GUIDELINE OF THESIS AND FINAL PROJECT

Direktorat Akademik
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INTRODUCTION

We express our gratitude to Allah SWT for the completion of the Final Assignment Guidelines. This guideline was prepared as a guide for preparing final assignments within the Surabaya State University. This guideline is a refinement -- technically and substantively -- of the 2014 Surabaya State University Thesis Writing Guide and the 2019 UNESA Postgraduate Thesis and Dissertation Writing Guide with changes that are in line with MBKM policy, demands for curriculum development, academic regulations and science. knowledge and technology.

These guidelines regulate the preparation of final assignments within the Surabaya State University in general so that it is possible to publish supplements, both by Faculties, Postgraduate Schools (SPs), and Study Programs (Prodi). Supplements prepared by Faculties, Postgraduate Schools and Study Programs are prepared and used as long as their substance does not conflict with these guidelines. The existence of these supplements must be known and approved by the Dean/Director of SPs. It is hoped that this Final Assignment Guide will help the preparation of the final assignment run smoothly, thereby encouraging students to complete their studies on time. For this reason, thanks are expressed to all parties who have contributed to the realization of this guideline, from start to finish.

Hopefully, this Final Assignment Guide can provide optimal benefits for all parties. Constructive criticism is always welcomed to improve this Final Assignment Guide in the next edition. Greetings, Unesa is one step ahead.

Surabaya, September 2023

Chancellor of Surabaya State University

Prof. Dr. Nurhasan, M. Kes.

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INTRODUCTIO N

A. Rational

The final assignment is one of the study completion requirements for students in all study programs at Surabaya State University (UNESA), both Applied Bachelor's (D-4), Bachelor's (S-1), Master's (S-2) and Doctoral (S- 3). The final assignment 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 allocation of supervision is 75% supervision for the D-4/S-1 Program, 50% supervision for the Master's Program, and 25% supervision for the S-3 Program.

Final Assignment Guidelines are needed by students so that the preparation of final assignments can run effectively. That way, students have guidelines for writing their final assignment. Apart from that, this guideline also makes things easier and easier for students and related parties, such as supervisors, examiners, study program coordinators, faculties/SPs according to their respective duties and functions.

B. Limitations and Form of Final Assignment

1. Limitation

Based on the Regulation of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Number 53 of 2023, students' final assignments at the Applied Bachelor (D-4) and Bachelor (S-1) levels can be in the form of a thesis, prototype, project, or other form of final assignment; at the Master's level (S-2) it can be in the form of a thesis, prototype, project, or other form of final assignment; and at the Doctoral level (S-3) it can be a dissertation, prototype, project, or other form of final assignment. The description of each final assignment can be explained as follows.

1.1 A thesis is a student's scientific work prepared in order to fulfill some of the requirements for completing studies in the Applied Bachelor's (D-4) and Bachelor's (S-1) programs. The problems studied in the thesis are focused on theoretical/applied problems.

1.2 A thesis is a student's scientific work prepared in order to fulfill some of the requirements for completing studies in the Master's (S-2) program. The problems studied in the thesis are focused on problems of a theoretical development nature.

1.3 A dissertation is a student's scientific work prepared in order to fulfill some of the requirements for completing studies in the Doctoral (S-3) program. The problems studied in the dissertation are focused on problems that are in the nature of creating theory or producing creative, original and tested work.

1.4 A prototype is a model, draft or initial design created to test the concept or process of a product being developed. The prototype for the D-4 and S-1 levels is the result of theory application, for the S-1 level it is the result of theoretical development, while for the S-3 level it is the result of innovation.

1.5 A project is a scientific work prepared in order to fulfill some of the requirements for completing studies at the D-4, S-1, S-2, or S-3 levels which is the result of observation, work practice, or the application of certain knowledge that discusses a process or a problems in the field of applied science use the rules that apply to that field of science.

1.6 Other forms of final assignments referred to in this guideline include: products, evaluation and testing, policy studies, and works of art,

1.7 The work of students who win in national or international competitions/competitions can be equated to a Final Assignment.

1.8 Student articles published in accredited national journals or in reputable international journals can be equivalent to a Final Project.

2. Form

2.1 Thesis for Applied Undergraduate (D-4) and Undergraduate (S-1) students is in the form of scientific writing which can come from the following results.

a. Field research is research oriented towards collecting empirical data in the field based on quantitative, qualitative and/or mixed approaches. The quantitative approach is a research approach that is deductive-inductive in nature, while the qualitative approach is oriented to reveal symptoms in a holistic contextual manner through collecting data from natural settings and the researcher positions himself as the key instrument. The mixed approach is a mixture/hybrid of qualitative and quantitative.

b. Library research is research carried out to solve certain problems based on a critical and in-depth study of relevant library materials. These library materials are treated as sources for exploring new thoughts or ideas as basic material for doing things

deduction from existing knowledge so that a new theoretical framework can be developed as a basis for solving problems.

c. Laboratory research is the study of a problem in a laboratory based on quantitative and qualitative approaches. The concept of "laboratory" in this case is flexible. Laboratories for the Mathematics study field, for example, have different characteristics from laboratories for the Science, Language or Sports study fields.

2.2 Master's Program (S-2) student theses can have the following form.

a. A thesis with a quantitative approach is proof of an idea/ideas using survey tools, numbers, statistics or certain calculations to reach the basis of analysis ending with drawing conclusions from a general situation to a specific situation.

b. A thesis with a qualitative approach is a test of ideas using non-numerical methods obtained from text-based research, video, audio, interviews, and various other non-numerical data collection methods. Theses with a qualitative approach are commonly used in the humanities sciences.

c. A research thesis is a type of thesis created based on substantial research to defend an academic's idea or idea. A research-based thesis is expected to demonstrate adequate academic mastery for an academic.

2.3 Doctoral Program (S-3) student dissertations are interdisciplinary, multidisciplinary or transdisciplinary research, including theoretical studies and/or experiments in the fields of science, technology, arts 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 one academic discipline into another academic discipline to solve a particular problem so as to give rise to new methods or new academic disciplines.

c. Transdisciplinary research is a research strategy that involves other stakeholders outside of academia, such as practitioners, professionals, government, politicians,

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

2.4 Prototype for D-4, S-1, S-2, and S-3 level students

Prototypes or technological design works are students' scientific products in carrying out applications, or improvements in science and technology that are applied and practical in the form of design/design of products/tools/applications as part of a complex system or the design/design of a product or tool with high usability for society, the business world, the industrial world and the world of work. The prototype or design that is created needs to be accompanied by a scientific description of the work (design specifications, product advantages, test or application results) and presented in the form of a final project report.

2.5 Projects for D-4, S-1, S-2, and S-3 level students

Project activities are a combination of practical and theoretical sides. Projects are generally used in the fields of business, education, engineering and social work that require professionalism, strategies and certain methods to explain them. In general, projects for students consist of two main elements, namely project activities designed and carried out by students and also an accompanying essay from the project. These two elements are outlined in the form of a final assignment report.

2.6 Other forms of final assignments can be in the following forms.

a. Products that are relevant to the study program are goods or services. Goods can be equipment, construction, materials, food, clothing/fashion, system software, training programs, video tutorials, or monumental works. Services can be in the form of system repairs, maintenance or service.
b. Evaluation and testing, namely related to proof/testing of concepts/products/applications and/or components.
c. Policy studies are theoretical studies of a problem; analysis of a work product, technology, art, economics, politics, social, culture, humanities, sports, environment, medicine, health, or other fields that emphasizes the ability to study critically or find innovative ideas based on mastery of material in a particular study program.
d. Works of art are students' scientific products that reflect processes and patterns of scientific thinking through studies or works in the field of art. Works of art can be performances, films, screenplays, and various other things in similar fields.

These other forms of final assignment need to be outlined in the form of a final assignment report.

2.7 The work of students who win in national or international competitions/competitions can be equated to a Final Assignment.

Equalization is done by students making a report in Final Assignment format using the Academic Final Assignment code on the validation sheet. The Final Academic Assignment Report can then be assessed by the supervisor, Deputy Dean for Field I, and Study Program Coordinator (Koorprodi).

The academic final assignment report supervisor is the competition/competition supervisor. In the event that the competition/competition supervisor does not match the field of study, it is necessary to add one supervisor according to the field. Determining the suitability of competition achievements as a Final Project is determined by the Dean's Decree. The list of competitions that receive academic awards in the form of equivalent to the Final Project is included in Appendix 1.

2.8 Student articles published in accredited national journals or in reputable international journals can be equivalent to a Final Project.

Student articles at the D-4 and S-1 levels referred to in this case are articles according to the field of study with the student as the first author and published in a national journal accredited at least SINTA 2 or published in a reputable international journal (indexed by Scopus or WoS). Equating the article to the final assignment is done by students making a report in the Final Assignment format using the Academic Final Assignment code on the validation sheet. The report in the form of a Final Assignment can then be assessed by the supervisor, Coordinating Study Program, and assessing lecturers determined by the study program. The academic final assignment report supervisor is the article supervisor.

C. Function and Purpose of Final Project Guidelines

1. Function

The Final Assignment Guidelines are a reference for students, lecturers, program coordinators, and faculties/SPs within UNESA in carrying out final assignments starting from the pre-proposal, proposal, research, report preparation, exam and assessment stages.

2. Objective

It is hoped that this Final Assignment Guide will help students, supervisors, examiners, program coordinators and all related parties understand the procedures.

preparing proposals, mentoring, submitting exams, carrying out exams, and assessing so that the final assignment implementation process can run effectively.

CHAPTER II ADMINISTRATIVE AND ACADEMIC REQUIREMENTS

A. ConditionAdministration

Students can program a final assignment with the following administrative requirements.

1. Registered as an active UNESA student in the relevant academic year as proven by a Study Plan Card (KRS).
2. Programming Final Project/Thesis/Thesis/Dissertation courses.
3. Register your final assignment with Koorprodi.

B. Academic Requirements

1. Student

To be able to program a final assignment, students must fulfill the following academic requirements.

a. Students in the Applied and Bachelor's degree programs can program a final project if they 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. Master's program students can program a final assignment if they have passed at least 30% of all courses including the Research Methodology course, completing all theoretical courses with a GPA of at least 3.00 with at most one course getting a grade of C+.

c. Doctoral program students can program a dissertation if they have completed all theoretical courses with a GPA of at least 3.00 if they have passed at least 30% of all courses including Research Methodology courses completed all theoretical courses with a GPA of at least 3.00 with at most one course gets a grade of B-.

