



Kampus  
Merdeka  
INDONESIA JAYA

# BACHELOR'S THESIS GUIDEBOOK



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RECTOR DECREE OF UNIVERSITAS NEGERI YOGYAKARTA  
NUMBER 12.30/UN34/V/2023

CONCERNING  
THE GUIDELINES FOR THE FINAL THESIS ASSIGNMENT, NON-THESIS FINAL  
ASSIGNMENT, AND ART/SPORT WORK FINAL ASSIGNMENT WRITING AT  
UNIVERSITAS NEGERI YOGYAKARTA

RECTOR OF UNIVERSITAS NEGERI YOGYAKARTA,

- Considering : a. that the writing of Final Thesis Assignment (FTA), Non-Thesis Final Assignment (NTFA), and Art/Sport Work Final Assignment (ASWFA) requires uniformity in the form and procedure of writing which is determined in a Guideline so that the writing can run well, in line with the demands of the curriculum changes, academic regulations, and the development of science and technology:
- b. that based on the consideration referred to in point a, it is necessary to issue the Rector Decree of Universitas Negeri Yogyakarta concerning The Guidelines for the Final Thesis Assignment, Non-Thesis Final Assignment, and Art/Sport Work Final Assignment Writing at Universitas Negeri Yogyakarta.
- Observing : 1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);
2. Government Regulation Number 4 of 2014 concerning The Hosting of Higher Education and College Management (State Gazette of the Republic of Indonesia of 2014 Number 6, Supplement to the State Gazette of the Republic of Indonesia Number 5500);
3. Government Regulation Number 35 of 2022 concerning State University with Legal Entity Universitas Negeri Yogyakarta (State Gazette of the Republic of Indonesia of 2022 Number 207,

Supplement to the State Gazette of the Republic of Indonesia Number 6823);

4. Decree of The Minister of Education and Culture of The Republic of Indonesia Number 5723/MPK/RHS/KP/2021 concerning the Appointment of the Rector of Universitas Negeri Yogyakarta for the 2021-2025 period;

HAS DECIDED:

- To enact : THE GUIDELINES FOR THE FINAL THESIS ASSIGNMENT, NON-THESIS FINAL ASSIGNMENT, AND ART/SPORT WORK FINAL ASSIGNMENT WRITING AT UNIVERSITAS NEGERI YOGYAKARTA
- ONE : Enacting The Guidelines for the Final Thesis Assignment, Non-Thesis Final Assignment, and Art/Sport Work Final Assignment writing at Universitas Negeri Yogyakarta as stated in the attachment which is an inseparable part of this decree as a reference for students in the Final Thesis Assignment, Non-Thesis Final Assignment, and Art/Sport Work Final Assignment writing.
- TWO : The Guidelines for the Final Thesis Assignment, Non-Thesis Final Assignment, and Art/Sport Work Final Assignment Writing at Universitas Negeri Yogyakarta as referred to in the FIRST dictum contain the stages of Final Thesis Assignment, Non-Thesis Final Assignment, and Art/Sport Work Final Assignment Writing contains guidelines including academic and administrative requirements, implementation procedures, systematics and the writing format, language and grammar, the examination of the Final Thesis Assignment, Non-Thesis Final Assignment, and Art/Sport Work Final Assignment, publications and intellectual property rights, cover page format, ratification page, and other required pages.
- THREE : This Rector Decree comes into force on the date of its promulgation.

Issued in Yogyakarta

on May 30, 2023

RECTOR OF UNIVERSITAS NEGERI  
YOGYAKARTA



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ID No. 1965030011990011002

## PREFACE

Praise be to Lord God Almighty who has bestowed His grace and guidance so that this bachelor's Thesis Guidelines could be realised. This guide was prepared as a guide for the implementation of the Final Thesis Assignment (FTA), Non-Thesis Final Assignment (NTFA), and Art/Sport Work Final Assignment (ASWFA), within the scope of Universitas Negeri Yogyakarta. This guideline was prepared in order to fulfil the demands and academic developments as well as to follow up on various university policies.

This guideline regulates the stages of preparing the Final Assignment in general guidelines including academic and administrative requirements, implementation procedures, systematics and the writing format, language and grammar, the examination of the Final Thesis Assignment, Non-Thesis Final Assignment, and Art/Sport Work Final Assignment, publications, and intellectual property rights. In addition, at the end of this guideline there also includes an attachment to the cover page format, ratification page, and other attachments needed in the preparation of the Final Assignment.

With this guideline, it is hoped that the preparation of the Final Assignment could be done smoothly to encourage students to complete their studies on time. Gratitude is extended to all those who have helped in the preparation of this guide. It is expected that this guidebook could provide optimal benefits for all parties.

Yogyakarta, 30 May 2023

Rector,



Prof. Dr. Sumaryanto, M.Kes., AIFO.

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# CHAPTER I

## INTRODUCTION

### A. Rational

The Final Assignment (FA) for Bachelor programme students (S-1) at Universitas Negeri Yogyakarta (UNY) consists of the Final Thesis Assignment (FTA), Non-Thesis Final Assignment (NTFA), and Art/Sport Work Final Assignment (ASWFA) is one of the compulsory courses for Bachelor programme students (S1). FA is a scientific paper resulting from research or scientific studies conducted by students as one of the requirements for completing their studies. The preparation of FA is carried out independently by students under the guidance of FA supervisors determined by the Dean's Decree.

The FA writing guidelines are needed for students, supervisors, examiners, FA Coordinators, Study Programme Coordinators (*Koorprodi*), Heads and Secretaries of Departments, Faculty Leaders and their staff, as well as related parties in accordance with their respective duties and functions so that the FA implementation can run effectively and efficiently.

### B. Limits and Forms

#### 1. Final Thesis Assignment

Final Thesis Assignment (FTA) is a student's scientific paper reflecting his/her competencies in performing processes and patterns of scientific thinking according to the scientific field, mastery of knowledge, managerial skills, attitudes, and values through research activities.

## **2. Non-Thesis Final Assignment**

Non-Thesis Final Assignment (NTFA) is a student's scientific paper reflecting his/her competencies in performing processes and patterns of scientific thinking according to the scientific field, mastery of knowledge, managerial skills, attitudes, and values through research or engineering activities.

## **3. Art/Sport Work Final Assignment**

Art/Sport Work Final Assignment (ASWFA) is a work resulting from creative activities that contain creativity of ideas, forms, and techniques based on aesthetic principles in accordance with the field of study/expertise studied, as well as a systematic explanation in the form of scientific papers.

## **C. Function and Objective**

### **1. Function**

The FA Guidelines act as a reference for students, lecturers, study programmes, departments, and faculties within UNY in the implementation of the FA, starting from the proposal stage, research, report preparation, examination, and assessment. This Guideline regulates substantive and technical matters, with the possibility of further development and adjustment, in line with the diversity of topics, approaches, processes, and types of research.

### **2. Objective**

This FA Guideline aims to provide guidance and help students, FA supervisors, examiners, FA coordinators, study program coordinators, and all parties involved in understanding the procedures for preparing proposals, mentoring, submitting examinations, conducting examinations, and assessing so that the TA writing process can run effectively.

# CHAPTER II

## ADMINISTRATION AND ACADEMIC REQUIREMENTS

### A. Administration Requirements

A student may take the Final Assignment Course with the following requirements.

1. Registered as an active student of UNY.
2. Including the Final Assignment Course in the Study Plan Card (*KRS*).
3. Applying to the Study Program Coordinator.

### B. Limits and Forms

Academic requirements include requirements that must be fulfilled by all parties involved in the implementation of the FA.

#### 1. Student

Bachelor's students may take the FA Course if they have completed at least 110 credits with a GPA of at least 2,50.

#### 2. Supervisor

The supervisor for undergraduate students is 1 (one) person. Lecturers who are authorised to supervise TAs are lecturers who have the following academic position requirements and educational qualifications.

- a. Hold a functional position of at least Lector for permanent civil servant lecturers/permanent non-civil servant lecturers (who have NIDN).
- b. In the event that a supervisor with a functional position of Lector is not available and/or has a responsibility to guide 8 (eight) students, the Study

Program Coordinator could appoint a lecturer with a functional position of Expert Assistant.

- c. Have expertise competence that is relevant to the theme/problem of the student's final assignment.
- d. Determined by the Dean's Decree
- e. Supervisors from partner institutions/agencies have the expert competency that is relevant to the theme of the final assignment.

### **3. Validators of Research Instruments/Media/Products**

Validation of research instruments/media/products for the bachelor's program could be done by the FA supervisor.

### **4. The Board of Examiners**

The FA Board of Examiners has to fulfil the following requirements.

- a. Hold a functional position of at least Lector for permanent civil servant lecturers/permanent non-civil servant lecturers (who have NIDN).
- b. In the event that an examining lecturer with a functional position of Lector is not available, the Study Program Coordinator could appoint lecturers with a functional position of Expert Assistant.
- c. Have expertise that is relevant to the theme/title of the student's thesis.
- d. Determined by the Dean's Decree.

# CHAPTER III

## THE PROCEDURES OF IMPLEMENTING FOR BACHELOR'S THESIS

The FA preparation process starts with submitting the FA proposal to an exam, which consists of the stages of administering the FA and provisions special.

### A. Stages of FA Implementation

There are four main stages in preparing FA that students must go through, namely: (1) submitting a proposal, (2) the process of proposal supervising, (3) permission and implementing FA, and (4) preparing reports and submitting exams. Online, the FA implementation stages are served through the Assignment Guidance Information System Final (*Sibimta*) via the page: <https://bimbingan.uny.ac.id>. A description of each stage can be explained as follows.

#### 1. FA Proposal Submission

The FA proposal submission procedure is carried out through the following steps.

- a. The study program coordinator identifies the names of students who have met the requirements to submit FA proposals.
- b. The Study Program Coordinator plans and carries out the provision of FA proposals no later than the fourth week of the current semester.
- c. Students take part in the FA proposal briefing held by each study program.
- d. Students submit an FA proposal title accompanied by problems and short research methods as in the Form Submission of the FA Proposal (Attachment 1) no later than two weeks after attending the FA proposal briefing to the study program coordinator.



- e. Study Program Coordinator and/or FA Coordinator conducts reviews to determine the feasibility of the proposed proposal.
- f. The FA Coordinator coordinates with the study program coordinator to determine the FA supervisor for each student.
- g. The study program coordinator proposes an FA supervisor to the Dean to issue a Decree.
- h. The study program coordinator announces the list of students, FA titles, and lecturers FA supervisor.

## **2. FA Proposal Guidance Process**

Steps taken in the proposal supervision process FA are described as follows.

