

PREFACE

Writing a scientific paper thesis is a final task that must be carried out for each student as stipulated in the Curriculum for Undergraduate Education (S1) of the Faculty of Veterinary Medicine, Universitas Gadjah Mada. For uniformity and fulfillment of scientific and academic standards in the preparation of the scientific paper thesis, the Faculty of Veterinary Medicine UGM publishes an Thesis Guide book. This book is a revision of the Thesis Guide book that has been previously published and will always be corrected according to the required developments.

Thesis Guidelines are prepared to assist students in compiling the thesis in accordance with the standards of standard scientific writing. This Guidebook organizes an outline of the way of writing an thesis including language and written writing, which is based on the rules of scientific writing that are commonly used in the academic world.

Hopefully this Thesis Guide can be useful as a guide in writing scientific papers which is a requirement to obtain a Bachelor of Veterinary Medicine degree in the Undergraduate Study Program of the Faculty of Veterinary Medicine UGM. Acknowledgments were conveyed to the Thesis Guidance Preparation Team for preparing and improving this guideline.

Yogyakarta, October 16th 2018

Dean,

Prof. Dr. drh. Siti Isrina Oktavia Salasia

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INTRODUCTION

The educational goal of the Veterinary Study Program at the Faculty of Veterinary Medicine, Universitas Gadjah Mada is to produce graduates of Bachelor of Veterinary Medicine (S.K.H.) who have a good attitude and understand how to handle animal diseases; harmonizing animal health, human health and the environment and ready to carry out technical tasks that meet the Bachelor of Veterinary Medicine Competency Standards.

Based on these educational goals, students need to be prepared to become members of the community who have the academic ability to maintain, implement, develop and create science and technology. The scientific pattern developed in the UGM Faculty of Veterinary Medicine is in order to foster a scientific culture among academics by adhering to ethical and moral principles, academic freedom and scientific autonomy, and oriented towards national development, including character building and nation building.

Thesis is the final assignment of undergraduate students (S-1) to account for their thinking, innovation, creativity and intellectual abilities. Every graduate of the Faculty of Veterinary Medicine, Universitas Gadjah Mada is required to be able to write research reports or scientific papers correctly.

The purpose of the thesis writing is to educate prospective veterinary graduates to be able to make written papers that emphasize the process and scientific mindset based on the results of research. The work must show the culmination of the student's thought process, creativity, integrity and intellectuality. This thesis writing guide is presented in an outline of the formulation of the thesis, the language and writing procedure, and the thesis writing procedure that must be known, understood and carried out by students and thesis supervisors.

OUTLINE OF THE WAY OF WRITING THESIS

Thesis is compiled and divided into three parts: initial, main and final part.

A. Initial Section of Thesis

1. Cover of thesis

2. Title page
3. Validation page
4. Dedication page (if any)
5. Preface (preferably no more than 2 pages)
6. Table of contents
7. List of tables
8. List of images (charts, graphs, map, diagrams and photos)
9. List of attachments
10. Abstract (in Indonesian)
11. Abstract (in English)

B. Main Section of Thesis

1. Introduction
 - a. Background
 - b. Research purposes
 - c. Benefits of research
2. Review of literature
3. Materials and methods
 - a. Research material
 - b. Research methods
4. Results and discussion
5. Conclusions and suggestions

C. Final Section of Thesis

1. Bibliography
2. Attachment

A. Initial Section of Thesis

1. Cover of the thesis

The cover of the thesis contains the title of the thesis, the purpose of the thesis, the symbol of Universitas Gadjah Mada with a diameter of 5.5 cm, the

name and number of the student, the name of the Faculty of Veterinary Medicine, the name of Universitas Gadjah Mada, and the year of completion of the thesis. The cover is made of black thick cardboard with golden yellow writing. The cover sample can be seen in Attachment 1.

2. Title page

The title page has the same format as the cover of the thesis, except that this page is printed on white HVS paper weighing 80 grams. A title should contain no more than 15 words. A good title shows the purpose of the research appropriately. The title should briefly show what was examined.

3. Validation page

This page contains evidence of administrative and academic endorsement by supervisors and examiners. An example of an authorization page can be seen in Attachment 2.

4. Dadication page (if any)

This page is used to convey aphorisms with clearl source and should be related to scientific fields or words of offerings to someone who is considered to have an important role to be submitted by the author of the thesis. Should be writte in short, clear, meaningful sentence and uses standard language and writing. Dedication page are limited to only one page and their nature is not mandatory. Fonts types and sizes are made according to the thesis writing rules.

5. Preface

The preface is intended to convey general information about the purpose of thesis writing and to thank various parties who have contributed in research and thesis writing and at the same time written their contributions. Names of agencies and names of people should not be abbreviated and must be formal. Preface is arranged in the form of essays and there are no scientific matters.

6. Table of content

The table of contents is intended to provide a comprehensive picture of the contents of the thesis and as a guide for readers who want to directly see the title or subtitle. The thesis element entered into the table of contents starts from abstract to attachment. The cover page, validation page, and dedication page do not need to be included in the table of contents. Even so, these pages are still given page numbering. Examples of table of contents can be seen in Attachment 3.

7. List of tables

If in the thesis there are more than two tables, it is necessary to have a list of tables containing the order of table titles, but if there are only two tables or less, the list of tables does not need to be created. Examples of table lists can be seen in Attachment 4.

8. List of images (charts, graphics, pictures, maps, diagrams and photos)

The lists of charts, pictures, maps, diagrams and photos consist of the serial number, title, page number where the chart, image, map, diagram and photo are presented. List of images is the same as the list of tables. An example list of images can be seen in Attachment 5.

9. List of attachments

The attachment list is the same as the table list. An example list of attachments can be seen in Attachment 6.

10. Abstract (in Indonesian)

Abstracts are arranged using the order of the title of the word "ABSTRAK", the title of the thesis, the name of the author and the contents of the abstract written in three paragraphs. The first paragraph contains a brief description of the problem, ways of solving and research objectives. The second paragraph contains material and research methods. The third paragraph contains the results of the study, conclusions and suggestions (if any). Abstract length is a maximum of 200 words, typed in a single space. Abstracts should be

made after the main part of the thesis is completed. Examples of abstract can be seen in Attachment 7.

11. Abstract (in English)

Abstract is an English translation from abstract in Indonesian. The order and contents of the Abstract are also the same as in Abstract in Indonesian. An example abstract in English can be seen in Attachment 8.

B. Main Section of Thesis

The main part of the thesis includes introduction, review of literature, materials and methods, results and discussion, and conclusions and suggestions. The main part of the thesis is presented in the title, subtitle, sub-subtitle, sub-sub-subtitle, and more detailed title "hierarchy" level.

1. Introduction

Introduction contains a description of the background, objectives and benefits of the study. The introduction must be able to answer the question of why the research is important to be carried out. Besides that the research objectives need to be stated clearly and in detail. Introduction includes:

a. Background

The background explains the problem of research rationally. Identification of the problem contains a review of various issues relevant to the scope of the research. The depth of the problem and variables are also a consideration in identifying the problem to be studied. Limitation of the problem is made in accordance with the scope of research that will be carried out with consideration of methodological aspects, feasibility in the field, and limitations that exist in the author without sacrificing the meaning, concept, or title under study. The formulation of the problem is written in a straightforward and clear manner using the question sentence and can be divided into sub-problems. After finding the problem to be examined, the hypothesis (if any) or the research question is formulated.

b. Research purposes

The research objective states specifically the research targets to be achieved. The number of research objectives does not have to be the same as the number of research problem formulations.

c. Benefits of research

The benefits obtained from the research must be written to provide an explanation of the benefits of developing the research / application.

