Thesis Writing Guidelines

Diploma IV Educational Level

PIP Semarang Team

Translators

Rifatun Hasanah

Irma Shinta Dewi

THESIS WRITING GUIDELINES
DIPLOMA IV EDUCATIONAL LEVEL

PIP Semarang Team

Politeknik Ilmu Pelayaran Semarang

PEDOMAN PENYUSUNAN SKRIPSI
PROGRAM DIPLOMA IV

Published by:
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Jl. Singosari 2A Semarang

TRANSLATED
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Translated by:
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PREFACE

Praise and gratitude to God the Almighty, Politeknik Ilmu Pelayaran Semarang has published Thesis Writing Guidelines for Diploma IV educational level as an effort to improve the quality of education in order to optimize the achievement of educational goals. This thesis writing guidelines are compiled as a guide for both lecturers and cadets in writing the thesis. The compilation of this thesis writing guidelines is also a form of institutional commitment in implementing quality assurance, particularly in the academic field where the ultimate goal is to have graduates who are qualified, superior, and able to compete in the midst of global competition.

Thank you to the team for taking the time, energy and thought to carry out improvements to this Thesis Writing Guidelines to be published in its current form. In addition, the team also would like to thanks to all parties who have contributed and provided excellent input for the completion of this book.

This Thesis Writing Guidelines have been revised not only based on the development of Politeknik Ilmu Pelayaran Semarang but also based on input from various parties. However, this book is still far from perfect. Therefore, critics and suggestions very much appreciated for the perfection of this book in the future. The Thesis Writing Guidelines Team hope that this book brings benefits to all parties involved in writing this thesis.

Semarang, 2022

PIP Semarang Team

FOREWORD OF DIRECTOR

Praise and gratitude to God the Almighty that this Thesis Writing Guidelines for Diploma IV educational level has been completed.

We all know that the development of education is greatly supported by the results of researches carried out properly and seriously. For that, cadets of PIP Semarang require the ability to conduct research by doing reported research in completing the final project in the form of a thesis.

This Thesis Writing Guidelines is a reference in writing report of research at PIP Semarang in accordance with the applicable rules of writing scientific papers.

I, as the director of PIP Semarang, thanks and appreciates all parties in the completion of this Guidelines. Of course, there are many imperfections of this Thesis Writing Guidelines, so that constructive criticism from all parties is highly expected. Hopefully this Thesis Writing Guidelines can be useful for both cadets and lecturers, and as for the team, hopefully what is written can be recorded as a good deed. Amen.

Semarang, 2022

Director,

Capt. Dian Wahdiana, M.M.

NIP. 19700711 199803 1 003

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CHAPTER I. INTRODUCTION

1.1. Background

Based on Undang-Undang Negara Republik Indonesia No. 12 of 2012 concerning higher education stated that Higher Education is held to increase Indonesian competitiveness to face globalization in all fields, able to develop knowledge and technology and produce intellectuals, scientists, and/or professionals who are cultured and creative, tolerant, democratic, have strong character, and dare to defend truth for the benefit of the nation.

Furthermore, Regulation of the Republic of Indonesia No. 8 of 2012 concerning The Indonesian National Qualifications Framework (KKNI) which is the embodiment of quality and Indonesian national identity related to the national education and training system stated that the qualification consists of nine qualification levels, starting from qualification 1 as the lowest qualification and qualification 9 as the highest qualification. For Sarjana or Diploma IV is level 6, with the following competencies:

1. Utilizing science and technology to produce steps of organizational strategic development.
2. Being able to solve problems in the scientific field through monodisciplinary approach.
3. Being able to conduct research which is under the responsibility of the researchers' expertise.

If the competencies stated on Undang-Undang Negara Republik Indonesia No. 12 of 2012 combined with the competence level in KKNI,

related to the procedure of thesis writing, it means that the competence of Diploma IV graduates is able to apply/practice or utilize technology science and art. Thus, writing thesis for Diploma IV can be done by scientific reasoning or research with a monodisciplinary approach, which is aimed to prove the truth of science, technology and art. Researches for Diploma IV that uses quantitative methods can be a hypothesis testing research that formulated based on the existing theory, is monodisciplinary. When research is using qualitative methods, researchers can construct phenomena or find monodisciplinary hypotheses. If the research uses the R&D, the research conducted is to test the effectiveness and efficiency of the existed product. If the research uses the action research method, then the research carried out is to test the effectiveness and efficiency of the existed methods or media.

1.2. Objective

The objective of this Thesis Writing Guidelines is as a guide for cadets/Diploma IV program in the process of preparing and completing the thesis. This handbook contains rules regarding matters that are substantial and essential, while the more detail matters are left to the advisor. In addition, it aims to make easier for cadets in choosing and determining the steps in thesis preparation in accordance with research procedures and guidance.

1.3. Topic of Thesis

The thesis topic is the conclusion of the problem that will be studied through research. The problem must be actual or it can be said that it has logical and realistic implications or benefits in the development of science, technology, and art. Topic of the thesis should be focuses on one of the majoring disciplines according to the cadets' study program. Thesis is written using theories that critically analyze the data obtained in the field, in the form of testing existing theories, developing new theories and principles, or the development of new models that are tested in the field.

1.4. Determining the Title

Before writing a thesis, cadet should determine the title to be discussed. Every cadet should be able to elaborate the background for choosing the title through analysis process in order to obtain an interesting alternative title to be the title of the thesis. The title must be adjusted to the research method that will be used. In the analysis process of determining the title, cadets can consult with the appointed lecturer by considering these following matters:

1. The title should be interesting enough to be discuss so it can arouse the cadets interest and enthusiasm, and refers to the proposition that has been set.
2. The discussion of the title should be able to show the novelty.
3. The discussion of the title should be able encourage cadets' to be thinking creatively and originally.
4. The title should be firm enough, limited and interesting so that it can be discussed clearly by using good and correct Bahasa.
5. The title should ideally consist of at least 2 (two) continuous sentences, where each sentence is a keyword (variable).

1.5. Code of Conduct

Code of Conduct is a set of norms that apply in thesis writing. Norms that must be considered and adhered. It is concerning on quoting and referral, consent of materials used, data sources mentioned or information, as well as institutional rules such as form and format, content structure, paper size and font, standardized Bahasa, and General Guideline of Indonesian Spelling (PUEBI).

In writing the thesis, the author should mention the material or thoughts reference taken from other sources or people (Regulation of the Minister of National Education RI No 17 of 2010 concerning Prevention and Overcoming of Plagiarism in Higher Education). The use of material or thoughts from other sources or people without any references is in

the category of fraud or theft for acknowledging other people's writings, findings, or thoughts as his own. The thesis author should ask permission when using someone else's material or source (preferably in written form). If the owner of the material is unreachable, the author should mention the source. The source names or informants do not need to be mentioned if their inclusion can be detrimental for them. Instead of the source name or informant, it can be replaced with a certain code.

The cadets who commit fraud or dishonesty are subject to sanctions, in the form of administrative sanctions up to the cancellation of graduation. For students who have graduated and proven to have committed fraud, the academic degree and diploma can be canceled. The fraud in question is as follows:

1. Data fabrication. It is making up data that does not actually exist or creating fictitious data.
2. Data falsification. It is changing the data according to the researcher want, especially in accordance with the conclusions that "want" to be drawn from a study.
3. Plagiarism. It is taking other people's words, sentences or text without giving credits in the form of citations.

1.6. Steps of Thesis Writing

The thesis writing can be started after the Director appoints two lecturers as advisor for cadets on the recommendation of the Head of the Study Program. Steps of thesis writing are as follows:

1. At the beginning of semester VII, the cadets submit a thesis title to the appointed advisors.
2. The title that has been approved by the advisors is validated by the Head of the Study Program.
3. The cadets should consult and ask the lecturer for guidance.
4. The completed thesis must be signed by the advisors and the Head of the Study Program before thesis defense.

5. The thesis defense is carried out with three examiners, where the 1st advisor acts as the 2nd examiner.

CHAPTER II. THESIS PROPOSAL

The structure of thesis proposal consists of three parts as follows.

2.1. First Part

This section consists of:

1. Title page.
2. Approval page.
3. Table of contents.

2.2. Contents Part

This section consists of:

CHAPTER 1	INTRODUCTION (its content is adjusted to the thesis systematics)
CHAPTER II	LITERATURE REVIEW, THEORETICAL FRAMEWORK (its content is adjusted to the thesis systematics)
CHAPTER III	RESEARCH METHODOLOGY (its content is adjusted to the thesis systematics)

2.3. Final Part

The final part of the thesis proposal contains information or description as notes and infrastructure support, such as schedules and instrument designs (questionnaires, interview guide, observation guide, and etc.), and references.

CHAPTER III.
CONTENTS OF THE THESIS

The thesis consists of three parts, they are first part, the content part, and last part. The total pages should not be less than 50 (fifty) pages, excluding list of tables, list of images, and appendix.

3.1. First Part

The cover part of the thesis consists of an outer cover, a sheet with a logo, a title page, approval, a validated page, foreword, table of contents, list of tables, list of figures, list of appendices, and abstract both in Bahasa and in English. Cadets should start the inner cover with page numbers i, ii, iii, iv, and so on, at the middle bottom of the section page.

1. Outer cover.

   The outer cover of the thesis does not have a page number and contains the title, PIP logo, the purpose of writing, cadet's full name and registration number, name of Study Program, name of college, and year of completion. The title of the thesis is typed with the Times New Roman font '14' and others use font "12" and colored print. The outer cover is made on hard cover cardboard with blue color for the Nautical study program, Red for the Marine Engineering study program, and yellow for the Port and Shipping Management (TALK). The sample of the cover page format can be seen in appendix 1. The back of the outer cover is affixed with the logo, name, registration number, the title written lengthwise, the words "Thesis", and the year. Example of the outer cover as in appendix 2.

2. Logo sheet.

   The PIP Logo Sheet is intended as a divider between the cover, the first part, between chapters, and the final page of the thesis and also printed in color on blue paper for the Nautical study program, Red for the Marine Engineering study program, and yellow for the Port and Shipping management study program. The example of a logo sheet is as in appendix 16.

3. Title page.

   The inner cover is the same as the outer cover but printed in color on white paper and given a page number.

4. Approval page.

   This page contains the approval of the advisors that the thesis is ready for thesis defense. This page contains the signatures of the two advisors and the Head of the Study program. An example of an Approval Page is in appendix 3.

5. Validated page.

   This page contains a validation that the cadets have passed the thesis defense, which contains the signatures of Examiner I, Examiner II, Examiner III, and the Director of PIP Semarang. An example of a Validated Page is in appendix 4.

6. Declaration of authenticity page.

   This page contains cadet's statement that the thesis is his own work, not a plagiarism from other people's work. An example of a Declaration of Authenticity is found at appendix 5.

7. Motto and dedication page.

   This page contains words of wisdom and motivation as well as the thesis dedication. Pages of Motto and dedication is only in one page. The example of Motto and Dedication Page is in Appendix 6.

8. Preface.

   The preface is written to lead the reader understand the thesis script accompanied by a gratitude to those who contributed in finishing the thesis. The order of gratitude is based on the level of contribution in thesis writing. The preface is arranged in the form of paragraph. The example of the preface Page is in appendix 7.

9. Abstract.

   Abstract is written in Bahasa and English (ABSTRACT) with a single space containing the identity, keywords, and content. The content includes the background of the problem, the formulation or focus of the problem or objectives, approaches and methods used, research results, and conclusions. Abstract consists of 200 to 250 words. Abstract is written in 1 (one) space, starting with the name of the cadet, NIT, the title of the thesis written in italics with quotes symbol in the beginning and the end, Diploma IV Program, Study Program, Politeknik Ilmu Pelayaran Semarang, Advisor I and Advisor II. The keywords are put at the bottom of the abstract. Keywords consist of three to five words or a combination of words. Example of abstract is in Appendix 8.

10. Table of contents.

    The table of contents starts from the title page, approval page, validated page, declaration of authenticity page, motto and dedication page, preface, table of contents, list of tables (if any), list of figures (if any), list of appendices. The content (main) part of the thesis is adjusted according to the research method used, starting from the first chapter to the last. Except the sub-chapters title, all are typed in capital letters. The titles are followed by dots along the line, followed by the page number where the title appears on the thesis. The example of a Table of Contents can be found in appendix 10.

11. List of tables.

    If there is a table in the thesis, it is necessary to have a list of tables with the page number. The example of a list of tables can be found in appendix 11.

