

**2018-2023**



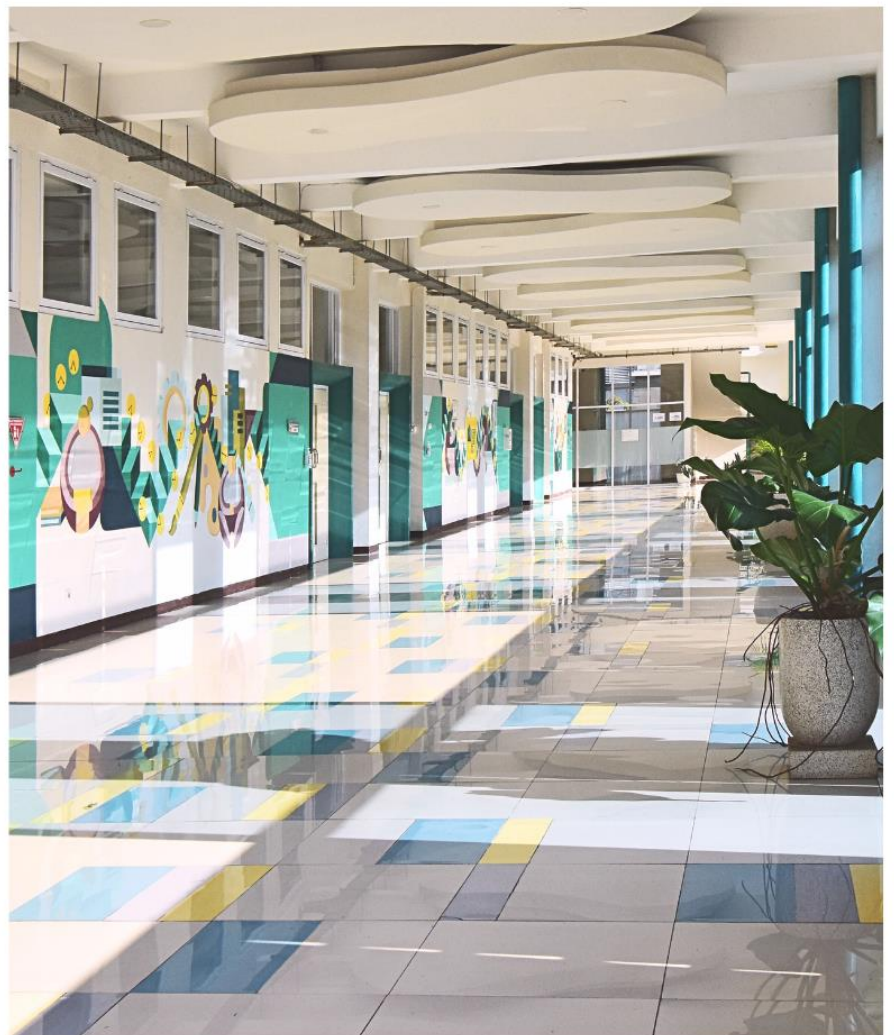
**ITS**  
Institut  
Teknologi  
Sepuluh Nopember



**INTERIOR  
DESIGN  
ITS**

## **FINAL PROJECT GUIDELINE**

**Bachelor of Interior Design Program (S1)  
Department of Interior Design  
Faculty of Creative Design and Digital Business  
Sepuluh Nopember Institute of Technology**





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# 1. FINAL PROJECT PROCEDURE AND RULES

## 1.1 FINAL PROJECT PROGRAMMING

Students can program TA if they have passed at least 110 credits, passed design studios 1-5, and done KP.

## 1.2 STAGES OF FINAL PROJECT ASSESSMENT

TA Review and Assessment is carried out in 4 stages, including Colloquium 1, Colloquium 2, Colloquium 3 and TA Final Session. Here are details about each colloquium.

- Colloquium 1, Design Concept/Presentation Material, 3 alternative space layouts, alternative selection and 3 idea sketches for selected alternatives;
- Colloquium 2, Design Concept/Presentation Material, Development of Selected Room Layout, Detail of Selected Room 1 and Selected Room 2, TA Report (Preliminary Chapter to Design Concept);
- Colloquium 3, Exhibition, Feasibility check of TA trial;
- Final Project Session.

