

# THESIS WRITING GUIDELINES

*Lawan Sastra  
Ngesti Mulya*

**FACULTY OF ECONOMICS  
SARJANAWIYATA TAMANSISWA UNIVERSITY  
2022  
(Revised Edition)**



UNIVERSITY SARJANAWIYATA TAMANSISWA  
**FACULTY ECONOMY**

Jalan Kusumanegara No. 157, Yogyakarta 55165. Tel & Fax (0274) 557455  
Websites: [www.fe.ustjogja.ac.id](http://www.fe.ustjogja.ac.id) E-mail: [fe@ustjogja.ac.id](mailto:fe@ustjogja.ac.id)

## **LETTER DECISION**

Number : 052/UST/FE/Dek/SK/2022

About

### **GUIDELINES THESIS**

**GRADUATE PROGRAM (S1) IN THE FACULTY OF ECONOMIC S UNIVERSITY  
SARJANAWIYATA TAMANSISWA**

LEADER FACULTY ECONOMY FACULTY SARJANAWIYATA TAMANSISWA

#### **Considering:**

- That task end is Wrong One subject must passed for student all Program Studies in environment Faculty Economy University Sarjanawiyata Tamansiswa Program Bachelor (S1);
- Task end done student in form work scientific results study as Wrong a study completion requirement, which is arranged independently under the auspices of the lecturer mentor and assigned with Letter Dean's Decree;
- That in order for the implementation of the preparation of the final task to run effectively it is necessary drafting guidelines thesis for student, lecturer mentor, examiner, program study, parties Faculty, and parties which is related;
- That guidelines task end need held adjustment with development and need academic University of Sarjanawiyata Tamansiswa moment This in accordance Regulation Academic University of Sarjanawiyata Tamansiswa year 2020;
- That based on the considerations referred to in letters a, b, c, and d it is necessary adjustments are made about the Task Guidelines End.

#### **Remember:**

- Constitution Number 20 Year 2003 about Education system National;
- Law No 14 Year 2005 about Teacher and Lecturer;
- Constitution Number 12 In 2012 about Education Tall;
- Regulation President No 8 Year 2012 about Framework Indonesian National Qualification;
- Presidential Regulation No 57 Year 2021 about Standard National Education;
- Government Regulation Number 4 of 2022 concerning Amendments to Government Regulations Number 57 of 2021 concerning Standards National Education;
- Statute University of Sarjanawiyata Tamansiswa Year 2020;
- Letter Decision Rector University of Sarjanawiyata Tamansiswa Number 115/UST/Kep/Rek/IX/2020 about Termination and Appointment Dean Faculty Economy University of Sarjanawiyata Tamansiswa;
- Chancellor's Decree No. 187/UST/Kep/Rek/VIII/2020 dated 11 August 2020 concerning Regulation University Academic of Sarjanawiyata Tamansiswa 2020.

#### **Notice**

Results decision meeting Leader Faculty Economy on day Monday, 11 July 2022 about Meeting Discussion Task Guidelines End, Student Publications, as well Letter Update Decision.

### **DECIDE**

#### **Set:**

- Guidelines Task End Program Bachelor (S1) Faculty Economy University Sarjanawiyata Tamansiswa Year 2022.
- Letter Decision this apply since set.
- By happening Letter Decision this, then All Letter Decision and/or Resolution another the opposite with the Decision this declared not to occur.
- If in then day is known that has happen internal error determination this, so Letter Decision This will be revised accordingly.

Ditetapkan di Yogyakarta  
Pada tanggal : 15 Juli 2022  
Dekan



Dr. Suyanto, SE, M Si

## **INTRODUCTION**

Salam dan bahagia. Thesis writing is one of the benchmarks of students' academic abilities. Therefore, students are required to prepare a thesis as one of the academic requirements to obtain an undergraduate degree (S-1) at the Faculty of Economics, Sarjanawiyata Tamansiswa University (FE-UST) Yogyakarta.

This thesis writing guidebook is a technical standard for thesis writing in the FE-UST environment. This book is a guideline for students, lecturers, and related parties in the thesis preparation process to maintain the quality of thesis writing.

Our thanks go to all those who have helped in the formulation of these guidelines. Constructive criticism and suggestions are very much expected because we are fully aware that this guideline is far from perfect. This thesis writing guideline is enforced in accordance with the date of the decision letter. Salam.

Yogyakarta, July 15 2022

Dean FE-UST,

Dr. Suyanto, S.E., M.Si

## LIST CONTENTS

INTRODUCTION .....	i
LIST CONTENTS .....	ii
CHAPTER I PREPARATION PROVISIONS THESIS .....	1
1.1 Thema .....	1
1.2 Reference .....	1
1.3 Long Time.....	1
1.4 Advisor.....	2
1.5 External .....	2
1.6 Obligation Publication .....	2
CHAPTER II CONTENTS THESIS .....	4
2.1 Fill.....	4
2.2 Part Beginning .....	6
2.2.1 Title.....	6
2.2.2 Pages Agreement .....	6
2.2.3 Pages Validation .....	6
2.2.4 Statement of Authenticity Thesis .....	6
2.2.5 Pages Motto .....	6
2.2.6 Performance.....	6
2.2.7 Digest/Abstract .....	6
2.2.8 Introduction.....	6
2.2.9 List Fill .....	6
2.2.10 List Table .....	6
2.2.11 List Picture .....	6
2.2.12 List Attachment.....	7
2.3 Contents Section .....	7
2.3.1 Introduction.....	7
2.3.2 Literature Theory .....	7
2.3.3 Research methods .....	8
2.3.4 Results and Discussion .....	9
2.3.5 Closing.....	9
2.4 Final Secation.....	10
2.4.1 Library List .....	10
2.4.2 Attachment.....	10
CHAPTER III PROCEDURES FOR WRITING THESIS.....	11
3.1 Type and Size Paper.....	11
3.1.1 Cover .....	11
3.1.2 Report Manuscript .....	11
3.2 Typing .....	11
3.2.1 Type Letter .....	11

3.2.2	Line Spacing .....	11
3.2.3	Edge Boundary .....	11
3.3	Writing Title.....	11
3.4	Numbering .....	12
3.5	Table Creation and Picture.....	13
3.6	Language .....	15
3.7	Bibliography Writing .....	15
CHAPTER IV PROPOSAL SEMINARS AND EXAMS THESIS .....		16
4.1	Proposal Seminars.....	16
4.2	Exam Requirements Thesis.....	16
4.3	Exam Administration Thesis.....	16
4.4	Evaluation .....	17
4.5	Exam Results Thesis .....	17
4.6	Revision .....	18
4.7	Clothing for Proposal Seminar and Thesis Examination .....	18
LITERATURE .....		19

# CHAPTER I

## PREPARATION PROVISIONS THESIS

### 1.1 Thema

In compiling the thesis, students choose a theme as following.

Study program Management	Study program accounting
1) Management Finance	1) Taxation
2) Management Marketing	2) Information Systems
3) Source Management Human Power	Accountancy
4) Management strategic	3) Accountancy Finance
	4) Accountancy Management
	5) Sector Accounting Public

The title of the thesis is highly recommended as a result of student involvement, who do the final project in the lecturer's research, and it is mandatory for a collaboration between lecturer and student. Title thesis-based Scopus and *Web of Science-indexed international journals (WOS)*

### 1.2 Reference

Research references come from scientific journals up to the last 10 years. It is highly recommended to use Scopus-indexed scientific journal articles, WoS, as well as national journals accredited to Sinta 1 and 2. References to books should be minimized and published for a maximum of 10 years.

### 1.3 Long Time

Proposals are prepared starting when students take their eye-research methodology course. The outcome of the research methodology course is a research proposal prepared under the guidance of prospective lecturers. The thesis proposal is continued into a thesis that is studied in seminar courses. The output of the seminar course is a thesis report. Thesis requests are submitted *online* on the UST final project system after students program their thesis during KRS (see the flow in Appendix 21). The compilation time of the thesis is one semester and can be extended according to need.

#### 1.4 Advisor

Thesis supervisors consist of two people: thesis supervisor 1 and thesis supervisor 2. The lecturer supervisor is in charge of guiding students in preparing their theses and publications. In order to help accelerate the completion of the thesis, the thesis supervisor receives an assignment letter from the dean (Appendix 17) to guide the thesis since taking the research methodology course and is strengthened by a decree as thesis advisor (Appendix 18) when students have programmed thesis courses.

