

**THE PROPOSAL PROCEDURE  
MBTI STUDY PROGRAM  
TELKOM UNIVERSITY BANDUNG**

**DE REGISTRATION PROCEDURE**  
**MBTI STUDY PROGRAM**  
**TELKOM UNIVERSITY**

## DE REGISTRATION PROCEDURE

The registration of Desk Evaluation is proceeded using the LAA web:

<http://laakfeb.telkomuniversicty.ac.id/>

- a) Students log in
- b) Select Registration – Desk Evaluation
- c) Complete the form of registration
- d) Upload the soft file of the THESIS PROPOSAL (PDF)
- e) Upload the soft file of the Requirements (PDF)

Requirements to upload:

Overall score transcript (final score); Credit Hours passed and taken at least 140 Credit Hours; KSM; Taking the MK Colloquium in odd/even semester (proceeded semester)

- f) Attend the Online Guidance at least 7x and already approved by the Academic Advisor in iGracias
- g) Request the approval to the Academic Advisor (the Academic Advisor approves the Thesis Proposal in LAA web)
- h) Students wait to be approved/unapproved by the LAA

*If unnaproved, click edit → complete the requirements → then, re-register before the time limit of the registration.*

**THE THESIS DEFENCE REGISTRATION PROCEDURE**  
**MBTI STUDY PROGRAM**  
**TELKOM UNIVERSITY**

## THESIS DEFENCE REGISTRATION PROCEDURE


The thesis defence registration is proceeded using the LAA web:

<http://laakfeb.telkomuniversicty.ac.id/>

- a) Students log in,
- b) Click Registration – Thesis,
- c) Complete the form of registration – click save,
- d) Upload the soft file of the THESIS PROPOSAL (PDF),
- e) Upload the soft file of the Requirements (PDF),

Students are required to upload:

1. Overall score transcript (final score),
  2. KSM; odd/even semester (proceeded semester),
  3. Statement form of Biodata Certificate and stamped Academic Transcripts in iGracias,
  4. Score Validation Form, **SCORE VALIDATIONS ARE PROPOSED TO THE STUDY PROGRAM AT MAXIMUM ONE WEEK BEFORE THE THESIS DEFENCE REGISTRATION (STUDENTS WHO ABRUPTLY PROPOSED WILL NOT BE SERVED).**
- f) Attend the Online Guidance at least 14x and already approved by the Academic Advisor in iGracias
  - g) Request the approval to the Academic Advisor (the Academic Advisor approves the **Ready for Thesis Defence** in iGracia)
  - h) Students can see the status of thesis defence registration (approved/unapproved by the LAA) in menu:
    - If unapproved, revise and complete the requirements until the maximum length of registration time,
    - The requirements revise link can be seen at:  
<https://bit.ly/syaratsidangblmlengkapFEB>

	<b>TELKOM UNIVERSITY</b>	No. Document	Tel_U-AK-FAK-WD1-UAK-FMP-002/006
	Jl. Telekomunikasi No. 1, Dayeuh Kolot, Kab. Bandung 40257	No. Revise	00
	<b>REGISTRATION FORM OF TA/ PA TRIALS</b>	Effectively applied	November 12, 2020
		Pages	1 of 1

## REGISTRATION FORM OF TA/ PA TRIALS

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The undersign below:

N a m e : \_\_\_\_\_

N I K : \_\_\_\_\_

As an academic advisor on behalf of:

N a m e : \_\_\_\_\_

N I K : \_\_\_\_\_

In order to register the students' Final Assignment Trial above, inform the completeness of trial registration administrative data as follow:

Subject Drop\*:

No	Administrative Completeness	Grade	Description
1	Total of Credit Hours before TA		
2	GPA before TA		
3	ERPT*		

According to the administrative data, as an academic advisor, then we will

ALLOW/NOT ALLOWED


to register the trial,

Thus this statement is made truthfully.

Academic Advisor Bandung, November 12, 2020	Student Bandung, November 12, 2020

Notes:

\*The score of ERPT or Test that has been equalized to the applied term.

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	<b>REGISTRATION FORM OF TA/ PA TRIALS</b>	Effectively applied	May 4, 2015
		Pages	1 of 1

## REGISTRATION FORM OF TA/ PA TRIALS

### A. IDENTITY:

Name : .....

Std. Number : .....

Year of Academic : .....

Place/Date of Birth : .....

Address : Phone No: .....

