VISION
The Master’s Degree Programme of STIKOM LSPR-Jakarta aims to be a consistent role model in Communication Studies in accordance to national and international standards.

MISSION
The Master’s Degree Programme of STIKOM LSPR-Jakarta is tasked to:
1. Educate the students in the current knowledge and technology about Communication Studies;
2. Prepare the students in becoming role models in all areas of Communication Studies as mass media is responsible in shaping the opinions of the society;
3. Guide the students’ inclinations toward building the nation with emphasis in the attainment of the common good.
Introduction
LSPR-Jakarta S2 Thesis Manual intends to guide the student in completing the final requirement needed to complete LSPR-Jakarta Master’s degree programme. It discusses what LSPR-Jakarta S2 Thesis and non-thesis project are all about—their objectives, process, outline, stylebook, forms, evaluation, advisers, panelists, format for specific pages, and other related matters.

In LSPR-Jakarta S2 Master’s degree programme, the conduct of the thesis and non-thesis project starts once the student enters the programme. For this reason, each applicant to the S2 programme is already asked during the entrance examination and interviews his/her idea for a thesis. Once accepted, the student immediately works on a thesis proposal—integrated in several compulsory and core subjects. In the final semester, the student writes the thesis or non-thesis project and presents/defends it before a panel.

LSPR-Jakarta S2 Thesis hopes to bring out the best in the students with the hopes of career advancement.

All the best,

PGP Thesis Bureau
Part 1

Master’s Thesis
LSPR-Jakarta S2 Thesis
Thesis (8 Credit hours)
LSPR-Jakarta S2 Thesis is the final requirement to complete LSPR S2 programme. It aims to bring out the aspired qualities of a LSPR S2 graduate i.e., analytical thinking, globally competitive, professional in conduct, and readiness for a managerial position. It is done individually.

Thesis Objectives

Global Objectives
In LSPR-Jakarta S2 Thesis, students are expected to:
• exhibit knowledge and skills on compulsory and core communication subjects;
• make an in-depth (important) contribution to the communication field and industry;
• pursue an endeavor which the student may use to advance his/her career; and
• demonstrate a good command of written and spoken English.

Practical Objectives
LSPR-Jakarta S2 students are expected to:
• formulate research questions
• translate the research question into methodology
• collect all necessary data as required
• analyze and discuss the findings
• have an in-depth analysis regarding the research issue.

Thesis Duration & Special Consideration

LSPR-Jakarta Thesis Writing, Presentation/Defense, Revision/Finalization and Turn-over should be completed within one semester. If the student fails to complete these within the prescribed period, he/she will have to re-enroll in the next semester. As the maximum duration of study is five semesters for the professional program and six semesters for the acceleration program, theses are usually conducted from the second semester and third semester respectively. Students will theoretically have three more semesters to complete his/her studies.

Any requests for special consideration must be lodged in through the thesis advisers whom then will contact the S2 Thesis Committee. The adviser will then discuss the situation of the student with the thesis committee and seek for an outcome from the situation. All requests for special considerations will be decided on a case-by-case basis.

Thesis Eligibility
To be eligible to enroll in the core subject “Thesis”, students must have:
• had a cumulative Grade Point Average (GPA) of 3.0;
• passed all subject requirements;
• registered in study plan (KRS);
• completed all payments;

Thesis Conditions and Requirements
A thesis must meet the following conditions and requirements:
• Thesis topics must be related to communications and approved by the Thesis Committee.
• An advisor will be appointed by the Thesis Coordinators. He/she must be a lecturer/professional with a good proven track record as a practitioner in the communication field.
Thesis Process
The completion of a LSPR-Jakarta S2 Thesis entails a six-step process—thesis idea inquiry, thesis proposal writing, thesis writing, thesis presentation/defense, thesis revision/finalization, and thesis turn-over (see Figure 1).

During the entrance examination and interviews, LSPR-Jakarta already inquires from the applicant his/her idea for a thesis. This is the starting point of LSPR-Jakarta S2 Thesis.

Thesis proposal writing in LSPR-Jakarta S2 programme is undertaken in tandem with compulsory and core subjects. In the compulsory subject “Advanced Communication Theory,” students are asked as a requirement to write their thesis rationale/background, topic, and objectives as well as the theoretical framework.

In the beginning of the next semester, students are asked to fill out a Thesis/Non-Thesis Title Form [see Appendix 1] to be reviewed by the Thesis Committee. Then in the core research subject (whether “International Public Relations: Theory, Research and Practice,” “Communication Research,” “Media and Communication Research,” and “Qualitative/Quantitative Research Methods”), students are tasked to draft a literature review and formulate their thesis research design/method. Students are strongly encouraged to cite from original materials when discussing theories and methods. Second hand citations are strongly discouraged as are the use of Indonesian textbooks.

To assist students with their proposal writing, thesis advisers will be assigned in the beginning of the semester. The thesis proposal basically includes the following: Introduction (Chapter I), Theoretical Framework (Chapter II), and Research Design and Method (Chapter III). The proposal must be written following the sixth edition of the Publication Manual of the American Psychology Association (APA). Please see LSPR Referencing Guide for examples on how to cite sources and making a reference list. The submission of a student’s thesis proposal can only be accepted if the proposal is approved by his/her thesis adviser and accompanied by at least three adviser’s signatures on the counseling form.

In the following semester students present their proposals in front of their fellow students, the course instructor, representatives from the industries, and the thesis advisers in the Seminar and Colloquium Class. Inputs and suggestions from the attendees should be taken into consideration when making final revision to the proposals prior to fieldwork. The soft copies (for fellow students) and hard copies (for class instructor, representatives from the industries, and thesis advisers) must be distributed at least a week prior to the presentation.

3. Thesis Writing.
After students have undertaken the thesis proposal hearing, they proceed in preparing and retesting their research instruments. Then, they undertake data generation, analysis and interpretation. Students are expected to complete Research Analysis (Chapter IV) and Conclusions and Recommendations (Chapter V). The structure of chapters can be expanded to more than five depending on the approval of the thesis adviser with the notification to the student’s Thesis Coordinator and Thesis Director. Unless specified by the Thesis Adviser, students are required to consult at a designated time throughout the semester.
Once students have completed the entire thesis (to include the preliminary pages, five chapters, and attachments) to the satisfaction and approval of their Thesis Advisers, they will be eligible to undergo a thesis presentation and defense. The thesis presentation and defense is conducted in English or Indonesian. Students shall use audio-visual aids in the presentation and shall dress in business attire. The students and advisers are expected to take note of the panelists’ comments during the defense. The thesis panel must receive a copy of the thesis at least two weeks before the thesis presentation and defense. The thesis presentation and defense are open to public.

5. Thesis Revision and Finalization.
LSPR-Jakarta S2 upholds that the Thesis is the work of the student (guided by the Thesis Adviser). In this sense, the student and adviser discuss which comments from the examining panel shall be incorporated in the thesis revised draft. The student, however, must complete a work that ensures readability and style/format uniformity. The final thesis output must be approved by the adviser and accepted by a LSPR-Jakarta S2 management representative. The thesis revision, binding, and finalization (including its softcopy) must take place in the duration of 2 (two) weeks. Failing to meet the timeline, the student will face the consequence that his/her prior pass status will be revoked and he/she must take another thesis presentation and defense and will be charged IDR 1,450,000 for the re-defense process.

6. Thesis Turn-over.
Students who are awarded grades “A” or “A-” for their thesis are required to submit 2 (two) hard copies and 1 (one) softcopy in a compact disc (CD) of their thesis. Those with other passing grades are required to submit only 1 (one) softcopy in a compact disc (CD). The students may reproduce and individually distribute more copies of their works to their thesis advisers and other parties. If students fail to obtain the approval from their thesis advisers, their thesis final manuscripts will be rejected by the Thesis Bureau. Students who cannot get approval from their thesis advisers on the submission deadline will have to extend their thesis writing to the next semester.

