



FINAL PROJECT GUIDELINES

BACHELOR OF URBAN AND
REGIONAL PLANNING (BoURP)

INSTITUT TEKNOLOGI SEPULUH
NOPEMBER

FINAL PROJECT(CP234856)



FINAL PROJECT GUIDELINES



**DEPARTMENT OF URBAN AND REGIONAL PLANNING
FACULTY OF CIVIL PLANNING AND GEO ENGINEERING
INSTITUT TEKNOLOGI SEPULUH NOPEMBER SURABAYA
2023**

FOREWORD

The Final Project (CP234856) is the ultimate goal of all learning activities and therefore must be taken by every student of the Department of Urban and Regional Planning CIVPLAN – ITS to obtain a bachelor's degree at the S1 strata.

To provide technical and substantive guidelines in the implementation of the Final Project, this Final Project Implementation Manual has been compiled so that the activities of the Final Project preparation can be carried out in accordance with applicable academic rules and norms, both within the Department of Regional and Urban Planning, within the Faculty of Civil Engineering and Planning, as well as in the ITS environment in general.

This guide is prepared by referring to the guidelines and procedures for writing a Final Project at the Department of Urban and Regional Planning (PWK) at other universities who have experience in carrying out the Final Project, as well as taking into account the academic conditions and situations that take place in the Department of Urban and Regional Planning CIVPLAN – ITS.

This guideline will continue to be evaluated and refined in the future by considering the dynamics of academic activities at the Department of Urban and Regional Planning FTSPK – ITS. Potentials and problems that develop in each semester will always be monitored regularly as material for improving this guideline.

Hopefully this book can provide benefits in guiding the preparation of the Final Project within the Department of Urban and Regional Planning CIVPLAN – ITS.

Surabaya, Agustus 2023

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GLOSSARY

1. FP = Final Project
2. FP = Final Project Supervisor
3. GL = Guardian Lecturer
4. SPF = Study Plan Form
5. FPC = Final Project Coordinator
6. FPPS = Final Project Participant Students
7. FPP = Final Project Proposal
8. DURP ITS = Department of Urban and Regional Planning FTSPK – ITS
9. DS = Discussion Session
10. STA-01 = Final Project Approval Decree (from the Guardian Lecturer)
11. STA-02 = Final Project Approval Decree (from Final Project Coordinator)
12. STA-03 = Application for Appointment / Replacement of Final Project Supervisor
13. STA-04 = Final Assignment Supervisor Decree
14. STA-05 = Cancellation of Final Project Supervisor
15. STA-06 = Request Letter for Discussion Session
16. STA-06A = Request Letter for Re-Discussion Session
17. STA-07 = Minutes of the Execution of the Discussion Session
18. STA-08 = Application Letter for Examination Session
19. STA-09 = Minutes of the Execution of the Examination Session
20. STA-10 = Response Form for Suggestions for Revision of Final Project Books
21. STA-11 = Translation Proof Form
22. STA-12 = Graduation Minutes
23. FP = Undergraduate Theses
24. ADMIN = Administration of Urban and Regional Planning Department
25. FPE = Final Project Reviewer or Examiner
26. FE = Final exams

Chapter 1

INTRODUCTION

1.1 PURPOSE AND OBJECTIVE OF THE FINAL PROJECT

Final Project (FP) Course (CP234856) is the main objective of learning activities at the Department of Urban and Regional Planning (PWK). This course leads to the development of the ability to synthesize theories, concepts, and methods that have been obtained in lecture activities and to apply them to various problems and cases related to spatial aspects. FP is intended to train students' research skills on problems in the field of PWK which are carried out in accordance with scientific principles, not intended to develop a spatial design. The objectives of this FP course are:

- ☐ Train students' sensitivity to problems related to URP's field of science
- ☐ Train students to apply the principles of the scientific method to solve the problems they face
- ☐ Train students to express their ideas both in written and oral form scientifically.

1.2 FINAL PROJECT MATERIAL

The substance of FP is themes and topics related to the scientific field of URP, such as those obtained by students during the lecture period. FP material is not the result of spatial planning work, however, it could be an academic study in a series of spatial planning processes. Broadly speaking, the material is classified as follows:

- ☐ Themes and topics related to urban and spatial planning, development and management
 - ☐ Themes and topics related to coastal area planning, development and management
 - ☐ Themes and topics related to space facility planning and management.
- ☐ Themes and topics related to transportation planning and management.
- ☐ Themes and topics related to the planning and management of other spatial infrastructure but viewed from a spatial point of view.
- ☐ Themes and topics related to the development of the spatial economy but viewed from a spatial point of view.
- ☐ Other themes and topics but from a spatial point of view

1.3 FINAL PROJECT IMPLEMENTATION

The discussion regarding the Implementation of the Final Project includes participants and FP supervisors as well as the implementation time..

1.3.1 FINAL PROJECT PARTICIPANTS

The Final Project is carried out by DURP students who meet the following requirements:

1. Have passed the Preparation Stage

2. Has passed the courses of Applied Regional Planning (CP234423), Research Methodology (CP234529), and Final Project Proposal (CP234637).
3. The remaining credit at the undergraduate stage is a maximum of 20 credits

Final Project can be done individually. In the implementation of the preparation of the Undergraduate Theses, the participants of the Final Project(FPPS) are guided by the Final Project Supervisor (FPS). The determination, role, and authority of the Final Project supervisor is carried out with certain procedures (see Chapter 2)

1.3.2 EXECUTION TIME

The Final Project is carried out formally by students after they officially take this course in the Study Plan Form (SPF). The implementation of the preparation of the Final Project is carried out no later than three years until the deadline for studies that are allowed at the Sepuluh Nopember Institute of Technology (ITS).

Chapter 2

PROCEDURE AND SCHEDULE FOR COMPLETING UNDERGRADUATE THESES

In general, FP implementation procedures in the DURP include:

1. FP Proposal Preparation Procedure
2. Guidance Application Procedure
3. Guidance Implementation Procedure
4. Final Project Session Procedure
5. Reporting Procedure

2.1 PROCEDURE FOR PREPARATION OF FP PROPOSAL

The preparation of the FP proposal (FPP) can be done in 2 ways, namely:

- ☐ The FP proposal (FPP) must be an FPP that has been approved at the time of taking the Final Project Proposal course (CP234637).
- ☐ The Final Project Proposal (FPP) that has been approved in the Final Project Proposal course can be corrected when taking the FP course, the maximum time to make correction is 2 (two) weeks.
- ☐ In general, Final Project Supervisor (FPS) is the same as the supervisor when taking Final Project Proposal courses. Final Project Participant Student (FPPS) can submit proposals for prospective FPS lecturers who are different from the Final Project Proposal supervisor if they feel they are not/not optimal in the mentoring process.

2.2 PROCEDURE FOR SUBMISSION OF GUIDANCE

The FP Supervisor (FPS) has the role of facilitating/helping his/her guidance students in the activities of compiling/refining the FP proposal and completing their FP. In terms of carrying out this role, the FP supervisor (FPS) has the following authorities:

- ☐ Determine the academic suitability of the FP themes and topics proposed by students.
- ☐ Stop tutoring if the student does not comply with the FP implementation procedures that have been set by the DURP.
- ☐ Recommend FP students under their guidance to the FP session, both the Discussion Session and the Exam Session.
- ☐ Together with other reviewers / examiners, provide discussion and assessment of FP. The stages that must be passed for the submission of guidance are as follows:

1. 1. Consultation with the Guardian Lecturer (GL)

Consultation with GL is required for the purposes of reconfirmation and re-checking that the FPPS is worthy (academically) to prepare the FP. Students participating in the Final Project of FP PS must face the GL to get legalization from the GL. The deadline for

consultation with GL is a maximum of 1 (one) week starting from the beginning of semester 8.

2. Issuance of form STA-01

For FP PS that have obtained legalization from GL to prepare FP, in the same week GL will make FP Approval Letter (STA-01) to Final Project Coordinator (FPC).

3. Issuance of form STA-02

FPC will respond to STA-01 from GL by issuing FP Approval Letter (STA-02) in the same week as the issuance of STA-01.

