



# **Guidelines for Final Project, Thesis, Thesis, and Dissertation**

**DIRECTORATE OF ACADEMIC AFFAIRS  
UNIVERSITAS NEGERI SURABAYA**

**2023**



## RECTOR REGULATION



RECTOR REGULATION OF UNIVERSITAS NEGERI SURABAYA

Number 55 of 2022

ABOUT

CURRICULUM DEVELOPMENT AND CURRICULUM EVALUATION

AT UNIVERSITAS NEGERI SURABAYA

BY THE GRACE OF ALMIGHTY GOD

RECTOR OF UNIVERSITAS NEGERI SURABAYA

- Considering
- a. in order to implement the provisions of Article 15 paragraph (2) concerning Curriculum Development and Curriculum evaluation of Government Regulation Number 37 of 2022 concerning State Universities Legal Entity Universitas Negeri Surabaya, it is necessary to plan, develop, evaluate the curriculum periodically, continuously and comprehensively in accordance with the needs of graduate users and the development of science and technology;
  - b. based on the considerations as referred to in letter a, it is necessary to stipulate the Regulation of the Rector of Universitas Negeri Surabaya concerning Curriculum Development and Curriculum Evaluation of Universitas Negeri Surabaya;
- In View of
1. Law Number 12 Year 2012 on Higher Education (State Gazette of the Republic of Indonesia Year 2012 Number 158, Supplement to State Gazette of the Republic of Indonesia Number 5336);

2. Government Regulation No. 4 of 2014 on the Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia Year 2014 Number 16, Supplement to State Gazette of the Republic of Indonesia Number 5500);
3. Government Regulation Number 8 of 2020 concerning Amendments to Government Regulation Number 26 of 2015 concerning Forms and Funding Mechanisms for Legal Entity State Universities (State Gazette of the Republic of Indonesia of 2020 Number 28, Supplement to the State Gazette of the Republic of Indonesia Number 6461);
4. Government Regulation No. 37 of 2022 concerning State Universities with Legal Entity Surabaya State University (State Gazette of the Republic of Indonesia of 2022 Number 198, Supplement to State Gazette of the Republic of Indonesia Number 6825);
5. Decree of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Nornor 43141 / MPK.A / KP.07.00 / 2022 concerning the Dismissal of the Chancellor of Universitas Negeri Surabaya for the 2018-2022 Period and the Appointment of the Chancellor of Universitas Negeri Surabaya for the 2022-2026 Period;

HAS DECIDED :

To enact : REGULATION OF THE RECTOR OF UNIVERSITAS NEGERI SURABAYA CONCERNING CURRICULUM DEVELOPMENT AND CURRICULUM EVALUATION OF UNIVERSITAS NEGERI SURABAYA

#### CHAPTER 1

#### GENERAL PROVISION

#### ARTICLE 1

In this Rector's regulation, what is meant by:

1. Universitas Negeri Surabaya, hereinafter referred to as UNESA, is a state university with legal entity.

2. The Rector is the organ of UNESA that leads the organization and management of UNESA.
3. Indonesian National Qualification Framework (KKNI) is a competency qualification framework that can juxtapose, equalize, and integrate between the fields of education and the fields of vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.
4. Standards are the basic criteria that must be met in the preparation of all curriculum components.
5. Curriculum is a set of plans and arrangements regarding graduate learning outcomes, study materials, processes, and assessments used as guidelines for implementing study programs.
6. Curriculum implementation is the implementation of learning by optimizing the role of lecturers as facilitators, by applying the principles of interactive, holistic, integrative, scientific, contextual, thematic, effective, and student-centered learning.
7. Curriculum evaluation is the activity of collecting data and information to assess the efficiency and effectiveness of the curriculum which includes curriculum documents, curriculum implementation, curriculum outcomes and impacts, as a basis for policy making.
8. Work experience is experience in activities in certain fields for a certain period of time, in the form of job training, field work practice or other similar forms of activity.

## CHAPTER II

### PRINCIPLES OF CURRICULUM DEVELOPMENT

#### Article 2

Principles of Curriculum Development:

(1) UNESA Curriculum 2022 applies the principles of relevance, continuity, effectiveness, efficiency and flexibility both vertically and horizontally.

(2) The application of the principles as referred to in paragraph (1) is carried out in order to meet quality standards, community needs, and the development of science and technology, and is future-oriented.

## CHAPTER III

### DIRECTION AND POLICY OF CURRICULUM DEVELOPMENT

#### Article 3

Curriculum Development Direction

(1) UNESA curriculum development is oriented towards the achievement of national education goals by taking into account the demands of stakeholders, the dynamics of development, and future demands.

(2) UNESA curriculum development is directed towards the formation of graduate competencies that have the following added values:

- a. Being scientific, educative, and religious;
- b. Able to adapt to the changing times and dynamic;
- c. Have national insight and be a good citizen;
- d. Able to integrate (1) learning and innovation skills, (2) mastery of

information, media and technology skills, and (3) career development and life and career skills; and

- e. Become life long learners.

#### Article 4

Curriculum Development Policy:

- (1) Curriculum development refers to the National Standards for Higher Education (SNPT) and Teacher Education Standards (SPG).
- (2) Curriculum development based on the achievements of the Strategic Plan (Renstra), Kemenristekdikti, Ministry of Education and Culture Renstra, and UNESA Renstra.

### CHAPTER IV

#### FUNDAMENTALS OF DEVELOPMENT

##### Article 5

Curriculum development is based on the results of evaluating the previous curriculum by considering the following:

- a. Vision and mission of Universitas Negeri Surabaya
- b. National and international work qualification needs
- c. The needs of the community and stakeholders, and
- d. The development of lpteks

### CHAPTER V

#### STAGES OF CURRICULUM DEVELOPMENT

##### Article 6

Curriculum development is carried out using the following steps:

- a. Needs analysis;

- b. Determination of the graduate profile;
- c. Formulation of learning outcomes (CP);
- d. Determination of study materials and courses;
- e. Determination of curriculum structure and course distribution; and
- f. Preparation of curriculum documents

#### Article 7

(1) The formulation of CP includes attitudes, knowledge, general skills, and specific skills.

(2) The formulation of CP attitudes and general skills is at least the same as the formulation in the National Higher Education Standards (SNPT).

(3) CP of knowledge and special skills are developed by each study program by considering the agreement of associations/associations of similar study programs that refer to descriptions based on the levels in the KKNi document.

### CHAPTER VI

#### CURRICULUM IMPLEMENTATION

#### Article 8

(1) Implementation of UNESA Curriculum is carried out in the form of lectures, practicum, work experience, community service, and research.

(2) Implementation of UNESA Curriculum applies holistic, integrative, scientific, contextual, thematic, effective, collaborative, and student-centered interactive learning.

(3) A more detailed explanation of paragraph (2) is contained in Permenristekdikti Number 44 of 2015 concerning National Higher Education Standards.

#### Article 9

UNESA in one academic year holds lectures for 2 (two) semesters and can hold intermediate semesters to facilitate the acceleration of student study completion.

#### Article 10

The development of attitudes, knowledge, general skills, and specific skills is obtained through intracurricular, co-curricular, and extracurricular activities.

#### Article 11

Completion of UNESA student studies includes:

- a. Final project of Diploma Three Program
- b. Working paper or other forms for Diploma Four Program;
- c. Thesis for Bachelor Program;
- d. Competency test and / or other forms for Professional / Specialist Programs
- e. Thesis for Master Program; and
- f. Dissertation for Doctoral Program.



CHAPTER VII  
CURRICULUM EVALUATION

ARTICLE 12

- (1) Curriculum evaluation includes assessment of inputs, design, implementation, outcomes, and impact
- (2) Curriculum evaluation is partial and comprehensive
- (3) Partial evaluations are carried out periodically and continuously as needed
- (4) Comprehensive evaluation is carried out at least once every five years.

CHAPTER VIII  
CLOSING

ARTICLE 13

Further elaboration of UNESA's curriculum development is regulated in the Rector's Regulation.

ARTICLE 14

This regulation shall come into force on the date of its promulgation.

Enacted in Surabaya

December 12, 2022

RECTOR OF UNIVERSITAS NEGERI SURABAYA

This Copy Conform to the Original

Pt. Wakil Rektor Bidang Umum dan  
Kebudayaan,  
UNIVERSITAS NEGERI SURABAYA  
  
SUPRAPTO

*Signed*

NURHASAN



## INTRODUCTION

Our gratitude goes to the presence of Allah SWT, for the completion of the guidelines for writing the final thesis, thesis, thesis, and a dissertation. This guide is prepared as a guide for the preparation of the final project, thesis, thesis, and a dissertation Surabaya State University scope. This guideline is a refinement --technically and substantively-- of the 2014 State University of Surabaya Thesis Guidelines with changes in line with the demands of curriculum development, academic regulations, and science and technology.

These guidelines regulate the preparation of the final project, thesis, thesis, and a dissertation in the scope of Surabaya State University in general so that it is possible to issue supplements, both by Faculties, Postgraduate Schools (SPs), and Study Programs. Supplements prepared by the Faculty, Postgraduate School, or Study Program are compiled and used as long as the substance does not conflict with these guidelines. The existence of these supplements must be known and approved by the Dean/Director of SPs. This guidelines for the final assignment, thesis, thesis, and a dissertation is expected to help the preparation of final assignments, theses, theses, and dissertations run smoothly so as to encourage students to complete their studies on time. For this reason, we would like to thank all parties who have contributed to the realization of this guideline, from start to finish.

Hopefully, this final assignment, thesis, thesis, and a dissertation guidelines can provide optimal benefits for all parties. Constructive criticism is always welcome for the improvement of the final project guidelines, thesis, thesis, and a dissertation this in the next issue. **Salam Unesa satu langkah di depan.**

Surabaya, April 2023

Rector Universitas Negeri Surabaya

Prof. Dr. Nurhasan, M. Kes.

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## CHAPTER I INTRODUCTION

### A. Rational

Thesis/thesis/thesis/dissertation is one of the study completion requirements for students in all study programs at Surabaya State University (Unesa), both Applied Undergraduate programs (D4), Bachelor degree), Masters (S2), and Doctor (S3). The final project/thesis/thesis/dissertation is a scientific work resulting from research or scientific studies carried out by students independently under the guidance of a supervisor determined by the Decree of the Dean or Director of the Postgraduate School (SPs.). The mentoring allocation is 75% for the D4/S1 Program, 50% for the Masters Program, and 25% for the Doctoral Program.

Guidelines for the final assignment/thesis/thesis/dissertation required by students so that the preparation of the final assignment/thesis/thesis/dissertation can run effectively. That way, students have signs in writing their final project/thesis/thesis/dissertation. Apart from that, these guidelines also expedite and facilitate students and related parties, such as supervisors, examiners, study program coordinators, faculties/SPs. according to their respective duties and functions.

### B. Boundary and Form of Final Project, Thesis, Thesis, and Dissertation

#### 1. *Limitation*

- 1.1 Final Project (TA) is a final course project report prepared in order to fulfill some of the study completion requirements in the Applied Undergraduate program (D-4) and Undergraduate programs (S-1).
- 1.2 Thesis is a student's scientific work that is compiled in order to fulfill some of the requirements for completing studies in the Bachelor (S-1) program. The problems studied in the thesis focused on problems that are minimally theoretical applications.
- 1.3 The thesis is a student's scientific work that is compiled in order to fulfill some of the requirements for completing studies in the Masters (S-2) program. The problems studied in the thesis focused on problems that are minimally theoretical development.
- 1.4 The dissertation is a student's scientific work that is compiled in order to fulfill some of the requirements for completing studies in the Doctoral program (S-3). The problem studied in the dissertation focused on problems that are minimally theoretical in nature.



## 2. Form

### 2.1 Final Project for students of Applied Undergraduate Program(D4) and Undergraduate Programs (S-1)in the form of a Final Project Report.

The final project report is prepared in the form of working papers, design specifications, or art essays, including the following.

- a. Design/product design/ tools as part of a complex system or the design / design of a product or tool with high efficiency for society, the business world, or industry.
- b. Product relevant to the study program: goods and services. Goods, in the form of equipment, construction, materials, food, clothing/clothes, prototypes/models, system software, works of art, and other monumental works. Services, including system repairs, maintenance, and services.
- c. Evaluation and testing, namely related to proving the concept/testing products and/or components.

### 2.2 Thesis for Undergraduate Program students (S-1) is in the form of scientific writing which can be derived from the following results.

- a. Field Research is a research that is oriented towards collecting empirical data in the field based on a quantitative approach, qualitative, and/or mixed. The quantitative approach is a deductive-inductive research approach, while the qualitative approach oriented to express symptoms in a holistic context through collecting data from natural settings and the researcher positions himself as the key instrument. The mixed approach is a mix/hybrid of qualitative and quantitative.
- b. Library research is research carried out to solve certain problems based on critical and in-depth analysis of relevant literature. These library materials are treated as a source for exploring new thoughts or ideas as a basis for deducing existing knowledge so that new theoretical frameworks can be developed as a basis for solving problems.
- c. Laboratory research is the study of a problem in the laboratory based on a quantitative approach and qualitative. The concept of "laboratory" in this case is flexible. A laboratory for Mathematics, for example, has different characteristics from a laboratory for Science or Language.
- d. Policy review; theoretical study a problem; analysis of a work products, technology, or art that emphasize the ability to critically examine or find innovative ideas based on mastery of the material in certain study programs.

- e. Technology design work, is a scientific product of students in applying, or perfecting science and technology that is applied and practical; the work can be in the form of a prototype, or a design accompanied by a descriptionscholarly about the work.
- f. Artworks is a student scientific product that reflects scientific thinking processes and patterns through studies or works in the arts.

### **2.3 The work of students who won championships in national or international competitions can be equated with Final Assignments or Thesis.**

Equalization is done by students making a report in the Final Assignment or Thesis format using the Academic Final Assignment code on the validation sheet. Reports in the form of Final Projects or Thesis can then be assessed by the supervisor, Deputy Dean of Field I, Deputy Dean of Field II, and Study Program Coordinator.

