



MINISTRY OF EDUCATION, CULTURE,  
RESEARCH AND TECHNOLOGY  
**INDONESIAN INSTITUTE OF THE ARTS PADANGPANJANG**  
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**REGULATION OF RECTOR**  
**INDONESIAN INSTITUTE OF THE ARTS PADANGPANJANG**  
**NUMBER / IT7/KPT/2024**

**CONCERNING**

**IMPLEMENTATION OF STUDENTS' FINAL PROJECT**  
**INDONESIAN INSTITUTE OF THE ARTS PADANGPANJANG**

**BY THE GRACE OF GOD ALMIGHTY,**

**RECTOR OF INDONESIAN INSTITUTE OF THE ARTS PADANGPANJANG**

- Considering :
- that in order to implement the provisions of Article 17 paragraph (1) of the Regulation of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Number 51 of 2022 concerning the Statutes of the Indonesian Institute of the Arts Padangpanjang
  - that for the assessment of student learning outcomes, it is necessary to carry out a final project and stipulate it in a Rector's Regulation
  - that based on the considerations of letters a and b, it is necessary to stipulate regulations for the implementation of final project at the Indonesian Institute of the Arts Padangpanjang.
- Recalling :
- Law Number 20 of 2003 concerning the National Education System;
  - Law 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);
  - Government Regulation Number 17 of 2010 concerning Management and Implementation of Education;
  - Government Regulation Number 4 of 2014 concerning Management and Implementation of Higher Education;
  - Government Regulation Number 13 of 2015 concerning the Second Amendment to Government Regulation Number 19 of 2005 concerning National Education Standards;
  - Regulation of the Minister of Education, Culture, Research, and Technology Number 51 of 2022 concerning the Statute of the Padangpanjang Indonesian Institute of the Arts;
  - Regulation of the Minister of Education, Culture, Research, and Technology Number 10 of 2022 concerning the Organization and Work Procedures of the Indonesian Institute of the Arts Padangpanjang;
  - Decree of the Minister of Education, Culture, Research, and

Technology of the Republic of Indonesia Number 73739/MPK.A/ ICP.06.02/ 2022 concerning the Appointment of the Rector of the Indonesian Institute of the Arts Padangpanjang for the Period of 2022 to 2026;

DECIDED:

Determine : **IMPLEMENTATION OF STUDENTS' FINAL PROJECT  
INDONESIAN INSTITUTE OF THE ARTS PADANGPANJANG**

## **CHAPTER I GENERAL CONDITIONS**

### **Article 1**

In this Decree, the following terms are defined:

1. Indonesian Institute of the Arts Padangpanjang, hereinafter referred to as ISI Padangpanjang, is a state university organized by the ministry that organizes government affairs in the field of education.
2. The Rector is the leader of ISI Padangpanjang.
3. The Statute of ISI Padangpanjang, hereinafter referred to as the Statute, is the basic regulation for the management of ISI Padangpanjang which is used as a basis for compiling regulations and operational procedures within the ISI Padangpanjang environment.
4. Academic Advisor is a lecturer who is given the task and responsibility of guiding and developing a number of students to be directed so that they can complete their studies optimally in accordance with the conditions and individual potential of the students from the beginning of lectures until they graduate from college.
5. Final Project is a scientific work in the form of a paper that must be completed by students towards the end of their studies, and is one of the requirements for achieving a degree at the applied bachelor's, bachelor's, and master's levels at the Indonesian Institute of the Arts Padangpanjang.
6. Final Project is a scientific work produced by students through research that applies scientific thinking patterns and methods in accordance with the field/expertise guided by the supervisor.
7. Final Project is a scientific work produced by students through a series of creative or design activities that include the concept of ideas to become a form of art according to the field/interest guided by the supervisor.
8. Final Project Supervisor is a lecturer who is appointed and given the task of guiding students in completing the Final Project.
9. Proposal is a proposed Final Project plan.
10. Final Project Exam is an exam carried out to evaluate students' ability to maintain the Final Project as a determinant of graduation.

## **CHAPTER II**

### **STANDARDS FOR IMPLEMENTING STUDENTS' FINAL PROJECT**

#### **Article 2**

##### **Objectives and Management of Final Project**

1. The final project aims to provide students with the opportunity to formulate their ideas, concepts, mindsets, and creativity in an integrated and comprehensive manner based on scientific principles, procedures, and ethics.
2. The final project is managed by the study program consisting of:
  - a. Head of Study Program (Person in Charge)
  - b. Secretary of Study Program
  - c. Educational Staff
  - d. Educational Laboratory Administrator (PLP)
  - b. Implementation unit appointed by the Head of Study Program

