

**GUIDE TO THESIS WRITING AND EXAMINATION
for *SARJANA'S* DEGREE PROGRAM (S1)**

**GUIDE TO
THESIS WRITING AND EXAMINATION
for SARJANA'S DEGREE PROGRAM (S1)**

By:

**DRAFTING TEAM
LECTURERS OF FIA UB**



**UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE
MALANG
2014/2015**

**THE DECREE OF DEAN OF FACULTY OF ADMINISTRATIVE
SCIENCEUNIVERSITY OF BRAWIJAYA Number: xxxx On GUIDE TO THESIS
WRITING AND EXAMINATION FACULTY OF ADMINISTRATIVE SCIENCE,
UNIVERSITY OF BRAWIJAYA 2014/2015 ACADEMIC YEAR**

**DEAN OF FACULTY OF ADMINISTRATIVE SCIENCE, UNIVERSITY OF
BRAWIJAYA**

Considering : a. that improving the implementation quality of Three Principles of Higher Education requires a guide on thesis writing and examination which bases all of their practical application;
b. that regarding the first point earlier stated above, Guide to Thesis Writing and Examination needs to be published in order to direct the implementation of Three Principles of Higher Education at Faculty of Administrative Science, University of Brawijaya.

Recalling : 1. Act No. 20 of 2003
2. Act No. 14 of 2005
3. Act No. 12 of 2012
4. Government Regulation No. 19 of 2005
5. Government Regulation No. 66 of 2010
6. Minister of National Education Decree No. 234/U/2000
7. Minister of National Education Decree No. 080/O/2002
8. University of Brawijaya's Rector Decree No. 074/SK/2006
9. University of Brawijaya's Rector Decree No. 164/SK/2009

DECIDING

Determining :
First : Guide to Thesis Writing and Examination of Faculty of Administrative Science, University of Brawijaya, in 2013/2014 academic year as a sole basis of all Bachelor's degree programs within Faculty of Administrative Science, University of Brawijaya;
Second : Students who are writing a thesis or having their thesis examination in 2013/2014 academic year must see Guide to Thesis Writing and Examination of Faculty of Administrative

Science, University of Brawijaya, in 2013/2014 academic year, while those from earlier batches are to follow the previous edition of similar guide.

Third : This decree is in effect from the date of enactment and will be evaluated when a misimplementation is found.

Malang, March 2014
Dean,

Signed and Sealed

Prof. Dr. Bambang Supriyono, MS.
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FOREWORD

This Guide to Thesis Writing and Examination for *Sarjana's* degree serves as a sole basis for students and lecturers involved in the process of writing, giving advice, and evaluating the students' academic writing in the form of undergraduate thesis within Faculty of Administrative Science, University of Brawijaya.

In every academic year, this guide has to go through an evaluation process to adapt with changes in academic regulation and the development of knowledge on public administration and business administration. It is hoped that this guide serves as a means of standardizing the quality of the thesis writing.

Writing this guide involved many parties; therefore, a deep gratitude is rewarded to those joined in the Drafting Team who have presented their huge efforts with such a great responsibility. Also thanks to lecturers of the faculty who actively participated during the writing of this guide.

Finally, with this guide in hand, improvement on the quality of thesis writing and the thesis itself is no longer impossible to attain.

Malang, March 2014
Dean,

signed

Prof. Dr. Bambang Supriyono, MS.
NIP.19610905 198601 1 002

TABLE OF CONTENTS

THE DECREE OF DEAN OF FACULTY OF ADMINISTRATIVE SCIENCEUNIVERSITY OF BRAWIJAYA Number: xxxx On GUIDE TO THESIS WRITING AND EXAMINATION FACULTY OF ADMINISTRATIVE SCIENCE, UNIVERSITY OF BRAWIJAYA 2014/2015 ACADEMIC YEAR..... v	
FOREWORD	vii
TABLE OF CONTENTS	ix
CHAPTER I INTRODUCTION.....	1
1.1 DEFINITION.....	1
1.2 THESIS AS A COURSE AND ITS CREDITS	1
1.3 OBJECTIVE AND SIGNIFICANCE	1
1.4 CHARACTERISTICS OF UNDERGRADUATE THESIS	1
1.5 REQUIREMENTS.....	2
1.6 REQUIREMENTS OF PROPOSING THESIS TITLES AND BOARD OF ADVISORS.....	3
1.7 ADVISORS.....	3
CHAPTER II PROCEDURES OF THESIS WRITING AND FINAL ASSESSMENT	5
2.1 PROPOSING RESEARCH TOPICS AND BOARD OF ADVISORS.....	5
2.2. THESIS PROPOSAL WRITING.....	5
2.3. THESIS PROPOSAL SEMINAR	6
2.4. THESIS WRITING	6
2.5. THESIS EXAMINATION	6
2.6. FINAL ASSESSMENT (<i>YUDISIUM</i>)	8
CHAPTER III THESIS COMPONENTS.....	9
3.1. THESIS COMPONENTS.....	9
3.2. PRELIMINARIES	9
3.3. THE MAIN BODY OF A THESIS	10
3.4. END MATTER.....	13
CHAPTER IV STYLES.....	15
4.1. PAPER TYPE.....	15
4.2. TYPING FORMAT.....	15
4.3. THESIS COVER	18

CHAPTER V	THESIS EXAMINATION.....	23
5.1.	THESIS EXAMINATION SESSION.....	23
5.2.	THESIS EXAMINATION COMMITTEE	23
5.3.	BOARD OF EXAMINERS.....	23
5.4.	THESIS EXAMINATION PROCEDURE	24
5.5.	THESIS EXAMINATION SCORING	24
5.6.	THESIS EXAMINATION METHOD	27
5.7.	TIME AND LOCATION	28
5.8.	FINAL ASSESSMENT (Indonesian: <i>Yudisium</i>)	28

APPENDICES

Appendix 1. a.	Thesis writing procedure	29
Appendix 1. b.	Appendix 1a + Types of forms to be taken care by students	30
Appendix 2.	Academic Letter of Statement Format.....	31
Appendix 3.	Research Topic Proposal Form.....	32
Appendix 4.	Thesis Research Committee Proposal	33
Appendix 5.	Form of Statement of Availability	34
Appendix 6..	Letter of Assignment for Thesis Advisors	35
Appendix 7.	Thesis Writing Record.....	36
Appendix 8.	List of References	40
Appendix 9.	Seminar Attendance.....	41
Appendix 10.	Advisor’s Approval for Thesis Proposal Seminar Form.....	42
Appendix 11. a.	Invitation Form to Thesis Proposal Seminar (Chair of the Board)	43
Appendix 11. b.	Invitation Form to Thesis Proposal Seminar (Members	44
Appendix 12	The Examination Official Report for Thesis Proposal Seminar .	45
Appendix 13.	46
Appendix 14.	The Thesis Proposal Seminar Report	47
Appendix 15.	List of Attendance	48
Appendix 16.	Thesis Proposal Approval.....	50
. Appendix 17.	Research/Survey	51
. Appendix 18.	Receipt on Bundle of Documents for Thesis Examination...	52
Appendix 19.	Documentation and Thesis Assessment.....	53
Appendix 20.	Thesis Score Format	54
Appendix 21.	Summary of Thesis Examination Score.....	55

Appendix 22. Revision/Suggestions Record	56
Appendix 23. Letter of Revision Statement	57
Appendix 24. Thesis Cover Format	58
Appendix 25. Sample of Motto Page	59
Appendix 26. Thesis Cover Format (2).....	60
Appendix 27. Thesis Approval	61
Appendix 28. Thesis Approval from Board of Examiners.....	62
Appendix 29. Statement of Originality	63
Appendix 30. Summary/Abstract (Indonesian Version)	64
Appendix 31. Contoh Summary.....	65
Appendix 32. Dedication Page.....	66
Appendix 33. Acknowledgements	67
Appendix 34. Foreword	68
Appendix 35. Table of Contents	69
Appendix 36. List of Tables.....	71
Appendix 37. List of Figures	73
Appendix 38. List of Appendices.....	74
Appendix 39. Research Instrument	75
Appendix 40. Curriculum Vitae.....	76
Appendix 41. Paper Lay-out	77
Appendix 42. Spacing	78
Appendix 43. Quotation Samples	79
Appendix 44. Numbering Chapters, Sub-Chapters, and Paragraphs.....	80
Appendix 45. References/Bibliography	81

DRAFTING TEAM of THE ENGLISH TRANSLATED VERSION of GUIDE TO THESIS WRITING AND EXAMINATION FACULTY OF ADMINISTRATIVE SCIENCE UNIVERSITY OF BRAWIJAYA 2014/2015 ACADEMIC YEAR..... 86

CHAPTER I INTRODUCTION

1.1 DEFINITION

- a. Undergraduate thesis is a form of academic writing based on field or library studies written by a student with respect to his/her major and is meant for his/her final assignment during his/her formal study in Faculty of Administrative Science, University of Brawijaya (hence called FIA UB).
- b. Research involves whole activities, be it brainstorming conceptual thoughts or conducting real actions in the field, carried out by a student to solve a problem within the academic framework leading to his/her undergraduate thesis writing. Approaches of accomplishing a thesis may vary from qualitative, quantitative, to a mix of both.

1.2 THESIS AS A COURSE AND ITS CREDITS

Thesis weighs just the same with other courses but is different in terms of its form, instructional process, and scoring method. The credits of thesis writing has been determined by the academic guide of Faculty of Administrative Science and is based on certain regulations within University of Brawijaya, that is, 6 or equal with 24-30 hours of weekly academic activities in one semester or with 600-750 hours of academic activities. Undergraduate thesis, as its name suggests, serves as a final assignment of undergraduate students with regard to their academic limitation to conduct a research.

1.3 OBJECTIVE AND SIGNIFICANCE

The objective of undergraduate thesis writing is to provide a chance for the students to utilize their critical thinking skills in viewing an actual problem in the form of academic writing.

In general, thesis writing, which aims to present empirical findings, is significant for enriching the body of knowledge or practical benefits in the context of both public administration and business administration.

1.4 CHARACTERISTICS OF UNDERGRADUATE THESIS

The undergraduate students' thesis must:

- a. be one's original writing and not a plagiarize on others', be it partly or entirely.
- b. have some theoretical and/or practical significance.

- c. be in line with academic convention.
- d. be written in formal English.
- e. be written within the predetermined proportion and minimum number of pages. The minimum length of an undergraduate thesis is 60 (sixty), excluding the beginning and end parts of the thesis. The proportion of page number is as follows:
 - Chapter I : 10 percents
 - Chapter II : 25 percents
 - Chapter III : 10 percents
 - Chapter IV : 50 percents
 - Chapter V : 5 percents

1.5 REQUIREMENTS

A student is allowed to go on with the thesis writing whenever he/she:

- 1) is registered as a student in the academic year where he/she plans to take the thesis writing.
- 2) has collected a certain amount of credits as required by the faculty, that is, at least, 110.
- 3) has a minimum GPA of 2.00.
- 4) has no Es in any courses.
- 5) has no Ds over than 10% of the total credits whom he/she has to take to accomplish his/her Bachelor's degree.
- 6) has accomplished all prerequired courses as set by his/her respective department or study program.
- 7) is able to fulfill other requirements set by the faculty:
 - a. The thesis writing process:
The thesis writing process as written in the Academic Guide of Faculty of Administrative Science, University of Brawijaya.
 - b. The thesis writing's credit:
The thesis writing's credit is 6.
 - c. The due date of the final assignment accomplishment
 - One has to finish his/her thesis writing after 2 (two) semesters since the first time he/she takes the course as proved by the Course Selection Form (*Kartu Rencana Studi*; hence, KRS).
 - Additional time for accomplishment is given under the agreement from Vice Dean of Academic Affairs after getting a recommendation from the First Advisor.

1.6 REQUIREMENTS OF PROPOSING THESIS TITLES AND BOARD OF ADVISORS

Students who have fulfilled the requirements stated in 1.5 are allowed to propose Research Topics to their respective departments with the following regulations:

- a. Students are allowed to propose maximum 3 (three) research topics.
- b. From the three proposed topics, the head of the department chooses 1 (one) recent and researchable topic along with the board of advisors.

