



“PIOUS, AUTONOMOUS, INTELLECTUAL”

A THESIS AND DISSERTATION GUIDE
(Requirements and Guidelines for the Preparation of
Master’s Theses and Doctoral Dissertations)

GRADUATE SCHOOL
YOGYAKARTA STATE UNIVERSITY

THE MINISTRY OF RESEARCH, TECHNOLOGY AND HIGHER EDUCATION
GRADUATE SCHOOL
YOGYAKARTA STATE UNIVERSITY

2018

APPENDIX
THE RECTOR REGULATION OF YOGYAKARTA STATE
UNIVERSITY
NUMBER 18 YEAR 2017
ABOUT A THESIS AND DISSERTATION GUIDE



THE MINISTRY OF RESEARCH, TECHNOLOGY AND HIGHER EDUCATION
YOGYAKARTA STATE UNIVERSITY
2018

ACKNOWLEDGMENT

I praise Allah SWT the Almighty, for His blessing, mercy and guidance in the completion of this thesis and dissertation guide. This publication is made to provide guidance for the preparation of Master's Theses and Doctoral Dissertations in the Graduate School, Yogyakarta State University.

This thesis and dissertation guide sets forth the requirements and guidelines for a final assignment established by Yogyakarta State University. It is written to ensure that the published theses and dissertations from the Graduate School, Yogyakarta State University are presented in an orderly uniform manner in conjunction with the current curriculum changes, academic regulations, and knowledge and technological advancements.

Finally, it is expected that this guide can help the process of thesis and dissertation completion and also serve to aid the students toward a successful graduation. I do hope that this publication is beneficial to all parties including the students and the thesis and dissertation supervisory committee in the Graduate School, Yogyakarta State University.

Yogyakarta, August 2018

Director of Graduate School
Yogyakarta State University

Prof. Dr. Marsigit, M.A.
NIP. 19570719 198303 1 004

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CHAPTER I

INTRODUCTION

A. Rationale

As a partial requirement for a study completion, a thesis/dissertation is a compulsory pass subject for all students enrolled in the Graduate School, Yogyakarta State University (YSU). Thesis/dissertation writing is conducted individually by a student under the supervision of a lecturer who is officially designated based on a Letter of Decree (SK) issued by the Director of Graduate School, YSU.

In order to complete an acceptable standard thesis or dissertation effectively and efficiently, there must be guidelines as guidance for students, supervisors/lecturers, reviewers, examiners, program managing staff and other related parties. It is expected that this guide can ensure the uniformity of perception and understanding of criteria for a good research study and standard procedures to help students in completing their theses or dissertations.

B. Delimitation

1. Thesis

A thesis is a compulsory pass subject for all students enrolled at the Graduate School, YSU as a partial requirement for their study completion in order to attain their master's degree. As a final assignment, a thesis must meet the following requirements:

- a. It can be scientifically proven under the supervision of a lecturer.
- b. It has a high beneficial value to the development of knowledge and practice in education and/or non-education supported with empirical data.
- c. It is innovative as to develop knowledge, technology and/or arts in education or non-education or professional practices.

- d. It reflects students' ability in thinking and creating for solving problems in knowledge, technology and/or arts in education and/or non-education through inter or multi-diciplinary approaches.

2. Dissertation

A dissertation is a compulsory pass subject for all students enrolled at the Graduate School, Yogyakarta State University as a partial requirement for their study completion in order to attain their doctoral degree. As a final assignment, a dissertation must meet the following requirements:

- a. It can be scientifically proven under the supervision of a lecturer.
- b. It reflects students' ability in thinking and producing original and tested scientific work creatively.
- c. It has a high beneficial value to the development of knowledge and practice in education and/or non-education supported with empirical data.
- d. It develops knowledge, technology and/or new arts in fields of study or professional practices through research to produce creative, original and tested work.
- e. It solves problems in knowledge technology and/or new arts in fields of study or professional practices through inter or multi-disciplinary approaches.

C. Functions and Purposes

1. Functions

This book provides guidance for students, supervisors, reviewers, examiners, managing staff, and other parties involved in the process of thesis and dissertation completion, including Thesis Proposal Writing Project, Dissertation Proposal Writing Project, Research, Report Writing, Examination, and Assessment. This guidance regulates substantial and technical matters with the possibility of further development and adjustments in accordance with topic varieties, approaches, processes, and types of research.

2. Purposes

It is expected that this book can provide guidance for students, thesis and dissertation supervisors, examiners, heads of study programs, and other parties involved in understanding and using proposal writing procedures, thesis examination, examination, and assessment. The process of thesis and dissertation completion can therefore run effectively and efficiently resulting theses and dissertations which meet an acceptable standard for academic writing.

CHAPTER II

ADMINISTRATIVE AND ACADEMIC REQUIREMENTS

A. Administrative Requirements

To take a thesis/dissertation subject, a student must comply with the following administrative requirements:

1. Being enrolled as a student of the Graduate School, YSU
2. Taking a thesis or dissertation subject in the Study Plan (*Kartu Rencana Studi - KRS*) which can be accessed on <https://siakad2013.uny.ac.id>

B. Academic Requirements

1. Students

In order to complete a thesis/dissertation, a student must fulfil the following requirements:

- a. Students in master's programs can take a thesis subject if they have completed all theoretical subjects with a GPA of 3.00 minimum.
- b. Students in doctoral programs can take a thesis subject if they have completed all theoretical subjects with a GPA of 3.00 minimum.

2. Thesis or Dissertation Coordinator

A thesis or dissertation coordinator of the Graduate School, Yogyakarta State University is the head of a study program. The head of a study program as a thesis or dissertation coordinator is responsible for:

- a. identifying the students who are eligible to take a thesis or dissertation
- b. determining thesis/dissertation titles proposed by the students
- c. appointing the thesis/dissertation supervisors together with the program development team and proposing a Letter of Decree (SK) for a supervisor to the Director of the Graduate School, YSU
- d. determining the lecturer of Thesis Proposal Writing or Dissertation Proposal Writing and Thesis Proposal Seminar or Dissertation Proposal Seminar subject

- e. monitoring the process of thesis or dissertation writing and thesis or dissertation writing consultations

3. Thesis or Dissertation Supervisor

For a thesis, there is only one supervisor while for a dissertation, there are two supervisors consisting of the first supervisor and the second supervisor. The thesis and dissertation supervisors must meet the following requirements:

a. Academic position and academic qualifications of a thesis supervisor:

- 1) holding a doctoral degree
- 2) possessing a functional position at least as a *lektor*
- 3) having publication in accredited national journals or reputable international journals in the last five years
- 4) having lecturing experiences at the Graduate School, YSU at least for two years

b. Academic position and academic qualifications of a dissertation supervisor:

- 1) holding a doctoral degree
- 2) possessing a functional position at least as a senior lecturer
- 3) having published at least two scientific articles in international journals accredited by the Ministry of Research, Technology and Higher Education, the Republic of Indonesia

c. Having expertise in relevant subjects/topics as taken by the students for their thesis or dissertation topics

d. Being designated based on a Letter of Decree (SK) issued by the Director of the Graduate School, YSU

4. Validator

a. Research Instrument Validator

Instrument validation is required to conduct for students of masters and doctoral programs. The validators for thesis or dissertation instruments are lecturers, experts, and experienced practitioners. An instrument validator must fulfil the

following requirements:

- 1) For masters programs, a lecturer as an instrument validator must possess a functional position at least as a *lektor* with an academic qualification of a master
- 2) For doctoral programs, a lecturer as an instrument validator must possess a functional position at least as a senior lecturer with an academic qualification of a doctor.
- 3) An expert and practitioner validators must have experience in relevant expertise proved by a professional record.
- 4) An instrument validator must have expertise in relevant subjects/topics as taken by the students for their thesis or dissertation topics.
- 5) An instrument validator is proposed by a student in a written letter acknowledged by the thesis or dissertation supervisor.

b. Product Validator (in Research and Development)

- 1) For masters programs, a lecturer as a product validator must possess a functional position at least as a *lektor* with an academic qualification of a master at least or an expert.
- 2) For doctoral programs, a lecturer as a product validator must possess a functional position at least as a senior lecturer with an academic qualification of a doctor or an expert.
- 3) A teacher validator must possess a functional position at least as a junior teacher with an academic qualification of a master.
- 4) Expert and practitioner validators must have experience in relevant expertise proved by a professional record.
- 5) A product validator must have expertise in relevant subjects/topics as taken by the students for their thesis or dissertation topics.
- 6) A product validator is proposed by a student in a written letter acknowledged by the thesis or dissertation supervisor.

5. Board of Examiners

The examiners of a thesis or dissertation must fulfil the following requirements.

- a. For master's programs, the examiner must possess a functional position at least as a *lektor* with an academic qualification of a doctor.
- b. For doctoral programs, the examiners must possess a functional position at least as a *lektor kepala* with an academic qualification of a doctor and one of them must be from an institution other than YSU.
- c. The examiners must have expertise in relevant subjects/topics as taken by the students for their thesis or dissertation topics.
- d. For doctoral programs, the examiners must have publication at least one scientific article in an accredited national journal or reputable international journal in the last five years.
- e. The examiner is designated based on a Letter of Decree (SK) issued by the Director of the Graduate School, YSU.

CHAPTER III

PROCEDURES FOR THESIS AND DISSERTATION WRITING

The thesis or dissertation completion begins with proposal writing and ends with the examination and revision. It ends when the students get the result (score) of their thesis or dissertation in their Academic Transcript (*Kartu Hasil Studi*). There are five stages of thesis or dissertation completion that should be undergone by the students including the following: (1) proposing a thesis or dissertation title (2) writing a thesis or dissertation proposal, (3) attending a seminar on thesis or dissertasi proposal lecture for master's programs and doctoral programs and taking a proposal examination for doctoral programs, (4) conducting a thesis or dissertation research study and making a thesis or dissertation report, and (5) registering for a thesis or dissertation examination. Each of the stages is explained respectively as follows.

A. Proposing a thesis and dissertation title

1. Thesis

The student proposes two thesis titles to the head of the study program at the beginning of their study (semester 1). The titles should be relevant to the research theme determined by the head of the study program. They must meet the following requirements:

- a. They are actual, original and innovative.
- b. They use an inter- or multi-disciplinary approach in problem solving.
- c. They show how a theory is used to solve a problem.
- d. They serve as a valuable contribution to human knowledge.
- e. They are relevant to the disciplines in the study program.
- f. They are not a duplicate and/or plagiarized title from the existing one.
- g. They contain no more than 15 words (excluding function words).
- h. They use noun phrases.

After all the thesis titles proposed by the students have been accepted, a meeting between the head of the study program and thesis supervisors will be conducted to determine one approved title with one supervisor for each student. The head of the study program will then propose a Letter of Decree (SK) for a thesis supervisor to the Director of the Graduate School, YSU.

2. Dissertation

The student proposes at least three dissertation titles to the head of the study program to be discussed in the dissertation proposal lecture. The titles should be relevant to the research theme determined by the head of the study program. They must fulfil the following requirements:

- a. They are actual, specific, original, innovative and potential for scientific inventions.
- b. They use an inter- or multi-disciplinary approach in solving the problem.
- c. They are relevant to disciplinary substance in the study program.
- d. They are not a duplicate and/or plagiarized title from the existing one.
- e. They contain no more than 15 words (excluding function words).
- h. They use noun phrases.

After all the dissertation titles proposed by the students have been accepted, a meeting between the head of the study program and the program development team will be conducted to determine one approved title with two supervisors for each student. The head of the study program will then propose a Letter of Decree (SK) for a dissertation supervisor to the Director of the Graduate School, YSU.

B. Writing a thesis and dissertation proposal

1. Thesis

After a thesis title has been approved, a student writes a thesis proposal in a Thesis Proposal Writing subject under the supervision of the thesis supervisor and the subject lecturer. The student then presents the approved proposal in a Thesis

Proposal Seminar subject. This seminar is attended by the class and also the thesis supervisor and the subject lecturer. In order to pass this Thesis Proposal Seminar subject, the student must attend the class at least 75% of the total meetings, present the proposal draft, accommodate the essential feedback, and submit the revised proposal to the supervisor based on the feedback given in the seminar. The student must score at least B on this subject in order to pass this lecture. The structure of the proposal must follow the guidelines of the report format for Chapters I, II, and III as required for each type of research studies.

2. Dissertation

After a dissertation title has been approved, a student writes a dissertation proposal in a Dissertation Thesis Proposal Writing class under the supervision of the dissertation supervisor and the subject lecturer. The student then presents the approved proposal in a Dissertation Proposal Seminar class. This seminar is attended by the dissertation supervisor and the subject lecturer. In order to pass this Dissertation Proposal Seminar subject, the student must attend the class at least 75% of the total meetings, presents the proposal draft, accommodates the essential feedback and submits the revised proposal to the supervisor based on the feedback given in the seminar. The student must score at least B on this subject in order to pass this lecture. The structure of the proposal must follow the guidelines of the report format for Chapters I, II, and III as required for each type of research studies.

C. A proposal examination

1. Thesis

The thesis proposal examination is conducted on the Thesis Proposal Seminar subject.

2. Dissertation

The dissertation proposal examination is conducted in Semester 4 after the student takes the Dissertation Proposal Seminar subject.

D. Developing and validating research instruments and product development

After the thesis or dissertation proposal has met the requirements, the student develops a research instrument for data collection. The procedures of instrument development for qualitative research are as follows.

1. Reviewing and synthesizing theoretical review
2. Determining the instrument construct
3. Arranging instrument specifications which contain variables and indicators
4. Writing instrument items
5. Presenting the instrument in a seminar attended by at least ten students of masters program and/or doctoral program (the students are allowed to disseminate their instruments after attending instrument seminars at least five times)
6. Revising the instrumen draft based on the feedback given in the seminar
7. Validating the revised instrument through the following procedures:
 - a. The student writes a request letter to a proposed validator who has relevant expertise/competence. The letter must be acknowledged by the supervisor and the Deputy Director I of the Graduate School, YSU (An example of the request letter for research instrument validation is available to the students in the secretary to the Director of the Graduate School, YSU).
 - b. If the request letter is approved, the student must submit the thesis or dissertation proposal instrument specifications and research instrument to the validator.
 - c. The time allocation needed for the research instrument validation is at least three weeks.
8. Revising the instrumen based on the feedback given by the validator in consultation with the suporvisor
9. Conducting a try-out
10. Analyzing the instrumens based on the try-out results to ensure the validity

and estimate the reliability

11. Revising the final instrument

The validator (mentioned in point 7) is proposed by the student to the Deputy Director I of the Graduate School, YSU and approved by the supervisor and the head of the study program. To ensure the validity and estimate the reliability of the instrument, the validation is conducted by following the standard of scientific procedures based on the instrument characteristics. If more than one instrument is used in the thesis or dissertation research, the item validation and reliability estimation are conducted one by one based on the instrument characteristics. When a student uses an existing instrument, he/she must obtain permission from the writer or instrument developer and cite the instrument characteristics. When a translated instrument (from any foreign language into Indonesian language is used), it is important to double check or even have someone translate it into the original one to ensure that it has semantic equivalence.

For a qualitative study, the researcher as the main key instrument must fulfill the validity and reliability principles. The researcher needs to understand the substantial aspects of the study in order to obtain valid dan reliable data. Beside being accurate, objective and truthful, the researcher also needs to use techniques such as extending the data collection period, applying a variety of methods for data collections and using various sources of information. Meanwhile, for supporting instruments such as a demographic questionnaire, interview guidelines and observation guidance, the item validation and reliability estimation are conducted one by one based on the instrument characteristics.