#### 1.5 External

Mandatory outputs are thesis research reports and publication, minimum, in a scientific journal with an ISSN (see Appendix 24 of SK on publication obligation). Publication results studies can originate from research conducted during theses or other research conducted by students. FE-UST encourages students to carry out joint publications, especially in reputable national and international journals.

Additional outputs can be in the form of rights to scientific work (IPR), patents, and others (models, appropriate technology, *prototypes*, designs, social engineering, policies, standardized products, certified products, enrichment of teaching materials, articles in newspapers and magazines, posters).

#### 1.6 Obligation Publication

Publication obligations are in line with the following provisions this;

- 1.6.1 Director General of Higher Education Letter Number 152/E/T/2012 (Directorate General of Higher Education, 2012) regarding the publication of scientific papers.
- 1.6.2 UST Academic Regulations, 2020, CHAPTER VII concerning Graduation Article 27, Undergraduate students are declared to have passed provided they have completed the entire study load of a minimum of 144 (one hundred and forty four) credits including TA, have a GPA  $\geq 2.50$ , a maximum D value of 5% and without an E score, have published TA through the UST repository, **have published one scientific article through a scientific journal that has an ISSN and can be accessed online**, and has a TOEFL-PBT score of  $\geq 400$  (Sarjanawiyata Tamansiswa University, 2020).
- 1.6.3 Decision Letter, Number 016/UST/FE/Dek/SK/2022, concerning Obligation to Publication of Scientific Work as a Requirement for Graduation of

Undergraduate (S1) and Postgraduate (S2) Programs at the Faculty of Economics, University of Bachelor of Science Tamansiswa (FE-UST, 2022) (Appendix 24).



**CHAPTER II**  
**CONTENTS THESIS**

**2.1 Fill**

The content of the proposal is as following

PAGE TITLE
PROPOSAL APPROVAL PAGE REGISTER THE SISCONTENT
LIST TABLE
LIST PICTURE
LIST APPENDIX
CHAPTER II NTRODUCTION
1.1 Background Problem
1.2 Formulation Problem
1.3 Problem Boundary ( <b>if There is</b> )
1.4 Objective Study
1.5 Benefit Study
1.6 Systematics Writing
CHAPTER II LITERATURE REVIEW
2.1 Theory Overview
2.2 Previous Research
2.3 Hypothesis Development (for descriptive and qualitative researchaccording to needs).
2.4 Mindset Research
CHAPTER III METHOD STUDY
3.1 Characteristic Study
3.2 Operational Definitions and Variable Indicators Study
3.3 Population, Sample, and Collection Technique Sample
3.4 Sources and Collection Methods Data
3.5 Place and Time of Pick Up Data
3.6 Instrument Development Study
3.7 Quality Test Data
3.8 Analysis Techniques Data
LIST APPENDIX
REFERENCES

The content of the thesis is as following.

TITLE PAGE
THESIS APPROVAL PAGE
THESIS RATIFICATION PAGE
MOTTO PAGE
DEDICATION PAGE
SUMM
ABSTRACT
INTRODUCTION
LIST CONTENT
LIST TABLE
LIST PICTURE
LIST APPENDIX
CHAPTER II NTRODUCTION
1.1 Background Problem
1.2 Formulation Problem
1.3 Problem Boundary ( <b>if There is</b> )
1.4 Objective Study
1.5 Benefit Study
1.6 Systematics Writing
CHAPTER II LITERATURE REVIEW
2.1 Theory Overview
2.2 Previous Research
2.3 Hypothesis Development ( <b>for research descriptive and qualitative adjusting needs</b> ) .
2.4 Mindset Research
CHAPTER III METHOD STUDY
3.1 Characteristic Study
3.2 Operational Definitions and Variable Indicators Study
3.3 Population, Sample, and Collection Technique Sample
3.4 Sources and Collection Methods Data
3.5 Place and Time of Pick Up Data
3.6 Instrument Development Study
3.7 Quality Test Data
3.8 Analysis Techniques Data
CHAPTER IV RESULTS AND DISCUSSION
4.1 Company Description ( <b>if any</b> )
4.2 Data Study
4.3 Analysis Data
4.4 Discussion of CHAPTER V CLOSING
5.1 Conclusion
5.2 Research Limitations ( <b>if any</b> )
5.3 Suggestion
LIST APPENDIX
REFERENCES

The contents of the thesis consist of three parts, namely the introduction, contents, and end.

## 2.2 Part Beginning

### 2.2.1 Title

The title is a statement that describes the content as whole, concise, and clear. Examples are in Appendices 1 and 2.

### 2.2.2 Pages Agreement

Example in Appendix 4.

### 2.2.3 Pages Validation

Examples in the Appendix 6.

### 2.2.4 Statement of Authenticity Thesis

Examples in the Appendix 7.

### 2.2.5 Pages Motto

Stick to the writing format, meet the basics of politeness, and reference sources motto.

### 2.2.6 Performance

Only presented to those who have funded studies, research funding, and research families. Stay tuned to the written format and comply with the principles of politeness.

### 2.2.7 Digest/Abstract

Abstract: An *abstract* is a complete summary that explains the entire contents of the thesis. Abstracts consist of three parts: research objectives, research methods, and research results, but they do not include statistics. Abstract is written in Indonesian, and *abstract* is written in English. Abstract or *abstract* written maximum in 200 words At the end, it must be equipped with keywords that consist of 3–7 keywords. Keywords are sorted alphabetically and use a semicolon (;). Examples are in Appendices 8a and 8b.

### 2.2.8 Introduction

The preface contains acknowledgments to parties directly involved in writing the thesis. Example in Appendix 9.

### 2.2.9 List Fill

List content show order chapter, subchapter, and page. Example in Appendix 10.

### 2.2.10 List Table

List table show title table And page. Example in Appendix 11.

### 2.2.11 List Picture

List of pictures shows a list of pictures and their pages. Example in

Appendix 12.

### 2.2.12 List Attachment

The list of attachments contains a sequence of attachment titles. Example in the Appendix 13.

## 2.3 Contents Section

### 2.3.1 Introduction

#### a. Background Problem

The background contains phenomena, issues, and *problems*, as well as research gaps and novelty. Background broken down from a broader problem to a more specific problem and able to demonstrate motivation in choosing a theme for the research. The title doesn't need to be mentioned again.

#### b. Formulation Problem

The formulation of the problem is an explicit description of what research questions will be answered by the research result. The formulation of the problem is in the form of a question sentence.

#### c. Limitation Problem

Problem boundaries are things that limit research so that discussion and study become focused. And not out of the research theme. With limitations, spacescope studies become more clear, more focused, and more specific. Problem boundaries can be restrictions on variables studied, objects and research subjects, data period research, etc.

#### d. Objective Study

The purpose of research is the formulation of sentences that show something that will be obtained after the research is complete. Research objectives must be in line with the formulation of the problem. If the formulation of the problem is stated in the form of a question, then the research objectives are formulated in the form of a statement.

#### e. Benefit Study

The benefits of research is an explanation of the benefits derived from the research results, including practical and theoretical implications.

#### f. Systematics Writing

The systematics of writing is a brief explanation about each chapter study.

### 2.3.2 Literature Theory

#### a. Study Theory

The theoretical study contains a description of the theories, definitions, and concepts prepared as a guide to solving a research problem, so it must have relevance directly or indirectly to the problem and research variables.

#### b. Study Previously

In this section, the results of the research are presented previously related to the hypothesis, variables, and the study.

#### c. Hypothesis Development

Hypothesis development consists of logical arguments from the

proposed hypothesis, supporting literature, and previous research. This brief introduction must be able to show specifically the pattern of relationship or influence and the direction of the variables studied. At the end of this section, students write statements about the proposed formulation of the hypothesis. Research that formulates a hypothesis is research that uses a quantitative approach. In qualitative research, the hypothesis is not formulated; however, it is hoped that a hypothesis can be found, which is in research. In the future, this hypothesis will be tested quantitatively.

**d. Research Framework**

The research framework is an image of a relationship pattern between research variables expressed in the form of a schematic or chart. The schematic or chart must show the properties of the variable position (independent variable, mediation, moderation, control, and bound), the relationship and direction between research variables, and the position hypothesis. The research framework scheme or chart needs to be accompanied by an explanation of the meaning of the scheme or chart.

**2.3.3 Research methods**

**a. Characteristic Study**

Research can be correlational, comparative, explorative, experimental, descriptive, quantitative, or qualitative combined..

