

**QUALITY STANDARDS AND STANDARDS  
OPERATING PROCEDURES  
OF THESIS WRITING  
GRADUATE PROGRAM  
FACULTY OF PSYCHOLOGY**



**MINISTRY OF EDUCATION AND CULTURE  
UNIVERSITAS PADJADJARAN  
2022**

## **FOREWORD**

The book “QUALITY STANDARD AND SOP OF THESIS WRITING” is a reference that can be used by thesis advisers and graduate students of the Faculty of Psychology, Universitas Padjadjaran in completing a thesis. Academic advisers are expected to interact with students when preparing a thesis by following the procedures properly. By referring to this book, students are expected to be able to complete the thesis on time and in accordance with the expected goals. As a reference book, this is compiled based on the General Guidelines for Compiling and Writing Thesis and Dissertation, Universitas Padjadjaran Bandung in 2014.

Bandung, January 2022

Drafting Team of Quality Standard and SOP of Thesis Writing

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## **CHAPTER A**

### **THESIS QUALITY STANDARDS**

#### **Definition of Thesis**

Thesis is the final scientific work of Graduate Program, which is made based on research results using applicable scientific methods and rules [1]. Thesis is a final project made by students as a prerequisite for achieving Master's, Applied Master's, and Specialist academic degrees, which contains a scientific description of research results or studies on the implications of the development or implementation of science and technology, which pays attention to and applies the values of the humanities in accordance with their expertise based on scientific rules, procedures, and ethics to produce solutions, ideas, designs or art criticism [2]. At the Faculty of Psychology, the thesis must be based on the results of psychological research and use the concepts of psychological theory.

#### **Thesis Course Objectives**

Thesis is a course that requires mastery of materials from other courses that have been followed by students. Therefore, it can be said that the thesis course is an integration of all courses that have been studied by students in the second strata of higher education. The objectives of this course at the Master Level in the Faculty of Psychology are as follows:

1. realizing the role as a psychological scientist in accordance with the authority and responsibility based on the Indonesian Psychological Code of Ethics;
2. implementing the Psychological Code of Ethics by considering the code of ethics of other disciplines in solving problems and improving human welfare;
3. analysing psychological theories & concepts, psychological measurements, psychological research methods, non-clinical psychological interventions, and relate them to concepts in other fields of science;
4. designing and managing basic research or action research with an integrative and innovative approach to psychology and other sciences, oriented to the latest in science and technology;

5. developing alternative ideas and/or problem solving actions based on the results of scientific and practical analysis with approaches to psychology and other sciences to improve human welfare in individual settings, community communication, and/or industry organization; and
6. formulating ideas, thoughts, recommendations ,and scientific research results to be published orally or in writing at national and international levels

### **Thesis Position and Credits**

Thesis has the same position as other subjects, but differs in the form of the learning process and the way of assessment. The weight of the thesis is set at 6 credits, which is equivalent to 24-30 hours of academic activities per week or 600-750 hours of academic activities for one semester. The thesis can be taken after the student has passed Research Proposal Seminar (RPS) course, which weighs 2 credits. Thesis activities include face-to-face meetings with advisers, independent assignments, structured assignments, and seminars.

[1] Rector's Regulation Number 50 Year 2016 concerning Guidelines for Masters and Doctoral Education at Universitas Padjadjaran.

[2] Rector's Regulation Number 24 Year 2016 concerning Final Project Writing at the Graduate and Specialist Education Levels at Universitas Padjadjaran.

### **Thesis Substance**

#### **1. Material**

The topic of thesis research is studied using psychological concepts and theories and other related fields of science. The writing material (thesis manuscript) is based on research data, whether it is research in the field or in the laboratory.

#### **2. Theoretical Approach**

- a. Thesis writing must be done by using concepts and theories to explain the relationship between variables or problems of a variable that is studied logically and scientifically.

- b. The use of Grand Theory is not required as long as the used theory can explain the relationship between variables or problems of a variable that is studied logically and scientifically.
- c. In qualitative research, the involvement of theory can be adapted to the rules of qualitative research in general.

### **3. Research Approach**

Research approach is an approach to answer research questions which are divided into following types (Goodwin, 2010):

- a. Quantitative Research, that is data collected and presented in the form of numbers.
- b. Qualitative Research, that is data collected in the form of narratives from interview information, both from individuals and groups, which sometimes involve detailed case studies and structured observational studies.

## **PART I. RESEARCH PROPOSAL SEMINAR (RPS)**

### **A. Scope**

Research Proposal Seminar (RPS) is students' research plan in the context of preparing a thesis and in line with the study of majoring taken by students. RPS can be taken in semester 2 and at the latest in semester 3. There are 2 types of Thesis Research Proposal, namely Quantitative Research or Deductive Reasoning and Qualitative Research or Non-hypothetical Inductive Reasoning.

### **B. Content Standards for Research Proposals**

#### **1. Quantitative Research or Hypothetical-Deductive Reasoning**

Quantitative Research is a relationship between at least 2 variables that are collected and presented in the form of numbers. This is a research that builds a hypothetical statement/framework with the following contents:

#### **TITLE**

The title of the research contains a statement that specifically reflects the research content to be carried out (reflects the concept or relationship between concepts from the phenomenon being studied). The title consists of a maximum of ... words.

### **CHAPTER I INTRODUCTION**

#### **1.1 Research Background**

- State the reasons behind the selection of research topics, including the significance of the choice of research topics; research can be taken from empirical phenomena or practical problems.
- Show previous research conducted by researchers and or other researchers that are relevant to the research to be carried out.

#### **1.2 Problem Formulation or Problem Identification**

Formulate research problems and put forward a problem statement.

### **1.3 Research Objectives**

- State the research objectives to be carried out.
- In deductive-hypothetical research, the research objective is usually to explain/measure the relationship (association or causality) between the variables of interest in the study.

### **1.4 Research Significance**

Specify the intended use to be achieved based on:

- Theoretical aspects (scientific) by mentioning research results-based theoretical uses.
- Practical aspects (to implement) by mentioning what uses are obtained from the application of research results.

