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INDONESIA JAYA

HANDBOOK ACADEMIC

Undergraduate Study – Faculty of Law
Universitas Pembangunan Nasional "Veteran" Jakarta



TA. 2023/2024



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RISET, DAN TEKNOLOGI
UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" JAKARTA..
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KEPUTUSAN
DEKAN FAKULTAS HUKUM
UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN JAKARTA
NOMOR 32/UN61/FH/TU/2023

TENTANG

PEDOMAN AKADEMIK PROGRAM STUDI HUKUM PROGRAM SARJANA
FAKULTAS HUKUM UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" JAKARTA
TAHUN AKADEMIK 2023/2024

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 Universitas Pembangunan Nasional "Veteran" Jakarta, perlu dibuat Pedoman Akademik;
- b. bahwa berdasarkan pertimbangan sebagaimana dimaksud huruf a, perlu menetapkan Keputusan Dekan Fakultas Hukum tentang Pedoman Akademik Program Studi Hukum Program Sarjana Fakultas Hukum Universitas Pembangunan Nasional "Veteran" Jakarta Tahun Akademik 2023/2024.

- 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 Universitas Pembangunan Nasional "Veteran" Jakarta Nomor 744/UN61.0/KP.09.00/2023 tanggal 3 April 2023 tentang Pengangkatan Dalam Jabatan Dosen Dengan Tugas Tambahan Sebagai Dekan Fakultas Hukum Universitas Pembangunan Nasional "Veteran" Jakarta Periode Tahun 2023-2027 a.n. Dr. Suherman, SH., LLM.

MEMUTUSKAN

-2-

MEMUTUSKAN:

- Menetapkan : KEPUTUSAN DEKAN FAKULTAS HUKUM UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN JAKARTA TENTANG PEDOMAN AKADEMIK PROGRAM STUDI HUKUM PROGRAM SARJANA FAKULTAS HUKUM UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" JAKARTA TAHUN AKADEMIK 2023/2024.
- KESATU : Menetapkan Pedoman Akademik Program Studi Hukum Program Sarjana Fakultas Hukum Universitas Pembangunan Nasional "Veteran" Jakarta Tahun Akademik 2023/2024 sebagaimana tersebut dalam lampiran dan merupakan bagian yang tak terpisahkan dari Surat Keputusan Dekan ini.
- KEDUA : Pedoman Akademik ini berlaku untuk Mahasiswa Program Studi Hukum Program Sarjana Angkatan 2023 di Lingkungan Fakultas Hukum Universitas Pembangunan Nasional "Veteran" Jakarta.
- KETIGA : Hal-hal yang belum diatur dalam Surat keputusan Dekan ini akan di atur dalam ketentuan lain.
- KEEMPAT : Keputusan ini berlaku pada Tahun Akademik 2023/2024 dengan ketentuan apabila dikemudian hari terdapat kekeliruan dalam keputusan ini akan diadakan perbaikan sebagaimana mestinya.

Ditetapkan di Jakarta
pada tanggal 26 Juli 2023

Dekan,



L. Suherman, SH., LL.M.
NIP 197006022021211004



FOREWORD

All praise goes to Allah SWT for His guidance, this Academic Guidebook for Students of the Law Study Program, Undergraduate Program, Faculty of Law, National Development University "Veteran" Jakarta, was completed.

This book is an Academic Guidebook based on the 2020 Higher Education Curriculum which applies to students who are active at the Faculty of Law, UPN "Veteran" Jakarta.

These Academic Guidelines are a manifestation of the commitment of the Law Study Program of the FH UPN "Veteran" Jakarta Undergraduate Program to provide quality legal education oriented towards self-development and increasing the intellectual capacity of students. Through this book, we hope to provide a clear picture of the study program, curriculum, academic requirements, and expectations of this law degree program.

This Academic Guidebook is very important for every academic community member to know, especially students, because during their education at the Faculty of Law, UPN "Veteran" Jakarta, students need information about various things contained in this book, including: curriculum; academic regulations and discipline; UPNVJ FH management; lecturer; general information about FH UPNVJ; facilities and infrastructure as well as the latest information on the development of FH UPNVJ to date.

Finally, we hope that the Academic Guidelines for the Law Study Program Undergraduate Program, Faculty of Law, National Development University "Veteran" Jakarta will be a useful guide and inspire every student in achieving academic success. Let's together contribute to creating a more just and prosperous society through understanding and applying legal knowledge correctly and with integrity.

Welcome to the Legal Study Program, Undergraduate Program at the Faculty of Law, National Development University "Veteran" Jakarta.

May your academic journey be full of success and happiness.

Dean,



Dr. Suherman, SH, LL.M.



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CHAPTER I

INTRODUCTION

A. History

Legal Study Program The Undergraduate Program at the Faculty of Law, Veteran National Development University, Jakarta, is a change in the name of the study program determined through the Decree of the Minister of Research, Technology and Higher Education Number: 418/KPT/I/2018, which was previously called the Undergraduate Study Program in Legal Studies (PSS1IH). Based on the decision of the Director General of Higher Education, Ministry of Education and Culture of the Republic of Indonesia Number: 144/DIKTI/KEP/2000 dated April 24 2000, PSS1IH Veteran National Development University Jakarta received registered status in the Legal Studies Program for the undergraduate level (S1). Since its founding, this study program has been committed to becoming a higher legal education institution in order to assist the government's task of making the nation's life smarter, especially in the field of law.

B. Development Steps

After it was officially established in 2000, then in 2000, to be precise, on April 24 2000, based on the Decree of the Director General of DIKTI, Ministry of Education and Culture of the Republic of Indonesia Number: 114/DIKTI/KEP/2000, the Legal Studies program for undergraduate education at UPN Veteran Jakarta had registered status. In 2001, based on the letter from the Chairman of the National Accreditation Board for Higher Education, Ministry of National Education of the Republic of Indonesia Number: 038/BAN-PT/IV/2001, dated 25 January 2001 regarding the Accreditation ranking of Study Programs for Undergraduate Programs at the UPN Veteran Jakarta Faculty of Law, it became accredited. In 2004 reaccreditation was carried out and based on the decision of the chairman of the National Accreditation Board dated 17 June 2004 (BAN-PT Diknas) Number: 022/BAN-PT/AK-VIII/S1/VI/2004 concerning Study Program Accreditation Results and Rankings for the PSS1IH Undergraduate Program Obtained B Accreditation Predicate for the first time. At this time, the accreditation predicate for the Legal Study Program for the Undergraduate Program at 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/2021, Faculty of Law UPN Veteran Jakarta received Rank B. Veteran National Development University 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 Jakarta Veteran National Development University. On October 6 2014, UPN Veteran Jakarta changed its status from a private university to a state university under Ministry of Research, Technology and Higher Education with the identity of the National Defense Campus. Since its founding in 2000 until now, the Legal Study Program at the UPN Veteran Jakarta Faculty of Law Undergraduate Program has graduated more than 800 Law Graduates who are currently serving in various institutions such as the TNI/POLRI, law enforcement institutions such as the Court, Prosecutor's Office and are active as other practitioners in the field of law.

C. Cooperation

In order to improve academic quality and service in the Undergraduate Law Study Program, the UPN Veteran Jakarta Faculty of Law has carried out several collaborations with state and private law faculties, 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. Kulliyyah Syariah and Laws, Kolej Universiti Insaniah, Kedah Malaysia;
4. Faculty of Islamic Studies and Laws Fatoni University- Thailand;
5. Faculty of Law, Brawijaya University, Malang;
6. Gajah Mada University Faculty of Law;
7. Semarang University Faculty of Law;
8. Faculty of Law, Trunojoyo University, Madura;
9. Faculty of Law, Indonusa Esa Unggul University;
10. Faculty of Law, Djakarta Islamic University;
11. Faculty of Law, Islamic University of Indonesia;
12. Judicial Commission of the Republic of Indonesia (KY);
13. National Consumer Protection Agency of the Republic of Indonesia (BPKN);
14. National Standardization Body (BSN);
15. National Narcotics Agency (BNN);
16. National Legal Development Agency (BPHN);
17. South Jakarta District Court (PN);



18. Military Court;
19. Indonesian Consumer Protection Foundation (YLKI); And
20. Ali Budiardjo Nugroho Reksodiputro Foundation
21. Jambi University Faculty of Law
22. Andalas University Faculty of Law
23. Diponegoro University Faculty of Law
24. Jember University Faculty of Law

D. Prospects and Challenges

Current challenges in the legal field require educational institutions to face the problem of the broad scope of legal science with very rapid developments. Apart from that, global issues such as free trade at ASEAN and world regional levels, Industrial Revolution 4.0 must also be a concern. To prepare students to face these challenges, the Legal Study Program, UPN Veteran Jakarta Faculty of Law Undergraduate Program seeks to prepare students to become Law Scholars who are expected to be able to compete in their field and have a special character, namely defending the State. Students in the Law Study Program Undergraduate Program at the Faculty of Law are expected to:

1. Able to design and analyze legislative regulations well;
2. Able to solve legal cases that occur in society;
3. Able to apply procedural practice in court;
4. Able to carry out legal research and service to the community;
5. Able to apply Technology and Foreign Languages as part of legal competency.

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. law consultant
3. Academics
4. Legal Officer, HRD for Companies and Banking.
5. Staff for Legal, Personnel and other fields in Government Agencies.
6. 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/2021, the Legal Study Program of the Undergraduate Law Faculty of UPN Veteran Jakarta (UPNVJ) received a rating of B (Good).

B. Vision

Vision of the Faculty of Law:

To become a Faculty of Law that is superior, of international quality, innovative, competitive and has the identity of defending the country for the development of Indonesian society

Vision of the Undergraduate Law Study Program:

To become a superior legal study program, of international quality, innovative, competitive, integrated with information technology and with the identity of defending the country

C. Mission

Mission of the Faculty of Law:

1. Producing superior graduates, mastering theory and practice in the field of law integrated with information technology, with the identity of defending the country and being competitive;
2. Producing research and community service that is innovative, competitive and superior in the field of law at the international level which is integrated with information technology, and has the identity of defending the country;
3. Optimizing networks and partnerships with the business and industrial world both at home and abroad

Mission of the Undergraduate Law Study Program:

1. Producing superior graduates, mastering theory and practice in the legal field that is integrated with information technology, competitive, and with the identity of defending the country.
2. Producing research and community service that is innovative, competitive and superior in the field of law at the international level which is integrated with information technology, and has the identity of defending the country.
3. Optimizing networks and partnerships with the business and industrial world both at home and abroad.



D. Objective

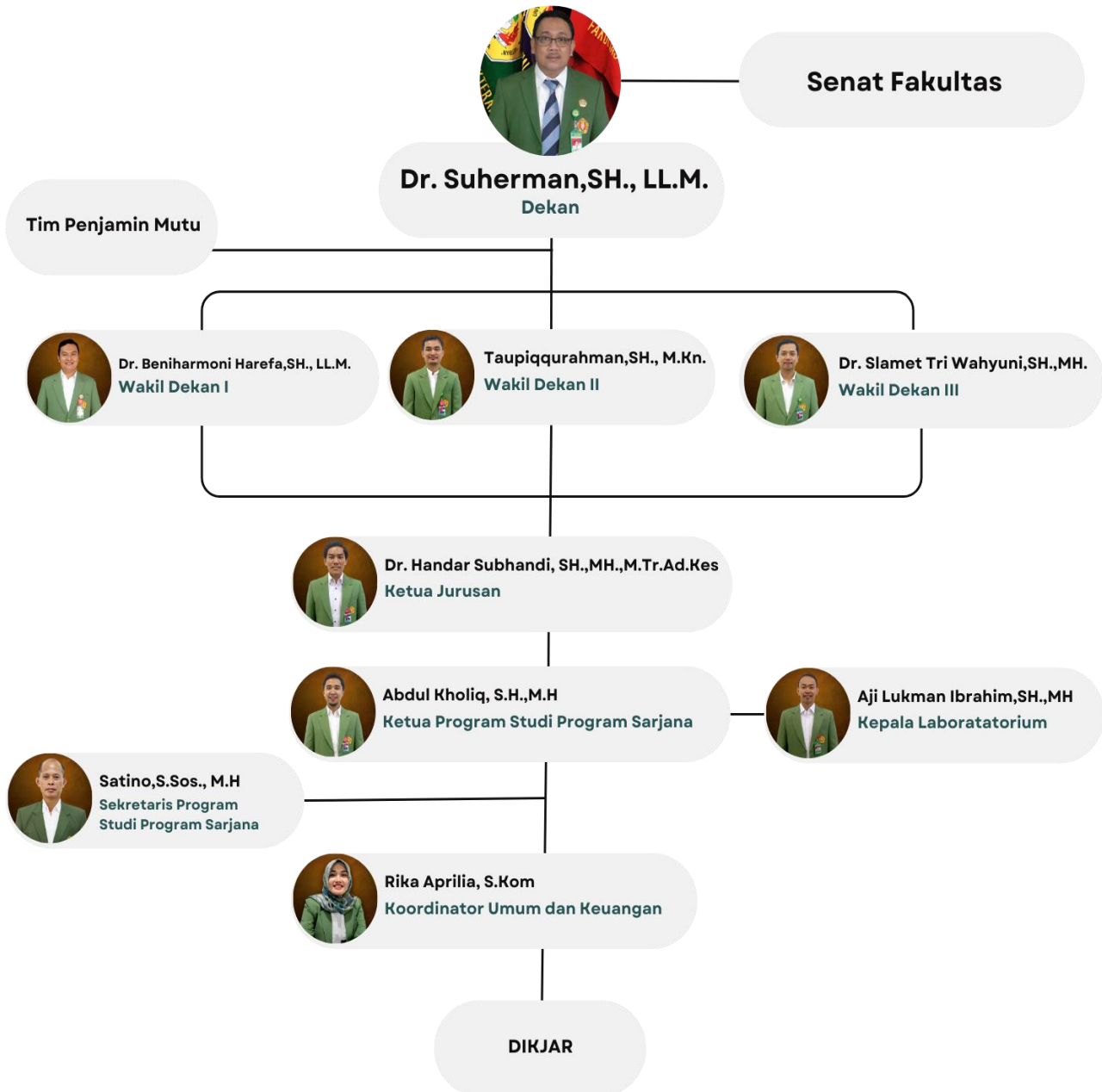
Objectives of the Faculty of Law:

1. Producing superior graduates, professionals in the field of legal science who have the identity of defending the country.
2. Producing graduates who are able to apply legal knowledge in the legal industry, business and industrial world, as well as government and non-government institutions.
3. Forming human resources who are ethical, moral and have noble character.

