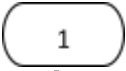
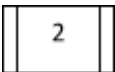
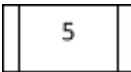
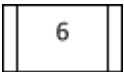
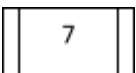
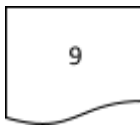
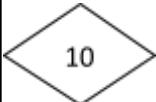


 UNIVERSITAS PEMBANGUNAN NASIONAL “VETERAN JAKARTA”	POB number	UPNVJ/POB/FH-TU/037
	Manufacture Date	January 5 , 2022
	Revision Date	-
	Effective date	
FACULTY OF LAW	Endorsed by	Dean
		Dr. Abdul Halim, M.Ag
THAT PART	POB title	COURSE CONVERSION OF STUDENT EXCHANGE PROGRAM

LEGAL BASIS : 1. Constitution Republic of Indonesia Number 20 of 2003 concerning National Education System 2. Constitution Republic of Indonesia Number 12 of 2012 concerning Higher Education. 3. Regulation Government of the Republic of Indonesia No.4 of 2014 concerning administration of higher education and management college high . 4. Regulation of the Minister of Research , Technology and Higher Education Number 44 of 2015 concerning Higher Education National Standards .	EXECUTOR QUALIFICATIONS: 1. Understand conversion guidelines exchange program materials student 2. Understand duties and responsibility 3. Understand procedure Exchange and Exchange Program Conversions Student
LINKAGES :	EQUIPMENT/ EQUIPMENT :
WARNING : If POB is not implemented , so exists potency service quality No fulfilled	

FLOW/FLOW CHART OF COURSE EXCHANGE PROGRAM SUBJECT CONVERSION

NO.	ACTIVITY	EXECUTOR					DOCUMENT	TIME
		Student	mentor Academic	MBKM	Head of study program	Head of study program		
1	Student choose eye Exchange Program courses Student							
2	Approval of Courses by the Advisor Academic							1 day
3	Delivery eye selected course _ to part academic and student affairs							1 day
4	Agreement eye studying to Study Program							1 day
5	Conversion Team Meeting , Head of Study Program , PA and MBKM Coordinator							1 day
6	KRS input by students							1 day
7	Implementation lectures							1 day
8	Delivery results grades by students						KHS from PT Purpose	
9	Agreement Head of study program							1 day
10	Value Input						KHS	1 day