## **CHAPTER II LITERATURE REVIEW, THINKING FRAMEWORK, AND HYPOTHESES**

This chapter presents Literature Review, Thinking Framework, and Hypotheses.

### **2.1 Literature Review**

- Conduct a literature review that is relevant to the research problems with references to journals/textbooks for a maximum of the last 10 years.
- Conduct a study/discussion on the concepts and theories used based on the available literature, especially from articles published in various scientific journals.
- Serve to build concepts or theories that form the basis of the study.
- Review the application of theoretical concepts to the research subject based on each theory/concept study.

### **2.2 Thinking Framework**



The researcher's line of thinking in explaining the relationship between variables is based on/adhering to certain theories and concepts to answer research problems theoretically.

### **2.3 Hypotheses**

Hypothesis is a tentative statement about the relationship (association) and or causality between variables. In quantitative research, the hypothesis is usually written in a separate sub-chapter.

## **CHAPTER III METHODOLOGY**

Describe the paradigm/approach/method to be used in the research. The description includes, but is not limited to, the following:

- description of the selected research design;
- sampling procedure and determination of analysis unit;
- sources and techniques of data collection and research instruments;
- data processing and analysis including (testing) the validity of the data in accordance with the proposed research design; and
- research site and time.

## **BIBLIOGRAPHY**

List of all the literature used/referenced in the text and the way to write, see Chapter III on Techniques for Writing Thesis and Dissertation in this guideline book.

## **ATTACHMENT**

Contains attachments on matters relevant to the Research Proposal, such as questionnaires, interview guidelines, and location maps.

## **2. QUALITATIVE RESEARCH OR NON-HYPOTETICAL INDUCTIVE REASONING**

Qualitative research is an approach or search to explore and understand a central phenomenon (Creswell, 2008). Research Proposal (RP) for research that does not build a hypothetical statement/framework can be presented in the following format:

### **Title**

The title of the research contains a statement that specifically reflects the research content to be carried out (reflects the concept or relationship between concepts from the phenomenon being studied).

### **Research Background**

This section contains a brief description of:

- Things/symptoms that are generally the research background (things that interest researchers to conduct research).
- The research objectives to be carried out (research purpose). This section also mentions the types of studies that will be proposed, such as phenomenological, historical studies, case studies, descriptive surveys, etc.
- In this section, the benefits of the research results can be stated.

### **Literature Review**

This section contains a description of:

- Literature review on the theory/concept of previous/existing research results that are relevant to the study/research to be conducted. This study is a design for researchers in proposing research.
- The relevance of the proposed study with the literature under review that is demonstrated, not merely to review a number of literatures.
- A description of the literature review that contributes to the reader's understanding of the research topic to be studied and to explain the theoretical framework used in the study.

### **Research Focus or Problem Statement**

This section describes a specific statement about the phenomenon to be studied. One of the Research Focus or Problem Statements can be chosen as follows:

- Research focus, if the researcher wants to express a statement to show that the research leads to only one particular symptom or phenomenon. At the focus of this research, the researcher can continue the explanation through Research Questions to describe more specifically the selected symptom or phenomenon.
- Problem Statement, if the researcher wants to express a statement to show that the research leads to the problem of finding a solution. In this problem statement, the researcher can continue the explanation through Problem Identification to describe more specifically the problems raised or Working Hypotheses (temporary assumptions) to guide research steps in finding solutions.

### **Methodology**

This section describes the research methods used, explains why these methods are used, and describes the following items:

- research paradigm in the form of an explanation of how researchers view reality/phenomena (ontological and epistemological aspects);
- research method in a narrow sense containing an explanation of the type of study that will be carried out;
- selection of data sources containing descriptions of how to determine data sources or informants, location, implementation time, and so on;
- data collection procedures or techniques, such as interviews, observation, document review, etc;
- data analysis plan; and
- description of how to maintain data validity/authenticity.

### **Bibliography**

It contains list of all the literature used/referenced in the text. How to write bibliography can be seen in Chapter III on Thesis Writing Techniques.

**Attachment**

It contains attachments on matters relevant to the research proposal, such as interview guidelines, observation guidelines, and location maps.

**PART II. THESIS****A. QUANTITATIVE RESEARCH OR HYPOTETICAL-DEDUCTIVE REASONING**

Thesis writing for research that builds a hypothetical statement/framework can be presented in the following format:

**TITLE**

The title of the research contains a statement that specifically reflects the research content to be carried out (reflects the concept or relationship between concepts from the phenomenon being studied).

**APPROVAL SHEET**

It contains a sign of approval from the Advisory Team stating that the thesis/dissertation deserves to be tested.

**STATEMENT OF ORIGINALITY SHEET**

This sheet contains the following statements:

- The thesis is original and has never been submitted for an academic degree (bachelor, master, and/or doctorate at any university/college).
- The thesis is purely the author's own ideas, formulation, and research without any help from other parties, except for the direction of the advisory team or the promoter team.

- In the thesis, there are no works or opinions that have been written or published by others, except in writing clearly stating them as references and writing down the sources of reference in the bibliography.
- It contains approval from the research ethics commission for those who require it.

## **ABSTRACT**

It reflects the entire content of the thesis by revealing the essence of the research problem, the approach or framework, research methods, research findings, and conclusions. Its description is written in English and Indonesian, not more than 500 words each.

## **FOREWORD**

This section presents the main issues under study. Apart from this, it can also be pointed out such things as: difficulties in conducting research and factors facilitating the implementation of research and thesis writing and expressions of gratitude to various parties for carrying out research and thesis writing.

## **TABLE OF CONTENTS**

It contains the arrangement of the thesis contents in accordance with the order or systematics of thesis writing. Only the headers after the Table of Contents are included in the Table of Contents.

## **LIST OF TABLES, LIST OF FIGURES, LIST OF SYMBOLS, LIST OF ABBREVIATIONS, AND LIST OF APPENDICES**

## **CHAPTER I INTRODUCTION**

### **1.1. Research Background**

- State the reasons behind the selection of research topics, including the significance of the choice of research topics; research can be taken from empirical phenomena or practical problems and/or theoretical problems.