4. Submit a letter of application (appointment / replacement) for the Final Project Supervisor (STA-03), in the 2-4th week starting from the beginning of semester 8, which is accompanied by a proposed choice of 3 (three) alternative FPS to FPC through the ADMIN of the PWK Department, equipped with requirements:

- STA-01
- (draft) Final Project Proposal (FPP)

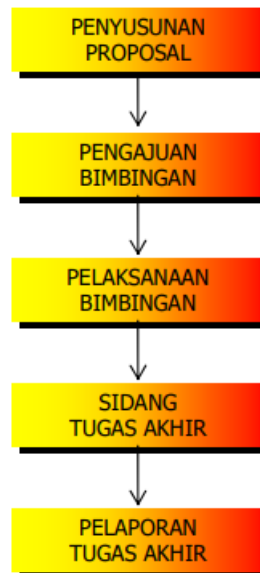
5. If the requirements in point 4 above are not met, then the application for appointment / replacement of FPS will be rejected.

6. FPC communicates Form STA-03 files to prospective supervisors (first priority). If the first priority FP supervisor candidate states he is not willing, then the FPC will then communicate to the second priority FP supervisor candidate, and so on. It should be noted that in addition to the priority of student choices, the selection of FPS is also carried out based on the suitability of the FP theme with FPS competencies, as well as for the sake of equal distribution of assignments as FPS. If one of the FPS candidates is willing to accept, then the FPC issues Form STA-04 which contains the determination of the FP supervisor (FPS) for the concerned FPPS. Determination of FPS by FPC is carried out in the 2-4th week starting from the beginning of semester 8.

7. Form STA-04 will then be communicated to FPPS. One copy of the STA-04 form will be given to FPPS. Armed with form STA-04, FPPS must immediately initiate communication/consultation with FPS.

The flow chart for the general FP implementation procedure can be seen in Figure 2.1.

FIGURE 2.1 GENERAL PROCEDURE FOR COMPILING FINAL PROJECT



2.3 GUIDANCE IMPLEMENTATION PROCEDURE

Guidance implementation procedures are arranged so that the FP guidance process runs effectively and efficiently. The procedures for implementing the guidance are as follows:

A. IMPLEMENTATION OF GUIDANCE

1. Students contact the assigned FPS, starting from the beginning of semester 8, bringing the following requirements:
 - form STA-04
 - (draft) FP Proposal
2. If 4 (four) weeks since the issuance of form STA-04 it turns out that FPPS has never initiated communication/consultation with FPS, then FPS has the right to state that it is not willing to guide. In such a case, FPS will communicate this to FPC, and FPC will issue a Decision Letter for Cancellation of Supervisors (STA-05) in weeks 6 – 8. Students must re-administer the mentoring application process through the submission of STA-03, in week 6 – 8, to the FPC through the DURP ADMIN and must take the steps as in sub chapter 2.2.
3. If the requirements in point 1 are met and the incident in point 2 or 3 does not occur, then the guidance process can then be carried out. This process is left entirely to FPS and FPPS.
4. In the mentoring process, the progress of the preparation of the FP will be monitored periodically by the FPC and FPS. If the progress is considered slow, then FPC and FPS will suggest to FPPS to drop the Final Project course so that FPPS avoids getting a D or E grade, which will affect the student's GPA. Progress assessment is carried out by considering the individual abilities of the FPPS, the achievement of targets in completing the FP, as well as the ability and seriousness of the FPPS in completing the FP. Dropping FP courses does not affect the process of preparing and completing FP because dropping is only an administrative instrument to avoid negative implications for students' Cumulative GPA. The progress assessment process will be carried out until week 8, this

is because the drop limit for courses based on academic regulations can be carried out a maximum of up to week 9.

5. In the end, after going through an intensive mentoring process, if FPS has reviewed and evaluated that the substance of the FP has met the requirements to be tested, then FPS can recommend to students to submit an FP Session. Furthermore, the FPPS may submit an Application for FP Session (STA-06) to the FPC in which there is a signature of approval from the FPS.

B. SUPERVISOR REPLACEMENT

1. Students can apply for FPS replacement if in the mentoring process there is a mismatch between FPS and FPPS, both substantially and personally.
2. For the purpose of replacing the FPS, students must re-fill the application form (appointment / replacement) of the Final Project Supervisor (STA-03) and then submit it to the FPC through ADMIN. In this case the student must take the steps as in sub-chapter 2.2.

2.4 FINAL PROJECTSESSION PROCEDURE

The Final Project Session aims to provide FP scores and determine student graduation. There are two general criteria used to assess, namely:

1. The first criterion is the completeness and accuracy of the substance of the FP report (problem formulation, objectives, variable selection, hypotheses, methods, analysis, and conclusions).
2. The second criterion is presentation ability.

The stages of implementing the Examination Session are as follows:

1. Based on the recommendation of FPS (and FPE-01), students can submit an Examination Session through the STA-8 form, by attaching a draft of the FP. This FP draft is in A5 format and bound with a cover according to the ITS FP guidelines.
2. FPC through ADMIN issued a schedule for the Examination Session.
 - Scheduling of the Final Project Session is scheduled and registered online (scheduling is done by looking at student readiness and with the permission of the supervisor, and still going through the FP administration procedure)
3. Implementation of the Examination Session is carried out in a closed manner, which is attended by:
 - Examination session (ES) participant students
 - FP Supervisor (FPS)
 - 2 (two) Final Project Examiner (FPE)
4. All activities of the Examination Session will be stated in the Minutes of the Examination Session, through the STA-9 form.
5. The graduation of the Examination Session is determined by the assessment of the FPS and FPE based on the criteria for passing the Examination Session that has been determined. The results of the examination session are:
 - FPPS CLAIMED TO MEET GRADUATION REQUIREMENTS

In this case, the FPPS can finalize the FP manuscript according to the Minutes of ES Implementation (STA-9) and then submit it to the FPC after getting a signature from the FPS on the FP approval sheet.

- **FPPS IS DECLARED NOT TO MEET THE GRADUATION REQUIREMENTS**

In this case, the FPPS must carry out a thorough revision of its FP text in accordance with what is mandated in the Minutes of Implementation of ES (STA-9). If FPS has reviewed and evaluated that the substance of the FP has met the requirements to be re-examined in the ES, then FPS can recommend to students to apply for ES. Furthermore, the FPPS must re-submit the Application for Examination Session (STA8) to the FPC in which there is a signature of approval from the FPS.

6. The repetition of the Examination Session is carried out with the following requirements:
 - Maximum repeat ES 2 (two) times
 - The maximum time limit between ES is 2 (two) months
7. If one of the criteria for repeating the Examination Session is not met, then the FPPS is required to change the title of the FP and repeat the process of preparing the FP from the beginning.
8. If they meet the criteria for passing the Examination Session, students are declared to have passed the DURP-ITS undergraduate and can then proceed to the Undergraduate Session (Judicium).

2.5 REPORTING PROCEDURE

Reporting is the collection of FP manuscripts that have passed the ES. The collection of this manuscript is carried out through the following procedure:

1. FP manuscripts can only be submitted by FPPS who have met the graduation requirements in ES.
2. FP manuscripts submitted must meet the following requirements:
 - Is the final manuscript of the results of the revision of the Examination Session
 - The FP format must be in accordance with the FP preparation guidelines set by DURPITS
 - Manuscripts are collected in hardcopy (minimum 3 ex.) and softcopy in portable document format – pdf).
3. If these requirements are not met, students are not allowed to take part in the undergraduate session and graduation ceremony.
4. If the requirements in number 2 are met, then students can take part in the Undergraduate Session and Graduation Ceremony after first filling in the Graduation Certificate (STA-10).

Furthermore, the entire schedule for the implementation of the FP preparation starting from the preparation of the proposal to the collection/reporting of the final manuscript can be seen in Table 2.1, while the entire process can be seen in the flow chart in Appendix 11.

