



GUIDELINES
LECTURER'S ETIQUETTE
GUNADARMA UNIVERSITY



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LECTURER'S ETIQUETTE GUIDELINES

I. BACKGROUNDS

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

Lecturers can be full time lecturers, part time lecturers, and guest lecturers. Full time lecturers are lecturers who are appointed and placed as permanent staff in the respective university. Part time lecturers are lecturers who are not permanent staff at the perspective 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 professors.

Gunadarma University lecturers come from various cultures and backgrounds. Gunadarma University 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 and accepted culture within the Gunadarma University. For that reason, it is necessary to make a Lecturers' Etiquette Guidelines in Gunadarma University.

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 academics' environment that cares about the environment, health, and time.
- d. Establish a professional image in the management of education Gunadarma University.

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 1945 Constitution
3. Have qualifications as lecturer
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, namely:

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 OBLIGATION

Article 3

Lecturers have the rights:

1. Conduct academic activities in accordance with the Three Pillars of Higher Education 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 Gunadarma University to citizens or elements of organizations that have demonstrated loyalty, achievements, or contributed to Gunadarma University.

Article 4

Every Gunadarma University lecturer obliged:

1. Devoted to God Almighty and obedient to the state and government of Indonesia based on Pancasila and the 1945 Constitution.
2. Uphold the honour of the nation and state, as well as the dignity and reputation of Gunadarma University.
3. Prioritize the interest of Gunadarma University and society rather than personal group interest.
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 overstepping the authority of expertise or expertise of colleagues.
10. Respect fellow lecturers and staffs and try to align the despicable actions 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 students towards the formation of educated personality who are independent and responsible.
13. Behave and act fairly towards students.
14. Maintain their honour 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 Gunadarma University.

CHAPTER III

SOCIAL ETIQUETTE AND RESPONSIBILITIES

Article 5

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

Article 6

Gunadarma University has the responsibility to maintain the good name of the Almamater and realizes that university must truly be scientific society that will develop continuously in accordance with the development of science. Therefore, conducive atmosphere for the implementation of a broad teaching and learning process is a shared responsibility.

CHAPTER IV

VIOLATION

Article 7

Violations by lectures can take the form of:

1. Act and behave that can undermine, impose the good name of the Almamater of Gunadarma University.
2. Undermine the authority of officials within the University or Faculty in executing their duties and positions.
3. Act to abuse and exceed the authority they have.
4. Acting arbitrarily and unfairly both towards subordinates and fellow officials.
5. Leak the position and State secrets
6. Leak the questions and / or the answer key
7. Making unauthorized charges in any form in carrying out their duties for personal or group interests
8. Resist and refuse duties from superiors.
9. Obstruct, complicate the implementation of academic and non-academic activities that have been determined by the University / Faculty.
10. Interfering in educational and other administrative affairs without the legal authority of the University / Faculty.
11. Committing defilement / destruction, cheating and falsifying letters / legal documents such as grades, diplomas and certificates and other documents.
12. Committing acts of decency in attitude, words, writings and pictures.
13. Misuse the name, symbol, and sign of Gunadarma University.
14. Use the rooms, buildings, or other facilities illegally belonging to Gunadarma University without permission.
15. Do extorting, gambling, carrying, abusing drugs in Gunadarma University.
16. Spread writings and ideas that are prohibited by the Government.
17. Pitting against and inciting among the academic community.
18. Bring into conflict and incite intra academic of Gunadarma University.

19. Conduct plagiarism in scientific work.
20. And others that are prohibited by applicable laws and regulations.

CHAPTER V

Sanctions to the Lectures:

1. Every lecturer in Gunadarma University who violates the code of ethics, discipline, and applicable regulations is subject to sanctions.
2. Sanctions imposed on lecturers can be in the form of:
 1. Verbal reprimand
 2. Written reprimand
 3. Severe warning
 4. Postponement of increasing periodic salary
 5. Postponement of increasing position
 6. Postponement of position
 7. Exemption of duty
 8. Dismissal

CHAPTER VI

ETHICS COMMITTEE (PANTIB)

Article 9

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

CHAPTER VII

ADDITIONAL PROVISIONS

Article 10

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

CHAPTER VIII

CLOSING

Article 11

1. The regulations also apply to:
 - a. Part time lecturer
 - b. Staff: laboratory staffs, librarians, technicians and 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. Ethics in Dressed up

1. Lecturer's attire must be adapted to the role that the lecturer holds at the time the clothes are worn.
2. Formal attire for male lecturers that reflects a professional and modern image is long pants and shirt with formal shoes. Formal attire for female lecturers that reflects the image of a professional and modern woman is a skirt and blouse (and blazer if possible) with formal shoes.

