



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 Homepage : www.upgris.ac.id

Minutes of the Honorary Council Meeting of PGRI University of Semarang

1st Meeting / July 2022

1. Meeting Identity

- Day/Date: Monday, July 18, 2022
- Time: 09.00 – 11.00 WIB
- Venue: Seminar Room, 2nd Floor, Central Building, PGRI Semarang University
- Meeting Chair: Dr. Harjito, M.Hum. (Chairman of the Honorary Council)
Notary: Dr. Arri Handayani, S.Psi., M.Si. (Secretary of the Honorary Council)

2. List of attendees

A. Honorary Council

1. Dr. Harjito, M.Hum. – Chairman
2. Dr. Arri Handayani, S.Psi., M.Si. – Secretary
3. Supandi, S.Si., M.Sc. – Member I
4. Kristin Violinda, S.Psi., MM, Ph.D. – Member II

B. Research Field Representative

1. Prof. Dr. Achmad Buchori, S.Pd., M.Pd.
2. Dr. Arri Handayani, S.Psi., M.Si.
3. Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.
4. Dr. Ir. Efriyani Sumastuti, MP
5. Dr. Fenny Roshayanti, S.Pd., M.Pd.
6. Prof. Dr. Harjito, M.Hum.
7. Dr. Iin Purnamasari, S.Pd., M.Pd.
8. Dr. Maryanto, M.Si.
9. Mega Novita, Ph.D.
10. Dr. Dra. Mei Sulistyoningih, M.Si.
11. Dr. Muhtarom, S.Pd., M.Pd.
12. Dr. Nurkolis, MM
13. Dr. Rasiman, M.Pd.

14. Dr. Wiyaka, M.Pd.

C. Representative of Community Service Sector

1. Arisul Ulumuddin, S.Pd., M.Pd.
2. Dr. Ary Susatyo Nugroho, S.Si., M.Si.
3. Dr. Joko Siswanto, S.Pd., M.Pd.
4. Dr. Rosalina Br. Ginting, M.Si.
5. Dr. Senowarsito, M.Pd.
6. Dr. Aryo Andri Nugroho, S.Si., M.Pd.
7. Dr. Widya K., M.Pd.
8. Dr. Nizaruddin, M.Si.

Number of attendees: 26 people

Number of absentees: 0 people

3. Meeting Agenda

1. Explanation of the Decree on the Establishment of the UPGRIS Honorary Council for the 2022–2026 Term of Office.
2. Affirmation of the duties, authority, and working relationship of the Honorary Council with the Chancellor and related units.
3. Preparation of the committee's first year work plan.
4. Determination of monthly meeting schedule.
5. Initial priority discussion: development of a complaints mechanism (claims & complaints) for website publication.

4. Discussion

Agenda 1: Explanation of the Honorary Council Decree

The Chairperson conveyed the outline of the decree establishing the Honorary Council, including the composition of the membership, mandate, and obligation to report to the Chancellor.

Agenda 2: Affirmation of Duties and Authorities

Some things that were emphasized:

- The Honorary Council is the institution that guards UPGRIS' academic integrity and ethics.
- The focus of the duties includes: supervision, receiving and handling complaints, ethical examinations, and recommendations for sanctions.
- Official communication is conducted through official letters and institutional email.

Agenda 3: First Year Work Plan

The committee agreed on 4 main focuses:

1. Preparation of complaint flow (*claims & complaints procedure*).
2. Preparation of SOPs for handling ethical cases.
3. Preparation of content and publication of complaint channels on the university website.
4. Socialization of the code of ethics to lecturers, educational staff, students, and partners.

Agenda 4: Scheduling Regular Meetings

Monthly meeting agreement:

→ **Every 3rd Monday at 09.00 WIB .**

Agenda 5: Initial Priority – Complaint Mechanism

It was discussed that:

- The website must provide public access for the submission of claims and complaints.
- Mandatory information: procedures, forms, confidentiality guarantees, official contacts.
- The secretary began mapping out the complaint flow requirements to be discussed at the next meeting.

5. Meeting Decisions

1. a. Confirm the first year work plan of the Honorary Council.
2. Assign the Secretary to draft a complaint flow to be discussed at the 2nd Meeting.
3. Assign Public Relations & ICT UPT to prepare a complaint website page design.
4. Establish a regular monthly meeting schedule on the 3rd Monday of every month.
5. Minutes and minutes will be submitted to the Chancellor no later than 7 working days after the meeting.

6. Follow-up Plan

Task	Person responsible	Deadline
Drafting a complaint flow	Secretary	August 10, 2022
Developing content requirements for a complaint website	Chairman & Secretary	August 25, 2022
Website technical coordination	ICT & Public Relations Unit	Before the next meeting

7. Conclusion

The meeting was closed at 11:00 a.m. WIB by the Chair of the Honorary Council. He affirmed his commitment to building an ethical culture and reporting mechanisms that are transparent, accessible, and protect whistleblowers in accordance with university ethical standards.

8. Approval

Council

Semarang, July 18, 2022
Chairman of the Honorary



Dr. Harjito, M.Hum.

Secretary of the Honorary Council



Dr. Arri Handayani, S.Psi., M.Si.



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2nd Meeting / August 2022

1. Meeting Identity

- **Day/Date** : Monday, August 15, 2022
- **Time** : 09.00 – 11.15 WIB
- **Venue** : Seminar Room, 2nd Floor, Central Building, PGRI Semarang University
- **Meeting Chair** : Dr. Harjito, M.Hum. (Chairman of the Honorary Council)
- **Notary** : Dr. Arri Handayani, S.Psi., M.Si. (Secretary of the Honorary Council)

2. Attendance List

A. Honorary Council

1. Dr. Harjito, M.Hum. – Chairman
2. Dr. Arri Handayani, S.Psi., M.Si. – Secretary
3. Supandi, S.Si., M.Sc. – Member I
4. Qristin Violinda, S.Psi., MM, Ph.D. – Member II

B. Research Field Representative

5. Prof. Dr. Achmad Buchori, S.Pd., M.Pd.
6. Dr. Arri Handayani, S.Psi., M.Si.
7. Prof. Dr. Endah Rita Sulistyia Dewi, S.Si., M.Si.
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13. Mega Novita, Ph.D.
14. Dr. Dra. Mei Sulistyoningsih, M.Si.
15. Dr. Muhtarom, S.Pd., M.Pd.

16. Dr. Nurkolis, MM
17. Dr. Rasiman, M.Pd.
18. Dr. Wiyaka, M.Pd.

C. Representative of Community Service Sector

19. Arisul Ulumuddin, S.Pd., M.Pd.
20. Dr. Ary Susatyo Nugroho, S.Si., M.Si.
21. Dr. Joko Siswanto, S.Pd., M.Pd.
22. Dr. Rosalina Br. Ginting, M.Si.
23. Dr. Senowarsito, M.Pd.
24. Dr. Aryo Andri Nugroho, S.Si., M.Pd.
25. Dr. Widya K., M.Pd.
26. Dr. Nizaruddin, M.Si.

Number of attendees: 26 people

Number of absentees: 0 people

3. Meeting Agenda

27. Discussion of the contents of the UPGRIS Code of Ethics and Academic Ethics.
28. Mapping of types of ethical violations (behavioral, academic, integrity).
29. Determining the limits of authority for handling cases between the Honorary Council, Faculty/Study Program, and other units.
30. Preparation of a violation matrix as a basis for the complaint flow.