- Present and place the conducted research in the scientific map that is of concern to the researcher; show previous studies conducted by researchers and other researchers that are relevant to the research to be conducted.

### **1.2. Problem Formulation or Problem Identification**

Formulate research problems and put forward a problem statement.

### **1.3. Research Objectives**

- State the research objectives to be carried out.
- In deductive-hypothetical research, the research objective is usually to explain/measure the relationship (association or causality) between the variables of interest in the study.

### **1.4. Research Significance**

Specify the intended use to be achieved based on:

- Theoretical aspects (scientific) by mentioning research results-based theoretical uses.
- Practical aspects (to implement) by mentioning what uses are obtained from the application of research results.

## **CHAPTER II THINKING FRAMEWORK, HYPOTHESES, AND RESEARCH METHODS**

This chapter presents Thinking Framework, Hypotheses, and Research Methods.

### **2.1. Thinking Framework**

Basically, the thinking framework is derived from (several) concepts/theories relevant to the problem under study, giving rise to assumptions and/or propositions, which can be displayed in the form of a thought flow chart, which then if possible can be formulated into operational hypotheses or hypotheses that can be tested.

## **2.2. Hypotheses**

A hypothesis is a tentative statement about the relationship between several variables. In quantitative research, the hypothesis is usually written in a separate sub-chapter (see the explanation of the Thinking Framework).

## **2.3. Research Methods**

Describe the paradigm/approach/method to be used in the research. The description includes, but is not limited to, the following:

- description of the selected research design;
- sampling procedure and determination of analysis unit;
- sources and techniques of data collection and research instruments;
- data processing and analysis including (testing) the validity of the data in accordance with the proposed research design; and
- research site and time.

## **CHAPTER III DESCRIPTION OF THE RESEARCH OBJECT/LOCATION**

In this chapter, the description can be preceded by an overview of the location/setting/object of research that is relevant to the research problem.

## **CHAPTER IV RESEARCH RESULTS AND DISCUSSION**

The research results are tested and discussed for consistency in accordance with the references derived from Literature Review in the Research Proposal (RP).

## **CHAPTER V CONCLUSIONS AND SUGGESTIONS**

This chapter states the researcher's understanding of the problem under study related to the thesis in the form of conclusions and suggestions.

### **5.1. Conclusion**

This sub-chapter states the research findings based on the results of the research and discussion.

### **5.2. Suggestion**

This sub-chapter states theoretical suggestions on what needs to be further researched for the development of knowledge from the field of science being studied, and practical suggestions related to the statement of the application of related science.

## **BIBLIOGRAPHY**

It contains list of all the literature used/referenced in the text. How to write bibliography can be seen in Chapter III on Thesis Writing Techniques.

## **ATTACHMENT**

It contains attachments on data or other matters relevant to the research proposal, which are considered important to be included, starting with DALIL (for dissertation writing, please see Guidelines for Preparation of DALIL), attachments to basic data, statistical calculations, questionnaires and interview guidelines, photos, location map, author's curriculum vitae, and approval from the ethics committee for those who require it.

## **B. QUALITATIVE RESEARCH**

Thesis writing for research that does not build a hypothetical statement/framework can be presented in the following format:

### **TITLE**

The title of the research contains a statement that specifically reflects the research content to be carried out (reflects the concept from the phenomenon being studied).

### **APPROVAL SHEET**

It contains a sign of approval from the Advisory Team stating that the thesis/dissertation deserves to be tested.

### **STATEMENT OF ORIGINALITY SHEET**

This sheet contains the following statements:



- The thesis is original and has never been submitted for an academic degree (bachelor, master, and/or doctorate at any university/college).
- The thesis is purely the author's own ideas, formulation, and research without any help from other parties, except for the direction of the advisory team or the promoter team.
- Works or opinions that have been written or published by others are mentioned as references and the sources of reference are written down in the bibliography.
- It contains approval from the research ethics commission for those who require it.

## **ABSTRACT**

It reflects the entire content of the thesis by revealing the essence of the research problem, the approach or framework, research methods, research findings, and conclusions. Its description is written in English and Indonesian, not more than 500 words each.

## **FOREWORD**

This section presents the main issues under study. Apart from this, it can also be pointed out such things as: difficulties in conducting research and factors facilitating the implementation of research and thesis writing and expressions of gratitude to various parties for carrying out research and thesis writing.

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## **CHAPTER I INTRODUCTION**

### **1.1. Research Background**

This section contains a brief description of:

- Things/symptoms that are generally the research background (things that interest researchers to conduct research).
- The research objectives to be carried out (research purpose). This section also mentions the types of studies that will be proposed, such as phenomenological, historical studies, case studies, descriptive surveys, etc.
- In this section, the benefits of the research results can be stated.

## **1.2. Problem Focus and Problem Statement**

This section describes a specific statement about the phenomenon to be studied.

One of the Research Focus or Problem Statements can be chosen as follows:

- Research focus, if the researcher wants to express a statement to show that the research leads to only one particular symptom or phenomenon. At the focus of this research, the researcher can continue the explanation through Research Questions to describe more specifically the selected symptom or phenomenon.
- Problem Statement, if the researcher wants to express a statement to show that the research leads to the problem of finding a solution. In this problem statement, the researcher can continue the explanation through Problem Identification to describe more specifically the problems raised or Working Hypotheses (temporary assumptions) to guide research steps in finding solutions.

## **1.3. Methodology**

This section describes the research methods used, explains why these methods are used, and describes the following items:

- research paradigm in the form of an explanation of how researchers view reality/phenomena (ontological and epistemological aspects);
- research method in a narrow sense containing an explanation of the type of study that will be carried out;
- selection of data sources containing descriptions of how to determine data sources or informants, location, implementation time, and so on;

- data collection procedures or techniques, such as interviews, observation, document review, etc;
- data analysis plan; and
- description of how to maintain data validity/authenticity.

