

UNIVERSITAS
ALMA ATA



ALMA ATA ETIQUETTE

MAHASISWA

**ALMA ATA ETIQUETTE ALMA ATA
UNIVERSITY STUDENTS**

FOREWORD

Assalamu "alaikum Wr Wb.

Alhamdulillah we say that thanks to the help and permission of Allah SWT finally Alma Ata *Etiquette* Alma Ata University Students can be arranged properly. This book contains 7 chapters, namely General Provisions, Student Rights and Obligations, Prohibitions, Student Manners, Environmental Care, Types of Violations, and Sanctions. Our gratitude and highest appreciation go to the Alma Ata Etiquette drafting team who have worked hard, devoted their minds and exhausted their energy to compile this Alma Ata *Etiquette*. Hopefully Allah SWT will give a worthy reward and hopefully this Alma Ata *Etiquette* can encourage the formation of quality and ethical behaviour of lecturers, employees and students in the Alma Ata University Community and to ensure the maintenance of order in the Alma Ata University environment in order to realize excellent service for the community.

May Allah SWT bless all our efforts and good endeavours and may Allah SWT honour and maintain the existence of Alma Ata on earth.

Wassalamu "alaikum Wr Wb.

Yogyakarta, 24 February 2016

Rector of Alma Ata University,

Prof Dr Hamam Hadi, MS, Sc.D

TABLE OF CONTENTS

FOREWORD	
TABLE	OF
CONTENTS.....	
DECREE OF THE RECTOR OF ALMA ATA UNIVERSITY	
ADAB INSAN ALMA ATA	
MUKADIMAH	
ADAB ALMA ATA STUDENT.....	
CHAPTER I. GENERAL PROVISIONS	
CHAPTER II. STUDENT RIGHTS AND OBLIGATIONS.....	
Article 1. STUDENT RIGHTS	
Article 2. STUDENT OBLIGATIONS.....	
CHAPTER III. RESTRICTIONS	
CHAPTER IV. STUDENT MANNERS.....	
CHAPTER V. ENVIRONMENTAL AWARENESS.....	
CHAPTER VI. TYPES OF OFFENCES.....	
Article 3. SPECIAL OFFENCES.....	
Article 4. MINOR OFFENCES	
Article 5. MEDIUM OFFENCE	
Article 6. GROSS MISCONDUCT	
Article 7. VERY SERIOUS OFFENCES	
CHAPTER VII. SANCTIONS	
Article 8. TYPES OF SANCTIONS.....	
Article 9. MONITORING PROCESS.....	
Article 10. PARTIES AUTHORISED TO IMPOSE SANCTIONS....	

DECREE OF THE RECTOR
OF ALMA ATA UNIVERSITY
NUMBER: 035/A/SK/UAA/11/2016

ABOUT
Alma Ata Regulations Student *Etiquette*

Rector of Alma Ata University

Weighing in

- a. That for the implementation of the Tridarma of Higher Education at Alma Ata University Yogyakarta well, quality and ethical human resources are needed.
- b. That in order to encourage the formation of student behaviour as a quality and ethical Alma Ata University Community and to ensure the maintenance of order in the Alma Ata University environment for the realisation of excellent service for the community, it is necessary to establish a Code of Ethics and Student Discipline Regulations at Alma Ata University, hereinafter referred to as the Alma Ata Student *Etiquette* Regulations.
- c. That the change in the form of Alma Ata Health College to Alma Ata University, it is deemed necessary to adjust the Alma Ata *Etiquette* Decree.

Remembering

- a. Law No. 20/2003 on the Education System National
- b. Government Regulation No 19 of 2005 on National Education Standards
- c. Deed No6, Year2006 on the Establishment of theAlmaAta Foundation;
- d. Deed No 15, Year 2009 on the Resolution of the Meeting of Trustees of Alma Foundation Ata;
- e. Decree of the Chairman of the Alma Ata Foundation Number 066IA/SK/YAA/XII/2015 concerning the appointment of the Rector of Alma Ata University Yogyakarta.
- f. Decree of the Minister of Research, Technology and Education Number: 155/KPT/I/2016 concerning the Change of Form of Alma Ata College of Health Sciences in Bantul Regency, Yogyakarta Special Region to Alma Ata University in Bantul Regency, Yogyakarta Special Region, organised by the Alma Ata Foundation in Bantul Regency, Yogyakarta Special Region.
- g. Decree of the Chairman of the Alma Ata Foundation Number 066/YAA/SDM/XII/2015tentang Appointment of the Rector of Alma Ata University.

