



**UNGGUL
MANDIRI
BERBUDAYA**

**FLOW OF MECHANISM
FOR REPORTING
AND
HANDLING
SEXUAL VIOLENCE
IN UDAYANA
UNIVERSITY**

**UDAYANA UNIVERSITY SEXUAL
VIOLENCE PREVENTION AND
HANDLING TASK UNIT**

**BUKIT JIMBARAN
MAY 2022**

INTEGRATION SATGAS PPKS UNUD

The UNUD PPKS Task Force, in carrying out the mechanism flow for reporting and handling sexual violence, must prioritize its integrity as the Task Force for the Prevention and Handling of Sexual Bullying and Violence within UNUD.

Integrity of the Task Force for Prevention and Handling of Sexual Bullying and Violence:

- a. Show empathy and professionalism by not making the material in the report as a joke or joke;
- b. Appreciate the complainant for having the courage to report incidents of bullying and sexual violence that they experienced as a form of preventing recurrence of cases in the future with different victims;
- c. Affirming that the UNUD PPKS Task Force believes in the reporter and/or reporting witness until proven otherwise;
- d. The UNUD PPKS Task Force is obliged to convey that the identification and examination of reports must be carried out to ensure the correctness of the information in the report so that unwanted things will not occur which will harm the victim and the reported party;

- e. The UNUD PPKS Task Force emphasized that the victims would get justice and the reported party would be given proportional sanctions according to the impact of their actions on the victims;
- f. The UNUD PPKS Task Force must be very careful in asking questions so that victims do not feel pressured and are willing to open up and tell their experiences slowly;
- g. UNUD PPKS Task Force provides comfort to reporters and/or witnesses victims by providing space for their readiness to share their experiences.
- h. UNUD PPKS Task Force guarantees the confidentiality of the reporter and the report, both the identity and the contents of the report.

FLOW OF REPORTING MECHANISM AND HANDLING OF SEXUAL VIOLENCE AND VIOLENCE IN UNUD

1. Reporters, either as victims or witnesses who see events, can come directly, or if they feel uncomfortable, they can report through the following reporting channels:
 - a. Electronic mail via email: satgasppps@unud.ac.id
 - b. Short message or telephone through the UNUD PPKS Task Force:

- Budistrawan Task Force: 0813397099

- Cacha Task Force: 085738237829

- Bianca Task Force: 081944166098

- Yudha Task Force: 081243760053

Note: Reporting is prioritized through the UNUD PPKS Task Force Contact Person for immediate action.

2. After receiving the report, the UNUD PPKS Task Force will follow up in the form of:
 - a. summons victims to come to the UNUD PPKS Task Force office; Victims may come accompanied by a

companion they trust, be it their family, close friends, or other people.

b. If the victim's condition is not possible (shock, trauma, etc.), the Task Force will visit the victim at his residence together with a companion from the UNUD Counseling Service Unit or from an external party deemed competent to provide initial assistance to the victim.

3. The Task Force will identify the reports received, by taking the following actions:
 - a. Filling out the report receipt form that must be filled out by the reporter;
 - b. Conduct a cross-check on the contents of the report, by asking the following:
 - 1) Identification of the name of the reporter;
 - 2) Identification of the victim's name;
 - 3) Together with the victim, compile a chronology of incidents of sexual harassment and violence experienced;
 - 4) Examine documents/evidence submitted by the reporter;

- c. Sign the report acceptance form together with the victim and the complainant or reporting witness.
4. After an examination of the report is deemed valid, the UNUD PPKS Task Force will conduct an inventory of the needs of victims and/or reporting witnesses and also provide information about the rights of victims and/or reporting witnesses, mechanisms for dealing with bullying and sexual violence, possible risks faced, and risk mitigation plans.
5. After the identification stage is complete, the UNUD PPKS Task Force will notify the UNUD Leaders/Rector that there has been an alleged case of bullying and violence involving the UNUD Academic Community and plans to follow up with the UNUD PPKS Task Force by bringing a follow-up form for handling the report that has been signed by the UNUD PPKS Task Force.
6. If the UNUD leadership/chancellor has agreed to carry out follow-up actions on alleged cases of bullying and sexual violence, the UNUD PPKS Task Force will follow up by conducting an examination of the complainant.

7. During the examination stage, the Chairperson of the UNUD PPKS Task Force will form an examination session team consisting of 1 (one) chairman of the session and 2 (two) members of the session appointed from the membership of the UNUD PPKS Task Force team.
8. The trial team will summon the reported party and carry out an in-person examination at the UNUD PPKS Task Force office and/or carry out an online examination.
9. The implementation of trial examinations still refers to relevant laws and regulations and the trial examination process must be carried out fairly, not blaming the victim, full of empathy and focusing on incidents of bullying and sexual violence that have occurred.
10. The chairperson of the trial and members of the trial in carrying out the question and answer examination must follow the list of basic questions that have been listed in the Examination Form.
11. Some things that need to be considered in the trial examination process:
 - a. During the trial examination process, the UNUD PPKS Task Force through the Chancellor of UNUD

can submit an application for the temporary suspension of the right to education or work from the reported student, educator, and education staff as well as UNUD campus residents.

