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DECREE OF RECTOR OF UNIVERSITAS SUMATERA UTARA

NUMBER /UN5.1.R/SK/SDM/2024

ON

PEDOMAN PENANGANAN KEKERASAN DI LINGKUNGAN UNIVERSITAS  
SUMATERA UTARA

GUIDELINES FOR HANDLING VIOLENCE IN UNIVERSITAS SUMATERA UTARA

Considering : that the Universitas Sumatera Utara as a higher education organizing unit is obliged to provide personal protection, honor, dignity and the right to a sense of security for the academic community and educational staff from threats and practices of violence within the Universitas Sumatera Utara environment, it is necessary to stipulate a Rector Decree concerning Guidelines for Handling Violence within Universitas Sumatera Utara

- Remembering :
1. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System (State Gazette of the Republic of Indonesia of 2003 Number 78, Additional State Gazette of the Republic of Indonesia Number 4301) as amended by Law Number 1 of 2023 concerning the Criminal Code (State Gazette of the Republic of Indonesia of 2023 Number 1, Additional State Gazette of the Republic of Indonesia Number 6842);
  2. Law Number 13 of 2006 concerning Protection of Witnesses and Victims (State Gazette of the Republic of Indonesia of 2006 Number 64, Additional State Gazette of the Republic of Indonesia Number 435) as amended by Law Number 31 of 2014 on Amendments to Law Number 13 of 2006 concerning Protection of Witnesses and Victims (State Gazette of the Republic of Indonesia of 2014 Number 293, Additional State Gazette of the Republic of Indonesia Number 5602);



3. Law Number 11 of 2008 concerning Information and Electronic Transactions (State Gazette of the Republic of Indonesia of 2008 Number 58, Additional State Gazette of the Republic of Indonesia Number 4843) as amended by Law Number 19 of 2016 concerning Amendments to Law Number 11 of 2008 concerning Information and Electronic Transactions (State Gazette of the Republic of Indonesia of 2016 Number 251, Additional State Gazette of the Republic of Indonesia Number 5952) as amended by Law Number 1 of 2024 concerning Second Amendment to Law Number 11 of 2008 concerning Information and Electronic Transactions (State Gazette of the Republic of Indonesia 2024 Number 1, Additional State Gazette of the Republic of Indonesia Number 6905);
4. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Additional the State Gazette of the Republic of Indonesia Number 5336);
5. Number 8 of 2016 concerning Persons with Disabilities (State Gazette of the Republic of Indonesia of 2016 Number 69, Additional State Gazette of the Republic of Indonesia Number 5871);
6. Law Number 1 of 2023 concerning the Criminal Code (State Gazette of the Republic of Indonesia of 2003 Number 1, Additional State Gazette of the Republic of Indonesia Number 6842);
7. Government Regulation Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions (State Gazette of the Republic of Indonesia of 2014 Number 16, Additional State Gazette of the Republic of Indonesia Number 5500);
8. Government Regulation Number 16 of 2014 concerning the Statutes of Universitas Sumatera Utara (State Gazette of the Republic of Indonesia of 2014 Number 42, Additional State Gazette of the Republic of Indonesia Number 5510);
9. Regulation of the Minister of Education, Culture, Research and Technology Number 53 of 2023 concerning Quality Assurance of Higher Education (State Gazette of the Republic of Indonesia of 2023 Number 638);
10. Regulation of the Minister of Education, Culture, Research and Technology Number 30 of 2021 concerning Prevention and Handling of Sexual Violence in Higher Education Environments (State Gazette of the Republic of Indonesia of 2021 Number 1000);



11. Regulation of the Board of Trustees Number 1 of 2022 concerning Organization and Governance of the Universitas Sumatera Utara as amended by the Regulation of the Board of Trustees Regulation Number 2 of 2023 concerning Amendments to the Regulation of the Board of Trustees Number 1 of 2022 concerning the Organization and Governance of Universitas Sumatera Utara;
12. Regulation of the Rector Number 17 of 2022 concerning Lecturer Management at Universitas Sumatera Utara;
13. Regulation of the Rector Number 18 of 2022 concerning Educational Staff Management at Universitas Sumatera Utara;
14. Regulation of the Rector Number 32 of 2022 concerning Universitas Sumatera Utara Lecturer Code of Ethic;
15. Regulation of the Rector Number 33 of 2022 concerning Universitas Sumatera Utara Educational Staff Code of Ethic;

**DECIDE:**

To Stipulate : DECREE OF THE RECTOR OF THE UNIVERSITAS SUMATERA UTARA CONCERNING GUIDELINES FOR HANDLING VIOLENCE WITHIN UNIVERSITAS SUMATERA UTARA.