The supervisor of the Academic Final Project report is the achievement supervisor, in the event that the achievement supervisor is not in accordance with the field of study, it is necessary to add one supervisor according to the field. Determination of the eligibility of competition achievements as a Final Project or Thesis is determined by the Dean's Decree. The list of competitions that received academic awards in the form of equivalents to Final Projects or Thesis are listed in Appendix 1.

### **2.4 Student articles published in accredited national journals or in reputable international journals can be equated with Final Projects or Thesis.**

The student articles referred to in this case are articles according to the field of study with students as the first authors and published in national journals accredited at least SINTA 2 or published in reputable international journals (Scopus indexed or WoS). The equivalent of the article to the final assignment or thesis is done by students making a report in the Final Assignment or Thesis format using the Academic Final Assignment code on the validation sheet. Reports in the form of Final Projects or Thesis can then be assessed by supervisors, study program coordinators, and assessor lecturers determined by the study program. The supervisor of the Academic Final Project report is the article supervisor.

### **2.5 Master's Program student thesis (S-2)**

- a. Thesis with a quantitative approach is proof of an idea/idea with survey tools, numbers, statistics, or certain calculations to reach the basis of analysis

ending with drawing conclusions from general conditions to a special situation.

- b. Thesis with a qualitative approach is testing ideas/ideas using non-numeric methods obtained from text-based research, video, audio, interviews, and various other non-numeric data collection methods. Thesis with a qualitative approach is commonly used in the humanities.
- c. Research thesis is a type of thesis which is made based on substantial research to defend an idea or idea of an academic. A research-based thesis is expected to be able to demonstrate qualified academic mastery for an academic.
- d. Artistic thesis is a type of thesis created by displaying the creative process of an academic. Generally, this type of thesis is carried out by academics in the fields of art or literature such as visual or performance processes, films, videos, scenarios, and various other things in similar fields. Artistic thesis is the realm of practical thesis which consists of creative works and essays as explanations of theory and a creative work.
- e. Project thesis is a unification of practical and theoretical sides. Project thesis is generally used for the fields of business, education, engineering and social work which require certain professionalism, strategies and methods to explain it. In general, the project consists of two main elements, namely a professional project or activity designed and carried out by an academic and also the accompanying essay of the project.

**2.6 Doctoral Program student dissertation (S-3) is interdisciplinary, multidisciplinary, or transdisciplinary research, including theoretical studies and/or experiments in the fields of science, technology, art and innovation.**

- a. Multidisciplinary research is a research strategy that involves at least two academic disciplines to solve a particular problem together.
- b. Interdisciplinary research is a research strategy that involves the transfer of an academic discipline into another academic discipline to solve a particular problem so as to be able to bring up new methods or new academic disciplines
- c. Transdisciplinary research is a research strategy that involves other stakeholders outside of academia, such as professional government

practitioners, politicians, entrepreneurs so that research results can have a higher probability of being applied by society.

### **C. Functions and Objectives of Final Assignment, Thesis, Thesis, and Dissertation Guidelines**

#### **1. Function**

Guidelines for Final Assignments, Thesis, Thesis, and Dissertations are a reference for students, lecturers, study program coordinators, and faculties/SPs within Unesa in carrying out their final assignment, thesis, thesis, and a dissertation starting from the pre-proposal, proposal, research, report preparation, examination stages, and ratings.

#### **2. Objective**

It is hoped that this Final Assignment, Thesis, Thesis, and Dissertation Guidelines can help students, supervisors, examiners, study program coordinators, and all parties involved in understanding the procedures for preparing proposals, mentoring, submitting exams, implementation of exams, as well as assessment so that the process of carrying out the final task, thesis, thesis, and a dissertation can run effectively.

## CHAPTER II ADMINISTRATIVE AND ACADEMIC REQUIREMENTS

### A. Administrative Requirements

Students can program the final project, thesis, thesis, and a dissertation with the following administrative requirements.

1. Registered as an active Unesa student in the academic year concerned as evidenced by a Study Plan Card (KRS).
2. Programming Final Project/Thesis/Thesis/Dissertation courses.
3. Register the Final Assignment/Thesis/Thesis/Dissertation at the Study Program Coordinator.

### B. Academic Requirements

#### 1. Student

To be able to program the final project, thesis, thesis, and a dissertation, students must meet the academic requirements as follows.

- a. Applied Undergraduate program students and Bachelors can program the final assignment/thesis if you have collected at least 100 (one hundred) credits with a minimum Grade Point Average (GPA) of 2.50, and have passed the Research Methodology course or an equivalent course with a minimum grade of C.
- b. Masters program students can program a thesis if you have passed at least 30% of all courses including Research Methodology courses complete all theory courses with a GPA of at least 3.00 with at most one course getting a C+ grade.
- c. Doctoral program students can program a dissertation if you have completed all theoretical courses with a GPA of at least 3.00 if you have passed at least 30% of all courses including Research Methodology courses complete all theoretical courses with a GPA of at least 3.00 with at most one course getting grade B-.

#### 2. Study Program Coordinator

The task of the coordinator of the study program in completing the final assignment/thesis/thesis/dissertation, among others:

- a. identify a list of students who are eligible to program the final assignment/thesis/thesis/dissertation,
- b. organizing debriefing prior to the implementation of the final project/thesis/thesis/dissertation,
- c. determine the feasibility of the title of the final project/thesis/thesis/dissertation submitted by students;
- d. determine the supervisor of the final assignment/thesis/thesis/dissertation;

- e. monitor the process of preparing and supervising the final assignment/thesis/thesis/dissertation.

### **3. Advisory Lecturer**

Supervisor for students of the Applied Undergraduate program There is one bachelor degree, while there are two students for the Masters and Doctoral programs. Lecturers who are authorized to guide the final task / thesis/thesis/dissertation are lecturers who have the following requirements.

- a. Have academic positions and educational qualifications as follows.
  - 1) Supervisor for the Applied Undergraduate program and Bachelors, at least occupying the functional position of Expert Assistant with Masters educational qualifications and have experience as Companion Advisors for a minimum of five students.
  - 2) Supervisors for the Masters program at least have the functional position of Lector with a Doctoral educational qualification.
  - 3) Supervisors for the Doctoral program at least have the functional position of Head Lector with a minimum educational qualification of S-3.
- b. Have competency expertise that is relevant to the topic of the final project/thesis/thesis/dissertation mentored students.
- c. Determined through a Decree of the Dean or Director of SPs.

### **4. Test Team**

Team of final project/thesis examiners/thesis/dissertation must meet the following requirements.

- a. For Applied Undergraduate programs and Bachelors, examiners at least occupy a functional position as an Expert Assistant functional position with a Masters educational qualification.
- b. For Masters programs, examiners at least have the functional position of Lector with a Doctoral educational qualification.
- c. For the Doctoral program, examiners at least have the functional position of Head Lector with a Doctoral educational qualification. Examiners can come from outside Unesa.
- d. Have expertise relevant to the theme/title of the final project/thesis/thesis/dissertation student.
- e. Stipulated by Decree of the Dean or Director of SPs.

## CHAPTER III PROCEDURE FINAL PROJECT/THESIS/DISERTATION PREPARATION

The process of preparing the final project, thesis, thesis, or dissertation starting with submitting a proposal to the exam and revision. This process will end if the student has obtained the value of the final assignment, thesis, thesis, or dissertation stated in the Study Result Card. This procedure is facilitated online through an information system known as Simontasi Plus. The description of each stage of the preparation of the final project, thesis, thesis or dissertation is presented as follows.

### A. Compilation of Final Project Reports/Thesis

#### 1. Proposal Preparation Final Project/Thesis

Proposal final assignment/thesis is a research plan that contains a concrete and clear description of the direction, goals, and predictions of the final results to be achieved in the final project/thesis. Proposal preparation begins after students have a research title and get a final assignment/thesis supervisor. The steps for preparing a proposal are as follows.

- a. Students program the Final Assignment/Thesis course.
- b. Students submit research topics to the Study Program Coordinator to get supervisors according to the research topic.
- c. The Study Program Coordinator determines supervisors based on the topics submitted by students and the guidance quota for each lecturer. The list of supervisors' proposals is then submitted to the faculty for the issuance of the Final Assignment/Thesis Supervisor Decree.
- d. Students contact or confirm the supervisor who has been determined by the Study Program Coordinator to agree on the process and schedule of mentoring activities.
- e. Students compile proposals with the guidance of supervisors according to systematics (see Chapter IV).
- f. Students are required to carry out guidance on proposal preparation according to the agreed schedule as evidenced by the Proposal Preparation Guidance Logbook Form filled in via Simontasi Plus.
- g. Students who have completed preparing a proposal (marked with the approval of the supervisor) report to the Study Program Coordinator so they can carry out a proposal seminar.

## **2. Proposal Seminars Study**

Proposals that have been made by students and approved by the supervising lecturer are then sent to a seminar to assess their feasibility. The stages in the proposal seminar are as follows.

- a. Students register for proposal seminars through the Study Program Coordinator with the condition that they have attended at least five other student proposal seminars as evidenced by the Proposal Seminar Participation Card (Appendix 2).
- b. The study program coordinator determines a team of proposal examiners according to the topic of student proposals. The list of proposal examiners is then submitted to the faculty to issue a proposal seminar examiner decree.
- c. The proposal examiner team consists of the chief examiner, examiner members, and supervising lecturer as examiner members.
- d. Students submit proposals to the examining team at least three days before the proposal seminar is held.
- e. The proposal seminar was attended by a team of examiners and other students as seminar participants.
- f. In proposal seminars, students present proposals that have been prepared verbally in front of the examining team and seminar participants, and respond to questions, suggestions, and corrections from the examining team and seminar participants.
- g. The test team provides an assessment of the feasibility of student proposals. If the proposal is deemed unfit, students must prepare a new proposal, while proposals deemed appropriate with revisions require the student concerned to revise the proposal a maximum of one month after the proposal seminar is held. If a student does not complete the revision of the proposal by the deadline, the student is required to carry out a re-proposal seminar.
- h. After revising the proposal, students ask for the approval of the examining team regarding the eligibility of the proposal as evidenced by the Proposal Approval Sheet signed by the testing team.

## **3. Compilation of Final Project Reports/Thesis**

After the research instruments have been validated, students then prepare to prepare a final project report for an applied undergraduate program or thesis for Undergraduate programs. The steps for preparing the final project/thesis report are as follows.

- a. Students carry out guidance with supervisors individually, scheduled according to agreement, and documented in the Final Assignment/Thesis Guidance Logbook



which is filled in through Simontasi Plus. Guidance is carried out at least eight times face to face in one semester and can be accumulated in the following semester during the final project/thesis programming.

- b. Students who have obtained the approval of their supervisors can collect research data.
- c. The supervising lecturer clarifies research data and directs students to carry out data analysis and prepare a final project/thesis report according to the systematics of thesis preparation (see Chapter IV).
- d. Students who have completed the preparation of the final project/thesis report and obtaining the approval and approval of the supervising lecturer can register to take the exam final assignment/thesis.

## **B. Preparation of Thesis for Masters Program**

### ***1. Proposal Preparation Thesis or Comprehensive Paper***

Proposal thesis is a clear description of the direction, goals, and predictions of the final results to be achieved in the thesis. Meanwhile, a comprehensive paper is a report on the results of research trials on a small scale as preparation for conducting research in the context of compiling a thesis. The steps for preparing a comprehensive thesis or paper proposal are as follows.

- a. Students program the Proposal course Research (2 credits).
- b. Students submit research topics to the Study Program Coordinator to get supervisors according to the research topic. Students can propose prospective supervisors I and II to the Study Program Coordinator by considering the suitability of the topics to be studied with the areas of expertise of the proposed supervisor candidates.
- c. The Study Program Coordinator submits a list of proposed supervisors to the faculty for the issuance of a Thesis Advisory Decree.
- d. Students contact or confirm the supervisor who has been determined by the Study Program Coordinator to agree on the process and schedule of mentoring activities.
- e. Students compile a thesis proposal or a comprehensive paper with the guidance of two supervisors according to systematics (see Chapter IV).
- f. Students are required to carry out thesis proposal guidance or comprehensive papers according to the agreed schedule as evidenced by the Proposal Preparation Guidance Logbook Form filled in via Simontasi Plus.

- g. Students who have completed preparing a proposal and have received approval from the two supervisors can register with the Study Program Coordinator to take the examproposal or comprehensive exam.

## **2. Proposal Examination or Comprehensive Examination**

Mastery and feasibility of research plans or results of research trials prepared by students in the form of a thesis proposal or comprehensive papers tested in the examproposal or comprehensive exam. The rules and procedures for implementing the proposal exam or comprehensive exam are described as follows.

- a. Proposal exam or examcomprehensive program can be carried out no earlier than Semester 3 and no later than Semester 4.
- b. Students register for examproposal or comprehensive exam through the Study Program Coordinator by submitting:
  - five copies of the thesis proposal or a comprehensive paper that has been approved by both supervisors as evidenced by the Supervisor's Approval Sheet;
  - grade transcripts signed by the Study Program Coordinator with the following conditions: a) have passed at least 30% of all courses, including research methodology courses; b) at most one subject gets a C+ grade; c) GPA of at least B (3.00);
  - photocopy of evidence that the financial administration requirements have been completed;
  - Certificate of Checking Plagiarism with the similarity level of the thesis proposal or comprehensive papers  $\leq 25\%$  signed by the Supervisor and approved by the Study Program Coordinator
- c. The study program coordinator determines the board of exam examinersproposal or comprehensive exam consisting of Study Program Coordinator who also acts as Examiner Head, Advisor I, Advisor II, and one member of the examiner.
- d. On examproposal or comprehensive exam, students present comprehensive proposals or papers that have been prepared orally and respond to questions, suggestions, and corrections from the board of examiners for a maximum of 90 minutes.
- e. The board of examiners conducts an assessment of the examproposals or comprehensive exams based on aspects of writing, methodology, substance, as well as students' ability to convey and defend the content of a thesis proposal or a

comprehensive paper using the form in Appendix 3. Calculation of the Final Score (NA) for a proposal or comprehensive exam is carried out using the formula:

$$NA = \frac{6(\text{Rerata Skor Akhir Pembimbing}) + 4(\text{Rerata Skor Akhir Penguji})}{10}$$

- f. Students are declared passed if  $NA \geq 70$ . The value of the test results proposals or comprehensive exams are taken into account in calculating the student achievement index as the value of the Proposal Course Study.
- g. Students who pass the exam proposals or comprehensive exams with unrevised status can proceed to the next stage with the direction of the two supervisors. Students who have passed with revision status are given the opportunity to revise a comprehensive proposal or paper within 3 months. If within that time period, the student cannot complete the revision of the thesis proposal or a comprehensive paper, the pass is declared null and void and is required to take a proposal exam or re-comprehensive exam. Meanwhile, students who fail to pass are required to revise their thesis proposals or comprehensive papers in consultation with supervisors and examiners and are allowed to submit a proposal examination or re-comprehensive examination as many times as possible.