4. Discussion

Agenda 1: Discussion of the Code of Ethics and Academic Ethics

The Secretary submitted a summary of the Rector's Regulation document on the Code of Ethics & Academic Ethics (2020), especially the points related to:

- obligations of the academic community,
- behavioral prohibitions,
- academic integrity,
- relationship between lecturers and students,
- ethical sanctions that may be imposed.

Documents are guaranteed to be the main reference for compiling a complaints system.

Agenda 2: Mapping Types of Ethical Violations

Members mapped the forms of violations into 4 broad categories:

1. **Behavioral Violations**
 - Communication ethics, harassment, threats, conflicts of interest, violation of values.
2. **Academic Misconduct**
 - Plagiarism, data manipulation, abuse of academic authority.
3. **Violation of Official Integrity**
 - Abuse of position, unfair bias, discrimination.
4. **Administrative Violation of Ethics**
 - Non-compliance with ethical SOPs, inappropriate reporting.

Agenda 3: Determining the Limits of Authority

It was agreed that the limits for handling cases are as follows:

- **The Honor Council** handles violations that are serious, strategic, or that impact the university's reputation.
- **The Faculty/Study Program** handles minor cases or initial clarification stages.
- **The HR/HR unit** handles aspects of employee discipline that are not related to academic ethics.
- **The ICT UPT** helps provide digital evidence if there are complaints related to online interactions.

The authority is outlined in the draft complaint matrix.

Agenda 4: Preparation of Violation Matrix

The committee began to develop an initial matrix containing:

- category of violation,
- authorized handling,
- the type of evidence required,
- follow-up model,
- ethical sanction recommendations.

The matrix will be refined at Meeting 3 along with the preparation of the complaint flow.

5. Meeting Decisions

1. All members agreed to a framework of categories of violations into four broad

- groups.
2. The Honorary Council has the authority to handle moderate to serious violations.
 3. The secretary was tasked with preparing an initial draft of the violation matrix to be discussed at the next meeting.
 4. The violation matrix will be used as the basis for the complaint flow and SOP for handling cases.

6. Follow-up Plan

No	Task	Person responsible	Deadline
1	Drafting a violation matrix	Secretary	September 5, 2022
2	Consultation with the Faculty/Study Program regarding the limits of authority	Chairman & Members	September 12, 2022
3	Preparing discussion materials for the complaint flow	Secretary	3rd Meeting

7. Conclusion

The meeting was closed at 11:15 a.m. WIB by the Chair of the Honorary Council. He expressed his hope that the mapping of ethical violations would provide a strong foundation for developing a comprehensive complaint process and standard operating procedures (SOPs) that comply with university ethical standards.

8. Approval

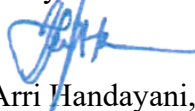
Semarang, August 15, 2022

Chairman of the Honorary Council



Dr. Harjito, M.Hum.

Secretary of the Honorary Council



Dr. Arri Handayani, S.Psi., M.Si.



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3rd Meeting / September 2022

1. Meeting Identity

- Day/Date: Monday, September 19, 2022
- Time: 09.00 – 11.20 WIB
- Venue: Seminar Room, 2nd Floor, Central Building, PGRI Semarang University
- Meeting Chair: Dr. Harjito, M.Hum. (Chairman of the Honorary Council)
- Notary: Dr. Arri Handayani, S.Psi., M.Si. (Secretary of the Honorary Council)

2. Attendance List

(Participant structure is the same as Meeting 1 & 2, total attendance follows Mega's instructions)

A. Honorary Council

1. Dr. Harjito, M.Hum. – Chairman
2. Dr. Arri Handayani, S.Psi., M.Si. – Secretary
3. Supandi, S.Si., M.Sc. – Member I
4. Qristin Violinda, S.Psi., MM, Ph.D. – Member II

B. Research Field Representative

1. Prof. Dr. Achmad Buchori, S.Pd., M.Pd.
2. Dr. Arri Handayani, S.Psi., M.Si.
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14. Dr. Wiyaka, M.Pd.

C. Representative of Community Service Sector

1. Arisul Ulumuddin, S.Pd. , M.Pd.
2. Dr. Ary Susatyo Nugroho, S.Si., M.Si.
3. Dr. Joko Siswanto, S.Pd., M.Pd.
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5. Dr. Senowarsito, M.Pd.
6. Dr. Aryo Andri Nugroho, S.Si., M.Pd.
7. Dr. Widya K., M.Pd.
8. Dr. Nizaruddin, M.Si.

Number of attendees: 26 people

Number of absentees: 0 people

3. Meeting Agenda

1. Discussion of the draft violation matrix (follow-up results of Meeting 2).
2. Designing the complaints flow (*claims & complaints flow*) from the reporter to the decision.
3. Determination of official complaint submission channels.
4. Affirmation of the principle of protection of whistleblowers and the principle of confidentiality.

4. Discussion

Agenda 1: Discussion of the Draft Violation Matrix

The Secretary submitted a draft matrix of violation categories based on the results of Meeting 2. The discussion included:

- improvement of types of supporting evidence,
- determination of severity indicators,
- separation of academic vs. behavioral violations,
- adjustment to the 2020 Chancellor's Code of Ethics Regulation.

The matrix is accepted as the basis for the complaint flow structure.

Agenda 2: Designing Complaint Flow

The committee formulated a complaint *flowchart with seven main stages*:

1. The reporter submits the complaint via official channels (website/email/form).
2. Initial administrative verification by the Secretary of the Honorary Council.
3. Initial review of the substance by the Chair & Members of the Honorary Council.
4. Summons for clarification (respondent, witnesses, or related parties).
5. Internal ethics hearings, if necessary.
6. Recommendations for decisions (sanctions, coaching, mediation, or case closure).
7. Official reporting to the Chancellor and documentation of case archives.

It was emphasized that each stage requires a time standard (SLA) which will be determined at Meeting 4.

Agenda 3: Determination of Official Complaint Channels

It was decided that three official channels would be published:

1. Online Complaint Form (Google Form/Internal SIM).
2. Official Email of the Honorary Council
3. Written Letter through the Rectorate Administration.

A channel is only considered valid if it is recorded in the official complaints register.

Agenda 4: Whistleblower Protection Principles

The Committee affirms the following principles:

- The confidentiality of the reporter's identity is guaranteed.
- The whistleblower will not receive any retaliatory action (anti-retaliation).
- Digital evidence will be managed with data protection standards.
- The reporter who provides information cannot be subject to sanctions if he acts according to procedure.

This principle will be written in the official complaint mechanism document and published on the UPGRIS website.

5. Meeting Decisions

1. The draft violation matrix is accepted as the basis for compiling the complaint flow.
2. Approved *the flowchart* of the complaint process in seven main stages.
3. Official complaint channels: online form, official Honorary Council email, and written letter.
4. The principle of whistleblower protection must be included on the website page and SOP.
5. The final draft of the complaint flow will be discussed and approved in Meeting 4.

