



**LSPR Institute of
Communication & Business**
The Leading Graduate School of Communication & Business | ASEAN Global Campus
DOCTORAL PROGRAMME



**ACADEMIC GUIDANCE
POSTGRADUATE PROGRAMME - DOCTORAL
EVEN SEMESTER 2025-2026**
Jakarta | 2026



**KEPUTUSAN
REKTOR INSTITUT KOMUNIKASI DAN BISNIS LSPR
NOMOR: 144-25/PAK/LSPR/AI/AY/CABC**

**TENTANG
BUKU PANDUAN AKADEMIK PASCASARJANA TAHUN 2025/2026
INSTITUT KOMUNIKASI DAN BISNIS LSPR**

Rektor Institut Komunikasi dan Bisnis LSPR:

- Menimbang :
- a. bahwa untuk menjamin terselenggaranya proses pendidikan pada Program Pascasarjana Institut Komunikasi dan Bisnis LSPR secara terarah, efektif, dan sesuai dengan standar akademik, diperlukan adanya Buku Panduan Akademik sebagai acuan bagi seluruh sivitas akademika;
 - b. bahwa Buku Panduan Akademik Program Pascasarjana Tahun Akademik 2025/2026 telah disusun oleh unit terkait dan perlu ditetapkan melalui Surat Keputusan Rektor;
 - c. bahwa berdasarkan pertimbangan sebagaimana dimaksud pada huruf a dan b, perlu menetapkan Surat Keputusan Rektor tentang Penetapan Buku Panduan Akademik Program Pascasarjana Institut Komunikasi dan Bisnis LSPR Tahun Akademik 2025/2026.

- Mengingat :
- a. Undang-Undang Nomor 20 Tahun 2003 Tentang Sistem Pendidikan Nasional;
 - b. Undang-Undang Republik Indonesia Nomor 12 Tahun 2012 tentang Pendidikan Tinggi;
 - c. Undang-Undang RI No. 14 tahun 2005 tentang Guru dan Dosen;
 - d. Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi.
 - e. Statuta Strategis Institut Komunikasi dan Bisnis LSPR.

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for Independent Further and Higher Education
as an Independent Higher Education Provider



Accredited by the
Association of Universities
in Southeast Asia





MEMUTUSKAN

MENETAPKAN :

PERTAMA

: Menetapkan Buku Panduan Akademik Program Pascasarjana Institut Komunikasi dan Bisnis LSPR Tahun Akademik 2025/2026 sebagai pedoman resmi pelaksanaan kegiatan akademik pada seluruh program studi di lingkungan Program Pascasarjana.

KEDUA

: Buku Panduan Akademik sebagaimana dimaksud menjadi acuan bagi mahasiswa, dosen, tenaga kependidikan, dan seluruh unit terkait dalam pelaksanaan proses pendidikan di Program Pascasarjana.

KETIGA

: Keputusan ini mulai berlaku sejak tanggal ditetapkan. Apabila di kemudian hari terdapat kekeliruan dalam keputusan ini, akan dilakukan perbaikan sebagaimana mestinya.

Ditetapkan di Jakarta

Pada tanggal 1 November 2025

Rektor



LSPR Institute of Communication & Business

The Leading Private School of Communication & Business | 1992-1997-1998

Dr. Andre Ikhsano, M.Si

Approved by the British Association Council for Independent Further and Higher Education as an Independent Higher Education Provider



100% ACCREDITED
BY THE ASSOCIATION OF UNIVERSITIES



Centre for Global Public Relations Studies



LSPR Innovation Network



LSPR Global Network



LSPR Centre for Sustainability & Leadership Excellence



International Association of Universities



LSPR Leadership Network

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Postgraduate Programme - Doctoral Degree
LSPR Institute of Communication and Business

I. Visi dan Misi Program Studi Doktor Ilmu Komunikasi/Vision and Mission of the Doctoral Study Program in Communication Science

Visi:

Menjadi Program Studi yang mampu menghasilkan Doktor Ilmu Komunikasi yang unggul dan menjadi panutan dalam bidang komunikasi kepemimpinan kehumasan yang mampu memimpin perubahan dan memberikan solusi dalam bidang kehumasan dan diakui secara nasional dan internasional.

Vision:

To become a study program that produces outstanding Doctoral graduates in Communication Science who serve as role models in the field of communication leadership and public relations, capable of leading change and providing solutions in the field of public relations, and recognized both nationally and internationally.

Misi:

1. Menyelenggarakan jenjang pendidikan Doktor yang mampu menciptakan strategi dalam bidang kehumasan yang bertumpu pada teknologi mutakhir dalam bidang keilmuan komunikasi multidisipliner.
2. Menyelenggarakan kegiatan penelitian dan publikasi ilmiah kajian kehumasan, baik pada level nasional maupun internasional, guna memberikan solusi alternatif yang bermanfaat bagi masyarakat, dunia industri, dan bidang keilmuan komunikasi.
3. Melaksanakan kegiatan pendidikan yang menghasilkan pemimpin dalam bidang komunikasi kepemimpinan kehumasan yang menjunjung tinggi etika komunikasi, keragaman budaya, dan profesionalitas.
4. Memimpin kegiatan pengabdian masyarakat di bidang komunikasi kepemimpinan kehumasan yang mampu berkontribusi nyata kepada masyarakat dan dunia.

Mission:

1. *To offer a doctoral program that is capable of developing strategies in the field of public relations, grounded in cutting-edge technologies and multidisciplinary communication sciences.*
2. *To conduct research and publish scholarly works in public relations studies at both national and international levels, aimed at providing alternative solutions that benefit society, industry, and the field of communication studies.*
3. *To deliver educational activities that produce leaders in communication and public relations leadership, who uphold communication ethics, cultural diversity, and professionalism.*
4. *To lead community engagement initiatives in the field of communication and public relations leadership that make a tangible contribution to society and the global community.*

Konsentrasi yang ditawarkan di Program Studi Ilmu Komunikasi pada Jenjang Doktoral adalah:

- *Strategic Global Public Relations and Leadership Communication*

Concentrations offered in the Communication Science Doctoral Degree Postgraduate Programme are:

- *Strategic Global Public Relations and Leadership Communication*

II. Regulasi dan Pedoman Akademik/Academic Regulations and Guidance

A. Prinsip dan Sumber

Peraturan Akademik yang digunakan oleh Institut Komunikasi dan Bisnis LSPR berdasarkan pada:

- Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi.
- Peraturan Menteri Pendidikan Tinggi, Sains, dan Teknologi Nomor 39 Tahun 2025 tentang Penjaminan Mutu Pendidikan Tinggi.
- Peraturan Menteri Pendidikan, Kebudayaan, Riset dan Teknologi Nomor 53 Tahun 2023 tentang Penjaminan Mutu Pendidikan Tinggi.
- Peraturan Menteri Pendidikan Dan Kebudayaan Republik Indonesia Nomor 3 Tahun 2020 Tentang Standar Nasional Pendidikan Tinggi
- Peraturan Menteri Pendidikan Dan Kebudayaan Republik Indonesia Nomor 5 Tahun 2020 Tentang Akreditasi Program Studi Dan Perguruan Tinggi
- Peraturan Menteri Pendidikan Dan Kebudayaan Republik Indonesia Nomor 7 Tahun 2020 Tentang Pendirian, Perubahan, Pembubaran Perguruan Tinggi Negeri, Dan Pendirian, Perubahan, Pencabutan Izin Perguruan Tinggi Swasta
- Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi.
- Peraturan Menteri Pendidikan dan Kebudayaan Nomor 11 Tahun 2014 tentang Pengesahan Fotokopi Ijazah, Fotokopi Sertifikat Profesi, Fotokopi Surat Keterangan Pengganti Ijazah/Sertifikat Profesi, dan Penerbitan Surat Keterangan Pengganti Ijazah/Sertifikat Profesi Lulusan Perguruan Tinggi.
- Keputusan Menteri Pendidikan Nasional Nomor 232/U/2000 tentang Pedoman Penyusunan Kurikulum Pendidikan Tinggi dan Penilaian Hasil Belajar Mahasiswa.
- Keputusan Menteri Pendidikan Nasional Nomor 045/U/2002 tentang Kurikulum Inti Pendidikan Tinggi.
- Surat Edaran Direktorat Jenderal Kelembagaan Ilmu Pengetahuan, Teknologi, dan Pendidikan Tinggi No.444/B/SE/2016 tentang Implementasi SN DIKTI pada Programme Magister, Doktor dan Doktor Terapan.
- Surat Edaran Kementerian Riset, Teknologi dan Pendidikan Tinggi No. B/323/B.B1/SE/2019 tertanggal 31 Mei 2019 tentang Publikasi Karya Ilmiah Program Sarjana, Program Magister dan Program Doktor.

Principles and Sources

The regulations used by LSPR Communication and Business Institute (LSPR Institute) are based on:

- *Law of The Republic Indonesia No. 12 of 2012 on the National Education System*
- *Regulation of The Minister of Higher Education, Science, and Technology Number 39 of 2025 regarding The Quality Assurance Systems in Higher Education.*
- *Regulation of The Minister of Education, Culture, Research, and Technology No. 53 of 2023 regarding The Quality Assurance Systems in Higher Education.*
- *Regulation of the Minister of Education and Culture Republic of Indonesia No. 3 of 2020 regarding Higher Education Standards*
- *Regulation of the Minister of Education and Culture Republic of Indonesia No. 5 of 2020*

regarding Accreditation of Study Programs and Higher Education Institutions

- *Regulation of the Minister of Education and Culture Republic Indonesia Number 7 of 2020 regarding Establishment, Change, and Dissolution of National Higher Education Institution, and the Establishment, Change, and Revocation of License of Private Higher Education Institutions*
- *Law of The Republic of Indonesia No. 4/PP/2014 regarding Higher Education Management*
- *Regulation of Ministry of Research, Technology and Higher Education No.44 of 2015 on National Standards of Higher Education.*
- *Regulation of Ministry of Education and Culture No. 11/PM/2014 on legalization of copies of diplomas, copies of professional certificates, copies of diploma certificates substitution and publishing certification of replacement of diploma/professional certificates in higher education.*
- *Decision of the Education and Culture Minister of The Republic of Indonesia No. 232/U/2000.*
- *Decision of the Education and Culture Minister of The Republic of Indonesia No. 184/U/2001.*
- *Decision of the Education and Culture Minister of The Republic of Indonesia No. 045/U/2002.*
- *Directive No.444/B/SE/2016 from the Directorate General for Science, Technology and Higher Education on the Implementation of SN DIKTI in Master's, Doctoral and Applied Doctoral Programmes.*
- *Directive B/323/B.B1/SE/2019 dated 31 May 2019 from the Directorate General for Science, Technology and Higher Education on Publication of Scientific Articles for Undergraduate Programmes, Masters Programmes and Doctoral Programmes.*

B. Status Mahasiswa/i (selanjutnya akan disebut Mahasiswa)

Mahasiswa diklasifikasikan sebagai:

- Mahasiswa AKTIF: Mahasiswa yang telah memenuhi semua persyaratan administrasi dan berhak mengikuti kegiatan akademik.
- Mahasiswa TIDAK AKTIF: Mahasiswa yang dengan alasan-alasan tertentu tidak berhak mengikuti kegiatan akademik. Termasuk didalamnya adalah:
 - a. Mahasiswa Cuti: Mahasiswa yang sedang mengambil cuti akademik dan secara resmi dibebaskan dari kewajiban untuk mengikuti kegiatan akademik selama waktu cuti yang diberikan. Selama masa cuti, mahasiswa berhak mendapatkan pelayanan akademik dan pelayanan bimbingan disertasi. Masa cuti akademik akan tetap terhitung sebagai masa studi.
 - b. Mahasiswa yang sedang mendapat sanksi akademik: Mahasiswa yang sedang dikenakan sanksi akibat melanggar peraturan.
 - c. Mahasiswa yang tidak melakukan proses registrasi secara resmi dengan mengisi Kartu Rencana Studi (KRS) untuk dapat mengikuti semester berjalan. Semester dimana mahasiswa tidak melakukan proses registrasi akan tetap dihitung di dalam masa studi. Jika selama 2 semester baik berturut-turut maupun tidak berurutan mahasiswa tidak melakukan proses registrasi, secara otomatis dianggap mengundurkan diri dan dikenakan status pemutusan studi.
- Mahasiswa yang AKTIF KEMBALI: Pengaktifan/*reinstatement* adalah pendaftaran kembali mahasiswa yang telah mengambil cuti dan ingin kembali mengikuti perkuliahan. Proses pengaktifan kembali dapat mengajukan permohonan ke bagian Student Service melalui email. Alur pemrosesan mengacu pada poin F.

Student Status

Students are classified as:

- *ACTIVE Student: Student who has fulfilled all the mandatory requirements and is entitled to take part in academic activities.*

- *INACTIVE STUDENTS: Students who for certain reasons are not entitled to participate in academic activities. Included are:*
 - a. Students on leave: Students who are taking academic leave and are officially exempt from the obligation to participate in academic activities during the allotted time off. During the leave period, students are entitled to receive academic services and thesis guidance services. Academic leave period will still be counted as study period.*
 - b. Students who receive academic sanctions: Students who are subject to sanctions due to violations of regulations.*
 - c. Students who do not carry out the registration process officially by filling out a Study Plan Card (KRS) to be able to take part in the current semester. Semesters where students who do not carry out the registration process will still be counted in the study period. If for 2 semesters, either consecutively or not consecutively, students do not carry out the registration process, they are automatically considered as self-completion and will be automatically considered to have withdrawn and will be assigned a termination of studies status.*
- *Students who are RETURNING: Activation/reinstatement is the re-enrollment of students who have taken leave and wish to return to lectures. The reactivation process can submit a request to the Student Service section via email. The processing flow refers to point F.*

C. Masa Studi

- Mahasiswa diwajibkan untuk mengisi KRS di setiap semester sesuai dengan waktu pengisian KRS yang sudah ditentukan.
- Mahasiswa yang melewati Masa Studi Maksimal secara otomatis dianggap mengundurkan diri dan dikenakan sanksi pemutusan studi termasuk mahasiswa yang mengajukan cuti dan permohonan cutinya diterima.
- Masa Studi Standar untuk mahasiswa Program Doktor adalah 7 semester. Sedangkan masa Studi Maksimal adalah 10 semester.
- Jika lewat dari Masa Studi Standar dikenakan *extension fee* sebesar Rp. 5.000.000,- (lima juta rupiah)/semester.
- Mahasiswa yang tidak mengisi KRS atau pengajuan cutinya melewati batas waktu yang telah ditentukan akan dinyatakan tidak aktif dan masa studinya akan melewati Masa Studi Standar.

Study Period

- *Students are required to complete the KRS in each semester according to the predetermined KRS filling time.*
- *Students who pass the Maximum Study Period are automatically deemed to have resigned and are subject to a study termination sanction, including students who apply for leave and their leave application is accepted.*
- *Standard Study Period for Doctoral Programme students is 7 semesters and maximum Study Period is 10 semesters*
- *After the Standard Study Period is subject to an extension fee in the amount of IDR 5,000,000 (five million rupiah)/semester.*
- *Students who do not fill in their KRS or apply for leave after the specified time limit will be declared inactive and their study period will exceed the Standard Study Period.*

D. Persyaratan Bahasa Inggris

- Setiap mahasiswa diwajibkan untuk menunjukkan tingkat kemampuan berbahasa Inggris yang sesuai dengan persyaratan yang ditentukan oleh Postgraduate Programme (PGP) ketika mendaftar dan saat lulus sebagai mahasiswa PGP Institut Komunikasi dan Bisnis LSPR.
- **Mahasiswa yang sudah terdaftar harus memiliki nilai TOEFL certificate (minimum score of PBT 550, iBT 80, CBT 214) or IELTS (minimum score of 6.0).**
- Bagi mahasiswa yang memiliki skor TOEFL 550, diizinkan tetap mendaftar di Postgraduate Programme-Doctoral Degree LSPR dengan pilihan sebagai berikut:
 1. Mahasiswa dapat mengikuti kursus bahasa Inggris perbaikan dan pengujian di institusi di luar LSPR. Ketika selesai mengikuti kursus, mahasiswa diwajibkan untuk memberikan bukti berupa sertifikat yang menyatakan bahwa mahasiswa telah mendapatkan skor minimal 550/65.
 2. Mahasiswa yang belum mencapai skor TOEFL dengan minimal skor terlampir di atas pada akhir semester pertama, disarankan untuk mengikuti Remedial English lanjutan di lembaga lain pada semester kedua.
 3. Mahasiswa yang belum menyerahkan sertifikat yang menyebutkan bahwa mahasiswa telah mendapatkan skor TOEFL minimal syarat skor pada akhir semester ketiga, dinyatakan belum memenuhi persyaratan mengikuti sidang disertasi. Jika demikian, mahasiswa diminta untuk mengambil cuti akademik terlebih dulu guna memenuhi persyaratan ini.

English Requirements

- *All students are required to demonstrate a minimum level of English proficiency in order to enroll and graduate as a student of LSPR Postgraduate Programme.*
- *Enrolling students must possess a TOEFL grade of at least 550 (Paper-based Test – PBT) or 65 (Internet-based Test – iBT). For students who have a TOEFL score 550, they are permitted to continue to register in the LSPR Postgraduate Program-Doctoral Degree with the following options:*
 1. *Students may choose to attend a remedial English course and test at an institution outside LSPR. In this case students are required to provide the PGP Academic Department with proof of their test and score of minimum 550/65 at the end of their first semester of study.*
 2. *Students who fail to achieve a TOEFL score of 550/65 at the end of the first semester are advised to take advanced Remedial English at another institution in the second semester.*
 3. *Students who fail to submit the TOEFL certificate with a minimum score of 550 at the end of the third semester, are not entitled to continue the thesis exam. If so, students should take academic leave first to fulfill these requirements.*

E. Dosen Pembimbing Akademik (PA)

Sehubungan dengan komitmen Program Pascasarjana (PGP) S2 dalam memastikan perkembangan akademik mahasiswa menuju kelulusan tepat waktu serta menjaga kualitas lulusan, mulai saat ini diterapkan sistem **Dosen Pembimbing Akademik (PA)**.

Dosen Pembimbing Akademik berperan dalam memantau serta memberikan bimbingan terkait perkembangan akademik mahasiswa. Penerapan ini mengacu pada **LSPR Lecturer Handbook**, antara lain:

1. Dosen memiliki tugas untuk menyusun rencana pembelajaran, melaksanakan proses

pembelajaran, melakukan evaluasi, serta membimbing mahasiswa.

2. Memberikan bimbingan kepada mahasiswa dalam mengembangkan dan mengamalkan ilmu pengetahuan, teknologi, dan seni, guna membentuk insan pelajar yang mandiri dan bertanggung jawab.
3. Mendorong pemikiran kreatif dan inovatif mahasiswa serta meningkatkan kualitas pengetahuan dan keterampilan mereka.
4. Memantau perkembangan akademik mahasiswa wali, termasuk dalam proses pengisian KRS.

Sebagai bagian dari upaya dalam memberikan bimbingan akademik yang lebih terarah, **Dosen Pembimbing Akademik (PA)** kini memiliki peran dalam memberikan konsultasi terkait berbagai aspek akademik, termasuk:

1. **Cuti Akademik** – Mahasiswa yang berencana mengambil cuti akademik dapat berkonsultasi dengan Dosen PA terlebih dahulu untuk mendapatkan arahan dan memahami prosedur yang berlaku sebelum mengurus administrasi dokumennya dengan Tim Academic Department.
2. **Pindah Program** – Jika mahasiswa ingin berpindah program studi, Dosen PA dapat memberikan pertimbangan akademik serta menjelaskan konsekuensinya sebelum mengurus administrasi dokumennya dengan Tim Academic Department.
3. **Resign (Mengundurkan Diri)** – Mahasiswa yang ingin mengajukan pengunduran diri dari program studi dapat berdiskusi dengan Dosen PA untuk memahami konsekuensi akademik dan administratif yang menyertainya sebelum mengurus administrasi dokumennya dengan Tim Academic Department.

Mahasiswa dapat mengetahui nama Dosen Pembimbing Akademik masing-masing melalui **Sistem Informasi Akademik (SIKAD) LSPR**. Dengan adanya Dosen Pembimbing Akademik ini, mahasiswa dapat lebih terarah dalam menyelesaikan studinya dengan baik serta memperoleh bimbingan yang sesuai untuk mencapai prestasi akademik yang optimal.

Academic Supervisor

In connection with the commitment of the Postgraduate Program (PGP) S2 in ensuring the academic development of students towards graduation on time and maintaining the quality of graduates, from now on the Academic Supervisor (PA) system is implemented.

