



TRANSLATED COPY

**RECTOR DECREE OF  
UNIVERSITAS PADJADJARAN**

NUMBER: 477/UN6.RKT/Kep/HK/2020

CONCERNING

**THE GUIDELINES FOR CONTROLLING GRATIFICATION  
AT UNIVERSITAS PADJADJARAN**

BY THE GRACE OF GOD ALMIGHTY  
THE RECTOR OF UNIVERSITAS PADJADJARAN,

- Considering :
- a. that in order to realize administration of government that is from corruption, collusion, and nepotism, it is necessary to control gratification as a manifestation of the integrity of employees at Universitas Padjadjaran (Unpad) in carrying out their functions and duties;
  - b. that in order to implement the provisions of Article 5 paragraph (4) of the Rector Regulation Number 2 of 2020 concerning Bureaucratic Reform within the University of Padjadjaran;
  - c. that based on the considerations as referred to in points a and b, it is necessary to stipulate a Rector Decree of Universitas Padjadjaran.
- In view of :
1. Law Number 28 of 1999 on the Administration of Government that is Clean and Free from Corruption, Collusion, and Nepotism (State Gazette of the Republic of Indonesia of 1999 Number 75, Supplement to the State Gazette of the Republic of Indonesia Number 3851);
  2. Law of the Republic of Indonesia Number 20 of 2001 on the Amendment to Law Number 31 of 1999 on the Eradication of Criminal Acts of Corruption (Supplement to the State Gazette of the Republic of Indonesia Number 4150);
  3. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 5336);
  4. Law Number 5 of 2014 concerning State Civil Apparatus (State Gazette of the Republic of Indonesia of 2014 Number 6, Supplement to the State Gazette Number 5494);;
  5. Law Number 19 of 2019 on the Second Amendment to Law Number 30 of 2002 on the Commission for the Eradication of Criminal Acts of Corruption;
  6. Government Regulation Number 37 of 1957 concerning the Establishment of Universitas Padjadjaran (State Gazette of the Republic of Indonesia of 1957 Number 91, Supplement to the State Gazette of the Republic of Indonesia Number 1422);
  7. Government Regulation Number 4 of 2014 on the Implementation of Higher Education and Management of Universities (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 5500);

8. 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);
9. Government Regulation Number 51 of 2015 on the Statute of Universitas Padjadjaran (State Gazette of the Republic of Indonesia of 2015 Number 168, Supplement to the State Gazette Number 5720);
10. Presidential Regulation of the Republic of Indonesia Number 81 of 2010 on the Grand Design of Bureaucratic Reform 2010-2024;
11. Regulation of the Minister of State Apparatus Empowerment and Bureaucratic Reform of the Republic of Indonesia Number 52 of 2014 concerning Guidelines for the Development of Integrity Zones Towards a Corruption-free Area and a Clean and Serving Bureaucratic Area in Government Agencies (State Gazette of the Republic of Indonesia of 2014 Number 1813);
12. Corruption Eradication Commission Regulation Number 02 of 2014 concerning Guidelines for Reporting and Determining Gratification Status;
13. Decree of the Board of Trustees of Universitas Padjadjaran Number 15 of 2019 concerning the Appointment of the Rector of Universitas Padjadjaran for the 2019-2024 Period;
14. Rector Regulation of Universitas Padjadjaran Number 1 of 2020 on the Organizational Structure and Management of Universitas Padjadjaran;
15. Rector Regulation of Universitas Padjadjaran Number 2 of 2020 concerning Bureaucratic Reform at Universitas Padjadjaran.

Taking into account : Circular of the Inspectorate General of the Ministry of Education and Culture of the Republic of Indonesia Number 0564/6.61.1/KP/2020 on January 24, 2020 concerning Gratification Control within the Ministry of Education and Culture (Kemendikbud).

