



CADETS

CODE OF CONDUCT

POLITEKNIK ILMU PELAYARAN SEMARANG

PIP Semarang Team

Translators
Nuki Dhamayanti
Fatimah

CADETS CODE OF CONDUCT

POLITEKNIK ILMU PELAYARAN SEMARANG

Team of Politeknik Ilmu Pelayaran Semarang

Politeknik Ilmu Pelayaran Semarang

Peraturan Tata Tertib Taruna Politeknik Ilmu Pelayaran Semarang
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Published by:
Politeknik Ilmu Pelayaran Semarang
Jl. Singosari 2A Semarang

TRANSLATED
CADETS CODE OF CONDUCT POLITEKNIK ILMU PELAYARAN SEMARANG

Translated by:
Nuki Dhamayanti
Fatimah

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Editor: Khaira Dewi

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Published by:
Politeknik Ilmu Pelayaran Semarang
Jl. Singosari 2A Semarang
IKAPI Member, 2021

Content beyond the responsibility of the publisher

TABLE OF CONTENTS

Table of Contents.....	i
CADETS CODE OF CONDUCT SEMARANG MERCHANT MARINE POLYTECHNIC.....	3
Translator's Profile.....	87



DECREE OF THE DIRECTOR OF POLITEKNIK ILMU PELAYARAN SEMARANG
NUMBER: SK. 167 OF 2022

CONCERNING

**CADETS CODE OF CONDUCT
POLITEKNIK ILMU PELAYARAN SEMARANG**

DIRECTOR OF POLITEKNIK ILMU PELAYARAN SEMARANG,

- Consider : a. that the guidelines and regulations for the cadets of the Semarang Merchant Marine Polytechnic have been set, which are regulated in the Decree of the Director of Semarang Merchant Marine Polytechnic Number SK. 89 of 2018 concerning the Rules of Conduct for Cadets (PERTIBTAR) of Semarang Merchant Marine Polytechnic;
- b. that to accommodate and anticipate the demands and dynamics of the development of vocational higher education in general and in particular higher education professions based on maritime competence which continues to grow, it is necessary to make changes to the Rules of Conduct for Cadets (PERTIBTAR) of the Semarang Merchant Marine Polytechnic;
- c. that the Decree of the Director of Semarang Merchant Marine Polytechnic Number SK. 89 of 2018 is also not appropriate with environmental developments and changes need to be made following the implementation of distance learning during the covid-19 pandemic;

- d. that the Decree of the Director of Semarang Merchant Marine Polytechnic regarding the amendment to the Regulation of Rules of Conducts for Cadets (PERTIBTAR) was approved in the Senate Session of Semarang Merchant Marine Polytechnic on July 26, 2019, concerning the Ratification of the Results of the Revised Rules of Conduct for Cadets of Semarang Merchant Marine Polytechnic;
- e. that concerning letter a, letter b, letter c, and letter d, it is necessary to stipulate an amendment to the Decree of the Director of Semarang Merchant Marine Polytechnic Number SK. 89 of 2018 concerning the Rules of Conduct for Cadets (PERTIBTAR) of Semarang Merchant Marine Polytechnic with the Decree of the Director of PIP Semarang;

- Refer to :
1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education (State Gazette of 2012 Number 158, Supplement to the State Gazette Number 5336);
 2. Government Regulation of the Republic of Indonesia Number 51 of 2012 concerning Human Resources in the Transportation Sector (State Gazette of 2012 Number 104, Supplement to the State Gazette Number 5310);
 3. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education (State Gazette of 2014 Number 16, Supplement to the State Gazette Number 5500);

4. Regulation of the Minister of Transportation Number KM. 52 of 2007 concerning Transportation Education and Training as amended by Regulation of the Minister of Transportation Number KM. 64 of 2009 concerning Amendments to the Regulation of the Minister of Transportation Number KM. 52 of 2007 concerning Education and Training;
5. Regulation of the Minister of Transportation Number PM. 115 of 2021 concerning the Organization and Work Procedure of the Semarang Merchant Marine Polytechnic (State Gazette of the Republic of Indonesia of 2021 Number 1597);
6. Regulation of the Minister of Transportation Number PM. 86 of 2015 concerning the Statute of the Semarang Merchant Marine Polytechnic (State Gazette of the Republic of Indonesia of 2015 Number 734);
7. Regulation of the Minister of Transportation Number PM. 23 of 2017 concerning Service Standards at the Semarang Merchant Marine Polytechnic;
8. Regulation of the Head of Human Resource Development on Transportation Agency Number PK 2/BPSDMP-2018 concerning Guidelines for Care of Cadets at Transportation Education and Training Institutions within the Human Resource Development on Transportation Agency as amended by Regulation of Head of Human Resources Development on Transportation Agency Number PK.1/BPSDMP-2020 concerning Amendments to the Regulation of the Head of Human Resources Development on Transportation Agency

PK.2/BPSDMP-2018 concerning Guidelines for Care of Cadets at Transportation Education and Training Institutions at Transportation Education and Training Institutions within the Human Resources Development on Transportation Agency;

9. Regulation of the Head of Human Resource Development on Transportation Agency number pk.02/bpsmp-2021 concerning the Second Amendment to the Regulation of the Head of Human Resource Development on Transportation Agency number PK 02/BPSDMP-2018 concerning Guidelines for Care of Cadets in Transportation Education and Training Institutions within the Human Resources Development on Transportation Agency.

DECIDE:

- Set** : DECISION OF THE DIRECTOR OF SEMARANG MERCHANT MARINE POLYTECHNIC CONCERNING PROCEDURES FOR CADETS OF SEMARANG MERCHANT POLYTECHNIC.
- FIRST** : Establishing the Cadets Rules of Conduct within the Semarang Merchant Marine Polytechnic is listed in the appendix, which is an integral part of the decision of the Director of Semarang Merchant Marine Polytechnic.
- SECOND** : The Cadets Rules as referred to in the FIRST Dictum as reference guidelines and Discipline of Cadets in the Semarang Merchant Marine Polytechnic.

- THIRD : The Cadets Code of Conduct aims to:
- a. Uniform in implementing rules for cadets and cadets of the Semarang Merchant Marine Polytechnic.
 - b. Actualize a disciplined and responsible attitude to produce excellent, professional, and ethical cadets and female cadets.
 - c. Facilitate supervision of cadets and female cadets with written information.
- FOURTH : The Decree of the Director of Semarang Merchant Marine Polytechnic shall come into effect from the stipulation.

Set in Semarang
On 10th March 2022

DIRECTOR OF POLITEKNIK ILMU
PELAYARAN SEMARANG,



Capt. DIAN WAHDIANA, MM
NIP. 19700711 199803 1 003

APPENDIX
DECREE OF THE DIRECTOR OF
POLITEKNIK ILMU PELAYARAN
SEMARANG
SK NUMBER 2022
ABOUT
RULES FOR THE CADETS OF POLITEKNIK
ILMU PELAYARAN SEMARANG

CHAPTER I
GENERAL REQUIREMENTS

Article 1

In this decision, what is meant by:

1. The Taruna Code of Conduct, referred to as PERTIBTAR, is a written regulation regulating cadets' life procedures inside and outside the PIP Semarang campus.
2. Muster is an activity to collect cadets in a place with specific procedures to receive direction or other needs.
3. Conduit is a value that reflects compliance with regulations or the level of discipline of cadets.
4. Taruna Daily Activities, referred to as KHT, is a series of daily scheduled activities that all cadets must carry out while attending education at the Semarang Merchant Marine Polytechnic. The cadets must carry out KHT from waking up until the night before going to bed.
5. Dormitory is where cadets live while attending education and training at the Semarang Merchant Marine Polytechnic (PIP).

6. Sea Project is part of learning activities in marine training in the form of sailing practices for cadets of the Nautical and Engineering study program.
7. Land Project is part of the learning activities in marine training in fieldwork for cadets of the Port and Shipping Management study program (TALK).
8. Caregivers consist of direct caregivers and indirect caregivers with the prevailing organizational structure in PIP Semarang.
9. Direct caregivers are operational staff who have duties and responsibilities as caretakers of cadets.
10. Indirect caregivers are educators or education staff.
11. Pabintar is a cadet coach who is given the task of controlling the Youth Daily Activities (KHT) implementation.
12. Bimsuhtar is a mentor in the care of cadets in the campus environment and its surroundings.
13. The Director is the Director of Semarang Merchant Marine Polytechnic.
14. The Head of the Character Development Center is the head of the Youth and Officers Character Development Center, which in the future will be referred to as Kapusbangkatarsis.

Article 2

This PERTIBTAR applies to PIP Semarang cadets appointed based on the Decree of the PIP Semarang Director from their designation as cadets until graduation.

CHAPTER II PURPOSE, OBJECTIVES, AND FOUNDATION

Part One Intent, Purpose and Scope

Article 3

1. The purpose of preparing PERTIBTAR as a guide for cadets who regulate procedures to behave and to characterize during education and training at Semarang Merchant Marine Polytechnic.
2. The purpose of the PERTIBTAR is to create uniform rules for cadets' behavior, character, and attitude during education and training at PIP Semarang.
3. PERTIBTAR scope contains the code of ethics, rights, obligations, rewards, prohibitions, sanctions, character building, and abilities.

Part Two Base

Article 4

1. PERTIBTAR base are:
 - a. Religion;
 - b. Pancasila;
 - c. The 1945 Constitution;
 - d. Lima Citra Manusia Perhubungan;
 - e. Tri Dharma of Higher Education;
 - f. Catur Prasetya Taruna; and
 - g. Cadets Pledge.
2. In addition to the values referred to in paragraph (1), other supporting technical regulations are also applied, namely:

- a. Line of March Regulation (PBB);
- b. Honor Regulation;
- c. Ceremony;
- d. Internal Service Regulations (PDD); and
- e. How to Give Instructions (CMI).

