FINAL ASSIGNMENT GUIDELINESS

EDITION II



SURABAYA STATE UNIVERSITY

2024

RECTOR'S REGULATION

REGULATION OF THE RECTOR OF THE STATE UNIVERSITY OF SURABAYA

NUMBER 15 OF 2023

ABOUT

CURRICULUM OF SURABAYA STATE UNIVERSITY

BY THE GRACE OF GOD ALMIGHTY

RECTOR OF SURABAYA STATE UNIVERSITY,

Considering :

a. that to implement the provisions of Article 15 of Government Regulation Number 37 of 2022 concerning State Universities Legal Entities of the State University of Surabaya;
b. that based on the considerations as referred to in letter a, it is necessary to stipulate the Regulation of the Rector of the State University of Surabaya concerning the Curriculum of the State University of Surabaya;

Having regard to :

1. Law No. 12 of 2012 concerning Higher Education (Statute Book of the Republic of Indonesia No. 158 of 2012, Supplement to Statute Book of the Republic of Indonesia No. 5336);
2. Government Regulation No. 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education (State Book of the Republic of Indonesia No. 16 of 2014, Supplement to Statute Book of the Republic of Indonesia No. 5500);

3. Government Regulation Number 37 of 2022 concerning State Universities Legal Entities of the State University of Surabaya (Statute Book of the Republic of Indonesia Number 198 of 2022, Supplement to Statute Book of the Republic of Indonesia Number 6826);
4. Regulation of the Minister of Education and Culture Number 3 of 2020 concerning National Standards for Higher Education (State Gazette of the Republic of Indonesia Number 47 of 2020);
5. Decree of the Board of Trustees Noor 001/SK/MWA/KP/2022 concerning the Appointment of the Rector of the State University of Surabaya for the Period of 2022-2027;
6. Rector's Regulation Number 55 of 2022 concerning Curriculum Development and Curriculum Evaluation of the State University of Surabaya;

DECIDE

Decree : REGULATION OF THE RECTOR OF THE STATE UNIVERSITY OF SURABAYA CONCERNING THE CURRICULUM OF THE STATE UNIVERSITY OF SURABAYA

CHAPTER I

GENERAL CONDITIONS

Article 1

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

1. Surabaya State University, hereinafter referred to as UNESA is a state university of legal entities.
2. The Rector is the leader of UNESA who organizes and manages UNESA.
3. The Indonesian National Qualifications Framework, hereinafter referred to as KKNI, is a competency qualification level framework that can juxtapose, equalize, and integrate between

the field of education and the field of job training and work experience in order to provide recognition of work competencies in accordance with the work structure in various sectors.

4. Standards are basic criteria that must be met in the preparation of all components of the Curriculum.
5. The curriculum is a set of plans and arrangements regarding the objectives, content, and subject matter as well as the methods used as guidelines for the implementation of learning activities at UNESA to achieve the goals of Higher Education.
6. Curriculum Development is the process of planning and preparing the Curriculum by the study program.
7. Curriculum Implementation is the implementation of learning by optimizing the role of lecturers as facilitators, by applying the principles of interactive, holistic, integrative, scientific, contextual, thematic, effective, and student-centered learning.
8. Curriculum Evaluation is a data and information collection activity to assess the efficiency and effectiveness of the curriculum which includes curriculum documents, curriculum implementation, curriculum outcomes and impacts, as the basis for policy implementation.
9. Learning Outcomes, hereinafter referred to as CP, are abilities obtained through the internalization of knowledge, attitudes, skills, competencies, and the accumulation of work experience.

CHAPTER II
PRINCIPLES AND OBJECTIVES OF CURRICULUM DEVELOPMENT
Part One
Article 2

The principles of curriculum development consist of:

a. relevance;
b. continuity;
c. effectiveness;

d. efficiency and
e. flexibility.

Part Two
Objectives of Curriculum Development
Article 3

The purpose of curriculum development is to meet quality standards, community needs, and the development of science and technology, as well as be future-oriented.

CHAPTER III
CURRICULUM DEVELOPMENT DIRECTION AND POLICY
Part One
Direction of Curriculum Development
Article 4

(1) The development of the UNESA Curriculum is oriented towards achieving national education goals by paying attention to stakeholder guidance, dynamics of science and technology development, and future guidance.
(2) The development of the UNESA curriculum is directed at the formation of graduate competencies that have the following basic values:
    a. able to internalize the values of pancasila;
    b. be tough, scientific, educational, and religious;
    c. able to adapt to changing times and dynamics;
    d. respect differences of thought and diversity;
    e. able to integrate skills:
        1) learn and innovate;
        2) mastery of information, media and technology;
        3) Entrepreneurship-based career development and life skills.
    f. become a lifelong learner.

Part Two

Curriculum Development Policy

Article 5

(1) Curriculum development refers to the National Higher Education Standards (SNPT) and Teacher Education Standards (SPG).

(2) Curriculum development based on the achievements of the Strategic Plan (Renstra), Ministry of Education, Culture, Research and Technology, Sustainable Development and/or UNESA Strategic Plan.

(3) Curriculum development is carried out by the study program based on the UNESA Evaluation in accordance with the provisions of applicable laws and regulations.

CHAPTER IV

BASICS AND STAGES OF CURRICULUM DEVELOPMENT

Part One

Curriculum Development Basics

Article 6

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

a. Vision and mission of Surabaya State University;
b. Scientific vision of the study program;
c. National and international job qualification requirements;
d. The needs of the community and stakeholders; and
e. Development of Science and Technology.

Part Two

Stages of Curriculum Development

Pasal 7

Curriculum development is carried out through the following stages:

a. Preliminary studies include needs analysis, comparative studies, tracer studies, and ongoing curriculum evaluations;
b. The design of the new curriculum includes the determination of graduate profiles, CP, study materials, courses, and curriculum structure;
c. Sanctioning the new curriculum;
d. Testing the new curriculum; and
e. Implementation of the new curriculum.

Article 8

Curriculum components include:

a. identity of the study program;
b. curriculum evaluation and tracer study;
c. foundation and curriculum development;
d. formulation of vision, mission, goals, and basic values;
e. formulation of graduate competency standards (skl);
f. determination of study materials;
g. course formation and weighting;
h. curriculum matrix and map;
i. semester learning plan (rps);
j. plan for the implementation of the right to study outside the study program; and
k. management and curriculum implementation mechanism.

Article 9

(1) The CP formulation includes attitudes, knowledge, general skills, and specific skills.
(2) The formulation of CP general attitudes and skills refers to the formulation in the National Standards of Higher Education (SNPT), the vision, and the basic values of UNESA.

(3) CP of special knowledge and skills is developed by each study program by considering the agreement of associations/associations of similar study programs that refer to the description based on the level in the KKNI document and the scientific vision of the study program.

Article 10

The curriculum development stage as referred to in Article 7 also applies to fasttrack programs, distance education, recognition of past learning, study programs outside the main campus, and other programs in accordance with applicable laws and regulations.

CHAPTER V
CURRICULUM IMPLEMENTATION

Article 11

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

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

Article 12

UNESA in one academic year organizes and can hold an intermediate semester to facilitate lectures for 2 (two) semesters to accelerate the completion of student studies.

Article 13

The development of attitudes, knowledge, general skills, and special skills is obtained through intracurricular, cocurricular, and extracurricular activities.

Article 14

(1) The completion of UNESA students' studies includes:

a. Final project in the form of a working paper, design specification or art essay for an applied undergraduate program;
b. final project or thesis report for the Bachelor's Program;
c. competency tests and/or other forms for Professional/Specialist Programs;
d. thesis for the Master's Program; and
e. dissertation for Doctoral Program.

(2) Further explanation paragraph (1) in the UNESA Final Project, Thesis, Thesis, and Dissertation Guidelines.

CHAPTER VI
CURRICULUM EVALUATION

Article 15

(1) Curriculum evaluation includes assessment of inputs, design, implementation, outcomes, and impacts.

(2) Curriculum evaluation is partial and comprehensive.

(3) Curriculum evaluation is partial as intended in paragraph (2) and is carried out periodically and continuously as needed.

(4) Curriculum evaluation is comprehensive as intended in paragraph (2) and is carried out at least once every 5 (five) years.

CHAPTER VII
CLOSING

Article 16

Further arrangements on the UNESA curriculum are set out in the UNESA Curriculum Development, Implementation, and Evaluation Guidelines.

Article 17

At the time this Law comes into force, Rector's Regulation Number 55 of 2022 concerning Curriculum Development and Curriculum Evaluation of the State University of Surabaya is declared to be still in force as long as it does not conflict with the provisions in this Rector's Regulation.

Article 18

This Rector's Regulation comes into effect from the date of the establishment.

Set in Surabaya
August 1, 2023
RECTOR OF STATE UNIVERSITY
SURABAYA
ttd
NURHASAN

Salinan sesuai dengan aslinya.
Direktur Hukum dan Ketatalaksanaan,



SULAKSONO

INTRODUCTION

We express our gratitude to God Almighty for the completion of the Final Project Guidelines. These guidelines were prepared as a guide for the preparation of final projects at Surabaya State University. These guidelines are technical and substantive improvements to the 2014 Surabaya State University Thesis Writing Guidelines and the 2019 UNESA Postgraduate Thesis and Dissertation Writing Guidelines, with changes aligned with the MBKM policy, curriculum development demands, academic regulations, and science and technology.

These guidelines govern the preparation of final projects at Surabaya State University in general, allowing for the issuance of supplements by Faculties, Graduate Schools, and Study Programs. Supplements prepared by Faculties, Graduate Schools, and Study Programs are prepared and used as long as their substance does not conflict with these guidelines. The existence of these supplements must be acknowledged and approved by the Dean/Director of the Graduate School. These Final Project Guidelines are expected to facilitate the smooth preparation of final projects and encourage students to complete their studies on time. Therefore, we extend our gratitude to all parties who have contributed to the development of this guideline, from beginning to end.

We hope this Final Project Guideline provides optimal benefits for all parties. Constructive criticism is always welcome for improvements to this Final Project Guideline in future editions. Best regards, **Unesa is one step ahead.**

Surabaya, September 2023
Rector of Surabaya State University

Prof. Dr. Nurhasan, M.Kes.

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DAFTAR ISI

DAFTAR TABEL

CHAPTER I INTRODUCTION

A. Rational

The final project is one of the study completion requirements for students in all study programs at the State University of Surabaya (UNESA), both Applied Bachelor (D 4), Bachelor (S-1), Master (S-2), and Doctoral (S-3) programs. The final project is a scientific work of research results and scientific studies carried out by students independently under the guidance of a supervisor determined by the Dean's Decree or the Director of the Graduate School (SPs). The allocation of guidance is 75% guided for the D-4/S-1 Program, 50% guided for the S-2 Program, and 25% guided for the S-3 Program.

Final Project Guidelines are needed by students so that the preparation of the final project can run effectively. That way, students have signs in writing their final project. In addition, this guideline also facilitates and facilitates students and related parties, such as supervisors, examiners, study program coordinators, faculties/SPs in accordance with their respective duties and functions**.**

B. Limitations and Final Project Forms

1. Retrictions

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

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

1.2 Thesis is a student's scientific work that is prepared in order to meet some of the requirements for completing studies in the Applied Bachelor (D-4) and

Bachelor (S-1) programs. The problems studied in the thesis are focused on problems that are theoretical/applied applications.

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

1.4 A prototype is a model, design, or initial design made for testing the concept or process of a product that is being developed. Prototypes for the D-4 and S-1 levels are the result of theoretical application, for the S-1 level they are the result of theoretical development, while for the S-3 level they are the result of innovation.

1.5 A project is a scientific work that is prepared in order to meet some of the requirements for completing studies at the D-4, S-1, S-2, or S-3 level which are the results of observation, work practice, or application of certain knowledge that discusses a process or a problem in the field of applied science using the rules that apply to the field of science.

1.6 Other forms of final projects referred to in this guideline include: products, evaluations and testing, policy studies, and artworks,

1.7 The work of students who won in national or international competitions/competitions can be equalized with the Final Project.

1.8 Student articles published in accredited national journals or in reputable international journals can be equated with Final Project.

2. Shape

2.1 Thesis for students of the Applied Undergraduate Program (D-4) and Bachelor (S-1) in the form of scientific papers that can be derived from the following results.

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

instrument. The mixed approach is a mixture of qualitative and quantitative.

b. Literature research is research that is carried out to solve certain problems based on a critical and in-depth study of relevant literature materials. These library materials are treated as a source to explore new thoughts or ideas as a basic material in making deductions from existing knowledge so that new theoretical frameworks can be developed as a basis for problem solving.

