			Document Code
(UNESA logo)	**Universitas Negeri Surabaya** **Faculty of Social and Legal Sciences,** **Bachelor of State Administration Study Program**		

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
State Administrative Law	6320103031	Compulsory Study Program Subjects	T=3	P=0	ECTS=4.77	3	January 30, 2024

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
	Dr. Suci Megawati, S.IP.,M.Si.; Trenda Oktariyanda, S.AP., M.AP.; M. Noer Falaq Al Amin, S.IP., M.KP.; Melda Fadiyah Hidayat., S.AP., M.P.A.; Revienda Anita Fitrie, S.I.P., M.P.A.; Neny Ayu Nourmanita, S.Sos., M.P.A.	Dr. Suci Megawati, S.IP.,M.Si	Eva Hany Fanida, S.AP., M.AP.

Learning model	**Project Based Learning**

Program Learning Outcomes (PLO)	**PLO study program that is charged to the course**	
	PLO-9	Master the theoretical concepts of public sector management to realize the values of good governance.
	PLO-11	Contribute to improving the quality of life in society and the state.
	PLO-14	Able to make decisions in solving problems based on the results of information and data analysis.
	Program Objectives (PO)	
	PO - 1	Able to work together and have concern to contribute to various problems that arise related to public administration law in society and in various organizational environments
	PO - 2	Able to master the theoretical concepts of public administration law to realize the values of good governance
	PO - 3	Able to utilize information technology in managing state administrative law in organizations
	PO - 4	Able to formulate alternative solutions to various problems that occur in the field of Indonesian Public Administration Law in various case studies in Indonesia through various innovations
	PLO-PO Matrix	

P.O	PLO-9	PLO-11	PLO-14
PO-1			
PO-2			
PO-3			
PO-4			

PO Matrix at the end of each learning stage (Sub-PO)

P.O	Week															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
PO-1																
PO-2																
PO-3																
PO-4																

Short Course Description	This course provides students with an understanding of the theories and concepts of law and state administration law, the scope of state administration, the relationship between state administration law and constitutional law, the legal position of government, state administration decisions, policy regulations, general principles of good state administration. , law enforcement and legal accountability in Indonesian administrative law. This lecture is carried out using the lecture method, question and answer discussion, and presentation.

References	**Main :**	

1. Latif, Abdul. 2014. Dasar-Dasar Ilmu Hukum Administrasi Negara . Jakarta: Sinar Grafika.
2. Philipus M. Hadjon, dkk. 2010. Hukum Administrasi dan Good Governance . Universitas Trisakti.
3. Prins. W.F. 1950. Incleiding in het Administratief Recht in Indonesia . Jakarta.
4. Ridwan. 2014. Hukum Administrasi Negara . Rajawali Press.
5. Sukardja, H. Ahmad. 2014. Hukum Tata Negara & Hukum Administrasi Negara . Sinar Grafika.
6. Widodo, Hananto. 2012. Modul Hukum Administrasi Negara . Surabaya: Unesa University Press

	Supporters:			

<table>
<tr><td>Supporting lecturer</td><td colspan="4">Dr. Suci Megawati, S.IP., M.Si.
Trenda Aktiva Oktariyanda, S.AP., M.AP.
Neny Ayu Nourmanita, S.Sos., M.P.A.
Melda Fadiyah Hidayat, M.P.A.
M. Noer Falaq Al Amin, SIP., M.KP.
Revienda Anita Fitrie, S.I.P., M.P.A.</td></tr>
</table>

