

REGULATION
ACADEMIC SENAT OF IPB UNIVERSITY
NUMBER 35/IT3.SA/P/2020
ABOUT

**TECHNICAL GUIDELINES FOR ENFORCEMENT OF ACADEMIC
ETHICS AND COMMUNITY LIFE FOR ACADEMIC CIVIL AND MANPOWER
EDUCATION OF IPB UNIVERSITY**

WITH THE GRACE OF GOD ALMIGHTY
ACADEMIC SENAT OF IPB UNIVERSITY,

- Consider : a. that based on the provisions of Article 2 of the Regulation of the Minister of Education and Culture Number 49 of 2014 concerning National Higher Education Standards, National Education Standards, National Research Standards, and National Standards for Community Service, it is an inseparable unit in the implementation of the Tridharma of Higher Education;
- b. that in order for the implementation of the Tridharma of Higher Education to run smoothly and ethically, it is necessary to create academic norms and ethics that include education, research, and community service within the IPB University;
- c. that based on the provisions of Article 56 letter a of Government Regulation Number 66 of 2013 concerning the Statute of the IPB University, the Academic Senate as an organ of the IPB University has the authority to formulate and determine academic norms and policies;
- d. that in relation to letters a, b, and c above, the Academic Senate of the IPB University has stipulated the Regulation of the Academic Senate of the IPB University Number 33/SA-IPB/P/2019 concerning Academic Ethics and Community Life for the Academic Civitas and Educational Personnel of the Institute of Agriculture Bogor;
- e. that in order to support the implementation of the Regulation of the Academic Senate of IPB University Number 33/SA-IPB/P/2019 as referred to in letter d above, it is necessary to prepare technical instructions for the enforcement of academic ethics and social life for the Academic Community and IPB University Education Personnel;
- Remember : 1. Law Number 20 of 2003 concerning the National Education System (State Gazette of the Republic of Indonesia of 2003 Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 4301);
2. Law Number 12 of 2012 concerning



Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);

2. Government Regulation Number 53 of 2010 concerning Discipline of Civil Servants (State Gazette of the Republic of Indonesia of 2010 Number 74, Supplement to the State Gazette of the Republic of Indonesia Number 5135);
 3. Regulation of the Head of the State Civil Service Agency No 21 of 2010 concerning Provisions for the Implementation of Government Regulation Number 53 of 2010 concerning Discipline for Civil Servants (State Gazette of the Republic of Indonesia of 2010 Number 74, Supplement to the State Gazette of the Republic of Indonesia Number 5135);
 4. Government Regulation Number 66 of 2013 concerning the Statute of the IPB University (State Gazette of the Republic of Indonesia of 2013 Number 164, Supplement to the State Gazette of the Republic of Indonesia Number 5453);
 5. Regulation of the Board of Trustees of the IPB University Number 1/IT3.MWA/OT/2019 concerning the Organization and Work Procedure of the IPB University;
 6. Decision of the Board of Trustees of the IPB University Number 3/IT3.MWA/KP/2019 concerning Ratification of Membership of the Academic Senate of the IPB University for the 2019-2024 Period;
 7. Regulation of the Academic Senate of the IPB University Number 10/SA-IPB/P/2019 concerning the Academic Norms and Policies of the IPB University;
 8. Regulation of the Academic Senate of the IPB University Number 33/SA-IPB/P/2019 concerning Academic Ethics and Social Life for the Academic Civitas and Educational Personnel of the IPB University;
 9. Regulation of the Academic Senate of the IPB University Number 34/SA-IPB/P/2020 concerning Amendments to the Regulation of the Academic Senate of the IPB University No.33 of 2019 concerning Academic Ethics and Community Life for Academicians and IPB University Education Personnel;
- Notice : 1. Decision of the Leadership Meeting of the Academic Senate of the IPB University, IPB on August 18, 2020;
2. Decisions of the Plenary Session of the Academic Senate of the IPB University date 24 September 2020 and 23 December 2020.



