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UNIVERSITAS GADJAH MADA
FACULTY OF LAW

FACULTY OF LAW

ACADEMIC HANDBOOK

INTERNATIONAL UNDERGRADUATE PROGRAM



Universitas Gadjah Mada
Yogyakarta

ACADEMIC HANDBOOK

INTERNATIONAL UNDERGRADUATE PROGRAM

2021-2022

Faculty Of Law

Universitas Gadjah Mada

Jl. Sosio Yustisio No. 1, Bulaksumur, Yogyakarta 55281

Telp./Fax. (0274)-512781 E-mail: hukum-hk@ugm.ac.id

Website: www.law.ugm.ac.id



A WELCOME FROM THE DEAN



The Guidebook for the Undergraduate Program of the Faculty of Law UGM is published every year. This annual publication is carried out so that all academics always get the latest information and have the same guidelines in following the learning process at the Faculty of Law. However, this time there is a little difference, where the Guidebook which is usually published annually is now divided into two documents, namely: 1) Academic Handbook which contain the main things to be known by all academics related to the academic process in the Undergraduate Program of the Faculty of Law UGM; and 2) Faculty Profile which contains general information about the Faculty of Law UGM as well as existing academic and non-academic processes.

The initiative of this study program deserves appreciation, because it will provide a more integrated guide for its academic activities, and on the other hand there are still general guidelines that can be accessed by the public who want to see the Faculty of Law UGM and its development. This academic manual needs to be read and understood seriously by every



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academic community, because it will be a reference in the lecture process at the Faculty of Law UGM, from the beginning of the registration process until the time of graduation.

The process of harmonization of the various academic process flows in one manual is expected to help students to plan and follow their learning process better. In addition to appreciation, I would like to express my gratitude and appreciation to the manager of the Legal Studies Program as the drafting team and other parties involved so that this 2021 edition of the UGM Faculty of Law Undergraduate Program Academic Handbook of 2021 edition can be published.

Yogyakarta, August 10, 2021

Prof. Dr. Sigit Riyanto, SH, LL. M



A WELCOME FROM THE HEAD OF UNDERGRADUATE PROGRAM



Assalamualaikum wa rahmatullahi wa barokatuh,

Viva Justicia...!!!

By saying *alhamdulillahirobbil'alamiin*, this Academic Handbook can be completed and submitted to the entire academic community of the Faculty of Law UGM. This Academic Handbook is a unification of the various guidelines and flows of the academic process that are applied at the Faculty of Law UGM. With this Academic Handbook, it is hoped that it can be a better guide for all academics to plan the learning process from the beginning as a student, the implementation of the lecture process in each semester, until the series of processes leading to graduation as a Law Degree.

In this 2021 edition of the Academic Handbook version 1, we try to harmonize the various academic procedures that exist within the Faculty of law UGM. In addition, this Academic Handbook, especially in the Curriculum section, includes the 2021 Curriculum which will be applied to Class 2021 students. This curriculum revitalization is a periodic program carried



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out by the Undergraduate Program to ensure that the substance of learning delivered to students is in line with the dynamics of legal developments at a scale local, national, and global and at the same time in accordance with the learning outcomes of graduates determined by the Study Program.

Also in the 2021 Curriculum, integration of the national policies and the "Merdeka Belajar Kampus Merdeka" program has been carried out. With this opportunity, students have a wider opportunity to take advantage of existing opportunities to equip themselves with academic skills, maturity of social empathy, as well as ethical and moral clarity.

Wassalamualaikum wa rahmatullahi wa barokatuh. Viva Justicia..!!

Head of Legal Studies Program

Dr. Wahyu Yun Santoso, SH, M. Hum, LL. M



EDITORS

Prof. Dr. Sigit Riyanto, S.H., LL.M.

Dahliaana Hasan, S.H., M.Tax., Ph.D.

Herliana, S.H., M. Com Law., Ph.D.

Dr. Mailinda Eka Yuniza, S.H., LL.M.

Wahyu Yun Santoso, S.H., M.Hum., LL.M.

Richo Andi Wibowo, S.H., LL.M., Ph.D.

Fadhilatul Hikmah, S.H., LL.M.

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Damari Pranowo, S.H.

Amalia Deryani Putri

Anifatius S Putri

Bramaputra Banisadna

Salsabila Afra Ramadhani Cahya



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CHAPTER 1

CURRICULUM

A. General Observation

As mandated by Act Number 12 Year 2012 on Higher Education, the Higher Education Curriculum is an institutional mandate that must always be updated in accordance with the development of needs and science and technology as outlined in Graduate Learning Outcomes. In order to revise the curriculum, which has been implemented since 2015, the Bachelor of Law Study Program, Faculty of Law UGM has held a series of activities to evaluate and change the curriculum since early 2020.

The curriculum changes in universities are routine activities that must be carried out in response by developing science, technology, and arts; societal needs; and stakeholder needs. The Faculty of Law UGM routinely holds curriculum workshops, both for undergraduate and postgraduate programs, as a series of annual Dies Natalis events.

However, at the beginning of 2020, the Ministry of Education and Culture imposed a new policy in the field of higher



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education through the "**Merdeka Belajar-Kampus Merdeka**" (MBKM) program which is still under dynamic discussions. The MBKM policy provides opportunities for students to gain wider learning experiences and new competencies through several learning activities outside the study program. The implementation of this new policy requires relaxation of the curriculum proposals that have been discussed previously.

In the 2021, there are several changes in the structure and number of credits given in each course. Some of the

main considerations in this curriculum changes are:

1. Curriculum revitalization

This is the main consideration that the 2021 curriculum is the product of a series process improvement carried out by the Faculty of Law UGM as an achievement of the established educational philosophy, namely *"From Good to Great Faculty of Law with Integrity, Intelligence, and Innovative"*.

2. Simplification of the Number of Courses



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This is mainly based on the consideration that there are still quite a lot of courses offered as compulsory subjects in the Undergraduate Program Curriculum of the Faculty of Law. Gradually, through this 2021 Curriculum update, the mission to streamline and simplify the number of courses is expected to be achieved.

3. Updating Courses

The naming of courses is essential to indicate the content and learning scope of the courses offered. In this 2021 Curriculum, several significant changes were also made to

the naming of courses which included updating the learning materials delivered to students.

4. Recognition of the workload of students

Some basic notes from several AUN accreditation and certification processes are the lack of recognition of the workload carried out by students for certain courses. Based on this note, the 2021 Curriculum places a greater credit load on the Legal Writing and Legal Proficiency Training courses.



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5. Relaxation for national policy adjustments

There is a progressive MBKM policy that needs to be adapted in the 2021 Curriculum. The adaptation carried out by the Undergraduate Study Program of the Faculty of Law UGM is still carried out alternatively on several provisions by considering the existing curriculum structure and Graduate Learning Outcomes attached by the Study Program and the Faculty.

Learning Outcomes Graduates awarded in the Law Undergraduate Study Program, Faculty of Law UGM are:



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Learning Outcomes of Graduates	KKNI Standards
Able to understand, internalize and implement religious values, Pancasila, and the ethical responsibility of the legal profession and integrity in the life of society, nation, and state (A)	Attitudes
Mastering the principles, theories, doctrines, and legal norms, both nationally and internationally with a monodisciplinary legal research approach (B)	Mastery of Knowledge
Mastering contemporary legal issues in society, both nationally and globally (C)	



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Able to apply legal knowledge through the study and analyse legal problems that occur and develop in people's lives in global scope, in a responsible manner (D)	Special Skills
Able to utilize science to conduct research in the field of law mono- to design legal documents with uphold the ethics of the legal profession (E)	
Able to apply logical, critical, systematic, and innovative thinking in the context of the development or implementation of science and technology that pays attention to and applies legal knowledge in accordance with their field of expertise (F)	General Skills



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Able to make the right decisions in the context of solving problems at the legal field based on the results of analysis of information and data (G)	
Able to adapt, cooperate, create, contribute, and innovate in applying science to social life and play a role as global citizens with global insight (H)	



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No.	Kode	Nama Mata Kuliah	SKS	Prasyarat
a) COMPULSORY COURSES				
i) CORE CURRICULUM				
University Compulsory Courses				
Personality Development, Communal Living and Work Ethics				
1	HKUI 1116	<i>Indonesian Values and Ideology</i>	3	---
2		<i>Religion</i>	2	---
	HKIUP212110	<i>(Islam)</i>		---
	HKIUP212106	<i>(Catholicism)</i>		---
	HKIUP212107	<i>(Christianity/Protestantism)</i>		---
	HKIUP212105	<i>(Buddhiism)</i>		---
	HKIUP212108	<i>Religion (Confucianism)</i>		
	HKIUP212109	<i>Religion (Hinduism)</i>		



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3	HKIUP212298	Community Service (Kuliah Kerja Nyata/KKN)	3	Requirements set by LPPM UGM
Subtotal			8	

Faculty Compulsory Courses

Knowledge of Law

4	HKIUP212104	Introduction to Law	4	---
5	HKIUP212103	Introduction to Indonesian Law	3	---
6	HKIUP212101	General Theory of the State	2	---
7	HKIUP212203	Constitutional Law	4	General Theory of the State
8	HKIUP212201	Administrative Law	4	Introduction to Law
9	HKIUP212115	Environmental Law	3	Introduction to Indonesian Law
10	HKIUP212202	Civil Law	4	



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11	HKIUP212204	<i>Criminal Law</i>	4	<i>Introduction to Law</i> <i>Introduction to Indonesian Law</i>
12	HKIUP212205	<i>Foundational International Law</i>	4	
13	HKIUP212216	<i>Natural Resources Law and Land Law</i>	3	
14	HKIUP212211	<i>Adat Law: Introduction and selected issues</i>	2	
15	HKIUP212112	<i>Business Law</i>	4	
16	HKIUP212116	<i>Islamic Law</i>	4	
17	HKIUP212114	<i>Criminal Procedural Law</i>	3	<i>Criminal Law</i>
18	HKIUP212212	<i>Civil Procedural Law</i>	4	<i>Civil Law</i>
19	HKIUP212218	<i>Tax Law</i>	4	<i>Business Law</i>
20	HKIUP212213	<i>Contract Law</i>	3	<i>Business Law</i>
21	HKIUP212206	<i>Research Methodology</i>	3	<i>Introduction to Law; or</i> <i>Introduction to Indonesian Law</i>



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22	HKIUP212121	<i>Civil Court Practice</i> (PLKH Peradilan Perdata)	5	<i>Civil Procedural Law</i>
23	HKIUP212221	<i>Criminal Court Practice</i> (PLKH Peradilan Pidana)	5	<i>Criminal Procedural Law</i>
24	HKIUP212199	<i>Legal Research (Bachelor Thesis)</i>	9	Have passed all <i>Compulsory Courses</i> , <u>except</u> <i>Internship II</i> dan <i>Community Service (KKN)</i>
Subtotal			81	

ii) INSTITUTIONAL CURRICULUM

Skills and Expertise of Law

25	HKIUP212128	<i>Legal Audit</i>	2	<i>Business Law</i>
26	HKIUP212113	<i>Constitution and Legislation</i>	3	<i>Constitutional Law</i>



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27	HKIUP212117	<i>Oversight of the Administration</i>	4	<i>Administrative Law</i>
28	HKIUP212111	<i>Advanced International Law</i>	3	<i>Foundational International Law</i>
29	HKIUP212126	<i>Labour Law</i>	2	<i>Introduction to Indonesian Law; Civil Law; Criminal Law</i>
30	HKIUP212127	<i>Land Law</i>	2	<i>Natural Resources Law</i>
31	HKIUP212217	<i>Special Criminal Law</i>	3	<i>Criminal Law; Criminal Procedural Law</i>
32	HKIUP212215	<i>International Economic Law</i>	2	<i>Foundational International Law; Business Law</i>



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33	HKIUP212124	<i>International Dispute Settlement</i>	2	<i>Advanced International Law</i>
34	HKIUP212214	<i>International Business Transactions</i>	3	<i>Business Law</i>
35	HKIUP212223	<i>Interviewing, Counselling and Negotiation</i>	3	<i>Introduction to Law</i> <i>Introduction to Indonesian Law</i>
36	HKIUP212129	<i>Legal Writing and Language</i>	3	---
37	HKIUP212123	<i>Human Rights Law</i>	2	<i>International Law</i> <i>Constitutional Law</i>
38	HKIUP212122	<i>Conflict of Laws</i>	2	<i>International Law</i> <i>Business Law</i>



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39	HKIUP212130	<i>Philosophy of Law</i>	2	<i>Introduction to Law</i> <i>Introduction to Indonesian Law</i> <i>Constitution and Legislation</i>
40	HKIUP212125	<i>Internship I /MBKM</i>	2	Have passed a minimum 55 credits
41	HKIUP212222	<i>Internship II/(MBKM)</i>	2	Have passed a minimum 91 credits and <i>Internship I</i>
Subtotal			42	

b. ELECTIVE COURSES

A student is entitled to pick an elective course upon fulfilment of the following requirements:

1. Completion of a minimum of 90 credits;



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2. A minimum GPA of 2.50; and
3. Completion, with minimum grade B, of the two-prerequisite course of the concentration Department.

Students are required to take at least 3 compulsory concentration courses (@ 3 credits with total 9 credits) offered by their concentration department.

Meanwhile, the other 2 elective concentration courses (**@ 3 credits with total 6 credits**) can be taken from:

1. Concentration courses offered from the department of concentration;
2. Other courses offered by other departments that open concentrations in IUP;
3. Other courses offered by undergraduate study programs outside the Faculty of Law with a maximum weight of 6 credits; or
4. MBKM Program Recognition (this includes exchange schemes).

