

**REGULATION
RECTOR OF HAYAM WURUK PERBANAS UNIVERSITY**

Number: 1504/Kp.10000/12/21

About

**PREVENTION AND HANDLING OF SEXUAL VIOLENCE AND bullying
IN THE ENVIRONMENT OF HAYAM WURUK PERBANAS UNIVERSITY**

RECTOR OF HAYAM WURUK PERBANAS UNIVERSITY

- CONSIDER** :
- a. That universities as educational units providing higher education are obliged to provide personal protection, honor, dignity and the right to a sense of security for the academic community and educational staff from threats and practices of sexual violence and/or bullying;
 - b. Whereas cases of sexual violence and/or bullying in higher education are at a very worrying stage so there must be formal mechanisms and procedures to prevent and handle them;
 - c. That provisions regarding the prevention and handling of sexual violence and/or bullying are part of the Student Code of Ethics;
 - d. Whereas based on the considerations as intended in points a, b and c above, it is necessary to stipulate a Chancellor's Regulation concerning the Prevention and Handling of Sexual Violence and Bullying;

- REMEMBER** :
- a. Criminal Code;
 - b. Law Number 8 of 1981 concerning Criminal Procedure Law (Explanation in Supplement to the State Gazette of the Republic of Indonesia Number 3209);
 - c. Law Number 20 of 2003 concerning the National Education System (State Gazette of the Republic of Indonesia of 2003 Number 78, T
 - d. Law Number 13 of 2006 concerning Protection of Witnesses and Victims (State Gazette of the Republic of Indonesia of 2006 Number 64, Supplement to State Gazette of the Republic of Indonesia No. 4 4635) as amended by Law Number 31 of 2014 concerning Amendments to the Law -Law Number 13 of 2006 concerning Protection of Witnesses and Victims (State Gazette of the Republic of Indonesia of 2014 Number 293);
 - e. Law Number 11 of 2008 concerning Electronic Information and Transactions (State Gazette of the Republic of Indonesia of 2008 Number 58, Supplement to State Gazette of the Republic of Indonesia Number 4843) as amended by Law Number 19 of 2016 concerning Amendments to Law Number 11 of 2008 concerning Electronic Information and Transactions (State Gazette of the Republic of Indonesia 2016 Number 251);

- f. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to State Gazette of the Republic of Indonesia Number 5336);
- g. Government Regulation Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions (State Gazette of the Republic of Indonesia 2014 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 5500);
- h. Regulation of the Minister of Education and Culture, Research and Technology (Permendikbud) Number 30 of 2021 concerning Prevention and Handling of Sexual Violence in Higher Education Environments
- i. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards
- j. Hayam Wuruk Perbanas University Statutes
- k. Regulation of the Chancellor of Hayam Wuruk Perbanas University regarding Organizational Structure and Work Procedures

PAY ATTENTION: Regulation of the Minister of Education, Culture, Research and Republic of Indonesia Technology number 30 of 2021 date 31 August 2021 concerning Prevention and Treatment Sexual Violence in the Higher Education Environment

DECIDE

TO SET : REGULATION OF THE RECTOR CONCERNING PREVENTION AND HANDLING SEXUAL VIOLENCE AND bullying IN THE ENVIRONMENT OF HAYAM WURUK PERBANAS UNIVERSITY

- FIRST** : Chancellor's Regulation on Prevention And Handling Sexual Violence and Bullying in the University Environment Hayam Wuruk Perbanas as attached
- SECOND** : Rules and Harmonization of Campus Life for Students within the Hayam Wuruk Perbanas University environment, it will take effect from the signing of this decision letter
- THIRD** : Other matters not included in this decision will be regulated in a separate letter
- FOURTH** : If in the future there are errors in this decision, corrections will be made as appropriate

Established in: Surabaya
On: December 6, 2021
Chancellor of Hayam Wuruk University, Perbanas

Dr. Yudi Sutarso., SE., M.Sc.

Attachment to Decree Number: 1504/

Kp.10000/12/21

Date: December 6, 2021

About: **REGULATION OF THE RECTOR CONCERNING PREVENTION AND HANDLING OF SEXUAL VIOLENCE AND Bullying IN THE ENVIRONMENT OF HAYAM WURUK UNIVERSITY PERBANAS**

PIG
GENERAL REQUIREMENTS
article 1

In this Chancellor's Regulation what is meant by:

1. The university hereinafter referred to as UHW Perbanas is Hayam Wuruk University, Perbanas.
2. Academic Community is an academic community consisting of lecturers and students.
3. Lecturers are professional educators and scientists with the main task transform, develop and disseminate knowledge knowledge and technology through education, research, and community service.
4. Students are students who are registered and studying at UHW Perbanas.
5. Educational Personnel are employees in charge of planning and carry out administration, management, development, supervision, and technical services to support the educational process in educational units that have certain career levels.
6. Sexual Violence is any act that is degrading and/or attacks on the body, sexual desire, and/or function reproduction of a person, by violence or threats of violence, either physically or psychologically, or against the will a person and in that person's condition and unable to give consent in a free state that takes advantage of a person's vulnerability, inequality or dependency based on gender which may be accompanied by other social status, results in or may result in suffering or

physical, psychological, sexual misery, economic, social, and/or culture towards the Academic Community and Education Personnel UHW Perbanas.
7. Bullying is a process, method, and action of someone who using force to hurt or intimidate people who is weaker than him repeatedly by forcing him to do what the perpetrator who has it wants

power.
8. The Senate Ethics Commission is an institution that is authorized by law autonomy by UHW Perbanas to carry out enforcement handling Sexual Violence and/or Bullying.
9. The Sexual Violence Prevention and Handling Team (TPPKS) is a team that prepares guidelines for preventing and handling sexual violence and other tasks as stated in the Chancellor's Decree
10. Threats are any unlawful acts in the form of speech, writing, images, symbols or body movements, either with or without the use of means that cause fear or curbing a person's true freedom.

11. Victims are UHW Perbanas Academic Community and/or Education Staff who experience physical, mental suffering and/or economic loss resulting from Sexual Violence and/or Bullying.
12. Perpetrator is any person who commits sexual violence and/or Bullying.
13. A witness is anyone who provides useful information inspection purposes.
14. A reporter is a person who provides reports, information or information to TPPKS, the Student Affairs Section for students and HCGA or the Senate Ethics Commission for teachers or teaching staff regarding acts of Sexual Violence and/or Bullying.
15. Prevention is all actions and efforts taken to eliminate various factors that cause sexual violence and/or bullying.
16. Treatment is action taken to provide reporting/complaint services, health services, psychosocial rehabilitation, enforcement of ethical and legal codes, legal assistance, and social reintegration.
17. Mentoring is the process of providing consultation, guidance and reinforcement provided by companions to victims in identifying needs and solving problems as well as encouraging the growth of initiative in the decision-making process, so that the victim's independence can be realized.
18. Protection is all forms of physical and mental protection from threats, harassment, terror and violence from any party.
19. Recovery is any effort to strengthen the social, political, cultural and economic capabilities of victims so that victims can continue to live a more dignified and prosperous life.

CHAPTER II

PRINCIPLES, SCOPE AND OBJECTIVES

Part One

Principle

Section 2

Prevention and Handling of Sexual Violence and/or Bullying is based on the principles of: 1. respect for human dignity; 2. non-discrimination; 3. the best interests of the Victim; 4. guarantee of non-repetition; 5. justice; and 6. legal certainty.

The second part
Scope
Article 3

The scope of preventing and handling sexual violence and/or bullying includes: 1. services; 2. inspection; 3. protection; 4. recovery; 5. mentoring; 6. take action against the perpetrator; and 7. supervision.

Part Three
Objective
Article 4

The aims of preventing and handling Sexual Violence and/or Bullying are: 1. maintaining standards of human values and dignity at UHW Perbanas, as well as protecting the UHW Perbanas Academic Community from all forms of Sexual Violence and/or Bullying; 2. prevent the occurrence of Sexual Violence and/or Bullying perpetrated against UHW Perbanas Academic Community and/or Education Personnel; 3. provide services, protection, recovery and empowerment of victims by ensuring that appropriate steps are taken to prevent and handle sexual violence and/or bullying committed by and/or against UHW Perbanas Academic Community and Education Personnel;

4. implement an anti-Sexual Violence and/or Bullying program at UHW Perbanas based on gender mainstreaming based on Pancasila, the values and identity of UHW Perbanas;

5. build support and acceptance of the family and community of UHW Perbanas which is conducive to victims; and 6. encourage the development of multi-disciplinary science related to preventing and handling sexual violence and/or bullying.

CHAPTER III

TYPES OF SEXUAL VIOLENCE AND ABUSE

Article 5

Sexual Violence as referred to in this Chancellor's Regulation, includes:

1. physical or non-physical actions towards other people related to parts of one's body or related to desire

sexually, thereby causing other people to be intimidated, humiliated, humiliated, insecure and/or embarrassed;

2. violence, threats of violence, deception, a series of lies, coercion, abuse using the condition of a person trust, and/or who is unable to give consent, so that someone has sexual relations or sexual interactions with him or with other people, and/or acts that use that person's body related to sexual desire, with the intention of benefiting oneself or others;
3. violence, threats of violence, abuse of power, or deception, or using someone who is unable to give consent to have sexual relations; and/or
4. forcing another person to have an abortion through violence, threats of violence, deception, a series of lies, abuse of trust, abuse of power, and/or using the condition of someone who is unable to give consent.