2. Study Program Coordinator (Koorprodi)

The tasks of the study co-ordinator in completing the final assignment include:

a. identify a list of students who are eligible to program the final project,

b. organize debriefing before carrying out the final assignment,

c. determine the suitability of the title of the final project submitted by the student;

d. determine the final assignment supervisor;

e. monitor the process of preparing and supervising the final assignment.

3. Supervisor

There is one final assignment supervisor for Applied Bachelor/Bachelor program students, while there are two for Masters and Doctoral program students. Lecturers who have the authority to guide final assignments are lecturers who have the following requirements.

a. Have the following academic position and educational qualifications.
   1) Supervising lecturers for Applied Bachelor and Undergraduate programs, at least hold the functional position of Lector with a Master's educational qualification, or Expert Assistant with a Doctoral educational qualification, or Expert Assistant with a minimum of three years of teaching experience, unless the study program does not yet have a lecturer with these qualifications, then lecturers with Expert Assistant qualifications can act as supervisory lecturers.
   2) The supervising lecturer for the Master's program must have at least the functional position of Lector with a PhD educational qualification.
   3) The supervisor for the Doctoral program must have at least the functional position of Associate Professor with a minimum educational qualification of S-3.

b. Have competency skills that are relevant to the final assignment topic of the student being supervised.

c. Determined through a Decree from the Dean or SPs Director.

4. Test Team

The final project testing team must meet the following requirements.

a. For Applied Undergraduate and Undergraduate programs, examiners must at least hold the functional position of Expert Assistant with a Master's educational qualification.

b. For the Master's program, the examiner must have at least the functional position of Lector with a PhD educational qualification.

c. For the Doctoral program, the examiner must have at least the functional position of Associate Professor with a doctoral educational qualification. One of the examiners for the Doctoral program came from outside UNESA.

d. Have skills that are relevant to the theme/title of the student's final assignment.

e. Determined by Decree of the Dean or Director of SPs.

CHAPTER III FINAL PROJECT PREPARATION PROCEDURE

The process of preparing a final assignment starts with submitting a proposal through to exams and revisions. This process will end if the student has obtained the final assignment value stated in the Study Results Card (KHS). This procedure is facilitated online through an information system known as Simontasi Plus. A description of each stage of preparing the final assignment is presented as follows.

A. Preparation of Final Assignment Reports for Applied Undergraduate and Undergraduate Programs

1. Preparation of Final Project Proposal

The final assignment proposal is a research plan that contains a concrete and clear picture of the direction, objectives and predictions of the final results that will be achieved in the final assignment. Preparation of the proposal begins after the student has a research title and has received a final assignment supervisor. The steps for preparing a final assignment proposal for the Applied Bachelor's and Bachelor's programs are as follows.

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

2. Research Proposal Seminar

Proposals that have been made by students and approved by the supervisor are then presented at 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 coordination with the condition that they have attended a minimum of five other students' proposal seminars as proven by a Proposal Seminar Participation Card (Appendix 2).
b. The Study Program Coordinator determines the proposal testing team according to the topic of the student's proposal. The list of proposal examining teams is then submitted to the faculty to issue a SK for proposal seminar examiners.
c. The proposal examining team consists of the chief examiner, member examiners, and supervising lecturers as member examiners.
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 the examining team and other students as seminar participants.
f. At the proposal seminar, students present the proposals they have prepared orally 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 examining team assesses the feasibility of student proposals. If a proposal is deemed unfeasible, the student must prepare a new proposal, while a proposal deemed feasible with revisions requires 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 revised proposal by the deadline, the student is required to carry out another proposal seminar.
h. After revising the proposal, students ask for approval from the examining team regarding the feasibility of the proposal as evidenced by a Proposal Approval Sheet signed by the examining team.

3. Preparation of Final Assignment Report

After the research instrument has been validated (if necessary), students then prepare to prepare a final assignment report. The steps for preparing a final assignment report for the Applied Undergraduate and Undergraduate programs are as follows.

a. Students provide guidance with their supervisor individually, scheduled according to agreement, and documented in the Final Assignment Guidance Logbook which is filled in via Simontasi Plus. Guidance is carried out at least eight

face-to-face time in one semester and can be accumulated in the next semester during final assignment programming.

b. Students who have obtained the approval of their supervisor can carry out research data collection.
c. The supervisor will clarify the research data and direct students to carry out data analysis and prepare the final assignment report according to the systematic preparation of the final assignment report according to the final assignment form chosen (see Chapter IV).
d. Students who have completed the preparation of the final assignment report and obtained approval and validation from the supervisor can register to take the final assignment exam.

B. Preparation of Final Assignment Reports for Masters Programs

1. Preparation of Final Project Proposal

The final assignment proposal is a clear description of the direction, objectives and predictions of the final results that will be achieved in the final assignment. The steps for preparing a final assignment proposal for the Master's program are as follows.

a. Students program the Research Proposal course (2 credits).
b. Students submit research topics to Coordinating Study Program to get a supervisor that suits the research topic. Students can propose prospective supervisors I and II to Coordinating Study Program by considering the suitability of the topic to be researched with the field of expertise of the proposed supervisor.
c. The Study Program Coordinator submits a list of suggestions for supervisors to the faculty for the issuance of the Final Assignment Supervisor Decree.
d. Students contact or confirm the supervisor who has been appointed by the Study Program Coordinator to agree on the process and schedule of supervision activities.
e. Students prepare a final project proposal with the guidance of two supervisors according to systematics (see Chapter IV).
f. Students are required to provide final assignment proposal guidance according to the agreed schedule as evidenced by the Proposal Preparation Guidance Logbook Form which is filled in via Simontasi Plus.

g. Students who have completed the preparation of the proposal and received approval from both supervisors can register with the Coordinating Study Program to take the proposal exam.

2. Proposal Examination

Mastery and feasibility of the research plan or results of research trials prepared by students in the form of a final assignment proposal are tested in a proposal exam. The rules and procedures for implementing the proposal examination are explained as follows.

a. Proposal examinations can be carried out as early as Semester 3 and no later than Semester 4.

b. Students register for the proposal exam through Koorprodi by submitting:
   - five copies of the final project proposal that have been approved by both supervisors as evidenced by the Supervisor Approval Sheet;
   - grade transcript that has been signed by the Study Program Coordinator provided that: a) have passed at least 30% of all courses, including research methodology courses; b) at most one course gets a grade of C+; c) GPA of at least B (3.00);
   - photocopy of proof of completion of financial administration requirements;
   - Plagiarism Checking Certificate with a final project proposal similarity level of ≤ 25% signed by the Supervisor and ratified by the Study Program Coordinator.

c. Koorprodi determines a board of examiners for the proposal examination consisting of Koorprodi who also acts as Chief Examiner, Supervisor I, Supervisor II, and one member of the examiners.

d. In the proposal exam, students present the proposal that has been prepared orally and respond to questions, suggestions and corrections from the examining board for a maximum of 90 minutes.

e. The board of examiners assesses the proposal exam based on aspects of writing, methodology, substance, as well as the student's ability to convey and defend the content of the final assignment proposal using the form in Appendix 3. Calculation of the Final Score (NA) for the proposal 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 to have passed if NA ≥ 70. The score from the proposal exam is taken into account in calculating the student's achievement index as the score for the Research Proposal Course.

g. Students who pass the proposal exam with status without revision can continue to the next stage with the direction of the two supervisors. Students who are declared to have passed with revised status are given the opportunity to revise their proposal text within a maximum of 3 months. If within this time period, students are unable to complete the proposal revision, then their graduation will be declared invalid and they will be required to take the proposal exam again. Meanwhile, students who are declared not to have passed are required to revise their final assignment/thesis proposals in consultation with their supervisors and examiners and are allowed to submit a maximum of one re-proposal exam.

3. Preparation of Final Assignment Report

After the research instrument has been validated (if necessary), the student then prepares the preparation of the final assignment according to the form of the final assignment chosen with guidance from the two supervisors. In general, the steps for preparing a final assignment report for a Master's program are similar to preparing a final assignment report for an Applied Bachelor's Degree.

C. Preparation of Final Assignment Reports for Doctoral Programs

1. Preparation of Final Project Proposal

The final project proposal is prepared clearly and accurately regarding the direction, objectives and predictions of the final results that will be achieved in the final project. The steps for preparing a final assignment proposal for the Doctoral program are as follows.

a. Students program the Research Proposal course (3 credits).

b. Students submit research topics to Coordinating Study Program to get a supervisor that suits the research topic. Students can propose prospective promoters and co-promoters to the Study Program Coordinator by considering the suitability of the topic to be researched with the area of expertise of the proposed supervisor.

c. The Study Program Coordinator submits a list of proposed promoters and co-promoters to the faculty for the issuance of a Dissertation Supervisor Decree.

d. Students contact or confirm the promoters and co-promoters who have been determined by the Study Program Coordinator to agree on the process and schedule of mentoring activities.
e. Students prepare a final assignment proposal according to the final assignment form chosen with the guidance of the promoter and co-promoter according to systematics (see Chapter IV).
f. Students are required to provide final assignment proposal guidance according to the agreed schedule as evidenced by the Proposal Preparation Guidance Logbook which is filled in via Simontasi Plus.
g. Students who have completed the preparation of their proposal and received approval from the promoter and co-promoter can register with Coorprodi to take the final project proposal exam.