Recognition for MBKM Program as much as 10 credits as a substitute:

1. Internship I : 2 SKS
2. Internship II : 2 SKS
3. Concentration Courses : 3 SKS
4. Concentration Courses : 3 SKS



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CONCENTRATION COURSES				
i) BUSINESS LAW				
Entry to the Business Law concentration is subject to completion, <u>with minimum grade B</u> , of the following prerequisite courses:				
1. Business Law (HKIUP212112); and				
2. International Business Transactions (HKIUP212214).				
1	HKIUP212151	Competition Law	3	<i>Business Law dan International Business Transactions</i>
2	HKIUP212152	Investment & Capital Market Law	3	
3	HKIUP212251	Company Law	3	
4	HKIUP212252	Intellectual Property Law	3	
5	HKIUP212253	The Law of Banking and Financial Institution	3	
Subtotal (Business Law)			15	



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ii) *CONSTITUTIONAL LAW*

Entry to the Constitutional Law concentration is subject to completion, **with minimum grade B**, of the following prerequisite courses:

1. Constitutional Law (HKIUP212203); dan
2. Constitution and Legislation (HKIUP212113).

1	HKIUP212161	Comparative Constitutional Law	3	<i>Constitutional Law and Constitution and Legislation</i>
2	HKIUP212162	Executive-Legislative Relations	3	
3	HKIUP212261	Electoral Law	3	
4	HKIUP212262	Indonesian Judiciary	3	
5	HKIUP212263	Local Government Law	3	
Subtotal (<i>Constitutional Law</i>)			15	

iii) *INTERNATIONAL LAW*

Entry to the International Law concentration is subject to completion, **with minimum grade B**, of the following prerequisite courses:



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1. Foundational International Law (HKIUP212205); dan

2. Advanced International Law (HKIUP212111).

1	HKIUP212181	International Environmental Law	3	<i>Foundational International Law <u>dan</u> Advanced International Law</i>
2	HKIUP212182	International Human Rights Law	3	
3	HKIUP212281	Diplomatic Laws	3	
4	HKIUP212282	International Law of the Sea	3	
5	HKIUP212283	Law of Treaty	3	
Subtotal (International Law)			15	

iv) **CRIMINAL LAW**

Entry to the Criminal Law concentration is subject to completion, **with minimum grade B**, of the following prerequisite courses:

1. *Criminal Law* (HKIUP212204); dan

2. *Special Criminal Law* (HKIUP212217).



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1.	HKIUP212171	Criminal Law on Woman and Children	3	<i>Criminal Law dan Special Criminal Law</i>
2.	HKIUP212172	International Criminal Law	3	
3.	HKIUP212271	Criminal Policy	3	
4.	HKIUP212272	Criminology	3	
5.	HKIUP212273	Penitentiary Law	3	
Subtotal (Criminal Law)			15	

B. Distribution of Courses in Odd and Even Semester

NO	ODD SEMESTER	TC	NO	EVEN SEMESTER	TC
1	<i>Indonesian Values and Ideology</i>	3	1	<i>Constitutional Law</i>	4
2	<i>Religion</i>	2	2	<i>Administrative Law</i>	4
3	<i>Introduction to Law</i>	4	3	<i>Civil Law</i>	4
4	<i>Introduction to Indonesian Law</i>	3	4	<i>Criminal Law</i>	4



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5	<i>General Theory of the State</i>	2
6	<i>Environmental Law</i>	3
7	<i>Business Law</i>	4
8	<i>Islamic Law</i>	4
9	<i>Criminal Procedural Law</i>	3
10	<i>Constitution and Legislation</i>	3
11	<i>Oversight of the Administration</i>	4
12	<i>Advanced International Law</i>	3
13	<i>Civil Court Practice</i>	5
14	<i>Legal Audit</i>	2
15	<i>Labour Law</i>	2
16	<i>International Dispute Settlement</i>	2
17	<i>Land Law</i>	2

5	<i>Foundational International Law</i>	4
6	<i>Research Methodology</i>	3
7	<i>Natural Resources Law and Land Law</i>	3
8	<i>Adat Law: Introduction and selected issues</i>	2
9	<i>Civil Procedural Law</i>	4
10	<i>Tax Law</i>	4
11	<i>Contract Law</i>	3
12	<i>Special Criminal Law</i>	3
13	<i>International Economic Law</i>	2
14	<i>International Business Transactions</i>	3
15	<i>Criminal Court Practice</i>	5
16	<i>Interviewing, Counselling and Negotiation</i>	3
17	<i>Internship II</i>	2



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18	<i>Legal Writing and Language</i>	3
19	<i>Human Rights Law</i>	2
20	<i>Conflict of Laws</i>	2
21	<i>Philosophy of Law</i>	2
22	<i>Internship I</i>	2
23	Concentration course	3
24	Concentration course	3
25	Legal Research	9
	Total	77

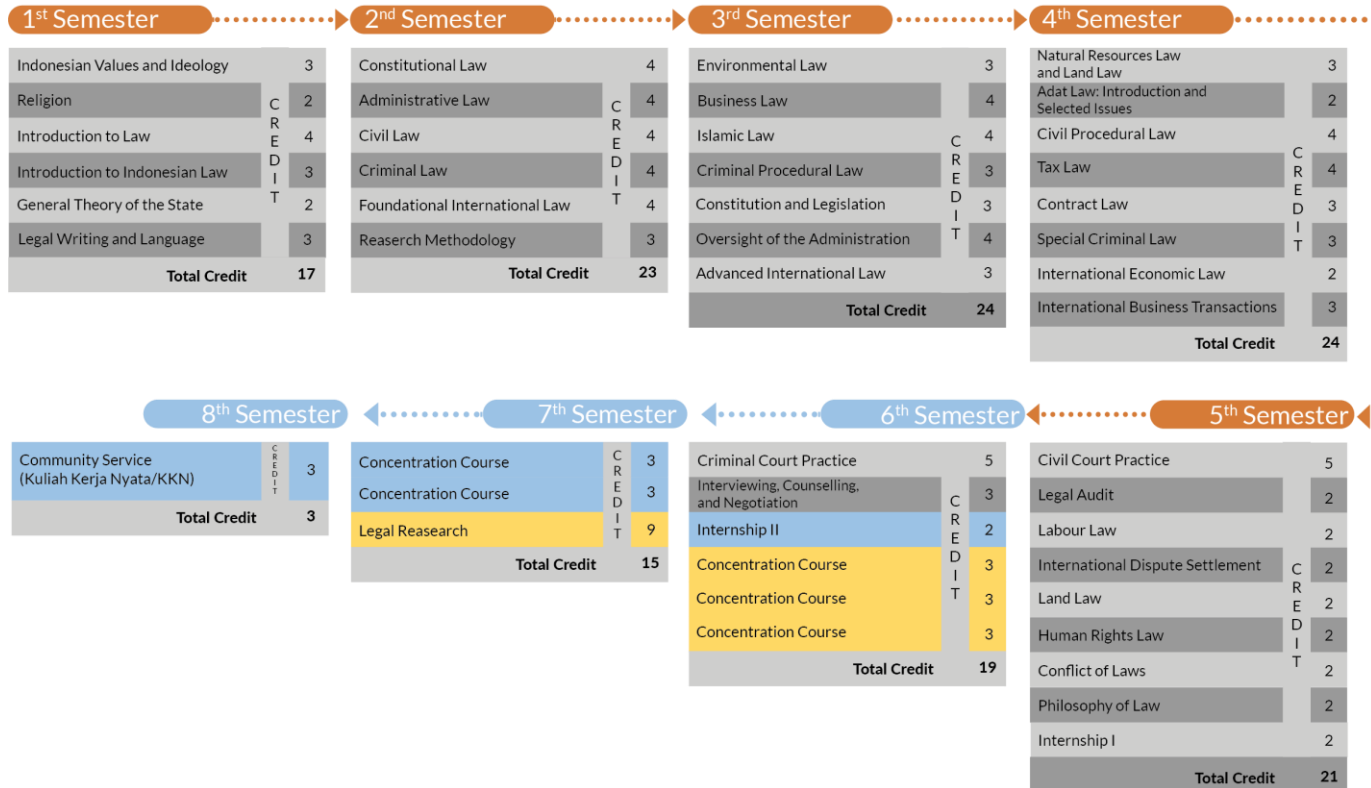
18	Concentration course	3
19	Concentration course	3
20	<i>Community Service</i> (Kuliah Kerja Nyata/KKN)	3
	Total	69



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C.Example of Simulation of Courses Distribution Each Semester





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D. Course Description

1. Indonesian Values and Ideology (HKUI 1116; 3 credits).

This course offers the students both theoretical and practical knowledge and abilities to face actual and perennial problems using the concepts and philosophical problems of Indonesia's State Ideology Pancasila. This course is designed to be conducted in a mixture of lectures, debates, movie screenings, class discussions, and even field trip.

2. Religion

a. Islam (HKIUP 212110; 2 credits).

This course includes several aspects in Islamic teaching, both in normative and historical approaches, such as the basic understanding to Islam; the concept of divinity, faith (iman), taqwa; the Islamic perspective on humanity and the environment; Islamic law and the contribution of Islam in Indonesia; human rights and democracy in Islam; ethics, moral, and akhlaq; Islamic culture; Islamic view on science, technology, arts, and politics; Islamic economics; and other contemporary issues in Islam seen from the perspective of the law.



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b. Catholicism (HKIUP 212106; 2 credits).

This course aims to help students to have more faith and hope, love all God's creations, as well as follow the truth and justice. It also aims to help the students in their application of faith, especially to be more aware on God's presence and roles in their lives, to have a comprehensive knowledge how to deal with the challenges faced by faith in the modern era, to understand and to promote inclusive

faith to create real peace in the midst of pluralism of races and cultures.

c. Christianity / Protestantism (HKIUP 212107; 2 credits).

In this course students are taught to understand Protestantism more fully. They will deal with the pluralism of religions and how to proliferate dialogue among them. Furthermore, they will study both the variety of churches and the oneness of the Church. Students are expected to be able to apply the lessons in their lives on how to deal with the culture of society in the



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perspectives of Christianity. In this course the students are also taught about the relationship between the church and the state.

d. Buddhism (HKIUP 212105; 2 credits)

Will be given during the lecture.

e. Confucianism (HKIUP 212108; 2 credits)

Will be given during the lecture.

f. Hinduism (HKIUP 212109; 2 credits).

This course offers students the understanding of the principles of

Hinduism, the concept of Gods by the implementation of Catur Marga Yoga, the concept and responsibility of human being with Subhaasubha Karma's behavior according to ethics and morality, and the application of science, technology and art from the perspective of Hinduism. At the end of the course students are expected to be able to build harmony among all peoples as a Kerta Gajadhita community and to understand the Karma Phala rules in achieving justice.



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3. Community Service (Kuliah Kerja Nyata/KKN) (HKKIUP 212298; 3 credits).

KKN is a compulsory course for all undergraduate students who generally have completed 100 credits of courses, although other specific requirements are set each Academic Year by the University's Institution for Research and Contribution to the Community (Lembaga Penelitian dan Pengabdian kepada Masyarakat /LPPM). Students will form a group consisting of members from the different faculties of UGM and will

depart to their community service area to live and work with the community of that area. To accomplish a passing grade in this course, students will have to spend at least 288 hours of community service and submit a set of compulsory reports to LPPM. This course is designed to produce UGM students who are sensitive, empathic, and caring to the challenges faced by the society through the implementation of interdisciplinary sciences they received at their respective faculties as a team. It is also expected to improve the research skills to the students by introducing them to factual problems in



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the society and to encourage learning in the community they will be a future part of.

4. Introduction to Law (HKIUP 212104; 4 credits)

This is an essential, compulsory course for all IUP students, especially those in their first semester. Together with Introduction to Indonesian Law (HKU 1112), this course constitutes a prerequisite subject for any other courses taught in FH UGM. The main objective of the course is to understand the core of legal studies (sometimes referred to as jurisprudence) and the

basic principles of law. Students are expected to complete the course having strong basic knowledge of the dynamics of law in the society, both in theoretical sense and practical aspect in real cases. This course covers a wide range of topics such as introduction to basic legal terminology and concept of law, understanding areas of law and more importantly, this course teaches how problems are approached in the law. For that purpose, the learning methodology will be a combination of lecturing and SCL through PBL, which encourages students to be responsible learners



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and will enable members of the class to highlight the different perspectives, underlying principles and competing interests.

5. Introduction to Indonesian Law (HKIUP 212103; 3 credits)

The objective of this course is to equip students with sufficient knowledge regarding the many fields of Indonesian law. It provides a basic knowledge on areas of law relevant to Indonesian legal system, the coverage of each area at the introductory stage and its importance. This course will be conducted through a mixture of

classical Socratic lectures and SCL through PBL. The 11 departments of law in FH UGM will be introduced in clusters. Each cluster will have seven meetings: six for introductory lectures and one at the end for case study. The final grade will be comprised of mid-term and final examination results as well as contribution of each student in class discussion and presentation.

6. General Theory of State (HKIUP 212101; 2 credits)

Before getting into Constitutional Law, students must first understand the theories governing statehood and the



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State as an imaginary body politic. This course provides the necessary theoretical knowledge necessary for students to understand the idea of how the State comes into being and the different schools of thought regarding Statehood.

7. Constitutional Law (HKIUP 212203; 4 credits)

This course mainly covers basic Constitutional theories and issues in Indonesian Constitutional Law. The discussion on constitutional theories will cover such topics as the

classification of constitutions, types of governmental system, electoral system, types of parliaments and understanding of what 'Rule of Law' means. This course will also introduce such topics as sources of Indonesian constitutional law, the Indonesian Constitution(s) in historical perspectives –including the current Amended Constitution, issues on the Indonesian Judiciary, the Executive, Regional Governments, citizenship, and human rights. Selected issues in General Theory of State will also be addressed wherever relevant. This is a prerequisite course for students who



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are interested in taking up the Constitutional Law concentration.

8. Administrative Law (HKIUP 212201; 4 credits)

Administrative law is a branch of public law primarily concerned with the functions, power, and obligations of the Executive arm of government. Administrative law is largely about the procedure that government agencies must follow in order to take action which will affect private parties. This subject will cover government action, government decision, and how courts review government actions. This

subject will also introduce the specific areas of administrative law, such as civil servant law, the law on state properties, and the law on state finances.

9. Environmental Law (HKIUP 212115; 3 credits).

This course introduces some of the most important concepts, issues, and regulations in environmental law as well as an overview of legal principles and policies relating to the development, protection, and enhancement of the physical environment. After discussing the



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economic and ethical bases of Environmental Law, students will examine the decision-making, pollution control, impact assessment, and conservation of the environment. Topics will range from the introduction to environmental law, the environmental terminology (environment, ecosystem, and ecology), the basic principles of environment, and historiography of environmental law. This course will encompass the development of environmental law both at the national and global level.

10. Civil Law (HKIUP 212202; 4 credits).

Civil Law provides the key aspects to understanding individual rights and responsibilities in private law. This will include, inter alia, the discussion on the law of the person and family, property law, as well as the law of obligations. After taking this subject, students are expected to be able to demonstrate the basic knowledge and competences on the ways in which civil law protects the rights of individuals through torts, contract law, and other related defenses. Civil law is an



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essential course in the understanding of further aspects of private law, such as business law, civil procedural law, and even Islamic law in Indonesia.

