



REGULATION OF THE RECTOR UNIVERSITAS NEGERI PADANG

NUMBER: 02 2020

CONCERNING

**AMENDMENT OF REGULATION OF RECTOR OF UNIVERSITAS NEGERI
PADANG NUMBER 11 OF 2018 ON THE IMPLEMENTATION OF STUDENTS FINAL
PROJECT IN UNIVERSITAS NEGERI PADANG**

**BY THE GRACE OF GOD ALMIGHTY THE
RECTOR UNIVERSITAS NEGERI PADANG,**

Considering

1. that in order to implement Article 11 Paragraph (3) Regulation of the Minister of Research, Technology, and Higher Education Number 67 of 2016 concerning the Statute of the Universitas Negeri Padang;
2. that for the implementation of the Final Project it is necessary to stipulate in a Rector's Regulation;
3. that consideration of points 1 and 2, need to establish regulations implementing the final project at Universitas Negeri Padang

Recalling:

1. Law of the Republic of Indonesia Number 12 of 2012 on Higher Education
2. Regulation of the Minister of State Apparatus No. 35 of 2012 on the guidelines for the preparation of Standard Operating Procedures Government Administration
3. Government Regulation RI Number 96 of 2012 concerning Implementation of Law number 25 of 2009 concerning Public Services

4. Government Regulation of the Republic of Indonesia Number: 17 of 2010 concerning Management and Implementation of Education (State Gazette of the Republic of Indonesia of 2010 Number 23
5. Government of the Republic Indonesia Number 66 of 2010 concerning Amendments to Government Regulation of the Republic of Indonesia Number 17 of 2010 concerning Management and Implementation of Education
6. Regulation of Minister of National Education Number 73 of 2009 concerning Instruments for Accreditation of Undergraduate Study Programs
7. Decree of the Minister of National Education of the Republic of Indonesia Number 232 / U / 2000 on Higher Education Curriculum Development and Student Learning Outcomes Assessment
8. Regulation of Minister of Research, Technology, and Higher Education Number: 44 of 2015 concerning National Standards for Higher Education
9. Regulation of Minister of Research, Technology, and Higher Education No. 67 of 2016 concerning Statuta of Universitas Negeri Padang
10. Regulation of Minister of Education and Culture Number 3 of 2020 concerning National Higher Education Standards

Noticing:

1. The Principles Council Meeting of University results on September 5, 2017, and November 9, 2017, concerning Student Final Projects.
2. Approval of the UNP Senate meeting on December 28, 2017, regarding the implementation of Student Final Projects.

HAS DECIDED:

Enacting : **REGULATION OF THE RECTOR ON THE IMPLEMENTATION OF STUDENT'S FINAL ASSIGNMENTS/PROJECT AT UNIVERSITAS NEGERI PADANG**

CHAPTER I GENERAL CONDITIONS

Article 1

In this Rector's Regulation, what is meant by:

1. Universitas Negeri Padang hereinafter referred to as UNP, is a government university located in Padang that organizes Academic Education includes undergraduate, master,

doctoral and vocational education programs including diploma programs applied for undergraduate programs applied masters, and applied doctorates in several educational disciplines, technological sciences, and arts;

2. The Rector is the Rector of Universitas Negeri Padang;
3. The Statute of the Universitas Negeri Padang, hereinafter referred to as the Statute, is the primary regulation for the management of the UNP for higher education which is used as the basis for drafting regulations and operational procedures at UNP;
4. Academic advisors are lecturers who are appointed and assigned the task of guiding a group of students, which aims to help students complete their studies as quickly and efficiently as possible according to the conditions and individual potential of students.
5. The final Project is a scientific paper in the form of a paper that students must complete towards their term. The study is one of the requirements to achieve a degree at the diploma, bachelor, master, and doctoral levels at Universitas Negeri Padang.
6. Final assignments for diploma, bachelor, master, and doctoral programs are called three credits of paper, six credits of thesis (undergraduate), six credits of thesis (master), and 12 credits of dissertation.
7. The final Project Advisor is a lecturer who is appointed and assigned to guide students in completing the Final Project.
8. The proposal is a proposed final project plan.
9. Final Project Examination is an exam that is carried out to evaluate students' ability to defend their Final Project as a determinant of graduation.
10. The Pre-Qualification Exam is an evaluation of a field of science-related for a doctoral program.
11. Closed Examination is an activity to assess doctoral program students' ability to defend their dissertation, held in front of a team of examiners.
12. Open Examination is an activity assessing doctoral program students' ability to defend their dissertations in front of a team of examiners and the public.