1.7 ADVISORS

- a. Requirements for undergraduate thesis advisors are as follows:
 - 1) Undergraduate thesis advisors may consist of one or two FIA UB's lecturers.
 - 2) When there are two advisors, one will serve as the head of board of advisors and the other serves as the member.
 - 3) The head of board of advisors should have a doctoral degree, or a master's degree with the lowest functional position is Associate Professor.
 - 4) Different stipulation of these requirements is set by dean based on a recommendation from the head of the department.
 - 5) Determining the board of advisors is solely based on a lecturer's academic interest or formal academic background.
- b. Division of tasks and responsibility:
 - 1) During the thesis writing process, the relationship between the head and the member of board of advisors is "academic collegial".
 - 2) The division of each other's tasks and responsibility is based on an agreement between the two.
 - 3) Both the head and the member of board of advisors carry the same responsibility on the quality of the final thesis product.
- c. Rights and obligations of advisors
 - 1) The rights:
 - a) Receiving fee, the amount of which is set by the faculty.
 - b) Changing the thesis' theme or title recommended by the student and department.
 - c) Resigning from board of advisors due to academic reasons.
 - 2) The obligations:

- a) Giving necessary advice and direction towards the thesis proposal writing.
 - b) Signing an agreement on the thesis proposal.
 - c) Attending thesis proposal seminar under the agreed title, filling in seminar's official report, and signing the attendees' seminar card.
 - d) Giving necessary advice and direction towards the research report (the thesis).
 - e) Signing the student's consultation card every time a consultation is held.
 - f) Confirming the thesis originality and the validity of primary data to avoid any possible lawsuits from any injured parties.
 - g) Attending the thesis examination and taking the position as the head/member of board of examiners.
 - h) Being fully responsible in the thesis' revision process.
- d. Changing a thesis advisor
- 1) When an advisor is unable to fully function for at least three months in a row, the student may file a report to the head of the department of study program. Once this is confirmed, the head of the department or study program proposes a new advisor to replace the current one to dean who will write a decree on advisor change. When further problem occurs, the head of the department or study program takes the responsibility on the problem. If the latter problem remains, dean takes any necessary actions to solve the problem.
 - 2) A change on an advisor may because of his/her own resignation or the student's proposal with acceptable reasons.
 - 3) Advisor who plans to resign must deliver a written statement to the department.
 - 4) Student who proposes a change on his/her advisor must write to the department and gets an approval from the particular advisor.
 - 5) Under the dean's recommendation, the head/secretary of the department decides a substitute.
 - 6) When student does not get an approval from the advisor he/she proposes to change, the department initiates a meeting between the two parties and decides further action afterward.

CHAPTER II PROCEDURES OF THESIS WRITING AND FINAL ASSESSMENT

2.1 PROPOSING RESEARCH TOPICS AND BOARD OF ADVISORS

Students who have satisfied the requirements stated in 1.4 and 1.5 are allowed to propose research topics and names of board of advisors to the department by following this procedure:

- a. Students are to propose research titles or topics to the department along with handing in an academic statement letter and showing the latest Academic Achievement Record (*Kartu Hasil Studi*;KHS).
- b. After a research title is chosen and board of advisors is assigned, students are to fill in a database at the department.
- c. The department is to send a letter of undertaking to each member of the assigned board of advisors.
- d. After all members of the board of advisors sign the letter, the dean formally assign them with a dean decree and the thesis writing may start.

2.2. THESIS PROPOSAL WRITING

Students have to pay attention to the following procedure:

- a. Carefully listening to the advisors' guidance.
- b. Filling in the consultation form and asking the advisors to sign the form every time a consultation is held.
- c. Reporting their writing progress to the department at least once a month by asking the head or secretary of the department to sign the BKM.
- d. Creating a list of at least 25 (twenty five) reading references in the form of academic textbooks, academic journals, or academic magazines with the following proportion: 75% closely related with the proposed topic, 25% relevant with the topic (see Appendix 8).
- e. Writing the thesis proposal with the suggested format of thesis proposal.
- f. Getting approval from the advisors prior to getting allowance from the department to hold a thesis proposal seminar.

2.3. THESIS PROPOSAL SEMINAR

Having considered the thesis proposal worth a seminar,

- a. The board of advisors propose a thesis proposal seminar to the department.
- b. The board of advisors and examiners should agree with the seminar's schedule.
- c. The seminar is allowed to start after at least 15 participants appear in the seminar room.
- d. The students are to revise their proposal after collecting suggestions during the seminar.
- e. Any research activities are only applicable after the advisors agree with the revised proposal.

2.4. THESIS WRITING

Having conducted the research,

- a. The students are to write the thesis in a systematic manner under the chosen design.
- b. The students are to have a regular consultation with the advisors along with showing primary and/or secondary data collected.
- c. Every consultation session is recorded in the consultation form and signed by the advisors.
- d. Any revision on the thesis draft must be based on the advisors' suggestion during the consultation session.
- e. Once the final draft is set, the students are to get approval from the advisors.
- f. The students are to have the draft multiplied as many as 5 (five) copies.

2.5. THESIS EXAMINATION

A thesis examination may be proposed with the following procedure.

- a. The final draft of the thesis has been approved and signed by the advisors.
- b. The students about to propose an exam have to satisfy the following requirements:
 - 1) Academic requirements:
 - a) Having passed all the compulsory courses.
 - b) Having a minimum GPA of 2.00.
 - c) Having no Ds more than 10% of the total credits.
 - d) Having no Es.

- e) The final draft is signed by the advisors.
 - f) Having a TOEIC certificate with the minimum score is 450.
 - g) Having a computer certificate in at least 2 programs.
 - h) Having a complete *Buku Komunikasi Mahasiswa* (BKM).
 - i) Showing their seminar card (having attended at least 10 thesis proposal seminars).
- 2) Administrative requirements:
- The students are to register for the thesis examination to the Academic Affairs by handing in:
- a) 4 (four) copies of thesis draft
 - b) 1 (one) copy of academic record
 - c) 1 (one) copy of receipt of tuition fee payment from the last 1 year
 - d) 1 (one) copy of receipt of payment for undergraduate examination
 - e) 1 (one) copy of receipt of payment for development contribution to the faculty (for transfer students)
 - f) 1 (one) copy of an official letter that states that they are no longer have any loans from the Student Cooperative and KPN of University of brawijaya
 - g) 1 (one) copy of an official letter that states that they have returned all borrowed books from the campus' library.
 - h) 3 (three) official photos of 4x6 cm and 6 (six) official photos of 3x3 cm.
 - i) 3 (three) copies of biodata
 - j) Signing a letter that states that they allow visitors to come at their examination
 - k) Signing a letter that states that they are no longer have any assignments from *Pusat Pengkajian dan Pengembangan Manajemen Sistem Informasi* (P3MSI) of Faculty of Administrative Science.
- c. The students are to prepare and send 5 (five) copies of their thesis draft to the department at least 2 weeks before the examination is scheduled, and the copies are to be sent to:
- Head of the board of advisors (1 copy)
 - Member of the board of advisors (1 copy)
 - Board of examiners (1 or 2 copies)
 - The students him/herself (1 copy)

2.6. FINAL ASSESSMENT (YUDISIUM)

The final assessment (Indonesian: *Yudisium*) is conducted after the students are declared 'passed' the thesis examination (the minimum score is C) and have revised the thesis shown by an approval by both the advisors and the examiners.

The following documents are to be handed in to the department prior to the final assessment:

1. The PDF version of the thesis (all required documents are to be scanned)
2. A copy of a letter that declares the accomplishment of the thesis examination
3. A copy of revision form (for those who should go through the revision process after the exam)
4. The DOC version of an academic article (based on the thesis)

CHAPTER III THESIS COMPONENTS

3.1. THESIS COMPONENTS

A thesis consists of three parts, namely

- a. Preliminaries
- b. Main body of thesis
- c. End matter

3.2. PRELIMINARIES

The preliminaries of a thesis consists of:

- a. Cover
On the cover, the followings should be inserted: the title of the thesis, objective, the writer's name, the writer's registration number, the faculty's logo, the name of the university, the faculty, the department, the major, the city and year. See Appendix 24 for cover sample.
- b. The title page
The title page includes exactly the same components as the cover page.
- c. Motto page
The motto page (if any) comprises quotes or meaningful words that are of favor of the writer. See Appendix 25.
- d. Advisors' approval page
This page serves as a prove that the thesis has been approved by the advisors (see Appendix 27).
- e. Examiners' approval page
This page serves as a prove that the thesis has been approved by the board of examiners (see Appendix 28).
- f. Statement of originality
This page confirms that the thesis is originally written by the writer him/herself. The format can be senn in Appendix 29.
- g. Abstract(English)
An abstract serves as a short and concise summary of the thesis which consists of: research problem(s), research objective(s), method, finding(s), conclusion and suggestions (Appendix 31).
- h. *Abstrak* (Indonesian)
This page consists of the Indonesian version of the abstract.
- i. Acknowledgement
This page expresses gratitude towards the accomplishment of the thesis, a short review of the thesis writing process, by using a good

and acceptable English, and expects suggestions for better improvement in the future. The writer may also mentions parties who are involved in the funding of the writing project and sends regards to those being helpful during the writing process (Appendix 34).

j. Table of Contents

This page displays the list of components from the cover, the content part, to the end part followed by their respective page number (see Appendix 35).

k. List of Tables

This page displays the list of tables in the order of their appearance followed by their respective page number (see Appendix 36).

l. List of Figures

This page displays the list of figures (pictures, diagrams) in the order of their appearance followed by their respective page number (see Appendix 37).

m. Appendices

This page displays the list of appendices in the order of their appearance followed by their respective page number (see Appendix 38).

3.3. THE MAIN BODY OF A THESIS

The content part of a thesis consists of:

a. **Introduction**, comprising the following sub-headings:

1) Background of the study

It generally presents some existing theories proposed by various experts which have or have not answered questions regarding the thesis topic (with references), where is the “gap” between the theories and phenomena found in the field (with referent to secondary data). It also describes the significance and delimitation of the study, why this research is worth conducted.

2) Research problems

It describes the research problems which are expressed in a concrete manner (in terms of variables). The problems should be written simple, specific, and in questions.

3) Objective(s) of the study

It expresses statements on what to do and where to go with the proposed thesis. The statements are in the form of short and clear sentences based on the characteristics of the problems and the

expected results. A research might aim to describe, clarify, or justify a phenomenon.

4) Significance of the study

It describes the significance of the study towards the body of knowledge theoretically and/or practically.

5) Method of discussion

It describes the short version of the content of each chapter (but not merely table of contents in the essay version).

b. Review of Related Literature

This part explains existing theories or findings from books, journals, and research reports (i.e. thesis and dissertation) which are relevant with the problems raised in the thesis. In this sense, choosing a reference must be based on two criteria, that is, (1) --- and (2) relevancy with the topic being discussed. For a research that involves testing hypotheses, the writer should create first a theoretical conclusion and/or a theoretical model, and whenever possible, it can be directly stated in the hypothesis model and/or in the hypothesis building process. As for a qualitative research, the writer should display a framework based on synthesized concepts found in the literature.

c. Research Method

This part describes how the research is going to be conducted. There are two kinds of research method, namely, qualitative and quantitative. The form and model of discussion of each of the method is as follows.

1) Quantitative Method

This method generally consists of the following components:

a) Research design

Describing the research design to be implemented and how this design is relevant.

b) Location

Describing the location where the research is going to be conducted and how this location is relevant.

c) Variables and measurement

Describing concepts and variables of the research along with their respective operational definition as well as indicators, items, and scale to be used in the measurement.

d) Population and sample

Describing the characteristics of the research population, the number of samples, and the sampling technique.

e) Data collection technique

Describing the method used to collect data along with the instruments of data collection.

f) Data analysis

Describing how data are analyzed along with the steps/stages of data analysis process.

2) Qualitative Method

This method generally consists of the following components:

a) Research design

Describing the research design to be implemented and how this design is relevant.

b) Research focus

Describing the focus of the research which becomes the center of attention.

c) Location and site selection

Describing the location of the research and how the research observes the actual condition of the object(s).

d) Data source

Describing data sources, including from what "occasions" these data are collected. Parties involved in those occasions are also mentioned.

e) Data collection

Describing how to collect data with the selected instruments and how these instruments are relevant.

f) Instruments

Describing instruments used to collect data.

g) Data analysis

Describing how data are analyzed along with the steps/stages of data analysis process.

3) Qualitative-Quantitative Method

This mixing between the two methods should explain clearly which hypothesis and problems will be described quantitatively and which ones will be described qualitatively.

d. Findings and Discussion

1) Displaying Data

Describe variables or research problems which reflect the characteristics of the object(s) or the found phenomena in a

chronological way based on the research objectives. The data can be displayed in the forms of texts, tables, figures, graphics, or photos, along with how they are meaningful (not yet discussed). Prior to displaying the data, descriptions on the research location or any other data which support the research problems can be presented.

2) Analyzing and Interpreting

Describe how data are analyzed in such a way within steps or stages, leading to interpreting them according to concepts or theories presented in the literature. This section gives meanings to the data in that the explanation can be theoretical quantitatively or qualitatively. The explanation must be comprehensible and not go out of the context of the research.

e. Closing

A thesis needs conclusion and suggestion(s) at the closing section which are presented separately.