2. Final Assignment Proposal Exam

The final assignment proposal exam assesses the mastery of Doctoral program students and the feasibility of the research plan prepared in the form of a final assignment proposal. The rules and procedures for implementing the final assignment proposal examination are explained as follows.

a. The final assignment proposal exam can be carried out from Semester 3.
b. Students register for the final assignment proposal exam through Koorprodi by submitting:
    - seven copies of the final project proposal that have been approved by the promoter and co-promoter as evidenced by the Supervisor's Approval Sheet;
    - grade transcript that has been signed by the Study Program Coordinator provided that: a) have passed at least 30% of all courses, including research methodology courses; b) at most one course gets a grade of B-; c) GPA of at least B (3.00);
    - photocopy of proof of completion of financial administration requirements;
    - Plagiarism Checking Certificate with a final project proposal similarity level of ≤ 20% signed by the Supervisor and ratified by the Study Program Coordinator.
c. Koorprodi determines the board of examiners for the final project proposal examination which consists of Koorprodi who also acts as Chief Examiner, Promoter, Copromotor, and two members of internal examiners.
d. In the final assignment proposal exam, students present the final assignment proposal that has been prepared orally and respond to questions, suggestions and corrections from the examining board for a maximum of 90 minutes.

e. The board of examiners assesses the proposal exam based on aspects of writing, methodology, substance, as well as the student's ability to convey and defend the content of the final assignment proposal using the form in Appendix 3. Calculation of the Final Score (NA) for the proposal exam 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 to have passed if NA ≥ 70. The score from the proposal exam is taken into account in calculating the student's achievement index as the score for the Research Proposal Course.

g. Students who pass the proposal exam with status without revision can continue to the next stage with the direction of the promoter and co-promoter. Students who are declared to have passed with revised status are given the opportunity to revise their proposal text within a maximum of 3 months. If within this time period, students are unable to complete the proposal revision, their graduation will be declared invalid and they will be required to take the proposal exam again. Meanwhile, students who are declared not to have passed are required to revise their final assignment proposals in 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 (if necessary), students then prepare research activities. At this stage, students apply valid instruments to collect research data. These data were then analyzed with the guidance of promoters, co-promoters and lecturers who taught the Research Results Seminar Course. Students then prepare a draft final assignment and carry out a scientific publication based on the 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 with a weight of 5 credits with the prerequisite of passing the Research Proposal course.

b. Students conduct research seminars which are open to the public.

c. The resulting seminar scores are taken into account in calculating the student's achievement index in the Research Results Seminar course.

d. Students register for seminar results by:

- submit seminar papers or draft final assignments that have been approved by the promoter and co-promoter to the lecturer;
- prepare all tools, research instruments, data, examples of field results, and other attachments related to the final assignment preparation process when the results seminar is held; And
- show evidence of scientific publications that have been carried out.

5. Preparation of Final Assignment Report

The final assignment report manuscript that was prepared by Doctoral program students in the previous stage was refined based on input obtained during the research results seminar. Students who have completed the final assignment preparation and received approval from the promoter and co-promoter can register with the Study Program Coordinator to take the final assignment eligibility test.

6. Final Assignment Eligibility Test

The final assignment eligibility test is intended to ensure that students' final assignment report writing meets the standards set by UNESA. The rules and procedures for carrying out the final assignment eligibility test are explained as follows.

a. Students register for the final assignment eligibility test through Koorprodi with the following conditions:

- have passed the final assignment proposal exam which is supported by the minutes of the final assignment proposal exam;
- has conducted a results seminar;
- submit three copies of the draft final project report which has been approved by the promoter and co-promoter;
- Submit a Plagiarism Checking Certificate with a final assignment similarity level of ≤ 20% signed by the Supervisor and ratified by the Study Program Coordinator.

b. The Study Program Coordinator determines the final assignment eligibility test board of examiners consisting of one external lecturer and two active internal lecturers, not promoters or co-promoters with expertise according to the final assignment topic.

h. The board of examiners assesses the suitability of the final assignment based on the manuscript submitted. The final assignment eligibility test assessment form is presented in Appendix 4.

i. The final assignment is declared worthy if at least two of the three examiners feasibility states feasible and NA ≥ 70.

j. If in the eligibility test, a student's final assignment is declared feasible, the student concerned can apply to register for the closed final assignment exam after making revisions according to the suggestions and input provided by the eligibility examiner. However, if during the feasibility test, the final assignment is declared unfit, the Study Program Coordinator can hold a meeting between the student, supervisor and eligibility examiner to discuss the parts that are not yet feasible. Students are given a maximum of three months to make revisions. If the student is unable to complete the revision by this time limit, the eligibility test is declared invalid and the student must submit the eligibility test again.

k. The results of the feasibility test can be in three categories: 1) worthy of minor revision, if the changes are not related to the substance of the research; 2) feasible with major revisions, if the changes are related to the substance of the research; 3) not feasible, if the 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 final assignment supervision process cannot be effective. Changes of supervisors can be made with the following conditions.

1. Students have participated in the supervision process for a minimum of two semesters from the time the Decree regarding Supervisors was issued.
2. Students did not show significant progress in preparing their final assignments in two semesters.
3. Coordinating Study Program found a strong reason related to the supervisor which had the potential to cause students' final assignments to not be completed.
4. A change of supervisor is carried out by the procedure of the student submitting a letter requesting a change of supervisor to the Dean with a copy to the Deputy Dean attached with a student statement letter and a letter of approval from Coordinating Study Programs. Based on the application letter, the Dean issued a new Supervisor Decree. Completeness of the application letter for a change of supervisor can be found in Appendix 7.

5. The change of supervisor only applies once, meaning that the replacement supervisor cannot be replaced again.

CHAPTER IV SYSTEMATIC, LANGUAGE AND WRITING FINAL PROJECT REPORT

A. Final Project Proposal Systematics

The final project proposal is prepared according to the form of the final project chosen. In general, the systematics of writing a final project proposal is presented as follows.

1. Cover page (see Appendix 8).
2. Consent page (see Appendix 9).
3. The introduction contains background, problem formulation/problem identification, research objectives, research benefits, research limitations, and assumptions (if any).
4. The literature review contains theoretical studies related to problem formulation, relevant research results, conceptual framework, and hypotheses (if any).
5. Research Methods contain information regarding the type/approach of research, research design, research location, population and sample/target/source of research data, variables and operational definitions (if any), research instruments, data collection techniques, and data analysis techniques.
6. Bibliography.

The systematics of final assignment proposals for each faculty can be seen in the Supplement/Technical Instructions for Preparing Final Assignments at faculty level.

B. Final Project Report Systematics

The final assignment report is prepared based on the final assignment form chosen. In general, the systematics of the Final Project Report consists of the beginning, main and final parts. The contents of each section can be explained as follows.

1. Initial Part

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 colors according to the flag of each faculty (see Appendix 11). All writing on the outer cover is in gold ink. An example of a Final Assignment Report cover format can be seen in Appendix 8.

b. Blank Page

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

c. Inside Cover

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

d. Abstract (in Indonesian)

Abstracts are arranged in the following order: ABSTRACT, author's name, assignment report title, final assignment form, city name, faculty/SPs name, and year. The contents of the abstract consist of rationale, research/development/study objectives, research methods/problem solving approaches which include research/development/study design, research location, subject/data source, data collection techniques, research instruments, data analysis techniques, research results/ development/study, conclusions and suggestions. Abstracts are written on one single-spaced page with a maximum of 250 words. At the end of the abstract, keywords are included with a maximum of six keywords.

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

The stamped statement letter contains the student's statement that the final assignment report 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's, Bachelor's, Master's or Doctoral degree.

g. Approval Sheet

The approval sheet contains proof of academic approval from the supervisor and the Dean or Director of SPs. A 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) Title of final assignment, 3) Full name and Student Identification Number (NIM), 4) Name of Supervisor, 5) Place, date, month and year , and 6) Faculty Dean or SPs Director (see Appendix 9).

h. Validity sheet

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

i. Presentation Page

A dedication page is not a requirement. This page is intended to convey an impression or appreciation to people who have an important meaning for the researcher/writer. Disclosure of offerings is written using font 12 or 11, the language style is natural, straightforward and unemotional.

j. Foreword

The foreword is intended to convey thanksgiving to God Almighty and thanks to the parties who contributed directly to the writing of the assignment report, starting with the party who contributed most to the completion of the writing of the final assignment and their hopes regarding the results of the final assignment. The foreword should be typed with one and a half spaces.

k. List of contents

The table of contents contains an outline of the contents of the final assignment report along with the page numbers. Final assignment elements are included in the table of contents starting from the inside cover to the attachments. The table of contents is numbered using small Roman numerals. The table of contents is typed using one space.

l. List of Tables

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

m. list of Figures

The list of images (photos, schemes, graphs, or maps) contains the serial numbers of the images arranged using systematic serial numbers (Arabic numerals), the title of the image, along with the page number where the image is presented.

n. Appendix List

The list of attachments is arranged using systematic serial numbers (Arabic numerals), attachment titles and page numbers. The attachment page number is a continuation of the final assignment report page number.

2. Core Section

The contents of the main part of the final assignment report are presented in the form of chapters, subchapters and/or more detailed hierarchical levels of titles, adhering to a certain systematicity. In general, the systematic core part of the final assignment report is presented as follows.

a. CHAPTER I INTRODUCTION

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

a. Background of the problem explains the rational reasons underlying the importance of conducting this research. To make rational reasons, it is necessary to reveal 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 revealed to strengthen the reasons for the need for research.

b. Problem Identification explains the study of various possible causes of problems. In this section, it is necessary to explain broadly the various problems that may be researched. The content of the problem identification must be in line with the problems expressed in the problem background.

c. Problem Limitation is the determination of the problem (from various identified problems) by considering various methodological aspects, feasibility of research, as well as the limitations of the researcher without sacrificing the meaningfulness of the meaning, concept or topic being researched.

d. The problem formulation contains an assertion of the problem to be researched as a result of limiting the identified problems. The problem formulation is written in a question sentence.

e. Research Objectives state the targets to be achieved through research. Goals are formulated in harmony/referring to the problem formulation.

f. Research Benefits explains the benefits of research results for theoretical and practical purposes.

g. Research assumptions (if any) are basic assumptions about something that are 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. Substantive assumptions are concerned

with research problems, while methodological assumptions relate to research methods.

b. 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 that they can generate definitions, new understandings, frameworks, hypotheses and/or research questions, as well as develop instruments that are appropriate to the problems being studied. In general, this chapter contains a theoretical basis, a review of relevant research results, a framework for thinking, and research questions and/or hypotheses. The description of each component of the Literature Review Chapter is described as follows.

a. Theoretical Study describes 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 dissertations. Articles on the internet can also be used as a reference source if these articles are published in study centers or written by reputable authors. However, learning materials cannot be used as a reference source because they have not undergone public testing through publication.

b. Relevant research results serve to strengthen the position of current research by looking at the results of research that has been carried out. Relevant research results are also used as a basis for researchers to develop a framework for thinking. Relevant research results are presented narratively by analyzing the results of one research with the results of other research.