CHAPTER II
IMPLEMENTING FINAL ASSIGNMENTS STANDARDS

Article 2

Final Project Objectives and Management

1. The final project aims to give students opportunities to formulate ideas, concepts, mindsets, and creativity packaged in an integrated and comprehensive manner based on scientific principles, procedures, and ethics.
2. The final project is managed by a coordinator study program at the Faculty and the Postgraduate Program.

Article 3

Final Project Manager Duties and Responsibilities

1. The tasks of the final project manager are to:
 - a. appoint a lecturer for the student's final assignment by considering their area of expertise.
 - b. Coordination at the beginning of the semester with the students taking courses Final.
 - c. Inventory the titles of all fields of study of students who take the Final Project to avoid the same title.
 - d. Determine the discussion team for the Final Project proposal seminar.
 - e. Conduct and assign Comprehensive Examinations for doctoral programs.
 - f. Set a schedule and hold a Final Project Seminar.
 - g. Ensure that there are invitations for all activities related to the Final Project.
 - h. Monitor and evaluate the implementation of all activities related to the Final Project.
 - i. Provide facilities for the implementation of all activities related to the Final Project.
 - j. Coordinating with the supervisor in completing the Final Project.
 - k. Establish a schedule for the implementation of all activities related to the Final Project.
1. Collect and document the minutes and grades of the Final and Project input into the academic portal.

2. The final Project Manager is responsible for the smooth implementation of the Final Project in each study program.

Article 4

Supervisors Requirements and Number

1. Lecturers who have NIDN or NIDK.
2. Lecturers who have expertise in the field of study that students explore.
3. Supervisor of Final Project for diploma and undergraduate programs is one person with a functional position minimum as Associate Lecturer.
4. Thesis supervisor for the program master amounting to 1 person with a doctoral education with a functional position at least Lecturer.
5. Dissertation supervisors for the program doctoral There are 2, namely promoters and co-promoters. Promoter with a doctoral education with a functional position as a professor or head lecturer with a doctoral education who has scientific publications as the principal author in reputable international journals. The co-promotor has a doctoral education with a minimum functional position as a lecturer.
6. For particular needs, such as cooperation programs with partner universities or institutions and the *Merdeka Belajar Kampus Merdeka (MBKM)* program, there may be more than one thesis and thesis supervisor with the composition of the first supervisor being an Universitas Negeri Padang lecturer and the second supervisor is a lecturer from a partner university or institution. The dissertation supervisor may also be added by one co-promoter from a partner university or institution.

Article 5

Final Project Supervisor Designation

1. The head of department/study program coordinator checks the courses completeness that has been taken by students who will take the final project course.
2. The coordinator department head of the study program proposes prospective supervisors' names to the dean or graduate program director.
3. The dean or director of the program issues the supervisor's decree.

Article 6
Supervising Lecturer Duties and Responsibilities

1. Supervisors are assigned to;
 - a. Motivate, direct and guide students to complete the Final Project.
 - b. Signing the Final Project proposal to be recommended to attend a proposal seminar, except for a paper in the diploma program that does not propose.
 - c. Signing the minutes of the Final Project guidance consultation.
 - d. Signing a draft of the Final Project to be recommended to take the Final Project exam.
 - e. Attend the implementation of the Examination in the implementation of the Final Project.
 - f. Sign the endorsement of the Final Project that has been tested and revised.
2. The supervisor is responsible for the smooth implementation of the Final Project preparation so that students can take the Final Project Examination.

Article 7
Number of Guidance Students

The maximum number of Final Project guidance students for each qualified lecturer per semester is ten people from program diplomas, bachelor, master, and doctoral students by considering the principle of equity.

Article 8
The Process and Duration of Final Project Guidance

The guidance process is as follows:

1. the head of the department/study program coordinator submits the Advisory Lecturer Decree from the Dean / Director to the final assignment supervisor.
2. Supervising lecturers start and can guide the Final Project after receiving an assignment letter.
3. The maximum duration of guidance for the Final Project is 2 (two) semesters for papers and theses in diploma and undergraduate programs, a maximum of 3 (three) semesters for a thesis in the master program, and a maximum of 5 (five) semesters for a dissertation in a doctoral program starting from the determination of the supervisor assignment letter with Conditions: The

