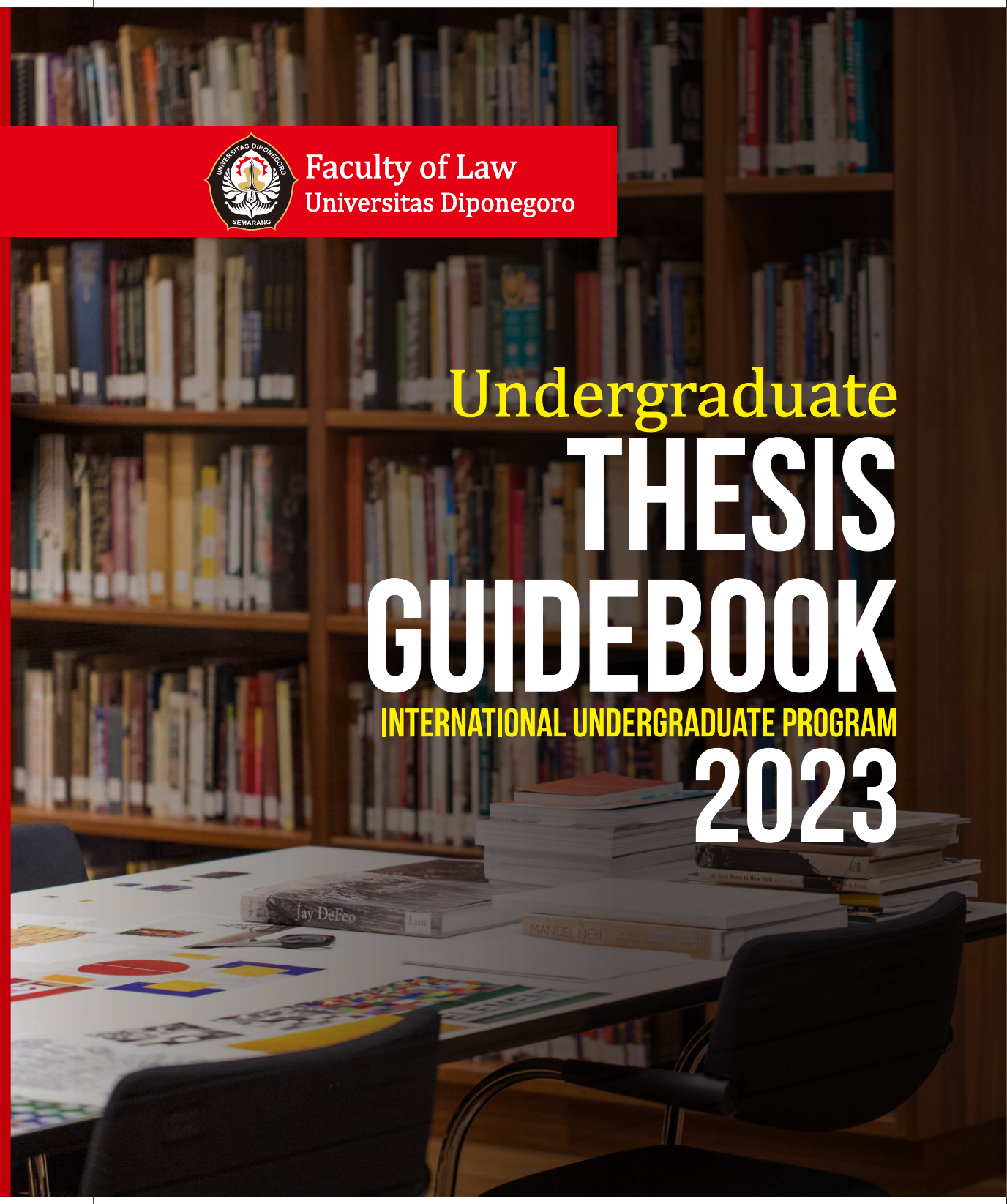




Faculty of Law
Universitas Diponegoro

Undergraduate **THESIS GUIDEBOOK** INTERNATIONAL UNDERGRADUATE PROGRAM **2023**





**Faculty of Law
Universitas Diponegoro**

UNDERGRADUATE THESIS GUIDEBOOK

International Undergraduate Program (IUP)

2023

APPROVAL SHEET

UNDERGRADUATE THESIS GUIDEBOOK INTERNATIONAL UNDERGRADUATE PROGRAM (IUP) FACULTY OF LAW, UNIVERSITAS DIPONEGORO

Semarang, August 2023

Has been approved to be a guide for the implementation of the Undergraduate Thesis for students of the International Undergraduate Program (IUP) Faculty of Law Universitas Diponegoro



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ACKNOWLEDGEMENT

Praise to the God the Almighty, the Merciful and the Most Gracious. The Compilation Team of the Undergraduate Thesis Guidebook for the International Undergraduate Program, Faculty of Law, Universitas Diponegoro has completed the preparation of this Undergraduate Thesis Guidebook without significant obstacles.

The Compilation Team would like to thank various parties for the completion of the preparation of the Undergraduate Thesis Guidebook for the International Undergraduate Program, Faculty of Law, Universitas Diponegoro.

Undergraduate Thesis Guidebook was prepared by the Compilation Team coordinated by the Head of the Undergraduate Law Study Program, Faculty of Law, Universitas Diponegoro. In its preparation, the draft of this Guidebook has been discussed and received input from lecturers of the Undergraduate Law Study Program, Faculty of Law, Universitas Diponegoro through the Workshop on the Preparation of Guidebook for Internship and Thesis held in February 2023.

After accommodating various inputs as an improvement from the previous Thesis Guidebook, this Guidebook is finally present to guide students in preparing the Undergraduate Thesis which is applied to all International Undergraduate Program (IUP) students who take the Thesis in the Odd Semester of the 2023/2024 Academic Year and/or register for thesis registration as of August 2023.

Finally, we hope that this Undergraduate Thesis Guidebook is useful and can be a complete and comprehensive guideline for International Undergraduate Program (IUP) students of the Undergraduate Law Study Program, Faculty of Law, Universitas Diponegoro in preparing the Undergraduate Thesis as the last stage of student studies to achieve a Bachelor of Laws degree.

Semarang, August 2023
Compilation Team

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CHAPTER I

INTRODUCTION

A. DEFINITION, COURSE NAME, POSITION, AND CREDIT COURSE OF UNDERGRADUATE THESIS

1. DEFINITION

Undergraduate Thesis is a scientific paper that can take the form of a thesis, legal memoranda, or case study, which is prepared based on the results of research to discuss legal issues using legal scientific principles:

- a. Thesis, is a scientific paper in the form of exposure to the results of research that discusses a problem in the field of law, supported by library research and / or field research (empirical data), to discuss legal problems and their solutions using legal principles and / or other related scientific principles.
- b. Legal Memorandum, are scientific papers that are poured as legal opinions; legal advice and legal problem solving that can be scientifically accounted for.
- c. Legal Case Study, is a scientific paper prepared to provide legal analysis of a court decision (both vertically and horizontally) on a particular legal case that has permanent legal force or the decision of another adjudication institution.