### **3. Thesis Preparation**

After the research instrument has been validated, students then prepare to prepare a thesis with the guidance of two supervisors. In general, the steps for preparing a thesis for the Masters program are similar to preparing a final project/thesis report for Applied Scholars/Bachelor.

#### **C. Dissertation Preparation**

##### **1. Proposal Preparation Dissertation**

Proposal dissertation prepared clearly and accurately regarding the direction, goals, and predictions of the final results to be achieved in the dissertation. The steps for preparing a dissertation proposal are as follows.

- a. Students program the Proposal course Research (3 credits).
- b. Students submit research topics to the Study Program Coordinator to get supervisors according to the research topic. Students can propose promoter and

co-promoter candidates to the Study Program Coordinator taking into account the suitability of the topic to be studied with the area of expertise of the proposed supervisor candidate.

- c. The Study Program Coordinator submits a list of promoter and co-promoter proposals to the faculty for the issuance of a Dissertation Advisory Decree.
- d. Students contact or confirm the promoter and co-promoter that have been determined by the Study Program Coordinator to agree on the process and schedule of mentoring activities.
- e. Students prepare a dissertation proposal with the guidance of the promoter and co-promoter according to the systematics (see Chapter IV).
- f. Students are required to carry out dissertation proposal guidance according to the agreed schedule as evidenced by the Guidance Logbook for Proposal Preparation filled in via Simontasi Plus.
- g. Students who have completed preparing a proposal and getting approval from the promoter and co-promoter can register with the Study Program Coordinator to take the exam dissertation proposals.

## **2. Proposal Examination Dissertation**

Dissertation proposal exam assessing the mastery of doctoral program students and the feasibility of a research plan compiled in the form of a dissertation proposal. The rules and procedures for carrying out the exam The dissertation proposal is described as follows.

- a. Dissertation proposal exam can be implemented since Semester 3.
- b. Students register for exam dissertation proposal through the Study Program Coordinator by submitting:
  - seven copies of the dissertation proposal which has been approved by the promoter and co-promoter as evidenced by the Supervisor's Approval Sheet;
  - grade transcripts signed by the Study Program Coordinator with the following conditions: a) have passed at least 30% of all courses, including research methodology courses; b) at most one subject gets a B- grade; c) GPA of at least B (3.00);
  - photocopy of evidence that the financial administration requirements have been completed;
  - Certificate of Checking Plagiarism with the similarity level of the thesis proposal or comprehensive papers  $\leq 20\%$  signed by the Supervisor and approved by the Study Program Coordinator.

- c. The study program coordinator determines the board of examiners consisting of the Study Program Coordinator who also acts as the Head of Examiners, Promoter, Co-Promoter, and two members of internal examiners.
- d. On exams, students present a dissertation proposal that has been prepared orally and respond to questions, suggestions, and corrections from the board of examiners for a maximum of 90 minutes.
- e. The board of examiners conducts an assessment of the exam proposals based on aspects of writing, methodology, substance, and students' ability to convey and defend the content of a dissertation proposal using the form in Appendix 3. Calculation of the Final Score (NA) for the proposal examination is carried out using the formula:

$$NA = \frac{6 (\text{Rerata Skor Akhir Promotor}) + 4 (\text{Rerata Skor Akhir Penguji})}{10}$$

- f. Students are declared passed if  $NA \geq 70$ . The value of the test results are taken into account in calculating the student achievement index as the value of the Proposal Course Study.
- g. Students who pass the exam proposals with unrevised status can proceed at a later stage with the direction of the promoter and co-promoter. Students who are declared to have passed with revision status are given the opportunity to revise the proposal text no later than 3 months. If within that time period, students cannot complete the revision of the proposal, their graduation will be declared null and void and required to take a re-proposal exam. Meanwhile, students who fail to pass are required to revise their dissertation proposal through consultation with promoters, co-promoters, and examiners and are allowed to submit a maximum of one re-proposal exam.

### **3. Research Activities**

After the research instrument has been validated, students then prepare for research activities. At this stage, students apply valid instruments to collect research data. These data were then analyzed under the guidance of the promoter, co-promoter, and lecturer in the Research Results Seminar Course. Students then compile a dissertation draft and conduct scientific publications based on research results.

#### **4. Research Results Seminar**

After carrying out research activities, Doctoral program students are required to present the results of data analysis through a Research Results Seminar with the following conditions.

- a. Students program the Research Results Seminar course which weighs 5 credits with the prerequisite of passing the Proposal courseStudy.
- b. Students conduct research seminars that are open to the public.
- c. The results of the seminar scores are calculated into the calculation of the student achievement index in the Research Results Seminar course.
- d. Students register for the results seminar by:
  - submit a seminar paper on the results or a dissertation draftwhich has been approved by the promoter and co-promoter to the supporting lecturers;
  - prepare all tools, research instruments, data, examples of field results, and other attachments related to the dissertation preparation processat the time the results seminar was carried out; And
  - show evidence of scientific publications that have been done.

#### **5. Dissertation Preparation**

Dissertation manuscriptwhich had been compiled by Doctoral program students in the previous stage were perfected based on the input obtained during the research seminar. Students who have completed the preparation of their dissertation and received approval from the promoter and co-promoter can register with the Study Program Coordinator to take the examdissertation eligibility.

#### **6. Dissertation Eligibility Exam**

Dissertation feasibility examintended to ensure the writing of student dissertation manuscripts meets the standards set by Unesa. The rules and procedures for carrying out the examThe feasibility of the dissertation is described as follows.

- a. Students register for examsdissertation eligibilitythrough the Study Program Coordinator with the following conditions:
  - have passed the testdissertation proposalswhich is supported by the minutes of the dissertation proposal examination;
  - has conducted results seminars;
  - submit three copies of the dissertation draftwhich has been approved by the promoter and co-promoter;

- submit a Certificate of Checking Plagiarism with a dissertation similarity level  $\leq 20\%$  signed by the Supervisor and approved by the Study Program Coordinator.
- b. The study program coordinator determines the board of examiners dissertation eligibility consisting of one external lecturer and two internal active lecturers, not promoters or co-promoters with expertise according to the dissertation topic.
- h. The board of examiners conducts an assessment of the exam dissertation eligibility based on the submitted dissertation manuscript. The dissertation feasibility test assessment form is presented in Appendix 4.
- i. The dissertation is declared feasible if at least two out of three examiners declare it feasible and  $NA \geq 70$ .
- j. If in the due diligence, dissertation If a student is declared eligible, the student concerned can apply to register for the exam closed dissertation after making revisions according to the suggestions and input given by the feasibility examiners. However, if the dissertation feasibility test is declared ineligible, the Study Program Coordinator can hold a meeting between students, supervisors, and feasibility examiners to discuss the sections that are not feasible. Students are given a maximum of three months to make revisions. If until the deadline the student cannot complete the revision, the due diligence is declared disqualified and the student must submit a re-test.
- k. The results of the due diligence can be in three categories: 1) eligible for minor revision, if the revision does not revise the research substance; 2) eligible for major revision, if the revision of the dissertation draft related to research substance; 3) is not feasible, if the dissertation research results do not meet Unesa standards.

#### **D. Special Provisions**

Students can consult with the Study Program Coordinator about the possibility of changing supervisors if the process of supervising the final assignment, thesis, thesis, or dissertation can't work effectively. Substitution of supervisors can be done with the following conditions.

1. Students have participated in the mentoring process for at least two semesters starting from the Decree on Supervisors published.
2. Students do not show progress in the preparation of the final project, thesis, thesis, or dissertation significant in two semesters.

3. The study program coordinator found strong reasons related to the supervisor which had the potential to cause the final assignment, thesis, not to be completed, thesis, or dissertation student.
4. The change of supervisor is carried out by the procedure for students submitting a letter of request for a change of supervisor to the Dean with a copy to the Deputy Dean attached with a student statement and approval letter from the Study Program Coordinator. Based on the application letter, the Dean issues a new Advisory Decree. The complete application letter for a change of supervisor can be found in Appendix 7.
5. The change of supervisor is only valid once, meaning that the replacement supervisor cannot be replaced again.



## CHAPTER IV SYSTEMATICS, LANGUAGE, AND WRITING PROCEDURE FOR FINAL PROJECT/THE THESIS/DISERTATION REPORT

### A. Proposal Systematics

Proposals, theses, dissertations, or dissertations prepared in accordance with the systematics of writing proposals according to the type of research to be carried out. The systematics of the proposal based on the type of research is described as follows.

#### 1. *Proposal Systematics Quantitative Research*

- a. Cover page (see Appendix 8).
- b. Consent page (see Appendix 9).
- c. The introduction contains background, problem formulation, research objectives, research benefits, research limitations, and assumptions.
- d. Literature Review contains theoretical studies related to problem formulation, relevant research results, conceptual framework, and hypotheses (if needed).
- e. The research method contains information about the type and research design, research location, population and sample or research objectives, operational variables and definitions, research instruments, data collection techniques, and data analysis techniques.
- f. Bibliography.

#### 2. *Proposal Systematics Qualitative Research*

- a. Cover page (see Appendix 8).
- b. Consent page (see Appendix 9).
- c. The introduction contains background, research focus/problem formulation, research objectives, research limitations, research benefits, and assumptions.
- d. Literature Review contains theoretical studies, relevant research results, conceptual frameworks, and hypotheses if there are.
- e. The research method contains research approaches and designs, types of data and research data sources, research instruments (if any), data collection techniques, instrument validity tests (if needed) and data, as well as data analysis techniques.
- f. Bibliography.

#### 3. *Proposal Systematics Classroom Action Research (CAR)*

- a. Cover page (see Appendix 8).
- b. Consent page (see Appendix 9).

- c. Introduction contains background, problem formulation, research objectives, hypotheses (if needed), benefits of research, scope and limitations of research, as well as definitions of terms or operational definitions.
- d. The Literature Review contains theoretical studies, relevant research results, and a conceptual framework.
- e. The research method contains types of research, research background, research subjects, data and data sources, research procedures, data collection techniques, data analysis techniques, evaluation and reflection.
- f. Bibliography.

#### **4. Proposal Systematics Development Research**

- a. Cover page (see Appendix 8).
- b. Consent page (see Appendix 9).
- c. The introduction contains background, problem formulation, research objectives, expected product specifications, research benefits, assumptions and research limitations.
- d. The Literature Review contains theoretical studies, relevant research results, and a conceptual framework.
- e. The research method contains types of research, research procedures, trial designs, trial subjects, types of data, operational definitions, data collection instruments, and data analysis techniques.
- f. Bibliography.

#### **5. Proposal Systematics Library Research**

- a. Cover page (see Appendix 8).
- b. Consent page (see Appendix 9).
- c. The introduction contains background, problem formulation, research objectives, research benefits, and definitions of terms.
- d. Literature Review contains theoretical studies and frame of mind.
- e. The research method contains research approaches and types, data sources, data collection techniques and instruments, operational definitions (if any), and data analysis techniques
- f. Bibliography.

#### **6. Comprehensive Paper Systematics**

- a. Cover page (see Appendix 8).
- b. Consent page (see Appendix 9).
- c. Introduction (components adjust the type of research).

- d. Literature Review (components adjust to the type of research).
- e. Research Methods (components adjust the type of research).
- f. Research Results and Discussion contains the results of data analysis collected in a limited test along with a critical review of the research results presented using the perspective of various theories and relevant previous research results.
- g. Conclusions and suggestions contain summaries of the answers to research questions or the results of hypothesis testing along with recommendations based on the research results presented.
- h. Bibliography.

## **B. Report Systematics Thesis, Thesis, Thesis, and Dissertation**

Report Systematics Thesis, Thesis, Thesis, and Dissertation consists of an initial, core, and final section. The contents of each of these sections can be explained as follows.

### **1. Initial Section**

#### **a. Outer Cover**

The outer cover contains the title, Unesa symbol, full name and Student Identification Number (NIM) or student registration number, purpose of writing, name of study program, name of faculty/SPs, name of university, and year of completion. The outer cover is made of cardboard with the color according to the flag of each faculty. All writing on the outer cover is in gold ink. An example of the cover format for the Final Project, Thesis, Thesis or Dissertation can be seen in Appendix 8.

#### **b. Blank Page**

The blank page is intended as a barrier between the outer cover and the contents of the Final Project Report.

#### **c. Inside Cover**

The contents of the inside cover are the same as the contents of the outer cover, printed on white HVS paper in black ink, bearing the Unesa logo, and numbered in small Roman numerals (i).