DECIDE

Set : TECHNICAL GUIDELINES FOR ENFORCEMENT OF
ACADEMIC ETHICS AND COMMUNITY LIFE BASIVITY
ACADEMIC AND
AND EDUCATIONAL PERSONNEL INSTITUTE
AGRICULTURE BOGOR

CHAPTER I GENERAL PROVISIONS

Section 1 Definition

In this Decision what is meant by:

- a. IPB University, hereinafter abbreviated as IPB University, is a legal entity state university, hereinafter referred to as the Institute.
- b. Ethics are rules, measures, or rules regarding moral values and principles that are used as benchmarks to assess or serve as guidelines for a person or a group in carrying out their activities.
- c. Academic is the tridharma of higher education which includes education, research, and community service activities.
- d. Community life is an activity in the form of behavior or actions, speech, and/or writing, whether carried out by individuals, groups, and/or institutions in interacting or socializing or taking part in academic society and/or campus life, including the use of social media.
- e. Academic ethics are moral values and principles that serve as guidelines for the academic community, and educational staff related to academic activities in carrying out the tridharma activities of higher education, either as individuals, groups, or on behalf of institutions or institutions.
- f. The ethics of social life are moral values and principles that guide a person, group, or institution in interacting or taking part in society.
- g. The academic community is lecturers and students.
- h. Lecturers are professional educators and scientists with the main task of transforming, developing, and disseminating science and technology through education, research, and community service, both permanent lecturers of IPB University and non-permanent lecturers of IPB University.
- i. Students are students at the higher education level at IPB University.
- j. Education Personnel, hereinafter abbreviated as tendik, are members of the community who devote themselves and are appointed with the main task of supporting the implementation of Higher Education at IPB University, both



civil servants or civil servants, non-state civil servants or non-ASN permanent employees, as well as non-permanent non-ASN employees.

- k. The Ethics Commission is a commission tasked with enforcing academic ethics and social life, which includes the Institute's Ethics Commission and the Faculty/School Ethics Commission.
- l. IPB University's partners are all parties outside of IPB University, whether individuals, groups, or institutions within the framework of cooperation or not, who carry out activities on campus or off campus, and whose activities have consequences for the dignity, good name, and/or reputation of IPB University.
- m. Violations are behaviors or actions, speech, and/or writing that are contrary to academic ethics and/or ethics of social life.
- n. Sanctions are punishments given by IPB university as a consequence of violations of academic ethics and/or social life.

Section 2 Purpose and Scope

- (1) Enforcement of academic ethics and social life aims to maintain the dignity and dignity of academic life and the good name of the institution through the actualization of ethics and protection of the harmony of campus life based on mutual respect among campus residents;
- (2) The enforcement of academic ethics and social life is an effort to prevent violations of academic ethics and/or social life, as well as handling violations, fostering, and providing a deterrent effect to academics, education staff, and IPB University partners who are proven to have violated ethics.

Section 3 Principle

The enforcement of academic ethics and social life for the academic community, education staff, and IPB University partners is carried out by taking into account the principles:

- a. presumption of innocence;
- b. responsibility and accountability;
- c. honesty and fairness;
- d. humanity and civility; as well as
- e. transparent and impartial.



**CHAPTER II
ETHICS
COMMISSION**

**Section 4
Ethics
Committee**

- (1) For the enforcement of academic ethics and social life, an Ethics Commission was formed;
- (2) The Ethics Commission consists of the IPB University-level Ethics Commission, hereinafter referred to as the Institute's Ethics Commission, and the Faculty/School-level Ethics Commission, hereinafter referred to as the Faculty/School Ethics Commission;
- (3) The Institute of Ethics Commission as referred to in paragraph (2) is formed by and is responsible to the IPB University Academic Senate, consisting of the Chair of the IPB University Academic Senate, the Secretary of the IPB University Academic Senate, the Chair of the IPB Academic Senate Commission, the Secretary of the IPB University Academic Senate Commission and the Deputy Chancellor of IPB in charge of Resources. Humans, and/or Deputy Chancellor of IPB University in charge of Student Affairs;
- (4) The Faculty/School Ethics Committee as referred to in paragraph (2) is established by and is responsible to the Faculty/School Senate, consisting of the Chair of the Faculty/School Senate, the Secretary of the Faculty/School Senate, the Chair of the Faculty/School Senate Commission, the Secretary of the Faculty/School Senate Commission and Deputy Dean in charge of Human Resources, and/or Deputy Dean in charge of Student Affairs;
- (5) The Institute's Ethics Committee may form an Ad-Hoc committee involving at least three members of the IPB University Academic Senate Commission in charge of Norms and Ethics.

