

1. Key-In RAS

Key-In RAS is inputting study plan or Academic Semester Plan (RAS) directly from Unisys website (unisys.uui.ac.id). Students are obliged to do Key-In RAS based on the academic schedule before the semester starts. Key-In RAS is required to be done by all students even though they are at the free course or doing thesis until they graduate.

Students at the first and the second semester do not need to do Key-In RAS. It is because of the school applied the courses package.

Students who want to take a course in the next semester, should make consultation to their supervisor (*Dosen Pembimbing Akademik/DPA*). During the consultation, students could consult their academic plan for the next semester and/or discuss about their academic problems. Each consultation should be recorded through the specific form provided by the faculty. The form and the consultation guideline are available at the Faculty website (www.law.uui.ac.id).

To do the Key-In RAS, students are required to submit their consultation form and paid the first installment fees for odd semester and second installment fees for even semester.

Here is the brief procedure in doing Key-In RAS. First, students must log-in into the Unisys website (unisys.uui.ac.id) with their Unisys account. Second, they should click the “Key-In RAS” menu located at the right of the browser. Third, they will see the courses index in alphabetical order. They could look for the name of the subject that they want to take in the next semester by clicking the first letter of the name of the subject. For example, if they want to take “International Law”, then they must click the word of “i” (see the picture below).



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Once the students finished in inputting their subjects, then they could see all of the subjects taken in the next semester by simply clicking the menu of “Isian RAS”. To finalize the Key-In RAS process, they must click the menu of “Cetak RAS” and click “OK/Submit”. In this part, students are not able to revise their Key-In RAS after clicking the “OK/Submit” button. Please be remember that students are taking the subjects no more than 24 credits for each semester. List of the courses, its prerequisites, and the amount of the credit could be read at the Chapter II (Courses) of this book.

2. Course System

In holding course system, the Faculty of Law provides general regulations that should be obeyed by both students and lecturers as follows:

- a. Duration for Lecturing Program
 - 1) Two credits subject must be formally administered once a week in 100 minutes for a meeting in the classroom.
 - 2) A three-credit subject should be given twice a week in the class in 150 minutes: 100 minutes for the first session and 50 minutes for another meeting.
 - 3) A four-credit subject should be given twice a week 100 minutes for each session.
 - 4) For Legal Practice Subjects (*Mata Kuliah Kemahiran Hukum*), each meeting would be held around 3 to 4 hours per meeting.
- b. Total Meeting.

The meeting should be performed in this table:

Credits	Scheduled Meeting*)
2 Credits	16 times
3 Credits	23 times
4 Credits	30 times

*Included Middle -Semester Exam and Final Examination

Based on the Rector Regulation Number 33/REK/20/DA/XII/2011 on the Undergraduate Students Attendance, for students have not achieve 75% of the total scheduled meetings, cannot be able to undertake Final Exam and Remedial Exam.

- c. Class Attendance

Students should attend the course given by a lecturer, and it is obligatory for students to achieve 75 % of the total scheduled meetings.

The lectures may provide make up class for their absence. Such make up class shall be informed to the students and the academic staff.

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3. Examination and Final Score

Examination is a scheduled academic activity which is carried out to measure the success of teaching and learning process, whether or not students have understood the given teaching materials and how effective the teaching and learning process is. In addition, it is necessary for lecturer to classify students into several groups according to their capability based on the examination result.

a. Types of Examination

1) Mid-semester Examination

It is a scheduled academic activity administered in the middle of the semester. Mid-semester Examination will be held in writing and scheduled in every semester.

2) Final Examination

It is a form of test administered after all semester materials have been taught to student for semester. Final examination score be avowed in numbers. Remedial Examination

3) Remedial Examination

It is held after the final examination which allows students to take after getting their final exam score. Students who are not satisfied with their score can take this test.

b. Examination tie and Question form

The duration of mid-term exam and final exam are adjusted according to the number of credits for the course. Subject with 2 credits is 60-75 Minutes; Subject with 3 and 4 credits is between 75 to 90 minutes. The Faculty does not hold make-up exams both for Mid-term exam and Final exam, except for students who conduct Hajj or carry out specific tasks assigned by the Dean or Rector. A make-up exam is held by the lecturer after obtaining a recommendation from the Head of the Study Program.