Academic Supervisors have a role in monitoring and providing guidance related to student academic development. This application refers to the LSPR Lecturer Handbook, among others:

1. *Lecturers have the duty to prepare lesson plans, carry out the learning process, conduct evaluations, and guide students.*
2. *Provide guidance to students in developing and practicing science, technology, and art, in order to form independent and responsible students.*
3. *Encourage students' creative and innovative thinking and improve the quality of their knowledge and skills.*
4. *Monitoring the academic development of students' guardians, including in the KRS filling process.*

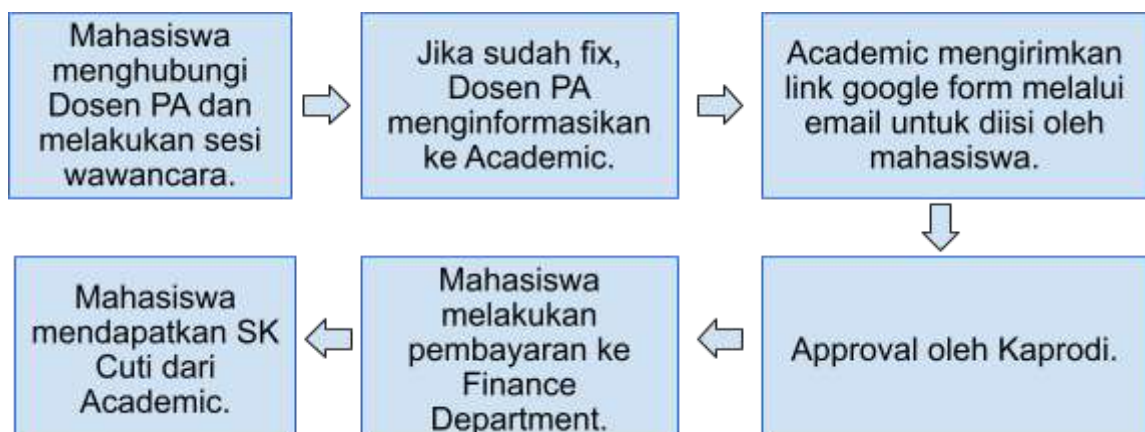
As part of the effort to provide more focused academic guidance, Academic Advisors (PA) now have a role in providing consultation related to various academic aspects, including:

1. *Academic Leave - Students who plan to take academic leave can consult with their PA Lecturer first to get direction and understand the applicable procedures before taking care of the administration of their documents with the Academic Department Team.*
2. *Change Programme - If students want to change study programmes, PA Lecturers can provide academic considerations and explain the consequences before taking care of the administration of the documents with the Academic Department Team.*
3. *Resign - Students who wish to submit a resignation from the study program can discuss with the PA Lecturer to understand the academic and administrative consequences that accompany it before taking care of the administration of the documents with the Academic Department Team.*

Students can find out the name of their respective Academic Advisors through the Academic Information System (SIKAD). With the presence of Academic Advisors, students can be more directed in completing their studies properly and obtain appropriate guidance to achieve optimal academic achievement.

F. Cuti Akademik

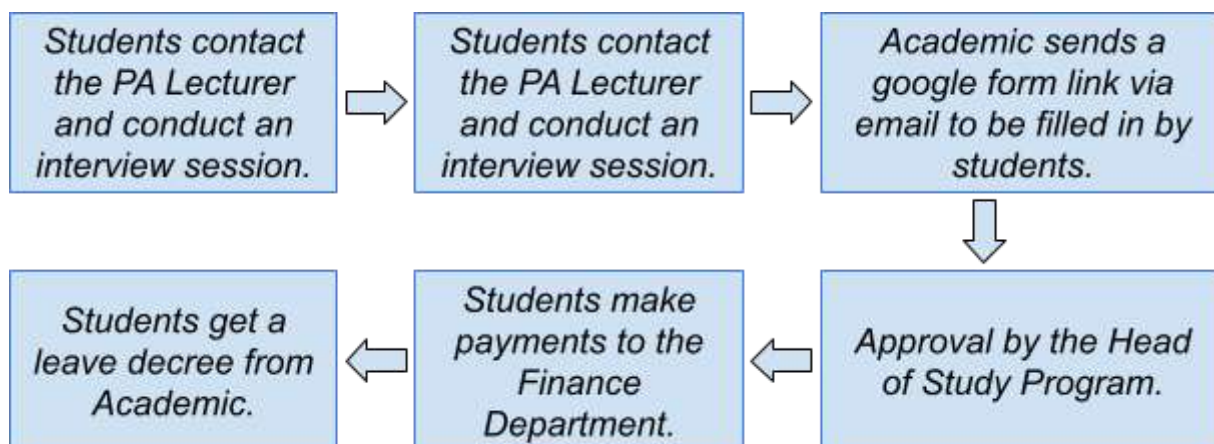
- a. Maksimal diberikan sebanyak 2 kali selama masa studi. Cuti dapat diambil 2 semester berturut-turut. Cuti di semester kedua (jika berturut-turut) diberikan dengan syarat jika mahasiswa yang bersangkutan mengajukan permohonan cuti kembali untuk periode keduanya dan telah menyelesaikan kewajiban keuangan cutinya.
- b. Cuti tidak dapat diajukan di semester pertama masa perkuliahan.
- c. Cuti Akademik akan tetap terhitung sebagai masa studi.
- d. Pengajuan cuti diajukan sebelum semester berjalan atau paling lama pada **4 (empat)** minggu pertama perkuliahan dengan mengikuti proses pengajuan sebagai berikut:
 - Student yang hendak mengambil cuti harus menjalani interview dengan Dosen Pembimbing Akademik (PA) terlebih dahulu dengan membawa surat keterangan yang berisi alasan pengajuan cuti.
 - Mengisi formulir cuti yang dikirimkan oleh academic melalui email serta submit dokumen pendukung pengajuan cuti atau surat keterangan yang berisi alasan pengajuan cuti.
 - Jika pengajuan cuti sudah di approve, maka mahasiswa dapat melakukan pembayaran ke Finance Department.
 - Setelah melakukan konfirmasi pembayaran, mahasiswa mendapatkan SK Cuti dari academic.
- e. Pembayaran biaya cuti ke Finance Department di Kampus C LSPR Sudirman Park Jakarta atau Transpark Bekasi. Pembayaran dapat dilakukan dengan 2 cara: menggunakan mesin EDC (BCA, BRI, CIMB Niaga, Mandiri) di kampus atau dengan virtual account.
 - Biaya Cuti (*Postpone*) adalah biaya yang harus dibayar oleh mahasiswa apabila tidak aktif dalam proses kegiatan perkuliahan atau penulisan tesis termasuk proses bimbingan dengan Thesis Advisor.
 - Berdasarkan Kalender Akademik, biaya Cuti dikelompokkan menjadi 2 bagian:
 - Permohonan cuti yang diajukan paling lambat pada minggu ke-4 di setiap awal semester dikenakan biaya sebesar Rp. 1.000.000 (*Satu Juta Rupiah*) per semester.
 - Permohonan cuti yang diajukan setelah minggu ke-4 perkuliahan dikenakan biaya sebesar Rp.5.000.000 (*Lima Juta Rupiah*) per semester jika alasan pengajuan cuti diterima.
 - Jika alasan pengajuan cuti tidak diterima, maka mahasiswa dianggap tidak melakukan proses registrasi secara resmi pada semester berjalan dan mendapat status sebagai MAHASISWA TIDAK AKTIF.
 - Proses Pengajuan Cuti:



Academic Leave

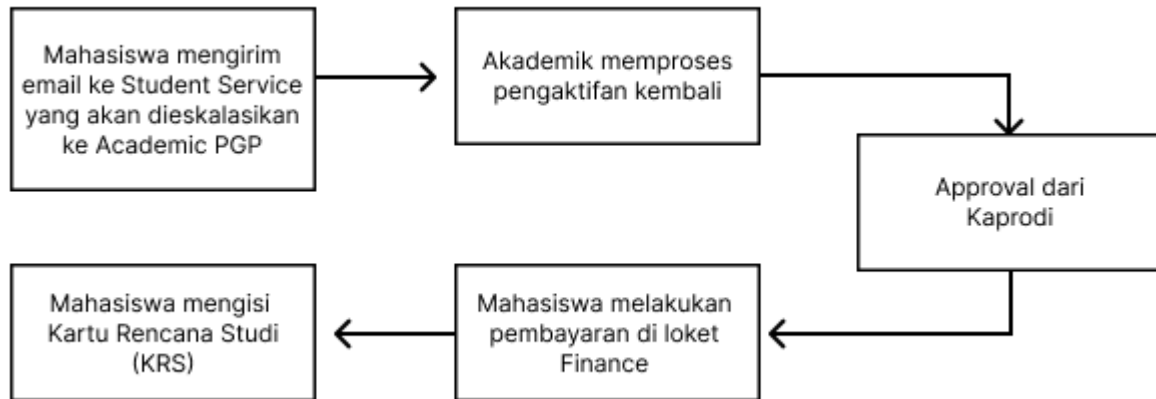
- a. Students may take leave for a maximum of two semesters during their study. Students may take leave for two consecutive semesters. The leave in the second semester (if consecutive) will be allowed only if the student completes the leave application form for the second period and has completed the financial obligations.
- b. Students may not apply for leave in their first semester of study.
- c. Academic leave counts as a study period.
- d. It is recommended that students apply for leave before the start of semester, or at the latest 4 (four) weeks after the first day of the study period. The procedure for applying for leave is as follows:
 - Students who want to take leave must have an interview with the Academic Advisor (PA) first by bringing a letter containing the reasons for applying for academic leave.
 - Fill out the leave form sent by the academic via email and submit supporting documents for leave or a certificate containing the reasons for applying for academic leave.
 - If the leave application has been approved, then students can pay to the Finance Department.
 - After confirming payment, students get a Leave Decree from the academic.
- e. Payment of the leave application fee may be completed by using one of the following two methods: using EDC machine (BCA, Mandiri, BRI, CIMB Niaga) at the Finance Office, Campus C at Sudirman Park Jakarta or Transpark Bekasi by bank transfer to a specified account and virtual account system.
 - Leave pay (Postpone) is the payment which must be paid by students if they are not active in the study period process or thesis writing including thesis advising process with the thesis advisor.
 - Submission for study leave must be done before the Mid Semester Exam period ends.
 - According to the Academic calendar, the leave payment is divided into 2 parts:
 - ☐ Leave which is applied for before or on the 4th week of the semester will be charged Rp. 1.000.000 (one million Rupiah) per semester.
 - ☐ Leave which is applied for after the 4th week of the semester will be charged Rp. 5.000.000 (five million Rupiah) per semester if the application is accepted.
 - ☐ If the reason for Academic Leave is not accepted, then the student is assumed to have not carried out the official registration process in the current semester and will receive status as an inactive STUDENT.

Leave application process:



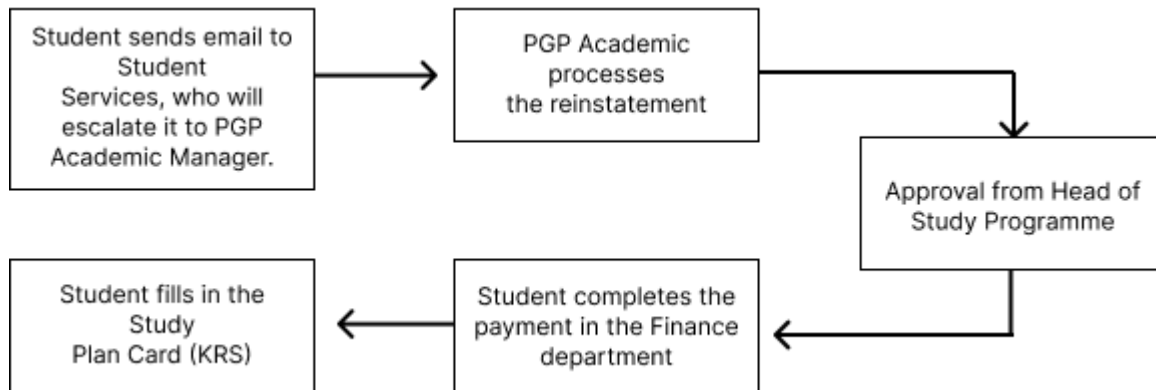
G. Aktif Kembali

- Proses aktif kembali diajukan melalui email ke *Student Service*, sebelum semester berjalan.
- Mahasiswa yang tidak melakukan proses aktif kembali dianggap sebagai Mahasiswa TIDAK AKTIF.



Reinstatement

- *Reinstatement must be completed before the semester by sending email to Student Services.*
- *Students who do not complete the reinstatement process will be considered as INACTIVE students.*



H. Syarat Kelulusan Mata Kuliah

1. Evaluasi Bagi Mahasiswa

<i>Parameter Evaluasi**</i>	<i>Persen</i>
<i>Kehadiran</i>	<i>10%</i>
<i>Course Works (Tugas)*</i>	<i>40%</i>
<i>Mid-Term Exam</i>	<i>20%</i>
<i>Final Exam</i>	<i>30%</i>
<i>Total</i>	<i>100%</i>

**Empat (4) tugas/subject di dalam 1 semester. Berbagai bentuk tugas yang dapat diberikan adalah Simulasi, Studi Kasus, Diskusi Kelompok, Presentasi, dll. Dosen disarankan untuk memberikan 2 tugas sebelum Ujian Tengah Semester, dan 2 tugas sebelum Ujian Akhir Semester. Namun demikian, Dosen dapat menentukan urutan yang berbeda sesuai dengan kondisi di kelas masing-masing. Dosen juga*

dapat memberikan beberapa tugas (>4), tetapi hanya mengambil 4 nilai tugas untuk dimasukkan di dalam sistem penilaian.

2. Komposisi Penilaian:

Skala Nilai	Kisaran	Predikat	
A	90 – 100	Sangat Baik	Excellent
A-	85 – 89,9	Baik	High Distinction
B+	80 – 84,9	Cukup Baik	Fair
E (Fail)	0 – 69,9	Gagal	Failed

3. Kriteria Nilai Akhir:

A	Luar biasa; menunjukkan penguasaan penuh terhadap keseluruhan materi di dalam subject.
A-	Penguasaan yang sangat baik pada hampir seluruh materi di dalam subject.
B+	Pemahaman yang baik terhadap materi pelajaran; memiliki kemampuan yang baik terhadap keterampilan yang dibutuhkan untuk bekerja, dan mahasiswa terlibat secara aktif dalam aktivitas perkuliahan.
E/Fail	Tidak memuaskan dan/atau tidak layak untuk lulus. Termasuk kategori ' tidak layak untuk lulus ' misalnya melakukan plagiat atau melebihi angka 25% ketentuan Similarity checking by Turnitin yang diterapkan di PGP LSPR.

Subject Pass Requirement

1. Course Evaluation for Students

Parameter of Evaluation	Percentage
Attendance	10%
Course Works (Assignments/Presentations)*	40%
Mid-Term Exam	20%
Final Exam	30%
Total	100%

*4 assignments/subjects in 1 semester. Various forms of assignments that can be given are Simulations, Case Studies, Focus Group Discussions, Presentations, Cooperatives, Projects, etc. Lecturers have been

advised to give 2 assignments before the Midterm Exam, and 2 assignments before the Final Semester Exam. However, lecturers can determine a different order according to the conditions in each class.

2. Grading Composition:

Scale of Grade	Range	Predikat	
A	90 – 100	Sangat Baik	Excellent
A-	85 – 89,9	Baik	High Distinction
B+	80 – 84,9	Cukup Baik	Fair
E (Fail)	0 – 69,9	Gagal	Failed

3. Criteria of Final Grades:

A	<i>Excellent; Full mastery of the subject.</i>
A-	<i>Extraordinary distinction.</i>
B+	<i>Good comprehension of the course materials; a good command of the skills needed to work with the course material, and the students have engagement with the course requirements and activities.</i>
E/Fail	<i>Unsatisfactory and unworthy of course credit towards the degree.</i>

I. Mata Kuliah Tidak Lulus

Apabila mata kuliah yang diambil mendapatkan nilai **E dan B-**, mahasiswa dinyatakan tidak lulus di mata kuliah tersebut. Bagi mahasiswa yang mengulang, akan dikenakan biaya sebesar Rp5.000.000/subjek. Untuk pengulangan kedua di semester regular akan dikenakan biaya Rp7.500.000/subjek.

Failing a subject

If a student receives a grade of E or B- in a course, they are considered to have failed the course. Students who retake the course will be charged a fee of IDR 5,000,000 per subject. For a second retake during a regular semester, the fee will be IDR 7,500,000 per subject.

J. Absen

Setiap mahasiswa wajib melihat dan melakukan konfirmasi data absen yang dicatat di SiAkad/D2L ke dosen setelah perkuliahan. Jumlah ketidakhadiran saat kuliah maksimal sebanyak 4x, jika jumlah ketidakhadiran lebih dari 4x mahasiswa **harus** mengajukan surat permohonan kepada *Head of Study Programme* melalui *Academic Department*. Permohonan akan dikabulkan jika alasan dapat diterima dan dosen kelas yang bersangkutan bersedia memberikan tugas sebagai pengganti 1x ketidakhadiran mahasiswa. **Ketidakhadiran lebih dari 5x tidak dapat mengikuti Final Exam dengan alasan apapun** karena hal itu tidak lagi sesuai dengan nilai-nilai dasar dari hakikat pendidikan.

Mahasiswa dapat absen saat ujian MID atau FINAL HANYA apabila terjadi hal sebagai berikut:

1. Kedukaan (orang tua/adik/kakak/suami/istri/anak/keluarga yang tinggal dalam satu rumah); Mahasiswa wajib membawa surat kematian dari pihak RT/RW.
2. Bencana alam.
3. Sakit yang mengharuskan mahasiswa dirawat inap di rumah sakit/opname: Mahasiswa (atau penerima kuasa) wajib membawa surat keterangan dari pihak Rumah Sakit yang bersangkutan.
4. Penugasan dari kantor untuk melakukan perjalanan dinas keluar dari kota Jakarta yang dibuktikan dengan surat tugas dan tiket moda transportasi yang digunakan.

Mahasiswa wajib mengikuti ujian susulan pada hari yang sudah ditetapkan oleh Akademik dan paling lambat ujian susulan dapat diadakan selama **dua minggu setelah** periode ujian berlangsung. Apabila Ujian bersifat *Take Home Test*, maka mahasiswa dapat memberi kuasa kepada orang lain untuk menyerahkan hasil ujian ke Akademik.

Attendance

Every student must know and confirm their attendance data which is noted in the attendance record sheet or in the SiAkad/D2L by the lecturer during class. Students are allowed a maximum of four absences from classes per semester. If the number of absences exceeds four, the student must submit an application letter to the Programme/Assistant Director through the Academic Department. The application will be approved where the reason for the absence is accepted and the lecturer agrees to provide 1 (one) replacement task for the absence. Students who are absent more than 5 (five) times will not be able to join the Final Exam for any reasons, as this is not in line with basic educational values.

Students may be absent during mid or final examination ONLY in the following circumstances:

1. *Death of a family member (Parents/Sibling/Spouse/Child): Students must provide a death certificate from local government authorities (RT/RW).*
2. *Natural Disaster.*
3. *Hospitalized: Students must provide a statement letter from the hospital.*
4. *Office duties that require the student to travel outside Jakarta: Students must provide a statement letter from the company and copies of flight/travel documents.*

Approved students will be allowed to sit a replacement test at a date set by the Academic Department. The replacement test must be scheduled a maximum of up to two weeks after the examination period. If it is a take-home test, students are permitted to submit their paper to the Academic Department by proxy.

K. Ujian

1. Ujian Semester terdiri dari:
 - Ujian Tengah dan Akhir
Ujian dilakukan pada pertengahan dan akhir semester. Ujian Tengah Semester diberikan setelah menyelesaikan sesi kuliah ke-7. Sementara Ujian Akhir Semester diadakan setelah dosen menyelesaikan seluruh materi dalam 15 sesi kuliah.
 - Ujian ini dijadwalkan sesuai dengan kalender akademik yang diumumkan kepada mahasiswa.
2. Syarat Mengikuti Ujian Akhir semester:
 - Memenuhi ketentuan ABSEN seperti yang diatur pada huruf 'I' di atas.
 - Sudah menyelesaikan administrasi pembayaran pada semester berjalan.
 - Dosen tidak akan memberikan penilaian bagi mahasiswa yang tidak memenuhi kewajiban pada nomor 1, 2, dan 3 di atas.

