UNIVERSITAS SARI MULIA
FAKULTAS HUMANIORA
PROGRAM STUDI HUKUM
TAHUN AKADEMIK 2024/2025

RENCANA PEMBELAJARAN SEMESTER (RPS)
Lesson Plan

Mata Kuliah (MK) *Course*	Kode *Code*	Bobot (SKS) *Credit*				Semester *Semester*	Tanggal Penyusunan *Compilation Date*
		Tatap Muka *Face to Face*	Praktikum *Practice*	Praktik Lapangan *Practical Field Work*	Simulasi *Simulation*		
Hukum Acara Perdata *Civil Procedure Law*	**UNISM. HK.006**	**3 SKS**				**4 (Genap)**	**7 April 2025**
		3	**0**	**0**	**0**		

	Dosen Pengembang RPS *The Lesson Plan Developer*	**Ketua Jurusan** *Head of Department*
OTORISASI / PENGESAHAN *Endorsement*	Yandi Saputera, S.H., M.H. NIK. 1166112019176	Muhammad Mahendra Abdi, S.H., M.H. NIK. 1166032018123

Capaian Pembelajaran *Learning Outcome*	**Capaian Pembelajaran Lulusan (CPL) yang dibebankan pada MK** *Graduates Learning Outcome Which Charged to The Course*	
	CPL 1 – S3	Berkontribusi dalam peningkatan mutu kehidupan bermasyarakat, berbangsa, bernegara, dan kemajuan peradaban berdasarkan Pancasila. *Contribute to improving the quality of life in society, nation, state, and the advancement of civilization based on Pancasila.*

Keterangan: ***Notes:*** S: Sikap *Attitude* P: Pengetahuan *Knowledge* KU: Keterampilan Umum *General Skills* KK: Keterampilan Khusus *Special Skills*	CPL 2 – S7	Taat hukum dan disiplin dalam kehidupan bermasyarakat dan bernegara. *Obey the law and discipline in social and state life.*
	CPL 3 – KU1	Mampu menerapkan pemikiran logis, kritis, sistematis, dan inovatif dalam konteks pengembangan atau implementasi ilmu pengetahuan dan teknologi yang memperhatikan dan menerapkan nilai humaniora yang sesuai dengan bidang keahliannya. *Able to apply logical, critical, systematic, and innovative thinking in the context of the development or implementation of science and technology that pays attention to and applies humanities values in accordance with their field of expertise.*
	CPL 4 – KU3	Mampu mengkaji implikasi pengembangan atau implementasi ilmu pengetahuan teknologi yang memperhatikan dan menerapkan nilai humaniora sesuai dengan keahliannya berdasarkan kaidah, tata cara dan etika ilmiah dalam rangka menghasilkan solusi, gagasan, desain atau kritik seni, menyusun deskripsi saintifik hasil kajiannya dalam bentuk skripsi atau laporan tugas akhir, dan mengunggahnya dalam laman perguruan tinggi. *Able to examine the implications of the development or implementation of science and technology that pays attention to and applies humanities values according to their expertise based on scientific principles, procedures and ethics in order to produce solutions, ideas, designs or art criticism, compile scientific descriptions of the results of their studies in the form of a thesis or final project report, and upload it on the college website.*
	CPL 5 – KK2	Mampu memberikan nasihat hukum melalui penyuluhan, konsultasi dan bantuan hukum kepada masyarakat. *Able to provide legal advice through counseling, consultation and legal assistance to the community.*
	CPL 6 – KK3	Mampu membuat tulisan hukum berupa legal kontrak, legal drafting, legal opinion, legal memorandum, legal advis, dan legal reasoning serta studi kasus. *Able to write legal writings in the form of legal contracts, legal drafting, legal opinions, legal memorandums, legal advice, and legal reasoning as well as case studies.*
	CPL 7 – KK6	Mampu memberikan penyuluhan hukum kepada masyarakat. *Able to provide legal counseling to the public.*
	CPL 8 – P1	Menguasai konsep teoritis praktik beracara, prinsip dan konsep umum surat gugatan, pendampingan dalam persidangan, sosial budaya, konsep dasar hukum, ilmu komunikasi dan etika profesi. *Mastering the theoretical concepts of legal practice, general principles and concepts of lawsuits, assistance in courts, socio-culture, basic legal concepts, communication science and professional ethics.*
	CPL 9 – P2	Menguasai konsep teoritis dan prinsip hukum untuk menyelesaikan berbagai masalah hukum di masyarakat. *Mastering the theoretical concepts and principles of law to solve various legal problems in society.*

	CPL 10 – P3	Menguasai konsep teoritis dan prinsip hukum untuk pengembangan ilmu hukum melalui penelitian. *Mastering the theoretical concepts and principles of law for the development of legal science through research.*
	Capaian Pembelajaran Mata Kuliah (CPMK) ***Course Learning Outcome***	
	CPMK 1	Mahasiswa mampu menjelaskan pengertian dan asas-asas hukum acara perdata. *Students are able to explain the meaning and principles of civil procedural law.*
	CPMK 2	Mahasiswa mampu menjelaskan asas-asas kekuasaan kehakiman. *Students are able to explain the Principles of judicial power.*
	CPMK 3	Mahasiswa mampu menjelaskan pengertian permohonan dan gugatan. *Students are able to explain the meaning of application and lawsuit.*
	CPMK 4	Mahasiswa mampu menjelaskan syarat formil surat gugatan. *Students are able to explain the formal requirements for a lawsuit.*
	CPMK 5	Mahasiswa mampu menjelaskan pengertian sita jaminan. *Students are able to explain the meaning of confiscation of collateral.*
	CPMK 6	Mahasiswa mampu menjelaskan pengertian pembuktian. *Students are able to explain the meaning of proof.*
	CPMK 7	Mahasiswa mampu menjelaskan membuat memori banding, memori kasasi. *Students are able to explain making appeal memory, cassation memory.*
Deskripsi Singkat Mata Kuliah ***Short Description of The Course***	Hukum Acara Perdata adalah kumpulan aturan-aturan yang mengatur bagaimana cara menjamin ditaatinya hukum perdata materil dengan perantaraan hakim. Dengan perkataan lain Hukum Acara Perdata adalah hukum yang mengatur tentang bagaimana caranya mengajukan tuntutan hak (gugatan), memeriksa, memutuskannya dan pelaksanaan daripada putusan. Pengkajian dasar-dasar dan konsep-konsep dasar Hukum Acara Perdata menurut aturan Hukum Positif, meliputi kajian (1)Istilah dan pengertian Hukum Acara Perdata, sumber- sumber hukum, asas-asas dan sejarah hukum Acara Perdata,(2) Pemberian kuasa meliputi pengaturan, cara memberi kuasa dan contoh-contoh Surat kuasa (3).Penyelesaian Sengketa Perdata (4) Gugatan (5) Sita Jaminan (6) Pemeriksaan di Persidangan (7) Pembuktian (8) Putusan Hakim (Vonis) (9).Upaya Hukum (10) Eksekusi. *The Civil Procedure Code is a collection of rules that regulate how to ensure compliance with material civil law through the mediation of a judge. In other words, the Civil Procedure Code is the law that regulates how to file a claim (lawsuit), examine, decide and implement rather than a decision. The study of the basics and basic concepts of Civil Procedure Law according to the rules of Positive Law,*	

