



UNIVERSITAS GADJAH MADA
FAKULTAS PSIKOLOGI
DOKTOR ILMU PSIKOLOGI



ACADEMIC GUIDE

DOCTORATE IN PSYCHOLOGY PROGRAM

THE FACULTY OF PSYCHOLOGY
UNIVERSITAS GADJAH MADA
2024

WELCOME SPEECH

In the implementation of higher education, three key orientations are understood as fundamental parameters. These orientations include: (1) providing the ability to adapt to rapidly occurring changes; (2) enhancing competencies that demonstrate comparative-competitive advantages on a national, regional, and international scale; and (3) fostering lifelong learning to contribute to the nation's intellectual development. In recognition of these principles, the Faculty of Psychology is committed to continuously building and developing quality higher education programs and processes. This commitment is embodied in the faculty's vision statement: "The Faculty of Psychology at Universitas Gadjah Mada, as a pioneering national faculty of world-class excellence and innovation, serves the interests of the nation and humanity, guided by cultural values rooted in Pancasila."

This vision is further elaborated through a set of mission statements that serve as the primary guidelines for implementing psychology education. The mission includes: (1) delivering higher education that produces bachelor's, master's, and doctoral graduates who are competent in psychology, possess qualities of honesty, resilience, independence, creativity, and dignity; (2) conducting inter-, multi-, and transdisciplinary research that provides profound insights into the nature of humanity, society, and the Indonesian nation, as well as human behavior in general; (3) undertaking research to develop methods, procedures, and applied instruments in psychology that serve as solutions for problem-solving and quality of life improvement for Indonesian society and humanity at large; and (4) positioning the Faculty of Psychology UGM as a positive embodiment of the application of psychological science and profession for the benefit of the academic community and the nation of Indonesia.

These foundational principles are utilized to develop an integrated platform for higher education programs in psychology, encompassing three levels: Undergraduate Psychology Program, Master's Program in Psychology, and Professional Master's Program in Psychology, as well as the Doctoral Psychology Program. These levels are viewed as a unified structure in psychology higher education that aims to produce graduates who meet societal expectations and excel beyond other higher education institutions. One implementation of this policy is the development of the Doctoral Program, based on the 2014 Doctoral Program Curriculum.



However, in its development, various feedback and regulations regarding the implementation of the Graduate Program have been issued at the Ministry and Universitas Gadjah Mada levels, including:

1. Feedback from Program alumni on the implementation of the 2014 Curriculum
2. Ministry of Education and Culture Regulation No. 3 of 2020 on Higher Education Standards, replacing Ministry of Education and Culture Regulation No. 49 of 2014 on Higher Education Standards, and Ministry of Research, Technology, and Higher Education Regulation No. 44 of 2015 on Higher Education Standards.
3. Rector's Regulation at Universitas Gadjah Mada No. 11 of 2016 on Graduate Education.
4. Rector's Regulation at Universitas Gadjah Mada No. 18 of 2019 on the Implementation of Research-Based Graduate Programs at Universitas Gadjah Mada.

Regardless of the results of the implementation evaluation, the 2014 Doctoral Program Curriculum is now found to be misaligned with the regulations for Graduate Program implementation issued after the 2014 Curriculum took effect. This misalignment emerges between the emphasis on mastery of theory and dissertation writing in the 2014 Curriculum and the requirement to produce international publications under the Rector's Regulations of 2016 and 2019. Therefore, a new curriculum design is needed, taking into account both the strengths and weaknesses of the 2014 Doctoral Program Curriculum. These considerations form the basis for the development of the 2020 Curriculum. This academic guide is designed to serve as a reference on how the doctoral education process is implemented at the Faculty of Psychology, Universitas Gadjah Mada.

TABLE OF CONTENTS

1. WELCOME SPEECH	1
2. TABLE OF CONTENTS	3
3. INTRODUCTION	4
4. PROGRAM ELEMENTS	5
• Curriculum	
• Faculty	
• Supervisors & Co-Supervisors	
• Students	
• Administration	
• Supporting Elements	
5. STUDENT ADMISSION	7
• Prospective Student Requirements	
• Students Selection Process	
• New Student Admission	
• Student Registration	
6. EDUCATIONAL PROCESS	9
• Learning Process	
• Structures Experience Learning	
• Dissertation Preparation	
• Supervision	
• Publications	
• Research Colloquium	
7. DURATION OF STUDY	13
8. ACADEMIC LEAVE	14
9. LEARNING MONITORING & EVALUATION	15
• Course Evaluation	
• Periodic Monitoring	
• Research & Dissertation Evaluation	
10. ACADEMIC ETHICS	25
• Academic Ethics	
• Extension of Study Duration	
• Resignation	
• Drop-Out	
• Graduation and Commencement	



INTRODUCTION

VISION

To establish a pioneering, world-class doctoral program in psychology that is distinguished for its innovation and excellence, committed to serving the nation and humanity, and deeply rooted in the cultural values of the nation as embodied in Pancasila.