Take note

- a. Statuta UniversitasAlma Ata
- b. Input from the Rector of Alrra Ata University

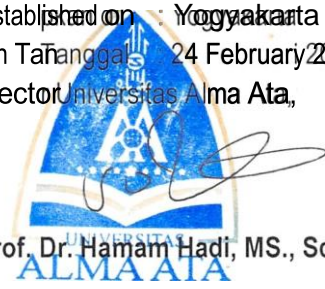


DECIDE

Establish:

- First Alma Ata *Etiquette* Regulation for Students of Alma Ata University Yogyakarta. This
- Second Alma Ata *Etiquette* Student Regulation applies to all students of Alma Ata University.
- Third When this Rector's Decree comes into effect, the Acting Rector's Decree Number: 012/A/SK/Act Rector/PT/AA/IV/2013 concerning Alma Ala *Etiquelte* Regulations is revoked and declared invalid.

Established on : Yogyakarta
On Tanggal : 24 February 2016
Rector Universitas Alma Ata,



Prof. Dr. Hamam Hadi, MS., Sc.D., Sp.GK.

Copy

- 1. Vice Chancellor I
- 2. Vice-Chancellor II
- 3. Vice-Chancellor III
- 4. All Directors
- 5. All Deans
- 6. All Heads of Units/Institutions
- 7. Arsip

ADAB INSAN ALMA ATA

MUKADIMAH

Identity is part of the totality of interactions between character and personality that will form a *self concept* and *self image*. How this identity is formed is highly dependent on conditioning patterns that are adjusted to the values and goals that are owned. The development of each individual in a system is a dynamic that becomes a factor in the process of identity formation. Optimisation of the system owned by the institution is one of the absolute requirements for the formation of a stable identity and is not displaced by external changes that occur. To form a self-identity, it is necessary to understand internal factors, both physically and psychologically, and also external factors, both the existing social or cultural environment. This self-identity not only leads to what already exists, but also leads to what is desired in the future, expectations, standards and goals to be achieved in the future.

Since its establishment in 2006, Alma Ata University has aimed to produce graduates who are professional, have a global vision and have noble character. For this reason, in the implementation of the teaching and learning process, Alma Ata University presents a holistic education that not only produces graduates who are competent in their fields but also graduates who have character and spiritual intelligence. The values owned by Alma Ata University (*Alma Ata Values*), cannot be separated from the original purpose of the establishment. Currently, the value system at Alma Ata University refers to three *Core Values*, namely Alma Ata, We Are Healthy and LIFE. Without leaving these three *Core Values*, in the process of identity formation, Alma Ata University strives to implement them in every agenda of academic and non-academic activities on the Alma Ata campus. This identity is not only about the institution's logo, but rather the internalisation of the three *core values* of Alma Ata University into every person in the academic community. This is a challenge for all components of the institution, so that the implementation of these values must be described concretely. So that all patterns of thinking (cognition), feeling (affection), behaving (psychomotor), and belief (spiritual) of all academicians lead to existing values. This will eventually become the institution's identity.

**ADAB STUDENTS OF
ALMA ATA UNIVERSITY**

**CHAPTER I
GENERAL
PROVISIONS**

1. Student manners are provisions that regulate student rights and obligations, prohibitions, manners, and sanctions for students who commit violations.
2. Students are learners who are registered and studying in a particular study programme
3. Student rights are something that students have in relation to their functions and roles as citizens of Alma Ata University.
4. Student obligations are something that must be done in relation to their functions and roles as citizens of Alma Ata University.
5. A prohibition is any action that a student should not do.
6. Adab / manners are customs, habits, norms, and rules of courtesy that need to be followed in everyday campus life by students, related to their rights and obligations as students.
7. An offence is an act that is not in accordance with the prevailing rules and norms.
8. Sanctions are academic and or administrative penalties imposed on students who commit offences.

