

Staff Code of Ethics



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



**DECREE OF THE RECTOR OF THE STATE ISLAMIC UNIVERSITY WALISONGO
SEMARANG NUMBER 55 OF 2015**

**CONCERNING
THE CODE OF ETHICS FOR LECTURERS OF THE STATE ISLAMIC UNIVERSITY
WALISONGO SEMARANG**

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

Considering : That in accordance with the provisions of Article 84(4) of the Minister of Religious Affairs Regulation No. 57 of 2015 concerning the Statutes of the State Islamic University of Walisongo Semarang, it is necessary to establish a Code of Ethics for Lecturers at the State Islamic University of Walisongo Semarang.

In View Of :

1. Law No. 20 of 2003 concerning the National Education System;
2. Law No. 12 of 2012 concerning Higher Education;
3. Government Regulation No. 19 of 2005 concerning National Education Standards in conjunction with Government Regulation No. 32 of 2013 concerning Amendments to Government Regulation No. 19 of 2005 concerning National Education Standards in conjunction with Government Regulation No. 13 of 2015 concerning the Second Amendment to Government Regulation No. 19 of 2005 concerning National Education Standards;
4. Government Regulation No. 17 of 2010 concerning Management and Implementation of Education in conjunction with Government Regulation No. 66 of 2010 concerning Amendments to Government Regulation No. 17 of 2010 concerning Management and Implementation of Education;
5. Government Regulation No. 4 of 2014 concerning Implementation of Higher Education and Management of Higher Education Institutions;
6. Regulation of the Minister of Education and Culture No. 49 of 2014 concerning National Standards for Higher Education;
7. Regulation of the Minister of Education and Culture No. 50 of 2014 concerning the Higher Education Quality Assurance System;
8. Minister of Religious Affairs Regulation No. 54 of 2015 concerning the Organisation and Work Procedures of Walisongo State Islamic University Semarang;
9. Minister of Religious Affairs Regulation No. 57 of 2015 concerning the Statutes of Walisongo State Islamic University Semarang;

10. Decree of the Rector of IAIN Walisongo No. 13 of 1994 concerning the Three Campus Ethics.

D E C I D E

To enact : DECISION OF THE RECTOR OF THE STATE ISLAMIC UNIVERSITY OF WALISONGO SEMARANG REGARDING THE CODE OF ETHICS FOR LECTURERS AT THE STATE ISLAMIC UNIVERSITY OF WALISONGO SEMARANG.

CHAPTER I...

CHAPTER I GENERAL PROVISIONS

Article 1

The following terms shall have the following meanings:

- a. University refers to the State Islamic University Walisongo Semarang, which carries out the three pillars of higher education in various types and levels of higher education based on the unity of sciences.
- b. Rector means the Rector of UIN Walisongo.
- c. Lecturer means a lecturer at UIN Walisongo.
- d. Student means a student of UIN Walisongo.
- e. Colleagues are individuals or those who work as lecturers.
- f. The academic community is a unit consisting of lecturers, students and educational staff at the State Islamic University Walisongo Semarang.
- g. The code of ethics is a set of norms that serve as guidelines for thinking, acting and behaving in activities that demand professional responsibility from UIN Walisongo lecturers.
- h. The Ethics Committee is a non-structural institution formed by the Rector, tasked with examining and resolving alleged violations of the code of ethics.
- i. The Tri Etika Kampus (Three Campus Ethics) are the moral direction and guidelines for the development of the State Islamic University Walisongo Semarang, consisting of Diniyah Ethics, Scientific Ethics and Ukhuwah Ethics.

CHAPTER II ACADEMIC STAFF PERSONALITY

Article 2

Lecturers are scientists ('alim), researchers and professional educators who are pious and devoted to Allah SWT, have good character, uphold truth and honesty, are always thirsty for knowledge, have a spirit of nationalism, strong social commitment, carry out amar ma'ruf nahi munkar, are responsible, uphold laws and regulations, based on Pancasila, the 1945 Constitution, the Oath of Office, and adhere to the code of ethics.

Article 3

- (1) Lecturers act as role models for the academic and social lives of students both on and off campus.
- (2) Lecturers are not permitted to engage in other work that could undermine their freedom, status, and dignity as lecturers.
- (3) Lecturers are prohibited from smoking while performing their teaching duties.
- (4) Lecturers' attire should reflect a professional and respectable image, and must be appropriate for their role as educators and role models for students.

