



**Kampus
Merdeka**
INDONESIA JAYA

*Undergraduate Program
Law Study Program*

FINAL PROJECT HANDBOOK

**FACULTY OF LAW
UNIVERSITAS PEMBANGUNAN NASIONAL
VETERAN JAKARTA**

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KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET DAN TEKNOLOGI
UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN JAKARTA

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KEPUTUSAN DEKAN FAKULTAS HUKUM UPN VETERAN JAKARTA
NOMOR : 015 /UN61/FH/TU/2021

TENTANG

PERUBAHAN ATAS SURAT KEPUTUSAN DEKAN NOMOR 12.1/UN61/FH/2020
TENTANG PEDOMAN TUGAS AKHIR
PROGRAM STUDI HUKUM PROGRAM SARJANA
FAKULTAS HUKUM UPN VETERAN JAKARTA

DEKAN FAKULTAS HUKUM
UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN JAKARTA

- Menimbang: a. bahwa dalam pelaksanaan penulisan tugas akhir bagi mahasiswa Fakultas Hukum Program Studi Hukum Program Sarjana dilakukan standarisasi;
- b. bahwa untuk melaksanakan ketentuan sebagaimana dimaksud dalam Pasal 3 ayat (1) dan (2) Peraturan Rektor Nomor 25 Tahun 2020 tentang Pedoman Umum Penulisan, Pembimbingan dan Pengujian Tugas Akhir Mahasiswa Jenjang Sarjana Universitas Pembangunan Nasional Veteran Jakarta dan Pasal 4 ayat (1) dan Pasal 9 Peraturan Rektor Nomor 3 Tahun 2021 tentang Pelaksanaan Tugas Akhir Selain Skripsi;
- c. bahwa berdasarkan pertimbangan sebagaimana dimaksud huruf a dan huruf b, perlu menetapkan Keputusan Dekan Fakultas Hukum UPN Veteran Jakarta tentang Pedoman Tugas Akhir Program Studi Hukum Program Sarjana Fakultas Hukum UPN Veteran Jakarta.

- Mengingat : 1. Undang-Undang Republik Indonesia Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional (Lembaran Negara Republik Indonesia Tahun 2003 Nomor 78, Tambahan Lembaran Negara RI Nomor 4301);
2. Undang-Undang Republik Indonesia Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 158, Tambahan Lembaran Negara Republik Indonesia Nomor 5336);
3. Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 16, Tambahan Lembaran Negara Republik Indonesia Nomor 5500);
4. Peraturan Menteri Riset, Teknologi dan Pendidikan Tinggi Nomor 41 Tahun 2015 tentang Organisasi dan Tata Kerja Universitas Pembangunan Nasional “Veteran” Jakarta (Berita Negara Republik Indonesia Tahun 2015 Nomor 1798);
5. Peraturan Menteri Riset, Teknologi dan Pendidikan Tinggi Nomor 87 Tahun 2017 tentang Statuta Universitas Pembangunan Nasional “Veteran” Jakarta (Berita Negara Republik Indonesia Tahun 2017 Nomor 1924);
6. Peraturan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 3 Tahun 2020 tentang Standar Nasional Pendidikan Tinggi (Berita Negara Republik Indonesia Tahun 2020 Nomor 47);

7. Peraturan Rektor ...

KEPUTUSAN DEKAN FAKULTAS HUKUM UPN
VETERAN JAKARTA

NOMOR : 015 /UN61/FH/2021

TANGGAL : 12 JULI 2021

TENTANG PERUBAHAN ATAS SURAT KEPUTUSAN
DEKAN NOMOR 12.1/UN61/FH/2020 TENTANG
PEDOMAN TUGAS AKHIR PROGRAM STUDI HUKUM
PROGRAM SARJANA FAKULTAS HUKUM UPN
VETERAN JAKARTA

7. Peraturan Rektor Universitas Pembangunan Nasional Veteran Jakarta Nomor 25 Tahun 2020 tentang Pedoman Umum Penulisan, Pembimbingan, dan Pengujian Tugas Akhir Mahasiswa Jenjang Sarjana Universitas Pembangunan Nasional Veteran Jakarta;
8. Peraturan Rektor Universitas Pembangunan Nasional Veteran Jakarta Nomor 3 Tahun 2021 tentang Pedoman Tugas Akhir Selain Skripsi Di Lingkungan Universitas Pembangunan Nasional Veteran Jakarta.
9. Peraturan Rektor Universitas Pembangunan Nasional Veteran Jakarta Nomor 7 Tahun 2021 tentang Pedoman Ekuivalensi Kurikulum.

MEMUTUSKAN

- Menetapkan : PERUBAHAN ATAS KEPUTUSAN DEKAN FAKULTAS HUKUM UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN JAKARTA NOMOR 12.1/UN61/FH/2020 TENTANG PEDOMAN TUGAS AKHIR PROGRAM STUDI HUKUM PROGRAM SARJANA FAKULTAS HUKUM UPN VETERAN JAKARTA.
- KESATU : Menetapkan Perubahan Atas Pedoman Tugas Akhir Program Studi Hukum Program Sarjana Fakultas Hukum Universitas Pembangunan Nasional Veteran Jakarta, sebagaimana tercantum dalam lampiran yang tidak terpisahkan dengan keputusan ini.
- KEDUA : Pedoman Tugas Akhir berdasarkan Keputusan Dekan Fakultas Hukum Nomor 12.1/UN61/FH/2020 tentang Pedoman Penulisan Tugas Akhir Program Studi Hukum program Sarjana dicabut dan dinyatakan tidak berlaku.
- KETIGA : Keputusan ini berlaku sejak tanggal ditetapkan, dengan ketentuan apabila dikemudian hari terdapat kekeliruan dalam keputusan ini akan diadakan perbaikan sebagaimana mestinya.

Ditetapkan di Jakarta
Pada tanggal 12 Juli 2021

Dekan,



Dr. Abdul Halim M.Ag.
NIP 196706081994031005

Tembusan Yth :

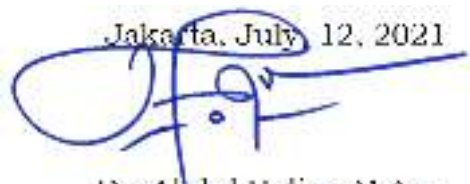
1. Rektor UPN Veteran Jakarta
2. Para Wakil Rektor UPN Veteran Jakarta
3. Para Karo UPN Veteran Jakarta.

FOREWORD

Gratitude to Allah SWT, because it is thanks to His grace that the book of Final Assignment for the Law Study Program of the Faculty of Law, Jakarta Veterans National Development University has been completed. This book is a refinement of the 2020 final project manual. This manual is a guide for Final Project Supervisors and students in writing their final assignments. So it is expected that the final project of students will be structured and of good quality. In this manual, undergraduate students' final assignments are divided into 3 forms, namely in the form of a thesis, scientific article and legal memorandum. This book describes in detail the requirements for submitting a title, the flow of title registration, the requirements for the final project supervisor, the systematics of the final project proposal, the thesis writing guidelines, the scientific article writing guidelines and the legal memorandum writing guidelines as well as reporting the final project results in the form of a thesis. , scientific articles and legal memorandums.

Hopefully this manual can provide benefits for lecturers and students of the Faculty of Law, especially students of the Law Study Program of the Faculty's Undergraduate Program Law of the Jakarta Veterans National Development University. We realize that this manual still has many shortcomings, criticisms and suggestions from lecturers and students become the material for correction and improvement of this guideline.

Jakarta, July 12, 2021

A handwritten signature in blue ink, appearing to be 'Dr. Abdul Halim', is written over the date.

Dr. Abdul Halim, M.Ag.

NIP. 196706081994031005

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Chapter I

Introduction

A. Definition Of Final Project

The final of project is a scientific paper for undergraduate students which is the result of research based on the results of observations, discussion of a problem using primary data and/or secondary data whose writing is tied to the systematics of writing scientific papers and a predetermined methodology. The final project is generally an analysis between *das sein* and *das sollen* from an object of research. The final project is intended to contribute to knowledge in the form of solving legal phenomena and problems in society by presenting scientific descriptions that do not require legal cases.

The final project in the Law Study Program, Faculty of Law, Universitas Pembangunan Nasional Veterans Jakarta (FH UPNVJ) is a scientific research-based writing written as one of the requirements for obtaining a Law Degree with a weight of 4 (four) SKS with the condition that it has been or is currently taking courses at least - at least 120 credits. The final project scheme can be selected, as follows:

1. Thesis
Thesis is a final project that is compiled based on the systematic writing of chapter by chapter (consisting of 5 chapters) and bibliography;
2. Scientific Articles
A scientific article is a final project that is compiled in the form of an article manuscript that must be published in an accredited national scientific journal, Sinta Ristekbrin, at least Sinta-3 or a reputable international journal (Scopus) at least Q4, with systematic writing following the article template in the journal in question;
3. Legal Memorandum
A legal memorandum is a final project that is compiled with a systematic analysis report on the settlement of legal cases.

B. Base Of Law

1. Law of the Republic of Indonesia Number 20 of 2003 concerning the System National Education (State Gazette of the Republic of Indonesia of 2003 Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 4301);
2. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);
3. Regulation of the Minister of Education and Culture Number 3 of 2020 concerning National Standards for Higher Education (State Gazette of the Republic of Indonesia Year 2020 Number 47);
4. Regulation of the Rector of the Jakarta Veterans National Development University Number 15 Year 2020 on Academic Regulations of The Jakarta Veterans National Development University of Jakarta;
5. Regulation of the Rector of the Jakarta Veterans National Development University Number 25/2020 General Guidelines for Writing, Mentoring,

- and Testing Final Project for Undergraduate Students of The National Development “Veteran” University Of Jakarta;
6. Regulation of the Rector of the Jakarta Veterans National Development University Number 3/2021 regarding Guidelines for Final Projects beside of final project that apply in Jakarta Veterans National Development University;
 7. Regulation of the Rector of the Jakarta Veterans National Development University Number 7/2021 on Curriculum Equivalence Guidelines.

