



# **GUIDELINES FOR REPORTING, HANDLING, AND PREVENTING SEXUAL VIOLENCE ON THE FISIPOL UGM CAMPUS**



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## What's in This Handbook?

This Handbook was created as a reference in the efforts to eliminate sexual violence in the Faculty of Social and Political Sciences, Gadjah Mada University (FISIPOL UGM), which includes:

- a) **Handling mechanisms** of sexual violence cases to follow up on cases of sexual violence perpetrated by and/or against community members of FISIPOL UGM during educational, research, or community service activities and other activities which are under the responsibility of FISIPOL UGM.<sup>1</sup> These handling mechanisms include mechanisms for reporting and following up on reports of sexual violence cases, emergency response mechanisms, and referral systems, as well as mechanisms for protection, assistance, and recovery for survivors of sexual violence (as well as perpetrators under certain conditions).
- b) **Preventive mechanisms** implemented to ensure that sexual violence does not recur within the UGM FISIPOL environment.

The guidelines in this Handbook apply to all members of FISIPOL UGM, including students, lecturers, teaching assistants, tutors, researchers, research assistants, education staff members, non-lecturer/non-research/non-education staff such as security guards, cleaners, apprentices, repairmen, and other contract workers employed based on the Chancellor's Decree, Dean's Decree, or the decrees of their subordinate units, as well as for visitors who are in the FISIPOL UGM premises and environment.

Therefore, the guidelines in this Handbook will apply in at least the following scenarios:

- **If the survivor and perpetrator of sexual violence come from FISIPOL UGM**, then case handling will be carried out based on this Handbook.
- **If the survivor of sexual violence comes from FISIPOL UGM, while the perpetrator of sexual violence comes from another faculty/unit within UGM**, then assistance for the survivor will be carried out based on this Handbook, while FISIPOL UGM will advocate for handling the perpetrator at the university level and/or according to legal channels as the survivor wishes.
- **If the survivor of sexual violence comes from FISIPOL UGM, while the perpetrator of sexual violence comes from outside UGM**, then assistance for the survivor is carried out based on this Handbook, while FISIPOL UGM will advocate for the handling of the perpetrator to relevant external institutions and/or legal channels as the survivor wishes.
- **If the survivor of sexual violence comes from outside FISIPOL UGM, while the perpetrator of sexual violence comes from FISIPOL UGM**, the handling of the perpetrator is carried out based on this Handbook, while the survivor will be accompanied by relevant referral partners under the supervision of FISIPOL UGM.

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<sup>1</sup>Based on Gadjah Mada University Chancellor's Regulation Number 1 of 2020 concerning the Prevention and Handling of Sexual Violence by the Gadjah Mada University Community

## What Are the Principles of the Guidelines in this Handbook?

This Handbook was created as a reference in efforts to eliminate sexual violence within the Faculty of Social and Political Sciences (FISIPOL) at Gadjah Mada University. The guidelines should be implemented based on the following nine principles<sup>2</sup>:

### **1) Having a survivor-centred perspective**

Efforts to eliminate sexual violence must always have a survivor's perspective. The process of reporting and handling cases of sexual violence must pay attention to fulfilling and protecting the survivor's rights and needs. All important decisions regarding reporting and treatment must be taken and carried out with the knowledge of the survivor.

Survivors of sexual violence are individuals who actually have the strength and ideas to solve their problems. Therefore, survivors also have the right to be given the freedom to make constructive decisions independently (self-determination) without any pressure or coercion in any form after companions and counsellors have carried out their roles and functions optimally. Companions and counsellors must respect survivors' decisions that are constructive in resolving their problems.

### **2) Gender Equitable**

Implementing the guidelines must take a gender-equitable perspective as it helps understand how sexual violence can occur, i.e., due to gender constructions that make some groups more vulnerable than others. A gender-equitable process of preventing and handling sexual violence is needed so that vulnerable groups can voice their problems and have their rights protected and fulfilled.

### **3) Non-discriminative**

Efforts to eliminate sexual violence must be sensitive to the diverse backgrounds of the survivors without discriminating based on gender, gender identity, sexual orientation, age, ethnicity, race, religion, education, group, class, and/or disability. Guideline implementers also need to understand that marginalised groups are more vulnerable to violence due to the stigma in society. Therefore, guideline implementers need to be equipped with the skills to accommodate survivors from diverse groups; for example, sign language skills.

### **4) Non-judgmental**

Efforts to eliminate sexual violence must be open and respectful of the experiences of the survivors, so the implementers of the guidelines in this Handbook should not easily conclude, judge, or blame survivors of sexual violence without an in-depth investigation.

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<sup>2</sup> Quoted and excerpted from the Service Guide for Women and Children Victims of Violence in Special Region of Yogyakarta (DIY), p.15-21

**5) With convenience and Without Coercion**

The process of handling sexual violence must pay attention to a survivor's comfort and be carried out without coercion or pressure in any form. In determining the companion or counsellor who will deal with a survivor, various aspects must be considered, including gender, gender identity, sexual orientation, age, ethnicity, race, religion, education, group, class, and/or disability. For example, a female survivor who experiences violence by a male perpetrator may be more comfortable interacting with a female companion or counsellor; disabled survivors may be more comfortable interacting with a companion or counsellor who knows sign language, etc.

**6) Equality**

The process of reporting and handling sexual violence must begin with the awareness that the survivors and the guideline implementers are equal in power—no one should feel they know better or have the authority to dominate.

**7) Confidentiality and Security**

The entire documentation process, whether audio, written, or visual, needs to be carried out with a survivor's permission. A survivor has the right to know the purpose of the documentation process. All information provided by a survivor of sexual violence must also be kept confidential to protect their safety. Together with a companion or counsellor, a survivor can determine what information is absolutely confidential or restricted. Absolute confidentiality means that information related to a survivor and their cases cannot be shared at all, while restricted confidentiality means that information can be shared with interested parties under certain conditions, such as doctors during a post-mortem process, the police during investigations, etc.

**8) Sensitivity to Crisis Situations**

The process of reporting and handling sexual violence should be carried out seriously and immediately. Guideline implementors should be trained to always uphold sensitivity to crisis situations so that they can carry out their functions and roles well.

**9) Empowerment**

The process of reporting and handling sexual violence is carried out to meet the needs and interests of survivors, not the needs and interests of companions or counsellors. Therefore, the process of handling sexual violence needs to empower survivors so that they can make decisions independently. At the same time, they are provided with reinforcement so that they will not fight alone. This principle needs to be emphasised because a companion or counsellor may be considered to know better what is best for a survivor. In such conditions, a companion or counsellor consistently needs to facilitate a condition in which the survivor's wishes and voice emerge as part of the problem resolution.

## Why is This Handbook Important?

**Violence** is a social problem that needs to be prevented and handled because violence prevents a person from fulfilling his or her potential.<sup>3</sup> The university is an educational institution or a space where a person—whether a student, lecturer, researcher, or educational staff member—can hone their potential. Therefore, campuses should be free from violence in any form, including sexual violence.

However, it is important to note that violence is not only limited to behavioural aspects. Behind every **direct violence** carried out physically, verbally, or psychologically, there is always a structure and culture that perpetuates it. **Structural violence** operates at a systemic level, relating to how access and privilege are distributed.<sup>4</sup> Unequal distribution of access and privileges results in unequal power relations, where weaker groups are vulnerable to being targets of violence. Meanwhile, cultural violence works at the symbolic level, where its presence provides legitimacy for direct and structural violence.<sup>5</sup> Cultural violence works by making something that actually reflects direct and structural violence feel normal, even right.



A comprehensive approach to understanding violence allows us to be sensitive to the various forms of violence that accompany sexual violence. For example, at the structural level, sexual violence is enabled by gender-biased policies, which only use masculine standards as a basis for policymaking so that the resulting decisions ignore the needs of those with different genders and sexualities.

Meanwhile, at the cultural level, sexual violence is often supported and justified by a culture of victim-blaming and objectification, black-and-white understandings of gender and sexuality, misogynistic norms and heterosexuality bias, as well as various gender-biased prejudices that commonly circulate in society. These myths and prejudices<sup>6</sup> often hamper efforts to prevent and deal with sexual violence and therefore need to be avoided, even corrected:

<sup>3</sup> Johan Galtung, "Violence, Peace, and Peace Research," *Journal of Peace Research* Vol. 6, No. 3 (1969): 168.

<sup>4</sup> Johan Galtung, "Violence, Peace, and Peace Research," 171.

<sup>5</sup> Johan Galtung, "Cultural Violence," *Journal of Peace Research* Vol. 27, No. 3 (1990): 291-292.

<sup>6</sup> Quoted and adapted from Bureau de Cooperation Interuniversitaire, *Sexual Harassment and Violence in the University Context: Report from the Task Force on Policies and Procedures Pertaining to Sexual Harassment and Violence* (Montreal: Bureau de Cooperation Interuniversitaire, 2017), p. 17-18.

<b>Myth/Prejudice</b>	<b>Reality</b>
It is the survivor's behaviour that causes sexual violence.	Any behaviour of a survivor—including, for example, walking at night, staying overnight, etc.—is not an "invitation" to engage in or be subjected to a sexual act. No survivors intentionally cause themselves to suffer sexual violence.
Sexual violence occurs because of the way the survivor dresses.	It is a mistake to believe that sexual violence occurs because of the way the survivor dresses, making the perpetrator unable to control their lust. The Safe Public Spaces Coalition survey on "Sexual Harassment in Public Spaces" conducted at the end of 2018 showed that sexual violence happened to those who wore skirts, trousers, hijabs, long-sleeved shirts and school uniforms. This means that the way a person dresses should not be understood as a form of victim participation. Everyone has the right to protection from sexual violence, regardless of what they are wearing.
It is normal for sexual violence to occur when someone loses consciousness because they are drunk.	Meaningful consent can only be given by someone who is conscious and empowered. A person cannot and should not be asked for consent if they are incapacitated, which means having no strength, such as when sleeping, fainting, drunk due to the influence of alcohol and/or drugs.
Rape is the only form of sexual violence.	The act of rape based on forced vaginal penetration is often used as the only benchmark in determining the level of urgency in cases of sexual violence. This perspective is problematic because it ignores survivors who suffer physically, sexually and/or psychologically due to sexual harassment, which is a form of sexual violence that is no less of importance.

<b>Myth/Prejudice</b>	<b>Reality</b>
Acts of sexual violence must involve physical violence that can be clearly identified.	Most acts of sexual violence are actually carried out cunningly and slowly through persuasion, manipulation and threats.
Perpetrators of sexual violence need to be forgiven because their behaviour is definitely caused by psychological problems.	As an expression of power, acts of sexual violence are usually carried out deliberately so that they cannot be justified for any reason.
If someone does not fight back, then what happened is not sexual violence.	In cases of sexual violence, the lack of resistance occurs due to many factors. For example, survivors are in a helpless condition; they experience freezing as a biological-psychological reaction when they feel threatened; they are afraid of further violence. There is even a culture of passivity that has been ingrained in

	survivors from an early age. Lack of resistance does not mean accepting or approving sexual violence.
A survivor of sexual violence's experience deserves to be doubted if he or she reports the case late or decides not to report the case.	Only a few survivors of sexual violence dare to report their experiences. Survivors often have to delay reporting or even not report the sexual violence they experience because they face several risks, including: fear of not being believed, being blamed, being judged, or experiencing negative stigma and social sanctions; worried about retaliation by the perpetrator, an impartial and protracted handling process, etc.
The experience of a survivor of sexual violence is questionable if they do not show certain emotional reactions.	The reactions of survivors of sexual violence vary and are sometimes not obvious. Therefore, reactions cannot and should not be used as the only indicator to measure how serious the impact of violence has been. The impact of sexual violence must also be measured through trauma management mechanisms, such as psychological examination, <i>visum et repertum</i> and <i>visum et psikiatrikum</i> .
The experience of a survivor of sexual violence is questionable if the story is inconsistent, or even contradictory.	Inconsistent or contradictory stories of survivors of sexual violence cannot and should not be used as indicators to determine whether acts of violence actually occurred. In many cases, survivors have difficulty telling their experiences completely and consistently due to many factors, including emotional and traumatic survivors, the need to protect and defend themselves, being unconscious when the violence occurred, too long a gap between the time the violence occurred and the reporting, etc.
Many reports of cases of sexual violence are actually unproven.	There are many other cases of crime or violence that have not been proven, but that does not mean that the reports received do not need to be processed and/or are not true. Moreover, proving cases of sexual violence is difficult because: there are rarely witnesses who hear and see it directly, there is a long gap between the time of the incident and the report so that physical wounds that may have been experienced have healed, the rape culture which attaches stigma to survivors of sexual violence, and the legal regulations and legislation that do not yet accommodate the increasingly growing types of sexual violence.