FIRST : Establish guidelines for Handling Violence within Universitas Sumatera Utara as stated in the Attachment which is an inseparable part of this Rector Decree.

SECONG : This Rector Decree comes into effect from the date of stipulation

Stipulated in Medan on  
the date of

RECTOR,

MURYANTO AMIN  
NIP. 197409302005011002

APPENDIX  
DECREE OF THE RECTOR  
UNIVERSITAS SUMATERA UTARA  
NUMBER ... /... /SK/... /2024  
CONCERNING  
GUIDELINES FOR HANDLING VIOLENCE WITHIN  
UNIVERSITAS SUMATERA UTARA

GUIDELINES FOR HANDLING VIOLENCE WITHIN  
UNIVERSITAS SUMATERA UTARA

CHAPTER I  
INTRODUCTION

A. Background

Violence is any act of humiliating, insulting, harassing, and/or attacking a person's body and/or reproductive function, due to unequal power and/or gender relations, which results in or may result in psychological and/or physical suffering, including that which disrupts a person's reproductive health and lost the opportunity to carry out higher education safely and optimally. Recognition of the principle of equal opportunity for men and women in obtaining the right to live without fear of violence and harassment must provide a feeling of comfort, security, and be conducive to character development for lecturers, educational staff, students, and campus residents. Violence can happen to anyone and anywhere, Universitas Sumatera Utara in creating safety, a comfortable, safe and orderly atmosphere as an academic implementer for lecturers, educational staff, students and campus residents must create a guideline for Handling Violence.

Guidelines for Handling Violence within Universitas Sumatera Utara need to be formed to serve as a reference for lecturers, educational staff, students and campus residents within the Universitas Sumatera Utara in handling violence. It is hoped that the Guidelines for Handling Violence is expected to be implemented within the Universitas Sumatera Utara.

B. Objective

The objective of the Guidelines for Handling Violence within the Universitas Sumatera Utara is as a reference in preventing violence committed against lecturers, educational staff, students and campus residents.

C. Scope

The scope of this guideline covers the entire process of handling violence within the Universitas Sumatera Utara starting from receiving reports, examination, assistance, protection, preparation of conclusions and recommendations, imposition of administrative sanctions, recovery; and actions to prevent recurrence.

#### D. Term of Reference

The terminology used in this guidelines are:

1. Universitas Sumatera Utara hereinafter referred to as USU is state university as legal entity.
2. Rector is the USU organ that leads the administration and management of USU.
3. A faculty is a collection of supporting resources, which can be grouped according to department/department, which organizes and manages academic, vocational or professional education in one group of science, technology, humanities and/or arts disciplines.
4. Postgraduate School, hereinafter referred to as School, is an academic implementing unit that coordinates and/or carries out academic education for master's programs and doctoral programs and/or equivalent professional education, in one or a set of certain branches of science, technology and/or arts.
5. USU Lecturers, hereinafter referred to as Lecturers, are professional educators and scientists with the main task of transforming, developing, and disseminating science, technology, and art through education, research, and community service within USU.
6. USU students, hereinafter referred to as Students, are students at the academic, vocational and professional education levels at USU.
7. USU Education Personnel, hereinafter referred to as Educational Staff, are members of the community who dedicate themselves and are appointed with the main task of supporting the implementation of higher education within USU.
8. USU employees are USU lecturers and educational staff.
9. Campus residents are people who carry out activities and/or work on campus.
10. Violence is any act with or without the use of physical force that poses a danger to the body or life, results in physical, sexual or psychological suffering, and takes away freedom, including rendering a person unconscious or helpless.
11. Prevention is an action/method/process carried out to prevent a person or group of people from committing violence within the USU environment.
12. Handling is an action/method/process for dealing with violence within the USU environment.
13. Examination is an action/method/process carried out by USU to follow up on reports of violence within USU.
14. Victims are USU students and/or employees who experience violence.
15. The perpetrator is anyone who commits violence.
16. The reported parties are USU students and employees who are suspected of committing violence against the victim.
17. A reporter is a person who provides reports, information or information to the Unit regarding acts of violence.
18. The Violence Prevention and Handling Unit, hereinafter referred to as the PPK Unit, is a unit directly responsible under the Chancellor which functions as the center for Violence Prevention and Handling within USU..
19. Campus residents are people who carry out activities and/or work on campus.
20. Violence is any act with or without the use of physical force that poses a danger to the body or life, results in physical, sexual or psychological suffering, and takes away freedom, including rendering a person unconscious or helpless.
21. Prevention is an action/method/process carried out to prevent a person or group of people from committing violence within the USU environment.
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24. Victims are USU students and/or employees who experience violence.
25. The perpetrator is anyone who commits violence.
26. The reported parties are USU students and employees who are suspected of committing violence against the victim.
27. A reporter is a person who provides reports, information or information to the Unit regarding acts of violence.
28. The Violence Prevention and Handling Unit, hereinafter referred to as the PPK Unit, is a unit directly responsible under the Chancellor which functions as the center for Violence Prevention and Handling within USU.

