ACADEMIC GUIDE
MASTER OF INFORMATICS PROGRAM

DEPARTMENT OF INFORMATICS
FACULTY OF INTELLIGENT ELECTRICAL AND INFORMATICS TECHNOLOGY
INSTITUTE TECHNOLOGY OF SEPULUH NOVEMBER
SURABAYA, 2022

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1. Background

Master of Informatics Program (MIP) was established in 2001 in accordance with the Establishment Decree Number 2581/D/T/2001 dated 31 August 2001. In 2013, PSMTIF succeeded in obtaining BAN-PT national accreditation with an accreditation rating is B according to BAN-PT Decree Number 109/SK/BAN-PT/Ak-X/M/IV/2-13.

Currently, PSMTIF is accredited by BAN-PT with Decree Number 3011/SK/BAN-PT/Akred/M/VIII/2017 with an accreditation rating is A. Since January 27th 2022MIP has received international accreditation from The German Accreditation Council, that is ASIIN (Accreditation in Engineering, Computer Sciences, Natural Sciences, and Mathematics) and valid until 30 September 2027.

The MIP management unit is Department of Informatics, which is part of Faculty of Intelligent Electrical and Informatics Technology (F-ELECTICS), Institute Technology of Sepuluh November (ITS). Based on the 2018-2023 Curriculum, MIP has seven Clusters of Courses, namely Software Engineering, Net-Centric Computing, Modelling and Applied Computation, Graphics Interaction and Games, Computer Architecture and Networks, Intelligent Information Management, and Intelligent Computing and Vision.

Until the graduation period in March 2022, MIP has graduated 851 Master in Computer. In the last 3 years, the percentage of graduates on time (3-4 semesters) has reached 78%. Each academic year, the average number of new students studying at MIP is 45 students.

MIP has several joint degrees, student exchange, or internship collaborations with universities in Australia, Netherlands, Taiwan, Korea, New Zealand, Japan, and France, such as The University of Queensland, Fontys University, NTUST, Pusan University, Massey University, Kumamoto University, University of Strasburg, etc.

2. Vision and Mission of the Study Program

A. MIP's Vision

To become a provider of quality master's degree in informatics and has a reputation for excellence in the fields of education, research and application of the informatics field at the national or international level.

B. MIP's Mission

1. Organizing a quality master program education capable of producing human resources who are responsive to scientific development and technology through education and research that meets national and international education standards.
2. Ensuring the quality of education to produce scientific contributions through superior, creative, quality, useful and sustainable research.
3. Take an active role in contributing by forming partnerships with outsiders through community service activities or services to the community, industry or government.

C. MIP's Purposes

1. Educate and produce competent graduates as researchers, educators and professionals in the field of informatics who have superior abilities in designing, analyzing, and experimenting with computer-based systems.
2. Educating and producing graduates who have the ability to think critically, be innovative, and have the ability to develop themselves through a lifelong learning process.
3. Educating and producing graduates who are competitive and independent to compete at the national and international levels in the field of informatics through the ability to conduct research and scientific publications.
4. Educate and produce graduates who are able to contribute to improving the quality of people's lives through the application of knowledge in the field of informatics in various fields.

3. Study Program Learning Outcomes

The MIP constructed PLOs based on the intended graduate profiles. The degree program's educational objective is to produce graduates with competencies in the development of science and technology, particularly in computer science. The 2018-2022 curriculum contains four main PLO aspects: general skill, special skill, knowledge, and attitude.

We expect our students to work and compete in national and global professions and pursue higher education. The MIP expects a student to be:

1. Able to improve intelligent system concepts and computational science to produce intelligent applications in various scientific fields and disciplines.
2. Able to improve network architecture concepts and network-based computing principles with high performance and security.
3. Able to analyze and improve software with good quality both technically and managerial by using software engineering processes principles.
4. Able to model and improve computer graphics principles as well as human and computer interactions in software development.
5. Able to analyze and improve computational problem solving through modelling with exact, numerical, and probabilistic approaches effectively and efficiently.
6. Able to improve methods for managing data and information in various forms.
7. Internalize values, norms, and academic ethics and demonstrate an independent attitude of responsibility for work in their field of expertise.
8. Able to work and communicate effectively both individually and in groups.
9. Able to improve logical, critical, systematic, and creative thinking through scientific research in the field of science and technology-based on scientific principles, procedures, and ethics in the form of theses and papers published in seminars or scientific journals at both national and international levels.

