert Assistants, Lecturers, Head Lecturers and Professors.
14. **Professors** are lecturers with the highest functional positions and have reliable academic abilities to guide doctoral candidates in accordance with the field of science they are engaged in.
15. **Students** are those who are registered as academic students studying at the Padang Panjang Indonesia Institute of the Arts.
16. **A researcher** is a person or a group of people who conduct research.
17. **Research** is an effort to obtain facts through a truth test by collecting and analyzing data that is carried out thoroughly, clearly, systematically, and responsibly.
18. **Plagiarism** , also known as plagiarism, is the act of announcing or reproducing part or all of other people's writings or ideas by publishing

or in other ways and recognize it as his own creation with the intention of making a profit.

CHAPTER II OBJECTIVES

Article 2

1. Forming an image of lecturers who can be used as role models for students who will enter the modern and professional society.
2. Forming the image of lecturers as figures who have intellectual integrity and are open to all changes.
3. Forming an environmental image of the academic community that cares about the environment, health, and time.
4. Forming a professional image in the implementation of ISI Padang Panjang education management.

CHAPTER III BASIC GRADES AND TASKS

Article 3

The basic values for becoming a lecturer are:

1. Faith and devotion to God Almighty
2. Pancasila and the 1945 Constitution
3. Have qualifications as a teaching staff
4. Have high morals and integrity
5. Have a great sense of responsibility for the future of the nation and state

Article 4

In general, the duties of a lecturer include the Tri Dharma of Higher Education, namely:

1. Carry out educational and teaching activities in accordance with the authority of their academic positions.
2. Carry out research activities in the context of education and teaching or in science development activities

in accordance with the authority of the academic position.

3. Carry out community service activities in order to support education and teaching or in other activities that support the implementation of general government and development duties in accordance with the authority of their academic positions.

CHAPTER IV RIGHTS AND OBLIGATIONS

Article 5

In carrying out professional duties, lecturers have the right to:

1. Carry out academic activities in accordance with the Tri Dharma of Higher Education freely and responsibly by keeping in mind the norms of humanity, the dignity of scientists, available facilities and applicable regulations.
2. Contribute scientific works and work achievements in accordance with applicable laws and regulations.
3. Obtaining fair treatment in accordance with their profession.
4. Obtain awards to encourage and improve achievements and to foster loyalty to ISI Padang Panjang to residents or elements of the organization who have shown loyalty, achievements, or have contributed to ISI Padang Panjang

Article 6

Every lecturer of ISI Padang Panjang must:

1. Devoted to God Almighty and obedient to the state and government of Indonesia based on Pancasila and the 1945 Constitution.
2. Upholding the honor of the nation and state, as well as the authority and good name of the ISI Padang Panjang Institution.
3. Prioritizing the interests of ISI Padang Panjang and the community rather than personal or group interests.
4. Think, behave, and behave as a member of the scientific community, virtuous, honest, passionate, responsible and

- avoid reprehensible acts, including plagiarism.
5. Be open and uphold academic honesty and carry out professional duties as well as possible.
 6. Be disciplined, be humble, sensitive, conscientious, careful, and respect the opinions of others.
 7. Firmly hold state secrets and office secrets and do not abuse positions.
 8. Refusing and not accepting a gift that is clearly known and should be suspected of being directly or indirectly related to his profession illegally.
 9. Pay attention to the limits of scientific authority and responsibility in using the freedom of the academic pulpit and do not overstep the authority of their peers' expertise or expertise.
 10. Respect fellow lecturers and employees and try to straighten out the reprehensible acts of colleagues.
 11. Guiding and providing opportunities for students to acquire, develop and practice science, technology and art in accordance with applicable regulations.
 12. Guiding and educating students towards the formation of independent and responsible educated personalities.
 13. Behave and act fairly towards students.
 14. Maintain/maintain his honor and health.
 15. Follow, develop and practice science, technology, and arts in accordance with their fields.
 16. Comply with all applicable rules and regulations at ISI Padangpanjang.

CHAPTER V

ETIQUETTE AND RESPONSIBILITY

Article 7

The manners of association in the ISI Padang Panjang campus environment are based on the principles of kinship and towering

harmony and balance in accordance with Pancasila's view of life.

Article 8

The Big Family of ISI Padang Panjang has a responsibility and upholds the good name of the Alma Mater of ISI Padang Panjang and realizes that Higher Education must really be a scientific society that will continue to develop in accordance with the development of science so that a conducive atmosphere for the implementation of the teaching and learning process at large is a shared responsibility.