**b. Operational Definitions and Variable Indicators Study**

In this section, it is stated which ones are included as independent, intermediate, moderating, controlling, and dependent variables, followed by operational definitions and indicators. Operational definition is to define the variables studied by describing how to obtain them and how to measure them. Variable indicators must be included along with their sources and explained.

**c. Population, Sample, and Collection Technique Sample**

In this section, the researcher must explain the study population and its size. Research the sample size and the method or technique of collection. The population is all subjects who are the target or target study. The sample is part of the population that is taken for research. The sampling technique (*sampling*) is a method of sampling that can be *random* (homogeneous population) or *non-random* (heterogeneous population). If you do not use a sample, you must state the subject and object of study.

**d. Sources and Collection Methods Data**

Researchers must mention the source and type of data and how the data was collected. Data sources are primary, secondary, or both. Data collection can be done by interview, questionnaire (questionnaire), observations, documents, or other sources, depending on the type of data collected.

**e. Place and Time of Pick Up Data**

Describe where the data was collected; it could be the institution name, institutional telephone number, full address, or regional location where data collection is carried out. Data collection time is explained as when the data was taken (in the form of a day, date, or, if possible,

hours), not the time the proposal was made until the research report).

**f. Instrument Development Study**

If the researcher uses the instrument (questionnaire/questionnaire, interviews, and others) in data collection, it is necessary to explain how develop the instruments used along with the sources, including *pilot tests*.

**g. Quality Test Data**

Research that measures variables using a questionnaire instrument must perform quality testing on the data obtained. This test aims to determine whether the instrument used is valid and reliable because the correctness of the processed data determines the quality of the research result.

**h. Analysis Techniques Data.**

Data analysis is an activity for researching, examining, studying, comparing, and processing existing data and making the necessary interpretations. On In this section, students explain in detail the processing methods and data used to obtain research results and how to draw conclusions from the study.

**2.3.4 Results and Discussion**

**a. Description Company**

The researcher briefly explained the profile of companies related or relevant to research forgive the reader an idea of the subject study.

**b. Data Study**

The research data contains an explanation *of the response* rate questionnaire from the respondent. The treatment of the data is also explained up to Ready Analysis.

**c. Analysis Data**

Processing data using techniques that have been selected as mentioned in the analysis technique data in Chapter III, including testing hypotheses,.

**d. Discussion**

Make sense of numbers and their implications, explain test results, and compare the theories and previous research that was used as references.

**2.3.5 Closing**

This section is a summary of chapters 1 to 4, and nothing new should suddenly appear in this section.

**a. Conculusion**

Stating research findings in accordance with the problem and goals study.

**b. Limitarions Study**

In this section, researchers can display technical limitations that may have an impact, both methodologically and substantively. This limitation brings suggestions for future research.

**c. Suggestion**

In this section, the researcher displays suggestions based on research results. Suggestions must be consistent with findings from the study. Suggestion covers implications, practical, and theoretical (research to

the front).

## 2.4 Final Secation

### 2.4.1 Library List

Manuscript writing and citations are required to use application reference *managers* such as *Mendeley*, *Zotero*, *Reffwork*, *Endnotes* , and others. Procedure for writing references using *American Psychological Association (APA)* styles.

### 2.4.2 Attachment

Attachments are documents deemed necessary and relevant to be attached as supporting thesis. As for attachments can be the following This.

#### a. Research with Primary Data (using questionnaire instruments)

- 1) Questionnaire
- 2) Answe Questionnaire
- 3) Data Quality Test (reliability test and validity)
- 4) Statistics Descriptive
- 5) Classical Assumption Test (when using regression)
- 6) Test hypothesis
- 7) Table Statistics

#### b. Research with Secondary Data (technical documentation)

- 1) Classical Assumption Test (when using regression)
- 2) Test hypothesis
- 3) Statistics Descriptive
- 4) Table Statistics

#### c. Qualitative research Must attach instruments for data collection, data obtained, and results of the analysis.

#### d. Research permit (if any)

- 1) Application letter for research permission to the company or agency.
- 2) A certificate of having conducted research from the company or agency.
- 3) A letter of assignment to complete the final project.
- 4) Final project supervisor assignment decision letter.

## CHAPTER III

### PROCEDURES FOR WRITING THESIS

#### 3.1 Type and Size Paper

##### 3.1.1 Cover

The cover of the manuscript is made of *hard cover* in red maroon with laminating (a transparent plastic layer) and lettering in gold.

##### 3.1.2 Report Manuscript

The manuscript is typed back and forth on HVS 80 papergrams, with a size of long and wide consecutive 29.7 cm and 21 cm (A4/quarto size), with a page count (not including attachments) of at least 40 (forty) pages. The thesis report printed at least three copies, one each for the UST Faculty of Economics, libraries, and students concerned.

#### 3.2 Typing

##### 3.2.1 Type Letter

The manuscript is typed with Times New *Roman*, font size 12, and all texts must use the same font. For specific purposes, such as foreign words with emphasis, letters can be written crooked.

##### 3.2.2 Line Spacing

- a. The distance between two lines is double spaced (2 spaces), except for table or figure titles with more than one line, and lists and bibliographies typed with a spacing of 1 (one) space.
- b. The spacing between rows in the table is 1 space.
- c. The distance between chapter titles and chapter subtitles is 3 spaces.
- d. The distance between the end of the paragraph and the chapter subtitles is 2 spaces.

##### 3.2.3 Edge Boundary

Typing limits viewed from the edge of the paper, set as following:

- e. edgetop :4cm;
- f. Bottom edge :3cm;
- g. edgeleft :4cm;
- h. edgeright :3cm;
- i. The new paragraph starts at the 6<sup>th</sup> beat from the edgeleft.

#### 3.3 Writing Title

**3.3.1** All chapter titles are written in capital letters and must be located at a symmetrical distance of 4 cm from the limit and terminated without inverted pyramid-shaped dots with spaces.

**3.3.2** Subtitles are written entirely in uppercase, starting with an uppercase letter (capital), except for conjunctions and prepositions; the position is symmetrical and ends without a point. The first sentence after the title is



always a paragraph.

**3.3.3** Subtitles must be written starting from the left edge of the border and ending without a dot. Always, the first sentence after the subtitle is a paragraph.

**3.3.4** The child of the subtitle is written starting on the sixth beat of the left border and ends with a dot. The first sentence after the child of the subtitle starts directly from the border left.

**3.3.5** Titles, subtitles, and children of subtitles are bold.

**3.3.6** Figures, table lists, equations, titles, and subtitles are written symmetrically.

### **3.4 Numbering**

Numbering can be done for pages, tables, figures, and equality as well. For chapter, sub-chapter, childsub-chapter, as well as childfromsub-chapter. The numbering technique for each of these is:

#### **3.4.1 Page**

- a. The initial part of the report, starting from the title page in until with abstract given number page number Minor Roman (i, ii, iii, iv, etc.).
- b. The body and end of the report are numbered in Arabic numerals (1, 2, 3, etc.).
- c. Page numbers in the main body and the end section are placed on the right side above, except for pages that contain chapter titles below the middle.

#### **3.4.2 Table and Picture**

Tables and figures wear two numbers, which indicate chapter numbers, and table serial numbers use Arabic numerals, font size 10.

#### **3.4.3 Equation or Formula**

Equations or formulas are numbered sequentially with Arabic numerals in brackets placed at the edges.

#### **3.4.4 Chapters, sub-chapters, children of sub-chapters**

The numbering for the above is set as following:

## BAB I

1.1  
 1.1.1  
 a.  
 1)  
 a)  
 i)  
 ii)  
 iii)  
 1.1.2  
 1.1.3  
 1.2  
 1.3  
 And so on.

## BAB II

2.1  
 2.1.1  
 a.  
 1)  
 a)  
 i)  
 ii)  
 iii)  
 2.1.2  
 2.1.3  
 2.2  
 2.3  
 And so on.

### 3.5 Table Creation and Picture

#### 3.5.1 Tabel

- a. The table number, followed by the table title, is placed symmetrically over the body of the table and doesn't end with a point.
- b. The table body and its number and title are not allowed to be placed separately on more than one page, except separately, which is not possible. Long tables should be double-paged, with the second page as a table continued untitled. The forced table is split into two pages; the following sections must still contain information in both rows and columns (Ex2).
- c. The name in each column must be separate and clear.
- d. If the table width exceeds the paper, you can use large-size paper with

good binding folded.