Chapter 3

FINAL PROJECT ASSESSMENT

The Final Project (FP) assessment process is carried out through four stages as follows:

A. ASSESSMENT DURING GUIDANCE

Guidance is basically an assessment carried out by FPS to find out the development of its mentored students. This reference can later be used as one of the considerations to determine the final score of FP by FPS.

B. ASSESSMENT DURING EXAMINATION SESSION

This assessment is carried out by FPS and 2 (two) examiners (FPE) to produce the final FP score. The Criteria for the Assessment of the Examination Session are shown in Appendix 9.

C. ASSESSMENT OF JOURNAL PUBLICATIONS

This assessment is carried out by FPS as part of the FP final score component. Journal publication manuscripts are expected to comply with the provisions of the POMITS Journal. FPPS coordinates with FPS regarding the substance of the FP that will be transformed into publications. The assessment is given by considering the quality of the published manuscript. If the publication has been ACCEPTED (in a journal/proceeding) before graduation, the minimum score of the publication component is 86.

D. ASSESSMENT ON FP BOOK REVISION

This assessment is carried out by FPS to ensure that the FP book (final draft of the FP book) has been corrected based on responses and suggestions during the Examination Session with the limits agreed upon during the Examination Session. This reference can later be used as one of the considerations to determine the final value of FP by FPS.

Meanwhile, the FP passing classification is as follows:

A. PASSING SCORE

Pass grades for FP courses are A, AB, B, BC, or C. This score is given if the student has passed the Examination Session (ES).

B. UNPASSED SCORE (FP DOES NOT FAIL)

The score not passed for the FP course is D. This score is given to FPPS who take the FP course in the Study Plan Form (SPF) in the current semester but have not completed the Examination Session in the same semester. Students who fall into this category must take FP courses in the following semester. If in the next semester the FPPS is still unable to complete the Discussion Session and/or Examination Session, then the concerned FPPS must take the FP course in the following semester again.

C. UNPASSED SCORE (FP FAIL)

The score for failing to pass for the FP course is E. This score is given to FPPS who are unable to complete their FP by the time limit for studying at ITS. FPPS which are included in this category are declared not to have passed the ITS Department of Urban and Regional Planning.

Chapter 4

FINAL PROJECT REPORT WRITING FORMAT

This Final Project Report Writing Format is intended to facilitate FPPS in compiling the FP. These guidelines, together with all the formats contained therein, must be followed in writing the FP. This guide regulates the procedures for writing the Final Project within the ITS Urban and Regional Planning Department (DURP). If after writing the FP, FPPS wants to publish the FP or part of its FP in a scientific publication, then the guidelines and provisions of the scientific magazine must be followed. An example of the format for writing a Final Project Report can be seen in Appendix 12.

4.1 FINAL PROJECTREPORT FUNCTION

The FP report is a written report that must be made after the student is declared to have passed the Examination Session (ES). The function of this FP report is:

- ☐ FPPS Accountability to DURP ITS
- ☐ Considerations for giving FP scores from DURP ITS
- ☐ Media information for DURP ITS parties, students, and other interested parties

4.2 TECHNICAL PROVISIONS FOR WRITING FINAL PROJECTREPORT

A. PAPER

FP is printed on A5 size paper. The part of the paper containing the printed text has a border of 2 cm from the left and right edges, and 2.5 cm from the top and bottom edges.

FP original manuscripts in final form are printed at least 1 (one) time to be submitted to the ITS Library and can be reproduced by making photocopies on A5 paper of the same size for other purposes.

B. PRINTING AND BINDING

FP manuscripts were created with the help of a computer using a printer with black ink (not dot matrix) and with Times New Roman font 12, or Arial font 11, or Tahoma font 11. Script printing is arranged as follows:

- ☐ Manuscripts are printed on one page.
- ☐ The lines of the FP script are one spaced apart. It is allowed to reduce the space to one special space in the notation of a list (bulleted list), footnotes, captions, and contents of diagrams, tables, figures, and bibliography.
- ☐ The first line of a new paragraph is one and a half spaces from the last line of the paragraph that precedes it.
- ☐ The first letter of a new paragraph must go into the paragraph (indentation).
- ☐ A new paragraph does not start at the bottom of the page, unless there is enough space for at least two lines. The last line of a paragraph should not be placed on the next new page, leave the last line at the bottom of the page (widow / orphan control)
- ☐ The first letter after the comma, semicolon, double colon, and period is printed by setting aside a space (space between two letters) behind the punctuation mark.
- ☐ Manuscript does not contain headers and footers
- ☐ The form of binding is a soft cover volume
- ☐ Blank pages, can be reserved for new chapter separators in the form of blank paper bearing the ITS symbol
- ☐ FP manuscripts that are prepared must not contain errors, or corrections of errors.

C. WRITING RULES

The writing of the Final Project must follow proper writing rules such as:

- ☐ Use standard language and terms briefly and clearly
- ☐ Following the usual scientific writing

D. USAGE OF STANDARD BAHASA

FP manuscripts must use standard Indonesian or English. Grammatical rules must be adhered to. Sentences must be complete and complete. Use punctuation marks as necessary and sufficiently so that it can be distinguished between a subordinate clause and the main sentence, an adverb sentence with the sentence being explained, and so on.

Personal pronouns, including first person pronouns (I and we), may not be used, except in quotations. Arrange the sentences in such a way that they do not need to use personal pronouns.

Separation of words should follow the applicable provisions. The last word at the bottom of the page should not be truncated. Separation of foreign words must follow the method indicated in the foreign language dictionary.

Use the General Guide to Indonesian Spelling Enhanced, General Guidelines for the Formation of Terms, the Big Indonesian Dictionary, and dictionaries in special fields published by the Center for Language Development and Development, Ministry of Education and Culture, as a guide.

4.3 PART OF THE FINAL PROJECT

The FP report on the Department of Urban and Regional Planning is divided into five parts, namely:

A. ABSTRACT

The intended abstract is an extended abstract consisting of one or more abstract pages (maximum 3 pages) which contains the abstract of the Final Project itself. Abstract is written in Indonesian and starts on a new page.

Abstract consists of a maximum of 500 words and contains the problems studied, the method used, a brief review, as well as an explanation of the results, and the conclusions obtained. There are no references in the abstract.

The Final Project abstract is printed with one space, Italic, and has the same border as the FP main body. The pages containing the abstract of the Final Project are entitled ABSTRACT, which is 3 cm apart from the top edge of the paper. This page also contains the title FP. The first sentence of the abstract is 2 x 1.5 spaces from the last line of the abstract title. The first word or the beginning of a line paragraph goes into and is separated by one space from the last sentence of the paragraph that precedes it

B. FINAL PROJECT PREPARATION SECTION

The preparation for the Final Project consists of::

1. COVER

FP cover is blue. On the cover is printed the title of FP, the student's full name, the inscription DEPARTMENT OF REGIONAL AND CITY PLANNING, FACULTY OF CIVIL ENGINEERING AND PLANNING, SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY, and year of completion. All written in capital letters and printed in white ink. On the back of the cover, the author's name, title, and year of FP are written.

The font type and size are determined as follows:

- FP Title:
 - Font type : Times New Roman Capital
 - Font size : ukuran (font) 14, bold print (bold)

- Word "FINAL PROJECT" : same as title
 - The sentence under the final assignment is the same typeface, size 12, bold print
 - Word "by" : size (font) 12, cetak tebal
 - Student's name : size (font) 14, cetak tebal
 - NRP : size (font) 14, cetak tebal
 - ITS Symbol : height 3,5 cm and
 - Institut Teknologi Sepuluh Nopember and year of graduation : ukuran (font) 14, cetak tebal.
2. FINAL PROJECTCOVER PAGE
- Same format as the Final Projectcover, but printed on A5 paper
3. VALIDITY SHEET
- The endorsement sheet is printed on a new page. This page includes the title of the final project, the name of the student, the name and signature of the supervisor, as well as the name and signature of the examiner.
4. DEDICATION PAGE
- Dedication page is not a required page. If there is, on the page it is written to whom the Final Project is dedicated.
5. FOREWORD PAGE
- The foreword page is printed on a new page. On this page, students have the opportunity to express their gratitude in writing to supervisors and other individuals who have provided guidance, advice, suggestions and criticism, to those who have helped conduct research, to individuals or organizations that have provided assistance, and so on.
- There are various ways to write an introduction, but all of them should use standard sentences. Acknowledgments should be made not excessive and limited to only "scientifically related".
6. TABLE OF CONTENTS PAGE
- The table of contents page is printed on a new page and is titled TABLE OF CONTENTS written in capital letters and does not end with a period. This page contains the chapter number, sub-chapter number, chapter title, and sub-chapter title as well as the page number where the chapter title and sub-chapter title are contained. Each of the three is written in three consecutive columns.
- Chapter numbers are written in Roman numerals, while chapter numbers are written in Arabic numerals, both without ending with a period. Numbers and titles of sub-chapters, if any, do not need to be included on the table of contents page. Sub-chapter numbers are written with two Arabic numerals separated by a dot, the first Arabic numeral

indicates the serial number of the sub-chapters in the chapter, while the second Arabic numeral indicates the serial number of the children in these sub-chapters.