29. The Faculty/School Violence Prevention and Handling Team, hereinafter referred to as the Faculty/School PPK Team, is a team formed by the PPK Unit which consists of USU employees and students and is tasked with carrying out Violence Prevention and Handling activities in Faculties/Schools.
30. Persons with Disabilities are any person who experiences physical, intellectual, mental and/or sensory limitations for a long period of time who, in interacting with the environment, may experience obstacles and difficulties in participating fully and effectively with other citizens based on equal rights.

## CHAPTER II PROCEDURES IN HANDLING VIOLENCE

### A. Handling Violence

#### 1. Receiving Violence

Procedure for receiving reports on Handling Violence can be carried out:

- a. The Reporter/Victim files a report of Violence which is submitted directly or indirectly to the PPK Unit and/or Faculty/School PPK Team with a mechanism that is easily accessible, especially for Persons with Disabilities, Reporters/Victims who have the status of USU Employees who work in university work units other than the Faculty/ Schools, if violence occurs, can immediately make a report to the PPK Unit;
- b. The reporter/victim fills in the initial reporting form provided by the PPK Unit and/or Faculty/School PPK Team either via electronic media or in person;
- c. The PPK Unit and/or Faculty/School PPK Team receives every report of complaint of Violence originating from the Victim/Perpetrator;
- d. The PPK Unit and/or Faculty/School PPK Team identifies the Reporter/Victim;
- e. The PPK Unit and/or Faculty/School PPK Team compiles a chronology of incidents of violence reported by the Reporter/Victim;
- f. The PPK Unit and/or Faculty/School PPK Team records the needs of the Reporter/Victim;
- g. The PPK Unit and/or Faculty/School PPK Team conveys to the Reporter/Victim regarding the rights of the Reporter/Victim, mechanisms for Handling Violence, possible risks that will be faced and efforts to mitigate risks;
- h. The PPK Unit and/or Faculty/School PPK Team notifies the Rector of the follow-up on handling of violence reports.

The procedure for receiving reports on Handling Violence is listed in the flow chart below:

**FLOW CHART 1:  
PROCEDURES IN RECEIVING REPORTS ON HANDLING VIOLENCE WITHIN THE USU**

No	Activity	Implementer	
		Reporter/Victim	PPK Unit and/or Faculty/School PPK Team
1.	Start	□	
2.	File reports of violence submitted directly or indirectly to the PPK unit and/or Faculty/School PPK team with a mechanism that is easily accessible, especially for Persons with Disabilities. Reporters/Victims who have the status of USU employees who work in university units other than Faculties/Schools, if violence occurs can immediately make a report to the PPK unit,	↓ □	
3.	Fill out the initial reporting form provided by the USU PPK Unit and/or the faculty/school PPK Team either via electronic media or in person.	↓ □	
4.	Receive every report of complaint of violence originating from the victim/perpetrator		□
5.	Identifying the Reporter/Victim	↓ □	
6.	Compile a chronology of incidents of violence reported by the reporter/victim	↓ □	
7.	Record the needs of the Reporter/Victim	↓ □	
8.	Inform the reporter/victim regarding the rights of the reporter/victim, the mechanism for handling violence, possible risks that will be faced and efforts to mitigate risks	↓ □	
9.	The PPK Unit and/or Faculty/School PPK Team notifies the Rector of the follow-up on handling of violence reports	↓ □	
10	Finish	□	