## **CHAPTER II DESCRIPTION OF RESEARCH OBJECTS/LOCATION**

In this chapter, the description can be preceded by an overview of the location/setting/object of research that is relevant to the research problem

## **CHAPTER III, IV, V SUBSTANCE OF THE RESEARCH FOCUS/PROBLEM STATEMENT**

Chapter III, Chapter IV, Chapter V, and the following chapters (in accordance with the research focus or problem statement) present the research results and discussion. The numbering of chapters and sub-chapters is adjusted to the choice of description.

## **CHAPTER VI CONCLUSIONS AND SUGGESTIONS**

This chapter states the researcher's understanding of the problem under study related to the thesis in the form of conclusions and suggestions.

### **5.1. Conclusion**

This sub-chapter states the research findings based on the results of the research and discussion.

### **5.2. Suggestion**

This sub-chapter states theoretical suggestions on what needs to be further researched for the development of knowledge from the field of science being studied, and practical suggestions related to the statement of the application of related science.

If the description of the results and discussion is presented in more than 1 (one) chapter, the numbering of the conclusion and suggestion chapters is adjusted to the number of chapters written previously (the conclusion and suggestion chapter is the last chapter of the Thesis).

## **BIBLIOGRAPHY**

It contains list of all the literature used/referenced in the text. How to write bibliography can be seen in Chapter III on Thesis Writing Techniques.

## **ATTACHMENT**

It contains attachments on data or other matters relevant to the research proposal, which are considered important to be included, starting with DALIL (for dissertation writing, please see Guidelines for Preparation of DALIL), attachments to basic data, statistical calculations, questionnaires and interview guidelines, photos, location map, author's curriculum vitae, and approval from the ethics committee for those who require it.

## **CHAPTER B**

### **THESIS WRITING TECHNIQUES**

#### **1. HEADER**

- (1) Each header is typed on a new page with capital letters and bold and placed in the middle.
- (2) What is meant by header is:

##### **A. Quantitative Research or Hypothetical-Deductive Reasoning**

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STATEMENTS

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REFERENCES/BIBLIOGRAPHY

APPENDIX

## **2. MATERIAL USED**

(1) The paper used for typing is 80 gram of white HVS A4 size (21 X 29.7cm).

- (2) The outer cover is a soft cover (thin, not hard cover) made of buffalo cardboard or black linen for the thesis and dark yellow for the dissertation.
- (3) A light yellow or light green doorslag paper border is put between one chapter and another.

### **3. TYPING**

- (1) Typing of the thesis/dissertation manuscript is done by computer, the layout settings are as follows:
  - Top margin: 4 cm from the edge of the paper
  - Left margin: 4 cm from the edge of the paper
  - Bottom margin: 3 cm from the edge of the paper
  - Right margin: 3 cm from the edge of the paper
- (2) Typing is only done on one face of the paper, not typed back and forth.
- (3) The font used is Times New Roman or a letter equivalent to the following sizes:
  - font size 12 for the content of the manuscript
  - font size 16 and bold for titles in Indonesian language and 14 and bold for titles in English
  - font size 12 and bold for the author's name on the title
  - font size 14 and bold for the name of the institution on the title
  - font size 10 and bold for other writing on the title

### **4. SPACEBARS (SPACE BETWEEN LINES)**

- (1) The space between lines is two spaces.
- (2) The space between the chapter pointer (eg CHAPTER I) and chapter header (eg INTRODUCTION) is two spaces.
- (3) The space between the chapter header (Chapter title) and the first text of the manuscript or between the chapter header and the sub-chapter header is four spaces.
- (4) The space between the sub-chapter header (Sub-chapter title) and the first line of the text of the manuscript is two spaces
- (5) Each paragraph of the text is typed indented (to the right) for five taps.

- (6) The space between the last line of the text and the next sub-header is four spaces.
- (7) The space between text and tables, figures, graphs, or diagrams is three spaces.
- (8) The new paragraph is typed indented (to the right) five taps from the left margin of the body text; the space between paragraphs is two spaces
- (9) Chapter pointer and chapter header are always typed on a new page.

## **ABSTRACT (IN TWO LANGUAGES)**

### **(1) Typing Abstract in English**

- The space of typing abstract is one space.
- The space between the Abstract title and the first text is four spaces.
- The space between one paragraph and another is one space.
- The abstract title and all text are typed in italics.

### **(2) Typing Abstract in Indonesian Language**

- Basically, the rules are the same as in Point 1 above, but the abstract title in Indonesian language and all the texts are typed in normal letters, not italics.
- The space between the Abstract title and the first text is four spaces.

## **5. NUMBERING FOR CHAPTER, SUB-CHAPTER, AND PARAGRAPH**

- (1) Chapter numbering uses capital Roman numerals typed in the middle of the page (eg CHAPTER I).
- (2) Sub-chapter numbering uses Arabic numerals typed on the left side (eg 2.1, 2.2 etc.).
- (3) Sub-chapter numbering is adjusted to the chapter number (eg 2.1.1, 2.1.2 etc.).
- (4) Non-sub-chapter numbering uses Arabic numerals and brackets, for example 1), 2) and so on. For sub-sub-chapters, not sub-chapters, are (1), (2) and so on.

## **6. PAGE NUMBERING**

### **(1) Initial Page**

- Numbering at the beginning of the thesis/dissertation starts from the inner title page (the page after the outer cover) to the List of Appendix page using small Roman numerals (eg i, ii, etc.)
- The title and Approval page are not numbered, but are counted as page i and ii (these page numbers are not typed).
- Abstract page until Appendix page are numbered in small Roman numerals which are a continuation of the Title and Approval page (pages iii, iv, etc.).
- The page number is typed on the top right margin with three spaces from the top margin (first line of text on the page), and the last digit of the page number is aligned with the right margin of the text.

