



UNIVERSITAS
YARSI
FAKULTAS HUKUM

Kampus
Merdeka
INDONESIA JAYA



Academic Guidelines



BACHELOR OF LAW PROGRAMME

FACULTY OF LAW YARSI UNIVERSITY



JL. LETJEN SUPRAPTO, CEMAPAKA PUTIH
JAKARTA, 10510
TELP. 6221 420 6674, 420 6675, 420 6676



yarsi.ac.id



@universitasyarsi



@fakultashukumuy

FOREWORD

Alhamdulillah 'ala kulli hal, Praise be to God *Subhanahu wa Ta'ala*, who has bestowed His mercy and hidayah, so that the 2022 academic guidebook for the Law Study Program, Faculty of Law, YARSI University (FH YARSI) can be completed. This academic guidebook is prepared for academic guidelines and curriculum for students of the class of 2022 and above. FHUY publishes this academic book which has been adapted to the latest developments in implementing Merdeka Belajar Kampus Merdeka (MBKM).

This academic guidebook is very important for students because during their education at FH YARSI, students will always need information about various things, especially about academics, applicable curriculum and matters related to lectures. Students are expected to read and read this academic guidebook well so that everything related to lectures on the FH YARSI campus can be understood correctly.

This 2022 academic guidebook explains how the implementation of the education and teaching process, course structure, and learning evaluation. Against this information, students are expected to be able to observe it carefully so that they can plan and follow the learning process well.

Thank you to the Academic Handbook Drafting Team who worked hard to complete this book. Hopefully this book can be used as well as possible by students, lecturers, fields of study and management of FH YARSI.

On behalf of the Big Family of the Faculty of Law, YARSI University, we would like to welcome New Students to our beloved campus. To all new students, we would like to congratulate you on learning, with the hope that every student produced by this campus will be the best human beings who can devote attention to the progress of the nation and state. May Allah *Subhanahu wa Ta'ala* always bestow His Mercy and Grace on all of us.

Jakarta, 2022

Dean of the Faculty of Law
YARSI University

Dr. H. Mohammad Ryan Bakry, S.H., M.H.

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CHAPTER I HISTORY, VISION, MISSION, AND OBJECTIVES OF EDUCATION

1.1 History

YARSI University is an educational institution established by the YARSI Foundation. At the beginning of the treatise, YARSI University was a YARSI Medical College on April 15, 1967 by only organizing 1 (one) study program, namely the Medical study program. Such a stance is based on the alarming reality in terms of the limited number of medical personnel in Indonesia. In addition, the concern in this regard is the low readiness of Muslims to participate in the field of health services.

The picture is unraveled from the situation and conditions that existed in the mid-1960s. At that time, there were no medical education institutions and hospitals managed by Islamic institutions. In its next journey, in 1969 in accordance with the provisions of Law Number 22 of 1961 changed to the YARSI Medical College (STK).

The impetus to develop STK YARSI into YARSI University has begun to emerge since 1979. After careful consideration and armed with his experience when managing STK YARSI, in turn the idea was realized in the academic year 1989/1990. In accordance with the Master Development Plan (RIP) of YARSI University 1988/1989-1998/1999, in Pelita I of RIP three new faculties were opened, namely: Law, Economics and Industrial Technology. STK YARSI transformed into the Faculty of Medicine within the YARSI University, which is accompanied by three Faculties: Law, Economics and Information Technology.

Furthermore, in the 2007/2008 Academic Year, a new faculty was born within YARSI University, namely the Faculty of Psychology with a specialty in Health Psychology which was then followed by the establishment of the Dentistry Study Program in the 2012/2013 Academic Year. In the latest development, the Graduate School was successfully established within the YARSI University a year later.

Within the Faculty of Law, YARSI University (FHUY) there is only 1 (one) study program, namely the Law Study Program. Thus it was established on September 21, 1989 based on the decree of establishment number 0616/O/1089. In its 27 years of service as a law college, FHUY has graduated hundreds of Muslim Law Scholars who have taken part in the world of law enforcement.

As FHUY's responsibility to show its accountability as an institution providing higher education, the Law Study Program at FHUY has obtained accredited status. In this case, most recently, the FHUY Law Study Program managed to maintain the status of "Accreditation B" on September 1, 2020 based on BAN-PT Decree Number 5096/SK/BAN-PT/Ak-PPJS/S/IX/2020.

1.2 Vision, Mission and Goals of YARSI University

Vision of YARSI University

Creating Islamic universities that are respectable, authoritative, of high quality and able to compete in national and international for a.

YARSI University Mission

1. Developing science, technology, and art, through superior and high-quality education, teaching and learning in accordance with Islam.
2. Developing science, technology and art, through superior and high-quality studies, research and publications in accordance with Islam.
3. Developing science, technology, and art, which can answer the problems and challenges of the world community that are superior and of high quality according to Islam.
4. Developing human resources and governance that can answer problems that arise in society and provide direction for change in order to build a world community, especially Indonesian society that is just, prosperous, equitable and civilized according to Islam.

Purpose of YARSI University

1. The production of graduates who are competent, competitive and have Islamic values who can contribute at the National and International levels.
2. The production of science and technology through research that pays attention to and applies humanities and Islamic values to be beneficial for the progress of the nation and the progress of civilization and human welfare.
3. The realization of community service based on reasoning and research results that are useful in advancing general welfare and educating the nation according to Islam.
4. The development of student potential to become human beings who believe and are devoted to God Almighty and have noble character, healthy, knowledgeable, capable, creative, independent, skilled, competent and cultured for the benefit of the nation.
5. The realization of participatory and integrated governance between fields in an effort to support the effectiveness and efficiency of human and physical resources.
6. The realization of synergistic and strategic cooperation both at the National and International levels.

1.3 Vision, Mission and Objectives of the Faculty of Law

Vision of the Faculty of Law

Creating a Faculty of Law that has Islamic insight, high quality and is able to compete at the Southeast Asian level.

Mission of the Faculty of Law

Faculty of Law Universitas YARSI has a mission:

1. Organizing education, teaching and learning in the field of law that refers to the Indonesian National Qualifications Framework (KKNI) and is based on Islamic values.
2. Conducting research in the field of law that meets the standards of scientific rules and methods systematically.
3. Organizing community service in the field of law that is in line with community needs

and integrated with research

4. Organizing cooperation in the fields of education, research and sustainable community service at the national level and in the Southeast Asian Region

Objectives of the Faculty of Law

The Faculty of Law of YARSI University has the following objectives:

1. Achieving standardization of the Indonesian national qualifications framework (KKNI) in the implementation of education, teaching and learning in the field of law.
2. Achieving internalization of Islamic values in the implementation of education, teaching and learning in the field of law.
3. Improving the quality of research in the field of law that meets the standards of scientific rules and methods systematically
4. Increased community service in the field of law in line with the needs of the community.
5. Achieving community service integrated with research
6. Increasing cooperation in the fields of education, research and sustainable community service at the national level and in the Southeast Asian region.

Scientific Vision of the Faculty of Law Study Program, YARSI University

"Developing legal science in harmony with the dynamics of governance and the development of society based on scientific methods and morality, to produce a generation of high-quality legal scholars and legal practitioners".

CHAPTER II EDUCATIONAL ORGANIZATIONS

2.1. Dean Profile

Organizational Structure

YARSI University Faculty of Law Officer - Dean

Dean : Dr. Mohammad Ryan Bakry, S.H., M.H.

Vice Dean I : Dr. Liza Evita, S.H., M.H

Vice Dean II : Dr. Nurul Fajri Chikmawati, S.H., M.H.

Vice Dean III : Nelly Ulfah Anissa Riza, S.H., M.H.

Study Program Secretary : Mohamad Kharis Umardani, S.H., M.H.

Head of Hk Laboratory : Dr. Yusuf Shofie, S.H., M.H

Quality Control Group : Evie Rachmawati Nur Ariyanti, S.H., M.H.

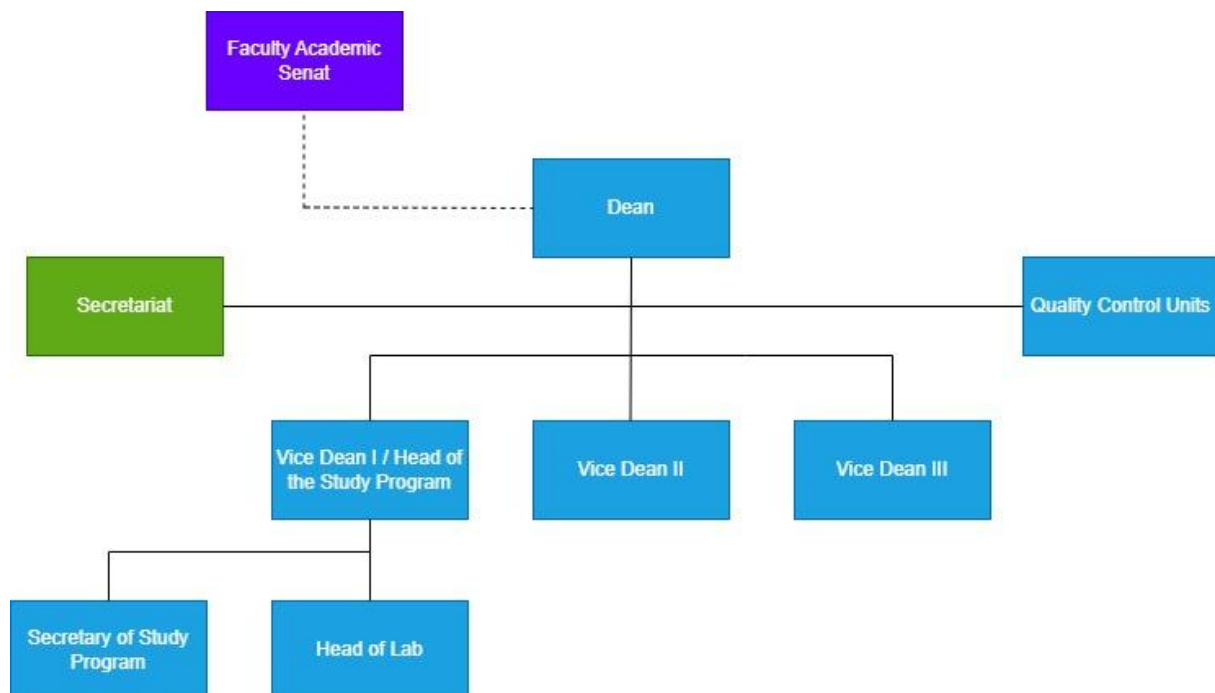


Figure 1. Faculty of Law Organizational Structure Chart

Educational organizations

Structurally and functionally the organization of the Faculty of Law of YARSI

University consists of:

2.2. Dean

The Dean is the highest leader of administration and management at the Faculty. The Dean is a leader who carries out the functions of planning, implementing, monitoring, evaluating, and reporting in the academic and non-academic fields at the Faculty. The

term of office of the Dean is 5 (five) years, and can be reappointed provided that there are no more than 2 (two) consecutive terms, and have not passed the retirement age.

2.3. Vice Dean I

Vice Dean I is a leader who represents the Dean holding the functions of planning, implementing, monitoring, evaluating, making oral and written reports in the field of Education. The term of office of Vice Dean I is 5 (five) years, and can be reappointed provided that there are no more than 2 (two) consecutive terms, and has not passed the retirement age.

2.4. Vice Dean II

Vice Dean II is a leader who represents the Dean in carrying out the functions of planning, implementing, monitoring, evaluating, making oral and written reports in the field of research, scientific publications and IPR research results. The term of office of Vice Dean II is 5 (five) years, and can be reappointed provided that there are no more than 2 (two) consecutive terms, and has not passed the retirement age.

2.5. Vice Dean III

Vice Dean III is a leader who represents the Dean in carrying out the functions of planning, implementing, monitoring, evaluating, making oral and written reports in the field of community service. The term of office of Vice Dean III is 5 (five) years, and can be reappointed provided that there are no more than 2 (two) consecutive terms, and have not passed the retirement age.

2.6. Head of Study Program

The Head of the Study Program is the leader of the Study Program who carries out the functions of planning, implementing, monitoring, evaluating, making oral and written reports in the fields of education, research and community service. The term of office of the Head of Study Program is 5 (five) years, and can be reappointed with the provision that there are no more than 2 (two) consecutive terms, and has not passed the retirement age.

2.7. Secretary of Study Program

The Secretary of the Study Program is a leader who carries out the function of assisting the implementation of the duties of the Head of the Study Program. The term of office of the Secretary of the Study Program is 5 (five) years, and can be reappointed provided that there are no more than 2 (two) consecutive terms, and has not passed the retirement age.

2.8. Faculty Academic Senate

The Faculty Academic Senate is an organ that carries out the function of consideration in determining academic policies, ethics and human resources at the faculty.

2.9. Professor

Professor or professor is the highest functional position for lecturers who are still teaching in a higher education unit.

2.10. Lecturer

Lecturers are professional educators and scientists with the main task of transforming, developing, and disseminating science, technology and / or art through education, research and community service.

2.11. Education Personnel

Education Personnel are members of the community who devote themselves and are appointed with the main task of supporting the implementation of higher education at

the University.

2.12. Profile of Lecturers and Education Staff

No	Name	Scientific Field	Functional Position
1	Dr. H. Mohammad Ryan Bakry, S.H., M.H.	State Administration Law	Lector
2	Dr.Nurul Fajri CH, S.H., M.H.	Civil law	Lector
3	Dr. Endang Purwaningsih, S.H., M.Hum., M.Kn	Civil law	Professor
4	Dr. Ely Alawiyah Jufri, S.H., M.H.	Criminal law	Lector
5	Dr. Joseph Shofie, S.H., M.H.	Procedural Law	Lector
6	Nelly Ulfah Anisariza, S.H., M.H.	Civil law	Lector
7	Dr. Ridarson Galingging, S.H., L.L.M.	International Law	Lector
8	Dr. Liza Evita, S.H., M.Hum	State Administration Law	Lector
9	Evie Rachmawati Nur Ariyanti, S.H., M.H.	Civil law	Lector
10	Kukuh Fadli Prasetyo, S.H., S.E., M.H.	State Administration Law	Lector
11	Irfan Islami, Lc., M.H.	Civil law	Lector
12	Dr. Lusy Liany, S.H., M.H	Constitutional Law	Lector
13	M. Kharis Umardani, S.H., M.H	Civil law	Lector
14	Amir Mahmud, Lc., LL.M	Constitutional Law	Expert Assistant
15	Dr. Taswem Tarib, Bc., IM., S.H., M.H	Constitutional Law	Lector
16	Nanda Octavia., S.S., M.Ed	English (MKU)	Teaching Staff
17	Tresia Elda, S.H., M.H	Criminal law	Expert Assistant
18	Dodik Pranata Wijaya, S.H., LL.M.	International Law	Expert Assistant

CHAPTER III GENERAL INFORMATION

3.1. Facilities

Each lecture room is equipped with AC, *sound system*, overhead projector, *LCD*, slide projector *and* white board. The laboratory room has a laboratory equipment unit with a capacity of 150 students. For the implementation of computer-based theoretical exams, YARSI University has a *Computer Based Test (CBT) Room* with a capacity of 350 computer units. Facilities that can also be used by students are YARSI Clinic, OPTIMA food court, Consultation Clinic, and *sports center*.