1) Conclusion

Describe important findings which answer the research questions and the implementation of the discussion. Conclusion has to be in accordance with the research objective(s).

2) Suggestion(s)

Describe the implementation of the findings and give recommendation for further research.

3.4. END MATTER

The closing part of a thesis consists of:

a. References/Bibliography

Include all references used in the thesis writing (see Appendix 34). The writing of the references must be adherent to the Harvard system (see Appendix 33).

Online references must not exceed 40% of the total number of references.

b. Appendices

Include all supporting data which are not displayed in the content part of the thesis:

1) Research Instruments

Include all instruments used in the research (see Appendix 38).

2) Statistical Analysis

Include all results of statistical analysis (if any).

3) Curriculum Vitae

Include: full name, place and date of birth, academic background, working experiences (if any), list of publication (see Appendix 39).

4) Letter of Statement from the research location or institution.

CHAPTER IV STYLES

4.1. PAPER TYPE

- a. The paper size for thesis is A4, the paper weight is 80 g/m², and the paper color is white.
- b. Printed thesis is a hardcopy using buffalo or linen paper, and the outer cover is colored differently for each study program or major (see 4.3.a).
- c. Between one page and another, onionskin is inserted with the same color as the outer cover.

4.2. TYPING FORMAT

- a. Layout/Margin
The layout for thesis is as follows:

Top margin	: 4 cm
Left margin	: 4 cm
Bottom margin	: 3 cm
Right margin	: 3 cm (see Appendix 41)
- b. Font Type
 - 1) Type only on the one side of the paper and not on the other side of the same paper.
 - 2) Type by using a computer.
 - 3) Use standardized font type and size, that is, Times New Roman, 12 pt, or 28-30 lines per page.
 - 4) Use black ink, except for pictures, graphics, or photos.
- c. Space
The line spacing should be as follows (see Appendix 42)
 - 1) The space between one line and another is 2 spaces.
 - 2) The space between the name of a chapter (e.g. CHAPTER 1) and the title of the chapter (e.g. INTRODUCTION) is 3 spaces.
 - 3) The space between the title of a chapter and the first written text, or between the title and the subtitle, is 2 spaces.
 - 4) The space between the subtitle of a chapter and the first line of the text is 2 spaces, and a new paragraph starts 7 space (or 1 tab) from the left.
 - 5) The space between the last line of a text and the next subtitle is 3 spaces.

- 6) The space between a text and tables, graphics, diagrams, or their respective titles is 3 spaces.
- 7) A table or a figure is put at the bottom area of a page or at the top area of the next page when it is quite big.
- 8) A new page always begins with the name and the title of a new chapter.

d. Quotations

- 1) The idea behind a systematic writing of references (or bibliography) is to help readers to quickly find the original source of a line which is quoted in the writer's text. Therefore, direct and indirect quotations should display (name/institution, year, page).
- 2) Direct quotations (either in its original language or translated, in the latter case the words are printed *italic*) which consist of no more than four lines are included in same line with the text and given 2 spaces, followed by the writer's name, year, and page number. For instance: (Rhodes, 2005:26).
- 3) Direct quotations (either in its original language or translated, in the latter case the words are printed *italic*) which consist of five lines or more are printed separately from the text with 1 space from the above text and 5 spaces from the left margin, followed by the writer's name, year, and page number.
- 4) The space between the last line of a text with direct quotations as mentioned in point 2 and the space between the last line of the quotations and the beginning of a new text is 2 spaces.
- 5) Using others' idea or thoughts from their books, journals, or research reports (in the form of indirect quotations) should also be adherent to this regulation of making references, despite the fact that the quotes are paraphrased. A thesis writer needs to include the source, the year the books, journals, or research is written, and the page number which inserts the ideas or thoughts. For instance: (Frederickson, 2005:7-10) or (Lane, 1993:1-6) and p. 32-35) when the same ideas are mentioned on different pages of the book, or (John, 2002:2-6; Smith, 2004:3-9) when the same ideas are mentioned in different books. See Appendix 43.

- e. Titles
- 1) Every new title is written in a new page, capitalized and centered without any underline.
 - 2) The titles include:
 - a) ABSTRACT
 - b) ABSTRAK
 - c) ACKNOWLEDGEMENTS
 - d) TABLE OF CONTENTS
 - e) LIST OF TABLES
 - f) LIST OF FIGURES
 - g) LIST OF APPENDICES
 - h) CHAPTER I : INTRODUCTION
 - i) CHAPTER II : REVIEW OF RELATED LITERATURE
 - j) CHAPTER III : RESEARCH METHOD
 - k) CHAPTER IV : FINDINGS AND DISCUSSION
 - l) CHAPTER V : CONCLUSION AND SUGGESTIONS
 - m) REFERENCES
 - n) APPENDICES
- f. Abstract
- See Appendix 30 for abstract formatting.
- 1) The space in abstract is 1 space.
 - 2) The space between the title and the first line of the text is 3 spaces.
 - 3) The space between one paragraph and another is 1 space.
 - 4) A new paragraph starts seven spaces from the left margin.
- g. Title, Subtitle, and Paragraph Numbering
- 1) The title numbering uses Roman numerals, capitalized and centered.
 - 2) The subtitle and paragraph numbering uses Latin and Arabic font started from the left margin.
 - 3) The subtitle and paragraph numbering are in accordance with the number of the title (see Appendix 42).
- h. Page Numbering
- 1) The beginning part
 - a) All pages in the thesis, starting from the second title page to the last page of appendices, use Roman numerals.

- b) The second title page and the advisors' approval page are not given page number, but considered as page number i and ii (the page numbers are hidden).
 - c) Roman numerals are used to identify the page number from abstract to appendices, continuing from the advisors' approval page.
 - d) The page number is put at the top-right side of the paper, 1.5 cm from the top margin, or the last number of the page number is in line with the right margin.
 - e) Every page with a title, from abstract to appendices, is given a page number which is put at the bottom-center of the page, 1.5 cm from the bottom margin.
- 2) The Content Part
- a) The page numbering of the content part, from chapter I to chapter V, uses Arabic numerals.
 - b) The page number is put at the top-right side of the paper, 1.5 cm from the top margin, or the last number of the page number is in line with the right margin.
 - c) Every page with a title, from chapter I to chapter V, is given a page number which is put at the bottom-center of the page, 1.5 cm from the bottom margin.
- 3) The Closing Part
- a) The page numbering of the content part, from references to curriculum vitae, uses Arabic font.
 - b) The page number is put at the top-right side of the paper, 1.5 cm from the top margin, or the last number of the page number is in line with the right margin.
 - c) Every page with a title, from chapter I to chapter V, is given a page number which is put at the bottom-center of the page, 1.5 cm from the bottom margin.
 - d) Every new appendix should be given a title "Appendix" and a page number at the top-right of the page, 1.5 cm from the top margin.

4.3. THESIS COVER

a. Outer Cover Color

The color of outer cover of different majors in each department is set as follows.

- 1) Public Administration Department

- a) Public Administration Study Program : **White**
- b) Government Administration Study Program : **Green**
- c) Development Planning Study Program : **Bright Yellow**
- d) Library Science Study Program : **Light Blue**
- 2) Business Administration Department
 - a) Business Administration Study Program
 - i. Majoring in Finance Management : **Red**
 - ii. Majoring in Human Resource Management : **Brown**
 - iii. Majoring in Marketing Management : **Orange**
 - iv. Majoring in Information System Management: **Grey**
 - b) Tax Science Study Program : **Light Blue**
 - c) International Business Study Program : **Green**
 - d) Hospitality and Tourism Study Program : **Bright Yellow**

b. Outer Covering

The insertion of the title of the thesis, the subtitle (if any), the word “THESIS”, the writer’s name and registration number, and the FIA UB’s logo should be adherent to the following formatting:

- 1) Title and Subtitle
 - a) The title of the thesis is written at the top of the cover, all capitalized, and the space from the top edge of the paper is at least 6 (six) cm.
 - b) The font type is Times New Roman and the size is 18.
 - c) A long title is made two lines or more by paying attention to the structure of the sentence after the division, and the space between two lines is 1 space.
 - d) The subtitle (if any) is written below the title, all capitalized, with Times New Roman 12 pt, 1.5 spaces from the lowest line of the title.
 - e) A long subtitle is made two lines or more by paying attention to the structure of the sentence after the division, and the space between two lines is 1 space.
 - f) No full stop is applied to title and subtitle.
- 2) The Word “THESIS”
 - a) The word “ THESIS” is printed uppercase (Times New Roman, 14 pt) and centered.

- b) The word is put 2.5 cm below the subtitle. If there is no subtitle, the word is put 5 cm below the lowest line of the title.
 - c) Below the word “THESIS”, 1 cm from it, the following sentence is inserted: “in partial fulfillment of the requirements for the degree of Bachelor in Faculty of Administrative Science” (see Appendix 24).
- 3) The Writer’s Name and Registration Number
 - a) The writer’s name is printed uppercase with the same font type and size as the subtitle.
 - b) The name is put 2.5 cm below the word “UNIVERSITY OF BRAWIJAYA”.
 - c) The writer’s registration number is printed uppercase and centered, below the name, with the same font type and size as the subtitle. The line should be close with the writer’s name line.
- 4) FIA UB’s Logo

The diameter of the logo is 3.5 cm. The center point of the logo should be in line with the center of the writer’s registration number and the word “UNIVERSITY OF BRAWIJAYA”.
- 5) The Name of the University, the Faculty/Department/Major, City, and Year
 - a) The name of the university (University of brawijaya), the faculty, department, major, city and year is printed uppercase with the same font type and size as the subtitle and is written in the order suggested by this section.
 - b) Year is written at the bottom, around 3 cm from the bottom edge of the paper (see Appendix 24).
- 6) The Inside Title

The inside title is a copy of the outside cover, but printed in a plain paper.
- 7) The Approval Pages
 - a) The title of the thesis is put 4 cm from the top edge of the paper, all capitalized and normal character spacing.
 - b) The subtitle is written below the title, 1 cm from the last line of the title, all capitalized.
 - c) The writer’s name is written below the subtitle, 1 cm from the last line of the subtitle, all capitalized.

- d) The writer's registration number is written below the writer's name with 1.5 spaces and normal character spacing.
- e) The name of the faculty, department, and major are all capitalized.
- f) Only the month and the year is written, put after the word "Malang".
- g) The space between the word "Approved" and the name of the board of advisors is set in such a way to keep the balance of this page. The name of the advisors are 4 cm from the bottom edge of the paper (see Appendix 27).

CHAPTER V THESIS EXAMINATION

5.1. THESIS EXAMINATION SESSION

- a. A thesis examination proposal must have an approval from the head of the department on behalf of dean.
- b. A thesis examination session may last in 1 hour, consisting of thesis examination and comprehensive examination.
- c. The session is intended to elicit student's knowledge on the content of his/her thesis, the method, and his/her consistency in thinking logically, as well as his/her integrity and application of compulsory courses he/she has undertaken, and his/her general knowledge on his/her major.

5.2. THESIS EXAMINATION COMMITTEE

The head of the department is the ex officio head of the thesis examination committee, while the secretary of the department serves as the secretary of the committee.

5.3. BOARD OF EXAMINERS

- a. For every thesis examination session, the head of the department forms a board of examiners.
- b. A board of examiners comprises 3 (three) or 4 (four) examiners. The head of board of advisors serves as the head of board of examiners as well as a member of the board and/or supported by a member of the board of advisors and 2 (two) other lecturers as thesis examiners. All thesis advisors are eligible for being members of board of examiners.
- c. During the exam, both the head and members of board of examiners must wear formal dress with a tie.
- d. All members of board of examiners must appear in the examination room before the exam starts until it ends. Should there be any member unable to attend the exam, the head/secretary of thesis examination committee should appoint another qualified person.
- e. In the case of the head of board of examiners unable to attend the exam, then the head/secretary of thesis examination committee should appoint a member of board of examiners as the head of the particular board.

- f. In the case of the head and members of board of examiners unable to attend the exam, then the examination is cancelled and held at the most possible, nearest time.

5.4. THESIS EXAMINATION PROCEDURE

- a. A thesis examinee must appear at the examination room in time, at least 15 minutes before the exam starts, and wear a formal dress: white shirt, black pants, tie, and almamater jacket.
- b. The head of board of examiners invites the examinee into the examination room and officially open the examination.
- c. In the case of the examinee coming late or not coming at all, then the examination is cancelled and he/she must re-register for the next examination.
- d. Each examiner take turns to raise questions or comments to the examinee, under the guidance of the head of the board, and is given 15 minutes.
- e. The board of examiners discuss the result of the examination after it is finished.
- f. The head of board of examiners signs and sends the Examination Official Report to the head/secretary of thesis examination committee.
- g. The head/secretary of thesis examination committee officially opens the examination session in front of all examinees and announce the results after it is finished.
- h. Time allocated for a thesis examination session is 1 hour.

