SURAT KEPUTUSAN KETUA SEKOLAH TINGGI PARIWISATA PELITA HARAPAN
The Decree of the Dean of Pelita Harapan School of Hospitality and Tourism
No. 154/SKK-STPPH/I/2010

tentang

KODE ETIK AKADEMIK MAHASISWA
Student Code of Academic Integrity

Menimbang:
Considering:

a. bahwa Sekolah Tinggi Pariwisata Pelita Harapan sebagai suatu lembaga pendidikan tinggi berkewajiban menghasilkan lulusan yang beriman kepada Tuhan Yang Maha Esa, berintegrasi tinggi, dan beretika;
that as an institution of higher education, Sekolah Tinggi Pariwisata Pelita Harapan is committed to producing graduates who have faith in God and act according to the highest standards of integrity and ethics;
b. bahwa dalam rangka melaksanakan kewajiban sebagaimana dirumuskan dalam butir (a) tersebut di atas, perlu ditetapkan suatu kebijakan yang mengatur kode etik akademik mahasiswa;
that in order to perform the duty as stared in point (a), a student code of academic integrity needs to be issued;
c. bahwa untuk memperoleh persamaan persepsi dalam penerapan kode etik akademik mahasiswa perlu diterbitkan Surat Keputusan Koordinator Sekolah Tinggi.
that in order to obtain a uniformity of discernment on the implementation of the code of academic integrity, it needs to be regulated with a Dean's decree.

Mengingat:
In view of:

a. Undang-Undang Republik Indonesia Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional;
Act No. 20 of 2003 on National Education System;
b. Peraturan Pemerintah Republik Indonesia Nomor 19 Tahun 2005 tentang Standar Nasional Pendidikan;
Government Regulation No. 19 of the year 2005 on National Standard of Education;
c. Peraturan Pemerintah Republik Indonesia Nomor 17 Tahun 2010 tentang Pengelolaan dan Penyelenggaraan Pendidikan;
Government Regulation No. 17 of the year 2010 on Management and Administration of Education;

Memperhatikan:
Observing:

Decree of UPH Senate No. 001/SK-Senat/UPH/III/2006 on Principal Regulations on Education of Universitas Pelita Harapan, Articles 53 and 56;
The results of meetings held by the Code of Academic Integrity Committee formed on 12 April 2010 by the Vice President for Academic Affair, which,
MEMUTUSKAN
Decides

Menetapkan:
To stipulate:

KEPUTUSAN KETUA SEKOLAH TINGGI PARIWISATA PELITA HARAPAN
TENTANG KODE ETIK AKADEMIK MAHASISWA
Decree of Dean, Sekolah Tinggi Pariwisata Pelita Harapan, on Student Code of
Academic Integrity

Pertama:
Article 1:

Seluruh mahasiswa Sekolah Tinggi Pariwisata Pelita Harapan wajib mematuhi Kode
Etik Akademik Mahasiswa yang ditetapkan oleh Rektor;
All and every student of Sekolah Tinggi Pariwisata Pelita Harapan shall abide by the
Code of Academic Integrity stipulated by the Dean;

Kedua:
Article 2:

Pemberian sanksi atas pelanggaran Kode Etik Akademik Mahasiswa dilaksanakan
sesuai kebijakan dan prosedur sebagaimana tercantum dalam Lampiran dan merupakan
satu kesatuan yang tak terpisahkan dari Keputusan ini:
The imposition of sanctions for violations of the Student Code of Academic Integrity
shall follow policy and procedure set out in the Annex and constitute an integral part
of this Decree;

Ketiga:
Article 3:

Hal-hal yang belum diatur atau belum cukup diatur dalam Keputusan ini akan diatur
kemudian;
Technical matters which have not been set forth in this Decree shall be stipulated
in a separate decision;

Keempat:
Article 4:

Keputusan ini berlaku sejak tanggal ditetapkan.
This Decree shall come into effect upon the date of its issuance

Ditetapkan di
pada tanggal
Stipulated in
On

: Karawaci,
: 21 September 2010
: Karawaci,
: 21 September 2010

Ketua Sekolah Tinggi,
Dean,

Drs. Demson R.H. Goeltom, M.Pd.
SEKOLAH TINGGI PARIWISATA PELITA HARAPAN
STUDENT CODE OF ACADEMIC INTEGRITY

1. CODE

Academic integrity refers to the truthful representation of a student's academic work as only his own. Academic work can be in written, oral or digital form, such as a thesis, paper, essay, answers to tests and various types of assessments, presentations, sketches, drawings, constructions, and the like.

In all of his academic work that is expected to be undertaken only by himself, a student should at all times truly conduct such academic work by himself and represent such work as undertaken only by himself. He should not engage in any dishonest behavior, such as: 1) claiming work that was produced by others as his own; or 2) allowing his own work to be used and claimed by others.

Violations of academic integrity can extend to dishonest acts that distort the truth in the academic setting, such as forgery to change the real grade given to a student, changing or omitting bibliographic citations in a thesis to enable plagiarism, or bribing faculty members to unduly influence their honest appraisal of the student's work.

Students shall be responsible for understanding the code of academic integrity and obligated not to violate the standards of integrity in all their academic undertaking at the university. They are also expected to take an active role in encouraging their peers to respect those standards.

Faculty members share the responsibility of informing and encouraging their students to adhere to the standards of academic integrity. They need to take measures to discourage students from engaging in any academic misconduct and to report any violations of the code that they may encounter. When academic misconduct is suspected, individual faculty members must follow the policies and procedures stated in this document.