2. Review of literature

Literature review contains a systematic description of various theories and the results of previous studies that are relevant to the problem to be studied. The researcher synthesizes the theories that are related in order to obtain conceptual legitimacy on the variables to be studied. Elements of a theory should be clear, such as definitions, assumptions, relationships between variables and an assessment of the problem under study. The literature presentation should show that the problems have not been answered or have not been satisfactorily resolved. The facts presented, as far as possible, are taken from the original source. No citation from the original source can be possible if the state of the original source is really not / very difficult to find. All sources used must be mentioned by stating the name of the author and the year of publication, according to the library source listed in the bibliography.

The theoretical basis is elaborated from a literature review and arranged as a guide to solve research problems and to formulate hypotheses.

The hypothesis (if any) contains a brief, straightforward, and clear formulation that is concluded from a theoretical basis or literature review and is a temporary answer to the problem at hand and must be verified. Keep in mind that not all studies require a hypothesis so the hypothesis is not a necessity.

3. Materials and Methods

This section explains each complete experimental step. Information is presented in a coherent and clear way to allow the reader to re-examine the

author's research based on the steps taken by the author in the study. Material and research methods are written using a passive sentence form, containing:

a. Materials

Material consisting of materials and tools used in this research must be clearly stated and described. Materials and tools that are important in the research are also included in the specifications (brand, model, dimensions and or catalog number). For experimental animals, the number, gender, age, strain and other characteristics related to the study must be mentioned.

b. Methods

The research design used must be chosen appropriately and stated clearly. Need to write down the operational definition of all variables. Researchers need to specify the types of variables to be studied, data collection instruments and techniques, all measuring instruments used, data collection processes and instrument quality determination techniques (validation and estimation of reliability).

The research method includes the preparation stage, implementation stage and completion stage.

The preparation stage describes the preparation of the tool, material and solution. Included in the preparation stage is the determination of the population and sample that explains the area of research generally, the number of samples, and the sampling technique.

The implementation phase describes animal grouping, treatment, methods and data collection.

The completion phase describes the analysis and presentation of the data.

Data analysis describes various analytical techniques chosen and their rationales. Data analysis can be done descriptively and statistically. Descriptive analysis is needed to compare histological features, biological data, molecular data, etc. Statistical analysis is prepared using statistical calculations that match the hypothesis proposed. The statistical calculations used must be explained in the writing of the research report. For example: 1) descriptive statistics, 2) frequency distribution, 3) inference or bivariate analysis statistics, such as Chi square test, Fisher exact test, T-test, 4)

regression analysis, eg Spearman correlation, 5) analysis of variance, eg Anova , Anacova, 6) multivariate analysis, for example multiple regression, logistic regression, discriminate analysis. Data analysis using a computer needs to mention the program used.

4. Results and discussion

The results of the study are written briefly, clearly and logically. Unnecessary results and data that cannot be analyzed do not need to be written. Researchers must interpret all existing research data. The research hypothesis is tested and interpreted meaning conceptually. The results of the study need to be discussed by comparing the results of other researchers' study. The results written are the results of the work or the results of research conducted and should not be mixed with the results of other people's research.

The discussion needs to answer the research objectives or hypotheses (if any). The discussion is adjusted to the field of research taken. The researcher must give scientific interpretation to explain what, why and how the results of the research occurred. The discussion should be able to draw conclusions in general based on the study of the research results obtained. In its implementation this section can be used to compare the results of research obtained with the results of research found by previous researchers. The weakness of the research and the difficulties experienced should be presented honestly so that if there are errors or weaknesses it can be a lesson and not repeated when used by the next researcher. The writing of the discussion is based on the research results listed in the tables and figures. The discussion is prepared after the tables and images of the research results are presented first.

If the findings are not statistically significant, the authors only report the statistical analysis methods used. If the findings are statistically significant, the authors report computerized statistical values, confidence values and statistical significance levels according to the statistical tests used.

Data presentation included pictures, graphics, maps, and photos (numbered in accordance with the narrative in the results and discussion text). Every picture, graphic, map, or photo displayed is given a description below it.

The results and discussion are written in one title without being separated into results subtitles and discussion subtitles.

5. Conclusions and suggestions

Conclusions and suggestions must be stated separately. Conclusions is a concise and precise statement outlined from the results of research and discussion to prove the validity of the hypothesis. Suggestions are made based on the author's experience and considerations, addressed to researchers in similar fields, or develop research that has been completed. Suggestions are not a must.

C. Final part

The final part of the thesis contains a bibliography and attachments:

1. Bibliography

- a. Bibliography includes all books, journals, newsletters, research reports, and other reference sources used in thesis writing. Good scientific paper has a source of literature from standard references (journals, dissertations, theses) and not from popular / non-scientific sources.
- b. Bibliography is arranged according to a specific format in which the writing method is described separately in "Language and Writing Format".

2. Attachment

- a. The attachment contains all supporting documents or materials that are carried out in thesis writing that is not possible to be abbreviated so that it is too long if it is written in the main part of the thesis. Attachments can be in the form of research permits, instruments, formulas, drawings and statistical calculations used, calculation procedures and primary data obtained in research that cannot be interpreted directly so all attachments are mentioned in the results and discussion.
- b. Attachment number is written in Arabic letters and the attachment title without dot.

LANGUAGE AND WRITING FORMAT

Language and writing format include provisions on language, typing rules, and writing procedures.

A. Thesis Language

1. Language used

Thesis is written in standard Indonesian (there are subjects, predicates and objects as well as explanation if necessary). The procedure for writing follows the enhanced Indonesian spelling rules and the Term Formation Guidelines. Abstract is written in Indonesian and English.

2. Sentences

Sentences do not display first person and second person (me, us, you, etc.), but are written in passive sentences. Presentation of thanks in the preface, the word "I" was replaced by the author.

3. Terms

- a. The term used is the Indonesian term or that has been Indonesianised, it would be better if the original word in a foreign language is included in parentheses using italic.
- b. If forced to use foreign terms, it must be written in italic.

4. Frequent errors

- a. The word liaison (dengan, dan, sehingga, sedangkan, kemudian, apabila, dari, pada, kemudian, apabila, tetapi) cannot be used at the beginning of the sentence.
- b. The word "sedangkan" is often interpreted as "dan" which actually has meaning "tetapi" (has the opposite meaning).
- c. Abbreviations and numbers should not be written at the beginning of a sentence, it should be written in its lengthen. For example: "WHO" should be "World Health Organization", "10" tail should be "ten" tail.

- d. The first time presenting an abbreviated term must be accompanied by an extension, then the abbreviation can be written. For example: Fakultas Kedokteran Hewan (FKH).
- e. The word "di mana" and "dari" is often inappropriate, because it is used from the translation of "where" and "of" in English. Such forms in Indonesian are not standard and should not be used.
- f. The preposition, for example "pada", is not placed in front of the subject.
- g. The prefix "ke" (kemudian) and "di" (dianalisis) must be distinguished from the preposition "ke" (ke pasar) and "di", (di pasar).
- h. Writing word "daripada" cannot be written separately "dari pada".

B. Arrangement for Typing Thesis

1. Paper and size

The thesis is typed on HVS 80 g / m² white paper, A4 quarto paper size (21 cm x 28 cm), not typed back and forth.

2. Cover

The cover is made of buffalo paper, reinforced with cardboard and plastic coated cover. The outer cover is black with golden yellow writing.

3. Line spacing

The distance between two lines is typed in two spaces. Abstracts, direct quotes, list of tables, lists of images, and bibliography typed in one space. Between chapters in the table of contents are typed 2 spaces, while sub-chapters and sub-sub-chapter is typed 1 space. Formulas are typed with spacing according to needs. Changes between chapters, sub-chapters, sub-sub-chapters, and paragraphs uses two spaces.