**Article 5
Duties of the Ethics Commission**

- (1) The Ethics Commission is tasked with enforcing academic ethics and social life based on reports of alleged violations of academic ethics and/or social life by academics and educational staff, as well as IPB University partners referring to the Regulations of the IPB University Academic Senate, including this Decree of the IPB University Academic Senate;
- (2) The enforcement of academic ethics and social life is carried out by the Ethics Committee of the Faculty/School where the reported person is located or works;
- (3) If the enforcement of academic ethics and social life cannot be carried out or cannot be decided or cannot be resolved by the Faculty/School Ethics Commission, then the case must be forwarded or submitted to the Institute's Ethics Committee;

- (4) If the reported person does not come from one of the units in the Faculty/School and/or the reported person is the head of the unit or the head of the institute organ,

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or the reported party is a partner of IPB University, the enforcement of academic ethics and social life is directly carried out by the Institute's Ethics Commission;

- (5) The Ethics Commission provides recommendations or considerations regarding the level and type of sanctions that can be imposed on violators of academic ethics and/or public life whose violations have been proven, either only through examination or through an ethics commission trial;
- (6) Recommendations as referred to in paragraph (5) is submitted by the Faculty/School Ethics Commission to the Faculty/School Senate to be forwarded to the Dean, or by the Institute's Ethics Commission to the Academic Senate to be forwarded to the Chancellor.

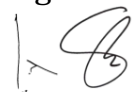
Article 6 Authority of the Ethics Commission

- (1) The Faculty/School Ethics Commission or Institute Ethics Committee may conduct closed ethics commission trials in the context of upholding academic ethics and social life;
- (2) In carrying out the ethics commission trial as referred to in paragraph (1), the Ethics Commission has the authority to invite and present experts to request expert opinions or statements, or present witnesses.

CHAPTER III ETHICAL ENFORCEMENT PROCEDURES

Section 7 Reporting

- (1) Reports on alleged violations of academic ethics and/or social life for the academic community and education staff, as well as IPB University partners can be made by:
 - a. individual or group of academicians and education staff of IPB;
 - b. the head of the work unit or the head of the institute organ;
 - c. alumni association at the faculty/school or institute level; and/or
 - d. organizations or institutions outside IPB University;
- (2) The reporting as referred to in paragraph (1) can also be carried out proactively and/or at the initiative of the Faculty/School Ethics Commission and/or Institute Ethics Commission;
- (3) The report referred to in paragraph (1) must be made in writing by stating the identity of the reporter, the identity of the reported party, the alleged



- the violation committed, the initial evidence, the place and time of the incident. An example of a reporting format can be seen in Appendix 1;
- (4) The reporting as referred to in paragraph (1) is addressed to:
 - a. the Faculty/School Ethics Commission which is the reported work unit; or
 - b. Institute of Ethics Commission, if the reported person is not from one of the units in the Faculty/School, or the reported party is a unit leader or head of an institute organ, or the reported party is an IPB University partner;
 - (5) Whistleblowers are entitled to protection of their legal status and security from the institute.

Section 8

Verification of Reports

- (1) The Faculty/School Ethics Commission or Institute Ethics Commission conducts the verification process of reporting on allegations of violations of academic ethics and/or social life for the academic community and education staff, as well as IPB University partners no later than 7 (seven) calendar days from the receipt of the report, taking into account and considering completeness of reporting;
- (2) The verification process as referred to in paragraph (1) is carried out by involving the head of the reported work unit;
- (3) The results of the reporting verification as referred to in paragraphs (1) and (2) shall be stated in the Minutes of Verification (BAV). An example of the BAV format can be seen in Appendix 2;
- (4) The BAV as referred to in paragraph (3) includes, among others, decisions:
 - a. Reports cannot or do not need to be processed further; or
 - b. Reports are further processed by the Faculty/School Ethics Committee or Institute Ethics Committee;
- (5) The BAV document referred to in paragraph (3) is made in 3 (three) copies to be sent and/or submitted no later than 7 (seven) calendar days to:
 - a. Whistleblower;
 - b. Reported direct supervisor;
 - c. Faculty/School Senate or IPB University Academic Senate;
- (6) If the BAV as referred to in paragraph (3) is made by the Faculty/School Ethics Commission, the Chair of the Faculty/School Senate receiving the BAV must send it to the IPB University Academic Senate;
- (7) If the BAV as referred to in paragraph (3) is made by the Institute's Ethics Commission, then the Chair of the Academic Senate of IPB University must send it to the Senate of the Faculty/School which is the work unit of the reported party.



