

RECTOR'S DECREE
NO. 001/TTA KMHS – PER.UBINUS/VIII/2023
REGARDING
CODE OF CONDUCT FOR STUDENT ACTIVITIES AT
BINA NUSANTARA UNIVERSITY

- Considering : a. that Bina Nusantara University is a higher education institution that always instills order and rules as well as Binusian Values for all Bina Nusantara University Students;
- b. that in order to instill order and rules as well as Binusian Values for all Bina Nusantara University Students, provisions are needed that regulate the rules and regulations of student activities;
- c. that when this Regulation was made, Bina Nusantara University had issued Bina Nusantara University Rector's Decree No. 1425/SK/KEM-UBN/VII/2016 concerning the Student Code of Ethics and Rector's Decree No. 1426 of 2016 concerning Campus Life Rules as guidelines for the activities of all Students;
- d. that in Rector's Decree No. 1426 of 2016 concerning the Campus Life Rules there are still deficiencies and cannot accommodate the development of various needs so that they need to be replaced;
- e. that based on the considerations as mentioned in letter *a*, letter *b*, letter *c*, and letter *d*, it is deemed necessary to stipulate a Rector's Decree concerning the Code of Conduct for Student Activities at Bina Nusantara University;
- In View of : 1. Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System (State Gazette of the Republic of Indonesia of 2003 No. 78, Supplement to the State Gazette of the Republic of Indonesia No. 4301);
2. Law of the Republic of Indonesia No. 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 No. 158, Supplement to the State Gazette of the Republic of Indonesia No. 5336);
3. Government Regulation of the Republic of Indonesia No. 17 of 2010 concerning the Management and Implementation of Education (State Gazette of the Republic of Indonesia of 2010 No.

- 23, Supplement to the State Gazette of the Republic of Indonesia No. 510) as amended by Government Regulation of the Republic of Indonesia No. 66 of 2010 (State Gazette of the Republic of Indonesia of 2010 No. 112, Supplement to the State Gazette of the Republic of Indonesia No. 5157);
4. Government Regulation of the Republic of Indonesia No. 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education: (State Gazette of the Republic of Indonesia of 2014 No. 16, Supplement to the State Gazette of the Republic of Indonesia No. 5500);
 5. Government Regulation of the Republic of Indonesia No. 57 of 2021 concerning National Education Standards (State Gazette of the Republic of Indonesia of 2021 No. 87, Supplement to the State Gazette of the Republic of Indonesia No. 6676) as amended several times, most recently by Government Regulation of the Republic of Indonesia No. 4 of 2022 (State Gazette of the Republic of Indonesia of 2022 No. 14, Supplement to the State Gazette of the Republic of Indonesia No. 5157);
 6. Regulation of the Minister of National Education No. 17 of 2010 concerning the Prevention and Control of Plagiarism in Higher Education;
 7. Regulation of the Minister of Education and Culture No. 3 of 2020 concerning National Higher Education Standards;
 8. Regulation of the Minister of Education, Culture, Research, and Technology No. 30 of 2021 concerning the Prevention and Handling of Sexual Violence in Higher Education Environments;
 9. Statute of Bina Nusantara University of 2021;

DECIDES:

Stipulates : RECTOR'S DECREE REGARDING THE CODE OF CONDUCT FOR STUDENT ACTIVITIES AT BINA NUSANTARA UNIVERSITY

**CHAPTER I
GENERAL REGULATIONS**

First Section

Definitions

Article 1

In this Rector's Decree, what is meant by:

1. University is Bina Nusantara University.

2. The Campus Life Code of Conduct, hereinafter abbreviated as PTTKK, is a set of provisions consisting of the rights, obligations, prohibitions, and sanctions for students while on campus and/or when carrying out activities using the name or attributes of Bina Nusantara University, in order to create an atmosphere that is conducive, orderly, and disciplined within the Bina Nusantara University environment.
3. The Rector is the highest leader at Bina Nusantara University.
4. The Related Officials are officials who have the authority to give permission or make decisions on issues related to student affairs.
5. The Unit Leadership is the highest leadership in a work unit at the University.
6. Lecturers are professional educators and academicians with the main duties of transforming, developing, and disseminating science, technology, and art through education, research, and community service at the University.
7. Students are learners who are registered at Bina Nusantara University.
8. Student Activities are all academic and/or non-academic activities that use the name, attributes, or facilities of the University and their implementation can affect the good name/reputation of the University.
9. Academic Activities are all activities included in teaching and learning activities both on campus and outside campus as part of learning at the University whether carried out by the University and/or by other parties affiliated with the University.
10. Non-academic Activities are all activities outside academic activities which aim to complement skills developed in academic activities and/or which use the name, attributes, or facilities of the University.
11. The Campus is the area that includes the land, buildings, classrooms, and facilities therein, both tangible (physical) and intangible (virtual) which are intended or used as a venue for organizing Higher Education *Catur Dharma* (teaching, research, and community service) activities by the University.
12. The Faculty/School is a structural unit at Bina Nusantara University that coordinates and/or carries out academic and/or professional education in one or several specific fields of science, technology, and/or arts.
13. The Department/Study Program/Program is an academic implementing element in a Faculty/School and a forum that facilitates the implementation of education, research, and community service.
14. Student Organizations are development organizations, vehicles, and facilities for students towards broadening their horizons, enhancing their creativity, and increasing their intelligence and personal integrity to achieve the goals of higher education.
15. Facilities are all objects, means, and infrastructure that are under the control of the University, whether obtained through purchase, rental, or other mechanisms.
16. The *Catur Dharma* of Higher Education is the *Tri Dharma* of Higher Education (education, research, and community service) and self-development.

17. Attributes are the complete symbols that show the identity of Bina Nusantara University including but not limited to the emblem, flag, alma mater jacket, and Bina Nusantara University Student Card.
18. Students with Special Needs are children who have limitations or extraordinary circumstances, whether physical, mental-intellectual, social, or emotional, which have a significant impact on their growth or development processes compared to other children of the same ages.
19. Sanctions are actions imposed on students who are proven to have committed violations.
20. Plagiarism is an act of intentionally or unintentionally obtaining or trying to obtain credit or a grade for a scientific work, by quoting part or all of another party's work and/or scientific work which is recognized as one's work and/or scientific work, without properly stating the source appropriately and adequately.
21. A suspension is a sanction in the form of a prohibition on participating in student activities for a certain period of time.
22. Social work is a sanction in the form of community service activities carried out by Students based on the policies and provisions of Bina Nusantara University.

Second Section

Scope

Article 2

The Student Activities regulated in this Decree include:

- a. Academic Activities; and
- b. Non-academic Activities.

CHAPTER II

AIMS, OBJECTIVES, AND ROLE OF THE UNIVERSITY

First Section

Aims and Objectives

Article 3

These regulations are intended to be behavioral guidelines for Students in carrying out student activities.

Article 4

These regulations are intended to:

1. Create a conducive atmosphere in carrying out student activities;
2. Become a reference for imposing sanctions for Students who commit violations on Campus; and
3. Support the achievement of BINUS Graduate Attributes for every University graduate.

Second Section Role of the University

Article 5

- (1) In order to achieve the aims and objectives as intended in Article 2 and Article 3, the University through the Related Officials are obliged to support and create an atmosphere that can help enforce these rules by means of:
 - a. Disseminating this Rector's Decree to Students through programs organized by the University; and
 - b. Socializing and reminding lecturers, officials, and University employees to be aware of the enforcement of this Rector's Decree.
- (2) The University, through the Related Officials, has the right to take actions deemed necessary against Students who are in legal proceedings by authorized institutions outside the University for the benefit of the University and the Students concerned.

CHAPTER III RIGHTS, OBLIGATIONS, AND PROHIBITIONS

First Section

Rights

Article 6

All Students have the right to:

- a. Worship according to their respective religions/beliefs;
- b. Create, innovate, and express themselves in line with the University's vision, mission, and goals;
- c. Receive protection and safety while at the University environment;
- d. Obtain the best academic and non-academic services according to the University's capabilities;
- e. Convey their opinions and ideas responsibly through service channels or media provided by the University;

- f. Use their academic freedom responsibly in accordance with the norms and morals that apply in the campus environment and society;
- g. Use the available facilities to support the process of student activities in accordance with the provisions applicable at the University;
- h. Receive academic guidance from lecturers who are responsible for guiding Students to be able to complete the study program they are taking quickly and efficiently, according to the conditions and potentials of each individual Student;
- i. Participate in activities or become members and/or administrators of Student Organizations available within the University in accordance with the applicable regulations;
- j. Get equal access and opportunities to be involved and contribute positively in student activities that are relevant and/or of interest; and
- k. Receive special consideration for Students with Special Needs and/or health problems by considering the conditions and capabilities of the University as well as the wider benefits.

