


UNIVERSITAS NEGERI PADANG	PROCEDURE FINAL PROJECT IMPLEMENTATION			
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1. The purpose

This procedure is structured to:

- 1.1. Ensure that the implementation of the Dissertation / Thesis / Thesis / Final Project / Final Project can take place properly.
- 1.2. Ensure that the selection process for the appointment of a supervisor / promoter for writing a thesis / dissertation for undergraduate and postgraduate students of UNP is running well and does not exceed the burden of guidance in accordance with applicable regulations.
- 1.3. Ensure that the guidance process can take place as it should.

2. Scope

2.1 Procedure for implementing the Dissertation / Thesis / Thesis / Final Project / Final Project includes:


- 2.1.1. Submission of the Title of the Dissertation / Thesis / Thesis / Final Project / Final Project
- 2.1.2. Guidance Requirements for the
- 2.1.3. Selection Process of Advisors, Promoter and Co-Promoter
- 2.1.4. Guidance
- 2.1.5. Thesis Writing And Thesis
- 2.1.6. Seminar Implementation / TA / PA
- 2.1.7. Thesis proposal seminar and Dissertation
- 2.1.8. Examination Implementation / TA / PA
- 2.1.9. Thesis Research Result Seminar and Dissertation
- 2.1.10. Examination Thesis
- 2.1.11. Examination

2.2. The Process selection for supervisors / promoters includes the

- 2.2.1. determination of criteria for supervisors / promoters for the
- 2.2.2. selection of supervisors / promoters. Guidance
- 2.2.3. implementation procedures by promoters and co-promoters.

3. Reference


- 3.1. Book for Final Project / Thesis Writing, Padang State University
- 3.2. Law No.20 of 2003 on the National Education System
- 3.3. Law No. 14 of 2005 on Teachers and Lecturers
- 3.4. Law No.12 of 2012 on Higher Education
- 3.5. Permen No. 17 of 2010 concerning anti-prevention and overcoming plagiarism
- 3.6. Permenristekdikti no 44 of 2015 concerning Indonesian Higher Education Standards

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- 3.7. Permenristekdikti no.62 of 2016 concerning SPMI
- 3.8. Permenristekdikti no 55 of 2017 concerning Teacher Education Standards
- 3.9. SPMI UNP
- 3.10. Academic Regulations UNP

4. Definition

- 4.1. Dissertation, Thesis and Thesis is a research report written by students as one of the Requirements for obtaining doctoral, master's and bachelor's degrees in education or non-educational fields
- 4.2. Final project is a student's written work that shows the culmination of a process of thinking that is in scientific, creative, integrative accordance with the discipline of knowledge which is compiled to meet the roundness requirements of study in the diploma and undergraduate programs. (S1) both educational and non-educational programs in the State University of Padang. Final Project can be in the form of a thesis or not a thesis.
- 4.3. A non-thesis final project is an assignment written by a student which is also a requirement for obtaining a bachelor's degree and / or completing a diploma program. The final project can be in the form of a scientific paper or work of art / design / technology or a final project for a diploma.
- 4.4. Scientific Papers are student papers which are the results of an analysis of a product work or a technology design that emphasizes critical studies or innovative ideas based on comprehensive mastery of certain study program material.
- 4.5. Art / Design / Technology and Final Projects are products that emphasize the discovery, development, application and improvement of applied and practical science, art, design and technology, whether in the form of finished products, *prototypes*, designs, or in the form of software. (computer program) accompanied by a scientific description of the work.
- 4.6. Supervisors are Masters / S1 / D3 / D4 lecturers, appointed by the Head of the Department to guide the writing of a Thesis / TA / PA
- 4.7. Promoter is a Postgraduate lecturer (Professor or Doctor) as well as other parties whose expertise has been recognized in a certain field appointed or requested by the chairman. UNP Postgraduate Program to guide student dissertations.