<table>
<tr><td></td><td colspan="6">including the study of (1) the terms and understanding of Civil Procedure Law, legal sources, principles and history of Civil Procedure Law, (2) The granting of power includes arrangements , how to give power of attorney and examples of power of attorney (3). Settlement of Civil Disputes (4) Lawsuit (5) Confiscation of Security (6) Examination in Court (7) Proof (8) Judge's Decision (Vondict) (9). Legal Efforts (10) Execution.</td></tr>
<tr><td>Bahan Kajian
Course Material</td><td colspan="6">1. Hukum perundang-undangan
2. Prosedur hukum acara
3. Konsep dalam praktik beracara dipengadilan</td></tr>
<tr><td rowspan="2">Bobot Penilaian
Evaluation Percentage</td><td rowspan="2">Aktifitas Partisipatif
Participatory Activities</td><td rowspan="2">Hasil Proyek
Project Results</td><td colspan="4">Kognitif/ Pengetahuan
Cognitive/ Knowledge</td></tr>
<tr><td>Tugas
Assignment</td><td>Kuis
Quiz</td><td>UTS
Mid-Semester Exam</td><td>UAS
Final Semester Exam</td></tr>
<tr><td>10%</td><td>-</td><td>20%</td><td>-</td><td>30%</td><td>40%</td></tr>
<tr><td>Media</td><td colspan="6">Perangkat Lunak:</td></tr>
</table>

Pembelajaran ***Learning Media***	***Software:*** 1. *Learning Management System* (LMS) Universitas Sari Mulia: https://lms.unism.ac.id/ *Sari Mulia University Learning Management System (LMS): https://lms.unism.ac.id/* 2. Platform pembelajaran online: zoom meeting, google meets, whatsapp. *Online learning platforms: zoom meeting, google meets, whatsapp.* 3. Video pembelajaran. *Tutorial video* **Perangkat Keras:** ***Hardware:*** 1. LCD dan screen. *LCD and screen.* 2. White board dan perangkat penunjang. *White board and supporting devices.* 3. Phantom dan alat penunjang pembelajaran lainnya. *Phantom and other learning support tools.*
Pustaka ***References***	**Utama:** ***Primary:*** 1. Asikin, Zainal. 2018. *Hukum Acara Perdata di Indonesia*. Jakarta: Prenadamedia Group (Kencana). 2. Yulia. 2018. *Hukum Acara Perdata*. Lhokseumawe: Unimal Press. 3. Boediarto, Ali, dkk. 2011. *Kompilasi Peraturan Hukum Acara Perdata*. Jakarta: Usakti. 4. HIR (*Het Herziene Indone-sisch Reglement*) 5. UU No. 48 Tahun 2009 tentang Kekuasaan Kehakiman.
	Pendukung: ***Additional:*** 1. Rumawi, dkk. 2021. *Hukum Acara Perdata*. Bandung: Widina Bhakti Persada. 2. Harahap, Yahya. 2017. *Hukum Acara Perdata (Gugatan, Persidangan, Penyitaan, Pembuktian, dan Putusan Pengadilan) – Edisi*

	Kedua. Jakarta: Sinar Grafika. 3. Ardiansyah, Muhammad Kamil. 2020. *Pembaruan Hukum oleh Mahkamah Agung dalam Mengisi Kekosongan Hukum Acara Perdata di Indonesia*. Jurnal Ilmiah Kebijakan Hukum.Vol 14, No 2 (2020) Edisi Juli. 4. Kitab Undang-Undang Hukum Acara Perdata.
Dosen Pengampu ***Supporting Lecturer***	1. Deni Nofrizal, S.H., M.H. 2. Yandi Saputera, S.H., M.H.
Mata Kuliah Syarat ***Prerequisite Courses***	-

KEGIATAN BELAJAR MENGAJAR

Minggu Ke- ***Week number***	**CPMK** ***Course Learning Outcome***	**Penilaian** ***Evaluation***		**Bentuk Pembelajaran; Metode Pembelajaran (Alokasi Waktu); Penugasan** ***Learning Format; Learning Method (Time Allocation); Assignment***		**Bahan Kajian/ Materi Pembelajaran** ***Course Material***	**Bobot Penilaian (%)** ***Evaluation Percentage***	**Dosen** ***Lecturer***
		Indikator ***Indicators***	**Kriteria & Bentuk** ***Criteria & Forms***	**Luring** ***Offline Learning***	**Daring** ***Online Learning***			
(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**	**(7)**	**(8)**	**(9)**
I - II	Mahasiswa dapat Menjelaskan tentang Pengantar Hukum Acara Perdata	Ketepatan Menjelaskan Pengertian, Sumber Hukum dan Asas-asas dalam Hukum Acara Perdata,	**Kriteria:** Ketepatan dan Penguasaan materi **Bentuk non test:** • Diskusi	**1. Bentuk:** Kuliah **2. Metode:** *Cooperative Learning* **3. TM:** 2 x (3x45') **4. *E-learning*:** https://lms.unism.ac.id/.		Pengantar : Peristilahan, Pengertian, Sumber Hukum, Asas-asas, Kekuasaan Kehakiman, Struktur Organisasi	5	TIM

