



Universitas
Alma Ata

The Globe Inspiring University



ALMA ATA ETIQUETTE MAHASISWA

FOREWORD


Assalamu'alaikum Wr Wb.

Alhamdulillah, we express our gratitude that, by the help and permission of Allah SWT, the Alma Ata Etiquette of the University of Alma Ata Yogyakarta has been successfully compiled. This book contains seven chapters: General Provisions, Student Rights and Responsibilities, Prohibitions, Student Etiquette, Environmental Awareness, Types of Violations, and Sanctions.

We extend our heartfelt thanks and highest appreciation to the Alma Ata Etiquette drafting team, who have worked tirelessly, dedicating their thoughts and efforts to meticulously prepare this guide. May Allah SWT grant them appropriate rewards.

We hope that this Alma Ata Etiquette will foster the development of ethical and high-quality behavior among lecturers, staff, and students within the University of Alma Ata community and ensure the maintenance of order within the university environment, ultimately achieving excellent service for society.

May Allah SWT bless all our good efforts and endeavors, and may Allah SWT honor and safeguard the existence of Alma Ata on this earth.
Wassalamu'alaikum Wr Wb.

Yogyakarta, February 24, 2016
Chancellor of the University of Alma Ata,

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

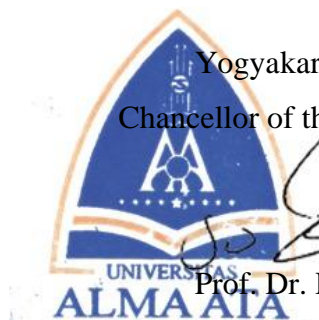


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**SURAT KEPUTUSAN
REKTOR UNIVERSITAS ALMA ATA
NOMOR : 035/A/SK/UAA/II/2016**

**TENTANG
Peraturan Alma Ata Etiquette Mahasiswa**

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Rector Universitas Alma Ata

- Menimbang :
- a. Bahwa untuk terlaksananya Tridarma Perguruan Tinggi pada Universitas Alma Ata Yogyakarta dengan baik diperlukan sumber daya manusia yang berkualitas dan beretika.
 - b. Bahwa dalam rangka mendorong terbentuknya perilaku mahasiswa sebagai Civitas Universitas Alma Ata yang berkualitas dan beretika serta untuk menjamin terpeliharanya tata tertib di lingkungan Universitas Alma Ata guna terwujudnya pelayanan prima bagi masyarakat, dipandang perlu untuk menetapkan Kode Etik dan Peraturan Disiplin Mahasiswa di Universitas Alma Ata yang selanjutnya disebut dengan Peraturan Alma Ata Etiquette Mahasiswa.
 - c. Bahwa telah berubahnya bentuk Sekolah Tinggi Ilmu Kesehatan Alma Ata menjadi Universitas Alma Ata, dipandang perlu adanya penyesuaian Surat Keputusan Alma Ata Etiquette.
- Mengingat :
- a. Undang-Undang Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional
 - b. Peraturan Pemerintah Nomor 19 tahun 2005 tentang Standar Nasional Pendidikan
 - c. Akte No 6, Tahun 2006 tentang Pendirian Yayasan Alma Ata;
 - d. Akta No 15, Tahun 2009 tentang Keputusan Rapat Pembina Yayasan Alma Ata;
 - e. Keputusan Ketua Yayasan Alma Ata Nomor : 066/A/SK/YAA/XII/2015 tentang pengangkatan Rektor Universitas Alma Ata Yogyakarta.
 - f. Keputusan Menteri Riset, Teknologi dan Pendidikan Tinggi Nomor: 155/KPT/I/2016 tentang Perubahan Bentuk Sekolah Tinggi Ilmu Kesehatan Alma Ata di Kabupaten Bantul Provinsi Daerah Istimewa Yogyakarta menjadi Universitas Alma Ata di Kabupaten Bantul Provinsi Daerah Istimewa Yogyakarta yang diselenggarakan oleh Yayasan Alma Ata di Kabupaten Bantul Provinsi Daerah Istimewa Yogyakarta.
 - g. Keputusan Ketua Yayasan Alma Ata Nomor 066/YAA/SOM/XII/2015 tentang Pengangkatan Rektor Universitas Alma Ata.
- Memperhatikan :
- a. Statuta Universitas Alma Ata
 - b. Masukan dari Rektor Universitas Alma Ata