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5. Procedure

5.1. Responsibility The person

- 5.1.1. in charge of ensuring the proper implementation procedure of the Dissertation / Thesis / Thesis / TA / PA lies in: Head of Department for Thesis / TA / PA; Chairman of the Study Program S2 for the Thesis and the Chair of the S-3 Study Program for the Dissertation.
- 5.1.2. In carrying out their duties and responsibilities, the Head of the Department is assisted by the Secretary of the Department and the Head of the Study Program, while the Head of the Study Programs is S2 and S3 assisted by the respective Prodi Secretary.
- 5.1.3. The responsibility to ensure that the dissertation / thesis / thesis / TA / PA guidance process runs well lies with: Head of the Department for Thesis / TA / PA; Chairman of the S2 Study Program for the Thesis and the Chair of the S-3 Study Program for the Dissertation.
- 5.1.4. The Dean is responsible for the availability of a good Guidance or Promoter Selection procedure in accordance with applicable requirements or regulations.
- 5.1.5. The Head of the Postgraduate Program is responsible for coordinating the selection process for the Advisor / Promoter to be carried out properly.
- 5.1.6. The Head of the S2 and S3 Study Programs is responsible for providing a supervisor / promoter who has relevant expertise on the topic of the student's thesis / dissertation through the selection process for the supervisor / promoter according to a predetermined procedure.

5.2. The General

- 5.2.1. Procedure for implementing the Dissertation / Thesis / Thesis / TA / PA includes submitting the Title of the Dissertation / Thesis / Thesis / TA / PA, determining the Advisor, implementing the Guidance, conducting the Seminar, implementing the Thesis Examination / TA / PA. For the Thesis, it is completed with the Results Seminar before the Thesis Exam. Meanwhile, for the dissertation, it is completed with a closed exam before the Final Examination (open).
- 5.2.2. Requirements to become a promoter and co-promoter.
- 5.2.3. The Process of Choosing a Promoter and Co-promoter.
- 5.2.4. Issuance of Advisor / Promoter Decree.

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5.3. The Planning and Control

5.3.1. Secretary of the S2, Study Program D3, the Secretary of the Undergraduate Program together with the Head of the Study Program compiles a schedule for submitting the title / topic of the Dissertation / Thesis / Thesis / TA / PA.

5.3.2. In a detailed schedule, periodic review times should be determined as needed to ensure that everything is running on time and correctly.

5.4. Submission of the title of the Dissertation / Thesis / Thesis / TA / PA The

Procedure for submitting the title of the Dissertation / Thesis / Thesis / TA / PA includes:

5.5.1 Checking the historical value by the Academic Advisor (the minimum required number of credits must be fulfilled).

5.5.2 Submission of the draft Dissertation / Thesis / Thesis / TA / Proposal to the academic advisor.

5.5.3 Checking the feasibility of the topic and the proposal framework by the academic advisor in coordination with the lecturer in the field according to the topic submitted by students no later than 2 weeks.

5.5.4 Signing a stamped Non-Plagiarism Statement by the student concerned.

5.5.5 Proposing the name of a prospective supervisor from students with the approval of the academic advisor.

5.5.6 Submission of proposals to the head of the study program.


5.5.7 The head of the study program administers the title of the proposal.

5.5.8 The head of the study program publishes a list of titles / topics that are worked on by students and is announced publicly (posted on the bulletin board) for one week. If there are no complaints from other parties, then the title / topic can be forwarded and if there is, then the Study Program follows up on the complaint Head of and reports it to the Head of the Department.

5.5. Requirements for Supervisors

5.5.9 Requirements for Thesis Advisor / TA / PA

5.5.1.1. Thesis Advisor / TA / PA is a department lecturer with a functional position according to the stipulation of a credit score with relevant expertise in the student's Thesis / TA / PA field of study.