Second Section Obligations

Article 7

- (1) In general, all Students are obliged to:
 - a. Uphold the norms of goodness taught through religion, decency, and manners that apply within and/or outside the University environment;
 - b. Implement the statutory regulations;
 - c. Comply with the regulations and Code of Ethics that apply within the University in order to implement the Values contained in the Binusian Values.
 - d. Maintain the good name/reputation of the University in all instances;
 - e. Uphold and implement the Values contained in the Binusian Values; and
 - f. Adhere to the Student Code of Ethics.
- (2) In particular, all Students are required to:
 - a. Follow the ethics and politeness in speaking, expressing opinions, and behaving, towards University leaders, lecturers, staff, and fellow Students;
 - b. Maintain togetherness and respect differences as members of the University's extended family as contained in the Binusian Values;
 - c. Comply with schedules and procedures and wear the prescribed attributes in the implementation of student activities both inside and/or outside the University environment; and
 - d. Dress modestly and wear shoes when on campus.

Third Section Prohibitions

Article 8

- (1) In order to protect the good name of the University, all Students are forbidden to:
 - a. Incite and/or commit hate speech against Pancasila, the 1945 Constitution of the Republic of Indonesia, *Bhinneka Tunggal Ika* (Unity in Diversity), and the Unitary State of the Republic of Indonesia;
 - b. Commit acts of violence either individually or in groups without legally justifiable reasons;
 - c. Carry, store, make, distribute, buy and sell, and/or use firearms or explosives unlawfully;
 - d. Produce, carry, distribute, offer, trade, and/or abuse narcotics, psychotropics, and/or other addictive substances unlawfully;
 - e. Do activities categorized as gambling and/or access electronic information and/or electronic documents that contain gambling content;
 - f. Become a member and/or take part in the activities of an Organization that is declared prohibited by the State; and/or
 - g. Commit crimes or other acts that are contrary to public order, norms applicable in society, and/or applicable laws and regulations.
- (2) In order to prevent immoral acts, all students are prohibited to:
 - a. Commit acts of prostitution, promiscuity, sexual deviation, and/or other sexually nuanced acts that are openly indecent and contrary to the norms of decency that apply in society;
 - b. Do acts of sexual violence in the form of verbal, physical, non-physical, and/or through information and communication technology; and/or
 - c. Record, distribute, and/or make accessible electronic information and/or electronic documents that have content that violates morality.
- (3) In doing Non-Academic Activities, Students are not allowed to:
 - a. Embezzle funds and/or misuse facilities provided by the University;
 - b. Produce, carry, distribute, offer, buy and sell, and/or consume alcoholic beverages on campus or at activities carrying the name of the University outside campus, other than for academic purposes and with permission from the Related Officials;
 - c. Carry out practical political activities in the campus environment;
 - d. Collaborate with companies or organizations that are prohibited or that produce goods that are prohibited from circulating on campus;
 - e. Carry out commercial activities within the University without written permission from the Related Officials;
 - f. Do activities using the name and/or attributes of the University without the permission of the Related Officials; and/or
 - g. Disrupt order on campus.
- (4) In doing Academic Activities, all Students are forbidden to:

- a. Engage in actions that violate academic ethics in the form of plagiarism, cheating, asking or replacing someone else to take exams, and/or other acts of cheating in working on exams, assignments, theses, and/or similar matters;
 - b. Carry out actions that can disrupt the teaching and learning process and/or academic services provided by the University; and/or
 - c. Commit dishonesty in the attendance of lecture activities or other activities required by the University.
- (5) In interacting with the Rector, Unit Leaders, Lecturers, Staff, and/or fellow Students, all Students are prohibited to:
- a. Do hate speech, insults, and/or harassment due to discrimination based on ethnicity, religion, race, and/or intergroup (SARA), gender, and/or a person's physical condition;
 - b. Spread false and/or misleading news intentionally and without authorization, carried out verbally and/or in writing via any communication media;
 - c. Carry out threats or bribery by promising and/or providing compensation in any form with the aim of obtaining preferential treatment; and/or
 - d. Access, take, change, and/or disseminate information and/or documents, whether in the form of electronic or non-electronic information/documents, belonging to the University and/or belonging to other people unlawfully.
- (6) In optimizing the use of campus attributes and facilities, every student is prohibited to:
- a. Damage and/or dirty facilities either provided directly by the University or rented/used in Student Organization activities;
 - b. Use goods or facilities provided by the University that are not in accordance with their intended purposes and/or not in accordance with the applicable regulations;
 - c. Transfer, lend, and/or give campus attributes and/or facilities to other unauthorized parties;
 - d. Smoke, either with wrapped processed tobacco products or with devices that function similarly, on campus and/or in places where this is prohibited in activities that carry/use the name of the University outside campus; and/or
 - e. Stay overnight on campus without permission from the Related Officials.