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

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

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

b. Thesis with a qualitative approach is a test of ideas/ideas with nonnumerical methods obtained from text-based research, video, audio, interviews, and various other non-numerical data collection methods. Thesis with a qualitative approach is commonly used in the humanities.

c. A research thesis is a type of thesis that is made based on substantial research to defend an idea or an academic's idea. A research-based thesis is expected to show qualified academic mastery for an academic.

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

a. Multidisciplinary research is a research strategy that involves at least two academic disciplines to solve a certain problem together.

b. Interdisciplinary research is a research strategy that involves the transfer of an academic discipline into another academic discipline to solve a certain problem so that it is able to give rise to new methods or new academic disciplines.
c. Transdisciplinary research is a research strategy that involves other stakeholders outside of academia, such as practitioners, professionals, governments, politicians, or entrepreneurs so that research results can have a higher probability of being applied by the community.

2.4 Prototype for students at the D-4, S-1, S-2, and S-3 levels

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

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

The project activity is a combination of practical and theoretical sides. Projects are commonly used for the fields of business, education, engineering and social work that require specific professionalism, strategies and methods to explain them. In general, a project for students consists of two main elements, namely the project activities designed and carried out by the students and also the accompanying essay of the project. Both elements are outlined in the form of a final project report.

2.6 Other final project forms can be the following forms.

a. Products that are relevant to the study program are in the form of goods or services. Items can be equipment, construction, materials, food, clothing/clothing, system software, training programs, video tutorials, or monumental works. Services can be in the form of system repair, maintenance, or services.
b. Evaluation and testing, which is related to proof/testing

concepts/products/applications and/or components.

c. Policy studies are theoretical studies of a problem; Analysis of a product, technology, art, economy, politics, social, cultural, humanities, sports, environment, medicine, health, or other fields that emphasize the ability to critically examine or find innovative ideas based on mastery of the material in a particular study program.
d. Artwork is a scientific product of students that reflects the process and pattern of scientific thinking through studies or works in the field of art. Artwork can be a show, movie, screenplay, and a variety of other things in a similar field.

These other forms of final projects need to be outlined in the form of final project reports.

2.7 The work of students who won in national or international competitions/competitions can be equalized with the Final Project.

Equalization is carried out by students making a report in the format of the Final Project using the Academic Final Project code on the endorsement sheet. The next Academic Final Project Report can be assessed by the supervisor, Vice Dean of Division I, and Study Program Coordinator (Koorprodi).

The supervisor of the Academic Final Project Report is the supervisor of the competition. In the event that the competition/competition supervisor is not in accordance with the field of study, it is necessary to add one supervisor according to the field. The determination of the feasibility of the competition achievement as a Final Project is determined by the Dean's Decree. The list of competitions that received academic awards in the form of equivalence with the Final Project is listed in Appendix 1.

2.8 Student articles published in accredited national journals or in reputable international journals can be equated with Final Project.

Student articles at the D-4 and S-1 levels referred to in this case are articles according to the field of study with students as the first author and published in national journals accredited at least SINTA 2 or published in reputable international journals (*indexed by Scopus* or *WoS*). The equalization of the article to the final project is carried out by students making a report in the

format of the Final Project using the Academic Final Project code on the endorsement sheet. The report in the form of the Final Project can then be assessed by the supervisor, Study Program Coordinator, and assessment lecturer determined by the study program. The supervisor of the Academic Final Project Report is the article supervisor.

C. Functions and Objectives of Final Project Guidelines

1. Function

The Final Project Guidelines are a reference for students, lecturers, study program coordinators, and faculties/SPs within UNESA in the implementation of the final project starting from the pre-proposal, proposal, research, report preparation, exam, and assessment stages.

2. Objectives

This Final Project Guideline is expected to help students, supervisors, examiners, study program coordinators, and all related parties in understanding the procedures for preparing proposals, guidance, submitting exams, conducting exams, and assessments so that the process of implementing the final project can run effectively.

CHAPTER II
ADMINISTRATIVE AND ACADEMIC REQUIREMENTS

A. Administrative Requirements

Students can program final projects with the following administrative requirements.

1. Registered as an active student of UNESA in the relevant academic year as evidenced by the Study Plan Card (KRS).
2. Programming Final Project/Thesis/Thesis/Dissertation courses.
3. Registering the final project at the Study Program.

B. Academic Requirements

1. Student

To be able to program the final project, students must meet the following academic requirements.

a. Students of the Applied Bachelor and Bachelor programs can program the final project if they have collected at least 100 (one hundred) credits with a minimum Grade Point Average (GPA) of 2.50, and have passed the Research Methodology course or equivalent courses with a minimum grade of C.

b. Master's program students can program the final project if they have passed at least 30% of all courses including Research Methodology courses, complete all theory courses with a GPA of at least 3.00 with at most one course getting a grade of C+.

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

2. Study Program Coordinator

The tasks of co-workers in completing the final project include:

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

b. holding a briefing before the implementation of the final project,

c. determine the feasibility of the title of the final project submitted by the student;
d. determine the final project supervisor;
e. monitor the preparation and guidance of the final project

3. Supervisor

The final project supervisor for students of the Applied Bachelor/Bachelor program is one, while for Master's and Doctoral program students there are two people. Lecturers who are authorized to guide the final project are lecturers who have the following requirements

a. Have the following academic positions and educational qualifications.
    1) Supervisors for Applied Bachelor and Bachelor programs, at least occupy the functional position of Lecturer with S-2 educational qualifications, or Expert Assistants with S-3 educational qualifications, or Expert Assistants with at least three years of teaching experience, unless the study program does not have a lecturer with these qualifications, then lecturers with Expert Assistant qualifications can act as supervisors.
    2) The supervisor for the Master's program must at least have a functional position of Lecturer with S-3 educational qualifications.
    3) The supervisor for the Doctoral program must at least have the functional position of Head Lecturer with a minimum educational qualification of S-3.
b. Have expertise competencies that are relevant to the topic of the student's final project being supervised.
c. Determined by Decree of the Dean or Director of SPs.

4. Testing Team

The final project examiner team must meet the following requirements.

a. For Applied Bachelor's and Master's programs, examiners must at least occupy the functional position of Expert Assistant with S2 educational qualifications.
b. For the Master's program, the examiner must at least have a functional position of Lecturer with S-3 educational qualifications.

c. For the Doctoral program, the examiner must at least have the functional position of Head Lecturer with S3 educational qualifications. One of the examiners for the Doctoral program came from outside UNESA.
d. Have expertise relevant to the theme/title of the student's final project.
e. Stipulated by the Decree of the Dean or Director of SPs.

CHAPTER III
PROCEDURE FOR PREPARING FINAL ASSIGNMENTS

The process of preparing the final project begins with the submission of proposals to exams and revisions. This process will end if the student has obtained the final project score stated in the Study Result Card (KHS). The procedure is facilitated online through an information system known as ***Simontasi Plus***. The description of each stage of the preparation of the final project is explained as follows.

A. Preparation of Final Project Reports for Applied Undergraduate and Bachelor's Programs

1. Preparation of Final Project Proposals

A final project proposal is a research plan that contains a concrete and clear picture of the direction, goals, and predictions of the final results that will be achieved in the final project. The preparation of proposals begins after students have a research title and get a final project supervisor. The steps for preparing final project proposals for Applied Bachelor and Bachelor programs are as follows.

a. Students program Final Project courses.
b. Students submit research topics to the Study Program to get a supervisor who is in accordance with the research topic.
c. Study Program Coordinator determines supervisors based on the topics submitted by students and the guidance quota for each lecturer. The list of proposals for supervisors is then submitted to the faculty for the issuance of the Final Project Supervisor Decree.
d. Students contact or confirm the supervisor who has been determined by the Study Program to agree on the process and schedule of guidance activities.
e. Students prepare proposals with the guidance of the supervisor according to systematics (see Chapter IV).
f. Students are required to provide guidance in the preparation of proposals according to the agreed schedule, as evidenced by the Proposal Preparation Guidance Logbook Form filled out through Simontasi Plus.
g. Students who have completed the preparation of the proposal (marked by

the approval of the supervisor) report to the Study Program Coordinator so that they can carry out the proposal seminar.

2. Research Proposal Seminar

Proposals that have been made by students and approved by the supervisor are then seminared to be assessed for feasibility. The stages in the proposal seminar are as follows.

a. Students register for proposal seminars through study programs on the condition that they have attended at least five seminars on other student proposals, as evidenced by the Proposal Seminar Participation Card (Appendix 2).
b. The Study Program determines the proposal examiner team according to the topic of the student proposal. The list of proposal examiner teams is then submitted to the faculty for the issuance of the proposal seminar examiner decree.
c. The proposal examiner team consists of the chief examiner, examiner members, and supervisor as examiner members.
d. Students submit proposals to the examiner team at least three days before the proposal seminar is held.
e. The proposal seminar was attended by the examiner team and other students as seminar participants.
f. In the proposal seminar, students presented the proposals that had been prepared orally in front of the examiner team and seminar participants, as well as responded to questions, suggestions, and corrections from the examiner team and seminar participants.
g. The test team provides an assessment of the feasibility of the student proposal. If the proposal is considered unfeasible, the student must prepare a new proposal, while the proposal that is considered feasible with revision requires the student concerned to revise the proposal a maximum of one month after the proposal seminar is held. If the student does not complete the proposal revision until the deadline has passed, the student is required to conduct a re-proposal seminar.
h. After revising the proposal, students ask for the approval of the examiner team regarding the feasibility of the proposal as evidenced by the Proposal

Endorsement Sheet signed by the examiner team.

3. Preparation of Final Project Report

After the research instrument is validated (if needed), students then prepare the preparation of the final project report. The steps to prepare a final project report for Applied Bachelor's and Bachelor's programs are as follows.

a. Students provide guidance with the supervisor individually, scheduled according to the agreement, and documented in the Final Guidance Logbook which is filled out through Simontasi Plus. Tutoring is conducted at least eight face-to-face times in one semester and can be accumulated in the next semester during final project programming.
b. Students who have obtained the approval of the supervisor can take research data.
c. The supervisor clarifies the research data and directs students to analyze data and prepare final project reports according to the systematics of the preparation of final project reports according to the chosen form of final project (see Chapter IV).
d. Students who have completed the preparation of the final project report and obtained the approval and endorsement of the supervisor can register to take the final project exam.

B. Preparation of Final Project Reports for Master's Programs

1. Preparation of Final Project Proposals

The final project proposal is a clear description of the direction, objectives, and predict the final outcome that will be achieved in the final project. Steps The preparation of final project proposals for the Master's program is as follows.

a. Students program the Research Proposal course (2 credits).
b. Students submit research topics to the Study Program to obtain supervisor who is in accordance with the research topic. Students will be able to propose prospective supervisors I and II to the Study Program with Consider the suitability of the topic to be researched with the area of expertise prospective supervisor.
c. The Study Program Coordinator submitted a list of proposals for supervisors to the faculty to issuance of the Final Project Supervisor Decree.

d. Students contact or confirm the supervisor who has determined by the Study Program to agree on the process and schedule of activities guidance.
e. Students prepare final project proposals with the guidance of two lecturers supervisor according to systematics (see Chapter IV).
f. Students are required to provide guidance on final project proposals according to the schedule agreed as evidenced by the Proposal Preparation Guidance Logbook Form which is filled in through Simontasi Plus.
g. Mahasiswa yang telah menyelesaikan penyusunan proposal dan mendapatkan persetujuan dari kedua dosen pembimbing dapat mendaftarkan diri kepada Koorprodi untuk mengikuti ujian proposal.