4. Margins

Margins are arranged as follows:

- a. Top : 4 cm

- b. Bottom : 3 cm
- c. Left : 4 cm
- d. Right : 3 cm

5. Typing a new paragraph

The new paragraph starts at the sixth tap of the left edge.

6. Typing titles, subtitles, and sub-subtitles

- a. **The title** must be written in all capital letters and arranged to be symmetrical in the middle with a distance of 4 cm from the top edge without ending with a dot and should be bold. Symmetrical with a narrow order (pyramid inverted, example Attachment 1).
- b. **Subtitles** are written symmetrically in the middle. Each word begins with uppercase letters (capital) except conjunctions, and prepositions, without ending with dots, and printed boldly. The first sentence after the subtitle starts with a new paragraph.
- c. **Sub-subtitles** are bolded starting from the left edge, but only the first word begins with a capital letter, without ending with a dot. The first sentence after the sub-subtitles begins with a new paragraph (Attachment 9).
- d. **Sub-sub-subtitles** written starting from the sixth tap, ending with a dot and printed bold. The first sentence that follows is typed in a row with sub-sub-subtitles. Examples of writing titles and others can be seen in Attachment 9.

7. Use of letters

Thesis is typed with a computer using Times New Roman letters, with a font size of 12. The front cover is typed in capital letters and bold.

8. Numbers and units

- a. All integers of less than 10 are not written with numbers but spelled (one, two, three, etc.), except if the number contains fractions (5.5, 4.75), or has units abbreviated (2 cm; 4 kg). Numbers that are located at the beginning of the sentence are not written in numbers, but must be spelled.

- b. Decimal numbers are marked with commas and not dot except in abstract. An official abbreviation without a point behind it, for example cm, kg, cal, m.
- c. Writing of the range of values uses the word "sampai" or "sampai dengan, not with a hyphen (-).
- d. Writing a unit must follow the standard procedure internationally (SI units) and be stated with an official abbreviation without a point behind it, for example grams abbreviated as g instead of gr, grm, gm or G because the meaning is different.

C. Procedure for Writing

1. Numbering the pages

Page numbering is placed on the top right, two spaces above the first line of text or 3 cm from the top edge unless there is a title. Especially for the page that contains the title, the page number is placed in the bottom center, 2 spaces below the last line. The page number uses Arabic numerals, starting with the introduction. Previous pages such as title page, Validation page, dedication page, abstract in Indonesian, abstract in English, preface, table of contents, list of tables, list of images and list of attachments use small Roman numerals.

2. Italics

Italics are used for:

- a. Foreign language terms, vocabulary or sentences that written in the text
- b. Name of genus, species, or variety
- c. The letters used for statistical symbols

3. Table preparation

The table (list) is a composition of information in the form of numbers, words, or short sentences so that it is easy to read, so that the following conditions are needed:

- a. Writing tables or table information is written data presented. Table writing (list) starts from the left edge, followed by the table number, and is forwarded to the table title (list), without ending with a dot. Table titles reflect the contents of the table itself and are placed above the table, the table title has been described in the text. Examples of table titles can be seen in Attachment 4 and 10.
- b. Table or picture numbers using Arabic numerals, written in sequence, regardless of title, table from introduction to end.
- c. Tables (lists) may not be separated, unless they are long, so they are not possible on one page. Advanced table pages (lists) are listed with table numbers (lists) and advanced words, without titles.
- d. The column headings start with capital letters and the subsequent letters are lowercase unless there are special things, such as the name μ , except if according to the rules the language must be written in capital letters, for example for names.
- e. The distance between rows in a table is one space. If row grouping is needed, the inter rows can be separated by a slightly larger space.
- f. Source table (list) quoted from other sources, then other sources are listed in the footnote of the table.
- g. Sentences before and after the table (list) are spaced two spaces.
- h. Table presentation uses horizontal lines for column headings and table closing rows. Vertical lines are not used to separate columns (Attachment 10).

4. Images preparation

The definition of images here includes photos, graphics, diagrams, maps, charts, schemes and the like. Presentation of images follows the following conditions:

- a. Image numbers written in Arabic numerals and in sequence from introduction to the end.
- b. Text and explanation of image, image numbers and image titles are placed below the image, ending with a dot.
- c. Image size is setting proportionally , size 3R.

- d. Images are presented on one page or the next page if it is not possible to try to be adjacent to the introduction of the reference image (also applies to the table) in the text.
- e. * and ** signs can be used for the significance of statistical calculations, for example *: $p < 0.05$ or **: $p < 0.01$. Symbols (arrows, arrow heads, letters, etc.) for the significance of images and brief descriptions of images can be included.
- f. Explanation of images and tables in the text may not exceed 2 pages.

5. Attachment preparation

Definition of attachments includes the results of material identification, ethical clearance, research data, photos, graphs, diagrams, maps, charts, schemes and the like:

- a. Attachment number is written in Arabic numerals in sequence.
- b. Attachment word, attachment numbers and attachment titles are placed above the attachment items to be displayed, ending with a dot. An explanation of the attachment has been described in the text.
- c. Attachments are presented on one page or the next page if not possible (Attachment 15).

6. Citation

- a. How to write a direct quote

Direct quotes are written exactly the same as the original source, both about the language and the spelling. Excerpts that are less than three lines long are entered into the text, typed as text, beginning and ending with quotation marks (""). Excerpts of three lines or more are typed in one space starting six beats from the left edge. Direct quotation sources are written by name author and year of publication.

Example: "Verily Allah only forbids you dead, blood, pork, and animals that (when slaughtered) are called (names) other than Allah" (QS. Al-Baqarah : 173).

- b. How to write an indirect quote

Indirect quotes are quotes that do not exactly match the original. The quotient only takes the mind from the source quoted in the sentence compiled by the quotator. The quotation is written with double spaces just like the text.

Example:

1. Many adult male monkeys look active to approach and mate (Saputra et al., 2014).
2. According to Lacreuse et al., (2015), nonhuman primate (NHP) is a model related to the function of human hormones.

c. How to write names in references in text

1. Citation or reference is done by writing the name of the main author and the year of publication. Use of conjunctions for 2 authors with the words "dan" for Indonesian literature or "and" for English literature, for 3 authors or more with "dkk." For Indonesian libraries or "et al." for literature in English .

Example: (Bluemel et al., 2015; Salasia dan Hariono, 2014)

2. The author's name is written at the beginning of the sentence followed by the year in parentheses. Example: "Boothman (2009) reports that iodine can be used as an ingredient in wound healing management."
3. The name of the author in the middle of the sentence if in the middle. Example: "Provision of progesterone for a long time, as reported by Cunningham (2007), will suppress the release of LH and FSH from anterior pituitary".

4. Name of author at the end of the sentence

"Free inhibin from the dominant follicle will inhibit folliculogenesis process from other follicles (Suzuki, 2000)".

- d. If the author's name is written at the beginning and in the sentence. Example: "Kamalzadeh and Auladrabei (2009) found that feed restriction increases the digestibility value of organic matter, gross energy and crude protein in sheep, while Aboelmaaty et al. (2008) reported that feed restriction decreases reproductive status and growth.

e. Author of two people

If the author is two people, then both must be mentioned.

"According to Evans and Maxwell (1998) the addition of lactose to the plasma of goat semen will increase the survival of spermatozoans".

f. More than two authors

If the author is more than two people, then only the first author is followed by "dkk." or "et al.".