Considering the complexity of sexual violence as a social phenomenon as described above, this Handbook is an important reference to create a peaceful campus existence at the Faculty of Social and Political Sciences (FISIPOL), Gadjah Mada University. In this context, a **peaceful campus** means free from direct violence in any form, as well as structural and cultural violence that enables its occurrence. A peaceful campus proactively seeks to prevent and handle

sexual violence, as well as change structures and cultures that were previously tolerant of sexual violence into structures and cultures that firmly reject sexual violence in any form.

Juridically, this Handbook is also needed considering the existence of the following statutory regulations, which become a basis for the protection of survivors of sexual violence.

In **the 1945 Constitution**, it is stated that:

*Article 27(1). All citizens have equal status in the law and government and are obliged to uphold the law and government without exception.*

*Article 28A. Everyone has the right to live and defend their life and existence.*

*Article 28B(2). Every child has the right to survive, grow, and develop and has the right to protection from violence and discrimination.*

*Article 28C(1). Everyone has the right to develop themselves by fulfilling their basic needs, the right to receive education and benefit from science and technology, art, and culture for better quality of life and for the welfare of humanity.*

*Article 28G(1). Everyone has the right to protection of themselves, their family, honour, dignity, and property under their name, and has the right to a sense of security and protection from the threat of fear of doing or not doing something that is a human right.*

*Article 28H(1). Everyone has the right to live in physical and spiritual prosperity, to have a place to live, to have a good and healthy living environment, and the right to receive health services.*

*Article 28H(2). Everyone has the right to receive facilities and special treatment to obtain the same opportunities and benefits in order to achieve equality and justice.*

*Article 28J(1). Everyone is obliged to respect the human rights of others in an orderly life in society, nation, and state.*

*Article 28J(2). In exercising rights and freedoms, everyone is obliged to comply with the restrictions established by the law with the sole aim of ensuring recognition and respect for the rights and freedoms of other people and fulfilling fair demands in accordance with moral considerations, religious values, security and public order of a democratic society.*

Based on the constitutional mandate above, here are several laws and regulations that can be referred to as a legal basis for efforts to eliminate sexual violence and protect survivors:

LEGISLATION	EXPLANATION OF SPECIFIC ARTICLE (IF ANY)
Law no. 7 of 1984 concerning Ratification of the Convention	Relevant as a legal basis at international and national levels

LEGISLATION	EXPLANATION OF SPECIFIC ARTICLE (IF ANY)
on the Elimination of All Forms of Discrimination against Women	
Law no. 23 of 2002 concerning Child Protection (and its amendments in Law No. 35 of 2014)	<p>Article 1. A child is someone who is not yet eighteen years old, including unborn children.</p> <p>Article 4. Every child has the right to live, grow, develop and participate appropriately in accordance with human dignity, as well as protection from violence and discrimination.</p> <p>Article 9(1a). Every child has the right to receive protection from an educational unit from sexual crimes and violence committed by educators, educational staff, fellow students and/or other parties.</p> <p>Article 15. Every child has the right to obtain protection from: (a) abuse in political activities; (b) involvement in armed disputes; (c) involvement in social unrest; (d) involvement in events containing elements of violence; (e) involvement in war; and (f) sexual crimes.</p> <p>Article 54(1). Children in and within the educational unit environment are obliged to receive protection from acts of physical, psychological violence, sexual crimes, and other crimes committed by educators, educational staff, fellow students, and/or other parties.</p> <p>Article 54(2). Protection as intended in paragraph (1) is provided by educators, education staff, government officials, and/or the community.</p>
Law no. 20 of 2003 concerning the National Education System	<p>Article 4(1). Education is carried out democratically and fairly and non-discriminatory by upholding human rights, religious values, cultural values, and national pluralism.</p> <p>Article 4(3). Education is organized as a process of acculturation and empowerment of students that lasts a lifetime.</p> <p>Article 4(4). Education is carried out by setting an example, forging will, and developing creativity of students in the learning process.</p> <p>Article 12(2.a). Every student is obliged to maintain educational norms to ensure the continuity of the educational process and success.</p>

LEGISLATION	EXPLANATION OF SPECIFIC ARTICLE (IF ANY)
	<p>Article 40(2). Educators and educational staff members are obliged to: (a) create an educational atmosphere that is meaningful, fun, creative, dynamic and dialogical; (b) have a professional commitment to improving the quality of education; and (c) set an example and maintain the good name of the institution, profession and position in accordance with the trust given to them.</p> <p>Article 45(1). Each formal and non-formal education unit provides facilities and infrastructure that meet educational needs in accordance with the growth and development of students' physical, intellectual, social, emotional and psychological potential.</p>
UU no. 23 of 2004 concerning the Elimination of Domestic Violence	<p>Article 5. Every person is prohibited from committing domestic violence against people within their household by means of: (a) physical violence; (b) psychological violence; (c) sexual violence; and (d) household neglect.</p> <p>Article 8. Sexual violence as referred to in Article 5 includes: (a) forced sexual relations carried out against people living within the household; and (b) forcing sexual relations between someone within their household and another person for commercial purposes and/or certain purposes.</p> <p>Article 15. Every person who hears, sees or becomes aware of the occurrence of domestic violence is obliged to make efforts within the limits of his or her ability to: (a) prevent the commission of a criminal act; (b) provide protection to victims; (c) provide emergency assistance; and (d) assist in the process of submitting applications for determination and protection</p>
Law no. 14 of 2005 concerning Teachers and Lecturers	<p>Article 6. The position of teachers and lecturers as professional staff aims to implement the national education system and realize the goals of national education, namely developing the potential of students to become human beings who believe and are devoted to God Almighty, have noble character, are healthy, knowledgeable, capable, creative, independent, and democratic and responsible citizens.</p> <p>Article 7(1.b.). The teaching and lecturer profession is a special field of work carried out based on the principle of being committed to improving the quality of education, faith, piety, and noble morals.</p>

LEGISLATION	EXPLANATION OF SPECIFIC ARTICLE (IF ANY)
	<p>Article 51(1.c.). In carrying out professional duties, lecturers have the right to obtain protection in carrying out their duties and intellectual property rights.</p> <p>Article 60. In carrying out professional duties, lecturers are obliged to: (a) carry out education, research and community service; (b) plan, implement the learning process, as well as assess and evaluate learning outcomes; (c) improve and develop academic qualifications and competencies on an ongoing basis in line with developments in science, technology and art; (d) act objectively and not discriminate based on considerations of gender, religion, ethnicity, race, certain physical conditions, or socio-economic background of students in learning; (e) uphold statutory regulations, laws and codes of ethics, as well as religious and ethical values; and (f) maintain and foster national unity and integrity.</p> <p>Article 67(2). Lecturers can be dishonourably dismissed from their position as lecturers for: (a) violating their oath and promise of office; (b) violating the employment agreement or collective bargaining agreement; or (c) neglecting obligations in carrying out duties for one month or more continuously.</p> <p>Article 75 (1). The government, regional government, community, professional organizations and/or higher education units are obliged to provide protection for lecturers in carrying out their duties.</p> <p>Article 75 (2). Protection as intended in paragraph (1) includes legal protection, professional protection, as well as occupational safety and health protection.</p> <p>Article 75 (3). Legal protection as referred to in paragraph (2) includes protection against acts of violence, threats, discriminatory treatment, intimidation, or unfair treatment on the part of students, parents of students, the community, bureaucracy, and/or other parties.</p> <p>Article 75 (5). Work safety and health protection as intended in paragraph (2) includes protection against risks of work safety disturbances, work accidents, fires during work, natural disasters, work environment health, and/or other risks.</p>

LEGISLATION	EXPLANATION OF SPECIFIC ARTICLE (IF ANY)
<p>Law no. 13 of 2006 concerning Protection of Witnesses and Victims (and its amendments in Law No. 31 of 2014)</p>	<p>Article 5(1). Witnesses and victims have the right: (a) to obtain protection for their personal security, the security of their families and property, and to be free from threats relating to the testimony they will give, are giving, or have given; (b) participate in the process of selecting and determining forms of security protection and support; (c) provide testimonies without pressure; (d) obtain a translator; (e) free from ensnaring questions; (f) receive information regarding case developments; (g) receive information regarding court decisions; (h) obtain information in the event that the convict is released; (i) their identity is kept confidential; (j) obtain a new identity; (k) obtain a temporary residence; (l) obtain a new residence; (m) obtain reimbursement for transportation costs according to needs; (n) obtain legal advice; (o) obtain temporary living expenses assistance until the protection period ends; and/or (p) receive assistance.</p> <p>Article 6(1). Victims of serious human rights violations, victims of criminal acts of terrorism, victims of criminal acts of human trafficking, victims of criminal acts of torture, victims of criminal acts of sexual violence, and victims of serious abuse, apart from having the rights as intended in Article 5, are also entitled to: (a) medical assistance; and (b) psychosocial and psychological rehabilitation assistance.</p> <p>Article 7A(1). Victims of criminal acts have the right to obtain restitution in the form of: (a) compensation for loss of wealth or income; (b) compensation for losses incurred as a result of directly related suffering as a result of criminal acts; and/or (c) reimbursement for media and/or psychological treatment costs.</p>
<p>Law no. 12 of 2012 concerning Higher Education</p> <p>Government Regulation No. 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions</p>	<p>Relevant as a legal basis for making regulations at the faculty level</p> <p>Relevant as a legal basis for making regulations at the faculty level</p>
<p>Presidential Instruction No. 9 of 2000 concerning Gender Mainstreaming in National Development</p>	<p>The basis for Minister of National Education Regulation no. 84 of 2008</p>

LEGISLATION	EXPLANATION OF SPECIFIC ARTICLE (IF ANY)
Minister of National Education Regulation no. 84 of 2008 concerning Guidelines for Implementing Gender Mainstreaming in the Education Sector	Relevant as a legal basis for gender mainstreaming on campus
Minister of National Education Regulation no. 84 of 2008 concerning Guidelines for Implementing Gender Mainstreaming in the Education Sector	Relevant as a legal basis at the regional level.

In addition to legislation at the national and regional levels, this Handbook was also created by considering several related regulations that apply and are binding on all Gadjah Mada University academics, including:

LEGISLATION	EXPLANATION OF SPECIFIC ARTICLE (IF ANY)
Government Regulation no. 67 of 2013 concerning the Statutes of Gadjah Mada  University Chancellor's Decree no. 256/P/SK/HT/2004 concerning the Code of Ethics for Gadjah Mada University Lecturers	Article 10(b). A lecturer is obliged to uphold the teaching rights given to them in the spirit of professionalism as an educator, which is manifested in the behaviour and exemplary behaviour, namely staying away from and avoiding matters that may lead to conflicting personal interests in the teaching and learning process.  Article 10(c). A lecturer is obliged to uphold the teaching rights given to him in the spirit of professionalism as an educator which is manifested in the form of behaviour and exemplary behaviour, namely avoiding and avoiding things and actions that can degrade the status and dignity of lecturers as an honourable teaching profession.  Article 12(e). When carrying out research, a lecturer is obliged to treat colleagues gracefully.
Chancellor's Decree No. 711/P/SK/HT/2013 concerning Gadjah Mada University Student Code of Conduct	Article 4(b). Every student is obliged to maintain the good name, honour and dignity of Gadjah Mada University by complying with all regulations or decisions implemented by the university.  Article 5(c). Every student is prohibited from expressing opinions, acting, and/or not preventing actions that could damage the peace of the university.

