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# Student Rules and Discipline

UNIVERSITY OF MUHAMMADIYAH MALANG

**STUDENTS  
TODAY  
LEADERS  
TOMORROW**



**NO DAY WITHOUT ACHIEVEMENT  
THERE IS NO ACHIEVEMENT THAT IS NOT APPRECIATED  
NO VIOLATION IS NOT PENALIZED**

BIDANG  
**KEMAHASISWAAN DAN ALUMNI**  
UNIVERSITAS MUHAMMADIYAH MALANG  
Jl. Raya Tlogomas No. 246 Malang, Telp/Fax 0341-464320

## **RECTOR REGULATION**

**Number: 03 Year of Establishment 2022**

**Regarding**

**Student Rules and Discipline**

**University of Muhammadiyah Malang**

**Bismillahirrohmanirrohim**

**The Rector of University of Muhammadiyah Malang:**

- Considerate : a. That University of Muhammadiyah Malang as Islamic Higher Education in which carries out a mandate to organize an education to form a noble personality human being with the spirit of *amar ma'ruf nahi munkar; (together in line of kindness and disapprove badness)*.
- b. That in order to form a noble personality student, it is needed to do the system of development that pays attention to these aspects faith and intellect according to Muhammadiyah values;
- c. That to fulfill the purpose as and developments in the world of education and an increasingly complex national society disciplinary regulations need to be adjusted students who are the basis and direction shape the character and personality of University of Muhammadiyah students.
- d. That based on such considerations in point a, b, and c it is necessary to establish Rector Regulations Concerning Student Discipline Regulations University of Muhammadiyah Malang.
- Acknowledge : 1. Law Number 20 of 2003 concerning National Education System.
2. Law Number 12 of 2012 concerning Higher Education.

3. Government Regulation Number 4 of 2014 concerning Implementation of Higher Education and Management of Higher Education.
4. Regulation of the Minister of Research, Technology and Education Higher Education Number 55 of 2018 Concerning Guidance Pancasila Ideology in Student Activities at University.
5. Regulation of the Minister of Education, Culture, Research and Technology Number 30 of 2021 Concerning Prevention and Handling of Sexual Violence in Higher Education Environment.
6. Muhammadiyah Central Leadership Guidelines Number 02/PED/I.0/B/2012 Concerning Higher Education Muhammadiyah.
7. Provisions of the Central Leadership Higher Education Council Muhammadiyah Number: 178/KET/1.3/D/2013 About the Elaboration of Higher Education Guidelines Muhammadiyah.
8. Statute of University of Muhammadiyah Malang Year 2020.
9. Rector Decree No. 31/VIII/2020 of 2020 on Academic Regulations University of Malang Muhammadiyah.

Notice : The results of the University of Muhammadiyah Malang Leader board Meeting, on May 24, 2022.

DETERMINE:

Establish : RECTOR'S REGULATION ON UNIVERSITY OF MUHAMMADIYAH MALANG STUDENT DISCIPLINE REGULATIONS.

## **CHAPTER 1**

### **GENERAL PROVISION**

#### **Section 1**

In this regulation what is meant by:

1. Student Discipline Regulations at the University of Muhammadiyah Malang are Regulations regarding the obligations and rights of students in following curricular, co-curricular and/or extracurricular activities, which include disciplinary regulations as well as violations and sanctions for students of University of Muhammadiyah Malang.
2. Academic activities are student activities that aim in mastery of skills and self-development of discipline knowledge taken in lectures in accordance with the curriculum. These activities are also known as curricular activities. this activity is the main activity of lectures carried out with using the allocation of time and place that has been determined in curriculum program structure.
3. Discipline violations are every word, writing, attitude, behavior and/or acts that violate student discipline rules.
4. Sanctions for disciplinary violations are actions taken by officials who may be imposed on students who violate the rules discipline.
5. Officials authorized to impose sanctions are officials who authorized to make decisions and impose disciplinary sanctions for student;
6. Muhammadiyah Central Leadership Guidelines Number 02/PED/I.0/B/2012 Concerning Higher Education Muhammadiyah.
7. Active students are students who are actively registered at the University Muhammadiyah Malang in the semester of the Academic year in progress.
8. Inactive students are students who take leave without permission by not carrying out her-registration (paying a fee lectures) on time in the semester of that Academic year in progress.
9. Students on leave are students who submit applications for not participating in academic activities within a certain period of time and has obtained the approval of the authorized unit official University of Muhammadiyah Malang.
10. Suspending students are students who are not allowed to participate in academic activities and experience revocation of rights as a student for a certain period of time due to violation of Discipline regulations committed by students.
11. Drop Out Students (drop out of study/college) are students who are not allowed to continue their studies at the university Muhammadiyah Malang because it does not meet the evaluation criteria Study Success determined by University of Muhammadiyah Malang in order to improve the quality of education in the environment of University of Muhammadiyah Malang.
12. Alumni are students who have completed their studies with holds an academic degree from the University of Muhammadiyah Malang.

