



UNIVERSITAS MERCU BUANA

# Academic Integrity Guidance for Students

Mercu Buana University  
Jakarta, 2018



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## Scope

Universitas Mercu Buana (UMB) has a vision: "To become an excellent and leading university in Indonesia educating professional workforce who are ready to meet expectations of both industries and the community in the global competition by 2024".

To create professional staff, UMB academicians, including students, are required to uphold academic integrity in carrying out the Tri Dharma of Higher Education, by being honest, fair, ethical, and having mutual respect.

In order to build academic integrity, students are equipped with guidelines that explain the provisions related to it. Such guideline applies to students of all departments from diploma, undergraduate, master and doctoral programs.



## Academic Integrity

Students as members of the academic community are positioned as adult people who have their own awareness in developing their potential to become intellectuals, scientists, practitioners, and / or professionals and complete educational programs according to their individual learning abilities. In this case, students do not exceed the determined length of study and meet the academic / student / other regulations set by the Rectorate / Directorate / Faculty/Department.

In carrying out the educational process, students must uphold academic integrity. Academic integrity is a principle in which the UMB academic community must be honest, fair, ethical, and respect each other in the academic and administrative processes.

Honestly in this case is the harmony between words and actions in accordance with applicable regulations. Fair is an attitude that is free from discrimination and dishonesty. Ethical is related to moral or moral principles and related to right and wrong in doing something. Mutual respect in the academic process can be realized through the responsibility of students in participating in academic activities, respecting the rights of academic freedom, and maintaining good relations with all academic community of UMB.



## Academic Integrity Principles



Academic integrity are moral principles applied in academic environment, especially those related to truth, fairness, honesty. Values that are upheld in academic integrity include six aspects: honesty, trust, fairness, respect, responsibility, and humble. (Supriyadi, 2012).

In implementing the academic process, ten principles of academic integrity need to be understood (McCabe & Pavela, 2014). These principles are the main basis for learning activities in UMB, as follows:

1. Academic integrity is the core value of academic life that must be understood and implemented by all UMB academic community.
2. The learning process is an activity that must be carried out throughout life and makes learning a very interesting and enjoyable activity.
3. Students must explore their potential under the guidance of lecturers.
4. Understanding that internet is an invention that has great potential for the development of science. However, that great potential will be lost if the internet is not used wisely and honestly.
5. Affirming that UMB academic community have the responsibility to maintain academic integrity.
6. Defining and upholding academic integrity is the responsibility of all UMB academic community, including the clarity of learning plan which becomes the joint commitment between lecturers and students to encourage the honest academic process.
7. Agreeing the objective assessment form to foster students learning motivation.
8. Reducing and preventing opportunities for academic dishonesty by implementing clear standards and procedures.
9. Handling cases of academic dishonesty is done quickly and fairly.
10. Socializing and supporting campus academic integrity standards is the responsibility of all UMB academic community.



# Discipline, Responsibility and Right of Students

## Discipline of students, as follows:

1. To uphold the campus regulations, students are required to be discipline, which means strict adherence and obedience of each UMB student to behave in accordance with applicable rules and manners, on the basis of awareness based on Pancasila.
2. Discipline as referred to point 1 is realized by implementing and obeying all applicable regulations.

## Every student has the following rights:

1. Following all academic activities in the chosen department, if they are able to meet the specified requirements.
2. Obtaining academic administrative services as needed, by following the determined procedures.
3. Using or utilizing facilities owned by the University, by following the determined procedures.
4. Being protected by the University from interference or threats when participating in academic activities within the campus environment, and /or when participating in other activities organized by the University, by following the determined procedures.
5. Defending himself and or submitting objections to the sanctions for academic violations imposed on him, by following the determined procedures, in accordance with applicable regulations.





## Every Student has the Following Obligations:

1. Maintaining good relations and cooperating with University Leaders, Faculty Leaders, Lecturers, Administration Staff, Alumni, fellow students, and surrounding communities.
2. Being tolerant in carrying out activities both within and or around campus, by considering the interests of other academic communities and the environment around the campus.
3. Participating in academic activities in accordance with the determined schedule and conditions.
4. Being honest in making academic writing and or other academic assignments.
5. Obeying the rules and being honest in taking the exam or other tests.
6. Completing the task on time
7. Being open in consultation with lecturers
8. Maintaining classroom order and cleanliness, and smooth learning
9. Asking permission from the lecturer when going out of the room during the learning activities.
10. Wearing polite, neat and clean clothes and wearing shoes when attending classes and while on campus.
11. Bringing a student card when participating in academic activities, and wearing an almamater jacket during work visits and or other activities specified by the University



