

**ACADEMIC GUIDE OF
MAGISTER IN COMMUNICATION SCIENCES
FACULTY OF SOCIAL AND POLITICAL SCIENCES
THE UNIVERSITY OF BENGKULU**



2022



FOREWORD

This academic guideline is an integral part of the academic regulations derived based on academic guidelines at the university level, the faculty of Bengkulu University. This academic guidebook contains academic rules, academic calendars, guidelines for thesis writing, curriculum and various rules that concern all teaching and learning activities in the Master of Communication Studies (MC) Study Program, therefore these rules serve as a guide for all parties so that the learning process teaching can run as it should.

Furthermore, the completion of this academic guidebook was inseparable from the assistance of various parties, so on this occasion we would like to thank the Dean of the Faculty of Social and Political Sciences, University of Bengkulu and his staff, the lecturers of the Master of Communication Studies Program (MC), as well as our thanks. convey to the staff who have worked hard to complete this guidebook from drafting it to printing it in book form. We are aware that this academic guidebook is still far from perfect, so it is hoped that criticism and suggestions for improving this academic handbook from various parties, especially from students of the Master of Communication Studies (MC) Study Program as the main users of this academic handbook.

Thus this academic guidebook can be used according to its function.

Bengkulu, May 2, 2022
Head of Communication Programs

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TABLE OF CONTENTS

COVER PAGE

FOREWORD

PROGRAM

MANAGERS TABLE OF CONTENTS

CHAPTER I ACADEMIC REGULATIONS

1.1 Introduction	3
a. General Provisions	4
1.2 Vision, Mission and Goals	4
a. Vision	4
b. Mission.....	4
c. Objective.....	5
1.3 New Student.....	6
a. Academic Requirements.....	6
b. Administrative Requirements	6
c. Program Participant Status	6
1.4 Implementation of Study	7
a. Study Load	7
b. Curriculum Development	8
c. Learning Activities	8
d. Study Administration	8
1. Study Plan Card (KRS)	8
2. Academic Guidance	8
3. Student Obligations	8
e. Lecture Examination	9
f. Assessment	10
1.5 Thesis Preparation	11
a. Criteria for Thesis Guidance	11
b. Submission of Thesis Title	11
c. Timeframe for Thesis Writing	12
d. Thesis Proposal Examination	12
e. Seminar on Research	14
f. Research	15
g. Thesis Examination	15
1.6 Academic Sanctions	17
a. Form of Violation	17
b. Level and Type of Sanctions	17
c. Academic Leave	17
d. Failed Study	18
e. Closing Terms	18



ACADEMIC REGULATIONS

1.1 Introduction

The Magister in Communication (MC) Study Program was established based on the Decree of the Director General of Higher Education Number 139/E/O/2014 dated June 3rd, 2014. The study program was organized based on the Rector's Decree Number 139/H30/HK/2009 concerning the Implementation of the Postgraduate Education Program of UNIB. In addition, the study program also utilizes several lecturers from other study programs within UNIB according to their capacity to accelerate work mechanisms efficiently and effectively. The MC has been an active member of ASPIKOM (The Association for Higher Education in Communication Studies) since 2019. The study program also collaborates with the Association for Higher Education in Communication Studies (henceforth ASPIKOM – Association for Higher Education in Communication Studies) in the form of national seminars, conferences and public lectures.

Learning activities in the Communication Science Masters Study Program are based on academic regulations as shared guidelines between students, lecturers and administrators. These academic regulations are based on the following regulations:

1. Law Number 20 of 2003 concerning the National Education System (State Gazette of 2003 Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 4301);
2. Government Regulation Number 60 of 1999 concerning Higher Education (State Gazette of 1999 Number 115, Supplement to State Gazette Number 3859);
3. Government Regulation Number 19 of 2005 concerning National Education Standards (State Gazette Number 41 of 2005, Additional State Gazette Number 4496);
4. Presidential Decree Number 108/M/2005 Regarding Appointment of Bengkulu University Chancellor;
5. Decree of the Minister of Education and Culture Number 169/O/1995 Concerning the Organization and Working Procedures of the University of Bengkulu;
6. Decree of the Minister of National Education of the Republic of Indonesia Number 111/O/2004 concerning the Statutes of the University of Bengkulu;
7. Regulation of the Minister of National Education Number 16 of 2007 concerning National Educator Standards;
8. Decree of the Ministry of National Education No.232/U/2000 concerning Guidelines for Developing Higher Education Curriculum and Assessment of Student Learning Outcomes;
9. Decree of the Ministry of National Education No. 178/U/2001 Concerning Degrees and Designations of Higher Education Graduates;
10. Decree of the Ministry of National Education No. 184/U/2001 Concerning Guidelines for Supervision and Development of Diploma, Undergraduate and Postgraduate Programs in Higher Education;
11. Decree of the Chancellor of the University of Bengkulu Number 7010/J30/KP/2009 Regarding the Appointment of the Dean of the Faculty of Social and Political Sciences, University of Bengkulu;
12. Regulation of the Chancellor of the University of Bengkulu Number 709/H30/HK/2009 Concerning the Implementation of the University of Bengkulu Postgraduate Education Program



a. General Provisions

1. The Master of Communication Science (MC) Study Program is a strata 2 (S2) educational program aimed at obtaining the Master of Communication Science degree as an educational degree.
2. Semester is a unit of activity time consisting of 14 (fourteen) to 16 (sixteen) weeks of lectures or other scheduled activities, along with accompanying activities, including 2 to 3 weeks of assessment activities.
3. The Semester Credit System (SKS) in Indonesia and The European Credit Transfer and Accumulation System (ECTS) are a system of providing education using semester credit units (SKS) to express the burden of administering a program.
4. Semester work unit, hereinafter abbreviated as SKS, is a unit of appreciation for the learning experience gained during one semester through structured activities per week of 1 hour/face to face. One hour face-to-face is equivalent to 50 minutes. 1 credit = 1.51 ECTS
5. Curriculum is a set of plans and regulations regarding the content and study materials and lessons as well as the delivery and assessment methods used as guidelines for the implementation of learning activities.

1.2 Vision, Mission and Goals

Vision

To become a Master of Communication Science program in organizing education, research and community service that produces superior communication theorists and practitioners in Indonesia.

Mission

1. Carry out education and teaching oriented to the theory and practice of communication.
2. Carrying out research in the fields of communication science.
3. Carry out community service as an implementation of research results in the fields of communication science.



4. Carry out cooperation and partnership with stakeholders.
5. Establish and develop centers of communication studies.
6. Improving the quality and performance as well as the welfare of teaching staff and educational staff.

Goal

1. Producing graduates who are competent in communication theory and practice.
2. Producing the latest research findings in the field of communication.
3. Producing service programs in the form of implementation in the field of communication.
4. Realizing mutually beneficial cooperation with graduate users on an ongoing basis.
5. Producing communication studies in the fields of communication science.
6. Realizing the quality and welfare of teaching staff and educational staff.



1.3 New Students

a. Academic Requirements

The Master of Communication Science (MC) Program, Faculty of Social and Political Sciences, Bengkulu University accepts prospective students once a year. The academic requirements for prospective students of the Master of Communication Science (MC) Program are as follows:

1. Bachelor's degree (S1) from all accredited departments/study programs;
2. Pass the selection exam. Selection exams are conducted either in writing (TPA and Personality Tests) or interviews (college motivation, relevance of lectures in the Master of Communication Studies (MC) Study Program to current jobs, thesis plans, etc.);
3. Mandatory follow matriculation with a schedule set by the manager

b. Administrative Requirements

Prospective students must meet the following administrative requirements:

1. Obtain direct supervisor permission for prospective students who work in an agency;
2. Receive recommendations from superiors, colleagues or supervisors of scholars/lecturers who state that the person concerned has the ability and/or scientific integrity and is able to attend the Master of Communication Studies (MC) Study Program;
3. Have a health certificate from a government doctor;
4. Have guaranteed tuition fees (both from their income or from the institution where the prospective student works) and others.

c. Program Participant Status

Every prospective student who is declared accepted as a program participant must:

1. Declare certainty of participating in the program by registering at the Secretariat of the Master of Communication Studies (MC) Study Program according to the procedures and schedule determined by the program manager;
2. Paying off all tuition fees;



1.4 Implementation of Study

for the Academic Year are arranged according to the academic calendar determined by the postgraduate program manager. The academic year consists of even semesters and odd semesters

a. Study Load

load for the Master of Communication Studies (MC) Study Program is at least **38 credits** scheduled for **4 (four) semesters** and a maximum study period of **6 (six) semesters**

b. Curriculum Development

development is determined through meetings of program leaders, faculty leaders, and lecturers who meet the qualifications for each subject to adapt to developments in scientific disciplines. The curriculum structure of the Master of Communication Studies (MC) Study Program is divided into 2 stages, namely:

1. Core Curriculum

- a. The core curriculum is a group of study materials and courses that **must be taken by all students;**
- b. The core curriculum consists of groups of personality development courses, groups of courses that characterize educational goals in the form of seeking knowledge and skills, work skills, attitudes towards work, and ways of living in society, as minimum requirements that students must achieve in completing their studies.

2. Concentration/Specialization Curriculum

- a. The concentration/specialization curriculum is a number of courses **determined by the program by taking into account student interests/studies in compiling a thesis;**
- b. The concentration curriculum is arranged according to the development of the program and outlined in the syllabus.

c. Learning Activities

Lecture materials in the Master of Communication Studies (MC) Study Program are structured based on the core curriculum and the concentration/specialization



curriculum. Lecture material is taken in 4 semesters. The curriculum structure and stages of learning activities in detail are as follows:

1. Semester I with a study load of 17 credits includes learning activities for core courses;
2. Semester II with a study load of 13 credits includes learning activities for core courses;
3. Semester III with a study load of 7 credits including a thesis proposal, and 4 theses
4. Semester IV to a maximum of semester VI with a maximum study load of 8 credits, including thesis proposals, theses and scientific papers.
5. The total number of credits that must be taken to obtain the Master of Communication Science degree is 38 credits

d. Study Administration

1. Study Plan Card (KRS)

- ☐ Every student of the Master of Communication Studies (MC) Study Program is required to fill out a Study Plan Card (KRS) online;
- ☐ The study plan is approved by the Academic Advisor (PA) and known by the Head of the Program/Deputy Dean for Academic Affairs;
- ☐ The schedule for filling out the Study Plan Card (KRS) follows the academic calendar that has been determined by the University of Bengkulu and/or determined by the Master of Communication Studies Program (MC) of the Faculty of Social and Political Sciences, University of Bengkulu

2. Academic Guidance

a. The criteria for Academic Advisors are as follows:

- Is a teaching staff at the Master of Communication Studies (MC) Study Program, Faculty of Social and Political Sciences, University of Bengkulu;
- Holds a Doctoral Degree (S3) with a minimum functional position of Lector



- Students are required to have an Academic Advisor whose willingness is indicated by filling out a form available at the Master of Communication Studies (MC) Study Program to obtain a determination by a Dean's Decree.
 - b. Academic Advisors (PA) are assigned and responsible for assisting students in participating in the implementation of education to achieve Masters
3. Student Obligations
- a. Students must consult their Academic Advisors actively and regularly in each semester;
 - b. Completion of the KRS must be carried out by the student himself and **cannot be represented/entrusted;**
 - c. Students are required to show their study results every semester to their academic supervisor.
- e. Lecture Examination
- 1. Lecture exams consist of the Mid Semester Examination (UTS) and the Final Semester Examination (UAS);
 - 2. To be able to take the lecture exam, students must attend at **least 75%** (seventy five percent) of the lecture schedule as evidenced by the results of attendance recapitulation at the end of the face-to-face meeting;
 - 3. If due to any reason (official business) the student is unable to attend, the person concerned must report to the lecturer teaching the course and show evidence (eg letter of assignment, doctor's certificate);
 - 4. Lecture exams are held in writing and scheduled by the program and teaching lecturers;
 - 5. Assessment of student learning activities and progress in lectures is carried out periodically which can take the form of examinations or assignments;
 - 6. Re-examination can be done if you can show the right reasons/evidence, and follow-up exams can be done in writing or orally. The task of making a paper serves to increase the value of the exam;