#### **Article 3**

##### **Duties and Responsibilities of the Project Organizer**

1. Duties of the Final Project Organizer:
  - a. Appointing a supervisor for the student's final project by considering the field of expertise.
  - b. Coordinating at the beginning of the semester with students taking project courses
  - c. Inventorying the titles of all fields of study of students taking the Final Project in order to avoid similarity in titles.
  - d. Setting a schedule and holding a seminar and final project exam
  - e. Ensuring that there are invitations to all activities related to the final project.
  - f. Monitoring and evaluating the implementation of all activities related to the final project.
  - g. Providing facilities for the implementation of all activities related to the final project.
  - h. Coordinating with the supervisor in completing the final project.
  - i. Determining the schedule for the implementation of all activities related to the final project.
  - j. Collecting and documenting news and final project grades and submitting them to the academic division of the faculty.
2. The organizer of the final project is responsible for the smooth implementation of the final project in each study program.

#### **Article 4**

##### **Terms and Number of Final Project Supervisors**

1. The Final Project Supervisor consists of 1 person who is an active lecturer who has an NIDN and a lecturer with a PPPK certificate with a Masters/Doctoral degree can become a final project supervisor.
2. Lecturers who have relevant expertise and competencies with the final project problems can supervise students who are being supervised.
3. Lecturers who do not yet have a functional certificate can become supervisors with the permission of the Directorate, taking into account the competencies/expertise they have.

4. The final project supervisor may come from another study program, through the proposal of the Head of the Study Program and the approval of the Dean
5. For certain needs such as cooperation programs with universities or partner institutions and the Independent Campus Learning Program (MBKM), the Final Project supervisor may come from the Industrial World (DUDI) or other Higher Education.

### **Article 5**

#### **Determination of Final Project Supervisors**

1. The head of the study program/coordinator of the study program checks the completeness of the administration of students who will take the Final Project course.
2. The head of the study program/coordinator of the study program submits the names of prospective supervisors to the dean.
3. The dean issues a supervisor's decree.

### **Article 6**

#### **Duties and Responsibilities of Final Project Supervisor**

The supervisor is tasked and responsible for:

1. Motivating, directing and guiding students to complete the final project.
2. Signing the final project proposal to be recommended to attend the proposal seminar.
3. Signing the minutes of the final project guidance consultation.
4. Signing the final project draft to be recommended to take the final project exam.
5. Attending the implementation of the exam in the implementation of the final project.
6. Signing the ratification of the final project that has been tested and
7. The supervisor is responsible for the smooth implementation of the preparation of the final project until the student can take the final project exam.

### **Article 7**

#### **Proceedings and Duration of Final Project**

The guidance process is as follows:

1. The supervisor begins and can conduct final project guidance after receiving the project letter,
2. The guidance process is carried out with the supervisor at least 6 (six) times for portfolio guidance and a minimum of 10 (ten) times for final project guidance.
3. The revision process of the proposal seminar results is carried out together with the supervisor.
4. Approval of improvements to the Thesis/Work Thesis Proposal Seminar is carried out without following the order of the examining team.
5. The supervisor and examiner are not allowed to change the title that has been declared passed at the Proposal/Thesis/Work Thesis seminar, except on the basis of a mutual agreement in the examination and advisory team forum.
6. The maximum final project guidance period is 2 (two) semesters starting from the determination of the supervisor's project letter with the following provisions:

- a. After the title of the final project is approved by the supervisor, the student must complete his/her final project according to the time period set in point number
  - b. If the student cannot complete the final project within the time period set, the Head of the Study Program will give a written warning with an additional 15-day schedule for completing the final project.
  - c. If the student cannot complete the final project after the additional time period as referred to in letter a, "the Head of the Study Program will call the student and the supervisor in writing and decide together to solve the problem.
7. In the process of supervising the final project, students are required to show the supervisor:
  - a. Final project proposal from the process of proposing seminars, data collection, processing of thesis exam data until the approval of the project
  - b. Documentation in the form of photos and research log books.
8. Students can consult with the supervisor according to the schedule that has been agreed upon together by ensuring a clear schedule.

### **Article 8**

#### **Change of Supervisor**

1. Change of supervisor can be done by the Dean upon the proposal of the head of study program/coordinator of study program.
2. Change of Supervisor can be done if:
  - a. If the guidance process does not run smoothly according to the time set.
  - b. At the request of the supervisor with clear reasons and approval of the head of study program/coordinator of study program.
  - b. Death or permanent inability.
  - c. At the request of the student.

