

UNDERGRADUATE THESIS WRITING GUIDE



**FACULTY OF SOCIAL SCIENCE
UNIVERSITAS NEGERI YOGYAKARTA**



FINAL ASSIGNMENT GUIDELINES



UNIVERSITAS NEGERI YOGYAKARTA 2016

YOGYAKARTA STATE UNIVERSITY RECTOR'S
REGULATION
NO. 9/2016
ON
FINAL ASSIGNMENT GUIDELINES

BY GRACE OF GOD
RECTOR OF YOGYAKARTA STATE UNIVERSITY

- Considering:
- a. that the final assignment is one of the compulsory pass courses in all diploma (D3), bachelor (S1), master's (S2), and doctoral (S3) study programs at the Yogyakarta State University;
 - b. that the final assignment is carried out by students in the form of scientific work based on the results of research and scientific study as one of the requirements for the completion of studies, and is prepared independently under the guidance of a supervisor and determined by the Decree of the Dean or Director of the Graduate School;
 - c. that in order to carry out the final assignment effectively, there need to be final assignment guidelines for students, supervisors, examiners, study programs, departments, faculties/the graduate school, and related

parties;

- d. that the final assignment guidelines based on the Yogyakarta State University Rector's Regulation No. 14/2015 on Final Assignment Guidelines need to be adjusted to the current development and academic needs of the Yogyakarta State University;
- e. that based on the considerations as stated in the letter (a), letter (b), letter (c), and letter (d), there needs to be a Rector's Regulation on the Final Assignment Guidelines;

- In view of:
- 1. Act No. 20/2003 on National Education System (State Gazette of the Republic of Indonesia No. 78/2003, Supplement to State Gazette of the Republic of Indonesia Number 4301);
 - 2. Act No. 12/2012 on Higher Education (State Gazette of the Republic of Indonesia No.158/2012, Supplement to State Gazette of the Republic of Indonesia Number 5336);
 - 3. Government Regulation No. 37/2009 on Lecturers (State Gazette of the Republic of Indonesia No. 76/2009, Supplement to State Gazette of the Republic of Indonesia Number 5007);
 - 4. Government Regulation No. 17/2010 on Management and Implementation of Education (State Gazette of the Republic of Indonesia No. 23/2010, Supplement to State Gazette of the Republic of Indonesia Number 5105) as

- amended in Government Regulation No. 66/2010 on the Amendment on Government Regulation No. 17/2010 on the Management and Implementation of Education (State Gazette of the Republic of Indonesia No. 112/2010, Supplement to State Gazette of the Republic of Indonesia Number 5157);
5. Government Regulation No. 4/2014 on Higher Education Implementation and Higher Education Management (State Gazette of the Republic of Indonesia No. 6/2014, Supplement to State Gazette of the Republic of Indonesia Number 5500);
 6. Presidential Regulation No. 8/2012 on the Indonesian Qualification Framework;
 7. Regulation of the Minister of National Education of the Republic of Indonesia No. 19/2005 on the National Education Standards;
 8. Regulation of the Minister of National Education No. 34/2017 on Yogyakarta State University Statutes;
 9. Regulation of the Minister of Education and Culture No. 98/MPK.A4/KP/2013 on the Appointment of Yogyakarta State University Rector;
 10. Regulation of the Minister of Education and Culture No. 49/2014 on the National Standards of Higher Education;
 11. Yogyakarta State University Rector's Regulation No. 22/2014 on the Yogyakarta State University Quality Standards;

HAS DECIDED:

To enact: RECTOR'S REGULATION ON THE FINAL ASSIGNMENT
GUIDELINES.

Article 1

The final assignment is one of the compulsory pass courses for all students of Yogyakarta State University as one of the requirements in the completion of studies to obtain a Diploma, Bachelor's, Master's, and Doctoral degree.

Article 2

- (1) The final assignment for students of the Diploma programs takes the form of the Final Project.
- (2) The final project as referred to in Clause (1) may take the form of
 - a. A master plan or design can be of a product as part of a complex system or that of a product or device with high efficiency based on problems that occur in the community, business/industry.
 - b. A product in accordance with the student's study program in the form of goods, such as equipment, construction, material, food, clothing/costume, prototype/model, software, artwork, and other monumental works and services in the form of improvements of the system, maintenance, and service.
 - c. Evaluation and testing can be done to prove a concept or test a product or component.

Article 3

- (1) The final assignment for bachelor students takes the form of Final Thesis Assignment (TAS) or Non-Thesis Final Assignment (TABS).
- (2) Final Thesis Assignment as referred to in Clause (1) takes the form of a scientific paper that reflects students' ability to carry out scientific thinking processes and patterns through research activities.
- (3) Non-Thesis Final Assignment as referred to in Clause (1) takes the form of a scientific paper that reflects students' ability to carry out scientific thinking processes and patterns through study or manipulation activities.

Article 4

- (1) The work of students who won championships in national or international reputation competitions can be recognized as a thesis.
- (2) Students as referred to in paragraph (1) must still make reports and take exams.
- (3) Determination of the eligibility of competition achievements as the final assignment as referred to in paragraph (1) shall be determined by the Dean.

Article 5

- (1) The final assignment for the Master's program is in the form of a Thesis.
- (2) The final assignment as referred to in paragraph (1) must:
 - a. be the result of research by master students under the guidance of lecturers who can be scientifically justified.
 - b. have a high value for the development of theory and practice in

the field of education and/or non-education with the support of empirical facts from the field.

- c. be innovative, develop knowledge, technology, and/or art in the field of education or non-education or professional practice.
- d. demonstrate the ability of students to think and work to solve problems of science, technology, and/or art in the fields of education and non-education through an inter or multidisciplinary approach.

Article 6

- (1) The final project for the Doctoral Program is in the form of a Dissertation.
- (2) The final assignment as referred to in paragraph (1) must:
 - a. be the result of research by doctoral students under the guidance of lecturers who can be scientifically justified.
 - b. demonstrate the ability of students to think and do scientific work that is creative, original, and can be tested.
 - c. have a high value for the development of knowledge, technology, and/or art in the field of education and non-education.
 - d. contain and find alternative solutions to science, technology, and/or art problems in their scientific fields through inter, multi, and transdisciplinary approaches.

Article 7

- (1) The preparation of the final assignment for each student of the Yogyakarta State University must be in accordance with the guidelines

for the preparation of the final assignment set by the Yogyakarta State University so that it can run effectively.

- (2) The guidelines for the preparation of the final assignment as referred to in paragraph (1) shall be stipulated as in the Appendix which is an integral part of this regulation.

Article 8

With the enactment of this Regulation, the Rector's Regulation Number 14 of 2015 concerning Final Project Guidelines is revoked and declared invalid.

Article 9

This regulation shall come into force at the time of its stipulation.

Signed in Yogyakarta

on December 13, 2016

Rector,

YOGYAKARTA STATE UNIVERSITY

PROF. DR. ROCHMAT WAHAB, M.PD., M.A.

Preface

Praise and gratitude to Allah SWT who has bestowed His grace, blessing, and guidance so that these guidelines for the final project can be actualized. This guide is prepared as a guide for the implementation of the final project within the scope of Yogyakarta State University. This guide is a refinement of the 2010 Yogyakarta State University Final Project Guidelines in accordance with changes to the curriculum, academic regulations, as well as science and technology.

This guideline regulates the implementation of the final project in general so as to allow the publication of supplements, either by the Faculty, Postgraduate Programs (PPs), or Study Programs. Such supplements may be prepared and used as long as their contents do not conflict with these guidelines. The existence of these supplements must be known and approved by the Dean/Director of PPs.

With this guideline, it is hoped that the implementation of the final project can run smoothly so as to encourage students to complete their studies on time. Thank you to all those who have contributed to the realization of this guideline. Hopefully, this manual can provide optimal benefits for all parties.

Yogyakarta, December 2016
Rector,

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CHAPTER 1

INTRODUCTION

A. Rationale

Final Project (TA) is one of the compulsory courses for students in all study programs at Yogyakarta State University (UNY) for diploma (D3), undergraduate (S1), master (S2), and doctoral (S3) programs. TA is a scientific work as a result of research or scientific studies carried out by students as one of the requirements for completing their studies. The preparation of TA is carried out independently by students under the guidance of the TA supervisor who is determined by the Decree of the Dean or Director of the Postgraduate Program (PPs).

To run effectively, guidelines for TA preparation are needed for students, supervisors, examiners, study programs, departments, faculties/PPs, and related parties. This guide is prepared to expedite and facilitate students in completing the TA and other parties involved in accordance with their respective duties and functions.

B. Limitation and Types of Final Project

1. Limitation

TA is one of the compulsory courses for all UNY students as one of the requirements in completing studies to obtain Associate Expert, Bachelor, Master, and Doctoral degrees.

2. Types

- a. The final project for students of the diploma program is in the form of a Final Project (PA). The final project can be as follows:
 - 1) Layout or design that can be in the form of product layout/design as part of a complex system or can also be in the form of a layout/design of a product or tool with high usability based on problems that occur in society, the business/industrial world.
 - 2) Products that are in accordance with the study program are taken by students in the form of goods and services. Goods include equipment, construction,

materials, food, clothing, prototypes/models, system software, works of art, and other monumental works. Services can be in the form of system repair, maintenance, or service.

- 3) Evaluation and test that can be conducted to prove the concept or test the products or components.
- b. The final project for undergraduate students is in the form of a Thesis Final Project (TAS) or Non-Thesis Final Project (TABS).
- 1) TAS is a student's scientific writing that reflects his ability to carry out scientific thinking processes and patterns through research activities.
 - 2) TABS is a student's scientific writing that reflects the ability to carry out processes and patterns of scientific thinking through study or engineering activities. The TABS includes the following.
 - a) Scientific paper, a student's scientific writing as policy review results; theoretical study of a problem; analysis of a product, technology, or artistic work that emphasizes the ability to critically examine or find innovative ideas based on mastery of the material in a particular study program.
 - b) Technological design works, scientific products of students in making discoveries, developments, applications, or improvements of applied and practical science and technology; the work can be in the form of a prototype or a design accompanied by a scientific description of the work.
 - c) Artwork Final Project (TAKS), a student's scientific writing that reflects the ability to carry out processes and patterns of thinking through scientific research, studies, or works in the field of art.

- 3) The work of students who won championships in national or international competitions can be recognized as TA. Students still have to make reports and take exams. Determination of the eligibility of competition achievements is determined by the Dean's Decree.
- c. The final project for Master's students is in the form of a Thesis.
- 1) Is the result of research by master students under the guidance of lecturers who can be scientifically justified.
 - 2) Has a high value for the development of theory and practice in the field of education and/or non-education with the support of empirical facts.
 - 3) Promotes innovation and develops knowledge, technology, and/or art in the field of education or non-education or professional practice.
 - 4) Demonstrates students' ability to think and work to solve problems of science, technology, and/or art in the fields of education and non-education through an inter or multidisciplinary approach.
- d. The Final Project for Doctoral students is in the form of a Dissertation.
- 1) Is the result of research by doctoral students under the lecturer's guidance that can be scientifically accounted for.
 - 2) Demonstrates students' ability to think and do scientific work that is creative, original, and can be tested.
 - 3) Has a high value for the development of knowledge, technology, and/or art in the fields of education and non-education.
 - 4) Contains and finds alternative solutions to science, technology, and/or art problems in their scientific fields through inter, multi, and transdisciplinary approaches.

C. Functions and Objectives of the Final Project Guidelines

1. Functions of Final Project Guidelines

The TA guideline is a reference for students, lecturers, study programs, departments, and faculties/postgraduate programs at UNY in completing the TA, starting from the pre-proposal, proposal, research, report preparation, examination, and assessment stages.

2. Purpose of Final Project Guidelines

This TA guideline is expected to help students, TA supervisors, examiners, TA coordinators, head of study programs, and all related parties in understanding the procedures for preparing proposals, mentoring, submitting exams, administering exams, and assessing the TA so that the TA implementation process can run effectively.

CHAPTER 2

ADMINISTRATIVE AND ACADEMIC REQUIREMENTS

A. Administrative Requirements

Students can take TA courses with the following requirements.

1. Registered as UNY students in the specific academic year proven by a Study Plan Card (KRS).
2. Registered to the TA coordinator/head of the study program.

B. Administrative Requirements

1. Students

To take TA, students must meet the requirements as follows:

- a. Diploma students can take TA if they have completed courses of at least 90 credits with a Grade Point Average (GPA) of at least 2.50.
- b. Undergraduate students can take TA if they have completed courses of at least 110 credits with a GPA of at least 2.50.
- c. Master's students can take TA if they have completed all theoretical courses with a minimum GPA of 3.00.
- d. Doctoral students can take TA if they have completed all theoretical courses with a minimum GPA of 3.00.

2. Study Program TA Coordinator

TA coordinators are created in each study program to assist the head of the study program in managing the implementation of TA. The task of the TA Coordinator is to assist the Head of Study Program in:

- a. identifying a list of students who are eligible to take TA
- b. organizing supplies
- c. determining the eligibility of the title submitted by the student
- d. determining TA proposal prospective supervisor
- e. determining TA supervisor
- f. monitoring the process of drafting and mentoring

The formation of the TA Coordinator is based on the following requirements and procedures.

- a. Holding at least a functional position of Assistant Professor with educational qualifications of S2 or occupying the functional position of expert assistant with educational qualification of S3.
- b. Having adequate ability and experience in the field of research as indicated by a track record of research contained in the curriculum vitae.
- c. Proposed by the study program and determined by the Decree of the Dean or Director of PPs.
- d. The TA Coordinator's tenure is one year and can be extended.
- e. With certain considerations, the TA Coordinator can be concurrent as the Head of Study Program.

3. Supervisor for Proposal Preparation (Prospective TA Supervisor)

Supervisor for TA proposal preparation is intended for diploma and undergraduate students. Lecturers who are authorized to supervise the preparation of the TA proposal are lecturers who have the following requirements.

- a. Holding at least a functional position of Assistant Professor with a master's education qualification, or an expert assistant with a doctoral education qualification. Non-PNS permanent lecturers (who have a Special Lecturer Identification Number / NIDK) with S2 qualifications can become a TA proposal supervisor after having a four-year term of service, while non-PNS permanent lecturers with doctoral qualifications can become a TA proposal supervisor if they already have a two-year tenure.
- b. Having relevant expertise to the TA themes/problems of the students being mentored.
- c. The TA proposal supervisor is appointed as the TA supervisor after the student takes the TA course at KRS.
- d. The determination of the TA proposal supervisor is carried out

through the Dean's Decree.

4. Supervisor

There is one supervising lecturer for diploma, bachelor, and master students, while for doctoral students there are two supervisors consisting of promoters and co-promoters. Lecturers who are authorized to guide TA are lecturers who have the following requirements.

- a. Academic position and educational qualifications
 - 1) Supervisor for diploma and undergraduate programs occupies at least a functional position of Assistant Professor with a master's education qualification or an expert assistant with a doctoral education qualification. Non-PNS permanent lecturers (who have NIDK) with S2 qualifications can become TA supervisors after having a four-year term of service, while non-PNS permanent lecturers with S3 qualifications can become TA supervisors if they have a two-year tenure.
 - 2) The supervising lecturer for the master's program has at least a functional position of Assistant Professor with the educational qualification of S3.
 - 3) The supervising lecturer for the doctoral program has at least the functional position of Associate Professor with a minimum educational qualification of S3.
- b. Having relevant expertise to the TA themes/problems of the students being mentored.
- c. Appointed By Decree of the Dean or Director of the Postgraduate Program.