2. COURSE NAME, POSITION, AND CREDIT COURSE OF FINAL ASSIGNMENT

The name of the course regarding the Undergraduate Thesis in the curriculum is: **Internship and Thesis**. The position of the Internship and Thesis course is a core course in the University Compulsory Course group, with 4 (four) credits.

B. THE PURPOSE OF UNDERGRADUATE THESIS

The Undergraduate Thesis aims to improve students' understanding and ability in preparing scientific papers in the field of law. Within the framework of achieving this goal, students will gain understanding and ability to:

1. Conduct literature studies in the field of law and other related sciences.
2. Collect, process, analyze and interpret data or information about certain legal issues, in order to answer existing legal problems, both normatively and empirically.
3. Examine legal problems as well as generate alternative ideas for solving or finding solution.
4. Plan, prepare, execute and report at the same time.

C. THE UNDERGRADUATE THESIS MATERIAL

The Undergraduate Thesis material is raised from the field of law following the specialization of each student based on data / or information derived from legal issues through literature study or field research.

CHAPTER II

ACADEMIC ADMINISTRATION PROCEDURES IN THE PREPARATION OF THE UNDERGRADUATE THESIS

A. APPLICATION REQUIREMENTS AND PROCEDURES

1. REQUIREMENTS

To take the Undergraduate Thesis course, students must fulfill the following requirements:

- a. Have reached a total of 120 credits;
- b. Cumulative GPA equal to or greater than 2.00 ($GPA \geq 2.00$);
- c. Have passed the courses of Research Methods and Legal Writing.

2. APPLICATION PROCEDURE

The Undergraduate Thesis application procedure for students who have met the requirements is as follows:

- a. TITLE SUBMISSION STAGE
 - 1) At the beginning of filling in the Study Plan Form, students enter the plan to take Practical Work and Undergraduate Thesis courses in the Study Plan Form.

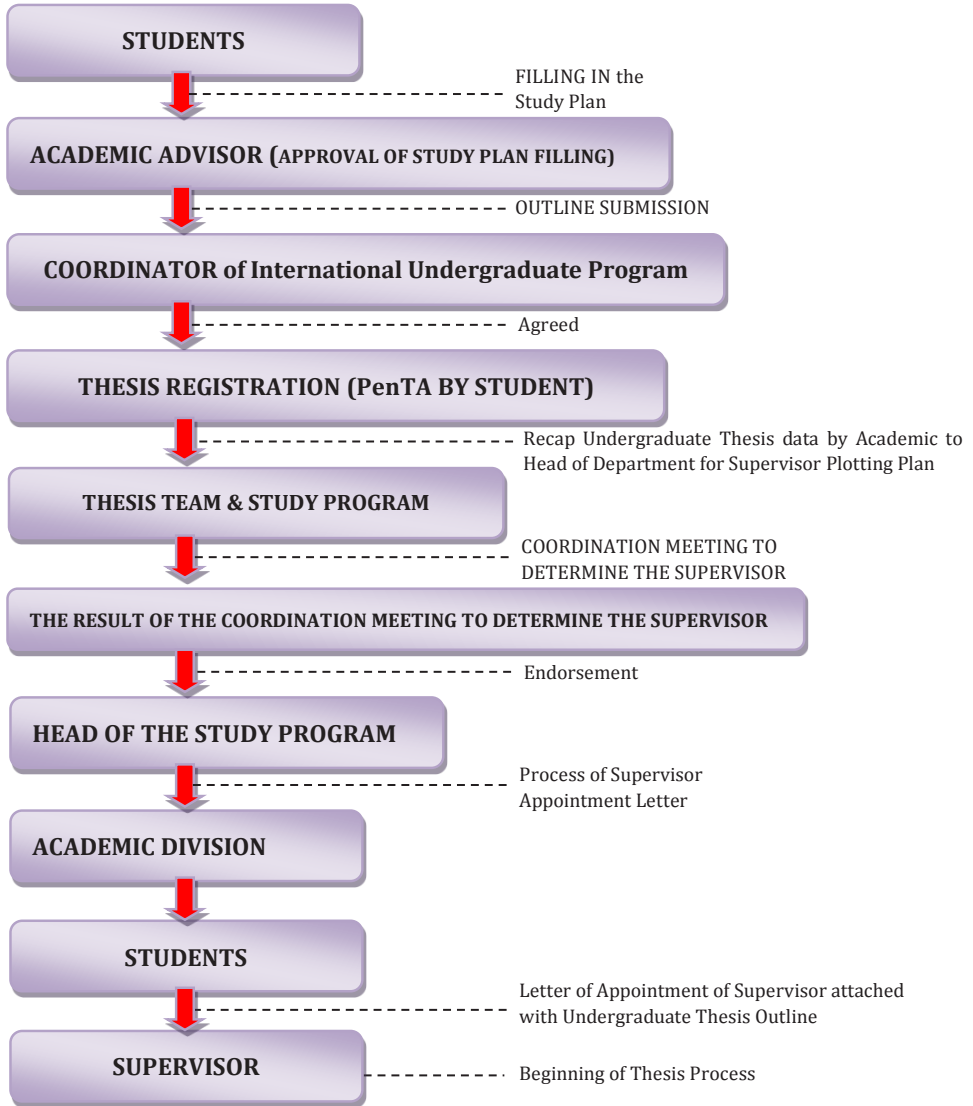
- 2) Before the semester begins, students must submit an Outline (which contains the title, focus of study (international law/business law), background, problem formulation, provisional literature review) to the International Undergraduate Program (IUP) Coordinator for approval.
- 3) Apply for Undergraduate Thesis Writing Registration (abbreviated as *Pendaftaran Penulisan Tugas Akhir* (PenTA), formerly called *Kartu Ijin Pendaftaran Penulisan Hukum* (KiPPum). Registration is done online through the Universitas Diponegoro Academic Information System (SIAP) and Microsoft Teams link which will be informed in the official registration announcement on the Study Program page.
- 4) The Academic Division recaps PenTA data as material for the Coordination Meeting for Determining Supervisors in the 3rd week since the start of the current semester.
- 5) The Undergraduate Thesis Team consisted of:
Vice Dean of Academic and Student Affairs, Head and Secretary of the Study Program, Heads of Departments within the Faculty of Law Undip, and the Coordinator of the International Undergraduate Program (IUP).
- 6) The Undergraduate Thesis Team determines 2 (two) Supervisors as Supervisor I and Supervisor II for the student concerned through the Supervisor Determination Coordination Meeting based on the Academic Regulations for the Undip Undergraduate Program Education Sector.
- 7) Cross-sectional Undergraduate Thesis are discussed in the Coordination Meeting for Determination of Supervisors.
- 8) The Academic Division recapitulates the results of the Coordination Meeting for Determining Supervisors and issues a Memorandum of Service for the Appointment of Supervisors approved by the Head of the Study Program.
- 9) No later than 2 (two) weeks after the appointment of the Supervisor, the student concerned must have submitted a Decree for the Appointment of the Supervisor attached to the Outline of the

Undergraduate Thesis to the Supervisor. Then, the Undergraduate Thesis guidance process begins.

b. TITLE CHANGE/CHANGE OF SUPERVISOR

- 1) Title changes must be approved by one of the supervisors and the Head of Department. The application is submitted to the Head of the Study Program (letter form as in the attachment to this guidebook, can be downloaded on the Bachelor of Law Study Program web).
- 2) In the event of a change of Supervisor with approved reasons, students can submit a replacement form for the Supervisor to the Head of the Study Program that has been approved by the Head of the Department where students take specialization/concentration.
- 3) The Head of the Study Program can replace the Supervisor with the approval of the Head of Department for the following reasons: if the previous supervisor is sick, undergoing study assignments, retired, or other circumstances that cause obstruction of the mentoring process, as well as other reasons that can be accepted and approved by the Head of the Study Program.
- 4) The process of replacing the Undergraduate Thesis Supervisor is carried out with full consideration and academically accountable by regarding the educational interest and respecting the supervising process that has taken place.
- 5) The new Undergraduate Thesis Supervisor continues his duties and functions as a Undergraduate Thesis Supervisor since the issuance of the Undergraduate Thesis Supervisor Assignment Letter by the Head of the Study Program.

