

CHAPTER V
STUDENT CODE OF ETHICS AND CHARACTER EDUCATION

5.1. Student Code of Ethics

A. Prohibition

Every Hayam Wuruk Perbanas University student, whether individually or in a group or organization, is **PROHIBITED** from:

1. Wear sandals or sandals, except for ablution/prayer purposes while on campus.
2. Wearing clothes that are not polite or appropriate such as T-shirts, shorts, torn trousers, tight clothes, mini skirts, you can see, transparent clothes, and types of clothes that are too short so that your hips and navel are visible while on campus. .
3. Do not bring identification/Student ID Card while in the campus area.
4. Disobeying traffic signs, parking regulations, and not paying attention to traffic manners while in the campus area.
5. Bringing and using personal items/inventory without a clear reason, such as TV, Tape or CD player, Desk Top computer, except for training/competition purposes while on campus.
6. Carrying out activities that can disrupt academic activities or other activities in the campus area, such as: shouting, being noisy, and other activities that can be categorized as this.
7. Smoking
8. Throwing rubbish anywhere and/or making it dirty or not keeping the campus environment clean.
9. Sleeping overnight or doing activities on campus later than 22.00 WIB without permission.
10. Misusing institutional facilities for personal interests.
11. Inhibiting the way the organization/institution works, resulting in it not achieving the specified target even though it is verbally warned by the organization/institution.
12. Being careless in carrying out the duties of the organization or institution, thereby causing harm to the organization/institution.
13. Scribbling/writing on buildings, other buildings and other institutional facilities.
14. Stealing, cheating and embezzling goods.
15. Commits acts of forgery or provides false information or uses anything that is false or falsified for the benefit of himself or another person.
16. Fight.
17. Bringing, using, distributing or selling illegal drugs or alcohol (narcotics, alcohol, psychotropic substances and additives) both on campus and outside campus.
18. Carrying and/or using weapons in any form that is not related to Hayam Wuruk Perbanas University institutional activities on campus.
19. Carrying and distributing material that leads to pornography.
20. Committing immoral acts (obscene, pornographic acts and sexual harassment) and gambling in any form in the campus area.
21. Insulting, threatening, abusing, physically or mentally attacking members of the academic community/stake holders of Hayam Wuruk Perbanas University, on campus or outside campus related to events that occur on campus.
22. Inducing to carry out actions or actions that are contrary to applicable law, morality or regulations.

23. Making noise or commotion, quarreling and destroying campus facilities and infrastructure as well as other anarchic actions that could disrupt campus security and order.
24. Carrying out all activities and/or issuing words or writings that lead to ethnic, religious, racial or inter-group conflict.
25. Committing acts of plagiarism in academic activities.
26. Defaming the good name of the institution.
27. Divulging institutional secrets.
28. Misusing institutional funds, for personal or group interests.
29. Misusing the name of the institution for personal and group interests in relation to matters/affairs that have no relevance to the interests of the Hayam Wuruk Perbanas University institution.
30. Other violations whose sanctions are determined by the institution.

B. Sanctions

Sanctions for violations consist of light, medium and heavy sanctions.

1. Light Disciplinary Sanctions

- a. What is meant by light disciplinary sanctions are sanctions imposed on students in connection with violations of the prohibitions referred to in points A.1 to A.8.
- b. Light disciplinary sanctions can take the form of a verbal warning and a warning letter.
- c. Light disciplinary sanctions in the form of verbal warnings are given a maximum of 3 times within a 3 month period.
- d. During this time the warning is ignored, a warning letter can be given.
- e. In the case of warning letters, they can be given a maximum of 3 times within the next 3 months.
- f. Within a period of 3 months, if the warning letter is ignored, moderate disciplinary sanctions will be given.
- g. The authority to impose light disciplinary sanctions is the Head of Student Affairs.

2. Moderate Disciplinary Sanctions

- a. What is meant by Medium Disciplinary Sanctions are sanctions imposed on students, in connection with the violations referred to in point 1.f in light disciplinary sanctions and violations committed against the prohibitions referred to in points A.9 to A.13.
- b. Moderate disciplinary sanctions can take the form of a written warning letter.
- c. In the case of a written warning letter, it is given a maximum of 2 times within a period of 2 months.
- d. Within/after a period of 2 months there is still a violation, then a suspension is given (not allowed to participate in all activities, both curricular and extra-curricular) for 6 months.
- e. After receiving a suspension, if you still commit a violation, you will be subject to severe disciplinary sanctions.
- f. The authority to impose moderate disciplinary sanctions is the Assistant Chair for Student Affairs and Cooperation.