CHAPTER 4
TYPES OF VIOLATIONS AND SANCTIONS
First Section
Types of Violations

Article 9

- (1) All Students who violate Article 7 and Article 8 can be given sanctions by the University.
- (2) The violations mentioned in paragraph (1) are differentiated into 3 (three) categories as follows:
 - a. Minor Violations;
 - b. Moderate Violations; or
 - c. Major Violations.
- (3) The determination of the violation category as intended in paragraph (2) is carried out by considering the following elements:
 - a. Effect of the violation;
 - b. Intensity of the violation;
 - c. Number of actors involved; and
 - d. Frequency.

Second Section

Sanctions

First Paragraph

Sanctions for Minor Violations

Article 10

- (1) Students who commit minor violations as intended in Article 9 paragraph 2 letter *a* may be subject to sanctions in the form of:
 - a. Verbal warning;
 - b. Written warning;
 - c. Not allowed to enter the University campus environment; and/or
 - d. Inclusion of their names on the University notice board.
- (2) The sanctions as intended in paragraph (1), can be imposed for violations of the provisions in Article 7 and Article 8 provided that all elements as intended in Article 9 paragraph (3) receive a minimum assessment.

Second Paragraph

Sanctions for Moderate Violations

Article 11

- (1) Students who do moderate violations can be given sanctions in the form of:
 - a. Postponements of seminars, proposal exams, theses, and dissertations for a certain period of time;
 - b. Delays of graduation for a certain period of time;
 - c. Withholding of diplomas and transcripts for a certain period of time;
 - d. Payment of compensation;
 - e. Cancellation of all courses in the relevant semester; and/or
 - f. Maximum suspension of 1 (one) semester.
- (2) The sanctions as intended in paragraph (1), can be imposed for violations of the provisions in Article 7 and Article 8 if 1 or 2 elements as intended in Article 9 paragraph (3) are met.

Third Paragraph Sanctions for Major Violations

Article 12

- (1) Students who commit major violations may be subject to sanctions in the form of:
 - a. Suspension for more than 1 (one) semester;
 - b. Expulsion as a Student; and/or
 - c. Legally processed to a related institution.
- (2) The sanctions as intended in paragraph (1) can be imposed for violations of the provisions in Article 7 and Article 8 if at least 3 elements as intended in Article 9 paragraph (3) are met.

Article 13

If necessary and in order to provide guidance and maintain order in student activities, more than one type of sanction can be given for a violation.

Fourth Paragraph Sanctions for Special Violations

Article 14

- (1) Some violations that are categorized as special forms of violations are as follows:
 - a. Smoking;
 - b. Gambling;
 - c. Falsifying information, data, documents, and/or signatures;
 - d. Violations related to drinking alcohol;
 - e. Violations related to narcotics;

