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FAKULTAS EKONOMI

UNIVERSITAS NEGERI MAULANA MALIK IBRAHIM MALANG

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GUIDELINES OF WRITING A THESIS

FACULTY OF ECONOMY
STATE ISLAMIC UNIVERSITY MAULANA MALIK IBRAHIM MALANG
ACADEMIC YEAR 2020

FOREWORD _

Praise be to Allah SWT, for His grace and guidance, Thesis Writing Guidelines for the Faculty of Economics, State Islamic University (UIN) Maulana Malik Ibrahim Malang Academic Year 2020/2021 can be resolved well. Sholawat and greetings are always conveyed to our lord Prophet Muhammad SAW, his friends and all those who follow him.

This Educational Guide is a supporting tool for the entire academic community in The Faculty of Economics in developing scientific framework and scientific traditions as well as Tri Dharma of Higher Education at UIN Maulana Malik Ibrahim Malang.

Acknowledgment and appreciation goes deeply to those who has helped a lot, because without their participation, the preparation of these guidelines could not be realized.

Compiler realizes that this guidelines is Far from being perfect, therefore critics and constructive suggestions is always welcome. Hopefully this work is useful and gets blessings from Allah SWT. Amen.

Malang, September 20th 2020

Drafting team

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CHAPTER 1

INTRODUCTION

1.1 Introduction

A thesis is a scientific work in a field of study written by an undergraduate study program (S1) at the end of the study period. This scientific work is prepared based on research results by formulating research problems, reviewing theories and related literature, doing analysis of primary and/or secondary data, setting steps of problem solving and drawing conclusions.

Writing a thesis is a compulsory that must be fulfilled by every student as a prerequisite for obtaining a Bachelor's degree (S-1). The position of the thesis as regulated in the Guidebook for the Faculty of Economics at UIN Maulana Malik Ibrahim Malang, is the same as other courses and is even more difficult in implementation.

Writing thesis in Faculty Economy UIN Maulana Malik Ibrahim Malang required to be based on the integration of science and Islam. The purpose of writing a thesis is to provide understanding to students so they can use an academic approach to solve problems, report, as well as defend it in a scientific way. Apart from that, it also provides an understanding of the integrative thesis writing model.

Based on this main idea, a guidebook is needed that regulates, directs and limits all parties involved in completing the thesis in order to obtain smoothness and certainty in carrying out their respective tasks.

1.2 Objective

This guidelines of writing a thesis has the objective to:

1. Help students in writing thesis process

2. Ensure uniformity format of writing a thesis
3. Maintain research carried out in accordance with ethical principles in writing scientific work.

1.3 Prerequisite of Taking the Thesis

Student Which can take the thesis must fulfil some prerequisites as the following:

1. Registered as student Faculty Economy University Islam Country (UIN) Maulana Malik Ibrahim Malang in the current semester.
2. studies period no more than 14 (fourteen) semesters or 7 years.
3. Has passed proposal thesis exam
4. Own certificate training SPSS or study for verification, TOEFL certificate from a competent institution and recognized by the Department with a minimum score of 450, OPAK and OSJUR certificates, Integrative Islamic Studies Training Certificate and academic scientific activity certificates (minimum 2 certificates), such as DIKLAT, Workshops, Seminars/public lectures related to the field of his knowledge.

1.4 Process of Writing a Thesis

In general, students who want to write a thesis must go through the following stages:

1. Submission of a thesis proposal. Students fill out the application form for writing a thesis proposal and prepare a research *outline* (see Thesis Proposal Submission Section) to be submitted to the Head of the Department as a basis for determining the supervisor .
2. Proposal guidance, namely consultation activities in preparing thesis research proposals with the advisor, that is preparation of Chapter I until Chapter III (see Guidance Section and Thesis Proposal Section), until approved by the advisor for being submitted for having proposal seminar.
3. Proposal Seminar, which is a formal academic forum used to determine the feasibility of research plans, including research direction, which is attended by students

tested by Board of Examiner, including his advisor (see Thesis Proposal Seminar section).

4. Implementation of research activities. Students carry out research on the required research objects and literature studies.
5. Guiding the thesis report. Consultation activity of preparation research report in the form of a thesis with an advisor in accordance with the guidebook, namely Chapters I to Chapter V (see the Guidance section and Thesis Section), until the student receives approval for submission to the thesis examination from the advisor and Head of the Department.
6. Thesis examination, is a formal academic forum for taking responsibility for students' final work in the form of a thesis (see Thesis examination section)

   The series of processes for writing a thesis will be explained in detail in the related procedures, in the next section in this Guidelines of Writing a thesis .

1.5 Model of Writing a Thesis

Thesis writing for students at State Islamic University (UIN) Maulana Malik Ibrahim Malang is based on the integration of science and religion, which is an important characteristic for scientific development at UIN Maulana Malik Ibrahim Malang. This characteristic is implemented in the roles carried out by Islamic universities in this country which include: teaching, research and community service. In the field of research, the implementation of this integration is also required in students' thesis writing and/or final assignments.

The implementation of integration in writing a thesis is not just about writing verses or hadiths and their translations, but is also accompanied by explanations supported by adequate literature, interpretation, hadith sharah, priest opinion, and etc. In order that the practice of integration does not seem like just a formality, sticking to verses or hadiths, so the following models can be chosen by researchers when writing a thesis.

The following are models which can be chosen:

1. Researchers use conventional theories or concepts which are enriched with Islamic theories or concepts extracted from verses of the Koran and its interpretations, hadith and sharah, and the thoughts of Muslim scholars. Then the researcher criticizes whether it is appropriate or not

Its suitability of conventional theories or concepts with Islamic theories and concepts. Then they can use that conventional theories or concepts to test the research object. Islamic Concept or theory are only used for criticizing conventional concept and theory, not used for discussion of research results. However, it is permissible to include an Islamic perspective in the analysis of research results.

2. Researchers use conventional theories or concepts and are able to enrich those conventional theories or concepts with Islamic theories or concepts by presenting verses from the Koran and their interpretations, hadith and sharah, as well as supporting opinions of Muslim scholars. Next, this enriched conventional theory or concept is used to examine the research object. At the analysis stage of research results, conventional plus sharia concepts and theories are used as analytical tools. It is hoped that this model can produce modifications to concepts and theories, such as Sharia CSR, sharia marketing, sharia *balanced scorecard* , and so on.
3. Researchers use Islamic theories or concepts produced by previous studies to test and examine the research objects. This model can be done by looking at Islamic concepts and theories (shariah) which are the results of previous research. The application, on chapter of review of related literature, researcher posit Islamic concet and theory as the main concept and theory for analyzing research objects. The use of conventional concepts and theories is only a complement to discussing and dialoguing Islamic concepts and theories.
4. Researcher dig And formulate Islamic theory or concept through verses of the Koran and their interpretations, hadith and syarah, as well as the opinions of Islamic scholars which are then used to test or examine the objects study. This model departs from verses from the Koran, hadiths of the Prophet, as well as Muslim intellectual views to then formulate new concepts and theories. Next, this new concept or theory is used to examine the research object.

1.6 Time Limit

Time limit for preparation of proposal and thesis determined as following:

1. Proposals (or *outline* study) can be arranged by student since he fulfill the prerequisits and meet the applicable provisions (See Chapter II of the Thesis Proposal).

2. The initial limit for calculating the period for making a thesis is the start of the issuance of the Guidance Letter of Writing Thesis Which confirmed by Chair of the study program, after student submit *an outline* study and other administrative prerequisite and has get approval from the Head of the Department to get an advisor. (see Section 3.2 Thesis Supervision Procedures).
3. The final deadline for calculating the thesis period is until the report of the Thesis completed, after testing in Thesis Exam and done revision of required parts, which is marked by the signing of the thesis validation sheet by the advisor and Board of Examiner (Look Part 3.2 Procedure Thesis Guidance).
4. Duration of thesis guidance time is 2 (two) semesters, and if the test cannot be tested within the specified time limit, then the Head of Department or Academic Dean can give policy extension time, as long as it does not exceed the maximum student study period of 14 (fourteen) semesters.

CHAPTER 2

THESIS PROPOSAL

Writing a thesis, which consists of several stages as explained in the previous section, involves many parties, namely: department administrators (Head of Department), academic staff, supervisors, and students, and begins with the process of submitting an *outline* of a thesis research proposal.

2.1 Procedure of Thesis Proposals Submission

The procedure for submitting a thesis proposal for students at the Faculty of Economics, Department of Management, Accounting, and Bachelor of Sharia Banking is as follows:

1. Students who can submit a request to write a thesis proposal are students who have completed at least 75% of the entire study load (Total study load in the department) proven by showing a Study Results Card (KHS) when submitting a thesis research proposal.
2. Have passed the research methodology course (with minimum B grade for Accounting Major).
3. The administrative requirements that must be fulfilled by Academic Department Staff are: original KHS and submit its photocopy, SPSS training or research certificate for verification, TOEFL certificate from a competent institution recognized by the Department, OPAK and OSJUR certificate, Integrative Islamic Studies Training certificate and certificate of any activity with academic scientific nature (minimum 2 certificates), such as DIKLAT, workshops, seminars/public lectures related to the scientific field.
4. Submission of thesis proposal addressed to Head of Department in accordance with major which is followed by the student concerned, by filling in the thesis proposal submission form in the form of a thesis proposal *outline*, which is provided by the academic staff of each department, every day during working hours. The choice of

themes proposed in the thesis proposal outline is in accordance with the student's area of interest and the research topic which worthy for research. The outline of thesis proposal can be seen in **Appendix A-1**

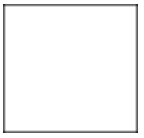
5. Students submit *an outline* of their thesis proposal to the Islamic Economic Development Laboratory (LPEI=Laboratorium Pengembangan Ekonomi Islam) of the Faculty of Economics, State Islamic University Maulana Malik Ibrahim Malang for selection.
6. If approved and considered worthy researched, the unit of LPEI deliver *outline* thesis proposal to the Head of the Department to be determined who will be the advisor..
7. For *outline* of rejected proposal which is considered not worthy enough, it will be returned to the student to submit another thesis proposal *outline* .
8. For 4 (four) days in working days, for *outline* the approved proposal thesis, the student will receive the name of the advisor and obtain a Thesis Guidance Letter approved by the Head of the Department, which the student can use to see the supervisor;
9. The supervisor receives a Thesis Guidance Letter along with *an outline* of the research proposal from the student who will be supervised;
10. Process continues to Procedure of Consultation (Chapter 3 This guideline book).

The stages in submitting a research proposal can be more easily seen in Diagram Channel (*Flow chart*) Thesis Proposals Submission for Management Department, as shown in **Appendix C-1** . The series of stages in submitting a research proposal for the Accounting Department can be seen in the Flowchart *in* Appendix **C-2** .

2.2 Research Topic

There are several things that can be taken into consideration when determining a research topic, namely:

1. The topic must be interesting, allowing the researcher to strive continuously to find the necessary data.
2. Comparable with ability and researcher interest, so that researcher find it easy to explain it as best as possible.
3. Important and worthy researched, so that study results can give benefit and possible to implement.



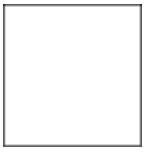
4. Available data and method, so the process of completing the thesis is not hampered by the difficulty of obtaining data.
5. Can be completed within a certain period of time, in order to meet the maximum time limit of writing a thesis which has been set by Study Program and the Faculty, that is 2 (two) semesters.
6. Potential for further development, so that it can contribute to development in terms of religion, nation, science, institutions and profession.
7. It is possible to reach the required funds, so that researchers can provide funds for carrying out research until the completion of the thesis research report as determined by the Department and Faculty.

The scope of choice of research topic can refer to the research *roadmap* that has been prepared by the Department and Research and Community Service Unit (UP2M).

Several topics which can be chosen by student in **Management major are** the following**:**

1. For Management Finance Interest:
   1) Analysis of financial statements
   1) Analysis of Securities and Capital Market
   2) Bank Management and Financial institutions
   3) Investment Management
   4) Risk Management
   5) International Finance Management
   6) Capital Budgeting (*Budgeting*)

2. For Marketing Management Interests:
   1) Service Quality
   2) Segmenting Targeting Positioning
   3) Integrated Marketing Communications
   4) Customers Relationships Marketing
   5) E- Marketing
   6) Retailing
   7) Green Marketing
   8) Marketing Social
3. For Management HR Interest:
   1) Recruitment of Labor Selection _
   2) *Performance Appraisal*
   3) *Organizational Culture*



4) *Organizational Citizenship Behavior*
5) Emotional and Spiritual Intelligence
6) *Jobs Satisfaction*
7) *Leadership*

A number of topic which can be chosen by student in **Accountancy Major are the** following**:**

1. Accountancy Finance

1) Management Profit (*Earnings Management)*

2) Disclosure and Regulations

3) Market Efficiency

4) Content information: Rewards Share & PV

5) Evaluation

6) Signaling

7) Agency Theory

2. Management Accountancy

1) Planning Budget

2) Participative Budgeting

3) Accountancy of Contemporary Management (*BSC, Quality Cost, JIT, ABC, etc.* ***)***

4) Contingencies- Control Systems

5) Allocation Cost

3. Auditing

1) Audit Quality

2) Risk auditing

3) Audit technology

4) Auditing Policy

5) auditors Performance

6) Auditor ethics

7) auditing Honorarium

4. **System of Accountancy information**

1) design and selection System

2) Application and evaluation of SIA- SPI -system

3) Testing of internal control

4) *Database* system
5) *Expert system*
6) Attitude user-management-analysis DRAIN

5. Taxation

1) Planning tax
2) System and tax procedure
3) Tax function
4) Tax impact
5) Regulation of taxation
6) tax Accountancy
7) tax Inspection
8) Behavior of taxpayer

6. Public Sector Accountancy

1) Reviews SAP
2) System of Public Accountability
3) Cycle of Public Accountability
4) Study of Public Accountability
5) Reporting of Finance of Public Sector
6) Reform of Public Accountability

2.3 Thesis Proposals

A thesis proposal is basically a research plan prepared according to the rules of writing scientific work. Thesis proposals is also a *blue print* from study as a whole, so that in general it must cover three main questions, namely:

1. What what will be researched?
2. Why doing the research?
3. How is the research method?

About *what will be researched;* regarding the formulation of the problem that has been determined. *Why doing that research;* related with the urgency of the problem of the research. In general, associated with public interest, the gap between theory and phenomena that needs to be resolved effectively, there is difference between results study and previous studies need to be

confirmed, or can contribute to the development of discipline knowledge pursued. As for *how to research* ; regarding the methodology that will be used in the research.

The thesis proposal contains 2 parts, namely the initial part and the body part. Each section will be explained in detail as follows:

1. Initial Part includes: cover/cover front, page title and sheet agreement.
    1) Page cover/ front cover containing: Thesis Proposals, title of thesis proposal, full name and Student Identification Number (NIM), symbol/logo of UIN Maulana Malik Ibrahim Malang followed by the name of the Department, Faculty, University and the time the thesis proposal was submitted (**see attachment A-2**).
        a. The color of the research proposal cover page for the Department of Management is dark blue/navy blue,
        b. For Major Accounting is light green.
    2) The title page of the inside cover is a duplicate of the front cover page, only the title page is printed on white A4 paper and added with the intention of addressing the thesis proposal, namely " *Proposed for thesis research at the State Islamic University (UIN) Maulana Malik Ibrahim Faculty of Economics "*

    The title of the thesis proposal must be formulated clearly, specifically, simply, briefly, must not exceed than 20 words, and in the form of a statement. Examples can be seen in **Appendix A-3**
    3) Sheet of agreement, signed by the advisor (**Look attachment A-4a**)
2. The body part includes: introduction, literature review and research methods, in detail as follows:

CHAPTER I INTRODUCTION

1.1. Background of the Study

1.2. Research problem

1.3. Objective and Significant of the study

1.4. Limitation of the study (If There is)

CHAPTER II. STUDY REFERENCES

2.1. Results of previous study (relevant in form of description and matrix/table)

2.2. Theoretical study (*remark: can be developed independently according to needs of study about the theory support and relevant including to Islamic perspective*)

2.3. Conceptual Framework (For quantitative study) or Think Framework (for Qualitative research)

2.4. Hypothesis (For *study quantitative, If there are*)

CHAPTER III. RESEARCH METHODS

3.1 Type and Research Approach

3.2 Research sites

3.3 Population and Sample (*Quantitative Study*) or Subject of Study (*Qualitative Research*)

3.4 Technique of Sampling (*quantitative Study*)

3.5 Data and Type Data

3.6 Technique of Collecting the Data

3.7 Definition Operational Variable (quantitative research)

3.8 Data Analysis

LIST REFERENCES (Look **Appendix A- 19**)

The overall proposal systematics can be seen in **Appendix** A-5. Meanwhile, a detailed explanation of each of the topics discussed above can be seen in section 5.2 Systematic Explanation of the Thesis.