Section 9 Summons

- (1) If the BAV states that the reporting is further processed as referred to in Article 8 paragraph (4) point b and it is necessary to summon the related parties, the Faculty/School Ethics Committee or Institute Ethics Commission shall summon the complainant, the reported party, and/or other parties concerned. related parties;
- (2) The summons to the reporter as referred to in paragraph (1) shall be made in writing and sent no later than 7 (seven) calendar days since the issuance of BAV. An example of the format of the summons for the reporter can be seen in Appendix 3. The time lag between the time of sending the summons and the reporter's attendance schedule is at least 5 (five) calendar days;
- (3) The summons to the reporter as referred to in paragraph (2) is carried out for the purpose of verification and fulfillment of completeness of information, as well as data and evidence related to alleged violations of academic ethics and/or public life reported;
- (4) The summons to the reported party as referred to in paragraph (1) shall be made in writing and sent no later than 10 (ten) calendar days since the issuance of BAV. An example of the format of the summons for the reported party can be seen in Appendix 4. The time lag between the time of sending the summons and the reporter's attendance schedule is at least 5 (five) calendar days;
- (5) The summons to the reported party as referred to in paragraph (4) is carried out for the examination process with the following provisions:
 - a. The Reported Party must fulfill the written summons from the Ethics Commission according to the scheduled time and place;
 - b. If the reported party is not present at the first summons, then a second summons shall be made no later than 7 (seven) calendar days from the date the person concerned should be examined at the first summons;
 - c. If the reported party is not present at the second summons without a justifiable reason, the Ethics Committee has the authority to decide on recommendations for sanctions for violations of academic ethics and/or social life submitted by the complainant based on available information, data and evidence without the need to conduct an examination of the reported party.

Section 10 Examination

- (1) The Head of the Faculty/School Ethics Committee or the Head of the Institute's Ethics Committee forms an Examining Team to conduct an examination as a follow-up to the BAV.



- (2) The Examination Team consists of at least 3 (three) members of the Ethics Commission who acts as 1 (person) Chairman concurrently a member, 1 (one) Secretary concurrently a member, and 1 (one) member with the requirements for the rank and position of the audit team not being allowed to lower than reported.
- (3) The examination of the reported party by the Examining Team aims to collect, explore, and verify information, data, evidence, and other matters related to alleged violations of academic ethics and/or public life reported;
- (4) The reported inspection by the Examining Team is carried out at the schedule and place specified in the summoning process with the following conditions:
 - a. carried out in secret;
 - b. the reported party must be present alone, without a companion;
 - c. the reported party must answer all questions and/or provide the necessary information;
 - d. if the reported party is not willing to answer questions and/or is not willing to provide information, and/or complicate the examination, then the reported party is deemed to have admitted to the alleged violation of academic ethics and/or public life being reported;
 - e. The entire audit question-and-answer process must be recorded and/or recorded by the audit team, and each sheet/page of the notes referred to is verified for validity by the audit team by affixing their respective initials.
- (5) The results of the examination by the Examining Team are stated in the Minutes of Examination (BAP) with the decision:
 - a. It can be used as a basis for formulating considerations or recommendations for imposing sanctions on the reported party, which will be submitted to the Dean through the Chair of the Faculty/School Senate or submitted to the Chancellor through the Chair of the Institute's Academic Senate;
 - b. It is necessary to carry out further examination through the Meeting of the Faculty/School Ethics Committee or the Institute's Ethics Committee Meeting; or
 - c. The process is forwarded to the Institute's Ethics Committee, if the examination is carried out at the Faculty/School Ethics Committee;
- (6) The BAP as referred to in paragraph (5) at least includes a description of the alleged violation of academic ethics and/or public life reported, the time, place, and circumstances at the time the violation occurred, the identity being examined and the identity of the examiner, the results of the examination, as well as information and other records regarding everything that is deemed necessary for the purpose of resolving alleged violations of academic ethics and/or social life. An example of the BAP format can be seen in Appendix 6;
- (7) The BAP referred to in paragraph (5) must be signed by the audit team and the reported party;



- (8) If the reported party as referred to in paragraph (7) is not willing to sign the BAP, it is enough to be signed by the Examining Team, with a note that the reported party being examined is not willing to sign the BAP, and the BAP can still be used as a basis for providing recommendations for sanctions for alleged ethical violations. academic and/or social life;
- (9) The BAP as referred to in paragraph (5) is made in 4 (four) copies, namely for the reported party, the reported direct supervisor, the Faculty/School Ethics Commission, and the Institute's Ethics Committee.