"Ethylene glycol and polyethylene glycol are cryoprotectants which can protect the death of bovine embryos from the freezing process (Suzuki et al., 1995).

g. One citation refers to more than two sources

1. The author is included in the description, all sources are mentioned in sort according to the year.

2. The author is not included in the description, so between the sources is a semicolon and writing in the order of the year.

"The use of intravaginal CIDR progesterone implants for induction of lust and ovulation in dairy cows has been widely reported (Macmillan, 1985; Putro, 1990; Haryadi et al., 1998; Xu et al., 2000; Burke et al., 2001)".

h. Citation from the second source

Citation from citation can be done if forced, for example publications are not found. Quotations from the second source must state the original author's name and the name of the author whose book or magazine is read.

"Similar observations were also reported on pigs by Einarsson (Settergren, 1993)." The authors listed in the bibliography are Settergren (1993).

i. Citation from internet sites

Citation on the internet is limited to journals or e-books and other sources whose validity is approved by the thesis supervisor (see attachment bibliography).

7. Writing names

Name writing includes the name of the author referred to in the description and bibliography.

- a. The name of the author referred to in the description

The author referred to in the description only mentioned the last name (family name) accompanied by the year of writing.

Examples of writing as follows:

1. According to Gordon (2001)
2. Treatment of ovarian cysts in cattle with GnRH (O'Donnel and Dobson, 2001)
3. Ultrasonography can be used to diagnose cases of ovarian cysts in cattle (Tebble et al., 2001)

There are three authors, namely: Tebble, T.J., O'Donell M.J., and Dobson, H.

- b. Author name in bibliography

All author names must be included in the bibliography.

Example:

Johnston, P.E.J., Knox, K., Gettinby, G., and Griffiths, I.R. 2001.

- c. The author's name is more than one syllable, then the method of writing is the last name followed by a comma, the abbreviation first, middle and so on, all of which are given a point.

Example:

Nugroho Budi Raharjo written: Raharjo, N.B.

Ian Robert Griffiths written: Griffiths, I.R.

- d. Name with connecting line

The author's name with the connecting line is considered as a whole.

Example:

El-Keraby written: El-Keraby

Villa-Godoy written: Villa-Godoy

- e. Names followed by abbreviations

The name followed by an abbreviation, is considered the abbreviation to be one word with the word in front of it.

Example:

Arthur R. Michell Jr. written: Michell Jr., A.R.

Bambang E.S. written: Bambang, E.S.

8. Writing a bibliography

Bibliography is arranged alphabetically without using a sequence number. Journal names are abbreviated in accordance with applicable international rules. The library year or reference should be around the last 5-10 years. Reference library in the form of scientific books, the number is limited to a maximum of 50% of the total bibliography.

Writing a bibliography is sorted alphabetically according to the name of the main author. If there are more than one library source with the same author sorted by year of publication. Writing a bibliography must consider the type of library sources.

- a. Books: written as consecutive names and initials of the author, year of publication, title of book, volume, issue, name of publisher and place, and page number referred to.
- b. Chapters in the book: name and initials of the author, year, title of the book, name of the publisher and place, and page number referred to.
- c. Journal: written consecutively by the name and initials of the author, the year of publication, the title of the article, the name of the magazine with the official abbreviation, the volume and page number referred to.
- d. Manuscripts for scientific meetings: the names and initials of the author, the year, the title of the manuscript, the abbreviation for the meeting, and the meeting place.
- e. Library sources taken from the internet must include a web page and access date.

Examples of bibliography include: a. Books or monographs, b. journal, c. Information coming from the internet can be seen as follows:

- a. Books and other monographs

1. Personal author

Example:

Thrusfield, M. (2007). *Veterinary epidemiology*. 3rd ed. Blackwell Science. Ames. Iowa. USA: 101-103.

2. Editor/compiler, chairman as writer

Example:

Dansser, J., dan Colombani, J., (eds). 1972. *Histocompatibellity Testing*. Munksgrood. Copenhagen. 12.

Weistein, L. dan Swartz, M.N. 1974. *Pathogenic properties in invading microorganisms*. Dalam: Sodeman, W.A., J.R. Soedeman, W.A., (eds). *Pathogenic Physiology: Mechnisms of Disease*. W.B. Saunders, Philadelphia. 457-472.

3. Chapter in a book

Example:

Gavin, R., Merino, S. and Tomas, J.M. (2004). Molecular mechanism of interaction between *Aeromonas hydrophyla* and hosts. In: *Current Trends in the Study of Bacterial and Viral Fish and Shrimp Disease*. Vol.3. Yin, L.K. World Scientific Publishing Co Pte. Ltd. Singapore. 117-144.

4. Translation book

Example:

Ganong, W.F. 1995. Buku Ajar Fisiologi Kedokteran. Edisi ke-14. Penerjemah: Adrianto, P.S. judul buku asli: *Review of Medical Physiology*, edisi ke 14. Penerbit Buku Kedokteran E.C.G. Jakarta, 102-103.

Guyton, A.C. dan Hall, J.E. 1996. Buku Ajar Fisiologi Kedokteran Edisi ke-9. Penerjemah: Setiawan I, Tengadi K.A., dan Santosa A, judul buku asli *Textbook of Medical Physiology*. Edisi ke-9. Penerbit Buku Kedokteran E.C.G, Jakarta, 529, 533-534, 608.

5. Published proceeding papers

Example:

Du Pont, B. 1974. Bone marrow transplantation in severe combined immunodeficiency with an unrelated MLC compatible donor. Dalam: White, H.J. dan Smith, R, (eds). *Proceedings of the third annual meeting of the International Society for Experimental Hematology*. 44-G.

Soenarto, S., Marditomo, dan Sarosa, R. 1983. Kadar IgG, IgA, dan IgM serum penderita sebelum dan tujuh hari pasca tonsilektomi. Dalam: *Kumpulan Naskah Ilmiah Kongres Nasional VII Perhati*, diedit Sardjono Sudjak, Wisnubroto, Iskandar, dkk., Surabaya. 826-833.

6. Monographs in a series

Example:

Hunninghake, G.W., Gadek, J.E., dan Szpiel, S.N. 1980. The human alveolar macrophage. Dalam: Harris C.C., (ed), *Cultured Human Cells and Tissue in Biomedical Research*. Academic Press, New York. 54-56. (Stoner, G.D., ed. *Methods and perspectives in cell biology*, vol 1).

7. Dissertation and theses

Example:

Purwaningrum, M. (2014). Penentuan Patotipe virus Newcastle Disease isolat lokal pada unggas dengan metode RT-PCR dan REA. Tesis. Program Studi Sain Veteriner. Fakultas Kedokteran Hewan, Universitas Gadjah Mada, Yogyakarta.

Sitasiwi, A.J. (2015). Kloning dan ekspresi gen *Wingless-type MMTV integration site family member-4* mencit sebagai kandidat antigen untuk imuno kontrasepsi satwa liar. Disertasi. Program Sain Veteriner. Fakultas Kedokteran Hewan, Universitas Gadjah Mada, Yogyakarta.

8. Newspaper article

Example:

Shaffer, R.A. 1977. Advances in chemistry are starting to unlock mysteries of the brain: discoveries could help cure alcoholism and insomnia, explain mental illness. How to messenger work. *Wall Street Journal*. August 12: 1.

9. Magazine article

Example:

Roueché, S. 1971. Annals of Medicine: The Santaclaus culture. *The New York*. Sept 4: 66-81.

Anonymous, 1909. Australian-refinea vector was highest levels of lead. *Financial Reviews, Bussiness*, Monday, May 22: 48.