5. Research Instrument Validator

Instrument validation is required for S2 and S3 students, while for the S1 program, instrument validation is carried out by the TA supervisor. Instrument validators include lecturers, experts, and practitioners who are experienced in their fields. The instrument validator must meet the following requirements.

- a. For the master program, the research instrument validator lecturer has at least a functional position of Assistant Professor with a minimum educational qualification of S3.
- b. For doctoral programs, lecturers who are validators of research instruments have at least a functional position of Associate Professor with a minimum qualification of S3.
- c. Teacher validator occupies at least a functional position of a middle teacher with educational qualification of S1 or holding a functional position of a young teacher with educational qualification of S2.
- d. Expert validators and practitioners have experience in the appropriate field and are determined by the supervisor.
- e. Having relevant expertise to the student's TA themes/problems.
- f. Proposed by a written letter by the student, known by the TA supervisor.

6. Examiners

The TA examiners must meet the following requirements.

- a. For Diploma and Bachelor programs, examiners hold at least a functional position of Assistant Professor with a minimum educational qualification of S2 or occupy the position of expert assistant with educational qualifications of S3.
- b. For the master's program, examiners have at least a functional position of Assistant Professor with S3 qualifications.
- c. For the doctoral program, the examiner has at least a functional position of Associate Professor with doctoral qualifications. Examiners can come from outside UNY.

- d. Having relevant expertise to the theme/title of the student's TA.
- e. Assigned by Decree of the Dean or Director of PPs.

CHAPTER 3

PROCEDURE OF FINAL PROJECT

The process of TA preparation starts from the submission of the TA pre-proposal to examinations and revisions. The process will end if the student has obtained the grade stated in the Study Result Card (KHS). The procedure is contained in Appendix 1. There are four main stages in the TA preparation that students must go through, namely: (1) submission of the TA pre-proposal, (2) the preparation of the TA proposal, (3) the implementation of the TA and preparation of the TA report, and (4) submission of the TA final exam. The TA implementation stages are served online through the Final Project Guidance Information System. The description of each stage can be described as follows.

A. Submission of Pre-Proposal/Research Problem

The TA preparation process begins with the TA pre-proposal submission stage. The TA pre-proposal contains problems that deserve to be studied more deeply through research activities. The research problem in this pre-proposal is used as a consideration in determining the appropriate TA title.

The procedure for submitting a TA pre-proposal is carried out through the following steps.

1. The TA Coordinator and/or the Head of the Study Program identifies the names of students in semester 4 for diploma programs, semester 6 for undergraduate programs, semester 2 for master programs, and semester 2 for doctoral programs who have met the requirements to submit problems of the TA/TA pre-proposal.
2. The TA Coordinator and/or the Head of the Study Program plans and implements the TA pre-proposal debriefing no later than the fourth week of the current semester.
3. Students should participate in TA pre-proposal briefing held by each study program.
4. Students submit research problems by filling out the TA Pre-proposal Submission Form (Appendix 2) no later than two weeks after attending the TA pre-proposal briefing.
5. The TA Coordinator together with the Head of Study Programs and

the TA consideration board conducts an eligibility assessment of the TA pre-proposal. Feasibility assessment is carried out by filling out the TA Eligibility Assessment Form of TA Pre-Proposal (Appendix 3). The eligibility criteria for the TA pre-proposal are based on: (1) relevance; (2) urgency, (3) feasibility to be investigated by considering the depth of the problem, time, access, and cost; (4) originality and novelty of research; (5) benefits for the scientific development of study programs; and (6) availability of resources or facilities needed to complete the research.

6. The TA Coordinator/Head of the Study Program determines the TA prospective supervisor for each student. For the S2 and S3 levels, the Assistant Director I directly determines the TA supervisor.
7. The head of the study program proposes a TA Proposal Advisor/Supervisor to the Dean or PPs Director to issue a Decree.
8. The Head of the Study Program announces the list of students, the title of the TA, and the prospective supervisor/supervisor in the preparation of the TA proposal simultaneously.
9. The study program carries out monitoring and assistance in the preparation of TA proposals on a regular basis which is packaged in classical guidance activities.

B. Proposal Preparation

After the students get the title and the TA proposal supervisor, the proposal preparation process begins. The steps for preparing a proposal are as follows.

1. Students contact or confirm the lecturers' willingness as the TA proposal supervisor by filling out the Form of Request for TA Proposal Supervisor (Appendix 4).
2. The lecturer states his willingness to accompany the preparation of the TA proposal by filling in the Form of Commitment as TA Proposal Supervisor (Appendix 5).
3. Students and TA Proposal Supervisor agree on the mentoring process for the proposal preparation by filling out the Form of Contract TA Proposal Completion (Appendix 6).
4. Students prepare the TA proposal with the guidance of the TA

Proposal Advisor/Supervisor according to the agreed schedule. Students are required to provide guidance on the preparation of proposals on a regular/scheduled basis proven by the Form of TA Proposal Consultation (Appendix 7). The preparation of the TA proposal is carried out by referring to the Form of TA Proposal Composition (Appendix 8).

5. For master and doctoral students, the proposal preparation is carried out in stages. In the first stage, a thesis or dissertation proposal is prepared through the "Thesis Proposal Writing Project or Dissertation Proposal Writing Project". In the second stage, a thesis or dissertation proposal is prepared through the "Thesis Proposal Seminar or Dissertation Proposal Seminar". Additionally, the preparation of a thesis or dissertation proposal must consult with the supervisor.
6. Students who have prepared the TA proposal (proven by the approval of the TA proposal supervisor), report to the TA Coordinator/Head of the Study Program for further processing.
7. For doctoral students, they must take a dissertation proposal exam after passing the Dissertation Seminar course and a comprehensive exam. The dissertation proposal examination is conducted to assess the feasibility of the dissertation research design. The results of the proposal exam are: pass without revision, pass with revision, or fail. If it is declared not to pass, the student must take a re-examination after the proposal is corrected in accordance with the suggestions and input of the examiners. The board of examiners of dissertation proposal consists of six examiners.
8. The student informs the TA Coordinator/Head of the Study Program if there is a substantial change in the TA title.

C. Implementation and Preparation of Reports

After the proposal is completed and gets approval from the TA proposal supervisor, the next stage is the implementation of the TA and the preparation of the TA report. The steps for the implementation and preparation of the TA report are as follows.

1. Students list the TA courses in the KRS in semester 6 for diploma students, semester 7 for undergraduate students, and at the latest in semester 3 for master and doctoral students.
2. Students meet or confirm the TA proposal supervisor's willingness as a supervisor by filling out the Form of Request for TA Supervisor (Appendix 9).
3. The lecturer declares his willingness to serve as a supervisor by filling out the Form of Commitment as TA Supervisor (Appendix 10).
4. Students and the TA supervisor agree on the mentoring process by filling out the Form of Contract on TA Completion (Appendix 11).
5. Students prepare TA with the guidance of the TA Supervisor according to the agreed schedule/contract. Students are required to conduct regular/scheduled guidance as evidenced by the Form of TA Consultation (Appendix 12). The preparation of the TA report is carried out by referring to the Form of TA Report according to the type of research conducted (Appendix 13).
6. Students who have finished compiling the TA report (proven by the approval of the TA Supervisor), immediately submit the TA exam to the TA Coordinator / Head of the Study Program.
7. If during the TA preparation process they experience academic difficulties, students can contact and consult with the TA Coordinator or the Head of the Study Program.

D. Submission of Validation of Research Instruments

After the TA proposal meets the requirements, students develop a research instrument that is used as a tool for data collection. TA research instruments can be in the form of tests and/or non-tests according to the characteristics of the research methods. Instrument validation is required for S2 and S3 students, while for the S1 program, instrument validation is carried out by the TA supervisor. Submission of instrument validation can be done through the following steps.

1. Students submit a written application to a validator candidate who has the competence/expertise in accordance with the proposed TA problem. The application letter must be known by the Supervisor and the Assistant Director I of PPs. An example of an Application Form for Validation of TA Research Instruments can be seen in (Appendix 14).
2. If the prospective validator can receive a student application letter, the student must submit a TA proposal, a grid of research instruments, and research instruments.
3. The time allocation needed for the validation process is no later than 3 (three) weeks since the submission of the research instrument validation is submitted.

E. Monitoring Process

Monitoring the implementation of TA is intended to ensure the punctuality and quality of the TA. Monitoring is carried out periodically by the TA Coordinator and/or the Head of the Study Program. The monitoring steps are as follows.

1. Ensuring the effective implementation of guidance by holding regular meetings at least twice a semester between study programs, supervisors, and students.
2. Ensuring that the guidance process runs through the monitoring of the TA guidance book.
3. Ensuring that the instrument has been reviewed by experts and validated using standard methods according to the characteristics of the instrument (especially for S2 and S3 students).
4. Providing solutions for students who have problems in completing

the TA;

5. Assessing the feasibility of TA as a scientific work according to the Indonesian National Qualifications Framework (KKNI) level 5 for PA, level 6 for thesis, level 8 for thesis, and level 9 for dissertation.
6. Ensuring that the TA manuscripts are free from plagiarism (maximum value of 25%).
7. Students are required to submit progress reports to the supervisor periodically in a forum facilitated by the study program.

F. Exam Submission

After the TA report is approved by the supervisor, the student immediately submits the TA exam to the TA Coordinator/Head of the Study Program by filling out the Submission Form of TA Examination (Appendix 15) and ensuring the fulfillment of the following required evidence.

1. The TA report is made in four copies. For doctoral students, the TA report is made in six copies.
2. The TA Guidance Card has been approved by the Supervisor and the Head of the Study Program.
3. Certificate of free theory.
4. KRS includes TA courses.
5. Proof of payment of the current semester tuition fees.
6. A valid student card.
7. DHS (List of Study Results) from the first to the last semester
8. Pro-TEFL certificate with a minimum score of 425 for diploma and undergraduate students, 450 for master's students, 475 for doctoral students, and 500 for students in the Department of English Education.
9. Certificate of leave from college (for students who have been on leave).

G. Special Terms

If the TA guidance process cannot run effectively for some reason, students can consult with the Head of the Study Program about the possibility of changing supervisors. The change of supervisor is carried

out by a Decree of the Dean or Director of PPs on the proposal of the Head of Study Program. In certain cases, a TA Advisory Council may be formed which consists of the head of the study program, the head of the department/faculty, or the head of PPs and experts in accordance with the TA issues. This assembly is *ad hoc* and is formed as needed.

CHAPTER 4

SYSTEMATIC, LANGUAGE, AND MECHANICS OF FINAL REPORT

A. Systematic Report

The systematics of the TA report consists of the opening, the main, and the closing sections. The details of each section are as follows.

1. Opening Section

a. Outer Cover

The TA cover contains the title, UNY symbol, full name, and Student Identification Number (NIM or registration number), the purpose of writing, name of the study program, name of faculty/graduate program, name of the university, and year of completion. The outer cover is made of cardboard following the color flag of each Faculty. For PPs, the cover of the thesis is red and the cover of the dissertation is black. All writings on the outer cover are in gold ink. An example of the format and size of the TA cover letter can be seen in Appendix 16.

b. Blank Page

The blank page is intended to provide a divider between the cover and the content of the TA report.

c. Inner 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 and the UNY logo, and are numbered with lowercase roman numerals (i).

d. Abstract (in Indonesian)

The abstract is arranged in the following order: ABSTRACT, author's name, TA title, type of TA, city name, faculty/PPs, and year. The abstract consists of three paragraphs. The first paragraph contains the research/development/study objectives. The second paragraph contains research methods/problem-solving approaches, research/development/study design, research location, subject, data sources, data collection techniques, research instruments (with evidence of validity and

reliability for quantitative research), and data analysis techniques. The third paragraph contains the results of research/development/study, conclusions, and suggestions. Abstract written on one page with a single-spaced maximum of 250 words for the Final Project, Thesis Final Project, and Non-Thesis Final Project; a maximum of 500 words for a thesis; and a maximum of 600 words for the dissertation. The abstract is written in a single space. At the end of the abstract, a maximum of five keywords should be included.

e. Abstract (in English)

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

f. Statement Letter

A letter of a statement indicating that the TA was written in students' own and original work, and has never been submitted as a requirement or as part of the requirements for obtaining an associate, bachelor, master, or doctoral degree should be attached.

g. Consent Sheet

The consent sheet contains proof of academic approval from the supervisor and the Dean or Director of PPs. The consent form must be included at the time of the TA exam. The elements that must be on the approval page consist of:

1. Consent Sheet.
2. TA title.
3. Full name and Student Identification Number (NIM).
4. A supervisor or primary supervisor.
5. Place, date, month, and year.
6. The Dean of the Faculty or the Director of Postgraduate Program, Yogyakarta State University

h. Validation Sheet

The validation sheet contains evidence of administrative and academic approval from the examiner team or the board of examiners, and the Dean or Director of PPs. This page contains the following:

- 1) Validation Sheet
- 2) Title
- 3) Full name and student ID number
- 4) It is defended in front of the Board of Examiners or Faculty Examiner Board...../Postgraduate Program, Yogyakarta State University, date.....
- 5) Team/Board of Examiners
- 6) Place, date, month, and year
- 7) Dean of the Faculty or Director of Postgraduate Program, Yogyakarta State University

The validation sheet is made after the final exam, the TA manuscript has been corrected, and is ratified by the examiner board or the board of examiners, and the Dean or Director of PPs.

i. Dedication Page

The dedication page is not mandatory. This page is intended to convey an impression or appreciation to people who are of significant importance to the researcher. Disclosure of dedication is written in Times New Roman 12 or 11, the style of language is reasonable, straightforward, and unemotional.

j. Preface

The preface is intended to express gratitude to God Almighty and gratitude to those who have contributed directly to the writing of the TA, as well as the hopes related to the results of the TA, starting with the party who was most significant in completing the writing of the TA. The introduction is typed with one and a half-spaces.

k. Table of Contents

The table of contents contains an outline of the contents of the TA along with the page numbers. The TA elements included in the table of contents start from the inner cover to the appendix. However, these pages are still counted for page numbering, with lowercase roman numerals. The table of contents is typed in a single space.

l. List of Tables

The list of tables contains the order and the title of the table, along

with the page number on which the table is presented.

m. List of Figures

The list of figures (photos, schematics, graphs, or maps) is arranged systematically with ordinal numbers (Arabic numerals), the title of the image, and the page number where the image is presented.

n. List of Appendices

The list of appendices is arranged systematically with ordinal numbers (Arabic numerals), titles of attachments, and page numbers. The appendix page number is a continuation of the TA page number.

2. Main Section

The content of the main section of the TA is presented in the form of chapters, sub-chapters, and/or a more detailed level of the hierarchy of titles, following a certain systematic, which is set out in this manual.

a. Content of the Main Section of TA

The main content of the final project consists of 5 chapters, namely: (1) Introduction; (2) Problem Solving Approach; (3) Concept Design/Production/Services/Evaluation/Testing; (4) Process, Results, and Discussion; and (5) Conclusions and Suggestions. In detail, the contents of the main section of the final project can be described as follows.

