



UNIVERSITAS GADJAH MADA
FACULTY OF LAW

INTERNATIONAL UNDERGRADUATE PROGRAM

2019-2020
ACADEMIC HANDBOOK

A WELCOME FROM THE DEAN



Welcome to the Universitas Gadjah Mada Faculty of Law. An excellent institution for higher education and legal training. I am delighted and extremely proud to serve as Dean of the Faculty of Law and deliver this message to you.

The Faculty of Law has a long history and tradition. This higher education institution has been growing together with our nation. Universitas Gadjah Mada is one of the world's great institutions of higher education, with the Faculty of Law a preeminent academic school of law. Since our founding in 1946, we have produced many achievements and talents who substantially and consistently contribute to legal education, the judiciary system, and even to our nation-building and development.

People trust us for many—and good—reasons. Being admitted to the UGM Faculty of Law is an amazing honor. Our Faculty has built a solid reputation for producing high-class graduates who go on to do great things. Our graduates are government leaders, supreme-court justices, non-profit executives, academics, partners at multinational law firms, CEOs, entrepreneurs, and so much more.

The UGM Faculty of Law is a first-rate place for potential lawyers to begin their careers. Lecturers at the Faculty of Law are highly committed to teaching students in the classroom and are leaders in the contemporary relevant legal research. This speaks to yet another of our formidable strengths: the broad and diverse range of the available areas of concentration.

Our Faculty also offers you limitless international exposure possibilities, from international conferences and short courses, to Dual Degree and Exchange Programs. Conversely, the Faculty also hosts incoming international students from our partner universities, adding to the vibrancy of our law school. These international exposure programs would enable you to explore a comparative perspective of different legal systems, as well as cultures and lifestyles around the globe.

I am deeply grateful for the opportunity to work with outstanding lecturers, staff, students, and alumni, toward achieving and maintaining the preeminence of our beloved Faculty of Law.

Yogyakarta, August 1st, 2019

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

A WELCOME FROM THE HEAD OF UNDERGRADUATE PROGRAM



This handbook is prepared so that students can follow the education process in the Faculty of Law UGM accordingly. Explanation about substance, content, and institution is expected to be the basis for developing the critical ability of students during their study in the Faculty. It is like a man who wants to enter a house, this handbook explains the contents, structures, supporting facilities and how to use the house to be comfortable, secure and useful. As part of the academic community, students are expected to have a portrait of their roles and functions through this handbook. Interaction and relation both academic and nonacademic are explained and described easily in the outline therefore students are required to be active, anticipative, and adaptive in the education process in Faculty of Law UGM that can be guided through this handbook.

Besides having ability to apply and seek solutions towards legal issues is the competence achievement in the realm of legal knowledge and skills, students in the Faculty shall be mastering the legal basis, principles, theories, and doctrine as the basic competence. In addition, the Values of honesty, discipline, and integrity obviously complete the learning achievements of the students which are specified in this handbook. Faculty of Law UGM students must read and understand all the information in this handbook. The provisions on the values of honesty, discipline, and integrity are the basic values in carrying out legal education in Faculty of Law UGM. The Involvement of students as part of the academic community in implementing those values is an obligation to actualize in real life in accordance with the provisions of this handbook.

This handbook is far from perfect since there are many aspects that may not be included, hence wise and virtuous thoughts and objectivity from students, lecturers, and academic staffs in running the education process is necessary for the achievement of the best interests of all academic community in Faculty of Law UGM. Glory Faculty of Law UGM, Glory students, especially class of 2019. Success for all. *Viva justicia, viva justicia, viva justicia!*

Yogyakarta, August 1st, 2019

Dr. Heribertus Jaka Triyana, S.H., LL.M., M.A.

A MESSAGE FROM THE EDITOR IN CHIEF

This Academic Handbook will be your main source of information on anything related to your education at the IUP. You have mini syllabi of all the available courses, contact details of your lecturers, and all of the procedures which will be relevant for your academic life, from choosing a concentration area, submitting your draft Legal Research for Defense, to admission for a Dual Degree program at our partner universities abroad.

As a new addition to the Handbook this year, we have revised and updated various information, especially on the section of “International Exposure”, “Supporting Unit”, and “Profile of Lecturers”, “Procedure to Join Graduation Ceremony (*Wisuda*)” and “Statement of Anti-Plagiarism”. Hopefully this will increase your accessibility and understanding the procedure of International Exposure as a mandatory curriculum.

Please make good use of this Handbook. We implore that you please consult this Handbook first before contacting the ever-busy Secretariat directly, however the Secretariat of the Undergraduate Program is readily available to assist you with all academic and administrative concerns.

Dr. Richo Andi Wibowo
Editor-in-Chief

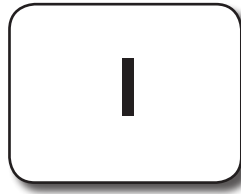
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FACULTY PROFILE

A. HISTORY

In the early days the Faculty of Law Universitas Gadjah Mada was called *Fakulteit Hukum Balai Perguruan Tinggi Gadjah Mada* (FH BPTGM). It was established on 17 February 1946 with Prof. Dr. Mr. Notonegoro as the first Dean. FH BPTGM was the oldest law school in Indonesia as well as the embryo of what is now known as Universitas Gadjah Mada.

On 7 December 1949 the Faculty and the Sekolah Tinggi Hukum Negeri (State Law School) in Surakarta merged and were reborn as *Facultiet Hukum Universiteit Gadjah Mada* (FH UGM). On 14 August 1950 the Faculty changed its name into *Faculteit Hukum, Sosial dan Politik* (Faculty of Law, Social and Politics). In 19 September 1952, with the addition of *Faculteit Ekonomi* (now Faculty of Economics and Business), the faculty was further expanded and changed its name again into *Fakultas Hukum, Ekonomi, Sosial dan Politik* (Faculty of Law, Economics, Social and Politics) Universitas Gadjah Mada (FHESP UGM). On 15 September 1955, the large faculty was split into three faculties: the Faculty of Law (FH), the Faculty of Economics (FE, now Faculty of Economics and Business; FEB), and the Faculty of Social and Political Sciences (Fisipol). Since then the Faculty of Law has been an independent faculty among the 18 faculties of Universitas Gadjah Mada.

In the first 28 years (1946-1974) the Faculty conducted all of its lectures and administration at the Palaces of the Sultan of Yogyakarta. It was only in 1974 that the study activities and administration were moved to the current Bulaksumur campus.

In 2001 the university has become a State-owned Legal Entity (*Badan Hukum Milik Negara/BHMN*), which has brought significant improvement in the Faculty's development, before becoming a Legal Entity State University (*Perguruan Tinggi Negeri Badan Hukum/PTN BH*) that it is today. In 2008 FH UGM established its international class, the International Undergraduate Program (S1 IUP), to further accommodate the higher learning of law in a globalized world.

B. VISION

S1 IUP FH UGM aims at becoming an undergraduate program with an international orientation, the spirit of competitiveness, and is inspired by the five-point ideology of the Indonesian nation, the *Pancasila*.

C. MISSION

1. Conducting a higher education of law at the undergraduate level with an international standard;
2. Producing experts of law with strong moral code, global insight, and the capability to compete at the international level for the benefit of the nation;
3. Imparting knowledge, skills, and the culture of critical and analytical thinking necessary for the students to understand and apply legal norms and regulations; and
4. Working together with stakeholders inside and outside Indonesia to deliver legal education as well as contribute to the development and enforcement of the law.

