


Standard Operating Procedure
VIOLATION OF CODE OF CONDUCT








Faculty of Economics and Business
Brawijaya University
Malang
2018

LEMBAR IDENTIFIKASI

	BRAWIJAYA UNIVERSITY	UN10F02HK.01.02.a0015
		May 2 nd , 2018
	Violation of Code of Conduct	10
		Page i form 8

Violation of Code of Conduct

Proses	Penanggungjawab			Tanggal
	Nama	Jabatan	Tandatangan	
1. Formulation	Abdul Ghofar, SE., M.Si., DBA., Ak.	Vice Dean I		May 2 nd , 2018
2. Reviewing	Prof. Eko Ganis Sukoharsono, SE., M.Com.Hons., Ph.D.	Head of Quality Assurance Board		May 2 nd , 2018
3. Approving	Abdul Ghofar, SE., M.Si., DBA., Ak.	Vice Dean I		May 2 nd , 2018
4. Ratifying	Drs. Nurkholis, M.Bus.(Acc)., Ak., Ph.D	Dean		May 2 nd , 2018
5. controlling	Abdul Ghofar, SE., M.Si., DBA., Ak.	Vice Dean I		May 2 nd , 2018

DAFTAR ISI

A. Tujuan -----	1
B. Ruang Lingkup -----	1
C. Standar Mutu yang Terkait -----	1
D. Istilah dan Definisi -----	1
E. Urutan Prosedur -----	2
F. Bagan Alir -----	4
G. Referensi -----	7

TABEL OF CONTENTS

A. Objective -----	1
B. Scope -----	1
C. Related Quality Standards -----	1
D. Definition -----	1
E. Procedure -----	2
F. Flow Chart -----	4
F. References -----	7

A. Tujuan

1. Mengatur perlakuan atas pelanggaran yang dilakukan oleh mahasiswa dan sanksi yang dikenakan.
2. Mengatur perlakuan atas pelanggaran yang dilakukan oleh dosen dan karyawan dan sanksi yang dikenakan.

B. Ruang Lingkup

Pelanggaran Kode Etik harus diterapkan pada semua civitas akademika FEB UB, yaitu: mahasiswa, dosen dan karyawan.

C. Standar Mutu yang Terkait

Standar mutu pada *Standar Operating Procedure* mengacu kepada Standar Mutu UB dan Standar Nasional Indonesia (SNI) Sistem Manajemen Mutu (SMM)– Persyaratan ISO 9001:2008, Badan Standardisasi Nasional, dan Pedoman Akademik.

D. Istilah dan Definisi

Kode etik adalah sistem norma, nilai dan aturan profesional tertulis yang secara tegas menyatakan apa yang benar dan baik dan apa yang tidak benar dan tidak baik bagi profesional. Kode etik menyatakan perbuatan apa yang benar atau salah, perbuatan apa yang harus dilakukan dan apa yang harus dihindari.

A. Objective

1. Regulate treatment of violations committed by students and sanctions imposed.
2. Regulate treatment of violations committed by lecturers and employees and sanctions imposed.

B. Scope

Violation of the Code of Conduct must be applied to all academic community of FEB UB, namely: students, Faculty Member and Supporting Staff.

C. Related Quality Standards

Quality assurance standard of this procedure based on UB's quality assurance standard and Indonesia's National Standard (SNI) quality management system (SMM) - ISO 9001:2008 Requirements, National Standard Board.

D. Definition

A code of Conduct is a system of norms, values and written professional rules that expressly state what is right and good and what is not right and not good for professionals. The code of Conduct states what actions are right or wrong, what actions should be done and what should be avoided.

E. Urutan Prosedur

1. Bila terjadi pelanggaran kode etik yang dilakukan oleh mahasiswa/i, maka prosedur penyelesaiannya adalah:
 - a. Laporan pelanggaran kode etik diterima oleh ketua jurusan.
 - b. Ketua jurusan mengisi berita acara yang berisi jenis pelanggaran, waktu dan tempat terjadinya pelanggaran.
 - c. Ketua jurusan menyerahkan berita acara pelanggaran kepada Badan Pengelola Bimbingan dan Konseling (BPBK).
 - d. BPBK memanggil mahasiswa/i yang bersangkutan untuk memperoleh informasi lebih lengkap.
 - e. Bila BPBK menilai pelanggaran tersebut termasuk kategori ringan, BPBK cukup memberi nasehat/ peringatan/ teguran kepada mahasiswa/i yang bersangkutan.
 - f. Bila pelanggaran dinilai termasuk kategori berat, dengan merujuk pada Buku Pedoman Akademik FEB UB, maka BPBK memberikan rekomendasi kepada Ketua Jurusan mengenai bentuk hukuman yang sesuai.