The study program determines the schedule for implementing C1, C2, C3 and TA sessions by referring to the academic calendar made by ITS. The requirements to continue to C2 must pass C1, and the requirements for the TA Session must pass C3. Students who fail C1 can revise and re-trial C1 in the next trial schedule period.

## 1.3 FINAL PROJECT OUTPUT

The TA trial feasibility is carried out based on the completeness and feasibility of the resulting output in the form of:

- Final Project Report
- Presentation Materials and Presentation Books
- Working Drawings and RAB
- Presentation Image and Animation
- Mock Up/Prototype
- Intellectual Property

## 1.4 FINAL PROJECT CONSULTATION/ MENTORSHIP OBLIGATIONS

All TA students are required to consult TA with their supervisor.

- Colloquium 1: minimum 3x mentorship;
- Colloquium 2: minimum 5x mentorship;
- Colloquium 3: minimum 5x mentorship.

The official proof of the mentorship activity is the logbook (**appendix 1**).

## 1.5 FINAL PROJECT GUIDANCE RULES

Based on the Final Project Implementation Guidance Document in the ITS Environment, the maximum number of Final Project supervisors is 2 (two) people as Supervisor I and Supervisor II. Both supervisors have the same responsibilities and duties in the guidance process. The following are the requirements of the supervisor:

- Minimum academic qualifications S2 and Expert Assistant.
- Supervisor I is a lecturer in the study program.
- Supervisor I has knowledge or experience in the same scientific field as the theme of the Final Project.

- Supervisor II can come from:
  - Study Program lecturers who have retired from ITS with a minimum qualification of S2
  - Industry/agency with the condition that it has the ability equivalent to level 8 KKNI, namely:
    - have a minimum academic qualification of a Bachelor's in the field of expertise relevant to the topic of the Final Project and;
    - is/has served as a manager or;
      - have experience in the field of at least 10 (ten) years or;
      - have publications in accredited national journals or reputable international journals.

## 1.6 FINAL PROJECT EXAMINER RULES

Based on the Final Project Implementation Guide Document in the ITS Environment, the following are the requirements for Final Project examiners:

- Minimum academic qualifications S2 and Expert Assistant
- Testers can come from:
  - Lecturers from outside the Study Program inside ITS
  - Study Program lecturers who have retired from ITS with a minimum qualification of S2
  - Industry/agency with the condition that it has the ability equivalent to level 8 KKNI, namely:
    - have a minimum academic qualification of a Bachelor's in the field of expertise relevant to the topic of the Final Project and
    - is/has served as a manager or
      - have experience in the field of at least 10 (ten) years or
      - have publications in accredited national journals or reputable international journals

## 1.7 LOAD GUIDING

Based on the rules regarding the Operational Guidelines for Credit Score Assessment, each semester can become supervisor I as many as eight graduates, while supervisor II as many as four graduates.

## 1.8 DEADLINE FOR FINAL PROJECT

The final project is carried out in 1 semester since the Final Project course proposal is registered on the Study Plan Form. The Final Project is done in a maximum of 4 semesters; if the student does not graduate in 4 semesters with the same TA title, then the student must change the title of the Final Project and restart the Final Project process from colloquium 1.

# 2. UNDERSTANDING AND PURPOSE OF THE FINAL PROJECT

## 2.1 UNDERSTANDING

Each student who will complete his studies in the Interior Design undergraduate study program must create a design work called the Final Project after the student meets specific requirements. The Final Project is in the form of an interior design that has characteristics including:

- Have a formulation of problems for addition and ideas as solutions to problems for the development of interior design;
- The title of the Final Project is chosen by the student himself or determined by the supervisor;
- Based on field observations (primary data) and/or analysis (secondary data);

- There must be order in the methodology;
- Under periodic and regular guidance by supervisors;
- Must be careful in the presentation (scientific writing or drawing rules);
- Defended in an oral examination in front of a team of examining lecturers;
- Published in scientific journals and/or seminars.