13. Authorized officials are University Leaders and/or Faculty/Directorate leaders who are given the authority to impose student disciplinary violation sanctions.
14. University leaders is the Rector and Vice Rector in the University of Muhammadiyah Malang.
15. Faculty/Directorate leaders are the Dean/Director, Deputy Dean/Vice Director, Head and Secretary of the study program within the University of Muhammadiyah Malang.
16. University officials are educational staff or lecturers appointed in his position as a structural official in the University of Muhammadiyah Malang.
17. Education personnel are members of the community who provide contribution of energy and mind to work and appointed officially to support the implementation of higher education in the University of Muhammadiyah Malang.
18. Lecturers are professional educators and scientists who have a duty The main focus is transforming, developing and disseminating science and technology through education, research and community service within the University of Muhammadiyah Malang.

## **CHAPTER II**

### **RIGHTS AND OBLIGATIONS OF STUDENTS**

#### **PART ONE**

#### **Obligations Of Students**

##### **Section 2**

##### **(1) Basic Student Obligations:**

- a. Loyal and fully obedient to Pancasila, the Law 1945 Constitution, State and Government;
- b. Uphold the honor and dignity of students, almamater and Muhammadiyah Association;
- c. Obey the student's oath/pledge based on the rules applicable;
- d. Carry out all university regulations either directly relating to their obligations and those that apply in general;
- e. Maintaining and enhancing the integrity, cohesiveness, unity, and the student union of the University of Muhammadiyah Malang;

- f. Not committing acts of violence either verbally or physically including sexual violence against all academicians in Malang Muhammadiyah University;
  - g. Comply with all applicable laws and regulations;
- (2) Main Responsibilities of Students:
- a. Immediately report to the University Leaders and/or Faculty/Directorate, if you know there are activities that possibly endanger the existence and great loss of University of Muhammadiyah Malang;
  - b. Comply with all provisions regarding the teaching and learning process;
  - c. Creating and maintaining a good learning atmosphere;
  - d. To well use and maintain university-owned facilities;
  - e. Dress neatly and politely and act and behave politely courtesy towards fellow students and/or the other academic community;
  - f. Maintain Mutual respect between fellow students and/or other academic community;
  - g. Be an example as a good citizen in society;

## **Part Two Rights of Students**

### **Section 3**

Every student has the right:

- a. Participate in all curricular activities at the faculty/department selected on the condition that it fulfills the specified requirements, in accordance with applicable regulations.
- b. Participate in all co-curricular and extra-curricular activities organized by student organizations in university environment provided that it meets the requirements determined according to the regulations in force.
- c. Get administrative services, health / insurance, scholarships, student coaching as well as the information needed with follow the procedures set out in accordance with applicable regulations.
- d. Using and or utilizing the facilities owned by the University following the procedures set out in accordance with the regulations apply.
- e. Get protection from the University from interference or threat of anyone when participating in curricular, co-curricular activities and extracurriculars organized by the University of Muhammadiyah Malang by following the established procedures in accordance with applicable regulations.
- f. Delivering self-defense by providing information on during the investigation of disciplinary violations imposed on students by following the appropriate procedures applicable regulation.