MEMUTUSKAN

Menetapkan :

- Pertama : Peraturan Alma Ata Etiquette Mahasiswa Universitas Alma Ata Yogyakarta.
Kedua : Peraturan Alma Ata Etiquette Mahasiswa ini berlaku untuk seluruh mahasiswa Universitas Alma Ata.
Ketiga : Pada saat Keputusan Rektor ini mulai berlaku maka Keputusan Acting Rektor Nomor: 012/A/SK/Act.Rektor/PT/AA/IV/2013 tentang Peraturan Alma Ata Etiquette dicabut dan dinyatakan tidak berlaku.

Ditetapkan di : Yogyakarta
Pada Tanggal : 24 Februari 2016
Rektor Universitas Alma Ata,


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

Tembusan :

1. Wakil Rektor I
2. Wakil Rektor II
3. Wakil Rektor III
4. Seluruh Direktur
5. Seluruh Dekan
6. Seluruh Kepala Unit/Lembaga
7. Arsip

INTRODUCTION

ETIQUETTE OF ALMA ATA

Identity is an integral part of the totality of interactions between character and personality, which shapes self-concept and self-image. The formation of this identity is heavily influenced by conditioning patterns aligned with established values and goals. The development of each individual within a system represents a dynamic factor in the process of identity formation. Optimizing the systems within an institution is a fundamental prerequisite for building a stable identity that remains unshaken by external changes. Forming a personal identity requires an understanding of both internal factors—physical and psychological—and external factors, such as the surrounding social or cultural environment. This personal identity is not only rooted in what currently exists but also directed towards future aspirations, expectations, standards, and goals to be achieved.

Since its establishment in 2006, the University of Alma Ata has aimed to produce graduates who are professional, globally minded, and morally upright. To achieve this, the University of Alma Ata provides a holistic education, focusing not only on producing graduates who are competent in their fields but also on nurturing character and spiritual intelligence. The values upheld by the University of Alma Ata (Alma Ata Values) are rooted in its founding goals. Currently, the value system at the University of Alma Ata is guided by three Core Values: **Alma Ata, We Are Healthy**, and **LIFE**. Without abandoning these three Core Values, the university strives to implement them in every academic and non-academic activity within the Alma Ata campus. This identity goes beyond the institutional logo, emphasizing the internalization of these Core Values into the personal lives of all members of the academic community. This presents a challenge for all institutional components, making it essential to translate these values into tangible actions. Thus, the cognitive processes, emotions (affection), behaviors (psychomotor), and beliefs (spiritual) of all academic community members must align with these values. Ultimately, this alignment will define the institution's identity.

ETIQUETTE OF THE UNIVERSITY OF ALMA ATA STUDENTS

CHAPTER 1 GENERAL PROVISIONS

1. Student Etiquette/Code of Conduct refers to the rules governing the rights and responsibilities of students, prohibitions, manners, and sanctions for students who commit violations.
2. Student refers to a learner who is registered and enrolled in a specific study program.
3. Student Rights are authorities possessed by students related to their functions and roles as members of the University of Alma Ata.
4. Student Responsibilities are obligations that students must fulfill in relation to their functions and roles as members of the University of Alma Ata.
5. Prohibitions are all actions that students are not allowed to perform.
6. Etiquette/Manners refers to customs, habits, norms, and codes of conduct that students must follow in their daily campus life, in line with their rights and responsibilities as students.
7. Violation refers to actions that do not comply with applicable regulations and norms.
8. Sanction refers to academic and/or administrative penalties imposed on students who commit violations.

CHAPTER II STUDENTS' RIGHTS AND OBLIGATIONS

Article 1 RIGHTS

Every student has the right to:

1. Exercise academic freedom responsibly to pursue and explore knowledge in accordance with the norms and ethics upheld in the academic environment.
2. Receive the best possible education and academic services.
3. Utilize facilities to support the smooth learning process.
4. Receive academic guidance from lecturers.
5. Access information services related to their study program and academic performance.
6. Obtain welfare services in accordance with applicable regulations.
7. Utilize the resources of the University of Alma Ata in accordance with established rules.
8. Participate in the University of Alma Ata student organization activities.
9. Receive recognition for achievements in accordance with applicable rules and regulations.