## (2) Main Page

- Numbering starts from CHAPTER I (INTRODUCTION) until CHAPTER V (CONCLUSIONS AND SUGGESTIONS) using Arabic numerals (eg 1, 2, etc.) and typed on the right side with three spaces from the top margin (first line of text on the page), and the last digit of the page number is aligned with the right margin of the text.
- In every page with header, the page number starts from CHAPTER I (INTRODUCTION) until CHAPTER V (CONCLUSIONS AND SUGGESTIONS) and are typed on the bottom margin in the middle of the page with three spaces from the text.
- Non-chapter and non-sub-chapter numbering uses Arabic numerals and brackets, for example 1), 2) and so on, (1), (2) and so on and (1), (2) and so on.

## (3) Last Page

- Numbering at the last page of thesis and dissertation starting from REFERENCES/BIBLIOGRAPHY until CURRICULUM VITAE uses Arabic numerals that are typed on the top right margin with three spaces from the top edge (the first line of text on that page) and aligned with the right margin of the text.
- Numbering in every page with headers starting from REFERENCES/BIBLIOGRAPHY until CURRICULUM VITAE is typed at the



- bottom margin in the middle of the page with three spaces from the bottom margin of the text.
- The last page numbering is the continuation numbering from main page of thesis/dissertation.

## **7. WRITING REFERENCES OR BIBLIOGRAHY [1]**

### **(1) One author**

Goldschmidt, W. (1992). *The Human Career The Self in Symbolic World*. Cambridge: Black Well.

### **(2) More than one author**

Corcoran, K. & Fischer, J. (1987). *Measures for Clinical Practice: a Source Book*. New York: TheFree Press.

### **(3) Editorial or Editing version**

Koentjaraningrat (red). (1983). *Metode-metode Penelitian Masyarakat*. Jakarta: Penerbit PT Gramedia.

### **(4) Translation**

Scott, J.C. (2000). *Senjatanya Orang-orang Yang Kalah*. Terjemahan A. Rahman Zainuddin, Sayogyo dan Mien Joehaar. Jakarta: Yayasan Obor Indonesia.

### **(5) Chapter in the book**

Fleishman, I.A. (1973). Twenty Years of Consideration and Structure. Dalam Fleishman, I.A. & Hunt, J.G. (penyunting). *"Current Development in the Study of Leadership" Selected Reading*, hlm. 1-37. Carbondale: Southern Illinois University Press.

### **(6) Journal**

Persoon, G.A. (2002). Isolated Islanders of Indigenous People: the Political Discourse and its Effects on Siberut (Mentawai Archipelago, West-Sumatra). *Antropologi Indonesia* 68: 25-39.

### **(7) Electronic References**

Boon, J. (without year). Anthropology of Religion. Retrieved <<http://www.indiana.edu/~wanthro/religion.htm>> [10/5/03]

Kawasaki, Jodee L., and Matt R. Raveb. 1995. "Computer- Administered Surveys in Extension". Journal of Extension 33(June). E-Journal on-line. Retrieved <http://www.joe.org/june33/95.html> [06/17/00]

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[1] The guideline is adjusted to the reference writing style based on APA (American Psychological Association)

## **CHAPTER 3**

### **STANDRAD OPERATING PROCEDURES**

Standard Operational Procedures, hereinafter referred to as SOP, are divided into two parts, namely:

#### **I. RESEARCH PROPOSED SEMINAR COURSES**

- A. Overview of Research Proposal Seminar Courses
- B. Procedure for the Implementation of Research Proposal Seminar Courses
- C. Scheduling of Research Proposal Seminar Courses
- D. Monitoring of Research Proposal Seminar Courses
- E. Assessment of Research Proposal Seminar Courses

#### **II. THESIS COSURSE**

- A. Overview of Thesis Courses
- B. Procedure for the Implementation of Thesis Courses
- C. Scheduling of Thesis Courses
- D. Monitoring of Thesis Courses
- E. Assessment of Thesis Courses
- F. Scientific Article Writing
- G. Judgment and Graduation Predicate
- H. Obstacles in Writing Thesis

Thesis preparation involves various parties, namely the Chair and Member of Advisory Team, Examiners, Graduate Programs, Sub-Division Academic Administration, and thesis students. The following is the definition of these parties.

##### **A. The Chair of Advisory Team**

The Chair is a Lecturer of the Faculty of Psychology, Universitas Padjadjaran who is appointed by the Dean of the Faculty of Psychology, Universitas Padjadjaran as thesis adviser. The Chair must meet the following requirements:

1. Lecturer at Universitas Padjadjaran;
2. Having Doctoral academic education qualification;
3. Having an academic position as low as Associate Professor;
4. Having a qualification in the same field as Master student or the field of science pursued by students;
5. Having publications within the last 5 (five) years;

The duties of the Chair include:

1. Directing the research to be conducted in a maximum of 3 semesters.
2. Conducting guidance at least 10 times in one semester as evidenced in the logbook.
3. Guiding students' systematic thinking.
4. Directing students in determining the research topic, deciding the variables to be studied, and making research questions that are in accordance with the problem identification.
5. Directing the selection and use of theory and the coherent flow of thinking of researchers.
6. Reviewing research methods.
7. Guiding the preparation of measuring instruments.
8. Guiding and monitoring data collection.
9. Directing the discussion to fit the problem identification, frame of mind, and theory.
10. Checking the suitability of the discussion with theory.
11. Ensuring the research questions to be answered.
12. Guiding for final writing and checking the suitability of the writing format, so that it fits the rules of scientific writing.
13. Checking plagiarism.
14. Giving an assessment at the research proposal seminar.
15. Giving an assessment at the seminar on research results.

16. Participating in the thesis examiner team. The advisers ask questions related to research ethics and a comprehensive examination of the students they supervise.

#### B. The Member of Advisory Team

The Member is a lecturer at the Faculty of Psychology, Universitas Padjadjaran who is appointed by the Dean of the Faculty of Psychology, Universitas Padjadjaran as a thesis reviewer. The member must meet the following requirements:

1. Lecturer at Universitas Padjadjaran;
2. Having Masters academic education qualification;
3. Having an academic position as low as Professor who is chosen base on his or her scientific major/expertise.