- a. Students contact or confirm the lecturer for requests willingness to act as an FA Supervisor by filling in the Application Form for FA Preparation Supervisor Lecturer (Attachment 2) who has been appointed by the study program coordinator.
- b. Lecturers express their willingness to act as supervisors for preparing FA proposals by filling out the Ability Form as an FA Proposal Supervisor Lecturer (Attachment 3).
- c. Students and FA supervisors agree on the process of supervising the preparation of proposals by filling in the form FA Proposal Preparation Contract (Attachment 4) and agree on technical guidance in the field.
- d. Students prepare an FA proposal according to the FA title that has been approved by the Study Program Coordinator and begin online guidance with the FA supervisor via the page: <https://guidance.uny.ac.id> or other media and/or offline by the agreement of the FA supervisor.
- e. Students inform the Study Program Coordinator and/or FA Coordinator if there is a substantial change to the FA title.
- f. The study program organizes monitoring and mentoring preparing FA proposals periodically which are packaged in classical guidance activities.
- g. Monitoring and assistance in preparing FA proposals can be carried out by the Study Program at least once per semester.
- h. The completed FA proposal is marked with the lecturer's approval FA supervisor and Study Program Coordinator, then used as support for processing research permits.

## **3. Research Licensing and Implementation**

Research permits are based on Minister of Home Affairs Regulation Number 03 of 2018 concerning the Issuance of Research Certificates. Research licensing

procedures can be divided into two types, namely inter-institutional permits within one province and inter-institutional permits interprovincial.

#### **4. Ethical Clearance**

Students who need a certificate of ethical permission for research can process it through the Research Ethics Committee team of the Directorate of Research and Community Service at UNY.

#### **5. FA Preparation**

Artwork or sports final assignment. After students complete the FA proposal, the process of preparing the FA report begins. The steps for preparing an FA report are as follows.

- a. Students confirm the Final assignment Course (Bachelor's Thesis/NTFA/AWSFA) is in the Study Plan Card for the current semester.
- b. Students prepare an FA report with the guidance of the FA supervisor according to the agreed schedule.
- c. Students prepare an FA report and are required to carry out regular/scheduled guidance with the FA supervisor online via the page: <https://bimbingan.uny.ac.id> or other media and/or offline by the agreement of the supervisor F.A. The implementation of this guidance is proven by the FA Preparation Guidance Form (Attachment 5). FA preparation is carried out by referring to the FA Preparation Format.

#### **6. Implementation Monitoring**

Monitoring FA implementation is intended to ensure accuracy FA time and quality. Monitoring is carried out face-to-face and periodically by the Study Program Manager, Supervisors, and students at least 2 (two) times in one semester. This monitoring aims to:

- a. To ensure that guidance is carried out effectively and efficiently so that research progress can be identified by study programs.
- b. To ensure the guidance process runs through the page: <https://bangunan.uny.ac.id> and/or the FA guidance book.
- c. Providing solutions for students who have problems with FA settlement.
- d. Students are required to submit progress reports to the FA Supervisor periodically in a facilitated forum Study Program.

## **7. Examination Submission (FA Examiner)**

After the FA report is approved by the supervisor, students immediately submit the FA exam to the study program coordinator by filling in the FA Exam Submission Form (Attachment 6) and ensuring that the following required evidence is met.

- a. The FA report is made in four copies.
- b. The FA Guidance Card has been approved by the Supervisor and Study Program Coordinator
- c. Theoretical Free certificate
- d. SPC that lists FA courses (FTA/NTFA/AWSFA)
- e. SRC (Study Result Card) from the first semester up to the last semester.
- f. Pro-TEFL certificate with a minimum score of 425 for bachelor's degree students and a minimum score of 500 for English Language Education Study Program or English Literature students
- g. A certificate for off semester (for students who have had an off semester)
- h. A certificate showing that the FA report prepared is free of plagiarism (maximum similarity value is 20%)

## **B. Special Provision**

If the results of the study program monitoring show no progress FA guidance process for three months caused by the Supervisor, Students have the right to apply for a replacement supervisor to the study program coordinator or study program to initiate the replacement of the supervisor. Replacement of supervisors is carried out by the Dean's Decree above proposal from the study program coordinator.

If there are indications of plagiarism and fraudulent practices in preparing the FA, the Study Program can form an Independent Team to conduct investigations and provide recommendations on these practices to the study program coordinator. This is further regulated in the Academic.

# CHAPTER IV

## FINAL ASSIGNMENT SYSTEMATICS

The Final Assignment Systematics in this section explains the rules for each FA writing, starting from the beginning, main part, and closing part. In general, the systematics of the initial part of the FTA/NTFA/ASWFA are described as follows.

### A. The FA Initial Part

#### 1. Outer Cover

The FA cover contains the title, UNY logo, full name, and Student Identification Number (SIN) then the student, the purpose of writing, the name of the study program, faculty name, university name, and year of completion. The cover is made of cardboard with colours matching the flag's respective faculties. An example of FA cover letter format and size can be seen in Attachment 7.

#### 2. Blank Page

The blank page is intended as a divider between the cover and the contents of the FA report.

#### 3. Inner Cover

The contents of the inner cover are the same as the contents of the outer cover, printed on white HVS paper with black ink and a coloured UNY logo, and Page numbers are given in small Roman numerals (i).

#### **4. Abstract (In Indonesian)**

The abstract (Attachment 8) is arranged in the following order: ABSTRACT, author's name, FA title, type of FA, name of city, faculty, and year.

**Abstract for FTA**, the abstract consists of three paragraphs. The first paragraph contains the research/development/study objectives. The second paragraph contains research methods/problem-solving approaches, including research/development/study design, research location, subjects, data sources, data collection techniques, research instruments (accompanied by evidence of validity and reliability for quantitative research), and data analysis techniques. The third paragraph contains the results of research/development/study, conclusions, and suggestions. Abstracts are written on one single-spaced page with a maximum of 250 words. At the end of the abstract, a maximum of 5 (five) keywords are included, arranged alphabetically.

**Abstract for NTFA**, the abstract consists of three paragraphs. The first paragraph contains a summary of the purpose of creation. The second paragraph contains the creation method used to create the work. The third paragraph contains a brief description of the visualization and description of the work. Abstracts are written on one single-spaced page with a maximum of 250 words. At the end of the abstract, a maximum of 5 (five) keywords are included, arranged alphabetically.

**Abstract for AWSFA**, the abstract consists of two paragraphs. The first paragraph contains a summary of the purpose of writing. The second paragraph contains a discussion of the problem topic discussed briefly. Abstracts are written on one single-spaced page with a maximum of 150 words. At the end of the abstract, a maximum of 5 (five) keywords are included, arranged alphabetically.

#### **5. Abstract (In English)**

The format and content of the Abstract in English are the same as the format and content of the Abstract in Indonesian.

#### **6. Statement Letter**

The statement letter (Attachment 9) with a stamp of 10,000 contains a statement students that the FA written is their own and original work, and has never been submitted as a requirement or as part of the requirements for obtaining a bachelor's degree.

## 7. Approval Sheet

The approval sheet (Attachment 10) contains proof of academic approval from the supervisor and Head of Department. The consent form must be included at the time of the FA exam. The elements that must be present on the approval page consist of:

- a. Approval Sheet
- b. FA Title
- c. Full name and Student Identification Number (SIN)
- d. Supervisor
- e. Place, date, month, and year
- f. Head of Department

## 8. Ratification Sheet

The ratification sheet (Assignment 11) contains evidence of administrative and academic approval from the Board of Examiners and the Dean. This page contains the following.

- a. Ratification sheet
- b. Title
- c. Full name and Student Identification Number
- d. Maintained in front of the page with the Board of Examiners or Board of Faculty Examiners ..., date
- e. Team/Board Examiner
- f. Place, date, month, and year
- g. Dean of Faculty...

The validation sheet is made after the final exam, the FA report has been corrected, and approved by the Board of Examiners and the Dean.

## 9. Dedication Page

Dedication Page is not a must. This page is intended to convey impressions or appreciation to people who have significance to the researcher. The presentation is written using size 12 letters, the language style is reasonable, straightforward, and unemotional.

## 10. Preface

The preface (Attachment 12) is intended to express gratitude to God Almighty and gratitude to the heads of institutions and parties who contributed directly to writing the FA, a brief description of the contents of the FA, and expectations related to the results of the FA. The preface is typed with a line spacing of one and a half spaces.

### **11. Table of Contents**

The table of contents (Attachment 13) contains an outline of the contents of the FA along with its page numbers. FA elements are included in the table of contents starting from the inside cover to the appendix. These pages still count towards page numbering. Numbering with small Roman numerals. The table of contents is typed in one space.

### **12. The List of Table**

The table contains the sequence number of the table, the title of the table, along with the page number where the table is presented (Attachment 14).

### **13. The List of Figures**

The list of figures (photographs, schemes, graphs, or maps) is systematically arranged by sequence numbers (Arabic numerals), the title of the image along the page number on which the image is presented (Attachment 15).

### **14. The List of Appendix**

The list of appendices is arranged systematically by sequence numbers (Arabic numerals), attachment titles along page numbers. The appendix page number is a continuation of the FA page number (Attachment 16).



## B. Main Part

The content in the main part of the FA is presented in the form of chapters, subchapters and/or more detailed levels of the title hierarchy, adhering to certain systematics, which are set out in this manual.

### 1. Contents of the Main Part of the Final Task Assignment

The content of the Final Thesis Assignment consists of at least five chapters, namely (1) Introduction, (2) Literature Review, (3) Research Methods, (4) Research Results and Discussion, and (5) Conclusions and Suggestions. In detail, the contents of the core part are outlined as follows.

#### CHAPTER I. INTRODUCTION

The introductory chapter contains the background of the problem, problem identification, problem limitation, problem formulation, research objectives, and research benefits.

- A. Background of the Problem, explaining the rational reasons that underlie the importance of the research conducted. To make rational reasons it is necessary to reveal the gap between the reality that occurs compared to the expected reality. Various data, facts, opinions, complaints from the field / place of research need to be revealed to strengthen the need for research.
- B. Problem Identification, describes the study of various possible causes of the problem. In this case, it is necessary to disclose widely various possible problems to be researched. The content of the problem identification should be aligned with the problem expressed on the background of the problem.
- C. Problem Limitation, namely the determination of problems (from various identified problems) by considering various methodological aspects, feasibility to be researched, and limitations of researchers without sacrificing the meaning, concept, or topic under study.

- D. Formulation of The Problem, it contains an affirmation of the problem to be investigated as a result of limiting the problems identified. The problem statement is written in question sentences.
- E. Research Objectives, stating the targets to be achieved through research. Objectives are formulated in tune/refer to the problem statement.
- F. Research Significance, explaining the benefits of research results for theoretical and practical purposes.