- start / finish → continue
- process

**2. Assistance**

Procedures of assistance can be carried out:

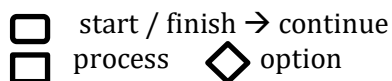
- a. The PPK Unit provides initial services in the form of assistance to Reporters/Victims and taking into account the needs of Persons with Disabilities;
- b. Reporter/Victim gives consent for assistance if the Victim is not able to give consent, then consent can be given by the victim's parents, guardian or companion, if the assistance is approved then the PPK Unit will provide assistance to the Victim/Reporter, if not agreed then the PPK Unit will not will force the Complainant/Victim to provide assistance;

- c. The PPK Unit provides assistance in the form of counseling, academic assistance, psychological and psychiatric assistance, health services, legal assistance, and social and spiritual assistance.

The procedures for assistance in Handling Violence are listed in the flow chart below:

FLOW CHART 2:  
THE PROCEDURES FOR ASSISTANCE IN HANDLING VIOLENCE WITHIN USU

No.	Activity	Implementer		
		PPK Unit	parents, guardian or assistance	Reporter/Victim
1.	Start	□		
2.	provide initial services in the form of assistance to Reporters/Victims and taking into account the needs of Persons with Disabilities	↓ □		
3.	Give consent for assistance if it is not possible for the Victim to give consent, then consent can be given by the victim's parents, guardian or companion, if the assistance is approved then the PPK Unit will provide assistance to the perpetrator/victim, if not approved then the unit will not force the perpetrator/victim Victims to provide assistance.			↓ ◇
4.	Providing assistance in the form of counseling, academic assistance, psychological and psychiatric assistance, health services, legal assistance, and social and spiritual assistance	□ ↓ □		←
5.	Finish	□		



### 3. Protection






Protection procedures can be done:

- a. The Whistleblower/Victim has the right to request protection from the PPK Unit;
- b. The PPK Unit provides protection to Whistleblowers/Victims in the form of guarantees of continuity, guarantees of protection from physical and non-physical threats, protection of identity confidentiality, provision of information regarding protection rights and facilities, provision of access to information on the implementation of protection, provision of safe houses and/or protection of safety and free from threats;

The procedure for protection and handling of violence is outlined in the flowchart below:

FLOWCHART 3:

PROCEDURE FOR PROTECTION AND HANDLING OF VIOLENCE IN THE ENVIRONMENT OF UNIVERSITAS SUMATERA UTARA

N	Activity	Executor	
		Reporter/Victim	PPK Unit
1.	Start		
2.	Requesting protection from the PPK Unit		
3.	Providing protection to the reporter/victim in the form of guarantees for continuity, protection from physical and non-physical threats, protection on the confidentiality of identity, providing information regarding rights and protection facilities, ensuring access to information about the implementation of protection, providing safe houses and/or security protection, and ensuring freedom from threats.		
4.	End		



Start/End Process Continued

4. Examination

The Procedure for the Examination of Violence Handling can be carried out as follows:

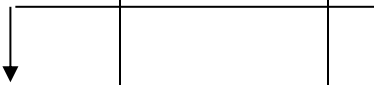
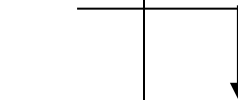
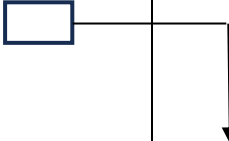




- a. The PPK Unit conducts an examination of the Victim, Reporter or Witness, and/or Perpetrator based on the report of Violence;
- b. The PPK Unit provides assistance to the Victim, Reporter or Witness, and/or Perpetrator with Disabilities and ensures reasonable accommodation during the Examination;
- c. The PPK Unit requests the Reporter/Victim to provide information and/or documents related to the report of Violence;
- d. The Reporter/Victim submits information and/or related documents as supporting evidence for the report of Violence;
- e. The Perpetrator provides information at the request of the PPK Unit regarding the report from the Reporter/Victim;
- f. The PPK Unit gathers information and/or documents related to the report of Violence based on the report from the Reporter/Victim;
- g. The PPK Unit conducts a closed examination of the Victim, Reporter or Witness, and/or Perpetrator;
- h. The PPK Unit and/or the Faculty/University PPK Team prepares the official report of the Examination results.

