



GUIDELINES FOR THE PREPARATION OF UNDERGRADUATE THESES AND SCIENTIFIC PAPERS (KTI)

Faculty of Language and Arts Education
Universitas Persatuan Guru Republik Indonesia Semarang
2024



UNIVERSITAS PGRI SEMARANG

FAKULTAS PENDIDIKAN BAHASA DAN SENI (FPBS)

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DECISION OF THE DEAN OF THE FACULTY OF LANGUAGE AND ARTS EDUCATION, UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

Number: 165/Kpts/FPBS/UPGRIS/V/2024

Regarding

THE ESTABLISHMENT OF GUIDELINES FOR THE PREPARATION OF FINAL PROJECT AND SCIENTIFIC PAPERS (KTI)

DEAN OF THE FACULTY OF LANGUAGE AND ARTS EDUCATION UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

- Considering :
- that the Faculty of Language and Arts Education, UPGRIS, in carrying out its role as an educational institution, requires guidelines for the supervision of the preparation of final project and scientific papers (KTI);
 - that in light of point (a), it is necessary to establish the Guidelines for the Preparation of Final Project and Scientific Papers (KTI) of the Faculty of Language and Arts Education, UPGRIS, by means of a Dean's Decision;
- Having regard to :
- Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System.
 - Law of the Republic of Indonesia No. 12 of 2012 concerning the Higher Education System.
 - Government Regulation of the Republic of Indonesia No. 4 of 2014 concerning the Implementation of Higher Education and the Management of Higher Education Institutions.
 - Ministry of Research, Technology and Higher Education Regulation No. 44 of 2015 on National Standards for Higher Education.
 - Decree of the Minister of Education and Culture of the Republic of Indonesia No. 143/P/2014 dated 17 April 2014 concerning the Merger of IKIP PGRI Semarang and the Semarang Academy of Technology, organised by YPLP PT PGRI Semarang in the City of Semarang, Central Java Province, to form the UPGRIS, organised by YPLP PT PGRI Semarang in the City of Semarang, Central Java Province.
 - The Articles of Association and By-laws of YPLP PGIU Semarang, together with the Amendment to the Minister of Law and Human Rights Decree A.HU-AH 01.08-499 dated 18 August 2010.
 - Decision of YPLP PT PGRI Semarang No. 05.A/P.Y/U/Kpts/3.1/YPLP PT PGRI/I/2015 dated 8 January 2015 regarding the Master Development Plan (RIP) of UPGRIS for the years 2015–2034.
 - Regulation of the YPLP PT PGRI Semarang No. 0758/P.Y/U/Kpts/3.1/YPLP PT PGRI/2019 dated 10 May 2019 concerning the Statutes of UPGRIS.
 - Decision of the YPLP of PT PGRI Semarang No. 095/P.Y/U/Kpts/3.1/YPLP PT PGRI/V/2022 dated 20 May 2022 regarding the Appointment of the Rector of UPGRIS for the term 2022–2026.
 - Decision Letter of the Rector of UPGRIS No. 982/SK/UPGRIS/XII/2023 dated 18 December 2023 regarding the Appointment of the Dean of the Faculty of Language and Arts Education at UPGRIS for the Interim Term of Office 2023–2027.
- Taking into consideration : Considerations arising from the Faculty Senate Meeting held on 3 May 2024

DECIDES

- To stipulate : ESTABLISHMENT OF GUIDELINES FOR THE PREPARATION OF FINAL PROJECT AND SCIENTIFIC WRITINGS (KTI);
- First : The Guidelines for the Preparation of Final Project and Scientific Papers (KTI) of the Faculty of Language and Arts Education, UPGRIS, form an integral part of this decision;
- Second : This decision shall come into force on the date of its issuance, provided that should any errors be found in this decision at a later date, corrections shall be made as appropriate in accordance with applicable regulations.

Issued at : Semarang
Date : 3 May 2024
Dean,



Siti Musarokah, S.Pd., M.Hum.
NPP 107801314

Copies are hereby forwarded to:

- Rector of UPGRIS
- Head of the Faculty Quality Assurance Unit
- FPBS Senate
- Deputy Deans I & II of FPBS
- Heads of Study Programmes within FPBS.

FOREWORD BY THE

Praise and thanks be to God Almighty for His abundant grace and love, enabling the drafting team to complete the revision of the “Guidelines for the Preparation of Final Project and Research Papers at the Faculty of Language and Arts Education, UPGRIS”. These guidelines serve as a framework for students and lecturers at the Faculty of Language and Arts, UPGRIS, to be followed by students in the preparation of their final project and research papers and to be used by supervising lecturers in the supervision process.

The authors would like to express their gratitude to the following parties.

1. Dr. Sri Suciati, M.Hum., Rector of UPGRIS, for the various facilities provided to the team.
2. Siti Musarokah, S.Pd., M.Hum., Dean of the Faculty of Language and Arts Education, for her guidance, encouragement, and inspiration to the team.
3. Raden Yusuf Sidiq Budiawan, S.Pd., M.A., Deputy Dean I of the Faculty of Language and Arts Education, for his encouragement and guidance in completing these guidelines.
4. Dr Dyah Nugrahani, M.Hum., Deputy Dean II of the Faculty of Language and Arts Education, for her enthusiasm and example in completing these guidelines.
5. The staff of the Faculty Quality Assurance Unit (UPMF).
6. Heads of Programme and Programme Secretaries of PBSI, PBI, and PBSB at the Faculty of Language and Literature.
7. Lecturers of the Faculty of Education and Humanities (FPBS), UPGRIS, who have dedicated their expertise to providing inspiration for the refinement of this guideline.