Title of TA/PA : .....

Advisor I : .....

Advisor II : .....

### B. REQUIREMENTS INSPECTION:

No	Requirements	Validation			Desc.
		Grade	Check	Inspectors' Name & Sign	
1	Trial requirements: a) Handed out the Score List that has been validated by the Head of Study Program b) Passing all the subjects (except TA/PA score) c) Handed out Guide Book (Guide Proof) d) Passing TOEFL (EprT) 450 score e) Handed out Student Activities Transcript (TAK) with minimum score as required f) Handed out the form of Data Certificate and Transcript				
2	a) Introductory writing of Final Assignment until Chapter I & V b) 100% Attainment Approval				

### C. AGREEMENT

Based on the inspection result and the requirements of the Final Assignment Trial, then we state the student:

**DESERVE/NOT DESERVE**

To follow the Final Assignment Trial.

**Approve,**

Advisor I      Advisor II      Academic Advisor      Bandung, .....2015

(.....)      (.....)      (.....)      (.....)

**THE PROCEDURE OF  
ACTIVE COLLEGE PROPOSAL  
MBTI STUDY PROGRAM  
TELKOM UNIVERSITY**



## ACTIVE COLLEGE PROPOSAL

1. Students complete the form of College Active (\*The form can be claimed from LAA),
2. Students send the form that has been signed by them, their parents, and academic advisor through email [prodimbti@gmail.com](mailto:prodimbti@gmail.com),
3. After the form is signed, the Head of Study Program will propose the Active College Form to the Academic Director through *online memo*.

Then, students will get informations from the Study Program or LAA if the proposal is already accepted by the Academic Director.

## COLLEGE ACTIVE REQUEST FORM

Semester \_\_\_\_\_ Academic Year \_\_\_\_\_ / \_\_\_\_\_

To:  
**Academic Director**  
**Telkom University**

I, the undersign below (\* = cross the unrelevant ones),

Name : \_\_\_\_\_  
NIM : \_\_\_\_\_ Pass Level 1 : Not Yet/Pass\*, Date \_\_\_\_\_  
Study Program : \_\_\_\_\_ Pass Level 2 : Not Yet/Pass\*, Date \_\_\_\_\_  
Academic Advisor : \_\_\_\_\_ Pass Level 3 : Not Yet/Pass\*, Date \_\_\_\_\_  
Students' Phone No. : \_\_\_\_\_ Number of Passed Subjects : \_\_\_\_\_ CH, GPA = \_\_\_\_\_  
Parents Name : \_\_\_\_\_ Number of Not Passed Subjects : \_\_\_\_\_ CH  
Parents' Phone No. : \_\_\_\_\_ Remaining Study Period after absent: \_\_\_\_\_ Semester  
Parents' Address : \_\_\_\_\_

With this, I propose the COLLEGE ACTIVE REQUEST as student of TELKOM UNIVERSITY after absent:

1. Semester \_\_\_\_\_ Academic Year \_\_\_\_\_ / \_\_\_\_\_
2. Semester \_\_\_\_\_ Academic Year \_\_\_\_\_ / \_\_\_\_\_

Because of:

Thus, I make this application truly, and I will commit to continuing my studies and complete all administrative and educational obligations until graduation.

, \_\_\_\_\_ 20

Knowing,  
Parents/Trustee

Student,

### NOTES OF APPROVAL

Approval will be given after consider the notes and terms below:

- 1). The applicant student might finished his/her study based on the study result and the passing level.
- 2). The study obligation can be finished without exceeding the maximum remaining study period after absent.
- 3). The College active request will be proposed before the end of the PRS period (2nd week of study).

**Appro  
ving,**

Head of Study Program,

Academic Adviso

Notes from Head of Study program/Academic Advisor :

Total registration bill:

**THE PROCEDURE OF  
ACADEMIC LEAVE PROPOSAL  
MBTI STUDY PROGRAM  
TELKOM UNIVERSITY**

## ACADEMIC LEAVE PROPOSAL

1. Log in to iGracias → Registration Menu → Leave Proposal → Leave Student Input → Fill the form of leave proposal
  - Upload the document in the form\*
  - Then, save
  - Print out the form
2. After the form has been printed out, signed it according to the form requirements → then, scan the form,
3. Open iGracias like the first step → Upload the form that has been scanned in leave student input menu,
4. Handed out the signed file of the form along with the other supported documents to the Academic Service (LAAK),
  - Copy of Parents' ID card\*
  - Supported documents\* (Medical letter from the Doctor, letter of incapacity, etc.)
  - Signed form
  - Payment proof 10%
5. Next, students can check the iGracias whether their academic leave proposal has been or has not been accepted by the Academic Director.