E. Procedure

1. If a code of conduct violation is committed by a student, the resolution procedure is:
 - a. Reports of violations of the code of ethics were received by the Head of Department.
 - b. The head of the department fills out minutes of the violation, the time and place of the violation.
 - c. The head of the department submits the minutes of violation to the Guidance and Counseling Management Agency (BPBK).
 - d. BPBK calls the students concerned to obtain more complete information.
 - e. If the BPBK considers the violation to be a minor category, the BPBK will only provide advice / warning / reprimand to the student concerned.
 - f. If the violation is considered to be a severe category, with reference to the FEB UB Academic Handbook, the BPBK gives recommendations to the Head of the Department regarding the appropriate form of punishment.

- g. Ketua Jurusan menjatuhkan sanksi kepada mahasiswa/i tersebut.
- g. The Head of the Department imposed sanctions on the student.
2. Bila terjadi pelanggaran kode etik yang dilakukan oleh dosen/karyawan, maka prosedur penyelesaiannya adalah:
- If a code of conduct violation is committed by a Faculty Member or Supporting Staff, the resolution procedure is:
- a. Laporan diterima oleh Wakil Dekan II (WD II).
 - a. Vice Dean II received the violation report.
 - b. Bila pelanggaran kode etik tergolong ringan, WD II cukup memberi peringatan/teguran kepada yang bersangkutan.
 - b. If the violation of the code of Conduct is classified as minor, WD II is sufficient to give a warning / reprimand to the person concerned.
 - c. Apabila pelanggaran kode etik tergolong berat, WD II selaku sekretaris senat fakultas komisi B, mengundang rapat senat komisi B, untuk membahas pelanggaran tersebut.
 - c. If the violation of the code of ethics is classified as major, WD II as the secretary of the commission B faculty senate, invites the Senate Commission B meeting, to discuss the violation.
 - d. Senat komisi B menyampaikan draft rekomendasi mengenai sanksi yang bisa diterapkan. Draft tersebut diserahkan kepada ketua senat untuk dirapatkan dalam rapat pleno senat fakultas.
 - d. Senate commission B submits a draft recommendation on sanctions that can be applied. The draft was submitted to the head of the senate to be closed in a faculty senate plenary meeting.
 - e. Ketua senat fakultas mengundang seluruh anggota senat fakultas untuk membahas rekomendasi senat komisi B dalam rapat pleno.
 - e. The head of the faculty senate invited all members of the faculty senate to discuss the recommendations of the commission B senate in the plenary meeting.
 - f. Rapat pleno senat menghasilkan rekomendasi kepada ketua senat mengenai bentuk sanksi/
 - f. The Senate Plenary Meeting give recommendations to the Head of Senate regarding the form of sanctions / solutions

solusi atas pelanggaran kode etik tersebut.











- g. Ketua senat fakultas melaksanakan rekomendasi tersebut dengan menerbitkan surat keputusan.

for violating the code of conduct.











- g. The head of the faculty senate carries out the recommendation by issuing a decree.

F. Bagan Alir













1. Pelanggaran Kode Etik oleh Mahasiswa

No.	Kegiatan	Pelaksana		Mutu Baku		
		Ketua Jurusan	BPBK	Kelengkapan	Waktu	output
	Mulai					
1	Ketua Jurusan menerima laporan pelanggaran kode etik			Laporan pelanggaran	-	-
2	Ketua jurusan mengisi berita acara yang berisi jenis pelanggaran, waktu dan tempat terjadinya pelanggaran			Laporan pelanggaran	1 jam	Berita acara pelanggaran
3	Ketua jurusan menyerahkan berita acara pelanggaran kepada Badan Pengelola Bimbingan dan Konseling (BPBK)			Berita acara pelanggaran	-	-
4	BPBK memanggil mahasiswa/i yang bersangkutan untuk memperoleh informasi lebih lengkap			Berita acara pelanggaran	1 jam	catatan informasi dari mahasiswa
	Termasuk pelanggaran berat atau ringan?			Berita acara pelanggaran	-	Status pelanggaran berat/ringan
5	Jika termasuk pelanggaran ringan, maka BPBK cukup memberi nasehat/ peringatan/ teguran kepada mahasiswa/i yang bersangkutan			Status pelanggaran berat/ringan	1 jam	nasehat/peringatan/teguran
6	Jika termasuk pelanggaran berat, maka BPBK memberikan rekomendasi kepada Ketua Jurusan mengenai bentuk hukuman yang sesuai <i>Note:</i> berdasarkan buku pedoman			Status pelanggaran berat/ringan	-	pemberian hukum sesuai buku pedoman
7	Ketua Jurusan menjatuhkan sanksi kepada mahasiswa/i tersebut			pemberian hukum sesuai buku pedoman	-	sanksi dijatuhkan kepada pelanggar
	Selesai					