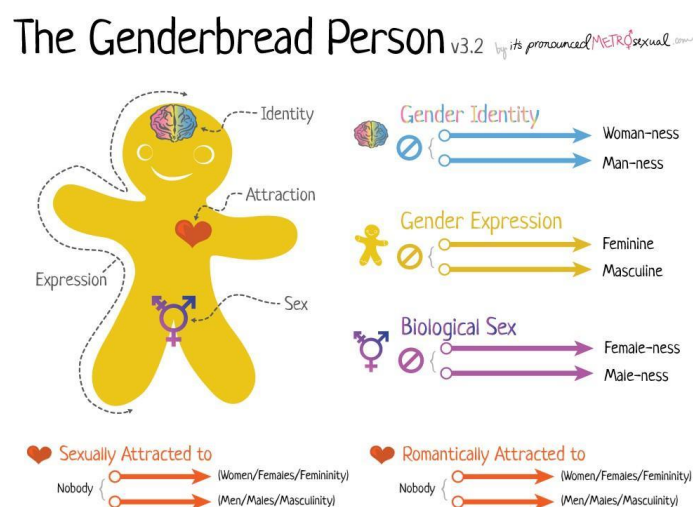
LEGISLATION	EXPLANATION OF SPECIFIC ARTICLE (IF ANY)
	<p>Article 5(d). Every student is prohibited from committing or not preventing actions that could damage the good name, honour and dignity of the university, either directly or indirectly.</p> <p>Article 5(i). Every student is prohibited from disturbing the security, safety, and comfort of the university environment.</p> <p>Article 5(l). Every student is prohibited from committing immoral acts.</p> <p>Article 6(b). Every student has the right to feel safe and secure while carrying out university activities and/or related to university duties, both academic and non-academic, in accordance with applicable laws and regulations and/or regulations or decisions stipulated by the university.</p>
Chancellor's Decree No. 711/P/SK/HT/2013 concerning Gadjah Mada University Student Code of Conduct	Article 6(a). Ethics towards the academic community and fellow education personnel is manifested in the form of upholding the honour of the University and all university community members.
Chancellor's Regulation No. 1 of 2020 concerning Prevention of Sexual Violence by the Community, Gadjah Mada University	

## What is Sexual Violence?

**Sexual violence** is all sexual acts, attempted sexual acts, invitations to sexual acts, and/or threats of sexual acts, including degrading, insulting, attacking and/or other acts, towards a person's body, sexuality, gender identity and/or gender expression, which carried out by force because it goes against the will/desire of at least one of the parties or the inability of one of the parties to give consent in a free state due to unequal power relations and/or gender relations, which results in or has the potential to result in physical, psychological and/or sexual suffering or misery, as well as economic, social, cultural and/or political losses.<sup>7</sup>

Two important concepts, gender identity and consent, need to be underlined and understood from the definition above. **Gender identity** is related to a person's perception of their gender. Gender identity cannot be understood in black and white - female or male, because in many cases, a person forms and understands their gender identity based on which things match their self-image and perception. In other words, apart from women and men, there are actually situations in which a person can imagine himself simultaneously as a woman and a man.

Apart from that, gender identity is not always linear or coincides with **biological sex** but is also related to **gender expression**, which is shown through behaviour, attitudes, ways of dressing, and other forms of expression, as well as **sexual orientation**, which shows romantic and/or sexual attraction to the opposite sex (heterosexual) or same sex (homosexual).



What does it mean? Sexual violence can happen not only to women or men. Sexual violence can be experienced by people of various genders, gender expressions, gender identities, and sexual orientations. Whether or not sexual violence occurs is not determined by who the victim is but by what is hurt—namely, a person's body, sexuality, gender identity, and/or gender expression.

<sup>7</sup> Considering the weaknesses of the definitions offered by Indonesian legislation (cf. Academic Paper of the Draft Law on the Elimination of Sexual Violence, pp. 55-63), this definition is extracted and adapted from the definition of sexual violence offered by the Draft Law on the Elimination of Sexual Violence (RUU-PKS), a study conducted by Ettienne G. Krug et al. (2002) for the World Health Organization (WHO).

In the campus context, sexual violence can occur in peer-to-peer or hierarchical relationships between various members of the campus community, including lecturers, researchers, education staff, tutors, students, interns, non-teaching workers, such as the Campus Security Unit (SKK) and cleaning staff; contract workers, such as canteen or catering service providers, stage managers, or repairmen; as well as visitors, such as students on field trips, parents of students, visiting lecturers/researchers and students, representatives of partner institutions, or general citizens who are using campus facilities.<sup>8</sup> However, it is important to note that, just like other acts of violence, sexual violence is prone to occur in those in weaker positions in **the structure of power relations**.

Apart from that, sexual violence is also likely to occur in dating relationships or in a household. **Dating violence** is an act of violence or threat of violence that results in physical, sexual, and/or psychological misery or suffering to the victim, committed by someone outside the household who is or has been in a romantic and/or sexual relationship with the victim. Meanwhile, **domestic violence** is an act of violence or threat of violence, including coercion, deprivation of liberty, and/or neglect, which occurs within the household and results in physical, sexual, and/or psychological misery or suffering for the victim.<sup>9</sup> The households in question include:<sup>10</sup>

- a) husband or wife, or ex-husband or ex-wife;
- b) children - whether biological, step, or adopted;
- c) people who are related by blood, marriage, breastfeeding, parenting, and representatives who live in the household, including in-laws, sons-in-law, in-laws, and in-laws; as well as
- d) people who live and work to help the household, such as household assistants.

Violence in dating or domestic relationships usually occurs because "the perpetrator feels that they are the owner of the victim's body and therefore have the right to do anything, including obtaining sexual satisfaction through rape or other sexual violence."<sup>11</sup>

Considering the characteristics of sexual violence that can happen to anyone and in any relationship, efforts to eliminate sexual violence need to start with discussions about consent.

**Consent** is the main requirement in every interpersonal relationship, including romantic and sexual relationships. Without consent, a certain act can be said to be carried out under coercion.

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<sup>8</sup> [8] "Sexual Violence and Sexual Harassment," University of California - Policy SVSH <https://policy.ucop.edu/doc/400385/SVSH>, accessed 26 December 2018.

<sup>9</sup> The formulation is quoted and adapted from Law No. 23 of 2004 concerning the Elimination of Domestic Violence Article 1

<sup>10</sup> Law No. 23 of 2004 concerning the Elimination of Domestic Violence," Mitra Wacana, accessed on 25 December 2018, <https://mitrawacana.or.id/politik/uu-no-23-tahun-2004-pengcepatan-domestic-violence/>

<sup>11</sup> The formulation is quoted and adapted from the definition of "sexual slavery" contained in the Academic Text of the Draft Law on the Elimination of Sexual Violence, p. 25.

Without the consent of the parties involved, a sexual activity may be classified as sexual violence. There are several principles<sup>12</sup> regarding consent that need to be underlined:

- **Given by an adult** – If a sexual act is committed against a child, then the act clearly constitutes sexual violence because the child is deemed not to have the capacity to give consent. In Indonesia, Child Protection Law no. 23 of 2002 Article 1 Paragraph 1 states that a child is someone who is not yet eighteen years old.
- **Clearly stated, not assumed** – Consent and questions seeking consent must be clearly verbalised. Consent should not be assumed from body gestures, appearance, or other non-verbal expressions. Silence or lack of resistance is also not an expression of agreement.
- **Given without coercion in a fully conscious state** – Consent to engage in sexual acts must be given voluntarily. Consent is meaningless if one of the parties is under pressure or coercion or is in an unconscious state, such as sleeping, unconscious, or drunk. Pressure or coercion can take the form of physical, psychological, emotional or even economic intimidation or threats. In the campus context, pressure to engage in sexual acts also arises when there are **unequal power relations** between lecturer-student, superior-subordinate, or senior-junior, resulting in a quid pro quo situation or a situation where someone is "forced" to agree to perform or be subjected to certain sexual acts in order to save his employment status, academic grades and achievements, friendship relations, etc.
- **Specific** – Consent to one sexual act does not imply consent to another. Agreeing to join hands does not mean agreeing to hug and kiss.
- **Not valid forever and revocable** – Consent can be withdrawn by both parties at any time; consent to perform a sexual act yesterday does not constitute consent to do it again today.
- **Regardless of the relationship between the perpetrators** – Sexual acts in a relationship or marriage also require consent. Whether there is a history of relationships in the past cannot be used as a marker of agreement in the present.

## Forms of Sexual Violence

Gadjah Mada University Chancellor's Regulation No. 1 of 2020 states that sexual violence includes the following categories of acts:

- Physical or non-physical actions toward another person related to body parts or sexual desires, which result in other people being intimidated, insulted, condescended, and/or humiliated.
- Violence, threats of violence, deception, a series of lies, coercion, abuse of trust, and/or taking advantage of the condition of someone who is unable to give consent to have sexual relations or social interactions with the perpetrator or with other

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<sup>12</sup> "What is Consent?" Sexual Assault Prevention and Awareness Center – University of Michigan, <https://sapac.umich.edu/article/49>, accessed 19 December 2018.

people, and/or acts that take advantage of the body the person or anything related to sexual desires with the intention of benefiting oneself and others.

- Violence, threats of violence, abuse of power, deception, or using a person's incapacity to consent to sexual intercourse.
- Coercion of another person to have an abortion through violence, threats of violence, deception, a series of lies, abuse of power, and/or using the condition of someone who is unable to give consent.

Specifically, according to the National Commission on Violence Against Women, there are fifteen forms of sexual violence. In the campus context, sexual violence may occur (but is not limited to) the following forms:

### **1) Rape**

Rape is "forced sexual intercourse by using the penis, or with fingers or other objects, into the victim's vagina, anus, or mouth."<sup>13</sup>

Rape can be committed along with threats or acts of violence, physical, verbal, or psychological, confinement, abuse of power, or deception. Rape includes coercion to have sexual intercourse in a way that the victim does not like or want in order to fulfil sexual desires, commercial purposes, or other things.[14]

### **2) Sexual Intimidation, including Threats and Attempted Rape**

Sexual intimidation, including threats and attempted rape, is "the act of attacking a victim's body and sexuality to cause fear, non-physical suffering in the victim." [15]

Sexual intimidation can be conveyed directly or indirectly – either through offline media, such as letters and short messages, or online, such as email, social media status, Internet content, etc.

### **3) Sexual Harassment**

Sexual harassment is a physical or non-physical sexual act carried out without consent that targets a person's body, sexuality, gender identity, and/or gender expression, resulting in feelings of discomfort, intimidation, offence, condescendence, humiliation and possibly causing health problems and threatening someone's safety.<sup>14</sup>

**Physical sexual harassment** usually consists of poking or touching parts of the body with sexual intent, such as touching, groping, pinching, hugging, patting, kissing,

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<sup>13</sup> The formulation is quoted and adapted from the Academic Text of the Draft Law on the Elimination of Sexual Violence, p. 23, which refers to the Office of the United Nations High Commissioner for Human Rights (OHCHR) document "The Prosecution of Sexual Violence in Conflict, The Importance of Human Rights as Means of Interpretation," which can be accessed at [http://www.ohcr.org/english/issues/women/docs/Paper\\_Prosecution\\_of\\_Sexual\\_Version.pdf](http://www.ohcr.org/english/issues/women/docs/Paper_Prosecution_of_Sexual_Version.pdf).

<sup>14</sup> The formulation is quoted and adapted from the Draft Law on the Elimination of Sexual Violence Article 12 and the Academic Text of the Draft Law on the Elimination of Sexual Violence, p. 24, which refers to the Komnas Perempuan document, "Women in Impunity: Violations and Handling, Documentation of Women's Human Rights Violations During the Armed Conflict in Poso 1998-2005", Komnas Perempuan, 2009, p. 132 and the formulation developed by Rifka Annisa Women's Crisis Center in Lusia Palulungan, "Like Untangling Tangled Threads: Reflecting on the Rieke Dyah Pitaloka Case, the Difficulty of Proving Sexual Harassment, Face to Face: News About Services," National Commission on Violence Against Women, 2010, p. 9.

caressing, massaging, and rubbing the genitals, which are carried out without the victim's consent, resulting in feelings of discomfort, offence, feel that their dignity is being humiliated, and may even cause health problems and threaten someone's safety.<sup>15</sup>

**Non-physical sexual harassment** usually consists of verbal and non-verbal expressions with sexual intent conveyed directly or indirectly using offline or online media, which is carried out without the victim's consent, resulting in feelings of discomfort, offence, feelings of humiliation, and possibly causing health problems and threatening a person's safety. Non-physical sexual harassment can be verbal or non-verbal, in the following forms:<sup>16</sup>

VERBAL	NON-VERBAL
Calls, whistles, and wheezes (catcalls)	Showing sexual gestures
Teasing and jokes	Making sexual expressions
Mockery	Staring or peeping with sexual desire
Sexually suggestive comments - for example, about clothing or body anatomy	Showing sexual organs
Dating compulsion	Stalking
Questions about life or sexual fantasies	Sending sexually suggestive Internet content
Sharing personal information for sexual purposes	
Spreading information or rumours about sexual life	

#### 4) Sexual Exploitation

Sexual exploitation is an act of abuse of power or trust, use of violence or threats of violence, and/or use of deception or a series of lies to get someone to have sexual intercourse or other acts aimed at fulfilling sexual desires with the intention of benefiting the perpetrator, where the victim feels having no bargaining power, except by following the perpetrator's wishes.<sup>17</sup>

#### 5) Sexual Torture

Sexual torture is a specific act that attacks the victim's body and sexuality intentionally to cause pain or suffering, whether physical, psychological, and/or sexual, with the aim of obtaining information from the victim or a third person, preventing the victim or third person from providing information, judging or providing punishment for an

<sup>15</sup> The formulation is quoted and adapted from the Guidelines regarding Handling Acts of Sexual Violence - Department of International Relations, Faculty of Social and Political Sciences, Gadjah Mada University, p.3.