- f. Being dishonest about class attendance;
 - g. Asking other people to do tasks and/or otherwise doing tasks on behalf of others; and/or
 - h. Cheating on exams.
- (2) Several violations as intended in paragraph (1) will be subject to direct sanctions with the following provisions:
- a. For any Students who smoke as referred to in paragraph (1) letter *a*, either with wrapped processed tobacco products or with a device that has a similar function, in the campus environment or in places where this is prohibited in activities that carry/use the name of the University outside of campus, sanctions will be imposed:
 - 1) Suspension for 2 (two) weeks for the first violation;
 - 2) Suspension for 1 (one) semester for the second violation; and
 - 3) Expulsion as a Student for the third violation.
 - b. All Students who carry out gambling activities as intended in paragraph (1) letter *b*, in the form of playing cards, coins, dice, and/or accessing electronic information and/or electronic documents containing gambling content will be subject to the following sanctions:
 - 1) Suspension of 1 (one) semester for the first violation; and
 - 2) Expulsion as a University Student for the second violation.
 - c. Any Student who falsifies, changes, deletes, or destroys part and/or all of the data, information, documents and/or signatures belonging to the University and/or other parties without permission, with the intention that the data, information, documents, and/or signatures are deemed to be authentic, as intended in paragraph (1) letter *c*, will be subject to the following sanctions:
 - 1) Suspension of 1 (one) semester for the first violation; and
 - 2) Expulsion as a University Student for the second violation.
 - d. Any Student who brings, consumes, offers, sells and/or makes alcoholic drinks in the campus environment or during activities that carry the name of the University, other than for academic purposes and with permission from the Related Officials, as intended in paragraph (1) letter *d*, will be subject to the following sanctions:
 - 1) Suspension of 1 (one) semester for the first violation; and
 - 2) Expulsion as a University Student and turned over to the related authorities for the second violation.

- e. Any Student who is proven to abuse narcotics as referred to in paragraph (1) letter *e*, will be subject to the following sanctions:
 - 1) Suspension for the first violation of at least 1 semester and can be extended once and is required to take part in a rehabilitation program until declared clean by the authorized agency and recognized by the University; and
 - 2) Expulsion as a Student for a second offense or when found guilty through a court decision in a drug abuse case.
- f. Any Student who trades, distributes, and/or manufactures narcotics, as referred to in paragraph (1) letter *e*, is subject to the sanction of expulsion as a university student and handed over to the related authorities.
- g. Any Student who asks someone else to fill in his/her attendance as intended in paragraph (1) letter *f* will be subject to the following sanctions:
 - 1) The attendance of the Student who requested this will not be recognized (cancelled) and the violation will be announced on the University's announcement media, for the first violation;
 - 2) The attendance of the Student who requested this will not be recognized (cancelled), and the Student will be suspended for 2 weeks for the second violation; and
 - 3) The attendance of the Student who requested this will not be acknowledged (cancelled) and will be suspended for 1 semester for the third violation.
- h. Any Student who fills in the attendance for someone else as referred to in paragraph (1) letter *f* will be subject to the following sanctions:
 - 1) The attendance of the Student who fills it in will not be recognized (cancelled) if he/she is in the same class as the Student who requested it and the violation will be announced on the University's announcement media, for the first violation;
 - 2) The attendance of the Student who submitted the entry will not be recognized (cancelled) if he/she is in the same class as the Student who requested it and will be suspended for 2 weeks for the second violation; and
 - 3) The attendance of the Student who submitted the entry will not be acknowledged (cancelled) if he/she is in the same class as the student who requested it and will be suspended for 1 semester for the third violation.

- i. Any Student who requests other people to make assignments, theses, reports, final assignments, and/or the like on his/her behalf, as intended in paragraph (1) letter *g*, will be subject to the following sanctions:
 - 1) Withdrawal from the relevant course and suspension for 1 (one) semester for the first violation; and
 - 2) Expulsion as a Student for the second violation.
- j. Any Student, either directly or through the intermediary of another person, who takes or makes exams and assignments, reports, final assignments, theses, practical work reports, and/or the like, in part and/or in full, in the name of another Student, as intended in paragraph (1) letter *g*, will be subject to the following sanctions:
 - 1) Suspension for 1 (one) semester and an announcement of the violation on the academic notice board for 1 (one) semester for the first violation; and
 - 2) Expulsion as a Student for the second violation.
- k. Any Student who violates academic ethics in the form of plagiarism, cheating, and/or other actions that constitute cheating in taking summative exams, including but not limited to mid-term exams, final semester exams, final assignments, practical work reports, undergraduate theses, dissertations, or theses, will be subject to the sanction of expulsion as a Student.

Article 15

- (1) For any Student who is given a suspension, the period of suspension is counted as the study period.
- (2) Students who are suspended for 1 semester or more are still required to pay the BP3 administration fee unless otherwise specified in the sanctions given.