- e. Font size ten (10) and single-spaced (1).
- f. The top and bottom of the table must be divided so it looks like the description in the sentence.
- g. Each table must be stated the source and given description (if There is).

Example:

Source: BPS, Statistics Indonesia, 2018.

Source: Primary data processed, 2018 (Appendix1).

#### Example 1 :

Table 2.1. Village and City Population Distribution by Type Sex

Region	Man	Women	Amount
Desa	10	15	25
Kota	25	20	45
Amount	35	35	70

Source: BPS, Statistics Indonesia, 2018.

#### Exsample 2:

Table 2.1 Village and City Population Distribution by Type Sex

No	Units Sale	Price	Amount
1	10	15	150
2	25	10	250

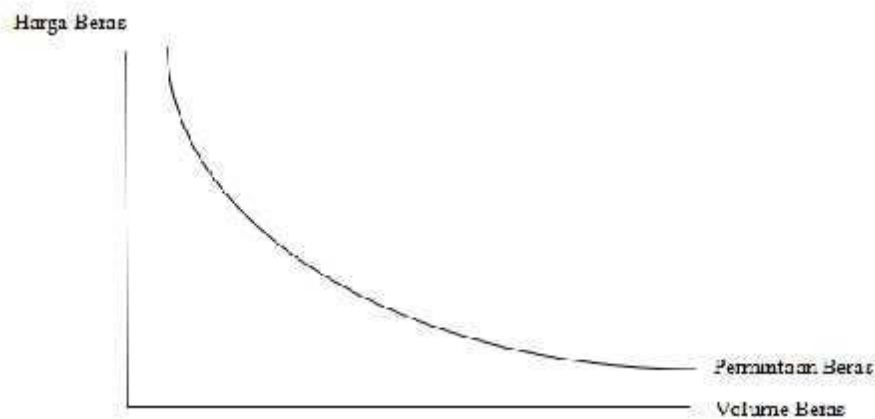
If this table is forced to be split, then the continuation table is on next page become:

No	Units Sale	Price	Amount
3	10	15	150
4	25	10	250
Amount			800

Source: Primary data processed, 2018 (Appendix1).

### 3.5.2 Pictures and Chart

- a. Charts, graphs, maps and photographs should all be named as drawings.
- b. Image numbers followed by titles are placed symmetrically below the image without ending with "point".
- c. Pictures are not allowed.
- d. Figure captions are written in the blank spaces on the same page.
- e. The size of the image should be made to a comparable scale and take into account the size of the page so that it appears reasonable and is still legible.
- f. The scale on the graph should be appropriate so that it is easy to use for interpolation and extrapolation.
- g. Charts and graphs are made in black ink.



**Figure 2.1 Rice Demand in Yogyakarta City**

### 3.6 Language

**3.6.1** The language used in writing scientific papers is standard Indonesian with enhanced spelling (EYD). It is advisable to state descriptions by using news sentences, as is usually done in making a statement as a preposition.

**3.6.2** Statements may not use pronouns in the first and second person, such as I, I, you, "we," and "us," are avoided by formulating in passive sentence form. Only at the presentation of thanks in the preface is the term "I" replaced with "researcher."

**3.6.3** Foreign terms as long as there are standards in the language. Indonesia must use terms in Indonesian in terms of This foreign term does not yet have an Indonesian equivalent; the original term is used. Still, using Indonesian terms is not yet standard and doubtful; using it for the first time must be accompanied by the original synonym once by placing it in brackets, and then use the term in Indonesian.

### 3.7 Bibliography Writing

The minimum number of references is 15. Citation writing is required to use a reference application (*reference manager*) such as *Mendeley*, *Zotero*, *Reffwork*, *Endnote*, and others. Procedure for writing references using *the American Psychological Association (APA) style*.

**CHAPTER IV**  
**PROPOSAL SEMINARS AND EXAMS THESIS**

**4.1 Proposal Seminars**

The thesis proposal seminar is an internal seminar activity order to discuss student thesis proposals. The proposal seminar is carried out integrated with the research methodology course.

**4.2 Exam Requirements Thesis**

**4.2.1** The thesis has been approved by supervisors 1 and 2.

**4.2.2** Manuscript publication for a journal or conference accompanied by:

- a. *Accepted* letter
- b. *ISSN* proof or has been accredited at sintaristekdikti or the Scopus index
- c. *Additional* outputs such as HKI, etc.

**4.2.3** Pass all courses, including KKN and General Subjects (MKU), with a minimum grade of C (Religion, Student Education I and II, Pancasila, Indonesian Language), Research Methodology, and concentration or expertise courses, and a maximum of 2 D grades from the MKU that have been taken without an E grade. Have a cumulative grade point average (GPA) > 2.50.

**4.2.4** Has no dependents or other financial obligations (at the time of registration).

**4.2.5** The requirements for the thesis exam can be seen in Appendix 22.

**4.3 Exam Administration Thesis**

No	Information	executor	Time
1	Opening and Prayer	Chairman	2 Minute
2	Report presentation thesis	Student	10 Minute
3	Exam	Chairman	20 Minute
4	Exam	Tester I	12.5
5	Exam	Tester II	12.5
6	Determination session mark	Team Tester	3 Minute
			<b>60 Minute</b>

Students prepare a *PowerPoint* with a maximum of 10 slides for a presentation within 10 minutes. Even though the exam is carried out in the nature of an open book, students are also expected to prepare themselves if the examiner asks to do a test with a book closed.

#### 4.4 Evaluation

##### A. Evaluation Document

No.	Criteria	Max Score	Mark
1.	Selection and formulation of problems including variable <i>current issue</i> , the relevance of the theoretical framework and hypothesis.	15	
2.	Accuracy of methods and techniques.	15	
3.	Depth of discussion, conclusions, and suggestion.	15	
4.	Journal citation utilization rate international.	10	
5.	Eligibility of article manuscripts for published. ( <i>Be able to show evidence of accepted international seminars/reputable journals valid</i> ).	15	
<b>Number of Assessments A</b>		<b>70</b>	

##### B. Oral Exam Assessment

No	Criteria	Max Score	Mark
1.	The ability to explain the final project in a clear, concise, and interesting manner	10	
2.	Quality and relevance of answers to the examiner's question.	20	
<b>Number of Assessments A</b>		<b>30</b>	

At the time of the thesis examination, proof of *acceptance* and/or publication journals can be shown to increase the value of the student's thesis.

#### 4.5 Exam Results Thesis

After the exam thesis, students can see their acquisition marks on the score sheet (Appendix 14) and test minutes (Attachment 15).

**4.5.1** If the thesis exam is declared passed without improvement, the student will be able to complete the graduation requirements and graduate.

**4.5.2** If the thesis exam is declared passed with improvement and completion, students must improve and refine it, then submit it to their supervisor and examiner lecturer to ask for approval to then carry out the preparation for the judiciary and graduation.

**4.5.3** If the thesis exam is declared If the student fails, he or she must retake the thesis test.

#### **4.6 Revision**

During the thesis exam, the examiner lecturer can provide advice in order to improve the thesis report. Suggestions are written on the revision sheet (Appendix 16). Students are expected to improve their thesis after the exam and take care of the revision sheet to be approved by the lecturer. Students are required to revise, and the revision process is completed maximally 1 week after the thesis exam. Revision sheets are then collected at TU in order to fulfill the yudisium requirements. Graduation administration requirements can be seen in Appendix 23.

#### **4.7 Clothing for Proposal Seminar and Thesis Examination**

During the implementation of the thesis exam, including *online presentations*, students are required to wear the following attire:

**4.7.1 Men:** White long-sleeved shirt, black trousers, black loafers, and white socks. No clothes made of jeans

**4.7.2 Women:** White long shirts, black skirts below the knee, black headscarves, for those who do not have hair, hair tied/braided, and black loafers. Clothes are not made of jeans.

## LITERATURE

Higher Education, D. (2012). Letter of the Director General of Higher Education Number 152/E/T/2012.

FE-UST. (2020). Obligation of Scientific Work Publication as a Condition for Graduation Program (S1) and Postgraduate (S2) in the Faculty of Economics, Sarjanawiyata Tamansiswa University, 016/UST/FE/Dek/SK/2022.

Sarjanawiyata Tamansiswa University. (2020). Academic Regulation of Sarjanawiyata Tamansiswa University.