Article 2 STUDENTS' OBLIGATIONS

Every student has the obligation to:

1. Comply with all rules and regulations applicable within the University of Alma Ata.
2. Help maintain facilities and infrastructure as well as cleanliness, order, and security.
3. Pay tuition fees, except for students exempted from this obligation in accordance with applicable regulations.

4. Uphold the dignity and good name of the University of Alma Ata.

CHAPTER III: PROHIBITIONS

Every student is prohibited from:

1. Engaging in actions that violate regulations, laws, or norms applicable within the University of Alma Ata.
2. Misusing the institution's name and any forms of symbols/attributes of the University of Alma Ata for personal, third-party, or specific group interests.
3. Forging or misusing scientific works, letters, documents, grades, signatures, and recommendations from officials, lecturers, or the University of Alma Ata for personal gain or the benefit of others or groups.
4. Unauthorized use of the University of Alma Ata's facilities.
5. Storing, possessing, or illegally using or renting out equipment or property owned by the University of Alma Ata.
6. Committing theft, defacing, or damaging rooms, buildings, equipment, or facilities owned by the University of Alma Ata.
7. Creating disorder or causing divisions within the Alma Ata campus.
8. Irresponsibly using facilities and funds allocated for activities.
9. Acting in ways that violate moral norms, insulting, defaming the University of Alma Ata, or breaking applicable regulations.
10. Carrying, storing, distributing, consuming, or trading alcoholic beverages or illegal drugs on or off campus.
11. Engaging in threatening, extorting, or terrorizing actions against officials, lecturers, staff, or students, thereby disrupting others.
12. Carrying, storing, or using sharp weapons, firearms, or items that can endanger oneself or others.
13. Engaging in fights within the University of Alma Ata campus environment.

CHAPTER IV ETIQUETTE – STUDENTS’ ETIQUETTE

1. Etiquette for Meeting
 - a. Stand to greet someone.
 - b. Shake hands with individuals of the same gender while saying, “Assalamu’alaikum Warahmatullahi Wabarakatuh.”
 - c. Kiss the hand by lightly touching it to the nose while slightly bowing, especially for elders, but avoid bowing too deeply like in *rukuk*.
2. Etiquette for Handshaking
 - a. Shake hands with the same gender while facing them.
 - b. For different genders, place both hands on the chest and bow slightly.
3. Etiquette for Speaking
 - a. Speak politely.
 - b. Avoid speaking too loudly or too softly.
 - c. Maintain a cheerful facial expression.
 - d. Avoid excessive laughter.

4. Etiquette Toward Elders
 - a. Speak respectfully and politely.
 - b. Approach them when called.
 - c. Do not walk ahead when walking alongside them.
5. Etiquette for Walking in Public
 - a. Walk without joking around.
 - b. Walk in pairs, not in groups blocking the path.
 - c. Bow slightly when passing in front of elders or gatherings.
6. Etiquette for Receiving Guests/Meeting New People
 - a. Stand to welcome them with a cheerful expression.
 - b. Shake hands.
 - c. Offer them a seat.
 - d. Ensure guests feel attended to and not neglected.
7. Etiquette for Asking for Help
 - a. Request politely.
 - b. Ask with a pleasant demeanor.
 - c. Say thank you.
 - d. Address any shortcomings in a gentle manner.
8. Etiquette in the Prayer Room (Mushola)
 - a. Maintain silence.
 - b. Turn off phones, laptops, or other digital devices.
 - c. Participate in congregational prayers.
9. Etiquette for Eating and Drinking
 - a. Eat and drink while seated.
 - b. Recite a prayer or “Bismillah” before eating.
 - c. If forgotten, say, “Bismillahi fil awali wal akhiri.”
 - d. Do not criticize the food being eaten.
 - e. Offer food to others if available.
 - f. Finish the food taken.
 - g. Recite “Alhamdulillah” after eating.
10. Etiquette for Time Management
 - a. Avoid wasting time on excessive joking.
 - b. Engage in frequent remembrance of Allah (*dzikir*).
11. Etiquette for Reading the Quran
 - a. Perform ablution (*wudu*).
 - b. Cover the *aurat*.
 - c. Place the Quran on a high surface, at least waist-high, and never on the floor.
12. Etiquette for Expressing Opinions
 - a. Students expressing opinions in public on campus must notify the rector in advance.

