



**REGULATIONS OF RECTOR  
UNIVERSITAS NEGERI PADANG  
NUMBER: 09 OF 2018**

**CONCERNING  
THE ADMINISTRATION OF STUDENTS' FINAL PROJECT  
AT UNIVERSITAS NEGERI PADANG**

**WITH THE GRACE OF GOD ALMIGHTY  
RECTOR OF UNIVERSITAS NEGERI PADANG,**

Considering:

1. that to implement the Conditions of Article 11 verse (3) of the Regulations of the Minister of Research, Technology, and High Education Number 67 of 2016 concerning the Statute of Universitas Negeri Padang;
2. that to administer the Final Project, it is necessary to stipulate a Rector Regulation;
3. that based on the considerations of letters 1 and 2, it is necessary to stipulate regulations for the administration of final assignments at Universitas Negeri Padang.

Recalling:

1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education;
2. Regulation of the Minister of State Apparatus Empowerment and Bureaucratic Reform Number 35 of 2012 concerning Guidelines for Preparation of Standard Operating Procedures for Administration Government;
3. Regulation of the Government of the Republic of Indonesia Number 96 of 2012 concerning the Implementation of Law Number 25 of 2009 concerning Public Services;
4. Regulation of the Government of the Republic of Indonesia Number 17 of 2010 concerning Management and Implementation of Education (Gazette State of the Republic of Indonesia of 2010 Number 23);
5. Regulation of the Government of the Republic of Indonesia Number 66 of 2010 concerning Amendments to Indonesian Government Regulation Number 17 of 2010 concerning Management and Implementation of Education

6. Regulation of the Minister of National Education Number 73 of 2009 concerning Devices for Undergraduate Study Program Accreditation;
7. Decree of the Minister of National Education of the Republic Indonesia Number 232/U/2000 concerning Guidelines for Preparation of Higher Education Curriculum and Assessment of Student Learning Outcomes;
8. Permenristekdikti No. 44 of 2015 concerning National Standards for Higher Education;
9. Permenristekdikti No. 67 of 2016 concerning the Statute of the Universitas Negeri Padang

Noticing:

1. Results of the University Principles Council meeting on September 5, 2017, and November 9, 2017, concerning Student Final Projects;
2. Approval of the UNP Senate meeting on December 28, 2017, regarding Student Final Projects' administration.

**HAS DECIDED:**

Enacting: **REGULATION OF RECTOR CONCERNING THE ADMINISTRATION OF STUDENTS' FINAL PROJECT AT UNIVERSITAS NEGERI PADANG**

## **CHAPTER I GENERAL CONDITIONS**

### **Article 1**

In this Rector Regulation, what is meant by:

1. Universitas Negeri Padang, hereinafter to be referred as UNP, is a university government located in Padang which organizes Education Academics, including undergraduate, master, doctoral, and vocational education programs, namely diploma programs, applied undergraduate programs, applied masters, and applied doctorates in many disciplines of education, science-technology, sports, and arts;
2. Rector is the Rector of Universitas Negeri Padang;
3. The Statute of Universitas Negeri Padang, hereinafter referred to as the Statute, is the primary regulation for the management of UNP, which is used as the basis for drafting regulations and operational procedures at UNP;
4. Academic advisors are lecturers appointed and assigned the task to guide a group of students, aiming to help them finish their studies as quickly and efficiently as possible according to the students' conditions and potential.

5. Final Project is a scientific form of a paper that students must complete near the end of their study period and is one of the requirements to achieve a degree at the diploma, undergraduate, master, and doctoral levels at Universitas Negeri Padang.
6. The final Project for diploma, undergraduate, master, and doctoral programs is sequentially called a paper with three credits, a thesis with six credits, a master's thesis with six credits, and a dissertation with 12 credits.
7. The final Project Supervisor is a lecturer appointed and assigned to assist students in completing the Final Project.
8. The proposal is a proposed plan for the final project.
9. Final Project Examination is a test administered to evaluate the students' ability to maintain the Final Project as a determinant of graduation.
10. The Prequalification Exam is an evaluation of the related field of science for the doctoral program.
11. A closed examination is to assess the Doctoral students' ability to defend their dissertation presented in front of the examiner team.
12. Open Examination (Public Exam) is an activity to assess the Doctoral program students' ability to defend their dissertation performed in the examiner team and the public.

## **CHAPTER II**

### **STUDENTS' FINAL PROJECT ADMINISTRATION STANDARDS**

#### **Article 2**

##### **Final Project Objectives and Management**

1. The final project aims to provide opportunities for students to formulate ideas, concepts, thinking patterns, and creativity packaged in an integrated and comprehensive manner based on rules, procedures, and ethics.
2. The Final Project is managed by the study program coordinator in each department at the Faculty and Postgraduate Program.