- a. a draft submitted by the student to the supervisor must be returned to the student within 15 days, provided the supervisor is present.
 - b. Suppose the guidance process for determining the title exceeds the period referred to in the letter "a." In that case, the head of the department/study program coordinator must give the student and supervisor a warning letter to complete the guidance process within 15 (fifteen) days.
 - c. If the guidance process is not completed within 15 (fifteen) days after the warning, the letter "b" is given. The head of the department/study program coordinator is authorized to consider the thesis title's cancellation and the supervisor's replacement.
 - d. After the supervisor approves the final project's title, students must complete the Final Project, following the period set in point number "3".
 - e. Suppose the student cannot complete his final assignment within the predetermined time. In that case, the head of the department/study program coordinator will give a written warning with the addition of the final project completion scheduled for 15 days for diploma and undergraduate programs, 25 days for master programs, and 30 days for programs. Doctorate.
 - f. Suppose the student cannot complete the final assignment after the additional time period referred to in the letter "e." In that case, the head of the department/study program coordinator calls the student and supervisor in writing and decides to solve it.
4. In the process of final assignment guidance, students are required to show the supervisor:
 - a. Final Project Proposal from the proposal guidance process, proposal seminars, data collection, data processing, seminar results, thesis examinations to approval Final Project.
 - b. Documentation in the form of photos and research logbooks.
5. Students can consult with the supervisor according to the agreed schedule by ensuring a precise schedule.
6. Consultation is carried out at least three times for thesis proposals and seven times for drafting papers and thesis drafts for diploma and undergraduate programs, as evidenced by consultation books.
7. Consultation at least five times -for the thesis proposal and ten times to complete the morning thesis draft of the registered program, proven by a consultation book.

8. Consultation at least seven times for the dissertation proposal and 13 times to complete the dissertation draft as evidenced by the consultation book.

Article 9

Supervisors Replacement

1. Replacement of supervisors can be carried out by the Dean or the Director of PPs upon the recommendation of the head of the department/study program coordinator.
2. Instructor replacement can be done if;
 - a. If the guidance process does not run smoothly according to the set time.
 - b. At the supervisor's request with clear reasons and the approval of the head of the department/study program coordinator.
 - c. Death or permanent incapacity.
 - d. At the request of the student.

Article 10

Number and Requirements of Final Project Examiner

1. There are two examiners for papers and theses for diploma and undergraduate programs with minimum functional positions as Associate Lecturer and have relevant student study expertise.
2. The thesis examiner for the master program consists of 2 people with a doctoral education requirement with a functional position at least an Associate Lecturer or a master's degree with a functional position as a Lecturer (III.d) and have relevant expertise in the field of student studies.
3. There are three dissertation examiners for the doctoral program consisting of 2 UNP lecturers with a doctoral education with a minimum functional position as lecturer and one examiner from outside UNP with the requirements of having a doctoral education with a minimum functional position for lecturers who are lecturers and have expertise relevant to the field of the study college student.

Article 11

Requirements for Students to Get Final Project Supervising

1. Students are actively registered on the running semester,
2. Project Final Courses have been registered in the Study Plan Card (KRS),

3. Students make final Project titles Submission of the can after collecting a minimum of 80 credits for the programming diploma, 120 credits for undergraduate programs and have passed the prerequisite courses of the Final Project determined by each head of the department /coordinator program studies, and for master and programs doctoral have passed the course methodology research.
4. Achieve a GPA of ≥ 2.00 for diploma and undergraduate programs, GPA > 3.00 for programs master and doctoral.

Article 12

Examining Lecturer Task Load

The maximum final assignment load for the final examiner is 20 students per semester with the following details:

1. For lecturers who meet the requirements for testing at all project levels of the program can
20 students test Final Projects with the following details:
 - a. Examining diploma /undergraduate student Final Projects is a maximum of 10 students.
 - b. The maximum number of master students' final assignments is eight students.
 - c. The maximum number of doctoral students' final assignments is two students.
2. For lecturers who are not entitled to test in the doctoral program they can test their Final Project in the diploma and undergraduate programs. as many as 15 people and in the master program, as many as five people

Article 13

Obligations and Rights of Students Completing Final Project

1. Student Obligations:
 - a. Submit the research title plan of the Final Project for programs undergraduate, master and doctorate the supervisor.
 - b. Make a research proposal according to a format predetermined.
 - c. Attending research proposal seminars for undergraduate, master, and doctoral programs as a condition for registering a proposal/result seminar of at least ten titles for undergraduate programs, seven titles for programs master, and five titles for doctoral programs as indicated by the notebook seminar.