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Figure 1: LSPR-Jakarta S2 Thesis Process

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1 Students’ failing to obtain the approval from their thesis advisers will result in the rejection of the thesis manuscripts by the Thesis Bureau. Students who cannot get approval from their thesis advisers on the thesis submission deadline will have to extend their thesis writing to the next semester.
Thesis Schedules

Thesis Outline
LSPR-Jakarta S2 Thesis Outline is basically divided into three parts: preliminary pages, thesis proper, and attachments.

1. Preliminary Pages
The preliminary pages of LSPR-Jakarta S2 Thesis are as follows:
- Cover (see Appendix 2)
- Fly Leaf
- Title Page
- Dedication Page (optional)
- Acknowledgements (see Appendix 3)
- Thesis Approval Letter Page
- Thesis Confirmation Letter page
- Research Originality Statement (see Appendix 4)
- Student’s Curriculum Vitae (see Appendix 5)
- Abstract of 150 and 250 words (see Appendix 6)
- Table of Contents (see Appendix 7)
- List of Tables and Figures
- List of Attachments

2. Thesis Proper
The thesis proper is composed of at least the following chapters:
- Chapter One: Introduction
- Chapter Two: Theoretical Framework
- Chapter Three: Research Design and Method
- Chapter Four: Research Analysis
- Chapter Five: Conclusions and Recommendations
- References (see Appendix 8)

3. Attachments/Appendices (if available)
The attachments may include any of the following:
- Location maps
- Research Instruments
- Letters
- Photographs
- Diagrams/Flowcharts
- Others

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Footnote: For confidentiality purposes, research data—such as interview transcripts and field notes—MUST NOT be attached in the appendices of the thesis hard cover. Such data are attached only in the thesis soft cover to allow the thesis defense panelists to see the raw data.
Thesis Evaluation
LSPR-Jakarta S2 programme shall assess the student’s work in the thesis presentation/defense. In the thesis presentation/defense, the examining panelists provide a grade to the student based on the following criteria: Content (40%), Relevance (20%), Originality (15%), Language and Ethics (10%), and Presentation (15%). Students need to obtain a grade of 70 and above to pass. Failing to achieve the minimum passing grade with result in a re-defense with financial consequences as mentioned in Section 5. The numeric grade given by the panel, though not announced during the thesis defense, shall be reflected in the student’s academic transcript.

The examining panel consists of three persons: a chairperson (the first examiner), a professional or academic expert (the second examiner), and the student’s thesis adviser (the third examiner). The grading weights are 40%, 40%, and 20% respectively.

Thesis Advisers
LSPR-Jakarta S2 programme assigns advisers to its students based on their credentials, experiences and availability. The advisers must at least have a Master’s degree in the related field and/or receive the similar level of certification from the Badan Nasional Sertifikasi Profesi (BNSP). The thesis adviser has the following tasks:
- directing students in integrating thesis related outputs in compulsory and core subjects in order to draft a thesis proposal;
- exchanging ideas during the thesis proposal hearings and taking notes of the comments of other LSPR advisers;
- guiding students in thesis writing;
- attending the thesis presentation/defense, taking notes of the comments of panelists, and be the third examiner; and
- checking whether students have incorporated acceptable revisions, if any, in the final thesis manuscript.

Change of Thesis Advisers
Students may request in a formal letter for a change of thesis advisers to PGP LSPR-Jakarta through their respective Thesis Coordinator on the grounds of, for example, non-performance of duties and responsibilities. The Thesis Director shall immediately act on the request – checking on the validity of the complaint. If the complaint shows merit, the Coordinator with the approval of the Thesis Director shall assign another adviser to the student.

Switching to Non-thesis
Students are NOT ALLOWED to change a thesis to a non-thesis project.

Examiners Panel
LSPR-Jakarta S2 programme assigns panelists based on their credentials, experiences and availability. There shall be at least three panelists per thesis presentation/defense—a chairperson, an academician or practitioner, and thesis adviser. The chairperson (Professor or S3 holder or a holder of the similar level of certification from the Badan Nasional Sertifikasi Profesi [BNSP]) oversees the conduct of the thesis presentation and defense as well as provides inputs to improve the student’s work. The other panel member (minimum S2 degree holder) looks particularly at the quality of the research undertaken and also assesses the contribution of the professional thesis to the industry (minimum 10 years of experience and/or has a management position). The thesis adviser examines his/her student’s research-related knowledge and provides clarification of other panel members’ questions to the student.
Guideline on Academic Dishonesty
LSPR-Jakarta S2 programme will not tolerate any form of academic dishonesty or plagiarism in all students’ works, including the Master’s degree thesis. For this reason, the programme requires all students to sign and attach a research originality statement (see Appendix 4), which stipulates that the thesis manuscript is authentic. In addition, students must state in writing that if in the future their manuscript is proven to be a result of plagiarism; the student should be willing to accept the consequences which may include the cancellation of their Master’s Degree from LSPR-Jakarta. The Research Originality Statement must have a 6000-rupiah document stamp. Please consult LSPR Referencing Guide for examples on citing and referencing academic sources.

Guidelines for Thesis Chapters
The main chapters of LSPR-Jakarta S2 thesis shall have at least the following outline:

I. Introduction
   - Background of the Study
   - Problem Statement
   - Study Objectives
   - Significance of the Study
   - Scope and Delimitation
   - Research Implications (optional)

II. Theoretical Framework
   - Literature Review (previous studies)
   - Theoretical Framework
   - Research Hypothesis (if appropriate)
   - Conceptual Framework (if appropriate)
   - Definition of Terms

III. Research Design and Method
   - Research Design and Method
   - Data Generation Procedure
   - Variables and Measures (if appropriate)
   - Operational Framework (if appropriate)
   - Data Generation Instrument
   - Sampling, Respondents, and Resource Persons
   - Data Analysis Procedure
   - Data Generation Schedule

IV. Research Analysis
   The outline of this chapter depends on how the data shall be analyzed, interpreted, and presented. The chapter contains the meat of the thesis and must contain the most number of pages.

V. Conclusions and Recommendations
   - Conclusion
   - Recommendations
   - References (see Appendix 8)

If written in Bahasa Indonesia, the main chapters of LSPR-Jakarta S2 thesis shall have at least the following outline:

I. Pendahuluan
   - Latar Belakang
   - Rumusan Masalah
   - Tujuan Penelitian
Manfaat Penelitian
Ruang Lingkup dan Batasan Penelitian
Implikasi Penelitian (pilihan)

II. Kerangka Teoretis
  Kajian Pustaka (Penelitian sebelumnya)
  Kerangka Teoretis
  Hipotesis Penelitian (Jika ada)
  Kerangka Konseptual (Jika ada)
  Definisi Istilah

III. Metodologi
  Rancangan dan Metode Penelitian
  Prosedur Pengumpulan Data
  Variable dan Pengukuran (Jika ada)
  Kerangka Operasional (Jika ada)
  Instrumen Pengumpulan Data
  Sampling, Responden, dan Narasumber
  Prosedur Analisis Data
  Jadwal Pengumpulan Data

IV. Analisis Penelitian
  Kerangka bab ini tergantung pada bagaimana data akan dianalisis, diinterpretasikan, dan disajikan. Bab ini merupakan bagian utama tesis dan memiliki jumlah halaman terbanyak.

V. Simpulan dan Saran
  Simpulan
  Saran
  Referensi

Recommended Research Methods and Data Collection Techniques
LSPR-Jakarta S2 programme recommends that students use the research methods and data collection techniques as listed below:

- Document Analysis
- Conversation Analysis
- Discourse Analysis
- Content Analysis
- Communication Audit
- Personal Interviews
- Telephone Interview
- Group Interview
- Field Experiment
- Laboratory Experiment
- Observation
- Unobtrusive Methods
- Focus Group Discussion
- Survey
- Others

Research Implications
LSPR-Jakarta S2 programme encourages students to utilize their thesis to advance their careers. In this light, it offers as an option to students a chance to undertake an output based on thesis recommendations and to present the same to targeted beneficiaries. The outputs may include any of the following:

- Campaign Plans on Public Relations, Advertising, Marketing, Media Relations, Community Relations, etc.
- Media Materials to reach specific target audiences
- Training modules on Corporate Communication, Mass Communication, Journalism, Marketing, etc.
- Event Planning for Public Relations and Marketing
- Others
GUIDELINES FOR THESIS PROPOSAL PRESENTATION AND DEFENSE

Thesis Proposal Presentation

LSPR-Jakarta S2 Thesis Proposal Presentation shall take place after students have completed their thesis proposals to the satisfaction of the advisers. The presentation is conducted in the Seminar and Colloquium Class in front of their fellow students, the course instructor, and the assigned advisers.