## 2.2 PURPOSE

By compiling the Final Project, students are expected to be able to summarize, apply, and pour all knowledge, skills, and ideas to solve problems in their field of expertise systematically, logically, critically and creatively, supported by accurate data/information with proper analysis. The preparation of the Final Project is one of the requirements to complete studies in undergraduate and diploma programs, which has the aim that students:

- Able to form a scientific mental attitude;
- Able to identify and formulate design problems rationally and creatively that are considered essential and valuable in several aspects;
- Able to carry out the interior design process, from drafting and generating ideas to making design documentation;
- Able to conduct studies and design processes rationally and creatively and produce correct and aesthetic designs;
- Able to present and defend the results of the Final Project in the oral examination in front of a team of examining lecturers.

## 2.3 FINAL PROJECT FORM

The final project form is in the form of building interior design. The selection of TA title and design objects must contain clarity:

- The object to be studied (has obtained an existing floor plan with a minimum area of 800 m<sup>2</sup>)
- The problem wants to be solved;
- Concepts and Ideas to be applied.

# 3. FINAL TASK/PROJECT REPORT

## 3.1 SYSTEMATICS

Systematics of Final Project Reports, from the Introduction Chapter to the Conclusion, can be determined by the faculty/department according to needs or by the following systematics. The systematics of the Final Project report consists of three major parts, namely:

- The 'Start' section consists of:
  - Front cover and title page of the final project/project in Indonesian and English (Appendices 6 – 8);
  - Endorsement Page (Appendix 9);
  - Statement of Originality Page (Appendix 10);
  - Abstracts or briefs in Indonesian and English (Appendices 3–4);
  - Foreword;
  - Table of Contents;
  - List of Figures/Graphs/Diagrams;
  - Table List;
  - List of Symbols (if any);



- Abbreviation List (if applicable).

The explanation of the above points is the same as in the TA/PA proposal. A table of contents, a list of figures, and tables can be made using automation features provided by MS Word.

- The 'Core' or 'Torso' section contains:
  - Introduction
    - Background;
    - Problem Statement;
    - Problem Limitations;
    - Purpose;
    - Benefit.
  - Literature Review
    - Results of previous research/design;
    - Fundamental theories/concepts.
  - Methodology
    - The method used;
    - Materials and equipment used;
    - The sequence of research/design implementation.
  - Results and Discussion
    - Results of research/design;
    - Discussion (analysis, synthesis, and evaluation).
  - Conclusion and Advice
    - In the form of research/design results that answer problems or in the form of concepts, programs, and design works;
    - Suggestions (if deemed necessary) contain things that can still be improved and further developed or problems experienced during assignments/homework.

The contents of the TA/PA report, written in points a to e above, have been partially explained in chapter 2 (Final Project / Task Proposal). For TA/PA in the form of design/design, the arrangement of the 'Core/Principal' section can be determined by the faculty/department according to needs.

- The 'End' section consists of:
  - Bibliography;
  - Appendices or Appendices (if any);
  - Author Bio.

### 3.2 FINAL PROJECT/TASK REPORT FORMAT

The typing of the final task/project must follow the following conditions:

- Paper type and size: HVS paper 80 grams A4 size (210 mm x 297 mm)
- Spacing distance : 1 (one/single)
- Edge distance (margin) :
  - Top edge: 3.0 cm
  - Bottom edge: 2.5 cm
  - Left edge: 3.0 cm
  - Right edge: 2.0 cm
- Font: Times New Roman, Normal, size 12.
- Tables and figures, if any, are presented on the same paper wherever possible.
- Page number
- The beginning is given a page with Roman numerals with lowercase letters (i, ii, iii, iv, v, ...etc)