CHAPTER VI PROHIBITION

Article 9

Each lecturer is prohibited from:

1. Behaving and acting that can undermine and bring down the good name of the Alma Mater/Big Family and/or the ISI Padang Panjang Campus.
2. Undermining the authority of officials within ISI Padang Panjang in carrying out their duties and positions.
3. Acting abusively and beyond the authority that exists on him.
4. Divulging office secrets and/or state secrets.
5. Leaking the question and/or answer key.
6. Carrying out illegal levies in any form in carrying out their duties for personal or group interests
7. Resisting and rejecting tasks from superiors.
8. Hindering, making it difficult to organize academic and non-academic activities that have been determined by ISI Padangpanjang.
9. Interfering in educational administration and other affairs without the legitimate authority of ISI Padang Panjang

10. Performing acts of decency both in attitude, words, writing, and pictures.
11. Misusing names, symbols, and signs that are the identity of ISI Padangpanjang.
12. Illegally using rooms, buildings, or other facilities belonging to - ISI Padang Panjang without permission.
13. Extortion, gambling, carrying, abuse illegal
drugs in the ISI Padang Panjang Campus environment.
14. Spreading writings and understandings that are prohibited by the Government.
15. Pitting and inciting between the academic community (lecturers, students, administrative staff and so on).
16. Plagiarizing in scientific papers.
17. And others that are prohibited by applicable regulations and laws.

CHAPTER VII SANCTIONS

Article 10

Sanctions Against Lecturers:

1. Every ISI Padang Panjang lecturer who violates the code of ethics, discipline, discipline, and applicable regulations is subject to sanctions.
2. Sanctions imposed on lecturers can be in the form of:
 - ✓ Verbal reprimand
 - ✓ Written warning
 - ✓ Exemption from lecturers - ISI Padangpanjang.
 - ✓ Dismissal as a teacher at - ISI Padangpanjang.

CHAPTER VIII LECTURER ETHICS

Article 11

Lecturer Ethics in Dressing

1. Clothes lecturer must Customized with role who is

- by lecturer at time clothes aforementioned Charged.
2. Formal attire for male lecturers that reflects a professional and modern image is trousers and shirts with formal shoes. Formal attire for female lecturers that reflects the image of a professional and modern woman is a skirt and blouse (plus blouses if possible) with formal shoes.
 3. Lecturers' clothes must always be kept clean and neat as long as the lecturer concerned carries out his duties.

Article 12

Ethics in fulfilling time commitments

1. Have a high commitment to time.
2. Starting face-to-face in class in the first week of each semester and ending face-to-face in class in the last week of each semester, in accordance with the academic calendar set by ISI Padangpanjang.
3. Start and end face-to-face classes on time.
4. Fulfilling the time commitment that has been promised to students, both in providing services outside of face-to-face events in the classroom and in the guidance of thesis/artworks
5. Provide discussion time outside of lecture hours to discuss the subject matter between 2-4 hours per week.
6. Respect students by notifying in advance of the cancellation of the commitment of face-to-face time in class or the time commitment that has been promised to students, both in providing services outside of face-to-face events in class and in the guidance of thesis/artwork

Article 13

Lecturer ethics in the implementation of teaching and research tasks and community service

1. Greetings used (in his role as a lecturer) to students both in the classroom and outside the classroom

is "Brother or you".

2. Treating students as adults. ISI Padang Panjang lecturers treat students equally, regardless of student social status, religion, race.
3. Obligated to plan lecture materials and assignments to students as well as rules for students who attend their lectures before a certain semester of lectures begins. The planning is poured into a detailed syllabus that is shared with students face-to-face in the first week of a certain semester.
4. Obey the teaching method at ISI Padang Panjang which is set in one semester, namely for face-to-face or tutorials between 08-14 times, discussions scheduled by supervisors between 2-4 times, lecturer assignments between 5-6 times, oral presentations by students 1-3 times.
5. Do not smoke during face-to-face meetings in the classroom.
6. Open to Accept questions about the lessons they teach and are willing to help students who ask questions in class or elsewhere.
7. Open to difference opinions with students, considering that science is always changing and developing.
8. Provide consultation time for students outside of scheduled face-to-face time in class. Outside of the time that has been provided, the meeting between lecturers and students is held first by making an appointment.
9. Always update lecture materials and reference sources used in classroom lectures, to adjust to the demands of the ever-changing and evolving business world.
10. High integrity in evaluating the results of exam work and other forms of assignment in fulfilling commitments as prepared in the syllabus
11. Evaluation method determined by ISI Padang Panjang lecturers

in one semester are structured exams, Mid Semester, and Semester.

12. Obligated to make exam questions and provide exam questions to the exam committee before the exam takes place.
13. It is mandatory to submit exam scores and enter exam scores to the Academic Administration section.
14. He is a role model for students as figures who have a high concern for the development of science, the environment, and the Arts.
15. Always striving to improve the quality of teaching, research, and community service as a manifestation of its responsibility to bring the young generation into a more advanced civilization in the future.

Enacted in : Padang Panjang

On : 24 June 2015

Rector



Prof. Dr. Novesar Jamarun, MS NIP.
19620506 198811 1 001