MISSION

To produce graduates who are equipped to conduct cutting-edge research in psychology, become leaders in their respective fields, and compete successfully on national, regional, and international stages.

GOALS

As the operational elaboration of its vision and mission, the Doctoral Program aims to:

1. Provide high-quality higher education to produce excellent and competent graduates.
2. Develop research that serves as a national reference, environmentally conscious, and
3. responsive to societal, national, and state issues, grounded in local excellence values.
4. Advance the application of psychological science to promote community self-reliance
5. and sustainable well-being.
6. Implement governance that is equitable, transparent, participatory, accountable, and
7. integrated across units to support the effective and efficient use of resources.
8. Foster strategic, synergistic, and sustainable collaborations with partners.

PROGRAM ELEMENTS

CURRICULUM

- a. The Doctoral Program follows the 2014 and 2020 Curricula.
- b. This Academic Guide serves as a reference for academic activities based on the 2014 and 2020 Curricula.

FACULTY

- a. Faculty members responsible for courses and internship supervision include Permanent Faculty of Psychology lecturers, external lecturers, and/or subject experts who are not formally lecturers.
- b. Courses can be conducted by:
 - o A lecturer independently responsible for the learning process.
 - o A teaching team (team teaching), led by a coordinator, collectively responsible for the learning process.
- c. Faculty appointments for lectures, internships, and research practices are issued through a Dean's Decree.

SUPERVISORS & CO-SUPERVISORS

- a. Supervisors are Permanent Faculty of Psychology lecturers who meet specific qualifications.
- b. Supervisor qualifications:
 - o Hold a Doctoral degree.
 - o Have the rank of Professor or Senior Lecturer with experience as a Co-Supervisor and have successfully supervised at least two doctoral candidates.
 - o Senior Lecturers must have publications in reputable international journals as first authors.
 - o Co-Supervisors can be lecturers, researchers, or scientists from within or outside the Faculty of Psychology who meet specific qualifications.

STUDENTS

- a. Doctoral students are those who have passed the selection process and hold active student status.
- b. Students are required to fulfill academic tasks as outlined in the curriculum.
- c. Students are entitled to academic and administrative services.



ADMINISTRATION

- a. The Doctoral Program Manager consists of at least the Head of the Study Program.
- b. The Doctoral Program Manager is appointed by the Rector of Universitas Gadjah Mada.
- c. The Doctoral Program Manager is responsible for organizing academic activities for the Doctoral Program within the scope and authority determined by the Rector.
- d. In carrying out their duties, the Manager may be assisted by administrative, operational, and financial support staff.
- e. The administrative, operational, and financial support staff are educational personnel assigned by the Dean of the Faculty of Psychology.

SUPPORTING ELEMENTS

- a. Supporting facilities include:
 - o Library
 - o Information and communication systems
 - o Laboratories
 - o Research centers, service units, and development units
- b. The utilization and collaboration with support elements in the Faculty of Psychology are regulated by the Dean's regulations.
- c. The utilization of educational support elements within the university environment is carried out in accordance with applicable regulations.

STUDENT ADMISSION

PROSPECTIVE STUDENT REQUIREMENTS

The admission of new doctoral program candidates is conducted under the following conditions:

- a. The minimum qualifications for applicants must meet the requirements set by Universitas Gadjah Mada (UGM).
- b. The registration period and schedule for the selection process are conducted according to the timeline determined by UGM.

PROSPECTIVE STUDENT REQUIREMENTS

The selection process for new doctoral program students is organized by the Doctoral Program in Psychological Science under the responsibility of the Faculty of Psychology with the following conditions:

- a. Applicants must meet all the requirements.
- b. Applicants must have communicated with a potential supervisor whose research aligns with their interests.
- c. Applicants must fully participate in the selection process.
- d. The selection process for doctoral students in the Doctoral Program in Psychological Science includes an interview and an evaluation of the dissertation proposal's feasibility to assess the readiness for study.
- e. The selection team is appointed by the Dean.
- f. The results of the selection process are submitted to the Dean for consideration and then forwarded to the University/Rector.

NEW STUDENT ADMISSION

The results of the selection process in the Doctoral Program are decided and communicated by the University to the prospective new students.

STUDENT REGISTRATION

- a. For New Students
Successful applicants must complete registration according to University procedures.
- b. For Returning Students
 - o At the end of each semester, students must re-register (re-enroll) for the following semester.
 - o Students whose study period is uninterrupted can directly proceed with tuition payment.