E. Conducting a research study and writing a thesis or dissertation

1. Research permit

The research permit is based on the Regulation of the Home Affairs Minister of the Republic of Indonesia Number 64 Year 2011 about Guidelines for Research

Recommendation Issue. For Yogyakarta Special Territory, the research permit is particularly based on the Regulation of the Governor of Yogyakarta Special Territory Number 18 Year 2009 about Guidelines for Permit Services, Survey Recommendation, Research, Data Collection, Development, Review and Field Studies in Yogyakarta Special Territory. The research permit procedures are divided into two categories namely research permit for institutions within Yogyakarta Special Territory and research permit for institutions outside Yogyakarta Special Territory. The students of the Graduate School YSU who will apply for a research permit for their thesis or dissertation need to follow these guidelines.

a. Research permit for institutions within Yogyakarta Special Territory

Research recommendation permit for a study conducted within Yogyakarta Special Territory is issued by the Local Government of Yogyakarta Special Territory (*Pemda DIY*) c.q. the Bureau of Development Administration, Regional Secretariate, Yogyakarta Special Territory (*Biro Administrasi Pembangunan, Setda DIY*) with the following requirements:

- 1) a research permit letter from the Director of the Graduate School, YSU addressed to the Head of *Badan Kesbangpol dan Linmas Kota/Kabupaten*
- 2) a research proposal approved by the Director of the Graduate School, YSU with an official stamp inside
- 3) a copy of student card (*Kartu Tanda Mahasiswa 'KTM'*)

For a research study conducted at a school, a copy of a permit letter is needed for *Disdikpora* and *Bappeda*. If the research involves the local government in other regions, more copies of a permit letter are needed for all government officials concerned. Students in this case are responsible to take and send all of the letters they need for their research permit.

b. Research permit for institutions outside Yogyakarta Special Territory

The research permit for a study conducted outside Yogyakarta Special Territory

needs a research recommendation letter from *Kesbanglinmas DIY*. This recommendation letter then needs to be sent to the local government (in the region concerned) u.p. the Head of *Badan Kesbangpol dan Linmas Provinsi* with the following requirements:

- 1) a request letter for research permit recommendation from the Director of the Graduate School, YSU to the Head of *Badan Kesbanglinmas Provinsi DIY*
- 2) a proposal approved by the Director of the Graduate School YSU with an official stamp inside
- 3) a copy of student card (*Kartu Tanda Mahasiswa 'KTM'*)

2. Research data collection

The data collection begins after the research problem and research design have been determined (in the proposal). It must be conducted scientifically (systematic, logic, and self-evident), objectively (not only an assumption), truthfully (not reducing or adding more data). In choosing methods for data collection, the researcher should consider two types of data, namely primary dan secondary data.

3. Research data analysis

Techniques for data analysis used in a thesis or dissertation depend on the aim of the research and type of the data obtained. Quantitative studies can use descriptive statistics and inferential statistics for the data analysis. A study using descriptive statistics is not intended for generalization while a study using inferential statistics is intended for generalization. Inferential statistics are used to test a hypothesis and consist of parametric statistics and non-parametric statistics. Parametric inferential statistics are used when the analysis requirement is fulfilled and/or the data to be analyzed are interval and/or ratio. Meanwhile, non-parametric inferential statistics are used when the analysis requirement is unfulfilled and/or the data to be analyzed are ordinal and/or nominal. Parametric inferential statistics are stronger than non-parametric inferential statistics. It means that the students

should attempt to use parametric statistics. But when the analysis requirement is unfulfilled, they may use non-parametric statistics.

In qualitative studies, the data can be fieldnotes, interviews, observations, photographs, pictures, documents, biographies, articles, and so forth. The data are analyzed by organizing them (arranging, ranking, grouping, coding, and categorizing) into patterns, categories and description units in order to draw the theme and formulate prior theoretical framework and/or alternative hypothesis. This prior theoretical framework and/or alternative hypothesis can be then proved through re-observation on the same subject or another subject with similar characteristics but much larger in number.

4. Monitoring research implementation and consultation

To improve the quality of published theses or dissertations, monitoring is needed in the preparation, implementation, research reporting, and consultation. Monitoring is conducted by the head of the study program through the following ways:

- a. Ensuring that the consultation runs efficiently and effectively by conducting a meeting periodically at least twice in one semester attended by the head of the study program, supervisors, and students
- b. Ensuring that the supervisors are able to encourage the student to learn and think in creative and innovative ways during the consultation process
- c. Ensuring that the consultation progress is effectively recorded in the Consultation Book
- d. Ensuring that the research instrument has been reviewed and validated by the expert using standard procedures based on the instrument characteristics
- e. Offering solutions to the problems encountered by the students in their completing theses or dissertations
- f. Assessing the appropriateness of theses or dissertations as scientific writing equivalent to the 8th level for a thesis and 9th level for a dissertation as stated in

the criteria of Indonesian National Qualifications Framework (*Kerangka Kualifikasi Nasional Indonesia - KKNI*)

g. Ensuring that the manuscript of theses or dissertations is free from plagiarism (the maximum level of similarity is 20%)

The students writing a thesis or dissertation must communicate and consult with their supervisors regularly about their progress. In consultation, they can either come face-to-face with their supervisors or utilize information and communication technology such as by email. If a student does not come in consultation for a month or more with unacceptable reasons, the Director of the Graduate School, YSU will give him/her a warning letter approved by the head of the study program. When the letter is given three times to the student with no response received, the student will be considered unable to finish her/his thesis or dissertation.

F. Registering for a thesis or dissertation examination

After the final approval by the thesis and dissertation supervisors, the student can apply for a thesis examination to the head of the study program by completing the application form (visit <http://10.8.5.100/uny-tesis/mahasiswa>).

CHAPTER IV
REPORTING THE RESULT OF
THESIS AND DISSERTATION RESEARCH

A. The Thesis and Dissertation Content

1. Beginning Part

a. Outer Cover

The outer cover must state the following information: thesis or dissertation title, YSU logo, student's full name, student identity number (NIM), writing purpose, study program, Graduate School, study program, university (YSU), and year of completion. It is printed on a hard cover; red for a thesis and black for dissertation. All texts put on the outer cover are printed in gold ink. The title must be single-spaced (center the title). See Appendix 1a page 88 for a detail example of the format and font size used for the cover.

b. Blank Page

A blank page is intended for a section divider between the cover and the thesis or dissertation content. Use other than a white paper, with an YSU logo on it.

c. Inner Cover

The inner cover is only a copy of the outer cover. It is printed on a white HVS paper with black ink and an YSU logo on it. A page number is inserted on this cover, in a roman style (i).

d. Abstract (in Indonesian)

The abstract is typed in the following format: *ABSTRAK*, the writer, the thesis or dissertation title. Yogyakarta: Program Pascasarjana, Universitas Negeri Yogyakarta, and year of completion. It consists of three paragraphs. The first paragraph contains the aim of the research. The second paragraph contains the research method including the design, research setting (place), subject, data sources, data collection techniques, and instrument (with evidence of validity and reliability for a quantitative study), and data analysis techniques. The third paragraph contains the research findings/results, conclusion and suggestions

recommendations. This abstract must be typed in one page, single-spaced. It consists of no more than 500 words for a thesis and no more than 600 words for a dissertation.

e. Abstract (in English)

The format and content of the abstract in English is exactly the same as in Indonesian.

f. Statement Page

The statement page contains the originality of the thesis or dissertation. The student must attach an IDR 6,000 *materai* to this page and also sign on it (See Appendix 3a and 3b page 101 or 102).

g. Approval Page

The approval page contains evidence of academic approval from the supervisor and the Director of Graduate School, YSU. This page must be included in the manuscript for the thesis or dissertation examination and cover the following aspects:

- 1) Approval Page
- 2) Thesis or Dissertation Title
- 3) Student's Full Name and Student Identity Number '*Nomor Induk Mahasiswa*' (*NIM*)
- 4) The Purpose of Thesis or Dissertation Writing
- 5) Thesis or Dissertation Supervisors
- 6) The Director of the Graduate School, YSU (See Appendix 2 pages 94, 96, 97, 98 or 99).

h. Ratification Page

The ratification page contains evidence of administrative and academic ratification from the board of examiners and the Director of the Graduate School, YSU. This page covers the following aspects:

- 1) Approval Page
- 2) Thesis or Dissertation Title
- 3) Student's Full Name and Student Identity Number '*Nomor Induk Mahasiswa*'

(NIM)

4) Accepted by the Board of Examiners of the Graduate School, Yogyakarta State University on (Examination date)

5) Board of Examiners

6) Place, date and year

7) The Director of the Graduate School, YSU (See Appendix 2b page 95 and 2g page 100).

This ratification page is made after the student has passed the thesis or dissertation examination, made revision to the thesis or dissertation and got approval from all the members of the board of examiners and the Director of the Graduate School, YSU.

i. Dedication Page

The dedication page is optional. This page is intended to express honour and appreciation to people who have important roles for the writer/researcher. It must be typed in Times New Roman 12 with a simple and concise language style.

j. Acknowledgment Page

The acknowledgment page is intended to show gratitude to God (the Almighty), thank people who contribute to the thesis or dissertation writing and express hopes related to the research findings. It must be 1.5 spaced.

k. Table of Contents

The table of contents lists the chapters and major sections of thesis or dissertation with item page numbers. It uses single spacing with the following numbering format: I, A, 1, and a.

A.

1.

a.

The cover page, title page, approval page, ratification page, and dedication page are not included in the table of contents but they are still numbered with the lower-case Roman numeral “i, ii, iii, ...”

l. List of Tables

The list of tables includes table names with item page numbers in numerical order.

m. List of Figures

The list of figures (photographs, sketches, graphics, or maps) is arranged in a systematic order using Arabic numeral with figure names.

n. List of Appendices

The list of appendices is arranged in a systematic order using Arabic numeral with appendix names and page numbers. The page numbering of appendices is continued from the introduction using the same format.

2. The Content Part

The content of a thesis or dissertation is presented in chapters, subheadings and/or detailed hierarchical levels of the title by following the guidelines stated in this book. It consists of five chapters: (1) Introduction, (2) Literature Review, (3) Research Method, (4) Research Findings and Discussions, and (5) Conclusions and Suggestions/Recommendations. Further elaboration for subheadings is allowed within each chapter as needed.

CHAPTER I INTRODUCTION

This chapter includes the background, identification of the problem, delimitation of the problem, formulation of the problem, objectives of the study, and significances of the study. In this chapter, relevant statistical data can be presented to support the argument about the importance of undertaking research. For a research and development study, what will be developed needs to be described in detail with product specifications. It is also possible to put quotations containing opinions and definitions in this chapter while the details of theoretical concepts are written in Chapter II.

a) The background of the study tells the rationale underlying the importance of undertaking research. To make the rationale, the researcher needs to state the gap

between the reality and the expected condition or the existing theoretical concept. A number of facts taken from the research setting need to be presented in this part to strengthen the argument about the importance of undertaking the research based on valid sources.

b) Identification of the problem is identifying various causes of the research problem. A number of relevant problems need to be widely identified in this part. The problem identification should be relevant to the problem addressed in the background of the study.

c) Delimitation of the problem is delimiting the main problem (from various problems identified previously) by considering a number of methodological aspects, research feasibility, the researcher's limitations and also the meaning, concept or topic of the research.

d) Formulation of the problem is sharpening the research problem derived from the delimitation of the problem. The problem formulation is stated in the form of question (s).

e) Objectives of the study outline the targets that will be achieved by conducting the research. The research objectives should be relevant to the formulated of the problems.

f) Significances of the study include the contribution of the research to theoretical, policy and /or practical matters.

CHAPTER II LITERATURE REVIEW

This chapter includes theoretical review, review of relevant studies, conceptual framework, and research questions and/or hypotheses. The theoretical review presents theories, definitions, and concepts. The review of relevant previous studies explains the relationship among the identified problems. This review is needed to support the theoretical review given by previous researchers/experts and illustrate a road map for undertaking a similar study. The references used for literature review can be textbooks, encyclopedias, dictionaries, research reports, seminar papers, proceedings, theses or dissertations, and scientific journals.

Articles taken from the Internet can also be used as references if they are published by the website of review sites or reputable writers not those with unknown expertise such as bloggers. A handout in this case cannot be used as a reference because it has not been publicly tested for publication.

This literature review is not merely a collection of citations, but it is about analyses and syntheses of theories, research findings, and arguments from experts. Students should formulate definitions, new understandings, conceptual framework, hypotheses and/or research questions, and also develop instruments relevant to the research problem. They are not allowed to cite theories from a thesis or dissertation. They are only allowed to cite research findings. Another important aspect to note in this chapter is that the research question must be in line with the formulated problem. References used for a thesis and dissertation must be taken from primary sources, including journal articles, proceedings, reviews, theses, dissertations, and so forth. Primary sources allowed for a thesis is 50% minimum and for a dissertation is 60% of the total of references. Meanwhile, the maximum percentage of secondary sources (for example, textbooks, encyclopedias and so forth) allowed for a thesis are 50% and for a dissertation is 40%. These references both primary and secondary must be taken from sources published in the last eight years (60% minimum) and must be acceptable in quality (articles from blogs, Facebook and the like are not allowed).

a) Theoretical review

Theoretical review describes the theories related to the variables used in the study. It includes definitions, concepts, assumptions, and indicators needed to measure the variables as the basis for instrument development. This theoretical review is taken from literature and relevant studies.

b) Review of relevant studies

Review of relevant studies is needed to support theoretical review given by previous researchers/experts and illustrate a road map for undertaking a similar study. It is presented in narration by analyzing and synthesizing research findings.

c) Conceptual framework

In quantitative research, the conceptual framework contains the logical and rational explanation about research variables and the relationship among variables. This framework leads the researcher to the hypothesis formulation and instrument development. Meanwhile in qualitative research, the conceptual framework contains the logical and rational explanation about the research problem that will be studied and its possible factors. This framework leads the researcher to the formulation of research questions.

d) Research Questions and/or Hypotheses

A research question is derived from the formulation of the problem while a hypothesis is a temporary answer to the formulated problem section usually stated in a question. For a study that does not need to prove a hypothesis, it can only use a research question.

CHAPTER III RESEARCH METHOD

The research method generally contains the research approach, type of the research, place and time of the research, unit analysis/research subject, or population and sample, data collection instruments and techniques, validity and reliability, data validity (for qualitative data) and data analysis techniques, and other requirements test.

There is no theory nor definition used in this section. It is in the form of activity description which has been significantly conducted by the researcher during the research process. Nevertheless, in this chapter the writer can quote some sources that contain criteria determination, passing grade, sampling techniques and the like. Population and sampling techniques should be described in detail. Each instrument used should also be described in detail related to the instrument

development, validity verifications and reliability estimation. The quantitative data analysis with inferential statistics needs to include the criteria for rejecting statistical hypothesis. The qualitative data analysis should be described in detail the inductive analysis process from the transcript of data, codes, reduction process and result, abstraction, and theorizing. Then, in classroom action research, the success indicators of measurable action need to be listed. Research and development needs field try-out.

CHAPTER IV RESEARCH FINDINGS AND DISCUSSION

This chapter consists of three parts, namely research findings, discussion and research limitations. The results of the study should answer the research questions and should be arranged according to the research questions/hypothesis order. The discussion is an important part of the research and it is separated from research findings section. The discussion section contains the critical review of the research using perspective of various theories and relevant research studies that have been discussed in Chapter II of the thesis or dissertation. The research limitations are the limitations that are related to methodology rather than limitations of the time, cost, or research logistics. The limitations of the research are not also related to the number of sample or research variables because it is predetermined (by design). For action research or classroom action research, there needs to be a sub-chapter about Reflection of Researchers' Knowledge Acquisition.