Study Program Objectives:

1. Producing superior law graduates, professionals in the field of legal science who have the identity of defending the country;
2. Producing Law Graduates who are able to apply legal knowledge in the legal industry, business and industrial world, as well as government and non-government institutions;
3. Forming human resources who are ethical, moral and have noble character.

E. Organizational structure



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

1. Faculty Senate

The Law Faculty Senate is the highest normative and representative institution at the faculty level. Its membership consists of Faculty Leaders, Professors, and Lecturer Representatives. The main function of the Faculty Senate is to determine faculty policies and control the implementation of the duties of Faculty Leaders, so that



policies and faculty implementation processes can be objectively and transparently controlled.

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 faculty leaders who are under the Dean. The duties of each leader are:

a. Dean: Dr. Suherman, SH, LLM

Duties: Lead the implementation of education higher at the Faculty of Law.

b. Deputy Dean I: Dr. Beniharmoni Harefa, SH, LLM

Duties: Assist the Dean in the academic field at the Faculty of Law

c. Deputy Dean II: Taupiqqurahman, SH, M.Kn

Task : Assisting the Dean in in the field of general administration and finance in order to lead the implementation of higher legal education at the Faculty of Law

d. Deputy Dean III: Dr. Slamet Tri Wahyudi, SH, MH

Duties: Assist the Dean in in the field of cooperation and student affairs at the Faculty of Law

3. Academic Implementation Elements

a. Head of Study Program: Abdul Kholiq, SH, MH

In charge of preparing learning plans as guidelines for the implementation of education which is carried out on the basis of the curriculum and is aimed at ensuring that students can master the knowledge, skills and attitudes in accordance with the curriculum targets.

b. Study Program Secretary: Satino, S.Sos., MH

Assist the head of the study program in preparing learning plans as guidelines for the implementation of education which is carried out on the basis of the curriculum and is aimed at ensuring that students can master the knowledge,



skills and attitudes in accordance with the curriculum targets.

c. Head of Laboratory: Aji Lukman Ibrahim, SH, MH

Tasked with coordinating clinical legal education and documentation of legal materials at the UPN Veteran Jakarta Faculty of Law Laboratory.

4. Service Elements

Head of SubBag U&K: Rika Aprilina, S.Kom

Tasked with assisting administrative activities in carrying out the duties of academic leaders and administrators whose implementation is assisted by staff.

F. Lecturer Cluster

Referring to Law No. 14 of 2005 concerning Teachers and Lecturers, it is stated that "a lecturer located in a higher education institution is someone who is responsible for student learning activities to improve the quality of national education". Currently, the number of permanent lecturers at the UPNVJ Faculty of Law is 53 lecturers with 22 lecturers with doctoral qualifications, 31 lecturers with master's qualifications, with academic position qualifications consisting of 2 professors, 4 associate professors, 40 associate professors and 7 expert assistant lecturers. The ratio of lecturers to students of FH UPNVJ is 1:33. Meanwhile, the performance of FHUPNVJ lecturers is regulated in Chancellor's Regulation no. 76 of 2019 concerning monitoring and evaluation of the performance of UPN Veteran Jakarta lecturers which regulates the obligation to fulfill the Tridharma of lecturers based on their academic position.

Table: (1) Lecturers in the Legal Studies Program, Faculty of Law, UPNVJ

No	Lecturer Name	NIDN	Expertise	Jabfung
1	Bambang Waluyo	0312075804	Criminal law	Professor
2	Wicipto Setiadi	0311095701	Constitutional law	Professor
3	Taufiqurahman Syahuri	0002056002	Constitutional law	Associate Professor

4	Beniharmony Harefa	0022098702	Criminal law	Lector
5	Supardi	8890923420	Criminal law	Lector
6	Muhammad Arafah Sinjar	9990421150	MKWU	Lector
7	Subakdi	0325066301	MKWU	Associate Professor
8	Dwi Desi Yayi Tarina	0001126211	Business Law	Associate Professor
9	Sulastri	0325067205	Civil law	Lector
10	Diani Sadiawati	0330016202	International law	Lector
11	Satino	0004126306	Business Law	Lector
12	Mulyadi	0005116308	Criminal law	Lector
13	Wardani Rizkianti	0027088702	Civil law	Lector
14	Khoirur Rizal Lutfi	0012108801	International law	Lector
15	Atik Winanti	000806608	Civil law	Lector
16	Suherman	0302067004	Business Law	Associate Professor
17	Handoyo Prasetyo	0019126303	Criminal law	Lector
18	Imam Haryanto	0306126204	Business Law	Lector
19	Iwan Erar Joesoef	0304036203	Business Law	Lector
20	Heru Suyanto	0326106203	Business Law	Lector
21	Heru Sugiyono	0015017607	Business Law	Lector
22	Andrianto Adhi Nugroho	0330018002	Business Law	Lector
23	Yuliana Yuli Wahyuningsih	0308076501	Criminal law	Lector
24	Kayus Kayowuan Loweleba	0027017209	Criminal law	Lector

25	Sylvana Murni Deborah Hutabarat	0005128402	Business Law	Lector
26	Siti Nurul Intan Sari Dalimunthe	0006108701	Civil law	Lector
27	Surahmad	0025097011	Civil law	Lector
28	Muhammad Helmi Fakhrozi	0019108906	Constitutional law	Lector
29	Dwi Aryanti Ramadhani	0326107201	Civil law	Lector
30	Muthia Sakti	0031129401	Business Law	Lector
31	Looking forward to it	0007059301	Criminal law	Expert Assistant
32	Slamet Tri Wahyudi	0027018603	Criminal law	Lector
33	Supprima	0026069005	MKWU	Lector
34	Taupiqqurrahman	0002018708	Civil law	Lector
35	Rianda Dirkareszha	0021129302	Business Law	Lector
36	Aji Lukman Ibrahim	0008079203	Criminal law	Lector
37	Ali Imran Nasution	0011039007	Constitutional law	Lector
38	Rosalia Dika Agustanti	0025089401	Criminal law	Lector
39	Widoretno Putri's official image	0010018905	Constitutional law	Lector
40	Dian Khoreanita Pratiwi	0326069101	International law	Lector
41	Syamsul Hadi	0030089203	Constitutional law	Lector
42	Aurora Jillena Meliala	0009029109	International law	Lector
43	Davilla Prawidya Azaria	0030089203	International law	Expert Assistant

44	Handar Subhandi Bakhtiar	0028049301	Criminal law	Lector
45	Ahmad Ahsin Thohari	0004087308	Constitutional law	Lector
46	Ridha Wahyuni	0018058204	Business Law	Expert Assistant
47	Abdul Kholiq	0413109101	Criminal law	Expert Assistant
48	Hilda Novyana	0014038704	Criminal law	Expert Assistant
49	M. Rizki Yudha Perwira	0023039310	International law	Expert Assistant
50	Anni Alvionita Simanjuntak	0019079204	MKWU	Expert Assistant
51	Dr. Kaharudin, MH	8918370023	Constitutional law	Lector
52	Mas Pungky Wijaya, Ph.D	8950350022	State Administrative Law	Lector
53	Dr. Iwan Triadi, SH., MH.	8841840017	Constitutional law	Lector

G. Supporting Institutions

Support is an element that helps carry out the duties and functions of the Faculty of Law under the coordination of the Faculty leadership, namely:

FH UPNVJ Legal Aid and Consultation Institute

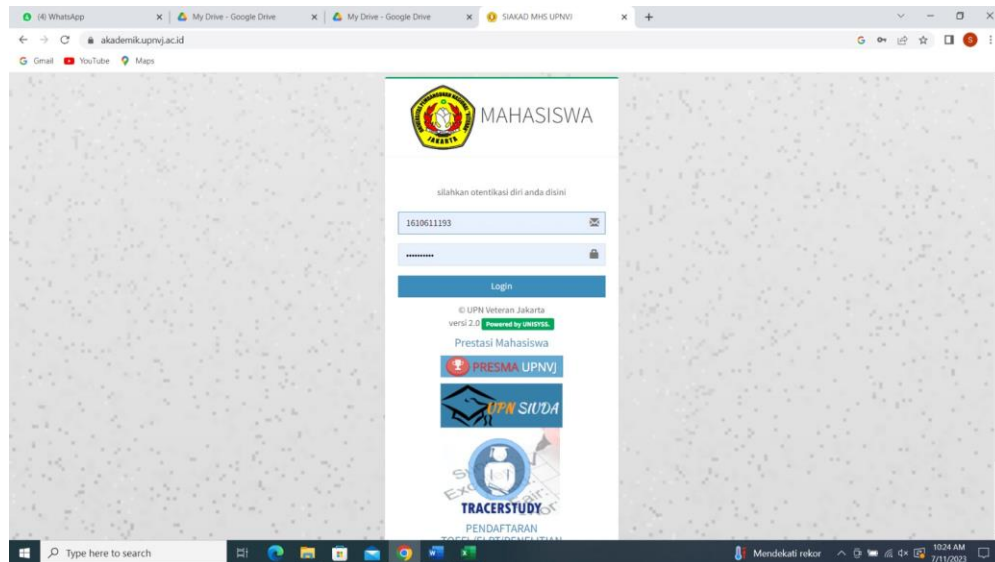
- a. Chairman: Dr. Heru Sugiyono, SH, MH
- b. Deputy Chair: Heru Suyanto, SH., MH.
- c. Secretary: Aji Lukman Ibrahim, SH, MH

H. Facilities and infrastructure

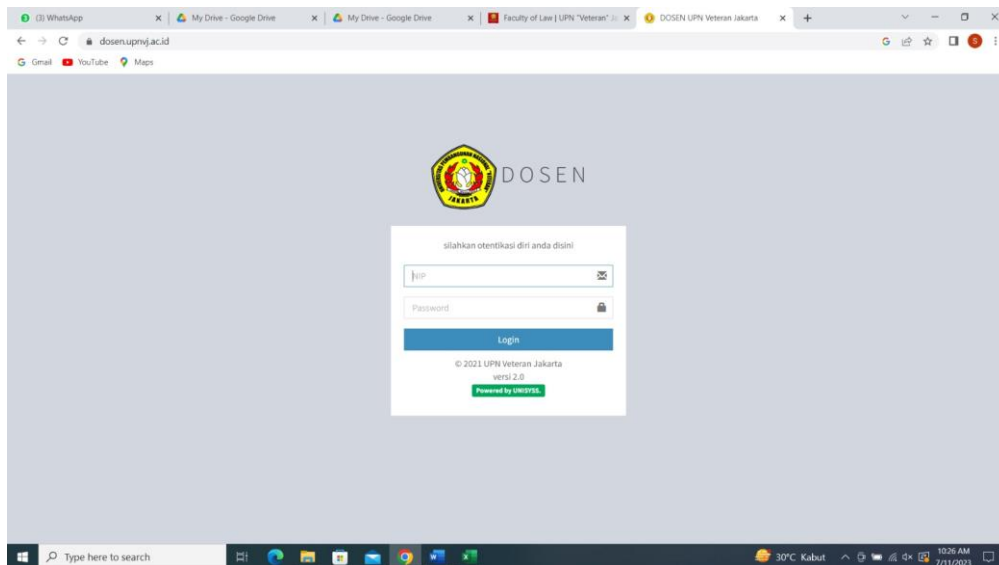
- a. Moot Court/Moot Court Laboratory: 2, used for:
 - 1) Civil Justice Practice