CHAPTER III CODE OF CONDUCT AND CADET ORGANIZATION

Part One Code of Ethics

Article 5

PIP Semarang Cadets Code of Conduct includes:

1. Fear of God Almighty;
2. Open up to make changes for a better future;
3. Independent, creative, innovative, and disciplined;
4. Willing to accept new ideas;
5. Prioritizing safety in carrying out every activity;
6. Always strive to improve self-quality and be responsive to advances in science, technology, and art (IPTEKS);
7. Be polite, friendly, and commendable to anyone;
8. Always trying to be a role model both on-campus and off-campus;
9. Use language correctly and adequately;
10. Give and return greetings;
11. Neat and polite appearance;
12. Mutual respect and appreciation for each other;
13. Always comply with applicable regulations both inside and outside the dormitory; and
14. Able to apply Lima Citra Manusia Perhubungan.

Part Two

Cadets Corp Organization and Student Officers

Article 6

1. During their education and training, the cadets are gathered in an organization of the Regimental Corps of the Cadets Commando and Student Officers.
2. The Cadet Regiment Corps was formed to train, cultivate and develop the leadership spirit of the cadets.
3. In the organization of the Regiment of the Corps of Youth, Command Staff and Supporting Staff of the Regiment of the Cadets Corps are formed. They are selected by the Head of the Character Development Center and have the task of assisting the commission of the Center for Cadets Character Development and Student Officers.
4. In addition to the Cadets Regiment, the Cadets Council and Student Officers (DEMUSTARSIS) was formed.
5. Generally, the requirements to become a Regiment Commander or Head of Demustar are as follows:
 - a. Is an adult cadet;
 - b. Proposed by the majority of the cadets;
 - c. Have leadership talent;
 - d. Can take responsibility;
 - e. Have a good personality;
 - f. Have good academic achievement; and
 - g. Have good affinity.

Class Organization

Article 7

1. Each class must have a class president.
2. The class leader is chosen among the cadets with a maximum term of 1 (one) week.
3. The class president is not a platoon commander.
4. The duties and responsibilities of the class president are as follows:
5. Prepare all cadets and classes to take part in learning activities;
6. Maintain order and cleanliness of the classroom during and after learning activities;
7. Coordinate the tasks assigned by the lecturer;
8. Act as a liaison between cadets and lecturers; and
9. Reporting to the lecturer on the readiness of the cadets to start and end learning activities.

Development Stage

Article 8

1. Cadet is the participant of education and training for the establishment who has met the requirements and is appointed as a cadet based on the Decree of the Director of PIP Semarang.
2. Candidate cadets referred to as Catar are the participants in education and training for the establishment who are currently attending the Basic Character Building Period (Madatukar).
3. Candidate cadets who have completed Madatukar activities are appointed as Tunas Taruna by the Decree of the Director of PIP Semarang.

4. Tunas Taruna, called Tutar, are cadets sitting at the level I who are still undergoing the Physical and Mental Development Period (Mabintal).
5. Young cadets are cadets who are currently undergoing education in the first semester of the first year (after they have completed the Mabintal) and second semester.
6. Youth cadets are currently undergoing education at level II in are IIIrd and IVth semesters.
7. Middle cadets carry out the sea and land project tasks at level III in are Vth and VIth semesters.
8. Adult cadets are cadets who are currently undergoing education at level IV in are VIIth and VIIIth semesters.

CHAPTER IV RIGHTS AND OBLIGATIONS

Part One RIGHT

Article 9

During the education period, cadets have the following rights:

1. Get equal treatment for education, training, guidance, and care;
2. The broadest opportunity to participate in the coaching program is to gain knowledge, abilities, and skills in strengthening attitudes and behavior;
3. Obtain and use educational facilities and infrastructure according to applicable regulations;
4. Get health services provided by PIP Semarang;
5. Implement worship according to their respective religions;

6. Participate in extra-curricular and co-curricular activities;
7. Selecting and being elected to the organizational board of the PIP Cadets Regimental Corps of Semarang;
8. Obtaining accommodation by the provisions;
9. Obtaining educational holidays and permission to leave the dormitory by the provisions;
10. Cadets who excel in education or particular matters are entitled to certificates and awards. The outstanding cadets will receive an award certificate and a Kartika Niti Yogya Badge;
11. Leave the hostel following applicable regulations;
12. Get proper hostel facilities and services;
13. Participate in social and student activities outside the campus. The cadets are allowed to take part in student social activities outside the campus by first submitting a written application to the Head of Pusbangkatarsis; and
14. Defend yourself and get a defense in court against violations of the Civil Code. In facing the Honorary Advisory Council session, the cadets received a guard from the defense team consisting of the guardian lecturer, the Head of the Study Program, and the Psychology Unit.

Part Two Obligation

Article 10

During the education period, the cadets have the following obligations:

1. Obedient and loyal to Pancasila and the 1945 Constitution and the Unitary State of the Republic of Indonesia;
2. Upholding the honour and dignity of the Nation, the State, and the Government of the Republic of Indonesia;
3. Applying Lima Citra Manusia Perhubungan in organizational activities and self;
4. Implement KHT;
5. Carry out worship according to their respective religions and beliefs and respect each other among followers of other faiths;
6. Uphold the good name and dignity of the almamater;
7. Obey the promises and pledges of the PIP Semarang Cadets;
8. Comply and obey with all educational provisions on campus, both verbally and in writing;
9. Participate in all activities organized by PIP Semarang;
10. Upholding the Semarang PIP Corps;
11. Mandatory to join the Cadet Corps organization;
12. Avoid and prevent any actions that violate the applicable laws and regulations;
13. Respect the rights of others;
14. Avoiding practical political activities in any form;

15. Maintain campus facilities and infrastructure as well as possible with a complete sense of responsibility; and
16. Pay the cost of education and training and food following the applicable provisions at PIP Semarang.

CHAPTER V CHARACTER DEVELOPMENT AND EMPOWERMENT

Part One Character Building

Article 11

1. The character development of cadets is carried out to form good character with mutual honing, compassion, and nurturing, enabling cadets to appreciate and practice the nation's cultural values and master non-academic knowledge.
2. These activities include:
 - a. Mental, moral, and ethical development;
 - b. Religion/spiritual growth;
 - c. Development of state defense and ideology;
 - d. Leadership development;
 - e. Coaching extra-curricular skills in sports and arts;
 - f. Fostering motivation and thinking; and
 - g. Nature loves development.

Part Two Equality

Article 12

1. Activity of the cadets' ability is carried out to maintain the cadets' fitness, health, and physical strength.
2. The eligibility activities, as referred to in paragraph (1), include:
 - a. Morning exercise;
 - b. Afternoon sport; and
 - c. The cadets' capability test is held every semester in the minute run, push-ups, sit-ups, and shuttle run.
3. For the cadets whose qualification standard does not meet the requirements will be given special coaching by the Orseni Unit.

Part Three Youth Daily Activities (KHT)

Article 13

All cadets are required to carry out KHT, which is the implementation of daily tasks that are arranged according to a schedule according to the circumstances and determined by the Director.

Social and Religious Activities

Article 14

1. The cadets must participate in social and religious activities whose implementation is further regulated by the Head of Pusbangkatarsis.

2. The cadets can participate in student social activities outside the campus by applying for the Head of Pusbangkatarsis.
3. The cadets who will carry out special worship or religious ceremonies outside the campus must first obtain permission from the Head of Pusbangkatarsis.

Go ashore

Article 15

1. The cadets who live in the dormitories are allowed to go ashore or leave campus following applicable regulations.
2. The cadets are not allowed to go ashore or leave campus when carrying out teaching and learning activities, watch duty, internal service, and undergoing special disciplinary coaching from the Head of Pusbangkatarsis.
3. During off-shore, the cadets must wear the assigned off-shore service attire.
4. Before carrying out the off-shore, the cadets fill out the off-shore book that has been provided.
5. During the off-shore, cadets must bring a Cadet Membership Card (KTA).
6. Long weekends are given to cadets whose implementation is regulated by the Kapusbangkatarsis adjusted to the activities of the cadets.
7. The cadets who return from the off-shore must not exceed the allotted time.

Permission to Leave Dormitory

Article 16

1. The cadets can apply for permission to leave the dormitory outside of offshore hours for critical and urgent purposes by showing supporting and convincing evidence.
2. The cadets can spend the night outside the dormitory after getting permission from the authorized official, and if needed for official duties, must immediately return to the dormitory.

Sleeping in the Dormitory

Article 17

1. Each cadet must sleep in their respective beds in the dormitory.
2. During the night break, the cadets must turn off the room lights and maintain calm.
3. The cadets must maintain a calm atmosphere during the night's rest.
4. The cadets who will continue their learning or religious activities must report to the caregivers.

Room

Article 18

1. Rooms must be in clean and tidy condition.
2. Bed linen must always be neat when leaving the room.
3. Shoes and slippers must be placed on the floor under the bed.
4. Clothes are neatly arranged in a closet.
5. When leaving the room, the wardrobe is closed.

6. When leaving the dormitory (clearance out), the inventory of rooms must be complete and suitable.
7. In the cadet's room, it is forbidden to:
 - a. Drying clothes; and
 - b. Store food.

Money Ownership

Article 19

1. The cadets must live economically.
2. The cadets who are still undergoing the basic orientation stage are not allowed to keep cash in the dormitory.
3. The cadets who have completed campus orientation (MADATUKAR) are allowed to bring or keep cash in the dormitory, the amount of which is further regulated by the Head of Pusbangkatarsis.
4. The cadets who live in the dormitory and are not undergoing the orientation stage are allowed to bring or keep cash in the dormitory, the amount of which is further regulated by the Head of Pusbangkatarsis.

Item Ownership

Article 20

1. The cadets are required to take care of every accounted inventory item.
2. The cadets are prohibited from lending or carrying inventory items off-campus.

3. Damaged inventory items caused by the negligence of the cadets' actions are the responsibility to repair/replaced.
4. Use of devices/laptops:
 - a. The cadets may bring their gadgets/laptops on campus, whose use is regulated by the Head of Pusbangkatarsis;
 - b. Devices/laptops are used at predetermined hours.
 - c. Storage of the device/laptop is a personal responsibility.
 - d. Violations or misuse of gadgets/laptops can be subject to disciplinary sanctions and penalties.