		Kekuasaan Kehakiman, Tugas dan Wewenang Hakim				Pengadilan Negeri, Tugas dan Wewenang Hakim, Sifat Acara Dimuka Hakim, Sejarah Hukum Acara Perdata dan Peradilan di Indonesia		
	Students can Explain About Introduction *Procedural Law Civil*	*Accuracy Explain Definition, Source of law* *and Principles in the law Civil Event, Power Justice, Tasks and Authority Judge*	***Criteria:*** *Accuracy and Material mastery* ***Non-test form:*** • *Discussion*	**1. *Format:*** *Lecture* **2. *Method:*** *Cooperative Learning* **3. *TM:*** *2 x (3x45')* **4. *E-learning:*** *https://lms.unism.ac.id/.*		*Introduction: Terminology, Definition, Source Law, Principles,* *Power Justice, Organizational structure District Court, Tasks and Judge's Authority, Nature of Upfront Events Judge, History Procedural Law Civil and Judiciary in*		

						Indonesia		
III	Mahasiswa dapat Memahami Pemberian Kuasa (*Lastgeving*)	Ketepatan Memahami Cara-cara Memberi Kuasa, dan Syarat-syarat Kuasa serta Contoh-contoh Surat Kuasa	**Kriteria:** Ketepatan dan Penguasaan materi **Bentuk non test:** • Diskusi	**1. Bentuk:** Kuliah **2. Metode:** *Cooperative Learning* **3. TM:** 1 x (3x45') **4. *E-learning*:** *https://lms.unism.ac.id/*.		Pemberian Kuasa (*Lastgeving)*: Pengertian, Pengaturan, Cara-cara Memberi Kuasa, Syarat-syarat Kuasa dan Contoh-contoh Surat Kuasa.	5	TIM
	Students can Understand Power of Attorney (Lastgeving)	*Accuracy Understanding How-how to give Power, and Terms Power and Examples Power of attorney*	***Criteria:*** *Accuracy and Material mastery* ***Non-test form:*** • *Discussion*	***1. Format:*** *Lecture* ***2. Method:*** *Cooperative Learning* ***3. TM:*** *1 x (3x45')* ***4. E-learning:*** *https://lms.unism.ac.id/*.		*Power of Attorney (Lastgeving): Definition, Settings, How-how to give Power, Terms-terms of power and Examples Power of attorney*		
IV	Mahasiswa dapat	Ketepatan Memahami	**Kriteria:** Ketepatan dan Penguasaan materi	**1. Bentuk:** Kuliah **2. Metode:** *Cooperative Learning*		Penyelesaian Perkara Perdata:	5	TIM

	Memahami Penyelesaian Perkara Perdata	Penyelesaian Perkara Perdata secara Litigasi dan Non-litigasi	**Bentuk non test:** • Diskusi	**3. TM:** 1 x (3x45') **4. *E-learning*:** https://lms.unism.ac.id/.		Cara-cara Penyelesaian Perkara Perdata, Tahap-tahap Penyelesaian Perkara Perdata.		
	Students can Understand Solution Civil Case	*Accuracy Understand Solution Civil Case by Litigation and Non-litigation*	***Criteria:*** *Accuracy and Material mastery* ***Non-test form:*** • *Discussion*	***1. Format:*** *Lecture* ***2. Method:*** *Cooperative Learning* ***3. TM:*** *1 x (3x45')* ***4. E-learning:*** https://lms.unism.ac.id/.		*Solution Civil Cases: ways Solution Civil Case, stages Solution Civil Case.*		
V	Mahasiswa dapat Menjelaskan tentang Gugatan	Ketepatan Menjelaskan Gugatan	**Kriteria:** Ketepatan dan Penguasaan materi **Bentuk non test:** • Diskusi • Membuat Surat	**1. Bentuk:** Kuliah **2. Metode:** *Cooperative Learning* **3. TM:** 1 x (3x45') **4. Tugas:** Membuat Surat Gugatan dan		Gugatan : Pihak yang Dapat Mengajukan Gugatan, Kompetensi Pengadilan, Cara	30	TIM

			Gugatan dan Presentasi Kelompok	Presentasi Kelompok **5. *E-learning*:** https://lms.unism.ac.id/.		Pengajuan Gugatan, Persyaratan Isi Gugatan, Penggabungan Gugatan, Memasukan Gugatan dan Contoh Surat Gugatan		
	Students can Explain about Lawsuit	*Accuracy Explain lawsuit*	***Criteria:*** *Accuracy and Material mastery* ***Non-test form:*** *Making Claim Letters and Group Presentations*	***1. Format:*** *Lecture* ***2. Method:*** *Cooperative Learning* ***3. TM:*** *1 x (3x45')* ***4. Tasks:*** *Making Claim Letters and Group Presentations* ***5. E-learning:*** https://lms.unism.ac.id/.		*Lawsuit : Party which can Submit lawsuit, Competence Court, Cara Lawsuit Submission, Content Requirements lawsuit, Merger lawsuit, Enter lawsuit and Sample Letter lawsuit*		