12. List of figures.

    The list of figures contains the figure's titles and their page numbers. The example of List of Pictures is in appendix 12.

13. Appendix list.

    The list of attachments is arranged systematically with serial numbers (Arabic numerals), titles of appendices and page numbers. The page number is a continuation from the page numbers of the thesis or dissertation. The example of a list of appendices is shown in appendix 13.

3.2. Main Part

The main part of the thesis consists of chapters 1 to 5. There are three methods which can be used in thesis writing, namely quantitative method, qualitative method, and research and development (R n D) method. It is also possible to conduct experimental research and case studies. Systematics of writing thesis are adapted to the research method used.

3.2.1. Thesis Writing Systematics with Quantitative Method

Quantitative research for thesis is directed at testing hypotheses that is uni-variable (independent variable 1 and dependent variable 1) and multi-variable (independent variable 2 and dependent variable 1). Analysis using correlation and simple regression statistics or correlation and multiple regression (two independent variables). The systematics of thesis writing using quantitative methods are as follows:

TITLE PAGE
APPROVAL PAGE
VALIDATION PAGE
DECALARATION OF AUTHENTICITY PAGE
MOTTO AND DEDICATION PAGE
PREFACE
ABSTRAK (BAHASA)
ABSTRACT (ENGLISH)
TABLE OF CONTENTS
LIST OF TABLES
LIST OF FIGURES
LIST OF APPENDICES
CHAPTER I. INTRODUCTION
- A. BACKGROUND OF THE PROBLEM
- B. IDENTIFICATION OF PROBLEM
- C. LIMITATION OF PROBLEM
- D. RESEARCH QUESTIONS
- E. OBJECTIVES OF THE STUDY
- F. SIGNIFICANCE OF THE STUDY

CHAPTER II. THEORETICAL BASIS AND HYPOTHESES
- A. DESCRIPTION OF THEORIES
- B. OPERATIONAL DEFINITIONS
- C. THEORETICAL FRAMEWORK
- D. HYPOTHESES

CHAPTER III. RESEARCH PROCEDURES
- A. RESEARCH METHODOLOGY
- B. POPULATION AND SAMPLE
- C. RESEARCH INSTRUMENTS
- D. TECHNIQUES OF DATA PROCESS
- E. TECHNIQUES OF DATA ANALYSIS

APPENDICES

1. Appendix of research instruments
2. Appendix of the result of validity and reliability test of instruments
3. Appendix of raw data
4. Appendix of data analysis including the calculation of hypotheses test
5. Other appendices such as approval and etc.

1. Background of the problem.

   Background of the problem, at least contains macro information about the problem based on facts from the external environment. If the research is conducted in a particular industry, then the exposure continued on issues based on facts from the similar industry environment. If research is carried out on a function in the internal environment of an institution, then the problems presented based on the facts that need to be collected. Quantitative research background is presented from general to specific (deductive) things as a pyramid backwards.

2. Identification of problem.

   Problem identification is an inventory of problems. This part is data collection of problems that related with the research theme/topic. Based on the problem, the researcher determines the important and urgent problem to find a solution through research.

3. Limitation of problem.

   Problem limitation is an attempt to limit the scope of the problem which can be too broad or too wide to focus on. This is done so that the discussion is not too broad from relevance so, the research becomes more focus and sharp.

4. Research questions.

   The research questions are the questions that must be answer through data collection. Formulation of the problem in Quantitative research are broadly categorized into three forms, they are Descriptive, Associative, and Comparative. The Descriptive Problem

Formulation is a formulation that the questions are a state of an independent variable (one variable or more). The formulation of the Associative problem is the formulation that the questions is the relationship between two variables or more. While comparative formulation is formulation of research problems that questions a comparison between two or more variables, on two or more different samples.

5. Objectives of the study.

   The purpose of quantitative research is to develop or prove theories or phenomena and also the relation that occur mathematically.

6. Significance of the study.

   The significance of the study is divided into 2, they are theoretical and practical significance. Theoretical significance is for science development. The practical one is its direct results that can be used by related parties.

7. Description of theories.

   The description of theories is a systematic description of the theory and the research results to the variables studied. Theory description at least contain an explanation of the variables studied through in-depth and complete descriptions.

8. Operational definitions.

   The operational definition is how the researcher explains about the variables being studied.

9. Theoretical framework.

   The framework is presented with a chart showing the flow of researcher's thought and the relationship between the variables studied.

10. Hypothesis.

    A hypothesis is a prediction that has not been proven. The hypothesis is still tentative. Hypothesis statements only explain phenomena and

possible answers to research questions. Real answer obtained after the research was conducted.

11. Research methodology.

    The research method is a scientific way to obtain data by specific purposes and uses. The meaning of the scientific method is that research activities rely on scientific characteristics, such as rational, systematic and empirical. Quantitative research is empirical research where the data is of something that can be calculated. Quantitative research can be descriptive, correlational, and associative based on the relation between the variables. Descriptive quantitative research usually only measures the level of a variable in a population or sample, while correlation and associative look at the relationship between two or more variables. If correlation only shows the relationship, associative tries to find causal relationship between the related variables.

12. Population and sample.

    Population can be interpreted as a subject in a certain area and time to be observed or studied. The sample is part of the number and characteristics of a population. Determination of this sample must be adjusted to the sample size that will be used as a data source. It is by taking into account the nature and distribution of the population so that the sample obtained can represent the population.

13. Research instruments.

    Research instruments are auxiliary used by researchers to collect quantitative information on the studied variables. In quantitative research, the research instrument can use questionnaire.

14. Techniques of data process.

    Data processing techniques in quantitative research are divided into two, they are descriptive and inferential techniques. Descriptive technique is used to create an overview of the data that has been collected without concluding the data. The form of the data can be

graphs, tables, frequencies, and diagrams. Inferential technique uses statistical methods to draw conclusions from the data collected. Statistical calculations can use chi square, T test, ANOVA, regression analysis, or error test as needed.

15. Techniques of data analysis.

    Data analysis technique is the method used with regard to calculations to answer the research questions and hypothesis testing proposed. Data analysis techniques regarding efforts to understand the data accurately and objectively. In quantitative research, data analysis is carried out with the help of statistics to test the hypothesis. Researchers must explain statistical analysis techniques used (correlation and regression analysis, path analysis, SEM analysis, comparison analysis) and the reasons.

16. Description of result of the study.

    The description of the research result is used to explain the quantitative data obtained from the instrument given. Results of the research that has been obtained is described in detail for each variable. Variable discussion is carried out using quantitative data, the processed data is in the form of numbers or scores then interpreted.

17. Test of analysis requirement.

    The analysis requirements test is carried out if the researcher uses parametric analysis. For correlation and regression tests must be met with normality test and data linearity test. For difference test (comparative must be met with the normality test and the homogeneity test.

18. Result of hypotheses test.

    The purpose of hypothesis testing is to decide whether the tested hypothesis is rejected or accepted. Hypothesis testing is one of the uses of inferential statistics which are most often used in

quantitative methods. Hypothesis test results must be interpreted so that they can be understood.

19. Discussion of result of the study.

    The discussion of the research results is used to present the analysis and review of research at obtaining conclusions in order to meet the research objectives. The discussion is intended to present a sharper picture of the findings, so that researchers not only present the data, but also provide analysis, interpretation, and meaning of the findings. Thus, the discussion is to explain the meaning of research data so that the findings can be clearly understood.

20. Conclusion.

    The conclusion of the study is a brief statement about the results of the description analysis and discussion of the results of hypothesis testing. Conclusion contains answers to the questions posed in the problem formulation part. The entire answer only focuses on the scope of the question and the number of answers is adjusted to the number of problem formulations proposed.

21. Limitation of the study.

    The limitations of the research describe the actual things or variables covered the scope of the research but because of the certain methodological difficulties or procedural difficulties cannot be covered in research and beyond the control of the researcher.

22. Suggestions.

    Suggestions are in the form of comments or rebuttals that are giving good input to the government, institutions, and so on depending on the variables in the thesis.

3.2.2. Thesis Writing Systematics with Qualitative Method

Qualitative research method in thesis research is used for research which describes the process of carrying out work, the implementation of a theory, policy and planning. Qualitative research will have high science

value if researchers can find hypotheses. Research done in natural conditions (natural setting), data collection is triangulation (observations, interviews, documentation), data analysis is inductive. Testing the validity of the data is emphasized on the credibility test, dependability, and confirmability. Therefore, the data presented in qualitative research is the data whose validity has been tested. Presentation of data can use brief descriptions qualitatively, patterns, illustrations, flow charts, pictures, and can be in the form of tables.

Systematics of thesis writing using qualitative research methods are as follows:

TITLE PAGE
APPROVAL PAGE
VALIDATION PAGE
DECALARATION OF AUTHENTICITY PAGE
MOTTO AND DEDICATION PAGE
PREFACE
ABSTRAK (BAHASA)
ABSTRACT (ENGLISH)
TABLE OF CONTENTS
LIST OF TABLES
LIST OF FIGURES
LIST OF APPENDICES
CHAPTER I. INTRODUCTION
- A. Background of the Problem
- B. Focus of the Research
- C. Research Questions
- D. Objectives of the Study
- E. Significance of the Study

CHAPTER II. THEORETICAL REVIEW
- A. Description of Theories
- B. Research Framework (Steps of research to achieve the goal)

CHAPTER III. RESEARCH METHODOLOGY
- A. Research Methodology
- B. Location of Research
- C. Sample of research data source /informant
- D. Techniques Of Data Collection
- E. Research Instruments
- F. Techniques Of Qualitative Data Analysis
- G. Data Validity Test

CHAPTER IV. RESEARCH RESULT
- A. Overview of Research Context
- B. Data description
- C. Finding
- D. Discussion of Research Results

CHAPTER III. RESEARCH METHODOLOGY

A. Research Methodology
B. Location of Research
C. Sample of research data source /informant
D. Techniques of Data Collection
E. Research Instruments
F. Techniques of Qualitative Data Analysis
G. Data Validity Test

CHAPTER IV. RESEARCH RESULT

A. Overview of Research Context
B. Data description
C. Finding
D. Discussion of Research Results

CHAPTER V. CONCLUSION AND SUGGESTION

A. Conclusion
B. Limitation of the Study
C. Suggestions

REFERENCES

APPENDICES

1. Research permit
2. Evidence of research extension
3. Raw data, voice recording, video
4. Evidence of data validity test

1. Background of the problem.

   The background of the problem in qualitative research is the flow of thought from particular to general (inductive) like a pyramid.

2. Focus of the research.

   Research focus is an attempt to focus the research to clearly know which limits or to know the scope to be researched so that the research objectives are not too broad.

3. Research questions.

   The formulation of the problem is an attempt to express on what research questions need to be answered or find a problem solving. Research question in qualitative research is formulated to understand the complex phenomena in relation to other aspects (in context).

4. Objectives of the study.

   The purpose of qualitative research is to explain a phenomenon deeply with in-depth data collection too, which shows the importance of depth and detail of researched data.

5. Significance of the study.

   The significance of research results is divided into 2, they are theoretical significance or the significance of research for the development of science and practical one explains the significance for solving problems.

6. Description of theories.

   The theory description contains a description of the theories related to the topic of the study.

7. Research framework (steps of research to achieve the goal).

   The research framework is a concept in research that is mutually related, where the design of variables can be connected in detail and systematically. This is done so that research can be easier to understand because the delivery can be coherent.

8. Qualitative methods.

   This section describes the methods used in the research, as qualitative data in a clear and complete manner with reasons for its use.

9. Location of research.

   The research location is the place where the researcher obtains information on the required data. The research location is a place where the research will be carried out. Site selection should be based on considerations of attractiveness, uniqueness, and suitability for selected topic.

10. Sample of research data source/informant.

    Research informants are sources, someone who understands related to the object of the research and able to provide a description about the research topic.

11. Techniques of data collection.

    Data collection techniques in qualitative research are carried out by triangulation (combination of observation, interview, and documentation).

12. Research Instruments.

    The characteristic of qualitative research is that the researcher acts as an instrument as well as data collectors. Instruments other than humans (such as questionnaires, interview guidelines, observation guidelines and so on) can also be used, but its function is limited as a supporting data.

13. Techniques of qualitative data analysis.

    Data analysis techniques used in qualitative analysis have four stages, they are data collection, data reduction, data presentation and drawing conclusions and verification.

