

**THE DECREE OF RECTOR OF INSTITUT TEKNOLOGI KALIMANTAN
NUMBER 12 OF 2020
ON
THESIS GUIDELINE OF INSTITUT TEKNOLOGI KALIMANTAN
WITH THE GRACE OF GOD ALMIGHTY
RECTOR OF INSTITUT TEKNOLOGI KALIMANTAN**

- Considering: a. that in implementing Freedom of learning as well as refining the thesis guideline for students of Institut Teknologi Kalimantan, the guideline is deemed necessary to be given as a part of the student's curriculum.
- b. that in terms of the above point a, therefore, it is considered important to commission the thesis guideline of Institut Teknologi Kalimantan through ITK Rector's decree.

- In view:
1. The Law Number 20 Year 2003 about National Education System;
 2. The Law Number 12 Year 2012 about Higher Education;
 3. The Government Regulation Number 4 Year 2014 about the higher degree education operation;
 4. The Presidential Regulation Number 125 Year 2014 about the founding of Institut Teknologi Kalimantan;
 5. The Regulation of Ministry of Research, Technology and Education Number 6 Year 2017 about the Statute of Institut Teknologi Kalimantan as revised into the Regulation of The Ministry of Research, Technology and Higher Education Number 25 Year 2017.
 6. The Regulation of The Ministry of Research, Technology and Higher Education Number 6 Year 2017 on the Statute of Institut Teknologi Kalimantan as revised into the Regulation of The Ministry of Research, Technology and Higher Education Number 25 Year 2017;
 7. The Regulation of Ministry of Research, Technology and Education Number 50 Year 2018 about the amendment of the Regulation of Ministry of Research, Technology and Education Number 44 Year 2015 about the Standard of National Higher Degree Education;
 8. The Decree of Ministry of Research, Technology and education Indonesian Republic Number 835/M/KPT.KP/2018 about the appointment of Prof. Ir. Budi Santosa, M.S., Ph.D as The Rector of Institut Teknologi Kalimantan;

HAS DECIDED

Stipulate : RECTOR'S DECREE ON THESIS GUIDELINE OF
INSTITUT TEKNOLOGI KALIMANTAN

Article 1

The thesis guideline of Institut Teknologi Kalimantan as stated in the attachment is inseparable from this Rector's Decree.

Article 2

The thesis guideline of Institut Teknologi Kalimantan is aimed for the students whose commencement starts in the academic year of 2020/2021.

Article 3

This Rector's Decree will be in effect at the set date with a condition that if one day there is a mistake in this Decree, it will be revised as it should.

Stipulated in Balikpapan
on the First Day of Septemebr 2020
RECTOR,

Prof. Ir. BUDI SANTOSA, M. S., Ph. D



THESIS GUIDELINES 2020

Quality Assurance
Institut Teknologi Kalimantan

FOREWORD

Praise and Gratitude we called upon the presence of God Almighty for the publication of the Thesis Guideline (TG) of the Institut Teknologi Kalimantan (ITK) in 2020/2025. This guidebook is prepared with the intention that students can carry out the final project in accordance with the provisions that have been regulated by the ITK Quality Assurance Center. This guidebook is a refinement of the previous edition with the added application of the concept of free learning. We also send our gratitude to the Rector and the vice rectors, the Central Curriculum Team and the study programs, as well as all parties who have contributed in the completion of this guidebook.

We realize that this guidebook may still have some shortcomings, as if there is no ivory that doesn't crack. This guidebook will be initially implemented at the beginning of the academic year 2020/2021. We hope that this guidebook can provide benefits and contributions to Institut Teknologi Kalimantan and the parties involved in it. Not to forget, we hope that all parties will provide input for the improvement of this guidebook.

Balikpapan, July 2020

Institut Teknologi Kalimantan

Quality Assurance Center

TABLE OF CONTENTS

FOREWORD.....	1
TABLE OF CONTENTS	2
CHAPTER I INTRODUCTION.....	7
1.1. BACKGROUND	7
1.2. CHARACTERISTICS	7
1.3. OBJECTIVE	8
1.4. FINAL PROJECT CODE OF CONDUCT	8
1.5. GENERAL REQUIREMENTS	9
1.6. OUTLINE OF IMPLEMENTATION.....	9
1.7. GENERAL DEFINITION	10
1.8. TA SUPERVISOR.....	11
1.8.1. TA SUPERVISOR CRITERIA.....	11
1.8.2. DUTIES AND OBLIGATIONS OF ADMINISTRATION TA.....	12
1.8.3. TA SUPERVISOR REPLACEMENT	12
1.9. TA TEST	13
1.9.1. TA TEST CRITERIA.....	13
1.9.2. RIGHTS AND OBLIGATIONS OF THE TEST TEAM CHAIRMAN.....	13
1.9.3. RIGHTS AND OBLIGATIONS OF THE TESTING TEAM.....	14
1.10. PLAGIARISM	14
1.10.1. SCOPE OF PLAGIARISM.....	14
1.10.2. TYPE OF PLAGIARISM.....	14
1.10.3. STANDARD SETTING MINIMUM VALUE SIMILARITY TO PLAGIARISM.....	15
1.10.4. SANITATION OF PLAGIARISM.....	16
1.11. CONVERSION OF INDEPENDENT LEARNING EQUIVALENT PROGRAM ACTIVITIES THESIS.....	16
1.11.1. INDEPENDENT ACTIVITIES LEARN AS FINAL PROJECT STUDY CONVERSION.....	16
1.11.2. PRESTATION OF INDEPENDENT LEARNING AS FINAL ASSIGNMENT VALUE CONVERSION.....	18

CHAPTER II STRUCTURE AND PROCEDURE FOR WRITING PROPOSALS, FINAL PROJECT REPORT, AND SCIENTIFIC ARTICLE.....	12
2.1. FINAL PROPOSAL STRUCTURE.....	12
2.1.1. BEGINNING PART.....	12
2.1.2. SECTION CONTENTS.....	13
2.1.3. FINAL PART.....	24
2.2. FINAL PROJECT REPORT STRUCTURE.....	25
2.2.1. BEGINNING PART.....	25
2.2.2. SECTION CONTENTS.....	26
2.2.3. FINAL PART.....	27
2.3. WRITING PROCEDUREFINAL PROPOSAL AND REPORT 2313.1. RULE WRITING.....	28
2.3.2. LANGUAGE.....	28
2.3.3. WRITING ABSTRACT.....	29
2.3.4. WRITING CHAPTER, SUB-CHAPTER, AND SUB-SUB-CHAPTER....	29
2.3.5. PAGE NUMBERING.....	30
2.3.6. WRITING TABLES AND PICTURES.....	30
2.3.7. EQUATION WRITING.....	32
2.3.8. REFERENCES WRITING.....	32
2.4. STRUCTURE AND PROCEDURE FOR WRITING SCIENTIFIC ARTICLES	37
2.4.1. TITLE.....	37
2.4.2. AUTHOR IDENTITY.....	37
2.4.3. PRELIMINARY.....	38
2.4.4. LITERATURE REVIEW / THEORY STUDY.....	39
2.4.5. METHODOLOGY.....	39
2.4.6. RESULTS AND DISCUSSION.....	39
2.4.7. CONCLUSIONS AND SUGGESTIONS.....	39
2.4.8. APPRECIATION.....	40
2.4.9. REFERENCES-REFERENCES.....	40
CHAPTER III GENERAL GUIDELINES FOR IMPLEMENTATION OF THE FINAL PROJECT (*).....	42
3.1. GENERAL REQUIREMENTS.....	42
3.2. UETERMINATION OF TA AND FIELD SUPERVISORRESEARCH INTEREST	42

3.3. PROCEDURE FOR PROPOSAL COMPETITION AND IMPLEMENTATION OF SEMINARS/PROPOSAL.....	43
3.4. IMPLEMENTATION OF FINAL PROJECT GUIDANCE AND RESEARCH.....	44
3.5. PROCEDURE FOR IMPLEMENTATION OF THE TRIAL AND PREPARATION OF REPORT THESIS.....	45
3.6. PROPOSAL SEMINAR ASSESSMENT AND FINAL PROJECT ASSESSMENT (*).....	47
3.7. FINAL PROJECT FILE UPLOAD PROCEDURE.....	50
ATTACHMENT.....	52
APPENDIX 1: GUIDELINES FOR PREPARING TA REPORTS IN EFORMAT DIGITAL.....	52
APPENDIX 2: FY REPORT TEMPLATES.....	56
SOFT COVER,FRONT OF TA REPORT / PAPER COVER TA PROPOSAL.....	56
PAPER COVER IN FYI REPORT.....	57
BACK OF TA REPORT BOOK.....	58
STATEMENT OF AUTHENTICITY FINAL PROJECT.....	59
FINAL PROJECT PUBLICATION APPROVAL STATEMENT FOR ACADEMIC INTEREST.....	60
CERTIFICATION SHEET [TA REPORT ONLY].....	61
APPROVAL SHEET [TA PROPOSAL SPRCIAL].....	62
FOREWORD.....	63
ABSTRACT.....	64
ABSTRACT.....	65
TABLE OF CONTENTS.....	66
LIST OF FIGURES.....	68
LIST OF TABLES.....	69
NOTATION LIST.....	70
CHAPTER 1 INTRODUCTION.....	71
CHAPTER 2 LITERATURE REVIEW.....	73
CHAPTER 3 RESEARCH METHODS.....	76
CHAPTER 4 RESULTS AND DISCUSSION.....	78
CHAPTER 5 CONCLUSIONS AND SUGGESTIONS.....	81
SOFT COVER,BACK OF REPORT TA.....	82
TA REPORT CD STICKER.....	83
APPENDIX 3: GUIDE TO USING MENDELEY.....	84

DOWNLOAD AND INSTALL MENDELEY	84
PERSONAL LIBRARY MANAGEMENT ON MENDELEY DEXTOOP.....	89
REFERENCES WRITING	97
APPENDIX 4: TA ASSESSMENT RUBRIC (*).....	98
SEMINAR PROPOSAL DECLINE RUBRIC TA	99
RUBRIC FOR DELIVERY OF THE COURT OF TA.....	100
TA PROPOSAL RUBRIC.....	101
TA REPORT RUBRIC.....	102
PRESENTATION RUBRIC.....	103
PERFORMANCE RUBRIC.....	104
APPENDIX 5: FORM (*).....	105
Form. TA-001A	106
Form. TA-001B.....	107
Form. TA-002	108
Form. TA-003	109
Form. TA-004A	110
Form. TA-004B.....	111
Form. TA-005	112
Form. TA-006	113
Form. TA-007	114
Form. TA-008	115
Form. TA-009	116
Form. TA-010A	117
Form. TA-010B.....	118
Form. TA-011	119
Form. TA-012	120
Form. TA-013	121
Form. TA-014	122
Form. TA-015	123
Form. TA-016	124
Form. TA-017	125
Form. TA-018	126
Form. TA-019	127
Form. TA-020	128

Ecma TA-021	129
Ecma TA-022	130
Ecma TA-023	131
Ecma TA-024	132
Ecma TA-025	133
Ecma TA-026	134
Ecma TA-027	135
Ecma TA-028	136
Ecma TA-029	137
Ecma TA-030	138
Ecma TA-031	139
Ecma TA-032	140
APPENDIX 6: STANDART OPERATING PROCEDURE (SOP).....	141
DETERMINATION OF SUPERVISOR AND FIELDS OF INTEREST TA DI	
ITK ENVIRONMENT (*).....	142
REGISTRATION AND IMPLEMENTATION OF PROPOSAL SEMINARS	
FINAL PROJECT IN ITK ENVIRONMENT (*)	143
REGISTRATION AND IMPLEMENTATION OF DUTY TRIALS	
END IN ITK ENVIRONMENT (*).....	144
IMPLEMENTATION OF UPLOADING FINAL PROJECT FILES IN	
ITK ENVIRONMENT.....	145

CHAPTER I

INTRODUCTION

1.1. BACKGROUND

Students of Bachelor Program (S-1) of Institut Teknologi Kalimantan are obliged to write an academic paper called Thesis (TA) at the end of their study. This serves as the requirement to earn a bachelor diploma according to their specialist subject. The thesis is defined as a scientific work containing the results of a thorough study that is systematically structured based on the provisions of the scientific research method. Writing this thesis serves as a training for the students to pour their ideas in the form of a scientific work.

The thesis guideline functions to maintain the quality of the final projects produced by ITK students. In addition, each study program has its own peculiarities, so in this guide there is a special reference to accommodate the peculiarities of the study program within ITK academic culture. Beside special references, in this guide there is also a general reference that commonly applies throughout the study programs in ITK.

Overall, this Final Project Guideline is published to facilitate all ITK academics in writing a thesis. The purpose of preparing this thesis guideline is to :

- help launch students in the process of writing the final project
- ensure uniformity of the final project writing format
- maintain research conducted in accordance with ethical rules in the writing of scientific papers.

1.2. CHARACTERISTICS

This thesis guideline is composed based on the research result that conveys characteristics namely as:

- There is a problem being analyzed, solved or finalized.
- Its foundation lies on the observation of the primary data and/ or secondary data analysis
- It conveys research methodology.
- It results in contribution toward a research body in terms of either general or specific scope.
- It follows the academic writing guideline.
- It receives a defense during a spoken or written examination.

1.3. OBJECTIVES

By preparing the final project, it is expected that the students will be able to:

1. Internalize academic values, norms, and ethics;
2. Show a responsible attitude throughout their work in their field of expertise independently;
3. Apply logical, critical, systematic, and innovative thinking in the context of the development or implementation of science and technology that pays attention to and apply humanity values that are in accordance with their area of expertise.
4. Demonstrate independent quality and measurable performance;
5. Examine the implications of the development or implementation of technological sciences that utilize natural resources by paying attention to and applying the value of the humanities to encourage the economic progress of society and environmentally friendly national energy security in accordance with its expertise based on rules, ordinances and scientific ethics in order to produce solutions, ideas, designs or art criticisms, compile scientific descriptions of the results of their studies in the form of thesis or final project report, and upload them on the college website.
6. Document, save, secure and rediscover data to ensure validity and prevent plagiarism.

1.4. THESIS CODE OF ETHICS

Thesis undertaken by students must comply with the thesis code of ethics. Things that need to be considered in connection with the thesis code of ethics are as follow:

1. The thesis performed by every student must fulfill scientific rules, and is carried out based on conscience, morals, honesty, freedom, and responsibility.
2. The thesis undertaken is an effort to advance science, welfare, dignity, and human civilization, and avoid of anything that causes loss or harm
3. Violations of the code of ethics can bring sanctions for those who violate it, among others in the form of: reprimand, suspension, dismissed, and canceled graduation
4. Students are obliged to avoid deviations from the research code of conduct which include:
 - Design, falsification of data, use of data without the source or similar actions.
 - Plagiarism is defined as the act of announcing or multiplying some or all of the writing or ideas of others by publishing and recognizing it as its own creation.
 - Auto plagiarism is defined as an action in which a researcher restates a sentence, words, data or ideas in a written work that has been published by the concerned without mentioning the source.
5. The thesis shall and must be carried out in accordance with methods, procedures and

scientific achievement of results, which can be accounted for.

1.5. GENERAL CONDITIONS

Here are the general provisions that must be met by students in order to implement thesis:

- The number of credits passed at the time of thesis registration is a minimum of 120 credits.
- Have met the specific requirements of each study program.

1.6. THE OUTLINE OF IMPLEMENTATION

In general, the implementation of the thesis includes:

1. Appointing a thesis supervisor.
2. Preparation of proposals and seminar of thesis proposals (implementation adjusted by each study program).
3. Implementation of guidance and activities of thesis.
4. Preparation of thesis report and implementation of plagiarism check.
5. Implementation of thesis session.
6. Implementation of uploading thesis reports and scientific articles.

1.7. GENERAL DEFINITION

1. **Thesis** is a compulsory course that must be taken by ITK students as the main requirement to obtain a bachelor's degree. The weight of the thesis course is 6 to 8 credits.
2. **Thesis participants or students enrolling thesis** are active students enrolling thesis from any study programs .
3. **Thesis Supervisors** are academics and/or practitioners appointed by the chief of study program to supervise students enrolling thesis credits.
4. **Primary Thesis Supervisor** are lecturers appointed by the chief of study program to supervise students enrolling thesis credits and to lead proposal seminars or defense presentations.
5. **Associate Thesis Supervisors** are academics and/or practitioners appointed by the chief of study program to supervise students enrolling thesis credits.
6. **Thesis Examiner** academics and/or practitioners appointed by the chief of study program to assess and test the students who are presenting proposal seminars and defense presentations.
7. **Board of Thesis Examiner** is thesis supervisors and thesis examiners who evaluate proposal seminars and thesis defenses.

8. **The Chairman of Thesis Examiner** is a thesis examiner appointed by the chief of study program to lead thesis proposal seminars and thesis defenses.
9. **Department Academic Staff** is an academic staff working for a department to process the administration of a thesis program for a study program within a department.
10. **Guidance Consultation** is supervisory activities of the whole thesis activities carried out by the TA participants together with TA supervisors.
11. **Thesis Proposal Seminar** is presentation of research ideas that will be proposed as thesis by thesis participants.
12. **Thesis Defense Presentation** is presentation of thesis research results carried out after the thesis is accomplished. The output of the defense is called a thesis report.
13. **Thesis Report** is a thesis research report that has been revised after the thesis defense presentation. The TA report is printed in a hard file or a soft file containing a TA report, TA defense presentation slides, a scientific article.
14. **Plagiarism** is the intentional or unintentional act of obtaining or attempting to gain credits or values for a scientific work and/or scientific work of another party recognized as its scientific work, without stating the source appropriately and adequately.

1.8. THESIS SUPERVISOR

1.8.1. THE CRITERIA OF THESIS SUPERVISORS

- a. Thesis supervisors consist of an ITK lecturer serving as a primary supervisor, and a personnel or more (a lecturer from inside or outside the ITK, researchers, and practitioners) who are in charge to supervise the students during the implementation of thesis starting from the preparation of the proposal, the research data collection to thesis defense presentation.
- b. Acquiring appropriate disciplines according to the thesis content proposed by the students.
- c. TA supervisors consist of 3 personnels at most for each thesis participant.
- d. The primary supervisors are required to be qualified at least as master's degree (Strata-2) with minimum academic position of expert assistant.
- e. Associate supervisors are lecturers from within/ outside ITK obtaining a minimum requirement of master's degree (Strata-2).
- f. Associate supervisors come from among researchers obtaining a minimum requirement of a master's degree (Strata-2) with a minimum academic position of first expert researcher.
- g. Associate supervisors come from among engineers obtaining a minimum

requirement of a master's degree (Strata-2) with a minimum academic position of first engineer.

- h. Associate supervisors come from the practitioners obtaining a minimum requirement of a Bachelor's degree (Strata-1) and experience in their field of at least 5 (five) years.
- i. Associate supervisors come from practitioners who have conducted supervision.
- j. Supervisors are appointed and dismissed by the Rector's Decree based on the coordinator of the study program's recommendation.

1.8.2. DUTIES AND OBLIGATION OF THESIS SUPERVISOR

- a. Guiding the preparation of research plans or thesis.
- b. Examine the concept of the thesis research plan.
- c. Monitor the implementation of thesis research in accordance with the applicable code of ethics
- d. Guiding the preparation or writing of thesis reports.
- e. Check and approve the thesis.
- f. Motivate the students to be able to complete the thesis on time.
- g. Provide time for student guidance to consultation.
- h. Guiding aspects of methods, content and writing, both by primary supervisors and associate supervisors.
- i. Attending a proposal seminar or thesis session, if this is not possible, it can be done by attending a teleconference. The maximum number of thesis students guided by a primary supervisor is 10 people in each semester or it can be adjusted to the conditions of the study program by taking into account the equivalent of full teaching time and the ratio of lecturers to students.

1.8.3. THE REPLACEMENT OF THESIS SUPERVISORS

- a. The supervisors are sick, or have permanent disability (died).
- b. The supervisors are under formal leave for study duty or office duty for more than four months.
- c. The supervisors resign with acceptable reasons.
- d. Students change the title or thesis content so that it is less relevant to the knowledge background of the former supervisors.
- e. The supervisors do not carry out their guidance duty

- f. The replacement of the thesis supervisors is determined by the Rector's decree the coordinator of the study program's recommendation.

1.9. THESIS EXAMINERS

1.9.1. THE CRITERIA OF THESIS EXAMINERS

- a. There are 2 (two) thesis examiners for each thesis participant.
- b. The thesis examiners are lecturers from inside or outside ITK obtaining a minimum requirement of a Master's degree (Strata-2).
- c. The thesis examiners are lecturers from inside/outside ITK, at least 1 (one) person obtaining a minimum academic position of expert assistant for lecturers.
- d. The thesis examiners are among the researchers who obtain a minimum requirement of a Master's degree (Strata-2) with a minimum academic position of first expert researcher.
- e. Thesis examiners from the engineering affiliation must obtain a minimum requirement of a Master's degree (Strata-2) with a minimum academic position of first engineer.
- f. The thesis examiners are practitioners obtaining a minimum requirement of a Bachelor's degree (Strata-1) and having experiences in the field of at least 5 (five) years.
- g. The supervisors from practitioners must have records for conducting supervision before.
- h. There is at least one thesis examiner who has a discipline which is in line with the thesis content proposed by the students.
- i. At the time of the proposal seminar or thesis defense, if the examiners are unable to attend due to unfavorable conditions, the coordinators of the study program have the right to replace and determine a new examiner.
- j. The examiners are appointed and dismissed by the Rectors' decree letter on the recommendation of the study program coordinator.

1.9.2. RIGHTS AND OBLIGATIONS OF THE CHIEF OF THESIS EXAMINERS

- a. Leading the proposal seminar (*) and thesis defense presentation.
- b. Opening and closing proposal seminar presentation (*) and thesis defense presentation.

1.9.3. THE PRIVILEGE AND THE OBLIGATION OF THE BOARD OF EXAMINERS

- a. Receiving thesis proposal draft or thesis report from students or thesis candidates.
- b. Arriving on time according to the schedule set by the study program coordinators.
- c. Asking questions to thesis participants about the thesis being defended and prohibited to deviate from the thesis.
- d. Obeying all the rules set by the study program coordinators.
- e. Giving thesis scores to thesis participants who are tested objectively in accordance with applicable assessment standards.
- f. Attending a proposal seminar or thesis defense presentation, if this is not possible, it can be done by attending a teleconference.
- g. Signing the thesis defense record for thesis participants (thesis proposal seminars and thesis defense presentations).

1.10. PLAGIARISM

1.10.1. THE SCOPE OF PLAGIARISM

- a. Quoting other people's words or sentences without using quotation marks and without mentioning the identity of the sources.
- b. Using other people's ideas, views or theories without acknowledging the identity of the sources.
- c. Using facts (data, information) belonging to others without mentioning the identity of the sources.
- d. Acknowledging other people's writings as their own.
- e. Paraphrasing (changing other people's sentences into their own sentences without changing the idea) without mentioning the identity of the source.
- f. Submitting a scientific work produced and/or published by another party.

1.10.2. TYPES OF PLAGIARISM

- a. Word for word plagiarism. The author uses the words of other authors (exactly) without mentioning the source.
- b. Plagiarism of the source. The author uses the ideas of others without giving sufficient acknowledgement (without clearly citing the source).
- c. Plagiarism of authorship. The author is acknowledged as the author of other people's works.

- d. Plagiarism on your own work (self plagiarism). The author publishes one article in more than one editorial publication and recycles his own written or scientific work.

1.10.3. THE ESTABLISHMENT OF MINIMUM STANDARDS OF EQUALITY VALUE ON TURNITIN

a. Turnitin definition

Turnitin is an application that is used to detect plagiarism of an academic work. This application was developed to check or detect the level of similarity of the text of a manuscript or written work with other publications that have been previously published. Based on the similarity analysis, this application then displays the level of similarity indicated by the percentage based on the number of similarities.

b. The use of Turnitin

Students can check for plagiarism to the supervisors, then the supervisors can coordinate with the study program coordinators or the head of laboratory to access Turnitin.

c. The scope of checking

The entire structure in scientific articles must be checked using turnitin application, while in thesis reports the structure that must be checked using Turnitin application are as follows: 1) abstract, 2) Chapter 1 (introduction).

d. Setting the minimum standards for equivalence value

In the case of setting the minimum standard, the similarity value is determined as follows:

- Thesis report with a similarity value $\leq 30\%$.
- Scientific articles with a similarity value $\leq 20\%$.