CHAPTER 3

THESIS PROPOSAL SEMINAR

Thesis proposal seminar is a part of the study process which aims to give input to student to improve as well as to clarify the research that will done. Besides the seminar, comprehensive exam (mastery theories and knowledge of Islam Studies relevant with the student) must be done. With thereby examiner team has an authority for providing recommendations on the feasibility of the research, whether the research can be continued or not. For students who meet the requirements, they can follow the following proposal seminar procedure:

1. Procedure of conducting proposals seminars is different between student majoring in Management and majoring in Accounting,
    1) For Management Major, after student get agreement from advisor (**Attachment A-4a** has been signed), then students can register to take part in the proposal seminar in the Department's academic staff by filling in the proposal seminar biodata.
    2) For the Accounting Department, after the thesis proposal of the student is declared eligible for seminar, so student fill in submission sheet of thesis proposal seminar by obtaining signatures of approval from the advisor and examiner (Look **Attachment A-4b**), as a base of implementation of thesis proposal seminar.
2. Students submit research proposals that have been approved by the advisor to the department's academic staff, totaling 4 (four) copies to be distributed to the thesis proposal seminar board of examiners.
3. Implementation Seminar Proposals Thesis set by Head of Study Program.
   The thesis proposal seminar is scheduled by the Head of the Department according to the academic calendar Major Management Faculty Economy UIN Maulana Malik Ibrahim Malang.
4. Recommendation of seminar results can be seen after implementation seminar finished.

5. Student can consult to the advisor for proposal revision according to the considerations and directions of the Examiner Board.
6. Thesis Proposals which has been on the seminar and has been revised, confirmed by examiner and advisor on validation sheet of proposal seminar (Look **Attachment A-6**).
7. A thesis proposal that has received approval must be submitted to the department's academic staff in bound form.
    1) For Management Majors: Color of proposal cover page is dark blue/ navy blue.
    2) For Major Accountancy: Color cover page proposal is light green .

CHAPTER 4

THESIS GUIDANCE

The existence and role of a thesis advisor is very important in order to direct harmony, harmony as well as consistency in writing a thesis. The consistency between title, formulation problem, hypothesis with theoretical framework, evidence and or analysis based on method and technique of the research study as well as drawing conclusions is an absolute requirement in preparing a thesis. It should be noted that preparing a thesis is not the same as preparing a report which simply contains what was observed. More from that, thesis is expected to contain problem solving. Therefore the consultation process is detailed in the following section.

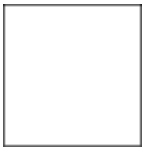
4.1 Advisor

1. Thesis Advisor is educative staff at least Lector in rank and have completed Master's (S-2) level of education, if not possible the rank requirements can be lowered;
2. The thesis advisor is determined by the Head of the Department/Study Program and/or Deputy Dean for Academic Affairs by paying attention to the suitability between the field of study/research topic to be carried out by the student and the division into the group of lecturers or the field of expertise of the advisor.
3. If something matter, advisor cannot do his duties, so Head of Study Program or deputy Dean for Academic Affairs will determine a replacement of advisor by issuing a Revised Assignment Letter which is approved by the Dean;
4. The advisor has the right and obligation to direct and even revise the contents of the research proposal, when the prospective researcher (student) cannot provide a clear argument regarding the direction of the research to be carried out.

4.2 Procedure of Thesis Consultation

Every student whose proposal submission has been approved by Head of the Study Program, he has the right to receive guidance from an advisor during the thesis writing process, with the following procedures:

1. Thesis guidance begins from the receipt of the Thesis Guidance Letter by the Advisor until the completion of the Thesis research report after the student takes the Thesis Examination, which is marked by the signing of the thesis validation sheet by the Supervisor and Board of Examiner.
2. The supervisor receives a Guidance Letter which has been approved by the Head of the Department, and the date the letter is issued marks the start of the student's thesis writing process.
3. Continuation of proposal study direction (Which concerns: title, formulation problem, location, data and instrumentation) determined by both advisor and students through initial discussions.
4. The advisor has the authority to revise the research proposal, if the student cannot provide clear directional arguments regarding to the research to be carried out and does not master the relevant theories.
5. To control the progress of the thesis writing process and record directions and corrections from the advisor, a supervision control card is issued, which is collected from the advisor.
6. If the proposal supervision process has produced a proposal that is worthy of the test (Thesis Chapters I to Chapter III), then the advisor agrees to present the seminar, by signing the proposal approval sheet. For management majors see **Appendix A-4a** , for accounting majors see **Appendix A-4b** .
7. The next process is regulated in the Thesis Proposal Seminar Procedure (see Chapter 4 of this book).
8. After students have taken the Thesis Proposal Seminar, the consultation process continues until a Thesis report is ready that is suitable for examination (Thesis Chapters I to Chapter V).
9. Further process is regulated in the Procedure of Thesis Exam (see Chap 7 this book).
10. After students take the Thesis Examination, the consultation process continues for improvements/revisions recommended by Board of Examiner during Thesis Exam



until the completion of the Thesis report which is marked by the signing of the thesis validation sheet by the advisor and Board of Examiner (see **Appendix A-10**)

11. A recap of notes during the mentoring process is prepared in the form of a consultation evidence sheet which must be signed by the advisor and confirmed by Head of Department, and included in the thesis report (example as **attachment A-23).**

12. Maximum duration of thesis guidance is 2 (two) semesters, and if within that time limits which has been determined the thesis has not been tested, so the head of Study Program or The Deputy Dean for Academic Affairs can review it and, if necessary, will provide a time extension policy, as long as it does not exceed the student's maximum study period of 14 (fourteen) semesters.

BAB 5

WRITING A THESIS

Research results reports written in the form of a thesis are generally consumed or addressed for public academic interest. Research Report is technical, contains a complete report on what was researched, why it was researched, how it was done study, results obtained from study, and how conclusions is drawn. Contents displayed from study report served in a way straightforward and objective, and the report format tends to be standard, following the provisions made by each institution.

Basically, the framework or systematics of writing a thesis has 3 (three) important parts, namely: (1) initial part; (2) main/core part; (3) and the final part.

The beginning of the thesis contains the front cover page, title page, statement sheet, approval sheet, validation sheet, foreword, table of contents, list of table, list of figures, list of attachments, and abstract.

Meanwhile, the main part (core) is presented in the form of chapters, subchapters, and/or a more detailed hierarchical level of title by adhering to a predetermined systematic. Generally main part consists of Chapter I about Introduction, Chapter II about Literature Review, Chapter III about Research Methods, chapter IV about Data Analysis and Discussion of Research Results, and chapter V about conclusions and suggestions.

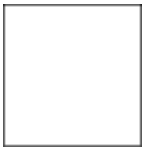
End Part of the thesis contains list of bibliography and appendices.

5.1 Systematics of the Thesis

5.1.1. **Systematics of the Thesis For Quantitative Study**

Thesis systematics for quantitative research are as follows:

1. **initial part** , consists from :
    a. Page Cover/ Front Cover (**Attachment A- 7**)
    b. Page Title In (**Attachment A- 8**)



c. Page Agreement (**attachment A- 9**)

d. Page Endorsement (**Attachment A- 10**)

e. Page Statement (**attachment A- 11**)

f. Page Presentation (*If required*)

g. Page Motto (*If required*)

h. Foreword (**attachment A- 12**)

i. Page List of contents (**attachment A- 13**)

j. Page List Table (*if There is*) (**Attachment A- 15**)

k. Page List Picture (*If There is*) (**Attachment A- 16**)

l. Page List Attachment (*If There is*) (**Attachment A- 17**)

m. Abstract (in Indonesian (**Appendix A-18a**), English (**Appendix A18b**) and Arabic (**Appendix A-18c**)) **2. The main part** (core), consisting of:

CHAPTER I INTRODUCTION , with sub chapter :

1.1. Background of the Study

1.2. Research Problem

1.3. Objective And Significant of the Study

1.4. Limitation Study (*if needed*)

CHAPTER II RELATED LITERATURE, consists of :

2.1. Previous Study

2.2. Theoretical Framework (*Note: can be developed independently according to the needs of supporting and relevant theoretical studies including Islamic perspective studies. At the end there is a sub-chapter: Relationship between variables*).

2.3. Conceptual Framework (Clarify with detail of Model Draft and Hypothesis Model, if necessary)

2.4. Research Hypothesis

CHAPTER III RESEARCH METHOD, with sub chapter :

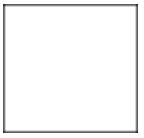
3.1. Type and Approach Study

3.2. Research sites

3.3. Population and Samples

3.4. Technique of Sampling

3.5. Data and Type Data



3.6. Technique of Data Collection

3.6.1. Technique Collection Data

3.6.2. Instrumentation

3.7. Definition of Operational Variables

3.8. Scale Measurement

3.9. Test Validity and Reliability

3.10. Data Analysis

CHAPTER IV RESULTS AND DISCUSSION , with sub chapter :

4.1. Result (*sub chapter - sub chapter can developed in accordance needs. For research quantitative for example: Description General Object Study, Results Descriptive Analysis, Hypothesis Testing*).

4.2. Discussion (*sub-chapters - sub-chapters can be developed independently according to needs, including discussion of research results in theory (conventional and Islamic perspective*).

CHAPTER V CONCLUSION AND SUGGESTION , with sub chapters :

5.1. Conclusion

5.2. Suggestion

3. **The final part** consists of:

Bibliography (**Appendix A-19**)

Attachments

5.1.2. Systematics of the Thesis For Qualitative Study

Systematics of the thesis with qualitative approach is as following :

1. **initial part**, consists from :
   a. Page Cover Front (**Attachment A- 7**)
   b. Page Title In (**Attachment A- 8**)
   c. Page Agreement (**attachment A- 9**)
   d. Page Endorsement (**Attachment A- 10**)
   e. Page Statement (**attachment A- 11**)
   f. Page Presentation (*If required*)
   g. Page Motto (*If required*)
   h. Foreword (**attachment A- 12**)

i. Page List of contents (**attachment A- 13**)

j. Page List of Table (*if There is*) (**Attachment A- 15**)

k. Page List of Picture (*If There is*) (**Attachment A- 16**)

l. Page List of Attachment (*If There is*) (**Attachment A- 17**)

m. Abstract (in Language Indonesia (**Attachment A-18a**), Language English (**Appendix A18b**) and Arabic (**Appendix A-18c**))

2. **Part main** (core), consists of :

CHAPTER I INTRODUCTION , with sub chapter :

1.1. Background of the Study

1.2. Research Problem

1.3. Objective And Significant of the Study

1.4. Limitation Study (*if needed*)

CHAPTER II REVIEW OF RELATED LITERATURE, consists of :

2.1. Previous Studies

2.2. Theoretical Studies (*Note: can be developed independently according to the needs of supporting and relevant theoretical studies including Islamic perspective studies*).

2.3. Thinking Framework

CHAPTER III METHOD RESEARCH , with sub chapter :

3.1. Type and Approach Study

3.2. Research sites

3.3. Subject Study

3.4. Data and Data Type

3.5. Technique of Data Collection

3.6. Data Analysis

CHAPTER IV FINDING AND DISCUSSION, with sub chapter :

4.1. Finding (*sub-chapters - sub-chapters can be developed as needed.*

4.2. Discussion (*sub-chapters can be developed independently according to needs, including discussion of research results in theory (conventional and Islamic perspective*).

CHAPTER V CONCLUSION AND SUGGESTION, with sub chapters :

5.1. Conclusion

5.2. Suggestion

3. **The final part** consists of:

Bibliography (**Appendix A-19**)

Attachments

The research systematics are explained in more detail in **Appendix A-20** for Quantitative research, and **Appendix A-21** for Qualitative research. Meanwhile, explanations for each discussion are presented below.

5.2. Explanation Of Systematics of the Thesis

Following is explanation of systematic of the thesis:

1. Page Cover/Cover Front

Page cover/cover front containing: title thesis, Thesis, complete Name And Number Student (NIM), the symbol/logo of UIN Maulana Malik Ibrahim Malang followed by the Major, Faculty, University and year of thesis proposal submitted. (**Look attachment A7-**) Title must formulated in a clear, Specific, simple, short, No more than 20 words, and in the form of a statement.

Color Thesis cover page :

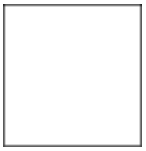
 for the Management Department is dark blue/navy blue,

for the Accounting Major it is light green.

2. Page Title/ Cover

The title page of the inside cover consists of 2 (two) pages, namely the first page is duplicate page covers front, which printed on paper A4 colored white and in between cover/cover front and page title given 1 (One) sheet blank page. The title page of the second inside cover is the same as the first page cover front, but added with thesis intention, that is: " *Submitted to the State Islamic University (UIN) Maulana Malik Ibrahim Malang for*

Fulfilling one of the requirements for obtaining a Bachelor of Economics (SE) degree . " (can be seen in **Appendix A-8**).



3. Consent Page

Agreement page contains of agreement by advisor and confirmed by Head of program. An example of a validation page appears in **Appendix A-9.**

4. Endorsement page

After the thesis examination is completed and the student is declared to have passed, the binding can be carried out if it has been checked, approved and signed by the advisor, the Board of examiner, and the Head of the Department (an example of the validation page appears in **Appendix A-10).**

5. Statement Page

The originality statement page is a page that contains the author's confirmation that the thesis manuscript is not plagiarized or contains plagiarism and guarantees its originality. An example of this page of originality appears on **Attachment A-11.**

6. **Page Acknowledgment** (if required)

This page generally contains of acknowledgment by writer.

7. **Page Motto** (if needed)

This page is intended for writing the motto which considered important and relevant to the contents of the thesis by the thesis writer using good and polite language. If the motto is a quote, please state whose opinion it is, or if it is a verse from the Qur'an and al-Hadith, please state the source.

8. Foreword _

Intended to convey information globally regarding the purpose of writing a thesis, and to express gratitude to those who have contributed to writing the thesis. The words used must comply with the rules of the Enhanced Indonesian Language, slang words must not be used.

Saying Thank You sorted as following (example in **attachment A- 12**):

a. Rector UIN Maulana Malik Ibrahim Poor
b. Dean Faculty Economy UIN Maulana Malik Ibrahim Malang
c. Head of Study Program each _
d. Advisor _
e. All lecturer and staff of Faculty Economy UIN Maulana Malik Ibrahim Malang
f. Parents
g. etc.

