



SEMESTER LEARNING PLAN

**BACHELOR OF
LAWS (BL)**

**FACULTY OF
SHARIA AND LAW**







**Islamic State University
Walisongo Semarang**

2025

TABLE OF CONTENTS

COVER	i
TABLE OF CONTENTS	ii
SEMESTER LEARNING PLAN OF RESEARCH METHODS AND LEGAL WRITING	1
A. MODULE HANDBOOK OF RESEARCH METHODS AND LEGAL WRITING	9
1. STRUCTURED ASSIGNMENT:.....	11
2. Structured Task Assessment.....	16
B. Mid-Semester Examination (UTS)	17
1. ASSESSMENT SECTION.....	18
2. ATTACHMENT: STUDENT RESPONSES	19
C. FINAL EXAMINATION ASSESSMENT RUBRIC	20
D. QUESTION VALIDATION SHEET ODD SEMESTER FINAL EXAM 2024/202521	
1. Student Answer Midterm Examination.....	23
2. Final Assessment Midterm Examination	27
E. FINAL ASSESSMENT	29
SEMESTER LEARNING PLAN OF LEGAL CLINIC INTERNSHIP	30
A. MODULE HANDBOOK OF LEGAL CLINIC INTERNSHIP	37
B. GROUP DISCUSSION ASSESSMENT RUBRIC LEGAL CLINIC INTERNSHIP	39
1. Discussion Scores.....	40
C. ATTACHMENT TO THE LEGAL CLINIC INTERNSHIP REPORT.....	41
D. FINAL ASSESSMENT OF CLINICAL LEGAL INTERNSHIP:.....	47
SEMESTER LEARNING PLAN OF PUBLIC LAW AND POLICY	48
A. MODULE HANDBOOK OF PUBLIC LAW AND POLICY	58
B. DISCUSSION ASSESSMENT RUBRIC PUBLIC LAW AND PUBLIC	60
1. Discussion Scores (15%).....	61
C. PRESENTATION ASSESSMENT RUBRIC PUBLIC LAW AND PUBLIC POLICY	62
1. Assessment Result PPT	69
2. Paper Assessment Rubric (20%)	70
3. Paper Assessment	94
D. VISIT REPORT EVALUATION SECTION	95
1. Assessment Report Results	101
E. FINAL ASSESSMENT FOR THE PUBLIC LAW AND POLICY COURSE:	102

SEMESTER LEARNING PLAN OF RESEARCH METHODS AND LEGAL WRITING

	<p>MINISTRY OF RELIGION OF THE REPUBLIC OF INDONESIA STATE ISLAMIC UNIVERSITY OF WALISONGO Faculty of Sharia and Law Law Study Programme Jl. Prof Hamka Campus II UIN Walisongo Semarang, Central Java Indonesia</p>					
FORM SEMESTER LEARNING PLAN (SLP)						
Document No.: PF-RPS- TFT-11006	Revision No.: 001	Pages: 1–4		Date of Issue: 1 August 2025		
Course: Research Methods and Legal Writing	Course Code: PIH-6049	Semester: : V	Credit Hours: 2	Course Type: Compulsory	Prerequisite Courses: • Introduction to Legal Science	Field of Expertise: Legal Research Methodology
Authorisation:	Lecturer  Dr. Novita Dewi Masyithoh, LL.B., LL.M.		Coordinator Course Cluster (RMK) 		Prog   Dr. Novita Dewi Masyithoh, LL.B., LL.M.	
Learning Outcomes	Programme Learning Outcomes (CPL Prodi)	LEGAL SCIENCE				
		Possess an understanding of research theory, research techniques, and procedures for conducting research in the field of law.				
	Course (CP MK)	After completing the Legal Research Methodology course, students will be able to understand and explain the definition and steps/stages/processes of legal research, as well as be able to develop legal research proposals in the form of proposals and theses.				
Course Description	A course that teaches theories of legal research, techniques for conducting legal research, methods used in conducting legal research, and procedures for writing legal research results.					
Bibliography	Primary					

	<ol style="list-style-type: none"> 1. Soetandyo Wignjosoebroto, <i>Law, Concepts and Methods</i>, Malang: Setara Press, 2013. 2. Suteki and Galang Taufani, <i>Legal Research Methodology (Philosophy, Theory and Practice)</i>, Jakarta: PT. Raja Grafindo Persada, 2018. 3. Esmi Warasih, <i>Interdisciplinary Legal Research: An Introduction to Socio-Legal Studies</i>, Yogyakarta, Thafa Media, 2016. 	
	Supporters	
	<ol style="list-style-type: none"> 1. Soetandyo Wignjosoebroto, <i>Paradigm Shifts in Social and Legal Studies</i>, Malang, Setara Press, 2013. 2. John Cresswell, <i>Research Design: Qualitative, Quantitative and Mixed Methods</i>, Yogyakarta, Pustaka Pelajar, 2014. 3. Norman K. Denzin and Yvonna S. Lincoln, <i>Handbook of Qualitative Research</i>, Yogyakarta, Pustaka Pelajar, 2009. 	
	W. Lawrence Neuman, <i>Social Research Methodology: Qualitative and Quantitative Approaches</i> , Jakarta, Indeks, 2013.	
Learning media	Software:	Hardware:
	PPT soft files	Computers, LCD projectors, whiteboards
Lecturer	NOVITA DEWI MASYITHOH, SH., MH	

Week	Expected Skills	Study Materials	Method Learning	Content <i>Unity of Sciences</i>	Time	Assessment	Criteria/Indicators	Weight
1	2	3	4	5	6	7	8	9
1	Understanding the vision and mission of the University, Faculty, and Department as well as the learning contract and applying them consistently. Presenting the Learning Plan for one semester and describing the courses in general terms.	<ul style="list-style-type: none"> - Vision and mission of UIN Walisongo - Vision and mission of the Faculty of Sharia and Law - Learning Contract and RPS - Syllabus for one semester - Describing the course 	Lectures, idea sharing, and discussions	Integration of Islamic values, science, and local wisdom into the vision and mission, learning contract, and RPS	2 x 50 minutes	Observation of Attitude	<ul style="list-style-type: none"> - Stating the vision and mission of UIN Walisongo - Stating the vision and mission of the Faculty of Sharia and Law - Implementing learning contracts in lectures - RPS in one semester - Describing the course 	2

2	Understanding the concept of legal research, the search for truth in scientific discourse, normative and empirical sciences.	<ul style="list-style-type: none"> - Research is an endeavour to seek truth - Law as an object of research - Truth in law from various perspectives 	Lectures, brainstorming, and discussions	And We have sent down to you the Book (the Qur'an) to explain everything and as guidance and mercy and good news for those who submit themselves. (Q.S. An-Nahl: 89)	2 x 50 minutes	Observation of Attitude	<ul style="list-style-type: none"> - Research is an endeavour to seek truth - Law as the subject of research - Truth in law from various perspectives 	
3, 4 and 5	Conceptual diversity of law and diversity	<ul style="list-style-type: none"> - How to define law 	Lecture, discussion	And We have sent down to you the Book (the Quran) to explain	3 x 50'	Performance observation and duties	<ul style="list-style-type: none"> - How to define the law 	6%
	method of understanding	<ul style="list-style-type: none"> - Law is conceptualised as a norm of justice and morality (<i>the ideal of law</i>) - Law is conceptualised as legislation - Law is conceptualised as a judge's decision - Law is conceptualised as a pattern of behaviour - Law is conceptualised as a constructive meaning human 	ideas, and discussions	everything and guidance, mercy, and glad tidings for those who submit themselves. (Q.S. An-Nahl: 89)			<ul style="list-style-type: none"> - Law is conceptualised as a norm of justice and morality (<i>the ideal of law</i>) - Law is conceptualised as legislation - Law is conceptualised as a judge's decision - Law is conceptualised as a pattern of behaviour - Law is conceptualised as the constructive meaning of humanity 	
6	Types of legal research	<ul style="list-style-type: none"> - Doctrinal legal research - Non-doctrinal legal research 	Lectures, brainstorming sessions, and discussions	And We have sent down to you the Book (the Qur'an) to explain everything and as guidance and mercy and good tidings for those who submit themselves. (Q.S. An-Nahl: 89)	2 x 50'	Observation of performance and duties	<ul style="list-style-type: none"> - Doctrinal legal research - Non-doctrinal legal research 	2

7	Doctrinal legal research	<ul style="list-style-type: none"> - Definition of doctrinal legal research - Legal reasoning and deductive logic in doctrinal research - Sources of law and legal materials - Types of doctrinal research 	Lectures, brainstorming, and discussions	And We have sent down to you the Book (the Qur'an) to explain everything and as guidance and mercy and good news for those who submit themselves. (Q.S. An-Nahl: 89)	2 x 50 minutes	Observation of performance and tasks	<ul style="list-style-type: none"> - Understanding doctrinal legal research - Legal reasoning and deductive logic in doctrinal research - Sources of law and legal materials - Types of doctrinal research 	2%
8	Non-doctrinal legal research	<ul style="list-style-type: none"> - Definition of non-doctrinal legal research - Legal reasoning and inductive logic in non-doctrinal research - Types of non-doctrinal research 	Lectures, brainstorming, and discussions	And We have sent down to you the Book (the Qur'an) to explain everything and as guidance and mercy and good tidings for those who submit themselves. (Q.S. An-Nahl: 89)	2 x 50 minutes	Observation of performance and tasks	<ul style="list-style-type: none"> - Understanding non-doctrinal legal research - Legal reasoning and inductive logic in non-doctrinal research - Types of non-doctrinal research 	
MID-SEMESTER EXAM								15
8	Designing a Research Plan	<ul style="list-style-type: none"> - Research title - Problem identification and formulation - Research limitations - Research objectives and benefits - Developing a conceptual framework 	Lectures, brainstorming, and discussions	And We have sent down to you the Book (the Qur'an) to explain everything and as guidance and mercy and good tidings for those who submit themselves. (Q.S. An-Nahl: 89)	10x 50'	Performance and task observation	<ul style="list-style-type: none"> - Research title - Identification and formulation of problems - Research limitations - Research objectives and benefits - Developing a conceptual framework 	2

9	Literature Review	<ul style="list-style-type: none"> - What is a literature review - Utilisation of reference materials and literature - Steps for conducting a literature review - Priorities and selecting good literature - Techniques for abstracting literature 	Lectures, brainstorming, and discussions	And We have sent down to you the Book (the Qur'an) to explain everything and as guidance and mercy and good news for those who submit themselves. (Q.S. An-Nahl: 89)	4x50'	Performance and task observation	<ul style="list-style-type: none"> - What is a literature review? - Use of reference materials and literature - Steps for conducting a literature review - Prioritising and selecting good literature - Techniques for abstracting literature 	4%
10	Doctrinal research methods	<ul style="list-style-type: none"> - Style of doctrinal research titles - Problems and limitations in research - Research data sources - Types of research data - Sources of law and legal materials - Data collection techniques - Data analysis techniques 	Lectures, brainstorming sessions, and discussions	And We have sent down to you the Book (the Qur'an) to explain everything and as guidance and mercy and good news for those who submit themselves. (Q.S. An-Nahl: 89)	8x50'	Performance and task observation	<ul style="list-style-type: none"> - Research title style - Issues and limitations in the research - Research data sources - Types of research data - Sources of law and legal materials - Data collection techniques - Data analysis techniques 	6
11	Non-doctrinal research methods	<ul style="list-style-type: none"> - Non-doctrinal research title style - Issues and limitations in research - Research data sources - Types of research data 	Lectures, brainstorming, and discussions	And We have sent down to you the Book (the Qur'an) to explain everything and as guidance and mercy and good tidings for those who submit themselves. (Q.S. An-Nahl: 89)	2x50'	Performance and task observation	<ul style="list-style-type: none"> - Non-doctrinal research title style - Issues and limitations in the research - Research data sources - Types of research data - Sources of law and legal materials 	2
		<ul style="list-style-type: none"> - Legal sources and legal materials - Data collection techniques - Data analysis techniques 					<ul style="list-style-type: none"> - Data collection techniques - Data analysis techniques 	

12.	Quantitative and Qualitative Methods	<ul style="list-style-type: none"> - Definition of quantitative research - Quantitative research methods - Definition of qualitative research - Qualitative research methods - Differences between quantitative and qualitative research - The use of quantitative and qualitative methods in legal research 	Lectures, brainstorming, and discussions	And We have sent down to you the Book (the Qur'an) to explain everything and as guidance and mercy and good news for those who submit themselves. (Q.S. An-Nahl: 89)	2x50'	Observation of performance and tasks	<ul style="list-style-type: none"> - Understanding quantitative research - Quantitative research methods - Understanding qualitative research - Qualitative research methods - Differences between quantitative and qualitative research - The use of quantitative and qualitative methods in legal research 	2%
13	Application of Theory and Analysis	<ul style="list-style-type: none"> - The Benefits of Theory in Research - The use of theory in doctrinal legal research - The use of theory in non-doctrinal legal research - Analytical techniques in legal research 	Lectures, brainstorming, and discussions	And We have sent down to you the Book (the Qur'an) to explain everything and guidance and mercy and good tidings for those who submit themselves. (Q.S. An-Nahl: 89)	2x50'	Observation of performance and tasks	<ul style="list-style-type: none"> - The benefits of theory in research - The application of theory in doctrinal legal research - Utilisation of theory in non-doctrinal legal research - Analysis techniques in legal research 	2
14	The use of social sciences in legal research	<ul style="list-style-type: none"> - The benefits of social sciences in legal research - Macro and micro sociological approaches to legal research - Socio-legal and interdisciplinary research 	Lectures, brainstorming, and discussions	And We have sent down to you the Book (the Qur'an) to explain everything and as guidance and mercy and good tidings for those who submit themselves. (Q.S. An-Nahl: 89)	2x50'	Performance and task observation	<ul style="list-style-type: none"> - The benefits of social science in legal research - Macro and micro sociological approaches to legal research - Socio-legal and interdisciplinary research 	2%
15 and 16	Research report writing	<ul style="list-style-type: none"> - Techniques for compiling research reports in the form of theses - Techniques for writing proposals - Techniques for creating citations and 	Lectures, brainstorming, discussions, exercises	And We have sent down to you the Book (the Qur'an) to explain everything and as guidance and mercy and good news for those who	2x50'	Performance and task observation	<ul style="list-style-type: none"> - Techniques for compiling research reports in the form of theses - Techniques for creating proposals - Techniques for creating citations and bibliographies 	2%

		bibliographies						
				Those who submit themselves. (Q.S. An-Nahl: 89)				
SEMESTER EXAM								

REFERENCE LIST

1. Soetandyo Wignjosoebroto, *Law, Concepts and Methods*, Malang, Setara Press, 2013.
2. Soetandyo Wignjosoebroto, *Paradigm Shift in Social and Legal Studies*, Malang, Setara Press, 2013.
3. John Cresswell, *Research Design: Qualitative, Quantitative and Mixed Methods*, Yogyakarta, Pustaka Pelajar, 2014.
4. Esmi Warasih, *Interdisciplinary Legal Research: An Introduction to Socio-Legal Studies*, Yogyakarta, Thafa Media, 2016.
5. Norman K. Denzin and Yvonna S. Lincoln, *Handbook of Qualitative Research*, Yogyakarta, Pustaka Pelajar, 2009.
6. W. Lawrence Neuman, *Social Research Methodology: Qualitative and Quantitative Approaches*, Jakarta, Indeks, 2013.
7. Suteki and Galang Taufani, *Legal Research Methodology (Philosophy, Theory and Practice)*, Jakarta: PT. Raja Grafindo Persada, 2018.

INDEPENDENT ASSIGNMENT

Observe the legal realities surrounding students, record and develop them as ideas and concepts for research proposals.

