

Staff Code of Ethics



**State Islamic University Walisongo
Ministry of Religious Affairs of the Republic of
Indonesia
2025**



WALISONGO STATE ISLAMIC UNIVERSITY SEMARANG

**RECTOR'S DECISION
WALISONGO STATE ISLAMIC UNIVERSITY SEMARANG
NUMBER 100 OF 2017**

**REGARDING
THE ETHICAL CODE GUIDELINES FOR EDUCATIONAL STAFF
AT THE STATE ISLAMIC UNIVERSITY OF WALISONGO SEMARANG**

**BY THE GRACE OF ALMIGHTY GOD
THE RECTOR OF THE STATE ISLAMIC UNIVERSITY OF WALISONGO
SEMARANG,**

Considering : a. that in order to achieve good university governance, it is necessary to establish guidelines for the code of ethics for educational staff at the State Islamic University Walisongo Semarang;

b. That based on the considerations referred to in point a, it is necessary to issue a Rector's Decree of the State Islamic University Walisongo Semarang regarding the Code of Ethics Guidelines for Educational Personnel at the State Islamic University Walisongo Semarang;

In View Of : 1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education;

2. Law of the Republic of Indonesia Number 5 of 2014 concerning the Civil Service;

3. Government Regulation of the Republic of Indonesia Number 42 of 2004 concerning the Development of Corps Spirit and the Code of Ethics for Civil Servants;

4. Government Regulation of the Republic of Indonesia Number 53 of 2010 concerning Discipline of Civil Servants;

5. Government Regulation of the Republic of Indonesia No. 4 of 2014 concerning the Implementation of Higher Education and the Management of Higher Education Institutions;

6. Government Regulation of the Republic of Indonesia No. 11 of 2017 on Civil Servant Management;

7. Ministry of Religious Affairs Regulation No. 54 of 2015 concerning the Organisation and Work Procedures of Walisongo State Islamic University, Semarang;

8. Ministry of Religious Affairs Regulation No. 57 of 2015 concerning the Statutes of the State Islamic University Walisongo Semarang;

DECIDES...

DECIDES:

- To Enact : **DECISION OF THE RECTOR OF WALISONGO STATE ISLAMIC UNIVERSITY SEMARANG REGARDING THE ETHICAL CODE GUIDELINES FOR EDUCATIONAL STAFF AT WALISONGO STATE ISLAMIC UNIVERSITY SEMARANG.**
- FIRST : To approve and enforce the Guidelines for the Code of Ethics for Educational Staff at the State Islamic University Walisongo Semarang as set out in the appendix, which forms an integral part of this decision.
- SECOND : This decision shall take effect from the date of its issuance, with the provision that any errors discovered hereafter shall be corrected and amended as appropriate.

Issued at : Semarang

On : 3 April 2017



Prof. Dr. H. Muhibbin
Noor, M.Ag

Copy to:

1. Vice Rectors at UIN Walisongo Semarang;
2. The Heads of Bureaus at UIN Walisongo Semarang;
3. Deans at UIN Walisongo Semarang;
4. The Director of Postgraduate Studies at UIN Walisongo Semarang;
5. The Heads of Institutions, Heads of Centres and Heads of Sections at UIN Walisongo Semarang;
6. Records/Archives.

ATTACHMENT
DECREE OF THE RECTOR OF WALISONGO STATE UNIVERSITY SEMARANG
NUMBER 100 OF 2017
CONCERNING THE GUIDELINES FOR THE CODE OF ETHICS OF ISLAMIC
EDUCATION PERSONNEL AT
WALISONGO STATE ISLAMIC UNIVERSITY SEMARANG

GUIDELINES FOR THE CODE OF ETHICS FOR EDUCATIONAL STAFF
AT THE STATE ISLAMIC UNIVERSITY OF WALISONGO SEMARANG

BAB I
INTRODUCTION

A. Background

The State Islamic University (UIN) Walisongo Semarang is a State Islamic Higher Education Institution located in Semarang City, Central Java, with a vision of "A Leading Islamic Research University Based on the Unity of Knowledge for Humanity and Civilisation by 2038". This vision reflects the magnitude of the challenges that UIN Walisongo Semarang will face in the future, meaning that the vision can only be achieved if UIN Walisongo Semarang has a high-quality academic community, including lecturers, students, and educational staff.

