



FACULTY OF LAW

UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN JAKARTA

ACADEMIC HANDBOOK 2021/2022



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

Jalan Rumah Sakit Fatmawati, Pondok Labu, Jakarta Selatan 12450
Telepon 021-7656971 , Fax 021-7656904
Laman : fh.upnvj.ac.id , e-mail: fh@upnvj.ac.id

KEPUTUSAN
DEKAN FAKULTAS HUKUM UPN VETERAN JAKARTA
NOMOR: 18.1 /UN61/FH/TU/2021
TENTANG
PEDOMAN AKADEMIK FAKULTAS HUKUM
UPN VETERAN JAKARTA TAHUN AKADEMIK 2021/2022

DEKAN FAKULTAS HUKUM
UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN JAKARTA,

- Menimbang :
- a. bahwa dalam rangka memenuhi administrasi akademik yang lebih efektif, efisien, dinamis dan teratur di lingkungan Fakultas Hukum UPN Veteran Jakarta, perlu dibentuk Pedoman Akademik;
 - b. bahwa berdasarkan pertimbangan sebagaimana dimaksud huruf a, perlu menetapkan Keputusan Dekan Fakultas Hukum tentang Pedoman Akademik Fakultas Hukum UPN Veteran Jakarta Tahun Akademik 2021/2022.

- 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 Republik Indonesia 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 Republik Indonesia 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 Presiden Republik Indonesia Nomor 120 Tahun 2014 tentang Pendirian Universitas Pembangunan Nasional "Veteran" Jakarta (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 249);
 5. Peraturan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 3 Tahun 2020 tentang Standar Nasional Pendidikan Tinggi (Berita Negara Republik Indonesia Tahun 2020 Nomor 47);
 6. Keputusan Rektor UPN "Veteran" Jakarta Nomor: 1102/UN61.0/HK.02/2019 tanggal 28 Agustus 2019 tentang Pengangkatan Dekan Fakultas Hukum UPN "Veteran" Jakarta Periode 2019-2023.

/ MEMUTUSKAN

KEPUTUSAN DEKAN FAKULTAS HUKUM
UPN VETERAN JAKARTA
NOMOR : 18.1 /UN61/FH/TU/2021
TANGGAL : 30 JULI 2021
TENTANG PEDOMAN AKADEMIK FAKULTAS
HUKUM UPN VETERAN JAKARTA TAHUN
AKADEMIK 2021/2022.

MEMUTUSKAN :

- Menetapkan : KEPUTUSAN DEKAN FAKULTAS HUKUM UPN VETERAN
JAKARTA TENTANG PEDOMAN AKADEMIK FAKULTAS HUKUM
UPN VETERAN JAKARTA TAHUN AKADEMIK 2021/2022.
- KESATU : Menetapkan Pedoman Akademik Program Studi Hukum Program
Sarjana Fakultas Hukum UPN Veteran Jakarta Tahun Akademik
2021/2022 sebagaimana tersebut dalam lampiran dan
merupakan bagian yang tak terpisahkan dari Surat Keputusan
Dekan ini.
- KEDUA : Hal-hal yang belum diatur dalam Surat keputusan Dekan ini akan
di atur dalam ketentuan lain.
- KETIGA : Keputusan ini berlaku pada Tahun Akademik 2021/2022 dengan
ketentuan apabila dikemudian hari terdapat kekeliruan dalam
keputusan ini akan diadakan perbaikan sebagaimana mestinya.

Ditetapkan di Jakarta
pada tanggal 30 Juli 2021

Dekan,

Dekan, Abdul Halim, M.Ag.
NIP. 196706081994031005

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CHAPTER I INTRODUCTION

A. History

The Law Study Program of the Undergraduate Program of the Faculty of Law, Universitas Pembangunan Nasional Veteran Jakarta is a change in the name of the study program which was determined through the Decree of the Minister of Research, Technology and Higher Education Number: 418 / KPT / I / 2018 which was previously named Program Studi S1 Ilmu Hukum, PSS1IH (the Undergraduate Program Law Study). Based on the decree of the Director General of Higher Education, Ministry of Education and Culture of the Republic of Indonesia Number: 144 / DIKTI / KEP / 2000 on April 24th, 2000 PSS1IH Universitas Pembangunan Nasional Veteran Jakarta received the status of being registered in the Law Study Program for the undergraduate program (S1) level. Since its establishment, this study program has been committed to becoming a legal higher education institution in to help the government's duty to educate the nation's life, especially in law.

B. Developmental Stages

After being officially established on April 24, 2000 based on the Decree of the Director General Ministry of Education and Culture of the Republic of Indonesia Number: 114 / DIKTI / KEP / 2000 the Law Study program for the Undergraduate program in the Universitas Pembangunan Nasional Veteran Jakarta has registered. In 2001, based on the letter of the Chairman of the National Accreditation Board for Higher Education of the Ministry of National Education of the Republic of Indonesia Number: 038 / BAN-PT / IV / 2001, on January 25, 2001 concerning the accreditation rating of the Study Program for the Undergraduate Program at the Higher Education Department of the Faculty of Law UPN Veteran Jakarta is accredited. In 2004, reaccreditation was carried out and based on the decree of the chairman of the National Accreditation Board on June 17, 2004 (BAN-PT Diknas) Number: 022 / BAN-PT / AK-VIII / S1 / VI / 2004 concerning the Results and Accreditation Ratings of study programs for the the Undergraduate Program Law Study (PSS1IH) obtained the B Accreditation Predicate for the first time. At present, the predicate of accreditation of the Law Study Program of the Undergraduate Program of the Faculty of Law UPN Veteran Jakarta still adheres to the decision of the National Accreditation Board for Higher Education Number: 16/ SK / BAN-PT / Ak-PPJ/ S / XII / 20 21 Faculty of Law UPN Veteran Jakarta gained "B". Universitas Pembangunan Nasional Veteran Jakarta has become a State University based on the Presidential Regulation of the Republic of Indonesia Number: 120 of 2014 concerning the Establishment of the Universitas Pembangunan Nasional Veteran Jakarta on October 6th, 2014, UPN Veteran Jakarta changed its status from a private university to a state university under the Ministry of Research, Technology and Higher Education with the identity of the State Defense Campus. Since its establishment in 2000 to 2022 the Law Study Program of the Undergraduate Program of the Faculty of Law UPN Veteran Jakarta has graduated more than 800 Bachelors of Law who have currently devoted themselves to various institutions such as the TNI / POLRI, law enforcement institutions such as the Courts, prosecutors and take part as legal practitioners.

C. Collaboration

In order to improve academic quality and service in the Undergraduate Law Study Program, Faculty of Law UPN Veteran Jakarta has carried out several collaborations with the Public and Private Law Faculty, Government Agencies both domestically and abroad, namely:

1. University of Economic and Law (UEL), Ho Chi Min City, Vietnam;
2. Faculty of Law University of Cebu, Philippines;
3. Kulliyah Syariah and Laws, Kolej Universiti Insaniah, Kedah Malaysia;

4. Faculty of Islamic Studies and Laws Fatoni University- Thailand;
5. Faculty of Law, Universitas Brawijaya Malang;
6. Faculty of Law, Universitas Gajah Mada;
7. Faculty of Law, Universitas Semarang;
8. Faculty of Law, Universitas Trunojoyo Madura;
9. Faculty of Law, Universitas Indonusa EsaUnggul;
10. Faculty of Law, Universitas Islam Djakarta;
11. Faculty of Law, Universitas Islam Indonesia;
12. Judicial Commission of the Republic of Indonesia (KY);
13. National Consumer Protection Agency of the Republic of Indonesia (BPKN);
14. National Standardization Agency (BSN);
15. The National Narcotics Agency (BNN);
16. National Legal Development Agency (BPHN);
17. South Jakarta District Court (PN);
18. Military Tribunal;
19. Indonesian Consumer Protection Foundation (YLKI); and
20. Ali Budiardjo Nugroho Reksodiputro Foundation;
21. Faculty of Law, Universitas Jambi;
22. Faculty of Law Universitas Andalas;
23. Faculty of Law, Universitas Diponegoro;
24. Faculty of Law, Universitas Jember.