During the presentation, the students, course instructor, and assigned advisers should come into an agreement as to the problem statement, objectives, theoretical framework, research design and method. The completed thesis proposal agreement form shall be noted by all parties involved.

Thesis Presentation/Defense


Introduction

LSPR-Jakarta S2 Management Representative opens the thesis presentation/defense with an introduction of the students, adviser and panelists. He/she sets the tone of the events – recalling basic agreements after the student’s thesis proposal presentation. He/she guides the panelists as to their sitting arrangements.

Presentation

The students present only the highlights of the thesis, i.e. study objectives, research methodology, most important findings, conclusions, recommendations, etc. Students must use the appropriate visual aids and dress in business attire. The presentation may not be more than 15 minutes

Question and Answer

After the presentation, the panel members ask questions to the students.

Deliberation

During the deliberation, the student shall be asked to leave the room to enable the panel/facilitator and adviser to speak in private. The panel decides on the grade of the student based on the evaluation guidelines.

Announcement and Summing Up

After the deliberation, the student shall be asked to enter the room. The chairperson announces the decision of the panel – whether to pass or fail the student – but does not reveal the actual numeric grade of the student. He/she likewise sums up the revisions suggested by the panel. If the student passes, the panel congratulates the student. If the student fails, LSPR-Jakarta S2 management representative shall schedule a re-defense of the thesis.

Figure 2: Thesis Presentation/Defense Process
LSPR-Jakarta S2 Thesis Re-defense
As mentioned earlier, in cases where a student needs to re-defend his/her thesis due to failure in the thesis presentation and defense, he/she will be charged a re-defense fee of IDR 1,450,000. In addition, the Thesis Coordinator and/or the Thesis Director must approve a re-defense session in order to ensure that all revision required by the previous examining panel have been complied with.

Guidelines for Specific Preliminary Pages
LSPR-Jakarta S2 programme follows a format for specific preliminary pages of the thesis (please see this Manual’s Appendices).
• Thesis Title Page (which is the same as the cover page)
• Research Originality Statement (with documentary stamp)
• Table of Contents
• List of Tables and Figures
• List of Attachments
• Separator Pages

The Curriculum Vitae includes the following information about the student’s:
• Career Objective
• Educational Background
• Professional Background
• Seminars and Workshops Attended
• Awards and Recognition
• Published Works
• Research Works
• Audio-Visual Works
• Personal Background

Thesis Stylebook

1. Materials and Type
The paper used for the soft and hardcover of the thesis is 80-gram-A4 (210 x 297 mm). The color of the cover paper is light brown.

2. Typing
Kindly type using the following format:
1) Type of Font
   • The font used is Arial, size 12. All texts should use the same font.
2) Figures and Units
   • Numbers are typed in figure.
     Example: The number of newspaper is 10,000 copies.
   • The number in the beginning of a sentence is not in figures, but in words.
     Example: Twenty newspaper companies
   • Decimal fraction is shown with points, not full stop.
     Example: The sale price per unit is Rp 1,176,50.
   • Unit is state in official abbreviation without full stop.
     Example: m, g, kg
3) Space
   Use double space in the manuscript.
4) Margin
   Top: 4 cm  
   Bottom: 3 cm
   Left: 4 cm
5) New paragraph
A new paragraph is typed after a single enter. No extra space is needed between paragraphs. Spacing before and after paragraphs is both 0 (zero).

6) Title, Subtitle, and Sub-subtitle
- Title has to be typed in capital letters, arranged symmetrically in the center and without full stop. If it is more than 1 line, type it by forming an upside down pyramid.
- Subtitle is printed in bold and aligned on the left side without full stop. Only the first sentence of the word is a capital letter.
- Sub-subtitle is printed in bold and aligned on the left side. Only the first letter of the word is a capital letter, without full stop at the end of the title. The first sentence after the sub-subtitle begins with a new paragraph.

3. Numbering
Kindly follow the guidelines on numbering as stipulated below:

1) Page Numbering
- From the thesis approval until the student curriculum vitae sections, the pages have no numbers.
- From the abstract until the list of attachments pages, it is numbered in small Roman numerals (i, ii, iii, and so on...).
- Starting from Introduction (Chapter I) until the last page of Attachment, it is numbered with Arabic numerals (1, 2, 3, and so on...).
- The page number is written on the upper right hand portion of the paper, except for the new chapter page wherein the page number is typed in the center of the bottom of page. The margin in typing the page number is 2.5 cm from the right side and 1.5 cm from the top.

2) Title, Subtitle, and Sub-subtitle
- Every chapter is orderly numbered in Roman capital figures, typed after word “CHAPTER” in the center above the chapter title. Example:

```
CHAPTER I
INTRODUCTION
```

- Subtitles are orderly numbered in Arabic numerals, for example:
  3.1 Research Design and Method
- Sub-subtitles are orderly numbered in Arabic numerals, for example:
  3.1.1 Environment
  3.1.2 Community Involvement

4. Tables and Figures
Tables and figures are orderly numbered in Arabic numerals. The format of the tables and figures is as follows:
- The table is presented on a paper and is symmetrically typed from left to right.
- Letters and figures of tables have to be typed. The columns are adjusted so that the contents are easy to read. The range between one line and another in the table can be in single space or double space.
- Every table can have borders, which are within the range of the paper margin.
- The table column is parallel with the paper length.
• The table may be aligned left of the page between the texts of the thesis main part. In this case, the bottom line of the table has to be in the range of double space from the first sentence typed under the table.
• The number and title of table are typed above the top border of table and aligned left. If the title of table is composed of two lines or more, the lines are typed in double space.
• In case the writer needs a wider paper for the table, he/she can use the next page.
• Attach the bigger table. Take the important data so the table placed in the main part of the thesis can be made simpler.
• Every table concerning the data has to cite its sources.
• The line is put in such a way that the borders are within the range of the paper margin. The figures are put symmetrically in the typing margin.
• Any figure that requires a wider paper can use the page provided in the attachment.
• A figure is not accepted as a part of the thesis text if it is made on a chart paper and it is made on another paper glued to the text paper.

For example:

Table 1

Correlations Among and Descriptive Statistics For Key Study Variables

<table>
<thead>
<tr>
<th></th>
<th>M (SD)</th>
<th>Sex</th>
<th>Age</th>
<th>Income</th>
<th>Educ.</th>
<th>Relig.</th>
<th>Intol.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sex</td>
<td>1.53 (.50)</td>
<td>.07</td>
<td>-.09</td>
<td>.02</td>
<td>.14</td>
<td>.06</td>
<td></td>
</tr>
<tr>
<td>Age</td>
<td>31.88 (10.29)</td>
<td>.08</td>
<td>.19*</td>
<td>.20*</td>
<td>.01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td>2.60 (1.57)</td>
<td>.04</td>
<td>-.14</td>
<td>-.09</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educ.</td>
<td>3.44 (1.06)</td>
<td></td>
<td></td>
<td>-.29*</td>
<td>-.06</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relig.</td>
<td>1.21 (.30)</td>
<td></td>
<td></td>
<td>-.19*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dist. Intol.</td>
<td>3.75 (1.19)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes. N’s range from 107 to 109 due to occasional missing data. For sex, 0 = male, 1 = female. Educ. = education. Dist. Intol. = distress intolerance. Relig. = religiosity.
* p ≤ .05.