Ceremony/Muster and Tribute

Article 21

1. The implementation of ceremonial activities refers to the provisions of the applicable civil ceremony procedures and formal procedures of the Ministry of Transportation.
2. The cadets are required to attend the big day ceremonies that have been set.
3. The cadets must attend the muster following the provisions in the KHT.
4. Emergency muster or counter muster are carried out at any time when needed.
5. All cadets are required to pay respects on and off campus to:
 - a. Structural Officers and Functional Officers within the Ministry of Transportation;
 - b. Coaches, lecturers, caregivers, teachers, instructors, employees, and trainers within the Ministry of Transportation;

- c. Higher-ranking Student Officers and Cadets; and
 - d. PIP Semarang alumni.
6. The minimum distance of salute is 6 (six) steps.
 7. During the running, the implementation of respect is carried out by walking; after receiving a reply of concern, continue running.

Face-to-face Learning Activities

Article 22

1. The cadets are required to take part in face-to-face learning activities.
2. The cadets must be in class 5 (five) minutes before the teaching and learning activities begin.
3. Each class must have one class president and one class vice president.
4. The class president and vice president have the task of preparing class equipment and neatness and contacting the Lecturer or Instructor according to the schedule.
5. The cadets must maintain calm, cleanliness, and completeness of equipment in classes, laboratories, and simulators.
6. The cadets must participate in the lesson provided with 75% attendance (14 x meetings).

Distance Learning Activities

Article 23

1. The cadets are required to take part in online learning familiarization activities.

2. Every cadet must try to log in and be sure to enter the Semarang PIP E-learning program.
3. The cadets must prepare 5 (five) minutes before starting online learning activities.
4. The cadets are required to dress in full PDH.
5. The class leader must contact the lecturer in charge of the teaching subject.
6. The class leader must be responsible for coordinating the tasks of the lecturer.
7. The cadets are required to take part in learning through the E-learning program with 75% attendance (14 x meetings attendance).

Night Study Compulsory

Article 24

1. The cadets must carry out independent learning activities in the classroom or the dormitory from 19.30 to 21.00 WIB, supervised by a caregiver.
2. Independent assignments from Lecturers are completed as proof of night study.
3. The cadets who carry out extra-curricular activities at night are allowed not to carry out independent learning activities in class or the dormitory after obtaining permission from the tutor.

Exemption from Learning Activities

Article 25

1. The cadets are allowed not to participate in teaching and learning activities in the classroom if they are carrying out official duties from the institution whose

- implementation is regulated by the Head of Pusbangkatarsis.
2. The cadets can apply for permission to not participate in teaching and learning activities in a class by first using for permission in writing to the Head of the Study Program with the knowledge of the Head of Pusbangkatarsis by showing transparency and accountability reasons.

Final Essay Making

Article 26

1. The cadets of semesters VII and VIII are required to carry out final essay writing independently under the supervision of 2 (two) supervisors.
2. If the completion of the final essay exceeds the specified time limit, the tuition fee will be charged again.
3. Applicable regulations will deal with the cadets who plagiarize in preparing the final essay.
4. Each cadet is required to check for indications of plagiarism on the final essay that has been prepared covering CHAPTER I to CHAPTER V material with the provision that the similarity check results are a maximum of 30% (thirty percent).

Watch Duty and Internal Duty

Article 27

1. Each cadet must carry out the Watch and Internal Duty according to the schedule.

2. The Watch Duty is a watch schedule for cadets for 4 (four) hours whose implementation is arranged alternately by the respective Battalion Officers.
3. The Internal Duty is a schedule for cadets to prepare their respective dining tables within one week, whose implementation is arranged alternately by the respective Battalion Officers.
4. The Watch and Internal Duties are forms of learning activities in which they are responsible for carrying out each task.
5. Other cadets may not replace the cadets who get the duty of the Watch and Internal Duties without the permission of the Battalion Officer.
6. In carrying out the Watch Duty, the cadets are obliged to:
 - a. Be present 15 (fifteen) minutes before watch time;
 - b. Carry out the handover of the guard;
 - c. Using the guard badge/attribute;
 - d. Following the watch division muster; and
 - e. Fill in the duty log book.
7. In carrying out the Internal Service, the cadets are obliged to:
 - a. Carry out cleaning of bedrooms, bathrooms, hallways, lobbies, and the dormitory environment; and
 - b. Following the muster of the Internal Duty division.

Song and Flag

Article 28

1. The National Anthem is the anthem of Indonesia Raya, the anthem for Transportation is the Hymn and Mars

- of Transportation, and the PIP Semarang song is the Hymn and Mars PIP Semarang.
2. The National Flag is the Red and White Flag. The PIP Semarang flag is the Duaja Flag of the PIP Semarang.
 3. When singing and or listening to the anthem Indonesia Raya as referred to in paragraph (1), the cadets must take a perfect and solemn attitude.
 4. The cadets must take a perfect attitude and pay their respects during the raising and lowering of the Red and White Flag.
 5. The cadets pay their respects to the Transportation Duaja at the appointed time.

Party Organizing

Article 29

1. The cadets can attend and organize parties by wearing official attire following applicable regulations.
2. As mentioned in paragraph (1), the cadets who attend and organize the party must first obtain permission from the Head of Pusbangkatarsis.

Official Clothing and Equipment

Article 30

Each cadet is required to wear a full official uniform following the following provisions:

1. After this referred to as PDH, Daily Service Clothing is used when attending lectures, compulsory education, and official activities.
2. Clothing for the Off-shore I Service from now on referred to as PDP I, is worn during off-shore and

- must use a complete PDP I at a radius of more than 200 meters from the residence outside the campus.
3. The Clothes of the Off-shore II Service referred to as PDP II, are used during certain events, namely activities of an entertainment nature.
 4. Official Ceremony Clothing I, after this referred to as PDU I, is used during grand ceremonies.
 5. Official Ceremony Clothing II, after this referred to as PDU II (Navy Blue), is used at the time of greatness events and other events that have been determined.
 6. After this, they are referred to as PDL, and Field Service Clothing is used at Madatukar, Mabintal, Matapbintal, or other specified special activities.
 7. After this, referred to as PDO, Sports Department clothing is used during sports and participating in off-campus matches.
 8. After being referred to as PDK (Wearpack), Work Service Clothing is used during practical learning.
 9. The Official Drumband attire, referred to as PDD, is used when the drum band team performs at ceremonies and other official events.
 10. For cadets who use the hijab, they are required to wear a headscarf with colors and wear rules following the rules that apply at PIP Semarang.
 11. Sleepwear is used at bedtime.
 12. Office equipment
 - a. The cadets are required to use and care for official equipment.
 - b. The use of individual official equipment, specifically for watches, jackets, and pocketbooks, is regulated as follows:
 - 1) Watch
 - a) During lectures/daily activities;
 - b) At the time of the off-shore;

- c) During other official activities and worn on the left hand and not worn during sports.
- 2) Bag
 - a) The cruise bag and day bag are on the left.
 - b) When driving, daily bags are allowed to be slung over.
- 3) Service jacket:
 - a) When it rains;
 - b) At the time of illness;
 - c) When in a cold area;
 - d) When driving.
- 4) Pocketbook and cadet rule book and cadet membership card must be brought when wearing official clothes.
- c. Procurement and use of cadet team activity clothes outside of the provisions stipulated in this decree must obtain a permit from the Head of Pusbangkatarsis.

Mid Semester Exam and End Semester Exam

Article 31

1. Mid and End Semester Exams are carried out to assess and measure the cadets' learning outcomes for one semester.
2. The cadets who get the test card are the cadets who have paid tuition fees and have paid the food costs according to the current month.
3. In implementing the exam, cadets must bring and show the exam card.
4. The cadets must comply with the exam rules set by the exam committee.

5. Violations of the exam rules will be subject to sanctions following applicable regulations.

Cost of Education

Article 32

1. Each cadet is required to pay tuition fees, which consist of:
 - a. Tuition Fee (Educational Development Contribution);
 - b. Food and laundry costs;
 - c. Skills training costs;
 - d. Document fees for sea project (prala) and land project (prada);
 - e. Short semester fees;
 - f. Graduation fees;
 - g. PUKP exam fees; and
 - h. And other costs set.
2. If the education fee mentioned in paragraph (1) is not paid on time, i.e., no later than the 10th (tenth) of each month, sanctions and fines will be imposed.

CHAPTER VI STANDARDS OF CONDUCT / MANNERS

Part One Relationships between Cadets

Article 33

1. The higher-level cadets must:
 - a. Can be a good role model for lower-level cadets in obedience to norms, rules, courtesy and

- behavior, cleanliness, and neatness in appearance;
- b. Able to apply a foster care attitude in guiding and assisting lower-level cadets in overcoming difficulties faced, especially in the academic field;
 - c. Give excellent and dignified orders or instructions following PERTIBTAR;
 - d. Paying respects to lower-level cadets.
2. Lower-level cadets must:
 - a. Appreciate, respect, and carry out the orders and advice of higher-level cadets;
 - b. Maintain good manners in speech and behavior, neat appearance, and maintain body cleanliness as well as equipment or attributes;
 - c. Imitate and develop the positive things that higher-level cadets have exemplified;
 - d. Paying homage to cadets of a higher rank.
 3. Cadets must work together, help, and respect each other.
 4. The cadets must obey orders properly and respect the cadets who are on duty or in office.
 5. The cadets are obliged to uphold the life of a strong, healthy, creative cadet corps dynamic.

Cadets Relations with Society

Article 34

1. The cadets are part of the community, so they must respect, cooperate, tolerate, and obey the rules or norms in society.
2. As the young generation of transportation people in the future, the cadets must know each other and be able to work together in academic, social, cultural, sports, religious, and youth activities.

3. In establishing the relationship, as referred to in paragraphs (1) and (2), cadets must always uphold etiquette and manners and be guided by PERTIBTAR.

The Cadet's Relationship with Educators and Education Personnel

Article 35

The cadets must respect and maintain good relationships with coaches, lecturers, teachers, caregivers, instructors, and employees inside, and outside the PIP Semarang campus.