CHAPTER V CONCLUSIONS, SUGGESTIONS/ RECOMMENDATIONS, AND IMPLICATIONS

This chapter contains three sub-chapters, namely conclusions, suggestions/recommendations, and implications. The conclusion is the answers to the research questions or the result of hypothesis testing and a solution to the existing problems in the problem formulation. It should be short. It is an essential description and tends to be a qualitative statement; the figures no longer appear.

The implication is a further consequence from the research findings in the conclusions. It usually contains suggestive remarks but it is not operational. The suggestions are recommendations addressed to various parties that are related to the results of the study in operational language. Implications and suggestions should agree with the research findings that have been summarized in the conclusions.

3. Ending Part

a. References

References contain the identity of all the books, journals, research reports, references from the Internet and other sources which are referenced in the writing of a thesis or dissertation and mentioned in the main part. The sources that are not cited in the main part should not be included in the references. references should include all of the sources mentioned in the main part. They are arranged alphabetically from the author's name, according to the specific format of writing that is explained in Chapter IV of this manual. The writing format of the references follows the *APA Style* (It is recommended to use *Reference Manager* Application.)

b. Appendices

Appendices contain all documents or supporting materials used or produced in the thesis or dissertation research, which are considered too disturbing if they are included into the main part. They consist of the research licenses, research instruments, formulas and statistics, calculation procedures, results of instrument testing, and the like. Besides, the appendices for qualitative research consist of an interview transcript example validated by the respondents, the result of reduction and abstraction, field notes, evidences of FGD and or Delphi. Appendices are serially numbered according to the order of research procedures, and they continue the page number of the main part.

B. Thesis and Dissertation Format

Research can be classified according to the purpose, data types or approaches, data analysis techniques, and data update. This thesis and dissertation guide contains only the report formats for some common research types mostly used by the students of the Graduate School of YSU.

1. Quantitative Research

Quantitative research can be a survey, ex post facto, or experiment. Quantitative research report is clearly and objectively presented, and it follows the format below.

CHAPTER I INTRODUCTION

- A. Background of the Study
- B. Identification of the Problems
- C. Delimitation of the Problems
- D. Formulation of the Problems
- E. Objectives of the Research
- F. Significance of the Research

CHAPTER II LITERATURE REVIEW

- A. Theoretical Review
- B. Relevant Research Studies
- C. Conceptual Framework
- D. Research hypothesis and/or Research Questions

CHAPTER III RESEARCH METHODS

- A. Type of the Research
- B. Setting of the Research
- C. Population and Sample of the research
- D. Research Variables
- E. Techniques and Instrument of the Data Collection
- F. Validity and Reliability of the Instrument
- G. Techniques of the Data Analysis

CHAPTER IV RESEACH FINDINGS AND DISCUSSION

- A. Research Finding Description
- B. Hypothesis Testing Result/Research Question Answers
- C. Discussion
- D. Research Limitations

CHAPTER V CONCLUSIONS AND SUGGESTIONS

- A. Conclusions
- B. Implications
- C. Suggestions

2. Qualitative Research

Qualitative research tries to reveal the reality or the truth behind the recorded sensory symptoms in interpretive paradigm. This research is sometimes called interpretive research. There are some traditions in this paradigm, namely ethnography, phenomenology, grounded theory, and case study. Students who do qualitative research should be able to choose one of the traditions of this interpretive research. The researcher is a key instrument in qualitative research besides other supporting instruments such as interview guide observation guide, audio and video record tools. Qualitative research is generally descriptive and uses the analysis of inductive approach to find the concept, theory, or even a philosophy grounded on data. The data reduction process can be a concept. Then through the theorizing stages, those concepts are grouped, integrated, and compared so that they become a theory. Furthermore, the researchers need further abstraction efforts when they want to produce principles/bases or philosophy.

Qualitative research reports are generally arranged in the form of narrative that is depth and creative and also indicates scientific characteristics, with the systematics as follows. Little variation format in the qualitative research is possible especially when it is associated with some types of qualitative research traditions.

CHAPTER I INTRODUCTION

- A. Background of the Study
- B. Identification of the Problems
- C. Focus and Formulation of the Problems
- D. Objectives of the Research
- E. Significance of the Research

CHAPTER II LITERATURE REVIEW

- A. Theoretical Review
- B. Relevant Research Studies
- C. Conceptual Framework
- D. Research Questions

CHAPTER III RESEARCH METHODS

- A. Research Type
- B. Research Settings
- C. Data Sources
- D. Data Collection Techniques and Instruments
- E. Data Validity
- F. Data Analysis

CHAPTER IV RESEARCH FINDINGS AND DISCUSSION

- A. Research Findings Description
- B. Findings and Discussion
- C. Research Limitations

CHAPTER V CONCLUSIONS AND SUGGESTIONS

- A. Conclusions
- B. Implications
- C. Suggestions

3. Mixed Method Research (Qualitative and Quantitative)

Mixed method research can use the following models: (a) sequential model, (b) parallel model, (c) concurrent triangulation model, and (d) concurrent embedded model. A sequential model is a model that uses quantitative research as a base for

qualitative research, or vice versa. A parallel model is a model which uses qualitative and quantitative methods simultaneously. A concurrent triangulation design is a research that merges qualitative and quantitative research methods by mixing them in proportion (50% quantitative and 50% qualitative). Meanwhile, a concurrent embedded design is a research method that merges qualitative and quantitative research methods by mixing them disproportionately. A research report with the mixed method should have a clear focus, and meet the rules of the use of qualitative and quantitative methods. The writing of the main part can be done by using the following format.

a. The Structure of a Mixed Method Research Report with the Sequential Explanatory Combination Method

CHAPTER I INTRODUCTION

- A. Background of the Study
- B. Identification of the Problems
- C. Delimitation of the Problems
- D. Formulation of the Problems
- E. Objectives of the Research
- F. Significance of the Research

CHAPTER II LITERATURE REVIEW

- A. Theoretical Review
- B. Relevant Research Studies
- C. Conceptual Framework
- D. Hypothesis

CHAPTER III RESEARCH METHODS

- A. Quantitative Method
 - 1. Population and Sample
 - 2. Data Collection Techniques
 - 3. Research Instruments
 - 4. Data Analysis

B. Qualitative Method

1. Data Collection Techniques
2. Data Analysis
3. Data Validity Testing
4. Data Analysis of the Qualitative Research Findings

C. Mixed Method

1. Combination Data Description
2. Data Analysis of the Quantitative and Qualitative Research

CHAPTER IV RESEARCH FINDINGS AND DISCUSSION

- A. Research Findings
- B. Research Finding Discussion
- C. Research Limitations

CHAPTER V CONCLUSIONS AND SUGGESTIONS

- A. Conclusions
- B. Implications
- C. Suggestions

b. The Structure of a Mixed Method Research Report with the Parallel Model Combination Method

CHAPTER I INTRODUCTION

- A. Background of the Study
- B. Focus of the Research
- C. Formulation of the Problems
- D. Objectives and Significance of the Research

CHAPTER II LITERATURE REVIEW

- A. Theoretical Review
- B. Relevant Research Studies

CHAPTER III RESEARCH METHODS

A. Qualitative Method

1. Research Place
2. Data Sources
3. Data Collection Techniques
4. Data Analysis
5. Data Credibility Testing
6. Data Transferability Testing
7. Initial Findings Formulation

B. Quantitative Method

1. Population and Sample
2. Data Collection Techniques
3. Research Instruments
4. Data Analysis Techniques

C. Data Analysis of Qualitative and Quantitative Research

CHAPTER IV RESEARCH FINDINGS AND DISCUSSION

A. Research Findings

1. Research Finding Description
2. Hypothesis Findings
3. Hypothesis Testing Result
4. Hypothesis Findings
5. Qualitative Result Findings

B. Research Findings Discussion

CHAPTER V CONCLUSIONS AND SUGGESTIONS

- A. Conclusions
- B. Implications
- C. Suggestions

c. The Structure of a Mixed Method Research Report with the Concurrent Triangulation Model Combination Method Starting from Quantitative Problem Formulation

CHAPTER I INTRODUCTION

- A. Background of the Study
- B. Identification of the Problems
- C. Formulation of the Problems
- D. Objectives of the Research
- E. Significance of the Research

CHAPTER II THEORITICAL REVIEW

- A. Theory Description
- B. Relevant Research Studies
- C. Conceptual Framework
- D. Hypothesis

CHAPTER III RESEARCH METHODS

- A. Concurrent Triangulation Research Type
- B. Research Procedure
- C. Population and Sample
- D. Data Collection Techniques (Quantitative and Qualitative)
- E. Research Instruments (Quantitative and Qualitative)
- F. Data Analysis Techniques (Qualitative and Quantitative)

CHAPTER IV RESEARCH FINDINGS AND DISCUSSION

- A. Data Description (quan-qual)
- B. Hypothesis Testing Result (quan-qual)
- C. Research Findings and Discussion.

CHAPTER V CONCLUSIONS AND SUGGESTIONS

- A. Conclusions
- B. Implications

C. Suggestions

d. The Structure of a Mixed Method Research Report with the Concurrent Embedded Model Combination Method Starting from the Qualitative Problem Formulation

CHAPTER I INTRODUCTION

- A. Background of the Study
- B. Focus of the Research
- C. Formulation of the Problems
- D. Objectives of the Research
- E. Significance of the Study

CHAPTER II LITERATURE REVIEW

- A. Theoretical Review
- B. Relevant Research Studies
- C. Principal Research Questions

CHAPTER III RESEARCH METHODS

- A. Concurrent Embed Research Type
- B. Research Steps
- C. Research Data Sources
- D. Data Collection Techniques (Qualitative and Quantitative)
- E. Research Instruments (Human Instruments and Quantitative Instruments)
- F. Data Analysis Techniques (Qualitative and Quantitative)

CHAPTER IV RESEARCH FINDINGS AND DISCUSSION

- A. Qualitative and Quantitative Data Description
- B. Discussion
- C. Findings
- D. Research Limitations

CHAPTER V CONCLUSIONS, IMPLICATIONS, AND SUGGESTIONS

- A. Conclusions

B. Implications

C. Suggestions

4. Evaluation Research

There is a little difference between evaluation research and research in general. There should be a program or policy or other conditions that must be evaluated and also success' criteria in the evaluation research. Besides, the conclusions of evaluation research are drawn after comparing the results of data analysis and discussion with the predetermined criteria. Evaluation reports can use quantitative or qualitative format, or mixed format of quantitative and qualitative format, depending on the type of the data collected in the evaluation. Research reports of quantitative evaluation use the following format.

CHAPTER I INTRODUCTION

A. Background of the Study

B. Description of the Program

C. Formulation and Limitation of the Problems

D. Objectives of the Evaluation and Objectives of the Program

E. Significance of the Evaluation

CHAPTER II LITERATURE REVIEW

A. Theoretical Review

B. Relevant Research Studies

C. Conceptual Framework

D. Hypothesis and/or Evaluation Questions

CHAPTER III EVALUATION METHODS

A. Evaluation Type (program evaluation or policy evaluation, or other conditions)

B. Evaluation Model (CIPP, Stake, Kirkpatrick, IBM, or other)

C. Evaluation Place and Time

D. Evaluation Population and Sample

- E. Data Collection Techniques and Instruments
- F. Validity and Reliability of the Instruments
- G. Data Analysis
- H. Success Criteria

CHAPTER IV RESEARCH FINDINGS AND DISCUSSION

- A. Research Findings Description
- B. Analysis Result
- C. Discussion
- D. Research Limitations

CHAPTER V CONCLUSIONS AND SUGGESTIONS

- A. Conclusions
- B. Implications
- C. Suggestions/Recommendations

The evaluation report using the qualitative data can use qualitative research format agreed with evaluation principles. Evaluation reports using a mixed model of qualitative and quantitative one can use the mixed method format agreed with evaluation principles.

5. Institutional Action Research

Institutions and education organizations often encounter problems of ineffective and inefficient performance. In addition, an organization will always face changes continuously along with the development of science and technology. The decline of relative efficiency and effectiveness of the institution are influenced by these changes. A *status quo* organization or institution will be vulnerable to those impacts. Therefore, the effort to increase and to solve the institutional problems can be done through institutional action research. The main part of an action research thesis uses the following structure.

CHAPTER I INTRODUCTION

- A. Background of the Study
- B. Diagnosis of the Institution Problems or Organization
- C. Focus and Formulation of the Problems
- D. Objectives of the Research
- E. Significance of the Research

CHAPTER II LITERATURE REVIEW

- A. Theoretical Review
- B. Relevant Research Studies
- C. Problem Solving Design
- D. Research Questions

CHAPTER III RESEARCH METHODS

- A. Action Research Design
- B. Research Times
- C. Research Place Description
- D. Research Object and Characteristics
- E. Scenario Actions
- F. Data Collection Techniques and Instruments
- G. Actions Success Criteria
- H. Data Analysis Techniques

CHAPTER IV RESEARCH FINDINGS AND DISCUSSION

- A. Research Result
- B. Discussion
- C. Research Findings
- D. Research Limitations

CHAPTER V CONCLUSIONS AND SUGGESTIONS

- A. Conclusions
- B. Implications
- C. Policy Recommendations

6. Classroom Action Research

Classroom action research aims to improve the way, conditions, and/or learning outcomes, e.g. to improve an inappropriate way of teaching and learning, conditions, passive learning, and/or low outcomes of learning.

Classroom action research is not an experimental study, not a quasi-experiment, and also not research and development. The classroom action research should take more than one cycle; a cycle consists of plan, action, observation and reflection. The number of cycles should not be determined before the action is done; but the success criteria of the study should be.

An example of problem formulations in action research is as follows: (1) Can the action use (techniques, methods, strategies, media, and others) to improve the quality of learning in the classroom? If so (2) how is the learning quality improved by using those techniques, methods, strategies? (3) Is there any change or procedures' modification of the techniques, methods, or strategies used as an action? (4) Is there any improvement from the previous practices? (5) Does the teacher find the improvement of awareness, knowledge, or skill or attitude changes in solving and facing the problems in the classroom?

The first problem should be solved by using a particular method or action. The second problem is the discussion about the procedure that has been going through, the process, and the individual development in a problematic class and the impact on the learning quality. By using an analysis through a broad theory, classroom action research can be used to find a practical experience-based theory. The third problem is the critical analysis about whether the action used in this different contexts needs modifications in order to be effective for the context concerned. The fourth problem is related to what practices have been improved. The fifth problem is the teachers' reflection as the researcher on the process of gaining awareness, knowledge and new skills (*practice-based knowledge*) as a the representation of an action research goal to empower the participants. The report

of classroom action research has to be organized systematically using the following structure.

CHAPTER I INTRODUCTION

- A. Background of the Study
- B. Diagnosis of the Class Problems

- C. Formulation of the Problems
- D. Objectives of the Research
- E. Significance of the Research

CHAPTER II LITERATURE REVIEW

- A. Theoretical Review
- B. Relevant Research Studies
- C. Conceptual Framework (Problem Solving Draft)
- D. Action Hypothesis

CHAPTER III RESEARCH METHODS

- A. Action Research Design
- B. Research Times
- C. Research Place Description
- D. Subject and Its Characteristics
- E. Scenario of Actions
- F. Data Collection Techniques and Instruments
- G. Action Success Criteria
- H. Data Analysis Techniques

CHAPTER IV RESEARCH FINDINGS AND DISCUSSION

- A. Research Result
- B. Discussion
- C. Research Findings

D. Research Limitations

CHAPTER V CONCLUSIONS AND SUGGESTIONS

A. Conclusions

B. Implications

C. Suggestions

7. Research and Development

The main part of a thesis or dissertation based on research and development consists of two parts: Part One and Part Two.