If these guidelines prove useful to readers and help to supplement or expand the available references, that is the aim of the drafting team. The drafting team welcomes all constructive criticism and suggestions aimed at improving these guidelines in the future.

Semarang, May 2024

The Compilation Team.

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CHAPTER I

INTRODUCTION

A. Background

The final project is a significant milestone marking the final stage of a student's academic journey. Students are required to demonstrate their mastery of the material studied and their ability to make a significant contribution to their chosen field of study. In an effort to provide a comprehensive understanding of the final project, these guidelines will explain in detail the two types of final projects offered: the Final Project and the Final Project-Equivalent Final Project (TASS) in the form of a Scientific Paper (KTI). Thus, students can clearly understand the challenges, processes, and expectations associated with these two types of final projects and achieve success in completing their study programme.

The Final Project is a requirement that must be prepared and fulfilled by students of the Department of Language and Arts Education at UPGRIS as one of the requirements for obtaining a bachelor's degree. The Final Project is a final project included in the curriculum structure of the S-1 programme within the Faculty of **Language and Arts Education (FPBS)** at UPGRIS, carrying a weighting of 6 ECTS credits. This course is intended to equip students with critical thinking skills whilst providing them with experience in scientific problem-solving through independent research activities. The writing of the final project is intended to guide students to integrate their learning experiences in addressing a scientific problem in depth and to enhance their ability to integrate the experiences and skills acquired.

A dissertation is a final project designed, written and presented by students through a structured supervision process. The dissertation is tailored to each student's interests and strengths, as well as the characteristics of the academic discipline of the degree programme. When writing a dissertation, students must adhere to the regulations and comply with the procedures and requirements established by the university

In addition to the final project, another form of final project that students may choose to complete in order to obtain a bachelor's degree is the Final Project-Equivalent Final Project (TASS) in the form of a Scientific Paper (KTI). The requirement for a Scientific Paper is based on Circular Letter No. B/323/B.B1/SE/2019 regarding the Publication of Scientific Works for the Bachelor's Programme, Master's Programmes, and Doctoral Programmes, which states that "graduates of undergraduate and applied undergraduate programmes must prepare a final project or final project report and upload it to the university repository integrated into the Ministry of Research, Technology and Higher Education's Student Final Project Repository portal (rama.ristekdikti.go.id), unless it is published in a journal"

According to Per-BAN-PT No. 10 of 2021 on the Study Programme Accreditation Instrument (IAPS) for Undergraduate Programmes in the Field of Education, specifically in Appendix 4 of the Accreditation Assessment Guidebook and Matrix, Under point 79 of the Undergraduate Programme (Book 4), there is a requirement for the number of student publications in non-accredited national journals, accredited national journals, international journals, reputable international journals, proceedings of regional/local/university seminars, proceedings of national seminars, and proceedings of international seminars. Regulation of the Minister of Education, Culture, Research, and Technology of the Republic of Indonesia Number 53 of 2023 implicitly grants universities the flexibility to regulate and determine the forms of final assignments that can ensure the achievement of graduate competencies.

Based on this regulation, to ensure the quality of education, upon completion of their studies, students are required to undertake a final project that may take the form not only of a final project but also of a prototype, a project, or other similar forms of final project, either individually or in groups. Guidelines for Academic Writing are necessary for students, academic supervisors, examiners, study programmes, faculties, and relevant parties to ensure the effective implementation of academic work as a form of students' final projects. These guidelines have been drawn up primarily to facilitate students in undertaking their Final Projects and completing their studies on time.

It is hoped that these compiled guidelines for writing final project and scientific papers will provide the information required by students and academic supervisors within the Faculty of Language and Arts Education (FPBS), covering everything from drafting and reporting to the examination and dissemination of final project and scientific papers. Consequently, a shared understanding will be established, leading to consistency in the steps involved in writing final project and scientific papers, as well as in the supervision process.

B. Objectives

The purpose of compiling these guidelines for the preparation of final project and KTI is to serve as a guide to assist students, supervisors, examiners, study programmes, the faculty, and all relevant parties in understanding the procedures for the submission of titles/topics, supervision, the submission and conduct of examinations/presentations, as well as assessment, so that the implementation process can run smoothly and efficiently.

C. Legal Basis

The legal basis for these guidelines for the preparation of final projects is as follows:

1. Law of the Republic of Indonesia No. 12 of 2012 on Higher Education;
2. Ministry of Research, Technology and Higher Education Regulation No. 44 of 2015 on

- National Standards for Higher Education;
3. UPGRIS Education Guidelines 2023–2024;
 4. UPGRIS Final Project Writing Guidelines;
 5. Guidelines for Scientific Papers (KTI) at UPGRIS;
 6. FPBS Strategic Plan and Operational Plan; and
 7. SPMI of the Faculty of Indonesian Language and Literature.