14. Data validity test.

    Testing the validity of the data is carried out by conducting a credibility test, transferability, dependability, and confirmability.

15. Overview of research context.

    The research context is closely related to the literature or research that has the same topic and has been published previously. A study cannot stand alone without seeing the context.

16. Data description.

    Data description is an effort to display data so that the data can be well presented and easy to interpret.

17. Finding.

    Research findings are a series of descriptions obtained from research data obtained through certain data collection techniques according to the research topic.

18. Discussion of research results.

    This discussion reviews the results of data analysis that describes the answers on research questions more comprehensively.

19. Conclusion.

    It is the answer to the formulation of the research problem that has been proposed in chapter 1.

20. Limitation of the study.

    The limitations of the research describe what is actually covered in the in the scope of research but because of the certain methodological difficulties or procedural aspects that cannot be covered in research and beyond the control of the researcher.

21. Suggestions.

    Suggestions are recommendations written after the conclusion that can be addressed to policy makers, to concerned users of research results, to the next researcher and to problem solver in the field.

3.2.3. Thesis writing systematics with Research and Development Methods (R&D)

Research and Development (R & D) methods is a research method used to investigate new products so it can be developed and produced, and then tested the effectiveness of the product. Research and Development can be done by testing the effectiveness of existing products and can be developing simple new products. Research reports made should always be accompanied by the resulted product along with specifications and the explanation. The attachment is in the form of the resulted product, made in a separate book, and given an explanation of the greatness of the product based on the test results, as well as how to use the product.

Systematic of Thesis writing with Research and Development Methods (Research and Development) are as follows:

TITLE PAGE
APPROVAL PAGE
VALIDATED PAGE
DECALARATION OF AUTHENTICITY PAGE
MOTTO AND DEDICATION PAGE
PREFACE
ABSTRAK (BAHASA)
ABSTRACT (ENGLISH)
TABLE OF CONTENTS
LIST OF TABLES
LIST OF FIGURES
LIST OF APPENDICES
CHAPTER I. INTRODUCTION
- A. Background of the Problem
- B. Research Questions
- C. Objectives of the Study
- D. Significance of the Study

CHAPTER II. THEORETICAL BASIS, THEORETICAL FRAMEWORK, AND HYPOTHESES
- A. Description Of Theories
- B. Theoretical Framework
- C. Hypotheses (Product to be resulted)

CHAPTER III. RESEARCH PROCEDURES
- A. RESEARCH PROCEDURES
- B. RESEARCH METHODS STEP 1 (RESEARCH)
  1. Qualitative Method
  2. Location of research
  3. Research data source
  4. Data Collection Techniques
  5. Data Analysis
  6. Planning of Design product
  7. Design validation

C. RESEARCH METHOD STEP II (DEVELOPMENT)
    1. Product test Design
    2. Research subject
    3. Data collection Techniques
    4. Research instruments
    5. Data Analysis Techniques

CHAPTER IV. RESEARCH RESULTS AND DISCUSSION
A. Initial Product Design (with pictures and explanations)
B. First test results
C. Product Revision (with pictures after revision and explanation)
D. The results of the second stage test
E. Product Revision (with pictures after revision and explanation)
F. Testing Phase III (if necessary)
G. Product Improvements (along with the last picture and explanation)
H. Product Discussion

CHAPTER V. CONCLUSION AND USAGE SUGGESTIONS
A. Conclusion
B. Usage Suggestions

REFERENCES
INSTRUMENT APPENDIX
DATA APPENDIX
ATTACHMENTS OF THE PRODUCTS PRODUCED ALONG WITH THE BOOK EXPLANATION

1. Background of the problem.

   It starts with the potential and the problem. Potential is everything if utilized will provide added value. Problems need to find a solution, therefore, in the background must present solution based on a theoretical foundation.

2. Research questions.

   It is expressed in the form of a gap, or condition not yet (less) fulfillment of something. The formulation of the development problem is sometimes not expressed in the question sentence, but in the form of problematic statement.

3. Objectives of the study.

   Those are the goals that are expected to be achieved from research and the answer to the problem formulation.

4. Significance of the study.

   It is divided into 2, they are theoretical or academic significance which are for the development of science and practical significance explains the benefits of solving the problem.

5. Description of theories.

   The theory description contains a description of the theories related to the topic study.

6. Theoretical framework.

   Developing a Theoretical Framework means to show the flow of the researcher's thoughts according to a logical framework (logical construct). Theoretical Framework is aimed at to answer or explain the research questions in the formulation of the problem.

7. Hypotheses (product to be resulted).

   It determines the product design to be developed (hypothetical design).

8. Research procedures.

   It is a series of stages that must be passed in conducting research. Research is a series of scientific activities that starts from a problem that needs to be answered. In research work steps are very important so that the results and reports can be accounted for. With the steps design, research will be able to be implemented properly to achieve the research objectives. R&D is divided into 2 stages, they are the research stage and the development stage.

9. Qualitative method.

   It is a method that focuses on in-depth observation. Therefore, the use of qualitative methods in research can produce a more comprehensive study of a phenomenon.

10. Location of research.

    It is the object of research where research activities are carried out. The determination of the research location is intended to facilitate or clarify the target in the study.

11. Research data source.

    The source of the data in the study is the subject from which the data can be obtained.

12. Data collection techniques.

    A method used by a researcher to collect data and information that will later be useful as supporting facts in presenting research.

13. Data analysis.

    Data analysis is a process for grouping, viewing linkages, making comparisons, similarities and differences on data that are ready to be studied, and create data models with the intention of to find useful information so that it can provide instructions for making decisions on problems and/or research questions.

14. Planning on design product.

    A process from imagining a design, creating, and fixing it which can solve the problems of the users, specifically.

15. Design validation.

    Design validation is an activity process to assess whether the design product is feasible and valid to use or not. Validation in this research presents several professionals or experts who have experienced to assess new products designed.

16. Product test design.

    It aims to find out whether the product is feasibly used or not in achieving the goals and objectives as well as suitability with users to solve problems.

17. Research subject.

    Individuals or groups used as data sources by researchers.

18. Data collection techniques.

    It is a technique or method used to collect data.

19. Research instruments.

    Research instrument is a tool used to get data. Without the instrument, researcher will not be able to collect the necessary data. If the data does not exist, the research will not be able to be done.

20. Data Analysis techniques.

    Data analysis technique is a method or way to process a data into information so that the characteristics of the data become easy to understand and also useful for finding solutions to problems being researched.

21. Research results and discussion.

    The results of the research and discussion are in chapter IV. Here is shown the initial design of the product along with pictures and explanations. This initial Design was piloted and the results were presented. If the test results are not in line with expectations, then a later product revision will be carried out, tested and discussed again and so on until the desired product is obtained. Discussion of the resulting product presented along with its advantages compared to previous product.

22. Conclusion.

    It is the answer to the formulation of the research problem that has been proposed in chapter 1.

23. Suggestions.

    Suggestions are recommendations written after the conclusion can be addressed to policy makers, to users of research results, to the next researcher and as problem solving in the field.

3.3. Last Part

The final part of the thesis contains references and appendices. The steps in writing reference and appendices must comply with the instructions presented in chapter IV of this guidelines. Anything attached is adapted to research characteristics and research needs.

CHAPTER IV.
PROCEDURE OF THESIS WRITING

4.1. Material and Size

1. Manuscript.

   Manuscripts are typed on 80gram HVS paper, one sided only.

2. Cover.

   The cover is made of Bufalo paper or alike and strengthened as many as possible with cardboard and covered with plastic. The text printed on the cover is the same with those on the title page.

3. Cover color.

   The cover color is red for the Marine Engineering Study Program, blue for the Nautical Study Program, and yellow for the Port and Shipping Management Study Program (TALK).

4. Size.

   The manuscript size is 21 cm x 28 cm.

4.2. Typing

1. Font type.
   a. Manuscripts are typed in Time New Roman font size 12 and it applied for the whole manuscript. The use of italics and square is not allowed.
   b. Italics are used for term in foreign languages.

2. Numbers and units.
   a. Numbers are typed with numbers, except at the beginning of sentences, for example 10 g ingredients.
   b. Decimal numbers are marked with a comma, not a period, for example, egg is 50,5g.
   c. Units are expressed by their official abbreviations without a period behind it, for example m, g, kg, cal.
3. Line spacing.

   The distance between 2 (two) lines is made 2 (two) spaces, except for abstract and direct quotes from manuals/libraries that are more than 4 (four lines) written with 1 (one) space,

   Titles of lists (tables) and figures with more than one line and reference is typed with a distance of 1 space down.
4. Border.

   Typing boundaries, viewed from the edge of the paper, are set as follows:

   Top : 4 cm

   Bottom : 3 cm

   Right : 3 cm

   Left : 4 cm
5. Room filling.

   The space on the manuscript page must be fully filled, meaning typing must be from the left edge to the right edge, and there should be no space waste unless you start with a new paragraph, the equation lists, pictures, subtitles, or special things.
6. New paragraph.

   The new paragraph starts at the 6th (sixth) type from the left edge.

7. Sentence beginning.

   The number, symbol, or chemical formula that begins a sentence must be spelled, for example: ten chickens.

8. Title, subtitle, sub-subtitle, and others.
   a. The title must be written in all capital letters, bold and arranged so that it is symmetrical, with a distance of 4 cm from the top edge without ending with a period.
   b. The sub titles are written starting with a capital letter and followed by a bolded lowercase letter without a period, only the first letter is capitalized, spaced by numbering the letters A, B, C, D, etc. starting at the beginning of the 4 cm border, and without a period. The first sentence after the subtitle begins with new paragraph with a distance of 1 (one) Tab.
   c. Sub-titles are being typed starting from the edge adjusted to the subtitles below it and the writing starts indented into 1 (one) Tab beginning with uppercase and then lowercase, ending without a period. Sentence first after the sub-heading begins with a new paragraph 1 (one) Tab.
   d. Sub Sub-Sub Title is written starting from the 6th (sixth) type starting with a capital letter and followed by a lowercase letter without a period. Sentences start with a capital letter below with a distance of 1 (one) tab behind it.

9. Details down.

   If in thesis writing are details must be arranged down, use serial number with numbers or letters according to the degree of detail. Line usage connectors (*-*) placed in front of the details are not allowed.

10. Symmetrical layout.

    Figures, tables (lists), equations, titles and sub titles are written symmetrically with respect to the edges left and right typing.

4.3. Numbering

This section is divided into page numbering, tables (lists), figures, and equations.

1. Page.
    a. The first section of the report, from the title page to the first part of the thesis, is numbered with lowercase roman numerals (i, ii, iii, iv, v, etc.).
    b. The main part and the end, starting from the introduction (chapter 1) to the last page, use Roman numerals as page numbers (1, 2, 3, etc.)
    c. Page numbers are placed on the top right, except for chapter titles. For chapter pages are numbered in the bottom center.
    d. Page numbers are typed at a distance of 3 cm from the right edge and 1.5 cm from the top edge or bottom edge.
    e. Chapter, Sub-chapter, Sub Sub-chapter, the numbering is arranged as follows:

A.
1.
a.
1].
a].
i].
ii].
iii].
iv].
b].
2]
b.
2.
B.
Etc

2. Table (list).

   Tables (lists) are numbered sequentially with Arabic numerals.

3. Figures.

   Figures are numbered with Arabic numerals.

4. Equation.

   The serial number of equations in mathematical formulas and others is written with Arabic numerals in brackets and placed near the right margin. Example: y = a + B 1x1 + B2x2 + B3x3.

4.4. Appendices (Tables and List of Figures)

1. Table (list).
   a. The table number (list) followed by the title is placed symmetrically above the table (list), without a period.
   b. Tables (lists) should not be cut off, unless they are long, so that it is impossible to type on one page. On the advanced page of the table (list) the table number (list) and the following words are included, without a title.
   c. Columns named and kept separate from one another are quite firm.
   d. If the table (list) is wider than the paper size, it must be made in the length of the paper, then the top of the table must be placed to the left of the paper.
   e. Above and below the table (list) a boundary line is attached, so that it is separated from the description subject in the paper.
   f. The table (list) is typed symmetrically.
   g. Tables (lists) with more than 2 (two) pages or which must be folded, placed in the attachment.
2. Figures.
   a. Charts, graphs, maps and photos are all called figures (undifferentiated).

b. The figure number followed by the title is placed symmetrically below the image without a period.
c. Figures cannot be cropped.
d. The title of figures is written in the vacant space in the picture and not on another page.
e. If the figure is painted wide along the height of the paper, then the top of the figure should be placed on the top left.
f. The figure size (width and height) is attempted to be reasonable (do not be too skinny or too fat)
g. The scale on the graph should be made so that it is easy to use for interpolation or extrapolation.
h. Charts and graphs are made with water-insoluble black ink and the graph curve lines is made with the formation of the French curve.
i. The layout of the figure is arranged so that it is symmetrical.