1.10.4. PLAGIARISM SANCTION

Based on Article 70 of Law No. 20 of 2003 concerning the National Education System which regulates sanctions for people who commit plagiarism, especially in the academic environment. The sanctions are as follows:

A graduate whose scientific work used to obtain an academic, professional or vocational degree as referred to in Article 25 Paragraph (2) is proven to be a plagiarism, shall be sentenced to maximum imprisonment of two years and/or a maximum fine of Rp.200,000,000.00 (two hundred million rupiah).

a. Preventive procedures for preventing plagiarism

- Students check for plagiarism regularly with the help of a supervisors.
- Students revise the Thesis draft when the similarity score is above the threshold.

b. Sanction

Students who do not meet the similarity score threshold until the deadline for the thesis trial, then postpone the schedule for the thesis trial until the similarity score threshold is met.

1.11. CONVERSION OF INDEPENDENT LEARNING EQUIVALENT TO THESIS

Independent learning program activities in accordance with the requirements that have been determined, then it can be used as study material and thesis final score.

1.11.1. INDEPENDENT LEARNING ACTIVITIES AS CONVERSION OF THESIS STUDY

A. Forms of student activities that can be converted as final projects

- **Students' Competition**

National and international level competitions/contests held by government and private agencies are accompanied by supervision, for example: OKM, Gemastik, and others.

- **Student Exchange**

Research-based student exchange activities between universities/institutes.

- **Internship**

Internship activities carried out in government and private institutions are accompanied by supervision.

- **Research**

Research activities carried out outside ITK and in collaboration with government and private agencies are accompanied by supervision.

- **Entrepreneurship**

Entrepreneurship activities carried out on independent or group initiatives based on technology accompanied by supervision.

- **Community Service and Humanitarian Projects**

Community service activities and humanitarian projects that have scientific contributions are accompanied by supervision.

B. The conversion Requirement

The conversion establishment of student activities which are converted into a thesis study material should follow a number of conventions namely:

1. Meet the general terms and conditions for the implementation of thesis.
2. It is an activity that has been completed.
3. Independent learning activities must be in accordance with the scientific field
4. Have a proper discussion so that it can be used as an academic manuscript to be converted into a thesis.
5. Obtain approval from the supervisor of independent learning activities.
6. Being a participating member of the student competition (applies to student competition)

C. Procedure of Implementation

- a. Students take the thesis course at GERBANG (ITK academic online platform)
- b. Students register themselves as prospective thesis participants and attach supporting evidence to the study program coordinators with a deadline of one week after the lecture schedule starts. The supporting evidence is attached as follows:
 - Final report of independent learning program activities.
 - Decree Letter of Advisory Lecturer for the activities of the independent learning program.
 - Recommendation letter from the supervisor of an independent learning program.
- c. Study program coordinators have the right to determine whether or not the results of student activities are converted into final assignments based on a letter of recommendation from the supervisor of independent learning program activities.
- d. The study program coordinators determine the prospective supervisors after the results of student activities are declared

eligible to be converted into final assignments.

- e. Prospective supervisors who are selected provide guidance to prospective Thesis participants.
- f. The next process is in accordance with the implementation of the final project in each study program.

1.11.2. INDEPENDENT LEARNING ACHIEVEMENTS AS CONVERSION VALUE OF THESIS

Student achievement in the independent learning program which can be directly equated with the final grade of the thesis, with the following general requirements:

- The students meet the general terms and conditions of thesis implementation.
- Free learning activities must be in accordance with the scientific field
- The students have a proper discussion so that it can be used as an academic manuscript to be converted into a final project.
- The students are not currently working on their thesis.
- Obtain approval from the supervisors of the independent learning program activities.

A. Submission Procedure

The submission process for outstanding students in the independent learning program is carried out as follow:

- a. Students take the thesis course at GERBANG
- b. Students register as prospective thesis participants and attach supporting evidence to the study program coordinator with a deadline of three weeks before the end of the lecture schedule. The supporting evidence is attached as follows:
 - Final report of independent learning program activities
 - Photocopy of award certificate as the general champion.
 - Decree of the advisory Lecturer of the independent learning program
 - Recommendation letter from student activity advisor.
- c. Study program coordinators have the right to determine whether or not the results of studnet activities are converted into a fina project based on a letter of recommendation from the supervisor.

- d. The study program coordinators determine the prospective thesis supervisor after the results of student activities are declared eligible to be converted into final assignments.
- e. The study program coordinators together with the thesis supervisor determine the final thesis score results.
- f. Students as thesis participants are required to make thesis reports and publish scientific articles.

B. Score Conversion

Determining the score result conversion is carried out after going through a feasibility test conducted by the study program coordinator and thesis supervisors. The result of the conversion is worth A and must meet the following requirements:

- The students must be a participating member of the student competition.
- Achieving the champion award (first, second and third place) in the student competition.
- The applicable student competitions are:
 - i. Student Creativity Program (PKM), National Student Gala in information and communication technology (GEMASTIK), or other competitions held by the Directorate of Learning and Student Affairs of the Ministry of Education and Culture on a regular basis within the last 5 years.
 - ii. Other competitions that are not mentioned in number (i), which are organized by ministries other than the Ministry of Education and Culture, which are held regularly for the last 5 consecutive years.
 - iii. International competitions organized by internationally recognized institutions or reputable overseas universities.

C. Grade eligibility for student exchange:

- Earn prestigious awards during student exchange activities.

D. Grade eligibility for research:

- Publish a scopus at least Q3 journal and/or obtain an award at an international Conference and/or obtain a patent for research

results.

E. Grade eligibility for entrepreneurship:

- Receive awards for the results of entrepreneurship activities issued by government agencies and/or get champion awards (first, second, and third) in competitions organized by the government.

F. Grade eligibility for community service and humanitarian project:

- Obtain awards for the results of community service activities/humanitarian projects issued by government agencies and/or winning (first, second, and third) winners in competitions organized by the government.

CHAPTER II.

STRUCTURE AND GUIDELINE TO WRITE PROPOSAL, THESIS REPORT AND SCIENTIFIC ARTICLES

2.1. STRUCTURE OF THESIS PROPOSAL

Thesis proposal consists of the beginning section, content section, and the final section.

2.1.1. THE BEGINNING SECTION

- Cover Page
- Authorization Page
- Foreword
- Abstract
- Table of Content
- List of Images
- List of Tables
- List of Notation (if available)

Cover

As the first front page to be read from a scientific paper, the cover must be able to provide brief, clear and ambiguous information to the reader about the scientific work in the form of the title, type of scientific work (final project/thesis/dissertation), the identity of the author, institution, and year of approval. The cover on the thesis proposal is printed on HVS Paper. An example of a cover format is in the appendix.

Authorization Page

The authorization page serves to guarantee the validity of scientific works or statements about their acceptance, especially final assignment, theses, and dissertations, by the author's institution.

Foreword

The foreword page contains a brief introduction to scientific work and thanks to various parties who have assisted in the preparation of the final project. Preferably, the appreciation uses formal language or in other words only

congratulates the authorities in the academic community (ITK leaders, thesis supervisors, advisory lecturers).

Abstract

Abstract of thesis proposal is an overview of a final project that contains problems, objectives and research methods. Abstracts are made to make it easier for readers to quickly understand the contents of the final project to decide whether to read further or not. Abstract is written in Indonesian format.

Table of Content

The table of content contains all parts of the article along with their respective page numbers, which are written the same as contents in question. Usually, in order to keep the table of contents concise and clear, it is necessary not to write sub-chapters of the second and third degrees.

List of Images, tables, and Notations

List of tables, figures, and list of notations are used to contain the names of tables, figures, and notations in the final project. Writing the names of tables, figures, and notations using a capital letter at the beginning of the word (Title case).

2.1.2. CONTENT SECTION

The content section contains a description or elaboration or analysis carried out by the author. The description includes an introduction, a literature review, and research methods.

- Chapter I Introduction

Background, problem formulation, objectives, research limitations, benefits and research framework (research framework can be in the form of a mind map or fishbone diagram explaining the state of the art research to be carried out).

- Chapter II Literature Review

The literature's review section is elaborated in accordance with the thesis's topic.

- Chapter III Research Methods

The content will vary depending on the research specifications and the specifics of the study program, but the required content is research procedures, research flowcharts, research variables and research schedule planning.

2.1.3. FINAL SECTION

BIBLIOGRAPHY

Bibliography is a reading list that is a source, or reference and the basis for writing the final project. This bibliography can contain books, journal articles, magazines or newspapers, interviews, and so on. It is recommended that 70% of the reference lists used are the latest (at least the last 10 years) from accredited national scientific journals/proceedings and/or reputable international journals/proceedings.

ATTACHMENT

Attachments are complementary data or processed results that support the writing of the final project, but are not included in the content of the final project, because it will interfere with the continuity of reading. Attachments that need to be included are grouped by type, including calculation methods and supporting data or secondary data that support research.

2.2. STRUCTURE OF THESIS REPORT

A thesis report consists of a beginning, the content and the final section.

2.2.1. Beginning section

- Cover page
- Statement of authenticity of the thesis report
- Statement of approval for thesis publication for academic interest.

- Approval page

- Foreword

- Abstract
- Abstract
- Table of content
- Table of figures
- Table list
- Table of notation (if available)

Cover

The function of the cover in the thesis report is the same as the thesis proposal. However, the cover on the thesis report consists of two parts. The first part is the outer cover which is printed on thick paper (softcover) and the inner cover which is printed on HVS paper only. An example of a cover format is in

the appendix.

The statement of thesis authenticity

This page contains a written statement from the author that the final project compiled is the result of his own work and was written by following the rules of scientific writing.

Statement of approval of thesis publication for academic interest

This page contains statements from thesis participants who authorize the Institut Teknologi Kalimantan to store, transfer media or change the format, maintain, and publish thesis results for academic purposes. This means that Institut Teknologi Kalimantan is authorized to publish the results of the thesis only for the benefit of scientific development, while the copyright remains with the author.

Authorization page

The authorization page serves to guarantee the validity of scientific works or statements about their acceptance, especially final assignments, theses, and dissertations, by the author's institution.

Foreword

The foreword page contains a brief introduction to scientific work and thanks or appreciation to various parties who have assisted in the preparation of the final project. Preferably, the thanks or appreciation uses formal language or in other words only congratulates the authorities in the academic community (ITK leaders, supervisors, advisory lecturers).

Abstract

The function of the abstract in the thesis reports is the same as the abstract in the thesis proposal. Abstract in the thesis report is an overview of a final project that contains problems, objectives, research methods. Results and conclusions. Abstracts in the thesis report are written in two language formats, Indonesian and English.

Table of content

The table of contents contains all parts of the article along with their respective page numbers, which are written the same as the contents in question. Usually, in order for the table of contents to be concise and clear, subsections of the second and third degrees need not to be written.

List of figures, notations and tables

List of tables, figures, and list of notations are used to contain the names of tables, figures, and notations in the final project. Writing the names of tables of tables, figures, and notations using a capital letter at the beginning of the word (title case).

2.2.2. CONTENT SECTION

The content section contains a description or elaboration or analysis carried out by the author. The description includes introduction, literature review, research methods, results and discussion as well as closing.

- Chapter I Introduction

Background, problem formulation, objectives, problem limitations, benefits and research framework (research framework can be in the form of a mind map or fishbone diagram explaining the state of the art research that has been carried out)

- Chapter II Literature Review

The literature review adjusts to the research thesis, but must include previous research.

- Chapter III Research Methods

The content will vary depending on the research specifications and the specifics of the study program, but the required content is research procedures, research flowcharts and research variables.

- Chapter IV Result and Discussion

It contains research results and discussion to answer research objectives.

- Chapter V Closing

It contains conclusions and suggestions.

2.2.3. THE ENDING SECTION

Bibliography

Bibliography is a reading list that is a source, or reference and the basis for writing the thesis. This bibliography can contain books, journal articles, magazines or newspapers, interviews, and so on. It is recommended that 70% of the reference lists used are the latest publications (at least the last 10 years) from accredited national scientific journals/proceedings and/or reputable international journals/ proceedings.

Attachment

Attachments are data or complements or processed results that support the writing of the final project, but are not included in the contents of the final

project, because it will interfere with the continuity of reading. Attachments that need to be included are grouped according to their type and adjust to the theme or type of research being carried out. Examples include tabulation of research data calculation methods, supporting data or secondary data that supports research and author's research and author's history (if the thesis report has been approved by the examining team).

2.3. PROCEDURE FOR WRITING THESIS PROPOSAL AND REPORT

2.3.1. Writing Guideline

1. The thesis proposal or report is typed using the microsoft word application, and printed on A4 80 gr plain white HVS paper.
2. The spacing between lines is 1.5 spaces, unless the abstract is 1 space apart.
3. Manuscripts must be written on two sides of the paper (back and forth) or a mirror margin.
4. Margin mirror: inside margin is 4 cm from the edge of the paper, while the top, outside and the bottom margins are 3 cm from the edge of the paper.
5. Writing space for paragraph starts from the left margin and ends at the right margin, with the left and right alignment (justify alignment), the first line of each paragraph protrudes in (first line paragraph format) 1 cm.
6. The font used in all paragraphs is Times New Roman with size 12.
7. The use of headers and footers is only limited to:
 - a. Writing "Thesis Report of Study Program..." (header)
 - b. Writing page numbers (footer)
8. The use of headers and footers is only limited to: the beginning of the chapter of the day is written on an odd page with " this page is intentionally left blank".

2.3.2. LANGUAGE

1. Writing a thesis proposal or report must follow the standards for writing scientific papers.
2. Writing using standard Indonesian, in accordance with the enhanced spelling (EYD).
3. The use of words or terms originating from foreign languages that already have their equivalents in Indonesian must be used, if not already available therefore the word is italicized. New terms that have not been standardized in Indonesian can be used as long as they are consistent. In the first use it is necessary to give the equivalent in a foreign language (in brackets). If you use a lot of new terms, you

should make a glossary of terms in the appendix. Terms in Indonesia can be found in the online great dictionary of Indonesian Language (KBBI).

4. The presentation of material is described in perfect sentences by using passive sentences, not imperative sentences and not using first person pronouns (I, we, or the author).

2.3.3. ABSTRACT WRITING

1. Abstract on the thesis proposal written in Indonesian language contains an overview of the thesis proposal which includes the background, problem formulation and research objectives, brief research procedures and research variables.
2. The abstract of the thesis report, written both in Indonesian and English, contains an overview of the thesis report which includes the background, problem formulation and research objectives, brief research procedures, research variables, research results and conclusions.
3. The number of words in the abstract is 200 - 350 characters and as far as possible is placed on the same 1 (one) page.
4. The spacing between lines is 1 space.

2.3.4. WRITING CHAPTERS, SUB CHAPTERS, AND SUB-SUB CHAPTERS

1. Each chapter starts on a new page. Chapter numbers must use capital Roman numerals starting with (CHAPTER I, CHAPTER II, CHAPTER III and so on), while writing sub-chapters and sub-chapters uses a mixed system of letters and numbers.
2. The chapter titles are written entirely in capital letters (upper case) with center alignment. The font size used is 16 with bold type.
3. Chapter numbers and titles are written symmetrically or centered.
4. The titles of sub-chapters and subchapters are written in capital letters only on the first letter of each word (title case) except for conjunctions. The typeface used is bold size 14.
5. Number and title of sub-chapters and sub-chapters starting from the left margin of the typing space.
6. Chapter numbering is generally only up to 3 levels (chapters / sub-chapters / sub-sub chapters).

CHAPTER I

CHAPTER TITLE

1. Chapter One Explanation

1.1. Sub Chapter One

1.1.1 Sub- Sub- Chapter one

A. Section

A.1. Sub-Section etc.

2.3.5. PAGE NUMBERING

1. Page numbering uses lowercase Roman numerals (i, ii, iii, and so on) for the beginning (declaration of authenticity of the thesis to the list of notations) and Arabic numerals (1, 2, 3, and so on) for the body (introductory chapters to closing chapter). The bibliography does not use page numbers. In the attachment, the numbering is adjusted to the type of attachment. Example: Appendix of Research Results / Tabulation of Research Data (A-1, A-2, A-3,... etc.) and Appendix of Appendices / Calculation methods / Data Processing Methods (B-1, B-2, B-3,... etc)).
2. The page number is placed on the bottom right of the paper or the outside on the margin mirror, approximately 1.5 cm from the bottom edge of the paper for the beginning. For the content section, the page number is placed in the bottom center for the beginning of the chapter, and for the continuation of the chapter, it is typed at the bottom right.

2.3.6. WRITING TABLES AND FIGURES

1. Each figure and table in the thesis proposal and report must be numbered and titled.
2. The number and tile of the picture are placed below the picture in question and are numbered with the picture number preceded by the chapter number, with a writing space of 1.
3. The image and number and title of the image are placed in the center.
4. The number and title of the table are placed above the table in question and the table is preceded by the chapter number, with a writing space of 1.
5. Tables and table numbers and titles are centered.
6. If necessary, the font size in the table can be reduced and the distance between rows in the tables is 1 space.
7. Each figure and table must be referred to in the text.
8. If the table or figure is too long, it can be interrupted and continued on the next

page. For tables that are truncated, each action must be equipped with a table head.

9. If tables and figures are too wide, there are several conditions as follows:

- Placed lengthwise on separate pages
- Placed on wide paper then folded so that it does not exceed the paper format
- Reduced size, but the size of the letters listed in it must not be smaller than 8 points for figures and tables quoted from other sources, the source must be stated.
- For the table of citation course, it is written below the table, while for the source image of the citation it is written under the number and title of the figure with a writing space of 1. Examples of writing numbers. And image titles:

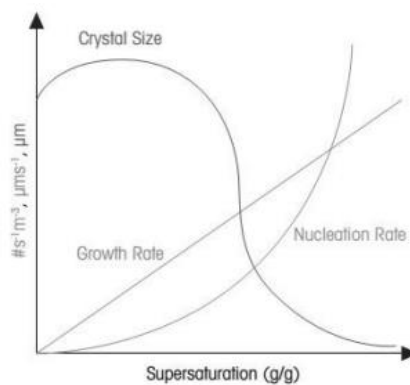


Figure 1. The relation: on rate, crystal growth and crystal size (O'Sullivan dkk, 2012)

10. Sample of writing numbers and table title:

- Table 1. The comparison of yield and crystal purity of PA in various separation methods (Gotama, 2014)

Nilai	HPCPC*)	Host-Guest Inclusion #)	Silica Gel Column Chrom. S)
Yield	16%	17%	0,011%
Purity	98%	44%	98%

- *) Li dkk (2011)
- #) Tong dkk (2012)
- \$) Xian dkk (2011)

11. Inclusion of the source of the citation is done by writing the author's surname or surname followed by the year of publication and in brackets.
12. Figures or tables from other sources that have been processed are given additional information that has been processed in brackets.

2.3.7. WRITING EQUATION

1. Mathematical equations are numbered equations preceded by chapter numbers in parentheses.
2. The meaning of notation in the mathematical equation is listed in the notation list.
3. The equation number is written right aligned.
4. Examples of writing mathematical equations:

$$P = F/A \text{ (2.1)}$$

2.3.8. WRITING BIBLIOGRAPHY

Reference list or bibliography is a collection of sources of information used in writing. The sources of information listed in the reference list are sources of information cited in the description or text and which support or are used as references. Information about the sources used must be written correctly, completely, and consistently using a certain format or standard. Writing a bibliography is required to use a reference tool, such as Mendeley, Zotero, Endnotes, or something else. In a written work, the writing format used in writing quotations must be the same as the format for writing a list of references, namely:

1. Writing bibliography follows the rules of the HARVARD style
2. Sources cited in descriptions or texts, tables and/or figures must be written in full in the bibliography.
3. No peirage or academic degree need to be written.
4. The first line of each library starts from the left margin while the second line and so on are written with a distance of 1.27 cm from the left margin (hanging format).
5. The list is sorted alphabetically without being numbered.

Examples of writing a proposal library or thesis report are as follows:

General Format:

Aisyah, Y. (2010), "Identifikasi Sifat Fisiko-Kimia Komponen Penyusun Minyak

Nilam”, *Jurnal Hasil Penelitian Industri*, Vol. 23, No. 2, hal. 79-87.

A. JOURNAL REFERENCE

One author, citation format : (Harunsyah, 2011)

Harunsyah. (2011), “Peningkatan Mutu Minyak Nilam Rakyat melalui Proses Pemurnian”, *Jurnal Teknologi Politeknik Negeri Lhokseumawe*, Vol.11, No. 1, hal. 1-7.

Two authors, citation format: (Al-Zoubi dan Malamataris, 2003)

Al-Zoubi, N., dan Malamataris, S. (2003), “Effects of Initial Concentration and Seeding Procedure on Crystallisation of Orthorhombic Paracetamol from Ethanolic Solution”, *International Journal of Pharmaceutics*, Vol. 260, No.1, hal. 123-125.

More than two authors, citation format : (Akrap dkk, 2010)

Akrap, M., Kuzmanic, N., dan Kardum, J.P. (2010), “Effect of Mixing on The Crystal Size Distribution of Borax Decahydrate in A Batch Cooling Crystallizer”, *Journal of Crystal Growth*, Vol. 312, No. 24, hal. 3.603- 3.608.

Li, X.C., Zhang, Q.W., Yin, Z.Q., Zhang, X.Q., dan Ye, W.C. (2011a), “Preparative Separation of Patchouli Alcohol from Patchouli Oil Using High Performance Centrifugal Partition Chromatography”, *The Journal of Essential Oil Research*, Vol. 23, No. 6, hal. 19-2

Li, Y.C., Xian, Y.F., Ip, S.P., Su, Z.R., Su, J.Y., He, J.J., Xie, Q.F., Lai, X.P., dan Lin, Z.X. (2011b), “Anti-Inflammatory Activity of Patchouli Alcohol Isolated from Pogostemonis Herba in Animal Models”, *Fitoterapia*, Vol. 82, No. 8, hal. 1295-1301.
“Letters a and b if the author and name are the same but the journal title is different”

B. BOOK REFERENCE

One author, citation format : (Jones, 2002)

Jones, A.G. (2002), *Crystallization Process System*, Butterworth-Heinemann, Oxford.

Two authors, citation format : (Randolph dan Larson, 1988)

Randolph, A.D., dan Larson, M.A., (1988), *Theory of Particulate Processes : Analysis and Techniques of Continuous Crystallization*, 2nd edition, Academic Press, San Diego.

More than two authors, citation format: (Tung dkk, 2009)

Tung, H., Paul, E.L., Middler, M., dan McCauley, J.A. (2009), *Crystallization of Organic Compounds: An Industrial Perspective*, John Wiley & Sons, Inc., New Jersey.

C. ARTICLE REFERENCE SUMMARIZED OR EDITED IN A BOOK BY EDITORS

One author, citation format : (Fitzpatrick, 2012)

Fitzpatrick, J.J. (2012), “Crystallization Process Design” dalam *Handbook of Food Process Design*, eds. Ahmed, J., dan Rahman, M.S., Wiley Blackwell, West Sussex, hal. 648-681.

“[eds.] indicates more than one editor, while [ed.] is a single editor”

Two authors, citation format : (Schwartz dan Myerson, 2002) Schwartz, A.M., dan Myerson, A.S. (2002), “Solutions and Solution Properties” dalam *Handbook of Industrial Crystallization*, 2nd edition, ed. Myerson, A.S., Butterworth-Heinemann, Boston, hal. 1-32.

“[eds.] indicates more than one editor, while [ed.] is a single editor”

D. RESEARCH RESULTS/ THESIS/DISSERTATION

Widiyanto, D. dan Nugroho, S. (2010), *Pengaruh Kecepatan Pengadukan dan Volume Pelarut pada Kristalisasi Patchouli Alcohol dengan Metode Distilasi Vakum*, Skripsi, Institut Teknologi Sepuluh Nopember Surabaya, Surabaya.

Irawan, T.A.B. (2010), *Peningkatan Mutu Minyak Nilam dengan Ekstraksi dan Destilasi pada Berbagai Komposisi Pelarut*, Tesis, Universitas Diponegoro, Semarang.

Häkkinen, A., (2009), *The Influence of Crystallization Conditions on The Filtration Characteristics of Sulphathiazole Suspensions*, Disertasi, Lappeenranta University of Technology, Lappeenranta, Finland.

E. ARTICLES IN THE BOOK OF PROCEEDINGS (SEMINAR/SATU R/CONFERENCE)

One author, citation format

Silviana (2006), “Studi Awal Deterpenisasi Minyak Nilam melalui Ekstraksi dengan Pelarut Etanol”, *Prosiding Konferensi Nasional Minyak Atsiri*, Eds: Sirait et al., Dirjen IKM Departemen Perindustrian RI dan IPB Bogor, Solo, hal. 143-149.