- 1) Students expressing opinions/aspirations have the right to receive responses, legal protection, and security assurance.
 - 2) Students must comply with applicable regulations.
 - 3) Opinions should be delivered academically, supported by written statements.
 - 4) Other forms of expression should prioritize dialogue.
 - 5) Procedure for expressing opinions:
 - a) Submit a written plan to relevant officials, including the purpose, topic, responsible party, participant count, time, place, duration, and intended officials.
 - b) Submit the plan at least two days prior to the event.
13. Etiquette for Social Interactions (Taaruf, Tafahum, Taawun, Tasamuh, Takaful)
- a. Avoid being alone in a room with the opposite gender.
 - b. Avoid physical contact with non-mahram individuals (e.g., handshaking, touching).
 - c. Foster a spirit of family and mutual respect without discriminating against socioeconomic background, ethnicity, or group.
 - d. Develop social sensitivity, solidarity, and camaraderie.
 - e. Show courtesy in behavior and thought.
 - f. Display respect to officials, lecturers, and staff by avoiding excessive talking or joking near classrooms and offices, which could disrupt academic and administrative activities.
14. Etiquette for Communication
- a. Students' etiquette toward department/program leaders and university administrators:
 1. Familiarize themselves with leaders in the department/program and university.
 2. Pay attention to and study explanations from these leaders.
 3. Carry out tasks assigned by department/program leaders or the university.
 4. Use polite language.
 - b. Students' etiquette toward lecturers includes:
 1. Getting to know lecturers in their environment.
 2. Showing respect to all lecturers.
 3. Scheduling consultations in advance.
 4. Upholding academic honesty.
 - c. Students' etiquette toward administrative staff:
 1. Recognizing administrative staff by their duties and responsibilities.
 2. When seeking services, consider timing and provide clear identification.
 3. Clearly and concisely explain the purpose of the visit.
 4. Exhibit polite behavior and attitude.

15. Etiquette for Appearance

- a. Wear clean, neat, modest, and appropriate clothing for the occasion, time, and situation.
- b. Wear the designated campus uniform as per the schedule.
- c. Female students are advised to wear clothing that does not highlight body contours, and Muslim female students are required to wear Muslim attire and hijab.
- d. Maintain a neat hairstyle with balanced, proportional, and natural cuts that do not cover the shirt collar.

Note: See examples of appropriate attire in the appendix.

16. Etiquette for Organizational Activities

- a. Participate in student organizations or associations recognized by the University of Alma Ata
- b. Conduct student activities and programs in accordance with applicable rules
- c. Maintain good relations between student organizations on and off-campus
- d. Occupy organizational secretariats according to regulations.

17. Etiquette for Academic Lectures

- a. Arrive on time
- b. Follow the rules outlined in the academic guidebook

CHAPTER V ENVIRONMENTAL AWARENESS

1. Participate in maintaining the facilities and campus environment.
2. Help maintain the security and cleanliness of classroom equipment and furniture, and arrange them back after use.
3. Ensure that the belongings of the University of Alma Ata remain in good condition and last longer.
4. Maintain cleanliness of the environment and dispose of waste in the designated places.
5. Help keep places of worship clean and refrain from using them for sleeping.
6. Do not park vehicles in violation of applicable regulations.

CHAPTER VI TYPES OF VIOLATIONS

Article 3 SPECIAL VIOLATIONS

The following actions are considered special violations:

1. Throwing trash in places other than designated disposal areas.
2. Writing or drawing on tables, chairs, and walls.
3. Failing to wear the uniform according to the designated schedule.
4. Wearing T-shirts, jeans, flip-flops, and having long hair or inappropriate attire during learning activities.
5. Damaging campus facilities such as tables, chairs, and other supporting equipment for lectures.

Article 4 MINOR VIOLATIONS

The following are considered minor violations:

1. Arriving late to class for a maximum of 30 minutes, 2 (two) times, not consecutively.
2. Sleeping during class.
3. Engaging in jokes or casual conversations during class.
4. Failing to wear the alma mater attributes (pin, name tag, alma mater jacket) at the scheduled times.
5. Activating, communicating, or playing games on a mobile phone during class.
6. Violating dining etiquette.