**Appendix 1a. Management Proposal Cover**

**RESEARCH PROPOSAL**

**INFLUENCE OF LEADERSHIP STYLE, MOTIVATION WORK,  
AND WORK ENVIRONMENT ON PERFORMANCE PATTERN CV  
EMPLOYEE SPRACTICE**



**By: Satria Dewantara  
NIM.XXXXXXX**

**MANAGEMENT STUDY PROGRAM  
FACULTY OF ECONOMICS  
SARJANAWIYATA TAMANSISWA UNIVERSITY  
YOGYAKARTA  
2022**

**Appendix 1b. Accounting Proposal Cover Page**

**RESEARCH PROPOSAL**

**QUALITY OF SERVICE, CENSUSTAXES,  
AND MANDATORY AWARENESSTAX  
(CASE STUDY AT PRATAMA TAX OFFICE YOGYAKARTA)**



**By:**

**Dewi Dewantari**

**NIM.XXXXXXX**

**ACCOUNTING STUDY PROGRAM  
FACULTY OF ECONMICS  
SARJANAWIYATA TAMANSISWA UNIVERSITY  
YOGYAKARTA  
2022**

**Attachment 2a. Management Thesis Title Cover Page**

**INFLUENCE OF LEADERSHIP STYLE, MOTIVATIONWORK,  
AND WORK ENVIRONMENT ON EMPLOYEE  
PERFORMANCE CV**

**Submitted to fulfill one of the academic requirements for obtained a bachelor's  
degree in the Faculty Management Study Program Economy**

**THESIS**



**By:**

**Satria Dewantara**

**NIM.XXXXXXX**

**MANAGEMENT STUDY PROGRAM  
FACULTY OF ECONOMICS  
SARJANAWIYATA TAMANSISWA UNIVERSITY  
YOGYAKARTA  
2022**

**Attachment 2b. Accounting Thesis Title Cover Page**

**QUALITY OF SERVICE, CENSUSTAXES,  
AND MANDATORY AWARENESSTAX  
(CASE STUDY AT PRATAMA TAX OFFICE YOGYAKARTA)**

**Submitted to fulfill one of the academic requirements for obtained a bachelor's  
degree in the Faculty of Accounting Study Program Econom**

**THESIS**



**By:**

**Dewi Dewantari**

**NIM.XXXXXXX**

**ACCOUNTING STUDY PROGRAM  
ECONOMICS FACUTY  
SARJANAWIYATA TAMANSISWA YOGYAKARTA  
2022**

**Appendix 3. Proposal approval page****PROPOSAL APPROVAL PAGE THESIS**

Proposed Title Research :  
Name :  
NIM :  
Major :

AGREE

This student research proposal has been approved to be submitted for a follow-up proposal seminar.

Yogyakarta, Mey 10 2022\*

Done Approved

Advisor I

Advisor II

(.....)  
NIY/NIP.12345678

(.....)  
NIY/NIP.12345678

\*The date when the supervisor approves the proposal thesis.

**Appendix 4. Thesis Approval Page**

**CONSENT PAGE THESIS**

**THE INFLUENCE OF LEADERSHIP STYLE, WORK MOTIVATION,  
AND WORK ENVIRONMENT ON EMPLOYEE PERFORMANCE  
VC WORKSHOP PATTERN**

Delivered and Prepared by

Name: SatriaDewantara

NIM:XXXXXXXXXX

Yogyakarta, August 5 2022\*

Advisor I

Advisor II

(.....)

NIY/NIP.XXXXX

(.....)

NIY/NIP.XXXXX

\*Date when the supervisor approves thesis

**Appendix 5. Manuscript Approval Page**

**PUBLICATION APPROVAL PAGE**

**THE INFLUENCE OF LEADERSHIP STYLE, WORK MOTIVATION,  
AND WORK ENVIRONMENT ON EMPLOYEE  
PERFORMANCE VC**

Delivered and Prepared by

Nama: Satria Dewantara

NIM: XXXXXX

Yogyakarta, August 5 2022\*

Advisor I

Advisor II

(.....)

NIY/NIP.XXXXX

(.....)

NIY/NIP.XXXXX

\* Date when the supervisor approves the manuscript's publication.

## Appendix 6. Thesis Ratification Page

### THESIS RATIFICATION PAGE

#### SERVICE QUALITY, TAX CENSUS, AND TAXPAYER AWARENESS (CASE STUDY AT PRATAMA YOGYAKARTA TAX OFFICE)

Delivered and Prepared by

Name : DewiDewantari

NIM :XXXXXXXXXX

Yogyakarta, September 23 2022\*

Chairman Tester

Tester I

Tester II

(.....)

NIY/NIP.XXXXXXX

(.....)

NIY/NIP.XXXXXXX

(.....)

NIY/NIP.XXXXXXX

Know,

Dean,

(.....)

NIY/NIP.XXXXXXX

\* The date is made according to the latest date between the chief examiner, examiner I, and examiner II in approving the revision thesis.



**Appendix 7. Page Statement of Authenticity of Scientific Work****STATEMENT OF THE ORIGINALITY OF SCIENTIFIC WORK**

I am the undersigned:

Name :

NIM :

Title Thesis :

I hereby declare that this scientific work is original and has never been submitted to obtain a degree either at Sarjanawiyata Tamansiswa University Yogyakarta or at other universities.

This thesis is purely my own idea, formulation, and research, without assistance from other parties except for the direction of the advisor. In this script, there is no work or opinion that has been written or published by someone else, unless clearly stated in writing as a reference in manuscripts with the name mentioned and included in the list of references.

I make this statement truthfully, and if later there are irregularities and untruths in this statement, I am willing to accept academic sanctions in accordance with the rules that apply.

Yogyakarta, August 5 2022\*

Who made the statement,

Materai

Dewi Dewantari  
NIM.XXXXXX

\* The date when supervisor approves thesis.

## Appendix 8 a. Example of Abstract

### ABSTRAK

This research examines whether or not the manufacturing strategy mediate a relationship between competitive strategies and firm performance and that between manufacturing capabilities (such as flexibility, quality, delivery, and low cost), as well as to find out whether or not the quality is a foundation for the development of cumulative capabilities.

The study took a sample of manufacturing companies located in Jababeka Industrial Estate, West Java. The sample withdrawal method is non probability, and the sampling technique uses purposive sampling. Data collection was done through the mail survey technique, with questionnaires sent by post and e-mail. The number of questionnaires that were processed was 104, with details of 79 questionnaires obtained from the mail survey and 25 questionnaires from the e-mail survey. from the mail survey and 25 questionnaires from the e-mail survey. The data were analyzed using path analysis.

The research results show that each component of the competitive strategy influences the four dimensions of the manufacturing strategy, but the competitive strategy does not directly affect the company's performance. The findings show that of the four dimensions of the manufacturing strategy, only quality affects the company's performance. It is confirmed that competitive strategy influences company performance through quality. The findings show no negative correlation between manufacturing capability and capability development, which means there is no trade-off in capability development. Findings also support the idea that quality is the foundation for cumulative capability.

**Key words :** Cumulative capability; company performance; quality; *path analysis*; competitive strategy; manufacturing strategy.

## Appendix 8 b. Example of Abstract

### **ABSTRACT**

*This research examines whether or not the manufacturing strategy mediate a relationship between competitive strategies and firm performance and that between manufacturing capabilities (such as flexibility, quality, delivery, and low cost), as well as to find out whether or not the quality is a foundation for the development of cumulative capabilities.*

*The study took a sample of manufacturing companies located in Jababeka Industrial Estate, West Java. The sample withdrawal method is non probability, and the sampling technique uses purposive sampling. Data collection was done through the mail survey technique, with questionnaires sent by post and e-mail. The number of questionnaires that were processed was 104, with details of 79 questionnaires obtained from the mail survey and 25 questionnaires from the e-mail survey. The data were analyzed using path analysis.*

*The research results show that each component of the competitive strategy influences the four dimensions of the manufacturing strategy, but the competitive strategy does not directly affect the company's performance. The findings show that of the four dimensions of the manufacturing strategy, only quality affects the company's performance. It is confirmed that competitive strategy influences company performance through quality. The findings show no negative correlation between manufacturing capability and capability development, which means there is no trade-off in capability development. Findings also support the idea that quality is the foundation for cumulative capability.*

**Key words:** *Cumulative capability; company performance; quality; path analysis; competitive strategy; manufacturing strategy.*

## Lampiran 9. Contoh Kata Pengantar

### SAY INTRODUCTION

Praise be to God for His mercy and grace so that researchers can complete the thesis entitled: "Quality of Service, Census Taxes, and Taxpayer Awareness (Case Study at the Tax Office Pratama Yogyakarta)". This thesis aims to fulfill one of the requirements for academic graduation reaching the title bachelor on program level One in FE-UST.