VI	Mahasiswa dapat Menjelaskan tentang Sita Jaminan	Ketepatan Menjelaskan Sita Jaminan	**Kriteria:** Ketepatan dan Penguasaan materi **Bentuk non test:** • Diskusi	**1. Bentuk:** Kuliah. **2. Metode:** *Cooperative Learning* **3. TM:** 1 x (3x45') **4. *E-learning*:** *https://lms.unism.ac.id/*.	-	Sita Jaminan: Pengaturan dan Macam-macam Sita Jaminan, Saat Berlakunya Sita Jaminan, Berakhirnya Sita Jaminan, Sita Terhadap Perusahaan	5	TIM
	Students can Explain about Sita Guarantee	*Accuracy Explaining Sita Guarantee*	***Criteria:*** *Accuracy and Material mastery* ***Non-test form:*** • *Discussion*	***1. Format:*** *Lecture* ***2. Method:*** *Cooperative Learning* ***3. TM:*** *1 x (3x45')* ***4. E-learning:*** *https://lms.unism.ac.id/*.	-	*Confiscate Guarantee: Settings and Kinds of Sita Guarantee, Time Applicability of confiscation Guarantee, The end of Sita Guarantee, confiscation To Company*		
VII	Mahasiswa	Ketepatan	**Kriteria:**	**1. Bentuk:**		Pemeriksaan di	10	TIM

	dapat Menjelaskan tentang Pemeriksaan di Persidangan	Menjelaskan Pemeriksaan di Persidangan	Ketepatan dan Penguasaan materi **Bentuk non test:** • Diskusi	Kuliah 2. **Metode:** *Cooperative Learning* 3. **TM:** 1 x (3x45') 4. ***E-learning***: https://lms.unism.ac.id/.		Persidangan: Kemungkinan Hal- hal yang Terjadi Pada Sidang Pertama, Pencabutan dan Perubahan Gugatan, Jawaban Tergugat, Perkara dengan tiga pihak		
	Students can Explain about Check-in in The judge	*Accuracy Explain Check-in in The judge*	***Criteria:*** *Accuracy and Material mastery* ***Non-test form:*** • *Discussion*	1. ***Format:*** *Lecture* 2. ***Method:*** *Cooperative Learning* 3. ***TM:*** *1 x (3x45')* 4. ***E-learning:*** https://lms.unism.ac.id/.		*Check-in in The judge: Possible Things-things that happen At the Session First, Revocation and Change of Lawsuit, Defendant's Answer, Case with three parties*		
VIII	Ujian Tengah Semester							
IX - X	Mahasiswa dapat	Ketepatan menjelaskan	**Kriteria:** Ketepatan dan Penguasaan	1. **Bentuk:** Kuliah 2. **Metode:**		Pembuktian: Pengertian,	10	TIM

	Menjelaskan tentang Pembuktian	Pembuktian	materi **Bentuk non test:** • Diskusi	*Cooperative Learning* **3. TM:** 2 x (3x45') **4. *E-learning*:** https://lms.unism.ac.id/.		Pengaturan, Hal-hal yang Harus Dibuktikan, Beban Pembuktian, Alat-alat Bukti		
	Students can Explain about proof	*Accuracy explain Proof*	***Criteria:*** *Accuracy and Material mastery* ***Non-test form:*** • *Discussion*	***1. Format:*** *Lecture* ***2. Method:*** *Cooperative Learning* ***3. TM:*** *2 x (3x45')* ***4. E-learning:*** https://lms.unism.ac.id/.		*Proof: Definition, Settings, Things that should Proven, Burden Evidence, Tools-evidence*		
XI - XII	Mahasiswa dapat Memahami Putusan Hakim (Vonis)	Ketepatan Memahami Putusan Hakim	**Kriteria:** Ketepatan dan Penguasaan materi **Bentuk non test:** • Diskusi	**1. Bentuk:** Kuliah **2. Metode:** *Case Methode* **3. TM:** 2 x (3x45') **4. *E-learning*:** https://lms.unism.ac.id/.		Putusan Hakim (Vonis) : Pengertian, Jenis-jenis, Susunan dan Isi Putusan, Kekuatan Putusan, Contoh Putusan	10	TIM

						Hakim		
	Students can Understanding the Decision Judge (Verdict)	*Accuracy Understand Judge's Decision*	***Criteria:*** *Accuracy and Material mastery* ***Non-test form:*** • *Discussion*	1. ***Format:*** *Lecture* 2. ***Method:*** *Case Methode* 3. ***TM:*** *2 x (3x45')* 4. ***E-learning:*** *https://lms.unism.ac.id/.*		*Judge's Decision (Judgment): Definition, Type-type, arrangement and Judgment Contents, the Power of Judgment, Example of Decision Judge*		
XIII	Mahasiswa dapat Menjelaskan tentang Upaya Hukum (*Rechts Middelen*)	Ketepatan Menjelaskan Upaya Hukum	**Kriteria:** Ketepatan dan Penguasaan materi **Bentuk non test:** • Diskusi	1. **Bentuk:** Kuliah 2. **Metode:** *Case Methode* 3. **TM:** 1 x (3x45') 4. ***E-learning***: *https://lms.unism.ac.id/.*		Upaya Hukum (*Rechts Middelen*) : Pengertian, Jenis-jenis Upaya Hukum (Upaya Hukum Biasa dan Luar Biasa)	10	TIM
	Students can Explain about Effort	*Accuracy Explain Legal effort*	***Criteria:*** *Accuracy and*	1. ***Format:*** *Lecture*		*Legal effort (Rechts Middelen): Definition, Type-*		

	Law (Rechts Middelen)		*Material mastery* ***Non-test form:*** • *Discussion*	***2. Method:*** *Case Methode* ***3. TM:*** *1 x (3x45')* ***4. E-learning:*** *https://lms.unism.ac.id/.*		*Types of Legal Effort (Legal effort Ordinary and Extraordinary Normal)*		
XIV - XV	Mahasiswa dapat Menjelaskan tentang Pelaksanaan Putusan (Eksekusi)	Ketepatan Menjelaskan Pelaksanaan Putusan Hakim	**Kriteria:** Ketepatan dan Penguasaan materi **Bentuk non test:** • Diskusi	**1. Bentuk:** Kuliah **2. Metode:** *Case Methode* **3. TM:** 2 x (3x45') **4. *E-learning*:** *https://lms.unism.ac.id/.*	-	Pelaksanaan Putusan Hakim (Eksekusi) : Pengertian, Putusan yang Dapat Dieksekusi, Pengaturan, Instansi yang Berwenang Menjalankan Eksekusi dan Tata Cara Eksekusi.	10	TIM
	Students can Explain about Implementati	*Accuracy Explain Implementation Judge's Decision*	***Criteria:*** *Accuracy and Material*	***1. Format:*** *Lecture* ***2. Method:***	-	*Implementation Judge's Decision (Execution): Understanding,*		

	on Judgment (Execution)		*mastery* ***Non-test form:*** • *Discussion*	*Case Methode* ***3. TM:*** *2 x (3x45')* ***4. E-learning:*** *https://lms.unism.ac.id/.*		*Decision which can executed, Settings, Agencies authorized Operate Execution and Organizing Execution Way.*		
Ujian Tulis/ Ujian Praktik ***Written Exam/ Practical Exam***								

