

	SOP number	3
	Date	May 22,
	Effective Date	
		Head of International Relation Department
	SOP	THESIS WRITING

Objective

1. Provide clear guidance for students in preparing their final project (thesis).
2. Ensure the academic quality of the final project meets the standards of the Department of International Relations.
3. Standardize the process of writing, supervision, and evaluation of the final project.

Scope

This SOP applies to all International Relations Department undergraduate students working on their final project as a graduation requirement. The SOP covers the stages of planning, writing, supervision, and final project submission.

Definitions

1. Final Project (Thesis): A scholarly written work prepared by students as a requirement to obtain a Bachelor's degree in International Relations.
2. Supervisor: A lecturer appointed to guide students during the thesis writing process.
3. Thesis Defense: The evaluation process of the final project by a panel of examiners.

Thesis Writing Procedure

Academic Requirements

1. Students must have completed a minimum of 120 credits (SKS), including the courses Research Methodology in International Relations and International Relations Seminar.
2. Students are required to attend the final project seminar organized by the department.

Topic Submission

1. Students consult their academic advisor regarding the thesis title.
2. Students submit 2–3 topic proposals to the Head of the Department using the topic submission form (available at the department secretariat).
3. The Head of the Department will approve the topic and assign a supervisor within 7 working days.

Thesis Topic Scopes

1. Thematic Scope:

The central theme of the thesis must address over-boundary activity of international relations actors (state/non-state). The topic may focus on the following issues:

- Foreign policy analysis.
- International conflict and peacebuilding.
- Diplomacy and negotiation.
- International organizations.
- Global governance.
- Security studies (traditional & non-traditional).
- International political economy.
- Migration and refugee issues.
- Human rights and humanitarian intervention.
- Environmental politics and climate diplomacy.
- Regional studies (e.g., ASEAN, EU, Indo-Pacific).
- Etc.

2. Geographic Scope:

The thesis topic must specify the geographical focus, such as:

- A specific country (e.g., Indonesia, United States).
- A bilateral relationship (e.g., China–US relations).
- A region (e.g., South China Sea, Middle East, Indo-Pacific).
- Global level, if the topic addresses transnational or systemic issues.

3. Temporal Scope:

The thesis topic must specify the time frame of the study:

- A historical period (e.g., Cold War era, post-9/11 period).
- A range of years (e.g., 2015–2024).
- A contemporary analysis of current events or ongoing developments.

4. Conceptual Scope.

The thesis analysis must use IR theoretical framework and conceptual tools, such as:

- Grand theories (Realism, liberalism, constructivism, marxism, etc).
- Concepts and theories (soft power, strategic culture, sovereignty, interdependence, etc).

5. Methodological Scope.

The thesis must use one of the following the research methods:

- Qualitative (e.g., case study, discourse analysis, interviews).
- Quantitative (e.g., statistical analysis, survey).
- Mixed methods.

And use primary/secondary sources, official documents, media analysis, etc.

6. Limitations

It is important to clarify what are not covered in the thesis, for example:

- Unrelated theories, regions, time periods, or issues.
- Specific data limitations, language barriers, or access issues.

Supervisor Assignment

1. Supervisors are appointed based on the lecturer's expertise and the relevance of the topic.
2. Each student is assigned one primary supervisor and one co-supervisor (optional, depending on the topic's complexity).

Thesis Proposal Preparation

Proposal Structure

1. Title page
2. Background of the problem
3. Problem statement
4. Research objectives
5. Research benefits
6. Theoretical/conceptual framework
7. Research methodology
8. Bibliography

Proposal Preparation Process

1. Students prepare the proposal under the guidance of their supervisor.
2. The proposal must be completed within a maximum of 1 month after topic approval.
3. The proposal is submitted in printed and digital formats (PDF) to the Proposal Seminar Examiner.

Proposal Seminar

1. Proposals approved by the supervisor are submitted to the department secretariat to obtain an examination schedule.
2. Students must contact the examiners and submit the thesis proposal at least 3 days before the proposal examination.
3. During the examination, students present their proposal to the examiners.
4. Proposal revisions must be completed within 14 working days after the seminar.

Thesis Writing

Thesis Structure

1. Preliminary Section: Title page, approval sheet, abstract (in Indonesian and English), preface, table of contents, list of tables/figures (if any).
2. Main Content:
 - Chapter I: Introduction (background, problem statement, objectives, benefits)
 - Chapter II: Literature Review and Theoretical Framework
 - Chapter III: Research Methodology
 - Chapter IV: Results and Discussion
 - Chapter V: Conclusion and RecommendationsClosing Section: Bibliography, appendices (if any).

Writing Guidelines

1. Use Times New Roman font, size 12, 1.5 line spacing.
2. Margins: left 4 cm, right 3 cm, top 3 cm, bottom 3 cm.
3. References follow the latest APA (American Psychological Association) style.
4. Thesis length: minimum 80 pages and maximum 150 pages (excluding appendices), with 30% consisting of Chapter IV Results and Discussion.

Supervision Process

1. Students must consult with their supervisor at least 5 times during the writing process.
2. Each consultation is recorded in a supervision card signed by the supervisor.
3. Students must submit chapter drafts for review by the supervisor.

Thesis Submission and Defense

Defense Submission

1. Students submit the thesis draft approved by the supervisor to the department secretariat.
2. Defense submission requirements:
 - Completed supervision card.
 - Thesis in printed form (3 copies) and digital format (PDF).
 - Proof of plagiarism-free status from plagiarism detection software (e.g., Turnitin, with a maximum similarity of 20%).

Thesis Defense

1. The defense is scheduled by the Head of the Department within 14 working days after submission.
2. The defense involves two examiners, with the supervisor as the moderator.
3. Students present their research findings for 15–20 minutes, followed by a question-and-answer session.

Post-Defense Revisions

1. Students must revise the thesis based on the examiners' feedback within a maximum of 14 working days.
2. The revised thesis is resubmitted for final approval from the supervisor and examiners.

Final Thesis Submission

1. The final thesis is submitted in printed form (hardcover, 3 copies) and digital format (PDF and CD) to the department secretariat.
2. Students upload the thesis to the Hasanuddin University digital repository.

Responsibilities

1. Students: Comply with all SOP stages, maintain academic ethics, and complete the thesis on time.
2. Supervisors: Provide academic guidance, monitor progress, and approve thesis drafts.
3. Thesis Coordinator: Oversee SOP implementation, assign supervisors, and schedule defenses.
4. Examiners: Evaluate proposals and theses objectively according to academic standards.

Sanctions

1. Delays in submitting proposals or theses will result in postponement of the defense to the next period.
2. Violations of academic ethics (plagiarism, data falsification, etc.) will be processed according to university regulations, including possible cancellation of graduation.

Appendices

1. Topic submission form.
2. Supervision card.
3. Sample format for title page and approval sheet.

STANDARD OPERATING PROCEDURE
THESIS WRITING
DEPARTMENT OF INTERNATIONAL RELATIONS FISIP-
UNHAS

Standard Oprating
Procedure
Thesis Writing



