

**STANDARD OPERATING PROCEDURE
THESIS WRITING**



**Prepared by:
Quality Assurance Unit (UPM) Team of FIB**

**FACULTY OF CULTURAL STUDIES (FIB)
SEBELAS MARET UNIVERSITY
2024**

CHAPTER I

INTRODUCTION

The preparation of a thesis in the Undergraduate Program of the Faculty of Cultural Sciences (FIB) is a written work by students based on research conducted as one of the requirements to obtain a Bachelor of Arts (S.S.) degree for the English, Indonesian Language, and Javanese Literature Study Programs; and a Bachelor of Humanities (S.Hum.) degree for the Arabic Literature and History Studies Programs. The preparation of a thesis is a scientific work used to evaluate students' abilities to identify and solve problems scientifically as well as their skills in conducting research. A thesis is a student's scientific work that not only depicts the process of expressing ideas or concepts in writing but also illustrates the entire event "all activities" of the research process conducted in accordance with scientific principles, namely rationality, factuality, systematicity, and objectivity in the procedures of evidence and conclusion.

Based on the Rector's Circular Letter No. 2570/H27/PP/2009, it is stipulated that in writing a thesis for undergraduate (S-1) students, they are required to use international journals published within the last 3 (three) years as sources/references. Undergraduate students must use at least 2 international journals; therefore, in the thesis of S-1 students in the Science Education study program, at least 2 reputable international journal articles must be used, in addition to relevant national journal articles related to their research topic as references. Based on the Circular Letter of the Director General of Learning and Student Affairs of the Ministry of Education and Culture No. B/323/B.B1/SE/2019 regarding the Publication of Undergraduate Student Scientific Works, undergraduate students are required to upload their theses to the Kemeristekdikti Student Final Project Repository portal rama.ristekdikri.go.id, except for theses that have already been published in journals.

The Standard Operating Procedure for Thesis Preparation is formulated to provide guidance and information to students regarding thesis writing and to serve as a guide for lecturers in supervising theses. In this way, a common understanding will be established between students and supervising lecturers concerning the format (framework), content (substance), and writing rules of the thesis. Furthermore, the citation and bibliography writing procedures in this guideline follow the system outlined in the Publication Manual of the American Psychological Association (APA).

CHAPTER II

GENERAL PROVISIONS

Definition of Thesis:

1. A thesis is a scientific work that must be prepared by students as part of the requirements for academic education, aimed at training students to apply knowledge through problem-solving related to their field of study.
2. The thesis prepared must be relevant to the scope of education and teaching in the Undergraduate Program at FIB.
3. The thesis is prepared as a report of research results using quantitative, qualitative, or mixed methods. Students who conduct their thesis using methods other than these three research methods, such as development research, can refer to the FIB THESIS AND DISSERTATION GUIDELINES 2019. This must be adjusted according to the policies of the study program, including for students who use other research designs, such as Single Subject Research (SSR) design.
4. The thesis is prepared to address issues that must be examined both theoretically and empirically.
5. The literature review used should be relevant to the problem and published within the last 10 years at most.
6. The thesis is assigned a weight of 6 credits and is taken in the 7th semester.

B. Submission of Topics by Students

5. The research topic used in writing the thesis is determined by the student or may be discussed with the academic advisor.
6. The research topic can be a personal idea from the student or part of a research project conducted by a lecturer or the study program.
7. The research topic should be an actual study and based on issues relevant to the S-1 study program in the Faculty of Humanities.
8. The established research topic serves as the basis for starting to develop the thesis framework.

C. Appointment of Thesis Supervisors

1. Thesis supervisors must meet the following qualifications:
 - a. Supervisor I: Doctor or Master with a functional position of at least lecturer.
 - b. Supervisor II: Doctor or Master without restriction on functional position, with a minimum of 3 years of work experience.