KONTRAK PEMBELAJARAN

	UNIVERSITAS SARI MULIA **FAKULTAS HUMANIORA** **PROGRAM STUDI ILMU HUKUM** **TAHUN AKADEMIK 2024/2025**

KONTRAK PEMBELAJARAN
Learning Contract

MATA KULIAH ***Course***	Nama MK *Course Name*	Hukum Acara Perdata *Civil Procedure Law*
	Kode *Code*	HKU30
	Bobot (SKS) *Credit*	3 SKS
	Semester *Semester*	5 (Ganjil) *(Odd)*

DESKRIPSI MATA KULIAH
Course's Description

Hukum Acara Perdata adalah kumpulan aturan-aturan yang mengatur bagaimana cara menjamin ditaatinya hukum perdata materil dengan perantaraan hakim. Dengan perkataan lain Hukum Acara Perdata adalah hukum yang mengatur tentang bagaimana caranya mengajukan tuntutan hak (gugatan), memeriksa, memutuskannya dan pelaksanaan daripada putusan. Pengkajian dasar-dasar dan konsep-konsep dasar Hukum Acara Perdata menurut aturan Hukum Positif, meliputi kajian (1)Istilah dan pengertian Hukum Acara Perdata, sumber- sumber hukum, asas-asas dan sejarah hukum Acara Perdata,(2) Pemberian kuasa meliputi pengaturan, cara memberi kuasa dan contoh-contoh Surat kuasa (3).Penyelesaian Sengketa Perdata (4) Gugatan (5) Sita Jaminan (6) Pemeriksaan di Persidangan (7) Pembuktian (8) Putusan Hakim (Vonis) (9).Upaya Hukum (10) Eksekusi.

The Civil Procedure Code is a collection of rules that regulate how to ensure compliance with material civil law through the mediation of a judge. In other words, the Civil Procedure Code is the law that regulates how to file a claim (lawsuit), examine, decide and implement rather than a decision. The study of the basics and basic concepts of Civil Procedure Law according to the rules of Positive Law, including the study of (1) the terms and understanding of Civil Procedure Law, legal sources, principles and history of Civil Procedure Law, (2) The granting of power includes arrangements , how to give power of attorney and examples of power of attorney (3). Settlement of Civil Disputes (4) Lawsuit (5) Confiscation of Security (6) Examination in Court (7) Proof (8) Judge's Decision (Vondict) (9). Legal Efforts (10) Execution.

CAPAIAN PEMBELAJARAN LULUSAN (CPL)
Graduates Learning Outcome

CPL 1 – S3	Berkontribusi dalam peningkatan mutu kehidupan bermasyarakat, berbangsa, bernegara, dan kemajuan peradaban berdasarkan Pancasila. *Contribute to improving the quality of life in society, nation, state, and the advancement of civilization based on Pancasila.*
CPL 2 – S7	Taat hukum dan disiplin dalam kehidupan bermasyarakat dan bernegara. *Obey the law and discipline in social and state life.*
CPL 3 – KU1	Mampu menerapkan pemikiran logis, kritis, sistematis, dan inovatif dalam konteks pengembangan atau implementasi ilmu pengetahuan dan teknologi

	yang memperhatikan dan menerapkan nilai humaniora yang sesuai dengan bidang keahliannya. *Able to apply logical, critical, systematic, and innovative thinking in the context of the development or implementation of science and technology that pays attention to and applies humanities values in accordance with their field of expertise.*
CPL 4 – KU3	Mampu mengkaji implikasi pengembangan atau implementasi ilmu pengetahuan teknologi yang memperhatikan dan menerapkan nilai humaniora sesuai dengan keahliannya berdasarkan kaidah, tata cara dan etikailmiah dalam rangka menghasilkan solusi, gagasan, desain atau kritik seni, menyusun deskripsi saintifik hasil kajiannya dalam bentuk skripsi atau laporan tugas akhir, dan mengunggahnya dalam laman perguruan tinggi. *Able to examine the implications of the development or implementation of science and technology that pays attention to and applies humanities values according to their expertise based on scientific principles, procedures and ethics in order to produce solutions, ideas, designs or art criticism, compile scientific descriptions of the results of their studies in the form of a thesis or final project report, and upload it on the college website.*
CPL 5 – KK2	Mampu memberikan nasihat hukum melalui penyuluhan, konsultasi dan bantuan hukum kepada masyarakat. *Able to provide legal advice through counseling, consultation and legal assistance to the community.*
CPL 6 – KK3	Mampu membuat tulisan hukum berupa legal kontrak, legal drafting, legal opinion, legal memorandum, legal advis, dan legal reasoning serta studi kasus. *Able to write legal writings in the form of legal contracts, legal drafting, legal opinions, legal memorandums, legal advice, and legal reasoning as well as case studies.*
CPL 7 – KK6	Mampu memberikan penyuluhan hukum kepada masyarakat. *Able to provide legal counseling to the public.*
CPL 8 – P1	Menguasai konsep teoritis praktik beracara, prinsip dan konsep umum surat gugatan, pendampingan dalam persidangan, sosial budaya, konsep dasar hukum, ilmu komunikasi dan etika profesi. *Mastering the theoretical concepts of legal practice, general principles and concepts of lawsuits, assistance in courts, socio-culture, basic legal concepts, communication science and professional ethics.*
CPL 9 – P2	Menguasai konsep teoritis dan prinsip hukum untuk menyelesaikan berbagai masalah hukum di masyarakat. *Mastering the theoretical concepts and principles of law to solve various legal problems in society.*
CPL 10 – P3	Menguasai konsep teoritis dan prinsip hukum untuk pengembangan ilmu hukum melalui penelitian. *Mastering the theoretical concepts and principles of law for the development of legal science through research.*
CAPAIAN PEMBELAJARAN MATA KULIAH (CPMK) ***Course Learning Outcome***	
CPMK 1	Mahasiswa mampu menjelaskan pengertian dan asas-asas hukum acara perdata. *Students are able to explain the meaning and principles of civil procedural*