5.5. THESIS EXAMINATION SCORING

- a. An examinee may pass or may not pass the thesis examination after the board of examiners discusses the result of the exam as long as nobody in the board gives a score <55 (<C).
- b. Aspects to score during the exam are:
 - 1. Knowledge on an examinee's major or study program
 - 2. The content of the thesisThe scoring system uses numbers to indicate an examinee's mastery on those aspects with regard to the following components:

Aspect	Component	Rubric	Weight
I	Knowledge	a. Mastery of study program b. Mastery on the thesis and its relation with the mastery of study program	20%

II	T h e s i s C o n t e n t	A. Introduction 1. Research problems 2. Objectives of the study 3. Significance of the study	a. Clear research problems b. Clear objectives c. Clear significance	70%
		B. Review of Related Literature	a. Relevant with the topic b. Latest/updated references c. Referencing method	
		C. Research Method	a. Relevant with the problems b. Accurate method c. Accurate instruments d. Accurate and clear analysis	
		D. Findings and Discussion	a. Contribution to the body of knowledge b. Relevant with the objectives of the study c. Deep discussion d. Originality	
III		Others	a. Language b. Format c. Abstract	10%
			Total	100%

- c. A thesis examination score is the average score from each examiner in the form of numbers between 0-100. The following is a guide on converting the score to letter:

Score in Number	Score in Letter	Weight
> 80 – 100	A	4.0

> 75 - 80	B+	3.5
> 69 - 75	B	3.0
> 60 - 69	C+	2.5
> 55 - 60	C	2.0
> 50 - 55	D+	1.5
> 45 - 50	D	1.0
0 - 44	E	0

- d. A recapitulation on a thesis assessment to be converted as the Final Score of Thesis is based on scores on Thesis Proposal Seminar, Thesis Writing Process, and Thesis Examination Session, with the following scoring rubric:

No.	Activity	Weight (W) %	Score (S)	W x S
1.	Thesis proposal	20		
2.	Thesis writing process	30		
3.	Thesis examination session	50		
Total ($\Sigma W \times S$)		100		
Average ($\Sigma WS/100$)				

- e. The Final Score of Thesis is in accordance with the following weighting:

<i>Score in Number</i>	<i>Score in Letter</i>	<i>Weight</i>	<i>Graduation</i>
> 80 - 100	A	4.0	C is the MINIMUM passing criteria
> 75 - 80	B+	3.5	
> 69 - 75	B	3.0	
> 60 - 69	C+	2.5	
> 55 - 60	C	2.0	
> 50 - 55	D+	1.5	
> 45 - 50	D	1.0	
0 - 44	E	0	

- f. Various possibilities of the result of the thesis examination:
1) Passed (without revision)

- 2) Passed (with minor revision)
- 3) Not passed (without revision)
- 4) Not passed (with minor revision)
- 5) Not passed (with major revision)

Description:

- Minor revision deals with writing techniques/mechanics.
 - Major revision deals with the content of the thesis
- g. The announcement of the result of the thesis examination, as in 5.5.f., is carried out by the head of board of examiners right after the examination is finished.
 - h. For those passing with revision, they are given 1 (one) month to fix the problems.
 - i. For those not passing, they are given 3 (three) months to fix the problems and must register for a re-examination to the department afterward.
 - j. For those passing with revision, they are only allowed to attend graduation ceremony and take their graduation certificate and transcript when the revision is finished. In the case of they exceeding the due date, their graduation is cancelled and must register for a re-examination.
 - k. A graduation predicate is determined by following this formula:

$\text{Predicate} = \text{GPA (Theoretical Mastery + Thesis Final Score)}$
--

- l. The followings are graduation predicates:
 - 1) *Cumlaude*, when student has GPA between 3.51 – 4.00 and is able to finish his/her study within 8 semesters, never ???, and the thesis final score is A.
 - 2) Very satisfactory, when student has GPA between 2.76 – 3.50
 - 3) Satisfactory, when student has GPA between 2.00 – 2.75
 - 4) Transfer students have their own graduation predicates.
- m. Thesis examination session is officially opened and closed by the head of board of examiners.

5.6. THESIS EXAMINATION METHOD

- a. A thesis examination session is, by principal, closed from anyone and is only attended by the board of examiners.
- b. Student who intends to attend a thesis examination should register to the Academic Affairs before the day of the exam.

5.7. TIME AND LOCATION

- a. A thesis examination can be held at any time necessary.
- b. The time and location of the examination will be determined by the thesis examination committee.

5.8. FINAL ASSESSMENT (Indonesian: *Yudisium*)

- a. Final assessment is only conducted once in a month.
- b. The head/secretary of the thesis examination committee announces the result of the final assessment based on the result of thesis examinations.

Appendix 1. a. Thesis writing procedure

A COMPLETE THESIS WRITING PROCEDURE

NO	ACTIVITY	STD	DEPT	ADV	ACA
A	Proposing Research Topics and Board of Advisors Proposing topics Evaluating topics Administrative selection Assigning board of advisors	x	x x x		X
B	Thesis Proposal Asking the advisors' availability Doing reading course Distributing Consultation Card Writing thesis proposal Proposal consultation with advisors Thesis proposal seminar Revising Advisors' approval on the revision Getting research permission	x x	 x x x	x x x	
C	Researching Conducting the research Consultation session with advisors Advisors' approval	x		x x	
D	Thesis Examination Session Academic selection Administrative selection Assigning board of examiners Setting the date The examination Announcement of <i>yudisium</i> Paper works Multiplying thesis draft Getting graduation certificate		x x x x x x x		x x x x
E	Revision Consultation session Revision Advisors' approval	x x	 x	x x x	 x

Description :

- STD : Student
 DEPT : Department
 ADV : Advisor
 ACA : Academic affairs

Appendix 2. b. Appendix 1a + Types of forms to be taken care by students

A COMPLETE THESIS WRITING PROCEDURE

NO	ACTIVITY	STD	DEPT	ADV	ACA
A	Proposing Research Topics and Board of Advisors	TP1-2	x	-	ALS 110sks
	Proposing topics	-	x	-	-
	Evaluating topics	-	x	-	-
	Administrative selection	PBA14	x	-	-
	Assigning board of advisors	SC&BK M			
B	Thesis Proposal				
	Asking the advisors' availability	PBA2-4	-	X	PBA3
	Doing reading course	4	-	-	-
	Distributing Consultation Card	TP-2	-	-	-
	Writing thesis proposal	X	-	-	-
	Proposal consultation with advisors	BKM	X	X	-
	Thesis proposal seminar	TPS1-4	-	X	Archiv e
	Revising	TPS5-6	-	X	-
	Advisors' approval on the revision	X	-	X	TPS5-6
	Getting research permission	X RP	x	-	-
C	Researching				
	Conducting the research	x	RP		
	Consultation session with advisors Advisors' approval			X x	
D	Thesis Examination Session				
	Academic selection	X	X	-	TM,TC MIS
	Administrative selection	-	X	-	X
	Assigning board of examiners	TE1-3	X	X	-
	Setting the date	TE4-5	X	-	X
	The examination	TE6-9	X	X	TE1-9
	Revision	X			
	Announcement of <i>yudisium</i>	X	TE7-8	-	X
	Paper works	X	PR	-	-
	Multiplying thesis draft	X	-	-	TBPS
Getting graduation certificate	PR	X	-	x	
E	Revision				
	Consultation session	x		x	
	Revision Advisors' approval	x	x	x x	x

Description:

TP	Topics Proposal	RP	Research Permit
ALS	Academic Letter of Statement	TE	Thesis Examination
PBA	Proposing Board of Advisors	TM	Theoretical Mastery
BKM	<i>Buku Komunikasi Mahasiswa</i>	TC	TOEIC
SC	Seminar Card	MIS	Management Information
Systeme			
TPS	Thesis Proposal Seminar	PR	Prove of Revision

Appendix 3. Academic Letter of Statement Format



**MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE**

Jalan MT. Haryono 163, Malang 65145, Indonesia
Phone +62-341-553737, 568914, 558226 ; Fax. +62-341-558227

E-mail: fia@ub.ac.id<http://www.fia.ub.ac.id>

Study Programs : • *Sarjana*'s degree: - Public Administration – Government Administration – Development Planning – Library Science – Business Administration – Tax Science – International Business – Hospitality and Tourism
• Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

ACADEMIC LETTER OF STATEMENT

The Dean of Faculty of Administrative Science hereby declares that:

Name : _____
 Reg.Number : _____
 Department : _____
 Majoring : _____

Planned total credits	:
Obtained total credits	:
Total credits x score	:
Grade point average	:

Compulsory courses that are relevant with the research topic:

COURSE	SCORE
1. Human Resource Management	C+
2. Financial Management	A
3. Accounting System I	B+
4. Internal Auditing I	A
5. Business Research Method	A

This statement has been issued for use as stated and intended.

Malang, _____
 on behalf of Dean
 Head of Administration
 deputized by Head of Academic

Affairs

JAEDI,SP
NIP.19671013 199501 1 001

Two copies of this form are for:

1. The student
2. Department

Appendix 4. Research Topic Proposal Form



MINISTRY OF EDUCATION AND CULTURE
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• Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

RESEARCH TOPICS PROPOSAL SARJANA'S THESIS

I, the undersigned below:

1. Name : _____
2. Student's ID : _____
3. Department : _____
4. Major : _____

propose the following topics to be selected as my *sarjana*'s thesis title:

- A _____
B _____
C _____

The selected topic: A / B / C

Acknowledged by:

on behalf of Dean

Head of _____ Administration Dept.

deputized by Secretary of the Dept.

Malang, _____

Sincerely yours,

NIP.

Stud. ID.

Two copies of this form are for:

1. The student
2. Department

Appendix 5. Thesis Research Committee Proposal



MINISTRY OF EDUCATION AND CULTURE
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• Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

Number :/UN10.3/AK/201...

Attach. : 1 Eksemplar

About : _____

To : Prof. Dr. Bambang Swasto Sunuharyo, ME
Lecturer of Faculty of Administrative Science
University of Brawijaya

With regard to *sarjana's* thesis writing for students in _____ Administration Department, Faculty of Administrative Science, University of Brawijaya, I hereby ask for your permission to appoint you as the Chair of Board of Advisors for the following student:

Name : _____
Stud. ID : _____
Department : _____
Majoring : _____
Thesis Title : _____

Attached is a form of statement of availability. Once it is fulfilled and signed, kindly send back the form to the office of _____ Administration Department.

Thank you for your attention and cooperation.

Malang, _____
on behalf of Dean
Head of _____ Department
deputized by Secretary of the

Dept.

NIP

Two copies of this form are for:

1. The student
2. Department

Appendix 6. Form of Statement of Availability



**MINISTRY OF EDUCATION AND CULTURE
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E-mail: fia@ub.ac.id <http://www.fia.ub.ac.id>

Study Programs : • *Sarjana's* degree: - Public Administration – Government Administration – Development Planning – Library Science – Business Administration – Tax Science – International Business – Hospitality and Tourism
• Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

STATEMENT OF AVAILABILITY

I hereby declare my availability to be an advisor for the following student:

Name : _____
 Stud. ID : _____
 Department : _____
 Majoring : _____
 Thesis Title : _____

No.	Name of Advisor	Advisor	Signature	Date

Malang, _____
 on behalf of Dean
 Head of ____ Administration
 deputized by Secretary of the

Dept.
 Dept.

 NIP

- Four copies of this form are for :
1. The student
 2. Chair and Members of Board of Advisors
 3. Department

Appendix 7.. Letter of Assignment for Thesis Advisors



**MINISTRY OF EDUCATION AND CULTURE
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E-mail: fia@ub.ac.id <http://www.fia.ub.ac.id>

Study Programs : • *Sarjana*'s degree: - Public Administration – Government Administration – Development Planning – Library Science – Business Administration – Tax Science – International Business – Hospitality and Tourism
• Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

LETTER OF ASSIGNMENT
Number :/UN10.3/KP/201...

Dean of Faculty of Administrative Science hereby certifies that:

Name : _____
NIP : _____
Department : _____

is to take a responsibility as a *sarjana*'s thesis advisor for:

NO	NAME	STUD. ID	STUDY PROGRAM (Majoring)	CREDITS

Malang, _____
on behalf of Dean
Head of ____ Administration

Dept.

deputized by Secretary of the

Dept.