**CHAPTER III  
STUDENT DISCIPLINE RULES**

**Part One  
General Meaning**

**Section 4**

- (1) Student Discipline Violations are detailed as follows:
  - a. Serious Violation;
  - b. Moderate Violation; And
  - c. Minor Violation;
- (2) Every student who violates basic obligations is included in the category of serious violation.
- (3) Every student who violates the main obligation is included in the category of moderate violation.

**Section 5**

- (1) To uphold the life discipline of University of Muhammadiyah Malang, all students are required to read and understand this Regulations of discipline, which is in accordance with the work culture of University of Muhammadiyah Malang.
- (2) Discipline as referred to in paragraph (1) is manifested by carry out and comply with all stipulated Disciplinary Rules.

**Part Two  
Student Discipline Violations**

**Section 6**

- (1) Actions that fall into the qualifications of Serious Violations are detailed as follows:
  - a. Do things that can lower the honor and dignity of students, almamater and Muhammadiyah Association;
  - b. Abusing/misusing student status, facilities and/or items, money, or documents belonging to the University contrary to the vision, mission and goals of higher education held by UMM;
  - c. Own, sell, buy, mortgage, rent, or lending facilities and/or goods, documents, or letters belonging to the University illegally;

- d. Doing joint activities with fellow students, employees, lecturers, elements of leadership at all levels, or other people in inside or outside the University with the aim of profit individuals, groups, or other parties, directly or indirectly directly disadvantaging the University;
- e. Doing negative actions with the intention of retaliating revenge against fellow students, employees, lecturers, elements leaders at all levels, or others within and across outside the University;
- f. Entering places that can dishonor the honor or the dignity of students, alma mater, or the Organization of Muhammadiyah, except for legitimate interests according to regulations applicable at the University and/or applicable laws and regulations;
- g. Act arbitrarily against fellow students, employees, lecturers and/or members of the University leadership at all levels;
- h. Obstructing the ongoing process of educational activities, activities employees and/or other legitimate activities held by or with the permission of the University;
- i. Leaking and/or exploiting university secrets known because of position for personal gain, group, or other party;
- j. Make illegal levies in any form carry out their obligations and duties for personal gain, group, or other party;
- k. Directly or indirectly force by force or threats of violence, committing terror against others students, employees, lecturers, officials within the University both at inside or outside the University to do or not commit an act that is contrary to the rights or its obligations;
- l. Performing an act that is harmful or threatening health, security or safety of persons or goods;
- m. Carrying, storing, or using an item that knows or reasonably suspects self-harm and/or other people;
- n. Willfully falsifying, altering, substituting, abuse directly or indirectly and/or order others to do those things for personal interests and/or other people or an entity, documents, letters, and/or other evidence, signatures officials and/or lecturers/employees, valid stamps or stamps applies at the University.
- o. Deliberately acting as a substitute (jockey) in the exam, ask or order someone else to replace his position as a examinee is good in that exam organized by the university or other parties outside the university, cheating in exams, committing plagiarism;
- p. Refuse or are unwilling to report and/or be responsible for student activities and/or its finances based on applicable regulations;



- q. Committing theft, embezzlement and/or vandalism against goods partially or wholly owned by the university or belonging to others;
- r. Extortion, threats and/or fraud against academic community or other people;
- s. Harassing or fighting both inside and outside the university;
- t. Involved directly or indirectly in crime narcotics, psychotropics and other addictive substances and/or alcohol/liquor;
- u. Commit acts of sexual violence and/or sexual relations illegally (adultery), pornography, pornography and/or other immoral acts both inside and outside the university;
- v. Engage directly or indirectly in gambling;
- w. Doing hate speech (SARA nuances, social, political), fake news through any media addressed to anyone;
- x. Involved directly or indirectly in the movement and/or understand radicalism and/or any understanding and/or movement which is against the laws and regulations;
- y. Doing all kinds of acts that are contrary to laws and regulations, norms and/or values who live in society both inside and outside university.