4. Curriculum

The curriculum of MIP was developed in accordance with the guidelines for curriculum preparation at the ITS and National levels. Referring to the Decree of the ITS Chancellor's Regulation No. 17 of 2017 concerning the ITS Curriculum Evaluation Guidelines in article 8, the Master Program has a study load of 36 credits after completing the Bachelor Program or Applied Undergraduate Program. In addition, the preparation of the curriculum also refers to the Computer Science Curriculum 2013 from the Association for Computing Machinery (ACM) and the Institute of Electrical and Electronics Engineers (IEEE) Computer Society.

Courses are derivates from the body of knowledge in the ACM curricula. There are two types of units: compulsory 12 credits, elective 12 credits, and thesis 12 credits. Students must complete the 36 credits to graduate. Normally, the degree requires four semesters to complete. However, students may be able to graduate earlier by taking units beyond the standard loads in each semester.

Students can take 4 elective courses, 2 elective courses in 1st semester and 2 elective courses in 2nd semester. Students are required to take 2 elective courses in one specialization to better support on students' study plan (thesis research). As for the other 2 elective courses can take in other different specializations.

The MIP's curriculum is manifested into seven clusters of courses indicating the distinction of knowledge areas:

1. Software engineering: focus on research in software testing, software project management, software error reduction, and software game development.
2. Net-centric computing: focus on research in securing network infrastructure, building grid systems, building network applications, and building multimedia-based network applications.
3. Intelligence computing and vision: focus on research in analyzing image data for various applications, such as biomedical and industry.
4. Computer network architecture: focus on research in building a variety of network architectures according to the latest technology standards and implement network security.
5. Applied computing and modelling: facilitates industry research and collaboration in the fields of modeling and simulation, science forecasting, optimization, and scientific computational.
6. Graphics, interactions, and games: focus on research in making 3-dimensional models and programming in virtual reality and 3-dimensional virtual reality applications using the game engine.
7. Intelligence information management: focus on research in analyzing, synthesizing and evaluating business processes and information systems in Enterprise systems.

The MIP sets the standard length of study is four semesters to complete 36 units. The course roadmap is shown in Figure 1. The list of Compulsory Course is shown in Table 1 and Elective Course is shown in Table 2.