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5.5.10 Requirements for Becoming a Thesis


- 5.5.2.1. Supervisor Master's Thesis Advisor is a Doctor with a functional position in accordance with the provisions of the credit score, having relevant expertise in the field of student's thesis study.
- 5.5.2.2. Supervisors are prioritized from professors or doctors from UNP Postgraduate lecturers, and if needed special skills can also come from lecturers outside UNP or practitioners whose expertise is relevant to the student's thesis topic.

5.5.11 Requirements to be a promoter and co-promoter of a

- 5.5.3.1. a dissertation promoter is a doctor with the position of Professor (Professor) and / or Doctor with a functional position in accordance with the provisions of the credit score, having relevant expertise in the field of study of the student's dissertation / Promovendus.
- 5.5.3.2. The minimum dissertation co-promoter of Doctoral Education and functional in accordance with the provisions of the credit score, and has relevant expertise in the field of study of the student's dissertation / promovendus.
- 5.5.3.3. Promoter and co-promoter preferably come from professors or doctors, lecturers at UNP, and if needed special skills can be taken from outside UNP lecturers or practitioners whose expertise is relevant to the student's dissertation topic.

5.6. The process of selecting supervisors, promoters and co-promoters

- 5.6.1. The process of determining thesis supervisors / TA / PA includes:
 - 5.6.1.1. Proposing the names of prospective mentors based on the fields and expertise that are in accordance with the topic / title of thesis / TA / PA in the study program.
 - 5.6.1.2. Lecturers who provide Thesis / TA / PA topics / titles are prioritized to be the supervisors.
 - 5.6.1.3. Determination of Thesis supervisors / TA / PA is determined by the head of the study program (2 supervisors for the Thesis / TA and 1 supervisor for the Final Project).
- 5.6.2. The process of determining supervisors, promoters and co-promoters
The


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- 5.6.2.1. Dean forms the Advisory and Anti-Commission Plagiarism (KPAP) based on the recommendations of each Head. Study Program (S2 / S3 UNP).
- 5.6.2.2. KPAP consists of professors and doctors who are in charge of teaching in the S2 or S3 PTK FT UNP Study Program with Ka. Doctoral Study Program as the chairman *ex-officio*.
- 5.6.2.3. Students propose prospective supervisors for S2 and promoters and co-promoters for S3 to KPAP through the head of the study program after consulting with the lecturer-guardian based on the topic of the proposed thesis / dissertation proposal.
- 5.6.2.4. KPAP holds a special meeting to determine the prospective supervisors / promoters in accordance with the requirements of point 5.3 or 5.4 above.
- 5.6.2.5. The selection of Candidates for supervisors / promoters and co-promoters takes into account the aspects of expertise and equal distribution of guidance which must be adjusted to the applicable regulations.
- 5.6.2.6. The decision on the selection of supervisors / promoters and co-promoters is proposed by KPAP to the Dean through the UNP Postgraduate Program Coordinator.

5.7. The implementation of Guidance Thesis/TA / PA includes the

procedures for implementing the guidance of the Dissertation / Thesis / Thesis / TA / PA including:


- 5.7.1 Instructors who have been assigned by the Head of S2, S3 Study Programs and the Head of the Department carry out the guidance of the Dissertation / Thesis / Thesis / TA / PA starting from writing proposals, seminars, conducting research for the Dissertation / Thesis, Thesis and making TA / PA, as well as writing reports and final examinations.
- 5.7.2 Guidance is given to students who are registered in the current semester.
- 5.7.3 The mentoring schedule is determined by the agreement between the supervisor and the guidance student.
- 5.7.4 Each implementation of guidance is evidenced by filling out the consultation sheet containing the consultation time, consultation topics and supervisor initials.
- 5.7.5 Replacement of the supervisor can be done if one of the supervisors is permanently unable, such as illness / death.