D. Prospects and Challenges

The challenges of the legal field today require educational institutions to face the problem of the wide scope of discussion of legal science with rapid development. In addition, global issues such as free trade at the ASEAN and World regional levels, the Industrial Revolution 4.0 should also be a concern. To prepare students to face these challenges, the Undergraduate Program of the Faculty of Law, UPN Veteran Jakarta, seeks to prepare the students to become Bachelors of Law who are expected to be able to compete in these fields and have a special character, namely National Defence. Students of the Law Study Program, Undergraduate Program, Faculty of Law, are expected to:

1. Able to design and analyze laws and regulations properly;
2. Able to solve legal cases that occur in society;
3. Able to apply mixed practices in court;
4. Able to conduct research and legal service in the community;
5. Able to apply Technology and Foreign Languages as part of their Legal competence.

Thus, graduates are expected to be able to occupy strategic fields / agencies in various sectors such as:

1. Law Enforcement (Judges, Prosecutors, Police, Advocates)
2. Legal Consultant
3. Academics
4. Legal Officer, HRD for Enterprises and Banking.
5. Legal Staffs and other Government Agencies.
6. The National Armed Forces of Indonesia (TNI) and other sectors that require graduates who have legal competence.

CHAPTER II INSTITUTIONAL

A. Status

Based on the Decree of the National Accreditation Board for Higher Education (BAN-PT) Number: 16/ SK / BAN-PT / Ak-PPJ/ S / XII / 20 21, the Law Study Program of the Undergraduate Program Law Faculty Universitas Pembangunan Nasional Veteran Jakarta (UPNVJ) gained 'B' (Good).

B. Vision

Vision of the Faculty of Law:

Realizing a Faculty of Law that is superior, innovative, competitive, the National Defence identity, and international quality in 2035.

Vision of the Undergraduate Law Study Program:

Realizing a bachelor's Law Study Program that is superior, innovative, competitive, has a state defense identity, and is of international quality in 2035.

C. Mission

Mission of the Faculty of Law:

1. Producing the excellence graduates, mastery both theory and practice of law that are integrated with information technology, have the identity of defending the country and are competitive.
2. Producing research and community service that is, competitive and superior in the field of law that is integrated with information technology and National Defence identity at the international level.
3. Optimizing the use of information and communication technology in nation and state in the context of national law development.

Mission of the Undergraduate Law Study Program:

1. Timely soliciting Bachelor of Law who is able to conduct scientific and practical studies in the field of law that are Nationally minded , innovative and creative;
2. Produce graduates who are broad-minded, competent and internationally oriented;
3. Internalize the values of State Defence to produce competitive graduates;
4. Organizing professional study program management.

D. Purpose

Objectives of the Faculty of Law:

1. Producing superior graduates, professional in law who have state defence identity;
2. Producing independent graduates who are able to apply legal science in government institutions, private, and society.
3. Forming human resources that are ethical, moral and have a noble character.

Study Program Objectives:

a). General

Generally, to produce Bachelor of Law who is able to conduct scientific and practical studies in the field of law that are integrated with information technology and are competitive with the identity of defending the country at the national and international levels.

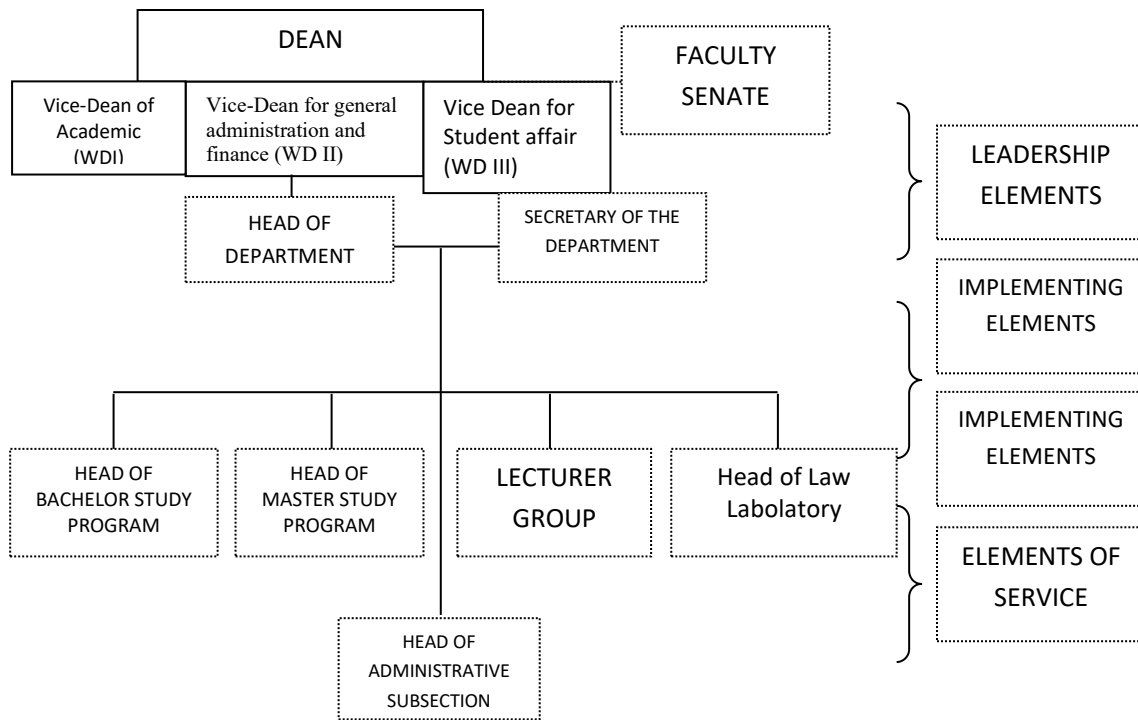
b). Specific

particularly, the objectives of the Bachelor of Law study program are to produce Law graduates who have:

- 1) Ability to produce scientific works of law for the development of national law.
- 2) The ability to use the law as a means to create public order.
- 3) Ability to implement legal principles and norms in society.

E. Organizational Structure

Briefly the organizational structure of the faculty can be described as follows:



Information:

- _____ Directors/commands
- Coordination/consultation

Briefly the organizational structure of the faculty can be described as follows:

1. Faculty Senate

The Senate of the Faculty of Law is the normative institution and the highest representative at the faculty level. Its membership consists of Faculty Leaders, Professors, and Lecturer Representatives. The main function of the Faculty Senate is to establish faculty policies and control the implementation of the duties of the Faculty Leader, so that the policies and processes of faculty implementation can be controlled and controlled objectively and transparently.

2. Faculty Leaders

The leadership of the Faculty of Law is collective, consisting of the Dean and 3 (three) Deputy Deans (Wadek). The Dean is the highest leader while the Deputy Deans are the faculty leaders who are subordinate to the Dean. The duties of each leader are:

- a. Dean : Dr. Abdul Halim, M.Ag
Duties : Lead the implementation of higher education at the Faculty of Law.
- b. Vice Dean I : Dwi Aryanti Ramadhani, S.H, M.H
Duties : Assist the Dean in academics at the Faculty of Law
- c. Vice Dean II :Khoirur Rizal Lutfi, S.H, M.H
Duties :Assist the Dean in the field of general administration and finance in order to lead the implementation of higher education in law at the Faculty of Law
- d. Vice Dean III : Heru Suyanto, S.H, M.H, C.L.A
Duties : Assist the Dean in the field of cooperation and student affairs at the Faculty of Law
- e. Head of Department : Dr. Atik Winanti, S.H, M.H

- Duties : Assist the Dean in organizing and managing the education of their contract
- f. Secretary of Department: Dian KhoreanitaPratiwi, S.H, M.H
- Duties : Assist the Head of the Department in organizing and managing education academic.

3. Academic Implementing Elements

- a. Head of Study Program: Taupiqurrahman, S.H, M.Kn.