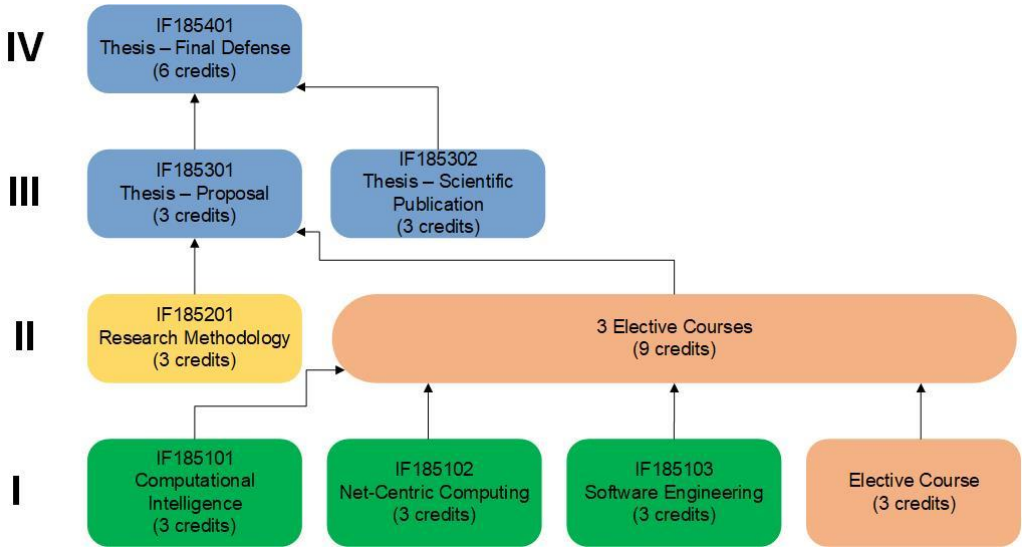


Figure 1 MIP Courses Roadmap

Table 1 MIP Courses List

1st Semester				**2nd Semester**		
Code	Courses	Credits		Code	Courses	Credits
IF185101	Computational Intelligence	3		IF185201	Research Methodology	3
IF185102	Net-Centric Centric Computing	3		IF1859XY	Elective Course 2	3
IF185103	Software Engineering	3		IF1859XY	Elective Course 3	3
IF1859XY	Elective Course 1	3		IF1859XY	Elective Course 4	3
Credits' Total		**12**		**Credits' Total**		**12**
3rd Semester				**4th Semester**		
Code	Courses	Credits		Code	Courses	Credits
IF185301	Thesis – Proposal	3		IF185401	Thesis – Final Defense	6
IF185302	Thesis – Scientific Publication	3				
Credits' Total		**6**		**Credits' Total**		**6**
MIP Credits' Total: 36 credits						

Table 2 MIP Elective Courses List

Code	Elective Courses	Credits	Semester
Software Engineering			
IF185971	Advance topics in Software Evolution	3	1st
IF185972	Advance topics in Software Project Management	3	2nd
IF185974	Advance topics in Software Quality Assurance	3	2nd
IF185973	Advance topics in Requirement Engineering	3	2nd
IF185962	Advance topics in Knowledge-Based Engineering	3	2nd
Net-Centric Computing			
IF185941	Advance topics in Multimedia Networking	3	1st
IF185942	Advance topics in Distributed Systems	3	1st
IF185943	Advance topics in Digital Forensic	3	2nd

Code	Elective Courses	Credits	Semester
IF185944	Advance topics in Network Security	3	2nd
IF185945	Advance topics in Mobile Computing	3	2nd
IF185946	Advance topics in Cloud Computing	3	2nd
IF185947	Advance topics in Wireless Network	3	2nd
Intelligence Computing and Vision			
IF185951	Advance topics in Data Mining	3	1st
IF185952	Advance topics in Information Retrieval	3	1st
IF185953	Advance topics in Image Processing	3	2nd
IF185954	Advance topics in Computer Vision	3	2nd
Computer Network Architecture			
IF185911	Advance topics in Network Design and Audit	3	1st
IF185912	Advance topics in Cyber Security	3	2nd
Applied Computing and Modelling			
IF185921	Advance topics in Modelling and Simulation	3	1st
IF185922	Advance topics in Time Series Data Analysis	3	2nd
Graphics, Interactions, and Games			
IF185931	Advance topics in Human and Computer Interaction	3	1st
IF185932	Advance topics in Game Development, Virtual Reality, and Augmented Reality	3	2nd
IF185933	Advance topics in Computer Graphics	3	2nd
Intelligence Information Management			
IF185961	Advance topics in System Audit	3	1st
IF185963	Advance topics in Geospatial Data Analysis	3	2nd

5. Lecturer

The MIP lecturers have already met the requirement from the Ministry of Education in terms of academic qualification. All lecturers have a minimum of doctor degree qualification. The teaching staff of MIP are 26 lecturers consisting of 6 Professors, 10 Associate Professors, and 10 Assistant Professors. The details of the MIP teaching staff are shown in Table 3.