UNDERGRADUATE THESIS PROCEDURE SCHEME



B. SUPERVISING PROCESS

1. Basically, the Undergraduate Thesis Guidance Process begins when students submit a Memorandum of Service for the Appointment of Supervisors from the Head of the Study Program to their respective supervisors.
2. The supervising process begins with the making of a Undergraduate Thesis proposal that is prepared according to the format specified in this Guidebook.
3. All supervising activities are recorded in the Guidance Book or the guidance activity column in SIAP (on the Undergraduate Thesis Guidance and Examination menu). The recording of supervising activities is the basis for evaluating the Undergraduate Thesis Guidance Process, and is accepted/approved by the Supervisor at each consultation.
4. After the Undergraduate Thesis guidance process is complete and proven by the supervisor's approval on the approval sheet, students must conduct a Turnitin check on the Undergraduate Thesis at the Undip Faculty of Law Library. After that, a Turnitin Check Pass Certificate will be issued with a maximum similarity limit of 25 percent.
5. If the Turnitin check result has not met the maximum similarity limit of 25 percent, the Undergraduate Thesis supervising process will continue until the Turnitin check result meets the limit.
6. If the Undergraduate Thesis supervision process has not been completed in one semester, students must take and enter the Practical Work and Undergraduate Thesis courses in IRS in the following semester.
7. The supervising process ends when the supervisor approves the Undergraduate Thesis. Thus, students can register for the Undergraduate Thesis Examination.

CHAPTER III

FORMAT OF THE UNDERGRADUATE THESIS

A. FORM OF UNDERGRADUATE THESIS

1. DESCRIPTION

- a. Steps
 - 1) Title
 - 2) Proposal making
 - 3) Preparation of Research Instruments
 - 4) Permit Processing
 - 5) Implementation of Field Research
 - 6) Data Processing
 - 7) Data Analysis
 - 8) Report Preparation
- b. Thesis Script Systematics
 - 1) Initial Section:
 - a) Title Page
 - b) Approval Sheet Page
 - c) Testing Page

- d) Motto and Dedication Page
- d) Acknowledgement
- f) Abstract (Indonesian language)
- g) Table of Contents
- h) List of Tables (if any).
- i) List of Demonstrations (if any).

2) Content Section:

- a) Systematics

CHAPTER I INTRODUCTION

This chapter presents the background of the problem, problem formulation, objectives, benefits, research methods (containing Research Approach, Research Specifications, Data Types, Data Collection Methods, Research Locations (if a field research is conducted) and Data Analysis Methods), Systematics of Writing, and Research Originality.

CHAPTER II LITERATURE REVIEW

Contains a presentation or explanation of the results of a literature review (in the form of books, journals, papers, court decisions, and other literature sources) that are appropriate (coherent) with the legal issues studied.

CHAPTER III FINDING AND DISCUSSION

This chapter contains research results as well as analysis of legal issues. The arrangement of the subchapters is written as the formulation of the problem.

CHAPTER IV CLOSURE

This chapter consists of Conclusions and Recommendations which contain answers to legal problems presented in a concise and concise manner.

- 3) Final Section:
 - a) References
 - b) Appendix

2. LEGAL MEMORANDUM

a. Definition

Legal Memorandum is a form of advisory Undergraduate Thesis which contains legal case studies outside of court decisions.

b. Legal Memorandum Script Systematics

1) Initial Part:

- a) Title Page
- b) Approval Sheet Page
- c) Examination Page
- d) Motto and Dedication Page
- d) Acknowledgement
- f) Table of Contents
- g) Abstract

2) Content Section:

CHAPTER I INTRODUCTION

In this section, the legal memoranda are addressed to whom, and from whom about the legal case under review.

CHAPTER II POSITION CASE

1. Parties
2. Description of Facts
3. Legal Issues

CHAPTER III REVIEWING ON LEGAL MATERIALS

1. Legislation
2. Jurisprudence or Court Decision
3. Legal theories/principles
4. Opinion of Experts

CHAPTER IV LEGAL ANALYSIS

Answering the legal issue by giving the basis to statutory provisions, legal principles, doctrines, values.

CHAPTER V CONCLUSION AND RECOMMENDATION

1. Summary
2. Recommendations

REFERENCE MATERIAL

1. Books
2. Journal
3. Resources
4. Other appropriate sources.

- 3) Final Section
APPENDIX

3. LEGAL CASE STUDY

- a. Steps
 - 1) Establishing legal cases
 - 2) Conducting legal research and document examination
 - 3) Presenting legal opinions/recommendations.
- b. Case Study Script Systematics
 - 1) Initial Part
 - a) Title Page
 - b) Approval Sheet Page
 - c) Testing Page
 - d) Motto and Dedication Page
 - e) Acknowledgement
 - f) Table of Contents
 - g) Abstract

2) Contents

CHAPTER I INTRODUCTION

In this Chapter, facts or legal events are presented concisely based on norms, theories, concepts, and principles so that legal issues arise.

CHAPTER II LITERATURE REVIEW

Contains a presentation or explanation of the results of a literature review (in the form of books, journals, papers, court decisions, and other literature sources) that are appropriate (coherent) with the legal issues studied.

CHAPTER III POSITION CASE

This section presents a detailed description of the legal events. It also includes the parties involved in the legal event.

CHAPTER IV FORMULATION OF THE ESSENCE OF THE DECISION

In this chapter are presented :

- a. formulation of the essence of the decision from the court of first instance up to the cassation level or other adjudication institutions decisions that have permanent legal force.
- b. legal considerations that form the basis of the decision.

CHAPTER V CASE ANALYSIS

The legal analysis presents the author's legal opinion on the decision based on the interpretation method consisting of textual, comparative, historical, teleological, sociological, futuristic, and so on.

CHAPTER VI CONCLUSION

Answers to legal issues in a concise and concise manner.



