



**Universitas Negeri Surabaya  
Faculty of Social and Legal Sciences,  
Bachelor of Laws Study Program**

Document Code

**SEMESTER LEARNING PLAN**

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Civil Procedure Law	7420104023	Compulsory Study Program Subjects	T=4	P=0	ECTS=6.36	5	July 17, 2024
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator	
	Budi Hermono, S.H., M.H. ; Tamsil, S.H., M.H. ; Astrid Amidiaputri Hasyati, SH., M.Kn.		Budi Hermono, S.H., M.H.			Vita Mahardhika, S.H., M.H.	

Learning model	Case Studies																																																			
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																																			
	Program Objectives (PO)																																																			
	<table border="1"> <tr> <td>PO - 1</td> <td>After studying this course, students are able to understand the laws that must be carried out in enforcing material civil law through litigation/court and the judicial process, so that students have the knowledge of how to submit rights claims, how to examine, decide and implement decisions. Lectures are carried out with lectures, case study analysis, presentations and discussions.</td> </tr> </table>	PO - 1	After studying this course, students are able to understand the laws that must be carried out in enforcing material civil law through litigation/court and the judicial process, so that students have the knowledge of how to submit rights claims, how to examine, decide and implement decisions. Lectures are carried out with lectures, case study analysis, presentations and discussions.																																																	
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PO Matrix at the end of each learning stage (Sub-PO)	<table border="1" style="margin-left: 40px;"> <tr> <td rowspan="2" style="width: 50px; text-align: center;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">4</td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">6</td> <td style="width: 20px; text-align: center;">7</td> <td style="width: 20px; text-align: center;">8</td> <td style="width: 20px; text-align: center;">9</td> <td style="width: 20px; text-align: center;">10</td> <td style="width: 20px; text-align: center;">11</td> <td style="width: 20px; text-align: center;">12</td> <td style="width: 20px; text-align: center;">13</td> <td style="width: 20px; text-align: center;">14</td> <td style="width: 20px; text-align: center;">15</td> <td style="width: 20px; text-align: center;">16</td> </tr> <tr> <td style="text-align: center;">PO-1</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PO-1																	
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**Short Course Description** This is a course that provides an understanding of the law that must be carried out in enforcing material civil law through litigation/court and the judicial process, so that students have the knowledge of how to submit rights claims, how to examine, decide and implement decisions. Lectures are carried out with lectures, case study analysis, presentations and discussions.

References	<b>Main :</b>	
		<ol style="list-style-type: none"> <li>1. Bambang Sugeng dan Suyajadi, Pengantar Hukum Acara Perdata dan contoh dokumen litigasi, kencana prenatal media grup, Jakarta, 2012</li> <li>2. Burgelijk Wetbook (Kitab Undang-Undang Hukum Perdata)</li> <li>3. HIR</li> </ol>
	<b>Supporters:</b>	

**Supporting lecturer** Tamsil, S.H., M.H.  
Budi Hermono, S.H., M.H.  
Astrid Amidiaputri Hasyati, SH., M.Kn.

Week-	Final abilities of each learning stage (Sub-PO)	Evaluation		Help Learning, Learning methods, Student Assignments, [ Estimated time]		Learning materials [ References ]	Assessment Weight (%)
		Indicator	Criteria & Form	Offline ( offline )	Online ( online )		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