7. Repeat/follow-up exams that occur at UTS (Mid Semester Examination) can be carried out no later than 2 weeks after the UTS exam is carried out according to the schedule, otherwise it can be declared canceled;
8. Repeat exams that occur at the end of the semester exam (UAS) can be carried out no later than 1 week after the UTS exam is carried out according to the schedule, otherwise it can be declared canceled and students are required to take it again in the coming semester.

f. Assessment

Assessment of learning outcomes is expressed by absolute number values and letter grades A, A-, B+, B, B-, C+, C, D, E with the following equivalence:

grades Letter	Score	Quality Value
A	85-100	4
A-	80-84	3.75
B+	75-79	3.5
B	70 -74	3
B-	65-69	2.75
C+	60-64	2.5
C	55-59	2
D	45 – 54	1
E	0-44	0

Pass Score :

- ☐ The minimum exam pass score for each subject is B
- ☐ The minimum grade for passing the thesis writing exam is B;



- The grades from the Subject Lecturer Team must be submitted to the Manager a maximum of 2 weeks after the exam is carried out, otherwise the assessment will be taken over by the Program Manager;
- The test score that has been announced by the Administrator cannot be changed unless there is a miscalculation in the recording of the value or there is still a BL statement.

1.5 Preparation of Thesis

thesis is prepared according to the writing format determined by the Manager of the Master of Communication Sciences (MC) Study Program, Faculty of Social and Political Sciences, Bengkulu University, written according to good and correct Indonesian language rules and does not contain elements of plagiarism and or replication. Authors are required to test the maximum similarity of 25%. (eg with turnitin test or others).

a. Thesis Guidance Criteria

1. Principal Advisor are as follows :

- Is a lecturer who teaches at the Master of Communication Science (MC) Study Program, Faculty of Social and Political Sciences, University of Bengkulu;
- Holds a minimum of a Doctoral degree, the position of Head Lecturer.
- Have expertise in accordance with the topic / thesis material.

2. Companion Advisor are as follows :

- Is a lecturer at the Master of Communication Studies (MC) Study Program, Faculty of Social and Political Sciences, University of Bengkulu; or not a lecturer in the Master of Communication Studies (MC), but has special expertise related to the field of knowledge related to the focus of writing.
- Holds a Doctorate (S3) minimum position as Lector.
- Have expertise in accordance with the topic / thesis material.

3. Advisor Main Advisor Associate are only allowed to guide a maximum of 5 (five) students per class (considering the principle of equity)

4. Academic Advisors do not automatically become Main Advisor and Student Thesis Advisor



b. Submission of Thesis Title

Proposals for thesis titles can be made in the 3rd semester running with the following requirements:

1. At least submit 2 titles complete with outline. (The minimum outline contains the background of the problem, the importance of the problem being studied, and the theory used to solve the problem);
2. Proof of payment of tuition fees up to the last semester;
3. KRS and LHS every semester;
4. Proof of depositing money for institutional development (paid off);
5. Proof of payment of thesis guidance money (paid off);
6. Make a statement that the thesis title and the thesis research plan are really your own work, not plagiarism;
7. 4 color folders (according to class).

c. Timeframe for Thesis Writing

1. The thesis writing period is 6 months;
2. The mentoring period is calculated from the issuance of the thesis supervisor appointment letter;
3. If within 6 months the thesis writing has not been completed then the thesis guidance can be extended for a maximum of 3 months. If in the next 3 months the writing is also not finished, then the manager has the right to change the title and supervisor.