- 3) Final Section
 - a) References
 - b) Case Appendix

B. THE UNDERGRADUATE THESIS FORMAT

The Undergraduate Thesis is prepared in the following format :

1. The manuscript is typed with standard letters on A4 size HVS paper (210 x 297 mm) with a distance of two spaces, with a size of 4 cm left margin, 3 cm right margin, 4 cm top margin, and 3 cm bottom margin with font 12. Each paragraph is typed 7 (seven) spaces from the left margin line.
2. The content of the Undergraduate Thesis, starting from the Introduction Chapter to the Closure Chapter, must be at least 60 pages, excluding the References and Appendices.
3. Bibliography of at least 20 (twenty) references in the form of books, journals, or other reference sources. References that may be referred to are at most those published in the last 10 (ten) years, except for certain references (books) that have not been republished in more than 10 years. Only references that are used as citations may be written in the Bibliography. The list of books or other sources is arranged alphabetically according to the author's name.
4. Other attachments related to the Undergraduate Thesis can be included in the Appendix.
5. After being tested and corrected, the Undergraduate Thesis is booked (bound in hard cover) and the title page uses the Universitas Diponegoro symbol in the top center.

THE UNDERGRADUATE THESIS COVER OF INTERNATIONAL UNDERGRADUATE PROGRAM STUDENT:

NO.	FIELD OF INTEREST	COVER COLOR	
1	INTERNATIONAL LAW	ORANGE	
2	BUSINESS LAW	YELLOW	

C. CITATION AND FOOTNOTE WRITING

1. Citation Writing

Citation from sources can be either direct citation or indirect citation (paraphrasing). Direct citation is a citation that is done exactly with the source, while indirect citation uses its own sentence without reducing or changing the content/meaning of the cited source. In general, the citation must be the same as the original, both regarding the words, spelling and punctuation. The method of writing citations is as follows:

- a. For the citations that are five or more lines long are typed in single spaced. A new paragraph for the first line begins with a distance of seven tabs from the left margin, and for the second and subsequent lines begins with three beats from the left margin, no citation marks (“) at the beginning and end of the quote.
- b. For the citations that are less than five lines long, these citations are included in the text and typed as plain text (2) spaces marked (“) at the beginning and the end of the citation.
- c. For the citation numbers, for each citation are numbered at the end of the citation using Arabic numerals, namely numbers 1, 2, 3, 4 and so on. Citation numbers are raised slightly above the usual line not one space high, citation numbers are not marked with periods, brackets, or other marks.

2. Footnote Writing

- a. General Requirements

The general requirements for footnotes are as follows:

- 1) Footnotes are written at the bottom of the manuscript page, in the form of “*footnote*” not “*inside note*”.
- 2) Each footnote is numbered with Arabic numerals, i.e. 1, 2, 3 and so on. Throughout the text, the numbering of footnotes continues until the last chapter.
- 3) To start the footnote, make an elongated line approximately 7 typos after 3 spaces from the last line of the text, with a distance of 2 spaces from the elongated line, then the footnote begins.

- 4) Footnotes are spaced 1 space apart, and footnotes are spaced 1 space apart.
- b. Footnote writing can choose one of the following systems:
 - 1) Manual System
 - 2) Mendeley System (*Chicago Manual of Style 17th Edition (full note, with Ibid.)*)

- 1) **Manual System**

Writing footnotes manually is as follows.

- a) Indonesian Books

- 1) Child's name, author's surname ending in a comma, no degree required, unless there is a surname, the surname is written first.
- 2) Book titles are italicised.
- 3) Between the brackets, the place of publication is a colon followed by the name of the publisher in commas, the year of publication of the book. After the closing parenthesis is a comma.
- 4) After the comma in the closing parenthesis, continue with the page number of the book cited directly, or where the author's opinion is taken in the form of a sentence composed by himself.

Example: Soerjono Soekanto, *Introduction to Legal Research* (Jakarta: University of Indonesia Publisher (UI-Press), 1981), 71.

- b) Foreign Books

The form of footnotes of foreign books is the same as that of Indonesian books.

Example: Shaw, Malcolm, *International Law*, 9th ed. (University of Cambridge, 2021), 95.

- c) Translation Book

Example: J.G. Starke, *Introduction to International Law*, Transl. Bambang Iriana Djajaatmadja, 10th ed. (Jakarta: Sinar Grafika, 2014), 77.

d) Scientific Journal Article

- 1) The author's surname, followed by a comma, except for surnames, where the surname comes first.
- 2) The title of the article is enclosed between citation marks, followed by a comma after the closing citation marks.
- 3) The italicised name of the scientific magazine, the issue number, the date of the scientific publication in brackets, followed by a colon.
- 4) The pages from which information is retrieved.
- 5) DOI (*Digital Object Identifier*) scientific article.

Example: Padraig McAuliffe, "Two Logics of Non-Recurrence after Civil Conflict," *International Human Rights Law Review* 11, no. 2 (December 8, 2022): 153–85, <https://doi.org/10.1163/22131035-11020001>.

e) Authorless Literature

1) Book

Compilation of Results of Studies on Actual Human Rights Issues (Jakarta: Legal and Human Rights Research and Development Agency of the Ministry of Law and Human Rights of the Republic of Indonesia, 2017), 88.

2) Magazine :

"Complete the Presidency, Give Birth to the Declaration," *Bicara*, 2023, 6-9.

f) Editor of Garland Collection

Martono, Martono and Sudiro, Amad, eds., in *Aviation Laws and Regulations Applicable in Indonesia*, 1st ed. (Jakarta: PT RajaGrafindo Persada, 2017), 77.

g) Encyclopedia and Dictionary

Yoram Eshet-Alkalai, "Real-Time Thinking in the Digital Era," in *Encyclopedia of Information Science and*

Technology, Second Edition (IGI Global, 2009), 88, <https://doi.org/10.4018/978-1-60566-026-4.ch514>.

- h) Interview
Pussung, November 4, 2021.
- i) Letter
Kartini, R.A., “Surat Pribadi,” October 12, 1902.
- j) Speech
Bakrie, Connie Rahakundini, “Russia vs. Ukraine: Revisit Balance of Power in Maintaining World Justice.”
- k) Multiple Authors
Mukti Fajar ND & Yulianto Achmad, *Dualism of Normative and Empirical Legal Research* (Yogyakarta: Student Library, 2010), 7.
- l) Newspaper
 - 1) Kompas, December, 22, 1981, IV.
 - 2) Satjipto Rahardjo, “Kejahatan Sebagai Penyakit Sosial,” *Kompas*, March 8, 1983, IV.
- m) Unpublished Writing
Agus Budi Setiyono, “Democratic Formation of Local Law Regulations by Local Governments” (Semarang, Diponegoro University, 2008), 107, http://eprints.undip.ac.id/16258/1/AGUS_BUDI_SETIYONO.pdf.
- n) Retrenchment/shortening
Footnote writing recognises the economy of using the terms *ibid.*, *op.cit.*, and *loc.cit.*

Ibid., is an abbreviation of *ibidem*, which means in the same place. If a literature or source that has just been cited (not yet interspersed with other essays or literature sources) will be cited again, it is sufficient to use *ibid*, p. 100 with the understanding that page 100 is not the page that has been referred to by the previous footnote. 100 with the understanding that page 100 is not the page that

the previous footnote also refers to. If *ibid* refers to the same page as the previous essay, *ibid* should be replaced with *loc.cit*. *Ibid*, written in cursive or underlined.

Loc.cit, is an abbreviation of *Loco Citato*, which means cited from the same place. If you want to quote the same page of the essay or source that has just been cited (not yet followed by another essay or source) then the footnote is simply abbreviated as *Loc.cit*. *Loc.cit*. is written in cursive or underlined.