<sup>16</sup> The formulation is quoted and adapted from the Guidelines regarding Handling Acts of Sexual Violence - Department of International Relations, Faculty of Social and Political Sciences, Gadjah Mada University, p.3.

<sup>17</sup> The formulation is quoted and adapted from the text of the Draft Law on the Elimination of Sexual Violence Article 13 and the Academic Text of the Draft Law on the Elimination of Sexual Violence, p. 24 which refers to the UN Secretary General's Bulletin on special measures for protection from sexual exploitation and sexual violations, St/SGB/2003/13, 9 October 2003 in National Commission on Violence Against Women, "Women in Impunity: Violations and Handling, Documentation of Human Rights Violations Women During the Conflict in Poso 1998- 2005." p. 46.

act that has been or is suspected to have been committed by the victim or a third person, or for other purposes based on discrimination.<sup>18</sup>

#### **6) Forced Contraception, Pregnancy, and Abortion**

Forced contraception includes efforts to "regulate, stop, and/or damage a person's biological organs, functions, and/or reproductive system with violence, threats of violence, deception, a series of lies, and/or abuse of power so that the person cannot reproduce and/or loss of control over their reproductive organs, functions and/or systems,"<sup>19</sup>

Forced pregnancy includes efforts to force women to continue a pregnancy they do not want using violence or threats of violence.<sup>20</sup>

Forced abortion includes attempts to forcibly terminate a pregnancy through violence, threats of violence, deception, a series of lies, or abuse of power.<sup>21</sup>

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<sup>18</sup> The formulation is quoted and extracted from the text of the Draft Law on the Elimination of Sexual Violence Article 20 and the Academic Text of the Draft Law on the Elimination of Sexual Violence, p. 26, which refers to the definition of torture as stated in Law no. 5 of 1998 concerning Ratification of the Convention against Torture and other Cruel, Inhuman and Degrading Treatment or Punishment, Article 1.

<sup>19</sup> The formulation is taken from the Draft Law on the Elimination of Sexual Violence, Article 14.

<sup>20</sup> The formulation is quoted and adapted from the Academic Paper of the Draft Law on the Elimination of Sexual Violence, p. 25.

<sup>21</sup> The formulation is quoted and extracted from the text of the Draft Law on the Elimination of Sexual Violence Article 15, which refers to the National Commission on Violence Against Women, "15 Types of Sexual Violence," which can be accessed from [http://www.komnasperempuan.or.id/wp-content/uploads/2013/12/15-Types-of-Sexual-Violence\\_2013.pdf](http://www.komnasperempuan.or.id/wp-content/uploads/2013/12/15-Types-of-Sexual-Violence_2013.pdf).

## **FISIPOL Crisis Center (FCC)**

Handling and preventing cases of sexual violence that befall the members of the Faculty of Social and Political Sciences (FISIPOL) at Gadjah Mada University is carried out and coordinated by **the FISIPOL Crisis Center (FCC)**, which is under the Career Development Center (CDC) unit. As a unit responsible for the Deanery of FISIPOL UGM, the FCC's duties are:

- 1) Providing a safe and comfortable space for survivors and witnesses to report cases of sexual violence that occur through various mechanisms, including hotlines
- 2) Documenting and verifying reports of cases of sexual violence
- 3) Conducting assessments of survivors' needs and helping survivors access emergency services in critical conditions
- 4) Following up on reports of sexual violence cases together with the Deanery, the UGM FISIPOL Ethics Committee, and the ad hoc investigation team formed by the Deanery of FISIPOL UGM.
- 5) Providing, coordinating, and/or monitoring protection and recovery services for survivors and/or witnesses. Protection refers to all efforts made to provide a sense of security to survivors and/or witnesses, while recovery refers to all assistance efforts provided to support survivors in seeking a resolution to their case and fulfilment of their rights, as well as in seeking a prosperous and dignified life. The assistance includes medical and psychological, academic, and legal services.
- 6) Providing, coordinating, and/or monitoring the process of implementing sanctions and/or rehabilitation measures for perpetrators of violence.
- 7) Carrying out, coordinating, and/or monitoring efforts to prevent sexual violence within the UGM FISIPOL campus. **Prevention** is non-violent efforts taken to prevent sexual violence from occurring, not increasing in intensity, and/or recurring.
- 8) Building networks and collaboration with units on campus and service providers outside FISIPOL UGM in efforts to eliminate sexual violence on campus, both for the protection, recovery, and fulfilment of victims' rights and prevention.
- 9) Carrying out regular monitoring and evaluation of efforts to eliminate sexual violence within the UGM FISIPOL environment.

The FCC was formed based on the Dean's Decree with a team recruited by a committee formed by the Deanery of FISIPOL UGM. The FCC team consists of lecturers, students, and counsellors with the expertise to provide the necessary assistance to survivors during the process of case handling. This team must also have a gender-fair perspective and be committed to fulfilling the principles of this Handbook outlined in the previous section.

The FCC is responsible for informing the public about its flow and work program and evaluating its performance annually.

## Mechanisms for Reporting and Handling Sexual Violence Cases

The handling of sexual violence by the FISIPOL Crisis Center (FCC) is based on official reports from survivors. The FCC obtains reports of sexual violence cases through three channels, namely:

- 1) Survivors **directly** report to an FCC counsellor by visiting the FCC office, filling out a form, or contacting the sexual violence reporting hotline, either by telephone or messaging application such as WhatsApp or Line, which is staffed 24/7 alternately by at least two FCC counsellors. In this context, a **survivor** is a person who experiences physical, psychological, and/or sexual suffering or misery, as well as economic, social, cultural, and/or political losses due to experiencing an act of sexual violence. Meanwhile, a **counsellor** is a person who has the competence to conduct counselling and have a gender-fair perspective.
- 2) FCC obtains formal **referrals** from departments and units at FISIPOL UGM, other units within Gadjah Mada University, or other organisations and institutions that are part of the FISIPOL UGM network.
- 3) The FCC carries out **outreach** based on reports received from witnesses of sexual violence or peers of the survivor. In this context, a **witness** is a person who can provide information about an act of sexual violence that occurred because they saw it themselves or heard it from the survivor directly. In many cases, witnesses are usually peers of the survivor.

### Documentation and Verification of Sexual Violence Cases

Reports of sexual violence cases received by the FCC should ideally be followed up within at least **3 x 24 hours** by an FCC counsellor. The initial stage that will be carried out is **documentation** and **verification**, where the FCC counsellor is obliged to make a verified report containing the following components:

- identity of the reporter;
- identity of the (alleged) survivor; identity of the (alleged) perpetrator;
- the type of sexual violence that occurred;
- chronology of events, which at least includes the time and place of the incident; and
- information about witnesses or other relevant information related to the case, such as physical documents, whether written or recorded, or electronic or digital documents.

The documentation and case verification stages must be carried out by a counsellor, considering that the survivor's involvement is quite intense during this process. In addition, at this stage, FCC counsellors are also required to carry out an initial **assessment** of the survivor's condition in order to determine what kind of emergency services and/or assistance are needed (see "Emergency Response Mechanism and Referral System" for providing emergency services and "Protection Mechanism and Recovery" for assistance to survivors).

However, if cases are obtained through outreach, it needs to be understood that survivors are not necessarily ready to receive intervention, let alone the presence of a counsellor.

Therefore, before proceeding to the documentation and verification stage, the FCC needs to<sup>22</sup>:

- prepare for the meeting in a way that is as safe and comfortable as possible for the survivor. For example, forming an ad hoc outreach team consisting of
- 2 (two) people so that the team's arrival is inconspicuous, learn about the survivors' condition through information from third parties, etc.
- Meet survivors to establish positive relationships with survivors; introduce yourself and clearly convey the purpose of your visit, including how the FCC works in handling sexual violence cases;
- avoid excessive documentation activities, such as recording videos or taking photos.

A **written report** must outline the case documentation and verification process and an initial assessment of the survivor's condition. The FCC may not take photos or record sound or video without the survivor's permission.

Furthermore, the verified case documentation report, along with the results of the initial assessment of the survivor's condition, will be discussed in a **closed meeting** with the Deanery that also involves the survivor and/or their companion. The report will be used as a basis for consideration in determining what follow-up steps the survivor wants to take, including what alternatives to resolve the case, what procedures must be followed to achieve the desired resolution, what consequences may arise for the survivor, and what assistance is needed.

If the survivor is unable to attend the above meeting, the FCC is obliged to discuss the verified case documentation report and its follow-up steps with the survivor and/or their companion in a separate meeting. The FCC is required to communicate the results of separate meetings with survivors to the Deanery.

The reports produced at this stage are confidential and may only be circulated with the permission of the survivor among limited groups who have an interest in resolving the case, such as their companions, the FCC, the Dean of FISIPOL, the FISIPOL Ethics Committee, etc.

### **Handling and Resolving Sexual Violence Cases**

In cases where survivors report to demand a resolution of the case (not just accessing assistance services), there are two resolution paths that can be taken: ethical and legal resolution.

**Ethical resolution** refers to a resolution through the process of determining ethical sanctions against perpetrators and restitution for survivors by the Ethics Committee based on the regulations in force at Gadjah Mada University. Ethical sanctions only apply to cases where the (alleged) perpetrator is part of the Gadjah Mada University academic community, so that the person concerned is bound by the code of ethics in force within the Gadjah Mada

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<sup>22</sup> Quoted and adapted from the book Service Quality Standards for Women and Children in DIY prepared by the DIY Violence Victim Protection Forum (FPKK) and Rifka Annisa WCC.

University settings. If the case handled involves survivors and perpetrators from different faculties, the Deanery of FISIPOL UGM, together with the FCC, will advocate for an ethical resolution at the university level.

**Legal resolution** refers to settlement through a legal (judicial) process in accordance with applicable laws and regulations. Even though this process is external or outside the control of FISIPOL UGM, the FCC is still obliged to ensure that the rights of survivors and/or witnesses are fulfilled during the process, including by providing, coordinating, or monitoring the provision of assistance, recovery, and protection services for survivors and /or witnesses (for a detailed explanation of the rights of survivors and witnesses during the process of handling sexual violence cases, see "What are the Rights of Survivors and Witnesses?"). The determination of sanctions for perpetrators and restitution or compensation for survivors through this process is also based on the laws and regulations in force in Indonesia.

### **Investigation of Sexual Violence Cases at FISIPOL UGM**

The ethical resolution mechanism must begin with the sexual violence case **investigation** carried out by an investigation team formed by the Deanery and the UGM FISIPOL Ethics Committee no later than fourteen days after the survivor decides what path of resolution they wish to take.

This ad hoc **investigation team** must contain FCC representatives and academics who:

- have never committed an act of sexual violence; never violated the code of ethics;
- have no conflict of interest in the sexual violence case being handled—for example, have a family relationship with the (alleged) perpetrator or survivor;
- have a gender-fair perspective and have knowledge about gender and sexual violence;
- have the physical and spiritual capacity to carry out their duties well;
- committed to guaranteeing and ensuring the fulfilment of the rights of survivors and/or witnesses during the investigation process (see "What are the Rights of Survivors and Witnesses?"); and
- commit to implementing the principles of this Handbook (cf. "What Are the Principles of this Handbook?").

In order to ensure that the principles of representation and justice are met, the composition of the investigation team's membership must include lecturers from the department of origin of the (alleged) perpetrator and/or survivor. In special cases, the investigation team can also involve student representatives to allow for the representation of student perspectives in cases involving students and/or professional expert representatives who are not accompanying the survivor, such as psychologists, psychiatrists, counsellors, advocates, women's NGO activists, etc.

