



**Translated copy**

**RECTOR REGULATION OF  
UNIVERSITAS PADJADJARAN**

NUMBER 16 OF 2020

CONCERNING

**PREVENTION AND HANDLING OF SEXUAL  
HARASSMENT AT UNIVERSITAS PADJADJARAN**

BY THE MERCY OF GOD ALMIGHTY  
RECTOR OF UNIVERSITAS PADJADJARAN,

- Considering : a. that every denizen of Universitas Padjadjaran has the right to feel safe and has the right for protection from all forms of sexual harassment;
- b. that sexual harassment at universities is at an alarming stage so that it must be handled seriously;
- c. that based on the considerations as referred to in points a and b, it is necessary to stipulate a Rector Regulation of Universitas Padjadjaran.
- In view of : 1. Law of the Republic of Indonesia Number 1 of 1946 concerning Regulations of Criminal Code (KUHP);
2. Law of the Republic of Indonesia Number 8 of 1981 concerning Law Board of Criminal Events (KUHP);
3. Law of the Republic of Indonesia Number 11 of 2008 on Electronic Information and Transactions (State Gazette of the Republic of Indonesia of 2008 Number 58, Supplement to the State Gazette of the Republic of Indonesia Number 4843);
4. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);
5. Law of the Republic of Indonesia Number 31 of 2014 concerning Amendment of Law Number 13 of 2006 on Witness and Victim Protection;
6. Law of the Republic of Indonesia Number 35 of 2014 on State Civil Apparatus (State Gazette of the Republic of Indonesia of 2014 Number 6, Supplement to the State Gazette Number 5494);
7. Law Number 5 of 2014 on the Statute of Universitas Padjadjaran (State Gazette of the Republic of Indonesia of 2015 Number 169, Supplement to the State Gazette Number 5720);
8. Government Regulation Number 4 of 2014 on the Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 5500);
9. Government Regulation Number 80 of 2014 on the Determination of Universitas Padjadjaran as a Legal Entity State University (State Gazette of the Republic of Indonesia of 2014 Number 301);
10. Government Regulation Number 51 of 2015 on the Statute of Universitas Padjadjaran (State Gazette of the Republic of Indonesia of 2015 Number 169, Supplement to the State Gazette Number 5720);
11. Decree of the Board of Trustees of Universitas Padjadjaran Number 15/UN6.MWA/KEP/2019 concerning the Appointment of the Rector of Universitas Padjadjaran for the 2019-2024 Period;
12. Regulation of the Academic Senate of Universitas Padjadjaran Number 5 of 2017 concerning the Code of Ethics for Lecturers of Universitas Padjadjaran;
13. Rector Regulation of Universitas Padjadjaran Number 46 of 2016 on the Implementation of Education at Universitas Padjadjaran;

14. Rector Regulation of Universitas Padjadjaran Number 50 of 2016 on the Implementation of Postgraduate Program;
15. Rector Regulation Universitas Padjadjaran Number 1 of 2020 on the Organizational Structure and Management of Universitas Padjadjaran;
16. Rector Regulation Number 4 of 2020 on Appointment Mechanism and Job Specification of Unpad Managers;
17. Rector Regulation Number 10 of 2020 on the Implementation and Protection of Electronic Information, Electronic Document, and Electronic Transaction in Electronic Systems at Universitas Padjadjaran;

HAS DECIDED:

To stipulate : RECTOR REGULATION OF UNIVERSITAS PADJADJARAN CONCERNING PREVENTION AND HANDLING OF SEXUAL HARASSMENT AT UNIVERSITAS PADJADJARAN.

## CHAPTER I

### GENERAL PROVISIONS

#### Article 1

In this Rector Regulation, the terms referred to as:

1. Universitas Padjadjaran, hereinafter referred to as Unpad, is a legal entity state university.
2. Unpad Statutes are the basic regulations for the management of Unpad that are used as the basis for drafting regulations and operational procedures at Unpad.
3. Rector is the part of Unpad that leads the implementation and management of Unpad.
4. The Board of Trustees, hereinafter referred to as WMA, is a part of Unpad that stipulates, provides consideration for the implementation of general policies, and carries out supervision in the non-academic field.
5. The Academic Senate, hereinafter referred to as SA, is a part of Unpad that determines policies, provides considerations, and conducts supervision in the academic field.
6. Faculty is a set of supporting resources which administer and manage academic and/or professional education in one discipline cluster of science and technology.
7. Graduate School is an academic implementing element at the Faculty level which is in charge of administering and coordinating multidisciplinary/transdisciplinary postgraduate programs.
8. Dean is the head of a faculty or school at Unpad who is authorized and responsible for the implementation of education in each faculty or school.
9. Lecturer is a professional educator and scientist with the main task of transforming, developing, and disseminating science and technology through education, research, and community service.
10. Students are learners at the higher education level at Unpad.
11. Education Personnel are community members who are dedicated and appointed with the main task of supporting the implementation of higher education at Unpad.
12. Civitas Academica is an academic community consisting of Unpad Lecturers and Students.
13. The Ad Hoc Team for Handling Sexual Harassment is a team formed to handle the issue of alleged sexual harassment at Unpad;
14. Sexual harassment is a physical or non-physical act related to sexual desire that causes other people to be condescended, insecure, and/or humiliated both inside and outside the activities of the *tridharma* of Higher Education which are parts of Unpad activities.
15. Prevention of sexual harassment is all efforts to prevent sexual harassment and repetition of sexual harassment at Unpad.
16. Handling is an action taken to follow up on an incident of sexual harassment that occurs and is reported at Unpad.
17. Victim is any person who experiences an incident of sexual harassment at Unpad.
18. Witness is a person who has heard, seen, experienced directly something related to an incident of sexual harassment.
19. Victims' rights are the rights to legal and psychological assistances during the handling process and after the completion of the case.
20. Unpad denizens are all Lecturers, Education Staff, and Students at Unpad.