PART ONE:

Part one contains an analysis review of the development. The analysis review is applied as follows.

CHAPTER I INTRODUCTION

A. Background of the study

B. Identification of the Problems

C. Delimitation of the Problems

D. Formulation of the Problems

E. Objectives of the Study

F. Specifications of the Product

G. Significance of the Study

H. Assumption of the Development

CHAPTER II LITERATURE REVIEW

A. Theoretical Review

B. Relevant Research Studies

C. Conceptual Framework

D. Research Questions

CHAPTER III RESEARCH METHODS

A. Model of the Development

B. Procedures of the Development

C. Try-out Design of the Product

1. Design of the Try-out
2. Subject of the Try-out
3. Techniques and Instruments of the Data Collection
4. Techniques of the Data Analysis

CHAPTER IV THE RESULTS OF RESEARCH AND DEVELOPMENT

- A. Results of the Initial Product Development
- B. Result of the Product Try-out
- C. Revision of the Product
- D. Review of the Final Product
- E. Limitations of the Research

CHAPTER V CONCLUSIONS AND SUGGESTIONS

- A. Conclusions of the Products
- B. Suggestions of the Product Utilization
- C. Dissemination and Further Product Development

PART TWO:

Part two contains the products resulted from the research and development as specified in Section One.

This part is usually in the form of products (model or media) and their application. Part one and part two are arranged separately.

8. Document Analysis

This type of research presents argumentation of knowledge reasoning explaining the results of document/literature analysis and careful thoughts of the researchers about an issue or topic of the study. The thesis and dissertation contain a topic that includes some ideas or related propositions that should be supported by the data obtained from the literature.

Source materials for research can be an artefact, a research journal, dissertation, thesis, undergraduate thesis, research papers, text-books, papers, and seminar

proceeding, scientific discussion, Internet or official documents published by the government and other institutions. Documents or library materials should be critically discussed in order to support an idea or proposition to generate conclusions and suggestions.

The main part of a thesis or dissertation resulted from documents analysis is arranged using the format as follows.

CHAPTER I INTRODUCTION

- A. Background of the Study
- B. Identification of the Problems
- C. Focus and Formulation of the Problems
- D. Objectives of the Research
- E. Significance of the Research
- F. Definition of Terms (if necessary)

CHAPTER II LITERATURE REVIEW

- A. Theoretical Review
- B. Relevant Research Studies
- C. Conceptual Framework
- D. Research Questions

CHAPTER III RESEARCH METHODS

- A. Research Type
- B. Research Setting
- C. Data Sources
- D. Data Collection Techniques and Instruments
- E. Document Validity
- F. Data Analysis Techniques

CHAPTER IV RESEARCH FINDINGS AND DISCUSSION

- A. Data Description and Analysis
- B. Discussion

C. Research Limitations

CHAPTER V CONCLUSIONS AND SUGGESTIONS

A. Conclusions

B. Implications

C. Suggestions

CHAPTER V

LANGUAGE AND WRITING FORMAT

A. Language

A Thesis and dissertation are written in Indonesian or English. Special for Master's of Javanese Education study program, the thesis may be written in Javanese. The academic variety of Indonesian has the characteristics as follows: (1) using standardized spelling; (2) using standardized terms; (3) using clear and consistent terms; (4) using accurate grammatical elements in a sentence, (5) using affixes (prefixes, infix, suffixes) explicitly; (6) using function words (*dan, dari, untuk* etc.) appropriately, explicitly and consistently, (7) paragraphs containing a main idea and at least two supporting ideas; (8) having a cohesive sentence and coherent paragraph, and (9) avoiding the use of personnel/pronouns (*saya, kami, kita, etc.*).

B. Writing Format

1. Paper

A thesis or dissertation is typed on 70 grams plain paper of the quarto/A4 size (21 cm x 29.7 cm). When a manuscript requires special papers such as millimeters paper for graphs, tracing paper for charts or maps and the like, other size papers can be used, however it should be adjusted in accordance with the manuscript papers' size.

2. Typing

- a. Double-line spacing
- b. Punctuation attaches to the word in front of it (example: paper, pencil, and ink).
- c. Spacing after punctuation:

Leave one space after dots (.), comma (,), semicolon (;), colons (:), exclamation point (!), and question mark (?), with the word in front of it.

d. Open and closed parentheses (...) are typed without a space with the words/numbers in it.

e. Slashes (/) are typed without a space against the word before and after.

f. Table Title and Images consisting of two lines or more, are typed single-line spacing. The title is typed using the same letter as it is in the manuscript, using a capital letter of each initial word, except for function words. Table names are written on the top of the table while the image name is placed below the image.

Examples in Appendix 4 page 103.

g. References:

1) Single-line spacing

2) The distance between references are two spaces.

3. Margin

The margin is specified as follows.

Top : 4 cm

Bottom : 3 cm

Left : 4 cm

Right : 3 cm

4. Typing Format for A New Paragraph

New paragraph begins with a tab, 10 mm from the left margin of the paragraph. Each paragraph consists of at least two sentences.

5. Typing Format of Chapter, Section, and Sub-Section

- a. A chapter number and a chapter title are typed in the middle of left and right margins (*center*). See the writing hierarchy and numbering of chapter and section. The chapter number is typed with Roman number. The chapter title is typed with a capital letter in bold.
- b. Typing the title of the section and section number start from the left margin. The initial letter of each word in the title of section is typed with a capital letter unless the function words (and, at, to, from, to, that is) which are not at the beginning of the title. Numbering section uses a capital letter (A, B, C, etc.), the title of section is in bold (bold).
- c. Typing sub-section starts from the left margin. The initial letter of each word in the sub-section later is typed with a capital letter unless the function words (and, at, to, from, to, that is) which are not at the beginning of the title. The numbering of sub-section uses Arabic numerals (1, 2, 3, etc.)

6. Letter

The letter used in a thesis or dissertation is Times New Roman with the font size 12.

a. Numbering

1) Page Numbering

The page number is placed at the middle bottom, two spaces below the last line of the manuscript. Page number is typed with Arabic numerals, starting from introduction chapter to attachment. The previous pages (title page, preface, table of contents, list of tables, list of images, etc.) use small Roman numerals.

2) Numbering for Mathematics Formulas

b) The number and the title of the table are typed in one line, from right to left.

c) The number of the tables in the text uses Arabic numerals, in sequence, from the first chapter to the last chapter.

d) The number of the tables in the appendix uses Arabic numerals starting with number 1.

e) Each table is presented no more than one page (It is not clipped). Tables that exceed one page are put in the appendix.

2. Pictures

Images include photographs, charts, diagrams, maps, design, schemes, and other similar objects. The presentation follows the following provisions.

a. The words "Image", the image number, and the title of picture is placed below the image, in the middle between the left and right edges.

b. The number and the title of the image are typed in one line, in sequence to the right one line with the number of tables, with the distance one space.

c. The number of images in the text uses Arabic numerals, in sequence, from the first chapter to the last chapter

d. The number of images in an attachment uses Arabic numbers starting with the number 1.

d. Quotations

1) How to Write Direct Quotations

Direct quotations are typed exactly as written in the original source, including the language and spelling. Direct quotations that consist of four lines or more are typed in single-line spacing, starting from the sixth space from the left side, without quotation marks (“). direct quotations that are less than four lines are inserted into the text, typed as a text, beginning and ending with quotation marks (“). If it seems necessary, a few words before the quoted section can be removed and replaced with *ellipses* marks (three points in series).

Sources of direct quotations are written by mentioning the name of the author, year of publication, and page number. Example: Santrock (2010: 218) Pardjono (2014: 12), Mardapi (2017: 15-17).

2) How to Write Indirect Quotations

Indirect quotations are the essence of writing that is presented in the language of the author. The quotations are written with double-line spacing, the same as the text. Sources of indirect quotations are written as direct quotations, for example: (Balito & Padwad, 2013: 57-62).

3) The Writing of Author's Name of References

a) The Writing of Author Name in the Main Parts of Thesis and Dissertation

The writing is generally as follows.

- 1) Last name/family name (Author) and year of citations' source

Example: (Mardapi, 2016) (Sugito, Prasetyo, & Suryono, 2015)

- 2) It should be added by page number if it is direct quotations.

- 3) For citations that consist of three or more authors, in the first citation all of the author's names are written completely, and in the next citation is only the first one is mentioned plus et al.

Example:

Smith, Jones, Khan, Patel, and Chen (2012) or

(Smith, Jones, Khan, Patel, & Chen, 2012)

Smith et al. (2012) or (Smith et al., 2012)

- 4) If the reference is a government regulation or legislation, or guide book, the writing in the main part of a thesis or dissertation is as follows.

Example 1:

In the Government Regulations of Republic of Indonesia Year 2014 the Number.... about.... mentionS that....

Example 2:

About the standards of lecturers and education staff, it has been already determined that the lecturers for undergraduate programs must have academic qualification at least graduate master's or applied master's that is relevant to the study program (Government Regulation of RI Number Year 2014 about).

Example 3:

In the Legislation of Education System ... (Act No. ... Year 2003 about) It is said that....

Example 4:

As to the distribution affairs of Central Government and local governance in the field of education, it is explained that education is one of the **obligatory affairs of the government**, related to the **Basic Services** which are public services to fulfil the basic needs of the citizens (Education Act RI Number.... Year 2014 about).

If there are more than one government regulations or legislation with the same year, the years are added with letter a, b, c, and so on to show the sequence, in accordance with the order in the References.

5) References should not use unpublished manuscript/document.

b) The Writing in the References

(1) The first author's name and the next: surname/family is followed by initial first and middle names (if any). **Example**

Table 1. Example Reference List Format

Author's Name in Referred Source	Author's Name in Main Part	Author's Name in References
---	-----------------------------------	------------------------------------

Agus Ahmad Supriyono	Supriyono	Supriyono, A. A.
Djemari Mardapi	Mardapi	Mardapi, D.
Siti Irene Astuti Dwiningrum	Dwiningrum	Dwiningrum, S. I. A.
Yen Cheong Cheng	Cheng	Cheng, Y. C.
Ronald van den Berg	van den Berg	van den Berg, R
Ernest von Glasersfeld	von Glasersfeld	von Glasersfeld, E.
Jan de Lange	de Lange	de Lange, J.
Bacharudin Jusuf Habibie	Habibie	Habibie, B. J.
Tengku Nizwan Siregar	Siregar	Siregar, T. N.
Robert Kersmis Sembiring	Sembiring	Sembiring, R. K.
Sondang Parlindungan Siagian	Siagian	Siagian, S. P
Anastasia Putri	Putri	Putri, A.
Ignatius Joseph Slamet Panggabean	Panggabean	Panggabean, I. J. S.
Tarcicius Hani Handoko	Handoko	Handoko, T. H.

(2) (Only) the first letter of the title of the work or additional titles is written in capital letter.

(3) On *online* sources, write the full URL by writing the word "Retrieved from" before the URL not written the date of access (date of download or see the web).

(4) For online accessed proceedings, replace the publisher city and Publisher with the number of DOI (*Digital Object Identifier*) or a URL, as in the example of *online* journal.

(5) The name of the country of the publisher city is written after publisher city separated by commas.

(6) There is no underlined word, including the URL.

c) The relevance between sources used in the main part and in references

(1) Every source that is referenced in the main part of a thesis or dissertation must be found in the References.

(2) The source which is not mentioned in the main part of a thesis or dissertation should not be listed in the References.

e. The Writing of References

The writing of References follows the APA style (*American Psychological Association*) VI edition. To maintain the consistency of the way to refer, to quote and to write references, it is recommended to use the application for managing the references, for example the free applications (such as: **Mendeley**, **Refworks**, **Zotero**), and paid applications (example: **EndNote**, **Reference Manager**).

Examples of writing for author's name in the References

1. The author's name is Robert Kersmis Sembiring. In the references it is written as Sembiring, R. K., as follows:

Sembiring, R. K. (1989). *Analisis regresi*. Bandung: ITB Publisher.

2. The author's name is Bacharuddin Jusuf Habibie. In the references it is written as Habibie, B. J., as follows:

Habibie, B. J. (2003). *Analisis turbulensi kompleks*. Jakarta: Pustaka Teknika.

3. The author's name is Abdul Halim Nasution. In the references it is written as Nasution, A. H., as follows:

Nasution, A. H. (2003). *Matematika sebagai bahasa sains*. Bandung: Pelita Ilmu.

4. The author's name is Mafrukah Noor. In the references it is written as Noor, M. as follows:

Noor, M. (1999). *Evaluasi penyelenggaraan ebtanas*. Laporan Penelitian Kerja Sama Lembaga Penelitian Universitas Negeri Yogyakarta dengan Balitbang, Depdikbud. Yogyakarta: Lembaga Penelitian Universitas Negeri Yogyakarta.

5. The author's name is Isvara Amitaba Budivaya. In the references it is written as Budivaya, I. A., as follows:

Budivaya, I. A. (1981). *Kamus istilah psikologi*. Jakarta:

Mutiara Bahasa.

The Examples of *entry* writing in the References

1. Books with one to seven authors

Santrock, J. W. (2010). *Educational psychology (5th ed.)*. New York: McGraw-Hill Companies, Inc.

Hosnan, M., & Sikumbang, R. (2014). *Pendekatan saintifik dan kontekstual dalam pembelajaran abad 21: Kunci sukses implementasi kurikulum 2013*. Bogor: Ghalia Indonesia.

Arends, R. I., & Kilcher, A. R. (2010). *Teaching for student learning: Becoming an accomplished teacher*. Routledge. New York, N.Y: Taylor & Francis e-Library. <http://doi.org/10.4324/9780203866771>

Huberty, C. J., Olejnik, S., & Huberty, C. J. (2006). *Applied MANOVA and discriminant analysis*. New Jersey: Wiley-Interscience.

Ward, H., Roden, J., Hewlett, C., & Foreman, J. (2008). *Teaching science in the primary classroom. (2nd ed.)*. New York: Sage

Linn, R., Bond, L., Carr, P., Darling-Hammond, L., Harris, D., Hess, F., & Shulman, L. (2009). *Student learning student achievement: How do teachers measure up?*. New York, N.Y: National Board for Professional Teaching Standards. Retrieved from

[http://www.nbpts.org/sites/default/files/documents/research/NBPTS_Student Learning Student Achievement \(2\).pdf](http://www.nbpts.org/sites/default/files/documents/research/NBPTS_Student Learning Student Achievement (2).pdf)

2. Published books by editions.

Greenberg, J. & Baron, R. A. (2003). *Behavior in organization. Understanding and managing the human side of work (8rd ed.)*. New Jersey: Prentice Hall International Inc.

3. Published books by government agencies, without author's name

Australian Bureau of Statistics. (1991). *Estimated resident population by age and sex in statistical local areas. New South Wales, June 1990 (No. 3209.1)*. Canberra, ACT: Australia Bureau of Statistics.

4. Edited books by two people

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco, CA: Jossey-Bass.

5. Books without author's name or editor

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

6. Books resulted from revision

Rosenthal, R. (1987). *Meta-analytic procedures for social research (Rev. ed.)*. Newbury Park, CA: Sage.

7. Encyclopedias, with editor's name

Sadie, S. (Ed.). (1980). *The new grove dictionary of music and musicians (6th ed., Vols. 1-20)*. London: Macmillan.

8. Translated Books

Robbins, S. P. (2006). *Perilaku organisasi: konsep kontroversi, aplikasi*. (Terjemahan Benyamin Molan). Jakarta: PT. Prenhallindo. (Edisi asli diterbitkan tahun 2003 oleh Pearson Education Inc. New Jersey Upper Saddle River).