	law.
CPMK 2	Mahasiswa mampu menjelaskan asas-asas kekuasaan kehakiman. *Students are able to explain the Principles of judicial power.*
CPMK 3	Mahasiswa mampu menjelaskan pengertian permohonan dan gugatan. *Students are able to explain the meaning of application and lawsuit.*
CPMK 4	Mahasiswa mampu menjelaskan syarat formil surat gugatan. *Students are able to explain the formal requirements for a lawsuit.*
CPMK 5	Mahasiswa mampu menjelaskan pengertian sita jaminan. *Students are able to explain the meaning of confiscation of collateral.*
CPMK 6	Mahasiswa mampu menjelaskan pengertian pembuktian. *Students are able to explain the meaning of proof.*
CPMK 7	Mahasiswa mampu menjelaskan membuat memori banding, memori kasasi. *Students are able to explain making appeal memory, cassation memory.*
MATERI PEMBELAJARAN ***Study Material***	
1.	Istilah dan pengertian hukum acara perdata. *Terms and definitions of civil procedure law.*
2.	Kekuasaan kehakiman, asas-asas kekuasaan kehakiman. *Judicial power, principles of judicial power.*
3.	Pengertian permohonan dan gugatan. *Definition of application and lawsuit.*
4.	Kewenangan absolut dan kewenangan relatif. *Absolute authority and relative authority.*
5.	Gugatan lisan dan gugatan tertulis. *Oral and written claims.*
6.	Substansi gugatan, bentuk dan format surat gugatan, syarat formil surat gugatan. *The substance of the lawsuit, the form and format of the lawsuit, the formal requirements for the lawsuit.*
7.	Pengertian sita jaminan, macam sita jaminan. *Definition of seizure of guarantee, kinds of seizure of guarantee.*
8.	Peninjauan kembali, membuat memori banding, memori kasasi. *Review, make a memory of appeal, memory of cassation.*
PUSTAKA UTAMA ***Primary References***	
1.	Asikin, Zainal. 2018. *Hukum Acara Perdata di Indonesia*. Jakarta: Prenadamedia Group (Kencana).
2.	Yulia. 2018. *Hukum Acara Perdata*. Lhokseumawe: Unimal Press.
3.	Boediarto, Ali, dkk. 2011. *Kompilasi Peraturan Hukum Acara Perdata*. Jakarta: Usakti.
4.	HIR (*Het Herziene Indone-sisch Reglement*)
5.	UU No. 48 Tahun 2009 tentang Kekuasaan Kehakiman
PUSTAKA PENDUKUNG ***Additional References***	
1.	Rumawi, dkk. 2021. *Hukum Acara Perdata*. Bandung: Widina Bhakti Persada.
2.	Harahap, Yahya. 2017. *Hukum Acara Perdata (Gugatan, Persidangan, Penyitaan, Pembuktian, dan Putusan Pengadilan) – Edisi Kedua*. Jakarta: Sinar Grafika.
3.	Ardiansyah, Muhammad Kamil. 2020. *Pembaruan Hukum oleh Mahkamah Agung dalam Mengisi Kekosongan Hukum Acara Perdata di Indonesia*. Jurnal Ilmiah Kebijakan Hukum.Vol 14, No 2 (2020) Edisi Juli.

4.	Kitab Undang-Undang Hukum Acara Perdata.

MATA KULIAH SYARAT ***Prerequisite Courses***	-

MEDIA PEMBELAJARAN ***Learning Media***

Perangkat Lunak *Software*	1. *Learning Management System* (LMS) Universitas Sari Mulia: https://lms.unism.ac.id/. *Sari Mulia University Learning Management System (LMS): https://lms.unism.ac.id/.* 2. Platform pembelajaran online: zoom meeting, google meets, whatsapp. *Online learning platforms: zoom meeting, google meets, whatsapp.* 3. Video pembelajaran. *Tutorial video*
Perangkat Keras *Hardware*	1. LCD dan screen. *LCD and screen.* 2. White board dan perangkat penunjang. *White board and supporting devices.* 3. Phantom dan alat penunjang pembelajaran lainnya. *Phantom and other learning support tools.*

BOBOT PENILAIAN ***Evaluation Percentage***	Aktifitas Partisipatif *Participatory* *Activities* 10% Tugas *Assignment* *20%* UTS *Mid-Semester* *Exam* *30%* UAS *Final Semester* *Exam* *40%*
DOSEN PENGAMPU ***Supporting Lecturer***	1. Deni Nofrizal, S.H., M.H. 2. Yandi Saputera, S.H., M.H.

KETENTUAN TAMBAHAN ***Additional Terms***

1.	Mahasiswa harus hadir 15 menit sebelum kegiatan pembelajaran dilaksanakan. *Students must be present 15 minutes before the learning activity is carried out.*
2.	Mahasiswa harus memperhatikan etika dalam pembelajaran dengan tidak melakukan pembelajaran daring di tempat tidur serta menggunakan pakaian yang pantas. *Students must pay attention to ethics in learning by not doing online learning in bed and wearing appropriate clothes*.

3.	Mahasiswa harus menggunakan nama lengkap dan menyalakan kamera atau mengaktifkan video selama kegiatan perkuliahan berlangsung. *Students must use their full name and turn on the camera or turn on the video during the lecture.*
4.	Mahasiswa yang ingin izin harus menyertakan alasan yang jelas, dengan mengirim bukti alasan izin kepada dosen pengajar saat perkuliahan berlangsung minimal 30 menit sebelum perkuliahan dimulai. *Students who want permission must include a clear reason, by sending proof of the reason for permission to the lecturer during the lecture at least 30 minutes before the lecture starts.*
JADWAL PEMBELAJARAN ***Learning Schedule***	

Hari/ Tanggal ***Date***	**Waktu (WITA)** ***Time***	**Dosen Pengampu** ***Supporting Lecturer***
	14.00 - 16.30	TIM
	14.00 - 16.30	TIM
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	14.00 - 16.30	TIM

Banjarmasin, 1 Oktober 2024

Dosen Pengembang RPS,

Yandi Saputera, S.H., M.H.