The **time period for investigating cases** of sexual violence regulated by this Guide is two months or 60 days. Nevertheless, the investigation team can appeal an extension of time to the Deanery and the UGM FISIPOL Ethics Committee up to a maximum of one month or 30 days if the team experiences difficulties in collecting the necessary evidence, such as:

- statements from survivors, witnesses, and/or (alleged) perpetrators;
- results of psychological examination of survivors and/or (alleged) perpetrators; medical records, *visum et repertum*, and/or *psikiatrikum* results of survivors;
- physical documents containing data or information written on or recorded on physical objects;
- electronic documents containing data or information that is spoken, recorded, stored, received, or sent electronically.<sup>23</sup>

In order to ensure the flow of the investigation process, the investigation team **has the right to:**

- invite parties whose information is needed during the investigation process;
- gain access to case reports and initial assessment results written by FCC counsellors;
- gain access to the results of psychological and medical examinations that support the investigation process;
- gain access to physical and electronic documents that support the investigation process;
- obtain financial and administrative support in carrying out its work, such as when the investigation process must be carried out outside the city for special cases such as sexual violence during students' fieldwork study (KKN); and
- request dispensation to lighten the teaching or other workload on work unit leaders so that they can prioritise their attention to cases of sexual violence being handled.

In addition, the investigation team **is obliged to:**

- Complete the investigation of sexual violence cases by upholding the principles of justice and independence and the principles of eliminating sexual violence stipulated in this Handbook;
- Respect and fulfil the rights of survivors, witnesses, and/or (alleged) perpetrators;
- Write an investigative report that includes a detailed report on the case being investigated, including an analysis of the facts found, the presence/absence of sexual violence, the type of sexual violence that occurred, and recommendations for alternative ethical solutions;
- Consulting settlement recommendations with survivors in a transparent manner;
- Transparently report the results of investigations to the FCC, the Ethics Committee, and the Dean of FISIPOL UGM.

### **Deliberation on Decisions and Ethical Sanctions**

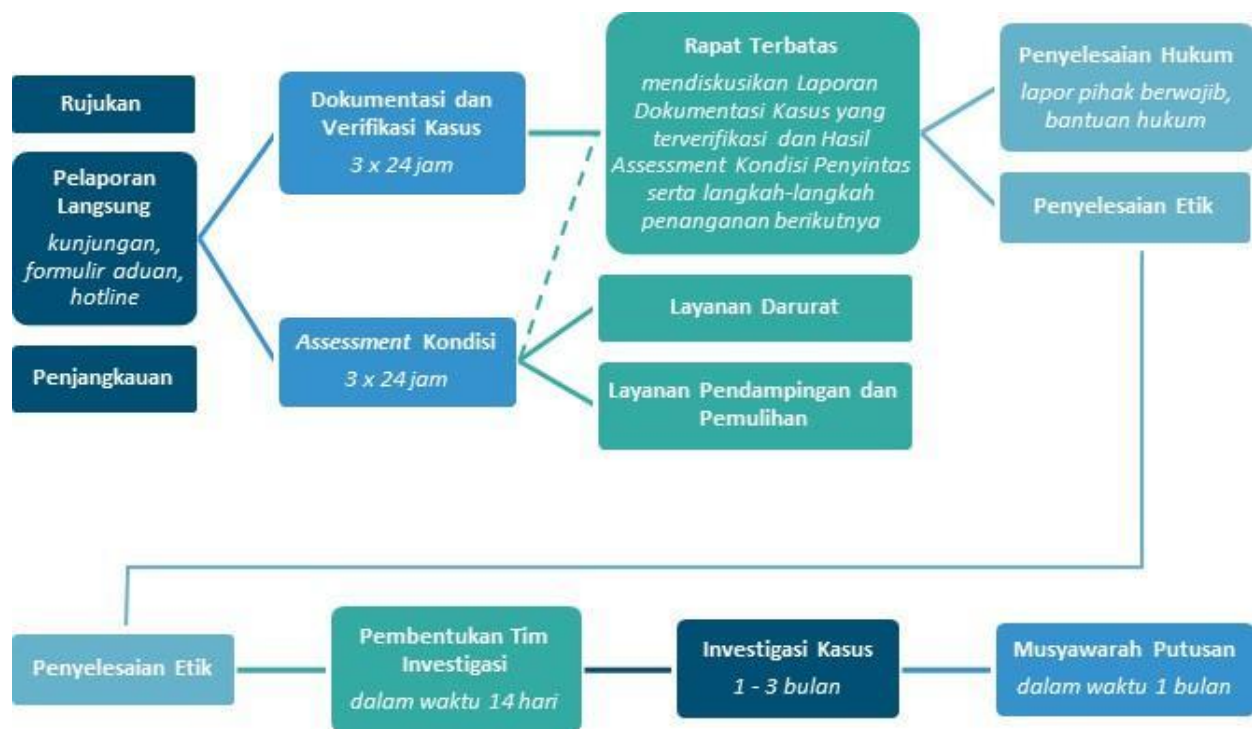
After the investigation team completes the investigation, it will report the results in a **decision deliberation** led by the Ethics Committee and attended by the survivor and/or their companion, the (alleged) perpetrator and/or their companion, representatives of the FCC, and the Deanery of FISIPOL UGM. A decision deliberation is held no later than one month after the investigation process ends. The results of the decision must be officially conveyed, either verbally or in writing, to the survivor and perpetrator.

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<sup>23</sup> Extracted and adapted from the text of the Draft Law on the Elimination of Sexual Violence, Article 43.

Survivors and perpetrators have the right to appeal one time if they feel that the decision of the ethical deliberation is unfair. They can state their defence and request a reconsideration of the decision. If the final decision is still considered unfair, survivors from FISIPOL UGM have the right to ask for support from the faculty to resolve the case through other resolution channels that apply within Gadjah Mada University or through legal channels.

In summary, the following is a flow chart for reporting and taking action against sexual violence:



The following are several **ethical sanctions** applicable to perpetrators of sexual violence:

- The obligation to take part in special rehabilitation programs or special coaching, such as mandatory counselling organised by psychological service providers with periodic evaluation and supervision by the FCC;
- The obligation to carry out social work that enables changes in attitudes and behaviour, which is carried out under regular supervision and evaluation by the FCC; as well as

Other sanctions regulated in the regulations in force at Gadjah Mada University<sup>24</sup>, such as:

- The obligation to provide a statement of apology or regret, either a closed or public statement;
- Being given a warning letter;

<sup>24</sup> Extracted from several regulations that apply within Gadjah Mada University

- Being suspended from academic activities, such as teaching and learning, mentoring, research, etc., including the prohibition from carrying out any activities on campus for a certain period of time;
- Postponement or cancellation of the perpetrator's rights, such as postponing or cancelling graduation, cancelling grades, postponing or cancelling promotion, etc.
- Demotion of academic rank and position; Dismissal with honour; and/or
- Dishonourable discharge.

The following are forms of **restitution**<sup>25</sup> the survivors of sexual violence may be entitled to:

- Apology to survivors and/or survivors' families;
- Material compensation, such as living costs, medical costs, counselling costs, college costs, and material compensation for permanent impacts, as well as other immaterial compensation;
- Recovery services needed by survivors, both medical and psychological services;
- Academic assistance (if needed); and/or
- Restoration of the good name of survivors and/or survivors' families

### **What are the rights of survivors, witnesses, and/or (alleged) perpetrators?**

The protection and provision of rights for survivors, witnesses, and perpetrators applies from the beginning of the handling sexual violence cases until it is declared over by the FCC. The rights of survivors, witnesses, and perpetrators need to be protected, and their fulfilment is guaranteed, as they remain individuals with basic human rights (HAM).

### **Rights of Survivors of Sexual Violence**

The following are several rights of survivors of sexual violence<sup>26</sup> that need to be protected and guaranteed to be fulfilled:

#### **1. Rights to Treatment**

Fulfilling the rights to treatment aims to support survivors during the handling of sexual violence cases, including through providing integrated services that focus on survivors' needs, which include:

- the right to immediate, free-of-charge treatment appropriate to survivors' needs;
- the right to participate in the process of selecting and determining the case resolution mechanism and what forms of assistance are needed, including which parties can be involved in the handling process to ensure that survivors remain safe, comfortable, and free from external parties' intervention;
- the right to information regarding survivors' rights during and after the handling of sexual violence cases;

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<sup>25</sup> Quoted and adapted from the text of the Draft Law on the Elimination of Sexual Violence, Article 46.

<sup>26</sup> Quoted and adapted from the text of the Draft Law on the Elimination of Sexual Violence Article 22 Paragraph 1, Article 23, Article 24 Paragraph 1 and Paragraph 2, Article 25, Article 27, Article 29, as well as Article 30 and Law no. 13 of 2006 concerning Protection of Witnesses and Victims Article 5.

- the right to information regarding the entire process and results of handling, including the right to access report documents during the handling of sexual violence cases;
- the right to legal assistance and/or support;
- the right to psychological assistance;
- the right to health services, which include medical examinations, procedures, and treatment, including emergency services;
- the right to facilities and/or services needed according to survivors' specific needs, such as obtaining a translator, safe house, sign language interpreter, etc.

## **2. Rights to Protection**

Fulfilling the rights to protection aims to provide a sense of security for survivors during and sometime after the handling of sexual violence cases, which include:

- the right to protection from all forms of threats, pressure, stigma, and/or violent behaviour from the perpetrator or other parties, including protection from the reoccurrence of the violence or protection from the fear of meeting the (alleged) perpetrator;
- the right to information regarding protection facilities and their operation;
- the right to participate in the process of selecting and determining the form of security protection and support required, including determining which parties can provide security protection and/or support;
- the right to provide information without pressure;
- the right to confidentiality of identity, including in media publication of the cases;
- the right to protection from all forms of punishment outside the applicable resolution mechanism, such as postponement or cancellation of grades or graduation, job transfer or dismissal, etc.

## **3. Rights to Recovery**

Fulfilling the rights to recovery aims to strengthen, restore, and empower survivors of sexual violence in making decisions about their lives during and after the handling of the sexual violence cases, which include:

- the right to information about available recovery services and their provision;
- the right to participate in the process of selecting and determining the form of recovery services needed, including determining who can provide recovery services;
- the right to obtain restitution for losses and to obtain assistance in accessing these forms of restitution, including the right to restoration of good name;
- the right to free health services for physical recovery;
- the right to free psychological services, including spiritual or psychiatric guidance, for psychological recovery;
- the right to free legal assistance services;
- the right to academic assistance services and/or educational assistance;
- the right to provide for other needs based proposed by survivors and companions.

The following are some of the rights of witnesses<sup>27</sup> in cases of sexual violence that need to be protected and guaranteed to be fulfilled:

- the right to obtain information regarding their rights and obligations as a witness as well as the procedures for handling and resolving the cases;
- the right to protection from all forms of threats, pressure, stigma, and/or violent behaviour from the perpetrator or other parties;
- the right to information regarding protection facilities and their operation;
- the right to participate in the process of selecting and determining the form of security protection and support needed, including determining which parties provide security protection and/or support;
- the right to provide information without pressure;
- the right to confidentiality of identity, including in media publication of the cases;
- the right to protection from all forms of punishment outside the applicable resolution mechanism, such as postponement or cancellation of grades or graduation, job transfer or dismissal, etc.
- the right to psychological services for psychic strengthening;
- the right to assistance services and/or legal aid;
- the right to facilities according to the witness's special needs to facilitate the process of providing information, such as obtaining a translator, safe house, sign language interpreter, etc.

The following are several rights of (alleged) perpetrators<sup>28</sup> of sexual violence that need to be protected and guaranteed to be fulfilled:

- the right to obtain information regarding their rights and obligations as perpetrators as well as procedures for handling and resolving the cases;
- the right to provide information without pressure;
- the right to facilities according to their specific needs to facilitate the process of providing information, such as obtaining a translator, sign language interpreter, etc.
- the right to legal assistance and/or support;
- the right to medical and psychological services, including spiritual guidance;
- the right to protection from all forms of threats or violent behaviour from other parties;
- if proven innocent, they are entitled to restoration of good name and compensation for costs incurred during the investigation and prosecution.

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<sup>27</sup> Quoted and adapted from the Draft Law on the Elimination of Sexual Violence Article 35 Paragraph 2 and Law No. 13 of 2006 concerning Protection of Witnesses and Victims Article 5.

<sup>28</sup> Quoted and adapted from the Criminal Procedure Code (KUHP).

## Emergency Service Mechanism and Sexual Violence Referral System

**Emergency services** are the first services provided as soon as possible to survivors to respond to emergency conditions. Sexual violence is a traumatic event that has the potential to cause physical and psychological injuries to the survivor. Without an appropriate response, trauma resulting from sexual violence can have long-term impacts on survivors' quality of life. Therefore, the FISIPOL Crisis Center (FCC) needs to have an emergency response mechanism to ensure the safety of survivors, both physically and psychologically, prevent more detrimental impacts, and ensure that their basic rights are fulfilled.