Two authors, citation format : (Hernani dkk, 2002)

Hernani, Munazah dan Ma'mun. (2002), “Peningkatan Kadar Patchouli Alcohol dalam Minyak Nilam (Pogostemon Cablin Benth.) melalui Proses Deterpenisasi”, *Prosiding Simposium Nasional II Tumbuhan Obat dan Aromatik*, Eds: Niola, B.P. et al., Pusat

Penelitian Biologi, LIPI-KEHATI
APINMAP-UNESCO-JICA, Bogor, hal. 225-228.

F. OTHER PUBLISHED ARTICLES

This can be obtained from internal manufacturers/ tool manufacture.

O'Sullivan, B., Smith, B., dan Baramidze, G. (2012), *Recent Advances for Seeding a Crystallization Process : A Review of Modern Techniques*, Mettler Toledo-AutoChem, Columbia, USA.

G. REFERENCE FROM WEBSITES

Citation format : (malya.co.id, 2013)

Malya Optima Indonesia. (2013). Patchouli Oil Light. [online] tersedia di : <http://malya.co.id/products/patchouli-oil-light> [diakses pada tanggal 21 Desember 2013]

2.4. STRUCTURE AND PROCEDURE FOR WRITING SCIENTIFIC ARTICLES

The preparation of scientific articles must meet the following:

- Scientific articles are part or the whole of the thesis.
- The number of pages of scientific papers is 6-8 pages.
- Scientific work must be reviewed and approved at least by the supervisor.

Furthermore, the structure of scientific articles is explained in detail in the subsections below.

2.4.1. TITLE

The title is the part of the scientific article that is read and is an identity that represents the content of a scientific article. The title consists of 10-15 words, written upright, in bold, in the middle (center), not italic, and not underlined.

2.4.2. IDENTITAS PENULIS

The identity consists of three parts, namely: name, affiliation, and email address of the author. The location of the author's identity is just below the title of the scientific article. The name of the first author is a student participating in the the thesis. The author's name is listed without an academic degree and is in bold with a single space under the

title. If the author's name is rather long, the name that may be abbreviated should be the first or middle name. The author's last name is kept intact. The author's affiliation or institution is the faculty and campus/university/college and tier address. The affiliation/institution is located about one space below the author's name. While the author's name. While the author's email address is located one space below the author's affiliation. For authors consisting of more than one person, the email address listed is sufficient for the first author. An example can be seen in Figure 2.



Figure 2. Examples of titles and author identities in scientific articles

2.4.3. INTRODUCTION

An introduction is a section of a scientific article that brings the reader or others to understand the issues that will be discussed in the scientific article in an orderly, clear, and detailed manner. The things contained in the introduction, among others, are as follows:

Background and Problem Formulation

This section describes the reasons for choosing the title of the article, the reasons/arguments, and the things that make the writer/researcher interested in discussing the issue. The proceed with the problems that will be the focus of the scientific article. In order for the research to focus and not spread to things that are considered unimportant, it is also important to provide boundaries for the problem.

Objectives

The things described in the research objectives should relate to the title and to prove

the theories used in the research.

Advantage

The things that are discussed in the benefits of research are the results of research that are expected to be useful for researchers, research objects, society, and science.

Hypothesis

Hypothesis is a form of statement or temporary answer researchers from the problems to be discussed because they must be tested or proven true. Hypotheses are only found in scientific articles that use quantitative research types.

2.4.4. LITERATURE REVIEW/THEORY STUDY

The section contains a discussion of theories and research results that are related or support the writing of scientific articles. Theories and research results can come from national and international journals. This is useful for convincing readers to be more interested in reading research results in scientific articles.

2.4.5. METHODOLOGY

Research methodology is the procedure or rules used to carry out research. Methodology is a research procedure that is structured systematically and scientifically, so that it becomes a rule that must be carried out in conducting research. In scientific articles, the methodology section contains a brief description of how the research process is carried out but must be clear.

2.4.6. RESULTS AND DISCUSSION

Results and discussion are the most important parts of scientific articles. This is because in this section it can be seen how the ability and quality of a person in analyzing research data is obtained before being processed into conclusions. If the results and discussion sections are separated, the results section only describes the results of the research and then in the discussion section (discussion) describes the discussion of the analysis of research results. As for the results and discussion sections, the authors must be able to describe them in sequence and clearly so that they are easy to understand.

2.4.7. CONCLUSION AND SUGGESTION

Conclusions are answers to questions contained in the formulation of the problem or research question. The number of conclusions must be adjusted to the number of problem formulations that have been described in the introduction to scientific articles. Thus, readers will more easily understand the explanations of scientific articles.

Basically, the conclusion contains a summary of the articles that have been described in the results of the discussion section. Thus, the conclusion section should be written concisely and clearly. However, the form of description is described in the form of sentences and not numbers, graphs, and tables as in the results section.

Another thing that also needs to be described in a scientific article is advice. Suggestions are made based on the content described in the results and analysis section and are in line with the conclusions. The suggestions section usually contains recommendations for further research or recommendations for other parties with an interest in research results.

2.4.8. ACKNOWLEDGEMENT

An award or acknowledgment is a form of gratitude to individuals or institutions that have provided assistance to the implementation of research and the preparation of scientific articles. Apart from being a form of appreciation, the award is a form of the researcher's responsibility for the assistance received. Forms of assistance include moral and material such as suggestions, grammar checks, assisting the process of data collection and analysis, research funds, research support facilities and others.

In writing scientific articles, the acknowledgement section does not always have to be included. The writing of this section is based on the importance of the assistance provided. The more important and valuable an aid is, the more priority it will be listed.

2.4.9. BIBLIOGRAPHY/ REFERENCES

Reference is a section that contains reference sources used by the authors to cite literature as material for scientific articles. This is very useful in preparing scientific articles to avoid plagiarism or being considered plagiarism. All cited sources must be listed in the references section and so on otherwise. The format for writing in bibliography is the same as the format for writing a thesis.

CHAPTER III.

GENERAL GUIDELINES FOR THE IMPLEMENTATION OF A THESIS (*)

() The procedures in general guidelines for the implementation of the final project can be adjusted to the policies of each study program.*

3.1. GENERAL GUIDELINES

The following are the requirements that must be met by students in order to carry out the thesis:

- The number of credits passed at the time of thesis registration is a minimum of 120 credits
- The students have fulfilled the special requirements in each study program.

3.2. STIPULATION OF THESIS SUPERVISORS AND FIELD RESEARCH INTEREST

The following is the procedure for determining the thesis supervisor and field of research interest:

1. Prospective thesis participants fill out a proposal form of thesis supervisor and field research interest (Form. TA-001A and Form. TA-001B if any).
2. Prior to filling out the form, prospective thesis participants can consult with their respective advisory lecturers or lecturers of the relevant study program.
3. Prospective thesis participants submit proposal documents to thesis supervisors and fields of research interest to the academic administration of the department with the time restriction determined by each study program as follows:
 - Proposal form for Thesis supervisor and field of research interest (Form. TA-001A), while the form for TA Advisor comes from industry/institution/research institute (Form TA-001B)
 - Photocopy of student identification card (KTM).
 - Proof of taking a thesis course in the current semester. Proven by study plan form (FRS) and/or
 - A temporary transcript that has been approved by the head of academic and planning ITK.
 - As well as additional requirements that have been determined by the study program coordinator.
4. A maximum of 2 (two) days after the deadline for submitting proposals, the study program coordinator will announce the names of the thesis supervisors and the

research themes of the prospective thesis participants.

5. Prospective thesis participants can consult or provide guidance with the assigned thesis advisor to prepare thesis proposals.
6. The procedure for determining the thesis supervisor must be carried out before the semester of thesis implementation takes place.

3.3. PROCEDURE FOR PROPOSAL WRITING AND SEMINAR IMPLEMENTATION

The following is the general provision in the preparation of thesis proposals and thesis proposal seminars that must be carried out by thesis participant candidates:

1. Prospective thesis participants are required to conduct a literature study to support the thesis proposal draft as well as to consult with the thesis supervisors.
2. The thesis proposal seminar is held openly but limitedly, namely, students across the class in the related study program as the audience for the thesis proposal seminar.
3. The thesis supervisor and thesis examiner who act as the thesis proposal examining committee has the task of evaluating the performance and level of understanding of the thesis participant candidates regarding the thesis proposal that will be implemented.
4. Approval of passing the thesis proposal in the seminar is determined by the agreement of the thesis examiner committee.
5. The thesis proposal seminar procedure must be carried out no later than the 4th (fourth) week of lectures.

The following is the procedure for submitting a thesis proposal seminar that must be carried out by students:

1. After preparing the thesis proposal, thesis participant candidates who have met the requirements to take part in the thesis proposal seminar may submit an application for the thesis proposal seminar to the study program coordinator through academic administration of the department by submitting:
 - Proposal form for thesis supervisor and field of research interest (Form. TA-001A) (Form. TA-001B)
 - Application form for thesis proposal seminar (Form. TA-002)
 - As well as additional requirements that have been determined by the study program coordinator.
2. After the registration document of thesis proposal seminar is complete, the academic administration of the department will provide a proof of receipt for the thesis proposal seminar registration (Form. TA-003).
3. The academic administration of the department will announce the schedule for the thesis proposal seminar along with the name of the thesis examiner at the student seminar.

4. Prospective thesis participants take the thesis proposal seminar invitation letter for thesis chief supervisor in the academic administration of the department by submitting proof of receipt for thesis proposal seminar registration (Form. TA-003). Prospective thesis participants must submit an invitation and a draft of the thesis proposal maximum of 3 (three) days prior to the thesis proposal seminar.
5. Prospective thesis participants are required to carry out the thesis proposal seminar according to a predetermined schedule.
6. After the thesis proposal is approved in the seminar, prospective students are required to revise the thesis proposal if there is a revision from the thesis proposal examining committee. Ratification of the results of the revision of the thesis proposal by showing that the form at the bottom of the revision form or improvement proposal (Form. TA-004) from the thesis proposal examining committee has been signed.
7. If the thesis proposal is not approved in the seminar according to the minutes of the thesis proposal seminar (Form. TA-005), prospective students are required to carry out the thesis proposal seminar again with a maximum period of 1(one) week after the previous thesis proposal seminar and the implementation time is determined by the supervisor.
8. Prospective thesis participants whose thesis proposals have been approved according to the official report of thesis proposal seminar (Form. TA-005), hereinafter referred to as thesis participants, must carry out thesis research for a minimum of 1 (one) and maximum of 2 (two) semesters. If it exceeds this time, the student must report to the study program coordinator to be followed up on additional research time if he meets the requirements.

3.4. IMPLEMENTATION OF GUIDANCE AND FINAL PROJECT RESEARCH

During the implementation of mentoring and research, thesis participants are required to:

1. Consult or provide guidance to thesis supervisor lecturers both in terms of research substance and writing of thesis report drafts. Consultation must be done directly through face-to-face with the thesis supervisory lecturer.
2. Fill out the guidance consultation form (Form. TA-006). The minimum standard for guidance consultation is 10 (ten) consultation.
3. Prioritizing the research ethics code that applies at ITK and the preparation of the thesis report according to the applicable guidelines.
4. Collecting the thesis session approval form (Form. TA-007) as a condition for participating in the thesis session.

3.5. PROCEDURE FOR IMPLEMENTATION OF THE TRIAL AND PREPARATION OF THE THESIS REPORT

The following are the general provisions in the implementation of the final task force and the preparation of the thesis report that must be implemented by the thesis participants:

1. The thesis report prepared must be in accordance with the guidelines for writing the thesis report in force.
2. The suitability of the title of the thesis proposal seminar with the thesis session. If there is no match in the title of the thesis proposal seminars and the thesis session, a thesis proposal seminar must be held again.
3. During the thesis session, students or college students are required to wear a long-sleeved shirt and cloth pants and a tie.
4. Graduation of thesis students in the thesis session is determined by the agreement of the thesis session examiner committee.
5. Implementation of the thesis defense seminar is carried out a minimum of 4 months and a maximum of 12 months after the thesis proposal seminar, if it is outside the predetermined limit, a re-proposal seminar will be held with a different title.
6. The implementation of the thesis defense seminar is carried out in a closed manner.

The following is the procedure for implementing the thesis session that must be carried out by students:

1. Thesis participants who have met the requirements to take part in the thesis session, submit an application for the thesis session to the study program coordinator through the academic administration of the department by submitting:
 - Guidance consultation form (Form. TA-006)
 - Thesis session approval form (Form. TA-007)
 - Application form for TA session (Form. TA-008)
 - Thesis proposal seminar attendance sheet (Form. TA-012)
 - As well as additional requirements that have been determined by the coordinator study program
2. After the registration file for the thesis session is declared complete, the academic administration of the department will provide a proof of receipt for the thesis session registration (Form. TA-009).
3. The academic administration of the department will announce the schedule for the thesis defense seminar.
4. Thesis participants take the thesis session invitation letter for the thesis main supervisory lecturer in the academic administration of the department by submitting a proof of thesis session registration receipt (Form. TA-009). Thesis participants are required to submit an initiation and a draft thesis report a maximum of 3 (three) days prior to the thesis session.

5. Thesis participants are required to carry out the thesis session according to a predetermined schedule.
6. If the thesis advisory lecturer is unable to attend on a predetermined schedule, the study program coordinator will submit a change in the implementation schedule no later than 2 (two) days before the time for the latest thesis defense seminar.
7. If the thesis participant is declared to have passed and/or passed with a proposed revision from the examiner committee, the student is required to revise the thesis report a maximum of 2 (two) weeks after the thesis defense seminar is held. The revised thesis report must be approved by the examiner team. Validation of the results of the results of the improvement of the thesis report is indicated by having signed the form at the bottom of the revised form or proposed improvement (Form. TA-010) from the thesis examiner committee.
8. If the thesis participant is declared not to have passed, the student is obliged to carry out a repeat thesis defense seminar with a maximum period of 2 (two) weeks after the previous thesis defense seminar. The implementation schedule is determined by the supervisor.
9. After the thesis report is revised and approved by the examining committee, thesis participants must submit documents in the form of the thesis reports, presentation slides, and scientific articles in digital form. (*) the method of collection can be adjusted by each study program.
10. The deadline for submitting thesis reports and scientific articles is three weeks after the thesis defense seminar is held. If there is a delay in the collection of the thesis report, the sanction given is a reduction in the student's thesis score with a maximum reduction percentage of 10%.
11. Furthermore, thesis participants can prepare the required documents for judaism registration.
12. Other matters beyond this provision can be consulted with the study program coordinator.
13. Thesis scores will be issued after the thesis participants have completed all the thesis activities.

3.6. THE ASSESSMENT OF PROPOSAL SEMINAR AND THESIS DEFENSE (*) (*) *In the evaluation of proposal seminars and thesis defense seminars, it is adjusted to the policies of each study program.*

The evaluation of the proposal seminar and thesis is carried out by the thesis examiner committee consisting of thesis supervisory lecturers and examiner members. The

assessment components used include:

Performance:

Assessors on this assessment component are given specifically to the supervisory lecturer, because only the supervisor understands the process from the initial stage to the final stage. The composition of the assessment of performance consists of:

- Initiative and independent (10%)
- Discipline (10%)
- Think critically, creatively, and analytically (15%)
- Adaptability (10%)
- Communication skills (oral and written) (10%)
- Technical ability/skills in the field (25%)
- Attitude (5%)
- Work output/contribution (15%)

Presentation:

The level of presentation ability or explaining plans or research results to the audience, as well as the ability to master the material. The composition of the assessment of the presentation consists of:

- Presentation media/Power Point (20%)
- Communication in presentations (40%)
- Material mastery (40%)

Thesis Proposal:

The level of quality of thesis proposals or thesis reports in terms of writing procedures and completeness of information on the substance of thesis research. The composition of the assessment of the presentation consists of:

- Script content (60%)
- Writing (40%)

Thesis Report:

The level of quality of the thesis report in terms of the writing structure and the completeness of the information on the substance of the thesis research. The composition of the assessment of the presentation consists of:

- Content of the manuscript (60%)
- Writing (30%)

The thesis assessment is carried out by the thesis examiner committee with a score composition of 60% for the thesis supervisor and 40% for the thesis examiner. The assessment from the thesis supervisor is combined with the assessment from the examiner and then converted into letter grades. The following is the conversion of numeric values into letter values:

- Grade A : $86 \leq \text{score} \leq 100$
- Grade AB : $76 \leq \text{score} < 86$
- Grade B : $66 \leq \text{score} < 76$
- Grade BC : $56 \leq \text{score} < 66$
- Grade C : $51 \leq \text{score} < 56$
- Grade D : $41 \leq \text{score} < 51$
- Grade E : $0 \leq \text{score} < 41$

All matters relating to the evaluation of the seminar proposal, thesis and the results of the thesis report must be included in the minutes of the seminar.

A. Thesis Assessment for Supervisors (*):

() The composition of scores can be adjusted according to the policies of each study program*

Thesis Proposal Seminar (Form. TA-004A)	
Thesis Proposal	100 %
Total	100 %
Thesis defense Seminar (Form. TA-010A)	
Performance	33 %
Presentation	33 %
Thesis Report	34 %
Total	100 %

Thesis Final Score	
Thesis Proposal Seminar	30 %
Thesis Defense Seminar	70 %
Total	100 %

B. Thesis Assessment for Examiners:

() The composition of scores can be adjusted according to the policies of each study program*

Seminar Proposal Tugas Akhir (Form. TA-004A)	
Thesis Proposal	100 %
Total	100 %
Thesis defense Seminar (Form. TA-010A)	
Presentation	50 %
Thesis Report	50 %
Total	100 %
Thesis Final Score	
Thesis Proposal Seminar	30 %
Thesis Defense Seminar	70 %
Total	100 %

3.7. PROCEDURE OF UPLOADING THESIS DOCUMENT

The following are general provisions in the implementation of thesis document uploads that must be carried out by thesis participants:

1. Thesis reports and scientific articles must meet the minimum similarity score on turnitin (see the thesis guide)
2. Thesis reports and scientific articles uploaded must comply with the rules in digital format (see the thesis guide in the attachment section)

The following is the procedure for the implementation of the thesis document upload that must be carried out by students:

1. Thesis participants who have met the requirements to upload the thesis, submit an application to make a study program free sheet to the study program coordinator through the academic administration of the department by collecting (*):
 - The supervisor's approval sheet for scientific publications (Form. TA-020)
 - Statement letter that is free of plagiarism (Form TA. -021)
 - As well as additional requirements that have been determined by the study program coordinator.

(the method of collection can be adjusted by each study program*

2. After the registration file for the thesis session is declared complete, the academic administration of the department will provide proof of receipt for the thesis document (Form. TA-022).
3. Academic administration department checks plagiarism with turnitin software. For those who do not meet the similarity score threshold, the thesis document is immediately returned to the student for repair.
4. Academic administration of the department recapitulation of plagiarism checks (Form TA. -023). Then forward it to the study program coordinator for approval.
5. Academic administration of the department provides data on students who have passed the thesis session who have collected Thesis document in the form of a list of laboratory/library free proposals (Form. TA. -024) to the staff of library and integrated library.
6. The study program coordinator approves the results of the plagiarism check by signing the plagiarism check recapitulation (Form TA. -023).
7. The library and integrated laboratory staff shall provide the library/laboratory free proposal list (Form. TA. -025) to the academic administration of the department.
8. The academic administration of the department shall recap the results of the plagiarism check that has been signed by the study program coordinator, the list of laboratory-free students, and the library. Then proceed to give announcements to students who are entitled to upload thesis through the form of qualifying thesis upload entitlement (Form.

TA. -026).

9. Thesis participants upload thesis documents via google form link provided by the library unit with the following details and requirements:
 - Softcopy of PDF format for thesis report document and scientific articles (see appendix 1: guidelines for preparing thesis reports in digital format)
 - Thesis report document must be compressed in ZIP/RAR format.
 - The size of the file to be uploaded must not exceed 10MB.
10. The library administration validates the completeness of the thesis completeness list (Form TA. -027) to the academic administration of the department.
11. Academic administration department provide thesis document complete sheet (Form. TA. -028) to thesis participants.

ATTACHMENT

ATTACHMENT 1: THE GUIDELINE OF WRITING THESIS REPORT IN DIGITAL FORMAT

The guideline of writing thesis report in digital format (softcopy) is explained as follows:

1. Documents in digital format (PDF FORMAT) must be uploaded on the google form link (*)
 - a. Thesis report that has been signed the approval sheet (scan the validation sheet which has been signed by the supervisor and examiner and has been stamped by the department)

- b. Thesis presentation slides
- c. Thesis scientific articles form TA 020 (scientific publication approval sheet) signed by the main supervisor. Lecturers can choose the disagree option if it will be published in the journal. If it is not published within 2 years since the thesis report is collected, then the manuscript of scientific work is required to be uploaded in the ITK repository

(* the google form link will be notified at each graduation period

2. Formula for naming softcopy files in thesis report:

- a. Cover/ the outer part of the thesis report: NIM_cover.pdf
- b. Statement of Thesis Authenticity :NIM_statement_of_authenticity.pdf
- c. Publication Approval : NIM_publishing_agreement.pdf
- d. Confirmation Sheet : NIM_approval_sheet.pdf
- e. Foreword : NIM_preface.pdf
- f. Abstract in Indonesian Language : NIM_abstract_id.pdf
- g. Abstract in English Language : NIM_abstract_en.pdf
- h. Table of Content : NIM_table_of_content.pdf
- i. List of Figures : NIM_figures.pdf
- j. List of Tables : NIM_tables.pdf
- k. Notation List : NIM_notations.pdf
- l. Chapter I : NIM_chapter_1.pdf
- m. Chapter II : NIM_chapter_2.pdf
- n. Chapter III : NIM_chapter_3.pdf
- o. Chapter IV : NIM_chapter_4.pdf
- p. Chapter V : NIM_conclusions.pdf
- q. Bibliography : NIM_bibliography.pdf
- r. Attachments : NIM_enclosure.pdf
- s. Scientific Article : NIM_paper.pdf
- t. Thesis defense presentation : NIM_presentation.pdf
- u. Form TA 020 : NIM_form020.pdf

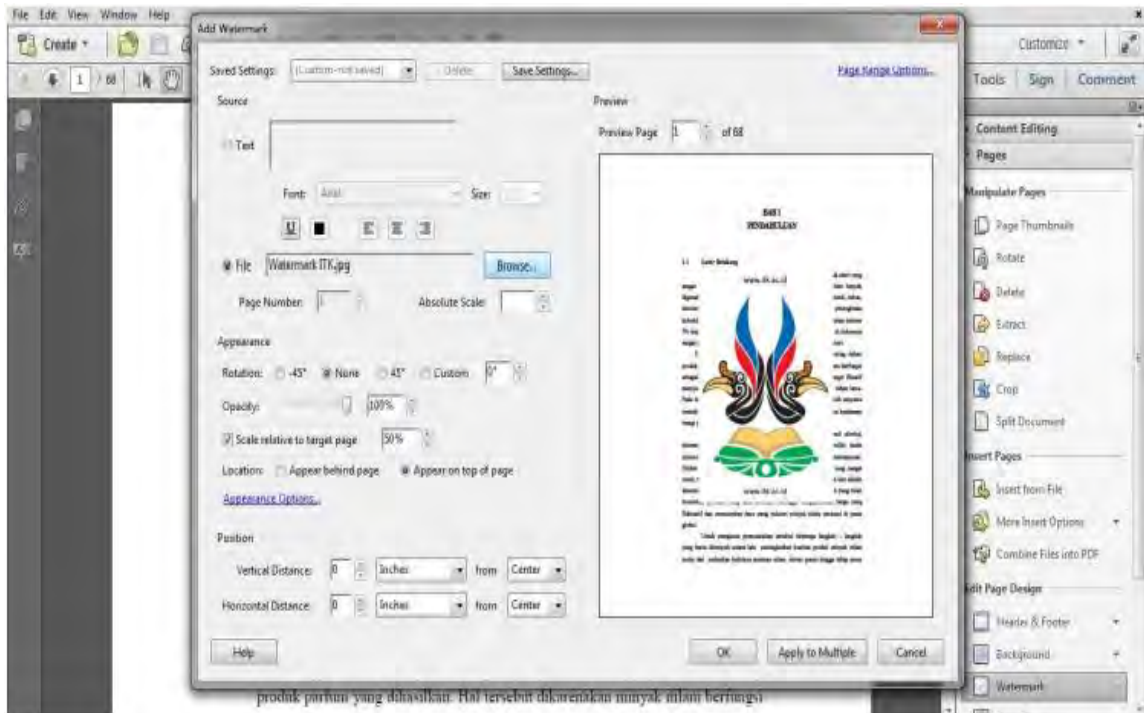
3. The softcopy PDF document of the thesis report must be given an ITK watermark. The watermark rules are as follows:

- Certification sheet must be scanned in one page and signed and stamped by the department.
- Pay attention to the contents of your file, whether using portrait or landscape A4 paper.

