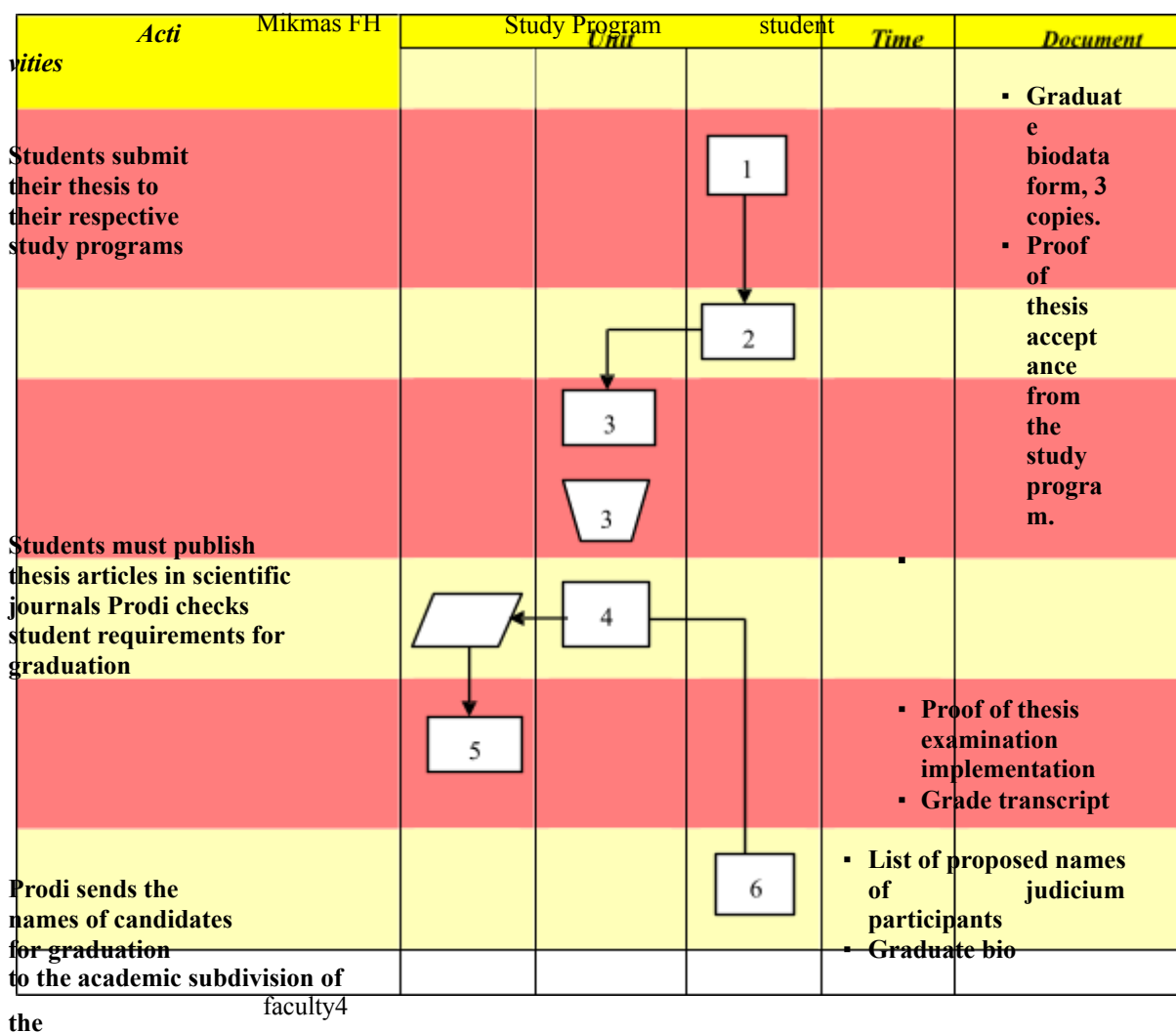


 UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" JAKARTA	SOP Number	UPNVJ/POB/FH-TU/031
	Date of Manufacture	March 20, 2018
	Revision Date	-
	Effective Date	March 21, 2018
FACULTY OF LAW	Endorsed By	Dean
		DWI DESI YAYI TARINA, SH, MH.
ADMINISTRATIVE DEPARTMENT	Title of SOP	JUDICIUM PROCESS

LEGAL BASIS: 1. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System 2. Law of the Republic of Indonesia Number 12 of 2003 concerning Higher Education 3. Government Regulation No. 4 of 2014 on the organization of higher education and management of higher education institutions. 4. Regulation of the Minister of Research, Technology and Higher Education number 44 of 2015 concerning National Higher Education Standards. 5. Rector Regulation of UPN "Veteran" Jakarta number: 015 Year 2017 About Academic Regulations.	QUALIFICATIONS OF IMPLEMENTERS: 1. Understand the judicium process 2. provide guidance on the requirements and stages that must be passed by graduates
RELATED: 1. SOP Thesis Examination 2. Thesis Examination SOP	EQUIPMENT/EQUIPMENT: 1. Computers connected to Puskom 2. Printer 3. Internet Network
WARNING: This process must be completed within 6 days	RECORDING AND DATA COLLECTION: 1. Judicium can be followed if the student has completed the final project which has been signed by the authorized official and submitted to the study program. 2. The judiciary participants have completed all administration related to the study program, faculty, and, university. 3. The graduation ceremony is held by the faculty at a certain scheduled time.

JUDICIAL ROUTE



Faculty academic subdivision processes academic transcripts

GRADUATION CEREMONY

*The parties involved in the judicial are the faculty leader, the head of the study program and the students who are judged.

Description:

1. Students submit their thesis to their respective study programs
2. Students must publish thesis articles in scientific journals
3. The study program checks the student's requirements for graduation
4. The study program sends the names of candidates for the judicium to the academic subdivision of the faculty
5. Faculty academic subdivision processes academic administration