STRUCTURED ASSIGNMENT

1. Prepare a research proposal
2. Presenting a paper individually

ASPECTS AND WEIGHTING OF ASSESSMENT

1. Attendance (a) : 30%
2. Independent Assignments (b) : 5

3. Structured Assignments (c) : 5%
4. Mid-Term Examination (d): 30%
5. Final Exam (e) : 30%

Final Score = $(a \times 30\%) + (b \times 5\%) + (c \times 5\%) + (d \times 30\%) + (e \times 40\%)$

A. MODULE HANDBOOK OF RESEARCH METHODS AND LEGAL WRITING

Module Number PIH-6049	Module Name Research Methods and Legal Writing	
Type of Course Compulsory Course	Semester / Rotation 5/ Odd	Student Capacity: 40
Teaching Methods Lectures, Presentations, Papers, Discussions, Case Method	Prerequisites for attendance 1. Introduction to Law	Language Indonesian (regular) English (international)
Type of Examination (Final Grade Composition) Mid-Term Exam (15%) 100 minutes Final Exam (15%), 100 minutes Project-Based Learning: • Project Results Seminar (15%) • Project Discussion (25%) • Final Report Assessment (30%)		Credit Hours (+Workload in Hours) 2 (26 hours of in-class sessions + 32 hours of structured assignments + 32 hours of independent assignments = total 90 hours) ECTS (+Workload in hours) 3 (26 hours of in-class sessions + 32 hours of structured assignments + 32 hours of independent assignments = total 90 hours)
Module Coordinator Dr. Novita Dewi Masyithoh, SH., MH.		Semester Week Hours: 90 hours
Additional Teacher Involved:		
Syllabus The aims of this course are to equip students with comprehensive skills in research methods and legal writing, focusing on the principles, techniques, and practices necessary for conducting legal research and presenting findings effectively. The course emphasises research design, data collection, analysis, legal reasoning, citation standards, and structured academic and professional writing. The competences of this course are demonstrated upon completion when students can formulate research questions, conduct systematic legal research, analyse legal sources critically, and produce well-structured written documents in accordance with academic and professional standards. Students will develop the ability to integrate research findings into coherent arguments, apply proper citation methods, and present legal information clearly and persuasively. In this course, the learning process is carried out using a blended learning method. Blended learning is conducted offline in class and online, asynchronously using the UIN Walisongo LMS platform at https://elearning.walisongo.ac.id , while synchronously online using Zoom Meeting. The materials of this course include: Introduction to Legal Research Methods; Research Design and Methodology; Sources of Law and Legal Literature; Data Collection and Analysis in		

Legal Research; Critical Reading and Legal Reasoning; Structuring Legal Writing (Essays, Reports, and Papers); Citation and Referencing Standards; Drafting Legal Opinions and Memoranda; Ethics and Academic Integrity in Legal Research; and Case Studies and Practical Exercises in Legal Writing.

Learning goals and qualifications in this module: Students learn to:

CLO

1. CLO 1: Students are able to demonstrate a religious attitude, uphold noble values, and apply them in the learning process (C3, A5, P4)
2. CLO 2: Students are able to formulate a research proposal systematically and organise the research stages well (C4, A4, P4)
3. CLO 3: Students are able to analyse and evaluate literature and supporting data to develop a logical research framework (C5, A5, P4)
4. CLO 4: Students are able to develop academic arguments based on research results and present them both in writing and orally (C6, A5, P5)
5. CLO 5: Students demonstrate a responsible, honest, and ethical attitude in conducting research and scientific discussions (C5, A5, P6)

Core readings:

1. Soetandyo Wignjosoebroto, Law, Concepts and Methods, Malang, Setara Press, 2013.
2. Soetandyo Wignjosoebroto, Paradigm Shifts in Social and Legal Studies, Malang, Setara Pres, 2013.
3. John Cresswell, Research Design: Qualitative, Quantitative and Mixed Methods, Yogyakarta, Pustaka Pelajar, 2014.
4. Esmi Warasih, Interdisciplinary Legal Research: An Introduction to Socio-Legal Studies, Yogyakarta, Thafa Media, 2016.
5. Norman K. Denzin and Yvonna S. Lincoln, Handbook of Qualitative Research, Yogyakarta, Pustaka Pelajar, 2009.
6. W. Lawrence Neuman, Social Research Methodology: Qualitative and Quantitative Approaches, Jakarta, Indeks, 2013.
7. Suteki and Galang Taufani, Legal Research Methodology (Philosophy, Theory and Practice), Jakarta: PT. Raja Grafindo Persada, 2018.

1. STRUCTURED ASSIGNMENT:

Assignment Instructions:

1. Creating a Research Proposal:
 - Students are required to create a research proposal consisting of the following elements:
 - Research Title: Determine a clear and specific title.
 - Background: Explain the legal issue to be researched, along with its urgency.
 - Problem Statement: Identify the problem to be addressed through the research.
 - Research Objectives: Explain the objectives of the research.
 - Research Methodology: Specify the method to be used (qualitative, quantitative, or mixed), and explain the data collection and analysis methods to be used.
 - Literature Review: Present relevant literature to support the research.
 - Hypothesis/Expected Research Results: If necessary, state the hypothesis to be tested.
 - Research Schedule: Establish a realistic time plan for the implementation of the research.
2. *Individual Paper Presentation:*
 - Students are required to present their research papers individually in front of the class. The presentation must include:
 - Research Proposal Summary: Present the main points of the proposal, including the background, problem, objectives, methodology, and literature review.
 - Analysis and Discussion: Briefly explain the expected results of the analysis and their implications.
 - Question and Answer Session: Students must be prepared to answer questions from lecturers and classmates about the research proposal presented.

Proposal Submission Format:

- Written in Word format (Times New Roman, 12, 1.5 spacing)
- Maximum of 8 pages
- Include a bibliography with relevant references

Dienti Ayunindya N (23020560080)

Research Proposal Title: The Impact of Environmental Law Implementation on Water Pollution in the Selo River, Semarang City

1. Background:

The Selo River, which runs through both rural and urban areas of Semarang City, is a primary water source for many of the residents along its course. However, in recent years, the quality of the water in the Selo River has significantly declined due to pollution caused by domestic and industrial waste. The local community and regional government have implemented several regulations to reduce this pollution, but their effectiveness remains questionable.

The pollution of the Selo River threatens the local ecosystem and the health of nearby residents, particularly those who rely on the river for their water supply. While environmental management regulations have been enforced, their efficacy has yet to be fully realised. Therefore, this study aims to evaluate how the implementation of environmental law in Semarang City influences the reduction of water pollution in the Selo River.

2. Research Questions:

- To what extent is the implementation of environmental law around the Selo River effective in reducing water pollution?
- What factors influence the success or failure of the implementation of these regulations?

3. Research Objectives:

This study aims to:

- Analyse the impact of environmental law implementation on water pollution levels in the Selo River.
- Identify factors affecting the effectiveness of environmental regulations in the area surrounding the river.

4. Research Significance:

- Provide recommendations to the Semarang City Government on more effective environmental management policies.
- Raise awareness among local communities about the importance of environmental regulations and their impact on water quality.
- Contribute knowledge for further studies on environmental law in urban areas.

5. Literature Review:

According to Law No. 32/2009 on Environmental Protection and Management, waste management produced by industries and households must follow strict procedures. However, research by ***Siti Nurbaya*** (2019) shows that a lack of monitoring and insufficient sanctions for offenders are key factors hindering the success of environmental management policies in

urban areas. Similarly, *Joko Prasetyo* (2021) mentions that weak oversight and low public awareness contribute to the failure of environmental policies.

6. Research Methodology:

This study will employ a qualitative approach with a case study methodology. Data will be collected through:

- ***In-depth interviews*** with relevant stakeholders such as the Semarang City Environmental Agency, local residents, and industrial managers.
- ***Direct observation*** of the Selo River's water conditions and the implementation of environmental regulations.
- ***Document analysis*** to review policies and regulations applied in the area.

7. Research Schedule:

- ***Month 1:*** Proposal preparation, literature collection, and initial interviews with relevant stakeholders.
- ***Month 2:*** Data collection through field observations and in-depth interviews.
- ***Month 3:*** Data analysis and report writing.

8. References:

- Law No. 32/2009 on Environmental Protection and Management
- *Siti Nurbaya*, (2019). *Study on the Impact of Environmental Law Enforcement on Water Pollution in Semarang City*.
- *Joko Prasetyo*, (2021). *Implementation of Environmental Management Policies in Urban Areas*.

Wiena Athaya Nashwa (230202560062)

Research Proposal Title: *The Effectiveness of Local Regulations on the Restriction of Plastic Use in Yogyakarta City*

1. Background:

Yogyakarta, known for its high levels of tourism, faces a significant problem with plastic waste. The Yogyakarta City Government issued Local Regulation No. 10/2018 to limit the use of single-use plastics, such as plastic bags, in markets, shopping malls, and other public places. While this regulation has been in effect since 2019, many members of the community have yet to fully comply with the policy. Additionally, the effectiveness of the regulation in reducing plastic waste still needs to be evaluated.

This research aims to assess the extent to which the local regulation has been successful in reducing plastic waste in Yogyakarta City. The study will focus on public awareness, compliance with the regulation, and the barriers faced in implementing the policy.

2. Research Questions:

- To what extent has the local regulation on plastic use reduction in Yogyakarta City been effective in reducing plastic waste?
- What factors influence the effectiveness of the implementation of this regulation among the community?

3. Research Objectives:

This study aims to:

- Evaluate the success of Yogyakarta City's local regulation in reducing plastic waste in various public spaces.
- Identify the barriers faced in implementing the regulation and provide recommendations for policy improvement.

4. Research Significance:

- Provide useful information for the Yogyakarta City Government to assess and improve plastic reduction policies.
- Provide relevant data on public awareness and compliance with the plastic waste reduction regulation.
- Serve as a reference for similar policies in other cities facing plastic waste problems.

5. Literature Review:

According to research by *Agus Santoso* (2020), the policy of limiting plastic use in several large cities in Indonesia, including Yogyakarta, has shown a decrease in plastic waste. However, the success of this policy has been hindered by low public awareness and the lack of affordable alternatives to plastic. Research by *Maya Lestari* (2021) indicates that inadequate supervision and inconsistent penalties are also major factors in the failure of the policy.

6. Research Methodology:

This study will adopt a qualitative approach with a case study methodology. Data will be collected through:

- ***In-depth interviews*** with the public, shopkeepers, and relevant authorities involved in monitoring the policy.
- ***Direct observation*** in markets, shopping malls, and other public places to assess compliance with the regulation.
- ***Document analysis*** to review the regulation and the reports on policy enforcement.

7. Research Schedule:

- ***Month 1:*** Literature review, proposal writing, and initial interviews with relevant stakeholders.
- ***Month 2:*** Data collection through field observations and interviews.
- ***Month 3:*** Data analysis and preparation of the research report.

8. References:

- Yogyakarta City Local Regulation No. 10/2018 on the Restriction of Plastic Use
- ***Agus Santoso***, (2020). *Evaluation of Plastic Waste Reduction in Yogyakarta City*.
- ***Maya Lestari***, (2021). *Implementation of Plastic Use Reduction Policies in Yogyakarta City*.

2. Structured Task Assessment
Dienti Ayunindya N (23020560080)

Criteria	Description of Assessment	Score
Research Proposal (Content & Structure)	The student has structured the proposal clearly, covering all necessary elements (title, background, research problem, objectives, methodology, literature review, etc.).	38/40
Clarity of Research Objectives and Questions	The objectives and research questions are clear, relevant, and aligned with the topic.	18/20
Suitability of Research Methodology	The qualitative methodology with a case study approach is highly appropriate for the research topic and is explained in detail.	14/15
Quality of Analysis and Discussion	The analysis provided is relatively in-depth and relevant to the research problem, supported by adequate theory.	13/15
Adherence to Writing Format	The writing follows the required format with clear language, and the references used are accurate and consistent.	9/10
Proposal Presentation	The student was able to present the proposal clearly, presenting the research core well and answering questions from the lecturer.	9/10

Total = 91/100

Wiena Athaya Nashwa (230202560062)

Criteria	Description of Assessment	Score
Research Proposal (Content & Structure)	The proposal is well-structured, covering all required elements, although some sections could be more detailed.	36/40
Clarity of Research Objectives and Questions	The objectives and research questions are clear, but some parts could be more focused.	17/20
Suitability of Research Methodology	The qualitative methodology with in-depth interviews and observations is appropriate for the research topic. The explanation is clear.	13/15
Quality of Analysis and Discussion	The discussion is relatively thorough, though there is room for more depth, especially in addressing the challenges in implementing the regulation.	12/15
Adherence to Writing Format	The writing follows the required format with clear language, although there are a few minor inconsistencies in referencing.	8/10
Proposal Presentation	The student presented the proposal well and explained it overall, although there is room for improvement in responding to questions.	8/10

Total = 88/100



Walisongo State Islamic University, Semarang
FACULTY OF SHARIA AND LAW
LAW STUDIES PROGRAMME

Mid-Semester Examination (UTS)

COURSE : RESEARCH METHODOLOGY AND LEGAL WRITING
WEIGHT : 2 SKS
CLASS : IHA5
PROGRAM : LAW

B. Mid-Semester Examination (UTS)

Assessment Based on CPMK

1. CPMK 49.1

Students demonstrate religious attitudes, uphold noble values, and apply them in their studies

2. CPMK 49.2

Students possess the ability to formulate research proposals and sequence research stages

Sub CPMK 49.2.1

Students are able to explain and distinguish between types of legal research

Examination Requirements:

1. Complete the questions in writing and are prohibited from using books/notes/smartphones/laptops
 2. Complete the questions independently without collaborating
 3. Answer the questions without rewriting the questions
 4. Duration: 30 minutes
-
-

QUESTIONS

1. Explain the characteristics of doctrinal legal research!
2. Explain, does legal research on court decisions fall under what type of research? Why?
3. What type of reasoning is used in legal research that examines legal principles? Why?
4. Explain what is meant by inductive reasoning! Provide an example!

GOOD LUCK

1. ASSESSMENT SECTION

Question	Assessment Criteria	Score
Question 1	Complete and clear answer, with relevant examples	25
	Correct answer, less clear or no examples	20
	Partially correct answer, with errors	15
	Incorrect or irrelevant answer	0
Question 2	Clear explanation with justification of research type	25
	Correct explanation, but lacks detail or justification	20
	Partially correct explanation, missing justification	15
	Incorrect or irrelevant answer	0
Question 3	Correct identification of reasoning type and explanation	25
	Correct identification, but explanation lacks depth	20
	Partially correct answer, missing reasoning or justification	15
	Incorrect answer or reasoning type	0
Question 4	Clear explanation of inductive reasoning with appropriate example	25
	Correct explanation, but the example is unclear or not appropriate	20
	Partially correct explanation or irrelevant example	15
	Incorrect or irrelevant answer	0

Total Score = 100

2. ATTACHMENT: STUDENT RESPONSES

100

No. _____
Date _____

Metodologi

Nama : Dieny Ayuwindya N
NIM : 23020560080

- 1.) karakteristik hukum doktrinal yaitu hukum dalam yang bersifat objektif dan atau terstruktur. dimana dalam penelitian mengkaji norma yang tertulis (law in the book).
- 2.) court behavior adalah masuk dalam penelitian doktrinal namun bisa juga menjadi non-doktrinal. menjadi doktrinal jika diuji pasal/ujunya (deduktif) bisa menjadi non doktrinal jika yg diuji pertimbangannya (behavior), fakta peristiwa (induktif).
- 3.) Penelitian terkait asas hk. menggunakan penalaran deduktif karena dalam penelitian ini ditaji secara kodrat universal. dimana ini menggunakan asas kebenaran dan keadilan (semuasama dihadapan hk). yg berarti semua seluruhnya hukumnya sama.
- 4.) Penalaran induktif merupakan penalaran yang dimana yg diujikan itu spesifik atau apa ya bahasanya personal, seperti jika mengkaji sesuatu masalah itu lucu mengambil kesimpulan yg hanya dominan, tapi dilihat dengan diaman data untuk memuktikannya. Bisa seperti wawancara. contohnya itu seperti: Penjarahan / terdapat uu pertambangan untuk menaikan pertambangan diri.

Wiena Athaya Nashwa
23020560062 - H SB
METOPEN

100

No. _____
Date _____

1. karakteristik hk. doktrinal.
 - hukum doktrinal / normatif adalah hukum yang bersifat objektif atau terstruktur nya. bisa juga dinamakan law in the book. struktur tentang lembaga, sistem hukum / mengatur masyarakat. Hukum yang berada dalam buku perundang-undangan.
2. court behavior, masuk dlm ranah penelitian apa & mengapa?
 - masuk ke dalam ranah doktrinal / normatif karena kode hukum mengacu pada undang-undang / memuat kompara. dan karena dapat dikaji pasal 2 nya.
 - dapat menjadi non-doktrinal karena sudah masuk ke dalam NEMOS (hk yg sudah turun ke perilaku sosial)
3. asas hukum, menggunakan logika deduktif mengapa?
 - karena deduktif itu sendiri berarti menggeneralisasi atau bersifat umum atau terberbasi universal. yang mengkaji objeknya. karena asas kebenaran dan keadilan semua sama dihadapan hukum. atau bersifat itu universal / kodrat yang berlaku / semua masyarakat.
4. apa yang dimaksud penalaran induktif, w/ contohnya:
 - penalaran induktif adalah penelitian spesifik atau secara khusus / juga bisa disebut (case on case studies).
 - ex) Penjarahan, karena menurus logika umum / deduktif itu salah, tapi menurut WHO has do it (yg melakukannya) dia berturut itu benar. dan itu bersifat spesifik / yang setuju ~~pergerakan~~ yg hanya sebagian org / khusus saja.