Op.cit. is an abbreviation of *Opere Citato*, meaning that it has been cited. If a reference or source has been cited in a footnote and has been interspersed by one or more other reference /sources to be cited again, then the writing of the footnote can be abbreviated by writing only the author followed by *op.cit*. written in cursive/oblique letters or underlined.

Example:

1. Shaw, Malcolm, *International Law*, 95.
2. *Ibid.*, 49.
3. Soekanto, *Pengantar Penelitian Hukum*, 71.
4. *Loc.cit*.
5. Shaw, *op.cit.*, 100.
6. Soerjono Soekanto, *loc.cit*.

Footnote 2), written *Ibid.*, 49 means referencing the previous book (without the lapse) by Malcolm Shaw in footnote 1.).

Footnote 4), written *Loc.cit*, It means referring to the same book and the same page of the previous footnote, namely footnote book 3). by Soerjono Soekanto.

Footnote 5), written Shaw, *op.cit.*, 100 means citing back the same book by Malcolm Shaw, by referring to the same page or another page (in the example above, another page is referred to, namely page 100).

Note: Malcolm Shaw's book has been interrupted by a book by Soerjono Soekanto.

Footnote 6), interspersed with other authors, the author's name must be mentioned.

If more than one book by the same author is used and has been mentioned before, interspersed by the same author with other titles, the author's name (if available or just a surname), *op.cit.* and page are sufficient.

Example:

1. Oemar Seno Adji, *Criminal Law in Prospect*, (Jakarta: Erlangga Publishers, 1973).
2. Oemar Seno Adji, *Criminal Judge Law* (Jakarta: Erlangga Publishers, 1975).
3. Oemar Seno Adji, *op.cit.*, 10.

Footnote 3), refers to footnote 1.

2) **Mendeley System**

Footnotes use the Mendeley System with the Chicago Manual Style 17th Edition model (full note, with *Ibid.*).

D. BIBLIOGRAPHY/REFERENCE/READING LIST

The bibliography can choose one of the systems by adjusting the footnote, which is as follows:

- 1) Manual System
- 2) Mendeley System

1) **Manual System**

Writing the Bibliography using the manual system is as follows:

a) Books with one author

- 1) Firstly, the surname, last name, comma;
- 2) The title of the book is italicised, comma;
- 3) The place of publication is written in brackets, colon;
- 4) The name of the publisher, comma, and the year of publication;

Example:

Soekanto, Soerjono. *Introduction to Legal Research*. Jakarta: University of Indonesia Publisher (UI-Press), 1981.

- 5) If another book by the same author is used, just put a line through the author's name.
Example:
Soekanto, Soerjono. Introduction to Legal Research. Jakarta: University of Indonesia Publisher (UI-Press), 1981.
_____. Getting to Know the Sociology of Law. Bandung: Alumni, 1981.
 - 6) The arrangement must be alphabetical by the author's name, and does not need to be numbered sequentially.
 - 7) Legislation, newspapers, magazines and so on are placed separately.
- b) Books with two or more authors.
Example: ND, Mukti Fajar, and Yulianto Achmad. Dualism of Normative and Empirical Legal Research. Yogyakarta: Student Library, 2010.
 - c) Translated books
Example: Starke, J.G. Introduction to International Law. 10th ed. Jakarta: Sinar Grafika, 2014.
 - d) Articles in newspapers, magazines or bulletins
 - 1) First, the name of the author of the article is listed in the same order as in a book;
 - 2) The title of the article is placed between citation marks and ends with a period before the citation marks are closed;
 - 3) The above is followed by the inclusion of the underlined name of the Newspaper, Magazine or Bulletin followed by a comma;
 - 4) The date/month of publication of the newspaper, magazine or bulletin followed by a comma;
 - 5) The page number where the article is published.
Example:
Satjipto Rahardjo. "Crime as a Social Disease." Kompas, 8 March 1983.
 - e) Foreign Books
Example: Shaw, Malcolm. International Law. 9th ed. University of Cambridge, 2021.

- f) Doctoral Dissertation
Agus Budi Setiyono. "Democratic Formation of Local Law Regulations by Local Governments." Diponegoro University, 2008. http://eprints.undip.ac.id/16258/1/AGUS_BUDI_SETIYONO.pdf.
- g) News in Newspapers
Satjipto Rahardjo. "Crime as a Social Disease." Kompas, 8 March 1983.
- h) Bouquets in the Encyclopedia
Eshet-Alkalai, Yoram. "Real-Time Thinking in the Digital Era." In *Encyclopedia of Information Science and Technology, Second Edition*. IGI Global, 2009. <https://doi.org/10.4018/978-1-60566-026-4.ch514>.

2) **Mendeley System**

The bibliography is compiled using the Mendeley system in accordance with the footnotes in the Undergraduate Thesis script.

CHAPTER IV

PROCEDURE, EXAMINATION, AND UNDERGRADUATE THESIS ASSESSMENT

A. PROCEDURE

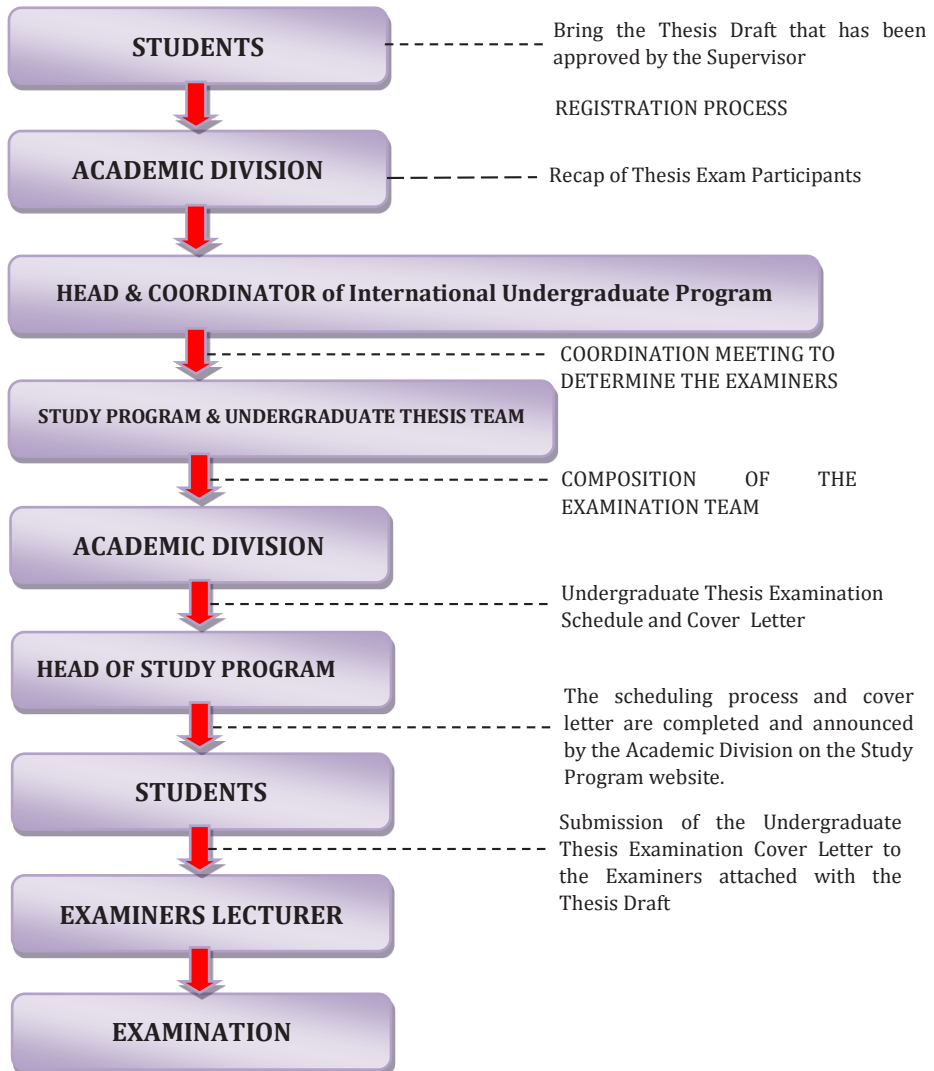
1. After the Undergraduate Thesis Draft is approved by the Supervisor, students can register as Undergraduate Thesis Examination Participants to the Academic Division according to the agenda according to the established academic calendar. The requirements for Undergraduate Thesis Examination Registration are as follows:
 - a. Scan the International Exposure certificate in accordance with the required provisions.
 - b. Scan of the original TOEFL certificate with a minimum score of 400 from SEU Undip or from another institution (which has previously been verified by BAA Undip).
 - c. Students must attach:
 - 1) Original scan of proof of having done Internship;
 - 2) Scan of the original answer letter from the Agency / Institution where the research is conducted;