Chapter titles are written in capital letters, while the titles of sub-chapters and children in sub-chapters are written in lowercase except for the first letter and every word is written in capital letters. Chapter titles and sub-chapters do not end with a period, because the title is not a sentence. The table of contents page can consist of one page or more.

7. APPENDIX LIST PAGE

The attachment list page prints on a new page. This page contains the attachment number, attachment child, attachment title, and attachment child title as well as the page number where the attachment title and attachment child title are loaded.

The order of appendices is written in capital letters of the Latin alphabet A, B and so on, and the order of the appendices is written with Arabic numerals. The subsidiary number indicates the unit number in the appendix.

The way of writing the title of the appendix and the title of the appendix is the same as writing the title of the chapter and the title of the sub-chapter on the table of contents page.

8. TABLE LIST PAGE

The table list page prints on a new page. This page contains the table number, the title or name of the table, and the page number on which the table is loaded.

Table numbers are written with two numbers separated by a period. The first number, written in Roman numerals, indicates the number of the chapter where the image is located, while the second number, written in Arabic numerals, indicates the number of the drawing/illustration unit in the chapter.

The title or name of the table is written in lowercase, except for the first letter of the first word which is capitalized. Image title lines are separated by a single space.

The page numbers written in Arabic numerals indicate the page numbers on which the table is loaded.

9. PAGE LIST OF FIGURES AND ILLUSTRATION

A page listing figures and illustrations is printed on a new page. This page contains the figure/illustration number, image/illustration title, and page number where the figure/illustration is loaded.

Figure / illustration numbers are written with two numbers separated by a dot. The first number, written in Roman numerals, indicates the number of the chapter where the image is located, while the second number, written in Arabic numerals, indicates the number of the figure/illustration unit in the chapter.

The title or name of the figure / illustration is written in lowercase, except for the first letter of the first word which is written in capital letters. Image title lines are separated by a single space.

The page number written in Arabic numerals indicates the page number where the figure/illustration is loaded.

C. FINAL PROJECT MAIN BODY

In the main body is loaded the FP core substance. The contents of the entire main body are entirely the responsibility of students and supervisors. The main body of FP consists of:

1. CHAPTER 1 INTRODUCTION

The introductory chapter contains at least the following::

- Description of the study topic and background
- The problem being studied (problem formulation) and study objectives
- Scope of problem (substance scope and area scope)
- Study benefits
- Systematics (outline) of the Final Project

The title of the chapter, namely INTRODUCTION, which is written in capital letters is printed two spaces below CHAPTER I without a dot after the last letter and is placed symmetrically on the page. Numbering and how to write sub-chapter titles are explained in the next section.

2. CHAPTER 2 LITERATURE REVIEW

The literature review chapter contains a description of the flow of thought and scientific development of the study topic. In essence, the results of a researcher's research are not a new discovery that stands alone, but something related to the results of previous research. In this literature review chapter, the results of previous researchers related to the problems studied by students must be elaborated in such a way as to provide an overview of the development of knowledge that underlies the writing of the final project. With this literature review, students also want to show that they have mastered the knowledge that underlies or is related to the problem being studied.

The literature review should be arranged in accordance with the order of development of the branch of knowledge it contains. The literature review also contains a review of the conclusions contained in each title in the bibliography and in this connection the students show why and how the topic of study was chosen and the direction to be taken in completing the discussion / completion of the study topic.

At the end of this literature review chapter, a conclusion is formulated that contains the variables used in the study. If needed, research hypotheses are also included in this section.

3. CHAPTER 3 RESEARCH METHODS

The research method contains the approaches and stages used to answer research problems and achieve research objectives. This section also contains methods/techniques for data collection along with sampling techniques if needed, then describes the techniques and analytical models used to analyze the data that has been obtained. This section ends by formulating the framework of the study.

4. CHAPTER 4 RESULTS AND DISCUSSION

This chapter contains the results of observations or data collection and field information, data and information processing. This chapter also contains the results of the analysis and discussion of data / information as well as discussion of the results of the analysis.

5. CHAPTER 5 CONCLUSION AND RECOMMENDATION

This chapter contains the elaboration and details of the conclusions, recommendations, weaknesses of the study, as well as suggestions for further studies.

D. BIBLIOGRAPHY

The bibliography is not a separate chapter therefore it is not given a chapter number. The bibliography is written on a new page with the title REFERENCES printed 3 cm below the top of the page, with capital letters without a dot behind the last letter. There are several ways to write a bibliography, but the proposed method for formatting is the method described below.

The bibliography contains all the libraries used by students in preparing and completing their final project. All libraries listed in the bibliography must really be referenced in writing the final project. The bibliography consists of published papers and books and usually can be found in the library. Final assignments, theses, and dissertations are included in the bibliography, because although they are not published, they can generally be found in the library. Unpublished sources are not listed in the bibliography, but are listed in the footnote on the page concerned. Textbooks that are included in the bibliography so that efforts are made to be the most up-to-date library.

Writing a bibliography is as follows:

1. ARTICLES IN JOURNAL

- The surname (last) of the author/author, followed by his initials
- Year of issue (in brackets)
- Article title (regular letters, starting with a capital letter)
- Journal title (italics)

- Volume number of journal ▪ Page number of the article used ▪ Example:
 - Maulana, F. (2004), Konsep Pengelolaan Hutan, Jurnal Perencanaan Wilayah dan Kota, Vol 11, 43-44

For the name of the author of the article more than 3 people, it is enough to write the first one followed by et al..

2. BOOK

- Family name (last) followed by initials
- Year of publication/publication (in brackets)
- Book title (italics)
- Edition
- Publisher
- City of publication ▪ Example:
 - Barrett, C.S. and Massalski, T.B (1980), Structure of Metals: Crystallgraphic Methods, Principles and Data, Third Edition, Pergamon Press, Oxford, 73-89

3. BOOK WITH EDITOR

- Family name (last) followed by initials
- Year of publication/publication (in brackets)
- Section/section title
- Book title (italics) preceded by in or in
- Volume number if any
- Editor's name, preceded by ed. Or eds (plural)
- Publisher
- Place of publication ▪ Example:
 - Hall, J.E. (1992) Treatment and Use of Sewage Sludge In The Treatment and Handling of Wastes, Eds: A. D. Bradshaw, R. Southwood, F. Warner. Chapman and Hall, London. 63-82

4. PAPERS IN PROCEDURE BOOK (CONFERENCE)

- Author/date/title of paper, as in a journal above, but needs to be added
- The conference number, title and place ▪ Example:
 - Bhattacharya, B., Egyd, P., dan Toussaint, G.T. (1991), CompFPing of Wingspan

of

BUTterfly. Proc. Third Canadian Conference in Computational Geometry
(Vancouver), August 6-10, 88-91

5. PROJECT (STUDENT FINAL

PROJECT, DLL) ■ Example:

- Cos, M.J.M. (1994), Improvement of a Hang-gliders's Stall Characteristic. Mechanical Engineering Project, School of Engineering, The University of Middletown.

