

EDUCATIONAL GUIDELINES
DOCTORAL PROGRAM IN PSYCHOLOGY



GRADUATE PROGRAM
FACULTY OF PSYCHOLOGY
UNIVERSITAS PADJADJARAN
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2) PREFACE

All praise and thanks be to Allah, the One True Almighty God, that this Academic Draft of the Universitas Padjadjaran's Faculty of Psychology's Doctoral Program in Psychology can be completed by the Faculty of Psychology's Doctoral Program and Ad Hoc Team. This draft was prepared in order to build a strong foundation for the curriculum to be implemented in Universitas Padjadjaran's Faculty of Psychology's Doctoral Program. The making of this curriculum for the Doctoral Program in Psychology refers to the Regulation of Rector No. 50 of 2016 on the Educational Guidelines for Master's and Doctoral Programs in Universitas Padjadjaran and considers the cluster of Scientific Publication Course in the 2017-2019 Curriculum for Doctoral Program in Psychology.

On this occasion, the Faculty of Psychology's Doctoral Program and the Ad Hoc Team would like to express our deepest gratitude to several parties who have facilitated, encouraged, and assisted in the completion of this Academic Draft, to the Honorable:

1. Dean of the Faculty of Psychology of Universitas Padjadjaran,
2. Associate Dean (I) of the Faculty of Psychology of Universitas Padjadjaran,
3. Associate Dean (II) of the Faculty of Psychology of Universitas Padjadjaran,
4. Head, Secretary, and members of the Academic Senate of the Faculty of Psychology of Universitas Padjadjaran,
5. Managers in fields related to the Faculty of Psychology of Universitas Padjadjaran, and all resource persons that we cannot mention separately.

This Academic Draft is expected to bring benefits to Unpad's Faculty of Psychology in general and for the operation of the Doctoral Program in Psychology in particular.

Sincerely,

Team of the Unpad's Faculty of Psychology's Doctoral Program:

Dr. Marina Sulastiana, M.Si. Psikolog (Graduate Psychology Program Director)

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CHAPTER I

HISTORY OF THE FACULTY, VISION AND MISSIONS, AND EDUCATIONAL GOALS

I.1 History of the Faculty

Psychological education in Indonesia and Universitas Padjadjaran began in 1950 when the Psychotechnique Unit of the Royal Dutch Army (the Leger Psychologische Diens) was transferred to Army. Departing from the need for human resources and staff who, due to their duties, must have a strong background in psychology, Army military officers were sent to study psychology abroad, especially in the Netherlands. Six officers with the rank of Captain and one staffer with the rank of First Lieutenant from the 17th Brigade were then sent to study in the Netherlands. In addition, scholarships were also given to 2 (two) non-military people to study psychology at the same place. In 1955, as a result of a deteriorating relationship between Indonesia and the Netherlands, they all were transferred to Germany to resume their studies. After completing their studies, between 1959 and 1961, they returned to Indonesia with a Dipl.-Psych. Degree. These graduates were Capt. John S. Nimpoeno, Capt. Soemitro Kartosoedjono, 1st Lt. Sardjono ('59 graduates), Capt. Bob Dengah ('60 graduate), Capt. Soemarto ('61 graduate), Soenardi Darmo Sarajo, Soewarjo ('63 graduates).

They were the ones who then filled positions in and ran the Army Psychology Service, and pioneered and played an instrumental role in the establishment of Universitas Padjadjaran's Faculty of Psychology. They are also the first lecturers at the Faculty, which was established in 1961. Among the German graduates above, Soenardi Darmo Sarajo and Soewarjo were the soldiers relieved from the 17th Brigade (not from the military) who received a scholarship from the Department of Higher Education and Science (now the Ministry of Education and Culture). The two were later assigned to military service after being trained in Bogor first.

In line with the efforts to prepare the staff of the Army Psychology Service above, the establishment of the Faculty of Psychology was also initiated through talks between the Head of the Army Psychology Center at that time, Col. dr. Soemantri Hardjoprakoso

and the psychologist officers. The big question at that time was “who will be cadres in the Army Psychology Unit?” First of all, the initiative and idea to establish this Faculty of Psychology came from Capt. Soemitro Kartosoedjono, Dipl.-Psych. And Capt. Bob Dengah, Dipl.-Psych. With this idea, Col. dr. Soemantri Hardjoprakoso (a lecturer at the Faculty of Medicine) sought support from General Achmad Yani. The next step was to look for possibilities, especially by contacting the Universitas Padjadjaran’s Faculty of Teacher Training and Education (FKIP) which was considered to have enough teaching staff, including Dr. W.A. Gerungan (Head of the Educational Research Institute of Universitas Padjadjaran’s FKIP), Drs. J. Wulur, and Prof. Dr. Mochtar Buchori. It was Prof. Dr. Moestopo, drg. and Prof. Dr. Sadarjoen who proposed the faculty’s establishment to Universitas Padjadjaran.

In the conversation between Col. dr. Soemantri Hardjoprakoso (Head of the Army Psychology Center) and Prof. Dr. Sadarjoen (Head of Universitas Padjadjaran’s FKIP) agreed to establish a cooperative umbrella organization. Capt. Soemitro Kartosoedjono, Dipl.-Psych. asked Capt. Bob Dengah, Dipl.-Psych. to hold a meeting with Universitas Padjadjaran’s FKIP in order to commence the formation of a preparatory committee for the establishment of the Universitas Padjadjaran’s Faculty of Psychology. Prof. Dr. Sadarjoen was suggested for the position of acting dean. Based on the Decision of the Minister of Higher Education and Science No. 35/SEK/PU/61 dated August 11, 1961, the Preparatory Committee for the Establishment of Universitas Padjadjaran’s Faculty of Psychology was affirmed with details as follows: Col. dr. Soemantri Hardjoprakoso as Chairman, and Capt. Bob Dengah, Dipl.-Psych. and Dr. W.A. Gerungan as members.

The establishment of the Faculty involved three institutions, i.e., the Army Psychology Center (now the Army Psychology Service), the Universitas Padjadjaran’s Faculty of Teacher Training and Education (now Universitas Pendidikan Indonesia in Bandung), and Universitas Padjadjaran itself. Capt. Bob Dengah, Dipl.-Psych. and Dr. W.A. Gerungan was assigned the task of making technical preparations and curriculum planning from the Introductory level to the Associate’s level and the lecturers were from the Army Psychology Center and Universitas Padjadjaran’s FKIP. Classrooms were provided by the Army Psychology Center at Jalan Sangkuriang 17 Bandung.

To finalize the preparations for the establishment of the Faculty, a discussion was held at the Army Psychology Center between Col. dr. Soemantri Hardjoprakoso, Prof. Sadarjoen, and Prof. Mr. R. Iwa Kusumasumantri (President of Universitas Padjadjaran at that time). In early August of 1961, at the closing ceremony of PORAS (Inter-Scholar Sports Week), Capt. Bob Dengah, Dipl.-Psych. was requested by Col. dr. Soemantri Hardjoprakoso to bring the technical preparation and faculty curriculum files to be reviewed of to what extent they were ready to establish the Faculty.

August 11, 1961, saw the issuance of Decision of the Minister of Higher Education and Science No. 35/SEK/PU/61 on the Preparatory Committee for the Establishment of Universitas Padjadjaran's Faculty of Psychology. The planned establishment was then proposed to the Minister of Higher Education and Science. On August 18, 1961, the Decision of the Minister of Higher Education and Science No. 037/SEK/PU/61 on the Establishment of Universitas Padjadjaran's Faculty of Psychology was issued and went into effect on September 1, 1961.

On September 2, 1961, at the Hall of Universitas Padjadjaran, the Faculty of Psychology was officially established. This date has since been commemorated as the birthday of the Faculty. The leaders at that time were Col. dr. Soemantri Hardjoprakoso as Head of the Faculty and Mr. Bushar Muhammad as Secretary of the Faculty.

The establishment of Unpad's Faculty of Psychology has two special meanings:

1. Faculty of Psychology was established from scratch instead of developed from other programs, unlike UI's Faculty of Psychology which was initially a program under the Faculty of Medicine, or UGM's Faculty of Psychology which began as the Faculty of Pedagogy;
2. The Faculty of Psychology was officially established as a stand-alone faculty without having to be under Yayasan Padjadjaran, unlike other faculties at Universitas Padjadjaran. Usually at that time, before being officially established, a faculty should be under the foundation for at least one year. The establishment of the Faculty of Psychology ran well owing to the support of Maj. Gen. Prof. Dr. Moestopo, drg.