**CHAPTER II
STUDENT RIGHTS AND OBLIGATIONS**

**Article 1
RIGHTS**

Every student has rights:

1. Exercising academic freedom responsibly to pursue and study knowledge in accordance with the norms and morals prevailing in the academic environment;
2. Receive the best possible teaching and academic services
3. Utilise facilities in order to facilitate the learning process;
4. Receive academic guidance from lecturers
5. Obtaining information services related to the study programme followed and its learning outcomes;
6. Obtaining welfare services in accordance with applicable regulations/ provisions;
7. Utilise the resources owned by Alma Ata University in accordance with applicable regulations;
8. Participated in student organisation activities at Alma Ata University;
9. Receive awards for achievements obtained in accordance with applicable regulations / provisions.

**Article 2 DUTIES
OF STUDENTS**

Every student has obligations:

1. Comply with all rules / regulations that apply in the Alma Ata University environment
2. Participate in maintaining facilities and infrastructure as well as cleanliness, order and security;
3. Pay tuition fees except for students who are exempted from these obligations in accordance with applicable regulations;
4. Maintain the authority and good name of Alma Ata University

**CHAPTER
III
PROHIBITI
ON**

Every student is banned:

1. Taking actions that are contrary to the rules / regulations or norms that apply in the Alma Ata University environment
2. Misuse the name of the institution and all forms of signs / attributes of Alma Ata University for the benefit of oneself or others or certain groups;
3. Falsifying or misusing scientific papers, letters, documents, grades, signatures and recommendations from officials, lecturers, Alma Ata University for personal, other people's or groups' interests and benefits;
4. Unauthorised use of facilities belonging to Alma Ata University;
5. Storing, possessing, or using, renting equipment, goods belonging to Alma Ata University unlawfully;
6. Stealing, defacing, and damaging rooms, buildings, equipment and facilities belonging to Alma Ata University
7. Causing disorder and division on the Alma Ata campus;
8. Irresponsibly using facilities and funds for activities;
9. Behaving in violation of moral norms, insulting, defaming Alma Ata University, or applicable regulations;
10. Carrying, storing, distributing, consuming, trading alcohol or illegal drugs both on and off campus;
11. Threatening, blackmailing, or terrorising officials, lecturers, employees and students so as to disturb others;
12. Carrying, storing, or using sharp weapons, firearms, or items that can endanger oneself and/or others;
13. Conducting fights in the Alma Ata University campus environment.

CHAPTER IV
ADAB - STUDENT ADAB

1. DUTY OF MEETING
 - a. Greeting by standing
 - b. Shake hands if same sex while saying "Assalamu 'alaikum Warahmatullahi Wabarakatuh "
 - c. Kiss the hand by placing the hand on the nose, while bowing slightly and taking the hand of the elder, but not so much that it resembles bowing.
2. ADAB SHAKING HANDS
 - a. Same-sex couples shake hands by facing their bodies
 - b. Different types simply put both hands in front of the chest and while slightly lowering the body
3. MANNERS OF SPEECH
 - a. Speak with polite language
 - b. Not too loud but not too quiet either.
 - c. Bright facial expressions
 - d. Not laughing too much
4. MANNERS TOWARDS ELDERS
 - a. Speak politely and courteously
 - b. Come when called
 - c. Must not precede when walking hand in hand
5. MANNERS OF WALKING IN PUBLIC
 - a. You can't walk while joking
 - b. Two-by-two maximum, no clusters blocking the road.
 - c. If passing in front of parents / assembly must bow slightly
6. ADAB RECEIVING GUESTS / MEETING NEW PEOPLE
 - a. Greeting with standing and bright facial expressions
 - b. Shake hands
 - c. Invite to sit down
 - d. Pay attention to guests so they don't feel like they're being "taken care of".
7. MANNERS OF ASKING FOR HELP
 - a. Ask with polite language
 - b. Ask with a good face
 - c. Saying thank you
 - d. If there are shortcomings in the work, convey them politely
8. MANNERS IN THE PRAYER ROOM
 - a. Maintain the peace of the prayer room
 - b. Switch off mobile phones/laptops and other digital devices
 - c. When praying, you must join the congregation