## CHAPTER II SCOPE AND OBJECTIVES OF THE PREVENTION AND HANDLING OF SEXUAL HARASSMENT

### Article 2

Sexual Harassment includes physical or non-physical acts related to sexual desire that cause other people to be condescended, insecure, and/or humiliated both inside and outside the activities of the *tridharma* of Higher Education which are parts of Unpad activities;

### Article 3

The Objectives of the Prevention and Handling of Sexual Harassment include:

1. maintaining the standard of values and human dignity at Unpad, as well as protecting all Unpad denizens from all forms of Sexual Harassment;
2. preventing sexual harassment committed by and/or against Unpad denizens from happening;
3. providing services and assistances by ensuring that appropriate steps are taken in the context of handling the acts of sexual harassment committed by and/or against Unpad denizens;
4. implementing an anti-sexual harassment program at Unpad;
5. establishing a conducive environment through support for the acceptance of families and denizens of Unpad towards the victims; and
6. developing multi-disciplinary integration as an effort to prevent and handle sexual harassment at Unpad.

## CHAPTER III PREVENTION OF SEXUAL HARASSMENT

### Article 4

- (1) Preventions of sexual harassment in Unpad are in the forms of:
  - a. Disseminating anti-sexual harassment programs and policies within Unpad either conventionally or by utilizing information technology;
  - b. Conducting studies involving various disciplines.
  - c. Organizing safe and comfortable campus facilities and infrastructure.
  - d. Increasing the awareness of Unpad denizens.
- (2) Prevention as referred to in paragraph (1) is carried out by the Vice Rector in relation to the Deans of the Faculties/Schools, as well as the heads of the related work units at Unpad.

## CHAPTER IV HANDLING OF SEXUAL HARASSMENT

### Article 5

#### Mechanisms for Reporting or Complaining Sexual Harassment

- (1) The mechanisms for reporting or complaining Sexual Harassment are as follows:
  - a. If the incident of sexual harassment is committed by/against a student, then the report or complaint is submitted through the Directorate of Student Affairs and Alumni Relations.
  - b. If the incident of sexual harassment is committed by/against lecturers and/or education staff, then the report or complaint is submitted through the Directorate of Human Resources.
- (2) The report or complaint as referred to in paragraph (1) is submitted through a letter in a closed envelope by including the identity of the complainant.
- (3) The Director of Student Affairs and Alumni Relations and/or the Director of Human Resources verify the report or complaint from the complainant and/or victim.
- (4) If necessary, the Director of Student Affairs and Alumni Relations and/or the Director of Human Resources can follow up on the results of the verification of the report or complaint from the complainant and/or victim to the related Vice Rector by forming an Ad Hoc Team for Handling Sexual Harassment.
- (5) The Ad Hoc Team for Handling Sexual Harassment is tasked with making recommendations for the sexual harassment case.

### Article 6

#### Protection of Witnesses and Victims of Sexual Harassment

Witnesses and Victims have the rights to:

- a. obtain protection for the safety of their personal, family, and property, as well as being free from threats related to the testimony that they will, are currently, or have given;

- b. give information without pressure;
- c. be entitled to a translator;
- d. receive information related to the development of the case;
- e. keep their identity secret;
- f. be entitled to reimbursement of transportation costs according to their needs;
- g. be entitled to legal advice; and/or
- h. be entitled to psychological assistance and consultation.

## Article 7

### Follow Up on the Handling of Sexual Harassment

- (1) The follow up on the handling of the perpetrators of sexual harassment from students and lecturers is carried out based on the recommendation of the Ad Hoc Team for Handling Sexual Harassment and the Academic Senate Rules on the Code of Ethics for Students and Lecturers when it comes to violations of the code of ethics for students and lecturers at Unpad and/or provisions that apply to State Civil Apparatus.
- (2) The follow up on the handling of the perpetrators of sexual harassment from education staff is carried out based on the recommendation of the Ad Hoc Team for Handling Sexual Harassment and the provisions that apply to State Civil Apparatus.
- (3) If the recommendation from the Ad Hoc Team for Handling Sexual Harassment is categorized as a criminal act, then it can be submitted to the authorities.

## Article 8

### Handling of Victims of Sexual Harassment

- (1) Handling of Victims of Sexual Harassment is carried out in two forms, namely:
  - a. Legal assistance;
  - b. Psychological assistance.
- (2) The legal assistance as referred to in paragraph (1) point a above, will be carried out by Unpad Legal Aid Bureau.
- (3) The psychological assistance as referred to in paragraph (1) point b above, will be carried out by Unpad Psychology Innovation Center,

## CHAPTER V CLOSING

### Article 9

This Rector Regulation is valid since its stipulation.

Stipulated in Bandung  
On June 5, 2020

RECTOR,

SIGNATURE

RINA INDIASTUTI

This copy conforms to the original  
Director of Governance, Legal, and  
Communication of Universitas Padjadjaran

  
 Isis Ikhwansyah