The fierce competition between universities at the national, regional and international levels requires the support of the entire academic community, including educational staff, in the form of increased professionalism. The professionalism of educational staff should not only refer to professional work standards, but also be imbued with the noble values of Islam, Indonesianness and local wisdom, which should be applied in every aspect of their professional work. Every educational staff member has the same responsibility in realising UIN Walisongo Semarang as a Corruption-Free Zone (WBK) and a Clean and Serving Bureaucracy Zone (WBBM).

Educational personnel are an important component in supporting the academic process in higher education, in terms of planning, implementation, and evaluation. Therefore, as part of the education service provider, the educational staff of UIN Walisongo Semarang must have a professional attitude, behaviour, and way of thinking, reflecting Islamic and Indonesian values and able to maintain the dignity of their profession in every work activity they do.

Based on...

Based on this, UIN Walisongo Semarang needs to have a Code of Ethics for Educational Personnel as a guideline for Educational Personnel in carrying out their professional duties properly and in accordance with applicable laws and regulations.

B. Objectives

The objectives of developing this Code of Ethics for Educational Staff are:

1. To provide guidelines on attitudes and
2. behaviour for educational staff at UIN Walisongo Semarang in carrying out their duties and obligations.
3. To uphold the dignity and prestige of the profession.
4. Improving the quality of the profession and organisation.
5. Supporting the creation of a public service culture that refers to the five work cultures of the Ministry of Religious Affairs, namely integrity, professionalism, innovation, responsibility, and exemplary behaviour.

C. Definition

1. Educational staff are employees of UIN Walisongo Semarang who are tasked with supporting and assisting other academic programmes and tasks so that they can be carried out effectively, efficiently, and productively in order to realise good education.
2. The Code of Ethics is a guideline for the attitude, behaviour, and actions of employees in carrying out their duties and daily interactions.
3. The UIN Walisongo Semarang Code of Ethics Team is a non-structural institution within UIN Walisongo Semarang that is tasked with enforcing the code of ethics and resolving violations of the code of ethics committed by employees.
4. Violations of the Code of Ethics are any form of speech, writing, or action by an employee that is contrary to the code of ethics.
5. The authorised officials are the personnel management officials and/or other officials appointed with the authority to punish and adjudicate.
5. Code of Ethics sanctions are a form of punishment imposed on employees for their behaviour.
6. Moral sanctions are a form of punishment that can result in ridicule and scorn towards employees for violations of etiquette/politeness.

CHAPTER II

GENERAL CODE OF ETHICS AND SCOPE

A. General Code of Ethics

1. The general code of ethics encompasses all codes of ethics that have been determined and must be adhered to by educational staff at UIN Walisongo Semarang.
2. Educational staff shall carry out their duties and obligations with integrity, professionalism, innovation, responsibility, and exemplary behaviour, while upholding Islamic values.
3. Educational staff shall uphold the rules and regulations applicable at UIN Walisongo Semarang and maintain the good name of UIN Walisongo Semarang.
4. Educational staff must comply with the Code of Ethics as stipulated in this Decision.

B. Scope

1. The Code of Ethics for Educational Staff includes:
 - a. Ethics towards oneself;
 - b. Ethics towards fellow employees;
 - c. Ethics in organisations;
 - d. Ethics in society; and
 - e. Ethics in state affairs.
2. Ethics of educational personnel towards themselves are manifested in the following forms:
 - a. Fulfilling the obligations prescribed by Islam;
 - b. Being polite and humble;
 - c. Upholding honesty and truthfulness;
 - d. Maintaining physical and spiritual health;
 - e. Dressing neatly and appropriately;
 - f. Actively improving competence and self-development; and
 - g. Refusing gifts of any kind related to their work (gratuities).
3. The ethics of educational personnel towards fellow employees are manifested in the following forms:
 - a. Respecting fellow employees;
 - b. Establishing good and synergistic cooperation with other employees, including superiors, colleagues, and subordinates;
 - c. Being responsive, caring, and mutually supportive without expecting anything in return towards fellow employees;
 - d. Valuing opinions and being open to criticism; and
 - e. Appreciating the work of fellow employees.
4. The ethics of educational personnel in organisations are manifested in the following forms:
 - a. Performing duties and functions in accordance with their responsibilities;
 - b. Upholding professional confidentiality;