Fifth Paragraph Other Forms of Sanctions

Article 16

- (1) Apart from the forms of sanctions as mentioned in Article 10, Article 11, Article 12, and Article 13, the Rector can also provide sanctions in other forms, including but not limited to Social Work sanctions for a certain period of time.
- (2) The imposition of sanctions as referred to in paragraph (1) is given by considering the existence of certain conditions in Students who are proven to have committed violations that lighten or worsen the sanctions, and then disciplinary sanctions can be replaced and/or added to social work.

- (3) The classification of social work sanctions as stated in paragraph (1) is as follows:
 - a. Social work is at least equivalent to 10 (ten) hours for minor sanctions;
 - b. Social work is at least equivalent to 30 (thirty) hours for medium sanctions;
 - c. Social work is at least equivalent to 60 (sixty) hours for major sanctions.

CHAPTER 5
ENFORCEMENT OF REGULATIONS
First Section
Examiner and Disciplinary Commission

Article 17

- (1) The Examiner is the person or team tasked with handling student violation cases appointed by the University's student affairs regulations section or a representative from the unit/center that handles student affairs in the related campus area.
- (2) The Examiner as referred to in paragraph (1) must consist of at least 1 (one) person and a maximum of 5 (five) people.
- (3) If necessary, the Examiner can ask for assistance from other parties within the University to participate in carrying out the examination.

Article 18

- (1) Violations that are threatened with serious sanctions are handled by the Disciplinary Commission which has the duty and authority to examine and provide suggestions or recommendations for the resolution of violations that are threatened with sanctions.
- (2) The Disciplinary Commission as mentioned in paragraph (1) consists of:
 - a. The Head or Secretary of the Department as the related Department Leader;
 - b. The Vice Rector, Senior Manager, or Manager of the unit that handles student affairs; and
 - c. Other related Unit Leaders.
- (3) If necessary, the Disciplinary Commission can request other parties to participate in the Disciplinary Commission hearing process.
- (4) Any Examiner or Disciplinary Commission member who has a conflict of interest is obliged to withdraw from examining and adjudicating the case in question.

Second Section
Report Handling Procedures
First Paragraph
Report Acceptance

Article 19

- (1) Faculty/School Leaders, Department Leaders, Laboratory Leaders, and/or Centers at the University can receive verbal or written reports regarding suspected violations.
- (2) Faculty/School Leaders, Department Leaders, Laboratory Leaders, and/or Centers should forward the reports received to the Examiner in the University's student affairs regulations section or the unit/center that handles student affairs in the relevant campus area.
- (3) The Examiner should verify the completeness of the report submitted by the Faculty/School Leader, Department Leader, Laboratory Leader, and/or Center.
- (4) The completeness of the report as intended in paragraph (3) at least consists of:
 - a. The identity of the person reporting;
 - b. Reliable supporting evidence;
 - c. An active telephone number/email that can be contacted; and
 - d. A statement of the truth/validity of the data and information provided.
- (5) In the event that the report is declared incomplete, the Examiner should ask the person reporting to complete the report no later than 7 days from the date of response to the report.
- (6) The Examiner has the authority not to follow up on reports that are incomplete and have not been corrected even though completeness has been previously requested, based on the approval of the Manager at the unit/center from which the examiner originates.

Second Paragraph
Report Expiration

Article 20

The authority to examine a report is deleted due to being expired if the Student has been declared to have graduated as a Student.

Third Paragraph
Handling Reports

Article 21

- (1) The Examiner has the right to carry out an initial examination of the completed report to determine the severity of the violation and the results are stated in the Audit Minutes.
- (2) In the event that based on the results of the initial examination as intended in paragraph (1), it is discovered that the report received is a case of a major violation, the Examiner will submit the results of the investigation to the Disciplinary Commission.

- (3) The Disciplinary Commission should conduct an examination of the person reporting, the reported person, and/or witnesses and evidence.
- (4) In the event that the reported party does not provide clarification or information as intended in paragraph (3), the report can be followed up without information from the reported party.
- (5) The Examiner, Examination Team, or Disciplinary Commission has the authority to request and retain evidence for the purposes of an investigation and inspection.
- (6) The results of the inspection are stated in the Audit Minutes which at least contain:
 - a. The identity of the reported and the person reporting, the time and place of the incident, clarification from witnesses, and other evidence;
 - b. The type of violation that was done;
 - c. The articles and regulations that were violated;
 - d. A conclusion of the Examiner;
 - e. Sanction recommendations; and
 - f. The identity of the Examiner.