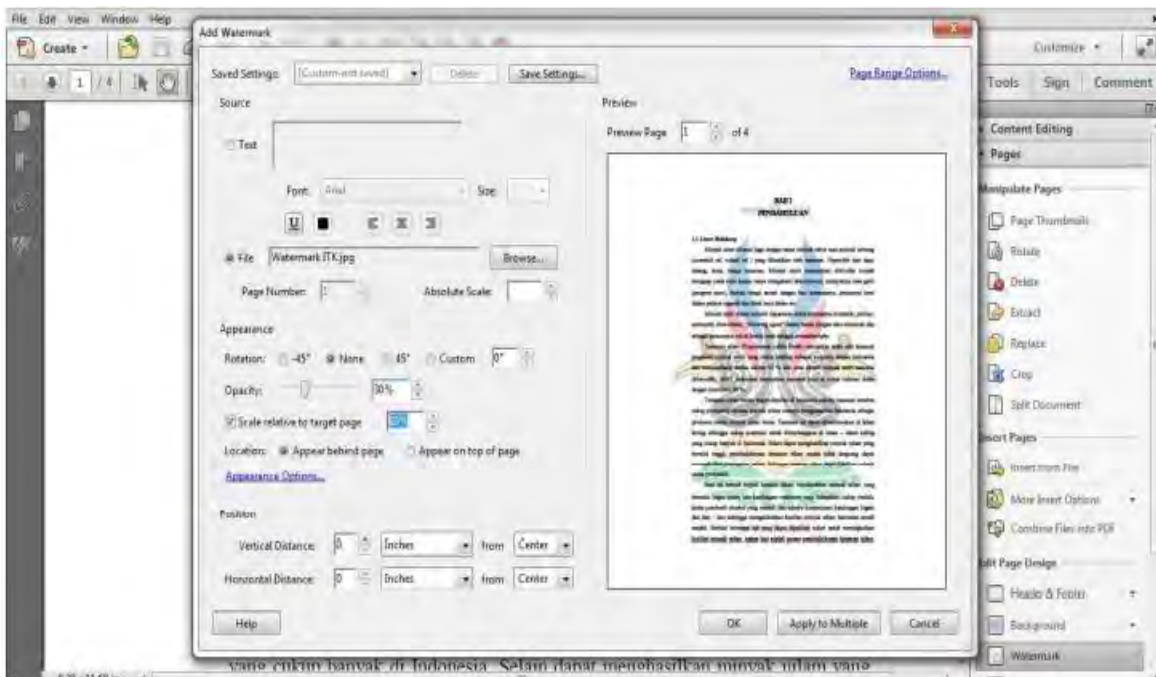
- The position of the “**APPEAR BEHIND PAGE**” watermark with 30%opacity, except for the APPROVAL SHEET, CHAPTER II, III and IV files, THESIS PAPER/PAPERS and PRESENTATION SLIDE using “**APPEAR ON TOP OF PAGE**” with **30%** opacity.
 - If the appendix contains pictures, graphs or tables, the position of the watermark is “**APPEAR ON TOP OF PAGE**” with an opacity of **30%**.
4. The procedures of making watermark are stated as follows:
- Open the Adobe Acrobat XI Pro, then select the *file* that will be given ITK watermark, then select tools ->Watermark -> Add Watermark



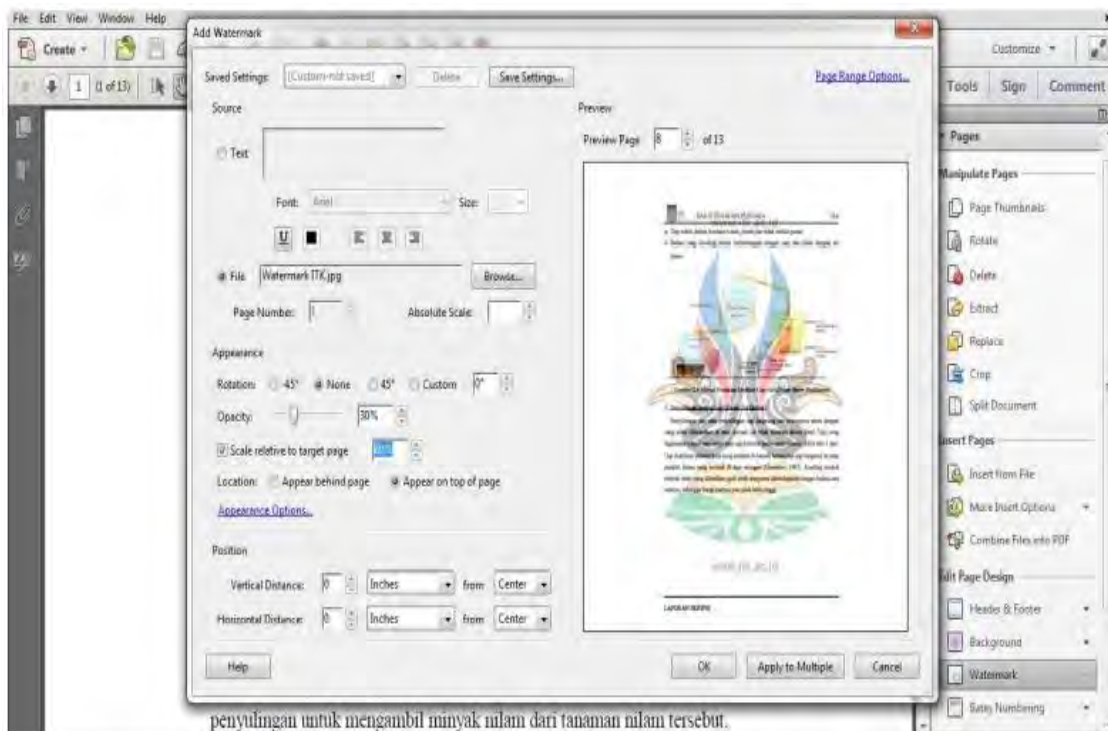
- Browse file watermark ITK



- Setting **APPEAR BEHIND PAGE**: opacity 30%, scale relative to page 80%



- Setting **APPEAR ON TOP OF PAGE**: Opacity 30%, scale relative to page 80%



- Then click **OK** and save the file.

ATTACHMENT 2: THESIS REPORT TEMPLATE
FRONT SOFT COVER OF THESIS REPORT/PROPOSAL
(Indonesian Format)



Warna
denj

The color block must be in
accordance with Department

INNER COVER PAGE OF THESIS REPORT


Institut
Teknologi
Kalimantan

TUGAS AKHIR

**KOMBINASI PIGMEN ORGANIK
DARI BUAH NAGA, KUNYIT DAN
DAUN SAMBILOTO SEBAGAI DYE
SENSITIZER UNTUK
MENINGKATKAN EFISIENSI DYE-
SENSITIZED SOLAR CELL**

Bagus Kurniawan
NIM. 05121014

Dr. Mohammad Muntaha, S.T., M.T.
Rachmad Ramadhan Yogoawana, S.T., M.T.

Program Studi Teknik Kimia
Jurusan Teknologi Industri dan Proses
Institut Teknologi Kalimantan
Balikpapan, 2017

Warna |
deng

The color block must be in
accordance with Department

THE BOOK SPINE OF THESIS REPORT (In Indonesian Format)



1. The figure block is the spine book of a thesis report in ± 7 mm width.
2. If the width of the report is more or less than 7 mm, the font size and ITK logo can be adjusted throughout the remaining space within the spine area. This is not applicable to the name of the student and the year of graduation; their font size is not permissible to be changed.

The color block must be in accordance with Department

THE STATEMENT OF AUTHENTICITY OF THESIS REPORT

[length: 1 x space 1.5; font size 12]

I hereby declare that the contents in whole or in part of my thesis with the title [Thesis Title in bold format] is truly an independent intellectual work, completed without using materials that are not permitted and are not works other parties that I acknowledge as my own work. All cited references or bibliography have been written in full in the bibliography section. If it turns out that this statement is not true, I am willing to accept the appropriate sanctions in accordance to the applicable regulation.

[length: 2 x space 1.5; font size 12]

[length: 3 x space 1.5; font size 12]

Balikpapan, [Date] [Month] [year]

Duty Stamp
Rp 6.000

[sign]

[student's name] NIM. [NIM]

THESIS PUBLICATION APPROVAL STATEMENT FOR ACADEMIC PURPOSE



[length: 1 x space 1.5; font size 12]

As an academic member of the Institut Teknologi Kalimantan, I, the one marked hands below:

Name : [Student's name]

NIM : [NIM]

Study Program : [the name of study program]

Department : [Department]

Study Program : [the name of study program]

By the virtue of science development, agree to contribute to Institut Teknologi Kalimantan the Non-exclusive Royalty Free Right upon my scientific work titled:

.....
..... **[the thesis title formatted in Bold]**

As well as the existing instruments (if necessary). Having the Non-exclusive Royalty Free Right, Institut Teknologi Kalimantan is subjected to save, transfer, manage the work in the form of database and publish it as long as it puts my name as the author and the copyright owner.

That is how I made this statement truthfully.



[length: 2 x space 1.5; font size 12]



Balikpapan, [Date] [Month] [Year]



[length: 3 x space 1.5; font size 12]

[SIGN]

[Student's Name]

NIM. [NIM]

CONFIRMATION SHEET (THESIS REPORT VERSION)



[length: 2 x space 1.5; font size 12]

THESIS

Written to fulfil the requirement for academic title of

Bachelor of Engineering [B.Eng. / S.T]

On

S-1 Study program of [Name of Study Program]

Department [Name of Department]

Institut Teknologi Kalimantan



[length: 1 x space 1.5; font size 12]

Thesis Title:



[length: 1 x space 1.5; font size 12]

[THESIS TITLE WRITTEN IN UPPER CASE LETTERS IN INDONESIAN]



[length: 2 x space 1.15; font size 12]

By:

[Student's Name]

NIM. [NIM]

[length: 1 x space 1.15; font size 12]

Approved by the thesis examiners:

[length: 1 x space 1.15; font size 12]

- | | | |
|---|---------------|-------|
| 1. [Primary thesis supervisor's name] | Supervisor I | |
| 2. [Associate thesis supervisor's name] | Supervisor II | |
| 3. [Thesis Examiner's name] | Examiner I | |
| 4. [Thesis Examiner's name] | Examiner II | |
| 5. [Thesis Examiner's name] | Examiner III | |



[length: 3 x space 1.15; font size 12]

BALIKPAPAN

[MONTH, YEAR] [In accordance with thesis defense period]

CONFIRMATION SHEET [THESIS PROPOSAL ONLY]

A Thesis Proposal entitled:

“THESIS PROPOSAL TITLE”

Written by:

[sign]

[Student's Name]

NIM.

Has been checked and approved by supervisory lecturers:

Primary Supervisor

Associate Supervisor

[sign]

[sign]

Name

NIP./NIPH.

Name

NIP./NIPH.

PREFACE



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Praise be to God Almighty for His blessings and grace so that we can complete the thesis report entitled:

“[TITLE OF THESIS WITH CAPITAL LETTERS]”

This thesis report is one of the requirements that must be fulfilled to complete the undergraduate program in the study program [study program’s name], department [department’s name], Institut Teknologi Kalimantan (ITK) Balikpapan. For the fore mentioned reasons, we send our endless gratitude to:

1. Mr./Ms. [Primary supervisor’s name] as the primary supervisor and Mr./Ms. (Associate supervisor’s name) as the associate supervisor.
2. Mr./Ms. [thesis coordinator’s name] as the thesis coordinator on the behalf of study program [Name of the study program] Department of [name of department] ITK.
3. Mr./Ms. [Study Program Coordinator’s name] as study Program Coordinator of [study program’s name] department of [Department’s name] ITK.
4. Mr./Ms. [Lecturer’s name] and Mr./Ms. [staff’s name] study program of [study program’s name] department of [Department’s name] ITK.
5. All respected affiliations involved in the thesis writing.

We realize that this thesis composition is far from perfection, so we expect for constructive critics and suggestion. Hopefully this thesis contributes benefits to all of us. The last but not least we thank for all kind assistance and guidance.



[length: 2 x space 1.5; font size 12]

Balikpapan, August 2016

[length: 2 x space 1.5; font size 12]

Author

[THE THESIS TITLE WRITTEN IN UPPER CASE LETTERS IN INDONESIAN LANGUAGE]

[length: 3 x space 1.5; font size 12]

Student's Name : [Student's name]
NIM : [NIM]
Primary Thesis Supervisor : [Primary Thesis Supervisor's name]
Associate Supervisor : [Associate Supervisor's name]

[length: 2 x space 1.0; font size 12]

ABSTRACT

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Abstract is an overview of a final project that contains problems, objectives research methods, results, and conclusions. Abstract created to make it easier for readers to quickly understand the contents of the final project to decide whether to read further or not. The minimum number of words in the abstract is 200 – 350 words. Abstract writing is only in one paragraph, typed with Times New Roman font type 12 points with single spacing (line spaing =single). Any use of a foreign language must be in italic format. Writing format must refer to this format. Writing format must refer to this format.

[length: 3 x space 1,0; font size 12]

Keywords:

Keyword 1, keyword 2, keyword 3, keyword 4 and keyword 5 [maximum of 5 keywords, one keyword may consist of more than one word]

[THESIS TITLE WRITTEN IN UPPER CASE LETTER IN ENGLISH]

[THE THESIS TITLE WRITTEN IN UPPER CASE LETTERS IN INDONESIAN LANGUAGE]

[length: 3 x space 1.5; font size 12]

Student's Name : [Student's name]
NIM : [NIM]
Primary Thesis Supervisor : [Primary Thesis Supervisor's name]
Associate Supervisor : [Associate Supervisor's name]

[length: 2 x space 1.0; font size 12]

ABSTRACT

[length: 2 x space 1,0; font size 12]

Abstract is an overview of a final project that contains problems, objectives research methods, results, and conclusions. Abstract created to make it easier for readers to quickly understand the contents of the final project to decide whether to read further or not. The minimum number of words in the abstract is 200 – 350 words. Abstract writing is only in one paragraph, typed with Times New Roman font type 12 points with single spacing (line spaing =single). Any use of a foreign language must be in italic format. Writing format must refer to this format. Writing format must refer to this format.

[length: 3 x space 1,0; font size 12]

Keywords:

Keyword 1, keyword 2, keyword 3, keyword 4 and keyword 5 [maximum of 5 keywords, one keyword may consist of more than one word]

TABLE OF CONTENT

[length: 2 x space 1,5; font size 12]

The statement of thesis authenticity.....	i
Thesis publication agreement for academic purpose.....	iii
Authorization page.....	v
Preface.....	vii
Abstract.....	ix
Table of content.....	xi
List of figure.....	xiii
List of Table.....	xv
List of Notation.....	xix
Chapter I Introduction	
1.1 Background.....	1
1.2 Problem Formulation.....	1
1.3 Research Objectives.....	2
1.4 Research benefits.....	2
1.5 Research Framework.....	2
Chapter II Literature Review	
2.1 Literature/Concept A.....	3
2.2 Literature/Concept B.....	3
2.3 other concepts.....	4
2.4 Previous Studies (obligatory).....	5
Chapter III Research Method	
3.1 Sub-Chapter A.....	7
3.2 Sub-Chapter B.....	8
3.3 Research Procedure.....	8
3.4 Research flowchart.....	9
3.5 Research Variables.....	10
3.6 others.....	10
3.7 Research Timeline.....	10
Chapter IV Results and Discussion	
4.1 Result and Discussion A.....	11
4.2 Result and Discussion B.....	12
4.2.1 Result and Discussion B – The First Section.....	12
4.2.2 Result and Discussion B – The Second Section.....	12
Chapter V Conclusion and Suggestion	
5.1 Conclusion.....	15
5.2 Suggestion.....	15
References.....	16

Attachment A..... 17
Attachment B..... 18
Attachment C..... 19
The Author’s Biography..... 20

LIST OF FIGURE

[length: 2 x space 1,5; font size 12]

Figure 2.1	Image 1.....	10
Figure 2.2	Image 2.....	11

LIST OF TABLES

[length: 2 x space 1,5; font size 12]

Figure 2.1	Table I.....	10
Figure 2.2	Table II.....	11

LIST OF NOTATIONS

[length: 2 x space 1,5; font size 12]

Notation	Description	Unit
x	Groove speed	m/s
y	Acceleration	m/s ²
z	Power	watt
	Dan seterusnya	

CHAPTER I INTRODUCTION

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This chapter contains brief description of chapter 1 Introduction. The chapter 1 Introduction consists of: background, problem formulation, the objectives of research, the benefit of research and research framework. The explanation should be brief, complete and can be understood by the readers.

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1.1 Background

The background presents the context of the research, for what this research was carried out, and what led to this research. Here is described in the circumstances how this topic is carried out.

The background contains initial studies or various relevant and recent main theories that are combined so that they are conical to a unique problem which is then compiled in the form of problem which is then compiled in the form of problem formulation. Usually this section begins by outlining the gap, theory or practice between expectations and reality.

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1.2 Problem Formulation

In this sub-chapter, the problems to be solved are formulated in a clear, sharp, and focused manner. This section contains statement or various main topics that will be explored in this research. Definitions, assumptions, and research scope can also be explained in this section. The formulation of the problem mentions the main focus of the research which includes various questions that will be answered in the research so that the description of what will be revealed in the research needs to be clearly explained. All questions asked need to be supported by underlying reasons obtained from the initial study or main theory. The formulation of the problem is explained in the form of points.

1. Problem Formulation A
2. Problem Formulation B
3. Etc.

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1.3 Research Objectives

In this section, the objectives of the research/study and the targets or objectives to be achieved are stated briefly and clearly in accordance with the problems that have been formulated. Reserch /study can aim to explore, describe, explain, prove, or apply a concept/hypothesis/symptom, or make a prototype. The research objectives are explained in the form of points.

1. Research Objective A
2. Research Objective B
3. Research Objective C

[length: 1 x space 1,5; font size 12]

1.4 Research Benefits

The benefits/specific uses/benefits expected from the results of the research/study. There are times when the benefits of the research are not explicitly stated. The benefits of the research are explained in the form of points.

1. Research Benefit A
2. Research Benefit B
3. Research Benefit C

[length: 1 x space 1,5; font size 12]

1.5 Research Framework

Mind map image can be in the form of a fishbone diagram. The thinking framework contains state of the art (similar previous research) and its relevance to the research to be planned (proposed). So that it can provide an overview for the reader about the novelty in this study.

CHAPTER 2 LITERATURE REVIEW

[length: 2 x space 1,5; font size 12]

In the introduction to this chapter is a brief description of the contents of chapter 2 Literature Review and Basic Theory. The contents of chapter 2 Introduction include: Literature/Theory 1, Literature/Theory 2, Literature/Theory 3 and so on. The explanation must be short, complete and understandable by the reader.

[length: 1 x space 1,5; font size 12]

2.1 Literature/Theory I

Patchouli oil is one type of oil that is widely known in the essential oil industry. The following is an example of writing a citation for a library with two authors (Isfaroiny and Mitarlis, 2005). [must be added “add spaceafter paragraph’]

Table 2.1 Compound Table*) Example of writing a Table with the Format “Capitalize Each Word”

[table content: space 1,0; font size 12]

Journal format Table (without vertical axis)

Compound	Compound formula	Molecule Mass(gr/mol)	Boiling point on 1 atm(°C)
α -Humulene	C ₁₅ H ₂₄	204	166 – 168
α -Copaene	C ₁₅ H ₂₄	204	246 – 251
β -Caryophyllene oxide	C ₁₅ H ₂₄ O	220	279,68
Patchouli Alcohol	C ₁₅ H ₂₆ O	222	287 – 288
Pogostol	C ₁₅ H ₂₆ O	222	303 – 304

*)Aisyah, 2010 [how to cite table data sources, if any]

[length: 2 x space 1,5; font size 12 and add space before paragraph]

2.2 Literature/Theory II

Patchouli alcohol or patchoulol is the main compound in patchouli oil. The following is an example of writing citations to a library with more than two authors (Bathia et al, 2008). [must be added space after paragraph']

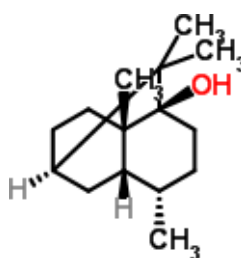
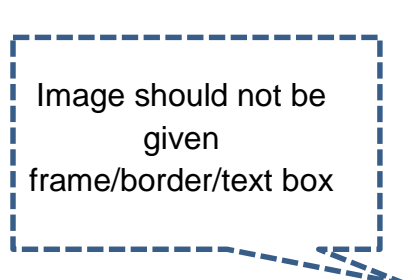


Figure 2.1 Compound structure of Patchouli alcohol (Berger and Sicker, 2009) [Space 1.0; font 12 and add space after paragraph]

[length: 1 x space 1,5; font size 12]

2.3 Literature/Theory III

The crystallization process consists of three stages, namely super saturation nucleation, and crystal growth. Super saturation is the driving force of the crystallization process. When super saturation occurs, crystal nuclei will form due to the nucleation process. The crystal nuclei will combine to form a complete crystal.

[length: 1 x space 1,5; font size 12]

2.1.1 Literature III part 1

There are many terminologies stating super saturation. The citation writing with more than one citation (Mersman, 2001a; Mullin, 2001; Jones, 2002;Schawrtz and Myerson, 2002; Tung dkk,

2009).

The example of writing the equivalency: [add space after paragraph]

$$\text{Supersaturasi} \quad : \Delta c = c - c^* \quad 2.1$$

$$\text{Ratio Supersaturasi} \quad : S = \frac{c}{c^*} \quad 2.2$$

$$\text{Supersaturasi Relatif} \quad : \sigma = \frac{c - c^*}{c^*} = \frac{c}{c^*} - 1 \quad 2.3$$

[length: 1 x space 1,5; font size 12 and add space before paragraph]

2.1.2 Literature III Part 2

The crystal nucleus is the first embryo to form, only a few nanometers in size and will then grow to produce real crystal. Nucleation is the first step in the formation of a solid phase in the crystallization process.

[length: 1 x space 1,5; font size 12]

2.4 Literature/Theory IV

Crystallization by cooling (cooling crystallization) is one of the coolants (Wey and Karpinski, 2002).

[length: 1 x space 1,5; font size 12]

2.5 Previous Studies*)

The following is a summary of the results of previous studies that are related to the research that has been carried out. [add space after paragraph"]

Table 2.2 Previous Studies in table sample writing using format of "Capitalize each Word" [table content: font 12 and space 1.0]

No	Name and year of Publication	Results
1	Li dkk, 2011	Method : <i>High-performance centrifugal partition chromatography</i> (HPCPC) with solvent of <i>petroleum ether</i> (bp.30–60oC) - <i>acetonitrile</i> in a volume ratio of 1:1 Result : From 12.5 grams of patchouli oil obtained 2 grams of crystals patchouli alcohol with a purity of 98%.
2	Tong dkk, 2012	Method : <i>Host-guest inclusion</i> with compound <i>host 1,1,6,6-tetraphenylhexa 2,4-diyne-1,6-diol</i> . Result : the obtained patchouli alcohol crystals are 0,102 gram(17% crystal yield) with a melting point of 81-82 and 44% yield inclusion

Journal format Table (without vertical axis)

- 3 Su dkk, 2014 **Method** : Vacuum Fractional distillation and cooling crystallization.
Result : Patchouli alcohol crystals with 99% purity and patchouli alcohol yield of 52.9% and total separation time is 7.5 hours.

[Space: 1 x 1.5 ; font size 12 and “ add space before paragraph]

*) MUST BE IN ORDER ACCORDING TO PUBLICATION YEAR

CHAPTER 3 RESEARCH METHOD

[Space: 2 x space 1.5; font size 12]

In the introduction to this chapter is a brief description of the contents of chapter 3 Research Methods. The content will vary depending on the research specifications and the specifics of the study program, but the required content is research procedures, research flowcharts and research variables. The explanation must be short, complete and understandable by the reader.