(2) Actions that fall into the qualifications of Moderate Violations are detailed as follows:

- a. Using clothes and/or behavior that he knows or should be suspected of violating decency/decency norms or religious norms, such as T-shirts, sandals, hair lengthening beyond the collar for male student, dyeing hair other than black for male students, wearing earrings for male students, tattoos, wearing jewelry accessories excessively, smoking and littering, tight clothes for female student, torn/holey pants, smoking for female students, wear clothing and/or accessories which can cover the face;
- b. Doing vandalism whose contents and/or consequences can be damage goods/properties or reduce its function, disturbing order, decency, beauty and/or harm the university in general;

(3) Actions that qualify as Misdemeanors are detailed as follows:

- a. Do not carry identity as a university student during following the teaching and learning process and/or during entering/staying in the University campus area;
- b. Violating the hours of activity that apply at the University;
- c. Creating disturbances that can interfere/disturb the teaching and learning process;
- d. Disregarding the Friday call of prayer, for Muslim male students;

## **Part Three Sanction**

### **Section 7**

(1) Main Sanctions:

- a. Oral Warning;
- b. Written Warning;
- c. Temporary dismissal/suspension as a student;
- d. Dismissed as a student;

(2) Additional Sanctions:

- a. For Alumni, their Graduation Degree is revoked with all rights and obligations attached to his Graduation Degree with mechanism in accordance with the provisions of the applicable regulations.
- b. Part time social work in work units within the University of Muhammadiyah Malang or the association's business unit Muhammadiyah;
- c. Compensate for losses in the form of goods and/or money which the amount is adjusted to the level of the violation;
- d. Cancellation of courses that are being taken and/or have been taken partially or completely;
- e. Cancellation of course grades that are being taken and/or have been taken partially or completely;
- f. Losing the right to obtain administrative services.

(3) Imposition of Sanctions System:

- a. The imposition of sanctions can be carried out cumulatively or collectively alternative;
- b. Consideration of imposing sanctions cumulatively or collectively alternatives based on heavy, medium or light level of violation in accordance with these Rules.

## **Part Four Mechanism of Imposition of Sanctions**

### **Section 8**

(1) Authorized officials form the Discipline Team.

(2) The Discipline Team consists of:

- a. For the university level, appoint the Head of the Administrative Bureau Student Affairs and Alumni as Person in Charge and Vice Dean for Student Affairs, Alumni, Service Society, and Cooperation as Chairman.
  - b. For the Faculty/Directorate level appoint the Vice Dean of the Field Student Affairs, Alumni, Community Service, and Cooperation as Person in Charge and Lecturer as Chairman.
  - c. 3 (three) people or more from the elements of Lecturers and/or Personnel University Education as a member.
- (3) The Disciplinary Team is tasked with carrying out a series of examinations privately to obtain information through investigation in order to make light of an alleged act done by students.
- (4) The results of the inspection as referred to in paragraph (2) are made in writing in the form of Investigation report.
- (5) The Investigation report at least consist of:
- a. Student identity
  - b. Chronology of events;
  - c. Description of the act;
  - d. Sanction recommendations; And
  - e. Attachments.
- (6) The Investigation report submitted to Authorized Officer to be declared guilty or not followed by the imposition of disciplinary sanctions as outlined in the form Discipline Violation Decree.
- (7) The Disciplinary Violation Decree contains at least about:
- a. Student Identity;
  - b. Qualification of the type of violation; And
  - c. Type of sanction;
- (8) Official notification of the Decree is submitted to students and/or family and other related parties.

## **Section 7**

- (1) Authorities Authorized officials at the University level investigate serious violation, moderate violation, and/or minor/light violation.
- (2) Authority Authorized officials at the Faculty/Directorate level investigate moderate violations, and/or minor/light violations.
- (3) Authority Authorized officials at the Study Program level investigate moderate violations, and/or minor violations.

## **Part Five Students Rights**

## **Section 8**

- (1) A student suspected of having committed a disciplinary violation has the right submitted a plea during the examination process to the Team Discipline.
- (2) The plea as referred to in paragraph (1) is filed independently by the student concerned orally or in writing.
- (3) If during the investigation the student concerned does not attend without a valid reason, the student's right of plea is deemed not to be used.