5. Language Use
English is used as a standard language for Executive Professional and Honors Acceleration classes. The thought/idea should always be stated in a complete sentence. Foreign or non-English terms/words should be typed in italics. Regular Professional and Certified Acceleration classes may choose to write either in English or Bahasa Indonesia.

6. Length
The thesis contains at least 22,500 words (about 80 pages) excluding the attachments.

7. References
The referencing format adopted by London School of Public Relations-Jakarta is the Sixth Edition of Publication Manual of the American Psychological Association (APA) 2010. The samples of instruction on how to cite sources as well as to write references in the APA style format can be seen in LSPR Referencing Guide.
8. Separator Pages
A separator page is used to divide the main sections of the thesis such as between Chapter I and Chapter II. A separator page is yellow in colour and contains LSPR-Jakarta seal in the middle. Kindly follow the sample attached at the end of the manual.

9. Colored Printing
The following conditions warrant colored printing:
- Photos utilized in the curriculum vitae, field reports, appendices, etc
- Tables and Charts using colored legend
- Thesis cover (with LSPR-Jakarta Logo)
- Maps
- Others (as determined by the thesis Adviser, Panel, Thesis Coordinator, and/or the Thesis Director).

10. Manuscript Printing
To support “go-green” campaign at LSPR-Jakarta, theses may be printed on both sides of papers.

LSPR-Jakarta S2 Thesis Forms
LSPR-Jakarta S2 shall make use of the following forms to properly facilitate the thesis writing process:
- Thesis/Non-thesis Counseling Form
- Application for Thesis/Non-thesis Presentation and Defense (see Appendix 9)
- Letter of Confirmation (see Appendix 10)
- Thesis/Non-thesis Presentation and Defense Evaluation Forms
- Thesis/Non-thesis Approval and Acceptance (see Appendix 11)
- Thesis/Non-thesis Extension Request Form (see Appendix 12)
- Application for Thesis/Non-thesis Re-Defense (see Appendix 13)

Kindly consult the S2 Thesis Bureau staff on the 9th Floor of PGP Campus for the forms.
Part 2

Non-Thesis Project
LSPR-Jakarta S2 Non-Thesis
Non-Thesis/Project (6 Credit hours)

A non-thesis project is another option of final requirement to complete LSPR S2 programme. It aims to bring out the aspired qualities of a LSPR-Jakarta S2 graduate i.e., practical skills, participatory research, analytical thinking, globally competitive, professional in conduct, and readiness for a managerial position.

The non-thesis project requires a creativity concept and strong managerial skills in managing a project. It also requires the qualities of an academic work. The non-thesis project also has to provide the practical works or experiences in implementing communication aspects in the industries for students.

The end product is a project conducted in a respective industry and/or a project proposal/platform proposed to the industries. It can be done in a group of maximum three students.

Non-Thesis Objectives

Global Objectives
In LSPR-Jakarta S2 Non-Thesis, students are expected to:
• prove their skills to fulfill the demands of the industry;
• exhibit knowledge and skills on compulsory and core communication subjects;
• provide a proven track in managing a current project relates to communications field in the respective industries;
• present an ability to develop a project platform in communication field as accepted by the industries;
• make an in-depth (important) contribution to the communication industry;
• pursue an opportunity in which students can advance their careers; and
• demonstrate a good command of written and spoken English.

Practical Objectives
LSPR-Jakarta S2 students writing non-thesis are expected to:
• formulate a practical concept;
• show skills of participatory research;
• use the theoretical and knowledge in communications to develop the project;
• use the proper methodology to conduct the project;
• collect all necessary data as required;
• analyze and discuss the findings;
• write a work that is ready to be presented in final defense.

Non-Thesis Duration & Special Consideration

LSPR-Jakarta Non-Thesis project Writing, Presentation/Defense, Revision/Finalization, and Turn-over should be completed within two semesters. If students fail to complete these within the prescribed period, they will have to re-enroll an additional semester. As the maximum duration of study is five semesters for the professional program and six semesters for the acceleration program, non-thesis projects are usually conducted from the second semester and third semester respectively. Students will theoretically have three more semesters to complete his/her studies.
Any requests for special consideration must be lodged in through the non-thesis advisors who then will contact the S2 Thesis Committee. The advisor will then discuss the situation of the student with the thesis committee and seek for an outcome from the situation. All requests for special considerations will be decided on a case-by-case basis.

**Non-Thesis Eligibility**
To be eligible for the non-thesis project, students must have:
- had a cumulative Grade Point Average (GPA) of 3.0;
- passed all subject requirements;
- registered in study plan (KRS); and
- completed all payments.

**Non-Thesis Conditions and Requirements**
A non-thesis project must meet the following conditions and requirements:
- The project must be related to communications and officially approved by the non-thesis committee.
- A proposal of project for a company/institution may also be proposed as a non-thesis project.
- The Non-thesis Committee will decide whether a project can be done individually or in a group. A hearing for consultation is possible for this purpose. The final decision about this matter will be announced at the seminar and colloquium class.
- Official acknowledgement or authorization from the respective company/institution is a compulsory
- A choice of a personal or group project (a maximum of 3 persons in a group) is allowed, but is subject to the approval of the Non-thesis Committee. For a group project, each member must provide his/her role and responsibility in the project, including research and analysis. Evaluation will be based on individual performance and the overall quality of the project.
- An advisor will be appointed by the Non-thesis Committee. He/she must be a lecturer with a good proven track record as a practitioner in the communication field.
- To support the non-thesis process, a liaison officer from the respected company is necessary and must be officially appointed by the company.
- The company that becomes the subject for a non-thesis project must be a well-respected company whose operations cover national and/or international levels.
- A cross major analysis and discussion is possible in the non-thesis project. This is an effort to make a comprehensive result of the non-thesis quality.

**Non-thesis Project Process**
The completion of a LSPR-Jakarta S2 Non-Thesis entails a six-step process—non-thesis idea inquiry, non-thesis proposal writing, non-thesis writing, non-thesis presentation/defense, non-thesis revision/finalization, and thesis non-thesis turn-over (see Figure 3).

1. **Non-thesis Project Idea Inquiry**
During the entrance examination and interviews, LSPR-Jakarta already inquires from the applicant his/her group or individual idea for a non-thesis project. This is the starting point of LSPR-Jakarta S2 non-thesis project.

2. **Non-Thesis Proposal Writing**
Non-thesis proposal writing in LSPR-Jakarta S2 programme is undertaken in tandem with compulsory and core subjects. In the compulsory subject “Advanced Communication Theory” (ACT), students are asked as a requirement to write their non-thesis rationale/background, topic, and objectives as well as the theoretical framework.
In the beginning of the next semester, students are asked to fill out a Thesis/Non-Thesis Title Form (see Appendix 1) to be reviewed by the Non-thesis Committee. Then, the students need to revisit their ACT assignment and continue writing the methodological section of the non-thesis project. Students are strongly encouraged to cite from original materials when discussing theories and methods. Second hand citations are strongly discouraged as are the use of Indonesian textbooks.

To assist students with their non-thesis proposal writing, non-thesis advisers will be assigned in the beginning of the semester. The thesis proposal basically includes the following: (1) Description of the project to be conducted/proposed; (2) Review of existing literature on the project/issue; (3) Description of the proposed study methodology to complete the project; and (4) Outline of the tasks and activities required to complete the research paper and anticipated schedule of completion of the project. The proposal must be written following the sixth edition of the Publication Manual of the American Psychology Association (APA). Please see LSPR Referencing Guide for examples on how to cite sources and making a reference list. The submission of a student’s non-thesis proposal can only be accepted if the proposal is approved by his/her non-thesis adviser and accompanied by at least three adviser’s signatures on the counseling form.

In the following semester students present their non-thesis proposals in front of their fellow students, the course instructor, and the thesis advisers in the Seminar and Colloquium Class. Inputs and suggestions from the attendees should be taken into consideration when making final revision to the proposals prior to fieldwork. The soft copies (for fellow students) and hard copies (for class instructor and thesis advisers) must be distributed at least a week prior to the presentation.

