

Examination Regulation

DEAN'S DECREE
FACULTY OF ADMINISTRATIVE SCIENCE UNIVERSITY BRAWIJAYA
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about
EDUCATION HANDBOOKS FACULTY OF ADMINISTRATIVE SCIENCE UNIVERSITAS BRAWIJAYA
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CHAPTER VII
BACHELOR PROGRAM EDUCATION SYSTEM

The Bachelor Program of the Faculty of Administrative Sciences, Universitas Brawijaya, is held with a semester credit system and ends with a final exam. To take the Bachelor thesis exam, a student is assigned to make a final project in the form of a Bachelor thesis, namely scientific work in the field of science that is written based on the results of research, library studies, field work practices, work internships, or other tasks as regulated in the Thesis Compilation Handbooks and Apprenticeship Handbooks. The rules for the final exam for Bachelor Program are contained in Chapter VII of the FAS UB Education Handbooks with the following details:

1. Requirements for writing a Bachelor Thesis

Students are allowed to write a thesis if they meet the following requirements:

- a. Registered as a student in the academic year concerned.
- b. Has taken 110 credits or more without E grade.
- c. Has taken 3 specialization courses for students majoring in Business Administration.
- d. Cumulative GPA is at least 2.00.
- e. There is no E grade for prerequisite courses.
- f. The grade of D/D+ must not exceed 10% of the total credits taken.
- g. Research methods courses are not graded E or K.
- h. Meet other requirements set out in the guidebook for the preparation of the thesis.

2. Procedures and methods for making Thesis

- a. Take and fill out the title submission form in the Academic Sub-Section, and a statement about the credits that have been obtained and the courses related to the title, then the documents are submitted to the Study Program;
- b. Submit 3 (three) titles to the Study Program, accompanied by 1 sheet of 3x3 cm photo;
- c. Through consultation with the Study Program, 1 (one) title is selected;
- d. Matters that have not been regulated in this book are regulated separately in the Thesis preparation Handbooks.

3. Thesis Credit Score

Thesis credit score is at least 6 (six) credits.

4. Thesis Completion Time

- a. Thesis must have been completed within 6 (six) months since the Thesis was programed in KRS.
- b. Time extension on working on Thesis must be approved by the Dean/Head of Department/Head of Study Program with the procedures set out in the guidebook for the preparation of Thesis.

5. Thesis Advisor

To write a thesis, a student is guided by 1 (one) or 2 (two) lecturers consisting of the Main Advisor and the Co-Advisor if supervised by 2 lectures.

- a. Guidance Requirements

- 1) The Main Advisor has at least the academic functional position of Senior Assistant Professor, with a Master's degree/equivalent, or a lecturer with the functional position of Junior Assistant Professor with a Doctoral degree.
 - 2) The Co-Advisor has at least the functional position of Junior Assistant Professor with the addition of a Master's degree/equivalent.
 - 3) The selection of advisors outside the above requirements is determined by the Dean at the suggestion of the Head of the Department/Study Program.
- b. Assigning of Supervisor
The Dean determines the Main Advisor and Co-Advisor at the suggestion of the Head of Department/Head of Study Program. Guest lecturers can be proposed as Main Advisors or Co-Advisors.
- c. Supervisor Duties and Responsibilities
- 1) Duties and Obligations of the Main Supervisor are:
 - a) Helping students in finding problems that are used as the basis for making Thesis.
 - b) Guiding students in the implementation of Thesis
 - c) Guiding students in writing Thesis
 - 2) The duties and obligations of the Co-Advisor are to assist the Main Advisor in carrying out the guidance of the student's Thesis.

6. The Trait and Purpose of Thesis

- a. Thesis exam is the final exam that students must take as a condition for obtaining a Bachelor's degree.
- b. Thesis Examination is held comprehensively.
- c. The exam is conducted orally and aims to evaluate students in mastery of science and application of technology in accordance with their field of expertise.
- d. Thesis exam also aims to correct students with things that are considered weak in their thesis.

7. Requirements for Taking Thesis Examination

Students are allowed to take the Thesis Examination if they fulfill the following requirements:

- a. Registered as a student in the concerned academic year
- b. Collecting a total of 138 - 141 credits, depending on the total bachelor credits determined by each study Program.
- c. Having GPA at least 2.00.
- d. No E grade.
- e. Have written a complete thesis, as evidenced by the approval of the examination by the supervisor.
- f. Have an English certificate with a minimum TOEFL score of 450.
- g. Have a computer course certificate at least 2 application Program.
- h. Meet other requirements set out in the Handbooks for the preparation of the thesis.
- i. D/D+ grade does not exceed 10% of total courses taken.