CHAPTER I INTRODUCTION

It contains the background of the problem, problem identification, problem definition, problem formulation, objectives, benefits, and originality of ideas.

CHAPTER II PROBLEM-SOLVING APPROACH

It contains theories and findings that can be used as references to develop problem-solving concepts that are the focus of study/development.

CHAPTER III

DESIGN CONCEPT/PRODUCT/ SERVICE/EVALUATION/TESTING

It contains needs analysis, implementation, methods, and tools to conduct design/production/services/evaluation/testing.

CHAPTER IV PROCESS, RESULTS, AND DISCUSSION

It contains the implementation process and the results of the design/production/service/evaluation/testing that have been developed in the previous chapter as well as the discussion.

CHAPTER V CONCLUSIONS AND RECOMMENDATIONS

It contains the conclusion of the implementation results and the results of the design/production/service/evaluation/test that has been carried out, limitations, and suggestions that can be used as input for the next development or innovation.

b. Contents of the Main Section of Final Project, Thesis, and Dissertation

The contents of the Final Project, Thesis, and Dissertation consist of 5 chapters, namely (1) Introduction, (2) Literature Review, (3) Research Methods, (4) Research Results and Discussion, and (5) Conclusions and Suggestions. In detail, the contents of the main section are described as follows.

CHAPTER I INTRODUCTION

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

- 1) The background of the problem explains the rational reasons underlying the importance of the research. To make rational reasons, it is necessary to reveal the gap between the reality that occurs compared to the expected

reality. Various data, facts, opinions, complaints from the field/research place need to be disclosed to strengthen the need for research.

- 2) The identification of the problem explains the study of various possible causes of the problem. In this case, it is necessary to reveal widely various problems that are possible to be investigated. The content of the problem identification must be in line with the problem expressed in the background.
- 3) The limitation of the problem is the determination of the problem (from the various identified problems) by considering various methodological aspects, the feasibility of being researched, and the limitations of the researcher without compromising the significance of the meaning, concept, or topic under study.
- 4) The formulation of the problem contains an affirmation of the problem to be studied as a result of limiting the identified problems. It is written in an interrogative sentence.
- 5) Research objectives state the targets to be achieved through research. The objectives are formulated in harmony/refer to the formulation of the problem.
- 6) Benefits of research explain the benefits of research results for theoretical and practical purposes.

CHAPTER II LITERATURE REVIEW

This chapter contains theoretical foundations, a review of relevant research results, framework, and research questions and/or hypotheses. The theoretical basis examines relevant theories, definitions, variables, and research results that have been published in various sources. Sources can be in the form of textbooks, encyclopedias, dictionaries, scientific journals, research reports, seminar papers, proceedings, theses, or dissertations. Articles on the internet can also be used as sources if these articles are published in study centers

or authors who have a credible reputation, not from authors whose fields of expertise are unknown or learning materials that cannot be used as sources because they have not been tested through publication.

This literature review chapter is not just a collection of quotations, but the quotations and theories must be discussed and synthesized by the researchers/students so that they can bring up definitions, new understandings, conceptual framework, hypotheses and/or research questions, and develop instruments that are appropriate to the problems. The hypothesis or research question must be in harmony and is a description of the problem formulation.

- 1) The theoretical study describes the theories related to research variables starting from the definitions, concepts, assumptions, and indicators used to measure these variables as the basis for developing research instruments. Theoretical studies are obtained from the literature and relevant research results.
- 2) Relevant research results serve to strengthen the position of the present research by looking at the results of research that has been done. Relevant research results are also used as the basis for researchers to develop a conceptual framework. Relevant research results are presented narratively by analyzing the results of one study with the results of another.
- 3) Conceptual framework contains a logical and rational description of how research variables can be related (correlation). It will lead researchers to the formulation of hypotheses. Research that does not prove a hypothesis, such as research with a qualitative approach, does not need to write a conceptual framework.
- 4) Research Questions and/or Hypotheses
The research question is an affirmation of the formulation of the problem that will be answered through research. The hypothesis is a temporary answer to the

formulation of the problem stated in the question sentence. For research that does not prove the hypothesis, it is enough to write down the research question.

CHAPTER III RESEARCH METHODS

The research method in chapter III broadly contains the following sub-chapters.

1) Type of Research Design

Researchers need to put forward the type of research design in accordance with the problems to be studied.

2) Place and Time of Research

3) Population and Research Sample

The population and sample are used when the research area is wide enough and it does not allow all members to be respondents, so the researcher conducts research by taking a representative sample. If the target area can be fully reached, this sub-chapter is named the data source or research subject. For research that uses samples, it is necessary to explain how to determine the sample size and the sampling technique.

4) Variable Operational Definition

It 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 the development of research instruments.

5) Data Collection Techniques and Instruments

In this section, it is necessary to describe the data collection techniques used and the instruments developed. Researchers need to explain the process of preparing the instrument and testing the quality of the instrument.

6) Instrument Validity and Reliability

The instrument is declared eligible as a data collection tool if it meets the valid and reliable criteria. In this section, it is necessary to explain the methods of tracing the validity and reliability of the instrument. For the instrument of a cognitive test, in the form of multiple-choice questions, the quality test of the questions is tested with an index of difficulty, discriminating power, distractor, and reliability.

7) Data analysis technique.

In this section, it is necessary to explain the data analysis techniques used, including the required analysis requirements test.

CHAPTER IV

RESEARCH RESULTS AND DISCUSSION

This chapter consists of three parts, namely, research results, discussion, and research limitations. Research results must answer research questions and are arranged in 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 study of the research using the perspectives of various relevant theories that have been discussed in Chapter II of the TA. Research limitations are limitations related to methodology, not limitations related to time, cost, or research logistics. The limitations of the study are also not related to the number of samples or research variables because these have been determined beforehand. For action research and or classroom action research, there needs to be a subchapter on Reflection on Researcher Knowledge Acquisition.

CHAPTER V

CONCLUSIONS AND RECOMMENDATIONS

This chapter contains three sub-chapters, namely conclusions, implications, and suggestions. The conclusion is a summary of the answers to research questions or the results of hypothesis testing and at the same time is a solution to the problems that exist in the formulation of the problem. Conclusions should be short, essential descriptions, and tend to be qualitative statements rather than numbers. Implications are further consequences of the findings in the conclusion.

The implication is usually further consequences of the findings in the conclusion. It usually uses suggestion language but is yet to be operational. Suggestions are recommendations addressed to various parties related to research results and use operational language. Implications and suggestions must be in accordance with the research results that have been summarized in the conclusions.

c. Contents of Main Section of Final Project-Non Thesis

The content of the main section of the Non-Thesis Final Project consists of 5 chapters, namely (1) Introduction, (2) Literature Review, (3) Study Methods, (4) Results and Discussion, and (5) Conclusions and Suggestions. In detail, the contents of the main section are described as follows.

CHAPTER I INTRODUCTION

The introductory chapter contains the background of the problem, problem identification, problem delimitation, problem formulation, study objectives, and benefits of the

study.

CHAPTER II LITERATURE REVIEW

This chapter contains theoretical foundations, and research questions. The theoretical foundation examines theories that are relevant to the topic of study. Sources can be in the form of textbooks, encyclopedias, dictionaries, scientific journals, research reports, the results of similar studies that have been carried out, seminar papers and proceedings. Study questions are formulated in accordance with the formulation of the study problem.

CHAPTER III STUDY METHOD

This chapter contains a description of the methods used to conduct studies, including types of studies, study subjects, methods of collecting data/information, and data analysis.

CHAPTER IV STUDY RESULTS AND DISCUSSION

This chapter consists of three parts, namely, the results of the study, discussion, and study limitations. The research results must answer the study questions and are arranged in the order of the study questions. The discussion section contains a critical review of the results of the study using the perspectives of various relevant theories that have been discussed in Chapter II of the TA. The limitations of the study are limitations related to methodology, not limitations related to time, cost, or research logistics.

CHAPTER V CONCLUSIONS AND RECOMMENDATIONS

This chapter contains 3 (three) sub-chapters, namely conclusions, implications, and suggestions. The conclusion is a summary of the answers to the study questions and at the same time is a solution to the problems that exist in the formulation of the problem. Implications are further consequences of the findings in the conclusion. Suggestions

are recommendations addressed to various parties related to the results of the study and use operational language.

3. Closing Section

a. Bibliography

The bibliography contains the identities of all books, journals, research reports, references from the internet, and other sources referred to in the writing of the TA, and are mentioned in the content section. Sources that are not cited in the body section should not be included in the bibliography. On the other hand, all sources mentioned in the content section must be listed in the bibliography. The bibliography is arranged alphabetically from the author's name according to a special format.

b. Appendix

The appendix contains all documents or supporting materials used or produced in TA research. Attachments include, among others, research permits, research instruments, formulas, statistical calculations, calculation procedures, instrument test results, etc. Meanwhile, attachments for qualitative research include examples of interview transcripts validated by respondents, results of reductions, and abstractions, field notes, evidence of focus group discussion (FGD) and/or Delphi. Appendices are numbered sequentially according to the sequence of research procedures, and the page numbers are a continuation of the main section of page numbers.

B. Language and Mechanics

1. Language

The Final Project is written in Indonesian or English with a variety of scientific languages. Indonesian scientific variety has the following characteristics: (1) uses standard Indonesian spelling; (2) use standard terms; (3) use clear and consistent terms; (4) using complete grammatical elements in sentences, (5) using affixes (prefix, insertion, suffix) explicitly; (6) use the word

task (and, from, rather than) appropriately, explicitly and consistently, (7) the paragraph contains a main idea and at least two supporting ideas; (8) have a link in meaning between sentences and between paragraphs, and (9) avoid the use of personal forms (we, I, we, and others).

2. Mechanics

The TA writing in this guide is structured as follows.

a. Paper

TA is typed on white paper, quarto size (21.5 cm x 28 cm), and weighs 80 grams. If the manuscript requires special paper such as millimeter paper for graphics, tracing paper for charts or maps, etc., paper outside the specified size can be used, which is folded according to the size of the manuscript paper.

b. TA is typed with the following requirements.

- 1) Using double spaces
- 2) Punctuation marks are attached to the word in front of it (example: paper, pencil, and ink).
- 3) The distance after:
 - a) punctuation period (.), comma (,), semicolon (;), colon (:), an exclamation mark (!), and question mark (?) is one tap, with the word in front of it.
 - b) bracket (...) is written without any taps with the word in front of it.
 - c) slash (/) is written without tapping the words before and afterward.
- 4) Titles of tables and figures, consisting of two or more lines, are written in a single space. The titles are written with the same letters as the manuscript, with a capital letter at the beginning of each word, except for the word assignment. The table name is placed above the table while the image name is placed below the image.
- 5) The bibliography is written:
 - a) The spacing between lines in one literature is one space.

- b) The distance between kinds of literature is two spaces.
- c. Typing Border
The typing border is defined as follows.
 - Top : 4 cm
 - Bottom : 3 cm
 - Left : 4 cm
 - Right : 3 cm
- d. New Paragraph Typing
Typing a new paragraph starts one tab with a distance of 10 mm from the left edge of the paragraph. Each paragraph consists of at least three sentences consisting of main ideas, explanatory sentences, and connecting sentences to the next paragraph.
- e. Typing Chapter, Sub-Chapter, and Section
 - 1) The chapter number and chapter title are typed in the middle of the right and left borders. See the hierarchy of writing and numbering chapters and subchapters. Chapter numbers are written in Roman numerals, chapter titles are written in capital letters, and in **bold**.
 - 2) Typing the sub-chapter title and sub-chapter number starts from the left edge. The first letter of each word in the subsection title is capitalized except for the task words (and, in, to, from, for, which) which are not at the beginning of the title. The sub-chapters are numbered using capital letters (A, B, C, and so on.), the sub-chapter titles are bolded.
 - 3) Typing section starts from the left edge. The first letter of each word in the section is written in capital letters except for the task words (and, in, to, from, for, which) which are not at the beginning of the title. The numbering of sections uses Arabic numerals (1, 2, 3, and so on.).
- f. Letters
The letters used are *Times New Roman 12*.

1) Numbering

a) Page Numbering

Page numbers are placed at the bottom center, two spaces under the last line of the script. Page numbers are written in Arabic numerals, starting from the introductory chapter to the appendix. Previous pages (title page, preface, table of contents, table of tables, list of figures, etc.) use lowercase roman numerals.

b) Mathematical Formula Numbering

If in the research report there are several formulas or mathematical equations, number them using Arabic numerals placed on the right edge, between two brackets.

c) Hierarchy of the Use of Numbers and Letters

The order:

CHAPTER I (in order)

INTRODUCTION (in order, in the middle)

A. Aaaaa (starting from the left of the page)

----- (if the paragraph begins)

1. Bbbbbbbbbbbb

----- (if a paragraph begins)

a. Ccccccccc

----- (if it starts with a paragraph)

1) Dddddddd

----- (paragraph begins with paragraph)

2) Italics and Capitals

The use of italics and capital letters in the contents of the TA follows the rules set out in the Indonesian Spelling

System (EYD). The use of italics in the TA script is used to write words or sentences in a foreign language or regional language. The use of italic letters and capital letters in writing a bibliography follows the rules of bibliography in this book.

3) Presentation of Tables and Figures

a) Table

- (1) The table and the table title are listed above the table, halfway between the right and left edges.
- (2) Number and table title are typed in one line, sequentially, one space to the right.
- (3) Table numbers in the text use Arabic numerals, sequentially, from the first chapter to the last chapter.
- (4) Table numbers in the appendix use Arabic numerals starting with number 1.
- (5) Each table is presented on no more than one page (not truncated). Tables that exceed one page are placed in the appendix.

b) Figures

Figures include photos, graphs, diagrams, maps, charts, schematics, and other similar objects. The presentation follows the provisions as follows:

- (1) The use of 'Figure', figure numbers, figure titles are written under the figure, halfway between the left and right edges.
- (2) The number and title of the figure are written in one line, sequentially to the right of one line with the table number one spaced apart.
- (3) Figure numbers in the text use Arabic numerals, sequentially, from the first chapter to the last chapter
- (4) Figure numbers in the appendix use Arabic numerals starting with number 1.

4) Citation

a) How to Write a Direct Citation

The direct quote is written exactly as it is written inside the original source, both regarding the language and spelling. Direct quotations consisting of four or more lines are typed one space, starting from the sixth tap from the left edge, without the quotes ("). Direct quotations longer than four lines are entered into the text must be preceded and ended by quotation marks ("). If necessary, a few words before the quoted passage can be removed and replaced with an ellipsis (three dots in a row). Sources of direct quotations are written by mentioning the author's name, year of publication, page number. Example: Santrock (2010: 218), Pardjono (2014: 12).

b) How to Write an Indirect Citation

Indirect citation is the essence of the writing presented in the author's language. The quote is written in the same double space as the text. Sources of indirect citation are written as direct citation, for example: (Balito & Padwad, 2013: 57-62).

5) Writing Author Name of the Reference

a) Writing the Author's Name in the Main Section of TA

In principle, for authors whose names consist of more than one word (section), which contains the surname or family name, the writing of the name in the main section of the TA is done by only writing the last name.

- (1) For foreign authors' names (not Indonesian), the last part of their names is generally the surname. The writing of his name in the main section of the TA is only his last name.

