INSTITUT BISNIS
I T & B
SK MENRISTEKDIKTI NO 721/KPT/I/2017

16 Mahoni Street – Medan 20235 North Sumatera – Indonesia,
Phone: +62 61-4530505 Fax: +62 61-4570737
Website: http://www.itnb.ac.id
Email: info@itnb.ac.id

# MINUTES OF SKRIPSI PROPOSAL CONVENTION

In IT&B Campus, the student as stated below:

Student Name : _____

Student ID : _____

Class : _____

Study Program : INFORMATION SYSTEMS

Date/Time : _____

Venue : _____

SKRIPSI Title : _____

_____

_____

has joined SKRIPSI Proposal Convention with the score of: _____X 50% =_____

(_____)

**Table of Score**

| Moderator | Examiner I | Examiner II | Total Score |
|---|---|---|---|
| | | | |

**Examiner Committees:**

**Moderator** **Examiner I** **Examiner II**

(_____) (_____) (_____)

**Acknowledged by,**
**Head of IS Study Program**

**Thamrin Kwan, BSc (Hons), MM**
**NIDN. 01-0101-7710**

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**SCORING SHEET FOR MODERATOR/ADVISOR – SKRIPSI PROPOSAL CONVENTION**

The student as stated below:

| Student Name: | Student ID: |
|---|---|
| Study Program: INFORMATION SYSTEMS | |
| SKRIPSI Proposal Title: | |

To this student, Moderator/Advisor II gives the Score with the following components:

| | 10 | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | 100 | Average |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Contents/Materials:** | | | | | | | | | | | |
| Punctuality | | | | | | | | | | | |
| Systematic writing | | | | | | | | | | | |
| Grammar | | | | | | | | | | | |
| Research purpose | | | | | | | | | | | |
| Research originality | | | | | | | | | | | |
| List of References | | | | | | | | | | | |
| Proposal Completion | | | | | | | | | | | |
| **Communication/Attitude :** | | | | | | | | | | | |
| Diligence | | | | | | | | | | | |
| Polite | | | | | | | | | | | |
| Understanding on the topic | | | | | | | | | | | |
| **Unit Analysis:** | | | | | | | | | | | |
| Research Methodology | | | | | | | | | | | |
| Difficulty level of research | | | | | | | | | | | |
| Measurement/Interview criteria | | | | | | | | | | | |
| **Appearance:** | | | | | | | | | | | |
| Presentation goes well, relax & easy to understand | | | | | | | | | | | |
| PowerPoint is interesting | | | | | | | | | | | |
| Dress in tidy and polite | | | | | | | | | | | |

Weight:

1. Contents/Materials 50% (_____) = _____
2. Communication/Attitude 10% (_____) = _____
3. Unit Analysis 30% (_____) = _____
4. Appearance 10% (_____) = _____

Weight = _____ x 40%

**Total Score = _____**

Medan, _____

**Moderator**

(_____)

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**SCORING SHEET FOR EXAMINER I – SKRIPSI PROPOSAL CONVENTION**

The student as stated below:

| Student Name: | Student ID: |
|---|---|
| Study Program: INFORMATION SYSTEMS | |
| SKRIPSI Proposal Title: | |

To this student, Examiner I/Advisor I gives the Score with the following components:

| | 10 | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | 100 | Average |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Contents/Materials:** | | | | | | | | | | | |
| Punctuality | | | | | | | | | | | |
| Systematic writing | | | | | | | | | | | |
| Grammar | | | | | | | | | | | |
| Research purpose | | | | | | | | | | | |
| Research originality | | | | | | | | | | | |
| List of References | | | | | | | | | | | |
| Proposal Completion | | | | | | | | | | | |
| **Answering Ability:** | | | | | | | | | | | |
| Complete | | | | | | | | | | | |
| Organized | | | | | | | | | | | |
| Based on the question asked | | | | | | | | | | | |
| Easy to understand | | | | | | | | | | | |
| **Unit Analysis:** | | | | | | | | | | | |
| Research Methodology | | | | | | | | | | | |
| Difficulty level of research | | | | | | | | | | | |
| Measurement/Interview criteria | | | | | | | | | | | |
| **Appearance:** | | | | | | | | | | | |
| Presentation goes well, relax & easy to understand | | | | | | | | | | | |
| PowerPoint is interesting | | | | | | | | | | | |
| Dress in tidy and polite | | | | | | | | | | | |

Weight:

1. Contents/Materials 25% (_____) = _____
2. Answering Ability 40% (_____) = _____
3. Unit Analysis 25% (_____) = _____
4. Appearance 10% (_____) = _____

Weight = _____ x 30%

**Total Score = _____**

Medan, _____

**Examiner I**

(_____)

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**SCORING SHEET FOR EXAMINER II – SKRIPSI PROPOSAL CONVENTION**

The student as stated below:

| Student Name: | Student ID: |
|---|---|
| Study Program: INFORMATION SYSTEMS | |
| SKRIPSI Proposal Title: | |
| To this student, Examiner II gives the Score with the following components: | |

| | 10 | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | 100 | Average |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Contents / Materials:** | | | | | | | | | | | |
| Punctuality | | | | | | | | | | | |
| Systematic writing | | | | | | | | | | | |
| Grammar | | | | | | | | | | | |
| Research purpose | | | | | | | | | | | |
| Research originality | | | | | | | | | | | |
| List of References | | | | | | | | | | | |
| Proposal Completion | | | | | | | | | | | |
| **Answering Ability:** | | | | | | | | | | | |
| Complete | | | | | | | | | | | |
| Organized | | | | | | | | | | | |
| Based on the question asked | | | | | | | | | | | |
| Easy to understand | | | | | | | | | | | |
| **Unit Analysis:** | | | | | | | | | | | |
| Research Methodology | | | | | | | | | | | |
| Difficulty level of research | | | | | | | | | | | |
| Measurement/Interview criteria | | | | | | | | | | | |
| **Appearance:** | | | | | | | | | | | |
| Presentation goes well, relax & easy to understand | | | | | | | | | | | |
| PowerPoint is interesting | | | | | | | | | | | |
| Dress in tidy and polite | | | | | | | | | | | |

Weight:

1. Contents/Materials 25% (_____) = _____
2. Answering Ability 40% (_____) = _____
3. Unit Analysis 25% (_____) = _____
4. Appearance 10% (_____) = _____

Weight = _____ x 30%

**Total Score = _____**

Medan, _____

**Examiner II**

(_____)

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# SKRIPSI PROPOSAL REVISION STATEMENT FORM

With this, it is stated that on the:

Date/Time : _____

Venue : _____

SKRIPSI Convention has been carried out with the following student:

Student Name : _____

Student ID : _____

Class : _____

Email/Mobile Phone : _____

Study Program : INFORMATION SYSTEMS

SKRIPSI Advisor I : _____

SKRIPSI Advisor II : _____

Revision Duration : _____ day(s)

SKRIPSI Title : _____

_____

He/she has to revise the SKRIPSI as follow:

1. _____
2. _____
3. _____
4. _____
5. _____

| | Date | Moderator | Signature |
|---|---|---|---|
| **Approval** | | | |

Medan, _____

**Approved by,**
**Head of IS Study Program**

**Thamrin Kwan, BSc (Hons), MM**
**NIDN. 01-0101-7710**

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With this, it is stated that on the:

Date/Time : _____

Venue : _____

SKRIPSI Convention has been carried out with the following student:

Student Name : _____

Student ID : _____

Class : _____

Email/Mobile Phone : _____

Study Program : INFORMATION SYSTEMS

SKRIPSI Advisor I : _____

SKRIPSI Advisor II : _____

Revision Duration : _____ day(s)

SKRIPSI Title : _____

_____

He/she has to revise the SKRIPSI as follow:

1. _____
2. _____
3. _____
4. _____
5. _____

| | Date | Examiner I | Signature |
|---|---|---|---|
| **Approval** | | | |

Medan, _____

**Approved by,**
**Head of IS Study Program**

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With this, it is stated that on the:

Date/Time : _____

Venue : _____

Skripsi Convention has been carried out with the following student:

Student Name : _____

Student ID : _____

Class : _____

Email/Mobile Phone : _____

Study Program : INFORMATION SYSTEMS

SKRIPSI Advisor I : _____

SKRIPSI Advisor II : _____

Revision Duration : _____ day(s)

SKRIPSI Title : _____

_____

He/she has to revise the Skripsi as follow:

1. _____
2. _____
3. _____
4. _____
5. _____

| | Date | Examiner II | Signature |
|---|---|---|---|
| **Approval** | | | |

Medan, _____

**Approved by,**
**Head of IS Study Program**

**Thamrin Kwan, BSc (Hons), MM**
**NIDN. 01-0101-7710**