6. Follow-up Plan

No	Task	Person responsible	Deadline
1	Perfecting the complaint <i>flowchart</i>	Secretary	October 10, 2022
2	Create a list of SOP requirements per stage of the flow	Chairman & Members	October 17, 2022
3	Coordinate with UPT ICT for online channel preparation	Secretary & ICT	Before Meeting 4

7. Conclusion

The meeting was closed at 11:20 a.m. WIB by the Chairman of the Honorary Council. The Chairman stated that a strong and clear complaint process is the foundation for transparency and accountability, and therefore, finalizing the SOP will be the primary focus of the next meeting.

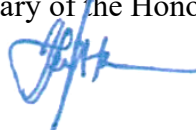
8. Approval

Semarang, September 19, 2022

Chairman of the Honorary Council


Dr. Harjito, M.Hum.

Secretary of the Honorary Council



Dr. Arri Handayani, S.Psi., M.Si.



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Minutes of the Honorary Council Meeting of PGRI University of Semarang

4th Meeting / October 2022

1. Meeting Identity

- **Day/Date** : Tuesday, October 18, 2022
- **Time** : 09.00 – 11.30 WIB
- **Venue** : Seminar Room, 2nd Floor, Central Building, PGRI Semarang University
- **Meeting Chair** : Dr. Harjito, M.Hum. (Chairman of the Honorary Council)
- **Notary** : Dr. Arri Handayani, S.Psi., M.Si. (Secretary of the Honorary Council)

2. Attendance List

A. Honorary Council

1. Dr. Harjito, M.Hum. – Chairman
2. Dr. Arri Handayani, S.Psi., M.Si. – Secretary
3. Supandi, S.Si., M.Sc. – Member I
4. Kristin Violinda, S.Psi., MM, Ph.D. – Member II

B. Research Field Representative

1. Prof. Dr. Achmad Buchori, S.Pd., M.Pd.
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C. Representative of Community Service Sector

1. Arisul Ulumuddin, S.Pd., M.Pd.

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5. Dr. Senowarsito, M.Pd.
6. Dr. Aryo Andri Nugroho, S.Si., M.Pd.
7. Dr. Widya K., M.Pd.
8. Dr. Nizaruddin, M.Si.

Number of attendees: 26 people

Number of absentees: 0 people

3. Meeting Agenda

1. Further discussion of the complaint flowchart *resulting* from Meeting 3.
2. Preparation and finalization of draft SOP for handling complaints.
3. Establishing time standards (SLAs) at each stage in the complaint flow.
4. Determination of document formats: minutes, clarification forms, and final case reports.

4. Discussion

Agenda 1 – Further Discussion of Complaint Process

The Chair and Secretary conveyed improvements to *the flowchart* from Meeting 3.

Adjustments were made to:

- limits of authority at each stage,
- moderate–severe case escalation pathway,
- clarity of the role of the Faculty/Study Program at the initial clarification stage,
- addition of final decision markers (sanctions, coaching, mediation).

All participants agreed on *the final flowchart* to enter the SOP preparation stage.

Agenda 2 – Preparation of SOP for Complaint Handling

The draft SOP is based on seven stages of the complaint flow:

1. Report Receipt

- Required format: reporter's identity, chronology, supporting evidence.
- Incoming reports are recorded in the complaint register.

2. Administrative Verification

- Carried out by the Secretary within a maximum of 3 working days.

3. Initial Substantial Review

- The chairman and members assess the suitability of the case for processing.
- Initial decision: *process* , *complete data* , or *cannot be processed* .

4. Clarification

- Summoning the reporter, the accused, and witnesses.
- The evidence documents are verified for authenticity by the team.

5. Ethics Hearing

- Only done for serious cases or those with major reputational impact.
- The results of the hearing in the form of ethical recommendations are recorded

in the official minutes.

6. Recommendation Decision

- Recommendations are given in the form of sanctions, coaching, mediation, or termination of the process.

7. Reporting to the Rector & Archiving

- Recommendations are sent in writing to the Chancellor.
- Archives are stored in digital and physical form.

Agenda 3 – Time Standard Determination (SLA)

The following time standards were agreed upon:

Stage	SLA
Administrative Verification	Max. 3 working days
Initial Substantial Review	Max. 7 working days
Clarification	Max. 14 working days
Ethics Hearing (if necessary)	Max. 7 working days after clarification
Recommendation Decision	Max. 5 working days
Reporting to the Chancellor	Max. 3 working days after recommendation

SLAs aim to ensure fast, transparent and predictable processes.

Agenda 4 – Determination of Ethics Document Format

The Committee established the following standard format:

1. Official Complaint Form
2. Reporter/Reported Party Clarification Form
3. Minutes of Clarification
4. Minutes of the Ethics Hearing
5. Decision Recommendation Format
6. Final Case Report Format to the Chancellor

The document format will be uploaded to the website after being verified by the Chairperson and Secretary.

5. Meeting Decisions

1. Approve *the final flowchart* of the complaint process.
2. Approved the initial draft of the SOP for handling complaints to enter the finalization stage.
3. Establish SLAs (Service Time Standards) at each stage of the complaint flow.
4. Agree on standard document formats to be used throughout the ethics process.
5. The Chairman and Secretary are given the mandate to perfect the SOP before the

Meeting

6. Follow-up Plan

No	Task	Person responsible	Deadline
1	Refine the draft SOP based on meeting input	Chairman & Secretary	November 7, 2022
2	Preparing the final format of the ethics document	Secretary	November 10, 2022
3	Coordination of content uploads to the website	Chairman, Secretary & UPT ICT	Before Meeting 5

7. Conclusion

The meeting was closed at 11:30 a.m. WIB by the Chair of the Honorary Council. The Chair emphasized the importance of clear, consistent, and easily accessible SOPs as a manifestation of UPGRIS's commitment to academic integrity, particularly regarding the accessibility of claims and complaints mechanisms.

8. Approval

Semarang, October 17, 2022

Chairman of the Honorary Council



Dr. Harjito, M.Hum.

Secretary of the Honorary Council



Dr. Arri Handayani, S.Psi., M.Si.



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Minutes of the Honorary Council Meeting of PGRI University of Semarang

5th Meeting / November 2022

1. Meeting Identity

- **Day/Date:** Thursday, November 17, 2022
- **Time:** 09.00 – 11.30 WIB
- **Venue :** Seminar Room, 2nd Floor, Central Building, PGRI Semarang University
- **Meeting Chair :** Dr. Harjito, M.Hum. (Chairman of the Honorary Council)
- **Notary :** Dr. Arri Handayani, S.Psi., M.Si. (Secretary of the Honorary Council)

2. Attendance List

A. Honorary Council

1. Dr. Harjito, M.Hum. – Chairman
2. Dr. Arri Handayani, S.Psi., M.Si. – Secretary
3. Supandi, S.Si., M.Sc. – Member I
4. Kristin Violinda, S.Psi., MM, Ph.D. – Member II

B. Research Field Representative

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12. Dr. Wiyaka, M.Pd.
13. Prof. Dr. Harjito, M.Hum.
14. Dr. Arri Handayani, S.Psi., M.Si.