NIK. 1166112019176

Mahasiswa PJMK

(……...)

NIM.

Mengetahui,

Ketua Prodi Hukum

Muhammad Mahendra Abdi,S.H.,M.H.

NIK. 1166032018123

RENCANA TUGAS MAHASISWA

	UNIVERSITAS SARI MULIA **FAKULTAS HUMANIORA** **PROGRAM STUDI ILMU HUKUM** **TAHUN AKADEMIK 2024/2025**

RENCANA TUGAS MAHASISWA ***Student Assignment Plan***					
MATA KULIAH ***Course***	**Hukum Acara Perdata** ***Civil Procedure Law***				
KODE ***Codde***	**HKU30**	**Bobot (SKS)** ***Credit***	**3**	**Semester**	**5 (Ganjil)** ***(Odd)***
DOSEN PENGAMPU ***Supporting Lecturer***	1. Deni Nofrizal, SH., MH 2. Yandi Saputera, SH., MH				
BENTUK TUGAS ***Assignment Format***		**WAKTU PENGERJAAN TUGAS** ***Assignment Deadline***			
Membuat Surat Gugatan *Making a Letter of Lawsuit*		1 minggu *1 weeks*			

JUDUL TUGAS
Assignment Title

Tugas 1: Membuat surat gugatan perkara bidang keperdataan
Task 1: Making a Letter of Lawsuit

CAPAIAN PEMBELAJARAN MATA KULIAH (CPMK)
Course Learning Outcome

Mampu memahami dan menjelaskan mengenai pengertian dan asas-asas hukum acara perdata, asas-asas kekuasaan kehakiman, pengertian permohonan dan gugatan, syarat formil surat gugatan, pengertian sita jaminan, pengertian pembuktian, dan membuat memori banding, memori kasasi.
Able to understand and explain the meaning and principles of civil procedural law, principles of judicial power, understanding of applications and lawsuits, formal requirements for lawsuits, understanding of confiscation of guarantees, understanding of evidence, and making memorandum of appeal, memorandum of cassation.

DESKRIPSI TUGAS
Assignment Description

Pada mata kuliah ini mahasiswa belajar tentang Pengantar Acara Perdata, Asas-asas hukum Acara Perdata, Asas-asas kekuasaaan Kehakiman, Permohonan Gugatan, Syarat formil Gugatan, Pengertian Sita Jaminan, Pembuktian, Memori Banding.
In this course, students learn about Introduction to Civil Procedure, Principles of Civil Procedure Law, Principles of Judicial Power, Application for Lawsuits, Formal Requirements for Lawsuits, Definition of Seizure of Collateral, Evidence, Memorandum of Appeal.

METODE PENGERJAAN TUGAS
Assignment execution method

Tahap Persiapan:
Preparation Phase:

1. Mencari beberapa definisi mengenai ruang lingkup hukum acara perdata.
   Looking for some definitions regarding the scope of civil procedural law.
2. Menginventaris penjelasan yang tepat tentang ruang lingkup dan menganalisis kasus

hukum acara perdata yang dibuat.
Inventory the right explanation of the scope and analyze the civil procedural law cases made.

3. Mencari referensi atau bahan bacaan terkait tugas kasus yang akan dibuat.
Looking for references or reading materials related to the case assignment to be made.

Tahap Pelaksanaan:
Implementation phase:

1. Membuat tugas kasus dengan format latar belakang, rumusan masalah, manfaat penulisan, tujuan penulisan, pembahasan, dan kesimpulan serta saran.
Make case assignments with background format, problem formulation, benefits of writing, writing objectives, discussion, and conclusions and suggestions.
2. Dilengkapi dengan contoh kasus yang pernah terjadi.
Equipped with examples of cases that have occurred.
3. Mengirimkan Softfile melalui email kepada semua dosen pengampu.
Sending Softfile via email to all lecturers.

Tahap Evaluasi:
Evaluation Phase:
Mempresentasikan tugas membuat surat gugatan kepada seluruh dosen pengampu secara bersamaan dan terjadwal.
Presenting the task of Making a Letter of Lawsuit to all supporting lecturers simultaneously and on a scheduled basis.

BENTUK DAN FORMAT LUARAN
Design and Output Format

1. Obyek Garapan
Arable Object
Membuat Surat Gugatan Bidang Keperdataan.
Create a Civil Lawsuit

2. Bentuk Luaran
Output Format

a. Tugas membuat gugatan dituliskan dengan MS Word font TNR (12), margin normal, kertas A4.
The task of making is written with MS Word font TNR (12), normal margins, A4 paper.
b. Slide presentasi powerpoint yang terdiri dari: latar belakang, tujuan, manfaat, solusi yang ditawarkan, dan produk luaran, maksimal 15 slide.
PowerPoint presentation slides consisting of: background, objectives, benefits, solutions offered, and output products, a maximum of 15 slides.

INDIKATOR, KRITERIA, DAN BOBOT PENILAIAN
Indicators, Criteria, and Evaluation Percentage

1. Ringkasan analisis (bobot 20%)
Summary of analysis (weight 20%)
Memahami tentang pengertian dan asas-asas hukum acara perdata, asas-asas kekuasaan kehakiman, pengertian permohonan dan gugatan, syarat formil surat gugatan, pengertian sita jaminan, pengertian pembuktian, dan membuat memori banding, memori kasasi.
Understanding of the meaning and principles of civil procedural law, principles of judicial

power, understanding of applications and lawsuits, formal requirements for lawsuits, meaning of confiscation of guarantees, understanding of evidence, and making memorandum of appeal, memorandum of cassation.

2. **Membuat Gugatan (bobot 50%)**
   Create a Civil Lawsuit (weight 50%)
   Ketepatan pemahaman tentang kasus terkait hukum acara perdata.
   Accurate understanding of cases related to civil procedural law.