NIP

Four copies of this form are for:

1. The student
2. Chair and Members of Board of Advisors
3. Department

Appendix 8. Thesis Writing Record



MINISTRY OF EDUCATION AND CULTURE
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Study Programs : • *Sarjana*'s degree: - Public Administration – Government Administration – Development Planning – Library Science – Business Administration – Tax Science – International Business – Hospitality and Tourism
• Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

THESIS WRITING RECORD

Name : _____
Student ID : _____
Department : _____
Date : _____



ADMINISTRATION DEPARTMENT
FACULTY OF ADMINISTRATIVE SCIENCE
UNIVERSITY OF BRAWIJAYA

Appendix 7. a. Student's Bios



MINISTRY OF EDUCATION AND CULTURE
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E-mail: fia@ub.ac.id <http://www.fia.ub.ac.id>

Study Programs : • *Sarjana's* degree: - Public Administration – Government Administration – Development Planning – Library Science – Business Administration – Tax Science – International Business – Hospitality and Tourism
• Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

STUDENT'S BIOS

1. Academic Strata : _____
2. Full Name : _____
3. Student ID Number : _____
4. Department : _____
5. Sponsor : _____
6. Address : _____
 - a. Hometown : _____
 1. Province : _____
 2. Regency/City : _____
 3. Home Address/Cell Phone No. : _____
 4. Phone No. : _____
 - b. At Malang : _____
 1. Address : _____
 2. Phone : _____
7. Year of Enrollment : 1. _____
2. _____
8. Year of Senior High School Graduation : _____
9. Thesis Topic : _____

10. Date Approved by the Department : _____
11. Research Location : _____
12. Board of Advisors : 1. _____
2. _____
13. Head/Secretary of ____ Administration Dept. : _____ :

Appendix 7. b. Consultation Progress Record (Chair)



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Jalan MT. Haryono 163, Malang 65145, Indonesia
Phone +62-341-553737, 568914, 558226 ; Fax. +62-341-558227

E-mail: fia@ub.ac.id <http://www.fia.ub.ac.id>

Study Programs : • Sarjana's degree: - Public Administration – Government Administration – Development Planning – Library Science – Business Administration – Tax Science – International Business – Hospitality and Tourism
• Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

CHAIR, BOARD OF ADVISORS

_____ ADMINISTRATION DEPARTMENT

NAME : _____

STUDENT ID : _____

Date	Topic to Discuss	Suggestion	Sign

Appendix 7. c. Consutation Progress Record (Member)



**MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE**

Jalan MT. Haryono 163, Malang 65145, Indonesia
Phone +62-341-553737, 568914, 558226 ; Fax. +62-341-558227

E-mail: fia@ub.ac.id<http://www.fia.ub.ac.id>

Study Programs : • *Sarjana*'s degree: - Public Administration – Government Administration – Development Planning – Library Science –
Business Administration – Tax Science – International Business – Hospitality and Tourism
• Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

MEMBER, BOARD OF ADVISORS

_____ **ADMINISTRATION DEPARTMENT**

NAME : _____

STUDENT ID : _____

Date	Topic to Discuss	Suggestion	Sign

Appendix 9. List of References



**MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE**

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Phone +62-341-553737, 568914, 558226 ; Fax. +62-341-558227

E-mail: fia@ub.ac.id <http://www.fia.ub.ac.id>

Study Programs : • *Sarjana*'s degree: - Public Administration – Government Administration – Development Planning – Library Science – Business Administration – Tax Science – International Business – Hospitality and Tourism

• Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

LIST OF REFERENCES

Name : _____

Student ID : _____

Thesis Title : _____

: _____

No.	Title	Author	Publisher	Year	Add. Info

Malang, _____
Acknowledged by

Chair, Board of Advisors
Advisors

Member, Board of

NIP.

NIP.

Appendix 10. Seminar Attendance



**MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE**

Jalan MT. Haryono 163, Malang 65145, Indonesia
Phone +62-341-553737, 568914, 558226 ; Fax. +62-341-558227

E-mail: fia@ub.ac.id <http://www.fia.ub.ac.id>

Study Programs : • *Sarjana*'s degree: - Public Administration – Government Administration – Development Planning – Library Science – Business Administration – Tax Science – International Business – Hospitality and Tourism
• Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

SEMINAR ATTENDANCE

Name : _____

Student ID : _____

Department : _____

Majoring : _____

No.	Date	Title of the Seminar	Advisor	Signature

Appendix 11. Advisor's Approval for Thesis Proposal Seminar Form



MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE

Jalan MT. Haryono 163, Malang 65145, Indonesia
 Phone +62-341-553737, 568914, 558226 ; Fax. +62-341-558227

E-mail: fia@ub.ac.id <http://www.fia.ub.ac.id>

Study Programs : • *Sarjana's* degree: - Public Administration – Government Administration – Development Planning – Library Science – Business Administration – Tax Science – International Business – Hospitality and Tourism
 • Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

Number :/UN10.3/AK/201...
 Attach. : -
 About : Approval for Thesis Proposal Seminar

I, the undersigned below, declare that the Board of Advisors have approved a thesis under the following name to proceed to thesis proposal seminar:

Name : _____
 Student ID : _____
 Department : _____
 Majoring : _____
 Title : _____
 Day : _____
 Date : _____
 Time : _____
 Room : _____

No.	Board of Advisors	Signature	Date of Approval

Malang, _____
 on behalf of Dean
 Head of _____ Administration Dept.
 deputized by Secretary of the Dept.

 NIP

Three copies of this form are for :

1. The student
2. Department
3. Archive

Appendix 12. a. Invitation Form to Thesis Proposal Seminar (Chair of the Board)

**MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE**

Jalan MT. Haryono 163, Malang 65145, Indonesia
Phone +62-341-553737, 568914, 558226 ; Fax. +62-341-558227

E-mail: fia@ub.ac.id<http://www.fia.ub.ac.id>

Study Programs : • *Sarjana's* degree: - Public Administration – Government Administration – Development Planning – Library Science – Business Administration – Tax Science – International Business – Hospitality and Tourism
• Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

Number :/UN10.3/AK/201...
Attach. : -
About : Invitation to Thesis Proposal Seminar

To : _____
(Chair of Board of Advisors)
_____ Administration Department
Faculty of Administrative Science
University of Brawijaya

We hereby expect for your coming to a thesis proposal seminar by:

Name : _____
Student ID : _____
Major : _____
Thesis Title : _____

Day : _____
Date : _____
Time : _____
Place : _____

Thank you for your careful attention.

Malang, _____
on behalf of Dean
Head of ____ Administration

Dept.

deputized by Secretary of the

Dept.

NIP

Appendix 13. b. Invitation Form to Thesis Proposal Seminar (Members of the Board)



MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE

Jalan MT. Haryono 163, Malang 65145, Indonesia
Phone +62-341-553737, 568914, 558226 ; Fax. +62-341-558227
E-mail: fia@ub.ac.id <http://www.fia.ub.ac.id>

Study Programs : • *Sarjana*'s degree: - Public Administration – Government Administration – Development Planning – Library Science – Business Administration – Tax Science – International Business – Hospitality and Tourism
• Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

Number :/UN10.3/AK/201...
Attach. : -
About : Invitation to Thesis Proposal Seminar

To : _____
(Member of Board of Advisors)
_____ Administration Department
Faculty of Administrative Science
University of Brawijaya

We hereby expect for your coming to a thesis proposal seminar by:

Name : _____
Student ID : _____
Major : _____
Thesis Title : _____

Day : _____
Date : _____
Time : _____
Place : _____

Thank you for your careful attention.

Malang, _____
on behalf of Dean
Head of ____ Administration

Dept.

deputized by Secretary of the

Dept.

NIP

Appendix 14 The Examination Official Report for Thesis Proposal Seminar



MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE
Jalan MT. Haryono 163, Malang 65145, Indonesia
Phone +62-341-553737, 568914, 558226 ; Fax. +62-341-558227
E-mail: fia@ub.ac.id<http://www.fia.ub.ac.id>

Study Programs : • *Sarjana*'s degree: - Public Administration – Government Administration – Development Planning – Library Science – Business Administration – Tax Science – International Business – Hospitality and Tourism
• Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

THE EXAMINATION OFFICIAL REPORT THESIS PROPOSAL SEMINAR

The following student of _____ Administration Department:

Name : _____
Student ID : _____
Major : _____
Thesis Title : _____

has held a thesis proposal seminar on:

Day : _____
Date : _____
Time : _____
Place : _____
The Result : _____

Malang, _____
Board of Examiners,
Chair

—
.

NIP

Appendix 15.
Suggestions Form



MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE

Jalan MT. Haryono 163, Malang 65145, Indonesia
Phone +62-341-553737, 568914, 558226 ; Fax. +62-341-558227
E-mail: fia@ub.ac.id <http://www.fia.ub.ac.id>

Study Programs : • *Sarjana*'s degree: - Public Administration – Government Administration – Development Planning – Library Science –
Business Administration – Tax Science – International Business – Hospitality and Tourism
• Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

SUGGESTIONS

a) **Introduction :** (Need/Need Not*):

Description: _____

b) **Review of Related Literature :** (Need/Need Not*):

Description : _____

c) **Research Method :** (Need/Need Not*):

Description : _____

Malang, _____
Board of Advisors,
Chair

NIP

Note: The student is to double the copy of this form to be handed in to each advisor

Appendix 16. The Thesis Proposal Seminar Report



MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE

Jalan MT. Haryono 163, Malang 65145, Indonesia
Phone +62-341-553737, 568914, 558226 ; Fax. +62-341-558227
E-mail: fia@ub.ac.id<http://www.fia.ub.ac.id>

Study Programs : • *Sarjana*'s degree: - Public Administration – Government Administration – Development Planning – Library Science – Business Administration – Tax Science – International Business – Hospitality and Tourism
• Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

REPORT ON THESIS PROPOSAL SEMINAR

1. Summary of the First Advisor's Suggestions

Description :

2. Summary of the Second Advisor's Suggestion

Description :

Malang, _____
Name : _____
ID : _____
Signature : _____

Appendix 17. List of Attendance

**MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE**

Jalan MT. Haryono 163, Malang 65145, Indonesia
Phone +62-341-553737, 568914, 558226 ; Fax. +62-341-558227

E-mail: fia@ub.ac.id <http://www.fia.ub.ac.id>

Study Programs : • *Sarjana*'s degree: - Public Administration – Government Administration – Development Planning – Library Science –
Business Administration – Tax Science – International Business – Hospitality and Tourism

• Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

LIST OF ATTENDANCE THESIS PROPOSAL SEMINAR

Name : _____
 Student ID : _____
 Majoring : _____
 Thesis Title : _____

No	Name	ID	Signature
1			1
2			2
3			3
4			4
5			5
6			6
7			7
8			8
9			9
10			10
11			11
12			12
13			13
14			14
15			15

No	Name	ID	Signature
----	------	----	-----------

16			16
17			17
18			18
19			19
20			20
21			21
22			22
23			23
24			24
25			25
26			26
27			27
28			28
29			29
30			30

Board of Advisors
Chair,

Member,

NIP

NIP

Appendix 18. Thesis Proposal Approval

MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE

Jalan MT. Haryono 163, Malang 65145, Indonesia
Phone +62-341-553737, 568914, 558226 ; Fax. +62-341-558227

E-mail: fia@ub.ac.id <http://www.fia.ub.ac.id>

Study Programs : • *Sarjana's* degree: - Public Administration – Government Administration – Development Planning – Library Science –
Business Administration – Tax Science – International Business – Hospitality and Tourism
• Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

APPROVAL ON THESIS PROPOSAL

Title : _____

Written by : _____
Student ID : _____
Faculty : _____
Department : _____
Major : _____

Malang, _____

Board of Advisors

Chair,

Member,

NIP

NIP

Appendix 19. Research/Survey



**MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE**

Jalan MT. Haryono 163, Malang 65145, Indonesia
Phone +62-341-553737, 568914, 558226 ; Fax. +62-341-558227

E-mail: fia@ub.ac.id <http://www.fia.ub.ac.id>

Study Programs : • *Sarjana*'s degree: - Public Administration – Government Administration – Development Planning – Library Science – Business Administration – Tax Science – International Business – Hospitality and Tourism
• Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

Number :/UN10.3/PG/201...

Attach. : -

About : Research / Survey

To : _____

I, the undersigned below, as the Dean of Faculty of Administrative Science, ask for your kind permission to allow the following student to conduct a research or survey at your institution :

Name : _____
Address : _____
Student ID : _____
Department : _____
Major : _____
Theme : _____
Duration : _____
Number of Persons _____ :

Thank you for your careful attention.

Malang,
on behalf of Dean
Head of _____ Administration

Dept.

deputized by Secretary of the

Dept.