- 3) Scan of PKKMB (Introduction to Campus Life for New Students) certificate;
 - 4) Scan of IRS for the current semester;
 - 5) Certificate of Passing Turnitin Check from Undip Faculty of Law Library;
 - 6) Scan DKN (List of Values) has passed all courses:
Starting from the class of 2017, 140 credits have been passed, with the following provisions: 128 credits of compulsory faculty courses, 8 credits of compulsory section courses and 4 credits of elective section courses.
 - 7) Scan of the original Assistance Book (Guidance Book) or proof of guidance in SIAP.
 - 8) Scan the thesis approval sheet that has been signed by supervisors 1 and 2.
 - 9) Register online at the link informed in the official announcement of the Study Program every registration period.
2. The Academic Division recaps the Undergraduate Thesis Examination participants and submits the results to the Head of Department and the International Undergraduate Program Coordinator. Furthermore, the Head of Department will plot (fill in the names) of examiners in accordance with their scientific competence and based on approval from the Coordinator of the International Undergraduate Program. Then, the Study Program schedules the Meeting of Determination of Examiners based on the results of filling in the names of the examiners. The meeting can also discuss the determination of examiners from other specialisation departments (cross-section).
 3. The Undergraduate Thesis Team through the Examiner Determination Meeting compiles the Undergraduate Thesis Examiner Team to submit the results to the Academic Division for the process of preparing the Undergraduate Thesis Examination Schedule.
 4. The Academic Division prepares the Undergraduate Thesis Examination Schedule and prepares a Cover Letter for the Examiners, then announces it to students through the Undergraduate Law Study Program website. Furthermore, students are required to download the cover letter file and

- submit it to each Examiner attached to the Undergraduate Thesis Draft that has been approved by the Supervisor.
5. Students are required to submit the Examination Cover Letter and Undergraduate Thesis Draft to the Examiners no later than 3 (three) days before the examination day.
 6. The Undergraduate Thesis Examination is carried out in a closed manner consisting of 2 (two) stages, namely presentations by students and questions and answers with a maximum time of 100 minutes.
 7. The Undergraduate Thesis Examination is held according to a predetermined schedule and is carried out in a panel unless the examining lecturer is unable to test alone, but the schedule for self-testing by the examining lecturer must be carried out no later than 7 (seven) working days from the predetermined schedule.
 8. After the Undergraduate Thesis Examination is declared FINISHED, the Examiners are required to provide grades and the Chairperson of the Examination Team decides the student's status in the Academic Information System of Universitas Diponegoro (SIAP):
 - a. PASS
 - b. PASS WITH REVISION
 - c. NOT PASS
 9. In the event of a revision to the Undergraduate Thesis Draft, the Examining Lecturer is required to fill in the Examination Revision Input form in SIAP for the student concerned to immediately make revisions.
 10. Students are required to revise the Undergraduate Thesis Draft as soon as possible according to the notes of the Examiner.
 11. Students who have made REVISIONS according to the notes of the Examiners and / or have been declared PASSED are required to:
 - a. request the Undergraduate Thesis Examination grade. The examiner will input the grade in SIAP.
 - b. request the signature of the Examiner on the Test Approval Sheet.
 - c. submit the Undergraduate Thesis Report in the form of Hard-File (Thesis and Journal articles) and Soft-File (CD and / or fill in a google-form containing thesis files, journal articles, colour photos) to the Faculty of Law Library.

12. The Library Officer validates the correctness of the writing of the Undergraduate Thesis draft, journal articles, CD contents and issues a Receipt for Submission of Undergraduate Thesis Files to students as many as 2 (two) copies and a Certificate of Submitting Journal as many as 1 (one) copy.
13. Receipt of Undergraduate Thesis File Submission and Certificate of Submitting Journal are submitted to the Academic Division for the graduation registration process.

PROCEDURE CHART UNDERGRADUATE THESIS EXAMINATION



B. UNDERGRADUATE THESIS EXAMINER

1. The Team of Examiners or Panel of Examiners consists of:
 - Chairman : Supervisor I
 - Member of Examiner I : Supervisor II
 - Member of Examiner II : Examiners Lecturer according to competence
2. The Team of Examiners or the Panel of Examiners examines matters related to:
 - a. Undergraduate Thesis format which includes:
 - 1) Language presented in the Undergraduate Thesis.
 - 2) Typography (writing style) of the Undergraduate Thesis.
 - b. Material, concerning issues:
 - 1) Actuality of ideas/problems
 - 2) Consistency of the flow of thought of the Undergraduate Thesis
 - 3) Conclusions and recommendations
3. Examiners can test separately outside the predetermined schedule (predetermined schedule) if they are unable to do so.