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5.7.6 Replacement of supervisors can also be done if after three months there is no progress from the mentored student, as evidenced by the consultation sheet for

5.8. Thesis Writing and Dissertation

- 5.8.1. Vice Dean for Graduate Coordinator and Ka together Prodi S2, S3 Prodi ka PTK hold a meeting with the faculty council to develop guidelines and Dissertation thesis writing students Prodi S2 and S3UNP
- 5.8.1 Chairman reproduce books Degree Thesis and Dissertation Writing Guide, and then each -Each study program distributes and socializes the thesis and dissertation writing manuals to students and their supervisors / promoters every period.
- 5.8.2 Each Ka. Prodi prepares a schedule for the implementation of student thesis / dissertation writing for each batch.
- 5.8.3 In accordance with the schedule issued by the S2 / S3 Study Program, students submit a topic and outline of a thesis / dissertation proposal which has been consulted with the student's guardian to Ka. Prodi through the Anti Plagiarism Committee (KAP) which had been formed previously.
- 5.8.4 Ka. Prodi through KAP checks, assesses, and decides whether Topic and *Outline* the proposed Thesis / Dissertation Proposal Does not have the potential for plagiarism (*plagiarism*), if there is an indication of plagiarism then the proposal is returned to the student to be corrected.
- 5.8.5 Topic proposals and *outlines* proposal received by ka. Prodi is submitted to the Advisory / Promoter Committee (KPP) to arrange assignments in accordance with the rules and SOPs that have been prepared for that.
- 5.8.6 Ka. The Study Program through the Head of Postgraduate Program of UNP proposes a list of assignments for Advisors / Promoters and Co-promoters to the Dean to be issued a Dean Decree.
- 5.8.7 Supervisors / Promoters and Co-promoters carry out consultations and guidance for thesis / dissertations on students guidance periodically and gradually in accordance with the guidebook for writing thesis and postgraduate dissertation of UNP by taking into account the Anti-Plagiarism SOP that has been previously determined.


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- 5.8.8 Ka. The Prodi together with the Head of Postgraduate Program of UNP control the implementation of student thesis and dissertation writing at each stage in an effective and systematic manner.
- 5.8.9 Ka. Prodi made progress in the implementation guidance report thesis and dissertation students periodically to inform the council leader and lecturer.
- 5.8.10 each Ka. The study program documents the progress report on the guidance of writing a master's thesis study program or a dissertation for a doctoral study program above each period.

5.9. Thesis / Final Project Proposal Seminar / TA / PA

Seminar Implementation procedures for the dissertation / thesis / thesis / thesis / TA / PA proposal seminar include:


- 5.9.1 Endorsement of proposals that will be presented in a seminar by lecturers / thesis supervisors / thesis / TA / PA and promoters for doctoral degrees.
- 5.9.2 Registration for the seminar to the head of the study program by the student.
- 5.9.3 Checking the Student Seminar Book by the head of the study program and ensuring that the student is concerned. (Dissertation / Thesis / Thesis / TA / PA proposal proposer) have attended Thesis /TA / PA proposal seminars at least 5 times Dissertation / Thesis / Thesis / Final Project proposal seminars.
- 5.9.4 Determination of prospective examiners by the head of the study program by prioritizing the substance of the Dissertation / Thesis / Thesis / TA / PA proposal. Prospective examiners for the Diploma program level are a maximum of 3 people (including Advisors), a maximum of 5 people for undergraduate and D4 (including mentors), a maximum of 5 people for postgraduate (including mentors), and for afro degrees (including supervisors) doctoral maximum of 6 people).
- 5.9.5 Determination of the seminar schedule for the proposal of the Dissertation / Thesis / Thesis / TA / PA by the head of the study program.
- 5.9.6 Signing of Examiners' Assignments by the Head of Department / Head of S2 and S3 Study Programs For doctoral students the examiners consist of a promoter and a co-promoter as well as 4 examiners, for S2, S1 and D4 students the examiners consist of Supervisor I, Supervisor II and 3 examiners, for D3 consists of a Guide and 2 Examiners.