The duties of the Member include:

1. Participating in thesis mentoring activities that can be carried out together with the Chair or at different times.
2. Providing advice at the Research Proposal Seminar, especially problem formulation, research objectives and significance, frameworks, research methods and measurement tools.
3. Providing advice at the Research Results Seminar and checking the completeness of the thesis scientific manuscript and its suitability with prevailing norms.
4. Giving an assessment at the Research Proposal Seminar.
5. Giving an assessment at the Research Results Seminar.
6. Participating in the thesis examiner team. The advisers ask questions related to research ethics and comprehensive examinations for the students they supervise.
7. Becoming an expert reviewer of measuring tools if needed.

#### C. The Examiners

The examiners are lecturers who examine students in the Research Proposal Seminar and Thesis courses appointed based on the Decree of the Dean of the Faculty of Psychology, Universitas Padjadjaran. The Examiners must meet the following requirements:

- a. Lecturers at Universitas Padjadjaran with Doctoral or at least Masters academic qualifications with an academic position of at least Assistant Professor and are selected based on their scientific major/expertise; or
- b. Experts or practitioners who are selected based on the recognition of their major/expertise with the qualification equivalent to level 9 (nine) IQNF.

#### D. Graduate Program

Program or Study Program is a unit of educational and learning activities that have a certain curriculum and learning method in one type of academic education, professional education, and/or vocational education (the Rector's Regulation Number 1 Year 2020).

#### E. Sub-Division of Academic Administration

Sub-Division of Academic Administration is the technical executor of the duties and functions of the Academic Administration Bureau, which has administrative tasks to carry out technical and administrative services, lead, and coordinate academic administrative services including education, learning innovation, students and alumni, research and community service to the community, collaboration and innovation, academic and business corporations (the Rector's Regulation Number 70 Year 2015).

#### F. Thesis Student

Thesis students are students at the graduate level of higher education at the Faculty of Psychology, Universitas Padjadjaran who take seminar courses on research proposals and theses.

### **DETERMINATION OF ADVISORY CHAIR AND MEMBER**

The determination of advisory chair and member is as follows:

- a. The Rector's Decree signed by the Dean of the Graduate Faculty/School on behalf of the Rector to the lecturer who is the Advisory Chair and Member (Advisory Team) is made no later than 6 (six) months (or in the first semester) after the prospective student concerned is declared accepted and carry out registration as a new student of Graduate Program at Universitas Padjadjaran Masters Education;
- b. The Advisory Team consists of 2 (two) persons consisting of a Chair and a Member;
- c. Students propose candidates for the Chair based on their research themes in accordance with the grant/roadmap/research focus of candidates for the Chair;
- d. The selection of candidates for the Chair and Member as referred to in point b is coordinated by Graduate Program with consideration of the feasibility, distribution, and expertise of the candidates for the Chair and Member, and the results of the meeting with the Supporting Lecturers and Teaching Staff in the Graduate Program;
- e. The Advisory Team is selected based on the specialization of expertise (substance) and is responsible for the process of supervising the thesis and scientific articles of the students they supervise;
- f. The Chair is responsible for and coordinates with the Member in the process of supervising the thesis and scientific articles of the students they supervise;
- g. The Member is selected based on specific expertise (substance) who have a duty to assist the Chair and is responsible for the process of supervising the thesis and scientific articles of the students they supervise;
- h. If one of the Advisory Team is permanently absent (for example, pass away, has a duty in the country and abroad more than 6 (six) months, retires, or resigns), the following provisions apply:
  - 1) If it occurs before Research Proposal Seminar (RPS), it may be replaced;
  - 2) If it occurs after RPS, it may not be replaced, unless both are permanently absent;
  - 3) If it occurs after RPS, the Chair is permanently absent, then the Member replaces him, without the need for additional Members;

- 4) The replacement of the Member is permitted with a written statement from the previous Member (unless he dies); and
- 5) After 6 (six) months there is no written statement from the previous Advisory Team (Chair and Member), the Head of Graduate Program has the right to apply for a replacement of the Advisory Team.

## **PART I. RESEARCH PROPOSAL SEMINAR COURSE**

### **1. Overview of Research Proposal Seminar Course**

This course must be taken before the thesis course. This course is held in a seminar on student research proposals in semester 3 and has a load of 2 credits. RPS is implemented no later than the end of semester III (three), if it is not or has not been implemented, then the student concerned is considered to have resigned.

### **2. Procedure for the Implementation of Research Proposal Seminar Course**

#### **(1) Requirements for Participating in Research Proposal Seminar Course**

Students who are eligible to take this course are those who have met the following administrative and academic requirements:

##### **a) Academic Requirements**

- Having completed courses of at least 21 credits of the cumulative study load that must be taken, with a minimum quality letter D, except for courses that require a minimum of C or B.
- Having completed courses in General Psychology, Social Psychology, Life Span Development, Psychological Research Methods, Philosophy of Science, Statistics, Psychological Measurement, Psychology and Culture, Scientific Writing, and Basic Psychological Intervention.

##### **b) Administrative Requirements**

- Having a Study Plan Card (SPC) for the semester that includes the Research Proposal Seminar courses and been signed by the



academic adviser. In the online SPC system, the academic adviser has approved the student to take the Research Proposal Seminar course.

### **3. Mechanism of Registration for Research Proposal Seminar Course**

Students who take the Research Proposal Seminar course must register the course at the SPC and choose the chair of advisory team to be addressed and approved by the academic adviser.

When a student is going to conduct a seminar on his research proposal, the Research Proposal (RP) manuscript must be thinly bound (soft cover) in blue and submitted to the RPS Leader, the Advisory Team and the Examiner Team at least 1 (one) week before the RPS implementation.

### **4. Implementation of Research Proposal Seminar Course Activities**

The Research Proposal Seminar course activity can be taken for the first time in semester 3. For students who repeat, it can be repeated on even semester and odd semester on 15 February and 15 August.

#### **(1) Time of Implementation of Research Proposal Seminar Course**

##### **a) Deadline for Research Proposal Seminar Course**

The time span of the Research Proposal Seminar course is 1 (one) semester.