D. EXPECTED LEARNING OUTCOMES

According to Rector UGM decision No 1661/UN.1P/SK/HUKOR/2017 concerning on Curricula of program study of Bachelor of Law, the followings are the expected learning outcome of the students at the program:

1. Able to understand, internalise, and implement religious and *Pancasila* values as well as to uphold legal profession ethics and integrity;
2. To master legal principles, theories, and doctrines in national and international context with monodisciplinary approach;
3. To master contemporary legal issues occurred in national and international societies;
4. Able to implement legal knowledge through producing quality and responsibility research and analysis pertaining to the legal problems occur in the national and international societies;
5. Able to utilise the knowledge for conducting mono legal research by drafting legal documents with upholding legal profession ethics.

E. WHY STUDY AT IUP

Law has an ever-increasing impact on modern-day society. The role of law is growing and developing within the context of international relations, national structures, and relationships between individuals.

FH UGM has a long and well-established tradition of excellent legal education in Indonesia. This institution is well known as both one of the oldest law schools in the country and one of the best. FH UGM has educated lawyers in Indonesia for over six decades. There are now around 1,800 students at the undergraduate and graduate levels pursuing exemplary legal education in the Faculty. Providing instructions for these students is a body of academic staff of over 100 lecturers whose expertise extends across nearly every aspect of the law and beyond.

F. SUPPORTING UNIT

1. The Law Library

Having been aware of its role as the center of information, the library in the Faculty of Law UGM attempts to fulfill the students' needs in their legal study. The Law Library is home to 23,554 works of literature, consisting of 7,782 titles of book and 60 titles of bulletin and scientific journal, among many others. With the advancement of technology and the inevitability of online resources, the library provides the students with access to the world-renowned online law journal Westlaw through the university website at <http://lib.ugm.ac.id>. Students can also access e-books and other electronic copies of articles from online journal providers such as Ebsco, IEEE, JSTOR, Proquest, Science Direct, and Spring-Link through [the](#) site.

2. Research and Publication Unit

This unit manages the research conducted by lecturers, and even students, of the Faculty. The Faculty provides fund on a regular basis for research conducted by students. To undertake a research, student or lecturer alike can contact the secretariat of this unit.

3. Quality Assurance and Curriculum Unit

This unit is aimed to develop quality assurance in FH UGM in accordance with the structure of organization, responsibility and authority. In recent time this unit focuses on quality assurance in academic matters.

4. Law Career and Development Center (LCDC) Unit

This unit is located on the second floor of Building IV and aimed to make sure that the graduates from Faculty of Law UGM become excellent generation who are well prepared to compete in the recent

legal careers. The present of LCDC is hoped to be a solution for students in order to prepare a future career as early as possible that can shorten job waiting time.

5. Center for Legal Consultation and Aid

The establishment of Center for Legal Consultation and Aid (*Pusat Kajian dan Bantuan Hukum/PKBH*) has two main purposes. The first is that this unit provides consultation services on any issue of law, and this is expected to contribute for law enforcement and development. Second, PKBH aims at giving legal aid to any society member who is facing a legal matter, pro bono and otherwise, and to instill legal awareness in the society by conducting workshops in both urban and rural area.

6. Center for Anticorruption Study

The *Pusat Kajian Antikorupsi* (PUKAT) works to improve the awareness and capacity of the entire *civitas academica* in tackling and eradicating corruption in Indonesia. This is one of the most active Study Centers (*Pusat Studi*) at UGM with numerous activities throughout the year, all aimed at the following purposes:

- a. Establishing a high-quality community at campus to monitor the court;
- b. Increasing of the amount of alumni of the Faculty of Law in monitoring the court;
- c. Improving the quality and professionalism of the lecturers and students to support PUKAT in monitoring the court;
- d. Improving alumni involvement in the activities of court monitoring; and
- e. Raising the awareness of the campus community in tackling and eradicating the corruption actively.

7. Center for Legal Study and Technology

This unit was built to improve the capability of lecturers and researchers by developing their intellectual capabilities through research process in the multi disciplines of thought. This unit accommodates both students and lecturers in studying in depth where law and technology collide.

8. Center for Intellectual Property, Competition and Dispute Settlement Mechanism Studies (CICODS)

This unit is the center of studies in the areas of intellectual property, competition, and disputes settlement mechanism at the national, regional, and international level. It is also a think-tank for government and national business communities in those three areas.

9. Center for Agricultural and Legal Studies

The focus of this unit is to conduct researches for developing legal science on regulations pertaining to agriculture and social services to find solution on both agricultural and legal problems. This unit covers fields on husbandry, animal health, food, and plantation conservation.

10. Center for Regulation Impact and Province Autonomy

This unit aims to conduct these following roles:

- a. Supporting analyses on the development of regulations, especially legal drafting, regulatory assessment, and creating cooperation with the related institutions;
- b. Conducting researches as well as developing interdisciplinary and multidisciplinary studies on regulation and public policy; and
- c. Conducting social services on regulations and public policy.

G. FACILITIES

1. Modern class rooms equipped with computer, projection screen, and sound system;
2. 24/7 Wi-Fi Internet connection in hotspot areas;
3. Law library with access to Westlaw's online collection;
4. The eLisa online academic community;
5. Multimedia rooms;
6. Computer lab;
7. Moot court simulation room
8. Debating rooms; and
9. Teleconference classroom for online videoconference classes.

H. NETWORK

FH UGM is a member of many international academic consortia, one of which is AUN (ASEAN University Network), whose members are the following universities in ASEAN:

1. Universiti Brunei Darussalam (UBD);
2. Royal University of Phnom Penh (RUPP);
3. Universitas Indonesia (UI);
4. Institut Teknologi Bandung (ITB);
5. National University of Laos (NUOL);
6. Universiti Malaya (UM);
7. Universiti sains Malaysia (USM);
8. Universiti Kebangsaan Malaysia (UKM);
9. Institute of Economics (IE);
10. University of Yangon (UY);
11. De La sale University (DLSU);
12. University of the Philippines (UP);
13. Ateneo de Manila University (Ateneo);
14. National University of Singapore (NUS);
15. Nanyang Technological University (NTU);
16. Burapha University (BUU);
17. Chulalongkorn University (CU);
18. Mahidol University (MU);
19. Vietnam National University, Hanoi; and
20. Vietnam National University.

For students who are interested in partaking in exchange programs, they can apply in one of universities of ASEAN University Network) in the list above. Moreover the Faculty has made cooperation with many universities around the world. Many of these exchange programs offer full scholarships to prestigious universities. For instance, the Erasmus Mundus LOTUS consortium, of which UGM is a member, allows qualified students for one semester of exchange program to universities in Europe, such as the University of Groningen in the Netherlands and the SciencesPo Institute of Political Sciences in Paris, where many French presidents went to school.

I. MANAGEMENT

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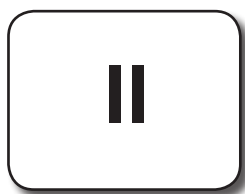
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CURRICULUM

A. GENERAL OBSERVATION

In order to obtain the degree *Sarjana Hukum*/S.H. (or Bachelor of Laws/LL.B.), IUP FH UGM requires the completion of a minimum of 146 (one hundred and forty six) credits (*Satuan Kredit Semester*/SKS), including two Internships, one Community Service (*Kuliah Kerja Nyata*/KKN), and a Legal Research. The courses are grouped into the following categories:

- A. Personality Development, Communal Living and Work Ethics: 10 credits
- B. Knowledge of Law: 92 credits
- C. Skills and Expertise of Law: 26 credits
- D. Elective Courses: 18 credits

No.	Code	Course Name	Credit	Prerequisite
a) COMPULSORY COURSES				
i) CORE CURRICULUM				
Personality Development, Communal Living and Work Ethics				
	HKUI1116	Indonesian Values and Ideology	3	---
		Religion	2	---
	UNUI1001	Islam		---
	UNUI1002	Catholicism		---
	UNUI1003	Christianity/ Protestantism		---
	UNUI1004	Hinduism		---
	UNUI1005	Buddhism		---
	UNUI1006	Confucianism		---