C. ASSESSMENT

1. In certain unavoidable conditions, where the Supervising Lecturer cannot be present at the examination, he/she has the right to give an examination grade, based on the assessment of the supervising process, and the substance of legal writing.
2. In the event that the Examiners Lecturer is unable to test students participating in the Undergraduate Thesis Examination (either in a group according to the schedule or testing themselves according to the specified time), the person concerned loses the right to test and does not provide grades.
3. In the event that the student concerned is unable to attend the examination with an accountable reason, the examination will be postponed until a later date.
4. Assessment of the Undergraduate Thesis is carried out in SIAP by the Panel of Examiners.
6. Undergraduate Thesis grade input in SIAP must be done no later than 7 (seven) working days after the revision is approved by the examining

- lecturer, or if there is no revision, the grade is inputted into SIAP no later than 4 (four) working days after the Undergraduate Thesis exam.
7. The final grade for the Undergraduate Thesis consists of:
 - a. Assessment of the process of preparing the Undergraduate Thesis.
 - b. Assessment of the substance of the Undergraduate Thesis.
 - c. Assessment of the Undergraduate Thesis examination.
 8. The assessment of the Undergraduate Thesis final exam is based on the average score given by each examiner.
 9. If there is no agreement on the assessment, the value is determined by the Chairperson together with the other Examiners based on consensus.
 10. The assessment of the Undergraduate Thesis is expressed in letters with weighted values, in accordance with Article 35 paragraph (4) points a, b, c of the Academic Regulations for the Education Sector of the Undergraduate Program of Universitas Diponegoro.
 11. Based on the Academic Regulations for the Education Sector of the Undergraduate Program of Universitas Diponegoro, the minimum passing grade for the Undergraduate Thesis is B.

APPENDIX

APPENDIX

SCHEME OF PROCEDURES AND SUPERVISING PROCESS OF THE UNDERGRADUATE THESIS

I. Undergraduate Thesis Application/Taking Procedure

Students

fulfil the requirements:

1. Total credits : 120 credits.
2. Cumulative GPA : at least 2.00
3. Input Internship and Thesis in IRS.
4. Have passed Research Methods and Legal Writing.

Academic Division

Checking and validating the Undergraduate Thesis Writing Registration (PenTA) data along with all attachments

Supervisor

Approve the student's Study Plan Form in SIAP and sign the Study Plan Form file.

International Undergraduate Program Coordinator:

Examine:

1. Outline or Title Plan
Points of Thought

Determine:

1. Approval of Outline and Main
2. Proposal of Supervisors
(with the Head of Department)

II. Supervising/Consultation Procedure

Students :

1. Submit the letter of appointment of the supervisor.
2. Submit the Outline (which contains the title, focus of study (international law/business law), background, problem formulation, provisional literature review) to the IUP Coordinator for the approval process.
3. Bring a Consultation Book / Guidance Book.

Supervisor :

1. Check and approve the title plan.
2. Guide students to make a Research Proposal and Undergraduate Thesis Draft.

3. Provide direction/guidance during the implementation of the research.
4. Guide the research methods and writing of students' Undergraduate Thesis.
5. Approve the research proposal draft and the Undergraduate Thesis draft.

RESEARCH PROPOSAL FORMAT OF THE UNDERGRADUATE THESIS - THESIS

- A. UNDERGRADUATE THESIS TITLE :
- B. TYPE OF UNDERGRADUATE THESIS
- C. RESEARCHER
 - 1. Student Name :
 - 2. Student Identification Number :
 - 3. Number of credits :
 - 4. Cumulative GPA :
 - 5. MPPH course score :
- D. UNDERGRADUATE THESIS SUPERVISOR
 - SUPERVISOR I :
 - SUPERVISOR II :
- E. SCOPE/
AREAS OF INTEREST :
- F. RESEARCH BACKGROUND
The rationale shows the reason or importance of the research as well as the expected outcomes.
- G. RESEARCH QUESTIONS
- H. THE OBJECTIVES OF THE STUDY
The description of the research objectives includes why the research was conducted in relation to the issues raised.
- I. LITERATURE REVIEW
Present a literature review related to the research title under study. The literature study concerns the concepts, norms, and/or theories used in the research.
- J. RESEARCH METHODS
Description:
 - a. The approach used;
 - a. Research specifications;
 - b. Type of Data;
 - c. Data Collection Methods;

- d. Research Location (if a field research is conducted);
- e. Data Analysis Method

K. RESEARCH TIME SCHEDULE

The systematic implementation needs to be outlined in the form of a time schedule. Starting from the preparation and/or the data collection to the level of analysis and report preparation.

L. ORIGINALITY OF RESEARCH

Compare this research to previous research (in the form of a table). Comparison is made to 2 to 3 thesis research that has been done before.

M. TEMPORARY REFERENCES

Present the temporary literature sources used in this Undergraduate Thesis research.

Semarang,

Researcher,

(.....)

Approved by,

Supervisor I

Supervisor II

(.....)

(.....)

RESEARCH PROPOSAL FORMAT OF THE UNDERGRADUATE THESIS - LEGAL MEMORANDUM

- A. UNDERGRADUATE THESIS TITLE :
- B. TYPE OF UNDERGRADUATE THESIS : LEGAL MEMORANDUM
- C. RESEARCHER
 - 1. Student Name :
 - 2. Student Identification Number :
 - 3. Number of credits :
 - 4. Cumulative GPA :
 - 5. MPPH course score :
- D. UNDERGRADUATE THESIS SUPERVISOR
 - SUPERVISOR I :
 - SUPERVISOR II :
- E. SCOPE/
AREAS OF INTEREST :

- F. INTRODUCTION
In this section, the legal memoranda are addressed to whom, and from whom about the legal case under review.

- G. POSITION CASE
 - 1. Parties
 - 2. Description of Facts
 - 3. Legal Issues
- H. SEARCHING ON LEGAL MATERIALS
 - 1. Legislation
 - 2. Jurisprudence or Court Decision
 - 3. Legal theories/principles
 - 4. Opinion of Experts

I. RESEARCH TIME SCHEDULE

The systematic implementation needs to be outlined in the form of a time schedule from preparation to analysis and report preparation.

J. TEMPORARY REFERENCE MATERIALS

Present the provisional reference materials used in the preparation of this Legal Memoranda. Reference materials include: books, journals, sources, other appropriate reference sources.

Semarang,

Researcher,

(.....)

Approved by,

Supervisor I

Supervisor II

(.....)

(.....)

RESEARCH PROPOSAL FORMAT UNDERGRADUATE THESIS – LAW CASE STUDY

- A. UNDERGRADUATE THESIS TITLE :
- B. TYPE OF UNDERGRADUATE THESIS : LAW CASE STUDY
- C. RESEARCHER
 - 1. Student Name :
 - 2. Student Identification Number :
 - 3. Number of credits :
 - 4. Cumulative GPA :
 - 5. MPPH course score :
- D. UNDERGRADUATE THESIS SUPERVISOR
 - SUPERVISOR I :
 - SUPERVISOR II :
- E. SCOPE/
FIELD OF INTEREST :
- F. INTRODUCTION
In this section, facts or legal events are presented concisely based on norms, theories, concepts, and principles so that legal issues arise.
- G. RESEARCH QUESTIONS
Formulate the legal issues raised and analysed in this case law study.
- H. LITERATURE REVIEW
Contains a presentation or explanation of the results of literature studies (in the form of books, journals, papers, court decisions, and other literature sources) that are appropriate (coherent) with the legal issues studied.
- I. CASE POSITION
This section presents a detailed description of legal events. It also contains the parties involved in the legal event.

J. FORMULATION OF THE ESSENCE OF THE JUDGEMENT

In this section we present:

1. Formulation of the essence of the decision from the court of first instance up to the cassation level or other adjudication body decisions that have permanent legal force.
2. Legal considerations that form the basis of the decision.

K. RESEARCH TIME SCHEDULE

(The systematic implementation needs to be elaborated in the form of a time schedule from preparation to analysis and preparation of the Undergraduate Thesis Paper on Legal Case Studies).