#### **Article 3**

##### **Final Project Manager Duties and Responsibilities**

1. The tasks of the Final Project managers are to:
  - a. Appoint a supervisor to guide the students write their final project by considering the area of expertise;
  - b. Organize the students who take the final project at the beginning of the semester;

- c. Record the titles of the students' final project from all study fields to avoid the similarity of the title;
  - d. Determine the contributor team for the Final Project proposal seminar.
  - e. Hold and set a Comprehensive Examination for a doctoral program.
  - f. Set a schedule and hold a Final Project Seminar.
  - g. Ensure the invitations for all activities related to the Final Project.
  - h. Monitor and evaluate the execution of all activities related to the Final Project.
  - i. Provide facilities for the execution of all activities related to the Final Project.
  - j. Coordinate with the supervisor about the completion of the Final Project.
  - k. Set a schedule for the administration of all activities related to the Final Project.
  - l. Summarize and document the official report and the Final Project score and input the score to the academic portal.
2. The Final Project manager is responsible for the execution of the Final Project in each study program.

#### **Article 4**

#### **Requirements and the Number of Final Project Supervisors**

1. Lecturers who have NIDN or NIDK.
2. Lecturers who possess the expertise in the field of study the students explore.
3. The number of Final Project Supervisor for diploma and undergraduate programs is **one** person with a minimal functional position of Assistant.
4. The number of thesis supervisors for master programs is two people with a minimal Associate Professor position with Doctoral Education.
5. The doctoral program's number of dissertation supervisors is two people (known as Dissertation supervisor and co-supervisor). The co-supervisor possesses a doctoral education with a minimum functional position as Associate Professor. The dissertation supervisor may possess a doctoral education with a functional position as Associate Professor if he has a publication as the primary author in a reputable international journal.

#### **Article 5**

#### **Final Project Supervisor Designation**

1. The Head of the department/ the study program coordinator checks students' administrative completeness who will take the Final Project course.
2. The head of the department/ the study program coordinator proposes prospective supervisors' names to the dean or the Postgraduate program director.
3. The dean or the director of the Postgraduate program issues the supervisor's decree letter.

## **Article 6**

### **Final Project Supervisors Duties and Responsibilities**

1. Supervisors are responsible to:
  - a. Motivate, direct, and guide the students to complete the task.
  - b. Sign the Final Project proposal to be recommended to attend a proposal seminar, except for papers in the diploma program.
  - c. Sign the official report of the Final Project consultation.
  - d. Sign the draft of the Final Project to be recommended to take the Final Project exam.
  - e. Attend the execution of the Final Project Examination.
  - f. Sign the approval of the Final Project that has been tested and revised.
2. The supervisor is responsible for the administration of the Final Project so that students can take the Examination.

## **Article 7**

### **Number of Supervised Students**

The maximum number of supervised students of the Final Project for each qualified lecturer per semester is ten people from diploma, undergraduate, master, and doctoral programs by considering the principle of equity.

## **Article 8**

### **Final Project Supervising Process and Duration**

The guidance process is as follows:

1. The head of the department/ the study program coordinator submit the Supervisor Decree Letter from the Dean / Director to the supervisor.
2. Supervisors can start and guide the Final Project after receiving an assignment letter.
3. The maximum length of guidance for the Final Project is 2 (two) semesters for papers and theses in diploma and undergraduate programs, a maximum of 3 (three) semesters for a thesis in the master program. A maximum of 5 (five) semesters for a dissertation in a doctoral program starting from the stipulation of the supervisor assignment letter with the following Conditions:
  - a. The draft submitted by the student to the supervisor must be returned to the student within 15 days, provided the supervisor is present.
  - b. If the guidance process for determining the title exceeds the period referred to in letter "a" the head of the department/ the study program coordinator must give a warning letter to the student

- and supervisor to complete the guidance process within 15 (fifteen) days.
- c. If the guidance is not completed within 15 (fifteen) days after the warning referred to the letter "b,"; the head of the department /the study program coordinator is authorized to consider the cancelation of the thesis title and the replacement of the supervisor.
  - d. After the supervisor approves the final project title, the student must complete the final assignment following the timeframe specified in point number "3".
  - e. Suppose the student cannot complete the final assignment within the predetermined period. In that case, the head of the department/ the study program coordinator will give a written warning with the additional completion schedule. Final Project for 15 days for diploma and undergraduate programs, 25 days for master programs, and 30 days for doctoral programs final
  - f. Suppose students cannot complete their assignments after the additional period referred to in the letter "e." In that case, the head of the department/ the study program coordinator will make a written call to students and the supervisor and decide collectively to solve the problem.
4. During the process of supervising the final project, students are required to show the supervisor:  
the
    - a. The final project proposal, starting from the proposal guidance process, proposal seminar, data collection, data processing, seminar results, thesis examination to final project approval.
    - b. Documentation in the form of photos and research logbooks.
  5. Students can consult with the supervisor following the schedule that has been set by ensuring a precise schedule.
  6. Consultation is carried out at least three times for thesis proposals and seven times for drafting papers and thesis drafts for diploma and undergraduate programs, as evidenced by the consultation book.
  7. Consultation is at least five times for the thesis proposal and ten times to complete the thesis draft in the master program as evidenced by the consultation book.
  8. Consultation is at least seven times for the dissertation proposal and 13 times to complete the dissertation draft as evidenced by the consultation book.