2. Proposals Test

Mastery and feasibility of research plans or research trial results that prepared by students in the form of final project proposals tested in the exam proposal. The rules and procedures for implementing the proposal exam are described as follows.

a. The proposal exam can be held as soon as Semester 3 and no later than slow in Semester 4.
b. Students register for the proposal exam through the Study Program with submit:
c. The Study Program Coordinator determines the proposal exam examiner team consisting of the Chief Examiner, Supervisor I, Supervisor II, and two examiners.
d. In the proposal exam, students present the proposals that have been prepared in a systematic manner. verbal and respond to questions, suggestion, and corrections from the Maximum Board of Examiners for 90 minutes.
e. The test team assesses the proposal exam based on the design aspect writing, methodology, substance, and students' ability to convey and maintain the content of the final project proposal using the form on Appendix 3. The calculation of the Final Score (NA) of the proposal exam is carried out using formula:

Final Score = $\frac{6\ (Average\ final\ score\ of\ the\ supervisor)+4\ (Average\ final\ score\ of\ the\ examiner)}{}$

f. Students are declared to have passed if NA ≥ 70. Score the results of the proposal exam is taken into account in the calculation of the student achievement index as a Research Proposal Course.

g. Students who pass the proposal exam with unrevised status can Continue at the next stage with the direction of the two supervisors. Students who are declared to have graduated with revised status are given the opportunity to revise the proposal script for a maximum of 3 months. If within that period, Students are unable to complete the revision of the proposal, then their graduation Declared void and required to take the re-proposal exam. While Students who are declared not to pass are required to revise the assignment proposal final/thesis through consultation with supervisors and examiners and it is allowed to submit a maximum of one re-proposal exam.

3. Preparation of Final Project Report

After the research instrument is validated (if needed), the next student prepare the preparation of the final project in accordance with the form of the final project that selected with the guidance of the two supervisors. In general, the steps for preparing a final project report for a Master's program are similar to the preparation of a final project report for Applied Bachelors/Bachelors.

C. Preparation of Final Project Reports for Doctoral Programs

1. Preparation of Final Project Proposals

The final project proposal is prepared clearly and accurately regarding the direction, objectives, and Predict the final outcome that will be achieved in the final project. Steps The preparation of the final project proposal for the Doctoral program is as follows.

a. Students program Research Proposal courses (3 credits).

b. Students submit research topics to the Study Program to obtain supervisor who is in accordance with the research topic. Students will be able to propose prospective promoters and co-promoters to the Study Coordinator with Consider the suitability of the topic to be researched with the area of expertise prospective supervisor.

c. The Study Program Coordinator submits a list of proposed promoters and co-promoters to the faculty in order to publication of the Dissertation

Supervisor Decree.

d. Students contact or confirm the promoter and co-promoter who has been determined by the Study Program to agree on the process and schedule of activities guidance.
e. Students prepare final project proposals according to the form of the final project which is selected with the guidance of promoters and co-promoters according to the systematics (see Chapter IV).
f. Students are required to provide guidance on final project proposals according to the schedule agreed as evidenced by the Proposal Preparation Guidance Logbook that filled through Simontasi Plus.
g. Students who have completed the preparation of the proposal and obtained With the approval of the promoter and co-promoter can register themselves to Study Program Coordinator to take the final project proposal exam.

2. Final Project Proposal Exam

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

a. The final project proposal exam can be carried out from Semester 3.
b. Students register for the final project proposal exam through the Study Program by submitting:
    - Seven duplicates of final project proposals that have been approved by the promoter and co-promoter as evidenced by the Supervisor's Approval Sheet;
    - Transcript of grades that have been signed by the Study Program with the following conditions: a) have passed at least 30% of all courses, including research methodology; b) at most one course gets a grade of B-; c) GPA of at least B (3.00);
    - Photocopy of proof of having completed financial administration requirements;
    - Plagiarism Check Certificate with a level of similarity to the proposal final project ≤ 20% signed by the Supervisor and endorsed by

Koorprodi.

c. The Study Program determines the final project proposal exam examiner team consisting of The Chief Examiner, Promoter, Co-Promoter, and two members of the internal examiner.

d. In the final project proposal exam, students present the final project proposal that have been worded and respond to questions, suggestions, and corrections from Testing board for a maximum of 90 minutes.

e. The test team assesses the proposal exam based on the design aspect writing, methodology, substance, and students' ability to convey and maintain the content of the final project proposal using the form on Appendix 3. The calculation of the Final Score (NA) of the proposal exam is carried out using formula:

$$\text{Final Score} = \frac{6\ (Average\ promoter\ final\ score)+4\ (Average\ final\ score\ of\ the\ examiner)}{10}$$

f. Students are declared to have passed if NA ≥ 70. Score the results of the proposal exam is taken into account in the calculation of the student achievement index as a Research Proposal Course.

g. Students who pass the proposal exam with unrevised status can Continue at the next stage with the direction of the promoter and co-promoter. Students who are declared to have graduated with revised status are given the opportunity to revise the proposal script for a maximum of 3 months. If within that period, Students are unable to complete the revision of the proposal, then their graduation will be delayed. Declared void and required to take the re-proposal exam. While Students who are declared not to pass are required to revise the final project proposal through consultation with promoters, co-promoters, and testers and It is allowed to submit a maximum of one re-proposal exam.

3. Research Activities

After the research instrument is validated (if needed), the next student prepare research activities. At this stage, students apply instruments that have been valid to collect research data. Data It is then analyzed with the guidance of promoters, co-promoters, and lecturers A Seminar on the Results of Research. The students then compiled draft final project and conduct scientific

publications based on research results.

4. **Research Results Seminar**

   After conducting research activities, students of the Doctoral program are required to presenting the results of data analysis through the Research Results Seminar with the following as follows.

   a. Students program the Research Results Seminar course with a weight of 5 credits with the prerequisite of passing the Research Proposal course.
   b. Students conducted a seminar on research results that were open to the public.
   c. The value of the seminar results is taken into account in the calculation of the achievement index Students in the Seminar on Research Results. d. Students register for the seminar results by:
      - Submit a Seminar Paper Results or a Draft of the Final Project that has been approved by promoters and co-promoters to the teaching lecturers;
      - Prepare all devices, research instruments, data, sample results field, and other attachments related to the task preparation process end at the time of the seminar results were carried out; and
      - Showing evidence of scientific publications that have been done.

5. **Preparation of Final Project Report**

   The final project report manuscript that has been prepared by the students of the Doctoral program in The previous stage was refined based on the input obtained when research results seminar. Students who have completed assignment preparation and obtain the approval of the promoter and co-promoter can register with the Study Program to take the final project eligibility exam.

6. **Final Project Eligibility Test**

   The final project eligibility test is intended to ensure the writing of the manuscript the student's final project report meets the standards set by UNESA. The rules and procedures for the implementation of the final project feasibility exam are described as follows.

   a. Students register for the final project eligibility exam through Study Program Coordinator with the following conditions:

- Have passed the final project proposal exam supported by the exam minutes final project proposals;
- Have conducted a results seminar;
- Submit three copies of the final project report that have been approved by the promoters and co-promoters;
- Submit a Plagiarism Check Certificate with a level of similarity of the final project ≤ 20% signed by the Supervisor and certified by the Study Coordinator.

b. The Study Program Coordinator determines the final project eligibility exam examiner team consisting of one external lecturer and two internal active lecturers, not promoters or co-promoter with expertise according to the topic of the final project.
c. The testing team assesses the final project feasibility exam based on the submitted manuscript. Assignment eligibility exam assessment form the end is presented in Appendix 4.
d. The final task is declared eligible when at least two of the three examiners eligibility states eligibility and NA ≥ 70.
e. If in the eligibility test, the student's final project is declared eligible, the student The person concerned can apply to register for the task exam closed after revising according to the suggestions and inputs provided by the eligibility examiner. However, if in the feasibility test, the final project declared unsuitable, the Study Program can hold a meeting between students, supervisors, and eligibility examiners to discuss the that are not yet feasible. Students are given a maximum of three months to revise. If by the deadline the student cannot Upon completion of the revision, the feasibility test was declared null and the student must Apply for a re-feasibility test.
f. The results of the feasibility test can be in three categories: 1) minor revision eligible, if changes not related to the substance of the research; 2) worthy of major revision, if changes related to the substance of the research; 3) not feasible, if the results of the study are not meet UNESA standards.

D. Special Terms

Students can consult with the Study Program Coordinator about the possibility of changing supervisors if the final project guidance process cannot run effectively. The change of supervisor can be done with the following conditions.

1. Students have participated in the guidance process for at least two semesters since the Decree on Supervisors was issued.
2. Students do not show significant progress in the preparation of the final project in two semesters.
3. Study program coordinators find strong reasons related to supervisors that have the potential to cause the student's final project to not be completed.
4. The change of supervisor is carried out by the procedure of the student submitting a letter of request for change of supervisor to the Dean with a copy to the Vice Dean attached to a student statement letter and a letter of approval from the Study Program. Based on the application letter, the Dean issued a new Supervisory Decree. The completeness of the application letter for the change of supervisor can be found in Appendix 7.
5. The change of supervisor is only valid once, meaning that the replacement supervisor cannot be replaced again.

CHAPTER IV
SYSTEMATICS, LANGUAGE, AND WRITING OF FINAL PROJECT REPORTS

A. Systematics of Final Project Proposals

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

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

The systematics of final project proposals in each faculty can be seen in Supplements/Technical Instructions for the Preparation of Final Project Guidelines at the faculty level.

B. Systematics of Final Project Reports

The final project report is compiled based on the form of the chosen final project. In general, the systematics of the Final Project Report consists of the beginning, core, and end parts. The contents of each- Each of these parts can be explained as follows.

1. Initial Parts

a. Outer Cover

Outer cover contains title, UNESA crest, full name and Identification Number Student (NIM) or student registration number, meaning of writing, name

program of study, name of faculty/SPs, name of university, and year of completion. The outer cover is made of cardboard paper with the color corresponding to the flag respective faculties (see Appendix 11). All inscriptions on the outer cover using gold ink. An example of a Final Project Report cover format can see Appendix 8.

b. Blank Pages

   Blank pages are meant to be a barrier between the outer cover and the body Final Project Report.

c. Inner Cover

   The inner cover is the same as the outer cover, printed on white HVS paper with black ink, with the UNESA logo, and numbered the page with a small roman numeral (i).

d. Abstract (in Indonesian)

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

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

f. Statement Letter

   A stamped statement letter containing the student's statement that the assignment report the final written is his own and original work, and has never been submitted as a condition or as part of the requirements for obtaining a Bachelor's degree Applied, Master's, Master's, or Doctorate.

g. Consent Sheet

   The approval sheet contains proof of academic approval from the supervisor and Dean or Director of SPs. Approval sheet must be included at the time of

the exam. The elements that must be present on the approval page consist of: 1) Sheet Approval, 2) Final project title, 3) Student's full name and ID number (NIM), 4) Supervisor's Name, 5) Place, date, month, and year, and 6) Dean Faculty or Director of SPs (see Appendix 9).

h. Verification Sheet

The attestation sheet contains proof of administrative and academic endorsement from the testing team or the testing board, and the Dean or Director of SPs. verification is made after the final test, the manuscript has been corrected, and is verified by the examiner team or the examining board and the Dean or Director of PPs (see Appendix 10).

i. Presentation Page

A presentation page is not a requirement. This page intended to convey an impression or appreciation to people who has an important meaning for the researcher/author. Written presentation disclosure Using font 12 or 11, the language style is reasonable, straightforward, and unemotional.

j. Foreword

The preface is intended to express gratitude to God who The Almighty and thanks to those who have contributed to the directly in writing task reports, starting from the most meritorious parties in the completion of the writing of the final project and expectations related to the results final assignment. The foreword is typed with one and a half spaces.

k. Table of Contents

The table of contents contains an outline of the contents of the final project report along with the page number. The final project elements included in the table of contents start from the inside cover to the attachment. The numbering of the table of contents uses small Roman numerals. The table of contents is typed using a single space.

l. List of Tables

The table list contains the table sequence number, table title, and page number where the table is presented.

m. List of Images

A list of images (photos, schematics, graphs, or maps) contains the sequence number of images that arranged with the systematics of the sequence

number (Arabic numerals), the title of the image, and the page number where the image is presented.

n. List of Attachments

The list of attachments is arranged by the systematics of the sequence number (Arabic numerals), the title attachment along with page number. The page number of the attachment is Continuation of the final project report page number.

2. Core Parts

The content of the core part of the final project report is presented in the form of chapters, subchapters and/or a more detailed level of title hierarchy, adhering to a certain systematic. In general, the systematics of the core part of the final project report are presented as follows.

a. CHAPTER I INTRODUCTION

Chapter Introduction contains the background of the problem, problem identification, limitation problem, problem formulation, research objectives, research benefits, and assumptions.

1.) Background The problem explains the rational reasons that underlie the importance of the research being conducted. To make rational reasons, it is necessary to reveal the gap between the reality that occurs and the expected reality. Various data, facts, opinions, complaints from the field/research place need to be disclosed to strengthen the reasons for the need to conduct research.

2.) Problem Identification describes the study of various possible causes of problems. In this section, it is necessary to reveal broadly various problems that may be researched. The content of the problem identification must be aligned with the issue expressed in the background of the issue.