c. The Thinking Framework contains a logical and rational description of how research variables can be related to each other (correlation). The thinking framework will direct researchers to formulate hypotheses. Research that does not prove a hypothesis, such as research with a qualitative approach, does not need to write a framework of thought.

d. Research Questions and/or Hypothesis (if any)

Research questions are a confirmation of the problem formulation that will be answered through research. Hypothesis is a temporary answer to

problem formulation stated in a statement sentence. For research that does not prove the hypothesis, simply write down the research question. The hypothesis or research question must be aligned and be an explanation of the problem formulation.

c. CHAPTER III. RESEARCH METHODS

The research methods in Chapter III generally contain the following.

a. Research Type or Design. Researchers need to state the type or design of research according to the problem to be studied.
b. Place and time of research. This section contains a description of when and where the research will be conducted.
c. Population and Research Sample (if any). Population and samples are used if the researcher's target area is large enough so that it is not possible for all members to be used as respondents so that researchers conduct research by taking representative samples. If the target area can be reached in its entirety, this subchapter is named the data source or research subject. In the field of language/literature, the term data source/research subject is used. For research that uses samples, it is necessary to explain how to determine the sample size and the sampling technique used.
d. Operational Definition of Variables (if any) explains the definition of each variable adapted to the research context. Operational definitions are developed from theory, conceptual definitions, and are the basis for determining indicators in developing research instruments.
e. Data Collection Techniques and Instruments. In this section it is necessary to explain 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 (if any). An instrument is declared suitable as a data collection tool if it meets the criteria for validity and reliability. In this section it is necessary to explain the methods for tracking the validity and reliability of the instrument. For instruments in the form of cognitive tests in the form of multiple choice questions, the quality of the questions is tested using indices of difficulty, discrimination, distraction and reliability.
g. Data analysis technique. In this section, it is necessary to explain the data analysis techniques used, including the required analysis test requirements.

d. CHAPTER IV. RESEARCH RESULTS AND DISCUSSION

This chapter consists of three parts, namely research results, discussion, and research limitations. Research results must answer the research questions and be arranged according to the order of 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 which were discussed in Chapter II. Research limitations are limitations related to methodology, not limitations related to time, costs or research logistics. Research limitations are also not related to the number of samples or research variables because these have been determined previously.

e. CHAPTER V. CONCLUSIONS AND SUGGESTIONS

This chapter contains three subchapters, namely conclusions, implications and suggestions. The conclusion is a summary of the answers to research questions or the results of hypothesis testing and is also a solution to the problems in the problem formulation. Conclusions should be short, an essential description, 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 regarding research results and use operational language. Usually, implications use the language of suggestions but are not yet operational. Implications and suggestions must be in accordance with the research results that have been summarized in the conclusions.

3. Final Part

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 Assignment Report and is mentioned in the contents section. Sources that are not cited in the contents section may not be included in the bibliography. On the other hand, all sources mentioned in the contents section must be included in the bibliography. The bibliography is arranged alphabetically from the author's name according to a special format.

b. Attachments

Attachments contain all documents or supporting materials used or produced in the research. Attachments can be in the form of research permits, research instruments, formulas, statistical calculations used, calculation procedures, instrument testing results, and the like. Meanwhile, attachments for qualitative research include examples of interview transcripts validated by respondents, reduction and abstraction results, field

notes, evidence (FGD) and/or Delphi. Attachment

are numbered sequentially according to the sequence of research procedures, and the page numbers are a continuation of the page numbers of the main section.

The systematics of final assignment reports for each faculty can be seen in the Supplement/Technical Instructions for Preparing Final Assignments at faculty level.

C. Language and Writing

1. Language

The Final Assignment Report is written in Indonesian/English/a language appropriate to the variety of scientific languages. The scientific variety of Indonesian is characterized by:

a. using standard Indonesian spelling,
b. using standard terms,
c. use clear and consistent terms,
d. use complete grammatical elements in sentences,
e. using affixes (prefixes, insertions, endings) explicitly,
f. use task words (and, of, than) appropriately, explicitly and consistently,
g. a paragraph contains a main idea and at least two supporting ideas,
h. has a coherent meaning between sentences and between paragraphs, as well
i. avoid using persona forms (we, me, us, etc.).

2. Writing System

a. The final assignment report manuscript is typed on A5 size (14.8 X 21 cm) 80 gram HVS paper, back and forth.
b. The final assignment report manuscript is typed using the Book Antiqua 10 pt typeface.
c. Typing limits are as follows: left edge 2.5 cm, top 2.5 cm, right 2 cm, and bottom 2 cm. The contents of the text are typed with multiple spacing of 1.15, except for direct quotations that are more than four lines (written with one space).
d. If the manuscript requires special paper such as millimeter paper for graphs and tracing paper for charts or maps, paper outside the specified size can be used which is folded to the size of the manuscript paper.

CHAPTER V FINAL PROJECT EXAMINATION

A. Exam Implementation Conditions

Students who have completed their final assignment report and have received approval from their supervisor can register to take the exam. To be able to take the exam, students must meet the following requirements.

1. ConditionAdministrative

Administrative requirements for students who will take the final assignment exam are regulated 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 relevant academic year as proven by a Study Plan Card (KRS).
c. Has programmed the Final Project course in the Study Plan Card for the current semester.
d. Have filled in the guidance data on Simontasi Plus.
e. Register for the exam at Koorprodi.

2. Academic Requirements

2.1 Final assignment exam requirements for Applied and Undergraduate students.

a. Submit the final assignment report manuscript in three copies to Coordinating Study Program no later than one week before the exam.
b. Submit a Plagiarism Free Certificate signed by the Supervisor (maximum 25%) and ratified by the Study Program Coordinator.
c. Submit an exam via Simontasi Plus and upload the final assignment report manuscript which has received written approval from the lecturer from the supervisor on that page, and the supervisor approves the exam via Simontasi Plus.

2.2 Final assignment exam requirements for Master's program students.

a. Submit grade transcripts approved by Coordinating Study Program with the following conditions: 1) have passed all courses according to the specified number of credits, 2) at most one course gets a grade of B-, 3) GPA of at least B (3.00).
b. Have carried out the final assignment proposal exam and submitted a proposal revision validation sheet signed by the examining board and ratified by the Study Program Coordinator.

c. Submit a draft of the final assignment that has been signed by both supervisors and the Study Program Coordinator in five copies.
d. Submit a Plagiarism Checking Certificate with the degree of similarity to the thesis ≤ 25% signed by the Study Program Supervisor and ratified by Coordinating program.
e. Submit the exam via Simontasi Plus and upload the final assignment report manuscript which has received written approval from Supervisors I and II on that page, and both supervisors approve the exam via Simontasi Plus.

2.3 Final assignment exam requirements (closed exam) for Doctoral program students.

a. Submit grade transcripts approved by Coordinating Study Program with the following conditions: 1) have passed all courses according to the specified number of credits, 2) at most one course gets a grade of B-, 3) GPA of at least B (3.00).
b. Have carried out a final assignment eligibility test and been declared eligible, supported by evidence of the assessment.
c. Submit a draft of the final assignment which has been revised and signed by the promoter, co-promoter and Co-Prodiction Coordinator in 7 (seven) copies.
d. Submit a Plagiarism Checking Certificate with a similarity level of ≤ 20% which is signed by the Promoter and ratified by the Coordinating Program.
e. Submit an exam via Simontasi Plus and upload the final assignment report manuscript which has received written approval from the Promoter and Copromotor on that page, and the Promoter and Copromotor approve the exam via Simontasi Plus.

2.4 Final assignment exam requirements (open exam) for Doctoral program students.

a. Have passed the final assignment exam (closed exam) and completed the revision of the final assignment report as proven by a validation sheet that has been signed by the closed exam examiner board.
b. Submit the final final assignment report which has been approved by the promoter and co-promoter and is familiar with the 7 (seven) study program coordinators.
c. Submit a Plagiarism Checking Certificate with a similarity level of ≤ 20% and signed by the Promoter and ratified by the Study Program Coordinator.
d. Submit a summary of the final assignment report that has been prepared and bound according to the provisions and copied as many times as there are examiners and invitees.

B. Composition, Duties and Authorities of the Testing Team

1. Composition of the Testing Team

1.1 The Final Assignment examining team for the Applied Bachelor's program consists of 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 rank and lower academic qualifications)
c. Examiner Member (supervising lecturer)

1.2 The Final Assignment examining team for the Master's program consists of 4 people consisting of:

a. Chief Examiner (Coordinating Study Program)
b. Examiner Member (not supervisor)
c. Examiner Member (Supervisor I)
d. Examiner Member (Supervisor II)

1.3 The Final Assignment examining team (closed exam) for the Doctoral Program consists of 7 people consisting of:

a. Chief Examiner (Deputy Dean/Coordinator of Study Programs)
b. Examiner Member (Feasibility Examiner)
c. Examiner Member (Feasibility Examiner)
d. Examiner Member (Feasibility Examiner)
e. Testing Members (Internal Testers)
f. Examiner Member (Promoter).
g. Examiner Member (Copromotor)

1.4 The Final Assignment examining team (open exam) for the Doctoral Program consists of 7 people consisting of:

a. Chief Examiner (Dean/Deputy Dean and Director/Deputy Director SPs.)
b. Examiner Member (Coordinating Study Program)
c. Examiner Members (External Examiners)
d. Examiner Member (Feasibility Examiner)
e. Examiner Member (Feasibility Examiner)
f. Examiner Member (Promoter)
g. Examiner Member (Copromotor)

2. Duties and Authorities of the Testing Team

2.1 Chief Examiner

The Chief Examiner is tasked with leading and directing the implementation of the final assignment exam with the following obligations.

a. Provide direction and rules for the exam implementation process.
b. Provide direction and instructions that can increase and improve the smoothness, discipline and timeliness of the exam.
c. Provide an assessment of the presentation, substance and quality of student research.
d. Provide educational warnings and academic sanctions together with the Examining Team if elements of plagiarism are found in the exam script.
e. Make written reports on the development/progress of the exam implementation process.

2.2 Examiner Member

Examiner members are tasked with validating and confirming the substance of students' manuscripts being tested with the following obligations.

a. Ask questions that focus on the substance of the student's exam script.
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 in accordance with written corrections/responses/repairs given during the exam.

