



UNIVERSITAS AIRLANGGA FACULTY OF PHARMACY

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DECREE OF THE DEAN OF THE FACULTY OF PHARMACY UNIVERSITAS AIRLANGGA NUMBER : 99/UN3.1.5/2021

On:

THESIS REGULATION BACHELOR OF PHARMACY (S1) STUDY PROGRAM FACULTY OF PHARMACY UNIVERSITAS AIRLANGGA

DEAN OF FACULTY OF PHARMACY UNIVERSITAS AIRLANGGA

- Considering : a. That the Faculty of Pharmacy Universitas Airlangga has a vision of becoming an innovative Faculty of Pharmacy in Indonesia, leading at national and international levels, a pioneer in the development of knowledge in the fields of pharmaceutical science-technology and clinical-community pharmacy and producing graduates with superior competence in pharmaceutical care, based on religious morals.
- b. That in order to achieve the above vision, it is necessary to establish student thesis regulations for the Pharmacy Study Program (S1) as guidelines for students and lecturers in administering theses.
- c. That thesis regulations based on Dean's Decree Number: 2483/UN3.1.5/KD/2013 need to be amended to accommodate changes in organizational structure and work procedures as well as faculty development.
- d. That based on the considerations as intended in letters a, b, c, it is necessary to issue a Dean's Decree regarding thesis regulations for students of the Pharmacy Study Program (S1) of the Faculty of Pharmacy, Universitas Airlangga.

- Given : 1. Law of the Republic of Indonesia number 20 of 2003 concerning the National Education System
2. Law of the Republic of Indonesia Number 14 of 2005 concerning Teachers and Lecturers
3. Law of the Republic of Indonesia Number 12 of 2012, concerning Higher Education
4. Government Regulation Number 57 of 1954 concerning the Establishment of Airlangga University in Surabaya as amended by Government Regulation Number 3 of 1955 concerning Amendments to Government Regulation Number 57 of 1954.

5. PTIP Ministerial Decree Number 64 of 1965, concerning the Establishment of the Faculty of Pharmacy, Universitas Airlangga
6. Regulation of Minister of Education and Culture Number 3 of 2020, concerning National Higher Education Standards
7. Universitas Airlangga Dean's Decree Number 1411/UN3/2014 dated 26 May 2014, concerning Determination of the Curriculum for Undergraduate and Professional Education Programs for the Pharmacist Education Study Program at the Faculty of Pharmacy, Universitas Airlangga.
8. Universitas Airlangga Trustee Council Regulation Number 12/p/MWA UA/2008, concerning Airlangga University Bylaws
9. Universitas Airlangga Trustee Council Decree Number 3/UN3.MWA/K/2020, concerning the Appointment of the Rector of Universitas Airlangga for the 2020-2025 Period
10. Universitas Airlangga Rector's Decree Number 762/UN3/2020 concerning the Appointment of the Dean of the Faculty of Pharmacy, Universitas Airlangga for the period 2020-2025
11. Universitas Airlangga Rector's Regulation number 23 of 2020 concerning Guidelines for Learning implementation Outside the Universitas Airlangga Study Program

DECIDES

- To stipulate :
- First : Thesis Regulations for students of the Pharmacy Study Program, Faculty of Pharmacy, Airlangga University, the text of which is included in the attachment to this Decree, is an inseparable part.
- Second : This decree applies from the date specified. If in the future, there are errors and/or deficiencies in this decree, they will be corrected as appropriate.