3.) Problem Limitation is the determination of problems (from various problems identified) by considering various methodological aspects, feasibility to be researched, and the limitations of the researcher without sacrificing the meaning of the meaning, concept, or topic being studied.

4.) Problem Formulation contains an affirmation of the problem to be

examined as a result of limiting the identified problems. The formulation of the problem is written in the question sentence.

5.) Research Objectives state the targets to be achieved through research. The purpose is formulated in harmony/refers to the formulation of the problem.

6.) Benefits of Research explain the benefits of research results for theoretical and practical purposes.

7.) Research assumptions (if any) are basic assumptions about something that are used as a basis for thinking and acting in carrying out research. Assumptions can also be interpreted as basic assumptions that cause a theory to apply. Assumptions can be substantive or methodological. Substantive assumptions are related to research problems, while methodological assumptions are related to research methods.

b. CHAPTER II LITERATURE REVIEW

Literature review chapters are not just a collection of quotations, but quotations and theories that are discussed and synthesized by researchers/students so that they can come up with definitions, new understandings, frameworks, hypotheses and/or research questions, as well as develop instruments that are in accordance with the problems being researched. In general, this chapter contains theoretical foundations, studies of relevant research results, frameworks, and research and/or hypothesis questions. The description of each component of the Literature Review Chapter is described as follows.

1.) Theory Studies describes theories related to research variables including definitions, concepts, assumptions, and indicators used to measure these variables and as a basis for developing research instruments. Theoretical studies are obtained from relevant literature and research results. Reference sources for theoretical studies can be 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 a reference source when these articles are published in study centers or written by reputable authors. However, learning materials cannot be used as a reference

source because they have not been tested publicly through publication.

2.) Relevant Research Results function to strengthen the current research position by looking at the results of research that has been conducted. The relevant research results are also used as the basis for researchers to develop a framework for thinking. The relevant research results are presented in a narrative manner by analyzing the results of one research with the results of another.

3.) The Thinking Framework contains a logical and rational picture of how research variables can be related (correlation). The frame of mind will lead the researcher to the formulation of a hypothesis. Research that does not prove hypotheses, such as research with a qualitative approach, does not need to write a framework of thinking.

4.) Research Questions and/or Hypotheses (if any) Research questions are an affirmation of the formulation of the problem that will be answered through research. A hypothesis is a temporary answer to the formulation of the problem expressed by a statement sentence. For studies that do not prove a hypothesis, it is enough to write a research question. The hypothesis or research question must be aligned and is an elaboration of the problem formulation.

c. CHAPTER III RESEARCH METHODS

The research method in Chapter III broadly contains the following.

a. Research Type or Design. The researcher needs to propose the type or design of the research according to the problem to be researched.

b. Place and Time of Research. This section contains a description of when and where the research will be conducted.

c. Population and Research Sample (if any). Population and sample are used when the target area of the researcher is large enough that it is not possible for all members to be used as respondents, so the researcher conducts the research by taking samples representatively. When the target area can be fully reached, this subchapter is named the data source or research subject. In the field of language/literature, the term data source/research subject is used. For research that uses samples, it is necessary to explain how to determine the sample size and sampling

techniques used.

d. Operational Definition of Variables (if any) explains the definition of each variable adjusted to the context of the research. Operational definitions are developed from theory, conceptual definitions, and are the basis for determining indicators in the development of research instruments.
e. Data Collection Techniques and Instruments. In this section, it is necessary to explain the data collection techniques used and the instruments developed. The researcher needs to explain the process of preparing instruments and testing the quality of the instruments.
f. Validity and Reliability of the Instrument (if any). The instrument is declared feasible as a data collection tool if it meets valid and reliable criteria. In this section, it is necessary to explain the methods of tracking the validity and reliability of the instrument. For instruments in the form of cognitive tests in the form of multiple-choice questions, the quality testing of questions was tested with indices of difficulty, differentiation, deception, and reliability.
g. Data Analysis Techniques. In this section, it is necessary to explain the data analysis techniques used, including the test of the required analysis requirements.

d. CHAPTER IV RESEARCH RESULTS AND DISCUSSION

This chapter consists of three parts, namely research results, discussion, and research limitations. The results of the research must answer the research questions and be arranged according to the order of the research/hypothesis questions. The discussion section is an important part of the research and is located separately from the subchapter of the research results. The discussion section contains a critical analysis of the research using the perspectives of various relevant theories that have been discussed in Chapter II. Research limitations are limitations related to methodology not limitations related to research time, cost, or logistics. The limitations of the study are also not related to the number of samples or the research variables because this has been predetermined.

e. CHAPTER V CONCLUSIONS AND SUGGESTIONS

This chapter contains three subchapters, namely conclusions, implications, and suggestions. The conclusion is a summary of the answers to research questions or the results of hypothesis tests and at the same time is a solution to problems that exist in the formulation of the problem. The conclusion should be short, be an essential description, tend to be a qualitative statement, and not numbers. Implications are further consequences of the findings in the conclusion. Suggestions are recommendations addressed to various parties related to research results and use operational language. Usually the implication is to use the language of suggestion but is not yet operational. Implications and suggestions must be in accordance with the results of the research that has been summarized in the conclusion.

3. The Final Section

a. Bibliography

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

b. Appendices

Appendices contain all documents or supporting materials used or produced in the research. Attachments can be in the form of research permits, research instruments, formulas, statistical calculations used, calculation procedures, instrument test results, and the like. Meanwhile, appendices for qualitative research include examples of interview transcripts endorsed by respondents, results of reductions and abstractions, field notes, evidence (FGD) and or Delphi. The appendices are numbered in order according to the order of the research procedure, and the page number is a continuation of the page number of the core section.

The systematics of the final project report in each faculty can be seen in the Supplement/Technical Instructions of the Guidelines for the Preparation of

Final Projects at the faculty level.

C. Language and Grammar

1. Language

The Final Project Report is written in Indonesian/English/language that is in accordance with a variety of scientific languages. The scientific variety of Indonesian is characterized by:

a. using standard Indonesian spelling,
b. using standard terms,
c. using straightforward and consistent terms,
d. using complete grammatical elements in sentences,
e. using suffixes (prefixes, inserts, suffixes) explicitly,
f. using task words (and, from, from) precisely, explicitly and consistently,
g. paragraphs contain a main idea and at least two supporting ideas,
h. have a connection of meaning between sentences and between paragraphs, and
i. avoid the use of persona forms (we, me, us, and others).

2. Grammar

a. The final project report manuscript is typed on A5 (14.8 X 21 cm) HVS paper of 80 grams, back and forth.
b. The final project report manuscript is typed using the Book Antiqua 10 pt.
c. The typing limit is as follows: left edge 2.5 cm, top 2.5 cm, right 2 cm, and bottom 2 cm. The body of the text is typed with a multiple space of 1.15 except for direct quotes that are more than four lines (written with one space).
d. If special paper such as millimeter paper for graphics and tracing paper for charts or maps is required, paper outside the predetermined size may be used that is folded according to the size of the manuscript paper.

CHAPTER V
FINAL PROJECT EXAMINATION

A. Examination Implementation Provisions

Students who have completed their final project report and obtained approval from their academic supervisor may register to take the final project examination. To be eligible to take the examination, students must meet the following requirements.Administrative requirements for students who wish to take the final project examination are as follows.

a. Registered as a student of UNESA, proven by a registration card and Student Identity Card (ID Card).
b. Listed as an active student of UNESA in the relevant academic year, as evidenced by the Study Plan Card (SPC).
c. Have included the Final Project course in the Study Plan Card for the current semester.
d. Have filled in the supervision data in Simontasi Plus.
e. Register for the examination through the Program Coordinator (coorprogram).

1. Academic Requirements

2.1 Final project examination requirements for Bachelor's and Applied Bachelor's programs

a. Submit three copies of the final project report to the Program Coordinator no later than one week before the examination date.
b. Submit a Certificate of Plagiarism Clearance signed by the Academic Supervisor (maximum 25%) and approved by the Program Coordinator.
c. Apply for the examination through Simontasi Plus and upload the final project report that has received written approval from the supervisor on the platform, and the supervisor must also approve the examination via Simontasi Plus.

2.2 Final project examination requirements for Master's program students

a. Submit an academic transcript approved by the Program Coordinator with the following conditions: 1) All courses required by the total SKS (credit

hours) have been completed. 2)A maximum of one course may have a grade of B–. 3) The minimum Grade Point Average (GPA) is B (3.00).

b. Have completed the final project proposal examination and submitted the approved revision sheet, signed by the examining committee and validated by the Program Coordinator.
c. Submit five copies of the final project draft, signed by both supervisors and acknowledged by the Program Coordinator.
d. Submit a Certificate of Plagiarism Check indicating a similarity rate of ≤ 25%, signed by the Program Supervisor and approved by the Program Coordinator.
e. Apply for the examination through *Simontasi Plus* and upload the final project report that has obtained written approval from both Supervisors I and II on the platform, and both supervisors must also approve the examination through *Simontasi Plus*

2.3 Final Project Examination Requirements (Closed Defense) for Doctoral Program Students

a. Submit an academic transcript approved by the Program Coordinator with the following conditions: 1) All courses required by the total SKS (credit hours) have been completed. 2)A maximum of one course may have a grade of B–. 3) The minimum Grade Point Average (GPA) is B (3.00).
b. Have passed the final project feasibility examination and been declared eligible, as evidenced by the assessment documentation.
c. Submit seven copies of the revised final project draft, signed by the Promoter, Co-Promoter, and Program Coordinator.
d. Submit a Certificate of Plagiarism Check indicating a similarity rate of ≤ 20%, signed by the Promoter and approved by the Program Coordinator.
e. Apply for the examination through *Simontasi Plus* and upload the final project report that has obtained written approval from both the Promoter and Co-Promoter on the platform, and both must approve the examination through *Simontasi Plus*.

2.4 Final Project Examination Requirements (Open Defense) for Doctoral Program Students

a. Have passed the final project examination (closed defense) and completed

all required revisions, as evidenced by the approval sheet signed by the closed examination committee.

b. Submit seven copies of the final version of the approved final project report, signed by the Promoter and Co-Promoter and acknowledged by the Program Coordinator.
c. Submit a Certificate of Plagiarism Check with a similarity rate of ≤ 20%, signed by the Promoter and approved by the Program Coordinator.
d. Submit a summary of the final project report prepared and bound according to the prescribed format, reproduced in sufficient copies for the examiners and invited guests.

B. Composition, Duties, and Authorities of the Examination Committee

1. Academic Requirements

1.1 The Final Project Examination Committee for the *Applied Bachelor's/Bachelor's* program shall consist of three (3) members, comprising:

a. hairperson of the Committee (meeting the academic qualifications required for examiners, not a supervisor, possessing the highest functional rank and/or academic qualification and/or the longest period of service).
b. Examiner Member I (meeting the academic qualifications required for examiners, not a supervisor).
c. Examiner Member II (meeting the academic qualifications required for examiners and serving as the academic supervisor).

1.2 The Final Project Examination Committee for the Master's program shall consist of five (5) members, comprising:

a. Chairperson of the Committee (meeting the academic qualifications required for examiners, not a supervisor, possessing the highest functional rank and/or academic qualification and/or the longest period of service).
b. Examiner Member I (meeting the academic qualifications required for examiners, not a supervisor).
c. Examiner Member II (meeting the academic qualifications required for examiners, not a supervisor).
d. Examiner Member III (Supervisor I).
e. Examiner Member IV (Supervisor II).

1.3 The Final Project Examination Committee (Closed Defense) for the Doctoral program shall consist of six (6) members, comprising:

a. Chairperson of the Committee (meeting the academic qualifications required for examiners, not a supervisor, possessing the highest functional rank and/or academic qualification and/or the longest period of service).
b. Examiner Member I (meeting the academic qualifications required for examiners and/or serving as a member of the Feasibility Examination Assessment Team).
c. Examiner Member II (meeting the academic qualifications required for examiners and/or serving as a member of the Feasibility Examination Assessment Team).
d. Examiner Member III (meeting the academic qualifications required for examiners and/or serving as a member of the Feasibility Examination Assessment Team and/or External Examiner).
e. Examiner Member IV (Promoter).
f. Examiner Member V (Co-Promoter).