d. Thesis Proposal Examination

❖ **The proposal exam aims to test:**

1. Proposal feasibility (has met scientific requirements);
2. Readiness of students to do research.

❖ **The thesis proposal examination can be carried out with the following conditions:**

1. Proposal examinations can be carried out starting in semester 3 (three) running;
2. Submit proof of payment of tuition fees up to the last semester;
3. KRS and LHS every semester;



4. Value Transcript with a **minimum GPA of 3.0**;
5. Submit proof of Institution Development deposit.
6. Submit proof of payment for Thesis Guidance.
7. Students have supervised thesis proposals both with the main supervisor and assistant supervisor **at least three meetings as evidenced by the supervisor's signature** on the consultation form;
8. Students are required to reproduce their own Proposal Examination Manuscripts;
9. Proposal exam manuscripts are submitted to the Program Secretariat **no later than 5 days before the implementation of the proposal examination in the form of 5 copies**;
10. The Thesis Proposal Examination Manuscript has been received **by the Examination Team at least 2 days before the examination** (proven by the signature of the submission of the manuscript by the Examination Team);
11. The moderator in carrying out the thesis proposal examination is led by one of the supervisors (main advisor or accompanying supervisor);
12. The thesis proposal examination **must** be attended by all lecturers who examine the thesis proposal consisting of 2 supervisors (main advisor and accompanying supervisor) and 2 other examiners;
13. In the event that one of the examining lecturers for the thesis proposal examination cannot attend more than half an hour from the time determined by the manager, the manager may appoint another substitute examiner;
14. If the supervising lecturer is absent, the proposal examination is postponed until the supervising lecturer can attend (unless the supervising lecturer delegates his authority to the Manager);
15. The thesis proposal examination should produce a decision with the following criteria:
 - Declared Eligible
 - Declared Eligible with repair
 - Declared Ineligible



16. If a student is declared unfit for the thesis proposal examination, the person concerned **must re-examine**, and the student is required to carry out tutoring again with the supervisor (main advisor and accompanying supervisor);
17. Re-examination of thesis proposals can be carried out after obtaining approval from the supervisor (main advisor and accompanying supervisor) as evidenced by the supervisor's signature on the supervisor's approval sheet;
18. The thesis proposal re-examination can be rescheduled **at least 2 weeks** from the time the initial thesis proposal examination was carried out.
19. The thesis proposal examination is closed.

e. Seminar on Research

Seminar on Research Results aims to:

1. Obtain input from the Discussion Team to improve the results of their research.
2. Know the feasibility of research results (have fulfilled scientific requirements)

Seminars on student research results can be held with the following conditions:

1. Students **have been declared to have passed the proposal exam and have made improvements to the proposal based on recommendations from the 4 examiners.**
2. Arrange a cover letter to the faculty to conduct research
3. Taking care of research permits (related agencies where research is carried out)
4. Compiling research results and consulting the two thesis advisors
5. Students have supervised research results with both the main supervisor and assistant supervisor each **at least three times** as evidenced by the supervisor's signature on the consultation form
6. The manuscript of the research results has been approved and signed by the two supervisors (main advisor and assistant supervisor)
7. Students are required to duplicate their own research results