NIP

Four copies of this form is for :

1. The institution
2. Student
3. Department
4. Archive

Appendix 20. Receipt on Bundle of Documents for Thesis Examination



MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE

Jalan MT. Haryono 163, Malang 65145, Indonesia
Phone +62-341-553737, 568914, 558226 ; Fax. +62-341-558227
E-mail: fia@ub.ac.id <http://www.fia.ub.ac.id>

Study Programs : • *Sarjana*'s degree: - Public Administration – Government Administration – Development Planning – Library Science – Business Administration – Tax Science – International Business – Hospitality and Tourism
• Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

RECEIPT ON BUNDLE OF DOCUMENTS FOR THESIS EXAMINATION

I HAVE RECEIVED A BUNDLE OF DOCUMENTS FROM :

NAME : _____
STUDENT ID : _____
DEPT./PROGRAM : _____
MAJOR : _____
THESIS TITLE : _____
ADVISORS : 1. _____
2. _____

CONSISTING OF :

1. FOUR COPIES OF THESIS DRAFTS
2. TWO COPIES OF BIODATA
3. COPY OF ACADEMIC ACHIEVEMENT CERTIFICATES
4. RECEIPT OF TUITION FEE SINCE THE LAST ONE ACADEMIC YEAR
5. RECEIPT OF THESIS EXAMINATION FEE
6. RECEIPT OF BOOK DONATION TO THE FACULTY
7. 2 PIECES OF 3X4 CM AND 4 PIECES OF 3X3 CM B/W PHOTO (WEARING NATIONAL COSTUME)
8. LETTER OF LIBRARY CLEARANCE, LETTER OF LOAN CLEARANCE, LETTER OF SIM LAB CLEARANCE
9. A COPY OF HIGH SCHOOL GRADUATION CERTIFICATE FOR REGULAR STUDENTS
10. A COPY OF STUDENT ID CARD
11. CONSULTATION PROGRESS RECORD
12. LIST OF ATTENDANCE IN THESIS PROPOSAL SEMINAR
13. A COPY OF TOEFL CERTIFICATE
14. A COPY OF COMPUTER SKILLS CERTIFICATE
15. SEMINAR CARD
16. STATEMENT OF ORIGINALITY

MALANG,
RECEIVER

Appendix 21. Documentation and Thesis Assessment



MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE

Jalan MT. Haryono 163, Malang 65145, Indonesia
 Phone +62-341-553737, 568914, 558226 ; Fax. +62-341-558227
 E-mail: fia@ub.ac.id <http://www.fia.ub.ac.id>

- Study Programs : • *Sarjana*'s degree: - Public Administration – Government Administration – Development Planning – Library Science – Business Administration – Tax Science – International Business – Hospitality and Tourism
 • Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

THESIS EXAMINATION RECORD

Today _____, date _____ year ____ the _____ (_____) thesis examination has been held in the Examination Room of Faculty of Administrative Science under the name:

Name : _____
 Student ID Number : _____
 Study Program : _____
 Department : _____
 Major : _____

by defending his/her thesis entitled : _____

Advisors : 1. _____
 2. _____

The Thesis Examination Committee is:

Chair : _____

Secretary : _____

The Board of Examiners:

Chair : _____

Members : 1. _____
 2. _____
 3. _____

Based on the final Grade Point Average: _____

_____/_____ + ____/_____ + ____/_____ + ____/_____ = ____/_____ = ____

The Thesis Examination Committee decides that the examinee :

PASSED	NOT PASSED
With the predicate of : • Satisfactory • Cumlaude • Very Satisfactory	Must retake the thesis examination within • One Month • Three Months • Two Months

*) Cross out the unnecessary

Chair, _____ Malang, _____
 Secretary, _____

 NIP _____ NIP _____

Appendix 22. Thesis Score Format



**MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE**

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E-mail: fia@ub.ac.id <http://www.fia.ub.ac.id>

Study Programs : • *Sarjana*'s degree: - Public Administration – Government Administration – Development Planning – Library Science – Business Administration – Tax Science – International Business – Hospitality and Tourism
• Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

THESIS EXAMINATION SCORE

Name : _____
 Student ID : _____
 Department : _____
 Major : _____

- Content of the thesis

- Ability to defense

- Typing format and style

- Coherence of one chapter and another

- Conclusion

Malang, _____
 Examiner,

Note :

A. Minor Revision *)

-

B. Major Revision*)

-

-

*) Cross out the unnecessary

 NIP

Appendix 23. Summary of Thesis Examination Score



MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE

Jalan MT. Haryono 163, Malang 65145, Indonesia
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E-mail: fia@ub.ac.id <http://www.fia.ub.ac.id>

Study Programs : • *Sarjana*'s degree: - Public Administration – Government Administration – Development Planning – Library Science – Business Administration – Tax Science – International Business – Hospitality and Tourism
 • Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

SUMMARY OF THESIS EXAMINATION SCORE

The undersigned below, Chair of the Thesis Examination Committee, declares that :

Name : _____
 Student ID Number : _____
 Study Program : _____
 Major : _____
 Year of Enrollment : _____
 Intermission : _____
 a thesis examination has been held on :
 Day, date : _____
 Semester : _____
 Length of Study : _____

The Thesis Examination Score

No	Academic Load	Score	Credit	S x C
1	Theoretical mastery _____	_____	_____	_____
2	Average score from each examiner ____/____ + ____/____ + ____/____ = ____/4 = ____	_____	_____	_____
Total				

Final GPA = _____ = _____

The examinee is declared PASSED with the following predicate :

SATISFACTORY/ VERY SATISFACTORY / CUMLAUDE*)

Malang, _____
 Advisor,

Note :

- Description of Graduation Predicate :
 - GPA 2.00 – 2.75 Satisfactory
 - GPA 2.76 – 3.50 Very Satisfactory
 - GPA 3.51 – 4.00 Cumlaude

*) Cross out the unnecessary

_____ NIP

Appendix 24. Revision/Suggestions Record



MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE

Jalan MT. Haryono 163, Malang 65145, Indonesia
 Phone +62-341-553737, 568914, 558226 ; Fax. +62-341-558227

E-mail: fia@ub.ac.id <http://www.fia.ub.ac.id>

Study Programs : • *Sarjana's* degree: - Public Administration – Government Administration – Development Planning – Library Science – Business Administration – Tax Science – International Business – Hospitality and Tourism
 • Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

REVISION/SUGGESTIONS RECORD

Name : _____
 Student ID : _____
 Department : _____
 Major : _____

No	Page	Description/Suggestion

Revision Approval
 Dated _____

Malang, _____
 Advisor/Examiner

 NIP

 NIP

Description

1. Revision should be made within one month since the date of the exam
2. Show this record to your advisor/examiner for further approval

Appendix 25. Letter of Revision Statement



MINISTRY OF EDUCATION AND CULTURE
UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE

Jalan MT. Haryono 163, Malang 65145, Indonesia
 Phone +62-341-553737, 568914, 558226 ; Fax. +62-341-558227

E-mail: fia@ub.ac.id <http://www.fia.ub.ac.id>

Study Programs : • *Sarjana*'s degree: - Public Administration – Government Administration – Development Planning – Library Science – Business Administration – Tax Science – International Business – Hospitality and Tourism
 • Master's degree: - Public Administration – Business Administration • Doctoral degree in Administrative Science

LETTER OF REVISION STATEMENT

The undersigned below we, the Board of Examiners, of a student named :

Name : _____
 Student ID : _____
 Department : _____
 Major : _____
 Thesis Title : _____

declare that he/she has taken the necessary revision under our guidance.

This statement has been issued for use as stated and intended.

No	Name	Advisor/Examiner	Signature
		Chair, Board of Advisors	
		Member	
		Member	
		First Examiner	

Appendix 26. Thesis Cover Format

(Title)

THESIS

**in partial fulfillment of the requirements for the degree of Bachelor in Faculty of
Administrative Science**

(Name)

Student ID _____



UNIVERSITY OF BRAWIJAYA
FACULTY OF ADMINISTRATIVE SCIENCE
_____ **ADMINISTRATION DEPARTMENT**
_____ **STUDY PROGRAM**
MALANG
(YEAR)

Appendix 27. Sample of Motto Page

MOTTO

Examples :

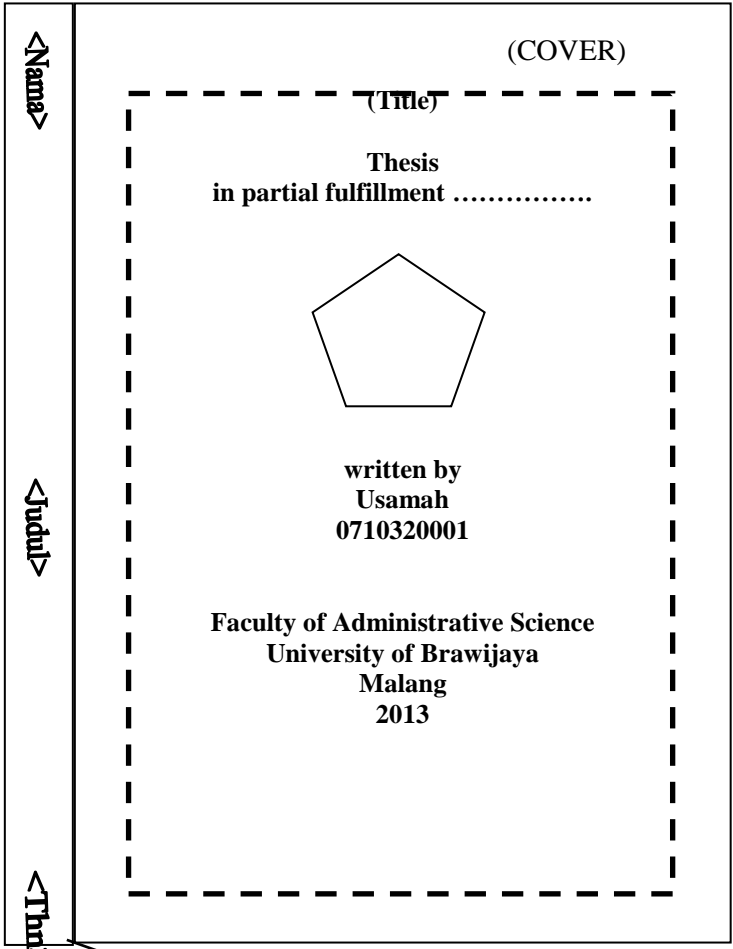
Knowledge of man is not neutral in its import; it grants power over man as well

(Robert Fisdrichs, 1970)

As far the laws of mathematics refer to reality they are not certain, and as far as they are not certain, they do not refer to reality

(Einstein)

Appendix 28. Thesis Cover Format (2)



label

Give enough space for a
from the library

Appendix 29. Thesis Approval

THESIS APPROVAL

Title : _____

Written by : _____

Student ID : _____

Fakulty : Administrative Science

Department : _____

Study Program : _____

Malang, _____

Board of Advisors

Chair

Member

NIP

NIP

Appendix 30. Thesis Approval from Board of Examiners

APPROVAL

This thesis has been defended by the writer, thus approved by the Board of Examiners on:

Day : _____
Date : _____
Time : _____
Writer : _____
Thesis Title : _____

and, therefore, declared 'passed'.

BOARD OF EXAMINERS

Chair

Member

NIP

NIP

Member

Member

NIP

NIP

Appendix 31. Statement of Originality

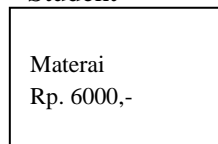
STATEMENT OF THE SARJANA’S THESIS ORIGINALITY

I the undersigned declare that the present *Sarjana*’s thesis describes an original research undertaken for the Faculty of Administrative Science, University of Brawijaya. Any theories, findings, and research techniques which are not my own have been acknowledged in the text. Theoretical contribution and findings in this thesis are my own original work and have not been substituted for any degree in this or other universities.

If later it can be revealed that this *sarjana*’s thesis contains partly or wholly plagiarized pieces of other’s intellectual work of any kind, I will readily accept the sanctions according to the Act number 20 of 2003, Chapter 25 verse 2 and Chapter 70, including cancelling my *sarjana*’s degree.