The first batch's (Class of 1961) classes, in the early years of the Faculty, were held at the Army Psychology Center, Jalan Sangkuriang 17 Bandung. There were 30 students at that time, including those who later became teaching staff at Unpad's Faculty of Psychology, i.e., Sidharta Poespadibrata, Sawitri Sadarjoen, Untung Kahar, and Ponpon Harahap.

The structure of leadership was then changed with Col. dr. Soemantri Hardjoprakoso served as the Dean, Capt. Bob Dengah, Dipl.-Psych as Dean's Proxy I, Mr. Bushar Muhamad as Dean's Proxy II, Capt. Soemantri Kartosoedjono, Dipl.-Psych as Dean's Proxy III.

In 1962, the term Dean's Proxy (*Kuasa Dekan*) was changed to Assistant Dean (*Pembantu Dekan*). In the same year, Col. dr. Soemantri Hardjoprakoso was appointed as Assistant Minister of Higher Education and Science. For the dean position being left vacant, it was jointly decided to ask Dr. R. Mar'at from Universitas Indonesia's Faculty of Psychology to take up the mantle. Under his leadership and with the help of Col. dr. Soemantri Hardjoprakoso, classes were then moved to Danawarih building, Jalan Haji Wasid 31 Bandung. It was in this building in 1964 that the Exam for Associate Degree was held for the first time.

In 1965, on the efforts of Dr. R. Mar'at, the Faculty moved to Jalan Dago Pojok 23. It was originally the Universitas Padjadjaran's fraternity house, with a part of the building being vacant and not occupied by students. Gradually, the Dago Pojok Campus was constructed to have classrooms, a hall, and psychology experiment laboratories.

In accordance with what its establishment was meant for, education at the Faculty at that time was mainly practice-oriented. Classes, advising, and supervision, which were individual in nature, are aimed at producing psychologists with high skills in the field of psychodiagnostic and psychological intervention. The imprint is still very much the same today and has even become a distinguishing feature and distinctive color of psychology education at the Faculty.

In 1964, lecturers at the Faculty began to think that educating prospective psychologists requires a place for practice. In that year, the professional practice for prospective psychologists began at Jalan Dago 34 Bandung. The psychology profession

program at that time was integrated with undergraduate education (the old curriculum that produced graduates with *doctorandus* and *doctoranda* degrees). The psychology profession program at Padjadjaran University is the first psychology profession program to have its own place of practice. The place located on Jalan Dago 34 was a gift from the *Tentara Pelajar* (lit: the Student Soldiers). It was later sold. In 1972, the place of practice moved to Jalan Prof. Dr. Eyckman No. 9 which had a wider space. The place was managed by Lembaga Psikologi. In 1980, it moved again to Jalan Ir. H. Juanda 438B Bandung. In 1983, the Faculty began to organize a Doctoral Program in Psychology and, in 1984, held a Master's Program in Psychology (Science), located on Jalan Sekeloa Bandung. In 1996, the Faculty acquired two new buildings on the Jatinangor Campus. Since then, all faculty activities have taken place there.

In 2002, the Psychology Profession program was upgraded to a Professional Concentration of Master's Program in Psychology (now known as the Master's Program in Professional Psychology). Initially, the secretariat of the Master's Program in Professional Psychology was based at the Jatinangor campus and the classes were held in Bandung using the classic test room belonging to Biro Pelayanan dan Inovasi Psikologi. Due to the increasing number of students, the room no longer met the requirements for teaching-learning activities, so the Head of the Faculty requested Universitas Padjadjaran to provide a building. The faculty was then provided with a building on Jalan Ir. H. Juanda (former physiology laboratory). As the building was to be used by the owner, the Professional Concentration of Master's Program in Psychology was allowed to use a former physiology practicum room, which condition was in need of considerable improvement. So, it was decided to use the twinning program building of the Faculty of Medicine on Jalan Ir. H. Juanda. The learning process took place in the building for one year. As the building was to be used by another program at Unpad, a new building was built specifically for the psychological master's program, located on Jalan Ir H. Juanda no. 438B (adjacent to Biro Pelayanan dan Inovasi Psikologi's building). While waiting for the completion of construction, the master's program's classes were held at the Graha Ariadi building on Jalan Siliwangi no. 4 (for four months).

On October 23, 2003, the construction was completed and then inaugurated by the Rector of Universitas Padjadjaran, Prof. H. A. Himendra Wargahadibrata, dr., Sp.An.-KIC. From then to 2011, secretariat and academic activities took place at the premises.

Along with the increasing number of students, the need for additional space for the learning process also increased. The Faculty requested the Rector to allow them to use the former building of Rengganis sorority house as a place for academic activities. In 2005, the Rector gave the permission. In 2008, the Faculty received an additional building formerly used by the Department of Mathematics and Statistics, Faculty of Mathematics and Natural Sciences of Universitas Padjadjaran in Jatinangor. The building was used not only to hold classes but also used as a workspace for lecturers and a bachelor's and master's thesis defense room. Today, the Faculty has two campuses, i.e., Jatinangor Campus and Bandung Campus. The Bandung Campus is for the practice of the Master's Professional Psychology Program and the Doctoral Psychology Program. With the policy of returning Master's and Doctoral Programs to their respective faculties, the Bandung Campus is not only intended for the concentration of Master's in Professional Psychology Program but also used by Master's and Doctoral Psychology Programs.

In 2010, the professional concentration that was previously a part of the Master's Program in Psychology received a permit to become the Master's Professional Psychology Program through the Decision of the Minister of Education and Teaching No. 256/D/O/2010 dated August 16, 2010. Based on the Decision Letter of the Directorate of Higher Education No.1030/D/T/2010 dated August 26, 2010, regarding the arrangement of the nomenclature in the psychology program, the names of the programs under Unpad's Faculty of Psychology are as follows: Bachelor's Program in Psychology, Master's Program in Psychology, Master's Professional Psychology Program, and Doctoral Program in Psychology. For the proper administration of the four programs, both campuses (Jatinangor and Bandung) are designated as learning facilities for the four study programs above.

With the faculty's development above, there are also several changes related to the campuses, the leadership, the education system with the consequences of the diplomas received, and the requirements for student candidates.

Campuses:

1961–1964: Campus at Jalan Sangkuriang 17 - PSIAD (Army Psychology Center)
Bandung

1964–1965: Danawarih Campus at Jalan Haji Wasid 31 Bandung and PSIAD

- 1965–1996: Dago Pojok Campus at Dago Pojok 23 Bandung
 1996–2003: Jatinangor Campus at Jalan Raya Bandung–Sumedang Km. 21 Jatinangor
 2003–2016: Jatinangor Campus, and Bandung Campus at Jalan Ir. H. Juanda 438B Bandung
 2017–now: Jatinangor Campus (for Bachelor’s, Master’s, Doctoral Programs) and Bandung Campus (for BPIP).

Deans:

- 1961–1964: dr. Sumantri Hardjoprakoso Soemitro Kartosoejono, Dipl. Psych. (as an acting dean)
 1964–1968: Dr. Phil. R. Mar’at
 1968–1971: John S. Nimpoeno, Dipl.-Psych.
 1971–1974: Bob Dengah, Dipl.-Psych.
 1974–1977: Soemarto, Dipl.-Psych.
 1977–1982: Prof. Dr. Phil. R. Mar’at
 1982–1985: Dr. John S. Nimpoeno, Dipl.-Psych.
 1985–1988: Dr. Kusdwiratri Setiono
 1988–1991: Dr. Kusdwiratri Setiono
 1991–1995: Drs. Sidharta Poespadibrata
 1995–1998: Dr. Wisnubrata Hendrojuwono
 1998–2001: Dr. Suryana Sumantri, MSIE.
 2001–2006: Dr. Tb. Zulrizka Iskandar, M.Sc.
 2006–2008: Prof. Dr. Tb. Zulrizka Iskandar, M.Sc.
 2008–2012: Prof. Dr. Juke Roosjati Siregar, M.Pd.
 2012–2016: Dr. Hendriati Agustiani, M.Si.
 2016–2021: Dr. Hendriati Agustiani, M.Si.
 2021–2026: Zahrotur R. Hinduan, MOP., Ph.D., Psikolog

I.2 Vision and Missions

I.2.1 Vision and Missions of the Faculty

Vision:

To become a higher education institution with international standards in the development of science and the application of psychology for human welfare.