- (2) For Indonesians whose names consist of more than one word or part, if the last word or part is a surname, for example, Nasution, Sembiring, Panjaitan, Sitorus, the writing of the name in the main part of the TA is done by simply writing the surname.
- (3) For Indonesians whose names consist of more than one word or part, if the first name is the baptismal name, the writing in the main section of the TA is done without writing the baptismal name.
- (4) For Indonesians whose names consist of more than one word or part, for which the surname is unknown, only the last name is written in the main section of the TA.
- (5) If the reference is a Government Regulation or Law, or a Guidebook, the writing in the main part of the TA is carried out as follows.

Example 1

In the Government Regulations of the Republic of Indonesia (RI) of 2014 number ... concerning..., it is stated that...

Example 2

Regarding the standards of lecturers and education personnel, it has been determined that lecturers for undergraduate programs must have the minimum academic qualifications of a master's degree or an applied master's degree that is relevant to the study program (Government Regulations of the Republic of Indonesia (RI) of 2014 number ... concerning...).

Example 3

In the Law of the Education System... (Law Number... of 2013 concerning...) it is stated that...

Example 4

Regarding the division of central government affairs with regional governments in the field of education, it is explained that education is one of the mandatory government affairs, related to basic services, namely public services to meet the basic needs of citizens (Law No.... of 2014 concerning).

If there is more than one Government Regulation or Law with the same year, the year number is added with letters a, b, c, and so on to indicate the order, which is in accordance with the order in the bibliography.

(6) Unpublished manuscripts/documents are not suitable for reference.

b) Writing the Author's Name in the Bibliography

In principle, for an author whose name consists of more than one word or part, which contains a family name or surname, the surname comes first followed by a comma and by another name abbreviation.

(1) For foreigners (not Indonesians) whose last word of the name is the surname, writing the name in the bibliography is done by writing the last word (part) first, then followed by a comma, and by another name abbreviation.

Exception: The words *de*, *den*, *bin*, *binti*, *van* and *von*, that are part of the name, are not abbreviated.

- (2) For Indonesians whose names consist of more than one word, if the last word is a surname or is believed to be a clan name (for example, Napitupulu, Siagian, Sembiring, Panjaitan, Sitorus), the writing of the name in the bibliography is written by writing the surname first, then followed by a comma, and followed by another name abbreviation.
- (3) For Indonesians whose names are more than one word, if the word in the front is the baptismal name, the writing of the name in the bibliography is written by writing the original name, a comma, then ending with the abbreviation of the baptismal name.
- (4) For Indonesians whose names are more than one word, whose surname is unknown, the name in the bibliography is written by writing the last name, a comma, then ending with the abbreviation of the first name.

Examples:

Author Name in References	Author Name in Literature Review	Author Name in the Main Section
Agus Ahmad Supriyono	Supriyono, A.A.	Supriyono
Djemari Mardapi	Mardapi, D.	Mardapi
Siti Irene Astuti Dwiningrum	Dwiningrum, S.I.A.	Dwiningrum
Yen Cheong Cheng	Cheng, Y.C.	Cheng
Ronald van den Berg	van den Berg, R	van den Berg
Ernest von Glasersfeld	von Glasersfeld, E.	von Glasersfeld

Jan de Lange	de Lange, J.	de Lange
Bacharudin Jusuf Habibie	Habibie, B.J.	Habibie
Tengku Nizwan Siregar	Siregar, T.N.	Siregar
Robert Kersmis Sembiring	Sembiring, R.K.	Sembiring
Sondang Parlindungan Siagian	Siagian, S.P	Siagian
Anastasia Putri	Putri, A.	Putri
Ignatius Joseph Slamet Panggabean	Panggabean, I.J.S.	Panggabean
Tarcicius Hani Handoko	Handoko, T.H.	Handoko

c) Correspondence between the sources referred to in the main section and the contents of the bibliography

- (1) Every source referred to in the main section of the TA must be included in the bibliography.
- (2) Sources that are not mentioned (not referred to) in the main section of the TA may not be included in the bibliography.

6) Bibliography Writing

Writing bibliography follows the APA (American Psychological Association) system, with minor changes or adjustments, namely: (1) for writing the name of an author or more than one author, (2) for writing translated literature, (3) for writing an edited literature review, and (4) for writing the names of more than three authors.

Writing bibliography follows the following rules:

- a) If there is more than one author, between the name

of the last author and the previous author is connected with '&' not 'and'.

- b) The use of 'et al' is used when the author is more than three.
- c) The writing of the edited and translated literature is carried out according to the example.
- d) Writing the bibliography in the form of a book follows the order: author's name, year of publication, name of the book, city of the publisher, and name of the publisher. Write the author's name in accordance with the provisions in Section 2) above. If the owner of the name acts as the editor of the book after the name is marked (Ed.).
- e) Footnote to mention the source is not used.

Example of Writing a Name in a Bibliography

1. The author whose name is Robert Kersmis Sembiring will be written in Sembiring, R.K. It is written as follows:
Sembiring, R.K. (1989). *Analisis Regresi*. Bandung: Penerbit ITB.
2. The author whose name is Bacharuddin Jusuf Habibie will be written in Habibie, B.J. It is written as follows:
Habibie, B.J. (2003). *Analisis Turbulensi Kompleks*. Jakarta: Pustaka Teknika.
3. The author whose name is Abdul Halim Nasution will be written in Nasution, A.H. It is written as follows:
Nasution, A.H. (2003). *Matematika sebagai bahasa sains*. Bandung: Pelita Ilmu.
4. The author whose name is Mafrukah Noor will be written in Noor, M. It is written as follows:
Noor, M. (1999). *Evaluasi penyelenggaraan ebtanas*. Laporan Penelitian Kerja Sama Lembaga Penelitian Universitas Negeri Yogyakarta

dengan Balitbang, Depdikbud. Yogyakarta: Lembaga Penelitian Universitas Negeri Yogyakarta.

5. The author whose name is Iswara Amitaba Budivaya will be written in Budivaya, I.A. It is written as follows:

Budivaya, I.A. (1981). *Kamus Istilah Psikologi*. Jakarta: Mutiara Bahasa.

Examples of Writing in the Bibliography

1. Journal article, an author

Dudley, P. (2013). Teacher learning in lesson study: What interaction-level discourse analysis revealed about how teachers utilized imagination, tacit knowledge of teaching and fresh evidence of pupils learning, to develop practice knowledge and so enhance their pupils' learning. *Teaching and Teacher Education*, 34, 107-121.

2. Journal articles, two to three authors

Chaona, S. & Inprasitha, N. (2013). Teachers' assessment for students' learning in classroom using lesson study and open approach. *Psychology*, 4, 1069-1072.

3. Journal articles, more than three authors

Schwendimann, B.A., Cattaneo, A.A.C., Zufferey, J.D., et al. (2015). The 'Erfahrungsraum': a pedagogical model for designing educational technologies in dual vocational systems. *Journal of Vocational Education and Training*, 67, 367-396.

4. Magazine articles

Kandel, E. R., & Squire, L. R. (10 November 2000). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science*, 290, 1113-1120.

5. Newsletter articles, with the author's name on it

Brown, L. S. (Mei 1993). Anti domination training as a central component of diversity in clinical psychology education. *The Clinical Psychologist*, 46, 83-87.

6. Newsletter articles, with no author's name on it

The new health-care lexicon. (September 1993). *Editor*, 4, 1-2.

7. Newspaper article, with no author's name

Ketika tata rias menjadi kebutuhan. (17 April 2016). *Kedaulatan Rakyat*, p.10.

8. Newspaper article, with the author's name on it

Sutanto, L. (16 April 2016). Kekerasan ujaran. *Kompas*, p.7.

9. Books with one author

Santrock, John W. (2010). *Educational Psychology (5thed)*. New York: McGraw-Hill Companies, Inc.

10. Books published by edition

Greenberg, J. & Baron, R. A. (2003). *Behavior in organizations. Understanding and managing the human side of work (8rd ed)*. New Jersey: Prentice Hall International Inc.

11. Books published by government agencies,

without the author's name

Australian Bureau of Statistics. (1991). *Estimated resident population by age and sex in statistical local areas. New South Wales, June 1990 (No. 3209.1)*. Canberra, ACT: Australia Bureau of Statistics.

12. Book edited by two people

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: psychological intervention with minority youth*. San Francisco, CA: Jossey-Bass.

13. Book, no author or editor's name

Merriam-Webster's *collegiate dictionary (10th ed)* (1993). Springfield, MA: Merriam-Webster.

14. Revised book

Sutanto, L. (16 April 2016). Kekerasan ujaran. *Kompas*, p.7.

15. Encyclopedia, with the name of the editor (editor)

Rosenthal, R. (1987). *Meta analytic procedures for social research (Rev. ed)*. Newbury Park, CA: Sage.

16. Translated book

Sadie, S. (Ed.). (1980). *The new grove dictionary of music and musicians (6th ed., Vols 1-20)*. London: Macmillan.

17. Articles in an edited book with two editors

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties*

of Memory and Consciousness (pp.309-330). Hillsdale, NJ: Lawrence Erlbaum and Associates.

18. Reports from government agencies, without the author's name

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

19. Proceedings published regularly

Cynx, J., Williams, H., & Nottebohm, F. (1992). Hemispheric differences in avian song discrimination. *Proceedings of the National Academy of Sciences, USA*, 89, 1372-1375.

20. Papers presented at a seminar or conference

Sularno, A. & Budiman, M.(Januari 1991). *Data awal tentang gejala trauma pada anak-anak*. paper presented at Child Parenting Prevention Seminar, in Yogyakarta State University.

21. Doctoral dissertation, published by *Dissertation Abstract International (DAI)*

Ross, D. F. (1990). *Unconscious transference and mistaken identity: when a witness misidentifies a familiar but innocent person from a lineup* (Doctoral dissertation, Cornell University, 1990). *Dissertation Abstracts International*, 51, 417.

22. Doctoral dissertation, unpublished

Waluyanti, S. (2015). *Pengembangan profesionalisme*

berkelanjutan guru SMK melalui musyawarah guru mata pelajaran. Doctoral dissertation, unpublished, Yogyakarta State University, Yogyakarta.

23. Master's thesis, unpublished

Zahroh, S.M. (2015). *Pengaruh model collaborative learning terhadap motivasi dan prestasi belajar IPA siswa kelas V SD se-gugus Makukuhan Kabupaten Magelang.* Master's thesis, unpublished, Yogyakarta State University, Yogyakarta.

24. Master's thesis, unpublished

Almeida, D. M. (1990). *Father's participation in family work: consequences for father's stress and father-child relations.* Master's thesis, unpublished, University of Victoria, Victoria, British Columbia, Canada.

25. Articles on the internet, but the printed material is published in a journal

Roberts, G. T, Dooley, K. E., Harlin, J. F., Murphrey, T. P. (2006). Competencies and traits of successful agricultural science teachers. [Versi elektronik]. *Journal of Career and Technical Education*, 22, 28.

26. Articles in journals, whose journals are published only on the internet

Fredrickson, B. L. (7 Maret 2000). Cultivating positive emotions to optimize health and well-being. . 3, Artikel 0001a. Retrieved on 20 November 2000, from <http://journals.apa.org/prevention/volume3/>

27. Constitution

Depdikbud. (2003). *Undang-Undang RI No. 21, Tahun 2003, tentang sistem pendidikan nasional.*

28. Government Regulations

Kemristekdikti. (2015). *Peraturan Pemerintah RI No. 13, Tahun 2005, tentang Perubahan Kedua atas Peraturan Pemerintah Nomor 19 Tahun 2005 tentang Standar Nasional Pendidikan.*

CHAPTER 5

FINAL PROJECT EXAM

A. Exam Code of Conduct

After the student fills out the Examination Submission form and fulfills the requirements for the TA exam, the steps for conducting the exam are as follows.

1. Administrative Requirements

The administrative requirements for students who will take the TA exam are set out as follows.

- a) Registered as a UNY student proven by a registration card and Student Identity Card (KTM).
- b) Students include TA courses (PA, Undergraduate Thesis, TABS, Thesis, or Dissertation) in the Study Plan Card for the current semester.
- c) Submit a TA guidance card or book that has been filled in according to the guidance.

2. Academic Requirements

- a) Requirements for submitting the TA exam for D3 and S1 students.
 - (1) Have passed all courses other than TA, following the applicable curriculum proven by a Certificate of Free Theory.
 - (2) Have a cumulative GPA (GPA) of at least 2.50.
 - (3) The TA manuscript has obtained written approval from the supervisor.
 - (4) Have a Pro-TEFL score with a minimum score of 400 for diploma programs, 425 for undergraduate programs, 450 for master's programs, and 475 for doctoral programs. For students majoring in English Education, the minimum required ProTEFL score is 500.
- b) Requirements for submitting the TA exam for S2 and S3 students.

- (1) Have passed all courses other than TA, following the curriculum in accordance with the applicable grades. Course passing grade is \geq C.
- (2) A grade below B- should be at most one course.
- (3) Have a minimum GPA of 2.75 for Master's students and 3.00 for Doctoral students.
- (4) The grade of the Thesis Proposal Seminar course (for S2 students), or Dissertation Proposal Seminar (for doctoral students) should be at least B.
- (5) Pass the comprehensive exam.
- (6) The thesis or dissertation manuscript has obtained written approval from the supervisor.
- (7) Has a ProTEFL score of 450 for S2 and 475 for S3
- (8) Show acceptance letter or proof of publication of articles in national journals with ISSN for S2 students, and indexed international journals recognized by Dikti for S3 students.

B. Composition, Duties, and Authorities of the TA Examiner Board

1. Examiner Board Composition

- a) The TA board of examiners for Diploma and S1 programs consists of 3 people.
 - 1) Chairman (supervisor)
 - 2) Secretary (appointed study program lecturer) as well as a member of the examiner
 - 3) Primary Examiner
- b) The TA board of examiners for S1 programs consists of 4 people.
 - 1) Chairman (supervisor).
 - 2) Secretary (appointed study program lecturer) as well as a member of
 - 3) Examiner 1
 - 4) Examiner 2
- c) Examiner Board for S3 Program
 - 1) The TA board of examiners for S3 programs consists of

6 people.

- (a) Head of the Examination Board (Director of PPs or examiners appointed by the director), as well as examiners
 - (b) Secretary of the Examiner Board (PPs manager)
 - (c) Primary Examiner I
 - (d) Primary Examiner II
 - (e) Examiner (Promoter)
 - (f) Examiner (Co-promotor)
- 2) The board of examiner for the results of the open examination and examination consists of 6 people with the following composition.
- (a) Head of the Examiner Board (Director of PPs or examiners appointed by the director), as well as examiners
 - (b) Secretary of the Examiner Board (PPs manager)
 - (c) Primary Examiner I (external examiner)
 - (d) Primary Examiner II
 - (e) Promoter
 - (f) Co-promoter

2. Duties and Authorities of Examiner Board

a. The Head of Examiner Board

The Head of the Examiner Board is in charge of leading and directing the implementation of the TA final exam with the following obligations.

- a) Providing directions and procedures for the implementation of the TA final exam.
- b) Providing directions and instructions that can add and improve fluency, discipline and timeliness of the TA final exam TA.
- c) Assessing the presentation, substance, and quality of students' TA.
- d) Providing educational warnings and academic sanctions together with the Examiner Board if

elements of plagiarism are found in the student's TA manuscript being tested.