- b. If the victim is a member of the UNUD academic community, then their rights in the field of education or work must be maintained and fulfilled during the examination process.
- c. If the victim is a resident outside the UNUD campus, then UNUD can work with organizations/institutions outside the UNUD campus to fulfill victims' rights.
- d. Victims have the right to be accompanied by 1 (one) case companion, either from the UNUD academic community or from outsiders during the examination process. Case assistants play a role in overseeing the examination process, especially with regard to questions that concern the victim.
- e. The reported party and the victim both have the right to submit and explain new evidence to support their statement.

- f. The reported party and the victim both have the right to ask to present competent expert witnesses in cases of bullying and sexual violence.
- g. If the reported person is a person with a disability, the UNUD PPKS Task Force is obliged to provide a disability companion and fulfill proper accommodations.
- h. The entire inspection process is recorded in the Minutes of Examination and signed by the UNUD PPKS Task Force, the Chairperson of the Session and Members as well as the Victims and the Reported Party.
- i. The trial examination process is carried out no later than 30 (thirty) days.
- j. The trial examination process prioritizes the principle of accountability.

12. After the inspection phase is complete, the UNUD PPKS Task Force will draw up conclusions and suggestions in the Conclusions and Recommendations Form. The contents of the conclusion stated that the reported party was proven/not proven to have committed bullying and sexual violence against victims.

13. If in the trial process it is proven that there was bullying and sexual violence, the UNUD PPKS Task Force can recommend:

a. Recovery for victims by explaining things that the UNUD PPKS Task Force considers to be the needs of victims and victims agree to this.

b. Imposition of sanctions based on the provisions in Permendikbudristek No. 30 of 2021 and Pertor UNUD No. 12 of 2021 against perpetrators.

c. Actions to prevent recurrence by conducting a thorough evaluation and monitoring of the UNUD environment.

14. If in the trial examination process it is found that the reported party was not proven to have committed sexual harassment and violence, the PPKS UNUD task force can recommend the Chancellor to follow up by restoring the reported good name.

15. The Conclusion and Examination Forms that have been discussed by the UNUD PPKS Task Force are submitted to the Chancellor of UNUD to then be followed up by the Chancellor by issuing a Chancellor's Decree.

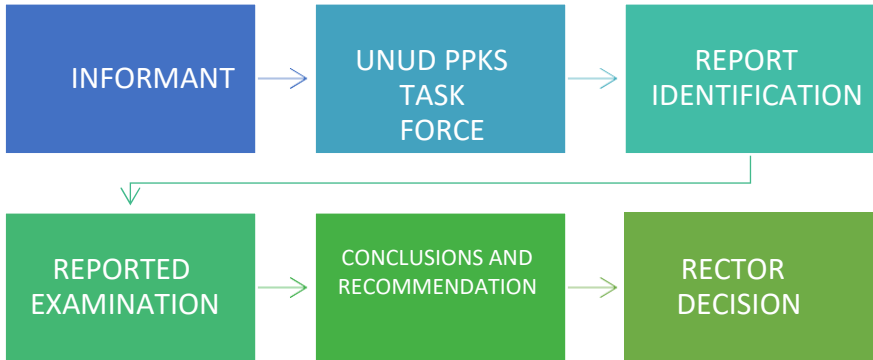
16. The results of the Chancellor's decision can be re-examined

FLOW OF RE-EXAMINATION

A re-examination can be requested by the survivor/victim and the reported party if the UNUD Chancellor's decision is deemed unfair. Re-examination can be done:

- 1) By submitting a re-examination report through the Ministry of Education reporting channel: <https://kemdikbud.lapor.go.id/>;
- 2) Requests for re-examination can be made no later than 14 (fourteen) days after receipt of the UNUD Chancellor's Decree by the parties containing the UNUD Rector's decision on the reported case;
- 3) Principle of re-examination:
 - a) Maintain the confidentiality of the identities of survivors, victims, and related parties in reports of sexual violence;
 - b) Does not cause retraumatization of survivors/victims (such as by asking survivors/victims to retell the sexual violence they experienced and the handling process they went through).
- 4) Re-examination results:
 - a) Strengthening the Decree of the Chancellor of UNUD;
 - b) Recommendations to the Chancellor of UNUD for:
 1. Change the UNUD Chancellor's Decree; or
 2. Canceling the Chancellor's Decree of UNUD.

THE FLOW OF REPORTING MECHANISM AND HANDLING OF SEXUAL VIOLENCE IN UNUD



Explanation:

1. The reporter makes a report to the UNUD PPKS Task Force;
2. UNUD PPKS Task Force to identify reports;
3. If from the results of the identification of the report, there is an indication of sexual violence, an examination will be carried out on the reported party;
4. The results of the examination will make conclusions and recommendations to the Chancellor;
5. The Chancellor will issue a Chancellor's Decree.