Missions:

1. To administer pentadharma (teaching, research, community service, student activities, and partnership) in an integrated manner and with regional competitiveness that can meet the demand of higher education users;
2. To develop psychology with international standard that is relevant to the public needs and the advancement of science and technology through strategic partnership;
3. To manage professional and accountable caturdharma to gain trust and a good image of the Faculty of Psychology;
4. To produce academic people with leadership character who are oriented to the greatness of local and national cultures under the diversity of global cultures and the psychological code of ethics as well.

I.2.2 Vision and Missions of the Doctoral Program in Psychology

Vision:

To become an excellent and leading education institution that holds a doctoral program in psychology with international standards in developing psychology as a science that is oriented to the useful application for human welfare.

Missions:

1. To administer a learning process with scientific, contextual, interactive, and holistic characteristics and orientation to critical thinking and independent actions;
2. To develop a learning process that prioritizes research within the context of establishing mono- or multidisciplinary that is innovative, sustainable, based

on the latest technology, and beneficial for the human welfare and national competitiveness;

3. To enhance activities that encourage the use of results of psychological research for the better human welfare;
4. To foster institutional cooperation, both nationally and internationally, for a better quality of learning, research, and community service.

I.3 Goals

I.3.1 Goals of the Faculty

1. Becomes an institution and a program that excels in reputation internationally;
2. Establishes a conducive academic setting for the administration of pentadharma;
3. Produces graduates with strong leadership character and global competitiveness who respect local culture and code of ethics in psychology;
4. Generates excellent results in psychological research and innovation based on Unpad's Core Scientific Pattern and psychological code of ethics;
5. Promotes psychological welfare through psychological services to the public by pentahelix concept;
6. Establishes cooperation with other parties for the administration of pentadharma;
7. Develops and integrates the use of information technology to improve the quality of service according to public needs;
8. Develops accountable governance according to laws and regulations, and gains financial resources that support the stable administration of pentadharma;
9. Establishes an excellent identity by virtue, excellence in performance, and psychological code of ethics;
10. Develops resources that support the excellence in academy and profession;
11. Obtains capable and professional human resources in the administration of pentadharma.

I.3.2 Goals of the Doctoral Program in Psychology

1. Graduates who have high moral integrity; respect the diversity of values, perspectives, social, and cultures; and bear the responsibility according to the professional demands and prevailing code of ethics.
2. Graduates who are capable of developing knowledge and methodology in psychology through original, innovative, and complex research to contribute to addressing public issues and promoting the welfare of the community;
3. Graduates who are capable of processing and publishing results of psychological research for developing knowledge and promoting the welfare of the community both nationally and internationally;
4. Graduates who are committed to long-life learning for the development of psychology with an orientation to human welfare.

I.4 Academic Vision

I.4.1 Academic Vision of the Doctoral Program in Psychology

Psychology is the scientific study of human behavior and the mental processes behind the behavior. In studying human behavior, it proposes the development of human behavior model based on mono- or multidisciplinary, comprehensive, and sustainable research with an orientation to improving human welfare.

CHAPTER II

STUDENT SELECTION AND ADMISSIONS

II.1 Requirements

To be eligible to apply for admission, student candidates must go through the SMUP mechanism and meet all of the following general criteria:

1. Be an Indonesian citizen or a foreign citizen who has gained approval from the Ministry of Education, Research, and Technology;
2. Have earned a Bachelor's degree in psychology;
3. Have earned a Master's degree in any related field that supports the study advancement;
4. Have completed an Academic Ability Test (AAT) with a score of at least 500 as evidenced by a test certificate that is issued by any test-administering institution recognized by Unpad and still valid for a maximum of 2 years from the date of issuance;
5. Have passed an English proficiency test with any of the following standards:
 - TOEFL International (Paper-Based Test) score of at least 500; or
 - TOEFL International (Internet-Based Test) score of at least 61; or
 - TOEFL International (Computer-Based Test) score of at least 173; or
 - International English Language Testing System (IELTS) Academic score of at least 5.0; or
 - English Proficiency Test (EPT) score of at least 500 as evidenced by a test certificate that is issued by any test-administering institution recognized by Unpad and still valid for a maximum of 2 years from the date of issuance;
6. Criteria 4 and 5 (regarding AAT and EPT) are not required for candidates who have published scientific writing as the lead author in at least a Q3-indexed international journal.
7. Have a research plan for Doctoral Program in Psychology stated in a research proposal;
8. Attach a Letter of Undertaking from a Prospective Promotor;

9. Have at least 2 Letters of Recommendation, one of which should be from a lecturer or head of higher education institution who had evaluated the candidate's academic competencies; and
10. Attach a Statement of Purpose

II.2 Doctoral Degree through Fast-Track Program

1. Students of a Master's Program in Psychology are allowed to take part in the selection for the Doctoral Program in Psychology through the Fast-Track program under the condition of being a graduate of a Bachelor's Degree in Psychology.
2. Candidates from the Fast-Track program must meet requirements according to the provisions of the application for the Fast-Track program as stated in a separate regulation.

II.3 Letter of Undertaking from Prospective Promotor

1. To obtain a Letter of Undertaking from a Prospective Promotor, a candidate should first access the Unpad's Expert Directory (Professor or Associate Professor) to find a prospective promotor according to the desired research topic.
2. A candidate should contact the desired prospective Promotor to communicate about academic and non-academic affairs, such as a research proposal and the prospective Promotor's willingness to be the candidate's promotor.
3. A candidate must submit a summary of scientific writing to the prospective Promotor.
4. The content of the Letter of Undertaking from a Prospective Promotor is in accordance with the communication as referred to in point 2 above and is attached for the application of SMUP.

II.4 Selection Process

1. The selection of a student candidate for the Doctoral Program in Psychology at the faculty level involves a research proposal presentation and an interview.
2. The research proposal presentation and the interview are both held with the prospective Promotor and a lecturer in Doctoral Program in Psychology.

II.5 Admission Decisions

1. The Graduate Psychology Program Director shall prepare a Score Recapitulation from the student selection process and discuss it with each prospective Promotor to decide whether or not to accept a candidate.
2. The Graduate Psychology Program Director shall submit the Score Recapitulation, as referred to in point 1, to the Dean.
3. The Dean shall submit the candidate acceptance decision to Rector through Vice-Rector for Academic and Student Affairs.
4. The Rector shall enact the candidate acceptance decision, and the Vice-Rector for Academic and Student Affairs shall announce the admission on behalf of the Rector.

II.6 Scholarship

1. Admitted candidates of the Doctoral Program in Psychology who have applied for a scholarship must contact the sponsor institution and show a Letter of Acceptance. All procedures shall comply with the sponsor institution's provisions
2. Admitted candidates of the Doctoral Program can apply for the Indonesian Lecturer Excellent Scholarship - Domestic Program (*Beasiswa Unggulan Dosen Indonesia*) (BUDI-DN), Excellence Scholarship (*Beasiswa Unggulan*) (BU), and other scholarship programs through Unpad's Directorate of Education and Internalization.
3. Application for a scholarship by candidates of the Doctoral Program through a partnership with Unpad should comply with the procedures stated in the MoU and/or Cooperation Agreement.

CHAPTER III

ACADEMIC REGISTRATION

III.1 Academic Registration

1. New students must complete the registration process. For each semester, students must also re-enroll.
2. At the beginning of each semester, students must complete and submit the Course Selection Sheet (*Kartu Rencana Studi*) (KRS) with the approval of Promotor.
3. Students failing to register or re-enroll and submit KRS will not receive academic service.

III.2 Academic Advising

1. Academic advising by the Promotor Team shall begin from the enactment of the Decision of the Dean of the Faculty/Graduate School in semester 1 to the end of the research.
2. Academic advising and the research proposal draft review by the promotor team shall be conducted at least in 4 sessions in a semester and must be recorded in a log book.
3. The Promotor must report the student's study progress at the end of every semester.

CHAPTER IV

CURRICULUM AND PROCESS OF EDUCATION OF DOCTORAL PROGRAM IN PSYCHOLOGY

IV.1 Credit Hours and Study Period

According to provisions by AP2TPI and the Ministry of Education and Culture, the study load required to complete Doctoral Program in Psychology is a minimum of 42 credit hours with a maximum study period of 14 semesters. According to Decision of Rector No. 555/UN6.RKT/Kep/HK/2020, the number of credit hours required is 42 and the proper study period is 6 semesters. Establishing courses involves merging and elaborating the previously determined study resources. The 4-semester study period is also a consideration to take into account in establishing courses and determining credit hours.