Examination

1. *Semester Exams consists of:*
 - *Middle and Final Exams.*
 - *Exams are held at the middle and end of the semester. The Mid-Term Exam is given after completing the 7th lecture session. Meanwhile, the Final Semester Examination is held after the lecturer has completed all the material in 15 lecture sessions.*
 - *This exam is scheduled according to the academic calendar announced to students.*
2. *Requirements for Taking the Final Semester Exam:*
 - *Comply with the attendance requirements as stated in letter 'I' above.*
 - *Show the Study Card during the exam.*
 - *Have completed payment obligations for the current semester.*
 - *Lecturers will not provide assessments on exam sheets/files for students who do not fulfill obligations in numbers 1, 2, and 3 above.*

L. Syarat Mengikuti Ujian Akhir Semester

1. Memenuhi ketentuan ABSEN seperti yang diatur pada huruf I di atas.
2. Menunjukkan Kartu Studi (*Study Card*) pada saat ujian.
3. Sudah menyelesaikan administrasi pembayaran pada semester berjalan.
4. Dosen tidak akan memberikan penilaian pada lembar/berkas ujian bagi mahasiswa yang tidak memenuhi kewajiban pada nomor 1, 2 dan 3 di atas.

Requirements to take final examinations

1. *Comply with the ATTENDANCE rules as stated in point H above.*
2. *Show the Study Card during examinations.*
3. *Have completed payment obligations for the current semester.*
4. *A lecturer has the right not to mark the examination sheet/document for students who have not fulfilled conditions 1, 2 and 3 above.*

M. Pengisian Kartu Rencana Studi/KRS di SiAkad

1. Sebelum melakukan registrasi, mahasiswa harus menyelesaikan kewajiban keuangan.
2. Mahasiswa wajib melakukan pendaftaran/registrasi di setiap awal semester sehingga namanya akan tercantum di SiAkad.
3. Setiap mahasiswa wajib memeriksa dan memperbarui data diri yang tercantum di SiAkad yang akan diperlihatkan setiap kali mengisi KRS di awal semester.
4. Perubahan data diri mahasiswa yang terjadi di saat semester sedang berjalan wajib diinformasikan secara tertulis ke *Student Services* untuk diperbarui di SiAkad. Segala akibat yang terjadi karena mahasiswa tidak memperbarui data diri akan menjadi tanggung jawab mahasiswa.
5. Registrasi Pengisian KRS dapat dilakukan melalui SiAkad (paket atau non-paket) sesuai dengan waktu yang telah ditentukan oleh Akademik.
6. Mahasiswa yang belum melakukan registrasi saat kuliah sudah berjalan, wajib melaporkan diri ke *Student Service* untuk dicatat di *log book* dan proses registrasi wajib diselesaikan selambat-lambatnya pada pertemuan ke-2.
7. Pengisian daftar hadir bagi mahasiswa yang namanya belum tercatat di SiAkad hanya dapat dilakukan di *Student Service*.
8. *Student Service* tidak akan memberikan catatan apapun lagi mulai minggu ke-3 perkuliahan dan mahasiswa yang namanya belum tercantum di SiAkad untuk seterusnya akan dianggap tidak hadir di dalam kelas.
9. Jumlah maksimum SKS (Satuan Kredit Semester) yang dapat diambil pada setiap semester adalah 18 SKS (termasuk disertasi).

Completing Study Plan Card/KRS at SiAkad

1. *Before registering, students must complete all financial obligations.*
2. *Students must register at the beginning of every semester so that their name is listed on the online attendance sheet.*
3. *Each student is required to check and update the personal data on SiAkad which is shown each time the student completes the KRS of the new semester.*
4. *Changes in students' personal data during the on-going semester must be informed in writing to Student Services to update SiAkad. Any consequences resulting from a student's failure to update their data is the student's responsibility.*
5. *Registration may be done on SiAkad (package or non-package) according to the time schedule set by the Academic Department.*
6. *Students who have not registered during the semester, may enroll their name on the attendance register and complete the registration process at the latest by the 2nd week of semester.*
7. *Students who enroll after the commencement of the semester must contact Student Services to ensure that their name is included on SiAkad.*
8. *Student Services will not issue any kind of note starting from the 3rd week and the student will be considered absent from the class.*
9. *The maximum number of credits taken in each semester is 18 credits (including credits for Thesis Subject).*

N. Kartu Studi

1. Kartu Studi adalah kartu yang berisi mata kuliah yang diambil pada semester tersebut.
2. Mahasiswa yang sudah mengisi Kartu Rencana Studi (KRS) akan mendapatkan Kartu Studi.

Study Card

1. ***A Study Card is the card which shows the subjects taken by students during the semester.***
2. ***To obtain a Study Card, students must complete the Study Plan Card (KRS).***

O. Pengumpulan Tugas

Semua tugas mahasiswa termasuk jawaban UTS dan UAS harus dikumpulkan melalui LSPR LMS/D2L Brightspace. Platform lain dapat digunakan sepanjang disepakati antara dosen dan mahasiswa dan **diizinkan oleh Academic Depart. hanya** jika LSPR LMS/D2L Brightspace sedang tidak dapat digunakan. Izin penggunaan untuk hal ini akan diumumkan secara resmi oleh Academic Depart. Segala konsekuensi dari penggunaan metode pengumpulan yang berbeda dengan yang dinyatakan disini menjadi tanggung jawab dosen dan mahasiswa.

Submitting student's assignment

All student assignments, including Midterm and Final Exam answers, must be submitted through the LSPR LMS/D2L Brightspace. Other platforms may be used only if agreed upon between the lecturer and the students, and authorized by the Academic Department, and solely in the event that the LSPR LMS/D2L Brightspace is unavailable. Permission for such alternative use will be officially announced by the Academic Department. Any consequences arising from submission methods that differ from those stated herein shall be the responsibility of the lecturer.

P. Evaluasi Kinerja Dosen

1. Setiap mahasiswa **WAJIB** mengisi evaluasi kinerja dosen atau disebut dengan *Lecturer Performance Evaluation (LPE)* melalui SiAkad.
2. LPE terdiri dari 2 bagian; Skala Sikap dan Komentar. Informasi yang diisikan di dalam LPE dijamin kerahasiaannya dan digunakan semata-mata hanya untuk perbaikan institusi.
3. Walaupun dosen akan terus mengingatkan mahasiswa di kelas untuk mengisi LPE, tetapi dosen dan

staf administrasi sekalipun tidak pernah bisa mengetahui siapa mahasiswa yang memberikan nilai atau komentar kepada dosen kecuali masuk melalui akun mahasiswa itu sendiri.

4. **Mahasiswa yang tidak mengisi LPE tidak dapat mengisi Kartu Rencana Studi (KRS) untuk semester berikutnya.**
5. LPE mulai diisi di sesi ke-10 setiap semester dan dapat diisi melalui komputer ataupun smartphones (Tata cara pengisian akan dikirimkan melalui email oleh bagian academic pada sesi ke-9).
6. Pelayanan akademik, *student service*, dan disertasi departemen hanya diberikan kepada mahasiswa yang telah mengisi LPE.

Lecturer Performance Evaluation

1. *Every student is OBLIGED to complete a Lecturer Performance Evaluation (LPE) at SiAkad.*
2. *LPE consists of two parts; Attitude Scale and Comment. The information provided in the LPE is confidential and will be used only for institutional improvement.*
3. *While lecturers are asked to remind students to complete the LPE, lecturers shall not view or access the results of LPE's that are filled in by students in order to ensure anonymity.*
4. *Students who do not complete the LPE will not be able to complete and submit a Study Plan Card (KRS) for the following semester.*
5. *LPE is conducted in the 11th session of every semester and students may complete their LPE via computer or smartphone (procedures for completing the LPE will be distributed by the Academic Department by email in the 11th session.*
6. *Services from the Academic department, student services, and thesis department will only be provided to students who have already completed the LPE.*

Q. Penilaian Mata Kuliah

1. Komponen penilaian mata kuliah terdiri dari 4 komponen, yaitu: absensi, nilai tugas, nilai ujian tengah semester, dan ujian akhir semester.
2. Pada akhir semester, setelah semua kewajiban diselesaikan mahasiswa dapat melihat rincian nilai (*coursework, mid & final grade*) melalui LSPR Academic Information System/SiAkad Mataer.

Subject Assessment

1. *Assessment for each subject consists of four components: attendance, coursework score, mid-term score, and final-exam score.*
2. *At the end of the semester, students may view the details of their final grades via LSPR Academic Information System/SiAkad Mataer (including scores for courseworks, mid and final assessments), after all relevant obligations are completed.*

R. Publikasi Artikel Di Jurnal

Saat ini PGP LSPR masih melaksanakan publikasi artikel jurnal untuk seluruh mahasiswa PGP, berdasarkan peraturan Kementerian Pendidikan dan Kebudayaan Republik Indonesia No. 3 Tahun 2020 tentang Standar Pendidikan Tinggi. Meski telah terbit keputusan baru yaitu Kementerian Pendidikan, Kebudayaan, Riset dan Teknologi Republik Indonesia No. 53 Tahun 2023, LSPR berada dalam masa transisi untuk melaksanakan sepenuhnya keputusan baru tersebut. Oleh karena itu, publikasi artikel pada jurnal nasional terakreditasi atau jurnal internasional tetap diperlukan sebagai persyaratan sidang disertasi/ non disertasi.

1. Jurnal Nasional Terakreditasi

Yang dimaksud dengan jurnal nasional terakreditasi adalah jurnal yang telah terakreditasi SINTA (Indeks Sains dan Teknologi) berkisar antara 1 sampai dengan 3. Akreditasi SINTA dikeluarkan dan oleh Direktorat Jenderal Riset dan Pengembangan Kementerian Pendidikan, Kebudayaan, Riset dan Teknologi. Daftar jurnal terakreditasi dapat diakses melalui link <https://sinta.kemdikbud.go.id/>. Saat ini total terdapat 5.990 jurnal terakreditasi SINTA 1 Sampai dengan 3. Oleh karena itu, Mahasiswa dapat memilih jurnal mana yang cocok untuk artikel yang ditulis dan akan dipublikasi.

Mahasiswa dianjurkan untuk mengirimkan artikel ke jurnal Komunikasi. Jika memang harus mengirimkan ke jurnal dalam bidang disiplin ilmu lain, isi artikel tetap memuat perspektif di dalam penelitian komunikasi.

2. Jurnal Internasional

Berdasarkan peraturan dari DIKTI (Petunjuk Teknis Peraturan Menteri Pendidikan, Kebudayaan, Riset dan Teknologi Nomor 500 Tahun 2024), berikut kriteria Publikasi Ilmiah di Jurnal Internasional :

- 1) Jurnal internasional bereputasi terindeks pada Scopus dengan SCImago Journal Rank (SJR) jurnal paling sedikit 0,15, atau memiliki Journal Impact Factor (JIF) WoS paling sedikit 0,05.
- 2) Kriteria Jurnal:
 - a. Memiliki Internasional (ISSN)
 - b. Ditulis dengan menggunakan bahasa resmi PBB (Arab, Inggris, Perancis, Rusia, Spanyol dan Tiongkok)
 - c. Dewan Redaksi (Editorial Board) adalah pakar di bidangnya, dengan paling sedikit berasal dari 4 (empat) negara
 - d. Artikel ilmiah yang diterbitkan dalam 1 (satu) nomor terbitan paling sedikit penulisnya berasal dari 2 (dua) negara
 - e. Editorial Board dari Jurnal dapat ditelusuri daring dan tidak ada perbedaan antara editor yang tercantum di edisi cetak dan edisi daring
 - f. Jumlah artikel setiap penerbitan adalah wajar dan format tampilan setiap terbitan tidak berubah ubah
 - g. Tidak pernah ditemukan sebagai jurnal yang tidak bereputasi atau jurnal meragukan oleh kementerian dan tidak terdapat pada daftar jurnal/penerbit kategori yang diragukan.

Untuk memenuhi persyaratan menempuh sidang promosi tertutup, maka setiap mahasiswa Doktor Program juga dapat mempublikasikan artikel di jurnal internasional bereputasi Scopus atau Web of Science (WoS).

Dalam mendukung proses studi Anda di LSPR, penting untuk memahami bahwa jurnal akademik internasional secara umum dikelompokkan ke dalam tiga kategori utama. Pengetahuan mengenai kategori-kategori ini akan membantu Anda dalam menentukan jurnal yang tepat ketika mempersiapkan publikasi artikel ilmiah.

1. Jurnal Terindeks Scopus dan Web of Science

Kategori pertama merujuk pada jurnal yang terindeks dalam **Scopus** dan **Web of Science (WoS)**, serta sering disebut oleh DIKTI sebagai "*Jurnal Internasional Bereputasi.*" Jurnal-jurnal ini dipandang sebagai outlet publikasi terbaik karena menerapkan standar evaluasi, indikator bibliometrik, dan proses seleksi yang ketat dalam menilai kualitas artikel yang diterbitkan.

2. Jurnal Internasional yang Tidak Terindeks Scopus atau Web of Science

Kategori kedua mencakup jurnal internasional yang **tidak terindeks Scopus atau WoS**, namun tetap dianggap kredibel dan sah secara akademik. Meskipun di beberapa negara jurnal jenis ini tidak digunakan dalam penilaian nasional terhadap kinerja peneliti, mahasiswa LSPR tetap diperkenankan untuk mempublikasikan artikel pada jurnal-jurnal tersebut selama kualitas akademiknya terjamin.

Untuk menilai kualitas jurnal yang tidak terindeks Scopus atau WoS, mahasiswa dianjurkan untuk memeriksa beberapa aspek berikut:

- a. reputasi penerbit,
- b. kejelasan dan ketatnya proses *peer-review*,
- c. rekam jejak serta kompetensi akademik dewan editor.

Jurnal kredibel dari kategori ini dapat ditemukan pada berbagai basis data dan alat penelusuran akademik yang bereputasi, antara lain:

- a. **Directory of Open Access Journals (DOAJ):** Direktori jurnal akses terbuka yang telah melalui proses kurasi ketat dan memenuhi standar transparansi serta kualitas editorial.
- b. **Basis data khusus bidang ilmu:** Misalnya *ProQuest* (ilmu sosial dan humaniora), *Ei Compendex* (rekayasa/engineering), dan *PubMed Central* (biomedis dan ilmu kesehatan), yang mengindeks jurnal berkualitas meskipun tidak termasuk dalam koleksi utama Scopus/WoS.
- c. **JSTOR:** Perpustakaan digital yang dikenal luas dengan koleksi jurnal dan buku akademik terutama dalam bidang sosial-humaniora.
- d. **Google Scholar:** Mesin pencari akademik yang mencakup berbagai publikasi ilmiah, termasuk jurnal niche, serta menyediakan pelacakan sitasi untuk menilai dampak penelitian.
- e. **Repositori institusi dan penerbit universitas:** Banyak universitas dan lembaga ilmiah menerbitkan jurnal peer-reviewed atau *working papers* yang berkualitas, meskipun tidak berada dalam indeks komersial besar.

3. Jurnal Predator (Predatory Journals)

Kategori ketiga adalah **jurnal predator**, yaitu jurnal yang harus dihindari karena tidak memiliki nilai akademik dan beroperasi terutama untuk keuntungan finansial. Publikasi pada jurnal predator dapat merugikan reputasi individu maupun institusi.

Beberapa indikator atau *red flags* yang perlu diperhatikan antara lain:

- a. Model “bayar untuk publikasi” dengan biaya tinggi dan kurang transparan
- b. Proses *peer-review* yang sangat samar atau tidak dilakukan sama sekali
- c. Klaim palsu terkait indeksasi atau faktor dampak
- d. Pengiriman email ajakan publikasi secara berlebihan dan tidak profesional
- e. Dewan editor yang tidak jelas atau sulit diverifikasi
- f. Artikel-artikel berkualitas rendah dan minim telaah akademik
- g. Ruang lingkup jurnal yang terlalu luas sehingga tidak memiliki fokus keilmuan yang jelas

Jika mahasiswa ingin mengirimkan artikel ke jurnal internasional bereputasi tersebut, harap mewaspadai keberadaan jurnal predator (Predatory Journal). Jurnal predator (Predatory Journal) adalah jurnal yang tampak seperti jurnal sah dan dapat diakses secara normal; namun setelah beberapa waktu mungkin akan menghilang dari internet. Selain itu, jurnal-jurnal ini cenderung beroperasi dengan meminta pembayaran yang cukup tinggi untuk publikasi artikel.

Untuk memeriksa apakah itu jurnal predator atau tidak, salah satunya dapat dilakukan dengan mengunjungi link: <https://predatoryjournals.com/> atau <https://beallist.net/standalone-journals/>

PERINGATAN : American Journal of Humanities and Social Science Research (AJHSSR) adalah salah satu contoh jurnal yang disebutkan di <https://beallist.net/standalone-journals/> yang dicurigai sebagai jurnal predator (pada bagian yang diperbarui per 5 Februari 2021).

Berdasarkan Keputusan Dirjen Pendidikan Tinggi, Riset dan Teknologi, Kemdikbudristek No. 177/E/KPT/2024 per tanggal 15 Oktober 2024, maka kelima jurnal ini dinyatakan TIDAK TERAKREDITASI yakni:

1. Britain International of Exact Sciences Journal (BioEx Journal) - Penerbit : BIAR Publisher
2. Journal of Social Science - Penerbit : CV. Syntax Corporation Indonesia
3. Jurnal Health Sains - Penerbit : CV. Syntax Corporation Indonesia
4. Journal Syntax Transformation - Penerbit : CV. Syntax Corporation Indonesia
5. Syntax Idea - Penerbit : Ridwan Institute

Dengan pengumuman ini, maka ketiga penerbit (Ridwan, Syntax dan BIAR Publisher) dan semua jurnal yang dipublikasi oleh ketiganya berpotensi untuk kemudian mendapat status “Tidak Terakreditasi” sehingga kami menyarankan bagi mahasiswa untuk **tidak mengirimkan artikel** kepada ketiga penerbit tersebut yang akan berakibat pada artikel nya tidak dapat diakui dan mahasiswa tidak dapat mengikuti sidang akhir.

Mengapa beberapa jurnal disebut sebagai jurnal predator? Hal ini disebabkan oleh beberapa alasan berikut: (source : <https://www.researchgate.net/post/Is-this-a-predatory-journal2>).

- Makalah tidak memiliki DOI
- Pengindeksan agak menyesatkan karena disebutkan “*editorial board is planning all papers in following indexing*”
- Bagian “*contact us*” hanya menyebutkan alamat Gmail dan tidak ada informasi tentang lokasi sebenarnya (yang mencurigakan dan membuat Anda bertanya-tanya mengapa Anda menyebut diri Anda orang Amerika...).
- Melihat sejumlah makalah yang diterbitkan, tidak disebutkan informasi tentang tanggal penyerahan, tanggal revisi dan tanggal penerimaan dan lain-lain. Dikombinasikan dengan info yang disebutkan di situs mereka tentang beberapa hari pendaftaran dan lain-lain. Hal tersebut menunjukkan tidak ada *peer review* tidak ada tinjauan yang buruk.
- Lihatlah beberapa makalah yang diterbitkan – banyak di antaranya menunjukkan kurangnya tinjauan kritis karena mengandung banyak kesalahan ejaan.
- Biaya yang dikenakan tinggi - karena tujuan utama jurnal predator adalah uang Anda, maka akan sulit untuk menyamakan masalah ini bahkan di masa depan.
- Menggunakan nama yang sangat mirip dengan nama jurnal yang dikenal, seperti dalam kasus Anda, tampaknya juga merupakan strategi umum yang digunakan oleh jurnal predator.

Academic Departemen tidak menerima jurnal dengan kriteria diatas demi kepentingan mahasiswa sendiri. Jangan mengambil resiko dengan mengirimkan artikel ke jurnal-jurnal tersebut karena tidak akan diakui dan ditolak oleh DIKTI dan konsekuensinya DIKTI tidak akan menerbitkan nomor ijazah pada ijazah yang akan diberikan ke mahasiswa.

Sebaiknya mahasiswa mempublikasikan artikel pada jurnal yang diakui DIKTI atau direkomendasikan oleh pembimbing tesis/non tesis. Sebagai referensi, jurnal internasional yang diakui tercantum dalam direktori berikut:

1. SAGE Journals (<https://journals.sagepub.com/>)
2. EMERALD PUBLISHING (<http://emeraldgrouppublishing.com>)
3. SCOPUS (<https://www.scopus.com/sources.uri?zone=TopNavBar&origin=searchbasic>)
4. ELSEVIER (<https://www.elsevier.com/>)
5. SPRINGER (<http://www.springer.com/gp/>)
6. Wiley Online Library (<https://onlinelibrary.wiley.com/>)
7. Taylor & Francis (<https://taylorandfrancis.com/>)
8. THOMSON REUTERS (<http://ip-science.thomsonreuteurs.com/mjl/>)
9. Cambridge (<https://www.cambridge.org/core/publications/journals>)
10. Oxford (<https://academic.oup.com/journals>)

Harap dicatat bahwa mahasiswa tidak dapat memenuhi syarat untuk sidang promosi tertutup jika belum mempublikasikan artikel pada jurnal yang sesuai dengan kriteria tersebut. Mahasiswa harus dapat menunjukkan bukti bahwa artikel telah diterbitkan. Prodi tidak menerima bukti berupa *Letter of Acceptance* (LOA) atau Surat Penerimaan Artikel untuk Diterbitkan.