9. A Journal Article, two to seven authors

Efriana, F. (2014). Penerapan pendekatan scientific untuk meningkatkan hasil belajar siswa kelas VII MTSn palu barat pada materi keliling dan luas daerah layang-layang. *Jurnal Elektronik Pendidikan Matematika Tadulako*, 1(2). Retrieved from

<http://jurnal.untad.ac.id/jurnal/index.php/JEPMT/article/view/3219>

Sukamta, S., & Kusmanto, A. (2015). Perencanaan pembangkit listrik tenaga mikro hidro (PLTMH) Jantur Tabalas Kalimantan Timur. *Jurnal Teknik Elektro*, 5(2). Retrieved from

<https://journal.unnes.ac.id/nju/index.php/jte/article/view/3555>

Zeidan, A. H., & Jayosi, M. R. (2014). Science process skills and attitudes toward science among palestinian secondary school students. *World Journal of Education*, 5(1), 13. <http://doi.org/10.5430/wje.v5n1p13>

Webb, D. C., van der Kooij, H., & Geist, M. R. (2011). Design research in the Netherlands: Introducing logarithms using realistic mathematics education. *Journal of Mathematics Education at Teachers College*, 2(1). Retrieved from <http://journals.tc-library.org/index.php/matheducation/article/view/639>

Wijaya, A., van den Heuvel-Panhuizen, M., & Doorman, M. (2015). Opportunity-to-learn context-based tasks provided by mathematics textbooks. *Educational Studies in Mathematics*, 89(1), 41–65. <http://doi.org/10.1007/s10649-015-9595-1>

Ali, R., Hukamdad, D., Akhter, A., & Khan, A. (2010). Effect of using problem solving method in teaching mathematics on the achievement of mathematics students. *Asian Social Science*, 6(2), 67. <http://doi.org/10.5539/ass.v6n2p67>

Kusumaningtyas, D., Prasetyoko, D., Suprpto, S., Triwahyono, S., Jalil, A., & Rosidah, A. (2017). Esterification of benzyl alcohol with acetic acid over mesoporous H-ZSM-5. *Bulletin of Chemical Reaction Engineering & Catalysis*, 12(2), 243-250.

doi:<http://dx.doi.org/10.9767/bcrec.12.2.806.243-250>

Widiarti, N., Suryana, L., Wijayati, N., Rahayu, E., Harjito, H., Wardhana, S., Prasetyoko, D., & Suprpto, S. (2017). Synthesis of SrO.SiO₂ catalyst and its application in the transesterification reactions of soybean oil. *Bulletin of Chemical Reaction Engineering & Catalysis*, 12(2), 299-

305. doi:<http://dx.doi.org/10.9767/bcrec.12.2.804.299-305>

10. Articles of Magazines

Kandel, E. R., & Squire, L. R. (10 November 2000). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science*, 290, 1113-1120.

11. A Newsletter Article, with the author's name

Brown, L. S. (Mei 1993). Antidomination training as a central component of diversity in clinical psychology education. *The Clinical Psychologist*, 46, 83-87.

12. A Newsletter Article, without the author's name

The new health-care lexicon. (September 1993). *Editor*, 4, 1-2.

13. A Newspaper Article, without the author's name

Ketika tata rias menjadi kebutuhan. (17 April 2016). *Kedaulatan Rakyat*, hlm.10.

14. A Newspaper Article, with author's name

Sutanto, L. (16 April 2016). Kekerasan ujaran. *Kompas*, hlm.7.

15. An article whose author cites from other article.

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. in H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of Memory & Consciousness* (pp.309-330). Hillsdale, NJ: Lawrence Erlbaum and Associates.

16. Report from a government agency, without the author's name

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 901679). Washington, DC: U.S. Government Printing Office.

17. Periodically Published Proceedings

Cynx, J., Williams, H., & Nottebohm, F. (1992). Hemispheric differences in avian song discrimination. *Proceedings of the National Academy of Sciences, USA*, 89, 1372-1375.

18. Paper presented in a seminar or conference

Sularno, A. & Budiman, M. (Januari 1991). Data awal tentang gejala trauma pada anak-anak. *Makalah* disajikan dalam Seminar Pencegahan Salah Asuhan Anak, di Universitas Negeri Yogyakarta.

19. Doctoral dissertation, published by *Dissertation Abstract International (DAI)*

Ross, D. F. (1990). *Unconscious transference and mistaken identity: When a witness misidentifies a familiar but innocent person from a lineup* (Disertasi doktor, Cornell University, 1990). *Dissertation Abstracts International*, 51, 417.

20. Unpublished Doctoral Dissertation

Waluyanti, S. (2015). Pengembangan profesionalisme berkelanjutan guru SMK melalui musyawarah guru mata pelajaran. *Disertasi*, tidak diterbitkan, Universitas Negeri Yogyakarta, Yogyakarta.

21. Unpublished Master's Thesis

Zahroh, S. M. (2015). Pengaruh model collaborative learning terhadap motivasi dan prestasi belajar IPA siswa kelas V SD se-gugus Makukuhan Kabupaten Magelang. *Tesis*, tidak diterbitkan, Universitas Negeri Yogyakarta, Yogyakarta.

22. An article on the Internet, but the printed material is published in a journal

Roberts, G. T, Dooley, K. E., Harlin, J. F., Murphrey, T. P. (2006). Copetencies and traits of successful agricultural science teachers. *Journal of Career and Technical Education*, 22, 2-8. DOI

23. Constitution

Republik Indonesia. (2003). *Undang-Undang RI Nomor 20, Tahun 2003, tentang Sistem Pendidikan Nasional*.

24. Government Regulations

Presiden Republik Indonesia. (2015). *Peraturan Pemerintah RI Nomor 13, Tahun 2005, tentang Perubahan Kedua atas Peraturan Pemerintah Nomor 19 Tahun 2005 tentang Standar Nasional Pendidikan.*

Note:

More about quoting and writing references referring to APA Style can be learnt at

<http://www.apastyle.org/>

CHAPTER VI

THESIS AND DISERTATION EXAMINATION

A. Examination Regulations

Thesis examination (feasibility test and final examination) or dissertation examination (feasibility test and final examination), should fulfil the following requirements.

1. Administrative Requirements

The administrative requirements for students who will take thesis or dissertation examination are organized as follows.

- a. Registered as YSU student which is proved by registration card and Student Identity Card (*KTM*).
- b. Including thesis or dissertation courses in Study Plan (*Kartu Rencana Studi*).
- c. Submitting thesis or dissertation card or consultation book that has been filled in accordance with the consultation record.

2. Academic Requirements

- a. Submission requirements of a thesis or dissertation examination for master's and doctoral program students.
 - 1) Having a plagiarism-free certificate from the Quality Assurance Team of the Graduate School, YSU (The maximum level of similarity is 20%)
 - 2) Having passed all courses other than a thesis or dissertation, in accordance with the applicable curriculum
 - 3) Having a grade <B- maximum only one course
 - 4) Having a minimum grade of GPA 3.00
 - 5) Having score of Seminar on Thesis Proposal Course (for master's program students), or Seminar on Dissertation Proposal (for Doctoral Program students) minimum B.
 - 6) Passing a comprehensive examination for doctoral program students

- 7) The thesis and dissertation manuscript has been approved by the supervisor and authorized by the head of study program. Thesis report manuscript is made four copies, while the dissertation report is made six copies.
- 8) The thesis or dissertation consultation book is already signed by the supervisor and the head of study program.
- 9) Asking letter from YSU Finance, stating that the students have paid all the tuition fee required by the Graduate School, YSU.
- 10) Having *DHS* (Academic Transcript) from the first semester up to the last semester
- 11) Having a certificate of course leave (for students who have taken a course leave).
- 12) Having a photocopy of Pro-TEFL score certificate with a minimum score of 450 for master's program, and 475 for doctoral program. For the Master's of English Education Study Program, the minimum required of Pro-TEFL score is 500.

b. Requirements of the Examiners

1) Thesis Examiners

- a) A doctoral degree, with an academic position at least as a *Lektor*.
- b) Having relevant expertise to the thesis topic.

2) Dissertation Examiners

a) Examiners of the Result and Feasibility Examination

- (1) A doctoral degree, with an academic position of at least the senior lecturer.
- (2) Having relevant expertise to the topic of dissertation.
- (3) Recommended by the related study program by using the format provided by the Graduate School of YSU.
- (4) In the last 5 years, he/she has produced at least one scientific article in an accredited national journal or reputable international journal.

b) Examiners of Final Examination

- (1) A doctoral degree, with an academic position of at least a senior lecturer.

(2) Recommended by the study program by using the format provided by the Graduate School of YSU.

(3) In the last 5 years, he/she has produced at least 1 scientific work on accredited national journals or reputable international journals.

B. Structures, Roles, and Authority of the Board of Thesis and Dissertation Examiners

1. The Board of Examiners

a. The board of thesis examiners consists of four people.

1) Chairperson/Examiner (managing staff of the Graduate School or appointed lecturer)

2) Secretary/Examiner (appointed lecturer)

3) Examiner (Supervisor)

4) First Examiner (designated by Assistant Director 1 of the Graduate School)

b. The board of dissertation examiners

1) The board of examiners for proposal examination consists of six people as follows.

a) Chairperson/Examiner (managing staff of the Graduate School or lecturer appointed by the Director)

b) Secretary/Examiner (designated lecturer)

c) Examiner (First Supervisor)

d) Examiner (Second Supervisor)

e) First Examiner (internal, designated lecturer)

f) Second Examiner (internal, designated lecturer)

2) The board of feasibility examination consists of six people with the following structure.

a) Chairperson/Examiner (managing staff of the Graduate School or lecturer appointed by the Director)

b) Secretary/Examiner (Second Supervisor)

c) First Examiner

d) Second Examiner

e) Third Examiner

f) First Supervisor

3) The board of examiners for the results and final examination (open examination) consisted of 6 people with the following structure.

a) The Chairperson (managing staff of the Graduate School or lecturer appointed by the director)

b) Secretary/Examiner (designated lecturer)

c) Examiner (First Supervisor)

d) Examiner (Second Supervisor)

e) Second Examiner (internal, designated lecturer)

f) First Examiner (external, coming from outside of the Graduate School of UNY)

2. Duties and Authority of the Board of Examiners

a. Chairperson

The Chairperson is responsible for leading and directing the thesis or dissertation final examination with the following obligations.

- 1) Guiding and informing the rules of thesis/dissertation examination
- 2) Questioning the student during the thesis/dissertation examination
- 3) Giving guidance and directions that can contribute and improve the time accuracy during the process of thesis/dissertation examination
- 4) Assessing the presentation, content and the thesis/dissertation quality of the student
- 5) Together with the board of the examiners, giving warnings and academic admonitions if the thesis/dissertation is proved to have some elements of plagiarism
- 6) Reporting the process of thesis or dissertation examination in the form of spoken or written language

b. Secretary

The secretary plays roles in helping the chairperson to make sure that the process of thesis/dissertation examination runs smoothly. The roles are listed as follows.

- 1) Noting every activity during the process of the thesis/dissertation examination
- 2) Giving questions to the student after the thesis/dissertation summary presentation
- 3) Giving corrections, feedbacks and advice in written form to the thesis/dissertation draft being examined
- 4) Giving assessments for the presentation, content and the thesis/dissertation quality
- 5) Supervising the student based on the written corrections, feedbacks and advice given during the process of the thesis/dissertation examination
- 6) Reporting the process of thesis or dissertation examination in the form of written language in the official report provided

c. Examiner

The examiner is in charge of validating, examining and confirming the thesis/dissertation draft. She/he has some duties or roles listed as follows.

- 1) Giving questions focusing on the content during the thesis/dissertation examination
- 2) Giving corrections, feedbacks and advice in written form to the thesis/dissertation draft being examined
- 3) Assessing the presentation, content and the thesis/dissertation quality
- 4) Supervising the student based on the written corrections, feedbacks and advice given during the process of the thesis/dissertation examination

C) Preparation and Process of Thesis and Dissertation Examination

1. The Preparation

- a. The student registers for a thesis/dissertation examination to the head of the study program by submitting the draft approved by the supervisor.
- b. The head of the study program proposes some candidates to be the examiners to the director.
- c. The director of the Graduate School issues a letter of related to the board of examiners for the thesis/dissertation examination.
- d. The student prepares materials for the presentation, supporting documents, and the sources of the references used in the thesis/dissertation draft.

2. The proses of the thesis/dissertation examination

a. The proses of the thesis examination

1) Feasibility Test

A feasibility test is intended to assess the fulfillment of Indonesian National Qualifications Framework (*Kerangka Kualifikasi Nasional Indonesia - KKNI*). The test is in the form of thesis review which is done by an examiner (reviewer) using a form provided containing some items reflecting the Indonesian National Qualifications Framework. The items in the review form are: (1) the originality of the thesis (free of plagiarism); (2) the relevance between the formulation of the problem and the research questions; (3) the relevance between the research questions and the results of the study; (4) the relevance between the formulations of the problem and the conclusions; (5) fulfillment of the references and journals required; (6) grammatical accuracy.

2) The Thesis Examination

- 1) Thesis examination is conducted to assess the competence and ability of a students in defending his/her thesis/dissertation.
- 2) Each examiner makes a revision note based on the thesis draft in the paper provided to be given to the student.

- 3) The board of examiners discuss the result of the thesis examination. While they discuss the result, the student is required to leave and wait outside the room.
- 4) After the board of examiners discuss the result, the student is called in again to the room and the chairperson announces the result of the discussion.
- 5) The chairperson closes the thesis defense.
- 6) The time allocation for the thesis defense is approximately 90 minutes. The details are presented in Table 2 below.

Table 2. Time Allocation for Thesis Examination

No.	Activities	Time Allocation
1.	Opening	5 minutes
2.	Presentation	15 minutes
3.	Main examiner	20 minutes
4.	Second examiner/Supervisor	10 minutes
5.	Secretary	10 minutes
6.	Chairperson	10 minutes
7.	Discussion to decide the result	10 minutes
8.	Closing	10 minutes

The result of the thesis examination is: passed without any revision, passed with revisions, or failed. The time given to revise the thesis for the student passing the examination with revisions is no more than three months. After the thesis examination ends, the student is responsible for revising the draft during the time given. Advice, comments and feedbacks from the board of examiners should be organized into a page of thesis revision notes. The notes then must be given to the examiners to get their signatures for the ratification page after the revision has

been done. This ratification page should be attached in the thesis draft which has been revised to be submitted to the academic office of the Graduate School.

If the student is unable to complete the revision within three months, he/she is stated as failing the examination. Consequently, he/she should retake his/her thesis examination again and pay for the expenses.

The student submits the result of the revision which contains no mistakes and still has not been bound to the board of examiners and the director to be approved and signed.

b. The Process of the Dissertation Examination

Dissertation examination consists of three phases, namely feasibility test, dissertation result examination, and the final dissertation defense.

1) Appropriateness/feasibility Test

a) The Function of the Feasibility Test

Feasibility test is intended to assess the Indonesian National Qualifications Framework (*Kerangka Kualifikasi Nasional Indonesia*). This test is to check: (1) the originality of the dissertation (no plagiarism); (2) the relevance between the formulations of the problem and the research questions; (3) the relevance between the research questions and the results of the study; (4) the relevance between the formulation of the problems and the conclusions; (5) the fulfillment of the sources of the references and journals; (6) the grammatical accuracy. The dissertation which is written should reflect the student's competence in arguing and giving solutions related to the field expertise, technology or art based on the critical point of view of the facts, concepts, principals, or theories which can be accounted for scientifically and academically.

b) The Procedures and Requirements of Feasibility Test

- 1) The student registers in the front desk of the Director office by submitting six copies of his/her dissertation drafts approved by the supervisor.