CHAPTER II

GENERAL PROVISIONS

A. Requirements for Submitting a Final Project Supervision Proposal

1. Undergraduate students who have completed a minimum of 80 credits with a minimum GPA of 2.75, with no grades of D or E.
2. Have passed the Research Methods and Academic Writing course with a minimum grade of C.
3. Students must have attended the final project and scientific paper writing workshops organised by their respective study programmes.
4. Has participated in at least one MBKM activity (for students undertaking a research project via the MBKM pathway), whether a flagship or independent programme.

B. Supervision

The criteria for final project and KTI supervisors are set out as follows.

1. Final Project and KTI supervisors consist of a first supervisor and a second supervisor.
2. Final Project and KTI supervisors are appointed by the Dean of the Faculty of Education and Humanities via a decision letter upon the recommendation of the programme coordinator.
3. Final Project and KTI supervisors are determined by the study programme based on their field of expertise and the number of students currently under their supervision.
4. Supervisor I is preferably a permanent lecturer holding at least a master's degree and holding an academic rank of at least lecturer or holding a doctoral degree. Specifically for KTI supervisors from the MBKM pathway, Supervisor I is the supervisor during participation in one of the MBKM activities, who is a permanent lecturer holding at least a master's degree and holding an academic rank of at least assistant expert.
5. Supervisor II is preferably a permanent lecturer holding at least a Master's degree and holding an academic rank of at least Assistant Lecturer.
6. Supervisor I and Supervisor II have different responsibilities regarding the final project and TASS writing process. Supervisor I is responsible for the quality of the content, whilst Supervisor II is responsible for the structure and formatting of the student's work. Nevertheless, both supervisors must maintain communication to ensure a shared understanding throughout the supervision process.

7. Supervisors I and II are able to supervise students by signing a supervision integrity pact to provide the best possible supervision services and uphold the code of ethics for lecturers in accordance with Article 10 of the 2015 Code of Ethics for Lecturers ([link](#)).

C. Supervision Period

The supervision process is subject to the following provisions.

1. According to Rector's Regulation No. 004/PR/UPGRIS/III/2023 of 2023, the duration of supervision for final projects and dissertations is a maximum of one year or two semesters. If the duration exceeds one year, supervision may be extended into the following year with the same supervisor or a different supervisor, based on various considerations, in order to ensure the smooth progress of the student's studies.
2. The number of supervision meetings is a minimum of 12 and a maximum of 16, commencing from the time the student submits their research topic.

D. Ethics Code

Students must adhere to the code of ethics governing the principles of scientific research activities, including:

1. Honesty

Reporting research data, results, and methods honestly. Not engaging in fabrication (creating or falsifying research data or results), falsification (manipulating materials, equipment, or research processes; altering research data or results so that they do not correspond to actual conditions), or plagiarism (copying or stealing the work of others or one's own work and presenting it as one's own). Plagiarism exceeding the specified standard (more than 25%) is not tolerated.

2. Objectivity

To avoid research bias in data analysis, data interpretation, and the reporting of research results in accordance with the data obtained.

3. Integrity

Obtaining informed consent prior to conducting research and adhering to the rules set out and agreed upon in the informed consent form, for example, informing research subjects of the research objectives, duration, and procedures; recognising the rights of research subjects to withdraw from participation in the research; explaining as clearly as possible the risks, discomfort, or consequences they may face as research subjects, as well as the benefits of the research; the limits of confidentiality in the research; and providing contact details should research subjects wish to obtain further information about the research or its results.

4. Transparency

Willing to share data, results, ideas, instruments, or research resources as required with other scientists where necessary, provided this does not breach the privacy or confidentiality of research subjects.

5. Responsible publication

Publishing scientific articles honestly based on research findings and avoiding duplicate publication.

Violations of the code of ethics for final assignments/scientific publications (particularly those relating to plagiarism) are regulated by Ministry of Education Regulation No. 17 of 2010 on the Prevention and Handling of Plagiarism in Higher Education. Article 12, Paragraphs 1 and 2 explicitly state the sanctions for acts of plagiarism for students, lecturers, researchers, and educational staff. Article 12, Paragraph 1 states: “students proven to have committed acts of plagiarism may be subject to sanctions in the form of a reprimand, a written warning, and the cancellation of their marks”.

E. Additional Provisions

1. Should any issues arise during the supervision process, the programme has the right to exercise discretion with the Dean’s approval.
2. The procedure for students to report supervision issues is as follows.
 - a. Students request the supervision issue form from the Academic Affairs Office.
 - b. Students submit the supervision issue form to the Head of Programme, attaching evidence of the supervision issues faced, such as a summary of supervision sessions, WhatsApp screenshots, etc.
 - c. The Head of Programme evaluates the form and seeks confirmation from the student’s supervisor.
 - d. The Programme Coordinator proposes a solution for the common good.
 - e. The Head of Programme may replace the supervisor with the Dean’s approval if the issues faced by the student cannot be resolved.

CHAPTER III

SPECIFIC PROVISIONS FOR FINAL PROJECT

A. Characteristics

Final Project written by students have the following characteristics.

1. The final project focuses on the exploration of issues or problem-solving in teaching and fields of study within the scope of the PBSI, PBI, and PBSB programmes.
2. The final project is written based on data obtained from fieldwork or a literature review.