## **CHAPTER II. LITERATURE REVIEW**

This chapter contains theoretical foundations, studies of relevant research results, frameworks, and research questions and/or hypotheses. The theoretical foundation examines relevant theories, understandings, and variables, and research results that have been published in various sources. Sources can be textbooks, Encyclopedias, dictionaries, scientific journals, research reports, seminar papers, proceedings, theses or dissertations. Articles on the internet can also be used as a source if this article is published in research centres or authors who have a reputation not from authors who are unknown in their field of expertise (have not undergone public testing through publication).

This literature review chapter is not just a collection of quotations, but quotes and theories must be discussed and described by researchers / students so that they can bring up definitions, new understandings, frameworks, hypotheses and / or research questions, and develop instruments that are in accordance with the problems studied. The hypothesis or research question must be aligned and is a description of the problem statement.

- A. Theoretical Review, describes the theories related to research variables starting from definitions, concepts, assumptions, and indicators used to measure these variables as a basis for developing research instruments. Theoretical review is obtained from relevant literature and research results.
- B. Relevant Research Results, serves to strengthen the position of research carried out today by looking at the results of research that has been done. The results of relevant research are also used as a basis for researchers to develop a frame of mind. The results of relevant research are presented narratively by analyzing the results of one research with the results of another research.
- C. Framework, contains a logical and rational picture of how research variables can be interrelated (correlation). Framework will lead the researcher to the formulation of hypotheses. Research that does not prove hypotheses such as research with a qualitative approach, does not need to write a frame of mind.

- D. Research Questions and/or Hypotheses Research questions are affirmations of problem formulations that will be sought answers through research. A hypothesis is a temporary answer to the problem statement expressed by a question sentence. For research that does not prove a hypothesis, it is enough to write down a research question.

### CHAPTER III. RESEARCH METHODS

The research methods in Chapter III broadly contain the following sub-chapters.

A. Type or Design of Research

Researchers need to present the type or design of research in accordance with the problem to be studied.

B. Place and Time of Research

For field research, researchers need to state where and when the research was conducted.

C. Population and Research Sample

Population and sample are used if the target area of the researcher is large enough so that it is not possible for all members to be respondents, so the researcher conducts research by taking a representative sample. If the target area can be fully reached, this subchapter is named the data source or research subject. For research that uses samples, it is necessary to explain how to determine the sample size and the sampling technique used. For studies that do not use populations and samples, the title of this subchapter may be appropriate.

D. Variable Operational Definition

This section explains the definition of each variable adapted to the context of the study. Operational definitions are developed from theoretical, conceptual definitions, and are the basis for determining indicators in the development of research instruments.

E. Data Collection Techniques and Instruments

In this section, it is necessary to describe the data collection techniques used and the instruments developed. Researchers need to explain the process of preparing instruments and testing the quality of instruments.

F. Instrument of Validity and Reliability

An instrument is declared eligible as a data collection tool if it meets the criteria of valid and reliable. In this section, it is necessary to explain the ways of tracing the validity and reliability of the instrument. For instruments in the form of cognitive tests in the form of multiple-choice questions, the quality of the questions is tested with an index of difficulty, differentiation, deception, and reliability.

**G. Data Analysis Techniques.**

In this section, it is necessary to explain the data analysis techniques used including testing the required analysis requirements.

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

This chapter consists of three parts, namely, research results, discussion, and research limitations. Research results must answer research questions and be arranged in order of research questions/hypotheses. The discussion section is an important part of the research and is located separately from the research results subchapter. The discussion section contains a critical study of research using the perspectives of various relevant theories that have been discussed in Chapter II. Research limitations are concerned with methodological issues rather than limitations related to the time, cost, or logistics of the research. Research limitations are also not related to the number of samples or research variables because these are predetermined. For action research and/or classroom action research there needs to be a subchapter on Reflections on the Researcher's Knowledge Acquisition.

**Note:**

If it is necessary to expand and deepen the discussion of Chapter IV, students can add more chapters, while the order of the next chapter adjusts.

## **CHAPTER V. CONCLUSIONS AND SUGGESTIONS**

This chapter contains three subchapters: conclusions, implications, and suggestions. The conclusion is a summary of the answers to research questions or the results of hypothesis tests and at the same time is a solution to problems in the problem formulation. Conclusions should be presented concisely, are essential descriptions, and tend to take the form of qualitative statements, not numbers. Implication is a further consequence of the findings in the conclusion. Usually, the implications of using suggestion language are not yet operational. Suggestions are recommendations addressed by various parties related to research results and using operational language. Implications and suggestions must be in accordance with the results of the research that have been summarized in the conclusions.

## 2. Contents of the Core Part of the Non-Thesis Final Assignment

The content of the core part of the Non-Thesis Final Assignment (NTFA) consists of at least five chapters, which are (1) Introduction, (2) Literature Review, (3) Study Methods, (4) Results and Discussion, and (5) Conclusions and Suggestions. In detail, the contents of the core part are described as follows.

### CHAPTER I. INTRODUCTION

The introductory chapter contains the background of the problem, problem identification, problem limitation, problem formulation, objectives, and benefits of writing.

### CHAPTER II. LITERATURE REVIEW

This chapter contains the theoretical basis of the research question and the framework. The theoretical foundation examines theories that are relevant to the topic of study. Sources can include textbooks, encyclopaedias, dictionaries, scientific journals, research reports, results of similar studies that have been conducted, papers, seminars, and proceedings. Study questions are formulated in line with the formulation of the study problem. The framework contains a description of the flow of the flow of thought used to explain the problems studied and is based on the theories used.

### CHAPTER III. RESEARCH METHODS

This chapter contains a description of the methods used to conduct the study, including the type of study, the subject of the study, how to collect data/information, and data analysis.

### CHAPTER IV. RESULTS OF RESEARCH AND DISCUSSION

This chapter consists of three parts, which are, the results of the study, discussion, and limitations of the study. The results of the study must answer the established research questions and are organized according to the order of the research questions. The discussion section contains a critical review of the research results using the perspectives of various relevant theories discussed in Chapter II. The limitations of the research are limitations related to the methodology, not limitations related to time, cost or research logistics.

#### Notes:

If it is deemed necessary to expand and deepen the discussion of Chapter IV, then students can add another Chapter, while the order of subsequent Chapters adjusts.

## **CHAPTER V. CONCLUSIONS AND SUGGESTIONS**

This chapter contains three subsections, namely conclusions, implications and suggestions. The conclusion is a summary of the answers to the study questions and at the same time is a solution to the problems in the problem formulation. Implications are further consequences of the findings in the conclusions. Suggestions are recommendations addressed to various parties related to the results of the study and use operational language.

### **3. Contents of the Core Section of the Art or Sports Final Assignment**

The content of the core part of the Art/Sport Work Final Assignment (ASWFA) consists of 5 (five) chapters, which are (1) Introduction, (2) Literature Review, (3) Work Creation Method, (4) Work Description and Visualization and (5) Conclusions and Suggestions. In detail, the contents of the core part are described as follows.

## **CHAPTER I. INTRODUCTION**

The introductory chapter contains the background of creation, the formulation of creation, the purpose of creation, and the benefits of creation.

## **CHAPTER II. LITERATURE REVIEW**

This chapter contains the theoretical foundation of the creation and the research questions. The theoretical foundation of creation examines theories relevant to the topic of study and the creation of relevant works. Sources can be textbooks, encyclopaedias, dictionaries, scientific journals, research reports, results of similar studies that have been conducted, documentation, performance results, seminar papers and proceedings. Study questions are formulated in line with the formulation of the creation.

## **CHAPTER III. WORK CREATION METHOD**

This chapter contains a description of the steps taken in creating the work, including the idea of creation, indicators of results, media, equipment, and techniques of creation. In addition, this section also describes the object of work and object analysis, data collection techniques, and production/creation planning.

## **CHAPTER IV. WORK DESCRIPTION AND VISUALIZATION**

This chapter consists of three parts, namely, the description of the work, the visualization of the work, and the stages of the creation of the work. The description of the work should answer the question of creation and be organized in the order of

the question. The visualization of the work includes a description of the results of the work creation activities and is related to the theoretical basis of creation that has been cited and compiled in chapter II. The stages of creation are described qualitatively and include images/documentation related to the creation of the work that are considered important.

**Notes:**

If it is deemed necessary to expand and deepen the discussion of Chapter IV, then students can add another chapter, while the order of the next chapter adjusts.

## **CHAPTER V. CLOSURE**

The closure contains a brief statement to emphasize the originality of the work created and the uniqueness/excellence that distinguishes the AWSFA created from the work of others.

### **C. Final Section**

#### **1. References**

The References contain the identity of all books, journals, research reports, references from the internet, and other sources referred to in the FA writing, and are mentioned in the body. Sources that are not cited in the content should not be included in the references.

#### **2. Attachment**

Appendices contain all documents or supporting materials used or produced in FA research. The appendices of FTA and NTFA include research permit letters, research instruments, formulas, statistical calculations used, calculation procedures, instrument test results, and the like. Meanwhile, appendices for qualitative research include examples of interview transcripts authorized by respondents, reduction and abstraction results, field notes, evidence (FGD) and/or Delphi. AWSFA appendices can be in the form of interview certificates, catalogues, photos of posters, exhibition activities, documentation of activities, videos (can be video links), and others that support AWSFA. Appendices are numbered sequentially according to the stages of the research procedure sequence, and the page number is a continuation of the page number of the core section.



# CHAPTER V

## LANGUAGE AND WRITING PROCEDURE

### A. Language

The Final Assignment is written in Indonesian or English (specifically for study programs that specify) with a scientific language variety. Especially for international students, the Final Assignment can be written using the language of the country of origin and when going to carry out the exam, the Final Assignment must be translated into Indonesian or English. Indonesian scientific language has the following characteristics: (1) using standard Indonesian spelling; (2) using standard terms; (3) using straightforward and consistent terms; (4) using complete grammatical elements in sentences, (5) using affixes (prefixes, inserts, suffixes) explicitly; (6) use assignment words (and, of, than) appropriately, explicitly and consistently; (7) paragraphs contain a main idea and at least two supporting ideas; (8) have a linkage of meaning between sentences and between paragraphs, and (9) avoid the use of persona forms (we, me, us, etc.).

### B. Writing Procedure

#### 1. Paper

The TA is typed on white paper, A4 quarto size (21 cm x 29.7 cm), weighing 70 grams. If special paper is required such as millimetre paper for graphs, tracing paper for charts or maps and the like, paper outside the specified size may be used, which is folded according to the size of the FA report paper.