- Students whose studies are interrupted due to academic leave, inactivity, or the expiration of their study period may apply for reactivation or an extension of their study period to the University.
- Students who fail to re-register for three (3) consecutive semesters are considered to have withdrawn and will lose their student status.

EDUCATIONAL PROCESS

The Educational Program in the Doctoral Program in Psychological Science, Faculty of Psychology, Universitas Gadjah Mada, is conducted in a **by research** format. This research-based program is a postgraduate program where the proportion of research in dissertation writing is greater than the amount of coursework required by the students.

LEARNING PROCESS

Structured learning is conducted through four models: Regular Classes, Intensive Courses, Sit-In Courses, and Independent Study.

a. Regular Classes

- Learning hours are calculated equivalent to credit hours (SKS).
- Classes consist of 14 sessions held throughout the regular semester and two examinations: Midterm Exam and Final Exam.
- Regular Classes follow the semester schedule set by the Faculty of Psychology, Universitas Gadjah Mada.
- Regular Classes can be conducted if at least three (3) students enroll in a single course during a semester.
- Learning in Regular Classes is evaluated summatively

b. Intensive Courses

- Learning hours are calculated equivalent to credit hours (SKS).
- Classes are conducted in time blocks.
- Courses may be conducted within one or more time blocks.
- Intensive Courses are not bound by the semester schedule of Regular Classes.
- Learning in Intensive Courses is evaluated either formatively or summatively.

c. Sit-In Courses

- Students needing additional theoretical material for their research may attend courses in Doctoral (S3), Master's (S2), or Undergraduate (S1) programs, following applicable regulations.
- The need for additional material is determined collaboratively between the student and the Supervisor.
- Participation in the courses is evaluated formatively.



d. **Independent Study**

- Learning hours are calculated equivalent to credit hours (SKS).
- Independent Study serves as an alternative to Regular Classes.
- If fewer than four students enroll in a Regular Class for a particular course in a semester, the course will be conducted through Independent Study.
- Learning is conducted in seven (7) sessions, following the Regular Class format.
- Independent Study adheres to the semester schedule set by the Faculty of Psychology, Universitas Gadjah Mada.
- Learning in Independent Study is evaluated summatively.

d. **Determination of Learning Models**

The structured learning model to be applied for specific courses in a given semester is decided by the Chair of the Doctoral Program.

STRUCTURED EXPERIENCE LEARNING

- a. Structured experience learning is based on the principle that experience is the best teacher.
- b. The purpose of this learning approach is to provide students with opportunities to apply what they have learned in structured and independent learning processes, related to their research, through tasks or activities with measurable outputs.
- c. Students are guided by a supervisor or mentor to facilitate constructive feedback during these tasks or activities.
- d. Structured experience learning is provided through internships and participation in international seminars/conferences.

DISSERTATION PREPARATION

- a. Doctoral students are required to conduct research as the basis for writing their dissertations, referred to as dissertation research, under the following conditions:
 - Dissertation research is conducted based on a research proposal defended by the student during the Comprehensive Exam.
 - Dissertation research is carried out under the supervision of a Supervisor, assisted by a Co-Supervisor.
 - Dissertation research may commence after obtaining approval from the Ethics Committee of the Faculty of Psychology, Universitas Gadjah Mada.



- b. Each doctoral student is required to write a dissertation and undertake a dissertation defense under the following conditions:
 - o The dissertation is written based on data obtained from the dissertation research.
 - o The dissertation writing process is supervised by the Supervisor and Co-Supervisor.
 - o The dissertation may be formatted as a monograph or as independent chapters.
 - o If the dissertation follows the independent chapter format as mentioned in point below, the student may include published articles as part of the dissertation.


SUPERVISION

- a. The learning process for students in the Doctoral Program in Psychological Science is conducted under the supervision of a Supervisory Team.
- b. The supervision process is carried out under the following conditions:
 - o Each student is guided by a Supervisory Team consisting of one Supervisor and at least one Co-Supervisor.
 - o The Supervisory Team is responsible for assisting students in developing mastery of theory and research methodology in their field of study, enhancing their personal and professional competencies as researchers, and producing research outputs and publications recognized by the academic community.
 - o The Supervisor begins their supervisory duties no later than the second semester, and the Co-Supervisor no later than the third semester.
 - o Supervision by the Supervisory Team is conducted individually by the Supervisor and Co-Supervisor, as well as collectively by the entire Supervisory Team.
 - o Individual supervisory meetings with the Supervisor or Co-Supervisor, or progress report discussions with the Supervisory Team, are held at least once a month.
 - o Joint supervisory meetings involving the entire Supervisory Team are held at least once per semester.
 - o The Doctoral Program is responsible for scheduling and providing supporting facilities for the implementation of supervisory meetings.

