



**REGULATION OF THE ACADEMIC SENATE  
UNIVERSITAS PENDIDIKAN INDONESIA**

**NUMBER: 003/Senate Akd./UPI-SK/XII/2008**

**ON  
CODE OF CONDUCT FOR ADMINISTRATIVE AND SUPPORTING PERSONNEL  
OF  
UNIVERSITAS PENDIDIKAN INDONESIA**

**BY THE GRACE OF GOD THE ALMIGHTY  
ACADEMIC SENATE OF UNIVERSITAS PENDIDIKAN INDONESIA**

- Considering : a. That based on Article 19 paragraph (1) letter i of Regulation Government Number 6 of 2004 concerning the Determination of Universities Indonesian Education as a State-Owned Legal Entity, Senate Academics are tasked with formulating rules for campus life that are educational, scientific, and religious;
- b. That in the context of implementing Article 140 paragraph (4) of the Board of Trustees of the Indonesian University of Education Number 15/MWA UPI/2006 concerning the Ratification of the House Budget It is deemed necessary to stipulate a Code of Ethics for UPI Administrative and Supporting Personnel;
- c. That based on the considerations of letters a and b above, it is necessary to issue a Decree of the Academic Senate of the University of EducationIndonesia;
- In View of : 1. Law Number 8 of 1974 concerning the Principles Personnel (State Gazette of the Republic of Indonesia 1974 Number 55, Supplement to the State Gazette of the Republic of Indonesia Number 3041) as amended by Law Number 43 of 1999 concerning Amendments to Law Number 8 of 1974 concerning the Principles of Employment (State Gazette of the Republic of Indonesia

- of 1999 Number 169, Supplement to the State Gazette Republic of Indonesia Number 3890)
2. Law Number 20 of 2003 concerning the System National Education (State Gazette of the Republic of Indonesia 2003 Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 4301);
  3. Government Regulation Number 30 of 1980 concerning Disciplinary Regulations for Civil Servants (State Gazette of the Republic of Indonesia of 1980 Number 50);
  4. Government Regulation Number 61 of 1999 concerning Education High as a Legal Entity (State Gazette of the Republic of Indonesia of 1999 Number 116, Supplement to the State Gazette Republic of Indonesia Number 3860);
  5. Government Regulation Number 6 of 2004 concerning the Designation of Indonesian Education Universities as State-Owned Legal Entities (State Gazette of the Republic of Indonesia Year 2004 Number 13);
  6. Government Regulation Number 19 of 2005 concerning Standards National Education (SNP) (State Gazette of the Republic of Indonesia of 2005 Number 41, Supplement to the State Gazette of the Republic of Indonesia Number 4496);
  7. Decree of the Board of Trustees of the Indonesian University of Education Number 12/MWA UPI/2005 concerning the Determination of the Strategic Plan University of Education Indonesia 2006-2010;
  8. Decree of the Board of Trustees of the Indonesian University of Education Number 15/MWA UPI/2006 concerning the Ratification of the House Budget Indonesian Education University Ladder;
  9. Regulation of Rector No. 5082/H40/PP/2008 concerning Dismissal and Appointment of the Chair and Secretary of the Senate Academic University of Education Indonesia Period 2008-2009;

Notice : Opinions and suggestions of Members of the Academic Senate in the Plenary Meeting Academic Senate on December 17, 2008;

**DECIDE :**

To Stipulate : **CODE OF CONDUCT FOR ADMINISTRATIVE PERSONNEL AND SUPPORTING PERSONNEL OF INDONESIAN UNIVERSITY EDUCATION.**

## **CHAPTER I GENERAL PROVISIONS**

### article 1

In this Code of Ethics for Administrative and Supporting Personnel at the University of Education of Indonesia, what is meant by:

1. University is an Indonesian Education University as a State-Owned Legal Entity.
2. Administrative Staff are employees at the University whose duties are to carry out academic and non-academic administrative services in accordance with their main duties and responsibilities function.
3. Supporting Personnel are employees at the University consisting of academic support staff and non-academic support staff.
4. Academic Supporting Personnel is a person who based on educational requirements, expertise, and ability to work at the University to provide academic services, consisting of librarians, laboratory assistants, archivists, computer administrators, analysts, and technicians.
5. Non-academic Supporting Personnel are employees at the University in charge of providing non-academic services.
6. Ethics is a moral philosophy that underlies the appropriateness of human behavior.
7. Code of Ethics for Administrative and Supporting Personnel is a set of norms rooted in ethical values which are guidelines for attitude and action as well as behave in carrying out the duties and interactions of daily life as a Administration and Supporting Personnel.