Each faculty office is equipped with standard tools such as computers, multifunction printer machines and so on. All employee data, finances and student academic data are processed by computer. Each lecturer room is equipped with "*cubicles*" with each lecturer equipped with one PC unit each. All buildings on the YARSI University campus are equipped with air conditioning. It also features a beautiful and environmentally friendly campus and a campus canteen with clean, comfortable and air-conditioned rooms.

3.2. Scholarship

Students who have excellent academic performance but are less able to finance their education can get scholarships, both from the internal YARSI Foundation and from the Government through scholarships from the Ministry of Research and Technology of Higher Education, Kopertis, etc. In addition, it is also open to get scholarships from private institutions / companies.

3.3. Faculty of Law Laboratory

Moot Court Laboratory



The Law Laboratory is a supporting device for the implementation of education within the Faculty. The Law Laboratory is led by a lecturer or other functional personnel whose expertise has met the requirements in accordance with legal science and the provisions of laws and regulations, hereinafter referred to as the Head of the Laboratory.

Integrated Legal Design Laboratory



3.4. English Language Laboratory



3.5. Library

YARSI University Library has a collection of printed books with 160 computers, each of which has internet access for students and lecturers during working hours.



3.6. Lecture Room



3.7. Health Clinics

In order to support the efforts of the academic community in carrying out academic activities at YARSI University, the University has established a health service unit for the academic community. The unit is called the YARSI Clinic which provides health services for the academic community with the support of organizers and adequate health facilities and infrastructure.

3.8. Consultation Clinic

Following up on various challenges faced by Univ.YARSI students, the Faculty of Psychology of YARSI University provides Guidance and Counseling services in the forum "Consultation Clinic" to help individuals in adolescence (students) overcome challenges well. Services provided by the Consultation Clinic are:

- a. Individual Counseling
- b. Consultation
- c. Career Counseling

3.9. Campus Mosque

Religious activities are centered in this building. Congregational prayer is required for every member of the academic community. Other activities include the cult (lecture 7 minutes before Dhuhr prayer), campus mosques are also used by the surrounding community to carry out worship activities.

3.10. Bank

Banking facilities within YARSI University consist of Bank Mandiri Sub-Branch Office of YARSI University, and Bank BRI Cash Office of YARSI University Jakarta, which will provide services for the academic community of YARSI University. Integrated banking facilities on such campuses are part of student services that also support student academic administration services in terms of paying tuition fees.

3.11. Optima Food Court

To ensure access for students and other elements of the academic community to obtain nutritious and hygienic food dishes, YARSI University is also supported by Optima Food Court as the manager of canteen services in the campus environment. A wide selection of dishes is available in large quantities at Optima Food Court.

CHAPTER IV ACADEMIC REGULATIONS

(RECTOR'S REGULATION NO. 002/REK/PER/VII/2018)

4.1. Active Students

Study Registration and Planning

Article 4 Registration

- 1) Students are required to re-register at the beginning of the semester in accordance with the academic calendar;
- 2) Re-registration is carried out according to the academic calendar after filling out the Study Plan Card (KRS) on the Academic Information System (SISAKAD) and meeting the applicable conditions, namely:
 - a. No previous semester payment arrears
 - b. Payment of at least the 1st (one) installment of the current semester and paid within the period in accordance with the academic calendar and has submitted proof of payment to the Directorate of Integrated Services (DPT) and / or Administration (TU) Faculty
- 3) Students who do not register by the deadline set in the academic calendar, then students are declared inactive and are only allowed to re-register with a load of 0 (zero) credits.

Article 5 Study Planning

- 1) Students are required to do study planning through taking courses for the current semester by filling out a Study Plan Card (KRS);
- 2) Filling KRS at SISAKAD is carried out by students in accordance with the time specified in the academic calendar after obtaining verification and approval from the Academic Supervisor (PA), with the following conditions:
 - a. Filling KRS for first semester students is carried out by the Faculty or Study Program
 - b. Filling KRS for semester I and II students is carried out by the student concerned with the number of credits according to the specified package
- 3) Planning courses that will be taken by students in the third semester and beyond, paying attention to and considering social studies in the previous semester.

Article 6 Changes to Study Plan

- 1) Students can make changes to study planning through taking courses in the semester concerned by filling out the Study Plan Change Card (KPRS);
- 2) Students who can fill in KPRS are students who have filled in KRS in the semester concerned;
- 3) Filling in KPRS at SISAKAD is carried out by students every first 1 (one) week at the beginning of the semester in accordance with the time specified in the academic

calendar after obtaining verification and approval from the academic supervisor (PA);

- 4) The Faculty and / or Study Program will then reconfirm the student status data at SISAKAD within 10 (ten) working days after filling in the KPRS;
- 5) The data in SISAKAD will then be uploaded as active student data into the PDPT (Higher Education Database)
- 6) In Faculties and / or Study Programs that carry out regular classes (morning) and afternoon classes, students can apply to change classes from morning classes to afternoon classes and vice versa with the following conditions:
 - a. The class transfer process is carried out during the registration period when filling KRS at SISAKAD at the beginning of the semester until the first 1 (one) week at the beginning of the current semester, if after that period, students are not allowed to move and must wait for the next semester period;
 - b. The process of changing classes must be accompanied by strong reasons/interests that require students to change classes, and obtain verification and approval from the academic supervisor (PA), to then get approval from the Head of Study Program;
- 7) The Faculty and / or Study Program will then reconfirm changes in student class data at SISAKAD within 10 (ten) days after the application for class change is approved.

4.2. Study Load and Study Period

Article 7 Study Load and Study Period

- 1) The study load of Undergraduate, Professional, and Postgraduate Program students is determined by the study program in accordance with the applicable curriculum;
- 2) To meet graduate learning outcomes:
 - a. graduates of the Undergraduate Program, students are required to take a study load of at least 144 credits;
 - b. Professional Program graduates, students are required to take a study load of at least 24 credits;
 - c. graduates of the Postgraduate Program, students are required to take a study load of at least 36 credits;
- 3) The study period for students with a study load as referred to in paragraph (2) is as follows:
 - a. 4 (four) to 5 (five) years for Bachelor Program;
 - b. 1 (one) to 2 (two) years for professional programs after completing the undergraduate program;
 - c. 1.5 (one point five) to 4 (four) years for master programs, after completing a bachelor's program or diploma four;
- 4) The period and study load of the implementation of educational programs at **YARSI University**:

- a. a maximum of 7 (seven) academic years for undergraduate programs, with a student study load of at least 144 (one hundred forty four) credits;
 - b. a maximum of 3 (three) academic years for professional programs after completing the undergraduate program, with a student study load of at least 24 (twenty-four) credits;
 - c. a maximum of 4 (four) academic years for master programs, after completing undergraduate programs, or diploma four/applied bachelors, with a student study load of at least 36 (thirty-six) credits;
- 5) The Professional Program as referred to in paragraph (2) point b is held as an advanced program that is separate or not separate from the undergraduate program
 - 6) The study load of the Bachelor Program consists of university content and faculty and / or study program content.
 - 7) One academic year consists of 3 (three) semesters, and the Study Program can organize semesters between;
 - 8) Further provisions regarding the implementation of intermediate semesters will be regulated with separate provisions;
 - 9) Student study load in semesters one and two is provided in the form of packages whose amount is adjusted to the curriculum applicable in the study program;

Article 8 Forms of Learning

- 1) Students are required to attend all forms of lecture learning, responses, tutorials, and / or seminars that include face-to-face, structured assignments and independent learning activities.
- 2) Other forms of learning include practicum, studio practice, workshop practice, field practice, research, community service, and/or other equivalent forms of learning,
- 3) The calculation of learning load in a system of blocks, modules, or other forms is determined according to the needs in meeting learning outcomes
- 4) Students are required to take all forms of learning above as a condition to take part in the evaluation process at the end of the semester to obtain an assessment
- 5) Absence of 20% (twenty percent) for each course or block can be tolerated, by providing a written statement to the Dean concerned and to the Directorate of Integrated Services (DPT)
- 6) Absence as referred to in paragraph (5) includes as much as 14% (fourteen percent) for health problems, by attaching a valid doctor's certificate

Article 9 Study Monitoring

- 1) Students who have not been able to complete their studies within the maximum time that has been determined can extend their studies in accordance with those regulated in Article 12;
- 2) Study programs are required to monitor and evaluate students' academic activities,

and take the necessary steps to help students so that they can complete their studies within the stipulated period;

Article 10 Study Monitoring and Evaluation

- 1) Assessment reporting as referred to in Article 9 paragraph (2) in the form of student success qualifications in taking a course stated in the range:
 - a. letter A is equivalent to the number 4 (four) in the very good category;
 - b. letter B is equivalent to the number 3 (three) in good category;
 - c. the letter C is equivalent to the number 2 (two) with sufficient category;
 - d. the letter D is equivalent to the number 1 (one) with less category; or
 - e. The letter E is equivalent to the number 0 (zero) which is categorized as very less.
- 2) The determination of graduation of a course is based on benchmark reference assessment criteria;
- 3) The final grade of a course is obtained from the results of score conversion with the following conditions:

Undergraduate

Range of Values		Meaning
Number	Letter	
4.00	A	Pass
3.75	A-	Pass
3.50	AB	Pass
3.25	B+	Pass
3.00	B	Pass
2.75	B-	Pass
2.50	BC	Pass
2.25	C+	Pass
2.00	C	Pass
1.75	C-	Did Not Pass
1.50	CD	Did Not Pass
1.25	D+	Did Not Pass
1.00	D	Did Not Pass
0.00	E	Did Not Pass

- 4) The Faculty and / or Study Program will then report the results of student assessments in the form of Study Results Cards (KHS) in SISAKAD;
- 5) Legalization of KHS if necessary, can be submitted by students by submitting an application to DPT and then proceed to the relevant student's Study Program to be issued and ratified by the Dean. The KHS that has been ratified is then handed back to DPT to be distributed to students;
- 6) Monitoring and evaluation activities as referred to in article 9 paragraph (2) for the

Undergraduate Program are regulated as follows:

- a. At the end of the first year (semester II), students receive oral and written warnings if they are unable to achieve a study load of at least 28 credits with an average grade of at least 2.00 or C;
 - b. At the end of the second year (semester IV), students receive a written warning if they are unable to achieve a study load of at least 56 credits with an average grade of at least 2.00 or C;
 - c. At the end of the third year (semester VI), students receive a written warning if they are unable to achieve a study load of at least 84 credits with an average grade of at least 2.00 or C;
 - d. At the end of the fourth year (VIII semester), students receive a written warning if they are unable to achieve a study load of at least 112 credits with an average grade of at least 2.00 or C.
- 7) Study success is assessed to determine study completion:
- a. at the end of semesters VIII to X for undergraduate students
 - b. at the end of semesters II to IV for Professional Program students
 - c. at the end of semesters III to VIII for students of the Postgraduate Program, .
- 8) Completion of studies can be done if students have accumulated a number of credits:
- a. Undergraduate Program minimum 144 credits or according to the curriculum of the study program, including thesis or final project:
 - b. Professional Program minimum 24 credits or according to the curriculum of the study program, including thesis or final project
 - c. Postgraduate Program minimum 36 credits or according to the curriculum of the study program, including thesis or final project
- 9) Completion of studies can be done if students have accumulated a number of credits according to paragraph (8) and meet the following conditions:
- a. Cumulative Achievement Index ≥ 2.00 for Undergraduate Programs;
 - b. Grade Point Average ≥ 3.00 for Professional and Postgraduate Programs
 - c. There are no grades C-, CD, D+, D and E, nor T for Undergraduate Programs, and no grades B-, BC, C+, C, C-, CD, D+, D, E, or T for Professional Programs and Postgraduate Programs;
- 10) Students who do not meet the provisions in paragraph (9) points a and b may be granted an extension of the study period if they meet the provisions as stated in Article 12
- 11) Students who submit their resignation are given a letter of determination of resignation from the University upon proposal from the Faculty and given a list of courses that have been taken according to the applicable mechanism.
- 12) The Faculty may determine the rules of completion of studies by reference to the rules of the University

Article 11 Improvement in Value

- 1) Students who have not reached the minimum graduation standard (C), can be given the opportunity to improve grades through remedial learning provided by the lecturer of the subject concerned once before the announcement of the assessment results (judiciary);
- 2) Students who have passed certain courses but still want to improve their grades, are required to attend lectures in the next semester by entering these courses into KRS;
- 3) Determination of grades for students who take part in grade improvement, the best grades are used;
- 4) Technical provisions regarding remedial learning as referred to in paragraphs (1), (2) and (3) are further regulated in separate provisions;

4.3. Study Extension, Academic Leave, Study Inactivity, Resignation, and Study Dropout

Article 12 Study Extension

- 1) Study extension can be given to students who have not been able to complete their studies in accordance with the stipulated study period deadline;
- 2) The extension of study is submitted in writing by the student concerned through the faculty leader in accordance with the mechanism and time that has been set;
- 3) The extension of study as referred to in paragraph (1) is given for one semester;
- 4) The extension of the study as referred to in paragraph (3) may be granted:
 - a. maximum 4 (four) times for Bachelor Program;
 - b. maximum 2 (two) times for Professional Program and Postgraduate Program
- 5) The extension of the third and fourth studies for the Undergraduate Program is only given to students who have completed all theories and have just finished writing a thesis or final project.
- 6) Extension for the Postgraduate Program is only given to students who have completed all theories and have finished writing a thesis or final project.