The Cadet's Relationship with Fellow Training Participants

Article 36

The cadets are obliged to respect and always maintain good relations with fellow training participants.

Part Two Mentions and Calls

Article 37

1. The call for male students is Taruna, and the call for female students is Taruni.
2. The title or nickname for a Lecturer, Supervisor, Instructor, Caregiver, and Employee is to say "Mr" or "Madam" followed by the person's name.
3. The designation or call for cadets, those with a higher or lower level, to mention their rank or position.
4. Calls and titles between cadets are brother or sister.

5. The name for a mother or wife whose husband's name is known mentions the mother followed by her husband's name.
6. The name or address to other people who are not yet known is to mention their father, mother, brother, sister, position, or profession.

Part Three Standing, Walking, and Sitting

Article 38

1. Stand, walk, and sit with a straight body, good attitude, and polite in appropriate places, always maintaining the cadets' honor.
2. When speaking to other people, you must have a firm posture and pay attention to the person politely talking to you.
3. When standing or walking, do not put your hands in your pockets and do not put your hands in front of your chest or sit on your hands.
4. Walk with a steady step, arms stretched out sufficiently, and the gaze straight ahead does not turn to the left or right more than 45 degrees, and the palms remain clasped.
5. When walking in groups, they must form a line.
6. If walking individually at the time of turning, must be at right angles according to the provisions.
7. Attitude when walking with other people:
 - a. Adjust the pace, tempo and don't over-talk;
 - b. When walking with lecturers, coaches and instructors place themselves on the left, half a step behind; and

- c. When walking with a woman or other person who deserves protection, place the person in a safe position.
8. When going through a group of people, pay attention to local manners, customs, and habits by conveying greetings without reducing your attitude as a cadet.
9. During off-shore and business trips, cadets are prohibited from bringing more than one carry-on item or carry-on.
10. When walking, cadets carrying an off-shore or college bag must be held with their left hand (not to be taken/slung).

Part Four Speak and Language

Article 39

1. The cadets must speak Indonesian correctly and adequately and, as much as possible, use English if the interlocutor also uses English.
2. When speaking, the eyes are directed to the person being spoken to by paying attention to all the contents of the conversation and giving answers politely.
3. Allow talking to others by not interrupting the conversation and always show a good attitude.
4. Speak honestly, don't talk bad about other people, and don't talk dirty.
5. During speaking, try not to yawn, cough or sneeze; if this cannot be avoided, turn your face away from the other person and apologize to the other person.
6. It is forbidden to use sign language, regional language, whispering, or excessively moving the body during speaking.

7. Avoid discussions about ethnicity, religion, race, and inter-group (SARA).

Part Five

Facing Bosses, Lecturers, Teachers, Caregivers, Instructors, and Employees

Article 40

Cadets facing superiors, lecturers, teachers, caregivers, instructors, and employees must pay attention to the following provisions:

1. In the room/office.
 - a. Knocking on the door 3 (three) times and saying the phrase "entry permit";
 - b. If allowed to enter, then enter the room immediately, with respect, to the person closest to the door and say the sentence 'permission to face' then convey the intent and purpose of the meeting;
 - c. If the person you want to meet is in a state of activity, the cadets wait outside the room until they are allowed to enter;
 - d. Upon completion of requesting permission to return;
 - e. When allowed, before leaving the room, salute, turn right, and salute everyone in the room and say 'pass permission'; and
 - f. After returning to the person who first gave permission and conveying that the aims and objectives have been completed, the salute turns right and leaves the room.
2. In the outdoor.
 - a. Facing respectful greetings;

- b. Introducing yourself and then asking permission to submit the intent and purpose of facing;
- c. If the person who wants to be met is in a condition of carrying out activities, it is prohibited to interrupt unless permitted;
- d. After finishing conveying the intent and purpose, then ask for permission to return; and
- e. Before leaving the place, give a respectful greeting if it is allowed.

Part Six Get to know

Article 41

1. Getting to know someone is done by adjusting the situation and conditions by facing that person.
2. In getting acquainted, cadets must introduce themselves first by mentioning their names.
3. When the cadets are with their partners, they meet:
 - a. Known superiors, cadets must salute their leaders and then introduce the names of their colleagues.
 - b. An unknown superior, a cadet must salute first, introduce himself, and then his partner.

Visit

Article 42

1. When visiting, cadets must dress for go ashore service according to seeing hours.

2. It is better to notify those who will be visited in advance and adjust the visiting hours. The time for receiving guests is set as follows:
 - a. Monday to Friday is 16.00 to 20.00 WIB;
 - b. Saturday from 12.00 to 20.00 WIB; and
 - c. Sundays from 8:00 a.m. to 8:00 p.m.
3. Try to visit no more than four people, unless you get an invitation.
4. The cadets must first knock on the door or ring the bell, salute, smile, and greet the host.
5. Have a friendly and polite seat in the place designated by the host.
6. The cadets bring the necessary equipment and report to the local Head of the Neighborhood Association (RT) when spending the night.
7. Pay attention to courtesy and norms in visiting.

Receive guests

Article 43

1. The cadets can receive guests at a predetermined time and place except during service.
2. Cadets must wear the Daily Service Clothing (PDH) when receiving guests.
3. Cadets guests who want to meet the cadets must wear neat, polite clothes and shoes, then report to the cadet guard post by filling out the guest book and waiting in the cadets' living room.
4. The cadets are prohibited from receiving guests other than in the living room. The cadets who will receive guests first report to the guard.
5. If the cadet acts as a guest at an event, he must deliver and accompany the guest to the designated seat.

6. The cadets must escort guests who want to go home to the front of the cadets' living room or their vehicle.

Accompanying Official Guests

Article 44

1. The cadets must know the procedures and activities of accompanying official/service guests.
2. When walking with guests, Taruna is one step behind to the guest's left.
3. Try to find out as much as possible about the guest's identity, including name, rank, position, job history, family, hobbies, etc.
4. If you are going to take a car, you must open the door first after the guest gets on, then take place to the driver's left.
5. If you get out of the car, open the door first before guests get out of the vehicle.
6. The cadets will deliver them to the designated place when the guest goes home.

With Female or Male Colleagues

Article 45

1. Suppose you want to travel with female or male colleagues. In that case, level I and II cadets must wear official attire and obtain prior permission from their parents or guardians. The female colleagues or male colleagues must dress modestly.
2. When walking with female or male colleagues, the cadets maintain an attitude and politeness and place them in a safe position.

3. When walking up the stairs, the cadets place themselves one step below the teammates, and when using the elevator, the teammates enter or exit first.
4. Female colleagues should not hold the cadet's arm to maintain good manners.
5. When traveling by public transportation, female colleagues get on first and get off later; the cadets are behind them and always pay attention to safety.
6. Suppose a cadet meets another cadet with a female colleague or male colleague. In that case, the cadet who is not with a female colleague or male colleague must greet the female colleague or male colleague. Pay your respects first when you meet other cadets of the same level as their colleagues.

Part Seven Shop

Article 46

1. The cadets should shop in appropriate and clean places.
2. Do not stand in front of the store or look at the items on display outside the store.
3. Keep your headgear or pet on while in the store,
4. When shopping, avoid excessive bargaining and do not ask for special services.
5. Grocery items must be packed neatly or put in an off-shore bag, and it is not allowed to carry excessive shopping items.
6. The cadets are not allowed to shop in crowded places; it can threaten the safety of the cadets and reduce their dignity and honor of the cadets.

7. When cadets are off-campus, they must find a suitable restaurant by wearing the Off-shore Service (PDP) if they want to eat.

Make an appointment

Article 47

1. When making an appointment, pay attention to the date, time, and place and must keep the promise.
2. Try to arrive early before the agreed time.
3. The younger one should come first.
4. If you are suddenly unable to do so, please notify me in advance with an apology.
5. The cadets must value time and be disciplined with time.

Correspondence

Article 48

1. For official letters, it is adjusted to the administrative instructions of Pusbangkatarsis.
2. Informal letters are written in standard language.
3. For electronic mail (e-mail), messages on social media use excellent and polite grammar and do not contain hate speech, provocations, or hoaxes (which do not violate the ITE Law).

Invitation

Article 49

1. The manners when inviting are as follows:
 - a. At a minimum, the invitation must contain:
 - 1) Day, date, time, and place of the event;

- 2) Schedule;
 - 3) Clothes are worn;
 - 4) The invitation is valid for how many people;
 - 5) If available, include the invitee's phone number for further communication if needed.
- b. Consider the time of sending the invitation so that the recipient does not feel rushed.
2. The manners when attending the invitation are as follows:
 - a. The cadets participated at the invitation on time;
 - b. Clothing is adjusted to the provisions contained in the invitation or the applicable requirements;
 - c. As long as the event mentioned in the invitation is still within the bounds of etiquette, the cadets are allowed to follow it;
 - d. Choose a seating position that is by etiquette;
 - e. To attend an official invitation, you must obtain the permission of the Head of Pusbangkatarsis.

Watch

Article 50

1. Watch movies, visit other entertainment places, and choose the appropriate location and class.
2. Purchase tickets through the applicable conditions.
3. Maintain good manners when entering the building, looking for a seat during the performance, and exiting the theatre.
4. The clothes worn are the Off-shore Service (PDP) clothes, and when sitting, headgear/pets are placed on each other's laps.
5. The cadets should watch movies, plays, or other entertainment no later than 20.00 WIB local time.

Communication Using Phones/Girls

Article 51

1. Talk to anyone over the phone, use short, friendly, clear sentences, and pay attention to courtesy and the interests of others.
2. At the time of calling:
 - a. Say hello, good morning, afternoon or evening;
 - b. Introduce self;
 - c. Convey the intent and purpose; and
 - d. After speaking, say good morning, afternoon, or evening and thank you.
3. When receiving a call:
 - a. Say hello, good morning, good afternoon, or good night;
 - b. Introduce self;
 - c. Please ask, who am I talking to; and
 - d. After speaking, say good morning, afternoon, or evening.
4. When using a phone/device:
 - a. Continue to pay attention to applicable ethics;
 - b. Meeting with superiors pausing telephone conversations and greetings; and
 - c. When talking on the phone, not while walking.

