 <p>DEPARTMENT OF MATHEMATICS EDUCATION UNIVERSITAS PENDIDIKAN INDONESIA</p>	<p>DOCUMENT-LEVEL STUDY PROGRAM</p>	<p>CODE: POB-DEPDIKMAT 015</p>
<p>TITLE: Writing Thesis On Mathematics Education Study Program</p>	<p>Issued date: February 2020</p>	
<p>AREA: ACADEMIC ADMINISTRATION</p>	<p>Revision: 01</p>	

**STANDARD OPERATING PROCEDURE
THESIS WRITING**

1. SCOPE

This Standard Operational System (SOP) includes procedures for submitting proposals, guidance procedures and provisions for writing Thesis for students of the Undergraduate Mathematics Education Study Program (S-1) Department of Mathematics Education FPMIPA UPI

2. DEFINITION

- The Thesis is a scientific paper as a result of research in the field of mathematics education resulting from field research
- The Thesis is a final project equivalent to 6 credits that must be prepared by students of the Department of Mathematics Education to obtain an undergraduate degree in Mathematics Education
- A thesis-Based Journal Article is a form of Scientific Writing that describes a summary of the results of research that has been carried out, namely a thesis, which is compiled based on the rules of preparing academic journals
- Students are enrolled in the Mathematics Education Study Program of Strata-1 FPMIPA UPI who have met the requirements for writing a thesis.
- Supervising Lecturer is a permanent lecturer in Mathematics Education FPMIPA. The latter has the authority to consider his expertise by the topics written by students to guide student thesis writing.
- A proposal Seminar is a presentation of a design to be assessed for its feasibility as a draft thesis preparation
- Trial Examination is an oral examination conducted by students of the Mathematics Education Study Program of FPMIPA UPI who have completed writing a thesis that the supervisor has approved in accounting for their Thesis.

3. GENERAL PROVISIONS

- a. Thesis is individual
- b. The Thesis is produced in an original manner that is not repetitive and is free from plagiarism.

- c . The Thesis is done with the approval and guidance of the supervisor, based on the Decree of the Dean of FPMIPA UPI.
- d . The Thesis is prepared to refer to the UPI Scientific Writing Guidelines.