#### 2. Typing

- a. Using double spaces
- b. Punctuation is attached to the word in front of it (e.g. paper, pencil, and ink)

- c. The distance after the punctuation mark is written:
  - 1) After the punctuation marks period (.), comma (,), semicolon (;), colon (:), exclamation mark (!), and question mark (?) one beat, with the word in front of it.
  - 2) Opening brackets and closing brackets (...) are written without a beat with the word/number inside.
  - 3) Slashes (/) are written without a beat against the word before and after it.
- d. Titles of Tables and Figures consisting of two or more lines are written one space apart. The writing of the title uses the same font as the text, with capital letters at the beginning of each word, except for the word assignment. The name of the table/ figure is placed above the table/ figure in a left-aligned position (according to APA 7th Edition).
- e. References:
  - 1) the distance between lines in one library is one space.
  - 2) the distance between libraries is two spaces.

### 3. Borderline Typing

The typing border is determined as follows.

Top edge	: 4 cm
Bottom edge	: 3 cm
Left edge	: 4 cm
Right edge	: 3 cm

### 4. New Paragraph Typing

Typing a new paragraph starts one tab away from the left edge of the paragraph. Each paragraph consists of at least two sentences.

### 5. Typing of Chapters, Subchapters, and Subsections

- a. Chapter numbers and chapter titles are typed in the middle of the right and left borders (centre). See the hierarchy of writing and numbering of chapters and subchapters. Chapter numbers are written in Roman numerals, chapter titles are written in capital letters, and bolded.
- b. The typing of subchapter titles and subchapter numbers starts from the left edge. The initial letter of each word in the subchapter title is written in capital letters except for assignment words (and, in, to, from, for, which) that are not at the beginning of the title. Subchapter numbering uses capital letters (A, B, C, etc.), and subchapter titles are bolded.

- c. Typing of subchapters starts from the left edge. The initial letter of each word in the subchapter is capitalized except for assignment words (and, in, to, from, for, which) that are not at the beginning of the title. The numbering of subchapters uses Arabic numerals (1, 2, 3, etc.).

## 6. Font

The font used in the thesis is Times New Roman with font size 12.

## 7. Numbering

### a. Page Numbering

Page numbers are placed at the bottom centre, two spaces below the last line of text. Page numbers are written in Arabic numerals, starting from the introduction chapter to the appendix. Previous pages (title page, preface, table of contents, table of tables, list of figures, etc.) use numbers and small Roman numerals.

### b. Numbering of Mathematical Formulas

If in the research report there are several mathematical formulas or equations, the numbering uses Arabic numerals placed on the right edge, between two brackets.

### c. Hierarchy of Number and Letter Usage

Sequence:

**CHAPTER I**  
**INTRODUCTION**  
(in the middle)

- A. ....
- 1. ....
- a. ....
- 1) ....
- a) ....
- (1) ....
- (a) ....

All chapter and subchapter headings are in bold. Try to keep the number of subheadings to a minimum, which results in a reduced writing area.

## 8. Italics and Capitalization

The use of italics and capital letters in the body of the TA follows the rules set out in the Enhanced Spelling/*Ejaan Yang Disempurnakan* (ES/EYD) Fifth Edition (<https://ejaan.kemdikbud.go.id>). Italics in the FA report are used to write words or sentences in foreign languages or regional languages. The use of italics and capital letters in writing the References follows the rules for writing the References in the TA guidebook.

## 9. Presentation of Tables and Figures

### a. Table

- 1) The words "Table", table number, and table title are placed above the table flush left.
- 2) Table numbers and titles are typed in one line, consecutively to the right, one space apart.
- 3) Table numbers in the text use Arabic numerals, consecutively, from the first chapter to the last chapter.
- 4) Table numbers in the appendix use Arabic numerals starting with number 1.
- 5) Each table is presented on no more than one page (not truncated). Tables that exceed one page are placed in the appendix.

### b. Image

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

- 1) The words "Image", image number, and image title are listed above the image flush left.
- 2) The image number and title are written in one line, sequentially to the right one line with the image number one space apart.
- 3) Figure numbers in the text use Arabic numerals, sequentially, from the first chapter to the last chapter.
- 4) Figure numbers in the appendix use Arabic numerals starting with the number 1.

## 10. Quotation

### a. Write Direct Quotation Instructions

Direct quotations are written the same as the original source, both in terms of language and spelling. Direct quotations of four or more lines are typed single-spaced, starting on the sixth beat from the left margin, without quotation marks (""). Direct quotations that are less than four lines long are inserted into the text,

typed as the text is typed, beginning and ending with quotation marks ("). If necessary, some words before the quoted passage may be omitted and replaced with ellipses (three dots in a row). Direct quotations are used to express concepts, basic definitions, regulations, or information as data sources. The source of the direct quotation is written by stating the author's name, year of publication, and page number. Example: Bennett (2015, p. 466), Parker (2020, p. 55), Herold (2018, pp. 30-33).

b. Write Indirect Quotation Instructions

Indirect quotations are digests also known as paraphrases of the original source writing. The quotation is double-spaced just like the text. Indirect quotations are used to strengthen the author's argument, elaborate on other people's ideas/opinions, or take the main idea of other people's ideas/opinions. It is recommended that indirect quotations are used. The source of the indirect quote is written as a direct quote, for example: (Krashen, 2017, pp.77-80), (Ellis, 2018), (Banks & Banks, 2016).

## 11. Writing the Name of the Author of the Reference Source

Writing the author's name in the core part of the final assignment in general as follows.

- a. The author's surname/family name and the year of the source of the citation.

**Example:** (Wright, 2017), (Handayani & Sanusi, 2020)

- b. Direct quotations must have a page added.

- c. Quotations that consisting of three or more authors, the first mention is written in full, then the next mention is added et al. After the mention of the first author.

**Example:**

Grotlüschen, Mallows, Reder, Sabatini, and William (2016) or  
(Grotlüschen, Mallows, Reder, Sabatini, & William, 2016  
Grotlüschen et al. (2016) or (Grotlüschen et al., 2016)

- d. If the reference is a Government Regulation or Law, or a guidebook, the writing in the core part of the final assignment is done as follows.

**Example 1:**

Government Regulation of the Republic of Indonesia Year 2014 Number ...  
concerning ... states that ...

**Example 2:**

The standards for lecturers and education personnel stipulate that the qualifications of lecturers for undergraduate programs are at least a master's degree or an applied master's degree relevant to the study program (Government Regulation of the Republic of Indonesia Number... of 2014 concerning...).

**Example 3:**

The Law on ... Education System (Law Number... Year 2003 on ...) states that ...

**Example 4:**

The division of central government affairs with local governments in the field of education explains that education is one of the mandatory government affairs, related to Basic Services, namely public services to meet the basic needs of citizens (Law of the Republic of Indonesia Number ... of 2014 concerning ...).

If there is more than one Government Regulation or Law with the same year, the year number is added with the letters a, b, c, and so on to indicate the order, which corresponds to the order in the References.

- e. Manuscripts/documents that have not been published are not suitable for reference.

## 12. Writing the Author's Name in the References

- a. Writing the first author's name and so on: last/family name followed by first and middle initials (if any).
- b. Only the first letter of the title of the work or additional title is capitalized.
- c. Online sources are written in full URL by writing the word "Retrieved from" before the URL and not writing the access date (date of download or viewing the web).
- d. For proceedings accessed online, the city of publication and publisher are replaced with the DOI (Digital Object Identifier) number or URL, as in the example of an online journal.
- e. No underlined words, including URLs.

Table 1. Examples of Authors' Names in the References

Author's Name in Referenced Source	Author's Name in the Core Section	Author's Name in References
Norman Fairclough	Fairclough Fairclough, N.	Fairclough, N.
Marianne Celce-Murcia	Celce-Murcia	Celce-Murcia, M.
Zhao Yue Zhen	Zhen	Zhen, Z.Y.
Bacharuddin Jusuf Habibie	Habibie	Habibie, B.J.
Johannes Wihelmus Maria Verhaar	Verhaar	Verhaar, J.W.M.
Jean-Jacques Rousseau	Rousseau	Rousseau, J.J.
Johann Wolfgang von Goethe	von Goethe	Von Goethe, J.W.
Jan de Lange	de Lange	de Lange, J.
Brian O'Conner	O'Conner	O'Conner, B.
Melissa Elizabeth Makari Selverian	Selverian	Selverian, M.E.M.

### 13. Appropriateness of Literature Sources

- a. Every source referred to in the core part of the final project must be listed in the References.
- b. Sources that are not mentioned (not referred to) in the core part of the final assignment should not be included in the References.

### 14. References Writing

Reference writing follows the APA (American Psychological Association) 7th Edition system. To maintain consistency in referencing, citing, and writing the references, it is best to use an application to manage them. Examples are Mendeley, Refworks, and Zotero or paid applications (e.g. EndNote and Reference Manager).

- a. Example of Writing Names in the References

- 1) The author is John Ward Creswell. The writing of the References is as follows.

Creswell, J.W. (2018). Research design. SAGE Publications.
--

- 2) The author is Marianne Celce-Murcia. The references is written as follows.

Celce-Murcia, M. (2015). Teaching English as a second or foreign language (4th ed.). Heinle Publishers.
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3) The author is Xu Yuxi. The Reference List is written as follows.

Xu, Y. (2022). Superwetting interface for miscible liquid separation. *Matter*, 5(4), 1067-1069. <https://doi.org/10.1016/j.matt.2022.03.009>.

4) The author's name is Janet Marlene Bennett. The Reference List is written as follows.

Bennett, J.M. (2015). *The sage encyclopedia of intercultural competence*. SAGE Publications.

5) Author named Mark Johannes van der Laan

van der Laan, M.J. & Rose, S. (2018). *Targeted learning in data science*. Springer International Publishing.

b. Example of Writing Entry in Reference List)

1) Books with one to seven authors

Neuliep, J.W. (2017). *Intercultural communication: A contextual approach (7th ed)*. SAGE Publications.

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

Larsen, R.J., & Marx, M.L. (2018). *An introduction to mathematical statistics and its applications (6th ed.)*. Pearson.

Wiyatmi., Liliani, E., & Sari, E. S. (2020). *Para raja dan pahlawan perempuan, serta bidadari dalam folklore Indonesia*. Cantrik Pustaka.

Shiwaku, K., Sakurai, A., & Shaw, R. (2016). *Disaster resilience of education systems: Experiences from Japan*. Springer.

Glasius, M., de Lange, M., Bartman, J., Dalmasso, E., Lv, Aofei., Del Sordi, A., Michaelsen, M., & Ruijgrok, K. (2018). *Research, ethics and risk in the authoritarian field*. Palgrave Macmillan.



2) Books published with editions

Ovando, C.J., Combs, M.C., García, E., & Wiley, T.G. (2018). *Bilingual and ESL classrooms: Teaching*

3) Books published by government agencies without the author's name

Ministry of Research and Technology. (2017). *Technical guide for performance indicators for the development of the leading Iptek Center in 2017*. Direktorat Jenderal Kelembagaan IPTEK.