In the event of a public health emergency, the provisions below shall apply.

1. If the current semester is the limit of the study period, students can extend the limit by 1 (one) more semester.
2. The students referred to in point 1 are:
 - a. those who have taken the Dissertation course or any other final assignment and have their research proposal approved by their respective Promotor.
 - b. those who experience obstacles in conducting and completing the Dissertation or any other final assignment as a consequence of activity restrictions due to the COVID-19 pandemic.
 - c. those in the Doctoral Program who have received a schedule for Dissertation Defense Exam or any other Final Exam.
3. To extend the study limit, as referred to in points 1 and 2, students must submit a request letter for an extension of the study limit to the Dean.
4. The Dean has the right to propose names of students eligible for an extension of the study limit under the condition of a public health emergency to the Vice-Rector for Academic and Student Affairs with the recommendation from their respective Promotor and Program Director.

5. For the condition referred to in points 1, 2, 3, and 4, students shall be exempted from paying Tuition Fees (*Biaya Penyelenggaraan Pendidikan*) (BPP).
6. Students failing to complete their studies when the extended study limit ends will be considered to have resigned.

IV.2 Graduate's Profile

1. Educator

Definition: the graduate who becomes a professional educator and scientist in the field by utilizing psychological knowledge and principles according to their main tasks.

2. Psychological scientist

Definition: the graduate who develops inter- and multidisciplinary knowledge in the field of psychology in order to gain recognition from scientific publications both nationally and internationally.

3. Science Advisor

Definition: the graduate who is capable of holding a leadership role in research development, processing inter- and multidisciplinary psychological research in order to gain recognition from scientific publications both nationally and internationally.

4. Practitioner

Definition: the graduate who is capable of developing and applying psychology into practices that promote human welfare individually, collectively, organizationally, and socially.

5. Middle and Top Manager

Definition: graduates who are capable of applying psychology for making strategies and policies with an orientation to improving competitiveness and promoting human welfare.

IV.3 Learning Outcomes

1. Being capable of showing the attitude of a psychological scientist with integrity and great respect for humanity.

2. Being capable of advancing ideas for developing original, innovative, and complex knowledge through research that make use of the latest technology with a strategic orientation to human welfare.
3. Being capable of managing and leading research activities in the psychological field with integrity and professionalism.
4. Being capable of solving complex problems through psychological research with a mono- or multidisciplinary approach based on research ethics.
5. Being capable of publishing results of psychological research nationally and internationally for the development of science.
6. Being capable of implementing ethical principles in developing and publishing the results of psychological research.

IV.4 Study Resources

The cumulative study load of a doctoral program is no less than 42 credits, consisting of:

1. Doctoral qualification competence, with a minimum of 12 credits;
2. Research Proposal Seminar (*Seminar Usulan Riset*) (SUR), 5 credits;
3. Research Result Seminar (*Seminar Hasil Riset*) (SHR), 5 credits;
4. Dissertation Draft Review (*Penelaahan Naskah Disertasi*) (PND), 6 credits;
5. Publication of scientific articles in reputable international journals, 9 credits, consisting of 3 credits for one published article in a Q1-Q2 or Q3 journal, 3 credits for one accepted article in a Q1-Q2 or Q3 journal, and 3 credits for community service;
6. Doctoral Dissertation Defense (*Sidang Promosi Doktor*) (SPD), 5 credits.

Study resources or courses during the Doctoral Program in Psychology are as follows:

No	Course	Credit Hours	Semester
Doctoral Qualification			
1	Philosophy of Science and Research Ethics	2 (1-1)	1
2	Independent Class	2 (0-2)	1 and 2

3	Advanced Research Methods	2 (1-1)	1
4	Development of Psychological Measurement	2 (1-1)	2
5	Advanced Statistics	2 (1-1)	2
6	Academic Writing	2 (1-1)	2
Publication of Scientific Article			
7	Publication of Scientific Article in a Reputable International Journal	9 (0-9)	3 to 8
Dissertation			
8	Research Proposal Seminar (SUR)	5 (0-5)	2 to 3
9	Research Result Seminar (SHR)	5 (0-5)	4 to 6
10	Dissertation Draft Review (PND)	6 (0-6)	5 to 8
11	Doctoral Dissertation Defense (SPD)	5 (0-5)	6 to 8, max. 14
TOTAL		44 credits	

Selecting the content of the Independent Class shall be based on direction/guidance/recommendation/approval of Promotor and be acknowledged by the Program Director. Courses to take that are open for one semester or more (considering the time to spend may take more than one semester) are Independent Class, Publication of Scientific Article in a Reputable International Journal, SUR, SHR, PND, and SPD.

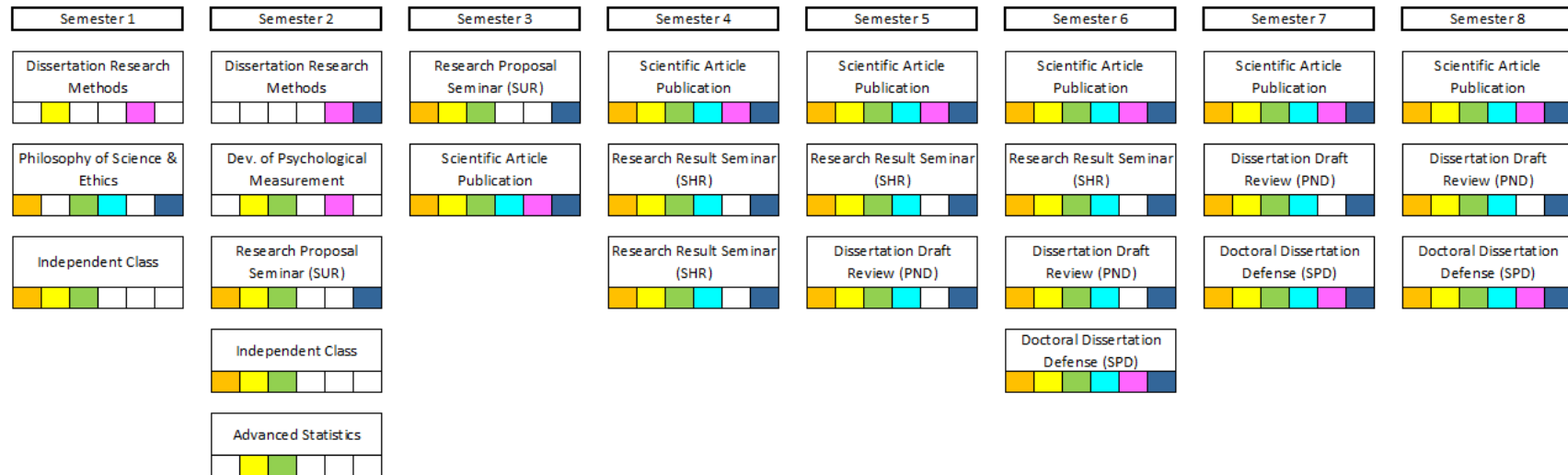
IV.5 Matrix of Learning Outcomes and Course Structure

Matrix of Learning Outcomes with courses and semesters to take is stated in the table below:

Course	CPL	CPL	CPL	CPL	CPL	CPL	Semester
	1	2	3	4	5	6	
Philosophy of Science and Research Ethics (1-1)	×		×	×		×	Semester 1
Independent Class (0-2)	×	×	×				Semester 1-2

Advanced Research Methods (1-1)		×			×		Semester 1
Development of Psychological Measurement (1-1)		×	×		×		Semester 2
Advanced Statistics (1-1)		×	×		×		Semester 2
Academic Writing (1-1)					×	×	Semester 2
Research Proposal Seminar (SUR) (0-5)	×	×	×			×	Semester 2-3
Publication of Scientific Article in a Reputable International Journal (0-9)	×	×	×	×	×	×	Semester 3-8
Research Result Seminar (SHR) (0-6)	×	×	×	×		×	Semester 4-6
Dissertation Draft Review (PND) (0-6)	×	×	×	×		×	Semester 5-8
Doctoral Dissertation Defense (SPD) (0-5)	×	×	×	×	×	×	Semester 6-8

IV.6 Course Roadmap



Proper Study Period up to Semester 8

Description:

CPL:	
1	Being capable of showing the attitude of a psychological scientist with integrity and great respect for humanity for the human welfare
2	Being capable of advancing ideas for developing original, innovative, and complex knowledge through research that make use of the latest technology with a strategic orientation to the human welfare
3	Being capable of managing and leading research activities in the psychological field with integrity and professionalism
4	Being capable of solving complex problems through psychological research with a mono- or multidisciplinary approach based on research ethics
5	Being capable of publishing results of psychological research nationally and internationally for the development of science
6	Being capable of implementing ethical principles in developing and publishing the results of psychological research

IV.7 Brief Description of Courses

1. Research Methods

In this course, students learn methodologies in psychological research which consist of three parts, i.e, Quantitative method, Experimental Method, and Qualitative method.