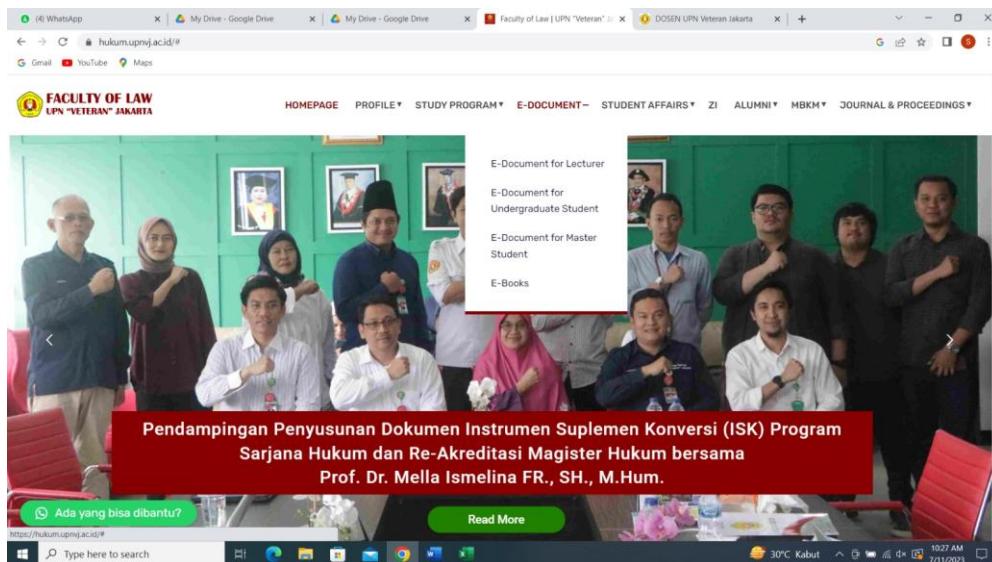
- 2) Criminal Justice Practice
 - 3) State Administrative Procedure Law Practice
 - 4) Practice of Religious Court Procedural Law
 - b. Computer Laboratory, used for:
 - 1) Practice of creating civil trial documents
 - 2) Practice creating criminal trial documents
 - 3) Contract drafting practice
 - 4) Practice of drafting legislation
 - c. Law Faculty Reading Room: 1
 - d. Podcast Room: 1
 - e. Meeting Room: 1
 - f. Classroom
 - 1) Smart Class Room: 2
 - 2) Classrooms: 10
 - g. Exam Room: 1
 - h. Lecturer Room
 - 1) International Law Department Lecturer Room: 1
 - 2) Civil Law Department Lecturer Room: 1
 - 3) Business Law Department Lecturer Room: 1
 - 4) Criminal Law Department Lecturer Room: 1
 - 5) Constitutional Law Department Lecturer Room: 1
 - 6) MKWU Lecturer Room: 1
 - i. LKBH FH UPNVJ room: 1
 - j. Ornawa and UKM space: 4
- I. Digital Information Service System
- The UPNVJ Faculty of Law has digital-based information services to support academic activities as well as services to lecturers, staff and students, including the following:
- a. The Academic Information System (SIKAD) is a system designed for the purposes of managing academic data which can be accessed via:
<https://akademik.upnvj.ac.id/>



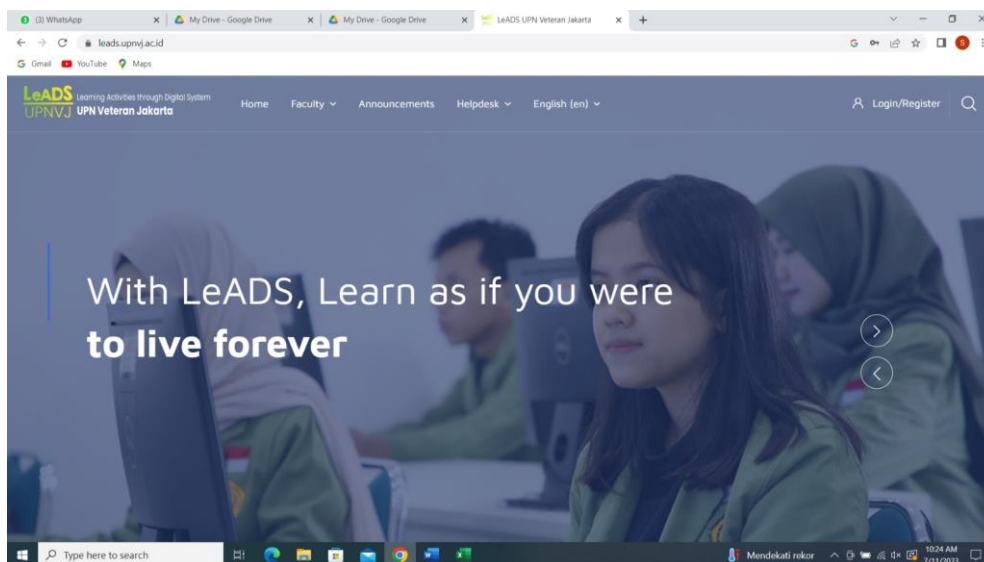
- b. Management Information System is a system designed for the needs of lecturers and education staff which can be accessed via: <https://sim.upnvj.ac.id/>



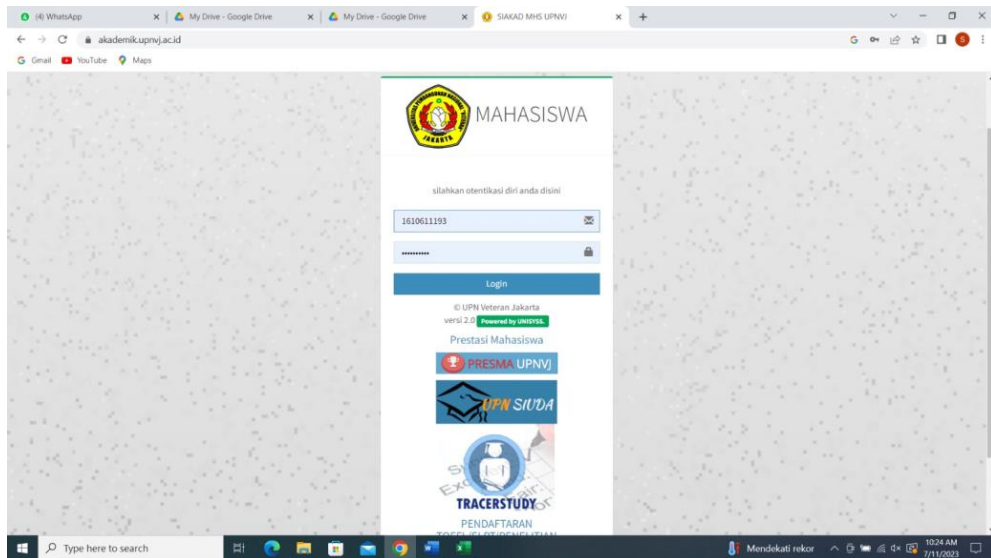
- c. Academic documents that can be viewed and downloaded via the Law Faculty Website via the UPNVJ Law Faculty Website: <https://Hukum.upnvj.ac.id/e-document-mahasiswa/>



- d. The LeADS-based learning system is a system designed for the purposes of the learning process which can be accessed through: <https://leads.upnvj.ac.id/>

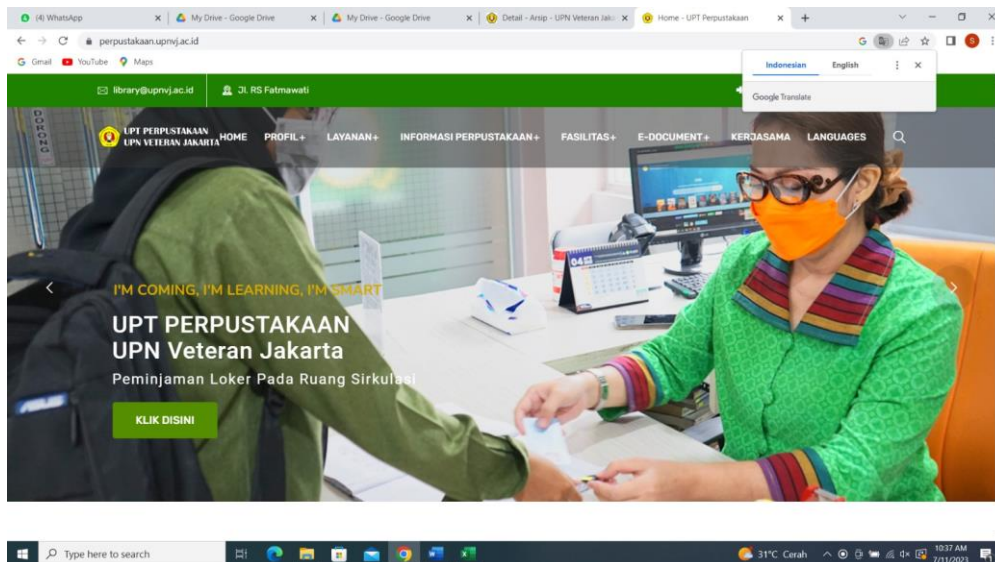


- e. Tracer Study is a system designed for tracking graduates of the UPNVJ Faculty of Law in order to find out information about graduates' fields of work, which can be accessed via: <https://tracer.upnvj.ac.id/> And <https://Hukum.upnvj.ac.id/tracer-study/>



J. Library Information Service System

The UPNVJ Faculty of Law has a reading room on the 4th floor of the Faculty of Law building which is integrated with the University Library information service which can be accessed via <https://perpustakaan.upnvj.ac.id/>.





CHAPTER III

EDUCATION SYSTEM

A. Study Program and Curriculum

1. Study program

The Law Study Program, Undergraduate Program has learning outcomes which include aspects of Attitude, Knowledge, Special Skills and General Skills.

a. Attitude

- 1) Have faith in 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 progress of civilization based on Pancasila;
- 4) Acting as a citizen who is proud and loves the country, has 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) Cooperate and have social sensitivity and concern for society and the environment;
- 7) Obedient to the law and discipline in social and state life;
- 8) Internalize academic values, norms and ethics;
- 9) Demonstrate a responsible attitude towards work in their field of expertise independently;
- 10) Internalize the spirit of independence, struggle and entrepreneurship.

b. Mastery of knowledge

- 1) Able to internalize the morals, ethics and values of defending the country in carrying out their profession and daily life for the development of Indonesian society;
- 2) Able to analyze legal theory in the fields of constitutional, civil, criminal, business and international law in an integrative manner with Indonesianism and humanity with a multidisciplinary approach;



- 3) The ability to apply (applied) methods and logic of thinking and legal reasoning (legal reasoning) to prepare legislative drafting, legal opinions, legal audits, legal contracts, legal drafting, decisions and examinations as well as other legal documents as solutions to legal cases that exist in society according to with scope of work or profession:

c. Special skill

- 1) Able to carry out an intermediary role through involvement in certain organizations and professions independently and proportionally, in the context of strengthening democracy and society;
- 2) Able to conduct research using legal research methods in accordance with scientific principles, and can show results through scientific publications which can be used as reference material for policy, community empowerment, and/or development of legal science;
- 3) Able to solve legal and community problems resulting from dynamics at both local and global levels;
- 4) Able to carry out real work of empowerment and assistance for the rights of community members 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 governmental governance within 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 organizational and industrial contexts.

d. General Skills

- 1) Able to apply logical, critical, systematic and innovative thinking in the context of developing or implementing science and/or technology according to their field of expertise;
- 2) Able to demonstrate independent, quality and measurable performance;
- 3) Able to study the implications of the development or implementation of science, technology or art according to their expertise based on scientific



principles, 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 assignment, and upload it on the university 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 working networks with supervisors, colleagues, colleagues both inside and outside the institution;
- 7) Able to be responsible for the achievement of group work results and supervise and evaluate the completion of work assigned to workers under his/her responsibility;
- 8) Able to carry out a self-evaluation process for work groups under their responsibility, and able to manage learning independently;
- 9) Able to document, store, secure and retrieve data to ensure validity and prevent plagiarism

2. Curriculum

The curriculum is a set of plans and arrangements regarding objectives, content and teaching materials as well as methods used as guidelines for implementing learning activities to achieve educational goals, which were developed referring to the National Higher Education Standards (SNPT-DIKTI) which are called the Higher Education Curriculum (KPT). Curriculum for the Legal Study Program, Undergraduate Program at the Faculty of Law, Veterans National Development University, Jakarta after being formulated based on applicable regulations. The minimum credit load that must be taken is 148 credits with the composition of University Compulsory Subjects, Study Program Compulsory Subjects, Specialization Compulsory Subjects and other Elective Subjects which are then translated into the following course distribution:



TYPE OF COURSE	COURSE CODE	SUBJECT	SKS	KET
I. Compulsory University Courses (National and University Courses)	MKWU12010 1	Religious education <i>Religious Studies</i>	2	
	MKWU12010 2	Pancasila and civic education <i>Pancasila and Civics</i>	3	
	MKWU12010 3	Indonesian <i>Indonesian Language</i>	2	
	MKWU12010 4	National Defense Education <i>Patriotism Studies</i>	2	
	MKWU12020 5	Leadership <i>Leadership</i>	2	
	MKWU12020 6	Introduction to the Philosophy of Science and Logic <i>Introduction to Philosophy and Logic</i>	2	
		Amount	13	
II. Compulsory Study Program Subjects (Program Courses)	HKM120101	English <i>English</i>	3	
	HKM120102	Introduction to Legal Science <i>Introduction to Legal Studies</i>	3	The course is a requirement for taking the next course
	HKM120103	Introduction to Indonesian Law <i>Introduction to Indonesian Law</i>	3	The course is a requirement for taking the next course
	HKM120104	State Science <i>General Theory of States</i>	3	The course is a requirement for



				taking the next course
	HKM120205	Legal English <i>English for Law</i>	2	
	HKM120206	Constitutional law <i>Constitutional Law</i>	3	
	HKM120207	State Administrative Law <i>Administrative Law</i>	3	
	HKM120208	Civil law <i>Civil Law</i>	3	
	HKM120209	Criminal law <i>Criminal Law</i>	3	
	HKM120210	Islamic law <i>Islamic Law</i>	2	
	HKM120211	Customary law <i>Customary Law</i>	2	
	HKM120312	Agrarian Law <i>Agrarian Law</i>	3	
	HKM120313	Law of Obligations <i>Contract Law</i>	2	
	HKM120314	Public International Law <i>International Law</i>	3	
	HKM120315	<i>Commercial Law</i> <i>Trade Law</i>	2	
	HKM120316	Telematics Law <i>Cyber Law</i>	3	
	HKM120317	Civil Procedure Law <i>Procedure of Civil Law</i>	3	
	HKM120318	Criminal Procedure Law <i>Procedure of Criminal Law</i>	3	
	HKM120319	Administrative Procedure Law <i>Procedure of Administrative Court</i>	3	
	HKM120320	<i>Religious Courts Procedural Law</i> <i>Procedure of Religious Court</i>	2	
	HKM120421	Law and Society <i>Law and Society</i>	2	
	HKM120422	Labor Law <i>Labor Law</i>	2	
	HKM120423	Legal Research and Writing Methods*) <i>Research Methods and Legal Writing</i>	3	
	HKM120424	Science and Legislative Design <i>Legislative Drafting</i>	2	
	HKM120425	Law and Human Rights <i>Law and Human Rights</i>	2	
	HKM120426	Legal Practice (Judicial)	6	