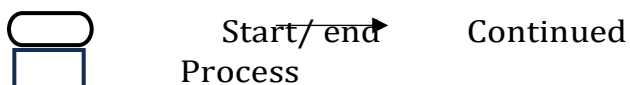
The procedure for receiving reports on violence handling is outlined in the flowchart below:

FLOWCHART 4:

PROCEDURE FOR EXAMINATION OF VIOLENCE HANDLING IN THE ENVIRONMENT OF UNIVERITAS SUMATERA UTARA

	Activity	Executor		
		Re p o r t e r / Vic t i m	P	P
	Start			
	Conducting an examination of the Victim, Reporter or Witness, and/or Perpetrator based on the report of Violence.			
	Providing assistance to the Victim, Reporter or Witness, and/or Perpetrator with Disabilities, ensuring reasonable			

	accommodations during the Examination.			
	Requesting the Reporter/Victim to provide information and/or documents related to the report of Violence.			
	Submitting information and/or related documents as supporting evidence for the reported Violence.			
	Providing information at the request of the PPK Unit regarding the report from the Reporter/Victim.			
	Gathering information and/or documents related to the report of Violence based on the report from the Reporter/Victim.			
	Conducting a closed examination of the Victim, Reporter or Witness, and/or Perpetrator.			
	Preparing the official report of the Examination results.			
	End			



## 5. Conclusion and Recommendation Preparation






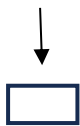

The procedure for preparing conclusions and recommendations for Violence Handling can be carried out as follows:

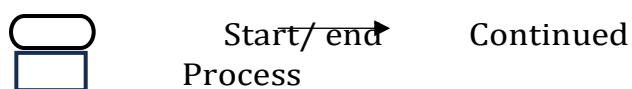
- a. The PPK Unit drafts conclusions and recommendations based on the examination of the Victim, Reporter or Witness, and/or Perpetrator;
- b. The PPK Unit formulates conclusions regarding the Violence, determining whether the violence is proven or not;
- c. The PPK Unit submits the conclusions and recommendations to the Rector; and
- d. The Rector issues a decision based on the recommendations regarding whether the Violence is proven or not.

The procedure for preparing conclusions and recommendations for violence handling is outlined in the flowchart below:

FLOWCHART 5:

PROCEDURE FOR PREPARING CONCLUSIONS AND RECOMMENDATIONS FOR VIOLENCE HANDLING IN THE ENVIRONMENT OF UNIVERSITAS SUMATERA UTARA

No	Activity	Executor	
		Rector	PPK Unit
1.	Start		
2.	Drafting conclusions and recommendations regarding the Violence based on the examination of the Victim, Reporter or Witness, and/or Perpetrator.		
3.	Formulating conclusions about the Violence, indicating whether it is proven or not.		
4.	Submitting the conclusions and recommendations to the Rector.		
5.	Issuing a decision based on the recommendations regarding whether the Violence is proven or not.		
6.	End		



6. Recovery

a. Recovery for the Victim

The procedure for victim recovery in Violence Handling can be carried out as follows:

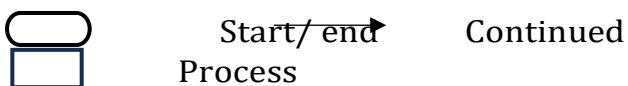
- 1) The PPK Unit requests the Victim's consent to provide recovery services;
- 2) The Victim agrees to the provision of recovery facilities;
- 3) The PPK Unit collaborates with relevant parties to provide recovery for the Victim;
- 4) The PPK Unit guarantees that during the recovery period, the Victim will not have their study period reduced or be considered on academic leave, and will retain the right to receive academic guidance if the Victim is a student, and will receive rights according to applicable laws and regulations if the Victim is an employee of Universitas Sumatera Utara; and
- 5) The PPK Unit monitors the recovery process and the Victim's condition

throughout their recovery.