2. Thesis supervisors must be permanent lecturers of the Study Program (DTPS).
3. The appointment of thesis supervisors is adjusted to the theme chosen by the student and based on the expertise of the supervising lecturer.
4. One of the thesis supervisors must be the lecturer who supervises the student's microteaching in the 6th semester.
5. Students are assigned Supervisor I and II as determined by the Head of the Study Program together with the Study Program Thesis Coordinator.

D. Title Submission and Title Verification by the Verifier

1. Students prepare a title to be used for thesis writing.
2. Undergraduate students of the Faculty of Cultural Sciences (S-1 FIB) can download the title submission form from the website at <https://s.id/pelayananadmind4dps>
3. Students submit the thesis title to the first and second supervisors until they obtain approval from both, which is evidenced by the signatures of both thesis supervisors.
4. The thesis title submitted in the Title Submission Form is verified by the verifier, who is the thesis coordinator, and then submitted to the Head of the Study Program.
5. Students may proceed with drafting the proposal under the guidance of both supervisors if the submitted title has been verified or revised according to the input from the verifier.

E. Guidance

1. Students download and print the consultation book at <https://s.id/pelayananadmind4dps>.
2. Each academic advisor is required to create a guidance schedule agreed upon with the student at least 2 (two) times a month, which is evidenced by minutes recorded in the consultation book. Guidance can also be conducted online through a platform agreed upon by the lecturer and the student.
3. The consultation book is filled out according to the results of discussions with the advisor and must be signed by the advisor. If guidance is conducted without face-to-face meetings (online), students may attach proof of guidance according to the media used as a substitute for the advisor's signature.
4. The thesis guidance process is limited to a maximum of 12 months (2 semesters) from the time the proposal is approved by the advisor. If this time limit is exceeded, the student is required to submit a request for an extension of

guidance to the Head of the Undergraduate Program within FIB, with the advisor's approval thesis.

5. If within the first 3 (three) months after being assigned a Thesis Supervisor there is no progress in the thesis writing, the Head of the Study Program is obliged to conduct an evaluation in order to find the best solution.
6. Based on the results of the first 3 (three) months evaluation, the Head of the Study Program, the thesis coordinator, together with the faculty board, will make decisions including the possibility of changing the supervisor, if the cause is due to the supervisor's limited time or other reasons originating from the supervisor with the knowledge of the current supervisor.
7. The Head of the Study Program is responsible for ensuring that students complete their studies on time.
8. Students who have not been able to complete the thesis examination by the end of the 8th semester need special attention and guidance from the Thesis Supervisor and the Head of the Study Program.

F. Replacement of Supervising Lecturer

1. The replacement of a supervising lecturer must be carried out from two directions, namely from the lecturer and the student's proposal. The replacement is not due to personal issues (liking or disliking the supervising lecturer), but because the topic proposed by the student is not in accordance with the lecturer's expertise.
2. If a personal problem occurs between the supervising lecturer and the student, both parties can submit a request for a replacement of the supervisor addressed to the Head of the Study Program. Subsequently, the Head of the Study Program will discuss the replacement of supervision with the thesis team. If the replacement of supervision occurs due to personal issues, the concerned lecturer will not serve as an examiner for the student.
3. Students have the right to submit a request for a replacement of the supervisor if, within 3 months since the last supervision, the supervising lecturer cannot be contacted/met, accompanied by evidence, and there has been no significant progress in research.
4. The final decision regarding the replacement of a supervisor is entirely the authority of the Head of the Study Program, solely for the benefit of ensuring that neither the student nor the supervising lecturer suffers any disadvantage.
5. If during the thesis supervision process the student or lecturer is unable to continue supervision for more than 3 months due to illness, making it

impossible to perform their duties, the Head of the Study Program has the right to find a replacement supervisor.

6. Lecturers who retire and whose employment status at UNS is not extended before completing the supervision process must be replaced with another supervisor appointed by the Head of the Study Program, who will propose this to the Faculty of Cultural Sciences (FIB) leadership for the issuance of a new decree for the replacement supervisor.