		<i>Judicial Practice</i>		
	HKM120539	Environmental law <i>Environmental Law</i>	2	
	HKM120540	Intellectual property rights <i>Intellectual Property Rights</i>	2	
	HKM120654	Philosophy of law*) <i>Philosophy Law</i>	2	
	HKM120641S	Ethics and the Legal Profession <i>Legal Professional Ethics</i>	2	
	HKM120876	Thesis *) <i>Law of Bachelor Thesis</i>	4	
		Amount	83	
III. Concentration Compulsory Courses				
1) Concentration in Constitutional Law & State Administrative Law	HKM120427	State Institutional Law <i>Institutional State Law</i>	2	
	HKM120428	Regional Government Law <i>Local Government Law</i>	2	
	HKM120542	Emergency Constitutional Law <i>Emergency Constitutional Law</i>	2	
	HKM120543	Government Oversight Law <i>Government Supervision Law</i>	2	
	HKM120656	Election Law <i>Elections Law</i>	2	
	HKM120657	Tax law <i>Tax Law</i>	2	
		Amount	12	
2) Criminal Law Concentration	HKM120429	Justice System and Criminal Law Reform <i>Justice System and Criminal Reform</i>	2	
	HKM120430	Criminology <i>Criminology</i>	2	
	HKM120544	Corruption Crimes and Money Laundering Crimes <i>Criminal Acts of Corruption and Money Laundering</i>	2	
	HKM120545	Child and Women Protection Law <i>Law of Child Protection and Women</i>	2	
	HKM120658	International Criminal Law <i>International Criminal Law</i>	2	
	HKM120659	Comparative Criminal Law <i>Comparison of Constitutional Law</i>	2	
		Amount	12	
3) Civil Law Concentration	HKM120431	Family Law <i>Family Law</i>	2	
	HKM120432	Civil Inheritance Law <i>Civil Inheritance Law</i>	2	



	HKM120546	Property and Collateral Law <i>Materials Law</i>	2	
	HKM120547	Islamic Family Law (Islamic law of marriage and inheritance) <i>Family Law (Islamic marriage law and inheritance)</i>	2	
	HKM120660	Private International Law <i>International Civil Law</i>	2	
	HKM120661	Comparative Civil Law <i>Comparison of Civil Law</i>	2	
		Amount	12	
4) Law and Business Concentration	HKM120433	Company Law <i>Corporation Law</i>	2	
	HKM120434	Investment Law and Capital Markets <i>Investment and Capital Market Law</i>	2	
	HKM120548	Economic Law and International Business Transactions <i>Economic Law and International Business Transactions</i>	2	
	HKM120549	Bankruptcy Law <i>Bankruptcy Law</i>	2	
	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	
		Amount	12	
5) International Law Concentration	HKM120435	Diplomatic and Consular Law <i>Diplomatic and Consular Law</i>	2	
	HKM120436	International Trade and Agreement Law <i>International Agreements and Trade Law</i>	2	
	HKM120550	Air and Space Law <i>Air and Space Law</i>	2	
	HKM120551	Law of the Sea <i>Law of the Sea</i>	2	
	HKM120664	Humanitarian and Refugee Law <i>Humanitarian and Refugee Law</i>	2	
	HKM120665	International Dispute Resolution Law <i>International Dispute Resolution Law</i>	2	
		Amount	12	
6) Concentration	HKM120437	Law and Information Technology	2	



in Law and Information Technology (Information Technology and Law)		<i>Law and Information Technology</i>		
	HKM120438	Complaint Information and Law Retrieval Information and Law	2	
	HKM120552	Expert Systems and Law <i>Expert Systems and Law</i>	2	
	HKM120553	Artificial Intelligence and the Law <i>Artificial Intelligence and Law</i>	2	
	HKM120666	Digital Forensics and Law <i>Digital Forensics and Law</i>	2	
	HKM120667	Financial Technology Law / Financial Technology Law	2	
		Amount	12	
IV. Elective courses	HKM120501	Military Law <i>Military Law</i>	2	
	HKM120502	Legal Audit <i>Legal Audit</i>	2	
	HKM120503	International Law and Human Rights <i>International Human Rights Law</i>	2	
	HKM120504	Banking law <i>Banking Law</i>	2	
	HKM120505	Law of Sustainability Development <i>Sustainable Development Law</i>	2	
	HKM120601	Contract Design <i>Contract Drafting</i>	2	
	HKM120602	Constitutional Court Procedural Law <i>Procedure of Constitutional Court Law</i>	2	
	HKM120603	International Environmental Law <i>International Environmental Law</i>	2	
	HKM120604	Maritime Security Law <i>Maritime Security Law</i>	2	
	HKM120605	Medicolegal <i>Medicolegal</i>	2	
		Amount	20	
V. Elective Courses outside the University (PLU)	HKM120768	1. Student exchange <i>Student Exchange</i>	20	Students choose 1 (one) course to be carried out for
	HKM120769	2. Apprenticeship <i>Internships</i>		
	HKM120770	3. Teaching Assistantship <i>Teaching Assistant</i>		
	HKM120771	4. Research/Research <i>Research</i>		



	HKM120772	5. Humanity Project <i>Humanitarian Project</i>		1 (one) semester
	HKM120773	6. Entrepreneurial Activities <i>Entrepreneur Activity</i>		
	HKM120774	7. Independent Project <i>Independent Project</i>		
	HKM120775	8. Building Villages/Thematic Real Work Lectures <i>Rural Developing/Thematic Community Service</i>		
VI. Elective Courses outside the University (PLU)	1	Introduction to Making Notarial Deeds and PPAT <i>Introduction to Legal Document Drafting</i>		
	2	Establishment and Changes in Business Entities <i>Enterprise Establishment and Alteration</i>		
	3	Law & Public Policy <i>Law and Public Policy</i>		
	4	National Development Planning System <i>National Planning and Development System</i>		
	5	Village Government & Customary Law Community Law <i>Rural and Indigenous Law</i>		
	6	Correctional System <i>Penitentiary System</i>		
	7	Terrorism Criminal Law <i>Terrorism Criminal Law</i>		
	8	Insurance Law <i>Insurance Law</i>		
	9	Financial institutions <i>Financial Institutions</i>		
	10	Law on Procurement of Goods and Services <i>Procurement Law</i>		
V. Courses Professional Certification and Companion Diploma**)		1. Legal Material Preparation Certification <i>Legal Drafting Certification</i>	0	Collabor ation with Baleg DPR RI

		2. Paralegal Certification <i>Paralegal Certification</i>		Collaboration with the Ministry of Law and Human Rights
		3. Mediation Certification <i>Mediation Certification</i>		Collaboration with the Republic of Indonesia Supreme Court
		4. Public Presentation Certification <i>Public Speaking Certification</i>		Collaboration with certification bodies
		5. IELTS/Toefl certification <i>IELTS/TOEFL Certification</i>		IALF/LIA
		6. Technology Information Literacy Certification <i>Literacy Information Technology Certification</i>		ISTI
		7. Entrepreneurship Certification <i>Entrepreneurship Certification</i>		HIPMI
		TOTAL CREDITS	148	

SEMESTER I		
MK CODE	SUBJECT	SKS
MKWU120101	Religious education <i>Religious Studies</i>	2
MKWU120102	Pancasila and civic education <i>Pancasila and Civics</i>	3
MKWU120103	Indonesian <i>Indonesian Language</i>	2
MKWU120104	National Defense Education <i>Patriotism Studies</i>	2
HKM120101	English	3

	<i>English</i>	
HKM120102	Introduction to Legal Science <i>Introduction to Legal Studies</i>	3
HKM120103	Introduction to Indonesian Law <i>Introduction to Indonesian Law</i>	3
HKM120104	State Science <i>General Theory of States</i>	3
AMOUNT		21

SEMESTER II		
MK CODE	SUBJECT	SKS
MKWU120205	Leadership <i>Leadership</i>	2
MKWU120206	Introduction to the Philosophy of Science and Logic <i>Introduction to Philosophy and Logic</i>	2
HKM120205	Legal English <i>English for Law</i>	2
HKM120206	Constitutional law <i>Constitutional Law</i>	3
HKM120207	State Administrative Law <i>Administrative Law</i>	3
HKM120208	Civil law <i>Civil Law</i>	3
HKM120209	Criminal law <i>Criminal Law</i>	3
HKM120210	Islamic law <i>Islamic Law</i>	2
HKM120211	Customary law <i>Customary Law</i>	2
AMOUNT		22

SEMESTER III		
MK CODE	SUBJECT	SKS
HKM120312	Agrarian Law <i>Agrarian Law</i>	3
HKM120313	Law of Obligations <i>Contract Law</i>	2

HKM120314	Public International Law <i>International Law</i>	3
HKM120315	Commercial Law <i>Trade Law</i>	2
HKM120316	Telematics Law <i>Cyber Law</i>	3
HKM120317	Civil Procedure Law <i>Procedure of Civil Law</i>	3
HKM120318	Criminal Procedure Law <i>Procedure of Criminal Law</i>	3
HKM120319	State Administrative Court Procedure Law <i>Procedure of Administrative Court</i>	2
HKM120320	Religious Courts Procedural Law <i>Procedure of Religious Court</i>	2
AMOUNT		23

SEMESTER IV				
MK CODE	SUBJECT	SKS		KET
HKM120421	Law and Society <i>Law and Society</i>		2	
HKM120422	Labor Law <i>Labor Law</i>		2	
HKM120423	Legal Research and Writing Methods <i>Research Methods and Legal Writing</i>		3	
HKM120424	Science and Legislative Design <i>Legislative Drafting</i>		2	
HKM120425	Law and Human Rights <i>Law and Human Rights</i>		2	
HKM120426	Legal Practice <i>Juicial Practice</i>		6	17
CONCENTRATION			4	
HTN & HAN				
HKM120427	State Institutional Law <i>Institutional State Law</i>	2		
HKM120428	Regional Government Law <i>Local Government Law</i>	2		
CRIMINAL LAW				
HKM120429	Justice System and Criminal Law Reform <i>Justice System and Criminal Reform</i>	2		



HKM120430	Criminology <i>Criminology</i>	2		
CIVIL LAW				
HKM120431	Family Law <i>Family Law</i>	2		
HKM120432	Civil Inheritance Law <i>Civil Inheritance Law</i>	2		
LAW & BUSINESS				
HKM120433	Company Law <i>Corporation Law</i>	2		
HKM120434	Investment Law and Capital Markets <i>Investment & Capital Market Law</i>	2		
INTERNATIONAL LAW				
HKM120435	Diplomatic and Consular Law <i>Diplomatic and Consular Law</i>			
HKM120436	International Trade and Agreement Law <i>International Agreements and Trade Law</i>	2		
INFORMATION LAW & TECHNOLOGY				
HKM120437	Law and Information Technology <i>Law and Information Technology</i>	2		
HKM120438	Complaints and Legal Information <i>Retrieval Information and Law</i>	2		
AMOUNT			21	

SEMESTER V				
MK CODE	SUBJECT	SKS		KET
HKM120539	LawEnvironment <i>Environmental Law</i>		2	
HKM120540	Intellectual property rights <i>Intellectual Property Rights</i>		2	
HKM120541	Legal Profession Ethics <i>Legal Professional Ethics</i>		2	
CONCENTRATION			6	
HTN & HAN				
HKM120542	Emergency Constitutional Law <i>Emergency Constitutional Law</i>	2		
HKM120543	Government Oversight Law	2		



	Government Supervision Law			
CRIMINAL LAW				
HKM120545	Corruption Crimes and Criminal act Money laundering <i>Criminal Acts of Corruption and Money Laundering</i>	2		
HKM120544	Child and Women Protection Law <i>Law of Child Protection and Women</i>	2		
CIVIL LAW				
HKM120546	Property and Collateral Law <i>Materials Law</i>	2		
HKM120547	Islamic Family Law (Islamic Marriage & Inheritance Law) <i>Family Law (Islamic marriage law and inheritance)</i>	2		
LAW & BUSINESS				
HKM120548	Economic Law and International Business Transactions <i>Economic Law and International Business Transactions</i>	2		
HKM120549	Bankruptcy Law <i>Bankruptcy Law</i>	2		
INTERNATIONAL LAW				
HKM120550	Air and Space Law <i>Air and Space Law</i>	2		
HKM120551	Law of the Sea <i>Law of the Sea</i>	2		
INFORMATION LAW & TECHNOLOGY				
HKM120552	Expert Systems and Law <i>Expert Systems and Law</i>	2		
HKM120553	Artificial Intelligence and the Law <i>Artificial Intelligence and Law</i>	2		
ELECTIVE COURSES**)			10	PLPS
	Selected courses can be selected from courses offered by the study program/outside the study program at the university			
HKM120501	Military Law <i>Military Law</i>	2		
HKM120502	Legal Audit <i>Legal Audit</i>	2		