PROPOSAL SUBMITTING PROCEDURE

2.1 Prerequisites for Students

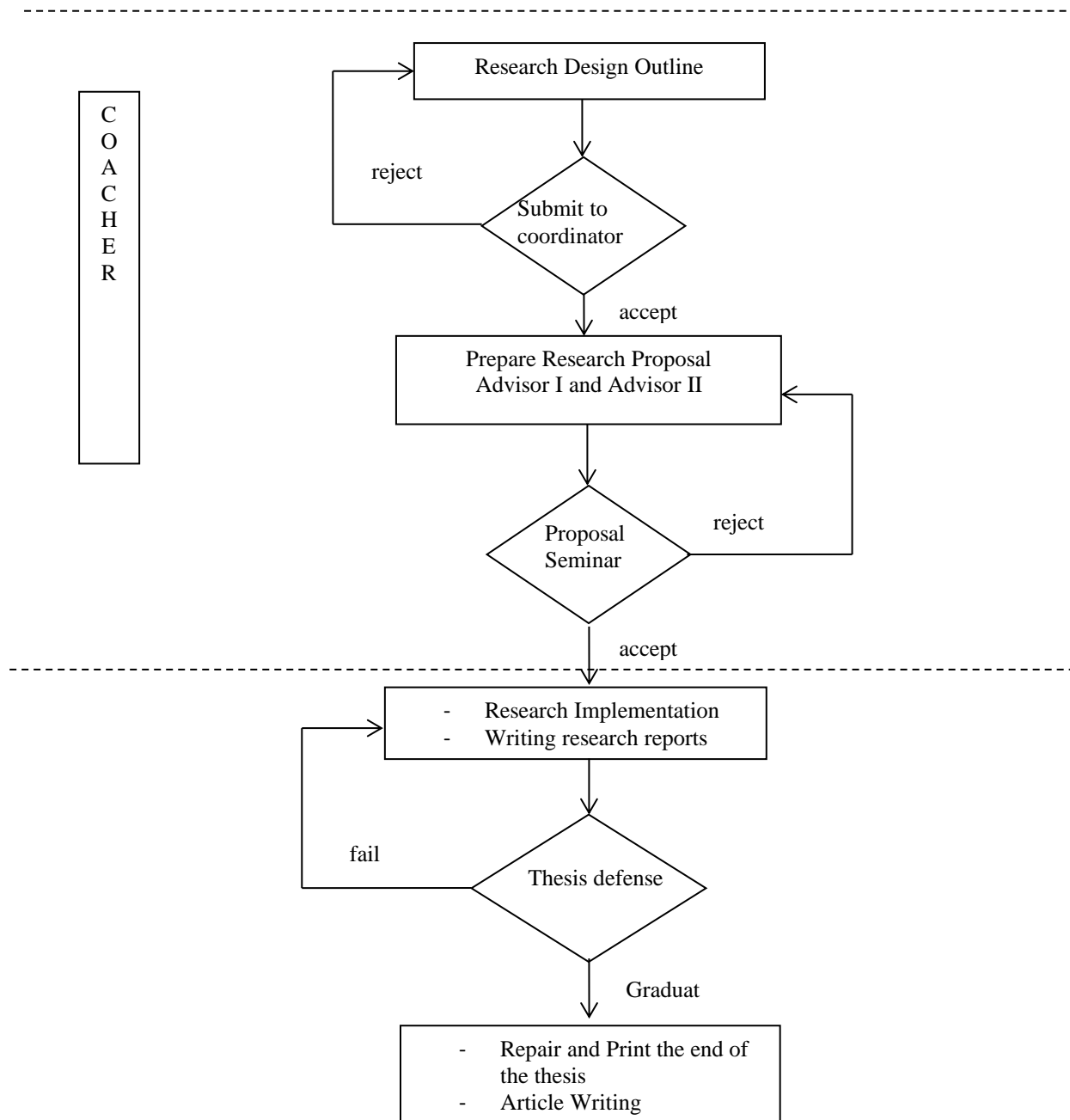
Students can do formal preparation if students have met the following requirements:

- Students have completed a minimum of 105 credits and a GPA above 2.50
- Status as an active student
- Completed the Study Plan Card (Kartu Rencana Studi, KRS)

2.2 Steps for Compiling Thesis

The steps in the preparation of the Thesis, students can follow the following steps.

- Students determine themes related to mathematics education and discuss them with the Academic Advisor to obtain the outline of their research. The themes studied can also be part of the umbrella research of the Mathematics Education Lecturer, FPMIPA UPI.
- The research outline that has been prepared is submitted to the thesis coordinator for the Mathematics Education Study Program FPMIPA UPI to be registered and directed in determining the Advisor I and Advisor II in the preparation of the proposal.
- Overall, the procedure for compiling the Thesis of the Mathematics Education Study Program students of FPMIPA UPI can be seen in the diagram as follows



2.3 Guidance Procedure

- a. Supervisors are assigned according to their expertise in thesis topics prepared by students. The thesis supervisor is approved by using a Decree (SK) or Assignment Letter from the Dean of FPMIPA UPI proposed by the Head of the Department of Mathematics Education based on a proposal from the Coordinator
- b. The criteria for supervising lecturers refer to Regulation Of The Rector Of The University Of Education Of Indonesia Number 7866/UN40/HK/2019 as follows:
 - Supervision of thesis preparation is carried out by a maximum of 2 lecturers.
 - Main Advisor is a lecturer with a minimum functional position of Lector and minimum academic qualification of Master or a lecturer with an available work of Expert Assistant but with Doctoral academic qualifications can be the Main Advisor.
 - Companion Supervisor is a lecturer with a minimum functional position of Expert Assistant and minimum academic qualification of Master.