PUBLICATION

Every doctoral student is required to produce scientific publications under the following conditions:

- a. The publications may take the form of review articles or research articles related to the dissertation topic.

- 
- b. Students are required to produce at least:
 - o Two (2) scientific publications that have been accepted for publication in reputable international journals, or
 - o One (1) scientific publication accepted in a reputable international journal and two publications accepted in the proceedings of reputable international seminars/conferences.
 - b. The doctoral student must be the first author of all publications mentioned in point (b).
 - c. Each publication must include the names of the Supervisory Team, with the
 - d. Supervisor from UGM listed as the corresponding author.
 - e. The publications mentioned in point (b) may be included as part of the dissertation.
 - f. The institution listed in the publication must be the Faculty of Psychology, Universitas Gadjah Mada. Students may add their original institution alongside the Faculty of Psychology, UGM.

RESEARCH COLLOQUIUM

The Research Colloquium is a forum for students and doctoral candidates to present their research ideas, research plans, progress of research implementation, data and analysis results, or publications of research findings. The Research Colloquium is conducted under the following conditions:

- a. Students and doctoral candidates are required to present in the research colloquium at least once per semester.
- b. Doctoral candidates who have completed the research results seminar are not required to present in the research colloquium.
- c. Reviewers for presentations by students who have not yet undertaken the comprehensive exam must include at least two doctoral candidates.
- d. Reviewers for presentations by doctoral candidates are faculty members of the Faculty of Psychology or alumni of the Doctoral Program.

DURATION OF STUDY

The requirements for the duration of study necessary to complete the educational process are follows:

- a. The minimum duration of study is 6 (six) semesters, and the maximum is 8 (eight) semesters, with an extension allowed for up to 14 (fourteen) semesters.
- b. The duration of study is calculated from the time the student is registered in the Doctoral Program until the graduation ceremony.
- c. The program will issue reminders to students regarding the duration of study at the beginning of the 12th, 13th, and 14th semesters, based on evaluations and the time elapsed in the program.

ACADEMIC LEAVE

- a. Academic leave refers to the temporary suspension of student status for one semester at the request of the student. During academic leave, students do not receive academic services and are not charged tuition fees.
- b. Students may apply for academic leave under the following conditions:
 - o The student has passed the comprehensive exam.
 - o A letter requesting academic leave must be submitted by the student, acknowledged by the Supervisory Team, and addressed to the Doctoral Program Administration for forwarding to the Dean.
 - o The Dean forwards the leave request to the Rector.
 - o The leave is effective once approved by the Rector.
 - o Academic leave can be requested up to two times.
 - o The period of academic leave is not counted as part of the study duration.
 - o After completing the academic leave period, students must apply to reactivate their status to continue as active students.

LEARNING MONITORING & EVALUATION


COURSE EVALUATION

The learning outcomes of students in the 2020 Curriculum are evaluated both summative and formatively.

Summative Evaluations

- a. Summative evaluation is conducted to measure the students' learning achievements and to determine whether the minimum achievement targets have been met.
- b. Summative evaluation is applied to learning through courses, namely: PS203110 – Quantitative and Qualitative Psychological Research Methodology, PS203210 – Mixed and Complex Research Methodology, PS203111 – Systematic Literature Review, and PS203301 – Dissertation.
- c. The summative evaluation results in a grade on a scale from 0 (zero) to 4 (four), with the following letter grade conversion:

SCORE	WEIGHT
>3,875 - 4,000	A
>3,625 - 3,875	A-
>3,375 - 3,625	A/B
>3,125 - 3,375	B+
>2,875 - 3,125	B
>2,625 - 2,875	B-
>2,375 - 2,625	B/C
>2,125 - 2,375	C+
>1,875 - 2,125	C
>0,875 - 1,875	D
>0,000 - 0.875	E

- 
- d. Further provisions regarding the implementation of summative evaluation and grading guidelines are regulated through separate implementation guidelines.


Formative Evaluation

- a. Formative evaluation focuses on providing feedback for the improvement of the student's performance.
- b. Formative evaluation is applied to structured learning programs and learning through structured experiences.
- c. Further provisions regarding the implementation of formative evaluation and grading guidelines are regulated through separate implementation guidelines.