9. Page List Contents

This page given title "LIST OF CONTENTS" and placed in the center of the paper. Every article on this page does not end with a period. The Table of Contents must contain "Title Page" to "Appendix", Chapter, Chapter Number, Chapter Title, Sub-chapters and Sub-sub-chapters, and so on. An example of preparing a Table of Contents appears on **Attachment A-13** For study Quantitative And **Attachment A-14** For Qualitative research **.**

10. Page List of Table

The Tables List contains all the inner tables in the thesis. In the Table List there must be a table number, table title, and page number where the table is listed in the text. Example of writing a table list as in **Appendix A-15**

11. Page List Images/Graphics

List Picture contains of all pictures which in the thesis. In List Picture must be an image number, image title and image page number where the image is placed. An example of writing a List of Figures is in **Appendix A-16.**

12. List of Attachment

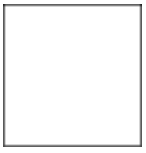
The Attachment List contains all the attachments in the thesis, including the attachment number and attachment title. An example of writing a list of attachments is as shown in **Appendix A-17.**

13. Abstract

Abstract is content in the thesis which poured in a way concise and congested, so that readers can understand the content of the thesis results study. Abstract contains of 3 (three) paragraphs, namely the first paragraph contains a brief description of the background and objectives of the research, the second paragraph contains the research methods used, and the third paragraph contains the research results. Abstracts are written in 1 (one) space and consist of 150 – 250 words or one page. Abstracts are presented in 3 (three) languages, namely: Indonesian (**attachment A-18a**), English (**attachment A-18b**) And Arabic (**attachment A-18c**), and must include the keywords .

14. Background _

Background of the Study revealed reasons why something is studied in the thesis, so that reader can know what is being researched and



why the research was conducted. As well as explaining the rationality or justification of research seen from the background of the problem being researched or the emergence of academic problems. Preparing the background to the problem can be done through at least two approaches, namely:

1. Starting from theoretical thinking (including Islam) then leading to empirical facts.
2. Beginning from empirical to direction theoretical (including Islamic).

In the background, it can also be stated that there is a gap *between* what should be/theory (*das sollen*) and reality (*das sein*), both theoretical and practical gaps that are the background to the problem to be studied. Apart from that, the background of the problem should also contain facts that are relevant to the research problem as a starting point in formulating the research problem, and the reasons (empirical, technical) why the problem presented in the research is deemed important to research.

15. Formulating the Problem

It is an attempt to state the questions or in statements form about which the answers are sought. Submission of the problem formulation must be relevant to the title, data and model to be studied.

Question study in Quantitative study must show the influence/relationship/difference between the variables to be studied. Meanwhile, for qualitative research, in this section the author must formulate a research question (*grand tour question*) and if possible also other questions which are derivative (*sub questions*). These questions should be clear, specific, targeted, and possible for the writer to answer. The focus of the research clearly shows the problem in the thesis for which a solution is sought. The focus of the research aims to describe the problem formulation. The research focus also includes the process of simplifying complicated and complex problems which are formulated into researchable *problems* .

16. Research purposes

The research objective must indicate a statement containing the goals to be achieved through study process. Objective of the study must be related with

questions that have been formulated in the research problem or research focus.

17. Significant of the Study

The significant of the study contain positive donations/contributions related to research results. The benefits of research consist of theoretical and practical benefits. For theoretical benefits containing the relationship between research results and the development of economics/management/accounting/shariah science, like appearance view or insight new, or developing a theory, testing a theory, or criticizing a theory.

Practical benefits are more directed towards the application of research results, such as real contributions that can be used as a policy basis for decisions that have been made or will be made.

18. Research Limitations

Research boundaries are made in accordance with the scope of the research to be carried out by considering methodological aspects, feasibility in the field and the limitations of the author without sacrificing the meaningfulness of the meaning, concept or topic being researched. Research limitations indicate a situation that cannot be avoided by researchers. There are 2 (two) limitations to the research, namely: *first* , limitations in the scope of the study, and *second* , limitations originating from the technical aspects of the research.

19. Previous Study (*Prior Research*)

In previous research, it was explained that there were connections or similarities in research problems Which currently done with study previously. For clarify the position of the research to be carried out, then the similarities and differences between previous research and the research carried out are explained. Apart from that, it is also possible if it turns out Not yet There is researcher previously Which discuss scope problem research conducted. The results of previous research need to be presented, apart from in the form of descriptions, also in *theoretical mapping,* which is presented in the following table:

Table 5.1. Results Study Previous

No	Name, Year, Research Title	Variables and Indicators or Research Focus	Data analysis method	Research result

Information: This Matrix can be developed in accordance to researcher need.

20. Theoretical study

This section contains a study of various theories that are relevant and up to date with the problem to be researched. In theoretical studies, researchers carry out a synthesis of relevant theories in order to obtain conceptual legitimacy for the variables to be studied. The elements of a theory should be clearly visible, such as definitions, assumptions, relationships between variables, and their explanatory power for the problem being studied.

Ingredients study theory can lift from various source like, book text, research journal or study previous, thesis person other, report study, paper, seminar reports and scientific discussions, official government publications, and/or those sourced from websites. It would be better if theoretical studies and reviews of research findings were based on primary literature sources.

Quality results work Scientific No related with many book Which listed in the bibliography, but on the quality of the libraries used. This is because it is not rare found thesis Which include list literature Which very Lots, However, if we trace the relationship between the contents of the literature and the problems discussed, it is not very clear. Therefore, [the choice of library sources must meet two requirements:

a. Up-to-date reading sources, meaning that reading sources that are out of date are sought to be left behind.
b. There is linkages between fill reading with problem Which discussed

The steps taken in theoretical studies through reading sources are as follows:

a. Map draft *(concept folder)* science And Islam with method study scientific and Islamic theories related to the concepts at issue and which will be used in the analysis.
b. Discuss thoroughly systematic Islamic and scientific theories according to the scientific disciplines of each department, or desired themes. Here, students need enrich self with concepts or signs science which scattered

in the Koran and Hadith. When studying Al-Quran verses, you must refer to the interpretations of scholars (tafsir books) and textbooks.

c. Integrate or integrate the results of theoretical studies which contain temporary answers (hypotheses) to the problem formulation, or a summary of theoretical arguments that will be used in the analysis of study results by looking for points of similarity or combination between science And Islam (or draft Which There is on Al-Qur'an And Hadith) as explained in Chapter I section 1.5 Integration writing model.

21. Thinking Framework

The thinking framework contains a problem solving flow that shows the flow of research thinking related to research variables based on literature review and perspective theoretical Which has written previously. Writer can give information the meaning of symbols (for example: straight lines, dotted lines, circles, squares, arrows, etc.) Which used in framework think. Framework think Also explain what theory just Which used in study in a way concise. Framework think served in the form of a chart or schematic diagram, so that readers can see and easily understand the research flow from the beginning to solving the problem.

22. Concept Model

Model draft containing description pattern connection between variable or framework draft which will used For answer problem Which researched, arranged based study theoretical which has been carried out and supported by the results of previous research. The author can provide information meaning from symbols (example: line straight, line dotted, circle, boxes, arrows, etc.) used in the concept model.

The conceptual model also explains the type of influence/relationship/difference between variables and why two or more variable related The same other. Variable Which considered relevant for studies should be clearly identified and named in the discussion. Concept models are presented in the form of charts or schematic diagrams, so that readers can see and easily understand the theorized model.

23. Hypothesis

The hypothesis contains a brief, straightforward and clear formulation stated in a **statement sentence** . This is said, so that hypotheses can be tested or answered according to predetermined analytical techniques. Not all research requires a hypothesis.

24. Type And Approach Study

This sub-chapter explains the type and approach of research used, whether qualitative or quantitative research with an exploratory approach, survey, descriptive, historical, correlative, or causal comparison. This type and research approach is also a strategy for researchers to organize in such a way as to obtain valid, reliable and legitimate data

25. Research sites

Explain where study is done and with reason and what object of the research was carried out .

26. Population and Samples

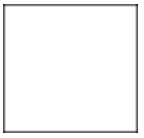
In quantitative research, the target to be reached is described as a population and the size of the sample that will represent the research population based on appropriate sampling techniques. Not all research requires taking samples using certain techniques, this is influenced by the size of the sample size. The larger the population, the more necessary it is to take a sample to represent the population, paying attention to the *representative sample* so that it can reflect the true state of the population.

Population is the entire group of people, events, or matters of interest that the author investigates. Population can also be interpreted as a collection of data that has the same characteristics and is the object of inference. The number of the study population must be stated clearly if the number is known.

The sample is a part of the population. In the research sample sub-chapter, it must be explained who or the criteria for the research sample, the minimum number of samples that must be taken, and the research sampling method. The number of samples taken in a study must have a high level of *representativeness , namely* characteristic features or characteristic Which attached on sample must The same with or very approaching the characteristics or traits inherent in a population.

27. Subject of the Study

The subject of research is what is the target of research, which does not depend on title and study topic, but in a concrete depicted in focus study. Research subjects can also be interpreted as actors or other people who understand the information on object of the study. This part must explained about how subject



study obtained. Method of subject obtained study which can be done by *snowballing sampling* and *key person.*

28. Technique of Sampling

To achieve a high level *of representativeness, the sample can be considered* representative of the population, do depends or determined by technique or how to take the sample. Basically there are only two types of sampling methods or techniques, namely (1). random or random sampling or *probability sampling* and (2). non-random or non-random sampling or *non-probability sampling.*

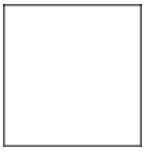
29. Data and Data Type

Data are forms of expression, words, numbers, symbols, and anything that provides information meaning, which need more process to carry on. Data must be measurable, in type size or scale: nominal, ordinal, intervals, or ratio. Data can originate from primary data source and/or secondary, namely:

- Data Primary, that is data which are obtained directly by researcher from respondents or informants (for example: data from respondents in the form of questionnaires).
- Data Secondary, is data which are obtained through secondary data. The second party which obtains the original data directly, for example: financial report data from the Stock Exchange Effect Indonesia, report BPS, report finance company, and etc.

30. Technique Data collection

Researchers explain the steps or processes in collecting data, such as through interviews, observations, documentation, or questionnaires. If researchers collect data using interviews, it is also necessary to explain who will be or will be used as informants. If data is collected through observation, what things are the focus of observation to obtain data? If data collection requires documentation, what documents are needed, and if a questionnaire is used, it is also necessary to explain who will be used as respondents. If the author designs his own research instrument, it is necessary to explain the theoretical construct referred to, details of the aspects, as well as the grid (*blue print)* of the items contained in the research instrument. In addition, the author must test and demonstrate level validity and reliability from tool measuring or instrument Which used in this research.



If the writer uses research instrument that is made by other person, so it is necessary to state who made the instrument, explain for what purpose the instrument was made, for what population instrument was tested. If the author modifies a research instrument, so it must be stated which part is modified.

31. Definition Operational Variables

For quantitative research, definition operational is explanation operationalization all variables included in the hypothesis. Operational definitions explain characteristics that can be observed in order to measure variables. Variable measurement is the determination of quantities, dimensions, or capacities, usually in terms of units of measurement. The author must provide meaning and explain the methods or steps in measuring these variables, including describing the indicators of the research measuring tools. Determining indicators for research measuring instruments must refer to the literature review described previously, and it is permissible to create your own measuring instrument if the measurement has never been used by the author before.

32. Data analysis

For quantitative research, this part contains of description about technique analysis data used (for example regression) along with the reasons for using the technique, according to the research objectives, hypothesis and type of research data. The statistical assumptions underlying the data analysis techniques used in research need to be stated explicitly. If in analysis data use help program computer, so it is necessary to mention the statistical program *software* used and its version (eg SPSS version 16).

In qualitative research, the author needs to explain in detail the steps he took after get data study, How measure data, until in getting the results of research data analysis. In this section, the author must pay attention to the consistency between the instruments used, the data obtained, and the interpretation or results of data analysis.

33. Exposure of Data Research Result

Data presentation is a description of data that is relevant to the topic that will be used as a research topic which is obtained from field during the study. For example for Quantitative research, it begins by explaining the general conditions of the research object. The object of research is the nature of the condition of an object, person or situation that is the center attention or target study. Characteristic circumstances intended can form characteristic, quantity and quality (objects, people and institutions), can be behavior, activities, opinions, views evaluation, attitude pros and cons or sympathy-antipathy, circumstances inner, and so on (for people), it could also be a process, and so on (for institutions).

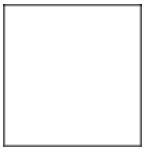
Then the researcher discusses the results of data analysis that has been obtained during the research which is used to answer problems, for example descriptive analysis. The results of descriptive analysis can be in the form of variable descriptions in the form of frequency distributions, tables, diagrams or graphs. Or it can also contain descriptions of variables in the form of averages and standard deviations or research hypotheses.

Next is a description of the results of assumption tests (for example tests of normality, linearity, hoteroscedasticity, multicollinearity, etc.) and the results of data analysis tests based on techniques of data analysis. When assumption classic is used, model must be discussed whether it is passes or not from the classical assumptions.

In results of analysis data test, writer can use table or chart to clarify the research results. The author must answer the question whether the research hypothesis is rejected or not based on the level of significance and explain what that means.

34. Discussion of the Results of the Study

This chapter describes in more depth about the results of research that has been carried out which is aimed at answering scientifically problems posed in the research problem. In this discussion section, the author needs to interpret and review the model or variables associated with the literature review and previous study which were summarized in review of related literature. Writers can also do interpretation and meaning to all data results study existing results from data analysis, including analyzing or reviewing research results with theory conventional and perspective Islam. Writer can also add other studies (which there is none in review of related literature, which is found based on results interaction



and observations) to support research results. So that the research results can provide broader experience and insight for both writers and readers. The author must also be able to put forward logical and critical arguments about the possibilities that influence the results of his research. Writers can utilize their knowledge about the description of the research object to put forward logical and critical arguments for the research results.

The connection is in the context of the discussion in Integration-based research is to make Islam as a paradigm in various scientific studies. As a paradigm, Islam (with the Koran and Sunnah) is a reference source for every scientific work. Of course, through this kind of understanding, the verses of the Qur'an and Hadith relating to science need to be elaborated scientifically according to the needs of scientific work according to the themes or concepts of science in each department. And Program Studies. In here, Islam (in Al-Qur'an and Hadith) is not just being a perspective, or as complement from scientific study and or the only one study that is separated from science with "attached verses," but it must be a bodyguard (inisiative ofscientific discussion) from every Work science, as referred to (see Chapter I, Section on Models for Writing an Integrated Thesis).

Several things that need to be considered when discussing quantitative research are:

- The author links the research results with a theory that has been built on a theoretical basis and hypothesis formulation
- The author explains that research results support or reject a theory or previous research results for rational reasons.

Meanwhile, for qualitative research, the author must be able to review the results of data analysis (the author's answer to the research focus) in a broader context. This section not only discusses the data obtained from the research object but also explains the results of the author's interactions and interviews with the research subjects, the results of the author's observations, and everything the author felt during the research. The author can also state review critical on results study based on partiality And values (*value*) Which embraced by writer. Writer Also can utilise his knowledge about the situation And condition study For put forward review critical on results study.

In this section, the author must really be able to differentiate between research results and his review of the research results.

35. Conclusion

The researcher concludes or provides a short, straightforward and firm statement from the research results which answer the problem of the research /focus that has been proposed by the researcher. In quantitative research that uses hypotheses, in this section the author explicitly states the answer to the research question stated in form statement which show reception or rejection of the proposed hypothesis. Other important matters related to the hypothesis can be listed briefly as long as these matters can enrich the research conclusions.

36. Suggestion

Suggestion made based on the research findings and considerations submitted by researchers to other parties using offer/recommendation that is expressed concretely/clearly, in detail and operationally, so that it is easy to implement and the benefits are felt by certain parties and certain scientific disciplines. This is a follow-up to the author's contribution to the development of theory and practice. Operationally, suggestions can be in the form of implications of research results, as well as suggestions for developing similar research in the future based on research weaknesses and limitations.