#### **d. Abstract (in Indonesian)**

Abstracts are arranged in the following order: ABSTRACT, author's name, title of final report/thesis/thesis/dissertation, type of final report/thesis/thesis/dissertation, name of city, name of faculty/SPs, and year. The content of the abstract consists of rationale, research/development/study objectives, research methods/problem-solving approaches which include research/development/study designs, research sites, subjects/data sources, data

collection techniques, research instruments, data analysis techniques, research results/ development/study, conclusions, and suggestions. Abstracts are written on one page with single spacing with a maximum of 250 words for final project and thesis reports, a maximum of 500 words for a thesis, and a maximum of 600 words for a dissertation. At the end of the abstract, include keywords with a maximum of five words.

e. Abstract (in English)

The format and content of the Abstract in English are the same as the format and content of the Abstract in Indonesian.

f. Statement letter

A stamped statement letter contains a student statement that the final assignment/thesis report/thesis/dissertation written is his own and original work, and has never been submitted as a requirement or as part of the requirements for obtaining an Applied Bachelor degree, Bachelor, Master, or Doctor.

g. Consent Sheet

The approval sheet contains proof of academic approval from the supervisor and the Dean or Director of SPs. The consent form must be included at the time of the exam. The elements that must be on the approval page consist of: 1) Approval Sheet, 2) The title of the final assignment/thesis/thesis/dissertation, 3) Full name and Student Identification Number (NIM), 4) Name of Supervisor, 5) Place, date, month, and year, and 6) Dean of Faculty or Director of SPs (see Appendix 9).

h. Validity sheet

The ratification sheet contains evidence of administrative and academic validation from the examining team or board of examiners, and the Dean or Director of SPs. The validation sheet is made after the exam finally, the manuscript has been corrected, and approved by the team of examiners or the board of examiners and the Dean or Director of PPs (see Appendix 10).

i. Presentation Page

Dedication page is not a requirement. This page is intended to convey impressions or appreciation to people who have important meaning for researchers/writers. Presentation disclosures are written using font 12 or 11, language style is natural, straightforward, and unemotional.

j. Foreword

The preface is intended to express gratitude to God Almighty and thanks to those who contributed directly in writing the final thesis/thesis/thesis/dissertation, starting from the most meritorious party in completing the writing of the final project/thesis/thesis/dissertation and expectations related to the results of the final assignment/thesis/thesis/dissertation. Preface typed with one and a half spacing.

k. List of contents

The table of contents contains an outline of the contents of the final project/thesis/thesis/dissertation along with the page number. Elements of the final project/thesis/thesis/dissertation are included in the table of contents starting from the inside cover to the attachments. Table of contents is numbered using lowercase Roman numerals. The table of contents is typed using a single space.

l. List of Tables

The list of tables contains the serial number of the table, the title of the table, along with the page number where the table is presented.

m. list of Figures

The list of images (photos, schematics, graphs or maps) is arranged in a systematic order of numbers (Arabic numerals), the title of the image and the page number where the image is presented.

n. Appendix List

The list of attachments is arranged using a systematic serial number (Arabic numerals), the title of the appendix and the page number. The attachment page number is a continuation of the thesis/thesis page number/thesis/dissertation.

## **2. Core Section**

Fill in the main part of the final project/thesis/thesis/dissertation presented in the form of chapters, sub-chapters and/or more detailed title hierarchical levels, adhering to a certain systematic, regulated in this manual.

### **2.1 Final report**

Fill in the main part of the final project report consists of five chapters, namely: (1) Introduction; (2) Problem Solving Approach; (3) Design/Product Concepts/ Services/ Evaluation/ Testing; (4) Process, Results, and Discussion; and (5) Conclusions and Suggestions. In detail the contents of the core part of the final project can be described as follows.

#### **CHAPTER I INTRODUCTION**

Contains the background of the problem, problem identification, problem definition, problem formulation, objectives, benefits, and the originality of the idea.

#### CHAPTER II. PROBLEM SOLVING APPROACH

Contains theory and findings that can be used as a reference for developing problem-solving concepts which are the focus of study/development.

#### CHAPTER III. DESIGN CONCEPTS/PRODUCT/SERVICES/EVALUATION/TESTING

Contains analysis of needs, implementation, methods, and tools used to carry out the design/production/services/evaluation/testing.

#### CHAPTER IV. PROCESS, RESULTS, AND DISCUSSION

Contains the implementation process and the results of the design/production/services/evaluation/testing that has been developed in the previous chapter as well as discussion.

#### CHAPTER V. CONCLUSIONS AND RECOMMENDATIONS

Contains conclusions on the implementation results and the results of the design/production/services/evaluation/testing what has been done, limitations, and suggestions that can be used as input for the next development or innovation.

### **2.2 Thesis, Thesis, and Dissertation**

The contents of the thesis, thesis and dissertation consist of five chapters, namely (1) Introduction, (2) Literature Review, (3) Research Methods, (4) Research Results and Discussion, and (5) Conclusions and Suggestions. In detail, the contents of the core sections of Thesis, Thesis, and Dissertation are described as follows.

#### CHAPTER I INTRODUCTION

The Introduction chapter contains the background of the problem, problem identification, problem definition, problem formulation, research objectives, research benefits, and research assumptions (if any). The description for each of these aspects is described as follows.

- a. Background of the problem explains the rational reasons underlying the importance of the research being carried out. To make rational reasons, it is necessary to disclose the gap between the reality that occurred compared to the expected reality. Various data, facts, opinions, complaints from the field/place of research need to be disclosed to strengthen the reasons for the need for research.
- b. Problem Identification describes the study of various possible causes of the problem. In this section, it is necessary to disclose broadly the various problems

that might be researched. The contents of the problem identification must be aligned with the problems expressed in the problem background.

- c. Problem Limitation, namely problem determination (from various identified problems) taking into account various methodological aspects, feasibility to be researched, as well as the limitations of the researcher without compromising the meaningfulness of the meaning, concept, or topic being studied.
- d. The problem formulation contains an affirmation of the problem to be examined as a result of limiting the identified problems. The formulation of the problem is written in a question sentence.
- e. Research objectives state the targets to be achieved through research. The objectives are formulated in line with/referring to the formulation of the problem.
- f. Research Benefits explain the benefits of research results for both theoretical and practical purposes.
- g. Research assumptions (if any) are basic assumptions about something that is used as a basis for thinking and acting in carrying out research. Assumptions can also be interpreted as basic assumptions that cause a theory to apply. Assumptions can be substantive or methodological in nature. Substantive assumptions are related to research problems, while methodological assumptions are related to research methods.

## CHAPTER II. LITERATURE REVIEW

The literature review chapter is not just a collection of quotations, but quotations and theories that are discussed and synthesized by researchers/students so as to bring up definitions, new understandings, frameworks, hypotheses and/or research questions, as well as develop instruments that are appropriate to the problems studied. In general, this chapter contains theoretical foundations, relevant research findings, frameworks, and research questions and/or hypotheses. The description of each component of the Literature Review Chapter is described as follows.

- a. Theory studies describe theories related to research variables including definitions, concepts, assumptions, and indicators used to measure these variables and as a basis for developing research instruments. Theoretical studies are obtained from relevant literature and research results. Reference sources for theoretical studies can be textbooks, encyclopedias, dictionaries, scientific journals, research reports, seminar papers, proceedings, theses or dissertation. Articles on the internet can also be used as a reference source if these articles are published in research centers or written by reputable authors. However, learning

materials cannot be used as a reference source because they have not yet undergone public testing through publication.

- b. Relevant research results serve to strengthen the position of the current research by looking at the results of research that has been done. Relevant research results are also used as a basis for researchers to develop a frame of mind. Relevant research results are presented in a narrative manner by analyzing the results of one study with the results of other studies.
- c. The Thinking Framework contains a logical and rational description of how the research variables can be related to each other (correlation). The framework of thinking will direct the researcher to the formulation of hypotheses. Research that does not prove the hypothesis is like research with a qualitative approach, no need to write down the frame of mind.
- d. Research Questions and/or Hypotheses

The research question is an affirmation of the formulation of the problem to be answered through research. hypothesis is a temporary answer to the formulation of the problem which is stated in a statement sentence. For research that does not prove the hypothesis, it is sufficient to write down the research questions. Hypotheses or research questions must be aligned and are an elaboration of the problem formulation.

### CHAPTER III. RESEARCH METHODS

The research method in Chapter III outlines the following.

- a. Type or Research Design. Researchers need to suggest the type or research design according to the problem to be studied.
- b. Place and time of research. This section contains a description regarding when and where the research will be conducted.
- c. Population and Research Sample. The population and sample are used if the target area of the researcher is large enough so that it is not possible for all members to be respondents so that the researcher conducts research by taking a representative sample. If the target area can be reached entirely, this section will be given the name of the data source or research subject. In the field of language/literature, the term data source/research subject is used. For research using samples, it is necessary to explain how to determine the sample size and the sampling technique used.
- d. Variable Operational Definition explains the definition of each variable according to the research context. Operational definitions are developed from theory,



conceptual definitions, and are the basis for determining indicators in the development of research instruments.

- e. Data Collection Techniques and Instruments. In this section it is necessary to describe the data collection techniques used and the instruments developed. Researchers need to explain the process of preparing instruments and testing instrument quality.
- f. Instrument Validity and Reliability. The instrument is declared feasible as a data collection tool if it meets valid and reliable criteria. In this section, it is necessary to explain ways of tracing the validity and reliability of the instrument. For instruments in the form of cognitive tests in the form of multiple choice questions, testing the quality of the questions was tested by index of difficulty, discriminating power, deception, and reliability.
- g. Data analysis technique. In this section it is necessary to explain the data analysis techniques used including the required analysis requirements test.

#### CHAPTER IV. RESEARCH RESULTS AND DISCUSSION

This chapter consists of three parts, namely research results, discussion, and research limitations. The results of the research must answer the research questions and are arranged according to the order of the research questions/hypotheses. The discussion section is an important part of the research and is located separately from the research results sub-chapter. The discussion section contains a critical review of the research using perspectives from various relevant theories that have been discussed in Chapter II. Limitations of the research are limitations related to methodology not limitations related to time, cost, or research logistics. Research limitations are also not related to the number of samples or research variables because this has been determined beforehand. For action research or CAR, there needs to be a sub-chapter on Reflections on the Gaining of Researcher's Knowledge.

#### CHAPTER V. CONCLUSIONS AND RECOMMENDATIONS

This chapter contains three sub-chapters namely conclusions, implications, and suggestions. The conclusion is a summary of the answers to research questions or the results of hypothesis testing and at the same time is a solution to the problems that exist in the formulation of the problem. Conclusion should be short, is a description essential, tend to be in the form of qualitative statements, and not numbers. Implications are further consequences of the findings in the conclusion. Suggestions are recommendations addressed to various parties related to research results and use operational language. Usually the implications of using suggestive

language but not yet operational. Implications and suggestions must be in accordance with the research results that have been summarized in the conclusions.

### **2.3 Final Work of Art**

Fill in the Core Parts of the Final Work of Art consists of four chapters, namely 1) Introduction, 2) Study of Sources, 3) Results of the Study/Creation and Discussion, and 4) Conclusions and Suggestions. In detail, the contents of the main section are described as follows.

#### **CHAPTER I INTRODUCTION**

The Introduction chapter contains the background of the problem, identification of the problem, limitation of the problem, formulation of the problem, objectives and benefits.

#### **CHAPTER II. SOURCE STUDY**

This chapter contains studies from various sources that are relevant to the topic of study or the creation of works of art. This section also describes various theories related to the study/creation method.

#### **CHAPTER IV. RESULTS OF STUDY/CREATION AND DISCUSSION**

The results of the study/creation reveal the study or process of creation to produce a work. The discussion section contains a critical review of the results of the study/creation using the perspectives of various relevant theories that have been discussed in Chapter II.

#### **CHAPTER V. CONCLUSIONS AND RECOMMENDATIONS**

The conclusion is a summary of the answers to the study questions and at the same time is a solution to the problems in the problem formulation. Suggestions are recommendations addressed to various parties related to the results of the study/creation and use operational language.

### **3. Final Section**

#### **a. Bibliography**

The bibliography contains the identities of all books, journals, research reports, references from the internet, and other sources referred to in writing the Final Report, Thesis, Thesis, and Dissertation, and are mentioned in the contents section. Sources that are not cited in the contents section may not be included in the bibliography. Instead, all sources mentioned in the contents section must be listed in the bibliography. The bibliography is arranged alphabetically from the author's name according to a special format.

b. Attachments

The appendix contains all supporting documents or materials used or produced in the research. Attachments can be in the form of research permits, research instruments, formulas, statistical calculations used, calculation procedures, results of instrument trials, and the like. Meanwhile, attachments for qualitative research include examples of interview transcripts that were validated by respondents, results of reductions and abstractions, field notes, evidence (FGD) and or Delphi. Appendices are numbered sequentially according to the order of research procedures, and the page numbers are a continuation of the main section page numbers.

**C. Language and Writing**

**1. Language**

Final Projects, Thesis, Thesis, and Dissertations are written in Indonesian or English with a variety of scientific languages. The scientific variety of Indonesian is characterized by:

- a. use standard Indonesian spelling,
- b. using standard terms,
- c. use clear and consistent terms,
- d. use complete grammatical elements in sentences,
- e. use affixes (prefixes, infixes, suffixes) explicitly,
- f. use the word assignment (and, of, than) appropriately, explicitly and consistently,
- g. paragraphs contain a main idea and at least two supporting ideas,
- h. have linked meanings between sentences and between paragraphs, as well
- i. Avoid using personal forms (we, I, we, etc.).

**2. Writing Procedure**

Final project report manuscript, thesis, thesis, or dissertation typed on white paper, quarto size (21.5 cm x 28 cm), weighing 80 grams. If in the manuscript special paper such as millimeter paper for graphs and tracing paper for charts or maps is needed, paper outside the specified size can be used which is folded according to the size of the manuscript paper.

## CHAPTER V FINAL ASSIGNMENT EXAMINATION, THESIS, THESIS, AND DISSERTATION

### A. Provisions for Examination

Students who have completed their final assignment/thesis/thesis/dissertation and have obtained the approval of the supervising lecturer can register to take the exam. To be able to take the exam, students must meet the following requirements.

#### 1. Administrative Requirements

Administrative requirements for students who will take the exam final assignment/thesis/thesis/dissertation set as follows.

- a. Registered as a Unesa student is proven by a registration card and Student Identity Card (KTM).
- b. Registered as an active Unesa student in the academic year concerned as evidenced by a Study Plan Card (KRS).
- c. Has programmed the final assignment/thesis course/thesis/dissertation in the Study Plan Card in the current semester.
- d. Has filled in guidance data on Simontasi Plus.
- e. Register for exam the Study Program Coordinator.