	UNUI1114	Ethics for the Legal Professions	2	---
	HKUI1481	Community Service (<i>Kuliah Kerja Nyata/KKN</i>)	3	Requirements set by LPPM UGM
Subtotal			10	
Knowledge of Law				
	HKUI1111	Introduction to Law	4	---
	HKUI1112	Introduction to Indonesian Law	3	---
	HKUI1113	General Theory of the State	2	---
	HKUI1122	Constitutional Law	4	General Theory of the State
	HKUI1123	Administrative Law	4	<ul style="list-style-type: none"> ▪ Introduction to Law; or ▪ Introduction to Indonesian Law
	HKUI1231	Environmental Law	3	
	HKUI1124	Civil Law	4	
	HKUI1125	Criminal Law	4	
	HKUI1121	International Law	4	
	HKUI1245	Natural Resources Law	3	
	HKUI1242	Adat Law	2	
	HKUI1232	Business Law	4	
	HKUI1233	Islamic Law	4	
	HKUI1235	Criminal Procedural Law	3	Criminal Law
	HKUI1248	Civil Procedural Law	4	Civil Law
	HKUI1243	Tax Law	4	Business Law
	HKUI1241	Contract Law	3	Business Law
	HKUI1126	Research Methodology	3	<ul style="list-style-type: none"> ▪ Introduction to Law; or ▪ Introduction to Indonesian Law
	HKUI1236	Constitution and Legislation	3	Constitutional Law
	HKUI1237	Oversight of the Administration	4	Administrative Law
	HKUI1234	International Organization Law	3	International Law

	HKUI1353	Labor Law	2	<ul style="list-style-type: none"> ▪ Introduction to Indonesian Law ▪ Civil Law ▪ Criminal Law
	HKUI1351	Land Law	2	Natural Resources Law
	HKUI1244	Special Criminal Law	3	<ul style="list-style-type: none"> ▪ Criminal Law ▪ Criminal Procedural Law
	HKUI1246	International Economic Law	2	<ul style="list-style-type: none"> ▪ International Law ▪ Business Law
	HKUI1355	International Environmental Law	2	<ul style="list-style-type: none"> ▪ International Law ▪ Environmental Law
	HKUI1247	International Business Transactions	3	Business Law
	HKUI1358	Human Rights Law	2	<ul style="list-style-type: none"> ▪ International Law ▪ Constitutional Law
	HKUI1359	Conflict of Laws	2	<ul style="list-style-type: none"> ▪ International Law ▪ Business Law
	HKUI1352	Philosophy of Law	2	<ul style="list-style-type: none"> ▪ Introduction to Law ▪ Introduction to Indonesian Law ▪ Constitution and Legislation
Subtotal			96	
ii) INSTITUTIONAL CURRICULUM				
Skills and Expertise of Law				
	HKUI1354	Legal Audit	2	Business Law
	HKUI1350	Civil Court Practice (<i>PLKH Peradilan Perdata</i>)	4	Civil Procedural Law
	HKUI1362	Criminal Court Practice (<i>PLKH Peradilan Perdata</i>)	4	Criminal Procedural Law

	HKUI1471	Legal Research (Bachelor thesis)	4	<ul style="list-style-type: none"> - Introduction to Law - Introduction to Indonesian Law - Research Methodology - Legal Writing - Three concentration courses in the relevant Department
	HKUI1115	Accounting for Lawyers	2	---
	HKUI1361	Interviewing, Counselling and Negotiation	3	<ul style="list-style-type: none"> ▪ Introduction to Law ▪ Introduction to Indonesian Law
	HKUI1356	Legal Writing	3	<ul style="list-style-type: none"> ▪ Introduction to Law ▪ Introduction to Indonesian Law
	HKUI1357	Internship I	2	Completion of minimum 55 credits
	HKUI1363	Internship II	2	Completion of minimum 91 credits <u>and</u> Internship I
Subtotal			26	

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

Apart from elective courses from his own concentration, each student may choose two elective courses from other concentrations.

	HKUI2301	Law on the Protection for Women and Children	3	
	HKUI2302	Penitentiary Law	3	
	HKUI2303	Criminal Policy	3	
	HKUI2304	Criminology and Victimology	3	
	HKUI2305	Transnational Crimes	3	
	HKUI2206	International Criminal Law	3	
Subtotal (Criminal Law)			18	
iv) INTERNATIONAL LAW				
Entry to the International Law concentration is subject to completion, <u>with minimum grade B</u> , of the following prerequisite courses:				
1. International Law (HKUI1121); and				
2. International Organization Law (HKUI1353).				
	HKUI2201	International Human Rights Law	3	
	HKUI2202	Law of Treaties	3	
	HKUI2203	Law of the Sea	3	
	HKUI2204	International Dispute Settlement	3	
	HKUI2205	Diplomatic Law	3	
	HKUI2206	International Criminal Law	3	
Subtotal (International Law)			18	
TOTAL CREDIT			146	

B. DISTRIBUTION OF COURSES IN ODD SEMESTER AND EVEN SEMESTER

An academic year is divided into two semesters, namely odd semester and even semester. Courses offered in odd semester will not be available in even semester, and vice versa (nb. legal research (bachelor thesis), community services, and internship may be offered in both semesters as each of these is not considered as a course). The followings are the distribution of the courses each semester.

Odd Semester

No.	Course	Credit
1.	Introduction to Law	4
2.	Introduction to Indonesian Law	3
3.	General Theory of the State	2
4.	Ethics for the Legal Professions	2
5.	Accounting for Lawyers	2
6.	Religion	2
7.	Indonesian Values and Ideology	3
8.	Environmental Law	3
9.	Business Law	4
10.	Islamic Law	4
11.	International Organization Law	3
12.	Criminal Procedural Law	3
13.	Constitution and Legislation	3
14.	Oversight of the Administration	4
15.	Land Law	2
16.	Philosophy of Law	2
17.	Labor Law	2
18.	Legal Audit	2
19.	International Environmental Law	2
20.	Legal Writing	3
21.	Internship (I/II)	2
22.	Human Rights Law	2
23.	Conflict of Laws	2
24.	Civil Court Practice	4
25.	Community Service (<i>Kuliah Kerja Nyata/KKN</i>)	3
26.	Agreements in the World Trade Organization	3
27.	Capital Market Law	3
28.	Competition Law	3
29.	Comparative Constitutional Law	3
30.	Electoral Law	3

31.	Executive-Legislative Relations	3
32.	Criminal Policy	3
33.	Law on the Protection of Women and Children	3
34.	International Criminal Law	3
35.	International Dispute Settlement	3
36.	International Human Rights Law	3
37.	Legal Research	4
Total		104

Even Semester

No.	Course	Credit
1.	International Law	4
2.	Constitutional Law	4
3.	Administrative Law	4
4.	Civil Law	4
5.	Criminal Law	4
6.	Research Methodology	3
7.	Contract Law	3
8.	Adat Law	2
9.	Tax Law	4
10.	Special Criminal Law	3
11.	Natural Resources Law	3
12.	International Economic Law	2
13.	International Business Transactions	3
14.	Civil Procedural Law	4
15.	Interviewing, Counseling, and Negotiation	3
16.	Criminal Court Practice	4
17.	Internship (I/II)	2
18.	Community Service (<i>Kuliah Kerja Nyata/KKN</i>)	3
19.	Banking Law	3
20.	Company Law	3
21.	Insurance Law	3
22.	Indonesian Judiciary	3

23.	Local Government Law	3
24.	The Presidency	3
25.	Criminology and Victimology	3
26.	Penitentiary Law	3
27.	Transnational Crimes	3
28.	International Law of the Sea	3
29.	Diplomatic Law	3
30.	Law of Treaties	3
31.	Legal Research	4
Total		99

C. EXAMPLE OF SIMULATION OF COURSES DISTRIBUTION PER SEMESTER

Please note that the following distributions **are merely just an example: this is not binding**. A student may take courses in each semester up to 24 credits (nb. except for the first semester in which the courses have been determined; see also requirements stated in page 40). In addition, as long as a student meets the requirements of the prerequisite course, s/he procedurally may take the courses s/he wants offered in odd/even semester. A good instance of this is as follow. A student may deviate from the below suggestion by take legal writing course not in semester V, but in semester III or VII (as long as in odd semester).