11. Criminal Law (HKIUP 212204; 4 credits)

This course provides an expansive introductory study on criminal law. This course is essential to provide for the students a big picture of the workings of the Indonesian criminal justice system, especially those who aspire to become a litigation lawyer, public prosecutor, or judge. Topics covered in this course include the

understanding to the basic principles of criminal law, the concept of criminal act, liability and fault in criminal law, written and unwritten defense and prosecution, criminal sentencing, concurrence and recidivism, attempt and participation, as well as certain crimes in the Indonesian Criminal Code (Kitab Undang-Undang Hukum Pidana/KUHP). Due to the extreme abundance of everyday cases, this course will be delivered in a combination of lectures and case studies. Along with Special Criminal Law (HKUI 1244), this course is a prerequisite for students who are



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interested in taking up the Criminal Law concentration.

12. Foundational International Law (HKIUP 212205; 4 credits).

This course covers the basic issues of the wide family of public international law, such as the definitions of international law, subjects and sources of international law, the rights and duties of State in the international community of States and other actors, the establishment of treaties and other documents containing international legal rules binding upon States, the application of

such rules both in time of peace and during the situation of armed hostilities, as well as the resolution of disputes between States and other subjects of international law through international courts and other alternative methods. The course International Law aims to provide a systematic knowledge and information on the important legal doctrines, normative frameworks, and practices of public international law. At the end of the course students are expected to understand the utmost significance of international law in keeping the very fabric of the society of nations intact. Along with International



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Organization Law (HKU1353), this course is a prerequisite for students who are interested in taking up the International Law concentration.

13. Natural Resources Law and Land Law (HKIUP 212216; 3 credits).

This course focuses on the legal aspects of natural resources, therefore covering land law, water law, natural resources law, forestry law, mining law, fishery law, and oil and gas law. Before the mid-terms the course covers natural resources law, and after the mid-terms it focuses on land law.

14. Adat Law: Introduction and selected issues (HKIUP 212211; 2 credits)

The course Adat Law describes the functions and position of Adat as an existing, living legal system side by side with legislation in Indonesian law. This course introduces the concept, definition, characteristics, sources, and basic principles of Adat law. This subject also explains the history of Adat law, the multiple Adat communities in Indonesia, and the Adat principles of land law, marriage law, and inheritance law. Lastly, it also provides a brief introduction to the



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violation of Adat law and the processing of Adat crimes.

15. Business Law (HKIUP 212112; 4 credits)

This course is undeniably important for law students to survive in a world where business practices make up the foundation of nations and lawyers become the fundamental players in solving the non-stop legal challenges on the private sector. Through a series of lectures, case discussions, and presentations, this extensive course contains an overreaching introduction to the

codification of the Indonesian business law, the rights and obligations of business practitioners, company law, capital market law, financial law, banking law, bankruptcy law, Intellectual Property law, and the methods in which business disputes are settled, both in and outside the court. This is one of the prerequisite courses for students who are interested in taking up the Business Law concentration.

16. Islamic Law (HKIUP 212116; 4 credits)

This course explains Islamic law as an existing legal system applicable



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in Indonesia as the largest Muslim population in the world, as well as the enforcement of its principles and rules in both material and procedural sense at the Religious Court (Pengadilan Agama). There will be detailed explanations on the basic aspects of Islamic law in Indonesia, such as zakat law, waqaf law, marriage law, inheritance law, and the procedures of the Religious Court. Disputes on the application of many aspects of Islamic law, such as marriage, divorce, inheritance, and even waqaf, are inevitable and abundant in the Indonesian legal scene. Therefore, it

becomes necessary that law students be equipped with the necessary skills and knowledge to contribute as lawyers in the future to solving those disputes and challenges.

17. Criminal Procedural Law (HKIUP 212114; 3 credits)

The term 'procedural law' refers to the area of law by which the 'material' law is enforced. This course covers how the material criminal law, i.e. the substantial law contained in the KUHP, is upheld by the law enforcement institutions. Students are therefore introduced to the Indonesian



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Criminal Procedural Code (Kitab Undang-Undang Hukum Acara Pidana/KUHAP) and how components of the criminal judiciary, starting from the police department, the office of public prosecutor, to the judges in the criminal court, implement KUHAP rules to process the alleged perpetrators of crime from investigation, sentencing in court, to execution of court sentence. Students will learn in detail the specific requirements of police custodianship, presentation of testimony, evidence law, and examinations of a criminal case by the police, prosecutor, litigation lawyer, and the judge. In order

to take this course, students must have first completed Criminal Law (HKU 1125).

18. Civil Procedural Law (HKIUP 212112; 4 credits)

Like Criminal Procedural Law (HKU 1235), this course focuses on how material law is upheld by the law enforcement, specifically the enforcement of material civil law by the courts. Students will be introduced to the dispute settlement mechanisms offered by the court, which also include out-of-court settlement methods, and the procedures which a member of the



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society must go through to file a suit of law to a court in Indonesia. This course covers procedural issues in Indonesian civil law, starting from the lodging of lawsuit, presentation of evidence, to trial proceedings. The procedural law courses will provide a big picture of what a lawyer needs to master in order to successfully counsel his client in a civil case in court. To take this course, students must have completed Civil Law (HKU1124).

19. Tax Law (HKIUP 212218; 4 credits)

Paying taxes is a constitutional obligation of every citizen. Tax money

is collected by the government in return for the financing of public services and infrastructures. This course will explain first the fundamentals of taxation, such as the definitions, elements, characteristics, and functions of tax. The course is continued by elaborating each type of taxes that imposed in Indonesia. The course will also look at the procedural law of taxation, such as the rights and obligations of taxpayers, and the legal proceedings in which taxpayers can pursue their rights to fair collection of taxes. In the delivery of the course various rules and regulations by which the Indonesian government



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imposes taxes within its jurisdiction will be mostly scrutinized, along with discussions on the existing theories and concepts of taxation postulated by distinctive tax scholars.

20. Contract Law (HKIUP 212213, 3 credits)

In an increasingly globalized world characterized by the expansion and liberalization of business cooperation, contract has become an essential instrument to ensure legitimate and appropriate legal transactions. As future lawyers, legal consultants, and experts, IUP students

are expected to understand contracts like the back of their hands. This course offers in-depth lessons with reference to inter alia the principles of agreement, legal language, contract drafting, and dispute settlement.

21. Research Methodology (HKIUP 212206; 3 credits)

This course is designed for first-year students as a means to prepare future law graduates with exceptional skills in legal research proper. With Legal Writing (HKUI 1355), this course provides the understanding on the process and the procedures in finding



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scientific legal truth through writing and research. This subject talks about the definition of knowledge and science, research methodology and methods, research elements which consist of title, background and formulation of legal problems, advantages of research, originality of research and rules on plagiarism, references, and research method.

22. Civil Court Practice (HKIUP 212121; 5 credits)

Along with Criminal Court Practice (HKUI1361), this very demanding course provides for the

students a full court experience. After completing Civil Procedural Law (HKUI1245), students will themselves learn how to write lawsuits, legal counsel at court, and even court decision. Civil Court Practice will be taught not by lecturers of the Faculty, but by experienced professionals in the civil court, from lawyers to judges at the District Court and High Court. Apart from classical lectures in class, students will also attend Judicial Monitoring sessions to the Yogyakarta District Court under supervision of an in-court judge, and at the end of the semester make groups for a moot



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court, in which they will not only simulate roles as lawyers, applicant, defendant, or judge, but also write all the documents necessary for court proceedings and develop the case themselves based on the hints given by the instructors in class.

23. Criminal Court Practice (HKIUP 212221; 5 credits)

If Civil Court Practice (HKUI 1471) provides students with hands-on simulated experience as a law-enforcement officer in the civil court, this equally very demanding course offers the counterpart experience of

becoming an officer of the criminal court. Students who aspire to become a litigation lawyer will find this course very rewarding, as it is taught directly by actual police officers, public prosecutors, litigation lawyers, and judges who deal with criminal cases on a daily basis. Students taught to write all court documents from the investigative pre-trial stage, the charges of the prosecutor (requisitoir), the defense of the legal counsel (pledooi), to the judgment delivered at the end (vonnis). There are also Judicial Monitoring sessions at court, and as final examination the students



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will form a group to prepare a moot court with all the necessary court documents. This course provides a balance of theoretical knowledge in class and practical knowledge as taught by real-life legal professionals.

24. Legal Research (Bachelor Thesis) (HKIUP 212199; 9 credits)

More commonly known in Indonesian as skripsi, Legal Research is the final examination of all undergraduate students at FH UGM. A Legal Research takes shape in the form of a formal writing containing analysis on a specific topic, conducted

following a specific research method under supervision of a Faculty lecturer. In order to obtain the degree Sarjana Hukum (Bachelor of Laws/S.H. or LL.B.), each undergraduate student must complete a supervised Legal Research and successfully defend it in front of a board of examiners. The topic of a Legal Research must be original, have never been published before, and have never been submitted to obtain an academic title in any other institution. The topic of a Legal Research must correspond with the student's area of concentration and approved by the supervisor. The



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purpose of Legal Research is to develop students' capability in understanding the essence of law and the academic writing process in a systematic manner. This final assignment pushes each student not only to master all the relevant theories, but to apply them on an actual legal problem. A Legal Research will make the researcher student accustomed to reading and analyzing data and contribute the result for the development of law. Rules and requirements of Legal Research may be found in this Handbook.

25. Legal Audit (HKIUP 212128; 2 credits)

Legal audit is a process by which a company's risks are identified and analyzed, with the goal of using the information to minimize the company's risks going forward or worsening. The basic objectives of legal audit are to identify the responsibilities and liabilities of auditee from the point of view of the law, including but not limited to the auditee's compliance on the laws and regulations and to identify the auditee's strength and weaknesses from the legal aspect on conducting its



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business in accordance with the prevailing laws and regulations. This course covers the general standard of legal audit, audit materials, preparation of a legal audit/checklist, how to conduct a legal audit, and how to prepare a legal audit report.

26. Constitution and Legislation (HKIUP 212113; 3 credits)

This course offers two specific aspects in the study of constitutional law, which are the implementation of the constitutional system and the formulation process of law (legislation) in Indonesia. The first half of the course

covers the elaboration into the democratic and non-democratic governmental system, and how the democratic constitutional system is implemented in Indonesia. The second half will detail the formulation process of law: the parties involved, the promulgation of law, and legal efficacy of law in Indonesia.

27. Oversight of the Administration (HKIUP 212117; 4 credits)

This is the continuation and specification of Administrative Law (HKU 1122). While Administrative Law focuses on the authorities of State



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administration/government, this course focuses on the ways as provided by law to oversee the government in exercising such authorities. There are several mechanisms to oversee the administration based on its subject, which are internal oversight, functional oversight, public oversight, and oversight by the Administrative Court (Pengadilan Tata Usaha Negara/PTUN).

28. Advanced International Law (HKIUP 212111; 3 credits)

Given at the time of lecture.

29. Labour Law (HKIUP 212126; 2 credits)

This course describes the definition of 'labor', the distinction between labor law and employment law, the levels, forms, functions, and procedural aspects of a trade union according to Indonesian labor law. The course also covers contract of employment, wages, safety and health in the working environment, social security of labors, and issues on children and women workers.



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31. Land Law (HKIUP 212127; 2 credits)

After having been introduced to principles of Land Law in Natural Resources Law, this course delves deeper into the principles, rules, and institutions governing land usage and ownership in Indonesia. Contemporary issues, such as the relations between national land law and Adat occupation and ownership of land, will also be raised in a mixture of lectures and discussions.

32. Special Criminal Law (HKIUP 212217; 3 Credits)

While Criminal Law (HKUI 1125) covers the basic principles and the some of the crimes contained in the KUHP, Special Criminal Law will provide a discourse into the crimes with special nature, so much so that they cannot be dealt with using the *lex generalis*, which is the KUHP. In this course students will be introduced to the 'special' criminal acts which require an equally special set of rules to handle, such as political crimes, narcotic crimes, acts of terrorism, corruption, bribery, money laundering, and gross violations of human rights. This course is expected to provide for



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the students a more advanced set of knowledge necessary for them to become law enforcement officers or experts in the eradication of the increasingly sophisticated crimes. This course forms part of the prerequisite for students who are interested in taking up the Criminal Law concentration.

33. International Economic Law (HKIUP 212215; 3 credits)

This hybrid course displays the inevitable relation of international law and business law. To fulfill their ever-growing interests, States need to compromise and trade with others. The

World Trade Organization (WTO) was established in 1994 to administer international trade rules, ensuring fair and unrestricted trade among its Member States. As the most universal international organization, the laws and policies of WTO are all-encompassing and very significant even to the States who are non-members. This course looks primarily at the General Agreement on Tariffs and Trade (GATT) to see the main principles of WTO law, such as the Non-Discrimination principle through Most Favoured Nation, WTO membership, rules on tariff, quota, and dumping.



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34. International Dispute Settlement (HKIUP 212124; 2 credits)

This course is concerned with the international legal response to environmental problems. The course covers comparative environmental law, major multinational treaties (and their enforcement regimes) addressing global environmental problems, and the issues concerning the 'conflicts' between international trade and environmental problem.

35. International Business Transactions (HKIUP 212214; 3 credits)

This continuation to Business Law (HKUI1233) is pressingly important for all law students, considering the inevitability of business transactions conducted by actors across national borders. In order to become a skilled legal professional, students need to understand the vital issues pertaining to inter-jurisdictional affairs of business transactions and, especially, business disputes. In this course, topics of international business transaction are offered in greater



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depths, consisting of transportation law, insurance law, commercial legal papers, and Letter of Credits. Learning methods would be lecturing, discussion, and problem analysis. All topics and methods are delivered in order to give competence to law students in analyzing and finding out solutions of legal problems on a field of international business transaction.

36. Interviewing, Counseling, and Negotiation (HKIUP 212223; 3 credits)

Interview, and counseling, and negotiation are functionally different.

However, the three are built on a similar foundation, which is the art, and sciences, of personal communication. Various approaches and techniques of interviewing, counseling, and negotiation have been developed in the discipline of psychology. The objective of this course is to introduce some of these approaches and techniques to students who in the future will venture into the legal profession, which is a profession that requires impeccable interpersonal skills.



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38. Legal Writing and Language (HKIUP 212129; 3 credits)

The course has three major components: (1) an introduction to the sources of law, legal reasoning, interpretative methodologies, and professional responsibility; (2) a discourse into the sources and techniques for basic legal research; and (3) development of students' ability to write about complex legal issues in a variety of settings and for a variety of audiences. Students can practice a number of skills, including interviewing, counseling, and oral argument.