B. Topic

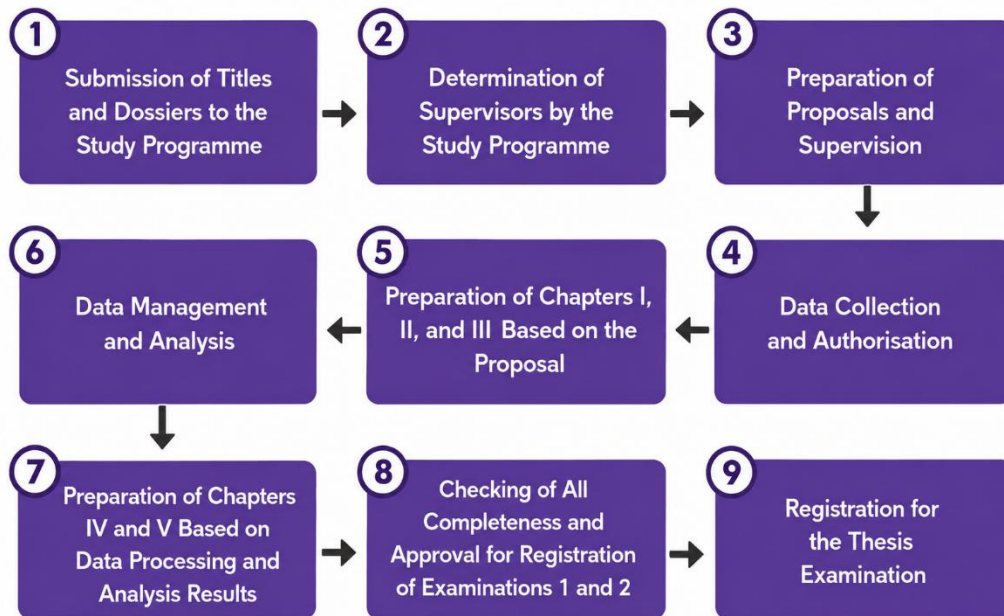
Specifically, the final project topic is:

1. language, literature, and culture;
2. language learning; and
3. literature teaching.

C. Final Project Supervision Process

1. Students submit a final project topic or title and propose a supervisor to the Head of the Study Programme (Kaprod) using the format provided by the programme, accompanied by a provisional transcript.
2. The Head of Programme appoints Supervisor I and Supervisor II once the topic has been approved. The final project topic approved by the Head of Programme may be developed by the student under the supervision of Supervisor I and Supervisor II to form a research proposal. Students are not permitted to change the final project topic or title or any other aspects, unless approved by both supervisors.
3. Supervisor I and Supervisor II provide supervision independently whilst maintaining coordination and signing the supervision summary form.
4. Students consult with Supervisor I and Supervisor II regularly in accordance with a schedule agreed with the supervisors; each supervisor provides guidance to the student at least 12 times (prior to the final project examination) by recording the supervision activities on the form provided.
5. Supervision is carried out equally between Supervisor I and Supervisor II; students should not wait for one supervisor to finish first.

6. Students shall prepare a complete final project proposal, including the research instruments, once the final project topic or title has been approved by Supervisor I and Supervisor II.
7. Students collecting data at educational institutions, government bodies or other organisations may submit a research permission letter to the Dean of the Faculty of Education and Humanities (FPBS) via the Faculty Secretariat (TU FPBS) once the final project proposal, complete with its research instruments, has been approved by Supervisor I and Supervisor II. The research permission letter from the Dean is used by students to conduct research with partner organisations.
8. Students may proceed to draft their final project based on the proposal and the results of data collection, following the final project structure.
9. Students may draft Chapters I, II, and III of the final project based on the proposal that has been approved by Supervisor I and Supervisor II.
10. Students may draft Chapters IV and V of the final project based on the results of data collection and analysis.
11. The citation style used is the American Psychological Association (APA) 7th Edition.
12. Supervision sessions are held on campus in accordance with the schedule provided by the supervisor. Supervision is not permitted to take place outside the UPGRIS campus or outside working hours.
13. Supervision sessions may be held in accordance with the times communicated by the supervisor to the programme. The supervisor must inform the programme and the student of any changes to the supervision schedule.
14. If circumstances prevent the supervisor from completing their duties, the supervisor in question must return the assignment to the Head of Programme. Subsequently, the Head of Programme proposes a replacement supervisor for approval and appointment by the Dean through the issuance of a new decree. Consequently, the previous supervision decree automatically ceases to be valid.
15. Students may register for their final project examination with the Head of Programme once the final project and all supporting documents have been approved by Supervisor I and Supervisor II.