Table 3 MIP Lecturers List

No	Name	Position	Latest University
1	Prof. Ir. Supeno Djanali, M.Sc., Ph.D.	Professor	University of Wisconsin, USA
2	Prof. Ir. Handayani Tjandrasa, M.Sc., Ph.D.	Professor	University of Wisconsin, USA
3	Prof. Drs. Ec. Ir. Riyanarto Sarno, M.Sc., Ph.D.	Professor	University of New Brunswick,
4	Prof. Dr. Ir. Joko Lianto Buliali, M.Sc.	Professor	University of Manchester, England

No	Name	Position	Latest University
5	Ir. Siti Rochimah, M.T., Ph.D.	Assoc. Prof.	Univesiti Teknologi Malaysia
6	Dr. Yudhi Purwananto, S.Kom, M.Kom.	Assoc. Prof.	Computer Science, ITS
7	Prof. Dr. Agus Zainal Arifin, S.Kom., M.Kom.	Professor	Hiroshima Univ., Japan
8	Dr. Eng. Nanik Suciati, S.Kom., M.Kom.	Assoc. Prof.	Hiroshima Univ., Japan
9	Dr. Ahmad Saikhu, S.Si., M.T.	Assoc. Prof.	Computer Science, ITS
10	Daniel O. Siahaan, S.Kom., M.Sc., PD.Eng.	Assoc. Prof.	TU Eindhoven, Holland
11	Prof. Tohari Ahmad, S.Kom., MIT., Ph.D.	Professor	RMIT, Australia
12	Bilqis Amaliah, S.Kom., M.Kom.	Assoc. Prof.	Computer Science, ITS
13	Dr. Eng. Chastine Fatichah, S.Kom., M.Kom.	Assoc. Prof.	Tokyo Institute of Technology, Japan
14	Royyana Muslim I., S.Kom., M.Kom., Ph.D.	Assist. Prof	Kumamoto Univ., Japan
15	Dr. Darlis Herumurti, S.Kom., M.Kom.	Assist. Prof	Kumamoto Univ., Japan
16	Dr. Diana Purwitasari, S.Kom., M.Sc.	Assoc. Prof.	Electrical Engineering, ITS
17	Dr. Umi Laili Yuhana, S.Kom., M.Sc.	Assoc. Prof.	Electrical Engineering, ITS
18	Ary Mazharuddin Shiddiqi, S.Kom., M.Comp. Sc., Ph.D.	Assoc. Prof.	Univ. of Western Australia, Australia
19	Dr. Eng. Radityo Anggoro, S.Kom., M.Sc.	Assist. Prof	Kumamoto Univ., Japan
20	Ratih Nur Esti Anggraini, S.Kom., M.Sc., Ph.D.	Assist. Prof	Bristol University
21	Bagus Jati Santoso, S.Kom., Ph.D.	Assist. Prof	NTUST, Taiwan
22	Dr. Baskoro Adi P., S.Kom., M.Kom.	Assist. Prof	Cardiff University, UK
23	Hudan Studiawan, S.Kom., M.Kom., Ph.D.	Assist. Prof	Murdoch University, Australia
24	Hadziq Fabroyir, S.Kom., Ph.D.	Assist. Prof	NTUST, Taiwan
25	Shintami Chusnul Hidayati, S.Kom., M.Sc., Ph.D.	Assist. Prof	NTUST, Taiwan
26	Agus Budi Raharjo, S.Kom., M.Sc., Ph.D.	Assist. Prof	Aix Marseille Univ., France

6. Academic Regulations

MIP academic regulations refer to the Decree Regulation of ITS Rector No. 32 of 2019 concerning Academic Regulations for the Academic Education Program as follows:

1. The master program study load is a minimum of 36 credits scheduled in four semesters including a thesis.
2. Masters program students can take a study load in semester 1 of a maximum of 15 credits, for semester 2 and the following the study load is determined by the Semester Achievement Index (IPS) in the previous semester, with the following reference:
   a. If the IPS score ≤ 3.00, the maximum study load is 12 credits.
   b. If the IPS score is > 3.00, the maximum study load is 15 credits.
3. Taking each course must pay attention to the prerequisite courses, with a minimum prerequisite course score is C.
4. Evaluation of student success consists of two stages, namely:
   a. The first evaluation is carried out at the end of semester 2, provided that students can continue their studies if they get a GPA > 2.50 for 12 credits with a minimum score is C, if not met, they are subject to probationary status. Students with probationary status are allowed to continue their studies if at the end of semester 3 they manage to get a GPA ≥ 2.50 for courses in 1st, 2nd, and 3rd semester.
   b. The second evaluation is carried out at the end of semester 8 or when the student has completed the entire program and is declared to have passed if:
      1. Have taken the entire study load of at least 36 credits required in the curriculum.
      2. GPA ≥ 3.00 with a maximum C grade of 20% of the required number of credits.
      3. For master program students, produce papers that have been published in accredited national scientific journals or have been accepted in indexed international journals or reputable international conferences.
5. Students who have completed 8 semesters have not succeeded in fulfilling the provisions in point 4b are declared to have failed or have not passed the program and are not allowed to continue their studies.

A. Courses Evaluation

Evaluation of each course is carried out through several types of exams, including case-based, project-based, written exams, and presentations, both individually and in groups/teams. Each course has a minimum of four evaluations. Students are declared to have passed the course if they get a minimum score is C with a maximum percentage of 20% in one semester.

The measurement scale for the evaluation of the process and student learning outcomes is stated in Table 4.

Table 4 Scoring Scale

Score	Letter Value	Numeric Value	Designation
86 – 100	A	4.0	Excellent
76 – 85	AB	3.5	Very Good
66 – 75	B	3.0	Good

Score	Letter Value	Numeric Value	Designation
61 – 65	BC	2.5	Good Enough
56 – 60	C	2.0	Enough
41 – 55	D	1.0	Poor
0 – 40	E	0.0	Very Poor

B. Graduation

To graduate from the Master Program, students must meet the ITS Quality Standards in accordance with the ITS Rector's Decree No. T/2086/IT2/HK.00.01/2020, as follows:

1. Have completed all study loads of at least 36 credits, including a thesis within a maximum of 8 (eight) semesters.
2. Have a GPA > 3.00, without D and E grades, and a maximum C grade is 20% of the required number of credits.
3. Has published research results related to the thesis in a paper that has been published in an accredited national scientific journal, or has been accepted in an international journal, or has been presented orally at a reputable international seminar. Reputable international seminars are indexed international seminars, attended by more than 5 countries, and will be published in indexed proceedings (scopus or web of science).
4. Has fulfilled the English proficiency requirements with a TEFL score ≥ 477. The TEFL score (test results at UPT ITS Language) obtained when the entrance test at the same level can be recognized as a pass requirement.

Determination of graduation predicate is determined based on GPA and study period stated in Table 5.

Table 5 Graduation Predicate

Predicate	GPA	Study Period	Notes
Cum laude	> 3.75	≤ 2 years	Minimum score is B
Very Satisfactory	> 3.75	> 2 years	
	3.51 ≤ GPA ≤ 3.75	-	
Satisfactory	3.00 ≤ GPA ≤ 3.50	-	

7. Thesis Proposal

The thesis research plan is submitted by students in the form of a research proposal. The preparation of research proposals must follow the standard guidelines for writing proposals in accordance with the Postgraduate Quality Standards. In the process of preparing the research proposal, students are supervised intensively by the supervisor (with a minimum requirement of having a doctoral degree) from the subject cluster that is in line with the chosen thesis topic. In one semester, there are two registration sessions for thesis proposals. The SOP for registration of Thesis Proposal is shown at Appendix 1. Following are the requirements for registration of Thesis Proposal:

a. Register a Thesis Proposal in bit.ly/RegisterThesisProposal
b. Submit the supervisor approval form (signed by the supervisor) (Appendix 2)

c. Submit 4 copies of draft Thesis Proposal

The results of the Thesis Proposal examination are: accepted, accepted with revision, or re-examination. If the result of the Thesis Proposal examination is accepted with a revision, the revision must be completed within 2 weeks. When the revision is complete, the student collects the form of revision note (Appendix 3) and the revised Thesis Proposal book which has been signed by the examiner team and the supervisor to the Postgraduate Secretariat and uploads these documents on bit.ly/RevisionThesisProposal. Students are declared to have passed Thesis - Proposal (IF185301) if they have submitted a revised Thesis Proposal book that has been approved by the supervisor and examiner.