Article 13 Academic Leave

- 1) Academic leave students are students who stop participating in academic activities before their studies are complete, then return to academic activities with the permission of the Rector at the proposal of the Dean;
- 2) The time of academic leave as referred to in paragraph (1) is not counted as a study period and can only be given a maximum of 2 (two) times, each one semester and not in consecutive semesters.

Article 14 Application for Academic Leave

- 1) Application for academic leave permission is submitted by the student concerned after studying at least 2 (two) semesters;

- 2) Application for academic leave permission is submitted by the student concerned with the following conditions:
 - a. The application process must be accompanied by strong reasons/interests that require students to take academic leave, and obtain verification and approval from the academic supervisor (PA), to then get approval from the Head of Study Program;
 - b. Applications are submitted at the beginning of the semester in the registration period in accordance with the academic calendar before the KRS filling period ends, until no later than 5 (five) weeks of the current semester;
 - c. Changes in student status at SISAKAD for academic leave permission are carried out by the Faculty by first obtaining verification and approval from the academic supervisor (PA)
- 3) Applications for permission to leave academics are submitted by students in the first and second semesters due to their health condition, by showing a supporting certificate, with the permission of the Rector at the request of the Dean concerned;
- 4) Students who are granted academic leave will have their data reported in PDPT (Higher Education Database) with academic leave status;
- 5) Students on academic leave are still required to pay tuition fees equal to 30% of the applicable Semester Tuition in the relevant study program;
- 6) Students who apply for academic leave after passing 5 (five) weeks of the current semester, then the tuition fees that have been deposited cannot be refunded and are considered as inactive study students;
- 7) Students who are active again after being granted academic leave are given the opportunity to continue their studies in the following semester after the student has fulfilled administrative obligations.

Article 15 Inactive Study

- 1) Inactive study students are:
 - a. Students who do not register for the upcoming semester
 - b. Students who register but do not actively study for 5 (five) consecutive weeks for the semester concerned;
- 2) Students who are declared inactive will have their data deleted from the PDPT (Higher Education Database)
- 3) Students who are declared inactive will still be counted as study period
- 4) Students who are not actively studying are required to pay the full tuition fee in accordance with the semester tuition applicable in the relevant study program;
- 5) Students who are not active in study are given a written warning by the Dean or Graduate Director with the recommendation of the Head of Study Program;
- 6) Students who are not actively studying for 2 (two) consecutive semesters are not allowed to participate in academic activities again and are declared to have resigned from their status as students.

Article 16 Resignation

- 1) Students have the right to resign if they meet the requirements and are free from administrative obligations;
- 2) The student concerned submits a written application to the Rector through the faculty leader by completing the required files;
- 3) The Rector issued and signed the student's resignation letter.

Article 17 Completion or Termination of Study

- 1) At the end of the seventh year (semester XIV) of the Undergraduate Program, the end of the third year of the Professional Program (semester VI), and the end of the fourth year of the Postgraduate Program (semester VIII), the success of student studies is assessed to determine the completion or termination of study (*drop out*).
 - a. Completion of studies can be done if students meet the requirements listed in article 10 paragraphs (8) and (9)
 - b. Study termination (*drop out*) is carried out if the student does not meet the provisions of article 10 paragraphs (8) and (9)
- 2) The Study Program can determine additional criteria and study termination time that is faster than the provisions of article 17 paragraph (1)
- 3) The Rector issues and signs the student's letter of termination at the request of the Dean of the Faculty or the Director of Postgraduate

4.4. Academic Advisor

Article 21

- 1) In an effort to help students develop their potential so that the students concerned are able to complete their studies on time and obtain optimal academic achievement, the Dean through the Head of Study Program appoints lecturers as academic supervisors for these students;
- 2) The Academic Advisor together with the study program, must periodically and continuously monitor and evaluate the academic activities of the students he mentors, and take the necessary steps to help the student to complete his studies within the specified period and be able to obtain optimal academic performance;
- 3) Academic guidance for students is carried out at least 4 (four) times in one semester, namely at the beginning of the semester (1 time), mid-semester (2 times), and the end of the semester (1 time);
- 4) The provisions and procedures for academic guidance are determined by the University.

The duties and functions of the Academic Advisor are as follows:

- 1) Provide direction in the form of advice and guidance in filling out the Study Plan

Card (KRS) and Study Plan Improvement Card (KPRS).

- 2) Sign the Study Plan Card (KRS) and Study Plan Improvement Card (KPRS) as a valid condition for taking courses that students will take each semester.
- 3) Provide guidance and advice to students to help solve problems, both academic and non-academic.
- 4) Follow the progress of student studies by holding periodic meetings, at least once a month.
- 5) Provide reports and suggestions to the Faculty Leader, in this case Vice Dean I, about everything he considers important, for the progress of his guidance students.
- 6) Explain about the academic sanctions imposed on their guidance students and assist in the implementation of these sanctions.
- 7) Receive a copy of the Study Results Card (KHS) of the student and explain the results of the study to the student and what steps should be taken in preparing for the next semester.

The guidance period of an ACADEMIC SUPERVISOR ends, when students complete the entire STRATA-1 (S-1) or STRATA-2 (S-2) program. In accordance with the duties and functions of the ACADEMIC SUPERVISOR, it is highly recommended for each student to establish a close relationship with their respective Academic Advisors.

If the student feels disadvantaged in the results of the exam he takes, then before he goes to the lecturer who gives the course, he should first consult with the Academic Advisor.

4.5. Implementation of Lectures in the Intermediate Semester at YARSI University

REGULATION OF THE RECTOR OF YARSI UNIVERSITY No.: 001/REK/PER/VII/2018

Article 1 Rationale:

- 1) One of the success indicators of the vision, mission, and goals of YARSI University is the timeliness of study completion and the quality of alumni produced. Therefore, to accelerate students' studies to graduate on time while still paying attention to academic quality and maintaining educational standards at YARSI University, it is necessary to hold an intermediate semester.
- 2) Pay attention to the academic calendar of YARSI University where there is a holiday period between even semesters and semester gasal which can be used to carry out academic programs.

Article 2 General provisions for the implementation of the intermediate semester:

- 1) The intermediate semester is an academic program to take advantage of students' free time between two semesters.
- 2) The intermediate semester activities are based on the principle of helping students to complete their studies on time.

- 3) Academic activities carried out in the intermediate semester are in line with academic activities carried out in the semester and even semester.
- 4) Intermediate semester activities are held after the end of the even semester exam.
- 5) The implementation of intermediate semesters is not an obligation of any Faculty and or Study Program.
- 6) The implementation of the intermediate semester is carried out for undergraduate students.
- 7) The time for the implementation of the intermediate semester is set in the academic calendar of YARSI University.

Purpose and Benefits

Article 3 The objectives of conducting lectures in the intermediate semesters are:

- 1) Provide opportunities for students to be able to accelerate the study period to graduate on time
- 2) Provide opportunities for students to improve their grades by retaking courses that have not graduated in the semester or even semester.

Article 4 Benefits of Conducting Lectures in the Intermediate Semester

- 1) So that the student's study period is on time, which is 4 (four) years for the undergraduate level
- 2) So that the student achievement index becomes high.

Implementation of the Intermediate Semester

Article 5 Study Load and Courses

- 1) The maximum semester credit unit load (credits) that students can take in intermediate semesters is 9 credits.
- 2) Courses and or blocks in the intermediate semester are new courses or repeating courses in the odd semester or even semester.
- 3) The types and names of courses that students can take are further regulated by the faculty and / or study program.

Article 6 Participants and Requirements

- 1) The intermediate semester is not compulsory for every undergraduate student.
- 2) Courses and / or blocks on the intermediate meter can be opened if the number of participants in the san or block course is at least 10 people.
- 3) In the event of certain conditions that do not allow the fulfillment of the provisions in point 2, the Dean may decide the number of course participants is less than 10 people.

Article 7 Student Requirements

Students who can take part in intermediate semester activities must meet the following requirements:

- 1) Registered as an active student in the odd semester or even semester of the current academic year.
- 2) Students are required to fill out the Intermediate Semester Study Plan Card (KRS) on the Academic Information System (SISAKAD) according to the academic calendar after obtaining verification and approval from the Academic Supervisor (PA)
- 3) Further provisions regarding the registration of intermediate semester participants are regulated by the Dean.

Article 8 Fees

- 1) The cost of the intermediate semester is determined based on the operational costs incurred for the implementation of the intermediate semester;
- 2) The intermediate semester fee is agreed upon by the university leadership and faculty leaders according to the number of course credits and / or the number of blocks taken by students;
- 3) The costs that must be borne by students to attend lectures in the intermediate semester are included in the component of the Intermediate Semester Education Implementation Fee (BPP)

Article 9 Implementation

- 1) Intermediate semesters are units of time for lecture activities of at least 8 weeks equivalent to 16 face-to-face or other scheduled activities, including 1 - 2 weeks of assessment activities (midterm exams and final semester exams) and learning evaluation.
- 2) The content, process and learning assessment standards in the intermediate semester are the same as the content, process and assessment standards in the semester or even semester.
- 3) Lecturers who teach courses and / or blocks are required to use the Syllabus and Semester Learning Plan (RPS) of courses and / or blocks that have been prepared and used in the semester or even.

4.6. Completion of Bachelor Program at YARSI University

Rector's Decree No. 24/INT/SK/REK/UY/VI/2017

Undergraduate students are declared graduated if:

- 1) Have taken all the learning load set by the Study Program curriculum
- 2) Have graduate learning outcomes targeted by the study program, namely without an E or T grade with a cumulative grade point average (GPA) greater than or equal to 2.00 (two point zero zero).

- 3) Have fulfilled all the requirements set by the study program such as completion of the Final Project / Thesis approved by the supervisor, practical work, and other tasks.
- 4) Have published Final Project / Thesis in scientific journals
- 5) It has been reported its graduation by the Faculty officially and in writing to the Rector

Graduation (Bai'ah)

All S-1 and S-2 graduates must be bai'ah at the time of the graduation ceremony conducted by the University, which is usually held every April and October whose implementation time is determined by the Rector.



4.7. Rules of Campus Life

(REGULATION OF THE RECTOR OF YARSI UNIVERSITY No. 001/REK/PER/IX/2017)

General Terms

Article 1 Definition

- 1) The University is YARSI University.
- 2) The Rector is the Rector of YARSI University.
- 3) Vice Rector I is the Vice Rector for Curriculum, Student Affairs and Human Resources at YARSI University.
- 4) The Dean is the highest leader of the Faculty at YARSI University.
- 5) The Director is the highest leader of the Graduate School at YARSI University.
- 6) The Head of the Study Program, hereinafter referred to as the Head of Study Program, is the head of the Study Program/Department under the Faculty/School at YARSI University.
- 7) The Academic Community is an academic unit consisting of lecturers and students at YARSI University
- 8) Lecturers are professional educators and scientists with the main task of transforming, developing, and disseminating science and technology through education, research, and community service assigned at YARSI University.

- 9) Students are students who have been registered and meet other requirements set by YARSI University.
- 10) Curricular activities are academic activities that include: lectures, small group meetings (seminars, discussions, responses), research guidance, practicum, independent assignments, independent study, research and internships.
- 11) Extracurricular activities are student activities that include reasoning and science, interests and hobbies, efforts to improve welfare and social service for the community.
- 12) Norms are the benchmark of wrongness and correctness of an attitude and behavior.
- 13) Ethics is the basic principle of morality and honor.
- 14) Morality is the overall norms, values and attitudes of a student
- 15) Student Discipline is the ability of students to comply with obligations and avoid prohibitions specified in the laws and regulations of the Republic of Indonesia and / or regulations in force at YARSI University, if not obeyed or violated, sanctions will be imposed.
- 16) The Disciplinary Commission hereinafter abbreviated as Komdis is a student discipline enforcement commission at YARSI University consisting of the chairman, secretary, and members (all chairmen of the faculty ethics commission), whose task is to assist University leaders to investigate and examine events / events that occur in the campus environment.
- 17) The Ethics Commission is a student ethics enforcement commission at the faculty level.
- 18) Disciplinary Violation is any speech, writing, or conduct of students that is not in accordance with the provisions of student discipline, whether committed inside or outside YARSI University.
- 19) Disciplinary sanctions are all sanctions for students arising from violations of laws or regulations in force at YARSI University.
- 20) Drugs are objects that because of substances or how to use them endanger human health. The drug in question consists of Narcotics, Psychotropics, and other Additives that are misused and contrary to the laws and regulations of the Republic of Indonesia.
- 21) Liquor is any type of drink that contains alcohol as regulated in the Regulation of the Minister of Health of the Republic of Indonesia No. 86/Men.Kes./PER/IV/77 concerning Liquor.
- 22) Sexual harassment and offense is any act and act that causes people to suffer physical and mental pain, disturbed feelings and honor in the form of pronunciation of profane words and acts, sexually hurting someone, raping and committing other immoral acts.
- 23) Political activities are activities carried out by students on behalf of certain political parties or organizations to be disseminated on campus, such as invitations to enter certain organizations and install attributes of political organizations in the campus environment.

- 24) Forbidden ideology is an ideology that is contrary to the ideology of the Republic of Indonesia.

Article 2 Purpose

The provisions of the Campus Life Rules aim to:

- 1) Ensuring the maintenance of campus life that supports the implementation of the Tri Dharma of Higher Education and other supporting activities well on campus.
- 2) Provide foundations and guidelines for students as members of the scientific community and campus citizens to behave and behave in daily life, especially on campus.
- 3) Provide a basis and guidelines for sanctioning violations of established provisions.

Student Rights and Obligations

Article 3 Rights

- 1) Students have the right to use the facilities and infrastructure and facilities available in supporting the processes and activities of the Tri Dharma of Higher Education in accordance with their functions and uses.
- 2) Students suspected of violating the Campus Life Code are considered innocent before being sanctioned, however, academic services can be suspended until they wait for the results of the Komdis' decision.
- 3) Students suspected of committing violations must be summoned in writing.
- 4) Students who are examined by the Komdis for allegedly violating the Campus Life Code have the right to defend themselves orally and/or in writing before the examiner and can present witnesses.
- 5) Students who are examined as referred to in paragraph (4) at the Faculty level, are entitled to obtain a copy of the examination results recorded in the Minutes of Examination (BAP) signed by the Chairman of the Faculty Ethics Commission and known to the Dean of the Faculty.
- 6) Students who are examined as referred to in paragraph (4) at the University level, are entitled to obtain a copy of the examination results recorded in the Minutes of Examination (BAP) signed by the Chairman of the University Commission and known by the Chairman of the Faculty Ethics Commission concerned and Vice Rector I as the director.