C. Requirements and Submission of The Final Project

For submission of a final project, students must meet the administrative requirements and follow the flow, as follows:

1. Administrative Requirements
The administrative requirements that must be met are as follows:
 - a. Have passed or are taking a minimum of 120 credits (at the time of submitting the title);
 - b. Have taken or are currently taking legal research methodology courses or legal writing;
 - c. Has obtained the approval of the academic supervisor (DPA) to include the final project in the Study Plan Card (KRS).
2. Submission of Flows
The flow of the final project submission, as follows:
Students fill out KRS.
 - a. Student filling Formulir of planning study;
 - b. Students fill out the final assignment title submission form via the registration link according to the registration schedule set by the Study Program;
 - c. Students can propose the name of the Advisor after conducting informal mentoring with the Lecturer in accordance with the scientific concentration, as evidenced by a screen shot (photo) of the consultation via whatsapp/email media;
 - d. The Head of Study Program distributes title submissions to the final project supervisor according to scientific concentration;
 - e. The Head of Study Program proposes the names of the final project supervisors to be determined in the Dean's Decree, to be further stipulated in the Rector's Decree;
 - f. The Head of Study Program will announce the final assignment supervisor's decision through the final project supervisor meeting, faculty website and/or the announcement link for the final assignment title submission.

Chapter II

Proposal Of Final Project

The final project proposal is a proposal text that contains a description of the background of the problem, problem formulation, research scope, research objectives, research objectives and benefits, research methods, review of previous research results (literature review), systematic report writing according to the choice of final project scheme (thesis). /scientific articles/legal memorandums), and research schedules, as well as bibliography. The final project proposal is prepared by students with the guidance of a lecturer. To be able to submit a proposal, students must meet the requirements and follow the following mechanisms:

A. Requirements for Submission of Final Project Proposal

The requirements for submitting a final project proposal are as follows:

1. Fill out KRS;
2. Have a TOEFL/IELTS certificate with a minimum score of 450/4.5 from an institution recognized by the Jakarta Veterans National Development University;
3. Register via <http://bit.ly/TugasAkhirMhs> or another link specified by the head of the study program.

B. Proposal Guiding Mechanism

The mechanism for guiding the proposal is as follows:

1. Students carry out the mentoring process with the final project supervisor, both offline and online, at least 5 times;
2. Students fill out a monitoring card every time they do mentoring;
3. Students who have obtained the approval of the final project supervisor register themselves to take the proposal exam.

C. Requirements and Proposal Examine Mechanism

The requirements and mechanism for the final project proposal examination are as follows:

1. Students register for the proposal exam through the final assignment exam registration link after obtaining approval from the final project supervisor, by attaching the uploaded documents on the registration link, as follows;
 - a. Certificate of TOEFL/IELTS test results with a score of 450/4.5 from an institution recognized by the Jakarta Veterans National Development University;
 - b. Final project proposal which has been approved by the Final Project Supervisor and knows the Head of Study Program;
 - c. If the TOEFL/IELTS test results are still less than 450/4.5, then students are still given the opportunity to retake the TOEFL/IELTS test a maximum of 3 (three) times and are allowed to take the proposal exam;
 - d. If the 3rd test results score <450/4.5, then students are still allowed to take the proposal seminar exam with additional conditions,

- namely: translate the background of the final project in English and read it before the examiner of the proposal.
2. The proposal examination is carried out by 2 (two) examiners consisting of the chief examiner and the final project supervisor;
 3. Proposal exams are conducted privately via online or offline on campus;
 4. Proposals are qualified can proceed to the final project preparation stage according to the selected report scheme;
 5. Proposals aren't qualified, need for improvement shall be corrected through consultation with the final project supervisor, then they can be re-registered for a re-proposal seminar.

D. Proposal Writing Systematics

1. The opening part of the final project proposal consists of :
 - a. The cover page consists of the Journal Article Title, UPNVJ Logo, Name and NIM, Faculty Name, University Name, Month and Year of Submission;
 - b. Student identity consisting of Full Name, NIM, Place/Date of Birth, Specificity/Concentration Program, Semester, Number of Credits passed, Active Mobile Number and Address.
2. The core part of the final project proposal consists of:
 - a. Title

The title of the final project must be following some criteria, such us:

 - 1) Describe the scope of legal issues to be investigated;
 - 2) The title consists of clear, unambiguous words and is written in the form of a statement;
 - 3) The title reflects the type of legal research to be conducted, namely normative legal research (normative juridical) and/or empirical legal research (empirical juridical);
 - 4) The title is written briefly (no more than 14 words). If more than 14 words can be made a subheading;
 - 5) The language used is Indonesian with attention to General Guidelines for Indonesian Spelling (PUEBI).
 - b. Background

The background contains the following:

 - 1) The reason for choosing the theme of the final project is accompanied by supporting data by outlining general reasons and then narrowing it to the core of the problem;
 - 2) Identification of problems that indicate legal issues in the research. Legal issues that become problems can be in the form of: conflict of norms or conflict of norms; obscurity of norms; norm void; and/or the implementation of the law that is not in accordance with the norms or the existence of overlapping norms.
 - c. Problem Identification
 - 1) The formulation of the problem is a question sentence that concretely shows the problem under study;
 - 2) The problem formulation is written in an effective and clear Indonesian writing procedure;
 - 3) In one problem identification, it cannot contain more than one problem.

d. The scope of research

The scope of the research explains the limitations of the research discussion based on the formulation of the problem studied and shows the subject and object that is the focus of the research. The scope is written in a statement sentence, not a question.

e. Purpose and Benefit of Research

1) Purpose of Research

The research objective is based on the formulation of the problem and looks firm according to the problem. If the formulation of the problem consists of 3 formulations, then the research objectives also consist of 3 formulations of objectives. Formulating research objectives using the word "for" or "use" and so on according to what is the formulation of the problem.

Example:

- a) To analyze the legal protection for consumers in the sale and purchase agreement by the developer;
- b) In order to explain the legality of bitcoin as a virtual currency in Indonesia.

2) Benefit Of Research

Research benefits consist of theoretical benefits and practical benefits. Theoretical benefits contain the benefits of research results for the development of legal science, while practical benefits contain the benefits of research results that are used as input to state institutions and law enforcement related to the object of research, for example: Advocates, Prosecutors, Judges, TNI, Polri, and other agencies Other related institutions.

f. Literature Review

Literature review is a review of books, journals, and scientific articles from previous studies that have been carried out by previous researchers. The description in the literature review contains an explanation of the originality, differences and novelty of the object of research compared to previous studies. If there are similarities with research that has been done previously, it must be able to show the location of clear differences in the subject matter. This is important to avoid plagiarism and for the development of science.

g. Research Methods

The research method describes the following:

3. Type of Research

The types of research in the field of law consist of normative legal research (normative juridical) and empirical legal research (empirical juridical). Normatively, research refers to legal norms and principles contained in legislation or outside the legislation, research on legal systematics, research on legal synchronization and legal comparisons and legal history. Empirically, legal research is carried out by looking at a legal reality in society, in the form of research on legal identification, research on legal effectiveness, law implementation, and law enforcement in practice.

4. Problem Approach

The problem approach used in legal research can be in the form of a statute approach, a case approach, a historical approach, a comparative approach, and a conceptual approach.

5. Resources of Data

Sources of Data are adjusted based on the type of research. The source of data used in normative legal research is secondary data, which consists of 3 (three) sources of legal material:

a. The legal Primer Materials

Sources of Primary Legal Materials are legal materials that have authority (authoritative). This legal material consists of:

- 1) Basic Norms or Basic Rules (Preamble to the 1945 Constitution of the Republic of Indonesia);
- 2) Basic Regulations (body of the 1945 Constitution of the Republic of Indonesia), TAP MPR;
- 3) Legislation: Laws/perpu, Perpres, Provincial Perda, City/Regency Perda;
- 4) Jurisprudence;
- 5) Uncodified legal materials such as customary law;
- 6) Treaty;
- 7) The Legal materials from the colonial era which are still existing until now.

b. Secondary Legal Materials

Sources of secondary legal materials, namely legal materials that provide an explanation of primary legal materials, consist of:

- 1) Draft law;
- 2) Research results;
- 3) The work of the legal community;
- 4) Textbooks;
- 5) Scientific Journal.

c. Sources of Tertiary Legal Materials

Sources of Tertiary Legal Materials is Sources of Tertiary Legal Materials, namely legal materials that provide instructions and explanations for primary legal materials and secondary legal materials, consisting of:

- 1) Dictionary; and
- 2) Encyclopedia, Sources of data used in empirical legal research (empirical juridical) are primary data and secondary data. Primary data is obtained directly in the community who are the object of research either through interviews with informants and distributing questionnaires to respondents.

d. Data Collection Method

The method of data collection is carried out according to the type of research. For normative research data collection is done by means of library research (library research) while for the type of empirical research data collection is done by collecting data directly to the object of research / field research (field research). It can be in the form of interviews, observations, distributing questionnaires, etc.

e. Data analysis technique

Data analysis technique is a step related to data processing that has been determined in the form of primary data and secondary data that

has been collected to answer the problem formulation by means of qualitative analysis. Meanwhile, to analyze the legal material is done by means of content analysis. Descriptive writing technique, which explains in detail and systematically the problem solving.

f. Report Scheme

The report scheme is made in accordance with the selected final project report, consisting of 3 forms of final project options, namely:

- 1) Thesis;
- 2) Scientific Publications; or
- 3) Mukum Memorandum.

g. Schedule of Research

The schedule for conducting the research is in the form of a table (time schedule) as shown in the following table example:

Table 1 Final Project Research Implementation Schedule

No.	Activity	20			20			Description
		Oct	Nov	Dec	Jan	Feb	Mar	
1	Drafting proposal	√						
2	Semin ar propos al		√					-date of registration for the test - Approval of proposal.
Dst.								

h. The bibliography

The bibliography in the proposal is a reference used as a reference in the preparation of the final project proposal. Writing bibliography using Harvard style (name of author, year of publication, title of book, publisher, place of publication).