2. Philosophy of Science and Research Ethics

In this course, students learn the nature of science and philosophical perspective. There are three main themes to learn in this course: a) philosophical assumptions that underline the methods used in science and criteria of the resulting truth (epistemology); b) natures and characteristics of signs or objects that become the subject matters (ontology); and c) values, attitudes, and behaviors that are inherent to (and must exist in) the research process, the reporting of research results, and the use of research results for humanity (ethics).

3. Advanced Statistics

In this course, students learn techniques in advanced statistics. Topics to learn are Basic Statistics (20% of total course sections), multivariate testing (40% of total course sections), and the relationship between multiple regression, mediator and moderator variables, and SEM (40% of total course sections).

4. Development of Psychological Measurement

In this course, students learn about methods and techniques for developing psychological instruments. The main topic discussed is the systematic stages in preparing an instrument based on certain standardized references.

5. Academic Writing

This course provides principles in academic writing, literature gap on a research topic that students have chosen, ways to formulate research questions according to criteria of formulating research questions, dynamics in a conceptual framework, JARS (Journal Article Reporting Standard), and citation according to APA 7th edition.

6. Independent Class

This course facilitates students to have self-development and understanding of in-depth concepts, special methods, or knowledge that all will support the classroom

activities and research process. For that, students can attend courses in other related majors or even other universities, conferences, training, etc.

7. Research Proposal Seminar (SUR)

SUR is a research plan that a student makes to prepare a dissertation. SUR is an open scientific forum that lecturers and other students can attend. Students must hold SUR no later than the end of Semester 4. Failure to pass this course twice shall result in the student being considered not eligible to continue his/her study.

8. Publication of Scientific Article in a Reputable International Journal

In this course, after conducting research, students will write a scientific article and publish it in a reputable international journal with the approval of the promotors acting as co-authors, and include Unpad as the institution name. The article is to be published in a Q1 or Q2 or Web of Science (WoS) journal with an impact factor.

9. Research Result Seminar (SHR)

SHR is a seminar held after a student completes the research to prepare for a dissertation. This course is an open scientific forum that lecturers and other students can attend. SHR is aimed at evaluating the feasibility of research and providing improvement to the research results.

10. Dissertation Draft Review (PND)

PND is held as an open forum to review the completed dissertation draft the Promotor Team has approved. With feedback from the Reviewer Team during PND, students will revise the draft and then discuss the revised draft with the Promotor Team to gain the approval required for SPD.

11. Doctoral Dissertation Defense (SPD)

SPD is the final stage in a doctoral program student's academic process. It is meant to evaluate whether the student is eligible to receive a doctoral degree. SPD is open to the scientific community and lay audience to witness whether or not the student is fit to receive a Doctoral degree in the discipline. Families, colleagues, other students, the society of academicians, and other people specially invited can attend this event. In SPD, Promotor Team shall deliver scientific accountability in relation to the substance of the research, and Defense Committee (the Opposing

Experts and University Professor Representative) shall ask questions and provide arguments within the allocated time.

IV.8 Lecturers

Course instructors for Doctoral Program are:

No	Name	NIP	NIDN
1	Prof. Dr. Wilis Srisayekti., Psych.	195801271986012001	0027015802
2	Prof. Dr. Hendriati Agustiani, M.Si., Psikolog.	195908041986032002	0004085904
3	Dr. Marina Sulastiana, M.Si., Psikolog.	196103281986032003	002803610
4	Zahrotur Rusyda Hinduan, MOP., Ph.D., Psikolog.	197511201999032001	002011750
5	Dr. Zainal Abidin, M.Si.	196209221992031001	0022096203

Promotors (Domestic) for Doctoral Program are:

1. Prof. Dr. Juke Roosjati Siregar, M.Pd., Psikolog. (ret)
2. Prof. Dr. Diana Harding., M.Si., Psikolog
3. Prof. Dr. Hendriati Agustiani, M.Si., Psikolog
4. Prof. Dr. Wilis Srisayekti, Psikolog
5. Dr. Ahmad Gimmy Prathama S., M.Si., Psikolog
6. Dr. Marina Sulastiana, M.Si., Psikolog
7. Dr. Achmad Djunaidi, M.Si., Psikolog
8. R Urip Purwono, M.Sc.,Ph.D.,Psikolog
9. Dr. Ratna Jatnika, MT
10. Dr. Zainal Abidin, M.Si.
11. Zahrotur Rusyda Hinduan, MOP., Ph.D., Psikolog
12. Dr. Yus Nugraha, MA., Psikolog
13. Dr. Efi Fitriana, M.Si
14. Dr. Anissa L.Kadiyono, M.Si., Psikolog
15. Dr. Surya Cahyadi, M.Si., Psikolog

16. Dr. Retno Hanggarani Ninin, M.Si., Psikolog
17. Aulia Iskandarsyah, M. Psi., M.Si., Ph.D., Psikolog
18. Dr. Afra Hafny Noer, M.Sc., Psikolog
19. Fredrick Dermawan Purba, Ph.D., Psikolog
20. Asteria Devy K, M.Sc., Ph.D, Psikolog

Promotors (Abroad) for Doctoral Program are:

1. Ida Juliana Hutasuhut, M.Sc.,Ph.D
2. Dr. Philippe Verduyn, MBA.
3. Dr. Mohammad Rahim Kamaluddin
4. Dr. Johan C.T.M. Karremans

I.2 Promotors

1. During the process of writing a dissertation, each student shall receive guidance and advice from Promotor Team.
2. The Promotor must:
 - a. Be a lecturer in Universitas Padjadjaran with NIDN or NIDK;
 - b. Have an academic qualification of doctoral degree;
 - c. Be at least an Associate Professor (*Lektor Kepala*);
 - d. Qualify for the same discipline as, or any discipline related to, the Program or the research the student currently conducts;
 - e. Have published scientific writing in at least a reputable international journal (at least Q3 or Web of Science with an impact factor) as the lead author or corresponding author within the last 5 years;
 - f. Be or have been a co-promotor; and
 - g. Have been the main advisor for at least 10 students at all levels.
3. A Co-Promotor must:
 - a. Be a lecturer in Universitas Padjadjaran with qualification of a doctoral degree and academic rank of at least an Upper Assistant Professor (*Lektor*), chosen based on the specialization of expertise; or
 - b. Be an expert or a practitioner (domestic or abroad), chosen based on the specialization of expertise with qualification equal to Level 9 IQF.

Appointment of the Promotor and Co-Promotors

- a. Decision of the Rector, signed by the Dean of Faculty/Graduate School on behalf of the Rector, to the lecturers who will be the Promotor and Co-Promotors shall be delivered no later than 1 (one) month after the student is declared accepted and has registered as a new student in a doctoral program;
- b. Appointment of a lecturer who will be the Promotor shall be based on the Letter of Undertaking he/she has signed;
- c. Promotor shall recommend the lecturers who will be the Co-Promotors with consideration of and by coordinating with the Program Director;
- d. Promotor Team consists of a minimum of 2 (two) people and a maximum of 3 (three) people, comprising of a Promotor and a maximum of 2 (two) Co-Promotors. Having more than 3 Co-Promotors is allowed with permission from Vice-Rector for Academic and Student Affairs;
- e. Promotor shall be responsible for the education of the student whom he/she will advise and coordinate with Co-Promotors during the process;
- f. In the case that a Co-Promotor is permanently absent (for example, be on-duty, either domestic or abroad, for more than 6 (six) months, or has died or retired or resigned), the following provisions shall apply:
 - 1) if it is before SUR, replacement is allowed;
 - 2) if it is after SUR, replacement is not allowed unless both members are permanently absent;
 - 3) if it is after SUR, and the Promotor is permanently absent, one of the Co-Promotor shall replace the Promotor, with no addition of a new Co-Promotor;
 - 4) replacement of a Co-Promotor is allowed with a written statement from the absent Co-Promotor (unless he/she has died); and
 - 5) after 6 (six) months without any written statement from the absent member, the Doctoral Program Director shall have the right to propose a replacement for Promotor Team.