#### 2. Academic Requirements

##### 2.1 Exam requirements final assignment/thesis for students of the Applied Undergraduate program/Bachelor.

- a. Submit thesis manuscript triplicate submitted to the Study Program Coordinator no later than one week before the exam.
- b. Submit a Plagiarism-Free Certificate signed by the Supervisor (maximum 30%) and approved by the Study Program Coordinator.
- c. Doing exam submissions via Simontasi Plus and uploading the manuscript of the final project/thesis report who has received written approval from the lecturer from the supervisor on the page, and the supervisor approves the exam through Simontasi Plus.

##### 2.2 Exam requirements thesis for Masters program students.

- a. Has had scientific publications published in accredited national journals (minimum Sinta 4); or accepted in international journals, at least indexed by the Copernicus International Index (ICI), Emerging Source Citation Index (ESCI), Directory of Open Access Journal (DOAJ), Thomson Reuters, or Microsoft Academic Search (MAS); or accepted published in indexed

proceedings, if examination thesis carried out in the fourth semester or earlier; or have submitted scientific articles in journals or proceedings that meet the requirements, if the thesis examination is carried out after the fourth semester.

- b. Submit grade transcripts approved by the Study Program Coordinator provided that: 1) have passed all courses according to the specified number of credits, 2) at most one course gets a B- grade, 3) GPA of at least B (3.00).
- c. Have done the test thesis proposal and submit an approval sheet for the revision of the proposal signed by the board of examiners and approved by the Study Program Coordinator.
- d. Submit a thesis draft which has been signed by the two supervisors and recognizes the Study Program Coordinator in five copies.
- e. Submit a Certificate of Checking Plagiarism with the degree of similarity to the thesis  $\leq 25\%$  signed by the Study Program Advisor and approved by the Study Program Coordinator.
- f. Doing exam submission through Simontasi Plus and uploading the thesis manuscript who have received written approval from Advisors I and II on the page, and the two supervisors agree to the exam through Simontasi Plus.

### **2.3 Exam requirements dissertation (closed examination) for Doctoral program students.**

- a. Have published scientific papers in reputable international journals (Scopus or WoS indexed), if the exam closed in the seventh semester or earlier.
- b. Has had at least one scientific publication in an international journal indexed Copernicus international or DOAJ; or have articles in seminar proceedings indexed by Scopus (IOP) or Web of Science (AP), if the exam closed after the seventh semester.
- c. Submit grade transcripts approved by the Study Program Coordinator provided that: 1) have passed all courses according to the specified number of credits, 2) at most one course gets a B- grade, 3) GPA of at least B (3.00).
- d. Have done the test dissertation eligibility and declared eligible supported by evidence of his assessment.
- e. Submit a dissertation draft which has been revised and signed by the promoter and co-promoter and the head of 7 (seven) copies of the study program.
- f. Submit a Certificate of Checking Plagiarism with a similarity level of  $\leq 20\%$  signed by the Promoter and approved by the Study Program Coordinator.

- g. Doing exam submissions via Simontasi Plus and uploading the dissertation manuscript who have received written approval from the Promoter and Co-Promoter on the page, and the Promoter and Co-Promoter agree to the exam through Simontasi Plus.

#### **2.4 Exam requirements dissertation (open exam) for Doctoral program students.**

- a. Have published scientific papers in reputable international journals (Scopus or WoS indexed), if the exam opened in the seventh semester or earlier.
- b. Have at least two publications of scientific papers in international journals indexed Copernicus international or DOAJ; and/or have articles in seminar proceedings indexed by Scopus (IOP) or Web of Science (AP), if the exam opened after the eighth semester.
- c. Have passed the test dissertation closed dissertation and complete the dissertation revision as evidenced by the validation sheet signed by the board of examiners for the closed dissertation exam.
- d. Submit a dissertation final that has been approved by the promoter and co-promoter and knows the head of the 7 (seven) duplicate study program.
- e. Submit a Certificate of Checking Plagiarism with a similarity level of  $\leq 20\%$  and signed by the Promoter and approved by the Study Program Coordinator.
- f. Submit a dissertation summary which have been compiled and bound in accordance with the provisions and reproduced as many times as examiners and invitations.
- g. The open exam will be held if

### **B. Composition, Duties, and Authorities of the Examination Team**

#### **1. Composition of the Examiner Team**

##### **1.1 The Final Assignment/Thesis examiner team for the Applied Undergraduate program/Bachelor totaling 3 people consisting of:**

- a. Chief Examiner (not a supervisor, examiner with a functional rank and higher academic qualifications)
- b. Examiner members (not supervisors, examiners with functional ranks and lower academic qualifications)
- c. Examiner Member (lecturer supervisor)

##### **1.2 The thesis examiner team for the Masters program consists of 4 people consisting of:**

- a. Chief Examiner (Prodi Coordinator)

- b. Examiner Members (not supervisors)
- c. Examiner Member (Supervisor I)
- d. Examiner Member (Supervisor II)

**1.3 Dissertation examiner team (examclosed) for the Doctoral Program totaling 7 people consisting of:**

- a. Chief Examiner (Prodi Coordinator)
- b. Examiner Member (Eligibility Tester)
- c. Examiner Member (Eligibility Tester)
- d. Examiner Member (Eligibility Tester)
- e. Examiner Member (internal examiner)
- f. Examiner Member (Promoter).
- g. Examiner Member (Co-promoter)

**1.4 Dissertation examiner team (examopen) for the Doctoral Program totaling 7 people consisting of:**

- a. Chief Examiner (Dean/Deputy Dean and Director/Deputy Director of SPs.)
- b. Examiner Member (Prodi Coordinator)
- c. Examiner Member (External Examiner)
- d. Examiner Member (Eligibility Tester)
- e. Examiner Member (Eligibility Tester)
- f. Examiner Member (Promoter).
- g. Examiner Member (Co-promoter)

**2. Duties and Authorities of the Examination Team**

**2.1 Chief Examiner**

The Chief Examiner is in charge of leading and directing the implementation of the examfinal assignment/thesis/thesis/dissertationwith the following obligations.

- a. Provide directions and procedures for the process of carrying out the exam.
- b. Provide directions and instructions that can add to and improve the fluency, discipline, and timeliness of exams.
- c. Provide an assessment of the presentation, substance, and quality of student research.
- d. Provide academic warnings and sanctions that are educational together with the Examination Teamif elements of plagiarism are found in the examination text.
- e. Make a written report on the progress/progress of the exam implementation process.

## 2.2 Examiner Member

Examiners are tasked with validating and confirming the substance of the student manuscript being tested with the following obligations.

- a. Ask questions that focus on the substance of the exam text student.
- b. Provide written corrections/responses/improvements to the manuscript being tested.
- c. Provide an assessment of the presentation, substance, and quality of student research.
- d. Provide guidance according to written corrections/responses/remedies given during the exam.

## C. Exam Preparation and Implementation

### 1. Exam Preparation

- a. The study program coordinator determines the list of examiner team names and the time for the exam.
- b. Study Program Coordinator proposes a list of Examination Teams and the time of the exam to the Dean or Director of SPs for the issuance of a Decision Letter concerning Examination Implementation.
- c. Study Program Coordinator distributes exam files to the examiner team no later than three days before the time of the examination.
- d. Students prepare exam presentation material, supporting documents, and reference sources used in the exam text.

### 2. Implementation of Exams

#### 2.1 Examination of Final Project or Thesis

- a. Exam time allocation Final Project or Thesis for a maximum of 90 minutes with details as shown in Table 1.

Table 1. Time Allocation for Final Project/Thesis Examination

No	Activity	Time Allocation (minute)
1	Opening	5
2	Results Presentation	15
3	Examiner Member (not supervisor)	20
4	Chief Examiner	20
5	Examiner Member (supervisor)	20
6	Exam Results Determination Session	5
7	Closing	5
	Total Time	90



- b. Each examiner makes notes to improve the manuscript of the final project/thesis report on the sheet that has been provided to be given to students.
- c. The team of examiners held a trial to determine the results of the exam. While the examiner team is in session, the student being tested is asked to leave the exam room.
- d. After the examiner team finished convening, students were called back into the exam room and the Chief Examiner conveys the decision of the exam results.
- e. The examiner team leader closes the examination.

### 2.2 Implementation of the exam Thesis

- a. Exam time allocation The maximum thesis is 90 minutes with details as shown in Table 2.

Table 2. Time Allocation for Thesis Examination

No	Activity	Time Allocation (minutes)
1	Opening	5
2	Results Presentation	15
3	Examiner Member (not supervisor)	20
4	Chief Examiner	20
5	Examiner Member (Supervisor I)	10
6	Examiner Member (Supervisor II)	10
7	Exam Results Determination Session	5
8	Closing	5
	Total	90

- b. Each examiner makes notes to improve the thesis manuscript on the sheet that has been provided to be given to students.
- c. The team of examiners held a trial to determine the results of the exam. While the examiner team is in session, the student being tested is asked to leave the exam room.
- d. After the examiner team finished convening, students were called back into the exam room and the Chief Examiner conveys the decision of the exam results.
- e. The examiner team leader closes the examination thesis.

### 2.3 Implementation of the exam Dissertation

- a. The dissertation exam includes a closed exam and an open exam. As the name implies, closed dissertation examinations are only attended by the examining team. Meanwhile, the open dissertation exam serves as a promotional vehicle for these students, Unesa, as well as the student's home institution.
- b. Exam time allocation maximum dissertation for 120 minutes with details as shown in Table 3.

Table 3. Allocation of Dissertation Examination Time

No	Activity	Time Allocation (minutes)
1	Opening	5
2	Results Presentation	15
3	Examiner Member (not supervisor)	15
4	Examiner Member (not supervisor)	15
5	Examiner Member (not supervisor)	15
6	Examiner Member (not supervisor)	15
7	Chief Examiner	10
8	Examiner Member (Promoter)	10
9	Examiner Member (Co-promoter)	10
10	Exam Results Determination Session	5
11	Closing	5
	Total	120

- c. Each examiner makes notes to improve the dissertation manuscript on the sheet that has been provided to be given to students.
- d. The team of examiners held a trial to determine the results of the exam. During the examiner team convened, the student being tested please leave the exam room.
- e. After the examiner team finished convening, students were called back into the exam room and the Chief Examiner conveys the decision of the exam results.
- f. The examiner team leader closes the examination dissertation.

### 3. Exam Assessment

#### 3.1 Exam Assessment Final Project or Thesis

- a. Aspects assessed in the exam final project or thesis is the feasibility of the final project or thesis, namely writing procedures, methodology, substance, and SN Dikti and the ability of students to submit and defend their final assignment or thesis. For supervising lecturers, the mentoring process is an additional aspect of assessment in the final assignment or thesis examination (Appendix 3).
- b. Value of thesis content and performance on exam expressed as a number from 0 to 100.
- c. Final exam score thesis obtained by calculating the average value given by the three examiners (one supervisor and two other examiners) and converted into A, A-, B+, B, B-, C+, C, D, or E in accordance with the rules in force in Unesa, using the formula:

$$NA = \frac{6 (\text{Rerata Skor Akhir Pembimbing}) + 4 (\text{Rerata Skor Akhir Penguji})}{10}$$

- d. The difference in assessment between one examiner and another may not be more than 10 points. If there is a difference of more than 10 points, the chief examiner must discuss it with the examiners to determine a new value.
- e. The student is declared to have passed the examthesis if you get a score of at least 56 or C.
- f. Students who score less than 56 are given the opportunity to take the examrepeat in the same period.
- g. Students who are declared to have passed the examthesis with revisions, must complete the revisions a maximum of 3 (three) months after the examination was carried out. If this deadline passes, the student will be disqualified and must prepare a new thesis proposal.

### 3.2 Exam Assessment Thesis

- a. Aspects assessed in the examthesis is the feasibility of the thesis, namely the writing system, methodology, substance, and SN Dikti as well as the student's ability to submit and defend his thesis. For supervising lecturers, the mentoring process is an additional aspect of assessment in the thesis examination (Appendix 3).
- b. Exam assessmentthesis using a value range of 0-100. The final value (NA) is calculated using the following formula.

$$NA = \frac{6(\text{Rerata Skor Akhir Pembimbing}) + 4(\text{Rerata Skor Akhir Penguji})}{10}$$

- c. Students are declared to have passed if  $NA \geq 70$ , with the category of passing without revisions, or passing with revisions. The value between examiners is not more than 10. The value of the test results calculated into the calculation of the student achievement index.
- d. Exam resultsthe sis stated in the minutes of thesis examination. If students are declared to have passed without revision, they can immediately take care of the graduation requirements.
- e. If a student is declared to have passed with revisions, he is given the opportunity to revise it no later than 3 (three) months from the date of the exam. If within a period of 3 (three) months the student cannot complete the thesis revision, then the graduation is declared null and void, and the student is required to retake the thesis exam.
- f. If a student is declared not to have passed, he or she is obliged to revise the thesis draft according to the input of the examiners and the directions of the supervisors to be able to take the examrepeat.

- g. Thesis exam repeated, can be done with the following conditions.
- The student concerned is given the opportunity to repeat the exam thesis maximum 1 (one) time.
  - Thesis exam repeat at the latest 3 (three) months after the exam thesis that does not pass or is unable to complete the thesis revision in accordance with the stipulated time.
  - If the exam student thesis repeated and declared not passed, the Coordinating Study Program proposes to the Director of SPs. to propose a Chancellor's Decree that the student is unable to complete the study (drop out).
  - Exam fee thesis shall be borne by the student concerned.

### 3.3 Exam Assessment Dissertation (Closed Examination)

- a. Aspects assessed in the exam dissertation closed is the eligibility of the dissertation, namely writing procedures, methodology, substance according to SN Dikti and the ability of students to submit and defend their dissertations. For supervising lecturers, the mentoring process is an additional aspect of assessment in the dissertation examination (Appendix 3).
- b. Exam assessment dissertation using a value range of 0-100. The final value (NA) is calculated using the following formula.

$$NA = \frac{6 (\text{Rerata Skor Akhir Promotor}) + 4 (\text{Rerata Skor Akhir Penguji})}{10}$$

- c. Students are declared passed if  $NA \geq 70$ .
- d. Test score closed taken into account in calculating the student achievement index.
- e. Exam results dissertation closed stated in the minutes of closed dissertation examination. If in the closed dissertation exam a student is declared to have passed without revision, the person concerned can register for the open dissertation exam. If in the closed dissertation exam a student is declared to have passed with revisions, the following conditions apply.
- Students can register for exam dissertation open after the dissertation draft has been revised based on the examiner's suggestions and approved by all examiners, promoters, and co-promoters.
  - Students are given time to complete the dissertation revision no later than six months after obtaining the status of passing the exam closed dissertation.