The procedure for victim recovery in violence handling is outlined in the flowchart below:

**FLOWCHART 6:  
PROCEDURE FOR RECOVERY OF VICTIMS IN VIOLENCE HANDLING IN THE ENVIRONMENT OF UNIVERSITAS SUMATERA UTARA**

No	Activity	Executor	
		Victim	PPK Unit
1.	Start.		↓ ○
2.	Requesting the Victim's consent to provide recovery.	↓	□
3.	Approving the provision of recovery facilities.	□	↓
4.	Providing guarantees during the recovery period that the Victim will not have their study period reduced or be considered on academic leave, and will retain the right to receive academic guidance if the Victim is a student, and will receive rights according to applicable laws and regulations if the Victim is an employee of Universitas Sumatera Utara.	○	□ ↓
5.	Monitoring the recovery process and the development of the Victim's condition.	□ ↓	
6.	End.		








**b. Recovery for the Reported Party Not Proven to Have Committed Violence**

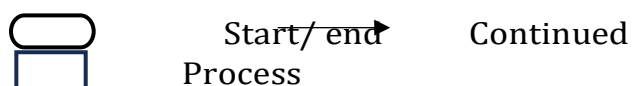
The procedure for recovery of the reported party not proven to have committed violence by the PPK Unit can be carried out as follows:

- 1) The PPK Unit provides a recommendation to the Rector for the reinstatement of the reported party's reputation; and
- 2) The Rector issues a decision based on the recommendation to reinstate the reported party's name.

The procedure for recovery of the reported party is outlined in the flowchart below:

**FLOWCHART 7:  
PROCEDURE FOR REINSTATEMENT OF THE REPORTED PARTY NOT PROVEN TO HAVE COMMITTED VIOLENCE IN THE ENVIRONMENT OF UNIVERSITAS SUMATERA UTARA**

No	Activity	Executor	
		Rector	PPK Unit
1.	Start		 ↓
2.	Providing a recommendation to the Rector for the reinstatement of the reported party's reputation.	 ↓	 ↓
3.	Issuing a decision based on the recommendation for the reinstatement of the reported party's name.	 ↓	 ↓
4.	End		





### 7. Prevention of Recurrence Actions

The procedure for prevention of recurrence in Violence Handling can be carried out as follows:






- a. The PPK Unit provides prevention through learning by studying the Prevention and Handling of Violence modules established by the Ministry for Students, Employees of Universitas Sumatera Utara, and Campus Community;
- b. The PPK Unit strengthens governance to improve the formulation and implementation of university policies regarding the Prevention and Handling of Violence;
- c. The PPK Unit enhances community culture by conducting intensive socialization and education for Students, Employees of Universitas Sumatera Utara, and Campus Community regarding the Prevention and Handling of Violence; and
- d. The PPK Unit assists the Rector in implementing actions for the Prevention and Handling of Violence.

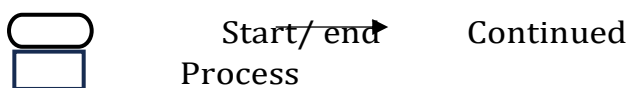
The procedure for the prevention of recurrence in Violence Handling is outlined in the flowchart below:

**FLOWCHART 8:  
PROCEDURE FOR PREVENTION OF RECURRENCE IN VIOLENCE HANDLING IN THE ENVIRONMENT OF UNIVERSITAS SUMATERA UTARA**

No	Activity	Executor
		PPK Unit
1.	Start	 ↓
2.	Providing prevention through learning by studying the Prevention and Handling of	 ↓



	Violence modules established by the Ministry for Students, Employees of Universitas Sumatera Utara, and Campus Community.	
3.	Providing prevention through strengthening governance to improve the formulation and implementation of university policies regarding the Prevention and Handling of Violence.	
4.	Enhancing community culture by conducting intensive socialization and education for Students, Employees of Universitas Sumatera Utara, and Campus Community regarding the Prevention and Handling of Violence.	
5.	Assisting the Rector in implementing actions for the Prevention and Handling of Violence.	
6.	End	