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c. Final Score

Final Score is the average score from all studies component. Final score be avowed in numbers with the qualifications as follows:

Mark	Score
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

Mark	Score
C	2.00
C-	1.75
C/D	1.50
D+	1.25
D	1.00
E	0
F	{ } (Empty)

- 1) "F" Mark with zero score { } will be given to students who do not fulfill the all of scoring components.
- 2) Students who do not take part in the final exam because they do not meet the attendance requirements, are still entitled to get a score in accordance with the score obtained from other scoring components.
- 3) Conversion of numerical scoring into final letter-shaped scoring is governed by the following conditions:

Numerical score	Letter score
80.00 - 100	A
77.50 - 79.99	A-
75.00 - 77.49	A/B
72.50 - 74.99	B+
70.00 - 72.49	B
67.50 - 69.99	B-
65.00 - 67.49	B/C

Numerical score	Letter score
62.50 - 64.99	C+
60.00 - 62.49	C
55.00 - 54.99	C-
50.00 - 54.99	C/D
45.00 - 49.99	D+
40.00 - 44.99	D
<40.00	E

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d. Progress Reports

The academic progress of students in the Faculty of Law is determined by the student obtaining a satisfactory grade point average (GPA). GPA is the level of the student's learning success for course having been taken and indicated through a number taken to the second decimal. GPA is divided into two categories: Semester GPA (*IPK Semester*) and Cumulative GPA (*IPK Kumulatif*).

1) Semester Grade Point Average (SGPA)

Semester grade point average is a figure referring to the average academic achievement by a student in one semester. The calculation of SGPA is described as follow.

$$\text{SGPA} = \frac{(\text{the number of SCPs passed in one semester}) \times (\text{value weight})}{\text{The number of SPCs taken in the semester}}$$

2) Cumulative Grade Point Average (CGPA)

Cumulative grade point average is a figure referring to the student's average academic accomplishment in all taken semesters, with the formula:

$$\text{CGPA} = \frac{(\text{cumulative SCPs}) \times (\text{value weight})}{\text{Cumulative SCPs}}$$

The students' progress in teaching and learning process shall periodically be reported to both students and their parents. The students' examinations' results will be mailed to the parents, to give information about their children' study progress as a form of faculty accountability to society who need faculty educational service.

Student can arrange the credits every semester that decided by their achievement of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) from previous semester. System (generated by Unisys) will calculating the available amount of credits that should be taken for students for each semester. Further information about the calculation system, please contact the division of academic officer.

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e. Complaints of the Final Score

1) Complaints Purpose

The faculty policy to facilitate the final score complaint by students is based on the following thoughts:

- a) As a form of academic service to ensure satisfaction in the assessment of student learning outcomes.
- b) As a faculty instrument to prevent the possibility of abuse of lecturer authority in the assessment of student learning in a course.
- c) As a form of application of the principles of educating, valid, objective, fair, integrated, open, comprehensive and sustainable, systematic, reference criteria, and accountable in the assessment of student learning.

2) Complaints General Guideline

Score complaints by students that are regulated in this Academic Guide can only be made at the Final score issued by the lecturers. Complaints on Mid Semester Examination (UTS) scores or the score of assignments given by subject lecturers can be done directly by student to the lecturer. Score complaints can only be submitted by students in the current semester based on the academic calendar.

3) The complaints procedure

To actualize orderliness, smoothness, and satisfaction of students in filing a complaint on the score, the following procedures for complaints are arranged:

- a) Handling student complaints against the Final score of a course is coordinated by the Academic Division officer.
- b) The Academic Division serves the complaints of students by providing a Test score Complaint Form.
- c) The service for taking the form is no later than seven working days from the end of the Semester Final Examination.
- d) Furthermore, the value complaint form is filled out completely by students to be submitted to the lecturer in the subject in question.
- e) The results of the score complaint can be:
 - (1) fixed score, if it turns out there is no mistake in the assessment process carried out by the lecturer;
 - (2) the score changes up, if it turns out to be correct and there is a mistake in the assessment process by the lecturer in accordance with the final calculation of the test score and after paying attention and processing the score component complained.
 - (3) The results of the value complaint as set forth in letter e above are then filled in by the lecturer on the form that is carried by the student and signed by the lecturer concerned.
 - (4) The lecturer then submits the form to request approval from the Head of Study Program. If there is a change in score, then it must be completed with a reason for changing the score and enclosing the document of the student's job being complained of.
 - (5) Head of Study Program can confirm to the lecturer concerned to ascertain the change of score in question. Changes of score that have been approved by Head of Study Program are then announced through the Unisys system.
 - (6) The period of validation of the change in score is no later than three days after the receipt of the score complaint form.
 - (7) In the event that the change of score document cannot be submitted by the lecturer, the lecturer can submit information about the change of score to the Head of Study Program via SMS, telephone, email, fax, and other media. The lecturer is still obliged to submit the score document up to seven working days after the information on the change in score is submitted.

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4. The Coursework Completion Status (*Tutup Teori*)

The coursework completion is the whole result of study evaluation of students which satisfies the academic requirements whereby intentionally the students do not need to retake any course and therefore will be a closure for their access to such retaking.

Academic requirements to apply for coursework completion status are below:

- a. Having passed all compulsory courses as well as elective courses except thesis (4 credits) so that the students have completed at least 143 credits with the composition is following categories:
 - 1) Passed mandatory courses 135 credits; and
 - 2) Passed elective courses 8 credits including elective courses related the study concentration, legal skills, and elective courses related Islamic law.
- b. The minimum GPA of the students shall be 2.75.
- c. No "E" and "F" mark in all subjects.
- d. Passed 60 Participation Credit Units (SKP) as applicable regulations and passed with a minimum B score for student class of 2018-2019. While students of the previous class have passed BTAQ, LKID, and PNDI with a minimum grade of C
- e. Minimum "C" mark for 14 mandatory subjects, as follows:
 - 1) Introduction to Legal Science
 - 2) Introduction to Indonesian Legal System
 - 3) Islamic Belief
 - 4) Private Law
 - 5) Criminal Law
 - 6) Commercial Law
 - 7) Indigenous Law
 - 8) International Law
 - 9) Constitutional Law
 - 10) Agrarian Law
 - 11) Law of Private Procedure
 - 12) Theory of State
 - 13) Law of State Administration
 - 14) Law of Criminal Procedure

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- f. The courses below are required to get a minimum grade of B for student class of 2018/2019 and after:
- 1) Advocacy
 - 2) Contract Drafting
 - 3) Legislative Drafting
 - 4) Practice Investigation and Prosecution
 - 5) Practice of Criminal Court
 - 6) Practice of Civil Court
- g. The university mandatory course below are required to get minimum grade of C:
- 1) Islamic Belief
 - 2) State Ideology
 - 3) Civics
 - 4) Indonesian
 - 5) English
 - 6) Social Services
 - 7) Islam Ulil Albab
 - 8) Islam Rahmatan Lil'alam
 - 9) Islamic Entrepreneurship

Students should complete and sign the form of Coursework Completion Status. Their supervisor (DPA) should also sign in the form and then submit it to the Academic Division office. This form could be downloaded from the Faculty of Law website. Getting the Coursework Completion Status (*Tutup Teori*) is an absolute requirement that must be passed by students before registering to the thesis defense (*pendadaran*).



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5. Thesis / Final Paper

Thesis is a final paper that should be written by students as the requirement to complete the study program and to get the title of Bachelor of Law (*Sarjana Hukum/S.H*). The essence of the thesis writing is holistic, covering all aspects pertaining to the legal science.

a. Types of Final Paper

There are four type of undergraduate final paper that could be taken by students such as: Thesis, Legal Memorandum, and Legal Case Studies. The Faculty of Law provides thesis guideline book that given to students for a free.

b. Requirement

Based on the Dean's Regulation Number 3 of 2016, to register for conducting thesis writing, students are obliged to meet the requirements as follow:

- 1) having 'active' status as a student;
- 2) completed 120 credits;
- 3) GPA 2.50; and
- 4) completed the subject of Method of Legal Research with minimum "C" mark.