Get treatment

Article 52

1. Sick cadets can seek treatment on-campus or off-campus.

2. The Semarang PIP Health Unit regulates the procedure for treatment on campus.
3. Suppose they want to seek treatment outside the campus. In that case, the cadets who live in the dormitory must obtain a recommendation from the doctor on duty and apply for permission to leave the dormitory to the Head of Pusbangkatarsis.
4. In an emergency, sick cadets will be referred to the nearest hospital for medical treatment.
5. The cadets who are sick outside the dormitories are given time off and return to campus by showing evidence of a doctor's certificate, drug prescriptions, and proof of treatment.
6. The cadets who are still sick/outpatient are freed from physical activities but continue to participate in teaching and learning activities in class.

Visiting the Sick

Article 53

1. Manners for visiting the sick at home:
 - a. Choose the best time to visit;
 - b. Limit actions and conversations that can disturb the peace;
 - c. Pray for the people who are visited to be given speedy recovery and create an atmosphere that encourages the sufferer;
 - d. The length of time to visit must be adjusted to the condition of the patient and the number of people who visit; and
 - e. If you want to document your visit, you must first have permission from the patient's family.
2. Manners of visiting the sick in hospital:

- a. Comply with the regulations that apply in the hospital; and
- b. Speak and behave according to good etiquette.

Mourning

Article 53

1. If a parent or sibling dies, the cadets can mourn for a maximum of 7 (seven) days out of town and 3 (three) days in town by showing proof of death certificate and family card Kapusbangkatarsis.
2. The cadets should take the time to mourn the cadet's friends, relatives, or relatives who died, especially during holidays or excursions.
3. If you go to mourn, it should be done before the body is buried, and try to be able to accompany it to the burial place.
4. Suppose superiors and other people have been present upon arrival at the funeral. In that case, the cadets pay their respects to their leaders, then to the corpse, and offer condolences to the deceased's family.
5. During mourning, keep calm and speak in a low voice.
6. It is better not to inquire about the causes of the death of the deceased relatives.
7. Clothing at the time of mourning must wear the Off-shore Service Clothing.

Burial

Article 55

1. If a cadet who dies while undergoing education will receive funeral treatment following religion, local customs, or service.
2. Buried in a place that has been approved by the institution/foundation and the family.
3. The official funeral ceremony is determined by the decision of the Director of PIP Semarang.

Pilgrimage

Article 56

1. Terms of pilgrimage in general.
 - a. Adjusting to the provisions of local customs and required to wear Off-shore Service Clothing (PDP).
 - b. The sowing of flowers is carried out solemnly facing the tomb, taking a squatting stance and sowing flowers from head to toe by paying respects before and after.
2. Terms of pilgrimage for the military follow the Military/Service Ceremony Procedures.

Eat

Article 57

1. General rules for dining in Menza:
 - a. When eating, keep your body and hands clean and in official clothes.

- b. Pulling a chair is done silently if, besides the cadet, there is a woman who will sit down to help pull her chair.
- c. When sitting, the body is upright, the hands are placed on the thighs, and the feet are tight and parallel.
- d. Pray before and after eating.
- e. If a cadet of a lower level wants to get ahead of adding food, he must first ask permission from the cadet of a higher level.
- f. The cadets are not allowed to eat and drink while standing or walking.
- g. Use the dinner cloth provided according to its function.
- h. Keep your body upright and hold the spoon close to your mouth when putting food in your mouth.
- i. When chewing food, the mouth remains closed without making a sound and does not speak when the mouth is filled with food.
- j. Do not drink when the mouth is still filled with food, and do not rinse your mouth with drinking water.
- k. If you want to drink in the middle of eating, put the spoon and fork on your stomach crossed and clean your mouth and lips before drinking.
- l. If the cadets are eating and are approached by their superiors, stop eating and take a perfect sitting posture.
- m. Do not clean food residue in your mouth in front of other people without covering it with your hand or handkerchief.
- n. After eating, make sure that no food residues are attached to the spoons, forks, and plates; put the spoons and forks on their backs parallel.

- o. When eating packaged food, the food packaging must be folded small to be placed under a spoon and not seen directly.
 - p. After eating, the cadets are not allowed to stand before the eldest is seated unless they have been asked to.
 - q. Return the chair to its original position before leaving the dining table.
- 2. The procedure for carrying out meals in the cadet's dining room is regulated following the provisions.
- 3. Manners and attitudes in a restaurant:
 - a. When with colleagues or friends, try to find a good and safe place from service traffic;
 - b. Try not to place your partner facing the street;
 - c. Wait patiently for the turn of the service provided or follow the local service system;
 - d. Before, during, and after eating, sit down politely and wait for a colleague or friend to finish eating.
- 4. Manners in the family home:
 - a. Sit down and put yourself in a place that the host has appointed;
 - b. Do not take food before the host invites it, and take enough food and pray before eating;
 - c. Eat politely, don't be in a hurry and order how to chew food, and don't make noise;
 - d. Finish the taken food;
 - e. Try to finish eating together with the host and pray after eating;
 - f. After eating, place or re-enter the chair used and leave the dining table with the host;
 - g. Say thank you for the dish that has been given;
 - h. Do not criticize or insult the food provided by the host.

5. Manners at banquets and parties:
 - a. Pay attention to methods when taking the dishes provided;
 - b. When eating without using a table, sit politely. The plate is placed on the lap or supported with the left hand;
 - c. If the banquet while standing (buffet), do not chew while walking, and if provided chairs, prioritize women.

Buying Food

Article 58

1. The cadets can shop for food, eat, and drink provided on campus, except for the cadets still undergoing the orientation period (Madatukar and Mabintal).
2. When shopping for food and eating in the canteen, the cadets must wear the daily official attire and observe applicable ethics.
3. The schedule for shopping for food and eating in the canteen follows the established rules.

Drive

Article 59

1. Manners during public driving:
 - a. The cadets can ride public transport, except for trishaws and carriages.
 - b. Headgear removed.
 - c. If there are sick people, older people, or women who do not get a seat, the cadets give their seats to that person.

- d. Try not to fall asleep while on public Transportation and if that is not possible, use a handkerchief to cover your face.
 - e. Prioritize parents or elders, sick people, pregnant women, and colleagues when boarding a vehicle. The cadets descended first to assist if needed at the time of descent.
2. When driving on duty, the cadets of a lower rank take a seat on the left or behind the cadets of a higher grade.
 3. If there is a cadet of a higher level or superior on the vehicle, the cadet of a lower level pays individual respects.
 4. The completeness of motorized vehicles must comply with traffic laws.
 5. Wreda cadets and adult cadets who drive motorized vehicles must wear a standard helmet (SNI), carry a driver's license and vehicle registration, and obey the applicable traffic regulations.
 6. The maximum driving speed on campus is 20 km/hour.
 7. The cadets who bring motorized vehicles must park their vehicles in the designated place.
 8. Young Cadets and Middle Cadets are not allowed to ride motorbikes on campus.
 9. The cadets cannot bring four or more wheeled vehicles into the campus.
 10. For cadets who use online transportation services when carrying out off-shore, boarding, and disembarking, online transportation services are carried out/on the campus yard.

Cleanliness and Tidiness

Article 60

1. Each cadet must maintain the cleanliness of the body, neatness of clothes, and the environment.
2. The cadet's hairstyle and size:
 - a. Candidates for cadets and cadets are bald (without hair)/A0;
 - b. Young cadet's hair on the top of the head length 1 cm/A1;
 - c. Middle cadet's hair on the top of the head length 2 cm/A2; and
 - d. Wreda and Adult Cadets' hair on the top of the head length 3 cm A3.
3. Taruni hairstyle and size:
 - a. Candidates for Taruni and Tunas Taruni's back hair does not cover the collar, and the sides do not cover the ears, short bob;
 - b. The back hair of young cadets up to middle cadets doesn't cover the collar, and the sides don't cover the ears, the bob is a bit long (medium); and
 - c. Wreda to Adult female cadets' back hair does not cover the collar, extended bob model.
4. The cadets cannot maintain a mustache, sideburn, beard, make or keep tattoos, lengthen nails, decorate nails, and wear jewelry, stirrup, contact lenses, or other accessories.
5. Taruni is not allowed to use excessive (decorative) make-up.
6. The cadets must maintain the cleanliness of the dormitory environment and residence (boarding/rented).
7. The cadets must brush off the attributes of official clothes and shiny shoes.

Smoking, Gambling, Alcohol, Stealing and Drugs

Article 61

The cadets are not allowed to smoke or gamble directly or through online systems, including online gambling games, drink liquor/alcohol, take other people's belongings without permission, and store or use drugs and other dangerous drugs while attending education PIP Semarang.

Lend Borrow

Article 62

The cadets cannot borrow money and goods using collateral from other people's friends or direct or online borrowing systems.

Immoral Acts and Sexual Disorders

Article 63

The cadets are prohibited from committing immoral acts, such as:

1. Sexual harassment, either directly or through social media
2. Paedophilia
3. Samanleven (gathering of the opposite sex without ties)
4. Homosexuals and Lesbians
5. Rape
6. The cadets are not allowed to be involved or have sexual disorders.

7. The cadets are prohibited from engaging in immoral actions or actions that can tarnish the good name of the institution.

The Cadets Live Outside the Dormitory.

Article 64

1. Not allowed to go out at night after 22.00 WIB.
2. Not allowed to visit discotheques, cafes, and other nightlife venues.
3. It is not permitted to summon cadets of a lower level to the boarding house (residence) of cadets of a higher level.
4. Not allowed to bring female colleagues/friends to the boarding house/rented.
5. It is not permitted to commit adultery, physical or online gambling, fraud, and other matters related to criminal acts in residence (boarding/rented).
6. Not allowed to use bags other than distribution bags from PIP Semarang.
7. Not allowed to live or board one house (one roof) between Taruna and Taruni.
8. The cadets may not falsify the cadet's residential address or boarding house and must report the new address if the cadet changes address.
9. Not allowed to enter the campus after 21.00 WIB unless permission is obtained from the Head of Pusbangkatarsis.
10. In and out of campus, you must wear daily official attire, and you are not allowed to wear a jacket.
11. The cadets are not allowed to do things that can disturb the residents' peace around their residence, boarding house, or rented house.