HAS DECIDED:

- To stipulate : RECTOR DECREE OF UNIVERSITAS PADJADJARAN CONCERNING THE GUIDELINES FOR CONTROLLING GRATIFICATION AT UNIVERSITAS PADJADJARAN
- FIRST : The Guidelines for Controlling Gratification at Universitas Padjadjaran as listed in the appendix are an integral part of this decree.
- SECOND : The Guidelines for Controlling Gratification at Universitas Padjadjaran as referred to in the FIRST dictum above are a reference for managers and/or employees at Universitas Padjadjaran to prevent and overcome/handle the occurrence of Gratification in the implementation of their duties and functions.
- THIRD : The direct supervisors of the Managers and/or Employees provide guidance and supervision to the implementation of Gratification Control at Universitas Padjadjaran.
- FOURTH : This decree is valid since its stipulation date, provided that if there are errors in this decree in the future, corrections or changes will be made accordingly.

Stipulated in Bandung  
on May 13, 2020

RECTOR,

SIGNATURE

RINA INDIASTUTI

Isi ini sesuai dengan aslinya  
Direktur Tata Kelola, Legal Dan Komunikasi  
Universitas Padjadjaran  
Isis Ikhwansyah



THE GUIDELINES FOR CONTROLLING GRATIFICATION  
AT UNIVERSITAS PADJADJARAN

I. Introduction

To improve the implementation of Good University Governance that is free from corruption, collusion, and nepotism, to create a healthy environment that has a positive and conducive behavior, and to control the occurrence of gratification, it is necessary to prevent and control the occurrence of gratification within Universitas Padjadjaran. To support the implementation of prevention and control of the occurrence of gratification, a guideline for controlling gratification is needed, including that each Lecturer and Education Personnel makes a State Official Wealth Report (LHKPN) and a State Civil Apparatus Wealth Report (LHKASN) within the University of Padjadjaran which is reported to the Corruption Eradication Commission (KPK).

II. Purposes and Objectives

The purpose of the stipulation of the guidelines for Controlling Gratification at Universitas Padjadjaran is as an implementation guide in acting.

The objectives of the stipulation of the guidelines for controlling gratification at Universitas Padjadjaran are:

- a. Improving the Good University Governance;
- b. Upholding integrity and preventing corruption, collusion and nepotism (KKN);
- c. Creating an environment that creates positive and conducive behavior;
- d. Understanding, preventing, and overcoming the occurrence of gratification at Universitas Padjadjaran.

III. Scope

The scope of the Guidelines for Controlling Gratification at Universitas Padjadjaran includes the prevention and control of gratifications at Universitas Padjadjaran.

IV. General Understanding

1. Gratification is a gift in a broad sense, namely money, goods, rebates (Discounts), commissions, interest-free loans, travel tickets, lodging facilities, tours, free medical treatment, and other facilities received both domestically and internationally, which is given using electronic means or without electronic means;
2. State Civil Apparatus, hereinafter abbreviated as ASN, is a profession for civil servants and government employees with work agreements who work for government agencies;
3. State Civil Apparatus Employees, hereinafter referred to as ASN Employees, are civil servants and government employees with work agreements who are appointed by staffing officers and assigned tasks in a government position or assigned other state duties and are paid according to the laws and regulations;
4. Government Employees with Work Agreements, hereinafter abbreviated as PPPK, are Indonesian citizens who meet certain requirements, who are appointed based on work agreements for certain periods of time in order to carry out government duties;
5. Gratification Reporting Form is a form determined by the KPK in an electronic or non-electronic form to report Gratification acceptance;
6. Gratification Report is a document containing complete information on acceptance of Gratification as outlined in the Gratification Reporting Form by the Reporting Party.

## V. Gratification

Gratification is acceptance in any form obtained by a civil servant/state administrator from a party suspected of having a relationship with the recipient's position. The gratification must be an acceptance that is prohibited or illegal which is contrary to the obligations or duties of civil servants/state administrators so that it is in accordance with the formulation of Article 12b of the Law of the Republic of Indonesia Number 20 of 2001 on the Amendment to Law Number 31 of 1999 on the Eradication of Criminal Acts of Corruption.