- If within six months the student cannot complete the revision and obtain approval from all examiners, promoters, and co-promoters, the exam status dissertation closed dissertation is declared canceled and students are required to submit a closed dissertation exam again.
- f. If on exam dissertation closed If a student is declared not passed, the following conditions apply.
  - Students are required to revise the dissertation draft in consultation with all testers, promoters, and co-promoters. If the promoter and co-promoter have agreed, the student concerned can submit an exam closed dissertation.
  - Exam conditions dissertation re-closed exam as follows: a) re-closed exam is only conducted once, b) re-dissertation exam is held no later than six months after the student obtains the status of not passing the closed dissertation exam or the student is unable to complete the revision according to the allotted time, c) if the exam results students' closed dissertations are still declared not passed by the board of examiners, the Dean/Director of SPs. submit a Chancellor's Decree stating that the student concerned is unable to complete his studies (drop out), d) the cost of closed dissertation examinations is again charged to the student.

### 3.4 Exam Assessment Dissertation (Open Examination)

- a. Aspects assessed in the exam dissertation open, namely mastery of the substance, insight into the implementation of dissertation results, students' ability to promote the results obtained during their doctoral program research, and ability to defend their dissertation (Appendix 5).
- b. Exam assessment dissertation open using a value range of 0-100. The final value (NA) is calculated using the following formula.

$$NA = \frac{6(\text{Rerata Skor Akhir Promotor}) + 4(\text{Rerata Skor Akhir Penguji})}{10}$$

- c. Students are declared passed if  $NA \geq 70$ . The value of the test results dissertation is calculated into the calculation of the student achievement index.
- d. Doctoral program students who have at least two scientific articles in reputable international journals (Scopus indexed or WoS) can submit a feasibility assessment of the two articles as a substitute for an exam open.
- e. Assessment of scientific articles as a substitute for exams opened by taking into account the following provisions.

- 1) Have completed the examclosed and make revisions (if there are revisions) according to a predetermined time.
- 2) Two scientific articles have been published in reputable international journals and meet the following requirements.
  - Students as first writers and must use the Surabaya State University affiliation.
  - Published articles sourced from dissertationsand/or lecture activities related/relevant to dissertation preparation.
  - In published articles, students must include the name of the dissertation supervisoras the second and third authors. Students are allowed to enter the names of other lecturers involved as the fourth author and so on.
- 3) Assessment of each article is carried out by 7 (seven) assessors consisting of the Dean/Director of SPs., two internal examiners during examsclosed, Study Program Coordinator, Promoter, Co-promoter, and Assessor from the Publication DivisionThe KPI cluster uses the assessment instrument in Appendix 6.
- 4) The value (N) of each article is determined by the following formula:

$$N = \frac{6 X (\text{Rerata Nilai Pembimbing}) + 4 X (\text{Rerata Nilai Penguji})}{10}$$

- 5) Scientific articles are worthy substitutes for examsopen if you get a value of N = 80.
- 6) The final score (NA) is the average of the scores for each journal. The final grade is taken into account in calculating the student achievement index as a test scoreopen.

## CHAPTER VI PUBLICATION

### **A. Publication Applied Undergraduate Program/Bachelor**

1. Final report Thesis / Thesis is published by uploading it to the Unesa Repository which has been integrated with the Kemenristekdikti Student Final Assignment Repository portal, or
2. Article from the Final Project Report/ Thesis published in a journal, or
3. Articles from the results of field research, library research, and laboratory research while studying as the first author published in the journal.
4. Intellectual Property Rights (HKI) registered in the intellectual property database of the Directorate General of Intellectual Property (DJKI), specifically for the Applied Undergraduate Program.

### **B. Publication Master Program**

1. Articles from the thesis are published in accredited national scientific journals (Sinta 1-4), or
2. Articles from the thesis are accepted for publication in international journals (indexed by the Copernicus International Index (ICI), Emerging Source Citation Index (ESCI), Directory of Open Access Journal (DOAJ), Thomson Reuters, or Microsoft Academic Search (MAS), or
3. Articles from research results during studies that are in line with the thesis as the first author published in accredited national scientific journals (Sinta 1-4), or
4. Articles from research results during studies that are in line with the thesis as the first author are accepted for publication in international journals (ICI, ESCI, DOAJ, or MAS indexed).

### **C. Publication Doctoral Program**

1. Articles from dissertations published in reputable international journals (indexed by Scopus or WoS), or
2. Articles from research results during studies that are in line with the dissertation as the first author published in reputable international journals (indexed by Scopus or WoS).

The systematics of writing journal articles follows the style of each intended journal.

## CHAPTER VII ETHICS, VIOLATIONS AND SANCTIONS

### A. Drafting Ethics

Final project, thesis, thesis, or dissertation which are compiled by students are expected to be of high quality both from a scientific, methodological, administrative and academic ethical standard, both the process and the products produced. The ethical considerations that must be met by students are as follows.

1. Academic honesty, which is reflected in:
  - a. the work compiled is truly his own work, not the result of plagiarism in whole or in part;
  - b. clearly stated all references used as study material in accordance with applicable provisions regarding Intellectual Property Rights (IPR);
  - c. the preparation of the final project, thesis, thesis, or dissertation in accordance with applicable regulations.
2. Openness, namely the willingness to accept criticism or input in order to improve the quality of research results and studies.
3. Not forcing and harming research subjects/informants.
4. Maintain the confidentiality and security of research subjects/informants, namely by not publishing the actual names and identities of the subjects, except with the permission of the person concerned.
5. Students who conduct research using experimental animal and human subjects need to consider the Research Ethics which can be communicated with the Ethics Commission of LPPM Surabaya State University which can be accessed via the link <https://komisi-etik.lppm.unesa.ac.id/>.

### B. Violations and Sanctions

Violations that may occur in the implementation of the final assignment, thesis, thesis, or dissertation are in the form of administrative violations and academic violations.

#### 1. *Administrative Violations*

- a. Inaccuracy in the implementation of the final assignment, thesis, thesis, or dissertation with a predetermined schedule.
- b. Violates or does not meet the requirements of one or more of the requirements listed in this manual.

Sanctions for administrative violations in the form of:

- a. Written warning.
- b. Exam postponement.



- c. Rearrangement of the final assignment, thesis, thesis, or dissertation.

## **2. Academic Misconduct**

- a. Plagiarism.
- b. IPR violations.
- c. Violation of research ethics.

### Sanctions for academic violations

- a. Cancellation of final project, thesis, thesis, or dissertation.
- b. Academic suspension.
- c. Dismissal as Unesa student.

Decision-making and implementation of administrative, academic and ethical sanctions are made and carried out by the Study Program Coordinator with the approval of Deputy Dean I or Deputy Director I SPs. Known by the Dean or Director of SPs. Handling of violations in the criminal realm is carried out by the Study Program Coordinator/Faculty Head/SPs Head. cooperate with related and authorized institutions in accordance with the applicable laws and regulations.

## CHAPTER VIII GOVERNANCE

The preparation, implementation and evaluation of the final project, thesis, thesis or dissertation requires governance in accordance with the main tasks and functions of each element involved. The guidelines related to governance are described as follows.

### A. Implementation

#### 1. *Role of Related Parties*

##### a. University

- 1) The university makes the rector's regulations regarding final assignments, theses, theses, or dissertations.
- 2) The university ratifies UNESA Final Project, Undergraduate Thesis, Thesis, and Dissertation Guidelines.

##### b. University Academic Senate (SAU)

- 1) SAU gave consideration to the draft UNESA Final Project, Thesis, Thesis, and Dissertation Guidelines before being ratified.

##### c. Academic Directorate

- 1) The Academic Directorate compiles UNESA Final Assignment, Thesis, Thesis, and Dissertation Guidelines.
- 2) The Academic Directorate socializes UNESA Final Project Guidelines, Thesis, Theses, and Dissertations.
- 3) The Academic Directorate assists study programs in the process of implementing and evaluating final assignments, theses, or dissertations.
- 4) The Academic Directorate facilitates information and management systems in the preparation, implementation and assessment in an applicative and comprehensive manner.

##### d. Faculty/Postgraduate

- 1) The Faculty/Postgraduate makes a decision letter regarding the supervisor of the final project, thesis, thesis, or dissertation supervisor.
- 2) The Faculty/Postgraduate makes a decision letter regarding the examiner of the final assignment, thesis, thesis, or dissertation.

##### e. study program

- 1) Study Program socializes UNESA Final Assignments, Thesis, Thesis, and Dissertation Guidelines to students and lecturers.
- 2) Study Program implements UNESA Final Project, Thesis, Thesis, and Dissertation Guidelines.

- 3) The study program maps supervisors for final assignments, theses, theses, or dissertations according to the student's research title.
  - 4) The Study Program determines the team of examiners for the final assignment, thesis, thesis, or dissertation according to the student's research title.
  - 5) Study Program compiles a schedule for the final exam, thesis, thesis, or dissertation according to the student's research title.
  - 6) The study program monitors the assessment of final project, thesis, or dissertation exams through Simontasi Plus.
  - 7) The study program monitors the preparation, implementation, and assessment of final assignment, thesis, or dissertation exams so that they comply with the guidelines or Standard Operating Procedures (POS).
- f. Quality Assurance Institution (LPM)**
- 1) LPM determines quality policies, quality standards, and quality manuals regarding final assignments, theses, theses, or dissertations.
  - 2) LPM coordinates the implementation of quality assurance for final projects, theses, or dissertations at the Faculty/Postgraduate level with GPM, and at the study program level with UPM.
- g. Quality Assurance Group (GPM)**
- 1) GPM makes POS related to final project, thesis, thesis, or dissertation.
  - 2) GPM carries out quality assurance of final assignments, theses, theses, or dissertations in faculty/postgraduate study programs in accordance with the quality manual.
- h. Quality Assurance Unit (UPM)**
- 1) UPM coordinates with study programs in ensuring the conformity of the preparation, implementation, and assessment of the final assignment exam, thesis, or dissertation with the guidelines and POS.
- i. Student**
- 1) Students compile and carry out their final project, thesis, thesis, or dissertation according to the guidelines and POS.
  - 2) Students provide feedback to study programs regarding the preparation, implementation, and assessment of final assignment exams, theses, theses, or dissertations.
- j. alumni**

- 1) Alumni provide feedback to study programs regarding the preparation, implementation, and assessment of final assignment exams, theses, or dissertations according to the needs of the business world/industrial world.

**k. Partners**

- 1) Partner parties establish cooperation in the form of Memorandums of Understanding/MoU, Memorandum of Cooperation/MoA, and Cooperation Agreements/IA related to student final assignments, theses, theses, or dissertations.
- 2) Partners provide feedback to study programs regarding final assignments, theses, theses, or dissertations according to the needs of the business world/industrial world.

**2. Coordination and Management**

**a. Internals**

- 1) Preparation, implementation, and evaluation of final assignments, theses, theses, or dissertations at the university level under the coordination and management of the Vice Chancellor for Academic Affairs, Student Affairs and alumni, cq Directorate of Academics.
- 2) Preparation, implementation, and evaluation of final assignments, theses, theses, or dissertations at the faculty/postgraduate level under the coordination and management of the Dean/Director, cq Deputy Dean/Deputy Director for Academic, Student Affairs, alumni, Research, and PKM.
- 3) Quality assurance for the preparation, implementation and evaluation of final assignments, theses or dissertations within the university environment under the coordination and management of LPM.

**b. external**

- 4) Collaboration regarding the preparation, implementation, and evaluation of final assignments, theses, theses, or dissertations at the university level with partners under the coordination and management of the Vice Chancellor for Planning, Development, Cooperation, and Information and Communication Technology and the Vice Chancellor for Academic, Student Affairs , and Alumni.
- 5) Collaboration regarding the preparation, implementation, and evaluation of final assignments, theses, theses, or dissertations at the faculty/postgraduate level with partners under the coordination and management of the Dean, cq

Deputy Dean/Deputy Director for Academic, Student Affairs, Alumni, Research, and PKM, and study program coordinator.

### **3. Enactment**

The 2023 Final Assignment, Thesis, Thesis, and Dissertation Guidelines come into force from the odd semester of 2023/2024 until there are changes.

## **B. Quality assurance**

### **1. Principle**

- a. Quality assurance for the preparation, implementation and evaluation of the final assignment, thesis, thesis or dissertation based on PPEPP (Determination, Implementation, Evaluation, Control and Improvement) in accordance with quality policies, quality standards and quality manuals regarding the preparation, implementation and assessment of final assignments, thesis, thesis, or dissertation determined by the university cq LPM.
- b. Quality policies, quality standards and quality manuals regarding the preparation, implementation and evaluation of final assignments, theses or dissertations that have been determined must be disseminated and socialized to all elements involved.
- c. Quality assurance for the preparation, implementation and evaluation of final assignments, theses or dissertations is based on educative, authentic, objective, accountable and transparent principles that are carried out in an integrated manner.

### **2. Criteria**

- a. The quality assurance criteria for the preparation, implementation and evaluation of the final assignment, thesis, thesis or dissertation refer to the quality policy, quality standards and quality manuals regarding the preparation, implementation and evaluation of the final assignment, thesis, thesis or dissertation that have been determined.

### **3. Operationalization**

- a. Monitoring and evaluating the quality of the preparation, implementation, and evaluation of final assignments, theses, or dissertations is carried out periodically at least once a year.
- b. Monitoring and evaluating the quality of the preparation, implementation, and evaluation of final assignments, theses, or dissertations is carried out by LPM in coordination with GPM and UPM.