HKM120503	International Law and Human Rights <i>International Human Rights Law</i>	2		
HKM120504	Banking law <i>Banking Law</i>	2		
HKM120505	Law of Sustainability Development <i>Sustainable Development Law</i>	2		
		AMOUNT	22	

SEMESTER VI				
MK CODE	SUBJECT	SKS		KET
HKM120654	Philosophy of law*) <i>Philosophy Law</i>		2	
CONCENTRATION			2	
HTN & HAN				
HKM120656	Election 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	Comparative Criminal Law <i>Comparison of Constitutional Law</i>	2		
CIVIL LAW				
HKM120660	Private International Law <i>International Civil Law</i>	2		
HKM120661	Comparative Civil Law <i>Comparison of Civil Law</i>	2		
LAW & 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 and Refugee Law <i>Humanitarian and Refugee Law</i>	2		
HKM120665	International Dispute Resolution Law <i>International Dispute Resolution Law</i>	2		

INFORMATION LAW & TECHNOLOGY				
HKM120666	Digital Forensics and Law <i>Digital Forensics and Law</i>	2		
HKM120667	Financial Technology Law <i>Financial Technology</i>	2		
ELECTIVE COURSES			10	PLPS
	Selected courses can be selected from courses offered by the study program/outside the study program at the university			
HKM120601	Contract Design <i>Contract Drafting</i>	2		
HKM120602	Constitutional Court Procedural Law <i>Procedure of Constitutional Court Law</i>	2		
HKM120603	International Environmental Law <i>International Environmental Law</i>	2		
HKM120604	Maritime Security Law <i>Maritime Security Law</i>	2		
HKM120605	Medicolegal <i>Medicolegal</i>	2		
AMOUNT			17	

SEMESTER VII		
MK CODE	SUBJECT	SKS
HKM120768	Student Exchange	20
HKM120769	Internship/Internship	
HKM120770	Teaching Assistant/Teaching Assistant	
HKM120771	Research/Research	
HKM120772	Humanitarian Project/Humanitarian Project	
HKM120773	Entrepreneurial Activities/ <i>EntrepreneurActivity</i>	
HKM120774	Independent Project/Independent Project	
HKM120775	Building Villages/Thematic Real Work Lectures/Rural Developing/Thematic Community Service	

MBKM PROGRAM

Merdeka Belajar Kampus Merdeka (MBKM) is a policy of the Ministry of Education, Culture, Research and Technology in 2020 which provides elective courses for students to study for three semesters outside the intended study program, but is replaced in the form of a work practice internship. And for the smooth implementation of this government policy, the Law Faculty of the Jakarta Veteran National Development University (FH UPNVJ) is committed to fully supporting the implementation of the MBKM program. Through the Legal Studies program, Undergraduate program, FH UPNVJ has prepared all the guidelines and implemented the MBKM program offered by the Minister of Education and Culture. This program is a mandate from various regulations as a legal basis for higher education in order to improve the quality of learning and higher education graduates who are able to be competitive and innovative in the world of work.

The general aim of implementing the MBKM program is to provide sufficient experience to students in the form of direct learning in the workplace (experiential learning). As well as a form of job training to form practical competencies tailored to the scientific competencies possessed by students. Through the internship program, it is hoped that learning outcomes in the form of attitudes and values, skills, knowledge and responsibility can be achieved. The internship program is mandatory for Law Faculty students with specified terms and conditions. The selected courses for the MBKM program and courses that can be converted after students carry out the MBKM program are presented in the table below:

MK CODE	MBKM PROGRAM SUBJECTS	SKS
HKM120768	Student Exchange	20
HKM120769	Internship/Internship	
HKM120770	Teaching Assistant/Teaching Assistant	
HKM120771	Research/Research	
HKM120772	Humanitarian Project/Humanitarian Project	
HKM120773	Entrepreneurial Activities/ <i>EntrepreneurActivity</i>	
HKM120774	Independent Project/Independent Project	
HKM120775	Building a Village/Thematic Real Work Lecture/Building a Village/Thematic Real/Work Lecture	

MBKM ELECTIVE MATERIALS



MK CODE	SUBJECT	SKS
HKM120606	Introduction to Making Notarial Deeds and PPAT/Introduction to Legal Document Drafting	2
HKM120607	Establishment and Change of Business Entities/Enterprise Establishment and Alteration	2
HKM120608	Law & Public Policy/Law and Public Policy	2
HKM120609	National Development Planning System/National Planning and Development System	2
HKM1206010	Village Government & Community Law Customary Law/Rural and Indigenous Law	2
HKM1206011	Correctional System/Penitentiary System	2
HKM1206012	Terrorism Criminal Law	2
HKM1206013	Insurance Law	2
HKM1206014	Financing Institutions/Financial Institutions	2
HKM1206015	Law on Procurement of Goods and Services/Procurement Law	2

SEMESTER VIII			
MK CODE	SUBJECT	SKS	KET
HKM120876	Thesis*)	4	Has taken 90 credits

*)Can be taken in odd and even semesters.

3. Specialization concentration or Concentration Program (PK) consists of specialization program concentrations:
- a) PK I Constitutional Law & State Administrative Law
 - b) PK II Criminal law
 - c) PK III Civil Law
 - d) PK IV Business Law



- e) PK V International Law
 - f) PK VI Law and Technology
4. Study loads are determined in the form of Semester Credit Units (SKS). The minimum study load to obtain a law degree is 148 credits. The minimum graduation GPA is 2.75, which can be achieved through a minimum study period of 8 semesters and a maximum of 14 semesters.
 5. Courses are divided into groups of MPK, MBB, MKK, MKB, MPB courses and prerequisite courses. Course details are as follows:

Type of Course	SKS
Compulsory university courses	13
Compulsory study program subjects	83
Specialization courses	12
Elective courses	20
PT External Courses	20
Total	148

Elective courses are courses that must be taken for 20 credits. Students can choose predetermined elective courses, take cross-interest courses and can choose courses in study programs within the university environment.

6. Student study load per semester ranges from 12-24 credits, which is determined by the IPS (Semester Achievement Index) obtained by students each semester.

Social Sciences	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. Competency Course Description



Introduction to Legal Science

The Introduction to Legal Studies course is a basic legal skills course given at the beginning of the semester, as a prerequisite course for all courses in the field of legal science and must be taken by all law faculty students. Therefore, PIH is basic knowledge that students must have and master before studying further lectures on law. The Constitutional Court PIH also intends to instill a general legal framework that is not bound by place and time and is universal in nature.

Introduction to Indonesian Law

The Introduction to Indonesian Law (PHI) course is a course with a legal object, referring to the legal situation of a particular country (*Ius Constitutum*), namely Indonesian law. This course introduces the Indonesian legal system and the history of the Indonesian legal system, civil law and common law legal systems, Constitutional Law (HTN), Administrative Law. State (HAN), Criminal Law, Civil Law, Commercial Law, Agrarian Law, Employment Law, Business Law, Customary Law, Islamic Law, International Law, as well as Civil Procedure Law and Criminal Procedure Law.

State Science

State Science courses provide basic knowledge about the state, state science courses also provide scientific aspects related to qualifications, the nature of the goals and functions of the state, as well as theories of power and the doctrine of sovereignty in the state

Agrarian Law

This course provides students with an overview of how agrarian regulation and management, especially land tenure rights, is beneficial for the prosperity of the people. Students are expected to be able to know and understand the history and development of agrarian law in Indonesia, the concept and principles of land law, land tenure rights, transfer of land rights, land registration, security rights to land, land acquisition for public purposes and land reform, as well as its implementation in all legal acts involving land rights, both related to the subject and object in their capacity as legal practitioners, researchers, academics and public officials, as well as the implementation of knowledge in the form of legal products in the form of regulations, authentic deeds in accordance with the law, code of ethics and other relevant regulations.



Law of Obligations

This course is designed to provide a strong foundation for students to study and understand civil relations that occur in society, especially those involving legal actions that give rise to civil obligations, which are regulated by civil law originating from the Civil Code (Civil Code). Civil Code) especially the Law of Engagements (book III of Engagements), all of which constitute the theoretical basis for resolving concrete legal problems in society

Public International Law

This course is a mandatory faculty subject that discusses the rules and principles governing legal relations that cross state boundaries, between states and states, and between states and other non-state legal subjects. Because there is no introductory international law course, this international law course is also positioned as an introductory course. The scope of international law that will be discussed in this course is the subject of international law, its legal sources, and the relationship between international law and national law. Apart from that, several branches of international law such as: International Maritime Law, Humanitarian Law, Air and Space Law, International Dispute Resolution and so on will be discussed.

Commercial Law

This course discusses regulations, concepts and implementation of commercial law in general, company law, business entities (legal entities and non-legal entities), securities, financing institutions, investment, Intellectual Property Rights, Insurance Law, Business Competition Law and settlement of commercial law disputes. The method used is that learning activities are carried out by prioritizing a student-centered learning approach. Students are supported and facilitated to actively seek and obtain the expected abilities, both knowledge, skills and attitudes. There are four main activities (methods) that will be carried out in lectures, namely: Presentation (presentation) of material by the lecturer, presentation by students, group-based class discussions and assignments. The assessment method is carried out through electronic media-based tests (quiziz, kahoot, turnitin), rubrics for product assessment (resumes, papers), performance assessment



(presentations in class discussions, lecture participation) and attitude assessment (behavior during lectures and compliance with rules).

Telematics Law

This course discusses Telematics law or Cyber Law. That the current generation has widely used digital means in daily activities. The use of the internet, applications on the internet, computers and online buying and selling behavior are already widely known and practiced by the public. So this course discusses technology, the internet, the ITE Law, E-Commerce, Domain Names in Haki to digital forensics as evidence in procedural law. Through this course, students are expected to become scientists who have expertise in the field of legal science, especially telematics law, are broad-minded and open to knowledge about cases that occur in society, have holistic thinking, are not selfish, are critical but will not be separated from love of the country, civilized democracy, becoming citizens who have competitiveness, discipline and actively participate in the development of life and play an active role in the industrial era 4.0.

Civil Procedure Law

Civil Procedure Law is a legal regulation that regulates how to ensure compliance with material civil law through the mediation of a judge. This course will discuss the scope of civil procedural law, the preparation of letters based on civil law theory

Criminal Procedure Law

In this course students learn about the meaning of Criminal Procedure Law, rights, duties and authority in the Criminal Procedure Law, aims and objectives of the investigation and investigation, forms of coercion, prosecution, trial, execution and compensation.

PTUN Procedural Law

State Administrative Court Procedural Law is a set of regulations that contain how a person or legal subject must act on State Administrative Decisions through administrative measures or lawsuits at the State Administrative Court, as well as how State Administrative Courts act with each other to enforce legal regulations. State Administration (material)



Religious Courts Procedural Law

The Religious Court Procedural Law is a set of regulations that contain how a person or legal subject must act in proceedings at a Religious Court, as well as how Religious Courts act with each other to enforce the regulations as regulated in the religious justice law and the compilation of Islamic law (material).

Environmental law

This course is one of the most strategic areas of legal science because environmental law has many aspects, namely administrative law, criminal law and civil law. Thus, of course environmental law has more complex aspects. So, studying environmental law is very impossible if you do it alone, because it is very closely related to other aspects of law which also include environmental law.

Intellectual Property Rights

This course is a business law course in the field of Intellectual Property Rights which includes Copyright, Brands, Geographical Indications, Patents, Industrial Design, Trade Secrets and Integrated Circuit Layout Design. This course teaches about the basic concepts of protecting Intellectual Property Rights in accordance with the TRIPs Agreement and IPR laws and regulations, in-depth material on the fields of Intellectual Property Rights including Plant Variety Protection, the importance of protecting Intellectual Property Rights, discussions related to the intersection between the fields of Property Rights Intellectuals, case studies and practice as an Intellectual Property Rights consultant.

Emergency Constitutional Law

The Emergency Constitutional Law course explains the application of law in abnormal/abnormal circumstances. Emergency HTN aims as an institution and provides extraordinary and special state authority, to in the shortest possible time be able to eliminate emergencies or dangers that threaten ordinary life according to general and ordinary legislation and laws.

Government Oversight Law

This Government Surveillance Law course describes and explains the theory, knowledge,



understanding, students' skills and capabilities in conducting analysis of government supervision.

Corruption & Money Laundering Crimes

This course is a mandatory course for the Criminal Law specialization. The Corruption Crime Course discusses the Definition of Corruption Crimes, the history of the development of Corruption Crimes; the relationship between Corruption Crimes and National Law; principles of Corruption Crime; characteristics of Corruption Crimes, various types of International crimes and finding solutions

Property and Collateral Law

This course studies material law, the systematics of object law, the source and development of object legal regulations, the existence of property law after the enactment of the UUPA and UUHT, the nature of property rights regulations compared to the nature of contract law regulations, the principles of object law, types of objects in civil law. based on the Civil Code, types of objects are based on the totality of the objects, types of objects are based on their ownership, differences between property rights and company rights, regarding control rights/power positions, property rights, pledge guarantees, fiduciary guarantees, mortgage guarantees, mortgage guarantees and material rights over objects property of people such as the right to use (collect) the proceeds and the right to use and inhabit

Islamic Family Law (Islamic Marriage & Inheritance Law)

Islamic Family Law is a subject which provides knowledge and explanations for students regarding the theory of matter General Overview of Islamic Law, Introduction to Marriage, Basics of Marriage Law, Pillars and Terms of Marriage, Marriage Registration and Marriage Procedures and Marriage Certificates. Prohibition of Marriage, Marriage Agreement, Pregnancy Marriage, Polygamy. Prevention and Cancellation of Marriage, Rights and Obligations of Husband and Wife, Assets in Marriage, Child Care & Origins of Children, Dissolution of Marital Relations.