### **Article 9**

#### **Final Project Examiner**

1. The Final Project Examiner Team is appointed by the head of study program and determined through the Dean's Decree.
2. The number of workloads of the final project examiner lecturers is a maximum of 8 (eight) students per semester.
3. The final project examiner team consists of 5 (five) people with the requirement of holding a functional position of at least Assistant Expert and having expertise relevant to the student's field of study.
4. The composition of the examiner team consists of 2 (clua) examiner members, and 1 (one) supervisor. One of the examiner members is an expert examiner (cognate). Expert examiners are lecturers who have academic qualifications or have the competence to examine in the field/topic being tested. Expert examiners can come from lecturers from the relevant study program or lecturers from other study programs.
5. The moderator of the proposal seminar is the supervisor while the chief examiner of the final project exam is a lecturer appointed by the Head of the study program.

## **Article 10**

### **Final Project Procedure**

The procedures that students must go through in completing the final project course, either in the form of a thesis or an artwork thesis, are as follows

1. Students can submit the Title of the Final Project Proposal to the Head of the study program.
2. The Head of the study program determines a supervisor for students by considering the student's proposal and the provisions of the supervisor as regulated in this guide.
3. Lecturers who have been appointed as mentors with the Dean's Decree will guide students to prepare research proposals (thesis).
4. Proposal seminars can be held for proposals that have been approved by the university.
5. Proposal seminars are held in accordance with the guidelines determined by the study program, which are attended by all lecturers and participants such as seminars with the provision that the proposal must be submitted 3 days before the seminar is scheduled.
6. Students make improvements to the research proposal according to the suggestions and input given during the proposal seminar under the guidance of a lecturer, a maximum of 2 (two) weeks from the end of the proposal seminar.
7. Students plan to conduct research on the process of artwork with the guidance of a supervisor for a maximum of 2 semesters.
8. Students who can take the final project exam within 2 (two) semesters, then students must repeat changing the title of the final project by following the process from the beginning (Submission of a new title).

## **CHAPTER III**

### **FINAL PROJECT IMPLEMENTATION**

#### **Article 11**

#### **Requirements for Taking the Final Project Examination**

The requirements for students to take the final project examination are:

1. Applied undergraduate and undergraduate students have published at least 1 (one) article in an ISSN-certified journal and have a predicted TOEFL score of 400.
2. Master students have published at least 1 (one) scientific article in an accredited national journal and have a TOEFL score of 450.

#### **Article 12**

#### **Implementation of the Final Project Examination**

1. The Head of the Study Program opens registration for the final project examination for students who have met the requirements.
2. The schedule for the implementation of the final project examination is arranged in such a way by each Head of the Study Program so that:
  - a. There is no overlapping schedule for the supervisor and examiner of the final project examination.
  - b. The head of the related study program must coordinate well.
3. The final project exam schedule must be announced through the Dean's initial project letter 15 days before the final project exam registration.
4. Final project revision is carried out 1 week after the exam.

5. The final project exam is carried out no later than 120 minutes per student.
6. The elements and percentages of assessment in the final project exam consist of:

**Assessment Elements and Percentages in Final Project**

No	Criteria	Assessment Indicator	Percentage
1	Art Work		65%
2	Work Report	Sharpness of title, background, ideas, accuracy of problem formulation, relevance, completeness and originality	5%
	a. Title, background of creation, idea, formulation of creation, purpose		
	b. Creation design	Suitability of concept, theory, and creation method in realizing the work	5%
	c. Production of the work	Relationship between pre-production, production and post-production	5%
	d. Discussion and Conclusion	Application of concept, theory and message work	15%
3	Accountability of Work		
TOTAL			100%

**Assessment Elements and Percentages in Thesis**

No	Criteria	Assessment Indicator	Percentage
1	Title, background, Formulation of the problem, Objective of Research	Title Sharpness, Background, Ideas, Accuracy of Problem Formulation, Research Objectives and Research Contributions	20%
2	Literature Review	Up-to-dateness and Relevance to Research	10%
3	Theoretical Basis	Accuracy of Theory Usage	10%
4	Research Design	Suitability of Methods, Data Collection Techniques and Data Analysis	15%
5	Research Result	Analysis and Achievement of Research Results	30%
6	Presentation and accountability of thesis	Mastery of Material and Answers	15%
TOTAL			100%

**Article 13**  
**Postponement and Cancellation of Examinations**

1. The final project exam is postponed if;
  - a. The student is proven not to meet the requirements to take the exam,
  - b. The final project supervisor is absent.
  - d. Two final project examiners are absent, the exam can be continued with the provision that the Head of the study program will replace their position and appoint a lecturer who meets the requirements as a substitute for the absent examiner.
2. The final project exam is postponed if;
  - a. the final project is proven to have plagiarized.

- b. The student is proven to have forged the signature of the supervisor and/or leader related to the final project.
- c. The student is proven to have violated the applicable rules.

## **CHAPTER IV CLOSING**

### **Article 14**

regulation applies from the date it is stipulated and if there are errors in the future, they will be changed and corrected as appropriate.

Enacted in Padangpanjang  
On May 17, 2024



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