



**MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION  
INSTITUT TEKNOLOGI SEPULUH NOPEMBER**

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**REGULATION OF THE RECTOR OF INSTITUT TEKNOLOGI SEPULUH NOPEMBER  
NUMBER 16 OF 2019  
ON  
RIGHTS AND RESPONSIBILITIES OF THE STUDENTS OF INSTITUT TEKNOLOGI  
SEPULUH NOPEMBER  
BY THE GRACE OF THE GOD ALMIGHTY  
RECTOR OF INSTITUT TEKNOLOGI SEPULUH NOPEMBER,**

- Considering
- the regulation in the order of campus life for students that have been stipulated in the Regulation of Institut Teknologi Sepuluh Nopember Number 04709/12/KM/2009 is considered as not able to accommodate all the occurring issues.
  - to implement the provision of Chapter 61 article (3) in Government's Regulation Number 54 of 2015 about the Statute of Institut Teknologi Sepuluh Nopember, it is considered necessary to regulate the rights and responsibilities of the students of Institut Teknologi Sepuluh Nopember.
  - based on the consideration as mentioned in point a and point b, it needs to stipulate Rector's Regulation of Institut Teknologi Sepuluh Nopember;
- Bearing in mind
- Law Number 12 of 2012 about Higher Education (State Gazette of Republic of Indonesia of 2012 Number 158, Additional State Gazette of Republic of Indonesia Number 53336);
  - Government regulation Number 4 of 2014 about the Implementation of Higher Education and The Management of Higher Education (State Gazette of Republic of Indonesia of 2014 Number 16, Additional State Gazette of Republic of Indonesia 5500);
  - Government regulation Number 54 of 2015 about the statute of Institut Teknologi Sepuluh Nopember (State Gazette of Republic of Indonesia of 20155 Number 172, Additional State Gazette of Republic of Indonesia number S73);
  - The Decree of Majelis Wali Amanat of Institut Teknologi Sepuluh Nopember Number 03 of 2019 about the Assignment of Rector of Institut Teknologi Sepuluh Nopember in the Service Period of 2019 – 2024;
  - The Regulation of Academic Senate of Institut Teknologi Sepuluh Nopember Number 6 of 2017 about the Policy of Studentship Development of Institut Teknologi Sepuluh Nopember.
- Observing
- Academic Senate Consideration based on Official Report of Academic Senate Plenary Session of Institut Teknologi Sepuluh Nopember Number T/57227/IT2.SA/TU.00.03.01/2019.

It is determined

**IT IS DECIDED**

**REGULATION OF THE RECTOR OF INSTITUT TEKNOLOGI  
SEPULUH NOPEMBER ON RIGHTS AND RESPONSIBILITIES OF**

## **CHAPTER I GENERAL PROVISION**

### **Article 1**

In this regulation, what is meant by:

1. Institut Teknologi Sepuluh Nopember hereinafter called ITS is a state legal entity in the form of higher education.
2. Statute of ITS is the basic regulation of ITS management used as the foundation to arrange regulation and operating procedure in ITS.
3. Rector is ITS' organ leading the providence and the management of ITS.
4. Students are the registered learning participants at the level of higher education in ITS, not on their leaves or not having their rights lifted.
5. Faculty is an element of academic executive which constitutes a set of supporting resources in implementing and managing academic education, professional education, and/or vocational education in a group of science and technology discipline.
6. Department is an element of a Faculty/School supporting the implementation academic activities in one or more branches of science and technology in types of academic education, vocational education and/or professional education.
7. Violation is actions against the regulation of student's Rights and Educations and/or other regulations applied in ITS.
8. Sanction is actions or punishment given to those proven guilty for violating the regulation of Students' Rights and Responsibilities.
9. Academic activities are activities including teaching and learning, researching, writing scientific reports, submitting article/paper/final project/thesis/dissertation, and activities related to scientific oration, as well as ITS studentship activities.
10. Studentship activities are all activities performed by a single and/or a group of students within a student organization acknowledged by ITS and all co-curricular and extracurricular activities.
11. Violation Resolution Team, hereinafter called as TPP is a Team established by Rector to investigate violation indications against students' responsibility and provides recommendation of sanction to the Rector.