Hong Kong Legislative Council. (2017). *The poverty situation of ethnic minorities in Hong Kong*. Retrieved from [https://www.legco.gov.hk/yr16-7/chinese/hc/subcom/hs52/papers/hs52\\_0170612cb2-1571-1-c.pdf](https://www.legco.gov.hk/yr16-7/chinese/hc/subcom/hs52/papers/hs52_0170612cb2-1571-1-c.pdf).

4) A book edited by two people

Dervin, F., Moloney, R., & Simpson, A. (Eds.). (2020). *Intercultural competence in the world of teachers: Confronting ideologies and practices*. Routledge.

5) Book, no author or editor's name

American Psychological Association (7th ed.). (2020). *Publication manual of the American Psychological Association*. <https://doi.org/10.1037/0000165-000>.

6) The revised book

Drucker., P.F. (2014). *Management (Rev. ed.)*. Harper.

7) Encyclopaedia, with the name of the editor.

Ostrom, H.A., & Macey, J.D. (Eds.). (2020). *African American literature: An encyclopedia for students*. Greenwood.

8) Translated book

Robbins, S. P. (2016). *Perilaku organisasi: konsep kontroversi, aplikasi*. (Terjemahan Benyamin Molan). PT. Prenhallindo. (Edisi asli diterbitkan tahun 2003 oleh Pearson Education Inc. Upper Saddle River).

9) Journal Articles, two to seven authors

- Lai, C., Gao, F., & Wang, Q. (2015). Bicultural orientation and Chinese language learning among South Asian ethnic minority students in Hong Kong. *International Journal of Bilingual Education and Bilingualism*, 18(2), 203–224.
- Loewen, S., & Sato, M. (2018). Do teachers care about research? The research pedagogy dialogue. *ELT Journal*, 73(1).  
<https://doi.org/10.1093/elt/ccy048>.
- 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.tclibrary.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>.
- Philip, T. M., Souto-Manning, M., Anderson, L., Horn, I., Carter Andrews, D. J., & Stillman, J. (2018). Making justice peripheral by constructing practice as “core”: How the increasing prominence of core practices challenges teacher education. *Journal of Teacher Education*, 70(3). <https://doi.org/10.1177/0022487118798324>.
- 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.  
<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.SiO<sub>2</sub> catalyst and its application in the transesterification reactions of soybean oil. *Bulletin of Chemical Reaction Engineering & Catalysis*, 12(2), 299-305.

10) Online magazine articles

Thomson, J. (2022, September 8). Massive, strange white structures appear on Utah's Great Salt Lake. *Newsweek*.  
<https://www.newsweek.com/mysterious-mounds-greatsalt-lake-utah-explained-mirabilite-1741151>.

11) Print magazine article

Nicholl, K. (2020, May). A royal spark. *Vanity Fair*, 62(5), 56–65, 100.

12) Newsletter articles, which have the author's name

Nirmawati, Y.J. (2022, Februari). *Wujudkan Sistem Pengelolaan Pengaduan Terintegrasi*. Kementerian Agraria Tata Ruang/Badan Pertanahan Nasional (atr-bpn), 80, 6-7.

13) Newsletter articles, for which there is no author's name

G20 Indonesia 2022. (2022, Juni). *Editor*, 2022, 7-8.

14) Newspaper articles, which do not have an author's name

Capaian dan komitmen indikator kinerja utama UNY. (2022, Mei). *Kedaulatan Rakyat*, hlm.9.

15) Newspaper articles, which have the author's name

Prihantoro, T.H. (2022, Mei). Bangkitnya pendidikan usai pandemi. *Kedaulatan Rakyat*, hlm.11.

16) Articles with two people in the book edited by the editor

Jaworski, A., & Tian, D. (2014). *Xu Bing's transformative art of language, in Yeewan Koon (ed.) Xu Bing: It Begins With Metamorphosis, Asia Society.*

17) Reports from government agencies, without author's name

National Cancer Institute. (2018). *Facing forward: Life after cancer treatment* (NIH Publication No. 18-2424). U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/publications/patient-education/life-after-treatment.pdf>.

18) Proceedings that are published regularly

Artawa, K. (2018). Grammatical alignment in Indonesian. *Proceedings of International Seminar Language Maintenance and Shift (LAMAS 7)*, Universitas Diponegoro, VII, 10-15.

19) Papers presented at a seminar or conference

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20) Doctoral dissertation, published by Dissertation Abstract International (DAI)

MacLeod, H. (2018). *Rare world: Investigating social support in rare disease and common chronic illness communities*. [Disertasi Doktor, Indiana University, 2018]. *Dissertation Abstracts International*, 79, 254.

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Harris, L. (2014). *Instructional leadership perceptions and practices of elementary school leaders* [Unpublished doctoral dissertation]. University of Virginia.

22) Tesis Magister, yang tidak diterbitkan

Hariyanto, E. (2019). *Relevansi kompetensi airframe and powerplant SMK Bina Dhirgantara dengan Maskapai Penerbangan*. [Tesis, tidak diterbitkan]. Universitas Negeri Yogyakarta.

23) Articles on the internet, but printed material published in journal

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24) Laws

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

25) Government Regulation

Presiden Republik Indonesia. (2022). *Peraturan Pemerintah RI Nomor 4 Tahun 2022*, tentang Perubahan atas Peraturan Pemerintah Nomor 57 Tahun 2021 tentang Standar Nasional Pendidikan.

**Description:**

Full citation and References refer to APA Style <http://www.apastyle.org/>

# CHAPTER VI

## FINAL ASSIGNMENT EXAMINATION

### A. Examination Implementation Provisions

After students fill out the Examination Submission Form and fulfil the FA exam requirements, the steps for conducting the exam are as follows:

#### 1. Administrative Requirements

Administrative requirements for students who will take the FA exams are regulated as follows:

- a. Registered as an active student at UNY
- b. Including the final assignment course (thesis, NTFA, ASWFA) in their Study Plan Card for the Current Semester
- c. Submitting evidence of screenshots from *Sibimta* and/or FA guidance sheets that have been filled out

#### 2. Academic Requirements

The requirements for applying for the final year examination are as follows.

- a. Have passed all courses other than FA, in accordance with the curriculum as evidenced by a Certificate of Exemption from Theory,
- b. Have a cumulative grade point average (GPA) of at least 2.50,
- c. The final assignment report has received written approval from the supervisor,
- d. Have a Pro-TEFL score with a minimum score of 425 for undergraduate programmes. undergraduate programme. For students of the Department of English Education, the minimum required Pro-TEFL score is 500,
- e. A college leave certificate (for students who have been on leave).

## **B. Composition, Duties, and Authority of the FA Board of Examiners**

### **1. Composition of the Board of Examiners**

The FA Board of Examiners for the Bachelor and Applied Bachelor programmes consists of 3 (three) people, as follows:

- a. Chairperson of the Board of Examiners (supervisor).
- b. Secretary of the Examiners/Board of Examiners (lecturer of the study programme appointed by the faculty manager) as well as an examiner member.
- c. Principal Examiner.

### **2. Duties and Authority of the Board of Examiners**

#### **a. Chairperson of Board of Examiners**

The Chairperson of Board Examiners is responsible for leading and directing the final examination with the following obligations:

- 1) Give directions and order the process of conducting the final examination.
- 2) Provide directions and instructions that can increase and improve the smoothness, discipline, and timeliness of the final thesis examination.
- 3) Give warnings and academic sanctions together with the Board of Examiners if there are elements of plagiarism found in the FA report of the tested student.

#### **b. Secretary of the Board Examiners**

The Secretary of the Board of Examiners is tasked with assisting the Chairperson of the Board of Examiners to expedite the process of conducting the final examination of the FA in the following ways.

- 1) Administering all activities during the FA exam implementation.
- 2) Provide a written report on the results of the implementation of the student's final thesis examination to Koor Prodi which is contained in Minutes of FA Examination Implementation.

#### **c. Principal Examiner / Tester**

The main examiner/examiner is in charge of validating and confirming the substance of the student FA report being tested with the following obligations as follows.

- 1) Ask questions that focus on the substance of the student's thesis report.
- 2) Provide corrections/responses/improvements in writing on the FA report being tested.

- 3) Giving judgement on the presentation, substance, and quality of the student's research of the final year students.
- 4) Provide guidance in accordance with the written corrections/responses/improvements given during the FA Examination.

## C. Exam Preparation and Conduct

### 1. Exam Preparation

- a. Koor Prodi submits the name of the main examiner and the time of the exam.
- b. The Head of the Department proposes the determination of the FA Board of Examiners and the time of the FA examination to the Dean.
- c. Koor Prodi submits the examination file to the Academic Section to be distributed to the Board of Examiners no later than 3 (three) days before the exam time.
- d. Students prepare presentation materials for the FA exam, supporting documents, and reference sources used in the FA report.

### 2. Examination Implementation

The FA Examination is organised as follows:

- a. The allocation of FA exam time is a maximum of 60 minutes, with details as shown in Table 2.

Table 2. TA Examination Time Allocation

No	Activity	Allocation
1	Opening	5 minutes
2	Presentation of Results	10 minutes
3	Main Examiner	20 minutes
4	Secretary of the Board of Examiners	10 minutes
5	Chairperson of the Board of Examiners	5 minutes
6	Examination Result Determination Session	5 minutes
7	Closing	5 minutes

- b. Each examiner makes corrective notes on the required FA report on the sheet that has been provided to be given to students.
- c. The Board of Examiners conducts a hearing to determine the results of the examination. While the Board of Examiners in session, students who are being tested are allowed outside the examination room.



- d. After the Board of Examiners has finished the hearing, students are called back into the examination room, and
- e. The chairperson of the Board of Examiners conveys the decision of the exam results. the decision about the exam results. The Chairperson of the Board of Examiners closes the FA examination.

## D. FA Assessment

### 1. Assessment of the Final Thesis Assignment (FTA)

#### a. Criteria for Assessment and Passing the Final Thesis Examination

Students are declared to have passed the FTA examination if they get a score of the final average of the entire FTA Board of Examiners of at least C (or a score of 56). The exam result decision can be categorised as the following.

- 1) Pass without revision.
- 2) Pass with revision.
- 3) Not pass, retake the exam with the revised FTA.

Students who are declared to have passed without revision are requested to immediately process the *Yudisium* registration. Students who are declared passed with revisions are given a maximum revision time of 3 (three) months since the months since the examination. Suppose within the specified time Students have not managed to obtain written approval from all supervisors or the results of their revisions. In that case, their graduation is cancelled, and they are required to retake the exam. Students who are declared not passed, are requested to change the topic of the FTA, mentoring, and re-take the exam.