Section 11 **Trial**

- (1) If the results of the examination require further processing as referred to in Article 10 paragraph (5) point b, then a trial will be conducted;
- (2) The trial is held to decide and determine whether it is proven or not proven the alleged violation of academic ethics and/or social life by the reported party;
- (3) The hearing is held no later than 30 (thirty) calendar days after the BAP is made;
- (4) The reported party and all parties invited to the trial must have received a summons and/or invitation no later than 10 (ten) calendar days prior to the trial date. Sample format for summons/trial invitation can be seen in Appendix 7;
- (5) If the reported party is not present at the first trial, a second trial is scheduled and held no later than 15 (fifteen) calendar days from the date the first trial should have been;
- (6) If the reported party is not present at the second trial without a justifiable reason, then the Ethics Committee has the authority to decide on recommendations for sanctions for violations of academic ethics and/or social life by referring to the BAP without the need for a trial;
- (7) The trial is presided over by the Head of the Faculty/School Ethics Commission or the Head of the Institute's Ethics Committee in the presence of the Examining Team, the reported party, the reporting party, and the reported direct supervisor;
- (8) If in the trial it is still necessary to provide additional information and/or evidence, the Faculty/School Ethics Committee or the Chair of the Institute's Ethics Committee may invite and present experts and/or witnesses to be asked for their opinions or statements;
- (9) The trial as referred to in paragraphs (7) and (8) shall be held at the schedule and place specified in the summons and/or written invitation with the following conditions:
 - a. can only be attended by individuals or parties invited by the Ethics Commission;



- b. carried out in secret;
 - c. the reported party must answer all questions and/or provide the necessary information;
 - d. if the reported party is not willing to answer questions and/or is not willing to provide the information required by the Ethics Commission, and/or complicates the trial, then the reported party is deemed to have acknowledged the alleged violation of academic ethics and/or public life reported or written in the BAP;
 - e. the chairman of the trial is authorized to request information, information, and/or opinions from trial participants other than the reported party;
- (10) The results of the trial are stated in the Minutes of the Trial (BAS) which at least contains the identities of the reported and the complainant, the time and place as well as the trial participants, a description of the alleged violations of academic ethics and/or public life reported, and recommendations which are the results of the trial. An example of the BAS format can be seen in Appendix 8;
- (11) The BAS as referred to in paragraph (10) must be signed by the Head of the Ethics Commission, representatives of the Examining Team, the reported party, and the reported direct supervisor. If the reported reported being examined is not willing to sign, then the BAS shall include a note that the reported reported being examined is not willing to sign the BAS, and the BAS is still a valid document;
- (12) Recommendations to the BAS are final;
- (13) The BAS as referred to in paragraph (10) is submitted to the Senate of the Faculty/School or the Academic Senate of IPB University.

Section 12

Follow-up Recommendations

- (1) The Faculty/School Senate submits BAS to the Dean or the Academic Senate of IPB University submits BAS to the Chancellor;
- (2) The submission of the BAS as referred to in paragraph (1) is no later than 7 (seven) calendar days after the receipt of the BAS;
- (3) The Senate of the Faculty/School or the Academic Senate of IPB University has the authority to find out the follow-up to the recommendations listed in the BAS as referred to in paragraph.



CHAPTER IV PENALTY

Section 13

Basis for Providing Sanction Recommendations

- (1) Actions or actions that contradict or violate academic ethics and/or social life are appropriate and must be avoided;
- (2) Academic ethics and/or social life as referred to in paragraph (1) refers to the Regulation of the Academic Senate of the IPB University Number 33/SA-IPB/2019 concerning Academic Ethics and Social Life for the Academic Civitas and Educational Personnel of the IPB University;
- (3) The academic community, education staff, and IPB University partners who are suspected of carrying out behavior or actions, words, and/or writing that are contrary to academic ethics and/or social life, are then proven through examination and/or trial of the Faculty/School Ethics Committee and/or the Commission. Institutional Ethics, need to get a recommendation for sanctions;