1. Final Project Supervision Process

Figure

D. Final Project Examination Procedure

1. The final project examination is the final examination of the educational programme, which may be conducted once the student in question has completed the supervision process.
2. The final project examination is a comprehensive examination to assess the student's mastery of the content of the final project they have written and their ability to defend their views and opinions against the objections of the examination panel.
3. Students who are ready for the final project examination must register with the Head of Programme via the FPBS Academic Office by fulfilling the following requirements.
 - a. Students must complete the final project examination registration form online via the website <http://sia.upgris.ac.id>
 - b. Students must submit the complete set of documents required for the final project examination application, comprising:
 - 1) Final Project examination approval form signed by the supervisor
 - 2) A printed copy of the provisional transcript signed by the Head of Programme
 - 3) A photocopy of proof of payment for the final project /dissertation examination
 - 4) A photocopy of proof of payment for the latest tuition fees
 - 5) A photocopy of the most recent degree certificate
 - 6) Photocopy of Identity Card (KTP)
 - 7) A photocopy of the Family Card (KK)
 - 8) Seven (7) passport-sized photographs (3x4 cm) with the following specifications:

- a) red background;
 - b) white shirt with a tie and university jacket;
 - c) both ears visible (unless wearing a hijab);
 - d) neatly combed hair;
 - e) no face covering
 - f) the student's name and student ID number must be written on the back of the photo.
 - g) Printed photos must be submitted/sent to the respective Faculty Administration Office.
- c. The dissertation must be accompanied by proof of a plagiarism check via the Turnitin application, with a maximum similarity tolerance of 25%. **Students may carry out the plagiarism check with the assistance of one of their supervisors and attach the results as proof.**
 - d. Students must have passed all courses (except the final project) without any D or E grades, with a minimum GPA of 2.75, as evidenced by a provisional transcript signed by the Head of the Study Programme.
 - e. Four copies of the final project manuscript to be examined must be produced, as follows: three copies for examiners I, II, and III, and one copy for the student concerned.
4. The final project manuscript must be submitted to each examiner three days prior to the examination date.
 5. The final project examination is conducted by an examination board comprising:
 - a. Chair : Dean;
 - b. Secretary : Head of Programme; and
 - c. Examination Panel: Examiner I, Examiner II, and Examiner III.
 6. The final project examination is conducted in the presence of the student taking the examination and three examining lecturers. If Examiner III is unable to examine on the scheduled day, the committee appoints a substitute examiner; if Examiner I and/or Examiner II are unable to attend, the examination is postponed in accordance with the agreement of the examination panel and reported to the programme.
 7. Students are required to attend the opening of the final project examination.
 8. The final project examination is opened by the Dean as the chair of the examination panel; if the chair of the examination panel is unable to attend, the examination is opened by the Head of Programme as the secretary of the examination panel; the examination may proceed validly if the student declares themselves fit and able to undertake the examination.

9. Examiner III is responsible for assessing the student's mastery of the content of the final project they have written. Examiner III is not permitted to alter the fundamental substance of the student's research during the final project examination without the consent of the entire examination panel.
10. Examiner I announces the results of the final project examination based on the examination panel's discussion at the end of the examination. **These results are also reported to the programme via the final project examination assessment form on the same day, without waiting for the revision process to be completed.**
11. The closing of the final project examination is conducted by Examiner I in the respective examination rooms.
12. The final project examination is conducted in the form of a hearing with a maximum time allocation of 60 minutes for each student; comprising a 15-minute student presentation, a 15-minute question-and-answer session with Examiner III, a 15-minute question-and-answer session with Examiner II, and a 15-minute question-and-answer session with Examiner I, which also concludes the final project examination.
13. Students must dress formally (wearing a white top and black bottoms), a UPGRIS academic gown, formal shoes, as well as a white headscarf for women and a plain black tie for men.

E. Assessment of the Final Project Defence Examination

The final project examination is assessed with the following points in mind.

1. The final project examination is assessed by three examiners.
2. The assessment of the final project examination comprises two components, namely:
 - a. Written work:
 - 1) logical consistency of the written work's content,
 - 2) the level of originality and scientific quality, and
 - 3) language and formatting.
 - b. Oral examination results:
 - 1) depth and breadth of mastery,
 - 2) the clarity and fluency of responses, and
 - 3) scientific attitude.
3. The final mark for the final project examination is the average of the marks awarded by the three examiners, expressed as a numerical value, taking into account the following range.

A = 85–100

B+ = 75–84.9

B = 70–74.9

C+ = 65–69.9

C = 60–64.9

D+ = 55–59.9

D = 50–54.9

E = 0–49.9

F. Graduation Standards

The graduation standards set by the programme are as follows.

1. The results of the final project examination are determined by the examination panel with the following categories: (a) pass without revision, (b) pass with revisions, and (c) fail.
2. Prior to the examination, the examination may be cancelled or the final project may be deemed unfit for examination because:
 - a. the final project does not meet the requirements set by the programme;
 - b. the final project does not meet the Turnitin examination eligibility standards with a maximum plagiarism tolerance of 25%.
3. After the examination has taken place, the examination panel may declare:
 - a. that the pass decision is deferred if there are fatal errors such that no agreement is reached among the examiners and the final decision is referred to the programme;
 - b. Pass if the average of all assessment results is at least 65; in this case, it is possible to pass without revisions or to pass with revisions.

G. Structure of the Final Project

The structure of the final project, from the proposal to the final report, is determined by the respective study programme in accordance with the study programme's guidelines for final projects, which are based on the university and faculty guidelines.

CHAPTER IV

PROVISIONS FOR KTI

Pursuant to UPGRIS Rector's Regulation No. 018/PR/UPGRIS/IX/2023, students of UPGRIS are required to produce a final project in the form of a final project or a scientific paper (KTI) published in a nationally accredited Sinta 1 to 6 journal or a reputable international journal as one of the graduation requirements. Students are permitted to choose one of these final projects as a graduation requirement. The following outlines the KTI requirements.