Classes will include a series of lectures, workshops, and simulated client representation exercises.

39. Human Rights Law (HKIUP 212123; 2 credits)

Previously a predominantly international law concept, the values of human rights have now become so universal that they are instilled in all aspects of law at both the national and international levels. It therefore becomes important that students be mindful of what a 'human right' is. This course aims at introducing the basic concept of human rights, starting from



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definition, addressee of right, holder of human right obligations, etc. Several substantive rights, such as the right to life and the right to freedom of speech, will also be introduced.

40. Conflict of Laws (HKIUP 212122; 2 credits)

Unlike International Law (HKUI 1121), this course does not talk about one instrument which is applicable to several States. The term private international law is used to describe a situation or event that falls under the jurisdiction of more than one national (private) laws. Therefore, some refer to

it as conflict of laws. This course will see such issues as marriage between nationals of two countries, private rights of the child born out of such marriage, and inheritance law revolving around individuals at different countries. Students will first look at the basic principles of private international law before studying into case laws and entering discussions in class.

41. Philosophy of Law (HKIUP 212130; 2 credits)

Legal education at the undergraduate level is much broader



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than identifying rules and provisions within legislation; students must also understand the rationale behind the enforcement of law and the philosophy that inspires the law today. This course traces the history of modern law to the schools of thought that introduced new ideas which eventually became a principle that reorganized the society to order.

42. Internship (HKIUP 212125; 2 credits)/ MBKM

43. Internship II (HKIUP 212222, 2 credits)/ MBKM

This is a course specifically tailored for IUP students. Following completion of a minimum of 55 credits (for Internship I) or 91 credits (for Internship II), students may enroll in an internship at an institution of their choice, inside or outside Indonesia, be it a law firm, an international organization, a multinational corporation, a government agency, or a non-governmental organization. The IUP Management will assist the students in contacting their internship venues to secure their place thereat. Each student will be assigned a lecturer supervisor from FH UGM and



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a field supervisor from the internship venue to ensure that the internship period of approximately 2 months is utilized well. Apart from submitting weekly reports signed by the field supervisor, students undergoing internship will also conduct a mini research on a topic of their choice which is also related to their internship venue. At the end of the internship period each student will defend their report in front of a board of examiners to obtain the final grade. Details on both Internships may be found in this Handbook.



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A. Term of Study

The implementation of the educational curriculum at the Faculty of Law UGM uses a semester credit unit system, which is an education administration system with student study loads, lecturer workloads, and educational program implementation burdens expressed in semester credit units. The use of this system basically has the following objectives:

1. To provide opportunities for capable and diligent learners to complete their studies in the shortest possible time.

2. Implement as far as possible the education system with multiple inputs and outputs.
3. Facilitate curriculum adjustments to the development of science and technology.
4. Improve the student study success assessment system.

The cumulative credit load for the Undergraduate Program of the Faculty of Law UGM is determined to be 146 credits which requires a study period of 8 semesters to a maximum of 10 semesters.



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B. Study Plan Input

Before the start of a new semester, each student must choose the courses they want to take by filling out a Study Plan (Kartu Rencana Studi/KRS) by online system at <https://simaster.ugm.ac.id/>. Each student can log onto the Portal using their Single Sign On (SSO) account. A student cannot modify the study plan (KRS) if it has been exceeded of what the-called “the period for modification of the study plan”. It is maximum two weeks after the last day of the KRS period. Hence, if later on the student has not been participating the chosen

course(s), s/he cannot request the annulment of the course(s); s/he will be graded based on her/his performance. Therefore, it is possible that s/ he may obtain “E” because of his idle performance. The amount of credits a student may take in each semester (with the exception of the first semester) depends on their Grade Point Average (Indeks Prestasi Kumulatif/GPA/IPK) obtained in the previous semester, as formulated below:

- **GPA \geq 3.00 : maximum 24 credits;**



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- **GPA 2.50-2.99 : maximum 21 credits;**
- **GPA 2.00-2.49 : maximum 18 credits;**
- **GPA 1.50-1.99 : maximum 15 credits; and**
- **GPA \leq 1.49 : maximum 12 credits.**

C.Academic Tutorial

Academic tutorial is given to every student which is intended to assist students in planning and completing their study program properly according to the programmed time. Therefore, each student receives

guidance from the Academic Supervisor appointed by the Dean. Academic Supervisor appointed by the Dean have the following duties:

- 1) provide quality academic guidance;
- 2) encourage students under their guidance to become qualified and successful learners;
- 3) guide students in determining the courses and the number of credits that can be taken in the semester concerned;
- 4) guide their students to make smart plans in the learning process at the



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Faculty of Law UGM so that they can graduate according to the program and competencies that have been set;

- 5) guide the students under his/ her guidance to have the ability to internalize the noble values of UGM;
- 6) guide the students under his/ her guidance in developing commendable intellectual character; and
- 7) motivate students under their guidance to become graduates who always follow the development of science and technology.

D. Academic System and Learning Method

IUP FH UGM uses the semester academic system, whereby students will meet two semesters in one Academic Year. Each semester consists of 14-16 study weeks, excluding 2 weeks of Mid-term Examination (Ujian Tengah Semester/UTS) and 2 weeks of Final Examination (Ujian Akhir Semester/UAS). In one study week students will generally have five days of lecturing activities from Monday to Friday, except for special circumstances, where Saturday classes may be held. Most of the classes are conducted in daytime from 07:00 in the



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morning to 16:40 in the afternoon, except for video conference classes with, inter alia, the University of South Carolina School of Law in the United States of America which is usually conducted in the evening.

Normally speaking, one credit (SKS) is equivalent to 50 minutes of in-class lecture, 50 minutes of supervised independent study, and 50 minutes of unsupervised independent study. A course which has 2 credits will be conducted once a week for 100 minutes per meeting; a course which has 3 credits will be conducted twice a

week for 75 minutes per meeting; and a course which has 4 credits will be conducted twice a week for 100 minutes per meeting. Nonetheless, due to pandemic situation, the class will be conducted online. The delivery of teaching may be conducted through synchronous (real time learning, i.e. through cisco webex or zoom) and asynchronous (non-real time learning, i.e. via youtube, audio podcast, discussion via whatsapp group, etc.) This flexible approach is taken because the diversity of the situation faced by the students, for instance, connection or electricity problem may occur.



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Most classes will be delivered in the classical Socratic method, where lecturers will provide most of the materials for the students. However, a few classes will be taught in the SCL using PBL method, where lecturers will present a problem in class and the students will actively research and look for the materials necessary to solve the problem. In a PBL class the lecturers will act in a supervisory capacity, i.e. to redirect students in the desired perspective, correcting mistakes, and maintaining the dynamics in class. The course Ethics for the Legal Profession

(HKUI 1114) is taught to some extent in this method.

E. Examination

Generally, examinations will be conducted twice in one semester: one Mid-term Examination (UTS) and one Final Examination (UAS), although there are courses in which the lecturers do not hold any written examination; instead, the students may be asked to submit substitute individual or group work. To be eligible to sit in an examination, a student must first fulfill a general minimum of 80% attendance in class.



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Re-sit Examinations will only be held by request and only for students who have a valid reason not to sit in the predetermined UTS or UAS.

In accordance with the Letter of the Dean of the Faculty of Law UGM Number 3200/UN1/HK/SET-HK/PJ/2020 concerning Academic Activities in Adapting to New Habits in the Faculty of Law UGM, online exams are enforced during the pandemic. Written online exams are conducted for UTS and UAS with a maximum processing time of 90 minutes/2 credits or 120 minutes/4 credits. Online exams are carried out according to the

schedule determined by the Faculty. The recommended media in conducting online exams is through SIMASTER. Lecturers are welcome to use other exam platforms according to their preferences for conducting online exams, upon agreement with students and submitted to the Academic staffs. For concentration courses, online written exams can be replaced with final assignments in the form of papers, or a combination of online written exams and final assignments.

F. Assessment (Grading Criteria)

The final assessment of the Faculty of Law UGM is formulated as follows:



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A	4.00
A-	3.75
A/B	3.50
B+	3.25
B	3.00
B-	2.75
B/C	2.50
C+	2.25
C	2.00
C-	1.75
C/D	1.50
D+	1.25
D	1.00
E	0.00

The assessment table above is based on UGM Rector Decree Number 1666/UN1.P.I/SK/HUKOR 2016 concerning about the Assessment of Learning Outcomes for Students at the University of Gadjah Mada. The criteria of assessment is determined by each lecturer.

G. Study Evaluation

A Study Evaluation of each student is conducted to measure the progress of the student in their study at IUP FH UGM. If after an Evaluation the student is seen not to have attained sufficient grades or progress, he or she will be asked to



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withdrawal from his or her enrollment at IUP FH UGM. The Study Evaluation is conducted twice. The first is after the fourth semester. A student who did not complete at least 30 credits with a GPA that is lower than 2.00 will be asked to withdraw from IUP FH UGM. A Second Evaluation is conducted upon a student who has been studying for 8 semesters. Such student will be given a grace period of 2 semesters to finish his or her study. If upon exhaustion of the grace period the student is still unable to graduate, he or she will be asked to withdraw from IUP FH UGM.

H. Areas of Concentration

In order to take concentration, there will be some requirements that must be fulfilled by students that will be explained in this Academic Handbook.

I. Internship

There will be two compulsory Internships for each student of IUP FH UGM. The objectives of the Internship program are:

1. To introduce the professional world by placing the students in real- life working environment of legal professionals;



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2. To provide practical legal experiences for the students; and
3. To improve analytical skills of the students in order to identify and to find solutions on the implementation and enforcement of the law.

The requirements of internship will be explained on the next chapter of this Academic Handbook.

J. Study Leave

Study leave is a period when a student is officially not attending and/or joining academic activities on campus for a certain semester or semesters. Please

kindly note that the student who does not participate in academic activity without submitting the request for study leave (“cuti akademik”) before the period of registration, then s/he shall bear the obligation of the tuition fee for that or those semester(s). The

Faculty may give study leave permission for a student who has been registered as an active student for at least two years. The longest study leave period which may be granted by the Faculty is four semesters.



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K. Academic Rules

1. General Academic Rules

(1) All students shall obey the General Academic Rules of IUP FH UGM as follows:

a. All students shall fulfill all assignments and attend a minimum of 80% from the total meetings inclass. Failure to do so may result in exclusion from Mid-term and/or Final Examination, which may result in suspension or damage to the final grade, probation, suspension or dismissal.

b. In the event where a lecturer becomes aware that a student has been absent without a valid excuse for more than the Applicable Absence Limitation, such lecturer shall notify the secretariat of IUP FH UGM. The IUP Management, in light of all applicable circumstances and upon consultation with the reporting lecturer, shall decide upon any or all of the following:

- Exclusion of the student from the course;



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- Bestowal of grade E for that student for that course.

Each lecturer is entitled to excuse the absence of a student upon a valid reason. The Vice Dean of Academic and Student Affairs may decide that, on account of extraordinary circumstances affecting an extended period of time, a student be excused for a specified period of time from the meetings of the courses he or she is taking.

- c. Each student must commit to the meetings and examinations of all

courses in which he or she is registered in the Study Plan (KRS).

- d. Forging the signature of another student or a Faculty member or staff for attendance in class or any other purpose is prohibited and considered a criminal offense under the Indonesian Penal Code. A student who has been identified as intentionally having forged a signature of another person for attendance in class may be terminated from enrollment in that particular course.



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- e. Only students who are appropriately dressed may be admitted into class or any academic activity at the Faculty. Sleeveless tops, T-shirts, short pants, slippers, and any transparent, ripped or revealing piece of clothing are strictly prohibited in class. A lecturer has full prerogative to banish a student from class if such student has been found not to adhere to the appropriate clothing standard.
 - f. Students who are late for more than 15 minutes shall not be admitted into class for any reason.
 - g. Smoking is prohibited in all designated areas at campus, and eating in class is prohibited.
 - h. Mobile phones are generally prohibited in class and during examination.
 - i. No student shall record the proceedings of a class meeting without the express consent from the lecturer in charge.
- (2) Violation of any provision under General Academic Rules in Article (1) may be subject to sanction(s) to



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be determined by the relevant lecturer, the academic supervisor, the Head of IUP FH UGM, and/or the Dean of the Faculty.

2. Rules of Examination

(1) All students shall obey the following Rules of Examination:

- a. A student may not enter the examination classroom unless expressly allowed by the examination supervisor.
- b. Prior to examination week, all students must collect their Examination Card at the IUP

Secretariat. A student may only be allowed access to examination upon presentation of his or her Examination Card and student card to the examination supervisor.

- c. A Student who arrived at the examination classroom late after the examination has commenced shall only be allowed to sit in the examination upon written permission from the examination supervisor. That student will sit in the examination at a separate predetermined room.



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- d. A student who arrived at the examination classroom more than 15 minutes after the examination has commenced shall not be allowed to sit in the examination for any reason.
- e. Only students who are appropriately dressed may be admitted into the examination classroom. Sleeveless tops, T-shirts, short pants, slippers, and any transparent, ripped or revealing piece of clothing are strictly prohibited. An examination supervisor has full prerogative to banish a student from the examination classroom if such student has been found not to adhere to the appropriate clothing standard.
- f. All electronic communication devices are strictly prohibited inside the examination classroom. Violation of this prohibition may result in revocation of examination access and suspension of his or her grade for that course.
- g. A student may only leave the examination classroom upon permission from the examination



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supervisor. If a student leaves the examination classroom without permission, he or she shall be considered as having finished the examination.

- h. Eating, drinking, talking, and sleeping are prohibited inside the examination classroom. Smoking is prohibited in all designated areas in FH UGM.
- i. Each student shall sign the attendance list of the examination according to his or her name and Student Registration Number, otherwise his or her answer sheet

shall not be considered for assessment.

- j. All written examinations are closed-book unless expressly provided otherwise by a lecturer in charge of the particular examination.
- k. No student shall give, seek, or obtain any illicit aid from any source before, during, or after the initial offering of an examination. Violation of this rule may result in suspension of grade for the particular course or for all courses taken in that semester.



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- l. Any illicit activity by a student during the examination may result in suspension of grade for that student for the particular course or for all courses taken in that semester.
- m. Each student shall correctly and legibly write down his or her credentials on the provided answer sheet.
- n. No student shall sit in an examination on behalf of another student or permit another person to sit in an examination on that student's behalf. Falsification of identity and/or forging of another person's signature are criminal offenses under the Indonesian Penal Code and shall be dealt with by the authorities.
- o. No student shall work on the examination in any manner which may disturb another student in the examination classroom. The examination supervisor has the right to issue a warning or a dismissal from the examination classroom of a student who has found to be disrupting the work of another student in the examination classroom.



