



GUIDELINES
STUDENTS' ETIQUETTE
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**CAMPUS LIFE REGULATIONS
FOR GUNADARMA UNIVERSITY STUDENTS**

Attachment to Rector's Decree No. 183/SK/REK/UG/VI/2016
About Campus Life Regulations for Gunadarma University Students

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Definition**

1. Student

Students are the one who are registered and studying at Gunadarma University.

2. Campus Life Regulations

Campus life regulations are all regulations that apply to students at Gunadarma University which aimed at creating an orderly, conducive and safe campus for all curricular and extracurricular activities.

3. Violation of Campus Life Regulations

Violations of the campus life regulations are all forms of speech, writing, images, recorded products, conveyed directly or through the media (including online media), actions, behavior that are not in accordance with the rules and can harm other people and/or Gunadarma University.

4. Campus Life

Campus life is activities inside or outside the campus area that use the name and/or attributes of Gunadarma University

5. University Leaders

The leaders of Gunadarma University are the Rector, Vice Rector, Dean and Vice Dean.

6. Academic Community

The Gunadarma University Academic Community are students and lecturers at Gunadarma University.

7. Residents of Gunadarma University

Gunadarma University residents are academics and employees of Gunadarma University.

8. Student Organizations

Student organizations (*ormawa*) are organizations that organize student activities which include reasoning, science, interests and passion, and service to society, and its existence is recognized/approved by the leaders of Gunadarma University.

9. Student Organization Activities

Student organization activities (*ormawa*) are activities organized by Gunadarma University student organizations inside and outside campus which include co-curricular and extracurricular activities that have received written permission from the leaders of Gunadarma University.

10. Activity Time on Campus

Activities on campus take place **Monday-Saturday at 06.00-19.00 WIB (Western Indonesian Time)** and **Monday-Friday 06.00-22.00 WIB (Western Indonesian Time) [specifically for campus locations with evening lectures]**. Activities carried out outside the specified time, on holidays or holidays must obtain written approval from the leaders of Gunadarma University.

Article 2 Objectives

Campus life regulations are created to:

1. Ensure the maintenance of campus life that supports the implementation of the *Tri Dharma* of Higher Education and its supporting activities.
2. Become guidelines for students as members of the scientific community and as campus residents to behave and act in everyday life.
3. Provide a legal basis for taking action and providing sanctions for violations of applicable regulations.

CHAPTER 2 OBLIGATIONS AND PROHIBITIONS

Article 1 Obligations

1. All residents of Gunadarma University are obliged to carry out their respective duties well in order to achieve the goals of Gunadarma University.

2. All residents of Gunadarma University, in every activity both academic and non-academic, must follow and comply with all regulations that apply within Gunadarma University.
3. Gunadarma University students are required to:
 - a. Be honest, especially in academic activities including teaching and learning activities, research, writing, and in other actions that concern the reputation of Gunadarma University.
 - b. Diligent and disciplined in various actions, especially in carrying out the task of studying at Gunadarma University.
 - c. Play an active role in maintaining personal integrity and Gunadarma University.
 - d. Always try to improve your abilities in supporting your duties at Gunadarma University.
 - e. Be polite in dressing, polite in behavior, and use polite language in communication.
 - f. Mutual respect and appreciation.
 - g. Maintain cleanliness, beauty and tranquillity of the environment to support the teaching and learning process running.
 - h. Maintain all facilities belonging to Gunadarma University to ensure a learning process running.
 - i. Respect science, technology, and/or arts, and maintain the dignity and reputation of Gunadarma University.
4. All co-curricular and extra-curricular activities organized by students must go through the student organization and obtain written permission from the leaders of Gunadarma University.

Article 2 Prohibition

Gunadarma University students are prohibited from:

1. Using the name, symbol, and all forms of Gunadarma University attributes, such as letterheads, letter envelopes, stamps, Gunadarma University alma mater jackets, and so on for personal, other people's, or group interests.
2. Forging and/or misusing letters, documents, signatures, proof of payment, grades, scientific works for personal, other people's or group interests.
3. Violating norms and ethics of behavior and/or dress, uttering impolite words, etc. within the Gunadarma University environment.
4. Being on the Gunadarma University campus without permission outside the specified time.