- 2) The abstract of the dissertation is approved by the Center of English Service.
- 3) The list of references along with the pages referred to is attached.
- 4) The director decides the time and the board of feasibility test examiners consisting of a chairperson, two supervisors and three examiners.
- 5) The feasibility test is conducted without the student.
- 6) The dissertation draft is given to the board of examiners two weeks before the feasibility test takes place.
- 7) If the dissertation draft is stated as not appropriate, the student is given an opportunity to revise it maximally in six month before another feasibility test is conducted again.
- 8) If the draft is stated as appropriate with revision, the student is given a month to revise it.
- 9) If the dissertation draft is stated as appropriate, the student can continue to register the process of result examination.

c) The Process of Feasibility Test

The feasibility test is conducted without the student. The board of examiners consists of six persons including the first supervisor and the second supervisor. The scoring criteria consist of eight aspects. They are: (1) the structure; (2) how extensive or broad the literature review is; (3) the research methodology; (4) the theoretical implications; (5) the significance; (6) the originality; (7) the use of standardized language, and; (8) the grammar consistence used.

The result of the feasibility test is in the form of appropriateness/inappropriateness letter of recommendation in fulfilling the nine-level competencies of Indonesian National Qualifications Framework (*Kerangka Kualifikasi Nasional Indonesia*). The results are in three categories: (1) pass with minor revision; (2) pass with major revision; and (3) fail. “Pass with minor revision” is when the revision is not related to the research substance. “Passed with major revision” is when the revision is related to the research substance. Meanwhile, the draft is considered as “fail” when the results does not fulfill the nine-level of Indonesian National Qualifications Framework (*Kerangka Kualifikasi Nasional Indonesia*). The board of examiners are the ones who decide how much time is allocated for the revision.

The dissertation feasibility test takes 90 minutes with the details presented in Table 3 below.

Table 3. The Time Allocation for Dissertation Appropriateness Test

No.	Activities	Time Allocation
1.	The board of the examiners	10 minutes
2.	The first examiner	20 minutes
3.	The second examiner	20 minutes
4.	The third examiner	20 minutes
5.	The chairperson	10 minutes
6.	Result and closing	10 minutes

2) The Test of the Results (Dissertation Examination)

This test is intended to know the competence of a doctoral student in defending the result of the research.

a) The Procedures and Requirements

- (1) Registering to the secretary of the director by submitting the dissertation draft completed with the letter of feasibility test
 - (2) Submitting the letter of agreement for dissertation examination from the head of the study program
 - (3) Having passed all the courses and the comprehensive test
 - (4) Submitting six copies of the dissertation drafts
- b) The Requirements for the Examiners
- (1) Holding a doctoral degree, and a functional position at least senior lecturer
 - (2) Having a relevant expertise to the dissertation topic
 - (3) Being recommended by the study program using the form provided by the Graduate School
 - (4) Having published an article in an international journal or national journal with accreditation
- c) The Process of Dissertation Examination

This dissertation examination is to assess the student's competence in defending the dissertation. The process is closed for public. The board of examiners consist of the main supervisor, the second supervisor and examiners from outside of the School.

The assessment components consist of eight aspects, namely: (1) writing structures; (2) how extensive or broad the literature review is; (3) the research methodology; (4) the theoretical implications; (5) the significance; (6) the originality; (7) the use of standardized language, and; (8) the grammar consistence used.

The dissertation examination takes about 120 minutes with the details presented in Table 4 below.

Table 4. The Time Allocation for Dissertation Examination

No.	Activities	Time Allocation
1.	Opening	5 minutes
2.	Presenting the dissertation	20 minutes
3.	The first examiner	20 minutes
4.	The second examiner	15 minutes
5.	The first supervisor	10 minutes
6.	The supervisor	10 minutes
7.	Secretary	10 minutes
8.	The chairperson	10 minutes
9.	Final discussion of the board of the examiners	10 minutes
10.	Announcing the results, speech from the first supervisor and the chairperson	10 minutes

The results are in three categories. They are “pass without any revision”, “pass with revisions” and “failed”. For those who “pass with revisions”, they are given three months to revise and finish it. By the time, the dissertation should be signed by members of the board of examiners and the director of Graduate School. If within three months the student is unable to finish the revision, they have to retake the examination. Those who fail the examination should also have another examination taken within three months.

3) The Final Examination

a) The Procedures and Requirements

- (1) Registering to the Director’s secretary by submitting the draft signed by the Director along with the letter of passing the examination
- (2) Submitting the letter stating that the student has completed all the tuition fee

- (3) Submitting six copies of the dissertation drafts
- b) The Requirements for the Examiners
 - (1) Holding a doctoral degree, and a functional position at least senior lecturer
 - (2) Being recommended by the study program using the form provided from the Graduate School
 - (3) Having written an article published by at least an international journal article or national journal with accreditation in the last five years
- c) The Process of the Examination

The final examination is a promoted examination in which the students can invite their family members, relatives, experts, journalists and many more.

(1) Dress code

The student wears a set of formal clothes. The board of examiners are required to wear academic gowns.

(2) The duration

The examination lasts for 90 minutes with the details as presented in Table 5.

Table 5. Time Allocation for the Final Examination

No	Activities	Time Allocation
1.	The first supervisor	15 minutes
2.	The second supervisor	10 minutes
3.	The first examiner	15 minutes
4.	The second examiner	15 minutes
5.	Secretary	10 minutes
6.	Chairperson	10 minutes
7.	The discussion of the board of the examiners	10 minutes
8.	Result announcement and closing	5 minutes

(3) The result of the Final Examination

A doctored candidate is stated as passing the examination if he/she has passed the final examination with the grade point average of ≥ 3.00 during the study length required. The predicates are “Cum laude,” “Very good/satisfying” and “Good/satisfying.”

- (a) The predicate of “cum laude” is given with three conditions. The Grade Point Average should be > 3.75 , the dissertation should at least get an A- and the study length cannot be more than four years or 48 months.
- (b) “Very Good” is given to those whose Grade Point Average is between 3.51-3.75.
- (c) “Good” is given to those whose Grade Point Average is between 3.00-3.50.

The student has to meet all the members of the board of the examiners for the ratification.

D. Thesis and Dissertation Assessment

1. Master’s Program

Whether or not a student passes the examination is based on the average score from the board of examiners. A student is stated as passing the thesis examination if his/her average score is at least 3.00 (out of the 4.00 point scale), meaning he/she gets at least B. The categories are: passing without revision, passing with revision or failing the examination. If a student is stated as not passing the thesis examination, he/she should retake the examination after the thesis is revised based on the advice and suggestions from the board of examiners.

2. Doctoral Program

Whether or not the student passes the examination, it is based on the average score from the board of examiners. A student is stated as passing the thesis examination if his/her average score is at least 3.00, meaning he/she gets at least a B. The results are in the form of B, B+, A- or A. The categories are passing without revision, passing with revision or failing the examination. If a student is stated as failing the examination, he/she should retake another examination after the dissertation is revised based on the advice and suggestions from the board of examiners.

a. Thesis Assessment Rubric

The rubric for the assessment consists of the content and presentation with the details presented below.

Table 6. Thesis Assessment Rubric

No.	Components	Quality (Q)	Score (1-100) (S)	Quality x Score (Q x S)
1.	The structure of the idea in the thesis	1.0		
2.	The depth and width of the relevant literature review with the thesis	1.5		
3.	The theoretical arguments in arranging the conceptual framework	1.5		
4.	The originality	1.0		
5.	The methods: Data collection, reliability and analysis techniques	1.5		
6.	The significance of the research results for the development of science and technology	1.0		

7.	The oral presentation and arguments	1.5		
8.	The use of standardized language	1.0		
Total				

The average score is derived from the total score of the board of examiners using the formula:

$$S = \frac{Q \times S}{10}$$

S = score, Q = quality, and S = score

b. Dissertation Assessment Rubric

The rubric for the assessment consists of the content and the presentation with the details presented below.

Table 7. Dissertation Assessment Rubric

No.	Components	Quality (Q)	Score (1-100) (S)	Quality x Score (Q x S)
1.	The structure of the idea in the dissertation	1.0		
2.	The depth and width of the relevant literature review with the thesis	1.5		
3.	The theoretical arguments in arranging the conceptual framework	1.5		
4.	The originality	1.0		
5.	The methods: Data collection,	1.5		

	reliability and analysis techniques			
6.	The significance of the research results for the development of science and technology	1.0		
7.	The oral presentation and arguments	1.5		
8.	The use of standardized language	1.0		
Total				

The average score is derived from the total score of the board of the examiners using the formula:

$$S = \frac{Q \times S}{10}$$

S = score, Q = quality, and S = score

The maximum score from each examiner is 4.00. The final score is the average of scores from all examiners converted into score in the form of letters/grades presented in the table below.

Table 8. The Final Grade and the Conversions

Score	Mark		Category
	Grade	Number	
86-100	A	4.00	Excellent
81-85	A-	3.67	
76-80	B+	3.33	Very Good
71-75	B	3.00	
66-70	B-	2.67	
61-65	C+	2.33	Good
56-60	C	2.00	

41-55	D	1.00	Fair
0-40	E	0.00	Poor

E. Administration Procedures

Students are required to copy their thesis or dissertation, which is validated by the board of examiners and the Director of the Graduate School with some requirements presented below.

1. A master's student makes five soft copies (in CD's) of his/her thesis and distributes them as follows:
 - a. One CD for the student
 - b. One CD for the student's affiliated institution
 - c. One CD for the Graduate School library
 - d. One CD for the supervisor
 - e. One CD for Yogyakarta State University Library
2. A doctoral student makes five softcopies (in CD's) of his/her dissertation and distributes them as follows:
 - a. One CD for the student
 - b. One CD for the student's affiliated institution
 - c. One CD for the Graduate School Library
 - d. One CD for the supervisor
 - e. One CD for Yogyakarta State University library

CHAPTER VII

PUBLICATION

The students' theses and dissertations of the Graduate School YSU should be published in the form of journal articles. They should be published in accredited national journals or reputable international journals. The journal articles are published in the printed form (ISSN) or online (e-ISSN). The authors are the students and their supervisors.

Master's students have to publish journal articles in accredited national journals or reputable international journals. Doctoral students have to publish their journal articles in reputable international journals. The topic for the journal article does not have to be from the thesis and dissertation.

A. Thesis Article Publication

1. Thesis article writing follows the writing style of an accredited national journal or reputable international journal.
2. Thesis articles are published in accredited national journals or reputable international journals and will be used as one of the requirements for the inauguration.
3. A "copy" of a thesis paper is published in an accredited national journal or a reputable international journal or letter of acceptance which will be used as one of the requirements for thesis examination.
4. Master's students have to mention their supervisors as their co-authors.
5. Students have to mention their affiliated institution and the email address.

B. Dissertation Article Publication in Reputable International Journals

1. Dissertation article writing is based on the writing style of a reputable international journal to which the paper will be submitted.
2. A dissertation paper is published in a reputable international journal.

3. A “copy” of the dissertation paper which is published will be used as one of the requirements for the inauguration and also the dissertation examination.
4. Master’s students have to mention the supervisors as the second and third writers.
5. The students have to mention their affiliated institution and the email address.

CHAPTER VIII

ETHICS, MISCONDUCT, AND PENALTIES

A. Arrangement Ethics

The thesis and dissertation written by the students are expected to have high quality of knowledge, methods, administrative research and academic ethics in both the process and the product. The ethical considerations which have to be fulfilled by the students are presented as follows.

1. Academic honesty, which was portrayed in:
 - a. the writing which is the student's original idea and work. It is not taken from other's works even only in some parts,
 - b. all the references used which should be written as the substance of the examination or inspection.
 - c. the completion of thesis and dissertation based on the regulation
2. Openness, which means that the critics and suggestions are welcome in order to improve the quality of the research.
3. Not putting the subjects of the research any pressure nor causing any harm or damage.
4. Keeping the secret and the safety of the research, which means that the researchers will not publish the name and identity of the subjects, unless they have asked them for their permissions.

B. Penalties and Consequences

The possible penalties in the process of thesis and dissertation writing are:

1. Administration misconducts can be in several forms listed below.
 - a. The process of thesis and dissertation writing which is not matched with the schedule set before
 - b. Incapability to fulfil the requirements of the policy related to the thesis and dissertation writing in The Guidance of Thesis and Dissertation Writing.
They are:

- 1) Written warnings
 - 2) The delay of thesis or dissertation examination
 - 3) Rewriting of the thesis or dissertation
- c. Academic misconducts
- a. Plagiarism
 - b. Misconduct of Intellectual Property Rights
 - c. Misconduct of research ethics

The penalties/punishments will be in the form of:

- 1) Cancellation of the thesis or dissertation
- 2) Academic suspension
- 3) Dismissal as a YSU student

The policy making along with the implementation of the administrative, academic and ethical consequences is done by the Director of the Graduate School of YSU. Ethical commission of YSU is the one handling the violation of the law.

CHAPTER IX

CLOSING

This thesis and dissertation guide is written to help students written a thesis and dissertation. It is also expected to help the supervisors guide the students in writing their thesis/dissertation. It can be used by the board of the to decide the result of thesis/dissertation examination. For the staff of the study program and the Graduate School YSU, it can be used to decide the level of student graduation. By using this guide, it is expected that the thesis and dissertation completion can run smoothly and effectively in terms of the process and the quality of the product.

Rector

YOGYAKARTA STATE UNIVERSITY

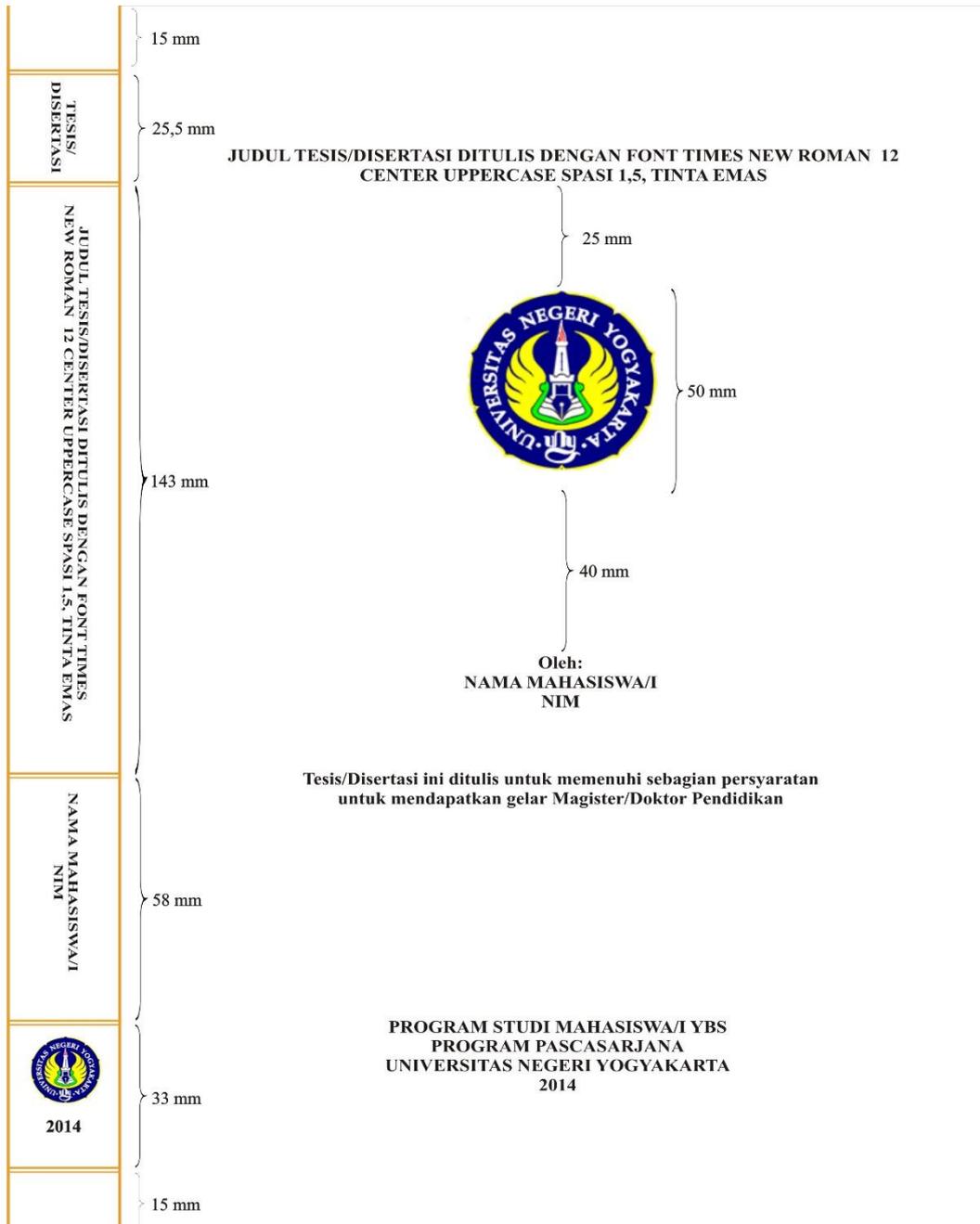
Prof. Dr. Sutrisna Wibawa, M.Pd.