## **CHAPTER II OBJECTIVES**

### **Article 2**

- (1) This regulation is issued as a guidance in fulfilling student's rights and responsibilities in the implementation of academic activities in ITS.
- (2) This regulation is issued in order to create harmony between Student's Rights and Responsibilities in implementing academic activities in ITS.

## **CHAPTER III SCOPE**

### **Article 3**

This regulation binds the students in running their activities either inside or outside campus, during which the activities are related to the provisions applied in ITS.

### **Article 4**

The scope of this Rector's regulations covers:

- a. Students' responsibilities
- b. Students' rights,
- c. TPP, and
- d. sanctions

## **CHAPTER IV STUDENTS' RESPONSIBILITIES**

### **Article 5**

ITS students' responsibilities:

- a. Participating in academic activities provided;
- b. Paying the tuition fee charged for education implementation except for students who are freed from charges of such responsibility based on the applied regulation;
- c. Maintaining the sustainability of academic activities;
- d. Obeying the activity schedule in ITS campus;
- e. Maintaining and not abusing facilities;
- f. Maintaining the cleanliness, beauty, order and safety in the campus;
- g. Requesting a permit approved by the Rector, should students about to have activities involving ITS as an institution;
- h. Avoiding plagiarism, document forgery, and other fraud performed by a single actor and/or together with other parties;
- i. Obeying all regulations set by ITS.

## **CHAPTER V STUDENTS' RIGHTS**

### **Article 6**

- 1) ITS students' rights include:
  - a. To receive academic activity services at its best.
  - b. To receive general and academic administration service at its best;
  - c. To receive academic freedom and academic platform based on the regulation and applied law;
  - d. To receive protection over their intellectual work based on the applied regulation;
  - e. To receive health care service as well as social security warranty within ITS based on the applied regulation;
  - f. To participate in students' activities around ITS' environment;
  - g. To use the existing facilities in ITS based on the applied regulation;
  - h. To enjoy ordered, peaceful, and comfortable academic atmosphere; and
  - i. To conduct academic activities in ITS campus between 6.00 to 23.00

- 2) In term of activities in ITS campus held outside the time set as mentioned in letter i and/or activities held during holidays, a written approval from Rector or authorized official is required.

## **CHAPTER VI REPORTING**

### **Article 8**

- (1) Those who identify any violation suspects of students' responsibilities as mentioned in Article 5 letter b, letter c, letter d, letter e, letter f, letter g, and letter h should report it to the Chief of related department and/or unit of security and order of ITS.
- (2) The delivery of report as mentioned in sub-article (1) was performed by mentioning the violation suspect performed, initial evidence, and the identity of the rapporteur.
- (3) The chief of department and/or unit of security and order of ITS receiving the complaint as mentioned in sub-article (1) is obliged to investigate the complaints and keep rapporteur identity remains confidential.
- (4) The Chief of Department and/or Unit of security and order of ITS recognizing the suspect of violation of students' responsibilities is obliged to investigate the violation, and in hierarchy forward it to the related Dean.
- (5) Should a violation against student' responsibility as mentioned in Article 5, the chief of the related department should find the resolution against the violation if the effect of the violation suspect only occurs in department's scope.

### **Article 9**

- (1) Students may submit a complaint on the alleged non-fulfillment of students rights to the Chief of the Department or the authorized officials by mentioning the types of students' rights which are suspected not to be fulfilled.
- (2) The chief of the department or the authorized officials receiving the complaint as mentioned in article (1) is responsible to investigate the complaint.
- (3) Based on the complaint as mentioned in article (1), the Chief of the Department in hierarchically reports to the authorized officials.
- (4) The officials to receive the report as mentioned in article (3) must process based on the applied provisions.
- (5) The authorized officials must try their best efforts to fulfill the student's rights as mentioned in article (1).
- (6) The authorized officials to receive and process the student's report as mentioned in article (1) is obliged to protect the identity of the rapporteur.