#### b. Assessment Rubric

Table 3. FTA Assessment Rubric

No	Component	Weight (B)	Score (0 – 100) (S)	Weight X Score (B x S)
A. Document Assessment				
1	Selection and formulation of problem	2		
2	Relevance of theoretical framework/study The relevance of the theoretical framework/study to the hypothesis and/or	3		

	or research problem, and recency of sources			
3	Appropriateness of the study methodology (data collection, analysis, etc.)	3		
4	Depth of discussion and logicity of description/explanation	3		
5	Language and writing	1		

The mean score of each examiner was calculated using the following formula as follows.

$$N = \frac{\Sigma (W \times S)}{20}$$

Description:

N = value, W = weight, and S = score

## 2. Non-Thesis Final Assignment (NTFA) Assessment

### a. Criteria for Assessment and Passing the NTFA Exam

Students are declared **PASSING** the NTFA exam if they get a score of the final average of all TA examiners is at least C (or a score of 56). The exam results can be categorised as follows.

- 1) Pass without revision
- 2) Pass with revision
- 3) Did not pass, retake the exam with revision NTFA

Students who are declared to have passed without revision, are requested to immediately process the judicium registration. Students who are declared passed with revision, are given a maximum revision time of 3 (three) months since the examination. months after the examination. Suppose within the specified time the student has not managed to obtain written approval from all supervisors or the revised results. In that case, his graduation is cancelled and is required to take a re-examination. Students who are declared not passed, are requested to change the topic of NTFA, mentoring, and re-take the exam.

b. Assessment Rubric

Table 4. NTFA Assessment Rubric

NO	Component	Weight (B)	Score (0 -100) (S)	Weight x Score (B x S)
<b>A. Document Assessment</b>				
1	Accuracy of problem formulation and depth of discussion	4		
2.	Conclusion and benefits	3		
3	Recency and relevance of sources	3		
4	Language and grammar	2		
<b>B. Oral Exam Assessment</b>				
1	Ability to express an opinion	2		
2	Accuracy of answer	2		
3	Mastery of the material	2		
4	Manners and ethics	2		
Total		20		
Average score				
NO	Component	Weight (B)	Score (0 -100) (S)	Weight x Score (B x S)
<b>A. Document Assessment</b>				
1	Accuracy of problem formulation and depth of discussion	4		
2.	Conclusion and benefits	3		
3	Recency and relevance of sources	3		
4	Language and grammar	2		
<b>B. Oral Exam Assessment</b>				
1	Ability to express an opinion	2		
2	Accuracy of answer	2		
3	Mastery of the material	2		

4	Manners and ethics	2		
Total		20		
Average score				

The mean score of each examiner was calculated using the following formula as follows.

$$N = \frac{\Sigma (W \times S)}{20}$$

Description:

N = value, W = weight, and S = score

### 3. Art/Sport Work Final Assignment (ASWFA) Assessment

#### a. Criteria for Assessment and Passing the ASWFA Exam

Students are declared to have passed the final assignment examination if they get a score of the final average of all ASWFA examiners is at least C (or a score of 56). The exam results can be categorised as follows.

- 1) Pass without revision
- 2) Pass with revision
- 3) Not passed, retake the exam with revision ASWFA

Students who are declared to have passed without revision, are requested to process the *Yudisium* registration immediately. Students who are declared passed with a revision, are given a maximum revision time of 3 (three) months after the examination. If within the specified time students have not managed to obtain written approval from all supervisors or the results of their revisions, their graduation is cancelled, and are required to take a re-examination. Students who are declared not passed, are requested to change the ASWFA topic, mentor, and re-examine.

b. Assessment Rubric

Table 5. ASWFA Assessment Rubric

No	Component	Weight (W)	Score (0 – 100)	Weight X Score (W x S)
<b>A. Document Assessment</b>				
1	Introduction and source review section	2		
2	Work visualisation and description section works	3		
<b>B. Assessment of Work</b>				
1.	Creativity/novelty of the work	4		
2	Presentation technique	4		

No	Component	Weight (W)	Score (0 – 100)	Weight X Score (W x S)
<b>C. Oral Exam Proficiency</b>				
1.	Ability to express opinions	3		
2.	Relevance of answers	2		
3.	Reinforcement of material	2		
Total score		20		
Average score				

The mean score of each examiner was calculated using the following formula.

$$N = \frac{\sum (W \times S)}{20}$$

Description:

N = value, W = weight, and S = score

# CHAPTER VII

## PUBLICATION AND INTELLECTUAL PROPERTY RIGHTS

### A. TA Publication Media

Final assignment results must be published for undergraduate students. The systematics of writing journal articles follows the style surroundings of each journal being addressed.

### B. Brief Instructions for Writing Articles

1. Articles are defined as scientific articles published on the media internet, which are uploaded via certain websites. Authors are students related to their final assignment.
2. The length of the article is approximately 15 pages typed single-spaced, on A4 quarto paper with two-column format, top left margin 3 and bottom right margin 2, Times New Roman (TNR) 11 font.
3. Title in Indonesian, written in TNR-11 letters, maximum 14 words, centred. The English version of the title is written with the letters TNR-11 centred.
4. The author's name followed by the affiliated institution or agency, written in lower case TNR-11 accompanied by the correspondence address (in particular).
5. Students must include their supervisor as the author of the article. If the research carried out by students is the lecturer's umbrella research, then the supervisor is the name of the first author. If not, then the arrangement/order of the authors' names is in accordance with the agreement of the lecturer and student as proven by a statement letter.
6. The abstract is made from the entire article, written in one paragraph in two languages (Indonesian and English). Abstract length is approximately 150 words or a maximum of 1 page typed single-spaced TNR-11 is written as a narrative containing the objectives, methods and results of the research.

7. Keywords: one or more words or phrases that are important, specific, or representative of this article.
8. Articles are written in standard Indonesian or other languages according to the characteristics of the study program, containing: (1) Title, (2) Abstract, (3) Introduction, (4) Method, (5) Research Results and Discussion, (6) Conclusions and Suggestions, (7) References, and (8) Author Biodata.
9. The Reference is written by referring to the American Psychological Association (APA) 7th Edition. Written single-spaced, the references is spaced one space apart.

## **C. Writing and Publications Systematics**

UNY articles use a written and systematic format as follows.

### **1. Writing System**

As a scientific article, the article is written in scientific language, which is between others are characterized by being objective, systematic and logical.

### **2. Systematics**

Writing e-journal articles can be the result of research or studies. The systematics of writing articles is as follows.

#### **a. Research Result**

Title

Abstract

Introduction (Background)

Research Methods

Results and Discussion (Finding and Discussion)

Conclusion

References

#### **b. Study Result**

Title

Abstract

Introduction (Background)

Discussion\*

Conclusion

References

\* For the fields of art and technology, accompanied by photos of the work

An abstract is made from the entire article, written in one paragraph in two languages (Indonesian and English). Long Abstract between 130-150 words. The length of the article is approximately 15 A4 pages, typed single single-spaced, two-column format,

Times New Roman 11 font, written in standard and correct Indonesian. More details regarding the format (including the number of columns, margins, and fonts) are arranged like the existing template and can be downloaded from the website <http://journal.student.uny.ac.id>

## D. Compilation and Uploading Mechanism

The mechanism/procedure for compiling and uploading articles is as follows.

1. Students compose articles according to the article writing provisions in under the direction of the supervisor.
2. Students ask for approval (signature) of the supervisor for articles that have been completed.
3. Students send articles that have been approved by their supervisor to the journal manager.
4. Students request a receipt for submitting the article to the journal manager which will be used as a judicial requirement.
5. Articles are reviewed by the editorial board of each study program.
6. Admin/staff and/or editorial board upload to the page (web) provided <http://journal.student.uny.ac.id> which has been packaged by the Editorial Board.
7. Students are required to include the name of their supervisor as second author or first author according to mutual agreement
8. If the article has been submitted to a journal outside UNY, the article and a copy of the Proof of Acceptance must be submitted to the journal manager in each study program for verification.

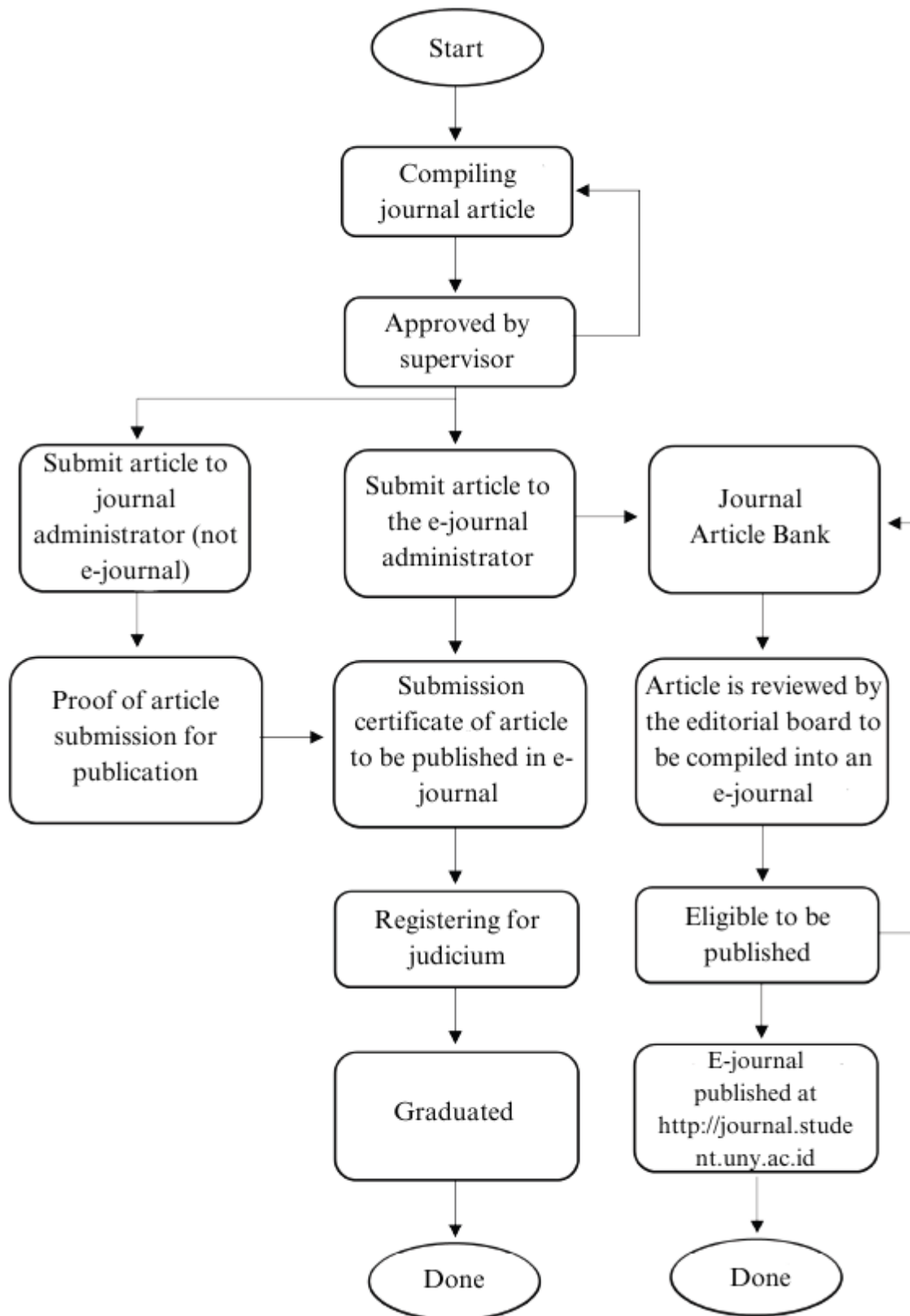
## E. Publishing

Publishing articles for each study program at least three times a year, each edition contains a minimum of 10 articles. The names correspond to each study program, for example, Mechanical Engineering Education, Guidance and Counselling, Sports Science, and so on. The management structure consists of:

1. Responsible Person : Name of the Head of the Study Program
2. Chief Editor : One of the lecturers appointed/assigned by the person responsible
3. Editorial Member : One study program lecturer appointed by the person responsible
4. Staff/Technician : Department/study program admin
5. Reviewer : Expert appointed by the Editorial Board



Figure 1. E-Journal Publishing Flowchart



# CHAPTER VIII

## SPECIAL PROVISIONS REGARDING THE RECOGNITION OF PAST LEARNING (RPL)

Arrangements regarding Recognition of Past Learning (RPL) refer to the Rector's Regulation of Universitas Negeri Yogyakarta No. 6 of 2020.

### A. Definition

RPL is a process of recognizing one's learning achievements obtained from non-formal education, informal education, or life experience in the formal education sector after going through an assessment.

### B. Objective

RPL for UNY students aims to:

1. Get recognition for Learning Achievements (LA). continuing education in Diploma, Bachelor's, Master's, etc. programs Doctor; and
2. Get LA recognition to be equivalent to certain qualifications, such as A- or A grades, free final assignment exams for Bachelor/Applied Bachelor programs, free thesis exams for master's programs, and free open exams for Doctoral programs.

### C. RPL Undergraduate Program

1. Equivalence of Scopus-indexed Scientific Journal articles which are part of the Final Assignment as the first author with the Final Assignment exam getting a minimum grade of A-.
2. Equivalence of a Gold Medal at the SEA Games/Asian Games/Olympics or equivalent and relevant to the field of expertise in the final assignment by making a report independently gets a grade minimum A-.

3. Equivalence of international level championships or equivalent and relevant to the field of expertise in the final assignment by making a report independently, getting a minimum grade of A-.
4. Equivalence of a Gold Medal in a championship that is equivalent and relevant to the field of expertise in the final assignment by making an independent research report with a minimum grade of A-.
5. Equivalence of PON Gold Medals, provided that students are the person concerned representing DIY and affiliated with UNY is recognized as equivalent to a final assignment with a minimum grade of A- as shown through the relevant final assignment report.

#### **D. RPL Implementation Mechanism**

1. Students submit RPL proposals to the Chancellor with the approval of faculty leaders or postgraduate leaders.
2. The Chancellor forms an assessment team coordinated by the Deputy Chancellor for Academic and Student Affairs in accordance with the proposed RPL field.
3. The team assesses the feasibility of the RPL proposal.
4. The Vice Chancellor for Academic and Student Affairs said the results of the RPL assessment to the Chancellor for the issuance of a decision letter regarding the feasibility of the RPL.

#### **E. RPL Assessment Team**

The RPL assessment team for Undergraduate programs is ad hoc and consists of:

1. Vice Chancellor for Academic and Student Affairs as team coordinator;
2. An Expert Staff to the Vice Chancellor for Academic and Student Affairs as team secretary;
3. Dean or Deputy Dean for Academic Affairs, Student Affairs, and Alumni as team members;
4. Head of Department or Coordinator of the relevant field and/or Head of the relevant Institution as a team member;
5. A lecturer in the study program concerned as an expert in field or final assignment supervisor as a team member; And
6. The results of the assessment by the RPL assessment team are final and cannot be contested.

# CHAPTER IX

## CLOSURE

This final assignment writing guideline is prepared to assist students in preparing FTA, NTFA, or ASWFA. This guide is also expected to facilitate supervisors in directing students who are preparing for the final assignment. In addition, this guide could also be used by the Board of Examiners in determining the exam results. For department or study programme managers and faculty administrators, this guide can be used in determining student graduation rates. With this guide, it is hoped that the implementation of FA could be carried out effectively and efficiently in terms of implementation and quality.

# **ATTACHMENT**

## Attachment I. FA Proposal Submission Form

---

### Instruction

The proposal is written on a maximum of 4 (four) pages with A4 paper size, 1.5 spacing, Times New Roman font, size 12, with the following systematics.

### a. FA Title (written in uppercase, bold letters, centre alignment)

Name/Student Number

Content:

1. Reflecting the problem being researched and the type/design of the research.
2. The maximum word count of the title is 20 words.

### b. ISSUE

1. Key issues & supporting data/facts.
2. Reason for choosing the problem.

Content:

1. Explained in a problem-focused narrative (max. 4 paragraphs with max. 300 words).
  2. Supported by data/facts related to the problem (newspapers, magazines, initial observations, journals, etc.).
- Reasons the study could be researched/conducted.

### c. RESEARCH METHODS

1. Research type/design.
2. Subjects [CAR/Qualitative] or Population & Sample Research [Quantitative]
3. Research location.
4. Research setting [CAR/Qualitative] or variable paradigm/relationship research [Quantitative]

## Attachment 2. FA Proposal Supervisor Request Form

---



MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY

UNIVERSITAS NEGERI YOGYAKARTA

FACULTY OF .....

..... STUDY PROGRAM

Karangmalang Campus, Yogyakarta 55281 Phone: (0274) 565411; Fax: (0274) 548203

Website: ..... Email: .....

---

### FA PROPOSAL PREPARATION SUPERVISOR REQUEST LETTER

No. ....

According to the approval of the Study Programme Coordinator on the proposal of Final Thesis Assignment/Non-Thesis Final Assignment/Art/Sport Work Final Assignment\*) of the student:

Name :  
Student ID Number (*NIM*) :  
Study Programme :  
Title :

Respectfully, please Mr / Mrs:

Name :  
Staff ID Number (*NIP*) :  
Position :  
Study Programme :  
Faculty :

Willing to serve as a supervisor for the writing of the FA proposal for the student as mentioned above. For your willingness and cooperation, thank you very much.

Knowing, .....  
Head of ..... Department

Yogyakarta, .....  
Coordinator of ..... Study Programme

.....  
ID No.....

.....  
ID No.....

\*) cross out the unnecessary

### Attachment 3. Form of Willingness as an FA Proposal Supervisor



MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY  
UNIVERSITAS NEGERI YOGYAKARTA  
FACULTY OF .....  
..... STUDY PROGRAM  
Karangmalang Campus, Yogyakarta 55281 Phone: (0274) 565411; Fax: (0274) 548203  
Website: ..... Email: .....

#### LETTER OF WILLINGNESS AS A TA PROPOSAL SUPERVISOR

I am the undersigned:

Name :  
Staff ID Number (*NIP*) :  
Position :  
Study Programme :  
Faculty :

Hereby declare my WILLINGNESS/UNWILLINGNESS\*) as an FA Proposal Supervisor for student on behalf of:

Name :  
Student ID Number (*NIM*) :  
Study Programme :  
Title :

Thus, this letter of willingness is made to be used as appropriate.

Yogyakarta, .....  
Knowing, .....  
Coordinator of ..... Study Programme      Lecturer,

.....  
ID No.....      ID No.....

\*) cross out the unnecessary



## Attachment 4. FA Proposal Writing Contract Form

---



MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY  
UNIVERSITAS NEGERI YOGYAKARTA

FACULTY OF .....

..... STUDY PROGRAM

Karangmalang Campus, Yogyakarta 55281 Phone: (0274) 565411; Fax: (0274) 548203

Website: ..... Email: .....

---

### FA PROPOSAL WRITING CONTRACT LETTER

I am the undersigned:

Name :  
Student ID Number (*NIM*) :  
Study Programme :  
Title :

hereby declare my AGREEMENT/DISAGREEMENT\*) to complete my final assignment proposal within 16 (sixteen) weeks from the date ..... to the date ..... with the supervisor's name:

Name :  
Staff ID Number (*NIP*) :  
Position :  
Study Programme :  
Faculty :

If I am unable to complete it in time in accordance with the above agreement, I am prepared to accept the consequences given by the Supervisor.

Thus, this letter of willingness is made to be used as appropriate.

FA Supervisor,

Yogyakarta, .....  
Student,

.....  
ID No.....

.....  
ID No.....

\*) cross out the unnecessary

## Attachment 5. Supervision Form for Writing the FA Report



MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY  
UNIVERSITAS NEGERI YOGYAKARTA

FACULTY OF .....

..... STUDY PROGRAM

Karangmalang Campus, Yogyakarta 55281 Phone: (0274) 565411; Fax: (0274) 548203

Website: ..... Email: .....

### SUPERVISION FORM FOR WRITING THE FINAL ASSIGNMENT REPORT

Student Name : .....

Supervisor Name : .....

Student ID Number (*NIM*) : .....

Study Programme : .....

FA Title : .....

.....

.....

No.	Day/Date	Supervision Topic	Supervision Result/Suggestion	Supervisor's Signature

Yogyakarta, .....

Knowing,  
Coordinator of ..... Study Programme,

Student,

.....  
ID No.....

.....  
ID No.....

## Attachment 6. Example of FA Examination Application Form

---

### APPLICATION LETTER FOR FA EXAMINATION

I am the undersigned:

Name : .....  
Student ID Number (*NIM*) : .....  
Study Programme : .....  
FA Title : .....  
.....  
.....

Hereby apply for the Final Assignment examination. As the requirements I attach:

1. Current semester Study Plan Card
2. Screenshot of supervision through *Sibimta* and/or FA Supervision Book that has been filled in according to the supervision record.
3. Theoretical Free Certificate.
4. Final assignment report that has obtained written approval from the supervisor for a number of ..... books.
5. ProTEFL result.
6. E-journal article/acceptance letter or proof of article publication.

Thus, this application is submitted. Thank you for your consideration.

Yogyakarta, .....  
Student,

.....  
ID No.....