Article 4

- (1) Lecturers shall always uphold academic freedom, which is the obligation to maintain and advance knowledge through study, research, discussion or dissemination of knowledge to students and fellow lecturers, in a responsible manner, independently in accordance with their personality and based on scientific norms and principles.
- (2) In carrying out their duties as scientists and professional educators, lecturers do not aim solely to obtain material rewards but rather prioritise the development of science as a form of worship and preaching.
- (3) Lecturers in carrying out their profession are free and independent and cannot be influenced by anyone and must fight for the values of truth and human rights in the Indonesian State of Law.
- (4) Lecturers shall always be self-aware and evaluate their performance as lecturers in order to nurture and develop their academic and professional careers.

Article 5

- (1) Lecturers are required to uphold the values of Tri Eöka Karnpus, which include Religious Ethics, Scientific Ethics, and Brotherhood Ethics.
- (2) Religious Ethics, as referred to in paragraph (1), are:
 - a. Enhancing understanding, appreciation, and practice of the Islamic religion.
 - b. Making Islamic teachings and ethics the foundation of all activities.
 - c. Understanding the differences in the understanding and practice of Islam.
 - d. Serving as a role model for the practice of Islam with an Indonesian perspective.
 - e. Implementing the command to do good and forbid evil in a functional, proportional, and professionally.
 - f. Cultivating Islamic teachings through the Tri Dharma of Higher Education Higher Education Institutions in's daily life.
- (3) Scientific ethics as referred to in paragraph (1) are:
 - a. Developing and upholding academic freedom in a responsible manner.
 - b. Conducting academic activities that are beneficial to the University and the wider community.
 - c. Developing academic freedom oriented towards ethical perspectives and referring to national interests.
 - d. Upholding scientific autonomy.
 - e. Developing scientific attitudes, such as honesty in expressing opinions, respecting the opinions of others openly and objectively.
- (4) The ethics of Ukhuwah as mentioned in paragraph (1) are:
 - a. Developing a sense of togetherness as members of the UIN Walisongo community.
 - b. Creating a stable, pleasant and dynamic campus atmosphere.
 - c. Enhancing the spirit of brotherhood among UIN Walisongo residents and between UIN Walisongo residents and the community.
 - d. Fostering a positive attitude.
 - e. Respecting and valuing the dignity and worth of human beings.
 - f. Fostering a sense of empathy and avoiding arbitrary behaviour.

- g. Upholding justice, honesty, and truth among UIN Walisongo members and within the community.

Article 6

Lecturers shall always uphold the preservation, integrity, harmony, and well-being of the family.

CHAPTER III

ETHICS IN THE IMPLEMENTATION OF THE THREE PRINCIPLES OF HIGHER EDUCATION

Part One

Ethics of Education and Teaching

Article 7

Lecturers shall always maintain a spirit of professionalism as educators, which is manifested in their behaviour and exemplary conduct, namely:

- a. carrying out all activities based on the intention to worship;
- b. teaching in the best way possible according to one's ability and with dedication, discipline, wisdom, and responsibility;
- c. Avoiding and avoiding ha1-ha1 that leads to the possibility the occurrence
- d. conflicts of interest between lecturers or students in the teaching and learning process;
- e. to distance oneself from and avoid matters and actions that could diminish the dignity and honour of lecturers as respected professional educators; and
- f. providing motivation to students so as to stimulate their thinking.

Article 8

In carrying out education and teaching, lecturers are required to:

- a. develop a semester lecture plan or syllabus, detailed in the form of a lecture schedule (SAP), to serve as a guideline and rule for lectures before the start of a particular semester.
- b. Continuously develop course materials and reference sources used in classroom lectures in line with the latest developments;
- c. Act as a facilitator who prioritises guidance, fosters student creativity, interacts and communicates with students, and emphasises problem solving; and
- d. upholding the principles of objectivity, integration, education, accountability, transparency, and economy in learning evaluation.

Article 9

Lecturers shall not accept gifts or any form of remuneration from anyone, which is known or suspected to be related or possibly related to student grades or graduation.

Part Two

Research and Publication Ethics

Article 10

The fundamental principles for lecturers in producing scientific works are:

- a. to always strive to produce scientific work of accountable quality.
- b. upholding scientific truth and integrity and refraining from actions that violate scientific norms, such as plagiarism, copying, data falsification, and so on.
- c. to be beneficial to the university, society, and humanity.