c. Procedure

Procedure of taking the thesis could be described as stated as follow:

- 1) In each semester, every student who has fulfilled the requirements to take Thesis, has to perform Key-In RAS by inputting the Thesis;
- 2) Paid Thesis consultation fees at Bukopin Bank located at Tamansiswa campus area;
- 3) Download, print, and fill the form to submit a title of thesis;
- 4) Submit the form to the Academic Division by attaching the prescribed requirements;
- 5) After the student submits the form for submitting thesis title along with its requirements as stated in point d, then the student waits for the decision to determine the title and the Thesis Advisor by the Head of the Study Program / Head of the Department related to the topic / thesis title; and
- 6) After the Thesis title and Thesis Advisor as stated in point e are determined, students will conduct thesis mentorship with their Thesis Advisor.
- 7) When the student's thesis is finished and approved by their supervisor, then they should follow the thesis examination.

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d. Thesis Consultation

Student should actively consult to their supervisor about their writing progress and problems. The consultation could be done via message or social media app as long as there is specific agreement with the supervisor. The total number of consultation meetings should be at least 8 (eight) meetings and must be recorded by the thesis consultation card.

In order to increase the student research quality, the Faculty holds annual thesis methodology training that dedicated for student who deeply want to know about the research process during the writing of their thesis. This event is not an obligation but annually opens for a free.

e. Thesis Proposal Seminar

Student must write a thesis proposal and must be presented at the seminar. Before submitting the proposal, students are required to consult their proposal at least three times. Student should submit the thesis proposal that has approved by the supervisor to Academic Division. If the supervisor is more than one, then the approval must be from all supervisors. The proposal seminar is held within a maximum of 14 working days after the student submits the seminar registration to the Academic Division. Seminar proposal will be held with department which is attended at least 2 (two) lecturers. Proposal seminar examiners are possible to come from other departments that relate to their competence. Examination of thesis proposal includes aspects of substance, writing system, and research methods. In the end of the seminar, examiners shall state their final conclusion whether the thesis proposal is accepted or accepted with minor/major revisions or rejected. In case of the rejected decision, student must write a new thesis proposal.

f. Consultation Period

Consultation is carried out within a different period of 1 semester and shall be recorded by Consultation Card. If during the period of 1 semester, student has not completed the thesis, then the consultation can be extended for 3 months. If within the period of extension, the student has not yet been able to complete the thesis, then the extension must be made with the approval of the content advisor and completed with a statement signed by the student and content advisor that at least contains: development of thesis writing; the capability of the deadline to complete the Thesis for a maximum of 3 months; and the ability to submit a new title if the thesis has not yet completed the deadline. If within the time limit the student cannot complete the thesis, then he must submit a new title.

g. Replacement of Supervisor

Student might to change their supervisor from the same department or another department. Changing content advisor could be done on the basis of specific reasons such as: recommendation from seminar proposal examiners or student could not establish well communication with the content advisor or expiry of extension time. To change the supervisor, student must fill and sign the form as well as follow the procedure under the Academic Division.

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h. Thesis Examination

1) Examination Procedure

a) Student should submit documents as stated as follow:

- 1) 3 (three) copies of thesis that signed originally by the content advisor;
- 2) 1 (one) endorsement page (*halaman pengesahan*);
- 3) 1 (one) copy of minutes of meeting seminar proposal;
- 4) 1 (one) copy of the Coursework Completion Status form which showing the passing grade of all courses (except final thesis) with a total minimum GPA of 2.75;
- 5) 1 (one) copy of legalized CEPT certificate with score minimum 640 or TOEFL ITP certificate with score minimum 550. Students are required to show the original certificate to the Academic Division officer while submitting the documents;
- 6) Thesis Consultation Card which has signed by content advisor and showing that the consultation has been done at least 8 (eight) meetings;
- 7) Thesis examination payment receipt from the appointed Bank;
- 8) 2 (two) copies of high school diploma;
- 9) 2 (two) copies of birth certificate;
- 10) 1 (one) copy of social service (KKN) certificate; and
- 11) 3 (three) photos with size 3x4 and 4 (four) photos with size 4x6. Photo must be current, formal, and follow the university rule.

b) The Dean will issue the Decision regarding the list of examiners and schedule of the thesis examination. The Decision will be issued 7 (seven) days after the thesis examination registration is closed.