Article 4 Liability

- 1) New students are required to fill out a statement to comply with all applicable provisions and sanctions, where the statement is signed together with their parents or guardians.
- 2) Students are obliged to maintain the Rules of Campus Life, and comply with all applicable regulations.
- 3) Students who are summoned by the commissioner because they are suspected of committing and/or knowing of violations of the Campus Life Code of Conduct, must fulfill the call.

- 4) If the student who is suspected of committing an offense, does not comply with the summons three times in a row without any apparent reason, then the report of the violation alleged to him can be considered to be acknowledged.
- 5) For students who do not comply with the summons as referred to in paragraph (4), the commissioner recommends that reasonable sanctions be imposed on him, accompanied by minutes of his absence to fulfill the examination call.
- 6) Students who are considered to be able to testify against students who are suspected of committing and/or knowing of violations of the Campus Life Code of Conduct must comply with the call of the Komdis.
- 7) For students who do not comply with the summons referred to in paragraph (6), the commissioner recommends that reasonable sanctions be imposed on him, accompanied by minutes of his absence to fulfill the examination call.

Norms and Ethics of Campus Life

Article 5 Conduct

- 1) Every UY student is obliged to behave and be polite and maintain the dignity of fellow academicians and the community.
- 2) Every UY student is obliged to maintain all facilities and help smooth the learning and teaching process.

Article 6 Prohibitions

- 1) Every UY student is prohibited from committing acts that are destructive and/or degrading as students and campus residents on and off the UY campus.
- 2) Every UY student is prohibited from doing actions that hinder and/or interfere with activities that will or are being carried out at UY.
- 3) Every UY student is prohibited from using or entering facilities owned and/or managed by UY without permission, including using *passwords* and changing data belonging to others.
- 4) Every UY student is prohibited from carrying out activities that are disrespectful and immoral and not in accordance with the norms and ethics that apply in society.
- 5) Every UY student is prohibited from stealing property belonging to individuals or institutions within UY or other institutions related to UY functions.
- 6) Every UY student is prohibited from violating the rules or regulations that have been issued and apply, especially in UY and generally in the territory of the Republic of Indonesia.

Article 7 Clothing

- 1) Every UY student is obliged to dress and shoe neatly and modestly in accordance with applicable norms.
- 2) For students who violate the provisions of paragraph (1) above, the student concerned will be subject to sanctions by not providing both academic and non-academic services.

Fighting, Persecution and Incitement

Article 8

Every UY student is obliged to create a healthy and safe atmosphere to support the smooth learning and teaching process.

Article 9

- 1) Every UY student is prohibited from threatening and/or doing acts that endanger the health or safety of others.
- 2) Every UY student is prohibited from coercing, beating, fighting, molesting, intimidating and/or engaging in physical violence against others.
- 3) Every UY student is prohibited from inciting, influencing or trying to influence others by persuading, promising and/or giving gifts for personal or certain interests.

Environmental Hygiene, Vandalism and Noise

Article 10

Every UY student is obliged to maintain cleanliness, beauty and tranquility of the environment to support the smooth teaching and learning process.

Article 11

- 1) Every UY student is prohibited from taking actions that are destructive and/or neglect the cleanliness and beauty of UY facilities, such as throwing garbage out of place and doodles, sticking writing and pictures and similar actions that are not appropriate.
- 2) Every UY student is prohibited from destroying the environment and uprooting trees/plants, torturing and/or killing harmless animals within the campus environment.
- 3) Every UY student is prohibited from carrying out activities that can cause noise or commotion, mobilization and/or mass organizing that causes disruption of campus order, public order and/or damage to campus facilities.

Campus Facilities

Article 12

Every UY student is obliged to maintain and maintain campus facilities to support the smooth learning and teaching process

Article 13

Every UY student is prohibited from carrying out activities that can damage UY's facilities and environment, including buildings, office and laboratory equipment, library materials and other facilities.

Academic Cheating, Plagiarism and Jockeys

Article 14

Every UY student is obliged to maintain an academic life that prioritizes truth and honesty.

Article 15

- 1) Every UY student is prohibited from violating the rules of academic order, both related to lectures and examinations.
- 2) Every UY student is prohibited from committing actions in the form of falsifying academic documents, plagiarism or acknowledging other people's work as their own, using ideas, data statements, maps and various sources belonging to others without permission and / or mentioning the original source.
- 3) Every UY student is prohibited from doing jockeying activities, which are replacing other people's obligations or being replaced by others in exams.

Political Activities and the Spread of Prohibited Ideologies

Article 16

Student activities to conduct political discussions scientifically are allowed with the permission of the Rector/Vice Rector for Student Affairs, Dean/Director.

Article 17

- 1) The spread of ideology that is contrary to the state ideology is prohibited in the campus environment.
- 2) Student activities to conduct ideological discussions that contradict the state ideology scientifically must be authorized by the Dean / Director, Vice Rector I and Rector.

Classification of Violations of the Rules of Conduct of Campus Life

Misdemeanors

Article 18

Misdemeanor is any speech, act committed by students, either individually or jointly and/or ordering to do something on campus, in the form of:

- 1) Dress and behave inappropriately according to ethics, manners, norms, customs, religion in participating in activities on campus.
- 2) Carrying out activities at 22.00-06.00 WITA must get permission from the Dean / Director, Vice Rector I and Rector.
- 3) Placing advertisements, banners, billboards, and/or the like without the permission of the university leadership and/or the head of the relevant work unit.
- 4) Parking the vehicle is not in the space provided.

Article 19

If a misdemeanor as referred to in Article 18 paragraphs (1), (2), (3), (4), and (5) has been committed 3 (three) times in a row, it can be increased to a moderate offense.

Moderate Violation

Article 20

Moderate violations are any speech, actions committed by students, either individually or together and/or ordering to do something on campus, in the form of:

- 1) Commit acts of destruction and violation of university attributes both on and off campus.
- 2) Damaging plants, trees, disturbing and killing animals and the like that are deliberately held and maintained for the beauty and comfort of the campus.
- 3) Cross out, tear, damage, remove, embezzle, and/or take all or part of the facilities and infrastructure and inventory items of universities, faculties, graduate schools, other work units and other individual ownership.
- 4) Residing on campus that is not intended for it.
- 5) Carry out activities and/or activities that interfere with lecture and/or other academic activities.
- 6) Issuing remarks or words that attack personal and/or position that are contrary to the ethics of courtesy, customary norms, religious norms, and applicable laws.

Article 21

If a moderate violation as referred to in Article 20 paragraphs (1), (2), (3), (4), (5) and (6) has been committed 3 (three) times in a row, it can be increased to a serious violation.

Gross Misconduct

Article 22

Serious violations are any speech, actions committed by students, either individually or together and/or ordering to do something on campus, in the form of:

- 1) Committing adultery, grooming, jockeying, gambling, and theft.
- 2) Falsifying documents, falsifying scientific papers, plagiarism and/or providing false data, statements, and reports.
- 3) Drinking and/or drunkenness.
- 4) Knowing, storing, carrying, distributing, using and/or with other illegal drugs without the permission of the authorities.
- 5) Knowing, storing, carrying, lending, using and/or with firearms, sharp weapons and/or explosives without the permission of the authorities.
- 6) Committing immoral acts, pornographic acts, sexual harassment and/or rape.
- 7) Inciting and/or inciting fights and brawls, making trouble, engaging in brawls, beatings, fights, molestation and/or murder.
- 8) Commit all criminal acts imposed by law by the authorities.

Article 23

- 1) Students who become victims due to violations of the provisions stipulated in Article 22 paragraphs (6) and (7), can report to the police.
- 2) Students who are reported to the police as referred to in paragraph (1), continue to be processed for violations by the Disciplinary Commission.

- 3) If the student reported as referred to in paragraph (2) is determined to be a suspect by the Police, then the results of the police examination can be used as a reference by the commissioner to provide recommendations for sanctions to the person concerned by the university leadership.

Types of Sanctions

Article 24

Violations of the Campus Life Code can be sanctioned in the form of:

- 1) Light Sanctions:

Misdemeanors committed by students as stipulated in Article 18 may be subject to light sanctions in the form of:

- a. Oral Rebuke Written reprimand
- b. Written statement of dissatisfaction

- 2) Moderate Sanctions:

Moderate violations committed by students as stipulated in Article 11, Article 17 and Article 20 may be sanctioned in the form of:

- a. Postponement of seminars, proposal exams, theses, theses, dissertations for a certain period of time;
- b. Indemnity or replacement of such objects/goods;
- c. Dismissal from student body positions at the faculty and/or university level;
- d. Temporary suspension as a student (suspension) for a maximum of two semesters.

- 3) Severe Sanctions:

Serious violations committed by students as stipulated in Article 6, Article 9, Article 11, Article 13, Article 15 and Article 22 may be subject to severe sanctions in the form of:

- a. Dismissal with respect is not at one's own request as a student;
- b. Dishonorable dismissal (dismissal) as a student.

Disciplinary Commission and Ethics Commission

Article 25

If violations are found committed by UY students, the violations will be investigated and examined by the Faculty Ethics Commission and the University Disciplinary Commission, and consideration of sanctions is submitted to the competent commission.

- 1) The UY Disciplinary Commission is tasked with examining allegations of moderate and gross violations as referred to in this Regulation.
- 2) Investigations into suspected misdemeanors may be conducted by faculty-level ethics commissions.

Article 26 Duties and Powers of the Disciplinary Commission

- 1) The Disciplinary Commission has the authority to assist leaders in conducting investigations and examinations of every student who is reported, suspected of committing acts and/or acts that violate the Campus Life Rules, academic regulations, and other provisions
- 2) The Disciplinary Commission is tasked and authorized to assist university leaders in conducting investigations, examinations of violations of the Provisions of Campus Life Rules for Students who are suspected of being carried out jointly and/or assisting students from two or more faculties and/or the Postgraduate Program.
- 3) The Faculty and Graduate Program Ethics Commission is tasked and authorized to assist faculty leaders and directors in conducting investigations, examinations of students in their environment who are suspected of minor violations of the Campus Life Code.
- 4) For the purposes of examination, the commissioner appropriately summons students suspected of committing violations, as well as other parties who are considered to know, experience, or see the occurrence of these violations as witnesses.
- 5) The Komdis must provide recommendations to the Rector for students who will be sanctioned in the form of dismissal or suspension for violating the Campus Life Code of Conduct.
- 6) Komdis can provide coaching consideration to the Academic Advisor for students who are subject to suspension

Article 27

The Security Unit in accordance with its authority, can provide reports and testimonies both orally and in writing about a form of student violation to the Komdis.

Article 28

In carrying out its duties and authorities, the Disciplinary Commission may request the assistance of other parties inside and outside the campus environment.

Article 29 Procedures for Investigation and Examination

- 1) Investigations and examinations by the commissioner of students suspected of violating the Rules of Campus Life are based on the principles of honesty, objectivity, fairness, equality, and responsibility recorded in BAP.
- 2) The mechanisms and procedures for examination by the disciplinary commission are as follows:
 - a. Faculty leaders, graduate leaders receive complaints, or written reports about alleged violations of the Campus Life Code of Conduct.
 - b. Faculty leaders, graduate leaders review and consider reports of violations to be followed up or not.

- c. Based on the disposition of the dean or director, the commissioner conducts investigations and examinations by summoning whistleblowers, reporters, and witnesses.
 - d. The examination is carried out in a meeting chaired by the chairman of the commission and/or the head of the examining team, by examining first the complainant, then witnesses and other evidence of violations, and then conducting an examination of the suspect/reporter, and/or carried out jointly.
 - e. The results of the examination are made in the BAP which at least contains:
 - a) Identity of the reported person and the complainant, time and place of incident, statements of witnesses, other evidence;
 - b) The type of offense committed;
 - c) Articles of the rules that were violated;
 - d) Examiner's conclusion;
 - e) Identity of the examiner;
 - f. The results of the examination were discussed in a plenary meeting of the disciplinary commission, to determine the appropriate type of sanctions imposed on the reported person.
 - g. Komdis considers the recommended sanctions to be imposed on the reported person, by attaching the BAP and the results of the commis plenary meeting.
 - h. If the recommendation for sanctions submitted by the faculty ethics commission is a sanction as stipulated in Article 24, then the decision on imposing sanctions is issued by the Dean or Director, and a copy is submitted to the Rector
 - i. If the recommendation for sanctions submitted by the disciplinary commission is moderate sanctions or severe sanctions as stipulated in Article 24, the Dean or Director forwards the proposal for sanctions to the Rector for issuance of a decision.
- 5.1. The Rector imposes sanctions in accordance with the proposal of the Dean or Director, a copy of the decision is conveyed to the student concerned, the Dean or Director, Warek I and the UY Commissioner.

Article 30 Imposing Sanctions

- 1) The imposition of sanctions for students is the authority of the Rector.
- 2) The Rector delegates his authority to the Dean or Director to impose light and moderate sanctions for students in their respective work environments.

Article 31

The Rector, Dean, and Director, based on proper and fair consideration, may change the type of sanctions recommended by the commission that examines a violation of the Code of Campus Life.

Article 32

The Rector, Dean and Director, in accordance with their authority, impose sanctions on students on the basis of the principles of truth and justice, for the sake of upholding the Order of Campus Life.

Article 33 Objections and Appeals

- 1) Every student who is sanctioned in accordance with the provisions of Article 24 paragraphs (1) and (2), has the right to submit an objection in writing along with the reasons to the Dean or Director, within a grace period of 7 (seven) working days after receipt of the sanction decision for the person concerned.
- 2) Within a grace period of 14 (fourteen) working days, the Dean or Director, shall render his final and binding decision on the objection.
- 3) Every student who is sanctioned in accordance with the provisions of Article 24 paragraph (3) has the right to submit an objection in writing along with the reasons to the Rector, within a grace period of 7 (seven) working days after receipt of the sanction decision.
- 4) Within a grace period of 14 (fourteen) working days, the Rector handed down his final and binding decision on the objection.