During the preparation of this thesis, researchers did not escape from obstacles. These obstacles can be overcome by researchers thanks to the help of various parties, therefore the researcher would like to express his gratitude to the following parties this.

1. Mr/Mrs ... as supervisor lecturer 1 who has guiding, giving advice, and involving me as an inside assistant in your research, thus inspiring the birth of the research title this.
2. Mr/ Ms ... as supervising lecturer 2 who has guided and provide suggestions for improving research this.
3. Mr / Mrs.... as the examiner who has tested, and provide criticism, as well as suggestions for improving research this.
4. Mr/Ms ... as the head of the company ... who has allowed researchers to retrieve data on the company Ladies and gentlemen.
5. Mr/Mrs respondent who has agreed to fill out the research questionnaire this

Yogyakarta, September 23 2022\*

Researcher

DewiDewantari

\*The date is made according to the latest date between the chief examiner, examiner I, and examiner II in approving the thesis revision.

## Appendix 10. Esampel of Tabel of Contents

### LISTCONTENT

TITLE PAGE.....	i
CONSENT PAGE THESIS.....	ii
ENDORSEMENT PAGE THESIS.....	iii
DECLARATION OF THE AUTHENTICITY OF SCIENTIFIC....	iv
MOTTE PAGE.....	v
PRIVATE PAGE.....	vi
ESSENCE.....	vii
ABSTRACT.....	viii
FOREWORD.....	ix
LISTCONTENTS.....	x
LIST TABLE.....	xi
LIST OFFIGURES.....	xii
LIST AT ATCHMRNT.....	xiii
CHAPTER I INTRODUCTION.....	1
1.1 Background of the Problem.....	1
1.2 Problem Formulation.....	6
1.3 Limitation of the Problem.....	6
1.4 Purpose of Research.....	7
1.5 Research Benefits.....	7
1.6 Writing Systematics.....	7
CHAPTER II LITERATURE.....	8
2.1 Theory Study.....	8
2.2 Prior Research.....	9
2.3 Development Hypothesis.....	10
2.4 Research Framework.....	20
CHAPTER III RESEARCH.....	28
3.1 Properties Study.....	28
3.2 Operational Definitions and Research Variable .....	29
3.3 Population, Sample and Sampling .....	30
3.4 Data Collection Sources and Methods.....	34
3.5 Place and Time of Data Collection.....	38
3.6 Development of Research Instruments.....	40
3.7 Data Quality Test.....	44
3.8 Data Analysis Techniques.....	50
CHAPTER IV AND DISCUSSION.....	56
4.1 Company Overview.....	56
4.2 Research Data.....	58
4.3 Data Analysis.....	60
4.4 Discussion.....	76
CHAPTER V CLOSING.....	80
5.1 Conclusion.....	80
5.2 Research Limitations.....	82
5.3 Suggestions.....	83
BIBLIOGRAPHY.....	84
ATTACHMENT.....	85

**Appendix 11. Sample Table List****LIST OF TABLES**

Table 4.1 List of Sample Bnaks .....	41
Table 4.2 Auto correlation test .....	45
Table 4.3 Multi collinearity test .....	46

**Appendix 12. Sample List of Images****DAFTARGAMBAR**

Image 1.1 Trends in Banking Risk.....	42
Image 2.1 Research framework.....	56
Image 3.1 Trends in Banking Profit.....	66

**Appendix 13. Example of Annex List****LIST OF ATTACHMENTS**

Appendix 1 Risk Level of Indonesian Banks

Appendix 2 Profit Level of Indonesian Banks

Appendix 3 Data Quality Test Output



## Appendix 14. Format of Thesis Examination Rating Sheet

### ASSESSMENT SHEET EXAMTHESIS

Name Studen : \_\_\_\_\_

NIM : \_\_\_\_\_

#### A. Evaluation Document

No.	Kriteria	Max Score	Mark
1.	Selection and formulation of problems including <i>current issue</i> variables, the relevance of and oretical.	15	
2.	Accuracy of methods and techniques analysis.	15	
3.	Depth of discussion, conclusions, and suggestions.	15	
4.	The level of utilization of international journal citations.	10	
5.	The feasibility of the article manuscript for publication. ( <i>Able to show proof of being accepted by a valid international seminar / reputable journal</i> ).	15	
<b>Number of Ratings A</b>		<b>70</b>	

#### B. Exam Assessment Oral

No.	Criteria	Max Score	Mark
1.	Ability to explain the final project in a concise and interesting manner.	10	
2.	Quality and relevance of answers to the examiner's questions.	20	
<b>Total Assessment B</b>		<b>30</b>	

Total Grades (A+B)	:	
--------------------	---	--

Rentan Skor (Skala 100)	Huruf mutu
90,00 - 100	A
80,00 - 89,99	A-
75,00 - 79,99	B+
68,00 - 74,99	B
64,00 - 67,99	B-
60,00 - 63,99	C +
56,00 - 59,99	C
40,00 - 55,99	D
0 - 39,99	E

Yogyakarta \_\_\_\_\_

Chief Examiner / Examiner I / Examiner II\*

\_\_\_\_\_  
\*Strike off those that don't in accordance

## Appendix 15. Format of Minutes of Thesis Examination

### MINUTES OF THESIS DEFENSE

On **Monday, September 16 2019**, the Thesis Examination was held for students of the Faculty of Economics, Sarjanawiyata Tamansiswa University Yogyakarta, **Management Study Program** for:

Name : Satria Dewantara  
 Place/Date of Birth : Yogyakarta, January 10 1997  
 Student Registration Number : XXXXXXXX  
 Title Thesis : The Influence of Leadership Style, Work Motivation, and Environment work on Employee Performance at CV Pattern Crafts  
 Lecturer Advisors : 1. Dr. E. Didik Subiyanto, SE, MM  
 2. I. Soni Kurniawan, SE, M.Sc.

After paying to the decision of the Examination Team consisting of from :

	<b>Name</b>	<b>Position</b>	<b>Mark</b>
	Dr. Prayekti, M.M.	Chairman Tester	
	Dr. E. Didik Subiyanto, S.E.,	Tester I	
	I. Soni Kurniawan, S.E., M.Sc.	Tester II	
	<b>Amount</b>		
	<b>Average</b>		

The brother stated:

**PASSED/DON'T GRADUATE\* Thesis with Grades:**

Yogyakarta, September 16 2022

Chairman Tester

Tester I

Tester II

Dra. Prayekti, M.Si.

Dr. E. Didik Subiyanto, S.E., M.M

I. Soni Kurniawan, S.E., M.Sc.

\*Strike off that don't in accordance

## Appendix 16. Revision Sheet Format

### REVISION DESCRIPTION SHEET AND PUBLICATION MANUSCRIPT

Name :

Student Registration Number :

This document is collected as a requirement for graduation if it has been signed by the lecturer who gave the advice.

<p>Suggestions for improvement from the chief Examiner :</p>	<p><i>I have checked and approved the results of the thesis repair.</i></p> <p>date.</p> <p>_____</p>
<p>Improvement suggestions from Tester I:</p>	<p><i>I have checked and approved the results of the thesis repair.</i></p> <p>date.</p> <p>_____</p>
<p>Improvement suggestions from Tester II:</p>	<p><i>I have checked and approved the results of the thesis repair.</i></p> <p>date.</p> <p>_____</p>

**Appendix 17. Supervisor Assignment Letter****LETTER OF ASSIGNMENT**

Number: ...

Salam dan bahagia,

That in order to support the timely completion of the Student's Final Assignment, the Dean of the Faculty of Economics, University of Bachelor of Science Tamansiswa gave assignments to the lecturers whose names are attached as student FINAL PROJECT SUPERVISORS. The data of students who are guided as mentioned in the attachment to this letter. This Assignment Letter is valid until the issuance of the Final Project Advisor Assignment Decree. Thus this Assignment Letter is made to be carried out with full responsibility, Salam.

Yogyakarta, April 3 2022

Dean of FE UST

Dr. Suyanto, SE, M.Si.

**Appendix 18. Letter of Assignment of Final Assignment Supervisor**  
**DECISION LETTER**

Number:  
 About

**Assignment of Final Assignment Advisor**

Dean of the Faculty of Economics, Sarjanawiyata Tamansiswa University Yogyakarta

Considering : That in order to complete Student Final Assignment Guidance, it is necessary to appoint a Supervisor as stated in the dean's decree.