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 meaning of administrative law, administrative law terminology, the basis of administrative law and the relationship between administrative law and other laws	1.Explains the meaning of Administrative Law, Legal terminology, Foundations of Administrative Law. 2.Distinguish and explain the relationship between Administrative Law and other Laws.	**Criteria:** 1.Accuracy in explaining Administrative Law and its terminology. 2.Clarity in distinguishing the relationship between Administrative Law and other Laws. **Form of Assessment** : Participatory Activities	Face-to-Face Lecture Method: Discovery Learning Group Discussion Student Assignment: Discuss the meaning, basis and relationship of Administrative Law 3 X 50	Learning Form: Lecture via vinesa/gc/meet Learning Method Discovery Learning , Group Discussion Student Assignment: Definition, basis and relationship of Law 3 X 50	**Material:** Administrative Law Concepts **Bibliography:** *Latif, Abdul. 2014. Basics of State Administrative Law. Jakarta: Sinar Graphics.* **Material:** Relationship between HAN and Constitutional Law **Reference:** *Latif, Abdul. 2014. Basics of State Administrative Law. Jakarta: Sinar Graphics.*	5%
2	Understand and explain the meaning of administrative law, administrative law terminology, the basis of administrative law and the relationship between administrative law and other laws	1.Explains the meaning of Administrative Law, Legal terminology, Foundations of Administrative Law. 2.Distinguish and explain the relationship between Administrative Law and other Laws.	**Criteria:** 1.Accuracy in explaining Administrative Law and its terminology. 2.Clarity in distinguishing the relationship between Administrative Law and other Laws. **Form of Assessment** : Participatory Activities	Face-to-Face Lecture Method: Discovery Learning Group Discussion Student Assignment: Discuss the meaning, basis and relationship of Administrative Law 3 X 50	Learning Form: Lecture via vinesa/gc/meet Learning Method Discovery Learning , Group Discussion Student Assignment: Definition, basis and relationship of Law 3 X 50	**Material:** Administrative Law Concepts **Bibliography:** *Latif, Abdul. 2014. Basics of State Administrative Law. Jakarta: Sinar Graphics.* **Material:** Relationship between HAN and Constitutional Law **Reference:** *Latif, Abdul. 2014. Basics of State Administrative Law. Jakarta: Sinar Graphics.*	5%
3	Able to understand and explain the concepts and sources of State administrative law	1.Students are able to understand the concept of state administrative law 2.Students are able to identify sources of state administrative law	**Criteria:** 1.Clarity in understanding Administrative Law relationships. 2.Accuracy in explaining the sources of State Administrative Law. **Form of Assessment** : Participatory Activities	Learning Form: Face-to-Face Lecture Method: Discovery Learning, Group Discussion and Presentation Student Assignment: Exploring, identifying 1. Concepts and Sources of Administrative Law 3 X 50	Learning Form: Lecture via vinesa/gc/meet Learning Method Discovery Learning , Group Discussion and Presentation Student Assignment: Exploring to identify the Sources of Concepts and Sources of Administrative Law 3 X 50	**Material:** Concepts and Sources of Administrative Law **Library:** *Ridwan. 2014. State Administrative Law. Rajawali Press.*	5%
4	Able to understand and explain the concepts and sources of State administrative law	1.Students are able to understand the concept of state administrative law 2.Students are able to identify sources of state administrative law	**Criteria:** Analytical Rubric (Non Test) **Form of Assessment** : Project Results Assessment / Product Assessment	Learning Form: Face-to-Face Lecture Method: Discovery Learning, Group Discussion and Presentation Student Assignment: Exploring, identifying 1. Concepts and Sources of Administrative Law 3 X 50	Learning Form: Lecture via vinesa/gc/meet Learning Method Discovery Learning , Group Discussion and Presentation Student Assignment: Exploring to identify the Sources of Concepts and Sources of Administrative Law 3 X 50	**Material:** Concepts and Sources of Administrative Law **Library:** *Ridwan. 2014. State Administrative Law. Rajawali Press.*	5%

