

Guidance for IUP students concerning on internship conducted during the pandemic of Covid 19

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First revised version released 08 August 2020 (see green colour below)

Second revised version released 03 September 2020 (see blue colour below)

Pandemic of Covid 19 has been with us for almost half year, and it has affected many things in our life, including the students' plan on conducting internship.

In previous semester, IUP took an accommodative policy, allowing the student to conduct internship (fieldwork) besides providing various mechanisms to replace this obligation. Nonetheless, in this (odd) semester 2020/2021, IUP discontinue allowing the student to conduct fieldwork internship due to three considerations: (i) it is at the beginning of the semester, so that all or at least most of the students have not submitted their internship proposal to any office; (ii) the pandemic situation has been getting worse and it is too risky for IUP to allow the students for taking fieldwork; (iii) circular letter from Rector has explicitly mentioned to replace the internship and/or fieldwork obligation by taking course.

Therefore, IUP calls the student to pick one of the following options to replace his/her internship obligation. One of these options is "a replacement course offered by IUP, regular program, or another study program under the University". This option is also in line with the concept of "Merdeka Belajar" called by Ministry of Education and Culture.

Alternative A – participate in any (on line) positive activities to curb Covid 19

The student may substitute his/her internship obligation by becoming an online volunteer to curb with pandemic Covid-19, the activities may or may not be tightly related to law as long as the student may get the insight on team work. The activity can be, but may not be limited to, website maintenance, fund raising, social media campaigner, etc. Please see the following for getting the ideas: <https://kawalcovid19.id>; <http://covid19.gamabox.id>; <https://gamabox.id/sonjo/>. Please note that the above is a non-exhaustive list, the students may participate in other activities offered by other websites.

Besides, IUP notices that DPKM UGM has issued a policy where becoming a Covid volunteer can substitute the obligation of community service (KKN) (<https://simpan.ugm.ac.id/s/kWaaUvwioEd4S01#pdfviewer>). Some students have asked whether this activity can substitute for **both** KKN and internship obligations? IUP regards this is permissible as long as each student can fulfil (and provide the evidence) minimum working hours for **both** KKN and internship. IUP has adjusted the minimum working hours for internship as indicated by green colour which can be found at the end of this guidance.

The student who choose "alternative A" shall still prepare an internship report. The form of the report will be the same with the ordinary one. However, the student is allowed to claim any non-legal ethics, non-legal knowledge and non-legal skills as their achievement in his/her internship activity. Besides, the acknowledgement or clearance letter from the host institution can be conducted through

electronic means (digital signature, digital stamp; but please attach sufficient convincing evidences to the IUP secretariat).

Alternative B – take a replacement course

1. A student may take a replacement course from: (a) any optional course offered by the IUP (any concentration course beyond a student's concentration); (b) any course offered by regular program of bachelor of law, focusing on the skills (*PLKH alternatif*); or (c) any course offered by other bachelor study programs - either IUP or regular - from outside the Faculty of Law but under UGM.
2. Taking a replacement course offered by our faculty is rather simple. To take optional course offered by IUP, you may choose on the Simaster, an elective course beyond the student concentration (NB. please ensure that you have passed the minimum credit/SKS in doing so; there is no requirement pertaining to the minimum grade); **OR**, if you wish to take a replacement course from regular program, then you may pick any course under *PLKH alternatif*. By saying this, you shall not choose "internship" on the Simaster, but the name of the desired course.
3. Taking a replacement course offered by another faculty is also possible, but it may need a longer procedure. To apply, a student should check which course that s/he wishes to take [in here](#). The student shall ensure that s/he is eligible to take the course (it is offered to the law students or to any student from any faculty, it is permitted under certain minimum SKS requirements, and so forth). Afterwards, the student shall report and [register \(online\)](#) her/himself to the academic office at the faculty of law; our faculty will coordinate the matter to our faculty partner. It is relevant to underline that our partner may set maximum limit of the external students who wish to take their courses. If this situation applies whereas the applicants are exceeding the seats, then the academic office will determine this by "first come first served" basis. "Come" in this phrase refers to online registration as previously mentioned.
4. A student, may take the replacement course with the weight of credit more than the weight of credit for internship. However, the student shall consider this carefully, because IUP cannot loosen the maximum course that each student has. Hence, let say, a student has an ordinary academic performance on the previous semester and, as a consequence, he is only allowed to take maximum 20 credits this semester. Therefore, the substitution/replacement course shall be included under those 20 credits.
5. After a student accomplishes the course and obtains his/her score, the student shall report to the IUP secretariat and the secretariat will convert the name of the course and the credit to be "internship I/II" with the credit of 2 SKS. No conversion will be conducted pertaining to the score. Hence, imagine that there is an IUP student take a replacement course titled "Sosiologi Energi" offered by the Faculty of Political Science. It is "3 SKS", and s/he obtains a score "A/B". It then will be converted to our system as "internship I/II", "2 SKS" with the score "A/B"

Alternative C

Besides the above, the student may also find alternative by conducting online internship. Perhaps this website can be a good alternative, but this is a non-exhaustive list, <https://www.virtualinternships.com/how-it-works/>. Unfortunately, as it is explained in the bottom of that page, the applicant shall pay some fee.

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Working hours (for alternative A and C) and internship academic supervisor

Realising the citizen, economic and government activities have been slowing down due to pandemic, IUP has determined to adjust the working hours which shall be accomplished by the intern/student, **from 180 hours to 90 hours**. Nonetheless, if the students can exceed that minimum hours, then please do so; as it may provide good experiences for the students. Please note, this statement is intended for those who take alternative A and C. It is also relevant to underline that each intern/student (under these two alternatives will obtain an academic supervisor, and the student may discuss with the supervisor about his/her activities. Again, this also indicates the urgency to separately register yourself at the online form provided by the secretariat.

Please check the update of IUP policy regularly at <http://iup.law.ugm.ac.id> under the section of "download and recent updates". Stay alert and stay safe; our thoughts are with you.

Warmest regards,

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