C. FINAL EXAMINATION ASSESSMENT RUBRIC

Question	Assessment Criteria	Score
Question 1	Complete and clear answer, with relevant examples	10
	Correct answer, less clear or no examples	7
	Partially correct answer, with errors	5
	Incorrect or irrelevant answer	0
Question 2	Correct explanation, with appropriate example	10
	Correct explanation, example less relevant or unclear	7
	Partially correct explanation, with mistakes in the example or definition	5
	Incorrect explanation or example	0
Question 3	Complete answer, clear and accurate explanation	10
	Complete answer, explanation lacking depth	7
	Incomplete answer, errors in sources or legal materials	5
	Incorrect or irrelevant answer	0
Question 4	Clear distinction, including types of doctrinal and non-doctrinal research	10
	Clear distinction, types of research incomplete or incorrect	7
	Distinction unclear, errors in types of research	5
	Incorrect or irrelevant answer	0
Question 5	Clear explanation of inductive reasoning, with appropriate example	10
	Correct explanation of inductive reasoning, example unclear or not appropriate	7
	Partially correct explanation of inductive reasoning, example irrelevant	5
	Incorrect or irrelevant answer	0

D. QUESTION VALIDATION SHEET

ODD SEMESTER FINAL EXAM 2024/2025

The questions for the Odd Final Examination for the 2024/2025 Academic Year have been submitted with the following details:

1	Study Programme	Islamic Guidance and Counselling (Islamic Guidance and Counselling)
2	Course/Semester	Research Methods and Legal Writing / _____
3	Lecturer (Coordinating Lecturer)	Dr. Novita Dewi Masyithoh, LL.B., LL.M.
4	Nature of Examination	*Open book *Closed book *Project *Other (please specify) *Presentation *Speaking *Take home

QUESTION VALIDATION ELEMENT	Validation (√)	Description
Theoretical Proficiency (50%): Mastery of the main theory or principle being taught.	√	
Concept Application (30%): Ability to apply theory to practical situations or cases.	√	
Clarity of Answer (20%): Delivery of answers that are structured, logical, and in accordance with the question.	√	
RESULTS: VALID (√) NEEDS IMPROVEMENT () *Checklist One		



_____, (Head of Study Programme)

Novita Dewi Masyithoh

Novita Dewi Masyithoh, SH., MH

FINAL EXAMINATION

- 1. Explain the meaning of doctrinal legal research and how it is applied in legal studies! (CLO 1)**
- 2. What is meant by deductive legal reasoning in doctrinal research? Give examples of its application in legal research! (CLO 2)**
- 3. List and explain the sources of law and legal materials commonly used in doctrinal research! (CLO 3)**
- 4. Explain the difference between doctrinal research and non-doctrinal research, as well as the types of research included in each category! (CLO 4)**
- 5. What is meant by inductive legal reasoning in non-doctrinal research? Explain with examples of its use in legal social research! (CLO 5)**

1. Student Answer Midterm Examination

Dienti Ayunindya N (23020560080)

Question 1: Explain the meaning of doctrinal legal research and how it is applied in legal studies!

Answer:

Doctrinal legal research is a type of research that focuses on existing legal rules, often aiming to develop or analyse legal theories. This research is usually conducted by examining legal texts such as statutes, judicial decisions, and other regulations. In legal studies, doctrinal research is used to study the application of a particular section in a law and how it affects the decisions made by courts. For example, doctrinal research could be used to examine whether the section on theft in the Penal Code covers all types of theft occurring in society.

Question 2: What is meant by deductive reasoning in doctrinal legal research? Provide an example of its application in legal research!

Answer:

Deductive reasoning in legal research is a method of thinking that starts with a general principle or existing legal rule and then applies it to specific facts or cases. In doctrinal legal research, deductive reasoning is used to draw conclusions based on established laws or norms. For example, in legal research on criminal law, deductive reasoning is used to examine whether a theft case aligns with the elements outlined in the relevant section of the Penal Code by applying the law to the facts of the case.

Question 3: List and explain the legal sources and materials commonly used in doctrinal legal research!

Answer:

In doctrinal legal research, the primary legal source is **statutes**, which serve as the written law that governs legal norms. Additionally, **government regulations** and **regional regulations** are important legal materials, as they provide more specific rules. **Court decisions** are also often used as legal materials to understand how courts interpret and apply laws in specific cases. Moreover, **doctrine**, or the opinions of legal scholars, is often used to explore and develop legal theories that underpin existing legal norms. Lastly, **customary law** that exists in the community can also be referenced in legal research.

Question 4: Explain the difference between doctrinal and non-doctrinal research and list the types of research included in each category!

Answer:

Doctrinal research focuses on the study of existing laws or norms, whereas **non-doctrinal research** focuses on how law is applied in real-world situations and its impact. Doctrinal research is usually conducted by analysing legal texts or official documents, such as statutes or court rulings, whereas non-doctrinal research involves empirical data collection through interviews, surveys, or observation to examine how law functions in society. Types of doctrinal research include research on legislative texts and judicial decisions, while non-

doctrinal research includes social legal studies that explore the interaction between law and society.

Question 5: What is meant by inductive reasoning in non-doctrinal legal research? Explain its use in socio-legal research with an example!

Answer:

Inductive reasoning in legal research is a method of thinking that starts with the collection of data or facts and then draws conclusions or generalisations based on those findings. In socio-legal research, inductive reasoning is used to assess how a law is accepted and applied in society. For example, if a researcher wants to examine the impact of a smoking ban in public places, they would collect data through observation or interviews with people and then draw conclusions about how effective the ban is in reducing smoking in public areas based on the findings.

Wiena Athaya Nashwa (230202560062)

Question 1: Explain the meaning of doctrinal legal research and how it is applied in legal studies!

Answer:

Doctrinal legal research refers to research that focuses on existing legal rules, typically aiming to explain, develop, or analyse them. This type of research is done by looking at written legal texts such as laws, regulations, and case law. In legal studies, doctrinal research is commonly used to analyse a law and its application in different cases. For example, doctrinal research can be used to examine whether the law on theft is sufficient to cover all types of theft occurring in the real world.

Question 2: What is meant by deductive reasoning in doctrinal legal research? Provide an example of its application in legal research!

Answer:

Deductive reasoning is a way of thinking that starts with a general principle or rule and applies it to a specific situation to draw conclusions. In doctrinal legal research, it is used to test whether a particular case or situation fits the general rule or law. For example, in research on criminal law, deductive reasoning is applied to see if a particular incident of theft fits the elements set out in the relevant section of the Penal Code, based on the facts of the case.

Question 3: List and explain the legal sources and materials commonly used in doctrinal legal research!

Answer:

In doctrinal legal research, the primary source of law is *statutes*, which are the formal written laws that govern legal matters. Other important sources include *government regulations* and *local regulations*, which are more specific laws derived from statutes. *Court decisions* also play a significant role as they help interpret how laws are applied in specific cases. In addition, *doctrinal works* by legal scholars are essential for understanding and developing legal theory. Finally, *customary law* may also be referenced, especially in jurisdictions where customary practices have legal standing.

Question 4: Explain the difference between doctrinal and non-doctrinal research and list the types of research included in each category!

Answer:

Doctrinal research is the study of laws and legal texts, such as statutes and judicial decisions, to develop or clarify legal principles. *Non-doctrinal research*, on the other hand, focuses on how laws are actually applied in society, including the social impact and effectiveness of laws. Doctrinal research is mostly concerned with legal theory and the interpretation of legal texts, while non-doctrinal research involves empirical studies, such as surveys or interviews, to understand the real-world application of law. Types of doctrinal research include examining legislation and judicial rulings, while non-doctrinal research includes socio-legal studies, which look at law's interaction with society.

Question 5: What is meant by inductive reasoning in non-doctrinal legal research? Explain its use in socio-legal research with an example!

Answer:

Inductive reasoning in legal research starts with observing specific cases or facts and drawing general conclusions based on the data collected. In socio-legal research, it helps to understand the real-life effects of law by observing how people interact with legal rules. For example, a study on the impact of a plastic bag ban in a city might involve collecting data from shops and customers about their experiences with the ban. From this, the researcher can conclude whether the law has been effective in reducing plastic waste in the city.

2. Final Assessment Midterm Examination
Dienti Ayunindya N (23020560080)

Question	Assessment Criteria	Score
Question 1	Complete and clear answer, with relevant examples	9/10
Reasoning: The answer is complete and clear, but it could be more detailed in explaining the application of theory in real-world cases.		
Question 2	Correct explanation, with an appropriate example	10/10
Reasoning: The explanation is excellent, with an appropriate and relevant example that clarifies the concept.		
Question 3	Complete answer, clear and accurate explanation	8/10
Reasoning: The answer is complete and clear, but some of the legal sources mentioned could be explained in more detail, such as examples of doctrine or customary law.		
Question 4	Clear distinction, including types of doctrinal and non-doctrinal research	9/10
Reasoning: The distinction is explained well, and the types of research are included, but the explanation could go deeper into non-doctrinal research.		
Question 5	Clear explanation of inductive reasoning, with an appropriate example.	8/10
Reasoning: The explanation of inductive reasoning is quite clear, but the example given could be more relevant and detailed.		

Total Score for Student 1 = 44/50

Total Percentage = 88/100

Wiena Athaya Nashwa (230202560062)

Question	Assessment Criteria	Score
Question 1	Correct answer, less clear or no examples	16/20
Reasoning: The answer is correct, but the explanation is unclear, and there are no examples to support the theory.		
Question 2	Correct explanation, example less relevant or unclear	16/20
Reasoning: The explanation is correct, but the example provided is less relevant and does not fully help in clarifying the concept.		
Question 3	Complete answer,	14/20

	explanation lacking depth	
Reasoning: The answer includes the necessary legal sources, but the explanation lacks depth and does not provide concrete examples to support the points.		
Question 4	Clear distinction, types of research incomplete or incorrect	18/20
Reasoning: The distinction between doctrinal and non-doctrinal research is fairly clear, but the explanation of the types of research could be more detailed and accurate.		
Question 5	Correct explanation of inductive reasoning, example unclear or not appropriate	18/20
Reasoning: The explanation of inductive reasoning is sound, but the example provided is unclear and not entirely relevant to the concept.		

Total Score for Student 2 = 82/100

E. FINAL ASSESSMENT

Final Grade Range	Letter Grade	Quality Weight	Notes
85	A	4.0	Very Good
80–84	A–	3.75	Very Good
75–79	B+	3.5	Good
70–74	B	3.0	Fairly Good
65–69	B–	2.75	Fair
60–64	C	2.0	Poor
50–59	D	1.0	Very low
< 50	E	0	Failed

Name: Dienti Ayunindya N (23020560080)

No.	Assessment Component	Weight	Value	Weight Value
1	Project-Based Learning	70%	91	63.7
2	Mid-Term Examination	15%	100	15
3	Final Exam	15%	88	13.2
TOTAL				91.9






Student Achievement Index = 91.9 (A)

Name: Dienti Ayunindya N (23020560080)

No.	Assessment Component	Weight	Value	Weight Value
1	Project-Based Learning	70%	88	61.6
2	Mid-Term Examination	15%	100	15
3	Final Exam	15%	82	12.3
TOTAL				88.9

Student Achievement Index = 88.9 (A)

SEMESTER LEARNING PLAN OF LEGAL CLINIC INTERNSHIP

	State Islamic University of Walisongo, Semarang Faculty of Sharia and Law Law Programme					DOCUMENT CODE IH-VI- RPS-6072
COURSE	CODE	COURSE GROUP	WEIGHT (SKS)		SEMESTE R	DATE OF PREPARATION
Legal Clinic Internship	PIH-6072	Legal Practice	T= 0	P = 4	VI	1 September 2025
Authorisation/Approval	Lecturer in Charge,  Dr. Novita Dewi Masyithoh, SH., MH. NIP.197910222007012011		Coordinator of the Course Cluster,  Dr. Daud Rismana, M.H. NIP. 199108212019031014			of the Law Programme,  ovita Dewi Masyithoh, SH., NIP. 197910222007012011
Learning Outcomes	CPL Programme Study Assigned to MK					
	CPL-S-01	Ability to have faith and piety towards the One and Only God and possess a religious personality as an individual, within society, and in national and state life based on the values of the One and Only God.				
	CPL-S-02	Being able to uphold the values of humanity, tolerance, and human rights in a civilised and moderate manner in interactions within society, the nation, and the state based on the principles humanity and civilisation.				
	CPL-S-03	Able to integrate the values of truth, norms (religious, moral, social and legal), moral ethics, common sense and sensitivity of conscience in all aspects of personal, community, national and state life.				
	CPL-S-04	Able to take responsibility and possess integrity in all areas of work, have an <i>entrepreneurial</i> spirit and <i>leadership</i> based on honesty and truthfulness, independently and autonomously.				
	CPL-P-03	Able to analyse and resolve various legal issues in society in a solution-oriented, fair, and wise manner, prioritising the principles of legal justice guided by the values of the philosophy of the <i>unity of sciences</i> .				

CPL-KU-04	Able to make decisions in the context of problem-solving based on legal knowledge and technology, while considering and applying humanistic and civilisational values based on analytical or experimental studies of information and data				
CPL-KK-01	Able to apply logical, critical, systematic, and innovative thinking in the context of developing and implementing law in accordance with the principles of <i>unity of sciences</i> and resolving legal issues based on the fundamentals of legal professional ethics, by engaging in dialogue with various fields of science outside the field of law in a multidisciplinary and interdisciplinary manner.				
CPL-KK-02	Able to enforce the law, empower and advocate for, and provide solutions to affected and discriminated communities in a continuous and sustainable manner.				
Course Learning Outcomes (CPMK) and SUB CPMK					
CPMK 72.1	Students are able to undertake internships guided by moral and ethical principles				
Sub-CPMK 72.1.1	Students are able to undertake internships with full discipline and responsibility				
CPMK 72.2	Students are able to carry out internship work in legal institutions				
Sub CPMK 72.2.1	Students are able to carry out the tasks of the Institution				
Sub CPMK 72.2.2	Students are able to assist with/resolve legal issues within the authority of the institution				
CPMK 72.3	Students are able to prepare internship reports				
Sub CPMK 72.3.1	Students are able to analyse case studies encountered				
Sub CPMK 72.3.2	Students are able to provide legal answers/solutions				
Correlation between CPMK and SUB CPMK					
	Sub CPMK 72.1.1	Sub CPMK 72.2.1	Sub CPMK 72.2.2	Sub CPMK 72.3.1	Sub CPMK 72.3.2
CPMK 72.1	✓	-	-	-	-
CPMK 72.2	-	✓	✓	-	-
CPMK 72.3	-	-	-	✓	✓
Brief Description	This course equips students with the ability to apply substantive and procedural law to resolve various issues dealt with in various legal institutions.				
Learning Materials (Learning Materials)	<ol style="list-style-type: none"> 1. Internship Preparation; 2. Internships at Various Legal Institutions; 3. Case Study Analysis; 4. Preparation of Internship Reports and Examinations 				

Bibliography	Main
	1. <i>Guidelines for the Implementation of Legal Clinic Internships</i> in the Faculty of Sharia and Law, UIN Walisongo
	Supplementary
	<ol style="list-style-type: none"> 1. Disciplinary Regulations for Employees of the Institution 2. Standard Operating Procedures (SOP)
Supervising Lecturer	Dr. Novita Dewi Masyithoh, LL.B., LL.M.
Prerequisite Courses	Has passed all substantive and procedural law courses

Face-to-face	Final Competency at Each Stage of Learning (Sub-CPMK)	Assessment			Form of Learning; Learning Methods; Student Assignments. (Time Estimate)		Learning Materials (References)	Unity of Sciences Content
		Indicators	Techniques & Criteria	Weight	Offline	Online		
1-26	<p>Sub CPMK 72.1.1 Able to undertake an internship with full discipline and responsibility</p> <p>Sub CPMK 72.2.1 Students are able to carry out institutional tasks</p> <p>Sub CPMK 72.2.2 Students are able to assist in/resolve legal issues within the authority of the institution</p>	<ol style="list-style-type: none"> Students attend the internship orientation; Students understand the rules and procedures for conducting the internship; Students arrive on time at the internship location; Students carry out the institution's tasks; Students are able to resolve legal issues 	<p>Technical: Attendance</p> <p>Criteria: 1. Active participation 2. Discipline</p>	40	<p>Coaching and Working at the Internship Site</p> <p>PB = 2 x 50' = 100' 100 x 26 = 2600</p> <ol style="list-style-type: none"> Understanding the rules and technicalities of the internship; Performing work at the internship location Compiling a matrix of job types Creating a daily work summary 	E-learning Walisongo, Google Meet, Zoom, WhatsApp	Orientation and Internship Practice at a Legal Institution	And We have sent down to you the Book (the Qur'an) to explain everything and as guidance, mercy, and good news for those who submit. (Q.S. An-Nahl: 89)

27-30	<p>Sub CPMK 72.1.1 Able to carry out internships with full discipline and responsibility</p> <p>Sub CPMK 72.3.1 Students are able to analyse the case studies they encounter</p>	<p>1. Students arrive on time at the internship location;</p> <p>2. Analysing case studies.</p>	<p>Technique: Attendance during the internship</p> <p>Criteria: 1. Active participation in the internship 2. Accuracy in completing case studies</p>	20	<p>Analysing Case Studies</p> <p>$PB = 2 \times 50' = 100'$ $100 \times 4 = 400$</p> <p>1. Analysing the case</p>	E-learning Walisongo, Google Meet, Zoom, WhatsApp	Case Study Analysis	And We have sent down to you the Book (the Qur'an) to explain everything and guidance and mercy and glad tidings for
								those who submit. (Q.S. An-Nahl: 89)
31-32	<p>Sub CPMK 72.1.1 Able to carry out an internship with full discipline and responsibility</p> <p>Sub CPMK 72.3.2 Students are able to provide legal answers/solutions</p>	<p>1. Students attend to submit their internship reports;</p> <p>2. Students are able to account for their internship reports</p>	<p>Technique: Oral examination</p> <p>Criteria: Able to answer and account for internship reports with the following criteria: excellent, good, adequate, poor, very poor</p>	40	<p>Internship Report Examination</p> <p>$PB = 2 \times 50 \text{ minutes} = 100 \text{ minutes}$ $100 \times 2 = 200$</p> <p>Internship report examination, revision and approval</p>	Walisongo e-learning, Gmeet, Zoom, WhatsApp	Internship Report Preparation and Examination	And We have sent down to you the Book (the Quran) to explain everything and as guidance, mercy, and good news for those who submit. (Q.S. An-Nahl: 89)

Semarang, 1 September 2025
Lecturer in Charge,



Dr. Novita Dewi Masyithoh, LL.B., LL.M.