G. Proposal Seminar

1. A proposal seminar can be conducted if the student concerned has completed the proposal and its instruments and has obtained permission to hold the proposal seminar from both thesis supervisors.
2. Students who submit a proposal seminar must meet the following administrative requirements:
 - a. complete a minimum of 110 credit units, as evidenced by the Academic Transcript (KHS).
 - b. attend proposal seminars from peers of the same cohort or senior seminars at least five times, as indicated by proof of participation.
 - c. obtain approval from both thesis supervisors, evidenced by the signatures of both supervisors.
 - d. obtain approval from the study program, evidenced by the signature of the Head of the Study Program on the proposal approval sheet and the request letter signed by the Head of the Study Program.
3. The maximum duration for the proposal seminar is 100 minutes / 2 credit hours.
4. Students conducting the seminar, supervising lecturers, and participants must complete the forms/administration required by the study program to be filled out during the seminar. These documents are:
 - a. Title Form that has been validated by the verifier
 - b. Complete proposal with approval sheet along with the proposal instrument attachments
 - c. Invitation to the proposal seminar for Supervising Lecturer 1 and Supervising Lecturer 2
 - d. Study Plan Card (KRS)
5. Proposal seminar participants have the right to ask questions, give suggestions, and/or objections to the student conducting the seminar.
6. Supervising lecturers have the right to ask questions, give suggestions, and/or objections to the student conducting the seminar.
7. The student concerned is obliged to answer questions posed by participants and supervising lecturers and to consider suggestions and criticism for revising and improving the thesis writing.

8. The decisions of the proposal seminar are: a. allowed to proceed to the data collection stage without revisions, b. allowed to proceed to the data collection stage with minor revisions to certain parts of the proposal, and c. not yet allowed to proceed to the data collection stage due to major revisions needed on the instruments and the proposal.
9. The written decision is made through a discussion between the first and second advisors. The decision is read by the first advisor at the end of the proposal seminar.
10. Students who conduct the seminar must complete the documents that need to be submitted to the study program (as listed in letter e) no later than one week after the proposal seminar.
11. The thesis proposal that has been revised and approved by the advisors and the Head of Study Program must be copied in 4 (four) copies for: the concerned student, Advisor I, Advisor II, and the Study Program (Thesis Coordinator of the Study Program).

H. Research

1. Students submit a request to write a thesis accompanied by one copy of the proposal to the Faculty Leadership, which is acknowledged by the Head of the Study Program and the Thesis Coordinator of the Study Program. It can be downloaded at <https://s.id/pelayananadmind4dps>.
2. Students submit a research/data collection permit if necessary or if the research involves other institutions/agencies.
3. Students conduct research at the designated institution/agency.
4. Students prepare a research report (following the guidelines in the FIB Thesis Writing Guide) and a scientific article (following the article preparation procedures of the intended journal, and the article must include the names of the student and supervising lecturer, as well as mention FIB Universitas Sebelas Maret as the authoring institution).
5. Students conduct a Turnitin check with a maximum plagiarism limit of 20%.
6. Students register for the examination with the Study Program Thesis Coordinator once their thesis has been approved by the supervisor.