12. It is not permitted to use physical and verbal violence against residents around the place of residence (boarding/rented) and to younger level cadets.
13. The cadets are not allowed to participate in the activities of specific organizations or parties.
14. The cadets are not allowed to take religious studies that are not following the values of Pancasila.
15. Found things that deviate from the provisions above will be given sanctions and become personal responsibility.

Cadets Weight

Article 65

1. The cadets must maintain an ideal body and weight with a body weight according to the Body Mass Index (BMI).
2. The overweight cadets will be given special training up to the ideal level, which is carried out by caregivers in collaboration with the physical formation department and health experts.

CHAPTER VII CADETS' RULES AND REGULATIONS

Part One Awards and Merit

Article 66

1. Cadets who excel will be awarded the following conditions:
 - a. The cadets who excel in education or particular matters receive praise and awards recorded in

the cadet pocketbook. Furthermore, it is considered in determining the condition of a cadet.

- b. The award is manifested in the form of a particular sign or award number.
 - c. The praise or award can be revoked if there is an error.
 - d. For cadets who excel in academics, awards are given every semester according to their level of achievement.
 - e. Specifically, for organizational activities, award numbers are given in one management period.
 - f. The award number cannot be used to subtract from the cadet error number.
2. The achievement award figures in the academic field are as follows:

No.	Performance	Score
1	Class Rank No. 1 to 5	25
2	Class Rank No. 6 to 10	15
3	Attend seminars/training	10
4	Participate in academic activities that represent learning	15
5	Winner I/II/III of the competition at the city/district level	40
6	Winner I/II/III provincial level competition	60
7	Winner I/II/III national level competition	80
8	Conducting research in the field of science and technology	20

3. Achievement award figures in the fields of sports and arts are as follows:

No	Performance	Score
1	Become a member of the campus arts activity team	10
2	Become a member of the campus sports activity team	10
3	Organizers and performers of artworks/sports activities	5
4	Winner I/II/III sports/art competition at the city/district level	40
5	Champion I/II/III sports/art competitions at the provincial level	60
6	Winner I/II/III sports/art competitions at the national level	80
7	Representing campus in sports/art competitions	15

4. Award Score achievements in the field of the organization are as follows:

No	Performance	Score
1	Elected as Regiment Commander, Chief Demustar	25
2	Elected as officer/manager of the Regiment, Demustar, and English Council	15
3	Become a committee in organizational activities	5

5. Award Score achievements in the field of spirituality are as follows:

No	Performance	Score
1	Become a committee in spiritual activities	5
2	As a preacher of spiritual activities	15
3	Winner I/II/III of the city-level spirituality competition	40
4	I/II/III winner of the provincial level spiritual competition	60
5	I/II/III winner of the national level spiritual competition	80
6	Representing the campus in the spiritual field competition	15

6. Numbers of awards in the field of community service are as follows:

No	Performance	Score
1	Become a PKL companion for high school students	20
2	Social service	15
3	Become a blood donor	15
4	Village development activities	20
5	As an extension of science and technology activities	20
6	Technology transfer activities in the community	25

7. Numbers of awards in the field of economics are as follows:

No	Performance	Score
1	Organizing a bazaar or expo	10
2	Organizing auctions (contests)	10

8. Achievement award figures in the field of information technology

No	Performance	Score
1	Creating apps	40
2	Creating learning support software	40

9. Award Condition Value

No	Award Score	Condition
1	100	Excellent
2	90	Very well
3	80	Well

10. Award:

- a. To encourage cadets' motivation to learn and practice by competing well and fair, those who excel are given various awards. Achievements assessed are achievements of a general nature covering three aspects of assessment, namely personality, physical and academic, also extraordinary achievements because of their services in making the name of educational institutions or the nation and state proud.
- b. A sign of appreciation in the form of a brevet or badge of achievement must be pinned on the cadet uniform to remind the holder always to maintain his achievements.

- c. The brevet or token of appreciation referred to in paragraph (10) letter a will be further regulated by a Director's Decree.
- d. The award in the form of a badge can be revoked if the holder commits a severe, extraordinary violation and/or gets accumulated negative points of 50 or more.
- e. A Director's Decree will regulate other awards by institutions/agencies.

Part Two Penalty

Article 67

1. Penalties are imposed on cadets who commit violations that aim to form a highly disciplined personality, maintain order and security in the campus environment, educate cadets on responsibility for their actions, foster empathy, and create a conducive atmosphere in the campus environment.
2. Cadets who violate will be given a penalty with the following conditions:
 - a. Violation of the cadet rules and regulations will be penalized in the form of a number of errors and recorded in the cadet pocketbook.
 - b. In addition to the number of errors, cadets who commit violations may be subject to a penalty in disciplinary action, disciplinary penalties, and/or academic penalties.
 - c. The imposition of physical penalties in the form of an act of fostering equality.
 - d. Direct caregivers can only give penalties.

- e. For cadets undergoing penalties in the form of revocation of off-shore rights during semester breaks and long holidays, their penalties can be postponed until the teaching and learning process (PBM) resumes.
- f. Accumulated negative points or error numbers can result in the cadet being expelled from education.

**Negative Points
Or Number of Violations**

Article 68

1. The number of violations is particular due to violations committed by the cadets.
2. The score for the error value made by the cadets has been assessed between 0-100 error points, as stated in the attached provisions.
3. Miscellaneous errors, each of which scores are regulated in the attached provisions.
4. Each cadet must always read the announcement of points or error numbers periodically on the available media.
5. The number of errors is given according to the number of errors/violations made by the cadets as follows:

Semester	Monthly		Semester	
	Critical Limit	Max Limit	Critical Limit	Limit max
I	15	25	50	95
II – VIII	20	50	50	95

6. Cadets who exceed the monthly critical limit will be subject to additional penalties in community service or other particular tasks. Every 5 (five) points are subject to one hour of work.
7. The cadets who pass the maximum monthly limit are given special coaching for one week for every 5 (five) excess error numbers.
8. The cadets who have an error number of 30-50 are given a level I warning and are subject to light penalties in the form of:
 - a. Doing ability exercises;
 - b. Doing social work;
 - c. Make a written work or resume a particular book in a limited period by hand; and
 - d. Deprived of cruise rights.
9. The cadets who have an error number of 51-70 are given a level II warning and are subject to punishment in the form of:
 - a. Doing ability exercises;
 - b. Revocation of cruise rights and overnight permits for 3 (three) consecutive weeks;
 - c. Calling parents; and
 - d. Deprived of cruise rights.
10. The cadets who have an error number of 71-99 are given a final warning and are subject to punishment in the form of:
 - a. Release from the position of the Cadets Corps organization; and
 - b. The maximum suspension is 1 (one) year.
11. A cadet who has an error rate of 100 or more in one semester can be expelled from education, with or without going through a trial.
12. If they commit a violation that causes additional points or error numbers, the cadets who have received the

first warning letter will be given an oral warning in the context of coaching following the provisions of the applicable notice.

13. The cadets who are suspended for the second time are automatically excluded from education if the calculation of the study period does not meet the requirements.
14. The cadets who have received the last warning may not be allowed to take the semester exam without or through a trial.
15. Points or numbers of errors are considered and can affect cadets' learning outcomes at the end of the semester.
16. The calculation of points or error numbers is as follows:
 - a. The cadets' error points or numbers apply every semester since the cadets sit in the first semester (after finishing Mabintal I).
 - b. Points or error numbers are forfeited when the cadets advance to the next semester.
 - c. The cadets of the sea project and the land project will be subject to rules and regulations for practical cadets, regulated by the Head of the Subdivision of Cadets and Alumni Administration.
 - d. The cadet's points or error numbers will be applied again when the cadets sit in semester VII and semester VIII.
 - e. According to the provisions, the points or numbers of errors are declared forfeited or no longer valid if the cadets have served the suspension punishment.
 - f. Points or error numbers are declared forfeited and no longer valid if they have been completed and graduated.

Violation Light

Article 69

The error rates for misdemeanors are as follows:

NO.	TYPES OF MIDDLE VIOLATIONS	SCORE
1	Untidy or dirty bedroom/study room	5
2	The layout of the equipment does not comply with the provisions of the internal affairs regulations	5
3	Drying clothes in inappropriate places	5
4	Scribble or paste pictures in the bedroom/study area	5
5	Bringing guests into the room/dormitory without permission	5
6	Making a ruckus inside the dorm	5
7	Bringing sports equipment into the room/dormitory environment	5
8	Dispose of dirt/garbage inappropriately	5
9	Throwing garbage/dirt on campus	5
10	Not in the dormitory during the night break	5
11	Being in the dormitory during class hours	5
12	Wearing underwear or inappropriately in the hallway of the hostel	5
13	Leaving the cupboard unlocked	5

NO.	TYPES OF MIDDLE VIOLATIONS	SCORE
14	Bringing excess money to the hostel	5
15	Late paying tuition fees	5
16	Withdraw money at the bank or ATM outside the specified hours	5
17	Late paying the monthly dormitory fee	5
18	Not turning off the water, lights, and other electrical equipment which is his responsibility	5
19	Changing the electricity or water installation/grid without permission	5
20	Bringing or storing food into the room	5
21	Wearing clothes outside that are set in the dormitory other than the rules that have been set	5
22	Bring/use/store cooking utensils inside the hostel	5
23	Bringing animals into the hostel environment	5
24	Be late for college for no reason	5
25	Carrying, storing, flags/pennants are not in the right place	5
26	Bringing and storing personal vehicles in the campus environment	5
27	Renting/borrowing a motorbike and using it not according to regulations	5

