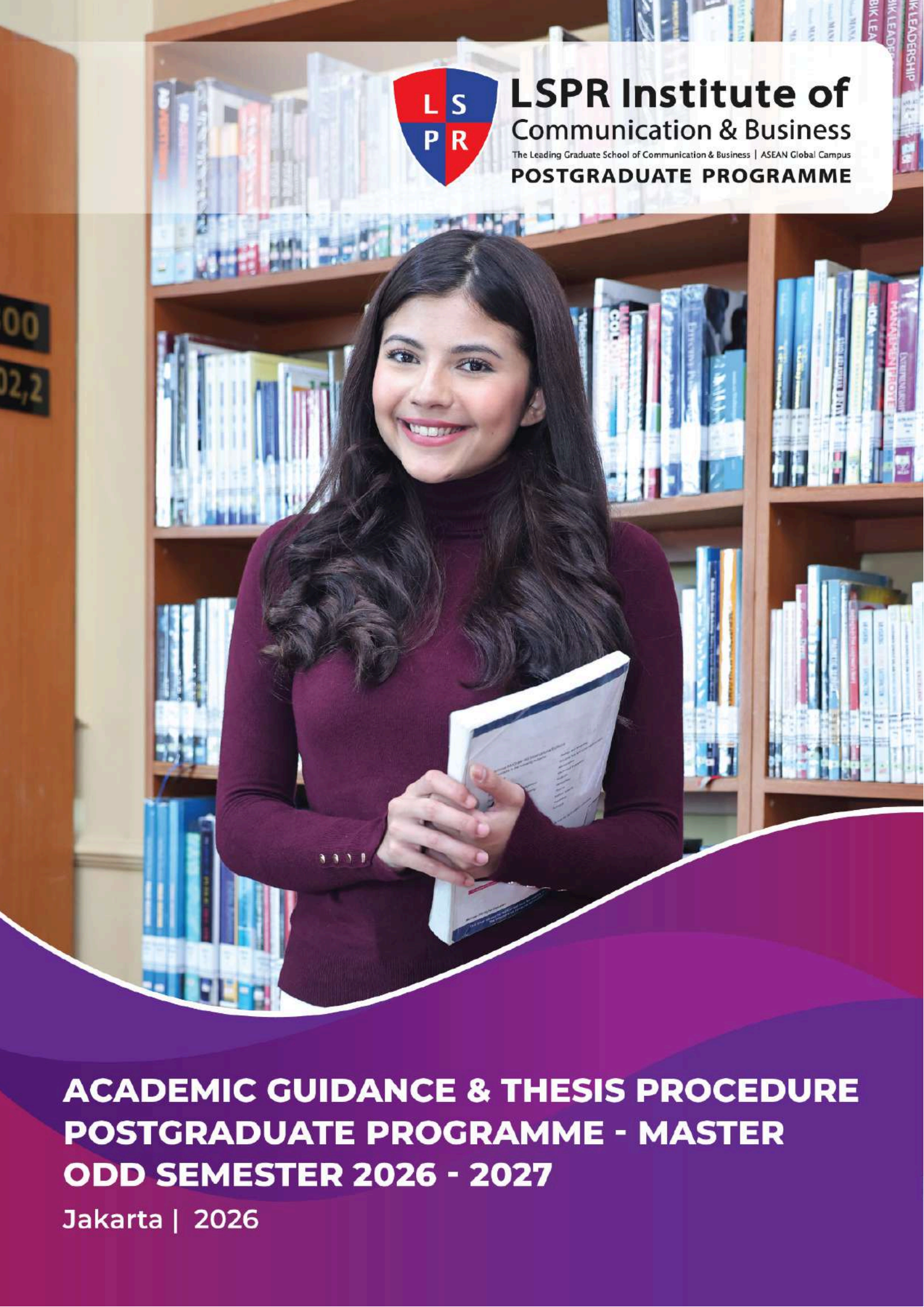


LSPR Institute of Communication & Business

The Leading Graduate School of Communication & Business | ASEAN Global Campus

POSTGRADUATE PROGRAMME

ACADEMIC GUIDANCE & THESIS PROCEDURE POSTGRADUATE PROGRAMME - MASTER ODD SEMESTER 2026 - 2027

Jakarta | 2026

KEPUTUSAN
REKTOR INSTITUT KOMUNIKASI DAN BISNIS LSPR
NOMOR: 169-26/SK-BPAS2/LSPR/AI/AY

TENTANG
BUKU PANDUAN AKADEMIK PROGRAM PASCASARJANA (S2)
SEMESTER GANJIL TAHUN AKADEMIK 2026/2027
INSTITUT KOMUNIKASI DAN BISNIS LSPR

Rektor Institut Komunikasi dan Bisnis LSPR:

Menimbang :

a. bahwa bahwa dalam rangka menjamin terselenggaranya proses pendidikan dan pembelajaran pada Program Pascasarjana (S2) Institut Komunikasi dan Bisnis LSPR secara terarah, efektif, transparan, dan sesuai dengan standar mutu pendidikan tinggi, diperlukan pedoman akademik yang menjadi acuan bagi seluruh pihak yang terlibat dalam penyelenggaraan pendidikan;

b. bahwa perkembangan kebijakan pendidikan tinggi, sistem penyelenggaraan akademik, kurikulum, proses pembelajaran, layanan mahasiswa, serta ketentuan akademik di Institut Komunikasi dan Bisnis LSPR memerlukan adanya Buku Panduan Akademik Program Pascasarjana (S2) yang dapat menjadi rujukan dalam pelaksanaan kegiatan akademik pada Semester Ganjil Tahun Akademik 2026/2027;

c. bahwa berdasarkan pertimbangan sebagaimana dimaksud pada huruf a dan huruf b, perlu menetapkan Buku Panduan Akademik Program Pascasarjana (S2) Semester Ganjil Tahun Akademik 2026/2027 Institut Komunikasi dan Bisnis LSPR dengan Keputusan Rektor.

Mengingat :

a. Undang-Undang Nomor 20 Tahun 2003 Tentang Sistem Pendidikan Nasional;

b. Undang-Undang Republik Indonesia Nomor 12 Tahun 2012 tentang Pendidikan Tinggi;
c. Undang-Undang RI No. 14 tahun 2005 tentang Guru dan Dosen;
d. Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi.
e. Rencana Strategis Institut Komunikasi dan Bisnis LSPR.

MEMUTUSKAN

MENETAPKAN :

PERTAMA : Menetapkan Buku Panduan Akademik Program Pascasarjana (S2) Semester Ganjil Tahun Akademik 2026/2027 Institut Komunikasi dan Bisnis LSPR.

KEDUA : Buku Panduan Akademik sebagaimana dimaksud dalam Diktum KESATU menjadi pedoman bagi penyelenggara pendidikan, dosen, tenaga kependidikan, dan mahasiswa Program Pascasarjana (S2) dalam melaksanakan dan mengikuti seluruh kegiatan akademik selama Semester Ganjil Tahun Akademik 2026/2027.

KETIGA : Keputusan ini mulai berlaku sejak tanggal ditetapkan. Apabila di kemudian hari terdapat kekeliruan dalam keputusan ini, akan dilakukan perbaikan sebagaimana mestinya.

Ditetapkan di Jakarta
Pada tanggal 24 Agustus
Rektor

LSPR Institute of Communication & Business

Dr. Andre Ikhsano, M.Si

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LSPR Institute of Communication & Business
The Leading Graduate School of Communication & Business | ASEAN Global Campus
POSTGRADUATE PROGRAMME

Academic Guidance 2026-1 (Odd Semester 2026-2027)
Postgraduate Programme – Master Degree
LSPR Institute of Communication and Business

I. Visi, dan Misi Program Studi Magister Ilmu Komunikasi

Visi:
Menghasilkan lulusan Magister Ilmu Komunikasi yang mandiri, unggul, berintegritas dan menjadi profesional bagi masyarakat dan industri secara global.

Vision:

To produce graduates of the Master of Communication Studies programme who are independent, excellent, and possess integrity, while becoming professionals who contribute to society and industry at the global level.

Misi:

1. Mengembangkan kompetensi mahasiswa secara maksimal untuk menjadi manusia pembelajar, serta menjadi lulusan yang dapat menjadi teladan dalam penguasaan kompetensi keilmuan, adaptif terhadap perubahan, serta memiliki integritas moral yang tinggi.
2. Melaksanakan kegiatan akademik yang efektif melalui pengembangan riset dan publikasi yang sesuai dengan standar riset dunia, dan berbasis pada ilmu komunikasi, sehingga menghasilkan karya ilmiah yang teruji dan diakui secara nasional dan internasional.
3. Melaksanakan kegiatan pengabdian masyarakat yang mampu berkontribusi nyata kepada dunia usaha dan masyarakat luas, yang didasarkan pada nilai profesionalitas kerja dan karya.
4. Mewujudkan institusi pendidikan yang mencerminkan organisasi modern dengan pengelolaan sumber daya yang transparan, efisien dan berkeadilan.
5. Menciptakan iklim budaya akademik bagi dosen, mahasiswa, tenaga kependidikan, serta stakeholders lainnya untuk menumbuhkan inovasi dan kreativitas yang bermanfaat.
6. Menjalin dan meningkatkan kerjasama dengan perguruan tinggi nasional maupun internasional, lembaga pemerintahan, sektor usaha dan dunia industri dalam berbagai bentuk kolaborasi yang membangun sinergi antara kebutuhan akademis dan praktis.

Mission:

1. *To develop the maximum competence of students to become life-long learners and graduates who are role models due to their mastery of scientific competence, adaptive to change, and high moral integrity.*
2. *Carrying out effective academic activities through the development of research and publications in accordance with world research standards and based on communication science so as to produce academic works that are reliable and recognized nationally and internationally.*
3. *Carrying out community service activities that are able to contribute significantly to the business world and the wider community based on the professional values of work and creativity.*
4. *To create an educational institution that reflects a modern organization with transparent, efficient and fair human and non-human resource management.*
5. *Creating a climate and academic culture for lecturers, students, educational staff, and other*

stakeholders to foster useful innovation and creativity.

6. *Establishing and enhancing cooperation with national and international universities, government agencies, the business sector and industry in various forms of collaboration that build synergies between the needs of academia and practitioners.*

Konsentrasi yang ditawarkan di Program Studi Ilmu Komunikasi pada Jenjang Magister adalah:

- *Strategic Global Public Relations Management (SGPRM)*
- *Global Marketing Communication Management (GMCM)*
- *Global Business Communication Management (GBCM)*
- *Global Digital Media Management (GDMM)*
- *Healthcare Communication Management (HCM)*
- *Resilient Disaster Communication Management (RDCM)*
- *Political Communication Management (PCM)*
- *AI for Sustainability Communication (ASC)*

Concentrations offered in the Communication Science Master Degree Postgraduate Programme are:

- *Strategic Global Public Relations Management (SGPRM)*
- *Global Marketing Communication Management (GMCM)*
- *Global Business Communication Management (GBCM)*
- *Global Digital Media Management (GDMM)*
- *Healthcare Communication Management (HCM)*
- *Resilient Disaster Communication Management (RDCM)*
- *Political Communication Management (PCM)*
- *AI for Sustainability Communication (ASC)*

International Certification:

No	*Name*	*Country*
1.	Edith Cowan University	Australia

International Collaboration

1. ECU Visiting and Awarding

- *This exam is held by LSPR in collaboration with Edith Cowan University (ECU)*
- *This international exam is applicable to all concentrations and fully evaluated by our university partner.*

2. COIL - Collaboration Online International Learning

- *A collaboration with The Hague University of Applied Sciences, The Netherlands, at Faculty of Management and Organization.*
- *Our students collaborate with their counterparts on a project, such as creating a short video showcasing how elderly people live in each respective country*

3. OMNI LECTURER

This event features 5–6 selected subjects across classes, offering a session with our university partners, such as : National University of Singapore, University of Huddersfield, UK, University of Melbourne, Australia, and many more.

4. International Short Mobility Programme

- *This programme aims to expose participants to different cultures and broaden their global perspective,*
- *The Short Mobility Programme is a short-term student exchange initiative lasting 7 to 14 days, designed to provide students with international exposure through academic and cultural activities.*

Capaian Pembelajaran

Matriks PL dan CPL S2 Ilmu Komunikasi Konsentrasi Corporate Communication

NO	CPL									
	SIKAP	**Fundamental of Communication management**	**Strategic Planning & DPR**	**Strategic Issues & Management**	**Investor Relations**	**Social Media and Crisis Communication**	**Sustainability of CorCom**	**CR**	**CS**	**SAP**
S2	Menjunjung tinggi nilai kemanusiaan dalam menjalankan tugas berdasarkan agama, moral, dan etika ;		v			v			v	
S3	Berkontribusi dalam peningkatan mutu kehidupan bermasyarakat, berbangsa, bernegara, dan kemajuan peradaban berdasarkan Pancasila;	v		v			v	v		v
S5	Menghargai keanekaragaman budaya, pandangan, agama, dan kepercayaan, serta pendapat, atau temuan orisinal orang lain									
S10	Menginternalisasi semangat kemandirian, kejuangan, dan kewirausahaan dalam kajian Ilmu Komunikasi				v					
	PENGETAHUAN	**Fundamental of Communication management**	**Strategic Planning & DPR**	**Strategic Issues & Management**	**Investor Relations**	**Social Media and Crisis Communication**	**Sustainability of CorCom**	**CR**	**CS**	**SAP**
P1	Filsafat Ilmu Komunikasi dan paradigma penelitian komunikasi yang mencakup ontologi, epistemologi, aksiologi, dan metodologi;							v		

P2	Teori komunikasi dengan berbagai konteks Ilmu Komunikasi untuk menghasilkan karya inovatif dan memecahkan masalah di masyarakat di bidang Ilmu Komunikasi atau industri komunikasi;	v	v	v	v	v	v		v	
P3	Metode riset di bidang Ilmu Komunikasi baik kuantitatif maupun kualitatif dengan pendekatan monodisiplin atau multidisiplin untuk menyusun riset tepat guna serta pengembangan keilmuan di bidang Ilmu Komunikasi atau industri komunikasi; dan							v		v
	KETERAMPILAN UMUM	**Fundamental of Communication Management**	**Strategic Planning & DPR**	**Strategic Issues & Management**	**Investor Relations**	**Social Media and Crisis Communication**	**Sustainability of CorCom**	**CR**	**CS**	**SAP**
KU1	Mampumerancang,mengembangkandan mengevaluasi pemikiran logis,kritis,sistematis, dankreatifmelalui penelitian ilmiah atau menciptakan karya rancangan,karya seni,dan produk lain dalam bidang ilmu pengetahuan dan teknologi berdasarkan kaidah,tata cara,dan etika ilmiah dalam bentuk tesis atau bentuk lain yang setara di bidang Ilmu Komunikasi atau industri komunikasi melalui pendekatan monodisiplin dan multidisiplin;	v	v		v			v	v	

KU3	Mampu Merancang ide,hasil pemikiran,dan argumen saintifik dalam bidang Ilmu Komunikasi secara bertanggung jawab dan berdasarkan etika akademik, serta mengkomunikasikannya melalui media kepada masyarakat akademik dalam bentuk karya ilmiah di jurnal dan kepada masyarakat luas dalam bentuk artikel popular di berbagai platform media;									v
KU5	Mampumengambil keputusandalamkonteks menyelesaikanmasalahpengembangan ilmu pengetahuandanteknologi di bidang Ilmu Komunikasi atau industri komunikasi yang memperhatikan dan menerapkan nilai humaniora berdasarkan kajian analisis atau eksperimental terhadap informasi dan data;	v		v	v	v	v		v	
	KETERAMPILAN KHUSUS	**Fundamental of Communication Management**	**Strategic Planning & DPR**	**Strategic Issues & Management**	**Investor Relations**	**Social Media and Crisis Communication**	**Sustainability Officer Com**	**CR**	**CS**	**SAP**
KK1	Mampu Merancang,melaksanakan dan menghasilkan tersisa tau bentuk tugas akhir lain yang setara dan mencerminkan perspektif komunikasi serta mengandung manfaat bagi masyarakat, industri dan bagi pengembangan Ilmu Komunikasi yang bersifat monodisiplin multidisiplin;dan	v		v	v			v		

KK2	Mampu Menghasilkan Karya ilmiah tesis atau bentuk tugas akhir lain yang setara,dan karya publikasi dalam jurnal terakreditasi nasional atau internasional, dan atau prosiding seminar nasional atau internasional.		v			v	v			v
KK3	Mampu Memberikan Kontribusi di dalam penyusunan peta jalan (roadmap)riset di bidang komunikasi.								v	

Matriks PL dan CPL S2 Ilmu Komunikasi Konsentrasi Marketing Communication

No	CPL									
	SIKAP	**Strategic Marketing Communication Management**	**Social & Online Media Strategies**	**Digital Consumer Behaviour**	**Strategic Customer Management**	**Technology & Business Sustainability**	**Strategic Branding & Digital Communication**	**CR**	**CS**	**SAP**
S2	Menjunjung tinggi nilai kemanusiaan dalam menjalankan tugas berdasarkan agama, moral, dan etika ;						v			
S3	Berkontribusi dalam peningkatan mutu kehidupan bermasyarakat, berbangsa, bernegara, dan kemajuan peradaban berdasarkan Pancasila;				v			v		v
S5	Menghargai keanekaragaman budaya, pandangan, agama, dan kepercayaan, serta pendapat, atau temuan orisinal orang lain								v	

S10	Menginternalisasi semangat kemandirian, kejuangan, dan kewirausahaan dalam kajian Ilmu Komunikasi	v								
	PENGETAHUAN	**Strategic Marketing Communication Management**	**Social & Online Media Strategies**	**Digital Consumer Behaviour**	**Strategic Customer Management**	**Technology & Business Sustainability**	**Strategic Branding & Digital Communication**	**CR**	**CS**	**SAP**
P1	Filsafat Ilmu Komunikasi dan paradigma penelitian komunikasi yang mencakup ontologi, epistomologi, aksiologi, dan methodologi;	v		v	v		v			
P2	Teori komunikasi dengan berbagai konteks Ilmu Komunikasi untuk menghasilkan karya inovatif dan memecahkan masalah di masyarakat di bidang Ilmu Komunikasi atau industri komunikasi;	v		v	v		v		v	
P3	Metode riset di bidang Ilmu Komunikasi baik kuantitatif maupun kualitatif dengan pendekatan monodisiplin atau multidisiplin untuk menyusun riset tepat guna serta							v		v
	KETERAMPILAN UMUM	**Strategic Marketing Communication Management**	**Social & Online Media Strategies**	**Digital Consumer Behaviour**	**Strategic Customer Management**	**Technology & Business Sustainability**	**Strategic Branding & Digital Communication**	**CR**	**CS**	**SAP**
KU1	Mampumerancang,mengembangkandan mengevaluasi pemikiran logis,kritis, sistematis,dan kreatif melalui penelitian ilmiah atau			v			v	v	v	

	menciptakan karya rancangan, karya seni,dan produk lain dalam bidang ilmu pengetahuan dan teknologi berdasarkan kaidah,tatacara,dan etika ilmiah dalam bentuk tesis atau bentuk lain yang setara di bidang Ilmu Komunikasi atau industri komunikasi melalui pendekatan monodisiplin dan multidisiplin;									
KU3	Mampu Merancang ide,hasil pemikiran,dan argumen saintifik dalam bidang Ilmu Komunikasi secara bertanggung jawab dan berdasarkan etika akademik,serta mengkomunikasikannya melalui media kepada masyarakat akademik dalam bentuk karya ilmiah di jurnal dan pada masyarakat luas dalam bentuk artikel popular di berbagai platform media;									v
KU5	Mampu mengambil keputusan dalam konteks menyelesaikan masalah pengembangan ilmu pengetahuan dan teknologi di bidang Ilmu Komunikasi atau industri komunikasi yang memperhatikan dan menerapkan nilai humaniora berdasarkan kajian analisis atau eksperimental terhadap informasi dan data;	v			v				v	

	KETERAMPILAN KHUSUS	Strategic Marketing Communication Management	Social & Online Media Strategies	Digital Consumer Behaviour	Strategic Customer Management	Technology & Business Sustainability	Strategic Branding & Digital Communication	CR	CS	SAP
KK1	Mampu Merancang,melaksanakan dan menghasilkan tesis atau bentuk tugas akhir Lain Yang Setara Dan Mencerminkan perspektif komunikasi serta mengandung manfaat bagi masyarakat, industri dan bagi pengembangan Ilmu Komunikasi yang bersifat monodisiplin multidisiplin;dan						V	V		
KK2	Mampu Menghasilkan Karya ilmiah tesis atau bentuk tugas akhir lain yang setara,dan karya publikasi dalam jurnal terakreditasi nasional atau internasional, dan atau prosiding seminar nasional atau internasional									V
KK3	Mampu Memberikan Kontribusi di dalam penyusunan peta jalan(roadmap)riset di bidang komunikasi.								V	

Matriks PL dan CPL S2 Ilmu Komunikasi Konsentrasi Business and Communication Management

No	CPL									
	SIKAP	Fundamentals of Communication Management	Strategic Issues & Management	Financial Communication in Business	Strategic Customer Management	Technology & Business Sustainability	Leadership & Innovation Management	CR	CS	SAP
S2	Menjunjung tinggi nilai kemanusiaan dalam menjalankan tugas berdasarkan									

	agama, moral, dan etika ;									
S3	Berkontribusi dalam peningkatan mutu kehidupan bermasyarakat, berbangsa, bernegara, dan kemajuan peradaban berdasarkan Pancasila;					v	v	v		v
S5	Menghargai keanekaragaman budaya, pandangan, agama, dan kepercayaan, serta pendapat, atau temuan orisinal orang lain								v	
S10	Menginternalisasi semangat kemandirian, kejuangan, dan kewirausahaan dalam kajian Ilmu Komunikasi			v			v			
	PENGETAHUAN	**Fundamentals of Communication Management**	**Strategic Issues & Management**	**Financial Communication in Business**	**Strategic Customer Management**	**Technology & Business Sustainability**	**Leadership & Innovation Management**	**CR**	**CS**	**SAP**
P1	Filsafat Ilmu Komunikasi dan paradigma penelitian komunikasi yang mencakup ontologi, epistomologi, aksiologi, dan methodologi;					v	v	v		
P2	Teori komunikasi dengan berbagai konteks Ilmu Komunikasi untuk menghasilkan karya inovatif dan memecahkan masalah di masyarakat di bidang Ilmu Komunikasi atau industri komunikasi;			v		v	v		v	

P3	Metode riset di bidang Ilmu Komunikasi baik kuantitatif maupun kualitatif dengan pendekatan monodisiplin atau multidisiplin untuk menyusun riset tepat guna serta pengembangan keilmuan di bidang Ilmu Komunikasi atau industri komunikasi; dan							V		V
	KETERAMPILAN UMUM	**Fundamentals of Communication Management**	**Strategic Issues & Management**	**Financial Communication in Business**	**Strategic Customer Management**	**Technology & Business Sustainability**	**Leadership & Innovation Management**	**CR**	**CS**	**SAP**
KU1	Mampumerancang,mengembangkandan mengevaluasi pemikiran logis,kritis,sistematis, dankreatifmelalui penelitian ilmiah atau menciptakan karya rancangan,karya seni,dan produk lain dalam bidang ilmu pengetahuan dan teknologi berdasarkan kaidah,tata cara,dan etika ilmiah dalam bentuk tesis atau bentuk lain yang setara di bidang Ilmu Komunikasi atau industri komunikasi melalui pendekatan monodisiplin dan multidisiplin;							V	V	
KU3	Mampu Merancang ide,hasil pemikiran,dan argumen saintifik dalam bidang Ilmu Komunikasi secara bertanggung jawab dan berdasarkan etika akademik, serta mengkomunikasikannya melalui media kepada masyarakat akademik dalam bentuk karya ilmiah di									V

	jurnal dan kepada masyarakat luas dalam bentuk artikel popular di berbagai platform media;									
KU5	Mampumengambil keputusandalamkonteks menyelesaikanmasalahpengembangan ilmu pengetahuandanteknologi di bidang Ilmu Komunikasi atau industri komunikasi yang memperhatikan dan menerapkan nilai humaniora berdasarkan kajian analisis atau eksperimental terhadap informasi dan data;			v		v	v		v	
	KETERAMPILAN KHUSUS	**Fundamentals of Communication Management**	**Strategic Issues & Management**	**Financial Communication in Business**	**Strategic Customer Management**	**Technology & Business Sustainability**	**Leadership & Innovation Management**	**CR**	**CS**	**SAP**
KK1	Mampu Merancang,melaksanakan dan menghasilkan tesis atau bentuk tugas akhir lain yang setara dan mencerminkan perspektif komunikasi serta mengandung manfaat bagi masyarakat, industri dan bagi pengembangan Ilmu Komunikasi yang bersifat monodisplin atau multidisiplin;dan							v		
KK2	Mampu Menghasilkan Karya ilmiah tesis atau bentuk tugas akhir lain yang setara,dan karya publikasi dalam jurnal terakreditasi nasional atau internasional, dan atau prosiding seminar nasional atau internasional			v		v	v			v

KK3	Mampu Memberikan Kontribusi di dalam penyusunan peta jalan(roadmap)riset di bidang komunikasi.								v	

Matriks PL dan CPL S2 Ilmu Komunikasi Konsentrasi Digital Communication and Media Management

No	CPL									
	SIKAP	**Business of Media in the Digital Era**	**International Business Communication in The Digital Age**	**Social & Online Media Strategies**	**Digital & Media Management**	**Political Economy of Mass Media**	**Understanding Media Audience**	**CR**	**CS**	**SAP**
S2	Menjunjung tinggi nilai kemanusiaan dalam menjalankan tugas berdasarkan agama, moral, dan etika ;					v				
S3	Berkontribusi dalam peningkatan mutu kehidupan bermasyarakat, berbangsa, bernegara, dan kemajuan peradaban berdasarkan Pancasila;				v		v	v		v
S5	Menghargai keanekaragaman budaya, pandangan, agama, dan kepercayaan, serta pendapat, atau temuan orisinal orang lain								v	
S10	Menginternalisasi semangat kemandirian, kejuangan, dan kewirausahaan dalam kajian Ilmu Komunikasi	v	v	v						

	PENGETAHUAN	Business of Media in the Digital Era	International Business Communication in The Digital Age	Social & Online Media Strategies	Digital & Media Management	Political Economy of Mass Media	Understanding Media Audience	CR	CS	SAP
P1	Filsafat Ilmu Komunikasi dan paradigma penelitian komunikasi yang mencakup ontologi, epistemologi, aksiologi, dan metodologi;	v	v		v	v	v	v		
P2	Teori komunikasi dengan berbagai konteks Ilmu Komunikasi untuk menghasilkan karya inovatif dan memecahkan masalah di masyarakat di bidang Ilmu Komunikasi atau industri komunikasi;	v	v	v			v		v	
P3	Metode riset di bidang Ilmu Komunikasi baik kuantitatif maupun kualitatif dengan pendekatan monodisiplin atau multidisiplin untuk menyusun riset tepat guna serta pengembangan keilmuan di bidang Ilmu Komunikasi atau industri komunikasi; dan							v		v
	KETERAMPILAN UMUM	**Business of Media in the Digital Era**	**International Business Communication in The Digital Age**	**Social & Online Media Strategies**	**Digital & Media Management**	**Political Economy of Mass Media**	**Understanding Media Audience**	**CR**	**CS**	**SAP**
KU1	Mampumerancang,mengembangkandan mengevaluasi pemikiran logis,kritis,sistematis, dankreatifmelalui penelitian ilmiah atau menciptakan karya rancangan,karya seni,dan produk lain dalam bidang ilmu	v				v		v	v	

	pengetahuan dan teknologi berdasarkan kaidah,tata cara,dan etika ilmiah dalam bentuk tesis atau bentuk lain yang setara di bidang Ilmu Komunikasi atau industri komunikasi melalui pendekatan monodisiplin dan multidisiplin;									
KU3	Mampu Merancang ide,hasil pemikiran,dan argumen saintifik dalam bidang Ilmu Komunikasi secara bertanggung jawab dan berdasarkan etika akademik, serta mengkomunikasikannya melalui media kepada masyarakat akademik dalam bentuk karya ilmiah di jurnal dan kepada masyarakat luas dalam bentuk artikel popular di berbagai platform media;									v
KU5	Mampu mengambil keputusan dalam konteks menyelesaikan masalah pengembangan ilmu pengetahuan dan teknologi di bidang Ilmu Komunikasi atau industri komunikasi yang memperhatikan dan menerapkan nilai humaniora berdasarkan kajian analisis atau eksperimental terhadap informasi dan data;		v	v	v		v		v	

	KETERAMPILAN KHUSUS	Business of Media in the Digital Era	International Business Communication in The Digital Age	Social & Online Media Strategies	Digital & Media Management	Political Economy of Mass Media	Understanding Media Audience	CR	CS	SAP
KK1	Mampu Merancang,melaksanakan dan menghasilkan tesis atau bentuk tugas akhir lain yang setara dan mencerminkan perspektif komunikasi serta mengandung manfaat bagi masyarakat, industri dan bagi pengembangan Ilmu Komunikasi yang bersifat monodisplin atau multidisiplin;dan	v		v	v		v	v		
KK2	Mampu Menghasilkan karya ilmiah tesis atau bentuk tugas akhir lain yang setara,dan karya publikasi dalam jurnal terakreditasi nasional atau internasional, dan atau prosiding seminar nasional atau internasional		v		v	v				v
KK3	Mampu Memberikan Kontribusi di dalam penyusunan peta jalan(roadmap)riset di bidang komunikasi.								v	

II. Regulasi dan Pedoman Akademik / *Academic Regulations and Guidance*

A. Prinsip dan Sumber

Peraturan Akademik yang digunakan oleh Institut Komunikasi dan Bisnis LSPR berdasarkan pada:

- Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi.
- Peraturan Menteri Pendidikan Tinggi, Sains, dan Teknologi Nomor 39 Tahun 2025 tentang Penjaminan Mutu Pendidikan Tinggi.
- Peraturan Menteri Pendidikan, Kebudayaan, Riset dan Teknologi Nomor 53 Tahun 2023 tentang Penjaminan Mutu Pendidikan Tinggi.
- Peraturan Menteri Pendidikan Dan Kebudayaan Republik Indonesia Nomor 3 Tahun 2020 Tentang Standar Nasional Pendidikan Tinggi
- Peraturan Menteri Pendidikan Dan Kebudayaan Republik Indonesia Nomor 5 Tahun 2020 Tentang Akreditasi Program Studi Dan Perguruan Tinggi
- Peraturan Menteri Pendidikan Dan Kebudayaan Republik Indonesia Nomor 7 Tahun 2020 Tentang Pendirian, Perubahan, Pembubaran Perguruan Tinggi Negeri, Dan Pendirian, Perubahan, Pencabutan Izin Perguruan Tinggi Swasta
- Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi.
- Peraturan Menteri Pendidikan dan Kebudayaan Nomor 11 Tahun 2014 tentang Pengesahan Fotokopi Ijazah, Fotokopi Sertifikat Profesi, Fotokopi Surat Keterangan Pengganti Ijazah/Sertifikat Profesi, dan Penerbitan Surat Keterangan Pengganti Ijazah/Sertifikat Profesi Lulusan Perguruan Tinggi.
- Keputusan Menteri Pendidikan Nasional Nomor 232/U/2000 tentang Pedoman Penyusunan Kurikulum Pendidikan TInggi dan Penilaian Hasil Belajar Mahasiswa.
- Keputusan Menteri Pendidikan Nasional Nomor 045/U/2002 tentang Kurikulum Inti Pendidikan Tinggi.
- Surat Edaran Direktorat Jenderal Kelembagaan Ilmu Pengetahuan, Teknologi, dan Pendidikan Tinggi No.444/B/SE/2016 tentang Implementasi SN DIKTI pada Programme Magister, Doktor dan Doktor Terapan.
- Surat Edaran Kementerian Riset, Teknologi dan Pendidikan Tinggi No. B/323/B.B1/SE/2019 tertanggal 31 Mei 2019 tentang Publikasi Karya Ilmiah Program Sarjana, Program Magister dan Program Doktor.

Principles and Sources

The regulations used by LSPR Institute of Communication and Business (LSPR Institute) are based on:

- *Law of The Republic Indonesia No. 12 of2012 on the National Education System*
- *Regulation of The Minister of Higher Education, Science, and Technology Number 39 of 2025 regarding The Quality Assurance Systems in Higher Education.*
- *Regulation of the Minister of Education and Culture Republic of Indonesia No. 3 of 2020 regarding Higher Education Standards*
- *Regulation of the Minister of Education and Culture Republic of Indonesia No. 5 of 2020 regarding Accreditation of Study Programs and Higher Education Institutions*
- *Regulation of the Minister of Education and Culture Republic Indonesia Number 7 of 2020 regarding Establishment, Change, and Dissolution of National Higher Education Institution, and the Establishment, Change, and Revocation of License of Private Higher Education Institutions*
- *Law of The Republic of Indonesia No. 4/PP/2014 regarding Higher Education Management*
- *Regulation of Ministry of Research, Technology and Higher Education No.44 of2015 on National Standards of Higher Education.*
- *Regulation of Ministry of Education and Culture No. 11/PM/2014 on legalization of copies of*

diplomas, copies of professional certificates, copies of diploma certificates substitution and publishing certification of replacement of diploma/professional certificates in higher education.

- *Decision of the Education and Culture Minister of The Republic of Indonesia No. 232/U/2000.*
- *Decision of the Education and Culture Minister of The Republic of Indonesia No. 184/U/2001.*
- *Decision of the Education and Culture Minister of The Republic of Indonesia No. 045/U/2002.*
- *Directive No.444/B/SE/2016 from the Directorate General for Science, Technology and Higher Education on the Implementation of SN DIKTI in Master's, Doctoral and Applied Doctoral Programmes.*
- *Directive B/323/B.B1/SE/2019 dated 31 May 2019 from the Directorate General for Science, Technology and Higher Education on Publication of Scientific Articles for Undergraduate Programmes, Masters Programmes and Doctoral Programmes.*

B. Status Mahasiswa/i (selanjutnya akan disebut Mahasiswa)

Mahasiswa diklasifikasikan sebagai:

- Mahasiswa AKTIF: Mahasiswa yang telah memenuhi semua persyaratan administrasi dan berhak mengikuti kegiatan akademik.
- Mahasiswa TIDAK AKTIF: Mahasiswa yang dengan alasan-alasan tertentu tidak berhak mengikuti kegiatan akademik. Termasuk didalamnya adalah:
  a. Mahasiswa Cuti: Mahasiswa yang sedang mengambil cuti akademik dan secara resmi dibebaskan dari kewajiban untuk mengikuti kegiatan akademik selama waktu cuti yang diberikan. Selama masa cuti, mahasiswa berhak mendapatkan pelayanan akademik dan pelayanan bimbingan tesis. Masa cuti akademik akan tetap terhitung sebagai masa studi.
  b. Mahasiswa yang sedang mendapat sanksi akademik: Mahasiswa yang sedang dikenakan sanksi akibat melanggar peraturan.
  c. Mahasiswa yang tidak melakukan proses registrasi secara resmi dengan mengisi Kartu Rencana Studi (KRS) untuk dapat mengikuti semester berjalan. Semester dimana mahasiswa tidak melakukan proses registrasi akan tetap dihitung di dalam masa studi. Jika selama 2 semester baik berturut-turut maupun tidak berurutan mahasiswa tidak melakukan proses registrasi, secara otomatis dianggap mengundurkan diri dan dikenakan status pemutusan studi.
- Mahasiswa yang AKTIF KEMBALI: Pengaktifan/*reinstatement* adalah pendaftaran kembali mahasiswa yang telah mengambil cuti dan ingin kembali mengikuti perkuliahan. Proses pengaktifan kembali dapat mengajukan permohonan ke bagian Student Service melalui email. Alur pemrosesan mengacu pada poin F.