8. Scientific Publication

Scientific Publications must be made after the thesis proposal examination. The theme in the paper must be in line with the thesis theme. Scientific publications can be done through international conferences, accredited national journals, or indexed international journals. Following are the requirements for passed the Thesis – Scientific Publication (IF185302):

a. Accredited National Journal by attaching a Letter of Acceptance (LoA) and evidence published in the National Journal.*
b. International Seminar by attaching Proceedings and seminar certificate as presenter (author).*
c. International Journal by attaching a minimum of Letter of Acceptance (LoA).*
d. Statement of publication output (especially for recipient students' scholarship).
e. The supervisor's approval for the publications (Appendix 4).

*) *choose one of poin a-c.*

All documents can be submitted to the Postgraduate Secretariat and uploads on bit.ly/ScientificPublication.

9. Thesis

Thesis Final Defense can be held at least 3 months after the thesis proposal examinations. In one semester, there is only one registration sessions for Thesis Final Defense. The SOP for registration of Thesis Final Defense is shown at Appendix 5. Following are the requirements for registration of Thesis Final Defense:

a. Register a Thesis Final Defense in bit.ly/RegisterThesisFinalDefense
b. Submit the supervisor approval form (signed by the supervisor) (Appendix 2)
c. Submit 4 copies of draft Thesis
d. Form of thesis guidance with minimum 6 times of guidance (signed by the supervisor) (Appendix 6)
e. Form of statement has conducted a pre-thesis seminar (signed by the supervisor and head of postgraduate study program) and its evidences (Appendix 7)
f. Print out the FRS in the current semester
g. Course transcripts

The results of the Thesis Final Defense are: accepted, accepted with revision, or re-examination. If the result is accepted with a revision, the revision must be completed within

2 weeks. When the revision is complete, the student collects the form of revision note (Appendix 3) and the revised Thesis book which has been signed by the examiner team and the supervisor to the Postgraduate Secretariat and uploads these documents on bit.ly/RevisionThesisFinalDefense. Students are declared to have passed Thesis – Final Defense (IF185401) if they have submitted a revised Thesis book that has been approved and validated by the supervisor and examiner.