Article 11

In conducting research, a lecturer must:

- a. be analytical and critical in attitude and thinking, honest, objective, and adhere strictly to all aspects of the research process, and must not falsify or manipulate data or research results;
- b. be open, share data, results, methods, and other ideas, except for data that can be patented;
- c. be honest, professional, humane and pay attention to factors of accuracy, precision and thoroughness, religious feelings and gender equality;
- d. conduct systematic research procedures using valid evidence;
- e. respect and value research subjects, whether human or animal, living or dead, or parts/fragments of the human body.
- f. explaining the conclusions obtained from the research to the funders;
- g. explaining the limitations of the research results and distinguishing between research conclusions and extrapolations;
- h. Avoiding all forms of plagiarism; and
- i. disseminating the research results.

Article 12

Ethics in scientific publication are manifested in the form of:

- a. Only publish scientific works that are entirely original.
- b. When publishing scientific works, lecturers must include the names of authors or other parties according to their contributions to the ideas and preparation of the scientific work.
- c. Be transparent in every scientific publication, whether it concerns your own work or the work of others.

Part Three

Ethics of Community Service

Article 13

In carrying out community service, a lecturer must:

- a. have sincerity to work synergistically with lecturers from various disciplines;
- b. value community participation in determining community service programmes;
- c. not impose their will on the community;

- d. refer to the needs of the community;
- e. reflect the University's tangible contributions;
- f. carry out activities in the context of utilising, harnessing, and developing science, technology, and the arts for the community; and
- g. providing enlightenment and improving the welfare of society, as well as benefiting the entire academic community.

CHAPTER IV

ETHICS TOWARDS THE UNIVERSITY, COLLEAGUES, EDUCATIONAL STAFF AND STUDENTS

Part One

Ethics of Lecturers Towards the University

Article 14

Lecturers are obliged to:

- a. uphold the values, vision, mission and objectives of the University;
- b. actively participate in maintaining and developing the University;
- c. uphold the honour and authority of the University; and
- d. to maintain and enhance the good name of the University.

Part Two

Ethics of Lecturers Towards Colleagues

Article 15 In interacting with colleagues, lecturers must:

- a. cooperate harmoniously and professionally in carrying out the Tri Dharma of Higher Education;
- b. developing and improving professional quality, as well as fostering family relationships and social solidarity;
- c. building creativity and providing positive encouragement to one another;
- d. respecting and valuing the opinions of colleagues; and
- e. supporting the professional values of colleagues.

Part Three

Ethics of Lecturers Towards Educational Staff

Article 16

In interacting with educational staff, lecturers must:

- a. position educational staff as working partners with mutual respect;
- b. maintain good working relationships in a professional and humane manner within a family-like atmosphere.

Part Four
Lecturer Ethics Towards Students

Article 17

In interacting with students, lecturers must:

- a. carry out the process of education, learning and guidance with sincerity, creativity, communication skills, adherence to high moral standards, professionalism, exemplary behaviour and non-discrimination;
- b. Facilitating students with wisdom to become individuals who are knowledgeable, pious, and proficient in science, technology, and arts and culture that are useful to society, the state, and humanity;
- c. refraining from exploiting students for personal, group, or factional interests.

CHAPTER V
IMPLEMENTATION OF THE CODE OF ETHICS

Article 18

- (1) All lecturers at UIN Walisongo are required to comply with and adhere to this Lecturer Code of Ethics.
- (2) Supervision of the implementation of the Lecturer Code of Ethics is carried out by the immediate superior.
- (3) Investigations and resolutions regarding alleged violations of the code of ethics are conducted by the Ethics Committee.

CHAPTER VI
ETHICS COMMITTEE

Article 19

- (1) The Ethics Committee is a non-structural body established by the Rector upon the recommendation of the university senate.
- (2) The Ethics Committee is selected from lecturers who are committed to upholding ethics, with a minimum rank of Senior Lecturer.
- (3) The Ethics Committee consists of a chairperson, a secretary, and seven members.
- (4) The term of office of the Ethics Committee is four years and members may be re-elected for one additional term.

Article 20

- (1) The Ethics Committee is tasked with and authorised to examine and resolve complaints of alleged violations of the Code of Ethics committed by lecturers.
- (2) In addition to the duties and authorities mentioned in paragraph 1, the Ethics Committee is also tasked with and authorised to examine and resolve complaints of violations committed by educational staff and students at the request of the Dean or superior.

Article 21

The Ethics Committee has the authority to propose amendments to the Code of Ethics or matters not yet regulated therein to the Rector.

Article 22

All costs incurred by the Ethics Committee in the context of monitoring and enforcing the code of ethics shall be borne by the University budget.