ASSESSMENT TECHNIQUES FOR CPMK CLINICAL LEGAL INTERNSHIP PROGRAMME IN LAW STUDIES

CPMK	CLINICAL INTERNSHIP PRACTICE	CASE STUDY	INTERNSHIP REPORT	INTERNSHIP EXAM
CPMK 72.1 Students are able to carry out internships guided by moral and ethical principles	✓	✓	✓	✓
CPMK 72.2 Students are able to carry out internship work in legal institutions	✓	✓	✓	✓
CPMK 72.3 Students are able to compile internship reports	-	-	✓	✓

Semarang, 1 September 2025
Lecturer,



Dr. Novita Dewi Masyithoh, SH., MH.

STAGES AND MECHANISMS OF EVALUATION FOR THE CLINICAL LEGAL INTERNSHIP PROGRAMME IN THE LAW DEPARTMENT

CPMK	EVALUATION STAGES	ASSESSMENT TECHNIQUES	INSTRUMENT	CRITERIA	WEIGHT
CPMK 72.1 Students are able to carry out internships guided by moral and ethical principles	Discipline in every day of the internship	Attendance	Attendance record	Attendance rate	20
CPMK 72.2 Students are able to carry out internship work in legal institutions	Analysing case studies	Presenting case studies	Case study assessment rubric	Quality of case resolution	40
CPMK 72.3 Students are able to compile internship reports	Internship report examination	Oral examination	Examination report and approval sheet certification	Quality of examination answers	40

Semarang, 1 September 2025
Lecturer in charge,



Dr. Novita Dewi Masyithoh, SH., MH.

A. MODULE HANDBOOK OF LEGAL CLINIC INTERNSHIP

Module Number PIH-6072	Module Name Legal Clinic Internship	
Type of Course Compulsory Course	Semester / Rotation 6th / Even	Student Capacity: 40
Teaching Methods Experiential Learning, Mentoring, Group Discussions and Reflection, Simulations	Prerequisites for attendance Has passed all substantive and procedural law courses	Language Indonesian (regular) English (international)
Type of Examination (Final Grade Composition) Group Discussions and Reflection (10%) Internship Assignments & Activity Reports (50%) Assessment by Internship Supervisor (40%)		Credit Hours (+Workload in Hours) 4 (53 hours of in-class sessions + 64 hours of structured assignments + 64 hours of independent assignments = total 181 hours) ECTS (+Workload in hours) 6 (53 hours of in-class sessions + 64 hours of structured assignments + 64 hours of independent assignments = total 181 hours)
Module Coordinator Dr. Daud Risma, M.H.		Semester Week Hours: 181 hours
Additional Teacher Involved: Dr. Novita Dewi Masyithoh, SH., MH.		
Syllabus The aims of this course are to equip students with hands-on professional experience through direct participation in legal services and case handling under the supervision of lecturers and practising lawyers in a legal clinic setting. The course is designed to develop students' practical legal skills, ethical awareness, and analytical ability in addressing real legal problems faced by individuals or communities. It emphasises experiential learning through activities such as client interviews, legal counselling, document preparation, and participation in advocacy or mediation processes. The competences of this course are demonstrated upon completion when students can apply substantive and procedural law to actual cases, conduct client consultations effectively, draft legal documents accurately, and uphold ethical and professional standards in legal practice. Students will also be able to evaluate their practical experiences, collaborate within a legal team, and propose legal solutions based on evidence and applicable law. In this course, the learning process is carried out using a blended learning method. Blended learning is conducted offline in class and online, asynchronously using the UIN Walisongo LMS platform at https://elearning.walisongo.ac.id , while synchronously online using Zoom Meeting. The materials of this course include: Introduction to Clinical Legal Education; Professional Ethics and Client Confidentiality; Legal Research and Case Analysis; Interviewing and Counselling Techniques; Legal Drafting and Documentation; Mediation and Advocacy Practice; Litigation and Non-Litigation Procedures; Community		

Legal Service Programmes; Supervision and Case Evaluation; and Reflective Practice and Final Legal Clinic Report.

Learning goals and qualifications in this module: Students learn to:

CLO

1. CLO-01: Students are able to demonstrate moral and ethical conduct in carrying out internship activities in legal institutions. (C3, A4, P2)
2. CLO-02: Students are able to carry out internship work and assigned tasks in legal institutions in accordance with applicable rules and professional supervision. (C3, A3, P3)
3. CLO-03: Students are able to compile, organise, and present internship reports systematically based on internship activities and relevant documentation. (C4, A2, P2)

Core readings:

1. Guidelines for the Implementation of Legal Clinic Internships in the Law Study Programme, Faculty of Sharia and Law, UIN Walison

B. GROUP DISCUSSION ASSESSMENT RUBRIC LEGAL CLINIC INTERNSHIP

No.	Criterion	Description	Maximum Score
1	Activeness and Initiative	Consistently contributes, initiates discussion points, asks relevant questions, and helps maintain the discussion flow.	0–25
2	Legal Reasoning and Argument Quality	Provides logical arguments, uses clear legal reasoning, and supports views with appropriate justification (rules, principles, or internship context).	0–25
3	Accuracy of Legal Content	Demonstrates a correct understanding of legal concepts, procedures, and professional standards relevant to the internship setting.	0–20
4	Professional Communication and Ethics	Communicates clearly, respectfully, and professionally; demonstrates awareness of confidentiality and ethical judgement in discussions.	0–15
5	Collaboration and Responsiveness	Responds substantively to peers, builds on others' ideas, and helps summarise or conclude key points.	0–15
Total			100

1. Discussion Scores

Dienti Ayunindya N (23020560080)

Criterion	Max	Score
Activeness and Initiative	25	22
Legal Reasoning and Argument Quality	25	21
Accuracy of Legal Content	20	18
Professional Communication and Ethics	15	14
Collaboration and Responsiveness	15	13
Total	100	88

Brief notes: Participation is present but less initiative; arguments are relevant but could be sharper and better supported; professionalism is good, with room to improve responsiveness to peers.

Wiena Athaya Nashwa (230202560062)

Criterion	Max	Score
Activeness and Initiative	25	20
Legal Reasoning and Argument Quality	25	21
Accuracy of Legal Content	20	17
Professional Communication and Ethics	15	14
Collaboration and Responsiveness	15	13
Total	100	85

Brief notes: Good participation with improved initiative; arguments are relevant and generally well-supported; demonstrates professional and ethical communication, with constructive engagement with peers.

C. ATTACHMENT TO THE LEGAL CLINIC INTERNSHIP REPORT

ASSESSMENT TOOL CLINICAL LEGAL INTERNSHIP COURSE *CPMK 72.3: Students are able to compile internship reports*

Student Name	Dienti Ayunindya N
Student ID	23020560080
Internship Location	Semarang Legal Aid Office
Partner/Institution	Semarang Legal Aid Office

A. CPMK Assessment Matrix 72.3



CPMK	EVALUATION STAGE	ASSESSMENT TECHNIQUE	INSTRUMENT	CRITERIA	WEIGHT
CPMK 72.3 Students are able to compile internship reports	Internship report examination	Oral examination	Oral examination minutes and approval form	Quality of examination answers	40

B. Minutes of the Clinical Legal Internship Oral Examination

On this day, Monday, 23 June 2025, at the LBH Semarang Office, the Oral Examination for the Legal Clinic Internship was conducted for the following students:

Student Name	Dienti Ayunindya N
Student ID	23020560080
Internship Partner/Institution	Semarang Legal Aid Foundation
Internship Period	5 May 2025 to 20 June 2025
Examination Materials	Discussion of internship report content, case/service reflection, and legal argumentation
Results/Decision	Pass

Supporting documents for this examination include: (1) Oral Examination Assessment Sheet, (2) Internship Report Approval Sheet.


Examiner	Field Supervisor (Semarang Legal Aid Foundation)
 <p data-bbox="402 485 792 554">(Dr. Novia Dewi Masyithoh, LL.B., LL.M.)</p>	
<p data-bbox="402 581 716 653">NIP/NIDN: 197910222007012011 1</p>	<p data-bbox="820 581 1133 653">Position: Solicitor/Legal Advisor</p>
<p data-bbox="402 676 719 711">Semarang, 23 June 2025</p>	<p data-bbox="820 676 1133 711">Semarang, 23 June 2025</p>

C. Internship Report Approval Form

The undersigned hereby certifies that the following student internship report has been reviewed and approved as evidence of the completion of the Legal Clinic Internship.

Student Name	Dienti Ayunindya N
Student ID	23020560080
Internship Partner/Institution	Semarang Legal Aid Foundation
Internship Report Title	Internship Report on Legal Clinic at LBH Semarang: Practice of Consultation Assistance and Preparation of Legal Aid Documents
Internship Period	5 May 2025 to 20 June 2025
Notes	The report is approved for the purpose of assessing CPMK 72.3 (oral examination).

Semarang, 23 June 2025

Field Supervisor (Semarang Legal Aid Foundation)	Academic Supervisor
 (Fajar Pratama, LL.B.)	 Dewi Masyithoh, LL.B., LL.M.)
Position: Solicitor/Legal Advisor	NIP/NIDN: 197910222007012011 1

D. Internship Report Verification Checklist (Prerequisite for Oral Examination)

This checklist is used to ensure that the internship report meets the minimum requirements before the oral examination is conducted.

No	Verification Item	Present	Notes
1	Complete title page and internship institution identification	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Complete (title, identity, and institution are clear).
2	Cover letter (if applicable) and table of contents	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Table of contents available; cover letter not required.
3	Internship activity description (logbook/summary) is clearly written	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The logbook/summary of activities is written in a coherent and clear manner.
4	Description of cases/services handled (without disclosing sensitive data)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cases/services are anonymised; no sensitive client data is included.
5	Analysis/reflection based on legal/professional ethical principles	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Analysis includes legal basis and professional ethics.
6	Conclusions and recommendations	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Conclusions and recommendations are realistic and applicable.
	Verified by	Fajar Pratama, LL.B.	Date: 22 June 2025

E. Oral Examination Assessment Sheet for Clinical Legal Internship

Student Identity:

Name	Dienti Ayunindya N
Student ID	23020560080
Partner/Institution	Semarang Legal Aid Foundation

Instructions: Rate each aspect on a scale of 1-4 (1=Poor, 2=Fair, 3=Good, 4=Very Good).

Aspect	Indicator	Score 1	Score 2	Score 3	Score 4
Mastery of report content	Able to explain the structure, data, and results of the internship report in a coherent and accurate manner	Not met	Partially met	✓ Almost all	Complete & convincing
Legal analysis and reasoning	Able to link internship findings to relevant legal basis/arguments	Not fulfilled	Partially met	✓ Almost entirely	Complete & convincing
Accuracy of responses	Answers are relevant to the questions, do not deviate, and include examples from internship experience	Not fulfilled	Partially met	Almost all	✓ Complete & convincing
Communication & ethics	Clear, ethical, confident communication that demonstrates a professional attitude	Not fulfilled	Partially met	Almost entirely	✓ Complete and convincing
Score Summary	Total score (max 16): 14 Exam score (0-100): 88				

Contribution to CPMK component 72.3 (Weight 40%): Exam score (0-100) x 40% = 35.2

aminer



asyth

(Dr. Nur Hafidah Asyithoh, LL.B., LL.M.)
NIP/NIDN: 197910222007012011 1

D. FINAL ASSESSMENT OF CLINICAL LEGAL INTERNSHIP:

Final Grade Range	Letter Grade	Quality Weight	Notes
85 – 100	A	4.0	Very Good
80–84	A–	3.75	Very Good
75–79	B+	3.5	Good
70–74	B	3.0	Fairly Good
65–69	B–	2.75	Fair
60–64	C	2.0	Poor
50–59	D	1.0	Very low
< 50	E	0.0	Failed

No.	Assessment Component	Weight
1.	Group Discussions and Reflection	(10%)
2.	Internship Assignments & Activity Reports	(50%)
3.	Assessment by Internship Supervisor	(40%)



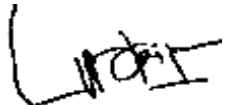


Component	Weight	Score	Contribution
Group Discussions and Reflection	(10%)	93.75	9.37
Internship Assignments & Activity Reports	(50%)	88	44
Assessment by Internship Supervisor	(40%)	88	35.2
TOTAL FINAL SCORE	100		88.57

Final Score

$$\begin{aligned}
 &= (a \times 10\%) + (b \times 50\%) + (c \times 40\%) \\
 &= (93.75 \times 0.10) + (88 \times 0.40) + (88 \times 0.50) \\
 &= 9.37 + 44 + 35.2 \\
 &= 88.57
 \end{aligned}$$

$$\text{Student Achievement Index} = \frac{88.57}{25} = 3.54 \text{ (B+)}$$

SEMESTER LEARNING PLAN OF PUBLIC LAW AND POLICY

	WALISONGO STATE ISLAMIC UNIVERSITY SEMARANG FACULTY OF SHARIA AND LAW LAW STUDIES PROGRAM				DOCUMENT CODE IH-VI-RPS-6066	
COURSE	CODE	COURSE GROUP	WEIGHT (SKS)		SEMESTER	DATE OF PREPARATION
Public Law and Policy	PIH-6066	Development of Legal Science	T= 2	P= 0	VI	1 September 2025
Authorisation/Approval	Lecturer in Charge,  Dr. Novita Dewi Masyithoh, SH., MH. NIP.197910222007012011		Coordinator of the Course Clu  Briliyan Ernawati, LL.B., M.Hum. NIP. 196312191999032001		 of the Law Study Programme,  vita Dewi Masyithoh, SH., MH. NIP. 197910222007012011	
Learning Outcomes	CPL Programme Assigned to MK					
	CPL-P-01	Ability to master and develop effectively the paradigms, theories, concepts, history, methods, approaches, and branches of legal science based on the philosophy of <i>the unity of sciences</i> in a holistic, comprehensive, multidisciplinary, prospective, <i>integrated</i> , and continuous manner with the development of legal science world.				
	CPL-P-02	Able to master applied and comparative legal sciences within the framework of legislation (legal product creation) and innovative legal design in law enforcement for the purpose of achieving justice, humanity and civilisation.				
	CPL-P-03	Able to analyse and resolve various legal issues in society in a solution-oriented manner, fairly, wisely and prioritising the principles of legal justice guided by the values of the philosophy of <i>unity of sciences</i> .				
	CPL-KU-01	Able to develop logical, critical, systematic, and creative thinking through scientific research in the field of law, the creation of legislative product designs/enforcement of law implementation by following developments in science and technology that pay attention to and apply humanistic values in accordance with their field of expertise. Compiling scientific concepts and study results based on scientific rules, procedures, and ethics in Thesis or other equivalent scientific work, uploaded to the university website, as well as papers/articles				

	published in reputable national and international scientific journals.
CPL-KU-02	Able to formulate ideas, thoughts, and scientific arguments in the field of law responsibly, based on academic ethical values, and communicate them through various media to the academic community and the general public in order to provide alternative solutions to problems.
CPL-KU-03	Able to identify fields of legal science that are the object of research and position them within a legal research map based on the <i>unity of sciences</i> developed through an interdisciplinary or multidisciplinary legal approach at the regional, national, and international levels.
CPL-KU-04	Able to make decisions in the context of problem solving based on legal knowledge and technology by considering and applying human and civilised values based on analytical analysis or experimentation of information and data
CPL-KK-01	Able to apply logical, critical, systematic, and innovative thinking in the context of developing and applying law in accordance with the principles of <i>unity of sciences</i> and resolving legal issues based on the fundamentals of legal professional ethics, by engaging in dialogue with various fields of knowledge outside the field of law in a multidisciplinary and interdisciplinary manner.
CPL-KK-03	Able to publish and utilise writings, research, and works in the field of law to advance legal knowledge and be utilised by society in a continuous and sustainable manner.
Course Learning Outcomes (CPMK) and SUB CPMK	
CPMK 66.1	Able to explain the basic concepts of law and public policy
SUB CPMK 66.1.1	Able to explain the definition, objectives, elements, types, and factors influencing law and public policy
CPMK 66.2	Able to formulate and explain the implementation of public policy
SUB CPMK 66.2.1	Able to explain the stages of formulating public law and policy
SUB CPMK 66.2.2	Able to formulate laws and public policies
CPMK 66.3	Able to analyse and evaluate the implementation of public policy
SUB CPMK 66.3.1	Able to explain the implementation, monitoring and evaluation of public policy