PERIODIC MONITORING

Each student is required to report their study progress under the following conditions:

- a. Study progress monitoring is conducted once per semester, at the end of the semester.
- b. The monitoring focuses on:
 - Achieving the target of course enrollments and structured learning modules.
 - Fulfillment of targets for unstructured learning.
 - Academic problems and difficulties encountered by the student.
- c. The monitoring, as mentioned in point (b), is based on the progress targets set by the curriculum.
- d. The student or Doctoral Candidate reports their study progress in writing using a form sent by the Doctoral Program at the end of each semester.
- e. The Supervisor and Co-Supervisor report the study progress of their students in writing using a form sent by the Doctoral Program at the end of each semester.
- f. The Academic Committee monitors study progress based on written reports from the student/doctoral candidate and the Supervisory Team
- g. Recommendations are submitted to the Supervisor, Co-Supervisor, and the Doctoral Program Administration.
- h. As a follow-up, the Doctoral Program Administration arranges a Follow-up Evaluation Meeting involving students with unsatisfactory and very unsatisfactory progress, as well as the relevant Supervisor and Co-Supervisor.
- i. The Follow-up Evaluation Meeting, as described in point (h), aims to review and provide recommendations for solving issues that disrupt the smooth progress of the student's studies.

- 
- d. Further provisions regarding the implementation of summative evaluation and grading guidelines are regulated through separate implementation guidelines.

Formative Evaluation

- a. Formative evaluation focuses on providing feedback for the improvement of the student's performance.
- b. Formative evaluation is applied to structured learning programs and learning through structured experiences.
- c. Further provisions regarding the implementation of formative evaluation and grading guidelines are regulated through separate implementation guidelines.

PERIODIC MONITORING

Each student is required to report their study progress under the following conditions:

- a. Study progress monitoring is conducted once per semester, at the end of the semester.
- b. The monitoring focuses on:
 - Achieving the target of course enrollments and structured learning modules.
 - Fulfillment of targets for unstructured learning.
 - Academic problems and difficulties encountered by the student.
- c. The monitoring, as mentioned in point (b), is based on the progress targets set by the curriculum.
- d. The student or Doctoral Candidate reports their study progress in writing using a form sent by the Doctoral Program at the end of each semester.
- e. The Supervisor and Co-Supervisor report the study progress of their students in writing using a form sent by the Doctoral Program at the end of each semester.
- f. The Academic Committee monitors study progress based on written reports from the student/doctoral candidate and the Supervisory Team
- g. Recommendations are submitted to the Supervisor, Co-Supervisor, and the Doctoral Program Administration.
- h. As a follow-up, the Doctoral Program Administration arranges a Follow-up Evaluation Meeting involving students with unsatisfactory and very unsatisfactory progress, as well as the relevant Supervisor and Co-Supervisor.
- i. The Follow-up Evaluation Meeting, as described in point (h), aims to review and provide recommendations for solving issues that disrupt the smooth progress of the student's studies.



RESEARCH AND DISSERTATION EVALUATION

Dissertation Proposal Seminar

The Dissertation Proposal Seminar, hereafter referred to as the proposal seminar, is an academic forum for students to present their dissertation proposals. The goal of the proposal seminar is to improve the quality of the student's dissertation research proposal and to enhance the student's readiness for the Comprehensive Exam. The proposal seminar is held under the following conditions:

- a. Students may take the proposal seminar once their dissertation research proposal has been approved by the Supervisor and Co-Supervisor.
- b. The complete proposal must be submitted to the Academic Administration of the Doctoral Program no later than 10 (ten) working days before the proposal seminar is held.
- c. The proposal seminar is led by the Chair of the Program and attended by at least the Supervisor or Co-Supervisor, and 3 (three) reviewer faculty members.
- d. One of the reviewers of the dissertation proposal must be from outside Universitas Gadjah Mada (UGM), holding at least the academic qualification of Senior Lecturer (Lektor) with a Doctoral degree or equivalent.
- e. The Proposal Seminar is open to other students and doctoral candidates.
- f. The outcome of the proposal seminar is feedback and suggestions for improving the research proposal design.
- g. After completing the Proposal Seminar, students have 2 (two) months to revise their dissertation research proposal and register for the Comprehensive Exam.


Comprehensive Exam

The Comprehensive Exam is an examination to determine the feasibility of the dissertation research proposal and the student's readiness to carry out dissertation research. The Comprehensive Exam must be completed no later than the end of the fourth semester. The Comprehensive Exam is held under the following conditions:

- a. Comprehensive Exam Requirements:
 - o To be eligible for the Comprehensive Exam, students must have passed all required courses with a minimum GPA of 3.25.
 - o The complete proposal, approved by the Supervisory Team, must be submitted to the Academic Administration of the Doctoral Program no later than 10 (ten) working days before the exam.
- b. The Comprehensive Exam is conducted in a closed session by the Examination Team, which consists of the Dean (or appointed representative) as the Chair, the Supervisor, Co-Supervisor, and at least 3 (three) examiner faculty members.