NO.	TYPES OF MIDDLE VIOLATIONS	SCORE
28	Not obeying traffic rules when driving off campus	5
29	Driving Lecturer/employee/Instructor/cadre regiver vehicle on lecture days	5
30	Maintain mustache, beard, sideburns, nails, and hair beyond the requirements	5
31	Using attributes that are not following applicable rules	5
32	Wearing jewelry or accessories	5
33	Wearing braces without a doctor's certificate from the campus clinic	5
34	Dating that violates social norms and rules	5
35	Treating guests with disrespect	5
36	Receiving guests outside the specified hours	5
37	Sounding a musical instrument at a place and time that can disturb the peace of others	5
38	Neglecting to make a report after the task is done	5
39	Neglecting to return books or tools to their original place	5
40	Negligence in carrying out academic and non-academic tasks	5
41	Sitting not in the right place	5

NO.	TYPES OF MIDDLE VIOLATIONS	SCORE
42	Leaving the class without the permission of the Lecturer/Instructor/Caregiver	5
43	Making a fuss in class	5
44	Throwing trash in the classroom	5
45	Making a false report regarding the number of class members	5
46	Leaving class irregular or noisy	5
47	Making a fuss in class when the Lecturer / Instructor has not arrived/is not in class	5
48	Joking/joking when the Lecturer/Instructor gives lectures	5
49	Leaving the classroom in an untidy and dirty condition	5
50	Late for class	5
51	Leaving compulsory night studies without the caregiver's permission	5
52	Leaving lecture without Lecturer/Instructor's permission	5
53	Not preparing learning facilities when the Lecturer/Instructor will teach	5
54	Sleeping in class	5
55	Sleeping in the dormitory during academic and non-academic activities without permission	5
56	Sleeping in an inappropriate place	5
57	Sleep outside the set time	5

NO.	TYPES OF MIDDLE VIOLATIONS	SCORE
58	Doodling on desks, chairs, or walls in the campus environment	5
59	Late return of books and equipment	5
60	Does not perform guard duties according to a predetermined schedule	5
61	Late to carry out / follow guard duties	5
62	Leave the guard duty before the guard duty is finished	5
63	Changing guard without the knowledge of the Guard Officer.	5
64	Ignoring the entry of the guard journal	5
65	Not wearing guard clothes and attributes according to the rules	5
66	Sleep while awake	5
67	Not maintaining the cleanliness of the guard post	5
68	Late/preceding eating activities in the dining room	5
69	Throwing food	5
70	Bringing food out/into the dining room without permission	5
71	Eat and drink while walking	5
72	Making noise/commotion in the dining room	5
73	Swap/take out other cadets without agreement	5
74	Eating/drinking in inappropriate places	5

NO.	TYPES OF MIDDLE VIOLATIONS	SCORE
75	Not following the meal in the dining room according to the schedule/time that has been determined	5
76	Picking up food in the dining room outside of the specified hours	5
77	Being in the canteen during class hours	5
78	Making noise in the cafeteria	5
79	Not orderly in carrying out the movement/attitude in the school environment	5
80	Leaving/leaving from the line without permission	5
81	Leaving appeals without permission	5
82	Leaving the appeals before the apple ends	5
83	Late for the appeal/ceremony for no apparent reason	5
84	Not following the appeal seriously	5
85	Making noise at appeal/inspection time	5
86	Disorganized in participating in marching training (PBB)	5
87	Line up untidy at apple	5
88	Not paying respects when raising and lowering the red and white flag	5

NO.	TYPES OF MIDDLE VIOLATIONS	SCORE
89	Making a false report regarding the number of room members during the evening assembly	5
90	Disperse from the ranks in an orderly manner	5
91	Disregarding orders/instructions from supervisory instructors or supervisors	5
92	Late for sports	5
93	Not wearing sports clothes properly	5
94	Not following the instructions of the coach/instructor during sports activities	5
95	Not participating in sports during sports activities for no apparent reason	5
96	Exercise in the bedroom	5
97	Using/storing sports equipment in inappropriate places	5
98	Ignoring safety when doing sports	5
99	Not wearing the specified attribute equipment	5
100	Unlicensed/non-reported cruise on exit and return cruise	5
101	Writing false information in the cruise book	5
102	Not writing down the name on the cruise book	5
103	Cruise wearing free clothes	5
104	Doing cadet activities outside campus without permission	5

NO.	TYPES OF MIDDLE VIOLATIONS	SCORE
105	Using school inventory tools/equipment without permission	5
106	Storing, carrying, owning, and or using video and or image recording equipment in any form	5
107	Storing, carrying, possessing, and using mobile phones/devices in the campus environment (for Tunas Cadet, Young Cadet, and Middle Cadet)	5
108	Changing direction/closing hostel CCTV cameras	5
109	Bringing kitchen/dining room inventory to the hostel	5
110	Abusing the use of electricity without a permit	5
111	Using a laptop is not as it should be	5
112	Storing, owning radio/TV/video/CD/modem and other musical instruments	5
113	Moving room inventory is not by the provisions	5
114	Using the sound system (PA) without permission	5
115	Calling during lectures/lesson hours	5
116	Using public telephones for too long	5
117	Using electronic equipment that uses dorm electricity	5

NO.	TYPES OF MIDDLE VIOLATIONS	SCORE
118	Using a laptop/computer outside the specified hours	5
119	Bringing active speakers, PlayStation sticks, computer accessories or excessive electronic devices, and other facilities that can interfere with the privacy rights of other cadets	5
120	Misuse of dispensation/doctor's certificate	5
121	Wearing official clothes is not according to the rules.	5
122	Wearing clothes that don't suit the time and situation	5
123	Putting official garments in the wrong place	5
124	Not wearing complete daily official attire (PDH) when participating in everyday activities	5
125	Not wearing full cruise official attire (PDP) during the cruise	5
126	Not wearing full field service clothes (PDL) when on guard duty	5
127	Not wearing full ceremonial clothing (PDU I) when there is a grand event/ceremony	5
128	Not wearing complete ceremonial clothes II (PDU II) when there is a grand event/ceremony	5

NO.	TYPES OF MIDDLE VIOLATIONS	SCORE
129	Not wearing full ceremonial clothes III (PDU III) when there is a grand event/ceremony	5
130	Wearing inappropriate clothes on campus	5
131	Do not wear sports official clothes (PDO) in sports	5
132	Not wearing official work clothes (PDK) during study practice, community service, and routine tasks	5
133	Do not wear the official drum band (PDD) clothes during drum band practice	5
134	Hanging the bag on the shoulder when wearing official clothes	5
135	Incomplete official attire	5
136	Selling official clothes/equipment	5
137	Hanging clothes out of place	5
138	Wear shoes without polish and unbraced official clothes	5
139	Wearing official clothes with open buttons	5
140	Dressing untidy	5
141	Changing the shape of official clothes	5
142	Wearing official clothes in a dirty/unclean state	5
143	Disrespect for caregivers/higher levels	5
144	Not being polite or disrespectful towards caregivers/higher levels	5

NO.	TYPES OF MIDDLE VIOLATIONS	SCORE
145	Doing activities outside of schedule without permission.	5
146	Leaving the premises when the inspection is not finished	5
147	Being rude and breaking the rules	5
148	Not being perfect when dealing with higher-level Cadets, Instructors, and coaches when they cross paths	5
149	Being unprepared at the time of inspection	5
150	Insulting / belittling other people	5
151	Acting unconcerned with social life	5
152	Not setting a good example	5
153	Misusing the corps name or for personal gain	5
154	Be on the side of the wrong	5
155	Pretend/admit sick	5
156	Not complying with the rules or regulations that apply at the polyclinic	5
157	Treat on behalf of others	5
158	Leaving the polyclinic sick without the doctor's permission	5
159	In and out of the polyclinic without the permission of the officer or doctor on duty	5
160	Providing false identity and information	5
161	Abusing activity permits for other activities	5

NO.	TYPES OF MIDDLE VIOLATIONS	SCORE
162	Carry out extra-curricular activities outside the set schedule without permission	5
163	Creating and informing news or conversations that create an unfavorable atmosphere on social media	5
164	Do not have a pocketbook and PERTIBTAR	5
165	Do not have a cadet ID card	5
166	Using training facilities and infrastructure without permission	5
167	Order another cadet to fill out the cruise book	5
168	Imposing will on others	5
169	Giving orders beyond his authority	5
170	Behaving and acting arbitrarily towards others	5
171	Holding meetings or briefings without the permission of the officer in charge	5
172	Not carrying out or forwarding orders properly	5

Violation Currently

Article 70

The error rates for moderate violations are as follows:

NO.	MEDIUM TYPE OF VIOLATION	SCORE
1	Not following the required lessons	20
2	Deliberately destroying campus infrastructure	20
3	Not complying with the provisions as a permit holder for academic and non-academic activities	20
4	Doing assignments and exams by cheating / plagiarizing other people's assignments (work papers)	20
5	Doing jockeying during the exam	20
6	Do not attend the appeal/ceremony without an explanation	20
7	Leaving campus without permission	20
8	Making noise on off-shore	20
9	Late return to campus after excursions/other off-campus activities for no apparent reason	20
10	Cruise in a state of campus construction	20
11	Do not enter the dormitory without an apparent and valid reason	20

12	Bringing goods from outside that are not following the Regulations	20
13	Making noise in the dining room, classroom, bedroom, and other places	20
14	Holding parties without permission on campus	20
15	Violating the cadet code of ethics	20
16	Forcing cadets of lower rank to do or do something for the benefit of cadets of higher rank	20
17	Summoning a lower cadet to a higher tier cadet's room	20
18	Excessively punishing lower-level cadets	20
19	Disobeying the caregiver/instructor/coach's orders	20
20	Smoking, storing/carrying, and owning cigarettes/e-cigarettes in the PIP Semarang campus environment	20
21	Behaving inappropriately	20
22	Meet cadets and cadets, not in the right place	20
23	Living in groups of fellow tribes/regions in a dormitory	20
24	Prioritizing and highlighting regional fanaticism	20
25	Don't dare to be responsible for the actions you do	20

26	Do not want to be involved in religious events	20
27	Wearing earrings for the cadets	20
28	Wearing hair dye	20
29	Wearing a tattoo	20

Serious Offense

Article 71

1. Serious violations are violations that can result in cadets being expelled from education.
2. The error rates of severe violations are as follows:

NO	TYPES OF SERIOUS VIOLATIONS	SCORE
1	Disrespect for other religions (scorning/insulting other religions)	50
2	Doing insults that lead to SARA	50
3	Not embracing any religion/atheism	50
4	Forcing a religion to another religion that has embraced another religion	50
5	Interfere with the implementation of worship, both one's religion and the religion of others	50
6	Making a fuss does not maintain order in a place of worship	50
7	Defiling a good reputation of PIP Semarang	50
8	Plagiarizing the final project/final essay (plagiarism)	50

9	Proven to plan and commit a crime (criminal)	50
10	Allowing violations to occur under his responsibility	50
11	Instigating chaos/riots (provocation)	50
12	Against character-building orders	50
13	Incitement which is contrary to the function of character building	50
14	Deliberately destroying worship facilities and infrastructure	50
15	Deliberately destroying training facilities and infrastructure	50
16	Allowing riots/commotion	50
17	Be dishonest/cheat in payment	50
18	File a protest without heeding the code of ethics and proper procedures	50
19	Carrying, possessing, storing, distributing, and consuming visual media in the form of images/photos/videos which contain pornographic elements	50
20	Doing immoral acts	50
21	Hiding the occurrence of acts of violence against themselves or others	50
22	Conduct fights, beatings, and all forms of persecution and other acts of violence inside and outside the PIP Semarang campus.	50

23	Threatening/intimidating others/between fellow cadets	50
24	Discriminating/bullying against other people or among fellow cadets	50
25	Organizing and participating in activities that violate religious and social norms	50
26	Deliberately tampering with the inventory.	50
27	Leaving campus for more than 3 (three) days without permission from the authorities	50
28	Bringing the opposite sex to the dorm	50
29	Become a member of a forbidden organization	50
30	Forge signatures and/or structural/functional official documents related to education.	50
31	Forge other people's signatures for personal gain	50
32	Extorting/performing all forms of blackmail.	50
33	Cheating/performing all kinds of fraud	50
34	Stealing/completing all forms of theft	50
35	Violating traffic rules that resulted in harm to others.	50
36	Making a fake sick certificate (other certificates)	50

Special Offense

Article 72

NO	SPECIAL TYPES OF VIOLATIONS	SCORE
1	Committing a crime that is already in the hands of the authorities.	100
2	Taking other people's lives	100
3	Rape against the opposite sex and or the same sex	100
4	Carrying, possessing, storing, distributing, and using illegal drugs (drugs), liquor (alcohol), or firearms/sharp weapons.	100
5	Having sex (sexual intercourse) with the opposite sex or the same sex	100
6	Married during the education period (official / government or serial)	
7	Involved in immoral violations and sexual disorders	100

Development Evaluation Character and Equality

Article 73

1. Evaluation of character development and aptitude evaluates the cadets' character development activities and skills, assessed in qualifications.
2. The determination of the cadet qualification assessment refers to the applicable cadet qualification assessment guidelines.

Cadets

Article 74

The conditions for each cadet are determined at the end of each semester. The interval for the cadets is categorized as follows:

Number Error	Letter Value	condition
0	A	Excellent
1-10	B+	Very well
11-20	B	Well
21-30	C	Currently
31-60	D	Not enough
→60	E	worrying

Youth Cadets Honorary Council

Article 75

1. The Cadets Honorary Council is a board formed by the Director with a membership structure consisting of elements of educators, education staff, caregivers, and representatives of the cadet deliberation council.
2. The Cadets Honorary Council has the task of considering the dismissal of cadets from education.
3. The composition of the Cadets Honorary Council consists of a presiding officer, secretary, members, prosecutors, and defenders who are determined based on the Decree of the Director of PIP Semarang.
4. The Cadets Honorary Council convenes immediately after the disposition of the PIP Semarang Director regarding a letter of application from the

Kapusbangkatarsis regarding the suspension of sanctions and/or expulsion from education for cadets who violate particular violations, or some cadets have accumulated an error number of 100 and are attended by the cadet concerned.

5. The court's decision results can be reviewed by submitting a letter to the Director of PIP Semarang no later than 2 (two) weeks from the date the decision is made.

Special Guidance Stage (TPK)

Article 76

Pusbangkatarsis carry out the Special Guidance Stage for cadets who have received a warning letter with temporary restrictions on the rights of cadets as follows:

1. Cadets who have earned:
 - a. Warning level I must undergo Special Guidance Phase I (TPK I) for one month and be deprived of cruise rights and given other additional tasks;
 - b. Warning level II must undergo Special Guidance Phase II (TPK II) for two months and be deprived of cruise rights and given other additional tasks; and
 - c. Warning level III must undergo Special Guidance Phase III (TPK III) for three months and be deprived of cruise rights and given additional tasks.
2. The cadets who have finished carrying out the Special Guidance Stage must make a statement on stamp duty not to repeat mistakes and comply with

- applicable regulations, and are willing to accept sanctions by the provisions.
3. The cadets who have received the Special Guidance Stage have a maximum condition of B (good).
 4. The Special Guidance Stage for a cadet is determined by a decree of the head of the cadet character development center and student officers.

Dismissal

Article 77

1. A cadet can be dismissed from education due to:
 - a. Die;
 - b. Married during the education period;
 - c. Unable to attend education with the following considerations:
 - 1) Permanent physical disability, memory loss, severe chronic illness, so unable to attend education based on a doctor's certificate;
 - 2) After being accepted as a cadet, it is found that he does not meet the administrative requirements as specified; and
 - 3) Sick and hospitalized consecutively for 40 (forty) days or intermittently for 80 (eighty) days whose number of days is by the provisions of the calculation of effective days in one semester.
 - d. Subject to sanctions for violations of PERTIBTAR.
 - e. Subject to academic sanctions.
 - f. Apply to stop and be approved by the Director.
2. A cadet who is dismissed from education is obligated to return the equipment and equipment lent to him.

From the date of stipulation in the Director's Decree concerning dismissal, he no longer has the rights and obligations as a cadet.

Giving Leave

Article 78

1. Academic Leave is a formal postponement of lectures and other educational activities for one semester, as evidenced by an academic leave certificate.
2. During the leave period, cadets must pay administrative fees by applicable regulations.
3. The cadets may apply for Leave a maximum of 2 (two) times.
4. Academic Leave can be granted for a maximum of 2 (two) semesters.
5. Academic leave categories and requirements are as follows:
 - a. Unplanned.
 - 1) Unplanned academic Leave is academic Leave given due to illness or accident as evidenced by a certificate of being hospitalized for at least 7 (seven) days from the hospital and getting a recommendation from a doctor at the PIP Semarang Polyclinic.
 - 2) Applications are submitted to the Director by the parents/guardians of the cadets by attaching the requirements in point (a) above no later than 14 (fourteen) days since the cadet concerned does not attend lectures.
 - 3) The study period is taken into account and is not extended.
 - 4) Leave approval will be determined at the meeting and stated in the Director's Decree.

- 5) A cadet whose academic leave has exceeded the maximum limit does not re-register within the allotted time. It is determined as a cadet who resigns from PIP Semarang education.
- b. Special Reason.
- 1) Academic Leave for particular reasons is leaving, which is stated with a certificate from the parents concerned.
 - 2) The study period is still taken into account and is not extended.
 - 3) The Director issues the decision letter for academic Leave for particular reasons.
 - 4) A cadet whose academic leave has exceeded the maximum limit does not re-register within the allotted time. It is determined as a cadet who has resigned from his PIP Semarang education.

**CHAPTER VIII
CLOSING**

Article 79

When this Director's Decree comes into force, the Decree of the Director of Semarang Merchant Marine Polytechnic Number SK. 89 of 2018 concerning the Rules of Rules for the Cadets of the Semarang Merchant Marine Polytechnic is revoked and declared no longer valid.

Set in: Semarang
On the date of 10th March 2022
DIRECTOR OF POLITEKNIK ILMU
PELAYARAN SEMARANG,



Capt. DIAN WAHDIANA, MM
NIP. 19700711 199803 1 003

TRANSLATOR'S PROFILE

Nuki Dhamayanti



Starting her career as a kindergarten English teacher, Nuki Dhamayanti graduated from Universitas Katolik Soegijapranata, Semarang. During her activity as a university student, she was actively responsible as the master of ceremony from the internal campus event up to the present times. She then worked while finishing her degree by joined in the broadcasting industry and skilled herself as a radio announcer. She also frequently acts professionally as a transcriber, interpreter as well as translator. At the top culmination of her college time, she was chosen from hundreds of graduates representing the graduates to give a speech in English at the graduation ceremony. Currently, she is pursuing her Master degree majoring in English Education from Universitas Negeri Semarang (Unnes). Officially joined in Politeknik Ilmu Pelayaran Semarang in 2017. Nuki takes part as one of the members of Unit Bahasa and participating as a newscaster coach for the cadet's competition.

Fatimah



Fatimah, M. Pd was born in Sleman on May 18, 1985. Currently, the author is active as a Lecturer in the Politeknik Ilmu Pelayaran Semarang in English Maritime. Elementary school to High School was taken in Yogyakarta. The author finished her bachelor degree from Universitas Negeri Yogyakarta in 2009 majoring in English Education. She continued the master's degree with the same major in Universitas Negeri Semarang and finished in 2019.

CADETS CODE OF CONDUCT

Politeknik Ilmu Pelayaran Semarang

- CHAPTER I GENERAL REQUIREMENTS
- CHAPTER II PURPOSE, OBJECTIVES, AND FOUNDATION
- CHAPTER III CODE OF CONDUCT AND CADET ORGANIZATION
- CHAPTER IV RIGHTS AND OBLIGATIONS
- CHAPTER V CHARACTER DEVELOPMENT AND EMPOWERMENT
- CHAPTER VI STANDARDS OF CONDUCT / MANNERS
- CHAPTER VII CADETS' RULES AND REGULATIONS
- CHAPTER VIII CLOSING

Penerbit Politeknik Ilmu Pelayaran Semarang

Jl. Singosari 2 A Semarang

Telp. 024-8311527

Email: penerbit@pip-semarang.ac.id

Photo by: just baf