Harap diperhatikan bahwa artikel jurnal mungkin saja diambil dari topik penelitian disertasi mahasiswa, atau mungkin dengan topik yang berbeda. Misalnya, saat mahasiswa mengambil mata kuliah Perspektif dan Teori Komunikasi, mahasiswa dapat memilih untuk menerbitkan artikel jurnal

tentang issue komunikasi tertentu seperti yang ada di dalam tugas subject tersebut - meskipun topik disertasinya berbeda.

Mahasiswa disarankan untuk senantiasa berkonsultasi dan bekerja sama dengan promotor atau co-promotor untuk memenuhi persyaratan publikasi artikel jurnal ini. Mahasiswa perlu mengidentifikasi jurnal yang sesuai dengan topik, dan harus memenuhi persyaratan dan gaya editorial jurnal terkait.

Article Journal

Currently, PGP LSPR is still implementing article journal publication for all PGP students, based on the regulation of the Ministry of Education and Culture of Republic of Indonesia No. 3 of 2020 regarding Higher Education Standards. Even though a new decree has been issued, i.e. Ministry of Education, Culture, Research and Technology of Republic of Indonesia No. 53 of 2023, we are in a transition period to fully implement this new decree. Therefore, article publication in an accredited national journal or international journal is still required for thesis defense.

1. Accredited (National) Journal

The term National Accredited Journal refers to journals accredited by SINTA (Science and Technology Index) at levels 1 to 3. SINTA accreditation is issued by the Directorate General of Research and Development, Ministry of Education, Culture, Research, and Technology. The list of accredited journals can be accessed through the link: <https://sinta.kemdikbud.go.id/>. At present, there are a total of 5,990 journals accredited at SINTA levels 1 to 3.

Therefore, students may select a suitable journal for the article they have written and intend to publish. Students are strongly encouraged to submit their articles to Communication journals. However, if submission to a journal in another field of study is necessary, the article must still include a perspective within the field of Communication research.

2. International Journal

In accordance with the regulations issued by DIKTI (Technical Guidelines for the Regulation of the Minister of Education, Culture, Research, and Technology Number 500 of 2024), the criteria for Scientific Publications in International Journals are as follows:

1) Reputable International Journals

Reputable international journals are those indexed in Scopus with a minimum SCImago Journal Rank (SJR) of 0.15, or listed in the Web of Science (WoS) with a minimum Journal Impact Factor (JIF) of 0.05.

2) Journal Criteria:

- a. The journal must possess an International Standard Serial Number (ISSN).*
- b. Articles must be written in one of the official United Nations languages (Arabic, English, French, Russian, Spanish, or Chinese).*
- c. The Editorial Board must consist of experts in their respective fields, with members representing at least four (4) different countries.*
- d. In each issue, the scientific articles published must include authors from at least two (2) different countries.*
- e. The Editorial Board must be traceable online, with no discrepancies between the editors listed in the print edition and the online edition.*
- f. The number of articles per issue must be reasonable, and the journal's publication format must remain consistent.*
- g. The journal must not appear on any list of non-reputable or questionable journals as identified by the Ministry and must not be included in any category of doubtful journals or publishers.*

For the purposes of your study here at LSPR, there are three broad categories of international academic journals that you should be aware of when the time comes to publishing your article.

1. Scopus and Web of Science Indexed Journals

The first category is what Dikti refers to as 'Jurnal Bereputasi' and refers to those that are indexed by Scopus and Web of Science. These are considered the best academic journals for academic publishing because of the metrics and standards they use to assess the quality of articles published by those journals.

2. International Journals that are not Scopus or Web of Science Indexed

The second category refers to all those journals that are not indexed by Scopus or Web of Science (WoS), but which are considered to be credible and legitimate. Although many countries do not consider journals that are not indexed by either Scopus or Web of Science for the national assessment of researchers, LSPR students may also publish in these journals.

To evaluate journal quality without Scopus or WoS, students should check the publisher's reputation, the clarity of the peer-review process, and the credentials of the editorial board.

These journals can be found in various other reputable, subject-specific databases and discovery tools that your supervisor will be able to help you with, for example:

- a. *Directory of Open Access Journals (DOAJ): This directory indexes peer-reviewed open-access journals that meet strict criteria for transparency and quality, making it a reliable source for open research.*
- b. *Subject-specific databases: Many fields have their own respected databases, such as ProQuest which is especially for humanities and social sciences, Ei Compendex for engineering and PubMed Central for biomedical and life sciences which index quality journals not necessarily in the main WoS/Scopus collections.*
- c. *JSTOR: A well-known digital library, particularly strong in the humanities and social sciences, providing access to a vast archive of peer-reviewed articles and books.*
- d. *Google Scholar: This broad academic search engine indexes a wide array of scholarly works, including those in smaller, niche journals, and helps assess influence via citation tracking.*
- e. *Institutional repositories and university presses: Many universities and academic institutions host reputable journals or working papers that may not be commercially indexed but are still peer-reviewed and highly regarded within their niche communities.*

3. Predatory Journals

The third broad category of journals refers to 'predatory journals' and these are journals that must be avoided. They just exist to make money and have no academic value. Moreover they can be damaging to both individual and institutional reputation.

Red flags to watch out for include:

- a. *Pay-for-publish model with high fees with little transparency*
- b. *Vague or non-existent peer-review processes*
- c. *False claim*
- d. *Excessive email solicitations*
- e. *Unclear editorial boards*
- f. *Poor quality articles*
- g. *Overly broad scopes covering too many different fields*

If students wish to submit articles to international journals, please be aware of the presence of

predatory journals and publishers. Predatory journals are those that appear like legitimate journals that can be accessed normally; however, after some time they may disappear from the internet. Also, these journals tend to operate by requesting payment for publication of one's articles.

These requested payments are sometimes very high, up to several hundred US dollars. If a journal publisher requests a payment from you, we recommend for you not to proceed with the payment and proceed with caution. To check whether it is a predatory journal and publisher, please visit <https://predatoryjournals.com/> or <https://beallslist.net/standalone-journals/>.

REMINDER : American Journal of Humanities and Social Science Research (AJHSSR) is one example of journals mentioned on <https://beallslist.net/standalone-journals/> that is suspected as predatory journals (on updated section per 5 February, 2021). Based on the Decree of the Director General of Higher Education, Research and Technology, Kemdikbudristek No. 177/E/KPT/2024 as of October 15, 2024, these five journals are declared NOT ACCREDITED, namely:

1. Britain International of Exact Sciences Journal (BloEx Journal) - Penerbit : BIAR Publisher
2. Journal of Social Science - Penerbit : CV. Syntax Corporation Indonesia
3. Jurnal Health Sains - Penerbit : CV. Syntax Corporation Indonesia
4. Journal Syntax Transformation - Penerbit : CV. Syntax Corporation Indonesia
5. Syntax Idea - Penerbit : Ridwan Institute

With this announcement, the three publishers (Ridwan, Syntax, and BIAR Publisher) and all journals published by them are at risk of subsequently receiving the status of "Not Accredited." Therefore, we strongly advise students not to submit their articles to these publishers, as doing so may result in their articles not being recognized and, consequently, students may not be eligible to proceed with their final defense.

Why are some journals like that mentioned as predatory journals? It is because of some of these reasons: (source : <https://www.researchgate.net/post/Is-this-a-predatory-journal2>).

- Papers have no DOI
- Indexing is somewhat misleading since they mention "editorial board is planning all papers in following indexing"
- The "contact us" section only mentions a Gmail address... and there is no information about a real location (which is suspect and makes you wonder why you call yourself American...).
- Looking at a number of the published papers, there is no mention of information about submission date, date of revision and date of acceptance etc. Combined with the info that is mentioned on their site about a few days of registration etc. it seems to suggest there is no peer review.
- Look at some of the papers published – many of them show a lack of critical review by containing many spelling errors.
- High fees are charged - as the ultimate goal of predatory journals is your money, it will be difficult to camouflage this issue even in the future.
- Using names very similar to those of recognized journals, as in your case, also seems a common strategy used by predatory journals.

We are not accepting journals with these criteria above due to your own benefit. Don't take the risk that your article has been published in these journals as it will not be recognized and will be rejected by DIKTI and DIKTI will not issue a legal national number in your diploma as consequences.

We recommend that you publish articles in journals that are recognized by DIKTI or recommended by your thesis advisers. For your reference, recognized international journals are listed in the following directories:

1. SAGE Journals (<https://journals.sagepub.com/>)
2. EMERALD PUBLISHING (<http://emeraldgrouppublishing.com>)
3. SCOPUS (<https://www.scopus.com/sources.uri?zone=TopNavBar&origin=searchbasic>)
4. ELSEVIER (<https://www.elsevier.com/>)
5. SPRINGER (<http://www.springer.com/gp/>)
6. Wiley Online Library (<https://onlinelibrary.wiley.com/>)
7. Taylor & Francis (<https://taylorandfrancis.com/>)
8. THOMSON REUTERS (<http://ip-science.thomsonreuteurs.com/mjl/>)
9. Cambridge (<https://www.cambridge.org/core/publications/journals>)
10. Oxford (<https://academic.oup.com/journals>)

The Academic Department does not accept journals with the above-mentioned criteria for the best interest of the students. Do not take the risk of submitting articles to such journals, as they will not be recognized and will be rejected by DIKTI. Consequently, DIKTI will not issue a diploma number for the degree to be awarded to the student.

Please note that students cannot fulfill the requirement for the closed doctoral defense if they have not published an article in a journal that meets the specified criteria. Students must be able to provide evidence that the article has been published. The program does not accept proof in the form of a Letter of Acceptance (LOA) or any acceptance letter for publication.

It should also be noted that the journal article may be based on the student's dissertation research topic, or it may address a different subject. For example, when taking the course Perspectives and Theories of Communication, a student may choose to publish an article on a particular communication issue as part of the course assignment—even if it is not directly related to their dissertation topic.

Students are strongly advised to consistently consult and collaborate with their promoter or co-promoter in fulfilling this publication requirement. They must identify journals that are relevant to their topic and ensure compliance with the requirements and editorial style of the selected journal.

Petunjuk Penulisan Nama Penulis Artikel Di Jurnal Nasional Dan Internasional Bagi Dosen Dan Mahasiswa PGP LSPR

Pola dasar penulisan Jurnal Nasional:

1. Nama penulis (tunggal, 2 atau 3 orang), Nama Prodi, dan Nama Afiliasi PT (Institusi).
2. Nama penulis (tunggal, 2, atau 3 orang), dan Nama Afiliasi PT (Institusi).
 - a. **Pilihan 1 atau 2 atau pola penulisan nama penulis (nama kedua ditulis di depan atau tidak), alamat institusi, nama kota, nama negara dll.) tergantung pada peraturan selingkung dari masing-masing penerbit jurnal.*
 - b. *Maksimal penulis adalah 3 orang (termasuk dengan orang dari luar LSPR).*

Pola Dasar Penulisan Artikel Jurnal Internasional

Pola dasar penulisan author untuk Artikel Jurnal Internasional dibagi menjadi dua kategori sebagai berikut:

1. **Jurnal Internasional Bereputasi**
Merupakan jurnal yang diterbitkan oleh *publisher* yang terindeks **Scopus** dan **Web of Science**.
 - a. Jumlah penulis tidak dibatasi.
 - b. Wajib mencantumkan nama Program Studi dan nama institusi (afiliasi perguruan tinggi) sesuai dengan ketentuan di buku panduan ini.
2. **Jurnal Internasional Tidak Bereputasi**
Merupakan jurnal internasional yang *publisher*-nya berada di luar indeks **Scopus** dan **Web of**

Science.

- a. Ketentuan mengenai penulisan author, mengikuti ketentuan untuk penulisan artikel jurnal nasional.

Catatan: Ketentuan penulisan author untuk Artikel Jurnal Internasional ini berlaku bagi mahasiswa *intake* Odd 2025/2026.

Nama penulis:

1. Nama dosen sesuai dengan nama yang terdaftar di PDDIKTI (dapat ditanyakan ke dosen yang bersangkutan) dan ditulis tanpa gelar;
2. Nama siswa sesuai dengan nama yang ada di absen resmi Academic Department PGP dan ditulis tanpa gelar.

Nama program studi/Prodi: Program Pascasarjana Ilmu Komunikasi

Nama Afiliasi: LSPR Institute of Communication and Business - tidak menggunakan simbol "&"

Alamat institusi: Sudirman Park JL. KH Mas Mansyur Kav.35

Nama kota: Jakarta

Nama negara: Indonesia

- a) Jika diminta menggunakan nama prodi, nama afiliasi institusi, alamat, kota, dan negara, maka ditulis lengkap sebagai berikut:

Bahasa:

Nama penulis, Program Pascasarjana Ilmu Komunikasi, LSPR Institute of Communication and Business, Sudirman Park JL. KH Mas Mansyur Kav.35, Jakarta, Indonesia.

In English (international journal):

Author name, Communication Study in Postgraduate Programme, LSPR Institute of Communication and Business, Jakarta, Indonesia.

Contoh: nama siswa adalah Deby Indah dengan dosen Mr. Ahmad. Misalnya dianggap penerbit jurnal ***tidak*** mensyaratkan penulisan alamat institusi, maka penulisannya adalah sebagai berikut:

Penulisan di jurnal nasional adalah:

Deby Indah, Ahmad, Program Pascasarjana Ilmu Komunikasi, LSPR Institute of Communication and Business, Jakarta, Indonesia.

Penulisan di jurnal internasional adalah:

Deby Indah, Ahmad, Communication Study in Postgraduate Programme, LSPR Institute of Communication and Business Jakarta, Indonesia.

- b) Jika hanya menggunakan nama afiliasi institut, kota, dan negara, maka penulisan lengkapnya adalah sebagai berikut:

Bahasa dan English: LSPR Institute of Communication and Business, Jakarta, Indonesia.

Jika tidak mengharuskan menyebutkan nama kota dan negara, penulisannya adalah sebagai berikut:

LSPR Institute of Communication and Business

Penulisan di jurnal nasional atau jurnal internasional adalah:

Deby Indah, Ahmad, LSPR Institute of Communication and Business, Jakarta, Indonesia.

Instructions for Writing Author Name of Articles in National and International Journals for PGP LSPR Lecturers and Students

Basic writing patterns on National Journal:

1. Author name (single, 2 or 3 persons), Name of Study Program, and Name of PT Affiliate (Institution).
2. Author name (single, 2, or 3 persons), and Name of PT Affiliate (Institution).
 - a. *Option 1 or 2 or the pattern of writing the author's name (second name is written on the front or not), institutional address, name of city, name of country etc.) depends on the regulations of each journal publisher.
 - b. Maximum authors are 3 persons (including people from outside LSPR).

Basic Pattern for Writing International Journal Articles

The basic pattern for authors writing international journal articles is divided into two categories, as follows:

1. Reputable International Journals

These are journals published by publishers indexed by Scopus and Web of Science.

- a. There is no limit to the number of authors.
- b. It is mandatory to include the name of the study programme and the name of the institution (university affiliation) in accordance with the provisions in this guidebook.

2. Non-Reputable International Journals

These are international journals whose publishers are not indexed in Scopus and Web of Science.

- a. The requirements for author writing follow the requirements for writing national journal articles.

Note: The requirements for author writing for International Journal Articles apply to students enrolled in the 2025/2026 academic year.

Name of study program/Prodi: Program Pascasarjana Ilmu Komunikasi

Affiliate Name: LSPR Institute of Communication and Business

Institution address: Sudirman Park JL. KH Mas Mansyur Kav.35

Name of City: Jakarta

Name of Country: Indonesia

- a) If you're asked to use the name of the study program, name of institutional affiliation, address, city and country, then it can be written in full as follows:

Bahasa:

Nama penulis, Program Pascasarjana Ilmu Komunikasi, LSPR Institute of Communication and Business, Sudirman Park JL. KH Mas Mansyur Kav.35, Jakarta, Indonesia.

In English (international journal):

Author name, Communication Study in Postgraduate Program, LSPR Institute of Communication and Business, Jakarta, Indonesia.

Example: The student's name is Deby Indah with the lecturer Mr. Ahmad. For example, it is assumed that the journal publisher does not require writing the institutional address, then the writing is as follows:

Writing in national journal is:

Deby Indah, Ahmad, Program Pascasarjana Ilmu Komunikasi, LSPR Institute of Communication and Business, Jakarta, Indonesia.

Writing in international journal is:

Deby Indah, Ahmad, Communication Study in Postgraduate Programme, LSPR Institute of Communication and Business Jakarta, Indonesia.

- b) *If you only use the name of the affiliate institute, city, and country, then the complete writing is as follows:*

Bahasa and English: LSPR Institute of Communication and Business, Jakarta, Indonesia.

If it does not require the name of the city and country, it is written as below:

LSPR Institute of Communication and Business

Writing in national journals or international journals is:

Deby Indah, Ahmad, LSPR Institute of Communication and Business, Jakarta, Indonesia.

S. Disertasi

A. Persyaratan Mengikuti Sidang Disertasi:

Mahasiswa yang akan mengikuti sidang Disertasi harus memenuhi persyaratan sebagai berikut:

1. Sudah lulus dari semua mata kuliah dan mendapatkan IPK ≥ 3.00 .
2. Dinyatakan **LULUS** Ujian Komprehensif.
3. Mahasiswa wajib menghadiri 12 kali sidang (meliputi sidang proposal, sidang data dan sidang terbuka dari mahasiswa yang menjalankan sidang tersebut).
4. Menyerahkan bukti publikasi artikel jurnal atau *Letter of Acceptance (LOA)* yang berisi volume, issue, dan tahun yang 'akan' atau sudah diterbitkan di jurnal nasional terakreditasi (SINTA 1-3) atau jurnal internasional dan telah mendapatkan persetujuan dari Academic PGP Department.
5. Publikasi artikel jurnal mencantumkan nama mahasiswa sebagai penulis pertama, promotor sebagai penulis kedua, dan co-promotor sebagai penulis ketiga.
6. Menyerahkan fotokopi sertifikat yang menyatakan telah mendapatkan Score TOEFL dengan angka minimum 550/65 dari *reputable institutions* yang diakui oleh LSPR **ATAU** sertifikat 'PASS' dari Program khusus yang diadakan oleh PGP LSPR.
7. Melengkapi semua persyaratan dokumen yang diminta seperti formulir bimbingan disertasi (minimum 8 kali tanda tangan Promotor dan Co-Promotor), transkrip nilai, artikel yang sudah dipublikasi di jurnal terakreditasi nasional (SINTA 1-3) atau jurnal internasional; Pas foto (*close-up*) 4x6 sebanyak 3 lembar, fotokopi legalisir ijazah Program S1 dan S2; surat penyetaraan ijazah bagi lulusan perguruan tinggi dari luar negeri.
8. Menyelesaikan kewajiban pembayaran dan mendapatkan persetujuan dari Finance Department.
9. Surat persetujuan dari *Library* Institut Komunikasi dan Bisnis LSPR.
10. Menyelesaikan semua persyaratan akademik untuk mengikuti sidang disertasi yang ditandai dengan adanya tanda tangan dari *Academic Manager*.

B. Penundaan dan Pembatalan Sidang Disertasi

1. Penundaan Sidang

Penundaan sidang dapat dilakukan apabila terjadi kondisi berikut:

- **Administrasi tidak lengkap**, misalnya:
 - Belum melunasi biaya akademik sesuai ketentuan.
 - Tidak menyerahkan dokumen yang dipersyaratkan (misal: Turnitin, surat pernyataan orisinalitas, log bimbingan lengkap).

- **Revisi proposal atau naskah belum diselesaikan** sesuai arahan promotor dan tim pembimbing.
- **Hasil pengecekan kesesuaian naskah** (struktur, format, substansi) menunjukkan ketidaksiapan untuk diuji.
- **Keterlambatan pengajuan dokumen** melewati batas waktu yang telah ditentukan oleh Thesis Department.
- **Ketidakhadiran promotor atau salah satu penguji** yang tidak dapat digantikan pada jadwal sidang.