It needs to be understood that emergency conditions that threaten the physical and psychological conditions of survivors are usually triggered by crises that arise immediately after sexual violence occurs or during the handling process. In the context of sexual violence, there are at least three crisis episodes that survivors may experience, namely:

- ***A crisis due to experiencing an undesirable event***, which occurs when threats or acts of violence come suddenly. In cases of sexual violence, this crisis episode usually occurs immediately after the attempted or violent behaviour occurs.
- ***A developmental crisis***, which occurs as the situation experienced by the survivor develops following the violence incident. A survivor experiencing a trauma from sexual violence may go through crisis episodes as they try to continue their life. A student who is a survivor of sexual violence, for example, may experience crisis episodes because the sexual violence makes them unable to continue their studies effectively even though their graduation deadline is approaching.
- ***Existential crisis***, which is related to changes that occur in the survivor's self-perception. In the context of sexual violence, this crisis can manifest in denial of their experience of violence, self-blame, etc.

The impact of the crisis episodes above is very diverse, ranging from physical to psychological wounds, which are manifested, for example, in the survivor's inability to tell stories, inability to live life effectively and with quality, inclination toward self-harm. Therefore, at this point, emergency conditions and the responses given should not be differentiated based on the type of violence experienced by survivors, but based on the impact felt by survivors.

### Who is Eligible to Provide Emergency Services?

Emergency services should be provided by **first responders** or parties with the capacity to provide emergency services professionally, such as doctors, nurses, paramedics or other health workers providing relevant medical services; counsellor, psychologist, or psychiatrist for psycho-social services; security officers for services related to the protection of survivors, relevant service providers such as crisis centres, civil society organisations or government institutions familiar with the handling of sexual violence cases, etc. Therefore, the FCC also needs to network with service providers outside FISIPOL UGM to ensure survivors' access to more comprehensive emergency services.

However, it needs to be noted that the first parties contacted by survivors or witnesses around the survivors when the incident occurs may not be professional first responders. In

such conditions, the FCC needs to campaign on what steps witnesses of sexual violence need to take to respond to emergency conditions. Ideally, witnesses should immediately contact the FCC to request assistance from counsellors in carrying out emergency responses. However, if this is not possible, then the witness should:

- Observe **the survivor's condition** while calming and listening to them – What is the survivor's physical and psychological condition? Does the survivor have special needs? If the survivor suffers physical or psychological injuries that threaten their life, the witness needs to take them to hospital;
- Observe **the survivor's situation** – are there other parties who threaten their safety and security? If so, then the witness may need to seek protection from the police;
- Record **the survivor's needs** and help record or store evidence, such as a chronology of events based on their accounts, physical and electronic documents, items that may leave traces of violence, such as their clothing or tools used to carry out violence, etc. In cases of rape or physical violence, witnesses also need to ensure that survivors do not clean their bodies before undergoing a thorough examination at the hospital; and
- Make efforts to report to the FCC as soon as possible.

#### **Flow of Emergency Service Mechanisms at the FISIPOL Crisis Center (FCC)**

When the FCC receives a report of a sexual violence case directly from the survivor, either through a direct visit, a hotline call, or a form submission, FCC counsellors are required to carry out a rapid assessment of the survivor's physical and psychological condition and make case documentation and verification, observing the points below:

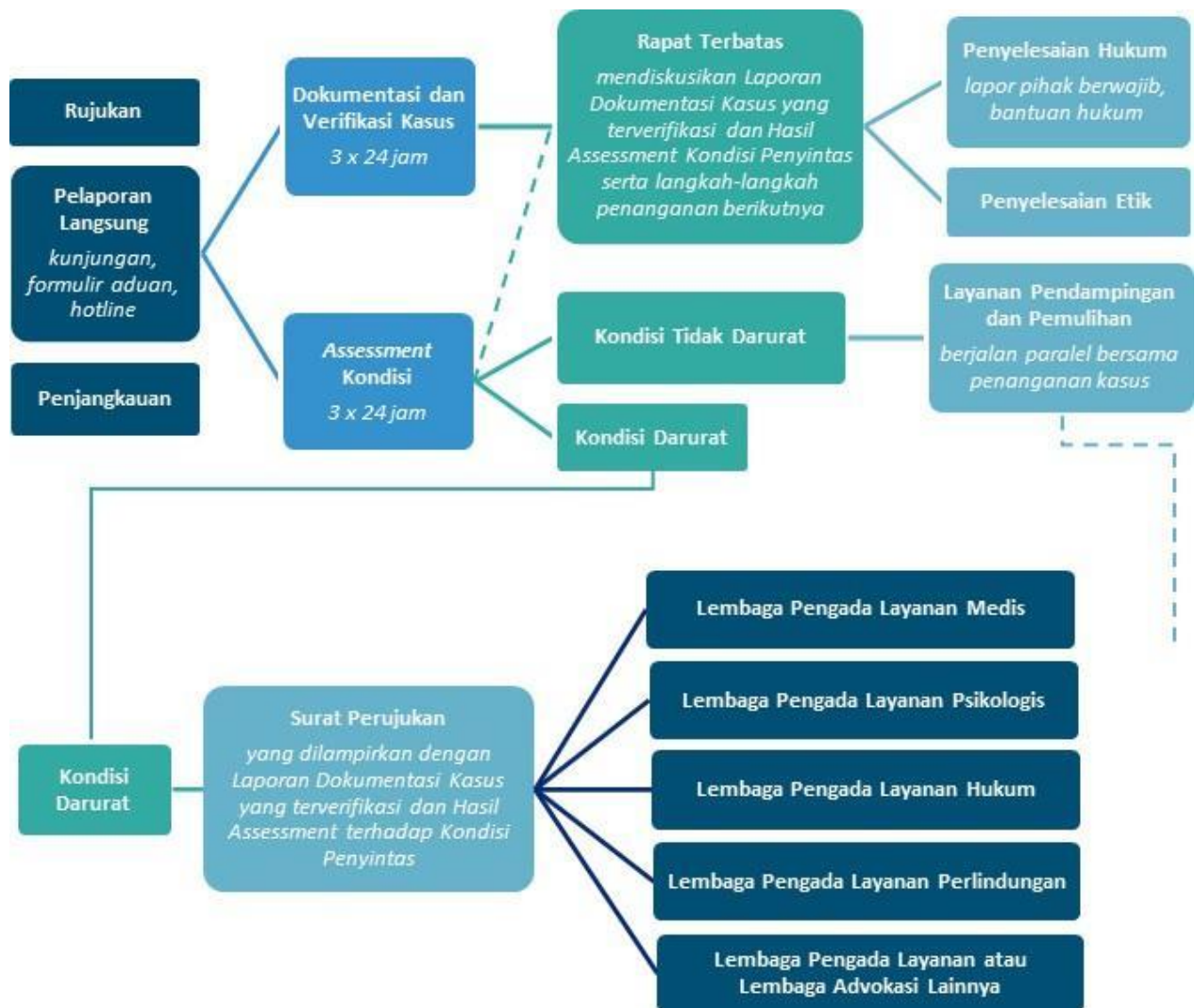
- **the physical and psychological condition of the survivor** when reporting their experience of violence – Is there physical or psychological trauma that has a serious impact on the survivor? Does the physical or psychological trauma potentially threaten the survivor's personal safety? Does the survivor have special needs? Is it urgent to provide medical or psychological treatment, including *visum et repertum* or *visum et psikiatrikum*? etc.;
- **the situation of the survivor** after the violence occurs and when reporting it – Are there other parties who may threaten the security and safety of the survivor? Does the survivor receive support from the surrounding environment? Can the survivor make a responsible decision? What is the survivor's economic capacity? etc.;
- **the needs of the survivor** to determine the assistance needed or if a referral is needed to agencies providing relevant services;
- **the hope of the survivor** to determine the steps to be taken to handle the case and their consequences.

After carrying out a rapid assessment, the FCC must decide whether the survivor is in an emergency condition, where the survivor experiences a severe physical or psychological trauma that incapacitates them from carrying out activities independently without threatening their safety.

If the survivor is in an emergency condition, the FCC needs to immediately refer them to a hospital or institution outside FISIPOL UGM to provide the required services, such as a unit

providing psychological services, an institution providing safe houses, the Witness and Victim Protection Agency (LPSK), or other parties, or the police.

If the survivor is in a non-emergency condition, the FCC can begin the process of handling the case according to the survivor's wishes and provide the assistance services needed. If the FCC is unable to provide the assistance and recovery services that survivors need, then the FCC will consult with institutions providing assistance services outside of FISIPOL UGM or make referrals to ensure that the survivor receives an appropriate treatment response.



**An initial assessment** of the survivor's condition needs to be done by a counsellor. This is because the observation process should begin with basic counselling to create comfortable conditions for the survivor. The most important step in this process is to listen empathetically to the survivor's experience while continuing to observe the condition.

The report on the results of the assessment of the survivor's condition will be discussed together with the verified report of case documentation in a closed meeting with the Deanery of FISIPOL UGM and the survivors and/or their companions to determine the next steps for the case handling.

If the survivor needs to be referred to a service provider outside FISIPOL UGM, the FCC, as the referring agency, needs to issue a referral letter with an attachment of the verified report of the case documentation and the results of the initial assessment. As such, the survivor does not need to tell the story repeatedly about the experience of violence. The FCC is also obliged to coordinate and supervise the emergency services provided by external agencies by requesting regular updates about the survivor. If possible, the FCC can hold a case conference, and the results will be used as input into the case handling.

Although prioritised for the survivor, the above emergency service mechanisms should also be accessible to witnesses and/or (alleged) perpetrators if they experience physical or psychological injuries that threaten their personal safety.

### **Institutions Providing Services for Handling Sexual Violence Cases in Yogyakarta**

Emergency services must be provided by professional parties with expertise in the relevant fields. Therefore, the FCC needs to make efforts to build networks with service providers that are usually involved in handling sexual violence cases in Yogyakarta.

Apart from functioning as referral institutions, these partners can also assist the FCC in identifying cases of sexual violence. Survivors can report violence cases they experience through various channels, including these institutions, which can then be forwarded to the FCC.

The following are some of the institutions in question:

<b>ORGANIZATION'S NAME</b>	<b>SERVICE</b>	<b>ADDRESS AND CONTACT NUMBER</b>
<i>Perkumpulan Keluarga Berencana Indonesia</i> (PKBI) or Indonesian Family Planning Association  Yogyakarta	<ul style="list-style-type: none"> <li>• Adolescent counselling</li> <li>• medical services</li> <li>• Voluntary Counselling and Testing (VCT) and Sexually Transmitted Infections (STI) clinic</li> <li>• Safe house for survivors with unintended pregnancies</li> <li>• advocacy and assistance services</li> </ul>	Jl. Tentara Rakyat Mataram, Gang Kapas JTII/705, Badran, Yogyakarta – 55231 www.pkbi-diy.info Phone: (0274) 586767
Rifka Annisa Women's Crisis Center (men can also access the services)	<ul style="list-style-type: none"> <li>• psychological counselling and assistance</li> <li>• legal counselling and assistance</li> <li>• safe house</li> <li>• outreach services</li> <li>• strengthening the capacity of external partners</li> </ul>	Jl. Jambon 4, No. 69A, Kompleks Jatimulyo Indah, Yogyakarta – 55241 www.rifka-annisa.org Phone: (0274) 55294
<i>Lembaga Bantuan Hukum</i> (LBH) or Legal Aid Institute  Yogyakarta	<ul style="list-style-type: none"> <li>• legal consultation and assistance</li> <li>• advocacy services</li> <li>• publicity, campaigning, and organizing</li> </ul>	Jl. Benowo, Prenggan, Kotagede, Yogyakarta - 55172  www.lbhyogyakarta.org Phone: (0274) 4436859
<i>Lembaga Bantuan Hukum</i> (LBH) Apik Yogyakarta or Legal Aid Institute Apik Yogyakarta	<ul style="list-style-type: none"> <li>• counselling</li> <li>• legal consultation and assistance</li> <li>• advocacy services, including policy advocacy and dissemination of laws and regulations</li> </ul>	Jl. Tentara Rakyat Mataram, Gang Kapas B2, Badran, Yogyakarta – 55231 Phone: (0274) 554429/ 0857 1350 8171
Samsara	<ul style="list-style-type: none"> <li>• assistance for survivors with unwanted pregnancy</li> <li>• advocacy and training services</li> </ul>	www.samsara.or.id Phone: (0274) 4282280/ 0878 3977 0033
People Like Us Satu Hati (PLUSH) Yogyakarta	<ul style="list-style-type: none"> <li>• support group services for LGBTQI</li> <li>• advocacy and outreach services for LGBTQI</li> </ul>	www.plush.or.id
UNALA Youth	<ul style="list-style-type: none"> <li>• youth-friendly sexual and reproductive health services</li> <li>• medical services</li> <li>• counselling services</li> </ul>	Hotline: 0811 255 5390 (10.00-17.00)
<i>Komnas Perempuan</i> or National Commission on Women	<ul style="list-style-type: none"> <li>• case complaint services</li> </ul>	Hotline: (021) 3903963 (021) 80305399

## Assistance and Recovery Mechanisms

The **assistance mechanism** consists of activities aimed at helping survivors go through each stage of the case handling and its consequences. Meanwhile, the recovery mechanism is all assistance services provided not only to support survivors in finding a resolution to their case and fulfilling their rights but also in attaining welfare and dignity. For this reason, assistance and recovery services must be provided from the time the survivor decides to report the case to the FCC until the survivor feels completely recovered. The condition of recovery or failure of a sexual violence survivor will be determined based on professional observations made by the companion as well as the results of consultations between the companion and the survivor.