Malang, _____

Student



Signed

Name : _____

Student ID: _____

Appendix 32. Summary/Abstract (Indonesian Version)

RINGKASAN

Seif Nura, 2004, **Profil Profesionalisme Birokrat Dalam Pelayanan Publik Dalam rangka Implementasi UU No. 43 Tahun 1999** Tentang Pokok-Pokok Kepegawaian (Studi Pada Kantor Unit Pelayanan terpadu Kabupaten Malang), nama Pembimbing Utama, Pembimbing Utama, Pendamping, 85 Hal + xix



(1,5 SPasi)

Penelitian ini dilakukan atas dasar banyaknya kritik yang ditujukan kepada Biro-Krat, yang dalam memberikan pelayanan Kepada masyarakat kurang professional serta merasakan tingginya pungutan tidak resmi, kurangnya kepastian waktu, banyaknya persyaratan dan prosedur yang berbelit-belit. Justru dalam iklim kenegaraan yang semakin demokratis, transparan dan terbuka sejak mengelindingnya reformasi di berbagai bidang kehidupan. Untuk itu perlu adanya upaya peningkatan profesionalisme birokrat dalam memberikan pelayanan public

Bagaimana profil profesionalisme birokrat dalam pelayanan public dan faktor-faktor apa saja yang menjadi kendala dalam mewujudkan profil profesionalisme birokrat dalam pelayanan public pada kantor unit pelayanan terpadu

Hasil dari penelitian menunjukkan bahwa birokrat yang ada pada kantor UPT Kabupaten Malang menunjukkan profil profesionalisme birokrat sesuai dengan UU No 43 tahun 1999

Birokrat mempunyai sifat yang ramah pada waktu berhadapan langsung terhadap pelanggan sehingga kesan pertama sudah membuat orang menjadi senang, mempunyai tingkat pendidikan yang memadai serta ditunjang dengan sertifikasi baik formal, structural maupun professional

Birokrat mempunyai wawasan yang luas, mampu mandiri dalam menyelesaikan tugas yang menjadi tanggung jawabnya dan semangat kerja yang tinggi, sehingga mampu membuat suatu terobosan-terobosan atau inovasi-inovasi yang baru untuk kemajuan organisasi, serta netral dalam memberikan pelayanan kepada masyarakat

Kualitas pelayanan yang disuguhkan oleh kantor UPT dapat dikatakan telah memenuhi criteria yang ditentukan yaitu adanya unsure kesedrhanaan, kejelasan dan kepastian, keamanan, keterbukaan, efisiensi, ekonomis keadilan dan pemerataan

Untuk penyelesaian sebuah permohonan sering belum sesuai dengan ketentuan yang telah ditetapkan, karena teknis penyelesaiannya ada pada unit tehmis yang menanganinya

Appendix 33. Contoh Summary

Lampiran 31 : Contoh Summary

SUMMARY

↑ (3 spasi)

Sukanto, 2004, **The profil of Bureaucratic professionalism of public service In order to implement 1999 No. 43 Act of The Integrated Service Unit office in the Malang Regency.** Nama Pembimbing Utama, Pendamping, 217 Hal + xix

↑ (1,5 spasi)

The research is based on many critiques expressed to the bureaucratic offering public services in unprofessional way and many illegal fees, uncertainty of time, many requirements and complex procedures. Even the condition happens in the more democratic, transparent, and open state climate since the beginning of reformation acts in many fields of life. Thus, it is important to improve the professionalism of bureaucratic in offering public services. Based on the social demand on the improvement of public services, the Government of Malang set up a Integrated Service Unit Office.

The research focuses on the problem : How is the profile of bureaucratic professionalism of public services in order to implemewnt 1999 No. 43 Act of the Integrated Service Unit office in the Gianyar Regency? What are factors which inhibit the realization of bureaucratic professionalism profile in the public service in the Integrated Service Unit Office?

Research uses the qualitative method. Data collection is conducted using interview, observation, and documentation techniques. It involves the head of Integrated Service Unit Office and some staffs. Furthermore, it involves social figures and users using ther snowball sampling technique. Data analysis is conducted using the Miles and Huberman interactive model, focusing on the analysis as the continuing process from the data collection and conclusion-making.

The results show that : the bureaucratic of Integrated Service Unit Office of Malng Regency who had the professionalisme profile suitable to the 1999 No. 43 Act. The bureaucratic are friendly when they directiy encounter with users so that in the first sight, users will fewel pleasant. Besides, they have good education backgrounds supported by good certifications, including formal, structural, or functional. The bureaucratic have wide perceptions, they are self-sufficient in conducting task, and they have high work motivations. That is why they are able to make breakthroughs or innovations in order to improve organizations and take neutral positions in offering services to the public. The quality of services given by the Integrated Service Unit Office (ISUO) can be said as suitable with decided criteria because it has elements of modesty, clearance, and certainty, safety, transparency, efficiency, economy, fairness, and even distribution. However, it need more time to fill requests which are often not suitable with the criteria yet, because the technical unit have responsibilities to fill them.

Appendix 34. Dedication Page

For my mom and dad
brother and sister
and all of my best friends

Appendix 35. Acknowledgements

I would like to dedicate my grateful thanks to:

..... as the first advisor and as the second advisor, also to Prof. Dr. Bambang Supriyono, MS as the Dean of Faculty of Administrative Science, as the Head of _____ Administration Department, as the Director of (name of company or institution), and, lastly but not least, all of my friends who always give me precious support during the writing process of this thesis.

Not to forget I dedicate this thesis to my beloved mother and father who have had freely given their huge love, care, and support for my whole life.

Malang,
The Writer

Appendix 36. Foreword

FOREWORD

Unquestionably all praise is to Allah *Subhanahu Wa Ta'ala* for His uncountable blessings and gifts that I can finish this *sarjana*'s thesis entitled:

.....
.....
.....
.....

This thesis is a partial fulfillment for the degree of *sarjana*'s in Faculty of Administrative Science, University of Brawijaya, which is accomplished with the guidance, assistance, encouragement, and support from many people. Therefore, I would like to present my large appreciation and admiration to the following kind-hearted people:

1. Prof. Dr. Bambang Supriyono, MS as the Dean of Faculty of Administrative Science
2.

Any constructive suggestions for the betterment of this thesis are welcome. May this thesis can contribute to the development of knowledge and the nation.

Malang,

The Writer

Appendix 37. Table of Contents

TABLE OF CONTENTS

	Page
MOTTO.....	
APPROVAL.....	
STATEMENT OF ORIGINALITY.....	
ABSTRACT.....	
ABSTRAK.....	
ACKNOWLEDGEMENTS.....	
TABLE OF CONTENTS.....	
LIST OF TABLES.....	
LIST OF FIGURES.....	
LIST OF APPENDICES.....	

(2 Spaces)

CHAPTER I INTRODUCTION

A. Background of the Study.....	
B. Research Problems.....	
C. Research Objectives.....	
D. Significance of the Study.....	
E. Framework.....	

(2 Spaces)

CHAPTER II REVIEW OF RELATED LITERATURE

A.	
1.....	
(a).....	
(1).....	
B.	
C Hypothesis (if any).....	

(2 Spaces)

CHAPTER III RESEARCH METHOD

<i>For quantitative research.....</i>	
A Design of the Study.....	
B Location of the Study.....	
C Variables and Measurement.....	
D Population and Samples.....	
E Data Collection.....	
F Data Analysis.....	
<i>For qualitative research.....</i>	
A Design of the Study.....	

- B Research Focus.....
- C Location and Site of the Study
- D Data Sources.....
- E Data Collection.....
- F Data Analysis

(2 Spaces)

CHAPTER IV FINDINGS AND DISCUSSION

- A Description of Location of the Study
- B Data Presentation
- C

(2 Spaces)

CHAPTER V CONCLUSIONS AND SUGGESTIONS

- A Conclusions
- B Suggestions

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REFERENCES

Appendix 38. List of Tables

LIST OF TABLES



(3 Spaces)

No	Title	Page
1	Speaking Score Rubric	29
2	The Try-Out Data Classification	30
3	The Students' Speaking Skill Score in Pretest and Posttest	32

Sample of Table

Table 1 The Development of the Weight of Dried Pak Choi Plant during Planting Session I and II (Sutikno 2003)

Treatment	Weight (g/plant)						
	9 HST		16 HST		23 HST		30 HST
	T.I	T.II	T.I	T.II	T.I	T.II	T.I
P1	1.21	1.10	4.02bc	3.10	7.05	4.23	7.85ab
P2	1.02	1.12	2.98	3.35	5.75abc	4.50	9.62abc
P3	0.97	0.92	3.61abc	3.58	6.10bc	4.09	8.06ab
P4	0.85	1.10	4.23c	3.94	5.74abc	4.60	11.11c
P5	0.86	0.73	3.95bc	3.09	6.36cd	3.73	8.91abc
P6	1.07	0.89	3.10ab	3.90	4.98a	4.32	8.10ab
P7	1.16	0.90	3.40abc	3.38	7.08d	3.76	10.09bc
P8	0.91	1.04	4.13c	3.92	6.22bc	3.92	8.98
P9	0.91	1.08	2.93a	3.21	5.39ab	3.59	9.74bc
P10	1.06	1.10	2.67a	3.37	5.48ab	4.18	
Duncan Test 5%	tn	tn		tn		th	

Decription : P1 = ... , P2 = ... , etc.

Appendix 39. List of Figures

LIST OF FIGURES

No	Title	Page
1	Howard Model on Consumer Behavior	29
2	Organization Structure of PT Jenang Abadi	30
3	Hierarchy of Needs Theory by Abraham Maslow	32
4		33
5		34
6		37
7		38
8		39

Description :

- 1 Give 1 space for two-line description of the same figure
- 2 Give 1.5 spaces for two-line description of different figure

Sample of Figure (Diagram of Graphic)

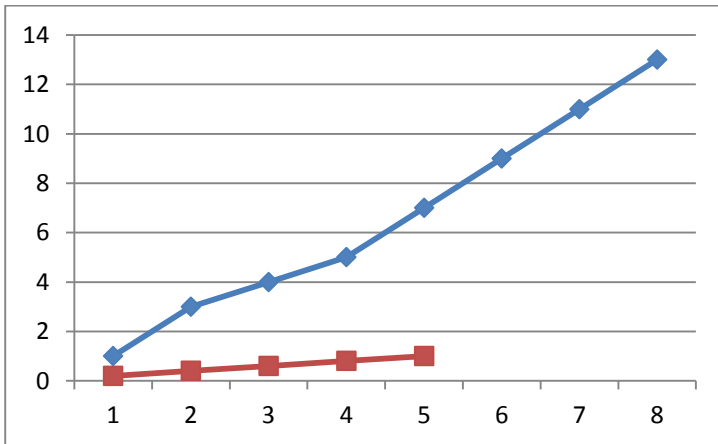


Figure 1 : The Caroten total (mg/100g) of small- and large-sized papayas put in 20° storage

Decription : 1 = Green; 3=Green=Yellow>Green; 5=Yellow
 5+2 = Yellow + in 2-day storage;

Appendix 40. List of Appendices

LIST OF APPENDICES

No	Title	Page
1	Company Cashflow of PT Jenang Abadi Malang in 1991	29
2	30
3	32
4		33
5		34
6		35
7		37
8		38

Description :

- 1 Give 1 space for two-line description of the same figure
- 2 Give 1.5 spaces for two-line description of different figure

Appendix 41. Research Instrument

RESEARCH INSTRUMENT

Questionnaire

1. Name and Address of the company
2. The Company's Age
1-3/3-6/6-9/9-12/12-15/15-18/18-21/21-23/23-25
More than 25 years
3. Belonging to
. Public
. Private
. Semi-public
. Foreign : private / public
4. Status
. Holding company
. Branch
. Single company
. Others

etc

Appendix 42. Curriculum Vitae

CURICULLUM VITAE

Name : _____

Student ID Number : _____

Place and Date of Birth : _____

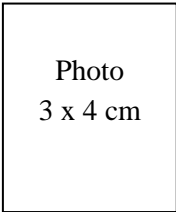
Academic Background : 1. Elementary School..... Graduated
in.....