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- p. A student who has finished working on his or her examination shall submit his or her answer sheet(s) in person to the examination supervisor in the examination classroom, unless instructed otherwise by the examination supervisor.
- q. All students must terminate all work once the examination supervisor has declared that the examination time has elapsed. Any written work done by the student on his or her examination answer sheet after the time has elapsed shall not be collected by
by the examination supervisor and shall not be considered for assessment.
- r. No student shall compromise the administrative security maintained for the preparation and storage of examination documents.
- s. A student who is absent for a valid reason in the allotted date of the examination may request for a Re-sit Examination to the Vice-Dean for Academic and Student Affairs. The request form is available at the IUP Management



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and shall only be considered if attached with all the necessary pieces of evidence substantiating the student's reason of absence. The Vice-Dean for Academic Affairs and the IUP Management have the right to reject a request if the requirements are not met.

(2) Violation of any provision under Rules of Examinations in Article (1) may be subject to sanction(s) to be determined by the relevant lecturer, the examination supervisor, the Head of IUP FH UGM, and/or the Dean of the Faculty.

- (3) The sanctions as provided in Article (2) may be in the form of:
- a. A verbal and/or written warning;
 - b. Banishment of the student from the examination classroom;
 - c. Rejection of the student's examination answer sheet(s);
 - d. Suspension of the student's grade;
 - e. Nullification of the student's examination result; and/ or
 - f. Other sanctions.

L. Yudisium and Graduation

A student who has completed a minimum of 146 credits and



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successfully defended his or her Legal Research before a board of examiners is entitled to join a Graduation Ceremony. In UGM the Graduation Ceremony is conducted four times a year: in February, May, August, and November. A graduating student must fulfill all requirements as may be set by the central Directorate for Academic Affairs.

When a student wishes to graduate in one of the months mentioned above, he shall have accomplished all his academic duties one month before on date 20. For instance, a student who wish to apply graduate ceremony (at the end of) August, s/he shall have finalised his/her

course including have conducted defense and obtained the score for the bachelor thesis couple days before 20th of July. The requirements will be explained on the next chapter of this Academic Handbook.



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INTERNATIONAL EXPOSURE

A. Introduction

In order to be eligible for graduation from the Faculty of Law, all S1 IUP students must have completed an activity which has legitimate international character. These activities—grouped under the general term International Exposure—are part of the requirements for graduation at the S1 IUP in order to ensure that all students gain international experience, not only through the usage of English as the language of instruction in all academic activities, but also through active involvement in extra-curricular activities of an international character.

For the purposes of this Academic Handbook, “International Exposure” shall be understood as the participation of students in an academic activity, in the field of law or a related field, that fulfills at least one of the following criteria:

- The crossing of international borders; and/or
- Recognition of an international character;

The crossing of international borders refers to academic activities which are conducted outside the jurisdiction of the Republic of Indonesia. Nevertheless, this does not mean



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International Exposure can only be gained through activities overseas, as there are many events—such as conferences, seminars, and symposia—which, even though held in Indonesia, possess recognition of an international character. This means, students are not required to travel abroad in order to fulfill their International Exposure.

From the above explanation, an International Exposure activity may include—but not be limited to—the following:

1. Exchange Program at an education institution abroad;
2. Dual Degree Program at a UGM partner institution abroad;
3. International short course;
4. International conference;
5. International publication; and

Kindly reminder that the students are required to apply visa if they want to go abroad, therefore they shall provide relevant document from the faculty, i.e. letter of declaration that the students are actively enroll at the IUP.

It may take seven days for the faculty to provide the student request of that letter. Usually, a visa applicant shall come to an institution appointed by



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the embassy (i.e. VFS) to conduct interview. The applicant (the student) shall make sure that the interview meeting appointment is not conflicting with the academic activities.

This is possible if you apply the visa at the earliest of the opportunity. Moreover, the embassy' or VFS' website provide various alternatives meeting options. Due to the above reasons, it is unlikely for the IUP to approve request for retake exam merely because the student attend the appointment.

When you plan to embark on an activity to fulfill your International

Exposure, you must seek approval your departure, otherwise IUP may not acknowledge your activity as international exposure. This is because not all academic activities having an international character qualify as International Exposure in S1 IUP. The Undergraduate Program will assess whether the proposed activity sufficiently qualifies as International Exposure and will officially inform you of its decision. If a proposed activity is deemed insufficient, the proposal will be rejected and you need to re-submit a completed International Exposure form proposing a different activity. The deadlines for the submission



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of this form varies per activity, but we strongly encourage that you submit it as soon as possible, in order to spare ample time, especially if Immigration affairs (e.g. visa, permit, etc.) are involved.

This Academic Handbook dedicates specific Chapters for Exchange Programs and Dual Degree Programs, so this Chapter will focus on the requirements and procedure for international short courses, international conferences/seminars/symposia, and international publication.

B.EXCHANGE PROGRAM

As the name suggests, the exchange program allows in turn the students of IUP FH UGM to undergo a semester or a year studying at a partner university abroad. This program is a wonderful opportunity not only to gain more knowledge, but also to experience different cultures and appreciate diversity in the world. Some particular partners, i.e. Swinburne University, offer you the living allowance, beside tuition waiver.

1. Duration:

Unless special circumstances apply, students of IUP FH UGM shall



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be allowed to undergo an exchange program at a partner university abroad for one semester only.

2. Partner Universities:

IUP FH UGM has many partner universities around the world to which students can stay for an exchange semester. Some of our partners include:

- Erasmus University Rotterdam, The Netherlands;
- University of Utrecht, The Netherlands;
- University of Groningen, The Netherlands;

- University of Adelaide, Australia;
- Charles Darwin University, Australia;
- University of Toulouse 1 Capitole, France;
- SciencesPo Institut d'Etudes Politiques Paris, France;
- Leiden University, the Netherlands;
- Shanghai Jiaotong University, China; and
- University of South Carolina, United States;

For a more detailed list of the partner universities of UGM, please consult the



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website of the university's Office of International Affairs
(<http://oia.ugm.ac.id>)

3. Eligibility:

Requirements for IUP students to undergo an exchange semester are the following:

- Proof of registration as a student at IUP FH UGM;
- Completion of a minimum of 87 credits;
- Proof of proficiency in the English language, as indicated by a
- Minimum TOEFL score of 550; and

- A minimum Grade Point Average (GPA) of 3.00.

4. Procedure:

- a. Submission of a completed application form to partner university;
- b. Provision of other required documents, such as:
 - Curriculum Vitae;
 - A copy of valid passport;
 - A copy of Transcript of Academic Records;
 - At least one Recommendation Letter from the home university;



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- Copy of English Language Test score;
 - Passport size photographs;
 - Letter of Financial Support or Sponsor;
 - Health certificate;
- c. Payment of tuition fee to IUP FH UGM, or as provided in the cooperation agreement between UGM and the partner university; and
- d. Any other requirements as provided by the partner university/ exchange consortium.

C. DUAL DEGREE PROGRAM

One of the most significant advantages of being a student at IUP FH UGM is the availability of a dual degree opportunity. This means the exceptional IUP students have the chance to obtain two undergraduate degrees in law, one from UGM and one from a partner university abroad, without having to spend three to four extra years. In approximately four years successful candidates will have obtained a Sarjana Hukum degree from UGM and a Legum Baccalaureus (Bachelor of Laws/LL.B.) from a partner university. The Faculty is currently under negotiation with more



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prospective partners for a dual undergraduate scheme, but at the present there are two universities students can choose to pursue a second degree:

- Charles Darwin University School of Law, Australia; and
- University of Maastricht, the Netherlands.

C.1. Charles Darwin University School of Law

FH UGM concluded an agreement with the Charles Darwin University School of Law to enable students to obtain two

undergraduate degrees in law: Sarjana Hukum from UGM and Legum Baccalaureus from Charles Darwin University.

1. Term of Study

In this Dual Degree program the student will undergo two years of study at IUP FH UGM and then continue for two more years at the Charles Darwin School of Law. At the end of the term the graduate will be awarded two undergraduate degrees in law.

2. Eligibility:

- Proof of registration as a student at IUP FH UGM;



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- Completion of a minimum of 80 (eighty) credits at UGM;
 - Proof of proficiency in the English language as indicated by a minimum TOEFL score of 550;
 - A minimum cumulative GPA of 3.25; and
 - Endorsement of the candidate from IUP FH UGM following an internal selection process.
- 3. Procedures:**
- a. Submission of a completed application form (available at Secretariat of IUP);
 - b. Submission of other required documents, such as:
 - Curriculum Vitae;
 - Copy of student card;
 - Study plan (KRS) of the current semester;
 - Academic transcript with minimum GPA 3.25 signed by Head of Academic and Student Affairs;
 - Copy of TOEFL score with minimum 550 or IELTS with minimum score 6.5;
 - Motivation letter;
 - Confidential reference form (to be written by a lecturer and send



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directly via email to
iup.fh@ugm.ac.id);

- Health certificate; a) Minnesota Multiphasic Personality Inventory or MMPI test (taken at dr. Sarjito Hospital, Yogyakarta and the result shall be sent directly by dr. Sarjito Hospital to Secretariat IUP); and b) Health certificate from a doctor.
- Copy of passport;
- Two identical photographs (3.5 cm x 4.5 cm); and
- Endorsement of the candidate from IUP FH UGM following an

internal selection process.

- c. Payment of tuition fee to the Charles Darwin University School of Law.

C.2 Maastricht University European Law School

The other Dual Degree collaboration is with the European Law School of Maastricht University, the Netherlands. Successful participants of this program shall finish with a Sarjana Hukum from UGM and a Legum Baccalaureus from Maastricht University.



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1. Term of Study

Students will spend the first year at IUP. Interested students may register their names to IUP Secretariat at the beginning of the second semester and, following successful internal selection, may leave to spend their second and third years in Maastricht. After a successful third year they will return to UGM to finish other courses including Community Service (KKN) and a Legal Research that may be supervised by lecturers from both UGM and

Maastricht University. At the end of the term the graduate will be awarded two undergraduate degrees in law.

2. Eligibility:

- Proof of registration as a student at IUP FH UGM;
- Completion of two semesters at IUP with minimum credits of 41 credits;
- Proof of proficiency in the English language as indicated by a minimum IELTS score of 6.0 (average) or a minimum TOEFL score of 213 (computer-based); 79 (internet-based); or 550 (paper-based);



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- A minimum cumulative GPA of 3.25; and
- Endorsement of the candidate from IUP FH UGM following an internal selection process.

3. Procedures:

- a. Submission of a completed application form;
- b. Submission of other required documents, such as:
 - Curriculum Vitae;
 - Copy of student card;
 - Study plan (KRS) of the current semester;

- Academic transcript with minimum GPA 3.25 signed by Head of Academic and Student Affairs;
- Copy of TOEFL score with minimum 550 or IELTS with minimum score 6.5;
- Motivation letter;
- Confidential reference form (to be written by a lecturer and send directly via email to iup.fh@ugm.ac.id);
- Health certificate; a) Minnesota Multiphasic Personality Inventory or MMPI test (taken at dr. Sarjito Hospital, Yogyakarta and the



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result shall be sent directly by dr. Sarjito Hospital to Secretariat IUP); and b) Health certificate from a doctor.

- Copy of passport;
- Two identical photographs (3.5 cm x 4.5 cm); and
- Endorsement of the candidate from IUP FH UGM following an internal selection process.

c. Payment of tuition fee to the Maastricht University European Law School.

D. INTERNATIONAL SHORT COURSES

1. Overview

Students who would like to pursue international short courses shall consider the followings:

- The taken course shall have a tight correlation with the legal issues. It will be better if the course is fit with the student's concentration study.
- Besides, the course shall be offered by reputable and qualified institution, such as university (ex: University of Tokyo, Institute of Social Studies, International Anti-Corruption Academy, Royal Melbourne Institute of Technology,



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etc); AND/OR International NGO (such as: Transparency International, Friends of the Earth, Amnesty International, etc); AND/OR reputable international organisation (like UN, OECD, WB, ASEAN etc).

- Minimum duration of the international course shall be five days, as it is considered as the appropriate minimum time to enable the students engaging with the international communities.
- Because we would like to ensure that you really get international experiences at the host institution, therefore we limit the amount of student.

- Do not choose a course which is lower or higher than your academic qualification. There was an incident that IUP declined a student's application because the course was intended for an advanced participant (mid-career of lawyers and researchers).

Throughout the year, universities around the world hold short courses on their campus, usually one or two weeks long, focusing on a particular subject. Held over the summer or winter holidays, these courses have proven to be attractive venues for S1 IUP



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students who want a taste at academic life in a university abroad to study an area of interest, while at the same time fulfilling their International Exposure at UGM.

Over the years, S1 IUP students have been participating in these short courses on their own initiative. Through independent research online, you will find literally hundreds of short courses offering their own topics of specialization held at the heart of university campuses the world over. You may propose these short courses to fulfill your International Exposure, subject to the assessment of the Undergraduate Program. Since these

courses are held in other countries—travel to which usually requires Indonesian citizens to obtain a Visa—it is imperative that you submit a completed International Exposure form proposing an international short course three months prior to the beginning of the course at the latest.

2. Procedure for International Short Courses

- a. Fill out the International Exposure Proposal Form as completely as possible. Put down all the information you have about the



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- event, competition, or journal you are interested in.
- b. Attach the documents relating to your proposed activity. Near the bottom of the form there is a section marked “MANDATORY ATTACHMENT CHECK LIST” for your perusal. Incompleteness of this Form may be the basis for rejection of your proposal.
- c. Staple the form and all the attachments together and submit the bundle to the Secretariat of the Undergraduate Program. There will be a folder designated “INTERNATIONAL EXPOSURE”.
- d. It could take the Undergraduate Program up to seven (7) business days to process your proposal. Approval of or rejection to a proposal will be expressed in the form, which will be returned to the folder designated “INTERNATIONAL EXPOSURE” in the Secretariat of the Undergraduate Program.
- e. The Secretariat of the Undergraduate Program will not announce the approval of or rejection to a proposal. Therefore, we strongly advise that you regularly consult the Secretariat in case a



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in case a decision on your proposal has been taken.

f. If your proposed Short Course is held in a country to which a traveling Indonesian citizen requires some form of entry visa, then your proposal must be submitted AT THE LATEST three months prior to the start date of the Course.

g. If you are not enrolled in a Concentration Area, the subject covered in your proposed Short Course must be related or relevant to at least one Compulsory Course which you

have completed at UGM with a minimum grade B.

h. Irrespective of your chosen Assessment Component, following the completion of your Short Course, you need to submit to the Undergraduate Program the authentic copies of the following documents:

- Arrival Receipt Form (available at the Undergraduate Program), signed and stamped by an authorized member of the Short Course Committee upon your arrival at the Course venue.