4.8. YARSI University Student Code of Conduct

The Code of Ethics for YARSI University students includes:

Definitions, rights, obligations, prohibitions and sanctions.

- a. Student is someone who is registered and currently attending an education program at Universitas YARSI.
- b. Rights are something that can be owned, obtained, demanded by students if the person concerned has fulfilled obligations.
- c. Obligation is something that must be done by students (should not not)
- d. Bans are something that students should avoid.
- e. Sanctions are rewards received by students if they violate the rules.

Article 1 Rights and Obligations

1. YARSI University students have the following rights:
 - a. Get adequate academic services.
 - b. Use the available facilities properly and responsibly.
 - c. Express opinions in a polite, polite, polite, responsible and Islamic manner.
 - d. Take an active role in student activities.
2. YARSI University students have obligations including:
 - a. Have faith and fear in God Almighty
 - b. Uphold the law based on Pancasila, and the 1945 Constitution.

- c. Uphold the ethos of science and technology, which is open, universal, objective, critical, beneficial for the benefit of society.
- d. Uphold morality responsibly.

Academic Freedom

Article 2

Every student must uphold academic freedom, namely maintaining and advancing science, technology and art through study, research, discussion or dissemination responsibly according to their scientific aspirations based on scientific and Islamic principles, namely:

1. Respect the discoveries and opinions of others.
2. Honesty, insight, togetherness, and scientific way of thinking.
3. Not solely for personal or class/political interests.

Article 3

Every student in expressing opinions must respect the rights of others, politely, obey the law, maintain national unity and unity, and according to Islamic religious norms.

Article 4 Student Responsibility to the University

Each student is responsible for:

1. Uphold the good name of YARSI University.
2. Always maintain campus facilities, and maintain cleanliness, safety and harmony between academics.
3. Comply with all regulations set by the University and Faculty, both those concerning academic and non-academic fields, including organizational activities.
4. Always maintain the ceremonial procession both at the University and the Faculty by not making noise that can reduce the life of the ceremony;
5. If carrying out or involving in an activity on behalf of the University or Faculty must be with the approval of the University or Faculty Leadership.
6. Dress Muslim / Muslimah and use *ID-Card* according to the provisions of YARSI University No. 002 / REK / PER / VI / 2006

Student Responsibility to Lecturers

Article 5

Every student must respect lecturers both inside and outside lectures which are manifested in the form of, among others:

Practice 5S culture (Smile, Greeting, Greeting, Politeness and Courtesy).

1. Arrive on time at lectures and other academic activities.
2. Avoid things and actions that can harm the degree and dignity of lecturers as teachers.

3. Convey / clarify politely to the lecturer if the lecturer's opinion is wrong in the learning process.

Article 6

Every student always and must carry out the duties given by the lecturer in order to facilitate the completion of their studies wisely, honestly, on time and responsibly.

Article 7 Student Responsibility to Employees

Every student must respect employees which is manifested in the form of, among others:

1. Practice 5S culture (Smile, Greeting, Greeting, Politeness and Courtesy).
2. Ask for service with courtesy and courtesy.
3. Be patient while waiting for service.

Article 8 Responsibility towards Fellow Students

Every student is required to develop an academic community among students by:

1. Practice 5S culture (Smile, Greeting, Greeting, Politeness and Courtesy).
2. Uphold and respect the right to academic freedom.
3. Living the basics of the community of the implementation of the University in the form of social tasks by participating in organizing efforts to build, maintain, and develop community and cultural life.
4. Living the basics of kinship in the implementation of the University based on the Bylaws of YARSI University.

Student Code of Conduct

1. Students are required to carry out their obligations.
2. Students are required to establish good relationships with the University, lecturers, employees and fellow students.

Article 9 Student Obligations to the Implementation of the Code of Ethics

1. Every student must comply with and implement the Student Code of Ethics of YARSI University.
2. Violations of this Student Code of Conduct may be subject to moral sanctions and academic sanctions.

Article 10 Supervision of the Implementation of the Student Code of Conduct

1. Assessment of the implementation of the Student Code of Ethics of YARSI University is carried out by the Honor Board of the Student Code of Ethics.

2. The composition and membership of the Honorary Board of the Student Code of Ethics of YARSI University is determined by the Rector of YARSI University under the coordination of Vice Rector I consisting of students, lecturers and employees.
3. The honor board of the Student Code of Conduct is authorized to receive, process, and decide complaints of violations of the Student Code of Conduct.

CHAPTER V CURRICULUM

The curriculum implemented at the Faculty of Law, YARSI University, is formulated based on:

- a. Law Number 12 of 2012 concerning Higher Education;
- b. Presidential Regulation of the Republic of Indonesia Number 8 of 2012 concerning the Indonesian National Qualifications Framework (KKNI);
- c. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 73 of 2013 concerning the Application of the Indonesian National Qualifications Framework for Higher Education;
- d. Regulation of the Minister of Education and Culture Number 3 of 2020 concerning National Higher Education Standards;
- e. YARSI University Statutes;
- f. YARSI University Rector Regulation No.:001/INT/PER/REK/UY/VI/2022 of 2022 concerning Guidelines for the Implementation of Independent Learning on an Independent Campus within YARSI University.

5.1. Profile of Law Study Program Graduates, Faculty of Law, YARSI University

The Law Study Program is designed to educate students academically and practically as well as personalities that reflect the spirit of Islam by referring to the Indonesian National Qualifications Framework (KKNI) level 6. BLP has the following two objectives:

1. Producing graduates who are able to apply logical, critical and systematic thinking as legal practitioners, academics, and community leaders by upholding the spirit of Islam, the spirit of nationality, and pluralism to face global challenges in government, the Industrial Business World (DUDI) and society through nationally and internationally accredited legal education;
2. Producing graduates who are able to apply their fields of expertise independently or in groups based on scientific legal reasoning that are recognized nationally and internationally and are responsible to the community in an effort to improve welfare and legal awareness.

Based on the objectives of the study program, the Law Study Program determines the Graduate Profile (PL) which is described below.

No	Graduate Profile	Description of Graduate Profile
1.	Law Enforcement	Graduates are able to act in an organized manner based on the legal system to enforce the rules and norms prevailing in society.
2.	Legal Analyst	Graduates are able to carry out legal analysis and evaluation activities in the government and private sectors.
3.	Legal Drafter	Graduates are able to prepare, process, and formulate draft regulations and other legal instruments into public and private legal documents.

No	Graduate Profile	Description of Graduate Profile
4.	Legal Consultant	Graduates are able to provide legal advice, guidance, and argumentation professionally in both the government and private sectors in the form of legal opinions.

The graduate profile is determined to be the direction in the formulation of Graduate Learning Outcomes (CPL) consisting of attitudes, general skills, specific skills, and knowledge as listed below:

No	CPL	Description
1.	Attitude	Being a Smart Muslim: smart, professional, clever (fathonah)
		Being a Loving Muslim: conveying, having good character, being grateful, forgiving, patient, polite, and wise (tabligh)
		Being a Reliable Muslim: responsible, strong, honest, true, and trustworthy (shiddiq and amanah)
2.	Knowledge	Mastering theoretical concepts about a) the characteristics, structure, and theory of Legal Science; b) sources, principles, principles and norms of law; c) Indonesia's national legal system and history of its development.
		Mastering knowledge of the principles and steps of solving legal problems or cases through the application of legal discovery methods, which is the basis for the formulation of several forms of elementary legal documents, namely at least in the form of legal memorandum documents, legal documents for proceedings, contract legal documents, and legal documents that function regulatively such as company regulations and beschikking.
		Mastering the techniques of designing regulations and contracts as an instrument of solving problems in the community.
		Mastering knowledge and techniques of procedural skills, including the skills to investigate, examine and complete files, investigate, investigate, prosecute, carry out Court determinations or decisions, and supervise the implementation of Court determinations or decisions.
3.	General Skills	Able to show documented measurable performance in understanding and designing solutions to a problem using scientific principles based on the spirit of Islam
		Able to maintain and develop networks with mentors, colleagues, peers both inside and outside the institution by upholding the morals of a Muslim
		Able to use English in carrying out their profession
		Able to apply basic skills as a Muslim
4.	Special Skills	Able to compile the concept of solving legal problems or cases through the application of juridical thinking methods based on theoretical knowledge of sources, principles, principles, and

No	CPL	Description
		legal norms from various fields of Indonesian positive law which are basic skills for carrying out the legal profession
		Able to apply legal knowledge at an advanced level, both in the field of legal specificity including criminal law, civil / commercial law, state administration, procedural law, and non-legal fields that are considered relevant to the special field of duty as a judge profession
		Able to make independent decisions in carrying out work as an advocate by applying juridical thinking methods so as to produce innovative works that are beneficial for the development of the professional field and aspects of entrepreneurship, in accordance with the professional code of ethics
		Able to contribute to the enforcement, order, and justice of the law for the community regardless of background, interests, social status, and the like

CPL matrix with PL

No	CPL	Description	PL 1	PL 2	PL 3	PL 4
1.	Attitude	Being a Smart Muslim: intelligent, professional, clever (fathonah) (PLO 1)	√	√	√	√
		Being a Loving Muslim: conveying, having good character, being grateful, forgiving, patient, polite, and wise (tabligh) (PLO 2)				
		Being a Reliable Muslim: responsible, strong, honest, true, and trustworthy (shiddiq and amanah) (PLO 3)				
2.	Knowledge	Mastering theoretical concepts about a) the characteristics, structure, and theory of Legal Science; b) sources, principles, principles and norms of law; c) Indonesia's national legal system and history of its development. (PLO 4)	√	√	√	√
		Mastering knowledge of the principles and steps of solving legal problems or cases through the application of legal discovery methods, which is the basis for the formulation of several forms of elementary legal documents, namely at least in the form of legal memorandum documents, legal documents for proceedings, contract legal documents, and legal documents that function regulatively such as company regulations and beschikking. (PLO 5)	√	√	√	√
		Mastering the techniques of designing regulations and contracts as an instrument of solving problems in the community. (PLO 6)	√	√	√	√

No	CPL	Description	PL 1	PL 2	PL 3	PL 4
		Mastering knowledge and techniques of procedural skills, including the skills to investigate, examine and complete files, investigate, investigate, prosecute, carry out Court determinations or decisions, and supervise the implementation of Court determinations or decisions. (PLO 7)	√	√	√	√
3.	General Skills	Able to show documented measurable performance in understanding and designing solutions to a problem using scientific principles based on the spirit of Islam. (PLO 8)	√	√	√	√
		Able to maintain and develop networks with mentors, colleagues, peers both inside and outside the institution by upholding the morals of a Muslim. (PLO 9)	√	√	√	√
		Able to use English in carrying out their profession (PLO 10)	√	√	√	√
		Able to apply basic skills as a Muslim (PLO 11)	√	√	√	√
4.	Special Skills	Able to compile the concept of solving legal problems or cases through the application of juridical thinking methods based on theoretical knowledge of sources, principles, principles, and legal norms from various fields of Indonesian positive law which are basic skills for carrying out the legal profession (PLO 12)	√	√	√	√
		Able to apply legal knowledge at an advanced level, both in the field of legal specificity including criminal law, civil / commercial law, state administration, procedural law, and non-legal fields that are considered relevant to the special field of duty as a judge profession (PLO 13)	√	√	√	√
		Able to make independent decisions in carrying out work as an advocate by applying juridical thinking methods so as to produce innovative works that are beneficial for the development of the professional field and aspects of entrepreneurship, in accordance with the professional code of ethics (PLO 14)	√	√	√	√
		Able to contribute to the enforcement, order, and justice of law for the community regardless of background, interests, social status, and the like (PLO 15)	√	√	√	√

No	MK Code	Course (MK)	Graduate Learning Outcomes / PLO														
			S1	S2	S3	P1	P2	P3	P4	KU1	KU2	KU3	KU4	KK1	KK2	KK3	KK4
			PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO12	PLO13	PLO14	PLO15
1	MKK131301	Muamalah Jurisprudence and Methods of Establishing Islamic Law	√	√	√					√			√				
2	MKK131302	Communication and Test Preparation 2															
3	MKK131303	Contract Law				√	√	√							√		
4	MKK131304	Commercial Law				√	√			√				√			
5	MKK131305	Environmental Law				√				√				√			
6	MKK131306	Criminology				√				√				√			
7	MKK131307	Cyber Law				√						√		√			
8	MKK131308	Private International Law				√	√					√		√			
9	MKK131309	Marriage & Inheritance Law							√	√			√			√	
10	MKK131310	Sharia Economic Law			√			√		√			√			√	
11	MKK131311	Regional Government Law					√				√			√			
12	MKK131312	Law and Human Rights			√		√					√		√			
SEMESTER IV																	
1	MKK131401	Da'wah Practicum	√	√	√					√			√				
2	MKK131402	Communication and Test Preparation 3															
3	MKK131403	Civil Procedure Law					√		√		√				√	√	
4	MKK131404	Criminal Procedure Law					√		√		√				√	√	
5	MKK131405	Administrative Court Procedure					√		√		√				√	√	
6	MKK131406	Islamic Court Procedure					√		√		√				√	√	
7	MKK131407	Constitutional Court Procedural Law					√		√		√				√	√	
8	MKK131408	Corporate Law				√					√						√
9	MKK131409	Legislative Drafting						√			√			√			
10	MKK131410	Collateral Law						√			√					√	