Student Status

Students are classified as:

- *ACTIVE Student: Student who has fulfilled all the mandatory requirements and is entitled to take part in academic activities.*
- *INACTIVE STUDENTS: Students who for certain reasons are not entitled to participate in academic activities. Included are:*
  a. Students on leave: Students who are taking academic leave and are officially exempt from the obligation to participate in academic activities during the allotted time off. During the leave period, students are entitled to receive academic services and thesis guidance services. Academic leave period will still be counted as study period.
  b. Students who receive academic sanctions: Students who are subject to sanctions due to violations of regulations.
  c. Students who do not carry out the registration process officially by filling out a Study Plan Card (KRS) to be able to take part in the current semester. Semesters where students who do not carry out the registration process will still be counted in the study period. If for 2

semesters, either consecutively or not consecutively, students do not carry out the registration process, they are automatically considered as self-completion and will be automatically considered to have withdrawn and will be assigned a termination of studies status.

- *Students who are RETURNING: Activation/reinstatement is the re-enrollment of students who have taken leave and wish to return to lectures. The reactivation process can submit a request to the Student Service section via email. The processing flow refers to point F.*

C. Masa Studi

- Mahasiswa diwajibkan untuk mengisi KRS di setiap semester sesuai dengan waktu pengisian KRS yang sudah ditentukan.
- Masa Studi Maksimal adalah 6 semester untuk mahasiswa Programme Profesional dan Pre Master Programme.
- Mahasiswa yang melewati Masa Studi Maksimal secara otomatis dianggap mengundurkan diri dan dikenakan sanksi pemutusan studi termasuk mahasiswa yang mengajukan cuti dan permohonan cutinya diterima.
- Masa Studi Standar untuk mahasiswa Pre-Master Programme adalah 4 semester, sedangkan mahasiswa Professional Programme adalah 3 semester. Lewat dari Masa Studi Standar dikenakan Extend fee (sebesar Rp.5.000.000 *(lima juta rupiah)*/semester).
- Mahasiswa yang tidak mengisi KRS atau pengajuan cutinya melewati batas waktu yang telah ditentukan akan dinyatakan tidak aktif dan masa studinya akan melewati Masa Studi Standar.

Study Period

- *Students are required to complete the KRS in each semester according to the predetermined KRS filling time.*
- *Maximum Study Period is 6 semesters for Professional Program and Pre Master Program students.*
- *Students who pass the Maximum Study Period are automatically deemed to have resigned and are subject to a study termination sanction, including students who apply for leave and their leave application is accepted.*
- *Standard Study Period for Pre Master Program students is 4 semesters while Professional Program students are 3 semesters. After the Standard Study Period is subject to an Extend fee (in the amount of IDR 5,000,000 (five million rupiah)/semester).*
- *Students who do not fill in their KRS or apply for leave after the specified time limit will be declared inactive and their study period will exceed the Standard Study Period.*

D. Persyaratan Bahasa Inggris

- Setiap mahasiswa diwajibkan untuk menunjukkan tingkat kemampuan berbahasa Inggris yang sesuai dengan persyaratan yang ditentukan oleh Postgraduate Programme (PGP) ketika mendaftar dan saat lulus sebagai mahasiswa PGP Institut Komunikasi dan Bisnis LSPR.
- Mahasiswa yang sudah terdaftar harus memiliki nilai TOEFL minimal 500 (berbasis kertas tes - PBT) atau 5.5 (Test berbasis internet - iBT). Bagi mahasiswa yang memiliki skor TOEFL ≥ 425 di Kelas Reguler, diizinkan tetap mendaftar di Postgraduate Programme LSPR dengan pilihan sebagai berikut:
  1. Mahasiswa dapat mengikuti kursus bahasa Inggris perbaikan dan pengujian di institusi di luar LSPR. Ketika selesai mengikuti kursus, mahasiswa diwajibkan untuk memberikan bukti berupa sertifikat yang menyatakan bahwa mahasiswa telah mendapatkan skor minimal 500/5.5.

  2. Mahasiswa yang belum mencapai skor TOEFL 500/5.5 pada akhir semester pertama,

disarankan untuk mengikuti Remedial English lanjutan di lembaga lain pada semester kedua.

3. Mahasiswa yang belum menyerahkan sertifikat yang menyebutkan bahwa mahasiswa telah mendapatkan skor TOEFL minimal 500 pada akhir semester ketiga, dinyatakan belum memenuhi persyaratan mengikuti sidang tesis/non tesis. Jika demikian, mahasiswa diminta untuk mengambil cuti akademik terlebih dulu guna memenuhi persyaratan ini.

English Requirements

- *All students are required to demonstrate a minimum level of English proficiency in order to enroll and graduate as a student of LSPR Postgraduate Programme.*
- *Enrolling students must possess a TOEFL grade of at least 500 (Paper-based Test – PBT) or 5.5 (Internet-based Test – iBT). Students whose scores are less than the required TOEFL scores may be permitted to enroll in the Master's Programme (a minimum score of 425 for the Regular Programme). There are three options:*

    1. *A student may choose to attend a remedial English course and test at an institution outside LSPR. In this case they are required to provide the PGP Academic Department with proof of their test and score of 500 or more at the end of their first semester of study.*

    2. *Students who fail to attain a TOEFL score of 500 after completing the LSPR's TOPC and TPO, will be required to retake the TOPC, or attend a further Remedial English course at another institution.*
    3. *Students who have not achieved a TOEFL score of 500 by their third semester of study will not be eligible to proceed to their thesis defense. It is strongly suggested that students in this situation take academic leave in order to improve their English ability to the necessary standard.*

E. Dosen Pembimbing Akademik (PA)

Sehubungan dengan komitmen Program Pascasarjana (PGP) S2 dalam memastikan perkembangan akademik mahasiswa menuju kelulusan tepat waktu serta menjaga kualitas lulusan, mulai semester Even 2024/2025 diterapkan sistem **Dosen Pembimbing Akademik (PA)**.

Dosen Pembimbing Akademik berperan dalam memantau serta memberikan bimbingan terkait perkembangan akademik mahasiswa. Penerapan ini mengacu pada **LSPR Lecturer Handbook**, antara lain:

1. Dosen memiliki tugas untuk menyusun rencana pembelajaran, melaksanakan proses pembelajaran, melakukan evaluasi, serta membimbing mahasiswa.
2. Memberikan bimbingan kepada mahasiswa dalam mengembangkan dan mengamalkan ilmu pengetahuan, teknologi, dan seni, guna membentuk insan pelajar yang mandiri dan bertanggung jawab.
3. Mendorong pemikiran kreatif dan inovatif mahasiswa serta meningkatkan kualitas pengetahuan dan keterampilan mereka.
4. Memantau perkembangan akademik mahasiswa wali, termasuk dalam proses pengisian KRS.

Sebagai bagian dari upaya dalam memberikan bimbingan akademik yang lebih terarah, **Dosen Pembimbing Akademik (PA)** kini memiliki peran dalam memberikan konsultasi terkait berbagai aspek akademik, termasuk:

1. **Cuti Akademik** – Mahasiswa yang berencana mengambil cuti akademik dapat berkonsultasi dengan Dosen PA terlebih dahulu untuk mendapatkan arahan dan memahami prosedur yang berlaku sebelum mengurus administrasi dokumennya dengan Tim Academic Department.
2. **Pindah Program** – Jika mahasiswa ingin berpindah program studi, Dosen PA dapat memberikan

pertimbangan akademik serta menjelaskan konsekuensinya sebelum mengurus administrasi dokumennya dengan Tim Academic Department.

3. **Resign (Mengundurkan Diri)** – Mahasiswa yang ingin mengajukan pengunduran diri dari program studi dapat berdiskusi dengan Dosen PA untuk memahami konsekuensi akademik dan administratif yang menyertainya sebelum mengurus administrasi dokumennya dengan Tim Academic Department.

Mahasiswa dapat mengetahui nama Dosen Pembimbing Akademik masing-masing melalui **Sistem Informasi Akademik (SIAKAD) LSPR**. Dengan adanya Dosen Pembimbing Akademik ini, mahasiswa dapat lebih terarah dalam menyelesaikan studinya dengan baik serta memperoleh bimbingan yang sesuai untuk mencapai prestasi akademik yang optimal.

Academic Supervisor

In connection with the commitment of the Postgraduate Program (PGP) S2 in ensuring the academic development of students towards graduation on time and maintaining the quality of graduates, from now on the Academic Supervisor (PA) system is implemented.

Academic Supervisors have a role in monitoring and providing guidance related to student academic development. This application refers to the LSPR Lecturer Handbook, among others:

1. *Lecturers have the duty to prepare lesson plans, carry out the learning process, conduct evaluations, and guide students.*
2. *Provide guidance to students in developing and practicing science, technology, and art, in order to form independent and responsible students.*
3. *Encourage students' creative and innovative thinking and improve the quality of their knowledge and skills.*
4. *Monitoring the academic development of students' guardians, including in the KRS filling process.*

As part of the effort to provide more focused academic guidance, Academic Advisors (PA) now have a role in providing consultation related to various academic aspects, including:

1. ***Academic Leave** - Students who plan to take academic leave can consult with their PA Lecturer first to get direction and understand the applicable procedures before taking care of the administration of their documents with the Academic Department Team.*
2. ***Change Programme** - If students want to change study programme, PA Lecturers can provide academic considerations and explain the consequences before taking care of the administration of the documents with the Academic Department Team.*
3. ***Resign** - Students who wish to submit a resignation from the study program can discuss with the PA Lecturer to understand the academic and administrative consequences that accompany it before taking care of the administration of the documents with the Academic Department Team.*

Students can find out the name of their respective Academic Advisors through the Academic Information System (SIAKAD). With the presence of Academic Advisors, students can be more directed in completing their studies properly and obtain appropriate guidance to achieve optimal academic achievement.

F. Cuti Akademik

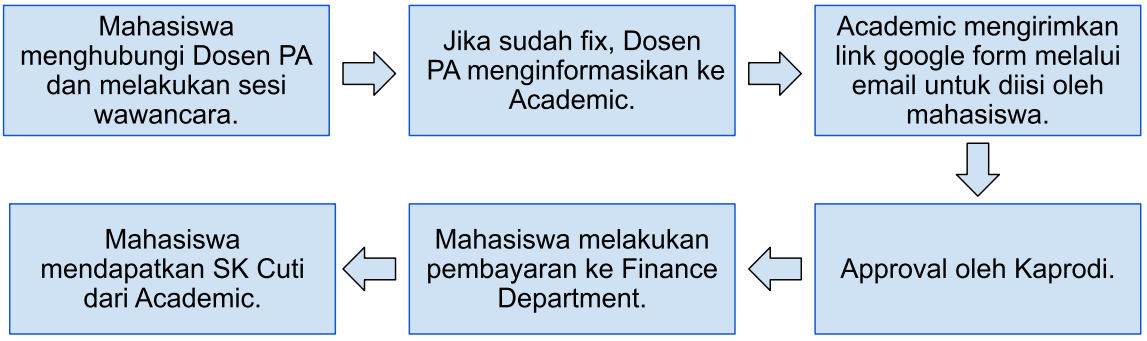
a. Maksimal diberikan sebanyak 2 kali selama masa studi. Cuti dapat diambil 2 semester berturut-turut. Cuti di semester kedua (jika berturut-turut) diberikan dengan syarat jika mahasiswa yang bersangkutan mengajukan permohonan cuti kembali untuk periode keduanya dan telah menyelesaikan kewajiban keuangan cutinya.
b. Cuti tidak dapat diajukan di semester pertama masa perkuliahan.
c. Cuti Akademik akan tetap terhitung sebagai masa studi.
d. Pengajuan cuti diajukan sebelum semester berjalan atau paling lama pada **4 (empat)** minggu

pertama perkuliahan dengan mengikuti proses pengajuan sebagai berikut:

- Student yang hendak mengambil cuti harus menjalani interview dengan Dosen Pembimbing Akademik (PA) terlebih dahulu dengan membawa surat keterangan yang berisi alasan pengajuan cuti.
- Mengisi formulir cuti yang dikirimkan oleh academic melalui email serta submit dokumen pendukung pengajuan cuti atau surat keterangan yang berisi alasan pengajuan cuti.
- Jika pengajuan cuti sudah di approve, maka mahasiswa dapat melakukan pembayaran ke Finance Department.
- Setelah melakukan konfirmasi pembayaran, mahasiswa mendapatkan SK Cuti dari academic.

e. Pembayaran biaya cuti ke Finance Department di Kampus C LSPR Sudirman Park Jakarta atau Transpark Bekasi. Pembayaran dapat dilakukan dengan 2 cara: menggunakan mesin EDC (BCA, BRI, CIMB Niaga, Mandiri) di kampus atau dengan virtual account.

- Biaya Cuti (*Postpone*) adalah biaya yang harus dibayar oleh mahasiswa apabila tidak aktif dalam proses kegiatan perkuliahan atau penulisan tesis termasuk proses bimbingan dengan Thesis Advisor.
- Berdasarkan Kalender Akademik, biaya Cuti dikelompokkan menjadi 2 bagian:
  - Permohonan cuti yang diajukan paling lambat pada minggu ke-4 di setiap awal semester dikenakan biaya sebesar Rp. 1.000.000 (*Satu Juta Rupiah*) per semester.
  - Permohonan cuti yang diajukan setelah minggu ke-4 perkuliahan dikenakan biaya sebesar Rp.5.000.000 (*Lima Juta Rupiah*) per semester jika alasan pengajuan cuti diterima.
  - Jika alasan pengajuan cuti tidak diterima, maka mahasiswa dianggap tidak melakukan proses registrasi secara resmi pada semester berjalan dan mendapat status sebagai MAHASISWA TIDAK AKTIF.
- Proses Pengajuan Cuti:



Academic Leave

a. *Students may take leave for a maximum of two semesters during their study. Students may take leave for two consecutive semesters. The leave in the second semester (if consecutive) will be allowed only* if the student completes the leave application form for the second period and has completed the financial obligations.

b. *Students may not apply for leave in their first semester of study.*

c. *Academic leave counts as a study period.*

d. *It is recommended that students apply for leave before the start of semester, or at the latest* ***4 (four)*** weeks after the first day of the study period. The procedure for applying for leave is as follows:

- *Students who want to take leave must have an interview with the Academic Advisor (PA) first by bringing a letter containing the reasons for applying for academic leave.*
- *Fill out the leave form sent by the academic via email and submit supporting documents for leave or a certificate containing the reasons for applying for academic leave.*
- *If the leave application has been approved, then students can pay to the Finance*

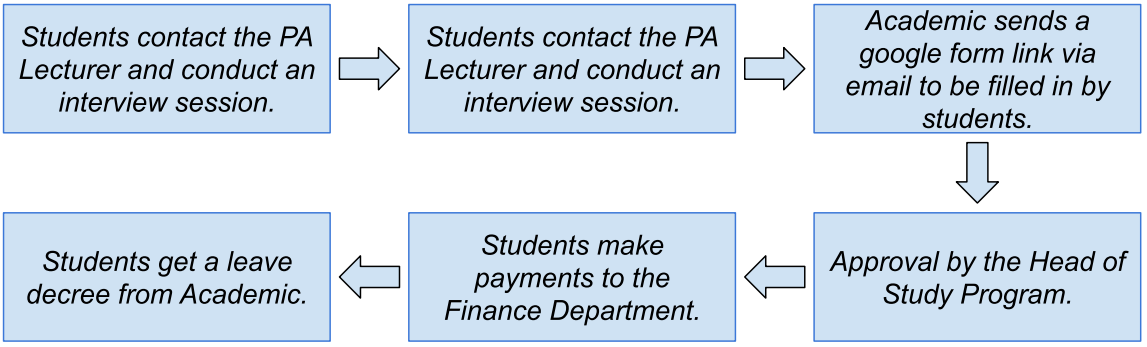
Department.

- *After confirming payment, students get a Leave Decree from the academic.*

e. *Payment of the leave application fee may be completed by using one of the following two methods: using EDC machine (BCA, Mandiri, BRI, CIMB Niaga) at the Finance Office, Campus C at Sudirman Park Jakarta or Transpark Bekasi by bank transfer to a specified account and virtual account system.*

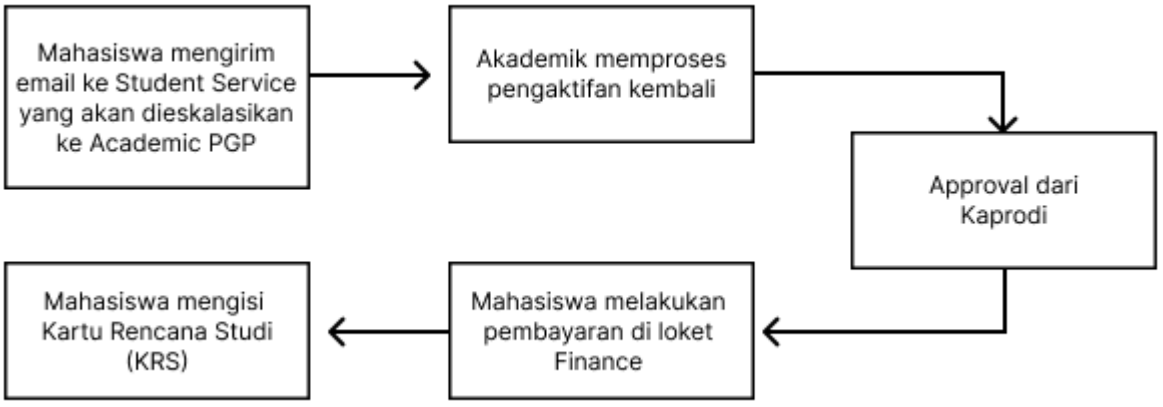
- *Leave pay (Postpone) is the payment which must be paid by students if they are not active in the study period process or thesis writing including thesis advising process with the thesis advisor.*
- *Submission for study leave must be done before the Mid Semester Exam period ends.*
- *According to the Academic calendar, the leave payment is divided into 2 parts:*
  - *Leave which is applied for before or on the 4th week of the semester will be charged Rp. 1.000.000 (one million Rupiah) per semester.*
  - *Leave which is applied for after the 4th week of the semester will be charged Rp. 5.000.000 (five million Rupiah) per semester if the application is accepted.*
  - If the reason for Academic Leave is not accepted, then the student is assumed to have not carried out the official registration process in the current semester and will receive status as an inactive STUDENT.

- *Leave application process:*



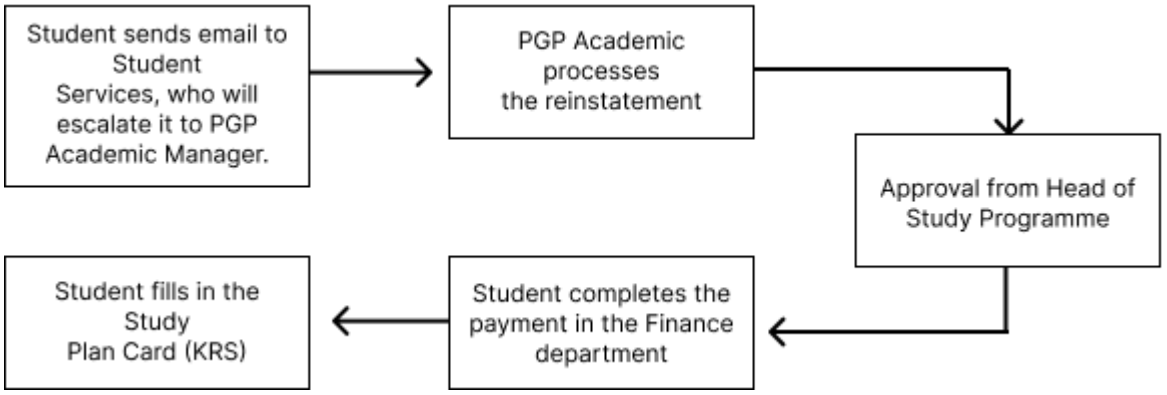
G. Aktif Kembali

- Proses aktif kembali diajukan melalui email ke *Student Service*, sebelum semester berjalan.
- Mahasiswa yang tidak melakukan proses aktif kembali dianggap sebagai Mahasiswa TIDAK AKTIF.



Reinstatement

- *Reinstatement must be completed before the semester by sending an email to Student Services.*
- *Students who do not complete the reinstatement process will be considered as NONACTIVE students.*



H. Syarat Kelulusan Mata Kuliah

1. Evaluasi Bagi Mahasiswa

Parameter Evaluasi**	***Persen***
Kehadiran	*10%*
*(Tugas)**	*40%*
Ujian Tengah Semester	*20%*
Ujian Akhir Semester	*30%*
Total	*100%*

*Khusus untuk Profesional Regular dan Pre Master Programme terdapat *empat (4) tugas / subject di dalam 1 semester. Berbagai bentuk tugas yang dapat diberikan adalah Simulasi, Studi Kasus, Diskusi Kelompok Terfokus, Presentasi, Kooperatif, Proyek, dll. Dosen sudah disarankan untuk memberikan 2 tugas sebelum Ujian Tengah Semester, dan 2 tugas sebelum Ujian Akhir Semester. Namun demikian, Dosen dapat menentukan urutan yang berbeda sesuai dengan kondisi di kelas masing-masing. Harap diperhatikan jumlah dan bentuk tugas pada program yang berbeda (Profesional Blended and E-Learning Programme).*

*** Parameter evaluasi ini HANYA dapat berubah pada International Collaboration Subject yang dibuat berdasarkan kesepakatan khusus antara PGP LSPR dan Foreign Partner University.*

2. Komposisi Penilaian:

Grade Scale	Kisaran	Predikat
A	*90 – 100*	Sangat Baik
A-	*85 – 89,9*	Baik
B+	*80 – 84,9*	Cukup Baik
B	*75 – 79,9*	
B-	*70 – 74,9*	Lulus
E (Tidak Lulus)	*0 – 69,9*	Gagal

Catatan:

- Untuk mata kuliah Communication Studies, Communication Research, and Seminar and Publication nilai minimal kelulusan adalah 75 atau huruf “B”.

- Untuk Thesis Defence (sidang akhir) nilai minimal kelulusan adalah 75 atau Huruf “B” dan mulai berlaku untuk Mahasiswa Baru di Semester Ganjil Tahun Akademik 2024/2025.

3. Kriteria Nilai Akhir

A	Luar biasa; menunjukkan penguasaan penuh terhadap keseluruhan materi di dalam subject
A-	Penguasaaan yang sangat baik pada hampir seluruh materi di dalam subject.
B+	Pemahaman yang baik terhadap materi pelajaran; memiliki kemampuan yang baik terhadap keterampilan yang dibutuhkan untuk bekerja, dan mahasiswa terlibat secara aktif dalam aktivitas perkuliahan.
B	Hasil perkuliahan mahasiswa menunjukkan pemahaman materi yang memadai dan memuaskan, serta cukup dapat menunjukkan keterampilan bekerja dengan materi yang diberikan, dan mahasiswa telah memenuhi persyaratan dasar untuk menyelesaikan tugas dan berpartisipasi dalam kegiatan kelas.
B-	Mahasiswa menguasai materi secara minimal dan berpartisipasi dalam kegiatan kelas secara minimal.
E/FAIL	Tidak memuaskan dan/atau tidak layak untuk lulus. Termasuk kategori ‘tidak layak untuk lulus’ misalnya melakukan plagiat atau melebihi angka 25% ketentuan Similarity checking by Turnitin yang diterapkan di PGP LSPR.

Khusus pada mata pelajaran akademik yang terkait dengan Thesis/Non-Thesis, yaitu Communication Studies, Communication Research, and Seminar and Publication, kriteria nilai akhir adalah sebagai berikut:

A	:	Luar biasa; menunjukkan penguasaan penuh terhadap keseluruhan materi di dalam subject
A-	:	Penguasaaan yang sangat baik pada hampir seluruh materi di dalam subject.
B+	:	Pemahaman yang baik terhadap materi pelajaran; memiliki kemampuan yang baik terhadap keterampilan yang dibutuhkan untuk bekerja, dan mahasiswa terlibat secara aktif dalam aktivitas perkuliahan.
B	:	Hasil perkuliahan mahasiswa menunjukkan pemahaman materi yang memadai dan memuaskan, serta cukup dapat menunjukkan keterampilan bekerja dengan materi yang diberikan, dan mahasiswa telah memenuhi persyaratan dasar untuk menyelesaikan tugas dan berpartisipasi dalam kegiatan kelas.
B-/FAIL	:	Mahasiswa menguasai materi secara minimal dan/atau berpartisipasi dalam kegiatan kelas secara minimal dan/atau melakukan plagiat atau melebihi angka 25% ketentuan similarity checking dan/atau melewati batas 20% untuk AI check by Turnitin yang diterapkan di PGP LSPR.

Predikat Kelulusan
Program Magister

IPK	Predikat Kelulusan	Masa Studi	Persyaratan Tambahan
3.91 - 4.00	Dengan Pujian Tertinggi	3 Semester	a. Perilaku Sangat Baik b. Tidak pernah ada pengulangan subject c. Jurnal Internasional Bereputasi atau Jurnal Nasional Terakreditasi SInta 1-2 d. Nilai Thesis-Non Thesis A e. Tidak pernah ada pengajuan cuti f. Tidak pernah ada extend periode

			semester perkuliahan
3.60 - 3.90	Dengan Pujian	3 Semester	a. Perilaku Sangat Baik b. Tidak pernah ada pengulangan subject c. Jurnal Internasional atau Jurnal Nasional Terakreditasi Sinta 3-4. d. Nilai Thesis-Non Thesis A- e. Tidak pernah ada pengajuan cuti f. Tidak ada extend periode semester perkuliahan
3.00-3.59	Sangat memuaskan	minimal 3 Semester	a. Perilaku Sangat Baik b. Jurnal Nasional Terakreditasi Sinta 3-4. c. Nilai Thesis-Non Thesis B

Note :

- Sesuai dengan masa studi regular dari program yang diambil oleh mahasiswa.
- Predikat kelulusan ini diberlakukan sepenuhnya untuk mahasiswa intake di semester Ganjill 2024/2025.

Subject Pass Requirement

1. Course Evaluation for Students

Parameter of Evaluation	***Percentage***
Attendance	*10%*
*Course Works (Assignments/Presentations)**	*40%*
Mid-Term Exam	*20%*
Final Exam	*30%*
Total	*100%*

**Especially for Regular Professionals and Pre Master Programme there are four 4 Course Work / Subject " to achieve the learning outcomes of students. The different kinds of Course Work can be given in one of the following forms - Simulations, Case Study, Focus Group Discussion, Presentation, Collaborative and Cooperative Learning, Project, etc. Please ensure that the Course works, 2 before MidTerm Exam, and 2 before the Final exam. Please note the number and form of assignments in different programs (Professional Blended and E-Learning Program).*

*** This evaluation parameter can ONLY change on International Collaboration Subject based on the agreement between PGP LSPR and Foreign Partner University.*

2. Grading Composition:

Grade Scale	***Range***	***Distinction***
A	***90 – 100***	***Excellent***
A-	***85 – 89,9***	***High Distinction***
B+	***80 – 84,9***	***Fair***
B	***75 – 79,9***	
B-	***70 – 74,9***	***Pass***
E (*Fail*)	***0 – 69,9***	***Failed***

Note :

- Except for Communication Studies, Communication Research, and Seminar and Publication courses have a minimum grade of 75 or “B”.
- For Thesis Defense, the minimum passing score is 75 or letter “B” and applies to new students in the odd semester of the 2024/2025 academic year.

Criteria of Final Grades

A : *Excellent; Full mastery of the subject.*

A- : *Extraordinary distinction.*

B+ : *Good comprehension of the course materials; a good command of the skills needed to work with the course material, and the students have engagement with the course requirements and activities.*

B : *Students' work indicates an adequate and satisfactory comprehension of the course material and the skills needed to work with the course material and indicates the student has met the basic requirements for completing assigned work and participating in class activities.*

B- : *Students' work indicates some minimal command of the course materials and some minimal participating in class activities.*

E/FAIL : *Unsatisfactory and unworthy of course credit towards the degree.*

FINAL Grades will be assigned according to the following criteria (ONLY for Academic Subject – Communication Science, Communication Research, and Seminar and Publication).
Final Grades will be assigned according to the following criteria:

A : *Excellent; Full mastery of the subject.*

A- : *Extraordinary distinction.*

B+ : *Good comprehension of the course materials; a good command of the skills needed to work with the course material, and the students have engagement with the course requirements and activities.*

B : Students' work indicates an adequate and satisfactory comprehension of the course material and the skills needed to work with the course material and indicates the student has met the basic requirements for completing assigned work and participating in class activities.

B-/FAIL : *Unsatisfactory and unworthy of course credit towards the degree.*

Level of Distinction

Master Degree

GPA	***Graduation Designation***	***Study Period***	***Other Requirements***
3.91 - 4.00	*Summa Cum Laude*	*3 Semesters*	*a. Attitude* *b. No Repeat Subject* *c. Reputable International Journal or Accredited National Journal Sinta 1-2.* *d. Thesis-Non Thesis Score (A)* *e. No postponement* *f. No semester extend*
3.60 - 3.90	*Cum Laude*	*3 Semesters*	*a. Attitude* *b. No Repeat Subject* *c. International Journal or Accredited National Journal Sinta 3-4*

			d. Thesis-Non Thesis Score (A-) *e. No postponement* *f. No semester extend*
3.00-3.59	*Very Satisfactory*	*minimal 3 Semesters*	*a. Attitude* *b. Accredited National Journal Sinta 3-4* *c. Thesis-Non Thesis Score (B)*

Note :

- *In accordance with the regular study period of the programme taken.*
- *This graduation predicate is applied to the students' intake Odd semester 2026/2027.*

I. Mata Kuliah Tidak Lulus

Apabila mata kuliah yang diambil mendapatkan Nilai **E dan B-** untuk Thesis Integrated Subject, mahasiswa dinyatakan tidak lulus di mata kuliah tersebut. Bagi mahasiswa yang mengulang, akan dikenakan biaya untuk pengulangan yang kedua di semester regular sebesar Rp 4.000.000/subject. Untuk pengulangan pertama di semester regular tidak dikenakan biaya.

Failing a subject

*If a student receives a grade of "**E"** for a particular subject and "B-" for Thesis Integrated Subject, that student will be considered failed, and must remedy the said subject. The first remedial in the regular semester of a subject will be free of charge. Students who repeat a subject for the second time will be charged Rp 4.000.000/subject.*

J. Absen

Setiap mahasiswa wajib melihat dan melakukan konfirmasi data absen yang dicatat di SIAKAD kepada dosen kelas setiap usai perkuliahan atau sebelum menjalani MID atau FINAL Exam.

- ***Professional Programme:***
  Jumlah ketidakhadiran saat kuliah maksimal sebanyak 4x, jika jumlah ketidakhadiran lebih dari 4x mahasiswa **harus** mengajukan surat permohonan kepada *Programme/Assistant Director* melalui *Academic Department*. Permohonan akan dikabulkan jika alasan dapat diterima dan dosen kelas yang bersangkutan bersedia memberikan tugas sebagai pengganti 1x ketidakhadiran mahasiswa. **Ketidakhadiran lebih dari 5x tidak dapat mengikuti *Final Exam* dengan alasan apapun** karena hal itu tidak lagi sesuai dengan nilai-nilai dasar dari hakikat pendidikan.
- ***Pre Master Programme*:**
  Ketidakhadiran mahasiswa maksimal 4x tanpa kecuali sesuai dengan aturan yang berlaku di Programme S1 LSPR.

Mahasiswa dapat absen saat ujian MID atau FINAL HANYA apabila terjadi hal sebagai berikut:

1. Kedukaan (orang tua/adik/kakak/ suami/ istri/ anak/ keluarga yang tinggal dalam satu rumah); Mahasiswa wajib membawa copy surat kematian dari pihak RT/RW.
2. Bencana alam.
3. Sakit yang mengharuskan mahasiswa dirawat inap di rumah sakit/opname: Mahasiswa (atau penerima kuasa) wajib membawa surat keterangan dari pihak Rumah Sakit yang bersangkutan.
4. Penugasan dari kantor untuk melakukan perjalanan dinas keluar dari kota Jakarta yang dibuktikan dengan surat tugas dan tiket moda transportasi yang digunakan.

Mahasiswa wajib mengikuti ujian susulan pada hari yang sudah ditetapkan oleh Akademik dan paling lambat ujian susulan dapat diadakan selama **dua minggu setelah** periode ujian berlangsung. Apabila

Ujian bersifat *Take Home Test*, maka mahasiswa dapat memberi kuasa kepada orang lain untuk menyerahkan hasil ujian ke Akademik.

Attendance

Every student must see and confirm the absence data recorded in SIAKAD to the class lecturer after each lecture or before taking the MID or FINAL Exam.

- ***Professional Programme:***
  Students are allowed a maximum of four absences from classes per semester. Where the number of absences exceeds four, the student ***must*** *submit an application letter to the Programme/Assistant Director through the Academic Department. The application will be approved where the reason for the absence is accepted and the lecturer agrees to provide 1 (one) replacement task for the absence.* ***Students who are absent more than 5 (five) times will not be able to join the Final Exam for any reasons,*** *as this is not in line with basic educational values.*
- ***Pre Master Programme:***
  Students may not be absent from more than a maximum of 4 (four) classes without exception, as per the rules applied in the S1 Programme.

Students are permitted during mid or final examination ONLY in the following circumstances:

1. *Death of a family member (Parents/Sibling/Spouse/Child): Students must provide a death certificate from local government authorities (RT/RW).*
2. *Natural Disaster.*
3. *Hospitalized: Students must provide a statement letter from the hospital.*
4. *Office duties that require the student to travel outside Jakarta: Students must provide a statement letter from the company and copies of flight/travel documents.*

Approved students will be allowed to sit a replacement test at a date set by the Academic Department. The replacement test must be scheduled a ***maximum of up to two weeks*** *after the examination period. If it is a take-home test, students are permitted to submit their paper to the Academic Department by proxy.*

K. Ujian

1. Ujian semester
   - Ujian Tengah dan Akhir
     Ujian dilakukan pada pertengahan dan akhir semester. Ujian Tengah Semester diberikan setelah menyelesaikan sesi kuliah ke-7. Sementara Ujian Akhir Semester diadakan setelah dosen menyelesaikan seluruh materi dalam 15 sesi kuliah.
   - Ujian ini dijadwalkan sesuai dengan kalender akademik yang diumumkan kepada mahasiswa.
2. Ujian Internasional diadakan untuk 1 (satu) mata kuliah sesuai dengan konsentrasi yang dipilih:
   Mahasiswa **WAJIB** mengikuti ujian Internasional dari lembaga di bawah ini :
   - *Edith Cowan University-Australia (ECU).*
     Untuk mata kuliah: *Social and Online Media Strategies*
     Konsentrasi: *Global Marketing Communication Management,* dan *Global Digital Media Management*
   - Edith Cowan University – Australia (ECU)
     Untuk mata kuliah: *Strategic Issues Management*
     Konsentrasi: *Strategic Global Public Relations Management and Global Business Communication Management*

Examinations

1. *Semester Examinations*

- *Mid-term and final Examinations*
  Examinations are conducted in the middle and end of every semester. The mid-term exam will be conducted after completing 7 sessions, whereas the final exam will be conducted after the lecturer completes all course materials in 15 sessions.
- *The examinations will be conducted according to the academic calendar which will be announced to students.*

2. *International Examinations are conducted for three subjects according to students' chosen concentrations: Students are **obliged** to join International exams from the following institutions:*
   - *Edith Cowan University-Australia (ECU)* for Subject: Social and Online Media Strategies
     - *Concentration: Global Marketing Communication Management,* dan *Global Digital Media Management*
   - *Edith Cowan University – Australia (ECU) for Subject: Strategic Issues Management*
     - *Concentration: Strategic Global Public Relations Management and Global Business*
     - *Communication Management*

L. Syarat Mengikuti Ujian Akhir Semester

1. Memenuhi ketentuan ABSEN seperti yang diatur pada huruf I di atas.
2. Menunjukkan Kartu Studi *(Study Card)* pada saat ujian.
3. Sudah menyelesaikan administrasi pembayaran pada semester berjalan.
4. Dosen tidak akan memberikan penilaian pada lembar/berkas ujian bagi mahasiswa yang tidak memenuhi kewajiban pada nomor 1, 2 dan 3 di atas.