c. Fulfillin

- a. Complying with standard operating procedures;
 - b. Providing excellent service to every customer; e. Complying with working hours as stipulated;
 - c. Reporting to superiors in the event of deviations from work procedures;
 - d. Not falsifying official data and information; h. Avoiding conflicts of interest with both internal and external parties;
 - e. Be willing to accept new tasks with full responsibility; and
 - f. Work innovatively, creatively, and visionarily.
5. The ethics of educational personnel in society are manifested in the following forms:
- a. Tolerance and respect for the religion, beliefs, culture, and customs of others;
 - b. Living a simple lifestyle within the community;
 - c. Prioritising deliberation and consensus in resolving issues within the community;
 - d. Refraining from anarchic and provocative actions that may cause unrest and disrupt community harmony;
 - e. Preserving and maintaining the cleanliness of the surrounding environment; f. Actively participating in community activities; and g. Helping and cooperating with others in the community.
6. The ethics of educational personnel in the state are manifested in the following forms:
- a. Consistently and conscientiously implementing Pancasila and the 1945 Constitution;
 - b. Respecting the emblems and symbols of the Unitary State of the Republic of Indonesia;
 - c. Prioritising the interests of the nation and state above personal and group interests;
 - d. Upholding the dignity and honour of the nation and state; e. Strengthening the unity and integrity of the nation within the framework of the Unitary State of the Republic of Indonesia;
 - e. Using state finances and state property in accordance with the provisions of laws and regulations;
 - f. Complying with and implementing regulations;
 - g. statutory
 - h. Playing an active role in the success of national development;
 - i. Upholding state secrets;
 - j. Using natural resources wisely and responsibly; and
 - k. Maintaining and using public facilities properly in accordance with their intended purpose.

CHAPTER III

OBLIGATIONS AND PROHIBITIONS

A. Obligations of Education Personnel

The obligations of educational personnel include:

1. Improving the quality of devotion to Allah SWT.
2. Supporting the creation of an academic culture in the work environment;
3. Positioning oneself as a member of a good family and community;
4. Respecting and maintaining good relationships with colleagues both inside and outside the civil service;
5. Improving professional quality, fostering family relationships, and social solidarity;
6. Being a role model, fostering creativity, and providing positive encouragement to colleagues;
7. Providing academic services with integrity, professionalism, innovation, responsibility, and exemplary behaviour, while upholding Islamic values.
8. Placing the interests of the university above personal interests; and
9. Making a tangible contribution to the university and society;

B. Prohibitions for Educational Personnel

In performing their duties and professions, educational staff are prohibited from:

1. Abandoning official duties and/or obligations as educational personnel without a valid reason;
2. Disrespecting superiors, colleagues, subordinates, and other individuals both within and outside the UIN Walisongo environment;
3. Using language that disregards ethics and decorum in communication or expression, both verbally and in writing;
3. Behaving deceitfully, slanderously, arrogantly, and treacherously in the performance of duties;
4. Engaging in actions that may diminish the dignity and reputation of educational staff and the good name of UIN Walisongo Semarang.

CHAPTER IV

ETHICS CODE TEAM

A. Membership and Term of Office of the Ethics Code Team

1. The Rector of UIN Walisongo Semarang shall establish an Ethics Code Team to investigate alleged violations of the code of ethics.
2. The Ethics Code Team consists of an odd number of members, comprising:
 - a. One Chairperson who also serves as a member;
 - b. One Secretary who also serves as a member; and
 - c. At least three members.
3. The Ethics Code Team is an ad hoc team whose term of office ends upon completion of the investigation and reporting process for violations of the Code of Ethics.
4. The rank or position of members of the Code of Ethics Team must be higher than or at least equal to that of the educational personnel being investigated for alleged violations of the Code of Ethics.