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- Certificate of Complete Participation or a like document which certifies your active, full, and uninterrupted participation in the Short Course.
- i. If the chosen/available Assessment Component is EXAMINATION, then, in order to fulfill your International Exposure, you need to pass the examination within your Short Course with a 67% (SIXTY-SEVEN PERCENT) score at the minimum. Together with the Arrival Receipt Form and the Certificate of Complete Participation, an official physical transcript indicating your EXAMINATION result, signed by the

Short Course Committee, must be submitted to the Undergraduate Program AT THE LATEST two weeks following the conclusion date of the Short Course.

NOTES: Gently reminder, the following is the procedure which usually occur during normal situation. Procedure applied during the pandemic refers to the policy guideline available at the IUP website under “download and recent updates”



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E. INTERNATIONAL CONFERENCES

1. Overview

If you are interested in joining an international conference, please note that you shall be the speaker to be considered as International Exposure, and not as the participant. Students who would like to pursue international conferences shall consider the followings:

- The topic shall have a tight correlation with the legal issues. It will be better if the course is fit with the student's concentration study.
- The course organizer shall be affiliated to "reputable and qualified institution (s)". See what does it means by referring to point C above.
- Please bear in mind that some organizers are not concerned with your paper quality; they just concerned with your admission fee for the conference. thus, the conference may not provide substantial discussion.
- To avoid irresponsible organizers, please pay extra attention on the conference which offering too general scope, such as conference



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which welcome papers from so diverse issues i.e economy, psychology, sociology and law at one conference.

- It is encouraged that you participate on the conference which has conducted some series earlier, for instance *the 6th* public procurement conference.

Seminars, workshops, conferences, or symposia are essentially the meeting of minds who are passionate about a common research interest. In them you will find academics from all over the world presenting papers on a particular topic and seeking feedback

from their like-minded peers. These events—termed generally “conferences” for the purposes of this Academic Handbook—are excellent opportunities for scholars to compare ideas and develop their research.

A conference usually holds a general theme, under which many “streams” or sub-topics may be found. Scholars who are interested in this theme or a particular sub-topic are then called to submit their paper. If accepted by the committee, the papers will be presented at the conference venue and discussed with the panelists and



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attending participants. Excellent papers may even be subsequently published in an international journal—as are often the case.

Traditionally, conferences are reserved for attendance by professors or experts; people who have gained years of experience from teaching or working first-hand in the field. However, nowadays there have been many conferences which are open to paper submissions from students. This is to encourage students in their academic writing skills and practice their research methodology.

Getting a paper accepted and then presented at an international conference is a truly rewarding experience for student scholars, who usually only get to hand in a paper to a professor and only get a grade in return. In these international student conferences, apart from recognition, you get to discuss your paper with your peers and gain new perspectives from your fellow students who are similarly interested in your topic. Conferences are how ideas get exchanged and developed through constructive criticism.



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The term “international” conferences may be misleading, as it gives the impression that these events are only held outside of one’s country of origin. This, in reality, is only true half of the time; while the conferences held outside Indonesia automatically gives it a sense of international credence, it does not mean you need to travel abroad to get to an “international” conference. In essence, a conference is “international” if it involves or calls for the participation of speakers and presenters irrespective of their countries of origin or nationality.

There are dozens such conferences held in Indonesia throughout the year, with research institutes and universities— UGM included—playing host. You need not travel far to go international.

A speaker is an academic who answers a “Call for Paper” from the conference organizer; this means this scholar would submit a summary or abstract of their paper to the committee, whose panel of conveners will assess and determine whether it is acceptable. A range of factors may be involved in the conveners’ decision-making process: the suitability of paper



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topic with the conference topic, qualification of the author, nature of research conducted for the paper, to issues of representation for the diversity of speakers. If an author is accepted, they will be given a deadline to submit their full paper for presentation on conference day. An exceptionally good paper will elicit praise from the audience of the conference and could even—following adjustment and revision—possibly be published. A speaker would ideally come out of the conference thinking more clearly about the subject of their

paper and having a clearer idea of how to improve upon it.

2. Procedure for International Conferences

- a. If your proposed Conference is held in a country to which a traveling Indonesian citizen requires some form of entry visa, then your proposal must be submitted **AT THE LATEST** three months prior to the start date of the Course.
- b. If you are enrolled in a Concentration Area, the subject



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covered in your proposed Conference must be of clear relevance to your Concentration Area.

c. Proposal for participation in a Conference whose covered subject is not in accordance with your Concentration Area shall be rejected, unless the summary of your proposed PAPER sufficiently explains why this subject is nevertheless relevant for your Concentration Area or future research.

d. If you are not enrolled in a Concentration Area, the subject covered in your proposed Conference

must be related or relevant to at least one Compulsory Course which you have completed at UGM with a minimum grade B.

e. Irrespective as a SPEAKER in a conference, following the completion of your Conference, you need to submit to the Undergraduate Program the authentic copies of the following documents:

f. Arrival Receipt Form (available at the Undergraduate Program), signed and stamped by an authorised member of the



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- g. Conference Committee upon your arrival at the Conference venue.
- h. Certificate as Speaker or like documents which certify your Speaker in the Conference.
- i. As a SPEAKER, then your Assessment Component will be the PAPER you are submitting/have submitted to the Conference. Upon the conclusion of your Conference, you need to submit this paper together with the Arrival Receipt Form and the Certificate.
- j. If you propose to join as a SPEAKER and HAVE BEEN ACCEPTED or INVITED to the Conference, then a

lecturer having a relevant area of expertise will be appointed to supervise the writing and submission of your paper. A notification of this shall be sent to your e-mail address by the Undergraduate Program. You shall maintain close and consistent communication with the appointed lecturer.

- k. If you propose to join as a SPEAKER but HAVE NOT BEEN ACCEPTED or INVITED to the Conference, then you will not be assigned a supervising lecturer until such a time as your having been



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acceptance or invitation to the Conference. You shall keep the Secretariat of the Undergraduate Program posted of this acceptance status.

- l. If you propose to join as a SPEAKER and HAVE BEEN ACCEPTED or INVITED to the Conference, the specification of your paper is subject to the requirements of the Conference.
- m. The physical copy of this paper must be submitted to the Secretariat of the Undergraduate Program AT THE LATEST one day BEFORE the starting date of the Conference, together with a

PRINT-OUT of the complete PRESENTATION file you will be delivering on Conference day.

- n. Decisions of REJECTION are subject to appeal by notification with the Secretariat of the Undergraduate Program. The Head of Undergraduate Program will review the rejection and issue an appeals decision within seven days following the receipt of the notification. This appeals decision will be sent to your e-mail address as provided in the International Exposure Proposal Form.



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F. INTERNATIONAL PUBLICATION

1. Overview

For the purposes of this Handbook, “international publication” shall be understood broadly. It will refer to the publication of academic paper in law in an English-language medium of academic publication, whether the editorial office of which is within or outside Indonesia.

Publication of paper in academic periodicals such as journals or monographs marks the recognition of a scholar’s contribution to their field

Publishers call for scholars to submit their best works for publication in their academic journals; and the process leading up to such publication is indeed long and winding. Nonetheless, the prospect of publication—especially international publication—still motivates passionate scholars in all subjects to work grueling hours to write, submit, re-write, and re-submit their papers.

Like conferences, academic journals all over the world usually put up a Call for Paper under the specific theme of the journal. A submitted paper



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will be reviewed by the author's fellow scholars in the same field (or their "peer", hence the reference to this type of publication as "peer-reviewed journals"). After a review period, the Editor of the journal will inform the author of the reviewer's decision on whether the submitted paper is accepted or rejected. If accepted, usually there will be some revision suggested by the reviewers; once the revision is done, the paper is ready for publication.

While most academic journals only accept papers submitted by professors

or practitioners, there are also academic journals which accept papers authored by students. The UGM Faculty of Law, for one, has a student-run academic journal *Juris Gentium*, which accepts submissions from undergraduate law students all year long. Several other universities in Indonesia also have their own publication units which accept papers submitted by students. This makes for an excellent opportunity to practice your legal research skills since your student days, so that once you graduate, you will not only have mastered legal research methods, but



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also figured out how to write something worth publishing.

If you are successful in getting your paper published in an international academic journal in this sense, your International Exposure will be completed.

2. Procedure for International Publication

- a. If you are enrolled in a Concentration Area, the theme of the paper for submission in your target Publication must be of clear relevance to your Concentration Area.
- b. Proposal for submission of paper whose covered subject is not in accordance with your Concentration Area shall be rejected, unless the summary of your proposed paper sufficiently explains why this subject is nevertheless relevant for your Concentration Area or future research.
- c. If you are not enrolled in a Concentration Area, the theme of the paper for submission in your target Publication must be related or relevant to at least one Compulsory Course which you have completed at UGM with a minimum grade B.



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- d. Once the Undergraduate Program has received your International Exposure Proposal Form, a lecturer having a relevant area of expertise will be appointed to supervise the writing and submission of your paper. A notification of this shall be sent to your e-mail address by the Undergraduate Program. You shall maintain close and consistent communication with the appointed lecturer.
- e. The specification of your paper is subject to the requirements of the target Publication.
- f. Once a lecturer has been appointed for you as supervisor, you must work with them on your paper and submit it in its final form to your target Publication AT THE LATEST 31 (THIRTY-ONE) DAYS following the date of appointment of your supervisor.
- g. Your Assessment Component will be the paper you are submitting to your target Publication. Your International Exposure shall be considered complete once you have received CONFIRMATION OF PUBLICATION from the Editor or its



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equivalent of the target Publication.

- h. Once you have received CONFIRMATION OF PUBLICATION, you need to submit its physical copy together with the final physical version of your confirmed PAPER to the Secretariat of the Undergraduate Program AT THE LATEST within seven days.
- i. Once all dossiers in Section C.2.9 have been submitted, the Undergraduate Program will conduct a careful examination and issue a decision on the APPROVAL of or REJECTION to

j. your International Exposure. This decision will be sent to your e-mail address as provided in the International Exposure Proposal Form.

- k. Decisions of REJECTION are subject to appeal by notification with the Secretariat of the Undergraduate Program. The Head of Undergraduate Program will review the rejection and issue an appeals decision within seven days following the receipt of the notification. This appeals decision will be sent to your e-mail address



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as provided in the International Exposure Proposal Form.

G.INTERNATIONAL COMPETITION

The competition shall be tightly related with legal issues such as moot court, interview client competition, arbitration, etc.

The event shall be conducted by reputable and reliable institution to be called international competition; the participants shall be from minimum six different nationalities.



CHAPTER 4

LEGAL RESEARCH (BACHELOR THESIS)

A. PRELIMINARY

Legal Research (Bachelor Thesis)—more colloquially, Skripsi—is the final component of assessment for all students of the Faculty of Law. The degree S.H. or LL.B. shall only be bestowed to a student who has completed a supervised Legal Research and successfully defended it before a board of examiners. A Legal Research (Bachelor Thesis) is the written result of a supervised study on an original topic of law, consists of approximately 20,000 (twenty thousand) words or at the minimum 75 (seventy five) pages long. It will be written following a research

method and based on juridical and/or empirical study.

A student will be assigned a Legal Research Supervisor, to whom he or she will first submit a Legal Research Proposal of approximately 2500 words. The Supervisor will examine the Proposal and upon his approval the student may commence work on the topic as approved in the Proposal.

B. FORMAT - LEGAL RESEARCH PROPOSAL

A Proposal for Legal Research must be assembled following the formal arrangement below:



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1. Cover Page

Printed on red manila paper, this page contains the name of the Faculty, the UGM logo, title of the Proposal, a set statement explaining the purpose of writing the Proposal, the student's name, student number, name of the city, and the year the Proposal is written.

2. Title Page

The title page contains the same information as the cover page, but this page is printed on regular A4 70g paper.

3. Approval Page

This page contains the signed approval from the student's Supervisor.

Contents:

4. Background

In essence, this section will explain two fundamental issues: (1) Why the proposed topic is important and interesting; and (2) The relevance of the proposed title for the development of the particular legal field of your interest.



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5. Research Questions

Following a general observation, this section provides the main problem(s) to be solved in the proposed Legal Research in the form of question(s). All analyses in the later parts of the Research must attempt at answering the question(s) in this section.

6. Research Goal

It contains the objectives of the proposed research, which include both the subjective and objective goals.

7. Originality of Research

This section contains acknowledgment of all known researches which have been done on the same topic, followed by an explanation of how the proposed Legal Research is going to be different – therefore ‘original’.

8. Benefit

This section explains the purposes of solving the question(s) posed in the proposed Research, both the academic purposes and the practical.



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9. Theoretical Review

Here all theoretical grounds, which have been taught in class or otherwise, with relevance to the proposed Research topic shall be provided by the student, to show that the proposed Research indeed pertains to the concentrated area of the law. Summarize only the theories which are supportive or relevant for answering the research question(s) here.

10. Research Method

This section contains the type of research proposed to be conducted,

the source and type of data, analytical approach, etc.

11. Bibliography

All references used in the making of the proposal and will be used for the proposed Legal Research must be listed systematically in this section.

C. FORMAT-LEGAL RESEARCH (BACHELOR THESIS)

After the Proposal is approved by the Legal Research Supervisor, students may proceed to drafting the Legal Research itself, which must be assembled



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and submitted following the formal arrangement below:

1. Cover Page

Printed on red manila paper, this page contains the name of the Faculty, the UGM logo, the approved title of the Legal Research, a set statement explaining the purpose of writing the Research, the student's name, student number, name of the city, and the year the Research is conducted. (See Attachment 1)

2. Title Page

The title page contains the same information as the cover page, but this page is printed on regular A4 70g paper. (See Attachment 1)

3. Endorsement

This page contains the signatures of the members of the Board of Examiners who examined the Legal Research in the Defense, the signature of the Head of the Department of the student's area of concentration, and the signature of the Dean of the Faculty.



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4. Approval

This page contains the signed approval from the student's Supervisor. (See Attachment 1)

5. Disclaimer

This page contains a statement explaining that the result of the Research has never been submitted for attainment of an undergraduate degree in any other institution.

6. Acknowledgments

This is optional. The author of the Research may use this section to express gratitude to the people who

have contributed in the writing process.