Requirements to take final examinations

1. *Comply with the ATTENDANCE rules as stated in point H above.*
2. *Show the Study Card during examinations.*
3. *Have completed payment obligations for the current semester.*
4. *A lecturer has the right not to mark the examination sheet/document for students who have not fulfilled conditions 1, 2 and 3 above.*

M. Pengisian Kartu Rencana Studi/KRS di LSPR SiAkad

1. Sebelum melakukan registrasi, mahasiswa harus menyelesaikan kewajiban keuangan.
2. Mahasiswa wajib melakukan pendaftaran/registrasi di setiap awal semester sehingga namanya akan tercantum di LSPR SiAkad.
3. Setiap mahasiswa wajib memeriksa dan memperbarui data diri yang tercantum di LSPR SiAkad yang akan diperlihatkan setiap kali mengisi KRS di awal semester.
4. Perubahan data diri mahasiswa yang terjadi di saat semester sedang berjalan wajib diinformasikan secara tertulis ke *Student Services* untuk diperbarui di LSPR SiAkad. Segala akibat yang terjadi karena mahasiswa tidak memperbarui data diri akan menjadi tanggung jawab mahasiswa.
5. Registrasi Pengisian KRS dapat dilakukan melalui LSPR SiAkad (paket atau non-paket) sesuai dengan waktu yang telah ditentukan oleh Akademik.
6. Mahasiswa yang belum melakukan registrasi saat kuliah sudah berjalan, wajib melaporkan diri ke *Student Service* untuk dicatat di *log book* dan proses registrasi wajib diselesaikan selambat-lambatnya pada pertemuan ke-2.
7. Pengisian daftar hadir bagi mahasiswa yang namanya belum tercatat di LSPR SiAkad hanya dapat dilakukan di *Student Service*.
8. *Student Service* tidak akan memberikan catatan apapun lagi mulai minggu ke-3 perkuliahan dan mahasiswa yang namanya belum tercantum di LSPR SiAkad untuk seterusnya akan dianggap tidak hadir di dalam kelas.
9. Jumlah maksimum SKS (Satuan Kredit Semester) yang dapat diambil pada setiap semester

adalah 18 SKS (termasuk tesis).

Completing Study Plan Card/KRS at LSPR SiAkad

1. *Before registering, students must complete all financial obligations.*
2. *Students must register at the beginning of every semester so that their name is listed on the online attendance sheet.*
3. *Each student is required to check and update the personal data on LSPR SiAkad which is shown each time the student completes the KRS of the new semester.*
4. *Changes in students' personal data during the on-going semester must be informed in writing to Student Services to update LSPR SiAkad. Any consequences resulting from a student's failure to update their data is the student's responsibility.*
5. *Registration may be done on LSPR SiAkad (package or non-package) according to the time schedule set by the Academic Department.*
6. *Students who have not registered during the semester, may enroll their name on the attendance register and complete the registration process at the latest by the 2nd week of semester.*
7. *Students who enroll after the commencement of the semester must contact Student Services to ensure that their name is included on LSPR SiAkad.*
8. *Student Services will not issue any kind of note starting from the 3rd week and the student will be considered absent from the class.*
9. *The maximum number of credits taken in each semester is 18 credits (including credits for Thesis Subject).*

N. Kartu Studi

1. Kartu Studi adalah kartu yang berisi mata kuliah yang diambil pada semester tersebut.
2. Mahasiswa yang sudah mengisi Kartu Rencana Studi (KRS) akan mendapatkan Kartu Studi.

Study Card

1. *A Study Card is the card which shows the subjects taken by students during the semester.*
2. *To obtain a Study Card, students must complete the Study Plan Card (KRS).*

O. Pengumpulan Tugas

Semua tugas mahasiswa termasuk jawaban UTS dan UAS harus dikumpulkan melalui LSPR LMS/D2L Brightspace. Platform lain dapat digunakan sepanjang disepakati antara dosen dan mahasiswa dan **diizinkan oleh Academic Depart. hanya** jika LSPR LMS/D2L Brightspace sedang tidak dapat digunakan. Izin penggunaan untuk hal ini akan diumumkan secara resmi oleh Academic Depart. Segala konsekuensi dari penggunaan metode pengumpulan yang berbeda dengan yang dinyatakan disini menjadi tanggung jawab dosen dan mahasiswa.

Submitting student's assignment

All student assignments, including Midterm and Final Exam answers, must be submitted through the LSPR LMS/D2L Brightspace. Other platforms may be used only if agreed upon between the lecturer and the students, and authorized by the Academic Department, and solely in the event that the LSPR LMS/D2L Brightspace is unavailable. Permission for such alternative use will be officially announced by the Academic Department. Any consequences arising from submission methods that differ from those stated herein shall be the responsibility of the lecturer and students.

P. Evaluasi Kinerja Dosen (*Lecturer Performance Evaluation*)

1. Setiap mahasiswa **WAJIB** mengisi evaluasi kinerja dosen atau disebut dengan *Lecturer*

Performance Evaluation (LPE) melalui SIAKAD.

2. LPE terdiri dari 2 bagian; Skala Sikap dan Komentar. Informasi yang diisikan di dalam LPE dijamin kerahasiaannya dan digunakan semata-mata hanya untuk perbaikan kinerja institusi.
3. Walaupun dosen akan terus mengingatkan mahasiswa di kelas untuk mengisi LPE, tetapi dosen dan staf administrasi sekalipun tidak pernah bisa mengetahui siapa mahasiswa yang memberikan nilai atau komentar kepada dosen kecuali masuk melalui akun mahasiswa itu sendiri.
4. **Mahasiswa yang tidak mengisi LPE tidak dapat mengisi Kartu Rencana Studi (KRS) untuk semester berikutnya.**
5. LPE mulai diisi di sesi ke-10 setiap semester dan dapat diisi melalui komputer ataupun smartphones (Tata cara pengisian akan dikirimkan melalui email oleh bagian academic pada sesi ke-10).
6. Pelayanan akademik, *student service*, dan tesis departemen hanya diberikan kepada mahasiswa yang telah mengisi LPE.

Lecturer Performance Evaluation

1. *Every student is **OBLIGED** to complete a Lecturer Performance Evaluation (LPE) at SiAkad.*
2. *LPE consists of two parts; Attitude Scale and Comment. The information provided in the LPE is confidential and will be used only for institutional improvement.*
3. *While lecturers are asked to remind students to complete the LPE, lecturers shall not view or access the results of LPE's that are filled in by students in order to ensure anonymity.*
4. ***Students who do not complete the LPE will not be able to complete and submit a Study Plan Card (KRS) for the following semester.***
5. *LPE is conducted in the 10th session of every semester and students may complete their LPE via computer or smartphone (procedures for completing the LPE will be distributed by the Academic Department by email in the 10th session.*
6. *Services from the Academic department, student services, and thesis department will only be provided to students who have already completed the LPE.*

Q. Penilaian Mata Kuliah

1. Komponen penilaian mata kuliah terdiri dari 4 komponen, yaitu: absensi, nilai tugas, nilai ujian tengah semester, dan ujian akhir semester.
2. Bobot untuk setiap komponen sudah ditentukan oleh PGP dan berlaku sama untuk setiap mata kuliah kecuali subject untuk ujian internasional.
3. Dosen wajib menolak setiap pengumpulan tugas maupun hasil ujian yang telah melewati waktu yang sudah ditentukan ketika nilai sudah diserahkan ke *Academic Department*.
4. Dosen juga wajib menolak semua perubahan nilai termasuk namun tidak terbatas pada perubahan data kehadiran, jika nilai sudah dikunci dan diserahkan ke Academic Department.
5. Pada akhir semester, setelah semua kewajiban diselesaikan, mahasiswa dapat melihat rincian dan hasil akhir nilai (*coursework, mid and final grade*) melalui LSPR SiAkad.

Subject Assessment

1. *Assessment for each subject consists of four components: attendance, coursework score, mid-term score, and final-exam score.*
2. *The weight of each component is determined by PGP and is applied equally to similar subjects except international examination subjects.*
3. *Lecturers have the right to refuse any late assignment submissions and exam results, specifically when the scores have been submitted to the Academic Department.*
4. *At the end of the semester, students may view final grades and the details of their final grades via* LSPR Academic Information System/ SiAkad Mataer *(including scores for courseworks, mid*

and final assessments), after all relevant obligations are completed.

R. Pengantar Studi Pascasarjana

Ujian Pengantar Studi Pascasarjana ini berfungsi sebagai matrikulasi mata kuliah dan membantu mahasiswa untuk mempersiapkan diri mereka dengan lebih baik untuk mengikuti perkuliahan. Penilaian ini berfokus pada aspek pengetahuan mengenai dasar-dasar prinsip komunikasi, pengetahuan terhadap program magister ilmu komunikasi LSPR, serta integritas akademik.

Persyaratan :

1. Mahasiswa yang dapat mengikuti kuis adalah mahasiswa yang memiliki kehadiran lengkap selama 2 sesi.
2. Penyelesaian kuis dapat dilakukan H+1 di LMS LSPR setelah sesi kedua (mulai dari hari Sabtu, pukul 09.00 WIB - Minggu, pukul 09.00 WIB.
3. Nilai minimum kelulusan adalah 72.
4. Seluruh soal di LSPR LMS adalah pilihan ganda; Jawaban benar memiliki nilai @4 poin; Berarti untuk lulus IGS Session mahasiswa harus memiliki jawaban benar minimal pada 18 soal.
5. Nilai dapat dilihat segera setelah kuis selesai dikerjakan di LSPR LMS.
6. Mahasiswa yang dinyatakan lulus Pengantar Studi Pascasarjana akan mendapatkan e-sertifikat yang dapat diunduh langsung di LMS LSPR.
7. Mahasiswa yang dinyatakan lulus dapat mengunduh e-sertifikat kurang lebih 1 minggu setelah kuis selesai.
8. Bagi mahasiswa yang tidak dapat memenuhi poin minimal yang ditentukan, akan mengikuti kembali sesi IGS dan Kuis pada semester berikutnya.
9. Keikutsertaan dalam Sidang dan lulus Kuis IGS adalah wajib sebagai syarat untuk mendaftar dalam sidang akhir/tugas akhir dengan menyerahkan sertifikat yang diperoleh.

Introduction to Graduate Studies

This Introduction to Postgraduate Studies exam serves as a subject Matriculation and helps students to prepare themselves better for the lectures. *This assessment focuses on the fundamental of principle communication, which is one of the key topics covered in the questions.*

The Requirement :

1. *Students who can take the quiz are students who have complete attendance for 2 sessions.*
2. *Quiz completion can be done H+1 in LSPR LMS after the second session (starting from Saturday, 09:00 WIB - Sunday, 09:00 WIB.*
3. ***The minimum passing score is 72.***
4. ***All questions in LSPR LMS are multiple choice; Right answers have a grade @4 point; Means for pass the IGS Session students must have a right answer at least on 18 questions.***
5. *Grades can be seen immediately after the quiz is completed in LSPR LMS.*
6. *Students who pass the Introduction to Graduate Studies will get an e-certificate that can be downloaded directly on LSPR LMS.*
7. *Students who are declared to have passed can download the e-certificate approximately 1 week after the quiz is completed.*
8. *For students who cannot meet the minimum points determined, will retake the IGS session and Quiz in the following semester.*
9. *Participation in the Session and passing the IGS Quiz are mandatory as a condition for registering in the final trial / final assignment.*

S. Publikasi Artikel Di Jurnal

Saat ini PGP LSPR masih melaksanakan publikasi artikel jurnal untuk seluruh mahasiswa PGP, berdasarkan peraturan Kementerian Pendidikan dan Kebudayaan Republik Indonesia No. 3 Tahun 2020 tentang Standar Pendidikan Tinggi. Meski telah terbit keputusan baru yaitu Kementerian Pendidikan, Kebudayaan, Riset dan Teknologi Republik Indonesia No. 53 Tahun 2023, LSPR berada dalam masa transisi untuk melaksanakan sepenuhnya keputusan baru tersebut. Oleh karena itu, publikasi artikel pada jurnal nasional terakreditasi atau jurnal internasional tetap diperlukan sebagai persyaratan sidang tesis/ non tesis.

1. Jurnal Nasional Terakreditasi

Yang dimaksud dengan jurnal nasional terakreditasi adalah jurnal yang telah terakreditasi SINTA (Indeks Sains dan Teknologi) berkisar antara 1 sampai dengan 4. Akreditasi SINTA dikeluarkan oleh Direktorat Jenderal Riset dan Pengembangan Kementerian Pendidikan, Kebudayaan, Riset dan Teknologi. Daftar jurnal terakreditasi dapat diakses melalui link https://sinta.kemdiktisaintek.go.id/ . Oleh karena itu, Mahasiswa dapat memilih jurnal mana yang sesuai dengan artikel yang ditulis dan akan dipublikasi.

Mahasiswa dianjurkan untuk mengirimkan artikel ke jurnal Komunikasi. Jika memang harus mengirimkan ke jurnal dalam bidang disiplin ilmu lain, isi artikel tetap memuat perspektif di dalam penelitian dan kajian komunikasi.

Saat ini LSPR mempunyai 5 (lima) jurnal yang dikelola secara mandiri yaitu :

1. *Communicare: Journal of Communication Studies* with SINTA 4 Accreditation, dapat diakses pada: http://journal.lspr.edu/index.php/communicare.
2. *JRBT: Journal of Research on Business and Tourism,* SINTA 4 Acrreditation, dapat diakses pada: *https://journal.lspr.edu/index.php/jrbt* .
3. *Commentate: Journal of Communication Management*, SINTA 4 Accreditation, dapat diakses pada: https://journal.lspr.edu/index.php/commentate.
4. *JCPR: Journal of Communication and Public Relations*, https://journal.lspr.edu/index.php/jcpr. - *Now has accepted an article to be published in going to have SCOPUS as an international reputable accreditation index in 2027.*

2. Jurnal Internasional

Berdasarkan peraturan dari DIKTI (Petunjuk Teknis Peraturan Menteri Pendidikan, Kebudayaan, Riset dan Teknologi Nomor 500 Tahun 2024), berikut kriteria Publikasi Ilmiah di Jurnal Internasional :

1) Jurnal internasional bereputasi terindeks pada Scopus dengan SCImago Journal Rank (SJR) jurnal paling sedikit 0,15, atau memiliki Journal Impact Factor (JIF) WoS paling sedikit 0,05.
2) Kriteria Jurnal:
    a. Memiliki Internasional (ISSN)
    b. Ditulis dengan menggunakan bahasa resmi PBB (Arab, Inggris, Perancis, Rusia, Spanyol dan Tiongkok)
    c. Dewan Redaksi (Editorial Board) adalah pakar di bidangnya, dengan paling sedikit berasal dari 4 (empat) negara
    d. Artikel ilmiah yang diterbitkan dalam 1 (satu) nomor terbitan paling sedikit penulisnya berasal dari 2 (dua) negara
    e. Editorial Board dari Jurnal dapat ditelusuri daring dan tidak ada perbedaan antara editor yang tercantum di edisi cetak dan edisi daring
    f. Jumlah artikel setiap penerbitan adalah wajar dan format tampilan setiap terbitan tidak berubah ubah
    g. Tidak pernah ditemukan sebagai jurnal yang tidak bereputasi atau jurnal meragukan oleh kementerian dan tidak terdapat pada daftar jurnal/penerbit kategori yang diragukan.

Untuk mendukung proses studi Anda di LSPR, penting untuk memahami bahwa jurnal akademik internasional secara umum dikelompokkan ke dalam tiga kategori utama. Pengetahuan mengenai kategori-kategori ini akan membantu Anda dalam menentukan jurnal yang tepat ketika mempersiapkan publikasi artikel ilmiah.

1. **Jurnal Terindeks Scopus dan Web of Science**
   Kategori pertama merujuk pada jurnal yang terindeks dalam **Scopus** dan **Web of Science (WoS)**, serta sering disebut oleh DIKTI sebagai *"Jurnal Internasional Bereputasi."* Jurnal-jurnal ini dipandang sebagai outlet publikasi terbaik karena menerapkan standar evaluasi, indikator bibliometrik, dan proses seleksi yang ketat dalam menilai kualitas artikel yang diterbitkan.

2. **Jurnal Internasional yang Tidak Terindeks Scopus atau Web of Science**
   Kategori kedua mencakup jurnal internasional yang **tidak terindeks Scopus atau WoS**, namun tetap dianggap kredibel dan sah secara akademik. Meskipun di beberapa negara jurnal jenis ini tidak digunakan dalam penilaian nasional terhadap kinerja peneliti, mahasiswa LSPR tetap diperkenankan untuk mempublikasikan artikel pada jurnal-jurnal tersebut selama kualitas akademiknya terjamin.
   Untuk menilai kualitas jurnal yang tidak terindeks Scopus atau WoS, mahasiswa dianjurkan untuk memeriksa beberapa aspek berikut:
   a. reputasi penerbit,
   b. kejelasan dan ketatnya proses *peer-review*,
   c. rekam jejak serta kompetensi akademik dewan editor.

   Jurnal kredibel dari kategori ini dapat ditemukan pada berbagai basis data dan alat penelusuran akademik yang bereputasi, antara lain:
   a. **Directory of Open Access Journals (DOAJ):** Direktori jurnal akses terbuka yang telah melalui proses kurasi ketat dan memenuhi standar transparansi serta kualitas editorial.
   b. **Basis data khusus bidang ilmu:** Misalnya *ProQuest* (ilmu sosial dan humaniora), *Ei Compendex* (rekayasa/engineering), dan *PubMed Central* (biomedis dan ilmu kesehatan), yang mengindeks jurnal berkualitas meskipun tidak termasuk dalam koleksi utama Scopus/WoS.
   c. **JSTOR:** Perpustakaan digital yang dikenal luas dengan koleksi jurnal dan buku akademik terutama dalam bidang sosial-humaniora.
   d. **Google Scholar:** Mesin pencari akademik yang mencakup berbagai publikasi ilmiah, termasuk jurnal niche, serta menyediakan pelacakan sitasi untuk menilai dampak penelitian.
   e. **Repositori institusi dan penerbit universitas:** Banyak universitas dan lembaga ilmiah menerbitkan jurnal peer-reviewed atau *working papers* yang berkualitas, meskipun tidak berada dalam indeks komersial besar.

3. **Jurnal Predator (Predatory Journals)**
   Kategori ketiga adalah **jurnal predator**, yaitu jurnal yang harus dihindari karena tidak memiliki nilai akademik dan beroperasi terutama untuk keuntungan finansial. Publikasi pada jurnal predator dapat merugikan reputasi individu maupun institusi.
   Beberapa indikator atau *red flags* yang perlu diperhatikan antara lain:
   a. Model "bayar untuk publikasi" dengan biaya tinggi dan kurang transparan
   b. Proses *peer-review* yang sangat samar atau tidak dilakukan sama sekali
   c. Klaim palsu terkait indeksasi atau faktor dampak
   d. Pengiriman email ajakan publikasi secara berlebihan dan tidak profesional
   e. Dewan editor yang tidak jelas atau sulit diverifikasi
   f. Artikel-artikel berkualitas rendah dan minim telaah akademik
   g. Ruang lingkup jurnal yang terlalu luas sehingga tidak memiliki fokus keilmuan yang

jelas

Jika mahasiswa ingin mengirimkan artikel ke jurnal internasional, harap mewaspadai keberadaan jurnal predator (Predatory Journal) dan publisher predator (Predatory Publisher). Jurnal predator (Predatory Journal) adalah jurnal yang tampak seperti jurnal sah dan dapat diakses secara normal; namun setelah beberapa waktu, tautannya akan menghilang dari internet. Selain itu, jurnal-jurnal ini cenderung beroperasi dengan meminta pembayaran yang cukup tinggi untuk publikasi artikel.

Untuk memeriksa apakah itu jurnal dan publisher predator atau tidak, salah satunya dapat dilakukan dengan mengunjungi link: https://predatoryjournals.com/ atau https://beallslist.net/standalone-journals/ .

PERINGATAN : American Journal of Humanities and Social Science Research (AJHSSR) adalah salah satu contoh jurnal yang disebutkan di https://beallslist.net/standalone-journals/ yang dicurigai sebagai jurnal predator (pada bagian yang diperbarui per 5 Februari 2021).
Berdasarkan Keputusan Dirjen Pendidikan Tinggi, Riset dan Teknologi, Kemdikbudristek No. 177/E/KPT/2024 per tanggal 15 Oktober 2024, maka kelima jurnal ini dinyatakan TIDAK TERAKREDITASI yakni:

1. Britain International of Exact Sciences Journal (BIoEx Journal) - Penerbit : BIAR Publisher
2. Journal of Social Science - Penerbit : CV. Syntax Corporation Indonesia
3. Jurnal Health Sains - Penerbit : CV. Syntax Corporation Indonesia
4. Journal Syntax Transformation - Penerbit : CV. Syntax Corporation Indonesia
5. Syntax Idea - Penerbit : Ridwan Institute

Dengan pengumuman ini, maka ketiga penerbit (Ridwan, Syntax dan BIAR Publisher) dan semua jurnal yang dipublikasi oleh ketiganya berpotensi untuk kemudian mendapat status "Tidak Terakreditasi" sehingga kami menyarankan bagi mahasiswa untuk **tidak mengirimkan artikel** kepada ketiga penerbit tersebut yang akan berakibat pada artikel nya tidak dapat diakui dan mahasiswa tidak dapat mengikuti sidang akhir.

Mengapa beberapa jurnal disebut sebagai jurnal predator? Hal ini disebabkan oleh beberapa alasan berikut: (source : https://www.researchgate.net/post/Is-this-a-predatory-journal2).

- Makalah tidak memiliki DOI
- Pengindeksan agak menyesatkan karena disebutkan *"editorial board is planning all papers in following indexing"*
- Bagian *"contact us"* hanya menyebutkan alamat Gmail… dan tidak ada informasi tentang lokasi sebenarnya (yang mencurigakan dan membuat Anda bertanya-tanya mengapa Anda menyebut diri Anda orang Amerika…).
- Melihat sejumlah makalah yang diterbitkan, tidak disebutkan informasi tentang tanggal penyerahan, tanggal revisi dan tanggal penerimaan dan lain-lain. Dikombinasikan dengan info yang disebutkan di situs mereka tentang beberapa hari pendaftaran dan lain-lain. Hal tersebut menunjukkan tidak ada tinjauan yang buruk.
- Lihatlah beberapa makalah yang diterbitkan – banyak di antaranya menunjukkan kurangnya tinjauan kritis karena mengandung banyak kesalahan ejaan.
- Biaya yang dikenakan tinggi - karena tujuan utama jurnal predator adalah uang Anda, maka akan sulit untuk menyamarkan masalah ini bahkan di masa depan.
- Menggunakan nama yang sangat mirip dengan nama jurnal yang dikenal, seperti dalam kasus Anda, tampaknya juga merupakan strategi umum yang digunakan oleh jurnal predator.

Academic Depart. tidak menerima jurnal dengan kriteria di atas demi kepentingan mahasiswa sendiri. Jangan mengambil resiko dengan mengirimkan artikel ke jurnal-jurnal tersebut karena tidak akan diakui dan ditolak oleh DIKTI dan konsekuensinya DIKTI tidak akan menerbitkan nomor ijazah pada

ijazah yang akan diberikan ke mahasiswa pada saat wisuda.

Sebaiknya mahasiswa mempublikasikan artikel pada jurnal yang diakui DIKTI atau direkomendasikan oleh pembimbing tesis/non tesis. Sebagai referensi, jurnal internasional yang diakui tercantum dalam direktori berikut:

1. SAGE Journals (https://journals.sagepub.com/)
2. EMERALD PUBLISHING (http://emeraldgrouppublishing.com)
3. SCOPUS (https://www.scopus.com/sources.uri?zone=TopNavBar&origin=searchbasic)
4. ELSEVIER (https://www.elsevier.com/)
5. SPRINGER (http://www.springer.com/gp/)
6. Wiley Online Library (https://onlinelibrary.wiley.com/)
7. Taylor & Francis (https://taylorandfrancis.com/)
8. THOMSON REUTERS (http://ip-science.thomsonreuteurs.com/mjl/)
9. Cambridge (https://www.cambridge.org/core/publications/journals)
10. Oxford (https://academic.oup.com/journals)

Mulai tahun 2017, DIKTI memperbolehkan mahasiswa magister menerbitkan artikel sebagai prosiding konferensi/seminar dengan ketentuan sebagai berikut:

Karya ilmiah prosiding internasional yang terindeks database internasional (Web of Science, Scopus) dinilai sama dengan jurnal internasional; dengan kriteria sebagai berikut:

1) Seminar/Konferensi/Workshop tersebut diselenggarakan oleh perkumpulan profesi, universitas, atau lembaga ilmu pengetahuan yang mempunyai reputasi baik;
2) Steering Committee terdiri dari para ahli dari berbagai negara;
3) Ditulis dalam bahasa resmi PBB (Arab, Inggris, Perancis, Rusia, Spanyol dan Tiongkok);
4) Redaksi prosiding berasal dari berbagai negara sesuai dengan bidang ilmunya;
5) Penulis berasal dari minimal 4 (empat) negara;
6) Memiliki ISBN

Harap dicatat bahwa mahasiswa tidak dapat memenuhi syarat untuk sidang tesis/non tesis jika belum mempublikasikan artikel pada jurnal yang sesuai dengan kriteria yang di sebutkan di atas. Mahasiswa cukup menunjukkan bukti dari jurnal bahwa artikel telah diterima untuk diterbitkan. Inilah yang disebut dengan *Letter of Acceptance* (LOA) atau Surat Penerimaan Artikel untuk Diterbitkan. Letter of Acceptance ini akan berisi rincian seperti: kapan artikel akan diterbitkan, dan berapa volume dan nomornya. Misalnya artikel Anda akan terbit pada Juni 2023 Vol. 6 No. 1. Surat penerimaan menunjukkan bahwa artikel telah melewati proses review dan disetujui untuk diterbitkan.

Harap diperhatikan bahwa artikel jurnal mungkin saja diambil dari topik penelitian tesis mahasiswa, atau mungkin juga dengan topik yang berbeda. Misalnya, jika mahasiswa mengambil mata kuliah Strategic Issues Management (SIM), mahasiswa dapat memilih untuk menerbitkan artikel jurnal tentang manajemen isu seperti yang tertulis di final report subject tersebut - meskipun berbeda dengan topik tesisnya.

Mahasiswa disarankan untuk senantiasa berkonsultasi dan bekerja sama dengan pembimbing tesis atau dosen kelas untuk memenuhi persyaratan publikasi artikel jurnal ini. Mahasiswa perlu mengidentifikasi topik di artikel penelitian agar sesuai dengan topik jurnal, selain harus memenuhi persyaratan dan gaya editorial jurnal terkait.

Article Journal

Currently, PGP LSPR is still implementing article journal publication for all PGP students, based on the regulation of the Ministry of Education and Culture of Republic of Indonesia No. 3 of 2020 regarding Higher Education Standards. Even though a new decree has been issued, i.e. Ministry of Education, Culture, Research and Technology of Republic of Indonesia No. 53 of 2023, we are in a transition period to fully implement this new decree. Therefore, article publication in an accredited national journal or international journal are still required for thesis defense.

1. ***Accredited (National) Journal***

   The definition of accredited journals are those that have been accredited by SINTA (Science and Technology Index) ranges from 1 to 4. The SINTA accreditation is issued and maintained by the Directorate General of Research and Development, Ministry of Research and Technology/ National Body for Innovation and Research. A list of accredited journals can be accessed via the following link https://sinta.kemdiktisaintek.go.id/. Therefore, you may choose which journal is suitable for your article. We also attached the updated list of communication journals that have been accredited by SINTA per March 12, 2022.

   It is advisable to submit your article to Communication journals (attached here also with this email, a list of communication accredited national journals), however to submit to other fields of discipline is also acceptable.

Currently, LSPR has 5 (five) journals are :

1. *Communicare: Journal of Communication Studies with SINTA 4 Accreditation, which can be accessed here: http://journal.lspr.edu/index.php/communicare.*
2. *JRBT: Journal of Research on Business and Tourism, with SINTA 4 Accreditation which can be accessed at: https://journal.lspr.edu/index.php/jrbt .*
3. *Commentate: Journal of Communication Management, SINTA 4 Accreditation on https://journal.lspr.edu/index.php/commentate.*
4. *JCPR : Journal of Communication and Public Relations, https://journal.lspr.edu/index.php/jcpr. Now has accepted an article to be published in going to have SCOPUS as an international reputable accreditation index in 2026.*

2. International Journal

In accordance with the regulations issued by DIKTI (Technical Guidelines for the Regulation of the Minister of Education, Culture, Research, and Technology Number 500 of 2024), the criteria for Scientific Publications in International Journals are as follows:

1) *Reputable International Journals*

   Reputable international journals are those indexed in Scopus with a minimum SCImago Journal Rank (SJR) of 0.15, or listed in the Web of Science (WoS) with a minimum Journal Impact Factor (JIF) of 0.05.

2) *Journal Criteria:*
   a. *The journal must possess an International Standard Serial Number (ISSN).*
   b. *Articles must be written in one of the official United Nations languages (Arabic, English, French, Russian, Spanish, or Chinese).*
   c. *The Editorial Board must consist of experts in their respective fields, with members representing at least four (4) different countries.*
   d. *In each issue, the scientific articles published must include authors from at least two (2) different countries.*
   e. *The Editorial Board must be traceable online, with no discrepancies between the editors listed in the print edition and the online edition.*
   f. *The number of articles per issue must be reasonable, and the journal's publication format must remain consistent.*

g. *The journal must not appear on any list of non-reputable or questionable journals as identified by the Ministry and must not be included in any category of doubtful journals or publishers.*

For the purposes of your study here at LSPR, there are three broad categories of international academic journals that you should be aware of when the time comes to publishing your article.

1. ***Scopus and Web of Science Indexed Journals***

The first category is what Dikti refers to as 'Jurnal Bereputasi' and refers to those that are indexed by Scopus and Web of Science. These are considered the best academic journals for academic publishing because of the metrics and standards they use to assess the quality of articles published by those journals.

2. ***International Journals that are not Scopus of Web of Science Indexed***

The second category refers to all those journals that are not indexed by Scopus or Web of Science (WoS), but which are considered to be credible and legitimate. Although many countries do not consider journals that are not indexed by either Scopus or Web of Science for the national assessment of researchers, LSPR students may also publish in these journals.

To evaluate journal quality without Scopus or WoS, students should check the publisher's reputation, the clarity of the peer-review process, and the credentials of the editorial board.

These journals can be found in various other reputable, subject-specific databases and discovery tools that your supervisor will be able to help you with, for example:

a. ***Directory of Open Access Journals (DOAJ):*** *This directory indexes peer-reviewed open-access journals that meet strict criteria for transparency and quality, making it a reliable source for open research.*
b. ***Subject-specific databases:*** *Many fields have their own respected databases, such as ProQuest which is especially for humanities and social sciences, Ei Compendex for engineering and PubMed Central for biomedical and life sciences which index quality journals not necessarily in the main WoS/Scopus collections.*
c. ***JSTOR:*** *A well-known digital library, particularly strong in the humanities and social sciences, providing access to a vast archive of peer-reviewed articles and books.*
d. ***Google Scholar:*** *This broad academic search engine indexes a wide array of scholarly works, including those in smaller, niche journals, and helps assess influence via citation tracking.*
e. ***Institutional repositories and university presses:*** *Many universities and academic institutions host reputable journals or working papers that may not be commercially indexed but are still peer-reviewed and highly regarded within their niche communities.*

3. ***Predatory Journals***

The third broad category of journals refers to 'predatory journals' and these are journals that must be avoided. They just exist to make money and have no academic value. Moreover they can be damaging to both individual and institutional reputation.
Red flags to watch out for include:

a. *Pay-for publish model with high fees with little transparency*

b. *Vague or non-existent peer-review processes*
c. *False claim*
d. *Excessive email solicitations*
e. *Unclear editorial boards*
f. *Poor quality articles*
g. *Overly broad scopes covering too many different fields*

If students wish to submit articles to international journals, please be aware of the presence of predatory journals and publishers. Predatory journals are those that appear like legitimate journals that can be accessed normally; however, after some time they may disappear from the internet. Also, these journals tend to operate by requesting payment for publication of one's articles.

These requested payments are sometimes very high, up to several hundred US dollars. If a journal publisher requests a payment from you, we recommend for you not to proceed with the payment and proceed with caution. To check whether it is a predatory journal and publisher, please visit https://predatoryjournals.com/ or https://beallslist.net/standalone-journals/.

***REMINDER : American Journal of Humanities and Social Science Research (AJHSSR**) is one example of journals mentioned on https://beallslist.net/standalone-journals/ that is suspected as predatory journals (on updated section per 5 February, 2021). Based on the Decree of the Director General of Higher Education, Research and Technology, Kemdikbudristek No. 177/E/KPT/2024 as of October 15, 2024, these five journals are declared NOT ACCREDITED, namely:*

1. *Britain International of Exact Sciences Journal (BIoEx Journal) - Penerbit : BIAR Publisher*
2. *Journal of Social Science - Penerbit : CV. Syntax Corporation Indonesia*
3. *Jurnal Health Sains - Penerbit : CV. Syntax Corporation Indonesia*
4. *Journal Syntax Transformation - Penerbit : CV. Syntax Corporation Indonesia*
5. *Syntax Idea - Penerbit : Ridwan Institute*

With this announcement, the three publishers (Ridwan, Syntax, and BIAR Publisher) and all journals published by them are at risk of subsequently receiving the status of "Not Accredited." Therefore, we strongly advise students not to submit their articles to these publishers, as doing so may result in their articles not being recognized and, consequently, students may not be eligible to proceed with their final defense.

Why are some journals like that mentioned as predatory journals? It is because of some of these reasons: (source : https://www.researchgate.net/post/Is-this-a-predatory-journal2).

- *Papers have no DOI*
- *Indexing is somewhat misleading since they mention "editorial board is planning all papers in following indexing"*
- *The "contact us" section only mentions a Gmail address… and there is no information about a real location (which is suspect and makes you wonder why you call yourself American…).*
- *Looking at a number of the published papers, there is no mention of information about submission date, date of revision and date of acceptance etc. Combined with the info that is mentioned on their site about a few days of registration etc. it seems to suggest there is no peer review.*
- *Look at some of the papers published – many of them show a lack of critical review by containing many spelling errors.*
- *High fees are charged - as the ultimate goal of predatory journals is your money, it will be difficult to camouflage this issue even in the future.*
- *Using names very similar to those of recognized journals, as in your case, also seems a common*

strategy used by predatory journals.

We are not accepting journals with these criteria above due to your own benefit. Don't take the risk that your article has been published in these journals as it will not be recognized and will be rejected by DIKTI and DIKTI will not issue a legal national number in your diploma as consequences.

We recommend that you publish articles in journals that are recognized by DIKTI or recommended by your thesis advisers. For your reference, recognized international journals are listed in the following directories:

1. SAGE Journals (https://journals.sagepub.com/)
2. EMERALD PUBLISHING (http://emeraldgrouppublishing.com)
3. SCOPUS (https://www.scopus.com/sources.uri?zone=TopNavBar&origin=searchbasic)
4. ELSEVIER (https://www.elsevier.com/)
5. SPRINGER (http://www.springer.com/gp/)
6. Wiley Online Library (https://onlinelibrary.wiley.com/)
7. Taylor & Francis (https://taylorandfrancis.com/)
8. THOMSON REUTERS (https://www.thomsonreuters.com/en/about-us/labs/publications)
9. Cambridge (https://www.cambridge.org/core/publications/journals)
10. Oxford (https://academic.oup.com/journals)

*Starting on 2017, DIKTI allowed master students to publish an article as **proceedings from conference/seminar** as long as it is following these rules:*

Scientific works on international proceedings indexed by international databases (Web of Science, Scopus) are rated the same as international journals; with the following criteria:

1) *Organized by a reputable professional association, university or scientific institution;*
2) *Steering committee consists of experts from various countries;*
3) *Written in the official UN languages (Arabic, English, French, Russian, Spanish and Chinese);*
4) *Editors come from various countries according to their fields of knowledge;*
5) *Authors come from at least 4 (four) countries;*
6) *Have an ISBN.*

*Please note that students will not be eligible to proceed to their thesis defense if they have not fulfilled the requirement of having an article accepted by a journal for publication. It will be sufficient if you show proof from a journal that your article has been accepted for publication. This is what we call Letter of Acceptance (LOA). It will contain details such as: when your article will be published, and which volume and number. For example, your article will be published in June **2021, Vol. 6 No. 1.** A letter of acceptance means your article has been reviewed and accepted to be published. So, it is not a matter that you only submit the article.*

Please note that your article may be taken from your thesis research topic, or it may be on a completely different topic. For example, if you have taken the Strategic Issues Management (SIM) subject, you may choose to publish a paper on issues management - even if your thesis topic is different.