In charge preparing a learning plan as a guideline for the implementation of education which is held based on the curriculum and is intended so that students can master knowledge, skills, and attitudes in accordance with curriculum objectives.

- b. Secretary of Study Program: Rianda Dirkareshza, S.H., M.H.

Assist the head of the study program in preparing a study plan as a guideline for the implementation of education which is held based on the curriculum and is intended so that students can master knowledge, skills, and attitudes in accordance with curriculum objectives.

- c. Head of Laboratory : Dr. Heru Sugiyono, S.H., M.H.

In charge of coordinating clinical legal education and documentation of legal materials at the Laboratory of the Faculty of Law, UPN Veteran Jakarta.

4. Elements of Service

- Head of Subsection: Rika Aprilina, S.Kom

In charge of assisting administrative activities in the implementation of the duties of academic leaders and executives who in their implementation are assisted by staff.

F. Supporting Institutions

Institutional Support are elements that help carry out the duties and functions of the Faculty of Law under the coordination of the faculty leadership, namely:

Legal Consulting and Aid Institute

- a. Chairman :Dr. Heru Sugiyono, S.H., M.H
- b. Vice Chair : Heru Suyanto, S.H, M.H., CLA

G. Facilities and Infrastructure

- a. *Moot Court* Laboratory, used to carry out the practice of Law

- 1) Civil Justice Practice
- 2) Criminal Justice Practices
- 3) Practice of Procedural Law of State Administration
- 4) Practice of Procedural Law of Religion

- b. Computer Laboratory, used for:

- 1) The practice of making Documents of Civil Proceedings
- 2) The practice of making criminal trial documents
- 3) The practice of making documents for administrative proceedings
- 4) The practice of drafting legislation.

CHAPTER III EDUCATION SYSTEM

A. Study Program and Curriculum

1. Study Program

The Undergraduate Law Study Program has learning outcomes that include aspects of Attitudes, Knowledge, Specific Skills, and General Skills.

a. Attitude

- 1) Be devoted to God Almighty and be able to show a religious attitude
- 2) Upholding human values in carrying out duties based on religion, morals, and ethics
- 3) Contribute to improving the quality of life in society, nation, state, and the progress of civilization based on Pancasila
- 4) Acting as citizens who are proud and love the homeland, have nationalism and a sense of responsibility to the State and nation
- 5) Respect the diversity of cultures, views, religions, and beliefs, as well as the original opinions or findings of others
- 6) Work together and have social sensitivity and concern for the community and the environment
- 7) Obey the law and discipline in the livelihood of society and state
- 8) Internalizing academic values, norms, and ethics
- 9) Demonstrate an attitude of responsibility for work in their field of expertise independently
- 10) Internalizing the spirit of independence, struggle, and entrepreneurship

b. Mastery of Science

- 1) Able to *internalize* morals, ethics and state defense values in carrying out the profession and daily life for the development of Indonesian society;
- 2) Able to *analyze* legal theory in the fields of constitutional law, civil, criminal, business, and international law in an integrative manner with Indonesian and Humanity with a multidisciplinary approach;
- 3) Ability to apply (*applied*) methods and logic of thinking and legal reasoning (legal reasoning) to compile legislative drafting, legal opinion, legal audit, legal contract, legal drafting, decisions and examinations and other legal documents as a solution to legal cases in society in accordance with the scope of work or profession.

c. General Skills

- 1) Able to apply logical, critical, systematic, and innovative thinking in the context of developing or implementing science and / or technology in accordance with their field of expertise;
- 2) Able to show independent, quality, and measurable performance;
- 3) Able to examine the implications of the development or implementation of science, technology or art in accordance with their expertise based on scientific rules, procedures and ethics in order to produce solutions, ideas, designs or art criticism;
- 4) Compile a scientific description of the results of the study in the form of a final project, and upload it on the college website;
- 5) Able to make appropriate decisions in the context of solving problems in their field of expertise, based on the results of information and data analysis;
- 6) Able to maintain and develop networks with mentors, colleagues, colleagues both inside and outside their institutions;
- 7) Able to be responsible for the achievement of the results of group work and supervise and evaluate the completion of work assigned to workers under their responsibility;

- 8) Able to carry out the process of self-evaluation of the work group under their responsibility, and able to manage learning independently;
 - 9) Able to documenting, store, secure, and rediscover data to ensure validity and prevent plagiarism.
- d. Specific Skills
- 1) Able to perform *intermediary* roles through involvement in certain organizations and professions independently and proportionately, in order to strengthen democracy and society;
 - 2) Able to conduct research using legal research methods in accordance with scientific principles, and can show results through scientific publications that can be used as reference material for policies, community empowerment, and / or development of legal science;
 - 3) Able to solve legal and community problems due to dynamics both at the local and global levels;
 - 4) Able to carry out real work on empowering and assisting the rights of community citizens through involvement in civil society / non-governmental organizations in a participatory and sustainable manner, both at the local and global levels;
 - 5) Able to implement policies and carry out legal and governance in certain legal institutions in an innovative, professional, integrity, democratic, transparent, and accountable manner and by utilizing science and technology;
 - 6) Able to apply legal knowledge and analysis in the context of organization and industry.

2. Curriculum

The curriculum is a set of plans and arrangements regarding the objectives, content, and teaching materials as well as the method used as a guideline for the implementation of learning activities to achieve educational goals, which is developed referring to the National Higher Education Standard (SNPT-DIKTI) called the Higher Education Curriculum (KPT). The curriculum of the Law Study Program, Undergraduate Program of the Faculty of Law, Universitas Pembangunan Nasional Veteran Jakarta after being formulated based on applicable regulations. For the minimum credit load that must be taken, there are 150 credits with the composition of University Compulsory Courses, Compulsory Study Program Courses, Compulsory Specialization Courses and other Elective Courses to be then described in the form of a distribution of courses as follows:

TYPES OF COURSES	COURSE CODE	COURSES	ECTs	EXP
I. Compulsory Courses University	MKWU120101	Pendidikan Agama Religious Education	2	
	MKWU120102	Pendidikan Pancasila dan Kewarganegaraan Pancasila and Citizenship	3	
	MKWU120103	Bahasa Indonesia Indonesian Language	2	
	MKWU120104	Pendidikan Bela Negara National Defense	2	
	MKWU120205	Kepemimpinan Leadership	2	
	MKWU120206	Pengantar Filsafat Ilmu dan Logika Philosophy of Science and Logic	2	
		Sum	13	
II. Programme Courses	HKM120101	Bahasa Inggris <i>English</i>	3	

HKM120102	Pengantar Ilmu Hukum <i>Introduction of Law</i>	3	Courses as a requirement to travel next course
HKM120103	Pengantar Hukum Indonesia <i>Introduction to Indonesian Law</i>	3	Courses as a requirement to take courses Next
HKM120104	Ilmu Negara <i>General Theory of The State Science</i>	3	Courses as a requirement to take courses Next
HKM120205	Bahasa Inggris Hukum <i>English for Law</i>	2	
HKM120206	Hukum Tata Negara <i>Constitutional Law</i>	3	
HKM120207	Hukum Administrasi Negara <i>Administrative Law</i>	3	
HKM120208	Hukum Perdata <i>Civil Law</i>	3	
HKM120209	Hukum Pidana <i>Criminal Law</i>	3	
HKM120210	Hukum Islam <i>Islamic Law</i>	2	
HKM120211	Hukum Adat <i>Customary Law</i>	2	
HKM120312	Hukum Agraria <i>Agrarian Law</i>	3	
HKM120313	Hukum Perikatan <i>Engagement Law</i>	2	
HKM120314	Hukum Internasional Publik <i>International Law</i>	3	
HKM120315	Hukum Dagang <i>Commercial Law</i>	2	
HKM120316	Hukum Telematika <i>Cyber Law</i>	3	
HKM120317	Hukum Acara Perdata <i>Procedure of Civil Law</i>	3	
HKM120318	Hukum Acara Pidana <i>Procedure of Criminal Law</i>	3	
HKM120319	Hukum Acara Peradilan Tata Usaha Negara <i>Procedure of Administrative Court</i>	3	
HKM120320	Hukum Acara Peradilan Agama <i>Procedure of Religious Court</i>	2	
HKM120421	Hukum dan Masyarakat <i>Society and Law</i>	2	
HKM120422	Hukum Perburuhan	2	