Economic Law and International Business Transactions



This course discusses how students should understand, analyze and be able to describe matters related to Consumer Protection Law (HPK). Understand the background to the need for HPK and the principles contained therein. Analyze the standard clauses that exist in society and the aspects therein. Identify the meaning of product, product liability and producer responsibility. Explain the duties and responsibilities of consumer empowerment institutions and analyze consumer disputes.

Bankruptcy Law

Bankruptcy Law is a subject which provides knowledge and explanations for students regarding theory regarding the material Understanding and Basics of Bankruptcy Law, Principles in Bankruptcy Law, Bankruptcy Statements, Legal Consequences of Bankruptcy Decisions, Management of Bankruptcy Assets, Matching Bills, Ending Bankruptcy, Postponement of Debt Payment Obligations (PKPU) and Peace

Air and Space Law

This course explains the norms of air and space law, and can apply the rules of air law contained in international law (Chicago C. 1944 and its amendments, and Annexes) and National Law (UU No.1/2009) as well as other legislation. Understanding outer space law contained in The Outer Space Treaty 1967, and other Conventions as well as Law No. 16 of 2002)

Law of the Sea

A course that discusses legal aspects of the country's maritime territory. This course discusses various maritime zones known in International Maritime Law, starting from Internal Waters to the High Seas. Apart from regulations regarding these zones, the rights and obligations of countries, especially those related to shipping rights and service rights in various maritime zones, are also given adequate discussion. Several important points in International Maritime Law were also discussed, namely the concept of Archipelagic States, Marine Pollution and International Maritime Law Dispute Resolution.

Introduction to the Philosophy of Science and Logic



Philosophy Lectures Science and Logic given to students in the hope that they can study law in more depth, after they have taken and passed the courses: Introduction to Legal Science, Introduction to Indonesian Law. Apart from that, the Philosophy of Law course is intended as a summary to prevent prospective graduates because of their specialized education from losing sight of the field of Legal Studies as a whole. It is also hoped that it can be used as a provision for them when they enter society in order to increase their understanding of coaching. Civic education. The essence of this lecture material includes, among other things, terminology, understanding, and history as well as the scope of Legal Philosophy.

Constitutional law

This Constitutional Law course studies terms and meanings, a comprehensive understanding of the Indonesian constitutional system based on the 1945 Constitution through theoretical, historical, juridical, philosophical and sociological approaches, understanding the science of constitutional law and constitutional law, the scope of constitutional law, the nature of constitutional law, sources of constitutional law, constitutional theory, the development of the 1945 Constitution, the concept of the rule of law and democracy, the government system (government system based on the 1945 Constitution), state institutions based on the Indonesian constitutional system, the electoral system in Indonesia, and Constitutional Court

State Administrative Law

This course discusses a dynamic state that focuses on government administration. In HAN, the scope, relationship between HAN and other state sciences, sources of HAN law, state administration decisions, state administration actions, policy regulations, legal position of public officials, and enforcement of state administration law will be discussed.

Civil law

Graduate learning outcomes given in the course After completing this course students are expected to be able to analyze books I, II, III, IV, KUHD, Marriage Laws and Basic Agrarian Laws

Criminal law



This course provides knowledge about material criminal law, criminal acts, criminal liability, criminal sanctions, reasons for expunging criminal sentences, criminal trials, participation, concurrent criminal acts and repetition (residiv).

Customary law

This course is a course that provides knowledge and forms the basic attitudes, personality and skills of students in understanding Customary Law. Customary Law in Higher Education is a basic and planned effort to develop understanding, appreciation and practice of legal science values from its main sources textually and contextually. These efforts are carried out through lectures, guidance, training and experiences delivered in a dialogical, comprehensive and multi-perspective manner.

Law and Society

This course discusses the use of Law and Society theories and describes the relationship between various social institutions and law.

Labor Law

After completing this course students are expected to be able to understand the meaning and nature of labor law. Where labor law regulates several systems and mechanisms for regulating employment in terms of wages, placement and protection of both domestic and foreign workers.

Legal Research and Writing Methods

After completing this course, students are expected to be able to explain the provisions relating to the objectives, theory and development of research. Research in law must explain the role of law itself by using the role of logic and the legal reasoning model used.

Science and Legislative Design

After completing this course, students are expected to be able to gain an understanding of statutory regulations by knowing the system of statutory regulations, legal principles in statutory regulations, the formal and material constitutional foundations of statutory regulations and knowing how statutory regulations are formed.



Law and Human Rights

This course is a course whose substance is designed so that students have the ability to formulate Law and Human Rights as a policy effort to overcome an action.

Legal Practice

Judicial Practice is a procedure or procedure in general courts and state administrative courts in order to resolve civil, state administrative and criminal disputes including the preparation of legal documents/trial files and trial simulations to enforce material legal regulations

State Institutional Law

State Institutional Law (HKN) as one of the Legal Science and Skills Subjects (MKKKH) has a position to support students' knowledge and skills regarding State Institutional Law. The State Institutional Law course contains material on various constitutional issues related to State institutions, especially regarding theories and institutional development. The State, the conception of State institutions, types, State institutions, relations between State institutions, and disputes over the authority of State institutions.

Regional Government Law

This course discusses vertical government systems, namely regional government. In this course, we will discuss the principles of regional government, the form of the state, the theory of decentralization, decentralization in several countries, regional autonomy systems, the history and regulation of decentralization in Indonesia, the implementation of decentralization in Indonesia, the division and relationship of central and regional authority, regional legal products, regional head elections, and village government

Justice System and Criminal Reform

This course is a course whose substance is designed so that students have the ability to formulate and reformulate criminal policies as a policy effort to overcome criminal acts, which is part of social policy which consists of policies or efforts for social welfare (social



welfare policy). and policies or efforts to protect society (social defense policy) which are taken with an integral approach, namely there is a balance of penal and non-penal means. This course is also designed so that students have the ability to formulate and reformulate the criminal law reform system as a policy effort to overcome criminal acts.

Criminology

Criminology is a branch of science that was born in the 19th century together with sociology, anthropology and psychology, which are branches of science that study human symptoms/behavior in society. Criminology is essentially a science that studies the causes of crime and the conditions that generally influence the emergence of crime as well as studying how to overcome crime. This course will also explain the development of criminology from the beginning to contemporary criminology.

Family Law

The individual and marriage law course is a mandatory subject for the civil law specialty program whose scope of study is personal law, family relations, the position of children in family law, guardianship and guardianship, recording legal events, circumstances of absence, marriage law, and divorce law.

Civil Inheritance Law

Inheritance law is a course that provides knowledge and explanations for students regarding inheritance problems that occur in Indonesian society where legal pluralism still applies, namely that customary law, Islamic law and western civil law still apply simultaneously, including laws related to inheritance. In this inheritance law course, the three inheritance laws will be explained, namely inheritance law based on Customary Law, Islamic Law including the Compilation of Islamic Law and Western Civil Law (Civil Code) as well as inheritance law in the implementation of the Marriage laws that apply in Indonesia, namely Law no. 1 of 1974 concerning Marriage. The course covers the concept of inheritance, who has and does not have the right to inheritance, how it is implemented, calculated and managed, so that students are expected to be able to understand inheritance law issues that apply in Indonesia both in theory and practice.

Company Law



This course is designed to provide a strong foundation for students to study and understand civil relations that occur in society, especially those involving business activities, whether in the form of business entities as legal entities or non-legal entities, which are regulated by Civil Law which originates from the Book of The Civil Law Law (Perdata Code) and the Company Law, especially related to Company Law, all of which are the theoretical basis for resolving concrete legal problems in society, especially the responsibility for carrying out business by business actors and the impact on third parties involved in activities. business entity.

Investment Law and Capital Markets

After attending this course, students will be able to understand, analyze and be able to describe matters relating to Investment Law. Conduct studies based on investment principles applicable in Indonesia. Understand and explain the Capital Investment Agency. Examining investment problems based on current cases in Indonesia and identifying the implementation of good governance.

Diplomatic and Consular Law

This course is a mandatory course for the International Law specialization. This course discusses forms of diplomatic relations and Diplomatic Functions, Diplomatic Immunities and Privileges, Establishment of Consular Representatives and Functions of Consular Representatives, Special Facilities and Consular Immunities.

International Trade and Agreement Law

This course has a position as a course that explores the existence of international agreements as a source of international law, teaches about the basic understanding, stages of making international agreements and understands the application of international agreements in national law as well as international trade law regarding the scope, principles, theory, barriers, policies and sources of international trade law, this course also discusses the role of the WTO in international trade and the drafting of international agreements.



Law and Information Technology

After completing this course, students are expected to be able to explain ethics in general and specifically, including the ethical codes of several professions related to the legal profession. Understand the importance and position of professional ethics in the introduction of ethics, morality and integrity of legal and law enforcement officials. By understanding the code of ethics, students when entering a particular profession are able to implement the code of ethics which guides their work, in order to build an Indonesia that is in accordance with the ethical foundations rooted in Pancasila, as an anchor in national and state life.

Election Law

The Election Law course explains democratic life in Indonesia. Democratic life always goes hand in hand with the life of political parties and holding elections in Indonesia. At the beginning of the lecture, we will explain the development of democracy in Indonesia, the development of political parties and their functions. In the next section, we will explain the history of the development of the electoral system in Indonesia. Next, it will also be explained about election organizers and participants as well as efforts to resolve election disputes in Indonesia.

Tax law

This course provides students with an overview of how taxes are regulated in Indonesia, the government's aim of imposing taxes on citizens and what the government's basis for imposing taxes is, both sociologically, philosophically and juridically. Students are expected to be able to know and understand the history and development of tax law in Indonesia, the principles of tax law, the rights and obligations as taxpayers, the implementation of tax law and the resolution of disputes regarding both tax subjects and objects in their capacities as legal practitioners, researchers, academics. as well as public officials, as well as the implementation of knowledge in the form of legal products in the form of regulations, authentic deeds that comply with laws, codes of ethics and other related regulations.

International Criminal Law



This course is a combination of two legal disciplines, namely international law and national criminal law. Therefore, before reviewing further the meaning of "criminal law" and "international law". Understanding the meaning of these two legal disciplines makes it easier for us to draw common threads from the essence of the meaning of international criminal law.

Private International Law

This course studies international private law, relating to domicile, citizenship, mixed marriages, child maintenance, international treaty law, international economic law and international arbitration. This also includes matters regarding public order, choice of law, legal smuggling and unlawful acts.

Comparative Civil Law

This course studies the views and assumptions regarding comparative law, the terms and meaning of comparative civil law, a brief history of comparative civil law, the location of comparative customary civil law, the scope among other sciences, various types of comparative civil law, the scope of comparison civil law, the needs that encourage comparing laws (theoretical needs and practical needs), because there are differences and similarities in the field of law, the function of legal comparisons, the benefits of legal comparisons, the process of legal comparisons, the objects of legal comparisons, the basic principles and principles in processing legal comparisons, various comparative legal methods, ideas about legal families, legal systems in the world, Islamic legal systems, customary legal systems, understanding civil legal institutions, types of civil legal institutions, comparing civil legal institutions, exceptions as legal subjects, skills and authority of legal subjects, domicile based on the legal system in Indonesia, place of domicile of legal entities, comparison of civil law regarding marriage, comparison of civil law regarding adoption, comparison of object law regarding objects, comparison of civil law regarding agreements, and comparison of civil law regarding inheritance.

Comparative Criminal Law

This course is basically a mandatory subject for the Comparative Criminal Law Specialty Program, students are introduced to the most basic knowledge or issues (basic knowledge/basic issues) regarding: the meaning of Comparative Criminal Law, the aims and benefits of studying Comparative Criminal Law, comparative criminal law and



explanations, legal systems and comparison of criminal law in several countries, principles of criminal law in several countries, types of crimes in several countries, aggravation and reduction of criminal law in several countries, legal families in the world. Students are expected to be able to master and explain all learning material

Consumer Protection Law

This course discusses how students should understand, analyze and be competent in describing matters related to Consumer Protection Law (HPK). Understand the background to the need for HPK and the principles contained therein. Analyze the standard clauses that exist in society and the aspects therein. Identify the meaning of product, product liability and producer responsibility. Explain the duties and responsibilities of consumer empowerment institutions and analyze consumer disputes.

Anti-Monopoly Law & Unfair Business Competition

This course is expected to provide knowledge and understanding of the basics of business competition law, such as the background and objectives of implementing business competition law, general principles in business competition law, prohibited activities and agreements, abuse of dominant position, enforcement of business competition law, and activities excluded by business competition law.

Humanitarian and Refugee Law

After completing this course, students are expected to be able to explain the terminology and background to the emergence of international humanitarian law in relation to human rights. Sources of law applicable in humanitarian law, types of armed conflict, principles and violations of humanitarian law. Students are able to analyze humanitarian law enforcement mechanisms when violations occur in international and non-international armed conflicts.