Remember :

1. RI Law Number: 20 of 2003 concerning the National Education system.
2. Law number: 12/2012 concerning Higher Education.
3. Republic of Indonesia government regulation number: 17 of 2010 concerning the Implementation of Higher Education Juncto Government Regulation Number 17 of 2010.
4. Perrmenristek Dikti no. 44 of 2015.
5. Statutes of the Tamansiswa Bachelor of Wiyata University in 2018.
6. 2016 Tamansiswa University Academic Regulations.
7. Chancellor's decree number: 100/UST/Kep/Rek/IX/2017 dated October 1, 2017 concerning the dismissal and appointment of the Dean of the Faculty of Economics, Sarjanawiyata Tamansiswa University.

Paying attention to : Proposal from the Chair of the Study Program at the Faculty of Economics, Sarjanawiyata Tamansiswa University.

**DECIDE**

Set,

First : Assign the following Lecturers as Student Final Assignment Advisors as per the attached list

Second : Mentored students and the title of the final assignment as listed in the attached.

Third : This Decree is valid from stipulation up to 6 (six) months and can be extended if necessary

Fourth : If in the future there is a mistake, this Decree will be reviewed for correction

Establishen in Yogyakarta  
 On January 20, 2022  
 Dean

Dr. Suyanto, S.E., M.Si

Copy :

1. Deputy Dean I FE
2. Advisor I, II
3. Head of Study Program
4. Concerned

**Appendix 19. Research Permit**

No : 0397/UST/FE/Dek/Pen/III/2022  
Subject : Application for Research Permit  
Lamp. :-

To: Leader of Peci Abbas Group  
in Kebumen

Salam dan Bahagia,

Through this letter, please allow us to apply for permission for our students who will be compiling their thesis, to conduct research at the company/institution that you lead with the following student data:

Name : ...  
Student Number : ...  
Faculty/Prodi : ...  
Title : ...  
Contact Person : ...

For your attention and the fulfillment of this request, we thank you.  
Salam.

Yogyakarta, March 24 2022  
Dean

Dr. Suyanto, S.E., M.Si.  
NIY: 760826

**Appendix 20. Letter of Assignment****LETTER OF ASSIGNMENT**

Number:

Salam dan Bahagia,

The leadership of the Faculty of Economics, Tamansiswa University of Bachelor of Economics, gave assignments to the lecturers below to become student thesis examiners as follows:

Name :

NIM :

Implementation of Thesis Examination held on:

Day :

Date :

Time :

Place :

The composition of the Examiner Team is as follows:

The composition of the Examiner Team is as follows:

No	Name	Position As
1		Chief Tester
2		Tester 1
3		Tester 2

This assignment letter is made to be carried out with full responsibility. Regards.

Yogyakarta, June 17 2019

Dean

-----  
NIDN

## Appendix 21. Final Project Flow

### FINAL PROJECT FLOW





## Appendix 22. Thesis Examination Requirements

### EXAM CONDITIONSTHESIS

No	Condition
1.	Fulfill the obligation to pay the final semester fixed tuition fee.
2.	Filling in KRS last Semester.
3.	Fulfill the obligation to pay the last semester Variable SPP.
4.	Complementing the Diploma Companion Certificate (SKPI) by uploading activity documents during college (not during high school) at simawa.ustjogja.ac.id (username & password are the same as the portal). To determine the scope of student activity categories, you can download the Chancellor's Decree on their respective Simawa
5.	<i>Uploadsscan of SK &amp; proof of ACC Supervisors 1 and 2 in the SITA/approval page that has been signed by Supervisors 1 and 2.</i>
6.	<i>Uploads KTM scans.</i>
7.	<i>Uploads ID scan.</i>
8.	<i>Uploadsscan of the latest KRS which includes the thesis.</i>
9.	<i>Uploadsscan the KKN certificate.</i>
10.	<i>UploadsScan proof of payment for her registration.</i>
11.	<i>Uploadsscanned birth certificate.</i>
12.	<i>UploadsScan of the last diploma legalized.</i>
13.	<i>Uploadsscan of the English Proficiency Test – UST (EPT-UST) score certificate with a minimum score400.</i>
14.	<i>Uploadsscanned proof of accepted journal (LOA).</i>
15.	Attach proof of Sinta journal from Ristekdikti or Scopus index.
16.	Collecting Intellectual Property Rights/Patents/Appropriate Technology/Research Output Books with ISBNs (Not Mandatory).
17.	<i>UploadsScan of ORIGINAL (First and extended) and MANDATORY thesis payment receipts. Collect to TU FE Original thesis payment receipts (First and extension), which are outside Jogja sent to the FE campus via POS.</i>
18.	<i>Uploads ACPA Certificate Scan (Special for Accounting Study Program).</i>
19.	<i>UploadsScan of Brevet Certificate (Especially for Accounting Study Program).</i>
20.	<i>UploadsScan of Certificate of Passing Macro and Micro Economics in the</i>
21.	<i>UploadsScan of the Hijab Statement using a stamp of 10,000 (for students whose photos wear the hijab).</i>
22.	Fill in the TA exam application at SITA and make sure the submission is in the Lecturer's ACC.
23.	Fill in the registration for the thesis examination and <i>upload</i> the grade transcript from the academic portal. Please confirm with the Academic Advisor to check the grade transcript.
24.	<i>Upload graduation photos to SIA FE in the Preamble/Judicium Files Section --&gt; For women: wearing a kebaya and bun, for men a white shirt, jacket and black tie (background according to year of birth).</i>
25.	Students send files to examiners via WA no later than 2 days before the exam: Thesis (Ms. Word), b. Published manuscript and proof of accepted journal/LOA (Mandatory), c. Evidence of Sinta from the journal (unless not yet Spent), d. Youtube link Presentation video in formal exam dress, maximum 5 minutes.

26.	In online exams, students prepare exam conditions. Strong Signal, Enough data plan Install zoom on the computer and must provide a backup install zoom on the computer or gadget, Silent test environment.
-----	--

**Appendix 23. Administrative Requirements for Thesis Graduation**  
**COMPLETION OF GRADUATION ADMINISTRATION**

No	Condition
1.	Students with a change in title are required to fill in the most recent title in graduation registration at SIA FE (Filled if the thesis grade is already on the portal).
2.	If the thesis has been revised and acceded, then fill out the validation page at SIA FE then confirm to each examiner to sign.
3.	After the approval page is signed by the supervisor including the Dean, it is downloaded and the page is combined with the thesis <i>softcop</i> . Complete <i>softcopy of thesis can be uploaded at SIA FE (proof of thesis upload will automatically appear)</i> .
4.	If the journal has been revised and acceded, <i>softcopy</i> of the journal can be uploaded at SIA FE (proof of journal upload will automatically appear).
5.	Thesis must be bound in the UST PRESS unit.
6.	Made 3 volumes of thesis: 1 submitted to TU, 1 to the Library, and 1 for your self.
7.	Fill out a joint publication statement with a stamp of 10 thousand at SIA FE, and upload it at SIA FE in the judicial file section.
8.	Update the profile at SIA FE by filling in the NIK according to the NIK KTP that will be used for diploma numbering and filling in the research location at SIA FE in the graduation data section.
9.	Make payment of graduation fees at TU FE (if any).
10.	Uploading the Final Assignment <i>repository</i> , before uploading to <i>the repository</i> , make sure the submission of the TA exam at SITA has been in the acc of supervisor 1 and 2.
<b>Hardcopy Thesis</b>	
1.	<i>cover</i> of the thesis is maroon in color and uses the latest UST logo. The logo can be downloaded on <i>the website</i> fe.ustjogja.ac.id and under the title it states the writing submitted to fulfill one of the requirements.....etc.
2.	Yellow logo white paper is used for title page, approval page, and attestation page.
3.	The date listed on the approval page is the acc date by the supervising lecturer to advance the thesis exam.
4.	The date listed on the validation page is dated ... (follow the TU directions).
5.	The date stated in the statement of authenticity of scientific work is the same as the approval date.
6.	The date stated in the preface is the same as the date of the validation page, namely... (follow the TU directions).
7.	The date stated on the revision form is the same as the validation page.
8.	The year listed on the thesis <i>cover</i> is the current year.
9.	The statement of the authenticity of scientific work uses a stamp of 10 thousand and must be original, not <i>scanned</i> .
<b>Judiciary Management</b>	
1.	Fill in the graduation registration and <i>upload</i> transcripts, KTP, last diploma, and birth certificate from the portal to SIA FE.
2.	Make sure the thesis grades appear on the portal before filling out the graduation registration

3.	Send the most correct name, NIM and thesis title data to the guardian lecturer/Academic Advisor.
4.	<i>Upload</i> grades from the portal to SIA FE, for the 2016-2019 class curriculum choose the 2015 curriculum.
5.	When the contents are complete, confirm with the academic supervisor so that the transcript can be immediately validated for judicial purposes.