## **Article 9**

### **Supervisors Substitution**

1. The Dean or Director of PPs can substitute the supervisor upon the recommendation of the head of the department/ the study program coordinator.
2. The substitution of the supervisor can be done:
  - a. If the guidance process does not run well according to the time set.
  - b. At the supervisor's request with clear reasons and the head of the department/ the study program coordinator's approval.

- c. Death or unable to attend the temp.
- d. By the student's request.

### **Article 10**

#### **Number and Requirements of Final Project Examiners**

1. Examiners for diploma and undergraduate programs are two persons with the minimum requirement of Associate Professor's functional position and possess relevant expertise in the student's study.
2. Examiners for the master program are two persons with the functional position's minimum requirements as Associate Professor, a doctoral education, and the expertise relevant to the student's study field.
3. Examiners for the doctoral program consist of 3 people. Two examiners are from UNP with a minimum functional position as Associate Professor, a doctoral education with the relevant expertise in the field of student's study, and one examiner is from outside the institution with the minimum requirement of the functional position is Associate Professor and a doctoral education who is expertise in the field relevant to the student's study.

### **Article 11**

#### **Requirements for Students to Obtain Final Supervision**

1. Students are actively registered in the current semester,
2. Final Project courses have been registered in the Study Plan Card (KRS)
3. Submission of the title of Final Project can be done by students after collecting a minimum credit for as many as 80 credits for the diploma program, 120 credits for the undergraduate program, and has passed the prerequisite courses of the Final Project determined by each head of the department / the study program coordinator, and for the master and doctoral programs have passed the research methodology course.
4. Achieve GPA of 2.00 for diploma and undergraduate programs, GPA of 3.00 for master and doctoral programs.

### **Article 12**

#### **Examiners Duty Loads**

The duty load of the final project examiners is estimated at 20 students per semester with the following details:

1. Lecturers possessed a master degree with the functional position of Associate Professor can examine the Diploma and Undergraduate program students; that possessed Doctoral degree with the functional position of Associate Professor can examine the Diploma, Undergraduate, and Master program students; lecturers possessed a Doctoral education with the functional position of Associate Professor can test Diploma, Bachelor, Master, and Doctoral students.
2. Lecturers who meet the requirements to examine at all levels of the program can be the examiner for 20 students at the Final Project with the following details project:
  - a. Examine the final project of diploma /undergraduate students at a maximum of 10 students.
  - b. Examine the final project of master students at a maximum of 8 students.
  - c. Examine the final project of doctoral students at a maximum of 2 students.
3. Lecturers who are not entitled to examine in the doctoral program can be the Final Project examiner in the diploma and undergraduate programs for 15 students and five students in the master program.

### **Article 13**

#### **Students' Obligations and Rights to Complete the Final Project**

1. Students' Obligations:
  - a. Submit the Final Project's proposed research title for undergraduate, master, and doctoral programs to the supervisor.
  - b. Make a research proposal according to a predetermined format.
  - c. Attend the research proposal seminars for undergraduate, master, and doctoral programs as a requirement to register for a proposal/result seminar, at least ten titles for undergraduate programs, seven titles for master programs, and five titles for doctoral programs as indicated by a seminar notebook.
  - d. Students who carry out the proposal seminar/results should summarize the proposal and share it with the seminar participants.
  - e. Conduct research per the research proposal that has been revised through the seminar and consultations with the supervisors.
  - f. Consult all matters relating to the Final Project with the supervisor.
  - g. Make a draft of the Final Project according to the specified format.
  - h. If the supervisor has approved the exam, the student reports to the head of the department/the study program coordinator for scheduling the Final Project Examination.



