

RESEARCH ETHICS



Covered by

Rector

Vice-Rector for Academic Affairs

Person in Charge

Chair of the UNP Research Institute

Research Ethics Team

**RESEARCH INSTITUTE
UNIVERSITAS NEGERI PADANG OF
2012**

RESEARCH ETHICS UNIVERSITAS NEGERI PADANG

FOREWORD

As a university, Universitas Negeri Padang is tasked with developing science and technology through research. The research carried out must have norms or ethics under the *Tri Dharma Perguruan Tinggi* demands so that the research results can raise the dignity of the relevant higher education academics. Research ethics is the art of establishing behavioral and moral standards in researching to create an ethical atmosphere: honesty, fairness, accuracy, and trustworthiness.

Today it is alleged that there are researchers who do not refer to research ethics. For this reason, the research institute in charge of coordinating all activities related to research publishes a **Research Ethics Handbook**, which is expected to reduce as little as possible cases of research implementation that do not consider research ethics factors. With this book, it is hoped that the research carried out at UNP will be methodologically accurate and meet the ethical values of research in the future.

Hopefully, this guidebook will be helpful for all of us to improve the quality of research for lecturers at Universitas Negeri Padang

Padang, December 2012
Rector,

Prof. Dr. Phil. Yanuar Kiram NIP
195701011984031004

DECREE OF RECTOR
UNIVERSITAS NEGERI PADANG
Number: 201 / UN35 / AK.A / 2012

Concerning
ETHICS OF RESEARCH

RECTOR OF UNIVERSITAS NEGERI PADANG

- Considering : a. that in order to effective implementation of the Tri Dharma of Higher Education and administration in Universitas Negeri Padang, it is necessary to create a conducive atmosphere for student life, lecturers, and staff;
- b. That in connection with point (a) above, it is necessary to enact a Rector's Decree on Research Ethics at Universitas Negeri Padang.
- Recalling : 1. 1 Law of the Republic of Indonesia Number 20 of 2003, concerning the National Education System;
2. Government Regulation Number 17 of 2010 concerning the Prevention and Overcoming of plagiarism in tertiary institutions
3. Government Regulation Number 66 of 2010, concerning Higher Education;
4. President's Decree Number 93 of 1999, concerning Change of IKIP to University;
5. Minister of Education and Culture Decree:
- Number 155/0/1998, concerning General Guidelines for Student Organizations in Higher Education;
 - Number 276/0/99, concerning the Organization and Administration of the Universitas Negeri Padang;
6. Minister of National Education Decree Number 222 / U / 2000, concerning the Statute of Universitas Negeri Padang.
- Noticing : Results of the Senate Meeting at the Universitas Negeri Padang on September 20, 2012.

HAS DECIDED

Enacting

- First** : Enacting a code of Ethics for Universitas Negeri Padang Lecturers as stated in the attachment to this decision
- Second** : Conditions that have not been listed in this decision will be regulated separately through the Rector's Decree
- Third** : This decree force from the date of the stipulation, and if in the future, there is an error, it will be corrected as it should be

Enacted in Padang

On ... December 2012 Rector,

Prof. Dr. Phil. Yanuar Kiram

NIP 195701011984031004

CC:

1. Minister of Education and Culture
2. Secretary-General of the Ministry of Education and Culture
3. Inspector General of the Ministry of Education and Culture
4. Director-General of Higher Education of Ministry of Education and Culture
5. Vice-Rectors of Universitas Negeri Padang
6. Deans, Director of PPS of Universitas Negeri Padang
7. Heads of Institutions at Universitas Negeri Padang
8. Heads of UPT at Universitas Negeri Padang
9. Vice-Dean, Head of Department / Study Program at the University of Padang
10. The Chief of Bureau at the Universitas Negeri Padang

RESEARCH ETHICS

UNIVERSITAS NEGERI PADANG

INTRODUCTION

Humans were created by Allah the Almighty as a leader/caliph on earth. Therefore, as academic people, they must be able to expand their knowledge and insight through research. With other formulations, academic people have the duty and obligation to make methodological discoveries and teach the truth with the prevailing values and norms. The keywords for academic persons' existence in tertiary institutions are "truth" and "honesty," within the scope of *academic ethics* so that all parties can use them.

Universitas Negeri Padang carries out the task of developing science and technology by research and educating prospective educators. Leaders must have an antidote so that (*mallaku, misconduct*) do not occur. With the aim of research carried out by academic personnel, the recognized truth and accuracy are within ethics and scientific methods.

With the existence of these research ethics guidelines, it is hoped that; it can minimize the cases that do not consider ethical factors, create a vibrant research climate that is methodologically accurate, meets ethical values , and is directly helpful for the users of the research results.