NIP 19590901 198601 1 001

APPENDICES

Appendix 1a

Thesis cover page/ Final Dissertation



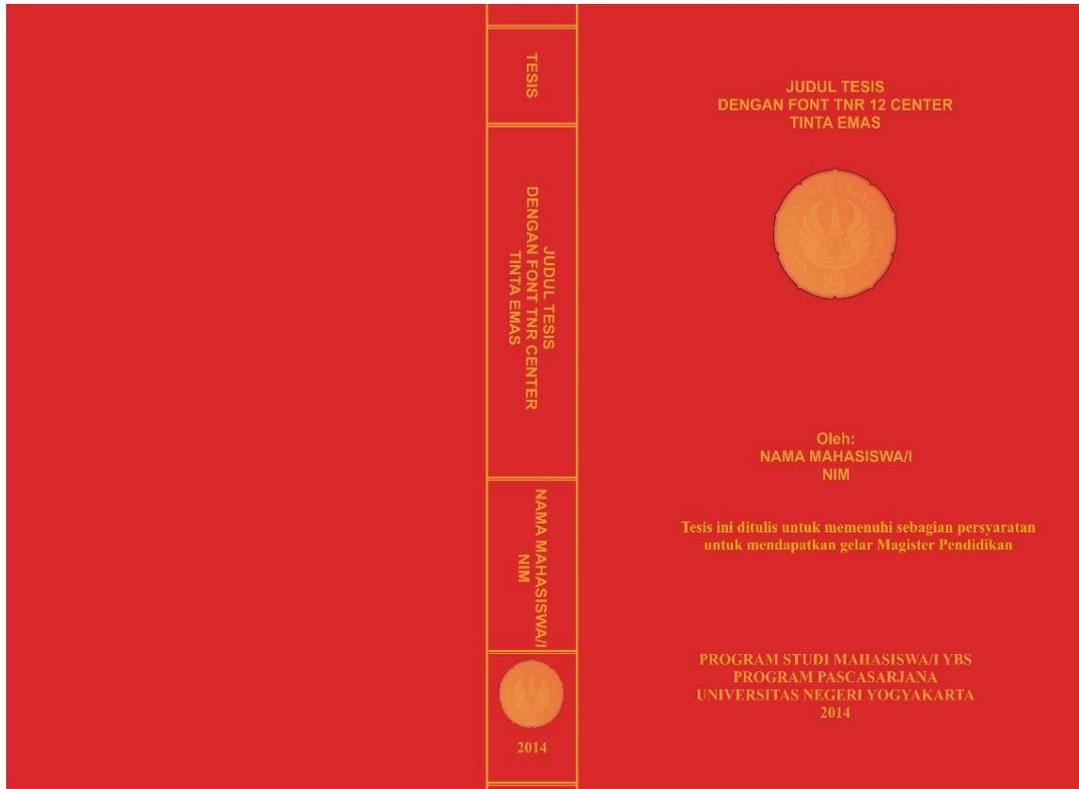
Note:

The colour of thesis cover is red, golden ink

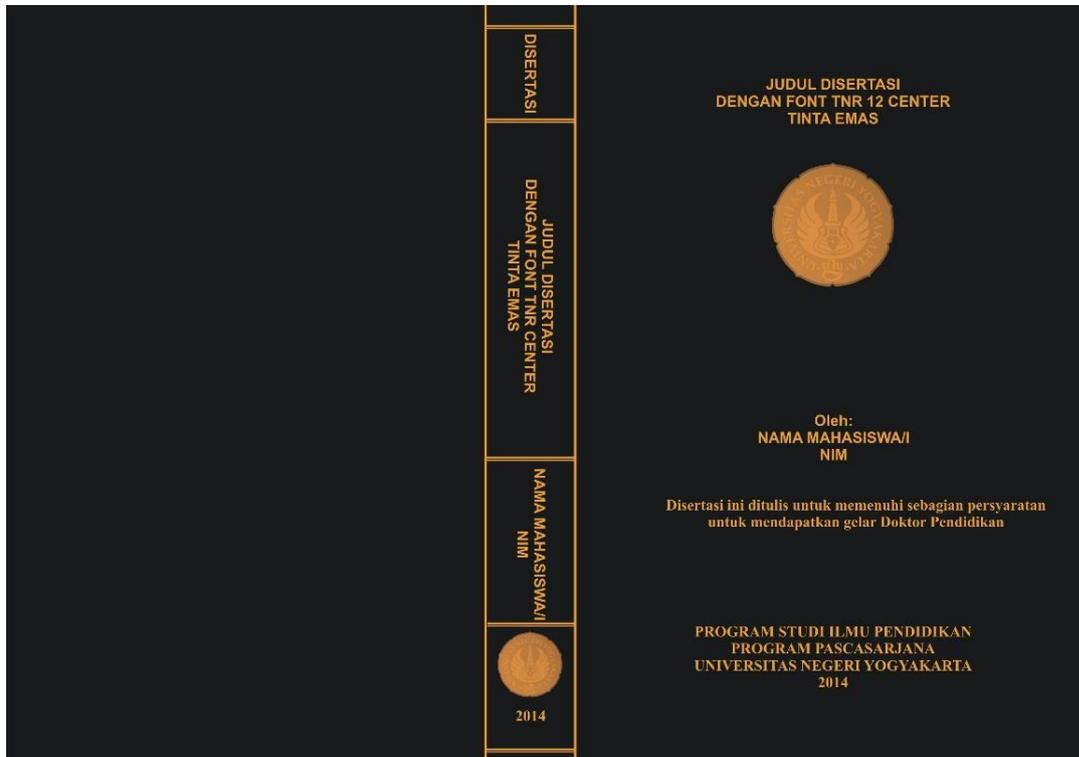
The colour of dissertation cover is black, golden ink