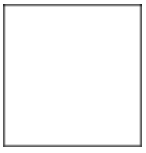
37. List of References

The bibliography must be written in accordance with this book (Chapter 6 point 7). This section contains all sources/references or literature referred to and quoted by the author (for example textbooks, journals, magazines, other research results, etc.), which are used in writing thesis. All sources mentioned in the text must listed in the Bibliography. Writing a bibliography can be seen in **Appendix A-19.**

38. Appendices

This section contains various kinds of information created and obtained during study.

In general, for example questionnaire study, document from research locations that are relevant to the research problem, as well as documentation of activities (photos). In quantitative research, attachments can be in the form of research data, validity test results and reliability, as well as results analysis data. For study qualitative can



equipped with an interview guide (if any), observations, field notes, interview and observation transcripts, and *informed consent* .

Besides, appendices required in thesis consists from: Biodata of theResearcher **(attachment A-22)**, Research certificate from the research site and Evidence of Consultation **(Attachment A-23).**

CHAPTER 6

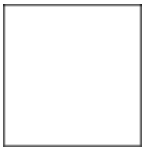
THESIS EXAMINATION

Thesis Exam is final formal academic stage in the process of writing thesis. The purpose of the thesis examination is to account for the contents of the thesis and the process during research by students to the board of examiners. The following are related to the implementation of the Thesis Examination.

6.1 Prerequisite of Thesis Exam

Student who can follow thesis exam are those who fulfil condition as follows:

1. Registered as student on semester walk moment exam held.
2. Programming Thesis on Card Plan Studies (KRS) on semester walk.
3. Have taken all course loads and passed with a minimum grade of 'C', which is proven by showing the original Study Result Card (KHS). when registering by including a photocopy.
4. Have taken and been declared to have passed the Research Methodology course (minimum B grade for the Accounting Department)
5. Fill out the thesis examination registration application form provided by the department's academic staff as proof of registration.
6. Attach training certificate SPSS or study to be verified, MYOB (for accounting majors), TOEFL certificate from a competent institution and recognized by the Department with a minimum score of 450, OPAK and OSJUR certificates, Integrative Islamic Studies Training certificate, and academic scientific activity certificates (minimum 2 certificates), such as TRAINING, Workshops, Seminars/public lectures related to their scientific field.
7. Has passed exam comprehensive
8. Index Performance Cumulative (GPA) minimum 2.50 (two coma five zero).
9. Period studies no more from 14 (four mercy) semester or 7 years.



10. The thesis that has been approved by the supervisor is reproduced in 4 (four) copies.

6.2 Board of Examiner of the Thesis

The implementation of the thesis examination involves a board of examiners who meet the following requirements :

1. The Board of Examiners consists of 3 (three) people, consisting of a chairman, secretary (supervisor), and main examiner.
2. The main examiner is an educational staff who has a minimum rank of Lector and has completed a master's degree, and if necessary, they can be promoted to a lower rank.
3. If an examiner or more is unable to carry out the test, the examiner must notify this no later than one day before the test is carried out to Head of Study Program and return the student's thesis. Based on technical considerations for carrying out the exam, the Head of the department can appoint a replacement examiner.

6.3 Registration of the Thesis examination :

1. After obtaining approval from the advisor which is marked by signing the thesis approval sheet (see **Appendix A-9),** students register to take the thesis examination by filling in the thesis examination registration form.
2. Students submit 4 (four) copies of a thesis that has been approved by the supervisor and ratified by the Head of the Department to the department's academic staff for distribution to the examining board.
3. Students submit proof of guidance control cards and other academic requirements determined by the department to the department's academic staff.

6.4. Implementation of Thesis examination

1. Implementation timetable Exam Thesis set by Chairman Major.
    a. For students majoring in Management, the thesis exam is scheduled by the Head of the Department in accordance with the academic calendar of the Management Department, Faculty of Economics, UIN Maulana Malik Ibrahim Malang.

b. For Accounting Department students, the thesis exam schedule is arranged by the students themselves with the approval of the supervisor and examining lecturer, facilitated by the department's academic staff to provide space for the thesis exam and determined by the Head of the Department.

2. The department's academic staff makes an invitation to the board of examiners according to the thesis examination schedule, which is ratified by the Head of the Department.
3. Duration implementation thesis examination is 60 minute.
4. When carrying out the thesis exam, students sign the minutes before the exam is carried out.
5. ***Performance*** **Participant Exam Thesis** : Student participant exam thesis must dress neatly and politely and wear an alma mater jacket.
   - For Men: White hem top with tie and dark colored trousers (black).
   - For Women : Superior hem colored white And subordinate skirt colored dark (black).
6. **Scope of Thesis Exam Material** : Scope exams are limited to thesis topic but it is also possible that the student's answer will expand the scope of the existing material.
   Specifically for the Accounting Department, a comprehensive exam is added including exam subjects related to the accounting profession, which are determined by the Head of the Accounting Department based on the development of the needs of the Accountant profession. This is determined or announced at least at the beginning of each semester.
7. During the exam, the board of examiner has the right to ask questions or suggest improvements to examinee, and note it down in the archive of in notes of implementation of the thesis examination .
8. The graduation results of the thesis exam participants will be announced by the department's academic staff maximum of 2 (two) days after the thesis exam is carried out.
9. Evaluation of thesis exam is arranged on further part in this chapter .
10. **For student who is unable to attend** in follow exam, possible due to the following conditions:

a. In the event that a student is unable to attend the thesis examination after the examination schedule has been determined, the student must notify the Head of the Department in writing with justifiable reasons.

   In these circumstances, the Head of Department cancels the exam and postpones it to another time/date. The students concerned are deemed to have never taken the exam. However, if they are unable to attend and do not notify and/or provide unacceptable reasons, then the student is deemed to have taken the exam with a score of 0 (zero) or failed/did not pass .

b. In the event that a student is unable to continue/continuing an exam that is in progress/being carried out, meaning that the person concerned has taken part of the exam, then:

   (1). If the reason is acceptable by the examiner like a sudden illness, then the thesis exam can be canceled or postponed depending on the student concerned regarding the timing, after consulting with the Head of the Department.

   (2). If the reason is unacceptable, such as leaving the exam room and not returning, then the examining board declares the student failed and is required to retake the thesis exam as soon as 1 month later.

11. The re-thesis examination is determined in section 7.5 Graduation and Completion of the Thesis Report below.

6.5. Evaluation of Thesis Exam

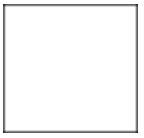
1. Evaluation of thesis exam covers 3 (three) elements, including:

a. Contents Thesis, with weight value 0- 40:

1) Background of the study and research problem
2) Review of Related Literature
3) Research Method
4) Analysis and discussion

b. Mastery Material, with weight value 0- 50:

1) Accuracy answer
2) Ability in delivery
3) Consistency



c. Technique of writing, with value weight 0-10 .

2. The scoring for each examining board is in the form of an accumulation of scores for the three elements of the thesis assessment, with the conversion of scores and graduation categories/predicates as follows:

Table 6.1 Mark And Predicate Graduation Exam Thesis

No	Mark	Letter	Predicate
1	85 – 100	A	Passed
2	75 – 84	B+	Passed
3	70 – 74	B	Passed
4	65 – 69	C+	Passed
5	60 – 64	C	Passed
6	55 – 59	D	No Passed
7	< 50	E	No passed

3. The final score for the thesis examination is the average score from the three examining boards, with the same weighting and conversion of scores as the marking provisions above.

6.6. Graduation and Completion of the Thesis Report

1. **Change of Thesis Title** : If during the Thesis Examination, the student is recommended by board examiner for changing thesis title, so students are required to report to the department's academic staff after the thesis exam or no later than 3 (three) days after thesis exam. Board of examiner also note the change in the title of the student's thesis in the notes column on the thesis examination assessment sheet.
2. Students who pass, namely those who get a grade of C (56 – 64) and above, can continue process revise the thesis with consultation with lecturer mentor until the thesis manuscript is signed by all the board of examiners as a sign of completion of the thesis writing.
3. For student who is not passed, that is which get mark D (41-55) or E (0-40), so student can do research again and or improve the contents of the thesis by consulting to the advisor, until approved for thesis exam by obeying the procedure of implementation of the

thesis exam.

4. For students who are declared not to have passed due to data errors, then the student can repair thesis by consulting it to the advisor and can request a re-examination 2 weeks after the first exam.
5. **Re-Thesis Exam** for student, both which caused by obstacle in all forms or due to failure to implement it, is limited to 2 times and depends on the remaining or limited exam period and/or the study period of the student concerned.
6. **The thesis report** which has been revised and signed by the entire board of examiners and approved by the Head of the Department (see **Attachment A-10) must be submitted to the department's academic staff in 2 (two) forms, namely:** *print-out* manuscript and *softcopy/file* . For *print-out* thesis manuscripts Must be bound in *hard cover* , in the following colors :

   For management majors: dark blue/navy blue For accounting majors: light green.

   For softcopy thesis */files,* they are collected on a CD-RW, which is identified by name and NIM, and contains all thesis *files* (thesis contents and attachments) and a summary of the thesis in Microsoft Word and PDF format.
7. Provision summary thesis is arranged on 8.6. Summary Thesis in low part .
8. The collection of thesis report manuscripts (both *hardcopy* and *softcopy*) is also accompanied by other administrative file requirements determined by each department, which include: passport photo, thesis exam participant identity form, thesis exam registration form, blank form for writing diplomas, participant identity form graduation, along with SPP receipts, graduation, gown, and Thesis Examination information from the department along with other requirements that have been provided by the department's academic staff (see **Appendix B-2**).
9. The next process is preparation of student’s following academic activity Judiciary and Graduation (which are arranged separately in outside this scope book guidelines). Student can receive technical information regarding registration of graduation participants online via SIAKAD from department academic staff.

6.7. Fraud

Cheating in the final exam, especially the thesis exam, is essentially cheating in the thesis writing itself.

Form fraud thesis is:

1. Statement that part of the thesis is quotation from certain sources, but it turned out not to be true.
2. Part or entirely Plagiarism Work.

   If cheating is discovered during the exam, the exam is canceled and the student is declared not to have passed and a re-examination is determined as soon as possible after 1 month after the exam is carried out. This situation is explicitly stated in the Examination Minutes. However, if the fraud is not discovered by anyone after the student is declared to have graduated, then the sanctions are handed over to/determined by the Rector based on the Dean's report.

6.8. Summary of the Thesis

The thesis summary is a more concise description of the contents of the thesis which is prepared in the form of an *executive summary.* A thesis summary must be submitted by students as a prerequisite of doing a thesis, as explained on 8.5 Graduation and Completion of the Thesis Report above. Summary of collected theses only in form *softcopy/ files* which is saved in the form of *softcopy/ files* saved in a CD together with other to be submitted to the department's academic staff. The requirement to make a thesis summary is an effort by the institution to fulfill the Letter of the Directorate General of Higher Education No. 152/E/T/2012 dated 27 January 2012 on the obligation to publish scientifically on journal scientific *online* for graduate of high education program Bachelor, Masters and Doctor start graduation after August 2012. Summary thesis can also be used by the Publishing, Publication and Islamic Economic Studies Unit at the Faculty of Economics for provision purposes script article results study for journal which published by Faculty of Economics at UIN Maulana Malik Ibrahim Malang.

Thesis summary form, for both quantitative and qualitative research, the integration of which can be seen in the example. The Thesis Summary Instructions are organized as follows:

1. Summary thesis typed with one half space except abstract (one space) on HVS A4 paper, 15 – 20 pages long, Book Antiqua font 11.
2. Systematics Summary Thesis consists of:
    a. Title (max. 14 words), Author's name (without title), Abstract (in English and Indonesian, max. 200 say, contains of objective method and research result), as well as key words .
    b. Substance study, consist of:
        1. Introduction: contains background, a little literature review, research objectives, hypothesis (if any), but these items are not listed explicitly in the sub-chapter
        2. Method
        3. Results and Discussion
        4. Conclusion And Suggestion
        5. References.

c. Conclusions and suggestions are written in regular paragraph and do not use bullet points 1,2,3...etc or a,b,c...etc.

d. Likewise with regard to introductory points, methods, results and discussion, everything is narrated in paragraph form and does not use points 1,2,3...etc or a,b,c...etc. in the discussion.

e. Conclusion not to mention the statistics (special for quantitative research).

f. Enclose biodata which consists of: complete name, institution, address and telephone number (if available), email, home address, cellphone/home telephone number

g. The bibliography is prepared by following the procedure as in the following example and is sorted alphabetically and chronologically.

Gumanti, Tatang Ari. (2002). Earnings Management in the Initial Share Offering on the Jakarta Stock Exchange. *Collection of Papers* . National Accounting Symposium V. p.124-148

Leonard, Barbara and Biberman, Jerry. (2007). Utilizing Multi-Dimensionality in the workplace: a meta study. *Managerial Finance* , Vol. 33, no. 12.

Suresmiathi, Ayu. (2007). *Elasticity of Expenditure and Demand for Food in the Region Bali* , http:// www. Litbang.Deptan.go.ig (downloadable date 5 July 2008).

Young, S. David, Steven, E. Bryne. (2001). *EVA and Value Based Management (A Practical Guide to Implementation)* . Translation by Lucy Wijaya. Jakarta: Salemba Empat.

CHAPTER 7

WRITING FORMAT

This section contains of instructions relating to techniques and procedures for writing a thesis which includes writing media (manuscript); typing; numbering; tables, lists, and figures; quotations, use of language, punctuation, writing names, writing sources, bibliography, and other things. System of writing the thesis is a must which must be fulfilled by students so that the resulting thesis report follows applicable scientific regulations.

7.1 Media Writing (Manuscript)

Media writing covers material and font size, cover material .

1. Material And size script

   The thesis manuscript is typed on white A4 HVS paper size (29.7 x 21.5 cm) weighing 80 grams and cannot be written back and forth.

2. Cover material

   Thesis cover is made from *buffalo* paper or similar kind strengthened with cardboard and covered in plastic (*hardcover*), while the proposal cover simply uses *buffalo paper* (*softcover*).

   - For Major Management: color dark blue/ blue navy.
   - For Major Accounting: color light green .

7.2 Typing Rule

Manuscript typing must be done by paying attention to the type of letters used, punctuation, spacing between lines, edges of the paper, filling a space or page, new paragraph or paragraph, beginning of sentence, title and subtitle, details below, setting chapters (titles) and sub-chapters (titles), typing numbers and units, symmetrical location, use italics , etc.

1. **Type, font size and spaces**

1). Word processor used is *MS Word,* so all part of the thesis (except the parts explained below) must be typed in *font Times New Romance* (*font size*) 12 *point* with distance 2 (two) spaces, and neatly typed (justify left and right – *justify*), except for:

(1). Title cover and chapter title use *Times New Romance Fonts Size* 14, and printed in bold *with* 1 (one) space.

(2). The abstract should be typed in 1 (one) space and should only be 1 (one) page with a word count ranging from 200-250.

(3). The bibliography is typed with 1 space and the distance between two sources is typed 2 spaces.

(4). For the thesis proposal manuscript, typed with 1.5 (one and a half) space.

(5).For Al-Koran and hadith (Arabic writing) with *fonts* type *Traditional Arabic* with font size 16 spaces 1.5 (one and a half).

2). Symbols, Greek letters, and other signs that cannot be typed must be neatly handwritten in black ink.

3). Italic letter (*italic*) is used for showing strange term. Including English and Arabic. *Bold* letters are used to emphasize certain terms and to write chapters and sub-chapters.

2. **Distance between line (*line spacing*)**

In general, the distance between lines of sentences is 2 (two) spaces except for direct quotations that are more than 5 lines long, the distance between lines of sentences is 1 (one) space. Especially for direct quotation, type them slightly indented with 6 (six) beats. On abstract, list References, title list of Tables and list of pictures, as well list of illustrations that exceed one line, the distance between lines is only one space.