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- 5.9.7 Submission of a letter of assignment for the implementation of the seminar is equipped with 1 (one) copy of the thesis / TA / PA proposal to prospective examiners and supervisors, not later than 3 (three) days before the seminar.
- 5.9.8 The seminar is held according to the time and place specified in the assignment letter. For undergraduate and postgraduate degrees, the seminar must be attended by at least one supervisor and 2 examining lecturers, for S3 the seminar must be attended by promoters and co-promoters as well as 8 examining lecturers. D3 seminars must be attended by a supervisor and two examiners. Every Dissertation / Thesis / Thesis /TA / PA seminar must be attended by students as a seminar audience.
- 5.9.9 Filling in the attendance of lecturers and students at the seminar
- 5.9.10 Student Audience filling out the Student Seminar Book and signed by one of the supervisors.

5.10. Implementation of the Thesis and Dissertation Proposal Seminar


- 5.10.1. The proposal seminar must be held before the research begins, with the aim of validating and obtaining constructive input in order to refine the proposal.
- 5.10.2. Students ask for Supervisor / Promoter approval that the draft thesis / dissertation proposal is appropriate for the seminar.
- 5.10.3. Students register themselves in the study program for a thesis / dissertation proposal seminar by attaching the requirements for the proposal seminar issued by the study program / graduate (recommendation / approval of the supervisor / promoter, evidence of having attended the seminar proposal at least 10 times, stipulated administrative and financial requirements)
- 5.10.4. Prodi prepares a seminar schedule, assigns contributing lecturers and discusses lecturers, moderators and minutes based on student suggestions.
- 5.10.5. Prodi prepares invitation letters, as well as seminar support rooms and facilities, controls the implementation of seminars and documents activity files
- 5.10.6. The person in charge of the proposal seminar is in the Supervisor-I / Promoter-I, and the implementation is led by a Moderator who is appointed and accompanied by a note-taker.

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- 5.10.7. The note-taker records / records the developing discussion and submits the minutes of the seminar to-I / Promoter-I to be used as material for consideration in revising the student's proposal.
- 5.10.8. The Assessment Form and recommendations are distributed by the Advisor-1 / Promoter-1 to all supervisors / promoters, contributors, and discussants before the seminar begins, and are collected again after the seminar, where the recommendation sheet is held by the supervisor / promoter, and the assessment sheet is submitted to the study program to be document.
- 5.10.8. Students revise their proposals based on the recommendation of the proposal seminar through discussion and direction of the supervisor / promoter.
- 5.10.9. Research can be started if the revision of the proposal is completed and approved by the supervisor / promoter.

5.11. Seminar Results on Thesis and Dissertation Research

- 5.11.1. The results of thesis / dissertation research that have been written in the form of a thesis / dissertation research report must be presented in the seminar of an open research report on the scientific forum.
- 5.13.1. Students ask for approval from the supervisor / promoter that the relevant research report is ready for the seminar.
- 5.13.2. Students register their reports to carry out the results seminar by attaching the results seminar requirements that have been determined by the study program.
- 5.13.3. The study program prepares a seminar schedule, prepares invitations, rooms and other supporting facilities for the seminar.
- 5.13.4. The result seminar is valid if it is attended by supervisors / promoters, contributors at least 10, discussants, and postgraduate students.
- 5.13.5. Advisor-1 / Promoter-1 is responsible for the smooth running of the seminar and its implementation is led by a Moderator who is appointed and accompanied by a note-taker.
- 5.13.6. The note-taker records / records the developing discussion and submits the minutes of the seminar to-I / Promoter-I to be used as material for consideration in the improvement of the student's thesis / dissertation research report.
- 5.13.7. The Assessment Form and recommendations are distributed by the Advisor-1 / Promoter-1 to all supervisors / promoters, contributors, and discussants before the seminar begins, and are collected again after the seminar, where the recommendation sheet is held by the

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supervisor / promoter, and the assessment sheet is submitted to the study program to be documented .


5.13.8. Students improve their thesis / dissertation report based on seminar recommendations through discussion and guidance from their supervisor / promoter.