		<i>Labour Law</i>		
	HKM120423	Metode Penelitian dan Penulisan Hukum*) <i>Research Methods and Legal Writing</i>	3	
	HKM120424	Ilmu dan Perancangan Perundang- Undangan <i>Legislative Drafting</i>	2	
	HKM120425	Hukum dan Hak Asasi Manusia <i>Law and Human Rights</i>	2	
	HKM120426	Praktek Hukum <i>Practice of Court</i>	6	
	HKM120539	Hukum Lingkungan <i>Environmental Law</i>	2	
	HKM120540	Hak Kekayaan Intelektual <i>Intellectual Property Rights</i>	2	
	HKM120654	Filsafat Hukum*) <i>Philosophy Law</i>	2	
	HKM120655	Etika dan Profesi Hukum <i>Legal Professional Ethics</i>	2	
	HKM120876	Tugas Akhir*) <i>Law of Bachelor Thesis</i>	4	
		Sum	83	

III. Compulsory Concentration Courses				
1) Concentration of Constitutional Law & Administrative Law of the country	HKM120427	Hukum Kelembagaan Negara <i>Institutional State Law</i>	2	
	HKM120428	Hukum Pemerintahan Daerah <i>Local Government Law</i>	2	
	HKM120542	Hukum Tata Negara Darurat <i>Emergency Constitutional Law</i>	2	
	HKM120543	Hukum Pengawasan Pemerintahan <i>Government Supervision Law</i>	2	
	HKM120656	Hukum Pemilu <i>Elections Law</i>	2	
	HKM120657	Hukum Pajak <i>Tax Law</i>	2	
		Sum	12	
2) Concentration of Criminal Law	HKM120429	Sistem Peradilan dan Pembaharuan Hukum Pidana <i>Justice System and Criminal Reform</i>	2	
	HKM120430	Kriminologi <i>Criminology</i>	2	
	HKM120545	Tindak Pidana Korupsi dan Pencucian Uang <i>Criminal Acts of Corruption and Money Laundering</i>	2	
	HKM120544	Hukum Perlindungan Anak dan Perempuan <i>Law of Child Protection and Women</i>	2	

	HKM120658	Hukum Pidana Internasional <i>International Criminal Law</i>	2	
	HKM120659	Perbandingan Hukum Pidana <i>Comparison of Constitutional Law</i>	2	
		Sum	12	
3) Civil Law Concentration	HKM120431	Hukum Keluarga <i>Family Law</i>	2	
	HKM120432	Hukum Waris Perdata <i>Civil Inheritance Law</i>	2	
	HKM120546	Hukum Bendahan Jaminan <i>Material Law</i>	2	
	HKM120547	Hukum Keluarga Islam (hukum perkawinan dan waris Islam) <i>Family Law (Islamic marriage law and inheritance)</i>	2	
	HKM120660	Hukum Perdata Internasional <i>International Civil Law</i>	2	
	HKM120661	Perbandingan Hukum Perdata <i>Comparison of Civil Law</i>	2	
		Sum	12	
4) Hk Business Concentration	HKM120433	Corporate Law <i>Corporation Law</i>	2	
	HKM120434	Hukum Perusahaan <i>Corporation Law</i>	2	
	HKM120548	Hukum Investasi dan Pasar Modal <i>Investment and Capital Market Law</i>	2	
	HKM120549	Hukum Ekonomi dan Transaksi Bisnis Internasional <i>Economic Law and International Business Transactions</i>	2	
	HKM120662	Hukum Kepailitan <i>Bankruptcy Law</i>	2	
	HKM120663	Hukum Perlindungan Konsumen <i>Consumer Protection Law</i>	2	
		Sum	12	

5) Concentration of International Law	HKM120435	Hukum Diplomatika dan Konsuler <i>Diplomatic and Consular Law</i>	2	
	HKM120436	Hukum Perjanjian dan Perdagangan Internasional <i>International Agreement and Trade Law</i>	2	
	HKM120550	Hukum Udara dan Angkasa <i>Air and Space Law</i>	2	
	HKM120551	Hukum Laut <i>Sea of Law</i>	2	
	HKM120664	Hukum Humaniter dan Kepengungsian <i>Humanitarian and Refugees Law</i>	2	

	HKM120665	HukumPenyelesaianSengketaInternasion al <i>InternationalDisputeResolutionLaw</i>	2	
		Sum	12	
6) Concentration of <i>Law and Information Technology (Information Technology and Law)</i>	HKM120437	HukumdanTeknologiInformasi <i>Lawand InformationTechnology</i>	2	
	HKM120438	InformasiPengaduandan Hukum <i>RetrievalInformation andLaw</i>	2	
	HKM120552	SistemPakardandanHukum <i>ExpertSystemandLaw</i>	2	
	HKM120553	KecerdasanBuatandan Hukum <i>ArtificialIntelligentandLaw</i>	2	
	HKM120666	DigitalForensikdanHukum <i>DigitalForensicand Law</i>	2	
	HKM120667	LitigasiElektronik <i>E-litigation</i>	2	
			Sum	12

V. Elective Courses outside the Study Program (PLPS)		Diambildariprodui lain didalam dan ataudiluar UPNVJ	20	
VI. Elective Courses outside the University (PLU)	HKM120768	PertukaranPelajar <i>StudentExchange</i>	20	Students choose 1 (one) course to be carried out for 1 (one) semester
	HKM120769	Magang <i>Internship</i>		
	HKM120770	AsistensiMengajar <i>TeachingAssistant</i>		
	HKM120771	Penelitian <i>Research</i>		
	HKM120772	ProyekKemanusiaan <i>HumanitarianProject</i>		
	HKM120773	KegiatanWirausaha <i>EntreprenuerActivity</i>		
	HKM120774	ProyekIndependen <i>IndependentProject</i>		
	HKM120775	MembangunDesa/KuliahKerjaNyataTematik <i>BuildingaVillage/ThematicRealWorkLecture</i>		
VI. Professional Certification Course and Diploma Companion**)		Take training and certification exams	0	LSP/BNSP/ Other competent institutions
TOTAL CREDITS			148	

FIRST SEMESTER		
MK CODE	COURSES	ETCs
MKWU120101	Religious Education	2

MKWU120102	Pancasila (The five Principles) and Citizenship Education	3
MKWU120103	Indonesian	2
MKWU120104	State Defense Education	2
HKM120101	English	3
HKM120102	Introduction to Legal Science	3
HKM120103	Introduction to Indonesian Law	3
HKM120104	State Science	3
	SUM	21

SECOND SEMESTER		
MK CODE	COURSES	ETCs
MKWU120205	Leadership	2
MKWU120206	Introduction to philosophy of science and logic	2
HKM120205	Legal English	2
HKM120206	Constitutional Law	3
HKM120207	State Administrative Law	3
HKM120208	Civil law	3
HKM120209	Criminal law	3
HKM120210	Islamic Law	2
HKM120211	Customary Law	2
	SUM	22
THIRD SEMESTER		
MK CODE	COURSES	ETCs
HKM120312	Agrarian Law	3
HKM120313	The Law of Engagement	2
HKM120314	Public International Law	3
HKM120315	Trade Law	2
HKM120316	The Law of Telematics	3
HKM120317	Civil Procedural Law	3
HKM120318	Criminal Procedure Law	3
HKM120319	Procedural Law of the Administrative Court	2
HKM120320	Procedural Law of Religious Courts	2
	SUM	23

FOURTH SEMESTER			
MK CODE	COURSES	ETCs	EXP
HKM120421	Law and Society	2	
HKM120422	Labor Law	2	
HKM120423	Legal Research and Writing Methods	3	
HKM120424	Science and Drafting Legislation	2	
HKM120425	Law and Human Rights	2	
HKM120426	Legal Practice	6	17
CONCENTRATION		4	