- Thesis guidance can be handled by a supervisor who has a minimum functional position of Lecturer and has Doctoral academic qualifications.
 - Thesis writing is supervised by lecturers who have relevant expertise on the topic/title of the Thesis.
 - Thesis supervisors can guide a maximum of 10 students in one semester either as the principal supervisor or a companion supervisor.
- c. The Thesis mentoring process is limited to 12 months (2 semesters) and is effective from when it is established. If needed, it can be extended by issuing a new decree.
 - d. Replacement of mentoring can be done with consideration
 - The supervising Lecturer is permanently absent, sick or dies or retires.
 - there is a personal problem that cannot be resolved through the Head of the Study Program facilities.
 - e. The process of guiding the proposal is carried out until the implementation of the seminar. If the assessment team approves the seminar results, students can continue the mentoring process with the same supervisor. If the assessment team does not approve the thesis proposal, the student must repeat it.
 - f. The proposal guidance process is carried out at least four times for each supervisor. The method of guiding the preparation of the Thesis is carried out at least six times for each supervisor.
 - g. Students must bring a guidebook, record all their guidance activities, and ask for a signature as evidence of the guided activities.
 - h. The guidance process can be done face-to-face or through other media, such as email, skype, by attaching proof of the process in the guidebook.
 - i. The guidance process ends when supervisors I and II both have approved the Thesis prepared by the student to be submitted for the Thesis Session exam by signing the approval on the validation sheet.

CONDITIONS FOR THE COMPOSITION OF THE SCRIPTURE

3.1 Thesis

- a. Systematics, chapter content, and procedures for writing a thesis refer to the Scientific Writing Manual published by UPI
- b. Thesis is written between 12,000 – 20,000 words 4
- c. The parts that must be present but do not count as word count are
 - Title page, endorsement page,
 - Table of contents, table list, and list of pictures or diagrams
 - Abstract
 - References
- d. Free from elements of plagiarism as evidenced by the results of similarity checks through applications determined by UPI with a maximum limit of 25% of the entire thesis content (Abstract, Chapter I, Chapter II, Chapter III, and Chapter IV).

3.2 Journal Articles

- a. The systematics of the article is adjusted to the style of the journal (template) to be addressed
- b. Students must include proof of submission and receipt of articles either by official letter, or notification via email from the journal manager
- c. Articles must include a supervisor as a co-author, as well as an affiliated institution of the Department of Mathematics Education, Universitas Pendidikan Indonesia

- d. Journal credibility is adjusted to the classification of journals published by the "Ministry of Education and Culture, Directorate of Scientific Publication Guidelines in 2017, namely
 - National journal
 - Accredited national journal
 - International Journal
 - Reputable international journal

3.3 Thesis Guidance Card

The guidance card consists of two parts: notes on guidance and descriptions/discussion notes.

Guidance Topic Page

Advisor 1

NO	Time		Stages of Activities Discussed	Next Meeting Plan	Supervisor initial
	Date	O'clock			
1					
...					
n					

Explanation/Notes Page

5

.....
.....

3.4 Defence of Thesis Session

- a. Completion of the Thesis is carried out through a thesis trial examination, at a time determined by the Dean of the Faculty of Mathematics and Natural Sciences UPI at the suggestion of the Department of Mathematics Education
- b. Students are entitled to take the thesis trial if they meet the following requirements.
 - Pass all compulsory and elective courses, as evidenced by the validation of the transcripts by the Academic supervisor.
 - Has completed the preparation of the Thesis, which the two supervisors approved.
 - Passed the plagiarism check
 - The thesis guidance card has been filled out and signed by the two supervisors.
 - Fill in the batik book registration and at SIAS <https://siak.upi.edu/sias/> (done on the admin computer).
 - Submit three copies of the thesis script.