5.13.9. If the relevant thesis / dissertation research report is approved by all supervisors / promoters and contributors as well as the discussion, it is recommended to take the Thesis examination or the Closed Dissertation examination.

5.12. Final Examination for D3 / D4 / S1


Students Final Examination Procedures for D3 / D4 / S1 Students include:

- 5.12.1. Historical checking or study results of the student by the advisor academic and ensuring that the student has completed all courses according to the curriculum applicable to the study program which he took.
- 5.12.2. All compulsory courses have been taken and passed.
- 5.12.3. Elective courses are taken according to the provisions of the curriculum and pass.
- 5.12.4. The minimum number of credits that have been obtained is the minimum total of credits minus Thesis and Final Thesis.
- 5.12.5. Has completed the thesis as evidenced by the approval of the two supervisors for undergraduate students. Has completed TA / PA as evidenced by the approval of the supervisor.
- 5.12.6. The scores for all courses taken are complete with a GPA \geq 2.50 and no E scores for S1, D3 and D4.
- 5.12.7. Minimum TOEFL score of 400.
- 5.12.8. Paying tuition fees until the current semester.
- 5.12.9. Registration for the exam to the Head of the Study Program for the
- 5.12.10. Designation of Supervisor I as the head examiner and the supervisor II as the examiner's secretary for the Thesis / TA Examination, while the PA supervisor is appointed as the Head Examiner concurrently as the secretary.
- 5.12.11. Preparation of Examiner Lecturer Assignments by the Head of D3, D4, and by the Head of the Department for S1.
- 5.12.12. Submission of an Assignment Letter completed with a copy of the Thesis Report / TA / PA to each examiner by the student.
- 5.12.13. Implementation of Thesis / TA / PA Exams according to a predetermined schedule. The implementation consisted of opening by

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the Chairperson of Examiner, presentation by the student, questions and answers with the examining lecturer, board of examiners (students leaving the courtroom), announcement of exam results by the Head Examiner to the student and closing of the session by the Chairperson of the Examiner.

- 5.12.14. The Examiner Secretary fills in the exam minutes file.
- 5.12.15. The examining lecturer fills in the exam assessment file.
- 5.12.16. The Chief Examiner gives time proportionally to each examiner lecturer to test the student.
- 5.12.17. The head of the examination session announces the results of the S1, D3 and D4 exams provided that the scores are in accordance with the applicable regulations.
- 5.12.18. Signing the minutes and appraisal files by the board of examiners.
- 5.12.19. Submission of files of minutes and assessments to the department / head of the Study Program.
- 5.12.20. Administration of examination results by the department secretary / head of study program.
- 5.12.21. Delivery of the minutes file to the registration.
- 5.12.22. Students submit a Thesis/ Final Project / Final Project which has been revised according to the suggestions of each Examining Lecturer no later than 2 months after the date of the final exam to the examining lecturer.
- 5.12.23. The examining lecturer gave the initial approval for thesis binding / TA / PA or suggested improvements that were still needed.
- 5.12.24. Students carry out thesis binding / TA / PA.
- 5.12.25. The examiners, supervisors and department heads sign the thesis / TA / PA validation sheet.
- 5.12.26. Students prepare other requirements determined by the faculty / department / study program and submit them to the faculty / department / study program together with a Thesis / TA / PA that has been signed by the Examiner Lecturer, Supervisor and Head of the Department to obtain a Pass Certificate (SKL).
- 5.12.27. The faculty officer affixes the Faculty stamp on the thesis / TA / PA validation sheet by stating the Passing Date for the Masters / Bachelor / Diploma Examinations according to the date of the SKL.
- 5.12.28. If a student does not submit a revised Thesis / TA / PA until 2 months after the date of the exam, the Head of the Department / Head of Study Program cancels the exam results by signing the Minutes of

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Cancellation of Final Undergraduate / Diploma Examination Results and submitting it to the student concerned and the Examining Lecturer.