A. Criteria

The criteria for the KTI are as follows.

1. The topic of the KTI may be derived from issues relevant to the student's field of study or area of expertise, based on research findings, article reviews, or other academic activities, including participation in one of the MBKM activities organised by the government or the university, namely internships or work placements, teaching assistance in educational institutions, research or studies, humanitarian projects, entrepreneurial activities, independent studies/projects, village development, or thematic practical work courses (KKNT).
2. The KTI is written by the student under the supervision of a lecturer whose field of expertise is relevant and who has been appointed as a supervisor by the study programme, as ratified by a Dean's Decree.
3. The KTI is published in accredited journals, either nationally (Sinta 1 to 6) or in reputable international journals, and is written in standard Indonesian or English.
4. The KTI is written in the name of the student concerned as the first author, with the supervising lecturer listed as the second and third author or co-author, or as the corresponding author.
5. To be recognised as a graduation requirement, the student's scientific publication must be in published status, evidenced by a display report in OJS (journal website) in one of the scientific journals in accordance with the provisions of these guidelines.
6. Students who have successfully published their scientific articles in national journals indexed in Sinta 1 to 2 or reputable international journals will receive a grade of 'very good' (A) and are not required to undergo the dissemination mechanism.
7. Students who successfully publish their research articles in indexed national journals

(Sinta 3 to 6) must defend their written work during a dissemination session before an examination panel appointed by the Dean's Decree.

8. With regard to point (7), the student's mark is determined by the substance of the article published in a Sinta 3 to 6 journal and the presentation during the dissemination.

B. Requirements

The preparation of the KTI is carried out if the student has met the following requirements.

1. Registered as a student and have fulfilled administrative obligations for the current semester.
2. Have completed a minimum of 80 credits without grades D or E.
3. Minimum GPA of 2.75.
4. Have participated in one of the MBKM activities (for students undertaking the KTI via the MBKM pathway).
5. Be assigned a final project supervisor as determined by the degree programme.
6. Meet any other requirements that may be set by the faculty/study programme.

C. Procedure

The procedure that students must follow when selecting a KTI is as follows.

1. Students submit their KTI topic to the head of the study programme.
2. The head of the study programme checks the requirements of the student and the prospective supervisor.
3. The programme proposes two candidates supervisors to the dean taking into account the students' research topics.
4. The Dean issues the supervisor's decision.
5. Students who have received the KTI supervisor's decision may immediately commence supervision and process their KTI proposal.
6. The research proposal need not be written in the form of a proposal (such as a final project proposal), but is simply presented as a draft article, outline, or summary of the article under the supervision of a lecturer.
7. With guidance from the supervising lecturer, students select a journal as the intended publication venue.
8. Following the process of writing and checking for plagiarism in their academic papers, students submit their research papers to the intended journal with the support of their academic supervisor until the paper is accepted and published.

The detailed process followed by students is shown in the diagram below.

