

# **ANNUAL REPORT**

## **THE ETHICS COMMITTEE**

**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**Period**

**July 2022 – June 2023**



**Compiled by:**

**The Ethics Committee**

**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**2023**

## **Introduction: A Year of Ensuring Academic Integrity**

The first year of the Semarang PGRI University Honorary Council's work marked a significant milestone in strengthening the culture of ethics on campus. Based on the university's commitment to ensuring academic governance with integrity, the Honorary Council was established to provide a clear, fair, and accessible complaint handling mechanism for the entire academic community.

Over the course of this year, many initial steps have been taken: establishing a regulatory foundation, designing standard procedures, preparing reporting channels, and educating faculty and service units on how to handle ethical issues. This report chronicles this year's journey, presented in a fluid and easy-to-read language, while still reflecting the accuracy and professionalism of the institution's work.

### **Initial Formation and Work Formulation (July–August 2022)**

The first and second meetings focused on strengthening a shared understanding of the Honorary Council's duties and mandate. The team recognized that the most fundamental requirement was a simple, clear, and easily understood **complaint process**.

In this stage:

- The Council formulates a flow structure starting from receiving reports, verification, clarification, to decision recommendations.
- Lengthy discussions took place to ensure each stage could be carried out objectively and did not overlap with other units at the university.
- The first foundation of the SOP was formed, still in the form of a rough sketch, but it became the basis for the following months' meetings.

This is a time of “framing”, where all members sit together to outline what should be the ethical standards at the university.

### **Developing SOPs, Document Formats, and SLAs (September–October 2022)**

Entering the third and fourth months, the Honorary Council began to move more technically. Not only the complaint process but also all the supporting tools were being designed.

At this stage, the Council:

- establish **SOP for Complaint Handling**,
- prepare a **complaint form**,
- create a **format for minutes**, **clarification forms**, and **final case reports**,
- establish **SLAs (Service Time Standards)** to ensure each report is handled in a timely manner.

The development of SOPs is a crucial step because it requires alignment between ethical principles, procedural clarity, and implementation capabilities. Each member provided input, particularly from their respective faculty perspectives.

The result: a system that is starting to take shape—complete with written guidelines and structured working mechanisms.

## **Establishing a Complaint Channel and Preparing Public Access (November–December 2022)**

By the end of 2022, the Board's primary focus will be on establishing a reporting channel that is truly usable by the UPGRIS community.

Important steps to take:

- prepare a **special website page for ethical complaints** ,
- upload SOPs, forms, complaint flows, and supporting documents,
- ensure that the online form and dedicated complaint email are working properly,
- tidy up the appearance and structure of the page to make it easier for the public to understand.

In December 2022, the complaints page will be ready for use and will serve as a symbol of the university's openness to any reports related to ethics.

This was one of the major achievements of the first year because for the first time, UPGRIS had a documented and online accessible ethics reporting system.

## **Go-Live and Faculty Outreach (January–March 2023)**

Entering 2023, the Honorary Council is entering its most crucial phase: **outreach to all faculty and postgraduate students** . The Council is touring:

- FIP
- FPIPSKR
- FPMIPATI
- FPBS
- FTI
- FH
- FEB
- Postgraduate

Each socialization session contains:

- explanation of the complaint process,
- the principle of confidentiality & protection of whistleblowers,
- simple ethical case examples,
- procedures for reporting violations.

Participants were quite enthusiastic. Many lecturers and staff appreciated the presence of a formal mechanism, especially since there had previously been no structured channel for handling ethical issues.

It was also during this period that **concrete reports began to emerge** throughout the first quarter. A total of three reports were received, demonstrating that the complaint channel was functioning and gaining recognition.

### **Case Simulation and SOP Improvement (April 2023)**

To ensure the mechanism is working properly, the Council simulated two fictitious (unidentified) ethical cases.

The objectives were:

- test the strength of SOP,
- assess the effectiveness of the clarification flow,
- see the completeness of supporting documents.

The simulation results show that the flow is running well, but it requires:

- **clarification checklist**,
- detailed analysis of digital evidence,
- a more detailed BA Ethics Hearing format.

## **Faculty Monitoring and Strengthening of Ethical Culture (May 2023)**

Along with routine activities, the Council also began **monitoring faculty ethical compliance**.

The findings that emerged:

- increased ethical awareness,
- there is potential for plagiarism in some final assignments,
- unethical communication still occurs,
- some faculties request further training.

From here came the idea of the program:

- concise module on ethical culture,
- ethics posters,
- ethical communication skills workshop.

## **Year-Long Recap, Challenges, and Next Year's Plans (June 2023)**

At the final meeting of the first year (June 2023), the Board conducted a total reflection on the journey of one year.

### **Key achievements:**

1. SOPs and complaint handling documents are completely compiled.
2. The website and reporting channels are functional and used by the public.
3. Socialization was carried out in all faculties.
4. Reports came in at 5 cases during one year.
5. Faculty monitoring was conducted for the first time.

### **Main challenges:**

- Some faculties are still not confident in identifying violations,
- need ethical communication training,
- the report status tracking system needs to be improved.

## **Closing**

The UPGRIS Honorary Council's first year has been a story of building trust, streamlining systems, and instilling a culture of integrity.

Much work remains, but the foundation of the first year is already firmly established.

With the spirit of synergy, professionalism, and transparency, the Honorary Council will continue to be an important pillar in maintaining the honor and academic ethics at PGRI Semarang University.



YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI PGRI SEMARANG  
**UNIVERSITAS PGRI SEMARANG**

Jl. Sidodadi Timur Nomor 24 - Dr. Cipto Semarang - Indonesia

Telp. (024) 8316377 Faks. 8448217 Email : [upgris@upgris.ac.id](mailto:upgris@upgris.ac.id) Homepage : [www.upgris.ac.id](http://www.upgris.ac.id)

---

## **Equality, Diversity, and Inclusion (EDI) Strategy & Action Plan 2025–2030**

### **1. Introduction**

Universitas PGRI Semarang (UPGRIS) is committed to building an academic environment that upholds **equality, diversity, and inclusion**. This document serves as both **an EDI Strategy and a Five-Year Action Plan (2025–2030)** with measurable targets and clear timelines ( *pre-defined and time-bound goals* ). This strategy applies to the entire academic community: students, lecturers, educational staff, and external partners.

### **2. Scope of the EDI Strategy**

This strategy covers 16 EDI dimensions according to internationally recognized areas and according to QS Stars requirements:

1. National Origin
2. State of Origin
3. Gender Parity
4. Age Diversity
5. Religion & Caste (Cultural and Faith Diversity)
6. Educational & Professional Background
7. Disability and Accessibility
8. Academic Offerings & Interdisciplinarity
9. Pedagogy (Inclusive Teaching)
10. Research & Disciplinary Diversity
11. International Collaborations & Partnerships
12. Governance & Leadership
13. Student Financial Inclusion
14. Inclusive Teaching & Learning
15. Gender Identity & Sexual Orientation
16. Community Outreach & Engagement

### **3. EDI Policy Statements**

UPGRIS establishes the following basic principles:

#### **3.1 Non-Discrimination**

UPGRIS prohibits all forms of discrimination based on national origin, region, gender, age, religion, educational background, physical ability, gender identity, and sexual orientation.

#### **3.2 Equal Access**

All students, lecturers, and educational staff have equal access to education, campus facilities, academic services, and self-development opportunities.

#### **3.3 Safe and Inclusive Campus**

UPGRIS implements a safe campus environment through:

- Student Organization & Ethics
- PPKS Task Force
- Transparent and easily accessible reporting procedures

#### **3.4 Merit-Based Recruitment & Promotion**

Recruitment of lecturers, educational staff, and students is carried out based on competence, without bias towards identity and background.

### **4. Pre-defined & Time-Bound Goals (2025–2030)**

All targets are measurable, have clear indicators, and are time-bound.

#### **4.1 National & State Origin**

Goal 2025–2030:

- Increase the proportion of students from outside the province to 10% by 2030.
- Expanding the regional scholarship program to a minimum of 5 provinces by 2027.

## **4.2 Gender Parity**

Goal:

- Achieving a 50:50 male and female student composition by 2030.
- Increase the proportion of women in academic leadership positions by 20% by 2028.

## **4.3 Age Diversity**

Goal:

- Encourage non-traditional student participation (age >25 years) to increase by 5% by 2030.

## **4.4 Religion & Caste (Cultural Diversity)**

Goal:

- Organize at least 3 cross-cultural programs each year (2025–2030).
- Ensuring complete worship facilities in all faculties by 2027.

## **4.5 Educational & Professional Background**

Goal:

- Opening the RPL (Recognition of Prior Learning) pathway in all faculties by 2026.

## **4.6 Disability & Accessibility**

Goal:

- All academic buildings will have disability-friendly accessibility by 2028.
- Provide *reasonable accommodation services* for a minimum of 20 students with disabilities per year.

## **4.7 Academic Offerings & Interdisciplinarity**

Goal:

- Adding 5 new interdisciplinary courses each year (2025–2028).
- Develop 2 interdisciplinary study programs by 2030.

#### **4.8 Pedagogy (Inclusive Teaching)**

Goal:

- Train all lecturers in inclusive pedagogy by 2027.
- Integrate Universal Design for Learning (UDL) in 70% of lesson plans by 2030.

#### **4.9 Research & Disciplinary Diversity**

Goal:

- Increase cross-disciplinary research collaboration by 15% by 2029.
- Providing diversity research grants annually starting in 2025.

#### **4.10 International Collaborations & Partnerships**

Goal:

- Add 20 active MoUs supporting international diversity by 2030.
- Increase inbound international students to a minimum of 3% by 2029.

#### **4.11 Governance & Leadership**

Goal:

- Establishing the UPGRIS EDI Council in 2026.
- Implement annual EDI audits starting in 2025.

#### **4.12 Student Financial Inclusion**

Goal:

- Expanding the inclusive scholarship scheme to 5 new schemes by 2028.
- Ensure that at least 20% of students receive financial aid by 2030.

#### **4.13 Inclusive Teaching & Learning**

Goal:

- Ensure all UPGRIS LMS are accessible by 2026.
- Adding *closed captioning* to all learning videos by 2027.

#### **4.14 Gender Identity & Sexual Orientation**

Goal:

- Provide anti-bias training to 100% of staff and faculty by 2028.
- Establish gender identity protection procedures by 2026.

#### **4.15 Community Outreach & Engagement**

Goal:

- Carry out at least 10 inclusive community service activities every year.
- Developing a village disability empowerment program by 2029.

### **5. Monitoring & Reporting**

- Progress reports are made once a year.
- Comprehensive evaluations will be conducted in 2027 and 2030.
- Coordinated by the EDI Council UPGRIS in collaboration with the International Office, LPPM, and the Academic Bureau.

### **6. Effective Date**

This policy is effective from January 1, 2025 – December 31, 2030 and is reviewed at least once every four years.

### **7. Endorsement**

This document is approved by:

Rector of PGRI Semarang University (Dr. Sri Suciati, M.Hum.)

Semarang, June 2023

**Head of The Ethics Committee**

Dr. Harjito, M.Hum.