Article 5 MODERATE VIOLATIONS

The following are considered moderate violations:

1. Committing a minor violation 3 times.
2. Damaging campus facilities such as tables, chairs, and other lecture equipment.
3. Arriving late to class for a maximum of 15 minutes, 3 (three) consecutive times.
4. Displaying inappropriate behavior or speaking disrespectfully during class.
5. Pushing a fellow student into a pool.
6. Violating traffic rules (driving against traffic in front of the campus).
7. Violating social etiquette.

Article 6 SERIOUS VIOLATIONS

1. Committing theft of campus property or a fellow student's belongings.
2. Plagiarism (engaging in plagiarism).
3. Carrying sharp weapons outside the context of learning.
4. Engaging in a fight, with both parties receiving sanctions.
5. Acting and speaking disrespectfully towards professors/staff.
6. Providing false information or falsifying personal data.

Article 7 VERY SERIOUS VIOLATIONS

1. Committing adultery.
2. Engaging in gambling practices.
3. Carrying, using, or distributing narcotics, psychotropic substances, and addictive chemicals.
4. Defaming the reputation of the alma mater.
5. Committing criminal acts according to applicable legal regulations.

CHAPTER VII: SANCTIONS

Article 8: TYPES OF SANCTIONS

Any violation of campus life etiquette will incur the following sanctions:

1. Sanctions for Special Violations:
A minimum fine of IDR 50,000 (Fifty Thousand Rupiah), and the funds will be allocated for the common good.
2. Sanctions for Minor Violations:
Oral warning.
3. Sanctions for Moderate Violations:
Written warning.
4. Sanctions for Serious Violations:
 - a. Suspension from attending classes for one semester.
 - b. Suspension from attending classes for one year (two consecutive semesters).
 - c. Delay in graduation.
5. Sanctions for Very Serious Violations:
 - a. Revocation of student status at Alma Ata.
 - b. Cancellation of graduation.

Article 9: MONITORING PROCESS

Monitoring of all types of violations is based on CCTV recordings and direct findings in the field by authorized personnel who have the authority to impose sanctions.

Article 10: AUTHORIZED PARTIES TO IMPOSE SANCTIONS

1. The parties authorized to impose sanctions include:
 - a. Lecturers/Head of Department/Program Director/Security for oral warnings;
 - b. Director of Academic Administration & Student Affairs for suspension from attending classes for one semester or two consecutive semesters with the knowledge of the Acting Rector;
 - c. Acting Rector as the head of the university for sanctions such as revocation of student rights, withholding of diplomas, and cancellation of graduation.
2. The sanction procedure is as follows:
 - a. Oral warnings can be directly issued by the relevant party.
 - b. For any sanctions other than oral warnings and fines, an examination report is made by the authorized party and followed by a trial process;
 - c. The student who violated the rules will be summoned;
 - d. The trial process is attended by relevant structural officials, the student who committed the violation, and witnesses if necessary;
 - e. Before a final decision is made, the student who violated the rules will be given the opportunity to present a defense;
 - f. After hearing the defense, the relevant official will decide the sanction in the form of a decision.
 - g. The decision will contain:
 1. Full identity of the student who committed the violation;
 2. Complete considerations regarding facts and evidence;
 3. Rules/articles that were violated;
 4. Type of sanction imposed.

3. Sanction procedure with fines:
 - a. After identifying the violation through CCTV footage, the student will be sent a notice to meet with the authorized personnel at the specified time;
 - b. If the student fails to attend after receiving the notice, they will be summoned directly to meet with the authorized personnel;
 - c. If the violation is found directly by the officer, the student will be dealt with on the spot according to the procedure;
 - d. In all cases from points 1 to 3, a violation notice will be issued containing the violated articles and the fine amount;
 - e. The fine must be paid to the finance department according to the violation.

Alma Ata etiquette

Mahasiswa





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Alma Ata etiquette

Mahasiswi





Female International Student

Translation

Rambut pendek	Short hair
Tidak berjenggot	No beard
Kemeja Panjang/pendek	Long/short shirt
Baju seragam	Uniform shirt
Celana kain Panjang	Long fabric pants
Celana seragam	Uniform pants
Sepatu tertutup	Closed shoes
PIN Universitas Alma Ata (UAA)	UAA Name Tag Pin
Jilbab putih seragam	White uniform hijab
Baju seragam	Uniform shirt
Celana seragam	Uniform pants
Rok seragam	Uniform skirt



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