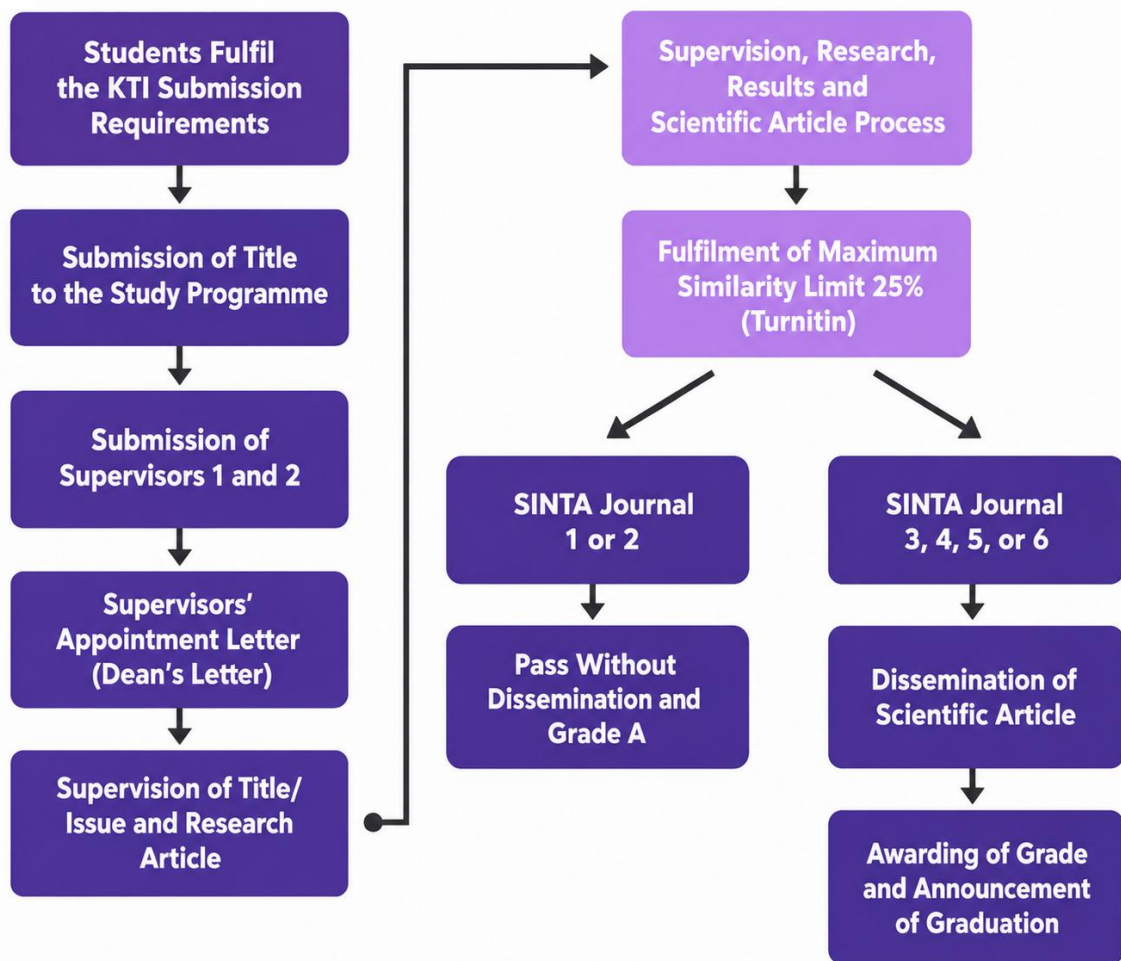


Diagram 2. Final Project Supervision Process

D. Nomination of Supervising Lecturer

Each student is given the opportunity to propose their supervisor. The selection of supervisors (main supervisor and co-supervisor) is regulated by each study programme, and supervisors are appointed in the sixth semester. Supervisors are appointed via a Dean's Decree, taking into account the expertise of the lecturer/supervisor, the distribution of student choices, and their chosen pathway.

1. Non-MBKM Pathway

The primary supervisor (Supervisor 1) is preferably a permanent lecturer holding at least the academic rank of Lecturer or holding a Doctorate. The co-supervisor (Supervisor 2) is preferably a permanent lecturer who already holds an academic functional rank.

2. MBKM Pathway

The primary supervisor (Supervisor 1) is a lecturer who has previously served as a supervisor during one of the MBKM activities, whilst the co-supervisor (Supervisor 2) is selected based on the alignment of their field of study with the student's research.

E. Supervision

1. Supervisor Requirements

Supervisor I and Supervisor II for students in the preparation of scientific papers, subject to the following conditions.

- a. Supervisors are active lecturers within the study programme who have been granted supervisory authority via a Dean's Decision.
- b. Supervisors I and II have the same rights and authority to supervise, and:
 - 1) able to work collaboratively with fellow supervisors and students,
 - 2) prioritise academic interests and the interests of students,
 - 3) support students under their supervision to complete their work on time, and
 - 4) schedule supervision sessions at least once a week.
- c. An advisor who, for any reason, is unable to continue the supervision may be replaced by another advisor appointed by the Head of the Study Programme by means of a Dean's Decision.
- d. In the mentoring process, the supervisor is accountable to the head of the study programme.

2. The Supervision Process

The supervision process is a series of steps that can be grouped into three parts based on their objectives, namely (a) supervision of the research title or problem, (b) supervision of article writing, and (c) supervision of article publication from submission, acceptance, revision, to publication. The supervision procedures are outlined in the table below.