8. Procedures for Application for Thesis Examination

The procedure for applying for the thesis exam is regulated in the guidebook for the preparation of the thesis by considering administrative and academic requirements.

9. Thesis Examination Commission

- a. The Examination Commission is determined by the Dean at the suggestion of the Head of the Department/Chairman of the Study Program.
- b. The composition of the Examination Commission consists of 1 (one) Chairperson of the Advisory Commission, concurrently a member and 2 (two) or 3 (three) Examiner Lecturers.
- c. The Chair and Secretary of the Examining Commission are the Head and Secretary of the Departments/Study Program or other lecturers appointed by the Head of the Departments.
- d. Examiners are lecturers who meet the requirements. They must have a functional position of Junior Assistant Professor with a Master's degree. Determination of examiners outside the

above requirements is determined by the Dean at the suggestion of the Head of the Departments.

- e. Examiners may consist of supervisors and or non-supervisors. Examiners who are not supervisors can be appointed from other institutions whose fields of knowledge are in accordance with the student's thesis and be assigned by the Dean at the suggestion of the Head of the Departments.
- f. The task of the Thesis Examination Commission:
 - 1) The Chairperson of the Examiner Commission is responsible for the smooth implementation of the exam.
 - 2) The Examiner Commission is responsible for testing and providing an assessment.

10. Thesis Examination Time

- a. The time allotted for the thesis examination is maximum of 2 (two) hours.
- b. The thesis exam schedule is made by the Department.
- c. The final cluster of Thesis exam schedule for every semester is held 7 (seven) days prior to *yudisium* schedule.

11. Grading

- a. Assessment in the Thesis exam includes:
 - 1) The quality of the thesis which includes academic quality and writing procedures.
 - 2) Attitude during the exam.
 - 3) Mastery of the thesis material shown in answering questions from the Examiner Commission.
 - 4) Components other than the three points above are regulated in the Thesis preparation Handbooks.
- b. Provision of Final Grade
The chairman of the examining commission leads the deliberation to determine the final grade of the exam, which is stated in the letters A, B+, B, C+, C, D, D+ or E. The final score of the thesis also includes the grade of the implementation of the thesis and the grade of the seminar proposal and other components that are regulated in the Thesis preparation Handbooks.
- c. To be declared to have passed the thesis examination, a student must at least achieve a C grade.
- d. Students who are declared not to have passed the thesis examination must carry out the decision of the examiner commission.
- e. Handling student grade complaints must be known by the Academic Advisory Lecturer, and has to submitted to the Quality Assurance Unit (UJM).

CHAPTER VIII MASTER'S PROGRAM EDUCATION SYSTEM

The rules for the final exam for the Master's Program are contained in Chapter VIII of the FIA UB Education Handbook with the following details:

1. Definition

- a. Thesis is an academic paper made based on the results of independent research by Master's Program students under the supervision and guidance of a supervisor.
- b. Thesis is a final task that must be carried out by Master's Program students.
- c. The thesis has a minimum study load of 9 credits.
- d. The substance of the thesis is the development of science, technology or art according to the scientific field and must be in accordance with the scope of the scientific field in the study Program where the student is registered.

- e. Further provisions regarding the substance and depth of the study/thesis review are regulated in the Faculty/Postgraduate Program Handbooks for the organizers of the University Postgraduate Program.
- f. The data or facts used as the basis for the Thesis must come from research activities and/or literature studies.
- g. Data must be obtained honestly, legally and free from elements of plagiarism.
- h. Further provisions regarding the form of research/study activities in question and procedures for obtaining data, compilation and systematics of writing and other technical matters related to the Thesis are stipulated in the Handbook of the Faculty administering the Master's Program and/or the University's Postgraduate Program.

2. Thesis Study Load

The thesis study load is 9 credits consisting of:

- a. Preparation of research proposals;
- b. Proposal exams/seminars;
- c. Research implementation;
- d. Writing and publishing Scientific Articles in Scientific Journals or proceedings;
- e. Thesis Writing;
- f. Seminar on research results; and
- g. Thesis final exam.