Stipulated in : Surabaya
On _____ : ***June 10, 2021***
Dean,

Sign

JUNAIDI KHOTIB
NIP. 197010221995121001

Appendix: Dean's Decree of the Faculty of Pharmacy, Universitas Airlangga Number:
99/UN3.1.5/2021
Date: June 20, 2021

THESIS REGULATION
BACHELOR OF PHARMACY (S1) STUDY PROGRAM
FACULTY OF PHARMACY UNIVERSITAS AIRLANGGA

CHAPTER I

GENERAL PROVISIONS

Article 1

Hereinafter referred to as:

1. **University** is Universitas Airlangga (hereinafter abbreviated as UNAIR)
2. **Faculty** is Faculty of Pharmacy UNAIR (hereinafter abbreviated as FF UNAIR)
3. **Department** is a department within the FF UNAIR organizational structure.
4. **The Study Program Coordinator** (abbreviated as KPS) is the coordinator of the Bachelor of Pharmacy Study Program
5. **Students** are FF UNAIR students
6. **Student Advisor** is a lecturer who has the duty and authority to provide academic advice to a group of students.
7. **The thesis committee** is a team at the faculty level, determined by the dean's decree, which is tasked with organizing, coordinating and evaluating the implementation of the thesis
8. **Thesis** is a course that provides students with learning experiences to create a scientific work paper by applying attitudes, ways of thinking, and scientific methods to solve social problems through research. Students must be able to present and defend the results in writing and orally to complete the study load for attaining a bachelor's degree.
9. **A thesis proposal or proposal** is a course to make a plan according to the rules of scientific research so that it can be used as a guide for carrying out thesis research.
10. **Thesis supervisors** consist of the Main Supervisor and Additional Supervisors.
11. **The main supervisor** is a permanent lecturer at the Faculty of Pharmacy, Universitas Airlangga, who serves as chairman and guides students in completing their theses.
12. **Co-supervisors** are permanent or non-permanent lecturers at the Faculty of Pharmacy who accompany the main supervisor in guiding students to complete their thesis.
13. **The examining team for the thesis proposal** is the same team of lecturers as the team of lecturers examining the student's thesis in question, determined by the Dean on the recommendation of KPS
14. **The Thesis Examining Team** is a team of lecturers tasked with assessing a student's thesis, which is determined by the Dean on the recommendation of the Head of the Department.
15. **Permanent lecturers** are permanent UNAIR lecturers who have a National Lecturer Identification Number (NIDN) and/or Special Lecturer Identification Number (NIDK) who are appointed and placed as teachers in the Undergraduate Pharmacy Study Program.

16. **Non-permanent lecturers** are lecturers who work part-time and have the status of non-permanent educators at the Faculty.
17. **Thesis Proposal Examination** is an examination of the proposal manuscript by the thesis examiners team, based on the Thesis Proposal Assessment Rubric.
18. **Thesis examination** is an examination of thesis manuscripts to fulfill the requirements for obtaining a bachelor's degree, by a team of thesis examiners based on the Thesis Assessment Rubric.
19. **The thesis proposal manuscript** is a manuscript paper resulting from the student's consultation with the supervisor regarding the thesis implementation plan. It is written in accordance with the Procedures for Writing a Thesis Proposal at the Faculty of Pharmacy and has been declared worthy of being tested in the proposal examination by the main supervisor.
20. **A thesis manuscript** is a scientific work paper containing the application of attitudes, ways of thinking, and scientific methods in solving pharmaceutical problems through research, written based on the Faculty of Pharmacy Thesis Writing Style and has been declared worthy of being tested in the thesis examination by the main supervisor.
21. **Work instructions** are instructions for implementing activities that have been agreed upon and approved by authorized faculty officials in the context of quality assurance.

CHAPTER II

OBJECTIVE OF THE THESIS

Article 2

The aim of the thesis is to provide learning experiences for students to apply attitudes, ways of thinking, and scientific methods to solving problems through research. Students should also be able to present and defend the results in writing and orally.

CHAPTER III

TERM AND CONDITIONS

Article 3

- (1) The thesis proposal and undergraduate thesis subjects are an inseparable unit with a total load of 6 credits
- (2) The thesis proposal course has a load of 1 credit
- (3) The thesis proposal course must be programmed simultaneously or after programming the Research Methodology course (1 credit).
- (4) Thesis course (5 credits), including consultation activities, research activities and manuscript writing, which are assessed based on the Thesis Assessment Rubric by the Thesis Examining Team.
- (5) The thesis can result from laboratory, clinical, and field (community) research carried out in the relevant department and supervised by the thesis supervisors.