## Attachment 7. Example of FA Cover Page

---

**THE TITLE OF THE FINAL ASSIGNMENT IS WRITTEN USING CAPITAL LETTERS, BOLD, TIMES NEW ROMAN FONT SIZE 12 SPACE 1, AND CENTRE ALIGNED.**

**..... FINAL ASSIGNMENT**



Written to fulfil some of the requirements to obtain the degree  
Bachelor of .....  
Study Programme .....

**By:**  
**STUDENT NAME**  
**STUDENT NUMBER 0000000000**

**FACULTY OF .....**  
**UNIVERSITAS NEGERI YOGYAKARTA**  
**2023**

## Attachment 8. Example of Abstract

---

### E-MODULE DEVELOPMENT BASED ON PAGEFLIP BOOK ASSISTED BY CANVA APPLICATION TO INCREASE LEARNING INTEREST AND MASTERY OF PHYSICS MATERIAL FOR HIGH SCHOOL STUDENTS

STUDENT NAME  
STUDENT NUMBER 00000000000

#### ABSTRACT

This research aims to: (1) Generate an e-module based on pageflip book assisted by the Canva application which is feasible for learning to increase learning interest and mastery of physics material of high school students; (2) Identify the learning interest of high school students who use e-module based on Pageflip book assisted by Canva application; (3) Identify the mastery of material of high school students who use e-module based on Pageflip book assisted by Canva application.

This is a Research and Development (R&D) study using the 4D model or 4P model, namely defining, designing, developing, and disseminating. the resulting product is an e-module based on pageflip book with application assistance. The collection of feasibility was carried out by filling out a validation questionnaire by expert validators, who were Physics Education lecturers at FMIPA UNY and practitioner validators of physics teachers at Angkasa Adisutjipto High School. Data collection on the increase in interest in learning and mastery is done from test and non-test results, where test results from pre-test and post-test scores and non-test results by filling out a questionnaire of interest in learning and mastery of material as variable support. the data analysis for both tests and non-tests uses the gain standard.

The results of this study showed that: (1) E-module based on pageflip book assisted by Canva application that has been developed is worth using for physics learning to increase interest in learning and mastery of physics material; (2) E-module based on pageflip book assisted by Canva application that has been developed was able to increase students' interest in learning in the medium category; (3) E-module based on pageflip book assisted by Canva application that has been developed was able to increase students' mastery of the materials in the medium category.

**Keywords:** Pageflip Book-Based E-Module, Projectile Motion, Learning Interest, Material Mastery

## Attachment 9. Example of The Work Authenticity Page

---

### STATEMENT LETTER OF THE WORK AUTHENTICITY

I am the undersigned:

Name : .....  
Student ID Number (*NIM*) : .....  
Study Programme : .....  
FA Title : .....  
.....  
..... \*)

Declare that this thesis is truly my own work. To the best of my knowledge, there are no other works or opinions written or published by others except as references or quotations with the conventional scientific writing manners.

Yogyakarta, .....  
Who declares:



Student Name  
Student Number 0000000000

\*) If the FA is prepared under the big theme of the lecturer's research, add the following statement.

... under the big theme of the lecturer on behalf of (mention the lecturer's full name), ...  
Department, Faculty of ... Year ...

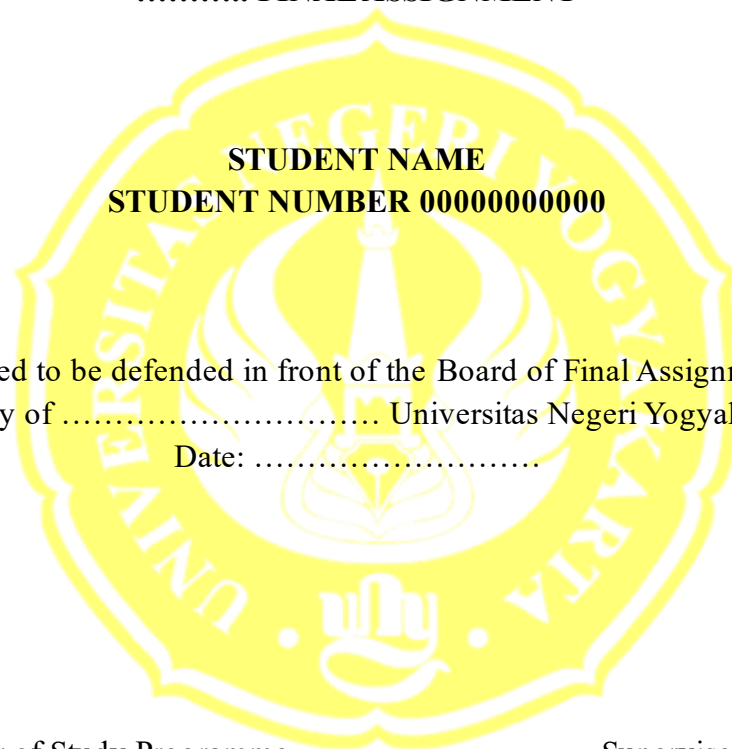
## **Attachment 10. Example of The Approval Sheet**

---

### **APPROVAL**

**THE TITLE OF THE FINAL ASSIGNMENT IS WRITTEN USING CAPITAL LETTERS, BOLD, TIMES NEW ROMAN FONT SIZE 12 SPACE 1, AND CENTRE ALIGNED.**

**..... FINAL ASSIGNMENT**



**STUDENT NAME**  
**STUDENT NUMBER 0000000000**

Has been approved to be defended in front of the Board of Final Assignment Examiners  
Faculty of ..... Universitas Negeri Yogyakarta

Date: .....

Coordinator of Study Programme,

Supervisor

Full Name with Title  
ID No. 0000000000000000

Full Name with Title  
ID No. 0000000000000000

## Attachment 11. Example of The Ratification Sheet

### RATIFICATION

THE TITLE OF THE FINAL ASSIGNMENT IS WRITTEN USING CAPITAL LETTERS, BOLD, TIMES NEW ROMAN FONT SIZE 12 SPACE 1, AND CENTRE ALIGNED.

..... FINAL ASSIGNMENT

**STUDENT NAME**  
**STUDENT NUMBER 00000000000**

Has been defended in front of the Board of Final Assignment Examiners  
Faculty of ..... Universitas Negeri Yogyakarta  
Date: .....

### BOARD OF EXAMINERS

Name/Position	Signature	Date
Name of the Chairperson (Chairperson)	.....	.....
Name of the Secretary (Secretary)	.....	.....
Name of the Main Examiner (Main Examiner)	.....	.....

Yogyakarta, .....  
Faculty of .....  
Universitas Negeri Yogyakarta  
Dean,

Full Name with Title  
ID No. 00000000000000000000



## **Attachment 12. Example of Preface**

---

### **PREFACE**

(no longer than two pages)

All praise and gratitude are always offered to God Almighty for His love and blessings so that the writing of this Final Thesis Assignment could be completed well. This thesis entitled ..... is prepared to fulfil one of the requirements in order to obtain the degree of Bachelor of Education.

The completion of this Final Thesis is not separated from the help and role of various parties. Therefore, with all humility, the author would like to express his gratitude to the honourable:

1. (Dean's name) as the Dean of the Faculty of ..... of Universitas Negeri Yogyakarta who has given approval for the implementation of the Final Thesis Assignment.
2. (Name of study programme coordinator) as the coordinator of the ..... study programme who has given the permission for research.
3. (Name of FA supervisor), the supervisor of the final thesis assignment who always patiently guides and provides encouragement, support, and direction in writing the Final Thesis Assignment.
4. (Name of the head of the school/institution/agency/other organisation), as the head of ..... who has given permission and assistance in conducting the Final Thesis Assignment research.
5. (Name of Validator), as the ..... validator who has provided assistance and cooperation in the implementation of the research.
6. All parties who have helped the successful preparation of the thesis that the author is unable to mention one by one.

Hopefully the help that has been given by all parties will become a worthwhile deed and receive a good return from God Almighty. The author hopes that this Final Thesis Assignment will be useful for readers or other parties in need.

Yogyakarta, .....  
Author,

Student Name  
Student Number 0000000000

## Attachment 13. Example of Table of Contents

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## **Attachment 17. Application Letter Sample for FA Research Instrument Validation**

---

Subject : Application for FA Instrument Validation  
Attachment : 1 Bundle

To,  
Mr/Mrs .....  
Study Program Lecturer .....  
Faculty .....

In related with the implementation of the Final Assignment (FA), I hereby:

Name : .....  
Student ID Number : .....  
Study Program : .....  
FA Title : .....  
.....

With respectfully request Mr/Mrs to validate the FA research instrument that I have compiled. For consideration, I attach herewith: (1) FA proposal, (2) FA research instrument blueprint, (3) FA research instrument draft.

That is my request for a validation letter, thank you for your help and attention.

Yogyakarta, .....  
Applicator,

.....  
Student Number.....

Acknowledge,

Coordinator of Study Programme,

FA Supervisor

.....  
ID No .....

.....  
ID No .....

## Attachment 18. Example of FA Research Instrument Validation Statement Letter

---

### FINAL ASSIGNMENT RESEARCH INSTRUMENT VALIDATION STATEMENT LETTER

I am the undersigned:

Name : .....  
Staff ID Number (*NIP*) : .....  
Study Programme : .....

States that the FA's research instruments are on behalf of the student:

Name : .....  
Student ID Number (*NIM*) : .....  
Study Programme : .....  
FA Title : .....  
.....

After conducting a study of the FA research instruments, it can be stated:

- Suitable for research use  
 Suitable for use with revisions  
 Not suitable for research use.

With notes and suggestions/improvements as attached.  
So that it can be used properly.

Yogyakarta, .....  
Validator,

.....  
ID No. ....

Note:  Mark as ✓



## **Attachment 19. Instrument Validation Results of TA Research**

---

Student Name : .....  
Student ID Number : .....  
FA Title : .....  
.....  
.....

No.	Variable	Suggestions/Response
	General Comments/Others:	

Yogyakarta, .....  
Validator,

.....  
ID No. ....

## Attachment 20. Statement Letter as Author of Scientific Articles

---

### STATEMENT LETTER AS AUTHOR OF SCIENTIFIC ARTICLES

I am the undersigned:

Name :  
Student ID Number (*NIM*) :  
Study Programme :  
Faculty of :  
Article Title :

As well as FA Supervisor,

Name :  
Staff ID Number (*NIP*) :

Based on mutual agreement, states that:

1. I am willing to include the name of the supervisor above as the **(first author/co-author)\*** in the article.
2. All authors are aware of the contents of the manuscript and agree to publish it.

We make this statement seriously without any coercion from any party.

Yogyakarta, .....  
Student,

Student Name  
Student Number 0000000000

\*) Cross out the inappropriate part

REKTORAT



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**2023**