- i. Students complete all requirements for the Final Project Examination in academic, administrative, and financial terms.
  - j. Students make the final project report revised after being declared to have passed the exam and bound neatly according to the Conditions to be signed by the related parties.
2. Students' Rights:
- a. Every student who has fulfilled the academic requirements can take Final Project courses for guidance.
  - b. Each diploma, undergraduate, and master program student is entitled to get one supervisor to guide him write his final project.
  - c. Masters and Doctoral program students may submit a Final Project proposal in the first semester (beginning of the semester).
  - d. Each doctoral student is entitled to two supervisors for his final project.
  - e. Every student has the right to utilize the existing facilities at UNP for research purposes following applicable regulations.
  - f. Every student who has completed the final project's final draft must submit a paper exam, thesis, master thesis, and dissertation.
  - g. Every student has the right to get a pass/fail recognition, as evidenced by the Final Project's score.

### **CHAPTER III**

#### **THE ADMINISTRATION OF FINAL PROJECT EXAMINATION**

##### **Article 14**

##### **Taking Final Project Examination Requirements**

Requirements for students to take the Final Examination, except for the diploma program, are:

- 1. Undergraduate students have
  - a. Published one scientific article at least in an ISSN majoring journal.
  - b. Had a predicted TOEFL score of 400
- 2. Master students have
  - a. Presented scientific articles at a national conference at least two times or indexed international conferences at least once.
  - b. Published scientific articles in the accredited national journals or international journals.
  - c. Has a predicted TOEFL score of at least 425.
- 3. Doctoral students have:
  - a. Presented articles in the indexed international conferences at least two times.
  - b. Published **one** scientific article in a reputable international journal.

- c. Had a predicted TOEFL score of at least 450.

## **Article 15**

### **Final Project Examination Execution**

1. The head of the department/ the study program coordinator opens registration for the Final Examination for students who have fulfilled the requirements.
2. The schedule for the execution of the Final Project examination is arranged in such a way by each head of the department / the study program coordinator so that:
  - a. There is no overlapping schedule for the supervisors and examiners of the final project.
  - b. The relevant chairman of the study program must coordinate well.
3. The registration schedule and the Final Project Examination must be announced through a circular letter to the dean of each faculty and postgraduate program director at least 15 days before registration for the Final Project Examination.
4. Final Project Exams are conducted throughout the semester.
5. Final Project Revisions for diploma, undergraduate, master, and doctoral programs are carried out for one week after having the exam.

## **Article 16**

### **Examination Postponement and Cancellation**

1. The Final Project Examination is postponed if:
  - a. Students are proven not to meet the requirements to take the exam as referred to in Article 15.
  - b. The Final Project Supervisor does not attend the examination for the diploma and master programs.
  - c. The doctoral supervisor and co-supervisor of the final doctoral project do not attend the examination.
  - d. Two examiners for the final project of the diploma, undergraduate and master program, do not attend. Suppose one of the examiners does not attend the examination. In that case, it can be continued provided that the study program coordinator can replace the examiner's position or appoint a qualified lecturer as a substitution for the absent examiner.
  - e. Three examiners for the final project of the doctoral program do not attend.
  - f. Doctoral final project exams are canceled if examiners from outside the university do not attend the examination.
2. Final Project Examination is canceled if:
  - a. The student's final project is proven plagiarism.

- b. Students are proven to have faked their supervisors' signatures and/or the final project leaders.
- c. Students are found to have violated the regulations.

#### **Article 17**

#### **Pre-Qualification Exam and Proposal Seminar Execution**

The schedule of the execution of the pre-qualification exam for doctoral programs, proposal seminars for undergraduate, master, and doctoral programs is set separately by each head of the department /the study program coordinator.

#### **Article 18**

#### **Equalizing Students' Papers as a Thesis**

1. The intended students' paper is a paper included in the National Student Scientific Week, which wins first place either individually or in groups of a maximum of 2 (*two*) people,
2. Papers, as referred to in verse 1, are equivalent to a thesis with an A grade provided that:
  - a. The paper is converted into a thesis.
  - b. Papers with **2** (two) members must be written into two different theses to avoid plagiarism.

### **CHAPTER IV**

### **CLOSING CONDITIONS**

#### **Article 9**

This regulation comes into force from the stipulation's date, and if there is an error in the future, it will be amended and corrected accordingly.

Enacted in Padang

On January 3, 2018,

The Rector,

**Prof. Ganefri, Ph.D.**

**NIP 196312171989031003**

CC:

1. Minister of Research, Technology, and Higher Education of Republic of Indonesia in Jakarta

2. Director-General of Higher Education Ministry of Research, Technology, and Higher Education in Jakarta
3. Inspector General of Ministry of Research, Technology, and Higher Education in Jakarta
4. Vice-Rector I, II, III, and IV UNP
5. Dean of the Faculty of UNP
6. Environment Director of Postgraduate Program UNP Environmental
7. Chair of the Institute Head of the UNP Bureau
8. Head of Department / Coordinator of the study program at UNP
9. Chairpersons of the Service Unit at UNP