Article 4

Students can program a thesis course if he/she has:

- a. Passed the Research Methodology and Thesis Proposal courses.
- b. Submit the Thesis Proposal manuscript, which has been approved and signed by the Supervisor by taking the Examiner Team's suggestions.

Pasal 5

Students can program Research Methodology and Thesis Proposal subjects if he/she has:

- a. Passed all subjects in the first 4 semesters.
- b. Have passed at least 100 credits with a minimum GPA of 2.00.

Article 6

- (1) The thesis supervisors are appointed by the Dean on the recommendation of the KPS.
- (2) The thesis supervisors consist of the main supervisor and one or two co-supervisors.

Article 7

- (1) The main supervisor is a permanent lecturer at the Faculty of Pharmacy Universitas Airlangga with at least a Master's degree in the lector position.
- (2) Co-supervisors are:
 - a. Permanent lecturer at the Faculty of Pharmacy Universitas Airlangga with at least a Master's degree and in the instructor position.
 - b. Non-permanent lecturer at the Faculty of Pharmacy Universitas Airlangga with at least a Master's degree in the lector position.
 - c. Non-permanent lecturer outside Universitas Airlangga on the recommendation of the KPS.
 - d. Practitioners with competencies related to the field of thesis research determined by the Dean on the recommendation of KPS.
- (3) Deviation from the provisions of paragraph (1) and/or paragraph (2) may be determined by the dean on the recommendation of the KPS with special consideration.

Article 8

The fields of knowledge for the thesis are the fields of knowledge managed and developed by the department at the Faculty of Pharmacy Universitas Airlangga, namely:

- a. Department of Pharmacy Practice
- b. Department of Pharmaceutical Sciences

CHAPTER IV

IMPLEMENTING ORGANIZATION

Article 9

- (1) The thesis implementation is regulated by the Thesis Committee, which is determined by the Dean's decree.
- (2) The Thesis Committee consists of the Vice Dean for Academic Affairs, the Coordinator and secretary of the Study Program, and the secretary of the Department within the Faculty of Pharmacy Universitas Airlangga.
- (3) The Thesis Committee is chaired by the Vice Dean for Academic Affairs and assisted by a Secretary who was selected by the Chair.

Article 10

- (1) The thesis assessment is carried out by an Examiners Team, which was appointed by the Dean on the recommendation of the KPS.
- (2) Those who can become Examiners Team are:
 - a. Permanent lecturer at the Faculty of Pharmacy Universitas Airlangga with at least a Master's degree in the instructor position.
 - b. Non-permanent lecturer at Universitas Airlangga with at least a Master's degree in the Lector position.
 - c. Non-permanent lecturers from outside Universitas Airlangga that are appointed by the Dean on the recommendation of the KPS.
- (3) Deviation from the provisions of paragraph (1) and/or paragraph (2) may be determined by the dean on the recommendation of the KPS with special consideration.
- (4) The Chair of the Examining Team is the Main Supervisor.

CHAPTER V

DUTIES AND AUTHORITY

Article 11

The tasks of the Thesis Committee are:

- a. Selecting students who meet the requirements for programming a thesis proposal
- b. Determine the field of science and Department to carry out the Thesis
- c. Send a list of students who are programming the thesis proposal to all departments.
- d. Monitor the deadline of the Thesis Proposal and Thesis
- e. Cancel the title of Expired Thesis Proposal and Thesis
- f. Evaluate the thesis proposal and thesis implementation from each department every semester.

Article 12

- (1) The Main Supervisor is tasked with guiding and declaring test-worthiness for the Thesis Proposal and Thesis.
- (2) The co-supervisor is tasked with guiding the Thesis Proposal and Thesis together with the Main Supervisor.