Semester I

No.	Course	Credit
1.	Introduction to Law	4
2.	Introduction to Indonesian Law	3
3.	General Theory of the State	2
4.	Ethics for the Legal Professions	2
5.	Accounting for Lawyers	2
6.	Religion	2
7.	Indonesian Values and Ideology	3
Total		18

Semester II

No.	Course	Credit
1.	International Law	4
2.	Constitutional Law	4

3.	Administrative Law	4
4.	Civil Law	4
5.	Criminal Law	4
6.	Research Methodology	3
Total		23

Semester III

No.	Course	Credit
1.	Environmental Law	3
2.	Business Law	4
3.	Islamic Law	4
4.	International Organization Law	3
5.	Criminal Procedural Law	3
6.	Constitution and Legislation	3
7.	Oversight of the Administration	4
Total		24

Semester IV

No.	Course	Credit
1.	Contract Law	3
2.	Adat Law	2
3.	Tax Law	4
4.	Special Criminal Law	3
5.	Natural Resources Law	3
6.	International Economic Law	2
7.	International Business Transactions	3
8.	Civil Procedural Law	4
Total		24

Semester V

No.	Course	Credit
1.	Land Law	2
2.	Philosophy of Law	2
3.	Labor Law	2
4.	Legal Audit	2
5.	International Environmental Law	2
6.	Legal Writing	3
7.	Internship (I/II)	2
8.	Human Rights Law	2
9.	Conflict of Laws	2
10.	Civil Court Practice	4
Total		23

Semester VI

No.	Course	Credit
1.	Interviewing, Counseling, and Negotiation	3
2.	Criminal Court Practice	4
3.	Internship (I/II)	2
4.	Elective Course 1	3
5.	Elective Course 2	3
6.	Elective Course 3	3
Total		18

Semester VII

No.	Course	Credit
1.	Legal Research	4
2.	Elective Course 4	3
3.	Elective Course 5	3
4.	Elective Course 6	3
Total		13

Semester VIII

No.	Course	Credit
1.	Community Service (<i>Kuliah Kerja Nyata/KKN</i>)	3
Total		3

D. COURSE DESCRIPTION**i. Compulsory Courses****1) Indonesian Values and Ideology (HKUI1116; 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**i. Islam (UNUI1001; 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.

ii. Catholicism (UNUI1002; 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.

iii. Christianity/Protestantism (UNUI1003; 2 credits)

In this course students are taught to more fully understand Protestantism. 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 perspectives of Christianity. In this course the students are also taught about the relationship between the church and the state.

iv. Hinduism (UNUI1004; 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.

v. Buddhism (UNUI1005; 2 credits)

This course studies the essence of *Saddha* and *Sanghyang Adi Buddha*, through both of which students are expected to be able to understand the moral principles of Buddhism. It covers the understanding on science, technology, and the society, culture and politics in Buddhism. The course also aims to teach students how to live together with others and become a pious person with a noble heart. At the end of the course the students are assigned a paper on a specific topic in the teachings of Buddhism.

vi. Confucianism (UNUI1006; 2 credits)

This course describes the Confucian faith, starting from the ways of worship, the Confucian scripture, the history of the religion, etc. In this course student are taught how to become a wise person or “*Junzi*” and also to study their duties as Confucian followers with respect to their relationship with parents. This course aims at explaining the concept of soul in the Confucian faith, which is that the human soul will live on eternally even though the body is dead.

3) Ethics for the Legal Professions (HKUI1114; 2 credits)

This course introduces a series of case studies into the ethical standards in a variety of legal professions, such as judge, prosecutor, public notary, advocate, legal consultant, etc. It discusses the standard of professional and ethical code of each legal profession and aims at imparting knowledge to the skills and values needed as a future legal professional. Conducted in the Student-Centered Learning (SCL) using the Problem-Based Learning (PBL) method, this course focuses on encouraging analytical thinking of the students, developing the skills to have respectful debates, and generally finding solutions to the problems they will face in real-life legal practice.

4) Community Service (*Kuliah Kerja Nyata/KKN*) (UNU1481; 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. In order 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 the society and to encourage learning in the community they will be a future part of.

5) Introduction to Law (HKUI1111; 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 if 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 and will enable members of the class to highlight the different perspectives, underlying principles and competing interests.

6) Introduction to Indonesian Law (HKUI1112; 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.

7) General Theory of State (HKUI1113; 2 credits)

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

8) Constitutional Law (HKUI1122; 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 are interested in taking up the Constitutional Law concentration.

9) Administrative Law (HKUI1123; 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 introduces the specific areas of administrative law, such as civil servant law, the law on state properties, and the law on state finances.

10) Environmental Law (HKUI1231; 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 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.

11) Natural Resources Law (HKUI1245; 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.

12) Adat Law (HKUI1242; 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 violation of Adat law and the processing of Adat crimes.

13) Civil Law (HKUI1124; 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 essential course in the understanding of further aspects of private law, such as business law, civil procedural law, and even Islamic law in Indonesia.

14) Business Law (HKUI1232; 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.

15) Contract Law (HKUI1241; 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.

16) Criminal Law (HKUI1125; 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 interested in taking up the Criminal Law concentration.

17) International Law (HKUI1121; 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 Organization Law (HKU1353), this course is a prerequisite for students who are interested in taking up the International Law concentration.

18) Islamic Law (HKUI1233; 4 credits)

This course explains Islamic law as an existing legal system applicable 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.

19) Criminal Procedural Law (HKUI1235; 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 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).

20) Oversight of the Administration (HKUI1237; 4 credits)

This is the continuation and specification of Administrative Law (HKU1122). While Administrative Law focuses on the authorities of State 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*).

21) Civil Procedural Law (HKUI1248; 3 Credits)

Similar to 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 society has to 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. In order to take this course, students must have completed Civil Law (HKU1124).

22) Research Methodology (HKU1126; 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 (HKU11355), this course provides the understanding on the process and the procedures in finding 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.

23) Civil Court Practice (HKU11350; 4 Credits)

Along with Criminal Court Practice (HKU11361), this very demanding course provides for the students a full court experience. After completing Civil Procedural Law (HKU11245), 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 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.

24) Criminal Court Practice (HKU11362; 4 credits)

If Civil Court Practice (HKU11471) 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 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.

25) Legal Research (HKUI1471; 4 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 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 Chapter VII of this Handbook.

26) Legal Audit (HKUI1354; 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 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.

27) Accounting for Lawyers (HKUI1115; 2 credits)

In this course students are expected to be able to read, interpret, and evaluate the financial condition of businesses as provided on the financial

reports of companies. Through this ability, it is hoped that law students are able to give advice upon variety of legal questions of decisions which may be taken by business actors. For the law curriculum the accounting course includes all description and explanation of each component in a financial report, the methods of financial reports, and putting an accounting process to work to assist in making legal decisions on a business activity.