International Dispute Resolution Law

This is an international law course in the field of international dispute resolution with material presented including: introduction, principles of peaceful dispute resolution, non-litigation international dispute resolution, litigation international dispute resolution,

international dispute resolution based on Chapter VII of the UN Charter, settlement disputes using violence, dispute resolution in international organizations.

C. 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 50 (fifty) minutes per week per semester
2. Structured assignment activities of 60 (sixty) minutes per week per semester include completing assignments, completing questions, writing papers, searching the library; And
3. Independent activities of 60 (sixty) minutes per week per semester, are activities carried out by students independently and in groups to explore and prepare academic assignments.

D. Learning and Study Monitoring

1. Evaluation

- a. The assessment of each course includes 4 (four) components:
 - 1) Attendance (75% attendance as a requirement for taking the exam): 0
 - 2) Participatory Activities: 15%
 - 3) Project Yield: 35%
 - 4) Independent task& Group): 10%
 - 5) UTS (Midterm Exam): 15%
 - 6) UAS (Final Semester Exam): 25%

In lectures, there are certain courses that have been determined by the Faculty using the Case Study, Project Based Learning and Problem Based Learning methods. PBL method courses have their own assessment system, namely:

Activity	Description
Participatory Activities	Student attendance and activeness in class



Project Results	Solving complex problems in groups for students in collaboration with the lecturer is presented in front of the class followed by constructive discussions
Task	Independent assignments in the form of solving problems or case questions given by the lecturer according to the lecture topic at the meeting
Quiz	Lecturer evaluation at meetings before UTS or UAS in the form of multiple choice offline or online via applications (Quizizz, Kahoot, Travelo, etc.) or essays
UTS	a form of evaluation for the current semester with emphasis on students' cognitive aspects
UAS	a form of final course evaluation that emphasizes cognitive aspects to determine student graduation in each course.

- b. Regulations regarding examination procedures at the Faculty of Law are outlined in the policy of the Dean of the Faculty of Law, UPN Veteran Jakarta.
- c. SKS system learning, the learning period is odd semester, even semester and intermediate semester according to the provisions. Face-to-face learning activities and structured assignments. The exams consist of Mid-Semester Exams (UTS), Final Semester Exams (UAS) and Comprehensive Exams (proposal hearing and thesis hearing). Assessment of passing the exam is as follows:

Letter	Score	Quality Score	Quality Designations
A	85 - 100	4.00	With compliments
A-	80 - 84.99	3.75	Very very good
B+	75 - 79.99	3.50	Very well
B	70 - 74.99	3.00	Good
B-	65 - 69.99	2.75	Pretty good
C+	60 - 64.99	2.50	More than enough
C	55 - 59.99	2.00	Enough
D	40 - 54.99	1.00	Not enough
E	Less than 40	0.00	Fail

2. Study Load and Study Period

- a. Terms of credit load and study period for the Law Study Program, FH UPNVJ Undergraduate Program

1	Maximum number of credits per semester	24 credits
2	Minimum credit load per course	2 credits



3	Maximum credit limit per course	6 credits
4	Minimum number of semesters	7 semesters
5	Maximum number of semesters	14 semesters
6	Maximum academic leave limit	2 semesters
7	Total minimum number of credits	148 credits

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

GRADE POINT	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 - above	24 credits

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

NO	COURSE GROUPS	CREDIT CHARGES (SKS) CONCENTRATION PROGRAM					
		I	II	III	IV	V	VI
1	MK. University Compulsory	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. Choice	20	20	20	20	20	20

- d. Judicial passing grades are stated with the predicate:

- 1) GPA 2.76 – 3.00 passed with the title “SATISFACTORY”



- 2) GPA 3.01 – 3.50 passed with the title “VERY SATISFACTORY”
- 3) GPA 3.51 – 4.00 graduated with the title “WITH PRAISE/CUMLAUDE”

E. Academic Administration

1. Academic Registration:

- a. Academic registration is the activity of registering yourself to obtain academic services.
- b. Academic services are carried out online through the Academic Information System (SIKAD) which can be accessed on the website <http://akademik.upnvj.ac.id>
- c. The requirements for academic registration are having carried out or completed administrative registration and having 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) for users at the student, lecturer and educational staff levels tasked with handling this registration.
- e. Study Plan Improvement Activities (KPRS) can be carried out if students do not meet the requirements for the courses taken in the KRS or the number of credits exceeds the maximum limit for taking them. Changes to the KRS must be approved by PA and ratified by the Head of Study Program;
- f. Students who do not register for 1 (one) semester with unregistered status and then wish to re-register for the next semester must submit a written request to re-register to the Dean.
- g. Students who do not register for 2 (two) consecutive semesters are considered to have resigned or stopped being students.
- h. A student's resignation or ceasing to be a student is determined by the Chancellor's decision letter.
- i. For students who do not fulfill their financial obligations, they will automatically not be able to fill out their KRS online.
- j. Students who do not register are required to submit an academic leave request to the Dean.



- k. Students who do not register and do not apply for academic leave are declared as Non-Active Students and are subject to full financial obligations.

2. Academic Guidance

- a. Academic guidance is carried out by an academic supervisor, namely, a lecturer who is appointed and entrusted with the task of guiding a group of students whose aim is to help students complete their studies as quickly and efficiently as possible according to the student's individual conditions and potential.
- b. Face-to-face academic guidance must be carried out at least 3 times per semester, namely when students take courses, review the learning process before the mid-semester exam and review the learning process in preparation for the final semester exam.
- c. Academic supervisors are permanent lecturers appointed by the dean based on a proposal from the Head of the relevant Study Program and are obliged to:
 - 1) Providing guidance to students during their education period
 - 2) Foster creativity and effective learning habits
 - 3) Assist students in preparing study plans to support the success of their studies.
- d. The academy supervision schedule is in accordance with what is stated in the academic calendar.
- e. Study monitoring is carried out every semester. Monitoring is carried out by the Head of Study Program and faculty leaders assisted by Academic Supervisor lecturers. Academic achievement per semester is a minimum GPA of 2.00 and 12 credits per semester. Students are threatened with dropping out of their studies if their performance is below the minimum standard. Students below the minimum achievement can be given a probationary semester period up to the third and/or fourth semester.
- f. Students can be declared to have dropped 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, head of the study program and Academic Supervisor.
- g. A certificate of having attended college is given to students who drop out of their studies/withdraw.



- h. Resignations can be submitted by students at any time as long as they are within the study period.
- i. Academy coaching considers, among other things:
 - 1) Study program curriculum and prerequisites for each course
 - 2) The relationship between one course and other courses, although not a prerequisite.
 - 3) Student academic abilities and achievements.

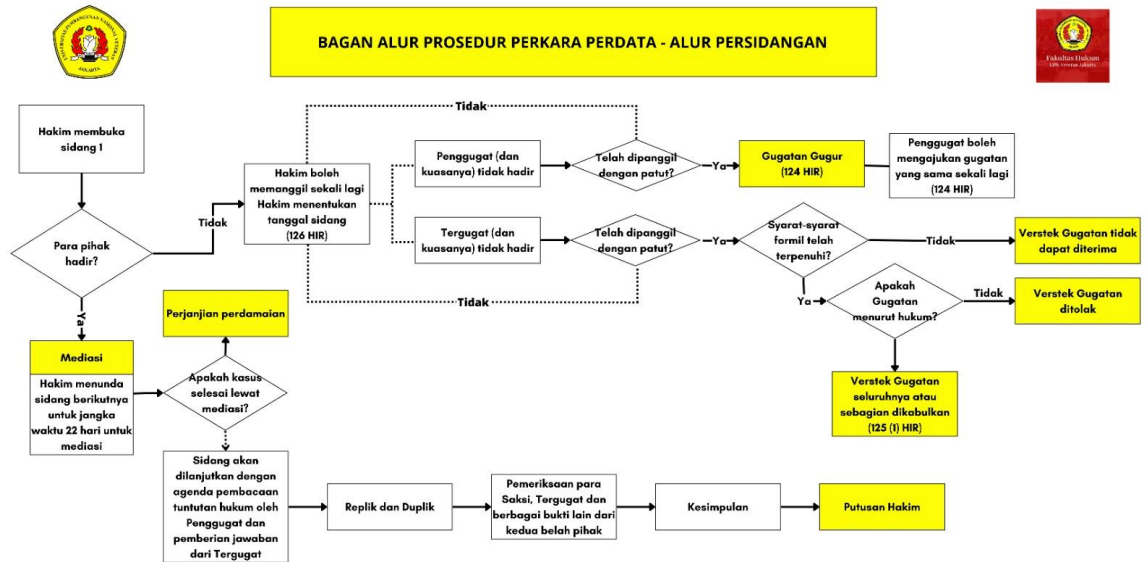
3. Class Lecture Terms

Before the teaching and learning process is carried out, a lecture contract agreement is made between the lecturer and students which contains:

- a. Lectures are carried out according to a predetermined schedule
- b. Lectures with a room code using a VCR are carried out online, while those with a classroom code are carried out offline
- c. Students are required to wear masks, maintain a safe distance when communicating between individuals (Social/Physical distancing), have been vaccinated at least twice and have the PeduliLindungi application
- d. Students are required to enter class on time and are given a tolerance of no later than 10 minutes from the specified schedule.
- e. If after 10 minutes there are still students who are late, then the student is considered absent;
- f. Students sign the attendance list provided no later than 10 minutes before the lecture ends
- g. In each lecture, students take a pretest and posttest provided by the lecturer;
- h. Students must dress neatly and politely (shirt/batik) and wear shoes;
- i. Students are prohibited from leaving the room without the lecturer's permission
- j. Students are required to read textbooks, modules, laws and regulations or other materials that have been uploaded by lecturers <https://leads.upnvj.ac.id/my/>
- k. Students are required to watch the Learning Videos uploaded on <https://leads.upnvj.ac.id/my/> or on the fh upnvj YouTube channel
- l. Students who are unable to attend must provide proof of letters or other information to the lecturer via the class leader concerned before the lecture begins or a maximum of 1 (one) week after the lecture.

4. Laboratory Provisions

There are 2 FH UPNVJ Laboratory rooms which are used for practice simulations of civil case hearings, criminal cases and state administrative court cases.





5. Procedures for filling out KRS
 - a. Students print and bring the Study Results Card (KHS) for the semester in question
 - b. Students consult on filling out the KRS with the Academic Supervisor (PA) by bringing a print out of the KHS and KRS
 - c. Students fill out the KRS Form.
 - d. The KRS Form has been filled in and signed by the PA Lecturer, Student and Head of Study Program.
 - e. PA lecturer unlocks KRS filling at SIAKAD.
 - f. Students input KRS online based on the KRS Form which has been validated by the PA Lecturer.
 - g. Students print KST (Permanent Study Card).
 - h. Students bring the KRS form which has been validated by the PA lecturer and print out/send the KST soft copy 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 in the KRS by the specified deadline submit an Academic Leave Application Letter to the Dean of FH UPNVJ.
6. Students on Academic Leave:
 - a. Understanding

Academic leave is the status of a student who is not actively studying (on leave) which is officially approved by the Dean through a Dean's Decree. Academic leave for students does not affect the stated study period. Academic leave cannot be taken for 2 (two) consecutive semesters.
 - b. Condition
 - 1) Registered as a student
 - 2) Already have a Student Identification Number (NIM)
 - 3) Have attended an educational program for at least two consecutive semesters for the first academic leave.
 - 4) Have no outstanding financial obligations.
 - 5) Students with strong reasons shown by written evidence can apply for academic leave for a maximum of 2 (two) semesters during the study period, whether consecutive or not.
 - c. Implementation



- 1) Students who wish to temporarily stop their studies in a particular semester for good reasons must remain as students with 0 (zero) credits.
- 2) Students submit a Letter of Application for Academic Leave to the Dean after consulting with the Academic Advisor (PA).
- 3) Submit a leave request no later than 2 (two) weeks before the end of the re-registration period (filling in the KRS) for the next semester.
- 4) The Dean issues a Decree on Academic Leave and reports it to the Chancellor with a copy from 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 permitted to re-register with a load of 0 (zero) credits and carry out academic leave procedures, adding a deadline for submitting temporary studies.
- 7) Students who are on academic leave are not entitled to receive academic, administrative services or join student organizations.
- 8) If academic leave is taken in semester 2 (two) for any reason, financial obligations remain in effect.
- 9) The official who has the right to decide on student status at UPN Veteran Jakarta is the Chancellor or an official who is authorized to do so.

d. Active Students Return after Academic Leave

If the academic leave period ends and students will be active again, they are required to re-register with the following conditions:

- 1) Submit a written request to be active again to the Dean by attaching a certificate of academic leave no later than 1 (one) month before the academic leave ends.
- 2) Carry out academic registration (fill in the KRS) and pay off all financial obligations that are due.
- 3) The Dean gives a certificate of re-activation after paying attention to the financial obligations that must be fulfilled by the student concerned.
- 4) If there is a delay in carrying out academic registration beyond the deadline for filling out the KRS, the student will be subject to sanctions in the form of an automatic extension of his academic leave with a payoff of financial obligations and it will not be counted as a study period.



7. Inactive Students Without Information

a. Understanding

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

b. Condition

Registered as a student and have a NIM

c. Implementation

1) Students who are not actively studying without explanation in a particular semester are counted towards the study period limit.

2) The maximum period of inactivity is 2 (two) consecutive semesters.

3) If you are inactive for more than 2 (two) consecutive semesters you will be considered as having resigned.