1.4 The Final Project Examination Committee (Open Defense) for Doctoral Program shall consist of six (6) members, comprising:

a. Chairperson of the Committee (meeting the academic qualifications required for examiners, not a supervisor, possessing the highest functional rank and/or academic qualification and/or the longest period of service).
b. Examiner Member I (meeting the academic qualifications required for examiners and/or serving as a member of the Feasibility Examination Assessment Team).
c. Examiner Member II (meeting the academic qualifications required for examiners and/or serving as a member of the Feasibility Examination Assessment Team).
d. Examiner Member III (meeting the academic qualifications required for examiners and/or serving as a member of the Feasibility Examination Assessment Team and/or External Examiner).
e. Examiner Member IV (Promoter).
f. Examiner Member V (Co-Promoter).

2. Duties and Authorities of the Examination Committee

2.1 Chairperson of the Committee

The Chairperson of the Examination Committee is responsible for leading and directing the implementation of the final project examination, with the following duties:

a. Provide guidance and instructions regarding the rules and procedures of the examination process.
b. Offer directions and advice to ensure the smoothness, discipline, and timeliness of the examination.
c. Assess the student's presentation, the substance, and the overall quality of the research.
d. Together with the Examination Committee, issue academic warnings and educational sanctions in the event that elements of plagiarism are found in the examination manuscript.
e. Prepare a written report on the progress and implementation of the examination process.

2.2 Members of the Examination Committee

Members of the Examination Committee are responsible for validating and confirming the substance of the student's final project manuscript, with the following duties:

a. Pose questions that focus on the substance of the student's final project.
b. Provide written corrections, feedback, and recommendations for improvement on the examined manuscript.
c. Assess the student's presentation, the substance, and the overall quality of the research.
d. Provide academic guidance in accordance with the written corrections, feedback, and recommendations given during the examination.

C. Preparation and Implementation of the Examination

1. Examination Preparation

a. The Program Coordinator (*Koorprodi*) determines the list of examiners and the examination schedule.
b. The Program Coordinator proposes the list of examiners and the examination schedule to the Dean or the Director of the Graduate School (*SPs*) for the issuance of a Decree on the Implementation of the

Examination.

c. The Program Coordinator distributes the examination documents to the examination committee no later than three (3) days before the scheduled examination date.
d. The student prepares the presentation materials, supporting documents, and reference sources used in the examination manuscript.

2. Examination Implementation

2.1 Implementation of the Final Project Examination for the Applied Bachelor's/Bachelor's Program

Members of the Examination Committee are responsible for validating and confirming the substance of the student's final project manuscript, with the following duties:

a. The time allocation for the Final Project Examination in the Applied Bachelor's/Bachelor's Program shall be a maximum of 90 minutes, with details as shown in Table 1.

Table 1. Time Allocation for the Final Project Examination of the Applied Bachelor's/Bachelor's Program

No	Activity	Time Allocation
1	Opening by the Chairperson of the Examination Committee	5
2	Presentation of Results by the Student	15
3	Examination by Examiner Member I	20
4	Examination by the Chairperson of the Committee	20
5	Examination by Examiner Member II	20
6	Deliberation on Examination Results	5
7	Closing Session	5
Total Time		90

b. Each examiner shall make written notes for the improvement of the final project report on the form provided and submit them to the student.
c. The examination committee shall hold a deliberation to determine the examination results. During the deliberation, the student being examined

is requested to leave the examination room.

d. After the committee's deliberation concludes, the student shall be invited back into the examination room, and the Chairperson of the Committee shall announce the examination results.
e. The Chairperson of the Examination Committee shall formally close the final project examination.

2.2 Implementation of the Final Project Examination for the Master's Program

a. The time allocation for the Final Project Examination in the Master's Program shall be a maximum of 100 minutes, with details as shown in Table 2.

Table 2. Time Allocation for the Final Project Examination of the Master's Program

No	Activity	Time Allocation
1	Opening by the Chairperson of the Examination Committee	5
2	Presentation of Results by the Student	15
3	Examination by Examiner Member I	20
4	Examination by Examiner Member II	20
5	Examination by the Chairperson of the Committee	10
6	Examination by Examiner Member III	10
7	Examination by Examiner Member IV	10
8	Deliberation on Examination Results	5
9	Closing Session	5
Total Time		100

b. Each examiner prepares written notes on the necessary revisions to the final project report using the designated form, which will be provided to the student.
c. The examination committee conducts a closed meeting to determine the examination results. During the deliberation, the student is asked to leave the examination room.
d. After the committee completes the deliberation, the student is invited back

into the room, and the Chairperson announces the examination decision.

e. The Chairperson of the committee officially closes the final project examination.

2.3 Implementation of the Final Project Examination for the Doctoral Program

a. The final project examination for the Doctoral Program consists of a closed examination and an open examination. As the term implies, the closed examination is attended only by the examiners, while the open examination serves as a forum for the promotion of the student, UNESA, and the student's home institution.

b. The maximum duration of the final project examination for the Doctoral Program is 110 minutes, as detailed in Table 3 below.

Table 3. Time Allocation for the Final Project Examination of the Doctoral Program

No	Activity	Time Allocation
1	Opening by the Chairperson of the Examination Committee	5
2	Presentation of Results by the Student	15
3	Examination by Examiner Member I	15
4	Examination by Examiner Member II	15
5	Examination by Examiner Member III	15
6	Examination by the Chairperson of the Committee	15
7	Examination by Examiner Member IV	10
8	Examination by Examiner Member V	10
9	Deliberation on Examination Results	5
10	Closing Session	5
Total Time		110

c. Each examiner prepares written notes on the necessary revisions to the final project report using the designated form, which will be provided to the student.

d. The examination committee conducts a meeting to determine the examination results. During this deliberation, the student is requested to

leave the examination room.

e. After the committee concludes the meeting, the student is invited back into the room, and the Chairperson announces the examination decision.

f. The Chairperson of the examination committee officially closes the final project examination.

3. Examination Assessment

3.1 Implementation of the Final Project Examination for the Applied Bachelor's/Bachelor's Program

a. The aspects assessed in the final project examination for the Applied Bachelor's/Bachelor's Program include the quality of the final project, which covers the writing format, methodology, and substance, as well as the student's ability to present and defend their final project. For the supervising lecturer, the supervision process is considered an additional assessment component in the final project examination (Appendix 3).

b. The scores for the content of the final project and the student's performance during the examination are expressed on a scale of **0–100**.

c. The final score of the final project examination is obtained by calculating the average score given by the three examiners (one supervisor and two other examiners) and converting it into the letter grades A, A-, B+, B, B-, C+, C, D, or E, in accordance with UNESA's academic regulations, using the prescribed formula:

$$FG = \frac{6(Average\ final\ score\ of\ the\ supervisor) + 4(average\ final\ score\ of\ the\ examiners)}{10}$$

d. The difference in scores among examiners must not exceed 10 points. If the difference is greater than 10 points, the Chairperson of the Examination Committee must hold a discussion with the examiners to determine a new, agreed-upon score.

e. A student is declared to have passed the final project examination if they obtain a minimum score of 56 (grade C).

f. Students who obtain a score below 56 are given the opportunity to retake the examination during the same period.

g. Students who are declared to have passed the final project examination with revisions must complete the required revisions within a maximum of three (3) months after the examination date. If the revision deadline is

exceeded, the student's graduation status will be revoked, and they will be required to prepare a new final project proposal.

3.2 Thesis Examination Assessment for Master's Program

a. The aspects assessed in the Master's Thesis Examination include the feasibility of the thesis, namely the writing format, methodology, and substance, as well as the student's ability to present and defend the results of their thesis. For the supervisor, the supervision process serves as an additional assessment component in the thesis examination (see Appendix 3).

b. The thesis examination is graded on a scale of 0–100. The Final Grade (FG) is calculated using the following formula:

$$FG = \frac{6(Average\ final\ score\ of\ the\ supervisor) + 4(average\ final\ score\ of\ the\ examiners)}{10}$$

c. A student is declared to have passed if the Final Grade (FG) ≥ 70, with the following classifications Pass without revision, or Pass with revision. The score difference among examiners must not exceed 10 points. The examination results are included in the calculation of the student's Grade Point Average (GPA).

d. The results of the thesis examination are recorded in the Minutes of the Thesis Examination. If a student is declared passed without revision, they may proceed directly to fulfill graduation (yudisium) requirements.

e. If a student is declared passed with revision, they are granted a maximum period of three (3) months from the date of the examination to complete the required revisions. If the student fails to complete the revisions within this period, their passing status is annulled, and they are required to retake the thesis examination.

f. If a student is declared failed, they must revise their thesis draft in accordance with the examiners' feedback and the supervisors' guidance in order to be eligible for a re-examination.

g. The re-examination of the thesis shall be conducted under the following provisions:

- The student is allowed only one (1) opportunity to retake the thesis examination.

- The re-examination must be conducted no later than three (3) months after the initial examination in which the student failed or failed to complete the required revisions within the stipulated time.
- If the student fails the re-examination, the Program Coordinator (Koorprodi) shall recommend to the Director of the Graduate School (SPs) to propose to the Rector that the student be dismissed from the program (drop out).
- The costs of the re-examination shall be borne by the student.

3.3 Assessment of the Final Dissertation Examination (Closed Defense) for Doctoral Program

a. The aspects assessed in the closed defense include the feasibility of the dissertation report, namely the writing structure, methodology, substance, and the student's ability to present and defend the research findings. For the supervisors, the supervision process serves as an additional assessment component in the dissertation examination (see Appendix 3).

b. The dissertation examination uses a scoring scale of 0–100. The Final Grade (FG) is calculated using the following formula:

$$FG = \frac{6(Average\ final\ score\ of\ the\ promoter) + 4(average\ final\ score\ of\ the\ examiners)}{10}$$

c. The student is declared passed if the Final Score (FS) ≥ 70.

d. The closed defense score is included in the calculation of the student's Grade Point Average (GPA).

e. The results of the closed defense are documented in the Minutes of the Closed Examination. If the student is declared passed without revision, they are eligible to register for the open defense. If the student is declared passed with revision, the following provisions apply:

- The student may register for the open defense after the dissertation draft has been revised according to the examiners' feedback and approved by all examiners, the promoter, and the co-promoter.
- The student is given a maximum period of six (6) months after obtaining a "passed" status in the closed defense to complete the revisions.

- If the student fails to complete the revisions and obtain approval from all examiners, the promoter, and the co-promoter within six months, the closed defense result is annulled, and the student is required to retake the closed defense.

f. If the student is declared failed in the closed defense, the following provisions apply:
   - The student must revise the dissertation draft in consultation with all examiners, the promoter, and the co-promoter. Once the promoter and co-promoter approve, the student may apply for a re-examination of the closed defense.
   - The conditions for the repeated closed defense are as follows: a) The repeated closed defense may only be conducted once. b) The repeated closed defense must be held no later than six (6) months after the student is declared to have failed the initial closed defense or failed to complete the required revisions within the specified period. c) If, after the repeated closed defense, the student is still declared failed by the examination board, the Dean/Director of the Graduate School shall propose to the Rector the issuance of a Rector's Decree stating that the student concerned is unable to complete the study (dropout). d) The costs of the repeated closed defense shall be borne by the student.

3.4 Assessment of the Final Dissertation Examination (Open Defense) for Doctoral Program

a. The aspects assessed in the open defense include the following, Mastery of the research substance, Insight into the implementation of the dissertation results, The student's ability to promote and present the findings obtained during the doctoral research, and The student's ability to defend the dissertation results (see Appendix 5).
b. The open defense uses a scoring scale of 0–100. The Final Grade (FG) is calculated using the following formula:

$$FG = \frac{6(Average\ final\ score\ of\ the\ promoter) + 4(average\ final\ score\ of\ the\ examiners)}{10}$$

c. The student is declared passed if the Final Score (FS) ≥ 70. The open

defense score is included in the calculation of the student's Grade Point Average (GPA).

d. Doctoral students who have published at least two (2) scientific articles in reputable international journals (indexed in Scopus or Web of Science) may apply for an eligibility assessment of these two articles as a substitute for the open defense.
e. The assessment of scientific articles as a substitute for the open defense is conducted under the following conditions:
    1) The student has completed the closed defense and any required revisions within the specified time limit.
    2) The two scientific articles must already be published in reputable international journals and meet the following requirements:
        - The student is listed as the first author and must use the affiliation of Universitas Negeri Surabaya.
        - The published articles are derived from the dissertation and/or coursework activities relevant to the preparation of the dissertation.
        - In the published article, the student is required to include the dissertation supervisors as the second and third authors. The student may also include other lecturers involved as the fourth and subsequent authors.
    3) Each article is assessed by seven (7) evaluators consisting of the Dean/Director of the Graduate School, two internal examiners from the closed defense, the Head of the Study Program, the Promoter, the Co-Promoter, and an Evaluator from the Publication Division, using the assessment instrument provided in Appendix 6.
    4) The Final Grade (FG) is calculated using the following formula:

$$FG = \frac{6(Average\ final\ score\ of\ the\ promoter) + 4(average\ final\ score\ of\ the\ examiners)}{10}$$

    5) A scientific article is considered eligible as a substitute for the open defense if it achieves a score of FG = 80.
    6) The final grade (FG) is the average of all article scores. This final score is included in the student's GPA calculation as the grade for the open

defense.