## **CHAPTER II PRINCIPLES AND OBJECTIVES**

### article 2

The Code of Ethics for Administrative and Supporting Personnel is prepared based on the following values:

- a. Educational, scientific, and religious;
- b. Reparation, refining, nurturing;

### article 3

The Code of Ethics for Administrative and Supporting Personnel is prepared with the aim of:

- a. create a service culture that is safe, comfortable, and fun;
- b. create a quality service process in administrative management and academic services;
- c. encourage the process of self-development to optimize the potential of resources that have comparative, competitive, and accountable advantages; as well as

- d. encourage the ability to respond to various challenges in providing services according to with advances in science, technology, and art, as well as needs relevant to their respective fields of work.

**CHAPTER III**  
**DUTIES AND OBLIGATIONS OF ADMINISTRATIVE AND SUPPORTING**  
**PERSONNEL**

Article 4

Duties and responsibilities of administrative staff and support staff:

- a. Uphold the law based on Pancasila, the 1945 Constitution, the Oath of Civil Servants/University Employees, and Oaths of Position;
- b. Uphold the moral code that applies in the life of society and the state;
- c. Build and uphold the image of the University;
- d. Maintain a good name and strive to provide maximum service in accordance with their respective expertise;
- e. Improve abilities and skills in accordance with their field of work;
- f. Understand, appreciate, and apply the rules of the University;
- g. Pay attention to aspects of transparency and accountability in carrying out their duties;
- h. Build synergistic cooperation with various parties in order to optimize service processes and results;
- i. Maintain security, order, cleanliness, and beauty of public facilities on campus; And
- j. Have a concern and sensitivity to the life of the academic community.

Article 5

The duties and obligations of increasing the ability and skills of administrative and supporting staff as referred to in Article 4 letter e are carried out through:

- a. Capacity building both formally and informally;
- b. Improving skills and deepening knowledge in accordance with their respective fields of duty; and
- c. Review of service problems faced to be used as experience and reference for adequate alternative solutions.

**CHAPTER IV**  
**ATTITUDE AND BEHAVIOR OF ADMINISTRATIVE AND SUPPORTING**  
**PERSONNEL**

Article 6

Administrative and support staff are:

- a. Professional in carrying out the work;
- b. Smiling, friendly, polite, flexible, and pleasant in providing job services;
- c. Fair, open and non-discriminatory in providing job services;
- d. Respect time, discipline and effective at work;
- e. Nimble and do not procrastinate;
- f. Prioritizing public interests and services over private matters;
- g. Frugal, careful, and modest in managing workplace facilities;
- h. Humble but confident in carrying out the work;
- i. Scientifically and think analytically and critically in providing services;
- j. Honest, objective and uphold the service rules; and
- k. Objective and avoid mistakes in the process of data collection, data processing and analysis, interpretation, and administration.

Article 7

Administrative staff and support staff behave:

- a. obedient to worship in accordance with the provisions of the religion believed;
- b. obey and be faithful to the applicable regulations and carry out work in accordance with their respective main duties and functions;
- c. refrain from actions that lead to conflicts between personal interests and institutional interests;
- d. come and go to work on time according to a predetermined schedule;
- e. polite, neat, and clean in dress and appearance in accordance with the provisions in force at the University;
- f. use language that is polite, courteous, and easy to digest in providing services and communicating;
- g. avoid using language that is insulting, harassing, mocking, and offending others in speaking and communicating;
- h. protect the environment by not throwing garbage and/or cigarette butts anywhere
- a. the place;
- i. avoid the attitude and feelings of inferiority, arrogance, and a priori to the opinions of others;
- j. to avoid attitudes and actions that interfere with his dignity and
- b. the dignity of others both physically and mentally; and
- k. obey traffic signs while driving on campus and strive to maintain safety and security.

**CHAPTER V**  
**OBLIGATIONS OF ADMINISTRATIVE PERSONNEL AND SUPPORTING PERSONNEL ON THE IMPLEMENTATION OF THE CODE OF CONDUCT**

Article 8

- (1) Administrative staff and supporting staff are obliged to heed and implement the Code Ethics for Administrative and Supporting Personnel.
- (2) Violation of the Code of Ethics for Administrative and Supporting Personnel may be subject to moral sanctions and other sanctions in accordance with applicable laws and regulations.

**CHAPTER VI**  
**IMPLEMENTATION AND SUPERVISION OF THE CODE OF CONDUCT ADMINISTRATIVE AND SUPPORTING PERSONNEL**

Article 9

- (1) Supervision of the implementation and resolution of problems of violation of the Code of Ethics is carried out by the unit leader in accordance with the applicable laws and regulations.
- (2) In the settlement of violations of the Code of Ethics, a Disciplinary Commission may be established which is determined by a decree of the Chancellor.

**CHAPTER VII**  
**CLOSING**


Article 10

- (1) Other matters that have not been regulated in this Decree will be regulated by a Senate Decree Academic.
- (2) This decision shall come into force as from the date of stipulation.


Stipulated in : Bandung  
On : December 19, 2008

Academic Senate  
Universitas Pendidikan Indonesia,  
Sekretaris,

Chairman,

  
Prof. Dr. H. Endang Sumantri, M.Ed.  
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