5. Carrying out actions/activities that pollute or damage rooms, buildings, infrastructure and other facilities, or eliminate facilities and environments owned or under the supervision of Gunadarma University, including office equipment, laboratory equipment, library materials and other facilities.
6. Utilizing infrastructure, facilities and funds belonging to or under the supervision of Gunadarma University for personal, other people's and group interests.
7. Making threats and/or committing acts that endanger safety or health.
8. Intimidation, coercion, beating, fighting, abuse, and/or physical violence against other people.
9. Instigate, deceive, influence and/or try to influence other people by persuading, promising and/or giving gifts, for personal or certain group interests.
10. Carry out activities and actions that can cause commotion or riot, mobilize and/or organize masses (demonstrations) which cause a disruption in campus.
11. Carrying, storing or using sharp weapons, firearms, objects or goods that you should be aware of or known to be dangerous to yourself or others.
12. Smoking anywhere on the Gunadarma University campus, except where permitted.
13. Possessing, carrying, storing, making, trading, and/or abusing narcotics and psychotropic substances.
14. Possessing, carrying, storing, making, consuming and/or trading liquor.
15. Carrying out or attempting to carry out and/or assisting in carrying out all types of games that lead to forms of gambling.
16. Carrying out jockeying activities, namely replacing other people's obligations or being replaced by other people in every academic activity.
17. Committing immoral acts, harassment and sexual violations on campus or during official duties outside campus.
18. Store, utilize, distribute, make accessible printed materials, audio visuals, electronic information and/or electronic documents that contain pornographic elements online or offline.
19. Misusing technology, information systems, including data and information belongs to Gunadarma University.
20. Using or entering facilities owned and/or managed by Gunadarma University without permission, including changing data, accessing other people's computers and/or electronic systems in any manner and for any purpose.
21. Carrying out intentional or unintentional actions that launch issues that cause unrest/SARA sentiments towards lecturers, staff and fellow students.
22. Slandering, insulting, discrediting the names of individuals/organizations within Gunadarma University through print media and electronic media (online or offline).

23. Carry out practical political activities on campus.
24. Spreading ideology, teachings, radical ideas, religious activities that are contrary to state ideology.
25. Participating in and/or holding organizational activities on campus without permission from the leaders of Gunadarma University.
26. Making changes to official written information that creates incorrect information for Gunadarma University residents.
27. Giving false information or testimony.

CHAPTER 3

SANCTION PROVISIONS

1. Sanctions can be given to individuals, groups, committees and/or student organizations.
2. The types of sanctions given can be in the form of:
 - a. Verbal warning.
 - b. Written warning.
 - c. Temporary suspension of organizational activities.
 - d. Revocation of activity facilities and administrative services.
 - e. Dissolution of the organization.
 - f. Obligation to replace all damage and/or losses incurred.
 - g. Cancellation of grades and/or being declared as not passing.
 - h. Prohibition from participating in academic activities and other activities (suspension) for a maximum period of 12 (twelve) months, while still fulfilling the obligation to pay Educational Implementation Fees (BPP) according to the provisions.
 - i. Revocation of position as a Gunadarma University student.
 - j. Graduation postponement.
 - k. Withholding the certificate.
 - l. Cancellation of graduation.
3. Sanction givers can immediately give/impose the heaviest sanctions on students who violate campus life regulations without verbal warnings or written warnings.
4. Sanctions can be given by university leaders or authorized parties.

CHAPTER 4

CLOSING

1. With the stipulation of this regulation, other regulations that conflict with this regulation are declared no longer valid.
2. Other things that are necessary and have not been regulated in the provisions of campus life regulations for Gunadarma University students, will be regulated separately.
3. This regulation is in effect from the time it is stipulated.