## **CHAPTER VII VIOLATION RESOLUTION TEAM**

### **Article 10**

- (1) Based on the report of the Chief of Department and/or Unit of security and order of ITS, Dean proposes the formation of TPP to the Rector to be stipulated in Rector's Decree.
- (2) In terms of students who are suspected to have violated the students' responsibilities come from different faculties, TPP was then proposed by one of the related Deans to the Rector to be stipulated in Rector's Decree.

### **Article 11**

- (1) Rector establishes TPP
- (2) The membership of TPP should be in odd number consisting of:
  - a. 1 (one) chief who is also a member;
  - b. 1 (one) secretary who is also a member;
  - c. At least 3 (three) members, at least come from:
    1. Unit dealing with law;
    2. Directorate dealing with studentship; and
    3. Elements outside the related Faculty.
- (3) TPP members as mentioned in article (2) were appointed based on the Rector's Decree.

### **Article 12**

- (1) The chief as mentioned in Article 11 sub-article (2) letter a is responsible for calling the students reported as a suspect for violating students' responsibility and leading the investigation towards the suspect of violation of students' responsibility.
- (2) Secretary as mentioned in Article 11 sub-article (2) letter b is responsible for corresponding and record-keeping the investigation towards the suspect of violation of students' responsibility.
- (3) Members as mentioned in Article 11 sub-article (2) letter c is responsible for assisting the Chief in investigating the suspect of violation of students' responsibility.

### **Article 13**

TPP is in charge of:

- j. Investigating the students suspected to have violated the students' responsibility recorded in a investigation report signed by the Chief of TPP and the examinee upon a stamp;
- k. Asking for information from other parties should it be considered as necessary, and it should be written on the investigation report signed on a stamp;
- l. Listening to the defense from the suspected student and have it written in an investigation report signed on a stamp;
- m. Writing an investigation report about the suspect of violation of students' responsibility in an investigation report signed by TPP; and
- n. Providing recommendation to the Rector about the sanction.

### **Article 14**

- (1) Students who are suspected to have violated the students' responsibility are obliged to fulfill the TPP's summon.
- (2) Students who are investigated by TPP have a right to have an opportunity to defend themselves for the violation of students' responsibility they had done.
- (3) Should the student did not fulfill the TPP's summon without any valid reason, the second and third calling would be issued.
- (4) Students who do not come to fulfill TPP's summon as mentioned in article (3) may be punished with the sanction based on the applied provision.

## **CHAPTER VIII**

### **SANCTION**

#### **Article 15**

- (1) Each and every student who is proven to have violated student's responsibility as mentioned in Article 5 letter b, letter c, letter d, letter e, letter f, letter g, and letter would be sanctioned.
- (2) Sanction as mentioned in sub-article (1) covers:
  - a. Light sanction such as:
    1. An apology written in a statement letter of apology;
    2. A statement of regret written in a letter of regret; and/or
    3. An attitude statement expressing willingness to be charged with harder punishment should s/he repeats her/his action violating different student's responsibility.
  - b. Medium sanction such as:
    1. A responsibility to replace any damage/loss for his/her actions;
    2. Cancellation of part or all learning evaluation result, cancellation of one or more subjects, cancellation of all subject in one semester;
    3. Social work; and/or
    4. Cancellation of studentship status for a certain period of time.
  - c. Hard sanction such as:
    1. Cancellation of studentship status permanently; and/or;
    2. Surrender the student to the authorized party should the violation involve criminal actions.

#### **Article 16**

- (3) The official who has the authority to give sanction is Rector.
- (4) The official as mentioned in sub-article (1) may delegate his/her authority to the Dean.

#### **Article 17**

- (5) The actor of violation may propose a written request for leniency to the rector within 7 (seven) calendar days after receiving Decision Letter as mentioned in Article 16 sub-article (1).
- (6) Rector's answer over the request mentioned in sub-article (1) should be given at least 7 (seven) calendar days since the request received by the Rector and it is final.

#### **Article 18**

The term of duty of TPP ends when the process is considered completed by Rector.

## **CHAPTER IX CLOSING**

#### **Article 19**

Once this Regulation of the Rector applied, all regulations and provisions in ITS which are against this regulation is canceled and no longer applied.

#### **Article 20**

This Regulation of the Rector starts to apply on the date stipulated.