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| Logo BARU UMB 25% | **PERMOHONAN SEMINAR PROPOSAL TESIS****PROGRAM PASCASARJANA** | **Q** |
| No.Dokumen | 09.04.1.01 | Distribusi |
| Tgl. Efektif | 1 September 2020 |  |  |  |  |  |

 Kepada Yth.

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

 Universitas Mercu Buana

 di Jakarta

Perihal : **Permohonan Seminar Proposal Tesis**

Dengan hormat,

Sehubungan dengan telah diselesaikannya penyusunan Proposal Tesis, maka saya :

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

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

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

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

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

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Untuk melengkapi pengajuan Seminar Proposal Tesis tersebut dilampirkan persyaratan akademik dan administrasi keuangan sebagai

berikut :

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| I | **BIRO ADMINISTRASI KEUANGAN** | Pengesahan (\*) |
|  | Bukti Pembayaran Biaya Pendidikan (lunas) s/d Semester III / IV \*) | Nama: |
|  | TELAH MENYELESAIKAN BIAYA TESIS (50% dari Biaya Tesis) |
|  |  | Tanggal : |

|  |  |  |
| --- | --- | --- |
| II | **TATA USAHA** |  |
|  | Foto Copy Surat Tugas Dosen Pembimbing Tesis | Nama: |
|  | Foto Copy Bukti Kegiatan Bimbingan (Buku Panduan Penyusunan Tesis dibawa) (min. 8x bimbingan) |
|  | 2 Eks. Proposal Tesis yang sudah di TTD Dosen Pembimbing Tesis**(JILID SOFTCOVER WARNA BIRU)** |
|  | Kartu Hasil Studi Mahasiswa (KHS) Semester I s/d III / IV \*) |
|  | Kartu Rencana Studi (KRS) Semester Terakhir |
|  | Foto Copy Sertifikat Kegiatan yang diselenggarakan UMB (Matrikulasi, Outbond dan **Seminar Program Studi)(dilampirkan Asli)**  |
|  | Foto Copy Kartu Kehadiran Seminar Proposal Tesis (minimal 5 kali hadir) | Tanggal : |

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

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

Tanggal Seminar Proposal 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/SekretarisProgram 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: |

catatan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_