[Space: 1 x space 1.5; font size 12]

3.1 Research Procedure

3.1.1. A Procedure

The first step in this stage is composing and so on.

3.1.2. B Procedure

The first step in this stage is composing and so on.

3.2. Research Flowchart

The following is the flowchart research diagram: [must add “ add space after paragraph’]

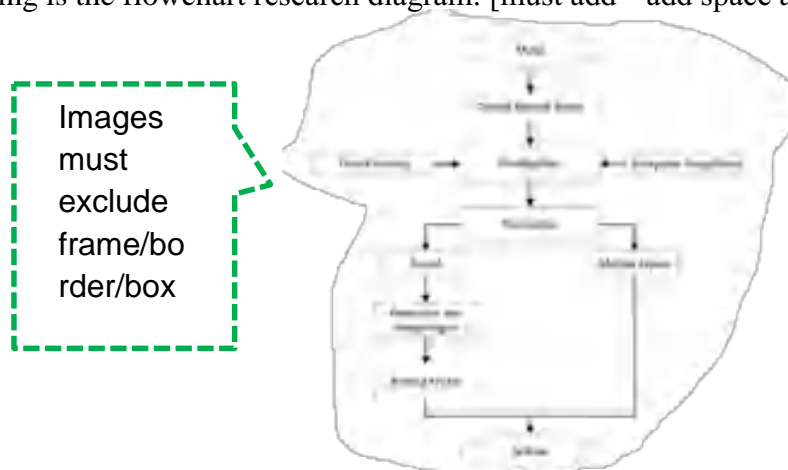


Figure 3.4 Research flowchart diagram [space 1.0; font 12 and must add space after paragraph]

[space: 1 x space 1.5; font size 12]

3.3 Research Variables

Variable that I used in the research is : [must add space after paragraph]

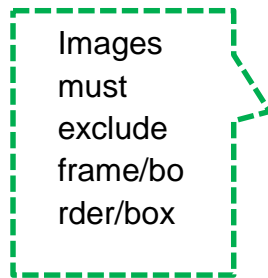


Table 3.1 Research variables on table writing sample with a format "CapitalizeEach Word" [table of content: font 12 space 1.0]

Variable	Value Variation
A	A1; A2; A3
B	B1; B2; B3

[space: 1 x space 1.5; font size 12 and " add space before paragraph"]

3.4. Research Planning

Write a plan for the research implementation schedule, starting from the proposal seminar to the preparation of the thesis report and the thesis session. [must be added 'add space after paragraph']

CHAPTER 4 RESULT AND DISCUSSION

[space: 2 x space 1.5; font size 12]

In the introduction to this chapter, a brief description of the contents of chapter 4 results and discussion. The contents of chapter 4 results and discussion include an explanation of the results and discussion of the research. The explanation must be short, complete and understandable by the reader.

[space: 2 x space 1.5; font size 12]

4.1.Result and Discussion I

Fractional distillation is a separation process and so on (Ma'mun nd Maryadhi, 2008; Isfaroiny and Mitarlis, 2005; Yudhistira and sufianti, 2009; Widiyanto and Nugroho, 2010). [must be added "add space after pargraph"]

Table 4.1. Distillation Results Example of Table Writing with

Distillation Process No.	Initial boiling point (°C)	Distilled Volume (ml)					Residue	Lost oil
		Faction I (165- 175°C)	Faction II (175- 185°C)	Faction III (185- 195°C)	Faction IV (195- 205°C)			
1	165	307	199	226	169	28	71	

Journal format table without vertical axis)	2	166	293	256	178	188	44	41
	3	166	281	219	231	210	23	35
	4	167	297	221	199	199	12	72
	5	167	305	215	230	192	33	25
Average		167.1	293	222	210	191	29	55
Total			2344	1776	1680	1528	232	440

[space: 1 x space 1.5; font size 12 and “add space before paragraph]

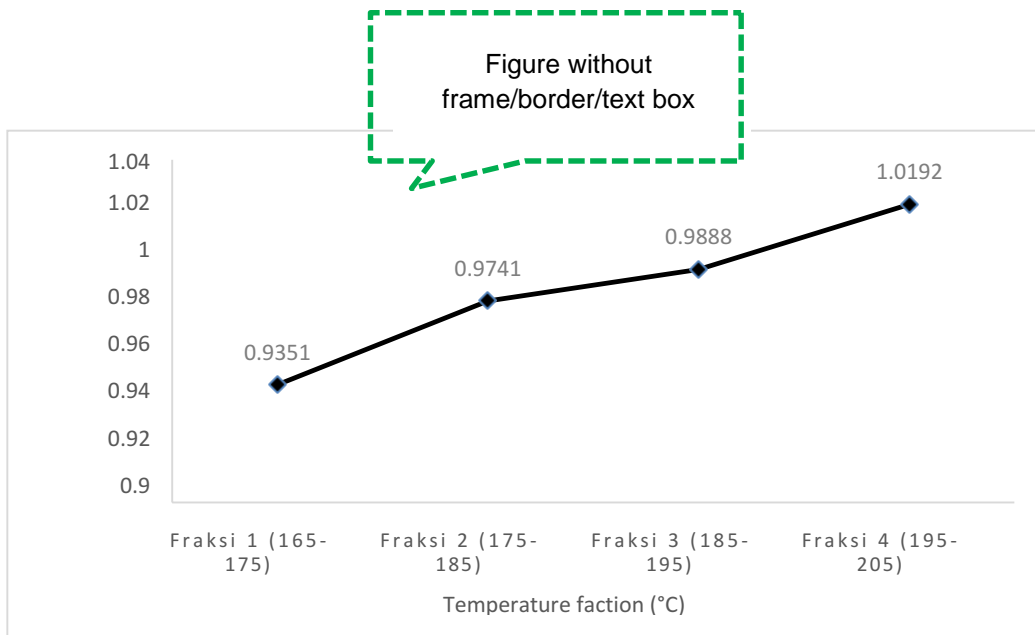
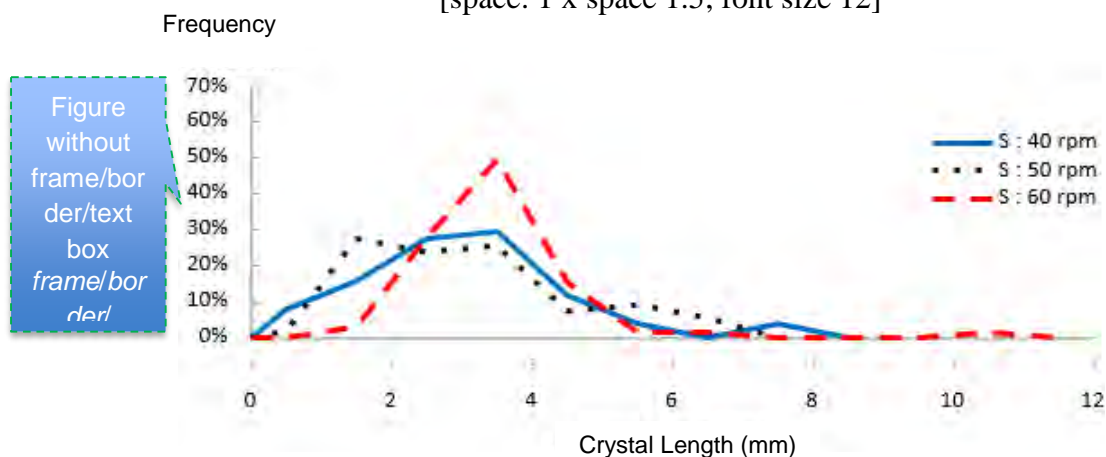


Figure 4.1. the oil density change

4.2. Result and Discussion II

The stirring speed also affects the crystal size distribution. From figure 4.2 it can be seen that with increasing stirring speed will produce a uni-modal crystal size distribution. [must be added “add space after paragraph”]

[space: 1 x space 1.5; font size 12]



[space: 1 x space 1.5; font size 12]

The shape of the patchouli alcohol crystals produced tends to be in the form of needle beams and many irregular shapes as shown in the figure 4.3 [must add “add space after paragraph”]

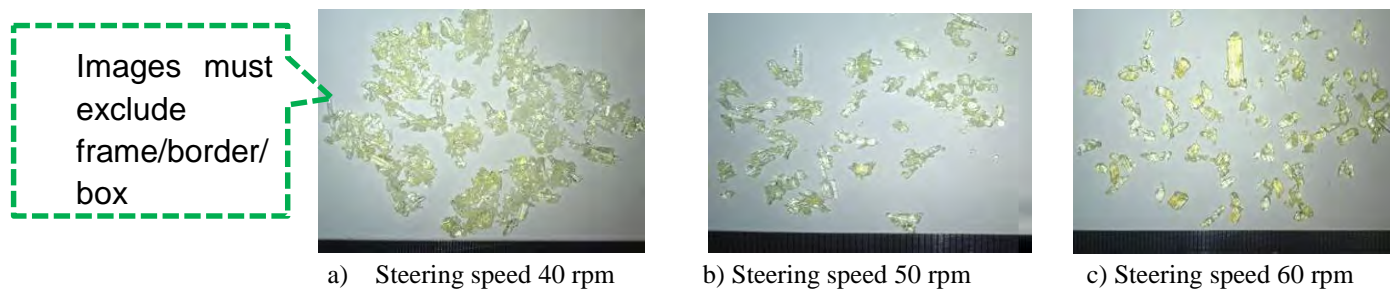


Figure 4.3 the variations of patchouli alcohol crystal shape [space 1.0; font size 12 and must add “add space after paragraph”]
[space: 1 x space 1.5; font size 12]

CHAPTER 5 CONCLUSION AND SUGGESTION

[space: 2 x space 1.5; font size 12]

In the introduction to this chapter is a brief description of the content of chapter 5 conclusions and suggestions. The content of chapter 5 conclusions and suggestions in include conclusions from research results and suggestions that can be proposed for further research. The explanation must be short, complete and understandable by the reader.

[space: 1 x space 1.5; font size 12]

5.1. Conclusion

The conclusions obtained from the results of this study are:

1. The first conclusion that answers the purpose of the first research.
2. The second conclusion that answers the second research objective.
3. The third conclusion that answer the third research objective.

[space: 1 x space 1.5; font size 12]

5.2. Suggestion

Suggestions obtained from the research result are:

1. In fractional distillation experiments it is necessary to use a vacuum pump.
2. In crystallization experiments, it is recommended to change the crystallization operating temperature.

SOFT INNER COVER OF THESIS REPORT

Author's Biography

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Photo
4 x 6

Must include high resolution photos. Formal photos and red background

The color of this box adjusted to the color of the department

CD STICKER OF THESIS REPORT



The filling color of this part is in accordance with Department color

ATTACHMENT 3: GUIDELINE OF OPERATING MENDELEY

DOWNLOADING AND INSTALLING MENDELEY

Mendeley software can be downloaded for free through websites:

<https://www.mendeley.com/downloads>



Figure 1. Mendeley Web appearance

Subsequently, select download and dialogue box will appear to save mendeley file

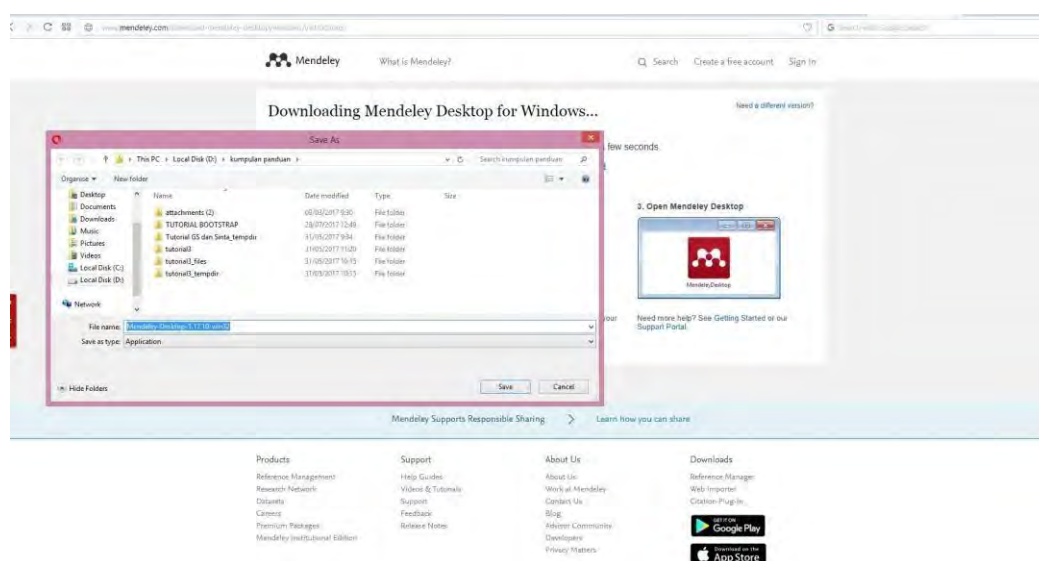


Figure 2. The appearance of the dialogue box

After finishing the file download, install the mendeley application. Follow the installation steps as follow:



Figure 3 Installation step 1



Figure 4 Installation step 2



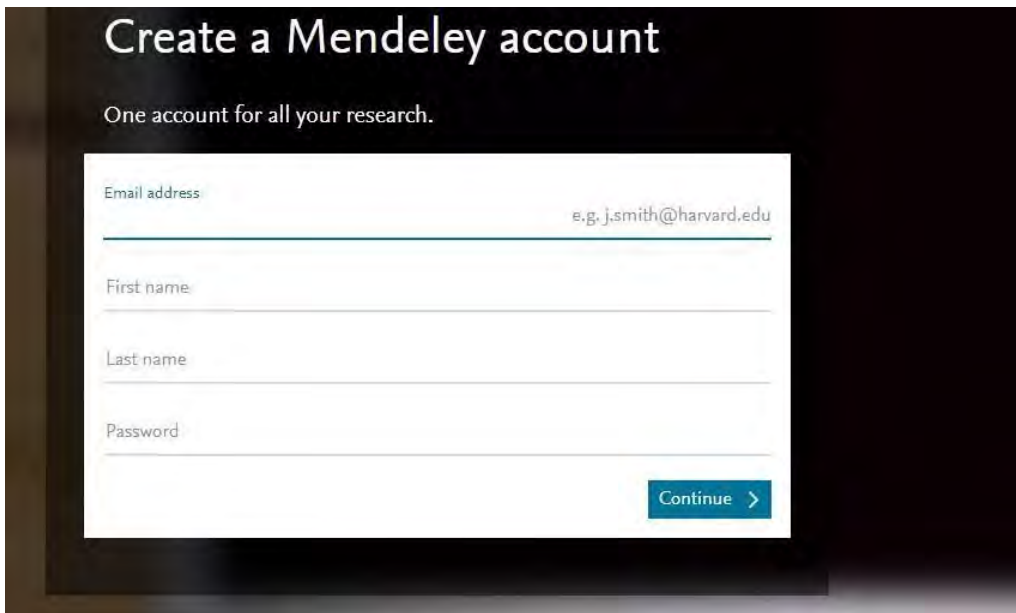
Figure 5 dialog box to install

After the installation is complete, before using the Mendeley desktop, the user is required to login using the email that was previously registered. If you have not registered, you should select register to register your email.



Figure 6 Register and login Page and of Mendeley Account

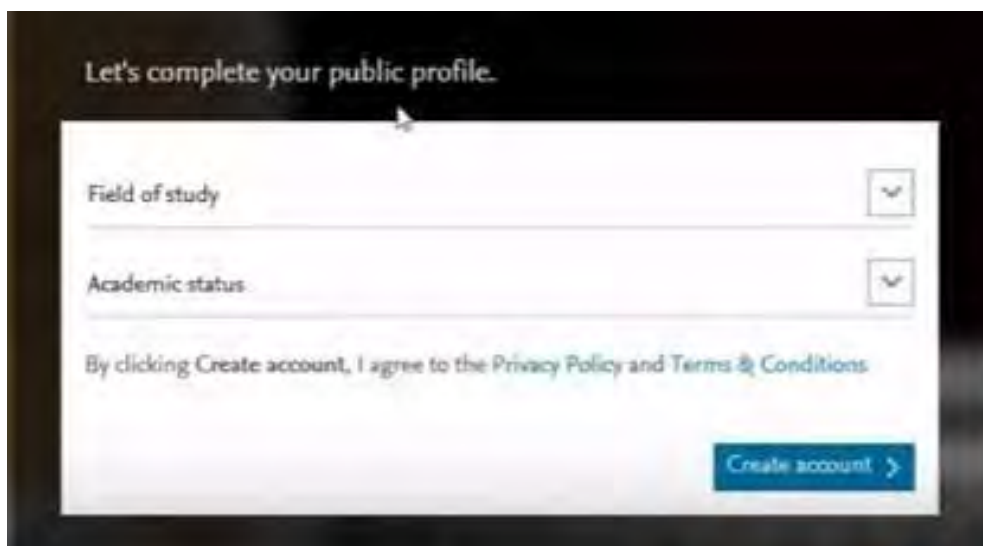
Steps of Register are:



The screenshot shows a registration form titled "Create a Mendeley account" with the subtitle "One account for all your research." The form contains four input fields: "Email address" (with a placeholder "e.g. j.smith@harvard.edu"), "First name", "Last name", and "Password". A blue "Continue" button with a right-pointing arrow is located at the bottom right of the form.

Figure 7 Creating Mendeley Account

1. Enter your active email address
2. Enter your first name
3. Enter your last name
4. Create a password to enter your desktop Mendeley. After filling everything, select Continue, the fill in your study field appears.



The screenshot shows a form titled "Let's complete your public profile." It contains two dropdown menus: "Field of study" and "Academic status". Below the dropdowns is a text line: "By clicking Create account, I agree to the Privacy Policy and Terms & Conditions". A blue "Create account" button with a right-pointing arrow is located at the bottom right of the form.

Figure 8 filling the field of study

1. Choose field of study according to your field of study/department of study
2. Choose academic status according to your current status whether lecturer, student, researcher or librarian
3. Next **create an account**.



Figure 9 filling the institution

Then enter the institution where you are now. Then select save and continue.

At this point, you have successfully created an account that can be used to log in to the web-based mendeley desktops that are already installed on your laptop or PC.

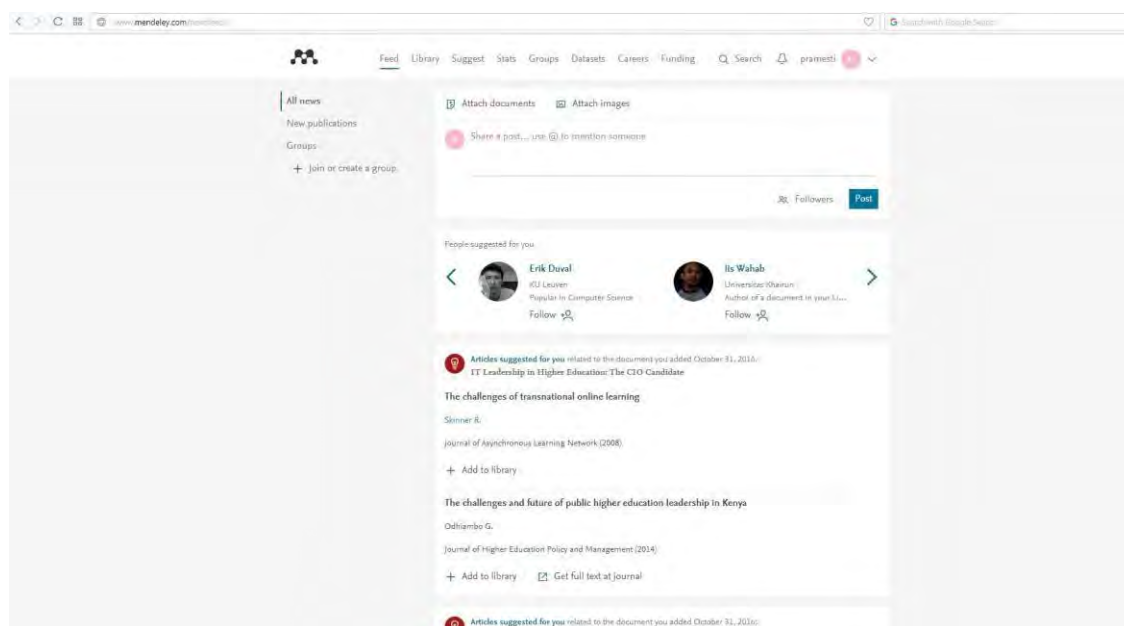


Figure 10 Reference Management page through Mendeley Web

PERSONAL LIBRARY MANAGEMENT IN MENDELEY DESKTOP

Open the Mendeley desktop that is already installed on your PC or Laptop, enter the email and password that was registered in the registration process in the previous step.



Figure 11 Mendeley Login Desktop

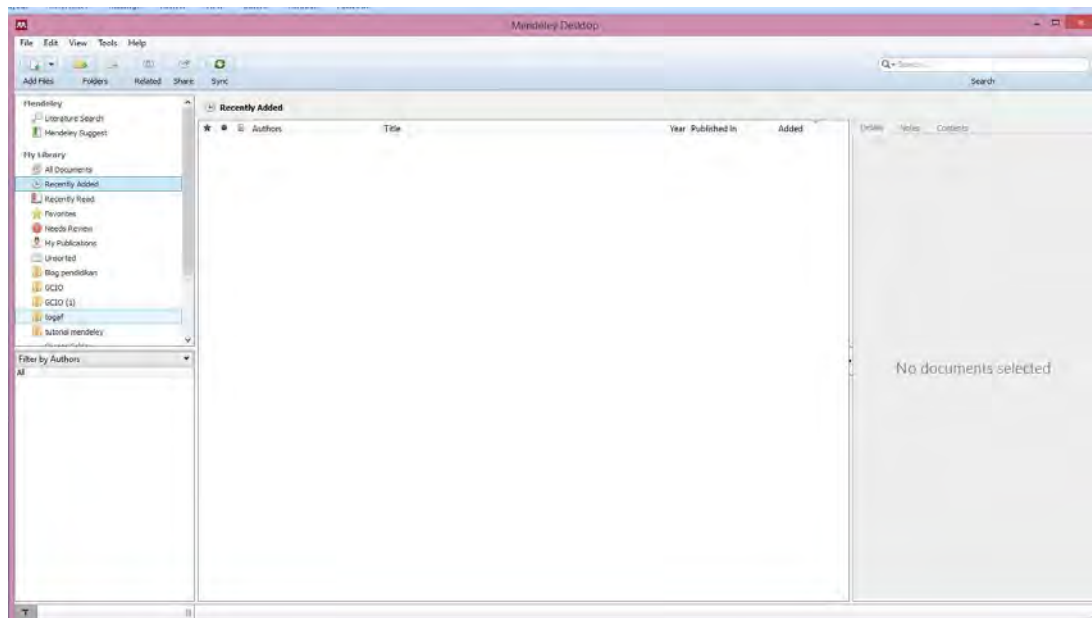


Figure 12 Mendeley Desktop appearance after login

Prior to library management, settings for ease of use include **install the web importer and install the MS Word Plugin.**

Install Web Importer

Web importer is useful for saving search results via a browser.