9. MANNERS OF EATING & DRINKING
 - a. Eating and drinking while sitting
 - b. Reciting the prayer/bismillah
 - c. If you forget to recite the Bismilah then recite the prayer "Bismillahi Fil awali wal akhiri".
 - d. Not criticising the food being eaten
 - e. Offer food if someone else is present
 - f. Finish the food that has been taken
 - g. Reciting hamdalah
10. GOOD USE OF TIME
 - a. Not spending time joking around
 - b. Do a lot of dhikr
11. ADAB READING AL QURAN
 - a. Doing ablution
 - b. Covering the aurat
 - c. Put the Quran on a high place, at least at the level of the stomach, do not put it on the floor
12. MANNERS OF EXPRESSING OPINIONS
 - a. Students who will express their opinions in public on campus must notify the rector in advance;
 - b. Students who express their opinions/aspirations are entitled to a response, legal protection and security guarantees;
 - c. Students who express their opinions must obey the applicable rules / regulations;
 - d. The form of expressing opinions is done through dialogue with academic nuances complemented by written opinions;
 - e. Other forms of expression may be possible while still prioritising dialogue;
 - f. Procedures for expressing opinions:
 - The plan for expressing opinions is submitted in writing to the relevant officials containing the aims and objectives, topics/issues to be conveyed, the person in charge of the implementation, the number of participants, the time, place of implementation, the length of time required, and the relevant officials to be met;
 - The submission plan must be submitted at least 2 days prior to the submission.
13. SOCIAL MANNERS (TAARUF, TAFAHUM, TAAWUN, TASAMUH, TAKAFUL)
 - a. Not being in the same room with someone of the opposite sex
 - b. No contact with non-muhrim (shaking hands, nabok, holding hands)
 - c. Develop a spirit of kinship and mutual respect by not differentiating between socio-economic backgrounds, ethnicities, and groups;
 - d. Develop social sensitivity, solidarity and solidarity among others;

- e. Develop good manners in behaviour and thinking;
- f. Showing respect and appreciation for officials, lecturers and employees by avoiding excessive talking / joking in front of the lecture hall, office space so as to interfere with lecture activities and other official activities.

14. COMMUNICATION MANNERS

- a. Student manners towards the leaders of the department / Prodi, faculty, and University.
 - Get to know the leaders in the department/prodi, faculty, and University.
 - Pay attention to and study the explanations received from the leaders of the department/prodi, faculty, and University.
 - Carry out tasks received from department leaders, faculty study programmes, and the University.
 - Use polite language.
- b. Student manners towards lecturers include:
 - Get to know the lecturers in the neighbourhood;
 - Be respectful to every lecturer;
 - Consultation meetings with lecturers should be by appointment;
 - Uphold academic honesty.
- c. Student manners towards administrative staff
 - Get to know administrative staff according to their fields and responsibilities;
 - When needing services, students need to consider the time and make their identity clear;
 - Provide clear and concise information on the purpose of meeting the administrative staff;
 - Demonstrate polite attitudes and behaviour.

15. MANNERS OF APPEARANCE

- a. Wearing clean, neat, polite, harmonious and not excessive clothing that is appropriate to the place, time and situation;
- b. Wearing the uniform that has been given from the campus according to the schedule that has been determined.
- c. For female students, it is recommended to wear clothes that do not accentuate the curves of the body.
- d. Hair should be neat with a natural cut, symmetrically balanced and proportionate overall and not covering the collar of the shirt.

16. ORGANISATIONAL MANNERS

- a. Student organisations or institutions that can be joined are those that are in accordance with PT Alma Ata's ormawa regulations.
- b. Implement student activities and programmes in accordance with applicable regulations;

- c. Maintain good relations between student organisations on and off campus;
 - d. Occupy the ormawa secretariat in accordance with applicable regulations / provisions.
17. LECTURE MANNERS
- a. Arrive on time
 - b. Follow the rules listed in the academic handbook

CHAPTER V
ENVIRONMENTAL
AWARENESS

1. Participate in maintaining campus facilities and environment;
2. Participate in maintaining the safety, cleanliness of tools ,
c l a s s r o o m / l e c t u r e r o o m furniture, and reorganising them after use.
3. Keeping the goods belonging to Alma Ata University in good condition and durable;
4. Keep the environment clean and dispose of rubbish in its proper place.
5. Participate in keeping the place of worship clean and not used for sleeping
6. Do not park vehicles outside the applicable regulations.

CHAPTER VI
TYPE OF OFFENCE

Article 3
SPECIAL OFFENCES

Specific offences include the following:

1. Throwing rubbish out of place
2. Scribbling on tables, chairs and walls
3. Not wearing the uniform according to the prescribed wearing schedule.
4. Wearing t-shirts, jeans, wearing flip-flops and having long hair / not in accordance with the adab appearance when participating in learning activities.
5. Damaging campus facilities in the form of tables, chairs and other lecture support tools

Article 4 LIGHT
OFFENCES

Minor offences include:

1. Late to attend lectures for a maximum of 30 minutes 2 (two) non-consecutive times
2. Sleeping in class during lectures.
3. Joking in class/lecture.
4. Not wearing alma mater attributes (pin, name tag, alma mater jacket) according to the scheduled time.
5. Activate, communicate and play games with mobile phones in class during lectures.