1	understand and explain the scope of civil procedural law understand and explain and prepare a special power of attorney	Able to explain the scope of Haper. Able to prepare a special power of attorney and register a lawsuit	<p><b>Criteria:</b></p> <ol style="list-style-type: none"> <li>1.Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor</li> <li>2.It's good if you can answer all the questions correctly</li> <li>3.It is enough if you are able to answer most of the questions correctly</li> <li>4.Less if you are able to answer a small number of questions correctly</li> </ol> <p><b>Form of Assessment :</b> Participatory Activities</p>	Lectures, discussions, questions and answers 4 X 50		<p><b>Material:</b> understand and explain the scope of civil procedural law understand and explain and prepare a special power of attorney <b>Reference:</b> <i>Bambang Sugeng and Suyajadi, Introduction to Civil Procedure Law and examples of litigation documents, Kencana Prenada Media Group, Jakarta, 2012</i></p>	5%
2	understand and explain the scope of civil procedural law understand and explain and prepare a special power of attorney	Able to explain the scope of Haper. Able to prepare a special power of attorney and register a lawsuit	<p><b>Criteria:</b> Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor</p> <p><b>Form of Assessment :</b> Participatory Activities, Project Results Assessment / Product Assessment</p>	Lectures, discussions, questions and answers 4 X 50		<p><b>Material:</b> understand and explain the scope of civil procedural law understand and explain and prepare a special power of attorney <b>Reference:</b> <i>Bambang Sugeng and Suyajadi, Introduction to Civil Procedure Law and examples of litigation documents, Kencana Prenada Media Group, Jakarta, 2012</i></p>	5%
3	understand and explain and prepare a special power of attorney understand and explain special events	Able to prepare a special power of attorney and register a lawsuit. Able to explain special events in the cellphone	<p><b>Criteria:</b> Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Lectures, discussions, questions and answers 4 X 50		<p><b>Material:</b> understand and explain and prepare a special power of attorney understand and explain about special events <b>Reference:</b> <i>Bambang Sugeng and Suyajadi, Introduction to Civil Procedure Law and examples of litigation documents, Kencana Prenada Media Group, Jakarta, 2012</i></p>	5%

4	understand and explain and prepare a special power of attorney	Able to draw up a special power of attorney and register a lawsuit	<p><b>Criteria:</b> Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor</p> <p><b>Form of Assessment :</b> Project Results Assessment / Product Assessment</p>	Lectures, discussions, questions and answers 4 X 50		<p><b>Material:</b> understanding and explaining and drafting a special power of attorney</p> <p><b>Reference:</b> <i>Bambang Sugeng and Suyajadi, Introduction to Civil Procedure Law and examples of litigation documents, Kencana Prenada Media Group, Jakarta, 2012</i></p>	5%
5	understand and compile and utilize science and technology in lawsuit letters, van dading deeds, replicas and duplicas	Able to prepare civil lawsuit letters, van dading deeds, answers, replicas and duplicates	<p><b>Criteria:</b> Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Lectures, discussions, questions and answers 4 X 50		<p><b>Material:</b> understanding and compiling and utilizing science and technology in lawsuit letters, van dading deeds, replicas and duplicates.</p> <p><b>Reference:</b> <i>Bambang Sugeng and Suyajadi, Introduction to Civil Procedure Law and examples of litigation documents, Kencana Prenada Media Group, Jakarta, 2012</i></p>	5%
6	understand and compile and utilize science and technology in lawsuit letters, van dading deeds, replicas and duplicas	Able to prepare civil lawsuit letters, van dading deeds, answers, replicas and duplicates	<p><b>Criteria:</b> Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Lectures, discussions, questions and answers 4 X 50		<p><b>Material:</b> Able to prepare civil suit letters, van dading deeds, answers, replicas and duplicates</p> <p><b>References:</b> <i>Bambang Sugeng and Suyajadi, Introduction to Civil Procedure Law and examples of litigation documents, Kencana Prenada Media Group, Jakarta, 2012</i></p>	5%

7	understand the examination at the initial trial understand and compile and utilize science and technology in lawsuit letters, van dading deeds, replicas and duplicates	Able to prepare civil lawsuit letters, van dading deeds, answers, replicas and duplicates	<p><b>Criteria:</b> Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Lectures, discussions, questions and answers 4 X 50		<p><b>Material:</b> understanding the examination at the initial trial, understanding and compiling and utilizing science and technology in lawsuit letters, van dading deeds, replicas and duplicates.</p> <p><b>Reference:</b> <i>Bambang Sugeng and Suyajadi, Introduction to Civil Procedure Law and examples of litigation documents, Kencana Prenada Media Group, Jakarta, 2012</i></p>	5%
8	UTS	UTS	<p><b>Criteria:</b> UTS</p> <p><b>Form of Assessment :</b> Participatory Activities, Tests</p>	UTS 4 X 50		<p><b>Material:</b> UTS <b>Library:</b></p>	15%
9	understand and explain and utilize science and technology in carrying out proof	Able to explain and understand the meaning of principles and types of evidence	<p><b>Criteria:</b> Rubric: Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done</p> <p><b>Form of Assessment :</b> Participatory Activities, Project Results Assessment / Product Assessment</p>	lecture, question and answer 4 X 50		<p><b>Material:</b> understanding and explaining and utilizing science and technology in carrying out evidence.</p> <p><b>Reference:</b> <i>Bambang Sugeng and Suyajadi, Introduction to Civil Procedure Law and examples of litigation documents, Kencana Prenada Media Group, Jakarta, 2012</i></p>	5%
10	Understand and implement collateral confiscation	Able to understand the various types of confiscations in the cellphone series	<p><b>Criteria:</b> Rubric: Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	lecture, discussion 4 X 50		<p><b>Material:</b> Understanding and implementing collateral confiscation</p> <p><b>Reference:</b> <i>Bambang Sugeng and Suyajadi, Introduction to Civil Procedure Law and examples of litigation documents, Kencana Prenada Media Group, Jakarta, 2012</i></p>	5%