3. Non-Thesis Writing
After students have undertaken the non-thesis proposal hearing, they proceed to conduct the project, undertake data generation, analysis, and interpretation. Students are expected to complete Research Analysis Section and Conclusions and Recommendations Section. Unless specified by the Non-Thesis Adviser, students are required to consult at a designated time throughout the semester.

4. Non-Thesis Presentation and Defense
Once students have completed the entire non-thesis project to the satisfaction and approval of their Non-thesis Advisers, they will be eligible to undergo a Non-Thesis presentation and defense. The Non-Thesis presentation and defense is conducted in English or Indonesian in front a panel of examiners. Students shall use audio-visual aids in the presentation and shall dress in business attires. The students and advisers are expected to take note of the panelists’ comments during the defense. The thesis panel must receive a copy of the non-thesis project soft cover at least two weeks before the non-thesis presentation and defense. The non-thesis presentation and defense are open to public.

5. Non-Thesis Revision and Finalization
LSPR-Jakarta S2 upholds that the non-thesis project is the work of the student (guided by the Non-thesis Adviser). In this sense, the student and adviser discuss which comments from the examining panel shall be incorporated in the non-thesis revised draft. The student, however, must complete a work that ensures readability and style/format uniformity. The final non-thesis output must be approved by the adviser and accepted by a LSPR-Jakarta S2 management.

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3 Students’ failing to obtain the approval from their non-thesis advisers will result in the rejection of the non-thesis manuscripts by the Thesis Bureau. Students who cannot get approval from their non-thesis advisers on the non-thesis submission deadline will have to extend their non-thesis writing to the next semester.
representative. The non-thesis revision binding, and finalization (including the final project softcopy), must take place in the duration of 2 (two) weeks. Failing to meet the timeline, the student will face the consequence that his/her prior pass status will be revoked and he/she must take another non-thesis presentation and defense and will be charged IDR 1,450,000/person for the re-defense process.

6. Non-Thesis Turn-over
Students who are awarded grades “A” or “A-” for their thesis are required to submit 2 (two) hard copies and 1 (one) softcopy in a compact disc (CD) of their non-thesis projects. Those with other passing grades are required to submit only 1 (one) softcopy in a compact disc (CD). The students may reproduce and individually distribute more copies of their works to their thesis advisers and other parties. If students fail to obtain the approval from their non-thesis advisers, their non-thesis final manuscripts will be rejected by the Thesis Bureau. Students who cannot get approval from their non-thesis advisers on the submission deadline will have to extend their non-thesis writing to the next semester.

![Non-Thesis Process Diagram]

Figure 3: LSPR-Jakarta S2 Non-Thesis Process

Non-Thesis Schedules

Non-Thesis Outline
LSPR-Jakarta S2 Non-Thesis Outline is basically divided into three parts: preliminary pages, non-thesis proper, and attachments.

1. Preliminary Pages
The preliminary pages of LSPR-Jakarta S2 Non-thesis project are as follows:
- Cover [see Appendix 2]
- Fly Leaf
- Title Page
- Dedication Page (optional)
- Acknowledgements [see Appendix 3]
- Thesis Approval Letter Page
- Thesis Confirmation Letter page
- Research Originality Statement [see Appendix 4]
- Student’s Curriculum Vitae [see Appendix 5]
- Abstract of 150 and 250 words [see Appendix 6]
1. Table of Contents (see Appendix 7)
   - List of Tables and Figures
   - List of Attachments

2. Non-Thesis Proper
   The Non-Thesis proper is composed of the following sections:
   - Introduction
   - Project Planning
   - Project Execution
   - Project Monitoring and Evaluation
   - Conclusion and Recommendations
   - References (see Appendix 8)

3. Attachments/Appendices (if available)
   The attachments may include any of the following:
   - Location/maps
   - Research Instruments
   - Letters
   - Photographs
   - Diagrams/Flowcharts
   - Others

Non-Thesis Evaluation
LSPR-Jakarta S2 programme shall assess the student’s work in the non-thesis presentation/defense. In the Non-Thesis presentation/defense, the examining panelists provide a grade to the student based on the following criteria: Content (40%), Relevance (20%), Originality (15%), Language and Ethics (10%), and Presentation (15%). Students need to obtain a grade of 70 and above to pass. Failing to achieve the minimum passing grade will result in a re-defense with financial consequences as mentioned in Section 5. The numeric grade given by the panel, though not announced during the non-thesis defense, shall be reflected in the student’s academic transcript.

The examining panel consists of three persons: a chairperson (the first examiner), an expert who also monitors the project (the second examiner), and the student non-thesis adviser (the third examiner). The grading weights are 40%, 40%, and 20% respectively.

Non-Thesis Advisers
LSPR-Jakarta S2 programme assigns advisers to its students based on their credentials, experiences and availability. The non-thesis advisers must have at least 10 (ten) years working experiences, with a good track record of field experiences in the communication field. The non-thesis adviser must also have a Master’s degree in the related field and/or receive the similar level of certification from the Badan Nasional Sertifikasi Profesi (BNSP).

The thesis adviser has the following tasks:
- directing students in integrating non-thesis related outputs in compulsory and core subjects in order to draft a non-thesis proposal;
- exchanging ideas during the non-thesis proposal hearings and taking notes of the comments of the panelists;
- guiding students in non-thesis writing;
- attending the thesis presentation/defense, taking notes of the comments of panelists, and be the third examiner; and
- checking whether students have incorporated acceptable revisions, if any, in the final non-thesis manuscript.
Change of Non-Thesis Advisers
Students may request in a formal letter for a change of non-thesis advisers to PGP LSPR-Jakarta through their respective Thesis Coordinator on the grounds of non-performance of duties and responsibilities, among others. The Thesis Director shall immediately act on the request – checking on the validity of the complaint. If the complaint shows merit, the Coordinator with the approval of the Thesis Director shall assign another adviser to the student.

Switching to Thesis
Students are NOT ALLOWED to change a non-thesis project to a thesis.

Examining Panelists
LSPR-Jakarta S2 programme assigns panelists based on their credentials, experiences and availability. There shall be at least two panelists per non-thesis presentation/defense – a chairperson and an academician or a practitioner or a professional from the company, and the non-thesis adviser. The chairperson (a Professor or an S3 holder or a holder of the similar level of certification from the Badan Nasional Sertifikasi Profesi [BNSP]) oversees the conduct of the non-thesis presentation and defense as well as provides inputs to improve the student’s work. The other panel member (minimum S2 degree holder and/or a holder of the similar level of certification from the Badan Nasional Sertifikasi Profesi [BNSP]) directly looks closely at the quality of the project undertaken and also assesses the contribution of the non-thesis to the industry. The thesis adviser examines his/her/ student’s research-related knowledge and provides clarification of other panel members’ questions to the student.

Guideline on Academic Dishonesty
LSPR-Jakarta S2 programme will not tolerate any form of academic dishonesty or plagiarism in all students’ works, including the Master’s degree non-thesis project. For this reason, the programme requires all students to sign and attach a research originality statement (see Appendix 4), which stipulates that the non-thesis manuscript is authentic. In addition, students must state in writing that if in the future their manuscript is proven to be a result of plagiarism; the student should be willing to accept the consequences which may include the cancellation of their Master’s Degree from LSPR-Jakarta. The Research Originality Statement must have a 6000-rupiah document stamp. Please consult LSPR Referencing Guide for examples on citing and referencing academic sources.

