



**REGULATION FOR
THESIS DEFENCE AND PREPARATION
and
THESIS CONSULTATION BOOK
UNDERGRADUATE PROGRAM (S-1)**

**FACULTY OF SOCIAL AND POLITICAL SCIENCES
UNIVERSITAS DIPONEGORO
SEMARANG**



MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY

UNIVERSITAS DIPONEGORO

FACULTY OF SOCIAL AND POLITICAL SCIENCES

Jl. Prof. H. Soedarto, SH Tembalang Semarang Post Box 1269

Websites: <http://www.fisip.undip.ac.id> e-mail : fisip@undip.ac.id

**REGULATION FOR
THESIS DEFENCE AND PREPARATION
and
THESIS CONSULTATION BOOK UNDERGRADUATE
PROGRAM (S-1)**

NAME :

NIM :

ACADEMIC ADVISER :

DEPARTMENT/STUDY PROGRAM:

TITLE AND SUPERVISOR

THESIS TITLE :
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.....
.....
.....
.....

SUPERVISOR I:



DECISION
DEAN OF FACULTY OF SOCIAL AND POLITICAL SCIENCES
UNIVERSITAS DIPONEGORO
Number : 1266 /SK/UN7.3.7/2015

ON

REGULATIONS FOR THESIS DEFENCE AND PREPARATION

CHAPTER I
DEFINITION

Article 1

- (1) The undergraduate program (S1) is an academic education program after secondary education that educates students to master the theoretical concepts of certain areas of knowledge and skills in general and the theoretical concepts of the special section in the field of knowledge and skills in depth with a study load of at least 144 credits taken in for less than 8 semesters and a maximum of 14 semesters.
- (2) Thesis is a scientific final project based on personal research in the field/laboratory/documentation in an undergraduate program.
- (3) The thesis supervisor is the lecturer in charge of guiding the thesis.
- (4) The examiner is a lecturer in charge of testing the thesis.
- (5) Academic Lecturer is a permanent lecturer who is entrusted with the task of giving consideration, guidance, advice and approval to a number of his students to determine the courses in their study plan, the number of credits to be taken, examinations and thesis/final assignments and others in accordance with their authority.
- (6) Study Plan Card (KRS) is a card that contains a plan for taking courses in the semester that will be taken
- (7) Thesis Permit Card (KIS) is a permit card given to students to compose a thesis that has not been included in the KRS, in accordance with the applicable regulations.

- (8) Test Ready Card (KSU) is a card signed by the supervisor, examiner lecturer, academic adviser, and head of department stating that the thesis is ready to be tested
- (9) Consultation book is a notebook of a thesis writing process that must be written by the supervisor related to things that need to be understood by students.

CHAPTER II

REQUIREMENTS AND PROCEDURES

Article 2

Registration Requirements

- (1) The preparation of the thesis is done through the KIS and KRS pathways.
- (2) The KIS pathway is carried out at any time and the KRS pathway is carried out at the beginning of the semester
- (3) KIS and KRS must be approved by the academic adviser
- (4) The preparation of the thesis can be done by students who have achieved 110 credits with a Grade Point Average (GPA) of ≥ 2.00

Article 3

Thesis Registration Procedure

- (1) The proposal is registered to the department/study program.
- (2) Request for a supervisor from the head of the department/study program.

Article 4

Guidance

- (1) The mentoring process must be stated in the Thesis Consultation Book.
- (2) The proposal framework is in accordance with the guidelines for writing scientific papers by FISIP Undip.
- (3) The mentoring process is carried out at the Universitas Diponegoro Campus.

Article 5

Exam Requirements

- (1) Meet the academic and financial administration requirements, namely:
 - a. Test Ready Card (KSU)
 - b. Exam application
 - c. No D score
 - d. No course has not been taken

- (2) Submit 3 (three) copies of the thesis in accordance with the specified format.
- (3) Pass the plagiarism verification by the department/study program.

Article 6 Exam Procedure

- (1) Take and fill out the forms for the exam requirements in the academic section.
- (2) Request for the Examiner to the head of the department/study program.
- (3) In the event that the supervisor and/or academic adviser are unable to attend, the head of the department/study program can sign the KSU based on the test-ready statement in the thesis consultation book.
- (4) Register the exam to the academic section.
- (5) Receive the exam schedule from the academic section.

CHAPTER III SUPERVISOR AND EXAMINER

Article 7 Supervisor

- (1) The Supervisor is determined by the head of the department/study program based on certain considerations.
- (2) In the event that the supervisor is unable to carry out guidance for a certain period of time which is deemed to hinder the thesis preparation process, the head of the department/study program may appoint a substitute supervisor.
- (3) In case of replacement of supervisor, the head of the department/study program is obliged to notify the former supervisor and substitute supervisor.

Article 8 Examiner

- (1) Examiners which are as many as 3 people are determined by the Head of the department/study program consisting of one Chief Examiner, one Expert Examiner, and one Examiner Member. The Examiner member is the Supervisor.
- (2) In the event that the examiner is unable to come according to a predetermined schedule, the head of the department/study program may appoint a substitute examiner.

- (3) Examiners who can be replaced are the Chief Examiner and Expert Examiner.
- (4) The replacement of the examiner is informed to the students, the examiner and the academic section.