4.5. Language

1. Language used.

   The language used is standardized Bahasa (there is a subject and a predicate, and to make it more perfect added with objects and descriptions).

2. Sentence form.

   Sentences may not include the first person and the second person (I, we, you, and etc.).

3. Term.
   a. The terms used are in Bahasa terms or those that have been absorb in to Bahasa.
   b. If forced to use a foreign term, put an underline on the term.
4. Error occurred.

a. Conjunctions such as so, and, while should not be used to start a sentence.
b. Prepositions, for example "pada" are often used inappropriately, for example placed in front of the subject (damaging sentence structure).
c. The words where and from are not used correctly, and are applied exactly like the words "where" and "of" in English.
d. The prefixes "ke" and "di" must be distinguished from the prepositions "ke" and "di".
e. Punctuation marks must be used correctly.

4.6. Writing Name

Writing the name concerning the name of the author referred to in the description, references, the name with more than one syllable, a name with a hyphen, a name followed by abbreviations and degrees.

1. Name of the author referred to in the description.
   a. If only 1 (one) person is quoted, then the author's name is written as complete. For Example: Slamet Apriyanto (1991: 65).
   b. If there are 2 (two) people quoted, the names of the two authors are written their last name. For Example: Ship Charter by Ibnu Sujatmiko and Rudi Sudjarwo written by Sujatmiko and Sudjarwo, 1994: 18)
   c. If 3 (three) or more people are quoted, the full name is written first name followed by et al or et al. For Example: Bambang Supriyadi, et al (1999: 77) or Adi Nugroho, et al (1995: 10).
2. Author's name in reference.
   a. In the reference, the author's name, year of publication, title of the book, publisher and publisher city, Book title is italicized.

      For Example:

      Abbas Salim, 1993, Transportation Management, PT. King Grafindo Persada,Jakarta.

b. In the reference, all authors must be named, and may not write only the first author added et al.

For Example:

Not allowed: Meisel, Meisel, SL., McCullough, JP, CH, and Weisz, PB. 1976,...

Not allowed: Meisel, SLdkk or Meisel, SL et.al.....

3. Author's name is more than one word.

If the author's name consists of two or more words, the way of writing is the last name is followed by a comma, the abbreviation of the first, middle name and so on which all are given a period or last name followed by a syllable of the first, middle name etc.

For example:

a. Sutan Takdir Alisyahbana was written by Alisyahbana, ST or Alisyahbana, Sutan Takdir.
b. Donald Fritzgerald Othmer written: Othmer, DF.

4. Names with connecting lines.

If the author's name in the original source is written with a connecting line between two syllables, then they are considered as one unit.

For Example:

Sulastin - Sutrisno written Sulastin-Sutrisno.

5. Names followed by abbreviations.

Names followed by abbreviations are considered to be one abbreviation with the syllable in front of it.

For Example:

a. Mawardi.
b. William.

6. Bachelor degree

   Bachelor degree both in front cover, title page and in reference cannot be listed.

4.7. New Term, Quotation, and Footnote

1. New term.

   New terms that have not been standardized in Bahasa can be used consistently. In the first use, it is necessary to give the equivalent in foreign language (in brackets). If you use a lot of new terms, a glossary of terms should be made at the back.

2. Quotation.

   a. Direct quotation

      Direct quotations are quotes taken directly from the original source without making any changes. If the quote is short, the quote can be included in the text by giving quotation marks, whereas if it is a quote that more than 4 (four) lines, then the quote is given a place separately in one paragraph without marking and written 1 (one) space.

      For example:

      Short quotation. According to Megginson (1997) "seasoned equity offerings" are additional equity offerings held by a public company, beyond the equity offered to the public through public offerings.

      For example:

      Long quotation. Seasoned equity offerings are definitively defined as additional equity offerings activities made to the public through initial public offerings. In addition to financing its operational activities, this equity offering is carried out by company to seek additional funds that will be used for additional investment or to pay the due debts (Megginson, 1997).

b. Indirect quote.

Indirect quotes are the conclusions of the quoter's own thoughts based on existing quotes and made without any quotes. Thus, cadets do not quote completely from the source.

For example:

Seasoned equity offerings are defined as additional equity offerings made by a public company, beyond the equity offered to the public through initial public offerings (Megginson, 1997).

3. Footnote.

a. Footnotes can be used by citations to cite sources of quotes taken and provide inappropriate additional information into the text. In the footnote there are terms are known as ibid., op.cit., and loc.cit. (Umar, 1997).

1) Ibid., is an abbreviation of ibidem, which is used when the source of the first quote followed by the next quote from the same source without being interspersed with other quotes.

2) Op.cit., is an abbreviation for opera citato (in the cited work). Quotations are from the same source as the quoted source on a different page and has been punctuated by other sources of citations.

For Example:

a) DeFond, Mark L, 1994, "Debt Covenant Violation and Manipulation of Accruals", Journal of accounting and Economics, 17. p. 11.

b) Ibid.

c) Ibid., p.13.

d) Umar, Husein, 1997, Accounting Research, Jakarta: Gramedia Pustaka Utama, p.45.

e) DeFond, loc.cit.

f) DeFond, op. cit., p.17.

3) Another technique for citing citation sources that are not listed in the other footnotes are placed immediately behind the text containing quotes and written between brackets.

   For Example:

   As in initial public offerings, the information asymmetry phenomenon (information asymmetry) and decreased performance (under performance) also occurs in these seasoned equity offerings (guo & Mech, 2000). Alderson & Betker (1997: 189) explain this phenomenon by using the concept of agency theory and windows of opportunity.

4) Reference books used as theoretical studies must be no more than 5 (five) years back from the time of writing the thesis.

b. Another technique for citing citation sources that are not listed in the notes on the footnote is placed immediately behind the text containing the quote and written between brackets.

   For example:

   As in initial public offerings, the information asymmetry phenomenon (information asymmetry) and a decrease in performance (under performance) also occur in these seasoned equity offerings (guo & Mech, 2000). Alderson & Betker (1997: 189) explains this phenomenon by using the concept of agency theory and windows of opportunity.

c. Reference books used as theoretical studies must be no more than 5 (five) years back from the time of writing the thesis.

CHAPTER V.
ELABORATION OF THESIS

Aspect	Thesis	Thesis	Dissertation
Nature	Application approach/ theory in practice	Combination of several approaches' application or creating a new method in solving problem or	Formulating approach that totally new or a problem
Characteristics	Practical, applicable	Practical, applicable, combination of several theories	New theories whose validity can be tested
	Implementati on at different institutions that is already different thesis results	Implementation in different institution, approaches do not have to be tied up on the existing theory, opinion/suggestion of author on solving problem/composin g the most suitable method with the subject	Comprehensive Approach on a problem that hasn't been reviewed by previous researcher, there is knowledge contribution and originality from the author to the solved problems who are academics move in the field

Period of time composing	3-6 months	3-12 months	3-5 years
Target readers	People who are in those field and limited academicians	academician at the national level, practitioners, or people who engaged in research	The majority of related researchers and academician in the field at the national and international level
Depth of scientific	Analysis to problems	At least it is a combination of analysis and synthesis of problem	It must be an analysis synthesis and new thought
Reference	Reference at least one of the approaches in textbooks	Minimum some approaches Reviewed (1-10 journals)	40 - 200 journals, Textbook as a reference in every step achieved. The study must be done towards the applied reference
Guidance process	1 x 1 week: 0.5 hour	1 x 1 week: 0.5-1 hour	1 x 1 week: 0.5-2 hours
Testing process	20 minutes presentation, 2 examiners @ 25 minutes	25 minutes presentations, 2 examiners@ 30 minutes. For master by research often the test is	Proposal level testing, technical depth level, with 3rd advisor

		carried out through closed session and open one	
		Thesis submission to be tested by expert outside the university	Doctor/professor and examiner 3 – 5 doctors/professors

APPENDICES (EXAMPLES)

Appendix 1 Sample of Thesis Cover

THESIS TITLE

(Bold capital letter, Times New Roman font, size 15-16, 1 space)

THESIS
(Bold capital letter, size 14)

To obtain a bachelor degree in Applied Science
At Politeknik Ilmu Pelayaran Semarang
(Choose one: fill in the field of study program taken, bold, size 12)

By
(size 12)

Name of cadet
(bold, size 14)

.... STUDY PROGRAM DIPLOMA IV

(NAUTICAL/MARINE ENGINEERING/PORT AND SHIPPING MANAGEMENT)

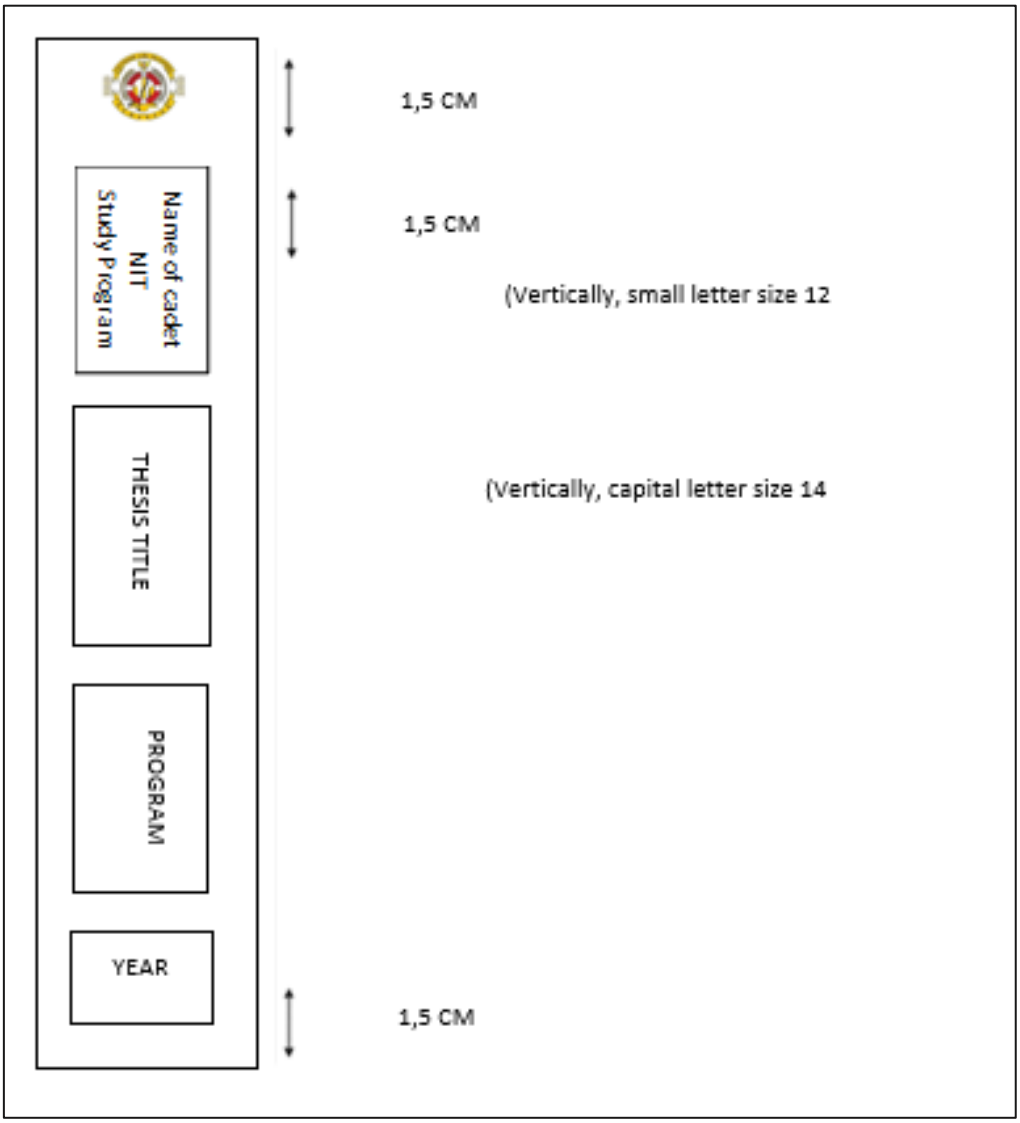
POLITEKNIK ILMU PELAYARAN

SEMARANG

YEAR

(bold capital, size 14-15)

Appendix 2 Sample of Thesis Back Cover



Appendix 3 Sample of Approval

APPROVAL PAGE

(Times New Roman, bold, size 12)

THESIS TITLE

COMPILED BY: NAME OF CADET

NIT. ……..