Guidelines for Non-Thesis Parts
The main parts of LSPR-Jakarta S2 non-thesis project shall have at least the following outline:

I. Introduction
   Background/Rationale of the Project
   Problem Identification
   Project Objectives
   Scope and Delimitation

II. Project Planning
   Proposal (including description of project plan)
   Budgeting
   Time table
   Any additional description pertaining to a project plan

III. Project Execution
   Steps to implement the project (with their justification)
   Strategies to meet the time frame
IV. **Project Monitoring and Evaluation**
Strategies to monitor and evaluate the project

V. **Conclusion and Recommendations**
Conclusion
Recommendations

References (see Appendix 8)

If written in Bahasa Indonesia, the main parts of LSPR-Jakarta S2 non-thesis project shall have at least the following outline:

I. **Pendahuluan**
   Latar Belakang Proyek
   Identifikasi Problem
   Tujuan proyek
   Ruang Lingkup dan Batasan Proyek

II. **Perencanaan Proyek**
   Proposal (termasuk deskripsi rencana proyek)
   Pendanaan
   Jadwal Pelaksanaan Proyek
   Deskripsi tambahan yang berhubungan dengan rencana proyek

III. **Pelaksanaan Proyek**
   Langkah-langkah pelaksanaan proyek (disertai alasan/justifikasinya)
   Strategi-strategi untuk memenuhi jadwal pelaksanaan proyek

IV. **Monitor dan Evaluasi Proyek**
   Strategi-strategi untuk memonitor dan mengevaluasi proyek

V. **Simpulan dan Saran**
   Simpulan
   Saran-saran

Referensi (see Appendix 8)

Recommended Research Methods and Data Collection Techniques
LSPR-Jakarta S2 programme recommends its students to use the methods for their non-thesis projects as listed below:
• SOSTAC
• Six Stages
(Or any other methods as recommended by their non-thesis adviser and approved by the thesis/non-thesis committee)

Research Implications
LSPR-Jakarta S2 programme encourages students to utilize their non-thesis project to advance their careers. In this light, it offers as an option to students a chance to undertake an output based on thesis recommendations and to present the same to targeted beneficiaries. The outputs may include any of the following:
• Campaign Plans on Public Relations, Advertising, Marketing, Media Relations, Community Relations, etc.
• Media Materials to reach specific target audiences
• Training modules on Corporate Communication, Mass Communication, Journalism, Marketing, etc.
• Event Planning for Public Relations and Marketing
• Others
GUIDELINES FOR NON-THESIS PROJECT PROPOSAL PRESENTATION AND DEFENSE

Non-thesis Proposal Presentation
LSPR-Jakarta S2 Non-thesis Proposal Presentation shall take place after students have completed their non-thesis proposals to the satisfaction of the advisers. The presentation is conducted in the Seminar and Colloquium Class in front of their fellow students, the course instructor, and the assigned advisers.

During the presentation, the students, course instructor, and assigned advisers should come into an agreement as to the problem statement, objectives, theoretical framework, research design, method, and project design. The completed non-thesis proposal agreement form shall be noted by all parties involved.

Non-Thesis Presentation/Defense

Introduction
LSPR-Jakarta S2 Management Representative opens the non-thesis presentation/defense with an introduction of the students, adviser and panelists. He/she sets the tone of the events – recalling basic agreements after the student’s thesis proposal presentation. He/she guides the panelists as to their sitting arrangements.

Presentation
The students present only the highlights of the thesis, i.e. study objectives, project planning, project completion research methodology, analysis, conclusions, recommendations, etc. Students must use the appropriate visual aids and dress in business attire. The presentation may not be more than 15 minutes.

Question and Answer
After the presentation, the panel members ask questions to the students.

Deliberation
During the deliberation, the student shall be asked to leave the room to enable the panel/facilitator and adviser to speak in private. The panel decides on the grade of the student based on the evaluation guidelines.

Announcement and Summing Up
After the deliberation, the student shall be asked to enter the room. The chairperson announces the decision of the panel – whether to pass or fail the student – but does not reveal the actual numeric grade of the student. He/she likewise sums up the revisions suggested by the panel. If the student passes, the panel congratulates the student. If the student fails, LSPR-Jakarta S2 management representative shall schedule a re-defense of the non-thesis.

Figure 4: Non-Thesis Presentation/Defense Process
LSPR-Jakarta S2 Non-Thesis Re-defense
As mentioned earlier, in cases where students need to re-defend their non-thesis projects due to failure in the non-thesis presentation and defense, they will be charged a re-defense fee of IDR 1.450.000/person. In addition, the Thesis Coordinator and/or the Thesis Director must approve a re-defense session in order to ensure that all revision required by the previous examining panel have been complied with.

Guidelines for Specific Preliminary Pages
LSPR-Jakarta S2 programme follows a format for specific preliminary pages of the non-thesis project (please see this Manual’s Appendices).
- Non-Thesis Title Page (which is the same as the cover page)
- Research Originality Statement (with documentary stamp)
- Table of Contents
- List of Tables and Figures
- List of Attachments
- Separator Pages

The Curriculum Vitae includes the following information about the student’s:
- Career Objective
- Educational Background
- Professional Background
- Seminars and Workshops Attended
- Awards and Recognition
- Published Works
- Research Works
- Audio-Visual Works
- Personal Background

Non-Thesis Stylebook

1. Materials and Type
The paper used for the soft and hardcover of the thesis is 80-gram-A4 (210 x 297 mm). The color of the cover paper is light brown.

2. Typing
Kindly type using the following format:
1) Type of Font
   - The font used is Arial, size 12. All texts should use the same font.

2) Figures and Units
   - Numbers are typed in figure.
     Example: The number of newspaper is 10,000 copies.
   - The number in the beginning of a sentence is not in figures, but in words.
     Example: Twenty newspaper companies
   - Decimal fraction is shown with points, not full stop.
     Example: The sale price per unit is Rp 1,176,50.
   - Unit is state in official abbreviation without full stop.
     Example: m, g, kg

3) Space
   Use double space in the manuscript.

4) Margin
   Top: 4 cm
   Bottom: 3 cm
   Left: 4 cm
5) New paragraph
A new paragraph is typed after a single enter. No extra space is needed between paragraphs. Spacing before and after paragraphs is both 0 (zero).

6) Title, Subtitle, and Sub-subtitle
• Title has to be typed in capital letters, arranged symmetrically in the center and without full stop. If it is more than 1 line, type it by forming an upside down pyramid.
• Subtitle is printed in bold and aligned on the left side without full stop. Only the first sentence of the word is a capital letter.
• Sub-subtitle is printed in bold and aligned on the left side. Only the first letter of the word is a capital letter, without full stop at the end of the title. The first sentence after the sub-subtitle begins with a new paragraph.

3. Numbering
Kindly follow the guidelines on numbering as stipulated below:
1) Page Numbering
• From the thesis approval until the student curriculum vitae sections, the pages have no numbers.
• From the abstract until the list of attachments pages, it is numbered in small Roman numerals (i, ii, iii, and so on ...).
• Starting from Introduction (Chapter I) until the last page of Attachment, it is numbered with Arabic numerals (1, 2, 3, and so on...).
• The page number is written on the upper right hand portion of the paper, except for the new chapter page wherein the page number is typed in the center of the bottom of page. The margin in typing the page number is 2.5 cm from the right side and 1.5 cm from the top.

2) Title, Subtitle, and Sub-subtitle
• Every part is orderly numbered in Roman capital figures, typed after word “PART” in the center above the chapter title. Example:

PART I
INTRODUCTION

• Subtitles are orderly numbered in Arabic numerals, for example:
  3.1 Research Design and Method
• Sub-subtitles are orderly numbered in Arabic numerals, for example:
  3.1.1 Environment
  3.1.2 Community Involvement

4. Tables and Figures
Tables and figures are orderly numbered in Arabic numerals. The format of the tables and figures is as follows:
• The table is presented on a paper and is symmetrically typed from left to right.
• Letters and figures of tables have to be typed. The columns are adjusted so that the contents are easy to read. The range between one line and another in the table can be in single space or double space.
• Every table can have borders, which are within the range of the paper margin.
• The table column is parallel with the paper length.
• The table may be aligned left of the page between the texts of the thesis main part. In this case, the bottom line of the table has to be in the range of double space from the first sentence typed under the table.
• The number and title of table are typed above the top border of table and aligned left. If the title of table is composed of two lines or more, the lines are typed in double space.
• In case the writer needs a wider paper for the table, he/she can use the next page.
• Attach the bigger table. Take the important data so the table placed in the main part of the thesis can be made simpler.
• Every table concerning the data has to cite its sources.
• The line is put in such a way that the borders are within the range of the paper margin. The figures are put symmetrically in the typing margin.
• Any figure that requires a wider paper can use the page provided in the attachment.
• A figure is not accepted as a part of the thesis text if it is made on a chart paper and it is made on another paper glued to the text paper.