5.13. Thesis Examination The

- 5.13.10. Vice Dean I together with the Head of Postgraduate Program and the Head of the UNP S2 Study Program compiled a thesis examination program for
- 5.13.11. Ka. The Study Program together with the Head of Postgraduate regulates the system for administration the implementation of the thesis exam.
- 5.13.12. Ka. The Program, through its administrative staff, implements a system study thesis examination administration for every student who has met the requirements before the exam is carried out.
- 5.13.13. Ka. Prodi forms a thesis examination committee every periodic task to carry out the thesis examination.
- 5.13.14. Ka. The Prodi together with the Head of Postgraduate Program of UNP control the implementation of the thesis examination of S2 study program students periodically effectively and systematically.
- 5.13.15. Ka. Prodi made a report on the implementation of each student dissertation test periodically to inform the leader and the council lecturer.
- 5.13.16. Ka. Prodi documents the report on the implementation of the S2 Prodi students' thesis exams periodically.

5.14. TheDissertation Exam


- 5.13.17. Vice Dean I'stogether with the Head of Postgraduate Program and the Chair of the Doctoral Program of UNP compiled a dissertation examination program which consists of a closed examination and an open exam (promotion).
- 5.13.18. Ka. The Study Program with the Head of Postgraduate Program regulates the administration system for implementing the dissertation exam which consists of a closed dissertation exam and an open dissertation exam (promotion exam).
- 5.13.19. Ka. Prodi through administrative staff implements a dissertation examination administration system for every student who has met the requirements before the exam is carried out.

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- 5.13.20. Ka. Prodi forms a Dissertation Examination Committee periodic in charge of carrying out closed examinations and open dissertation examinations for
- 5.13.21. Ka. The Prodi together with the Head of Postgraduate Program of UNP control the implementation of the dissertation examination for S3 study program students every period effectively and systematically.
- 5.13.22. Ka. Prodi made a report on the implementation of each student dissertation test periodically to inform the council leader and lecturer.
- 5.13.23. Ka. Prodi documents the implementation report of the S3 Study Program students' dissertation exams in each period.

6. Attachment

- 6.1. of Non-Plagiarism Statement Format .
- 6.2. Format of Thesis Advisor / Final Project / Final Project Assignment Letter.
- 6.3. Format of Guidance Consultation Sheet
- 6.4. Format of Assignment Letter for Thesis Proposal Seminar / Final Project / Final Project.
- 6.5. Seminar Attendance Format Proposal Thesis / Final Project/ Final Project
- 6.6. Minutes of Thesis / Final Project Examination Minutes
- 6.7. Format for Examination Assessment

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Format for Non-Plagiarism Declaration

Letterhead DEPARTMENT

OF NOT PLAGIOUS STATEMENT LETTER

I, the undersigned below:

Name :

NIM / TM :

Study Program :

Department :

Faculty :

Hereby declare, that my Thesis / Final Project / Final Project with the title

Is true is my work and not plagiarism from other people's work. If one day it is proven that I committed plagiarism then I am willing to be processed and receive academic and legal sanctions in accordance with applicable laws and regulations, both in UNP institutions and in the community and state.

Thus I make this statement with full awareness and responsibility as a member of the scientific community.


It was known by,
 Head of the Department / Ka. Study Program

I said, the

Materai Rp.
6.000,.

.....
 NIP.

.....

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Format of Final Assignment Advisor Assignment Letter

HEAD OF DEPARTMENT

LETTER OF SUPERVISOR LETTER

No.

Head of Department assigns to you:

1. Name :
 NIP :
 Rank / Gol. :
 As Advisor I.

2. Name :
 NIP :
 Rank / Goal. :
 As Advisor II.

To guide the completion of the student's final project below:

Name :
 NIM / TM :
 Title :


Thus this Assignment Letter is submitted to be implemented. Thank you for your cooperation and assistance.

Padang, 20
 Chairman,

.....
 NIP.