Konsekuensi Penundaan:

- Mahasiswa harus mengajukan kembali jadwal sidang sesuai prosedur yang berlaku.
- Penjadwalan ulang mengikuti slot yang tersedia, dan kemungkinan **mundur ke periode sidang berikutnya**.
- Biaya administrasi sidang tidak dapat dikembalikan, namun dapat dialihkan ke jadwal berikut.

2. Pembatalan Sidang

Pembatalan sidang dapat terjadi apabila:

- Mahasiswa **tidak hadir tanpa pemberitahuan** resmi paling lambat 1x24 jam sebelum jadwal sidang.
- Ditemukan **indikasi pelanggaran etika akademik**, seperti:
 - Plagiarisme melebihi batas yang ditentukan (berdasarkan hasil Turnitin).
 - Penggunaan AI secara berlebihan tanpa pengakuan atau izin.
- Promotor menyatakan **naskah tidak layak diuji** pada tahap akhir persiapan sidang.
- Mahasiswa **tidak menyelesaikan kewajiban administrasi** dalam tenggat waktu yang ditetapkan.

Konsekuensi Pembatalan:

- Mahasiswa wajib **mengajukan permohonan sidang ulang** pada periode berikut dengan melampirkan bukti perbaikan.
- Mahasiswa dapat dikenakan **biaya tambahan** sesuai kebijakan yang berlaku.
- Untuk kasus pelanggaran etika akademik, dapat diberikan **sanksi akademik** sesuai peraturan sekolah pascasarjana (termasuk penundaan kelulusan atau diskualifikasi).

3. Prosedur Pengajuan Penjadwalan Ulang

- Mahasiswa mengisi formulir pengajuan ulang melalui Thesis Department.
- Melampirkan bukti perbaikan naskah atau kelengkapan administrasi yang sebelumnya kurang.
- Mengikuti jadwal sidang pada periode yang ditentukan oleh institusi.

C. Mekanisme Pengajuan Penggantian Promotor/Co-Promotor

1. Inisiasi oleh Mahasiswa

- Mahasiswa menyiapkan surat permohonan resmi kepada Ketua Program Doktoral/Direktur Pascasarjana.

- Surat berisi alasan akademik yang jelas (misalnya perbedaan fokus riset, kebutuhan metodologi khusus, atau keterbatasan waktu bimbingan), serta usulan nama pengganti jika ada.
 - Penggantian Promotor dan Co-Promotor berlaku bagi mahasiswa yang memiliki masa studi lebih dari 10 semester.
2. Komunikasi dengan Promotor/Co-Promotor Lama
- Sebelum surat diajukan, mahasiswa berkomunikasi langsung dengan promotor/co-promotor lama.
 - Bentuk komunikasi:
 - a. Menyampaikan apresiasi atas bimbingan yang telah diberikan.
 - b. Menjelaskan alasan akademik dan kebutuhan studi yang mendorong pengajuan pergantian.
 - c. Menyampaikan bahwa langkah ini tidak dimaksudkan sebagai penilaian personal, melainkan penyesuaian kebutuhan akademik.
 - d. Tujuannya adalah menjaga hubungan profesional dan menghindari kesalahpahaman.
3. Konsultasi Awal dengan Prodi
- Mahasiswa kemudian berkonsultasi dengan Koordinator Program Studi/Komisi Akademik untuk validasi alasan.
 - Prodi membantu memastikan alasan yang diajukan tetap objektif dan berbasis kebutuhan akademik.
4. Proses Administratif
- Surat resmi disampaikan ke Prodi.
 - Prodi melakukan pembahasan internal, memastikan kesediaan promotor/co-promotor pengganti, lalu mengusulkan kepada Rektor/Dekan.
5. Komunikasi Institusional
- Ketua Program atau Direktur Pascasarjana menyampaikan keputusan secara formal dan diplomatis kepada promotor lama.
 - Promotor lama tetap diberikan ruang penghargaan, misalnya dalam bentuk ucapan terima kasih resmi.
6. Penetapan Resmi
- Setelah SK diterbitkan, mahasiswa mulai bimbingan dengan promotor baru.
 - Seluruh perubahan dicatat dalam arsip akademik mahasiswa.
7. Prinsip Etis
- Mahasiswa tetap menjaga hubungan baik dengan promotor lama, minimal melalui komunikasi langsung dan ucapan terima kasih.
 - Alasan pergantian selalu disampaikan dalam bingkai objektif-akademik, bukan personal.
 - Proses dijalankan secara tertutup dan profesional untuk menghindari konflik.

Dissertation

A. Requirements for Dissertation Defense

Students who wish to undertake their Dissertation Defense must fulfill the following requirements:

- 1. Successfully complete all courses with a minimum GPA of 3.00.*
- 2. Be declared **PASS** in the Comprehensive Examination.*
- 3. Attend a minimum of 12 sessions of dissertation defenses (including proposal defense, data defense, and open defense of fellow students).*
- 4. Submit proof of journal article publication or a Letter of Acceptance (LOA) containing the volume, issue, and year of publication (either forthcoming or already published) in a nationally accredited journal (SINTA 1–3) or an international journal, approved by the Academic PGP Department.*
- 5. Ensure the published article lists the student as the first author, the main supervisor (promotor) as the second author, and the co-supervisor (co-promotor) as the third author.*
- 6. Submit a copy of a valid certificate showing a TOEFL score of at least 550/65 from a reputable institution recognized by LSPR, OR a certificate of **PASS** from the special English program organized by PGP LSPR.*
- 7. Complete all required documents, including: Dissertation supervision form (with a minimum of 8 signatures from Promotor and Co-Promotor), transcript of records, published journal article in a nationally accredited journal (SINTA 1–3) or international journal, three (3) copies of 4x6 cm close-up photographs, legalized copies of Bachelor's and Master's diplomas, and equivalency letter for graduates from overseas institutions.*
- 8. Settle all financial obligations and obtain clearance from the Finance Department.*
- 9. Obtain a clearance letter from the LSPR Communication and Business Institute Library.*
- 10. Complete all academic requirements for the dissertation defense, as verified by the Academic Manager's signature.*

B. Postponement and Cancellation of Dissertation Defense

1. Postponement of Defense

A dissertation defense may be postponed under the following conditions:

- *Incomplete administrative requirements, such as:*
 - *Outstanding academic fees not yet settled in accordance with the regulations.*
 - *Failure to submit required documents (e.g., Turnitin report, statement of originality, complete supervision log).*
- *Revisions of the proposal or dissertation manuscript not completed according to the instructions of the supervisor (Promotor) and advisory team.*
- *Results of the manuscript review (structure, format, and substance) indicate that the dissertation is not ready to be examined.*
- *Delay in submission of required documents beyond the deadline set by the Thesis Department.*
- *Absence of the Promotor or one of the examiners who cannot be replaced at the scheduled defense.*

Consequences of Postponement:

- *The student must reapply for a defense schedule in accordance with the applicable procedures.*

- *The rescheduled defense will follow the available slots and may be deferred to the next defense period.*
- *The administrative fee for the defense is non-refundable but may be transferred to the rescheduled defense.*

2. Cancellation of Defense

A dissertation defense may be canceled under the following conditions:

- *The student is absent without official notification submitted at least 24 hours before the scheduled defense.*
- *Evidence of academic misconduct is found, such as:*
 - *Plagiarism exceeding the permitted threshold (based on Turnitin results).*
 - *Excessive use of AI without acknowledgment or authorization.*
- *The Promotor declares the manuscript unfit for examination at the final stage of defense preparation.*
- *The student fails to complete administrative requirements within the specified deadline.*

Consequences of Cancellation:

- *The student must submit a new defense request in the following period, along with proof of revisions or corrections.*
- *Additional fees may be applied in accordance with institutional policy.*
- *In cases of academic misconduct, academic sanctions may be imposed in line with the graduate school regulations (including delayed graduation or disqualification).*

3. Procedure for Rescheduling a Defense

- *The student must complete and submit a rescheduling form through the Thesis Department.*
- *Provide proof of manuscript revisions or completion of previously missing administrative requirements.*
- *Attend the rescheduled defense according to the timetable set by the institution.*

C. Mechanism for Requesting Replacement of Promotor/Co-Promotor

1. Initiation by the Student

- *The student prepares an official request letter addressed to the Head of the Doctoral Program/Director of Postgraduate Studies.*
- *The letter must state clear academic reasons (e.g., differences in research focus, the need for specific methodological expertise, or limitations in supervisory availability), and may include the proposed replacement if applicable.*
- *The replacement of the main supervisor and co-supervisor applies to students whose study period exceeds 10 semesters.*

2. Communication with Current Promotor/Co-Promotor

- *Before submitting the letter, the student must directly communicate with the current Promotor/Co-Promotor.*

The communication should include:

- *Expressing appreciation for the guidance that has been provided.*

- *Explaining the academic reasons and study needs prompting the request for replacement.*
- *Clarifying that the request is not intended as a personal judgment, but as an adjustment to academic requirements.*
- *The purpose of this step is to maintain professionalism and avoid misunderstandings.*

3. Preliminary Consultation with the Program

- *The student consults with the Program Coordinator/Academic Committee to validate the reasons.*
- *The Program ensures that the justification remains objective and academically grounded.*

4. Administrative Process

- *The official request letter is submitted to the Program.*
- *The Program conducts an internal review, confirms the availability of the proposed replacement Promotor/Co-Promotor, and forwards the recommendation to the Rector/Dean.*

5. Institutional Communication

- *The Head of the Program or the Director of Postgraduate Studies formally communicates the decision to the outgoing Promotor in a respectful and diplomatic manner.*
- *The outgoing Promotor is given formal recognition, such as an official expression of gratitude.*

6. Official Appointment

- *Once the official decree is issued, the student begins supervision with the new Promotor.*
- *All changes are documented in the student's academic records.*

7. Ethical Principles

- *The student must maintain a good relationship with the former Promotor, at minimum through direct communication and expressions of gratitude.*
- *The reasons for replacement should always be framed in objective, academic terms rather than personal grounds.*
- *The process must be conducted confidentially and professionally to prevent conflict.*

T. Panduan Penggunaan Nama Perguruan Tinggi Institut Komunikasi dan Bisnis LSPR.

Berdasarkan SK Rektor Nomor: 022-25/PPNPT/LSPR/AI/AY/CABC per tanggal 5 Maret 2025, Institut Komunikasi dan Bisnis LSPR memiliki penamaan institusi yang bersifat nasional dan internasional untuk berbagai kepentingan. Untuk itu penyebutan nama institusi diatur dengan detail sebagai berikut:

1. Penyebutan "Institut Komunikasi dan Bisnis LSPR"

Digunakan untuk kebutuhan:

- a. Ijazah, Transkrip, Surat Keterangan Pendamping Ijazah (SKPI). Ketiga dokumen tersebut

- sudah dalam dua Bahasa atau bilingual, yakni Bahasa Indonesia dan Bahasa Inggris;
- a. Surat resmi untuk pelaporan DIKTI.
2. **Penyebutan “LSPR Institute of Communication and Business”**
Digunakan untuk kebutuhan:
 - a. Artikel Jurnal Nasional dan Internasional;
 - b. Akreditasi Internasional; dan
 3. **Penyebutan nama kampus secara lengkap dengan *tagline***
LSPR Institute of Communication and Business
The Leading Graduate School of Communication and Business
ASEAN Global Campus
 Dapat digunakan untuk kebutuhan:
 - a. Dokumen Kepegawaian;
 - b. Surat resmi untuk Instansi Nasional;
 - c. Korespondensi Internasional, Perusahaan Multinasional, Perusahaan Nasional, Lokal, Instansi Pemerintah, BUMN, BUMD, Lembaga, Asosiasi, Institusi antar Perguruan Tinggi, Organisasi Nirlaba, atau semuanya yang tidak berhubungan dengan izin atau DIKTI;
 - d. Promosi melalui Website, Social Media, poster; dan
 - e. *Signature Email* dengan format berikut:
 (Nama Lengkap dan Gelar)
 (Jabatan)
 (Nama Kampus)
 (Tagline)
 (Afirmasi)

Contoh:

Emilya Setyaningtyas, M.I.Kom, MIPR
Head of Communication Reputation department
LSPR Institute of Communication and Business
The Leading Graduate School of Communication and Business.
ASEAN Global Campus
 4. **Penyebutan “LSPR Institute”**
Digunakan untuk kebutuhan:
 - a. Penyebutan nama singkatan;

Guidelines for Using College Names, LSPR Institute of Communication and Business

Based on the Rector Decree Number: 022-25/PPNPT/LSPR/AI/AY/CABC as of March 5, 2025, LSPR Institute of Communication and Business has national, international, and short names with the following details:

1. *Institut Komunikasi dan Bisnis LSPR*
Can be used for needs:
 - a. *Certificate, Transcript, Letter of Accompanying Certificate (SKPI). The three documents are in two languages or bilingual, Indonesian and English;*
 - b. *Official letter for DIKTI reporting.*
2. *LSPR Institute of Communication and Business*
Can be used for needs:
 - a. *National and International Journal Article;*

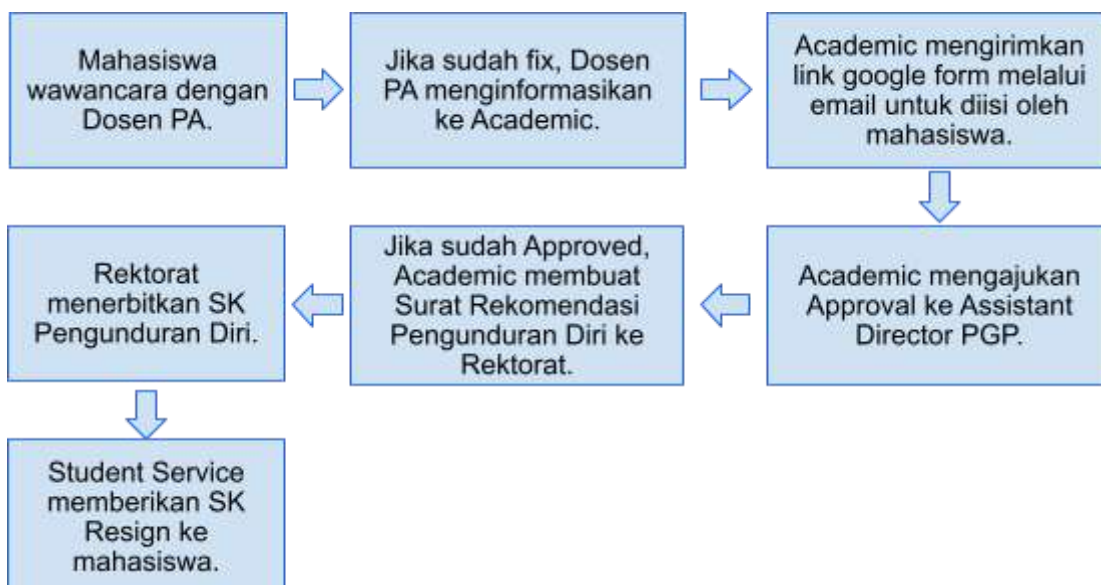
- b. *International Accreditation; and*
- 3. *Full mention of the campus name with the tagline*
LSPR Institute of Communication and Business
The Leading Graduate School of Communication and Business
ASEAN Global Campus
Can be used for needs:
 - a. *Personnel Documents;*
 - b. *Official letters for National Agencies;*
 - c. *International Correspondence, Multinational Companies, National Companies, Local, Government Agencies, BUMN, BUMD, Institutions, Associations, Institutions between Universities, Non-Profit Organizations, or everything that is not related to licensing or DIKTI;*
 - d. *Promotion through Website, Social Media, posters; and*
 - e. *Signature Email with the following format:*
(Full Name and Title)
(Position)
(Campus Name)
(Tagline)
(Affirmation)

Example:

Emily Setyaningtyas, M.I.Kom, MIPR
Head of Communication Reputation department
LSPR Institute of Communication and Business
The Leading Graduate School of Communication and Business.
ASEAN Global Campus
- 4. *LSPR Institute*
Can be used for needs:
 - a. *Mention of abbreviated names;*

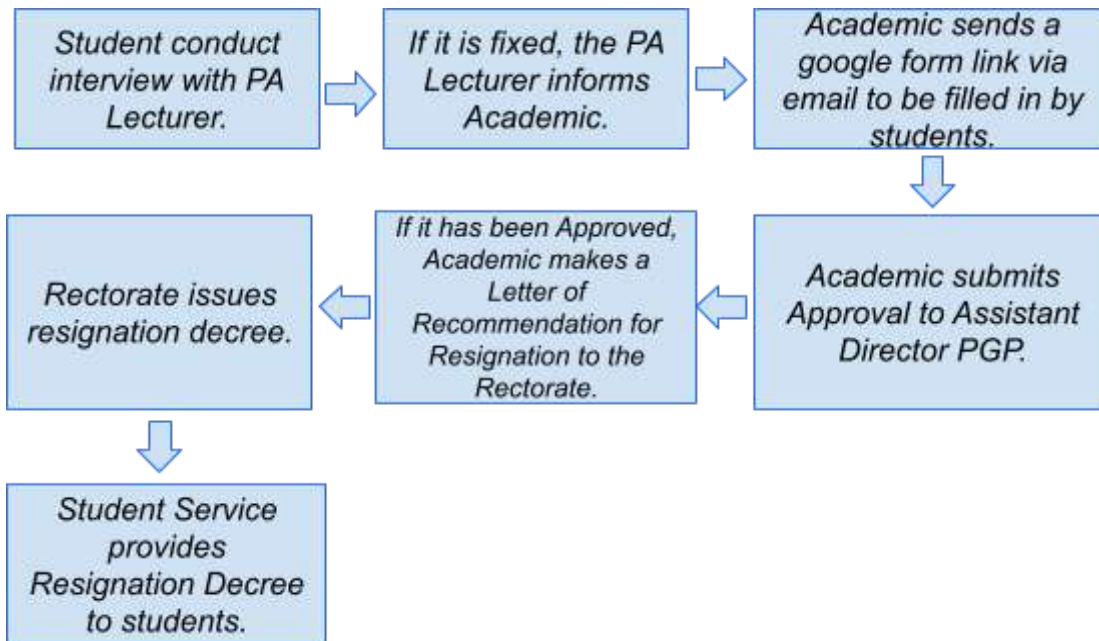
U. Pengajuan Pengunduran Diri

Dalam mengajukan proses resign, adapun proses yang harus diperhatikan:



Resignation application

In applying for a resignation process, there is a process that must be considered:



V. Penyetaraan Ijazah Luar Negeri

1. Mahasiswa yang lulus Strata Satu/S1 dari universitas yang berasal dari luar wilayah Republik Indonesia, wajib mendapatkan Surat Keputusan Penyetaraan Ijazah dari Direktorat Jenderal Pendidikan Tinggi/Ditjen DIKTI.
2. Mahasiswa tidak dapat mengikuti sidang disertasi jika ijazahnya belum disetarakan oleh Direktorat Jenderal Pendidikan Tinggi/Ditjen DIKTI.
3. Proses pengurusan penyetaraan ijazah dapat memakan waktu sekitar 1 bulan.
4. Mahasiswa dapat melihat dan melakukan prosesnya secara daring melalui laman web berikut ini: piln.kemdikbud.go.id

Certificates of Equivalency for Foreign Degrees

1. Students who have graduated from universities outside Indonesia, must obtain a Certificate of Equivalency from the Directorate General of Tertiary Education (Ditjen DIKTI).
2. Students must note that they may not present and defend their thesis if their prior degrees have not been legalized by DIKTI.
3. Students must note it takes approximately one month to process degree equivalency applications.
4. Further information for the online procedure is provided at the website: piln.kemdikbud.go.id

W. Surat Keterangan Pendamping Ijazah (SKPI)

LSPR Institute akan mengeluarkan Surat Keterangan Pendamping Ijazah atau SKPI sebagai *Diploma Supplement* bagi mahasiswa/inya. SKPI adalah sebuah dokumen resmi yang dikeluarkan oleh institusi perguruan tinggi berisi informasi tentang pencapaian akademik atau kualifikasi dari lulusan pendidikan tinggi bergelar.

Manfaat dari dokumen SKPI bagi lulusan adalah :

1. Kepemilikan dokumen yang menyatakan kemampuan kerja, penguasaan pengetahuan, dan sikap/moral seorang lulusan yang lebih mudah dimengerti oleh pihak pengguna di dalam maupun luar negeri dibandingkan dengan membaca transkrip.
2. Merupakan penjelasan yang objektif dari prestasi dan kompetensi lulusan, dan
3. Meningkatkan kelayakan kerja (employability) terlepas dari kekakuan jenis dan jenjang program studi.