6. FINAL

PROJECT/THESIS/DISERTATIO

N ■ Example:

- Inman, M.E. (1994), Corrosion of Carbon Steel in Geothermal System, Ph.D thesis, The University of Middletown

7. ENGINEERING STANDARD ■

Example:

- ACI Committee 318, (1989), Building Code Requirement for Reinforced Concrete and Commentary, American Concrete Institute, Detroit

8. GOVERNMENT DOCUMENTS ■

Example:

- World Health Organization (WHO) (1997) Manual of the Statistical Classification of Diseases, Injury and Causes of Death: based in the Recommendation of the Ninth Revision Conference, 1975, and Adopted by the Twenty-ninth World Health Assembly, Vol I, WHO, Geneva

9. HANDOUT ■ Example:

- Seide, R. (1996), Robotic, Lecture Handout, Engineering and Society, The University of Middletown.

10. MATERIALS FROM THE

INTERNET ■ Example:

- Internet news groups Comp. Compression (1995), Frequently Asked Question part I, subject (17): What is the state of Fractal Image Compression? Entry from P. Mair (mair@Zariski.harvard.edu), downloaded on April 10, 2006.

The distance between lines in one library sentence uses one space, while the distance between one library and another is one and a half spaces.

E. APPENDIX

Appendix can consist of several pieces. The appendix may contain additional information, derivation of formulas, examples of calculations, raw research data and so on,

which if entered into the body of the TA will interfere with the smoothness of the description of the TA. Each attachment is numbered in the form of the numbers 1, 2, 3, or the capital letters of the Latin alphabet A, B, C, ... and so on.

The appendix is preceded by a single page containing only the word ANNEX in the middle of the page. This page is not numbered.

Appendix can be in the form of tables, pictures, and so on which are considered not to be part of the main body of the final project.

F. PAGE NUMBERING

The abstract pages and the preparation section of the Final Project are numbered separately from the main body page of the FP. The pages of the preparatory section are numbered i, ii, iv, ..., x, xi to distinguish them from the main body page numbers of the Final Project which are Arabic numerals. The abstract and preparatory page numbers are written in the middle 1.5 cm above the bottom edge of the paper, except for the first page of the Final Project whose page numbers are not listed on the page.

The main body pages of the Final Project are given Arabic numerals 1, 2, 3 Page numbers are written in the middle, 1.5 cm below the top edge of the paper, except for pages containing new chapters. On this page (chapter title page), the page number is written below the center, 1.5 cm above the bottom edge of the paper. The appendix page number is a continuation of the main body page number of the final project. How to write the page norm is the same as writing the main body page norm of the final project.

4.4 HOW TO MAKE FIGURES AND TABLES

1. FIGURE

Figures include drawings, illustrations, graphs, diagrams, floor plans, maps, charts, monograms, flowcharts, and portraits. Drawings must be made on the paper used for the Final Project manuscript. The original image is made with a quality printer or plotter or similar image printer. Letters, numbers and other punctuation marks used in pictures must be clear.

Figure that cannot be accepted as part of the Final Project are:

- drawings made on graph paper
- drawings made on graph paper then the graph paper is pasted on the script paper;
- pictures made on other paper pasted on script paper.

The outline of a rectangular image, diagram or illustration (the outline can be a pseudo line) is placed in such a way that the boundary line does not exceed the paper

that can be printed. The image is placed symmetrically to the border of the paper that can be printed. The longest side and the outline of the image can be placed parallel to the width of the paper or parallel to the length of the paper. For the latter, the image should be made on a separate page without text to make it easier to read.

The figure with the longest side parallel to the width of the paper may be placed in the middle of the page between lines of text. In this case the top border of the image must be located three spaces below the line of the previous sentence. The text after the image should be three spaces below the last line of the image. The image number and title are placed below the image. The title of the image must be the same as the title of the image listed on the image and illustration list page.

Figures that require wider pages and manuscript pages are acceptable. Images that require a crease to reach the manuscript page size can be included in the FP body text. Larger images and those should be included in the appendix.

Each figure in the FP script is numbered. The figure number consists of two numbers separated by a dot. The first number written in Roman numerals indicates the number of the chapter in which the image is loaded, while the second number written in Arabic indicates the serial number of the image in the chapter.

The title or image name is written in lowercase, except for the first letter of the first word which is capitalized. Image title lines are separated by a single space.

Figures quoted from other sources are explained by including the author's name and the year or serial number of the bibliography in the back of the bibliography or under the title.

2. TABLE

The table is made on manuscript paper. Table letters and numbers must be printed (not handwritten). The table columns are arranged in such a way that the table is easy to read. The distance between a number and the number below or above must be one and a half spaces. The important thing is that the table is easy to read.

As shown in the figure, the table also has a boundary line which is generally a pseudoline. The table is placed on the manuscript page in such a way that the boundary line does not exceed the limit. Printable paper and tables are symmetrical inside.

Table columns can be placed parallel to the width of the paper or parallel to the length of the paper, in the latter case the entire page should be filled with tables without text.

The table can be placed in the middle of the page between the lines of the main body text of the FP. In this case the bottom line of the table must be three spaces above the

top sentence below the table. Above the table top line, the number and title of the table are written. If the table consists of two or more rows, the rows are separated by a single space.

The first line of the table title must be three spaces below the last line of text while the last line of the title must be two spaces above the top line of the table. Tables requiring larger paper and manuscript pages are acceptable. However, it is better if only tables that when folded once have reached the size of the manuscript page are included in the main body text. Larger tables are placed in the appendix.

In secondary data in the form of tables and originating from one source, the author's name and year, the serial number of the bibliography are listed in the bibliography behind or below the table title.

Tables containing cited data and several sources, each data set and one source are given a superscript, and the top print is explained in a footnote below the table. The source can also be written in a special column in the table; in this case no print is required.

4.5 OTHER GUIDELINES

1. NUMBER

What is meant by numbers are Arabic numerals. Numbers are used to express:

- size (eg, 174 cm), mass (81.0 kg), temperature (25°), percentage (95.7%), and others;
- page number;
- date (17 December 1962),
- time (10.45 am);
- numbers in algebraic calculations and in formulas, including fractions, ▪ etc.

The decimal sign is indicated by a comma, for example 25.5 (twenty five and a half).

The thousands sign is indicated by a period, for example 1,000,000 (one million).

Numbers in sentences that are less than one-tenth can be written in words, for example, six colleges; but greater than ten numbers are used, for example 17 mangoes.

Indeterminate magnitude and numbers used to express large are generally written in words, for example ten years ago, forty years old, in half an hour, five times a day, a few hundred centimeters and so on.

The beginning of a sentence cannot start with a number. If the beginning of the sentence requires a number or digits, write the number in words, or change the order of the sentence so that the number is no longer at the beginning of the sentence.

Avoid using Roman numerals to represent numbers because they are not immediately easy to understand.

2. ITALIC PRINT (ITALIC)

The font size used for italics must be the same size as the font for the manuscript.

Italics are used for book titles and for scientific magazine names. In general, italics are used on words or terms to give special emphasis or attract attention.

3. HOW TO WRITE CHAPTER TITLES AND SUB-CHAPTER TITLES

The word "chapter" is written in capital letters followed by the chapter number written in Roman numerals, such as CHAPTER I. The chapter and its number are printed 2.5 cm below the upper border without ending a dot after the Roman numeral and placed symmetrically within the border. A new chapter is written on a new page. Chapter titles are printed one and a half spaces below the chapter number. Chapter titles are written in capital letters without a dot after the last letter. If the chapter title consists of two lines, the second line begins with a new line. Chapter headings are placed symmetrically within the boundaries of the paper that can be printed.

The title of the sub-chapter is printed three spaces below the last line of the chapter title or the last line of the sub-chapter that precedes it. The titles of the chapters are bolded in lowercase except for the first letter and each word is capitalized. Chapter numbers are in bold on the left border. Sub-chapter titles do not end with a period.

4. QUOTE

Quotations use the Harvard system, namely formulas, sentences, paragraphs, or core meanings followed by the author's last name and the year of publication in brackets .