As a service institution, the FISIPOL Crisis Center (FCC) is committed to helping survivors of sexual violence access medical, psychosocial, legal, and academic assistance during case handling and recovery. All assistance and recovery services provided or coordinated by the FCC must comply with the principles of this Handbook. However, under certain conditions, assistance services coordinated and/or provided by the FCC can also be accessed by witnesses and/or (alleged) perpetrators who need it – for example, when a perpetrator is required to undergo a special rehabilitation program, such as mandatory counselling as a sanction for their behaviour.

### Who May Provide Assistance and Recovery Services?

In this Handbook, **companions** who may provide assistance and recovery services are formally trained professionals with a gender-equitable perspective who are ready to accompany, listen, strengthen, help, and empower survivors in seeking solutions to the sexual violence cases that they experience. For example, counsellors, psychosocial companions, and psychologists for psychological assistance; doctors, psychiatrists, nurses, and other medical personnel for medical assistance; legal counsellors and lawyers for legal assistance; or lecturers and educational counsellors for academic assistance.

Some of the companions abovementioned work under the FISIPOL Crisis Center (FCC). However, to ensure survivors' access to more comprehensive assistance and recovery services, the FCC can request assistance from service providers outside FISIPOL UGM.

In many cases, the success of assistance and recovery is also determined by the existence of a support system around the survivor—those who have empathy for the survivor. These people are called to accompany and help survivors throughout the case-handling stages until they recover. The support system can be from peers, co-workers, lecturers, supervisors, teaching assistants, education staff, security officers, family members, etc.

### Mechanisms of Medical Assistance and Recovery Services

Medical assistance and recovery services are provided to survivors who require medical examination, procedure, and treatment, both when they first report their case and when they need to recover from physical injuries in the case handling, either in inpatient or outpatient

care. Medical services are also needed when survivors want to undergo a thorough physical examination and/or *visum et repertum* for case-handling purposes.

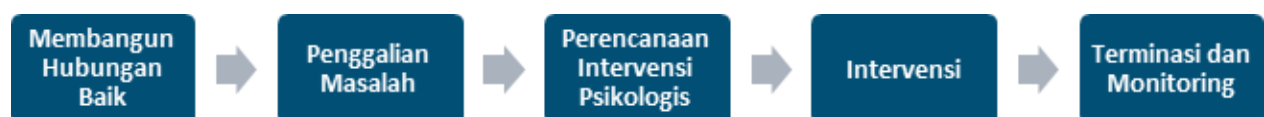
In Yogyakarta, survivors are exempt from medical examination costs through two mechanisms: BPJS insurance or a Participant Validation Letter (SKP) for survivors who do not have BPJS, which can be requested at the Violence Victim Protection Forum (FPPK) and/or the Women and Community Empowerment Agency (BPPM) in Yogyakarta. The SKP can be used to obtain free examinations within a period of 1 x 24 hours or 3 x 24 hours at Sardjito Hospital.

Because the FCC does not have medical facilities, survivors who need these services will be referred to partner service providers either within or outside Gadjah Mada University.

### **Mechanisms of Psychological Assistance and Recovery Services**

Psychological assistance and recovery services are provided to survivors who require psychosocial intervention by certified counsellors, clinical psychologists, and/or psychiatrists, both when survivors report their cases for the first time and when they need to recover from psychological wounds during the case handling. Apart from that, psychological services are also needed when survivors wish to undergo a psychological examination and/or *visum st psikiatrum* examination for case-handling purposes. The target of psychological assistance and recovery services is to empower survivors to manage themselves. However, psychological assistance activities are usually carried out at a different time from psychological interventions for recovery.

The psychological assistance provided to survivors when they report their cases to the FCC for the first time is a counselling session that adhere to the following flow:



Psychological assistance also includes efforts to inform survivors and/or witnesses about alternative solutions and their possible consequences, including psychological consequences. If the survivor chooses a legal settlement, the companion must also prepare the survivor's psychological condition for facing the legal process.

Meanwhile, in recovery, psychological assistance usually needs to be provided to strengthen the survivor's support system, such as family, peers, co-workers, etc. This is because the recovery process for survivors of sexual violence usually depends on the existence of a support system that accompanies, listens, and provides support to the survivor.

To provide support, companions and the support system can do the following:

- **Ensure that survivors are safe** – The support system must ensure that survivors are in a safe and comfortable space to talk about their conditions.

- **Explain the limits of confidentiality** – Maintaining confidentiality is important in communication with survivors, but confidentiality is not absolute. Companions or support systems must be able to identify when they need to tell other people about a survivor's condition. For example, when a survivor's safety is threatened, the companion or support system is required to disclose the information and seek help. Confidentiality limits can be expressed, for example, in the following way:  
*"Everything you say is confidential unless I feel that your safety or the safety of others is threatened. If that happens, I may need to talk to someone else on campus to make sure I can help you as much as possible and fulfil my responsibilities."*
- **Ask about the survivor's wishes** – a companion or support system must ask and ensure the survivor's consent before continuing the process and planning a follow-up.
- **Listen empathetically, without judgment, and show an attitude of acceptance** – When you hear a survivor talk about their experience of sexual violence, then:
  - a) listen to the story seriously;
  - b) respect survivors' experiences;
  - c) understand that survivors of sexual violence of any kind have the right to receive the same support;
  - d) let the survivor take charge of the interactions—when to speak and when to remain silent—let the survivor speak without direction, without intervention;
  - e) be aware that the process of telling a story can be traumatic, thereby limiting the survivor's ability to remember the violence they experienced, but this does not eliminate the validity of the survivor's statement;
  - f) listen actively and pay attention to your own biases in the responses;
  - g) listen to the claims and demands; avoid making statements that attack or prevent the survivor from telling the story further, such as asking "Why?" or other questions that seem judgmental or blaming the survivor;
  - h) listen to whatever story the survivor gives, do not force the survivor to tell specific things related to the violence they experienced because it has the potential to cause new trauma;
  - i) avoid discussing topics outside the survivor's story unless at the request of the survivor;
  - j) avoid responses that dramatize the incident because it has the potential to make the survivor feel burdened and afraid of burdening others;
  - k) avoid making bad comments about the perpetrator because negative comments have the potential to make the survivor focus too much on the perpetrator and prevent him from asking for help;
  - l) let the survivor decide regarding their feelings about the violence they experienced;
- **Map the aid** – Ensure that aid is available to help the survivor assess and determine what aid they will access;
- **Continue and take care of yourself** – Once the survivor is willing to access help, ensure there is continuity of relationship and interaction. Do not change your attitude towards the survivor, and do not forget to take care of yourself. Helping survivors of sexual violence to access treatment and recover is work that should be done together. Therefore, do not hesitate to ask for help from professional institutions or other support systems.

## Legal Assistance and Recovery Services Mechanism

Legal assistance is provided for survivors who wish to resolve their cases through legal channels. This service aims to prepare survivors to seek justice through legal channels, one of which is by providing a more complete picture of the legal process that survivors will undergo or by providing legal assistance.

Legal assistants do not have to have a degree obtained from formal legal education. Legal assistance can also be provided by “paralegals” or people who have informal knowledge of the law and legal processes.

The flow of the legal process is as follows:



Meanwhile, the process at the police includes:



During this process, the following legal assistance<sup>29</sup> is provided:

- Information regarding the stages of the legal process, legal mechanisms, and the consequences of the legal process;
- Information regarding the trial process, including giving detailed briefings about how the trial will proceed;
- Monitoring the case development at each stage of the legal process;

<sup>29</sup> Quoted from the book Service Quality Standards for Women and Children in DIY prepared by the DIY Violence Victim Protection Forum (FPKK) and Rifka Annisa WCC.

- Conducting an assessment of the potential success of the legal resolution mechanism for the case being handled. If the potential for success is small, then the companion is obliged to inform the survivor and/or his support system about the difficulties that will be encountered as well as the consequences;
- Approaching investigators, prosecutors, and judges to advocate for the cases being handled;
- Special information, such as: if the survivor is disabled, the threat of punishment can be increased to 1/3 of the sentence; psychological records can be used as supporting evidence because psychological records can show the impact experienced by the survivor and their vulnerabilities;
- If the case is finally resolved in a process outside of criminal justice (diversion), then the companion is obliged to ensure that the survivor's sense of justice is fulfilled;
- Legal support.

### Academic Assistance Service Mechanism

FCC must coordinate the provision of academic assistance services for survivors who are still active students at FISIPOL UGM and need assistance to complete their studies satisfactorily. Therefore, the FCC needs to collaborate with the relevant department or study program administrators, the academic advisor lecturer (DPA) or the lecturer supervising survivors.

The following is the flow of academic assistance by the FCC:



The following are several forms of academic assistance that can be provided:

- counselling regarding academic problems experienced by the survivor;
- academic mentors who are the same age;
- supporting the survivor and providing the mechanism so that survivors can participate in the teaching and learning process from a safe and comfortable place that does not threaten their safety;
- waiver or exemption of all tuition fees because the survivor is unable to complete the study period on time;
- academic assistance related to delays in submitting assignments, delays in completing final assignments, postponements of exams, cancellation of semester credit form (KRS), or other similar situations that occur because survivors are still undergoing the process of handling and resolving cases of violence they have experienced;

- academic assistance that is survivor-friendly, such as discussion sessions with supervisors;
- information for the survivor who receives GPA-based scholarships if their GPA decreases due to cases of violence they have experienced;
- if necessary, assistance with the transfer process to another university.

## Mechanism to Prevent Sexual Violence on Campus

The prevention mechanism<sup>30</sup> is related to the steps taken to prevent sexual violence within the FISIPOL UGM environment through transformation in the areas of:

- teaching and student affairs;
- research, service, and collaboration;
- campus infrastructure and layout; and
- institutional governance, including recruitment of human resources.

In the field of **teaching and student affairs**, here are several preventive measures that can be taken:

- including sessions on eliminating sexual violence on campus in the Successful Learner Training for New Students (PPSMB) program;
- including a commitment not to commit any form of sexual violence in contracts with new students;
- holding regular outreach about the elimination of sexual violence on campus to active students at undergraduate and postgraduate levels;
- hold regular outreach about the elimination of sexual violence to students who will undertake fieldwork lectures (KKN), internship programs, or exchange programs;
- holding regular outreach about the elimination of sexual violence to an internship or exchange students within the FISIPOL UGM environment;
- holding regular outreach about the elimination of sexual violence on campus to lecturers and education staff;
- creating a more detailed code of conduct regarding the implementation of teaching activities that have the potential to increase the risk of sexual violence;
- ensuring gender mainstreaming and ongoing elimination of sexual violence in teaching, student affairs, and the governance of teaching and student affairs;
- etc.

In the fields of **research, service, and collaboration**, the following are several preventive measures that can be taken:

- encouraging the development of studies on gender problems, including sexual violence;
- ensuring that research, service, and collaboration program partners are aware of FISIPOL UGM's commitment to eliminating sexual violence;
- including a commitment to the elimination of sexual violence in the creation of research, service, and collaboration contracts;

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<sup>30</sup> Quoted and adapted from the text of the Draft Law on the Elimination of Sexual Violence, Article 5 Paragraph 2, Article 6 Paragraph 1, Article 7 Paragraph 1, Article 8 Paragraph 1, Article 9 Paragraph 1, and Article 10 Paragraph 1.

- ensuring gender mainstreaming and the sustainable elimination of sexual violence in research, service, collaboration, and governance matters;
- etc.