I.3 Examiners, Reviewers, and Opposing Experts

1. Members of the Examiners, Reviewers, and Opposing Experts must:
 - a. be a lecturer in Universitas Padjadjaran with qualification of a doctoral degree and academic rank of at least an Upper Assistant Professor, chosen based on the specialization of expertise; or
 - b. be a lecturer in a domestic or foreign higher education institution with accreditation of at least equal to Unpad, with the academic rank of Professor or Associate Professor and qualification of a doctoral degree, chosen based on the specialization of expertise; or
 - c. be an expert or a practitioner (domestic or abroad), chosen based on the specialization of expertise with qualification equal to Level 9 IQF.
2. Funding for the Examiners, Reviewers, and Opposing Experts who are from foreign shall be charged to the research grant of the Promotor Team.
3. In the case that a member of the Examiners, Reviewers, and Opposing Experts is permanently absent (for example, be on-duty, either domestic or abroad, for more than 6 (six) months, or has died or retired or resigned), the Program Director shall have the right to replace him/her with another Opposing Expert by recommendation from the Promotor Team.

CHAPTER II

SCIENTIFIC WORK, EVALUATION, AND GRADUATION

II.1 Final Assignment

II.1.1 Definition

- a. The Final assignment for students of the Doctoral Program is a dissertation;
- b. A dissertation, as referred to in point a, may take the form of a research report and seminar, or a book compiling scientific articles produced during the doctoral program;
- c. The final assignment shall be based on the results of research using scientific methods and principles;
- d. The final assignment must bring benefits to the development of science, be it either in theory/concept or application;
- e. The originality of the final assignment must be certified in a stamped statement letter and validated with a letter of authenticity issued by the Faculty/Graduate School by using a plagiarism checker software;
- f. The student is allowed to submit a proposal of the final assignment if he/she has at least one published academic writing;
- g. The dissertation writing structure and style, such as outline, citation, footnote or running note, and bibliography, must follow the Universitas Padjadjaran's Faculty of Psychology's Guidelines for Writing a Dissertation.

II.1.2 Relevance between Final Assignment and Scientific Article

- a. A student shall write a draft of the final assignment according to the research proposal (UR) and based on the results of research published as a scientific article in a reputable international journal;
- b. The topic of the final assignment (X) consists of or can be divided into several subtopics (X_1, X_n);
- c. Subtopic X_1 produces a scientific article in a reputable international journal with "topic/issue" X_1 ;

- d. Subtopic X_n produces a scientific article in a reputable international journal with “topic/issue” X_n ;
- e. Synthesis of these three kinds of research can produce one scientific article in a reputable international journal with “topic/issue” X ;
- f. Ideas of the written articles (X_1, X_n) derive from the main idea contained in X .

II.2 Research Proposal Seminar (SUR)

1. SUR is a research plan that a student makes to prepare a dissertation. SUR is an open scientific forum that lecturers and other students can attend.
2. A student can propose to hold SUR after meeting the following criteria:
 - a. has conducted 8 sessions of academic advising;
 - b. has held 2 sessions of Pre-Seminar attended by promotor team;
 - c. has submitted the most recent TOEFL Certificate (if TOEFL score fails to pass score of 500).
3. A student failing to register for SUR until the middle of Semester 3 shall receive a warning notice from the Program Director.
4. The student must hold SUR no later than the end of Semester 4.
5. Failure to hold SUR until the end of Semester 4 shall result in the student being considered to fail to pass SUR and not eligible to continue the study.
6. Evaluation of SUR
 - a. SUR is aimed at evaluating the feasibility of the research proposal (UR) and providing improvement to UR;
 - b. SUR is held in panels chaired by the Promotor and can be attended by the Promotor Team and 3 (three) other lectures acting as Examiners;
 - c. At the end of SUR, the Promotor Team and Examiners will provide a score of feasibility between 0-100, which then will be converted to an Alphabetical Grade:

Final Score	Alphabetical Grade	Numerical Grade
$80 \leq \text{Score} \leq 100$	A	4
$68 \leq \text{Score} \leq 80$	B	3

- d. If the score is below 68, the student will have to retake SUR.
7. Failure to pass SUR twice shall result in the student being considered not eligible to continue the study.

II.3 Research and Scientific Article

1. A student who has passed SUR will revise his/her UR to gain the approval of the Promotor Team to conduct research.
2. During the research, the student must write 1 (one) scientific article with the same topics as the research for a dissertation.
3. The student shall submit the scientific article to a reputable international journal with the approval of the promotors acting as co-authors, and include Unpad as the institution name.
4. The published scientific article in a reputable international journal weighs 9 credits, with Grading as follow:

Journal Index	Alphabetical Grade	Numerical Grade
<ul style="list-style-type: none"> ● two articles, each of which is accepted in a Q1- or Q2-indexed journal or Web of Science (WoS) with an impact factor, or ● one published article in a Q1- or Q2-indexed journal or Web of Science (WoS) with an impact factor, and one accepted article in a Q3-indexed journal 	A	4
<ul style="list-style-type: none"> ● two articles, each of which is published and accepted in a Q3-indexed journal 	B	3

II.4 Research Result Seminar (SHR)

1. SHR is a seminar held after a student completes the research to prepare for a dissertation.
2. SHR is an open scientific forum that lecturers and other students can attend.
3. The student will discuss further with the Promotor Team (the Promotor and the Members) to make a report of the research results and hold SHR with permission of the Promotor.
4. Evaluation SHR

- a. SHR is aimed at evaluating the feasibility of research and providing improvement to the research results;
- b. SHR is held in panels chaired by the Promotor and can be attended by the Promotor Team and 3 (three) other lectures acting as Examiners;
- c. At the end of SHR, the Promotor Team and Examiners will provide a score of feasibility between 0-100;
- d. The student will be considered eligible to advance to Dissertation Draft Review (PND) if the score is at least 68;
- e. The student will revise the dissertation draft based on feedback from the Examiners. The revised draft will be discussed with, approved, and scored by the Promotor Team;
- f. After gaining approval from the Promotor Team, the student shall be eligible to advance to PND.

II.5 Dissertation Draft Review (PND)

1. A student shall submit the completed dissertation draft approved by the Promotor Team to the Reviewers for review.
2. With the recommendation of the Promotor and approval of the Program Director, Dean shall appoint 3 (three) lecturers as the Reviewers to review the feasibility of the dissertation draft for no longer than 1 (one) month.
3. Reviewers will provide a score of feasibility between 0-100.
4. The student will be considered eligible to advance to Doctoral Dissertation Defense (SPD) if the score is at least 68;
5. The student will revise the dissertation draft based on feedback from the Reviewers. The revised draft will be discussed with, approved, and scored by the Promotor Team;
6. After obtaining approval from the Promotor Team, the student shall be eligible to advance to SPD.

II.6 Doctoral Dissertation Defense (SPD)

Criteria for SPD

Students of the Doctoral Program can take SPD after meeting the following criteria:

- a. The student has passed PND with a score of greater than or equal to 68;
- b. The student has submitted the proof of at least 1 (one) published scientific article in a reputable international journal;
- c. The scientific article, as referred to in point b, should be written as the lead author during the Doctoral Program, and is a part of the dissertation as a requirement to graduate from the Doctoral Program.
- d. To pass the defense exam with “praise” (*cum laude*), a student must have at least another scientific article accepted for publication in a reputable international journal.
- e. The reputable international journal referred to in points b, c, and d is a Q3 Scopus-indexed international journal and/or Web of Science (WoS) with an impact factor (not discontinued at the time of the paper being published).
- f. The student will revise the dissertation draft based on a review by Reviewers, The revised draft will be discussed with and approved by the Promotor Team.
- g. After obtaining approval from the Promotor Team, the student shall be eligible to take SPD.

II.7 Administration of Dissertation Defense

1. SPD is open to the scientific community and lay audience to witness whether or not the student is fit to receive a Doctoral degree in the discipline. Families, colleagues, other students, the society of academicians, and other people specially invited can attend this event.
2. Defense Exam (SPD) Committee shall be appointed with the Decision of the Dean/Graduate School on behalf of the Rector, and consists of:
 - a. A Chairperson and a Secretary;
 - b. Three Opposing Experts, one of which is an external examiner;
 - c. A University Professor Representative who is still active.