- c. If the entire Supervisory Team is from the Faculty of Psychology at UGM, at least one of the examiners must be from outside UGM with the academic qualification of Senior Lecturer (Lektor) with a Doctoral degree.
- d. The Comprehensive Exam is valid if attended by at least the Chair of the Examination Team, Supervisor, and 2 (two) examiner faculty members, one of whom is from outside UGM.
- e. Examiners are appointed by the Doctoral Program based on the recommendations from the Supervisory Team.
- f. The evaluation in the Comprehensive Exam covers 3 (three) aspects:
 - o The quality of the research proposal, including the research problem formulation, expected benefits of the research, theoretical framework, research methodology design, and data analysis plan.
 - o The quality of the research proposal writing, including critical writing skills, effective grammar, and writing style.
 - o The publication plan for research findings and the dissertation outline.
- g. Each member of the Examination Team provides an individual assessment as part of the decision-making process for the exam outcome, based on the quality of the proposal and the student's mastery of it.
- h. The results of the Comprehensive Exam are:
 - o Pass without revisions, or
 - o Pass with minor revisions, accompanied by suggestions for improvement, with minor revisions requiring approval from the Supervisor, or
 - o Pass with major revisions, accompanied by suggestions for improvement, with major revisions requiring approval from the examiners, or
 - o Fail.
- i. The decision of the Comprehensive Exam results is made through a meeting of the Examination Team.
- j. The Comprehensive Exam results are directly communicated to the student.
- k. Students who pass the exam will be officially designated as doctoral candidates.
- l. If a student fails the first Comprehensive Exam, they are allowed one more attempt.
- m. The retake of the Comprehensive Exam may only occur once and must be completed within 6 (six) months from the first exam.
- n. Students who do not pass the retake of the Comprehensive Exam will not be allowed to continue their studies and will be deemed unable to complete the program.
- o. Revisions to the proposal, based on the feedback in the Comprehensive Exam, must be completed within 3 (three) months.

- 
- p. Students must submit the revised proposal to the Examination Team no later than 3 (three) weeks before the deadline. Examiners must respond to the revisions no later than 1 (one) week after receiving the revised proposal. If no response is given within 1 (one) week, an additional 3 (three) days will be given. If the examiner still does not respond, it is considered as approval.
 - q. Students who fail to obtain approval from the entire Examination Team according to the schedule due to their own negligence will be given one more chance to retake the Comprehensive Exam.
 - r. Students who fail to obtain approval from the entire Examination Team according to the schedule due to the inability of the Examination Team to correct the revised proposal must immediately report to the Doctoral Program to request an extension.
 - s. Students who have not passed the Comprehensive Exam by the end of the fourth semester will be given a maximum of 1 (one) additional semester to take the exam.
 - t. If, at the end of the additional semester, the student does not pass the Comprehensive Exam, they will not be allowed to continue their studies and will be deemed unable to complete the program.
 - u. If a student is granted additional time as mentioned in point (13), the Doctoral Program will issue a First Warning Letter, a Second Warning Letter, and a Third Warning Letter.

Dissertation Research Results Seminar

The Dissertation Research Results Seminar, hereafter referred to as the results seminar, is an academic forum that provides doctoral candidates with the opportunity to present their research findings, as outlined in their dissertation draft, in order to receive suggestions for improving the dissertation. The results seminar is held under the following conditions:

- a. Doctoral candidates may propose a results seminar once the draft of their dissertation has been approved by the Supervisor and Co-Supervisor.
- b. The complete dissertation must be submitted to the Academic Administration of the Doctoral Program no later than 10 (ten) working days before the seminar is held.
- c. The results seminar is led by the Supervisor.
- d. The results seminar is attended by the Co-Supervisor and 3 (three) reviewers.
- e. The reviewers invited may be the examiners from the Comprehensive Exam or other faculty members recommended by the Supervisory Team who meet the required qualifications and expertise in the relevant field.
- f. The outcome of the results seminar is suggestion



Dissertation Feasibility Assessment

The Dissertation Feasibility Assessment, hereafter referred to as the feasibility assessment, is conducted as an effort to ensure the quality standards of the Doctoral Program dissertation. The feasibility assessment is held under the following conditions:

- a. A doctoral candidate may submit a request for a feasibility assessment under the following conditions:
 - The dissertation manuscript, which has been approved by the Supervisor and Co-Supervisor, must be submitted to the Doctoral Program in Psychology.
 - A doctoral candidate must have at least one (1) article from the dissertation research that has been accepted in a reputable international journal or in the proceedings of a reputable international seminar/conference.
- b. The Dissertation Feasibility Assessment Team, hereafter referred to as the Assessment Team, consists of 3 (three) members, who may be the same as the Comprehensive Exam panel or other faculty members suggested by the Supervisor according to the applicable requirements.
- c. The aspects of the dissertation feasibility assessment include:
 - The quality of dissertation writing.
 - The overall research quality: research problem, research methodology, and research results.
 - The weight of publication and/or potential for publication of research results.
 - The potential contribution of the dissertation to the academic community and solutions to societal problems.
- d. The Assessment Team evaluates independently within a maximum of 30 (thirty) days after receiving the dissertation manuscript.
- e. The Doctoral Program Administration conducts a meeting to determine the results of the assessment no later than 10 (ten) working days after the evaluation deadline or after the Assessment Team submits their evaluations.
- f. The Feasibility Assessment Meeting, as mentioned in point (e), is attended by:
 - The Dean or a designated representative as the Chair of the Meeting;
 - The Assessment Team;
 - The Supervisory Team.
- g. The meeting discusses the evaluation results and determines the feasibility.