CHAPTER VI

IMPLEMENTATION PROCEDURE

Article 13

- (1) A Supervisor can guide the Thesis Proposal and Thesis for a maximum of 8 (eight) students in one semester.
- (2) If, for some reason, the supervisor is unable to carry out the supervisory duties, then KPS will appoint a replacement supervisor based on the recommendation of the Head of the Department.

Article 14

- (1) Students who have fulfilled the requirements as stated in Article 5, at the beginning of the semester should submit an application to the Vice Dean for Academic Affairs to obtain approval for the field of science as stated in Article 8.
- (2) The thesis proposal application consists of 3 choices of field of science, first, second, and third supervisors, submitted through the thesis committee by referring to the established procedural guidelines.
- (3) Procedures for submitting a thesis proposal are contained in the work instructions.

Article 15

- (1) The application in Article 14 must be approved by the student's Student advisor concerned.
- (2) The names of students who are entitled to program the thesis proposal will be selected and sent to the department by the thesis committee according to the established procedural guidelines.
- (3) Students must comply with the thesis implementation rules set by each department as long as they do not conflict with faculty regulations.

Article 16

- (1) The deadline for completing a Thesis Proposal is a maximum of two semesters, starting from the student programming of the Thesis Proposal course.
- (2) Students who do not comply with paragraph 1 will have their thesis proposal declared invalid, and they will be required to reprogram with the approval of their Student advisor.

Article 17

Students have the right to submit a request for a Thesis Proposal Examination to the KPS if they have:

- a. following the Research Methodology and Thesis Proposal courses;
- b. declared worthy of being tested in the proposal examination by the main supervisor.

Article 18

- (1) The deadline for completing a thesis is a maximum of three semesters, starting from when the student programs the thesis subject.
- (2) Students who do not comply with paragraph 1 will have their thesis declared invalid and must reprogram with the guardian's approval.

Article 19

Students have the right to submit a request for a Thesis Examination to the KPS if:

- a. declared worthy of being tested in the thesis examination by the main supervisor.
- b. has programmed all the subjects required to become a Bachelor of Pharmacy.

Article 20

The manuscript of the proposed thesis and thesis, which will be tested, is submitted to the Head of the Department no later than 7 (seven) days before the exam is held. Further provisions regarding the implementation of the thesis examination are regulated in the work instructions.

CHAPTER VII

IMPLEMENTATION AND ASSESSMENT OF THE THESIS PROPOSAL AND THESIS

Article 21

- (1) The Thesis Proposal and Thesis Examination are carried out by the thesis committee.
- (2) For those who do not pass, the Remedial Examination is carried out no later than one month after the examination takes place.

Article 22

- (1) Evaluation of the Thesis and Thesis Proposals is carried out by the same Examining Team in the examination forum.
- (2) The examining team consists of four or five permanent or non-permanent lecturers according to the composition:
 - a. Two or three examiners consist of the Main Supervisor and Co-Supervisors.
 - b. The other two examiners consist of lecturers related to the field of science of their thesis.

- (3) The exam can be carried out if all of the Examining Team is present.
- (4) If one of the examining teams is unable to attend on the schedule that has been determined, the Head of the Department has the right to change the examination schedule or appoint a replacement examiner.

Article 23

- (1) Apart from the Examining Team, lecturers and students can attend the examination forum.
- (2) Thesis and Thesis Proposal examinations begin with the student's thesis presentation.
- (3) Questions asked by the Examining Team during the question and answer session must be related to the thesis topic.

Article 24

- (1) The maximum time for presenting the Thesis Proposal is 10 minutes, while the maximum time for questions and answers is 50 minutes.
- (2) The maximum thesis presentation time is 25 minutes, while the maximum time for questions and answers is 60 minutes.