10. in press

Example:

Paaske, W.P. Capillary permeability in cutaneous tissue. *Acta Physiol. Scand. (in press)*.

b. Journal

1. Standard journal article

Example:

Ning, Z.Y., Wu, X.T., Cheng, Y.F, Qi, W.B., An, Y.F., Wang, H., Zhang, G.H. and Li, S.J. (2012). Tissue distribution of sialic acid-linked influenza virus receptors in beagle dogs. *J.Vet. Sci.* 13: 219-222.

Haryanto, A., Ernawati, R., Wati, V., Irianingsih, S.H. and Wijayanti, N. (2016). Analysis of viral protein-2 encoding gene of avian

encephalomyelitis virus from field specimens in Central Java region, Indonesia. *Vet. World.* 9 (1): 25-31.

2. Corporate author

Example:

The Royal Marsden Hospital Bone-Marrow Transplantation Team. 1977. Failure of syngeneic bone-marrow graft without preconditioning in post hepatitis marrow aplasia. *Lancet.* 2: 242-244.

World Health Organization, 1984. A Program for controlling acute respiratory infection in children and memorandum from a WHO Meeting. *Bull WHO.* 62: 47-58.

3. No author given

Example:

Anonymous, 1981. Coffee drinking and cancer for the páncreas (Editorial). *Br. Med. J.* 283: 628.

Anonim, 1981. Is your antibiotics really necessary? Editorial. *Lancet.* 2: 909.

4. Journal supplement

Example:

Frumin, A.M., Nussbaum, J., dan Eposito, M. 1979. Functional Asplenia: demonstration of splenic activity by bone marrow scan (*Abstract*). *Blood.* 54 (*Suppl*): 2 Ga.

Masri, A.R. 1980. Neurophatic of diabetic neurogene bladder. *Ann. Intern. Med.* 316-318.

5. Journal pagenated by issue

Example:

Seaman, W.B. 1981. The case of the pancreatic pseudocyst. *Hosp. Pract.* 16: 24-25.

c. Information from the internet

Example:

Author's name. Year of publication. Article title. Journal name. Volume (number): page. [media type]. Availability. [Date, month and year of access].

Adsavakulchai, S., Baimai, V., Prachyabrued, W., Gore, P.J., and Lertlum, S. 1998. Morphometric study using wing image analysis for identification of *Bactrocera dorsalis complex* (Diptera: Tephritidae). *WWW J. Biol.* 1998; 3 (5). [terhubung berkala]. [http://erpress.com/w3jbio/vol3/ Adsavakulchai/index.html](http://erpress.com/w3jbio/vol3/Adsavakulchai/index.html) [17 Maret 1999]

Gorman, C., 1997. *The New Hongkong Flu.* <http://www.time.com/time/magazine/article/0,9171,987603,00.html>
. Diakses pada tanggal 28 Juli 2008.

WRITING THESIS GUIDELINES

A. General Provisions for Taking Thesis

1. Students who will compile the thesis are required to have achieved at least 110 credits with a minimum cumulative IP of 2.00. The appointment of the thesis supervisor is conducted in semester 7.
2. Distribution of thesis supervisor lecturers is arranged by the Deputy Dean for Academic and Student Affairs. Lecturers can submit as thesis counselors for students who take lecturer research or PKM activities.

B. Thesis Examiner Lecturer

1. Permanent lecturer with a minimum position of Assistant Expert with a Masters / Doctoral education qualification.
2. The examiner has a relationship with the field of science under study.
3. The examiner is proposed by the supervisor. Thesis Examiner Team consists of one (1) Thesis Supervisor and two (2) Examining Lecturers who are related to the field of study under study, one of which is from outside the supervisory department.

C. Distribution of Thesis Guidance

1. Students who are not submitted by the supervising lecturer, the guidance is distributed randomly to all prospective thesis supervisor lecturers who have fulfilled the requirements, namely: permanent lecturers with a minimum position of Assistant Expert with Master / Doctoral education qualifications.
2. The distribution of students who will do thesis is arranged by the Deputy Dean for Academic and Student Affairs through the Academic and Student Affairs Section.
3. Students are required to bring a consultation sheet every time they hold consultations with the thesis supervisor and ask the thesis supervisor to sign the sheet as evidence of the progress of the mentoring process.

4. The consultation sheet must be carried and included as one of the requirements for registration of the thesis examination at the Academic and Student Affairs Section.

D. Thesis Completion Period

1. Thesis must be completed a maximum of two semesters.
2. If the thesis is not ready to be tested after two semesters of completion, the student must submit an extension to the Deputy Dean for Academic and Student Affairs. Extension can only be given for 1 semester.
3. If the student cannot complete the thesis after the extension period, then the supervisor has the right to return the student to the Vice Dean for Academic and Student Affairs to be transferred to another lecturer.

E. Thesis Examination

1. The thesis that has been compiled must be registered with the Academic and Student Section accompanied by a Consultation Sheet and a copy of the valid student card.
2. Students take blanks for approval of the exam and ask for the signature of approval of the exam time from the supervisor and thesis examiner lecturer.
3. The thesis examination is carried out minimum (5) working days after the registration process.
4. The composition of the thesis examiner lecturer is determined as follows:
 - a. Thesis examiners lecturer consists of a thesis supervisor and two examiners lecturer.
 - b. Chairperson of the hearing: one of the Examining lecturers who is not a thesis supervisor.
 - c. Members: two permanent lecturers from the UGM Faculty of Veterinary Medicine or one permanent lecturer at the Faculty of Veterinary Medicine UGM plus one examiner from outside.
5. Thesis examination is carried out in the thesis examination room.

6. Thesis examination can be carried out every day during working hours as long as it does not interfere with other academic activities.
7. Examination in the form of a maximum presentation of 20 minutes followed by a maximum discussion of 100 minutes.
8. At each thesis exam forum only one student can be tested.
9. Students who have not been eligible to pass the thesis examination are given the opportunity to repeat once in a maximum period of 6 weeks after the first exam. The thesis should be re-registered in the Academic and Student Affairs Section before re-tested.
10. The length of time for the revision to the submission of the thesis bendel is a maximum of 3 months after the exam. If more than 3 months have not completed the revision, students are required to re-test the thesis.

F. Thesis Assessment Format

1. Assessment of documents

- | | |
|---|------------------------------|
| a. Selection and formulation of problems | maximum score 10 |
| b. Relevance of theoretical framework and hypothesis (if any) or literature review and problems | maximum score 15 |
| d. Accuracy of methodological aspects | maximum score 10 |
| e. The depth of discussion and the accuracy of the conclusions and suggestions submitted | maximum score 15 |
| f. Language and writing system | maximum score 10 |
| | Total ————— 60 |

2. Penilaian ujian lisan

- | | |
|--------------------------------|------------------|
| a. Ability to express opinions | maximum score 10 |
|--------------------------------|------------------|

b. Ability to answers the questions	maximum score 10
c. Mastery of thesis material	maximum score 15
d. General appearance	maximum score 5
	<u>Total</u> 40

The maximum number of thesis scores is 100 and the average score of the thesis is the total value divided by the number of the test team members, then converted into letter values (A, B, C, D, and E), namely:

$A \geq 75$; A- (72,5-74,9); A/B (70-72,4); B+ (67,5-69,9); B (65-67,4); B- (62,5-64,9); B/C (60-62,4); C+ (57,5-59,9); C (55-57,4); C- (52,5-54,9); C/D (50-52,4); D+ (47,5-49,9), D (45-47,4); $E < 45$. Examples of blanks and thesis examination assessment process can be seen in Attachment 11 through Attachment 15. The assessment results from the examining lecturer are submitted to the supervisor as the determination of the final value.