- The Core/Point or Torso and End sections are numbered sequentially with Arabic numerals, starting with the number 1 and starting from the Introductory Chapter to the appendix.
- Page numbers are written below (footer) on the right.  
Page numbering can be done using MS Word automation in the "insert page number" feature.
- Tables and figures  
The tables are numbered in each chapter with Arabic numerals with the following writing conditions:
  - The number consists of 2 parts; the first part shows the chapter, while the second part shows the table number (example: Table 2.1, Table 3.2, Table 3.3, etc.);
  - Table Numbers and Headings are placed on top of the table, and each word starts with an uppercase letter except conjunctions;  
The pictures are numbered sequentially in each chapter with Arabic numerals with the following writing conditions:
    - The number consists of 2 parts; the first part shows the chapter, while the second part shows the picture number. (examples: Figure 2.1, Figure 3.2, Figure 3.3, etc.);
    - The Image Number and Title are placed below the image, and every word starts with an uppercase letter except conjunctions.  
Numbering tables and figures can be done using MS Word automation in the "caption" feature.
- The thickness of the face skin and back skin is not more than 1 mm (softcover)
- Different levels of chapter headings
  - Chapter and Chapter title: typed in all uppercase letters on a new page at a balanced distance from the left and right edges (center) and bolded. Chapter numbers are written in Roman letters, and chapter titles are written on the following line;
  - Subheadings/sub-chapters: The first letters of each word, except conjunctions, are written in bold capital letters and placed starting from the left edge;
  - Subtitles/sub-sub-chapters: written starting from the left edge and bolded;
  - The first letter of the sub-heading child is capitalized;
  - If there is still a title at a lower level, it is written as in a sub-heading.  
Settings on chapters, sub-chapters, sub-sub-chapters, etc. can be done using MS Word automation by making settings on features: "Heading 1", "Heading 2", "Heading 3", etc.
- Reference  
All library sources referenced directly must be listed. How to list sources can be seen in subsection 3.11. Literature source writing standards are cited in the body section of the TA Report, using the "APA" standard - Association Psychology America 7th edition. How to write can be done by automating MS Word, using the "References - Manage Source" feature, or using the Mendeley Desktop feature installed in MS Word. With this software's help, it can print the bibliography automatically without typing it manually.

### 3.3 TITLE PAGE

The front cover page contains the words "FINAL ASSIGNMENT/PROJECT," the title of the Final Assignment/Project, the ITS logo, the author's name with the student ID number (NRP), the name of the study program, the name of the department, the name of the faculty, the name of the institute (written in full with capital letters - INSTITUT TEKNOLOGI SEPULUH NOPEMBER), and the name of the city (Surabaya), as well as the year of manufacture.

- The title page contains the words "FINAL TASK/PROJECT," the title of the Final Task/Project; ITS emblem; author's name with student ID number (NRP), study program name, department



name, faculty name, institute name (written in total), and city name (Surabaya), as well as the year of manufacture. The title page is written in English and Indonesian on different pages.

- The title of the Final Project must be typed entirely in capital letters and not abbreviated except for standard abbreviations.
- The author's name should be capitalized and not abbreviated.

### 3.4 ENDORSEMENT PAGE

Front cover page: The endorsement page guarantees the validity of the scientific work results of the final project. The endorsement page is placed on the page after the title page. The attestation page contains the words "ENDORSEMENT SHEET," the title of the Final Project, the purpose of submitting the TA/PA, the approval of the supervisor and/or co-supervisor and the examiner, the name of the supervisor and/or co-supervisor, as well as the name of the examiner, city, month, and year of endorsement. Example of an endorsement page in Appendix 9.

### 3.5 ORIGINALITY STATEMENT PAGE

This page contains a written statement from the author. The supervisor knows that the final assignment/project prepared is their work and written following the rules of scientific writing. An example of a Statement of Originality Page can be found in Appendix 10.

Appendix 1.Final Project Mentorship Logbook



**FINAL PROJECT MENTORSHIP/ GUIDANCE LOGBOOK**  
 DEPARTMENT OF INTERIOR DESIGN FDKBD - ITS  
 SEMESTER \_\_\_\_\_ YEAR 20\_\_/20\_\_

<b>Student Name</b>	
<b>NRP (student ID number)</b>	
<b>Final Project Title</b>	
<b>Supervisor</b>	
<b>Session</b>	Colloquium 1/ Colloquium 2/ Colloquium 3* (*Strike out / remove as necessary)

<b>Date</b>	<b>Mentorship/ Guidance Record</b>	<b>Authorization</b>
[DD/MM/YYYY]	[Assistance note]  [Please attach the screenshot of the meeting if assistance is online]	
[DD/MM/YYYY]	[Assistance note]  [Please attach the screenshot of the meeting if assistance is online]	

Page ... of ...