- e) Making a written report on the progress/progress of students' final TA examination process (Appendix 17).

b. Secretary of the Examiner Board

The Secretary of the Examiner Board is responsible for assisting the Head of the Examiner Board to expedite the administrative implementation process of the TA final exam in terms of:

- a) Administering all activities during the TA exam implementation process.
- b) Providing written corrections/responses/improvements on the tested TA manuscripts.
- c) Assessing the presentation, substance, and quality of student TA research.
- d) Guiding students following written corrections/responses/improvements given during the TA exam.

c. Examiners

The examiners are in charge of validating and confirming the substance of the student's TA manuscript being tested with the following obligations.

- 1) Asking questions that focus on the substance of the TA manuscript.
- 2) Providing written corrections/responses/improvements on the TA manuscripts.
- 3) Assessing the presentation, substance, and quality of students' TA.
- 4) Guiding students following written corrections/responses/improvements given during the TA exam.

C. Preparation and Implementation of the TA Exam

1. Exam Preparation

- a. The TA Coordinator/Head of Study Program proposes the names of the examiner board and the time of the exam.
- b. The Head of the Department at the Faculty or the Head of Study Program at the Graduate School proposes the determination of the TA Examiner Board and the time for the TA exam to the Dean or Director of PPs. The Dean or Director of PPs issues a Decree on the Implementation of the Final Examination of the TA.
- c. The TA Coordinator/Head of Study Program submits the exam file to the Teaching/Academic Division to be distributed to the board of examiner no later than 3 (three) days before the exam time.
- d. Students prepare presentation materials for the TA exam, supporting documents, and reference sources used in the TA manuscript.

2. TA Exam Implementation

- a. **Implementation of Final Project Examinations of the Diploma and Bachelor Program**
 - 1) The time allocation for the Final Project (D3), Thesis Final Project and Non-Thesis Final exams are a maximum of 60 minutes, with details as shown in Table 1.

Table 1

Time Allocation for Diploma and Bachelor Program
Examination

No.	Agenda	Time Allocation
1.	Opening	5 minutes
2.	Result Presentation	10 minutes
3.	Primary Examiners	20 minutes
4.	Secretary	10 minutes
5.	Head of Examiner Board	5 minutes
6.	Examination Result Determination Session	5 minutes
7.	Closing	5 minutes

- 2) Each examiner makes notes of the necessary improvements to the TA manuscript on the sheet that has been provided to be given to students.
- 3) The board of examiners conducts a discussion forum to determine the results of the exam. During the discussion forum, the students are informed to leave the exam room.
- 4) After the board of examiners finishes the meeting, students are called back into the exam room and the Head of the Examiner conveys the decision on the results of the exam.
- 5) The head of the board of examiners closes the implementation of the TA exam.

The examination results are: pass without revision, pass with revision, or fail. The time allocation given for students to revise their works is decided by the board of examiners and is 3 months, at most, after the thesis defense is administered. If within the specified time the student has

not succeeded in obtaining written approval from all supervisors on the revision results, his graduation will be canceled. Students must take a re-examination.

b. Implementation of Thesis Exam

- 1) The thesis examination consists of two stages, namely the feasibility test and the final thesis examination. The thesis feasibility test is intended to assess the achievement of competence following the Indonesian National Qualifications Framework (KKNI) level 8; while the final exam is to assess how far the ability of master's students to maintain their research results is.
- 2) The maximum time allocation for the thesis exam is 90 minutes, with details as shown in Table 2.

Table 2

Time Allocation for Thesis Exam

No.	Agenda	Time Allocation
1.	Opening	5 minutes
2.	Result Presentation	15 minutes
3.	Primary Examiners	20 minutes
4.	Secretary	10 minutes
5.	Head of Examiner Board	10 minutes
6.	Examination Result Determination Session	10 minutes
7.	Closing	10 minutes

- 3) Each examiner makes notes of the necessary improvements to the thesis manuscript on the sheet that has been provided to be given to students.
- 4) The board of examiners conducts a discussion forum

to determine the results of the exam. During the discussion forum, the students are informed to leave the exam room.

- 5) After the board of examiners gets the results students are called back into the exam room and the Chief Examiner conveys the results of the exam.
- 6) The head of the board of examiners closes the implementation of the thesis exam.

The examination results are: pass without revision, pass with revision, or fail. The time allocation given for students to revise their works is decided by the board of examiners and is 3 months, at most, after the thesis defense is administered. Following the administration of thesis defense, students are required to submit revision to refine the report in a duration decided by the board of examiners. Suggestions, objections, or comments from the board of examiners should be processed and compiled into Note of Thesis Revision Sheets, with one sheet for one board member, and the revision should be approved by the respective member. The sheets should be attached (separately or unbound) to the revised thesis script to be submitted to the academic affairs office of the Graduate School of UNY.

In case students have not obtained written approval for the revision from all members of the board during the given period (3 months at most), the examination result is canceled. Students must retake the thesis defense and will be responsible for the cost of the agenda.

The final result is a dissertation script which is free from errors and revision, unbound, and proposed to be approved by the board of examiners and the director of the Graduate School of UNY.

c. The Implementation of Dissertation Examination

A dissertation defense consists of 4 phases, namely eligibility test of the proposal, eligibility test of the results, initial result of

dissertation defense, and final dissertation defense. The eligibility tests of the dissertation aim at assessing the achievement of Level 9 KKNi competences. The initial dissertation defense is conducted in private to assess the ability of doctoral students to defend the results of their research. The final dissertation defense is open to the public and aims at publishing the results of the research in a broader scientific forum. Students are allowed to not take part in a final dissertation defense if they have published two articles in reputable international journals acknowledged by the the Ministry of Research and Higher Education.

The results of the eligibility tests are in the form of recommendation whether the dissertation is eligible and meet the requirements of Level 9 KKNi competences. The result categories, namely (1) eligible with minor revision, (2) eligible with major revision, and (3) not eligible. The draft is eligible with minor revision if there is no revision for the research substance needed. It is eligible with major revision if the revision is related to the research substance. It is not eligible if the dissertation does not meet the requirements of Level 9 KKNi competences. The time allocation for the revision is decided by the board of examiners at the time of the examination.

Before being examined, the dissertation is analyzed to assess: (1) the originality of the scientific work written in the dissertation, (2) the alignment between the formulation of the problem and the research questions, (3) the alignment between the research questions and the results of the research, and (4) the alignment between the formulation of the problem and the conclusion. The analysis is done by an internal reviewer from UNY and an external reviewer from outside UNY. A dissertation internal reviewer is a lecturer of the Graduate School of UNY who meets requirements as follows.

- 1) holding a doctoral degree (S3) and occupying an academic position of, at least, an assistant professor
- 2) having expertise relevant to the topic of the dissertation
- 3) giving a written statement of commitment to analyze the

dissertation in 2 weeks at most

An external interviewer from outside UNY who is also a prospective primary examiner of the dissertation must meet the requirements as follows.

- 1) holding a doctoral degree (S3), occupying an academic position of, at least, an associate professor, and having at least two scientific works published in indexed international journals acknowledged by the Directorate General of Higher Education
- 2) is a lecturer of the Graduate School of UNY or is from outside UNY having expertise relevant to the topic of the dissertation
- 3) giving a written statement of commitment to analyze the dissertation in 1 weekdays at most
- 4) giving a written statement of commitment to be the primary examiner for the student in the initial dissertation defense and in the final dissertation defense.

The dissertation proposal examination, the initial dissertation defense, and the final dissertation defense last for 120 minutes with rundown as shown in Table 3.

Table 3

Rundown of Dissertation Proposal Examination, Initial Dissertation Defense, and Final Dissertation Defense

No	Session	Time Allocation
1	Promotion and Eligibility Hearing	15 minutes
2	Presentation of the Dissertation Summary	20 minutes
3	Primary Examiner I	20 minutes
4	Promotor	10 minutes
5	Co-promotor	10 minutes

6	Secretary	10 minutes
7	Chief of the Board Examiners	10 minutes
8	Results and Closing	10 minutes

The results of the dissertation defense are pass without revision, pass with revision, and fail. The time allocation given to students who pass with revision is decided by the board of examiners and is 4 months at most.

Following the administration of dissertation defense, students are required to submit revision to refine the report in a duration decided by the board of examiners. Suggestions, objections, or comments from the board of examiners should be processed and compiled into Note of Dissertation Revision Sheets, with one sheet for one board member, and the revision should be approved by the respective member. The sheets should be attached (separately or unbound) to the revised thesis script to be submitted to the academic affairs office of the Graduate School of UNY.

Students are required to meet all members of the board of examiners to get approval for the revision. Students are given 4 months, at most, after the dissertation defense is administered. The duration for the revision is decided based on the load of revision required. In case students have not obtained written approval for the revision from all members of the board during the given period, the examination result is canceled. Students must retake the dissertation defense and will be responsible for the cost of the agenda.

The final result is a dissertation script which is free from errors and revision, unbound, and proposed to be approved by the board of examiners and the director of the Graduate School of UNY.

D. Assessment of TA

1. Scoring and Passing Criteria of TA

a. Diploma and Undergraduate Programs

Students are declared passing the final project examination if they

obtain a final average score of at least C (5.6 OR 56) from the board of examiners. The results of the examination can be categorized as follows.

- 1) pass without revision of TA
- 2) pass with revision of TA
- 3) fail, required to retake the examination with revision of TA
- 4) fail and required to make a new TA

b. Graduate Programs (S2)

Passing is decided based on the average score from the board of examiners. Students are declared passing the thesis defense if they obtain an average score of at least 2.75 or B. The results can be categorized into pass without revision, pass with revision, or fail. If students are declared failing the thesis defense, they should retake the defense after revising the thesis according to the suggestions and recommendations from the examiners.

c. Doctoral Programs (S3)

Passing is decided based on the average score from the board of examiners. Students are declared passing the thesis defense if they obtain an average score of at least 2.75 or B. The final result of the dissertation defense is converted into a score in letter B, B+, A-, or A. The results can be categorized into pass without revision, pass with revision, or fail. If students are declared failing the dissertation defense, they should retake the defense after revising the dissertation according to the suggestions and recommendations from the examiners.

2. Assessment Rubrics

The assessment of TA consists of an assessment of the document and an assessment of the oral examination with the following details.

a. Assessment Format of the Undergraduate Thesis Final Project (TAS)

No	Component	Weight (W)	Score (0-100) (S)	Weight x Score (W x S)
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A. Assessment of Document				
1	Choice and formulation of the problems	2		
2	Relevance of framework/theoretical review with hypotheses and/or problems of the research and novelty of references	3		
3	Appropriateness of the methodology (sampling technique, data collection, analysis, etc.)	3		
4	Depth of the discussion and logicity of the elaboration	3		
5	Language use and writing mechanics	1		
B. Assessment of Oral Examination				
1	Ability to express arguments logically and appropriately	2		
2	Appropriateness in answering questions	2		

3	Mastery of contents	2		
4	Manners and ethics	2		
Total		20		
Average Score				

Average score from each examiner is determined using the following formula.

$$N = \frac{\Sigma(W \times S)}{20}$$

Notes:

N = average score, W = weight, and S = score

b. Assessment Format of the Undergraduate Non-Thesis Final Project (TABS)

The assessment of TABS consists of an assessment of the document and an assessment of the oral examination with the following details.

No	Component	Weight (W)	Score (0-100) (S)	Weight x Score (W x S)
A. Assessment of Document				
1	Appropriateness of formulation of the problems and depth of the discussion	4		
2	Conclusion and significance of the	3		

	project			
3	Novelty and relevance of the references	3		
4	Language use and writing mechanics	2		
C. Assessment of Oral Examination				
1	Ability to express arguments	2		
2	Appropriateness in answering questions	2		
3	Mastery of contents	2		
4	Manners and ethics	2		
Total		20		
Average Score				

Average score from each examiner is determined using the following formula.

$$N = \frac{\Sigma(W \times S)}{20}$$

Notes:

N = average score, W = weight, and S = score

c. Assessment Format of the Graduate Thesis

The assessment of the graduate thesis consists of an assessment of the content and an assessment of the presentation with the following details.

No	Component	Weight (W)	Score (0-100) (S)	Weight x Score (W x S)
1	Structure and logic of thought in the thesis writing	2		
2	Depth and coverage of theories relevant to the thesis	3		
3	Theoretical arguments in constructing the conceptual framework	3		
4	Originality	2		
5	Methodology: techniques of data collection/validity/analysis	3		
6	Significance of research findings for the development of science and technology	2		
7	Clarity of oral presentation and argumentation	3		
8	Use of standard language	2		

Total	20		
Average Score			

Average score from each examiner is determined using the following formula.

$$N = \frac{\Sigma(W \times S)}{20}$$

Notes:

N = average score, W = weight, and S = score

d. Assessment Format of the Doctoral Dissertation

The assessment of the graduate doctoral dissertation consists of an assessment of the content and an assessment of the presentation with the following details.

No	Component	Weight (W)	Score (0-100) (S)	Weight x Score (W x S)
1	Structure and logic of thought in the thesis writing	2		
2	Depth and coverage of theories relevant to the thesis	3		
3	Theoretical arguments in constructing the conceptual framework	3		
4	Originality	2		
5	Methodology:	3		

	techniques of data collection/validity/analysis			
6	Significance of research findings for the development of science and technology	2		
7	Clarity of oral presentation and argumentation	3		
8	Use of standard language	2		
Total		20		
Average Score				

Average score from each examiner is determined using the following formula.

$$N = \frac{\Sigma(W \times S)}{20}$$

Notes:

N = average score, W = weight, and S = score

The maximum score from each examiner is 100 (for a final project, an undergraduate thesis, an undergraduate non-thesis final project), or 4 (for a thesis and a dissertation). The final score is the average score (in number) from all examiners which is later converted into a grade in letter according to the Academic Regulations of UNY as follows.

Table 4. Final Score and the Conversion

Final Score	Conversion
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Scale of 100	Letter	Weight
86-100	A	4.00
81-85	A-	3.67
76-80	B+	3.33
71-75	B	3.00
66-70	B-	2.67
61-65	C+	2.33
56-60	C	2.00
41-55	D	1.00
0-40	E	0.00

E. Administration Fulfillment

Students are responsible for copying the report of the final project, undergraduate thesis, thesis, or dissertation that has been enacted by the board of examiners and the director of the Graduate School with requirements as follows.

1. A report of the final project, undergraduate thesis, and undergraduate non-thesis final project is duplicated into 4 copies, accompanied by five CD copies. The five copies of the report and the CD are distributed as follows.
 - a. One copy of the report and the CD are for the student.
 - b. One copy of the report and the CD are for the records division of the Faculty's/Study Program's Library.
 - c. One copy of the report and the CD are for the supervisor.
 - d. One copy of the report and the CD are for the Library of Universitas Negeri Yogyakarta.
2. A thesis is duplicated into 5 copies at least, using a cover format as

shown in the Appendices, accompanied by five CD copies. The five copies of the report and the CD are distributed as follows.