The Academic department has sent this email reminder to all PGP students in all batches and programmes to ask students to pay full attention to this matter beginning in your 1st semester. All lecturers, thesis/non thesis advisors, and PGP Management are ready to support and discuss your article topic and writing process.

We suggest that you consult and work closely with your thesis advisor or class lecturers to fulfill this requirement. You will need to identify a journal which may be appropriate for your topic, and you

will need to fulfill the requirements and editorial style of the journal concerned. For your guidance, ***we also attach a short guide for writing the author's name and institution along with this email.*** *We suggest you read and follow the guide when you submit your article to a journal publication.*

Petunjuk Penulisan Nama Penulis Artikel Di Jurnal Nasional Dan Internasional Bagi Dosen Dan Mahasiswa PGP LSPR

Pola dasar penulisan Artikel Jurnal Nasional:

1. Nama penulis (tunggal, 2 atau 3 orang), Nama Prodi, dan Nama Afiliasi PT (Institusi).
2. Nama penulis (tunggal, 2, atau 3 orang), dan Nama Afiliasi PT (Institusi).

    a. **Pilihan 1 atau 2 atau pola penulisan nama penulis (nama kedua ditulis di depan atau tidak), alamat institusi, nama kota, nama negara dll.) tergantung pada peraturan selingkung dari masing-masing penerbit jurnal.*
    b. *Maksimal penulis adalah 3 orang (termasuk dengan orang dari luar LSPR).*

Pola Dasar Penulisan Artikel Jurnal Internasional

Pola dasar penulisan author untuk Artikel Jurnal Internasional dibagi menjadi dua kategori sebagai berikut:

1. **Jurnal Internasional Bereputasi**
   Merupakan jurnal yang diterbitkan oleh *publisher* yang terindeks **Scopus** dan **Web of Science**.
    a. Jumlah penulis tidak dibatasi.
    b. Wajib mencantumkan nama Program Studi dan nama institusi (afiliasi perguruan tinggi) sesuai dengan ketentuan di buku panduan ini.

2. **Jurnal Internasional lainnya**
   Merupakan jurnal internasional yang *publisher*-nya berada di luar indeks **Scopus** dan **Web of Science**.
    a. Ketentuan mengenai penulisan author, mengikuti ketentuan untuk penulisan artikel jurnal nasional.

Catatan: Ketentuan penulisan author untuk Artikel Jurnal Internasional ini berlaku bagi mahasiswa *intake* Odd 2025/2026.

Nama penulis:

1. Nama dosen sesuai dengan nama yang terdaftar di PDDIKTI (dapat ditanyakan ke dosen yang bersangkutan) dan ditulis tanpa gelar;
2. Nama siswa sesuai dengan nama yang ada di absen resmi Academic Department PGP dan ditulis tanpa gelar.

Nama program studi/Prodi: Program Pascasarjana Ilmu Komunikasi

Nama Afiliasi: **LSPR Institute of Communication and Business** - tidak menggunakan simbol "&"

Alamat institusi: Sudirman Park JL. KH Mas Mansyur Kav.35

Nama kota: Jakarta

Nama negara: Indonesia

a) Jika diminta menggunakan nama prodi, nama afiliasi institusi, alamat, kota, dan negara, maka ditulis lengkap sebagai berikut:

Bahasa:
Nama penulis, Program Pascasarjana Ilmu Komunikasi, LSPR Institute of Communication and

Business, Sudirman Park JL. KH Mas Mansyur Kav.35, Jakarta, Indonesia.

In English (international journal):
Author name, Communication Study in Postgraduate Programme, LSPR Institute of Communication and Business, Jakarta, Indonesia.

Contoh: nama siswa adalah Deby Indah dengan dosen Mr. Ahmad. Misalnya dianggap penerbit jurnal ***tidak*** mensyaratkan penulisan alamat institusi, maka penulisannya adalah sebagai berikut:

Penulisan di jurnal nasional adalah:
Deby Indah, Ahmad, Program Pascasarjana Ilmu Komunikasi, LSPR Institute of Communication and Business, Jakarta, Indonesia.

Penulisan di jurnal internasional adalah:
Deby Indah, Ahmad, Communication Study in Postgraduate Programme, LSPR Institute of Communication and Business, Jakarta, Indonesia.

b) Jika hanya menggunakan nama afiliasi institut, kota, dan negara, maka penulisan lengkapnya adalah sebagai berikut:
Bahasa dan English: LSPR Institute of Communication and Business, Jakarta, Indonesia.
Jika tidak mengharuskan menyebutkan nama kota dan negara, penulisannya adalah sebagai berikut:

LSPR Institute of Communication and Business

Penulisan di jurnal nasional atau jurnal internasional adalah:
Deby Indah, Ahmad, LSPR Institute of Communication and Business, Jakarta, Indonesia.

Instructions for Writing Author Name of Articles in National and International Journals for PGP LSPR Lecturers and Students

Basic writing patterns on National Journal:

1. *Author name (single, 2 or 3 persons), Name of Study Program, and Name of PT Affiliate (Institution).*
2. *Author name (single, 2, or 3 persons), and Name of PT Affiliate (Institution).*
    a. **Option 1 or 2 or the pattern of writing the author's name (second name is written on the front or not), institutional address, name of city, name of country etc.) depends on the regulations of each journal publisher.*
    b. *Maximum authors are 3 persons (including people from outside LSPR).*

Basic Pattern for Writing International Journal Articles
The basic pattern for authors writing international journal articles is divided into two categories, as follows:

1. *Reputable International Journals*
   *These are journals published by publishers indexed by **Scopus** and **Web of Science**.*
    a. *There is no limit to the number of authors.*
    b. *It is mandatory to include the name of the study programme and the name of the institution (university affiliation) in accordance with the provisions in this guidebook.*

2. *Non-Reputable International Journals*
   *These are international journals whose publishers are not indexed in **Scopus** and **Web of***

Science.

a. *The requirements for author writing follow the requirements for writing national journal articles.*

***Note**: The requirements for author writing for International Journal Articles apply to students enrolled in the 2025/2026 academic year.*

Writer's name:

1. *The lecturer's name matches with the name registered at PDDIKTI (you can ask the lecturer concerned) and written without a title;*
2. *The student's name matches with the name on the official Academic Department PGP absence and is written without a degree.*

***Name of study program/Prodi**: Program Pascasarjana Ilmu Komunikasi*
***Affiliate Name**: LSPR Institute of Communication and Business*
***Institution address**: Sudirman Park JL. KH Mas Mansyur Kav.35*
***Name of City:** Jakarta*
***Name of Country:** Indonesia*

a) *If you asked to use the name of the study program, name of institutional affiliation, address, city and country, then it can be written in full as follows:*

Bahasa:
Nama penulis, Program Pascasarjana Ilmu Komunikasi, LSPR Institute of Communication and Business, Sudirman Park JL. KH Mas Mansyur Kav.35, Jakarta, Indonesia.

In English (international journal):
Author name, Communication Study in Postgraduate Program, LSPR Institute of Communication and Business, Jakarta, Indonesia.
*Example: The student's name is Deby Indah with the lecturer Mr. Ahmad. For example, it is assumed that the journal publisher **does not** require writing the institutional address, then the writing is as follows:*

Writing in national journal is:
Deby Indah, Ahmad, Program Pascasarjana Ilmu Komunikasi, LSPR Institute of Communication and Business, Jakarta, Indonesia.

Writing in international journal is:
Deby Indah, Ahmad, Communication Study in Postgraduate Programme, LSPR Institute of Communication and Business Jakarta, Indonesia.

b) *If you only use the name of the affiliate institute, city, and country, then the complete writing is as follows:*

Bahasa and English: LSPR Institute of Communication and Business, Jakarta, Indonesia.

If it does not require the name of the city and country, it is written as below:

LSPR Institute of Communication and Business

Writing in national journals or international journals is:
Deby Indah, Ahmad, LSPR Institute of Communication and Business, Jakarta, Indonesia.

T. Tesis/*Thesis*

Nilai Lulus untuk *Communication Studies* menjadi prasyarat untuk mengambil *Communication Research*. Nilai Lulus untuk *Communication Research (CR)* menjadi prasyarat untuk mengambil *Seminar and Publications* (SAP).

A. Mata Kuliah Prasyarat Tesis/ Non Tesis

Mahasiswa yang hendak mengambil Thesis/Non Thesis pada saat pengisian KRS, sebelumnya harus LULUS dengan nilai minimal adalah "B" untuk 3 (tiga) mata kuliah berikut ini:

1. *Communication Studies / CS*
2. *Communication Research / CR*
3. *Seminar and Publications / SAP*

Students should pass Communication Studies (CS) subject, prior taking Communication Research subject. Students should pass Communication Research (CR) subject, prior taking Seminar and Publications (SAP) subject.

A. Subjects as Thesis Terms

Students who wish to take Thesis subject must, at the time of filling out their KRS, have PASSED with minimum grade of "B" the following 3 (three) subjects:

A. *Communication Studies (CS)*
B. *Communication Research (CR)*
C. *Seminar and Publication (SAP).*

***B.* Persyaratan Mengikuti Sidang Tesis**

Mahasiswa yang akan mengikuti sidang tesis harus memenuhi persyaratan sebagai berikut:

1. Sudah lulus dari semua mata kuliah dan mendapatkan IPK $\geq$ 3.00.
2. Menyerahkan bukti publikasi artikel jurnal atau *Letter of Acceptance (LOA)* yang berisi volume, issue, dan tahun yang 'akan' atau sudah diterbitkan di jurnal nasional terakreditasi (SINTA 1-4) atau jurnal internasional dan telah mendapatkan persetujuan dari Academic Department.
3. Publikasi artikel jurnal hanya dapat ditulis oleh maksimum 3 orang.
4. Menyerahkan fotokopi sertifikat yang menyatakan telah mendapatkan Score TOEFL dengan angka minimum 500/65 dari *reputable institutions* yang diakui oleh LSPR **ATAU** sertifikat 'PASS' dari Program khusus yang diadakan oleh PGP LSPR.
5. Telah mengikuti dan LULUS dari *2 Sesi Introduction to Graduate Studies* (IGS) yang diadakan di awal semester yang dibuktikan dengan menyerahkan fotokopi sertifikat kehadiran yang dibuat oleh Akademik. Peraturan ini mulai berlaku di Semester Ganjil Tahun Akademik 2024-2025.
6. Melengkapi semua persyaratan dokumen yang diminta seperti formulir konseling (minimal 10 kali tanda tangan Dosen Pembimbing), *Study Card*/ KRS semester terakhir, transkrip nilai, artikel yang sudah dipublikasi di jurnal terakreditasi nasional atau jurnal internasional; Pas foto (*close- up*) 4x6 sebanyak 3 lembar, fotokopi legalisir ijazah Program S1; surat penyetaraan ijazah bagi lulusan perguruan tinggi dari luar negeri.
7. Menyelesaikan kewajiban pembayaran dan mendapatkan persetujuan dari Finance Department.
8. Surat persetujuan dari *Library* Institut Komunikasi dan Bisnis LSPR.
9. Menyelesaikan semua persyaratan akademik untuk mengikuti sidang tesis/non tesis yang ditandai dengan adanya tanda tangan dari *Academic Manager*.

B. Requirements for Thesis Defense

Students who wish to conduct their thesis defense must have fulfilled the following requirements:

1. *Students must have passed all subjects with a minimum* GPA ≥ 3.00.
2. *Submit proof of publication or Letter of Acceptance (LOA) stating volume, issue and year of*

upcoming publication of an article in an accredited national journal (SINTA 1-4) or international journal and approved by the Academic Department.

3. *An article journal publication could be written by a maximum of 3 authors.*
4. *Students must submit a copy of a certificate stating a TOEFL score with a minimum 500/65 (paper-based/internet-based) from a reputable institution which is acknowledged by LSPR* ***OR*** *provide a 'PASS' certificate from a special Programme conducted by PGP LSPR.*
5. *Students must have completed two sessions of Introduction to Graduate Studies (IGS), a subject held at the beginning of the semester, and submit a copy of the attendance certificate issued by the Academic Department.*
6. *Must submit complete documentation such as a Counseling Form (minimum of 10 consultations with thesis advisor, evidenced by signatures of advisor), Study Card for the final semester, transcript of results, article which has been published in an accredited national journal or an international journal, passport photo 4x6 three copies, certified photocopy of undergraduate degree, certificate of equivalence where the undergraduate degree is from by a foreign university.*
7. *Students must have completed all payment obligations and obtained approval signatures from the Finance Department.*
8. *Students must have obtained a letter of approval from the LSPR Library.*
9. *Completed all academic requirements to proceed to thesis/non-thesis defense as shown by obtaining the signature of the Academic Manager.*

U. Panduan Penggunaan Nama Perguruan Tinggi Institut Komunikasi dan Bisnis LSPR

Berdasarkan SK Rektor Nomor: 022-25/PPNPT/LSPR/AI/AY/CABC per tanggal 5 Maret 2025, Institut Komunikasi dan Bisnis LSPR memiliki penamaan institusi yang bersifat nasional dan internasional untuk berbagai kepentingan. Untuk itu penyebutan nama institusi diatur dengan detail sebagai berikut:

1. **Penyebutan "Institut Komunikasi dan Bisnis LSPR"**
   Digunakan untuk kebutuhan:
   a. Ijazah, Transkrip, Surat Keterangan Pendamping Ijazah (SKPI). Ketiga dokumen tersebut sudah dalam dua Bahasa atau bilingual, yakni Bahasa Indonesia dan Bahasa Inggris;
   b. Surat resmi untuk pelaporan DIKTI.

2. **Penyebutan "LSPR Institute of Communication and Business"**
   Digunakan untuk kebutuhan:
   a. Artikel Jurnal Nasional dan Internasional;
   b. Akreditasi Internasional; dan

3. **Penyebutan nama kampus secara lengkap dengan *tagline***
   LSPR Institute of Communication and Business
   The Leading Graduate School of Communication and Business
   ASEAN Global Campus
   Dapat digunakan untuk kebutuhan:
   a. Dokumen Kepegawaian;
   b. Surat resmi untuk Instansi Nasional;
   c. Korespondensi Internasional, Perusahaan Multinasional, Perusahaan Nasional, Lokal, Instansi Pemerintah, BUMN, BUMD, Lembaga, Asosiasi, Institusi antar Perguruan Tinggi, Organisasi Nirlaba, atau semuanya yang tidak berhubungan dengan izin atau DIKTI;
   d. Promosi melalui Website, Social Media, poster; dan
   e. *Signature Email* dengan format berikut:

(Nama Lengkap dan Gelar)
(Jabatan)
(Nama Kampus)
(Tagline)
(Afirmasi)

Contoh:

Emilya Setyaningtyas, M.I.Kom, MIPR
Head of Communication Reputation department
LSPR Institute of Communication and Business
The Leading Graduate School of Communication and Business.
ASEAN Global Campus

4. **Penyebutan "LSPR Institute"**
   Digunakan untuk kebutuhan:
   a. Penyebutan nama singkatan;

Guidelines for Using College Names, LSPR Institute of Communication and Business

Based on the Rector Decree Number: 022-25/PPNPT/LSPR/AI/AY/CABC as of March 5, 2025, LSPR Institute of Communication and Business has national, international, and short names with the following details:

1. ***Institut Komunikasi dan Bisnis LSPR***
   Can be used for needs:
   a. *Certificate, Transcript, Letter of Accompanying Certificate (SKPI). The three documents are in two languages or bilingual, Indonesian and English;*
   b. *Official letter for DIKTI reporting.*

2. ***LSPR Institute of Communication and Business***
   Can be used for needs:
   a. *National and International Journal Article;*
   b. *International Accreditation; and*

3. ***Full mention of the campus name with the tagline***
   LSPR Institute of Communication and Business
   The Leading Graduate School of Communication and Business
   ASEAN Global Campus
   Can be used for needs:
   a. *Personnel Documents;*
   b. *Official letters for National Agencies;*
   c. *International Correspondence, Multinational Companies, National Companies, Local, Government Agencies, BUMN, BUMD, Institutions, Associations, Institutions between Universities, Non-Profit Organizations, or everything that is not related to licensing or DIKTI;*
   d. *Promotion through Website, Social Media, posters; and*
   e. *Signature Email with the following format:*
      (Full Name and Title)
      (Position)

(Campus Name)
(Tagline)
(Affirmation)

Example:

Emilya Setyaningtyas, M.I.Kom, MIPR
Head of Communication Reputation department
LSPR Institute of Communication and Business
The Leading Graduate School of Communication and Business.
ASEAN Global Campus

4. LSPR Institute

Can be used for needs:

a. Mention of abbreviated names;

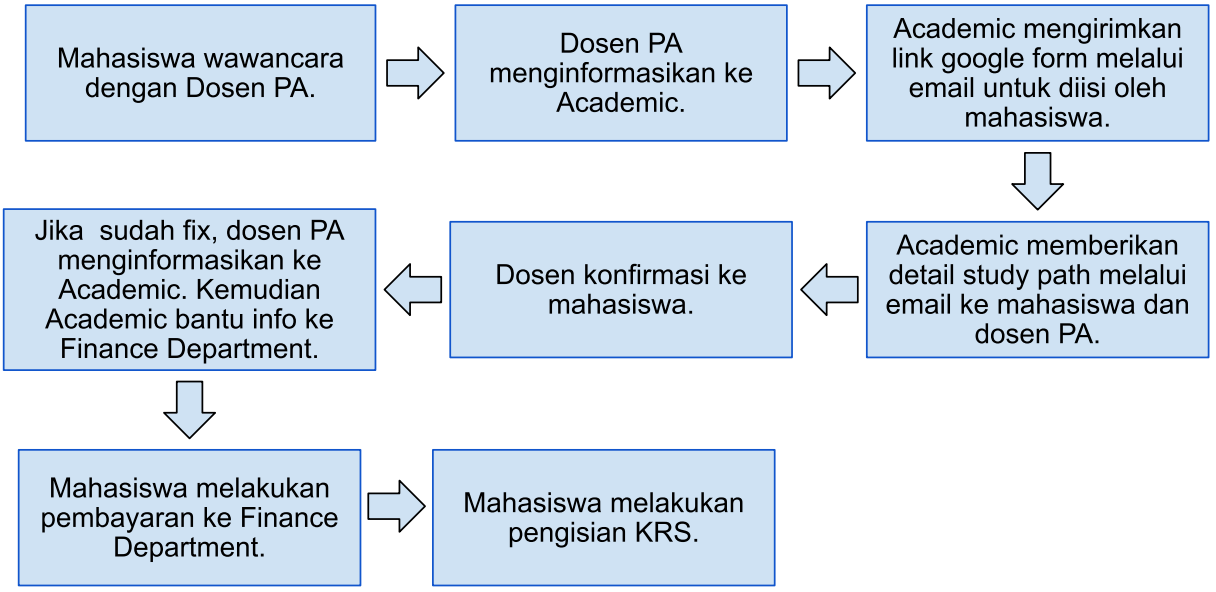
V. Pindah Konsentrasi, Kelas, Program, atau Lokasi

Contoh pindah konsentrasi adalah perpindahan dari konsentrasi *Marketing Communication Management* ke *Corporate Communication*. Contoh pindah kelas adalah perpindahan dari kelas yang kuliahnya diadakan di *weekdays* pindah ke kelas yang kuliahnya dilakukan di *weekend*. Contoh pindah Program adalah perpindahan dari Program *Offline* ke *Online* atau sebaliknya. Contoh pindah lokasi adalah perpindahan dari Sudirman *Park Campus* ke Transpark *Campus* atau sebaliknya.

Professional Programme

a. Mahasiswa yang hendak pindah dari kelas weekdays ke weekend atau sebaliknya harus mengajukan surat permohonan kepada dosen pembimbing akademik melalui SiAkad paling lambat pada minggu ke-2.
b. Mahasiswa diizinkan untuk pindah konsentrasi paling lambat pada minggu ke-2 pada awal perkuliahan. Permohonan yang diajukan setelah minggu ke-2 dinyatakan tidak dapat diterima.
c. Perpindahan Program dari *Blended* ke Program *Professional/Reguler* dapat dilakukan dengan menggunakan NIM yang lama (tidak ada perubahan NIM).
d. Untuk diterima di program yang baru, maka mahasiswa harus melengkapi dengan surat permohonan pindah program yang ditujukan ke dosen Pembimbing Akademik serta dilampirkan dengan dokumen lain yang dibutuhkan. Misalnya surat pindah lokasi kerja dari kantor dll.
e. Mahasiswa yang hendak pindah program dikenakan biaya perpindahan program sebesar Rp. 1.500.000 (Satu juta lima ratus ribu rupiah) dan biaya kuliah akan mengikuti ketentuan biaya yang berlaku di program yang baru.
f. Untuk dapat melakukan pengisian KRS, mahasiswa harus melakukan pembayaran pindah program tersebut serta biaya perkuliahan di next semester yang akan diambil.
g. Study path mahasiswa yang pindah program akan disesuaikan dengan subject yang ada di program yang baru sehingga sangat memungkinkan durasi perkuliahan menjadi lebih lama.
h. Mahasiswa yang mengajukan perpindahan lokasi pada semester tertentu, wajib mengirimkan email ke academicpgp@lspr.edu serta memberikan bukti yang jelas dan hanya berlaku 1x sehingga tidak dapat mengajukan pindah kembali ke lokasi awal lagi. Ketentuan ini juga berlaku bagi mahasiswa di Pre Master programme.

- Proses pengajuan Pindah Program



Pre Master Programme

a. Mahasiswa wajib mengembalikan Formulir Pilihan Konsentrasi paling lambat pada Minggu ke-12 di semester pertama ke Akademik Department.
b. Mahasiswa yang mengajukan permohonan pindah konsentrasi setelah Minggu ke-12 di semester pertama sama artinya dengan mendaftar ulang sebagai mahasiswa baru dan akan mendapatkan NIM yang baru.
c. Mahasiswa yang hendak pindah dari kelas *Certified* ke *Honors* atau sebaliknya harus mengajukan surat permohonan kepada *Programme Director* melalui *Student Services* **paling lambat** 1 (satu) minggu setelah periode *final exam* di semester pertama berakhir.
d. Mahasiswa *Pre Master Programme* yang hendak pindah program ke *online* juga berlaku persyaratan yang disebutkan pada huruf d-e pada program profesional di atas.

Persyaratan Umum:

1. Pengajuan pindah konsentrasi atau kelas hanya berlaku 'dari' dan 'ke' kelas yang sama dengan batch mahasiswa yang mengajukan.
2. Proses pindah konsentrasi atau kelas akan tetap menghitung jumlah absen di kelas sebelumnya.

Change of Concentration, Class, Programme, and Location

The following are examples of:

a. Transferring or shifting concentration: Transfer from Marketing Communications to Corporate Communication.
b. Shifting class: Transfer from regular classes on weekdays to classes on weekends.
c. Shifting Programme: Transfer from Offline to Online Programme.
d. Changing location from the Sudirman Park Campus to the Transpark Campus.

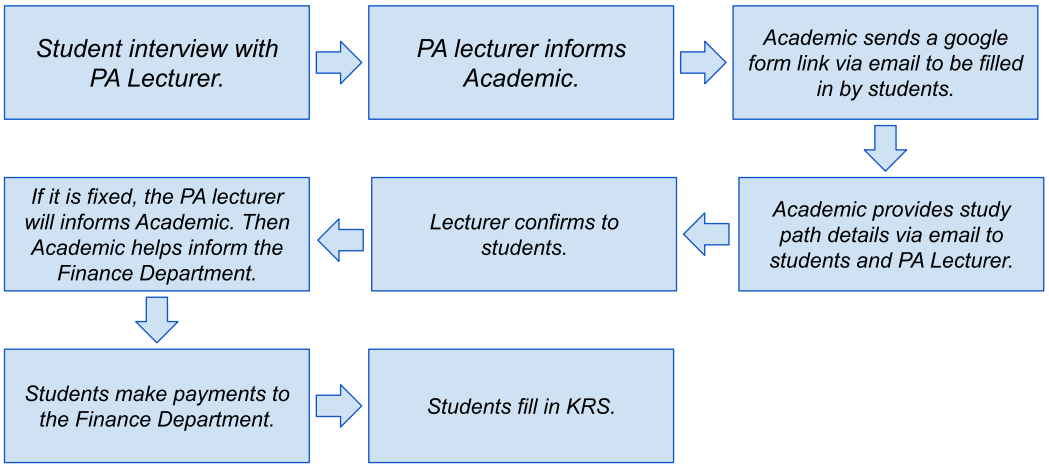
Professional Programme

a. Students who would like to transfer from the weekday class to the weekend class, or vice versa, must submit an application letter to the Academic Advisor lecturer via SiAkad, at the latest prior to the start of week 2.
b. Students are allowed to transfer/shift concentration only during the first semester before the 2th session.
c. Moving from Blended Programme to Professional/Regular Programme, or vice versa, can be done by using the old NIM (NIM has not changed).
d. In order to move from online to offline or vice versa, students must submit an application form

to the Programme Director with supporting documents attached (for example a letter from the student's employer stating the employee has been assigned to a new location).

e. *Students who seek to change programmes will incur a processing fee of Rp. 1.500.000 and must follow the fee structure of the new programme.*
f. *To be able to fill in KRS, students must make payment for the transfer program and tuition fees in the next semester to be taken.*
g. *The study path of students who change programs will be adjusted to the subject in the new program so it is possible that the duration of the lecture will be longer.*
h. *Students who wish to change location in a certain semester must submit an email to academicpgp@lspr.edu with all supporting documentation attached of the reason for the request and the change of location will be effective once and students will not be permitted to return back to the original campus. This condition applies also for Pre Master Programme.*

- *Change Programme proccess*



Pre Master Programme

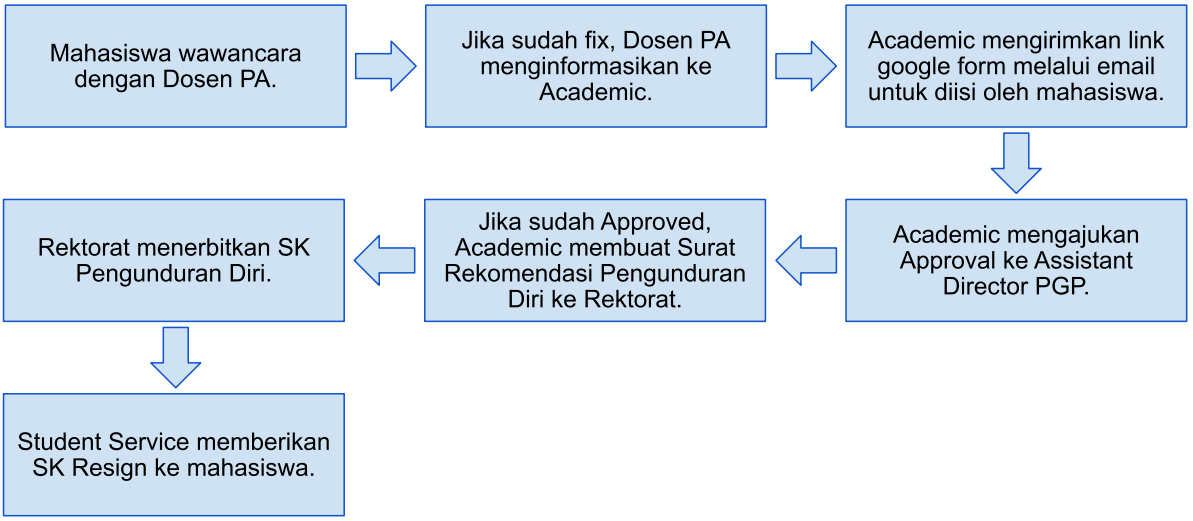
a. *Students must submit the Concentration Choice Option to the Academic Department by the 12th week of the first semester at the latest.*
b. *Students who apply to change concentration after the 12th week in the first semester will be considered a new student and will receive a new NIM.*
c. *Students who wish to transfer from the Certified class to the Honors class, or vice versa, must submit an application letter to the Programme Director via Student Services, at **the latest** by 1 (one) week after the final exam period in their first semester of study.*
d. *Students in the Pre-Master Programme are subject to the conditions set out in points d and e under 'Professional Programme' above.*

General terms:

1. *Applications to shift class or concentration only apply `to' and `from' the student's current batch.*
2. *Shifting concentration of class will still count the number of absences in the class.*

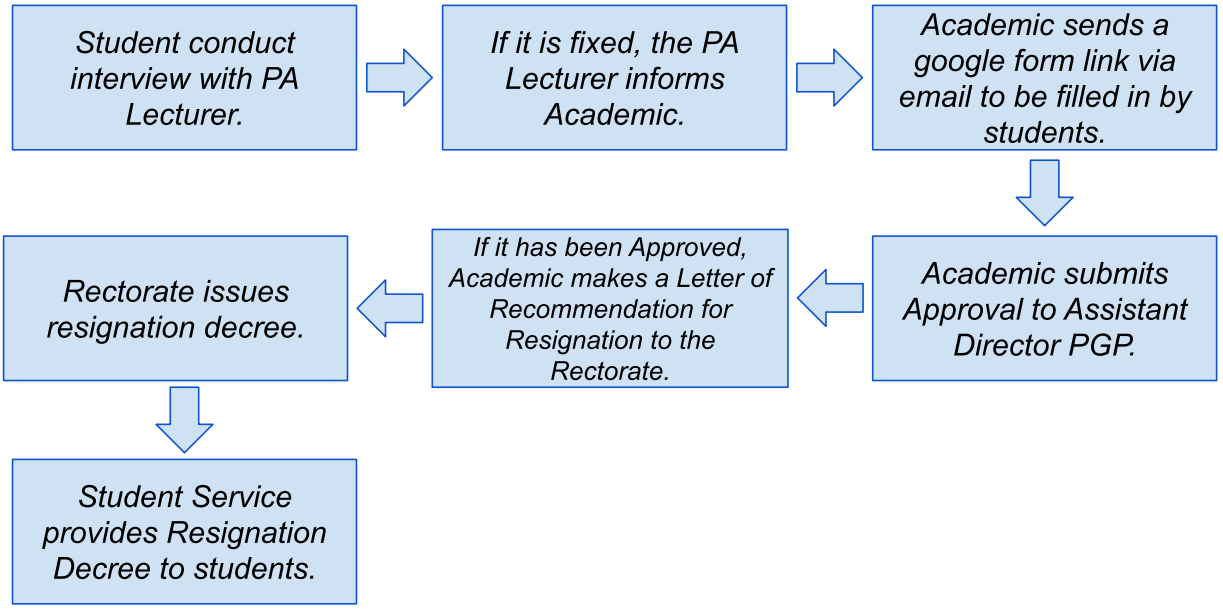
W. Pengajuan Pengunduran Diri

Dalam mengajukan proses resign, adapun proses yang harus diperhatikan:



Resignation application

In applying for a resignation process, there is a process that must be considered:



X. Beasiswa Mahasiswa

1. Mahasiswa dapat mengajukan beasiswa kepada PGP LSPR. Adapun beasiswa terbagi menjadi 2 yaitu:
   - Beasiswa Akademik.
   - Beasiswa Non-Akademik.
2. Ketentuan detail mengenai Programme beasiswa ini dapat diperoleh di bagian *Marketing*.
3. Penerima beasiswa dibuktikan dengan diterbitkannya Surat Keputusan Rektor dan SK wajib disimpan oleh mahasiswa penerima beasiswa.
4. Penerima beasiswa wajib menjalani semua persyaratan pemberian beasiswa yang sudah disepakati dan penilaian atas hal ini akan menjadi pertimbangan untuk melanjutkan atau berakhirnya beasiswa yang diberikan pada setiap semester.
5. Penerima beasiswa wajib menyerahkan transkrip semester terakhir yang sudah dijalani sebagai

syarat mendapatkan beasiswa di semester berikutnya.

6. Transkrip diserahkan ke *Academic Department* dan di-email ke academicpgp@lspr.edu paling lambat pada saat pengisian KRS.

Student Scholarships

1. *Students may apply for scholarships from PGP LSPR. There are 2 types of scholarships:*
   - *Academic Scholarships.*
   - *Non-Academic Scholarships*
2. *Details of the scholarship Programme can be obtained from the Marketing Department.*
3. *Scholarship recipients shall receive confirmation of the scholarship by issuance of a Decree of the Rector of IKB LSPR, which should be retained by the student.*
4. *Scholarship recipients shall be responsible for fulfilling all relevant conditions for the granting of the scholarship, and an evaluation of the student's performance in this respect shall be a consideration for the continuation or cessation of the scholarship each semester.*
5. *Scholarship recipients are required to provide a transcript of results each semester as a condition for the continuation of the scholarship in the following semester.*
6. *Transcripts of results must be submitted to the Academic Department and by email to: academicpgp@lspr.edu by the latest at the time of filling in the Study Plan Card (KRS).*

Y. Sit in Students Programme

1. Program ini memperbolehkan mahasiswa mengikuti kegiatan perkuliahan di mata kuliah yang berbeda dari mata kuliah yang menjadi pilihan di konsentrasinya.
2. Mata kuliah yang dapat diikuti adalah mata kuliah yang berada di tingkat yang sama atau semester di bawahnya pada setiap konsentrasi yang ada di semester berjalan.
3. Peserta SIS program dapat memilih 2 subject (maksimum) per semester.
4. Terdapat 2 kategori SIS yang dapat diikuti yaitu (1) Full session and (2) Selected session.
5. Peserta yang mengikuti Full Session (14 session) akan mendapatkan **Certificate of Attendance** pada akhir semester dengan mencantumkan subjek yang telah diikuti and nama dosen pengajar dan mata kuliah yang diikuti tidak tercantum di dalam transkrip nilai.
6. Sertifikat diberikan berdasarkan kelengkapan data absen mahasiswa di dalam kelas.
7. Mahasiswa yang mengikuti *Selected Sessio*n tidak mendapatkan sertifikat.
8. Peserta SIS tidak diikutsertakan pada Midterm dan Final Exam sedangkan untuk pembuatan tugas diserahkan kepada dosen kelas berdasarkan pertimbangan jumlah siswa dan karakteristik subjek yang diajar.
9. Mahasiswa yang hendak mengikuti SIS programme wajib mendaftar dan menjelaskan kategori yang diambil serta mendapatkan persetujuan terlebih dulu dari Academic Depart.
10. Jumlah peserta *Sit in Students* akan dibatasi jika jumlah total mahasiswa sudah lebih dari 25 mahasiswa dan prioritas ditentukan berdasarkan nomor urut pendaftar yang tercatat di *Academic Department.*
11. *Penjelasan lebih detail mengenai program ini dapat ditanyakan ke PGP Academic Department.*

1. *Under the Sit-In Student Programme, students may attend classes offered in concentrations other than the student's chosen concentration.*
2. *Students may only sit on subjects that are at the same semester level, or lower, than the student's current semester of study.*
3. *Participants in the SIS program can choose 2 subjects (maximum) per semester.*
4. *There are 2 categories of SIS that can be followed, namely (1) Full session and (2) Selected sessions.*
5. *Participants who take part in the Full Session (14 sessions) will get a Certificate of Attendance at the end of the semester by noting the subjects that have been attended and the name of the lecturer; SIS subjects will not appear on the student's transcript.*
6. *Certificates are awarded based on the completeness of student absentee data in class.*

7. *Students who take part in the Selected Session option do not get a certificate.*
8. *SIS participants are not included in the Midterm and Final Exam, while assignments are submitted to the class lecturer based on the consideration of the number of students and the characteristics of the subject being taught.*
9. *Students who wish to take part in the SIS program are required to pre-register in writing and stating which subject and SIS option they wish to take and must obtain prior approval from the Academic Department.*
10. *The number of Sit-In students for each class is limited where there are more than 25 students in a class, and priority shall be given according to the order in which students registered with the Academic Department.*
11. *Further details of the Programme may be obtained from the PGP Academic Department.*

Z. Penyetaraan Ijazah Luar Negeri

1. Mahasiswa yang lulus Strata Satu/S1 dari universitas yang berasal dari luar wilayah Republik Indonesia, wajib mendapatkan Surat Keputusan Penyetaraan Ijazah dari Direktorat Jenderal Pendidikan Tinggi/Ditjen DIKTI.
2. Mahasiswa tidak dapat mengikuti sidang tesis jika ijazahnya belum disetarakan oleh Direktorat Jenderal Pendidikan Tinggi/Ditjen DIKTI.
3. Proses pengurusan penyetaraan ijazah dapat memakan waktu sekitar 1 bulan.
4. Mahasiswa dapat melihat dan melakukan prosesnya secara daring melalui laman web berikut ini: piln.kemdikbud.go.id

Certificates of Equivalency for Foreign Degrees

1. *Students who have graduated from universities outside Indonesia, must obtain a Certificate of Equivalency from the Directorate General of Tertiary Education (Ditjen DIKTI).*
2. *Students must note that they may not present and defend their thesis if their prior degrees have not been legalized by DIKTI.*
3. *Students must note it takes approximately one month to process degree equivalency applications.*
4. *Further information for the online procedure is provided at the website below:*

   piln.kemdikbud.go.id

AA. Surat Keterangan Pendamping Ijazah (SKPI)

LSPR Institute akan mengeluarkan Surat Keterangan Pendamping Ijazah atau SKPI sebagai *Diploma Supplement* bagi mahasiswa/inya. SKPI adalah sebuah dokumen resmi yang dikeluarkan oleh institusi perguruan tinggi berisi informasi tentang pencapaian akademik atau kualifikasi dari lulusan pendidikan tinggi bergelar.