E. Proposal Feasibility Assessment

The assessment of the feasibility of the proposal to proceed to the research process is based on the assessment matrix in the table, as follows:

Table 2 Proposal Feasibility Assessment

No.	Assessment Aspect	Value	Quality	Total Value	Qualified	Unqualified
		(1-100)	(%)			
A	B	C	D	E	F	G
1	Title		15		70-100	<70
2	Background		25			
3	Problem Identification		20			
4	Research Method		20			
5	Literatur review		20			
	Total Value		100		*)	*)

*) Beri tanda ceklis (v) sesuai jumlah nilai dari hasil penilaian.

F. Methods of Calculate:

Column E is the result of the value in column C x (multiplied) by the weight in column D;

1. The number of E is the result of the sum of the Assessment Aspects number 1 to number 6;
2. Proposals with a total rating of 70-100 are declared FEASIBLE to continue as a final project research;
3. Proposals with a score of <70 are declared NOT FEASIBLE and must repeat the Proposal Seminar after repairs have been made

Chapter III

Supervision And Final Project Assessment

A. Definition

The final project supervisor is a lecturer assigned by an authorized official at the faculty to guide students in writing the final project according to the scientific group and research roadmap. The final project supervisor in the Law Study Program is a permanent or non-permanent lecturer who is chosen by the Head of the Study Program to guide and direct students in research in the context of writing a final project whose final result is a thesis, scientific publication in the form of scientific articles/journals, scientific publications in the form of articles/journals Minimum of 3 Sinta Scientific and Legal Memorandum.

B. Requirements of Final Project Supervision

The selection and appointment of the final project supervisor based on some consideration:

1. The final project supervisor is a permanent lecturer or non-permanent lecturer at the Faculty UPNVJ Law (preferably permanent lecturers);
2. Have a minimum functional position of Expert Assistant;
3. Have a scientific background and/or research roadmap related to the science/theme/issues of the final project proposed by the student;
4. The final project supervisor consists of 1 (one) lecturer who meets the requirements as the final project supervisor.

C. The Final Project Assessment

Final project assessment is an assessment through an oral exam in the form of a comprehensive session or dissemination seminar, as well as submitting or publishing scientific articles on research results according to the selected final project scheme with the following some requirements:

Table 3 The Final Project Assessment

No	The Final Project Schema	Assessment Schema	Description
1	Thesis	Thesis Defence	the requirements for trial registration are that the thesis report is approved by the TA supervisor and the Head of Study Program.
2	Scientific Article	1. Seminar on the dissemination of research results, and; 2. Publication of Sinta accredited Journal (min. Sinta-3) or Journal Reputable International (Scopus) min. Q4.	Dissemination seminar registration requirements: - Evidence of publishing scientific articles in accredited national journals min. Sinta-3 or journal Scopus indexed international min Q 4

The graduation of the final project is determined by the Meeting of Examiners in the Session

Comprehensive or Dissemination Seminar, with the following assessments:

Table 4 The Result Assessment Of Final Project

No	Submission Schema	Character Of Test	Final Value	Assessment Aspect
1	Thesis	Comprehensive Defense	Min. Nilai B (skor 70-74,99)	Penguasaan Materi (Bobot: 30%) 2. Penguasaan Metodologi dan Novelty (Bobot: 30%) 3. Teknik Penulisan. (Bobot: 20%) 4. Performance. (Bobot:20%) Total Nilai = 100%
2	Scientific Article (<i>publishing in national</i> Journal accreditation min. Sinta-3 or International Journal With reputable (indeks Scopus) min. Q4)	Diseminasi Seminar	Min. Nilai A- (skor 80-84,99)	
3	Legal Memorandum	Comprehensive Defense	Min. Nilai B (skor 70-74,99)	

Table 5 Assessment of the Test and The Final Project Assessment

No	Assessment Aspect	Tester Value			Quant	Averages	Quantity (%)	Value
		Vice	Examiner I	Examiner II				
1	Penguasaan Materi							
2	Penguasaan Metodologi dan Novelty							
3	Teknik Penulisan							
4	Performance							
Tanda Tangan					Total Value			
					Relative Value(A, A-, B+, B)			
					Qualified/Un Qualified*)			

Description of Assesment:

RANGE NILAI	
Alphabet	Score
A	85-100
A-	80-84,99
B+	75-79,99
B	70-74,99
Un-Qualified	<70

Chapter IV

The Final Writing Guideline

Thesis is a final project for undergraduate students compiled based on scientific principles in the form of a research report. For the thesis in the field of law, the scientific rules used are legal science. Thesis as a research report is prepared with the format and systematics of writing, as follows:

1. The beginning

The initial part of the final project consists of a cover page, approval sheet, validation sheet, author biodata, originality statement, publication approval, foreword, abstract, table of contents and table list.

2. Core parts

The core part of the final project consists of:

a. Title

The title of the final project should meet the following criteria:

- 1) Describe the scope of legal issues to be investigated;
- 2) The title consists of clear, unambiguous words and is written in the form of a statement;
- 3) The title reflects the type of legal research to be carried out, namely normative legal research (normative juridical) or empirical legal research (empirical juridical);
- 4) The title is written briefly (no more than 14 words). If more than 14 words can be made a sub-heading;
- 5) The language used is Indonesian with attention to General Guidelines for Indonesian Spelling (PUEBI).

b. The systematics of writing a thesis report is arranged chapter by chapter, as follows:

CHAPTER I: INTRODUCTION

This chapter describes in detail and systematically about the background of the problem, the formulation of the problem, and the scope of the research, as well as the objectives and benefits of the research. The preliminary explanation consists of 4 sub-topics, as follows:

A. Background

Background is description of the background of the problem which contains:

1. The reason for choosing the theme of the final project is accompanied by supporting data, by describing the reasons that are general in nature and then narrowing to the core of the problem;
2. Identification of problems that indicate legal issues in the research. Legal issues that become problems can be in the form of: conflict of norms or conflict of norms; obscurity of norms; norm void; and/or the implementation of the law that is not in accordance with the norms or the existence of overlapping norms;
3. Put forward the theory that is relevant to the problem as a basis for thinking to solve the problem.

B. Problem Identification

The problem formulation is a short description in the form of a question sentence that concretely shows the problem being studied, which is written in an effective and easy to understand Indonesian writing procedure. The number of problem formulations is 2 – 3 problem formulations. In one problem formulation, it cannot contain more than one problem.

C. The scope of research

The scope of the research explains the limitations of the research discussion based on the formulation of the problem studied and shows the subject and object that is the focus of the research. The scope is written in a statement sentence, not a question.

A. Purpose and Benefit Of Research

1) Purpose Research

The research objective is based on the formulation of the problem and looks firm according to the problem. If the formulation of the problem consists of 3 formulations, then the research objectives also consist of 3 formulations of objectives. Formulating research objectives using the word "for" or "use" and so on according to what is the formulation of the problem.

Example:

- a. To analyze the legal protection for consumers in the sale and purchase agreement by the developer;
- b. To explain the legality of bitcoin as a virtual currency in Indonesia.

2) Benefit of Research

Research benefits consist of theoretical benefits and practical benefits. Theoretical benefits contain the benefits of research results for the development of legal science, while practical benefits contain the benefits of research results that are used as input to state institutions and law enforcement related to the object of research, for example: Advocates, Prosecutors, Judges, TNI, Polri, and other agencies Other related institutions.

B. Research Method

Research Method, Consist of :

1. Type Of Research

Types of research in the field of law consist of normative legal research (juridical normative) and empirical legal research (socio legal research). The definitions of normative and empirical legal research are as follows:

A. Normative Law Research

This research is a study of the norms and legal principles contained in statutory regulations or legal rules outside the law; the existence of a legal vacuum, ambiguity of norms or overlapping of norms; research on legal systematics. Research on legal synchronization; and comparative law and research into the history of law. This type of research requires secondary data obtained from library research.

B. Empirical legal research

Empirical legal research (socio legal research) is research conducted by looking at a legal reality in society or the discrepancy between Das Sollen (law as a legal fact that should be at the theoretical level or law in books) and Das Sein (law that lives and develops and proceeds in the world). society or law in action). The study in this research is the identification of law, effectiveness of law, implementation of law, and law enforcement in practice. This type of research uses primary data obtained directly in the field (field research).

2. Problem Approach

The problem approach used in legal research can be in the form of a statutory approach, a case approach, a historical approach, a comparative approach, and a conceptual approach

3. Data Sources

Sources of data based on to the type of research.

A. Type of normative legal research (juridical normative) using secondary data, which consists of 3 (three) sources of legal material:

1.) Primary Legal Material

- a) Basic Norms or Basic Rules (Opening of the 1945 Constitution of the Republic of Indonesia);
- b) Basic Regulations (body of the 1945 Constitution of the Republic of Indonesia), TAP MPR;
- c) Legislation: Laws/perpu, Perpres, Provincial Perda, City/Regency Perda;
- d) Jurisprudence;
- e) Uncodified legal materials such as customary law;
- f) Treaty;
- g) Legal materials from the colonial era which are still valid today.