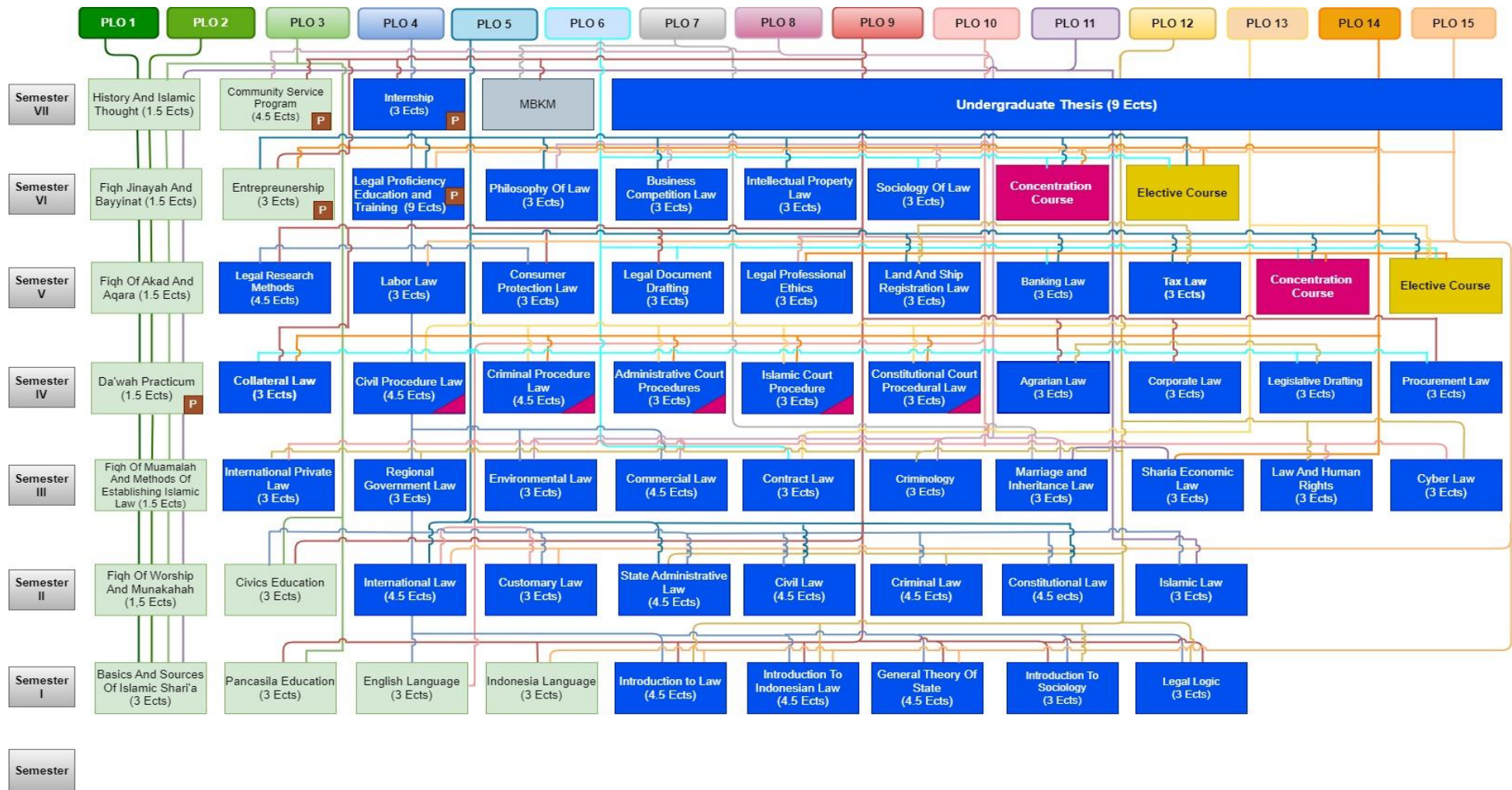
No	MK Code	Course (MK)	Graduate Learning Outcomes / PLO														
			S1	S2	S3	P1	P2	P3	P4	KU1	KU2	KU3	KU4	KK1	KK2	KK3	KK4
			PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO12	PLO13	PLO14	PLO15
11	MKK131411	Procurement Law						√			√			√			√
12	MKK131412	Agrarian Law				√				√				√			
SEMESTER V																	
1	MKK131501	Fiqh Akad and Aqarat	√	√	√			√		√			√				
2	MKK131502	Communication and Test Preparation 4															
3	MKK131503	Legal Research Methods				√	√				√			√			
4	MKK131504	Consumer Protection Law				√											
5	MKK131505	Legal Document Drafting					√	√			√			√			
6	MKK131506	Legal Professional Ethics		√								√			√	√	
7	MKK131507	Banking Law					√	√		√				√			
8	MKK131508	Land & Ship Registration Law					√				√			√			√
9	MKK131509	Tax Law					√		√					√			√
10	MKK131510	Employment Law					√		√					√			√
Specialty Program Courses																	
11	MKK131501PE	Transport Law (<i>Civil Law Concentration Course</i>)				√					√			√			√
12	MKK131502PE	Bankruptcy Law (<i>Civil Law Concentration Course</i>)					√		√			√				√	
13	MKK131501PI	Health Law (<i>Criminal Law Concentration Courses</i>)					√		√			√				√	
14	MKK131502PI	Economic Crime (<i>Criminal Law Concentration Courses</i>)					√		√			√				√	
15	MKK131501HA	Public Service Law (<i>Administration Law Concentration Courses</i>)					√		√			√				√	
16	MKK131502HA	Bureaucracy and Good Governance (<i>Administration Law Concentration Courses</i>)				√					√			√			√
17	MKK131501HT	Elections and Parties (<i>Constitutional Law Concentration Courses</i>)				√	√							√			√

No	MK Code	Course (MK)	Graduate Learning Outcomes / PLO														
			S1	S2	S3	P1	P2	P3	P4	KU1	KU2	KU3	KU4	KK1	KK2	KK3	KK4
			PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO12	PLO13	PLO14	PLO15
18	MKK131502HT	Judicial Power (<i>Constitutional Law Concentration Courses</i>)					√			√					√	√	
19	MKK131501HH	Arbitration Law and Alternative Dispute Resolution (<i>Concentration in Procedural Law</i>)					√		√					√		√	
20	MKK131502HH	Juvenile Justice Procedural Law (<i>Concentration in Procedural Law</i>)					√		√						√	√	
21	MKK131501HI	International Law of the Sea (<i>Concentration in International Law</i>)				√					√	√		√			
22	MKK131502HI	Humanitarian Law (<i>Concentration in International Law</i>)				√					√	√		√			
Elective Courses																	
23	MKK131501PEP	International Trade Law (<i>Elective Course in Civil Law</i>)						√				√		√			√
24	MKK131502PEP	Capital Market Law (<i>Elective Course in Civil Law</i>)						√				√		√			√
25	MKK131501PIP	Victimology (<i>Elective Course in Criminal Law</i>)					√		√						√		
26	MKK131502PIP	Capita Selecta of Criminal Law (<i>Elective Course in Criminal Law</i>)				√					√			√			√
27	MKK131501HAP	Management of Coastal Areas & Small Islands (<i>Elective Course in Administrative Law</i>)					√				√			√			√
28	MKK131502HAP	State Financial Law (<i>Elective Course in Administrative Law</i>)				√	√				√			√			√
29	MKK131501HTP	Independent State Institution (<i>Elective Course in Constitutional Law</i>)				√	√				√						√
30	MKK131502HTP	Political Science (<i>Elective Course in Constitutional Law</i>)				√	√				√						√
31	MKK131501HHP	Ethical Justice Law (<i>Elective Course in Procedural Law</i>)					√			√						√	√

No	MK Code	Course (MK)	Graduate Learning Outcomes / PLO														
			S1	S2	S3	P1	P2	P3	P4	KU1	KU2	KU3	KU4	KK1	KK2	KK3	KK4
			PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO12	PLO13	PLO14	PLO15
32	MKK131502HHP	Procedural Law of Representative Lawsuits (<i>Elective Course in Procedural Law</i>)					√			√					√	√	
33	MKK131501HIP	Law of International Organizations (<i>Elective Course in International Law</i>)				√					√		√				√
34	MKK131502HIP	Diplomatic & Consular Law (<i>Elective Course in International Law</i>)				√					√		√				√
SEMESTER VI																	
1	MKK131601	Jinayah and Bayyinat Fiqh	√	√	√					√			√				
2	MKK131602	Communication and Test Preparation 5															
3	MKK131603	Legal Proficiency Education and Training					√				√			√	√	√	
4	MKK131604	Intellectual Property Rights					√			√				√			√
5	MKK131605	Philosophy of Law				√	√				√						√
6	MKK131606	Sociology of Law				√	√				√						√
7	MKK131607	Business Competition Law				√	√			√				√			
8	MKK131608	Entrepreneurship					√				√					√	
Specialty Program Courses																	
9	MKK131601PE	Comparative Civil Law (<i>Civil Law Concentration Course</i>)				√					√			√			√
10	MKK131601PI	Medical Science Justice (<i>Criminal Law Concentration Courses</i>)					√		√			√		√			
11	MKK131601HA	Natural Resources Law (<i>Administration Law Concentration Courses</i>)					√			√				√			√
12	MKK131601HT	Comparative Constitutional Law (<i>Constitutional Law Concentration Courses</i>)					√				√			√			√

No	MK Code	Course (MK)	Graduate Learning Outcomes / PLO														
			S1	S2	S3	P1	P2	P3	P4	KU1	KU2	KU3	KU4	KK1	KK2	KK3	KK4
			PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO12	PLO13	PLO14	PLO15
13	MKK131601HH	Law of Evidence (Concentration in Procedural Law)							√						√	√	
14	MKK131601HI	International Treaty Law (Concentration in International Law)						√			√		√				√
Elective Courses																	
15	MKK131601PEP	Investment Law (Elective Course in Civil Law)				√					√		√				
16	MKK131602PEP	Insurance Law (Elective Course in Civil Law)				√			√				√				
17	MKK131603PEP	Condominium & Real Estate Law (Elective Course in Civil Law)						√		√			√				
18	MKK131601PIP	Comparative Criminal Law (Elective Course in Criminal Law)				√			√				√				
18	MKK131602PIP	Criminal Justice System (Elective Course in Criminal Law)							√					√	√		
20	MKK131601HAP	Drafting Local Legal Regulations (Elective Course in Administrative Law)						√	√					√			√
21	MKK131601HTP	Fiqh Siyasah Shar'iyah (Elective Course in Constitutional Law)			√		√		√			√					√
22	MKK131601HHP	Advocacy and Legal Aid (Elective Course in Procedural Law)					√				√			√	√		
23	MKK131601HIP	Immigration Law (Elective Course in International Law)					√				√		√				√
SEMESTER VII																	
1	MBB131701	Community Service Program					√		√	√							√
2	MKK131701	History and Islamic Thought	√	√	√							√					
3	MKK131702	Undergraduate THESIS	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
4	MKK131703	Internship					√				√	√					√

Curriculum Map 2022



- General Course
- Compulsory Course
- Elective Course
- Concentration Course
- Practice
- MBKM
- Procedural Law Course

Notes:
 Students are required to take 3 concentration courses for a total of 6 credits and 2 elective courses for a total of 4 credits.
 The curriculum consists of general courses, compulsory courses, concentration courses and elective courses.
 The concentration course consists of 6 areas: civil law, criminal law, constitutional law, state administrative law, international law and procedural law.

5.2. Curriculum Composition

The 2022 curriculum in the Bachelor of Law Study Program, Faculty of Law, YARSI University is determined in the form of a cumulative study load of 145 semester credit units (credits) with a maximum study period of 14 semesters, which includes:

Course Type	Number of credits	Information
National Compulsory	10	Required for all students
Compulsory University	8	Required for all students
Compulsory Faculty	117	Required for all students
Compulsory Concentration	6	Must be taken by students who have programmed and chosen specialization
Elective Concentration	4	Selected students who have been selected Programming and selecting requests
Total Amount	145	

Determination of Legal Study Materials

Legal study materials of the Law Study Program, Faculty of Law, YARSI University are divided into 5 (five) groups as follows:

Table. 1. Determination of Study Materials (SM)

Code	Study Material Group	Study Material
SM 1	Personality Development	<ol style="list-style-type: none"> 1. Religion 2. Pancasila 3. Citizenship 4. Language 5. Ethics
SM 2	Basic Legal Sciences	<ol style="list-style-type: none"> 1. Legal science 2. Indonesian Law 3. Philosophy of law
SM 3	Substantive Law Competencies	<ol style="list-style-type: none"> 1. Civil law 2. Criminal law 3. Hukm Administration 4. Constitutional law 5. International law
SM 4	Procedural Law Competencies	<ol style="list-style-type: none"> 1. Civil judicial procedural law 2. Criminal justice procedural law 3. Administrative procedural law 4. Procedural law of the state administrative court 5. Procedural law of the constitutional court 6. Procedural law of religious courts

Code	Study Material Group	Study Material
SM 5	Competencies in Legal Practice	1. Education Legal proficiency training 2. Legal drafting 3. Drafting legal documents 4. Extrajudicial dispute resolution 5. The laws of telematics

The group of courses offered at FH YARSI are as follows:

No	MK Code	NATIONAL COMPULSORY COURSES	Credits
1.	MKU131101	Basis and Sources of Islamic Sharia	2
2.	MKU131104	Pancasila Education	2
3.	MKU131205	Civic Education	2
4.	MKU131103	Indonesian	2
5.	MKU131102	English	2
		Number of credits	10
No	MK Code	UNIVERSITY COMPULSORY COURSES	Credits
1.	MKK131201	Fiqh of Worship and Munakahah	1
2.	MKK131301	Muamalah Jurisprudence and Methods of Establishing Islamic Law	1
3.	MKK131401	Da'wah Practicum	1
4.	MKK131608	Entrepreneurship	2
5.	MBB131701	Community Service Program	3
6.	MKK131202	Communication and Test Preparation 1	0
7.	MKK131302	Communication and Test Preparation 2	0
8.	MKK131402	Communication and Test Preparation 3	0
9.	MKK131502	Communication and Test Preparation 4	0
10.	MKK131602	Communication and Test Preparation 5	0
		Number of credits	8
		FACULTY COMPULSORY COURSES	Credits
1.	MKK131101	Introduction to Law	3
2.	MKK131102	Introduction to Indonesian Law	3
3.	MKK131103	State Science	3
4.	MKK131104	Legal Logic	2
5.	MKK131105	Introduction to Sociology	2
6.	MKK131203	State Administration Law	3
7.	MKK131204	Constitutional Law	3
8.	MKK131205	Civil law	3
9.	MKK131206	Criminal law	3
10.	MKK131207	Customary Law	2
11.	MKK131208	International Law	3
12.	MKK131209	Islamic Law	2
13.	MKK131303	Law of Engagement	2