In summary, the flow of governance in the preparation, implementation and evaluation of the final assignment or thesis at the study program and faculty levels is presented in Appendix 11.

## CHAPTER IX CLOSING

This Final Assignment, Thesis, Thesis, and Dissertation Guideline is prepared to assist students in preparing their final assignment/thesis/thesis/dissertation. This guideline is also expected to facilitate supervisors in directing students who are preparing their final project/thesis/thesis/dissertation. This guideline can also be used by the Examination Team in determining exam results. Study Program Coordinators can use these guidelines as a reference for student graduation. With these guidelines, it is hoped that the implementation of the final assignment/thesis/thesis/dissertation can be carried out effectively in terms of implementation and quality.

This guideline is an effort by the drafting team so that the writing of the final project/thesis/thesis/dissertation at Surabaya State University accommodates changes that are in line with the demands of curriculum development, academic regulations, as well as science and technology. Of course, with the publication of these guidelines students and lecturers have the same reference so that there are no differences in perceptions in terms of the preparation of the final assignment/thesis/thesis/dissertation at Surabaya State University. Not only that, the publication of these Guidelines is an effort to improve the quality of Surabaya State University's services to students and lecturers in the academic field.

Guidelines for Final Projects, Thesis, Thesis, and Dissertations were completed well thanks to the team's hard work and smart work. However, on the other hand, there may still be some technical matters that have not been described in this guide. For this reason, this guideline is not final, but will undergo revision in accordance with constructive input from a team of experts, lecturers and students. Hopefully, this book can improve the quality of final assignment/thesis/thesis/dissertation writing for Surabaya State University students.

## APPENDICES

Attachment1. List of Contests that can be Equivalent to a Final Project or Thesis

No.	Race Type	Criteria
1	PKM 5 Fields <ul style="list-style-type: none"> <li>PKM Research (PKM-P)</li> <li>PKM Entrepreneurship (PKM-K)</li> <li>PKM Community Service (PKM-M)</li> <li>PKM Application of Technology (PKM-T)</li> <li>PKM Cipta Karya (PKM-KC)</li> </ul>	Passed to Science Week National Students (PIMNAS)
2	PKM-KT (Writing Work): <ul style="list-style-type: none"> <li>PKM Written Ideas (PKM-GT)</li> <li>PKM Scientific Articles (PKM-AI)</li> </ul>	Pass ejournal and PIMNAS
3	PKM-KT (Writing Work): <ul style="list-style-type: none"> <li>PKM Futuristic Constructive Ideas (PKM-GFK)</li> </ul>	Passed to PIMNAS
4	Vocational Student Entrepreneurship Program (PKM-V)	Pass funding
5	The MIPA National Competition is an Olympic championship organized by the Directorate General of Higher Education together with the National Achievement Center (Pusprenas) at the National level	Champion number 1
6	International Olympics organized by related institutions at the international level	1st, 2nd and 3rd place winners
7	LKTI National Level	Champion number 1
8	LKTI International Level	1st, 2nd and 3rd place winners
9	Debating English/National University Debating Championship(NUDC)/Student Debate Competition Indonesia (KDMI)	Champion number 1
10	English Debate Championship / World University Debating Championship (WUDC)	1st, 2nd and 3rd place winners
11	Selection of Outstanding Student (PILMAPRES) National Level	The first winner
12	National Student Art Week (PEKSIMINAS)	Champion number 1
13	International Student Art Week	1st, 2nd and 3rd place winners
14	Official National Level Sports: <ul style="list-style-type: none"> <li>National Sports Week (PON)</li> <li>National Student Sports Week (POMNAS)</li> </ul>	Champion number 1
15	Official International Sports Championships: <ul style="list-style-type: none"> <li>Sea Games</li> <li>Asian Games</li> <li>Olympic</li> <li>ASEAN Student Sports Week (POM).</li> </ul>	Participants or athletes
16	National level Robot Contest / Robot Contest Indonesia (KRI)/Indonesian Flying Robot Contest	Champion number 1



No.	Race Type	Criteria
	(KRTI)	
17	International Robot Contest/ABU (Asia-Pacific Broadcasting Union) Robocorn/International Robot Contest	1st, 2nd and 3rd place winners
18	ICT Field Student Performance (GEMASTIK)	The first winner
19	Indonesian Student Business Competition (KBMD) National Level	Champion number 1
20	International Level Indonesian Student Business Competition (KBMI).	Champion 1, 2 and 3
21	National Level Energy Saving Car Contest (KMHE).	Champion number 1
22	National Unmanned Fast Boat Contest (KKCTB).	Champion number 1
23	Indonesian Bridge Competition (KJI)	Champion number 1
24	Indonesian Building Contest (KBGI)	Champion number 1
25	Entrepreneurial Student Program (PMW)	The first winner
26	Indonesian Student Entrepreneurship Expo (KMI)	The first winner
27	National Level Ecclesiastical Choir Performance (PESPARAWI).	The first winner
28	Musabaqah Tilawatil Qur'an International Level	Champion 1, 2 and 3
29	Musabaqah Tilawatil Qur'an National Level	Champion number 1
30	Intellectual Property Rights (IPR) are one of the achievements in the field of patents and copyrights regarding a certain product and creation in accordance with applicable laws and regulations and are attached to the owner of the IPR.	IPR owner
31	Championships/Competition in Study/Scientific Field organized by the Ministry of Education and Culture/other Ministries and/Related Institutions	Champion number 1

Appendix 2. Proposal Seminar Participation Card Format

**PROPOSAL SEMINAR PARTICIPATION CARD**  
**FINAL PROJECT/THESIS/THESIS/DISERTATION\*)**  
**STUDY PROGRAM \_\_\_\_\_**

Student name : .....

NIM : .....

No.	Date month Year (Activity)	Name of Student / NIM (Preserver)	TA/Thesis Proposal Title	Signature Chief Examiner
1				
2				
3				
4				
5				

Surabaya,  
 Study Program Coordinator,  
  
 (.....)  
 NIP .....

**ATTACHMENTS OF SUGGESTIONS/CRITICISM OF THE  
PROPOSAL SEMINAR  
FINAL PROJECT/THESIS/THESIS/DISERTATION\*)**

No.	Date month Year (Activity)	Name of Student / NIM (Preserver)	Suggestion and advice
1			
2			
3			
4			
5			

\*) Cross the unnecessary ones

Appendix 3. Assessment Format for Proposal/Final Project/Thesis/Thesis/Dissertation Examination

<b>QUESTION/NOTE SHEET* EXAMINATION</b>			
IDENTITY			
Name		Date and time	
NIM		Tester	
Program <sup>^</sup>	D-4	Proposal 2. Final Project	
	S-1	Proposal 2. Thesis	
	S-2	Proposal 2. Thesis	
	S-3	Proposal 2. Closed	
CHAPTER/ PART	QUESTIONS/REVISION NOTES		

\*) The notes referred to are those deemed urgent (wigati) for revision or as confirmation that has been written in the paper/thesis/dissertation file.

^) Circle the appropriate!

**PROPOSAL EXAMINATION FORMAT/  
FINAL PROJECT/THESIS/THESIS/DISERTATION\*)**

Name : .....

NIM : .....

Tester : .....

Date and time : .....

No	Assessment Component	Mark	
		Tester	Advisor
<b>A. Papers</b>			
1.	Topic quality		
2.	Material depth		
3.	Methodology		
4.	Writing technique		
5.	Language		
6.	Reference quality		
Average A			
<b>B. Presentation</b>			
1.	Material mastery		
2.	Presentation		
3.	Defensive ability		
4.	Attitude		
B average			
<b>C. Process</b>			
1.	Mentoring process (C)		
Final Tester Score (SAPj) = (6A + 4B )/10			
Supervisor Final Score (SAPb) = (5A + 3B + 2C)/10			

Value Conversion			Tester  ..... . Notes: ○ Value range 0-100 ○ Fill in the score for each component ○ Final Score (NA) = (4 Average SAPj + 6 Average SAPb)/10
intervals	Letter	Number	
85 ≤ A ≤ 100	A	4.00	
80 ≤ A < 85	A-	3.75	
75 ≤ B+ < 80	B+	3.50	
70 ≤ B < 75	B	3.00	
65 ≤ B_ < 70	B-	2.75	
60 ≤ C+ < 65	C+	2.50	
55 ≤ C < 60	C	2.00	
40 ≤ D < 55	D	1.00	
0 ≤ E < 40	E	0.00	

\*) Cross the unnecessary ones

Appendix 4. Dissertation Draft Feasibility Exam Assessment Format

### FORMAT OF ASSESSMENT OF THE FEASIBILITY OF THE DISSERTATION DRAFT TEST

Name : .....

NIM : .....

Tester : .....

No.	Assessment Component	Mark	Comment/Information
1.	Clarity of background related to the importance of the research being carried out (Chapter I)		
2.	Clarity of problem formulation/questions/research focus		
3.	Quality of literature review (depth and accuracy for the preparation of the category framework) (Chapter II)		
4.	Accuracy and clarity of research methods (Chapter III)		
5.	Sharpness of data analysis and suitability with the formulation of problems/questions/research focus (Chapter IV)		
6.	The sharpness of the discussion of research results and their relevance to the theory used (Chapter V)		
7.	Contribution of research results to related theory/science		
8.	Writing techniques, language, and references		
<b>Amount</b>			

Value Conversion			Tester
intervals	Letter	Number	
$85 \leq A \leq 100$	A	4.00	
$80 \leq A < 85$	A-	3.75	
$75 \leq B < 80$	B+	3.50	
$70 \leq B < 75$	B	3.00	
$65 \leq B < 70$	B-	2.75	
$60 \leq C < 65$	C+	2.50	
$55 \leq C < 60$	C	2.00	
$40 \leq D < 55$	D	1.00	
$0 \leq E < 40$	E	0.00	

Appendix 5. Assessment Format for Open Dissertation Examination

<b>OPEN DISSERTATION EXAMINATION FORMAT</b>			
Name	:	.....	
NIM	:	.....	
Tester	:	.....	
Date and time	:	.....	
No	Assessment Component	Mark	
		Tester	Promoter/ Co-promoter
<b>A. Mastery of Dissertation Material</b>			
1.	Mastery of the theory behind the dissertation		
2.	Ability to present dissertation results		
3.	Ability to defend a dissertation		
Average A			
<b>B. Insight into Implementation of Dissertation Results</b>			
1.	Problem solving program based on the results of the dissertation		
2.	Implementation strategy offered		
3.	Ability to link dissertation results with national development or scientific development		
B average			
<b>C. Attitude</b>			
1.	Attitude in defending opinion (C)		
<b>D. Process</b>			
1.	Mentoring process (D)		
<b>Final Tester Score (SAPj) = (4A + 4B + 2C )/10</b>			
<b>Supervisor Final Score (SAPm) = (3A + 4B + 2C + 1D)/10</b>			



Value Conversion			Tester
intervals	Letter	Number	
85 ≤ A ≤ 100	A	4.00	.....
80 ≤ A < 85	A-	3.75	Notes: ○ Value range 0-100 ○ Fill in the score for each component ○ Final Score (NA) = (4 Average SAPj + 6 Average SAPm)/10 ○ Pass if the final grade (NA) ≥ 70
75 ≤ B < 80	B+	3.50	
70 ≤ B < 75	B	3.00	
65 ≤ B < 70	B-	2.75	
60 ≤ C < 65	C+	2.50	
55 ≤ C < 60	C	2.00	
40 ≤ D < 55	D	1.00	
0 ≤ E < 40	E	0.00	

Appendix 6. Format for Article Assessment Substitute for Open Examination

ARTICLE ASSESSMENT FORMAT OF OPEN EXAMINATION			
Student name	:	.....	
NIM	:	.....	
Study program	:	.....	
Article Title	:	.....	
Journal Name	:	.....	
No	Assessment Component	Max Score	Evaluation
<b>Article Identity</b>			
1.	The title of the article is written in the form of a phrase, clear, not double meaning, describes the contents of the article.	3	
2.	Include the name of the student as the first author, the supervisor as the next author, and include the affiliation of Surabaya State University.	2	
<b>Abstract and Keywords</b>			
3.	The abstract is arranged in the form of one paragraph, containing the objectives, methods, results, conclusions, and a concise statement of research implications.	3	
4.	Keywords reflect research themes, are current issues, and do not contain abbreviations.	2	
<b>Introduction and Theory Study</b>			
5.	There are formulations of rationalization and urgency of problems/objectives that are reviewed and supported by up-to-date and relevant references	3	
6.	Relevant theoretical and research studies are formulated in a comprehensive and in-depth manner (state of the art)	5	

7.	Demonstrating the gap between this research and the results of previous studies (gap analysis)	7	
<b>Method</b>			
8.	The type of research used is suitable for answering the problem/objective formulation and is clearly formulated, easy to understand and equipped with relevant references	3	
9.	Samples/targets/objects/participants were determined through objective procedures with strong and clearly formulated arguments	2	
10.	The data collection method is formulated clearly, easy to understand and refers to the basic theory used	5	
11.	The data analysis technique chosen is in accordance with the characteristics of the data being analyzed and carried out by avoiding bias	5	
<b>Results and Discussion</b>			
12.	Discussion of research results is carried out in a clear and coherent manner relevant to the formulation/objectives, methods, and data analysis techniques used	5	
13.	Interpretation of research results is made without bias, clearly formulated and based on research data	8	
14.	The author relates the research results to the theory by placing the research results within the existing theoretical framework	10	
15.	The author makes comparisons between the results obtained with relevant previous research so that new findings are formulated	10	
<b>Conclusion</b>			
16.	The formulation of the conclusions is very suitable as an answer to the problem/research question/objective	5	
<b>References</b>			
17.	The sources of literature/references used are very sufficient, not less than 25 references, and at least 80% of references come from accredited national journal articles (minimum Sinta 3) and internationally reputable (Scopus indexed or WoS)	4	
18.	The latest literature/references/literature used with the age of publication in the last 5 years (except for research whose scientific characteristics require old references, for example evolution or history)	4	
19.	All references/references/literature cited in the text of the article are written in the bibliography and vice versa	2	
<b>Etc</b>			
20.	Articles are written in correct English, short, concise, and clear	5	

21.	The quality of the International Journal as a medium for publication of scientific articles indexed by Scopus Q1 (score 6-7), Q2 (score 4-6), Q3 (score 2-4), and Q4 (score 1-2), or indexed WoS Core Collection (SCIE) , SSCI, and AHCI) (score 4-7)	7	
<b>Total Score</b>		<b>100</b>	

Notes/feedback/suggestions

Value Conversion		
intervals	Letter	Number
85 ≤ A ≤ 100	A	4.00
80 ≤ A < 85	A-	3.75
75 ≤ B+ < 80	B+	3.50
70 ≤ B < 75	B	3.00
65 ≤ B_ < 70	B-	2.75
60 ≤ C+ < 65	C+	2.50
55 ≤ C < 60	C	2.00
40 ≤ D < 55	D	1.00
0 ≤ E < 40	E	0.00

Evaluator

.....