**NB:**

**The requirement for join**

- **Colloquium 1: minimum 3x mentorship;**
- **Colloquium 2: minimum 5x mentorship;**
- **Colloquium 3: minimum 5x mentorship**

Appendix 2. Final Project Colloquium and Defense Report



**SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY**  
**FACULTY OF CREATIVE DESIGN AND BUSINESS DIGITAL**  
**DEPARTMENT OF INTERIOR DESIGN**

**FINAL PROJECT**

SEMESTER ODD/ EVEN\* YEAR 20\_\_/20\_\_

**COLLOQUIUM 1/ COLLOQUIUM 2/ COLLOQUIUM 3\* REPORT**

(\*Strike out / remove as necessary)

Date	
The Colloquium has been conducted on behalf of:	
Student Name	
NRP (student ID number)	
Final Project Title	
Supervisor	
<b>Notes</b>	

Taking into account the results of Colloquium 1/ Colloquium 2/ Colloquium 3\*, the student in mention is determined to have either PASSED/ NOT PASSED\* to proceed to the next stage.

(\*Strike out / remove as necessary)

**Supervisor**  
(Signature)

Name :

NIP :



**FINAL PROJECT**

SEMESTER ODD/ EVEN\* YEAR 20\_\_/20\_\_

**FINAL PROJECT/ THESIS DEFENSE\* REPORT**

(\*Strike out / remove as necessary)

Date	
The Final Project/ Thesis Defense has been conducted on behalf of:	
<b>Student Name</b>	
<b>NRP</b>	
<b>Supervisor</b>	
<b>Final Project Title</b>	
<b>Notes</b>	

Taking into account the results of Final Project/ Thesis Defense\*, the student in mention is determined to have either PASSED/ PASSED WITH REVISION/ NOT PASSED\*.

(\*Strike out / remove as necessary)

**Final Project Examiner Team:**

Supervisor Name : NIP :  <div style="text-align: right;">(signature)</div>
Examiner I Name : NIP :  <div style="text-align: right;">(signature)</div>
Examiner II Name : NIP :  <div style="text-align: right;">(signature)</div>



Appendix 4. Final Project Output

<b>COLLOQUIUM 1 OUTPUT</b>			
	<b>Output</b>	<b>Output Target</b>	<b>Note</b>
A	Final Project Report Draft	<ul style="list-style-type: none"> <li>• Chapter 1</li> <li>• Chapter 2</li> <li>• Chapter 3</li> <li>• Chapter 4</li> </ul>	Draft should be in format that is provided at section 8
B	Presentation Slide		
C	Technical Drawing	1. Ground Plan	Drawing should be in the scale of 1:100 on A2 sized paper
		2. Furniture Layout of existing	
		3. Longitudinal section drawing of existing	
		4. latitude section drawing of existing	
		5. Furniture layout plan (alternative 1)	
		6. Furniture layout plan (alternative 2)	
		7. Furniture layout plan (alternative 3)	
		8. Furniture layout plan (schematic)	
		9. Section plan (longitude)	
		10. Section plan (latitude)	
D	Perspective Drawing	Selected room 1 (3 design alternative with the same view)	
E	Weighted Method		The result of weighted method should be appeared in presentation slide and final project report draft.

<b>COLLOQUIUM 2 OUTPUT</b>				
	<b>Output</b>	<b>Output Target</b>	<b>Note</b>	
A	Final Project Report Draft	<ul style="list-style-type: none"> <li>• Chapter 1</li> <li>• Chapter 2</li> <li>• Chapter 3</li> <li>• Chapter 4</li> </ul>	Draft should be in format that is provided at section 8	
B	Presentation Slide			
C	Technical Drawing	Existing	1. Ground Plan	Drawing should be in the scale of 1:100 on A2 sized paper
			2. Furniture Layout of existing	
			3. Longitudinal section drawing of existing	
			4. latitude section drawing of existing	
		Selected Design	1. Furniture layout plan (schematic)	
			2. Section plan (longitude)	
			3. Section plan (latitude)	