5	Able to use the principles of State administrative law and use them to analyze cases of violations of State administrative law	1.Students are able to explore articles and PTUN decisions relating to state administrative law 2.Students are able to explain the contents of the articles searched 3.Students are able to find problems in the articles they search for 4.Students are able to use the results of the researched articles to emphasize the application of the legal principles contained in PTUN decisions	**Criteria:** Holistic Rubric (Non Test) **Form of Assessment** : Project Results Assessment / Product Assessment, Portfolio Assessment	Learning Form: Face-to-Face Lecture Method: Problem Based Learning , Group Discussion Student Assignments: Reviewing articles related to HAN and Assignments, Identifying cases of HAN violations and proving them objectively, critically, systematically based on articles/sources searched as well as 3 X PTUN Decisions 50	Learning Form: Lecture via vinesa/gc/meet Learning Method Problem based Learning, Group Discussion Student Assignments: Reviewing articles related to HAN and Assignments, Identifying cases of HAN violations and proving them objectively, critically, systematically based on articles/sources searched 3 50	**Material:** PTUN Decision **Reader:** *Ridwan. 2014. State Administrative Law. Rajawali Press.* **Material:** PTUN Decision **Reader:** *Sukardja, H. Ahmad. 2014. Constitutional Law & State Administrative Law. Graphic Rays.*	5%
6	Able to use the principles of State administrative law and use them to analyze cases of violations of State administrative law	1.Students are able to explore articles and PTUN decisions relating to state administrative law 2.Students are able to explain the contents of the articles searched 3.Students are able to find problems in the articles they search for 4.Students are able to use the results of the researched articles to emphasize the application of the legal principles contained in PTUN decisions	**Criteria:** Holistic Rubric (Non Test) **Form of Assessment** : Project Results Assessment / Product Assessment	Learning Form: Face-to-Face Lecture Method: Problem Based Learning , Group Discussion Student Assignments: Reviewing articles related to HAN and Assignments, Identifying cases of HAN violations and proving them objectively, critically, systematically based on articles/sources searched as well as 3 X PTUN Decisions 50	Learning Form: Lecture via vinesa/gc/meet Learning Method Problem based Learning, Group Discussion Student Assignments: Reviewing articles related to HAN and Assignments, Identifying cases of HAN violations and proving them objectively, critically, systematically based on articles/sources searched 3 50	**Material:** PTUN Decision **Reader:** *Ridwan. 2014. State Administrative Law. Rajawali Press.* **Material:** PTUN Decision **Reader:** *Sukardja, H. Ahmad. 2014. Constitutional Law & State Administrative Law. Graphic Rays.*	5%
7	Able to use the principles of State administrative law and use them to analyze cases of violations of State administrative law	1.Students are able to explore articles and PTUN decisions relating to state administrative law 2.Students are able to explain the contents of the articles searched 3.Students are able to find problems in the articles they search for 4.Students are able to use the results of the researched articles to emphasize the application of the legal principles contained in PTUN decisions	**Criteria:** Holistic Rubric (Non Test) **Form of Assessment** : Participatory Activities, Project Results Assessment / Product Assessment	Learning Form: Face-to-Face Lecture Method: Problem Based Learning , Group Discussion Student Assignments: Reviewing articles related to HAN and Assignments, Identifying cases of HAN violations and proving them objectively, critically, systematically based on articles/sources searched as well as 3 X PTUN Decisions 50	Learning Form: Lecture via vinesa/gc/meet Learning Method Problem based Learning, Group Discussion Student Assignments: Reviewing articles related to HAN and Assignments, Identifying cases of HAN violations and proving them objectively, critically, systematically based on articles/sources searched 3 50	**Material:** PTUN Decision **Reader:** *Ridwan. 2014. State Administrative Law. Rajawali Press.* **Material:** PTUN Decision **Reader:** *Sukardja, H. Ahmad. 2014. Constitutional Law & State Administrative Law. Graphic Rays.*	5%