- a. One copy of the report and the CD are for the student.
 - b. One copy of the report and the CD are for the institution that delegates the student.
 - c. One copy of the report and the CD are for the records division of the Graduate School's Library.
 - d. One copy of the report and the CD are for the supervisor.
 - e. One copy of the report and the CD are for the Library of Universitas Negeri Yogyakarta.
3. A dissertation is duplicated into 6 copies, bound using thick black cardboard as the cover with letters printed in gold, accompanied by seven CD copies. The example of the cover is shown in the Appendices. The six copies of the report and the CD are distributed as follows.
- a. One copy of the report and the CD are for the student.
 - b. One copy of the report and the CD are for the institution that delegates the student.
 - c. One copy of the report and the CD are for the records division of the Graduate School's Library.
 - d. Two copies of the report and the CD are for the primary supervisor and the assistant supervisor.
 - e. One copy of the report and the CD are for the Library of Universitas Negeri Yogyakarta.

CHAPTER 6

PUBLICATION

The result of TA must be published in a national journal for graduate students, and in an indexed international journal for doctoral students. The writing system of the journal article should follow the style of targeted journal. Meanwhile, for undergraduate students, the result of TA should be published, at least, in the e-journal of UNY in the form of an article with the following requirements.

A. Brief Guidelines for Journal Article Writing

1. An e-journal article is a scientific article published on the internet, it is published on a certain website. The author of the article is the student who writes their final project.
2. The length of the e-journal article is about 15 pages typed in single space in A4 paper size with two columns, 3 cm left- top margin, 2 cm right-bottom margin, font Times New Roman (TNR) 11
3. The title is in Bahasa Indonesia, typed in TNR-11 font, in bold, 14 words at most, justified. For the English version, the title is typed in TNR-11, in bold, justified.
4. The author's name is followed by the affiliation or institution, written in lowercase TNR-11 with correspondence address (especially email).
5. The abstract is constructed based on the whole article, written in one paragraph in two languages (Bahasa Indonesia and English). The length of the paragraph is about 150 words or 1 page at most. It is typed in single space using TNR-11, written in a narrative including the aims, method, and results of the research.
6. Keywords: one or more words or phrases that are important, specific, and representative of the article.
7. The article is written in standard Bahasa Indonesia or other languages based on the characteristics of related study program and includes: (1) title, (2) abstract, (3) introduction, (4) method, (5) results/findings and discussion, (6) conclusion and recommendations, (7) bibliography, and (8) author's biodata.
8. The bibliography is written in APA 4 style. It is written in single space or at least 12pt with one space between one reference and

another. Following are examples of how to write the references in the bibliography.

a. Books

Billet, S. (2011). *Vocational education: Purposes, traditions and prospects*. Griffith: Springer.

b. Books compiled by editors

Zamroni. (2011). Strategi dan model implementasi pendidikan karakter di sekolah. Dalam Darmiyati Zahudi (Ed.). *Pendidikan karakter dalam perspektif teori dan praktek*. Yogyakarta: UNY Press.

c. Translated books

Creswell, J.W. (2013). *Research Design. Pendekatan kualitatif, kuantitatif, dan mixed*. (Terjemahan Achmad Fawaid). Yogyakarta: Pustaka Pelajar.

d. Undergraduate theses/theses/dissertations

Meitasari, F. (2015). Pengaruh model collaborative learning terhadap motivasi dan prestasi belajar IPA siswa kelas V SD se-gugus MAkukuhan Kabupaten Magelang. *Tesis*, tidak dipublikasikan. Griffith: Universitas Negeri Yogyakarta.

e. Journals

Yagci, M. (2016). Effect of pre-service teacher information technologies (IT) teachers' thinking styles on their use of information and communication technology (ICT). *Educational Research and Reviews*, 11 (2), 48-58.

f. Compilations of research abstracts or proceedings

Pardjono. (2015). Peran pendidikan kejuruan dan vokasi menghadapi masyarakat ekonomi Asean. *Prosiding, Seminar Nasional Mechanical Fair yang diselenggarakan oleh Fakultas Teknik UNY, tanggal 12 September 2015*. Yogyakarta: Universitas Negeri Yogyakarta.

g. Internet sources

Rauner, F. (2008). *The professionalization of TVET teachers*.

B. Writing Mechanics and Systematics

1. Writing Mechanics

As a scientific article, an e-journal article is written in scientific language which can be characterized as objective, systematic, and logical. The e-journal article of UNY uses the following format.

2. Systematics

The e-journal article can be in the form of research results or review results. The writing systematics of the e-journal article is as follows.

a. Research Results

Title
Abstract
Background
Research Method
Finding and Discussion
Conclusion

b. Review Results

Title
Abstract
Background
Discussion
Conclusion/Recommendation

*accompanied by photographs of the works for art and engineering fields

The abstract is constructed based on the whole article, written in one paragraph in two languages (Bahasa Indonesia and English). The length of the paragraph is about 130-150 words.

The length of the article is approximately 15 pages A4. It is typed in 1 space, 2 columns, using Times New Roman (TNR) 11, and is written in standard Bahasa Indonesia. Further details about the format (including the number of columns, margins, and font) are regulated as in the provided template which can be downloaded from the site

<http://journal.student.uny.ac.id>.

C. Mechanism of Compiling and Uploading

The mechanism/procedure of compiling and uploading the e-journal article is as follows.

1. Students compose the e-journal article based on the requirements and under the supervision of the primary supervisor while following the template of the e-journal article.
2. Students ask for approval (signature) from the supervisor for the composed online article.
3. Students send the printout of the e-journal article that has been approved by the supervisor to the journal administrator, along with the soft copy to be published.
4. Students ask for the receipt of the e-journal article submission which will be used as a requirement for yudisium from the journal administrator.
5. The e-journal article will be reviewed by the editorial board of each study program to be compiled as e-journal.
6. The administrator/staff and the editorial board upload the e-journal to the provided website <http://journal.student.uny.ac.id> which has been compiled by the editorial board.
7. Students are required to include the supervisors as the second and the third authors.
8. If the article has been published in a journal apart from the e-journal of UNY, the article and the Letter of Acceptance must be submitted to the journal administrator of each study program to be verified.

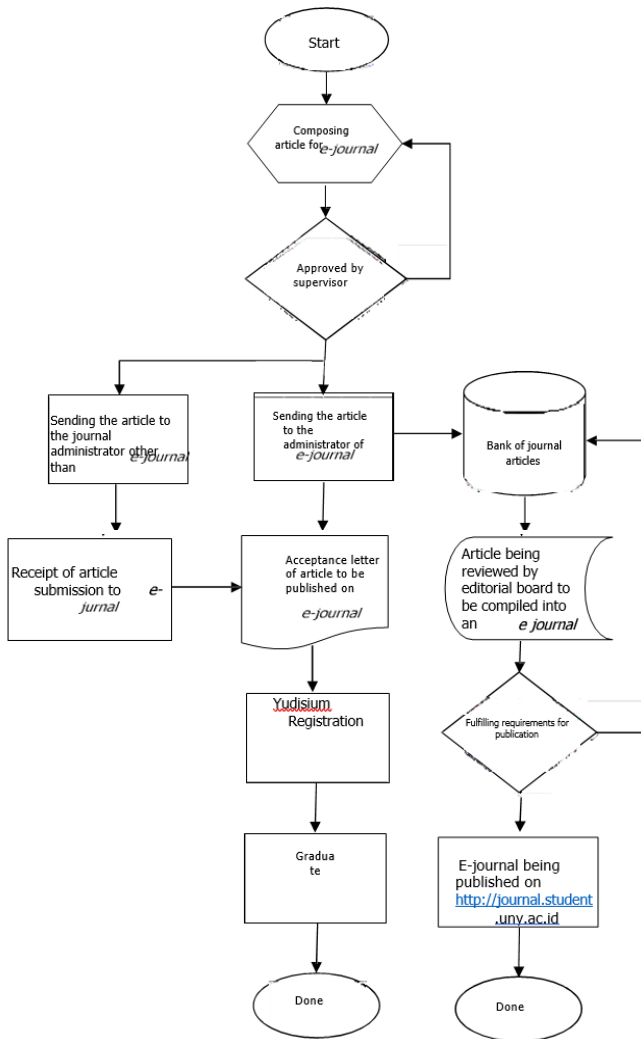
D. Publication of E-journal

The e-journal of each study program is published at least 3 times in a year with each edition containing at least 10 articles. The name of the e-journal is based on each study program, for example e-journal of Mechanical Engineering, e-journal of Guidance and Counseling, e-journal of Sport Sciences, and so on.

The board of editorial of the e-journal consists of:

1. Director : The head of the study program
2. Editor in Chief : One of the lecturers appointed by the the director
3. Editorial member : One of the lecturers decided by the the director
4. Staff/ technician : Administration officer of the study program
5. Reviewers : Experts appointed by the Editorial Board, listed in the last page of each edition (in acknowledgement heading)

FLOWCHART OF E-JOURNAL PUBLICATION



CHAPTER 7

ETHICS, VIOLATION, AND PENALTY

A. Ethics

Final projects composed by students are expected to have good quality from the perspectives of science, methodology, administration, and academic ethic standards for both the process and the products.

Some of the ethical considerations that should be fulfilled by students are as follows.

1. Academic integrity, reflected in:
 - a. the originality of the works which are composed by the students themselves, not a result of plagiarism in whole nor parts.
 - b. the clear citations of the references which are used as material review by adhering to the rules of Intellectual Properties (HaKI).
2. Openness, which means the willingness to accept criticism or suggestions for the improvement of the research results and review results.
3. Causing no coercion and harm for the subjects of the research.
4. Keeping confidentiality and safety of the subjects of the research, done by not publishing real names and identities of the subjects without their permissions.

B. Violation and Penalty

Some possible violations in conducting TA are:

- a. Administrative violations, can be in the form of:
 - 1) conducting TA not in accordance with the decided schedule
 - 2) violating or not fulfilling one or more points listed in the General Requirements and Specific requirements as well as other points about TA in this Final Project Guidelines.

Penalties for administrative violations can be in the form of:

- 1) written warning
 - 2) postponement of TA examination
 - 3) redoing TA
- b. Academic violations, can be in the form of:
 - 1) plagiarism

- 2) violations on Intellectual Properties
- 3) violations on research ethics

Penalties for academic violations can be in the form of:

- 4) cancellation of TA
- 5) academic skorsing
- 6) expulsion from UNY

The decision making and implementation of administrative, academic, and ethical penalties are done by the Head of the Department with approval from Vice Dean I or Assistant Director I of the Graduate School and acknowledgement from the Dean or the Director of the Graduate School. Crime and civil violations are handled by the Head of Study Program, the Head of Department and faculty leaders in collaboration with concerned institutions and authorities based on the applicable laws and regulations.

CHAPTER 8

CLOSING

This Final Project Guidelines is compiled to help students in composing their TA, either in the form of a final project, an undergraduate thesis, a non-thesis final project, a thesis, or a dissertation. This guideline is also intended to ease supervisors in assisting students who are composing their TA. The guideline can be used by the Board of Examiners to decide the examination results. For staff of the departments/study programs, this guideline can be used to determine the student graduation rate. With this guideline, it is expected that TA can be administered effectively both in terms of the process and the results.

APPENDICES

Appendix 1. Flowchart of the TA Implementation

THIS PART ORIGINALLY DISPLAYS AS A CHART

Bahasa Indonesia	English
1. Kegiatan	1. Activities
2. Mahasiswa	2. Students
3. Koordinator TA	3. Coordinator of TA
4. Kaprodi	4. Head of Study Program
5. Dosen Pembimbing	5. Supervisor
6. Dosen MPP	6. MPP Lecturer
7. Validator	7. Validator
8. Kajur/Sekjur	8. Head of Department/Secretary of Department
9. Dekan	9. Dean
10. Tim Penguji TA	10. Examiner Team of TA
11. Bagian Akademik Jurusan	11. Academic Affairs of the Department
12. Subbag Pendidikan Fakultas	12. Academic Affairs of the Faculty
13. Pra-proposal	13. Pre-proposal
14. Proposal	14. Proposal
15. Pelaksanaan TA	15. Implementation of TA
16. Ujian Akhir TAS	16. Undergraduate Thesis Defense
17. Daftar Mahasiswa yang Memenuhi Syarat TA	17. List of Students Eligible for TA
18. Seminar/Workshop Pra	18. Seminar/Workshop of Pre-Proposal
19. Kelayakan	19. Eligibility
20. Usulan Calon Dosen Pendamping	20. Proposal of Prospective Supervisor
21. Proposal TAS	21. Undergraduate Thesis Proposal
22. Instrumen Penelitian	22. Research Instrument
23. Pelaksanaan Penelitian	23. Implementation of Research
24. Naskah Laporan	24. Report Draft
25. Naskah Siap Ujian	25. Draft to be Examined
26. Berkas Persyaratan Ujian TA	26. Required Documents for TA Examination
27. Naskah TA Final	27. Final Draft of TA
28. E-journal	28. E-journal
29. KHS	29. Study Result Card/Study Report
30. Penentuan Dosen Pembimbing	30. Decision on Supervisor
31. Pemantauan/Penjadwalan Pembimbingan	31. Monitoring/Scheduling on Consultation
32. Persetujuan Validasi	32. Validity Approval
33. Persetujuan Ujian	33. Examination Approval
34. Kesediaan Dosen	34. Supervisor's Statement of Commitment
35. Proses Bimbingan	35. Consultation Process
36. Bimbingan Metodologi/Pemantapan Proposal	
37. Proses Validasi	
38. SK Dosen Pembimbing	

<p>39. Usul Tim Penguji 40. SK Tim Penguji TAS 41. Lulus 42. Administrasi Nilai 43. Nilai Masuk KHS 44. Lengkap</p>	<p>36. Consultation on Methodology/Finalization of Proposal 37. Validity Process 38. Decision Letter/Appointment Letter for Supervisor 39. Proposal of Examiner Team 40. Decision Letter/Appointment Letter for Thesis Examiner Team 41. Pass/Graduate 42. Grade Administration 43. Grade Input to Study Result Card/Study Report 44. Complete</p>
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Appendix 2. Pre-Proposal Submission Form

A. Structures of TA Pre-Proposal

Instructions:

Pre-proposal is written in 4 pages at most in A4 paper size, 1.5 space, Times New Roman 12/Arial 11 fonts with the following structure.

- TITLE OF TA (written in uppercase, center, and bold)

Name/Student number:

Contents:

- reflecting problems being researched and the type/design of the research
- maximum 20 words

- PROBLEMS

- Main problems & supporting data/facts
- Reasons in choosing the problems

Contents:

- elaborated in narrative focusing on the problems (maximum 4 paragraphs with 300 words)
- supported by data/facts related to the problems (newspapers, magazines, preliminary research results, journals, etc.)
- reasons are feasible

- RESEARCH METHODOLOGY

- Type/design of the research
- Subjects (classroom action research/qualitative research) or population & sample (quantitative research)
- Location of the research
- Settings of the research (classroom action research/qualitative research) or paradigm/relationship between variables of the research (quantitative research)

Appendix 3. Eligibility Assessment Form of TA Pre-proposal



MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION
YOGYAKARTA STATE UNIVERSITY
FACULTY OF/GRADUATE SCHOOL
..... STUDY PROGRAM
 Address: Campus of Karangmalang, Yogyakarta, 55281; Telp (0274).....