Form STA-01

Number : 01/36____000____(*)/TA/2019

Attachment : -

Regarding : Final Project Approval

Dear : Head of Urban and Regional Planning Department
Faculty of Civil Planning and Geo Engineering
Institut Teknologi Sepuluh Nopember Surabaya

With respect,

We hereby inform you that, after consulting with us, the students whose names are listed below, have been given approval to take the Final Project course. (CP234856).

☐ Student Name :

☐ NRP :

Thus our approval letter, thank you for your attention.

Surabaya, _____

Guardian Lecturer
Department of URP CIVPLAN ITS

NIP. ____ _

Information :

(*) filled with student NRP number Copy:

1. Related students.
2. DURP

Number : 02/36____000____(*)/TA/2019

Attachment : -

Regarding : Final Project Approval

Dear : _____

Guardian Lecturer
Department of Urban and Regional Planning CIVPLAN – ITS

With respect,

Responding to your Letter No. 01/36____000____(*)/TA/2018 dated _____ regarding Final Project Approval, we hereby inform that the students whose names are listed below :

☐ Student Name :

☐ NRP :

we have agreed to be able to compile the Final Project in the current semester and are welcome to submit an Application for Appointment / Replacement of Final Project Supervisor (STA-03).

Thus our letter, thank you for your attention.

Surabaya, _____

Head of Department of URP CIVPLAN ITS

Cahyono Susetyo, ST, M.Sc, Ph.D

NIP.

Information :

(*) filled with student NRP number Copy:

- Related students.



DEPARTMENT OF
URBAN AND REGIONAL PLANNING
FINAL PROJECT

FORM STA-03

Number : 03/36____000____(*)/TA/2019
Attachment : form STA-01 and summary of Final Project proposal
Regarding : Application for Final Project Supervisor

Dear : Head of Urban and Regional Planning Department
Faculty of Civil Planning and Geo Engineering
Institut Teknologi Sepuluh Nopember Surabaya

With respect,

It is hereby conveyed that after consulting with the Guardian Lecturer and the mentoring process that has been carried out previously, I:

- ☐ Student Name :
- ☐ NRP :
- ☐ Final Project Title :

submit a request for appointment / replacement (**) of the candidate for the Final Project supervisor in accordance with the following priority order:

- ☐ Priority 1 :
- ☐ Priority 2 :
- ☐ Priority 3 :

For consideration, we attach the STA-01 form and a summary of the Final Project proposal.

Thus our letter, thank you for your attention.

Surabaya, _____
Final Project Participant Student
Department of URP CIVPLAN ITS

Information:

- (*) filled with student NRP
number (**) cross out one Copy:
1. Related Guardian Lecturer.
 2. DURP

Form STA-04

Number : 04/36____000____(*)/TA/2019
Attachment : 1 (satu) eks Lembar Asistensi Tugas Akhir
Regarding : Appointment of Final Project Supervisor

Dear : _____
Final Project Participants Student
Department of Urban and Regional Planning CIVPLAN – ITS

With respect,

Responding to your letter No. 03/36____000____(*)/TA/2018 dated _____ regarding the Application for Final Project Supervisor, then after going through various considerations, we hereby determine the name of the Final Project Supervisor is:

☐ Name :

☐ NIP :

For the implementation of the Final Project guidance, we attach the Final Project Assistance Sheet.

That's our response, thank you for your attention.

Surabaya, _____
Head of Department of URP CIVPLAN ITS

Cahyono Susetyo, ST, M.Sc, Ph.D
NIP.

Information:

(*) filled with student NRP number Copy:

1. Related Guardian Lecturer.
2. Related Student.
3. DURP

FINAL PROJECT ASSISTANCE SHEET

Name :

NRP :

FP Title :

FP Supervisor :

[illegible]

FINAL PROJECT ASSISTANCE SHEET

Name :

NRP :

FP Title :

FP Supervisor :

[illegible]

FINAL PROJECT ASSISTANCE SHEET

FP Title :

FP Supervisor :

[illegible]

Form STA-05

Number : 05/36____000____(*)/TA/2019
Attachment : -
Regarding : Cancellation of Guidance Process Notice

Dear : _____
Guardian Lecturer
Department of Urban and Regional Planning CIVPLAN – ITS

With respect,

It is hereby conveyed that the following students participating in this Undergraduate Theses:

☐ Name :

☐ NRP :

unable to continue the Final Project guidance process with the Final Project supervisor mentioned below:

☐ Name :

☐ NIP :

☐ Reason :

Henceforth, the student concerned can resubmit a new supervisor candidate in accordance with the applicable procedures.

Thus our notice, thank you for your attention.

Surabaya, _____

Head of Department of URP CIVPLAN ITS

Cahyono Susetyo, ST, M.Sc, Ph.D

NIP.

Information :

(*) filled with student NRP number Copy :

1. Head of Department of URP CIVPLAN ITS
2. Related students.
3. DURP



D D E P A R T M E N T O F
U R B A N A N D R E G I O N A L P L A N N I N G
F I N A L P R O J E C T

Form STA-06

Number : 06/36____000____(*)/TA/2019
Attachment : 3 (three) copies of the FP draft
Regarding : Request for Discussion Session

Dear : Head of Urban and Regional Planning Department
Faculty of Civil Planning and Geo Engineering
Institut Teknologi Sepuluh Nopember Surabaya

With respect,

It is hereby conveyed that after seeing the development and process of mentoring the Final Project, the following students:

- a Student name :
- b NRP :
- c Final Project Title :

Will conduct a Final Project Discussion Session with examiners as follows:

- d Examiner 1 :
- e Examiner 2 :
- f Schedule (Day&Date) :

For consideration, we have attached 3 (three) copies of the draft of the Undergraduate Theses. Thus our application letter, thank you for your attention.

Surabaya, _____

Final Project Supervisor

NIP. _____

Information :

(*) filled with student NRP number Copy :

- 1. Related guardian lecturer
- 2. DURP

Form STA-06A

Number : 06A/36____000____(*)/TA/2019
Attachment : 3 (three) copies of the FP draft
Regarding : Request for re-Discussion Session

Kepada Yth : Head of Urban and Regional Planning Department
Faculty of Civil Planning and Geo Engineering
Institut Teknologi Sepuluh Nopember Surabaya

With respect,

It is hereby conveyed that after consulting with the Final Project Supervisor, the mentoring process that has been carried out, as well as recommendations from the Final Project Supervisor, I:

Student Name :

NRP :

Final Project Title :

apply for a Final Project Re-Discussion Session with the examiner:

☐ Examiner 1 :

☐ Examiner 2 :

☐ Schedule (Day/Date) :

For consideration, we attach 3 (three) copies of the draft of the Undergraduate Theses, Response Form and Suggestions for Improvement of the Discussion Session. Thus our application letter, thank you for your attention.

Surabaya, _____

Final Project Supervisor

NIP. ____ _

Information :

(*) filled with student NRP number

Copy :

1. Related guardian lecturer
2. DURP

Number : 07/36____000____(*)/TA/2019
Attachment : 1 (one) former Minutes of the Discussion Session
Regarding : Discussion Session Assessment Results

Dear : Head of Department of Urban and Regional Planning
Faculty of Civil Planning and Geo Engineering
Institut Teknologi Sepuluh Nopember Surabaya

With respect,

Based on the Minutes of the Implementation of the Final Assignment
Discussion Session (attached), we state that the discussion session
participants:

- ☐ Student Name :
☐ NRP :
☐ Final Project Title :

PASS / NOT PASS () with the**
following assessment results:

NO	CRITERIA	SCORE (0-100)		
		Supervisor	Examiner 1	Examiner 2
1.	Introduction (10%)			
2.	Literature review (10%)			
3.	Research methods (15%)			
4.	Data and analysis (50%)			
5.	Research conclusion (5%)			
6.	Presentation and Q&A ability (10%)			
TOTAL (filled in by FP staff)				
AVERAGE (filled in by FP staff)				

Information: average score ≤ 55 is unfit for passing the assessment
(**) Cross the unnecessary ones

Thus our letter, thank you for your attention.