Manfaat dari dokumen SKPI bagi lulusan adalah :

1. Kepemilikan dokumen yang menyatakan kemampuan kerja, penguasaan pengetahuan, dan sikap/moral seorang lulusan yang lebih mudah dimengerti oleh pihak pengguna di dalam maupun luar negeri dibandingkan dengan membaca transkrip.
2. Merupakan penjelasan yang objektif dari prestasi dan kompetensi lulusan, dan
3. Meningkatkan kelayakan kerja (employability) terlepas dari kekakuan jenis dan jenjang program studi.

Melihat pentingnya SKPI bagi lulusan, maka disarankan bagi mahasiswa/I LSPR Institute untuk terus meningkatkan kemampuan dan kompetensi serta prestasinya. Adapun jenis kelengkapan yang dapat dimasukkan dalam SKPI adalah :

a. Penghargaan dan Beasiswa
b. Sertifikasi Profesi/Kompetensi (I*ntroduction To Graduate Studies*, LSP LSPR, ECU,etc.)
c. Karya Ilmiah (Jurnal Nasional ; Sinta 1-4, Jurnal Internasional ; *Scopus, Web of Science*, etc.)
d. Daftar Organisasi yang diikuti oleh Mahasiswa, dan
e. Pelatihan Peningkatan Diri (Seminar atau Workshop di dalam dan luar kampus)

Selain mengikuti perkuliahan dengan baik dan meraih nilai maksimal, mahasiswa/I LSPR Institute juga harus membekali diri dengan pelatihan-pelatihan, seminar, workshop dan melibatkan diri dalam organisasi yang sesuai dan mampu mendukung bidang keilmuannya.

Untuk dapat mengunggah dokumen SKPI, mahasiswa dapat mengikuti langkah-langkah berikut:

1. Akses ke SiAkad System: https://academic.lspr.ac.id/.
2. Login menggunakan NIM sebagai username dan tanggal lahir dengan format YYYYMMDD sebagai password
3. Klik menu “SKPI”
4. Isi data yang dibutuhkan dan upload dokumen pendukung seperti sertifikat
5. Jika data telah selesai diisi, klik “Ajukan”.

Note: Data SKPI yang sudah disubmit masih dapat di edit selama pengajuannya belum disetujui.

Mahasiswa dapat melengkapi data SKPI melalui website: https://academic.lspr.ac.id . di LSPR Siakad.

Certificate of Diploma Companion

LSPR Institute will release Surat Keterangan Pendamping Ijazah or SKPI as a Diploma Supplement for students. SKPI is an official document issued by higher education institutions detailing information about the academic achievements or qualifications of graduates with higher education degrees.

The benefits of SKPI for graduates are :

1. *Ownership of documents that state a graduate’s work abilities, knowledge proficiency, and ethical standards of the graduates which are more comprehensible to both domestic and international employers than simply reviewing transcripts.*
2. *SKPI will objectively explain the graduate’s achievements and competencies.*
3. *Enhancing employability regardless of the strictness of study programs and levels.*

Recognizing the importance of SKPI for graduates, it is recommended for LSPR Institute students to continually enhance their skills, competencies, and accomplishments. The types of supporting items that can be included in the SKPI are as follows :

a. *Achievement and Scholarship*
b. *Professional Certification/Competency (Introduction To Graduate Studies, LSP LSPR, ECU,etc.)*
c. *Research Paper (National Journal ; Sinta 1-4, International Journal ; Scopus, Web of Science, etc.)*
d. *List of Organization or Association Involved*
e. *Self-Improvement Training (Internal and External workshop)*

In addition to attending lectures diligently and achieving optimal grades, LSPR Institute students must also equip themselves with training, seminars, workshops, and participation in organizations that are relevant and capable of supporting their academic field.

To be able to upload SKPI documents, students can follow the following steps:

1. *Access to SiAkad System: https://academic.lspr.ac.id/*
2. *Login using NIM as username and date of birth with YYYYMMDD format as password*
3. *Click the “SKPI” menu*

4. *Fill in the required data and upload supporting documents such as certificates*
5. *If the data has been completed, click "Submit".*

Note: SKPI data that has been submitted can still be edited as long as the submission has not been approved.

Students can fill the data on the website: https://academic.lspr.ac.id .

AB. Sertifikasi Profesi

Sesuai Surat Edaran dari Rektor LSPR Institute nomor 027/UJK/-S2/LSP-LSPR/III/2024 tanggal 4 Maret 2024 dan Peraturan Pemerintah No. 57 tahun 2021 Pasal 53 (5), mengenai penerbitan Sertifikat Kompetensi untuk meningkatkan kualitas kompetensi mahasiswa dalam jenjang Pendidikan Pasca Sarjana dan daya saing karir profesional di masa depan, Institut Komunikasi dan Bisnis LSPR memberikan peluang bagi semua mahasiswa untuk mendapatkan Surat Keterangan Pendamping Ijazah (SKPI) berupa sertifikat dari Pemerintah melalui Badan Nasional Sertifikasi Profesi (BNSP).

Pelaksanaan uji kompetensi mahasiswa ini merupakan pemenuhan hak mahasiswa untuk memperoleh SKPI dan bagian dari penilaian mutu Institusi, dimana jumlah lulusan bersertifikasi akan menjadi kontribusi dalam upaya peningkatan akreditasi Institut Komunikasi dan Bisnis LSPR.
Institut Komunikasi dan Bisnis LSPR memiliki Lembaga Sertifikasi Profesi yaitu LSP-LSPR di bawah lisensi dari Badan Nasional Sertifikasi Profesi (BNSP). Untuk itu mahasiswa yang ikut dalam uji kompetensi akan menggunakan Standar Kompetensi Kerja Nasional Indonesia (SKKNI).

Dosen dan manajemen PGP LSPR, mendorong setiap mahasiswa untuk mengikuti ujian sertifikat profesi dengan sukacita sebelum menyandang status alumni PGP. Mengapa? Selain karena ujian sertifikasi profesi ini tidak dikenakan biaya tambahan apapun, namun terlebih karena beberapa Alumni PGP menyatakan "penyesalannya" karena harus kembali mengambil ujian LSP di LSPR ini setelah diminta oleh kantor tempat alumni tersebut bekerja. Walaupun sertifikat profesi ini punya validasi waktu, namun demikian adanya sertifikat ini akan tetap menjadi '*value added*' bagi lulusan PGP di saat perusahaan membutuhkan konfirmasi tentang keahlian atau kompetensi yang dimiliki oleh calon pekerja. Keahlian yang dinyatakan di dalam sertifikat profesi pada skema di PGP adalah keahlian pada jenjang magister yang berbeda dengan keahlian pada jenjang sarjana.

Kriteria mahasiswa yang dapat mengikuti sertifikasi profesi, yakni:

1. Mahasiswa aktif PGP LSPR minimal semester 3.
2. Telah lulus menempuh mata kuliah sesuai capaian pembelajarannya.
3. Telah melakukan praktek kerja atau memiliki pengalaman kerja di bidangnya minimal 1 (satu) kali atau 6 (enam)bulan.

Pendaftaran sertifikasi, mahasiswa dapat menghubungi sekretariat LSP-LSPR di nomor telp: 021-5794-2498 WA: 08151-0210-120 atau melalui email lsp@lspr.edu.

Certification Profession

In accordance with the Circular Letter from the Rector of LSPR Institute number 027/UJK/-S2/LSP-LSPR/III/2024 dated March 4, 2024 and Government Regulation No. 57 of 2021 Article 53 (5), regarding the issuance of Competency Certificates to improve the quality of student competence in Postgraduate Education and professional career competitiveness in the future, LSPR

Institute of Communication and Business provides opportunities for all students to obtain a Certificate of Diploma Companion (SKPI) in the form of a certificate from the Government through the National Professional Certification Agency (BNSP).

The implementation of this student competency test is a fulfillment of student rights to obtain SKPI and part of the Institution's quality assessment, where the number of certified graduates will contribute to efforts to increase the accreditation of the LSPR Institute of Communication and Business. LSPR Institute of Communication and Business has a Professional Certification Institute, namely LSP-LSPR under license from the National Professional Certification Agency (BNSP). For this reason, students who participate in the competency test will use the Indonesian National Work Competency Standards (SKKNI).
PGP LSPR lecturers and management encourage all students to undertake this professional certification examination with enthusiasm before graduating from PGP. Why? Firstly, this professional certification examination does not incur any additional costs, but secondly, because a number of PGP alumni have expressed their regret at having to return to sit the LSP examination at LSPR after being requested to do so by their employer. Whilst this professional certification has an expiry date, it remains a valuable asset for PGP graduates when companies require confirmation of the skills and competencies possessed by prospective employees. The skills stated in the professional certification under the PGP scheme are at Master's level, which differs from the skills at Bachelor's level.

Criteria for students who can take the profession certification, namely:

1. *Active students of PGP LSPR at least semester 3.*
2. *Have passed the course according to the learning outcomes.*
3. *Have done work practice or have work experience in their field at least 1 (one) time or 6 (six) months.*

Registration for certification, students can contact the LSP-LSPR secretariat at telephone number: 021-579 WA: 08151-0210-120 or email lsp@lspr.edu.

AC. Kebijakan Anti Plagiat */ Anti-Plagiarism Policy*

a. *Anti-Plagiarism Policy* adalah komitmen mahasiswa untuk menyatakan bahwa setiap paper yang dibuat adalah karyanya sendiri dan tidak ada kutipan data, informasi, atau keterangan di dalam paper yang tidak dituliskan sumber referensinya dengan tepat. Setiap karya tulis harus asli dengan tingkat **plagiarisme maksimal 25%** dan penggunaan ***Artificial Intelligence*** **(AI) tidak boleh melebihi 20%**, serta harus dinyatakan dengan jelas.
b. Sistem penulisan referensi yang wajib digunakan adalah APA (*American Psychological Association) style* edisi ketujuh - *https://apastyle.apa.org/* .
c. Mahasiswa wajib mencantumkan dan menandatangani deklarasi tentang *Anti-Plagiarism Policy* pada setiap paper baik yang dibuat dalam rangka tugas maupun ujian selama mengikuti perkuliahan (contoh format tulisan akan diberikan pada awal perkuliahan).
d. Sanksi maksimal yang diberikan kepada mahasiswa yang melakukan plagiarisme adalah TIDAK LULUS dari *subject* tersebut. Jika perbuatan ini dilakukan secara berulang baik di semester yang sama maupun berbeda, maka mahasiswa akan dikeluarkan secara tidak terhormat dari program.
e. Keputusan bahwa mahasiswa Tidak Lulus karena telah melakukan tindakan plagiarisme disertai dengan pemberian bukti dokumen yang dijadikan referensi oleh dosen ke *Academic Department*.
f. Sanksi bagi mahasiswa yang melakukan plagiarisme pada tesis/non tesis adalah TIDAK LULUS dan harus mengulang sidang dengan merevisi tesis/non tesis.

1. *Anti-Plagiarism Policy is the students' commitment which states that every paper made is their own creation and there are no data, information or statements in the paper which have not been properly cited. Each paper must be original with a* ***maximum plagiarism rate of 25%*** *and the* ***use of Artificial Intelligence (AI) must not exceed 20%,*** *and must be clearly stated.*
2. *The referencing style used by PGP LSPR is the APA or American Psychological Association style 7th edition - https://apastyle.apa.or/ .*
3. *Students must insert and sign an Anti-Plagiarism Policy declaration in all their papers during their subject task or test (a format sample will be provided at the beginning of the semester).*
4. *The maximum sanction for students who commit plagiarism is to FAIL the subject. In cases of repeated instances of plagiarism, whether in the same or different semesters, students may be expelled from the programme.*
5. *The actions of penalizing a student who commits plagiarism can be taken by the lecturer, who will notify the Academic Department, including a document as reference.*
6. *The penalty for students who commit plagiarism in thesis / non- thesis is to FAIL and they must rewrite and revise their thesis / non- thesis.*

AD. Perpustakaan LSPR - ***http://elibrary.lspr.ac.id/***

a. Perpustakaan LSPR berada di dua (2) lokasi, yaitu Amani *Library* di kampus Sudirman *Park* dan Dr. Felix Jebarus *Library* di kampus TransPark. Informasi selengkapnya mengenai lokasi dan jam operasional: https://elibrary.lspr.ac.id/lsprperpus/index.php?p=libinfo.
b. Ragam sumber informasi yang disediakan oleh perpustakaan diantaranya adalah dalam bentuk cetak (hardcopy) dan elektronik, meliputi buku, jurnal, kamus, majalah, koran, indexing database journal, skripsi, tesis, direktori dan repository.
c. Dosen dan Mahasiswa PGP dapat mengakses katalog online untuk mengetahui ketersediaan koleksi *hardcopy* (sedang dipinjam/ tidak). Informasi selengkapnya: https://elibrary.lspr.ac.id/lsprperpus/index.php?p=16092022-1.
d. Dosen dan Mahasiswa PGP dapat mengakses tesis (*softcopy*) yang juga dapat diunduh *full-text* melalui website elibrary dengan cara login terlebih dahulu. Login dapat dilakukan melalui menu "member login", dengan cara memasukkan NIM pada kolom Member ID, dan tanggal lahir (format DDMMYYYY) sebagai *password*. Pada saat pertama kali login, dapat dilakukan perubahan *password* sesuai keinginan. Informasi selengkapnya mengenai cara mengakses tesis: https://elibrary.lspr.ac.id/lsprperpus/index.php?p=16092022-3 .
e. Dosen dan Mahasiswa yang berstatus aktif dan terdaftar di PGP LSPR secara otomatis akan menjadi anggota perpustakaan. Apabila terdapat kendala terkait akun *elibrary* dapat menghubungi WA hotline library.
f. Mahasiswa dapat meminjam sebanyak 3 (tiga) buku selama 7 (hari) hari maksimum, dan dapat melakukan perpanjangan peminjaman buku sebanyak 2 (dua) kali dengan cara datang ke perpustakaan, atau mengirimkan pemberitahuan ke WA hotline library. Perpustakaan juga menyediakan layanan reservasi yang memungkinkan anggota perpustakaan di kawasan Jabodetabek untuk meminjam buku hardcopy tanpa perlu datang ke gedung perpustakaan LSPR di kampus Trans Park dan kampus Sudirman Park, kemudian dikirimkan menggunakan ojek online. Informasi selengkapnya: https://elibrary.lspr.ac.id/lsprperpus/index.php?p=07012021.
g. Mahasiswa harus menggunakan *Student ID* masing-masing. Tidak diperbolehkan meminjam atau bertukar ID dengan mahasiswa lain. Peminjam bertanggung jawab untuk menjaga kualitas buku dan isinya. Jika buku tersebut rusak atau hilang, mahasiswa harus membayar biaya yang diperlukan untuk mengganti buku atau, mengganti dengan yang baru serta diberikan sanksi berupa pengurangan NAP (khusus bagi mahasiswa di program S1).
h. Buku yang dipinjam harus dikembalikan tepat waktu.

i. Buku referensi dan buku-buku tertentu yang jumlahnya terbatas tidak diperbolehkan untuk dibawa ke luar perpustakaan. Namun, buku dapat dipinjam untuk dibaca di dalam perpustakaan. Dilarang meletakkan koleksi perpustakaan yang sudah dibaca di rak. Buku dapat dikembalikan di meja sirkulasi.
j. Dosen dan Mahasiswa PGP dapat menggunakan layanan pencegahan plagiarisme (Turnitin) di perpustakaan dengan 2 pilihan cara yaitu : (1) *self checking* menggunakan komputer yang tersedia di library LSPR Sudirman Park dan TransPark; (2) *ask a librarian for help.* Informasi selengkapnya: https://elibrary.lspr.ac.id/lsprperpus/index.php?p=16092022.
k. Saat mengunjungi perpustakaan, mahasiswa wajib mengisi daftar pengunjung (Visitor Counter) dengan menyebutkan NIM kepada petugas perpustakaan.
l. Locker hanya digunakan bagi mahasiswa yang menggunakan fasilitas perpustakaan. Setiap pengunjung yang akan memasuki area perpustakaan diharuskan menyimpan barang bawaan tas, kantong, jaket, atau sejenisnya di loker yang telah disediakan. Bila telah selesai menggunakan fasilitas perpustakaan, kunci loker wajib dikembalikan di hari yang sama kepada ke staf perpustakaan.
m. Akan dilakukan pengosongan locker setiap hari pada pukul 18.00 WIB, dan apabila ditemukan barang tertinggal akan dialihkan ke bagian Lost and Found. Apabila kunci locker belum dikembalikan hingga perpustakaan tutup Mahasiswa akan dikenakan sanksi denda Rp 5.000 per malam.
n. Apabila kunci locker hilang akan dicatat dalam berita acara dan dikenakan sanksi denda penggantian Rp 50.000 serta pengurangan NAP atas kelalaian penggunaan fasilitas.
o. Dosen dan Mahasiswa dapat menyampaikan usulan pengadaan koleksi di perpustakaan melalui https://tinyurl.com/rekomendasibuku .
p. Amani *Library* Kampus Sudirman Park dan Dr. Felix Jebarus *Library* Kampus TransPark buka setiap hari Senin-Kamis (08.00-18.00 WIB), Jum'at (08.00-17.00 WIB), dan Hari Sabtu (08.00 – 16.00 WIB). Apabila diperlukan perpanjangan jam layanan untuk kebutuhan yang bersifat akademis dapat mengirimkan pemberitahuan H-1 melalui WA Hotline library.
q. Mahasiswa harus mengembalikan semua buku yang dipinjam sebelum menghadapi sidang thesis agar mendapatkan surat bebas pustaka. Informasi selengkapnya: https://elibrary.lspr.ac.id/lsprperpus/index.php?p=16092022-4 .
r. FAQ: https://elibrary.lspr.ac.id/lsprperpus/index.php?p=16092022-7 .
s. WA Hotline library: https://api.whatsapp.com/send/?phone=6285774817530&text&type=phone_number&app_absent=0 .

LSPR Library - http://elibrary.lspr.ac.id/

a. LSPR Libraries are located in two (2) locations, namely Amani Library at Sudirman Park campus and Dr. Felix Jebarus Library at TransPark campus. More information about locations and operating hours: https://elibrary.lspr.ac.id/lsprperpus/index.php?p=libinfo.
b. The variety of information sources provided by the library include hardcopy and electronic, including books, journals, dictionaries, magazines, newspapers, indexing database journals, theses, theses, directories and repositories.
c. PGP lecturers and students can access the online catalog to find out the availability of hardcopy collections (being borrowed / not). More information: https://elibrary.lspr.ac.id/lsprperpus/index.php?p=16092022-1.
d. PGP lecturers and students can access the thesis (softcopy) which can also be downloaded full-text through the elibrary website by logging in first. Login can be done through the "member login" menu, by entering NIM in the Member ID column, and date of birth (DDMMYYY format) as a password. At the first time you login, you can change your password as you wish. More information on how to access the thesis: https://elibrary.lspr.ac.id/lsprperpus/index.php?p=16092022-3 .
e. Lecturers and students who are active and registered at PGP LSPR will automatically become library members. If there are problems related to the elibrary account, you can contact the WA

hotline library.

f. *Students can borrow as many as 3 (three) books for a maximum of 7 days, and can extend the borrowing of books 2 (two) times by coming to the library, or sending a notification to the library's WA hotline. The library also provides a reservation service that allows library members in the Jabodetabek area to borrow hardcopy books without the need to come to the LSPR library building at the Trans Park campus and Sudirman Park campus, then delivered using an online motorcycle taxi. More information:* https://elibrary.lspr.ac.id/lsprperpus/index.php?p=07012021.

g. *Students must use their own Student ID. Borrowing or exchanging IDs with other students is not allowed. Borrowers are responsible for maintaining the quality of the book and its contents. If the book is damaged or lost, students must pay the necessary fees to replace the book or, replace it with a new one and be sanctioned in the form of a reduction in NAP (specifically for students in the undergraduate program).*

h. *Borrowed books should be returned on time.*

i. *Reference books and certain limited books are not allowed to be taken out of the library. However, books may be borrowed for reading inside the library. It is forbidden to put the library collection that has been read on the shelves. Books can be returned at the circulation desk.*

j. *PGP lecturers and students can use the plagiarism prevention service (Turnitin) in the library in 2 ways, namely: (1) self checking using computers available at the LSPR Sudirman Park and TransPark libraries; (2) ask a librarian for help. More information:* https://elibrary.lspr.ac.id/lsprperpus/index.php?p=16092022.

k. *When visiting the library, students are required to fill in the visitor list (Visitor Counter) by mentioning NIM to the library staff.*

l. *Lockers are only used for students who use the library facilities. Every visitor who will enter the library area is required to store bags, pockets, jackets, or the like in the lockers provided. When you have finished using the library facilities, the locker key must be returned on the same day to the library staff.*

m. *The locker will be emptied every day at 18.00 WIB, and if any items are found left behind, they will be transferred to the Lost and Found section. If the locker key has not been returned until the library closes, students will be fined Rp 5,000 per night.*

n. *If the locker key is lost, it will be recorded in the minutes and subject to a replacement fine of IDR 50,000 and a reduction in NAP for negligent use of the facility.*

o. *Lecturers and students can submit collection procurement mini thesis in the library through:* https://tinyurl.com/rekomendasibuku .

p. Amani Library Sudirman Park Campus and Dr. Felix Jebarus Library TransPark Campus are open every Monday-Thursday (08.00-18.00 WIB), Friday (08.00-17.00 WIB), and Saturday (08.00 - 16.00 WIB). If an extension of service hours is required for academic needs, please send an H-1 notification via WA Hotline library.

q. Students must return all borrowed books before facing the thesis trial in order to get a library exemption letter. More information: https://elibrary.lspr.ac.id/lsprperpus/index.php?p=16092022-4 .

r. FAQ: https://elibrary.lspr.ac.id/lsprperpus/index.php?p=16092022-7 .

s. WA Hotline library: https://api.whatsapp.com/send/?phone=6285774817530&text&type=phone_number&app_absent=0 .

AE. Pencetakan Ulang Ijazah dan/atau Transkrip

a. Pencetakan ulang ijazah dan/atau transkrip nilai yang diakibatkan oleh kesalahan mahasiswa dalam penulisan data berupa nama, tempat dan tanggal lahir, serta kesalahan dalam penulisan judul Tesis/Non Tesis yang ditulis dalam 2 bahasa (Bahasa dan *English*) dikenakan biaya sebesar Rp 500.000 per unit dengan wajib melampirkan ijazah dan/atau transkrip nilai yang lama.

b. Pencetakan ulang ijazah dan/atau transkrip nilai karena ada perubahan data yang diizinkan oleh hukum misalnya pergantian nama dengan keputusan yang sah dari pengadilan negeri, **tidak dikenakan biaya** dengan melampirkan surat yang sah dari lembaga yang berwenang serta wajib melampirkan ijazah dan/atau transkrip nilai yang lama.
c. Ijazah yang hilang, rusak, atau musnah tidak dapat dicetak ulang melainkan akan diterbitkan Surat Keterangan Pengganti Ijazah.
d. Penerbitan Surat Keterangan Pengganti Ijazah akibat ijazah sebelumnya hilang dapat dilakukan setelah ada surat keterangan kehilangan yang sah dari Kepolisian Republik Indonesia.
e. Waktu pengurusan pencetakan ulang Ijazah dan/atau transkrip paling lama 2 minggu sejak dokumen dinyatakan lengkap oleh *Student Service.*

Re-print Certificate and/or Transcript

a. Any reprints of certificates or transcripts which are caused due to errors in student details including – Name, Date of Birth, Place of Birth, Thesis/NonThesis Title (in two languages: Bahasa and English), will incur an administration cost of Rp 500.000.
b. Extra reprinted copies of degree and/or academic transcript due to data changes allowed by law such as change of name as proven by an official decision of a District Court, are not subject to extra fees where an official letter from the relevant institution is attached. Copies of the previous degree and/or transcript must also be attached.
c. Diplomas that are lost, damaged, or destroyed cannot be reprinted. LSPR may issue In-Lieu diplomas in accordance with government rules.
d. In-Lieu Diplomas of lost certificates may be issued only after receiving a formal letter from the Indonesian National Police.
e. Maximum duration of handling these matters is not more than 2 weeks from when complete documentation is received by Student Services.

AF. Tata Krama dalam Bersikap dan Berpenampilan

a. Mahasiswa wajib untuk membawa dan memakai ID Card di lingkungan Kampus LSPR. Selama ID card resmi belum didapat, mahasiswa dapat meminta ID Card Sementara ke Academic Depart, agar dapat beraktivitas di kampus LSPR.
b. Mahasiswa wajib berpakaian sopan dengan tema formal dan profesional (menggunakan pakaian rapi, dengan sepatu tertutup) dan tidak melanggar peraturan dress code di lingkungan LSPR yang terdapat di https://www.lspr.edu/dress-code/.
c. Khusus untuk Mahasiswa yang membawa kendaraan pribadi ke kampus LSPR Sudirman Park wajib untuk parkir di area yang sudah ditentukan LSPR, yaitu: sekitar kampus B dan C LSPR dan Basement B2 Sudirman Park.

Manners in Behaving and Appearance

a. Students are required to bring and use an ID Card in the LSPR Campus environment. As long as an official ID card has not been obtained, students can request a Temporary ID Card from the Academic Department, so they can carry out activities on the LSPR campus.
b. Students are required to dress modestly with a formal and professional theme (using neat clothes, with closed shoes) and strictly following the rules of dress code in LSPR on https://www.lspr.edu/dress-code/.
c. Especially for students who bring private vehicles to the LSPR Sudirman Park campus, they are required to park in areas designated by LSPR, namely: around campuses B and C LSPR and Basement B2 Sudirman Park.

AG. Konsumsi Perkuliahan – saat sesi di kampus dilaksanakan secara terjadwal

Mahasiswa akan mendapatkan catering dengan jadwal:
Weekday : Pk. 17.00 – Pk. 18.30 (*dinner – only food*)
Weekend : Pk. 11.30 – Pk. 13.00 (*lunch – only food*)

- Mahasiswa makan di area Canteen di Ground Floor PGP Campus di Sudirman Park or Transpark Campus.
- Makanan disediakan khusus hanya untuk mahasiswa PGP sesuai dengan jadwal kelas yang berlangsung pada saat itu.
- Mahasiswa yang hendak melakukan bimbingan/konsultasi, mengumpulkan tugas, atau keperluan lain selain untuk kuliah pada jadwalnya adalah tidak berhak mengambil makanan yang disediakan.
- Orang lain yang secara tidak berhak hendak ikut mengambil makanan di PGP akan dilarang dan diserahkan ke *Security* dan mahasiswa yang membawa orang tersebut akan dikenakan sanksi.
- Guna mewujudkan konsep *Green Campus* selain *paperless policy for thesis/non thesis*, PGP LSPR juga ikut mendukung kampanye anti botol plastik sehingga mahasiswa diminta membawa *tumbler* sendiri untuk kebutuhan minumannya.
- PGP LSPR hanya menyediakan dispenser pada tempat-tempat yang sudah ditentukan di dalam area kampus.

Catering – on regular campus session

Students will be provided catering according to the following schedule:
Weekday : 17.00 –18.30 (dinner – only food)
Weekend : 11.30 –13.00 (lunch – only food)

- *Students are only allowed to dine in the Canteen Area at the Ground Floor PGP Campus in Sudirman Park or Transpark Campus.*
- *Food is provided only for PGP students who have classes scheduled on that day.*
- *Students who attend campus for consultations with thesis advisers, to submit documents/papers, or for reasons other than attending class, are not permitted to have lunch (on weekend class) or dinner (on weekday class).*
- *Any person who takes lunch (on weekend class) or dinner (on weekday class) without being entitled to do so shall be banned from campus and referred to security personnel; students who bring and accompany such persons onto campus shall also be subject to penalty.*
- *In order to implement a Green Campus concept, other than the paperless policy for thesis/non-thesis, PGP LSPR is supporting the reduction of single use plastics by no longer providing disposable plastic drinking cups and has asked students to bring refillable drinking bottles.*
- *PGP LSPR has provided drinking water dispensers at specified points throughout the campus.*

AH. Student Services

Mahasiswa dapat menghubungi Student Services bila memerlukan layanan seperti:

1. **Berkenaan dengan *Management***

a. Pengajuan Cuti
b. Pengajuan Aktif kembali
c. Pengajuan *Resign*
d. Legalisir Ijazah dan Transkrip

Langkah – Langkah Fotocopy Official Transkrip

1. Jangan langsung fotokopi ke ukuran A3 (diperkecil) karena kalau menggunakan mesin fotokopi umumnya dengan maksimal ukuran A3, maka akan **ada bagian yang terpotong**,

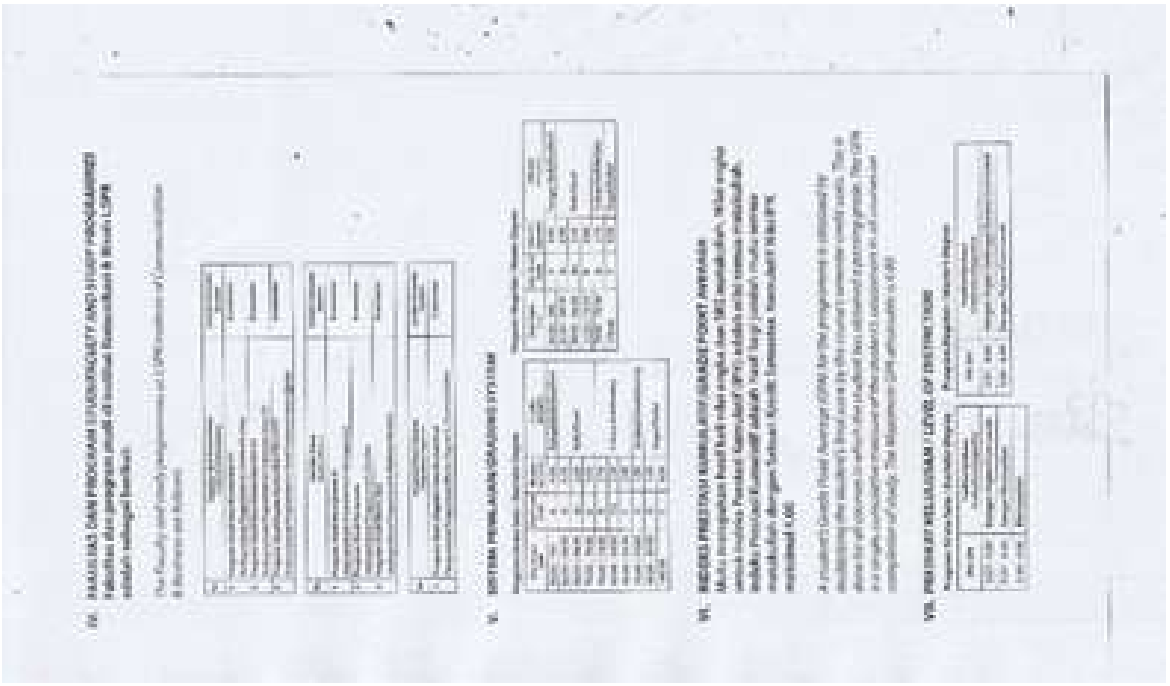
entah bagian di atas atau dibawahnya mengingat kertas transkrip asli lebih tinggi dari ukuran kertas A3.

2. Solusinya adalah dengan melakukan fotocopy transkrip menggunakan ukuran kertas A4 satu per satu halaman dengan menggunakan posisi **landscape,** lalu sesuaikan ukuran **menjadi 85%**.

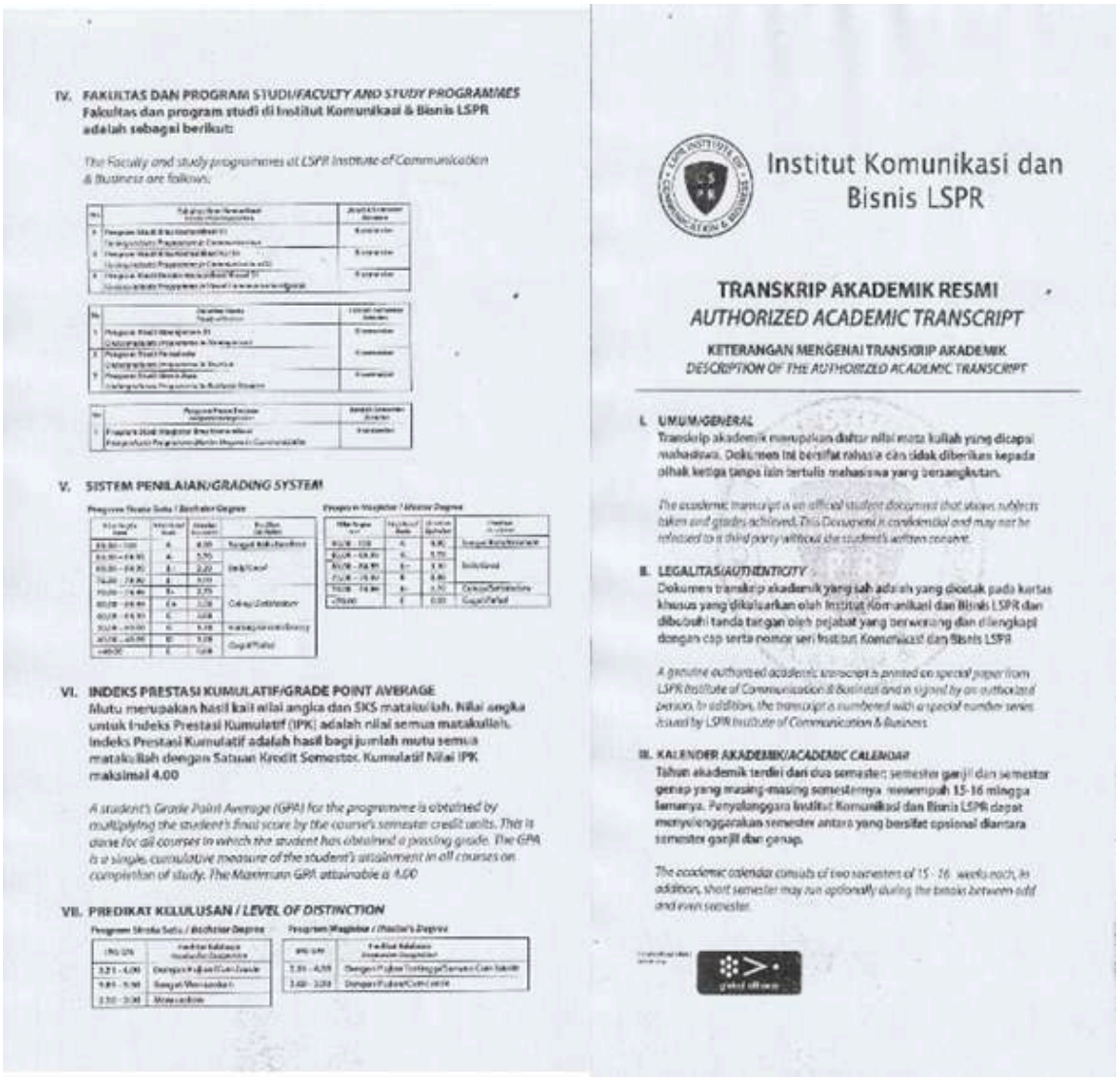
Contoh Hasil Fotocopy Cover Sisi Kanan Ukuran A4:



Contoh Hasil Fotocopy Cover Sisi Kiri Ukuran A4:



Contoh: Transkrip yang sudah disatukan sisi kanan dan kirinya di satu kertas A3.