C. Exam Preparation and Implementation

1. Exam Preparation

a. The Study Program Coordinator determines the list of names of the examining team and the time for carrying out the exam.
b. Coordinating Study Program proposes a list of Examining Teams and the time for conducting the exam to the Dean or Director of SPs for the issuance of a Decree regarding the Implementation of the Exam.
c. The Study Program Coordinator distributes the exam files to the examining team no later than three days before the exam time.
d. Students prepare exam presentation materials, supporting documents, and reference sources used in the exam script.

2. Exam Implementation

2.1 Implementation of Final Assignment Exams for Applied Undergraduate/Graduate Programs

a. The final assignment exam time allocation for the Applied Undergraduate/Graduate

Program is a maximum of 90 minutes with details as shown in Table 1.

Table 1. Final Assignment Examination Time Allocation for Applied Undergraduate/Graduate Programs

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

b. Each examiner makes notes to improve the final assignment report manuscript on the sheet provided to give to students.

c. The examining team conducts a trial to determine the exam results. While the testing team is in session, students being tested are asked to leave the examination room.

d. After the examining team has finished meeting, students are called back into the examination room and the Chief Examiner delivers the decision on the examination results.

e. The head of the examining team closes the implementation of the final assignment exam.

2.2 Implementation of the Final Assignment exam for the Master's Program

a. The final assignment exam time allocation for the Master's Program is a maximum of 90 minutes with details as shown in Table 2.

Table 2. Time Allocation for Final Assignment Exams for Masters Programs

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

b. Each examiner makes notes to improve the final assignment report manuscript on the sheet provided to give to students.

c. The examining team conducts a trial to determine the exam results. While the testing team is in session, students being tested are asked to leave the examination room.

d. After the examining team has finished meeting, students are called back into the examination room and the Chief Examiner delivers the decision on the examination results.

e. The head of the examining team closes the implementation of the final assignment exam.

2.3 Implementation of the Final Assignment exam for the Doctoral Program

a. The final assignment exam for the Doctoral Program includes a closed exam and an open exam. As the name suggests, closed exams are only attended by the examining team. Meanwhile, open exams function as a promotional vehicle for the student, UNESA, and the student's home institution.

b. The final assignment exam time allocation for the Doctoral Program is a maximum of 120 minutes with details as shown in Table 3.

Table 3. Final Assignment Exam Time Allocation for Doctoral Programs

No	Activity	Time Allocation (minute)
1	Opening	5
2	Presentation of Results	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 (Copromotor)	10
10	Test Results Determination Session	5
11	Closing	5
	Total	120

c. Each examiner makes notes to improve the final assignment report manuscript on the sheet provided to give to students.

d. The examining team conducts a trial to determine the exam results. While the testing team is in session, students being tested should leave the exam room.

e. After the examining team has finished meeting, students are called back into the examination room and the Chief Examiner delivers the decision on the examination results.

f. The head of the examining team closes the implementation of the final assignment exam.

3. Exam Assessment

3.1 Final Assignment Examination Assessment for Applied Undergraduate/Graduate Final Project

Programs

a. The aspects assessed in the final assignment exam for the Applied Bachelor's Program are the suitability of the final assignment, namely the writing, methodology and substance as well as the student's ability to convey and defend the results of the assignment.

end. For supervising lecturers, the supervising process is an additional assessment aspect in the final assignment exam (Appendix 3).

b. The value of the final assignment content and performance in the exam is expressed with numbers 0-100.

c. The final score for the final assignment exam is obtained by calculating the average score given by the three examiners (one supervisor and two other examiners) and converting it to A, A-, B+, B, B-, C+, C, D, or E as appropriate. with the rules in force at 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 cannot 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 score.

e. Students are declared to have passed the final assignment exam if they get a score of at least 56 or C.

f. Students who score less than 56 are given the opportunity to retake the exam in the same period.

g. Students who are declared to have passed the final assignment exam with revisions must complete the revisions a maximum of 3 (three) months after the exam is held. If this deadline is exceeded, students will be declared invalidated and must prepare a new final project proposal.

3.2 Final Assignment Exam Assessment for Masters Programs

a. The aspects assessed in the final assignment exam for the Master's Program are the suitability of the final assignment, namely the writing, methodology and substance as well as the student's ability to convey and defend the results of the final assignment. For supervising lecturers, the supervising process is an additional assessment aspect in the final assignment exam (Appendix 3).

b. The final assignment exam assessment uses a value range of 0-100. Final grade (NA)

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

calculated using the following formula.

c. Students are declared to have passed if NA ≥ 70, in the category of passing without revision, or passing with revision. The score between examiners is no more than 10 points. Exam results are taken into account in calculating the student's achievement index.

d. The final assignment exam results are stated in the final assignment exam report. If students are declared to have passed without revision, they can immediately take care of the judicial requirements.

e. If students are declared to have passed with revision, they are given the opportunity to revise no later than 3 (three) months from the exam date. If within a period of 3 (three) months the student is unable to complete the revision of the final assignment, then the graduation will be declared invalid, and the student must retake the final assignment exam.

f. If a student is declared not to have passed, they are required to revise the draft of the final assignment report according to the examiners' input and guidance from their supervisors in order to be able to retake the exam.

g. Re-final assignment exams can be carried out with the following conditions.

- The student concerned is given the opportunity to repeat the final assignment exam a maximum of 1 (one) time.
- The re-final assignment exam will be held no later than 3 (three) months after the final assignment exam which does not pass or is unable to complete the final assignment report revision according to the specified time.
- If a student does not pass the final exam again, the Study Program Coordinator proposes to the SPs Director to propose a Chancellor's Decree stating that the student is unable to complete the study (drops out).
- The cost of re-final assignment exams is borne by the student concerned.

3.3 Final Assignment Exam Assessment (Closed Exam) for Doctoral Programs

a. The aspects assessed in the closed exam are the appropriateness of the final assignment report, namely writing, methodology, substance, and the student's ability to convey and defend the results of the final assignment. For supervising lecturers, the supervising process is an additional assessment aspect in the final assignment exam (Appendix 3).

b. The final assignment exam assessment uses 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 to have passed if NA ≥ 70.

d. The closed exam results are taken into account in calculating the student's

achievement index.

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

e. The closed exam results are stated in the closed exam minutes. If in a closed exam a student is declared to have passed without revision, the person concerned can register for an open exam. If in a closed exam a student is declared to have passed with revision, the following provisions apply.
   - Students can register for an open exam after the draft final assignment report has been revised based on the examiners' suggestions and approved by all examiners, promoters and co-promoters.
   - Students are given a maximum of six months to complete dissertation revisions after obtaining pass status in the closed examination.
   - If within six months the student cannot complete the revision and obtain approval from all examiners, promoters and co-promoters, the closed exam status is declared canceled and the student is required to submit a closed exam again.

f. If in a closed exam a student is declared not to have passed, the following provisions apply.
   - Students are required to revise the draft final assignment report in consultation with all examiners, promoters and co-promoters. If the promoter and co-promoter have agreed, the student concerned can apply for another closed exam.
   - The provisions for re-closed exams are as follows: a) re-closed exams are only carried out once, b) re-closed exams are held no later than six months after the student obtains the status of not having passed the closed exam or the student is unable to complete the revision within the specified time, c) if the results The student's re-closed exam is still declared unsuccessful by the board of examiners, the Dean/Director of SPs submits a Chancellor's Decree stating that the student concerned is unable to complete his studies (drops out), d) the re-closed exam fee is charged to the student.

3.4 Final Assignment Examination Assessment (Open Examination) for Doctoral Programs

a. The aspects assessed in the open exam are mastery of the substance, insight into implementing the results of the final assignment, the student's ability to promote the results obtained during their doctoral program research, and the ability to maintain the results of the final assignment (Appendix 5).

b. The open exam assessment uses a score range of 0-100. The final value (NA) is calculated using the following formula.

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

Final

c. Students are declared to have passed if NA ≥ 70. Open exam results are taken into account in calculating the student's achievement index.

d. Doctoral program students who have at least two scientific articles in reputable international journals (indexed by Scopus or WoS) can submit an assessment of the suitability of these two articles as a substitute for an open exam.

e. Assessment of scientific articles as a substitute for open exams is carried out by paying attention to the following provisions.

1) Have completed the closed exam and made revisions (if there are revisions) according to the specified time.

2) Two scientific articles have been published in reputable international journals and meet the following requirements.

- The student is the first author and is required to use the Surabaya State University affiliation.
- Published articles originate from final assignments and/or lecture activities that are related/relevant to the preparation of the final assignment.
- In published articles, students are required to include the name of their dissertation supervisor as second and third authors. Students are allowed to enter the names of other lecturers involved as fourth authors and so on.

3) The assessment of each article is carried out by 7 (seven) assessors consisting of the Dean/Director of SPs, two internal examiner lecturers during closed exams, Study Program Coordinators, Promoters, Co-Promoters, and assessors from the Publications Division using the assessment instruments 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 suitable as a substitute for open exams if you get a score of N = 80.

6) The final score (NA) is the average of the scores for each journal. The final score is taken into account in calculating the student's achievement index as an open exam score.

CHAPTER VI PUBLICATIONS

A. Publication of Applied Undergraduate/Graduate Programs

1. The Final Assignment Report (Thesis, Prototype, Project, or other form of final assignment) is published by uploading it to the UNESA Repository which has been integrated with the Ministry of Research, Technology and Higher Education's Student Final Assignment Repository portal, or
2. Articles from Final Project Reports published in scientific journals, or
3. Articles from field research, library research and laboratory research during studies as first author published in scientific journals.

B. Master's Program Publications

1. Articles from Final Assignment Reports (Thesis, Prototype, Project, or other forms of final assignment) published in accredited national scientific journals (Sinta 1-4), or
2. Articles from the Final Project Report are accepted for publication in international journals (indexed by Index Copernicus International (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 in the same field as the study program as the first author are published in accredited national scientific journals (Sinta 1-4), or
4. Articles from research results during studies in the same field as the study program as the first author are accepted for publication in international journals (indexed by ICI, ESCI, DOAJ, or MAS).

C. Doctoral Program Publications

1. Articles from Final Assignment Reports (Dissertation, Prototype, Project, or other forms of final assignment) published in reputable international journals (indexed by Scopus, WoS, or IEEE), or
2. Articles from research results during studies in the same field as the study program as the first author are published in reputable international journals (indexed by Scopus, WoS, or IEEE).

The systematics of writing journal articles follows the style of each journal being addressed.