G. Multiplication of Thesis Text

1. Mahasiswa yang lulus ujian skripsi dan telah menyelesaikan perbaikannya harus menyalin 5 salinan skripsi, masing-masing untuk Supervisor, Penguji Tesis (dua orang), Perpustakaan FKH UGM dan siswa yang bersangkutan dan satu soft copy dalam format CD sesuai dengan format skripsi yang telah ditentukan.
2. The thesis paper must have been approved by all examiners.
3. The thesis manuscript must be uploaded with a separate validation page.

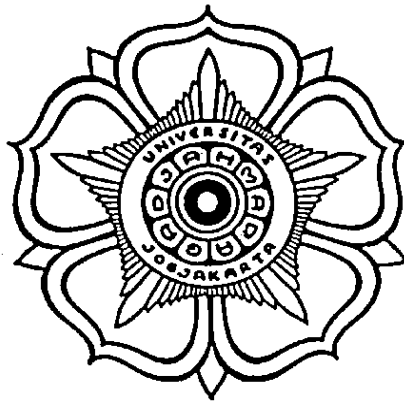
H. Others

1. Technical provisions for implementation and other provisions not yet covered by this rule will be regulated by the Deputy Dean for Academic and Student Affairs through the Academic and Student Affairs Section.
2. This regulation comes into force from the date of stipulation.

Attachment 1. Example of thesis cover

**PENGARUH SUPLEMENTASI UREA MOLASES MULTINUTRIEN
BLOK (UMMB) TERHADAP GAMBARAN ERITROSIT, LEUKOSIT,
HEMOGLOBIN (Hb), *PACKED CELL VOLUME* (PCV) DAN
TOTAL PROTEIN PLASMA (TPP) PADA
SAPI PERANAKAN ONGOLE
DI GUNUNGKIDUL**

SKRIPSI



Oleh :

Wirdatul Jannah

14/373786/KH/08246

**FAKULTAS KEDOKTERAN HEWAN
UNIVERSITAS GADJAH MADA
YOGYAKARTA
2018**

HALAMAN PENGESAHAN

**PENGARUH SUPLEMENTASI UREA MOLASES MULTINUTRIEN
BLOK (UMMB) TERHADAP GAMBARAN ERITROSIT, LEUKOSIT,
HEMOGLOBIN (Hb), *POCKED CELL VOLUME* (PCV)
DAN TOTAL PROTEIN PLASMA (TPP)
PADA SAPI PERANAKAN ONGOLE
DI GUNUNGKIDUL**

Dipersiapkan dan disusun oleh

**Wirdatul Jannah
14/373786/KH/08246**

**Telah dipertahankan di hadapan Dosen Penguji pada tanggal 14 Juni 2017
dan dinyatakan telah lulus memenuhi persyaratan mencapai gelar
SARJANA KEDOKTERAN HEWAN (S.K.H.)**

Pada

**FAKULTAS KEDOKTERAN HEWAN
UNIVERSITAS GADJAH MADA
YOGYAKARTA
2017**

Dosen Pembimbing/Penguji

1. **Dr. drh. Yanuartono, MP.** : _____
(Pembimbing/Anggota Penguji)
2. **Dr. drh. Soedarmanto Indarjulianto** : _____
(Ketua Penguji)
3. **Dr. drh. Claude Mona Airin, MP.** : _____
(Anggota Penguji)

Mengetahui

**Dekan Fakultas Kedokteran Hewan
Universitas Gadjah Mada**

**Prof. Dr. drh. Siti Isrina Oktavia Salasia
NIP 196010201988032002**

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ABSTRAK

PERBEDAAN PROFIL GAMBARAN DARAH IKAN LELE DUMBO (*Clarias gariepinus*) BERDASARKAN KETINGGIAN TEMPAT DI WILAYAH DAERAH ISTIMEWA YOGYAKARTA

Oleh
Elita Mutiara Ulfah
12/329616/KH/07360

Pemeliharaan ikan pada kondisi lingkungan yang berbeda dapat mempengaruhi suhu, derajat keasaman (pH), konsentrasi oksigen terlarut dalam air (DO), kandungan nitrit dan nitrat di dalam air. Tujuan dari penelitian ini adalah untuk mengetahui perbedaan gambaran hematologi ikan lele dumbo (*Clarias gariepinus*) yang dibudidayakan pada dua tempat ketinggian daerah yang berbeda.

Ikan sejumlah 50 ekor ikan lele dumbo (*Clarias gariepinus*). Pengambilan sampel darah dilakukan di Kabupaten Sleman (dataran tinggi 500mdpl) dan Kabupaten Bantul (dataran rendah 100 mdpl) pada bulan Agustus-November. Sampel darah diambil melalui vena kaudalis menggunakan *sputit* 3 ml. Antikoagulan yang digunakan adalah Na sitrat perbandingan 1:9. Pemeriksaan darah meliputi total eritrosit, *Packed Cell Volume* (PCV), hemoglobin (Hb), *Mean Corpuscular Volume* (MCV), *Mean Corpuscular Hemoglobin* (MCH), *Mean Corpuscular Hemoglobin Concentration* (MCHC), total leukosit, diferensial leukosit (neutrofil, eosinofil, basofil, limfosit dan monosit), total protein plasma (TPP) dan fibrinogen. Pengujian air dilakukan di Balai Kesehatan Dinas Kesehatan Kota Yogyakarta. Data dianalisis dengan menggunakan *Statistical Product and Service Solution* (SPSS).

Hasil penelitian menunjukkan perbedaan signifikan ($p < 0,05$) profil hematologi yaitu ikan yang berada di daerah Sleman kadar PCV $33 \pm 4,77\%$; Hb $8,44 \pm 1,31$ g/dL; MCV $138,33 \pm 25,05$ fL; MCH $37,99 \pm 15,78$ pg; MCHC $26,00 \pm 5,01$ g/dL dan di daerah Bantul kadar PCV $39,72 \pm 4,85\%$; Hb $12,01 \pm 2,07$ g/dL; MCV $175,76 \pm 67,66$ fL; MCH $53,13 \pm 19,96$ pg; MCHC $30,53 \pm 5,50$ g/dL. Sehingga dapat disimpulkan bahwa terdapat perbedaan gambaran darah pada ikan lele dumbo (*Clarias gariepinus*) yang dibudidayakan di dataran rendah dan dataran tinggi.

Kata kunci: *Clarias gariepinus*, ketinggian tempat, hematologi

ABSTRACT

**ISOLATION, IDENTIFICATION AND CHARACTERIZATION OF
Staphylococcus aureus ISOLAT FROM BUMBLE FOOT AND ARTHRITIS
OF BROILER**

Imam Hanafi
08/269213/KH/06010

Staphylococcus aureus can cause bumble foot and arthritis of broilers that impacted economical loss for farmers due to decrease in growth and productivity of chickens. This research was done to isolate, identify and characterize of *Staphylococcus aureus* isolated from bumble foot and arthritis of chickens.

Twenty seven samples were originated from chicken farm in Kemiri, Sleman, Yogyakarta. The isolation of *Staphylococcus aureus* was done by planting the specimens from synovial fluid of tarsometatarsal joints and wound of bumble foot lesions in Todd-Hewitt broth (THB) and incubation at 37°C for 24 hours. The growth of bacteria on the blood agar plate (PAD) were observed after incubation at 37°C for 24 hours. Identification of *Staphylococcus aureus* based on the Gram staining, culture of bacteria on the mannitol salt agar (MSA), catalase, clumping factor, and coagulase tests. Characterization of *Staphylococcus aureus* were performed by production of hemolysin, pigments, agglutination reaction of erythrocytes and character of hydrophobicity surface cells of bacteria.