IV. FAKULTAS DAN PROGRAM STUDI/*FACULTY AND STUDY PROGRAMMES*
Fakultas dan program studi di Institut Komunikasi & Bisnis LSPR adalah sebagai berikut:

The faculty and study programmes at LSPR Institute of Communication & Business are follows:

V. SISTEM PENILAIAN/*GRADING SYSTEM*

VI. INDEKS PRESTASI KUMULATIF/GRADE POINT AVERAGE
Mutu merupakan hasil kali nilai angka dan SKS matakuliah. Nilai angka untuk Indeks Prestasi Kumulatif (IPK) adalah nilai semua matakuliah. Indeks Prestasi Kumulatif adalah hasil bagi jumlah mutu semua matakuliah dengan Satuan Kredit Semester. Kumulatif Nilai IPK maksimal 4.00

A student's Grade Point Average (GPA) for the programme is obtained by multiplying the student's final score by the course's semester credit units. This is done for all courses in which the student has obtained a passing grade. The GPA is a single, cumulative measure of the student's attainment in all courses on completion of study. The Maximum GPA attainable is 4.00

VII. PREDIKAT KELULUSAN / *LEVEL OF DISTINCTION*

Institut Komunikasi dan Bisnis LSPR

TRANSKRIP AKADEMIK RESMI
AUTHORIZED ACADEMIC TRANSCRIPT

KETERANGAN MENGENAI TRANSKRIP AKADEMIK
DESCRIPTION OF THE AUTHORIZED ACADEMIC TRANSCRIPT

I. UMUM/GENERAL
Transkrip akademik merupakan daftar nilai mata kuliah yang dicapai mahasiswa. Dokumen ini bersifat rahasia dan tidak diberikan kepada pihak ketiga tanpa izin tertulis mahasiswa yang bersangkutan.

The academic transcript is an official student document that shows subjects taken and grades achieved. This Document is confidential and may not be released to a third party without the student's written consent.

II. LEGALITAS/*AUTHENTICITY*
Dokumen transkrip akademik yang sah adalah yang dicetak pada kertas khusus yang dikeluarkan oleh Institut Komunikasi dan Bisnis LSPR dan dibubuhi tanda tangan oleh pejabat yang berwenang dan dilengkapi dengan cap serta nomor seri Institut Komunikasi dan Bisnis LSPR

A genuine authorized academic transcript is printed on special paper from LSPR Institute of Communication & Business and is signed by an authorized person. In addition, the transcript is numbered with a special number series issued by LSPR Institute of Communication & Business.

III. KALENDER AKADEMIK/*ACADEMIC CALENDAR*
Tahun akademik terdiri dari dua semester: semester ganjil dan semester genap yang masing-masing semesternya rata-rata 15-16 minggu lamanya. Penyelenggara Institut Komunikasi dan Bisnis LSPR dapat menyelenggarakan semester antara yang bersifat opsional diantara semester ganjil dan genap.

The academic calendar consists of two semesters of 15 - 16 weeks each. In addition, short semester may run optionally during the breaks between odd and even semester.

Note :
Pastikan pada saat fotocopy logo LSPR berada di sebelah kanan seperti contoh terlampir.

4. Kemudian lakukan langkah yang sama untuk fotocopy transkrip (sisi dalam). Ingat untuk gunakan ukuran kertas A4, secara satu per satu, dengan menggunakan posisi landscape, lalu sesuaikan ukuran menjadi 85% sehingga hasil fotokopi ke ukuran kertas A4 secara terpisah menjadi seperti berikut:

Contoh : Fotocopy Bagian Dalam Transkrip Sisi Kanan dan Kiri



5. Kemudian digabung menjadi satu agar memudahkan untuk fotocopy dengan ukuran A3.

Contoh :Transkrip yang sudah disatukan dari kedua sisi bagian dalam.



Note :

Fotocopy untuk seluruhnya menggunakan kertas A3 sesuai dengan contoh terlampir.

e. Pengajuan Revisi Ijazah
(Mohon diperhatikan bahwa satu bulan dari wisuda, batas maximal revisi ijazah, sesuai yang diinformasikan oleh MIS)
f. Pengajuan Surat Keterangan Alumni dan Akreditasi Kampus
g. Surat Keterangan Izin Tinggal

2. Berkenaan dengan Akademik:
a. Surat Keterangan Tugas
b. Pengajuan Perubahan *Shift/major*
c. Surat Keterangan Mahasiswa Aktif
d. Permohonan Transkrip nilai
e. Surat Keterangan Lulus Sementara

3. Berkenaan dengan Thesis:
a. Surat Keterangan Penelitian

4. Berkenaan dengan MIS (*Managing Information System*)
a. Permohonan ID Card Baru
b. Perubahan Data Mahasiswa

5. Berkenaan dengan LSPR LMS (D2L Brightspace) dan LSPR Siakad
a. Gagal akses/login SiAkad dan D2L.
b. Kartu Rencana Studi (KRS) tidak muncul atau tidak lengkap.
c. Keluhan mahasiswa terkait absensi, nilai, *coursework*, kelayakan ujian, dll.
d. Keluhan mahasiswa yang sudah mengisi KRS, tetapi namanya tidak tercantum di mata kuliah di SiAkad.

Note:
KBM adalah saat **Kegiatan Belajar Mengajar** sudah dimulai hingga selesai sesuai dengan kalender akademik sedangkan LIBUR adalah periode waktu ketika KBM sudah selesai hingga kuliah sesi pertama dimulai kembali.

Student Services

Students may contact the Student Services if they require services such as:

1. Related to Management
a. Leave Application
b. Reinstatement Application
c. Resignation Application
d. Legalize Certificate and Transcript

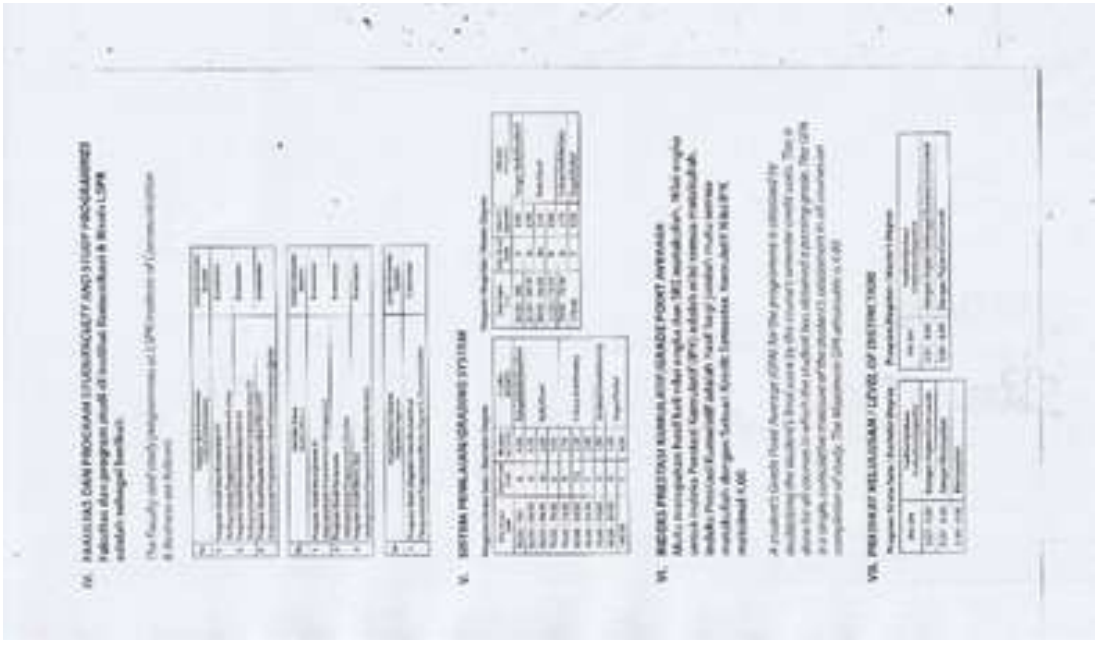
Steps for Photocopying Official Transcripts

1. *Do not directly photocopy the transcript onto A3 paper (by reducing the size), because standard photocopy machines usually support a maximum paper size of A3. As the original transcript paper is taller than A3 size, part of the document (either the top or bottom) may be cut off.*
2. *The recommended solution is to photocopy the transcript page by page using A4 paper in landscape orientation, and then adjust the scale to 85%.*

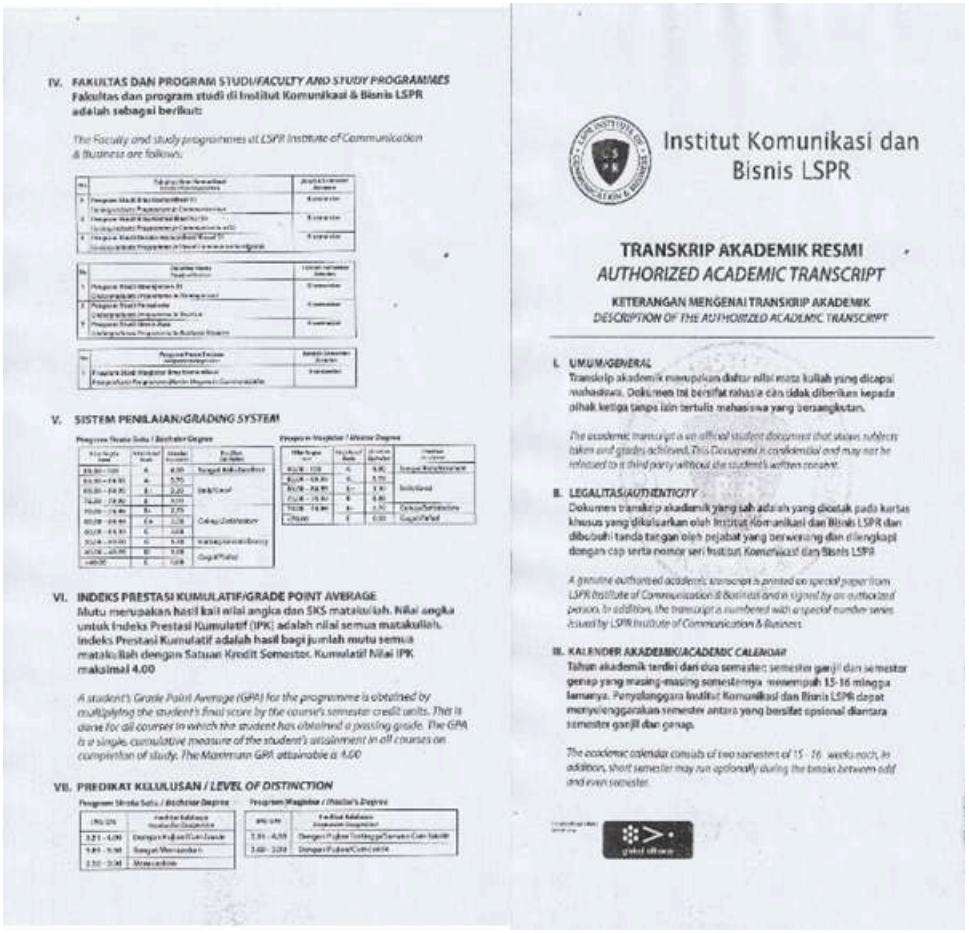
Example of the photocopy result for the right side of the cover in A4 size:



Example of Photocopy Results Left Side Cover A4 Size:



3. *Please combine them into one, to make it easier to photocopy in A3 size.*
Example: Transcripts that have been combined on the right and left sides on one A3 paper.



IV. FAKULTAS DAN PROGRAM STUDI/*FACULTY AND STUDY PROGRAMMES*
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A student's Grade Point Average (GPA) for the programme is obtained by multiplying the student's final score by the course's semester credit units. That is done for all courses in which the student has obtained a passing grade. The GPA is a single, cumulative measure of the student's attainment in all courses on completion of study. The Maximum GPA attainable is 4.00

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The academic calendar consists of two semesters of 15 - 16 weeks each, in addition, short semester may run optionally during the breaks between odd and even semester.

Note:
Ensure that when photocopying, the LSPR logo is on the right side as shown in the attached example.

4. *Please follow the same steps for photocopying the transcript (inside). Remember to use A4 paper size, one by one, in landscape orientation, then adjust the size to 85% so that the photocopy results on A4 paper separately are as follows:*

Example: Photocopy of the Inside of the Transcript Right and Left Sides



5. *Please combine them into one sheet to make it easier to photocopy in A3 size.*

Example: Transcripts that have been combined from both sides of the inside.



Note:

All photocopies must be made on A3 paper as shown in the attached example.

e. *Applying Certificate Revision*

(Please note that one month from graduation, the maximum limit for revision of diploma, as informed by MIS)

f. *Request for Alumni and Campus Accreditation letter*
g. *Request for Accommodation letter*

2. ***Related to Academic:***
   a. *Assignment letter form*
   b. *Application to change Major/Class*
   c. *Active student statement letter*
   d. *Marks Transcript Request*
   e. *Temporary Graduate Statement Letter*

3. ***Related to Thesis:***
   a. *Research Statement Letter*

4. ***Related to MIS (Managing Information System)***
   a. *Requesting new ID Card*
   b. *Change in Students' data*

5. ***Related to LSPR LMS (D2L Brightspace) and LSPR Siakad***
   a. *Unable to access/Login SiAkad and D2L.*
   b. *Study Plan Card are not available or incomplete*
   c. *Student complaints such as attendance record, grade, coursework, final exam eligibility, etc.*
   d. *All or some subjects are not available although students had submitted study plan card*

   Note: KBM refers to the teaching period from the date of classes start to the end date according to the academic calendar, whereas HOLIDAY refers to the period between KBM active teaching periods.

AI. Information Technology Department

Mahasiswa dapat mengakses CMS, *Groupware, WiFi*, dan fasilitas lainnya yang memerlukan *username* dan *password* di lingkungan Kampus PGP hanya dengan cara sebagai berikut:

- ***username:* NIM**
- ***password: date of Birth* (YYYYMMDD)**

Mahasiswa juga dapat mengakses LSPR Email, dengan langkah sebagai berikut:

- **URL: apps.lspr.edu / gmail.com**
- **email: NIM@lspr.edu (*needs to type completely*)**
- ***default password: date of Birth (YYYYMMDD) or student5777***

Apabila mahasiswa ada masukan ataupun keluhan yang berkaitan dengan fasilitas IT, mahasiswa dapat mengirimkan email ke : itsupport@lspr.edu . Pengiriman email ini dan segala bentuk korespondensi dengan PGP selama masa studi, wajib menggunakan email lspr.edu.

Information Technology Department

Students may access CMS, Groupware, WiFi and other facilities which require a username and password on the PGP Campus ONLY by inputting details as follows:

- ***username: NIM***
- ***password: date of Birth (YYYYMMDD)***

Students may also access LSPR email by using the following details:

- ***URL: apps.lspr.edu / gmail.com***
- ***email: NIM@lspr.edu (complete details)***
- ***default password: date of Birth (YYYYMMDD) or student5777***

Students who have queries or complaints about the IT facilities may send email to : itsupport@lspr.edu. All forms of correspondence with PGP during a study period must be used by email lspr.edu.

AJ. Program Semester Pendek – Short Semester Programme

1. INTEGRATED COMMUNICATION RESEARCH COURSE (ICRC)

	Integrated Communication Research Course (ICRC)
Definition	- This programme is offered to students who received Fail grade (B-/E) for Communication Studies (CS), Communication Research (CR), Seminar and colloquium (SAC)/ Seminar and Publications (SAP) Subject. This is one of requirement for thesis defense stage. - This programme is also intended for students who want to improve the grade for Communication Studies, Communication Research, Seminar and colloquium / Seminar and Publications subject and thesis course.
Conditions and Criteria	For students who have received a Fail grade/ B- in subjects Communication Studies, Communication Research, Seminar and colloquium / Seminar and Publications and thesis course.
Cost	Rp2.500.000 / subject
Study Period	3 x classes and 1 final assessment (2.5 hours). Total 4 sessions.
Maximum grade	B (For Students who failed the subject and thesis course) A- (For Students who want to improve the grade- repeat the subject)
Minimum number of students	3 students and depending on availability of lecturers
Maximum absences allowed	0 (No absences allowed)
Study procedure:	Classes will be held 3 times over 3 days (18:30 - 21:00) with a 4th final assessment session. The sessions will be conducted via offline for Professional / Regular Programme, and via online for Blended Programme
Requirement	Every student must bring the recent draft of thesis/non thesis.

Note:

- *Any further questions about this Programme may be directed by email or telephone to the Academic Department.*
- *This short semester programme may not be available for every semester.*

2. COURSE REMEDIAL PROGRAMME (CRP)

	Course Remedial Programme (CRP)
Definition	This programme is intended for students who have received a Fail grade or who wish to improve their grade, but are unable to join a regular semester.
Conditions and Criteria	For students who have previously completed the subjects as noted in their KRS card (except International Subject)
Cost	Rp2.500.000 per subject
Study Period	1 week with 5 class meetings and 1 final assessment (2.5 hours per session). Total 6 sessions.
Maximum grade	B+
Minimum number of students	3 students and depending on availability of lecturers.
Maximum absences allowed	1x absen
Study procedure:	Classes will be held 5 times over 5days (18:30 - 21:00) with a 6th final assessment session. The sessions will be conducted via offline for Professional / Regular Programme and via online system for Blended Programme

3. SHORT-TERM STUDY COURSE (STSC)

	Short-Term Study Course (STSC)
Definition	This programme is offered to students who wish to take a new subject that would be studied in their next semester (for example: a student, who is in Semester 2 in March 2023, would only be able to take Semester 3 subjects).
Conditions and Criteria	Only for one subject which would normally be taken in the following semester; taking this subject will not reduce the normal study fees that are applicable.
Cost	Rp3.500.000 per subject
Study Period	2 weeks with a total of 16 sessions completed over 8 days (weekdays only).
Maximum grade	A
Minimum number of students	3 students and depending on lecturer availability.
Maximum absences allowed	1x
Study procedure:	The classes will be conducted in 16x sessions over 8 days, with the 8th session forming the mid-term assessment and the 16th session forming the final assessment. The sessions (exclude Independent learning) will be conducted via offline for Professional / Regular Programme and via online for Blended Programme
Duration of class sessions	90 minutes/session
Study scheme	Study consists of: lecture sessions, tutorial sessions, and independent learning.

Notes:

- *Any questions regarding this programme may be directed via email or telephone to Academic Department*
- *This short semester programme may not be available for every semester*
- *Students who have taken leave, or are on leave, and are not active but wish to join this programme must consult with the Academic Department prior to enrolling in the programme to check their eligibility*

4. STUDY SCHEME AND SUBJECT OFFERED FOR ANY BATCH IN THE SAME SUBJECT FOR BOTH SHORT-TERM STUDY COURSE (STSC) AND COURSE REMEDIAL PROGRAMME (CRP)

Batch	Subject	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
		10-Feb		11-Feb		13-Feb		14-Feb		15-Feb		16-Feb		17-Feb		20-Feb	
		FRI		SAT		MON		TUE		WED		THU		FRI		MON	
		17:30	19:30	17:30	19:30	17:30	19:30	17:30	19:30	17:30	19:30	17:30	19:30	17:30	19:30	17:30	19:30
Any Batch	**Short Term Study Course (STSC)**																
	Subject 1	LEC	LEC	IND	TUT	LEC	LEC	TUT	MID	LEC	TUT	IND	IND	LEC	LEC	TUT	FIN
	Subject 2	LEC	LEC	IND	TUT	LEC	LEC	TUT	MID	LEC	TUT	IND	IND	LEC	LEC	TUT	FIN
	Subject 3	LEC	LEC	IND	TUT	LEC	LEC	TUT	MID	LEC	TUT	IND	IND	LEC	LEC	TUT	FIN
Any Batch	**Course Remedial Programme (CRP)**																
	Subject 1	LEC	LEC	IND	TUT	LEC	LEC	TUT	MID	LEC	TUT	RED	RED	FIN			
	Subject 2	LEC	LEC	IND	TUT	LEC	LEC	TUT	MID	LEC	TUT	RED	RED	FIN			
	Subject 3	LEC	LEC	IND	TUT	LEC	LEC	TUT	MID	LEC	TUT	RED	RED	FIN			

AK. Prosedur Umum Penyusunan Tesis/Non-Tesis di Program Pascasarjana

I. TESIS (6 SKS)

Tesis LSPR PGP adalah salah satu pilihan untuk memenuhi persyaratan akhir dalam menyelesaikan Program PGP di LSPR. Tesis ini bertujuan untuk menunjukkan kualitas yang diharapkan dari lulusan LSPR PGP, yaitu berpikir analitis, berdaya saing global, profesional dalam berperilaku, dan kesiapan untuk posisi manajerial. Tesis ini dilakukan secara individu.

TUJUAN TESIS

Tujuan Umum:

Dalam tesis PGP LSPR, mahasiswa diharapkan untuk:

1. Menunjukkan pengetahuan dan keterampilan pada mata pelajaran komunikasi wajib dan inti;
2. Memberikan kontribusi mendalam (penting) bagi bidang dan industri komunikasi;
3. Mengejar upaya yang dapat dilakukan oleh mahasiswa untuk memajukan karirnya; dan
4. Menunjukkan kemampuan yang baik dalam bahasa Inggris, baik tertulis maupun lisan.

Tujuan Praktis:

Mahasiswa PGP LSPR yang menulis tesis diharapkan untuk:

1. Merumuskan pertanyaan penelitian;
2. Mengimplementasikan pertanyaan penelitian ke dalam metodologi;
3. Mengumpulkan semua data yang diperlukan sesuai kebutuhan;
4. Menganalisis dan mendiskusikan temuan;
5. Melakukan analisis mendalam terkait isu penelitian.

DURASI TESIS DAN PERTIMBANGAN KHUSUS

Penulisan Tesis PGP LSPR, Presentasi/Sidang, Revisi/Finalisasi, dan Penyerahan harus diselesaikan dalam satu semester. Jika mahasiswa gagal menyelesaikan semua dalam periode yang telah ditentukan, maka mahasiswa harus mendaftar ulang di semester berikutnya. Karena durasi maksimal studi adalah enam semester untuk program Pre Master, profesional dan blended penulisan tesis dilakukan mulai dari semester kedua atau ketiga secara berturut-turut.

Setiap permintaan pertimbangan khusus harus diajukan melalui dosen pembimbing tesis yang kemudian akan menghubungi Komite Tesis PGP. Para dosen pembimbing akan mendiskusikan situasi mahasiswa dengan komite tesis dan mencari solusi dari situasi tersebut. Semua permintaan pertimbangan khusus akan diputuskan berdasarkan kasus per kasus.

KELAYAKAN TESIS

Untuk memenuhi syarat pendaftaran mata kuliah inti "Thesis", mahasiswa harus:

1. Memiliki Indeks Prestasi Kumulatif (IPK) minimal 3.0;
2. Lulus semua persyaratan mata kuliah;
3. Terdaftar dalam Kartu Rencana Studi (KRS);

4. Menyelesaikan seluruh kewajiban pembayaran.

PERSYARATAN TESIS

Tesis harus memenuhi kondisi dan persyaratan berikut:

1. Topik tesis harus terkait dengan bidang ilmu komunikasi dan disetujui oleh Komite Tesis.
2. Dosen pembimbing akan ditunjuk oleh Koordinator Tesis. Dosen pembimbing merupakan dosen/profesional dengan rekam jejak yang baik sebagai akademisi atau praktisi di bidang komunikasi. Nama-nama dosen pembimbing yang ditugaskan akan diumumkan saat Sesi Pembekalan Tesis.

PROSES PEMBUATAN TESIS

Dalam prosesnya, penyelesaian tesis PGP LSPR melibatkan enam langkah: memberikan ide tesis, penulisan mini tesis, penulisan tesis, presentasi/sidang akhir tesis, revisi/finalisasi tesis, dan penyerahan tesis (lihat Gambar 1).

1. **Memberikan Ide Tesis**

   Selama ujian masuk dan wawancara, LSPR PGP telah menanyakan kepada calon mahasiswa mengenai ide topik tesis/non-tesis mereka. Ini merupakan titik awal tesis LSPR PGP.

2. **Penulisan Mini Tesis**

   Penulisan Mini tesis dalam Program LSPR PGP dilakukan bersamaan dengan mata kuliah wajib dan inti. Dalam mata kuliah wajib "*Communication Studies"*, sebagai syarat mahasiswa diminta untuk menulis rasionalisasi/latar belakang tesis, topik, dan tujuan serta kerangka teoritis. Topik tersebut dapat berupa kelanjutan dari karya-karya sebelumnya, seperti skripsi sarjana atau makalah akademik yang diterbitkan, namun mahasiswa perlu menjelaskan aspek dan arah baru dari topik tersebut saat mengajukannya.

   Di awal semester berikutnya, mahasiswa diminta mengisi "*Thesis/Non-thesis Title Form*" yang akan ditinjau oleh Komite Tesis. Mahasiswa perlu meninjau kembali tugas Communication Studies dan melanjutkan penulisan bagian metodologi tesis dalam mata pelajaran wajib "*Communication Research*" (CR). Mahasiswa sangat dianjurkan untuk mengutip dari sumber asli saat membahas teori dan metode. Kutipan dari sumber kedua sangat tidak dianjurkan.

   Untuk membantu mahasiswa dalam penulisan mini tesis mereka, dosen pembimbing tesis akan ditugaskan dari awal semester. Mini tesis pada dasarnya mencakup: Pendahuluan (Bab I), Kerangka Teori (Bab II), dan Desain dan Metode Penelitian (Bab III). Pengutipan dalam penulisan mini tesis harus ditulis sesuai dengan edisi ketujuh dari Publication Manual of the American Psychology Association (APA). Silakan lihat Panduan Referensi LSPR untuk contoh cara mengutip sumber dan membuat daftar referensi. Pengajuan mini tesis mahasiswa hanya dapat diterima jika mini tesis tersebut telah disetujui oleh dosen pembimbing tesis dan disertai dengan setidaknya tiga tanda tangan pembimbing pada formulir bimbingan.
   Pada semester berikutnya, mahasiswa mempresentasikan mini tesis mereka di depan rekan mahasiswa, dosen mata kuliah, dan panel penguji dalam mata pelajaran wajib "*Seminar and Publication*" (SAP). Masukan dan saran dari panel penguji harus dipertimbangkan saat melakukan revisi akhir pada mini tesis. Salinan digital mini tesis harus diserahkan pada tanggal yang telah ditentukan kepada komite tesis yang akan mendistribusikannya kepada anggota panel penguji setidaknya seminggu sebelum presentasi.

3. **Penulisan Tesis**

   Setelah mahasiswa mengikuti sidang mini tesis, mereka melanjutkan untuk mempersiapkan dan menguji kembali instrumen penelitian mereka. Kemudian, mereka melakukan pengumpulan data, analisis, dan interpretasi. Mahasiswa diharapkan untuk menyelesaikan Analisis Penelitian (Bab IV) serta Simpulan dan Rekomendasi (Bab V). Struktur bab dapat diperluas menjadi lebih dari lima tergantung persetujuan dosen pembimbing tesis dengan pemberitahuan kepada Koordinator Tesis dan Kepala Departemen Tesis PGP. Kecuali ditentukan oleh dosen pembimbing tesis, mahasiswa diwajibkan untuk berkonsultasi pada waktu yang telah ditentukan sepanjang semester.

4. **Presentasi dan Sidang Tesis**

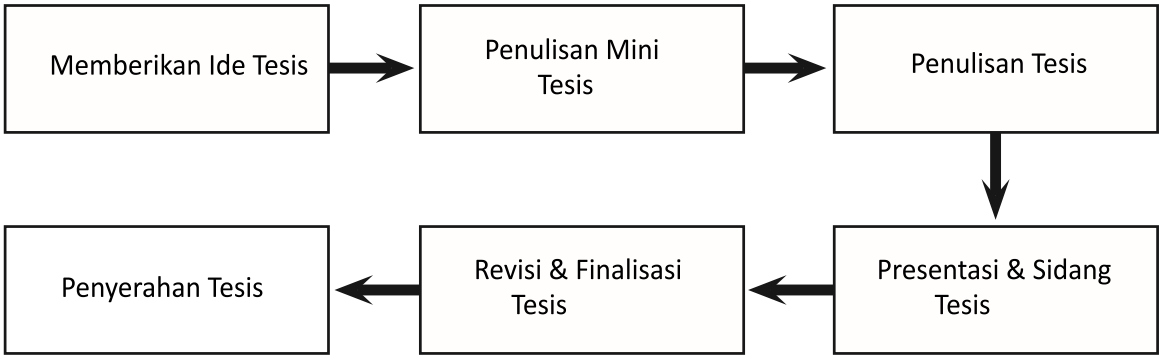
   Setelah mahasiswa menyelesaikan seluruh tesis dan disetujui oleh dosen pembimbing tesis, mahasiswa akan memenuhi syarat untuk menjalani presentasi dan sidang tesis di depan panel penguji. Presentasi dan sidang tesis dilakukan dalam bahasa Inggris atau bahasa Indonesia. Mahasiswa diharuskan menggunakan alat bantu audio-visual dalam presentasi dan mengenakan pakaian bisnis. Mahasiswa dan dosen pembimbing diharapkan mencatat komentar dari panel penguji selama sidang berlangsung. Panel penguji tesis harus menerima salinan digital tesis setidaknya dua minggu sebelum presentasi dan sidang tesis. Presentasi dan sidang tesis terbuka untuk umum.

5. **Revisi dan Finalisasi Tesis**

   LSPR PGP menegaskan bahwa tesis adalah hasil penelitian mahasiswa (dengan bimbingan bersama dengan dosen pembimbing). Dalam hal ini, mahasiswa dan dosen pembimbing mendiskusikan komentar dari panel penguji yang harus dimasukkan dalam revisi draft tesis. Namun, mahasiswa harus menyelesaikan penelitian yang memastikan keterbacaan dan keseragaman gaya/format. Hasil akhir tesis harus disetujui oleh dosen pembimbing dan diterima oleh perwakilan manajemen LSPR PGP. Revisi dan finalisasi tesis (termasuk salinan digitalnya) harus diselesaikan dalam jangka waktu dua minggu. Kegagalan memenuhi batas waktu ini akan mengakibatkan status lulus sebelumnya dicabut, dan mereka harus mengikuti presentasi dan sidang tesis ulang serta akan dikenakan biaya IDR 1.500.000 untuk proses sidang ulang.

6. **Penyerahan Tesis**

   Mahasiswa diharuskan menyerahkan 1 (satu) salinan digital tesis mereka kepada Asisten Administrasi Tesis (TAA) melalui email. Mahasiswa dapat memperbanyak dan mendistribusikan salinan penelitian mereka kepada dosen pembimbing tesis dan pihak lain secara individu.



Gambar 1. Proses Tesis LSPR PGP

JADWAL TESIS

Jadwal Tesis PGP LSPR dikeluarkan sebelum dimulainya semester dan setelah berkonsultasi dengan dosen pembimbing tesis. Jadwal ini akan mencakup jadwal untuk presentasi Mini Tesis, Konsultasi Penulisan Tesis, Presentasi/Sidang Tesis, Revisi/Finalisasi Tesis, dan Penyerahan Tesis.

II. NON-TESIS (6 SKS)

Non-tesis adalah alternatif lain dari LSPR PGP untuk memberikan pilihan kepada mahasiswa yang ingin mengambil jalur yang lebih "praktikal" dan menghasilkan karya yang siap diterbitkan.

JENIS-JENIS KARYA AKHIR NON-TESIS

1. Artikel Jurnal – Postgrad Published Pathway / PPP
2. Project Pertama: Project yang dibuat dari nol – Zero / Z-Project
3. Project Kedua: Project yang sedang dikerjakan di Kantor/Organisasi/Institusi – Quest / Q-Project
4. Book Chapter
5. Artikel Populer di Media Massa (Popular Media Article) – Pop Media Art.
6. Laporan Akademik Komprehensif – Laporan terintegrasi dari 3 mata kuliah praktek di PGP – Integrated Report
7. Laporan Magang - hanya diperuntukkan untuk mahasiswa Pre Master
8. Laporan Pengabdian kepada Masyarakat - hanya diperuntukkan untuk mahasiswa Pre Master

CATATAN PENTING :

- Bentuk karya Non-Tesis tersebut baru berlaku sepenuhnya bagi Mahasiswa Baru di Semester Ganjil Tahun Akademik 2024/2025.
- Bentuk detail mengenai setiap jenis Non-Tesis di atas terdapat pada panduan yang akan dikeluarkan oleh Thesis Department PGP.
- Bagi mahasiswa yang di semester Ganjil 2024/2025 ini berada di Semester Kedua / baru memulai proses penulisan Non-Tesis, diberikan pilihan untuk dapat memilih Non-Tesis dalam bentuk baru.
- Dua bentuk Non-Tesis dalam format lama tetap menjadi pilihan dalam jenis Non-Tesis di atas yakni “Postgrad Published Pathway” menjadi Postgrad Published Pathway/PPP serta “Project” menjadi Q-Project atau Z-Project.
- Ketentuan mengenai Prosedur Umum Penyusunan Thesis atau Non Thesis yang ada di bagian ini akan diatur lebih detail dalam panduan khusus yang akan dikeluarkan oleh Thesis Department PGP.
- Penulisan bentuk karya Non-Thesis tidak memenuhi syarat untuk masuk ke jenjang pendidikan Doktor (S3) bagi perguruan tinggi tertentu di Indonesia.

TUJUAN KARYA NON-TESIS

Tujuan Umum

Dalam Karya Non-tesis LSPR PGP, mahasiswa diharapkan untuk:

1. membuktikan keterampilan mereka dalam memenuhi tuntutan industri;
2. mampu menunjukkan pengetahuan dan keterampilan pada mata kuliah komunikasi wajib dan inti;

3. memberikan rekam jejak yang terbukti dalam mengelola Karya yang berkaitan dengan bidang komunikasi di industri terkait;
4. menunjukkan kemampuan untuk mengembangkan Karya di bidang komunikasi yang diterima oleh industri;
5. memberikan kontribusi mendalam (penting) bagi industri komunikasi;
6. mengejar peluang yang memungkinkan mahasiswa untuk memajukan karir mereka; dan
7. menunjukkan kemampuan yang baik dalam bahasa Inggris dan bahasa Indonesia, baik tertulis maupun lisan.

Tujuan Praktis

Mahasiswa LSPR PGP yang mengerjakan Karya Non-tesis diharapkan untuk:

1. merumuskan konsep praktis;
2. menunjukkan keterampilan dalam penelitian partisipatif;
3. menggunakan teori dan pengetahuan dalam komunikasi untuk mengembangkan karya;
4. menggunakan metodologi yang tepat untuk melaksanakan karya;
5. mengumpulkan semua data yang diperlukan sesuai kebutuhan;
6. menganalisis dan mendiskusikan temuan;
7. menulis karya yang siap dipresentasikan dalam sidang akhir.

DURASI NON-TESIS DAN PERTIMBANGAN KHUSUS

Penulisan Karya Non-tesis LSPR, Presentasi/Sidang, Revisi/Finalisasi, dan Penyerahan harus diselesaikan dalam dua semester. Jika mahasiswa gagal menyelesaikan semua dalam periode yang telah ditentukan, mahasiswa harus mendaftar ulang untuk semester tambahan. Karena durasi maksimal studi adalah enam semester untuk program Pre-master, Professional dan Blended, proyek non-tesis biasanya dilakukan mulai dari semester kedua dan ketiga secara berturut-turut. Dalam aturannya, mahasiswa memiliki tiga semester lagi untuk menyelesaikan studi mereka.