CHAPTER VII ETHICS, VIOLATIONS AND SANCTIONS

A. Drafting Ethics

The final assignments prepared by students are expected to be of high quality from a scientific, methodological, administrative perspective as well as academic ethical standards, both the process and the product produced. The ethical considerations that students must fulfill are as follows.

1. Academic honesty, which is reflected in:
   a. the work compiled is truly his own work, not plagiarized in whole or in part;
   b. the clear inclusion of all references used as study material in accordance with applicable provisions regarding Intellectual Property Rights (IPR);
   c. preparation of the final assignment in accordance with applicable regulations.
2. Openness, namely the willingness to accept criticism or input in order to improve the quality of research and study results.
3. Do not force or harm research subjects/informants.
4. Maintain the confidentiality and security of research subjects/informants, namely by not publishing the subject's true name and identity, unless they have permission.
5. Students who conduct research using experimental animals and human subjects need to consider Research Ethics which can be communicated to the LPPM Ethics Commission, Surabaya State University which can be accessed via the linkhttps://komisi-atik.lppm.unesa.ac.id/.

B. Violations and Sanctions

Violations that may occur in carrying out final assignments include administrative violations and academic violations.

1. Administrative Violations

a. Inaccuracy in the implementation of the final assignment according to the previously determined schedule.
b. Violates or does not fulfill the requirements of one or more of the requirements listed in this manual.

Sanctions for administrative violations include:

a. Written warning.
b. Exam postponement.
c. Rearranging the final assignment.

2. Academic Misconduct

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

Sanctions for academic violations

a. Final assignment cancellation.
b. Academic suspension.
c. Dismissal as a UNESA student.

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

CHAPTER VIII GOVERNANCE

The preparation, implementation and assessment of the final assignment requires governance in accordance with the main tasks and functions of each element involved. The guidelines related to governance are described as follows.

E. Implementation

1. Role of Related Parties

a. University

1) The university makes rector regulations regarding final assignments.
2) The University endorses the UNESA Final Project Guidelines.

b. University Academic Senate (SAU)

1) SAU gave consideration to the draft UNESA Final Project Guidelines before being ratified.

c. Academic Directorate

1) The Academic Directorate prepares UNESA Final Project Guidelines.
2) The Academic Directorate socializes UNESA Final Project Guidelines.
3) The Academic Directorate accompanies the study program in the process of implementing and assessing the final assignment.
4) The Academic Directorate facilitates information and management systems in the preparation, implementation and assessment in an applicable and comprehensive manner.

d. Faculty/SPs

1) Faculties/SPs make a decision letter regarding the final assignment supervisor.
2) Faculties/SPs make a decision letter regarding the lecturer examining the final assignment.
3) Faculties/SPs can make supplements related to final assignments that suit the characteristics of the study program at the faculty/SPs.

e. Study Program

1) The Study Program disseminates UNESA Final Assignment Guidelines to students and lecturers.
2) The study program implements the UNESA Final Assignment Guidelines.
3) The study program maps the final assignment supervisor according to the title of the student's research.
4) The study program determines the final assignment examining team according to the title of the student's research.

5) The study program prepares a final assignment exam schedule according to the title of the student's research.
6) The study program monitors final assignment exam assessments through Simontasi Plus.

7) The study program monitors the preparation, implementation and assessment of the final assignment exam so that it complies with the guidelines or Standard Operating Procedures (POS).

f. Quality Assurance Agency (BPM)

1) BPM determines quality policies, quality standards and quality manuals regarding final projects.
2) BPM coordinates the implementation of quality assurance for final assignments at the Faculty/SPs level with GPM, and at the study program level with UPM.

g. Quality Assurance Group (GPM)

1) GPM creates a POS related to the final project.
2) GPM carries out quality assurance of final assignments in faculty/SPs environmental study programs in accordance with the quality manual.

h. Quality Assurance Unit (UPM)

1) UPM coordinates with the study program to ensure the suitability of the preparation, implementation and assessment of the final assignment exam with the guidelines and POS.

i. Student

1) Students prepare and carry out final assignments according to guidelines and POS.
2) Students provide feedback to the study program regarding the preparation, implementation and assessment of the final assignment exam.

j. Alumni

1) Alumni provide feedback to study programs regarding the preparation, implementation and assessment of final assignment exams according to the needs of the business world/industry world/world of work.

k. Partner

1) The partners collaborate in the form of a Memorandum of Understanding/MoU, Memorandum of Cooperation/MoA, and Cooperation Agreement/IA regarding student final assignments.
2) Partners provide feedback to the study program regarding final assignments according to the needs of the business world/industry world/world of work.

2. Coordination and Management

a. Internal

1) Preparation, implementation and assessment of final assignments at university level under the coordination and management of the Vice Chancellor for Academic, Student and Alumni Affairs, cq Academic Directorate.

2) Preparation, implementation and assessment of final assignments at the faculty/SPs level under the coordination and management of the Dean/Director, cq Deputy Dean/Deputy Director for Academic, Student Affairs, Alumni, Research and PKM.
3) Assurance of the quality of preparation, implementation and assessment of final assignments throughout the university under the coordination and management of BPM.

b. External

4) Collaboration regarding the preparation, implementation and assessment of final assignments at university level with partners under the coordination and management of the Deputy Chancellor for Planning, Development, Cooperation and Information and Communication Technology and the Deputy Chancellor for Academic, Student Affairs and Alumni Affairs.
5) Collaboration regarding the preparation, implementation and assessment of final assignments at the faculty/SPs 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 Coordinating Programs.

3. Enforcement

The 2023 Final Assignment Guidelines will come into effect from the Odd semester 2023/2024 until there are changes.

F. Quality assurance

1. Principle

a. Quality assurance for the preparation, implementation and assessment of final assignments 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 established by the university cq LPM.
b. Quality policies, quality standards and quality manuals regarding the preparation, implementation and assessment of final assignments that have been determined must be disseminated and socialized to all elements involved.
c. Quality assurance for the preparation, implementation and assessment of final assignments is based on educational, authentic, objective, accountable and transparent principles carried out in an integrated manner.

2. Criteria

a. Quality assurance criteria for the preparation, implementation and assessment of final assignments refer to the quality policies, quality standards and quality manuals regarding the preparation, implementation and assessment of final assignments that have been determined.

3. Operationalization

a. Monitoring and assessing the quality of preparation, implementation and assessment of final assignments is carried out periodically at least once a year.
b. Monitoring and assessing the quality of preparation, implementation and assessment of final assignments is carried out by LPM in coordination with GPM and UPM.

In summary, the flow of governance in the preparation, implementation and assessment of final assignments at the study program and faculty level is presented in Appendix 12.

CHAPTER IX CLOSING

This Final Assignment Guide has been prepared to assist students in preparing their final assignment. It is also hoped that this guideline will make it easier for supervisors to direct students who are preparing their final assignments. This guideline can also be utilized by the Examining 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 can be carried out effectively in terms of implementation and quality.

This guideline is an effort by the writing team to ensure that final assignment writing at Surabaya State University accommodates changes that are in line with the demands of curriculum development, academic regulations, and 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 perception when it comes to preparing final assignments at Surabaya State University. Not only that, the publication of this Guideline is an effort to improve the quality of Surabaya State University services to students and lecturers in the academic field.

Final Assignment Guidelines 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 guideline. 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 writing for Surabaya State University students.

ATTACHMENTS

Appendix 1. List of Competitions that can be Equivalent to the Final Project

NO.	TYPE OF COMPETITION	CRITERIA
1	PKM 8 Fields • PKM Exact Research (PKM-RE) • PKM Social Humanities Research (PKM-RSH) • PKM Entrepreneurship (PKM-K) • PKM Community Service (PKM-PM) • PKM Application of Science and Technology (PKM-PI) • PKM Karsa Cipta (PKM-KC) • PKM Innovative Works (PKM-KI) • PKM Video Constructive Ideas (PKM-VGK)	Qualified for National Student Science Week (PIMNAS)
2	PKM-KT (Writing Paper): • PKM Written Futuristic Ideas (PKM-GFT)	Passed to PIMNAS
3	Vocational Student Entrepreneurship Program (PWMV)	Passed funding
4	The MIPA National Competition is an Olympic championship organized by the Directorate General of Higher Education together with the National Achievement Center (Pusprenas) in National level	Champion number 1
5	Indonesian Vocational Olympiad (OLIVIA)	Champion number 1
6	International Olympics organized by institutions related at the international level	1st, 2nd and 3rd place winners
7	National Level LKTI	Champion number 1
8	LKTI International Level	1st, 2nd and 3rd place winners
9	Student Digital Innovation Competition (LIDM)	Champion number 1
10	English Debate/National University Debating Championship (NUDC)/Student Debate Competition Indonesia (KDMI)	Champion number 1
11	English Debate Championship/World University Debating *Championship*(WUDC)	1st, 2nd and 3rd place winners
12	Selection of Outstanding Students (PILMAPRES) Level National	The first winner
13	National Student Arts Week (PEKSIMINAS)	Champion number 1
14	International Student Arts Week	1st, 2nd and 3rd place winners
15	Official National Level Sports: • National Sports Week (PON) • National Paralympic Week (PEPARNAS) • National Student Sports Week (POMNAS)	Champion number 1

16	Official International Sports Championships: • ASEAN University Games (AUG) • ASEAN Games (Sea Games) • ASEAN Paralympic Games	Participants or athletes

	• Asian Games • Olympic • Paralympic Games International	
17	National Robot Contest/Robot Contest Indonesia (KRI)/Indonesian Flying Robot Contest (KRTI)	Champion number 1
18	International Robot Contest/ABU (Asia-Pacific Broadcasting Union) Robocorn/International Robot Contest	1st, 2nd and 3rd place winners
19	ICT Field Student Performance (GEMASTIK)	The first winner
20	Ria Statistics and Data Science Festival (SATRIA DATA)	Passed funding
21	Indonesian Student Business Competition (KBMD) Level National	Champion number 1
22	Indonesian Student Business Competition (KBMI) Level International	1st, 2nd and 3rd place winners
23	National Level Energy Saving Car Contest (KMHE).	Champion number 1
24	International Car Contest (Shell Eco-Marathon)	1st, 2nd and 3rd place winners
25	National Unmanned Fast Boat Contest (KKCTBN)	Champion number 1
26	Indonesian Bridge Competition (KJI)	Champion number 1
27	Indonesian Building Competition (KBGI)	Champion number 1
28	Entrepreneurial Student Program (PMW)	The first winner
29	Indonesian Student Entrepreneurship Expo (KMI)	The first winner
30	Ecclesiastical Choir Performance (PESPARAWI) Level National	The first winner
31	Musabaqah Tilawatil Qur'an International Level	1st, 2nd and 3rd place winners
32	National Students' Musabaqah Tilawatil Qur'an (MTQMN)	Champion number 1
33	Student Organization Capacity Strengthening Program (PPK Ormawa)	Passed funding
34	Village Community Empowerment Program (P2MD)	Passed funding
35	Intellectual Property Rights (IPR) is one of the achievements in the field of patents and copyrights regarding certain products and creations that are in accordance with applicable laws and regulations and are attached to IPR owner	Owner of IPR
36	Study/Scientific Field Championships/Competitions organized by the Ministry of Education and Culture/other Ministries and/Related Institutions	Champion number 1

Appendix 2. Proposal Seminar Participation Card Format

SEMINAR PARTICIPATION CARD FINAL PROJECT

PROPOSAL OF THE STUDY PROGRAM_____

Student name

: ....