Gratification is categorized into:

### A. Gratifications that must be reported;

1. Gratification in the context of influencing the policy/decision/treatment of the authorities including those with conflicts of interest;
2. Gratification in the context of official visits; and
3. Gratification in the process of acceptance/promotion/transfer of officials or employees.

### B. Gratifications that are not required to be reported

Gratifications that are not required to be reported consist of:

1. giving gifts due to family relationships, namely grandfathers/grandmothers, father/mother/parents-in-laws, husband/wife, children/children-in-law, grandchildren, in-laws, uncles/aunts, brothers/sisters/siblings-in-law, cousins, and nephews, as long as there is no conflict of interest;
2. giving gifts or tokens of love in the form of money or goods that have a selling value in weddings, births, aqiqah, baptism, circumcision, cut tooth, or other traditional/religious ceremonies with a maximum limit of value per giver in each event of Rp1,000,000.- (one million rupiahs);
3. giving gifts related to a disaster experienced by the Gratification recipient, father/mother/parents-in-law, husband/wife, or child at most Rp1,000,000.- (one million rupiahs) per gift per person;
4. giving gifts to fellow employees in the context of farewell, retirement, promotion, and birthdays that are not in the form of money or not in the form of cash equivalent with a maximum limit of Rp300,000.- (three hundred thousand rupiahs) per gift per person with a total gift of Rp1,000,000.- (one million rupiahs) within 1 (one) year from the same giver;
5. giving gifts to fellow co-workers not in the form of money with a maximum limit of Rp200,000.- (two hundred thousand rupiahs) per giver per person with a maximum total gift of Rp1,000,000.- (one million rupiahs) in 1 (one) year from the same giver;
6. giving dishes or servings that are generally accepted;
7. giving awards for academic or non-academic achievements followed by using their own costs such as championships, contests, or competitions that are not related to service;
8. granting profit or interest from the placement of funds, investments, or private ownership of shares in accordance with the law;
9. providing benefits for all cooperative participants based on the membership of civil servant cooperatives that is generally accepted;
10. providing seminar kits in the form of a set of modules and stationery as well as certificates obtained from official activities such as meetings, seminars, workshops, conferences, training, or other similar activities that are generally accepted, including in the form of promotional tools for institutions bearing the agency logo which are low cost and generally accepted;
11. receiving gifts or allowances in the form of money or goods related to the improvement of work performance given by the government in accordance with the applicable laws and regulations;
12. gaining compensation for non-official professions, which is not related to the main duties and functions of the position/employee, does not have a conflict of interest, and does not violate the internal rules of the Gratification recipient agency; and
13. giving direct prizes/sweepstakes, rebates, vouchers, or point prizes, or souvenirs that are generally accepted according to fairness and decency, have no conflict of interest, and are not related to work.

## VI. Prevention and Handling of Gratification

### A. Gratification Prevention

1. Employees are required to carry out their duties and functions, by:
  - a. basing them on applicable laws and regulations, policies, and operational standards;
  - b. basing them on professionalism, integrity, objectivity, independence, transparency, and responsibility;
  - c. not including elements of personal and group interests;
  - d. not being affected by affiliation;
  - e. creating and fostering an organizational culture that is intolerant of interests.
2. Employees must avoid attitudes, behaviors, and actions that will result in gratification.
3. Every employee who is aware of the occurrence of gratification, is required to:
  - a. disclose incidents or circumstances of gratification experienced and/or known to the assignor and/or direct superior;
  - b. not participate in related decision-making.
4. leaders and direct superiors must be able to control and prevent gratuities from occurring.