Article 6

The bullying referred to in this Chancellor's Regulation consists of:

1. physical bullying;
2. verbal bullying;
3. social bullying;
4. cyber bullying;
- and 5. sexual harassment.

CHAPTER IV PREVENTION Article 7

1. UHW Perbanas prevents sexual violence and/or bullying including: a. dissemination of anti-Sexual Violence and/or Bullying programs and policies either conventionally or using information technology; b. provide programs and budgets for the prevention of Sexual Violence and/or Bullying; c. increase understanding of anti-Sexual Violence and/or Bullying through campus academic orientation materials, lectures, seminars, discussions, public campaigns, training and through other media, both print and electronic, as well as by utilizing information technology at UHW Perbanas;
- d. organize safe and comfortable facilities and infrastructure; e. encourage the development of scientific studies and ongoing documentation on Sexual Violence and/or Bullying

based on gender mainstreaming
Pancasila, values and identity of UHW Perbanas; And
f. develop and improve consultation and legal assistance programs regarding Sexual Violence and/
or Bullying for UHW Perbanas Academic Community and Education Personnel.

2. Prevention of Sexual Violence and/or Bullying as referred to in paragraph (1) is coordinated by the Deputy Chancellor for Student Affairs.

CHAPTER V
VICTIMS HANDLING
SEXUAL VIOLENCE AND/OR bullying
Part One
Service
Article 8

1. Services for Victims of Sexual Violence and/or Bullying includes: a. initial service; and b. continued service.
2. Initial services as referred to in paragraph (1) letter a are provided to victims who require immediate treatment, no later than 3 x 24 hours after TPPKS, student affairs or HCGA receives a report of suspected sexual violence and/or bullying.
3. Initial services as referred to in paragraph (2) include:
 - a. medical and/or psychological services; b. receiving and documenting data on types of Sexual Violence and/or Bullying; c. counseling;
 - d. accompaniment.

 - e. security protection; f. provision of temporary accommodation; g. protection of identity confidentiality; and/or h. other services required.
4. Follow-up services for victims as intended in paragraph (1) letter b, are carried out after receiving recommendations for follow-up actions for handling sexual violence and/or bullying from the TPPKS and/or the Senate Ethics Commission;
5. Follow-up services as referred to in paragraph (4) are carried out in accordance with the needs of the Victim.

The second part

Inspection

Paragraph 1

Reports and Documentation

Article 9

Inspection reports and documentation, including:

1. The reporter/victim registers a report with the student affairs section, HCGA or directly to TPPKS;
2. The reporter/victim registers the report by filling in the form has been provided;
3. The registration form contains information regarding:
 - a. identity of the Reporting Party/Victim and the reported person;
 - b. a brief explanation of the incident of Sexual Violence and/or Bullying which at least includes: 1) the time and place of the incident; 2) chronology of the case; 3) forms of sexual violence and/or bullying; 4) information about witnesses or other parties who can be questioned regarding incidents of sexual violence and/or bullying;
 - 5) other relevant information regarding Sexual Violence and/or Bullying; and 6) the request of the Reporter/Victim. 4. the reporter must attach direct and/or indirect, credible and accountable evidence that supports the report when registering the report;
5. Report registration can be done offline or online via sigap(simas);
6. The recipient of the report is obliged to keep confidential all forms of data and information provided by the Reporter/Victim; 7. Victims cannot be prosecuted criminally, administratively and/or civilly for incidents of Sexual Violence and/or Bullying that are reported and/or complained about;
8. in the event that the Reporting Party does not have the status of a victim of sexual violence and/or bullying directly, but is aware of an incident of sexual violence and/or bullying, then the report must include a power of attorney from the Victim as the person providing the power of attorney to the Reporting Party as the recipient of the power of attorney; and 9. TPPKS reports to the Deputy Dean who handles student affairs with a copy to the Vice Chancellor for Student Affairs for student victims and reports to the Vice Chancellor for Resources for victims of teaching staff or teaching staff to be forwarded to the Senate Ethics Commission. 10. Following up on the handling of the report, monitoring and evaluation will be carried out to ensure that the incident does not happen again in the future.

Paragraph 2

Report Verification and Validation Article 10

The Senate Ethics Commission does:

1. Verify and validate reports of incidents of sexual violence and/or Bullying;
2. fact-finding and assessment of individuals, groups, officials, related institutions who are suspected of carrying out actions that hinder the elimination of sexual violence and/or bullying; and 3. preparing minutes of examinations and hearing dates for the Ethics Commission

Senate.

Part Three Protection

Article 11 1.

Protection of

victims, witnesses and other parties is carried out from the time the victim reports it to the TPPKS.