C. Representative of Community Service Sector

1. Arisul Ulumuddin, S.Pd., M.Pd.

2. Dr. Ary Susatyo Nugroho, S.Si., M.Si.
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6. Dr. Aryo Andri Nugroho, S.Si., M.Pd.
7. Dr. Widya K., M.Pd.
8. Dr. Nizaruddin, M.Si

Number of attendees: 26 people

Number of absentees: 0 people

3. Meeting Agenda

1. Finalization of Complaint Form and Supporting Documents.
2. Compilation of Complaint Register and Case Numbering System.
3. Improvements to the Ethics Minutes Template.
4. Preparing to upload content to the website.

4. Discussion

Agenda 1 – Finalization of Complaint Form

- The form is enhanced with columns for identity, chronology, evidence, and category of violation.
- Members agree on the final format ready for publication.

Agenda 2 – Case Register & Numbering

The numbering structure is agreed upon:

DK-UPGRIS/YEAR/CASE NUMBER

Example: *DK-UPGRIS/2022/015*

Mandatory registration columns:

- case number, date of submission, source of report, violation category, process status, follow-up, and completion date.

The ICT Unit prepares a digital version.

Agenda 3 – Ethics Document Template

Three templates refined and validated:

1. Minutes of Clarification
2. Minutes of the Ethics Hearing
3. Decision Recommendation Format

All formats are standardized for the entire ethics process.

Agenda 4 – Website Upload Preparation

- UPT ICT has prepared an "Ethical Complaints" page on the UPGRIS website.
- Content to be uploaded: Forms, SOPs, complaint flow, templates, whistleblower protection principles, and official contacts.
- The chairman emphasized that public access is easy.

5. Meeting Decisions

1. The Complaint Form is approved as the final version.
2. The register and case numbering system will be implemented starting December 2022.
3. The minutes and decision recommendation templates are approved.
4. The complaint website will be ready to be uploaded by the end of November 2022.

6. Follow-up Plan

No	Task	Person responsible	Deadline
1	Finalization of ethics documents	Secretary	November 28, 2022
2	Digital register	ICT Technical Implementation Unit	November 30, 2022
3	Website content check	Chairman & Secretary	November 29, 2022
4	Upload website content	ICT & Public Relations Unit	November 30, 2022

7. Conclusion

The meeting concluded at 11:25 a.m. WIB. The chair emphasized that complete documentation and a complaints system are the foundation of transparency.

8. Approval

Semarang, November 21, 2022

Chairman of the Honorary Council



Dr. Harjito, M.Hum.

Secretary of the Honorary Council



Dr. Arri Handayani, S.Psi., M.Si.



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Minutes of the Honorary Council Meeting of PGRI University of Semarang

6th Meeting / December 2022

1. Meeting Identity

- **Day/Date** : Monday, December 19, 2022
- **Time** : 09.00 – 11.40 WIB
- **Venue** : Seminar Room, 2nd Floor, Central Building, PGRI Semarang University
- **Meeting Chair** : Dr. Harjito, M.Hum. (Chairman of the Honorary Council)
- **Notary** : Dr. Arri Handayani, S.Psi., M.Si. (Secretary of the Honorary Council)

2. Attendance List

A. Honorary Council

1. Dr. Harjito, M.Hum. – Chairman
2. Dr. Arri Handayani, S.Psi., M.Si. – Secretary
3. Supandi, S.Si., M.Sc. – Member I
4. Kristin Violinda, S.Psi., MM, Ph.D. – Member II

B. Research Field Representative

1. Prof. Dr. Achmad Buchori, S.Pd., M.Pd.
2. Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.
3. Dr. Ir. Efriyani Sumastuti, MP
4. Dr. Fenny Roshayanti, S.Pd., M.Pd.
5. Dr. Iin Purnamasari, S.Pd., M.Pd.
6. Dr. Maryanto, M.Si.

7. Mega Novita, Ph.D.
8. Dr. Dra. Mei Sulistyoningsih, M.Si.
9. Dr. Muhtarom, S.Pd., M.Pd.
10. Dr. Nurkolis, MM
11. Dr. Rasiman, M.Pd.
12. Dr. Wiyaka, M.Pd.
13. Prof. Dr. Harjito, M.Hum.
14. Dr. Arri Handayani, S.Psi., M.Si.

C. Representative of Community Service Sector

1. Arisul Ulumuddin, S.Pd., M.Pd.
2. Dr. Ary Susatyo Nugroho, S.Si., M.Si.
3. Dr. Joko Siswanto, S.Pd., M.Pd.
4. Dr. Rosalina Br. Ginting, M.Si.
5. Dr. Senowarsito, M.Pd.
6. Dr. Aryo Andri Nugroho, S.Si., M.Pd.
7. Dr. Widya K., M.Pd.
8. Dr. Nizaruddin, M.Si.

Number of attendees: 26 people

Number of absentees: 0 people

3. Meeting Agenda

1. Discussion of the content design for the ethics complaint website page.
2. Preparation of public information texts related to complaint procedures.
3. Determining the structure and layout of website pages.
4. Division of tasks for updating website content periodically.

4. Discussion

Agenda 1 – Complaint Website Content Design

The Chair and Secretary presented the initial content draft which included:

- page title and general description,
- complaint form link,
- explanation of the complaint process,
- list of downloadable documents,
- official contact information of the Honorary Council.

All participants provided feedback regarding language clarity, document availability, and accessibility.

Agenda 2 – Preparation of Public Information Texts

The draft public information text was discussed and refined, with the main points:

- whistleblower rights and identity protection,
- report requirements that can be processed,
- stages of the report handling procedure,
- standard completion time,
- forms of follow-up that may be provided by the Honorary Council.

The language is made concise, easy to understand, and public friendly.

Agenda 3 – Determining the Structure & Layout of Website Pages

It was agreed that the page structure would be as follows:

1. Title and Introduction
2. Complaint Flow (graphics & text)
3. Online Complaint Form
4. Important Documents (SOP, forms, BA, templates)
5. Whistleblower Protection Principles
6. Official Contact of the Honorary Council

The layout is minimalist, responsive, and easily accessible via mobile devices.

Agenda 4 – Website Content Updates

Division of update tasks:

- Chairman & Secretary: review and approve content changes.
- UPT TIK: upload files, update links, and ensure stable page display.
- Faculty Representative Team: Reports any changes to regulations or SOPs.

Updates are to be made at least every six months or as needed.

5. Meeting Decisions

1. Approve the draft content of the ethics complaint website page.
2. Approving public information texts regarding ethics complaints.
Establishing the final structure and layout of the website pages.
3. Assigning the ICT UPT to upload all content before December 30, 2022.
4. Establish a mechanism for regular content updates.

6. Follow-up Plan

No	Task	Person responsible	Deadline
1	Final revision of public information text	Secretary	December 23, 2022
2	Submit all files to UPT TIK	Chairman & Secretary	December 26, 2022
3	Uploading website content	ICT Technical Implementation Unit	December 29, 2022
4	Verify appearance and access eligibility	Chairman & Secretary	December 30, 2022

7. Conclusion

The meeting was closed at 11:40 a.m. WIB by the Chair of the Honorary Council. The Chair stated that completing the complaints website was a crucial step in providing open access to a formal and accessible reporting mechanism for the entire academic community.

8. Approval

Semarang, December 19, 2022

Chairman of the Honorary Council



Dr. Harjito, M.Hum.

Secretary of the Honorary Council



Dr. Arri Handayani, S.Psi., M.Si.