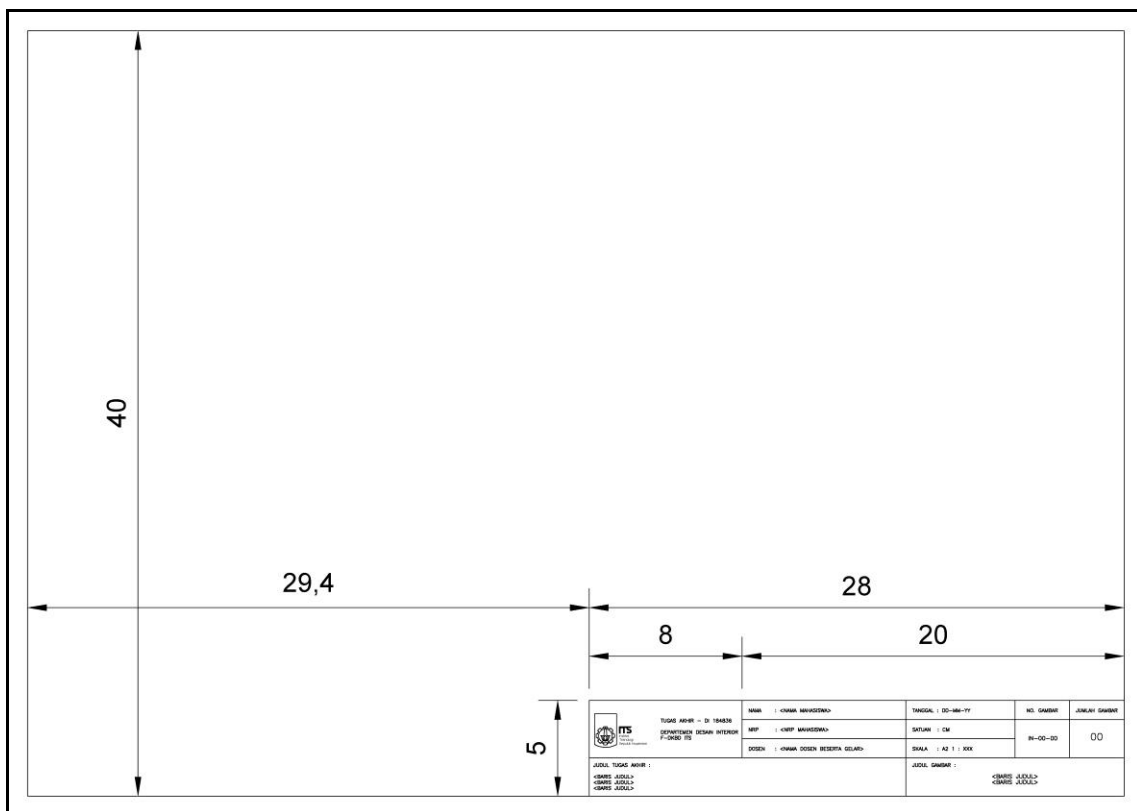
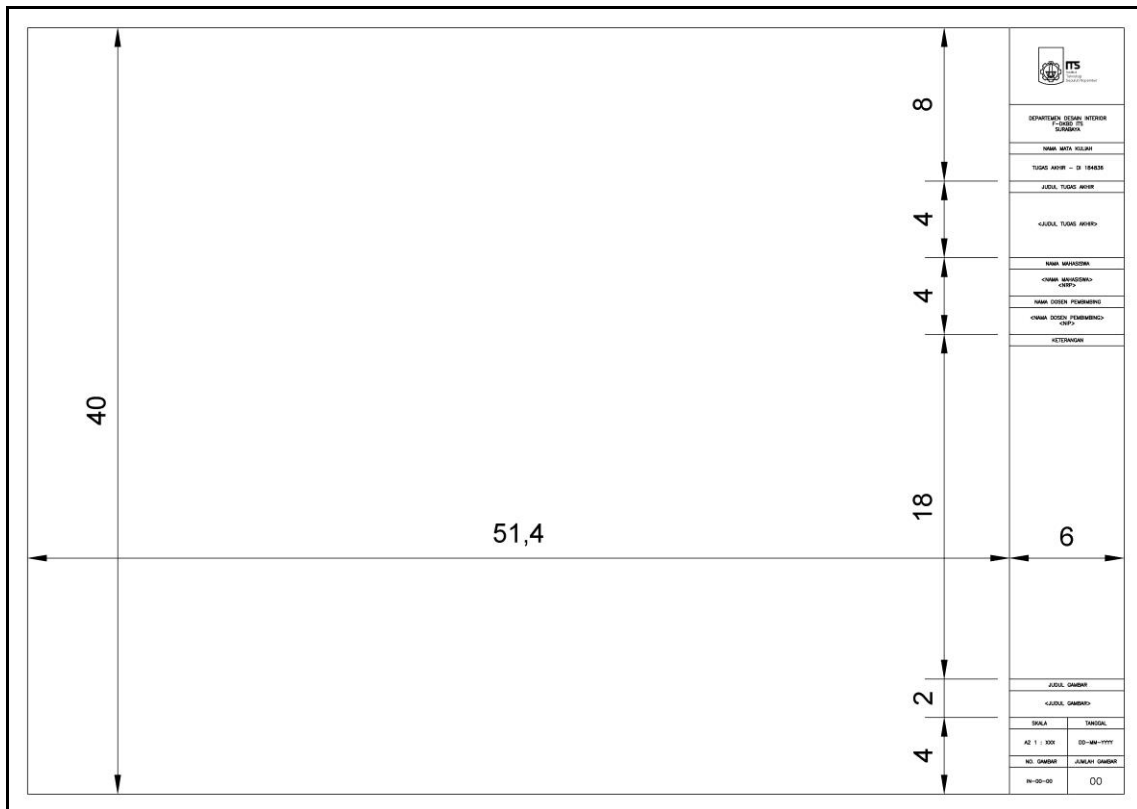