Melihat pentingnya SKPI bagi lulusan, maka disarankan bagi mahasiswa/I LSPR Institute untuk terus meningkatkan kemampuan dan kompetensi serta prestasinya. Adapun jenis kelengkapan yang dapat dimasukkan dalam SKPI adalah :

- a. Penghargaan dan Beasiswa
- b. Sertifikasi Profesi/Kompetensi (*Introduction To Graduate Studies, LSP LSPR, ECU, etc.*)
- c. Karya Ilmiah (Jurnal Nasional ; Sinta 1-6, Jurnal Internasional ; *Scopus, Web of Science, etc.*)
- d. Daftar Organisasi yang diikuti oleh Mahasiswa, dan
- e. Pelatihan Peningkatan Diri (Seminar atau Workshop di dalam dan luar kampus)

Selain mengikuti perkuliahan dengan baik dan meraih nilai maksimal, mahasiswa/I LSPR Institute juga harus membekali diri dengan pelatihan-pelatihan, seminar, workshop dan melibatkan diri dalam organisasi yang sesuai dan mampu mendukung bidang keilmuannya.

Untuk dapat mengunggah dokumen SKPI, mahasiswa dapat mengikuti langkah-langkah berikut:

1. Akses ke SiAkad System: <https://academic.lspr.ac.id/>.
2. Login menggunakan NIM sebagai username dan tanggal lahir dengan format YYYYMMDD sebagai password
3. Klik menu "SKPI"
4. Isi data yang dibutuhkan dan upload dokumen pendukung seperti sertifikat
5. Jika data telah selesai diisi, klik "Ajukan".

Note: Data SKPI yang sudah disubmit masih dapat di edit selama pengajuannya belum disetujui.

Mahasiswa dapat melengkapi data SKPI melalui website: <https://academic.lspr.ac.id> . di LSPR Siakad.

Certificate of Diploma Companion

LSPR Institute will release Surat Keterangan Pendamping Ijazah or SKPI as a Diploma Supplement for students. SKPI is an official document issued by higher education institutions detailing information about the academic achievements or qualifications of graduates with higher education degrees.

The benefits of SKPI for graduates are :

1. *Ownership of documents that state a graduate's work abilities, knowledge proficiency, and ethical standards of the graduates which are more comprehensible to both domestic and international employers than simply reviewing transcripts.*
2. *SKPI will objectively explain the graduate's achievements and competencies.*
3. *Enhancing employability regardless of the strictness of study programs and levels.*

Recognizing the importance of SKPI for graduates, it is recommended for LSPR Institute students to continually enhance their skills, competencies, and accomplishments. The types of supporting items that can be included in the SKPI are as follows :

- a. *Achievement and Scholarship*
- b. *Professional Certification/Competency (LSP LSPR, etc.)*

- c. *Research Paper (National Journal ; Sinta 1-6, International Journal ; Scopus, Web of Science, etc.)*
- d. *List of Organization or Association Involved*
- e. *Self-Improvement Training (Internal and External workshop)*

In addition to attending lectures diligently and achieving optimal grades, LSPR Institute students must also equip themselves with training, seminars, workshops, and participation in organizations that are relevant and capable of supporting their academic field.

To be able to upload SKPI documents, students can follow the following steps:

1. *Access to SiAkad System: <https://academic.lspr.ac.id/>*
2. *Login using NIM as username and date of birth with YYYYMMDD format as password*
3. *Click the "SKPI" menu*
4. *Fill in the required data and upload supporting documents such as certificates*
5. *If the data has been completed, click "Submit".*

Note: SKPI data that has been submitted can still be edited as long as the submission has not been approved.

Students can fill the data on the website: <https://academic.lspr.ac.id> .

X. Sertifikasi Profesi

Sesuai Surat Edaran dari Rektor LSPR Institute nomor 027/UJK/-S2/LSP-LSPR/III/2024 tanggal 4 Maret 2024 dan Peraturan Pemerintah No. 57 tahun 2021 Pasal 53 (5), mengenai penerbitan Sertifikat Kompetensi untuk meningkatkan kualitas kompetensi mahasiswa dalam jenjang Pendidikan Pasca Sarjana dan daya saing karir profesional di masa depan, Institut Komunikasi dan Bisnis LSPR memberikan peluang bagi semua mahasiswa untuk mendapatkan Surat Keterangan Pendamping Ijazah (SKPI) berupa sertifikat dari Pemerintah melalui Badan Nasional Sertifikasi Profesi (BNSP).

Pelaksanaan uji kompetensi mahasiswa ini merupakan pemenuhan hak mahasiswa untuk memperoleh SKPI dan bagian dari penilaian mutu Institusi, dimana jumlah lulusan bersertifikasi akan menjadi kontribusi dalam upaya peningkatan akreditasi Institut Komunikasi dan Bisnis LSPR.

Institut Komunikasi dan Bisnis LSPR memiliki Lembaga Sertifikasi Profesi yaitu LSP-LSPR di bawah lisensi dari Badan Nasional Sertifikasi Profesi (BNSP). Untuk itu mahasiswa yang ikut dalam uji kompetensi akan menggunakan Standar Kompetensi Kerja Nasional Indonesia (SKKNI).

Dosen dan manajemen PGP LSPR, mendorong setiap mahasiswa untuk mengikuti ujian sertifikat profesi dengan sukacita sebelum menyandang status alumni PGP. Mengapa? Selain karena ujian sertifikasi profesi ini tidak dikenakan biaya tambahan apapun, namun terlebih karena beberapa Alumni PGP menyatakan "penyesalannya" karena harus kembali mengambil ujian LSP di LSPR ini setelah diminta oleh kantor tempat alumni tersebut bekerja. Walaupun sertifikat profesi ini punya validasi waktu, namun demikian adanya sertifikat ini akan tetap menjadi 'value added' bagi lulusan PGP di saat perusahaan membutuhkan konfirmasi tentang keahlian atau kompetensi yang dimiliki oleh calon pekerja. Keahlian yang dinyatakan di dalam sertifikat profesi pada skema di PGP adalah keahlian pada jenjang magister yang berbeda dengan keahlian pada jenjang sarjana.

Kriteria mahasiswa yang dapat mengikuti sertifikasi profesi, yakni:

1. Mahasiswa aktif PGP LSPR minimal semester 3.
2. Telah lulus menempuh mata kuliah sesuai capaian pembelajarannya.

3. Telah melakukan praktek kerja atau memiliki pengalaman kerja di bidangnya minimal 1 (satu) kali atau 6 (enam) bulan.

Pendaftaran sertifikasi, mahasiswa dapat menghubungi sekretariat LSP-LSPR di nomor telp: 021-5794-2498 WA: 08151-0210-120 atau melalui email lsp@lspr.edu.

Certification Profession

In accordance with the Circular Letter from the Rector of LSPR Institute number 027/UJK/-S2/LSP-LSPR/III/2024 dated March 4, 2024 and Government Regulation No. 57 of 2021 Article 53 (5), regarding the issuance of Competency Certificates to improve the quality of student competence in Postgraduate Education and professional career competitiveness in the future, LSPR Institute of Communication and Business provides opportunities for all students to obtain a Certificate of Diploma Companion (SKPI) in the form of a certificate from the Government through the National Professional Certification Agency (BNSP).

The implementation of this student competency test is a fulfillment of student rights to obtain SKPI and part of the Institution's quality assessment, where the number of certified graduates will contribute to efforts to increase the accreditation of the LSPR Institute of Communication and Business. LSPR Institute of Communication and Business has a Professional Certification Institute, namely LSP-LSPR under license from the National Professional Certification Agency (BNSP). For this reason, students who participate in the competency test will use the Indonesian National Work Competency Standards (SKKNI).

All lecturers and management at PGP LSPR encourage every student to take this professional certification exam with enthusiasm before graduating from PGP. Why? Not only because this professional certification exam does not incur any additional costs, but also because some PGP alumni have expressed their "regrets" for having to retake the LSP exam at LSPR after being requested to do so by the companies where they work. Although this professional certification has an expiration date, it remains a valuable asset for PGP graduates when companies require confirmation of the skills or competencies possessed by potential employees. The skills stated in the professional certification under the PGP scheme are at the master's level, which differs from the skills at the bachelor's level.

Criteria for students who can take the profession certification, namely:

1. *Active students of PGP LSPR at least semester 3.*
2. *Have passed the course according to the learning outcomes.*
3. *Have done work practice or have work experience in their field at least 1 (one) time or 6 (six) months.*

Registration for certification, students can contact the LSP-LSPR secretariat at telephone number: 021-579 WA: 08151-0210-120 or email lsp@lspr.edu.

Y. Kebijakan Anti Plagiarism

- a. *Anti-Plagiarism Policy* adalah komitmen mahasiswa untuk menyatakan bahwa setiap paper yang dibuat adalah karyanya sendiri dan tidak ada kutipan data, informasi, atau keterangan di dalam paper yang tidak dituliskan sumber referensinya dengan tepat. Setiap karya tulis harus asli dengan tingkat **plagiarisme maksimal 25%** dan penggunaan **Artificial Intelligence (AI)** tidak boleh melebihi 20%, serta harus dinyatakan dengan jelas.

- b. Sistem penulisan referensi yang wajib digunakan adalah APA (*American Psychological Association*) style edisi ketujuh - <https://apastyle.apa.org/>.
- c. Mahasiswa wajib mencantumkan dan menandatangani deklarasi tentang *Anti-Plagiarism Policy* pada setiap paper baik yang dibuat dalam rangka tugas maupun ujian selama mengikuti perkuliahan (contoh format tulisan akan diberikan pada awal perkuliahan).
- d. Sanksi maksimal yang diberikan kepada mahasiswa yang melakukan plagiarisme adalah TIDAK LULUS dari *subject* tersebut. Jika perbuatan ini dilakukan secara berulang baik di semester yang sama maupun berbeda, maka mahasiswa akan dikeluarkan secara tidak terhormat dari program.
- e. Keputusan bahwa mahasiswa Tidak Lulus karena telah melakukan tindakan plagiarisme disertai dengan pemberian bukti dokumen yang dijadikan referensi oleh dosen ke *Academic Department*.
- f. Sanksi bagi mahasiswa yang melakukan plagiarisme pada tesis/non tesis adalah TIDAK LULUS dan harus mengulang sidang dengan merevisi tesis/non tesis.

Anti-Plagiarism Policy

- a. *Anti-Plagiarism Policy is the students' commitment which states that every paper made is their own creation and there are no data, information or statements in the paper which have not been properly cited. Each paper must be original with a **maximum plagiarism rate of 25% and the use of Artificial Intelligence (AI) must not exceed 20%, and must be clearly stated.***
- b. *The referencing style used by PGP LSPR is the APA or American Psychological Association style 7th edition - <https://apastyle.apa.or/>.*
- c. *Students must insert and sign an Anti-Plagiarism Policy declaration in all their papers during their subject task or test (a format sample will be provided at the beginning of the semester).*
- d. *The maximum sanction for students who commit plagiarism is to FAIL the subject. In cases of repeated instances of plagiarism, whether in the same or different semesters, students may be expelled from the programme.*
- e. *The actions of penalizing a student who commits plagiarism can be taken by the lecturer, who will notify the Academic Department, including a document as reference.*
- f. *The penalty for students who commit plagiarism in thesis / non- thesis is to FAIL and they must rewrite and revise their thesis / non- thesis.*

Z. Perpustakaan LSPR - <http://elibrary.lspr.ac.id/>

- a. Koleksi perpustakaan LSPR berupa buku, jurnal tercetak, *e-journal*, skripsi, disertasi dan juga koleksi referensi berupa kamus, *final report* dan buku direktori yang tersedia di *Amani Library* kampus Sudirman *Park* dan Dr. Felix Jebarus *Library* kampus TransPark.
- b. Mahasiswa dapat mengakses *e-book* yang dikelola oleh *Research Centre Campus C Sudirman Park* melalui unit-unit komputer yang tersedia di *Amani Library* kampus Sudirman *Park*.
- c. Mahasiswa PGP dapat mengakses *elibrary* (elibrary.lspr.ac.id) untuk mengetahui ketersediaan koleksi *hardcopy* (sedang dipinjam/ tidak) serta koleksi disertasi (*softcopy*) yang dapat juga diunduh *full-text*. Login dilakukan dengan membuka menu member area dan memasukkan NIM pada kolom Member ID, dan tanggal lahir (format DDMMYYYY) sebagai *password*. Pada saat pertama kali login, dapat dilakukan perubahan *password* sesuai keinginan. Apabila terdapat kendala terkait akun *elibrary*, mahasiswa dapat menghubungi perpustakaan melalui email ke [http://elibrary.lspr.ac.id/](mailto:library.sp@lspr.ac.id) dan/atau telepon (021) 57943751 ext.1412.
- d. Dosen PGP dapat mengakses *elibrary* (<http://elibrary.lspr.ac.id/>) untuk mengetahui ketersediaan koleksi *hardcopy* (sedang dipinjam/ tidak) serta koleksi tesis (*softcopy*) yang dapat juga diunduh *full- text*. Pembuatan akun dapat dilakukan dengan menghubungi perpustakaan melalui email ke library.sp@lspr.edu dan/atau telepon (021) 57943751 ext.1412.
- e. Keanggotaan perpustakaan hanya berlaku bagi mahasiswa yang terdaftar di PGP LSPR. Mahasiswa PGP LSPR yang aktif otomatis menjadi anggota perpustakaan.

- f. Mahasiswa dapat meminjam 2 (dua) buku selama 3 (tiga) hari maksimum, dan dapat melakukan perpanjangan peminjaman buku sebanyak 2 (dua) kali dengan cara datang ke perpustakaan, atau mengirimkan *e-mail* ke library.sp@lspr.edu atau menghubungi telepon (021) 57943751 ext 1412.
- g. Buku yang dipinjam harus dikembalikan tepat waktu. Keterlambatan dalam pengembalian akan dikenakan denda Rp 1.000 per hari untuk setiap 1 eksemplar buku (denda maksimal Rp 200.000/buku)
- h. Buku referensi dan buku-buku tertentu yang jumlahnya terbatas tidak diperbolehkan untuk dibawa ke luar perpustakaan. Namun, buku dapat dipinjam untuk dibaca di dalam perpustakaan dengan menukarkan *Student ID*. Dilarang meletakkan koleksi perpustakaan yang sudah dibaca di rak. Buku dapat dikembalikan di meja sirkulasi.
- i. Mahasiswa harus menggunakan *Student ID* masing-masing. Tidak diperbolehkan meminjam atau bertukar ID dengan mahasiswa lain. Peminjam bertanggung jawab untuk menjaga kualitas buku dan isinya. Jika buku tersebut rusak atau hilang, mahasiswa harus membayar biaya yang diperlukan untuk mengganti buku atau, mengganti dengan yang baru serta diberikan sanksi berupa pengurangan NAP (khusus bagi mahasiswa di program S1).
- j. Locker hanya digunakan bagi mahasiswa yang menggunakan fasilitas perpustakaan. Setiap pengunjung yang akan memasuki area perpustakaan diharuskan menyimpan barang bawaan tas, kantong, jaket, atau sejenisnya di loker yang telah disediakan. Bila telah selesai menggunakan fasilitas perpustakaan, kunci loker wajib dikembalikan di hari yang sama kepada ke staf perpustakaan.
- k. Akan dilakukan pengosongan locker setiap hari pada pukul 19.30 WIB, dan apabila ditemukan barang tertinggal akan dialihkan ke bagian Lost and Found. Apabila kunci locker belum dikembalikan hingga perpustakaan tutup Mahasiswa akan dikenakan sanksi denda Rp 5.000 per malam.
- l. Apabila kunci locker hilang akan dicatat dalam berita acara dan dikenakan sanksi denda penggantian Rp 50.000 serta pengurangan NAP atas kelalaian penggunaan fasilitas.
- m. Dosen dan Mahasiswa dapat menyampaikan usulan pengadaan koleksi di perpustakaan melalui Tinyurl.com/rekomendasibuku.
- n. Amani *Library* Kampus Sudirman Park dan Dr. Felix Jebarus *Library* Kampus TransPark buka setiap hari Senin -Jumat pukul 09.00-19.00 WIB. Khusus Hari Sabtu pukul 09.00 – 14.00 WIB.
- o. Saat mengunjungi perpustakaan, mahasiswa wajib mengisi daftar pengunjung (Visitor Counter) di Komputer yang telah tersedia di Perpustakaan, dengan cara memasukkan NIM dan kelas.
- p. Mahasiswa harus mengembalikan semua buku yang dipinjam sebelum menghadapi sidang disertasi agar mendapatkan surat bebas pustaka.

LSPR Library - <http://elibrary.lspr.ac.id/>

- a. *The LSPR library collection consists of books, printed journals, e-journals, thesis, and reference books such as dictionaries, final reports, and directories which are available at the Amani Library campus Sudirman Park and the Dr. Felix Jebarus library at Transpark.*
- b. *Students may access e-books managed by the Research Center Campus C Sudirman Park via the computer terminals available at the Amani Library Sudirman Park.*
- c. *PGP students may access the e-library (<http://elibrary.lspr.ac.id/>) to check the availability of the hardcopy collection (on-loan or not) as well as the thesis collection (soft copy) which may be downloaded as full-text. Login by opening the member menu and entering NIM in the member ID column, and date of birth (format DDMMYYYY) as the password. At the first login students may change their password. If there are any technical problems students may contact the library by email or telephone: library.sp@lspr.edu and (021) 57943751 ext.1412.*
- d. *PGP lecturers may access the e-library (<http://elibrary.lspr.ac.id/>) to check the availability of the hardcopy collection (on-loan or not) as well as the thesis collection (soft copy) which may be downloaded as full-text. An account may be created by contacting the library by email or telephone: library.sp@lspr.edu dan/atau telephone (021) 57943751 ext.1412.*

- e. *Library privileges are only available to enrolled PGP LSPR students. Enrolled students with ACTIVE status are automatically members of the library.*
- f. *Students may borrow two books for three days maximum, and may extend the loan two times by coming to the library in person, or by email library.sp@lspr.edu or telephone (021) 57943751 ext 1412.*
- g. *Loaned books must be returned on time. Late returns will incur a fine of Rp 1.000 per day per book (Maximum fine Rp 200.000 per book).*
- h. *Reference and other selected books with limited copies may not be taken out of the library. However, such books may be borrowed within the library by providing a student ID card. Books that have been used should not be returned to the shelves, rather they must be placed on the circulation table.*
- i. *Students must use their own Student ID cards. It is not permitted to lend or exchange ID cards with other students. The book borrower is responsible for maintaining books in a good condition. In the case of damaged or lost books, students must pay a fee to replace the book or, replace the book with the new one, or incur other penalties such as loss of NAP (for students in S1 programme).*
- j. *Lockers may only be used by students who are using the library facilities. All visitors to the library are required to store their belongings such as bags, jackets and so on in the lockers provided. After using the library facilities locker keys must be returned to the library staff immediately.*
- k. *A clear out of all lockers will be conducted every day at 19.30 hours WIB, and any left belongings will be transferred to the Lost and Found section. Unreturned locker keys at the time of library closure will incur a fine of Rp 5.000 per night.*
- l. *Lost locker keys will be recorded in the permanent record and incur a fee of Rp 50.000, and deduction of NAP for negligent use of facilities.*
- m. *Lecturers and students may make suggestions for the library collection via the following link: Tinyurl.com/rekomendasibuku.*
- n. *Amani Library Kampus Sudirman Park dan Dr. Felix Jebarus Library Kampus TransPark are open every day from Monday to Friday 09.00-19.00 WIB and Saturdays 09.00 – 14.00 WIB.*
- o. *Students using the library must fill their details at the Visitor Counter on the computer by filling their NIM and class details.*
- p. *Students must return all borrowed books prior to registering for thesis defense and receive a Pass Notice from the library.*

AA. Pencetakan Ulang Ijazah dan/atau Transkrip

- a. *Pencetakan ulang ijazah dan/atau transkrip nilai yang diakibatkan oleh kesalahan mahasiswa dalam penulisan data berupa nama, tempat dan tanggal lahir, serta kesalahan dalam penulisan Judul Disertasi yang ditulis dalam 2 bahasa (Bahasa dan *English*) dikenakan biaya sebesar Rp 500.000 per unit dengan wajib melampirkan ijazah dan/atau transkrip nilai yang lama.*
- b. *Pencetakan ulang ijazah dan/atau transkrip nilai karena ada perubahan data yang diizinkan oleh hukum misalnya pergantian nama dengan keputusan yang sah dari pengadilan negeri, **tidak dikenakan biaya** dengan melampirkan surat yang sah dari lembaga yang berwenang serta wajib melampirkan ijazah dan/atau transkrip nilai yang lama.*
- c. *Ijazah yang hilang, rusak, atau musnah tidak dapat dicetak ulang melainkan akan diterbitkan Surat Keterangan Pengganti Ijazah.*
- d. *Penerbitan Surat Keterangan Pengganti Ijazah akibat ijazah sebelumnya hilang dapat dilakukan setelah ada surat keterangan kehilangan yang sah dari Kepolisian Republik Indonesia.*
- e. *Waktu pengurusan pencetakan ulang ijazah dan/atau transkrip paling lama 2 minggu sejak dokumen dinyatakan lengkap oleh *Student Service*.*

Re-print Certificate and/or Transcript

- a. *Any reprints of certificates or transcripts which are caused due to errors in student details including – Name, Date of Birth, Place of Birth, Thesis/NonThesis Title (in two languages: Bahasa and English), will incur an administration cost of Rp 500.000.*
- b. *Extra reprinted copies of degree and/or academic transcript due to data changes allowed by law such as change of name as proven by an official decision of a District Court, are not subject to extra fees where an official letter from the relevant institution is attached. Copies of the previous degree and/or transcript must also be attached.*
- c. *Diplomas that are lost, damaged, or destroyed cannot be reprinted. LSPR may issue In-Lieu diplomas in accordance with government rules.*
- d. *In-Lieu Diplomas of lost certificates may be issued only after receiving a formal letter from the Indonesian National Police.*
- e. *Maximum duration of handling these matters is not more than 2 weeks from when complete documentation is received by Student Services.*

AB. Tata Krama dalam Bersikap dan Berpenampilan

- a. Mahasiswa wajib untuk membawa dan memakai ID Card di lingkungan Kampus LSPR. Selama ID card resmi belum didapat, mahasiswa dapat meminta ID Card Sementara ke Academic Depart, agar dapat beraktivitas di kampus LSPR.
- b. Mahasiswa wajib berpakaian sopan dengan tema formal dan profesional (menggunakan pakaian rapi, dengan sepatu tertutup) dan tidak melanggar peraturan dress code di lingkungan LSPR yang terdapat di <https://www.lspr.edu/dress-code/>.
- c. Khusus untuk Mahasiswa yang membawa kendaraan pribadi ke kampus LSPR Sudirman Park wajib untuk parkir di area yang sudah ditentukan LSPR, yaitu: sekitar kampus B dan C LSPR dan Basement B2 Sudirman Park.