28) International Organization Law (HKUI1234; 3 credits)

This is the continuation of International Law (HKUI1121), focusing specifically on the increasingly predominant subject of international law, international organizations. Each State realizes that they cannot fulfill their objectives by working individually. Therefore, States have since times immemorial come together to establish international organization in order to reach their common interests. This alone should illustrate the importance of international organizations in today's world. Additionally, public international organizations such as the UN, EU, NATO, and WTO have long since contributed greatly to working on and solving the problems at a global scale, be it the armed hostilities between disputing countries, nationwide and international monetary problems, or peace-building in delicate territories. Students taking this course are expected to understand the laws and policies of international organizations, specifically the UN, to further deepen their knowledge on how international law is maintained, upheld, and proliferated by a society of nations. This course forms part of the prerequisite for students who are interested in taking up the International Law concentration.

29) Constitution and Legislation (HKUI1236; 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.

30) Special Criminal Law (HKUI1244; 3 Credits)

While Criminal Law (HKUI1125) 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 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.

31) International Economic Law (HKUI1246; 2 credits)

This hybrid course displays the inevitable relation of international law and business law. In order 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.

32) International Environmental Law (HKUI1355; 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.

33) Internship (HKUI1357; 2 credits)

34) Internship II (HKUI1363, 2 credits)

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 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 Chapter III of this Handbook.

35) Land Law (HKUI1351; 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.

36) Labor Law (HKUI1353; 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.

37) International Business Transactions (HKUI1247; 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 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.

38) Tax Law (HKUI1243; 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 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.

39) Interviewing, Counseling, and Negotiation (HKUI1361; 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.

40) Legal Writing (HKUI1356; 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 have the opportunity to practice a number of skills, including interviewing, counseling, and oral argument. Classes will include a series of lectures, workshops, and simulated client representation exercises.

41) Human Rights Law (HKUI1358; 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 definition, addressee of right, holder of human right obligations, etc. A number of substantive rights, such as the right to life and the right to freedom of speech, will also be introduced.

42) Conflict of Laws (HKUI1359; 2 credits)

Unlike International Law (HKUI1121), this course does not talk about one instrument which is applicable to a number of 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.

43) Philosophy of Law (HKUI1352; 2 credits)

Legal education at the undergraduate level is much broader 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.

ii. Elective Courses

a. Business Law

44) Insurance Law (HKUI2001; 3 credits)

The objective of this specialized course is to further elaborate on the legal function of insurance as an institution for transferring risks and its related legal aspects. It focuses on the principles of insurance and the details as to how insurance works, as well as the special characteristic of an insurance agreement.

45) Agreements in the World Trade Organization (HKUI2002; 3 credits)

After an introduction to WTO in International Economic Law (HKUI1242), this concentration course takes students deeper into the WTO legal system by looking at the international agreements annexed under the WTO Agreement. Specific topics under the relevant agreements will be elaborated in class, such as Intellectual Property under TRIPs, trade in services under GATS, measures on the trade of animals and plants under SPS, etc.

46) Capital Market Law (HKUI2003; 3 credits)

This course focuses on violations and crimes in the capital market, the law enforcement mechanism in Indonesia based on capital market regulations, as well as the practice of securities trading in the Indonesian Stock Exchange. The course covers such capital market violations as licensing problem, fraud, market manipulation, insider trading, etc. Students are expected to be very active in this course, as a large component of the final grading consists of discussions, case analyses, and individual papers.

47) Company Law (HKUI2004; 3 credits)

This course is focused on the law on Limited Liability Company (*Perseeroan Terbatas/PT*). The principles, theories and legal practices related to Limited Liability Company in modern business will be given in class along with case studies. This course also includes other headings, such as the understanding of 'piercing the corporate veil', fiduciary duty, ultra vires, the business judgment rule, and good corporate governance.

48) Banking Law (HKUI2005; 3 credits)

This course offers an overview of banking industry, definition and characteristics of the banking institution, the products and sources of funding of banking institution, types of bank, general principles, customer protection, and the governmental institutions related with banking institution, such as the Central Bank (Bank Indonesia) and the Deposit Guarantee Agency (*Lembaga Penjamin Simpanan/LPS*).

49) Competition Law (HKUI2006; 3 credits)

This course provides an introduction to the regulatory framework of the Indonesian competition law and economics, particularly based on Law No. 5 of 1999. It will also include selected readings on important cases in both the EU and US to show how competition law has evolved. The course will introduce the students to simple economics of competition and overviews the concerns of competition laws in general. It then turns to discuss what competition laws are, how they relate to policies of governments and how they are enforced. The main issues covered by competition laws that the course will tackle include: price fixing and other illegal horizontal agreements, vertical agreements, ways to prove the existence of cartels, and the rules governing mergers and acquisitions.

b. Constitutional Law

50) Comparative Constitutional Law (HKUI2101; 3 credits)

This course mainly covers the concepts in the Amended Constitution 1945 in a comparative perspective, e.g unitary and federal state; Constitutional State (*rechstaats*) and the rule of law; a comparison into the Western and Asian understanding on the rule of law (formal and substantive); system of government and types of presidentialism; type of parliament; judicial independence; constitutional guarantees of democracy; constitutional limits on the government and constitutional adjudication. It also compares the Indonesian Constitution since 1945 until the four amendments at the present day, presidential constitution, parliamentary constitutions, unitary constitutions, and the constitutions of other 'welfare state' countries.

51) Executive-Legislative Relations (HKUI2102; 3 credits)

This course discusses patterns of executive-legislature relations reflected in the systems of government. The discussion will include the functions of parliament-legislature, such as representation, legislation, budgeting and controlling, in theory and implementation in the Amended Constitution 1945. It will further address the practice of such relations in both national and regional levels.

52) Indonesian Judiciary (HKUI2103; 3 credits)

This course discusses the structure and powers of the Indonesian Judiciary, which consists of a Constitutional Court (*Mahkamah Konstitusi/ MK*) and a Supreme Court (*Mahkamah Agung/MA*). It will discuss in detail the process of recruitment for judicial officers, judicial independence and accountability. The roles of Judicial Commission (*Komisi Yudisial/KY*) and issues related to constitutional adjudication will also be addressed.

53) Local Government Law (HKUI2104; 3 credits)

This course offers the discussion on the organs of local government and issues regarding the recruitment of local officers. In addition, it will also cover issues on distribution of power between the central and local government, regional autonomy, and local regulations.

54) Electoral law (HKUI2105; 3 credits)

This course focuses generally on the relation between law and power, with a specific focus on issues related to political parties and election, such as the formation and functions of political parties and systems of election in

Indonesia. In addition, it will also cover the executive and legislative elections in Indonesia both at the national and regional levels.

55) The Presidency (HKUI2106; 3 credits)

This course studies the power and roles of the president, vice-president, and its ministries as institutions holding executive power. In this subject the students are expected to understand the normative legal concept as well as the practice in Indonesia, where the president serves as both the head of State and the head of government.

c. Criminal Law

56) Law on the Protection of Women and Children (HKUI2301; 3 credits)

This course aims to introduce students to the protection of women and children in Indonesia. It will be discussed with essential theories and principles in criminal law. The course emphasises on feminist jurisprudence and legal theory, domestic violence, as well as the law on trafficking, children's rights, and the juvenile justice system. The materials will cover Indonesian regulations and international principles on women's and children's rights in the criminal justice system.

57) Penitentiary Law (HKUI2302; 3 credits)

The criminal justice system includes the formulation, application, and execution of criminal matters. This course provides comprehensive materials on the execution stage. Penitentiary in the narrow sense is defined as the place for imprisonment. Meanwhile, in the broad sense, it is also defined as the law of the execution of criminal sentences. This course covers the objectives of sentencing, the death penalty, imprisonment, confinement, fines, and some additional punishments. The discussion shall be conducted relating to how sentences are executed and other relevant materials connected to each type of punishments.