12. Being polite in speaking and behaving when expressing opinions or aspirations or in everyday interactions on campus
13. Maintaining and upholding individual and the University dignity.
14. Carrying out the tasks given or entrusted by the University with the best and full sense of responsibility, as well as providing a written report on the implementation of the tasks that have been completed, to the leader of the University or the official who assigns according to the stipulated condition
15. Using names, symbols, jackets, and all forms of university symbols well and properly
16. Maintaining the security and cleanliness of the campus environment, and participating in maintaining facilities and infrastructure belong to the University or other facilities that are within the responsibility of the University
17. Complying with all regulations set by the University.



## Types of Academic Violations

UMB students must uphold academic integrity by being honest, fair, ethical, and respecting each other in the academic and administrative process. For this reason, UMB students are not permitted to take actions that violate the academic provisions as stated below:

1. Plagiarism, the intentional or unintentional act of obtaining or attempting to obtain credit or value for a scientific work, by quoting part or all of the scientific work of another party recognized as scientific work, without stating the source properly and adequately. Plagiarism consists of, but is not limited to:
  - a. Referring to and / or quoting terms, words and / or sentences, data and / or information from a source without mentioning the source in the quotation note and / or without expressing the source adequately;
  - b. Referring to and / or randomly quoting terms, words and / or sentences, data and / or information from an adequate source;
  - c. Using sources of ideas, opinions, views, or theories without adequately stating sources;
  - d. Formulating with own words and / or sentences from a source of words and / or sentences, ideas, opinions, views, or theories without providing adequate sources;
  - e. Submitting a scientific work that is produced and / or has been published by another party as a scientific work without expressing the source adequately



**NO**  
**COPY PASTE**  
**Plagiarism**

1. Cheating, which is cheating in writing papers, examinations and other academic assignments, including but not limited to:
  - a. Copying the work of another person, with permission from that person
  - b. Allowing others to copy all or part of their own work
  - c. Telling others to do all or part of the work on behalf of someone
  - d. Doing all or part of the work of others on their behalf
  - e. Recognizing other people's work as personal work
2. Collusion, which is cheating by cooperating with others in doing independent assignments that will be given an assessment.
3. Falsification, falsification or manipulation of matters relating to implementation and / or results. Falsification includes conveying materials, equipment, research processes or other things that are not actually used.
4. Fabrication, i.e. composing, making or "beautifying" data or research results without any scientific process to be reported or published.
5. Ghosting, which is asking others (with or without incentives) to write or do assignments for certain students, examples of making reports, final assignments, and others.
6. Submitting your own work that was previously submitted to fulfill the assignments of other subjects
7. Disguising as someone else or asking someone to impersonate us in an exam or other assessment / academic activity.
8. Falsifying University academic papers or documents such as: Semester Course Plan, Semester Course Result, and / or falsifying the names or signatures of university officials, lecturers or other third parties.
9. Gratification, which is an act of pleasing others who can provide benefits for the student, such as giving a gift to the lecturer or examiner of the final project before conducting the exam.

## Actions to Minimize Academic Violations

To minimize the possibility of academic violations, students are expected to:

1. Read the academic provisions set by the University / Faculty / Postgraduate Directorate / Department
2. Comply with the academic requirements set by the University / Faculty / Postgraduate Directorate / Department
3. Be careful on lending personal work to others.
4. Prevent others from committing academic violations by reporting the actions of the suspect University / Faculty / Directorate of Postgraduate / Department
5. Maintain good atmosphere where UMB academic community work together honestly in trust, justice, respect, and responsibility.

## Handling Procedure

### Procedure of Handling Academic Violation

Academic violations will be handled according to the procedure below:

1. If UMB academic community finds academic violations committed by students, report to Directorate of Student Affairs (Ditmawa).
2. Based on the information received, Bureau of Activities and Program Control (BPKPU) will immediately conduct an initial investigation of the report by assigning the Head of the Activity Control Section (BPK) and the Head of the Environmental Development Section (BPL).
3. Followed by the investigation of the Faculty / Directorate of Postgraduate and Department where the student concerned is registered.

4. On the specified day, the Directorate of Student Affairs together with the Faculties / Directorate of Postgraduate and Department hold a meeting to consider sanctions to be imposed, with at least one ethics commission included.
5. From the results of the meeting's decision, a decree issued based on the level authorized to impose sanctions in accordance with applicable regulations.
6. Give a copy to the parents / guardians of students.