##### **b) Repeating Research Proposal Seminar Course**

- Students are declared not to have passed the Research Proposal Seminar course if:
  - Not conducting a Research Proposal Seminar
  - Obtaining less than C for the final grade of the course
- Students change the advisory team, both Chair and Member.

### **5. Monitoring of Research Proposal Seminar Course**

Monitoring of the Research Proposal Seminar course is carried out to control the process of implementing the Research Proposal Seminar. This activity is under the control of the Head of Graduate Program in collaboration with the Quality Assurance Unit of the Faculty of Psychology, Universitas Padjadjaran. The Head of Graduate

Program accommodates the aspirations of students and lecturers regarding the mechanism of the Research Proposal Seminar course and the problems faced.

## **6. Assessment of Research Proposal Seminar Course**

### **a. Assessment criteria for Research Proposal Seminar**

The Assessment criteria for Research Proposal Seminar are as follows:

- (1) Students are able to identify research problems that have value for research.
- (2) Students are able to conduct literature studies that are relevant to the problem under study.
- (3) Students are able to develop feasible research methods according to the research objectives.
- (4) Students are able to write a research proposal in accordance with scientific writing procedures.
- (5) Students are able to present a scientific attitude with integrity, professional, and critical.

### **b. Appraiser of the Research Proposal Seminar**

RPS is carried out on a panel basis and attended by at least 3 (three) reviewers, consisting of 1 (one) or 2 (two) Advisers, 1 (one) or 2 (two) Examiners, and 1 (one) RPS Leader. RPS is conducted openly and can be attended by students and lecturers.

The parties who evaluate the Student Research Proposal Seminar are as follows:

- (1) 2 advisers
- (2) 3 examiners
- (3) 1 RPS leader

- The RPS leader is the Head of Graduate Program or the Chair of the Advisor, which is determined based on the Decree of the Dean of the Graduate Faculty/School on behalf of the Rector.

- The RPS leader is not automatically a reviewer, except in accordance with the field of science of the student being tested or as the Chair of the Advisory Team.

c. Assessment Results of Research Proposal Preparation

- (1) Students who are declared not to have passed RPS are given the opportunity to repeat RPS 1 (one) time, which is carried out no later than 3 (three) months after the first RPS. Sanctions of study termination will be given, if the student is declared not to have passed RPS for the second time.
- (2) In the RPS, the reviewers evaluate the contents of RP, ask questions, evaluate the answers given by the students, and provide suggestions for improving the RP.
- (3) RPS assessment is given in the form of a raw score with a range of 0-100.
- (4) In the RPS, the examiner evaluates the student's accountability for questions that are critical of or clarifying the material/substance of the RP with the assessment weight.
  - Significance of Research background and/or Research Focus and Problem Formulation weighs 15% (fifteen percent).
  - Relevance and up-to-date literature review weighs 25% (twenty five percent).
  - The accuracy of the formulation of Thinking Framework and Research Proposition/Hypothesis weighs 10% (ten percent).
  - Suitability of Research Methods weighs 10% (ten percent).
  - Scientific writing ability weighs 20% (twenty percent).
  - Communication skills in the oral exam weighs 20% (twenty percent).
  - The assessment weight of 100% (one hundred percent) above can be added to the assessment weighs of 10% (ten percent) below, if students can show research novelty.
- (5) At the end of RPS, the reviewers give an assessment as follows:
  - Students are declared passed if they get an average score of 68;
  - Students are declared not to pass if they get an average score of < 68.

(6) Convert NA into HM and AM using the following guidelines:

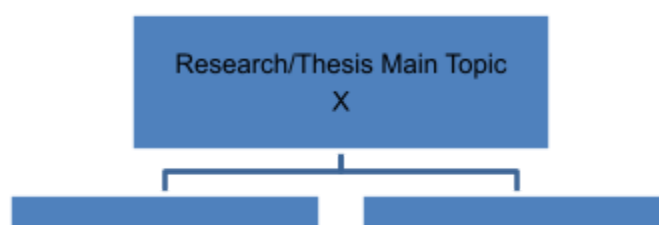
<b>Final Score</b>	<b>Quality Letter</b>	<b>Quality Score</b>
$80 \leq FS \leq 100$	A	4
$68 \leq FS < 80$	B	3
$56 \leq FS < 68$	C	2
$45 \leq FS < 56$	D	1
$\leq FS < 45$	E	0

## **PART II. THESIS**

### **A. RESEARCH AND SCIENTIFIC ARTICLE WRITING**

1. Research is carried out after the student has passed RPS and has made revisions to the RP approved by the Advisory Team.
2. During the lecture period and after RPS, students write scientific papers in accordance with the research theme in RPS as one of the graduation requirements. The scientific works can be in the form of:
  - a. Scientific articles in the form of writings that are part of the thesis as the first author who is required to include the names of advisers who will act as co-authors by including Universitas Padjadjaran institution in reputable international journals in accordance with applicable regulations at Universitas Padjadjaran;
  - b. Scientific articles in the form of writings that are part of the thesis as the first author who is required to include the names of advisers who will act as co-authors by including Universitas Padjadjaran institutions in accredited national journals in accordance with applicable regulations at Universitas Padjadjaran;
  - c. Scientific articles in the form of writings that are part of the thesis as the first author and carry out an oral presentation, which must include the names of advisers who will act as co-authors by including Universitas Padjadjaran institution in the proceedings of seminars that have been published on