Appendix 7. Completeness of Request for Replacement of Supervisor/Promoter

Subject: Request for replacement of supervisor/promoter

Dear Dean of Faculty \_\_\_\_\_  
Surabaya State University

I am a student at the State University of Surabaya at the level of applied Bachelor/Bachelor/Master/Doctor1) with the following identity:

a. Name : \_\_\_\_\_

b. NIM : \_\_\_\_\_

c. Study program : \_\_\_\_\_

d. Office/agency : \_\_\_\_\_  
address and \_\_\_\_\_  
telephone number \_\_\_\_\_  
2)

e. Home address and : \_\_\_\_\_  
telephone/mobile \_\_\_\_\_  
number \_\_\_\_\_

apply for replacement of Supervisor/Supervisor I/Supervisor II/Promoter/Co-Promotor1) with reason .....

.....

.....

Next, I propose that the Advisor/Supervisor I/Supervisor II/Promoter/Co-Promotor1) which was originally ..... be replaced with .....

.....

For your consideration, I attach the following files.

1. Letter of Approval for Changing Supervisors from the Study Program Coordinator.
2. Declaration letter.

For the fulfillment of this request, I thank you.

Surabaya, .....  
...  
Applicant,  
.....

...

Copy:

1. Deputy Director I Postgraduate Unesa
2. Deputy Director of General Affairs Postgraduate Unesa

1)Cross the unnecessary ones  
2)If there are

**SUPERVISOR REPLACEMENT APPROVAL LETTER  
FROM THE STUDY PROGRAM COORDINATOR**

Head of Study Program  
\_\_\_\_\_ Faculty/Postgraduate  
\_\_\_\_\_ Surabaya State University hereby  
expressly agrees that students with the following identities.

- a. Name : \_\_\_\_\_
- b. NIM : \_\_\_\_\_
- c. Jenjang : Applied Bachelor/Bachelor/Master/Doctoral Degree 1)
- d. Study program : \_\_\_\_\_
- e. Office/agency address and telephone number : \_\_\_\_\_  
2)
- f. Home address and telephone/mobile number : \_\_\_\_\_  
\_\_\_\_\_

given the opportunity to change Supervisor/Supervisor I/Supervisor II/Promoter/Co-Promotor1) with consideration for the smooth completion of the final project/thesis/thesis/dissertation1).

Thus this agreement to be used as appropriate.

Surabaya, .....  
Study Program  
Coordinator .....

.....  
NIP .....

1)Cross the unnecessary ones

**STUDENT DECLARATION LETTER  
AFTER CHANGE OF SUPERVISORS/PROMOTORS**

The undersigned is a student at the State University of Surabaya at the Bachelor of Applied/Bachelor/Master/Doctor<sup>1)</sup> level with the following identity.

- a. Name : \_\_\_\_\_
- b. NIM : \_\_\_\_\_
- c. Study program : \_\_\_\_\_
- d. Office/agency : \_\_\_\_\_  
address and \_\_\_\_\_  
telephone number \_\_\_\_\_  
2)
- e. Home address and : \_\_\_\_\_  
telephone/mobile \_\_\_\_\_  
number \_\_\_\_\_

hereby declares the willingness to comply with all provisions at Surabaya State University that apply to students in changing supervisors, both related to administrative and academic matters.

Thus I made this statement letter truthfully. If I cannot carry out this ability, I am willing to accept appropriate sanctions provisions that apply at the State University of Surabaya.

Surabaya, .....

.....

That state,

.....

.....

<sup>1)</sup>Cross the unnecessary ones

Appendix 8. Format of Proposal/Final Assignment/Thesis/Thesis/Dissertation Cover  
Page

**RESEARCH TITLE**

***RESEARCH PROPOSAL/FINAL PROJECT REPORT/THE  
THESIS/DISERTATION\*)***



**By**  
**STUDENT NAME**  
**NIM** \_\_\_\_\_

**SURABAYA STATE UNIVERSITY**  
**FACULTY** \_\_\_\_\_  
**MAJOR** \_\_\_\_\_

**STUDY PROGRAM** \_\_\_\_\_

**YEAR**

\*Write down accordingly

Appendix 9. Format of Proposal/Final Assignment/Thesis/Thesis/Dissertation Approval Pages

**FINAL PROJECT/THE THESIS/DISERTATION APPROVAL PAGE\*)**

Student name : \_\_\_\_\_

NIM : \_\_\_\_\_

Research : \_\_\_\_\_

Title \_\_\_\_\_

This has been approved and declared eligible to be submitted in the final assignment/thesis/thesis/dissertation examination.

Surabaya, .....

Advisor/Supervisor I/Promoter\*),

Advisor II/Co-promoter\*),

(Full name)

NIP .....

(Full name)

NIP .....



\*Write down accordingly

Appendix 10. Format of Approval of Proposal/Final Assignment/Thesis/Thesis/Dissertation Page

**FINAL PROJECT/THE THESIS/DISERTATION APPROVAL PAGE\*)**

Student name : \_\_\_\_\_  
 NIM : \_\_\_\_\_  
 Research : \_\_\_\_\_  
 Title : \_\_\_\_\_  
 \_\_\_\_\_

This has been defended before the board of examiners on .....

Examiner Board, Date*	Signature	Completion/Revision
(Full name) NIP .....	.....	.....
(Full name) NIP .....	.....	.....
(Full name) NIP .....	.....	.....
etc.		

ratify,  
 Faculty Dean \_\_\_\_\_  
 Coordinator \_\_\_\_\_

Know,  
 Study Program

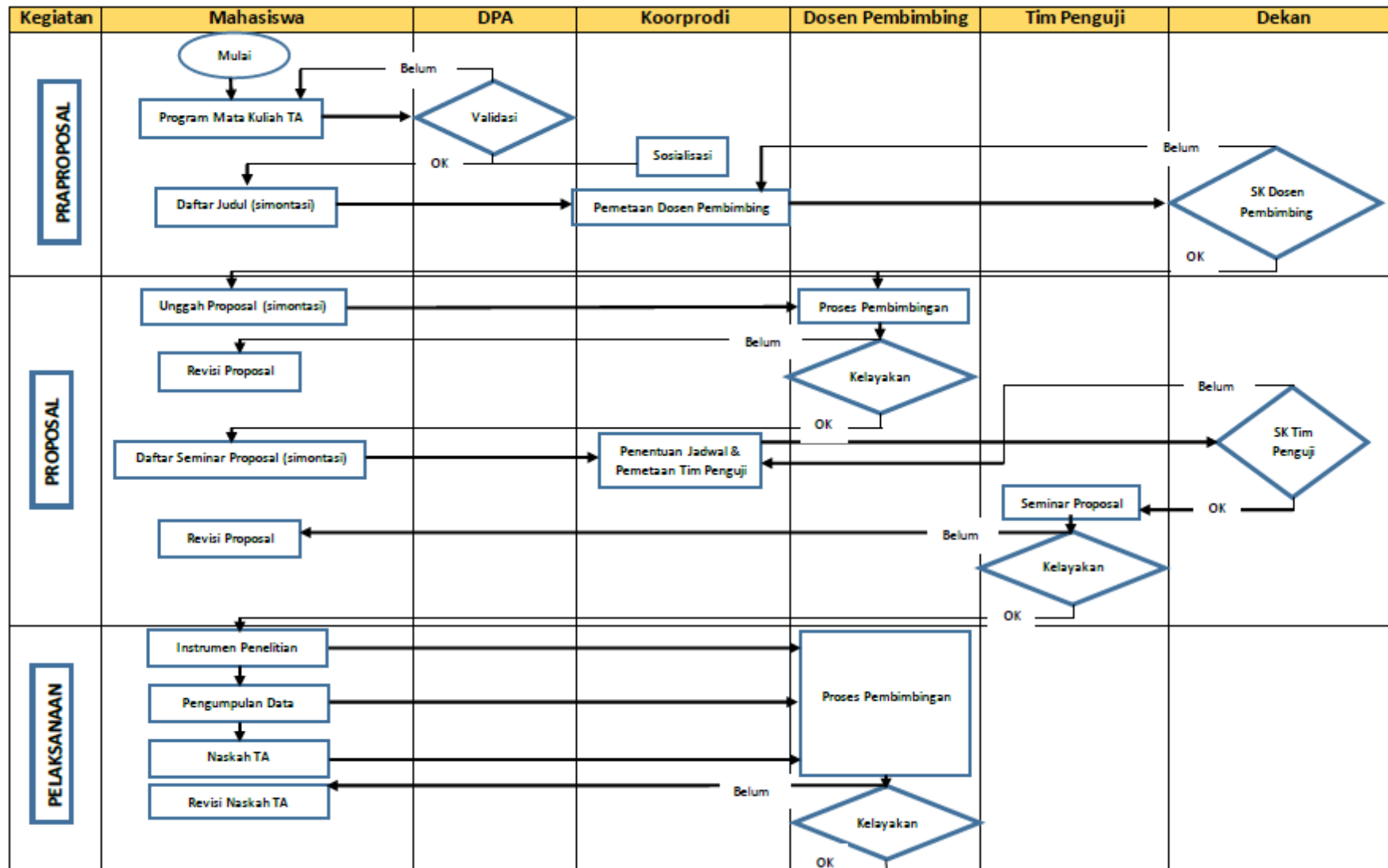
(Full name)  
 NIP .....

(Full name)  
 NIP.....

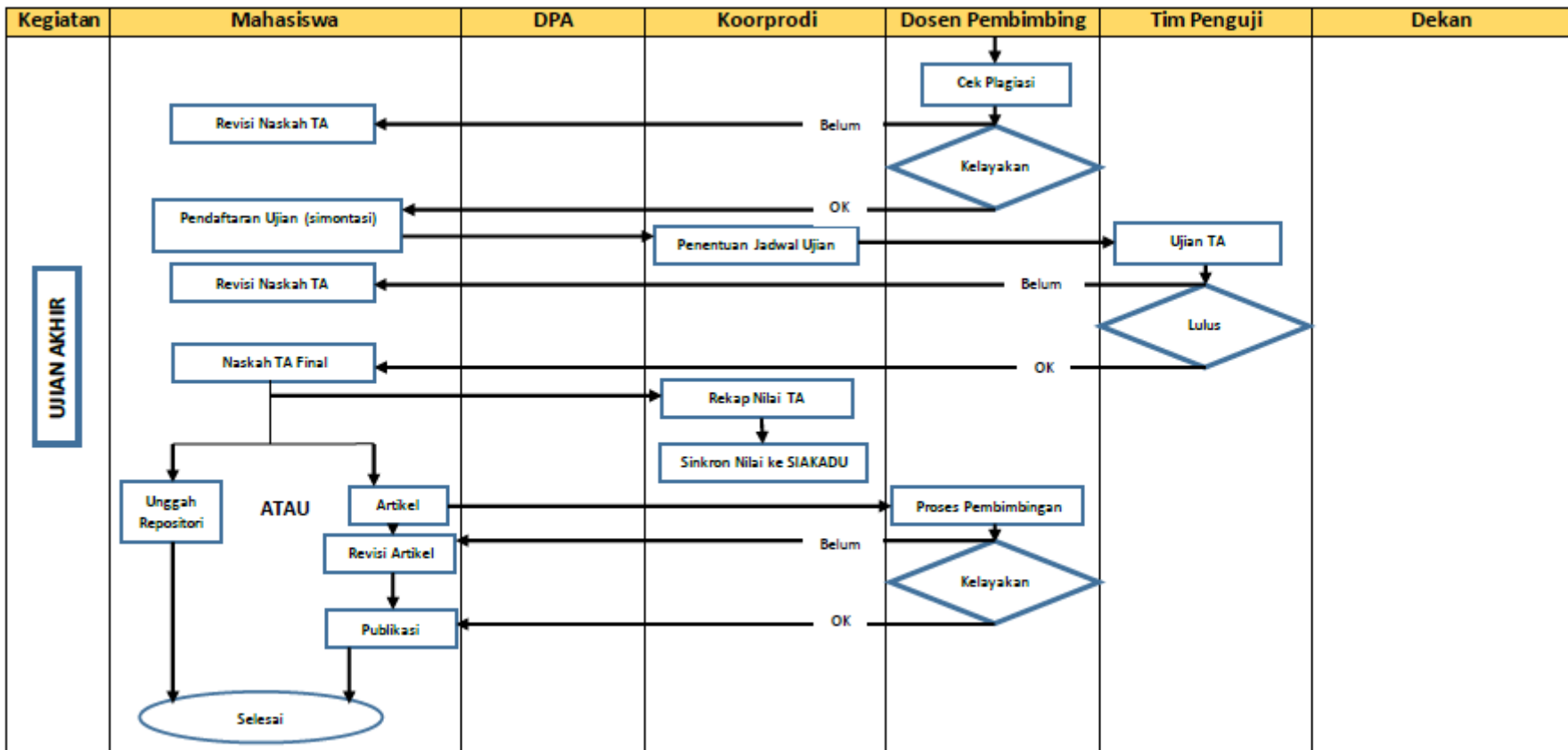
\*Write down accordingly



Appendix 11. Flow of Final Examination for Undergraduate Programs







Keterangan: DPA (Dosen Penasihat Akademik)