58) Criminal Policy (HKUI2303; 3 credits)

Criminal policy is a rational reaction to combating crime. It consists of legislative policy in criminal matters and the circumstances which influence criminal conducts. Students will study the legal norms, structure, and culture in criminal law. In legal norms, the course provides the know-how for the formulation of crime in criminalization, the formulation of punishment in penalization, and legal drafting in criminal law. Students are expected to be

heavily discuss solutions to criminal legal problems in the legislative stage. Furthermore, in legal structure, students are given comprehensive knowledge on the institutions and relevant structures in criminal law. Finally, in legal culture, the course discusses the social environment of criminal law.

59) Criminology and Victimology (HKUI2304; 3 credits)

This course is divided into two parts. While criminology focuses on crimes and criminals, victimology discusses theories and principles pertaining to victims. Criminology consists of theories on how crimes come to exist and are created within the society, as well as how people commit them. Students are expected to provide analysis on particular crimes arising in a society. Victimology will concern theories of why and how a person could fall victim to a crime. This part discusses how to prevent individuals and groups from becoming victims of crime. It includes discussions on victim's rights and the protection of victims who come from vulnerable groups, such as women, children and differently-abled persons.

60) Transnational Crimes (HKUI2305; 3 credits)

In the era of ASEAN Economic Community and globalisation, crimes are transnationally transformed. This course talks about *inter alia* what transnational crimes are, how to deal with them, and the types of transnational polices which have been undertaken. The course also sheds light on several transnational crimes, such as drug offences, human trafficking, terrorism, and environmental crimes. It also discusses the United Nations Convention on Transnational Organised Crime (UNTOC) and the contemporary development of the crimes at present.

61) International Criminal Law (HKUI2206; 3 credits)

The end of World War II has brought about a new international awareness that there are crimes which are so horrendous that they should become the concern of the entire international society. This was followed by the establishment of international criminal tribunals to deal with the alleged perpetrators of these international crimes. **Offered jointly with the Department of International Law**, this course offers an in-depth look into *inter alia* the sui generis substantive international criminal law as well as the procedural law of the international criminal tribunals, which include the International Criminal Court as the permanent court, the *ad hoc* international tribunals like ICTY and ICTR, as well as the hybrid courts on the national level.

d. International Law

62) International Human Rights Law (HKUI2201; 3 credits)

Following the introductory course Human Rights Law (HKUI1358), this concentration course continues with the discourse into legal instruments on the protection of human rights at the international level. The United Nations Human Rights Treaty System will be introduced, along with the monitoring functions of the treaty bodies, and then the regional human rights instruments, from the European Convention of Human Rights to the African Convention on the Human and Peoples' Rights, will be explained with the studies of cases in the regional human rights courts.

63) Law of Treaties (HKUI2202; 3 credits)

Treaties are primary sources of international law. Students in the International Law concentration therefore need to understand the international legal system governing treaties. This course covers the basic definition of treaty, the process of treaty-making, reservation by a State to a treaty, principles in the application of treaties, rule of treaty interpretations, and conditions in which a treaty becomes invalid. Students are graded based on their performances in written examinations, individual or group papers, class presentation, and discussions.

64) Law of the Sea (HKUI2203; 3 credits)

This course concerns the branch of public international law concerned with the public order at sea. A centerpiece of the discussion will revolve around the United Nations Convention on the Law of the Sea (UNCLOS) 1982. The Convention, described as a “constitution for the oceans,” represents an attempt to codify international law regarding territorial waters, sea-lanes, and ocean resources. By the early 21st century the convention had been ratified by more than 150 countries. Students are expected to understand the general theories and concepts of Law of the Sea, as well as analyze and point out relevant and current cases of law of the sea. The course will include lectures and simulated cases presentation/discussion.

65) International Dispute Settlement (HKUI2204; 3 credits)

In their interaction with one another, States will inevitably face a dispute. In the spirit of the Charter of the United Nations, war as a means of dispute settlement is prohibited. This leaves States with only peaceful methods of dispute resolution. This course covers a wide range of such methods, from the non-judicial negotiation, conciliation, mediation, good offices, and inquiry,

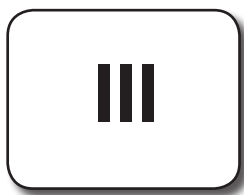
to the semi- and judicial methods like public law arbitration and settlement through the International Court of Justice.

66) Diplomatic Law (HKUI2205; 3 credits)

In international law the discourse of diplomatic relations dates back to ancient times. This branch of international law consists of mostly centuries-old customary rules which are still relevant for usage in today's international relations. The class will focus on the principles of diplomatic relations, theories on the bestowal of diplomatic privileges, the scope of diplomatic immunity and inviolability, and discussions on landmark cases.

67) International Criminal Law (HKUI2206; 3 credits)

Supra no. 61).



STUDY PROCESS

A. TERM OF STUDY

The degree *Sarjana Hukum* (S.H. or Bachelor of Laws/LL.B.) may only be awarded upon the completion by a student of minimum 146 (one hundred and forty six) credits, which regularly may be pursued in eight semesters to 10 semesters at the maximum.

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 SIA SIMASTER. Each student can log onto the Portal using their Single Sign On (SSO) account. 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;
- 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

Each student will be assigned a Faculty member as an Academic Supervisor. The academic tutorial aims to help a student in planning and finishing their study on time and accordingly. Therefore, you are entitled to seek advice to your supervisor. The academic tutorial will be conducted at least two times per semester with the Academic Supervisor.

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 morning to 16:40 in the afternoon, except for videoconference 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.

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.

Most classes will be delivered in the classical Socratic method, where lecturers will provide most of the materials for the students. However, a number of 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. In order to be eligible to sit in an examination, a student must first fulfill a general minimum of 80% attendance in class.

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.

F. ASSESSMENT (GRADING CRITERIA)

Grades in the Faculty of Law UGM are formulated as follow;

Grade	Numerical Grade
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 grading components are as follows:^{1*}

1. Class participations, analytical skills : 20%
on a discussion subject
2. Assignment : 20%
3. Written exams (mid-term and final exam) : 60 %
- Total : 100%

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 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.

¹ * Components and the weight thereof may vary

H. 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;
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.

Students who wish to undertake a compulsory Internship must meet the following requirements:

1. Completion of a minimum of 55 credits (for Internship I) or 91 credits (for Internship II) with 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; and
2. Having been registered as an active student in the related semester when the Internship is held.

Further information can be seen at website: iup.law.ugm.ac.id

I. AREAS OF CONCENTRATION

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:

1. Completion of a minimum of 90 credits;
2. 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
3. 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.
4. Completion with minimum grade B of the related prerequisite courses:
 - a. Business Law:
 - 1) Business Law (HKUI1233); and
 - 2) International Business Transaction (HKUI1243).
 - b. Constitutional Law:
 - 1) Constitutional Law (HKUI1113); and
 - 2) Constitution and Legislation (HKUI1236).

- c. Criminal Law:
 - 1) Criminal Law (HKUI1125); and
 - 2) Special Criminal Law (HKUI1244).
- d. International Law:
 - 1) International Law (HKUI1121); and
 - 2) International Organization Law (HKUI1353).

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. 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.

K. GRADUATION

A student who has completed a minimum of 146 credits and 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. Please contact the Faculty's Academic Affairs for more detail. For more detail of Graduation Ceremony Application. Please see also page 90.

L. ACADEMIC RULES

1. General Academic Rules

- (1) All students shall obey the General Academic Rules of IUP FH UGM as follows:
 - 1. All students shall fulfill all assignments and attend a minimum of 80% from the total meetings in class. 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.
 - 2. 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:

- a. Exclusion of the student from the course;
- b. 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.