Appendix 1b

The example of thesis and dissertation cover



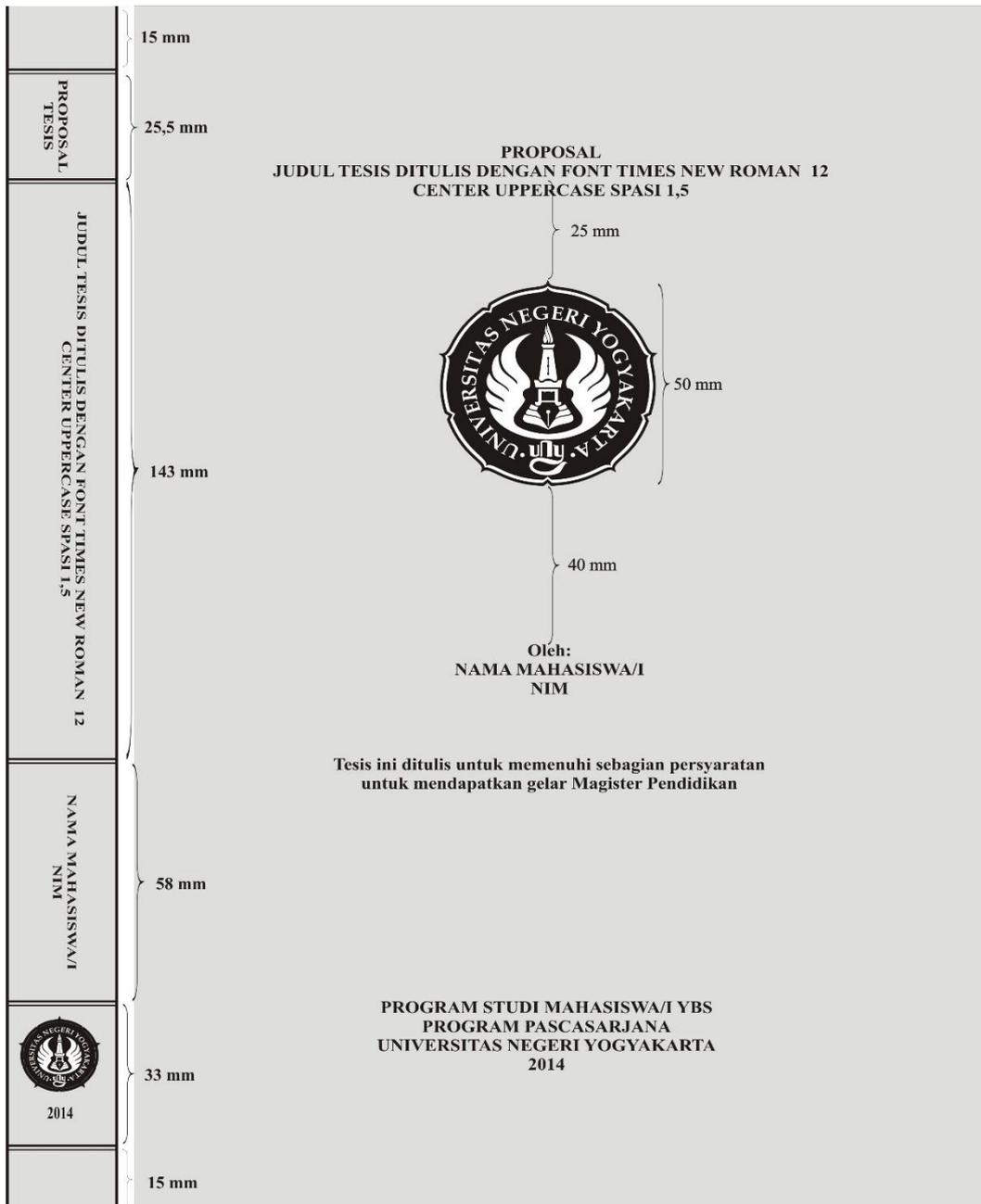
Picture 1. The example of Thesis Cover



Picture 2. The example of Dissertation Cover

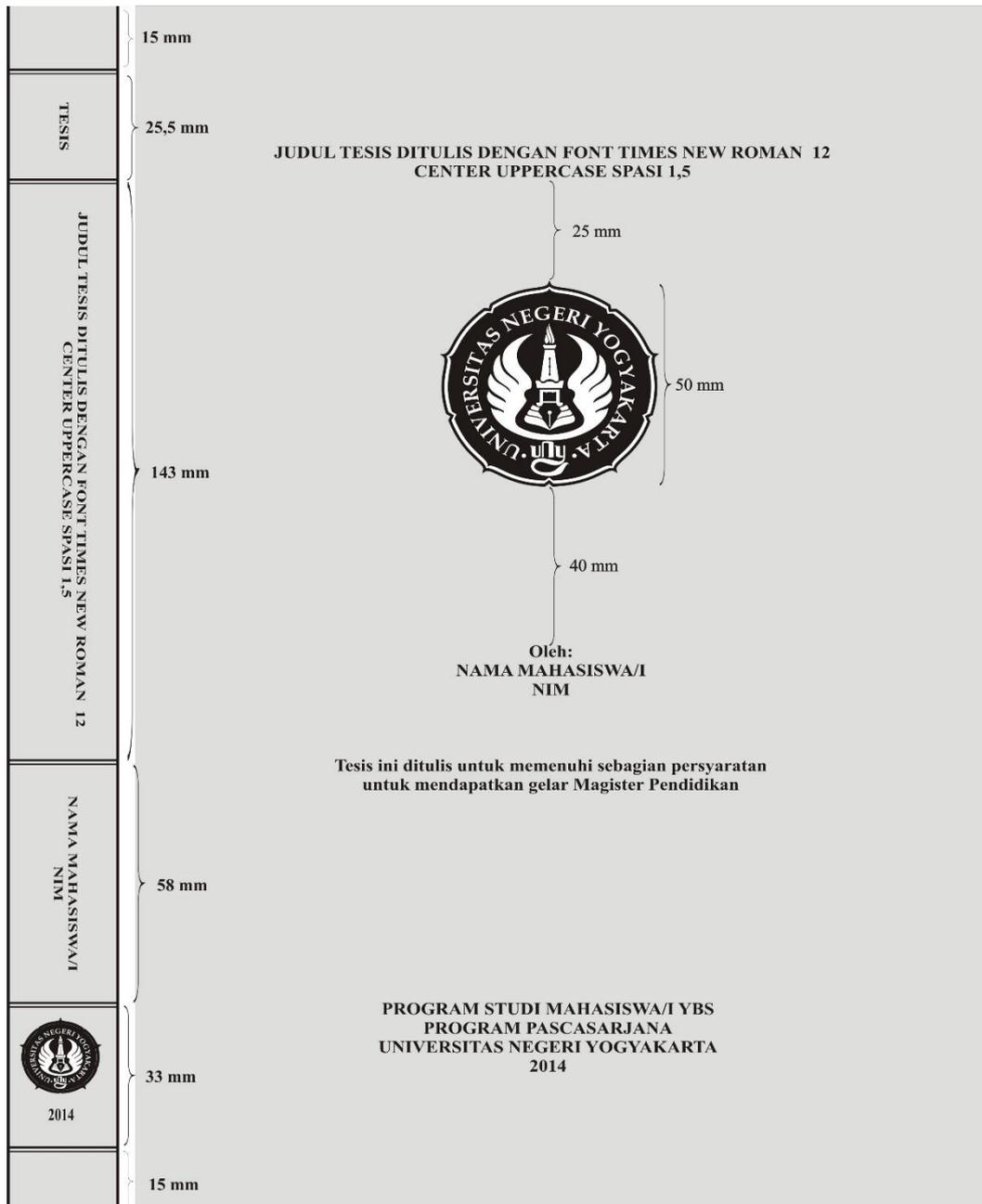
Appendix 1c

Thesis Proposal Cover



Appendix 1d

Thesis examination cover

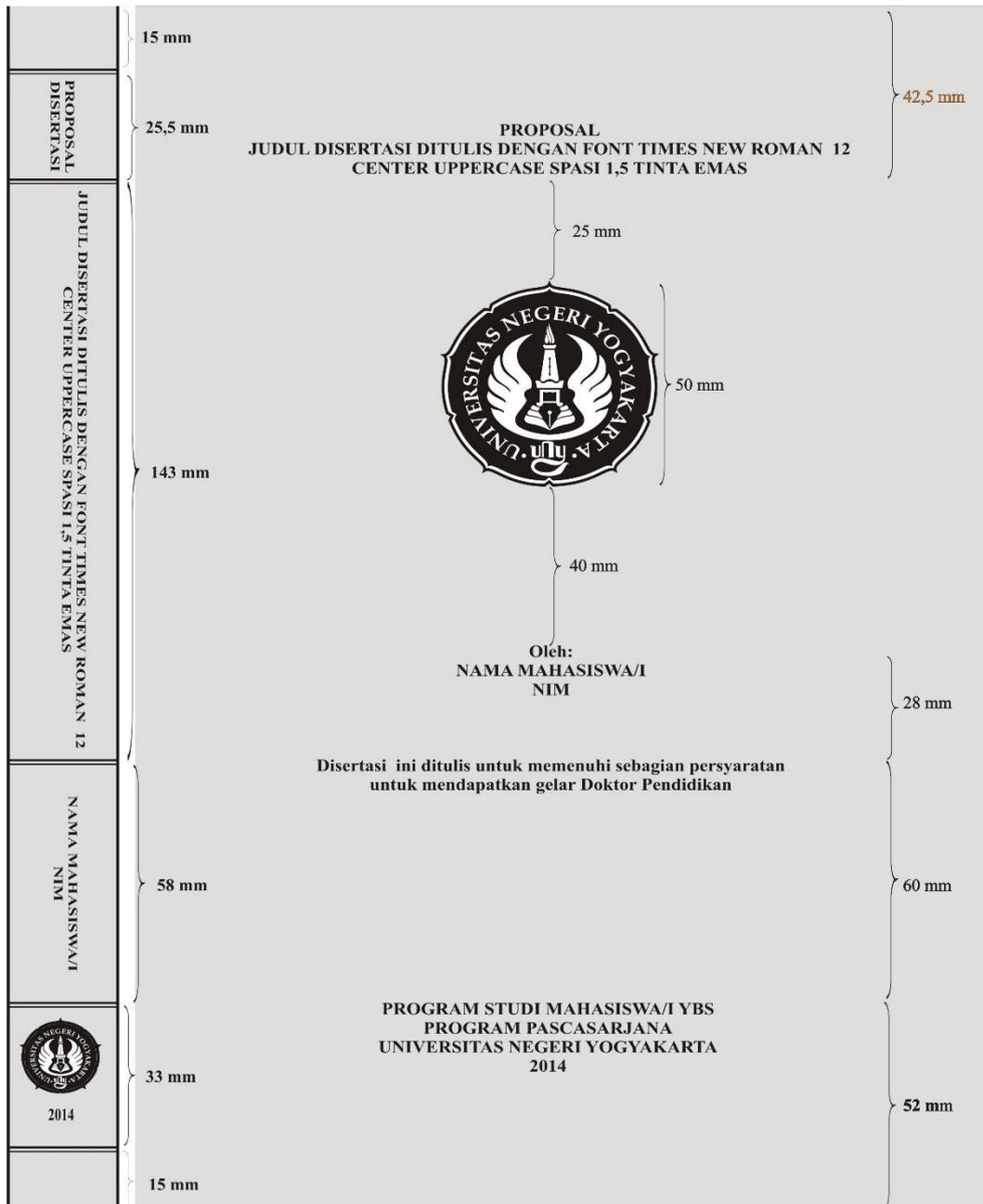


Note:

Red cover, Black ink

Appendix 1e

Dissertation proposal cover

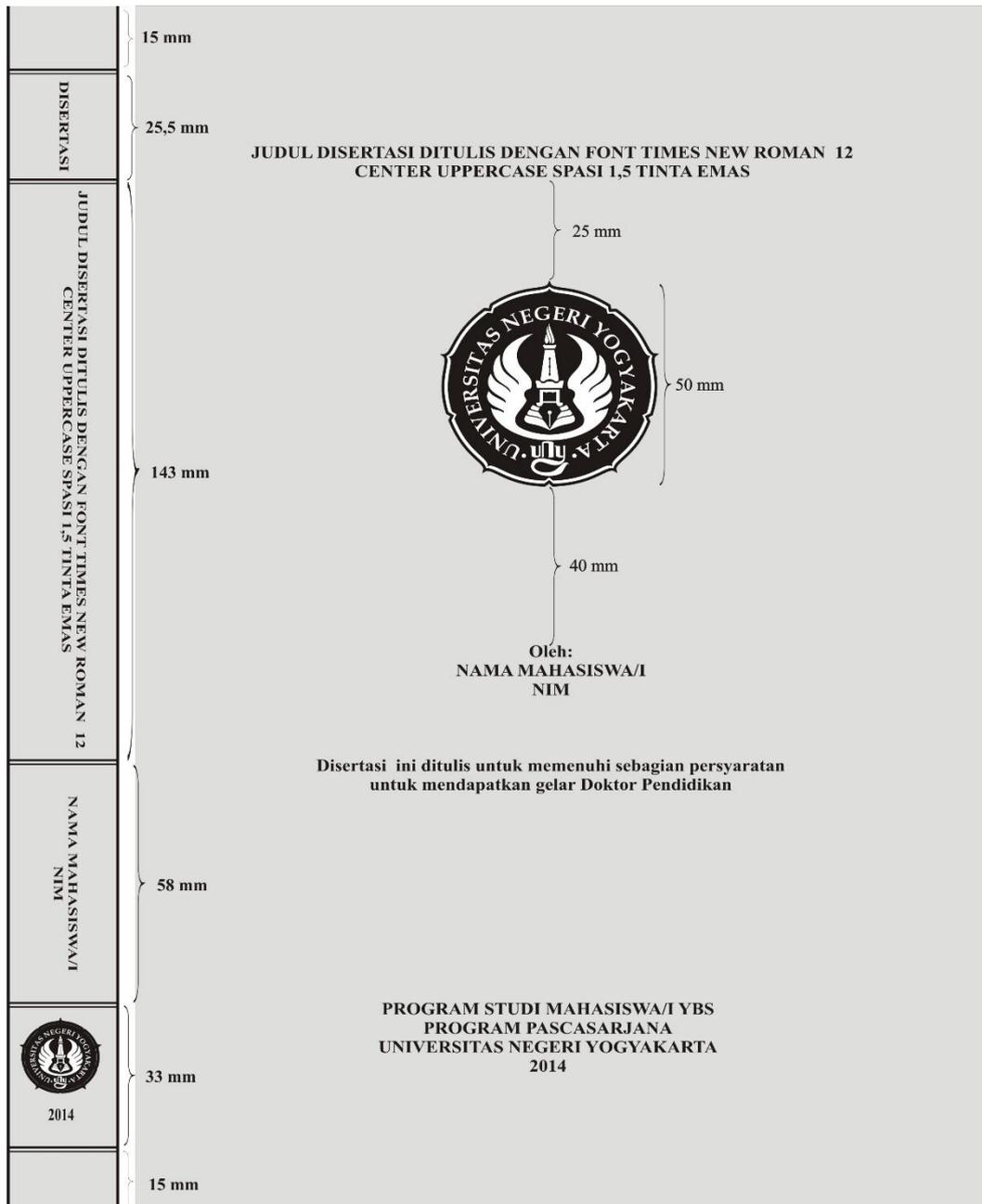


Note:

Black cover, Golden ink

Appendix 1f

Dissertation examination cover



Note:

Black cover, black ink

Appendix 2a

The example of thesis approval page

APPROVAL PAGE

**THE TITLE IS WRITTEN IN TIMES NEW ROMAN 12, SINGLE SPACE
USING BLACK INK**

STUDENT'S NAME

STUDENT IDENTITY NUMBER 0000000000

Presented as Partial Fulfillment of the Requirements for the Attainment of
a Master of Education Degree in (study program)

Approved by the supervisor on
Supervisor

The full name of the supervisor with the title

Appendix 2b

The example of thesis ratification page (Paper with yellow YSU logo)

RATIFICATION PAGE

**THE TITLE IS WRITTEN IN TIMES NEW ROMAN 12, SINGLE SPACE
USING BLACK INK**

**STUDENT'S NAME
STUDENT IDENTITY NUMBER**

Accepted by the Board of Examiners of Graduate School, Yogyakarta State University on 7th of June, 2017 and declared to have fulfilled the requirements for the attainment of a Master of Education Degree

BOARD OF EXAMINERS

Prof. Dr. Drupadi, M.Si. (Chairperson)	(sign)	(date)
Dr. Sadewa, M.Pd. (Secretary)	(sign)	(date)
Dr. Karna, M.Pd. (Supervisor/examiner)	(sign)	(date)
Dr. Dewi Laksita, M.Si. (Main examiner)	(sign)	(date)

Yogyakarta,
**Graduate School
Yogyakarta State University
Director,**

Prof. Dr. Marsigit, M.A.
NIP 19570719 198303 1 004

Appendix 2c

The example of Approval page for dissertation proposal examination

APPROVAL PAGE

**THE TITLE IS WRITTEN IN TIMES NEW ROMAN 12, SINGLE SPACE
USING BLACK INK**

STUDENT'S NAME

STUDENT IDENTITY NUMBER 0000000000

Presented as Partial Fulfillment of the Requirements for the Attainment
of a Doctor of Education Degree in(Study Program)

Approved by the supervisor on

BOARD OF SUPERVISORS

Prof. Dr. Anjani Sumitra, M.Si. (Sign) (Date)

First Supervisor

Prof. Dr. Indra, M.Ed. (Sign) (Date)

Supervisor

Appendix 2d

The example of approval page after dissertation proposal examination

APPROVAL PAGE

**THE TITLE IS WRITTEN IN TIMES NEW ROMAN 12, SINGLE SPACE
USING BLACK INK**

**STUDENT'S NAME
STUDENT IDENTITY NUMBER 0000000000**

Presented as Partial Fulfillment of the Requirements for the Attainment
of a Doctor of Education Degree in.....(Study Program)

THE BOARD OF EXAMINERS

Prof. Dr. Sanjaya, M.Si. (Chairperson/Examiner)	(sign)	(date)
Dr. Bayu Parikesit (Secretary/Examiner)	(sign)	(date)
Prof. Dr. Anjani Sumitra, M.Si. (First Supervisor/Examiner)	(sign)	(date)
Prof. Dr. Indra, M.Ed. (Supervisor/Examiner)	(sign)	(date)
Prof. Abimanyu, M.Sc., Ph.D. (Examiner)	(sign)	(date)
Prof. Dr. Wisnu Laksmana, M.Ed. (Examiner)	(sign)	(date)

**Yogyakarta,
Graduate School
Yogyakarta State University
Director,**

**Prof. Dr. Marsigit, M.A.
NIP 19570719 198303 1 004**

Appendix 2e

The example of approval page for the appropriateness test and dissertation examination

APPROVAL PAGE

**THE TITLE IS WRITTEN IN TIMES NEW ROMAN 12, SINGLE SPACE
USING BLACK INK**

**STUDENT'S NAME
STUDENT IDENTITY NUMBER 0000000000**

Presented as Partial Fulfillment of the Requirements for the Attainment of a
Doctor of Education Degree in (Study Program)

THE BOARD OF SUPERVISORS

Prof. Dr. Anjani Sumitra, M.Si.	(sign)	(date)
Main Supervisor
Prof. Dr. Indra, M.Ed.	(sign)	(date)
Supervisor

Appendix 2f

The example of approval page for dissertation close and open examinations

APPROVAL PAGE

**THE TITLE IS WRITTEN IN TIMES NEW ROMAN 12, SINGLE SPACE
USING BLACK INK**

**STUDENT'S NAME
STUDENT'S NUMBER 00000000000**

Presented as Partial Fulfillment of the Requirements for the Attainment
of a Doctor of Education Degree of(Study Program)

THE BOARD OF EXAMINERS

Prof. Dr. Sanjaya, M.Si. (Chairperson/Examiner)	(sign)	(date)
Dr. Bayu Parikesit (Secretary/Examiner)	(sign)	(date)
Prof. Dr. Anjani Sumitra, M.Si. (First Supervisor/Examiner)	(sign)	(date)
Prof. Dr. Indra, M.Ed. (Supervisor/Examiner)	(sign)	(date)
Prof. Abimanyu, M.Sc., Ph.D. (Examiner)	(sign)	(date)
Prof. Dr. Wisnu Laksana, M.Ed. (Examiner)	(sign)	(date)

**Yogyakarta,
Graduate School
Yogyakarta State University
Director,**

**Prof. Dr. Marsigit, M.A.
NIP 19570719 198303 1 004**

Appendix 2g

The example of ratification page for final dissertation examination (yellow paper and YSU logo)

RATIFICATION PAGE

**THE TITLE IS WRITTEN IN TIMES NEW ROMAN 12, SINGLE SPACE
USING BLACK INK**

**STUDENT'S NAME
STUDENT IDENTITY NUMBER 0000000000**

Presented as Partial Fulfillment of the Requirements for the Attainment
of a Doctor of Education Degree in(Study Program)

THE BOARD OF EXAMINERS

Prof. Dr. Sanjaya, M.Si. (Chairperson/Examiner)	(sign)	(date)
Dr. Bayu Parikesit (Secretary/Examiner)	(sign)	(date)
Prof. Dr. Anjani Sumitra, M.Si. (First Supervisor/Examiner)	(sign)	(date)
Prof. Dr. Indra, M.Ed. (Supervisor/Examiner)	(sign)	(date)
Prof. Abimanyu, M.Sc., Ph.D. (Examiner)	(sign)	(date)
Prof. Dr. Wisnu Laksmna, M.Ed. (Examiner)	(sign)	(tanggal)

**Yogyakarta,
Graduate School
Yogyakarta State University
Director,**

**Prof. Dr. Marsigit, M.A.
NIP 19570719 198303 1 004**

Appendix 3a

The example of originality statement for thesis

STATEMENT OF ORIGINALITY

Name : Kresna
Student Identity Number : 1234567890
Study Program : English Education

This is to certify that to the best of my knowledge, the content of this thesis is my own work. This thesis has not been submitted for any degree or other purposes.

I certify that the intellectual content of this thesis is the product of my own work and that all the assistance received in preparing this thesis and sources have been acknowledged.

Yogyakarta, 1 July 2018

Writer,

Materai 6000

Kresna

NIM 1234567890

Appendix 3b

The example of originality statement for dissertation

STATEMENT OF ORIGINALITY

Name : Kresna
Student identity Number : 1234567890
Study Program : English Education

This is to certify that to the best of my knowledge, the content of this dissertation is my own work. This dissertation has not been submitted for any degree or other purposes.

I certify that the intellectual content of this thesis is the product of my own work and that all the assistance received in preparing this dissertation and sources have been acknowledged.

Yogyakarta, 1 July 2018

Writer,

Materai 6000

Kresna

NIM 1234567890

Appendix 4

The example of table and picture

The example of table

Table 13. The Average Interval Conversion of Teachers' Questionnaires

Score	Scores Interval	Category
A	$X > X_i + 1.8 S_{bi}$	Excellent
B	$X_i + 0.6 S_{bi} < X \leq X_i + 1.8 S_{bi}$	Very Good
C	$X_i - 0.6 S_{bi} < X \leq X_i + 0.6 S_{bi}$	Good
D	$X_i - 1.8 S_{bi} < X \leq X_i - 0.6 S_{bi}$	Fair
E	$X \leq X_i - 1.8 S_{bi}$	Poor

The example of picture



Picture 1. Yogyakarta State University Logo