Manners in Behaving and Appearance

- a. ***Students are required to bring and use an ID Card in the LSPR Campus environment. As long as an official ID card has not been obtained, students can request a Temporary ID Card from the Academic Department, so they can carry out activities on the LSPR campus.***
- b. *Students are required to dress modestly with a formal and professional theme (using neat clothes, with closed shoes) and strictly following the rules of dress code in LSPR on <https://www.lspr.edu/dress-code/>.*
- c. *Especially for students who bring private vehicles to the LSPR Sudirman Park campus, they are required to park in areas designated by LSPR, namely: around campuses B and C LSPR and Basement B2 Sudirman Park.*

AC. Konsumsi Perkuliahan

- Makan Malam dan makan siang akan disediakan oleh Institut Komunikasi dan Bisnis LSPR
- Mahasiswa makan di area Canteen di Ground Floor PGP Campus di Sudirman Park atau Transpark Campus atau ditempat lain yang sudah ditentukan oleh Academic Depart.
- Makanan disediakan khusus hanya untuk mahasiswa PGP sesuai dengan jadwal kelas yang berlangsung pada saat itu.
- Mahasiswa yang hendak melakukan bimbingan/konsultasi, mengumpulkan tugas, atau keperluan lain selain untuk kuliah pada jadwalnya adalah tidak berhak mengambil makanan yang disediakan.
- Orang lain yang secara tidak berhak hendak ikut mengambil makanan di PGP akan dilarang dan diserahkan ke *Security* dan mahasiswa yang membawa orang tersebut akan dikenakan sanksi.
- Guna mewujudkan konsep *Green Campus*, PGP LSPR juga ikut mendukung kampanye anti botol plastik sehingga mahasiswa diminta membawa *tumbler* sendiri untuk kebutuhan minumannya.

- PGP LSPR hanya menyediakan dispenser pada tempat-tempat yang sudah ditentukan di dalam area kampus.

Catering – on regular campus session

Students will be provided catering according to the following schedule:

Weekday : 17.00 –18.30 (dinner – only food)

Weekend : 11.30 –13.00 (lunch – only food) with Snack Time at 9-10am and 3.30-4 pm.

- *Students are only allowed to dine in the Canteen Area at the Ground Floor PGP Campus in Sudirman Park or Transpark Campus.*
- *Food is provided only for PGP students who have classes scheduled on that day.*
- *Students who attend campus for consultations with thesis advisers, to submit documents/papers, or for reasons other than attending class, are not permitted to have lunch (on weekend class) or dinner (on weekday class).*
- *Any person who takes lunch (on weekend class) or dinner (on weekday class) without being entitled to do so shall be banned from campus and referred to security personnel; students who bring and accompany such persons onto campus shall also be subject to penalty.*
- *In order to implement a Green Campus concept, other than the paperless policy for thesis/non-thesis, PGP LSPR is supporting the reduction of single use plastics by no longer providing disposable plastic drinking cups and has asked students to bring refillable drinking bottles.*
- *PGP LSPR has provided drinking water dispensers at specified points throughout the campus.*

AD. Student Services

Mahasiswa dapat menghubungi Student Services bila memerlukan layanan seperti:

1. Berkenaan dengan *Management*

- a. Pengajuan Cuti
- b. Pengajuan Aktif kembali
- c. Pengajuan *Resign*
- d. Legalisir Ijazah dan Transkrip

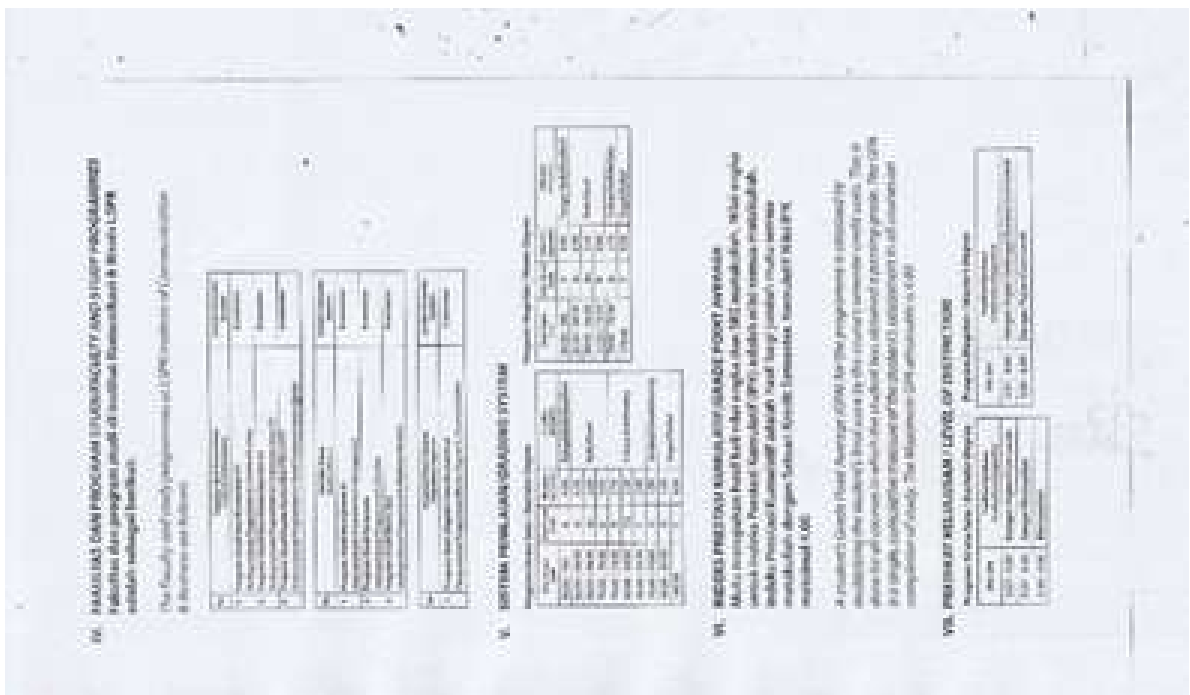
Langkah – Langkah Fotocopy Official Transkrip

1. Jangan langsung fotokopi ke ukuran A3 (diperkecil) karena kalau menggunakan mesin fotokopi umumnya dengan maksimal ukuran A3, maka akan **ada bagian yang terpotong**, entah bagian di atas atau di bawahnya mengingat kertas transkrip asli lebih tinggi dari ukuran kertas A3.
2. Solusinya lakukan fotocopy transkrip dengan menggunakan ukuran kertas A4 satu per satu halaman dengan menggunakan posisi **landscape**, lalu sesuaikan ukuran **menjadi 85%**.

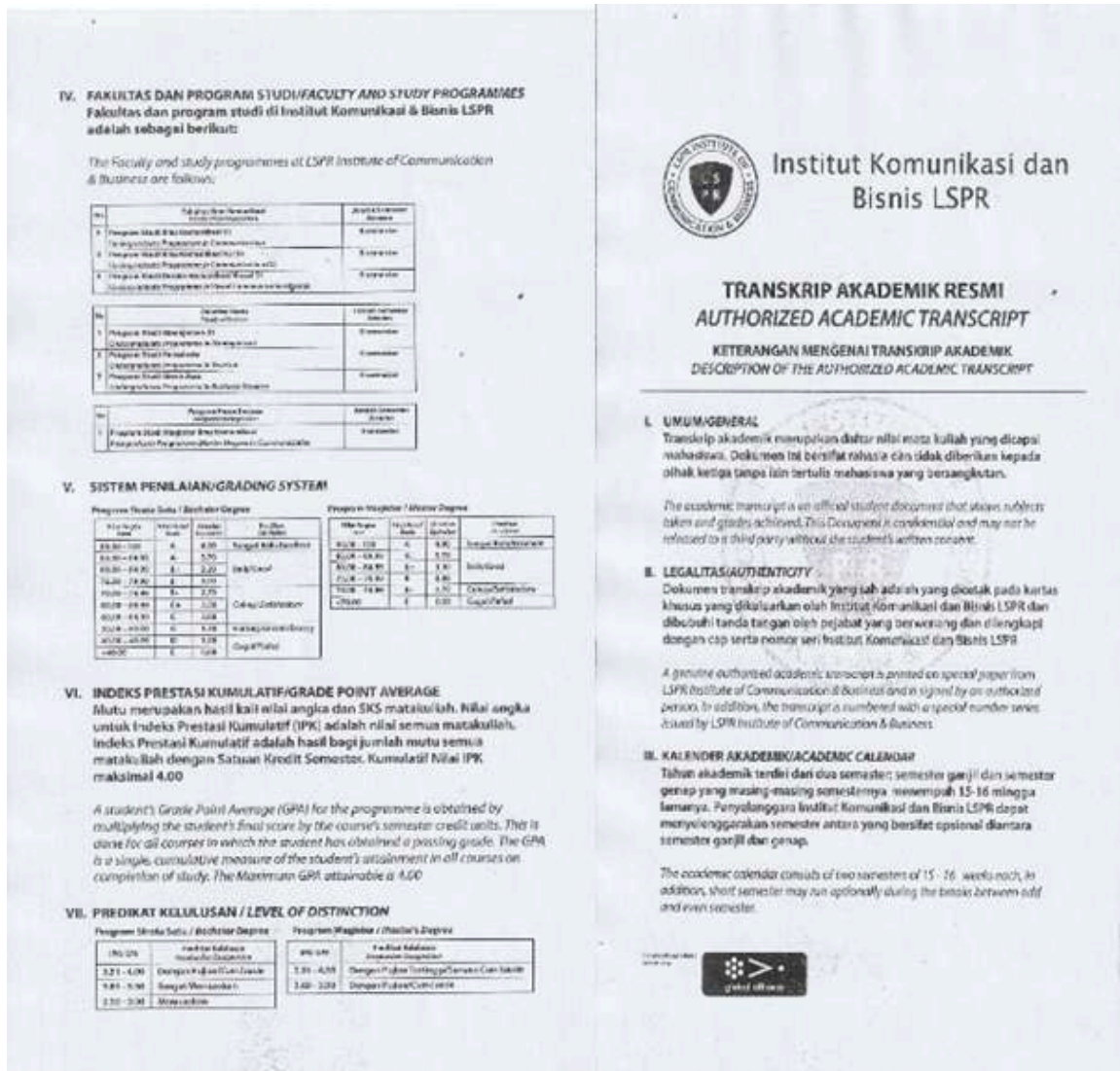
Contoh Hasil Fotocopy Cover Sisi Kanan Ukuran A4:



Contoh Hasil Fotocopy Cover Sisi Kiri Ukuran A4:



Contoh: Transkrip yang sudah disatukan sisi kanan dan kirinya di satu kertas A3.



Note :

Pastikan pada saat fotocopy logo LSPR berada di sebelah kanan seperti contoh terlampir.

- Kemudian lakukan langkah yang sama untuk fotocopy transkrip (sisi dalam). Ingat untuk gunakan ukuran kertas A4, secara satu per satu, dengan menggunakan posisi landscape, lalu sesuaikan ukuran menjadi 85% sehingga hasil fotokopi ke ukuran kertas A4 secara terpisah menjadi seperti berikut:

Contoh : Fotocopy Bagian Dalam Transkrip Sisi Kanan dan Kiri

The left page of the transcript document features a header section with various fields and a large table below. The table has multiple columns, with the first column containing a list of names or identifiers. The text within the table is dense and appears to be a list of entries, possibly names and titles, arranged in a structured format. At the bottom left of the page, there is a circular logo or seal.

The right page of the transcript document continues the table from the left page. It includes a signature on the left side and a small portrait photograph of a person in the center. The table structure is consistent with the left page, showing a list of entries in a structured format. The text is somewhat faint but appears to be a continuation of the list or transcript.

5. Kemudian digabung menjadi satu agar memudahkan untuk fotocopy dengan ukuran A3.

Contoh :Transkrip yang sudah disatukan dari kedua sisi bagian dalam.

The image shows two pages of a document, likely a transcript or official record, presented side-by-side. Each page contains a table with multiple columns of text and numbers. The text is dense and appears to be a list of items or a detailed report. At the bottom of the pages, there is a logo on the left and a signature on the right. The overall layout is formal and structured.

Note :

Fotocopy untuk seluruhnya menggunakan kertas A3 sesuai dengan contoh terlampir.

- e. Pengajuan Revisi Ijazah
- f. Pengajuan Surat Keterangan Alumni dan Akreditasi Kampus
- g. Surat Keterangan Izin Tinggal
- 2. Berkenaan dengan Akademik:**
 - a. Surat Keterangan Tugas
 - b. Pengajuan Perubahan *Shift/major*
 - c. Surat Keterangan Mahasiswa Aktif
 - d. Permohonan Transkrip nilai
 - e. Surat Keterangan Lulus Sementara
- 3. Berkenaan dengan Disertasi:**
 - a. Surat Keterangan Penelitian
- 4. Berkenaan dengan MIS (*Managing Information System*)**
 - a. Permohonan ID Card Baru
 - b. Perubahan Data Mahasiswa
- 5. Berkenaan dengan LSPR LMS (D2L Brightspace) dan LSPR SiAkad**
 - a. Gagal akses/login SiAkad dan D2L.
 - b. Kartu Rencana Studi (KRS) tidak muncul atau tidak lengkap.
 - c. Keluhan mahasiswa terkait absensi, nilai, *coursework*, kelayakan ujian, dll.
 - d. Keluhan mahasiswa yang sudah mengisi KRS, tetapi namanya tidak tercantum di mata kuliah di SiAkad.

Note: KBM adalah saat **Kegiatan Belajar Mengajar** sudah dimulai hingga selesai sesuai dengan kalender akademik sedangkan LIBUR adalah periode waktu ketika KBM sudah selesai hingga kuliah sesi pertama dimulai kembali.

Student Services

Students may contact the Student Services if they require services such as:

1. **Related to Management**
 - a. **Leave Application**
 - b. **Reinstatement Application**
 - c. **Resignation Application**
 - d. **Legalize Certificate and Transcript**

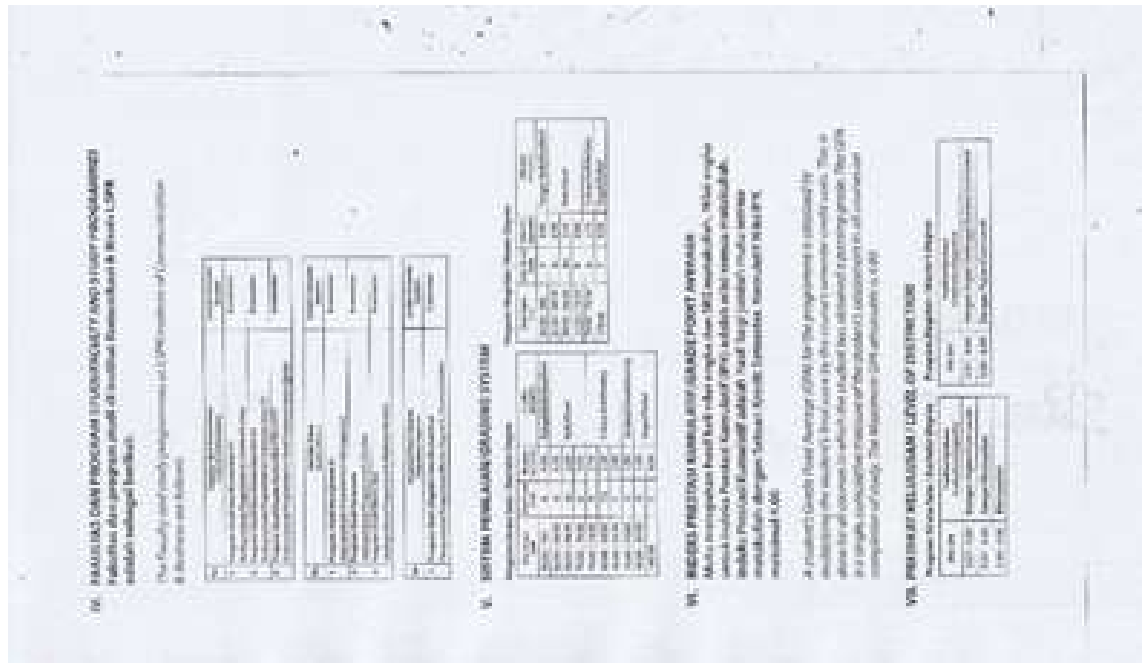
Steps for Photocopying Official Transcripts

1. Do not immediately photocopy to A3 size (reduced) because if you use a photocopier with a maximum size of A3, **there will be parts that are cut off**, either at the top or bottom, since the original transcript paper is taller than A3 paper.
2. The solution is to photocopy the transcript using A4 paper one page at a time in **landscape orientation**, then adjust the size to **85%**.

Example of the photocopy result for the right side of the cover in A4 size:

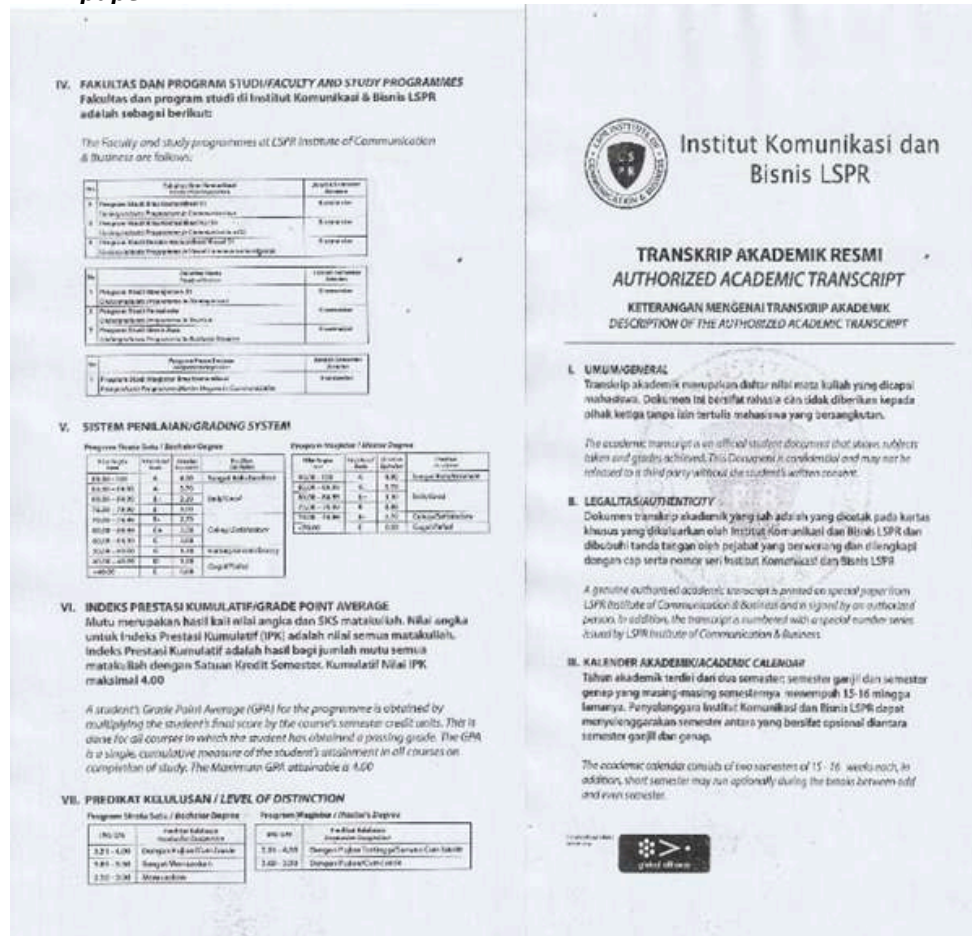


Example of Photocopy Results Left Side Cover A4 Size:



3. Please combine them into one, to make it easier to photocopy in A3 size.

Example: Transcripts that have been combined on the right and left sides on one A3 paper.