Copies:

1. Dean Padang UNP
2. Student Who Is.
3. Archive

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Format Sheet Tutoring Consultation

LETTER HEAD DEPARTMENT OF

CONSULTATION CARDS

Name :

NIM /TM :

Study Program :

Title of Final Project :

Supervisor : 1.
2.


Title:

.....

No	Day / Date.	Description Consulting / Advice Supervisor	Signature Supervisor

Head of Department,

.....
NIP.

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Format of Assignment Letter for Thesis Proposal Seminar / Final Project

KOP DEPARTMENT

LETTER OF ASSIGNMENT SEMINAR TA

No.

In connection with the following student Final Project Proposal Seminar will be held:

Name :
NIM / TM :
Title :
Day / Date :
Time : WIB
Place :

We hereby assign the following names to carry out the activity.


Advisor I :
Advisor II :
Readers : 1.
 2.
 3.

Thus this Assignment Letter is submitted for implementation. Thank you for your cooperation and assistance.

Padang, 201

....
Chairman,

.....
NIP.

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Attendance List Format for Seminar Proposal Final

ProjectKOP DEPARTMENT LETTER

OF ATTENDANCE SEMINAR

Day / Date : /

At :


Title of Proposal:

Author :

NO	NIM / TM	STUDENT NAME	SIGNATURE	
1			1	2
2				
3			3	4
4				
5			5	6
6				
7			7	8

Padang,
Chairman,

.....
NIP.

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Format of Minutes of Handover at Final Examination

KOP LETTER OF DEPARTMENT OF

MINUTES OF HANDOVER AT FINAL PROJECT EXAM

On this day date Student Thesis / Paper /
Final Work / Art work has been carried out:


Name :
NIM / TM :
Study Program :
Major :
Faculty :
Title :

Final Score: A, B, C, Repeating (*)

Testing Team	Name	MarkHand
1. Chairman	1.
2. Secretary	2.
3. Members	3.
4. Members	4.
5. Members	5.

Padang,
Head of Department,

.....
NIP.

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Examination Assessment Format

KOPDEPARTMENTDEPARTMENT

OF ASSESSMENT OF FINAL THESIS / TASK EXAM

Name :

NIM :

Jurusan/Program Studi :


Fakultas :

Judul :


.....

.....

No	Aspek yang Dinilai	Nilai (N)	Bobot (B)	N x B
1	Pendahuluan Perumusan Masalah Tujuan Penelitian		1	
2	Kajian Pustaka Relevansi Kemutakhiran		1	
3	Rancangan penelitian Ketepatan metode Ketepatan teknik pengumpulan data dan instrumen		1	
4	Hasil/Temuan penelitian Kesesuaian dengan tujuan Kedalaman analisis dan pembahasan Orisinalitas		2	
5	Teknik Penyajian Bahasa Format		1	
6	Ujian skripsi Penyajian		1 3	

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	Kemampuan mempertahankan skripsi			
	Jumlah		10	

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Format Penilaian Ujian

KOP SURAT JURUSAN

PENILAIAN UJIAN SKRIPSI/TUGAS AKHIR

Nama :

NIM :

Jurusan/Program Studi :

Fakultas :

Judul :

.....

.....

No.	Aspek yang Dinilai	Bobot (B)	Nilai (N)	N x B
A. Penilaian dokumen				
1.	Latar belakang	1		
2.	Rancangan	1		
3.	Kualitas karya	3		
4.	Bahasa dan tata tulis	1		
B. Penilaian ujian lisan				
1.	Kemampuan menyajikan karya	1		
2.	Penguasaan materi	3		
Jumlah		10		
Nilai rata-rata				

Range Nilai (N) antara 1 sd 10

Nilai Akhir:

≥85 - 100 = A

≥80 - <85 = A-

≥75 - <80 = B+

≥70 - <75 = B

≥65 - <80 = B-

≥60 - <65 = C+ (Disarankan Mengulang)

Padang,

.....
NIP.