2) Thesis Defense

The thesis defense is established based on the schedule as stated in the Dean's decision. Thesis defense is attended by the three examiners or at least two examiners on an assembly. The three examiners consist of the student supervisor, lecturer that his/her competency has relation with the topic of the thesis, and lecturer that experts in Islamic Law. If examiner can't attend for thesis examination, then the defense can be postponed no later than 1 (one) week from the specified schedule date. If after the postponement, the defense is still unable to be held, the Faculty through the Head of the Study Program can appoint another examiner to replace the examiner that unable to attend.

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i. Evaluation

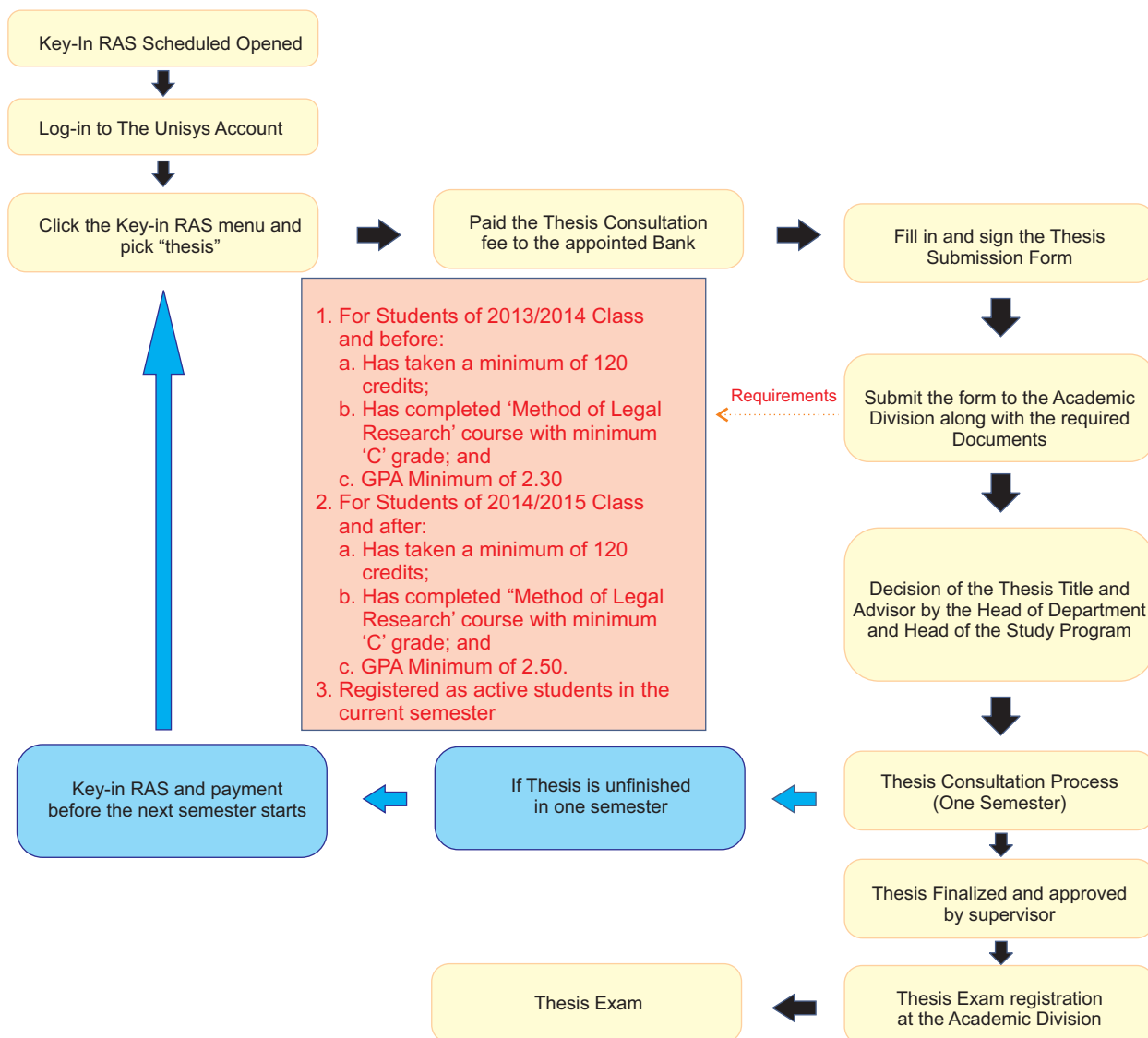
1) Grades

The result of final thesis examination will be calculated into alphabetical grade which is a translation of the average number of grades that the students earned from the examiner. There are 4 (four) aspects to measure the quality of the final thesis such as: the thesis substance, the research method, the ability to understand the correlation between the general principles of law with the substance of the thesis; the Islamic legal aspect of the thesis. Assessment of the exam should be done by the examiner based on the assessment standard of the study program. To pass the program, each student must obtain at least "B" mark from the thesis exam.

2) Revision of Final Thesis

The thesis examiner has the authority to ask the student to revise their thesis after examination. Student shall revise the thesis based on the comments of the thesis examiner. Once the thesis examiner agreed with the revision, they shall provide their signature in the student's final thesis

To make easy to understand about the thesis submission process, please read the following flowchart:



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6. Study Evaluation

International program, Faculty of Law, Universitas Islam Indonesia evaluate the students regularly. There are five (5) types of study evaluation:

- a. Final Semester Evaluation
This evaluation aims to review the academic progress of student in every semester. In this evaluation, the first-year students who get GPA less than 2.00 can be identifies as Drop Out (DO) students. They will be warned by the Faculty.
- b. Study Evaluation for the First Year
This evaluation aims to review the academic progress of student whether the student is active or not in the first year. New students who have already registered and paid the first installment, but afterwards they are inactive for two semester, they can be identified as Passing Out (PO) Students.
- c. Middle Study Evaluation (The First to Four Semester Evaluation)
