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| Logo BARU UMB 25% | **PERMOHONAN SIDANG KARYA AKHIR/TESIS**  **PROGRAM PASCASARJANA** | | | | | **Q** | |
| No.Dokumen | 09.04.01.01 | Distribusi | | | | | |
| Tgl. Efektif | 1 September 2020 |  |  |  |  | |  |

Kepada Yth.

**Ketua Program Studi Magister** ………………………..

Universitas Mercu Buana

di Jakarta

Perihal : **Permohonan Sidang Karya Akhir/Tesis**

Dengan hormat,

Sehubungan dengan telah diselesaikannya penyusunan Karya Akhir/Tesis, maka saya :

N.I.M. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nama Lengkap : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No Telp dan Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Konsentrasi : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Judul Karya Akhir : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Untuk melengkapi pengajuan Ujian Sidang tersebut dilampirkan persyaratan akademik dan administrasi keuangan sebagai berikut :

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| I | **BIRO ADMINISTRASI KEUANGAN** | Pengesahan (\*) |
|  | TELAH MENYELESAIKAN SELURUH BIAYA PENDIDIKAN  (UANG PANGKAL, BPP POKOK, BPP SKS) | Nama: |
|  | TELAH MENYELESAIKAN BIAYA SIDANG AKHIR (100%) | Tanggal : |

|  |  |  |
| --- | --- | --- |
| II | **BAGIAN PERPUSTAKAAN** | Pengesahan (\*) |
|  | SURAT KETERANGAN BEBAS PUSTAKA / TIDAK ADA PINJAMAN BUKU PERPUSTAKAAN | Nama: |
| Tanggal : |

|  |  |  |
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| III | **TATA USAHA** | Pengesahan (\*) |
|  | Copy Bukti Kegiatan Bimbingan (Buku Panduan Penyusunan Tesis dibawa)  (min. 16x bimbingan) | Nama: |
|  | **Lembar Revisi Seminar Hasil Penelitian Tesis Yang Telah Ditandatangani Dosen Pembimbing dan Dosen Penelaah** |
|  | 3 Eksemplar Draft Karya Akhir/Tesis yang sudah di TTD Dosen Pembimbing  **(JILID SOFTCOVER WARNA BIRU)** |
|  | **1 Artikel Jurnal Bahasa Indonesia & Bahasa Inggris**  ***(dilampirkan bukti submit \*Sesuai Ketentuan Prodi)*** |
|  | Berita Acara Kegiatan Penelitian dari tempat penelitian |
|  | Kartu Hasil Studi Mahasiswa (KHS) Semester I s/d IV) |
|  | Kartu Rencana Studi (KRS) Semester Terakhir |
|  | Kartu Kehadiran Seminar Proposal & Seminar Hasil PenelitianTesis (**minimal 10 kali hadir**) |
|  | Copy Sertifikat TOEFL score ≥ 500 (yang sudah dilegalisir) |
|  | Bukti Hasil Pengecekan *Similarity* (Turnitin) | Tanggal : |

(\*) Tanda Tangan, Nama, Tanggal, Stempel

**Persyaratan tidak lengkap/tidak memenuhi syarat pendaftaran akan ”ditolak”**

Tanggal Sidang Tesis yang disepakati oleh dosen pembimbing dengan mahasiswa : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Demikian permohonan ini, atas perhatian dan persetujuan Bapak/Ibu diucapkan terima kasih.

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| --- | --- | --- | --- | --- |
| Diajukan oleh, | Disetujui oleh: | | | Diverifikasi oleh: |
| Mahasiswa | Dosen Pembimbing 1 | Dosen Pembimbing 2 | Ketua/Sekretaris  Program Studi | Staff Administrasi Prodi |
| (tanda tangan & nama) | (tanda tangan & nama) | (tanda tangan & nama) | (tanda tangan & nama) | (tanda tangan dan nama) |
| Tgl: | Tgl: | Tgl: | Tgl: | Tgl: |
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catatan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_