HTN & HAN				
HKM120427	Institutional State Law	2		
HKM120428	Local Government Law	2		
CRIMINAL LAW				
HKM120429	Justice System and Criminal Reform	2		
HKM120430	Criminology	2		
CIVIL LAW				
HKM120431	Family Law	2		
HKM120432	Civil Inheritance Law	2		
LEGAL & BUSINESS				
HKM120433	Corporation Law	2		
HKM120434	Investment & Capital Market Law	2		
INTERNATIONAL LAW				
HKM120435	Diplomatic and Consular Law	2		
HKM120436	International Agreement and Trade Law	2		
LAW & INFORMATION TECHNOLOGY				
HKM120437	Law and Information Technology	2		
HKM120438	Complaints Information and Legal Retrieval Information and Law	2		
		SUM		21
SEMESTER V				
MK CODE	COURSES		ETCs	EXP
HKM120539	Environmental Law		2	
HKM120540	Intellectual Property Rights		2	
CONCENTRATION			4	
HTN & HAN				
HKM120542	Emergency Constitutional Law	2		
HKM120543	Government Supervision Law	2		
CRIMINAL LAW				
HKM120545	Criminal Acts of Corruption and Money Laundering	2		
HKM120544	Law of Child Protection and Women	2		
CIVIL LAW				
HKM120546	Material Law	2		
HKM120547	Family Law (Islamic marriage law and inheritance)	2		
LEGAL & BUSINESS				
HKM120548	Economic Law and International Business Transactions	2		
HKM120549	Bankruptcy Law	2		
INTERNATIONAL LAW				
HKM120550	Air and Space Law	2		
HKM120551	Sea of Law	2		
LAW & INFORMATION TECHNOLOGY				
HKM120552	Expert System and Law	2		
HKM120553	Artificial Intelligent and Law	2		
ELECTIVE COURSES**)			11	PLPS
	Selected courses can be selected from courses offered by study programs within the university and can also be outside the University			
		SUM	22	

SEMESTER VI				
MK CODE	COURSES	ETCts		EXP
HKM120654	Philosophy of Law*) <i>Philosophy Law</i>		2	
HKM120655	Ethics and the Legal Profession <i>Legal Professional Ethics</i>		2	
CONCENTRATION			4	
CONSTITUTIONAL LAW & ADMINISTRATIVE LAW				
HKM120656	Electoral Law <i>Elections Law</i>	2		
HKM120657	Tax Law <i>Tax Law</i>	2		
CRIMINAL LAW				
HKM120658	International Criminal Law <i>International Criminal Law</i>	2		
HKM120659	Comparison of Criminal Laws <i>Comparison of Constitutional Law</i>	2		
CIVIL LAW				
HKM120660	International Civil Law <i>International Civil Law</i>	2		
HKM120661	Comparative Civil Law <i>Comparison of Civil Law</i>	2		
LEGAL & BUSINESS				
HKM120662	Consumer Protection Law <i>Consumer Protection Law</i>	2		
HKM120663	Anti-Monopoly Law and Unfair Business Competition <i>Antitrust Law and Unfair Business Competition</i>	2		
INTERNATIONAL LAW				
HKM120664	Humanitarian law and authorship <i>Humanitarian and Refugees Law</i>	2		
HKM120665	International Dispute Resolution Law <i>International Dispute Resolution Law</i>	2		
LAW & INFORMATION TECHNOLOGY				
HKM120666	Digital Forensics and Law <i>Digital Forensic and Law</i>	2		
HKM120667	Electronic Litigation <i>E-litigation</i>	2		
ELECTIVE COURSES			9	PLPS
	Courses can be selected from courses offered by study programs within the university itself and or outside the university itself			
			SUM	17
SEMESTER VII				
MK CODE	COURSES	ETCs		
HKM120768	<i>Student Exchange</i>			
HKM120769	<i>Internship</i>			
HKM120770	<i>Teaching Assistant</i>			
HKM120771	<i>Research</i>			

HKM120772	Humanitarian Project	20
HKM120773	Entrepreneurial Activities / Entrepreneur Activities	
HKM120774	Independent Project	
HKM120775	Building a Village / Thematic Real Work Lecture / Building a Village / Thematic Real / Work Lecture	

SEMESTER VIII			
MK CODE	COURSES	ETCs	KET
HKM120876	Final Project*)	4	Have taken 90 credits

3. The concentration of specialization or *Concentration Program* (PK) consists of the concentration of the specialization program:
 - a) PK I Constitutional Law & Negara Administrative Law
 - b) PK II Criminal Law
 - c) PK III Civil Penalty
 - d) PK IV Business Law
 - e) PK V International Law
 - f) PK VI Law and Technology
4. Study Load is set in the form of Semester Credit Units (SKS). The minimum study load to obtain a bachelor's degree in law is 148 credits. The minimum GPA of graduation is obtained 2.75 which can be taken through a study period of 8 semesters and a maximum of 14 semesters.
5. The courses are divided into 13 credits of compulsory university courses, 83 credits of compulsory study programs , 12 credits of concentration courses, 20 credits of elective courses outside the study program, 20 credits of independent campus courses.
6. The student's study load per semester ranges from 12-24 credits, which is determined by the social studies (Semester Achievement Index) obtained by students each semester.

IPS	Number of Credits
> 3.00	Maximum 24
2,50 - 2,99	Maximum 21
2,00 – 2,49	Maximum 18
1,50 – 1,99	Maximum 15
< 1.50	Maximum 12

B. Description of Semester Credit Units (SKS)

Description of 1 (one) credit in the learning process in the form of responsive lectures or tutorials, consisting of:

1. Face-to-face activities of 50 (fifty) minutes per week per semester
2. Structured assignment activities of 60 (sixty) minutes per week per week include completing assignments, solving questions, making papers, browsing libraries;
3. Independent activities of 60 (sixty) minutes per week per semester, are activities carried out by students independently or in groups to explore and prepare for academic assignments.

C. Study Learning and Monitoring

1. Valuation

- a. The assessment of each course includes 4 (four) components:

- 1) Attendance (75% attendance as a requirement to take the exam)

- 2) Tasks (Independent & Group)
 - 3) UTS (Midterm Exam)
 - 4) UAS (Final Semester Exam)
- b. The arrangements regarding the examination rules at the Faculty of Law are outlined in the form of a policy of the Dean of the Faculty of Law, UPN Veteran Jakarta.
- c. Learning the SKS system, the learning period is odd semester, even semester and Intermediate semester according to the provisions. Face-to-face learning activities and structured tasks. The exam consists of a Midterm Exam (UTS), a Final Semester Examination (UAS) and a Comprehensive Examination (proposal hearing and thesis trial). The assessment of passing the exam is as follows:

Letter	Number Value	Quality Score	Quality Designations
A	85 - 100	4.00	With praise
A-	80 - 84.99 pm	3.75	Very good at all
B+	75 - 79.99	3.50	Very well
B	70- 74.99	3.00	Good
B-	65 - 69.99	2.75	Good enough
C+	60 - 64.99	2.50	More than enough
C	55 - 59.99 pm	2.00	Enough
D	40 - 54.99	1.00	Less
E	Less than 40	0.00	Fail
F			Delay

- d. A student who has not been able to complete all the requirements of the task charged by the lecturer, then temporarily gets a T grade (Tunda).
- e. Students who obtain a T grade must complete all the requirements of the course in question within a time limit of no later than (7) seven days from the time the T grade is announced.
- f. Changes in T grades must be immediately entered by the lecturer concerned through the lecturer's academic portal at a predetermined time.
- g. The T grade automatically becomes E (failed) if the student concerned cannot complete and complete the assignments within 7 (seven) days.
2. Intermediate Semester can be held 1 (one) year 1 (one) time on even semester holidays for 1 (one) full month. The Intermediate Semester is organized with the aim of improving the Student Grade Point Average and assisting in the timely completion of studies. Intermediate semesters are held for at least eight (8) weeks with a total of 16 face-to-face meetings including the Intermediate midterm exam and the Antara final semester exam. The number of credits in the Intermediate Semester is limited to no more than 9 (nine) credits. The maximum score in the Intermediate Semester is B.
3. Study Load and Study Period
- a. Provisions for credit load and study period of the Upnvj Faculty of Law Study Program

1	Maximum number of credits per semester	24 credits
2	Minimum credit load per course	2 credits
3	Maximum limit of credits per course	4 credits
4	Minimum limit on the number of semesters	8 semesters
5	Maximum limit on the number of semesters	14 semesters
6	Maximum limit of academic leave	2 semesters
7	Total minimum travelamount of credits	148 credits

- b. Provisions for the number of credits taken each semester based on the IP (Achievement Index) of the last KHS (Study Result Card).