For example:

Table 1

Correlations Among and Descriptive Statistics For Key Study Variables

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sex</td>
<td>1.53 (.50)</td>
<td>.07</td>
<td>-.09</td>
<td>.02</td>
<td>.14</td>
<td>.06</td>
<td></td>
</tr>
<tr>
<td>Age</td>
<td>31.88 (10.29)</td>
<td>.08</td>
<td>.19*</td>
<td>.20*</td>
<td>.01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td>2.60 (1.57)</td>
<td>.04</td>
<td>-.14</td>
<td>-.29*</td>
<td>-.09</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educ.</td>
<td>3.44 (1.06)</td>
<td></td>
<td></td>
<td>-.29*</td>
<td>-.06</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relig.</td>
<td>1.21 (.30)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-.19*</td>
<td></td>
</tr>
<tr>
<td>Dist. Intol.</td>
<td>3.75 (1.19)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes. N’s range from 107 to 109 due to occasional missing data. For sex, 0 = male, 1 = female. Educ. = education. Dist. Intol. = distress intolerance. Relig. = religiosity. * p ≤ .05.

5. Language Use
English is used as a standard language for Executive Professional and Honors Acceleration classes. The thought/idea should always be stated in a complete sentence. Foreign or non-English terms/words should be typed in italics. Regular Professional and Certified Acceleration classes may choose to write either in English or Bahasa Indonesia.

6. Length
The non-thesis contains at least 17,500 words (about 60 pages) excluding the attachments.

7. References
The referencing format adopted by London School of Public Relations-Jakarta is the Sixth Edition of Publication Manual of the American Psychological Association (APA) 2010. The samples of instruction on how to cite sources as well as to write references in the APA style format can be seen in LSPR Referencing Guide.
8. Separator Pages
A separator page is used to divide the main sections of the thesis such as between Chapter I and Chapter II. A separator page is yellow in colour and contains LSPR-Jakarta seal in the middle. Kindly follow the sample attached at the end of the manual.

9. Colored Printing
The following conditions warrant colored printing:
- Photos utilized in the curriculum vitae, field reports, appendices, etc
- Tables and Charts using colored legend
- Thesis cover (with LSPR-Jakarta Logo)
- Maps
- Others (as determined by the thesis Adviser, Panel, Thesis Coordinator, and/or the Thesis Director).

10. Manuscript Printing
To support “go-green” campaign at LSPR-Jakarta, non-theses project reports may be printed on both sides of papers.

LSPR-Jakarta S2 Thesis Forms
LSPR-Jakarta S2 shall make use of the following forms to properly facilitate the non-thesis writing process:
- Thesis/Non-thesis Counseling Form
- Application for Thesis/Non-thesis Presentation and Defense (see Appendix 9)
- Letter of Confirmation (see Appendix 10)
- Thesis/Non-thesis Presentation and Defense Evaluation Forms
- Thesis/Non-thesis Approval and Acceptance (see Appendix 11)
- Thesis/Non-thesis Extension Request Form (see Appendix 12)
- Application for Thesis/Non-thesis Re-Defense (see Appendix 13)
Kindly consult the S2 Thesis Bureau staff on the 9th Floor of PGP Campus for the forms.
Appendix 1

LONDON SCHOOL
of Public Relations
Jakarta
GRADUATE SCHOOL of COMMUNICATION

THESIS / NON-THESIS TITLE FORM
Master of Arts in Communication Studies

Name : _______________________________________
Student ID : _______________________________________
Class (Professional) : [ ] Executive [ ] Regular
                   [ ] Honor [ ] Certified
Class (Acceleration) : __________________________
Batch : ______________________________________
Concentration : ______________________________________
Phone Number : ______________________________________
Active Email *) : ______________________________________

*Please choose one :
[ ] THESIS [ ] NON-THESIS
Title : ______________________________________

Approved by : ________________________________
Jakarta, ..........................................

Thesis Director ____________________________
Name & Signature ____________________________

*) all announcement from thesis department will be distributed via email,
please mention your active email address

Cn: theis-sps/0035/01/14/cpgp
Appendix 2

DATING IN AN INTERCULTURAL SETTING:
BRIDGING THE DIFFERENCES AND BUILDING COMPROMISE

THESIS
Presented by:
Name: Rizki Putri Perdana
Student ID: 002.0602.2011
Concentration: Corporate Communication

In Partial Fulfillment of the Requirements for
The Magister Ilmu Komunikasi Degree

LONDON SCHOOL of Public Relations
Jakarta
GRADUATE SCHOOL of COMMUNICATION

JAKARTA
OCTOBER, 2013
ACKNOWLEDGEMENT

First and foremost, praises and thanks to Allah Almighty for giving me strength, blessings, and ability to complete this research. I would never have been able to finish this thesis without the guidance, helps, and supports from committee members, thesis advisor, family and friends. Therefore, I would like to thank those people that I owe my deepest gratitude.

I would like to express my deepest and most sincere gratitude to my thesis advisor Mr. Rudi Sukandar, Ph.D for his continuous support and advice throughout the course of this research, especially for his patience and immense knowledge. I definitely could not have imagined having a better advisor for my thesis research.

Many thanks are dedicated to the thesis coordinator, teachers, management and staff of Post Graduate Program of London School of Public Relations-Jakarta for providing knowledge and experiences during my study.

I would like to express the profound gratitude from my heart to my beloved parents, Hermanto Mahyuddin and Reza Herlina, my sister, Renaya Putri Madya, for their prayers, love, encouragement, sacrifices, and support, both spiritually and materially. I am so grateful to have them stand by me through good and bad times.

My sincere thanks also go to my friends for giving me the best friendship and their supports: Indah Nugrahanny, Samira Bawazier, Rizka Sari Yuliani, Jeff Macinda, Chalify Ardiawan, Monica Karenhapukh, Rizka Fadjriah, Gotcha Mitchel, Gabriella Maulida, and many other close friends that cannot be mentioned one by one but you know who you are. Last but not least, special thanks to Raditya who has always supported and cheered me up.

My thanks go to all the people who have supported me to complete the research both directly and indirectly. Finally, I would like to express deepest apology if there are some weaknesses or mistakes in my thesis.

Jakarta, July 2013

Rizki Putri Perdana
RESEARCH ORIGINALITY STATEMENT

I, Rizki Putri Perdana, a student of Master’s Degree Programme of STIKOM London School of Public Relations-Jakarta majoring in Corporate Communication with a NIM 020.0600.2011, certify that my thesis entitled “Dating in An Intercultural Setting: Bridging the Differences and Building Compromise” is my own work and adhered to academic integrity.

If, in the future, any part of this manuscript is proven to be a result of plagiarism, I am willing to accept the consequences that will lead to the cancellation of my Master’s Degree from STIKOM London School of Public Relations–Jakarta.

Jakarta, 9th October 2013

Document Stamp
Rp. 6000,-

Rizki Putri Perdana
PERNYATAAN KEASLIAN PENELITIAN

Saya, Rizki Putri Perdana, mahasiswa Program Magister pada STIKOM London School of Public Relations-Jakarta konsentrasi Komunikasi Korporat dengan NIM 020.0600.2011, menyatakan bahwa tesis saya berjudul “Dating in An Intercultural Setting: Bridging the Differences and Building Compromise” merupakan hasil karya saya sendiri dan mengikuti aturan sesuai integritas akademik.

Jika, di masa depan, bagian dari tesis ini terbukti merupakan hasil plagiarisme, saya bersedia menerima konsekuensi yang dapat berupa pembatalan gelar Magister Komunikasi saya dari STIKOM London School of Public Relations–Jakarta.