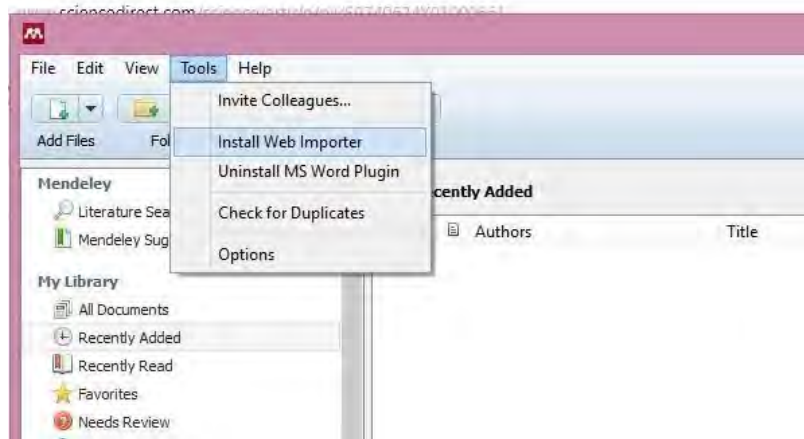


Figure 13 Tool Install Web Importer

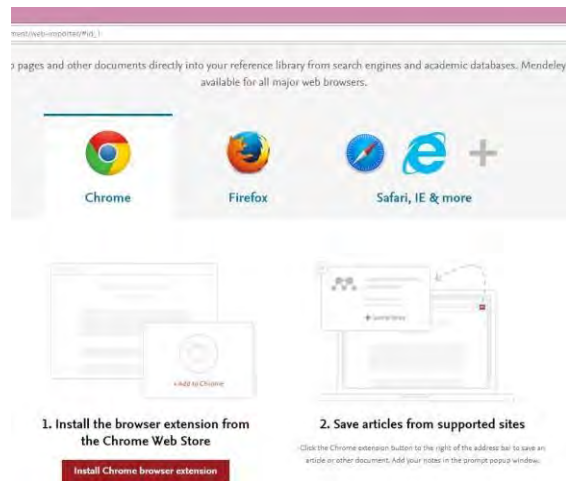


Figure 14 Steps to Install Web Importer Adjust to Your Browser (1)



Figure 15 Stages of Installing Web Importer (2)

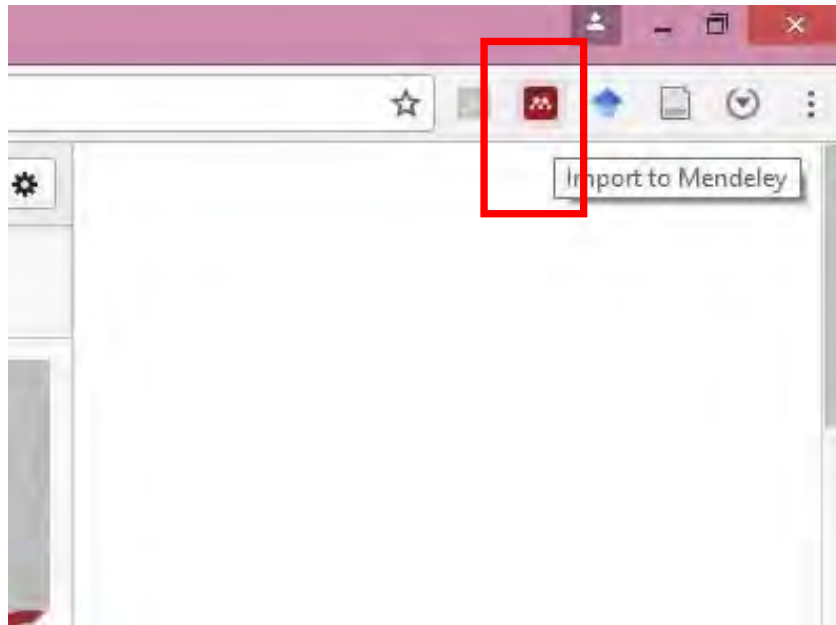


Figure 16 Installation Results of the Web Importer on the Browser

Install MS Word Plugin

In order for citation writing and bibliography on Microsoft Word to be connected to Mendeley, first activate it from the Desktop menu, Mendeley Tool, Install MS Word Plugin.

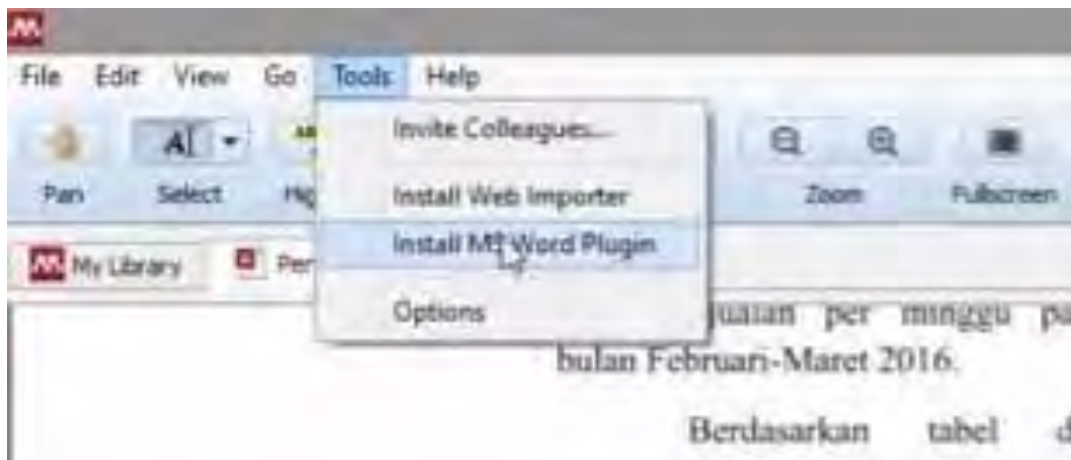


Figure 17 Installing MS Word Plugin

If it is already installed then on your Microsoft Word application on the References menu there will be an automatic Mendeley Cite addition.

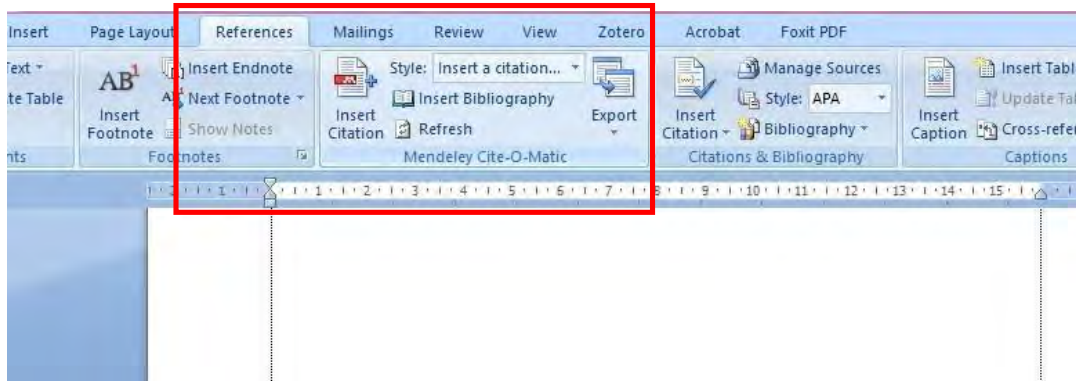
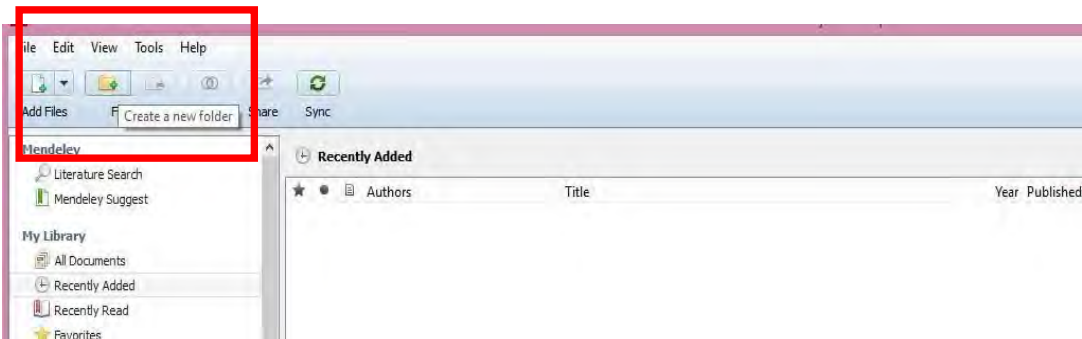


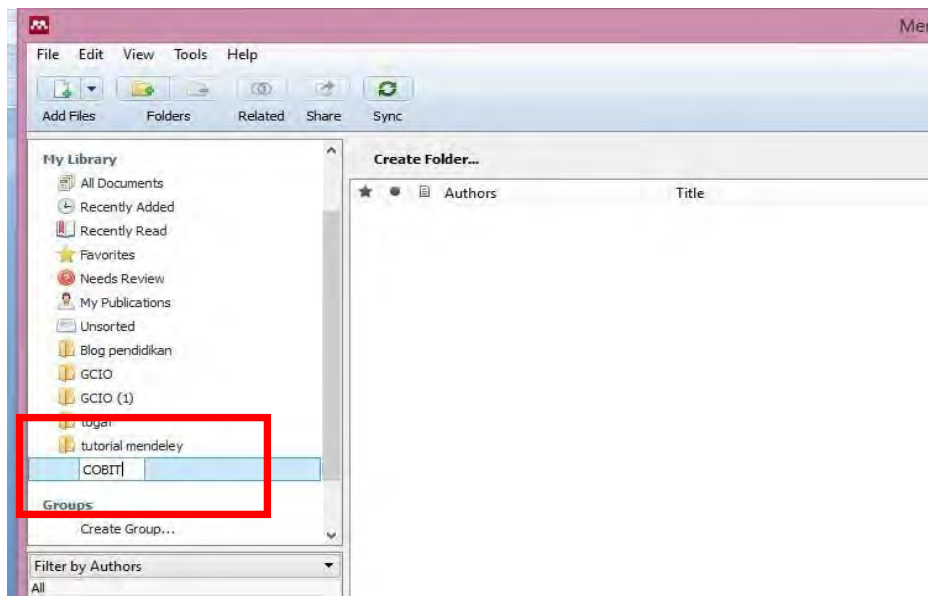
Figure 18 MS Word Plugin Installation Results

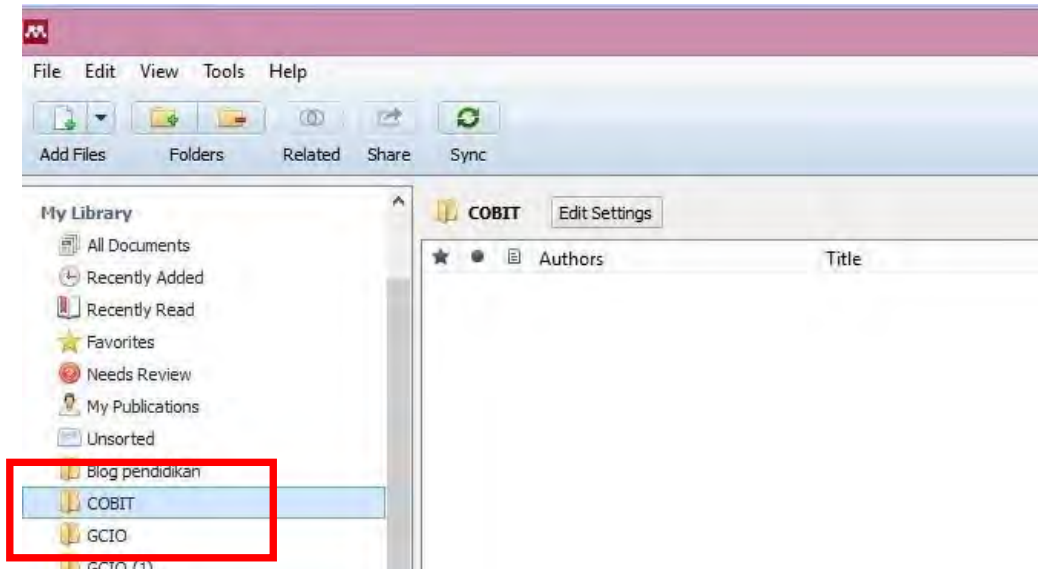
Using Mendeley Desktop

Open the already installed Mendeley Desktop



Create a Folder to store your reference articles



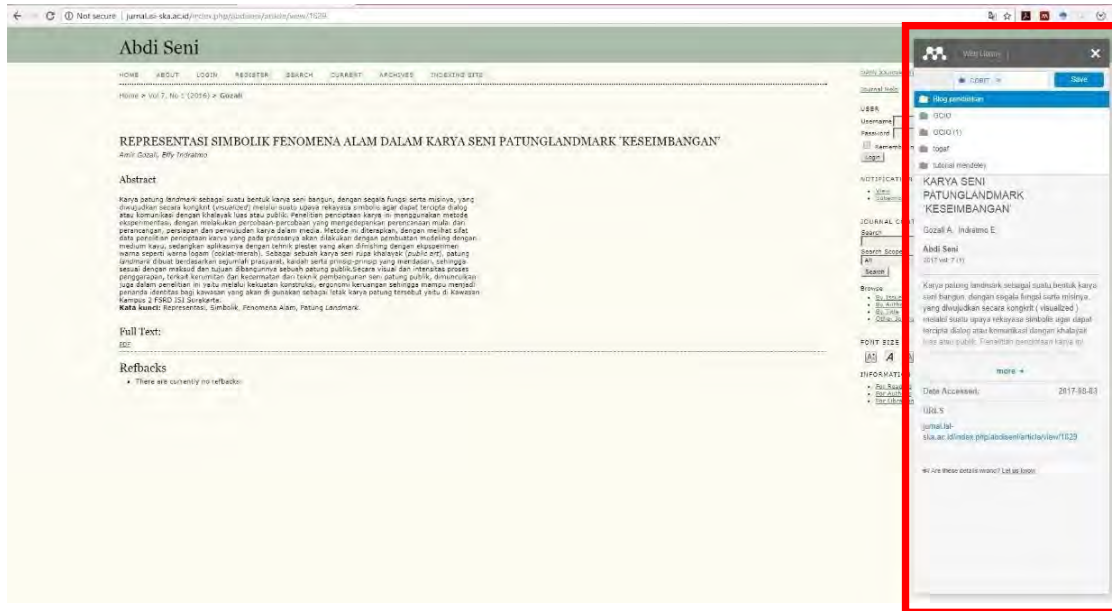


To save search results using the web importer:

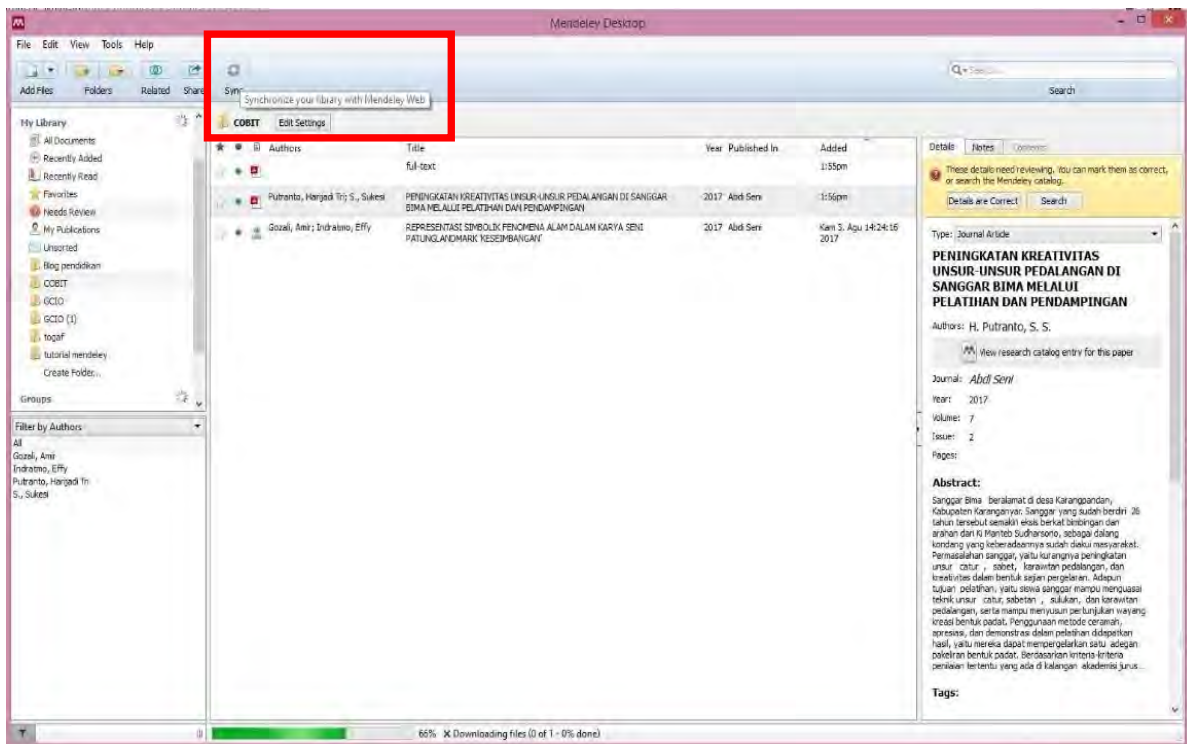
1. Click the Mendeley Icon



2. Choose a location in the folder you created earlier

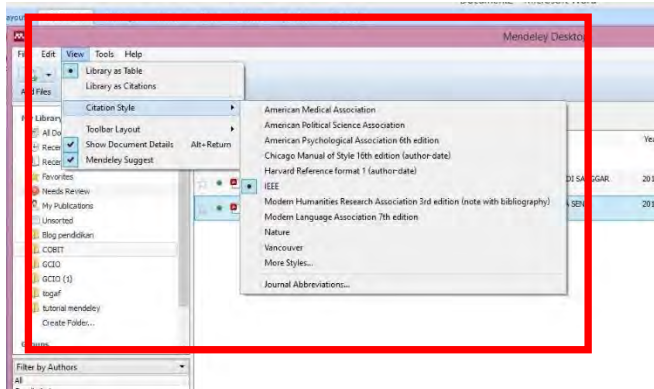


3. View saved results on previous desktop mendelely click sync to connect with mendelely desktop

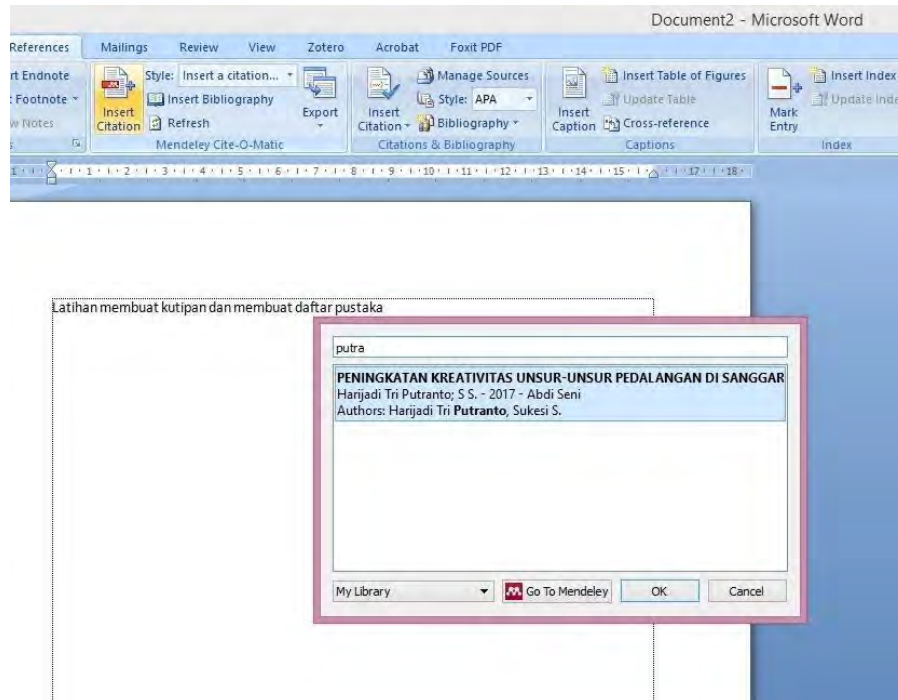


Creating Quotations and Bibliography Using Mendeley

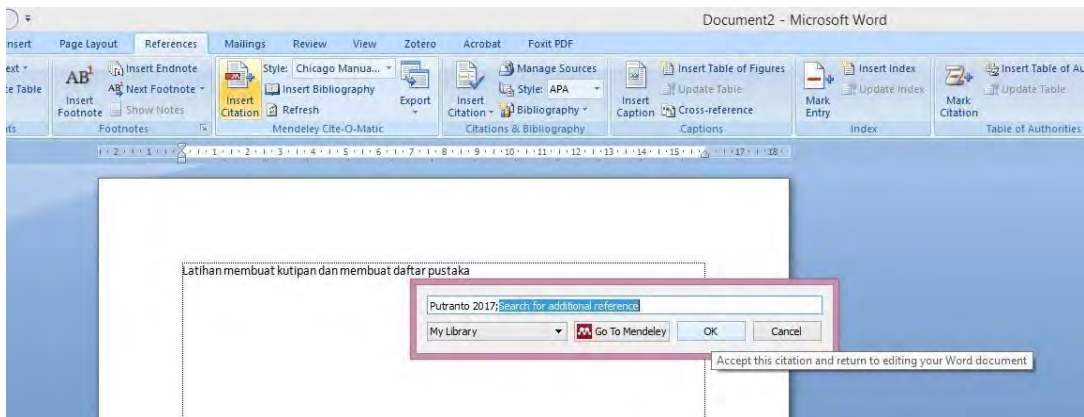
1. Make sure the desktop is Mendeley in active state (open)
2. Select the citation style via Mendeley desktop view



3. Select references Insert citation write title or author's name



4. After it appears select OK or enter.

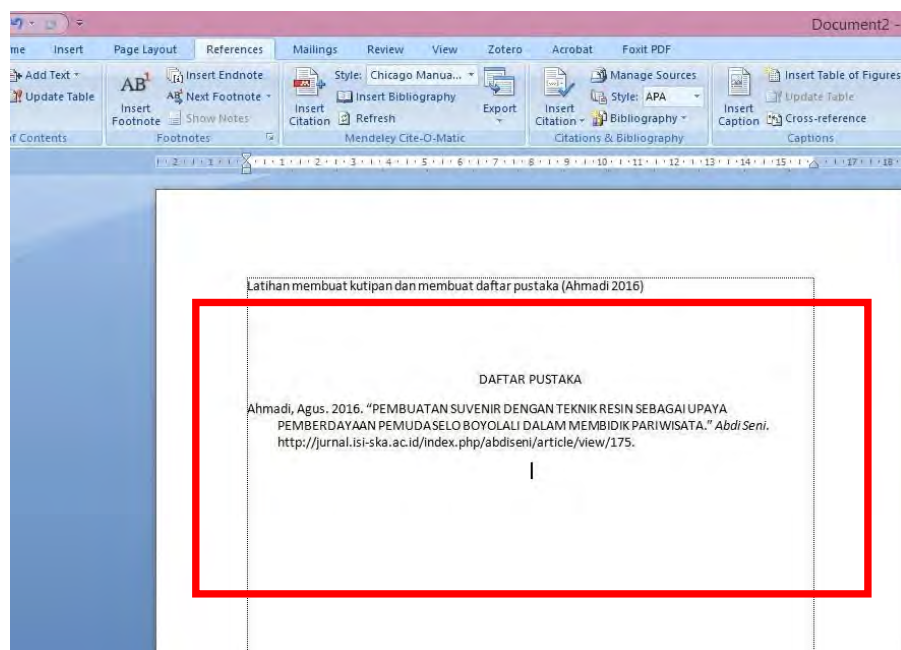


5. Writing quotes according to the selected style will appear



REFERENCES WRITING

Select References Insert Bibliography



APPENDIX 4: TA ASSESSMENT RUBRIC (*)

() The composition of scores and assessment criteria can be adjusted according to the policies of each study program.*

**THESIS SEMINAR PROPOSAL ASSESSMENT
RUBRIC**

Thesis Learning Outcome (based on 2020 -2025 Curriculum)	Assessment	Evaluator	Supervisor Portion	Examiner portion	Supevisor			Examiner		
					Performance portion	Presentation Portion	Proposal Portion	Performance portion	Presentation Portion	Proposal Portion
a. Internalize values, norms, and academic ethics	Presentation	supervisor and Examiner	1	1	0	1	0	0	1	0
b. Demonstrate responsible attitudes towards projects within his/her specialist field independently	Presentation	supervisor and Examiner	1	1	0	1	0	0	1	0
c. Practicing logical, critical, systematical, and inovative reasoning within development and implementation of science and technology that apply humanism values according to the his/her specialist field	Proposal	supervisor and Examiner	1	1	0	0	1	0	0	1
	Presentation	supervisor and Examiner	1	1	0	1	0	0	1	0
d. Demonstrate independent, quality and quantified work	Proposal	supervisor and Examiner	1	1	0	0	1	0	0	1
e. examine the implications of developing or implementing technological knowledge that utilizes natural resources by taking into account and applying humanities values in order to encourage community economic progress and environmentally friendly national energy security in accordance with their expertise based on scientific principles, procedures and ethics in order to produce solutions, ideas, designs or art criticism, compiling a scientific description of the results of the study in the form of a thesis or final project report, and uploading it on the university's website	Presentation	supervisor and Examiner			0	1	0	0	1	0
	Proposal	supervisor and Examiner	1	1	0	0	1	0	0	1
f. Document, store, secure and retrieve data to ensure validity and prevent plagiarism	Proposal	supervisor and Examiner	1	1	0	0	1	0	0	1
Total			8	8	0	4	4	0	4	4
Percentage (%)			50	50	0	50	50	0	50	50
Rounding			50	50	0	50	50	0	50	50