11	understand and explain the judge's decision	Able to prepare judge's decisions in civil cases	<p><b>Criteria:</b> Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	lecture, question and answer 4 X 50		<p><b>Material:</b> understanding and explaining the judge's decision.</p> <p><b>Reference:</b> <i>Bambang Sugeng and Suyajadi, Introduction to Civil Procedure Law and examples of litigation documents, Kencana Prenada Media Group, Jakarta, 2012</i></p>	5%
12	understand and explain legal remedies against decisions	Able to understand the legal remedies that can be taken	<p><b>Criteria:</b> Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	lecture, discussion, question and answer 4 X 50		<p><b>Material:</b> understanding and explaining legal remedies against decisions.</p> <p><b>Reference:</b> <i>Bambang Sugeng and Suyajadi, Introduction to Civil Procedure Law and examples of litigation documents, Kencana Prenada Media Group, Jakarta, 2012</i></p>	5%
13	understand and explain legal remedies against decisions	Able to understand the legal remedies that can be taken	<p><b>Criteria:</b> Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	lecture, discussion, question and answer 4 X 50		<p><b>Material:</b> understanding and explaining legal remedies against decisions.</p> <p><b>Reference:</b> <i>Bambang Sugeng and Suyajadi, Introduction to Civil Procedure Law and examples of litigation documents, Kencana Prenada Media Group, Jakarta, 2012</i></p>	5%
14	understand and explain the implementation of the decision	Able to understand the mechanism for implementing decisions	<p><b>Criteria:</b> Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	questions and answers, lectures, discussions 4 X 50		<p><b>Material:</b> understanding and explaining the implementation of decisions</p> <p><b>References:</b> <i>Bambang Sugeng and Suyajadi, Introduction to Civil Procedure Law and examples of litigation documents, Kencana Prenada Media Group, Jakarta, 2012</i></p>	5%

15	understand and explain the implementation of the decision	Able to understand the mechanism for implementing decisions	<p><b>Criteria:</b> Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor</p> <p><b>Form of Assessment :</b> Participatory Activities, Project Results Assessment / Product Assessment</p>	questions and answers, lectures, discussions 4 X 50		<p><b>Material:</b> understanding and explaining the implementation of decisions</p> <p><b>References:</b> <i>Bambang Sugeng and Suyajadi, Introduction to Civil Procedure Law and examples of litigation documents, Kencana Prenada Media Group, Jakarta, 2012</i></p>	5%
16	UAS	1.Good 2.Enough 3.Not enough	<p><b>Criteria:</b> 1.OK, if you can answer all the questions correctly 2.Enough, if you are able to answer most of the questions correctly 3.Less, if you are able to answer a small part of the questions correctly</p> <p><b>Form of Assessment :</b> Participatory Activities, Tests</p>	4 X 50		<p><b>Material: UAS</b> <b>Literature:</b></p>	15%

#### Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	72.5%
2.	Project Results Assessment / Product Assessment	12.5%
3.	Test	15%
		100%

#### Notes

- Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.
- The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
- Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
- Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
- Indicators for assessing** ability in the process and student learning outcomes are specific and measurable statements that identify the ability or performance of student learning outcomes accompanied by evidence.
- Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
- Forms of assessment:** test and non-test.
- Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
- Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.
- Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
- The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
- TM=Face to face, PT=Structured assignments, BM=Independent study.