Violation is committed by a student

No.	Activity	PIC		Standard Quality		
		Head of Departemnt	BPBK	Input	Time	output
	Start					
1	Head of Department received Reports of violations of the code of conduct			Vilolation Report	-	-
2	The head of the department fills out minutes of the violation, the time and place of the violation			Vilolation Report	1 jam	minutes of the violation
3	The head of the department submits the minutes of violation to the Guidance and Counseling Management Agency (BPBK)			minutes of the violation	-	-
4	BPBK called the students concemed to obtain more complete information			Berita acara pelanggaran	1 jam	Infomation form student
	Major or minor violations?			minutes of the violation, Information form student	-	Violation Status (Minor/Major)
5	If the BPBK considers the violation to be a minor category, the BPBK will only provide advice / warning / reprimand to the student concemed	Minor		Violation Status (Minor/Major)	1 jam	advice / warning / reprimand
6	If the violation is considered to be a Major category, with reference to the FEB UB Academic Handbook, the BPBK gives recommendations to the Head of the Department regarding the appropriate fom of punishment.	Major		Status pelanggaran berat/ringan	-	recommendations to the Head of the Department regarding the appropriate form of punishment
7	The Head of the Department imposed sanctions on the student.			recommendations to the Head of the Department regarding the appropriate form of	-	sanctions
	Finished					

2. Bagan Alir Pelanggaran Kode Etik oleh Dosen/Karyawan

No.	Kegiatan	Pelaksana			Mutu Baku		
		WD 2	Senat Komisi B	Ketua Senat	Kelengkapan	waktu (menit)	output
	Mulai						
1	Laporan diterima oleh Wakil Dekan II (WD II)				Laporan pelanggaran		-
	Termasuk pelanggaran berat atau ringan?				Laporan pelanggaran		-
2	Bila pelanggaran kode etik tergolong ringan, WD II cukup memberi peringatan/ teguran kepada yang bersangkutan.	 			Laporan pelanggaran		Teguran/peringatan
3	Apabila pelanggaran kode etik tergolong berat, WD II selaku sekretaris senat fakultas komisi B, mengundang rapat senat komisi B, untuk membahas pelanggaran tersebut				Laporan pelanggaran		Undangan rapat Senat Komisi B
4	Senat komisi B menyampaikan draft rekomendasi mengenai sanksi yang bisa diterapkan.				Undangan rapat Senat Komisi B		Draf Rekomendasi sanksi
5	Menyerahkan Draf Rekomendasi kepada ketua senat untuk dirapatkan dalam rapat pleno senat fakultas				Draf Rekomendasi sanksi		catatan rapat pleno
6	Ketua senat fakultas mengundang seluruh anggota senat fakultas untuk membahas rekomendasi senat komisi B dalam rapat pleno				catatan rapat pleno		-
7	Proses Rapat Pleno				catatan rapat pleno		rekomendasi kepada ketua senat mengenai bentuk sanksi/ solusi atas pelanggaran kode etik
8	Ketua senat fakultas melaksanakan rekomendasi tersebut dengan menerbitkan surat keputusan				rekomendasi kepada ketua senat mengenai bentuk sanksi/ solusi atas pelanggaran kode etik		Surat keputusan Sena
	Selesai						

Violation is committed by a Faculty Member or Supporting Staff

No.	Activity	PIC			Mutu Baku		
		WD 2	Senate Komisi B	Head of Senate	Input	Time	output
	Mulai						
1	WD II received Reports of violations of the code of conduct				Violation Report		-
	Major or minor violations?				Violation Report		-
2	If the violation of the code of Conduct is classified as minor, WD II is sufficient to give a warning / reprimand to the person concerned	 			Violation Report		warning / repriman
3	If the violation of the code of ethics is classified as major, WD II as the secretary of the commission B faculty senate, invites the Senate Commission B meeting, to discuss the violation.				Violation Report		Meeting Invitation
4	Senate commission B submits a draft recommendation on sanctions that can be applied.				Meeting Invitation		draft recommendation on sanctions that can be applied
5	Submit a Draft Recommendation to the head of the senate to be closed in a faculty senate plenary meeting				draft recommendation on sanctions that can be applied		plenary meeting minutes of meeting
6	The head of the faculty senate invited all members of the faculty senate to discuss the recommendations of the commission B senate in the plenary meeting				plenary meeting minutes of meeting		-
7	plenary meeting Process				plenary meeting minutes of meeting		a recommendation to the head of the senate regarding the form of sanctions / solutions for violating the code of ethics
8	The head of the faculty senate carries out the recommendation by issuing a decree				a recommendation to the head of the senate regarding the form of sanctions / solutions for violating the code of ethics		Senate Decree
	Finished						

G. Referensi

1. Manual Mutu FEB UB
2. Peraturan Dekan Fakultas Ekonomi dan Bisnis UB No. 1 Tahun 2017 tentang Pedoman Pendidikan Fakultas Ekonomi dan Bisnis Universitas Brawijaya Tahun Akademik 2017/2018.

F. References

1. FEB UB Quality Manual
2. Regulation of Dean of the Faculty of Economics and Business of UB, No. 1 of 2017 concerning Educational Guidelines for the Faculty of Economics and

3. Standar Nasional Indonesia (SNI) Sistem Manajemen Mutu (SMM) – Persyaratan ISO 9001:2008, Badan Standardisasi Nasional.
3. Indonesia's National Standard (SNI) quality management system (SMM) - ISO 9001:2008 Requirements, National Standard Board.