3. SPD Leadership shall consist of:
 - a. The Chairperson of SPD shall be at least the Director of a related Doctoral Program, who chairs the exam on behalf of the Rector;
 - b. The Secretary of SPD shall be at least one of the co-promoters.
4. SPD Leadership and Examiners (the Promotor Team, Opposing Experts, and University Professor Representative) shall bear the following tasks:
 - a. Defense exam leadership shall manage the running of the exam;
 - b. The Promotor Team, in addition to presenting the student who will defend his/her dissertation in front of the Examiners, also provides a score of the student's academic performance;
 - c. Examiners (Opposing Experts and University Professor Representative from the related discipline to the student's research) shall comprehensively assess the student's academic performance.
5. The student shall attend SPD at the decided time, and the final draft of the dissertation must be presented on a yellow hardcover and submitted to each of the Exam Committee Leadership, the Promotor Team, Opposing Experts, and University Professor Representative no sooner than 1 (one) week before SPD.
6. After SPD is over and the student is declared to have passed SPD, revision to the dissertation draft is no longer necessary.
7. SPD shall run no more than 2 (two) hours.
8. The agenda of SPD shall be:
 - a. Statement from the Promotor, stating the background and feasibility of the dissertation to defense in SPD;
 - b. A summary of the dissertation from the student;
 - c. Promotor Team shall deliver scientific accountability in relation to the substance of the research within the allocated time provided by the Committee;
 - d. Examiners (Opposing Experts and University Professor Representative) shall ask questions and provide arguments within the allocated time provided by the Committee;

- e. A question and answer session should not lead to a polemic or a directive meant for giving guidance;
- f. After the defense exam is over, SPD Committee shall host a meeting to assess whether or not the student is fit to receive a Doctoral degree and to announce the result of the defense exam;
- g. After announcing the result of SPD, the Promotor Team shall deliver suggestions, critics, and expectations to the newly-graduated Doctor;
- h. Handing over of the Certificate of Passing the Defense Exam, signed by the Exam Chairperson and the Promotor;
- i. Gratitude speech from the newly-graduated Doctor for his/her completion of the Doctoral Program;
- j. Closing of SPD.

II.8 Evaluation of Dissertation Defense

1. Evaluation of SPD shall be based on the oral presentation, question and answer session, and the presented dissertation draft;
2. The Promotor Team, Opposing Experts, and University Professor Representative shall provide an overall score for the oral presentation, question and answer session, and the dissertation draft with a score of between 68-100;
3. The average score from the Promotor Team and the average score from the Opposing Experts and University Professor Representative are summed and then divided by two to get the Average Final Score;
4. The final score shall be converted into (Alphabetical and Numerical) Grades, with guidelines as follows:

Final Score	Alphabetical Grade	Numerical Grade
$80 \leq \text{Score} \leq 100$	A	4
$68 \leq \text{Score} \leq 80$	B	3

II.9 *Judicium*

1. *Judicium* (decision of graduation) is based on the GPA of the student, with guidelines as follows:

GPA	<i>Judicium</i>
3.00–3.50	Satisfactory
3.51–3.75	Very Satisfactory
3.76–4.00	with Praise (with additional criteria)

2. The title of graduation “with Praise” has the following additional criteria:
 - a. The student completes his/her study no longer than 8 (eight) semesters;
 - b. The student has at least 2 (two) scientific articles accepted in a Q3 Scopus-indexed international journal and/or Web of Science (WoS) with an impact factor;
 - c. The student has not repeated the same Program in Unpad;
 - d. The student who graduates “with Praise”, but fails to meet the additional criteria referred to in point b, he/she will instead graduate with “Satisfactory.”

II.10 **Dress Code in Dissertation Defense**

1. During SPD, the Committee shall wear according to the position:
 - a. A Professor shall wear a toga, a bonnet, and a professor necklace according to Unpad’s attribute;
 - b. A Professor who is not from Unpad shall wear a toga, a bonnet, and a necklace according to the attribute of the higher education institution of his/her origin, or can wear a toga, a bonnet, and a professor necklace according to Unpad’s attribute if it is necessary;
 - c. The Promotor Team and Examiners who are not a Professor shall wear a toga and a bonnet without the professor’s necklace.
2. During SPD, a male student shall wear a suit, dark trousers, and a tie; and a female student shall wear accordingly.

II.11 State of Emergency

In the event of a public health emergency, the administration of teaching-learning activities of the doctoral program can be via electronic devices/teleconference with reference to the Credit Hours and orientation to achieving learning quality.

Administration of Doctoral Program hearings shall be in two groups:

1. Administration of the Doctoral Program seminars chaired by the Program Director
 - a. Research Proposal Seminar (SUR), Research Result Seminar (SHR), or Dissertation Draft Review (PND) for students of the Doctoral Program shall be officially opened by the Program Director according to the applicable rules;
 - b. Before holding SUR, SHR, or PND, the Program Director shall confirm the physical and virtual attendance of the participating students. SUR, SHR, or PND is held in panels chaired by the Program Director and attended by the Promotor Team and Opposing Experts (for SUR), as well as Professor Representative (for SHR and PND);
 - c. SUR, SHR, or PND is officially opened after meeting the quorum and is held in panels attended, both physically in the venue and virtually, under the conditions that the Program Director who shall open the seminar, and the Promotor Team and 3 (three) other lectures as Examiners;
 - d. Physically attending the venue is only allowed for a small number of participants and must comply with physical distancing rules and health protocols from the government;
 - e. The main screen in the seminar room shall be used to display the presentation of the student that the Promotor, Opposing Experts, and Professor Representative can also watch remotely/virtually via electronic devices;
 - f. At the end of SUR, SHR, or PND, the Promotor Team, Opposing Experts, and Professor Representative shall evaluate and score the feasibility with a score between 0-100. Scores shall be submitted via

electronic media, such as e-mail or text message, by completing a form.

The form then will be processed further according to the applicable rule;

- g. The student will be considered eligible to advance to the Doctoral Dissertation Defense (SPD) if the average final score meets the requirements.
2. Administration of the Doctoral Program defense exam chaired by the Dean
 - a. Doctoral Dissertation Defense (SPD) is basically open to the scientific community and lay audience to witness whether or not the student is fit to receive a Doctoral degree in the discipline. It is officially opened by the Dean after meeting the quorum and is held in panels attended, both physically in the venue and virtually, according to the applicable rules.
 - b. Invitees can attend SPD. However, physically attending in the venue is only allowed for a small number of participants and must comply with physical distancing rules and health protocols from the Government.
 - c. The main screen in the defense room shall be used to display the presentation of the student that the Promotor, Opposing Experts, and Professor Representative can also watch remotely/virtually via electronic devices;
 - d. At the end of SPD, the Promotor Team, Opposing Experts, and Professor Representative shall evaluate and score the feasibility with a score between 0-100. Scores shall be submitted via electronic media, such as e-mail or text message, by completing a form. The form then will be processed further according to the applicable rule.
 - e. Administration, Evaluation, and *Judicium* of SPD shall be decided according to the applicable rule.

II.12 Diploma, Graduation Ceremony, and Academic Degree

1. Students of the Doctoral Program declared to have passed the qualification to acquire a Certificate of Graduation, an Academic Transcript, and a Diploma shall be obliged to:
 - a. Submit the hard copy and soft copy of the dissertation;
 - b. Submit the clearance letter from the Doctoral Program.

2. Graduates can attend the graduation ceremony after meeting all obligations referred to in point 1.
3. The Diploma and Academic Transcript shall be handed over 1 (one) week after the graduation ceremony at the Unpad's Integrated Service Center.
4. After being declared to have passed the Doctoral Dissertation Defense (SPD), graduates of the Doctoral Program shall have the right to use the academic title Doctor, abbreviated as Dr., at the beginning of their name.
5. The academic degree acquired from the Doctoral Program is in accordance with the Decision of the Rector.

II.13 Proof of Submitting Scientific Publication

1. Scientific work as a requirement for graduation and *judicium* "with Praise":
One proof of published scientific article in a reputable international journal, written as part of the dissertation. The proof can be in a reprinted article from the journal, a copy of the article in the journal along with the URL or website address to access it online, or a letter of acceptance from the reputable international journal along with the article draft.
2. Scientific work as a requirement for graduation:
One proof of published scientific article in a reputable international journal, written as part of the dissertation. The proof can be in a reprinted article from the journal, a copy of the article in the journal along with the URL or website address to access it online.
3. Scientific work as a requirement for graduation:
One proof of published scientific article in a reputable international journal, written as part of the dissertation. The proof can be in a reprinted article from the journal, a copy of the article in the journal along with the URL or website address to access it online.

