REVISED

THE TECHNICAL GUIDELINE FOR SUPERVISION, THESIS DEFENSE AND ACADEMIC SERVICES AT THE GRADUATE SCHOOL OF YOGYAKARTA STATE UNIVERSITY DURING THE EMERGENCY RESPONSE PERIOD FOR THE PREVENTION OF COVID-19 TRANSMISSION

In order to fulfill the academic services for Master's and Doctoral students during the Covid-19 pandemic, in accordance with the Rector's Instruction Number 1 Year 2020, and as followed up by Rector's Circular Number 3/SE/2020 on the Follow-Up on said Rector's Instruction, as well as Rector's Circular Number 8/SE/2020 on Academic Services during the Corona Virus Disease-19 (Covid-19) Emergency Response Period in Yogyakarta State University, which was followed by Rector's Circular Number T/1040/UN34/HK.04/2020 dated June 12, 2020 on the Adjustment on the Validity Period of Rector's Circular Number 8/SE/2020, the Director of Graduate School hereby stipulates the Technical Guidelines for Supervision, Thesis Defense, and Academic Services, as follows:

A. Thesis and Dissertation Supervision and Revision
1. Supervision and revision for thesis or dissertation should be conducted online through email, WhatsApp, etc. by enclosing the manuscript in the Microsoft Word (doc.) format, with notes from Supervisor/Team of Examiners in a separate page.
2. Once the proposal, thesis or dissertation manuscript has been approved, the student may submit a request for validation to each supervisor or examiner by sending the validation sheet in the Microsoft Word (doc.) format. One validation sheet is for each supervisor or examiner.
3. Supervisor or examiner may sign the validation sheet and scan the sheet to be delivered back to the student in a PDF format.

B. Thesis and Dissertation Defense
1. The registration for thesis proposal defense, thesis defense, dissertation proposal, dissertation eligibility defense, as well as dissertation defense does not require the signature of the study program coordinator or validation from the Director.
2. In the case where the student is ready for the final defense, either a public or a private defense, the dissertation manuscript must receive a validation from the Director.
3. The submission for manuscript validation to the Director is done online. The validation sheet should be submitted in a Microsoft Word (doc.) format, separated from but accompanied with the validation sheets from each member of the Team of Examiners. All documents (validation sheets) must be sent to the WhatsApp number of the Director's secretary (+6285762124803 or +6285643657453).
4. Registration is done online via an email address akademik.pps@uny.ac.id by attaching:
   a. Thesis Defense
      1) Thesis in Microsoft Word (doc) format approved by the Supervisor

MINISTRY OF EDUCATION AND CULTURE
YOGYAKARTA STATE UNIVERSITY
GRADUATE SCHOOL
Colombo Street 1 Yogyakarta 55281
Phone (0274) 550836, Fax (0274) 520326
Website: pps.uny.ac.id E-mail : humas_pps@uny.ac.id

2) Proof of payment of ongoing semester tuition fees
3) Study Result Document
4) Thesis Examination Sheet (signed by Supervisor and Reviewer)
5) Study Plan Card for the ongoing semester
6) Approved Abstract Correction Form

b. Dissertation Proposal Exam
1) Dissertation proposal in Microsoft Word (doc) format approved by the supervisor
2) Study Plan Card – Dissertation Course (ongoing semester)

c. Eligibility Exam
1) Soft copy of the dissertation approved by the supervisor
2) Letter of Statement of the dissertation abstract
3) Proof of payment of ongoing semester tuition fees
4) Study Plan Card – Dissertation Course (ongoing semester)
5) Ratification of Proposal Examination.

d. Result Exam
1) Soft copy of Dissertation
2) Proof of payment of ongoing semester tuition fees
3) Study Plan Card – Dissertation Course (ongoing semester).
4) Proof of a dissertation research results seminar through study programs (only for Educational Research and Evaluation Study Program).
5) Ratification of Eligibility Exam
6) Letter of Statement of Journal Publication (for those who do not take the final exam).

e. Final Exam
1) Soft copy of Dissertation
2) Proof of payment of ongoing semester tuition fees
3) Study Plan Card – Dissertation course (ongoing semester)
4) Passing the minimum score of ProTEFL
5) Letter of Statement of Journal Publication
6) Ratification of Research Results Exam

5. The academic division sends the exam manuscript via email to each Examiner Team member.
6. Thesis or dissertation exams are conducted online using video calls, video conferences, Skype, or other online facilities.
7. The examiner team sends the assessment results in PDF format online to akademik.pps@uny.ac.id after previously discussing the results of the exam with the other examiners.
8. The academic division sends notes/input from the Examiner Team to the student in PDF format.
9. Students make revisions as in number 1 a, b, and c.
10. After completing the revision, the student submits the approval of the final manuscript of the Thesis or Dissertation to the Director as in number B.3.

C. Thesis Review
1. Students submit a review to secretary.dirpps@uny.ac.id and attach the following documents.
a. Thesis Manuscript

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b. Supervisor's approval sheet
c. Work authenticity sheet
d. The thesis abstract in English
e. Tables of references lists
2. The results of the review are sent through email.

D. Instrument and Product Validation
1. Students apply for validation to secretary.dirpps@uny.ac.id , by attaching:
   a) The proposed product in Microsoft Word (doc) format.
   b) A completed validation form accompanied by the validator's email address. The form can be downloaded on pps.uny.ac.id page.
2. Administrative staff sends them to the validator.
3. The validator sends back the validation results to secretary.dirpps@uny.ac.id
4. Administrative staff sends validation results to students via email.

E. Publication
1. Students visit a website (sipuma.pps.uny.ac.id) and log in through SSO to fill in their data and upload their documents.
2. After the data and documents are validated, a notification is sent through email.
3. If the data and documents are not complete, the students are notified through email.
4. Those completing all the requirements may download the publication statement letter.
5. To those who are not eligible, before downloading the publication statement letter, they need to upload a letter stating their commitment to fulfill their obligations related to the publication.

F. Abstract Checking
1. Students send their thesis abstracts both in Indonesian language and English (file should show sender's identity: **Name-Student Number-Study Program**) to suhaini.msaleh@gmail.com
2. Students will receive a reply for the revised and signed abstracts in a pdf file.

G. Similarity/Plagiarism Checking
1. Students send the Thesis or Dissertation file in Microsoft Word format (.doc) along with the validation sheet (pdf/jpeg) to penjamu.pps@uny.ac.id
2. The administrative staff from Quality Assurance (PENJAMU) sends similarity-free letters via email to the students. Then, they can print them with colored ink.
3. The statement letter can be downloaded from https://tinyurl.com/t946l9g

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H.   This revised technical guideline is effective as of the date of stipulation

Yogyakarta
July 20, 2020
Director of Graduate School
of UNY

Prof. Dr. Suyanta, M. Si
EID. 19660508 199203 1 002