ACHIEVEMENT INDEX	MAXIMUM CREDITS THAT CAN BE TAKEN IN THE UPCOMING SEMESTER
1.50- and below	12 credits
1.50 - 1.49	15 credits
2.00 – 2.49	18 credits
2.50 – 2.99	21 credits
3.00 - and above	24 credits

- c. Provisions for the study load of the Law Study Program, Undergraduate Program, Faculty of Law, UPN Veteran Jakarta

NO	COURSE GROUPS	CREDIT LOAD (SKS) CONCENTRATION PROGRAM					
		I	II	III	IV	V	VI
1	MK. Compulsory University	13	13	13	13	13	13
2	MK. Compulsory Study Program	83	83	83	83	83	83
3	MK. Mandatory Concentration Program (PK)	12	12	12	12	12	12
4	MK. PLPS	20	20	20	20	20	20
5	MK. PLU	20	20	20	20	20	20
	SUM	148	148	148	148	148	148

- d. The judiciary's passing score is declared with the predicate:
- 1) GPA of 2.76 – 3.00 graduated with the predicate "SATISFACTORY"
 - 2) GPA of 3.01 – 3.50 graduated with the predicate "VERY SATISFACTORY"
 - 3) GPA 3.51 – 4.00 graduated with predicate "WITH HONORS/CUMLAUDE"

D. Academic Administration

1. Academic Registration:

- a. Academic registration is an activity to register yourself to get academic services.
- b. Academic assistance is carried out online through the Academic Information System (SIKAD) which can be accessed on the website <http://akademik.upnvj.ac.id>
- c. Syarat doing academic registration has done or completed administrative registration registr and with active student status.
- d. To carry out academic registration, students must follow the steps presented in the *user manual* document which contains a brief explanation of the instructions for using the University's KRS Online Application (SIKAD) both for users at the student level, lecturers and educational staff in charge of handling this registration.
- e. Study Plan Improvement activities (KPRS) can be carried out if students do not meet the requirements for courses taken in KRS or the number of credits exceeds the maximum limit for taking. Changes to the KRS must be with the permission of the PA and ratified by the Head of Study Program;

- f. Students who do not register for 1 (one) semester with unregistered status will then re-register for the next semester must submit a written application to re-register with the Dean.
 - g. Students who do not register for 2 (two) consecutive semesters are considered to have resigned or stopped as students.
 - h. The resignation of the student or quitting as a student is determined by a decree of the Rector.
 - i. For students who do not fulfill financial obligations, they cannot automatically fill out KRS *online*.
 - j. Students who do not register are required to apply for academic leave to the Dean.
 - k. Students who do not register and do not apply for academic leave are declared as Inactive Students and to them are subject to full financial obligations.
2. Academic Guidance
- a. Academic guidance is carried out by an academic supervisor, namely, lecturers who are appointed and given the task of guiding a group of students who aim to help students complete their studies as quickly and efficiently as possible in accordance with the individual conditions and potentials of students.
 - b. Face-to-face academic guidance must be carried out at least 3 times per semester, namely when taking courses by students, *reviewing* the learning process before the midterm exam and *reviewing* the learning process to prepare for the final semester exam.
 - c. Academic supervisors are permanent lecturers appointed by the dean based on proposals from the Head of the relevant S Tudi Program and are obliged to:
 - 1) Providing guidance to students during the education period
 - 2) Fostering creativity and effective learning habits
 - 3) Assist students in preparing a study plan to support the success of their studies.
 - d. The academy's mentoring schedule is as stated in the academic calendar.
 - e. Monitoring of studies is carried out every semester. Monitoring is carried out by the Head of Study Program and faculty leaders assisted by lecturers Pembimbing Akademik. Academic achievement per semester is a minimum GPA of 2.00 and 12 credits per semester. Students are threatened with dropping out of studies if their achievements are below the minimum standard. Students under minimum achievement may be granted a probationary semester until the third and/or fourth semester.
 - f. Students can be declared out of study at the end of semester 4 or 8 or 14 because they do not meet the minimum academic achievement based on a joint evaluation between the faculty leader, the head of the study program and the Academic Supervisor.
 - g. A certificate of having studied is given to students who have dropped out of study / resigned.
 - h. Resignations can be submitted by students at any time as long as they are within the limit of the study period.
 - i. Academy guidance considers, among other things:
 - 1) Study program curriculum and prerequisites for each course
 - 2) The relationship between one course and another, although it is not a prerequisite.
 - 3) Students' academic abilities and achievements.
3. Procedures for Filling *Study Plan Cards* (KRS)
- a. Students print and bring a Study Result Card (KHS) in the semester concerned
 - b. Students consult to fill in KRS to Academic Supervisors (PA) by bringing *print outs of* KHS and KRS
 - c. Students fill out the KRS Fill-in Form.
 - d. The KRS Fill Form that has been filled in and signed by PA Lecturers, Students and Head of Study Program.
 - e. The Academic Supervisors (PA) lecturer unlocked the KRS charging at SIAKAD.

- f. Students input KRS online based on the KRS Fill Form which has been validated by the PA Lecturer.
- g. Students print KST (Permanent Study Card).
- h. Students bring the KRS Fill Form which has been validated by the PA Lecturer and print out / send a soft copy of the KST to the Head of Study Program for signature.
- i. Students attend lectures according to the lecture schedule listed on KST.
- j. Students who do not fill out the KRS until the specified time limit, submit an Application for Academic Leave to the Dean of upnvj faculty of law.

4. Academic Leave Students:

a. Understanding

Academic leave is the status of a student inactive college (leave) that is officially approved by the Dean through the Dean's decree. Academic leave for students does not affect the established period of study.

b. Requirement

- 1) Enrolled as a student
- 2) Already have a Student Identification Number (NIM)
- 3) Have attended an educational program for at least two consecutive semesters for academic leave for the first time.
- 4) It has no arrears of financial obligations.
- 5) Students with good reason shown by written evidence can apply for a maximum of 2 (two) semesters of academic leave during the study period whether consecutively or not.

c. Implementation

- 1) Students who want to temporarily stop studying in a certain semester for a strong reason must still have the status of a student with a load of 0 (zero) credits.
- 2) Students submit an Academic Leave Application Letter to the Dean after consulting with the Academic Advisor (PA).
- 3) Apply for leave no later than 2 (two) weeks before the end of the re-registration period (filling out the KRS) for the next semester.
- 4) The Dean issued an Academic Leave Decree and reported to the Rector with a copy of the Academic Administration Bureau.
- 5) Students still have to register at the beginning of each semester with 0 (zero) credits.
- 6) Students who are late in academic registration are only allowed to re-register with a load of 0 (zero) credits and carry out the academic leave procedure, plus a temporary study application deadline.
- 7) For students who are on academic leave, they are not entitled to academic, administrative services and participate in student organizations.
- 8) If academic leave is carried out in semester 2 (two) for some reason, financial obligations are still applied.
- 9) Officials who have the right to decide student status at UPN Veteran Jakarta are the Rector or officials who are authorized for this matter.

d. Students Reactivate after Academic Leave

If the academic leave period ends and the student will be active again, they must re-register with the following conditions:

- 1) Submit an active application again in writing to the Dean by attaching a certificate of academic leave no later than 1 (one) month before the academic leave ends.
- 2) Conduct academic registration (fill in the KRS) and pay off all financial obligations that are his obligations.