8	Midterm Evaluation/Midterm Exam	Criteria: Holistic Rubric Form: Non-Test	**Criteria:** Analytical and Holistic Rubric (Test) **Form of Assessment**: Test	Face to Face Exam 3 X 50	Exam via vinesa/gc/meet 3 X 50	**Material:** Able to answer various questions on material 1-15 **Reference:** *Prins. WF 1950. Incleiding in het Administrative Recht in Indonesia. Jakarta.*	10%
9	Students are able to explain the General Principles of Good Governance (AUPB) of Welfare States	1.1. Students are able to identify the General Principles of Good Governance (AUPB) of Welfare States 2.2. Students are able to explain the General Principles of Good Government (AUPB)	**Criteria:** Holistic Rubric (Non Test) **Form of Assessment**: Project Results Assessment / Product Assessment	Learning Form: Face-to-Face Lecture - Method: Problem Based Learning - Student Assignment: Reading the textbook General Principles of Good Governance (AUPB) Welfare States 3 X 50	Learning Form: Lecture via vinesa/gc/meet Problem Based Learning Student Assignments: Read the textbook General Principles of Good Governance (AUPB) Welfare State 3 X 50	**Material:** General Principles of Good Government (AUPB) Welfare State **Reader:** *Ridwan. 2014. State Administrative Law. Rajawali Press.*	5%
10	Students are able to explain the development of the AUPB paradigm and the legal basis for AUPB	1.Students are able to identify the development of the AUPB paradigm and the legal basis for AUPB 2.Students are able to explain the development of the AUPB paradigm and the legal basis for AUPB	**Criteria:** Criteria: Holistic Rubric Form: Non-Test **Form of Assessment**: Project Results Assessment / Product Assessment	Learning Form: Face-to-Face Lecture Method: Problem-Based Learning Student Assignment: Explain/socialize the development of the AUPB paradigm and the legal basis for AUPB in class and on social media 3 X 50	- Learning form: Lecture via vinesa/gc/meet - Problem based Explaining/socializing the development of the AUPB paradigm and - AUPB legal basis on social media 3 X 50	**Material:** Development of the AUPB paradigm and legal basis for AUPB **Reference:** *Philipus M. Hadjon, et al. 2010. Administrative Law and Good Governance. Trisakti University.* **Material:** Development of the AUPB paradigm and legal basis for AUPB **Reference:** *Widodo, Hananto. 2012. State Administrative Law Module. Surabaya: Unesa University Press*	5%
11	Students are able to explain the development of the AUPB paradigm and the legal basis for AUPB	1.Students are able to identify the development of the AUPB paradigm and the legal basis for AUPB 2.Students are able to explain the development of the AUPB paradigm and the legal basis for AUPB	**Criteria:** Criteria: Holistic Rubric Form: Non-Test **Form of Assessment**: Project Results Assessment / Product Assessment	Learning Form: Face-to-Face Lecture Method: Problem-Based Learning Student Assignment: Explain/socialize the development of the AUPB paradigm and the legal basis for AUPB in class and on social media 3 X 50	- Learning form: Lecture via vinesa/gc/meet - Problem based Explaining/socializing the development of the AUPB paradigm and - AUPB legal basis on social media 3 X 50	**Material:** Development of the AUPB paradigm and legal basis for AUPB **Reference:** *Philipus M. Hadjon, et al. 2010. Administrative Law and Good Governance. Trisakti University.* **Material:** Development of the AUPB paradigm and legal basis for AUPB **Reference:** *Widodo, Hananto. 2012. State Administrative Law Module. Surabaya: Unesa University Press*	5%