NIM

: ....

No.	Date month Year(Activity)	Student Name/NIM (Presenter)	Proposal Title	SignHand of the Chief Examiner
1				
2				
3				
4				
5				

Surabaya, Study Program Coordinator,

(.....)
NIP .....

ATTACHMENT SUGGESTIONS/CRITICISM FINAL

PROJECT PROPOSAL SEMINAR

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

Attachment 3. Final Proposal/Assignment Examination Assessment Format

QUESTION/NOTE SHEET* EXAMINERS

IDENTITY				
Name			Date and time	
NIM			Examiner	
Program^	D-4	1.Proposal2. Final Project (Thesis, Prototype, Project, Other forms of final assignment)		
	S-1	2.Proposal2. Final Project (Thesis, Prototype, Project, Other forms of final assignment)		
	S-2	3.Proposal2. Final Project (Thesis, Prototype, Project, Other forms of final assignment)		
	S-3	4.Proposal2. Final Project (Dissertation, Prototype, Project, Other forms of final assignment) (Closed Exam)		
CHAPTER/ PART	REVISION QUESTIONS/NOTES			

*) The notes in question are those deemed urgent (wigati) for revision or as confirmation of what has been written in the final project proposal/report.

^) Circle the appropriate one!

PROPOSAL/FINAL ASSIGNMENT EXAM ASSESSMENT FORMAT:_____

Name : .....
....
.....
NIM : .....
....
.....
Examiner : .....
....
.....
Day/Tanggal : .....
....
.....

No	Assessment Components	Mark	
		Examiner	Mentor
A. Written work			
1.	Topic quality		
2.	Depth of material		
3.	Methodology		
4.	Writing technique		
5.	Language		
6.	Reference quality		
Average A			
B. Presentation			
1.	Mastery of material		
2.	Presentation		
3.	Defensive ability		
4.	Attitude		
Average B			
C. Process			
1.	Mentoring process (C)		
Final Examiner Score (SAPj) = (6A + 4B)/10			
Preceptor Final Score (SAPb) = (5A + 3B + 2C)/10			

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

*) Cross out I need it what's not

Examin

.....
.....
.....

Notes:
- Value range 0-100
- Enter the score for each component
- Final Value (NA) = (4 MeanSAPj + 6

Appendix 4. Final Assignment Draft Eligibility Test Assessment Format for Doctoral Programs

FINAL PROJECT DRAFT ELIGIBILITY TEST ASSESSMENT FORMAT (Form:_____)

Name : ....
.....
.....

NIM : ....
.....
.....

Pengu Ji : ....
.....
.....

No.	Assessment Components	Mark	Comment/ Information
1.	Clarity of background is related to importance research carried out (Chapter I)		
2.	Clarity of problem/question/focus formulation study		
3.	Quality of literature review (depth and accuracy for the preparation of category shells) (Chapter II)		
4.	Accuracy and clarity of research methods (Chapter III)		
5.	Sharpness of data analysis and conformity with formulation of the problem/question/research focus (Chapter IV)		
6.	Sharpness of discussion of research results and its relevance to the theory used (Chapter V)		
7.	Contribution of research results to theory/science related		
8.	Writing techniques, language, and references		
Amoun			

t		

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

Examiner

.....
.....
.....

Appendix 5. Open Examination Assessment Format

OPEN EXAM ASSESSMENT FORMAT

Name:..... ....
.....
NIM:..... ....
.....
Examiner:..... .....
.....
.....
Day/Time:..... .....
.....
gal.....

No	Assessment Components	Mark	
		Examiner	Promoter/ Copromoter
A. Mastery of Final Assignment/Dissertation Material			
1.	Mastery of the theory behind the dissertation		
2.	Ability to present dissertation results		
3.	Ability to defend a dissertation		
Average A			
B. Insight into the Implementation of Final Assignment/Dissertation Results			
1.	Results-based problem-solving program dissertation		
2.	Implementation strategies offered		
3.	Ability to relate dissertation results to national development or scientific development		
Average B			
C. Attitude			

1.	Attitude in defending opinions (C)		
D. Process			

1.	Mentoring process (D)		
Final Examiner's Score (SAPj) = (4A + 4B + 2C)/10			
Preceptor Final Score (SAPm) = (3A + 4B + 2C + 1D)/10			

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

Examiner

.....
.....

Notes:

- Value range 0-100
- Enter the score for each component
- Final Value (NA) = (4 MeanSAPj + 6 MeanSAPm)/10
- Pass if the final score (NA)≥ 70

Attachment 6. Format for Assessment of Substitute Articles for Open Examination

ARTICLES ASSESSMENT FORMAT IN REPLACEMENT OF THE OPEN EXAMINATION

Name:..... ....

Student

NIM:..... ....

Program:..... ....

Studies

TitleArticle:..... ....

Journal Name:..... .....
.....

No	Assessment Components	Score Maximum	Evaluation
Article Identity			
1.	The title of the article is written in phrase form, clear, no double meaning, describes the content of the article.	3	
2.	Include the student's name as the first author, the supervisor as the next author, and include the university affiliation Surabaya State.	2	
Abstract and Keywords			

3.	The abstract is prepared in the form of one paragraph, containing objectives, methods, results, conclusions and statements summarize the implications of the research.	3	
4.	Keywords reflect the research theme, according to the issue current, and does not contain abbreviations.	2	

Introduction and Theory Study			
5.	There is a formulation of rationalization and urgency of problems/goals that are studied and supported up-to-date and relevant references	3	
6.	Relevant theoretical and research studies are formulated comprehensively and in depth (state of the art)	5	
7.	Demonstrating the gap between this research and results of previous studies (gap analysis)	7	
Method			
8.	The type of research used is suitable for answering the problem/objective formulation and is formulated clearly, easy to understand and includes references which is relevant	3	
9.	The sample/target/object/participants are determined through objective procedures with strong arguments and formulated clearly	2	
10.	Data collection methods are formulated clearly, easy to understand and refer to basic theory used	5	
11.	The data analysis technique chosen is in accordance with the characteristics of the data being analyzed and carried out with avoid bias	5	
Results and Discussion			
12.	Discussion of research results is carried out clearly and coherently, relevant to the formulation/objectives, methods, and data analysis techniques used	5	
13.	Interpretation of research results is made without bias, formulated clearly and based on research data	8	
14.	The author links research results with theory by placing the research results in a framework existing theory	10	
15.	The author made a comparison between the results obtained with relevant previous research so that new findings can be formulated	10	
Conclusion			
16.	The conclusion is very suitable as an answer to the above problem/research question/objective	5	
References			
17.	The library/reference sources used are very sufficient, no less than 25 references, and at least 80% of references come from accredited national (minimum Sinta 3) and international journal articles reputable (Scopus or WoS indexed)	4	
18.	The libraries/references/literature used are up to date and published in the last 5 years (except for research whose scientific characteristics require old references, for example evolution or history)	4	

19.	All literature/references/literature cited in in the text of the article it is written in the bibliography and	2	

	on the contrary		
Etc			
20.	Articles are written in correct, concise, English solid, and pithy	5	
21.	The quality of international journals as a publication medium for 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	
Total Score		**100**	

Notes/input/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

Evaluator

.....
.....
.....

Attachment 7. Completeness of Application for Replacement of

Supervisor/Promoter Subject: Application for replacement of

supervisor/promoter

Dear. Dean of Faculty_

_____

Surabaya State University

I am a student at Surabaya State University at the applied Bachelor's/Master's/Doctoral level1) with the following identity:

a.	Name	:	_____
b.	NIM	:	_____
c.	Study program	:	_____
d.	Office/institution address and telephone number2)	:	_____
e.	Home address and telephone/ cellphone number	:	_____

apply **replacement of Mentor/Mentor I/SupervisorII/Promoter/Copromoter1)**with reason

……..

…… .

Furthermore, I propose that the supervisor/mentor I/supervisor II/promoter/copromotor1) who was originally

.....replaced

with ……..

For consideration, I attach the following file.

1. Letter of Approval for Change of Supervisor from the Study Program Coordinator.
2. Statement letter.

For the fulfillment of this request, I am grateful.

Surabaya, ……
Applicant,

……

Copy:

1. Deputy Director of Unesa Postgraduate Studies
2. Deputy Director for Postgraduate General Affairs, Unesa

1)Cross out what is not necessary

2) If any

LETTER OF APPROVAL FOR CHANGE OF SUPERVISOR FROM THE STUDY PROGRAM COORDINATOR

Program Chair Studies_____Faculty/Postgraduate _____University CountrySurabaya

hereby declares its approval for students with the following identities.

a.	Name	:	_____
b.	NIM	:	_____
c.	Rank	:	Applied Bachelor/Bachelor/Master/Doctoral1)
d.	Study program	:	_____
e.	Office/institution address and telephone number2)	:	_____
f.	Home address and telephone/ cellphone number	:	_____

given the opportunity to change supervisor/supervisor I/supervisor II/promoter/copromotor1) with consideration for the smooth completion of the final assignment/thesis/thesis/dissertation1).

Thus, this agreement can be used as intended.

Surabaya, ...

Program Coordinator

Studies.....

.....

NIP .....