	CPMK 66.4	Able to explain <i>good governance</i> and public services					
	SUB CPMK 66.4.1	Able to explain the basic concepts of <i>good governance</i>					
	SUB CPMK 66.4.2	Able to explain and implement public services					
Correlation between CPMK and SUB CPMK							
		SUB CPMK 66.1.1	SUB CPMK 66.2.1	SUB CPMK 66.2.2	SUB CPMK 66.3.1	SUB CPMK 66.4.1	Sub-CPMK 66.4.2
	CPMK 66.1	✓	-	-	-	-	-
	CPMK 66.2	-	✓	✓	-	-	-
	CPMK 66.3	-	-	-	✓	-	-
	CPMK 66.4	-	-	-	-	✓	✓
Brief Description	This course equips students with the ability to articulate, conceptualise, and develop constitutional law in the field of public policy.						
Course Materials (Learning Materials)	<ol style="list-style-type: none"> 1. Institutional Vision and Mission, and Planning for the Study of Public Law and Policy; Course Contract; 2. Basic Concepts of Law and Public Policy; 3. Stages of Developing Public Policy and Implementing Public Policy; 4. Implementation of Public Policy and Monitoring and Evaluation of Public Policy; 5. <i>Good Governance</i> and Public Services. 						
Bibliography	Primary						
	<ol style="list-style-type: none"> 1. Law No. 12 of 2011 concerning <i>the Formation of Legislation</i>; 2. Law No. 25 of 2009 concerning <i>Public Services</i>; 3. Law No. 37 of 2008 concerning <i>the Ombudsman of the Republic of Indonesia</i>; 4. Law No. 30 of 2014 concerning <i>Government Administration</i>. 						
Bibliography	Supporting						
	<ol style="list-style-type: none"> 1. Moh. Taufik, <i>Law, Public Policy Law: Theory and Practice</i>, Yogyakarta: Penebit Tanah Air Beta, 2022; 2. Sobirin Malian, <i>Public Policy in a State Governed by Law</i>, Yogyakarta: Kreasi Total Media, 2021; 3. Luthfi J. Kurniawan et al., <i>Law and Public Policy</i>, Yogyakarta: Setara Press, 2017; 4. Suratman, <i>Law and Public Policy</i>, Bandung: Refika Aditama, 2019; 5. Sedarmayanti, <i>Good Governance: Good Governance</i>, Bandung: Mandar Maju, 2012; 6. Siti Marwiyah et al., <i>Good Governance in the Digital Age</i>, Deepublish Education Publishing, 2023. 						
Lecturer	Dr. Novita Dewi Masyithoh, LL.B., LL.M.						

Week	Final Competency at Each Learning Stage (Sub-CPMK)	Assessment			Form of Learning, Learning Methods, and Student Assignments (Time Estimate)		Learning Materials (References)	Content of Unity of Sciences
		Indicators	Techniques & Criteria	Weight	Offline	Online		
1	CPMK 66.1 Able to explain the basic concepts of law and public policy Sub CPMK 66.1.1 Able to explain the definition, objectives, elements, types, and factors influencing law and public policy	1. Students attend lectures on time and actively participate in lectures 2. Accuracy in stating the vision and mission of the institution (UIN, Faculty and Study Programme), and the support of the Law and Public Policy course in achieving the vision. 3. Accuracy in explaining the contract lecture	Technique: Attendance Criteria: 1. Attitude 2. Discipline	1	Lectures with interactive discussions and brainstorming sessions PB = 2 x 50 minutes = 100 minutes 1. Stating the institution's vision and mission 2. <i>Brainstorming</i> to agree on the course contract 3. Explaining the course description 4. Explaining the learning methods and assessment mechanisms 5. Providing bibliography and references	e-Learning Walisongo, course materials and assignment collection	Institutional Vision and Mission, Legal and Public Policy Study Plan, Learning Contract	Integration of Islamic values, science, and local wisdom in the vision and mission, learning contracts, RPS
2 and 3	CPMK 66.1 Able to explain the basic concepts of law and public policy Sub CPMK 66.1.1 Able to explain the definition, objectives, elements, types, and factors influencing law and public policy	1. Students attend lectures on time and actively participate in lectures 2. Students are able to explain the definition of public policy, the objectives of public policy, the elements of public policy, and the types of public policy	Technique: 1. Attendance 2. Interactive lectures Criteria: 1. Level Attendance 2. Responsiveness in discussion 3. Case studies	2	Lectures with interactive lectures and discussions, case studies PB = 2 x 50 minutes = 100 minutes 100 x 2 = 200 minutes 1. Able to explain the definition of public policy, the objectives of public policy, the elements of public policy, and the types of	Walisongo e-Learning, lecture materials and assignment collection	1. Definition, Objectives, Elements, and Types of Public Policy 2. Internal and External Forces, and Factors that Influence Public Policy	Integrating the values in QS An-Nisa verse 59 regarding the obligation to obey Allah, His Messenger, and Ulil Amri with the legal values contained in the law

		3. Students are able to explain the internal and external forces, factors influencing public policy			public policy 2. Able to explain internal and external forces and factors that influence public policy			
4 and 5	CPMK 66.2 Able to formulate and explain the implementation of public policy Sub 66.2.1 Able to explain the stages of formulating laws and public policy	1. Students attend lectures on time and actively participate in lectures 2. Students are able to explain the stages of policy formulation, policy actors and formulators, the decision-making process, and the policy approval process	Technique: 1. Attendance 2. Work Group Criteria: 1. Level Attendance 2. Responsiveness in discussions	2	Lectures involving the formation of working groups and conducting brainstorming sessions $PB = 2 \times 50' = 100'$ $100 \times 2 = 200$ minutes 1. Students are able to explain the stages of policy formulation, policy actors and formulators, the decision-making process, and the policy approval process. 2. Students are able to formulate and develop public policy Group Assignment Developing a public policy proposal	Walisongo e-Learning, lecture materials and assignment collection	Stages of Policy Formulation, Policy Actors and Formulators, Decision-Making Process, and Policy Approval Process	Integrating the values in QS An-Nisa verse 59 regarding the obligation to obey Allah, His Messenger, and Ulil Amri with the legal values contained in the law
6, 7, 8, 9 and 10	CPMK 66.2 Ability to formulate and explain the implementation of public policy Sub CPMK 66.2.1 Able to explain the stages of formulating laws and public policy Sub CPMK 66.2.2 Able to formulate and draft laws and public policies	1. Students attend lectures on time and actively participate in lectures 2. Students are able to explain, formulate, and draft public policy	Technique: 1. Attendance 2. Interactive lectures 3. Group Group Criteria: 1. Level Attendance 2. Responsiveness in group work 3. Research	5	Field lectures to conduct research for the formulation of public policy $PB = 2 \times 50' = 100'$ $100' \times 5 = 500'$ 1. Students are able to formulate and develop public policy Task: Conduct research and formulate public policy on one issue	Walisongo e-Learning, lecture materials and assignment collection	Mechanism for Formulating and Drafting Public Policy	Integrating the values in QS An-Nisa verse 59 regarding the obligation to obey Allah, His Messenger, and Ulil Amri with the legal values contained in the law

			results incorporated into public policy formulation					
11 and 12	CPMK 66.3 Ability to analyse and evaluate the implementation of public policy Sub CPMK 66.3.1 Able to explain the implementation, monitoring and evaluation of public policy	1. Students attend lectures on time and actively participate in lectures 2. Students are able to implement public policy 3. Students are able to evaluate and analyse the implementation of designed policies	Technique: 1. Attendance 2. Presentation of research results and designed public policies Criteria 1. Level Attendance 2. Mastery of research results and ability to analyse designed	3% 15	Lectures using interactive discussion models, presentations of research results and public policy formulations PB = 2 x 50 minutes = 100 minutes 100'23 = 200' 1. Students are able to implement public policy 2. Students are able to evaluate and analyse the implementation of designed policies Assignment: Group presentation	Walisongo e-Learning, lecture materials and assignment collection	Implementation and Evaluation of Public Policy	Integrating the values in QS An-Nisa verse 59 regarding the obligation to obey Allah, His Messenger, and Ulil Amri with the legal values contained in the law
13-16	CPMK 66.4 Able to explain <i>good governance</i> and public service	1. Students attend lectures on time and actively participate in lectures	Technique: 1. Attendance 2. Visits to government agencies	4 20 25	Lectures with visits to government agencies that provide public services	Walisongo e-Learning, lecture materials and	<i>Good Governance</i> and Its Implementation in Public Services	Integrating the values in QS An-Nisa verse 59 regarding the obligation to obey Allah, His Messenger and Ulil Amri
	Sub CPMK 66.4.1 Able to explain the basic concepts of <i>good governance</i> Sub CPMK 66.4.2 Able to explain and implement <i>good governance</i> in public service	2. Students are able to explain the basic concepts of <i>good governance</i> 3. Able to explain and implement <i>good governance</i> in public services	Criteria: 1. Level Attendance 2. Delivering public services through visits to government institutions that provide public services		PB = 2 x 50' = 100' 100 minutes x 4 = 400 minutes Task Prepare a report on the results of visits to public service offices	Submit the assignment via Google Drive, Gmeet		in accordance with the legal provisions contained in the law

Semarang, 1 September 2025
Lecturer in charge,

A handwritten signature in blue ink, appearing to read 'Masyithoh', is positioned above the printed name.

Dr. Novita Dewi Masyithoh, LL.B., LL.M.
NIP. 197910222007012011

ASSESSMENT TECHNIQUES FOR CPMK LAW AND
PUBLIC POLICY LAW PROGRAMME

CPMK and Sub-CPMK	Participation (Attendance)	LECTURES AND INTERACTI VE DISCUSSIO NS	PERFORMAN CE (Developing Public Policy Proposals Public)	PERFORMANCE (Research and Drafting Public Policy)	PERFORMANC E (Visits to Public Service Agencies)	PERFORMANCE (Preparing Visit Reports)
CPMK 66.1 Able to explain the basic concepts of law and public policy	✓	✓	-	-	-	-
Sub CPMK 66.1.1 Able to explain the definition, objectives, elements, types and factors that influence public law and policy	✓	✓	-	-	-	-
CPMK 66.2 Able to formulate and explain the implementation of public policy	✓	-	-	✓	-	-
Sub CPMK 66.2.1 Able to explain the stages of formulating laws and public policies	✓	-	✓	-	-	-
Sub CPMK 66.2.2 Able to formulate and draft public laws and policies	✓	-	-	✓	-	-
CPMK 66.3 Able to analyse and evaluate the implementation of public policy	✓	✓	-	-	-	-
Sub CPMK 66.3.1 Able to explain the implementation, monitoring and evaluation of public policy	✓	✓	-	-	-	-
CPMK 66.4 Able to explain <i>good governance</i> and public service	✓	-	-	-	✓	✓
Sub CPMK 66.4.1 Able to explain the basic concepts of <i>good governance</i>	✓	-	-	-	✓	✓
Sub CPMK 66.4.2 Able to explain and implement <i>good governance</i> in public services	✓	-	-	-	✓	✓



STAGES AND MECHANISMS OF LEGAL AND PUBLIC POLICY EVALUATION IN THE LAW PROGRAMME

CPMK	ASSESSMENT STAGE	ASSESSMENT TECHNIQUES	INSTRUMENT	CRITERIA	WEIGHT
CPMK 66.1 Able to explain the basic concepts of law and public policy	-	-	-	-	-
Sub CPMK 66.1.1 Able to explain the definition, objectives, elements, types and factors that influence public law and policy	Sessions 1-3	Attendance Responsiveness and Case studies	List of participation in discussions	Participation in discussions	20
CPMK 66.2 Able to formulate and explain the implementation of public policy	-	-	-	-	-
Sub CPMK 66.2.1 Able to explain the stages of formulating laws and public policies	Sessions 4 and 5	Designing public policy	Work	Public policy design	15
Sub CPMK 66.2.2 Able to formulate and draft laws and public policies	Sessions 6-10	Formulating public policy	Working paper	Public policy formulation	15
CPMK 66.3 Able to analyse and evaluate the implementation of public policy	-	-	-	-	-
Sub CPMK 66.3.1 Able to explain the implementation, monitoring and evaluation of public policy	Sessions 11-12	Presentation of policy monitoring and evaluation results	Working paper	Results of public policy monitoring and evaluation	15
CPMK 66.4 Able to explain <i>good governance</i> and public services	-	-	-	-	-
Sub CPMK 66.4.1 Able to explain the basic concepts of <i>good governance</i>	Meetings 13-14	Visit to a public service agency	Report	Visit report	15%

CPMK	ASSESSMENT STAGE	ASSESSMENT TECHNIQUES	INSTRUMENT	CRITERIA	WEIGHT
		public services			
Sub CPMK 66.4.2 Able to explain and implement <i>good governance</i> in public services	Sessions 15-16	Visit to public service agencies public services	Report	Visit report	20

Semarang, 1 September 2025

Lecturer,



Dr. Novita Dewi Masyithoh, SH., MH.

A. MODULE HANDBOOK OF PUBLIC LAW AND POLICY

Module Number PIH-6066	Module Name Public Law and Policy	
Type of Course Elective Course	Semester / Rotation 6/ Even	Student Capacity: 40
Teaching Methods Lectures, Presentations, Papers, Discussions	Prerequisites for attendance None	Language Indonesian (regular) English (international)
Type of Examination (Final Grade Composition) Discussion (15%) Group Presentation (25%) Paper Assessment (20%) Report (40%)		SKS (+Workload in hours) 2 (26 hours of in-class sessions + 32 hours of structured assignments + 32 hours of independent assignments = total 90 hours) ECTS (+Workload in hours) 3 (26 hours of in-class sessions + 32 hours of structured assignments + 32 hours of independent assignments = total 90 hours)
Module Coordinator Briliyan Ernawati, LLB, MA		Semester Week Hours: 90 hours
Additional Teacher Involved: Dr. Novita Dewi Masyithoh, SH., MH.		
<p>Syllabus</p> <p>The aims of this course are to provide students with a comprehensive understanding of public law and policy, focusing on the legal principles, regulatory frameworks, and policy-making processes that govern public administration, governance, and the relationship between the state and its citizens. The course examines constitutional, administrative, and regulatory aspects of public law, emphasising the analysis and evaluation of policy decisions in promoting good governance and public interest. The competences of this course are demonstrated upon completion when students can analyse public law issues, evaluate policy effectiveness, interpret legal norms in governance, and apply public law principles to real-world problems. Students will develop the ability to assess legal and policy frameworks, propose solutions for public sector challenges, and critically engage with contemporary governance issues. In this course, the learning process is carried out using a blended learning method. Blended learning is conducted offline in class and online, asynchronously using the UIN Walisongo LMS platform at https://elearning.walisongo.ac.id , while synchronously online using Zoom Meeting. The materials of this course include: Introduction to Public Law and Policy; Constitutional and Administrative Law Foundations; Legal Frameworks in Governance; Policy-Making Processes and Instruments; Regulation and Compliance; Public Accountability and Transparency; Rights and Duties of Citizens; Policy Analysis and Evaluation; Contemporary Issues in Public Law; and Case Studies in Public Law and Policy Implementation.</p>		

Learning goals and qualifications in this module: Students will learn to:

CLO

1. CLO 1: Students are able to explain basic concepts of law and public policy (C2, A4, P4)
2. CLO 2: Students are able to formulate and explain the implementation of public policy (C6, A4, P5)
3. CLO 3: Students are able to analyse and evaluate the implementation of public policy (C5, A5, P6)
4. CLO 4: Students are able to explain good governance and public services (C2, A4, P6)

Core readings:

1. Law No. 12 of 2011 concerning the Formation of Legislation;
2. Law No. 25 of 2009 concerning Public Services;
3. Law No. 37 of 2008 concerning the Ombudsman of the Republic of Indonesia;
4. Law No. 30 of 2014 concerning Government Administration.