- h. The status of the dissertation determined in the Feasibility Assessment Meeting is:
- Feasible without Revisions, referred to as Feasible, or
 - Feasible with Minor Revisions, referred to as Minor Revisions, accompanied by written suggestions for improvements; minor revisions only require approval from the Supervisor, or
 - Feasible with Major Revisions, referred to as Major Revisions, accompanied by written suggestions for improvements; major revisions require approval from the Assessment Team, or
 - Not Feasible, accompanied by written reasons for non-feasibility.
- i. The feasibility assessment results are communicated by the Chair of the Doctoral Program to the doctoral candidate for further action.
- j. Once declared feasible, the student has 2 (two) months to make the revisions and then register for the closed exam.
- k. The student must submit the revised dissertation to the Assessment Team no later than 3 (three) weeks before the deadline. The reviewers must respond to the revisions no later than 1 (one) week after the student submits the revision. If no response is given within 1 (one) week, an additional 3 (three) days will be granted for a response. If the reviewer still does not provide a response after the extended period, it will be considered as approval.
- l. The dissertation that has been approved by the assessment team and the Supervisor can be submitted for the closed examination.
- m. Provisions regarding the outcome of a "Not Feasible" assessment are as follows:
- A "Not Feasible" decision is made if the majority of reviewers assess the dissertation as "Not Feasible."
 - If the "Not Feasible" decision is made due to insufficient writing quality, the doctoral candidate must rewrite the dissertation.
 - If the "Not Feasible" decision is made due to insufficient research data, the doctoral candidate must conduct new research and rewrite the dissertation.
 - After the dissertation is rewritten, the doctoral candidate must go through the Research Results Seminar and Feasibility Assessment again.
 - The cost of the re-assessment process will be borne by the Doctoral Program
 - If the dissertation is still assessed as "Not Feasible" in the second Feasibility Assessment, the doctoral candidate may either withdraw from the Doctoral Program or be declared unable to continue as a Doctoral Candidate.



Closed Examination

The Closed Examination is a face-to-face exam, either in person or online, aimed at evaluating the doctoral candidate's ability to present and defend their dissertation against objections from the Examination Team. The Closed Examination is conducted under the following conditions:

- a. Students may register for the closed examination under the following conditions:
 - The student must still be an active student.
 - The student must submit the dissertation, which has been approved by the assessment team and the supervisory team, to the Doctoral Program no later than 10 (ten) working days before the exam.
- b. The Closed Examination is conducted by the Examination Committee, which consists of:
 - The Chair of the Examination, who is the Dean or the Deputy Dean designated by the Dean, or the Chair of the Senate upon the Dean's request;
 - The Supervisory Team;
 - The Dissertation Feasibility Assessment Team, as the Examination Team;
 - The Closed Examination can be conducted if attended by at least the Chair of the Examination Committee, the Supervisor, and 2 (two) members of the Dissertation Feasibility Assessment Team.
- c. The evaluation in the closed examination includes the following aspects:
 - Mastery of the dissertation presented;
 - The strength of reasoning and ability to argue;
 - The weight of the research and the quality of dissertation writing;
 - The contribution of the dissertation to the academic community and solutions to societal problems.
- d. The Closed Examination and the meeting to determine the results must be completed within a maximum of 150 (one hundred fifty) minutes.
- e. After the examination, the Examination Committee holds a meeting to determine the results.
- f. The determination of the exam results is conducted under the following conditions:
 - Each member of the Examination Committee provides an individual evaluation, including a pass/fail decision, the grade in letter form or weighting, and comments on the dissertation.
 - If a member of the Examination Committee evaluates the dissertation as "fail," the individual evaluation is D (weight = 1).
 - If a member evaluates the dissertation as "pass," the individual evaluation must be at least C (weight = 2).