- 3. Each student must commit to the meetings and examinations of all courses in which he or she is registered in the Study Plan (KRS).
 - 4. 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.
 - 5. 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.
 - 6. Students who are late for more than 15 minutes shall not be admitted into class for any reason.
 - 7. Smoking is prohibited in all designated areas at campus, and eating in class is prohibited.
 - 8. Mobile phones are generally prohibited in class and during examination.
 - 9. 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 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.
- 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 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.
- 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.
 - 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 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 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.

IV

INTERNATIONAL EXPOSURE

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:

1. **The crossing of international borders; and/or**
2. **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 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
6. International **Competition**

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 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 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.

A. 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.

1. Duration:

Unless special circumstances apply, students of IUP FH UGM shall 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:

- a. Erasmus University Rotterdam, The Netherlands;
- b. University of Utrecht, The Netherlands;
- c. University of Groningen, The Netherlands;
- d. University of Adelaide, Australia;
- e. Charles Darwin University, Australia;
- f. University of Toulouse 1 Capitole, France;
- g. SciencesPo Institut d'Etudes Politiques Paris, France;
- h. Leiden University, the Netherlands;
- i. Shanghai Jiaotong University, China; and
- j. University of South Carolina, United States;

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

- a. Proof of registration as a student at IUP FH UGM;
- b. Completion of a minimum of 87 credits;
- c. Proof of proficiency in the English language, as indicated by a minimum TOEFL score of 550; and
- d. 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:
 - 1) Curriculum Vitae;
 - 2) A copy of valid passport;
 - 3) A copy of Transcript of Academic Records;
 - 4) At least one Recommendation Letter from the home university;
 - 5) Copy of English Language Test score;
 - 6) Passport size photographs;
 - 7) Letter of Financial Support or Sponsor;
 - 8) 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.

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

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

B.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:

- a. Proof of registration as a student at IUP FH UGM;
- b. Completion of a minimum of 80 (eighty) credits at UGM;
- c. Proof of proficiency in the English language as indicated by a minimum TOEFL score of 550;
- d. A minimum cumulative GPA of 3.25; and

- e. 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:
 - 1) Curriculum Vitae;
 - 2) Copy of student card;
 - 3) Study plan (KRS) of the current semester;
 - 4) Academic transcript with minimum GPA 3.25 signed by Head of Academic and Student Affairs;
 - 5) Copy of TOEFL score with minimum 550 or IELTS with minimum score 6.5;
 - 6) Motivation letter;
 - 7) Confidential reference form (to be written by a lecturer and send directly via email to iup.fh@ugm.ac.id);
 - 8) 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.
 - 9) Copy of passport;
 - 10) Two identical photographs (3.5 cm x 4.5 cm); and
 - 11) 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.

B.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.

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:

- a. Proof of registration as a student at IUP FH UGM;
- b. Completion of two semesters at IUP with minimum credits of 41 credits;
- c. 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);
- d. A minimum cumulative GPA of 3.25; and
- e. 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:
 - 1) Curriculum Vitae;
 - 2) Copy of student card;
 - 3) Study plan (KRS) of the current semester;
 - 4) Academic transcript with minimum GPA 3.25 signed by Head of Academic and Student Affairs;
 - 5) Copy of TOEFL score with minimum 550 or IELTS with minimum score 6.5;
 - 6) Motivation letter;
 - 7) Confidential reference form (to be written by a lecturer and send directly via email to iup.fh@ugm.ac.id);
 - 8) 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.
 - 9) Copy of passport;
 - 10) Two identical photographs (3.5 cm x 4.5 cm); and
 - 11) 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.

C. INTERNATIONAL SHORT COURSES

C. 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, 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 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**.

C. 2. Procedure for International Short Courses

1. Fill out the International Exposure Proposal Form as completely as possible. Put down all the information you have about the event, competition, or journal you are interested in.
2. 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.
3. 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”.
4. 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.
5. 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 decision on your proposal has been taken.
6. 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.
7. 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**.
8. 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:
 - a. **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**.
 - b. **Certificate of Complete Participation** or a like document which certifies your **active, full, and uninterrupted participation** in the Short Course.

9. 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.

D. INTERNATIONAL CONFERENCES

D. 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 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 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.

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 always 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 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.

D. 2. Procedure for International Conferences

1. Please refer to the steps described in Section C.2.1-5.
2. 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.
3. If you are enrolled in a Concentration Area, the subject covered in your proposed Conference must be of clear relevance to your Concentration Area.
4. 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.
5. 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.
6. 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:
 - a. **Arrival Receipt Form** (available at the Undergraduate Program), signed and stamped by an authorised member of the Conference Committee upon your arrival at the Conference venue.
 - b. **Certificate as Speaker** or like documents which certify your Speaker in the Conference.
7. 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.
8. 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.

9. 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 acceptance or invitation to the Conference. You shall keep the Secretariat of the Undergraduate Program posted of this acceptance status.
10. 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.
11. 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.
12. 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.

E. INTERNATIONAL PUBLICATION

E.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 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 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.

E. 2. Procedure for International Publication

1. Please refer to the steps described in Section C.2.1-5.
2. 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.
3. 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.
4. 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.
5. 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.
6. The specification of your paper is subject to the requirements of the target Publication.
7. 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.
8. Your Assessment Component will be the paper you are submitting to your target Publication. Your International Exposure shall be considered

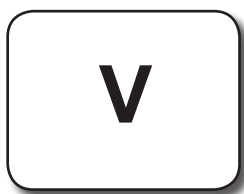
complete once you have received CONFIRMATION OF PUBLICATION from the Editor or its equivalent of the target Publication.

9. 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.
10. 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 your International Exposure. This decision will be sent to your e-mail address as provided in the International Exposure Proposal Form.
11. 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.

F. 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.



PROFILE OF LECTURERS

Unlike in the Regular Undergraduate Program, at the IUP students will be taught not only by lecturers from within the Faculty of Law, but also by those from a wide range of institutions outside the University. This is one of the many advantages of studying at the IUP. Classes will regularly be taught by in-house Faculty members, professors from universities around the world, practicing lawyers from prominent law firms, and figureheads of government institutions. The Faculty of Law currently has around 100 lecturers with specialization in almost all areas of law, and most of them are active lecturers for the IUP.

Since this year the Faculty is developing its infrastructure, Lecturers' offices of the Faculty of Law are located on the second to seven floor of Building A, it is strongly encouraged that students make an appointment via e-mail beforehand to secure a meeting time with the lecturer.

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VI

LEGAL RESEARCH (BACHELOR THESIS)

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.

A. FORMAT – LEGAL RESEARCH PROPOSAL

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

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.

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.

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.

B. 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 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.

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 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.

I. 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).

II. 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.

III. 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.

IV. 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.

V. 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.

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.

9. 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.

10. Appendix/Attachments (if any)

C. Technicalities

Paper

- a. A4 (quarto) paper (21.5 x 29.7), weighing at least 70 grams per piece.
- 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. 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 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.
- 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.
 - a. *Ibid*, from Latin *ibidem*, is used for quotation which was taken from same source as the footnote directly before it.
 - b. *Op. Cit.*, from Latin *opere citato*, is used to refer to a source which has been quoted before, but:
 - i. It has been interrupted by another source in the footnote order; and
 - ii. The reference is made to a different page of the interrupted source.

- c. *Loc. Cit.*, from Latin *loco citato*, is used to refer to a source which has been mentioned before, but:
 - i. It has been interrupted by another source in the footnote order; and
 - ii. The reference is made to the same page of the interrupted source.
- d. 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.*

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 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].

D. Legal Research Proposal Seminar

After a Legal Research Proposal has been submitted and personally approved by the Legal Research Supervisor, the student must undergo a 60-minute seminar in which they shall present the proposed research in front of a board of examiners and an audience of minimum 10 members, which may come from the student body or the Faculty. The aim of this method is to disseminate all student research projects and ensure all proposals are getting objectively criticized.