B. DISCUSSION ASSESSMENT RUBRIC PUBLIC LAW AND PUBLIC

No.	Criterion	Description	Maximum Score
1	Activeness and Initiative	Consistently contributes, raises relevant questions, initiates policy/legal points, and helps sustain discussion.	0–20
2	Understanding of Public Law	Demonstrates a correct understanding of public law concepts (state authority, administrative law, constitutional principles, rights, public accountability).	0–25
3	Policy Analysis and Critical Thinking	Analyses policy problems, considers stakeholders and impacts, compares alternatives, and evaluates effectiveness/fairness.	0–25
4	Use of Evidence and Examples	Supports arguments with appropriate examples (cases, regulations, policy programmes, current issues) and links them to theory.	0–15
5	Communication, Ethics, and Collaboration	Communicates clearly and respectfully, responds constructively to peers, and contributes to summarising conclusions.	0–15
Total			100

1. Discussion Scores (15%)

1) Dienti Ayunindya N (23020560080)

Criterion	Max	Score
Activeness and Initiative	20	17
Understanding of Public Law	25	21
Policy Analysis and Critical Thinking	25	22
Use of Evidence and Examples	15	12
Communication, Ethics, and Collaboration	15	13
Total	100	85

Brief notes: Strong grasp of public law and policy logic; arguments are generally analytical with relevant examples, though evidence could be made more specific.

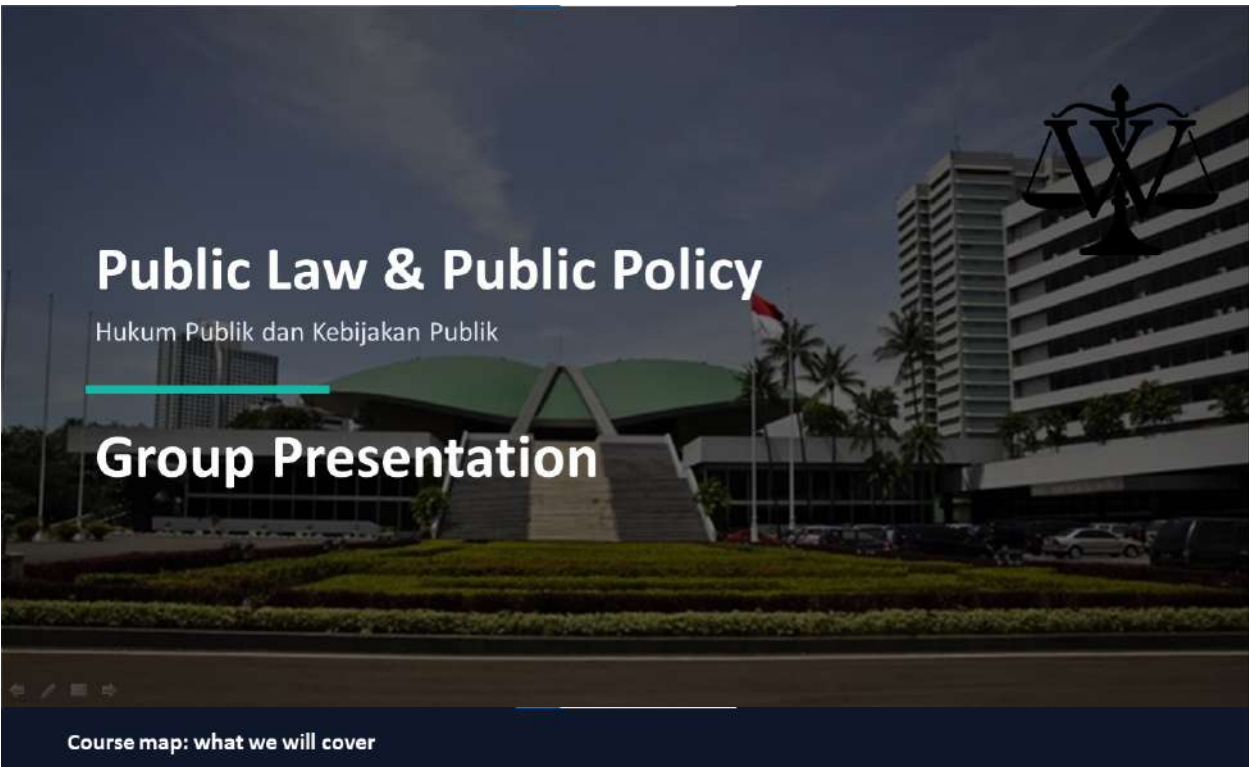
2) Wiena Athaya Nashwa (230202560062)

Criterion	Max	Score
Activeness and Initiative	20	16
Understanding of Public Law	25	20
Policy Analysis and Critical Thinking	25	21
Use of Evidence and Examples	15	11
Communication, Ethics, and Collaboration	15	14
Total	100	82

Brief notes: Good participation and excellent discussion etiquette; analysis is clear, but arguments would be stronger with more concrete legal/policy examples.

C. PRESENTATION ASSESSMENT RUBRIC PUBLIC LAW AND PUBLIC POLICY

No	Assessment Criteria	Description	Maximum Score
1	Content Accuracy and Relevance	The presentation accurately explains basic concepts of law and public policy, policy formulation, implementation, evaluation, good governance, and public services in line with course objectives.	0–30
2	Analytical Depth	The material demonstrates analysis and evaluation of public policy implementation, including impacts, challenges, and governance perspectives, rather than merely definitions.	0–25
3	Organisation and Flow	Slides are logically structured, coherent, and progress clearly from concepts to implementation, evaluation, and governance.	0–15
4	Visual Design and Clarity	Slides are visually clear, readable, and well-designed (layout, font size, balance between text and visuals).	0–15
5	Academic Communication	Language is clear, formal, and appropriate for academic presentations; ideas are concise and easy to follow.	0–15
Total			100



Public Law & Public Policy

Hukum Publik dan Kebijakan Publik

Group Presentation

Course map: what we will cover

This module links public law (how the state is authorised and constrained) with public policy (how collective goals are chosen and delivered). You will practise explaining concepts, designing policy implementation, and evaluating outcomes.

Foundations

Public law basics: constitutional principles, administrative powers, legality, discretion, and accountability.

Key question: "Who may do what, and under which constraints?"

Public policy basics

What counts as a policy problem, how agendas form, and what tools governments use (regulation, spending, taxation, information, and service delivery).

Implementation + evaluation

How plans become practice: actors, resources, frontline delivery, and coordination.

How we judge results: indicators, outputs vs outcomes, and learning loops.

Good governance + services

Principles such as participation, rule of law, and accountability, and how these show up in everyday public services (access, fairness, quality, and responsiveness).

Core concepts: Public law

Public law focuses on the relationship between the state and the public. It explains how authority is granted (and limited), how decisions are made, and how public power is kept accountable.



Constitutional principles

- Structure of government
- Rights and duties
- Separation of powers
- Limits on state action

Why it matters: sets the "rules of the game".

Administrative law

- Legal basis (authority)
- Procedures and fairness
- Discretion and proportionality
- Review and remedies

Why it matters: protects citizens from arbitrary decisions.

Accountability tools

- Transparency and access to information
- Oversight bodies
- Audits and performance reporting
- Judicial review

Why it matters: turns power into responsibility.



Key idea: public power must be authorised, exercised properly, and answerable.

Core concepts: Public policy

Public policy is a set of decisions and actions taken by public authorities to address collective problems. Policies are delivered through instruments (tools) and institutions (who does what).

Regulation

Rules that require or prohibit behaviour (licences, standards, compliance).

Spending

Budgets, grants, subsidies, and procurement to shape incentives and services.

Taxation

Taxes, fees, and charges that influence behaviour and fund programmes.

Information

Public communication, nudges, guidance, and transparency to shift choices.

Service delivery

Frontline provision: health, education, licensing, social assistance, etc.

Law ↔ policy

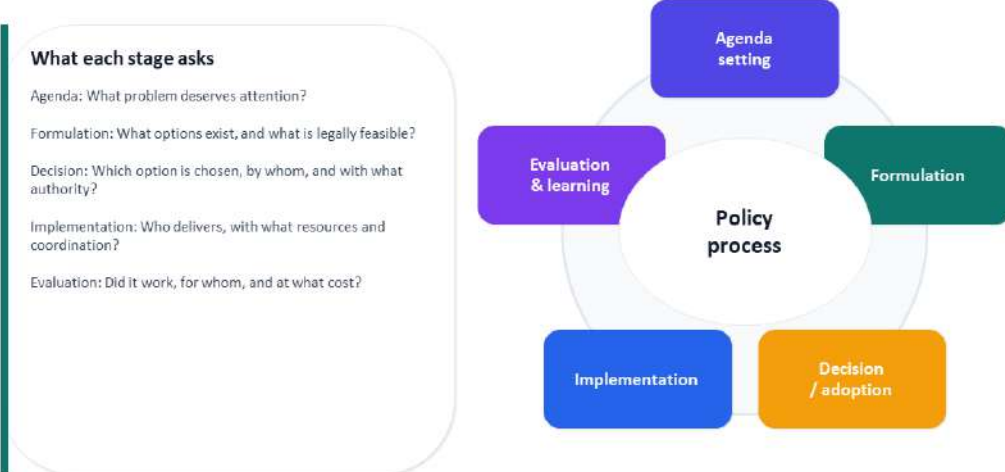
Law authorises and constrains policy choices. Policy, in turn, is one way law becomes real in society through programmes and services.



In practice: a policy can fail even if the law is "correct" on paper.

The policy cycle (working model)

A simple cycle is useful for planning and reflection. Real-world policy-making is often messy and non-linear, but the stages help organise work and responsibilities.



Tip: use the cycle as a checklist, not as a rigid rule.

Formulation: from problem to options

Formulation turns a public problem into policy options that are actionable, lawful, and implementable. It combines analysis (evidence), design (options), and judgement (trade-offs).

A practical workflow

- 1) Define the problem (symptoms vs root causes).
- 2) Set objectives (what success looks like).
- 3) Map stakeholders (winners, losers, implementers).
- 4) Design options (instrument mix).
- 5) Check the legal basis and constraints.
- 6) Test feasibility (capacity, budget, politics, timing).
- 7) Prepare a clear recommendation.

Option appraisal (quick checklist)

Effectiveness	Will it achieve the objective?
Efficiency	Is the cost proportionate to the benefits?
Equity	Who benefits and who bears burdens?
Legality	Is it authorised and compliant with higher norms?
Feasibility	Is there capacity, time, and support to deliver?
Acceptability	Is it politically and socially acceptable?

Deliverable: a short policy brief that makes the trade-offs explicit.

Implementation: turning policy into action

Implementation is where policy meets organisations, budgets, and frontline practice. A common risk is the “implementation gap”: what is intended differs from what is delivered.



Common implementation challenges

Capacity: insufficient staff, skills, or IT.
Coordination: unclear roles across agencies and levels.
Compliance: weak monitoring or incentives.
Communication: unclear guidance to frontline workers.
Context: local conditions differ from the policy design.

What good implementation looks like

Clear standards and procedures, realistic budgets, training and supervision, feedback loops, and transparent reporting. Good implementation also respects legality and fairness in every decision.

Focus: design delivery systems, not just policy documents.

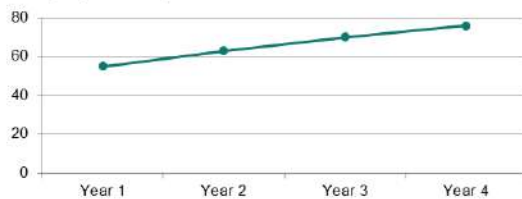
Evaluation: learning and accountability

Evaluation checks whether a policy achieves its objectives and whether the outcomes are fair and sustainable. Good evaluation supports learning (improvement) and accountability (public trust).



Logic model (simplified): measure at multiple points, not only at the end.

Example (illustrative): indicator trend



Evaluation questions

Effectiveness: did outcomes improve?
Efficiency: were resources used well?
Equity: who benefited (and who did not)?
Legality: were procedures followed?
Sustainability: will results last without constant emergency funding?

Evidence + judgement: evaluation rarely produces a single “yes/no” answer.

Good governance: principles in practice

Good governance is about how decisions are made and implemented: who participates, who is accountable, and whether institutions act lawfully and fairly.



Participation

Citizens and stakeholders can engage meaningfully.



Transparency

Information is available and decision-making is visible.



Accountability

Officials and institutions must answer for decisions.



Inclusion & equity

Policies consider vulnerable groups and fairness.



Rule of law

Power is exercised under law; rights are protected.

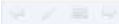


Effectiveness

Institutions deliver results with quality and integrity.

Discussion prompt

Choose a recent public policy (any sector). Which governance principle is strongest, and which is weakest? What evidence supports your judgement?



Good governance is not a slogan: it is a set of standards for decision-making.

Seminar: discussion and assessment

Use this structure to prepare your contributions. Aim to connect public law (authority, legality, accountability) with policy (design, delivery, outcomes).

What to bring to the table

- One clear problem statement (what, who, why now).
- One policy option (instrument + legal basis).
- One implementation risk (capacity, coordination, compliance, context).
- One evaluation idea (indicator + data source).
- One governance lens (participation, transparency, accountability, rule of law).

How to respond to peers

- Clarify: ask one question that improves precision.
- Challenge: identify one assumption or trade-off.
- Connect: link their point to a concept (law/policy/governance).
- Improve: suggest a feasible next step.

Assessment focuses on reasoning, relevance, and respectful collaboration.

Wrap-up: key takeaways

If you remember only five things...

- 1) Public law explains authority, procedure, and accountability.
- 2) Public policy is a toolset for solving collective problems through instruments and institutions.
- 3) Implementation is design work: resources, roles, processes, and incentives matter.
- 4) Evaluation is both learning and accountability; measure outputs and outcomes.
- 5) Good governance turns principles into everyday standards for decisions and services.

Suggested starting readings (optional)

- Michael Howlett & M. Ramesh – Studying Public Policy
- Eugene Bardach & Eric Patashnik – A Practical Guide for Policy Analysis
- Introductory materials on administrative law and judicial review (local jurisdiction)

End of deck

Public services: from policy to citizen experience

Public services are where most people experience government directly. Service quality is a practical test of whether policy and governance are working.

Accessibility

Clear requirements, inclusive access, and reasonable costs.

Timeliness

Predictable service times and transparent queues.

Reliability

Consistent decisions and stable procedures.

Responsiveness

Feedback channels and complaint handling that works.

Fairness

Equal treatment, bias control, and reasons for decisions.

Mini exercise

Pick one service (e.g., licensing, health clinic, social assistance).

- 1) Identify the legal basis.
- 2) Map the policy objective.
- 3) Describe the citizen journey.
- 4) Suggest one improvement aligned with good governance.

Practical lens: "What happens at the counter matters as much as what is written in the regulation."

1. Assessment Result PPT

Assessment Criteria	Maximum Score	Score
Content Accuracy and Relevance	30	27
Analytical Depth	25	22
Organisation and Flow	15	14
Visual Design and Clarity	15	13
Academic Communication	15	14
Total Score	100	90

Overall Evaluation

The presentation demonstrates strong mastery of public law and public policy concepts, with clear explanations of policy formulation, implementation, evaluation, and good governance. The structure is logical and easy to follow, and the visual design supports comprehension effectively. Analytical depth is evident, although it could be further strengthened by adding more concrete policy cases or comparative examples. Overall, the PPT meets learning expectations at a very good level.

2. Paper Assessment Rubric (20%)

Component	Weight	4 (Very Good)	3 (Good)	2 (Fair)	1 (Poor)
1) Problem statement, objectives, and scope	15	Clear, focused, relevant, well-defined boundaries	Sufficiently clear, less clearly defined	Still general, weak focus	Unclear/irrelevant
2) Stages of law and public policy formulation	15	Complete and coherent stages (agenda–formulation–adoption–implementation), accompanied by examples/illustrations	Fairly coherent, with 1–2 weaker sections	Stages are mentioned but superficially	Incorrect/not coherent
3) Formulation and drafting of laws/policies	15	Able to develop policy options/constructions (objectives, alternatives, actors, instruments, logical drafts/documents)	There is a construction, but it is not yet sharp/lacks detail	Only general narrative, minimal design	No formulation elements
4) Analysis & evaluation of policy implementation	15	Critical analysis: supporting/inhibiting factors, actors, resources, impact, plus assessment of success	Analysis exists but lacks depth	Superficial/more descriptive analysis	No analysis
5) Implementation, monitoring, and evaluation (Monev)	15	Explain the Monev mechanism + indicators + required data + realistic recommendations for improvement	Monev and indicators exist, but are incomplete	Monev is mentioned briefly	None/incorrect
6) Structure and writing system	10	Complete and coherent structure (consistent chapters/subchapters)	Almost complete, some parts are not	Structure is not coherent	Not systematic

		ers)	neat		
7) Academic language & coherence of arguments	10	Standard language, clear, flowing, paragraphs connect well	Fairly clear, with some repetition	Many ineffective sentences	Difficult to understand
8) Citations & bibliography	5	Citations are consistent and the bibliography is well-organised	Present, but lacking consistency	Minimal citations	No citations

PAPER
Formulation, Development, and Evaluation of Public Policy
Implementation
(Case Study of Single-Use Plastic Reduction Policy in Semarang City)



By:
Dienti Ayunindya N
23020560080

Law Programme
Faculty of Law
2025

Abstract

This paper discusses the process of formulating and drafting public policies in the form of legal instruments, as well as analysing their implementation, monitoring, and evaluation. The case study used is the policy to reduce single-use plastics in the city of Semarang, which is generally implemented through a combination of local government regulations/circulars, strengthening the role of business actors, and behavioural change campaigns. The discussion begins with the policy formulation stage (agenda, formulation, legitimacy, implementation, and evaluation), followed by the steps for drafting policy documents and regulatory designs. In the implementation section, the paper assesses factors such as communication, resources, the disposition of implementers, and bureaucratic structure, and formulates an indicator-based monitoring and evaluation framework. The conclusion emphasises that the success of the policy is largely determined by the consistency of legal instruments, coordination across actors, proportional enforcement, and a routine and transparent monitoring and evaluation system.