It has been approved and accepted, then it can be tested in front of the Examiner board of Politeknik Ilmu Pelayaran Semarang, ……..(date, month, year)

Advisor I	Advisor II
Theory	Methodology and Writing
Name	Name
(rank, class)	(rank, class)
NIP	NIP

Director of Politeknik Ilmu Pelayaran Semarang

Name

Rank, class

NIP

Appendix 4 Sample of Passing Thesis Defense Validation (Thesis)

THESIS DEFENSE VALIDATION

(Times New Roman, bold, size 12)

Thesis entitled "……" By:

Name :

NIT :

Study Program :

Has been tested and defended in front of examiner board committee…….. study program, Politeknik Ilmu Pelayaran Semarang on ……..(day), ……(date)

Semarang, ……

THESIS DEFENSE COMMITTEE		
Examiner I	Examiner II	Examiner III
Name	Name	Name
Rank class	Rank class	Rank class
NIP	NIP	NIP
Director of Politeknik Ilmu Pelayaran Semarang		
Name		
Rank class		
NIP		

Appendix 5 Statement of Authenticity

STATEMENT OF AUTHENTICITY

(Times New Roman, bold, size 12)

The undersigned below:

Name :

NIT :

Study Program :

Thesis entitled "……" By,

I hereby declare that what is written in this thesis is truly my own work (research and writing), not plagiarizing other people's writing or quoting in ways that are not in accordance with applicable scientific conducts, either partially or completely entirely. Opinions or findings of others contained in this thesis are quoted or referred based on a code of scientific conducts. For this statement, I am ready to bear the risks/sanctions imposed if there is a violation of scientific conducts in this work.

Semarang, ……

Who makes the statement

(stamp Rp. 10.000,00

Name of cadet

NIT

Appendix 6 Sample of Motto and Thesis Dedication

Motto and Dedication

Moto Contents Section (max.3)

(Times New Roman font, size 12, 1 space)

Dedication:

1. Parents
2. My almamater PIP Semarang
3. ……

Appendix 7 Sample of Foreword

FOREWORD

All praise and gratitude to the presence of Allah SWT, the Most Gracious, the Most Merciful for all His mercy and guidance that has been bestowed upon to the author so that this thesis can be completed well. Sholawat and greetings are always given to the Prophet Muhammad SAW who had led us to the right path.

This thesis entitles "Causes Analysis of cracking of the exhaust valve cylinder head no.6 auxiliary engine in MV. Energy Prosperity" which was completed based on the data obtained from the results of research for one year and twelve days of marine practice at the company PT. Karya sumber Energy.

In completing this thesis, the author respectfully expresses his gratitude to those who have provided guidance, encouragement, assistance and meaningful instructions. For this reason, the author would like to take this opportunity to express his gratitude to the honorable:

1. Capt. Dian Wahdiana, MM, as the Director of Politeknik Ilmu Pelayaran Semarang who has provided convenience and ease in studying at Politeknik Ilmu Pelayaran Semarang.
2. Amad Narto, M. Pd, M.Mar.E, as the Head of the Marine Engineering Study Program at Politeknik Ilmu Pelayaran Semarang who has provided convenience and ease in studying at Politeknik Ilmu Pelayaran Semarang.
3. F.Pambudi Widiatmaka, ST, MT as the Advisor for Thesis Writing Materials who patiently and responsibly have provided support, guidance, and instruction in the preparation of this Thesis writing.
4. Febria Sujarman, MT as the Advisor for Thesis Writing Method who has provided support, guidance, and instruction in the preparation of this Thesis.

5. Leaders along with employees of PT. Karya Sumber Energy who has given opportunity for the author to conduct research and practice on board.
6. The captain, chief engineer and the entire crew of MV Energy Prosperity who helped the author in carrying out research and practice.
7. My beloved mother and father, as well as someone in my heart who has given me moral and spiritual support to the author during the writing of this thesis.
8. All parties and colleagues who have provided motivation and helped the author in the writing of this thesis.

Finally, the author realizes that there are still many shortcomings, so the author hopes for suggestions and constructive criticism for the perfection of this thesis. At last, the writer hopes that this research will be useful for all readers.

Semarang, day, month, year

Author

Name of cadet

NIT……..

Appendix 8 Sample of Abstract

Double

Sugiyatno, Rahmat. 2019. "*Application of Cognitive Conflict Strategy in Dynamic Electricity Learning" (title should be italics)*. Thesis. Diploma IV Program, Nautical/Marine Engineering/Port and shipping Management Studies Program, Politeknik Ilmu Pelayaran Semarang, Advisor I: H. Amad Narto, M.Pd., M.Mar.E., Advisor II: Tony Santiko, M.Si . M.Mar.E.

1 space

(The contents of the abstract include the background of the problem of why in taking the thesis title, the current problem is different from the problem and the title of the previous research (in English) the writing still **stands upright, not italics**.

1 space

The formulation of the problem, the approach and method used, the discussion and the results obtained from the tools used in the research (in English) the writing remains **upright, not italics**.

1 space

Conclusions and suggestions put forward in the study. These points should be written in different paragraphs, with the possibility to break down certain points to be included in different paragraphs if necessary. The entire abstract text must

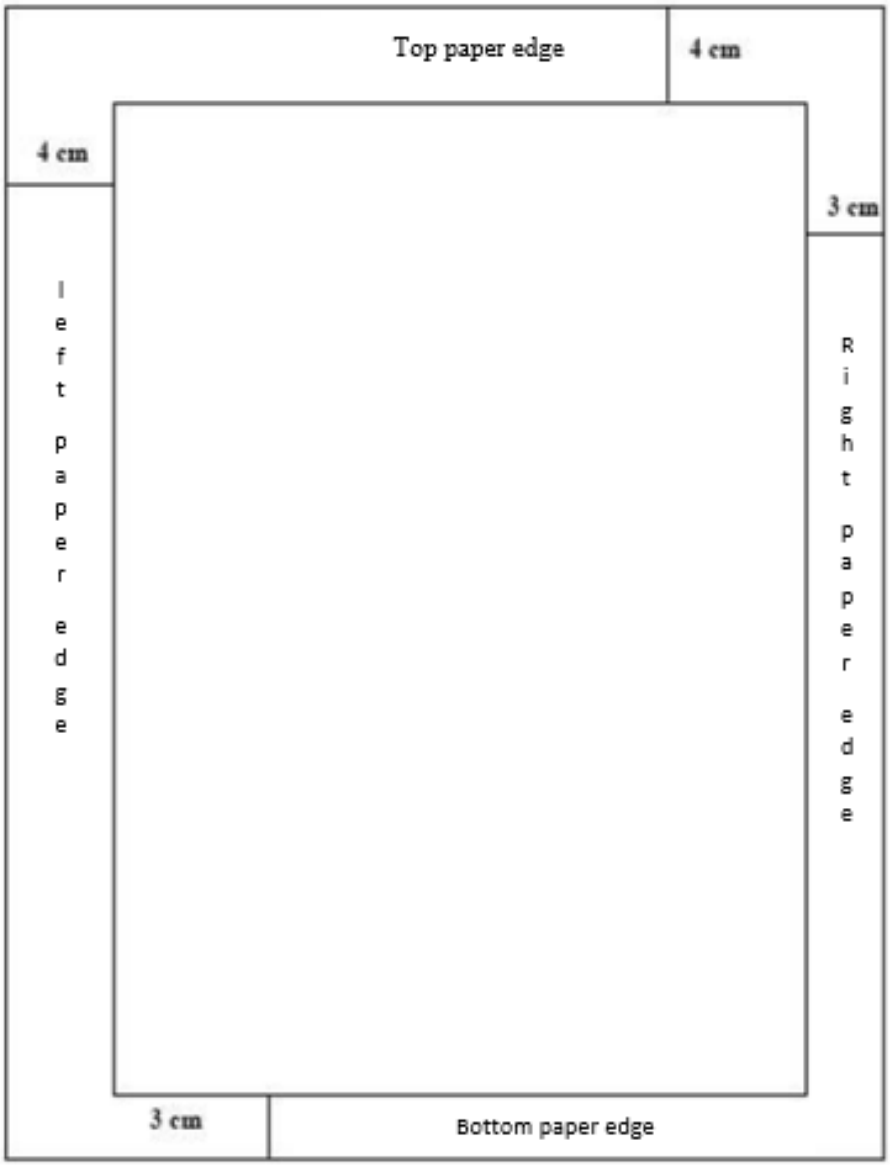
not be more than one quarto page (in English) the writing remains **upright, not italics**.

1 space

Keywords: (three to five words or according to the substance of the topic)

Appendix 9 Sample of Lay out

(Material: white HVS with the lowest weight 80 grams, A4 size (21x29.7cm)



Appendix 10 Sample of table Contents

TABLE OF CONTENTS

(and so on, adjusted to the substance of the thesis)

(If the description of the title or sub title is more than 1 line, it should be typed with a single space)

Appendix 11 Sample of Table list

4 cm from top edge

LIST OF TABLES

Page

(and so on, adjusted to the substance of the thesis)

(If the description of the title or sub title is more than 1 line, it should be typed with a single space)

Appendix 12 Sample of Figures list

4 cm from top edge

LIST OF FIGURES

Page

(and so on, adjusted to the substance of the thesis)

(If the description of the title or sub title is more than 1 line, it should be typed with a single space)

Appendix 13 Sample of Appendix list

4 cm from top edge

APPENDIX LIST

Page

(and so on, adjusted to the substance of the thesis)

(If the description of the title or sub title is more than 1 line, it should be typed with a single space)

Appendix 14 Sample of Thesis Title Submission Form

	FORM OF PROPOSED THESIS TITLE	No. SOP	F.PUDIR.1.PST.14
		Set date	02 November 2015
		Revision	00
		Revision date	-
		Applied date	04 January 2016

FORM OF PROPOSED THESIS TITLE

Name of Cadet : BISYARA HAYU ADHI

NIT : 51145436 T

Semester/ Study Program : VII/Marine Engineering

Proposed thesis title is :

"OPTIMIZATION OF CRANE MAINTENANCE TOWARDS LOADING AND UNLOADING THE SHIP IN MV.SHANTHI INDAH"

FORMULATION OF THE PROBLEM:

1. What factors cause the lack of cranes maintenance for loading and unloading ships?
2. What impact will occur if crane maintenance is not carried out?
3. What efforts are being made to make the crane work optimally?

ADVISORS

Advisor I (Material) : **H. AMAD NARTO, M. Pd., M. Mar. E**
Pembina (IV/a)
NIP. 19641212 199808 1 001

Advisor II (Writing Method) : **FEBRIA SURJAMAN, MT**
Penata Muda Tk. I (III/b)
NIP. 19730208 199303 1 002

Semarang, 08 July 2021

Advisor I : Cadet

Advisor II : **BISYARA HAYU A.**

NIT. 51145436 T

HEAD OF MARINE ENGINEERING STUDY PROGRAM

H. AMAD NARTO, M. Pd., M. Mar. E

Pembina (IV/a)

NIP. 19641212 199808 1 001

Appendix 15 Sample of Thesis Guidance Form

	FORM OF THESIS GUIDANCE	No. SOP	F.PUDIR.1.PST.15
		Set date	02 November 2015
		Revision	00
		Revision date	-
		Applied date	04 January 2016

FORM OF THESIS GUIDANCE

NAME :

NIT :

THESIS TITLE :

ADVISOR I :

DATE	ACTIVITY	SIGNATURE

Semarang,

HEAD OD STUDY PROGRAM	ADVISOR I
NAME	**NAME**
Panggol	**panggol**
NIP.	**NIP.**

Appendix 16 Sample of Logo

Diameter 5 cm

Diameter = 5 cm

MARINE ENGINEERING STUDY PROGRAM

DIPLOMA IV

POLITEKNIK ILMU PELAYARAN

SEMARANG

2021

Appendix 17 Sample of Thesis Proceedings

The title of the proceedings cannot be the same as the title of the thesis. It must be paraphrased

(bold, font size 14)

Space

Priadi, A.A[a], Yulianto, A[b], Afriliyana, F.D[c] (bold, font size 12)

Space

a. Name of advisor 1, starting with last name
b. Name of advisor 2, starting with the last name
c. Name of cadet, starting with the last name

(font size 10)

Space

This Abstract is typed in times new roman, bold and size 9. The maximum number of words is no more than 150 words. The number of words which more than 150 words is not allowed. The abstract contains a summary of the background, problems, research objectives, research methods, and results. The essence of the research content is written in the form of a short essay. It only describes the important parts briefly and concisely about the theme, objectives, and conclusions So that scientific work can be described clearly sheet is 6 pages and the maximum sheet concise and clear. It must be remembered, that this is not a conclusion placed on the beginning, nor the substance of the introduction part, or summary of the formulation the problem. to count the number of words can use the menu review and word count on Microsoft office.

