SKRIPSI CONVENE ACADEMIC AND ADMINISTRATION EXEMPTION

Student Name : _____
Student ID : _____
Class : _____
Major : INFORMATION SYSTEM

ACADEMIC AND ADMINISTRATION EXEMPTION BEFORE SKRIPSI CONVENES:

1. *LIBRARY BOOKS*
   All the books from the library have been returned and the borrowing has been cleared with the approval of the librarian.
2. *FINANCIAL ADMINISTRATION*
   Students that have finished paying installment tuition fees, short course fees, graduation fee. Fees clearance must be approved by finance staff.
3. *SEMINAR CERTIFICATES*
   14 (ten) seminar certificates must be collected, copied and attached together with the seminar card. Seminar card is considered done and passed with the approval from Director of Student Affairs.
4. *COURSE SUBJECTS*
   Subject clearance approval must be from Academic Staff.
5. *BOOKS DONATION*
   Books donation is a must for all students. The books must be approved by Librarian.

TERMS AND CONDITIONS:

1. Graduation Fee receipt must be copied and attached to this form.
2. Students who didn't fulfill the seminar certificates requirement must donate book. Donation must be in English Textbooks with year edition 2023 or above. Cash donation for books is prohibited.

This form is made to fulfill the requirement to be Bachelor Degree from Information System Study and approved to be proposed at convene.

Acknowledged by,

Medan, _____ Medan, _____

Dr. Thamrin Kwan,BSc (Hons), MM
Head of IS Study Program

(_____)
Student Name and Signature

Approved by,

(_____)* (_____)* (_____)*
Librarian Finance Certificates

(_____)* (_____)*
IS Academic Staff Books Donation

Notes:

This form is not valid without all signatures required.

**** Information System Study Program staff the right not to sign or validate this form if student is not eligible to graduate*.**