Keywords: public policy; policy formulation; legal drafting; implementation; monitoring and evaluation; single-use plastics.

1. Introduction

Public policy is essentially a binding decision aimed at resolving collective problems. In the context of a constitutional state, many policies are realised through legal instruments: regulations, decrees, or administrative guidelines that provide a basis for authority, establish norms, and regulate implementation mechanisms. However, good policy does not stop at the issuance of legal documents. Success is determined at the implementation stage, whether the policy objectives are achieved, how actors comply, and whether the policy has the expected impact.

The case study used in this paper is the policy to reduce single-use plastics in the city of Semarang. Such policies are commonly motivated by environmental issues: waste accumulation, drainage pollution, urban flooding, and increasing waste management costs. Local governments usually encourage behavioural change through restrictions on plastic bags in shopping centres/modern markets, the provision of environmentally friendly alternatives, and public education. This paper focuses on: (a) the stages of policy and law formulation; (b) how to draft policies/legal instruments; and (c) analysis of policy implementation, monitoring, and evaluation.

1.1 Problem Statement

1. What are the stages of formulating public laws and policies into implementable instruments?
2. What are the steps in formulating and drafting public policy, including the structure of the text and the draft norms?
3. How to analyse and evaluate policy implementation, including practical monitoring and evaluation (Monev)?

1.2 Purpose of Writing

1. To explain the stages of policy and law formulation from problem identification to evaluation.
2. To present a realistic and applicable framework for drafting policy instruments (simple legal drafting).

3. To analyse policy implementation factors and design an indicator-based monitoring and evaluation framework.

2. Brief Theoretical Framework

To understand the policy process, this paper uses a policy cycle framework that divides the process into agenda setting, formulation, legitimisation/adoption, implementation, and evaluation. Meanwhile, to analyse implementation, an implementation factor approach (e.g. communication, resources, disposition, and bureaucratic structure) is used to help assess why policies are effective or ineffective. Policy evaluation is directed at general criteria such as effectiveness (whether objectives are achieved), efficiency (cost-benefit), fairness (who benefits/is disadvantaged), responsiveness (responsiveness to public needs), and appropriateness (suitability of instruments to the problem).

3. Stages of Formulating Laws and Public Policy

The stages of public policy formulation can be explained as follows. First, agenda setting, which is the process of selecting public issues that are considered urgent, have a broad impact, and are worthy of government attention. At this stage, preliminary data, public complaints, media findings, and risk analysis are the main materials.

Second, policy formulation. The government and stakeholders formulate objectives, alternative solutions, and implementation schemes. At this stage, it is important to analyse the options: what are the legal consequences, costs, and socio-economic impacts?

Third, policy adoption/legitimation. The selected alternative is institutionalised into a decision or legal instrument (e.g. regional head regulations, decisions, or guidelines). In the context of legal formulation, this stage includes the alignment of authorities, harmonisation of regulations, and fulfilment of regulatory formation procedures.

Fourth, policy implementation. Policies are translated into programmes, standard operating procedures (SOPs), roles, and concrete activities in the field. Implementation requires resources (budget, human resources, facilities), consistent communication, and inter-unit

coordination.

Fifth, monitoring and evaluation. Monitoring focuses on monitoring the process (whether activities are going according to plan), while evaluation assesses results and impacts (whether objectives have been achieved). Evaluation also provides a basis for policy revision or strengthening of instruments.

3.1 Application of Stages in Case Studies

In the policy to reduce single-use plastics, the agenda arose from the problem of plastic waste that is difficult to decompose and adds to the burden on landfills. Policy formulation usually considers options: a total ban, gradual restrictions, or the application of disincentives (e.g. bag fees). Legitimacy is achieved through regional instruments and technical guidelines for business actors. Implementation is carried out through socialisation, compliance monitoring in modern retail/markets, and community involvement. Monitoring is conducted through business operator compliance reports and field observations, while evaluation assesses the reduction in plastic bag use and changes in consumer behaviour.

4. Formulating and Drafting Public Policy

The formulation of policies in the form of legal instruments requires precision on two sides: the substantive side (objectives, norms, and programme design) and the formal side (authority, document structure, and design techniques). In practical terms, the formulation steps can be carried out as follows:

- 1) Identify the problem and policy objectives (problem statement and measurable objectives).
- 2) Stakeholder mapping (government, business actors, community, society).
- 3) Analyse policy options and risks (legal risk, cost burden, public acceptance).
- 4) Determine the appropriate legal instrument (regulation/decision/guideline) in accordance with authority.
- 5) Draft the structure of the document (considerations, legal basis, main body, closing provisions, attachments if necessary).
- 6) Public consultation and harmonisation (public review, synchronisation with higher-level regulations).

7) Finalisation, enactment, dissemination, and preparation of technical guidelines/SOPs for implementation.

4.1 Formulation Matrix

Component	Description
Issue	High use of single-use plastic bags in modern retail/markets; contribution to urban waste and management costs.
Objective	To reduce the use of single-use plastic bags and gradually encourage the use of reusable bags.
Target Groups	Modern retailers, food businesses, consumers, and managers of specific markets/public areas.
Instruments	Local guidelines/regulations governing restrictions, obligations to provide alternatives, and monitoring mechanisms.
Policy Options	Gradual restrictions (e.g., starting with modern retail), cost-based disincentives for plastic bags, educational campaigns, and community partnerships.
Implementing Actors	Environmental agencies, local law enforcement agencies, trade agencies, retail associations, and environmental communities.
Supervision SOP	Inspection schedule, compliance checklist, written warning mechanism, and periodic reporting.
Risks & Mitigation	Resistance from businesses/community; mitigation through public awareness campaigns, transition periods, and provision of affordable alternatives.

4.2 Example of a Regulatory Framework

The following is an example of a regulatory framework to illustrate how to formulate regulations:

a) General provisions: definitions of single-use plastic, reusable bags, business operators.

- b) Business operator obligations: (1) not providing free plastic bags; (2) providing alternatives; (3) displaying educational information; (4) reporting compliance periodically.
- c) Supervision: guidance, inspections, and reporting mechanisms.
- d) Graduated administrative sanctions: verbal warnings, written warnings, temporary suspension of certain services (optional according to authority).
- e) Closing provisions: transition period, assignment of relevant agencies for technical guidance.

5. Implementation, Monitoring, and Evaluation of Public Policy

Implementation is the process of translating policy into action. In practice, good policies can fail because the policy message is not conveyed, resources are insufficient, implementers lack commitment, or bureaucratic coordination is poor. Therefore, implementation needs to be accompanied by monitoring and evaluation.

Monitoring assesses the process: whether socialisation has been carried out, whether routine supervision is being conducted, and whether compliance reports are available. Evaluation assesses the results and impact: whether plastic use has decreased, whether business actors are compliant, and whether consumer behaviour has changed. Evaluation also examines side effects (e.g. the emergence of substitutes for other products that also have an environmental impact) and policy fairness (whether the cost burden is heavier on certain groups).

5.1 Monitoring and Evaluation (Monev) Framework for Single-Use Plastics

Aspect	Indicators	Data Source	Frequency
Output	Percentage of retailers that do not provide free plastic bags	Retail inspection checklist & report	Monthly
Output	Number of public awareness/campaign activities	Documentation of departmental/community activities	Monthly
Outcome	Estimated reduction in plastic bag usage per week in sample retailers	Recap of bag sales/demand + survey	Quarter
Outcome	Business compliance	Inspection result scoring	Quarter

	rate (compliance score)		
Impact	Changes in the composition of plastic waste at specific sampling points	DLH/TPA sampling data (simple sampling)	Semester
Process	Speed of follow-up on warnings and guidance	Minutes/records of guidance	Monthly

6. Analysis and Evaluation of Implementation

The analysis of the implementation of the single-use plastic reduction policy at the city level can be summarised in four main aspects:

a) Policy communication. The policy needs to be consistently disseminated to retailers, MSME actors, and the community. The main message must be simple: what is restricted, what are the alternatives, when does it take effect, and how will it be monitored.

b) Resources. Implementers need supervisory human resources, a socialisation budget, educational materials, and inspection instruments. Without resources, policies tend to be symbolic.

c) Disposition/commitment of implementers. The commitment of agencies and supervisory officials determines the consistency of enforcement. At the same time, a coaching approach is needed so as not to cause excessive resistance.

d) Bureaucratic structure and coordination. Environmental policies usually require coordination with trade agencies, market managers, and retail associations. Reporting standard operating procedures and coordination channels must be clear.

From an evaluation perspective, policies are considered effective if there is a downward trend in plastic bag use at target points and an increase in the use of reusable bags. If results are not yet visible, options for improvement include: extending the transition period, clarifying administrative sanctions, gradually expanding coverage, or strengthening incentives for compliant businesses.

6.1 Recommendations for Improvement

1. Clarify technical guidelines/SOPs and conduct repeated socialisation at target locations

2. Use a phased approach: guidance in the initial phase, routine monitoring after the transition period.
3. Establish a simple reporting system (e.g., monthly summaries) so that monitoring and evaluation does not rely solely on inspections.
4. Involve the community/environmental volunteers in public education and strengthening social compliance.
5. Conduct quarterly evaluations based on indicators; if necessary, revise policy instruments to make them more operational.

7. Conclusion

Effective public policy formulation requires a logical sequence of steps: agenda setting, formulation, legitimisation/adoption, implementation, and monitoring and evaluation. In the context of a constitutional state, policy formulation must be translated into instruments that have a basis of authority, an appropriate structure, and operational norms. The case study of the single-use plastic reduction policy shows that successful implementation depends on clear communication, adequate resources, commitment from implementers, cross-sector coordination, and regular monitoring and evaluation. With an indicator-based monitoring and evaluation framework, local governments can make gradual and measurable policy improvements, so that the goal of reducing plastic waste can be achieved in a more sustainable manner.

References

- Dunn, W. N. (2018). *Public policy analysis: An integrated approach* (6th ed.). Routledge.
- Nugroho, R. (2021). *Public policy: Formulation, implementation, and evaluation*. Elex Media Komputindo.
- Winarno, B. (2020). *Public policy: Theory, process, and case studies* (Revised edition). CAPS.
- Wahab, S. A. (2019). *Policy analysis: From formulation to the development of public policy implementation models*. Bumi Aksara.
- Regulations related to waste management and environmental policy (to be filled in according to the regional documents used).

PAPER
**Formulation, Development, and Evaluation of the Implementation of
Public Information Disclosure Policy in Local Government**

Prepared to fulfil the requirements of the Public Law and Policy course



By:
Wiena Athaya Nashwa
(230202560062)

Law Programme
State Islamic University Walisongo Semarang
2025

EXECUTIVE SUMMARY

This paper discusses the process of formulating laws and public policies, drafting policy proposals, and analysing policy implementation, monitoring, and evaluation (M&E). The study focuses on the Public Information Disclosure (PID) policy in local governments through the Information and Documentation Management Officer (PPID) mechanism. In practical terms, the paper presents the workflow of information services, the design of an internal regulatory framework (SOP and PPID governance structure), and a matrix of realistic and measurable money indicators. The results of the analysis confirm that the success of the KIP policy is not only determined by the legal basis, but also by organisational capacity, service quality, information system readiness, and a culture of compliance with public service standards.

CHAPTER I. INTRODUCTION

1.1 Background

Public information disclosure is one of the foundations of accountable governance. At the local government level, requests for information from the public have increased in line with the growing need for access to data on services, budgets, licensing, social assistance, and procurement processes. At the same time, local governments are required to protect personal data and exempt information, so that policy implementation must balance the principles of openness and prudence.

In practice, KIP policies require a clear system: who are the responsible actors, how are requests received, what are the service time standards, what are the objection mechanisms, and what are the procedures for testing the consequences of exempted information. Therefore, the formulation and drafting of policies cannot stop at general rules, but must be translated into standard operating procedures (SOPs), the division of roles between the main PPID and assistant PPID, and measurable monitoring and evaluation tools.

1.2 Problem Formulation

1. What are the stages of formulating laws and public policies until they are ready to be implemented in the local government environment?
2. How to formulate and develop KIP policies in local government so that they are operational and comply with standards?
3. How to analyse and evaluate the implementation of KIP policies, including the monitoring and evaluation mechanisms?

1.3 Purpose of Writing

- To explain the stages of formulating laws and public policies from agenda setting to rule making and dissemination.
- To develop a draft KIP policy framework for local government (governance, SOPs, and policy instruments).
- Analysing the implementation of KIP policies and designing realistic monitoring and evaluation indicators.

1.4 Benefits of Writing

- Academic benefits: strengthening understanding of the policy cycle and the relationship between policy and legal instruments.
- Practical benefits: providing examples of governance designs and PPID SOPs that can be adapted by regional agencies.
- Policy benefits: providing a monitoring and evaluation framework to improve the quality of public information services.

1.5 Writing Method

The methods used are literature studies and normative analysis of laws and regulations related to KIP, combined with a simulated case study in the form of mapping the PPID service flow in a city government in Central Java based on general information service practices (without disclosing sensitive data).

CHAPTER II. STAGES OF FORMULATING PUBLIC LAW AND POLICY

2.1 The Relationship between Public Policy and Legal Instruments

Public policy is a collective decision by the government to achieve certain objectives through instruments that can take the form of regulations, programmes, budgets, services, or a combination thereof. In the context of a constitutional state, policies that have a broad impact generally require legitimacy through legal instruments in order to have binding force, certainty, and accountability mechanisms. Therefore, policy formulation needs to take into account the rules for the formation of legislation and the principles of public service.

2.2 Policy Cycle: from Agenda to Evaluation

In summary, the stages of policy formulation can be described as follows:

1. Problem identification: mapping the gap between the actual and desired conditions, including the root causes of the problem and the affected groups.
2. Agenda setting: determining the priority of issues to be addressed by the government based on urgency, risk and capacity.
3. Policy formulation: designing policy alternatives, assessing feasibility (cost-benefit, risk, legality), and selecting the best option.
4. Adoption/legitimation: establishing policies through political/administrative decisions and/or regulations in accordance with authority.
5. Implementation: translating policies into programmes, standard operating procedures, actor assignments, financing, and services in the field.
6. Monitoring and evaluation: measuring performance, outputs, and impacts; then making policy improvements (policy learning).

2.3 Stages of Regulation Formation (Summary)

If a policy requires regulation, its formulation must follow the principles of good law-making. The general framework includes: planning, drafting (including academic papers if necessary), harmonisation, discussion, enactment, promulgation, and dissemination. These principles are in line with the provisions on the formulation of legislation in Law No. 12 of 2011 and its amendments.

2.4 Formulation Tools: Stakeholder Analysis and Policy Instruments

In practice, policy formulation will be more operational if it is supported by stakeholder mapping and the selection of policy instruments. Instruments can be: regulatory (rules and sanctions), persuasive (education), economic (incentives/disincentives), or technological/administrative (service systems, SOPs, standards). A combination of instruments is necessary to ensure that policies are not only written but also implemented.

CHAPTER III. FORMULATION AND DEVELOPMENT OF KIP POLICY

(OPERATIONAL DESIGN)

3.1 Definition of Policy Problems

Policy problems that often arise in public information services in local government are: (1) information requests are not served in a timely manner; (2) the quality of responses is not consistent across regional agencies; (3) the classification of exempt information is not yet documented; (4) service channels (face-to-face, letter, email, portal) are not yet integrated; and (5) there is a lack of monitoring of PPID performance. These conditions have the potential to cause information disputes and undermine public trust.

3.2 Policy Objectives

- Ensuring that public information requests are handled quickly, accurately, and measurably in accordance with service time standards.
- Improving the consistency of response quality through standard operating procedures, templates, and good document management.
- Ensuring the protection of exempted information through consequence testing and data security mechanisms.
- Establishing a monitoring and evaluation system for the continuous improvement of PPID services.