- d. For students who carry out the seminar proposal/ results, summarize and share it with the seminar participants on the proposal.
 - e. Conduct research following research proposals that have been refined through seminars and consultations with supervisors.
 - f. Consult all matters relating to the Finals Project with the Supervisor.
 - g. Make a draft of the Final Project according to the specified format.
 - h. If the supervisor has agreed to get the exam, the student reports to the head of the coordinator department the study program for scheduling the Final Project Examination.
 - i. Students complete all the requirements for the Final Project Examination, both academically, administratively, and financially.
 - j. Students make final project reports perfected after being declared to have passed the exam and bound neatly according to the Conditions to be signed by the related parties.
2. Student Rights:
- a. Every student who has met the academic requirements is entitled to take Final Project courses for guidance.
 - b. Each student of the diploma, bachelor, and the master program is entitled to get one final assignment supervisor.
 - c. Students of the Masters and Doctoral programs may submit a Final Project proposal in the first semester (beginning of the semester).
 - d. Each doctoral student is entitled to 2 final assignments.
 - e. Every student has the right to use existing facilities at UNP for research purposes following applicable regulations.
 - f. Every student who has completed the final project's final draft is entitled to submit a paper exam, thesis, thesis, and dissertation.
 - g. Every student has the right to get a pass / fail recognition, as evidenced by the Final Project's value.

CHAPTER III

IMPLEMENTATION OF FINAL PROJECT EXAMINATION

Article 14

Requirements for Taking Final Examination

Requirements for students to take Final Project Examination Unless the diploma program is;

1. Undergraduate students have;
 - a. Publish at least one scientific article in an ISSN journal.
 - b. Have predicted TOEFL score of at least 400
2. Master's program students have;
 - a. Have a publication of at least 1 (one) scientific article in an accredited national journal or international journal or international seminar proceedings indexed by Scopus / Web of Science.
 - b. Have a predicted TOEFL score of at least 425.
3. Doctoral program students have:
 - a. Published one scientific article in a reputable international journal.
 - b. Have a predicted TOEFL score of at least 450.

Article 15

Final Project Examination Implementation

1. The head of department/study program coordinator opens the Registration of Final Project Examination for students who have met the requirements.
2. The schedule for the implementation of the Final Project exam is arranged in such a way by each head of the department/study program coordinator so that:
 - a. There is no overlapping schedule for the final assignment examiner and examiner.
 - b. The head of the related study program must coordinate well.
3. The registration schedule and Final Project Examination must be announced through a circular letter from the deans of each faculty and the graduate program director at least 15 days before registration for the Final Project Examination.
4. Final Project Examination is carried out throughout the semester
5. Final Project Revision for diploma, bachelor, master, and the doctoral program was carried out for 1 week after the exam's implementation.

Article 16

Postponement and cancellation of Examination

1. Final Project Examination is postponed if;
 - a. Students are proven not fulfilling the requirements to take the exam as referred to in Article 14. Project
 - b. Advisors are Final Not present for diploma and master programs.
 - c. The promoter and co-promoter of the doctoral final project supervisor did not attend.
 - d. Two examiners for the final project of the diploma, bachelor's and master's program, did not attend. Suppose one of the examiners is not present. In that case, the examination can be continued provided that the study program coordinator can replace his position or appoint a qualified lecturer as a substitute for the absent examiner.
 - e. Three examiners for the final doctoral program did not attend.
2. The Final Project canceled if
 - a. Examination is the Doctoral Program Final Examination is canceled if an examiner from outside the university is not present.
 - b. The final project of the students was proven plagiarism.
 - c. Students are proven to have faked their supervisors' signatures and/ or leaders related to the Final Project.
 - d. Students are proven to have violated the applicable rules of

Article 17

Pre-qualification Exams and Proposal Seminars Implementation

The schedule for implementing pre-qualification examinations for doctoral programs, proposal seminars for undergraduate, master, and doctoral programs is regulated separately by each head of department/study program coordinator

Article 18

Equalization of Student Papers as Thesis

1. Student's paper is a paper that is submitted to the National Student Scientific Week, which wins first to second place (rank 5) either individually or in groups.
2. The paper, as referred to in paragraph 1, is equated with a thesis with an A with the following conditions:
 - a. paper is converted into a thesis.
 - b. Papers consisting of 2 (two) people or more must be written into a different thesis to avoid plagiarism

CHAPTER IV
CLOSING CONDITIONS

Article 29

This Regulation shall come into effect, and if later there is an error, it will be changed and corrected as it should be

Enacted in: Padang
On July 3, 2020
Rector

Prof. GANEFRI, Ph.D
NIP 1963 2171989031.003

Copy:

1. Minister of Research, Technology and Higher Education, in Jakarta
2. Director-General of Research, Technology and Higher Education in Jakarta
3. Inspector General of Research, Technology and Higher Education in Jakarta
4. Vice-Rector I, II, III, and IV of UNP
5. Dean of the Faculty of UNP
6. Director of Postgraduate of UNP
7. Head of Institution/Head of Bureau of UNP
8. Head of Department / Study Program of UNP
9. Head of Unit Service of UNP