7. Table of Contents

It contains the general depiction of the contents of the Legal Research. (See the attachment 1)

8. Abstract and Intisari

The Abstract is a concise description of what the entire Legal Research is about. It covers three main points: (1) a brief background to the research and the formulation of problems or objectives of the study; (2) the research method; and (3) the result or the findings of the Research. Immediately below the



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Abstract the author of the Research must provide the relevant keywords or phrases (approximately three to four). The Intisari contains the exact information written in the Abstract, but in Bahasa Indonesia.

9. Chapter I: Introduction

It contains general observation of the problem(s) which become(s) the focus of the Legal Research: why the issue is interesting, why it is urgent, etc. The sub-chapters in this Chapter will be: (1) Background; (2) Research Question(s); (3) Guarantee of Authenticity; (4)

Research Objective; (5) Research Purposes; and (6) Hypothesis (if any).

10. Chapter II: Theoretical Review

Here all theoretical grounds, which have been taught in class, with relevance to the proposed Research topic shall be provided by the student, to show that the proposed Research indeed pertains to the concentrated area of the law. This Chapter contains an overview of all relevant primary, secondary and tertiary literatures as the bases for analysis in the next Chapter. Any secondary data involved in the research shall be cited from their original sources.



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11. Chapter III: Research Method

It elaborates the characteristic of the research (whether juridical and/ or empirical), the type of research (library research [i.e. using secondary data; legal documents] and/or field research [i.e. using primary data, location, sample/respondent and/or person resources]), the method of data analysis (qualitative method), stages of the research, and the challenges met during the research and how they were resolved.

12. Chapter IV: Research Result and Analysis

Arguably the most essential part of a Legal Research, this chapter describes the result of the Research and explains the analyses which are used to answer the problem(s) formulated in the first Chapter.

13. Chapter V: Closure

A. Conclusion

This section contains a closing statement, drawn from how the analyses set in the previous Chapter answered the Research Problems.



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B. Recommendation

Since a Legal Research is conducted to contribute to the academic study of law, this section is necessary to lay down recommendation(s) on what needs to be done next with respect to the topic of the Research. It is hoped that any recommendation may inspire future students to explore further into the topic and conduct more research.

14. Bibliography

This last section lists all references used in the writing of the Research. All legal instruments, books, articles, and other relevant documents as cited in the footnotes must be listed in the Bibliography. Please see below page 73 for the rules of writing citation and bibliography.

15. Appendix/Attachments (if any)

D. TECHNICALITIES

Paper

- a. A4 (quarto) paper (21.5 x 29.7), weighing at least 70 grams per piece.



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- b. The cover page of the Legal Research for initial submission shall be printed in red manila paper. Following the completion of revision after the Defense, the final version of the Legal Research shall be printed in hard cover, also in red.

Typeface and general formatting

- a. The font shall only be Times New Roman, 12 pt.
- b. The use of italic is only for non-English words.
- c. The text shall be double-spaced, except for the Abstract, Intisari,

indented quotation, footnote, table, picture caption, and Bibliography. There shall be no space before or after paragraph.

- d. The page margins shall be 4 cm (left and top) and 3 cm (right and bottom).
- e. New paragraph shall start on the sixth tap of the space bar.
- f. Chapters shall be indicated in capital Roman numerals and the title shall be written immediately below the name, all in capital letters without a full stop (.).
- g. Each word in the title of a subchapter shall begin with a capital letter.



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Subchapter titles shall be written without a full stop (.).

- h. The contents of a subchapter shall start on the sixth tap of the space bar following general rules of grammar.

Numbering

- a. From Title Page until Abstract and Intisari: page numbers shall be in lowercase Roman numerals (beginning with i), positioned on the bottom center of the page.
- b. From first page of Chapter I until last page of Appendix: page

numbers shall be in Arabic numerals (beginning with 1), positioned on the top right of the page.

- c. Tables and pictures shall be numbered with Arabic numerals.
- d. Chapters shall not be numbered.

Language

- a. The entire Research shall be written in the English language. The use of slang, abbreviated suffixes (e.g. 'd, n't, 're, 've, etc.) and other words in the informal style is therefore extremely forbidden.
- b. The reference to the first person pronoun is not allowed. Sentences



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which would otherwise refer to the first person shall all be written in Passive Voice. Example:

- Incorrect: “After conducting field research for two months, I found some irregularities with regard to the enforcement of customs regulations at the airport.”
- Correct: “After two months of field research, irregularities had been found with respect to the enforcement of customs regulations at the airport.”

Quotation and Footnotes

- a. Quotations fewer than five lines shall not be written separate from the main text, otherwise they shall be indented in its entirety, written without the quote sign, and single-spaced.
- b. Each quotation shall be marked with a footnote in the Arabic numerals at the end of the quoted text.
- c. Footnotes shall be single-spaced and positioned on the bottom of the page starting from the eighth tap of the space bar.



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- d. The distance between the main text and the footnotes shall be four spaces, separated by a 5-cm line beginning from the left margin.
- e. A footnote shall be on the same page as the corresponding quotation.
- f. Footnotes for quotation taken from a book shall be written in the following order:

[Author's Last Name], [year of publication], [Book Title], [Publisher], [City], p. [page number].
(use 'pp.' if there are more than one page referred)

If the book is written by two authors, both last names shall be written in the footnote. If there are more than two authors, only the last name of the first author alphabetically shall be included in the footnote, followed by 'et al.' However, in the Bibliography all authors must be named.

- g. The use of Ibid, Op. Cit. and Loc. Cit. is allowed.
 - Ibid, from Latin ibidem, is used for quotation which was taken from same source as the footnote directly before it.



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- Op. Cit., from Latin opere citato, is used to refer to a source which has been quoted before, but:
 - 1) It has been interrupted by another source in the footnote order; and
 - 2) The reference is made to a different page of the interrupted source.
- Loc. Cit., from Latin loco citato, is used to refer to a source which has been mentioned before, but:
 - 1) It has been interrupted by another source in the footnote order; and
 - 2) The reference is made to the same page of the interrupted source.
- The name of the author shall be included before Op. Cit and Loc. Cit., for example:
 - 39 Shaw, Op. Cit., pp. 238-241
 - 40 Ibid.
 - 41 Malanczuk, Op. Cit., p. 58
 - 42 Shaw, Loc. Cit.



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Bibliography

- a. The order of entry shall be in alphabetical order according to the last name of the author. The name of all authors shall be written, without degrees or honorifics.
- b. The lines shall be single-spaced within an entry, but double-spaced between entries.
- c. The writing style for the Bibliography shall be as follows:

1) For books:

[Last Name of Author, First and Middle Name(s)]. [year of publication]. [Book Title]. [Publisher]. [City of Publication].

2) For papers:

[Last Name of Author, First and Middle Name(s)]. "[Title of the Paper]." [Name of the Event in Which the Paper is Presented]. [Place], [date and year].

3) For journal articles:

[Last Name of Author, First and Middle Name(s)]. "[Title of the



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Article].” [Name of the Journal],
[Volume Number], [year].

4) For essays in a book:

[Last Name of Author, First and
Middle Name(s)]. “[Title of the
Essay]” in [Last Name of Editor,
First and Middle Name(s)]. [year
of publication]. [Title of the Book].
[Publisher]. [City].

5) An online reference:

[Last Name of Author, First and
Middle Name(s)]. “[Title of the
Article].” [complete address of the
website], [date of access].



CHAPTER 5

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A. Preliminary Lecture

1. Study Plan Preparation

- a. Please see the schedule at:
<https://iup.law.ugm.ac.id/schedule/>.
- b. Before you input the Study Plan, please download and install application SIMASTER UGM via playstore or appstore.
- c. Log in at SIMASTER using Single Sign On (SSO) UGM account. Choose menu Akademik => Pengisian KRS => Aksi.
- d. For courses held in two classes (indicated A & B above), you must

click the course according to the following arrangement based on your University Registration Number (NIU):

- **NIU which is ended with odd number e.g 454459 (six digits) shall choose: Class A**
 - **NIU which is ended with even number e.g 454464 (six digits) shall choose: Class B**
- e. For courses held only in one class (indicated N/A above), there is no other class to choose; click the course according to your



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preference. Please note that you are only required to choose one of them.

- f. Once you click the course, it will be automatically saved by the system.
- g. If you have a problem e.g the class is full or question please fill the form that can be found on www.iup.law.ugm.ac.id.

2. Study Plan Modification

Although it is not strongly recommended by the study program, it is still available to modify your study plan (KRS) during “the period for modification of the study plan” by filling

and submitting the Study Plan Modification Request Form at the Academic Office under certain circumstances such as:

- Academic system in Simaster is error.
- You are assigned by University/State in a remote area that cannot do the online KRS and/or certain circumstances which is accepted by the study program. For your information that study program will be difficult to grant your study plan modification request if it is under your negligence towards



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academic rules applied in the faculty.

Please note that you shall check your online Study Plan at Academic system (SIMASTER) frequently after you submit the modification form. If within a week you find that you are not registered in a class(es) you requested, please contact the academic office.

A student cannot modify the study plan (KRS) if it has been exceeded of what the-called “the period for modification of the study plan”. It is

maximum two weeks after the last day of the KRS period.

Hence, if later on the student has not been participating the chosen course(s), s/he cannot request the annulment of the course(s); s/he will be graded based on her/his performance. Therefore, it is possible that s/he may obtain “E” because of his idle performance.

To make Study Plan Modification please complete Study Plan Modification Form that can be found <https://iup.law.ugm.ac.id/modification/>.



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B. During Lecture (Academic)

1. Department or Concentration Selection

a. Students may choose from four areas of concentration: Business Law, Constitutional Law, Criminal Law, and International Law. The requirements for enrolling in an area of concentration are as follows:

- Completion of a minimum of 90 credits;
- Availability of space for elective course(s) in the Study Plan for that semester. No student may

take more than 24 credits of courses; and

- A minimum GPA of 2.50 with grade D consisting of no more than 20% of the total number of courses in the Transcript of Academic Records.
- Completion with minimum grade B of the related prerequisite courses.

1) Prerequisite Courses for Concentration of Business Law:

- a. Business Law (HKUI1233); and
- b. International Business Transaction (HKUI1243).



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2) Prerequisite Courses for Concentration of Constitutional Law:

- a. Constitutional Law (HKUI1113); and
- b. Constitution and Legislation (HKUI1236).

3) Prerequisite Courses for Concentration of Criminal Law:

- a. Criminal Law (HKUI1125); and
- b. Special Criminal Law (HKUI1244).

4) Prerequisite Courses for Concentration of International Law:

- a. International Law (HKUI1121); and
- b. International Organization Law (HKUI1353).

Before a student does study plan (KRS), s/he shall complete both the Concentration Registration Form and application form that can be accessed on <https://iup.law.ugm.ac.id/choosing-concentration/>.



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2. Applying Dual Degree

To apply Dual Degree (DD) Program, a student shall have an outstanding performance in semester 1. The result of 2nd semester will be used as the final consideration to grant or not to grant the nomination to the applicant(s).

In order to be admitted for internal selection a student shall complete this following procedure:

a. Complete offline and online Application form that can be

accessed on
<https://iup.law.ugm.ac.id/double-degree/>;

- b. Curriculum Vitae;
- c. Copy of student card;
- d. Study plan (KRS) of the current semester;
- e. Academic transcript with minimum GPA 3.2;
- f. Copy of TOEFL score with minimum 550 or IELTS with minimum score 6.5; It is advised that student(s) can prepare this result as early as possible (possible in semester 1).



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- g. Motivation letter;
- h. Confidential reference form (to be written by a lecturer and send directly via email to iup.fh@ugm.ac.id);
- i. Minnesota Multiphasic Personality Inventory 2 (MMPI 2) test result from hospital. For this result, IUP will only consider detail result which includes the scores/graphic and also the detail remarks issued by hospital.
- j. Copy of passport;
- k. A photograph;

After a student completes the application documents, IUP will conduct an internal selection process which consist of two tests namely Writing Test and Interview, and to be followed by nominating the candidates to partner university.

3. Internship Replacement Course

Procedure How to choose a course to replace Internship Course during Pandemic Covid-19.

Step 1: Please be mindful to the following information



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a. A student may take a replacement course from: (a) any optional course offered by the IUP (any concentration course beyond a student's concentration); (b) any course offered by regular program of bachelor of law, focusing on the skills (PLKH alternatif); or (c) any course offered by other bachelor study programs – either IUP or regular – from outside the Faculty of Law but under UGM.

b. Taking a replacement course offered by our faculty is rather simple. To take optional course offered by IUP, you may choose on

the Simaster, an elective course beyond the student concentration (NB. please ensure that you have passed the minimum credit/SKS in doing so; there is no requirement pertaining to the minimum grade); OR, if you wish to take a replacement course from regular program, then you may pick any course under PLKH alternatif. By saying this, you shall not choose “internship” on the Simaster, but the name of the desired course.

c. Taking a replacement course offered by another faculty is also possible, but it may need a longer



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procedure and the quota is very limited. To apply, a student should check which course that s/he wishes to take in here. The student shall ensure that s/he is eligible to take the course (it is offered to the law students or to any student from any faculty, it is permitted under certain minimum SKS requirements, and so forth). Afterwards, the student shall report and register (online) her/himself to the academic office at the faculty of law; our faculty will coordinate the matter to our faculty partner. It is relevant to underline that our partner may set maximum

limit of the external students who wish to take their courses. If this situation applies whereas the applicants are exceeding the seats, then the academic office will determine this by “first come first served” basis. “Come” in this phrase refers to online registration as previously mentioned.

- d. A student, may take the replacement course with the weight of credit more than the weight of credit for internship. However, the student shall consider this carefully, because IUP cannot loosen the maximum course that each student



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has. Hence, let say, a student has an ordinary academic performance on the previous semester and, as a consequence, he is only allowed to take maximum 20 credits this semester. Therefore, the substitution/replacement course shall be included under those 20 credits.

- e. After a student accomplishes the course and obtains his/her score, the student shall report to the IUP secretariat and the secretariat will convert the name of the course and the credit to be “internship I/II” with the credit of 2 SKS. No conversion

will be conducted pertaining to the score. Hence, imagine that there is an IUP student take a replacement course titled “Sosiologi Energi” offered by the Faculty of Political Science. It is “3 SKS”, and s/he obtains a score “A/B”. It then will be converted to our system as “internship I/II”, “2 SKS” with the score “A/B”. Since semester cannot delete the courses which have been approved during the period of KRS, the courses which have been converted into “internship I/II” will remain exist in semester with grade T. A student shall no worries about



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this issue because these courses will be automatically withdrawn in the final transcript given at the graduation time.