Setiap permintaan pertimbangan khusus harus diajukan melalui dosen pembimbing tesis yang kemudian akan menghubungi Komite Tesis PGP. Para dosen pembimbing akan mendiskusikan situasi mahasiswa dengan komite tesis dan mencari solusi dari situasi tersebut. Semua permintaan pertimbangan khusus akan diputuskan berdasarkan kasus per kasus.

KELAYAKAN KARYA NON-TESIS

Untuk memenuhi syarat mengikuti karya non-tesis, mahasiswa harus:

1. Memiliki Indeks Prestasi Kumulatif (IPK) minimal 3.0;
2. Lulus semua persyaratan mata kuliah;
3. Terdaftar dalam Kartu Rencana Studi (KRS); dan
4. Menyelesaikan seluruh kewajiban pembayaran.

PERSYARATAN UMUM NON-TESIS

Karya non-tesis harus memenuhi kondisi dan persyaratan umum berikut:

1. Karya harus terkait dengan bidang komunikasi dan disetujui oleh Komite Tesis.
2. Komite Tesis akan memutuskan apakah Karya dapat dilakukan secara individu atau dalam kelompok. Konsultasi dimungkinkan untuk tujuan ini. Keputusan akhir tentang hal ini akan diumumkan selama Sesi Pembekalan Tesis.

3. Pilihan Karya individu atau kelompok (maksimal 3 orang dalam satu kelompok) diperbolehkan, tetapi harus mendapatkan persetujuan dari Komite Tesis. Untuk Karya kelompok, setiap anggota harus menjelaskan peran dan tanggung jawabnya dalam Karya, termasuk penelitian dan analisis. Evaluasi akan didasarkan pada kinerja individu dan kualitas keseluruhan Karya.
4. Dosen pembimbing akan ditunjuk oleh Koordinator Tesis. Dosen pembimbing merupakan dosen/profesional dengan rekam jejak yang baik sebagai akademisi atau praktisi di bidang komunikasi. Nama-nama dosen pembimbing yang ditugaskan akan diumumkan saat Sesi Pembekalan Tesis.
5. Analisis dan diskusi lintas jurusan dimungkinkan dalam Karya non-tesis. Ini adalah upaya untuk menghasilkan kualitas non-tesis yang komprehensif.

PROSES PEMBUATAN KARYA NON-TESIS

Penyelesaian Karya non-tesis LSPR PGP melibatkan enam langkah proses: Pencarian ide proyek non-tesis, penulisan mini non-tesis, penulisan non-tesis, presentasi/pertahanan non-tesis, revisi/finalisasi non-tesis, dan penyerahan non-tesis (lihat Gambar 2).

1. **Memberikan Ide Non-tesis**

   Selama ujian masuk dan wawancara, LSPR PGP menanyakan kepada calon mahasiswa mengenai ide topik tesis/non-tesis mereka. Ini merupakan titik awal tesis LSPR PGP.

2. **Penulisan Mini Karya Non-Tesis**

   Penulisan mini karya non-tesis dalam Program PGP LSPR dilakukan bersamaan dengan mata kuliah wajib dan inti. Dalam mata pelajaran wajib "*Communication Studies*", mahasiswa diminta sebagai persyaratan untuk menulis alasan/latar belakang, topik, dan tujuan karya non-tesis mereka serta kerangka teori. Topik karya non-tesis dapat berupa kelanjutan dari karya sebelumnya, seperti skripsi sarjana atau makalah akademik yang telah diterbitkan, namun mahasiswa perlu membenarkan aspek dan arah baru dari topik tersebut saat mengajukannya.

   Pada awal semester berikutnya, mahasiswa diminta mengisi "*Thesis/Non-thesis Title Form*" untuk ditinjau oleh Komite Tesis. Mahasiswa perlu meninjau kembali tugas ACT mereka dan melanjutkan penulisan bagian metodologi dari karya non-tesis. Mahasiswa sangat dianjurkan untuk mengutip dari materi asli saat membahas teori dan desain karya. Kutipan dari sumber kedua sangat tidak dianjurkan.

   Untuk membantu mahasiswa dalam penulisan mini karya non-tesis mereka, pembimbing karya non-tesis akan ditugaskan pada awal semester. Mini non-tesis pada dasarnya mencakup: (1) Deskripsi karya yang akan dilakukan/diajukan; (2) Tinjauan literatur yang ada terkait karya/isu; (3) Deskripsi metodologi yang diusulkan untuk menyelesaikan karya; dan (4) Garis besar tugas dan kegiatan yang diperlukan untuk menyelesaikan karya serta jadwal penyelesaian karya yang diantisipasi. Pengutipan dalam penulisan mini tesis harus ditulis sesuai dengan edisi ketujuh dari Publication Manual of the American Psychology Association (APA). Silakan lihat Panduan Referensi LSPR untuk contoh cara mengutip sumber dan membuat daftar referensi. Pengajuan mini tesis mahasiswa hanya dapat diterima jika mini tesis tersebut telah disetujui oleh dosen pembimbing tesis dan disertai dengan setidaknya tiga tanda tangan pembimbing pada formulir bimbingan.

Pada semester berikutnya, mahasiswa mempresentasikan mini tesis mereka di depan rekan mahasiswa, dosen mata kuliah, dan panel penguji dalam mata pelajaran wajib "*Seminar and Publication*" (SAP). Masukan dan saran dari panel penguji harus dipertimbangkan saat melakukan revisi akhir pada mini tesis sebelum melanjutkan tugas penulisan lebih lanjut. Salinan digital mini tesis harus diserahkan pada tanggal yang telah ditentukan kepada komite tesis yang akan mendistribusikannya kepada anggota panel penguji setidaknya seminggu sebelum presentasi.

3. **Penulisan Karya Non-Tesis**

   Setelah mahasiswa menjalani sidang mini karya non-tesis, mereka melanjutkan untuk melaksanakan karya, melakukan pengumpulan data, analisis, dan interpretasi. Mahasiswa diharapkan menyelesaikan bagian Hasil Karya serta Simpulan dan Rekomendasi. Kecuali terdapat ketentuan lain dari dosen pembimbing karya non-tesis, mahasiswa diharuskan melakukan konsultasi pada waktu yang ditentukan sepanjang semester.

4. **Presentasi dan Sidang Karya Non-Tesis**

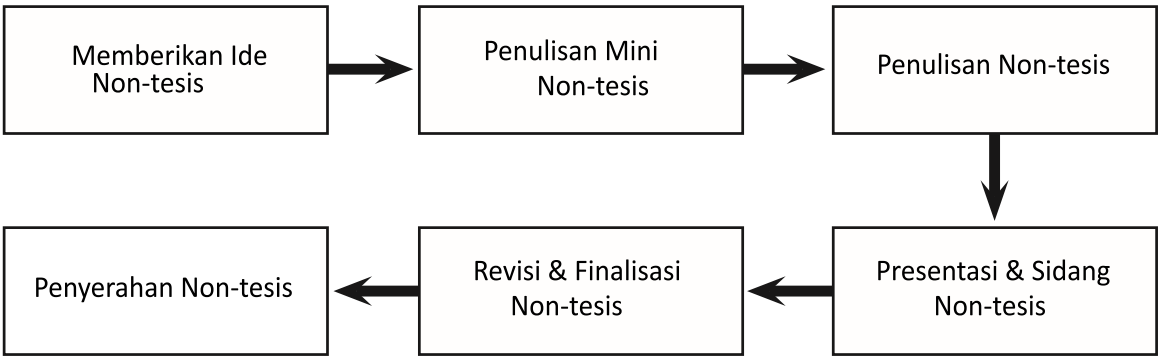
   Setelah mahasiswa menyelesaikan seluruh tesis dan disetujui oleh dosen pembimbing tesis, mereka akan memenuhi syarat untuk menjalani presentasi dan sidang Karya non-tesis di depan panel penguji. Presentasi dan sidang Karya non-tesis dilakukan dalam bahasa Inggris atau bahasa Indonesia. Mahasiswa harus menggunakan alat bantu audio-visual dalam presentasi dan mengenakan pakaian bisnis. Mahasiswa dan dosen pembimbing diharapkan mencatat komentar dari panel penguji selama sidang berlangsung. Panel penguji Karya non-tesis harus menerima salinan digital Karya non-tesis setidaknya dua minggu sebelum presentasi dan sidang Karya non-tesis. Presentasi dan sidang Karya non-tesis terbuka untuk umum.

5. **Revisi dan Finalisasi Karya Non-Tesis**

   LSPR PGP menegaskan bahwa karya non-tesis adalah karya mahasiswa (dibimbing oleh dosen pembimbing non-tesis mereka). Dalam hal ini, mahasiswa dan dosen pembimbing mendiskusikan komentar dari panel penguji yang akan dimasukkan dalam draf revisi non-tesis. Namun, mahasiswa harus menyelesaikan karya yang memastikan keterbacaan dan keseragaman gaya/format. Hasil akhir karya non-tesis harus disetujui oleh pembimbing dan diterima oleh perwakilan manajemen LSPR PGP. Revisi dan finalisasi karya non-tesis (termasuk salinan digital karya akhir mereka) harus dilakukan dalam waktu dua minggu. Kegagalan memenuhi tenggat waktu akan mengakibatkan status lulus sebelumnya mahasiswa dicabut, dan mereka harus mengikuti presentasi dan sidang non-tesis ulang dan akan dikenakan biaya IDR 1.450.000 untuk proses sidang ulang.

6. **Penyerahan Karya Non-Tesis**

   Mahasiswa diharuskan menyerahkan 1 (satu) salinan dalam bentuk digital karya non-tesis mereka kepada Asisten Administratif Tesis (TAA) melalui email. Mahasiswa dapat memperbanyak dan mendistribusikan salinan karya mereka secara individu kepada dosen pembimbing dan pihak lainnya.



Gambar 2. Proses Non-tesis LSPR PGP

JADWAL KARYA NON-TESIS

Jadwal Karya Non-Tesis PGP LSPR dikeluarkan sebelum dimulainya semester dan setelah berkonsultasi dengan dosen pembimbing karya non-tesis. Jadwal ini akan mencakup jadwal untuk presentasi mini Karya Non-Tesis, Konsultasi Penulisan Karya Non-Tesis, Presentasi/Sidang Karya Non-Tesis, Revisi/Finalisasi Karya Non-Tesis, dan Penyerahan Karya Non-Tesis.

LSPR PGP NON-THESIS POSTGRAD PUBLISHED PATHWAY (PPP) PAPER

Postgrad Published Pathway (PPP) adalah salah satu persyaratan akhir untuk menyelesaikan program LSPR PGP. Tujuannya adalah untuk menampilkan kualitas yang diharapkan dari lulusan LSPR PGP, yaitu kemampuan berpikir analitis, kompetitif secara global, profesional dalam berperilaku, dan siap untuk posisi manajerial. Meskipun Postgrad Published Pathway tidak memerlukan keluaran sebanyak yang diharapkan dalam tesis, Postgrad Published Pathway tetap harus memiliki kualitas akademik. Postgrad Published Pathway juga memiliki orientasi praktis dalam bidang dan industri komunikasi. Hasil akhir dari Postgrad Published Pathway adalah sebuah karya yang siap di konferensi dan/atau dipublikasi.

TUJUAN POSTGRAD PUBLISHED PATHWAY (PPP)

Tujuan Umum :

Dalam *Postgrad Published Pathway* LSPR PGP, diharapkan mahasiswa dapat:

1. Menunjukkan pengetahuan dan keterampilan pada mata pelajaran wajib dan inti komunikasi;
2. Memberikan kontribusi yang mendalam (penting) bagi industri komunikasi;
3. Dapat mengaplikasikan pengetahuan yang dapat digunakan mahasiswa untuk memajukan karirnya; dan
4. Menunjukkan penguasaan yang baik dalam Bahasa Inggris dan Bahasa Indonesia, baik lisan maupun tulisan.

Tujuan Praktis :

Mahasiswa LSPR PGP yang menulis Postgrad Published Pathway diharapkan untuk:

1. Merumuskan pertanyaan penelitian;
2. Menerjemahkan pertanyaan penelitian ke dalam metodologi;
3. Mengumpulkan semua data yang diperlukan sesuai kebutuhan;
4. Menganalisis dan mendiskusikan temuan;
5. Menulis karya yang siap dipresentasikan di konferensi atau dipublikasikan di jurnal akademik.

DURASI DAN PERTIMBANGAN KHUSUS POSTGRAD PUBLISHED PATHWAY (PPP)

Penulisan, Sidang Akhir/*Defence*, Revisi/Finalisasi, dan Penyerahan *Postgrad Published Pathway* LSPR harus diselesaikan dalam dua semester. Jika mahasiswa tidak dapat menyelesaikannya dalam periode yang ditentukan, mahasiswa harus mendaftar ulang untuk satu semester tambahan. Karena durasi maksimum studi adalah lima semester untuk program profesional dan enam semester untuk program Pre-master, Postgrad Published Pathway biasanya dilakukan pada semester kedua dan ketiga. Dalam aturannya, mahasiswa memiliki tiga semester lagi untuk menyelesaikan studi mereka.

Setiap permintaan pertimbangan khusus harus diajukan melalui dosen pembimbing, yang kemudian akan menghubungi Komite Tesis PGP. Dosen pembimbing akan mendiskusikan situasi mahasiswa dengan Komite Tesis PGP dan mencari solusi dari situasi tersebut. Semua permintaan pertimbangan khusus akan diputuskan berdasarkan kasus per kasus.

KELAYAKAN POSTGRAD PUBLISHED PATHWAY (PPP)

Untuk memenuhi syarat mengikuti mata kuliah Non-thesis *Postgrad Published Pathway* (PPP), mahasiswa harus:

1. Memiliki Indeks Prestasi Kumulatif (IPK) minimal 3.0;
2. Lulus semua persyaratan mata kuliah;
3. Terdaftar dalam rencana studi (KRS); dan
4. Menyelesaikan semua pembayaran.

KETENTUAN DAN PERSYARATAN POSTGRAD PUBLISHED PATHWAY (PPP)

Postgrad Published Pathway harus memenuhi ketentuan dan persyaratan berikut:

1. Topik *Postgrad Published Pathway* (PPP) harus berkaitan dengan bidang komunikasi dan disetujui oleh Komite Tesis PGP.
2. Pilihan untuk *Postgrad Published Pathway* individu atau kelompok (maksimal 2 orang dalam satu kelompok) diperbolehkan, tetapi harus mendapatkan persetujuan dari Komite Tesis PGP. Untuk *Postgrad Published Pathway* yang dikerjakan secara berkelompok, setiap anggota harus menyebutkan peran dan tanggung jawabnya dalam penulisan, termasuk dalam penelitian dan analisis. Evaluasi akan didasarkan pada kinerja individu dan kualitas keseluruhan dari Postgrad Published Pathway.
3. Dosen pembimbing akan ditunjuk oleh Koordinator Tesis PGP. Dosen pembimbing merupakan dosen/profesional dengan rekam jejak yang baik sebagai akademisi atau praktisi di bidang

komunikasi. Nama-nama pembimbing yang ditunjuk akan diumumkan selama Sesi Briefing Tesis.

4. Analisis dan diskusi lintas jurusan dimungkinkan dalam *Postgrad Published Pathway* Ini merupakan upaya untuk menghasilkan kualitas non-tesis yang komprehensif.

PROSES PENULISAN POSTGRAD PUBLISHED PATHWAY (PPP)

Penyelesaian *Postgrad Published Pathway* melibatkan enam langkah proses: pencarian ide *Postgrad Published Pathway*, penulisan mini tesis *Postgrad Published Pathway*, penulisan *Postgrad Published Pathway*, sidang akhir/defense *Postgrad Published Pathway*, revisi/finalisasi *Postgrad Published Pathway*, dan penyerahan *Postgrad Published Pathway.*

1. Pencarian Ide Postgrad Published Pathway (PPP)

Selama ujian masuk dan wawancara, LSPR PGP sudah menanyakan kepada calon mahasiswa tentang ide untuk topik tesis/non-tesisnya. Ini adalah titik awal dari *Postgrad Published Pathway* LSPR PGP.

2. Penulisan Mini Tesis Postgrad Published Pathway (PPP)

Penulisan mini tesis *Postgrad Published Pathway* dalam program LSPR PGP dilakukan bersamaan dengan mata kuliah wajib dan inti. Dalam mata kuliah wajib "*Communication Studies*", mahasiswa diminta sebagai persyaratan untuk menulis latar belakang, topik, dan tujuan *Postgrad Published Pathway* serta kerangka teori. Topik *Postgrad Published Pathway* dapat berupa kelanjutan dari karya sebelumnya, seperti skripsi sarjana atau makalah akademik yang telah diterbitkan, namun mahasiswa perlu menjelaskan aspek dan arah baru dari topik tersebut saat mengajukannya.

Pada awal semester berikutnya, mahasiswa diminta untuk mengisi Formulir "*Thesis/Non-thesis Title Form*" untuk ditinjau oleh Komite Tesis PGP. Mahasiswa perlu meninjau kembali tugas Communication Studies dan melanjutkan penulisan bagian metodologi *Postgrad Published Pathway*. Mahasiswa sangat dianjurkan untuk mengutip dari sumber asli saat membahas teori dan metode. Kutipan kedua sangat tidak dianjurkan.

Untuk membantu mahasiswa dalam penulisan mini tesis *Postgrad Published Pathway* mereka, dosen pembimbing akan ditugaskan pada awal semester. Mini tesis *Postgrad Published Pathway* pada dasarnya mencakup hal-hal berikut: (1) Deskripsi masalah yang akan diteliti; (2) Tinjauan literatur yang ada terkait isu yang dipilih; (3) Deskripsi metodologi studi yang diusulkan untuk menyelesaikan paper; dan (4) Garis besar tugas yang diperlukan untuk menyelesaikan paper penelitian serta jadwal penyelesaiannya yang diantisipasi. Mini tesis harus ditulis sesuai dengan edisi ketujuh dari *Publication Manual* of the American Psychological Association (APA). Silakan lihat *LSPR Referencing Guide* untuk contoh cara mengutip sumber dan membuat daftar referensi. Pengajuan mini tesis Postgrad Published Pathway mahasiswa hanya dapat diterima jika mini tesis tersebut telah disetujui oleh dosen pembimbing mereka dan disertai dengan setidaknya tiga tanda tangan pembimbing pada formulir konseling.

Pada semester berikutnya, mahasiswa mempresentasikan mini tesis mereka di depan sesama mahasiswa, pengajar mata kuliah, dan panel penguji pembimbing dalam mata kuliah wajib "*Seminar and Publication*" (SAP). Masukan dan saran dari para panel penguji harus dipertimbangkan saat melakukan revisi pada mini tesis sebelum melanjutkan tugas penulisan lebih lanjut. Salinan digital dari mini tesis harus diserahkan kepada Komite Tesis PGP pada

tanggal yang sudah ditentukan, yang akan didistribusikan kepada anggota panel penguji setidaknya satu minggu sebelum presentasi.

3. Penulisan Postgrad Published Pathway (PPP)

Setelah mahasiswa mengikuti sidang mini tesis *Postgrad Published Pathway*, mahasiswa kemudian mempersiapkan dan menguji kembali instrumen penelitian mereka. Kemudian, mereka melakukan pengumpulan data, analisis, dan interpretasi. Mahasiswa diharapkan untuk menyelesaikan bagian Analisis Penelitian dan Kesimpulan serta Rekomendasi. Kecuali terdapat ketentuan lain dari dosen pembimbing, mahasiswa diharuskan melakukan konsultasi pada waktu yang ditentukan sepanjang semester.

4. Presentasi dan Sidang Akhir Postgrad Published Pathway (PPP)

Setelah mahasiswa menyelesaikan seluruh pengerjaan *Postgrad Published Pathway* dan disetujui oleh dosen pembimbing, mahasiswa akan memenuhi syarat untuk mengikuti presentasi dan sidang akhir Postgrad Published Pathway. Presentasi dan sidang akhir Postgrad Published Pathway dilakukan dalam Bahasa Inggris atau Bahasa Indonesia. Mahasiswa harus menggunakan alat bantu audio-visual dalam presentasi dan mengenakan pakaian bisnis. Mahasiswa dan dosen pembimbing diharapkan mencatat komentar dari panel penguji selama sidang akhir berlangsung. Panel penguji harus menerima salinan digital setidaknya dua minggu sebelum presentasi dan sidang akhir. Presentasi dan sidang akhir *Postgrad Published Pathway* terbuka untuk umum.

5. Revisi dan Finalisasi Postgrad Published Pathway (PPP)

LSPR PGP menegaskan bahwa *Postgrad Published Pathway* adalah karya mahasiswa (dibimbing oleh dosen pembimbing *Postgrad Published Pathway* mereka). Dalam hal ini, mahasiswa dan dosen pembimbing mendiskusikan komentar dari panel penguji yang akan dimasukkan dalam draf revisi *Postgrad Published Pathway*. Namun, mahasiswa harus menyelesaikan *Postgrad Published Pathway* dan memastikan keterbacaan dan keseragaman gaya/format. Hasil akhir *Postgrad Published Pathway* harus disetujui oleh dosen pembimbing dan diterima oleh perwakilan manajemen LSPR PGP. Revisi dan finalisasi *Postgrad Published Pathway* harus dilakukan dalam waktu dua minggu. Kegagalan dalam memenuhi tenggat waktu akan mengakibatkan status lulus sebelumnya mahasiswa dicabut, dan mereka harus mengikuti presentasi dan sidang akhir *Postgrad Published Pathway* ulang dan akan dikenakan biaya IDR 1.450.000 untuk proses sidang ulang.

6. Penyerahan Karya Non-Tesis

Mahasiswa diharuskan menyerahkan 1 (satu) salinan dalam bentuk digital *Postgrad Published Pathway* mereka kepada Asisten Administratif Tesis (TAA) melalui email. Mahasiswa dapat memperbanyak dan mendistribusikan salinan karya mereka secara individu kepada dosen pembimbing dan pihak lainnya.

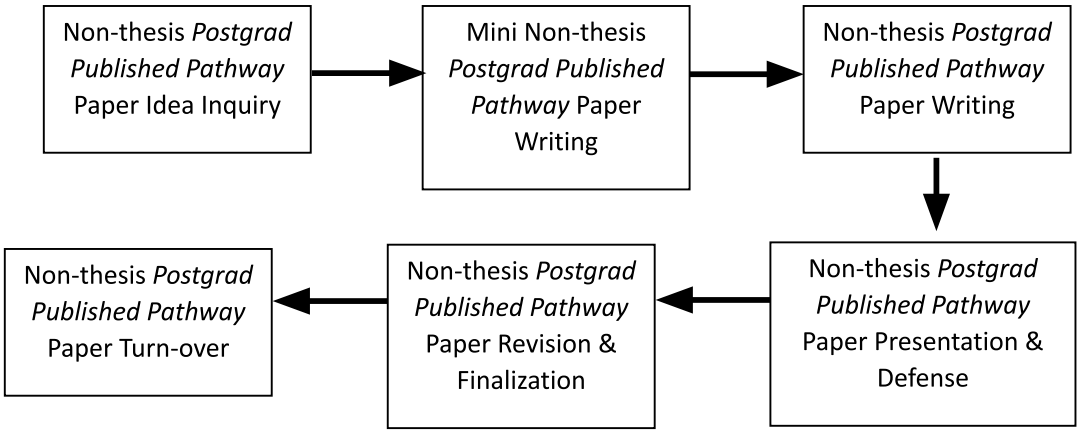


Figure 5. LSPR PGP Professional Seminar (Prosem) Paper Process

JADWAL POSTGRAD PUBLISHED PATHWAY (PPP)

Jadwal *Postgrad Published Pathway* Paper Non-tesis LSPR PGP dikeluarkan sebelum awal semester dan setelah berkonsultasi dengan dosen pembimbing *Postgrad Published Pathway.* Jadwal ini akan mencakup jadwal untuk Sidang Mini Tesis *Postgrad Published Pathway,* Konsultasi Penulisan *Postgrad Published Pathway*, Presentasi/Sidang Akhir *Postgrad Published Pathway*, Revisi/Finalisasi *Postgrad Published Pathway,* dan Penyerahan *Postgrad Published Pathway.*

Evaluasi Postgrad Published Pathway (PPP)

Program PGP LSPR akan menilai karya mahasiswa melalui presentasi/ujian pertahanan PPP. Dalam presentasi/ujian pertahanan PPP, tim penguji memberikan nilai kepada mahasiswa berdasarkan kriteria berikut: Konten (35%), Relevansi (15%), Orisinalitas (15%), Bahasa dan Etika (10%), Presentasi (10%), dan Publikasi (15%). Mahasiswa harus memperoleh nilai minimal 70 untuk dapat lulus. Apabila tidak mencapai nilai minimal tersebut, mahasiswa diwajibkan untuk melakukan ujian pertahanan ulang dengan konsekuensi finansial sebagaimana disebutkan dalam Bagian 5. Nilai angka yang diberikan oleh panel penguji, meskipun tidak diumumkan pada saat ujian pertahanan PPP, akan tercantum dalam transkrip akademik mahasiswa.

Tim penguji terdiri dari tiga orang: seorang ketua penguji (penguji pertama), seorang ahli profesional atau akademik (penguji kedua), dan dosen pembimbing tesis mahasiswa (penguji ketiga). Bobot penilaian masing-masing adalah 40%, 40%, dan 20%.

Perlu diperhatikan bahwa publikasi dalam jurnal terakreditasi SINTA atau jurnal internasional akan memberikan kontribusi terhadap nilai akhir. Besaran tambahan nilai akan disesuaikan dengan peringkat masing-masing jurnal.

Thesis/Non Thesis Procedure in Postgraduate Programme

Thesis (6 Credit hours)

LSPR PGP Thesis is an option of the final requirement to complete the LSPR PGP Programme. It aims to bring out the aspired qualities of a LSPR PGP graduate, i.e. analytical thinking, globally competitive, professional in conduct, and readiness for a managerial position. It is done individually.

THESIS OBJECTIVES

General Objectives:

In LSPR PGP thesis, students are expected to:

1. *Exhibit knowledge and skills on compulsory and core communication subjects;*
2. *Make an in-depth (important) contribution to the communication field and industry;*
3. *Pursue an endeavor which the student may use to advance his/her career; and*
4. *Demonstrate a good command of written and spoken English.*

Practical Objectives:

LSPR PGP students writing theses are expected to:

1. *Formulate research questions;*
2. *Translate the research question into methodology;*
3. *Collect all necessary data as required;*
4. *Analyze and discuss the findings;*
5. *Have an in-depth analysis regarding the research issue.*

THESIS DURATION AND SPECIAL CONSIDERATION

LSPR PGP Thesis Writing, Presentation/Defense, Revision/Finalization and Turn-over should be completed within one semester. If the student fails to complete these within the prescribed period, he/she will have to re-enroll in the next semester. As the maximum duration of study is five semesters for the professional program and six semesters for the acceleration program, these are usually conducted from the second semester and third semester respectively. Students will theoretically have three more semesters to complete their studies.

Any requests for special consideration must be lodged in through the thesis advisers who then will contact the PGP Thesis Committee. The advisers will then discuss the situation of the students with the thesis committee and seek an outcome from the situation. All requests for special considerations will be decided on a case-by-case basis.

THESIS ELIGIBILITY

To be eligible to enroll in the core subject of "Thesis," students must have:

1. *had a cumulative Grade Point Average (GPA) of 3.0;*
2. *passed all subject requirements;*
3. *registered in the study plan (KRS);*
4. *completed all payments;*

THESIS CONDITIONS AND REQUIREMENTS

A thesis must meet the following conditions and requirements:

1. *Thesis topics must be related to the communication field and approved by the Thesis Committee.*
2. *An adviser will be appointed by the Thesis Coordinators. He/she must be a lecturer/professional with a good proven track record as an academician or a practitioner in the communication field. The names of the assigned advisers will be announced during the Thesis Briefing Session.*

THESIS PROCESS

The completion of a LSPR PGP thesis entails a six-step process: Thesis idea inquiry, thesis mini thesis writing, thesis writing, thesis presentation/defense, thesis revision/finalization, and thesis turn-over.

1. ***Thesis Idea Inquiry***
   During the entrance examination and interviews, LSPR PGP already inquired from the applicant his/her idea for a thesis/non-thesis topic. This is the starting point of the LSPR PGP thesis.

2. ***Mini Thesis Writing***
   Mini Thesis writing in LSPR PGP Programme is undertaken in tandem with compulsory and core subjects. In the compulsory subject of "Advanced Communication Theory" (ACT), students are asked as a requirement to write their thesis rationale/background, topic, and objectives as well as the theoretical framework. The topic may be a continuation of the students' previous works, such as undergraduate theses or published academic papers, but the students need to justify the new aspect and direction of the topic when submitting it.

   In the beginning of the next semester, students are asked to fill out a Thesis/Non-thesis Title Form to be reviewed by the Thesis Committee. The students need to revisit their ACT assignment and continue writing the methodological section of the Thesis in the compulsory subject of the "Methodology of Communication Research" (MCR). Students are strongly encouraged to cite from original materials when discussing theories and methods. Second hand citations are strongly discouraged.

   To assist students with their mini thesis writing, thesis advisers will be assigned in the beginning of the semester. The mini thesis basically includes the following: Introduction (Chapter I), Theoretical Framework (Chapter II), and Research Design and Method (Chapter III). The mini thesis must be written following the seventh edition of the Publication Manual of the American Psychology Association (APA). Please see LSPR Referencing Guide for examples on how to cite sources and making a reference list. The submission of students' mini thesis can only be accepted if the mini thesis have been approved by their thesis advisers and accompanied by at least three advisers' signatures on the counseling forms.

   In the following semester students present their mini thesis in front of their fellow students, the course instructor, and the examining panel of advisers in the compulsory subject of Seminar and Colloquium (SAC). Inputs and suggestions from the attendees should be taken into consideration when making final revision to the mini thesis prior to fieldwork. The soft copies of

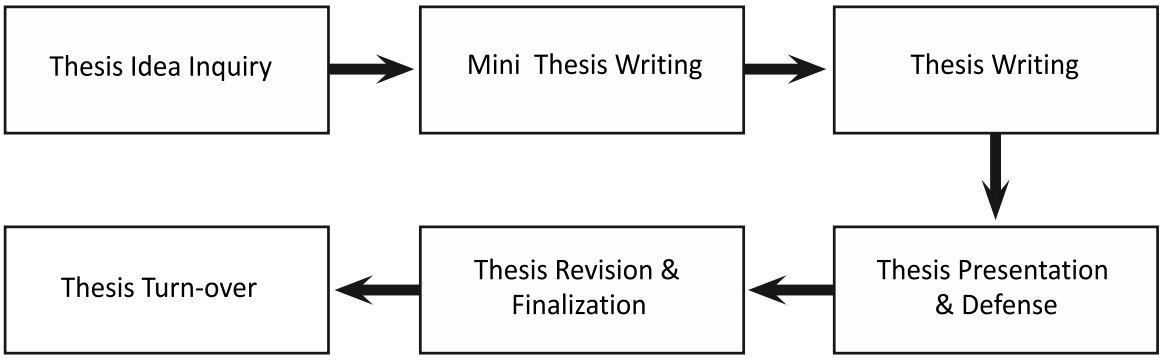
the mini thesis must be submitted on the appointed date to the Thesis Department which will distribute them to the examining panel members at least a week prior to the presentation.

3. ***Thesis Writing***
   After students undertake the mini thesis hearing, they proceed in preparing and retesting their research instruments. Then, they undertake data generation, analysis and interpretation. Students are expected to complete Research Analysis (Chapter IV) and Conclusions and Recommendations (Chapter V). The structure of chapters can be expanded to more than five depending on the approval of the thesis adviser with the notification to the student's Thesis Coordinator and Head of PGP Thesis Department. Unless specified by the thesis advisers, students are required to consult at a designated time throughout the semester.

4. ***Thesis Presentation and Defense***
   Once students have completed the entire thesis to the satisfaction and approval of their thesis advisers, they will be eligible to undergo a thesis presentation and defense in front a panel of examiners. The thesis presentation and defense is conducted in English or Indonesian language. The students shall use audio-visual aids in the presentation and shall dress in business attires. The students and advisers are expected to take note of the examining panelists' comments during the defense. The thesis examining panel must receive soft copies of the thesis at least two weeks before the thesis presentation and defense. The thesis presentation and defense are open to public.

5. ***Thesis Revision and Finalization***
   LSPR PGP upholds that the theses are the works of students (guided by their thesis adviser). In this sense, the students and advisers discuss which comments from the examining panel shall be incorporated in the thesis revised drafts. The students, however, must complete works that ensure readability and style/format uniformity. The final thesis outputs must be approved by the advisers and accepted by a representative of LSPR PGP management. The thesis revision and finalization (including their soft copies) must take place in the duration of two weeks. Failing to meet the timeline will result in the students' prior pass status to be revoked and they must take another thesis presentation and defense and will be charged IDR 1.450.000 for the re-defense process.

6. ***Thesis Turn-over***
   Students are required to submit 1 (one) soft copy of their thesis to the Thesis Administrative Assistants (TAA) via emails. The students may reproduce and individually distribute more copies of their works to their thesis advisers and other parties.



THESIS SCHEDULES

Figure 1. LSPR PGP Thesis Process

LSPR PGP Thesis Schedule is issued before the start of semester and upon consultation with the Thesis Advisers. It shall include the schedules for mini thesis presentation, Thesis Writing Consultations, Thesis Presentation/Defense, Thesis Revision/Finalization, and Thesis Turnover.

NON-THESIS

Non-thesis (6 Credit hours)

Non-thesis is another way of LSPR Jakarta PGP to provide an alternative to students who wish to take more "practical" route and ready-to-publish works.

TYPES OF NON-THESIS

1. *Article Journal – Postgrad Published Pathway / PPP*
2. *1st Project: Project from zero – Zero / Z-Project*
3. *2nd Project : Current Project in Office/Organization/Institution – Quest / Q-Project*
4. *Book Chapter*
5. *Popular Media Article – Pop Media Art*
6. *Comprehensive Academic Report – Integrated Report from 3 practical courses in PGP – Integrated Report*
7. *Internship Report - only for Pre Master Students*
8. *Community Development Report - only for Pre Master Students*

Notes:

- *The form of Non-Thesis work is fully applicable for New Students in the Odd Semester of the 2024/2025 Academic Year.*
- *The detailed form of each type of Non-Thesis above is contained in the guidelines that will be issued by the PGP Thesis Department.*
- *For students who in the Odd semester of 2024/2025 are in the Second Semester / just starting the Non-Thesis writing process, the option is given to be able to choose a new form of Non-Thesis.*
- *Two forms of Non-Thesis in the old format remain an option in the type of Non-Thesis above, namely "Postgrad Published Pathway" to Postgrad Published Pathway / PPP and "Project" to Q-Project or Z-Project.*
- *The provisions regarding the General Procedures for Thesis or Non Thesis Preparation in this section will be regulated in more detail in special guidelines that will be issued by the PGP Thesis Department.*

NON-THESIS PROJECT OBJECTIVES

General Objectives

In LSPR PGP Non-thesis Project, students are expected to:

1. *Prove their skills to fulfill the demands of the industry;*
2. *Exhibit knowledge and skills on compulsory and core communication subjects;*
3. *Provide a proven track in managing a current Project relates to communications field in the respective industries;*
4. *Present an ability to develop a Project platform in communication field as accepted by the industries;*

5. *Make an in-depth (important) contribution to the communication industry;*
6. *Pursue an opportunity in which students can advance their careers; and*
7. *Demonstrate a good command of written and spoken English and Bahasa Indonesia.*

Practical Objectives

LSPR PGP students writing non-thesis project are expected to:

1. *Formulate a practical concept;*
2. *Show skills of participatory research;*
3. *Use the theoretical and knowledge in communications to develop the project;*
4. *Use the proper methodology to conduct the project;*
5. *Collect all necessary data as required;*
6. *Analyze and discuss the findings;*
7. *Write a work that is ready to be presented in final defense.*

NON-THESIS PROJECT DURATION AND SPECIAL CONSIDERATION

LSPR Non-thesis Project Writing, Presentation/Defense, Revision/Finalization, and Turn-over should be completed within two semesters. If students fail to complete these within the prescribed period, they will have to re-enroll an additional semester. As the maximum duration of study is five semesters for the professional programme and six semesters for the Pre-master programme, non- thesis projects are usually conducted from the second semester and third semester respectively. Students will theoretically have three more semesters to complete their studies.