In the field of **campus infrastructure and layout**, the following are several preventive measures that can be taken:

- building a safe and comfortable environment and public facilities at FISIPOL UGM;
- building an integrated security system, including the placement of security officers, CCTV, and lights in areas considered prone to violence, including sexual violence;
- design a more detailed code of conduct regarding the activities that utilise space within the FISIPOL UGM environment, for example, the rule of leaving the door open during a supervision session with students, supervision of activities that exceed office hours, etc.;
- developing various media that can be used to campaign about a campus free of sexual violence;
- etc.

In the field of **institutional governance**, the following are several preventive measures that can be taken:

- designing and supporting sexual violence prevention and elimination programs carried out by the FCC, such as training programs, outreach, campaigns, etc.;
- allocating a budget for preventing and handling sexual violence;
- encouraging and ensuring that departments appoint focal persons who can collaborate with the FCC in carrying out efforts to eliminate sexual violence;
- including the requirement of "never being proven to have committed sexual violence" as one of the conditions in the recruitment, placement, and promotion of lecturers, education staff, and other staff within FISIPOL UGM;
- holding regular outreach about the elimination of sexual violence on campus to all residents within FISIPOL UGM, including security officers, administrative staff, researchers and research assistants at study centres, etc.;
- including anti-sexual violence elements in work contracts and other relevant governance regulations made at the faculty level;
- ensuring gender mainstreaming and the sustainable elimination of sexual violence in campus governance and institutional organisational affairs; etc.

## Funding and Collaboration

- In order to support the elimination of sexual violence on campus, FISIPOL UGM, through the FCC, is permitted to initiate collaboration with external parties who intend to support the FISIPOL UGM initiative to become a peaceful campus free from sexual violence.
- All financing arising from efforts to prevent and eliminate sexual violence within the UGM FISIPOL environment is borne first by the Deanery of the FISIPOL UGM. The possibility of funding from other parties, including the departments of the survivors and/or (alleged) perpetrators, will be discussed later.
- Just like other units at FISIPOL UGM, the FCC is obliged to create the budgeting, utilise the budget, and report the utilisation through the mechanisms in force at Gadjah Mada University.

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- Undang-Undang Dasar 1945.

## Appendix: Glossary

	<b>Term</b>	<b>Definition</b>
1	Child	Someone who is not yet eighteen years
2	Assessment	Assessment carried out by companions and/or service providers to examine the impacts of sexual violence on the survivors' physical and psychological conditions to determine what kind of emergency and/or assistance services needed.
3	Evidence	Things that can be used to express the truth about acts of sexual violence, such as a chronology of the events based on the narrative told by survivors, physical and electronic documents, items that may leave traces of violence such as survivor clothing or tools used to commit violence, etc.
4	Impact	Physical and psychological trauma and other consequences what survivors feel after experiencing it sexual violence.
5	Documentation	The initial mechanism carried out when the report sexual violence is received, in the form of recording and archiving the identity of the reporter; identity of the (alleged) survivor; identity of the (alleged) perpetrator; the type of sexual violence that occurred; chronology of the incident; information regarding witnesses, evidence, as well as other relevant information.
6	Sexual exploitation	Acts of abuse of power or belief, use of violence or threats of violence, and/or use of deception or series of lies to get someone engaging in sexual intercourse or other acts which aims to fulfil sexual desires, with the intention to benefit the perpetrator, where the victim feels they have no bargaining power, except by following the perpetrator's wishes.
7	Gender expression	The way a person expresses gender identity as demonstrated through behaviour, attitude, way of dressing, and other form of expression.

8	First responder	People who do have the capacity to provide emergency services professionally, such as doctors, nurses, paramedics, or other healthcare workers for medical services; counsellor, psychologist, or psychiatrist for psychosocial services; security officer for protection services; procurement agency services such as crisis centres, organizations civil society and government institutions who is used to handling cases of violence sexual.
9	Right to appeal	Rights for survivors and perpetrators to state their defence and plead for reconsideration of the decision if the decision of the ethical deliberation (ethic resolution) is considered unfair. The right to appeal is only one time for both survivors and perpetrators.
10	The rights of a survivor	The rights of survivors that need to be guaranteed and its fulfilment protected, including the right to case handling, the right to protection, and the right to recovery
11	The rights of a witness	Rights of witnesses during the handling of cases of sexual violence that must be protected and their fulfilment guaranteed
12	The rights of an (alleged) perpetrator	Rights of perpetrators during the handling of cases of sexual violence that must be protected and their fulfilment guaranteed
13	Gender identity	A person's perception of gender identity that is not always linear or coincides with biological sex.
14	Sexual intimidation	Actions that attack the body and sexuality victim to cause fear or non-physical suffering to the victim, including threats and attempts of rape, as well as intimidation conducted offline or online.
15	Investigation	Mechanisms used to search for data needed in determining ethical sanctions for perpetrators and restitution for survivors of sexual violence.
16	Peaceful campus	A campus free from direct violence in any form, as well as structural and cultural violence that allows it to happen.

17	Dating violence	Acts of violence or threats of violence which results in physical, sexual, and/or psychological suffering on the victim, carried out by someone outside the household, who are in or have ever been in a romantic and/or sexual relationships with the victim.
18	Domestic violence	Acts of violence or threats of acts violence, including coercion, deprivation independence, and/or abandonment, which occurs within the household resulting in physical, sexual and/or psychological suffering on the victim.
19	Cultural violence	Violence that works on a symbolic level, which justifies and normalizes direct and structural violence.
20	Direct violence	Violence perpetrated physically, verbally, and psychologically, where the doer (subject) and the person subjected to violence (object) are visible to the naked eye.
21	Sexual violence	Any sexual act or attempted sexual act, including degrading, insulting, attack and/or other acts, against a person's body, sexuality, gender identity, and/or gender expression, carried out by force against the person's will or due to the inability the person to give informed consent in a state of freedom due to unequal power relations and/or gender relations, which result in or has the potential to cause physical psychological and/or sexual suffering, as well as economic, social, cultural, and/or political losses.
22	Structural violence	Violence that works at a systemic level, institutionalized, and related to how access and privileges are distributed.
23	Emergency conditions	Conditions where survivors experience severe physical trauma and psychologically so they are unable to carry out activities independently without threatening their safety.
24	Non-emergency conditions	Conditions that do not meet emergency criteria so that the case handling process and recovery can be initiated in accordance with survivors' needs.
25	Case conference	Meetings between the FCC and service providers related to the case being handled and held to discuss the development of the case handling.

26	Counsellor	Someone who has the competence to carry out counselling and have a fair gender perspective.
27	Crisis	The precarious condition that emerged soon after sexual violence occurs or during the treatment, which includes at least three episodes: crisis due to experiencing an unwanted incident, developmental crisis, and existential crisis.
28	Emergency services	First services provided as soon as possible to survivors to respond to emergency conditions.
29	Decision deliberation	Deliberations led by the Ethics Committee and attended by the survivor and/or their companion, the perpetrator and/or their companion, representative of the FCC, and Deanery to hear the investigation results and determine ethical sanctions to the perpetrator and restitution to the survivor
30	Sexual orientation	Romantic and/or sexual attraction someone towards the opposite sex (heterosexual) or same sex (homosexual)
31	Peer	The survivor's peers
32	Sexual harassment	Physical and non-physical sexual acts carried out without consent, which attack a person's body, sexuality, gender identity, and/or gender expression, causing the feelings of discomfort, intimidation, offence, condescendence, humiliation, and perhaps to the point of causing health problems and threaten one's safety.
33	Forced abortion	Attempts to terminate pregnancy forcibly by using with violence, threats of violence, deception, a series of lies, or abuse of power
34	Forced pregnancy	Coercive efforts against women to continue an unwanted pregnancy by force or threats of violence.
35	Forced contraception	Efforts to regulate, stop, and/or damage organs, functions, and/or systems biological reproduction of a person by violence, threats of violence, deception, series of lies, and/or abuse power so that the person cannot continue conception and/or loss control of organs, functions, and/or the reproduction system.

36	Recovery	All assistance efforts provided to support survivors in their search for case settlement and fulfilment of their rights, as well as in pursuing welfare and dignity.
37	Handling	All efforts made to follow up on cases of sexual violence, which includes reporting and follow-up mechanisms of sexual violence cases; emergency response mechanism and referral system; as well as mechanisms for protection, assistance and recovery for survivors of sexual violence (as well as perpetrators under certain conditions)
38	Prevention	All nonviolent efforts made to prevent the occurrence and recurrence of violence sexual cases in the FISIPOL UGM environment.
39	Companion	Trained individuals with a fair gender perspective who are ready to accompany, listen, support, help and empower survivors in seeking a resolution to the case of sexual violence
40	Assistance	Activities aimed at helping survivors go through stages of case resolution and their consequences
41	Academic assistance	Assistance services provided for survivors who need help so that they can complete their study with satisfaction
42	Legal assistance	Assistance services provided for survivors who want to solve their cases through legal channels. This service is provided to prepare survivors to seek justice through legal channels.
43	Medical assistance	Assistance and recovery services given to survivors of sexual violence, which requires medical examination, procedure, and care, both when the survivor reports the case or when they need to recover from their physical wounds during the case handling, both with inpatient and outpatient care. Thorough physical examination and <i>visum et repertum</i> are also included this service.

44	Psychological assistance	Assistance and recovery services given to survivors of sexual violence who require psychosocial intervention by a certified counsellor, clinical psychologist, and/or a psychiatrist the survivor reports the case or when they need to recover from their physical wounds during the case handling, both with inpatient and outpatient care. Thorough physical examination and <i>visum et repertum</i> are also included this service.
45	Outreach	Every effort made to reach out survivors of sexual violence based on reports received from witnesses or friends (peers) of survivors
46	Ethical resolution	A resolution through the determination of ethical sanctions for the perpetrator and restitution for the survivor by the Ethics Committee based on regulations which applies within Gadjah Mada University. This process only applies where the (alleged) perpetrator is part of the academic community so that the person concerned is bound by the Code Ethics that apply in the Gadjah Mada University environment.
47	Legal resolution	A resolution through legal (judicial) process in accordance with the applicable statutory regulations.
48	Sexual torture	Sexual torture is a specific act that attacks the victim's body and sexuality intentionally to cause pain or suffering, whether physical, psychological, and/or sexual, with the aim of obtaining information from the victim or a third person, preventing the victim or third person from providing information, judging or providing punishment for an act that has been or is suspected to have been committed by the victim or a third person, or for other purposes based on discrimination.
49	Survivor	Someone who experiences physical, psychological and/or sexual suffering, as well as economic, social, cultural, and/or political losses due to experiencing acts of sexual violence.
50	Rape	Rape is forced sexual intercourse by using the penis, or with fingers or other objects, into the victim's vagina, anus, or mouth. Rape includes coercion to have sexual intercourse in a way that the victim does not like or want in order to fulfil sexual desires, commercial purposes, or other things

51	Protection	All efforts made to provide sense of security for survivors and/or witnesses cases of sexual violence
52	Consent	A main condition in every personal relationship, including romantic and sexual relationships to do an act without coercion and pressure.
53	Power relation	Ownership of power between individuals, which also influences daily interactions and relationships. Unequal power is when one party has more power over other parties so that they are at risk of producing a relationship based on dominance, pressure, even coercion. Unequal power relations, for example, occurs between lecturers and student, superior-subordinate, or senior-junior.
54	Restitution	Compensation for survivors of sexual violence provided as part of an ethical and legal settlement mechanism
55	Household	Includes: a) husband, wife, or ex-husband or ex-wife; b) children—whether biological, step, or adopted; c) people who are related by blood, marriage, breast-feeding, parenting, and representatives who live in the household, including in-laws, sons-in-law, in-laws, and in-laws; d) people who live and work to help the household, such as household assistants.
56	Witness	People who are able to provide information about an act of sexual violence that occurred because they saw it themselves or heard it from the survivor directly.
57	Ethical sanction	A sanction given to perpetrators of sexual violence as part of an ethical resolution mechanism.
58	Support System	The people around the survivor have empathy for the survivor and feel called to accompany and help the survivor throughout the process of handling the case until they recover, such as peers, co-workers, lecturers, supervisors, educational staff, family members, etc.

59	Referral letter	A letter issued by the FCC as a referring agency to external service providers attaching a verified case documentation report and initial assessment results so that survivors do not have to tell stories repeatedly about their experiences of violence.	
60	Verification	The initial mechanism carried out to check the veracity of reports of sexual violence received. Verified reports will be discussed with the Dean, involving survivors and/or their companions.	
61	<i>Visum et repertum</i>	An examination carried out to determine the impact of violence on the physiological condition of the survivors	
62	<i>Visum et psikiatrikum</i>	An examination carried out to determine the impact of violence on the psychological condition of the survivors.	