3. **Presentasi Tugas surat gugatan (bobot 30%)**
   Paper Presentation (weight 30%)
   Jelas dan konsisten, sederhana dan inovatif, menampilkan gambar, tulisan menggunakan font yang mudah dibaca, jika diperlukan didukung dengan gambar dan video clip yang relevan. Selain itu juga, penilaian presentasi juga diberikan meliputi bahasa komunikatif, penguasaan materi, penguasaan audiensi, pengendalian waktu (15 menit presentasi + 5 menit diskusi), kejelasan dan ketajaman paparan, penguasaan media presentasi.
   Clear and consistent, simple and innovative, displaying images, writing using easy-to-read fonts, if needed supported by relevant images and video clips. In addition, presentation assessments were also given covering communicative language, material mastery, audience mastery, time control (15 minutes presentation + 5 minutes discussion), clarity and sharpness of exposure, mastery of presentation media.

JADWAL PELAKSANAAN
Implementation Schedule

1. Tahap Persiapan *Preparation Phase* 2. Tahap Pelaksanaan *Implementation Phase* 3. Tahap Evaluasi *Evaluation Phase*	

KETENTUAN LAINNYA
Other Terms

1. Tugas yang telah dipresentasikan dan apabila mendapatkan revisi maka diperbaiki.
   Tasks that have been presented and if they get revisions, they are corrected.
2. Tugas yang telah direvisi Softfile dikirimkan kembali melalui email kepada semua dosen pengampu.
   Assignments that have been revised Softfile are sent back via email to all lecturers.

DAFTAR RUJUKAN
References

1. Asikin, Zainal. 2018. *Hukum Acara Perdata di Indonesia*. Jakarta: Prenadamedia Group (Kencana).
2. Yulia. 2018. *Hukum Acara Perdata*. Lhokseumawe: Unimal Press.
3. Boediarto, Ali, dkk. 2011. *Kompilasi Peraturan Hukum Acara Perdata*. Jakarta: Usakti.
4. HIR (*Het Herziene Indone-sisch Reglement*)
5. UU No. 48 Tahun 2009 tentang Kekuasaan Kehakiman.
6. Rumawi, dkk. 2021. *Hukum Acara Perdata*. Bandung: Widina Bhakti Persada.
7. Harahap, Yahya. 2017. *Hukum Acara Perdata (Gugatan, Persidangan, Penyitaan, Pembuktian, dan Putusan Pengadilan) – Edisi Kedua*. Jakarta: Sinar Grafika.

8. Ardiansyah, Muhammad Kamil. 2020. *Pembaruan Hukum oleh Mahkamah Agung dalam Mengisi Kekosongan Hukum Acara Perdata di Indonesia*. Jurnal Ilmiah Kebijakan Hukum.Vol 14, No 2 (2020) Edisi Juli.
9. Kitab Undang-Undang Hukum Acara Perdata.

RUBRIK PENILAIAN

ASSESSMENT RUBRIC

No	Kriteria	Skor	Indikator
1.	Sangat Kurang *Very less*	< 55	Tidak ada ide yang jelas untuk menyelesaikan masalah *There is no clear idea to solve the problem*
2.	Kurang *Not enough*	55 – 64,9	Ada ide yang dikemukakan, namun kurang sesuai dengan permasalahan *There are ideas put forward, but they don't fit the problem*
3.	Cukup *Enough*	65 – 74,9	Ide yang dikemukakan jelas dan sesuai, namun kurang inovatif *The ideas presented are clear and appropriate, but less innovative*
4.	Baik *Well*	75 – 85	Ide yang dikemukakan jelas, mampu menyelesaikan masalah, inovatif, cakupan tidak terlalu luas *The ideas put forward are clear, able to solve problems, innovative, not too broad in scope*
5	Sangat Baik *Very good*	> 85	Ide jelas, sesuai dan mampu menyelesaikan masalah dengan cakupan luas *Ideas are clear, appropriate and able to solve problems with a wide scope*

No	Kriteria	Skor	Indikator
1.	Sangat Kurang *Very less*	< 55	Tidak ada organisasi yang jelas. Fakta tidak digunakan untuk mendukung pernyataan. Isinya tidak akurat atau terlalu umum. Pendengar tidak belajar apapun atau kadang menyesatkan *There is no clear organization. Facts are not used to support statements. The content is inaccurate or too general. Listeners don't learn anything or sometimes mislead*

2.	Kurang *Not enough*	55 – 64,9	Cukup fokus, namun bukti kurang mencukupi untuk digunakan dalam menarik kesimpulan. Isinya kurang akurat, karena tidak ada data faktual, tidak menambah pemahaman pendengar *Sufficient focus, but insufficient evidence to use in drawing conclusions. The content is less accurate, because there is no factual data, it does not add to the listener's understanding*
3.	Cukup *Enough*	65 – 74,9	Presentasi mempunyau fakus dan menyajikan beberapa bukti yangmendukung kesimpulan-kesimpulan. Isi secara umum akurat, tetapi tidak lengkap. Para pendengar bisa mempelajari beberapa fakta yang tersirat, tetapi tidak menambah wawasan baru *The presentation has a focus and presents some evidence to support the conclusions. Content is generally accurate, but* *incomplete. Listeners can learn some implied facts, but not add new insights*
4.	Baik *Well*	75 – 85	Presentasi terorganisasi dengan baik dan menyajikan fakta yang menyakinkan untuk mendukung kesimpulan-kesimpulan. Isi akurat dan lengkap. Para pendengar menambah wawasan baru tentang topik tersebut *The presentation is well organized and presents convincing facts to support conclusions. Contents are accurate and complete. Listeners add new insight on the topic*
5	Sangat Baik *Very good*	> 85	Presentasi terorganisasi dengan menyajikan fakta yang didukung oleh contoh yang telah dianalisis sesuai konsep. Isi mampu menggugah pendengar untuk mengembangkan pikiran *An organized presentation by presenting facts supported by examples that have been analyzed according to the concept. Content can inspire listeners to develop their minds*