3. **Typing limit (*margin*)**

Margin is part of the paper which is emptied on left, right, on, and lower side. The typing edge is measured from the edge of the paper as follows:

1). Typing limits are arranged as follows:

(1). Top edge (*top margin*) : 4 cm or 1.5 inches from top edge

(2). Bottom edge (*bottom margin*) : 3 cm or 1 inch from bottom edge

(3). Left edge (*left margins*) : 4 cm or 1.5 inch from edge left (including 1 cm for

binding)

Guidelines Writing Thesis

(4). Right edge (*right margin*) : 3 cm or 1 inches from the right edge

4. Number and units

1). Numbers are typed in numbers, for example 10 g, 20 cm (without dots), but especially the beginning of sentences must be written in letter. For example ten grams, ten centimeters, and so on.

When typed in a sentence, it is written as in the example below.

Example: Purchase 100 keris fruit by collectors Rp 500 million.

One hundred fruit keris has been sold by collector.

2). Decimal is marked with coma (,) no point (.).

Example: 53.20 kg instead 53.20 kg.

3). Units are expressed with the official abbreviation and end with no period (.).

Example: kg, m, cm, cal and so on

5. Paragraph or paragraph new

(1). Every new paragraph is typed indented (*indent*) and started on typing the 6th (sixth) character from the left edge or 1.5 cm.

(2). One paragraph consists of at least 2 (two) sentences and contains of the main idea. (3). New paragraph is done for new description which related directly or indirectly to the paragraph previously.

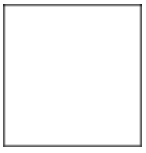
(4). The beginning of a new paragraph should be typed five or six beats from the left margin. On a page, the last paragraph should consist of: more than one line and it is not allowed to contain only one line. Likewise, new pages are not allowed to contain just one line from the previous paragraph.

6. Beginning of the Sentence

If numbers (numbers), units, symbols or chemical formulas is the beginning of a sentence, so it must be spelled out.

For example:

1). Five employees do administrative task in branch office Malang **No** 5 employee do task administrative in office branch Malang.



2). One supervisor supervises three operator persons.

7. Details to Lower

If in the manuscript there are details that must be arranged downwards, namely details that have nothing to do with the order of subchapters, then to avoid confusion by using numbers for chapters and subchapters, then we can choose to use sequential numbers with numbers or letters, as in the following example:

Characteristic of student who succeed and be happy is:

(1). Having academic achievement

(2). Having high motivation and so on.

Details that can be used are a, b, c, and so on, or (a), (b), (c), etc., or 1), 2), 3), etc., or (1), (2), (3), etc. The form chosen is free as long as it is consistent writing details in all over script thesis. Using hyphen (-) which is placed in front details, or other symbol example (*bullet*) or tick is not permitted.

8. Title

Title describes whole description content which is explained further.

1) Title chapter

Title chapter is written at center by using capital letter, without underscores and without ended by a dot (.) .

2) Subchapter title

Subchapter title is written from the edge in capital letter on every beginning of the words, except conjunctions, conjunctions and articles using lowercase.

Besides, subchapter title is not printed thick (*bold*), not ended by point. Example:

1.1 Objective and Significant of the Study

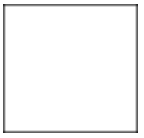
3) Smaller subchapter title (sub-subchapter)

Smaller subchapter title is written from edge with capital letter on every beginning of words, except conjunctions, conjunctions and articles use lowercase letters.

Sub-subchapter title is not printed thickly (*bold*), no ended by point.

Example: 1.1.1 Research Purposes

1.1.2 Benefits of Research



Smaller sub-chapter titles are written from the edge in capital letters, however only on beginning of the word only. Besides, the title is not printed in bold (*bold*) and does not end with a period. Example: 1.1.2.1 Benefits for the company

1.1.2.2 Benefit for writers

9. Arrangement of Chapter (Title) and Subchapter (Title) 1).

Writing conditions for each chapter:

(1). Each chapter is started on the new page, starting with Roman numerals according to the sequence number.

(2). Title chapter is typed with capital letter, bolded (*bold*), without underscore and does not end with a period

(3). The chapter title is placed on a new page, symmetrically in the middle, under the chapter number with 2 (two) spaces.

Example:

CHAPTER III

RESEARCH METHOD

(4). Final-page from a chapter at least contains of two sentence line .

(5). Distance between chapter title with text is 2 x 1.5 *line spacing*

(6). Displacement between chapter no need There is custom page inserts .

2). Writing techniques for each subchapter or subtitle:

(1). Subchapters are preceded by two numbers (ordinary numbers) in front of them, namely the chapter number and subchapter number according to their order.

(2). Sub-chapter is started from the edge (*margin*) left of the paper.

(3). All words on subchapter title are written with thick letter (*bold*), started with a capital letter at the beginning of each word (*title case, bold*), except for the conjunction and prefix, as well as without given line lower and not ended with point (.).

(4). Sub-Title which is more from two line written with one space.

(5). The first sentence after the subchapter begins with a new paragraph with three spaces .

Example Sub title:

4.1 Description General

3). Arrangement of Sub-Subchapter

(1). Sub-subchapter is preceded with three number (number normal) in front, namely chapter number, subchapter number and sub-subchapter number in accordance with their order.

(2). Typing sub-subchapter is started from left edge of paper. Sub-subchapters title start with a capital letter, do not end with a period and are not bolded.

(3). The first sentence after the sub-subchapter title is a new paragraph with three spaces.

Example Sub-Subtitle:

4.1.1 Geographical Condition of Bojonegoro Regency

4). Arrangement of Sub-Subchapter

(1). Sub-subchapters are preceded by four numbers (ordinary numbers) in front of them, namely chapter number, sub-chapter number, sub-sub-chapter number, sub-sub-chapter number in accordance with their order.

(2). Typing sub-sub-chapters starts from the left edge of the paper. Sub-sub-chapter titles begins with a capital letter, do not end with a period and are *not* bolded .

(3). The first sentence after the sub-sub-chapter title is a new paragraph with three spaces.

(4). Difference with sub subchapter just on the numbering just. Example of Sub-Sub Subtitle

4.1.1.1 Development agriculture in Bojonegoro Regency

7.3 Numbering

There are two types of numbering, namely page numbering and chapter and subchapter numbering.

1. Page numbering

Numbering and its placement is as following:

(1) Beginning part of the thesis

This section starts from the title page to the List of Attachments, namely the Foreword, Table of Contents, List of Tables, List of Figures, and List of Attachments are numbered with small Roman numerals (starting from numbers i, ii, iii and so on). Page number is placed in middle lower 1.5 cm from bottom edge of the paper.

(2) Core Part or the thesis content

The contents of the report start from CHAPTER 1 INTRODUCTION to CHAPTER 5 CLOSING are given number page with Arabic number (1, 2, 3, 4), and so on, which are placed at the top right of the page, except for pages with title chapter. Numbering for page which displays title chapter laid in the middle of the bottom of the page.

(3). End Part of thesis

References and Appendices are not given number page. But for appendices in the top left corner of the page, there is a description of the attachment. Writing the title of the attachment begins with a capital letter at the beginning of each word (*title case, bold*), and is bolded.

Example: **Attachment 1. Instruments Research** , and so on.

2. Numbering of chapter and subchapter

Numbering the chapter uses Roman number, whereas Subchapter and the following use Arabic numerals. Example:

CHAPTER I INTRODUCTION

1.1 Background Behind

1.1.1 Company History

And so on

7.4 Table and Images Presentation

Table and picture presentation must notice the following: 1).

Table

(1). Writing the table (or list) number is in the middle (*center*) above the table title/name, without ended with a period. Serial number and tables title are written in *capital letters* (capital) at the *beginning of each word* and in bold (*Bold*).

(2). Numbering the table depends on chapter by using Arabic numerals separated by dots (.). The numbers at the front indicate the chapter and at the back are the serial numbers for the table in that chapter.

Example:

Table 4.1 means the table is in Chapter 4 on the first sequence .

(3). Distance between number and table title with table is 1 space.

(4). Presentation of table is placed in 1 (One) page, however for tables presented on more than one page, the next page must be given *a header.*

(5). Data source on the table is written below the table position on the left edge with Times New Roman (*font*) size 10.

Based on the rule, it can be illustrated that the preparation a table of consumption per capita of basic food ingredients is as below.

Example:

Table 6.1
Consumption of Staple Food Per capita
Year 2006 – 2008

No	Staple Food	Consumption per Capita (kg/capita)		
		2006	2007	2008
1.	Rice	83.24	80.56	81.52
2.	Corn	75.68	53.82	50.37

Source: Manurung (2006:102)

2). **Picture**

(1). Image number is followed by image title, placed symmetrically (middle) in bottom of the picture, without ended with point. Picture and title image uses capital letters (capital) at the beginning of the word and is bolded (*bold*). The distance between the image and the image title is 1 (one) space down.

(2). Numbering picture is similar to the table, that is number in front shows Chapter and the one at the back is the serial number of the image in that chapter. Example: **Figure 6.1** This means that the image is in Chapter 6 in first place.

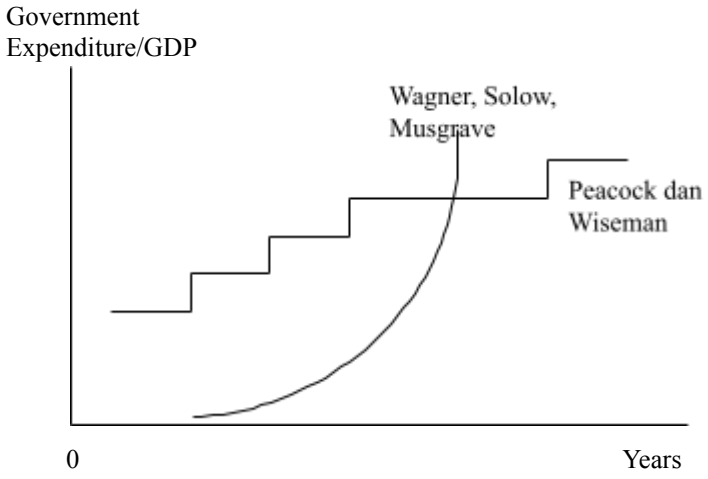
(3). The image must not be cropped. Images that are more than 1 (one) page can be folded and placed in the page order.

(4). Image captions are written in empty places in the image and not on other pages.

(5). Image source, consisting of source text and source name are placed at 1 (one) space directly below the image.

Based on provision above, can be illustrated in a picture. A Figure of the Government Expenditure Development Curve is as follows:

Figure 6 **.1**
Curve Development Government Expenditures



Source: Mangkoesoebroto (2001:175)

7.5 Quotation

In writing quotation must notice the following points:

1. **Direct quotation** that is quotation which must be written exactly the same with the original source, both languages as well as the spelling. Long quotation less than 5 (five) line is written in normal text with double spaced by using quotation mark at the beginning and end of the quoted sentence.

   Example:

   Soebroto (1990:123) concludes "There is tight relationship between socio-economic factor with learning progress".

   Conclusion of the study is "There is tight relationship between socio-economic factor with learning progress" (Soebroto, 1990: 123).

2. **Partial quotations** , for quotations that are too long can be taken in part by marking them with dots, such as: "... basically motivation is an impulse of the soul For do something work" or "…on base motivation That is a drive of the soul…" or "motivation is a drive of the soul…".

3. **Indirect quotations** are quotations that do not have to be exactly the same as the original. Quoter only takes principal thought and source which is quoted in sentence compiled by himself, generally written in 2 (two) spaces.

   Example: "A sharia bank is a bank which in its operations uses Islamic sharia principles (Antonio, 2000:20)" or According to Antonio (2000:20) “bank Sharia is something bank Which in the operation use principles of Islamic sharia”.

4. **Quotes of the author's opinion listed in other literature** , for example: Sucipto (2005) *in* Fahruddin (2006:45) stated...

   Or Principle marketing is ….. (Kotler, 1190 *in* Sani, 2004:34).

5. **Quotations that** are 5 (five) lines or more in length, are typed with 1 (one) space with 4 (four) characters left blank.

   Example:

   Brown (2008:276) interesting conclusion as following:

   > Grouping and analyzing into parts is a thinking process nature general. Classification common done with disclose complex things or ideas into their components. The results of the elaboration are arranged coherently according to a systematic structuring technique. The correct classification can be traced from the arrangement of the results of the two activities.

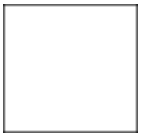
6. **In-text citations** states the author's last (last) name, year, and page number.

   Example :

   1) One source quote with one writer written (David,
      1997:25)
   2) One source quote with two writer written
      (William and Anderson, 1998:13)
   3) One source quote with more from two writer written
      (William et al., 1999:5)

      For source from literature language foreign, written

      (William et al., 1999:5)
   4) Two source quote with the same writer is written
      (William, 1997:78, 1998:30),
   5) If the same year publication, so it is written like:



(William, 1998a:32, 1998b:45)

6) The source of the quotation from an institution should mention the relevant abbreviation or acronym such as:
(BPS, 2000:10)

7) Name of the author is integrated text, example:
Salimin (2007:13) concludes that student year third it turns out more better than fourth year students.

7.6 Language

The Faculty of Economics, State Islamic University of Malang provides freedom of choice use language in writing thesis. Thesis can be written with besides Indonesian, namely English or Arabic. Even to support the realization of the bilingual tradition, then for students who are interested in writing a thesis in English or Arabic, the faculty will provide supervisors who specifically guide language, in order to make things easier for students.

Generally, for writing thesis which uses Indonesian, the students must not use everyday language, but must comply with the Enhanced Spelling rules (EYD), taking into account the rules that have been refined as follows :

1. The sentence cannot display person first or second person (me, me, we, we, you and etc), but arranged in **passive** form. Except in expressing thanking in Foreword, I can replaced with the writer.
2. The terms used are Indonesian terms or those that have been Indonesianized, right? If you have to use foreign terms, you must use ***italics*** .
3. Use of conjunction, prefix, suffix and appropriate punctuation. Conjunctions are not permitted to be written at the beginning of a sentence.
4. Punctuation
   Punctuation marks, namely period (.), comma (,), semicolon (;) and colon (:) must be used carefully. The use of a period to end a sentence or numbering, the next typing takes a distance of two indents (beats), whereas after the punctuation mark comma (,), semicolon (;) and colon (:), the next typing only takes a distance of one indent.

Writing punctuation follows rule spelling which Correct (Which perfected). Here are some important rules to pay attention to.

1) Full stop (.), colon (:), question mark (?), and percent (%) is typed close to the word that precedes it.

No standard	**Standard**
Sample is taken randomly .	Sample is taken in a way random.
Data analyzed , with technique	Data analyzed, with technique
… as following :	… as following:
Is that true ?	Is that true?
The amount around 20 %	The amount around 20%

2) Quotation marks ("…") and brackets ( ) are typed close together with the letters of the word or phrase being enclosed.

No standard	**Standard**
The four groups are "equivalent".	Fourth group "worth it".
Standard test (*standardized*)	Standard test (*standardized*)

3) Hyphens (-) and slashes (/) are typed tightly with the letters that precede and follow them

No standard	**Standard**
No convoluted – convoluted	No convoluted _
On 1968 – 1970	On 1968–1970 _
He not / have not confessed	He not/haven't confessed

4) Equal sign (=), greater (>), less (<), addition (+), subtraction (-), multiplication (x), and distribution (:), typed with one space before and after

No standard **Standard** p=0.05

p = 0.05

p>0.01 p > 0.01

p<0.05

p < 0.05

a+b=ca + b = ca:b=d

a : b = d

5) The divider (:) which is used to separate the year of publication from the page number in the reference is typed closely with the numbers that precede and follow it.

Guidelines Writing Thesis

Example:

(1). Sadtono (1980:10)

(2). (Soebroto, 1990:123)

6) Title of scholarship and other title cannot be included in writing names, except in forewords and/or thanks, supervisors and examiners as well as approval by authorized officials.