- reputable national or international scale and have ISBN in accordance with the applicable regulations at Universitas Padjadjaran;
- d. Scientific articles in the form of writings that are part of the thesis as the first author, which must include the names of advisers who will act as co-authors by including Universitas Padjadjaran institution in national journals (print journals, e-journals, online journals) which have ISSN in accordance with the applicable regulations at Universitas Padjadjaran.
3. Under the guidance and direction of the Advisory Team (Chair and Member), students write 1 (one) scientific article on topics in accordance with thesis research (according to the research theme that has been tested in RPS) to be published in reputable international journals and/or an accredited national journal.
  4. Students submit scientific articles to reputable international scientific journals and/or accredited national journals and/or journals with ISSN with the approval of advisers who will act as co-authors by including Universitas Padjadjaran institution.
  5. Especially for students whose 1 (one) scientific article is accepted or published in a reputable international journal, as evidenced by a letter of acceptance from the publisher of the reputable international journal (written while studying at Graduate Program and in accordance with research theme that has been tested in RPS), in accordance with the applicable regulations at Universitas Padjadjaran, the students concerned are given a score with a quality letter A while still being required to write a thesis that is adapted to their scientific article.
  6. Relation of Thesis with Scientific Articles
    - a. Students write a final scientific work in accordance with research proposal and based on research results published as scientific articles in reputable international journals;
    - b. One of the research sub-topics produces 1 (one) scientific article with certain “sub-topics/issues” in accordance with the research themes/topics during RPS;



- c. Research topic of the final scientific work (X) consists of (can be divided into) several sub-topics X1 and Xn;
- d. Research sub-topic X1 produces scientific articles in reputable international journals with “topic/issue” X1;
- e. Research sub-topic Xn produces scientific articles in reputable international journals with “topic/issue” Xn;
- f. The synthesis of the three research can produce a scientific article in a reputable international journal with “topic/issue” X;
- g. The ideas of scientific articles written (X1, Xn) are derivatives of the main ideas contained in X.

## **B. THESIS EXAMINATION (TE)**

### **GENERAL**

Some of the general requirements are as follows:

1. Master students can take Thesis Examination (TE) if they have met the following requirements:
  - a. Have passed the course set with a minimum GPA of 3.00;
  - b. Have implemented RPS and passed;
  - c. The thesis manuscript has been approved by the Advisory Team;
  - d. Submit a certificate of proof of published scientific articles (written while studying at Graduate Program) by following the SOP listed in the Appendix.
2. Thesis assessment is carried out through TE;
3. Before TE, the Advisory Team evaluates the material/substance of the manuscript submitted through the Research Results Seminar (RRS) which can be managed by the Study Program;
4. TE Leader is the Head of Graduate Program of (Master) or the Chair of Adviser;
5. TE Reviewer Team consists of 2 (two) Advisory Teams and 3 (three) Examiners;
6. Students take the TE at the appointed time, and the thesis manuscript must have been bound in yellow (soft cover) and submitted to the TE Leader, the Advisers, and the Examiner at least 1 (one) week before the TE implementation;

7. TE Leader does not automatically become the reviewer, except in accordance with the field of science of the student being tested or as the Head of Advisor.

## **THESIS EXAMINATION**

The requirements for Thesis Examination (TE) are as follows:

1. TE is carried out on a panel basis and attended by at least 3 (three) reviewers, consisting of 1 (one) or 2 (two) Advisers, 1 (one) or 2 (two) Examiners, and 1 (one) TE Leader;
2. The Examiners of TE must be the same as the Examiners of RPS;
3. In the TE, the examiners evaluate the mastery of psychological theory and the content of the thesis manuscript with the weight of the following assessment:
  - a. Significance of Research Background and/or Research Focus and Problem Formulation weigh 10% (ten percent);
  - b. Relevance and up-to-date literature review weighs 20% (twenty percent);
  - c. The accuracy of the formulation of Thinking Framework and Research Proposition/Hypothesis weighs 10% (ten percent);
  - d. The suitability of research methods weighs 10 % (ten percent);
  - e. Sharpness of analysis and integrity of thought weighs 20% (twenty percent);
  - f. Stability and quality of conclusions and submitted suggestions weighs 10% (ten percent);
  - g. Scientific writing skill weighs 10% (ten percent);
  - h. Communication skills weighs 10% (ten percent);

The assessment weight of 100% (one hundred percent) above can be added to the assessment weight of 10% (ten percent) below, if students can show their contribution to the development of science, technology and development;
4. The final score in the TE is given in the form of a raw score with a range of 0-100;
5. At the end of TE, the reviewers gave an assessment as follows:
  - a. Students are declared passed if they get an average score of  $\geq 68$ ;
  - b. Students are declared not to pass if they get an average score of  $< 68$ .

6. The score from the reviewers is added up with the percentage of the Advisory Team 60% (sixty percent) and the Examiner Team 40% (forty percent) as FS, without first being converted into QL;
7. Convert FS into QL and QS using the following guidelines:

Final Score	Quality Letter	Quality Score
$80 \leq FS \leq 100$	A	4
$68 \leq FS < 80$	B	3
$56 \leq FS < 68$	C	2
$45 \leq FS < 56$	D	1
$\leq FS < 45$	E	0

8. Students who are declared not to have passed the TE are given the opportunity to repeat TE 1 (one) time within the agreed period taking into account the study time limit;
9. The final score of TE is then obtained from 50% of the TME score and 50% of the TE score.
10. Graduation judgment is based on the final GPA, which is the combined average of QS course set with the TE QS as follows:

Quality Score	Judgment
3.00-3.50	Cumlaude
3.51-3.75	Magna Cumlaude
3.76-4.00	Summa Cumlaude (with additional requirements)

11. The graduation predicate “Summa Cumlaude” has other additional requirements, namely:
  - a. The time of graduation for Master Degree (TE date) takes into account the scheduled study period plus 1 (one) semester (0.5 years) or a maximum of 5 (five) semesters;



- b. Have at least 1 (one) published scientific article and 1 (one) scientific article with accepted status in a reputable international journal or accredited national journal;
  - c. Have no C-grade courses;
  - d. Do not repeat studies at Universitas Padjadjaran.
12. Students who meet graduation predicate “Summa Cumlaude”, but do not meet the additional requirements in accordance with point b, then the graduation predicate is only determined “Magna Cumlaude”.

### **DRESS CODE FOR RPS AND TE**

The provisions for dress code for RPS and TE are as follows:

1. During RPS and TE, the Chair, Secretary, and all advisers and examiners wear a suit or batik shirt and dark trousers for male, while for female adjust accordingly.
2. During RPS and TE, male students wear a suit, dark trousers, and tie, while female students adjust accordingly.