Jakarta, 9 Oktober 2013

Materai
Rp. 6000,-

Rizki Putri Perdana
Appendix 5

CURRICULUM VITAE

Rizki Putri Perdana  
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Personal Profile  
Name: Rizki Putri Perdana  
Place/DOB: Pontianak/ March 2, 1991  
Nationality: Indonesian  
Marital Status: Single

Work Experience  
PT. Krama Yudha Tiga Berlian Motors Sept 2011-Nov 2011  
Public Relations Officer (Intern)

Educational Background  
Sekolah Tinggi Ilmu Komunikasi  
London School of Public Relations–Jakarta  
Post Graduate Programme, Corporate Communications Major  
(Honour Acceleration Programme)  
2011-2013

Sekolah Tinggi Ilmu Komunikasi  
London School of Public Relations–Jakarta  
Public Relations major, Undergraduate Degree  
2008-2012

26 Senior High School Jakarta, Majoring in Social Sciences

Organizational Experience  
LSPR Radio – Producer and Announcer, 2008  
LSPR Photography member, 2008  
LSPR TV member – News Anchor, 2008-2012  
Programme Execucive, Production Officer, and Usher of Aladdin 2012 The Super Musical by English  
Division of LSPR Jakarta  
Chief Editor of LSPRisme magazine (Confidence edition), 2010-2011  
Director and Editor of “Diary of Chuck” in Wall Street Film Festival 2011  
Representative of Germany in Intercultural Conference, LSPR – Jakarta, 2011  
Treasurer of Research Centre Club, the London School of Public Relations Jakarta, 2012  
International Certification
LCCI (London Chamber and Commerce Industry) for Public Relation level 3 – Pass with Credit, 2011
City & Guilds – UK’s English for Business Communication International Examination (Level 2 – First Class Pass), 2011
LCCIEB (London Chamber of Commerce and Industry Examination Board) Costumer Service level 3, 2011
Edith Cowan University – Australia’s Strategic Issue Management International Examination, 2012

Summary of Qualifications
Fluent spoken and written Bahasa and English
Excellent at communication and problem-solving skills
Able to work on team or independently and able to handle a heavy workload
Having wide association and good at maintaining friendly public relations
People-oriented and likes quality social relationship
Good at giving verbal and non verbal feedback
A self-motivated person, optimistic, persuasive, and enthusiastic
ABSTRACT

SEKOLAH TINGGI ILMU KOMUNIKASI
LONDON SCHOOL OF PUBLIC RELATIONS—JAKARTA
MASTER DEGREE IN COMMUNICATION

Name : Rizki Putri Perdana
NIM : 002.0602.2011
Thesis Title : Dating in an intercultural Setting: Bridging the Differences and Building Compromise
Total Page : 142 pages
References : 23 books, 9 journal articles, 3 websites

Studies on intercultural dating in Indonesia are still in an infant stage, especially if seen through the lens of Relational Dialectics. This study applied relational dialectic approach by Baxter and Montgomery (1996) with the purpose to explore the nature of relational communication in intercultural relationship and find out how they bridge the differences and build compromise between each other.

The research employed qualitative methods. This qualitative study utilized the internal relational dialectics of Baxter and Montgomery by interviewing three intercultural couples (six persons), consisting of three Indonesian women and three male expatriates.

The finding of this research includes certainty-uncertainty dialectic in long-distance dating relationship, which revolved around the issue of predictable behavior from partners, the necessity and spontaneity for scheduling and planning for the next meeting, and predictable activities and expectation and demand for more stimulating activities. In autonomy-connection dialectic, four varied issues in dependency were found: decision making, language issue, money issue, and sexuality. Further the similarity-difference issue that affects the connection between partners is a religious viewpoint differences. In addition, positive and negative affection took the form of complaints and loving expressions. Then, togetherness and separation time particularly referred to long distance relationship where they experienced the need to be fully connected and to fulfill the physical needs. Finally, in openness-closedness dialectics, three issues were identified, namely previous dating history, family’s secret (skeleton in the closet), and involvement of a third person.
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**REFERENCES**

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References


Luzio, A. I., Gunthner, S., Orletti, F. [2001]. *Culture in communication: Analyses of intercultural situations.* Amsterdam, the Netherlands: John Benjamins B.V.


## Application Form for Presentation & Defense

Master of Arts in Communication Studies

| Name          |  | Name          |  |
|---------------|------------------------|------------------------|
| Student ID    |  | Batch/Class   |  |
| Major         |  | Tel / HP No   |  |
| Email         |  |               |  |

**Thesis/Non-Thesis Title**

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Jakarta, __________________________

Student's Signature

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### Checklist of Requirements / Clearance:

- [ ] GPA min. 2.70 (provisionary transcript)
- [ ] Registered in KRS
- [ ] No deferred subject
- [ ] Transcript
- [ ] has returned all library books
- [ ] Bachelor Diploma (legalized)
- [ ] Decision Letter of DIKI Equalization (if graduated from abroad)
- [ ] Photo closed-up (4 x 6 = 3 pieces)
- [ ] Passed Intro to Grad. Studies and TOEFL
- [ ] Prerequisite subject min. B

### Recommended by:

- [ ] Thesis Adviser

### Approved by:

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### Other Requirements:

- [ ] Submitted 3 copies of Soft Cover version of thesis
- [ ] Complete all requirements
- [ ] Submitted Thesis Counseling Form
- [ ] Please circle as appropriate

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Appendix 10

LETTER OF CONFIRMATION
Master of Arts in Communication Studies

Name : ______________________________________
NIM : ______________________________________
Major : _____________________________________

Thesis Title : _______________________________________

This is to certify that above student has successfully defended his/her thesis/non thesis project on:

Day/Date : _____________________________________
Time : ________________________________________

Stated PASS FAIL

PANEL OF EXAMINERS

1. Panel Chair (Examiner 1) ______________________

2. Panel Member (Examiner 2) ____________________

3. Advisor (Examiner 3) _________________________

Cn:theol-lec/0041/09/12/epgp
Appendix 11

APPROVAL AND ACCEPTANCE FORM
Master of Arts in Communication Studies

☐ THESIS  ☐ NON-THESIS

Title:

Name:

Major:

Date of Submission:

Note:
2. Students will have to submit min. 3 (three) copies of the paper (2 for Campus and 1 for Thesis Adviser) and 1 (one) CD of the paper.

Approved by:

Thesis Adviser
Date:

Checked by:

Thesis Coordinator
Date:

Accepted by:

Thesis Director
Date:
Appendix 12

EXTENSION REQUEST FORM
Master of Arts in Communication Studies

☐ THESIS ☐ NON-THESIS

1. Name :

2. NIM :

3. Batch/Class :

4. Major :

5. Tel & Email :

6. Thesis Adviser :

7. Extension Deadline :

* I understand that thesis extension entails additional payment.

Thesis / Non-Thesis Title: ________________________________

Reasons for extension:

_________________________________________________________________________________

_________________________________________________________________________________

Requested by:

_________________________________________________________________________________

Student’s Signature ____________________________ Date:

Approved by:

_________________________________________________________________________________

Thesis Adviser ____________________________ Thesis Coordinator ____________________________
APPLICATION FORM FOR RE-DEFENSE
Master of Arts in Communication Studies

Name : ____________________________________________
NIM  : ____________________________________________
Batch/Class : ______________________________________
Major : ____________________________________________

☐ THESIS  ☐ NON-THESIS

TITLE

__________________________________________________

Jakarta, ______________________

Student’s Signature

__________________________________________________

Office Purpose Only

Recommended by:

Thesis Adviser

Approved by:

Head of Thesis Committee

Checked by:

Thesis Coordinator

Acknowledged by:

Accounting

Other Requirements:
☐ Submitted 3 copies of Soft Cover Revision of thesis
☐ Complete all requirements

C: the\fakhr\0029\0013\cppp
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