ELIGIBILITY ASSESSMENT FORM OF TA PRE-PROPOSAL

No	Scoring Component	Score (0-100)	Weight (%)	Score x Weight
1	Relevance			
2	Urgency of the research problems			
3	Research eligibility (depth of the problems, time, access, and cost)			
4	Originality and novelty of the research			
5	Significance for the scientific development of the study program			
6	Availability of resources or facilities needed to carry out the research			
	Total score			

Notes:

Conclusion (√)

- Eligible
- To be reviewed after revision
- Not eligible

Yogyakarta,
Reviewer

.....
Employee index no.

Appendix 4. Form of Request for TA Proposal Supervisor



**MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION
YOGYAKARTA STATE UNIVERSITY
FACULTY OF/GRADUATE SCHOOL
..... STUDY PROGRAM**

Address: Campus of Karangmalang, Yogyakarta, 55281; Telp (0274).....

LETTER OF REQUEST FOR TA PROPOSAL SUPERVISOR

No.

Based on the approval from the Head of the Study Program for the proposal of the TA

Pre-proposal of:

Name :

Student number :

Study program :

Title :

requesting Mr./Ms.:

Name :

Employee index number :

Position : Lecturer of study program

Faculty of/the Graduate School

to be the Supervisor of TA Proposal for the aforementioned student. Your willingness and cooperation are much appreciated.

Yogyakarta,

Head of Department,

Head of Study Program

.....
Employee index no.

.....
Employee index no.

Appendix 5. Form of Commitment as TA Proposal Supervisor



MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION
YOGYAKARTA STATE UNIVERSITY
FACULTY OF/GRADUATE SCHOOL
..... STUDY PROGRAM
Address: Campus of Karangmalang, Yogyakarta, 55281; Telp (0274).....

LETTER OF COMMITMENT AS TA PROPOSAL SUPERVISOR

The undersigned

Name :

Employee index number :

Position : Lecturer of study program

Faculty of/the Graduate School

hereby declare WILLINGNESS/UNWILLINGNESS*) as TA Proposal Supervisor for:

Name :

Student number :

Study program :

Title :

This statement of commitment has been made to be used as may deem necessary.

Yogyakarta,

Head of Department,

Lecturer,

.....
Employee index no.

.....
Employee index no.

*Cross out whichever does not apply

Appendix 6. Form of Contract on TA Proposal Completion



**MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION
YOGYAKARTA STATE UNIVERSITY
FACULTY OF/GRADUATE SCHOOL
..... STUDY PROGRAM**

Address: Campus of Karangmalang, Yogyakarta, 55281; Telp (0274).....

CONTRACT ON TA PROPOSAL COMPLETION

The undersigned

Name :

Student number :

Study program :

Title of the TA :

hereby declare WILLINGNESS/UNWILLINGNESS*) to complete the TA Proposal within 16 (sixteen) weeks period from to under the supervision of:

Name :

Employee index number :

Position : Lecturer of study program
Faculty of

If I cannot complete the proposal within the agreed time, I will accept the consequences given by the supervisor.

This statement of commitment has been made to be used as may deem necessary.

Yogyakarta,

Supervisor,

Student,

.....
Employee index no.

.....
Student no.

*Cross out whichever does not apply

Appendix 7. Form of TA Proposal Consultation



MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION
YOGYAKARTA STATE UNIVERSITY
FACULTY OF/GRADUATE SCHOOL
..... STUDY PROGRAM

Address: Campus of Karangmalang, Yogyakarta, 55281; Telp (0274).....

FORM OF TA PROPOSAL CONSULTATION

Student name :

Supervisor :

Student number :

Study program :

Title of the TA :

No	Day/Date of Consultation	Topics of Consultation	Results/Suggestion from the Consultation	Supervisor's Signature

Yogyakarta,

Head of Study Program,

Student,

.....
Employee index no.

.....
Student no.

Appendix 8. Format of TA Proposal Composition

FORMAT OF TA PROPOSAL

1. TA Proposal is proposed and written based on the appropriate structure and research method/approach.
2. TA proposal consists of 3 (three) chapters, namely Chapter I, Chapter II, and Chapter III which are composed completely according to writing mechanics in this Guidelines.
3. Complete TA Proposal draft contains:
 - Title page
 - Approval sheet
 - Table of contents
 - Chapter I - Introduction
 - Chapter II - Literature Review
 - Chapter III - Research Method
 - References
 - Appendices

Appendix 9. Form of Request for TA Supervisor



MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION
YOGYAKARTA STATE UNIVERSITY
FACULTY OF/GRADUATE SCHOOL
..... STUDY PROGRAM

Address: Campus of Karangmalang, Yogyakarta, 55281; Telp (0274).....

LETTER OF REQUEST FOR TA SUPERVISOR

No.

Based on the approval from the TA Coordinator for the proposal of the TA of:

Name :
Student number :
Study program :
Title :

requesting Mr./Ms.:

Name :
Employee index number :
Position : Lecturer of study program
Faculty of

to be the TA Supervisor for the aforementioned student. Your willingness and cooperation are much appreciated.

Yogyakarta,

Head of Department,

Head of Study Program

.....
Employee index no.

.....
Employee index no.

Appendix 10. Form of Commitment as TA Supervisor



MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION
YOGYAKARTA STATE UNIVERSITY
FACULTY OF/GRADUATE SCHOOL
..... STUDY PROGRAM

Address: Campus of Karangmalang, Yogyakarta, 55281; Telp (0274).....

LETTER OF COMMITMENT AS TA SUPERVISOR

The undersigned

Name :

Employee index number :

Position : Lecturer of study program

Faculty of

hereby declare WILLINGNESS/UNWILLINGNESS*) as TA Supervisor for:

Name :

Student number :

Study program :

Title :

This statement of commitment has been made to be used as may deem necessary.

Yogyakarta,

Head of Department,

Lecturer,

.....
Employee index no.

.....
Employee index no.

*Cross out whichever does not apply

Appendix 11. Form of Contract on TA Completion



MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION
YOGYAKARTA STATE UNIVERSITY
FACULTY OF/GRADUATE SCHOOL
..... STUDY PROGRAM

Address: Campus of Karangmalang, Yogyakarta, 55281; Telp (0274).....

CONTRACT ON TA COMPLETION

The undersigned

Name :

Student number :

Study program :

Title of the TA :

hereby declare WILLINGNESS/UNWILLINGNESS*) to complete the TA within 16 (sixteen) weeks period from to under the supervision of:

Name :

Employee index number :

Position : Lecturer of study program
Faculty of

If I cannot complete the proposal within the agreed time, I will accept the consequences given by the supervisor.

This statement of commitment has been made to be used as may deem necessary.

Yogyakarta,

Supervisor,

Student,

.....
Employee index no.

.....
Student no.

*Cross out whichever does not apply

Appendix 12. Form of TA Consultation



MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION
YOGYAKARTA STATE UNIVERSITY
FACULTY OF/GRADUATE SCHOOL
..... STUDY PROGRAM

Address: Campus of Karangmalang, Yogyakarta, 55281; Telp (0274).....

FORM OF TA CONSULTATION

Student name :

Supervisor :

Student number :

Study program :

Title of the TA :

No	Day/Date of Consultation	Topics of Consultation	Results/Suggestion from the Consultation	Supervisor's Signature

Yogyakarta,

Head of Study Program,

Student,

.....
Employee index no.

.....
Student no.

Appendix 13. Format of TA Report

FORM OF TA CONSULTATION

A. Initial pages

1. Outer cover page
2. Blank page
3. Inner cover page
4. Abstract (in Bahasa Indonesia)
5. Abstract (in English)
6. Statement of originality
7. Approval sheet
8. Ratification sheet
9. Acknowledgement
10. Preface
11. Table of contents
12. List of tables
13. List of figures
14. List of appendices

B. Content pages

FINAL PROJECT (DIPLOMA)	UNDERGRADUATE THESIS, THESIS, AND DISSERTATION*
CHAPTER I. INTRODUCTION A. Background of the problems B. Identification of the problems C. Delimitation of the problems D. Formulation of the problems E. Goals F. Significance G. Originality of the ideas	CHAPTER I. INTRODUCTION A. Background of the problems B. Identification of the problems C. Delimitation of the problems D. Formulation of the problems E. Research goals F. Significance of the research
CHAPTER II. PROBLEM SOLVING APPROACH	CHAPTER II. LITERATURE REVIEW A. Theoretical review B. Review of relevant studies

<p>A.</p> <p>B. (contain theories and findings that can be references in developing the concept to solve the problems that become the focus of the research/development)</p> <p>CHAPTER III. CONCEPT OF THE DESIGN/PRODUCT/SERVICE/EVALUATION/ASSESSMENT</p> <p>Contain analysis of needs, implementations, procedures, and tools used to design/produce/serve/evaluate/assess.</p> <p>CHAPTER IV. PROCESS, RESULTS, AND DISCUSSION</p> <p>A. Process B. Results C. Discussion</p> <p>CHAPTER V. CONCLUSION AND RECOMMENDATION</p> <p>A. Conclusion B. Recommendation</p>	<p>C. Conceptual framework D. Hypotheses/research questions</p> <p>CHAPTER III. RESEARCH METHOD</p> <p>A. Type of the research B. Location and time of the research C. Population and sample of the research D. Operational definitions of the variables E. Data collection techniques and instruments F. Validity and reliability of the instruments G. Data analysis techniques</p> <p>CHAPTER IV. RESULTS AND DISCUSSION</p> <p>A. Description of results B. Discussion C. Limitation of the research</p> <p>CHAPTER V. CONCLUSION AND RECOMMENDATION</p> <p>A. Conclusion B. Implication C. Recommendation</p>
NON-THESIS FINAL PROJECT	ARTWORK FINAL PROJECT
<p>CHAPTER I. INTRODUCTION</p> <p>A. Background of the problems B. Identification of the problems</p>	<p>CHAPTER I. INTRODUCTION</p> <p>A. Background of the problems B. Identification of the problems</p>

<ul style="list-style-type: none"> C. Delimitation of the problems D. Formulation of the problems E. Goals of the study F. Significance of the study <p>CHAPTER II. LITERATURE REVIEW</p> <ul style="list-style-type: none"> A. Theoretical basis B. Questions of the study <p>CHAPTER III. RESEARCH METHOD</p> <ul style="list-style-type: none"> A. Type of the study B. Subjects of the study C. Data collection techniques D. Data analysis techniques <p>CHAPTER IV. RESULTS AND DISCUSSION</p> <ul style="list-style-type: none"> A. Results of the study B. Discussion C. Limitation of the study <p>CHAPTER V. CONCLUSION AND RECOMMENDATION</p> <ul style="list-style-type: none"> A. Conclusion B. Implication C. Recommendation 	<ul style="list-style-type: none"> C. Delimitation of the problems D. Formulation of the problems E. Goals of the study F. Significance of the study <p>CHAPTER II. REVIEW OF RESOURCES</p> <p>This chapter contains a review of resources relevant to the topic of the study or the creation of the artwork. Theories and method of study/creation are elaborated in this part.</p> <p>CHAPTER IV. RESULTS OF THE STUDY/CREATION AND DISCUSSION</p> <ul style="list-style-type: none"> A. Results of the study/creation B. Discussion <p>CHAPTER V. CONCLUSION AND RECOMMENDATION</p> <ul style="list-style-type: none"> A. Conclusion B. Recommendation
--	--

C. Closing pages

1. References
2. Appendices

**CONTENT FORMAT OF UNDERGRADUATE THESIS, THESIS, AND DISSERTATION BASED ON
THE RESEARCH METHOD USED**

QUALITATIVE RESEARCH	RESEARCH AND DEVELOPMENT
<p>CHAPTER I. INTRODUCTION</p> <p>A. Background of the problems</p> <p>B. Identification of the problems</p> <p>C. Focus of the problems</p> <p>D. Formulation of the problems</p> <p>E. Research goals</p> <p>F. Significance of the research</p> <p>CHAPTER II. LITERATURE BASIS</p> <p>A. Literature review</p> <p>B. Review of relevant studies</p> <p>C. Research questions</p> <p>CHAPTER III. RESEARCH METHOD</p> <p>A. Research approach</p> <p>B. Research settings</p> <p>C. Sources of data</p> <p>D. Data collection techniques and instruments</p> <p>E. Data validity</p> <p>F. Data analysis</p> <p>CHAPTER IV. FINDINGS AND DISCUSSION</p> <p>A. Description of findings</p> <p>B. Discussion</p> <p>C. Limitation of the research</p>	<p>PART ONE</p> <p>contains analytical review of the development with the following format.</p> <p>CHAPTER I. INTRODUCTION</p> <p>A. Background of the problems</p> <p>B. Identification of the problems</p> <p>C. Delimitation of the problems</p> <p>D. Formulation of the problems</p> <p>E. Goals of the research and development</p> <p>F. Significance of the research and development</p> <p>G. Assumption of the research and development</p> <p>H. Specifications of the product to be developed</p> <p>CHAPTER II. LITERATURE REVIEW</p> <p>A. Theoretical review</p> <p>B. Review of relevant studies</p> <p>C. Conceptual framework</p> <p>D. Research questions</p> <p>CHAPTER III. RESEARCH METHOD</p> <p>A. Development model</p> <p>B. Development procedure</p>

<p>CHAPTER V. CONCLUSION AND RECOMMENDATION</p> <p>A. Conclusion</p> <p>B. Implication</p> <p>C. Recommendation</p>	<p>C. Product trial design</p> <ol style="list-style-type: none"> 1. Design of trial 2. Subject of trial 3. Data collection techniques and instruments 4. Data analysis techniques <p>CHAPTER IV. RESULTS OF RESEARCH AND DEVELOPMENT</p> <p>A. Product prototype</p> <p>B. Results of product trial</p> <p>C. Product revision</p> <p>D. Review of final product</p> <p>E. Limitation of the research</p> <p>CHAPTER V. CONCLUSION AND RECOMMENDATION</p> <p>A. Conclusion about the product</p> <p>B. Recommendation for product implementation</p> <p>C. Dissemination and further product development</p> <p>PART TWO</p> <p>contains the product of the research and development as specified in part one. This part is usually in the form of the product (model or media) and the implementation tools. Part one and part two are compiled separately.</p>
DOCUMENT ANALYSIS	QUANTITATIVE RESEARCH
CHAPTER I. INTRODUCTION	CHAPTER I. INTRODUCTION