2.) Secondary Legal Material

Sources of secondary legal materials, namely legal materials that provide an explanation of primary legal materials, consist of:

- a) Draft law;
- b) Research results;
- c) The work of the legal community;
- d) Textbooks;
- e) Scientific Final Project.

3.) Sources of Tertiary Legal Materials

Sources of Tertiary Legal Materials are legal materials that provide instructions and explanations of primary legal materials and secondary legal materials, consisting of: dictionaries and encyclopedias.

B. The type of empirical legal research (empirical juridical or socio-legal research) is the type of data used is primary data. Primary data is obtained directly from the community who are the object of research, either through observations and interviews with resource persons, and using a questionnaire instrument to obtain the required data.

4. Data Collection Method

The method of data collection is carried out according to the type of research. For normative research data collection is done by means of library research (library research) while for the type of empirical research data collection is done by collecting data directly to the object of research / field research (field research). It can be in the form of interviews, observations, distributing questionnaires, etc.

5. Data analysis technique

Data analysis techniques are related to processing data that have been determined in the form of primary data and secondary data that have been collected to answer the problem formulation by means of qualitative

analysis, namely explaining in detail and systematically the problem solving. Meanwhile, to analyze the legal material is done by means of content analysis.

CHAPTER II STUDY LITERATURE

A. Review of Previous Research Results (Literature Review)

Literature review is a review of books, Final Projects, and scientific articles from previous studies that have been carried out by previous researchers. The description in the literature review contains an explanation of the originality, differences and novelty of the object of research compared to previous studies. If there are similarities with research that has been done previously, it must be able to show the location of clear differences in the subject matter. This is important to avoid plagiarism and for the development of science.

B. STUDY ON CONCEPT

Concept review is a description of the theory (legal theory) which is used as the basis for analyzing research problem solving.

CHAPTER III Description The Finding Of Result

This chapter describes the findings in the study, which consists of several sub-chapters:

- A. Findings 1
- B. 2nd Finding
- B. etc

CHAPTER IV : Discussion

This chapter contains a description of research results that are closely related to the data, theoretical basis and research problem formulation, which consists of 2 or more sub-topics:

- A. First_ of The Problem Analysis;
- B. Second_ of the Problem Analysis.

Chapter V: Closing

This chapter describing the conclusions and suggestions. The conclusion is the conclusion of the analysis of the discussion of the problems and findings (novelty) of the research results. Meanwhile, suggestions are descriptions of the researchers' expectations so that the results of this research can be useful for related parties (society or government institutions, etc.)

3. The Last of Part

The Last of Part, consist of

a. Bibliography

Bibliography is a reference that is used as a reference in research in the context of writing a thesis.

b. Appendix

Chapter V

Guidelines for Writing Scientific Article

A. Introduction

Writing scientific articles for undergraduate final projects is writing research-based scientific papers in the form of articles to be published in scientific journals. The scientific articles referred to in this guide are scientific articles in the field of law or social humanities published in an accredited national journal Sinta Ristekbrin, provided that they are published in a minimum accredited national journal Sinta-3 or a Reputable International Journal (Scopus) min. Q4.

B. Journal Article Template

The journal article template is a systematic article writing determined by the journal manager. In general, the systematics of scientific articles in accredited national journals or reputable international journals are as follows:

Title Of Article

(Times New Roman, size 14, Capital, bold, 1 space, maximum 15 words)

(Article Title (in English), Italic, bold, Title Case, 1 spasi)

Name of authors (without Title)

Name of Dosen Pembimbing Tugas Akhir (tanpa gelar)

Afiliation: Faculty of Law, University of National Development "Veteran"

Jakarta

Address of Subdivision

Outor.....

E-mail: Outor

Abstract in Indonesia version

Type abstract in Indonesia Language. Abstract is Written in **font Times New Roman 12, maksimal 200 kata, spasi 1** Abstract are consist of: Background, Problem identification, research method, conclusion dan recommendation.

Key word: is the main word that basis of research implementation, which is indexed. The keywords are a minimum of 3 words and a maximum of 5 words, the separation is written using a comma punctuation mark.

Abstract

Type abstract in English here. Abstract is written using **Times New Roman 12 and should be no longer than 150 words, one space**, giving a brief

summary of research background, problem, method, conclusions, and suggestion.

Keywords: *are terms of the underlying implementation research, containing the indexed. Keywords should be at least 3 words maximum 5 words and separated using comma.*

1. **Introduction (Bold)**

Writing using Times New Roman font style 12 pt, 1.5 spacing, first-line indent 1 x Tab (1.27 cm), left and right aligned (justify). Introduction contains:

- a. What phenomenon/ issue: where is the importance; what supporting data; what the expert said (150 words);
- b. What have people written about the phenomenon; where's the drawback?
(150 words);
- c. How does this paper respond to these deficiencies, 3 (what are the three specific objectives (150 words));
- d. What is the hypothesis (if any)/ arguments to be tested to achieve the goal (150 words);

Problem identification is written in the form of a statement sentence (not a question sentence) and no serial number is made. The length of the introduction is a maximum of 5 pages.

2. Literature Review

- a. One relevant concept that can help answer the problem, define (150 words) Describe the categories/aspects of concept 1 (150 words);
- b. One relevant concept that can help answer the problem, define (150 words) Describe the categories/aspects of concept 1 (150 words);
- c. One relevant concept that can help answer the problem, define (150 words) Describe the categories/aspects of concept 1 (150 words).

3. Methods Of Research

Writing using Times New Roman font style 12 pt, 1.5 spacing, first-line indent 1 x Tab (1.27 cm), left and right aligned (justify):

- a. Explain the reason for choosing the site, place, case, focus, unit of analysis referred to (150 words);
- b. Confirm the type/type of research and data (primary/secondary) used (150 words);
- c. State the data source: respondents/informants and how they were selected (150 words);
- d. What research techniques have been used in collecting data? (150 words);
- e. What analytical technique was used (150 words)

4. Result of Research (Discussion)

The discussion contains an analysis of the problems raised in the study as stated in the introduction. Discussion and analysis must answer the problems raised in the introduction. in this discussion, the number of discussion points

is adjusted to the number of issues raised, with the numbering format as follows:

1. Sub Chapter(Bold)

a.

1)

a)

If we need presentation in the form of figures or tables, the title of the table is displayed at the top of the table, Aligned Left - Right, Times New Roman size 12 pt. The source of the image or table is written at the bottom of the image, Align Left - Right, written using Times New Roman font size 12 pt. Tables/pictures/numbers are written in bold, while table titles are written normally. The table is displayed on the left and right of the page, while the type and size of the font in the table can be adjusted according to needs. For Example:

Table 6 List of Name and Activity

No	Name	Activity	Description
1	-----	-----	-----
2	-----	-----	-----

Sumber: Book of Performance Reports from the Faculty of Law, Jakarta Veterans National Development University

Writing using Times New Roman font style 12 pt, 1.5 spacing, first-line indent 1 x Tab (1.27 cm), left and right aligned (justify):

1. Description of the results/findings of 1 study (what was seen, heard, read) (150 words); detail the categories/aspects/elements of the findings 1 (150 words); Give the context in which the facts were found (150 words);
 2. Description of the results/findings of 2 studies (what was seen, heard, read) (150 words); Show the relationships between the factors/elements/dimensions studied (150 words); Give context to the effect of the relationship between factors/elements/dimensions (150 words);
 3. Describe the results/findings of 3 studies (what was seen, heard, read) (150 words; Detailed implications/ strategies related to responding to the issue under study Show the value or opportunity of a strategy that is referred to/ discussed
5. Discussion: **So-What; Why?**
1. If fact 5.1. shows such a picture, So-what? What does it mean? (150 words);
 2. Hypothesis/argument test 1: whether or not what was originally assumed is valid (150 words);
 3. 2. If fact 5.2. shows such a picture, So-what? What does it mean? (150 words);
 4. Hypothesis/argument test 2: whether or not what was originally assumed is valid (150 words);
 5. 3. If fact 5.3. shows such a picture, So-what? What does it mean? (150 words);

6. Hypothesis/argument test 3: whether or not what was originally assumed is valid (150 words)

6. Conclusion

1. What is the most important outcome without this study it would be impossible to know (150 words);
2. Are the theories/concepts and methods used able to answer the problem (150 words);
3. What are the shortcomings of this study, what are suggestions for further research (150 words).

Bibliography/ References (Bold)

Writing using Times New Roman font style 12 pt, spaced 1, Second-line indent 1 x Tab (1.27 cm), left and right aligned (justify))

The bibliography is a maximum of 3 pages, containing a minimum of 30 references consisting of 40% books and 60% journals (preferably published in the last 5 years). Other References in the form of Legislation, Internet, Magazines, Newspapers, Dictionaries, and Other Scientific Works. Writing bibliography is classified into 4 parts: Legislation, Books, Scientific Works (Dissertation, Thesis, Thesis, Papers, Articles, Proceedings, Journals, Research Results) and other sources (Internet, Encyclopedia, Dictionary)

C. The Final Submission of Scientific Article

The final scientific article report is a journal link that shows scientific articles written by students together with their final project supervisor have been published. The link contains the name of the journal, journal accreditation, volume number, date/month/year published and Sinta's accreditation, as well as the full text of the article.

D. Assessment of Science Final Project

The final assignment assessment with the scientific article scheme is carried out after the scientific article has published/PUBLISH status. Furthermore, scientific articles that have been published are held in seminars in dissemination

Chapter VI

Memorandum Writing Guidelines

A. Definition

Legal Memorandum is a legal writing containing a legal opinion on a legal provision, one or more sets of laws and regulations and a legal dispute accompanied by conclusions or recommendations with the aim of being able to be used by other parties or clients or to express strengths, as well as the weakness of the client's legal position in a legal dispute. Legal Memorandums can also be used to review inkraacht decisions.