CHAPTER III

DISCIPLINARY RULES AND CONDUCT REGULATIONS

III.1 Academic Leave

1. A temporary break from study (academic leave) must be with permission from the Rector and a recommendation from the Dean of Faculty/Graduate School. Students can only take academic leave for 1 (one) semester.
2. Students receiving a scholarship are not allowed to take academic leave unless in the case of a serious illness, evidenced by a medical certificate from a medical specialist.
3. Students are not allowed to take academic leave in the first 2 (two) semesters.

III.2 Academic Warning

An academic warning notice shall be given to a student who:

1. Fails to settle the administrative obligation (fails to re-enroll) for 1 (one) semester;
2. Fails to hold SUR at the end of semester 3;
3. Fails to submit 1 (one) scientific article to a reputable international journal at the end of semester 12.

III.3 Termination of Study

Termination of study (drop-out) means a student fails to complete the Doctoral Program due to:

1. Failure to complete and submit Course Selection Sheet (KRS) for 2 (two) consecutive or non-consecutive semesters;
2. Failure to re-enroll for 2 (two) consecutive or non-consecutive semesters;
3. Failure to hold SUR at the end of semester 4 or failure to pass SUR twice;
4. Failure to submit 1 (one) accepted scientific article to a reputable international journal at the end of semester 14;

5. Committing defamation against the alma mater (Unpad), plagiarism, and/or an offense against scientific ethics.

III.4 Academic Sanctions

1. Academic sanctions shall be imposed on students who commit inappropriate actions during the teaching-learning process, both in academic and non-academic terms, or violations of law, and/or immoral acts.
2. Academic sanctions for certain cases (plagiarism of data or analysis, not mentioning sources, norms, and ethics) shall be decided based on the recommendation from the Faculty/Graduate School.
 - a. Managing plagiarism shall refer to the regulations in Unpad and applicable rules and laws.
 - b. Types of academic sanctions shall be decided according to the applicable rules and laws by the Commission of Consideration, which consists of:
 - 1) Representatives from the university (Rector/Vice-Rector for Academic and Student Affairs/Director of Education and Internalization); and
 - 2) Representatives from the doctoral education institution (Dean of Faculty/Graduate School, Associate Dean, Program Director/Secretary, and the Promotor).
 - c. The resulted agreement in the Commission of Consideration will then be continued by signing Minute as the basis to enact the decision.

CHAPTER IV

FACILITIES AND INFRASTRUCTURE

Associate Dean (II) is the one who coordinates the facilities and infrastructure affairs in the Faculty of Psychology of Universitas Padjadjaran. The support staff for these affairs is the Housekeeping section chaired by the Staff and Administrative Coordinator. Today, the Faculty of Psychology is based in Jatinangor, at Jalan Raya Bandung-Sumedang Km. 21.

Jatinangor Campus

Since 1996, the Faculty of Psychology of Universitas Padjadjaran has been occupying three buildings in Jatinangor:

1. Building 1 (named after Soemantri Hardjoprakoso).

The first floor is for the Library, Computer lab, Office for Student and Community Welfare Unit (including room for Guidance and Counseling Service Team or *Tim Pelayanan Bimbingan dan Konseling* [TPBK]), Journal Storage, Research Meeting Room, Psychometric Lab, Professor's Office, PR's Office, and Housekeeping's office.

The second floor is for Office for Dean and Associate Deans, Office for Bachelor's Program Director, Office for Administrative Subdivision, Office for Managers, Office for Finance, Facilities, and Infrastructure Subdivision, Office for Staff and Administrative Subdivision, Housekeeping's office, Accreditation Meeting Room, Office for QA Unit, Senate Meeting Room, Dean's Meeting Room, Faculty's Secretary's Meeting Room.

2. Building II (named after R. Mar'at Wiradimadja).

The first and second floors are for teaching and learning activities of Bachelor's Programs. The second and third floors are for Psychology Lab used by all Bachelor's, Master's, and Doctoral Programs.

Psychology Lab is on the second and third floors of Building II. This space is meant for facilitating all practicum activities, research, and development of the psychological instruments, consisting of:

- 3) 40 individual practicum rooms, equipped with one-way mirrors and CCTVs
- 4) 5 observation rooms, equipped with one-way mirrors
- 5) 1 display room for practicum instruments
- 6) 1 administrative room
- 7) 1 CCTV monitoring room
- 8) 1 workshop

The Psychology Lab provides practicum instruments to facilitate the learning process and improve the students' professional skills. These instruments include Digital Speed Anticipation Reaction Tester (DSART), Simple Reaction Time Tester, Depth Perception Box, Muller-Lyer Illusion Tester, Poggendorff Illusion Tester, Steadiness Tester, Wiggly Block, Visual Motor Coordination Tester, and Mirror Tracing Apparatus.

3. Building III (named after R. M. Soemarto).

The first floor is for Offices of the Heads of Department, including Social Psychology, Industrial and Organizational Psychology, Developmental Psychology, Educational Psychology, General and Experimental Psychology, and Clinical Psychology; and Office for Division Secretary. There are four rooms for Seminar and Defense Exam.

The second floor is for the lecturers' workspace, with each of the lecturers given one cubicle.

The third floor is for classrooms and seminars, especially for Master's Psychology and Master's Professional Psychology Programs. There are 22 classrooms and 4 seminar rooms for the all Bachelor's, Master's, and Doctoral Programs on the Jatinangor Campus. Those classrooms and seminar rooms are also equipped with ACs, multimedia equipment, and wireless internet service in order to make teaching-learning activities more comfortable.

Library of the Faculty of Psychology

The library is located on the first floor of Build 1 of Jatinangor Campus with an area of 297 m² and provides the following services:

1. Psychology reference books
2. Undergraduate theses and master's theses
3. Seminar papers
4. Lecturer's research reports
5. National and international journals, both printed and electronic
6. Newspapers and magazines
7. OPAC (Online Public Access Catalogue) web-based search engine
8. Internet services via computer display and hotspot
9. Room with AC

Other Facilities

1. Computer lab. This lab provides 50 computer units with proper internet access and competent administrators. In addition, there is also ancillary equipment, such as a printer and scanner. It facilitates students to satisfy their needs for information via the internet, search for references via e-journal, and establish an internal information network (intranet).
2. Other supporting facilities, such as rooms for undergraduate student activities (BEM, BPM, and Student Center)
3. Sports field
4. Canteen
5. At-Tholibin Musalla, with an area of more than 60 m² that is proper for performing prayer for the Faculty of Psychology's society of academicians.

CHAPTER V

RESEARCH AND COMMUNITY SERVICE

V.1 Research

1. Research conducted by students refers to the focus of the latest research topics developed by the faculty. This research focus can be carried out in an independent research scheme or under an umbrella research scheme from the Promotor Team.
2. Research conducted by students must develop and advance the theories and concepts in psychology by using approaches from other disciplines to improve human welfare.
3. Students are given the opportunity to obtain grants for their research topics. They are, among others, grants for dissertations from LPDP, the Ministry of Education and Culture, grants from Universitas Padjadjaran, or grants for publication in partnership with senior researchers from universities abroad.

V.2 Community Service

1. Students should apply the results of the research they have conducted during their study in the Doctoral Program in Psychology of the Faculty of Psychology of Universitas Padjadjaran into Community Service (*Pengabdian Pada Masyarakat*) (PPM).
2. The PPM Program seeks to apply research results to the community in general, particular professional groups, related institutions or organizations, and stakeholders closely related to the research.
3. PPM Program is held with various methods to at least disseminate the research results to related or concerned parties.
4. This PPM weighs 3 credits and can be published as an article in a national Sinta-3- or Sinta-4-accredited journal.

CHAPTER VI

STUDENT AND ALUMNI AFFAIRS

Studying at Universitas Padjadjaran's Faculty of Psychology's Doctoral Program in Psychology enables students to build networks and interact with other students within the same university, cross-higher education institution, and cross-country. Students can discuss and share their research results or findings on several occasions, such as at national and international conferences and during community service.

Graduates of Universitas Padjadjaran's Faculty of Psychology's Doctoral Program in Psychology unite in the Unpad's Doctoral Alumni in Psychology. One of the objectives of this alumni association is to provide feedback to the study program, especially in terms of curriculum and classroom administration. The doctoral alumni association can actively take part in developing science, sharing information, and providing source persons in both academic and non-academic activities on campus.

Strong networks among alumni in relation to their respective workplaces can help expand synergic collaboration in diverse fields that eventually enable the achievement of Unpad's Faculty of Psychology's vision, missions, and strategic plan.

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