- 3) The dean gave a certificate of re-activeness after paying attention to the financial obligations that must be fulfilled by the student concerned.
- 4) If in conducting academic registration there is a delay in exceeding the deadline for filling in the KRS, students are subject to sanctions in the form of an extension of their academic leave automatically with financial obligations and are not taken into account as a study period.

5. Inactive Students Without Information

a. Understanding

What is meant by inactive students without information is students who do not participate in academic activities for 1 (one) semester without information.

b. Requirement

Registered as a student and already has an NIM

c. Implementation

- 1) Students who do not actively study without information in a certain semester are taken into account within the study period limit.
- 2) The deadline for inactivity is no longer than 2 (two) consecutive semesters.
- 3) If inactive for more than 2 (two) consecutive semesters is considered to have resigned.
- 4) The Dean submitted a proposed letter of dismissal for inactive students exceeding 2 (two) consecutive semesters without information.

d. Reactivated

If the student is inactive without information for 1 (one) or 2 (two) consecutive semesters and wants to be active again, the following conditions apply:

- 1) Submit an active application letter back to the Dean 2 (two) weeks before the end of registration in the relevant semester to get a restoration of his status as a student of UPN Veteran Jakarta.
- 2) Conducting academic registration (filling in the KRS) and paying off all financial obligations after obtaining a recovery of his status as a student of UPN Veteran Jakarta from the Dean.
- 3) The Dean gives a letter of approval to be active again after taking into account the financial obligations that must be fulfilled and the period of study of the student concerned as well as several other considerations that allow the student to be active again.

6. Students subject to Suspension

a. Understanding

Students subject to suspension are students who for making mistakes or violating rules and regulations so that they are sentenced to academic sanctions in the form of suspensions, namely a ban on participating in all academic activities for a certain time.

b. Requirement

Registered as a student and already has an NIM.

c. Implementation

- 1) For students who are subject to suspension, the study period during the suspension is still taken into account.
- 2) If the suspension period is over, students are required to report to the Dean.

d. Reactivated

If the student is suspended and wants to be active again, they must meet the following conditions:

- 1) Submit an active application letter back to the Dean 2 (two) weeks before the end of the re-registration period (heregistration) in the semester concerned to get a restoration of student status.
- 2) Conduct academic registration (fill out KRS) and pay off all financial obligations.

- 3) The dean gave the letter of active approval again after paying attention to financial obligations and some other considerations.

7. Student Final Project

- a. What is meant by the Final Project of students with scientific research-based writings which are compiled as one of the requirements for obtaining a Bachelor of Laws degree. The final project at the Faculty of Law, University of National Development is in the form of a Thesis, Scientific Articles and a Memorandum of Law.
- b. The weight of the Final Project semester credit unit (SKS) is 4 as stated in the curriculum.
- c. The technical provisions for writing the final project are regulated in separate guidelines made by the study program.
- d. The final project course must pass where the minimum passing score is B.
- e. The preparation of the final project is preceded by the preparation of the final project proposal.
- f. In the preparation of the final project proposal, students must have completed 90 credits, have taken prerequisite courses.

8. Waiting for the Final Project

a. Understanding

What is meant by students waiting for the final project is students who have completed all academic activities but have not completed the final project.

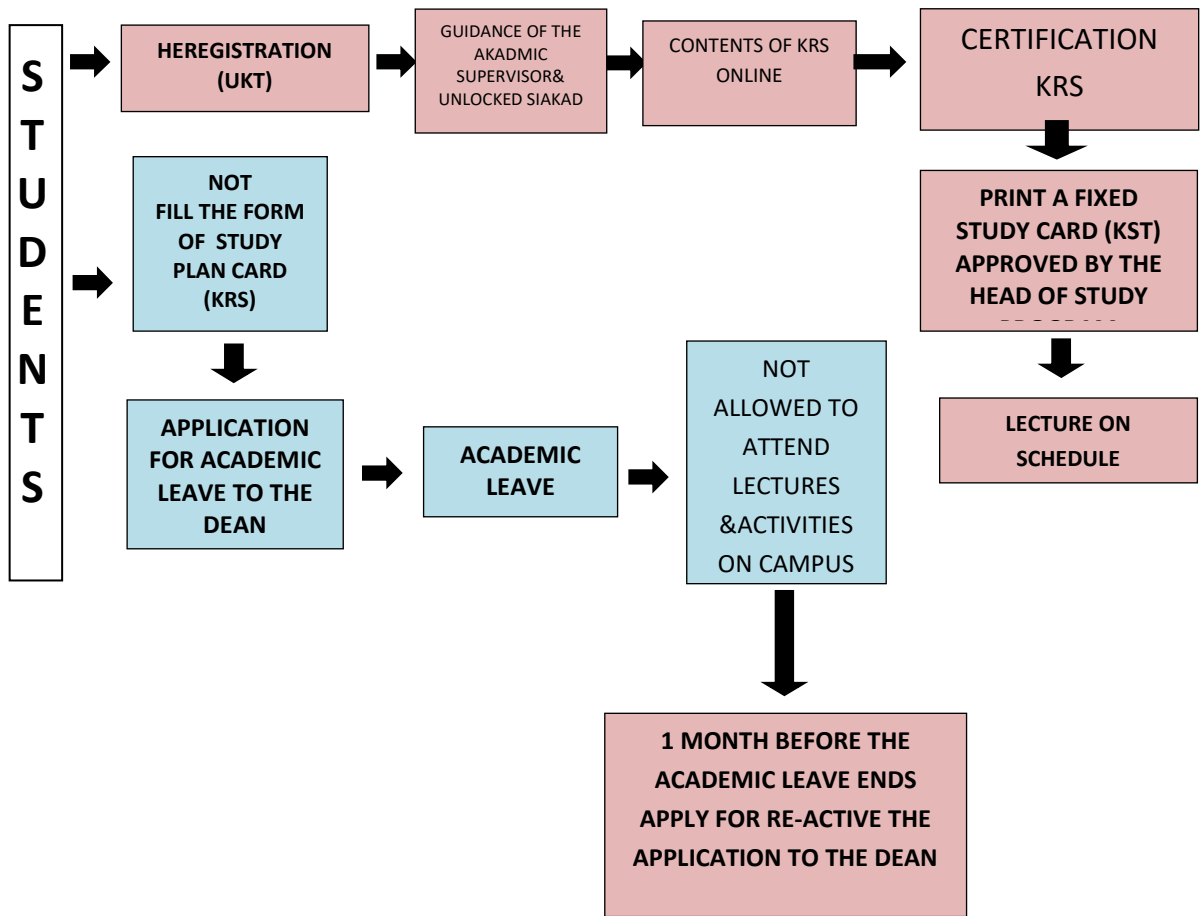
b. Requirement

- 1) Registered as a student and have an NIM
- 2) Have completed all academic activities and financial obligations but have not completed the final project (thesis).

c. Implementation

- 1) Students who wait for the final project in a certain semester are not due to their negligence, so the study is still taken into account.
- 2) The deadline for waiting for the final project is the longest number of semesters that are left within the study period limit

FLOWCHART OF ACADEMIC ACTIVITIES



**CHAPTER IV
FINANCE AND GENERAL ADMINISTRATION**

A. Finance

The tuition fee of the University of National Development Veteran Jakarta year since 2015/2016 has adopted a *Single Tuition Fee* (UKT) which is classified based on the income group of parents. This tuition fee is applied to all student admission pathways.

B. General Administration

1. Student Resigns

a. Defenition

Students resigning are students for some reason asking to quit their status as students.

b. Requirement

- 1) Registered as a student and already has an Student Number of Identification (NIM)
- 2) Have attended at least 1 (one) semester of education.

c. Implementation

- 1) Submitting an application in writing insufficient to the Dean.
- 2) Received approval from the Rector on the Dean's proposal.
- 3) Pay off all financial obligations before resignation.
- 4) Given a Statement Letter and right to a Study Result Card.