This evaluation is for students who have already take four (4) semester (the second year). If the student cannot reach at least 30 credits with minimum GPA 2.00, they can be identified as Drop Out (DO) and will be warned by the Faculty.
- d. Non-Active Limit Evaluation (Leave study without Rector Permission)
Students whose status are inactive (leave study without Rector permission) for four semesters successively are not allowed to continue their study.
- e. Final Study Evaluation
This is an evaluation for students who have reached the maximum time to study (fourteen semesters). The basis for determining whether Drop Out (DO) should be conducted or not are explained below:
 - 1) Students of 2012 are given time to finish their study until 2018/2019 academic year.
 - 2) Students of 2013 are given time to finish their study until 2019/2020 academic year.
 - 3) Students of 2014 are given time to finish their study until 2020/2021 academic year.
 - 4) Students of 2015 are given time to finish their study until 2021/2022 academic year.
 - 5) Students of 2016 are given time to finish their study until 2022/2023 academic year.
 - 6) Students of 2017 are given time to finish their study until 2023/2024 academic year.
 - 7) Students of 2017 are given time to finish their study until 2024/2025 academic year.

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7. Students Status and Academic Sanction

- a. Active Student
 - 1) Students get active status when they did “key-in” online via Unisys based on the designated schedule and paid the school fees
 - 2) Students with active statuses have the right to follow all the academic activities
- b. Non-active Student
 - 1) Students get non-active status when they did not undertake “key-in” online via Unisys based on the designated schedule
 - 2) Students with non-active status are still obliged to pay the school fees and could undertake subjects no more than 12 credits
 - 3) The non-active status in a semester does not change the students maximum period of time to study at the school

8. Academic Leave

Students who are on academic leave status are students who are not registered on a particular semester with the permission of the Rector in the form of an academic leave permit. Students who are on academic leave status are exempt from tuition fees and if the student concerned is active again, they can take the credit according to the number of final credits before leave. Students who are on academic leave are not entitled to participate in academic activities. Academic leave is only permitted for students who have actively taken two semesters in the first year. Academic leave is not considered as a student study period. Academic leave is given per semester and the maximum duration is four semesters in a row or not in a row. Application for Academic Leave is submitted according to the schedule in the academic calendar and is done by filling out the form which available at the Faculty signed by the dean by attaching:

- a. 1 (one) copy of Student ID
- b. Letter of Certification of Free Library (by Faculty and Central library)
- c. Cumulative Study Record signed by the DPA and Head of the Study Program
- d. 1 (one) copy of Proof of payment of the last tuition fee installment
- e. Proof of administrative payment for Academic Leave

Extension of Academic Leave shall be made by submitting an application for extension of Academic Leave through the Academic Directorate (at the Rectorate Building) by returning the original Academic Leave License which signed by the Vice Rector I. Students who will be active again after Academic Leave must submit a letter of active application according to the schedule stated in the academic calendar through the Academic Directorate by filling out the form and enclosing the original Academic Leave License which signed by the Vice Rector I.

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9. Suspended Status

Students are given suspension if they violate the rules of student discipline so that they are not entitled to participate in academic activities within a certain period. Students serving a suspension lost his rights as a student and the suspension period is calculated as the period of study.

10. Drop Out (DO)

Students are declared Drop out (DO) status if they do not pass the Middle Term Study Evaluation or Study Period Deadline Evaluation. Students are declared DO in the middle of the study period if within four semesters do not meet the minimum number of credits and GPA. Students are declared as DO at the end of the study period if they cannot meet the graduation criteria. Students identified as DO are given a warning by the Study Program and sent to students and/or their parents. Warning of DO in the middle of the study period is given to students who have taken 3 semesters. The first warning of DO at the end of the study period is given to students who have taken 12 semesters. The second warning of DO at the end of the study period is given to students who have taken 13 semesters. Students who do not pass the middle evaluation of the study period and final evaluation of the study period are proposed by the Dean with the approval of the Faculty Senate to the Rector to be declared as DO. The Rector issued a Decree for students affected by the DO policy.

11. Passing Out (PO)

Students are declared to have stopped their study or Passing Out (PO) if the student is non-active or resigns or declares to move to another school or died. The Rector issues a Decree for students affected by PO.

a. Non-Active

Students are declared PO because they are non-active if they are not active without the Rector's permission for four consecutive semesters, or new students who have done the final registration and paid the first installment, then are not active for two semesters in the first year. After getting input from the Head of the Study Program at the end of the semester about students who meet the criteria for PO, the Dean with the approval of the Faculty Senate proposed a list of names of PO students to the Rector to be declared as PO Students.

b. Move or Resign

Students who resign or move to other school should submit a request to the Rector through the Academic Directorate (at the Rectorate Building) by completing the resignation application form or the transfer that has been approved by the Dean accompanied by the original Student Card and the latest payment proof.

c. Pass Away

Parents or guardians of students who died to give notice to the Dean then reported to the Rector through the Directorate of Academic.

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12. Graduating

Students have passed the undergraduate program if they meet the following graduation requirements:

- Passed the required credits and passed the CEPT/TOEFL score;
- Passed the requirements of thesis examination;
- Passed thesis examination with a minimum grade of B;
- Minimum GPA 2,75;
- Doing the administrative requirements;
- Published a scientific paper related with the thesis based on the UII law;

The Head of the Study Program reports students who have fulfilled the requirements to graduate to the Dean to submit their graduation approval to the Rector. The Rector issues a diploma for students who have graduated. A student with the diploma is declared to have the right to use the degree of *Sarjana Hukum* (S.H.).

Graduation Achievement Index as the basis for determining the graduation predicate is determined as follows:

GPB	Predicate
2,75	= Graduated with Good predicate
2,76 – 2,99	= Graduated with Very Good predicate
3,00 – 3,50	= Graduated with Distinguish predicate
3,51 – 4,00	= Graduated with honor (Cumlaude)

Graduation with honors (*Cumlaude*) is only apply for students with a maximum study period of five years and does not apply to transfer students or students moving from other school.

13. Academic Punishment

Students who commit disciplinary violations are subjected to sanctions in accordance with applicable regulations (University Regulation No. 460 / SK-Rek / Rek / X / 2001 concerning UII's Student Disciplinary and Faculty Regulation No. 1 year 2000 on Student Dress Disciplinary as attached).

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