Note:

Ensure that when photocopying, the LSPR logo is on the right side as shown in the attached example.

4. Please follow the same steps for photocopying the transcript (inside). Remember to use A4 paper size, one by one, in landscape orientation, then adjust the size to 85% so that the photocopy results on A4 paper separately are as follows:

Example: Photocopy of the Inside of the Transcript Right and Left Sides



5. Please combine them into one sheet to make it easier to photocopy in A3 size.

Example: Transcripts that have been combined from both sides of the inside.



Note:

All photocopies must be made on A3 paper as shown in the attached example.

- e. *Applying Certificate Revision*
 - f. *Request for Alumni and Campus Accreditation letter*
 - g. *Request for Accommodation letter*
2. *Related to Academic:*
 - a. *Assignment letter form*
 - b. *Application to change Major/Class*
 - c. *Active student statement letter*
 - d. *Marks Transcript Request*
 - e. *Temporary Graduate Statement Letter*
 3. *Related to Thesis:*
 - a. *Research Statement Letter*
 4. *Related to MIS (Managing Information System)*
 - a. *Requesting new ID Card*
 - b. *Change in Students' data*
 5. *Related to LSPR LMS (D2L Brightspace) and LSPR Siakad*
 - a. *Unable to access/Login SiAkad and D2L.*
 - b. *Study Plan Card are not available or incomplete*
 - c. *Student complaints such as attendance record, grade, coursework, final exam eligibility, etc.*
 - d. *All or some subjects are not available although students had submitted study plan card*

Note: KBM refers to the teaching period from the date of classes start to the end date according to the academic calendar, whereas HOLIDAY refers to the period between KBM active teaching periods.

AE. Information Technology Department

Mahasiswa dapat mengakses CMS, *Groupware*, *WiFi*, dan fasilitas lainnya yang memerlukan *username* dan *password* di lingkungan Kampus PGP hanya dengan cara sebagai berikut:

- ***username: NIM***
- ***password: date of Birth (YYYYMMDD)***

Mahasiswa juga dapat mengakses LSPR Email, dengan langkah sebagai berikut:

- **URL: apps.lspr.edu / gmail.com**
- **email: NIM@lspr.edu (needs to type completely)**
- **default password: date of Birth (YYYYMMDD) or student5777**

Apabila mahasiswa ada masukan ataupun keluhan yang berkaitan dengan fasilitas IT, mahasiswa dapat mengirimkan email ke: itsupport@lspr.edu . Pengiriman email ini dan segala bentuk korespondensi dengan PGP selama masa studi, wajib menggunakan email lspr.edu.

Information Technology Department

Students may access CMS, Groupware, WiFi and other facilities which require a username and password on the PGP Campus ONLY by inputting details as follows:

- *username: NIM*
- *password: date of Birth (YYYYMMDD)*

Students may also access LSPR email by using the following details:

- *URL: apps.lspr.edu / gmail.com*
- *email: NIM@lspr.edu (complete details)*
- *default password: date of Birth (YYYYMMDD) or student5777*

Students who have queries or complaints about the IT facilities may be sent to email: itsupport@lspr.edu. All forms of correspondence with PGP during a study period must use email lspr.edu.

AI Policy Statement and Guidance for PhD Dissertations and Master's Thesis LSPR Postgraduate Program

A. Rationale and Institutional Position

LSPR Institute of Communication & Business, particularly within the **Postgraduate Programme (PGP)**, recognizes that **Artificial Intelligence (AI)** has become an increasingly influential tool that can enhance learning processes, academic research, and scholarly productivity.

Nevertheless, the use of AI in academic settings must be conducted in a **responsible, transparent, and ethically grounded manner**, ensuring that academic integrity remains the highest priority. AI is viewed as a supportive tool to strengthen academic performance, not as a replacement for intellectual contribution, analytical reasoning, and scholarly accountability.

LSPR Postgraduate Programme strictly limits the use of Artificial Intelligence (AI) in academic writing to a **maximum of 20%** of the total content. Any academic work exceeding this threshold may be subject to academic review and integrity evaluation.

Therefore, LSPR Postgraduate Programme (PGP) establishes this policy as an official guideline for all postgraduate students, academic supervisors, examiners, and members of the academic community.

At the doctoral and master's levels, scholarly writing is not merely a technical activity. It is a **process of intellectual formation**, where students are expected to demonstrate:

- Independent reasoning
- Original theoretical contribution
- Analytical depth
- Methodological responsibility
- Ethical accountability as future scholars and leaders.

Therefore, LSPR establishes this AI Policy Statement to ensure that:

1. AI is **not misused** in ways that undermine academic integrity
2. Students clearly understand **what is allowed and what is prohibited**, and
3. The learning process remains **human-centered**, reflective, and intellectually accountable.

This policy applies to all **Doctoral Dissertations** and **Master's Theses** submitted to LSPR Institute of Communication and Business.

*Accredited by the British Accreditation Council
for Independent Further and Higher Education
as an Independent Higher Education Provider*



This policy is guided by the core principle of AI usage known as:

A2EL (ei-to-el) : Admit – Accept – Ethical – Limited

ADMIT (Mandatory Disclosure of AI Usage)

All students who use AI in the preparation of any academic output such as assignments, research reports, thesis/dissertation proposals, theses, dissertations, academic presentations, or scholarly manuscripts **must explicitly disclose the use of AI**.

This disclosure reflects transparency and strengthens academic integrity by ensuring that all parties are aware of the role AI played in the writing and development process.

Key requirements:

1. Students must include an **AI Statement** within their academic work.
2. AI tools may include, but are not limited to: ChatGPT, Gemini, Microsoft Copilot, Claude, Grammarly AI, Quillbot AI, or other AI-assisted writing platforms.

Failure to disclose the use of AI may be considered a violation of academic integrity.

ACCEPT (AI Use is Recognized and Permitted)

LSPR Postgraduate Programme acknowledges that AI is a legitimate and acceptable tool when used appropriately. Therefore, AI usage is **permitted and officially recognized** as part of modern academic practices, provided that its use remains within ethical boundaries and does not compromise originality.

AI may be used as a supporting tool to:

1. Generate preliminary ideas and brainstorming concepts
2. Develop outlines and academic structure
3. Refine language, grammar, and writing clarity
4. Summarize academic materials
5. Assist in identifying keywords and thematic patterns
6. Support academic writing preparation and presentation planning

However, AI must not replace the student's own intellectual engagement. Postgraduate education requires critical thinking, theoretical reasoning, methodological understanding, and original academic judgment, all of which remain the student's responsibility.

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ETHICAL (Ethics as the Primary Academic Foundation)

LSPR emphasizes that the use of AI must be grounded in strong academic ethics. Students are expected to uphold academic honesty, scholarly accountability, and respect for intellectual property.

Students must understand that AI-generated content:

1. May contain factual inaccuracies,
2. May generate misleading information or “hallucinated” content,
3. May produce fabricated or unverifiable references,
4. May unintentionally reproduce existing copyrighted material,
5. May increase the risk of plagiarism if used irresponsibly.

Therefore, the ethical use of AI must include the following principles:

1. **Academic honesty and integrity**
2. **Anti-plagiarism commitment**
3. **Proper academic referencing and citation**
4. **Avoidance of fabricated or manipulated data**
5. **Protection of originality and intellectual contribution**
6. **Compliance with academic and copyright standards**

AI must support academic excellence, not undermine the integrity of scholarly work.

LIMITED (AI Usage Must Be Restricted)

To ensure academic rigor and originality, LSPR Postgraduate Programme establishes that AI usage in academic writing must be **strictly limited to a maximum of 20%** of the overall content contribution.

This limitation ensures that:

- AI functions as a supplementary tool rather than the primary author
- Academic reasoning, interpretation, and analytical depth remain student-generated
- Postgraduate outputs reflect genuine intellectual effort

This policy applies to all academic work submitted under the LSPR Postgraduate Programme, including proposals, theses, dissertations, and research manuscripts.

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B. Core Academic Principles Underlying This Policy

All doctoral and master's research at LSPR must adhere to the following foundational principles:

1. Originality of Intellectual Contribution

The central ideas, arguments, interpretations, and theoretical positions presented in a dissertation or thesis must be **the original intellectual work of the student**.

AI systems, particularly generative AI, are capable of producing fluent academic language. However, fluency does not equal scholarship. Intellectual contribution cannot be delegated to machines.

2. Independent Scholarly Thinking

Doctoral and master's students are expected to:

- Develop their own conceptual frameworks
- Construct arguments based on literature and data
- Make reasoned methodological decisions
- Articulate insights grounded in critical reflection

Reliance on AI to generate or reformulate ideas erodes this independence and compromises the scholarly identity of the author.

3. Academic Integrity and Accountability

Every submitted dissertation or thesis represents a **formal declaration of authorship**. The student bears full responsibility for:

- The content
- The arguments
- The interpretations
- The ethical standards were applied throughout the research process.

C. Permitted Uses of AI (Under Strict Conditions)

LSPR allows **limited use of AI** as a **technical support tool**, provided it does not interfere with intellectual authorship

C.1 Permitted uses include:

1. Brainstorming research topics and academic ideas
2. Developing conceptual frameworks and research structures
3. Creating initial outlines for thesis/dissertation chapters
4. Assisting in formulating research questions and objectives
5. Supporting the drafting of questionnaire items (preliminary drafts only)
6. Improving academic grammar and clarity (especially in English writing)

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7. Summarizing scholarly literature for preliminary understanding
8. Supporting academic presentation preparation
9. Enhancing formatting, structuring tables, and organizing academic content
10. Generating alternative academic writing expressions for refinement purposes

C.1.1 Proofreading and Technical Editing

Students may use assistive AI tools for:

- Spelling
- Grammar
- Punctuation
- Formatting consistency

However, AI must **not** be used to:

- Rephrase sentences
- Alter writing style
- Restructure paragraphs

Proofreading is understood as *error correction*, not *content enhancement*.

C.1.2 Data Analysis and Visualization

AI tools may be used for:

- Statistical analysis
- Coding qualitative data
- Generating charts, tables, and graphs.

All analytical decisions, interpretations, and discussions must remain the student's own intellectual work.

C.1.3 Transcription of Audio Data

AI may be used to transcribe:

- Interviews
- Focus group discussions
- Recorded observations

Students remain responsible for:

- Verifying transcription accuracy
- Interpreting the data independently

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Prohibited Uses of AI

The following practices are strictly prohibited within LSPR Postgraduate Programme:

AI usage is not permitted for:

1. Writing an entire thesis/dissertation or academic report automatically
2. Generating research results or academic findings without real data
3. Producing fabricated quantitative or qualitative data
4. Creating false statistical analysis or simulated research output
5. Generating non-existent journal references, citations, or books
6. Copying AI-generated content without critical evaluation and rewriting
7. Using AI as a tool for academic dishonesty during examinations or defenses
8. Presenting AI-generated theories as original academic contribution
9. Manipulating plagiarism detection systems or originality reports
10. Substituting academic reasoning with AI-generated conclusions

Any violation of these prohibitions may lead to academic sanctions according to LSPR's regulations.

D. Transparency and Disclosure Requirement

1. Transparency is a core value of academic integrity at LSPR.
2. If AI tools are used for any **permitted purpose**, students **must disclose their use explicitly** in the **Acknowledgments section** of the dissertation or thesis.
3. Failure to disclose constitutes a breach of academic ethics.

E. AI Disclosure Statements

To ensure transparency and uphold academic integrity, all students are required to complete and submit the official **LSPR AI Declaration Form** as part of their academic submission process.

The AI Declaration Form provides standardized disclosure options to document the extent and nature of AI usage. Students may select one or more of the following statements, depending on their actual practice:

1. No AI Usage Declaration

This dissertation/thesis is an original scholarly work authored independently by the student. No generative artificial intelligence tools were used in the writing or development of its intellectual content.

2. Proofreading-Only AI Declaration

Assistive AI tools were used solely for technical proofreading purposes, including spelling, grammar, and punctuation checks.

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1. Technical and Data Support AI Declaration

AI tools were used for technical support in data processing and/or the creation of tables, charts, or figures. All interpretations and analyses remain the responsibility of the author.

Students are fully responsible for ensuring that the statement(s) selected in the **AI Declaration Form** accurately reflect the actual use of AI tools in the preparation of their thesis/dissertation.

F. Role of Promotor and Co-Promotor (S3) /Thesis Advisors (Master/S2)

The **Promotor and Co-Promotor (Doctoral/S3)**, as well as the **Thesis Advisors (Master/S2)**, play a critical role in safeguarding academic integrity and ensuring responsible academic practices in the use of Artificial Intelligence (AI).

They are expected to uphold academic standards by:

1. Guiding students in ethical research and academic writing practices, particularly in the responsible use of AI tools.
2. Ensuring compliance with LSPR's AI Policy, including adherence to the A2EL principle (Admit, Accept, Ethical, Limited).
3. Verifying that appropriate AI disclosure statements are clearly included in all academic manuscripts, proposals, and final submissions where AI has been utilized.
4. Providing academic supervision and quality assurance, ensuring that AI-assisted outputs do not compromise originality, scholarly rigor, critical reasoning, and intellectual contribution.

However, it must be emphasized that the **final responsibility remains with the student as the author**, including full accountability for the originality, accuracy, ethical integrity, and academic credibility of the submitted work.

Approved by Thesis and Dissertation Department LSPR Institute - 2026

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Form of AI Declaration Form for Thesis/Dissertation/Individual Studies

Part 1: Information of the AI Technology User for Thesis/Individual Study
Name – Surname Student ID..... Level <input type="checkbox"/> Master’s Degree <input type="checkbox"/> Doctoral Degree Program..... Field of Study..... Faculty.....
Part 2: Declaration of AI Technology Usage
I hereby declare that (select one) <input type="checkbox"/> I have NOT used Artificial Intelligence (AI) technology in the preparation of this Thesis/Individual Study Report. <input type="checkbox"/> I HAVE used Artificial Intelligence (AI) technology in the preparation of this Thesis/Individual Study Report.
Part 3: Details of AI Technology Usage (If applicable)
Nature of Usage: Please specify the tools and the actual nature of usage (multiple selections allowed). 1. Assistance with Writing & Editing. Name of Tool (e.g., ChatGPT, Grammarly, Gemini, Microsoft Copilot): <input type="checkbox"/> Used for grammar checking, style adjustment, or proofreading only. <input type="checkbox"/> Used for paraphrasing sentences. <input type="checkbox"/> Used AI for draft polishing/grammar refinement only, while the original content was written by myself. <input type="checkbox"/> Used AI to assist with structure/outline, but I wrote the content of each section myself. <input type="checkbox"/> Used AI to draft specific parts (Draft Generation), which I have subsequently rewritten myself. <input type="checkbox"/> Used to generate specific content (Content Generation) (Note: Prompt Logs must be attached in the Appendix).

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2. Assistance with Research & Ideation.

Name of Tool:

.....

- Used for brainstorming research topics or outlining.
- Used for searching or summarizing research documents (Summarization).
- Used for translating foreign articles for comprehension (Translation).

3. Assistance with Data Analysis.

Name of Tool:

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- Used for code generation.
- Used for analyzing statistical results or finding data correlations. *(Note: In cases where AI is used for result analysis, you must be able to explain the derivation of results at every step yourself).*

4. Multimedia Generation.

Name of Tool:

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- Used to create illustrations, charts, or graphics.
- Other(Pleasespecify)

5. Other

(Please specify).....

.....

Scope and Purpose of Usage:

Please describe in detail the nature of AI technology usage in each step of the Thesis/Individual Study Report preparation.

.....

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.....

Verification of Accuracy and Prevention of Hallucinations:

Please describe in detail how the results obtained from AI technology were verified to prevent errors (Hallucinations) or false information (e.g., checking every citation against the original source / manually recalculating certain statistics / reviewing content accuracy with experts / confirming results with reliable sources).

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Part 4: Confirmation of Work Ownership

Please describe in detail the methods used to manage the results obtained from AI technology to ensure that the Thesis/Individual Study Report remains your own expression and thought (e.g., rewriting / additional analysis / selecting only specific ideas / adapting to the research context).

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Part 5: Certification and Affirmation

I hereby certify that:

- The use of AI technology declared above serves only as a support tool for the Thesis or Individual Study Report. It was not used to replace my own thinking, analysis, or synthesis of knowledge regarding the essential substance of the Thesis/Individual Study Report.

- The main content of the Thesis/Individual Study Report is my own work and has been supervised by my advisor. I have not directly incorporated results from AI technology into the Thesis or Individual Study Report; instead, I have rewritten them or verified their consistency with the context of the work.

- I have read or studied the original source documents before using them to support the Thesis/Individual Study Report. I have also verified the accuracy of the information and citations suggested by the AI and accept full responsibility for said accuracy.

- I have clearly cited that the content in this Thesis or Individual Study Report was supported by AI technology, including specifying the type of AI technology used and the date of usage.

- I have clearly specified the scope of AI technology usage within the Thesis/Individual Study Report.

I have **not** input confidential information, personal data, or copyrighted data into public AI systems without undergoing a lawful process beforehand.

I have used AI technology in accordance with research ethics, the principles and guidelines for AI usage of the University, as well as all regulations, rules, and announcements of Chulalongkorn University.

I understand that concealing the use of AI or the misuse of AI constitutes an academic offense

Students are required to **attach the full Turnitin AI Detection Report (full pages)**, not only the cover or summary page. The report must clearly show the highlighted sections identified by Turnitin.

This AI Declaration Form and the complete Turnitin AI Detection Report must also be submitted to the Thesis Advisor (Master/S2) or Promotor and Co-Promotor (Doctoral/S3) for review.

Students must obtain the advisor's/promotor's/co-promotor's signature at the bottom of this form as confirmation that the AI check report has been received and reviewed.

If unacceptable use of AI technology is discovered subsequently, the student agrees to assume full and sole responsibility and to accept any penalties prescribed by LSPR without objection. The advisor and the examination committee bear no responsibility for such misconduct.

Signature.....

(.....)

Date...../...../.....

Student

I have performed a preliminary check of the AI usage in this Thesis/Individual Study Report and hereby approve the student to proceed with the Thesis/Individual Study examination.

Signature.....

(.....)

Date...../...../.....

Thesis Advisor/Promotor/Co Promotor

Nomor Kontak dan Waktu Kerja / Contact Numbers and Office Hours

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Email : finance.dept@lspr.edu
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Saturday : 09.00–14.00 WIB
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Contact Person : Ghefira Nurfatimah Sudarman, S. Hum.
Telephone : (021) 57943751 ext.1412
Hotline : 085774817530

(https://api.whatsapp.com/send/?phone=6285774817530&text&type=phone_number&p_absent=0)

Email : library.sp@lspr.edu
FAQ : <https://elibrary.lspr.ac.id/lsprperpus/index.php?p=16092022-7>
Office Hours (online and offline services)
Monday-Thursday : 08.00–18.00 WIB
Friday : 08.00–17.00 WIB
Saturday : 09.00–16.00 WIB
Location : Sudirman Park Campus B, 1st Floor

Note: If you require the library service hours to be extended for academic reasons, kindly send a notification via the library's WA Hotline a maximum of 1 day in advance. This will help ensure that the library staff can make the necessary arrangements to accommodate your needs.

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