2. Student Academic Evaluation

- a. As long as students take part in lectures, an evaluation will be carried out at the semester stage, and if they do not meet the conditions, they will be subject to permanent study termination (DO / Drop Out) sanctions.
- b. Evaluation is carried out on students of the undergraduate law study program who do not meet the requirements for collecting a Grade Point Average (GPA) of ≥ 2.00 with the provisions:

No.	Semester	Minimum Credits Taken	Information
1	Two Semesters of the first year	20	
2	Four semesters of the second year	40	
3	Six semesters of the third year	60	
4	Eight semesters of the fourth year	80	
5	Ten semesters of the fifth year	100	
6	Twelve semesters of the sixth year	120	
7	Fourteen semesters of the seventh year	150	Includes 4 Credits of Final Project

3. Student Drop Out

a. Defenition

Drop Out students are students who do not attend the academic requirements within the limit of the study period according to applicable regulations. Furthermore, students are not allowed to continue their studies in the study program concerned.

b. Requirement

- 1) Registered as a student and already has an Student Identification Number (NIM).
- 2) Telah followed the education of at least 1 (one) semester.
- 3) The study period has expired/ended.
- 4) It is impossible to extend the period of study based on academic evaluation.

c. Implementation

- 1) The dean called the student concerned for notice and briefing verbally, that the student in question was subject to DO sanctions.
- 2) The Dean submitted a letter of proposal to the Rector regarding (Drop Out, DO) the student's status as a student of UPN Veteran Jakarta.
- 3) The Chancellor issued a Decree on Drop Out (DO).
- 4) A certificate and rights to KHS are given after fulfilling all financial obligations.

4. Student Dismissed

a. Defenition

What is meant by a student being dismissed is a student who does not meet the administrative requirements for violating the provisions with severe penalties and being deprived of his student status in accordance with the rules of the University order.

b. Requirement

- 1) Registered as a student and already has an NIM.
- 2) Have attended at least 1 (one) semester of education.
- 3) Committing a mistake or criminal act with severe penalties.

c. Implementation

- 1) The Dean establishes a Faculty disciplinary commission
- 2) The Faculty disciplinary commission proposed sanctions for violations to the Rector through the Dean.
- 3) The Dean proposed to the Rector to issue a decree.
- 4) If necessary the Chancellor may establish a further Disciplinary Commission.
- 5) The Rector issued a decree of dismissal.
- 6) A certificate of dismissal and rights to KHS was given.

CHAPTER V STUDENT AND ALUMNI

A. Student Development

Student development is an integral part of the implementation of educational programs at the Faculty of Law Universitas Pembangunan Nasional Veteran Jakarta.

Students are expected to actively participate in all extracurricular activities in order to achieve national education goals that are carried out on campus and off campus and are not intended to get credits.

Based on the decree of the Minister of Education and Culture No. 0155 / U / 1998, student activities are grouped into 4 (four) fields, namely:

1. The field of reasoning and science for example seminars, workshops, symposiums and so on.
2. Areas of interest/talent and passion in the context of improving skills, increasing appreciation and increasing physical freshness which include sports activities, nature lovers, lovers of law awareness and so on.
3. The field of student welfare which includes the provision of scholarships, spiritual activities, legal exchanges and so on.
4. The field of community service, for example, social service, legal counseling and so on.

B. Objectives of Student Development

1. Broadening students' thinking horizons through activities such as student leadership exercises, research and scientific discussion forums.
2. Increase student encouragement and creativity through spiritual, sports and artistic activities.
3. Maturing the personality and integrity of the student.

C. Student Organizations

The Organization of Student Affairs Faculty of Law UPN Veteran Jakarta include:

1. Student Senate (SM)

The Student Senate is a legislative organization that is the representative of all students of the Faculty of Law UPN Veteran Jakarta who are in charge of:

- a. Establish program outlines, make policies, regulations, rulings and supervise and assess the implementation of the activities of the Student Executive Board.
- b. Provide suggestions, opinions and suggestions to faculty leaders. The existence of the Senat Student Senat of the Faculty of Law Universitas Pembangunan Nasional Veteran Jakarta was ratified through the Letter of the Dean of the Faculty of Law, UPN Veteran Jakarta, which is valid for a year, so that every year the letter from the Dean of the Faculty of Law, UPN Veteran Jakarta, must be corrected in accordance with the new management.

2. Student Executive Board (BEM)

The Student Executive Board is the organization in charge of planning, compiling and implementing a program of extracurricular activities in accordance with the program outlines that have been set by the Student Senate of the Faculty of Law, UPN Veteran Jakarta. In carrying out its work program, the Student Executive Board is assisted by other completeness bodies. The existence of the Self-Help Executive Board of the Faculty of Law, UPN Veteran Jakarta, was ratified through the Letter of The Dean of the Faculty of Law, UPN Veteran Jakarta, which is valid for a year.

3. Student Activities

a. New Student Orientation Program (PKKMB)

This activity aims to provide opportunities for new students so that it becomes a process of adaptation with faculty leaders, lecturers, employees, senior students and other related elements within the Faculty of Law UPN Veteran Jakarta. This activity must be followed by every new student and for students who do not participate, they are required to repeat in the next year's activity.

b. Student Research and Debate Forum (FRDM)

This activity is a forum for academic activities in the field of student research and debate which has the function of reviving the academic climate among students. FRDM is active as a faculty ambassador in competition events in the field of research and debate at the national to international levels.

c. Moot Court Unit (UPS)

This activity is an academic activity managed by students in the field of practical trials. UPS prepares itself to take part in various *moot court* competitions at national and international levels.

d. Al-Hakim Islamic Communication Forum

This activity is a student activity that is oriented towards fostering religious character and as part of the educational process at the Faculty of Law, UPN Veteran Jakarta. The Islamic Communication Forum is one of the student activity units as a forum for students to carry out activities, especially those related to religious holidays.

e. Student Work

This activity aims to be a forum for leadership training, community service, legal counseling, social service and research.

f. Other Activities

Activities that aim to channel interest and insight into thinking such as art / appreciation of art, religion, participating in student organization activities, legal activities, research and others.

4. Student Wellbeing

a. Guidance and Counseling

This activity helps students in overcoming matters related to academic and non-academic fields. Each student will be guided by a student supervisor or Academic Advisor.

b. Internet

c. Campus Polyclinic

d. LKBH (Institute for Consultation and Legal Aid)

e. Central & Faculty Library.

f. Scholarship

- 1) BIDIK MISI Scholarship.
- 2) Academic Improvement Program Scholarships And Student Study Assistance (PPA and BBM)
- 3) Cooperation scholarship with University of Economic and Law, Vietnam
- 4) Bank Indonesia Scholarships
- 5) Jakarta Scholarship Foundation
- 6) Excellence Scholarships
- 7) Beasiwa who come from national companies.

D. Alumni And Parent Partnerships

1. Alumni

There are alumni who graduated from the Faculty of Law, UPN Veteran Jakarta. Faculty alumni are gathered in the association of Graduates of Faculty of Law UPN Veteran Jakarta. The alumni association aims, among other things, to foster relationships among alumnus and assist faculty in improving academic quality. In addition, alumni as Faculty Partners, who have functioned as leaders and teaching staff at FH, as distributors of FH graduates in finding jobs and as development partners of Faculty of Law UPN Veteran Jakarta.

2. Partnerships with parents of students

Partnership with parents of students is a cooperative relationship that helps each other for the success of the learning process of students at the Faculty of Law, UPN Veteran Jakarta. In addition, the faculty wants to increase the role of parents of students through the forum of parents of students.

CHAPTER VI COVER

The success of the learning process is not solely determined by the institution providing education with all its facilities but is also determined by factors outside it. The existence of parents and their participation in the SKS system plays an important role in the success of learning. Therefore, through this guideline, it is hoped that there will be a synergistic togetherness between lecturers, students and parents, so that the learning process can meet common expectations.

Jakarta, 30th July 2021st

Dean



Dr. AbdulMuhaimin, M.Ag.
NIP 196706081994031005