1. Assessment from Supervisor

- a. Proposal: 50%
- b. Presentation: 50%

Total : 100%
Percentage: 50%

1. Assessment from Examiner

- a. Proposal: 50%
- b. Presentation: 50%

Total : 100%
Percentage: 50%

**RUBRIC FOR DELIVERY OF THE THESIS
DEFENSE SEMINAR**

Thesis Learning Outcome (based on 2020 -2025 Curriculum)	Assessment	Evaluator	Supervisor Portion	Examiner portion	Supervisor			Examiner		
					Performance portion	Presentation Portion	Proposal Portion	Performance portion	Presentation Portion	Proposal Portion
a. Internalize values, norms, and academic ethics	Performance	Supervisor	1	0	1	0	0	0	0	0
	Presentation	supervisor and Examiner	1	1	0	1	0	0	1	0
b. Demonstrate responsible attitudes towards projects within his/her specialist field independently	Performance	supervisor	1	0	1	0	0	0	0	0
c. Practicing logical, critical, systematical, and inovative reasoning within development and implementation of science and technology that apply humanism values according to the his/her specialist field	Report	supervisor and Examiner	1	1	0	0	1	0	0	1
	Presentation	supervisor and Examiner	1	1	0	1	0	0	1	0
d. Demonstrate independent, quality and quantified work	Performance	supervisor	1	0	1	0	0	0	0	0
e. examine the implications of developing or implementing technological knowledge that utilizes natural resources by taking into account and applying humanities values in order to encourage community economic progress and environmentally friendly national energy security in accordance with their expertise based on scientific principles, procedures and ethics in order to produce solutions, ideas, designs or art criticism, compiling a scientific description of the results of the study in the form of a thesis or final project report, and uploading it on the university's website	Presentation	supervisor and Examiner	1	1	0	1	0	0	1	0
	Report	supervisor and Examiner	1	1	0	0	1	0	0	1
f. Document, store, secure and retrieve data to ensure validity and prevent plagiarism	Report	supervisor and Examiner	1	1	0	0	1	0	0	1
Total			9	6	3	3	3	0	4	4
Percentage (%)			60	40	33.333	33.333	33.333	0	50	50
Rounding			60	40	33	33	34	0	50	50

1. Assessment from Supervisor

a. Report: 33%
b. Performance: 33%
c. Presentation: 34%
Total : 100%
Percentage: 60%

1. Assessment from Examiner

a. Report: 50%
b. Presentation: 50%

Total : 100%
Percentage: 40%

THESIS PROPOSAL RUBRIC

Assessment criteria	Less(41-50)	Enough (51-65)	Good (66-85)	Very Good (86-100)
Contents of the Manuscript (60%)				
BackgroundProblem (20%)	Unclear, not supported by strong arguments, irrelevant literature studies, do not write down the literature (quotation) that taken, paragraphs and sentences that are written do not flow clearly.	Not clear, there are parts that are not supported by strong arguments based on relevant literature studies, there are sections that do not write down the literature (quotation) which taken, there are paragraphs written that do not flow clearly, many sentences written in paragraphs do not flow clearly.	Written clearly, there are parts that are not supported by strong arguments based on literature studies relevant, there is a section that does not write a library (quotation) which taken, there are paragraphs written that flow less clearly, there are sentences written in paragraphs that do not flow clearly.	Written clearly, supported by strong arguments based on study the relevant literature, write down the appropriate quotations, the written paragraphs flow clearly, the sentences written in the paragraphs flow smoothly. clear.
Literature Review (20%)	It is not clear, many parts are not in accordance with the research topic, most of which are not supported by strong arguments, a lot library (quotation) that does not written	Written clearly even though there are things that don't fit the topic research, not supported by strong arguments based on relevant literature studies, not all literature (quotation) taken written down.	Written clearly according to the research topic, not supported by strong arguments based on the study of the literature relevant, write down the literature (quotation) taken with appropriate.	Written clearly and concisely according to the research topic, supported by strong arguments based on the literature study relevant, write down the literature (quotation) taken with appropriate.
Research method (20%)	i) Experimental design is not related to research objectives. ii) No experimental hypothesis written down.	i) The experimental design relates to the research objectives, but is not fully tested. ii) There is a relationship between the variable and the predicted outcome, but only based on logic.	i) Precise experiment design according to the research objectives, but there are some questions related to test. ii) There is a relationship between the variable and predictable results, the chosen variable is in accordance with the field of science being studied studied.	i) Precise experiment design in accordance with the research objectives, the test to be carried out is correct and answers research hypothesis. ii) There is a clear relationship between the variables and the predicted results, the selected variables are in accordance with the research hypothesis and based on literature study previous research.
Writing (40%)				
Section format initial TA proposal structure (5%)	Proposal incomplete and many errors in abstract, table of contents, list of figures, list of tables, and lists notation (if there is)	Proposal incomplete and many errors in abstract, table of contents, list of figures, list of tables, and lists notation (if there is)	The proposal is written in full and correct on abstract, table of contents, list of figures, list of tables, and list of notations (If there is)	Proposal written very completely and correctly contains abstract, table of contents, list of figures, list of tables, and list notation (if there is)
Format of the proposal structure content section TA (10%)	The proposal is written incompletely and many errors in the Introduction, Literature Review, Research methods.	The proposal is written incompletely and there is an error in the Introduction, Literature Review, Research Methods.	The proposal is written completely and correctly in Introduction, Literature Review, Research methods.	Proposal written very completely and correctly contains the Introduction, Literature Review, Research Methods.
Format of the final part of the proposal structure TA (5%)	The proposal is written incompletely and a lot errors in the Table of Contents and Attachments (if any)	The proposal is written incompletely and there are errors in the Table of Contents and Attachments (if any)	The proposal is written completely and correctly in the Table of Contents and Attachments (if there is)	Proposal written very completely and correctly contain the Table of Contents and Attachments (if any)
Writing pictures and tables (5%)	The results of Figures and Tables displayed do not meet the following elements: i) Informative ii) Comprehensive	Results Figures and Tables shown contain one of the following elements: i) Informative ii) Comprehensive	Results Figures and Tables shown contain both elements: i) Informative ii) Comprehensive	Results Figures and Tables are displayed perfectly containing both elements: i) Informative ii) Comprehensive

<p>Procedure for writing languageTA proposals (15%)</p>	<p>Proposals written do not meet the rules in the standards of writing worksscientific: i) Standard Indonesian according to Enhanced Spelling (EYD) ii) Use of words or terms thatcomes from a foreign language iii) The presentation of the material is described by perfect sentence</p>	<p>Proposal writtenby fulfilling one rule in the standard of writing worksscientific: i) Standard Indonesian according to Enhanced Spelling (EYD) ii) Use of words or terms thatcomes from a foreign language iii) The presentation of the material is described by perfect sentence</p>	<p>The proposal is written by meeting two rules in the standard for writing worksscientific: i) Standard Indonesian according to Enhanced Spelling (EYD) ii) Use of words or terms thatcomes from a foreign language iii) The presentation of the material is described by perfect sentence</p>	<p>The proposal is written by meeting all the rules in the writing standardsscientific work: i) Standard Indonesian according to Enhanced Spelling (EYD) ii) Use of words or terms thatcomes from a foreign language iii) The presentation of the material is described by perfect sentence</p>
---	---	---	--	--

**THESIS REPORT
RUBRIC**

Assessment criteria	Less(41-50)	Enough (51-65)	Well(66-85)	Very Good (86-100)
Contents of the Manuscript (60%)				
Problem Background (10%)	Unclear, not supported by strong arguments, irrelevant literature studies, not writing down the taken literature, paragraphs and sentences written not flowing clearly.	It is not clear, there are sections that are not supported by strong arguments based on relevant literature studies, there are sections that do not write down the taken literature, there are paragraphs that do not flow clearly, many sentences written in paragraphs do not flow clearly.	Written clearly, there are parts that are not supported by strong arguments based on relevant literature studies, there are parts that do not write down the literature(quotations) taken, there are paragraphs that are written not flowing clearly, there are sentences written in paragraphs that do not flow clearly.	Written clearly, supported by strong arguments based on relevant literature studies, write down the taken literature properly, the paragraphs that are written flow clearly, the sentences that are written in the paragraphs flow clearly.
Literature Review (5%)	It is not clear, many parts are not in accordance with the research topic, most of which are not supported by strong arguments, a lot of library (quotation) that is not written	Written clearly even though some are not in accordance with the research topic, are not supported by strong arguments based on relevant literature studies, not all library (quotation) that taken written down.	Written clearly in accordance with the research topic, not supported by strong arguments based on relevant literature studies, writes down the literature (quotation) taken with appropriate.	Written clearly and concisely according to the research topic, supported by strong arguments based on relevant literature studies, writes down the literature (quotation) taken with appropriate.
Research contribution (10%)	The resulting research contribution is lacking and has no originality value.	The resulting research contribution is sufficient and does not have originality value.	The resulting research contribution is sufficient and has value <i>originality</i>	The resulting research contribution is good and has value <i>originality</i> the strong one
Research method (15%)	i) The experimental design is not related to the research objectives. ii) No experimental hypotheses were written.	i) The experimental design relates to the research objectives, but is not fully tested. ii) Exist relationship between the variable and the predicted outcome, but only based on logic.	i) The experimental design fits the research objectives, but there are some questions regarding test. ii) Exist the relationship between the variable and the predicted outcome, the selected variable is in accordance with the field of science being studied.	i) The experimental design is appropriate to the research objectives, the test to be carried out is correct and answers research hypothesis. ii) There is a clear relationship between the variables and the predicted results, the selected variables are in accordance with the research hypothesis and are based on study of literature previous research.
Discussion results (15%)	The results of the discussion do not show an increase in performance in methods, accuracy, or other measuring instruments. As well as not supported by a good analysis of the causes of the problem.	The results of the discussion do not show an increase in performance in methods, accuracy, or other measuring instruments. And supported by a good analysis of the causes of the problem.	The results of the discussion show an increase in performance in methods, accuracy, or other measuring instruments. If it doesn't produce performance improvement is indicated by an analysis of strong reasons the cause of the problem.	The results of the discussion show a significant increase in performance in methods, accuracy, or other measuring instruments. And supported by analysis the strong one.
Conclusion and Library(5%)	i) Writing conclusions that are not appropriate and do not provide suggestions for research development advanced. ii) The libraries used are many that are not relevant, most of the libraries are taken more than the last 10 years, the number of national journals and less international.	i) Write the appropriate conclusions and do not provide suggestions for research development advanced. ii) There are libraries that are used that are less relevant, most of the libraries taken are the last 10 years, the number of national journals and less international.	i) Writing appropriate conclusions and not providing suggestions for research development advanced. ii) The libraries used are relevant, most of the libraries taken are the last 10 years, the number of national and international journals not enough.	i) Write the appropriate conclusions and provide suggestions for the development of further research. ii) The libraries used are relevant, up-to-date (most of the libraries taken are in the last 5 years), most of which are national and international journals
Writing (40%)				
Format the beginning of the report structure TA (5%)	Incomplete report and many errors in abstract, table of contents, list of figures, list of tables, and lists notation (if there is)	Incomplete report and many errors in abstract, table of contents, list of figures, list of tables, and lists notation (if there is)	Reports are written in full and correct on abstract, table of contents, list of figures, list of tables, and list of notations (If there is)	The report is written very completely and correctly containing abstract, table of contents, list of figures, list of tables, and list notation (if there is)
Format of the content section of the TA report structure (10%)	Reports are written incompletely and have many errors in the Introduction, Literature Review, Research Methods, Results and Discussion, and Closing (conclusions and suggestions)	Reports are written incompletely and exist errors in the Introduction, Literature Review, Research Methods, Results and Discussion, and Closing (conclusions and suggestions)	The report is written completely and correctly in the Introduction, Literature Review, Research Methods, Results and Discussion, and Closing (conclusions and suggestions)	The report is written very completely and correctly containing the Introduction, Literature Review, Research Methods, Results and Discussion, and Closing (conclusions and suggestions)
Format of the end of the report structure TA (5%)	The report is written incompletely and contains many errors in the Table of Contents and Attachments	The report is written incompletely and there are errors in the List of contents and Attachments	Reports are written completely and correctly on Table of Contents and Attachments	The report is written very completely and correctly containing the Table of Contents and Attachment
Writing figures and tables (5%)	The results of Figures and Tables displayed do not meet the following elements: i) Informative ii) Comprehensive	Results Figures and Tables shown contain one of the following elements: i) Informative ii) Comprehensive	Results Figures and Tables shown contain both elements: i) Informative ii) Comprehensive	Results Figures and Tables are displayed perfectly containing both elements: i) Informative ii) Comprehensive
Report writing language procedures TA (15%)	The report written does not meet the rules in the standard of writing works scientific: i) Standard Indonesian according to Enhanced Spelling (EYD) ii) Use of the word or terms that come from a foreign language iii) The presentation of the material is described by perfect sentence	The report is written according to one rule in the standard of writing works scientific: i) Standard Indonesian according to Enhanced Spelling (EYD) ii) Use of the word or terms that come from a foreign language iii) The presentation of the material is described by perfect sentence	The report is written according to the two rules in the standard of writing works scientific: i) Standard Indonesian according to Enhanced Spelling (EYD) ii) Use of the word or terms that come from a foreign language iii) The presentation of the material is described by perfect sentence	Reports are written to meet all the rules in the standard of writing scientific papers: i) Standard Indonesian according to Enhanced Spelling (EYD) ii) Use of the word or terms that come from a foreign language iii) The presentation of the material is described by perfect sentence

**PRESENTATION
RUBRIC**

Assessment criteria	Less(41-50)	Enough (51-65)	Good (66-85)	Very good(86-100)
Presentation Media/Power Point (20%)				
Contents (10%)	The participants of the TA Proposal explained a few topics and did not explain the points important.	TA Proposal Participants explained few topics or did not present points important.	Participants in the TA Proposal explained important points and some were supported by arguments, ideas, and data appropriate.	ParticipantThe TA proposal lays out important points and is supported by appropriate arguments, ideas, and data.
Text (5%)	The slides don't point to ideas and too many words.	Most slides lead to too many ideas and too many words.	Most slides point to one idea but too many words.	All slides show on one idea.
Images and layouts (5%)	The images used are distracting and detract from content. Messy layout and confusing.	Images that are displayed in proportion or layout look structured.	Images that are displayed in proportion and layout look structured.	All slides are very informative, the images on each slide are of high quality so that they help listeners understand the content conveyed. The layout looks interesting.
Communication in presentations (40%)				
Presentation attitude (10%)	Not being polite and confident.	Not being polite and confident.	Be polite and confident.	Be polite and confident and calm.
Using formal Indonesian (10%)	Using informal Indonesian with less clear volume.	Using formal Indonesian with less clear volume.	Use formal Indonesian with clear volume.	Using formal Indonesian with a very clear voice volume and good voice intonation.
Eye contact (10%)	KP participants make little eye contact and always look at notes.	KP participants make little eye contact and occasionally look at notes.	KP participants almost always making eye contact and occasionally looking at notes.	KP participants always make contact eyes and never saw the record.
Oral presentation skills (10%)	Very difficult to describe ideas. Little preparation and no work complete.	Quite difficult to describe the ideas. Lack of preparation and no work complete.	Communicating ideas with a clear voice clear. Just prepare and get it understandable.	Communicate ideas with enthusiasm, clear voice, precise language, and easy to understand.
Material Mastery (40%)				
Information submission (10%)	The information conveyed is not organized and structured.	The information submitted is less organized, less structured, and quite acceptable logically	Most of the information conveyed is organized, structured, and received logical	All information submitted is organized, structured, and logically accepted
Accuracy in answering questions(15%)	Unable to answer questions well.	Able to answer questions well but there are many mistakes in answer.	Able to answer questions well but there are still minor errors in answer.	Able to answer question very well.
Mastering the material presented (15%)	All explanations are still inaccurate.	A little explanation done right	Most of the explanation is done by appropriate	All explanations are done correctly and correct.

**PERFORMANCE
RUBRIC**

Assessment criteria	Less(41-50)	Enough (51-65)	Good (66-85)	Very Good (86-100)
Performance (100%)				
Initiative and Independent (10%)	Never convey ideas/ideas and rely too much on the supervisor in the implementation of the TA.	Few convey ideas/ideas and depend on the Advisor in the implementation of TA.	Several times conveyed ideas/ideas and was quite independent in TA implementation.	Often conveys ideas/ideas and is very independent in TA implementation.
Discipline (10%)	Complete the work/problem given by the supervisor without on time and unfinished.	Complete the work/problem given by the supervisor with not timely and incomplete.	Complete the work/problem given by the supervisor appropriately time and incomplete.	Complete the work/problem given by the supervisor appropriately time and finish.
Critical, creative, and analytical thinking (15%)	Lack of showing critical, creative, and analytical thinking skills.	Lack of sufficient critical, creative, and analytical thinking skills.	Demonstrate good critical, creative, and analytical thinking skills.	Demonstrate excellent critical, creative, and analytical thinking skills.
Adaptability (10%)	Able to adapt in dealing with TA problems poorly.	Able to adapt in overcoming TA problems quite well.	Able to adapt in overcoming TA problems well.	Able to adapt in overcoming TA problems very well.
Communication skills (oral and verbal)posts) (10%)	Lack of ability to communicate (written/oral) at work/timeguidance.	Able to communicate (written / verbal) in work / during guidance quite well.	Able to communicate (written / verbal) in work / during guidance well.	Able to communicate (written / verbal) in work / during guidance very well.
Technical Skills/Field Skills(25%)	Lack of mastery of basic technical skills to carry out TA	It is enough to master basic technical skills to carry out TA	Mastering basic technical skills to carry out TA	Strong mastery of basic technical skills to carry out TA
Attitude (5%)	Not polite and responsible.	Quite polite and responsible.	Polite and responsible.	Very polite and responsible.
Work result/contribution (15%)	The results of the work are unsatisfactory, not in accordance with the direction of the supervisor, and do not contribute much to the study	The results of the work are not satisfactory, according to the direction of the supervisor, and do not contribute to research	The results of the work are satisfactory, according to the direction of the supervisor, and make little contribution to research	The results of the work are satisfactory, according to the direction of the supervisor, and contribute to research

APPENDIX 5: FORM (*)

() All Form Formats can be adjusted according to the policies of each Study Program.*



SUGGESTED LECTURER SUGGESTION FORM

I, the undersigned: Name (with title):

NIP/NIPH :
 Academic Position :
 Work unit : Lecturer of Study Program

hereby declare that they are willing to become a student's Final Project

Supervisor: Name :
 NIM :
 Study program :
 Major :

Thus, I make this letter of willingness to be used as it should be.

	Balikpapan,
Student Participating TA	Supervisor

.....
 NIM.

.....
 NIP/NIPH.



SUGGESTED LECTURER SUGGESTION FORM*)

I, the undersigned: Name (with title):

Origin of Institution :

hereby declare that they are willing to become a student's Thesis Supervisor:

Name :

NIM :

Study program :

Major :

Thus, I make this letter of willingness to be used as it should be.

Balikpapan,

Student Participating TA

Advisor

.....
 NIM.

.....

*)Special for Lecturer Candidates Advisors from industry/institutions/research institutes



FINAL PROPOSAL SEMINAR APPLICATION FORM

Student Name / NIM :

Study Program / Department :

Research Concentration Field :

Thesis Proposal Title :

.....

..... Chief Supervisor :

Advisory Lecturer :

Balikpapan, 20

Applicant,

.....
 NIM.

Knowing and agreeing,

Chief Supervisor,

Advisory Lecturer,

.....
 NIP/NIPH.

.....
 NIP/NIPH.



PROOF OF RECEIPT FOR REGISTRATION SEMINAR PROPOSAL

The complete Thesis proposal seminar registration documents have been received as listed below, on behalf of:

Name / NIM :
 Study Program / Department :

The following are the completeness of registration for the Thesis proposal seminar:

1. Advisory Lecturer Proposal Form and Research Interest Field (Form. TA-001)	
2. Application Form for Final Project Proposal Seminar (Form. TA-002)	
3. Others :	

Who receives, Academic Administration Department	Balikpapan, 20 Which Deliver, College student
--	--

The complete Thesis proposal seminar registration documents have been received as listed below, on behalf of:

Name / NIM :
 Study Program / Department :

Who receives, Academic Administration Department	Balikpapan, 20 Which Deliver, College student
--	--



FINAL PROPOSAL SEMINAR EVALUATION FORM

Name / NIM :
 Study Program / Department :
 FY title :
 Chief Supervisor :
 Advisory Lecturer :

**FOR TEST
TEAM**

NO	ASSESSMENT COMPONENTS	PERCENTAGE	NUMBER
Presentation Assessment Components			
1.	Presentation Media/Power Point	20%	
2.	Communication in presentation	40%	
3.	Material Mastery	40%	
Total I			
Proposal Assessment Components			
1	FY Proposal Contents	60%	
2	Structure and Procedure for Writing Proposals	40%	
Total II			
Overall Score (Total I × 50%) + (Total II × 50%)			

Description: Rating scale (0 – 100)

Balikpapan, ----- 20--

Test Team,

()
 NIP/NIPH.

..... Cut Here

..... Revisions / Improvements / Comments

**FOR
STUDENTS**

:

Balikpapan, ----- 20--
 Test Team,

()
 NIP/NIPH.



FINAL PROPOSAL SEMINAR EVALUATION FORM

Name / NIM :
 Study Program / Department :
 Thesis title :
 Chief Supervisor :
 Advisory Lecturer :

FOR SUPERVISOR

NO	ASSESSMENT COMPONENTS	PERCENTAGE	NUMBER
Presentation Assessment Components			
1.	Presentation Media/Power Point	20%	
2.	Communication in presentation	40%	
3.	Material Mastery	40%	
Total I			
Proposal Assessment Components			
1	FY Proposal Contents	60%	
2	Structure and Procedure for Writing Proposals	40%	
Total II			
Overall Score (Total I × 50%) + (Total II × 50%)			

Description: Rating scale (0 – 100)

Balikpapan, ----- 20--

Test Team,

()
 NIP/NIPH.

..... Cut Here

..... Revisions / Improvements / Comments

FOR STUDENTS

Balikpapan, ----- 20--
 Test Team,

()
 NIP/NIPH.



GUIDANCE CONSULTATION SHEET^{*)}

Student name : (NIM.

)Study Program / Department :

Thesis title :

Chief of Supervisor

:

Advisory Lecturer

:

DATE AND TIME	ACTIVITY DESCRIPTION	DESCRIPTION	INITIALS SUPERVISOR

*) Can be reproduced



THESIS TRIAL APPROVAL FORM

I, the undersigned, certify that the applicant is a student: Name :

NIM :

Study program :

Major :

Research Theme :

has completed the final project and drafted the Thesis Report and was deemed worthy to take part in the Final Assignment Session by submitting:

Thesis title :

.....

..... This agreement is made to be used properly.

Balikpapan, 20

Chief Supervisor,

Advisory Lecturer,

()
 NIP/NIPH.

()
 NIP/NIPH.



FINAL PROJECT TRIAL APPLICATION FORM

Student Name / NIM :

Study Program / Department :

Research Concentration Field :

Thesis Report Title :

.....

..... Main Advisor :

Advisory Lecturer :

Balikpapan, 20
 Applicant,

NIM

Knowing and agreeing,

Main Advisor Lecturer,

Advisory Lecturer,

.....
 NIP/NIPH.

.....
 NIP/NIPH.



EVIDENCE OF RECEIPT FOR REGISTRATION FOR THESIS TRIAL

The complete documents for registration of the Thesis Session have been received as listed below, on behalf of:

Name / NIM :
 Study Program / Department :

The following are the completeness of registration for Thesis Session:

1. Guidance Consultation Form (Form. TA-006)	
2. Thesis Session Approval Form (Form. TA-007)	
3. Application Form for Thesis Session (Form. TA-008)	
4. Thesis Proposal Seminar Attendance Sheet (Form TA-012)	
5. Others :	

Who receives, Academic Administration Department 	Balikpapan, 20	Who submits, College student
--	-----------------------	--

The complete documents for registration of the Thesis Session have been received as listed below, on behalf of:

Name / NIM :
 Study Program / Department :

Who receives, Academic Administration Department 	Balikpapan, 20	Which Deliver, College student
--	-----------------------	--



THESIS COURSE EVALUATION FORM

Name / NIM :
 Study Program / Department :
 Thesis title :
 Main Advisory Lecturer :
 Advisory Lecturer :

FOR TEST
TEAM

NO	ASSESSMENT COMPONENTS	PERCENTAGE	NUMBER
Presentation Assessment Components			
1.	Presentation Media/Power Point	20%	
2.	Communication in presentation	40%	
3.	Material Mastery	40%	
Total I			
Proposal Assessment Components			
1	TA Report Contents	60%	
2	Structure and Procedure for Writing Proposals	40%	
Total II			
Overall Score (Total I × 50%) + (Total II × 50%)			

Description: Rating scale (0 – 100)

Balikpapan, ----- 20--

Test Team,

()

NIP/NIPH.