Keywords are typed by keywords with times new roman, italic, bold and size 9 for example: keywords shiphandling difficulty, fuzzy logic, ferry, safety.

A. INTRODUCTION

This final project writing template in the format of the proceedings is intended for the graduates to be familiar with a method of writing articles based on the format of proceedings, seminars or journals. This template could be directly used by saving this file into the desired name by using the save as menu on the Microsoft Office.

This template is used so that the graduates writing is consistent so that it can be read by the general public. Provisions in the contents include the use of Times New Roman, size 9, space 1, not using bold letters and the first sentence is typed indented 4 letters inward. The page number is typed at the bottom of the A4 size paper which is made in the form of 2 columns. Paper border sizes include: left edge: 2.3 cm, right edge: 1.3 cm, top edge: 1.9 cm., bottom edge: 2.5 cm. Minimum limit of pages is 6 pages and maximum limit is 9 pages on A4 paper.

The writing of proceedings is part of the academic administration effort to increase the number of research results for accreditation of study programs. Proceedings are scientific are scientific works published in seminars and have a certain credit score for the functional positions of lecturers. In addition, Proceedings are scientific research works whose level is 1 level lower than journal. For cadets, proceedings are initial investment to continue higher education.

In general, what is written in the proceedings is the thesis or one part of the thesis. If what is written is the thesis material, then the proceedings are not allowed to write as the thesis words but it needs to be converted into research words.

If what written is only part of the thesis, for example, a part of the research result validation method, then it is also allowed.

The writing of the title is not allowed to be the same as the thesis title but it should be paraphrased from the thesis title, in other words, the title of the proceedings cannot be exactly the same as the thesis title.

The introduction focuses on the reasons demanding research. This section is formulated in the form of interrelated statements, which contain gaps.it is elaborated from the outline to be investigated/observed, why it is investigated, how to investigate it and what it is investigated or researched for.

Limitations are intended to those problems discussed is not expanded. with limitation on the type or nature of the relationship between the variables that arise in the formulation of the problem, the scope of research subject is getting smaller. The problem limitation is usually described in the form of a statement. It is an attempt to state the statements to find the answer, while complete and detail statement on the scope of problem to be studied based on the identification of the problem is in the format of the question. A good problem formulation will display the variables that will be investigated, the type or nature of the relationship between these variables and research subjects.

The use of figures is arranged in such a way that the figure is in the position as in the example in Figure 1. The writing of the figure is placed under the figure with the center aligned. The caption for the figure is typed by the figure number starting with the word and followed by a description of the figure. Fonts used for description is times new roman size 8.

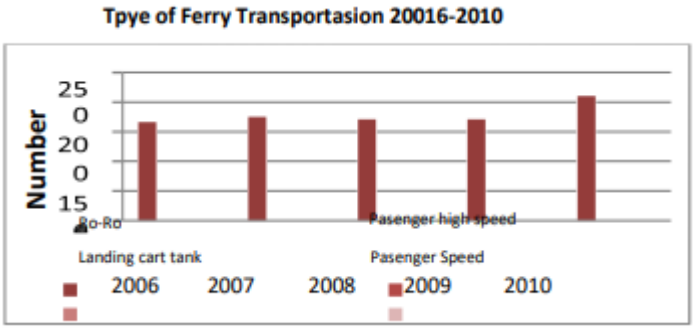


Figure 1

Type of Ferry Transportation in Indonesia (2006-2010)

The used quotation utilizes numbers, starting with the number 1 [1]. Next, the following quotation is in order of the number sequence of numbers for example number 2, number 3, number 4 and so on [2]. Quotations in the form of numbers must later be written in the reference.

B. LITERATURE REVIEW

In the literature review section, the study included the main literature review that builds library thoughts on a theory used to solve problems faced by the author. The writing of the sub-sector is in capital letters (alphabetic). Meanwhile, after the bullet writing sub-section uses numbers 1 and so on, as in writing a thesis, alternating between letters and numbers, as in the following example:

1. Ship condition (A). The tonnage of ship is the measurement of size of ship in term of space. The tonnage has strong relationship with the level difficulty of shiphandling [4,5]. Ship draft is measurement distance between ship keel and water level. Some researches were conducted related to the ship draft toward ship accident [3,4,5].

C. METHODOLOGY

In the methodology section, the writing of the method used in this study refers to the problems faced that must be elaborated. Writing the methodology begins with a diagram flow/framework. It should describe how to flow the researcher's way of thinking according to theoretical framework and a logical conceptual framework, with a deductive framework of thinking. It is Usually presented in the form of a flowchart.

1. Formula Writing

   Writing a formula is followed by a number in brackets as in the following example:

The model algorithm consists of two parts. The first part, AHP part, the model is presented in algorithm (1) as follow:

$$S = \sum_{n=1}^{N} A_n \qquad (1)$$

$$F = \sum_{n=1}^{N} B_n P_k \qquad (2)$$

Writing a table follows the rules as in the following example. The table is in a position like in the example of table 1. The writing of the figure is placed under the table with the center alignment. Writing the description of the table is typed in the number of the figure started with the word of table and followed by a description of the table. The font used for table caption is times new roman size 8.

DIFFICULTY RANK	SUBJECTIVE SCORE	ACCEPTANCE CRITERIA
NEGLIGENCE	0	UNACCEPTABLE
MARGINAL	250	
	375	
CRITICAL		
	450	
CATASTRO PIC		UNACCEPTABLE
	500	

Table 1. Scoring system

D. DISCUSSION

In the discussion section, the point is to discuss the analysis and research results. Problem solving analysis is described in moderation. It contains the results interpretation and analysis of the data that has been collected which is a detailed answer.

E. CLOSING

In the conclusion, conclusions from the research are presented as well as suggestions for research. Conclusion should be concise, short and firm. This conclusion must be a firm answer to the subject matter.

Furthermore, the writing of the reference follows the rules as exemplified in this template. Beginning with name of author starting with last name, article title, publisher name and year of publication. The following examples provides an overview of writing references from various sources such as books, internet, proceedings, journals, etc. In the following example of the reference, it is written according to the type of reference such as references from books, references from journals, references from the internet, references from proceedings, references from seminars, references from IMO or other references.

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ICC SYSTEM IN BILL OF LADING (B/L) ISSUANCE AT PT. SAMUDERA AGENCIES INDONESIA (KMTC LINE)

PROCEEDING

To Obtain A Bachelor Degree in Applied Science
At Politeknik Ilmu Pelayaran Semarang

By

NABILLA INDAKA GUNARSIH

541711306496 K

PORT AND SHIPPING MANAGEMENT STUDY PROGRAM DIPLOMA IV

POLITEKNIK ILMU PELAYARAN

SEMARANG

2022

ICC SYSTEM IN BILL OF LADING (B/L) ISSUANCE AT PT. SAMUDERA AGENCIES INDONESIA (KMTC LINE)

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Abstract- B/L is a receipt of an item that has been loaded into a ship which functions as a condition of transportation and proof of ownership of goods in the export process. On the KMTC Line there was an error in inputting into the ICC system which resulted in problems in the export process. The purpose of this study is to determine the process of issuing a Bill of Lading (B/L), the constraints on its issuance, and the efforts made in its issuance so that the export process runs well.

The research method used is descriptive qualitative by describing the results of all studies and research. Data was collected by observation, interviews, and documentation.

The results of the study show that the B/L issuance process has been determined based on the SOP, starting with the shipper making a written agreement to the forwarder, followed by the shipper making a container booking, customer service received SI (Shipping Instruction) issued D/O for empty containers, making payments, making a shipping request and issuing a draft of B/L, when the draft B/L is approved by the shipper it then continued with the issuance of the B/L document. The obstacles faced were errors in inputting data into the ICC system and the lack of communication between employees. Efforts to make the issuance process run well are by increasing cooperative relations and communication between fellow staff/employees involved in the B/L issuance process, conducting training for

employees so that there are no errors in data input into the ICC system, as well as checking data before the B/L is issued.

Keywords: Issuance, Bill of Lading (B/ L), Export

A. INTRODUCTION

Transportation nowadays has a very big role and demanded to be fast-paced. In Indonesia, which is one of the maritime countries, sea transportation has an important role in the form of shipping business in the socio-economic life of the population and in the development of the nation and country. Merchant shipping activities are transportation activities of passengers and goods by sea, whether carried out between ports within the territory of a country or across countries. There are trade transactions causing the demand for transportation services arise.

The increase in the value of export trade is driven by the needs of each country. The expected return from this transaction is profit from trading or foreign exchange. The world organization that functions to facilitate state interests and provide convenience in the process of international trade transactions is the World Trade Organization (WTO) under the world institution, namely the United Nations. International trade does not only involve trade agencies, but also regulations from different countries' responses. This is intended to support all countries in the world to take this opportunity as an increase in economic growth in their country. In every trade transaction, one must be observant and careful in responding to each transaction, because international trade does not only involve traders but also other parties. Export-import activities are business activities that are not easy because they involve many parties, such as exporters, importers, banks, land, sea and air freight transport companies, insurance, the Directorate General of Customs & Excise, Surveyors. With this description, it is necessary to have an experienced and responsible agency to be able to assist in the transaction process, namely Freight Forwarding**.**

Freight forwarding is needed since it plays a role in international trade transactions. Freight Forwarder is a business entity that has the aim of representing the task of delivering goods (consigner/ shipper/ exporter) or representing the task of receiving goods (consignee/importer) which is needed for delivering process of exported or imported goods either by land, air, and the sea (Amir MS, 2003; 119). Freight forwarding in its role can include

several things, such as to assist the issuance of Export Goods Notification (PEB) in accordance with the required documents, as an intermediary between sellers and buyers with shipping parties in terms of managing Delivery Orders.

KMTC Line Division, PT. Samudera Indonesia Tbk and Korean Marine Transport Container (KMTC) Line is a shipping line company founded in 1954. This company engaged in the export and import business using its own containers. KMTC Line has the authority to issue a Bill of Lading (B/L), an export document that has a very important role in the export process, in terms of payment and in the delivery of goods. In payment negotiations, a complete document can be used as a guarantee for an exporter to get his rights in full payment, while for an importer the document is used as proof of goods ownership which can later be used in the process of loading and unloading goods.

The most important document in the process of shipping goods by sea is the Bill of Lading (B/L) which in Indonesian is known as "*konosemen*". B/L is issued in several sheets which apply the argument that "one for all and all for one" which means that if one sheet has been used to receive goods, the second sheet cannot be used anymore. or other copies can be issued, but these copies cannot be traded and must be marked with the words non-tradeable or "copy not negotiable" or in other terms *'We Verhandel Baar'*. In each B/L, it must be stated how many sheets have been issued.

For each original sheet B/L, it applies the "all for one" (*allen voor een*) provision, which means that this B/L is only required to deliver the goods once and the "one for all" (*een voor allen)* provision, which means that if the carrier is based on one B/L sheet has handed over the goods so the party has been deemed to have fulfilled its obligations. B/L is very valuable for the shipper, it is not only a handover sign for the delivery of goods issued by the shipping company but is a proof of goods ownership that have been loaded on board by the sender to be handed over to the recipient.

The formulation of the problem in this research is as follows:

1. How is the issuance process of Bill of Lading in the export process at PT. Samudera Agencies Indonesia (KMTC Line)?
2. What are the obstacles to the issuance of the Bill of Lading in the export process at PT. Samudera Agencies Indonesia (KMTC Line)?
3. What efforts did PT. Samudera Agencies Indonesia (KMTC Line) do in the issuance process of Bill of Lading so that the export process runs well?