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Minutes of the Honorary Council Meeting of PGRI University of Semarang

7th Meeting / January 2023

1. Meeting Identity

- **Day/Date** : Monday, January 16, 2023
- **Time** : 09.00 – 11.45 WIB:
- **Venue** : Seminar Room, 2nd Floor, Central Building, PGRI Semarang University
- **Meeting Chair** : Dr. Harjito, M.Hum. (Chairman of the Honorary Council)
- **Notary** : Dr. Arri Handayani, S.Psi., M.Si. (Secretary of the Honorary Council)

2. Attendance List

A. Honorary Council

1. Dr. Harjito, M.Hum. – Chairman
2. Dr. Arri Handayani, S.Psi., M.Si. – Secretary
3. Supandi, S.Si., M.Sc. – Member I
4. Kristin Violinda, S.Psi., MM, Ph.D. – Member II

B. Research Field Representative

1. Prof. Dr. Achmad Buchori, S.Pd., M.Pd.
2. Prof. Dr. Endah Rita Sulistyia Dewi, S.Si., M.Si.
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4. Dr. Fenny Roshayanti, S.Pd., M.Pd.
5. Dr. Iin Purnamasari, S.Pd., M.Pd.
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9. Dr. Muhtarom, S.Pd., M.Pd.
10. Dr. Nurkolis, MM
11. Dr. Rasiman, M.Pd.
12. Dr. Wiyaka, M.Pd.
13. Prof. Dr. Harjito, M.Hum.
14. Dr. Arri Handayani, S.Psi., M.Si.

C. Representative of Community Service Sector

1. Arisul Ulumuddin, S.Pd., M.Pd.
2. Dr. Ary Susatyo Nugroho, S.Si., M.Si.
3. Dr. Joko Siswanto, S.Pd., M.Pd.
4. Dr. Rosalina Br. Ginting, M.Si.
5. Dr. Senowarsito, M.Pd.
6. Dr. Aryo Andri Nugroho, S.Si., M.Pd.
7. Dr. Widya K., M.Pd.
8. Dr. Nizaruddin, M.Si.

Number of attendees: 26 people

Number of absentees: 0 people

3. Meeting Agenda

1. Finalization of SOP for Complaint Handling.
2. Finalizing the content and appearance of the complaint website.
Determining the website's *go-live schedule* .
3. Evaluate the readiness of email channels and online forms.

4. Discussion

Agenda 1 – Finalization of SOP for Complaint Handling

The Chair and Secretary submitted the final draft of the SOP which had been revised based on input from the previous meeting.

Improvements include:

- confirmation of clarification stages,
- explanation of indicators for mild, moderate, and severe cases,
- document format adjustments,

- strengthening of confidentiality and data protection.

All members agreed to ratify the SOP after minor revisions were completed.

Agenda 2 – Finalization of Complaint Website Content

Verified content includes:

- opening text and public information,
- complaint flow in infographic form,
- link to complaint form,
- list of downloaded documents (SOP, forms, BA templates),
- whistleblower protection principles,
- official contact of the Honorary Council.

Improvement notes:

- the header display needs to be made more concise,
- the font size in the complaint flow section is clarified,
- Download links should be arranged in one column for easy access.

All input is submitted to UPT ICT for design finalization.

Agenda 3 – Determining the Website “Go-Live” Schedule

The meeting agreed:

- The website will be officially published on January 25, 2023.
- Internal announcements will be sent via institutional email on the same date.
- Faculties and units are asked to disseminate information to all lecturers and educational staff.

Agenda 4 – Email Channel & Form Readiness Evaluation

- The email etik@upgris.ac.id has been activated and tested by the Secretary.
- The online complaint form has been working well, including the file upload feature.
- The ICT UPT was asked to add an automatic notification feature to the Secretary whenever there is a new complaint.

5. Meeting Decisions

1. The Complaint Handling SOP was approved to be established as an official document after minor revisions.
2. The final website content is submitted to the ICT UPT for display completion.
3. The complaint website will be published on January 25, 2023.
4. Email and complaint form are declared ready to use.

6. Follow-up Plan

No	Task	Person responsible	Deadline
1	Minor revision of SOP	Secretary	January 20, 2023
2	Finalize the appearance of the web page	ICT Technical Implementation Unit	January 23, 2023
3	Making internal announcements	Chairman & Secretary	January 24, 2023
4	Final trial of the reporting system	Chairman, Secretary & ICT	January 23, 2023

7. Conclusion

The Chairperson concluded the meeting at 11:45 a.m. WIB. The Chairperson emphasized that with the finalization of the SOP and the website's readiness, the Honorary Council is ready to provide more accessible services and the ability to process reports quickly and in a structured manner.

8. Approval

Semarang, January 16, 2023

Chairman of the Honorary Council



Dr. Harjito, M.Hum.

Secretary of the Honorary Council



Dr. Arri Handayani, S.Psi., M.Si.



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Minutes of the Honorary Council Meeting of PGRI University of Semarang

8th Meeting / February 2023

1. Meeting Identity

- **Day/Date** : Monday, February 20, 2023
- **Time** : 09.00 – 11.30 WIB
- **Venue** : Seminar Room, 2nd Floor, Central Building, PGRI Semarang University
- **Meeting Chair** : Dr. Harjito, M.Hum. (Chairman of the Honorary Council)
- **Notary** : Dr. Arri Handayani, S.Psi., M.Si. (Secretary of the Honorary Council)

2. Attendance List

A. Honorary Council

1. Dr. Harjito, M.Hum. – Chairman
2. Dr. Arri Handayani, S.Psi., M.Si. – Secretary
3. Supandi, S.Si., M.Sc. – Member I
4. Kristin Violinda, S.Psi., MM, Ph.D. – Member II

B. Research Field Representative

1. Prof. Dr. Achmad Buchori, S.Pd., M.Pd.
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13. Prof. Dr. Harjito, M.Hum.
14. Dr. Arri Handayani, S.Psi., M.Si.

C. Representative of Community Service Sector

1. Arisul Ulumuddin, S.Pd., M.Pd.
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6. Dr. Aryo Andri Nugroho, S.Si., M.Pd.
7. Dr. Widya K., M.Pd.
8. Dr. Nizaruddin, M.Si.

Number of attendees: 26 people

Number of absentees: 0 people

3. Meeting Agenda

1. Preparation of a plan to socialize the ethics complaint mechanism to the academic community.
2. Preparation of socialization materials and presentation guidelines.
3. Determination of the socialization schedule per faculty and unit.
4. Determination of supporting publication media.

4. Discussion

Agenda 1 – Complaint Mechanism Socialization Plan

The chairperson opened the discussion on the importance of public awareness campaigns to ensure all lecturers, administrative staff, and students understand the approved complaints procedures. The initial agreement was:

- Socialization will be carried out in the form of live presentations and accompanied by digital materials.
- Faculty are asked to facilitate the schedule and participants.

Agenda 2 – Preparation of Socialization Materials

The material compiled includes:

- understanding of ethical complaints,
- types of violations that can be reported,
- complaint flow (graphics and explanation),

- SOP explanation,
- simple case example (no names),
- whistleblower protection principles,
- list of complaint channels.

The material is written in an educational language, is easy to understand, and does not cause intimidation for the reporter.