4) The Dean proposes a letter of dismissal for students who have been inactive for more than 2 (two) consecutive semesters without explanation.

d. Active Again

If a student is inactive without explanation for 1 (one) or 2 (two) consecutive semesters and wishes to be active again, the following provisions apply:

1) Submit a letter of application to be active again to the Dean 2 (two) weeks before the end of registration in the semester concerned to obtain restoration of his status as a UPN Veteran Jakarta student.

2) Carry out academic registration (fill in the KRS) and pay off all financial obligations after receiving restoration of your status as a UPN Veteran Jakarta student 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 study period of the student concerned as well as several other considerations that allow the student to be active again.

8. Students are suspended

a. Understanding

Students subject to suspension are students who, because they have made a mistake or violated the rules/rules, are sentenced to academic sanctions in the



form of suspension, namely a ban on participating in all academic activities for a certain period of time.

b. Condition

Registered as a student and have a NIM.

c. Implementation

1) For students who are suspended, the period of study during the suspension is still taken into account.

2) When the suspension period is over, students are required to report to the Dean.

d. Active Again

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

1) Submit an active application letter to the Dean 2 (two) weeks before the end of the re-registration period in the semester concerned to obtain restoration of student status.

2) Carry out academic registration (fill in KRS) and pay off all financial obligations.

3) The Dean gave a letter of approval to be active again after paying attention to financial obligations and several other considerations.

9. Student Final Assignment

a. What is meant by student's Final Project scientific research-based written work prepared as one of the requirements for obtaining a Bachelor of Laws degree.

The final assignment at the Faculty of Law, National Development University is in the form of a Thesis, Scientific Article and Legal Memorandum.

b. The semester credit unit weight (SKS) for the Final Assignment is 4 as stated in the curriculum.

c. The technical provisions for writing final assignments are regulated in separate guidelines created by the study program.

d. Final assignment courses must be passed where the minimum passing grade is B.

e. The preparation of the final assignment is preceded by the preparation of the final assignment proposal.

- f. In preparing the final project proposal, students must have completed 90 credits and have taken prerequisite courses.

10. Waiting for Final Assignment

a. Understanding

What is meant by students waiting for their final assignments are students who have completed all academic activities but have not completed their final assignments.

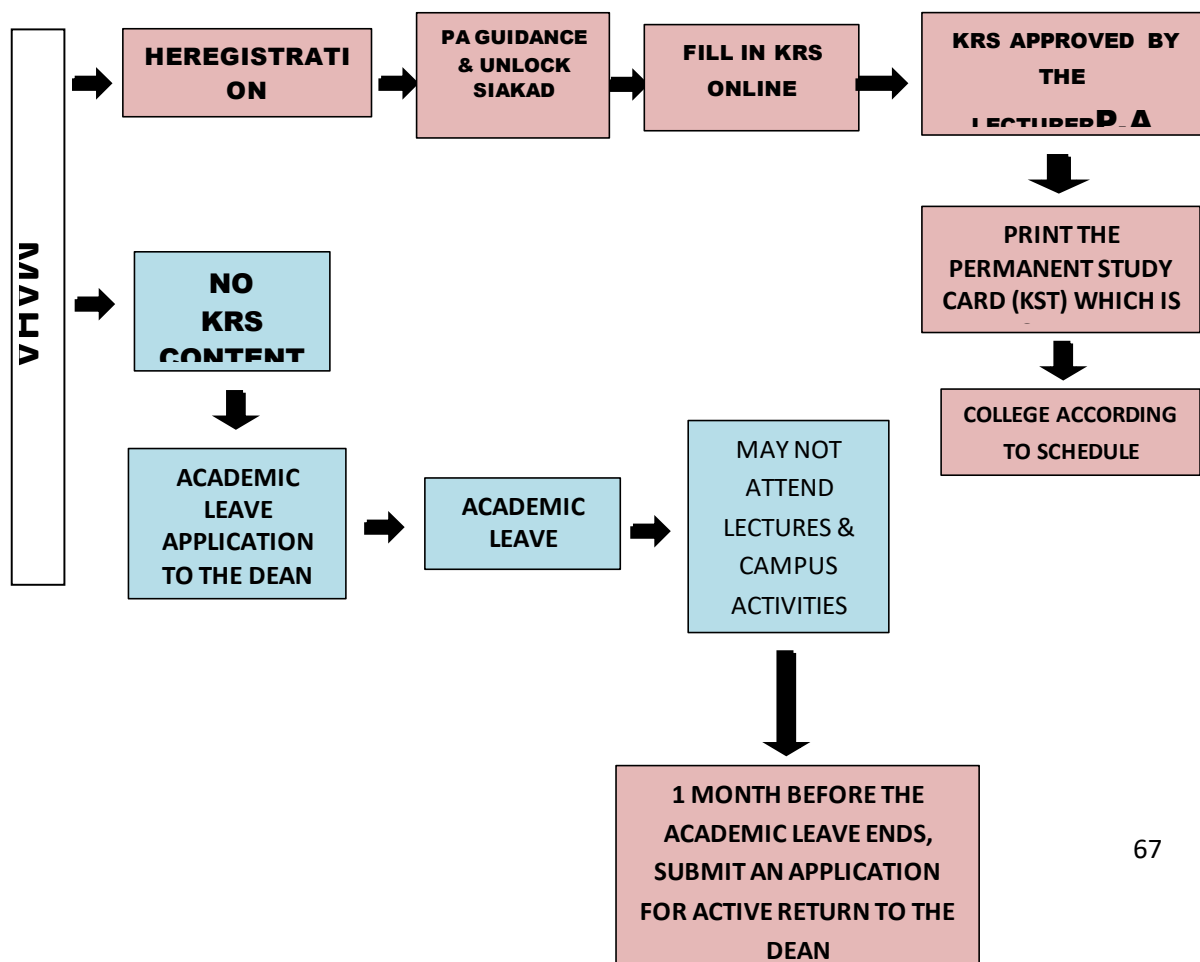
b. Condition

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

c. Implementation

- 1) Students who are waiting for their final assignment in a particular semester due to negligence will still count towards their studies.
- 2) The time limit for waiting for final assignments is no longer than the number of semesters remaining within the study period

ACADEMIC ACTIVITIES FLOW CHART





CHAPTER IV

FINANCE AND GENERAL ADMINISTRATION

A. Finance

Tuition fees at the Jakarta Veteran National Development University since 2015/2016 have adopted a single tuition fee (UKT) which is classified based on parents' income group. This tuition fee applies to all student admission pathways.

B. General Administration

1. Student Withdraws

a. Understanding

A student who resigns is a student who for certain reasons asks to stop his or her status as a student.

b. Condition

- 1) Registered as a student and have a NIM
- 2) Have attended education for at least 1 (one) semester.

c. Implementation

- 1) Submit a written application with sufficient stamp duty to the Dean.
- 2) Obtain approval from the Chancellor for the Dean's proposal.
- 3) Pay off all financial obligations before resignation.
- 4) Given a certificate and the right to a Study Results Card.

2. Student Academic Evaluation

- a. While students are attending lectures, an evaluation will be carried out at the semester stage, and if they do not meet the requirements, they will be subject to permanent study dismissal (DO/Drop Out).
- b. Evaluations are carried out on undergraduate law study program students who do not meet the requirements for collecting a Grade Point Average (GPA) ≥ 2.00 with the following conditions:



No	Semester	Minimum credits taken	Information
1	Two Semesters of the first year	20	
2	Four semesters of second year	40	
3	Six semesters of third year	60	
4	Eight semesters of fourth year	80	
5	Ten semesters of fifth year	100	
6	Twelve semesters of sixth year	120	
7	Fourteen semesters of seventh year	148	Includes 4 final assignment credits

3. Students Drop Out

a. Understanding

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

b. Condition

- 1) Registered as a student and have a NIM.
- 2) Have attended education for at least 1 (one) semester.
- 3) His study period has ended.
- 4) It is not possible to extend the study period based on academic evaluation.

c. Implementation

- 1) The Dean summons the student concerned for verbal notification and direction that the student concerned is subject to DO sanctions.



- 2) The Dean submitted a letter of proposal to the Chancellor regarding (Drop Out, DO) the student from his status as a UPN Veteran Jakarta student.
 - 3) The Chancellor issued a Decree regarding Drop Out (DO).
 - 4) Given a certificate and rights to KHS after fulfilling all financial obligations.
4. Student Dismissed
- a. Understanding

What is meant by dismissed students are students who do not fulfill administrative requirements because they violate the provisions with severe penalties and their student status is revoked in accordance with the University's disciplinary regulations.
 - b. Condition
 - 1) Registered as a student and have a NIM.
 - 2) Have attended education for at least 1 (one) semester.
 - 3) Committing a mistake or criminal act with severe punishment.
 - c. Implementation
 - 1) The Dean forms a Faculty disciplinary commission
 - 2) The Faculty Disciplinary Commission proposes sanctions for violations to the Chancellor through the Dean.
 - 3) The Dean proposes to the Chancellor to issue a decision letter.
 - 4) If necessary, the Chancellor can form a further Disciplinary Commission.
 - 5) The Chancellor issued a dismissal decision.
 - 6) Given a letter of dismissal and the right to KHS.



CHAPTER V

STUDENT AND ALUMNI AFFAIRS

A. Student Development

Student development is an inseparable part of the implementation of educational programs at the Faculty of Law, UPN Veteran Jakarta.

Students are expected to actively participate in all extracurricular activities in order to achieve national education goals which are carried out on campus and outside campus and are not intended to obtain 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. Reasoning and scientific fields, for example seminars, workshops, symposiums and so on.
2. Fields of interest/talents and hobbies in order to improve skills, increase appreciation and increase physical fitness which includes sports activities, nature lovers, legal awareness lovers and so on.
3. The field of student welfare includes providing scholarships, spiritual activities, legal exchanges and so on.
4. Fields of community service include social service, legal counseling and so on.

B. Objectives of Student Affairs Development

1. Expanding students' thinking horizons through activities such as student leadership training, research and scientific discussion forums.
2. Increasing student encouragement and creativity through spiritual, sports and arts activities.
3. Mature student personality and integrity.

C. Student Bodies

UPN Veteran Jakarta Faculty of Law Student Bodies include:

1. Student Senate (SM)

The Student Senate is a legislative body that represents all students at the Faculty of Law, UPN Veteran Jakarta, whose duties include:



- a. Determine program outlines, create policies, regulations, decisions and supervise and assess the implementation of Student Executive Board activities.
- b. Provide suggestions, opinions and suggestions to faculty leaders. The existence of the UPN Veteran Jakarta Law Faculty Student Senate was ratified through a Decree from the Dean of the UPN Veteran Jakarta Law Faculty, which is valid for a year, so that every year the decision letter from the Dean of the UPN Veteran Jakarta Law Faculty must be revised according to the new management.

2. Student Executive Board (BEM)

The Student Executive Board is the body in charge of planning, compiling and implementing extracurricular activity programs in accordance with the program outlines that have been determined by the Student Senate of the Faculty of Law, UPN Veteran Jakarta. In implementing its work program, the Student Executive Board is assisted by other complementary bodies. The existence of the UPN Veteran Jakarta Faculty of Law Student Executive Board was ratified through the Decree of the Dean of the UPN Veteran Jakarta Faculty of Law, which is valid for one year.

3. Student Activities

a. Introduction to New Student Campus Life (PKKMB)

This activity aims to provide opportunities for new students so that it becomes an adaptation process with faculty leaders, lecturers, staff, senior students and other related elements within the UPN Veteran Jakarta Faculty of Law. Every new student must take part in this activity and students who do not take part are required to repeat the activity the following year.

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 enlivening the academic climate among students. FRDM is active as a faculty ambassador in competition events in the field of research and debate at national and international levels.

c. Moot Court Unit (UPS)

This activity is an academic activity managed by students in the field of trial practice. UPS prepares to take part in various national and international moot court competitions.

d. Al-Hakim Islamic Communication Forum



This activity is a student activity that is oriented towards fostering religious character and is 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 aimed at channeling interests and insight into thinking such as arts/art appreciation, religion, participating in student organization activities, legal activities, research and others.

4. Student Welfare

a. Guidance and counseling

This activity helps students overcome matters related to academic and non-academic fields. Each student will be supervised by the student's supervisor or Academic Supervisor.

b. Internet

c. Campus Polyclinic

d. LKBH (Legal Consultation and Assistance Institute)

e. Central & Faculty Library.

f. Scholarship

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

D. Alumni And Parent Partnership

1. Alumni

Alumni are graduates of the Faculty of Law, UPN Veteran Jakarta. Faculty alumni are gathered in the Association of Graduates of the Faculty of Law, UPN Veteran Jakarta.



The alumni association aims, among other things, to foster relationships between alumni and assist the faculty in improving academic quality. Apart from that, alumni serve as Faculty Partners, who have functioned as leaders and teaching staff at FH, as channel for FH graduates in looking for work and as a development partner for FH UPN Veteran Jakarta.

2. Partnership with student parents

Partnership with students' parents is a collaborative relationship that helps each other for the success of the student learning process at the Faculty of Law, UPN Veteran Jakarta. Apart from that, the faculty wants to increase the role of student parents through student parent forums.



CHAPTER VI

CLOSING

The success of the learning process is not solely determined by the educational institution with all its facilities, but is also determined by factors outside that. The presence of parents and their participation in the SKS system plays a very important role in the success of learning. Therefore, through these guidelines it is hoped that mutual synergy will emerge between lecturers, students and parents, so that the learning process can meet mutual expectations.

Jakarta, 12 July 2023
Dean

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