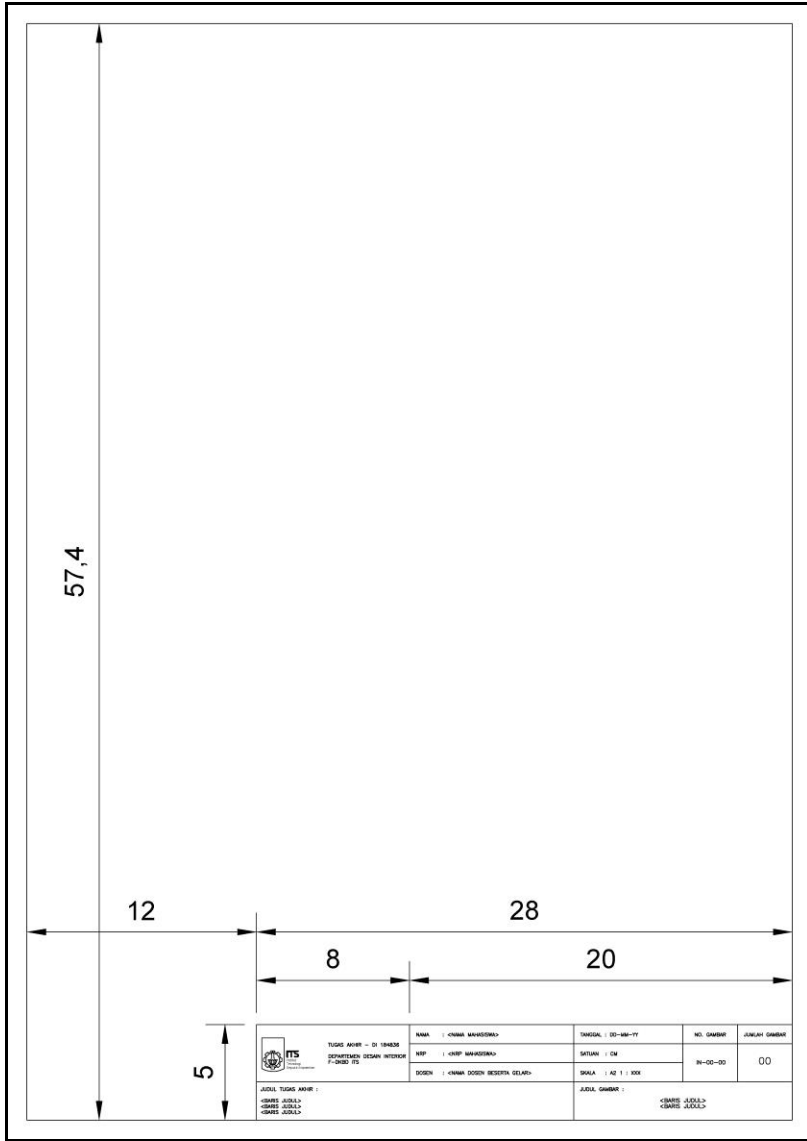
COLLOQUIUM 2 OUTPUT				
	Output		Output Target	Note
			4. Floor plan	
			5. Ceiling Plan	
		Selected Area 1	1. Furniture layout plan (schematic)	Drawing should be in the scale of 1:20/ 1:25 on A2 sized paper
			2. Furniture layout detail	
			3. Section plan	
			4. Floor plan	
			5. Ceiling Plan	
			6. Architecture Detail	
			7. Aesthetic Element Detail	
			8. Furniture Detail	Drawing should be in the scale of 1:5 / 1:10 on A2 sized paper
		Selected Area 2	1. Furniture layout plan (schematic)	Drawing should be in the scale of 1:20/ 1:25 on A2 sized paper
D	Perspective Drawing	Selected Design	Selected Area 1	The result of weighted method should be appeared in presentation slide and final project report draft
			Selected Area 2	