**THE PROCEDURE OF  
SUBJECT DROP PROPOSAL  
MBTI STUDY PROGRAM  
TELKOM UNIVERSITY**

## **SUBJECT DROP PROPOSAL**

1. Fill the form of Subject Drop (\*the form can be claimed in the study program and LAA),
2. Send the Subject Drop Form that has been signed by the student and the academic advisor (stamped) along with overall score transcripts through email [prodimbti@gmail.com](mailto:prodimbti@gmail.com),
3. The Head of Study Program will sign and propose the Subject Drop Form to the LAA and will be processed by the LAA.



**STATEMENT FORM OF CREDITS  
EXCESS LOAD/COURSES ABOLITION  
FACULTY OF ECONOMICS AND BUSINESS | TELKOM UNIVERSITY**

I, the undersign below:

Student Name : .....

NIM / Batch : ..... / .....

Study Program : .....

Focus / Interest : .....

Total of Credit Hour : ..... Credit Hour needs : .....

**The Data of Subject that will be abolished :**

No	MK Code	Subject Names	Year	CH	Grade

Cause of the courses abolition :

➤ : .....

➤ : .....

Thus, I declare abolish one of the courses as explained above with the causes above or the excess load of total credit hours that should be taken accordingly to the applied curriculum in Telkom University academic guide or the applied curriculum in the Faculty of Economics and Business Telkom University. Thus this statement I make with the truth and I will not accusing or correcting the Faculty of Economics and Business Telkom University if there are corrections or changes of courses and scores of the subject that has been listed in the academic grade transcript that has been validated by the dean of the Faculty of Economics and Business in the next day after this declaration has been signed.

Bandung, - - 20

**Approving,**

**Who Make the Statement**

**Academic Advisor**

**Head of Study Program**

**Student Name**

Materai 6000

[ Full name ] [ Full Name ] [ Full Name ]

**Knowing,  
Head of Academic Services**

**Date of Changes : .... - ..... - .....**

**Faculty Adm.**

[ Full Name ] [ Full Name ] [ Full Name ]

**Notes :**

- Temporary transcript is attached**



The Procedure of Level Passing Application of  
MBTI Study Program  
of Telkom University

1. Students apply the pass level proposal to their respective academic advisor.
2. Academic advisor will evaluate the proposal and the accepted proposal will be sent to the Study Program office to be evaluated by the Head of Study Program.
3. The head of study program will accept the proposal based on the verification by the academic advisor.
4. The students could use the iGracias to check their level status.

The Procedure of PRS Application of  
MBTI study program of  
Telkom University

1. Students apply the PRS proposal to their respective Academic advisor.
2. The academic advisor fills the form in the link [http://bit.ly/PRS\\_Genap2021](http://bit.ly/PRS_Genap2021) to propose the PRS,  
Purposes of the PRS are;
  - Change contracted courses due to a clash in the schedule
  - Dropping courses
  - Input new courses
3. The head/secretary of the study program will process the PRS proposal
  - If the Requested course is available
  - If the capacity of the requested courses is full, the proposal will be confirmed by the academic advisor.

The Procedure of EPRT Application  
of the MBTI Study Program  
of Telkom University

## EPRT Recommendation Proposal

Scan all files (Combine all files into 1 pdf file)

1. EPRT recommendation form (could be attained in the study program office) that has been signed by the academic advisor and thesis advisor.
2. 3 EPRT certificates (genuine certificates downloaded from LAC)
3. Sent the EPRT recommendation proposal to [prodimbti@gmail.com](mailto:prodimbti@gmail.com) in the shape of soft file
4. The proposal that have been signed by the head of study program will be sent back to the students via e-mail.

## Letter of Recommendation

Name :

Student ID :

With this letter, I request the recommendation from the Thesis Advisor and the Academic Advisor regarding the below 450 grade of the TOEFL test even though I took the test 3 times.

Number	Toefl test date	Score

This recommendation letter will be used as a thesis defense requirement in the Faculty of Economy and Business of the Telkom University.

I hereby conclude my points, Thank you for the attention.

Bandung.....20

Thesis Advisor,

Academic Advisor,

(.....)