6. Violating the etiquette of eating and drinking.

Article 5
MIDDLE VIOLATIONS

Moderate offences include:

1. Committed 3 minor offences.
2. Damaging campus facilities such as tables, chairs and other lecture support tools
3. Late to attend lectures for a maximum of 15 minutes 3 (three) consecutive times - turut turut
4. Behave and speak disrespectfully during lectures.
5. Throwing fellow students into the pool
6. Violating traffic rules (against the flow of traffic in front of the campus).
7. Violating social etiquette.

Article 6
SERIOUS VIOLATIONS

1. Theft of property belonging to the campus or fellow students.
2. Plagiarism.
3. Carrying sharp weapons outside the context of learning.
4. Engage in a fight, both sides are penalised.
5. Behave and speak disrespectfully to lecturers/employees.
6. Providing false information and or falsifying biodata.

Article 7 SERIOUS
VIOLATIONS

1. Committing adultery.
2. Conducting gambling practices.
3. Carrying, using, distributing drugs.
4. Defame the alma mater.
5. Committing a criminal offence in accordance with applicable legal regulations.

CHAPTER VII
SANCTIONS

Article 8
TYPES OF
SANCTIONS

Any violation of this campus life etiquette is subject to the following sanctions:

1. Types of Sanctions for Committing Specific Offences
 - A minimum fine of IDR 50,000 (Fifty Thousand Rupiah) will be imposed and the

funds will be allocated for the benefit of the community.

2. Types of sanctions for committing minor offences
 - Oral reprimand
3. Type of Sanction Committing a Medium Offence
 - Written Reprimand
4. Types of Sanctions for Committing Serious Offences
 - Suspended from attending classes for one semester.
 - Suspended from attending classes for one year (two consecutive semesters).
 - Postponement of graduation
5. Type of sanction for committing a very serious offence
 - Revoked his rights as an Alma Ata student.
 - Cancellation of graduation.

Article 9

MONITORING PROCESS

Monitoring of all types of violations is based on CCTV footage and direct findings in the field by officers authorised to impose sanctions.

Article 10

THE PARTY AUTHORISED TO IMPOSE SANCTIONS

1. Parties authorised to impose sanctions include:
 - a. Lecturer / Head of Department / Head of Study Program / Security for the type of verbal reprimand;
 - b. Ethics Advisory Committee to provide and consider the sanction given
 - c. Director of Learning & Director of Student Affairs for suspension from attending lectures for one semester or two consecutive semesters with the knowledge of the Vice Chancellor I, Vice Chancellor III, and Chancellor.
 - d. The Chancellor as the leader of the University against the sanctions of revocation of his rights as a student of Alma Ata University, withholding certificates, and cancelling graduation.
2. The sanctioning procedure is carried out as follows:
 - a. sanctions in the form of verbal warnings can be directly delivered by the relevant parties.
 - b. every sanction other than verbal reprimand and imposition of fines, an investigation report is made by the party authorised to impose sanctions and proceed with the trial process;
 - c. summoning students who commit offences;
 - d. The trial process is attended by relevant structural officials, students who commit offences and witnesses if necessary;
 - e. Before being sanctioned in the form of a permanent decision, students who
com
mit violations are given the opportunity to defend themselves;
 - f. after hearing the defence, the relevant official decides on the sanction for the violator in

the form of a decision.

- g. The decision contains:
 - The full identity of the student who committed the offence;
 - Full consideration of the facts and evidence;
 - Rules/articles violated;
 - Type of sanction given.
- 3. Sanction procedure with fines
 - a. Upon discovery of an offence identified through CCTV camera footage the person concerned is sent a notice to appear before an authorised officer at a predetermined time.
 - b. For those who have been sent notices but do not heed the summons, they will be summoned directly to appear before the officer.
 - c. For those found directly by the officer, the person concerned will be dealt with on the spot in accordance with the procedure.
 - d. Furthermore, both points 1 to 3 are given a violation letter containing the articles violated and the amount of the fine.
 - e. Pay fines according to the offence to the finance department