7.7 List of References

Writing a bibliography adheres to an internationally applicable system, namely *the American Psychological Association* (APA) model. Library sources can be written in *alphabetical order* according to name of the author and no need to use number (example see **attachment A-19**).

A. PRINTED SOURCES

1. Book with an author

Last Name, First Name and Middle Name. (publication Year). *Book Title*. City (includes country, province, or district if city is not known): Publisher.

In text : (Author, year of publication: page).

Example:

Zubir, Zalmi. (2011). *Management Portfolio Implementation in Investment Share* . Jakarta: Salemba Empat *In the text* : (Zalmi, 2011: 201).

2. Book with two authors

Last name, first name and middle name first author, Last name, first name and name middle second author. (year rise). *Title book.* City (including country, province or district if city is not known}: Publisher.

In text : (Author I & Author II, publication Year: page).

Example:

Chapra, m Umar., Ahmed, Habib. (2008). *Corporate Governance* . Jakarta: Literary Earth .

In text : (Chapra & Ahmed, 2008: 63).

3. Book with Three Writer

Last name, first name and middle name of first author, last name, first name and middle name of second author, last name, first name and middle name

third author. (publication Year). *Book title.* City (including country, province or district if city is not known}: Publisher.

In text: (Author I, Author II & Author III, year published: page).

Example :

Triandaru, T. Sigit., Santoso, Totok Budi., Susilo, Y. Sri. (2000). *Banks and Institutions Other Finance* . Jakarta: Salemba Empat.

In text : (Triandaru, Santoso, Susilo, 2000: 25)

4. Second Edition Book or Other

(**Example of two authors**)

Last name, first name and second name of the first author, & Last name, first name and second name of the second author. (publication Year). *Book title* (xth ed.). City (including country, province or district if city is not known}: Publisher.

In text : (Last name first author & second, year published: page).

Example:

Baker, Richard E., & Kinney, Michael R. (2010). *Accountancy Cost: Base and Development* (vol. 2, 7th cet.). Jakarta: Salemba Empat.

In text : (Baker & Kinney, 2010: 120).

5. Translated Books

Literature in the form of translated textbooks must be described as a translation. Both titles can be displayed, both the text title in the original language and the title in the translated language with the name of the translator accompanied by the year; or just write the title of the translated book with a description of the translation accompanied by the name of the translator and year.

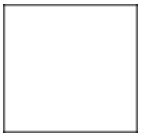
Example:

Robbins, Stephen P. (2003). *Organizational Behavior* , Tenth Edition, Pearson Education, Inc., New Jersey. Molan, Benyamin (translator, 2006). *Organizational behavior.* First Edition. Jakarta: PT. INDEX Kelompok GRAMEDIA.

Or

Ary, Jacobs & Razavieh. (2000). *Pengantar Penelitian Pendidikan*, Translated by Arif Furchan. (2002). Surabaya: Usaha Nasional.

6. Article in Journal



(Example two author)

Last name, first name and second name of the first author, & Last name, first name and second name of the second author. (publication Year). Article title. *Journal name, volume* (issue/number), start page – end page of the entire article. *In text* : (last name of first author & last name of second author, year of publication: page).

Example :

Olson, Dennis., Zoubi, Taisier A. (2008). Using accounting ratios to distinguish between Islamic and conventional banks in the GCC region. *The International Journal of Accounting* , 43(1), 45–65. *In text:* (Olson & Zoubi, 2008: 60).

7. References in the form of Thesis, Thesis and Dissertation

The author's name is written first. followed by the year listed on the cover. The title of the thesis, thesis or dissertation is written in bold letters followed by the type of final assignment with a statement not published. name of the faculty as well as name college and name city. **Example:**

Fahrudin, Ahmad. (1999). **Financial Report Appraisal Techniques as a Basis for Taking Working Capital Credit** , *Thesis* (unpublished) . Faculty of Economics, UIN Maulana Malik Ibrahim, Malang.

8. References form proceedings (gathering some papers)

Name of the author of the paper, year of publication, title of the paper, name of the editor, title of proceedings, name of the publisher, city of the publisher and page number where the article is quoted.

Example :

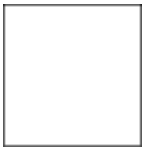
Zagory, DD and AA Kader (1989). Long Term Storage of Early Gold and Shinko Asian Pears in Low Oxygen Atmospheres in JK, Fellman (ed), *Proceedings* . Fifth Intl. Controlled Atmospheres Res. Conf., Wenatchee, Wash. p. 44- 47.

9. Article in a Magazine

(Example One author)

Author's last name, first initial. middle name (year, month {date of publication}). Article title. *Magazine name* , *volume*, start and end pages of all articles.

In text: (Author, year publication: page).



Example:

Frendy. (August 15 2009). Efficient Market Hypothesis vs Behavioral Finance. *Magazine Accountancy Indonesia* , 19, 26- 28.

In text: (Frensidy, 2009: 27).

10. Newspaper Articles

(Example For One person author)

Author's last name, first initial. middle initial (year, month {date of publication }). Title article. *Name Letter News* , page beginning – page end of the entire article.

In text: (Author, year publication).

Example:

Sahidah, Ahmad. (3 April 2012). Menagih Janji Intelektual. *Java Post* , p.4-5 *In text:* (Sahidah, 2012: 4).

11. Articles/Writings Letter News, No There is Author.

Title article. (Year, Month, Date {date publication}). *Name Letter News* , starting page – the final page of the entire article.

In text: ("Article Title {can shortened}," year published: page).

Example:

Business Strategy: Price No Factor Determinant Which Main. (13 January 2013). *Compass* , p.5- 6

In text: ("Business Strategy," 2013: 5).

B. ELECTRONIC RESOURCES

***1. Online* Encyclopedia Article**

(Example One author)

Author's last name, first name and second name. (Year published). Article title. *Title/Name of Reference Work* . Date, month and year obtained {date obtained from the Web}, from URL

In text: (Author, year published).

Example:

Horwitz, Stever. (2006). *Hoover's Economic Policies* . The Concise Encyclopedia of Economics. Retrieved January 5 , 2012 from

http://econlib.org/library/Enc/HooversEconomicPolicies.html *In text:* (Horwitz, 2012).

2. Article *Online* Encyclopedia, No There is Name author

Title article. (Year published). *Title/ Name work reference* . Date, month and year taken {date taken from Web}, from URL

In text: ("Article Title," year published).

Example:

Hoover's Economics Policies (2006).nThe Concise Encyclopedia of Economics. Retrieved January 5 , 2012 from http://econlib.org/library/Enc/HooversEconomiPolicies.html

In text: (" *Hoover's Economics Policies* ," 2012).

3. Article in DVD or Encyclopedia CD ROM (An author's example)

Author's last name, first name and second name (year published). Article title. *Title/Name of the reference work* [DVD {or CD-ROM}]. City {includes country, province, or village if city is not known}: Publisher.

In text: (Author, year publication).

Example:

Hart, J. (2006). Water pollution. *Microsoft Students 2007* [DVD] . Redmond, WA: Microsoft Corporation.

In text: (Hart, 2006).

4. Article in DVD or Encyclopedia CD-ROM, There is no writer

Article title. (Year published). *Title/Name of Reference Work* [DVD {or CDROM}].

City {includes countries, provinces, or villages If city unknown}: Publisher.

In text: ("Article Title," year published).

Example:

Common cold. (2006). *Microsoft Students 2007* [DVD] . Redmond, WA: Microsoft Corporation.

In text: ("Common Cold," 2006).

5. **Article *Online* Journal**

(Example five authors)

Author's last name, first name and second name I, II, III, & IV. (Year published). Article Title. *Journal title* , *volume* (issue), starting page from whole article {If available}. Date, month And year taken

{date taken from Web}, from URLs

In text: (Author1, Author 2, Author 3, & Author 4, year published).

Example:

Ghouls, S. El., Guedhami, Omrane., Kwok, Chuck CY, & Mishra, Dev. R. (2011) Does Corporate Social Responsibility Affect The Cost Of Capital? Journal of Banking & Finance, 35(9), 2380-2406. Retrieved March 12, 2011 from http://responsiblebusiness.haas.berkeley.edu/documents/Moskowitz_2011_CSR_Cost_of_Capital.pdf

In text: (Ghouls, Guedhami, Kwok, Mishra, 2011: 2385)

6. **Article *Online* Magazine**

(Example an author)

Last name author, name beginning and name second (date, month, year {publication date}). Article title. *Magazine name* , *volume* . Date, month and year are taken

{date taken from Web}, from URL *In text:*

(Author, year published).

Example:

Wulandari, Etty R. (December 2007). Capital Markets and Accountants. Indonesian Accounting Magazine , . Retrieved January 30 , 2008 from http://www.iaiglobal.or.id/data/reFER/ai_edisi_04.pdf *In text:* (Wulandari, 2007).

7. **Article Letter News *On line***

(Example an author)

Last name author, name beginning and name second. (date, month and year {publication date}). Title Article. *Name News* .

Date, month and year obtained

{date obtained fromWeb}, from URL *In text:* (Author, year

published).

Example:

Ulum, Miftahul. (16 April 2013). *MINISTER OF FINANCE: Liquidity LPS Will Strengthened* . Indonesian Business . Retrieved April 17 2013 from http://www.bisnis.com/menkeu - liquidity - lps - will - be strengthened .

In text: (Ulum, 2013).

8. Document Government *On line* , No There is Author

Government agencies. (Year published). *Publication Name* . (starting page ending page of a particular reference {or page number if referencing a single page}). City {cover country, province or village If city No known}: Publisher {If available}. Date, month And year obtained {date obtained from Web}, from the URL

Or

Institution Government. (Year published). *Name Publications* . City {cover country, province or village If city No known}: Publisher {If available}. Date, month and year obtained {date obtained from Web}, from URL *In text:* (Government Agency, year published).

Example:

Body Center Statistics. (2012). *Statistics Indonesia 2012* (pp. 10). Jakarta. Retrieved February 12, 2013 from http://www.bps.go.id/publications/publikasi.php

Or

Central Bureau of Statistics. (2012). *Indonesian Statistics 2012* (pp. 10-20). Jakarta. Retrieved February 12, 2013 from http://www.bps.go.id/publications/publikasi.php *In text:* (Central Statistics Agency, 2012).

9. Source from Internet which there is not name of the author.

Name web, date, month And year obtained {date obtained from Web}, from URLs

In text: (address website).

Example:

http://www.bapepam.go.id/ , accessed December 14 , 2009, from http://select.nytimes.com/gst/abstract.html?res=F70F16FC345A0C7A8DDDA

D0894D

In text : (http://www.bapepam.go.id/)

10. **Notes:** Special Wikipedia No allowed become source or reference

7.8 Guidelines of Transliteration

Principally transliteration of Arabic to Indonesia which are used in writing refers to guidelines of transliteration of Arabic-Latin results decision together Minister Religion Republic of Indonesia and Minister of Education and Culture of the Republic of Indonesia in 1987, Number: 0543 b/U/1987, as following:

1. Consonant

Arab	Ind.	Arab	Ind. ض
`	=	ء	= dh

ب = b ط = th ت = t ظ = zh ث = ts ج ' = ع = j غ = gh
ح = h̲ ف = f خ = kh ق = q د = d ك = k ذ = dz ل = l ر
ص h = هـ sy = ش w = و s = س n = ن z = ز m = م r =
= sh ي = y

2. Vocals

a. Vocals single (monophthong) - ـَ : a , ـِ : i

u : - ـُ

b. Vocals double

(diphthong) ـِ ي ـَ: vv

ew : ـَ و

c. Long vowel (*madd*) ا ـَ :
â, Â – , ي : î, Î

E û, : ـُ و

d. *Yes* ` Nib a h ي : *Yes* ` ratio in end

say = y, like: *Islamiy* .

ي : *Yes*` the ratio is not at the end word = yy, like: *Islamiyyah* .

3. Ta` Marbuthah) ة (

As for transliteration to say (*al-kalimah*) which ended with *ta' marbuthah*) ة (done in two forms according to its function, namely with or "h".

4. Abbreviation

Cet. : Print
Ed. : Editor
Eds. : editors
H. : Hijriyah
L. : Volume or Juz
M : born
L. : AD
Saw. : *Shallallâhu 'alayhi wa sallam*
SWT. : *Sub h ânahû wa ta'âl* â td :
No published
n.dt. : without data (place, publisher, And year
publication) t.tp. : without place (city, state, or country)
n.p. : without Name
publisher t.th. :
without
year Vol. :
Volume w. :
died

5. Writing

Writing say بن And ابن is ibn or Ibn.
Writing ال is al- or Al- (without distinguish it when meet with letter *Shamsiyah* or *Qamariyah*).

Writing القرآن is Al-Qur'an.

Allah SWT. said in in Al-Qur'an in a letter Al-An'am/ 6 : 95, namely:

ذٰلِكُ ' مِ تٰ يِّ ' مِ يَ تَوُ جْ الْ ' مِ نَ ـِ يٌّ خْ جُ الْ ىٰطٰ ا

ر ح الْ مْ خِ ر

نَ ـ اْ

ل َ ح

م
ا
لّٰ
ل ُ
ه ٰط

إِنَّ قَا ْ ُ ِ ٱ والنَّ َ
ٱلَّ لَ ل َ ح و
ه َ فا ِ ل

فأَنَّ َ ى ُ ت ْ ؤ َ ف ا كو َ نُ

" *In fact Allah grow plants item and fruits seed. He took out which life from which dead and emit which dead from which life. (Which own properties) thereby is Allah, So why you still turn away"* (Qs. al-An'am/ 6 : 95).

7.9 Plagiarism

Plagiarism is plagiarism or taking essays, opinions, etc. from other people and making them appear to be your own essays and opinions. Plagiarism can be considered a criminal offense for stealing another's copyright. In the world of education, actors of plagiarism can get heavy punishment like issued from school/university. The perpetrator of plagiarism is called a plagiarist.

Which classified as plagiarism is:

1. Using someone else's writing in a raw manner, without giving clear signs (for example: by using quotation marks or different paragraph blocks) that the text is taken exactly from another writing.

2. Take idea person other without give annotation Which Enough about the source.

Felicia Utoro et al (2007) classify things following as action plagiarism:

1. confess writing person other as writing alone,
2. confess idea others as thinking alone,
3. confess findings person other as possession alone,
4. confess work group as possession or own results ,
5. serve writing which are similar but different chances without mentioning its origins,
6. summarize and paraphrase (indirect quote) without mentioning the source, and
7. summarize and paraphrase by mentioning the source, but the series of sentences and word choices are still too similar with the source.

Things who does not classified as plagiarism:

1. use information which in the form of general fact.
2. Re-write (by changing sentence or paraphrase) other person opinion by providing clear sources.
3. Quote sufficiently from other people's writings by clearly marking the boundaries of the quotation section and writing down the source.

Plagiarism in literature occurs when someone claims or gives the impression that he is the original author of a manuscript written by someone else, or takes material from someone else's writing or work or his own work (*swaplagiarism*) in whole or in part, without providing a source.

Besides as normal plagiarism, *swaplagiarism* also often happens in academic world. Swaplagiarism is the reuse of part or all of an author's own work without providing the original source.

APPENDICES

Attachment A-1: Example Outline Proposals

FORM OF SUBMISSION OUTLINE TITLE OF RESEARCH PROPOSAL
(Thesis)
FACULTY OF ECONOMY
STATE ISLAM UNIVERSITY MAULANA MALIK IBRAHIM MALANG

NAME : .....

NIM : .....

MAJOR : .....

CONCENTRATION/

FIELD OF STUDY : .....

1. **Title**

   ....
   ....

   ....

2. **Background of the Study (Description of Motivation/Reason of Study)**

   ....
   ....

   ....
   ....

   ....

3. **Formulating Problem**

   ....
   ....

   ....
   ....

   ....
   ....