## B. Activities of the PPK Unit in Handling Violence in the environment of Universitas Sumatera Utara








The procedure for the activities of the PPK Unit in handling violence in the environment of Universitas Sumatera Utara is implemented as follows:

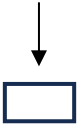
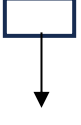

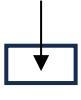

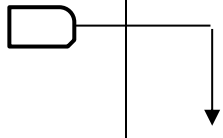
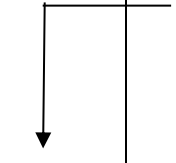

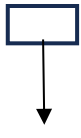

1. The Reporter/Victim reports the incident, supported by evidence, to the PPK Unit;
2. The PPK Unit receives the report of Violence from the Reporter/Victim;
3. The PPK Unit verifies and validates the report; if the report is verified and validated, it will proceed to the next stage. If the report is not verified and validated, it will be returned to the Reporter to complete the evidence for the Violence;
4. The PPK Unit prepares an official report of the examination regarding the report from the Reporter/Victim;
5. The PPK Unit conducts examinations of the Victim, Reporter, and Perpetrator separately;
6. The PPK Unit provides assistance to the Reporter/Victim;
7. The PPK Unit protects the purpose and personal data of the Reporter/Victim;
8. The PPK Unit holds a plenary meeting to discuss the examination results, considering the report, defense, evidence, and witness statements;
9. The PPK Unit submits the examination report and recommendations to the Rector;
10. The Rector makes a decision regarding actions against the Perpetrator, considering the recommendations from the PPK Unit regarding administrative sanctions;
11. The PPK Unit facilitates the recovery of the Victim and the reinstatement of the reported party reputation;
12. The PPK Unit assists the Rector in implementing preventive measures against the recurrence of violence through intensive socialization and education for Students, Employees of Universitas Sumatera Utara, and Campus Community regarding the Prevention and Handling of Violence.


The procedure for the activities of the PPK Unit in handling violence in the

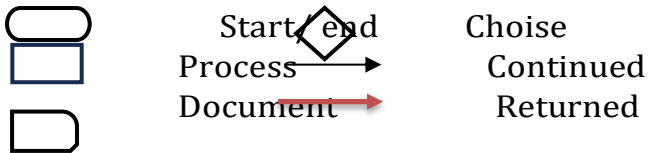
environment of Universitas Sumatera Utara is outlined in the flowchart below:

**FLOWCHART 9:  
PROCEDURE FOR THE ACTIVITIES OF THE PPK UNIT IN HANDLING  
VIOLENCE IN THE ENVIRONMENT OF UNIVERSITAS SUMATERA UTARA**

	Activity	Executor		
		Reporter / Victim	P	R
	Start			
	Reporting the incident, supported by evidence, to the PPK Unit.			
	Receiving the report of Violence from the Reporter/Victim.			
	Verifying and validating the report; if the report is verified and validated, it will proceed to the next stage. If the report is not verified and validated, it will be returned to the Reporter to complete the evidence of the violence.		 	

	Preparing an official report of the examination regarding the report from the Reporter/Victim.			
	Conducting examinations of the Victim, Reporter, and Perpetrator separately.			
	Providing assistance to the Reporter/Victim.			
	Protecting the purpose and personal data of the Reporter/Victim.			
	Holding a plenary meeting to discuss the examination results, considering the report, defense, evidence, and witness statements.			
	Submitting the examination report and recommendations to the Rector.			
	Making a decision regarding actions against the Perpetrator, considering the recommendations from the PPK Unit regarding administrative sanctions against the Perpetrator.			
	Facilitating the recovery of the Victim and the reinstatement of the reported party reputation.			
	Conduct intensive socialization and education for Students, Employees of USU, and Campus Community regarding the actions for			

	Prevention and Handling of Violence.			
	End			



CHAPTER III:  
 CONCLUSION

This guideline serves as a reference for the procedures for handling violence in the environment of Universitas Sumatera Utara. With this guideline, it is hoped that the process of handling violence in the environment of Universitas Sumatera Utara can be implemented effectively, efficiently, and in accordance with applicable laws and internal regulations of Universitas Sumatera Utara.

Stipulated in Medan  
 On .....2024  
 RECTOR,

MURYANTO AMIN