CHAPTER IV
THESIS DEFENCE
Article 9
Rules

- (1) The exam is carried out according to a predetermined exam schedule.
- (2) The exam is held at the Undip FISIP campus.
- (3) The exam is held in the form of a trial.
- (4) At the time of the exam, students are required to wear neat and polite clothes, with the provisions of a white shirt/blouse, black trousers/skirt and wearing shoes.

Article 10
Score

- (1) The thesis score has a composition of 75% thesis defence scores and 25% comprehensive scores.
- (2) The score of the thesis defence is given by each examiner in the form of numbers.
- (3) In the event of a substantive thesis revision, the score is given after the revision is approved.
- (4) The deadline for completing the revision is a maximum of 1 (one) month. The results of the revision must be approved by all examiners.
- (5) The thesis assessment indicators consist of a thesis report and mastery of the material at the time of the exam.
- (6) Thesis score standard:
80 = A
70 – 79 = B
60 – 69 = C
< 60 = not passed
- (7) The thesis score is determined by the head of the department/study program based on the scores given by all Examiners.
- (8) The score of the thesis is submitted by the head of the department/study program in the academic section.
- (9) The score of the thesis is announced by the faculty.
- (10) The date of the graduation is determined according to the graduation date listed on the evaluation card signed by the academic adviser and the head of the department

Article 11

Regrade Exam

- (1) In the event that the thesis defence is declared to have not met the graduation standards, a regrade exam may be held.
- (2) The implementation of the regrade exam is determined by the Examiner Team with a maximum time limit of 1 (one) month.
- (3) The regrade exam is carried out a maximum of 2 times.
- (4) The regrade exam can only be done if the student has revised the results of the previous exam and has obtained approval from the Supervisor and the examiner to be ready for the regrade exam.
- (5) Procedures and requirements for the regrade exam are carried out under the exam requirements as stipulated in Article 5 and Article 6.

CHAPTER V

SANCTION

Article 12

- (1) Thesis that cannot be completed in the semester taken, then it will be stated as TN (No Value) in the KHS (study result)
- (2) The thesis completion period for students as referred to in paragraph (1), is a maximum of 2 (two) consecutive semesters from the time the thesis course is included in the KRS.
- (3) In accordance with the provisions of article 12 paragraph (2), students must replace it with a new proposal.

CHAPTER VI

THESIS PUBLICATION

Article 13

- (1) Thesis is published in the Undip FISIP library.
- (2) Thesis scientific article is published online in the Undip repository.
- (3) The publication is carried out after obtaining the approval of the supervisor with certain considerations.
- (4) For publication purposes, students must submit 1 (one) copy of the thesis and a CD containing a PDF of the thesis/Final Project to the department and FISIP Undip's libraries
- (5) The thesis scientific article is submitted to the department in soft copy to be uploaded in the online journals of each department/study program.

CHAPTER VII
ADDITIONAL PROVISIONS
Article 14

- (1) With the issuance of this Decree, Decree No. : 103/SK/H7.3.7/2010 dated February 04, 2010, is declared invalid.
- (2) Things that have not been regulated in this decision will be arranged later

CHAPTER VIII
CLOSING
Article 15

This decree is effective from the date of its stipulation.

Stipulated in : Semarang
On : February 2019
Dean,

Sig,

Dr. Hardi Warsono, MTP
NIP.19640827199001 1 001

Sample

Statement of Authenticity

STATEMENT LETTER

The undersigned below:

Name : Yunita Ratna Sari

NIM : 14010111120009

Faculty : Social and Political Sciences

Major : Governance Science

I hereby declare that the thesis I have compiled with the title: **Implementasi Program Pemberdayaan Usaha Garam Rakyat (PUGAR) di Desa Kedungmutih Kecamatan Wedung Kabupaten Demak Tahun 2011 - 2003**

is truly my own work and is not a plagiarism of someone else's thesis. If later on my statement is not true, then I am willing to accept the applicable academic sanctions (revocation of graduation predicate and bachelor degree).

Thus, this statement I make in truth, to be used when needed.

Semarang, May 20, 2015
Statement Maker,

Yunita Ratna Sari
NIM 14010111120009

Sample
Composing the Tables of Contents, Tables, Diagram, Charts and Graphs

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**Sample
Approval page**

APPROVAL (Times New Roman 14 Bold)

(Times New Roman 12 Bold Space 1.5)

Thesis title : **Political Communication Behavior of Nadlotul Ulama Residents An Observation of NU Recitations Ahead of the 2014 General Election in Mranggen District, Demak Regency** (version in brackets is also allowed)

ComposerName : Eni Zuliasih (Times New Roman 12 Regular Spacing 1.5)

Department : Communication Studies

Declared valid as one of the requirements to complete Strata 1 Education

Semarang, March 28, 2017

(Times New Roman 12 Bold Space 1.5)

Dean

Vice Dean I

Dr. Hardi Warsono, MTP
NIP 196408271990011001

.....

Supervisor :

1. Drs. Achmad Noor Ph, SU (.....)

Examiner :

1. Drs. Joyo Nur Suryanto Gono, Msi (.....)

2. Agus Naryoso, S. Sos (.....)

CONSULTATION SHEET

No.	Date	Consultation	Signature

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