## **Part Six**

### **Objections to Disciplinary Decision Results**

## **Section 9**

- (1) Students who have been decided to commit disciplinary violations may file an objection.
- (2) Requests for objections are submitted in writing accompanied by reasons and the basis on which the objection is made to the official authorized within a period of 14 (fourteen) days from the date of the date of receipt of the disciplinary violation decision.
- (3) Within 14 (fourteen) days after receiving the letter the objection request, the authorized official makes Decision to accept or reject the Objection.
- (4) Investigation of requests for objections, authorized officials can ask the Discipline Team to conduct a re-examination/investigation;
- (5) The results of the investigation of the application for objection shall be made in writing by including the reasons for the objection request being accepted or rejected.
- (6) Decision on objections within a maximum period of 14 (fourteen) days from the date the objection decision was made, must be submitted to students who submit objections and forwarded to related parties.
- (7) The decision on the objection is final and binding.

## **Part Seven**

### **Restoration of Rights**

## **Section 10**

- (1) If the sanctions for disciplinary violations contain sanctions suspension/suspension as a student already end, students are required to immediately report to authorized official.
- (2) Regarding the report referred to in paragraph (1), the authorized official will coordinate with related parties to restore it relevant student status.

**Part Eight**  
**Administration of Discipline Violations**

**Section 11**

- (1) Disciplinary violations committed by students and have imposed sanctions by authorized officials, administered as follows:
  - a. Deputy Dean for Student Affairs, Alumni, Service Society, and Cooperation and the Head of the Study Program takes notes violations committed by students at the level Faculty/Directorate and then reported to the Head of Bureau Student and Alumni Affairs.
  - b. The Head of Student and Alumni Affairs Bureau records every student violations at the University of Muhammadiyah Malang based on reports and from data obtained by himself as well as then carry out the character building process in accordance with applicable procedures.
- (2) The archive of records of disciplinary violations contains the serial number and name of the student violator and NIM, date of violation, type of violation, type sanctions imposed, the date of imposition of sanctions, and officials who impose sanctions.

**CHAPTER III**

**SUPERVISION AND ENFORCEMENT OF DISCIPLINE**

**Section 12**

- (1) Basically, all university officials, lecturers and functionaries Student organizations are required to supervise and enforce discipline on campus.
- (2) Completion of actions against violations, carried out through hierarchical organizational canal.
- (3) Regardless of who is violating and what the object is violated, every official and lecturer especially those related to co-curricular/ extra-curricular activities must be enforced discipline and maintain the environment,

among others by doing Verbal warning to students who commit minor violations.

- (4) Every campus member can report a violation of discipline to the authorized official accompanied by valid witnesses and evidence.

## **CHAPTER IV OTHER PROVISIONS**

### **Section 13**

- (1) If during the investigation process there is a violation of student discipline concerned died, investigation of the student in question is terminated.
- (2) If during the disciplinary sanction of the student concerned dies, disciplinary sanctions against the student concerned considered finished.
- (3) If the actions carried out by the student are related with criminal law, authorized officials can report and coordinate with the Police.

## **CHAPTER V TRANSITIONAL PROVISIONS**

### **Section 14**

- (1) Disciplinary sanctions that have been imposed prior to the entry into force of this Rule and being undertaken by the student concerned is stated remain in effect until the expiry of the sanction.
- (2) The process of investigation and imposition of sanctions is ongoing for violations of student discipline must be adjusted accordingly to this rule after the entry into force of this rule.
- (3) Other regulations that apply at the University still apply as long as it does not contrary to this Rule.

## **CHAPTER VI CLOSING**

### **Section 15**

- (1) With the enactment of this Regulation, the Rector's Regulation Number 02 Year 2020 Concerning Student Discipline Regulations are repealed and are no longer valid.
- (2) This regulation comes into effect from the date it is stipulated and If there is a mistake, it will be reviewed accordingly

Signed in: Malang

On: May 24, 2022