<ul style="list-style-type: none"> A. Background of the problems B. Identification of the problems C. Focus of the problems D. Formulation of the problems E. Goals of the study F. Significance of the study G. Definition of terms (if necessary) <p>CHAPTER II. LITERATURE REVIEW</p> <ul style="list-style-type: none"> A. Theoretical review B. Review of relevant studies C. Conceptual framework D. Research questions <p>CHAPTER III. RESEARCH METHOD</p> <ul style="list-style-type: none"> A. Type of the research B. Settings of the research C. Sources of data D. Data collection techniques E. Document validity F. Data analysis techniques <p>CHAPTER IV. RESULTS AND DISCUSSION</p> <ul style="list-style-type: none"> A. Description and data analysis B. Discussion C. Limitation of the research <p>CHAPTER V. CONCLUSION AND RECOMMENDATION</p> <ul style="list-style-type: none"> A. Conclusion B. Implication C. Recommendation 	<ul style="list-style-type: none"> A. Background of the problems B. Identification of the problems C. Delimitation of the problems D. Formulation of the problems E. Goals of the study F. Significance of the study <p>CHAPTER II. LITERATURE REVIEW</p> <ul style="list-style-type: none"> A. Theoretical review B. Review of relevant studies C. Conceptual framework D. Hypotheses/research questions <p>CHAPTER III. RESEARCH METHOD</p> <ul style="list-style-type: none"> A. Type of the research B. Location and time of the research C. Population and sample of the research D. Operational definitions of the variables E. Data collection techniques and instruments F. Validity and reliability of the instruments G. Data analysis techniques <p>CHAPTER IV. RESULTS AND DISCUSSION</p> <ul style="list-style-type: none"> A. Description of results B. Hypothesis testing results/answers of research questions C. Discussion
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	<p>D. Limitation of the research</p> <p>CHAPTER V. CONCLUSION AND RECOMMENDATION</p> <p>A. Conclusion</p> <p>B. Implication</p> <p>C. Recommendation</p>
MIXED-METHOD RESEARCH	CLASSROOM ACTION RESEARCH
<p>CHAPTER I. INTRODUCTION</p> <p>A. Background of the problems</p> <p>B. Identification of the problems</p> <p>C. Delimitation of the problems and/or focus of the research</p> <p>D. Formulation of the problems</p> <p>E. Research goals</p> <p>F. Significance of the research</p> <p>CHAPTER II. LITERATURE REVIEW</p> <p>A. Theoretical review</p> <p>B. Review of relevant studies</p> <p>C. Conceptual framework</p> <p>D. Hypotheses/research questions</p> <p>CHAPTER III. RESEARCH METHOD</p> <p>A. Type of the research</p> <p>B. Settings of the research</p> <p>C. Population, sample, or subject of the research</p> <p>D. Operational definitions of the variables</p>	<p>CHAPTER I. INTRODUCTION</p> <p>A. Background of the problems</p> <p>B. Identification of problems in the classroom</p> <p>C. Focus of the problems</p> <p>D. Formulation of the problems</p> <p>E. Research goals</p> <p>F. Significance of the research</p> <p>CHAPTER II. LITERATURE BASIS</p> <p>A. Literature review</p> <p>B. Review of relevant studies</p> <p>C. Conceptual framework (problem solving design)</p> <p>D. Research questions</p> <p>CHAPTER III. RESEARCH METHOD</p> <p>A. Action research design</p> <p>B. Time of the research</p> <p>C. Description of the research setting</p> <p>D. Subjects of the research and their</p>

<p>E. Data collection techniques</p> <p>F. Research instruments</p> <p>G. Validity and reliability of the instruments</p> <p>H. Data analysis techniques</p> <p>CHAPTER IV. RESULTS AND DISCUSSION</p> <p>A. Description of results</p> <p>B. Findings of the qualitative research and/or results of the quantitative research</p> <p>C. Discussion</p> <p>D. Limitation of the research</p> <p>CHAPTER V. CONCLUSION AND RECOMMENDATION</p> <p>A. Conclusion</p> <p>B. Implication</p> <p>C. Recommendation</p>	<p>characteristics</p> <p>E. Action scenario</p> <p>F. Data collection techniques and instruments</p> <p>G. Success criteria of the action</p> <p>H. Data analysis techniques</p> <p>CHAPTER IV. RESULTS AND DISCUSSION</p> <p>A. Results</p> <p>B. Discussion</p> <p>C. Findings of the research</p> <p>D. Limitation of the research</p> <p>CHAPTER V. CONCLUSION AND RECOMMENDATION</p> <p>A. Conclusion</p> <p>B. Implication</p> <p>C. Recommendation</p>
<p>INSTITUTIONAL ACTION RESEARCH</p>	<p>RESEARCH AND EVALUATION</p>
<p>CHAPTER I. INTRODUCTION</p> <p>A. Background of the problems</p> <p>B. Identification of problems in the institution</p> <p>C. Focus of the problems</p> <p>D. Formulation of the problems</p> <p>E. Research goals</p> <p>F. Significance of the research</p> <p>CHAPTER II. LITERATURE BASIS</p>	<p>CHAPTER I. INTRODUCTION</p> <p>A. Background of the problems</p> <p>B. Program description</p> <p>C. Delimitation and formulation of the problems</p> <p>D. Formulation of the problems</p> <p>E. Goals of the evaluation</p> <p>G. Significance of the evaluation</p> <p>CHAPTER II. LITERATURE BASIS</p>

<ul style="list-style-type: none"> A. Theoretical review B. Review of relevant studies C. Problem solving design E. Research questions 	<ul style="list-style-type: none"> A. Literature review B. Review of relevant studies/evaluations C. Conceptual framework D. Hypotheses and/or research questions
<p>CHAPTER III. RESEARCH METHOD</p> <ul style="list-style-type: none"> A. Action research design B. Time of the research C. Description of the research setting D. Objects of the research and their characteristics E. Action scenario F. Data collection techniques and instruments G. Success criteria of the action H. Data analysis techniques 	<p>CHAPTER III. EVALUATION METHOD</p> <ul style="list-style-type: none"> A. Type of evaluation (program evaluation, policy evaluation, or others) B. Evaluation model used (CIPP, Stake, Kirkpatrick, IBM, or others) C. Place and time of the evaluation D. Objects of the evaluation E. Data collection techniques and instruments F. Validity and reliability of the data G. Data analysis H. Success criteria
<p>CHAPTER IV. RESULTS AND DISCUSSION</p> <ul style="list-style-type: none"> A. Results B. Discussion C. Findings of the research D. Limitation of the research 	<p>CHAPTER IV. RESULTS AND DISCUSSION</p> <ul style="list-style-type: none"> A. Data description B. Results of analysis C. Discussion D. Limitation of the research
<p>CHAPTER V. CONCLUSION AND RECOMMENDATION</p> <ul style="list-style-type: none"> A. Conclusion B. Implication C. Recommendation for the policy 	<p>CHAPTER V. CONCLUSION AND RECOMMENDATION</p> <ul style="list-style-type: none"> A. Conclusion B. Implication C. Recommendation

Appendix 14. Application Form for Validation of TA Research Instrument

Subject : Application for Validation of TA Research Instrument

Attachment : 1 bundle

To honorable

Mr./Mrs.....

Lecturer of study program.....

at the Faculty of/the Graduate School.....

With regards to the implementation of TA, the undersigned

Name :

Student number :

Study program :

Title of the TA :

sincerely requests you to validate the research instrument for the TA. Please find enclosed: (1) TA proposal, (2) content outline of the TA research instrument, and (3) draft of the TA research instrument for your consideration.

Thus I convey the request. Your assistance and kind attention are much appreciated.

Yogyakarta,

Applicant,

.....

Student no.

Head of study program.....

Supervisor,

.....
Employee index no.

.....
Employee index no.

STATEMENT OF VALIDATION

FOR TA RESEARCH INSTRUMENT

The undersigned

Name :

Employee index number :

Study program :

hereby state that the TA research instrument of the following student

Name :

Student number :

Study program :

Title of TA :

after being reviewed, it can be declared that the TA research instrument:

- Eligible to be used for the research
- Eligible to be used after revision
- Not eligible to be used for the research

with notes and suggestions/revisions as enclosed.

This statement has been made to be used as may deem necessary.

Yogyakarta,

Validator,

.....

Employee index no.

Note:

- Tick as necessary ✓

RESULTS OF VALIDATION

FOR TA RESEARCH INSTRUMENT

Name :

Employee index number :

Study program :

No.	Variable	Suggestion/Response
	General comments/others:	

Yogyakarta,
Validator,

.....
Employee index no.

Appendix 15. Form of Application for TA Examination

APPLICATION FOR TA EXAMINATION

The undersigned

Name :
Student number :
Study program :
Title of the TA :

hereby submit an application for TA examination. Enclosed are required documents including:

- a. Photocopy of registration card and Student Identification Card (KTM)
- b. Ongoing Study Plan Card (KRS)
- c. TA Consultation Logbook containing records of consultation
- d. Certificate of Free Theory
- e. TA scripts that has been approved by the supervisor as many as copies
- f. Result of ProTEFL
- g. E-journal article/acceptance letter or evidence of the article publication

Thus I convey the application. The approval is highly appreciated.

Yogyakarta,
Student,

.....
Student no.

Appendix 16. Example of TA format

**CORRELATION BETWEEN CAREER CONSULTATION, VOCATIONAL KNOWLEDGE, AND
ENTREPRENEURSHIP WITH THE READINESS TO WORK OF GRADE XII MECHANICAL
ENGINEERING STUDENTS AT STATE VOCATIONAL SCHOOLS IN SLEMAN**

UNDERGRADUATE THESIS

Presented as a Partial Fulfillment of the Requirements for the Attainment of *Sarjana*
Pendidikan Degree



(Use colored UNY's logo)

By

Putra Wibisana

Student no. 11503241009

MECHANICAL ENGINEERING EDUCATION STUDY PROGRAM

FACULTY OF ENGINEERING

YOGYAKARTA STATE UNIVERSITY

2015

APPROVAL SHEET

Undergraduate Thesis Entitled

**CORRELATION BETWEEN CAREER CONSULTATION, VOCATIONAL KNOWLEDGE, AND
ENTREPRENEURSHIP WITH THE READINESS TO WORK OF GRADE XII MECHANICAL ENGINEERING
STUDENTS AT STATE VOCATIONAL SCHOOLS IN SLEMAN**

Written by:

Putra Wibisana

Student no. 11503241009

has met the requirements and is approved by the Supervisor
to be examined.

Yogyakarta,

Acknowledged by
Head of Study Program,

Approved by
Supervisor,

.....
Employee index no.

.....
Student no.

Example of Statement of Originality

STATEMENT OF ORIGINALITY

The undersigned

Name : Putra Wibisana
Student number : 11503241009
Study program : Mechanical Engineering Education
Title of TA : Correlation between Career Consultation, Vocational Knowledge, and Entrepreneurship with The Readiness To Work Of Grade XII Mechanical Engineering Students at State Vocational Schools in Sleman

hereby declare that this undergraduate thesis is truly my own work*). To my knowledge, there is no work or opinion written or published by other authors apart from the ones used as references cited according to common rules in scientific writing.

Yogyakarta,.....

.....

Student no.

*If the TA is composed under the theme of a lecturer's umbrella research, add the following statement.

.... under the theme of umbrella research of (mention the full name of the lecturer),
Department of Faculty of Year

RATIFICATION SHEET

Undergraduate Thesis Entitled

**CORRELATION BETWEEN CAREER CONSULTATION, VOCATIONAL KNOWLEDGE, AND
ENTREPRENEURSHIP WITH THE READINESS TO WORK OF GRADE XII MECHANICAL ENGINEERING
STUDENTS AT STATE VOCATIONAL SCHOOLS IN SLEMAN**

Written by:

Putra Wibisana

Student no. 11503241009

has been defended in front of the Board of Examiners of the Mechanical Engineering Study Program,
Faculty of Engineering, State Yogyakarta University
on June, 19th 2015.

Name/Position	Signature	Date
.....
Chief of the Board/Supervisor		
.....
Secretary		
.....
Examiner		

Yogyakarta, July 15th 2015

Faculty of Engineering, Yogyakarta State University

Dean,

Dr. Moch Bruri Triyono

Employee index no. 19560216 198603 1 003

Example of Abstract

**CORRELATION BETWEEN CAREER CONSULTATION, VOCATIONAL KNOWLEDGE, AND
ENTREPRENEURSHIP WITH READINESS TO WORK OF GRADE XII MECHANICAL ENGINEERING
STUDENTS AT STATE VOCATIONAL SCHOOLS IN SLEMAN**

by:

Putra Wibisana

Student no. 11503241009

ABSTRACT

The aims of this research is to: (1) get an overview of the variables such as career consultation, vocational knowledge, entrepreneurship, and readiness to work of grade XII mechanical engineering students at state vocational schools in Sleman; (2) identify the correlation between career consultation and readiness to work; (3) identify the correlation between vocational knowledge and readiness to work; (4) identify the correlation between entrepreneurship and readiness to work; (5) identify the correlation between career consultation, vocational knowledge, and entrepreneurship with readiness to work.

This research is a correlational study with an ex-post facto method. The population of the research is 150 grade XII mechanical engineering students at state vocational schools in Sleman. The sample size of the research is 108, decided using Krejcie and Morgan's formula. Then, the sample for each class was decided using proportional random sampling technique. Data were obtained from questionnaires and interviews. The data analysis was conducted using descriptive analysis and regression.

The results of the research showed that: (1) career consultation level of most students (81.1%) can be categorized as high, vocational knowledge level of most students (61.1%) can be categorized as adequate, entrepreneurship level of most students (74.4%) can be categorized as adequate, and readiness to work level of most students (72.5%) can be categorized as adequate; (2) there is a positive correlation between career consultation and readiness to work ($r: 0.615$, $p: 0.00$); (3) there is a positive correlation between vocational knowledge and readiness to work ($r: 0.602$, $p: 0.00$); (4) there is a positive correlation between entrepreneurship and readiness to work ($r: 0.705$, $p: 0.00$); and there is a collective significant and positive correlation between

career consultation, vocational knowledge, and entrepreneurship with readiness to work (R: 0.790, p: 0.00). The variables of career consultation, vocational knowledge, and entrepreneurship contribute 62.4% to students' readiness to work.

Keywords: career consultation, vocational knowledge, entrepreneurship, and readiness to work

Example of Preface

PREFACE

Praise be to Allah SWT/God Almighty*) for all blessings and mercy, this undergraduate thesis as a partial fulfillment of the requirements for the attainment of *Sarjana Pendidikan* Degree entitled “Correlation between Career Consultation, Vocational Knowledge, and Entrepreneurship with Readiness to Work of Grade XII Mechanical Engineering Students at State Vocational Schools in Sleman” can be written as expected. This undergraduate thesis can be finished with the help and cooperations from many parties. With regards to that, the author would like to express gratitude to the honorable:

1. (Supervisor’s name) as the Supervisor of the TA who has given spirit, encouragement, and guidance during the completion of this TA.
2. (Validator’s name) as the Validator of the TA research instrument who has given suggestions/recommendations for improvement so that this TA can be carried out according to the aims.
3. (Board of Examiners’ names) as the Chief of Examiner, Secretary, and Examiner who has given corrections comprehensively for this TA.
4. (Head of Department’s name and Head of Study Program’s name) as the Head of Department..... and the Head of Study Program..... as well as all lecturers and staff who have given assistance and facilities from the pre-proposal composing process until the completion of this TA.
5. (Dean’s name) as the Dean of the Faculty of the who has given approval to the implementation of this TA.
6. (Headmaster’s name) as the Headmaster of SMK Negeri who has given permission and assistance for the research implementation of this TA.
7. Teachers and staff of SMK Negeri who have given assistance in the data collection process during the research for the TA.
8. All parties, who directly or indirectly, whose name cannot be mentioned here, have given assistance and attention during the completion of this TA.

Finally, hopefully all the helps who have been given by all parties can be their beneficial good deeds and the favor will be returned by Allah SWT/God Almighty*) and this TA can be useful information for readers and other parties who might need it.

Yogyakarta, July 21st 2015

Author

Putra Wibisana

Student no. 11503241009

*) can be adjusted according to the author's religion

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