Closed Examination

The Closed Examination is a face-to-face exam, either in person or online, aimed at evaluating the doctoral candidate's ability to present and defend their dissertation against objections from the Examination Team. The Closed Examination is conducted under the following conditions:

- The passing decision is based on the majority evaluation of the Examination Committee or mutual agreement.
- The exam grade is the average of the grades from all members of the Examination Committee. If the average grade is below B, the exam grade will be rounded up to B.
- g. The results of the Closed Examination are:
 - Pass without conditions for revision, with a dissertation grade of A.
 - Pass with minor revisions, with a dissertation grade of A- or A.
 - Pass with major revisions, with a dissertation grade of B, B+, or A/B.
- h. In the case of passing with minor revisions or major revisions, the doctoral candidate must make improvements according to the suggestions provided, under the following conditions:
 - The review and approval of minor revisions must be done by the Supervisory Team.
 - The review and approval of major revisions must be done by the Supervisory Team and the relevant members of the Dissertation Feasibility Assessment Team.
 - After receiving approval from the Supervisory Team or the Supervisory Team and the relevant reviewers, the doctoral candidate is considered to have passed the Closed Examination.
- i. Doctoral candidates who do not complete the revisions within a maximum of 3 (three) months must retake the Closed Examination, with the retake scheduled by the Doctoral Program Administration.
- j. Doctoral candidates who do not pass the Closed Examination must retake the exam after their dissertation revisions are approved by the Examination Team, within a maximum of one year from the first Closed Examination.
- k. The graduation status for students who participate in the graduation ceremony will be determined at the time of the Closed Examination.

ACADEMIC ETHICS

ACADEMIC ETHICS

- a. All academic staff and students within the Doctoral Program in Psychological Science are required to adhere to the academic ethics and norms established by the Faculty of Psychology and Universitas Gadjah Mada.
- b. Violations of academic ethics include behaviors that violate the norms upheld by the scientific community, ranging from classroom activities, completion of assignments, course exams, dissertation proposal writing, dissertation research, dissertation research writing, to the open exam.
- c. Forms of violations of scientific norms include behaviors such as cheating, falsification, submitting repeated assignments, facilitating academic dishonesty, gaining unfair advantages, and plagiarism.
- d. Sanctions for violations of academic ethics may include a reduction in exam grades or other academic assignments, being declared failed on exams or academic tasks, repeating courses, dismissal from the Doctoral Program, and the revocation of academic degrees if already conferred.
- e. Academic sanctions are issued by the Dean.

EXTENSION OF STUDY DURATION

An extension of the study period is an additional time granted to students to continue their education and receive academic services. The extension can be proposed by the student, evaluated by the Program Administration, considered by the Dean, and decided by the Rector.

Students may propose an extension of their study period under the following conditions:

- a. The student has passed the comprehensive exam.
- b. The request for an extension is approved by the Supervisor and Co-Supervisor.
- c. The extension is granted for one semester, and, based on specific considerations, can be proposed again for up to a maximum of two semesters.
- d. The extension is effective once approved by the Rector.



RESIGNATION

A student may submit a resignation from the Doctoral Program in Psychological Science under the following conditions:

- a. The resignation must be submitted in writing by the student to the Dean, with copies sent to the Program Administration, the superior who assigned the study, and/or the sponsoring institution.
- b. The resignation letter must be acknowledged by the Supervisor and Co-Supervisor.

The Dean will consider the resignation and forward it to the Rector for the issuance of the resignation approval letter. A student who has officially resigned will not be readmitted to the Doctoral Program in Psychological Science.

DROP-OUT

A student will be declared to have "dropped out" or unable to continue their studies if:

- a. They fail to re-register for 3 (three) consecutive semesters, or
- b. They do not complete coursework or meet the required study milestones within the specified time frame, or
- c. They do not make progress in dissertation writing for 2 (two) consecutive semesters, or
- d. They are deemed unable to complete their studies based on the evaluation results of their academic progress, or
- e. They violate academic ethics.
- f. A student who has officially been declared as having "dropped out" will not be readmitted to the Doctoral Program in Psychological Science.

GRADUATION & COMMENCEMENT

A doctoral student will be declared graduated upon meeting the following requirements:

- a. The student has completed the required minimum credit hours (SKS) according to the study track:
 - o Publication Track (JP) – 36 SKS,
 - o Methodology Track (JM) – 42 SKS,
 - o Teaching Track (JA) – 46 SKS, or
 - o New Graduate Track (LB) – 46 SKS, including equivalent course credits.
- b. The student has a cumulative GPA of at least 3.25 (three point twenty-five).
 - o The student has met the publication requirements.
 - o The student has passed the dissertation exam.
 - o The student has met the required study duration.
- c. The doctoral graduation ceremony, for students who did not take the open examination, is organized by the University.



UNIVERSITAS
GADJAH MADA

D Building 5th Floor, Faculty of Psychology
Universitas Gadjah Mada
Sosio Humaniora Street, Bulaksumur
Yogyakarta, 55281

Telp/Fax +62 274 550435
WhatsApp: +62 822 2720 5719