At the Seminar, all examiners and audience members may –and are encouraged to– ask questions, clarifications, or give comments and criticism, regarding the proposed Legal Research. The examinee must take into account all such questions, clarifications, comments, criticism, etc. given at the Seminar in drafting their Legal Research.

In order to be assigned a Seminar date, a student needs to submit the following documents to the IUP Secretariat, upon express approval by the Legal Research Supervisor:

1. A completed application form, signed by the Legal Research Supervisor;
2. A copy of the Legal Research Consultation Card, signed by the Legal Research Supervisor;
3. Study Plan (KRS) of the current semester;
4. Two hard copies of the approved Legal Research Proposal, each signed by the Legal Research Supervisor;
5. A copy of receipt of the most recent tuition fee payment.

E. Defense of the Legal Research

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 IUP 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. Only upon successful completion of the Defense will the student be entitled for attainment of the degree *Sarjana Hukum*/Bachelor of Laws.

In order to be assigned a Defense date, a student needs to submit the following documents to the IUP Secretariat, upon express approval by the Legal Research Supervisor:

1. Transcript of Academic Record, as signed by the Head for Academic and Students Affairs Office;
2. A completed application form, signed by the Legal Research Supervisor;

3. A copy of Student Card;
4. Two pieces of recent passport photographs sized 3x4;
5. Legal Research Consultation Record, signed by the Legal Research Supervisor;
6. Study Plan (KRS) of the current semester;
7. Three hard copies of the approved draft of the Legal Research, signed by the Legal Research Supervisor;
8. A copy of receipt of the most recent tuition fee payment; and
9. Any other requirement which may be set by the respective Department.
Please consult your Department regularly!

General Rules

1. 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.
2. The Defense shall be held verbally before a board of three examiners in one sitting.
3. The duration of a Defense shall not generally exceed one hour.

On the day of the Defense:

1. Only the following documents are admissible into the examination room:
 - a. Student ID and a hard copy thereof;
 - b. Printout of the latest Transcript of Academic Records;
 - c. His or her own copy of the Legal Research; and
 - d. Pen or pencil or highlighter.
2. The outfit for the Defense shall be as follows:
 - a. Men: white long-sleeve dress shirt, black necktie, black trousers, dress shoes; or
 - b. Women: white long-sleeve dress shirt, black necktie, black skirt, dress shoes.

VII

APPENDIX

A. 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

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

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

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.

Yogyakarta, DDMMYYYY

Stamp
 Rp.6000

(Signature)

Name
 Student Number

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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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.

***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, pengenaan tindakan-tindakan tersebut tidak dapat diberikan justifikasi hukum berdasarkan klausul pengecualiaan atas dasar keamanan.

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

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⁴ Dosen Departemen Hukum Dagang, Fakultas Hukum Universitas Gadjah Mada.

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B. STANDARD OPERATING PROCEDURE: CHOOSING AN AREA OF CONCENTRATION

Upon fulfillment of all requirements:

1. Student submits the designated application form provided at the IUP Secretariat. An official Transcript of Academic Records signed by the Head of the International Undergraduate Program must be attached.
2. IUP Academic Affairs verifies the applicant's eligibility for the chosen area of concentration.
3. Following positive verification, Academic inputs applicant's data on the Portal Akademik.
4. IUP will not publicly issue any announcement with respect to student application.
5. **IMPORTANT:** Student independently consults the respective Departments and fulfills any other requirements which they may set. This may include the uploading of documents, submission of additional documents, interview, etc.

C. STANDARD OPERATING PROCEDURE: UNDERTAKING LEGAL RESEARCH

Upon fulfillment of all requirements:

1. Student submits the designated application form provided at the IUP Secretariat. The following documents must be attached:
 - a. An official Transcript of Academic Records signed by the Head of the International Undergraduate Program.
 - b. Three headings for the proposed topic(s), each topic shall ideally be accompanied by a 500-word Outline. A Legal Research Outline has the same components as a Legal Research Proposal, except the contents under each component are briefer.
2. IUP verifies the applicant's eligibility for Legal Research;
3. Upon positive verification, documents are submitted to the relevant Department, the Chairperson of which shall then appoint for the student a Legal Research Supervisor. Please note that for special circumstances a student who is submitting Legal Research Application to Department of Constitutional Law, she may be assigned a Legal Research supervisor from other Department within Public Law Department namely Department of Administrative Law, Department of Agrarian Law, Department of Environmental Law and Department of Tax Law

4. It is relevant to the students that there is an ongoing restructurisation for concentration offered by Department of Constitutional Law. The students may take topic for bachelor thesis not only on the issue on constitutional law, but also on the issue of other public laws, such as administrative law, agrarian law, environmental law, and tax law. please feel free to consult to the secretariat for further information.
5. IUP will not publicly issue any announcement with respect to student application.

D. SUPERVISION OF LEGAL RESEARCH

Following the appointment of a Legal Research Supervisor:

1. Student immediately contacts the Supervisor in person with three research titles/topics complete with outlines.
2. Supervisor determines one topic for drafting of the Legal Research based on the following considerations:
 - a. Feasibility of the research proposed;
 - b. Relevance of the topic
 - i. With the area of study
 - ii. For the development of Indonesia.
3. Following the determination of topic, student proceeds to draft the Proposal of Legal Research. Frequent supervision and discussion with the Supervisor is required during the drafting;
4. Once completed, the Proposal shall be approved by the Legal Research Supervisor;
5. Student submits two authentic hard copies of the Proposal, one to the relevant Department and one to the IUP secretariat. Only following such submissions that the supervision of the Legal Research may officially begin.
6. Each supervisory session shall be recorded in a written form, provided at the IUP Secretariat, signed by the Supervisor.

E. STANDARD OPERATING PROCEDURE : APPLICATION FOR GRADUATION CEREMONY

Graduation ceremony (*wisuda*) for Undergraduate Study Program in UGM is conducted on February, May, August and November. For a student who wants to join graduation ceremony (*wisuda*) shall follow the procedure and submit the completed documents by the date of 20th a month before graduation ceremony (*wisuda*) for the latest.

Procedure to apply graduation ceremony (wisuda):

- Register online at <http://ugm.id/fhwisuda> (log in by using SSO). Please bear in mind that a student shall have been registered in Yudisium before.
- Register online wisuda at <https://simaster.ugm.ac.id>. If a student finds that his or her name does not in the list, please see the academic secretariat to consult.
- When a student is inputting data online, s/he shall upload the latest official photograph.

Documents to be submitted at secretariat:

1. Doff black and white Photograph: 3 cm x 4cm= 10 pieces and 4cm x 6 cm = 3 pieces;
2. Original Student Card and its copy = 2 pieces;
3. Legalized Diploma copy of High School = 2 pieces;
4. Card of Accept Test;
5. Blue-Colored folio-sized folder = 3 pieces;
6. Valid receipt of the latest tuition fee;
7. Legal Research Consultation Record signed by supervisor;
8. Title of Legal Research both in Bahasa Indonesia and in English signed by supervisor; and
9. Submit all documents at the date of 20th before the period of graduation ceremony (*wisuda*) for the latest;

F. USING ELISA

The e-learning system of Universitas Gadjah Mada (eLisa) is an innovative means to enable distance learning. eLisa bridges the possible distance between a lecturer and his or her students. In eLisa the lecturers may post the materials of today's lecture for the students to download, upload for the students an assignment due the next week, etc.

Interactive features have been provided on the eLisa site at <http://elisa.ugm.ac.id>, including the application procedure, the study communities, available materials for the courses, and a discussion forum. Please consult the eLisa website for more information.



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