Fourth Paragraph Reaching a Decision

Article 22

- (1) The Examiner, Head of the Examining Team, or Head of the Disciplinary Commission should submit the Examination Minutes along with recommendations for decisions to the Rector.
- (2) In the event that the examiner is a representative of the unit/center that handles student affairs in the relevant campus area, the submission of recommendations is made through the University's student affairs regulations section.
- (3) The Rector will determine disciplinary sanctions in the form of a Decree by considering the Examination Minutes submitted by the Examiner, Examination Team, or Disciplinary Commission.
- (4) The Rector has the authority to determine sanctions other than the forms of sanctions recommended by the Examiner, Examination Team, or Disciplinary Commission while still considering the justice, benefits, and legal certainty.
- (5) In the event that the Rector is absent, the authority to determine and sign a decision letter is delegated to another official with reference to the applicable provisions related to this matter.
- (6) In the case that the sanction given is not in writing or is a verbal warning, the sanction can be given by the Examiner or Head of the Examining Team or Head of the Disciplinary Commission.
- (7) The Examiner is obliged to submit a Decree regarding the imposition of sanctions to the relevant Student and his/her parents at least via the email recorded in the University database no later than 3 (three) days after the Decree is signed.

Third Section Objection Procedures

First Paragraph
Accepting Handling of Objections

Article 23

- (1) Students can submit written objections to the sanctions given no later than 7 (seven) days after the date of sending the Decision Letter.
- (2) Submissions of objections as intended in paragraph (1) are made in writing, accompanied by new evidence and the reasons for submitting objections to the Rector through the Examiner.
- (3) The objection examination process must be carried out no later than 30 (thirty) days after the objection is submitted.
- (4) If necessary, the Examiner can extend the examination time 1 (one) time to the person submitting the report before the examination time limit as mentioned in paragraph (3) ends.
- (5) The content of a decision or sanction that is in the process of being objected to cannot be implemented until a decision has been made on the objection.

Second Paragraph
Handling Objections

Article 24

- (1) The Examiner submits the objection document to the Examination Team or Disciplinary Commission to discuss and examine the reasons and new evidence submitted in the objection.
- (2) In the event that the reasons and evidence submitted are considered appropriate and significant in influencing the decision process, the Examination Team or Disciplinary Commission can schedule an examination hearing with the agenda of hearing the statement of the applicant's objections as outlined in an examination report.
- (3) The Examiner has the right to reject the objection request submitted without being accompanied by new evidence as intended in paragraph (1).
- (4) The Examination Minutes as intended in paragraph (3) are submitted to the Rector accompanied by a recommendation for decision.
- (5) The Rector makes decisions on objections submitted by considering the recommendations of the Examination Team or Disciplinary Commission.
- (6) The decision as intended in paragraph (5) can be in the form of:
 - a. Accept the reasons for the objection and cancel the decision to impose sanctions that was previously issued;
 - b. Reject the reasons for objection and confirm the decision to impose sanctions that was previously issued.

- (7) If the objection is fully approved as intended in paragraph (6) letter *a*, the Student has the right to have his/her good reputation restored and continue his/her study activities as before the decision letter was issued.
- (8) In the event that the objection is rejected as intended in paragraph (6) letter *b*, the Rector can add new sanctions or impose sanctions that are heavier than the sanctions stipulated in the previous decision.
- (9) The examiner is obliged to submit a decision letter regarding objections to the Student concerned and his/her parents at least via email recorded in the University database no later than 1 day after the decision letter is signed.

CHAPTER 6 TRANSITIONAL PROVISIONS

Article 25

- (1) If necessary, the Unit/Center in charge of handling student affairs can make technical instructions and/or implementing instructions to further regulate the rules and regulations for student activities as long as they do not conflict with this Regulation.

CHAPTER 7 CLOSING

Article 26

- (1) With the enactment of these regulations, Decree No. 1426/SK/PTTKK-UBN/VII/2016 concerning Campus Life Code of Conduct is declared no longer valid.
- (2) This University Regulation is effective as of the date it was established.

Established in : Jakarta
On the date : 11 August 2023

RECTOR OF BINA NUSANTARA UNIVERSITY

Signed

PROF. DR. IR. HARJANTO PRABOWO, M.M