Knowing,
Examiner 1

Surabaya, _____

Final Project Supervisor
Department of URP CIVPLAN
ITS

NIP. ____ _

NIP. ____ _

Examiner 2

NIP. ____ _

Examiner 3

NIP. ____ _

Information :

(*) filled with student NRP

number (**) cross out one Copy :

1. DURP

MINUTES OF DISCUSSION SESSION

- ☐ Student Name :
☐ NRP :
☐ Final Project Title :
☐ **Supervisor** :

NO	DESCRIPTION	AGREED	DON'T AGREE

DISCUSSION SESSION ASSESSMENT FORM

- ☐ Student Name :
☐ NRP :
☐ Final Project Title :
☐ Supervisor :
☐ **Examiner 1** :

NO	CRITERIA / WEIGHT	Score (0-100)
		Examiner 1
1	INTRODUCTION (10%) <ul style="list-style-type: none"> The existence of empirical facts in the background, supported by up to date data/information and valid reference sources The correctness of problem formulation and research questions The correctness of the formulation of research goals and objectives The correctness of the formulation of the research scope 	
2	LITERATURE REVIEW (10%) <ul style="list-style-type: none"> The suitability between literature review substance and the topic/title of the TA Completeness of the substance of the literature review The accuracy of the synthesis of literature studies Authenticity of bibliography (citation) Up-to-date library/literature 	
3	RESEARCH METHOD (15%) <ul style="list-style-type: none"> The correctness of the formulation of research approaches and types of research The correctness of the formulation of research variables and operational definitions The correctness of the formulation of data collection and analysis methods The correctness of the formulation of the flow chart and the stages of the research The suitability of research methods with research objectives and goals 	
4	DATA AND ANALYSIS (50%) <ul style="list-style-type: none"> The completeness of data for the analysis process The suitability of the analysis process with the analytical method The usefulness of the results of the analysis for research purposes 	
5	RESEARCH CONCLUSION (5%) <ul style="list-style-type: none"> The quality of conclusion formula The suitability of the formulation of conclusions with the results of the analysis The suitability of the formulation of conclusions with research objectives 	

6	PRESENTATION AND Q&A ABILITY (10%) <ul style="list-style-type: none">▪ Fluency and word choice▪ Clarity and coherence of presentation material▪ Using descriptions (graphs, diagrams, pictures, etc.)▪ Appearance, Gesture, Eye Contact, Confident▪ Ability to explain and respond to questions▪ Openness in receiving inpFP	
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Score Range: A=86-100; AB=76-85; B=66-75; BC=61-65; C=56-60; D=41-55; E=0-40

**RESPONSE FORM AND SUGGESTIONS FOR THE DISCUSSION SESSION
IMPROVEMENT**

- ☐ Student Name :
☐ NRP :
☐ Final Project Title :
☐ **Examiner 1** :

NO	FEEDBACK AND SUGGESTIONS FOR IMPROVEMENT

DISCUSSION SESSION ASSESSMENT FORM

- ☐ Student Name :
☐ NRP :
☐ Final Project Title :
☐ Pembimbing :
☐ **Examiner 2** :

NO	CRITERIA / WEIGHT	Score (0-100)
		Examiner 2
1	INTRODUCTION (10%) <ul style="list-style-type: none"> ▪ The existence of empirical facts in the background, supported by up to date data/information and valid reference sources ▪ The correctness of problem formulation and research questions ▪ The correctness of the formulation of research goals and objectives ▪ The correctness of the formulation of the research scope 	
2	LITERATURE REVIEW (10%) <ul style="list-style-type: none"> ▪ The suitability between literature review substance and the topic/title of the TA ▪ Completeness of the substance of the literature review ▪ The accuracy of the synthesis of literature studies ▪ Authenticity of bibliography (citation) ▪ Up-to-date library/literature 	
3	RESEARCH METHOD (15%) <ul style="list-style-type: none"> ▪ The correctness of the formulation of research approaches and types of research ▪ The correctness of the formulation of research variables and operational definitions ▪ The correctness of the formulation of data collection and analysis methods ▪ The correctness of the formulation of the flow chart and the stages of the research ▪ The suitability of research methods with research objectives and goals 	
4	DATA AND ANALYSIS (50%) <ul style="list-style-type: none"> ▪ The completeness of data for the analysis process ▪ The suitability of the analysis process with the analytical method ▪ The usefulness of the results of the analysis for research purposes 	
5	RESEARCH CONCLUSION (5%) <ul style="list-style-type: none"> ▪ The quality of conclusion formula ▪ The suitability of the formulation of conclusions with the results of the analysis ▪ The suitability of the formulation of conclusions with research objectives 	

6	PRESENTATION AND Q&A ABILITY (10%) <ul style="list-style-type: none">▪ Fluency and word choice▪ Clarity and coherence of presentation material▪ Using descriptions (graphs, diagrams, pictures, etc.)▪ Appearance, Gesture, Eye Contact, Confident▪ Ability to explain and respond to questions ▪ Openness in receiving input	
---	--	--

Score Range: A=86-100; AB=76-85; B=66-75; BC=61-65; C=56-60; D=41-55; E=0-40

**RESPONSE FORM AND SUGGESTIONS FOR THE DISCUSSION SESSION
IMPROVEMENT**

- ☐ Student Name :
- ☐ NRP :
- ☐ Final Project Title :
- ☐ **Examiner 2** :

NO	FEEDBACK AND SUGGESTIONS FOR IMPROVEMENT

**RESPONSE FORM ON SUGGESTIONS FOR IMPROVEMENT OF THE DISCUSSION
SESSION**

- ☐ Student Name :
☐ NRP :
☐ Final Project Title :

NO	IMPROVEMENT SUGGESTIONS	RESPONSE TO IMPROVEMENT SUGGESTIONS	SUPERVISORS SIGNATURE

Number : 8/36____000____(*)/TA/2019
Attachment : 3 (three) drafts of the Final Project
Regarding : Application for Examination Session

Kepada Yth : Head of Department of Urban and Regional Planning
Faculty of Civil Planning and Geo Engineering
Institut Teknologi Sepuluh Nopember Surabaya

With respect,

It is hereby conveyed that after seeing the development and process of Final Project mentoring, the following students:

- ☐ Student Name :
- ☐ NRP :
- ☐ Final ProjectTitle :

will conduct a **Final ProjectExamination Session** with examiner as follows:

- ☐ Examiner 1 (Internal) :
- ☐ Examiner 2 (External) :
- ☐ Schedule (Day&Date) :

For consideration, we attach 3 (three) copies of the draft of the Final Project, Response Form and Suggestions for Improvement of the Discussion Session. Thus our application letter, thank you for your attention.

Surabaya, _____

Final Project Supervisor

NIP.

Information :

(*) filled with student NRP number

Copy :

1. Related guardian
lecturer
2. DURP

Form STA-08A Number : 8/36____000____(*)/TA/2019

Attachment : 3 (three) drafts of the Final Project

Regarding : Application for re-Examination Session

Kepada Yth : Head of Department of Urban and Regional Planning
Faculty of Civil Planning and Geo Engineering
Institut Teknologi Sepuluh Nopember Surabaya

With respect,

It is hereby conveyed that after consulting with the Final Project Supervisor, the mentoring process that has been carried out, as well as recommendations from the Final Project Supervisor, I:

- ☐ Student Name :
- ☐ RP :
- ☐ Final Project Title :

submit a request for **re-Examination Session of the Final Project** with the following examiners:

- ☐ Examiner 1 (Internal) :
- ☐ Examiner 2 (External) :
- ☐ Schedule (Day&Date) :

For consideration, we attach 3 (three) copies of the draft of the Undergraduate Theses, Response Form and Suggestions for Improvement of the Examination Session.

Thus our application letter, thank you for your attention.