CHAPTER VI
PUBLICATION

A. Publications of Applied Undergraduate Programs

1. Final Project Reports (Thesis, Prototype, Project, or other forms of final projects) are published by uploading them to the UNESA Repository which has been integrated with the Ministry of Research, Technology and Higher Education Student Final Project Repository portal, or
2. Articles from Final Project Reports published in scientific journals, or
3. Articles from the results of field research, literature research, and laboratory research during the study as the first author published in a scientific journal.

B. Master's Program Publications

1. Articles from the Final Project Report (Thesis, Prototype, Project, or final project form others) published in an accredited national scientific journal (Sinta 1-4), or
2. Articles from Final Project Reports are accepted for publication in international journals (indexed by the Copernicus International (ICI) Index, Emerging Source Citation Index (ESCI), Directory of Open Access Journal (DOAJ), Thomson Reuters, or Microsoft Academic Search (MAS), or
3. Articles from research results during studies that are in the same field as the science of the study program as the first author published in an accredited national scientific journal (Sinta 1-4), or
4. Articles from research results during studies that are in the same field as the science of the study program as the first author accepted for publication in an international journal (indexed) ICI, ESCI, DOAJ, or MAS).

C. Doctoral Program Publications

1. Articles from Final Project Reports (Dissertations, Prototypes, Projects, or other forms of final projects) published in reputable international journals (Scopus, WoS, or IEEE indexed), or
2. Articles from research results during studies in the same field as the study program's science as the first author are published in reputable international journals (indexed by Scopus, WoS, or IEEE).

CHAPTER VII
ETHICS, VIOLATIONS, AND SANCTIONS

A. Ethics of Writing

Theses prepared by students are expected to demonstrate high quality in terms of scientific rigor, methodology, administration, and adherence to academic ethical standards, both in process and in product. The following ethical considerations must be fulfilled by students:

1. **Academic honesty**, as reflected in:
   a. The work being entirely the student's own, not wholly or partially plagiarized
   b. Clear acknowledgment of all references used as sources of study material, in accordance with the applicable regulations on Intellectual Property Rights (IPR)
   c. Preparation of the thesis in compliance with the prevailing academic regulations.
2. Openness, meaning the willingness to accept criticism or suggestions for improving the quality of research and analysis.
3. Non-coercion and non-exploitation, meaning that students must not force or harm research subjects/informants.
4. Confidentiality and security of research subjects/informants, which entails not disclosing real names or identities without the subject's consent.
5. Students conducting research involving human or animal subjects must adhere to research ethics as regulated by the Ethics Committee of the Research and Community Service Institute (LPPM) of Universitas Negeri Surabaya, accessible through the link: https://komisi-etik.lppm.unesa.ac.id/

B. Violations and Sanctions

Violations that may occur during the thesis process can be categorized into administrative violations and academic violations.

1. Administrative Violations

a. Failure to carry out the thesis process according to the predetermined schedule.
b. Violation of or failure to meet one or more of the requirements stated in this

handbook.

Sanctions for Administrative Violations:

a. Written warning.
b. Postponement of the examination.
c. Rewriting or resubmission of the thesis.

2. Academic Violations

a. Plagiarism.
b. Violation of Intellectual Property Rights (IPR).
c. Violation of research ethics.

Sanctions for Administrative Violations:

a. Cancellation of the thesis.
b. Academic suspension.
c. Dismissal from Universitas Negeri Surabaya (UNESA).

Decisions and enforcement of administrative, academic, and ethical sanctions are made by the Head of the Study Program (*Koorprodi*) with the approval of the Vice Dean I or Vice Director I of the Graduate School (*SPs*), and acknowledged by the Dean or Director of SPs. Handling of violations that fall under the scope of criminal law shall be carried out by the Head of the Study Program, Faculty leadership, or SPs leadership in cooperation with the relevant and authorized institutions, in accordance with prevailing laws and regulations.

CHAPTER VIII
GOVERNANCE

The preparation, implementation, and assessment of the final project require governance that aligns with the main duties and functions of each involved party. The guidelines related to this governance are described as follows:

A. Implementation

1. Roles of Related Parties

a. University

1) The University establishes Rector's Regulations concerning the final project.
2) The University ratifies the UNESA Final Project Guidelines.

b. University Academic Senate (SAU)

1) The SAU provides considerations for the draft of the UNESA Final Project Guidelines before ratification.

c. Directorate of Academic Affairs.

1) The Directorate of Academic Affairs prepares the UNESA Final Project Guidelines.
2) The Directorate of Academic Affairs disseminates the UNESA Final Project Guidelines.
3) The Directorate of Academic Affairs assists study programs in the implementation and assessment of final projects.
4) The Directorate of Academic Affairs facilitates information systems and management for the preparation, implementation, and assessment processes in an integrated and comprehensive manner.

d. Faculty / Graduate School (SPs).

1) The Faculty/SPs issues decrees appointing thesis/dissertation supervisors.
2) The Faculty/SPs issues decrees appointing thesis/dissertation examiners.
3) The Faculty/SPs may develop supplementary guidelines for final projects according to the characteristics of study programs within the Faculty/SPs.and management for the preparation, implementation,

and assessment processes in an integrated and comprehensive manner.

e. Study Program (Prodi)

1) The Study Program disseminates the UNESA Final Project Guidelines to students and lecturers.
2) The Study Program implements the UNESA Final Project Guidelines.
3) The Study Program maps supervisors according to the students' research topics.
4) The Study Program appoints examiners for final projects according to the students' research topics.
5) The Study Program arranges the final project examination schedule based on students' research topics.
6) The Study Program monitors the assessment of final project examinations through *Simontasi Plus.*
7) The Study Program oversees the preparation, implementation, and evaluation of final project examinations to ensure compliance with the guidelines and Standard Operating Procedures (SOP).

f. Quality Assurance Board (QAB)

1) The QAB establishes quality policies, standards, and manuals related to the final project.
2) The QAB coordinates the implementation of final project quality assurance at the Faculty/Graduate School (SPs) level through the Quality Assurance Cluster (QAC) and at the Study Program level through the Quality Assurance Unit.

g. Quality Assurance Cluster (QAC)

1) The QAC develops SOPs related to the final project.
2) The QAC implements quality assurance for final projects across the study programs within the Faculty/SPs in accordance with the quality manual.

h. Quality Assurance Unit (QAU)

1) The QAU coordinates with the Study Program to ensure the preparation, implementation, and assessment of final projects are aligned with the guidelines and SOPs.

i. Students

1) Students prepare and carry out their final projects in accordance with the guidelines and SOPs.
2) Students provide feedback to the Study Program regarding the preparation, implementation, and evaluation of final project examinations.

j. Alumni

1) Alumni provide feedback to the Study Program regarding the preparation, implementation, and assessment of final projects in relation to the needs of the business, industrial, and professional sectors.

k. Partners

1) External partners establish collaborations through Memorandums of Understanding (MoU), Memorandums of Agreement (MoA), or Implementation Agreements (IA) related to students' final projects.
2) External partners provide feedback to the Study Program on final projects in alignment with the needs of the business, industrial, and professional sectors.

2. Coordination and Management

a. Internal

1) The preparation, implementation, and assessment of final projects at the university level are coordinated and managed by the Vice Rector for Academic, Student Affairs, and Alumni, through the Directorate of Academic Affairs.
2) The preparation, implementation, and assessment of final projects at the Faculty/Graduate School (SPs) level are coordinated and managed by the Dean/Director, through the Vice Dean/Vice Director for Academic, Student Affairs, Alumni, Research, and Community Service (PKM).
3) The quality assurance of the preparation, implementation, and assessment of final projects across the university is coordinated and managed by the QAB

b. External

4) Collaboration concerning the preparation, implementation, and assessment of final projects at the university level with external partners is coordinated and managed by the Vice Rector for Planning, Development, Cooperation, and Information Technology, along with the Vice Rector for Academic, Student Affairs, and Alumni.
5) Collaboration concerning the preparation, implementation, and assessment of final projects at the Faculty/Graduate School (SPs) level with external partners is coordinated and managed by the Dean, through the Vice Dean/Vice Director for Academic, Student Affairs, Alumni, Research, and PKM, and the Head of Study Program (Koorprodi).

3. Implementation Period

The UNESA Final Project Guidelines (2023 Edition) take effect starting from the Odd Semester of Academic Year 2023/2024 and remain in force until further revision.

B. Quality Assurance

1. Principles

a. The quality assurance of final project preparation, implementation, and evaluation is based on the PPEPP cycle (Determination, Implementation, Evaluation, Control, and Improvement) in accordance with the quality policies, standards, and manuals set by the university through the Institute for Quality Assurance (LPM).
b. The quality policies, standards, and manuals for final project preparation, implementation, and evaluation must be disseminated and socialized to all relevant stakeholders.
c. The quality assurance of final project preparation, implementation, and evaluation is carried out based on educational, authentic, objective, accountable, and transparent principles in an integrated manner.

2. Kriteria

a. The criteria for quality assurance in the preparation, implementation, and assessment of final projects refer to the established quality policies, quality standards, and quality manuals related to the preparation, implementation, and assessment of final projects.

3. Operationalization

a. The monitoring and evaluation of the quality of final project preparation, implementation, and assessment are conducted periodically, at least once a year.
b. The monitoring and evaluation of the quality of final project preparation, implementation, and assessment are carried out by the Institute for Quality Assurance (LPM) in coordination with the Quality Assurance Cluster (GPM) and the Quality Assurance Unit (UPM).

A summary of the governance flow for the preparation, implementation, and assessment of final projects at both the study program and faculty levels is presented in Appendix 12.

CHAPTER IX
CONCLUSSION

This Final Project Guideline is compiled to assist students in compiling the final project. This guideline is also expected to make it easier for supervisors to direct students who are preparing their final project. This guideline can also be used by the Examiner Team in determining the results of the exam. Study programs can use this guideline as a reference for student graduation. With this guideline, it is hoped that the implementation of the final project can be carried out effectively in terms of implementation and quality.

This guideline is an effort by the drafting team so that the writing of the final project at the State University of Surabaya accommodates changes that are in line with the demands of curriculum development, academic regulations, and science and technology. Of course, with the issuance of this guideline, students and lecturers have the same reference so that there is no difference in perception in terms of preparing final projects at the State University of Surabaya. Not only that, the issuance of this Guideline is an effort to improve the quality of services of the State University of Surabaya to students and lecturers in the academic field.

The Final Project Guidelines were well completed thanks to the hard work and smart work of the team. However, on the other hand, some technical matters may still exist that have not been described in this guideline. For this reason, this guideline is not the end, but will undergo revision in accordance with constructive input from a team of experts, lecturers, and students. Hopefully, this book can improve the quality of writing final projects for Surabaya State University students.