B. Systematics of writing

Legal memorandum systematics, consist of:

1. Beginning Part

a. Cover of Legal Memorandum

The cover page is the front page of the Legal Memorandum. Cover of study memorandum. On the cover printed the title "Legal Memorandum" in capital letters. The subtitle is placed under the title. Author's full name (without title). Student Identification Number, UPN Veterans Jakarta Logo, Faculty of Law, Jakarta Veterans National Development University, Jakarta and Year (Appendix);

b. Title Page

The Title of Legal Memorandum must be fulfilling requirements, consist of:

- 1) must describe the scope of legal issues to be investigated;
- 2) The title consists of clear, unambiguous words and is written in the form of a statement;
- 3) The title should represent the legal case to be raised;
- 4) The title is written briefly (preferably no more than 14 words) if more than 14 words can be made a main title and additional titles (sub-titles);
- 5) The language used is Indonesian which uses;
- 6) General Guidelines for Indonesian Spelling (PUEBI);
- 7) Title Page, this page contains the same material as the cover page, but uses white paper as the following pages (Appendix 5).

c. Consent Form,

Contains approval by the Final Project Advisor and Chair person Study Program with signature and date of approval (Appendix 8);

d. Confirmation Page (If You Have Exams)

Contains approval by the Chair of the Examining Board, members of the examiner board, the head of the study program and the complete Dean (Appendix 10);

e. Statement of Originality/Authenticity (If already tested)

This section contains a statement on stamp duty signed by the author that the work in question is free from plagiarism (Appendix 14);

- f. Publication Approval (If you have taken the exam)
This section contains a statement signed by the author that the unpublished work is ready for publication (Appendix 15);
- g. Foreword
This section contains a brief introduction to the purpose of the Legal Memorandum and acknowledgments. Writing the name in the thank you note must be written in full (not a nickname);
- h. The Summary
The summary is written in two languages, Indonesian and English, with no more than one page each. The abstract contains four components, namely: (1) Title of Legal Memorandum, student name and number, name of supervisor, (2). Introduction, subject matter; analysis and discussion. At the end of the abstract, the keywords or keywords are written (Appendix 4).
- i. List of contents
Contains a complete description of the contents of the Legal Memorandum as a guide for readers to immediately view the contents of the Legal Memorandum as a whole or read certain parts that they want to read. The table of contents contains the titles of all chapters, subchapters and sections of writing accompanied by the same page number as the page of each section;
- j. List of Tables and List of Figures
If the Legal Memorandum contains tables, figures or other lists, a separate page will be made containing the list.

2. Main of Part

The Main of a part of Legal Memorandums are Consist of:

A. Title

Title Of Legal Memorandum must be fulfilling some requirements:

- 1) Must describe the scope of legal issues to be investigated;
- 2) The title consists of clear, unambiguous words and is written in the form of a statement;
- 3) The title should represent the legal case to be raised;
- 4) If the object of the legal memorandum is a decision, it must be followed by the decision number;
- 5) Title Page, this page contains the same material as the cover page, but uses white paper;
- 6) The title is written briefly (preferably no more than 14 words) if more than 14 words can be made a main title and additional titles (sub-titles);
- 7) The language used is Indonesian which using General Guidelines for Indonesian Spelling (PUEBI).

- B. The systematics of writing a legal memorandum report are arranged chapter by chapter, as follows:

CHAPTER I : Introduction

This chapter describes in detail and systematically about position cases, legal issues, legal issues and brief answers. The preliminary explanation consists of 4 sub-topics, as follows:

A. Position Case

Contains a clear and complete description of the position case that will be discussed in the legal memorandum, in this case the case is described systematically so that anyone who reads it can understand the problems that arise.

B. Legal Issue

In this section, talk about legal issue that happened in community or state;

C. Legal Issues

This section describes some of problems that may arise or are the main problems in this case, which require legal analysis. Legal issues can be made in an amount that is adjusted to the circumstances and the need for explanations and solutions to the case.

D. Short Answer

in this section write a short answer. The examples of short answers are as follows:

- a. Yes, because of the agreement for the construction of the access road and the installation of the conveyance pipe and pipe installation No. 6 credits;
- b. /20/406080/2007 No. 43/MGL/TG/I/08 is not paid until the specified maturity date;
- c. Not right, because the Defendants are responsible by paying jointly and severally to PT. Manggal discuss legal issues.

CHAPTER II: FACT IDENTIFICATION AND DOCUMENT CHECKING

A. Fact Identification;

In this section is explaining about identification and chronology of legal fact

B. Document Checking

Pada bagian ini menjelaskan tentang identifikasi dan kronologis fakta hukum

In This section is explaining about identification and chronology of legal fact.

CHAPTER III: Legal Analysis

The analysis section provides legal opinions and assessments of legal facts based on legal regulations and legal principles

CHAPTER IV: Closing

A. Conclusion

In this section contains conclusions that briefly state legal opinions that answer legal issues.

B. Recommendation

This section contains recommendations to parties related to the conclusion of legal opinions.

3. The last of Part

BIBLIOGRAPHY

Is the entire list of bibliographic materials used in the core part of the legal memorandum proposal and legal memorandum, except for materials that are not published and cannot be obtained from the literature.

ATTACHMENT

Attachments can contain important documents regarding documents related to the problem that our research

C. The final Legal Memorandum Submission;

The legal memorandum report is the final report that has been signed by the Chief Examiner, Member of the Examiner Board, Head of the Undergraduate Study Program - Legal Studies and the Dean.

D. Legal Memorandum Final Project Assessment

Final project assessment with a legal memorandum final project report scheme is carried out through a Comprehensive Session.

Chapter VII

Final Project Writing Techniques

In order for the writing of the final project to be perfect, the writer (student) must pay attention to the following writing techniques:

A. Writing Format and Arrangement

1) Paper

- a) The research proposal/final thesis writing (Thesis and Legal Memorandum) is written on white HVS paper without lines, A4 size (210 mm x 297 mm), weighing 70 gr;
- b) The final manuscript of the final project (Thesis and Legal Memorandum) is written on white HVS paper without lines, A4 size (210 mm x 297 mm), weighing 80 gr;
- c) The final manuscript of the final project (Scientific Article publication) adjusts to the intended journal;
- d) Hardcopy of the final manuscript (thesis, scientific publication articles and legal memorandums) printed on B5 size paper.

2) Typing

- a. Manuscripts are typed using a computer with a word processing program, such as Microsoft Word, with Times New Roman typeface, large fonts as follows:

No.	Type	Font Size	Note
1.	Manuscript	12 pt	-
2.	Title of Chapter	12 pt	Bold
3.	Title Of Final Project	14 pt	Bold

- b. The title of the final project and chapter is typed in capital letters and bold (bold). The titles of subsections and subsections are still typed in 12 pt font. All titles are typed in bold;
- c. Text typing is done on one side of the page only;
- d. Letters printed from the printer must be solid black and uniform.

3) Margin

Margin Format adalah, sebagai berikut:

No.	Format Margin	Size
1.	Left Margin	4 cm
2.	Right Margin	3 cm
3.	Upper Margin	3 cm
4.	Button Margin	3 cm

4) Space Format

No	Margin Typing	Size Space
1	Manuscript	1,5
2	Abstract	1
3	Between paragraph	1,5
4	Line between teks, Number of chapter and title of chapter	1,5
5	betwewn title of chapter dan sub chapter	4
6	Between the end of the script and the next subtitle	4
7	Between subtitles and subtitles	1,5
8	Title of table, figure, graphics and descriptions	1
9	Foot note, bibliography and direct citations longer than 4 lines	1
10	The beginning of the paragraph (indents from the left margin of the typing field	5-7 tab or 1 Tab.
11	Sub-chapters know sub-chapters at the beginning of the paragraph	typed parallel to the first letter of the sub-chapter.

5) Page Numbering

- cover does not use page numbers;
- Page numbering starts from the approval sheet, validation page etc. by using lowercase Roman numerals (i, ii, iii, iv, etc.);
- The page numbers for the body section use Arabic numerals and are placed at the top right, except for pages with chapter titles (new chapters) which are placed at the bottom center of the manuscript. The page number of the contents ends with the bibliography;
- The page number for the thesis is at least 55 sheets and the page number for the legal memorandum is at least 30 sheets;

- e. For the number and form of page numbering of scientific articles published, they adjust the content pages of the journal in question;
- f. Attachments do not use numbers;
- g. Between one attachment to another, must use a paper border.

6) Table Numbering

Table numbers and figures use Arabic numerals (1,2,3,4,10,...etc), in accordance with the order in which tables and figures are made, if in chapter 1 there are two tables, chapter 3 there are four tables, the writing of the table numbers remains sequential. Beginning with table 1, table 2, table 3, and so on. The provisions for the table numbering order also apply to figure numbering and graphic numbering;

7) Title of Chapter, Sub-Chapter, Sub-Chapter and others

- a. Chapter titles are written at the top center in capital letters and are not underlined or not written between quotation marks. Chapter titles also do not end with punctuation marks;
- b. The title of the sub-chapter is typed starting from the left border and is in bold (bold). All words begin with a capital letter, except for conjunctions and prepositions, without ending with a period;
- c. The title of the sub-chapter is typed from the left border and is in bold without ending with a punctuation mark. All words can start with a capital letter and can only start with a capital alphabet.

8) Title Of Figure

- a. Title Of Figure is located on the Figure;
- b. Writing of Figure Title is started from left border margin;
- c. Title of Figure is started by figure Writing that followed by figure number and ended with dot symbol, followed by title of figure;
- d. If more than one line, title of figure must be written in one space.

9) Table Title

- a. The table title is located above the table;
- b. The title of the table begins with the words Table followed by the table number without a period;
- c. Writing the table title starts from the left border, below the table number;
- d. If more than one line, the table title is written in single space.