## Attachment 24. SK Publication Obligations



**UNIVERSITY SARJANAWIYATA TAMANSISWA**  
**FACULTY EKONOMY**

Jalan Kusumanegara No. 157, Yogyakarta 55165. Tel & Fax (0274) 557455  
 Website : [www.fe.ustjogja.ac.id](http://www.fe.ustjogja.ac.id) E-mail: [fe@ustjogja.ac.id](mailto:fe@ustjogja.ac.id)

**LETTER DECISION**

Number : 016/UST/FE/D EK/SK/2022

About

**OBLIGATION PUBLICATION WORK SCIENTIFIC AS CONDITION  
 GRADUATION PROGRAM BACHELOR DEGREE) AND POSTGRADUATE (S2)  
 IN ENVIRONMENT FACULTY ECONOMY  
 UNIVERSITY SARJANAWIYATA TAMANSISWA**

LEADER FACULTY ECONOMY FACULTY SARJANAWIYATA TAMANSISWA

**Weigh:**

- a) That in order to improve the quality of higher education at the Faculty of Economics, University Sarjanawiyata Tamansiswa specifically implementation obligation publication for Student Program Bachelor (S1) And Program Post Bachelor s2);
- b) That in connection with point a) it is deemed necessary to emphasize the student's obligation to do publication work scientific as Wrong One condition graduation.

**Remember:**

1. Constitution Number 20 Year 2003 about System Education National;
2. Constitution Number 14 Year 2005 concerning Teachers and Lecturer;
3. Constitution Number 12 Year 2012 about Education Tall;
4. Regulation President Number 8 Year 2012 about Framework Qualification National Indonesia;
5. Regulation President Number 57 Year 2021 on Standards National Education;
6. Regulation Government Number 4 Year 2022 about Change on Regulation Government Number 57 Year 2021 about Standard National Education;
7. Director General Letter Dikti Number 152/E/T/2012 : Publication Mandatory Scientific for S1/S2/S3;
8. Statute University of Sarjanawiyata Tamansiswa Year 2020;
9. Decree of the Chancellor of the University of Sarjanawiyata Tamansiswa Number 115/UST/Kep/Rek/IX/2020 about Termination and Appointment Dean Faculty Economy University of Sarjanawiyata Tamansiswa.
10. Chancellor's Decree No. 187/UST/Kep/Rek/VIII/2020 dated 11 August 2020 concerning Regulation Academic University of Sarjanawiyata Tamansiswa in 2020.

**Notice**

Results of meeting decisions Leader of the Faculty of Economics at Tuesday, 15 March 2022 about Meeting Discussion Guidelines Task End, Publication Student, as well as renewal Letter Decision.

**DECIDE**

Se :

1. Condition graduation for Student Program S1, mandatory publish article Which rise on journal Which ber ISSNs with rule addition as following :
  - a. For undergraduate program students who have published published articles journal international reputable or journal national Sinta accredited 1 or 2, so will obtain mark thesis A without exam.
  - b. For undergraduate program students who have published published articles journal accredited Sinta 3 or 4 and have obtained Intellectual Property Rights/Patents/Appropriate Technology or book external study ber ISBN then you will get mark Thesis A without exam.
  - c. For undergraduate program students who have published articles published in *the conference international proceedings*, then it has fulfilled the provisions of article publication as a condition graduation.
2. Condition graduation for Student Program S2, mandatory publish article Which rise in National Scientific Journals, especially those accredited by Dikti with additional rules as following :
  - a. For Masters program students who have published articles published in journals reputable international, will be obtain mark thesis A without exams.
  - b. For Masters program students who have published articles published in journals Scientific National accredited Sinta 1 or 2 And has get Intellectual Property Rights/Patents/Appropriate Technology To use or book external study ber ISBN so will get mark thesis A without exam.

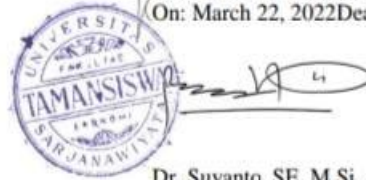


UNIVERSITY SARJANAWIYATA TAMANSISWA  
**FAKULTY EKONOMY**

Jalan Kusumanegara No. 157, Yogyakarta 55165. Tel & Fax (0274) 557455  
 Website : [www.fe.ustjogja.ac.id](http://www.fe.ustjogja.ac.id) E-mail: [fe@ustjogja.ac.id](mailto:fe@ustjogja.ac.id)

- c. For student master program which has publish article Which published on international *conference proceedings*, then it has fulfilled the article publication requirements as condition graduation.
3. Publication of articles in journals or *conference proceedings* is not mandatory for thesis/thesis during Still together lecturer mentor.
4. In order to encourage an increase in research output and accelerate student study time research methodology courses are required to produce a draft thesis proposal/in-depth thesis mentoring of supervising lecturers who are continuously perfected in the semester next.
5. By happening Letter Decision this, then All Letter Decision and/or Resolutionanother which opposite by Decision this specified no happen.
6. If in then day it is known that it has happen mistake in this stipulation,then Letters Decision This will revised as should.

Established in Yogyakarta  
 On: March 22, 2022Dean



Dr. Suyanto, SE, M.Si.

Copy Dear

1. Rector (as Report)
2. Representative Chancellor 1
3. Official structural in environment Faculty Economy



UNIVERSITY SARJANAWIYATA TAMANSISWA  
**FAKULTY EKONOMY**

Jalan Kusumanegara No. 157, Yogyakarta 55165. Tel & Fax (0274) 557455  
 Website : [www.fe.ustjogja.ac.id](http://www.fe.ustjogja.ac.id) E-mail: [fe@ustjogja.ac.id](mailto:fe@ustjogja.ac.id)

**ADDITION ATTACHMENT LETTER DECISION**

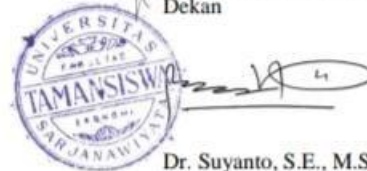
**Number: 016/UST/FE/Dek/SK/2022**

About

OBLIGATION PUBLICATION WORK SCIENTIFIC AS CONDITION GRADUATION  
 PROGRAM BACHELOR (S1) AND POSTGRADUATE (S2)  
 IN ENVIRONMENT FACULTY OF ECONOMICS  
 UNIVERSITY SARJANAWIYATA TAMANSISWA

1. For student program S1 Which has publish article Which rise *conference international proceedings* with an ISBN and have obtained intellectual property rights/patents/appropriate technology or an external book study ber ISBN so will get mark Thesis A without exam.
2. For Masters program students who have published articles published at *the conference proceedings international* with ISBN And index as well as has get HAKI/Patent/Technology appropriate To use or book external study ber ISBN so will get mark thesis A without exam.

Ditetapkan di Yogyakarta  
 Pada tanggal: 12 Juli 2022  
 Dekan



Dr. Suyanto, S.E., M.Si.

Copy Dear

1. Rector (as Report)
2. Representative Chancellor I
3. Official structural in environment Faculty Economy



## VISION

Becoming a Faculty of Economics that excels in glorifying and educating the nation's life through Catur Dharma based on Tamansiswa principles in Southeast Asia in 2025.

## MISSION

- Improving the quality of education and teaching in the field of management and accounting based on Tamansiswa principles
- Improving the quality of research and scientific publications in the field of management and accounting based on Tamansiswa principles,
- Improving the quality of service oriented towards community empowerment based on Tamansiswa principles,
- Improving the quality of preservation and development of a upstanding national culture based on Tamansiswa principles,
- Improving the quality of cooperation with domestic and foreign institutions that are oriented towards the development of the people's economy.
- Developing student and alumni activities that are oriented towards graduate quality and graduate competence.
- Improving Faculty governance to create good university's governance and accountability.