3. Severe Disciplinary Sanctions

- a. What is meant by severe disciplinary sanctions are sanctions imposed on students, in connection with the violations mentioned in point 2.e in moderate disciplinary sanctions and the violations mentioned in points A.14 to A.29.
- b. Severe disciplinary sanctions can include not being allowed to participate in all curricular and extra-curricular activities forever (being fired as a student at Hayam Wuruk Perbanas University).
- c. The authority for severe disciplinary sanctions is the Decree of the Chancellor of Hayam Wuruk Perbanas University.

Sanctions for violations of point A.30 will be determined through separate provisions.

Objections to moderate and severe disciplinary sanctions:

1. Students who are subject to moderate and severe disciplinary sanctions have the right to submit an objection to the Management of Hayam Wuruk Perbanas University accompanied by justifiable reasons.
2. The leadership of Hayam Wuruk Perbanas University can consider or reject objections submitted by students.
3. The decision of the Management of Hayam Wuruk Perbanas University in the matter referred to in number 2 above cannot be contested.

5.2. Character building

The overall targets for student affairs at Hayam Wuruk Perbanas University are achieved through three stages, namely introduction, growth and maturation.

A. Introduction stage

This stage is mainly aimed at first year students with the aim of being able to have a strong foundation of self-management. In general, students who take part in this stage are secondary school graduates who have been patterned at a structured educational climate with a burden of responsibility and supervision that is more focused on the school. Generally they are not used to using self-directed learning patterns. Therefore, in order to comply with the educational objectives of Hayam Wuruk Perbanas University, at this stage, they need to be socialized about the values and learning methods that apply at Hayam Wuruk Perbanas University. Apart from that, the campus basically needs to improve its image as a place that is close to the lives of students.

At this stage students are introduced to the world of higher education and specifically the values of higher education such as love of knowledge, critical power, the value of objectivity, curiosity, behavioral values and etiquette at Hayam Wuruk University Perbanas, love of and the desire to contribute to the country as well as insight into building international interactions. Apart from that, they need to gain insight into life in a plural community, social issues, science and profession in each study program as initial capital for entering the development stage. After passing the introductory stage, students are expected to know the values of higher education at Hayam Wuruk Perbanas University and have high motivation to excel and behave in accordance with the rules, morals and ethics of science.

The activity and training program that was followed was a series of new student development activities in the first two semesters which included introducing the institution to students through the Harmony Program, student interaction with lecturers and staff, initial provision regarding study orientation (scientific), mental building activities, competency insight and work, taking part in

coaching through student organizations for one year, as well as soft skills development activities through Super Softskill Mentoring (SSM).

B. Growth Stage

This stage is mainly aimed at second year students with the aim of building interaction skills (building relationships) to form leadership attitudes. In general, this stage is characterized by a period of familiarity and grouping according to students' interests, hobbies, study programs and similar regional origins. Apart from that, at this stage students are relatively familiar with their environment. In this way, it is hoped that students' capacity for familiarization with the learning environment will increase and their superior potential will begin to be actualized. Therefore, for the sake of progress and development of an increasingly dynamic learning climate, it is necessary to facilitate activities that can trigger and awaken creativity in students. At this stage students begin to develop their potential through participation in discussions and seminars, interest, talent and hobby training, skills and development training, committee activities organized by student organizations (Ormawa), and activities organized by Hayam Wuruk University Perbanas.

After going through this stage, students are expected to know their potential, have developed into mature and independent people so they are ready to move towards the maturity stage. Activity programs that can be followed at the development stage include student management and leadership training, social skills training (for example communication), managing student organization activities, and being actively involved in being a student organization administrator.

C. Maturation Stage

This stage is mainly aimed at students approaching their third and fourth years with the aim of mastering information and building a wide social network. In general, this stage is characterized by a condition of deeper recognition of the learning environment in students. They also have skills and knowledge that have been sufficiently honed with patterns of problem identification and sharp analysis. At the maturity stage, students are expected to be able to apply the results obtained in the previous stage. Students are also prepared to be community oriented and build networks with the external environment. Students who reach this stage are expected to actively accompany introductory stage students to introduce them to campus life.

After completing the maturity stage, a student means they have completed their studies and they have become members of society who have academic and/or professional abilities who can apply, develop and/or enrich the repertoire of science, technology and/or the arts. In other words, after going through this stage students are expected to have grown into mature and independent humans. At this stage, students are more concentrated on completing their studies and begin to direct themselves to look at the job market they will enter later. Providing alternative skills to support the completion of final assignments as well as added value for students as prospective workers or entrepreneurs needs to be provided. In this way, students experience a maturation process and have superior potential.

At this stage, students are more concentrated on completing their studies and begin to direct themselves to look at the job market they will enter later. During the maturity stage, students can take part in advanced leadership training, research activities, scientific work competitions, written works, become core administrators of student organizations, student assistants, provide counseling, organize scientific meetings such as seminars, symposiums, panel discussions or

workshops, internship programs work, carrying out and building networks with the world of industry and the world of work, participating in programs providing information and supporting skills for completing final assignments and work.