10) Part Marking

The marking of sections in the final project in the sub-chapter or sub-sub-section titles must remain consistent. If chapters and sub-chapters use Arabic numerals, they must be used until the end of the manuscript. For sentences that use division, a combination of Arabic numerals, Roman numerals and the alphabet can be used. The division of sub-chapters that are commonly used are as follows:
Example:

A.

B.

1.

2.

a.

b.

1).

2).

a).

b).

B. Writing Quotation Source

A citation is an official statement in the text about the source of the information cited. Both direct quotations and indirect quotations. The use of the works cited is part of the ethics of the author or researcher.

1. Live Quotes

A direct quote is a quote that comes from a source that is quoted the same as the original, both in terms of language, word order, spelling and punctuation. Direct quotations are divided into two, namely short direct quotations and long direct quotations.

a. Short direct quote

Direct quotations are short, do not exceed 4 (four) lines and are combined in the author's text by separating them in two quotation marks. The distance between lines remains the same as the distance of the author's text by using 1.5 spaces.

b. Long live quote

Direct quotations that exceed four lines in length. Quotations are separated from the author's text and form a new paragraph and are not enclosed in quotation marks. The spacing between lines of quotations is by using one space. Sentences that precedes the quote ends with a colon, comma or period depending on the sentence structure. All quotations are typed indented between 5-7 types.

2. Indirect Quotes

- a. Indirect quotation is basically a quotation that focuses on the content, intent and soul of the quotation, not the method and form of the quotation;

- b. Indirect quotes are inserted into the previous sentence, without quotation marks and not separated from the previous sentence and typed 1.5 spaces and given a quote number.

Example of indirect quote

Juristic philosophy is a philosophy that deals with the principles that are considered basic or fundamental from, and in the form of understandings and values related to law.

Whenever you quote someone else's opinion, you must include the source of the quote in question. The method of citing is by making footnotes or footnotes. The procedures used in writing footnotes in writing the final project are as follows:

1. Footnote font size 12 pt;
2. Footnotes are written at the bottom of the final project manuscript page. Footnotes with the last line must be separated by a dividing line of 5-7 cm and the distance between footnotes and the last line is at least 2 spaces;
3. The distance between one footnote and another footnote can be without spaces and can use one space;
4. Footnotes must be numbered according to the order in which they are quoted;
5. Writing the name of the author or authors in the footnotes may not be accompanied by mention of the title.

Meanwhile, how to write footnotes or footnotes include:

1. Book Quotation Source

- a. 1 (one) author

Writing a book with one author in the order of Author Name, Year of Publication, title of the book (*italicized*), name of publisher, place of publication, page cited.

Example:

¹Bambang Waluyo, 2011, *Viktimologi: Perlindungan Korban dan Saksi*, Sinar Grafika, Jakarta, 2011, hlm 25.

²Jimly Asshiddiqie, 2010. *Perihal Undang-Undang*, Rajawali Pers, Jakarta, hlm. 10.

- b. 2 (dua) author

Writing a book with two authors in the order of the name of the first author, the name of the second author, year of publication, title of the book (*italicized*), name of publisher, place of publication, page cited.

Examples:

¹Amiruddin dan Zainal Asikin, 2010, *Pengantar Metode Penelitian Hukum*, PT Raja Grafindo Persada, Jakarta, hlm. 57.

c. 3 (three) authors

Writing a book with three authors in the order of the first author's name, the second author's name, the third author's name, year of publication, book title (*italics*), publisher name, place of publication, page cited.

Example:

Tri Hayati, Harsanto Nursadi and Andhika Danesjvara, 2005, Legal Development Administration Approach from the Legal and Planning Point of View, Publishing Agency, Faculty of Law, University of Indonesia, Jakarta, p. 35.

d. 4 (four) authors or more

Example:

¹Edward O. Laumann et al., 1994, *The Social Organization of Sexuality: Sexual Practices in the United States*, University of Chicago Press, Chicago, hlm. 57.

e. Translate

Citation of translated books in order of author's name, year of publication, title of book (*italicized*), name of translator, name of publisher, place of publication, page cited.

Example:
:

¹Apeldoorn, Van, 1990, *Pengantar Ilmu Hukum*, Cet. XXIV, terjemahan Oetarid Sadino, Pradnya Paramita, Jakarta, hlm. 23.

f. Book Chapter

Citation writing of book chapter based on author name order in chapter, year of publish, *title of chapter*, *title of book*, (*write in italic*), name of publishing, place of publishing, page that citation.

Example:

¹Taupiqqurrahman, 2020, *Pemberdayaan Masyarakat Dalam Pembangunan Sarana Konstruksi Sarana Air Minum Sebagai Implementasi Bela Negara dalam Bela Negara "Norma Internalisasi Bela Negara dan penegakkan Hukum"* Premadia Group, Jakarta, hlm. 472.

2. Citation Sources of Jurnal/Final Project, Tesis, Disertasi

a. Journal

Writing Citation of journal based on author name order, year of publishing, *title*, (*writing italic*), name of journal, vol, number, DOI.

example:

Wicipto Setiadi, 2018, *Simplifikasi Peraturan Perundang-Undangan Dalam Rangka Mendukung Kemudahan Berusaha*, Jurnal Rechtsvinding, Media

b. Final project/Thesis/Disertasi

Quotations from theses, theses or dissertations, in the following order:
Author's name, year, title of thesis/thesis/dissertation, (italicized),
university name, place, page. Example:

Rianda Dirkareshza, 2018, *Optimalisasi Perencanaan Pembangunan Hukum Ekonomi dengan Penerapan Undang-Undang Sistem Perencanaan Pembangunan Nasional*, Tesis Universitas Indonesia, Jakarta, hlm 32.

3. Other Source

a. Publishing of institution

¹ Kementerian Pekerjaan Umum dan Perumahan Rakyat, 2017, *Buku Informasi Statistik*, Pusat data dan Informasi, Sekretariat Jenderal, hlm 58.

¹ Badan Pembinaan Hukum Nasional Departemen Kehakiman, 1984, *Lokakarya Masalah Pembaruan Kodifikasi Hukum Pidana Nasional Buku I*, Badan Pembinaan Hukum Nasional, Jakarta, hlm. 89.

b. Internet/Website

Writing footnotes for references sourced from the internet, is carried out by including the website or link referred to, the time of data collection (date, month, year and time).

Example:

<https://news.detik.com/berita/d-4991485/kapan-sebenarnya-corona-pertama-kali-masuk-ri>, diakses pada tanggal 10 Maret 2021 pukul 13.40 WIB.

c. Youtube

Writing footnotes for references sourced from youtube, is done by including the referenced youtube link, the time of data collection (date, month, year and time).

Example:

<https://www.youtube.com/watch?v=1D10qoF-sE4>, accessed on the 10th June 2021 at 15:35 WIB

d. Mass media

Writing footnotes for references sourced from mass media, is carried out in order of author's name, news title, name of mass media, date, month and year of publication, page.

Example:

Beniharmoni Harefa, After the Appointment of 38 Council Members, Daily Analysis, April 3 2018, p. 4.

e. Interview, Example:

Interview with Supardi, Deputy Attorney General of DKI Jakarta, on June 5, 2021.

C. Writing of References

All reference sources in the study, including the names of the interviewees in the study, are listed in the bibliography. Writing a bibliography is done with the following conditions:

- i. The bibliography is arranged in alphabetical order by the author/author. All references written by more than one person are listed, where names other than the first author are written without prioritizing the last name/surname.
- ii. The first line of the bibliography is placed on the text margin line before the left, while the second line and so on begin after four strokes from the left margin line.
- iii. If in the bibliography there are two or more works written by an author, then for the second work and so on, a line of seven strokes is included in the place of the author's name. In this case, the author's name does not need to be repeated.
- iv. If the reference sources in the bibliography consist of several kinds of sources, they must be grouped. The order of the bibliography groups is in the following order:
 1. Books
 2. Legislation
 3. Scientific works (Journals, Thesis, Thesis, Dissertation)
 4. Other sources (Reports, newspapers, magazines, website brochures and other sources)

Example:

1. Books References

a. One outhor

Waluyo, Bambang, 2011, *Viktimologi: Perlindungan Korban dan Saksi*, Sinar Grafika, Jakarta.

Asshiddiqie, Jimly, 2010. *Perihal Undang-Undang*, Rajawali Pers, Jakarta.

b. 2 (dua) pengarang

Amiruddin dan Zainal Asikin, 2010, *Pengantar Metode Penelitian Hukum*, PT Raja Grafindo Persada. Jakarta.

c. 3 (tiga) pengarang

Hayati, Tri, Harsanto Nursadi dan Andhika Danesjvara, 2005, *Hukum Administrasi Pembangunan Pendekatan dari Sudut Hukum dan Perencanaan*, Badan Penerbit Fakultas Hukum Universitas Indonesia, Jakarta

d. 4 outhor or more

Laumann Edward O. et al., 1994, *The Social Organization of Sexuality: Sexual Practices in the United States*, University of Chicago Press, Chicago.

e. Translate

Van, Apeldoorn, 1990, *Pengantar Ilmu Hukum*, Cet. XXIV, terjemahan Oetarid Sadino, Pradnya Paramita, Jakarta.

f. Book Chapter

Prasetyo, Handoyo, 2020, *Peran dan Fungsi Strategis Korporasi Dalam Upaya Bela Negara dalam Bela Negara “Norma Internalisasi Bela Negara dan penegakkan Hukum”* Premadia Group, Jakarta

2. Bibliography of Legislation

Writing a bibliography in the form of statutory regulations must be preceded by higher statutory regulations. Like the NRI Constitution 1945, TAP MPR, Laws/Perpu, Government Regulations, Presidential Regulations, Regulations of other State Institutions (Regulation of the Supreme Court, Regulations of the Constitutional Court and regulations of other state institutions), Ministerial Regulations, and other laws and regulations. Legislation in the preparation of bibliography must be preceded by statutory regulations that have been previously stipulated.