Article 25

- (1) In carrying out the assessment, the Examining Team is obliged to use the Thesis Assessment Rubric for the Faculty of Pharmacy, Universitas Airlangga.
- (2) Thesis Assessment Guidelines include the following matters:
 - a. Title, problem, background of the problem, research methods, bibliography and language.
 - b. Honesty, initiative, creativity, perseverance, discipline, responsibility and cooperation.
 - c. Ability to prepare presentations, accuracy and skills in using tools, use of spoken language, time control, attitude and appearance, mastery of the material, objectivity in dealing with questions, and accuracy of answers to questions.
- (3) The final score for the thesis and thesis proposal is the average score of the entire examining team.
- (4) In the condition that there are 2 supervisors, the component value of the supervisor is the average value of the two supervisors.

Article 26

- (1) The Official Implementation Report of the Thesis/Thesis Proposal Examination and the Assessment Results are submitted by the Head of the Examining Team to the Thesis Committee directly after the examination takes place.
- (2) The Thesis committee submits the examination results to the Vice Dean for Academic Affairs no later than 3 (three) days after the examination period ends.

Article 27

- (1) Students are declared to have passed the exam if the final score, which is the average score of the Examining Team, is not less than 62.

- (2) If there is a difference in scores between examiners greater than 30, then the student concerned is declared to have to re-examine.
- (3) Students who are declared to have passed are required to revise their Thesis manuscript by taking into account suggestions from members of the Examining Team through the Main Supervisor and submit their Thesis manuscript in book form. which has been signed by the Supervisor in three copies, along with a soft copy containing abstracts and scientific articles, to the Dean of the Faculty of Pharmacy Universitas Airlangga no later than one month after the exam.
- (4) Students who do not meet the requirements above are not allowed to take a bachelor's degree and are not allowed to take part in professional programs.

Article 28

- (1) A student is declared to have committed academic fraud if :
 - a. Carrying out dishonest actions in obtaining research data.
 - b. Asking other people to replace his position in completing his thesis.
 - c. Using other students' research data to be recognized as the result of their thesis.
 - d. Deliberately quoting data or information from other libraries/researchers without using standard scientific etiquette rules
- (2) Sanctions for cheating in paragraph 1 above are determined in a meeting that consists of the Thesis Supervisor, Thesis Examining Committee, Thesis Committee and the Dean.

Article 29

The thesis assessment grade is stated as follows:

Numerical Grade	Letter Grade
86 – 100	A
78 – <86	AB
70 – <78	B
62 – <70	BC
54 – <62	C
40 – <54	D

Article 30

The composition and form of the thesis proposal and thesis manuscript must be in accordance with the Faculty of Pharmacy's Thesis Writing Guidelines.

CHAPTER VIII

ACKNOWLEDGMENT OF CONVERSION ACTIVITIES FOR THESIS REPLACEMENT

Article 31

- (1) Students who program proposal and thesis courses and have been declared to have passed national level funding in the student creativity program (PKM), either individually or in groups, can apply for a thesis exemption and get an A in the proposal and thesis courses.
- (2) The types of PKM referred to in paragraph (1) are:
 - A) PKM research (PKM-P)
 - B) PKM application of technology (PKM-T)
 - C) PKM karsa cipta (PKM -KC)
 - D) PKM scientific article writing (PKM-AI)
 - E) PKM written ideas (PKM-GT)
 - F) PKM constructive futuristic ideas (PKM-GFK)
 - G) Other similar activities were proposed by the thesis committee and determined by the dean.
- (3) The conversion of PKM activities to the study load and grades for proposal and thesis courses, as in paragraphs (1) and (2), is determined by the dean.

CHAPTER IX

CLOSING PROVISIONS

Article 32

The Thesis Committee will regulate anything that is not covered by these regulations in the work instructions.

Article 33

This regulation is effective from the date of stipulation, and if there is a mistake, corrections will be made.

Stipulated in : Surabaya
On _____ : *June 10, 2021*
Dean,

Sign

JUNAIKI KHOTIB
NIP. 197010221995121001