3. Lecturers' attire must always be kept clean and neat as long as the lecturers execute their duties. Lecturers must always maintain personal hygiene to prevent themselves from causing body odor that can disrupt the work atmosphere in the office.

B. Ethics in time commitment

1. Have a high commitment to time.
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 set by Gunadarma University.
3. Start and end class sessions on time.
4. Fulfill time commitments that have been promised to students, both in providing services out of class and in guiding thesis.
5. Provide discussion time out of class hours to discuss the subject matter about 2-4 hours per week.
6. Appreciate students by notifying in advance the cancellation of 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 Implementing of teaching, research, and community service

1. Greeting used (as a lecturer) to students both in class and outside class is '*Saudara*'.
2. Treat students as adult human beings. Gunadarma University lecturers treat students equally, regardless of their social status, religion, and race.
3. Lecturers are obliged to plan materials and assignments to students as well as rules for students who attend their lectures before starting particular semester. The planning is entered into detailed syllabus that is distributed to students in the first meeting of a certain semester.
4. Comply with the Gunadarma University teaching method set in one semester, that is for lecture activities or tutorials for 12-14 times, discussions scheduled by advisor for 2-4 times, lecturer tasks for 5-6 times, student's presentation for 1-3 times, computer utilization for 1-6 times and field study or practicums 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 Gunadarma University.
6. Be open to receive questions about the lessons and disposed to help students who apply questions in class or elsewhere.
7. Be open to differences of opinion with students, considering that science is always changing and developing.
8. Provide consultation time for students out of class activities. Beyond the time provided, meetings between lecturers and students are carried out in advance by making an appointment.
9. Do updating materials and reference sources used in giving lectures in class, to adjust to the demands of business world that is constantly changing and developing.
10. Have high integrity in evaluating the results of students' work and other assignments in fulfilling the commitments as compiled in the syllabus.
11. The evaluation methods determined by lecturers in Gunadarma University in one semester is 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 exam questions and provide exam questions to the exam committee before the exam takes place.
13. Obligated to enter the exam scores and submit to the 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 between 310-330 hours, mentoring between 50-60 hours and between 30-40 hours, research between 50-70 hours and between 30-40 hours, seminars or discussions 30-50 hours and between 30-50 hours, community service between 15-20 hours and between 30-50 hours and for administrative activity between 10-30 hours and between 30-50 hours.
15. Be a role model for students as a 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 a more advanced civilization in the future.

CODE OF ETHICS, AWARDS

Every Gunadarma University lecturer is required to:

17. Be devoted to God Almighty and obedient to the state and government of Indonesia based on Pancasila and the 1945 Constitution.
18. Uphold the honour of the nation and state, as well as the dignity and reputation of Gunadarma University.
19. Prioritize the interests of Gunadarma University and society rather than personal or group interests.
20. Think, act and behave as a member of the scientific community, be noble, honest, passionate, responsible and avoid disgraceful acts, including plagiarism.
21. Be open and uphold academic honesty and carry out professional duties as well as possible.
22. Be disciplined, humble, considerate, thorough, careful, and respect other people's opinions.
23. Uphold state and official secrets and not abuse your position.
24. Do not accept a gift that is clearly known and reasonably suspected to be directly or indirectly related to the profession.
25. Pay attention to the limits of scientific authority and responsibility.
26. Use the freedom of the academic platform and not overstep the authority of the expertise or skills of colleagues.
27. Respect fellow lecturers and staffs and try to rectify the disgraceful actions of colleagues.
28. Guide and provide opportunities for students to obtain, develop and practice science, technology and arts in accordance with applicable regulations.
29. Guide and educate students towards forming the personality of an educated person who is independent and responsible.
30. Act and behave fairly towards students.
31. Establish/maintain their own honour and health.
32. Follow, develop and practice science, technology and arts according to their field.
33. Comply with all applicable rules and regulations at Gunadarma University.

Awards for Lecturers

1. To encourage and improve achievements and to foster loyalty towards Gunadarma University to citizens or elements of organization that have demonstrated loyalty, achievements, or contributed to Gunadarma University, they can be awarded by the Rector.
2. The rewards given are adjusted to the achievements, loyalty or services contributed.
3. The awards referred to in points (1) and (2) can be a charters, badges, money, objects or special promotions.