Surabaya, _____

Final Project Supervisor

Information : (*) filled with
student NRP number Copy :

1. Related guardian lecturer
2. DURP

NIP. ____ _

Number : 9/36____000____(*)/TA/2019
Attachment : 1 (one) former Minutes of Examination Session
Regarding : Results of the Examination Session

Dear : Head of Department of Urban and Regional Planning
Faculty of Civil Planning and Geo Engineering
Institut Teknologi Sepuluh Nopember Surabaya

With respect,

Based on the Minutes of the Implementation of the Final Assignment
Examination Session (attached), we state that the trial participants:

- ☐ Student Name :
- ☐ NRP :
- ☐ Final Project Title :

PASS/ NOT PASS ()**

with the following assessment results:

NO	CRITERIA	Score (0-100)		
		Supervisor	Examiner 1	Examiner 2
1.	Abstact (5%)			
2.	Introduction (10%)			
3.	Literature review (15%)			
4.	Research method (20%)			
5.	Data and analysis (30%)			
6.	Research conclusion (5%)			
7.	Presentation and Q&A ability (15%)			
TOTAL (filled in by FP staff)				

AVERAGE (filled in by FP staff)	
--	--

Information: average score ≤ 55 is unfit for passing the assessment

(**) Cross the unnecessary ones

Thus our letter, thank you for your attention.

Surabaya, _____

Final Project Supervisor
Department of URP civplan ITS

Knowing,
Examiner 1

NIP. ____ _

____ _ NIP.

Examiner 2

NIP. ____ _

Examiner 3

NIP. ____ _

Information :

(*) filled with student NRP number

(**) cross out one Copy :

1. DURP

MINUTES OF THE FINAL EXAMINATION SESSION

- ☐ Student Name :
- ☐ NRP :
- ☐ Final Project Title :
- ☐ **Supervisor** :

NO	FEEDBACK AND SUGGESTIONS FOR IMPROVEMENT

FINAL EXAMINATION SESSION ASSESSMENT FORM

- ☐ Student Name :
☐ NRP :
☐ Final Project Title :
☐ Supervisor :
☐ **Examiner 1** :

NO	CRITERIA / WEIGHT	Score (0-100)
		Examiner 1
1	INTRODUCTION (10%) <ul style="list-style-type: none"> The existence of empirical facts in the background, supported by up to date data/information and valid reference sources The correctness of problem formulation and research questions The correctness of the formulation of research goals and objectives The correctness of the formulation of the research scope 	
2	LITERATURE REVIEW (10%) <ul style="list-style-type: none"> The suitability between literature review substance and the topic/title of the TA Completeness of the substance of the literature review The accuracy of the synthesis of literature studies Authenticity of bibliography (citation) Up-to-date library/literature 	
3	RESEARCH METHOD (15%) <ul style="list-style-type: none"> The correctness of the formulation of research approaches and types of research The correctness of the formulation of research variables and operational definitions The correctness of the formulation of data collection and analysis methods The correctness of the formulation of the flow chart and the stages of the research The suitability of research methods with research objectives and goals 	
4	DATA AND ANALYSIS (50%) <ul style="list-style-type: none"> The completeness of data for the analysis process The suitability of the analysis process with the analytical method The usefulness of the results of the analysis for research purposes 	
5	RESEARCH CONCLUSION (5%) <ul style="list-style-type: none"> The quality of conclusion formula The suitability of the formulation of conclusions with the results of the analysis The suitability of the formulation of conclusions with research objectives 	
6	PRESENTATION AND Q&A ABILITY (10%) <ul style="list-style-type: none"> Fluency and word choice Clarity and coherence of presentation material Using descriptions (graphs, diagrams, pictures, etc.) Appearance, Gesture, Eye Contact, Confident Ability to explain and respond to questions Openness in receiving input 	

Score Range: A=86-100; AB=76-85; B=66-75; BC=61-65; C=56-60; D=41-55; E=0-40

FORM TANGGAPAN DAN SARAN PERBAIKAN SIDANG UJIAN AKHIR

- ☐ Student Name :
- ☐ NRP :
- ☐ Final Project Title :
- ☐ **Examiner 1** :

NO	FEEDBACK AND SUGGESTIONS FOR IMPROVEMENT

FINAL EXAMINATION SESSION ASSESSMENT FORM

- ☐ Student Name :
☐ NRP :
☐ Final Project Title :
☐ **Examiner 2** :

NO	CRITERIA / WEIGHT	Score (0-100)
		Examiner 2
1	INTRODUCTION (10%) <ul style="list-style-type: none"> The existence of empirical facts in the background, supported by up to date data/information and valid reference sources The correctness of problem formulation and research questions The correctness of the formulation of research goals and objectives The correctness of the formulation of the research scope 	
2	LITERATURE REVIEW (10%) <ul style="list-style-type: none"> The suitability between literature review substance and the topic/title of the TA Completeness of the substance of the literature review The accuracy of the synthesis of literature studies Authenticity of bibliography (citation) ▪ Up-to-date library/literature 	
3	RESEARCH METHOD (15%) <ul style="list-style-type: none"> The correctness of the formulation of research approaches and types of research The correctness of the formulation of research variables and operational definitions The correctness of the formulation of data collection and analysis methods The correctness of the formulation of the flow chart and the stages of the research The suitability of research methods with research objectives and goals 	
4	DATA AND ANALYSIS (50%) <ul style="list-style-type: none"> The completeness of data for the analysis process The suitability of the analysis process with the analytical method The usefulness of the results of the analysis for research purposes 	
5	RESEARCH CONCLUSION (5%) <ul style="list-style-type: none"> The quality of conclusion formula The suitability of the formulation of conclusions with the results of the analysis The suitability of the formulation of conclusions with research objectives 	
6	PRESENTATION AND Q&A ABILITY (10%) <ul style="list-style-type: none"> Fluency and word choice Clarity and coherence of presentation material Using descriptions (graphs, diagrams, pictures, etc.) Appearance, Gesture, Eye Contact, Confident Ability to explain and respond to questions ▪ Openness in receiving input 	
NO	▪ CRITERIA / WEIGHT	Score (0-100)

Score Range: A=86-100; AB=76-85; B=66-75; BC=61-65; C=56-60; D=41-55; E=0-40

**RESPONSE FORM AND SUGGESTIONS FOR IMPROVEMENT OF THE FINAL
EXAMINATION SESSION**

- ☐ Student Name :
- ☐ NRP :
- ☐ Final Project Title :
- ☐ **Examiner 2** :

NO	FEEDBACK AND SUGGESTIONS FOR IMPROVEMENT

**RESPONSE FORM ON SUGGESTIONS FOR IMPROVEMENT OF THE FINAL
EXAMINATION SESSION**

- ☐ Student Name :
- ☐ NRP :
- ☐ Final Project Title :

NO	REPAIR SUGGESTIONS	RESPONSE TO IMPROVEMENT SUGGESTIONS	SUPERVISORS SIGNATURE

**RESPONSE FORM ON SUGGESTIONS FOR IMPROVEMENT OF FINAL
PROJECTBOOK REVISION**

- ☐ Student Name :
☐ NRP :
☐ Final Project Title :

The improvement of the Final Assignment book **has / has not*** accommodated responses and suggestions for improvement of the Examination Session. Furthermore, it can be **reproduced / reproduced with a note *** for graduation requirements.

NO	NOTE (if necessary)

NB : *) Cross the unnecessary ones

Surabaya,.....
Final ProjectSupervisor

NIP. _____

GRADUATION MINUTES

No. 10/36____000____(*)/TA/2019

It is hereby conveyed that the Final Project writing students whose names are listed below:

☐ Student Name :

☐ NRP :

☐ Final Project Title :

Has completed and collected the manuscript of his Final Project to the ITS DURP Administration with the conditions and amounts that have been determined. Thus, the student concerned has fulfilled the graduation requirements as a Bachelor of Strata 1 (S1) at the Department of Urban and Regional Planning, CIVPLAN – ITS. Furthermore, the student concerned can take part in the Undergraduate Session according to a predetermined schedule. Thus, this Graduation Minutes is made to be used properly.

Surabaya, _____
Head of Department of URP CIVPLAN ITS

NIP.

Information :

(*) filled with student NRP number

Copy :

1. Related guardian lecturer.
2. Related Final Project supervisors.
3. Related students.
4. DURP