Any requests for special consideration must be lodged in through the Non-thesis advisers who then will contact the PGP Thesis Committee. The advisers will then discuss the situation of the students with the thesis committee and seek an outcome from the situation. All requests for special considerations will be decided on a case-by-case basis.

NON-THESIS PROJECT ELIGIBILITY

To be eligible for the non-thesis project, students must have:

1. *Had a cumulative Grade Point Average (GPA) of 3.0;*
2. *Passed all subject requirements;*
3. *Registered in the study plan (KRS); and*
4. *Completed all payments.*

NON-THESIS PROJECT CONDITIONS AND REQUIREMENTS:

A non-thesis project must meet the following conditions and requirements:

1. *The project must be related to the communication field and approved by the Thesis Committee.*
2. *The Thesis Committee will decide whether a Project can be done individually or in a group. A hearing for consultation is possible for this purpose. The final decision about this matter will be announced during the Thesis Briefing session.*
3. *A choice of an individual or group project (a maximum of 3 persons in a group) is allowed, but is subject to approval of the Thesis Committee. For a group project, each member must provide his/her role and responsibility in the project, including research and analysis. Evaluation will be based on individual performance and the overall quality of the Project.*

4. *An adviser will be appointed by the Thesis Committee. He/she must be a lecturer/professional with a good proven track record as an academician or practitioner in the communication field. The names of the assigned advisers will be announced during the Thesis Briefing Session.*
5. *A cross major analysis and discussion is possible in the non-thesis project. This is an effort to make a comprehensive result of the non-thesis quality.*

NON-THESIS PROJECT PROCESS

The completion of a LSPR PGP non-thesis project entails a six-step process: Non-thesis idea inquiry; mini non-thesis writing, non-thesis writing, non-thesis presentation/defense, non-thesis revision/finalization, and non-thesis turn-over (see Figure 3).

1. ***Non-thesis Project Idea Inquiry***
   During the entrance examination and interviews, LSPR PGP already inquires from the applicant his/her group or individual idea for a thesis/non-thesis topic. This is the starting point of the LSPR PGP non-thesis project.

2. ***Non-thesis Project Mini Thesis Writing***
   Non-thesis project mini thesis writing in LSPR PGP Programme is undertaken in tandem with compulsory and core subjects. In the compulsory subject of "Advanced Communication Theory" (ACT), students are asked as a requirement to write their non-thesis project rationale/background, topic, and objectives as well as the theoretical framework. The non-thesis project topic may be a continuation of the students' previous works, such as undergraduate theses or published academic papers, but the students need to justify the new aspect and direction of the topic when submitting it. In the beginning of the next semester, students are asked to fill out a Thesis/Non-thesis Title Form (see Appendix 1) to be reviewed by the Thesis Committee. The students need to revisit their ACT assignment and continue writing the methodology section of the non-thesis project. Students are strongly encouraged to cite from original materials when discussing theories and project designs. Second hand citations are strongly discouraged.

   To assist students with their non-thesis project mini thesis writing, non-thesis project advisers will be assigned in the beginning of the semester. The mini non-thesis basically includes the following: (1) Description of the project to be conducted/proposed; (2) Review of existing literature on the project/issue; (3) Description of the proposed study methodology to complete the project; and (4) Outline of the tasks and activities required to complete the project and anticipated schedule of completion of the project. The mini thesis must be written following the seventh edition of the Publication Manual of the American Psychology Association (APA). Please see LSPR Referencing Guide for examples on how to cite sources and making a reference list. The submission of students' non-thesis project mini thesus can only be accepted if the mini thesis have been approved by their non-thesis advisers and accompanied by at least three advisers' signatures on the counseling form.

   In the following semester students present their mini non-thesis project in front of their fellow students, the course instructor, and the examining panel of advisers in the compulsory subject of Seminar and Colloquium (SAC). Inputs and suggestions from the attendees should be taken into consideration when making final revision to the mini thesis prior to further writing task.

The soft copies of the mini thesis must be submitted on the appointed date to the Thesis Department which will distribute them to the examining panel members at least a week prior to the presentation.

3. ***Non-thesis Project Writing***

   After students undertake the mini non-thesis project hearing, they proceed to conduct the project, undertake data generation, analysis, and interpretation. Students are expected to complete Project Execution and Conclusions and Recommendations sections. Unless specified by the non-thesis project advisers, students are required to consult at a designated time throughout the semester.

4. ***Non-thesis Project Presentation and Defense***

   Once students have completed the entire non-thesis project to the satisfaction and approval of their non-thesis advisers, they will be eligible to undergo a non-thesis project presentation and defense in front a panel of examiners. The non-thesis project presentation and defense is conducted in English or Indonesian language. The students shall use audio-visual aids in the presentation and shall dress in business attires. The students and advisers are expected to take note of the examining panelists' comments during the defense. The examining panel must receive soft copies the non-thesis project at least two weeks before the non-thesis project presentation and defense. The non-thesis project presentation and defense are open to public.

5. ***Non-thesis Project Revision and Finalization***

   LSPR PGP upholds that the non-thesis projects are the works of students (guided by their non-thesis adviser). In this sense, the students and advisers discuss which comments from the examining panel shall be incorporated in the non-thesis revised drafts. The students, however, must complete works that ensure readability and style/format uniformity. The final non-thesis project outputs must be approved by the advisers and accepted by a representative of LSPR PGP management. The non-thesis project revision and finalization (including their final project soft copies) must take place in the duration of two weeks. Failing to meet the timeline will result in the students' prior pass status to be revoked and they must take another thesis presentation and defense and will be charged IDR 1.450.000 for the re-defense process.

6. ***Non-thesis Project Turn-Over***

   Students are required to submit 1 (one) soft copy of their non-thesis projects to the Thesis Administrative Assistants (TAA) via emails. The students may reproduce and individually distribute more copies of their works to their thesis advisers and other parties.

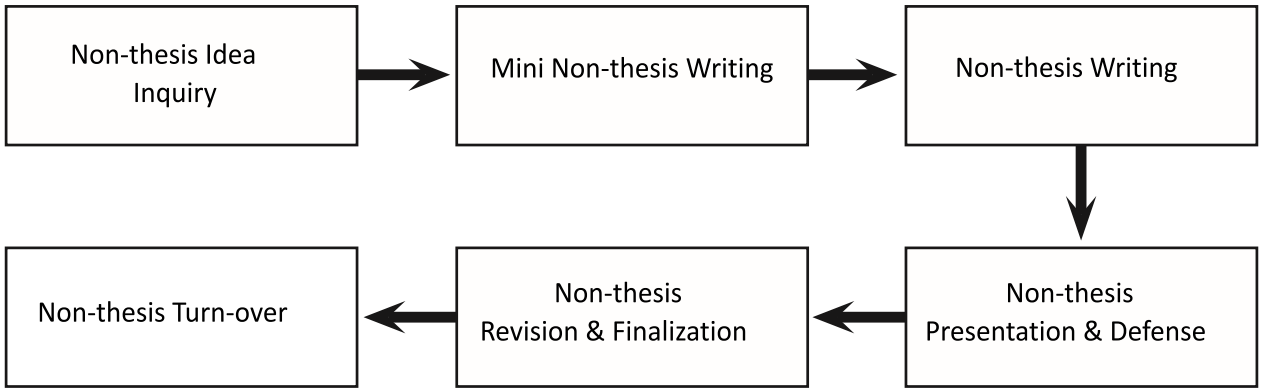


Figure 3. LSPR PGP Non-thesis Project Process

NON-THESIS PROJECT SCHEDULES

LSPR PGP Non-thesis Project Schedule is issued before the start of semester and upon consultation with the non-thesis project advisers. It shall include the schedules for mini Non-thesis Project presentation, Non-thesis Project Writing Consultations, Non-thesis Project Presentation/Defense, Non-thesis Project Revision/Finalization, and Non-thesis Project Turn-over.

Postgrad Published Pathway (PPP)

LSPR PGP NON-THESIS POSTGRAD PUBLISHED PATHWAY PAPER

Postgrad Published Pathway Paper is another final requirement to complete the LSPR PGP programme. It aims to bring out the aspired qualities of a LSPR PGP graduate i.e., analytical thinking, globally competitive, professional in conduct, and ready for a managerial position. Although the Postgrad Published Pathway paper does not require the amount of output expected in a thesis, it must still have the qualities of an academic work. The Postgrad Published Pathway paper also has the practical orientation of the communication field and industries. The end product of the Postgrad Published Pathway paper is a work which is ready for a conference and/or publication.

Postgrad Published Pathway ***PAPER OBJECTIVES***

General Objectives

In the LSPR PGP Postgrad Published Pathway Paper, students are expected to:

1. *Exhibit knowledge and skills on compulsory and core communication subjects;*
2. *Make an in-depth (important) contribution to the communication industry;*
3. *Pursue an endeavor which the student may use to advance his/her career; and*
4. *Demonstrate a good command of written and spoken English and Bahasa Indonesia.*

Practical Objectives

The LSPR PGP students writing Professional Thesis are expected to:

1. *Formulate research questions;*
2. *Translate the research question into methodology;*
3. *Collect all necessary data as required;*

4. *Analyze and discuss the findings;*
5. *Write a work that is ready to be presented in conferences or published in academic journals.*

POSTGRAD PUBLISHED PATHWAY PAPER DURATION AND SPECIAL CONSIDERATION

The LSPR Postgrad Published Pathway Paper Writing, Presentation/Defense, Revision/Finalization and Turn-over, should be completed within two semesters. If students fail to complete these within the prescribed period, they will have to re-enroll an additional semester. As the maximum duration of study is five semesters for the professional programme and six semesters for the Pre-master programme, non-thesis Postgrad Published Pathway papers are usually conducted from the second semester and third semester respectively. Students will theoretically have three more semesters to complete their studies.

Any requests for special consideration must be lodged in through the thesis advisers whom then will contact the PGP Thesis Committee. The adviser will then discuss the situation of the student with the thesis committee and seek for an outcome from the situation. All requests for special considerations will be decided on case-by-case basis.

POSTGRAD PUBLISHED PATHWAY PAPER ELIGIBILITY

To be eligible for the Non-thesis Postgrad Published Pathway (PPP) Paper subject, students must have:

1. *Had a cumulative Grade Point Average (GPA) of 3.0;*
2. *Passed all subject requirements;*
3. *Registered in the study plan (KRS); and*
4. *Completed all payments.*

NON-THESIS POSTGRAD PUBLISHED PATHWAY PAPER CONDITIONS AND REQUIREMENTS

A Postgrad Published Pathway paper must meet the following conditions and requirements:

1. *Postgrad Published Pathway paper topics must be related to the communication field and approved by the Thesis Committee.*
2. *A choice of an individual or group Postgrad Published Pathway paper (a maximum of 2 persons in a group) is allowed, but is subject to approval of the Thesis Committee. For a group Postgrad Published Pathway paper, each member must provide his/her role and responsibility in the paper, including research and analysis. Evaluation will be based on individual performance and the overall quality of the paper.*
3. *An adviser will be appointed by the Thesis Coordinators. He/she must be a lecturer/professional with a good proven track record as an academician or a practitioner in the communication field. The names of the assigned advisers will be announced during the Thesis Briefing Session.*
4. *A cross major analysis and discussion is possible in the non-thesis Postgrad Published Pathway paper. This is an effort to make a comprehensive result of the non-thesis quality.*

Postgrad Published Pathway ***PAPER PROCESS***

The completion of a LSPR PGP Thesis entails a six-step process: Postgrad Published Pathway paper idea inquiry, Postgrad Published Pathway paper mini thesis writing, Postgrad Published Pathway

paper writing, Postgrad Published Pathway paper presentation/defense, Postgrad Published Pathway paper revision/finalization, andPostgrad Published Pathway paper turn-over (see Figure 5).

1. Postgrad Published Pathway Paper Idea Inquiry

During the entrance examination and interviews, LSPR PGP already inquires from the applicant his/her idea for a thesis/non-thesis topic. This is the starting point of the LSPR PGP non-thesis Postgrad Published Pathway paper.

2. Postgrad Published Pathway Paper Mini Thesis Writing

Postgrad Published Pathway paper mini thesis writing in the LSPR PGP programme is undertaken in tandem with compulsory and core subjects. In the compulsory subject of "Advanced Communication Theory" (ACT), students are asked as a requirement to write their Postgrad Published Pathway Paper rationale/background, topic, and objectives as well as the theoretical framework. The Postgrad Published Pathway paper topic may be a continuation of the students' previous works, such as undergraduate theses or published academic papers, but the students need to justify the new aspect and direction of the topic when submitting it.

In the beginning of the next semester, students are asked to fill out a Thesis/Non-thesis Title Form (see Appendix 1) to be reviewed by the Thesis Committee. Students need to revisit their ACT assignment and continue writing the methodological section of the Postgrad Published Pathway Paper. Students are strongly encouraged to cite from original materials when discussing theories and methods. Second hand citations are strongly discouraged.

To assist students with their Postgrad Published Pathway paper mini thesis writing, advisers will be assigned in the beginning of the semester. The mini thesis basically includes the following: (1) Description of the problem to be studied; (2) Review of existing literature on the issue; (3) Description of the proposed study methodology to complete the paper; and (4) Outline of the tasks required to complete the research paper and anticipated schedule of completion. The mini thesis must be written following the seventh edition of the Publication Manual of the American Psychology Association (APA). Please see LSPR Referencing Guide for examples on how to cite sources and make a reference list. The submission of students' Postgrad Published Pathway paper mini thesis can only be accepted if the mini thesis has been approved by their non-thesis advisers and accompanied by at least three advisers' signatures on the counseling form.

In the following semester students present their mini thesis in front of their fellow students, the course instructor, and an examining panel of advisers in the compulsory subject of Seminar and Colloquium (SAC). Inputs and suggestions from the attendees should be taken into consideration when making final revision to the mini thesis prior to fieldwork. The soft copies of the mini thesis must be submitted on the appointed date to the Thesis Department which will distribute them to examining panel members at least a week prior to the presentation.

3. Postgrad Published Pathway Paper Writing

After students undertake the Postgrad Published Pathway Paper mini thesis hearing, they proceed in preparing and retesting their research instruments. Then, they undertake data generation, analysis and interpretation. Students are expected to complete the Research Analysis Section and Conclusions and Recommendations Section. Unless specified by the Thesis Advisers, students are required to consult at a designated time throughout the semester.

4. Postgrad Published Pathway Paper Presentation and Defense

Once students have completed the entire Postgrad Published Pathway paper to the satisfaction and approval of their non-thesis advisers, they will be eligible to undergo a non-thesis Postgrad Published Pathway paper presentation and defense. The Postgrad Published Pathway paper presentation and defense is conducted in English or Indonesian language. The students shall use audio-visual aids in the presentation and shall dress in business attires. The students and advisers are expected to take note of the examining panelists' comments during the defense. The examining panel must receive soft copies of the Postgrad Published Pathway paper at least two weeks before the Postgrad Published Pathway paper presentation and defense. ThePostgrad Published Pathway paper presentation and defense are open to the public.

5. Postgrad Published Pathway Paper Revision and Finalization

LSPR PGP upholds that the Postgrad Published Pathway papers are the works of students (guided by their Postgrad Published Pathway paper advisers). In this sense, the students and advisers discuss which comments from the examining panel shall be incorporated in the Postgrad Published Pathway paper revised drafts. The students, however, must complete works that ensure readability and style/format uniformity. The final Postgrad Published Pathway paper outputs must be approved by the advisers and accepted by a representative of LSPR PGP management. The Postgrad Published Pathway Paper revision and finalization must take place in the duration of two weeks. Failing to meet the timeline will result in the students' prior pass status to be revoked and they must take another thesis presentation and defense and will be charged IDR 1.450.000 for the re-defense process.

6. Postgrad Published Pathway Paper Turn-over

Students are required to submit 1 (one) soft copy of their non-thesis Postgrad Published Pathway papers to the Thesis Administrative Assistants (TAA) via emails. The students may reproduce and individually distribute more copies of their works to their thesis advisers and other parties.

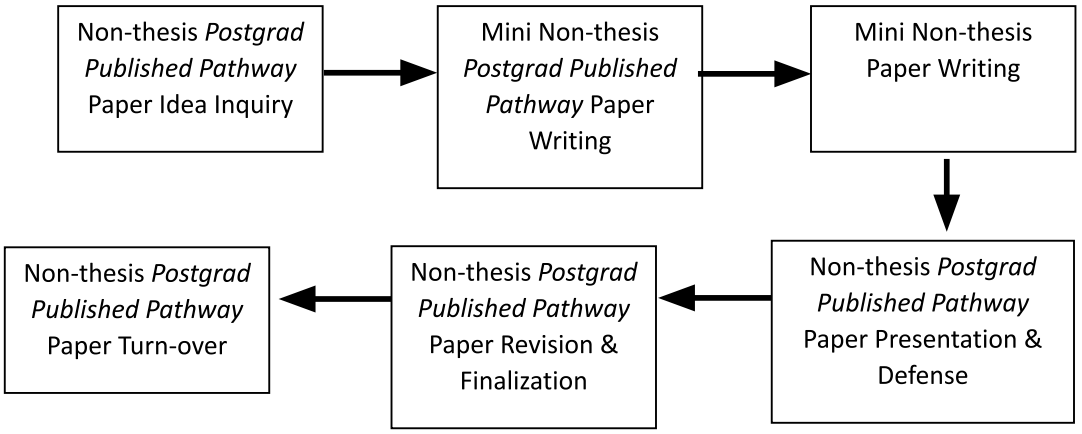


Figure 3. LSPR PGP Professional Seminar (Prosem) Paper Process

Postgrad Published Pathway ***PAPER SCHEDULES***

LSPR PGP Non-thesis Postgrad Published Pathway Paper Schedule is issued before the start of semester and upon consultation with the non-thesis Postgrad Published Pathway paper advisers. It shall include the schedules for Non-thesis Postgrad Published Pathway Paper Mini Thesis Hearing,

Non-thesis Postgrad Published Pathway Paper Writing Consultations, Non-thesis Postgrad Published Pathway Paper Presentation/Defense, Non-thesis Postgrad Published Pathway Paper Revision/Finalization, and Non-thesis Postgrad Published Pathway Paper Turn-over.

POSTGRAD PUBLISHED PATHWAY (PPP) EVALUATION

LSPR PGP programme shall assess the students' works in their PPP presentation/defense. In the PPP presentation/defense, the examining panelists provide a grade to the students based on the following criteria: Content (35%), Relevance (15%), Originality (15%), Language and Ethics (10%), Presentation (10%), and Publication (15%). Students need to obtain a grade of 70 and above to pass. Failing to achieve the minimum passing grade will result in a re-defense with financial consequences as mentioned in Section 5. The numeric grades given by the panel, though not announced during the Postgrad Published Pathway defense, shall be reflected in the students' academic transcripts.

The examining panel consists of three persons: a chairperson (the first examiner), a professional or academic expert (the second examiner), and the student thesis adviser (the third examiner). The grading weights are 40%, 40%, and 20% respectively.

Please note that publication in SINTA accredited journals or international journals will contribute to the final marks. The number of additional marks will depend on the grade of each journal respectively.

AI Policy Statement and Guidance for
PhD Dissertations and Master's Thesis
LSPR Postgraduate Programme

A. Rationale and Institutional Position

LSPR Institute of Communication & Business, particularly within the **Postgraduate Programme (PGP)**, recognizes that **Artificial Intelligence (AI)** has become an increasingly influential tool that can enhance learning processes, academic research, and scholarly productivity.

Nevertheless, the use of AI in academic settings must be conducted in a **responsible, transparent, and ethically grounded manner**, ensuring that academic integrity remains the highest priority. AI is viewed as a supportive tool to strengthen academic performance, not as a replacement for intellectual contribution, analytical reasoning, and scholarly accountability.

LSPR Postgraduate Programme strictly limits the use of Artificial Intelligence (AI) in academic writing to a **maximum of 20%** of the total content. Any academic work exceeding this threshold may be subject to academic review and integrity evaluation.

Therefore, LSPR Postgraduate Programme (PGP) establishes this policy as an official guideline for all postgraduate students, academic supervisors, examiners, and members of the academic community.

At the doctoral and master's levels, scholarly writing is not merely a technical activity. It is a **process of intellectual formation**, where students are expected to demonstrate:

- Independent reasoning
- Original theoretical contribution
- Analytical depth
- Methodological responsibility
- Ethical accountability as future scholars and leaders.

Therefore, LSPR establishes this AI Policy Statement to ensure that:

1. AI is **not misused** in ways that undermine academic integrity
2. Students clearly understand **what is allowed and what is prohibited**, and
3. The learning process remains **human-centered**, reflective, and intellectually accountable.

This policy applies to all **Doctoral Dissertations** and **Master's Theses** submitted to LSPR Institute of Communication and Business.

This policy is guided by the core principle of AI usage known as:

A2EL (ei-to-el) : Admit – Accept – Ethical – Limited

ADMIT (Mandatory Disclosure of AI Usage)

All students who use AI in the preparation of any academic output such as assignments, research reports, thesis/dissertation proposals, theses, dissertations, academic presentations, or scholarly manuscripts **must explicitly disclose the use of AI**.

This disclosure reflects transparency and strengthens academic integrity by ensuring that all parties are aware of the role AI played in the writing and development process.

Key requirements:

1. Students must include an **AI Statement** within their academic work.
2. AI tools may include, but are not limited to: ChatGPT, Gemini, Microsoft Copilot, Claude, Grammarly AI, Quillbot AI, or other AI-assisted writing platforms.

Failure to disclose the use of AI may be considered a violation of academic integrity.

ACCEPT (AI Use is Recognized and Permitted)

LSPR Postgraduate Programme acknowledges that AI is a legitimate and acceptable tool when used appropriately. Therefore, AI usage is **permitted and officially recognized** as part of modern academic practices, provided that its use remains within ethical boundaries and does not compromise originality.

AI may be used as a supporting tool to:

1. Generate preliminary ideas and brainstorming concepts
2. Develop outlines and academic structure
3. Refine language, grammar, and writing clarity
4. Summarize academic materials
5. Assist in identifying keywords and thematic patterns
6. Support academic writing preparation and presentation planning

However, AI must not replace the student's own intellectual engagement. Postgraduate education requires critical thinking, theoretical reasoning, methodological understanding, and original academic judgment, all of which remain the student's responsibility.

ETHICAL (Ethics as the Primary Academic Foundation)

LSPR emphasizes that the use of AI must be grounded in strong academic ethics. Students are expected to uphold academic honesty, scholarly accountability, and respect for intellectual property.

Students must understand that AI-generated content:

1. May contain factual inaccuracies,
2. May generate misleading information or "hallucinated" content,
3. May produce fabricated or unverifiable references,
4. May unintentionally reproduce existing copyrighted material,
5. May increase the risk of plagiarism if used irresponsibly.

Therefore, the ethical use of AI must include the following principles:

1. **Academic honesty and integrity**
2. **Anti-plagiarism commitment**
3. **Proper academic referencing and citation**
4. **Avoidance of fabricated or manipulated data**
5. **Protection of originality and intellectual contribution**
6. **Compliance with academic and copyright standards**

AI must support academic excellence, not undermine the integrity of scholarly work.

LIMITED (AI Usage Must Be Restricted)

To ensure academic rigor and originality, LSPR Postgraduate Programme establishes that AI usage in academic writing must be **strictly limited to a maximum of 20%** of the overall content contribution.

This limitation ensures that:

- AI functions as a supplementary tool rather than the primary author
- Academic reasoning, interpretation, and analytical depth remain student-generated
- Postgraduate outputs reflect genuine intellectual effort

This policy applies to all academic work submitted under the LSPR Postgraduate Programme, including proposals, theses, dissertations, and research manuscripts.

B. Core Academic Principles Underlying This Policy

All doctoral and master's research at LSPR must adhere to the following foundational principles:

1. **Originality of Intellectual Contribution**
   The central ideas, arguments, interpretations, and theoretical positions presented in a dissertation or thesis must be **the original intellectual work of the student**.

   AI systems, particularly generative AI, are capable of producing fluent academic language. However, fluency does not equal scholarship. Intellectual contribution cannot be delegated to machines.

2. **Independent Scholarly Thinking**
   Doctoral and master's students are expected to:
   - ➢ Develop their own conceptual frameworks
   - ➢ Construct arguments based on literature and data
   - ➢ Make reasoned methodological decisions
   - ➢ Articulate insights grounded in critical reflection

   Reliance on AI to generate or reformulate ideas erodes this independence and compromises the scholarly identity of the author.

3. **Academic Integrity and Accountability**
   Every submitted dissertation or thesis represents a **formal declaration of authorship**. The student bears full responsibility for:
   - ➢ The content
   - ➢ The arguments
   - ➢ The interpretations
   - ➢ The ethical standards were applied throughout the research process.

C. Permitted Uses of AI (Under Strict Conditions)

LSPR allows **limited use of AI** as a **technical support tool**, provided it does not interfere with intellectual authorship

C.1 Permitted uses include:

1. Brainstorming research topics and academic ideas
2. Developing conceptual frameworks and research structures
3. Creating initial outlines for thesis/dissertation chapters
4. Assisting in formulating research questions and objectives
5. Supporting the drafting of questionnaire items (preliminary drafts only)
6. Improving academic grammar and clarity (especially in English writing)

7. Summarizing scholarly literature for preliminary understanding
8. Supporting academic presentation preparation
9. Enhancing formatting, structuring tables, and organizing academic content
10. Generating alternative academic writing expressions for refinement purposes

C.1.1 Proofreading and Technical Editing

Students may use assistive AI tools for:

- Spelling
- Grammar
- Punctuation
- Formatting consistency

However, AI must **not** be used to:

- Rephrase sentences
- Alter writing style
- Restructure paragraphs

Proofreading is understood as *error correction*, not *content enhancement*.

C.1.2 Data Analysis and Visualization

AI tools may be used for:

- Statistical analysis
- Coding qualitative data
- Generating charts, tables, and graphs.

All analytical decisions, interpretations, and discussions must remain the student's own intellectual work.

C.1.3 Transcription of Audio Data

AI may be used to transcribe:

- Interviews
- Focus group discussions
- Recorded observations

Students remain responsible for:

- Verifying transcription accuracy
- Interpreting the data independently

Prohibited Uses of AI

The following practices are strictly prohibited within LSPR Postgraduate Programme:

AI usage is not permitted for:

1. Writing an entire thesis/dissertation or academic report automatically
2. Generating research results or academic findings without real data
3. Producing fabricated quantitative or qualitative data
4. Creating false statistical analysis or simulated research output
5. Generating non-existent journal references, citations, or books
6. Copying AI-generated content without critical evaluation and rewriting
7. Using AI as a tool for academic dishonesty during examinations or defenses
8. Presenting AI-generated theories as original academic contribution
9. Manipulating plagiarism detection systems or originality reports
10. Substituting academic reasoning with AI-generated conclusions

Any violation of these prohibitions may lead to academic sanctions according to LSPR's regulations.

D. Transparency and Disclosure Requirement

1. Transparency is a core value of academic integrity at LSPR.
2. If AI tools are used for any **permitted purpose**, students **must disclose their use explicitly** in the **Acknowledgments section** of the dissertation or thesis.
3. Failure to disclose constitutes a breach of academic ethics.

E. AI Disclosure Statements

To ensure transparency and uphold academic integrity, all students are required to complete and submit the official **LSPR AI Declaration Form** as part of their academic submission process.

The AI Declaration Form provides standardized disclosure options to document the extent and nature of AI usage. Students may select one or more of the following statements, depending on their actual practice:

1. **No AI Usage Declaration**
   This dissertation/thesis is an original scholarly work authored independently by the student. No generative artificial intelligence tools were used in the writing or development of its intellectual content.
2. **Proofreading-Only AI Declaration**
   Assistive AI tools were used solely for technical proofreading purposes, including spelling, grammar, and punctuation checks.

3. **Technical and Data Support AI Declaration**
   AI tools were used for technical support in data processing and/or the creation of tables, charts, or figures. All interpretations and analyses remain the responsibility of the author.

Students are fully responsible for ensuring that the statement(s) selected in the **AI Declaration Form** accurately reflect the actual use of AI tools in the preparation of their thesis/dissertation.

F. Role of Promotor and Co-Promotor (S3) /Thesis Advisors (Master/S2)

The **Promotor and Co-Promotor (Doctoral/S3)**, as well as the **Thesis Advisors (Master/S2)**, play a critical role in safeguarding academic integrity and ensuring responsible academic practices in the use of Artificial Intelligence (AI).

They are expected to uphold academic standards by:

1. Guiding students in ethical research and academic writing practices, particularly in the responsible use of AI tools.
2. Ensuring compliance with LSPR's AI Policy, including adherence to the A2EL principle (Admit, Accept, Ethical, Limited).
3. Verifying that appropriate AI disclosure statements are clearly included in all academic manuscripts, proposals, and final submissions where AI has been utilized.
4. Providing academic supervision and quality assurance, ensuring that AI-assisted outputs do not compromise originality, scholarly rigor, critical reasoning, and intellectual contribution.

However, it must be emphasized that the **final responsibility remains with the student as the author**, including full accountability for the originality, accuracy, ethical integrity, and academic credibility of the submitted work.

Approved by Thesis and Dissertation Department LSPR Institute - 2026

Form of AI Declaration Form for Thesis/Dissertation/Individual Studies

Part 1: Information of the AI Technology User for Thesis/Individual Study

Name – Surname .....
Student ID.....
Level ☐ Master's Degree ☐ Doctoral Degree Program.....
Field of Study.....
Faculty.....

Part 2: Declaration of AI Technology Usage

I hereby declare that (select one)

☐ **I have NOT used** Artificial Intelligence (AI) technology in the preparation of this Thesis/Individual Study Report.

☐ **I HAVE used** Artificial Intelligence (AI) technology in the preparation of this Thesis/Individual Study Report.

Part 3: Details of AI Technology Usage (If applicable)

Nature of Usage: Please specify the tools and the actual nature of usage (multiple selections allowed).

1. Assistance with Writing & Editing.

Name of Tool (e.g., ChatGPT, Grammarly, Gemini, Microsoft Copilot):

.....

☐ Used for grammar checking, style adjustment, or proofreading only. ☐ Used for paraphrasing sentences.

☐ Used AI for draft polishing/grammar refinement only, while the original content was written by myself.

☐ Used AI to assist with structure/outline, but I wrote the content of each section myself.

☐ Used AI to draft specific parts (Draft Generation), which I have subsequently rewritten myself.

☐ Used to generate specific content (Content Generation) (**Note:** Prompt Logs must be attached in the Appendix).

2. Assistance with Research & Ideation.

Name of Tool:

.....

☐ Used for brainstorming research topics or outlining.

☐ Used for searching or summarizing research documents (Summarization).

☐ Used for translating foreign articles for comprehension (Translation).

3. Assistance with Data Analysis.

Name of Tool:

.....

.....

☐ Used for code generation.

☐ Used for analyzing statistical results or finding data correlations. *(Note: In cases where AI is used for result analysis, you must be able to explain the derivation of results at every step yourself).*

4. Multimedia Generation.

Name of Tool:

.....

.....

☐ Used to create illustrations, charts, or graphics.

☐ Other(Pleasespecify)

.....

5. Other

(Please specify).....

.....

Scope and Purpose of Usage:

Please describe in detail the nature of AI technology usage in each step of the Thesis/Individual Study Report preparation.

.....

.....

.....

.....

Verification of Accuracy and Prevention of Hallucinations:

Please describe in detail how the results obtained from AI technology were verified to prevent errors (Hallucinations) or false information (e.g., checking every citation against the original source / manually recalculating certain statistics / reviewing content accuracy with experts / confirming results with reliable sources).

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Part 4: Confirmation of Work Ownership

Please describe in detail the methods used to manage the results obtained from AI technology to ensure that the Thesis/Individual Study Report remains your own expression and thought (e.g., rewriting / additional analysis / selecting only specific ideas / adapting to the research context).

.....
.....
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Part 5: Certification and Affirmation

I hereby certify that:

☐ The use of AI technology declared above serves only as a support tool for the Thesis or Individual Study Report. It was not used to replace my own thinking, analysis, or synthesis of knowledge regarding the essential substance of the Thesis/Individual Study Report.

☐ The main content of the Thesis/Individual Study Report is my own work and has been supervised by my advisor. I have not directly incorporated results from AI technology into the Thesis or Individual Study Report; instead, I have rewritten them or verified their consistency with the context of the work.

☐ I have read or studied the original source documents before using them to support the Thesis/Individual Study Report. I have also verified the accuracy of the information and citations suggested by the AI and accept full responsibility for said accuracy.

☐ I have clearly cited that the content in this Thesis or Individual Study Report was supported by AI technology, including specifying the type of AI technology used and the date of usage.

☐ I have clearly specified the scope of AI technology usage within the Thesis/Individual Study Report.

☐ I have **not** input confidential information, personal data, or copyrighted data into public AI systems without undergoing a lawful process beforehand.

☐ I have used AI technology in accordance with research ethics, the principles and guidelines for AI usage of the University, as well as all regulations, rules, and announcements of Chulalongkorn University.

☐ I understand that concealing the use of AI or the misuse of AI constitutes an academic offense

Students are required to **attach the full Turnitin AI Detection Report (full pages)**, not only the cover or summary page. The report must clearly show the highlighted sections identified by Turnitin.

This AI Declaration Form and the complete Turnitin AI Detection Report must also be submitted to the Thesis Advisor (Master/S2) or Promotor and Co-Promotor (Doctoral/S3) for review.

Students must obtain the advisor's/promotor's/co-promotor's signature at the bottom of this form as confirmation that the AI check report has been received and reviewed.

If unacceptable use of AI technology is discovered subsequently, the student agrees to assume full and sole responsibility and to accept any penalties prescribed by LSPR without objection. The advisor and the examination committee bear no responsibility for such misconduct.

Signature.....

(.....)

Date ...../...../.....

Student

I have performed a preliminary check of the AI usage in this Thesis/Individual Study Report and hereby approve the student to proceed with the Thesis/Individual Study examination.

Signature ……

(……)

Date ……./……./…….

Thesis Advisor/Promotor/Co Promotor

Nomor Kontak dan Waktu Kerja / *Contact Numbers and Office Hours*

Academic Department

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PGP Deputy Academic Manager : Ms. Mayang Lalita Ratri, M.Si
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Student Service Centre (SSC)

Deputy Head of SSC : Ms. Salsabila Andi Akil, M.I.Kom
Sudirman Park SSC Manager : Ms. Suci Handayani
Transpark SSC Manager : Ms. Ipit Supriatin
Contact Person : Ms. Suci Handayani, Ms. Choirunnissa, Ms. Rizka Amalia
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Trans Park : 0815 9148 085
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Email : studentservice.centre@lspr.edu
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Monday - Friday: 08.00-18.00 WIB

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Contact Person : Ms. Septi Andriani / Ms. Ajeng / Ms. Dinda
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Email : finance.dept@lspr.edu
Office Hours
Monday - Friday : 09.00–19.00 WIB

Saturday : 09.00–14.00 WIB
Location : Sudirman Park Campus B, Student Service Centre (Building next to BNI Bank)

Perpustakaan / Library

Contact Person : Ghefira Nurfatimah Sudarman, S. Hum.
Telephone : (021) 57943751 ext.1412
Hotline : 085774817530 (https://api.whatsapp.com/send/?phone=6285774817530&text&type=phone_number&app_absent=0)
Email : library.sp@lspr.edu
FAQ : https://elibrary.lspr.ac.id/lsprperpus/index.php?p=16092022-7

Office Hours (online and offline services)
Monday-Thursday : 08.00–18.00 WIB
Friday : 08.00–17.00 WIB
Saturday : 09.00–16.00 WIB
Location : Sudirman Park Campus B, 1st Floor

Note: If you require the library service hours to be extended for academic reasons, kindly send a notification via the library's WA Hotline a maximum of 1 day in advance. This will help ensure that the library staff can make the necessary arrangements to accommodate your needs.

Marketing Department

Contact Person:
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THANK YOU

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