COLLOQUIUM 3 OUTPUT				
	Output		Output Target	Note
A	Final Project Report Draft		<ul style="list-style-type: none"> <li>Chapter 1</li> <li>Chapter 2</li> <li>Chapter 3</li> <li>Chapter 4</li> </ul>	Draft should be in format that is provided at section 8
B	Presentation Slide			
C	Technical Drawing	Existing	1. Ground Plan	Drawing should be in the scale of 1:100 on A2 sized paper
			2. Furniture Layout of existing	
			3. Longitudinal section drawing of existing	
			4. latitude section drawing of existing	
		Selected Design	1. Furniture layout plan (schematic)	
			2. Section plan (longitude)	
			3. Section plan (latitude)	
			4. Floor plan	
			5. Ceiling Plan	

COLLOQUIUM 3 OUTPUT					
	Output		Output Target	Note	
		Selected Area 1	1. Furniture layout plan (schematic)	Drawing should be in the scale of 1:20/ 1:25 on A2 sized paper	
			2. Furniture layout detail		
			3. Section plan		
			4. Floor plan		
				5. Ceiling Plan	
				6. Architecture Detail	
				7. Aesthetic Element Detail	Drawing should be in the scale of 1:5 / 1:10 on A2 sized paper
				8. Furniture Detail	
		Selected Area 2	1. Furniture layout plan (schematic)	Drawing should be in the scale of 1:20/ 1:25 on A2 sized paper	
D	Perspective Drawing	Selected Design	Selected Area 1	The result of weighted method should be appeared in presentation slide and final project report draft	
			Selected Area 2		
E	Animation				
F	Mockup/maquette			The mockup of interior (selected area) in the scale of 1:25	
G	Poster	A1-sized			

## Appendix 5. Technical Drawing Layout Format





 ITS INSTITUT TEKNOLOGI SURABAYA	NAMA : <NAME MAHASISWA>	TANGGAL : DD-MM-TT	NO. GAMBAR	JUMLAH GAMBAR
	TUGAS AKHIR - DI 18432 DEPARTEMEN DESAIN INTERIOR FAKULTAS IS	NPM : <NPM MAHASISWA>	SITUASI : CM	IN-00-00
JUDUL TUGAS AKHIR : <NAME JUDUL> <NAME JUDUL> <NAME JUDUL>	DOSEN : <NAMA DOSEN BERTANGGUNG JAWAB>	SKALA : 1 : 100	JUDUL GAMBAR : <NAME JUDUL> <NAME JUDUL>	

Final Project Guideline  
Bachelor of Interior Design Program  
Sepuluh Nopember Institute Technology of Sepuluh Nopember