Article 14 Section

- (1) The Faculty/School Ethics Committee and/or Institute Ethics Committee in setting recommendations for sanctions must study the BAP and/or BAS carefully and pay close attention to the factors that encourage or cause the occurrence and the impact of violations of academic ethics and/or social life;
- (2) Recommendations for sanctions as referred to in paragraph (1) may be in the form of:
 - a. Light Sanctions;
 - b. Medium Sanctions; or
 - c. Heavy Sanctions;
- (3) Minor sanctions as referred to in paragraph (2) letter a are in the form of:
 - a. Verbal warning/warning; and/or
 - b. Written warning/warning;
- (4) Moderate Sanctions as referred to in paragraph (2) letter b are in the form of:
 - a. It is not allowed to be proposed and get a promotion and/or position for lecturers and education staff within a period of 1 (one) to 2 (two) semesters; and/or
 - b. Tnoget allowances based on the IPB University Remuneration System (SIJ) for a period of 1 (one) to 2 (two) semesters after it is determined that there has been a violation of academic ethics and/or social life; and/or
 - c. Not allowed to occupy structural positions within the period of 1 (one) to 2 (two) semesters after it is determined that there has been a violation of academic ethics and/or social life;



- (5) Heavy Sanctions as referred to in paragraph (2) letter c are in the form of:
 - a. It is proposed not to get a functional allowance for a period of 1 (one) to 2 (two) semesters, and/or not to get a lecturer certification allowance in a period of 1 (one) to 2 (two) semesters; or
 - b. It is proposed to get a lower rank demotion for 1 (one) to 3 (three) years; or
 - c. It is proposed to be dishonorably dismissed as a lecturer or education staff;
- (6) The types and forms of sanctions for lecturers and education staff as well as IPB University partners will be further regulated in the Rector's Regulation;
- (7) The types and forms of sanctions for students refer to the Campus Life Rules in accordance with the Rector's Regulation.

Section 15

Determination and Settlement of Sanctions

- (1) The Dean determines sanctions for violations of academic ethics and/or social life by the academic community and education staff in their unit by considering recommendations from the Faculty/School Senate based on the recommendations of the Faculty/School Ethics Committee;
- (2) The Chancellor determines sanctions for violations of academic ethics and/or social life by the academic community, education staff, and IPB University partners by taking into account the recommendations of the Academic Senate based on the recommendations of the Institute's Ethics Commission;
- (3) The Chair of the Faculty/School Senate and/or the Chair of the Academic Senate is authorized to monitor the implementation of the sanctions recommendations submitted to the Dean and/or Chancellor;
- (4) Settlement of sanctions for violations of academic ethics and/or social life is carried out internally by the institution in accordance with the mechanism regulated in the Regulations of the Academic Senate and the Regulations of the Chancellor;
- (5) If the settlement as referred to in paragraph (4) cannot be carried out, the case can be brought to the realm of law in accordance with the applicable laws and regulations.



**CHAPTER
V
CLOSING**

- (1) Matters that have not been regulated in this regulation will be regulated later by separate regulations;
- (2) This regulation is effective from the date of stipulation, provided that it will be corrected accordingly if there is an error in its stipulation.

Set in Bogor

On: December 30, 2020 ACADEMIC

SENAT OF AGRICULTURAL INSTITUTE OF BOGOR

CHAIRMAN, SECRETARY,



PROF. DR DODI NANDIKA
NIP195112071982031001NIP



PROF. DR MUHAMAD SYUKUR
197201022000031001

Appendix 1. Sample Report Letter Format

CONFIDENTIAL

To Dear.
Faculty/School Ethics Committee/Institute Ethics Committee
at IPB University

I hereby,

Name:
ID /NIC:
Position:
Unit/Institution :

:
.....Address:
.....
:
Mobile phone :
Email address :

report suspected violations of academic and/or life ethics
community in the form of:

.....
...
.....(eviden
ce attached) On period/time :
.....
..... Place/location incident :
.....
...
.

By the academic community / IPB University education staff / IPB University
partners *) ,

Name:
ID /NIC:
Unit/Institution :
Address:

Thus this report, please be followed up in the context of enforcing academic
ethics at IPB University and/or community life at IPB University.

Bogor/other places, date-month-year of
the Reporting Party

Name
NIP/NIK :
.....

*) Cross the unnecessary
ones.