Agenda 3 – Determination of Socialization Schedule

The following initial schedule was agreed upon:

Faculty/Unit	Socialization Schedule
FIP	March 1, 2023
FPIPSKR	March 6, 2023
FPMIPATI	March 9, 2023
FPBS	March 13, 2023
FTI	March 16, 2023
FH	March 20, 2023
FEB	March 23, 2023
POSTGRADUATE	March 27, 2023
Educational Staff/Work Unit	March 30, 2023

Agenda 4 – Determining Publication Media

Several supporting media were agreed upon:

- digital pamphlets,
- posters for faculty information boards,
- university social media posts,
- distribution of official emails to all lecturers and educational staff,
- direct link to the complaint website page.

Faculty representative teams were asked to assist with publications in their respective environments.

5. Meeting Decisions

1. The socialization plan was accepted and agreed to be implemented starting March 1, 2023.
2. The socialization material will be finalized and trialed at a small internal meeting.
3. The socialization schedule per faculty is set as in the table above.
4. Publication media will be prepared by the Secretary in collaboration with Public Relations.

6. Follow-up Plan

No	Task	Person responsible	Deadline
1	Finalization of socialization materials	Secretary	February 28, 2023
2	Preparation of pamphlets and posters	Public Relations	February 25, 2023
3	Coordinate schedules with faculty	Chairman & Secretary	February 27, 2023
4	Trial of socialization materials	Small Team of the Honorary Council	February 24, 2023

7. Conclusion

The meeting was closed by the Chairperson at 11:30 a.m. WIB. He emphasized that comprehensive outreach would ensure that the entire academic community understands the complaint procedure and feels safe and supported in submitting reports.

8. Approval

Semarang, February 20, 2023

Chairman of the Honorary Council



Dr. Harjito, M.Hum.

Secretary of the Honorary Council





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Dr. Arri Handayani, S.Psi., M.Si.

Minutes of the Honorary Council Meeting of PGRI University of Semarang

9th Meeting / March 2023

1. Meeting Identity

- **Day/Date** : Monday, March 20, 2023
- **Time** : 09.00 – 11.35 WIB
- **Venue** : Seminar Room, 2nd Floor, Central Building, PGRI Semarang University
- **Meeting Chair** : Dr. Harjito, M.Hum. (Chairman of the Honorary Council)
- **Notary** : Dr. Arri Handayani, S.Psi., M.Si. (Secretary of the Honorary Council)

2. Attendance List

A. Honorary Council

1. Dr. Harjito, M.Hum. – Chairman
2. Dr. Arri Handayani, S.Psi., M.Si. – Secretary
3. Supandi, S.Si., M.Sc. – Member I
4. Qristin Violinda, S.Psi., MM, Ph.D. – Member II

B. Research Field Representative

1. Prof. Dr. Achmad Buchori, S.Pd., M.Pd.
2. Prof. Dr. Endah Rita Sulistyia Dewi, S.Si., M.Si.
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9. Dr. Muhtarom, S.Pd., M.Pd.
10. Dr. Nurkolis, MM
11. Dr. Rasiman, M.Pd.
12. Dr. Wiyaka, M.Pd.
13. Prof. Dr. Harjito, M.Hum.
14. Dr. Arri Handayani, S.Psi., M.Si.

C. Representative of Community Service Sector

1. Arisul Ulumuddin, S.Pd., M.Pd.
2. Dr. Ary Susatyo Nugroho, S.Si., M.Si.
3. Dr. Joko Siswanto, S.Pd., M.Pd.
4. Dr. Rosalina Br. Ginting, M.Si.
5. Dr. Senowarsito, M.Pd.
6. Dr. Aryo Andri Nugroho, S.Si., M.Pd.
7. Dr. Widya K., M.Pd.
8. Dr. Nizaruddin, M.Si.

Number of attendees: 26 people

Number of absentees: 0 people

3. Meeting Agenda

1. Evaluation of the implementation of the socialization of complaint mechanisms in faculties and postgraduate programs.
2. Discussion of obstacles that emerged during socialization.
3. Inventory of complaints received in the first quarter.
4. Identify the need for complaint channel improvements.

4. Discussion

Agenda 1 – Socialization Evaluation

The Chairperson and Secretary conveyed the results of the implementation of the socialization which took place at:

- **FIP** – March 1
- **FPIPSKR** – March 6
- **FPMIPATI** – March 9
- **FPBS** – March 13
- **FTI** – March 16
- **FH** – March 20
- **FEB** – March 23
- **POSTGRADUATE** – March 27

Main evaluation points:

- The enthusiasm of the participants was high, especially during the question and answer session.
- Many questions related to whistleblower protection and the clarification process.
- Some faculties requested additional case examples in the material.

Agenda 2 – Obstacles During Socialization

Some of the identified constraints:

- network in some faculties is less stable when displaying websites,
- The number of participants present varied, especially during the administrative staff sessions,
- Some lecturers do not yet understand the difference between academic and behavioral violations.

Agreed solution:

- providing offline materials in PDF form,
- add a simple infographic to differentiate the types of violations,
- provide short training to faculty representatives.

Agenda 3 – First Quarter Complaint Inventory

The secretary reported:

- Number of complaints received January–March 2023: *3 reports*
- Category:
 - 1 violation of conduct (inappropriate communication),
 - 1 academic violation (alleged plagiarism),
 - 1 integrity violation (bias in assessment).

Status:

- 2 reports are currently under clarification,
- 1 report has entered the substantive review stage.

No reports were rejected at the administrative stage.

Agenda 4 – Identifying Complaint Channel Improvement Needs

Input from members:

- Online forms need a larger file upload option (minimum 20 MB),
- Need automatic notification to the Chairman, not just the Secretary,
- Need a “Check Complaint Status” button based on case number.

UPT ICT recorded and will carry out system updates.

5. Meeting Decisions

1. The socialization was stated to be going well and was continued every semester.
2. The socialization material will be supplemented with infographics and unidentified case examples.
3. The first quarter recorded 3 complaint reports, all of which were processed according to SOP.
4. The ICT UPT was tasked with improving form features and adding a status tracking system.

6. Follow-up Plan

No	Task	Person responsible	Deadline
1	Improvement of socialization materials (infographics & case examples)	Secretary	April 10, 2023
2	Form & notification system updates	ICT Technical Implementation Unit	April 17, 2023
3	Preparation of the 1st quarter report	Chairman & Secretary	April 12, 2023
4	Further coordination with the faculty regarding education on ethical violations	Faculty Representative	April 20, 2023

7. Conclusion

The meeting was closed by the Chairperson at 11:35 a.m. WIB. He expressed his appreciation for the smooth implementation of the socialization and emphasized the importance of following up on incoming reports to ensure that each process remains transparent, expeditious, and follows procedures.

8. Approval

Semarang, March 20, 2023

Chairman of the Honorary Council



Dr. Harjito, M.Hum.

Secretary of the Honorary Council

Dr. Arri Handayani, S.Psi., M.Si.