B. LITERATURE REVIEW

1. Procedure

   The procedure is a series of stages of activities from setting goals to achieving goals. The process is the stages applied from a job so as to get the results to be achieved from the work and be able to describe the good procedures used.

2. Publishing

   Publishing is an activity to publish to the people, to the general public. words and images that have been created by creative people are edited by editors which then copied by the printing department.

3. Bill of Lading (B/L)

   B/L is a very important shipping document because it has security properties. B/L is a receipt of an item that has been loaded into a ship, and is a document of title that serves as proof of goods ownership, and also as evidence of an agreement for the transportation of goods by sea. B/L has several main functions, namely:

   a. As proof of goods receipt, i.e. Goods received by the Carrier from the Shipper to be sent to a destination and then handing over the goods to the Consignee or Importer.
   b. B/L is also called Document of Title which means as proof of ownership, stating that the person holding the B/L is the owner of the goods listed on the B/L.
   c. Proof of the agreement for carriage and delivery of goods between the carrier and the sender.

   According to Marolop Tanjung (2011: 196), there are several types of B/L according to their function. The following are the types of B/L that become documents in sea transportation:

   a. Shipped B/L.

      B/L document showing that the goods have been loaded on the ship. This type of B/L is not signed, but is returned to the shipper, before the goods are loaded on the ship that will transport them to their destination.

   b. Received for shipment

      This type of B/L is used by shipping companies when receiving goods from shippers at shipping warehouses or places under supervision as well as at Inland Container Depot (ICD).

c. Through B/L

This type of B/L is used for transshipment cargo, where the first carrier is responsible for transportation through the second carrier i.e., his representative where the goods are unloaded first to be shipped with the second carrier to another place.

d. Combined Transport B/L

Goods travel document which includes the transportation of goods using more than one type of transportation means and is also called multimodal transport.

e. Groupage B/L

This B/L document is used by the forwarder by collecting several types of goods from various shippers and sending them as a unit. The ship owner issues a groupage B/L to the forwarder, where the next forwarder for each shipper issues a B/L from his company.

PT. KMTC Line issued a SOP for issuing 3 types of B/L which differentiated their ownership and the methods of transferring rights to the B/L. There are 3 kinds of B/L issued by PT. KMTC Line as follows:

a. Original B/L (Copy non-negotiable), is the original B/L that needs to be physically sent to the consignee.
b. Sea Waybill (Negotiable), is a Receipt for the Goods. This B/L is accompanied by a contract of transportation from the shipping company, and the cargo can later be delivered to the recipient without the need to show original documents. Sea Waybill is usually used in shipping under one company to different branches.
c. Telex/ Surrender Notice, is a draft of B/L where the forwarder does not ask for the Original B/L for the process of picking up the goods, but the shipper must pay a fee to make a telex release bill of lading (B/L).
d. Export

Export is removing goods from circulation within the community and sending them abroad according to government regulations and expecting payment in foreign currency.

C. FRAMEWORK

To facilitate this research, the authors describe the research framework in the form of a simple chart.

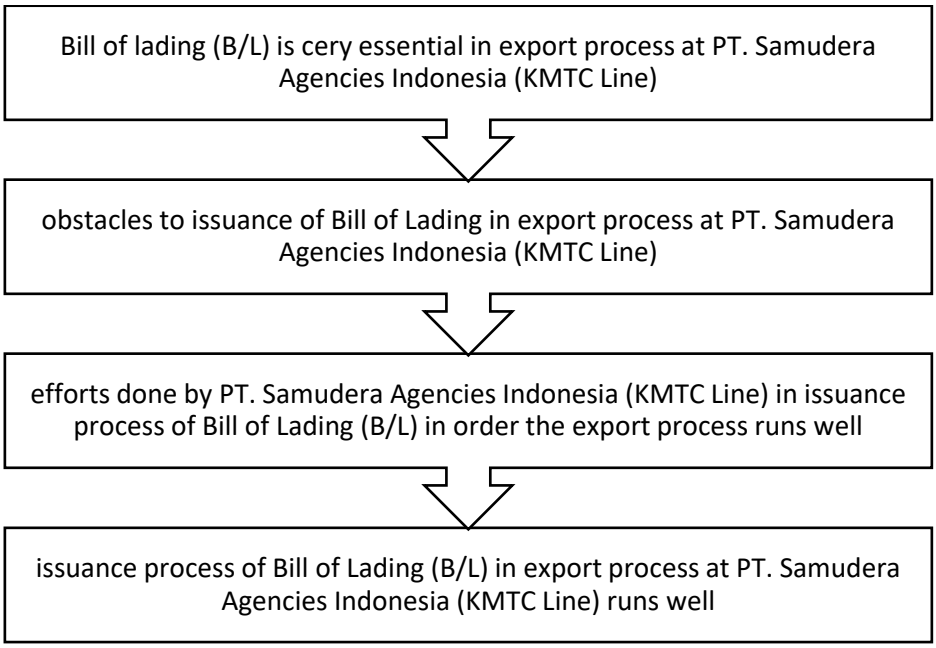


Figure 1. Research framework.

D. METHODOLOGY

1. Time and Place of Research
   a. Research time
      This research was conducted during internship as the implementation of semesters V and VI which is a program of Diploma IV from the Politeknik Ilmu Pelayaran (PIP) Semarang for 7 months. The time duration was from January 13, 2020 to July 27, 2020.
   b. Research Place
      This research was conducted while soing the internship at PT. Samudera Agencies Indonesia (KMTC Line) which is located at Lippo Kuningan, 21st Floor, JL. HR Rasuna Said Kav. B-12, Kuningan, South Jakarta 12940.
2. Types and Sources of Research Data
   The source of the data is a very important factor in data collection where the research must get data subjects which have clear information on how to take and process the data. In this study, the types and sources of data used are:

a. Primary data

Sources of research data obtained directly by direct observation to the research location, interviews by interviewing people involved in the process of issuing B/L at PT. Samudera Agencies Indonesia (KMTC Line).

b. Secondary Data

Sources of research data obtained indirectly through books, documents, literature and other references that are related to this research.

3. Data Collection Method

In this study, researchers used more than one data collection method that was considered appropriate, including:

a. Observation

Data collection in this study was carried out by directly examining the process of issuing B/L when the authors had internship at PT. Samudera Agencies Indonesia (KMTC Line).

b. Interview

Researchers conducted interviews with parties related to the process of issuing B/L at PT. Samudera Agencies Indonesia (KMTC Line).

c. Documentation

The researcher uses a cellphone camera to take the necessary pictures. This method can strengthen and support the information obtained from the results of observations and interviews related to the process of issuing B/L in the export process at PT.Samudera Agencies Indonesia (KMTC Line).

4. Data Analysis Techniques

In writing this research, the researcher uses descriptive qualitative data analysis method, by analyzing the data obtained from interviews, field notes, and documentation of research results. Qualitative descriptive data analysis itself is a method of providing a detailed review of the data obtained to make it clearer and more meaningful. The following data analysis techniques used are:

a. Data Reduction

Data reduction is the process of selecting, centralizing, abstracting, and transforming rough data that emerges from written field notes, so that

the reduced data will provide a clearer picture to make it easier to conduct research. The things that the author does in data reduction are focusing the analysis, categorizing and directing the problem clearly and briefly, and removing the unnecessary things in the research problem

b. Data Presentation

In presenting this data, the things that the researcher does are summarizing the relevant data needed and choosing the main things to determine the theme or main in writing this research, so that data and information will be easily understood.

5. Taking Conclusions

In this process, the writer combines and conveys all the important summary results based on the analysis of the data obtained using language that is easily understood by the reader and adjusts the conclusions drawn to the formulation of the problem and research objectives.

E. DISCUSSION

PT. Samudera Indonesia Tbk or Samudera Indonesia Group (SIG) is an integrated cargo transportation and logistics company founded on November 13, 1964. The origins of the company was in the early 1950s started as an international shipping agent and was founded by Mr. Soedarpo Sastrosatomo. With more than 50 years of experience, Samudera Indonesia has developed a well-known “Samudera”brand . Samudera Indonesia has several businesses including Samudera Shipping, Samudera Logistics, Samudera Port, Samudera Property, and Samudera Service. PT. Samudera Indonesia is one of the largest shipping companies in Indonesia as the number of employees is 4,000 employees and more than 40 subsidiaries and offices in various regions of Indonesia and Asia. The company has also developed strong competence in competent business and SIG has maintained its position as the most prominent cargo transportation service company in Indonesia and Asia.

Other companies related to PT. Samudera Indonesia Tbk, one of which is engaged in the agency business and the company is PT. Samudera Agencies Indonesia (KMTC Line). This company has started an agency business in 1954 and engaged in ship agency, container, and export import, managing the docking process for foreign or local ships and managing ship documents from clearance in to clearance out. In handling container management and export-import, the operators take care of divisions from booking containers, depots,

service containers and services in releasing bill of lading. KMTC (Korea Marine Transport Co.Ltd) is a leading marine transportation company headquartered in Seoul, South Korea. Since 1954, KMTC is a leading Korean sea transportation company and the services currently owned by KMTC Line are to Malaysia, Singapore, Philippines, Thailand, Vietnam, Taiwan, China, Korea, Japan (main ports & out ports), India, Sri Lanka, Arab Emirates, and Russia and has an integrated system base with all overseas KMTCs.

The KMTC Line Division company is located at Lippo Kuningan 21st Floor, Jl. HR Rasuna Said Kav. B 12, RT06/ RW07, Kuningan, Karet Kuningan, South Jakarta City 12940, (021) 39504900. KMTC Line has 28 vessels and six service or vessels that are served in one week, including export and import cargo delivery services from and to the Intra Asia regions. such as South Korea, China, Hong Kong, Japan, Singapore, Malaysia, Thailand, the Philippines and several other countries.

1. Problem Analysis

   The process of issuing B/L at PT. Samudera Agencies Indonesia (KMTC Line) is a very important process in the transportation of goods on board because when the ship departs, the B/L document is one of the most valuable requirements for the shipper and the ship's party, the B/L is not just a handover sign for the delivery of goods. issued by the shipping company but is also a proof of goods ownership that have been loaded on the ship by the sender to be handed over to the recipient of the goods. Therefore, when carrying out the process of issuing B/L, it must be carried out carefully and thoroughly, when an error or negligence occurs in the issuance process, the B/L will not apply and must be reissued from the beginning, so that it will hamper the export process.

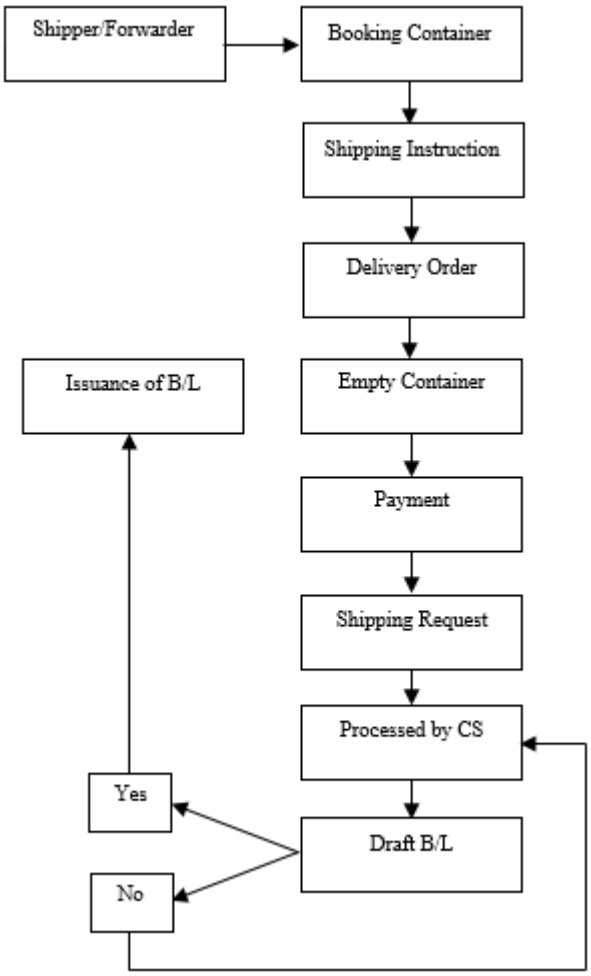
2. Problem Discussion

   a. The process of issuing Bill of Lading in the export process at PT. Samudera Agencies Indonesia (KMTC Line).