Handwritten signature or initials, possibly 'H.B.', in black ink.

Appendix 2. Example of Verification Minutes (BAV) Format

CONFIDENTIAL
MINUTES VERIFICATION (BAV)

Today, date... .. month.....year
..... verification has been carried out on reports of alleged
violations of academic ethics and/or social life committed by:

Name:
NIP / NIK*) :
Rank/Goal. :
Position:
UnitWork :
Alleged violation:
.....

.....**) and reported by :

Name:
NIP / NIK*) :
Position:
Unit/Institution :
Address:
:

The results of verification by taking into account the completeness of reporting,
as well as information from the reported direct supervisor are:

- c. The report cannot be processed further because it is incomplete; or
- d. suggested to be handled by the reported direct supervisor; or
- e. further processed by the Faculty/School Ethics Commission or
Institute Ethics Commission*).

This is the result of the verification so that it can be used and processed
properly.

Bogor/other places, date-month-year
Representative of Ethics Committee Member..... Head of the Ethics
Committee

Faculty/School/Institute

What is the name
ID:.....NIP:

Copy/sent to:
Whistleblower, Reported direct supervisor, Faculty/School Ethics Commission,
Institute Ethics Committee,

*) Cross the unnecessary ones.



Appendix 3. Example Format Summons Request for Information from the Whistleblower

CONFIDENTIAL
REPORTER'S CALL LETTER
Number :

1. Hereby respectfully request your presence:

Name:
NIP/NIK :
Rank/Goal. :
Position:
UnitWork :

to appear before the Examining Team with the chairman:

Name:
ID:
Rank/Goal. :
Position:
on
Date and time :
O'clock:
The place :

to be questioned in connection with alleged violations of academic ethics and/or social life:

.....
...
..... **)

2. Thereby to be implemented.

Head of the
Faculty/School/Institute Ethics
Committee

Name:
ID :

Dear Copy:

- 1. Reported direct supervisor
- 2. Institute Ethics Committee

*) Cross the unnecessary ones.

**) List any reported or suspected ethical violations.

Handwritten signature or initials, possibly 'L.B.' or similar, located in the upper right corner of the page.

Appendix 4. Sample Examination Call Letter Format for Reported Party

CONFIDENTIAL
CALL LETTER I /II *) INSPECTION OF THE REPORTED
Number :

1. Hereby respectfully request your presence:

Name:
NIP / NIK*) :
Rank/Goal. :
Position:
UnitWork :

to appear before the Examining Team with the chairman:

Name:
ID:
Rank/Goal. :
Position:
on
Date and time :
O'clock:
The place :

to be checked/inquired with the allegation and/or social life: *) in connection violation of academic ethics

..... **)

2. Therebyto be implemented.

Head of the
Faculty/School/Institute Ethics
Committee

Name:
ID :

- Dear Copy:
1. Reported direct supervisor
 2. Institute Ethics Committee

*) Cross the unnecessary ones.

**)List any reported or suspected ethical violations.

Handwritten signature or initials, possibly 'L.B.' or similar, located in the upper right corner of the page.

Appendix 5. Example: Warrant To Conduct Inspection

CONFIDENTIAL
ORDERS TO DO INSPECTIONNumber :

.....

1. Ordered to:

Name:
ID:
Rank/Goal. :
Position:
UnitWork :

to carry out an inspection of

Name:
ID /NIC:
Rank/Goal. :
Position:

on
Date and time :
O'clock:
The place :

.....because
the person concerned is suspected of violating academic ethics and/or
social life:

.....
.....
.....
.....

..... **)
2. Thus, this Order is carried out as well as possible.

Head of the Ethics
Committee/Chairman of the
Examination Team*)

Name
ID :

Dear Copy:

- 1. Reported direct supervisor
- 2. IPB University Ethics Committee

*) Cross the unnecessary ones.

**)List any reported or suspected ethical violations.

Appendix 6. Example of an Examination Report Format (BAP)

CONFIDENTIAL
POLICE INVESTIGATION REPORT

Today, date month Year

Inspection Team:

- 1. Name :
- ID:
- Rank/Goal. :
- Position:

- 2. Name :
- ID:
- Rank/Goal. :
- Position:

- 3. Name :
- ID:
- Rank/Goal. :
- Position:

based on the authority contained in the Warrant has conducted an examination of:

- Name:
- NIP / NIK*) :
- Rank/Goal. :
- Position:
- UnitWork :

because the person concerned is suspected of having committed a violation

ethicsacademic and/or social life:

.....

