UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN JAKARTA	SOP number	**UPNVJ/POB/FH-TU/036**
	Manufacture Date	**January 5, 2022**
	Revision Date	-
	Effective date	
FACULTY OF LAW	Endorsed by	Dean **Dr. Abdul Halim, M.Ag**
THAT PART	SOP title	CONVERSION OF SKS Independent Learning Independent Campus

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 2012 concerning Higher Education. 3. Republic of Indonesia Government Regulation No. 4 of 2014 concerning the implementation of higher education and the 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.	EXECUTOR QUALIFICATIONS: 1. Understand the conversion of student exchange program courses 2. Understanding duties 3. The converted MBKM are: a. Spare Components b. Apprenticeship c. Teaching Assistant d. Research/Research e. Humanity Project f. Entrepreneurial Activities g. Independent Study/Project h. Building Villages / Thematic Real Work Classes
LINKAGES :	EQUIPMENT GEAR :
WARNING : If POB is not implemented, then the potential for quality service is not fulfilled	

FLOW/FLOW CHART OF INDEPENDENT CAMPUS LEARNING SKS CONVERSION

NO.	ACTIVITY	EXECUTOR					DOCUMENT	TIME
		Student	Academic Advisor	MBK Coordinator	Conversion Team	Head of study program		
1	Submission of the MBKM program to Academic Advisors	1						1 day
2	Approval of MBKM Implementation by the Academic Advisor		2					1 day
3	Notification to the MBKM Coordinator			3				1 day
4	Conversion Team Meeting, Head of Study Program, PA and MBKM Coordinator				4			1 day
5	Determination of Courses in Conversion					5		1 day