3. Thesis Research Proposal Examination

- a. Requirements
 - 1) Having passed a minimum of 14 credits with a minimum GPA of 3.00.
 - 2) Having passed the Research Methods course with a minimum course grade of B-.
 - 3) Having a thesis advisor commission
 - 4) Having fulfilled all administrative requirements in accordance with applicable regulations.
- b. Implementation
 - 1) Thesis Research Proposal Examination is assessed through a closed or open examination (seminar) by examiners commission consisting of advisory commission and two examiners.
 - 2) The proposal examination can be carried out if it is attended by at least 3 out of 4 members of the examiner commission. If the main advisor is unable to attend the seminar / proposal examination, the main advisor must delegate it to the co-advisor to represent him.
- c. Procedure for Thesis Proposal Examination
 - 1) Students submit proposals to all examiners a few days before the date of the thesis proposal exam.
 - 2) Academic staffs prepare the files needed for the thesis proposal exam.
 - 3) The proposal examination is held in a maximum of 120 minutes. The closed exam is led by the head of the advisory commission, while in the open exam, it is led by an appointed student from the Master's Program.
 - 4) The head of the advisory commission submits the grade file to the academic staffs. The grade of the results of the thesis proposal exam is stated in the form of quality numbers and quality letters.
 - 5) The teaching department processes grades into student data archives.
- d. Procedure for Assessment of Proposal Examination
 - 1) Assessment is carried out by all supervisors and examiners present. Supervisors who are not present in the thesis proposal examination forum will not conduct an assessment.
 - 2) Each examiner conducts an assessment with the thesis proposal exam assessment format.
 - 3) The proposal examination ends with the signature of the assessment results of the thesis proposal. It is signed by the chairman of the session and all the present examination committee (examiners).

- 4) The value of the proposal exam is expressed in numbers and letters.

4. Research and Thesis Writing

- a. The supervising commission is obliged to monitor and evaluate the implementation of the thesis research of the students under his guidance.
- b. The evaluation of the thesis research implementation is carried out by the supervisory committee, considering and considering at least two of the following components.
 - 1) Research Control Card (KKP).
 - 2) LOG BOOK thesis research activities. - Research progress report (LKP).
 - 3) Research supervision report and assessment form.
 - 4) Monitoring can be carried out on site or based on a written report.
 - 5) Carrying out assessment through table evaluation or the supervisory commission session forum and stated in the form of Quality Values and Letters.
 - 6) Procedures and funding for research monitoring and assessment are regulated by each study Program.

5. Thesis Research Results Seminar (SHP Thesis)

- a. SHP requirements
Seminar on the results of thesis research conducted by students:
 - 1) Thesis draft is approved and signed by the supervisory commission.
 - 2) Student have submitted draft journal articles to the supervisory committee.
 - 3) Students have followed the SHP with the minimum number set in each Study Program.
 - 4) Fulfilling all administrative requirements in accordance with applicable regulations.
- b. Implementation of SHP Thesis
 - 1) The implementation of SHP Thesis is assessed through presentations and open discussions by the examiner team consisting of a supervisory commission and two examiners.
 - 2) If the Study Program determines that the examiner team consists of a supervisory commission, the examination can be carried out at least one of the supervisors is present
 - 3) If the Study Program determines that the examination team consists of a supervisory committee and examiners, the examination can be carried out if it is attended by at least 3 members of the examiner team.
- c. SHP Thesis Procedure:
 - 1) Students reproduce seminar papers to be submitted to seminar participants at the time of the SHP implementation and to all SHP examiners a few days before the SHP implementation.
 - 2) The Academic affair prepares the files needed in the implementation of the SHP.
 - 3) The research results seminar (SHP) is held with 120 minutes maximum and it led by a designated student participating in the master's Program.
 - 4) The head of the supervising commission submits the grade file to the academic affair. The SHP value is graded in numbers and letters.
 - 5) Other files that have been signed by all supervisors and seminar participants present are submitted in a closed state to the academic section.
- d. Procedure for SHP Thesis Assessment:
 - 1) Assessment is carried out by all members of the examiner team present. Examiner team members who are not present in the forum do not conduct an assessment.
 - 2) Each examiner conducts an assessment using the SHP assessment format.
 - 3) The SHP score is the average of the scores of all supervisors and examiners who attended and gave an assessment.
 - 4) SHP value is stated in the form of Quality Score and Letter Value.
 - 5) The minutes of the SHP assessment results are signed by the chairman of the session and all the examination committee (examiners) present.