(.....)

Knowing

Head of Study Program

(.....)

The Procedure of Certificate Application  
of the MBTI Study Program of  
Telkom University



## The Certificate Proposal

*(Graduation Certificate, Students Certificate, Thesis Research Certificate, University Assignment Certificate)*

1. Input data in the LAA <https://laakfeb.telkomuniversity.ac.id>.
2. Complete the form in the <https://bit.ly/FormPengajuanSuratFEB> for the application.
3. The certificate will be sent via e-mail (Soft File)
4. The data will only evaluate the complete data from point 1 & 2, the data **will not be processed** if it is not complete.

The Procedure of Resignation Proposal of  
the MBTI Study Program of  
Telkom University

## Resignation Proposal

1. Students open iGracias.
2. Complete the form in iGracias.
  - *Click on Registration tab → Students Resignation*
  - *Click on Students Resignation*
3. Input data and Complete the requirements  
Supporting documents
  - *Health Issues : Health Certificate from Doctor*
  - *Economic Issues : Attach SKTL certificate*
  - *Other Issues : Attach other supporting documents*
4. Print out the resignation form  
*Printed form is signed the student's parents, confirmed the correct number and e-mail due to the information regarding the resignation certificate will be sent by phone and e-mail.*
5. Upload the Resignation Form
6. Request Approval  
*Students contact the Academic Advisor, Head of the study program (via staff of the study program), Admin of the faculty, Vice Dean I, Academic Director to gain the resignation approval.*
7. Students sent the genuine copy of the form to the LAA.
8. Process of writing the certificate  
*LAA and BAA processing the certificate*
9. Students gain the resignation certificate.


The Procedure of Score Validation  
Proposal of the MBTI Study Program of  
Telkom University

## The Score Validation Proposal (Thesis Defense Requirements)

**Students sent the proposal to the Study Program at least one week before the scheduled thesis defense, Study program will not process any abrupt request.**

Scan all files (Combine all files to 1 pdf file)

1. Thesis Defense Registration Form (already been signed by the Academic Advisor, Thesis Advisor, and the Student) / (Input the name of Academic Advisor and Thesis Advisor) and Date
2. *KSM*
3. Grade Transcript
4. Name Format ( *Validasi an. Mahasiswa\_NIM*)
5. Already passed semester 1,2, and 3, and course credits 144 to 146
6. Send the Validation Proposal soft file to [prodimbti@gmail.com](mailto:prodimbti@gmail.com)
7. Validated grades by the Head of study program will be sent back to the student by the study program.

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## REGISTRATION FORM OF TA/ PA TRIALS

### A. IDENTITY:

Name : .....

Std. Number : .....

Year of Academic : .....

Place/Date of Birth : .....

Address : ..... Phone No: .....

Title of TA/PA : .....

Advisor I : .....

Advisor II : .....

### B. REQUIREMENTS INSPECTION:

No	Requirements	Validation			Desc.
		Grade	Check	Inspectors' Name & Sign	
1	Trial requirements: g) Handed out the Score List that has been validated by the Head of Study Program h) Passing all the subjects (except TA/PA score) i) Handed out Guide Book (Guide Proof) j) Passing TOEFL (EprT) 450 score k) Handed out Student Activities Transcript (TAK) with minimum score as required l) Handed out the form of Data Certificate and Transcript				
2	a) Introductory writing of Final Assignment until Chapter I & V b) 100% Attainment Approval				

### C. AGREEMENT

Based on the inspection result and the requirements of the Final Assignment Trial, then we state the student:

**DESERVE/NOT DESERVE**

To follow the Final Assignment Trial.

**Approve,**

Advisor I      Advisor II      Academic Advisor      Bandung, .....2015

(.....)      (.....)      (.....)      (.....)

The Procedure of Courses Activation  
Proposal of the MBTI Study Program of  
the Telkom University

## The Proposal of Course Activation

1. Students write an application letter regarding the grade activation to the Vice Dean which contains information such as;
  - a. Name, Student ID, Class, and Major
  - b. Reasons on activating the courses
  - c. Students and Academic Advisor's signature.
  - d. Grades Transcript
2. Students send the Application Letter on activating courses to [prodimbti@gmail.com](mailto:prodimbti@gmail.com)
3. The letter is received by the Head of study program and will be further submitted to Vice Dean I in the shape of online memo
4. Students use iGracias to monitor the status of the courses.