Procedure for KTI Supervision Process

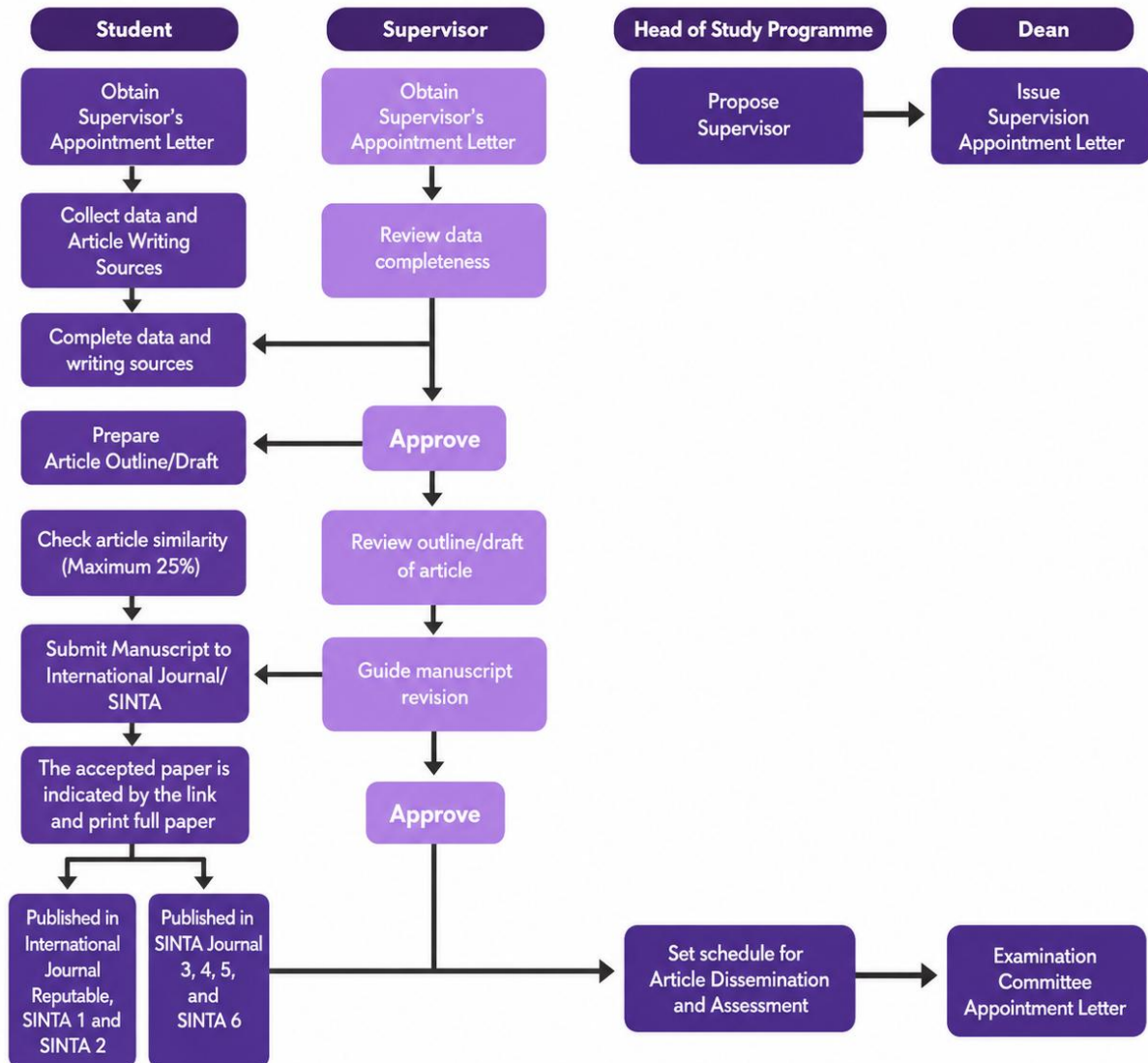


Figure 3. Procedures for the KTI Supervision Process

F. Procedures for the Dissemination of KTI

Students whose have had their articles published in Sinta 3 to 6 journals are required to attend the research paper dissemination session in accordance with the following procedure.

1. Register for the KTI dissemination via the study programme/SIMEKAR,
2. submit two printed copies of the article that have been approved by the supervisor.
3. Submit a printout of the similarity check results with a maximum similarity rate of 25%.
4. The study programme appoints Examiner 1, Examiner 2 and Examiner 3, as well as the date for the research dissemination.
5. Examiner 1 is the main supervisor, Examiner 2 is the co-supervisor, and Examiner 3 is a lecturer with expertise relevant to the student's research topic.
6. The results of the KTI dissemination are announced by the panel of examiners after the dissemination has been completed.
7. The non-dissemination report of the KTI is approved by the panel of examiners and the student submits it to the study programme, faculty, and library for storage in UPGRIS repository. The structure of the report is as follows.
 - a. Preliminary Section
 - 1) Cover in the faculty's designated colour (logo, title, purpose of the report, name and student ID number, faculty, university, and year of approval (example in the Appendix).
 - 2) Title
This page has the same format as the outer cover, printed on white paper similar to the other sections.
 - 3) Approval
 - 4) Statement
 - 5) Motto and Dedication
 - 6) Foreword
 - b. Main Section
Contains the text of published articles
 - c. End Section
 - 1) Author's Biography
 - 2) Supervisor's Approval
 - 3) Supervision Summary Sheet

8. The KTI dissemination report is approved by the examination panel and the student submits it to the study programme, faculty, and library for storage in UPGRIS repository. The structure of the report is as follows.

a. Preliminary Section

1) Cover in the faculty's designated colour (logo, title, purpose of the report, name and student ID number, faculty, university, and year of approval (example in the Appendix).

2) Title

This page has the same format as the outer cover, printed on white paper similar to the other sections.

3) Approval

4) Statement

5) Motto and Dedication

6) Foreword

b. Main Section

Contains the text of published articles

c. Concluding Section

1) Author's Biography

2) Supervisor's Approval

3) Supervision Summary Sheet

4) Examiner's Letter

5) Examination Minutes

G. Assessment

The assessment of scientific papers is carried out once the scientific article has been published, based on the following assessment criteria.

1. Articles accepted/published in Sinta 1 to 2 journals or reputable international journals receive a grade of A (very good) and are exempt from the dissemination mechanism.
2. Articles published in journals with Sinta accreditation levels 3 to 6 are assessed based on the assessment guidelines with a dissemination mechanism.
3. At the dissemination session, students present the results of their final project in the form of a scientific paper (already

published in a reputable national/international journal) in front of the examiners. Subsequently, the examiners ask questions and then assess the final project being examined. Examiners are permitted to offer suggestions and feedback for future research without requiring revisions to the final project.

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Appendix 1 Supervision Difficulties Form

**SUPERVISION DIFFICULTIES FORM FOR FINAL
PROJECTS, FACULTY OF LANGUAGE AND ARTS
EDUCATION, UPGRIS**

Name :
Student ID :
Programme :
Title of Final Project :
.....
Type of Final Project : Final Project /Research Paper*
Supervisor 1:
Supervisor 2:

Description of Challenges :
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Semarang,
Student
.....

NB:
*cross out what is not required
** Attach supporting evidence such as a summary of guidance sessions, WhatsApp screenshots, etc.