4. **Previous Study (Title, Researcher Name and Year)**

   ....

5. **Theory and Sub-sub Theory used (Whose Theory And About what)**

   ....
   ....

   ....
   ....

   ....

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.....

6. Contribution of the Study

....
.....

....
.....

....
.....

7. Location and Research Object

....
.....

....
.....

8. Method/ Instrumentation

....
.....

....
.....

....
.....

9. Proposal of Advisor

1. ....
2. ....

Notes (filled in by UP2M)

....
.....

Research and Community Service Units (UP2M)
Chairman

(…….)

Attachment A-2: Example of Page Cover/ Front Cover of Thesis Proposals *[size: 11]*

THESIS PROPOSAL

[HR Times New Roman 16]

ANALYSIS IMPLEMENTATION DISCIPLINE WORK IN IMPROVING EFFORTS PERFORMANCE WORK EMPLOYEE ON PT. PLN MALANG

[HR Times New Roman 14]



Diameter 5 cm

O le h

SAPHIRA MAHARANI
NIM : 2008510012

[HR Times New Roman 14]

[HR Times New Roman 14]

MAJOR MANAGEMENT FACULTY
ECONOMICS OF MAULANA MALIK IBRAHIM
STATE ISLAMIC UNIVERSITY (UIN) MALANG
2020

Attachment A-3: Example Page Cover In Thesis proposal

THESIS PROPOSAL

[HR Times New Romance 16]

ANALYSIS IMPLEMENTATION DISCIPLINE WORK IN IMPROVING EFFORTS PERFORMANCE WORK EMPLOYEE ON PT. PLN MALANG

[HR Times New Romance 14]

Proposed for Thesis Research on Faculty of
Economics, State Islamic University (UIN)
Maulana Malik Ibrahim Poor
[HR Times New Romance 12]



Diameter 5 cm

O le h

SAPHIRA MAHARANI
NIM: 2008510012

[HR Times New Roman 14]

[HR Times New Roman 14]

MAJOR OF MANAGEMENT FACULTY OF ECONOMICS OF MAULANA MALIK IBRAHIM STATE ISLAMIC UNIVERSITY (UIN) MALANG
2020

Attachment A-4a: Example Page Agreement of Thesis Proposals

AGREEMENT SHEET

[HR Times New Roman 14]

ANALYSIS IMPLEMENTATION DISCIPLINE WORK IN IMPROVING EFFORTS PERFORMANCE WORK EMPLOYEE ON PT. PLN MALANG

[HR Times New Roman 14]

O l e h

SAVIRA MAHARANI
NIM : 2008510012
[HR Times New Roman 14]

[HR Times New Roman 12]
Has Approved on date 1 June 2020

Advisor,

Dr. HA. Muhtadi Ridwan, M.A NIP
19550302 198703 1 001

Know :

Head of Study Program,

Name of Head of Study Program with title
NIP 123456789

Attachment A-4b: Submission Form of Proposals Seminar

MINISTRY OF RELIGION
STATE ISLAMIC UNIVERSITY MAULANA MALIK IBRAHIM MALANG
FACULTY OF ECONOMICS
Gajayana 50 Malang, Telep/Fax. (0341) 558881, 551354 Pswt 126
http://www.feuinmlg.ac.id ; e-mail: feuinmlg@yahoo.co.id

SUBMISSION OF SEMINAR PROPOSAL

I sign at the bottom of this paper, Submission for student proposal seminar:

Name : ....

NIM : ....

Herewith submit seminar proposals, which be held on :

Day : .....
.....

Date : .....
.....

O'clock : .....
.....

Place : .....
.....

So please Study Program process seminar proposal in accordance with timetable above with the approval of the following testing team:

No	Name	Position Team Examiner	Approval Date	Signature
1		Advisor / Secretary		1.
2		Chair of Examiner		2.
3		Main Examiner		3.

Thereby, for good attention and cooperation, I Thank You.

student,

NIM

Approve
Advisor,

NIP

Knowing the
Head of
Study
Program

NIP

Attachment A-5 : Format of Thesis Proposals Systematics

Cover covers front (Look attachment 1)
Cover title in (Look attachment 2)
Consent sheet (see attachment 3)

CHAPTER I. Introduction

1.5. Background of the Study

1.6. Formulation Problem

1.7. Objective Study

1.8. Significant of the Study

1.9. Limitation of the study (If there is)

CHAPTER II. LITERATURE REVIEW

2.5. Relevant Previous study

2.6. Theoretical study (*remark: can be developed independently in accordance with need study theory supporting and relevant including Islamic perspective studies*)

2.7. Conceptual Framework (For study quantitative) or Thinking Framework (For study Qualitative)

2.8. Hypothesis (For *study quantitative, If There is*)

CHAPTER III. RESEARCH METHOD

3.9 Type and Approach Study

3.10 Location of the Study

3.11 Population and Sample (*Study Quantitative*) or Subject Study (*Study Qualitative*)

3.12 Technique of Taking Sample (*Study quantitative*)

3.13 Data and Type Data

3.14 Technique of Data Collection

3.15 Definition of Operational Variable (study quantitative)

3.16 Data Analysis

LIST REFERENCES (Look **Attachment A- 19**)

Attachment A-6: Example Page of Validity Sheet of Proposal Seminar

VALIDITY SHEET OF THESIS PROPOSAL SEMINAR
[HR Times New Roman 12]
ANALYSIS OF IMPLEMENTATION DISCIPLINE WORK IN EFFORT TO INCREASE EMPLOYEE ACHIEVEMENT ON PT. PLN MALANG

O l e h

SAPHIRA MAHARANI
NIM : 2008510012

[HR Times New Roman 12]
Has seminar 1 July 2020

Arrangement Board of Examiners		**Signature**
1. Examiner I **Ahmad Fahrudin A, S.E., MM., Ak.** NIP 19741122 199903 1 001	:	( )
2. Examiner II **Dr. H. Muhammad Djakfar, SH., M.Ag.** NIP 19490929 198103 1 004	:	( )
3. Examiner III (Advisor) **Dr. HA. Muhtadi Ridwan, MA** NIP 19550302 198703 1 001	:	( )

[HR Times New Roman 12] Know
:
Head of Study Program,

Name of Head of Study Program with title
NIP 123456789

Attachment A-7 : Example Page Cover/ Cover Front Thesis

[size: 14]

ANALYSIS OF THE IMPLEMENTATION OF WORK DISCIPLINE IN AN EFFORT TO IMPROVE PERFORMANCE WORK EMPLOYEE ON PT. PLN (PERSERO) MALANG

[size: 16]

THESIS



[size:14]

By

SAPHIRA

MAHARANI

NIM : 2008510012

[size:14]

MANAGEMENT DEPARTMENT FACULTY OF ECONOMY

STATE ISLAMIC UNIVERSITY (UIN) MAULANA MALIK IBRAHIM MALANG 2020

Attachment A

-8 : Example Page Cover In Thesis

[size: 14]

ANALYSIS OF THE IMPLEMENTATION OF WORK DISCIPLINE IN AN EFFORT TO IMPROVE PERFORMANCE WORK EMPLOYEE ON PT. PLN (PERSERO) MALANG

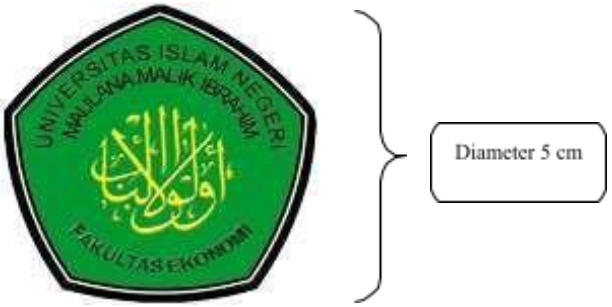
[size: 16]

THESIS

[size: 12]

Filed To:

State Islamic University (UIN) Maulana Malik Ibrahim Malang to Fulfill One of the Requirements for Obtaining a Bachelor of Economics (SE) Degree



[size:14]

By SAPHIRA MAHARANI

NIM : 2008510012

[size:14]

MANAGEMENT DEPARTMENT FACULTY OF ECONOMY STATE ISLAMIC UNIVERSITY (UIN) MAULANA MALIK IBRAHIM MALANG 2020

Attachment A

-9: Example Page Agreement

[size:14]

VALIDATION SHEET

ANALYSIS OF THE IMPLEMENTATION OF WORK DISCIPLINE IN AN EFFORT TO IMPROVE PERFORMANCE WORK EMPLOYEE ON PT. PLN (PERSERO) MALANG

THESIS

By

SAFIRA MAHARANI
NIM : 2008510012

[size:12]

Has Approved June 2 2020
Supervisor,

Dr. HA. Muhtadi Ridwan, M.A
NIP. 19550302 198703 1 001

Know:
Head of Study program,

Dr. Ahmad Sani Supriyanto, S.E. M.Si
NIP. 19720212200312 1 003

Attachment A

-10: Example Endorsement page

[size:14]

VALIDATION SHEET

ANALYSIS OF THE IMPLEMENTATION OF WORK DISCIPLINE IN AN EFFORT TO IMPROVE PERFORMANCE WORK EMPLOYEE ON PT. PLN (PERSERO) MALANG

THESIS

By SAFIRA
MAHARANI
NIM : 2008510012

[size:12]

Has Maintained in Front of Board Examiner
And Accepted As One of Requirements for Obtaining a Bachelor's Degree in Economics (SE)
On 10 July 2012

Arrangement Board Examiner

1. Chairman
   Dr. Ahmad Sani Supriyanto, SE, M.Sc
   NIP. 19720212200312 1003 ( )

2. Supervisor /Secretary
   Dr. HA. Muhtadi Ridwan, MA
   NIP. 19550302 198703 1 001 ( )

3. Main Examiner
   Dr. Hj. Ilfi Nurdiana, S.Ag., M.Sc
   NIP. 19711108 199803 2 002 ( )

Validated by:
Head of Study program,

Dr. Ahmad Sani Supriyanto, S.E. M.Sc
NIP. 19720212200312 1 003

Attachment A

-11: Example Sheet of Thesis Originality Statement

[size: 14]

LETTER OF STATEMENT

[size:12]

Sign at the bottom of this page:

Name	: Safira Maharani
NIM	2008510012
Faculty/Department	: Economics/Management

states that the " **thesis** " I wrote to fulfill the graduation requirements in the Department of Management, Faculty of Economics, State Islamic University (UIN) Maulana Malik Ibrahim Malang, is entitled:

ANALYSIS IMPLEMENTATION DISCIPLINE WORK IN EFFORT INCREASE PERFORMANCE WORK EMPLOYEE ON PT. PLN (PERSERO) MALANG is work results I alone, not a " **duplication** " of someone else's work.

Furthermore if in next day There is " **claim** " from other party, not the responsibility of my Advisor and/or the Faculty of Economics, but it is my own responsibility.

Thereby I wrote This letter of statement without coercion from anybody.

Malang, 2 July 2020

Sincerely,

signature

materai 6.000

Safira Maharani

NIM : 2008510012

Attachment A-12: Example Page Say Introduction

[size: 14]

FOREWORD _

2 x 1.5 line spacing

[size: 12]

All praise be to Allah SWT, Because of His grace and His guidance this thesis can be completed with the title "Analysis of the Implementation of Work Discipline in Efforts to Improve Employee Work Performance at PT. PLN UPJ Bululawang Malang."

Blessings and regards hopefully still poured out to our lord Prophet Mohammed SAW who has guide us from darkness going to straight path, ie Din al- Islam.

Writer realizes that in doing this thesis, I will not succeed without any guidance and contribution from various parties. On this occasion the author would like to express his infinite gratitude to:

1. Father Prof. Dr. H. Priest Suprayogo as Rector of State Islamic University (UIN) Maulana Malik Ibrahim Malang.
2. Mr. Dr. HA. Muhtadi Ridwan, MA as Dean of the Faculty of Economics, State Islamic University Maulana Malik Ibrahim of Malang, as well as thesis advisor.
3. Our Father, Dr. Ahmad Sani Supriyanto, S.E., M.Si, as Head of Major Management Faculty of Economics, State Islamic University Maulana Malik Ibrahim, Malang.
4. All lecturers of Faculty Economy State Islamic University Maulana Malik Malang Ibrahim .
5. Mother, father, sister, and the entire family who always provide prayers and support morally and spiritually.
6. Dear Mr. Chondro Luckyto as manager UPJ Bululawang Malang.
7. Mother Runi Nurdiany as Supervisors (Spv.) Administration UPJ Bululawang Malang, as well as field supervisor.
8. All UPJ Bululawang Malang employees who have helped in completing the final assignment of this thesis.
9. Friends of economy 2008 Which has give Spirit And support in completing the final assignment of this thesis.
10. And all parties involved directly or indirectly who cannot be mentioned one by one.

Finally, with all humility heart writer realizes that this thesis is still far from being perfect. Therefore, the author hopes for constructive criticism and suggestions for the perfection of this writing. The author hopes that this simple work can be of good use to all party. Amen yes Robbal Alamiin...

Malang, 1 March 2020

Writer

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ABSTRACT

[size: 12]

Saphira Empress. 2020, THESIS. Title: "Analysis Implementation Discipline Work In Effort Improving Employee Work Performance at PT. PLN (PERSERO) Poor"
Supervisor : Dr. HA. Muhtadi Ridwan, M.A
Say Key : Discipline Work, Performance Work Employee

In the midst of competition between the business world which is getting stronger and tighter nowadays, every company is required to always improve all its management so that it can survive and continue running, so that it is not oppressed by the negative impacts of globalization, especially human resource management. Therefore, in order for organizational goals to be met, it is necessary to have them improvement from the quality of human resource management itself, Wrong the only one with embed attitude moral to every employee that is with exists work discipline. With work discipline, it is hoped that all employees in the company can improve their quality. Performance Work Which tall Also is Wrong One from objective company sake continuity company That Also. The aim of this research is to find out how work discipline is implemented in an effort to improve employee work performance. It is from this background that this research was conducted with the title "Analysis of the Implementation of Work Discipline in an Effort to Improve Employee Work Performance in PT. PLN (PERSERO) UPJ Bululawang Poor".

This research uses a descriptive qualitative approach where the aim is to describe in a way systematic about focus study Which covers discipline And performance Work employee. The research subjects were five people. Data analysis aims to simplify the results of processed data, so that it is easy to read and interpret. Data was collected by means of observation, interviews, documentation. The data analysis went through three stages: data reduction, data presentation, and drawing conclusions (verification).

The research results show that there is an implementation of work discipline that influences the level of employee work performance at UPJ Bululawang. This can be seen from the achievements that have been achieved during year 2019. Performance This achieved blessing discipline Work Which held with Good by all over employees, both PLN employees themselves and outsourced. Can the conclusion is drawn that the implementation of work discipline on PT. PLN (PERSERO) UPJ Bululawang Malang is considered good so can improve employee work performance.

18b: Example Page Abstract (Language English)

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ABSTRACT

Saphira Empress. 2020, *THESIS. Title: "The Analysis of Implementing Work Disciplines in Purpose to Increase Work Performances in PT. PLN (PERSERO) Poor Employees" Advisor* : Dr. HA. Muhtadi Ridwan, MA

Keywords: Work discipline, Employees Work Performances

In the midst of strong and tight business world rivalry, every company is required to always improve everything of the managements to survive and keep going. That's it action is conducted to avoid the bad effects of globalization to the company. One of managements which has to be always improved is human resources management. Consequently, in order to achieve the aims of organization, it is needed the correction of its human resources quality, one of example is the implementing the moral behaviour toward every employees in orders to work optimally by work discipline. By work discipline, it is expected that every employee on the company can upgrade the work discipline quality for the sake of creating the company's aims. The high work performance is one of the company's aims to maintain the continuity of the company. The aim of this research is to know how to implement work discipline in order to improve the employee's work performance. That background influences the research entitles "Analysis of Implementing Work Disciplines in Purpose to Increase Work Performances of PT. PLN (PERSERO) UPJ Bululawang Poor Employees".