### Procedure of Handling Plagiarism

Plagiarism academic violations will be addressed according to the procedure below:

1. If plagiarism by students occurs, the Head of Department / Faculty / Directorate of Postgraduate makes a comparison between the student's scientific work and the work and / or scientific work that is allegedly a source that is not stated by the student.
2. Head of Department / Faculty / Directorate of Postgraduate asks a peer lecturer to give written testimony about the truth of plagiarism that the student allegedly committed.
3. Students suspected of plagiarism are given the opportunity to defend themselves in front of the Head of Department / Faculty / Directorate of Postgraduate.
4. If based on the comparison and the testimony of plagiarism has been proven, the Head of Department / Faculty / Directorate of Postgraduate will impose sanctions on students as plagiarists.
5. If one of the comparisons or testimonies apparently cannot prove plagiarism, then sanctions cannot be imposed on students suspected of plagiarism.

If students were not proven to have committed plagiarism, the UMB leader should return the reputation of the person concerned.

## Handling Complaints for Plagiarism

1. Acceptance of complaints by external parties of UMB is received by the Rector of UMB.
2. The Rector submits the complaint to the Head of Department to check the truth of the existence of plagiarism.
3. If there is no evidence of plagiarism, the next process is returning the reputation.
4. If plagiarism is proven, it will be further checked according to the plagiarism control procedure.

## Academic Violation Sanctions

Referring to the type of academic violations, students who commit academic violations will be subject to sanctions, as follows:

1. Written warning
2. Trial of suspension
3. Suspension
4. Drop out

The composition of sanctions mentioned above, is not a sequence or stages of imposing sanctions violations. In imposing sanctions at each level can be followed by other sanctions in accordance with the impact of violations committed or risks that become the responsibility of violators.

The following provisions impose sanctions for academic violations:


### **1. Written Warning Sanction**

- a. Written Warning Sanctions can be imposed on students if:
  - 1) Conducting academic violations, even though they have been verbally reprimanded but they also carry out similar violations.
  - 2) Conducting academic violations, and judged by officials authorized to impose sanctions should be subject to sanction of Written Warning.
- b. Students who are subject to a written warning are still permitted to attend academic and student activities as other students.
- c. If a student who has been sanctioned with a Written Warning 2 (two) times within 1 (one) semester re-commits an academic violation, he / she may be subjected to a Trial Suspension sanction.

### **2. Trial Suspension Sanctions**

- a. Trial Suspension Sanctions can be imposed on students if she/he:
  - 1) Has been given a written warning 2 (two) times in a row within a period of 1 (one) semester, but still in violation.
  - 2) Conducts academic violations, and judged by officials authorized to impose sanctions should be imposed Suspension Trial.



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- b. Students who are subjected to Trail Suspension, are still allowed to participate in all academic activities, provided that during the Trial Suspension period the students concerned try to improve themselves by actually showing good attitude and behavior; however, it is not permissible to participate in student activities.
  - c. The length of the Trial Suspension period for students who commit academic offenses is at least 1 (one) semester and a maximum of 2 (two) semesters.
  - d. If during the Suspension period it turns out that the student concerned has again committed an academic violation, the student is immediately charged

### 3. Suspension

- a. Suspension sanctions can be imposed on students if:
  - 1) During a Trial Suspension period, the academic offense is again committed.
  - 2) Conducting academic violations, and judged by officials authorized to impose sanctions should be subject to suspension.
- b. Students who are subject to Suspension are not permitted to participate in all academic activities or student activities.
- c. After the suspension period is over, the student can re-participate in academic activities and student activities. For this reason, the student must first re-register with the Learning Administration Bureau (BAP), and obtain written permission from the Faculty Dean/Postgraduate Director concerned.

- d. The length of the suspension period for students who commit academic violations is at least 1 (one) semester and a maximum of 2 (two) semesters, where the length of the suspension period is calculated in the study period.

#### **4. Sanctions Issued**

- a. Students may be subject to Sanctions if:
  - 1) During Trial Suspension and / or suspension period, committing another academic violation which is assessed by the authorized official may interfere with academic activities.
  - 2) Conducting academic violations, and judged by officials authorized to impose sanctions should be subject to sanctions Issued.
- b. Students who are sanctioned are expelled, lost all of their rights to be UMB students forever.

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