14.	MKK131304	Commercial Law	3
15.	MKK131305	Environmental Law	2
16.	MKK131306	Criminology	2
17.	MKK131307	Telematics Law	2
18.	MKK131308	Private International Law	2
19.	MKK131309	Marriage &; Inheritance Law	2
20.	MKK131310	Sharia Economic Law	2
21.	MKK131311	Local Government Law	2
22.	MKK131312	Law and Human Rights	2
23.	MKK131403	Civil Procedure Law	3
24.	MKK131404	Code of Criminal Procedure	3
25.	MKK131405	Procedural Law of the State Administrative Court	2
26.	MKK131406	Procedural Law of Religious Courts	2
27.	MKK131407	Procedural Law of the Constitutional Court	2
28.	MKK131408	Corporate Law	2
29.	MKK131409	Legislative Drafting	2
30.	MKK131410	Collateral Law	
31.	MKK131411	Procurement Law	2
32.	MKK131412	Agrarian Law	2
33.	MKK131501	Fiqh Akad and Aqarat	1
34.	MKK131503	Legal Research Methods	3
35.	MKK131504	Consumer Protection Law	2
36.	MKK131505	Legal Document Drafting	2
37.	MKK131506	Legal Professional Ethics	2
38.	MKK131507	Banking Law	2
39.	MKK131508	Land & Ship Registration Law	2
40.	MKK131509	Tax Law	2
41.	MKK131510	Employment Law	2
42.	MKK131601	Jinayah and Bayyinat Fiqh	1
43.	MKK131603	Legal Proficiency Training Education	6
44.	MKK131604	Intellectual Property Rights	2
45.	MKK131605	Philosophy of Law	2
46.	MKK131606	Sociology of Law	2
47.	MKK131607	Business Competition Law	2
48.	MKK131701	History and Islamic Thought	1
49.	MKK131702	THESIS	6
50.	MKK131703	Internship	2
		Number of credits	117
		COMPULSORY COURSES IN CIVIL LAW	6
51.	MKK131501PE	Transport Law	2
52.	MKK131502PE	Insolvency Law	
53.	MKK131601PE	Comparison of Civil Law	2
		ELECTIVE COURSES IN CIVIL LAW	10

54.	MKK131501PEP	International Trade Law	2
55.	MKK131502PEP	Capital Market Law	2
56.	MKK131601PEP	Investment Law	2
57.	MKK131602PEP	Insurance Law	2
58.	MKK131603PEP	Law Cond & Real Estate	2
		COMPULSORY COURSES IN CRIMINAL LAW SECTION	6
60.	MKK131501PI	Health Law	2
61.	MKK131502PI	Economic Crime	2
62.	MKK131601PI	Medical Science of Justice	2
		ELECTIVE COURSES IN CRIMINAL LAW SECTION	8
63.	MKK131501PIP	Victimology	2
64.	MKK131502PIP	Capita Selecta of Criminal Law	2
65.	MKK131601PIP	Comparative Criminal Law	2
66.	MKK131602PIP	Criminal Justice System	2
		COMPULSORY COURSES HTN SECTION	6
67.	MKK131501HT	Elections and Parties	2
68.	MKK131502HT	Judicial Power	2
69.	MKK131601HT	Comparison of Constitutional Law	2
70.		HTN SECTION ELECTIVE COURSES	6
71.	MKK131501HTP	Independent State Institutions	2
72.	MKK131502HTP	Political Science	2
73.	MKK131601HTP	Fiqh Siyasa Shar'iyah	2
		COMPULSORY COURSES OF STATE ADMINISTRATIVE LAW SECTION	6
74.	MKK131501HA	Public Service Law	2
75.	MKK131502HA	Bureaucracy and Good Governance	2
76.	MKK131601HA	Natural Resources Law	2
		ELECTIVE COURSES IN STATE ADMINISTRATIVE LAW	6
77.	MKK131501HAP	Management of Coastal Areas & Small Islands	2
78.	MKK131502HAP	State Financial Law	2
79.	MKK131601HAP	Drafting of Legal Regulations in the Regions	2
		COMPULSORY COURSES IN PROCEDURAL LAW	6
80.	MKK131501HH	Arbitration Law and Alternative Dispute Resolution	2
81.	MKK131502HH	Juvenile Justice Procedural Law	2
82.	MKK131601HH	Law of Evidence	2
		ELECTIVE COURSES IN PROCEDURAL LAW SECTION	6
83.	MKK131501HHP	Ethical Justice Law	2
84.	MKK131502HHP	Procedural Law of Representative Actions	2
85.	MKK131601HHP	Advocacy and Legal Aid	2
		COMPULSORY COURSES IN INTERNATIONAL LAW	6
86.	MKK131501HI	International Law of the Sea	2
87.	MKK131502HI	Humanitarian Law	2

88.	MKK131601HI	International Treaty Law	2
		ELECTIVE COURSES IN HI SECTION	6
89.	MKK131501HIP	International Organization Law	2
90	MKK131502HIP	Diplomatic &; Consular Law	2
91.	MKK131601HIP	Immigration Law	2

Distribution of courses per semester

No	Course Code	Course	Credit Units	No	Course Code	Course	Credit Units
SEMESTER I				SEMESTER II			
1	MKU131101	Basis and Sources of Islamic Sharia	2	1	MKU131205	Civic Education	2
2	MKU131102	English	2	2	MKK131201	Fiqh of Worship and Munakahah	1
3	MKU131103	Indonesian	2	3	MKK131202	Communication and Test Preparation 1	
4	MKU131104	Pancasila Education	2	4	MKK131203	State Administration Law	3
5	MKK131101	Introduction to Law	3	5	MKK131204	Constitutional Law	3
6	MKK131102	Introduction to Indonesian Law	3	6	MKK131205	Civil law	3
7	MKK131103	State Science	3	7	MKK131206	Criminal law	3
8	MKK131104	Legal Logic	2	8	MKK131207	Customary Law	2
9	MKK131105	Introduction to Sociology	2	9	MKK131208	International Law	3
				10	MKK131209	Islamic Law	2
		Total	21			Total	22
SEMESTER III				SEMESTER IV			
1	MKK131301	Muamalah Jurisprudence and Methods of Establishing Islamic Law	1	1	MKK131401	Da'wah Practicum	1
2	MKK131302	Communication and Test Preparation 2		2	MKK131402	Communication and Test Preparation 3	
3	MKK131303	Contract Law	2	3	MKK131403	Civil Procedure Law	3
4	MKK131304	Commercial Law	3	4	MKK131404	Criminal Procedure Law	3
5	MKK131305	Environmental Law	2	5	MKK131405	Administrative Court Procedure	2
6	MKK131306	Criminology	2	6	MKK131406	Islamic Court Procedure	2
7	MKK131307	Cyber Law	2	7	MKK131407	Constitutional Court Procedural Law	2
8	MKK131308	Private International Law	2	8	MKK131408	Corporate Law	2
9	MKK131309	Marriage & Inheritance Law	2	9	MKK131409	Legislative Drafting	2
10	MKK131310	Sharia Economic Law	2	10	MKK131410	Collateral Law	2
11	MKK131311	Regional Government Law	2	11	MKK131411	Procurement Law	2
12	MKK131312	Law and Human Rights	2	12	MKK131412	Agrarian Law	2
		Total	22			Total	23
SEMESTER V				SEMESTER VI			
1	MKK131501	Fiqh Akad and Aqarat	1	1	MKK131601	Jinayah and Bayyinat Fiqh	1

No	Course Code	Course	Credit Units	No	Course Code	Course	Credit Units
2	MKK131502	Communication and Test Preparation 4		2	MKK131602	Communication and Test Preparation 5	
3	MKK131503	Legal Research Methods	3	3	MKK131603	Legal Proficiency Education and Training	6
4	MKK131504	Consumer Protection Law	2	4	MKK131604	Intellectual Property Rights	2
5	MKK131505	Legal Document Drafting	2	5	MKK131605	Philosophy of Law	2
6	MKK131506	Legal Professional Ethics	2	6	MKK131606	Sociology of Law	2
7	MKK131507	Banking Law	2	7	MKK131607	Business Competition Law	2
8	MKK131508	Land & Ship Registration Law	2	8	MKK131608	Entrepreneurship	2
9	MKK131509	Tax Law	2	Specialty Program Courses			
10	MKK131510	Employment Law	2	9	MKK131601PE	Comparative Civil Law (<i>Civil Law</i>)	2
Specialty Program Courses				10	MKK131601PI	Medical Science Justice (<i>Criminal Law</i>)	2
11	MKK131501PE	Transport Law (<i>Civil Law</i>)	2	11	MKK131601HA	Natural Resources Law (<i>Administrative Law</i>)	2
12	MKK131502PE	Bankruptcy Law (<i>Civil Law</i>)	2	12	MKK131601HT	Comparative Constitutional Law (<i>Constitutional Law</i>)	2
13	MKK131501PI	Health Law (<i>Criminal Law</i>)	2	13	MKK131601HH	Law of Evidence (<i>Procedural Law</i>)	2
14	MKK131502PI	Economic Crime (<i>Criminal Law</i>)	2	14	MKK131601HI	International Treaty Law (<i>International Law</i>)	2
15	MKK131501HA	Public Service Law (<i>Administrative Law</i>)	2	Elective Courses			
16	MKK131502HA	Bureaucracy and Good Governance (<i>Administrative Law</i>)	2	15	MKK131601PEP	Investment Law (<i>Civil Law</i>)	2
17	MKK131501HT	Elections and Parties (<i>Constitutional Law</i>)	2	16	MKK131602PEP	Insurance Law (<i>Civil Law</i>)	2
18	MKK131502HT	Judicial Power (<i>Constitutional Law</i>)	2	17	MKK131603PEP	Condominium & Real Estate Law (<i>Civil Law</i>)	2
19	MKK131501HH	Arbitration Law and Alternative Dispute Resolution (<i>Procedural Law</i>)	2	18	MKK131601PIP	Comparative Criminal Law (<i>Criminal Law</i>)	2
20	MKK131502HH	Juvenile Justice Procedural Law (<i>Procedural Law</i>)	2	18	MKK131602PIP	Criminal Justice System (<i>Criminal Law</i>)	2
21	MKK131501HI	International Law of the Sea (<i>International Law</i>)	2	20	MKK131601HAP	Drafting Local Legal Regulations (<i>Administrative Law</i>)	2
22	MKK131502HI	Humanitarian Law (<i>International Law</i>)	2	21	MKK131601HTP	Fiqh Siyasa Shar'iyah (<i>Constitutional Law</i>)	2
Elective Courses				22	MKK131601HHP	Advocacy and Legal Aid (<i>Procedural Law</i>)	2
23	MKK131501PEP	International Trade Law (<i>Civil Law</i>)	2	23	MKK131601HIP	Immigration Law (<i>International Law</i>)	2
24	MKK131502PEP	Capital Market (<i>Civil Law</i>)	2	Total			21
25	MKK131501PIP	Victimology (<i>Criminal Law</i>)	2	SEMESTER VII			
26	MKK131502PIP	Capita Selecta of Criminal Law (<i>Criminal Law</i>)	2	1	MBB131701	Community Service Program	3

No	Course Code	Course	Credit Units	No	Course Code	Course	Credit Units
27	MKK131501HAP	Management of Coastal Areas & Small Islands (Administrative Law)	2	2	MKK131701	History and Islamic Thought	1
28	MKK131502HAP	State Financial Law (Administrative Law)	2	3	MKK131702	Undergraduate THESIS	6
29	MKK131501HTP	Independent State Institution (Constitutional Law)	2	4	MKK131703	Internship	2
30	MKK131502HTP	Political Science (Constitutional Law)	2			Total	12
31	MKK131501HHP	Ethical Justice Law (Procedural Law)	2				
32	MKK131502HHP	Procedural Law of Representative Law (Procedural Law)	2				
33	MKK131501HIP	Law of International Organizations (International Law)	2				
34	MKK131502HIP	Diplomatic & Consular Law (International Law)	2				
		Total	24				

Note:

- Students are required to enroll in 3 concentration courses with a total of 6 credit hours and 2 elective courses with a total of 4 credit hours.
- The curriculum comprises general courses, mandatory courses, concentration courses, and elective courses. Concentration courses are divided into 6 fields: civil law, criminal law, constitutional law, public administration law, international law, and procedural law.

5.3. Semester Learning Plan

The Semester Learning Plan (SLP) is an integral part of the Study Program curriculum. RPS is a plan that describes learning procedures and management to achieve learning outcomes in the form of learning outcomes in one course. SLP in Competency-Based Curriculum (KBK), known as Syllabus, is more general. The development of SLP for each course must pay attention to learning outcomes, study materials, and the weight of study materials. SLP can be a learning planning document for both lectures in class and learning through non-exchange student MBKM for one semester. For non-exchange student MBKM activities, it is also equipped with a *logbook*.

Planning the learning process is an integral part of the Higher Education Curriculum (KPT). In accordance with SN Dikti, as referred to in Permendikbud No. 30 of 2020 Article 12 paragraph 1, learning process planning is prepared for each course and presented in SLP. SLP is determined and developed by lecturers independently and/or together in a research group in a field of science and/or technology in the study program.

Principles of Developing SLP

1. SLP or its equivalent term, is an instructional document crafted to generate graduates equipped with skills aligned with the designated Competency Profile (CPL). As such, it should be implementable by students at each stage of learning in the relevant course;
2. SLP or its equivalent term emphasizes guiding students in their learning to develop abilities in line with the imposed CPL for the course, rather than focusing on the interests of teaching activities by the lecturer;
3. Learning designed within the SLP is student-centered learning. The SLP or its equivalent term must be periodically reviewed and adjusted in accordance with the advancements in knowledge and technology.

SLP Elements

SLP or other terms according to the National Higher Education Standard (Article 12 of Permendikbud No. 30 of 2020) at least contains:

1. Name of study program, name and code of courses, semesters, credits, names of lecturers;
2. CPL charged to the course;
3. Final skills planned at each stage of learning to meet CPL;
4. Study materials related to the ability to be achieved;
5. Learning methods;
6. The time allotted to achieve proficiency at each stage of learning;
7. Student learning experience embodied in the description of assignments that must be done by students during one semester;
8. Assessment criteria, indicators and weights; and
9. List of references used.