This research uses a descriptive qualitative approach which regularly depicts the research focus including the employee work discipline and performances. There are five persons as research subjects. The data analysis is conducted in order to simply the data, so the data can be read and interpreted easily. The data are collected by observation, interviews, and documentation. The data analysis through three steps: data reduction, data presentation and concluding (verification).

The results of the research shows that there is an implementation of work discipline which affects the level of work performances on UPJ Bululawang employees. It can be seen from the achieved achievements by work discipline which has been done well by all of the employees, either its PLN employees or the outsourcing. It can be concluded that the implementation of work discipline on PT PLN (PERSERO) UPJ Bululawang can be categorized as good so can upgrade the employee's work performance.

18c: Example Abstract (Language Arab)

املستخلص

سولفية وحيو نيغسيه . 2014 . البحث اجلامعي . املوضوع : " حتليل أداء منظم العمل يف سعي ارتفاع دافعية عمل العمال يف املؤسسة اإلليكرتونية احلكومية

بولوالوانج ماالنج " املشرف : د . مهتدي رضوان احلاج

الكلمة الرئيسية : منظم العمل، دافعية عمل العمال

كانت املنافسة يف العوملة على السعي القوة والتحقيق مث لذلك كانتكل املؤسسة طلبت أبحسنة كل النظام

فيها لالستمرار جيدة وليس فيها االحنطاط يسبب السيئة من العوملة وخاصة يف نظام صدر حول الناس . فلذلك هلدف املؤسسة قد انلت فكانت هلا أحسن كيفية نظام صدر حول الناس نفسها، ومنها فهم األداب على كل العمال مبنظمهم أبن به رجى كل العمال يف املؤسسة كانوا ارتفاع كيفيتهم . دافعية العمل العليا أيضا من أهداف املؤسسة يف استمرارها . وأما أهداف هذا البحث هي ملعرفة كيف أداء منظم العمل يف سعي ارتفاع دافعية عمل العمال . ومن خلفية هذا البحث فكان موضوعه هو " حتليل أداء منظم العمل يف سعي ا رتفاع دافعية عمل العمال

يف املؤسسة اإلليكرتونية احلكومية

بولوالوانج ماالنج ". وهذا البحث يستخدم مدخل الكيفي الوصفي وهدفه هو لوصف ما نظاما من تركيز البحث الذي يشتمل

فيه منظم ودافعية العمل للعمال . وممثلة ابجملتمع هنا مخسة عمال . وحتليل البياانت يهدف لبسيط نتائج حتليل البياانت لكي تسهل القراءة والبيان . ومجع البياانت بطريقة املالحظة واملقابلة وال واثقية . وحتليلها بثالثة مراحل هي تنقيص

البياانت ووضعها

وخالصتها . ومن نتائج هذا البحث تدل على وجود أداء منظم العمل لتأثري دافعية عمل

العمال يف املؤسسة اإلليكرتونية

احلكومية بولوالوانج ماالنج . وهذا احلال ينظر إىل الدوافعية اليت انلت منذ 2019 سنة أبهنا قد كان منظم العمال جيدا فيها أم هو من العمال فيها أو من املشارك . ومن اخلالصة هنا أن أداء منظم العمل يف سعي ارتفاع دافعية عمل

العمال يف املؤسسة اإلليكرتونية احلكومية بولوالوانج ماالنج هو من احلسنة الرتفاع دافعية عمال العمال .

19: Example Page List References

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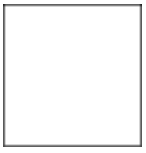
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4.2 Discussion Results Study

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5.2 Suggestion

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Attachment A-22: Example Page Biodata Researcher

[size: 14]

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[size: 12]

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2007- 2012	: elementary school Country 1 Denpasar
2012- 2015	: JUNIOR HIGH SCHOOL Country 1 Denpasar
2015- 2018	: SENIOR HIGH SCHOOL Country 1 Denpasar
2018- 2020	: Major Management Faculty Economy University Islam Country Maulana Malik Ibrahim Poor

Education Non Formal

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2019	: English Language Center (ELC) UIN Maliki Malang
2019	: Young Action Entrepreneur School

Experience Organization

- Member Music Community (Kommust) UIN Maliki Malang in 2018
- Member Cooperative Student Padang Month UIN Maliki year 2019
- Staff Field Business Member Cooperative Student Padang Month UIN Maliki in 2019

Activity And Training

- Participant Future Management Training Faculty Economy UIN Maliki Poor 2018 _
- Participants in the Seminar on Introduction to the World of Writing, Mabna Ummu Salamah, UIN Maliki Malang in 2018
- Participant Education Cooperative Basics X UIN Maliki Poor year 2019
- Participant Seminar "Method Crazy So Businessman" UIN Maliki Poor Year 2019
- Participant Seminar National “Leadpreneurship” UIN Maliki Poor year 2018
- Participant Training SPSS in Faculty Economy UIN Maliki Poor Year 2019
- Participants in Capital Market Training and Simulation on the IDX Exchange Corner at UIN Maliki Malang in 2019
- Participant IDX Stock Exchange Games Which held Exchange Effect Indonesia Surabaya 2019
- Participant And Filler program discussion And Seminar National Cooperative UIN Maliki Malang 2019

Poor, 2 March 2020

Saphira Empress

Attachment A-23: Example Page Proof Consultation

[size: 14]

PROOF OF CONSULTATION

[size: 12]

Name	:	Sapphira Empress
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Mentor	:	Dr. Ahmas Sani Suriyanto, S.E., M.Sc
Title Thesis	:	Analysis Implementation Discipline Work In Effort Increase Performance Work Employee On PT. PLN (PERSERO) Poor

No.	Date	Material Consultation	Sign Hand Mentor
1.	13 March 2019	Submission *Outline*	1.
2.	15 March 2019	Proposals	2.
3.	27 March 2019	Revision & Acc Proposals	3.
4.	27 April 2019	Seminar Proposals	4.
5.	01 May 2019	Acc Proposals	5.
6.	20 June 2019	Thesis Chapter I- V	6.
7.	23 June 2019	Revision & Acc Thesis	7.
8.	25 June 2019	Acc Whole	8.

Malang, 3 July 2020
Knowing:
Head Major Management,

Dr. H. Achmad Sani Supriyanto, S.E. M.Si
NIP. 19720212200312 1 003

Attachment B-1 : Format Card Control Mentoring

Number Document FM- FE-	**FORM CARD CONTROL** **GUIDE**	Date : 07-29- 2020
Revision 4		Page : 2,3,5 And attachment 11

Name Student	:	
N I m	:	
Interest	:	
Title	:	

Date start Mentoring	:	
Name Lecturer Mentor	:	

Topic Mentoring :	Date Mentoring :

Notes Mentor :	
Signature	
Student :	Advisor :

Attachment B-2: Form Administration Exam & Completeness Thesis

MINISTRY OF RELIGION OF THE REPUBLIC OF INDONESIA
STATE ISLAMIC UNIVERSITY MAULANA MALIK IBRAHIM MALANG
FACULTY OF ECONOMICS
Road Gajayana 50 Malang, Telephone (0341) 558881, Fax (0341) 558881 Website: *fe.uin-malang.ac.id* , e-mail: *fe@uin-malang.ac.id* _

INSTRUCTION OF THESIS EXAM REGISTRATION

It is announced to all students who will take the Thesis Examination, that in order to expedite administrative services, the rules for taking photos, filling in registration forms, etc. Arranged as follows :

A. PHOTO

1. Photo in Photo format must get complete dressed (for man use suit, tie and free skull cap), while women wear national dress (wear kartinian and remove head covering) and if they wear the hijab they must make a statement with a stamp Rp. 6,000,- 2. Photo size 3 x 4 cm, 11 sheets (black and white with doped paper)

3. Placement Photo arranged as following :
   6 sheet Photo affixed in format place Photo (format : A – 1) 5
   photos attached in format: A – 2
   2 sheet Photo affixed on format : AL
4. Every sheet Photo written behind it, Name student And NIM as well as His major.
5. taking pictures Which will sticked glued with A little glue on end on or lower behind Photo.

B. FORMAT – FORMAT

1. **Formats Which must be fulfilled by Thesis Exam Participant covers :**
   1). Format Identity participant Exam Thesis (format : A)
   2). Format Registration Exam Thesis (format : A-1)
   3). Format Blank registration Exam Script (format : A-2)
   4). Format Blank Stuffing For writing CERTIFICATE (format : A-4)
   5). Format Identity Participant Graduation (format: AL)
2. **Charging formats and charging book registration arranged as following :**
   a. Format : A-3 And AL typed with letter big (letter Beam)
   b. Besides format A-3 And AL can written hand with letter beam.
   c. On time exam ongoing, if there are **changes Title Thesis** , must reported to registration section **no later than 3 days** after the exam is over.
3. **Placement of format Order**
   The formats in the plong are entered in the Snelhecter map and the order of placement is arranged as follows:
   1. Format Model A (Format Identity participant Exam)
   2. Receipts : SPP, Graduation, Toga And Information Seminar Proposals Thesis. 3. Then format the Model (A-1, A-2, and A-3)
   4. Photo copy Certificate high school 2 legalization sheet .
   5. Format Model A-4 (blank stuffing For writing Certificate).
   6. Format Model AL (blank identity participant graduation)

C. COLOR SENELHECTER FOLDER FORMAT AND STOP FOLDER THESIS

All format Which Already filled entered to in snelhecter folder, color snelhecter folder format And The thesis stop map colors are arranged as follows:

1. Folder plastic color Blue For thesis.

2. Snelhecter folder Which used is **snelhecter folder plastic color red** .
3. Amount Thesis **5 sheet** Which submitted in place Thesis **4 exemplar** .
4. Soft files Blank Format A-3 And AL Which Already in fill submitted return to Staff Academic

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INFORMATION OF
VALIDATION THESIS

Signed in this bottom of the paper, I advise thesis from student :

Name : ……

N I m : ……

Major : ……

Faculty : ……

State that thesis student who has finished and is ready tested by team examiner thesis. This is to make you understand.

Malang,

……

Advisor,

……..

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FORMAT MODEL : A

IDENTITY PARTICIPANT EXAM THESIS

NAME STUDENT :----------

MAIN NUMBER / DEPARTMENT :---------- /----------

STUDY PROGRAM :----------

DAY EXAM THESIS :----------

DATE / O'CLOCK :---------- /----------

ROOM / TABLE :---------- /----------

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FORMAT : A- 1

IDENTITY STUDENT PARTICIPANT EXAM THESIS YEAR --------- / --------- -

1. Name Complete : ----------

(In accordance with Name in Certificate elementary school, junior high school, high school)

2. Number Parent : ----------

(Complete eight number)

3. Type Sex : ----------

4. Place & Date. Born : ----------

5. Enter UIN Yr. : ----------

6. On Major : ----------

7. Education Final before enter UIN : ------- in ----------

8. Title Thesis : ---------- ----------

---

9. Lecturer Mentor Thesis : ----------

10. Address in Poor : ----------

11. Telephone in Poor : ----------

12. Name Person Old : 1. ---------- 2. ----------

13. Work Person Old : 1. ---------- 2. ----------

14. Address Person Old (never mind) Len : ----------

---

15. Telephone Person Old : ---------- Malang, ---------- 200 --

	Paste 6 sheet Photo	

---- ----

Name And sign hand

Information :

- When in Exam Thesis There is change The title So quick correct it with the registration officer no later than 3 days after completing the exam.

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FORMAT : A- 2

BLANK REGISTRATION THESIS

Which signed this paper :

---

2. No. Reg & Jurusan : /
-
3. Place & Date of Birth : /
-
4. Educational Background : di
5. Address in Malang :
6. Telephone in Malang :
-
6. a. Nama of Parent :
b. Address of Parents :
c. Telephone of Parent :
1. Name Complete :

---

register herself to go through thesis exam with deliver terms as following :

1. Thesis Manuscript which Already marked handle it Mentor 4 Exemplar.
2. Photo Copy Certificate high school each 1 sheet.
3. Receipts : SPP, Graduation, Toga And PASSED Exam of Thesis proposal Seminar
4. Formats condition registration. Thesis title :

---

200 students

Tempel 5 lembar foto

Malang,
Ybs.

Name and Signature

Information :

- All signature in thesis must original

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FORMAT : A-3

IDENTITY OF STUDENTS PARTICIPATING IN THE YEAR'S THESIS EXAMINATION --------- / ----------

1. Name Complete : ---------- (In accordance with Name in Certificate elementary school, junior high school, high school)
2. Number Parent (Complete eight number)
3. Type Sex : ----------
4. Place & Date. Birth : ---------- 5. Enter UIN Yr. : ----------
6. On Major : ----------
7. Education Final before enter UIN : ---------- in ---------- -
8. Date Exam : ---------- *)
9. Date Passed : ---------- *)
10. Date Revision *)
11. No. Register in Series Certificate : ---------- *)
12. No. Certificate from UIN ---------- : *)
13. Title Thesis : ----------

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14. Date Submission Thesis : ----------
15. Thesis Advisor : ----------
16. Address Student in Malang : ----------
17. Telephone in Malang : ----------
18. Name Person Old : 1. ---------- 2. ----------
19. Work Parent _ : 1. ---------- 2. ----------
20. Address Person Old (Length : ----------
21. Telephone Person Old : ----------

Malang, ---------- 200 -- -

Name and signature

Information : *) Filled by officers
- If in munaqosah There is change The title so quick correct to the registrar.
- Filled with typing.

STUFFING FORM FOR WRITING CERTIFICATE

FORMAT : A- 4

Notices

- Fill in correctly according to the fact, with CAPITAL letter.
- Incorrect filling will result in an error in writing the certificate.
- Fill in this data based on previous data in previous certificate of education.

1. Complete Name : ---------- (In accordance with Name in Certificate elementary school, junior high school, high school)
2. Place Born (Name of City, District/Kodya)
3. Date Born : ----------
4. Number Parent/Registration : ---------- (eight digits/numbers)
5. Major/ Program studies : ----------
6. Origin high school / Status ---------- : (country / private)
7. Enter UIN Year : ----------
9. Thesis title : ----------

Malang, ---------- 200 ------

Applicant Certificate,

---

1. Number Certificate UIN : ----------
2. Amount credits / scene : ---------- / ----------
3. GPA / Judiciary : ---------- / ----------
4. Graduation to / Semester ---------- : ---------- / ---- 20 ------/ 20
5. Condition Administration : ---------- (complete / not enough)

Poor, ----------

Officer Researcher

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FORMAT :

AL IDENTITY OF GRADUATION PARTICIPANTS STUDENT YEAR _____.

1. Full name* : ____.

(In accordance with the name on the elementary, middle school, high school)

2. Number * : . (Complete eight number)
3. Type Sex* : _____.
4. Place & Date. Born* : _____.
5. Enter UIN Year.* _____: .
6. On Major/ Concentration : _____/_____.
7. Last education before entering UIN: _____ . 8. Thesis title * : _____ . _____.
9. Thesis Advisor : .
10. Address * : _____ . _____.
11. Telephone/ MOBILE PHONE* : _____.
12. Parents Name * : 1._____ 2. _____.
13. Parents Work * : 1. _____2. _____.
14. Parents Address (Complete) * : _____. _____
15. Parent Telephone / MOBILE PHONE * : .

PHOTO Color 3X4

PHOTO Color 3X4

Malang, _____.

Name And signature

Information :

*) Must be filled and typed
- Soft Files Hand it over direct to Staff Academic or sent via email: Zigma_ku@yahoo.com

PROSES PENGAJUAN OUTLINE PROPOSAL SKRIPSI
JURUSAN AKUNTANSI
FAKULTAS EKONOMI UIN MAULANA MALIK IBRAHIM MALANG

