

# DISSERTATION GUIDELINES

## BAB I INTRODUCTION

The Postgraduate Program, Faculty of Engineering, State University as an academic educational institution unit at the Doctoral level in the field of Technology and Vocational Education, encourages students to be aware and care. to various problems concerning the life and development of education, technology and the world of work. As part of the scientific community, they are required to be able to solve various problems in the field of technology and vocational education scientifically, based on scientific principles, think and have a pattern of scientific behavior. It is in this connection that the writing of a dissertation for the doctoral program, written based on scientific research, is used as the main requirement for completing studies at the Postgraduate Program, Faculty of Engineering, State University of Padang (PPs FT-UNP).

However, in the process of carrying out research and writing this dissertation, it is necessary to have signs that regulate the substantive and technical aspects of writing as well as standard writing formats. Therefore, it is necessary to have a guide that is used as a guide for students, supervisors and promoters, with the hope that the minimum standards, criteria or standards used as references are relatively equivalent to those of international scientific writing.

### **A. Functions and Objectives of Scientific Writing Guidelines**

The guidelines for the preparation of this dissertation function as signs for students of the Doctoral Program in Technology and Vocational Education, Faculty of Engineering, Padang State University, in the process of preparing and completing a dissertation. These guidelines regulate matters of a substantive and technical nature, with the possibility of further development and adjustment, in line with the diversity of topics, approaches, processes, and types of research.

In accordance with its characteristics as general guidelines, only essential matters are regulated in this guideline, and special aspects can be consulted between students and the supervisor or promoter. In addition, this guide will make it easier for students, supervisors and promoters in the process of guiding/consulting in the preparation of a dissertation with a logical and standardized systematic.

The main purpose of this dissertation writing guide is to provide guidelines for students to carry out the writing and preparation of their dissertation in accordance with research and scientific writing methods based on the standard references in this guidebook.

### **B. Dissertation**

Dissertation is the highest scientific work based on scientific research to obtain a doctorate degree, dissertation writing is required to meet the following references:

1. A scientific work that is the result of original research based on the scientific method whose validity can be justified.
2. A measure of student competence as scientists in the development and application of the field of science and technology being studied.

3. A scientific work that has high value, especially in terms of up-to-date, originality and benefits for society and science and technology.
4. Make a real contribution to the development of science and technology, theory and the best practice, especially in the field of technology and vocational education.
5. As a condition for obtaining a doctorate degree.

### **C. Dissertation Compilation and Completion Mechanism**

1. Students in the first semester have prepared a dissertation framework and the promoter's proposal is sent through the secretariat of the Postgraduate FT UNP program to the Chair of the FT-UNP S3 study program. Promoters are proposed a maximum of 3 people.
2. Promoter proposals from students will be considered by postgraduate leaders and processed through the FT-UNP doctoral program promoter commission.
3. Prospective promoters of student dissertations are prepared based on the considerations of the promoter commission and are proposed to the Dean of the FT-UNP to seek approval and issue a decision letter.
4. The Dean's Decree regarding the appointment of the Promoter has been issued no later than semester 2.
5. The process of supervising the dissertation proposal begins when the promoter's decree is issued.
6. The dissertation proposal seminar can be held after the approval of the promoter, and has attended the proposal seminar at least 10 (ten) times as evidenced by the seminar participant's book.
7. Students duplicate a complete proposal of 5 (five) copies and a summary of the proposal for students of at least 20 copies.
8. The Head of Study Program determines the seminar schedule and makes seminar invitations which are delivered directly by the student concerned to the promoter and examiner.
9. The seminar invitation along with the dissertation proposal is delivered by students to the promoter and examiner no later than 3 (three) days before the seminar is held.
10. The dissertation proposal seminar was held openly attended by promoters, examiners, lecturers and students.
11. The process of improving and revising the dissertation proposal is carried out in consultation with the promoter and examiner.
12. Prior to spaciousness, the instrument to be used in the study was approved by the promoter.
13. Promovendus is required to take care of a research permit before conducting the research, and requesting a statement letter having carried out research from the research location before the results seminar is held.
14. Promovendus prepares research reports and consults with promoters.
15. Seminar on research results can be held after obtaining approval from the promoter, and signing a statement letter of no plagiarism on a stamp duty of Rp. 10,000.-
16. The administrative process and implementation of the results seminar is the same as the dissertation proposal seminar.

17. Improvements and improvements to the writing of the dissertation are intensively carried out in consultation with the promoter and examiners.
18. The promoter will provide recommendations for promovendus to take the closed examination, through the approval process of the FT-UNP postgraduate leadership, after meeting the academic and administrative requirements.
19. The closed dissertation examination was attended by examiners consisting of 2 Promoters, 3 Discussers, the Chancellor and Dean as honorary examiners, as well as an examiner outside the institution.
20. Repair and revision of closed examination results in consultation with promoters and examiners. The promoter approves the conduct of the open examination.
21. Based on the approval of the promoter, promovendus prepares academic administrative requirements for open examinations (doctoral promotion).
22. The open examination was held officially and open to the public in the presence of examiners consisting of promoters, examiners, honorary examiners and external examiners, which was officially opened by the Chancellor.
23. The results of the open examination are announced by the Chancellor.

#### **D. Exam Requirements**

1. Academic requirements for doctoral program students who will take closed and open examinations to defend a dissertation are as follows:
  - a. Have passed all compulsory and elective courses from the curriculum of the Doctor of Technology and Vocational Education program.
  - b. Have passed the comprehensive exam.
  - c. Have articles that have been published in scientific journals in the field of technology and vocational education or journals in the field of study.
  - d. Minimum TOEFL (institutional) score of 450 by attaching a certificate.
  - e. Dissertation plagiarism is checked using turnitin, a maximum of 20% (Exclude References/Bibliography).
  - f. Bibliography using Mandelay App
2. The administrative requirements for students who will take the dissertation exam are as follows:
  - a. Have completed the obligation to pay tuition fees up to the programmed semester.
  - b. Have registered and programmed the Dissertation (Doctoral program students) in the student's Study Plan in the programmed semester.