



MINISTRY OF EDUCATION, CULTURE,
RESEARCH, AND TECHNOLOGY
DIPONEGORO UNIVERSITY
GRADUATE SCHOOL

Imam Bardjo, S.H. Street No. 5
Semarang Post Box. 50241
Telp. (024) 8318856 | Faks. (024) 8449608
www.pasca.undip.ac.id | email: sps[at]live.undip.ac.id

Nomor : 2534/UN7.5.12.2.1/KM/2021
Lampiran : 3 sheets
Hal : **164th Graduation Ceremony**

7 September 2021

Yth.

1. Head of Environmental Science Doctoral Study Program
2. Head of Environmental Science Masters Study Program
3. Head of Epidemiology Masters Study Program
4. Head of Information Systems Masters Study Program
5. Head of the Energy Masters Study Program

UNDIP Graduate School

In connection with the letter from the Rector of UNDIP number. 6083/UN7.P/TU/2021 dated September 7, 2021 regarding the subject as stated in the main letter, that in connection with the Diponegoro University Graduation Online Registration System, we hereby request that you please inform prospective graduates of the 164th period to immediately register via SIAP (Academic, Research, and Service Information System) by first logging in through SSO using each student's user password and selecting the graduation registration menu.

The provisions for the 164th Graduation are as follows:

1. **Participants of the 164th graduation are students who graduate between July 1 - September 30, 2021. Students who graduate after September 30, 2021, are not allowed to take part in the 164th graduation and are welcome to attend the graduation ceremony for the next period. The graduation date must not exceed 30 September 2021 and still within the valid Study Program Accreditation period.**
2. **The file size of the graduate photo that will be uploaded to the system is a maximum of 100Kb, colored with a red background, facing straight ahead and not wearing black/dark glasses, and not wearing a veil. Clothing: PSL (men) and blazer (women).**
3. The cumlaude predicate is defined as follows:

PROGRAM	PREDICATE	ACHIEVEMENT INDEX (GPA)
MASTER AND DOCTOR Cumlaude Terms: • length of study for master's degree = maximum 6 semesters • length of study for doctoral degree = maximum of 9 semesters • has published a publication article in accordance with the provisions • Thesis/Dissertation Grade A	Satisfying	3.00 – 3.50
	Very satisfy	3.51 – 3.75
	Cumlaude	3.76 – 4.00

4. **According to Permenristekdikti No. 59 of 2018 concerning Degree Certificate, Certificates of Competence, Professional Certificates, Degrees, and Procedures for Writing Degrees in Higher Education. Diplomas must contain a National Degree Certificate Number (NINA)**
5. **Graduates of the Master's Program** must meet the requirements; publish at least 1 (one) scientific work that is relevant to their scientific field and published in an accredited national journal or international journal or indexed proceedings of a reputable international database
6. **Doctoral Program graduates** must meet the requirements; write 1 reputable international journal and 1 accredited national journal/international journal/proceedings indexed in a reputable database
7. **Uploaded documents and Thesis/Dissertation to be watermarked: Undip and Postgraduate School logos (below)**

Thank you for your attention and cooperation.



a.n. Dean,
Vice Dean for Academic and Student
Affairs

Prof. Dr. Hadiyanto, S.T., M.Sc., IPU
NIP 1975102819990310



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Attachment Letter No. : 2534/UN7.5.12.2.1/KM/2021

AUTHORITY OF OPERATORS IN GRADUATE DATA VERIFICATION

NO	POSITION	AUTHORITY
1	Examiner	Enter the final project grade and graduation date (if not entered, the graduation menu will not appear)
2	Faculty Operator	Complete graduate data (entry date, graduation date, GPA, etc.) and verify input data from students
3	Faculty Finance Supervisor	Verification of Paid Tuition Fees
4	Academic Supervisor and Faculty Student Affairs	Verify the compilation of graduation data for each study program
5	Dean	Final stage verification