L. TEMPORARY REFERENCES

Present the temporary reference sources used in the preparation of this Legal Case Study Undergraduate Thesis.

Semarang,

Researcher,

(.....)

Approved by,

Supervisor I

Supervisor II

(.....)

(.....)

RESEARCH METHOD FORMAT TO COMPILE THE UNDERGRADUATE THESIS

The description of the research method in the preparation of the Undergraduate Thesis is as follows:

1. Approach

This research approach can be doctrinal and non-doctrinal.

a. Doctrinal research

Doctrinal research conceptualises law as legislation, legal principles and judicial decisions.

b. Non-doctrinal research

Non-doctrinal research can be divided into two, namely empirical research and sociolegal research. Empirical research conceptualises law as behaviour (nomos). Sociolegal research is research that conceptualises law as symbolic meanings.

2. Research Specifications

Research specifications may include :

a. Descriptive research is research that aims to describe a phenomenon.

a. Evaluative research is research that aims to analyse and evaluate a programme or policy.

b. Prescriptive research which not only evaluates but also aims to provide solutions to a problem.

3. Data Type

In doctrinal research, the type of data used is secondary data consisting of primary legal materials in the form of laws and regulations, secondary legal materials consisting of journal articles, books and tertiary legal materials consisting of legal dictionaries and encyclopedias. In contrast to doctrinal research, empirical research and sociolegal research use primary data, namely data obtained directly in the field.

4. Data Collection Methods

The data collection methods used in this research are also influenced by the research approach.

- a. Data collection in doctrinal research is literature study.
- b. Data collection in non-doctrinal research can take the form of:
 - 1) observation (can be either participatory or non-participatory observation);
 - 2) closed, open or combination questionnaires. In determining the sample as a representation of the population can be based on probability sampling or non probability sampling.
 - 3) Interviews in the form of structured or guided interviews or unguided/unstructured interviews (free flowing interviews). In the interview can also be done indepth interview which is mainly done in sociolegal research;
 - 4) *Focus Group Discussion*.
Data collection methods can also be triangulated to support data quality.

5. Research Location (if any)

Name the research location and elaborate on the rationale for the research location.

6. Data Analysis Method

Data analysis methods that can be used are quantitative, qualitative or combined qualitative and quantitative data analysis. The stages of data analysis can be described through content analysis, the interactive model proposed by Matthew B Miles and Michael C Hubberman and other data analysis models.

RESEARCH ORIGINALITY FORMAT FOR THESIS

The research originality table template is as follows:

Previous research				Current research
No.	Researcher Name (Year of Research, University)	Research Title	Research Results	Novelty
1				
2				

TITLE PAGE FORMAT



UNDERGRADUATE THESIS TITLE

THESIS/LEGAL MEMORANDUM/LEGAL CASE STUDY (WRITE ONE)

Submitted to complete the tasks and fulfil the requirements
to complete the Bachelor of Law Program

By:

Student's Name:

NIM 11010110111213

**INTERNATIONAL UNDERGRADUATE PROGRAM
FACULTY OF LAW UNIVERSITAS DIPONEGORO
SEMARANG
2023**

**APPROVAL SHEET
UNDERGRADUATE THESIS TITLE**

THESIS/LEGAL MEMORANDUM/LEGAL CASE STUDY (WRITE ONE)

Submitted to complete the tasks and fulfil the requirements
to complete the Bachelor of Law Program

By:

Student's Name:

NIM 11010110111213

The Undergraduate Thesis with the above title has been authorised
and approved for reproduction

Supervisor I

Supervisor II

.....
NIP

.....
NIP

TEST PAGE

UNDERGRADUATE THESIS TITLE

Prepared and compiled

By:

Student's Name :

NIM 11010110111213

Has been examined in front of the Board of Examiners on the date of.. ..

Board of Examiners

Chief Examiner

NIP

Member of Examiner I

Member of Examiner II

NIP

Authorised by,
Dean of the Faculty of Law
Universitas Diponegoro,

NIP

Acknowledged by,
Head of the Bachelor of
Law Study Program

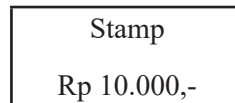
Prof. Dr. Retno Saraswati, S.H., M.Hum.
NIP 196711191993032002

Dr. Aditya Y. Sulistyawan, S.H., M.H.
NIP 198407092008121002

STATEMENT

I hereby declare that this Undergraduate Thesis has never been submitted to obtain a degree in another university, and to the best of my knowledge there are no works or opinions that have been written or published by other people, except those that are written in this manuscript and mentioned in the bibliography.

Semarang,



Name

NIM

Attachment

(This form can be downloaded on the Study Program web)



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI
UNIVERSITAS DIPONEGORO
FAKULTAS HUKUM

Jalan dr. Antonius Suroyo
Kampus Universitas Diponegoro
Tembalang, Semarang, Kode Pos 50275
Telepon (024) 76918201 Fax (024) 76918206
Laman: www.fh.undip.ac.id, Pos-el: fh@five.undip.ac.id

Number : Official Memo
Attachment : ---
Re : Undergraduate Thesis Title Change

Dear, **Head of the Bachelor of Law Program**
u.b. Academic and Student Affairs Supervisor
Faculty of Law, Universitas Diponegoro

We respectfully convey that as Thesis Supervisor I / Thesis Supervisor II and after conducting several evaluations and analyzes of the preparation of the student's Undergraduate Thesis material below, we submit a request for a title change to be as follows:

Name	:	
Student Number	:	
Phone Number	:	
Field of Interest	:	
Thesis Supervisor I	:	
Thesis Supervisor II	:	
Initial Title	:	
Revision Title	:	

We hope that these changes can be immediately followed up and updated data in the Academic Information System (SIAP) of the Faculty of Law Undip, to be administratively orderly and avoid mistakes in the future.

Thank you for your attention and cooperation.

Approval:
Head of Department

Semarang,
Thesis Supervisor I / II,

Name
NIP

Name
NIP

Copy :
- The student concerned



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI
UNIVERSITAS DIPONEGORO
FAKULTAS HUKUM

Jalan dr. Antonius Suryo
Kampus Universitas Diponegoro
Tembalang, Semarang, Kode Pos 50275
Telepon (024) 76918201 Fax (024) 76918206
Laman: www.fh.undp.ac.id Pos-el: fh@live.undp.ac.id

Number : Official Note
Attachment : ---
Re : Replacement of Undergraduate Thesis Supervisor

Dear Head of Bachelor of Law Program
u.b. Academic and Student Affairs Supervisor
Faculty of Law, Universitas Diponegoro

In connection with several unavoidable considerations and reasons, we ask you to grant permission to replace the student's Thesis Supervisor as follows:

Name :
NIM :
Mobile phone number :
Field of Interest :

PREVIOUS SUPERVISOR

Supervisor I :
Supervisor II :
Reason :

NEW SUPERVISOR

Supervisor I :
Supervisor II :

We hope that these changes can be followed up immediately and updated on the data in the Undip Faculty of Law SIAP, in the framework of orderly administration and avoiding errors in the future.

Thank you for your attention and cooperation.

Semarang,
Head of Department

Name
NIP

Copy:
- The student concerned