ATTACHMENTS

Attachment 1. List of Competitions that can be Equated with Final Projects

No.	Type of Competition	Criteria
1	PKM 8 Fields • PKM Exact Research (PKM-RE) • PKM Social Sciences and Humanities Research (PKM-RSH) • PKM Entrepreneurship (PKM-K) • Community Service PKM (PKM-PM) • PKM Application of Science and Technology (PKM-PI) • PKM Creative Works (PKM-KC) • PKM Innovative Works (PKM-KI) • PKM Constructive Idea Video (PKM-VGK)	Qualified for the National Student Scientific Week National Student Scientific Week (PIMNAS)
2	PKM-KT (Written Work): • PKM Written Futuristic Ideas (PKM-GFT)	Qualified for PIMNAS
3	Vocational Student Entrepreneurship Program (PWMV)	Funding approved
4	The National Mathematics and Natural Sciences Competition is an Olympic-style competition organized by the Directorate General of Higher Education in collaboration with the National Achievement Center (Pusprenas) at the national level	1st Place
5	Indonesian Vocational Olympiad (OLIVIA)	1st
6	International Olympiad organized by international institutions	1st, 2nd, and 3rd place
7	National LKTI	1st
8	International LKTI	1st, 2nd, and 3rd Place
9	Student Digital Innovation Competition (LIDM)	1st
10	English *Debate/National University Debating Championship* (NUDC)/Indonesian Student Debating Competition (KDMI)	1st
11	English Debate *Championship/World University Debating Championship* (WUDC)	1st, 2nd, and 3rd Place Winners
12	Outstanding Student Selection (PILMAPRES) National Level	First Place Winner
13	National Student Arts Week (PEKSIMINAS)	First Place
14	International Student Art Week	1st, 2nd, and 3rd Place
15	Official National Sports Event: • National Sports Week (PON) • National Paralympic Week (PEPARNAS) • National University Sports Week (POMNAS)	First Place
16	Official International Sports Championships: • ASEAN University Games (AUG) • ASEAN Games (Sea Games) • ASEAN Paralympic Games • Asian Games	Participants or athletes

No.	Competition Type	Criteria
	• Olympics • International Paralympic Games	
17	National Robot Contest/Indonesian Robot Contest (KRI)/Indonesian Flying Robot Contest (KRTI)	1st Place
18	International Robot Contest/ABU (Asia-Pacific Broadcasting Union) Robocorn/International Robot Contest	1st, 2nd, and 3rd Place
19	Student Exhibition in the Field of ICT (GEMASTIK)	First Winner
20	Statistics and Data Science Festival (SATRIA DATA)	Funding approved
21	Indonesian Student Business Competition (KBMD) National Level National	1st
22	Indonesian Student Business Competition (KBMI) Level International	1st, 2nd, and 3rd Place
23	National Energy-Efficient Car Contest	First Place
24	International Car Contest (Shell Eco-Marathon)	1st, 2nd, and 3rd place
25	National Unmanned Speedboat Competition (KKCTBN)	1st Place
26	Indonesian Bridge Competition (KJI)	1st Place
27	Indonesian Building Competition (KBGI)	1st Place
28	Student Entrepreneurship Program (PMW)	First Winner
29	Indonesian Student Entrepreneurship Expo (KMI)	First Place Winner
30	National Church Choir Competition (PESPARAWI) National	First Place
31	International Qur'an Recitation Competition	1st, 2nd, and 3rd place
32	National Student Qur'an Recitation Competition (MTQMN)	First Place
33	Organizational Capacity Building Program Student Affairs (PPK Ormawa)	Funding approved
34	Village Community Empowerment Program (P2MD)	Funding approved
35	Intellectual Property Rights (IPR) are one of the achievements in the field of patents and copyrights regarding a particular product and creation in accordance with applicable laws and regulations and belong to the IPR owner	IPR owner
36	Study/Scientific Field Championships/Competitions organized by the Ministry of Education and Culture/other ministries and/or related institutions	First Place

Attachment n 2. Seminar Proposal Participation Card Format

SEMINAR PROPOSAL PARTICIPATION

CARD FOR FINAL PROJECT

Student Name : .....

Student ID : .....

No.	Date/Month/Year (Activity)	Student Name/Student ID Number (Presenter)	Proposal Title	Chairperson's Signature Reviewer
1				
2				
3				
4				
5				

Surabaya, Program Coordinator,

(.....)

NIP .....

ATTACHMENT: SUGGESTIONS/CRITICISM FOR

THE FINAL PROJECT PROPOSAL

SEMINAR

No.	Date/Month/Year (Activity)	Student Name/Student ID (Presenter)	Suggestions/Criticism
1			
2			
3			
4			
5			

Appendix n 3. Proposal/Final Project Examination Assessment Format

QUESTION/NOTE SHEET* EXAMINER

<table>
<tr><td colspan="4">IDENTITY</td></tr>
<tr><td>Name</td><td colspan="2"></td><td>Day/Date</td><td></td></tr>
<tr><td>Student ID</td><td colspan="2"></td><td>Examiner</td><td></td></tr>
<tr><td rowspan="4">Program^</td><td>D-4</td><td colspan="3">1. Proposal 2. Final Project (Thesis, Prototype, Project, Other forms of final projects)</td></tr>
<tr><td>S-1</td><td colspan="3">2. Proposal 2. Final Project (Thesis, Prototype, Project, Other forms of final projects)</td></tr>
<tr><td>Master's</td><td colspan="3">3. Proposal 2. Final Project (Thesis, Prototype, Project, Other forms of final projects)</td></tr>
<tr><td>Doctoral</td><td colspan="3">4. Proposal 2. Final Project (Dissertation, Prototype, Project, Other forms of final projects) (Closed Examination)</td></tr>
<tr><td>CHAPTER/ SECTION</td><td colspan="4">QUESTIONS/REVISION NOTES</td></tr>
<tr><td></td><td colspan="4"></td></tr>
<tr><td></td><td colspan="4"></td></tr>
<tr><td></td><td colspan="4"></td></tr>
<tr><td></td><td colspan="4"></td></tr>
<tr><td></td><td colspan="4"></td></tr>
<tr><td></td><td colspan="4"></td></tr>
</table>

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

^) Circle the appropriate one!

EVALUATION FORMAT FOR PROPOSAL/FINAL PROJECT EXAM

BENTUK:_____

Name : .....

Student ID : .....

Examiner : .....

Day/Month : .....

No	Assessment Components	Score	
		Examiner	Supervisor
A. Written Work			
1	Topic quality		
2.	Depth of material		
3.	Methodology		
4.	Writing techniques		
5.	Language		
6.	Reference quality		
Average A			
B. Presentation			
1.	Mastery of material		
2.	Presentation		
3.	Ability to maintain		
4.	Attitude		
Average B			
C. Process			
1.	Guidance process (C)		
Final Examiner Score (SAPj) = (6A + 4B)/10			
Final Supervisor Score (SAPb) = (5A + 3B + 2C)/10			

Grade Conversion		
Interval	Letter	Number
85 ≤ A ≤ 100	A	4.00
80 ≤ A-< 85	A-	3.75
75 ≤ B+<80	B+	3.5
70 ≤ B<75	B	3.0
65 ≤ B < 70	B-	2.75
60 ≤ C+<65	C+	2.50
55 ≤ C<60	C	2.00
40 ≤ D<55	D	1.0
0 ≤ E < 40	E	0.00

Examiner

.....

Note:
- Score range 0-100
- Enter the score for each component
- Final Score (FS) = (4 AverageSAPj + 6 AverageSAPb)/10

*) Cross out what is not needed

n 4. Assessment Format for the Final Project Draft Eligibility Exam for Doctoral Programs

ASSESSMENT FORMAT FOR THE FINAL THESIS DRAFT ELIGIBILITY EXAMINATION
(Form _____)

Name : .....
Student ID : .....
Examiner : .....

No.	Assessment Component	Score	Comments /Notes
1.	Clarity of the background related to the importance of conducting the research (Chapter I)		
2.	Clarity of the problem formulation/questions/focus of the research		
3.	Quality of literature review (depth and accuracy for category development) (Chapter II)		
4.	Accuracy and clarity of research methods (Chapter III)		
5.	The sharpness of data analysis and its suitability with the research problem/question/focus (Chapter IV)		
6.	The sharpness of the discussion of research results and its relevance to the theory used (Chapter V)		
7.	Contribution of research results to related theory/science		
	related to the field		
8.	Writing techniques, language, and references		
Number			

Grade Conversion		
Interval	Letter	Number
85 ≤ A ≤ 100	A	4.00
80 ≤ A-< 85	A-	3.75
75 ≤ B+<80	B+	3.5
70 ≤ B<75	B	3.0
65 ≤ B < 70	B-	2.75
60 ≤ C+<65	C+	2.50
55 ≤ C<60	C	2.00
40 ≤ D<55	D	1.0
0 ≤ E < 40	E	0.00

Examiner

.....

Lampira n 5. Open Exam Assessment Format

OPEN EXAM EVALUATION FORMAT

Name : .....
....
NIM : .....
....
Examiner : .....
....
Day/Month/ Year : .....
....

No	Assessment Components	Score	
		Examiner	Promoter/ Co-promoter
A.	**Mastery of Final Project/Dissertation Material**		
1.	Mastery of the theory underlying the dissertation		
2.	Ability to present the results of the dissertation		
3.	Ability to defend the dissertation		
Average A			
B.	**Insight into the Implementation of Final Project/Dissertation Results**		
1.	Problem-solving program based on dissertation results dissertation		
2.	Implementation strategies offered		
3.	Ability to relate dissertation results to national development or scientific advancement		
Average B			
C. Attitude			
1.	Attitude in defending opinions (C)		
D. Process			

1.	Supervision process (D)		
Final Examiner Score (SAPj) = (4A + 4B + 2C)/10			
Final Supervisor Score (SAPm) = (3A + 4B + 2C + 1D)/10			

Grade Conversion		
Interval	Letter	Number
85 ≤ A ≤ 100	A	4.00
80 ≤ A-< 85	A-	3.75
75 ≤ B+ < 80	B+	3.50
70 ≤ B < 75	B	3.0
65 ≤ B < 70	B-	2.75
60 ≤ C+<65	C+	2.5
55 ≤ C<60	C	2.00
40 ≤ D<55	D	1.0
0 ≤ E < 40	E	0.00

Examiner

.....

Note:

- Score range 0-100
- Enter the score for each component
- Final Score (FS) = (4 AverageSAPj + 6 AverageSAPm)/10
- Pass if the final score (FS) ≥ 70

Appendix n 6. Format for Evaluating Articles as Substitutes for Open Exams

ARTICLE EVALUATION FORMAT FOR OPEN EXAM REPLACEMENT

Student Name : .....

Student ID : .....

Program : .....

Article Title : .....

Journal Name : .....

No	Assessment Components	Score Maximum	Assessment
Article Identity			
1.	The title of the article is written in the form of a phrase, clear, not ambiguous, and describes the content of the article.	3	
2.	List the student's name as the first author, the supervisor as the next author, and list the affiliation of the University of Surabaya.	2	
Abstract and Keywords			
3.	The abstract is written in one paragraph, containing the objectives, methods, results, conclusions, and a brief statement of the implications of the research.	3	
4.	Keywords reflect the research theme, are up-to-date current issues, and do not contain abbreviations.	2	
Introduction and Theoretical Review			

5	There is a formulation of rationalization and urgency of the problems/objectives studied and supported by by up-to-date and relevant references	3	
6.	Theoretical studies and relevant research are formulated comprehensively and in depth (*state of the art*)	5	
7	Demonstrates the gap between this research and the results of previous studies (*gap analysis*)	7	
Method			
8	The type of research used is appropriate for answering the research questions/objectives and is clearly formulated, easy to understand, and accompanied by relevant references	3	
9.	The sample/target/object/participants are determined through an objective procedure with strong arguments and clearly formulated	2	
10.	Data collection methods are formulated in a clearly, are easy to understand, and refer to the basic theory used	5	
11.	The data analysis techniques selected are appropriate for the characteristics of the data being analyzed and are performed in a manner that avoids bias	5	
Results and discussion			
12.	The discussion of the research results is clear and coherent, relevant to the formulation/objectives, methods, and data analysis techniques used.	5	
13.	The interpretation of the research results is made without bias, formulated clearly and based on research data.	8	
14.	The author relates the research results to theory by placing the research results within the existing theoretical framework	10	
15.	The author compares the results obtained with relevant previous research, thereby formulating new findings.	10	
Conclusion			
16.	The conclusion is very appropriate as an answer to the research problem/question/objective.	5	
References			
17.	The sources/references used are sufficient, with no fewer than 25 references, and at least 80% of the references are from accredited national journal articles (minimum Sinta 3) and reputable international with a good reputation (indexed in Scopus or WoS)	4	
18.	The references/literature used should be up-to-date, published within the last 5 years (except for research whose scientific characteristics require older references, such as evolution or history)	4	

19.	All references/literature cited in the text of the article are listed in the bibliography and vice versa	2	
Others			
20.	The article is written in proper English, concise, compact, and substantial	5	
21.	The quality of international journals as a medium for publishing scientific articles indexed by Scopus Q1 (score 6-7), Q2 (score 4-6), Q3 (score 2-4), and Q4 (score 1-2), or indexed by WoS Core Collection (SCIE, SSCI, and AHCI) (score 4-7)	7	
Total Score		**100**	

Notes/input/suggestions

Grade Conversion		
Interval	Letter	Number
85 ≤ A ≤ 100	A	4.00
80 ≤ A-< 85	A-	3.75
75 ≤ B+<80	B+	3.5
70 ≤ B<75	B	3.0
65 ≤ B < 70	B-	2.75
60 ≤ C+<65	C+	2.50
55 ≤ C<60	C	2.00
40 ≤ D<55	D	1.0
0 ≤ E < 40	E	0.00

Evaluator

.....