SCHEDULE OF PREPARATION FOR THE 164TH PERIOD GRADUATION AS FOLLOWS:

No	Activity	Time
1	Graduation period for the 164 th graduation participants	1 July - 30 September 2021
2	Deadline for submitting student data who have completed the Final Examination (Thesis and Dissertation) for NINA reservation (check eligible/not eligible)	Can be done every Friday
3	The deadline for graduation / implementation of Thesis and Doctoral Examinations to take part in the 164 th graduation	30 September 2021
4	Deadline for online graduation registration	October 4, 2021 (after October 4, 2021, students cannot register for graduation)



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GRADUATION REQUIREMENTS

DIPONEGORO UNIVERSITY POSTGRADUATE SCHOOL

1. Submit administrative requirements at the Graduate School, namely:
 - a. Temporary Graduation Certificate issued by the Undip Postgraduate School, Academic sub-section
 - b. Temporary transcript of the Study Program signed by the Head of the Study Program
 - c. Minutes of Thesis Exams that have been signed by the Examiner Team
 - d. Free Letter of Borrowing Books from the library issued by the Undip Graduate School
 - e. Submit 1 copy of the latest degree certificate (S1/S2)
 - f. Submit a photocopy of ID card
 - g. TOEFL Certificate
 - h. Proof of accepted/published for Doctoral/Master's programs
 - i. Photos (for diplomas, transcripts and certificates) as follows:
 - Black and White size 3x4 = 4 sheets (formal attire)
 - Facing straight ahead, not wearing sunglasses and not wearing a veil. Clothing: PSL (men) and blazer (women). On the back of the photo, write your name and study program in pencil.
2. Submit proof of payment of graduation fees
3. For copy of degree certificate requirements, please fill in the online address: pasca.undip.ac.id/v2, (click the academic menu, alumni tracer)
4. Fill out the tracer study on the website tracerstudy.undip.ac.id using the following login:
Username; Student ID Number and Password; Student ID Number
5. Submit a hardcopy of the thesis/dissertation that has been signed and stamped as well as a softcopy of the thesis/dissertation on a flash disk 1 piece for the UNDIP Postgraduate School library as well as an abstract/digest/dissertation in English and Indonesian (1 sheet each).

NO	STUDY PROGRAM	COLORS OF THESIS / DISSERTATION
1.	Doctor of Environmental Sciences	BLUE
2.	Master of Epidemiology	PURPLE
3.	Master of Environmental Science	BLUE greenish
4.	Master of Information Systems	TOSCA
5.	Master of Energy	ORANGE



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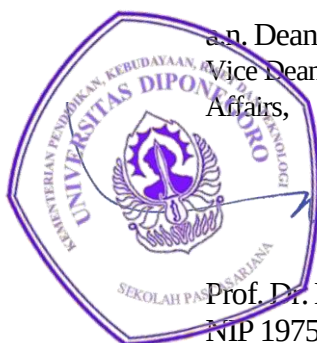
The contents of the flashdisk/Softcopy Thesis/Dissertation contain 1 (one) Word format folder and 1 (one) folder containing pdf files, with the format :

- COVER (contains COVER PAGES, APPROVALATIONS, ABSTRACT, TABLE OF CONTENTS, ETC)
 - CHAPTER I
 - CHAPTER II
 - CHAPTER III
 - CHAPTER IV
 - CHAPTER V
 - REFERENCES
 - ATTACHMENT
6. Submit hardcopy and softcopy of Publications in National and International Journals/Proceedings to the UNDIP Postgraduate School library
7. Submit a book donation of 2 titles with the last 5 (year) publications. collected in the academic section.

If the above requirements are not met, then the student concerned cannot be included in the graduation and must attend the next graduation period until the requirements are complete.

Semarang, 7 September 2021

a.n. Dean,
Vice Dean for Academic and Student
Affairs,



Prof. Dr. Hadiyanto, S.T., M.Sc., IPU
NIP 1975102819990310