8. The manuscript of the research results is submitted to the Program Secretariat no later than 5 days prior to the implementation of the research results seminar in the form of double bound volumes.
 9. The research results seminar was attended by at least 3 seminar discussion lecturers consisting of at least one thesis supervisor and 2 seminar discussion lecturers
 10. The research results seminar was led by one of the student's thesis supervisors concerned
 11. The research results seminar is open, meaning that anyone can attend as long as they are students of the Master of Communication Studies (MC) Study Program, Faculty of Social and Political Sciences, Bengkulu University.
 12. Proof of payment of tuition fees up to the last semester.
 13. Grade transcript with a **minimum GPA of 3.0**
 14. Recommendations from the Results Seminar Discussion Team **must be consulted** with the two supervisors
 15. Required to improve the research results seminar manuscript according to the recommendations of the 4 results seminar discussion team
- f. Research
1. Arrange Cover Letters to faculties to extend research time to complete data based on research seminar recommendations (if necessary)
 2. Arrange research permits (related agencies where research is carried out) extension of time if necessary
- g. Thesis examination
- Examination Thesis can be carried out with the following conditions:
1. Has improved the research results seminar based on the recommendations of the 4 discussing lecturers as evidenced by the signing of the 2nd repair form.
 2. Students have carried out mentoring both with the main supervisor and with the assistant supervisor.
 3. The thesis draft text has been approved and signed by the two thesis



advisors (main advisor and assistant advisor)

4. The manuscript of the thesis draft to be tested is submitted to the Secretariat **no later than 5 days** before the thesis examination is carried out, and the Lecturer of the Examining Team has received it no later than **2 days** before the examination is carried out. (proven by receipt of the manuscript by the 4 Examination Teams)
5. The thesis examination **must be attended** by all thesis examiners (4 examiners consisting of the main supervisor, companion supervisor and 2 other examiners)
6. In the event that one of the examiners is unable to attend (except for the thesis supervisor) 15 minutes from the scheduled time, the Manager can replace it with another examiner lecturer.
7. If a student **is declared not to have passed the thesis exam** , then the person concerned **must re-examine**, and the student is required to carry out tutoring again with the supervisor (main advisor and accompanying supervisor)
8. The thesis re-examination can be carried out after obtaining approval from the supervisor (main advisor and assistant supervisor) as evidenced by the supervisor's signature on the supervisor's approval sheet.
9. **The thesis re-examination can be rescheduled at least 1 month from the time the initial thesis examination was carried out.**
10. **Repairs to the thesis must** be carried out both for students who **pass** and **fail** according to the recommendation of the examiner team with the two supervisors (main adviser and assistant supervisor)



1.6 Academic Sanctions

a. Forms of Violation

Academic sanctions are imposed by the Program Coordinator on students who do:

1. Plagiarism
2. Replication
3. Violation of academic ethics
4. Violation of the law that has been determined by a court decision

b. Levels and Types of Sanctions

Levels and types of academic sanctions consist of:

1. Written warning
2. Cancellation of course grades
3. Not allowed to take part in academic activities within 1 semester
4. Cancellation of thesis
5. Law violations are resolved through legal procedures in accordance with the applicable laws and regulations

c. Academic Leave

Students can take academic leave with justifiable reasons for a maximum of 2 (two) cumulative semesters with the following conditions:

1. Not obliged to pay tuition fees during academic leave
2. During academic leave, study period is not taken into account
3. Have completed 2 semesters of lectures with a minimum grade of equal to or more than C
4. Academic leave is approved by the Academic Advisor (PA) and the determination is made by the Dean



5. During academic leave, you are not allowed to participate in all teaching and learning activities.
6. Existing academic regulations still apply to those concerned

d. Failed Study

Students are declared failed in their studies with the following conditions:

1. Failure to study is decided by the Program Coordinator and confirmed by Dean Decree
2. A study failure is declared if it is proven that:
 1. Violating administrative provisions, failing to re-register, and/or failing to pay tuition fees for a maximum of 2 (two) consecutive semesters
 2. Violating applicable academic regulations, resulting in failed studies
3. Students who are threatened with being declared a study failure can submit an application for resignation from the Master of Communication Science (MC) Study Program, Faculty of Social and Political Sciences, Bengkulu University.

e. Closing Terms

1. If there are differences of opinion in the implementation of these Academic Rules, the Program Coordinator will resolve them by way of deliberation and consensus
2. Other matters that have not been regulated or are not in accordance with these Academic Rules are decided in separate terms by the Program Coordinator.
3. This academic guideline comes into effect from the date it was stipulated

