		POB number	**UPNVJ/POB/FH-TU/022**
		Manufacture Date	**8 March 2018**
	UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" JAKARTA	Revision date	-
		Effective Date	**9 March 2018**
	FACULTY OF LAW	Endorsed by	Dean
			DWI DESI YAYI TARINA, SH, MH.
THAT PART		Title SOP	**RPS PREPARATION**

LEGAL BASIS :	EXECUTOR QUALIFICATIONS:
1. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System	1. Understand guidelines and instructions regarding workflow in preparing RPS within the Faculty of Law UPN "Veteran" Jakarta
2. Law of the Republic of Indonesia Number 12 of 2003 concerning Higher Education	2. Understand DUTIES AND REPONSIBILITIES
3. P ruleRepublic of Indonesia Government No. 4 of 2014 concerning the implementation of higher education and the management of higher education institutions.	3. Understand RPS (STUDY PLAN) preparation procedure
4. Regulation of the Minister of Research, Technology and Higher Education number 44 of 2015 concerning National Higher Education Standards.	
LINKAGES :	EQUIPMENT GEAR: 1. LCD 2. Laptops 3. Room 4. Whiteboard 5. Tables and chairs
WARNING: Implementation of RPS preparation as a workflow guide in preparing Semester Lecture Plans (RPS)	RECORDING AND DATA COLLECTION:

DIAGRAMRPS PREPARATION FLOW

NO	ACTIVITY	EXECUTOR		TIME	OUTPUT
		1	2		
1	Assignto the course coordinator to develop lesson plans for each subject group	Wadek I	Coordinating Lecturer	1 day	
2	Examine the descriptions of the courses in the KBK cluster	MK Coordinating Lecturer		3 days	
3	Develop SLP which contains: Courses, codes, MK clusters, STUDY PLAN Developer Lecturers, MK Cluster Coordinators, Learning Outcomes, Assessment Rubric, Libraries	Lecturer		14 days	DraftsRPS
4	Reviewing the RPS draft that has been prepared as evaluation material	Serum Lecturer		3 days	
5	Perfect the end results STUDY PLAN	Lecturer		2 days	RPS
6	Deliver STUDY PLAN to study programs and faculties before lectures begin	Lecturer	Head of Study Program	1 day	RPS
7	DeliverRPS to students at the beginning of lectures	Lecturer		1 day	RPS

Workflow

wadekl	Lecturer MK Coordinator	Power Educator	Teacher Serum	Head of Study Program	AcademicAnd Student Affairs

Start

Develop RPS on clumpMK → study DescriptionMK → CompileRPS → review drafts RPS

Perfect the Final Result

AcceptRPS before lectures → Archive And Distribute to MHS

Accept CopyRPS

Finished