2. Junior High School..... Graduated
in.....

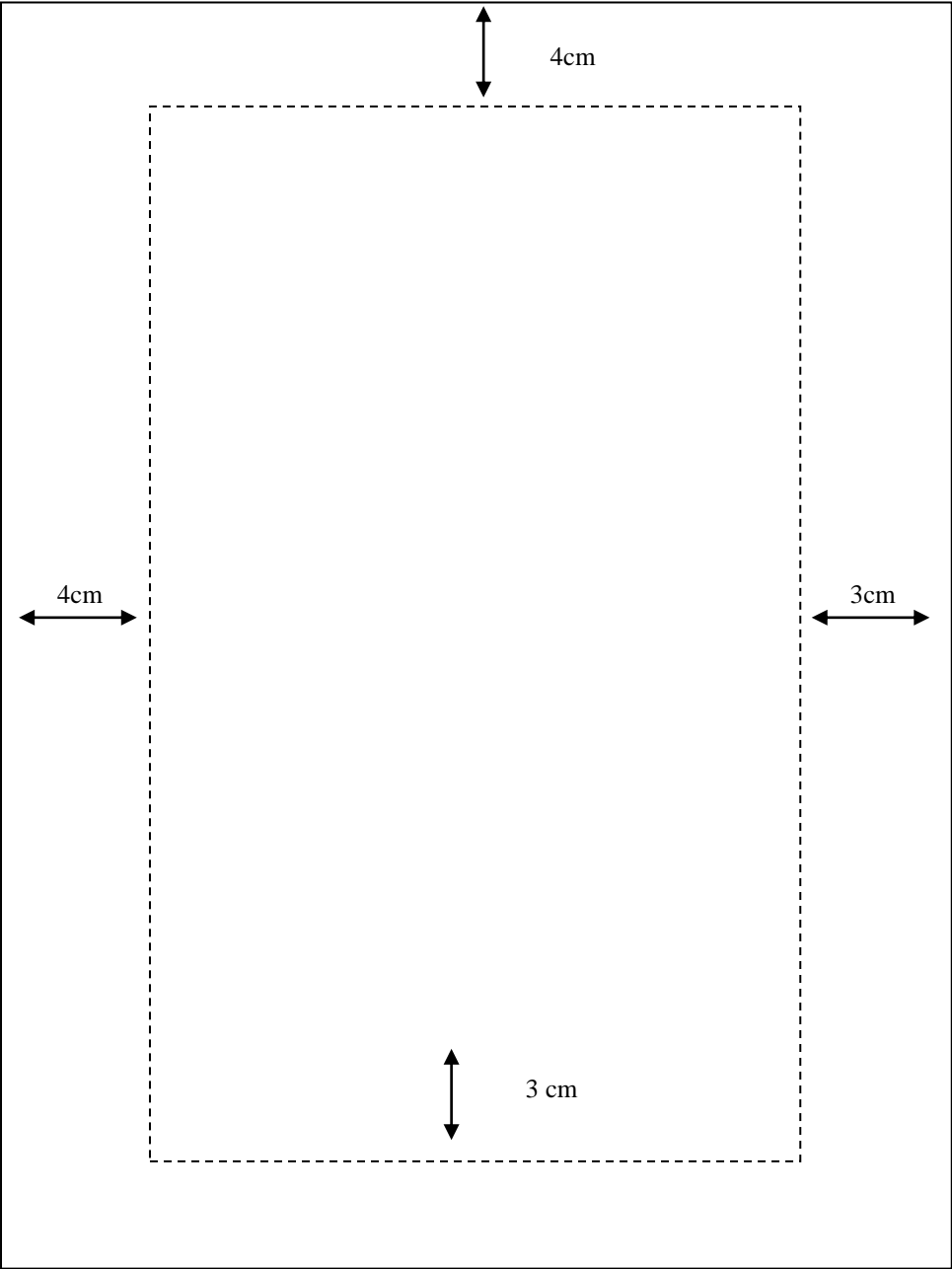
3. Senior High School Graduated
in.....

Occupation : _____

Academic Publications : _____



Appendix 43. Paper Lay-out



Appendix 44. Spacing

CHAPTER I

↕ 2 Spaces

INTRODUCTION

↕ 3 Spaces

A. Background of the Study

No organization in the world will experience success in achieving its goals without the support of an effective administration.

↕ 3 Spasi

B. Research Problems

Based on the facts stated in the previous section, many solutions have been proposed in order to deal with these problems; however, a study which is related to ... can hardly be found in the literature. Therefore, this study proposes the following problems:

Appendix 45. Quotation Samples

- a. Direct quotation in no more than 5 lines
(Typed with 2 spaces, inserted into the text, and put between quotation marks)

“Effectiveness refers to a certain degree of achievement in management activities leading to predetermined objectives” (Ya’qub, 1984:39).

- b. Direct quotation in 5 lines or more
(Typed with 1 space and separated from the text)

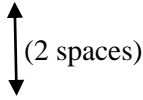
Corporate governance refers to the system by which corporations are directed and controlled. The governance structure specifies the distribution of rights and responsibilities among different participants in the corporation (such as the board of directors, managers, shareholders, creditors, auditors, regulators, and other stakeholders) and specifies the rules and procedures for making decisions in corporate affairs (The Liang Gie, 1989:88).

- c. Indirect quotation: using your own words
(Typed with 2 spaces and inserted into the text)

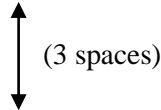
Corporate governance refers to the system by which corporations are directed and controlled. The governance structure specifies the distribution of rights and responsibilities among different participants in the corporation (such as the board of directors, managers, shareholders, creditors, auditors, regulators, and other stakeholders) and specifies the rules and procedures for making decisions in corporate affairs (Ya’kub. 1984: Ibrahim. 1983: Steers. 1983: The Liang Gie, 1988: Tannaebaum, 1984).

Appendix 46. Numbering Chapters, Sub-Chapters, and Paragraphs

CHAPTER II



REVIEW OF RELATED LITERATURE



- A. Supervision
 - 1. Definition
 - 2. Types and Objects of Supervision
 - 3. Objectives of Supervision
- B. Organizational Effectiveness
 - 1.
 - 2. Factors that Influence Effectiveness
 - 3. Effectiveness Measurement
 - a.
 - b.
 - 4.
 - a.
 - 1)
 - 2)
 - b.
 - 5. Productivity

Based on the assumption that supervision influences working effectiveness, several studies have discussed about the topic. Some important findings from the present study are the followings:

- (1)
- (2)

Appendix 47. References/Bibliography

The following techniques are used to write references from books, journals, and articles.

- (1) The space between lines in references is one space.
- (2) The second line of each reference should be five spaces from the left margin.
- (3) The title of the reference is italicized and all letters are lowercase, except for the first letter of every word (not including conjunctives).
- (4) In the case of the title of the quoted article is a part of a book (for instance, some writers joined together in writing a book), then the title of the book is italicized, while the title of the article remains normal.
- (5) The title of the article of a journal is not italicized. It is the name of the journal that is italicized. Only the first letter of the word in the title or subtitle is capitalized; the others remain lowercase.
- (6) The space between the last line of a reference and the first line of the next reference is one space and a half.
- (7) The order of the typing is the following:
 - a) Book
 - You must begin with the last name of the writer, be it Indonesian or non-Indonesian writer, followed by the first name (abbreviated), and ended with a full stop.
 - The year of publication is ended with a full stop.
 - The title of the book is italicized or underlined. All letters are lowercase, except for the first letter of every word in the title or subtitle, and ended with a full stop.
 - In the case of a translated book from a foreign language to Bahasa Indonesia, or from one foreign language to another, insert “translated by:....” after the title.
 - In the case of a second edition of the book, mention the edition, for instance: Second Edition.
 - End the city or state of the publisher (preceded by the city) with a colon.
 - The name of the publisher is ended with a full stop.
 - b) An Article or a Chapter within an Edited Book
 - You must begin with the last name of the writer, be it Indonesian or non-Indonesian writer, followed by the first name (abbreviated), and ended with a full stop.
 - The year of publication is ended with a full stop.

- The title of the article (chapter) is not italicized nor underlined. All letters are lowercase, except for the first letter of every word in the title or subtitle, and ended with a full stop.
- The name of the editor (or editors) is inserted after the word “In” and begins with the first name (abbreviated), followed by the last name, and ended with a colon.
- In the case of a second edition of the book, mention the edition, for instance: Second Edition
- The title of the book is italicized or underlined. All letters are lowercase, except for the first letter of every word in the title or subtitle, and ended with a full stop.
- End the city or state of the publisher (preceded by the city) with a colon and the name of the publisher is ended with a full stop.

c) Journal

- You must begin with the last name of the writer, be it Indonesian or non-Indonesian writer, followed by the first name (abbreviated), and ended with a full stop.
- The year of publication is ended with a full stop.
- The title of the article is not italicized nor underlined. All letters are lowercase, except for the first letter of every word in the title or subtitle, and ended with a full stop.
- The name of the journal is italicized or underlined. All letters are lowercase, except for the first letter of every word in the title or subtitle, and ended with a comma.
- Follow with the volume and the number of edition of the journal.
- The number of the pages where the article is written on is not italicized. Mention the number of page from the beginning of the article to the end.

d) Other Articles

Please refer to the above rules.

- (8) In the case of two references with the same writer, the second reference does not need to mention the name of the writer; instead, replace the space for the name with underline.

Gibson, J.L., J.M. Ivancevich, and J.H. Doonelly. 1995. *Organization and Management*. Fourth Edition. Translated by Djoerban Wahid. Jakarta: Erlangga.

Koentjaraningrat. 1983. *Bungan Rampai Kebudayaan, Mentalitas dan Pembangunan*. Jakarta : Gramedia.

Lewin, K. 1935. *A Dynamic Theory of Personality : Selected Papeis*. New York: Mc Graw Hill.

_____1936.*Principle of Topological Psychology*. New York : McGraw Hill.

or

Bandura, A.1977.*Social Learning Theory*. Englewood Cliiffs, New Jersey : Prentice Hall.

Bar Tal, D. 1979. *Prosocial Behavior. Theory and Research*. New York : John-Wiley

Koentjaraningrat. 1983.*Bunga Rampai Kebudayaan, Mentalitas dan Pembangunan*. Jakarta : Gramedia.

An Article within an Edited Book

Example (the size of the font refers to the rules):

Lewin, K. 1958. Grup Decision and Social Change. In E.E. Maccoby, T.M. Newcomb, & E.L. Hartley (Eds), *Reading in Social Psychology*. 3rd edi-tion. New York: Holt, Rinehard, & Winson.

..... 1968. Quasi Stationary Social Equilibrium and the Problem of Permanent Change. In W.G. Bennis, K.D. Benne, & R. Chin (Eds.), *The Planning of Change*. New York: Holt, Rinehard, & Winson.

or

Lewin, K. 1958. Group Decision and Social Change. In E.E. Maccoby, T.M. Newcomb, & E.L. Hartley (Eds), *Reading in Social Psychology_3rd* edition. New York: Holt, Rinehard, & Winson.

..... 1968. Quasi Stationary Social Equilibrium and the Problem of Permanent Change. In W.G. Bennis, K.D. Benne, & R. Chin (Eds.), *The Planning of Change*. New York: Holt, Rinehard, & Winson.

Journal

Example (the size of the font refers to the rules):

- Bell, S.M. 1970. The Development of the Concept of the Object as Related to Infant Mother Attachment. *Child Development*, 41(4) : 191 311
- Bower, G.H. 1981. Mood and Memory. *American Psychologist*, 36(1). 139 148
- Meclean.P.D. 1958. The Limbic System with Respect to Self Preservation and the Preservation of the Species. *Journal or Nervous Mental Disease*, 127(4): 111.
-1967. The Brain in Relation to Empathy and Medical Education. *Journal of Nervous Mental Disease*, 144(3) 374 382.

or

- Bell, S.M. 1970. The Development of the Concept of the Object as Related to Infant Mother Attachment. *Child Development*, 4(1) : 191 311.
- Bower, G.H. 1981. Mood and Memory. *American Psychologist*, 36(4): 139 148.
- Meclean, P.D. 1958.The Limbic System with Respect to Self Preservation and the Preservation of the Species. *Journal or Nervous Mental Disease*, 127(2) : 1 11
- 1967.The Brain in Relation to Empathy and Medical Education. *Journal of Nervous Mental Disease*, 144(1) : 374 382

Other Articles

- Mulder, N. 1984. *Kebatinan dan Hidup Sehari hari Orang Jawa: Kelangsungan dan Perubahan Kulturil*. Translated by A.A. Nugroho. Jakarta: Gramedia
- Hendrojuwono, W. 1990.*Pengaruh Experimental Learning terhadap Peningkatan Ketahanan Ego dan Kontrol Ego Remaja: Suatu Model Perlakuan dan Evaluasi Fungsi Ego*. Universitas Pajajaran, Bandung : Unpublished Dissertation.

or

- Mulder, N. 1984. *Kebatinan dan Hidup Sehari hari Orang Jawa : Kelangsungan dan Perubahan Kulturil*. Translated by A.A. Nugroho. Jakarta : Gramedia
- Hendrojuwono, W. 1990.*Pengaruh Experimental Learning terhadap Peningkatan Ketahanan Ego dan Kontrol Ego Remaja : Suatu*

Model Perlakuan dan Evaluasi Fungsi Ego. Universitas Pajajaran,
Bandung :Unpublished Dissertation.

Internet

Elvas, L. & Brutti, A. 2001. *“Delivery of Water Supply Services in The Context of Decentralization & Regional Anatomy”*, accessed on August 6, 2005 from <http://www.worldbank.org/.../...>

Undang-undang No.7.2005. “UU Sumber Daya Air No. 7 Tahun 2004”, accessed on 8 Februari 2005 from <http://www.menlh.go.id/i/art/pdf.....>

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TO THESIS WRITING AND EXAMINATION FACULTY OF
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ACADEMIC YEAR**

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