Example:

Undang-Undang Nomor 28 Tahun 2009 tentang Pajak Daerah dan Retribusi Daerah (Lembaran Negara Republik Indonesia Tahun 2009 Nomor 130, Tambahan Lembaran Negara Republik Indonesia Nomor 5049);

Peraturan Mahkamah Konstitusi Nomor 5 Tahun 2020 tentang Tata Beracara Dalam Perkara Perselisihan Hasil Pemilihan Gubernur, Bupati dan Walikota.

3. Bibliography in the form of Scientific Article

a. Journal

Setiadi, Wicipto 2018, Simplification of Legislation in Order to Support Ease of Doing Business, *Journal of Rechts Vinding*, Media for National Law Trustees, Vol. 7 No. 3, <http://dx.doi.org/10.33331/rechtsvinding.v7i3.288>.

b. Bibliography of Thesis/Articles/Legal Memorandum

Dirkareshza, Rianda, 2018, Optimization of Economic Law Development Planning with the Implementation of the National Development Planning System Act, Thesis of the University of Indonesia, Jakarta, page 32.

4. Bibliography from other sources

a. Institution/organization publication

Ministry of Public Works and Public Housing, 2017, *Information Book Statistics*, Center for Data and Information, Secretariat General.

National Legal Development Agency, Ministry of Justice, 1984, *Workshop on Reforming the Codification of the National Criminal Law Book I*, National Legal Development Agency, Jakarta.

b. Bibliography from Website/Internet

<https://news.detik.com/berita/d-4991485/kapan-sebenarnya-corona-pertama-kali-masuk-ri>, diakses pada tanggal 10 Maret 2021 pukul 13.40 WIB

c. Bibliography from Youtube

<https://www.youtube.com/watch?v=1D10qoF-sE4>, diakses pada tanggal 10 Juni 2021 pukul 15.35 WIB

d. Mass Media

Beniharmoni Harefa, *Pasca Penetapan 38 Anggota Dewan*, Harian Analisa, 3 April 2018, hlm 4.

Chapter VIII

Closing

This thesis writing manual is a handbook that must be followed by all students and final project supervisors within the Faculty of Law, Universitas Pembangunan Nasional Veterans Jakarta. Matters that have not been regulated in this manual will be further regulated by a Decree of the Dean of the Faculty of Law, University Pembangunan Nasional Veteran Jakarta

Jakarta, 12 Juli 2021

D e k a n,

A handwritten signature in blue ink, consisting of stylized, overlapping loops and a long horizontal stroke extending to the right.

Dr. Abdul Halim, M.Ag.

NIP. 196706081994031005

Appendix

Appendix 1. Final Assignment Proposal Systematics

Title	14 words Look Appendix 2
Approval Sheet	Look Appendix 7
BIODATA PENULIS	Look Appendix 10
A. Background	500-700 words
B. Problem Identification	2-3 identifikasi in interrogative sentence
C. Research scope	Statement sentences according to the problem formulation
D. Goals and Benefit Research	The objectives are in accordance with the formulation of the problem under study Research benefits consist of theoretical benefits and practical
E. Literatur Review	Description of the results of previous studies with the same topic or relevant to the problem, which comes from published articles or journals
F. Research Method	A description of the research methods that used in conducting research
G. The Final Assignment Schema	1. Thesis 2. Articles publish a minimum of 3 3. Legal Memorandum
H. Destined Journal	A brief description of the name/identity of the journal, the reputation of the journal (accreditation), the planned time of publication, and the link of the journal.
I. Research Schedule	Time schedule for planning research activities starting from writing proposals up to submit/publish article manuscripts, as well as dissemination seminars or final examination sessions.
J. Bibliography	The references used in writing the proposal, both quoted independently directly or indirectly.

Appendix 2. Thesis Writing Systematics

Title		14 words (appendix 6)
Approval Sheet		appendix 8
Validity Sheet		appendix 10
Biography Outhor		appendix 12
authenticity Statement		appendix 14
Publication Agreement		appendix 15
Foreword		
ABSTRAK/ <i>ABSTRACT</i>		200-250 words in Indonesia language and engglish
Table of Contents		
Table List (if any)		
Chapter I	Preliminary	
	A. Background	500-700 words
	B. Problem identification	2-3 formula in sentence form tanya
	C. Research Scope	The question sentences based on problem identification
	D. Research Scope	The objectives are in accordance with the formulation of the problem under study Research benefits consist of theoretical and practical benefits
	E. Research Method	Description of the type of research, problem approach, data sources, methods of collection data and data analysis techniques.
CHAPTER II	LITERATURE REVIEW	
	A. Literature Review	A description of the results of previous studies on the same topic or relevant to the problem, derived from articles or Published Final Project
	B.Theory Overview	the description of the theory used as the basis for analyzing research problem solving.
CHAPTER III	DESCRIPTION OF RESULT	
	A. Description of Result 1	Deskripsi Hasil Temuan 1
	B. Description of Result 2	Deskripsi Hasil Temuan 2
CHAPTER IV	DISCUSSION (quantity of sub chapter in line to problem identification)	
	A. problem analysis 1	Description of problem analysis ke-1
	B. problem analysis 2	Description of problem analysis ke-2
CHAPTER V	CLOSING	
	A. Conclusion	Description of the conclusion Discussion analysis
	B. Suggestion	Description of research findings and suggestions
BIBLIOGRAPHY		
Appendix		
1. Final Project Guidance Monitoring Card		
2. Proof of Turnitin Check		
3. Minutes of Exam Results		
4. Proof of Submitting to the Journal/LoA Website (if any)		

Appendix 3. Systematics of Scientific Articles

Title	14 words appendix 6
Approval sheet	appendix 8
Validity sheet	appendix 11
Author Biography	appendix 12
authenticity Statement	appendix 14
Foreword	
Publication of Article	The articles reported are articles that have been published and downloaded from the website journal
appendix 1. Final Project Guidance Monitoring Card 2. Minutes of Exam Results 3. Other attachments (if any)	

Appendix 4. Legal Memorandum Systematics

Title	14 words
Approval Sheet	appendix 6
Validity Sheet	appendix 8
Author Biography	appendix 10
Authentic Statement	appendix 12
Publication Agreement	appendix 14
Foreword	appendix 15
Summery	Creating in Indonesia language and english
Tabel Of Content	
Table List/List Of Figure (if any)	
CHAPTER I	Foreword
	A. Case position
	Contains a clear and complete description of the position case that will be discussed in the legal memorandum, in this case the case is described systematically so that anyone who reads it can understand the problems that arise
	B. legal issue
	Description about legal issue
	C. Permasalahan hukum
	2-3 identification in question sentences
	D. simple answer
	Simple answer on legal memorandum has been drafting
CHAPTER II	FACT IDENTIFICATION AND DOCUMENT CHECK
	A. Facta Identification
	This section describes the identification and chronology of legal facts
	B. Documents Verification
	in this section, the various contents of the applicable laws and regulations related to the case discussed are written and will be used in the discussion of the case, which is arranged systematically
CHAPTER III	Analysis
	The analysis section provides opinions and assessments of legal facts based on legal regulations and legal principles.
CHAPTER IV	Closing
	A. Conclusions
	Conclusions put forward briefly by answering legal questions
	B. Recommendation
	Suggestions contain recommendations to parties related to the conclusions made
References	
Appendix: approximation 1. Final Project Guidance Monitoring Card 2. Proof of Turnitin Check 3. Minutes of Exam Results 4. Proof of Submitting to the Journal/LoA Website (if any)	

Appendix 5: Cover The Final Assignment Proposal

PROPOSAL TUGAS AKHIR

(Time New Romans, 14, Bold)

JUDUL PROPOSAL TUGAS AKHIR

(Time New Romans, 14, Bold, 1 spasi)



NAMA :

NIM :

(Time New Romans, 14, Bold, 1,5 spasi)

FAKULTAS HUKUM
UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN JAKARTA BULAN –
TAHUN

(Time New Romans, 14, Bold, 1 spasi)

Appendix 6. Cover Final Assignment



(logo ukuran 3 x 3
cm)

JUDUL TUGAS AKHIR

(Times New Roman, 14, Bold, Huruf
Kapital)

(SKRIPSI/ARTIKEL ILMIAH/MEMORANDUM HUKUM)*

(Pilih salah satu sesuai dengan Skema laporan akhir. Times New Roman, 14, Bold,
Huruf Kapital)

NAMA MAHASISWA

NIM

(Times New Roman, 14, Bold, Huruf
Kapital)

**UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN JAKARTA FAKULTAS
HUKUM
PROGRAM STUDI S1 HUKUM
2021**

Appendix 7. Final Project Proposal Approval

Final Project Proposal Approval

The proposal with the title

_____ was made as a condition for taking the proposal exam which is a series of the process of writing a final assignment for students of the Bachelor of Law Studies Program, Faculty of Law.