From 27 samples there were 10 isolates positive for *Staphylococcus aureus*. All isolates were Gram positive, could ferment the MSA, positive for catalase, clumping factor and coagulase test. Based on the production of hemolysin there were 8 isolates of *Staphylococcus aureus* showed α -hemolysis (80%), 1 isolate β -hemolysis (10%) and 1 isolate showed γ -hemolysis (10%). Based on the production of the pigments there were 6 isolates (60%) produced yellow pigments, 2 isolates produced orange pigments (20%), and 2 isolates (20%) white pigmented. All *Staphylococcus aureus* isolates (100%), agglutinated erythrocytes and had hydrophilic surface.

Key words: *Staphylococcus aureus*, bumble foot, arthritis, broiler

Attachment 9. Examples of writing titles, subtitles, sub-subtitles, and others

JUDUL

Subjudul

Kalimat pertama setelah Sub judul ditulis sebagai alinea baru atau enam ketukan dari tepi kiri.

Anak Subjudul

Anak subjudul ditulis pada tepi kiri. Kalimat pertama sesudah Anak subjudul dimulai dengan alinea baru.

Subanak subjudul. Kalimat pertama ditulis menerus satu baris dengan subanak subjudul. subanak subjudul dicetak tebal. Selain itu subanak subjudul dapat juga ditulis berupa kalimat, namun yang berfungsi sebagai subanak subjudul ditempatkan paling depan dan dicetak tebal.

Attachment 10. Example of tables

Tabel konversi perhitungan dosis antara manusia dan beberapa jenis hewan (*Laurence and Bacharach, 1964*)

	Mencit 20 g	Tikus 200 g	Marmut 400 g	Kelinci 1,5 kg	Kera 4 kg	Anjing 12 kg	Manusia 70 kg
Mencit 20 g	1,0	7,0	12,25	27,8	64,1	124,2	387,9
Tikus 200 g	0,14	1,0	1,74	3,9	4,2	17,8	56,0
Marmut 400 g	0,08	0,57	1,0	2,25	5,2	10,2	31,5
Kelinci 1,5 kg	0,4	0,25	0,44	1,0	2,4	4,5	14,2
Kera 4 kg	0,016	0,11	0,19	0,42	1,0	1,9	6,1
Anjing 12 kg	0,008	0,06	0,10	0,22	0,52	1,0	3,1
Manusia 70 kg	0,0026	0,018	0,031	0,07	0,16	0,32	1,0

PENILAIAN SKRIPSI
MAHASISWA PROGRAM STUDI KEDOKTERAN HEWAN
FAKULTAS KEDOKTERAN HEWAN UGM

Nama :

No. Mahasiswa :

Judul Skripsi :

Kriteria Penilaian	Bobot	Nilai
Penulisan:	(60)	
1. Pemilihan dan perumusan masalah	10	
2. Relevansi kerangka teoritik dan hipotesis (bila ada) atau kajian pustaka dan permasalahan	15	
3. Ketepatan aspek metodologis	10	
4. Kedalaman pembahasan dan ketepatan kesimpulan dan saran yang diajukan	15	
5. Bahasa dan tata tulis	10	
Penilaian ujian lisan:	(40)	
1. Kemampuan mengungkap/menguraikan pendapat	10	
2. Ketepatan jawaban terhadap pertanyaan penguji	10	
3. Penguasaan materi skripsi	15	
4. Penampilan umum	5	
Jumlah	(100)	

Keterangan:

$A \geq 75$	C+ (57,5-59,9)
A- (72,5-74,9)	C (55-57,4)
A/B (70-72,4)	C- (52,5-54,9)
B+ (67,5-69,9)	C/D (50-52,4)
B (65-67,4)	D+ (47,5-49,9)
B- (62,5-64,9)	D (45-47,4)
B/C (60-62,4)	E < 45

Yogyakarta,

Penguji,

(.....)

Attachment 12. Thesis defense report

BERITA ACARA UJIAN SKRIPSI (BAUS)
MAHASISWA PROGRAM STUDI KEDOKTERAN HEWAN
FAKULTAS KEDOKTERAN HEWAN UGM

Nama :
.....
No. Mahasiswa :
.....
Hari/Tanggal Ujian :
.....
Tempat Ujian :
.....
Judul Skripsi :
.....

CATATAN PELAKSANAAN UJIAN

.....
.....
.....
.....
.....

Yogyakarta,
.....

Nama Penguji

Tanda tangan penguji

- | | |
|---------|---------|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

Attachment 13. Thesis revision sheet

LEMBAR REVISI SKRIPSI (LRS)
MAHASISWA PROGRAM STUDI KEDOKTERAN HEWAN
FAKULTAS KEDOKTERAN HEWAN UGM

Nama :

No. Mahasiswa :

Hari/Tanggal :

Judul Skripsi :

.....
.....

Saran untuk revisi

– Judul :
.....
.....

– Penulisan :
.....
.....

– Pendahuluan :
.....
.....

– Tinjauan Pustaka :
.....
.....

– Materi dan Metode :
.....
.....

– Hasil dan Pembahasan :
.....
.....

– Kesimpulan dan Saran :

.....
.....

– Daftar Pustaka :

.....
.....

– Lampiran :

.....
.....

Yogyakarta,

Penguji

Attachment 14. Thesis exam assessment tabulation

TABULASI PENILAIAN SKRIPSI

Nama :

No. Mahasiswa :

Hari/Tanggal :

Judul Skripsi :

.....

.....

.....

Kriteria Penilaian	P1	P2	P3	Total	Rata-rata
Penulisan: 1. Pemilihan dan perumusan masalah 2. Relevansi kerangka teoritik dan hipotesis (bila ada) atau kajian pustaka dan permasalahan 3. Ketepatan aspek metodologis 4. Kedalaman pembahasan dan ketepatan kesimpulan dan saran yang diajukan 5. Bahasa dan tata tulis					
Penilaian ujian lisan: 1. Kemampuan mengungkap/menguraikan pendapat 2. Ketepatan jawaban terhadap pertanyaan penguji 3. Penguasaan materi skripsi 4. Penampilan umum					
Jumlah					

Hasil Ujian:

A ≥ 75	C+ (57,5-59,9)	Pembimbing (P1) :
A- (72,5-74,9)	C (55-57,4)	
A/B (70-72,4)	C- (52,5-54,9)	Penguji Utama (P2) :
B+ (67,5-69,9)	C/D (50-52,4)	
B (65-67,4)	D+ (47,5-49,9)	Anggota Penguji (P3) :
B- (62,5-64,9)	D (45-47,4)	
B/C (60-62,4)	E < 45	

Nilai ujian:

**PROSEDUR UJIAN SKRIPSI PROGRAM STUDI KEDOKTERAN HEWAN
FAKULTAS KEDOKTERAN HEWAN
UNIVERSITAS GADJAH MADA
YOGYAKARTA, 2017/2018**

A. Pendahuluan

Prosedur ujian skripsi Program Studi Strata 1 (S-1) ini merupakan panduan bagi civitas akademika di Fakultas Kedokteran Hewan Universitas Gadjah Mada (FKH UGM) dalam rangka pelaksanaan ujian skripsi sebagai salah satu elemen penentu kelulusan mahasiswa S-1 FKH UGM. Adanya panduan ini diharapkan akan meningkatkan efektivitas dan efisiensi manajemen pengelolaan skripsi untuk mengoptimalkan kualitas skripsi di FKH UGM.