Lampira n 7. Requirements for Requesting a Change of Supervisor/Promoter

Subject: Request for a change of supervisor/promoter

Dear Dean of the Faculty of
Surabaya State University

I student State State Surabaya at the **Applied Bachelor's** Degree/Bachelor's **Degree/Master's** Degree/Doctorate1)

with the following identity:

a. Name :
b. Student ID : _____
c. Study Program : _____
d. Office/institution address and telephone number2) : _____
e. Home address and phone number/mobile phone number : _____

submitting a request **for replacement of Advisor/Advisor I/Advisor II/Promoter/Co-promoter1)** with

reason ……..
……

…….

Furthermore, I propose that **the Supervisor/Supervisor I/Supervisor** II/Promoter/Co-Promoter1) who was originally …… be replaced by ……..
For your consideration, I have attached the following documents.
1. Letter of Approval for the Replacement of the Supervisor from the Program Coordinator.
2. Statement letter.

I am grateful for the granting of this request.

Surabaya, ……
…
Applicant,

……
…

Copy to:
1. Deputy Director of Postgraduate Studies, Unesa
2. Deputy Director for General Affairs, Unesa Graduate School

1) Cross out what is not necessary
2) If applicable

LETTER OF APPROVAL FOR THE REPLACEMENT OF SUPERVISORS FROM THE PROGRAM STUDY COORDINATOR

Chair Program Study_____Faculty/Graduate School _____State University of Surabaya hereby approves the change of supervisor for the student with the following identity.

a. Name : _____

b. Student ID : _____

c. Grade : Applied Bachelor's Degree/Bachelor's Degree/Master's Degree/Doctorate1)

d. Study Program : _____

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

_____

f. Home address and phone number/mobile phone : _____

_____

Given the opportunity to change **the Advisor/Advisor I/Advisor II/Promoter/Co-promoter1)** with consideration for the smooth completion **of the final project/thesis/dissertation1)**.

This approval is hereby granted for its intended use.

Surabaya, ……..

Coordinator Program Study.....

.....

NIP .....

1)Cross out what is not needed

STUDENT STATEMENT LETTER
AFTER CHANGE OF
SUPERVISOR/PROMOTOR

The undersigned is a student of Surabaya State University at **the** Applied **Bachelor**'s/Bachelor's/Master's/Doctoral level1) with the following identity.

a. Name : _____

b. Student ID : _____

c. Study Program : _____

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

e. Home address and telephone/mobile number :

hereby declare our willingness to comply with all regulations at Surabaya State University that apply to students in changing advisors, both in terms of administrative and academic matters.

I hereby declare that this statement is true and accurate. If I am unable to fulfill this commitment, I am willing to accept the appropriate sanctions
the applicable regulations at Surabaya State University.

Surabaya, ……

…..

The declarant,

……

1) Cross out what is not necessary

RESEARCH TITLE

RESEARCH PROPOSAL/FINAL PROJECT REPORT *)

By

STUDENT NAME

Student ID

SURABAYA STATE UNIVERSITY

YEAR

n 9. Proposal/Final Project Approval Page Format

FINAL PROJECT APPROVAL PAGE

BENTUK:_____

Name : _____

Student

Student ID : _____

Research Title : _____

_____

has been approved and declared eligible to be submitted for the final examination.

Surabaya, ...

Supervisor/Supervisor I/Promotor*),

(Full Name)

NIP .....

Supervisor II/Co-supervisor*),

(Full Name)

NIP .....

*)Write as appropriate

Appendix 10. Format of the Approval Page for the Proposal/Final Project

FINAL PROJECT APPROVAL PAGE

BENTUK:_____

Name : _____

Student

Student ID : _____

Research Title : _____

This has been defended before the examining board on .....

Examining Board,	Signature	Date of
Completion/Revision*		
(Full Name) NIP	.....	.....
(Full Name) Employee ID Number	.....	.....
(Full name) NIP	.....	.....
etc.		

Certified,
Dean of the Faculty_____
Coordinator_____

Acknowledging,
Program

(Full Name)
NIP

(Full Name)
NIP.....

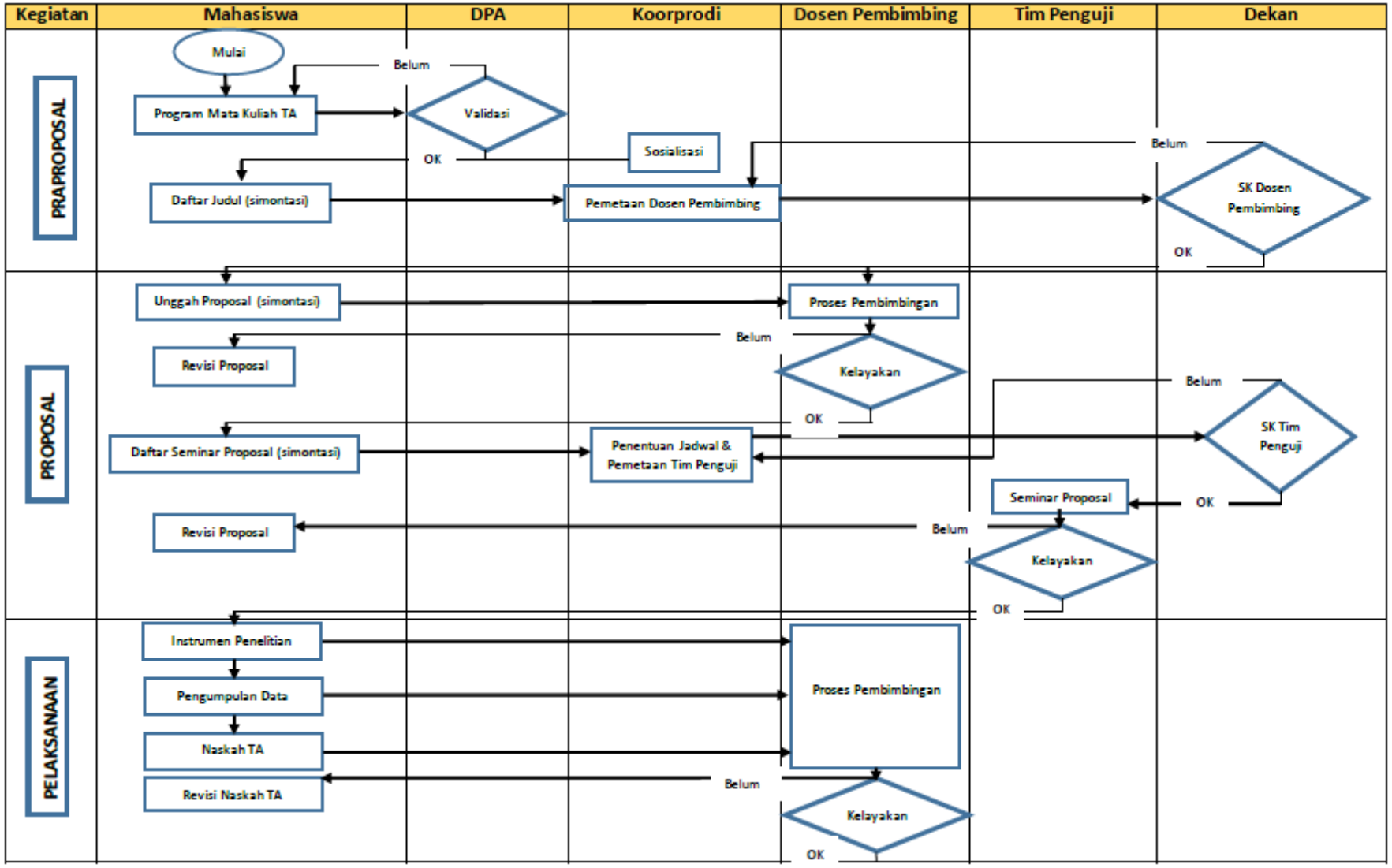
*)Write as appropriate

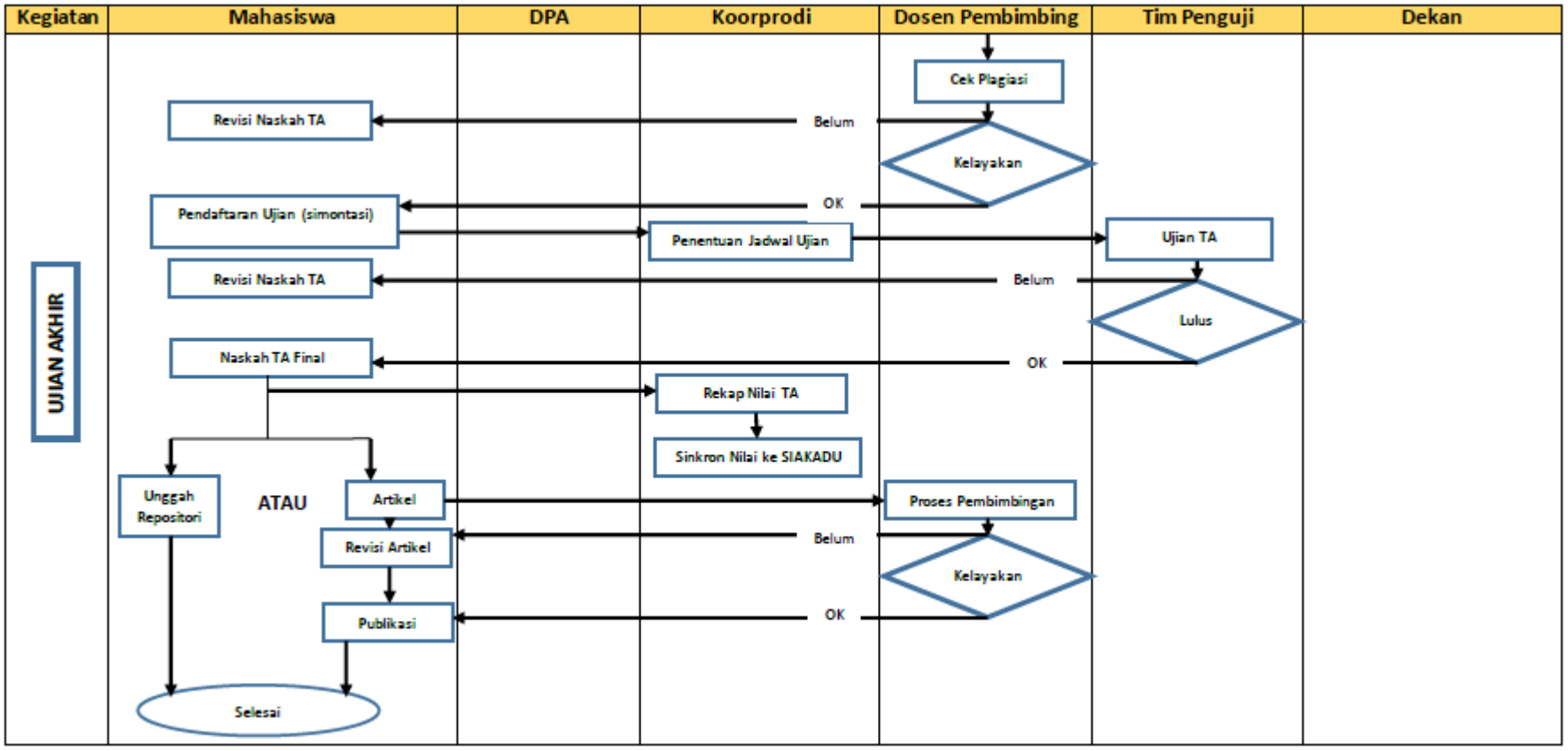
Appendix 11. Thesis Cover Color according to Faculty

No.	Faculty	Color and Logo
1	Faculty of Education	
2	Faculty of Languages and Arts	
3	Faculty of Mathematics and Natural Sciences	
4	Faculty of Social Sciences and Law	
5	Faculty of Engineering	
6	Faculty of Sports Science and Health	

No.	Faculty	Colors and Logo
7	Faculty of Economics and Business	
8	Vocational Faculty	
9	Graduate School	
10	Faculty of Medicine	The base color of the flag is dark green with RGB color code 0, 115, 54 with the words Faculty of Medicine embroidered in gold

Appendix 12. Final Examination Procedure for Undergraduate Programs





Keterangan: DPA (Dosen Penasihat Akademik)