Article 1

Related Parties

Parties involved in the research ethics of the Universitas Negeri Padang (UNP) are UNP academics and other researchers

Article 2

Plagiarism

- (1) Researchers are responsible for the originality of their research
- (2) Researchers do not behave plagiarism

Article 3

Proposal Prerequisites

- (1) Submitted proposals should have been discussed with related parties
- (2) Researchers must be careful and consider the rights of other parties

Article 4

Research Procedures

- (1) Research with the UNP research institute's permission must pay attention to the UNP research manual's procedures.
- (2) Data collection that has been completed must receive a recommendation.
- (3) Research is carried out by a team (*umbrella research*), must actively involve all members of

Article 5

Researchers Rights and Obligations

- (1) UNP Research Institutes must be transparent in terms of funding
- (2) Research funds are shared with researcher members proportionally and full of reasonableness.

Article 6

Report Writing

- (1) Process of research reporting and writing results takes into account scientific aspects and is adjusted to the UNP Research Guidebook
- (2) Research results published in a journal must have got a recommendation of research members

Article 7

Problem Solving

If there is a misunderstanding among fellow researchers, it must be done by discussion.

ELUCIDATION

Article 1

Related Parties

The parties involved in research ethics at Universitas Negeri Padang (UNP) are UNP

academics and other researchers

As for what is meant by:

- (1) Research Ethics are procedures and values or norms that must be passed and be obeyed by researchers, either from the UNP academic community or researchers.
- (2) UNP academic staff, namely lecturers, students, and administrative staff who act as researchers.
- (3) Other researchers are not UNP academic staff who research with the UNP Research Institute's permission.

Article 2

Plagiarism

- (1) Researchers are responsible for the originality of their research
- (2) Researchers do not behave in plagiarism.
- (3) Clear.
- (4) Researchers must pay attention to scientific aspects to avoid plagiarism characteristics, such as ideas, sentences, and language, and must be consistent. Every citation made must pay attention and consider scientific references such as clear sources of citation.

Article 3

Proposals Prerequisites

- (1) The submitted proposal should have been discussed with related parties.
- (2) Researchers must be careful and consider the rights of other parties.
- (3) The proposed research proposal has been discussed between the chairperson and all the researcher members to understand the proposal's ideas.
- (4) When conducting research, researchers must pay attention to other parties' rights so that the rights of privacy (confidentiality) of other parties are guaranteed because researchers' rights and those being studied are equally important. It is to avoid ethical questions.

Article 4

Research Procedures

- (1) Research with the UNP research institute's permission must pay attention to the UNP research guidebook procedures.
- (2) The researcher is responsible for the validity of the research.

- (3) Data collection that has been completed must have got a recommendation.
- (4) Research carried out by one team (*Team- research*) must actively involving all members
- (5) Each research carried out with the permission of the UNP Research Institute must pay attention to the procedures listed in the book of Research guidelines issued by the UNP Research Institute and/or funding agencies
- (6) Sufficiently clear
- (7) The process of data collection in conducting research must obtain recommendations from the authorities and/or respondent informants in the form of physical evidence that the research has been completed, such as photos of research objects, so that data manipulation can be avoided.
- (8) Research conducted by a team consisting of a chairperson and several members (*Team-Research*) must involve the chairman and all research members with a clear division of tasks, starting from compiling proposals, collecting data, processing data, and final research reports.

Article 5

Researchers Rights and Obligations

- (1) UNP Research Institutions must be transparent in funding
- (2) research results funds are divided proportionally and fairly with members of researchers.
- (3) Deductions of research funds by UNP research institutes must be based on deliberation and considered proportionally.
- (4) quite clear

Article 6

Reports Writing

- (1) Reporting process and the writing of the results of research considering scientific aspects and adapted to guide books UNP research
- (2) results of a study published in a journal should be based on other research members recommendation
- (3) quite clear
- (4) If research results when used as an article and published in a journal, the person concerned must obtain written permission/recommendation from other members.

Article 7

Problem Solving

- (1) If there is a misunderstanding among fellow researchers, it must be done by deliberation.
- (2) If there is a party that has been harmed or feels aggrieved, then the solution is in the form of:
 - a. Must be resolved by deliberation and with the complete sense of kinship among the members.
 - b. If there is no consensus on the case, consideration may be asked to a council appointed to do so.
 - c. The UNP Research Institute determines the council that considers the case.
 - d. Matters that have not been included in this study's Ethics should pay attention to and consider the academic community's prevailing ethics.

Padang, November 2012

Head of the UNP Research Institute,

Dr. Alwen Bentri, M.Pd.