..... Cut Here

..... Revisions / Improvements / Comments:

FOR
STUDENTS

Balikpapan, ----- 20--

Test Team,

()

NIP/NIPH.



**FINAL PROJECT COURSE EVALUATION
FORM**

FOR SUPERVISOR

Name / NIM :
 Study Program / Department :
 FY title :
 Main Advisory Lecturer :
 :
 Advisory Lecturer :

NO	ASSESSMENT COMPONENTS	PERCENTAGE	NUMBER
Presentation Assessment Components			
1.	Presentation Media/Power Point	20%	
2.	Communication in presentation	40%	
3.	Material Mastery	40%	
Total I			
Report Assessment Components			
1	TA Report Contents	60%	
2	Structure and Procedure for Writing Reports	40%	
Total II			
Performance Appraisal Component			
1	Attitude and Performance	100%	
Total III			
Overall Score (Total I × 33%) + (Total II × 34%) + (Total III × 33%)			

Description: Rating scale (0 – 100)

Balikpapan, ----- 20--

Test Team,

()

NIP/NIPH.

.....Cut Here

.....Revisions / Improvements / Comments

FOR COLLEGE

Balikpapan, ----- 20--

Test Team,

()

NIP/NIPH.



**MINISTRY OF EDUCATION AND
CULTUREKALIMANTAN INSTITUTE OF
TECHNOLOGY**
ITK Karang Joang Campus, Balikpapan 76127
Tel. 0542-8530800 Fax. 0542-8530801
E-mail:humas@itk.ac.id

Forms. TA-012

FINAL PROPOSAL SEMINAR ATTENDANCE SHEET

Student Name / NIM

:

Study Program / Department :

NO	DATE	PRESENTER	TITLE OF THESIS	SUMMARY OF THESIS ASSEMBLY	INITIALS HEAD OF TEST TEAM

*) This sheet can be duplicated.

Supervisor,

()

NIP/NIPH.



RECAPITULATION OF THESIS SUPERVISOR FOR ODD/EVEN PERIOD YEAR 20..../20....

Study Program :

Department :

NO	STUDENT'S NAME	USID	THESIS TITLE	SUPERVISOR
1.	Bagus Kurniawan	05121014	Effect of Water Discharge on Seawater Control	1. Bambang Jaya,S.T., M.T. 2. Budi Hadi, S.T., M.T.

Balikpapan,

20

In agreement,

..... Study Program Coordinator

()

NIP/NIPH.



RECAPITULATION OF SEMINAR PROPOSAL REGISTRATION FOR ODD/EVEN PERIOD YEAR 20..../20....

Study Program :
Department :
Semester : Odd / Even
School Year : 20..... / 20.....

NO	STUDENT (USID)	THESIS TITLE	MAIN SUPERVISOR	ASSISTANT SUPERVISOR
1.	Bagus Kurniawan (05121014)	Effect of Water Discharge on Seawater Control	Bambang Jaya, S.T., M.T.	Budi Hadi, S.T., M.T.
2.				
3.				

Acknowledged by,
..... Study Program Coordinator

()
NIP/NIPH.

Balikpapan, 20
Compiled by,
Departmental Academic Administration

()
NIP/NIPH.



THESIS PROPOSAL SEMINAR SCHEDULE

ODD/EVEN PERIOD YEAR 20..../20....

Study Program :

Department :

NO	STUDENT (USID)	THESIS TITLE	SUPERVISOR	EXAMINER	DATE, PLACE, AND TIME
1.	Bagus Kurniawan (05121014)	Effect of Water Discharge on Seawater Control	1. Bambang Jaya, S.T., M.T. 2. Budi Hadi, S.T., M.T.	1. Sugito, S.T., M.T. 2. Surojo, S.T., M.T. 3. Makmur Joyo, S.T., M.T.	

Balikpapan,

20

In agreement,

..... Study Program Coordinator

()

NIP/NIPH.



RECAPITULATION OF THESIS DEFENSE REGISTRATION FOR ODD/EVEN PERIOD YEAR 20..../20....

Study Program :
Department :
Semester : Odd / Even
School Year : 20..... / 20.....

NO	STUDENT (USID)	THESIS TITLE	MAIN SUPERVISOR	ASSISTANT SUPERVISOR
1.	Bagus Kurniawan (05121014)	Effect of Water Discharge on Seawater Control	Bambang Jaya, S.T., M.T.	Budi Hadi, S.T., M.T.
2.				
3.				

Acknowledged by,
..... Study Program Coordinator

()
NIP/NIPH.

Balikpapan, 20
Compiled by,
Departmental Academic Administration

()
NIP/NIPH.



THESIS DEFENSE SCHEDULE
ODD/EVEN PERIOD YEAR 20..../20....

Study Program :

Department :

NO	STUDENT (USID)	THESIS TITLE	SUPERVISOR	EXAMINER	DATE, PLACE, AND TIME
1.	Bagus Kurniawan (05121014)	Effect of Water Discharge on Seawater Control	1. Bambang Jaya, S.T., M.T. 2. Budi Hadi, S.T., M.T.	1. Sugito, S.T., M.T. 2. Surojo, S.T., M.T. 3. Makmur Joyo, S.T., M.T.	

Balikpapan,

20

In agreement,

..... Study Program Coordinator

()

NIP/NIPH.



Sample Invitation Letter for Proposal Seminar and Thesis Defense LETTERHEAD

No : Balikpapan, 20
Attachment : 1 (one) file
Subject : Invitation for Proposal Seminar/Thesis Defense

Dear Mr. [Supervisor's Name]

In association with the implementation of the Proposal Seminar/Thesis Defense in
Study Program, we ask for your willingness to join the Examiner Team (*schedule attached*).
We sincerely thank you for your attention.

Sincerely,
..... Study Program Coordinator

()
NIP/NIPH



SCIENTIFIC PUBLICATION APPROVAL SHEET

I, the undersigned, declare that the applicant is a student:

Name :
USID :
Study Program :
Department :
Research Theme :
Thesis Title :

Submitting the thesis result as a Scientific Article published in the ITK digital repository with the title:

Scientific Article Title :

Thus, this agreement is made to be used as appropriate.

Balikpapan, 20

Main Supervisor,

(NIP/NIPH.)



PLAGIARISM STATEMENT

I, the undersigned,

Name :
USID :
Study Program :
Department :
Research Theme :
Thesis Title :
Similarity Score of Thesis Report :%
Similarity Score of Scientific Article :%

Stating that all the thesis documents that I have worked on do not contain elements of plagiarism. If it is later proven to possess elements of plagiarism, then I will bear all the legal consequences, including the cancellation of the Bachelor's degree that I have obtained.

Thus this statement letter I made in good faith.

Balikpapan, 20

Applicant,

.....
USID.

Acknowledged and in agreement,
Main Supervisor

.....
NIP/NIPH.



RECEIPT OF THESIS DOCUMENTS

The thesis documents as listed below have been received on behalf of:

Name/USID :

Study Program/Department :

The following are the documents of thesis:

1. Copy of Thesis Report softcopy	
2. Copy of Scientific Article softcopy	
3. Plagiarism Statement (Form. TA-021)	
4. Other documents :	

	Balikpapan,	20
Receiver,	Sender,	
Departmental Academic Administration	Student	
.....	

The thesis documents as listed below have been received on behalf of:

Name/USID :

Study Program/Department :

	Balikpapan,	20
Receiver,	Sender,	
Departmental Academic Administration	Student	
.....	



RECAPITULATION OF THESIS PLAGIARISM CHECKS FOR ODD/EVEN PERIOD YEAR 20..../20....

Study Program :
Department :
Semester : Odd / Even
School Year : 20..... / 20.....

NO	STUDENT (USID)	THESIS TITLE	MAIN SUPERVISOR	Similarity Score	
				Thesis Report	Scientific Article
1.	Bagus Kurniawan (05121014)	Effect of Water Discharge on Seawater Control	Bambang Jaya, S.T., M.T.		
2.					
3.					

Acknowledged by,
..... Study Program Coordinator

()
NIP/NIPH.

Balikpapan, 20

Compiled by,
Departmental Academic Administration

()
NIP/NIPH.



LIST OF PROPOSED LABORATORY/LIBRARIES(*) LIABILITY-FREE FOR ODD/EVEN PERIOD YEAR 20..../20....

(*) Cross the unnecessary ones

Study Program :
Department :
Semester : Odd / Even
School Year : 20..... / 20.....

NO	STUDENT (USID)	THESIS TITLE	MAIN SUPERVISOR	ASSISTANT SUPERVISOR
1.	Bagus Kurniawan (05121014)	Effect of Water Discharge on Seawater Control	Bambang Jaya, S.T., M.T.	Andi Mahmud, S.T., M.T.
2.				
3.				

Balikpapan, 20

Compiled by,

Departmental Academic Administration

()

NIP/NIPH.



LIST OF LABORATORY/LIBRARIES(*) LIABILITY-FREE FOR ODD/EVEN PERIOD YEAR 20..../20....

(*) Cross the unnecessary ones

Study Program :
Department :
Semester : Odd / Even
School Year : 20..... / 20.....

NO	STUDENT (USID)	THESIS TITLE	MAIN SUPERVISOR	ASSISTANT SUPERVISOR
1.	Bagus Kurniawan (05121014)	Effect of Water Discharge on Seawater Control	Bambang Jaya, S.T., M.T.	Andi Mahmud, S.T., M.T.
2.				
3.				

Balikpapan, 20

Compiled by,

Departmental Academic Administration

()

NIP/NIPH.



**RESULTS OF PASSING THE RIGHT TO UPLOAD THE THESIS
FOR ODD/EVEN PERIOD YEAR 20..../20....**

Study Program :
Department :
Semester : Odd / Even
School Year : 20..... / 20.....

NO	STUDENT (USID)	THESIS TITLE	MAIN SUPERVISOR	ASSISTANT SUPERVISOR
1.	Bagus Kurniawan (05121014)	Effect of Water Discharge on Seawater Control	Bambang Jaya, S.T., M.T.	Andi Mahmud, S.T., M.T.
2.				
3.				

Acknowledged by,
..... Study Program Coordinator

()
NIP/NIPH.

Balikpapan, 20
Compiled by,
Departmental Academic Administration

()
NIP/NIPH.



LIST OF PASSING THESIS DOCUMENTS' COMPLETION FOR ODD/EVEN PERIOD YEAR 20..../20....

Study Program :
Department :
Semester : Odd / Even
School Year : 20..... / 20.....

NO	STUDENT (USID)	THESIS TITLE	MAIN SUPERVISOR	ASSISTANT SUPERVISOR
1.	Bagus Kurniawan (05121014)	Effect of Water Discharge on Seawater Control	Bambang Jaya, S.T., M.T.	Andi Mahmud, S.T., M.T.
2.				
3.				

Acknowledged by,
Head of Librarian

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NIP/NIPH.

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Compiled by,
Library Administration

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NIP/NIPH.



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
INSTITUT TEKNOLOGI KALIMANTAN
Kampus ITK Karang Joang, Balikpapan 76127
Telp. 0542-8530800 Fax. 0542-8530801
Email: humas@itk.ac.id

Form. TA-028

STATEMENT OF THESIS DOCUMENT COMPLETION

I, the undersigned, declare that the applicant is a student:

Name :
USID :
Study Program :
Department :
Thesis Title :

has fulfilled all the requirements for the issuance of the Statement of Thesis Document Completion

Thus, this agreement is made to be used as appropriate.

Balikpapan, 20

Acknowledged by,

..... Study Program Coordinator

()
NIP/NIPH.

Compiled by,

Departmental Academic Administration

()
NIP/NIPH.



THESIS PROPOSAL COVER LETTER

Number :
Attachment : 1 (one) set of proposal
Subject : Request for the thesis supervisor

Dear Leader of [**Name of Company/Institution Partner in Thesis Supervisor**]

One type of learning program in the [**Name of Study Program**] Study Program [**Name of Department**] Department Institut Teknologi Kalimantan (ITK) is a Thesis. The thesis requires a competent supervisor in the field of (.....) in the company or institution you lead.

We ask that you can provide a recommendation for 1 (one) person working for the company or institution you lead to serve as a supervisor on our student's thesis program, namely:

Name :
USID :
Study Program :

With this cover letter, we estimate the implementation of the thesis will start from [**the estimated start date of thesis implementation**] until [**the estimated end date of thesis implementation**]. (The implementation of the thesis depends on the student's ability/thesis implementation rules/etc.)

We thank you for your attention and cooperation.

Department Head of

Study Program Coordinator,

Umi Sholikah, S.Si., M.Si
NIP. 197104251994122001

[**Coordinator's Name**]
NIP/NIPH.



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Email: humas@itk.ac.id

Form. TA-030

SURAT PENGANTAR PROPOSAL TUGAS AKHIR
(surat balasan ketika proposal TA mahasiswa diterima)

Number :
Subject : Request for a Thesis supervisor

Dear Leader [**Name of Company/Institution Partner in Thesis Supervisor**] (write according to the one sending the previous letter)

Regarding your letter No: [reply letter number of student thesis proposal] dated [date of the letter] regarding the subject of the letter, we hereby express our gratitude for the proposal/recommendation of 1 (one) person from the company or agency you lead to become a supervisor on our student's thesis, namely:

Name :
USID :
Study Program :

Which will start from [**the estimated start date of thesis implementation**] until [**the estimated end date of thesis implementation**]. (The implementation of the thesis depends on the student's ability/thesis implementation rules/etc.)

We thank you for your attention and cooperation.

Department Head of ...

**Add Study
Program
Coordinator's
Sign**

Umi Sholikhah, S.Si., M.Si.
NIP. 197104251994122001



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Email: humas@itk.ac.id

Form. TA-031

THESIS PARTNER'S REPLY LETTER

Number : ...
Subject : Thesis
Attachment : ...

Dear Department Head of ... Institut Teknologi Kalimantan,
(**write according to the one sending the previous letter**)

To follow up the letter regarding the Request for Thesis Supervisor No: [number of cover letter for thesis proposal] dated [date of letter] on the subject in the letter subject for:

Name :
USID :
Study Program :

We hereby convey to you that we [**Name of Thesis Partner**] [**accept/reject**] to provide a recommendation/proposal of 1 (one) person from our company or agency to be a supervisor on the thesis. Starting from [**The estimated start date of Thesis implementation**] until [**The estimated end date of Thesis implementation**].

All costs incurred in the implementation of this Thesis [**will be/will not be**] the responsibility of the Thesis partner.

Thus, we made this notification letter. We thank you for your trust.

Manager [**Name of Thesis Partner**]

Andrivo Maulana, S.T.



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Email: humas@itk.ac.id

Form. TA-032

NON-EXCLUSIVE ROYALTY-FREE RIGHT APPROVAL STATEMENT

As a Thesis Partner at [Name of Thesis Partner], I, the undersigned:

Name : [Name of supervisor or the head of Thesis Partner]

Position :

Name of Thesis Partner :

For the sake of scientific development, agreed to give Institut Teknologi Kalimantan the approval for publication and patent rights in the Thesis report of the Thesis participant entitled:

.....[Thesis Title in Bold]

along with existing equipment (if required). With the approval of this **Non-Exclusive Royalty-Free Right**, Institut Teknologi Kalimantan has the right to store, transfer, manage in the form of a database, maintain, publish, and patent the results of the Thesis manuscript while still including the name of Thesis Partner as one of the Copyright owners.

This statement I made in good faith.






Balikpapan, [date] [month] [year]

[signature]

APPENDIX 6:
STANDART OPERATING PROCEDURE (SOP)


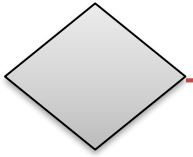






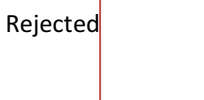
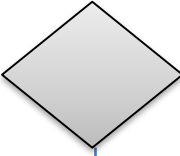

SUPERVISOR AND THESIS' AREA OF INTEREST SELECTION IN ITK (*)

(*) Can be adjusted according to the policies of each study program

NO	ACTIVITY	EXECUTANT			STANDARD QUALITY			NOTE
		CANDIDATES	DEPT. ACADEMIC ADMINISTRATOR	STUDY PROGRAM COORDINATOR	INPUT	DURATION	OUTPUT	
1	Prospective Thesis participants collect the proposed supervisor and areas of interest				<ul style="list-style-type: none"> Form TA-001 Proof of Thesis' Study Plan Form (printout FRS) and or Temporary Transcript (original) Copy of Student ID Card 	5 minutes	<ul style="list-style-type: none"> Form TA-001 Proof of Thesis' Study Plan Form (printout FRS) and or Temporary Transcript (original) Copy of Student ID Card 	<ol style="list-style-type: none"> Students are required to have photocopies of all submitted files. Submission of Supervisor and Areas of Interest in Thesis must be made before the intended semester of Thesis implementation The entire process of Submission of Proposed Supervisor and Areas of Interest in Thesis cannot be done by proxy
2	Make a recapitulation of the proposed supervisor and areas of interest for Thesis				<ul style="list-style-type: none"> Form TA-001 Proof of Thesis' Study Plan Form (printout FRS) and or Temporary Transcript (original) Copy of Student ID Card 	1 day	Recapitulation of the proposed supervisor and areas of interest for Thesis (Form TA-013)	
3	Determine the name of the Thesis supervisor				Recapitulation of the proposed supervisor and areas of interest for Thesis (Form TA-013)	1 day	Name of Thesis Supervisor (Form TA-014)	
4	Announce the name of the Thesis supervisor				Name of Thesis Supervisor (Form TA-014)	5 minutes	Name of Thesis Supervisor (Form TA-014)	
5	Conduct consultation on Thesis proposal with Thesis supervisor				Thesis Proposal Draft	1-2 weeks	Thesis Proposal	

REGISTRATION AND IMPLEMENTATION OF THESIS PROPOSAL SEMINARS IN ITK(*)

(*) Can be adjusted according to the policies of each study program

NO	ACTIVITY	EXECUTANT			STANDARD QUALITY			NOTE
		CANDIDATES	DEPT. ACADEMIC ADMINISTRATOR	STUDY PROGRAM COORDINATOR	INPUT	DURATION	OUTPUT	
1	Submitting the registration of the Thesis proposal seminar to the Study Program Academic Administration				<ul style="list-style-type: none"> Copy of Form TA-001 Form TA-002 (original) 	5 minutes	<ul style="list-style-type: none"> Copy of Form TA-001 Form TA-002 (original) 	1. Students are required to have photocopies of all submitted registration files. 2. Thesis Coordinator will decide the schedule of Thesis Proposal Seminar registration 3. The entire process of Thesis Proposal Seminar registration cannot be done by proxy
2	Verifying the registration file for the Thesis proposal seminar				<ul style="list-style-type: none"> Copy of Form TA-001 Form TA-002 (original) 	10 minutes	Receipt of Thesis proposal seminar registration (Form TA-003)	
3	Make a recapitulation of the Thesis proposal seminar registration			<ul style="list-style-type: none"> Copy of Form TA-001 Form TA-002 (original) 	1 day	Recapitulation of the Thesis proposal seminar registration (Form TA-015)		
4	Determine the schedule & examiner of the Thesis proposal seminar				1 day	Thesis Proposal Seminar Schedule (Form TA-016)		
5	Announcing the schedule & examiner of the Thesis proposal seminar			Thesis Proposal Seminar Schedule (Form TA-016)	1 day	Thesis Proposal Seminar Schedule (Form TA-016)	The Study Program Academic Administration prepares the necessity of the seminar results (minutes, assessment sheets, invitations to the Main Supervisor, and room)	
6	Create a Thesis proposal seminar invitation (main supervisor)			Thesis Proposal Seminar Schedule (Form TA-016)		Thesis Proposal Seminar Invitation		
7	Take the Thesis proposal seminar invitation (main supervisor)			Receipt of Thesis proposal seminar registration (Form TA-003)	5 minutes	Thesis Proposal Seminar Invitation		
8	Give the Thesis proposal seminar invitation to the main supervisor accompanied by the Thesis proposal draft			Thesis Proposal Seminar Invitation & Thesis Proposal Draft	Max D-3 days	Thesis Proposal Seminar Invitation & Thesis Proposal Draft	If the main supervisor is unable to attend, immediately notify the Study Program Academic Administration to reschedule the Result Seminar.	
9	Carry out the Thesis proposal seminar according to a predetermined schedule			Thesis Proposal Draft	D Day (1 day)	Thesis Proposal Draft	If the Thesis Proposal Seminar is declared as rejected, the Thesis participant must repeat the Seminar (Scheduled by the Supervisor, max one week)	
10	Revise the proposal and start the Thesis					Thesis Proposal	1-2 semesters	Thesis Report Draft

REGISTRATION AND IMPLEMENTATION OF THESIS DEFENSE IN ITK (*)

(*) Can be adjusted according to the policies of each study program

NO	ACTIVITY	EXECUTANT			STANDARD QUALITY			NOTE
		CANDIDATES	DEPT. ACADEMIC ADMINISTRATOR	STUDY PROGRAM COORDINATOR	INPUT	DURATION	OUTPUT	
1	Submitting the registration of the Thesis Defense to the Study Program Academic Administration				<ul style="list-style-type: none"> Form TA-006 (original) Form TA-007 (original) Form TA-008 Form TA-012 (original) Similarity score result sheet on Turnitin 	5 minutes	<ul style="list-style-type: none"> Form TA-006 (original) Form TA-007 (original) Form TA-008 Form TA-012 (original) Similarity score result sheet on Turnitin 	<ol style="list-style-type: none"> Students are required to have photocopies of all submitted registration files. Thesis Coordinator will decide the schedule of Thesis Defense registration
2	Verifying the registration file for the Thesis Defense				<ul style="list-style-type: none"> Form TA-006 (original) Form TA-007 (original) Form TA-008 Form TA-012 (original) Similarity score result sheet on Turnitin 	10 minutes	Receipt of Thesis Defense registration (Form TA-009)	<ol style="list-style-type: none"> The entire process of Thesis Proposal Seminar registration cannot be done by proxy The results of the similarity score on Turnitin will determine whether or not the verification process for the Thesis Defense registration file has passed
3	Make a recapitulation of the Thesis Defense registration				<ul style="list-style-type: none"> Form TA-006 (original) Form TA-007 (original) Form TA-008 Form TA-012 (original) Similarity score result sheet on Turnitin 	1 day	Recapitulation of the Thesis Defense registration (Form TA-017)	
4	Determine the schedule of the Thesis Defense				Recapitulation of the Thesis Defense registration (Form TA-017)	1 day	Thesis Defense Schedule (Form TA-018)	
5	Announcing the schedule of the Thesis Defense				Thesis Defense Schedule (Form TA-018)	1 day	Thesis Defense Schedule (Form TA-018)	The Study Program Academic Administration prepares the necessity of the seminar results (minutes, assessment sheets, invitations to the Main Supervisor, and room)
6	Create a Thesis Defense invitation (main supervisor)				Thesis Defense Schedule (Form TA-018)		Thesis Defense Invitation	
7	Take the Thesis Defense invitation Study Program Academic Administration				Form TA-009	5 minutes	Thesis Defense Invitation	
8	Give the Thesis Defense invitation to the main supervisor accompanied by the Thesis Report draft				Thesis Defense Invitation & Thesis Report Draft	Max D-3 days	Thesis Defense Invitation & Thesis Report Draft	If the main supervisor is unable to attend, immediately notify the Study Program Academic Administration to reschedule the Result Seminar.
9	Carry out the Thesis Defense according to a predetermined schedule				Thesis Report Draft	D Day (1 day)	Thesis Report Draft	If the Thesis Defense is declared as failed, the Thesis participant must repeat the Seminar (Scheduled by the Supervisor, max D+2 weeks)
10	Revise the Thesis Report				Thesis Report Draft	Max D+1 week	Thesis Report	