3.3 Stakeholders and Roles

The main actors in this policy include: regional leaders (policy makers and budget supporters), the main PPID (coordinator), assistant PPIDs in each OPD (implementers), ICT units (system managers), inspectors (internal supervisors), and the community/information requesters as service users. Cross-OPD coordination is key because data and documents are spread across various units.

3.4 Alternative Policy Instruments and Options

Instruments	Main Content	Advantages	Risks/Limitations	Decision
Regulatory	Local Government Regulation on	Strong binding force; clarifies authority.	Requires harmonisation and socialisation	Selected

	the management of PPID and information services.		processes.	
Administrative	Standard Operating Procedures (SOPs) for information requests, objections, information classification, and consequence testing.	Easy to operate; clear work details.	Requires regular training to ensure consistency.	Selected
Technology	Service portal/request tracker and digital document repository.	Transparent; easy to monitor; audit trail.	Requires IT personnel and data security.	Selected
Persuasive	Public education and internal training for PPID assistants.	Strengthening service culture.	Gradual effect; requires budget.	Selected
Sanctions/Discipline	Administrative consequences for exceeding service time	Encouraging compliance.	Objective guidelines are needed to ensure fairness.	Limited

	standards without valid reasons.			
--	--	--	--	--

3.5 Policy Document Structure Outline

- General provisions: definition of PPID, public information, exempt information, applicants.
- Governance structure: main PPID, assistant PPID, PPID supervisor, ICT unit, and supervision.
- Service standards: request channels, service time (10 working days + maximum extension of 7 working days), duplication costs, and response format.
- Information management: list of periodic, immediate, and ongoing public information; digital archive management.
- Complaint and dispute resolution mechanisms: internal procedures before referral to the Information Commission.
- Information security exemptions: consequence assessment, retention period for exemptions, and data protection.
- Monitoring and evaluation: performance indicators, periodic reporting, and follow-up improvements.

CHAPTER IV. IMPLEMENTATION, MONITORING, AND EVALUATION OF POLICIES

4.1 Implementation Design (90-Day Plan)

In order for the policy to be operational, implementation needs to be divided into a quick plan (90 days) as follows: (Weeks 1-2) establishment of a team and brief training for assistant PPIDs; (Weeks 3-4) finalisation of SOPs, response templates, and public information lists; (Month 2) activation of integrated service channels (official email/portal) and document bank; (Month 3) service trial, workflow improvements, and commencement of monthly performance reporting.

4.2 Implementation Analysis (Simulative Case Study)

In a simulation of a city government in Central Java, the most frequent requests for information were related to business licensing, social assistance, and procurement data. Before the SOP was strengthened, applicants often received inconsistent responses because the data was held by different OPDs. The main obstacles were: (a) coordination between assistant PPIDs was not yet standardised; (b) documents were not yet digitised; (c) concerns about opening data that should be open; and (d) weak recording of requests, making them difficult to monitor.

Improvements in implementation were made through: the appointment of a PIC in each OPD, the use of a request tracker, an information classification template, and biweekly coordination meetings. This strategy is realistic because it does not require an expensive system in the initial stages, but it has created an auditable service trail.

4.3 Monitoring and Evaluation (Monev): Indicators and Matrix

Monitoring is conducted to ensure that SOPs are implemented and service time standards are met. Evaluation is conducted to assess whether services have improved in terms of applicant satisfaction, consistency of responses, and reduction in information disputes. The following indicators are designed to be collected from routine PPID service data.

Indicators	Operational Definition	Data Source	Frequency	Target	Responsible Party
------------	------------------------	-------------	-----------	--------	-------------------

Timeliness	Requests are answered within 10 working days (or valid extension).	Log tracker/register	Monthly	≥90%	Main PPID
Quality of response	Complete answers + standard format + document references.	Answer sampling	Monthly	≥85%	Main PPID/OPD
Completeness of DIP	DIP is updated periodically/immediately/at any time.	DIP Documents	Quarterly	100% updated	Main PPID
Internal objections	Number of objections received and resolved.	Objection register	Monthly	Gradual decrease	Head of PPID
Disputes	Number of disputes submitted to the Information Commission.	Dispute summary	Semester	0	Legal Department
Satisfaction	Average survey score (1–5) after service.	Short survey	Monthly	≥4.0	Main PPID

4.4 Policy Improvement Recommendations

- Strengthen the digital document repository so that information can be provided promptly at any time without repeatedly requesting it from government agencies.
- Establish standards for classifying exempt information along with consequence tests to ensure that rejection decisions are consistent and accountable.
- Integrate the request tracker with the performance dashboard to facilitate management in monitoring service compliance.
- Conducting regular training at least once per semester for assistant PPIDs, including data protection literacy and information security.

CHAPTER V. CONCLUSION

The formulation of good laws and public policies requires a logical flow: problem identification, agenda setting, formulation, adoption/legitimation, implementation, and monitoring and evaluation. In the Public Information Disclosure policy in local government, the drafting stage must be translated into PPID governance, service SOPs, document templates, and information system support. Effective implementation is supported by cross-OPD coordination, neat document management, and a responsive service culture. Monitoring and evaluation are important instruments for continuous improvement based on service data, not assumptions.

REFERENCES

Central Information Commission of the Republic of Indonesia. (2010). Commission Regulation Number 1 of 2010 concerning Public Information Service Standards.

Republic of Indonesia. (2008). Law of the Republic of Indonesia Number 14 of 2008 concerning Public Information Disclosure.

Republic of Indonesia. (2009). Law of the Republic of Indonesia Number 25 of 2009 concerning Public Services.

Republic of Indonesia. (2010). Government Regulation of the Republic of Indonesia No. 61 of 2010 concerning the Implementation of Law No. 14 of 2008 concerning Public Information Disclosure.

Republic of Indonesia. (2011). Law of the Republic of Indonesia Number 12 of 2011 concerning the Formation of Legislation.

Republic of Indonesia. (2019). Law of the Republic of Indonesia Number 15 of 2019 concerning Amendments to Law Number 12 of 2011 concerning the Formation of Legislation.

3. Paper Assessment

Dienti Ayunindya N (23020560080)

Component	Weight	Score (1–4)	Grade
Problem statement, objectives, and scope	15	4	15.00
Stages of legal and public policy formulation	15	3	11:25
Formulation and drafting of laws/policies	15	3	11.25
Analysis and evaluation of policy implementation	15	3	11.25
Implementation, monitoring, and evaluation (Monev)	15	4	15.00
Structure and writing methodology	10	3	7.50
Academic language & coherence of argument	10	3	7.5
Citations & bibliography	5	2	2.50
TOTAL	100		81.25 / 100

Score: 81.25

Wiena Athaya Nashwa (230202560062)

Component	Weight	Score (1–4)	Score
1) Problem statement, objectives, and scope	15	4	15.00
2) Stages of legal and public policy formulation	15	4	15
3) Formulation and drafting of laws/policies	15	3	11:25
4) Analysis & evaluation of policy implementation	15	3	11.25
5) Implementation, monitoring, and evaluation (Monev)	15	4	15:00
6) Structure and writing system	10	4	10.00
7) Academic language & coherence of argument	10	3	7.5
8) Citations & bibliography	5	3	3.75
TOTAL	100		88.75 / 100

Score 88.75

D. VISIT REPORT EVALUATION SECTION

No	Assessment Component	Weight	4 (Very Good)	3 (Good)	2 (Fair)	1 (Poor)
1	Identity & completeness of the report	10	Complete identity (faculty, programme, name, student ID number, institution, date, purpose), neat	Almost complete, 1–2 items missing	Many data missing	Incomplete
2	Description of institution & services observed	15	Clear institutional profile + specific services observed	Profile is fairly clear, services are still general	Superficial description	Unclear
3	Description of service process/SOP (service flow)	20	Detailed and realistic flow (stages, counters/systems, documents, time)	Clear flow but lacking in detail	General overview/descriptive flow	No flow
4	Implementation of <i>good governance</i> principles	20	Clear analysis of at least 4 principles (transparency, accountability, participation, effectiveness, legal certainty) + examples	Mentioning principles + limited examples	Only mention without examples	No discussion
5	Identification of problems and contributing factors	15	Concrete findings + logical causes (human resources, facilities, systems, regulations, work culture)	Findings exist, causes are not strong	General findings, not specific	None
6	Recommendations for	10	Realistic, operational	Solutions are quite	Inappropriate solutions	None

	improvement (solutions)		solutions within the authority of the relevant government agency ()	relevant but general		
7	Language, structure, and neatness	10	Clear academic language, coherent, neat format	Fairly neat, some repetition	Many ineffective sentences	Not neat/difficult to understand
	TOTAL	100				

REPORT ON THE RESULTS OF VISITS TO PUBLIC SERVICE INSTITUTIONS

Course : Public Law and Policy

Program : Law

Student Name : Dienti Ayunindya N

Student ID : 23020560080

Assessment Stage : Sessions 15–16

Assessment Technique : Visit to Public Service Agency

Institution : Population and Civil Registration Office (Disdukcapil) of Semarang City

Visit Time : Tuesday, 14 May 2025

A. Introduction

Public service is one of the main indicators in assessing the quality of governance. In the context of law and public policy, the principle of good governance serves as the normative and practical foundation for the provision of services to the public. Principles such as transparency, accountability, participation, effectiveness, and legal certainty must be reflected in every service provided by government agencies.

B. Purpose of the Visit

This visit aims to directly observe the implementation of the principles of good governance in population administration services, particularly in the process of managing population documents such as Identity Cards (KTP), Family Cards (KK), and Civil Registration Certificates.

C. Brief Profile of the Agency

The Population and Civil Registration Agency (Disdukcapil) of Semarang City is a local government agency tasked with administering population administration and civil registration. Disdukcapil functions as the implementer of public policy in the field of population and is at the forefront of administrative services that directly interact with the community.

D. Observed Service Process

During the visit, the author observed the service process for electronic ID cards and family cards. The public first takes a queue number online at or directly at the location. Officers then verify the files in accordance with the requirements announced on the

information board and Disdukcapil's official online media. The service process is carried out based on Standard Operating Procedures (SOP) that are relatively clear and structured.

E. Implementation of Good Governance Principles

The application of the principle of transparency is evident in the availability of service information, administrative requirements, and estimated completion times, which are published openly. The principle of accountability is realised through public complaint mechanisms, both in person and through online channels. The effectiveness and efficiency of the service is reflected in the use of digital systems for data collection and document printing. However, at certain times of the day, there are long queues due to the high number of service applicants.

F. Legal and Public Policy Analysis

Legally, the provision of services at the Semarang City Disdukcapil has referred to laws and regulations on public services and population administration. The implementation of these policies has been quite good, although improvements are still needed in terms of service consistency and additional human resources to reduce waiting times for the public.

G. Conclusions and Recommendations

Based on the results of the visit, it can be concluded that the principles of good governance have been implemented in the population administration services at the Semarang City Population and Civil Registration Office. However, efforts are needed to improve service quality through optimising the queuing system, increasing staff capacity, and strengthening internal supervision to ensure more effective, efficient, and equitable public services.

REPORT ON THE RESULTS OF THE VISIT TO PUBLIC SERVICE INSTITUTIONS

Course : Public Law and Policy

Study Programme : Law

Student Name : Wiena Athaya Nashwa

Student ID : 230202560062

Assessment Stage : Sessions 15–16

Assessment Technique : Visit to Public Service Agency

Institution : Investment and Integrated One-Stop Service Agency (DPMPTSP) of Semarang City

Visit Time : Thursday, 16 May 2025

A. Introduction

Quality public services are a manifestation of the principle of good governance in the practice of government administration. From a legal and public policy perspective, licensing services are a strategic sector because they are directly related to legal certainty, the investment climate, and the public's right to fair and transparent services.

B. Purpose of the Visit

This visit aims to understand and analyse the implementation of the principles of good governance in business and non-business licensing services carried out by the Semarang City Investment and Integrated Services Agency (DPMPTSP).

C. Brief Profile of the Agency

The DPMPTSP of Semarang City is a local government agency that has the authority to provide integrated licensing and non-licensing services. This agency acts as the implementer of public policy in the field of investment and licensing and serves as an administrative service centre for the community and business actors.

D. Observed Service Process

During the visit, the author observed the business licensing service process through the Online Single Submission (OSS) system. Service applicants register online, then verify their documents at the service counter. Officers provide assistance to members of the public who experience technical difficulties in using the digital system.

E. Implementation of Good Governance Principles

The principle of transparency is evident in the openness of information regarding the types of permits, requirements, and service timeframes published through online media and information boards. Service accountability is realised through the recording of service processes and public complaint mechanisms. Service efficiency is reflected in the integration of digital-based services, although there are still obstacles for members of the public who are not yet accustomed to using technology.

F. Legal and Public Policy Analysis

The implementation of licensing services at the Semarang City DPMPTSP is generally in line with national and regional policies related to ease of doing business and bureaucratic reform. However, the implementation of these policies requires support in the form of improving public digital literacy and strengthening coordination between technical agencies so that the licensing process can run more optimally.

G. Conclusion and Recommendations

Based on the results of the visit, it can be concluded that the principles of good governance have been applied in licensing services at the DPMPTSP in Semarang City. Recommendations that can be made include improving assistance services for the community, optimising the dissemination of information on the online licensing system, and strengthening internal evaluations to improve the quality of public services.

1. Assessment Report Results

Dienti Ayunindya N (23020560080)

Institution: Disdukcapil Semarang City

No	Component	Weight	Score (1–4)	Value
1	Identity & completeness of the report	10	4	10.00
2	Description of the institution and services	15	4	15:00
3	Service Process Description / SOP	20	3	15:00
4	Implementation of good governance	20	3	15:00
5	Identification of problems and contributing factors	15	3	11:25
6	Recommendations for improvement	10	3	7.50
7	Language, structure, neatness	10	4	10.00
TOTAL		100		83.75 / 100

Brief notes: Realistic report, clear service flow, good governance analysis evident. Score not yet maximised as SOPs and problem findings are still general in nature (not yet very detailed per stage).

Wiena Athaya Nashwa (230202560062)

Institution: DPMPTSP City of Semarang

No	Component	Weight	Score (1–4)	Value
1	Identity & completeness of the report	10	4	10.00
2	Description of the institution and services	15	4	15:00
3	Service Process Description / Standard Operating Procedures	20	4	20:00
4	Implementation of <i>good governance</i>	20	3	15:00
5	Identification of problems and contributing factors	15	3	11:25
6	Recommendations for improvement	10	3	7.50
7	Language, structure, neatness	10	4	10.00
TOTAL		100		88.75 / 100

Brief note: The description of the service process (OSS) is very clear and up-to-date. The analysis is good, but more concrete examples are needed for the principles of *accountability* and *public participation* in order to achieve the maximum score.

E. FINAL ASSESSMENT FOR THE PUBLIC LAW AND POLICY COURSE:

Final Grade Range	Letter Grade	Quality Weight	Notes
85	A	4.0	Very Good
80–84	A–	3.75	Very Good
75–79	B+	3.5	Good
70–74	B	3.0	Fairly Good
65–69	B–	2.75	Fair
60–64	C	2.0	Poor
50–59	D	1.0	Very low
< 50	E	0	Failed

No.	Assessment Component	Bill Type	Weight
1.	Discussion: (a)	Attendance list	15%
2.	Group Presentation(b)	PowerPoint	25%
3.	Paper (c)	Working paper	20
4.	Report (d)	Visit report	40

$$\text{Final Score} = (a \times 15\%) + (b \times 25\%) + (c \times 20\%) + (d \times 40\%)$$

Dienti Ayunindya N (23020560080)

Component	Weight	Score	Contribution
Discussion: (a)	15	93.75	14.06
Group Presentation (b)	25	90	22.5
Paper (c)	20	81.25	16.25
Report (d)	40	83.75	33.50
TOTAL FINAL SCORE	100		86.31

Final Score

$$\begin{aligned}
 &= (a \times 15\%) + (b \times 25\%) + (c \times 20\%) + (d \times 40\%) \\
 &= (93.75 \times 0.15) + (90 \times 0.25) + (81.25 \times 0.20) + (83.75 \times 0.40) \\
 &= 14.06 + 22.50 + 16.25 + 33.50 \\
 &= \mathbf{86.31 A}
 \end{aligned}$$

Wiena Athaya Nashwa (230202560062)

Component	Weight	Value	Contribution
Discussion: (a)	15	87.5	13.1
Group Presentation (b)	25	90	22.5
Paper (c)	20	88.75	17.75
Report (d)	40	88.75	35.50
TOTAL FINAL SCORE	100		88.87

Final Score

$$\begin{aligned} &= (a \times 15\%) + (b \times 25\%) + (c \times 20\%) + (d \times 40\%) \\ &= (87.5 \times 0.15) + (90 \times 0.25) + (88.75 \times 0.20) + (88.75 \times 0.40) \\ &= 13.125 + 22.50 + 17.75 + 35.50 \\ &= \mathbf{88.87A} \end{aligned}$$