- e. Suggestions from the Research Results Seminar
 - 1) Suggestions from each examiner are written in the "suggestion sheet" provided by the academic
 - 2) Students are obliged to improve their thesis text together with consultation with supervisors
 - 3) The supervisory committee is responsible for improving the thesis manuscript based on the agreed suggestions.

6. Thesis Final Exam

- a. Thesis final exam requirements
 - 1) The manuscript has been revised based on suggestions from SHP and it has been approved and signed by all supervisors.
 - 2) The thesis manuscript has gone through thesis quality assurance in each faculty to prevent plagiarism
 - 3) The thesis has been declared free from plagiarism and similarities (introduction to conclusion) a maximum of 20% by the plagiarism detection team of the Universitas Brawijaya Postgraduate Program or the Faculty.
 - 4) Student has fulfilled all administrative requirements in accordance with applicable regulations.
 - 5) Registration for the Final Thesis Examination is carried out at least 7 days before the examination.
 - 6) Student have presented research at international seminars or published his/her research in accredited national journals or UB journals that determined by the rector.
- b. Implementation of the final thesis
 - 1) Thesis examination consists of a supervisory committee and two examiners.
 - 2) The proposal examination can be carried out if attended by at least 3 out of 4 members of the examiner team.
 - 3) If the main supervisor is unable to attend the seminar/proposal examination, the main supervisor must delegate it to the second supervisor.
- c. Final thesis procedure:
 - 1) The Academic affair checks the completeness of the administration and prepares the exam files
 - 2) Invitations of the thesis exam must be signed by the Head of the Study Program
 - 3) Students receive exam files from the Academic affair, ask for KPS signatures, distribute invitations and thesis manuscripts to the supervisory committee and examiners 5 days before the thesis exam.
 - 4) On the day of the thesis exam, the Academic affair submits the thesis exam file to the chairman of the supervisory commission before the exam is held
 - 5) After the exam, the head of the supervisory commission submits the grade file to the Academic affair - the Academic affair processes the scores to the student data archive
 - 6) The final examination is declared valid if it is attended by at least one supervisory committee and two examiners.
- d. Procedure for Thesis Examination Assessment
 - 1) Assessment is carried out by all supervisors and examiners
 - 2) Each examiner conducts an assessment using the thesis exam assessment format
 - 3) The thesis test score is the average scores from supervisors and examiners
 - 4) The value of the thesis test is stated in the grade of Scores and Letters.
 - 5) The minutes of the assessment results of the thesis examination are signed by the chairman of the session and all the present examination committee (examiners).
 - 6) In special cases, such as master's Program students who have outstanding achievements in international publications, the Council of Examiners can propose to the Dean/Director of

Postgraduate Program so that students are declared to have obtained A scores without a final exam.

- 7) The outstanding achievements are:
 - a) Having scientific publications
 - at least 2 (two) scientific articles that have been published or accepted for publication in the least accredited Scientific Journal of Sinta 2;
 - at least one article that has been published or accepted for publication in the proceedings, or
 - at least one article that has been published or accepted for publication in an international journal indexed by Scopus or the Web of Science Core Collection (Thomson Reuter).
 - b) The average grade of all Thesis stages is A.
 - c) The Thesis Manuscript has been evaluated by the Examining Lecturer Council and suggestions/corrections from the Examining Lecturer Council have been reviewed and approved by the Advisory Team.
- 8) Each supervisor and examiner can submit suggestions that are deemed necessary to improve the final manuscript of the thesis.
- 9) The examination team meeting led by the chairman of the thesis examination session sets out suggestions and must be followed up by students. The agreed suggestions are stated in the minutes of the thesis examination signed by the Chairperson of the Session.
- 10) Students are obliged to carry out the recommendations made and the Advisory Commission is responsible for implementing these suggestions.
- 11) Students are obliged to revise the thesis manuscript and make copies of the manuscript.
- 12) The copying manuscripts is regulated in the academic Handbooks of each study Program.
- 13) Suggestions from the Advisory Committee and Thesis Examiners
 - a) Students are obliged to carry out the suggestions submitted and the Advisory Commission is responsible for implementing these suggestions.
 - b) Students are obliged to revise the thesis manuscript and make copies of the manuscripts regulated in the academic Handbooks of each study Program.