Mengetahui
Ketua Program Studi S1 Hukum
Akhir

NIP/NIDN

Jakarta, tgl – bulan – tahun
Menyetujui
Dosen Pembimbing Tugas

NIP/NIDN

Appendix 8: Theses agreement/Legal Memorandum



Faculty OF Law

PEMBANGUNAN NASIONAL VETERAN JAKARTA UNIVERSITY

PROGRAM Undergraduate- LAW SCIENCES

Approval Sheet (Theses /Lega Memorandum*)

(Select one based on final submission Times New Roman, 12, Bold, Capital Alphabet)

Title :

**SETTLEMENT OF NON LOAN RESIDENTIAL PROPERTY DEVELOPER IN MIDDLE RESIDENTIAL
PANDEMI COVID-19**

(Times New Roman, 12, Bold, Huruf Kapital)

LAMBOK SUPRIANTO

1710611050

This These/Legal memorandum have been approved for defenced in front of examiner
Undergraduated program- Law Sciences, Faculty of Law
Pembangunan Nasional Veteran Jakarta University

Jakarta, Juni, 02,
2021

Knowing
Head of Undergraduated Law Sciences Program

Approving
Supervisor of Final Project

NIP/NIDN

NIP/NIDN

*)Ketik yang sesuai dengan pilihan tugas akhir.

Appendix 9. Scientific Article Approval



PEMBANGUNAN NASIONAL VETERAN JAKARTA UNIVERSITY

FACULTY OF LAW

**PROGRAM STUDY Undergraduate – LAW
SCIENCES**

SCIENTIFIC ARTICLE APPROVAL SHEET

(Select one based on final project schema. Times New Roman, 12, Bold, Huruf
Capital)

Title :

**SETTLEMENT OF NON LOAN RESIDENTIAL PROPERTY DEVELOPER IN MIDDLE RESIDENTIAL
PANDEMI COVID-19**

(Times New Roman, 12, Bold,
Alphabet, Capital)

**LAMBOK SUPRIANTO
1710611050**

This Scientific Article has been approved for dissemination at the dissemination seminar
Law S1 Study Program, Faculty of Law
Jakarta Veterans National Development University

Jakarta, date – month – year

Mengetahui
Ketua Program Studi S1 Hukum

Menyetujui
Dosen Pembimbing Tugas Akhir

NIP/NIDN

*)Ketik yang sesuai dengan pilihan tugas akhir.

NIP/NIDN

Appendix 10: Approval of Theses/Legal Memorandum



PEMBANGUNAN NASIONAL VETERAN JAKARTA UNIVERSITY

FACULTY OF LAW

**PROGRAM STUDY Undergraduate – Law
Science**

endorsement

Theses/Legal Memorandum is submitted by :

Name :
NPM :
Program Study :
Title :

Has been successfully defended in front of the Examiner Team and accepted as part of the requirements needed to obtain a Bachelor of Law degree at the Law S1 Study Program, Faculty of Law, Universitas Pembangunan Nasional Veterans Jakarta

Ketua

Anggota 1

Anggota 2

Appendix 11. scientific article endorsement



UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN JAKARTA FAKULTAS

HUKUM

PROGRAM STUDI S1 - ILMU HUKUM

PENGESAHAN

Artikel ilmiah diajukan oleh :

Nama

NPM

Program Studi

Judul

Telah berhasil diseminarkan pada seminar diseminasi dan diterima sebagai bagian persyaratan yang diperlukan untuk memperoleh gelar Sarjana Hukum pada Program Studi S1 Hukum, Fakultas Hukum, Universitas Pembangunan Nasional Veteran Jakarta

Ketua

Anggota 1

Anggota 2

Appendix 12. Biography of Outhor

BIODATA PENULIS

(Times New Roman, 12, Bold, Huruf Kapital)

Pas Foto
Berwarna
3x4

Name :
Place/Data of Birth :
Sex : Male/Famale
Religion :
Nationality :
Adress :
Phone :

Formal Education

1. Elementry :
2. Junior High School :
3. Senior High Shool :

ORGANIZATIONAL EXPERIENCE

1.
2.
3. dst.

Appendix 13. Monitoring Supervision Final Project Card

Monitoring Supervision Final Project Card

NAME OF STUDENT : N.I.M : PROGRAM STUDY : Undergraduate– Law Sciences Special Program :Lecture Supervisor : Title Of Final Project :			
NO	Date/ Month/ Year	Main Topic	Supervisor
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			Approval for Examination in Plenary/Seminar Diseminasi*)
Note : 1. Monitor card to be attached at the time of registration for the Proposal Examination and/or Assignment Examination 2. The title of the Final Project (Journal) is only valid for 1 (one) year since filling out the KRS, (applicable up to date. 31 March 20.../31 October 20..*) *) Cross out the unnecessary		Jakarta, 20 Supervisor Final Project ()	

Appendix 14. Statement Authenticity

Statement Authenticity

This final project in the form of (thesis/scientific article/legal memorandum*) is the true result of my work as the first author, and all sources quoted or referenced have been stated correctly. If in the future it is proven plagiarism in writing this thesis, then I am willing to be prosecuted under the applicable law.

N a m e :

N.I.M :

Date :

Signature:

MATERAI

Rp 10.000

Appendix 15. Publication Approval Statement (Thesis/Legal Memorandum*) For Academic Purposes

The undersigned below:

Name :
NIM/NPM :
Faculty : law
Subject : Undergraduate Degree
Type of Paper : Theses/legal memorandum*)
Title :

1. For the sake of science, agree to provide a scientific thesis/legal memorandum*) with the above title to the University of National Development Veterans Jakarta with Non-exclusive Royalty Rights.
2. Express AGREE/DISAGREE*) to continue processing thesis/legal memorandum data*) into scientific articles published together with the Final Project Advisory Lecturer.
3. Declaring WILLING/NOWARDING*) sending (submit) article manuscripts that are part of the thesis/legal memorandum*) to be published in reputable international journals/accredited national journals/national journals with ISSN together with the Final Project Advisory Lecturer.

For the sake of science, agree to provide scientific work
thesis/legal memorandum*) with the above title to

Jakarta, date – month – year

That state,

MATERAI
Rp 10.000

Name of student

Appendix 16. Submit prove

Submissions

17:54 #31961 Ringkasan jurnal.unpad.ac.id

PJIH | PADJADJARAN
Jurnal Ilmu Hukum
Journal of Law

BERANDA ADMINISTRASI CARI TERKINI ARSIP INFORMASI EDITORIAL TEAM
REVIEWERS PUBLICATION ETHICS AUTHOR GUIDELINES TENTANG KAMI

Beranda > Pengajuan > Penelaah > Jelaskan > #31961 > Ringkasan

RINGKASAN REVIEW PENELITIH

NASKAH

Penulis	Amrah Aprika, Warden Rukana
Judul	THE RIGHT COSM OF A TESTAMENT FOR HEALTH WORKERS AND COVID-19 PATIENTS DURING QUARANTINE
File Asli	31961-167417-1-AM.OCC_2021-01-27
Single-ton File Tambahan	31961-167417-1-AM.PDF_2021-01-27
Tambahan	27
Naskah	Amrah Amrah Aprika
Tanggal	January 27, 2021 - 02:41 PM
Keputusan	PADJADJARAN - Jurnal Ilmu Hukum (Journal of Law)
Editor	Hawes Handayana

STATUS

Status	Dalam Review
Dimulai	2021-01-27
Terakhir	2021-01-27

METADATA NASKAH

EDIT METADATA

PENULIS

Nama	Amrah Aprika
Affiliasi	UPN Veteran Jakarta
Negara	Indonesia
Biografi	—
Kontak Utama untuk	Korespondensi Editorial
Nama	Warden Rukana
Affiliasi	Universitas Pembangunan Nasional Veteran
Negara	Jakarta
Biografi	—

INDONESIA INGGRIS

Appendix 17. LoA Doc

Ruang Jurnal Lt. 1
Gedung Yos Sudarso
UPN Veteran Jakarta, Jl. Rs. Fatmawati No. 1
Pondok Labu - Jakarta Selatan
yuridis@upnvj.ac.id
<https://ejournal.upnvj.ac.id/index.php/Yuridis/index>



JURNAL YURIDIS

Letter of Acceptance (LoA)

03/04/LOA/Yuridis/2021

Dengan ini, Pengelola Jurnal Yuridis Universitas Pembangunan Nasional Veteran Jakarta, memberitahukan bahwa naskah dengan identitas:

Judul : **TINJAUAN YURIDIS MENGENAI PENGELOLAAN BARANG BERUPA TANAH DAN BANGUNAN MILIK NEGARA DI LINGKUNGAN TENTARA NASIONAL INDONESIA ANGKATAN DARAT (TNI AD)**
Penulis : Niken Wahyuning Retno Mumpuni, Wahyu Adi Mudiparwanto
Afiliasi/ Institusi : Prodi Hukum, Fakultas Ekonomi dan Sosial Universitas Jenderal Achmad Yani Yogyakarta
Email : nikenmumpuni@gmail.com

Setelah melalui proses peer-review, artikel tersebut di atas telah memenuhi kriteria publikasi pada Jurnal Yuridis Universitas Pembangunan Nasional Veteran Jakarta dan di **terima** sebagai bahan naskah untuk Penerbitan pada **Volume 8 Nomor 1 Tahun 2021** dalam versi elektronik.

Untuk menghindari adanya duplikasi terbitan dan pelanggaran etika publikasi ilmiah terbitan berkala, naskah/artikel tersebut tidak dikirimkan dan dipublikasikan ke penerbit jurnal/majalah lain.

Demikian surat ini disampaikan, atas partisipasi dan kerja samanya, kami ucapkan terima kasih.

Jakarta, 20 April 2021

Editor in Chief



Khoirul Rizal Lutfi, S.H., M.H.

Appendix 18. How to Find the Destined Journal Website

How to Find the Destined Journal Website

1. Finding the Destined Journal Website *author guidelines* *template journal*
the Destined Website Journal.



2. Writing Article Guidelines (*author guidelines*)





FAKULTAS HUKUM
UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN JAKARTA
Jl. R.S Fatmawati No. 1, Cilandak, Jakarta Selatan 12450.
Website: <http://hukum.upnvj.ac.id/> email: fh@upnvj.ac.id