12	Students are able to explain the General Principles of Good Governance (Mal-Administration)	1.1. Students are able to explain the General Principles of Good Governance (Mal-Administration) 2.2. Students are able to explain the General Principles of Good Governance (Mal-Administration))	**Criteria:** Analytical Rubric (Non Test) **Form of Assessment** : Project Results Assessment / Product Assessment	Learning Form: Face to Face Lecture - Method: Problem Based Learning - Student Assignment: Explain/socialize General Principles of Good Governance (Maladministration) in class and on social media 3 X 50	Learning Form: Lecture via vinesa/gc/meet - Problem Based Learning Method Student Assignment: Explain/socialize General Principles of Good Governance (Mal-Administration) in class and on social media 3 X 50	**Material:** General Principles of Good Governance Maladministration **Reference:** *Philipus M. Hadjon, et al. 2010. Administrative Law and Good Governance. Trisakti University.*	5%
13	Students are able to explain the General Principles of Good Governance (Mal-Administration)	1.1. Students are able to explain the General Principles of Good Governance (Mal-Administration) 2.2. Students are able to explain the General Principles of Good Governance (Mal-Administration))	**Criteria:** Analytical Rubric (Non Test) **Form of Assessment** : Project Results Assessment / Product Assessment	Learning Form: Face to Face Lecture - Method: Problem Based Learning - Student Assignment: Explain/socialize General Principles of Good Governance (Maladministration) in class and on social media 3 X 50	Learning Form: Lecture via vinesa/gc/meet - Problem Based Learning Method Student Assignment: Explain/socialize General Principles of Good Governance (Mal-Administration) in class and on social media 3 X 50	**Material:** General Principles of Good Governance Maladministration **Reference:** *Philipus M. Hadjon, et al. 2010. Administrative Law and Good Governance. Trisakti University.*	5%
14	Students are able to explain the General Principles of Good Government (Administrative Sanctions)	1. Students are able to explain the General Principles of Good Government (administrative sanctions)	**Criteria:** Analytical rubric (non-test) **Form of Assessment** : Project Results Assessment / Product Assessment	Learning Form: Face-to-Face Lecture - Method: PBL - Student Assignment: Explain/socialize General Principles of Good Government (Administrative Sanctions) in class and on social media 3 X 50	- Learning Form: Lecture via vinesa/gc/meet - PBL Learning Method Student Assignment: Explain/socialize General Principles of Good Governance (administrative sanctions) in class and on social media 3 X 50	**Material:** General Principles of Good Governance (Sanctions-Administration) **Reference:** *Philipus M. Hadjon, et al. 2010. Administrative Law and Good Governance. Trisakti University.* **Material:** General Principles of Good Governance (Sanctions-Administration) **References:** *Widodo, Hananto. 2012. State Administrative Law Module. Surabaya: Unesa University Press*	5%

| 15 | Students are able to explain the General Principles of Good Government (Administrative Sanctions) | 1. Students are able to explain the General Principles of Good Government (administrative sanctions) | **Criteria:** Analytical rubric (non-test)

 Form of Assessment: Project Results Assessment / Product Assessment | Learning Form: Face-to-Face Lecture
 - Method: PBL
 - Student Assignment: Explain/socialize General Principles of Good Government (Administrative Sanctions) in class and on social media
 3 X 50 | - Learning Form: Lecture via vinesa/gc/meet
 - PBL Learning Method Student Assignment: Explain/socialize General Principles of Good Governance (administrative sanctions) in class and on social media
 3 X 50 | **Material:** General Principles of Good Governance (Sanctions-Administration) **Reference:** *Philipus M. Hadjon, et al. 2010. Administrative Law and Good Governance. Trisakti University.*

 Material: General Principles of Good Governance (Sanctions-Administration) **References:** *Widodo, Hananto. 2012. State Administrative Law Module. Surabaya: Unesa University Press* | 5% |
| 16 | Able to answer various material questions 1 - 15 (Final Semester Evaluation / Final Semester Examination (Students are able to understand and explain the material given from meetings 1-15) | Students are able to do the UAS well | **Criteria:** Analytical and Holistic Rubric (Test)

 Form of Assessment: Test | Face to Face Exam 3 X 50 | Exam via vinesa/gc/meet | **Material:** Able to answer various questions on material 1-15 **Reader:** *Latif, Abdul. 2014. Basics of State Administrative Law. Jakarta: Sinar Graphics.* | 20% |

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	17.5%
2.	Project Results Assessment / Product Assessment	50%
3.	Portfolio Assessment	2.5%
4.	Test	30%
		100%

Notes

1. **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.
2. **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.
3. **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.
4. **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.
5. **Indicators for assessing** abilities in the process and student learning outcomes are specific and measurable statements that identify the abilities or performance of student learning outcomes accompanied by evidence.
6. **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.
7. **Forms of assessment:** test and non-test.
8. **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.
9. **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.
10. **Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
11. **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%.
12. TM=Face to face, PT=Structured assignments, BM=Independent study.