I. Thesis Examination

1. Students who are eligible to take the thesis examination are those who have completed their thesis preparation.

2. Students mentioned in point 1 must complete the administration, which includes:
 - a. Passing all courses from semester 1-8, evidenced by study result transcripts (KHS).
 - b. Submission of the invitation letter, thesis manuscript, and publication manuscript (evidenced by submission proof) to both advisors and examiners at least 2 days before the examination is conducted.
3. Students must wear a white top (men should wear a tie) and dark bottoms.
4. The maximum duration of the thesis examination is 100 minutes/2 credit hours, with the time allocation for each examiner arranged by the Head of the Examination Committee.
5. The thesis examination committee consists of:
 - a. Chairperson, who is the Head of the Study Program or a lecturer appointed according to the Study Program's thesis examination SOP.
 - b. Secretary, who is a lecturer appointed according to the Study Program's thesis examination SOP.
 - c. Member I, who is Supervisor I.
 - d. Member II, who is Supervisor II.
6. The thesis examination can only be conducted if the student concerned, both supervisors, and the examiners are present at the scheduled time.
7. If, for any reason, an examiner cannot be present, the lecturer is still required to conduct the examination at another time after reaching an agreement with the student.
8. The sequence of the thesis examination is as follows:
 - a. The examination is opened by the Chairperson.
 - b. The student presents the main points of the thesis for a maximum of 15 minutes.
 - c. Each examiner asks questions and/or gives suggestions for improvement.
 - d. The examination is suspended.
 - e. The examining team holds a meeting to determine the evaluation results and graduation predicate.
 - f. The announcement of the exam results is made in front of the Examining Team by the Chairperson.
 - g. The exam is concluded with a closing session.
8. Students undergoing the thesis defense must answer questions from both supervisors and examiners in order to defend their research results and are not allowed to open the thesis manuscript unless requested by the supervisor and/or examiner.
9. The decisions on thesis defense results are:
 - a. pass without revisions
 - b. pass with minor revisions
 - c. pass with major revisions
 - d. Fail.

10. The decision mentioned in point 10 is made by summing the scores from both supervisors as well as the examiners in a meeting by the examination board. This decision is read by the lecturer chairing the session at the end of the thesis defense.
11. If there are revisions after the Proposal or Thesis examination, the primary authority in approving the substance of the revision results lies with the Thesis Supervisor, while the Head of the Study Program and other examiners serve mainly as providers of input and considerations.
12. Post-thesis examination revisions or corrections are given a maximum period of 1 (one) month for minor corrections, or a maximum of 3 (three) months for major corrections. During this correction period, students are required to consult with their supervisors and thesis examiners at least once a week. If within the specified period the student has not completed their work and this is due to the student's negligence, the Study Program may request the student to retake the exam. If the delay is caused by the supervising lecturer or the examiners, the Study Program may consider that a retake is not necessary.
13. Students who have taken the thesis examination must complete the documents that need to be submitted to the study program no later than one week after the thesis examination. These documents are: a. Minutes of the thesis exam signed by the examination team. b. Revised thesis manuscript (if any).
14. Furthermore, the determination of the graduation date is based on the thesis examination date. Thus, the graduation date is the date when the student has completed the thesis examination and is declared to have passed by the thesis examination board.

J. Publication

1. Students are required to publish at least one manuscript together with their supervising lecturer. The publication material can be in the form of a theoretical study (literature review), preliminary study, or research results of the student concerned, which is part of the student's research and supervised by the thesis advisor.
2. The student who is the author of the manuscript must be the first author of the publication, while the correspondence email should be the official Universitas Sebelas Maret email of the Thesis Advisor I.
3. Publication can be done through:
 - a. National seminar
 - b. International seminar

- c. National journal
 - d. National journal indexed in Sinta
 - e. National journal indexed in Scopus
4. Students who successfully write an article and get it published in a SINTA 1 or SINTA 2 journal or a reputable international journal are exempted from the thesis examination. The student concerned is directly declared to have passed the thesis with an A grade. but beforehand, verification of the validity of the publication and the thesis results must be conducted. The material for the article written is part of the thesis that was prepared.

K. Extraordinary Events

1. An Extraordinary Event (KLB) based on the Regulation of the Minister of Health of the Republic of Indonesia No. 949/MENKES/SK/VIII/2004 is the occurrence or increase of morbidity or mortality that is epidemiologically significant in a region within a certain period.
2. If during such an extraordinary event one or both supervisors are unable to perform their duties, the Head of the Study Program has the right to replace the supervisor(s) with the research theme/main content (remain/adjusted/replaced entirely)*.
3. If extraordinary events occur making it impossible for students to conduct research in the field/school, the previously submitted research title can be changed, and it must obtain approval again from the verifier.
4. If extraordinary events occur, the thesis preparation process will be reorganized by the Study Program based on the severity of the extraordinary event. Alternatively, it can be monitored on the page <https://s.id/pelayananadmind4dps>.