Step 2: To register a course as a replacement for Internship please follow this below procedure:

- a. Apply registration form that can be accessed on <https://iup.law.ugm.ac.id/internship/>.
- b. Faculty will set the course at the Simaster.
- c. Student choose the course at Simaster.

- d. Please make sure that your KRS has been approved to be able to join the class.

Step 3: Having completed the course, a student shall apply for transfer credit below:

- a. Complete the online application form that can be accessed on <https://iup.law.ugm.ac.id/internship/>.
- b. Conduct KRS via Simaster
- c. Verification and credit transfer process



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d. When process is completed, students may check the updated transcript via simaster.

4. Internship

Each type of internship serves different objectives and it may affect its own characteristic.

- The objective of internship I is (i) to introduce each student to a certain variety of legal profession and (ii) to provide each student for preliminary practical legal experiences;
- The objectives of internship II is (i) to facilitate the students more

advanced practical legal experiences; (ii) to provide the opportunity for the students in order to apply their legal knowledge, to nurture their legal analytical skills, and to adapt with working environments.

The requirements for conducting internship I are as follows:

- a. Completion of a minimum of 55 (fifty-five) credits with a non-negotiable minimum CGPA of 2.50, in which grade D constitutes no more than 20% of all completed credits;



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- b. Proof of registration as an active student in the related semester when the Internship is available;
- c. Formal registration for Internship by filling out the Internship Registration Form at the Study Plan (KRS) input period at the beginning of the relevant Semester.

The requirements for conducting internship 2 are as follows:

- a. Completion of a minimum of 91 (ninety-one) credits, including Internship I (for the second Internship – “Internship II”) with a

non-negotiable minimum CGPA of 2.50, in which grade D constitutes no more than 20% of all completed credits;

- b. Proof of Registration as an active student in the related semester when the Internship is available;
- c. Formal registration for Internship by filling out the Internship Registration Form at the Study Plan (KRS) input period at the beginning of the relevant Semester.



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NOTE :

- Pandemic of Covid 19 has been with us for almost one and a half year, and it has affected many things in our life, including the students' plan on conducting internship. Therefore, IUP calls the student to pick one of the following options to replace his/her internship obligation. One of these options is “a replacement course offered by IUP, regular program, or another study program under the University”. This option is also in line with the concept of “Merdeka Belajar” called by Ministry of Education and Culture. Further information please check on <https://iup.law.ugm.ac.id/>.
- Students may do an internship in a non-legal place, although it is expected that internship is in a place which related to the law. This is coherent with the concept of MBKM (Merdeka Belajar Kampus Merdeka).
- The duration of internship is approximately 90 hours (equivalent to 2 credits).
- If students take the MBKM program, for example internships in BUMN, teaching at 3T or other community



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services, then they will be converted into 10 credits which are equivalent to internships 1 and internships 2, and two concentration courses @ 3 credits.

5. Permission Not To Attend Lectures

Guidelines for permission to not attend lectures can be accessed through <https://iup.law.ugm.ac.id/>

(<https://simpan.ugm.ac.id/s/iQ0VaLh4m72h7xF#pdfviewer>).

C. During Lecture (Non Academic)

1. Correspondence

- a. Academics are open Monday - Friday, 08:00 - 15:00 WIB.
- b. Academics continue to serve correspondence both offline and online with an estimated processing time of about 3-4 days:
 - For offline services, please come directly to the academics while still complying with the applicable health protocols.



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- For online mailing services:
 1. Download and fill out the correspondence form which can be accessed through <http://law.ugm.ac.id/>.
 2. Send the application letter to the email of kemahasiswaan kemahasiswaan.law@ugm.ac.id in the form of word.
 3. Fill out the confirmation form or follow up by email of kemahasiswaan.

2. Permits for the Implementation of Student Activities and Funding Applications

Regarding the procedure for applying for permits for LO/LSO/Faculty of Law student activities as well as the procedures for applying for funding, you can access it in full via https://drive.google.com/folderview?id=12mX_VI0IrmjrOiKTQaoPUCPM3YifsiqJ.

D. End of Lectures

1. Legal Research Proposal Seminar Exam



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DOCUMENTS

- a. legal research proposal seminar application form (signed by legal research supervisor)
- b. Two (2) drafts of Legal Research Proposal
- c. A copy of Legal Research Consultation Record (signed by legal research supervisor)
- d. A copy of legal research registration form
- b. Scan document number one (signed legal research proposal seminar application form)
- c. Fill the form that can be accessed through <https://iup.law.ugm.ac.id/legal-research-proposal/>
- d. Submit all of the documents to secretariat

PROCEDURE

- a. Prepare all of the documents

Please note that the examiners and the schedule of proposal seminar will be arranged by Department. It is advised that after submitting the documents, the student shall make confirmation to the Department.



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2. Legal Research Exam

Once the draft of the Legal Research is submitted and approved by the supervisor, the student will be assigned a date for the Defense by the Secretariat. In the defense a board of examiners consisting of three lecturers will verbally examine the student with respect to the quality of his or her Legal Research.

In order to be assigned a Defense date, a student needs to prepare Legal Research draft signed by Legal Research Supervisor (three copies) and the soft copy of the following

documents, upon express approval by the Legal Research Supervisor;

- a. Application form signed by Legal Research Supervisor;
- b. Latest academic Transcript;
- c. Copy of Student Card;
- d. One piece of recent colored photograph;
- e. Copy of Legal Research Consultation Record signed Legal Research Supervisor;
- f. Printed Study Plan (KRS) of current semester;



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- g. Receipt of latest tuition fee;
- h. Certificate in participating an international activity; and
- i. Complete the Legal Research Defense Application

Important Notes

- a. To join Graduation Ceremony on February, all the required documents shall be submitted to Academic Secretariat of IUP on the first week of January for the latest.
- b. To join Graduation Ceremony on May, all the required documents shall be submitted to Academic Secretariat of IUP on the first week of April for the latest.
- c. To join Graduation Ceremony on August, all the required documents shall be submitted to Academic Secretariat of IUP on the first week of July for the latest.
- d. To join Graduation Ceremony on November, all the required documents shall be submitted to Academic Secretariat of IUP on the first week of October for the latest.
- e. Secretariat will give an announcement regarding the



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schedule of the Legal Research defense.

- f. Student defends his/her Legal Research on the D day before the board of examiners

General Rules

- a. The date of the Defense shall be announced immediately upon submission of all required documents. The Defense date shall generally be one week after the submission of documents.

- b. The Defense shall be held verbally before a board of three examiners in one sitting.
- c. The duration of a Defense shall not generally exceed one hour.

On the day of the Defense:

- a. Only the following documents are admissible into the examination room:
- Student ID and a hard copy thereof;
 - His or her own copy of the Legal Research draft; and
 - Pen or pencil or highlighter.



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b. The outfit for the Defense shall be as follows:

- Men: white long-sleeve dress shirt, black necktie, black trousers, dress shoes; or
- Women: white long-sleeve dress shirt, black necktie, black skirt, dress shoes.

3. Judiciary and Graduation

For a student who had conducted Legal Research defense and wants to apply Judiciary and Graduation, please follow these procedures:

a. To issue the grade of your thesis (Legal Research), you shall send your final draft which has been revised according to the board of examiners and also your certificate of International Exposure via email to: bernaduspurnawan@ugm.ac.id and Cc: iup.fh@ugm.ac.id.

b. You may apply for judiciary once you find that you have completed all the courses including Community Service & Legal Research. For details please see the following link: <http://law.ugm.ac.id/daftar-yudisium/>.



CHAPTER 5

PROCEDURES IN LECTURES

- c. Due date to apply judiciary in order to be able to join graduation on February is 20 January.
- d. Due date to apply judiciary in order to be able to join graduation on May is 20 April.
- e. Due date to apply judiciary in order to be able to join graduation on August is 20 July.
- f. Due date to apply judiciary in order to be able to join graduation on November is 20 October.



APPENDIX

LEGAL RESEARCH WRITING FORMAT

MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION
UNIVERSITAS GADJAH MADA
FACULTY OF LAW



Legal Research

**ANALYSIS ON POSSIBLE LEGAL ARGUMENTS AND SECURITY EXCEPTIONS DEFENSE IN WTO
DISPUTES CONCERNING BOYCOTT ON TRADE IN SERVICES AGAINST QATAR**

Submitted as Partial Fulfillment of the Requirements for the Degree *Sarjana Hukum*

Author:

Name : Wyncent Halim
Student Number : 18/100001/HK/10001
Department : Business Law

**YOGYAKARTA
2018**



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ENDORSEMENT

This Legal Research had been endorsed for Defense by the Legal Research supervisor
on Thursday, 6 December 2018

Author

Wyncent Halim
Student Number: 18/100001/HK/10001

Approved by:
Legal Research Supervisor

Prof. M. Hawin, S.H., LL.M., Ph.D
_ NIP: 19XXXXXX198XXXXXX



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APPROVAL

This Legal Research had been defended before a Board of
Examiners at the Faculty of Law, Universitas Gadjah Mada
on Monday, 10 December 2018

Board of Examiners

Chairman

NIP:

Member I

Member II

NIP:

NIP:

Acknowledged by
Head of the Department of Business Law

NIP:

Approved by
Dean of the Faculty of Law
Universitas Gadjah Mada

Prof. Dr. Sigit Riyanto, S.H., LL.M.
NIP: 196402151988031023



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STATEMENT OF ANTI- PLAGIARISM

I, the undersign:

Name :
Student Number :
Year of Registration :
Study Program :
Faculty :

Herewith declare that this Legal Research has never been for the purpose of obtaining a degree submitted to any other institution and, to the extent of my knowledge, does not contain contribution written and published by any other author prior to the submission of this Legal Research unless expressly referred to otherwise within its contents and included in the Bibliography.

Hence I declare that this Legal Research is an anti-plagiarism in any content and if in the future it is proven plagiarizing from someone else's work and/or being intended submitting work or opinion that is from someone else's work, therefore the author will accept an academic sanction and/or other applicable sanction.

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(Signature)

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Name

Student Number



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ACKNOWLEDGEMENTS

(This optional section may be utilized to, for example, express gratitude to the people who have provided assistance in the completion of the Legal Research)



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LEGAL RESEARCH WRITING FORMAT

Analysis on Possible Legal Arguments and Security Exceptions Defense in WTO Disputes Concerning Boycott on Trade in Services Against Qatar

Author:

Wyncent Halim¹ and M. Hawin²

ABSTRACT

On 5 June 2017, Bahrain, UAE and Saudi Arabia imposed an utter blockade against Qatar by closing their land, sea and air borders, which consequently affected the trade in goods, services and intellectual property rights from and to Qatar. Despite the overarching implication, this Legal Research seeks to analyze the possible legal violations arising out of the GATS, particularly in relation to measures affecting maritime transport services. In response, Bahrain, UAE and Saudi Arabia resort to security exceptions as their legal defense pursuant to Article XIVbis of GATS. The plausibility of such invocation given its *sui generis* nature will also be subject to the analysis of this Legal Research.

This Legal Research employs doctrinal legal research method that refers to normative framework. It predominantly relies on laws and regulations along with literature studies to render analysis on the issues.

This Legal Research comes to a conclusion that *firstly*, Bahrain, UAE and Saudi Arabia violate their Most-Favoured Nations Treatment obligation in lieu of Article II of the GATS; *secondly*, Saudi Arabia violates its specific Market Access commitment in lieu of Article XVI of the GATS; and *thirdly*, the imposition of such measures cannot be justified under the security exceptions clause.

Keywords: GATS, MFN Clause, Market Access, Security Exceptions, Boycott Against Qatar

¹ Student of the Faculty of Law Universitas Gadjah Mada (S1 IUP 2018).

² Lecturer at the Department of Business Law, Faculty of Law Universitas Gadjah Mada.



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LEGAL RESEARCH WRITING FORMAT

***Analisis Terhadap Potensi Argumentasi Hukum dan Pembelaan
Berdasarkan Pengecualian Atas Dasar Keamanan Dalam Kasus WTO
Perihal Boikot Terhadap Perdagangan Sektor Jasa Qatar***

Oleh:
Wyncent Halim³ dan M. Hawin⁴

INTISARI

Pada tanggal 5 Juni 2017, Bahrain, Uni Emirat Arab dan Arab Saudi melakukan blokade penuh terhadap Qatar melalui penutupan batas darat, air dan udara, sehingga mempengaruhi perdagangan di sektor barang, jasa dan hak-hak kekayaan intelektual dari dan ke Qatar. Terlepas dari implikasinya yang menyeluruh, Penelitian Hukum ini bertujuan untuk menganalisa potensi pelanggaran hukum berdasarkan GATS, khususnya mengenai tindakan-tindakan yang mempengaruhi sektor jasa transportasi maritim. Sebagai respons, Bahrain, Uni Emirat Arab dan Arab Saudi menggunakan pengecualian atas dasar keamanan sebagai pembelaan hukum berdasarkan Pasal XIVbis GATS. Menimbang karakter sui generis nya, kemungkinan diterimanya pembelaan hukum tersebut juga akan menjadi objek analisis Penelitian Hukum ini.

Penelitian Hukum ini menggunakan metode penelitian hukum berdasarkan doktrin yang merujuk pada kerangka penelitian normatif. Penelitian Hukum ini pada pokoknya bertumpu pada hukum dan peraturan yang berlaku serta studi literatur dalam memberikan analisa terhadap pokok permasalahan.

Penelitian Hukum ini menyimpulkan bahwa pertama, Bahrain, Uni Emirat Arab dan Arab Saudi melanggar obligasi Most-Favoured Nations berdasarkan Pasal II GATS; kedua, Arab Saudi melanggar komitmen khususnya perihal Market Access berdasarkan Pasal XVI GATS; dan ketiga, penerapan tindakan-tindakan tersebut tidak dapat diberikan justifikasi hukum berdasarkan klausul pengecualian atas dasar keamanan.

Kata Kunci: GATS, klausul MFN, Market Access, Pengecualian Atas Dasar Keamanan, boikot terhadap Qatar

¹ Mahasiswa Fakultas Hukum Universitas Gadjah Mada.

² Dosen Departemen Hukum Dagang, Fakultas Hukum Universitas Gadjah Mada.



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**International Undergraduate Program Faculty Of Law
Universitas Gadjah Mada
Jl. Sosio Yustisio No. 1, Bulaksumur, Yogyakarta 55281
Telp./Fax. (0274)-512781 E-mail: hukum-hk@ugm.ac.id
Website: www.law.ugm.ac.id**