1)Cross out what is not necessary

STUDENT STATEMENT LETTER

AFTER CHANGE OF GUIDE/PROMOTOR

The undersigned are students at Surabaya State University

Applied Bachelor/Bachelor/Master/Doctoral1)with the following identity.

a. Name : _____

b. NIM : _____

c. Study program : _____

d. Office/institution address and telephone number2) : _____

e. Home address and telephone/ cellphone number : _____

hereby declares the ability to comply with all provisions at the University Surabaya State which applies to students when changing supervisors, both related to administrative and academic issues.

Thus I have made this statement in truth. If I can't In carrying out this commitment, I am willing to accept appropriate sanctions

provisions that apply at Surabaya State University.

Surabaya, ……

That state,

……
…

Attachment 8. Proposal/Final Project Cover Page Format

RESEARCH TITLE

RESEARCH PROPOSAL/REPORTTHESIS *)

By

STUDENT NAME

NIM_____

SURABAYA STATE UNIVERSITY

FACULTY_____

_____**MAJOR**_____

STUDY PROGRAM_____

YEAR

*)Write what is appropriate

Attachment 9. Proposal/Final Project Approval Page Format

FINAL PROJECT APPROVAL PAGE FORM:_____

Name : _____

Student _____

NIM : _____

Researc : _____

h Title n _____

_____

_____

_____

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

Surabaya, ...

Mentor/Mentor I/Promoter*),Advisor	II/Copromoter*),
(Namecomplete)(Name	complete)
NIP.....NIP	.....

*)Write what is appropriate

Attachment 10. Format of Proposal/Final Project Approval Page

FINAL PROJECT APPROVAL PAGE

FORM:_____

Name : _____

Student _____

NIM : _____

Researc : _____

h Title n _____

_____

_____

_____

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

Board of	Signature	Completion/Revision
(Full name) NIP	.....	.....
(Full name) NIP	.....	.....
(Full name) NIP	.....	.....

etc.

Confirm, Dean of Faculty_____ _____Study	Know, Coordinator
(Full name) NIP.....	(Full name) NIP.....

*)Write what is appropriate

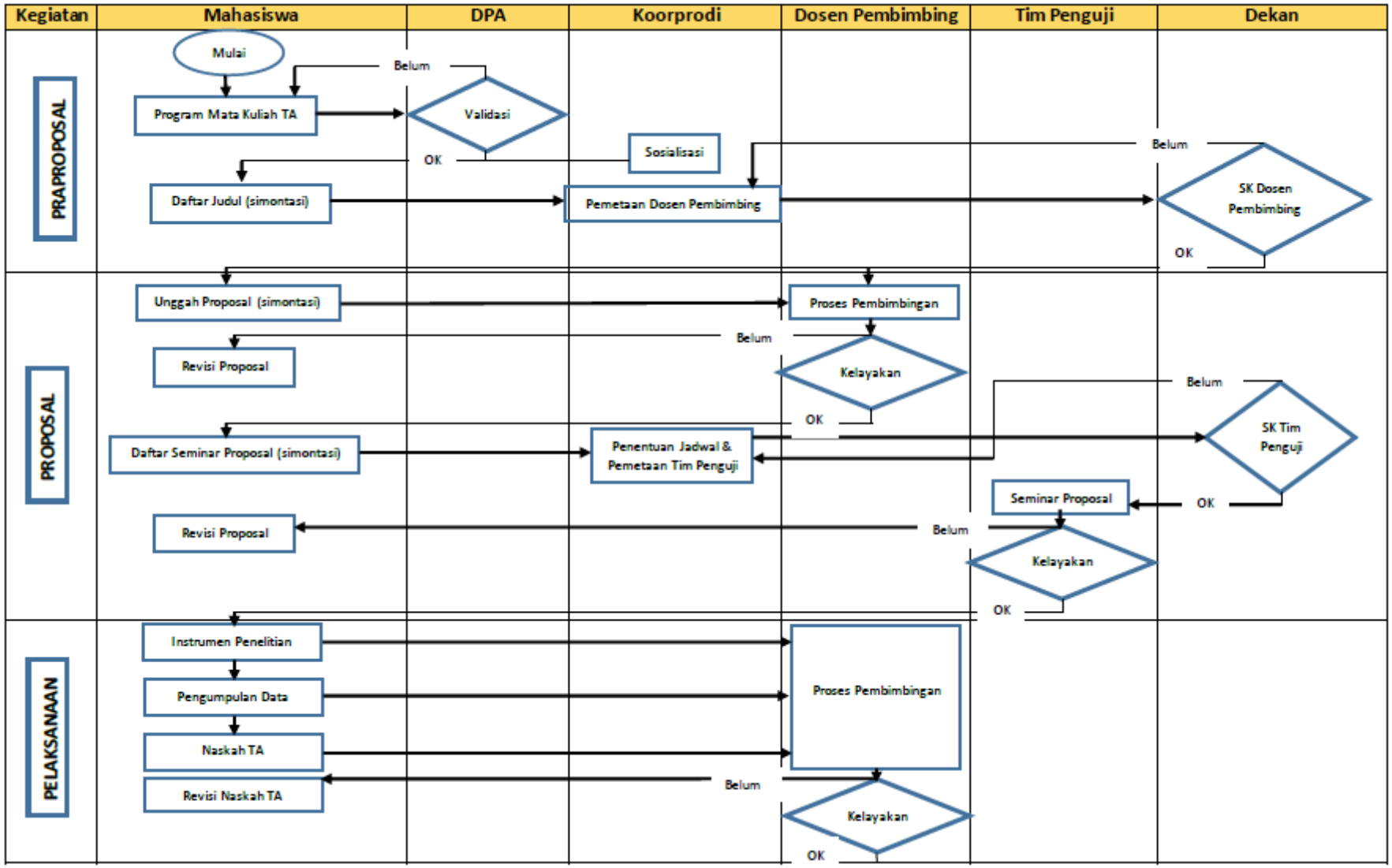
Attachment 11. Final Assignment Cover Color according to Faculty

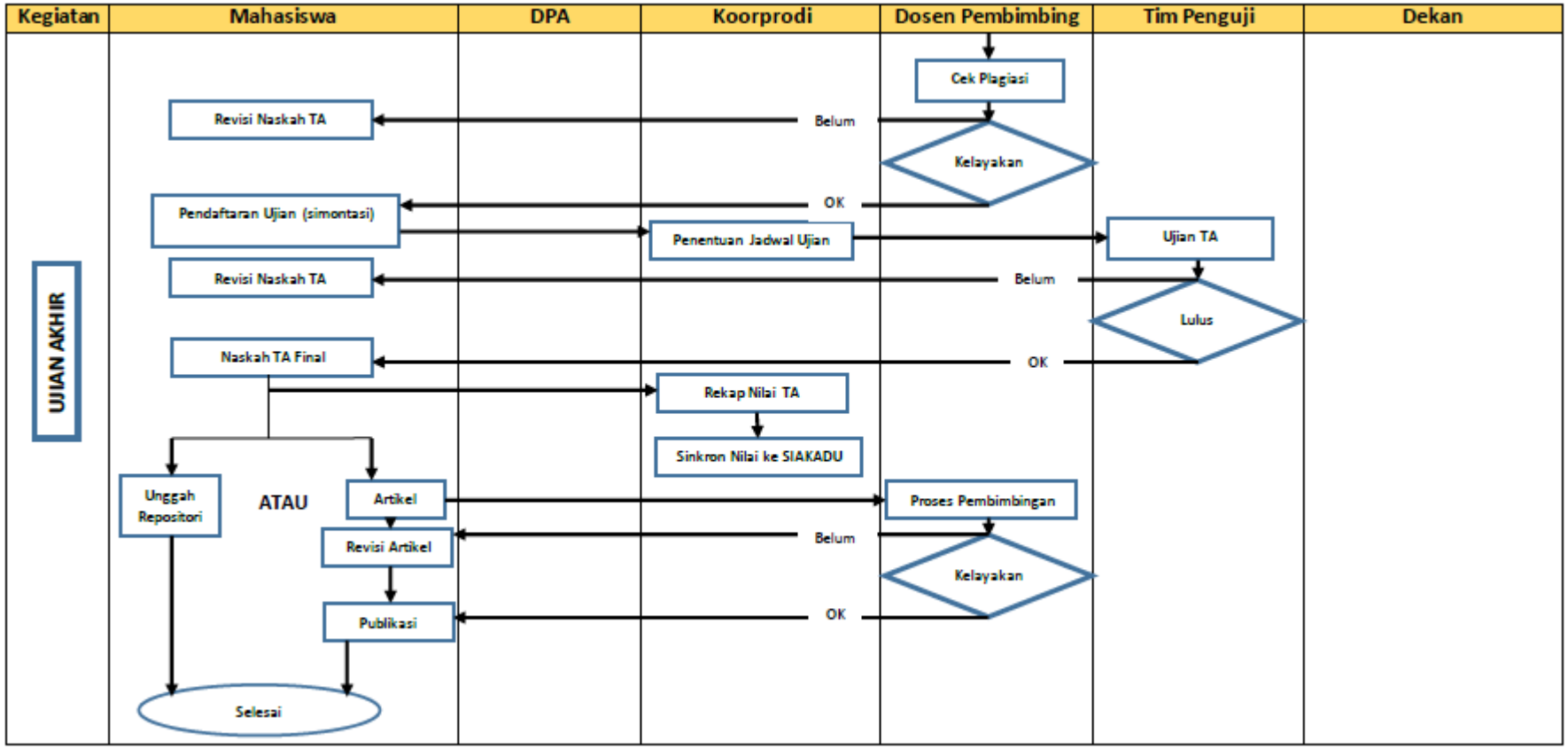
No.	Faculty	Colors and Logos
1	faculty of Science Education	
2	faculty of Language and Art	
3	Faculty of Mathematics and Natural Sciences	

No.	Faculty	Colors and Logos
4	Faculty of Social Sciences and Law	
5	Faculty of Engineering	
6	Faculty of Sports and Health Sciences	
7	Faculty of Economics and Business	
8	Vocational Faculty	
9	Graduate School	
10	medical School	The base color of the flag is dark green with RGB color codes 0, 115, 54 with writing Embroidery Faculty of Medicine

No.	Faculty	Colors and Logos
		gold color

Appendix 12. Flow of Final Examinations for Undergraduate Programs





Keterangan: DPA (Dosen Penasihat Akademik)