### B. Gratification Handling

In order to support the effectiveness and control of the implementation of Gratification control, a Gratification Control Unit was formed within Unpad, which has the following tasks:

1. preparing a set of Gratification control rules that apply within the Ministry;
2. carrying out dissemination of Gratification control rules to work units within the Ministry and stakeholders;
3. providing consultations to stakeholders regarding Gratification control within Universitas Padjadjaran;
4. receiving and processing Gratification Reports that fall into the category of official Gratification;
5. receiving and forwarding Gratification Reports that are not included in the category of official Gratification to the KPK;
6. reporting Gratification and the results of handling Gratification Reports periodically to the KPK;
7. receiving and processing reports of alleged Gratification by employees at Universitas Padjadjaran together with the KPK;
8. coordinating, consulting, and corresponding with the Corruption Eradication Commission (KPK) in the context of implementing the Gratification control system within Universitas Padjadjaran;
9. reporting the progress and analysis of the implementation of the Gratification control system periodically to the Rector;
10. monitoring and evaluating the effectiveness of the Gratification control system; and
11. documenting related activities

The Gratification Control Unit consists of:

- a. Head;
- b. Deputy;
- c. Member.

The position of the Head of Gratification Control Unit is held by the Head of Internal Supervisory Unit.

The position of the Deputy of Gratification Control Unit is held by the Deputy of Internal Supervisory Unit.

Members of the Gratification Control Unit are members of the Internal Supervisory Unit.

In carrying out its duties, the Gratification Control Unit is assisted by the Gratification Control Task Force at the faculty level.

The Gratification control task force is the task unit for implementing the internal control system at Unpad which is given additional tasks as the Gratification control task force.

The Gratification control task force referred to functions as a Gratification control service and information unit.

The Gratification control task force has the task of forwarding Gratification Reports at the relevant Faculty Level to the Gratification control unit.

#### C. Gratification Handling Mechanism

Gratification that cannot be refused, is reported to the Gratification control task force no later than 7 (seven) working days from the date the Gratification is received and/or the Gratification is known.

Gratification Reporting is done by:

- a. filling out the Gratification Reporting Form;
- b. submitting the Gratification; and
- c. attach related documents including photos of the Gratification.

The Gratification Reporting Form can be downloaded from the official website of unpad.ac.id which handles Gratification.

The Gratification control task force forwards the Gratification Report to the Gratification control unit no later than 7 (seven) working days since the Gratification Report is received by:

- a. submitting it directly to the Gratification Control Unit;
- b. submitting it through the official mobile phone of the Internal Supervisory Unit which handles Gratification; or
- c. submitting it through the official website of unpad.ac.id which handles Gratification.

Gratification reports in the form of perishable goods within reasonable limits can be distributed directly to orphanages, nursing homes, and parties in need or other social assistance distribution sites and reported to the Gratification control unit through the Gratification control task force in each faculty to be recorded.

The Gratification control unit verifies the Gratification Report submitted by the Gratification control task force.

The Gratification Control Unit forwards the Gratification Report to the KPK no later than 14 (fourteen) working days after receiving the Gratification Report by:

- a. submitting it directly to the KPK; or
- b. submitting it through the KPK official website that handles Gratification.

The Gratification Report from the task force at the faculty level is submitted using the format provided in the attachment made by the KPK (attached).

#### VII. Closing

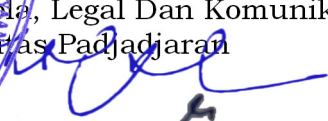
These Guidelines for Controlling Gratification are an implementation of the Rector Regulation Number 2 concerning Bureaucratic Reform in Universitas Padjadjaran. With these guidelines, it is hoped that they can clarify the concept of the system for controlling gratification, handling, reporting process, gratifications that are considered bribes to the KPK, gratifications related to service and the benefits gained by the university from the community.

Stipulated in Bandung  
On May 13, 2020

RECTOR,

SIGNATURE

RINA INDIASTUTI

Silakan sesuai dengan aslinya  
Direktur Tata Kelola, Legal Dan Komunikasi  
Universitas Padjadjaran  
  
Isis Ikhwansyah