Part One Procurement

Article 23

Complaints regarding alleged violations of the ethics code by lecturers may be submitted by parties who feel aggrieved, namely:

- a. Family members.
- b. Fellow lecturers.
- c. Students.
- d. Members of the community.

Part Two Procedures for Complaint Investigation

Article 24

- (1) Complaints regarding alleged violations of the lecturer code of ethics must be submitted to the Head of the Faculty of Social and Political Sciences () in writing and must at least include the following:
 - a. Identity of the complainant;
 - b. Identity of the accused;
 - c. A chronology of events or reasons for the complaint; and
 - d. What is being requested.
- (2) Complaints that do not contain the elements specified in point 1 above will not be processed.
- (3) Complaints shall be submitted to the Ethics Committee, or through the Rector, Dean, or Head of the Institution where the respondent is employed.
- (4) If the complaint is submitted through the Rector, Dean, or Head of the Institution, the complaint file must be forwarded to the Ethics Committee within a maximum of 14 days.
- (5) News reports (issues) concerning a lecturer suspected of violating the code of ethics may be followed up at the request of the Vice-Chancellor or the relevant authority.

Part Three

Examination Procedures

Article 25

- (1) After receiving the complaint file as described in Article 24 point 1, the Ethics Committee shall, within 7 days at the latest, immediately form an ad hoc Ethics Council to handle the complaint.
- (2) The ad hoc Ethics Council shall consist of at least 3 members from the Ethics Committee.

Article 26

- (1) Within a maximum of 7 days after its formation, the Ethics Council shall summon the parties, including the complainant, the respondent, and other relevant parties, for an investigation into the validity of the complaint.
- (2) The summons must be made formally and appropriately.
- (3) The summons shall be issued a maximum of two times. If the second summons is not answered, it shall be deemed that the person concerned is aware of the risks and/or has forfeited their right of reply.
- (4) If further examination is required, the subsequent examination may be agreed upon between the examiner and the examinee, and formal summons are not required, unless necessary for the examinee's interests.

Article 27

Settlement between the complainant and the respondent is only possible for civil complaints or for the interests of the complainant and the respondent and has no direct connection with the interests of the institution or the public, whereby the complainant will withdraw the complaint or a settlement agreement will be drawn up which will form the basis for the decision by the Ethics Committee, and the complaint will be declared closed.

Article 28

- (1) The examination shall be conducted in private.
- (2) The examination may be conducted before the council or separately by council members.
- (3) Each examination must be recorded in an examination report (BAP) that is initialled and signed by the examiner and the examinee.
- (4) The BAP is confidential.
- (5) The examination process must be completed within a maximum of 21 days from the date the complaint is received.

Part Four

Decision Making

Article 29

- (1) After examining and considering the complaint, the defence, evidence and witness statements, the Ethics Committee shall make a decision which may be: a. To declare the complainant's complaint inadmissible; b. To accept the complainant's complaint and recommend sanctions against the respondent; c. To reject the complainant's complaint.

- (2) The decision must include the considerations on which it is based and refer to the articles of the Code of Ethics that have been violated and the applicable civil service regulations.
- (3) The Ethics Committee Council makes decisions by majority vote and, if no majority is reached, the Chair of the Council has the right to make the final decision.
- (4) The decision of the Ethics Committee Council is signed by the Chairperson and all members of the Council.
- (5) The decision of the Ethics Committee contains recommendations to the Rector, which must be sent to the Rector no later than 7 days after the decision is made.

Part Five Sanctions

Article 30

- (1) Any lecturer who violates the code of ethics shall be subject to sanctions in accordance with the level of violation, as follows:
 - a. Verbal reprimand
 - b. Written reprimand
 - c. Severe warning
 - d. Postponement of periodic salary increases
 - e. Postponement of rank promotion
 - f. Postponement of lecturer certification
 - g. Dismissal
 - h. Dismissal
- (2) The Rector imposes sanctions based on the recommendation of the Ethics Committee.

CHAPTER VII CLOSING

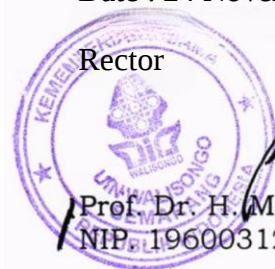
Article 31

This Code of Ethics for Lecturers shall come into effect on the date of its enactment, and any matters not covered herein shall be regulated subsequently.

Issued in: Semarang

Date : 24 November 2015

Rector



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