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Minutes of the Honorary Council Meeting of PGRI University of Semarang

10th Meeting / April 2023

1. Meeting Identity

- **Day/Date** : Monday, April 17, 2023
- **Time** : 09.00 – 11.50 WIB
- **Venue** : Seminar Room, 2nd Floor, Central Building, PGRI Semarang University
- **Meeting Chair** : Dr. Harjito, M.Hum. (Chairman of the Honorary Council)
- **Notary** : Dr. Arri Handayani, S.Psi., M.Si. (Secretary of the Honorary Council)

2. Attendance List

A. Honorary Council

1. Dr. Harjito, M.Hum. – Chairman
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C. Representative of Community Service Sector

1. Arisul Ulumuddin, S.Pd., M.Pd.
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6. Dr. Aryo Andri Nugroho, S.Si., M.Pd.
7. Dr. Widya K., M.Pd.
8. Dr. Nizaruddin, M.Si.

Number of attendees: 26 people

Number of absentees: 0 people

3. Meeting Agenda

1. Discussion of ethical case studies examples (simulations) to ensure procedural readiness.
2. Finalization of guidelines for weighting ethical violations and types of sanctions.
3. Evaluation of the effectiveness of SOPs based on cases that emerged in the first quarter.
4. Determination of the next stage of SOP improvement plan.

4. Discussion

Agenda 1 – Ethical Case Study Simulation

Two example cases are discussed (cases are disguised without identity):

Case A – Conduct Violation

- The lecturer communicated impolitely with the students.
- Simulated procedures: verification – clarification – coaching recommendations.
- Conclusion: the clarification mechanism is running effectively, a checklist format for questions is needed.

Case B – Academic Violation

- Allegations of plagiarism in research reports.
- Procedure: verification of evidence – clarification – recommendation of ethics hearing (if evidence is strong).
- Note: plagiarism checking standards with similarity value limits are needed.

The simulation results show that the flow is running well and according to SOP.

Agenda 2 – Violation Weighting Guidelines

The Committee determines the weight of violations based on 3 categories:

1. **Light**
 - minor behavioral violations, unethical communication, administrative errors.
 - Sanctions: verbal/written warning, coaching.
2. **Currently**
 - violations that impact the academic process or employment relationships.
 - Sanctions: intensive coaching, written statement, reflective assignments.
3. **Heavy**
 - plagiarism, data manipulation, intimidation, abuse of authority.
 - Sanctions: reduction in certain duties, ethics hearing, recommendations for further action according to regulations.

These guidelines will be attached to the revised version of the SOP document.

Agenda 3 – Evaluation of SOP Effectiveness

Based on 3 cases of the first quarter:

- The SOP flow runs according to stages,
- administrative verification is quite fast,
- clarification requires standard question guidance,
- The format of the minutes is adequate but needs adjustment in the “analysis considerations” column.

Members agreed to add details to the standards for examining evidence.

Agenda 4 – Further SOP Improvement Plan

Suggested improvements:

- create a clarification checklist for the reporter and the reported party,
- adding a consideration analysis format to the Ethics Hearing Minutes,
- ensure all forms can be filled out digitally to simplify documentation,
- prepare internal modules for case handling training for faculty representatives.

5. Meeting Decisions

1. The ethical case simulation was declared valid as a procedural test.
2. Violation weighting guidelines are established as the basis for decision recommendations.
3. The SOP needs further improvement in the clarification and evidence analysis sections.
4. Internal training modules will be prepared for the faculty.

6. Follow-up Plan

No	Task	Person responsible	Deadline
1	Preparation of clarification checklist	Secretary	April 28, 2023
2	Revised format of BA Ethics Hearing	Chairman & Secretary	May 5, 2023
3	SOP Improvement (version 2)	Honorary Council	May 10, 2023
4	Preparation of mini ethics training modules	Faculty Representative Team	May 15, 2023

7. Conclusion

The meeting was closed by the Chairperson at 11:50 a.m. WIB. The Chairperson stated that the discussion of the simulated cases provided a comprehensive overview of the readiness of the ethics handling system, and that improving the SOP would ensure increasingly professional and consistent service.

8. Approval

Semarang, April 17, 2023

Chairman of the Honorary Council



Dr. Harjito, M.Hum.

Secretary of the Honorary Council



Dr.

Arri Handayani, S.Psi., M.Si.



YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI PGRI SEMARANG
UNIVERSITAS PGRI SEMARANG

Jl. Sidodadi Timur Nomor 24 - Dr. Cipto Semarang - Indonesia
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Minutes of the Honorary Council Meeting of PGRI University of Semarang

11th Meeting / May 2023

1. Meeting Identity

- **Day/Date** : Monday, May 15, 2023
- **Time** : 09.00 – 11.45 WIB
- **Venue** : Seminar Room, 2nd Floor, Central Building, PGRI Semarang University
- **Meeting Chair** : Dr. Harjito, M.Hum. (Chairman of the Honorary Council)
- **Notary** : Dr. Arri Handayani, S.Psi., M.Si. (Secretary of the Honorary Council)

2. Attendance List

A. Honorary Council

1. Dr. Harjito, M.Hum. – Chairman
2. Dr. Arri Handayani, S.Psi., M.Si. – Secretary
3. Supandi, S.Si., M.Sc. – Member I
4. Qristin Violinda, S.Psi., MM, Ph.D. – Member II

B. Research Field Representative

1. Prof. Dr. Achmad Buchori, S.Pd., M.Pd.
2. Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.
3. Dr. Ir. Efriyani Sumastuti, MP
4. Dr. Fenny Roshayanti, S.Pd., M.Pd.
5. Dr. Iin Purnamasari, S.Pd., M.Pd.
6. Dr. Maryanto, M.Si.
7. Mega Novita, Ph.D.
8. Dr. Dra. Mei Sulistyoningih, M.Si.

9. Dr. Muhtarom, S.Pd., M.Pd.
10. Dr. Nurkolis, MM
11. Dr. Rasiman, M.Pd.
12. Dr. Wiyaka, M.Pd.
13. Prof. Dr. Harjito, M.Hum.
14. Dr. Arri Handayani, S.Psi., M.Si.

C. Representative of Community Service Sector

1. Arisul Ulumuddin, S.Pd., M.Pd.
2. Dr. Ary Susatyo Nugroho, S.Si., M.Si.
3. Dr. Joko Siswanto, S.Pd., M.Pd.
4. Dr. Rosalina Br. Ginting, M.Si.
5. Dr. Senowarsito, M.Pd.
6. Dr. Aryo Andri Nugroho, S.Si., M.Pd.
7. Dr. Widya K., M.Pd.
8. Dr. Nizaruddin, M.Si.

Number of attendees: 26 people

Number of absentees: 0 people

3. Meeting Agenda

1. Monitoring ethical compliance within the faculty and work units.
2. Identify areas prone to ethical violations based on faculty reports.
3. Preparation of recommendations for programs to strengthen ethical culture.
4. Preparation of ethical compliance indicators at faculty/unit level.

4. Discussion

Agenda 1 – Monitoring Ethical Compliance

The Chair presented the initial monitoring results obtained from the faculty's brief report.

Key findings:

- Most faculties have submitted summaries of potential cases even though they have not been officially reported,
- Several faculties showed increased ethical awareness, as seen from reports of informal consultations by lecturers/students,
- there have been no new serious violations in the last two months.