      B/L is an important document in the transportation of goods on board which is issued by the shipping company when the ship has departed and this B/L document is very valuable for the shipper. it is not only a handover sign for the delivery of goods but also a proof of goods ownership which has been loaded on board by the sender to be delivered to the recipient.

In issuing B/L the company uses the SOP (Standard Operational Procedure) that has been set. The Issuance of B/L at PT. Samudera Agencies Indonesia (KMTC Line) has used the ICC (Innovation Challenge Creation) system which greatly helps the process of issuing B/L.

The process of issuing B/L in the export process at PT. Samudera Agencies Indonesia are as follows:



1. Shipper enters into a written agreement regarding the granting of power of attorney to the forwarder. This power of attorney is in the form of a representative statement as an authorized party to the authorized party. The shipper gives power to the forwarder because he is trusted and considered to be responsible for the process of

exporting goods to be handled by the forwarder through the KMTC Line service company.

2. The shipper makes a booking container to the shipping company to transport the goods to be exported.
3. Customer service will receive an SI (Shipping Instruction) document as the basis for making B/L. Shipping Instruction is an order for the shipment of goods and is addressed to the representative agent of the ship that will transport the goods.
4. After the shipping instruction is received, then PT. Samudera Agencies Indonesia will issue a D/O (Delivery Order) on a condition that the customer must attach a Power of Attorney (POA) and a Letter of Idemnity (LOI) that has been registered by the forwarder, proof of payment transfer and also an ID card of a person handling the D/O or from forwarder. After registration and all requirements have been met, the forwarder sends an email to KMTC and the KMTC will check whether the document is appropriate or not, and after it is secure the D/O can be issued and sent via email by KMTC to the forwarder.
5. When the D/O has been issued and sent to the forwarder, it will be processed by KMTC to be able to find empty containers and pick up empty containers at the depo or shipping company's warehouse for delivery media of goods. In the D/O, the number, size and number of containers that will be used will be listed. When an empty container is available, the shipper or forwarder will stuff the exported goods into the container.
6. After the D/O is issued and get the next empty container then, the related party will make payment. Payments are made by the shipper to the company and the finance department will check whether the funds have been received by checking into the company account. Communication between finance and the export document department must be maintained properly so that there is no miss communication, when the finance party provides information that the shipper has transferred and has been received in the company's account, the export document section can issue a B/L.
7. After the shipper/ forwarder gets the empty container and gets the ship's departure schedule, the data will be inputted into a system

owned by the company, namely a system called ICC, and it can make a shipping request and make a draft B/L.

8. After the draft B/L is published, the customer service will submit the draft to the shipper/ forwarder to be checked again. Since it is related to the importance of the draft B/L, the checking process is always carried out repeatedly because it will later be used as the basis for making the B/L master document. The draft B/L contains information regarding the sender's name, ship name, cargo data, loading and unloading ports, freight details, and the name of the recipient of the cargo. When the draft B/L contains an error, the shipper immediately submits a complaint to the customer service for repairs before the goods arrive at the consignee. If the draft B/L is appropriate, the company can issue the original B/L, seaway bill, telex/ surrender.
9. After all the above processes are in accordance with the export document section, the B/L document can be issued according to the request from the shipper. PT. KMTC Line issues Standard Operating Procedure regulations (SOP) issues 3 types of B/L that can differentiate their ownership and the methods of transferring rights to the B/L. There are 3 kinds of B/L issued by PT. KMTC Line.
   a) Original B/L (Copy non-negotiable), is the original B/L whose physical form must be sent to the goods recipient in the amount of 3 copies.

To issue B/L documents, you have to wait for the ship to depart first. There are 3 copies of this original B /L document printed or issued and this B/ L is a very valuable document compared to other B/L documents. Judging from the original B/L paper, the difference can be seen, the original B/L document paper has a scanning code on each sheet. Because this B/L is important, it is very risky to be misused by irresponsible persons. The company made a new innovation, making sea transportation documents with materials added to the scanning code in it so that

when checking the original B/L documents it is easy to recognize.

b) Sea Waybill (Negotiable), is a receipt for the goods. This B/L is accompanied by a contract of transportation from the shipping company, and the cargo will be delivered to the recipient without the need to show original documents. Sea Waybill is usually used in shipping one company to different branches. For the Sea Waybill document, 3 (three) sheets will be automatically printed in the ICC system, sometimes the forwarder requests to print more than 3 sheets because the sea waybill document can be transferred to a 3rd party. So to issue a sea waybill depends on demand. When a 3rd party requires more than 3 documents for other purposes, for example, there are 3 shipments or more in various transportation goods and various regions, the document Export section will issue according to the customer's request. Usually, the customer will send a request by email to inform them how many pieces of sea waybill are needed to be issued or printed.

c) Telex/ Surender Notice is the last document and often requested by the customer. Telex/ surrender notice is a draft B/L which the shipper/ forwarder does not ask for the Original B/L for the process of picking up goods, but the shipper must pay a fee of 30 USD to make a telex release bill of lading (B/L). If the sender or shipper does not immediately pay the fees in this telex process, it will hamper the issuance of other documents, and can cause complaint due to the repetition or revision in inputting data into the ICC system purpose of issuing telex/ surrender is to wait payment from the consignee to the shipper and to wait for the arrival of goods in consignee so that it can arrives quickly while waiting for the original B/ L to arrive.

SURRENDER NOTICE LIST

PLEASE RELEASE FOLLOWING CARGO(ES) TO CONSIGNEE WITHOUT O.B(S)/L.
AS SHIPPER HAS SURRENDERRED O.B(S)/L AT OUR END.

Print By IRMA SURYANI
DATE : Jan. 15, 2020
Page 1 of 1

DATE	VESSEL	VOYAGE	B/L NO.	CONSIGNEE
2020.01.06	KSB	1913N	JKT3197120	SUNKOO LTD.
TOTAL		1 (B/Ls)		

because it takes a long time. Therefore, the B/L is sent via telex/ surrender.

b. Constraints on the issuance of Bill of Lading in the export process at PT. Samudera Agencies Indonesia (KMTC Line). Based on observations, the obstacles experienced in the issuance of B/L are errors when staff or employees input goods data into the existing system in the company, this system is called the ICC (Innovation Challenge Creation) system. This ICC system is very helpful for the issuance of B/L for customers. When staff or employees input the wrong data, this system will stop and hinder the process of issuing B/L. If an error occurs in the issuance of the B/L, especially the original B/L, it will be fatal because it can hinder the export process. The issuance of this B/L document is very much needed with caution, thoroughness and in detail. Employees who are not careful when checking the ship's departure schedule are one of the causes for the hindering the issuance of this B/L, because if the ship has not departed it means that the original B/L may not have been issued, but there are incidents where the ship has not departed but the B/L has been issued, that is occurs due to lack of accuracy on the part of the employee, therefore the B/L that has been physically printed must be immediately destroyed with a paper shredder. Communication problems are needed in the issuance of B/L documents. Basically, communication in team work in the company is needed because it can help work to be more effective. According to the interview above, fellow staff related to the issuance of B/L must maintain communication with each other, such as finance staff who

must inform that the customer has transferred funds to the company for the requirements for the issuance of the B/L.

c. Efforts made by PT. Samudera Agencies Indonesia (KMTC Line) is in the process of issuance of Bill of Lading so that the export process runs well. Based on the observations in order the B/L issuance process can run well are as follows:
   1. Improving cooperative relations and communication among staff/employees Communication and cooperation between employees in the process of issuing B/L is one of the efforts so that the issuance of B/L runs well, communication at work is needed so that there are no errors or omissions that harm people on the other hand, that team work has good cooperation and communication will have an impact on increasing customer satisfaction because there are no errors that leads to the issuance of B/L being hampered.
   2. Conducting training for employees to run the ICC system, it is done by conducting training or job training for new employees so that mistakes are not repeated and for old employees also retraining to refresh knowledge of the working system of the ICC. After training, employees are expected to always be thorough and anticipate mistakes that cause the B/L issuance process so that unwanted obstacles do not occur.
   3. Checking the data before the B/L is issued. Checking data before the B/L is issued is an effort so that the B/L issuance process runs well. When checking data, accuracy and precision are needed so that data input errors do not occur. When there is an error in data input, it can still be corrected because the physical form of the B/L document has not been issued, it is different when the physical form of the B/L has been issued, it will be a problem and hinder the process of exporting goods and result in the export process of goods.

F. CONCLUSIONS AND SUGGESTIONS

1. Conclusion
   a. The process of issuing B/L in the export process at PT. Samudera Agencies Indonesia (KMTC Line) has been determined based on the SOP, which begins with the shipper making a written agreement regarding the power of attorney to the forwarder, followed by the

shipper making a container booking, customer service will receive an SI (Shipping Instruction) document as the basis for making B/L, then D/O is issued, to get empty container, making payment when the ship's departure schedule has been obtained, making a shipping request and issuing a draft B/L, when the draft B/L is approved and there is no correction from the shipper , it can be continued with the issuance of the B/L document.

b. Constraints faced in the process of issuing B/L in the export process at PT. Samudera Agencies Indonesia (KMTC Line) are errors in inputting data into the ICC system which resulted in fatal and lack of communication between employees who are interrelated in the process of issuing B/L.

c. Efforts for the process of issuing the Bill of Lading so that the export process at PT. Samudera Agencies Indonesia (KMTC Line) is running well are by improving cooperative relationships and communication between fellow staff/employees related to the B/L issuance process, conducting training for new and old employees so that there are no errors in data input into the ICC system, as well as checking data before B /L published.

2. Suggestions

a. Because the issuance of B/L is a very important process, therefore the company issuing it should process the B/L document correctly, so that there are no mistakes. thus, the export process can run well and can provide the best service to customers.

b. In the process of issuing B/L, CS and document staff/employees should always pay attention to every important point that will be inputted into the ICC system and must be done carefully and thoroughly to avoid mistakes so that the B/L issuance process can be carried out well.

c. The company should make a regular schedule of training for staff/employees in order to improve performance and add skills in the B/L issuance process so that mistakes do not occur and the B/L issuance process can run well and optimally.

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TRANSLATOR'S PROFILE

Rifatun Hasanah

Rifatun Hasanah has become a part of the Language Unit of Politeknik Ilmu Pelayaran Semarang since 2020. She has been active as a Language instructor and translator since her undergraduate program.

Rifatun was born in Sumenep, December 22 1991. She got a graduate degree in English Education from UIN Walisongo in 2012. Before she joined PIP Semarang, she was a lecturer assistant in UIN Walisongo and UNISSULA. During her time teaching across majors (Medicine, Pharmacy, Islamic Education, Management, etc), she is also active as a Korean-English translator and interpreter for Korean businessmen around Semarang. She also translated the document of PT. Kawasan Industri Kendal in promoting the industrial area to the investors' side. Besides that, she is active in translating and proofreading the Indonesian articles to be published in International Journal, especially in Islamic education, Communication, and psychology. Along with her job in PIP Semarang, she handles some work in translating documents such as company profiles, official letters, lesson plans, and Port and Shipping management documents. Recently she finished translating the syllabus and course outline of IMO 1.39 regarding leadership and teamwork.

Irma Shinta

Irma Shinta Dewi was born in Salatiga, 1973. She graduated from English Department, Faculty of Letters Diponegoro University (UNDIP) in 1997. She did her Master Degree in English Education, Universitas Negeri Semarang (UNNES) in 2010. She started teaching English at Primagama in 1996–1997. She started teaching Maritime English in 1999 until now at Politeknik Ilmu Pelayaran Semarang, and also she taught at STIMART AMNI from 2009–2014.

She joined some international workshops and conferences, like British Council, RELO, Regional Maritime English Instructor Training Course (RMEITC) Manila 2009, 27th International Maritime English Conference (IMEC) Johor (2015), and many others. She was a presenter in Teaching English as a Foreign Language in Indonesia (TEFLIN) Malang (2009), Maritime English Workshop Semarang (2017), 29th IMEC Busan (2017) and 30th IMEC Manila (2018), 5th English Language and Teaching Language Training (ELTLT) UNNES Semarang 2016, and 7th ELTLT 2018, International Conference on Technology for Sustainable Development (ICTSD) Yogyakarta (2018), International Seminar on Enhancement of the Role of Sustainable Inland Water and Ferries Transport in Industry 4.0 Era for Public Welfare Palembang (2019), 1st International Conference of Maritime Education and Training (ICMET) Semarang (2016) and 4th ICMET Makassar (2020), and ITELL Yogyakarta (2022).

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