It shall be the responsibility of the university and faculties to maintain an academic atmosphere conducive to firm adherence to the standards of academic integrity. The university and faculties must ensure fair and prompt actions are taken when dealing with violations of academic integrity.

2. PROCESS FOR HANDLING CASES

2.1. If a case of academic misconduct is suspected, the lecturer or person who discovered the incident should report it to the Dean of the faculty where the student belongs to, or the faculty that offers the class where the misconduct has occurred.

2.2. The report is to be written, and supporting evidence of the misconduct needs to be attached to the report;
2.3. The Dean should call for a hearing, involving the student and the person filing the report. The Dean, at his discretion, may form a committee to assist in the evaluation of the case.

2.4. The Dean makes a written judgment on the case within 2 days after the hearing,

a) If the student is judged guilty, and he/she accepts the judgment, appropriate penalty will be imposed immediately according to the guidelines set in Part 3 of this document.

b) If the student is judged guilty, and he/she disagrees with the judgment, he/she can make a written appeal within a week from the date the judgment has been issued. The appeal should be addressed to the Vice President for Academic Affairs/Provost. The Provost re-evaluates the case and issues a judgment. This judgment is final and binding.

2.5 If a penalty is imposed, the Dean needs to send a copy of all documents related to the case to the Manager of Academic Administration (ADAk) for centralized record keeping. If the Dean is heading a faculty in which the student involved does not belong to, he should also send a copy of the documents related to the case to the Dean of the student's home faculty.

3. VIOLATIONS AND SANCTIONS

The following table sets out the various forms in which academic integrity can be violated, the levels of severity of the violation, appropriate penalty or sanction for each violation, and the officer authorized to impose the penalty.

<table>
<thead>
<tr>
<th>Violations of Academic Code of Conduct</th>
<th>Levels of Severity</th>
<th>Penalty</th>
<th>Officer Authorized to Impose Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cheating</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Getting help on a test/exam/assignment without explicit authorization from the lecturer</td>
<td>a. Minor</td>
<td>Weight of assessment item is less than 15% of total grade</td>
<td>Zero mark for assessment item</td>
</tr>
<tr>
<td>• Letting another person copy his/her work on a test/exam/assignment or similar assessments</td>
<td>b. Major</td>
<td>Weight of assessment item is at least 15% of total grade</td>
<td>Fail the course</td>
</tr>
<tr>
<td>• Submitting the same work for two or more different classes without prior authorization from the lecturer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. Acting or Using a Test Jockey
   - Impersonating another person and taking a test using a false name
   - Allowing another person to act as a test jockey

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Punishment</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Minor</td>
<td>Weight of assessment item is less than 15% of total grade</td>
<td>Fail the Course</td>
<td>Lecturer/Head of Department/Dean</td>
</tr>
<tr>
<td>b. Major</td>
<td>Weight of assessment item is at least 15% of total grade</td>
<td>Suspension / Prohibition to attend lectures for the whole semester</td>
<td>VP 1 (Provost)</td>
</tr>
</tbody>
</table>

3. Plagiarism
   - Using the words or ideas of others (published or unpublished) without explicit citation in a paper or thesis work. All borrowed words or ideas must be properly cited

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<th>Punishment</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Minor</td>
<td>Weight of assessment item is less than 15% of total grade</td>
<td>Zero mark for assessment item</td>
<td>Lecturer</td>
</tr>
<tr>
<td>b. Major</td>
<td>Weight of assessment item is at least 15% of total grade</td>
<td>1) Fail the course or, 2) Cancel the degree (in the case when the plagiarism is found after graduation)</td>
<td>Lecturer/Head of Department/Dean</td>
</tr>
</tbody>
</table>

4. Document Falsification
   - Illegally falsifying or modifying documents

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<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Minor</td>
<td></td>
<td>Fail the course</td>
<td>Lecturer/Head of Department/Dean</td>
</tr>
<tr>
<td>b. Major</td>
<td></td>
<td>Suspension / Prohibition to attend lectures for the whole semester</td>
<td>VP 1 (Provost)</td>
</tr>
</tbody>
</table>

Examples:
1) Signature of Lecturer
2) Grade mark
3) Certificate

5. Bribery
   - Giving a payment, in cash or in any kind, to a lecturer to influence the process of grading or evaluating the student's work, such as exam or thesis.

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<th>Punishment</th>
<th>Authority</th>
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<tbody>
<tr>
<td>a. Minor</td>
<td>Weight of assessment item is less than 15% of total grade</td>
<td>Fail the course</td>
<td>Lecturer/Head of Department/Dean</td>
</tr>
<tr>
<td>b. Major</td>
<td>Weight of assessment item is at least 15% of total grade</td>
<td>Suspension / Prohibition to attend lectures for the whole semester</td>
<td>VP 1 (Provost)</td>
</tr>
<tr>
<td>6. Any Other Offences</td>
<td>a. Minor Internal (within a Department/Faculty)</td>
<td>1) Zero mark for assessment item</td>
<td>Lecturer/Head of Department/Dean</td>
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<tr>
<td></td>
<td></td>
<td>2) Fail the Course</td>
<td>Lecturer/Head of Department/Dean</td>
</tr>
<tr>
<td>b. Major</td>
<td>Across faculty or repeat offenders</td>
<td>1) Suspension / Prohibition to attend lectures for the whole semester</td>
<td>VP 1 (Provost)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2) Expulsion from the University,</td>
<td>Rector</td>
</tr>
<tr>
<td>c. Major</td>
<td>Dealing with or related to outside parties</td>
<td>Expulsion from the University, Turning in to police</td>
<td>Rector</td>
</tr>
</tbody>
</table>