Agenda 2 – Identifying Violation-Prone Areas

Vulnerable areas identified based on faculty reports:

1. Plagiarism and academic dishonesty, especially in students' final assignments and research reports.

2. Unethical communication between students and lecturers and between lecturers.
3. Abuse of authority in the assessment process.
4. Delay in reporting potential violations due to ignorance of procedures.

Members suggested that faculty be provided with a poster with a brief guide to the complaint process.

Agenda 3 – Recommendations for Strengthening Ethical Culture

Some program proposals:

- Academic Ethics Workshop for new students at the beginning of each semester.
- Short training for lecturers on professional ethics and effective communication.
- Creation of a concise ethical culture module that can be shared with lecturers and educational staff.
- Placement of ethics posters in the lecturer's room, administration area, and meeting room.

The first priority is the creation of a concise 15-minute module that can be played at faculty meetings.

Agenda 4 – Preparation of Ethical Compliance Indicators

Agreed indicators:

1. Number of violations reported and their category type.
2. Case resolution time compared to SLA.
3. Number of informal ethics counseling or consultations.
4. Availability and updating of publications on ethics in the faculty.
5. Faculty participation in ethics socialization and training.

Indicators will be included in the Honorary Council's annual performance report.

5. Meeting Decisions

1. Areas prone to violations across the faculty were identified for further monitoring.
2. The ethical culture strengthening program was approved to be developed and implemented in stages.
3. Ethical compliance indicators are established as part of the internal evaluation.
4. The summary module on ethical culture is a priority for completion in June 2023.

6. Follow-up Plan

No	Task	Person responsible	Deadline
1	Preparation of a concise ethical culture module	Chairman & Secretary	June 12, 2023
2	Making a complaint flow poster	Public Relations	May 25, 2023
3	Faculty compliance indicator data collection	Faculty Representative	June 5, 2023
4	Preparation for a short workshop on academic ethics	Research Team	June 30, 2023

7. Conclusion

The meeting concluded at 11:45 a.m. WIB. The Chair emphasized the importance of continuous monitoring of ethical culture across all faculties and ensuring that all members of the academic community understand the applicable integrity standards and reporting mechanisms.

8. Approval

Semarang, May 15, 2023

Chairman of the Honorary Council



Dr. Harjiko, M.Hum.

Secretary of the Honorary Council



Dr. Arri Handayani, S.Psi., M.Si.



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Minutes of the Honorary Council Meeting of PGRI University of Semarang

12th Meeting / June 2023

1. Meeting Identity

- **Day/Date** : Monday, June 19, 2023
- **Time** : 09.00 – 12.00 WIB
- **Venue** : Seminar Room, 2nd Floor, Central Building, PGRI Semarang University
- **Meeting Chair** : Dr. Harjito, M.Hum. (Chairman of the Honorary Council)
- **Notary** : Dr. Arri Handayani, S.Psi., M.Si. (Secretary of the Honorary Council)

2. Attendance List

A. Honorary Council

1. Dr. Harjito, M.Hum. – Chairman
2. Dr. Arri Handayani, S.Psi., M.Si. – Secretary
3. Supandi, S.Si., M.Sc. – Member I
4. Kristin Violinda, S.Psi., MM, Ph.D. – Member II

B. Research Field Representative

1. Prof. Dr. Achmad Buchori, S.Pd., M.Pd.
2. Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.
3. Dr. Ir. Efriyani Sumastuti, MP
4. Dr. Fenny Roshayanti, S.Pd., M.Pd.
5. Dr. Iin Purnamasari, S.Pd., M.Pd.
6. Dr. Maryanto, M.Si.
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8. Dr. Dra. Mei Sulistyoningih, M.Si.
9. Dr. Muhtarom, S.Pd., M.Pd.
10. Dr. Nurkolis, MM
11. Dr. Rasiman, M.Pd.

12. Dr. Wiyaka, M.Pd.
13. Prof. Dr. Harjito, M.Hum.
14. Dr. Arri Handayani, S.Psi., M.Si.

C. Representative of Community Service Sector

1. Arisul Ulumuddin, S.Pd., M.Pd.
2. Dr. Ary Susatyo Nugroho, S.Si., M.Si.
3. Dr. Joko Siswanto, S.Pd., M.Pd.
4. Dr. Rosalina Br. Ginting, M.Si.
5. Dr. Senowarsito, M.Pd.
6. Dr. Aryo Andri Nugroho, S.Si., M.Pd.
7. Dr. Widya K., M.Pd.
8. Dr. Nizaruddin, M.Si.

Number of attendees: 26 people

Number of absentees: 0 people

3. Meeting Agenda

1. Submission of a recap of the Honorary Council's activities for one year (July 2022 – June 2023).
2. Evaluate the effectiveness of complaint mechanisms and SOPs.
3. Preparation of strategic recommendations for the Chancellor.
4. Discussion of the format of the Honorary Council's Annual Report.

4. Discussion

Agenda 1 – One Year Activity Recap

The Secretary presented a summary of the activities of the Honorary Council in the first year, including:

- 12 regular monthly meetings have been held,
- preparation of complaint flow, SOP, forms, and ethical documents,
- creation and publication of complaint website pages,
- socialization to all faculties and postgraduates,
- case simulation and SOP updates,
- internal faculty monitoring and evaluation.

Number of reports received during one year: 5 reports, all of which have been or are being processed according to SOP.

Agenda 2 – Evaluation of the Effectiveness of the Complaint Mechanism

Key findings:

- Forms and email channels are running effectively,

- SLAs were mostly met, especially the verification stage,
- the clarification stage still requires more structured checklist and scheduling guidelines,
- Some faculty requested further training on plagiarism prevention and communication ethics.

Improvement notes:

- need to clarify the boundaries of moderate and serious violations,
- addition of digital evidence checking guide,
- prepare periodic case status reports to the relevant faculties.

Agenda 3 – Discussion of Annual Report Format

The agreed annual report format consists of:

1. Introduction
2. Basis for the Establishment of the Honorary Council
3. One Year Activity Recap
4. Complaint Statistics (type, status, resolution)
5. Evaluation of Complaint Mechanism
6. SOP Follow-Up & Update
7. Ethical Culture Strengthening Program
8. Supporting Document Attachments

The report will be completed before early July 2023.

5. Meeting Decisions

1. A summary of one year's activities is approved as the basis for preparing the Annual Report.
2. The complaint mechanism is considered effective but requires improvement at the clarification and evidence analysis stage.
3. Strategic recommendations were approved for submission to the Chancellor.
4. Annual Report format approved.

6. Follow-up Plan

No	Task	Person responsible	Deadline
1	Preparation of Annual Report	Chairman & Secretary	July 5, 2023
2	Coordination with faculty for liaison appointment	Chairman	July 10, 2023
3	Preparation of communication ethics guidelines	Research Team	July 20, 2023

7. Conclusion

The meeting was closed at 12:00 WIB by the Chair. He expressed his gratitude for the cooperation of all members throughout the year and affirmed his commitment to continuously strengthening integrity, ethics, and academic governance within UPGRIS.

8. Approval

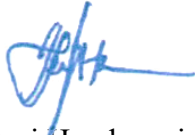
Semarang, June 19, 2023

Chairman of the Honorary Council



Dr. Harjito, M.Hum.

Secretary of the Honorary Council



Dr. Arri Handayani, S.Psi., M.Si.