.....

.....

..... **)

1. Question:

1. Answer :

2. Question :

2. Answer :

3. Question :

3. Answer:

4. Questions:

4. Answer:

ThusNews Event as it
should be.

Inspection

thisismadefor
used

can be

Checked :Name:

NIP/NIK:
Signature:

Inspection Team:

1. Name

:ID:

Signature:

2. Name :

ID :

Signature:

3. Name :

ID :

Signature:

*Cross the unnecessary
ones.

Appendix 7. Sample Summons / Court Invitation Format

CONFIDENTIAL
CALL/INVITATION LETTER*)

Number :

In order to follow up the Minutes of Investigation (BAP) No.

.....date

in connection with allegations of violations of academic ethics and/or social life committed by you:

Name:

NIP / NIK*) :

UnitWork :

Alleged violation:

.....

...

....., **)

We invite you:

Name:

NIP / NIK*) :

Units:

Status as : Reported Party/Reporter/Direct Supervisor/Examining

Team/Witness/Expert*)

For: examined/questioned for

information*) in the proceedings on behalf of the reported party on,

Date and time :

O'clock:

The place :

Therebyto be implemented.

Head of the
Faculty/School/Institute Ethics
Committee

Name

ID :

Dear Copy:

1. ChiefFaculty/School/Academic Senate

*) Cross the unnecessary ones.

**)List any reported or suspected ethical violations.

Appendix 8. Example of Minutes of Meeting Format (BAS)

CONFIDENTIAL
MINUTES OF THE COURT

Today, date month Year

A meeting was held which was attended by:

- 1. Name :
- ID:
- Position: Chairman of the Ethics Committee of the
 Faculty/School/Institut*) (Chairman of the
 Court)
- 2. Name :
- ID:
- Position: Examiner Team Representative
- 3. Name :
- ID:
- Position: Kadep/Dean/Head of Institution*)
 (Superiordirectly examined) in

this trial has also presented:

- 4. Name :
- ID /NIC:
- Position: Whistleblower
- 5. Name :
- ID /NIC:
- Position: Witness
- 6. Name :
- ID /NIC:
- Position: Experts
- 7. Name :
- ID /NIC:
- Position: Experts

based on the duties and authorities have conducted examinations in the trial against:

- Name:
- NIP / NIK*) :
- Rank/Goal. :
- Position:
- UnitWork :

because the person concerned is suspected of having committed a violation

ethicsacademic and/or social life:

.....

.....

.....

..... **)



1. Question:

1. Answer :

2. Question :

2. Answer :

3. Question :

3. Answer :

4. Question :

4. Answer :

Thus, this Minutes of Trial is made to be used properly.

Checked: Representative
Name: 1.
NIP/NIK*): NIP:
Signature: Position:

Session Participants*) :
Name:

Chairperson of the Session
Signature:

2. Name:
ID:
Position: Deputy Signature
Checking Team:

3. Name:
ID:
Position: Direct supervisor
Signature:

4. Name:
NIP/NIK :
Position: Key Witness/Expert Witness*)
Signature:

*)Cross the unnecessary
ones.



Appendix 9. Example: Sanction Recommendation Format for Violation of Ethics

To
Dear Chairman of the Senate of the
Faculty/School/Academic Senate of IPB University*) in
Bogor

CONFIDENTIAL

It is hereby respectfully reported, that on the day... date... month...year , a
trial has been conducted*) against:

Name:
ID:
Rank/Goal. :
Position:
UnitWork :

Based on the results of the examination in the trial*) it turned out that Mr.
..... has been proven to have violated academic ethics
and/or public life:

1)
2) Which
includes the category of minor/moderate/severe violations*)
withre
commendations for sanctions are

.....
Herewith also submitted the Minutes of Trial (BAS) against concerned to be
used as material by the Chair of the Faculty/School Senate or the Chair of the
IPB University Academic Senate to provide recommendations for sanctions for
those concerned which are submitted to the Dean/Rector*).

This is conveyed to be used properly.

Head of the
Faculty/School/Institute Ethics
Committee,

NAME
ID:.....

Copy, Dear:

- 1.,
- 2.,
- 3 etc;

*)Cross the unnecessary ones.