5.4. Learning Forms and Learning Models

The choice of learning forms and methods is based on a requirement that the expected abilities have been established in a learning stage in accordance with the CPL. The form of learning is in the form of lectures, responses, tutorials, seminars or equivalent, practicum, studio practice, workshop practice, field practice, research, community service and / or other equivalent forms of learning. Meanwhile, learning methods are in the form of: group discussions, simulations, case studies, collaborative

learning, cooperative learning, project-based learning, problem-based learning, or other learning methods, which can effectively facilitate the fulfillment of graduate learning outcomes. In the form of learning, it is bound by the provisions for estimating student learning time which is then expressed by the weight of credits. One credit is equivalent to 170 minutes of study time. The following is a table of learning forms and estimated learning time in accordance with Article 17 SN-Dikti (Permendikbud No. 3 of 2020).

Table.2. Forms of teaching and time estimation

No	Understanding 1 Credit in the Form of Learning			
1	Lectures, Responses, Tutorials			
	Face-to-face	Structured Assignment	Self-Study	Hour
	50 minutes/week/semester	60 minutes/week/semester	60 minutes/week/semester	2,83
2	Seminars or other similar forms of learning			
	Face-to-face	Self-Study		Hour
	100 minutes/week/semester	70 minutes/week/semester		2,82
3	Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Design or Development, Community Service, and/or other equivalent forms of learning			
	170 minutes/week/semester			2,83

1. Student learning load as referred to in Article 10 paragraph (2) letter d, is expressed in the amount of semester credit units (SKS).
2. One credit is equivalent to 170 (one hundred sixty) minutes of learning activities per week per semester (equivalent to 2.83 hours)
3. Each course has at least 1 (one) credit.
4. Semester is a unit of time for effective learning activities for 16 (sixteen) weeks including midterm exams (UTS) and final semester exams (UAS).

5.5. Learning Evaluation

Assessment system

Assessment is part of the process of administering the exam. If the exam is a measure of how far students can complete the study load of the courses they take, then assessment is a measure of student ability in the learning process.

Thus, grades are the final result of the evaluation process of students for certain courses. Based on the Decree of the Dean of the Faculty of Law No. 277/DEH/KEP/II/2021 CONCERNING THE REVISION OF THE ASSESSMENT OF LEARNING OUTCOMES FOR STUDENTS

LAW STUDY PROGRAM STRATA 1 (S1) FACULTY OF LAW

YARSI UNIVERSITY, here are the components and composition of the assessment:

1. Components and Composition of Assessment

A. 100% assessment components

- 1) Attitude 15%
- 2) Knowledge (Knowledge in the form of Midterm Examination (UTS) / which is equivalent to UTS 30% and Final Semester Examination (UAS) / which is equivalent to UAS 30%)
- 3) Skills (General Skills and Specific Skills in the form of Assignments/Quizzes/Practices 25%)

B. The composition of the assessment on the component point A is adjusted to the Graduate Learning Outcomes (CPL) of each course contained in the Semester Learning Plan (RPS).

2. Reference for converting a range of values to letters:

Range of Values			Meaning
Range	Number	Letter	
80 – 100	4.00	A	Pass
77 – 79,99	3.75	A-	Pass
73 – 76,99	3.50	AB	Pass
69 – 72,99	3.25	B+	Pass
65 – 68,99	3.00	B	Pass
62 – 64,99	2.75	B-	Pass
58 – 61,99	2.50	BC	Pass
54 – 57,99	2.25	C+	Pass
50 – 53,99	2.00	C	Pass
47 – 49,99	1.75	C-	Did Not Pass
43 – 46,99	1.50	CD	Did Not Pass
39 – 42,99	1.25	D+	Did Not Pass
35 – 38,99	1.00	D	Did Not Pass
0 – 34,99	0.00	E	Did Not Pass

3. Graduation Predicate

The graduation predicate of the Faculty of Law follows the Rector Regulation of YARSI University Number 005 / REK / PER / IX / 2017 concerning Guidelines for Evaluation and Curriculum Development 2017 Program Study Program

Undergraduate, Professional and Master at YARSI University article 25 paragraph

(2), as follows:

- GPA ≤ 2.75 : Graduated Without Predicate
- GPA 2.76 – 3.00: Satisfying
- GPA 3.01 – 3.50: Very Satisfactory
- GPA ≥ 3.50 : With Praise (*laude*)

laude Graduation Predicate is given to graduates who complete their studies for a maximum of 8 (eight) semesters, and are obtained without repeating the course.

Income and Issuance of Final Value

Input and publication of final grades by course teachers into the Academic Information System (SISAKAD) must be carried out according to a schedule determined in the academic calendar.

Course Retake

- a) If a student repeats a course for improvement, the passing grade for that course will be based on the final grade received..
- b) For students who repeat a course in which they have already received a grade of C or better, resulting in two grades, both of which are C or better, the credit hours and both grades will be included in the GPA calculation.

5.6. Study Plan

Students are required to fill out a Study Plan through the Academic Information System (SISAKAD) before education activities begin. The filling of the Study Plan is carried out according to the schedule set in the Academic Calendar. Late filling of the Study Plan is subject to sanctions in accordance with applicable regulations. Filling out the Study Plan outside the predetermined schedule must obtain the permission of the Dean. Prior to completing the Plan of Study, students may seek guidance from the academic advisor designated by the Dean.

The maximum number of credit hours that can be scheduled in a single semester is 24 credit hours. The number of credit hours in Semester I and II is determined by the total number of course packages offered in that semester. The number of credit hours that can be taken in the next semester is determined based on the Grade Point Average (GPA) obtained by the student in the previous semester. The credit hours to be taken must be based on the GPA obtained in the previous semester, following the rules as follows:

- a) ≤ 1.50 , maximum 12 credits
- b) 1.50 -1.99, maximum 15 credits
- c) 2.00 -2.49, maximum 18 credits
- d) 2.50 -2.99, maximum 21 credits
- e) ≥ 3.00 maximum 24 credits

End of Study Period Evaluation

The study period limit for Bachelor Program students is 14 semesters. At the end of the study period, students must have obtained a minimum of 145 credits (including thesis) and have passed all compulsory courses.

Administration of Learning Outcomes

Student learning outcomes are documented in the form of Semester Grade List, Academic History, Academic Transcripts, and Certificate of Diploma Companion (SKPI). The Semester Grade List contains the grades of courses that a student has taken in one semester. The value of courses that have been attended by a student during his time as a student of YARSI University is documented in the Academic History

A student who has been declared graduated from a certain level of education at YARSI University will receive a course score document in the form of an Academic Transcript. Academic transcripts contain all courses that have been taken by students during their education at YARSI University. The Grade Point Average listed in the Academic Transcript is determined from all courses that get a grade of at least C.

Independent Learning Mechanism for Independent Campus

The Independent Learning Campus Independent Policy (MBKM) is designed to produce graduates of the Law Study Program, Faculty of Law, YARSI University who have competencies that are aligned with the needs of the times to face social changes, culture, the world of work, and rapid technological advances. To realize this goal, the main program of MBKM is to provide three-semester study rights for students of the Law Study Program, Faculty of Law, YARSI University outside the Law Study Program, Faculty of Law, YARSI University. The Law Study Program, Faculty of Law, YARSI University is obliged to facilitate students to take their rights in the MBKM program.

The right to study three semesters for students of the Law Study Program, Faculty of Law, YARSI University outside the Law Study Program, Faculty of Law, YARSI University provides students with freedom to take credits outside the Law Study Program,

Faculty of Law, YARSI University, the three semesters in question are in the form of 1 (one) semester of opportunity to take courses outside the Law Study Program, Faculty of Law, YARSI University and 2 (two) semesters of carrying out learning activities outside YARSI University. Learning outside the Law Study Program, Faculty of Law, YARSI University is provided in 3 (three) forms, namely:

1. Learning in other (different) Study Programs within YARSI University;
2. Study in the same Sudi Program outside YARSI University;
3. Learning in different Study Programs outside YARSI University;

At YARSI University, the forms of MBKM learning activities facilitated by the university include the following activities.

- 1) Internships/work practices in Industry or other workplaces;
- 2) Carry out community service projects in the village;
- 3) Teaching in educational units;
- 4) Participate in student exchanges;
- 5) Conduct research; conducting entrepreneurial activities;
- 6) Create an independent study/project; or
- 7) Participate in humanitarian programs.

In essence, the two forms of MBKM activities above can be grouped into two forms of activities as follows.

1. Student exchange.
2. Non-exchange students which include:
 - 1) internships/work practices in Industry or other workplaces;
 - 2) carry out community service projects in the village;
 - 3) teaching in educational units;
 - 4) conduct research; conducting entrepreneurial activities;
 - 5) create independent studies/projects;
 - 6) follow humanitarian programs.

The form of learning as referred to above can be chosen 1 (one) per semester by students with the approval of the Academic Supervisor.

Implementation of MBKM learning activities to provide contextual field experiences that improve the quality of graduates as a whole, ready to work, or create new jobs. Students who carry out the implementation of MBKM learning are guided by

a supervisor appointed by the Head of the Law Study Program, Faculty of Law, YARSI University, to be able to take part in MBKM learning activities, they must meet 3 (three) general requirements based on the YARSI UNIVERSITY RECTOR'S REGULATION No.:001/INT/PER/REK/UY/VI/2022 CONCERNING GUIDELINES FOR THE IMPLEMENTATION OF INDEPENDENT CAMPUS LEARNING WITHIN YARSI UNIVERSITY Article 12

as follows:

- a. active students enrolled in the Higher Education Database;
- b. active students as referred to in paragraph (1) have met the administrative and financial requirements at the Faculty level; and
- c. Students who can take part in Merdeka Belajar Kampus Merdeka activities have completed a minimum of 110 (one hundred ten) Semester Credit Units in 5 (five) semesters of study period and received approval from the Academic Supervisor. The implementation of MBKM will run dynamically following the development of regulations on the implementation of MBKM both from the Ministry of Education, Culture, Research, and Technology and YARSI University.

APPENDICES

Appendix 1

Attitude Assessment Sheet – Observation during Practicum Activities

Courses :

Class/Semester :

Topics/Subtopics :

Indicators: Students demonstrate scientific behavior such as discipline, responsibility, honesty, accuracy in conducting experiments.

No	Student Name	Discipline	Responsibility	Cooperation	Accuracy	Creativity	Environmental Awareness	Remarks
1								
2								
3								
4								
5								

Behavior Aspect Column is filled with numbers according to the following criteria:

4 = very good

3 = good

2 = enough

1 = less

Appendix 2

GROUP PRESENTATION ASSESSMENT RUBRIC

Courses :
Basic Competencies :

SCORING GUIDELINES

No	Student Name	Completeness of Materials				Format				Presentation Skills				Total Score	Final Score
		1	2	3	4	1	2	3	4	1	2	3	4		
1															
2															
3															
4															
5															

Student Score

Final Score = $\frac{\text{Total Score}}{\text{Student Score}} \times 100$

RUBRIC

No.	Aspects	Score	Scoring criteria
1.	Completeness of Material	4	<ol style="list-style-type: none"> 1. A power point consists of a title, material contents, and a bibliography. 2. Power points are systematically arranged according to the material. 3. There is a bibliography of relevant internet sources. 4. Includes relevant images/animations.
		3	One criterion from score 4 is not met.
		2	Two criteria from score 4 are not met.
		1	More than two criteria from score 4 are not met.
2.	Material Writing	4	<ol style="list-style-type: none"> 1. Material is in PowerPoint format. 2. Each slide is clearly readable 3. Concise and substantial content 4. Language appropriate to the material
		3	One criterion from score 4 is not met.
		2	Two criteria from score 4 are not met.
		1	More than two criteria from score 4 are not met.
3.	Presentation Skills	4	<ol style="list-style-type: none"> 1. Presented confidently, enthusiastically, and clearly. 2. All group members participated in the presentation. 3. Able to present ideas and argue well. 4. Good time management
		3	One criterion from score 4 is not met.
		2	Two criteria from score 4 are not met.
		1	More than two criteria from score 4 are not met.

Appendix 3

PAPER ASSESSMENT RUBRIC

ASPEK	ASSESSMENT INDICATORS	SCORE
Part A. Introduction		
Background	The entire description in this section leads to the main issue and the writing of the paper.	4
	Adequately leads to the main issue.	2
	General statements that are irrelevant.	1
	No background provided	0
Purpose of Writing	The purpose statement is clear, concise, and systematic.	4
	The problem formulation is lengthy but sufficiently clear.	2
	The problem formulation is general and unclear.	1
	No problem formulation provided.	0
Problem Formulation	The problem is formulated clearly, concisely, and systematically.	4
	The problem formulation is lengthy but sufficiently clear.	2
	The problem formulation is general and unclear.	1
	No problem formulation provided.	0
Writing Systematics	The systematics are formulated clearly and concisely.	4
	The systematics are lengthy but sufficiently clear.	2
	The systematics are general and unclear.	1
	No writing systematics provided.	0
Part B. Discussion		
Theoretical Foundation	Explanation of the theoretical roots of the model is presented systematically, completely, and comprehensively.	20
	Explanation of the theoretical roots of the model is presented systematically and completely but not comprehensively.	15
	Explanation of the theoretical roots of the model is presented completely and comprehensively but not systematically.	10
	Explanation of the theoretical roots of the model is unclear and not systematic.	5
Relevant research results	Contains 10 or more relevant research results	20
	Contains 8 – 9 relevant research results	15
	Contains 5 – 7 relevant research results	10
	Contains 2 – 4 relevant research results	5

Standard Operational Procedures	Strategies and/or techniques, learning steps are presented concisely and comprehensively.	20
	Most strategies and/or techniques, learning steps are presented concisely.	15
	Only half of the strategies and/or techniques, learning steps are presented concisely.	10
	A small portion of strategies and/or techniques, learning steps are presented concisely.	5
Part C. Conclusion		
Conclusion	Conclusions are drawn based on the discussion in Part II, stated clearly and systematically.	5
	Conclusions are drawn based on the discussion in Part II but are unclear and not systematic.	3
	Conclusions are irrelevant and general.	1
Suggestions	Suggestions are based on the discussion in Part II, stated clearly and systematically.	5
	Suggestions are based on the discussion in Part II but are unclear and not systematic.	3
	Suggestions are irrelevant and general.	1
Bibliography	The bibliography is written completely according to standard writing conventions and is reliable.	4
	The bibliography is incomplete but written according to standard writing conventions.	2
	The bibliography is incomplete and written in a non-standard manner.	1