2. Protection as intended in paragraph (1) includes:
 - a. recording and recording threats or other forms of violence carried out by perpetrators against victims while undergoing examination at the TPPKS as material for recommendations to the Senate Ethics Commission in imposing sanctions; b. protection of access to carry out academic activities, research, and/or community service; c. protection of the identity of victims, witnesses and other parties and/or Reporter; And
 - d. protection of the right to information on case handling developments.

Part Four Remedies Article 12

1. Recovery is carried out for the victim from the time of reporting, during the examination until the completion of the prosecution process against the perpetrator.
2. TPPKS provides information about recovery services to Victim.
3. Recovery as intended in paragraph (1) includes:
 - a. advanced health services; b. psychological strengthening for victims; c. referrals for the provision of spiritual and spiritual guidance; d. strengthening support from families, academics and communities for the recovery of victims; And
 - e. there is a guarantee of academic continuity, research and community service at UHW Perbanas.

Part Five
Accompaniment
Article 13

1. TPPKS provides assistance to Victims of Sexual Violence and/or Bullying;
2. Victim assistance as intended in paragraph (1) is possible assisted by:
 - a. counselor; b. psychologist; c. psychiatrist; d. legal assistant; and/or e. Other companions as needed.

Part Six
Taking action against perpetrators
Article 14

1. Action against perpetrators is carried out through:
 - a. examination by the Senate Ethics Commission as intended in Article 9 letter i; And
 - b. recommendation by the Senate Ethics Committee.
2. Examination procedures and recommendations are further regulated by Dean's Regulations.
3. Action against perpetrators as referred to in paragraph 1 does not hinder employee disciplinary administration mechanisms and legal mechanisms in the event of sexual violence and/or bullying carried out by UHW Perbanas employees.

Part Seven Supervision
Article 15 1.
Supervision

- is carried out on the implementation of each stage of handling cases of Sexual Violence and/or Bullying.
2. Supervision as referred to in paragraph (1) is coordinated by the Deputy Chancellor for Student Affairs with the Deputy Dean for Student Affairs.
 3. Supervision as intended in paragraph (1) includes:
 - a. monitoring and assessing the implementation of this Chancellor's Regulation; b. monitoring and assessing the policies of UHW Perbanas, faculties, departments, study programs, laboratories, units and related institutions which are deemed to have the potential to create vulnerabilities, reduce, limit or eliminate the rights of victims as regulated in this Chancellor's Regulation; and c. The results and recommendations for supervision are submitted to UHW Perbanas, faculties, departments, study programs, laboratories, units and related institutions.

CHAPTER VI

VIOLENCE PREVENTION AND HANDLING TEAM
SEXUAL (TPPKS)

Article 16

1. TPPKS is based at the University.
2. TPPKS is coordinated by the Deputy Chancellor for Student Affairs with the Deputy Dean for Student Affairs, Student Affairs.
3. The organizational structure, membership, duties and authority of the TPPKS are regulated further with the Chancellor's Regulations.

CHAPTER VII

FUNDING

Article 17

UHW Perbanas, Faculty and TPPKS allocate funds for the prevention and handling of Sexual Violence and/or Bullying.

CHAPTER VIII

PROHIBITIONS AND SANCTIONS

Article 18

1. Every UHW Perbanas Academic Community and Education Personnel is prohibited from committing sexual violence and/or bullying.
2. Every member of the TPPKS and Senate Ethics Commission is prohibited from:
 - a. reveal and disseminate the identity of Victims, Witnesses, and/or Perpetrator; And
 - b. disseminate developments in the case handling process to other than the victim.
3. Every UHW Perbanas employee who commits sexual violence and bullying will be subject to sanctions based on the provisions in force at UHW Perbanas.
4. Every student who commits sexual violence and/or bullying will be subject to sanctions in accordance with the provisions of the student code of ethics.
5. Every person other than UHW Perbanas Academic Community and Education Personnel who commits Sexual Violence and/or Bullying will be subject to sanctions in accordance with statutory provisions.

CHAPTER IX

CLOSING

Article 19

1. TPPKS is formed no later than 6 (six) months after this Chancellor's Regulation invited.
2. When this Chancellor's Regulation is promulgated, other UHW Perbanas internal regulations related to the prevention and handling of Sexual Violence and/or Bullying are declared to remain in effect as long as they do not conflict with this Chancellor's Regulation.

Article 20

This Chancellor's Regulation comes into force on the date of promulgation.

So that everyone is aware, this Chancellor's Regulation is ordered to be promulgated by placing it in the Hayam Wuruk Perbanas University Gazette.

Established in: Surabaya

On: December 6, 2021

Chancellor of Hayam Wuruk University, Perbanas

Dr. Yudi Sutarso., SE., M.Sc.

0248/0259/0154

Public/Secretariat/sekret2022/letter/rector's regulations