B. Description of the Duties of the Ethics Code Team

1. The duties of the Ethics Code Team include:
 - a. Investigating educational personnel suspected of violating the Code of Ethics;
 - b. Requesting information from other parties and/or other officials deemed necessary;
 - c. Hearing the defence of the education personnel suspected of violating the Code of Ethics;
 - d. Preparing a Report on the Investigation of alleged violations of the Code of Ethics; and
 - e. Providing recommendations to the Dean or Rector and/or other officials authorised to impose sanctions.
2. The division of tasks within the Code of Ethics Team is as follows
 - a. The Chairperson is responsible for summoning the reported educational staff suspected of violating the Code of Ethics and leading the investigation of alleged violations of the Code of Ethics.
 - b. The Secretary is responsible for correspondence and record-keeping related to the investigation of alleged violations of the Code of Ethics.
 - c. Members are responsible for assisting the Chair in conducting investigations into alleged violations of the Code of Ethics.

CHAPTER V

HANDLING OF ETHICS CODE VIOLATIONS

A. Basic Principles

1. Anyone who is aware of an alleged violation of the Code of Ethics shall submit a complaint to the superior of the relevant educational staff member.
2. Complaints shall be submitted in writing, stating the alleged violation along with evidence and the identity of the complainant.
3. Every superior of the educational staff suspected of violating the code of ethics is obliged to conduct a preliminary investigation and maintain the confidentiality of the complainant's identity.
4. The results of the investigation into alleged violations of the Code of Ethics shall then be forwarded by the superior of the educational staff to the Dean or Rector for further processing by the Code of Ethics Team.
5. The superior of the educational staff who does not fulfil the obligations referred to in points (3) and (4) is considered to have violated the Code of Ethics and is subject to Moral Sanctions.

B. Procedures for Handling Violations of the Code of Ethics

1. Educational personnel suspected of violating the code of ethics are required to comply with the summons of the Ethics Code Team.
2. The summons shall be made through an official Summons Letter for the examination to be conducted.
3. Educational personnel examined by the Code of Ethics Team have the right to defend themselves against allegations of violations of the Code of Ethics.
4. If the educational staff fails to respond to the Ethics Committee's summons without a valid reason, a second and third summons will be issued.
5. If the person concerned fails to appear after the third summons, the investigation shall be handed over to the competent authority based on the recommendation of the Ethics Committee.

CHAPTER VI SANCTIONS

1. Any educational staff member found to have violated the Code of Ethics shall be subject to sanctions.
2. The sanctions referred to in point (1) include:
 - a. An apology in the form of a Letter of Apology;
 - b. A statement of regret in the form of a Statement of Regret;
 - c. A statement of willingness to be subject to disciplinary action in accordance with the provisions of laws and regulations if they repeat their actions or commit other violations of the Code of Ethics; and
 - d. Rector's Decree on the Imposition of Sanctions.
3. The sanctions referred to in points (2a), (2b), and (2c) shall be delivered in writing and stamped to the Dean or Rector.
4. The Dean or Rector shall announce the sanctions publicly through official forums such as flag ceremonies, notice boards, mass media; and/or other forums deemed necessary for that purpose, or privately and only known to the educational staff concerned and their superiors and other relevant officials.
5. If an educational staff member who is proven to have violated the Code of Ethics as referred to in point (1) is unwilling to carry out the sanctions as referred to in point (2), then the person concerned shall be proposed to the Dean or Rector and other authorised officials to be subject to disciplinary punishment in accordance with the applicable laws and regulations.
6. The official authorised to impose sanctions for violations of the Code of Ethics for educational staff is the Rector of UIN Walisongo.
7. The official referred to in point [6] may delegate his authority to another official within his jurisdiction, at least to an official at the second echelon structural level.

CHAPTER VII CLOSING

Thus, the Code of Ethics Guidelines for Educational Personnel at UIN Walisongo Semarang have been compiled to be used as a guide and implemented as well as possible.



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