B. Elemen Akademik Terkait

1. Wakil Dekan Bidang Akademik dan Kemahasiswaan
2. Pengelola Program Studi Kedokteran Hewan
3. Pelaksana Administrasi Skripsi (PAS) pada Seksi Akademik dan Kemahasiswaan
4. Dosen Pembimbing Skripsi
5. Dosen Penguji
6. Mahasiswa

C. Ketentuan-Ketentuan

1. Skripsi merupakan tugas akhir mahasiswa (tingkat pendidikan strata S-1) untuk mempertanggungjawabkan kemampuan berfikir, inovasi, kreativitas dan intelektualnya (lihat Buku Panduan Penyusunan Skripsi FKH UGM 2017).
2. Ujian skripsi adalah salah satu ujian yang ditujukan untuk menilai kelayakan mahasiswa untuk lulus pada program S-1 di FKH UGM.
3. Ujian skripsi dilaksanakan untuk satu orang mahasiswa yang diuji dalam satu waktu proses ujian skripsi.

4. Ujian skripsi dilaksanakan oleh Tim Penguji Skripsi yang terdiri dari satu (1) Dosen Pembimbing Skripsi dan dua (2) Dosen Penguji yang mempunyai keterkaitan dengan bidang ilmu yang diteliti yang salah satunya berasal dari luar departemen dosen pembimbing, dalam 1 (satu) majelis ujian skripsi.
5. Dosen Pembimbing adalah dosen yang diberi tugas untuk membimbing mahasiswa dalam proses penelitian, penyusunan dan penyelesaian skripsi. Surat tugas dosen pembimbing dikeluarkan oleh Dekan FKH UGM.
6. Dosen Penguji adalah dosen yang diberi tugas untuk menguji pada ujian skripsi mahasiswa berdasarkan surat tugas dari Dekan FKH UGM.
7. Ketua Tim Penguji adalah salah satu Dosen Penguji yang berasal dari satu departemen dengan Dosen Pembimbing skripsi mahasiswa yang diuji.
8. Anggota Tim Penguji adalah Dosen Penguji skripsi yang tidak berasal dari departemen yang sama dengan Pembimbing Skripsi.
9. Pelaksana Administrasi Skripsi (PAS) adalah staf kependidikan pada Seksi Akademik dan Kemahasiswaan yang diberi tugas administrasi dan mengelola pelaksanaan skripsi di FKH UGM.
10. Penentuan kelulusan diatur dengan Ketentuan Penilaian dan Kelulusan ujian skripsi dalam buku Panduan Penyusunan SkripsiFKH 2017.
11. Penentuan nilai akhir didasarkan pada kompilasi nilai tim penguji skripsi.

D. Waktu dan Tempat Ujian Skripsi

1. Ujian skripsi dilakukan selama berlangsung semester berjalan dalam kalender akademik.
2. Ujian skripsi dilaksanakan setiap hari Selasa, Rabu, dan Jum'at;serta diatur PAS dan Pengelola Program Studi S1.
3. Ujian Skripsi dilaksanakan di ruang khusus untuk ujian skripsi yang diatur oleh Koordinator Skripsi melalui Seksi Akademik dan Kemahasiswaan.
4. Ujian skripsi hanya dapat dilaksanakan apabila dihadiri oleh ketiga Dosen Penguji. Jika salah satu Dosen Penguji tidak hadir, maka ujian skripsi batal atau dapat diganti hari lain oleh PAS dan Pengelola Program Studi S1.

E. Prosedur Pendaftaran Ujian Skripsi

1. Mahasiswa yang akan melakukan ujian skripsi tercatat sebagai mahasiswa dalam semester tersebut dan tidak sedang cuti, yang ditunjukkan dengan kartu mahasiswa yang masih berlaku.
2. Mahasiswa yang berhak mengikuti ujian skripsi adalah mahasiswa yang telah dinyatakan layak oleh dosen pembimbing skripsi untuk mengikuti ujian skripsi serta telah memenuhi syarat-syarat ujian skripsi.
3. Mahasiswa mendaftarkan diri di Seksi Akademik dan Kemahasiswaan dengan mengisi Blangko Pengajuan Ujian Skripsi dan menyerahkan kembali bersama-sama dengan Lembar Konsultasi Skripsi (LKS), selambat-lambatnya 9 hari kerja sebelum tanggal pelaksanaan ujian skripsi.
4. Pelaksana Administrasi Skripsi dan Pengelola Program Studi S1 memverifikasi dan mencatat dalam Buku Induk Ujian Skripsi dan membuat jadwal pelaksanaan berdasarkan urutan pendaftar ujian yang masuk.
5. Pengelola Program Studi S1 mengatur Dosen Penguji Skripsi sesuai dengan Ketentuan Dosen Penguji Skripsi di papan pengumuman dan mengirim undangan beserta naskah skripsi mahasiswa kepada semua Dosen Penguji paling lambat 7 hari kerja sebelum ujian skripsi berlangsung.
6. Pelaksana Administrasi Skripsi membuat surat pemberitahuan dan mendistribusikan naskah dan kelengkapan ujian skripsi kepada semua Dosen Penguji selambat-lambatnya 5 hari kerja sebelum ujian skripsi berlangsung.

F. Prosedur Ujian Skripsi

1. Pada saat pelaksanaan ujian skripsi mahasiswa diwajibkan berpakaian sopan dan rapi dengan ketentuan bagian atas berwarna dasar putih dan bagian bawah berwarna gelap.
2. Pelaksana administrasi skripsi menyiapkan dokumen kelengkapan ujian skripsi dan menyerahkan kepada Dosen Penguji dalam satu map yang berisi:
 - a. Berita Acara Ujian Skripsi (BAUS)
 - b. Blangko Penilaian Ujian Skripsi (BPUS)
 - c. Lembar Revisi Skripsi (LRS)
 - d. Lembar Konsultasi Skripsi (LKS)
 - e. Kartu Skripsi (KS)

3. Pelaksana Administrasi Skripsi menyiapkan ruang ujian skripsi dan peralatan-peralatan yang diperlukan selama ujian berlangsung.
4. Ujian skripsi berlangsung selama 2 jam di ruang khusus untuk ujian skripsi.
5. Setelah ujian selesai, dosen penguji mengisi BAUS, BPUS, LRS (bila ada revisi), LKS dan KS serta menyerahkan kembali semua dokumen tersebut (dalam satu map) kepada Pengelola Program Studi S1 atau Pelaksana Administrasi Skripsi.
6. Pelaksana Administrasi Skripsi mengumpulkan dan mendokumentasikan BAUS, BPUS, LRS, LKS, dan KS (dalam satu map) dan menyerahkan kepada Wakil Dekan Bidang Akademik dan Kemahasiswaan sebagai bahan rapat Yudisium penentuan kelulusan mahasiswa.
7. Mahasiswa yang dinyatakan tidak lulus dalam ujian skripsi diperkenankan mengikuti ujian skripsi lagi setelah revisi skripsi dilakukan maksimal 1,5 (satu setengah) bulan setelah ujian skripsi pertama sesuai dengan ketentuan.
8. Mahasiswa yang dinyatakan lulus dengan revisi, nilai ujian skripsi akan diumumkan setelah ada keterangan bahwa mahasiswa tersebut telah melakukan revisi oleh Dosen Pembimbing Skripsi sebagaimana tercantum dalam ketentuan.
9. Revisi skripsi paling lambat diselesaikan 1,5 (satu setengah) bulan setelah ujian skripsi dilaksanakan. Apabila melebihi waktu tersebut, maka mahasiswa yang bersangkutan wajib mengikuti ujian skripsi lagi sesuai dengan persyaratan ujian skripsi.

**DRAFTING TEAM
THESIS GUIDE FOR
STUDENTS OF VETERINARY MEDICINE STUDY PROGRAMS
FACULTY OF VETERINARY MEDICINE
UNIVERSITAS GADJAH MADA
YOGYAKARTA, 2018**

Person in charge:

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Dean of Faculty of Veterinary Medicine
Universitas Gadjah Mada

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