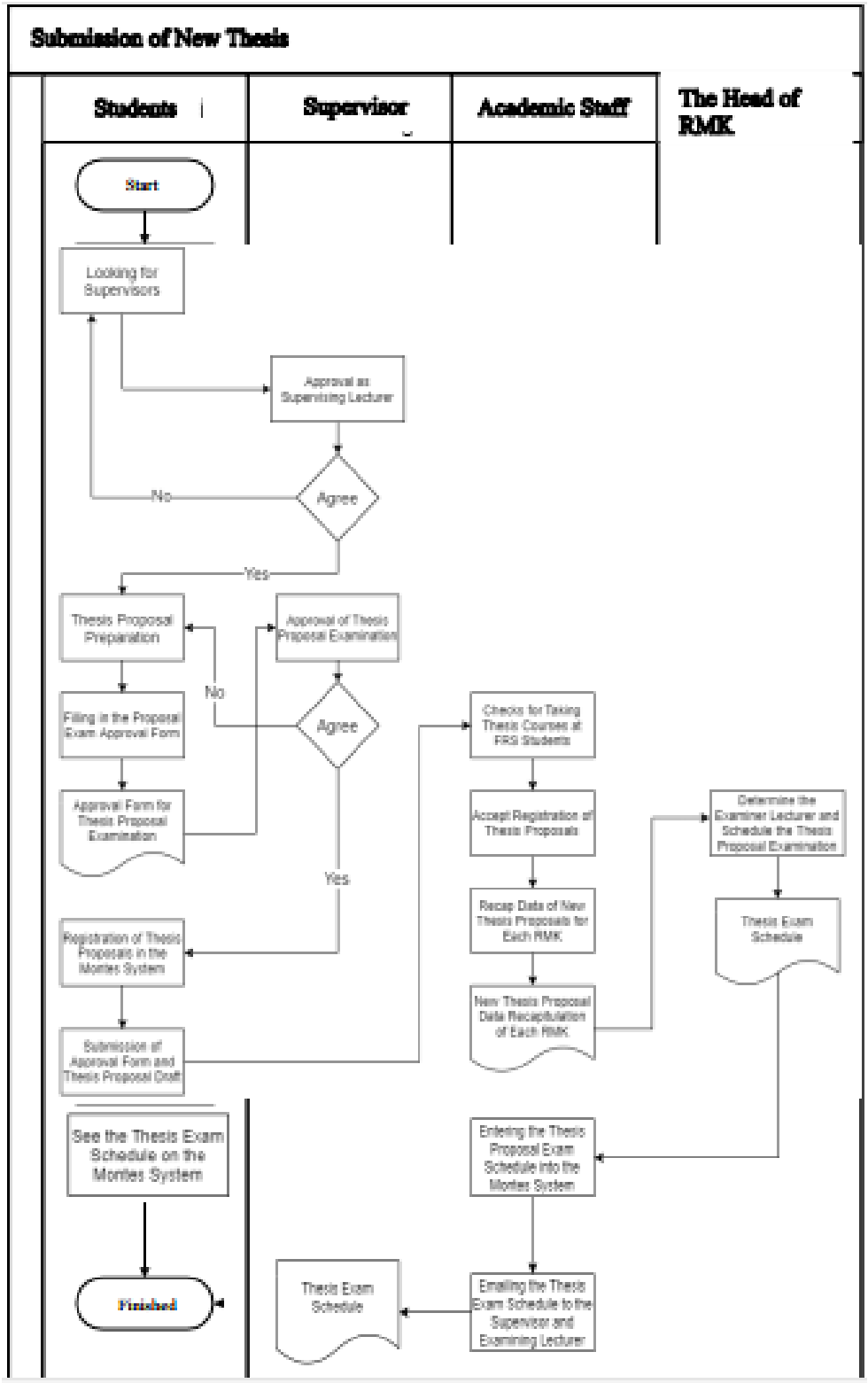
10. Yudisium

Students who have passed 36 credits can take part in the Yudisium. Here are the documents that must be met for a Yudisium:

a. Fill out Yudisium form
b. Bachelor's degree Diploma
c. ID card
d. Formal photo (suit and tie) with blue background and size 4x6 (5 pieces)
e. TOEFL certificate (minimum score is 477)
f. Academic transcript
g. Screenshot of proof that you have checked the draft diploma that has been signed by prospective graduates at SIAKAD
h. Screenshot of evidence of filling in thesis data (title, abstract, keywords, supervisor) at SIAKAD
i. Form of Thesis Final Defense revision which has been signed by supervisor and examiners
j. Thesis book with signed acknowledgment sheet
k. Papers of scientific publications
l. Evidences of scientific publication (international conference certificate or LoA)
m. Form has carried out a scientific publication (Appendix 8)
n. Form has submitted the thesis book to supervisors (Appendix 9), Informatics Department Library (Appendix 10), and ITS Library
o. Form of no dependents of postgraduate laboratory (Appendix 11)
p. Screenshot of filled out the alumni questionnaire (bit.ly/KuisionerAlumniPasca)

APPENDIX

Appendix 1. SOP for registration of Thesis Proposal



Appendix 2. Form of Supervisor Approval (Thesis Proposal and Thesis Final Defense)

FORM OF SUPERVISOR APPROVAL

The undersigned below:
Name : 1. *(1st Supervisor)*
2. *(2nd Supervisor)*

As a Supervisor for students:
Student Name :
Student ID :
Semester :
RMK :
Thesis Title :

Declare that have checked and approved/disagreed*) that student to take part in the Thesis Proposal Examination/Final Thesis Examination*).

Surabaya, dd/mm/yyyy

1st Supervisor, 2nd Supervisor,

(…….) **(…….)**

*) *cross out unnecessary*

Appendix 3. Form of Revision Notes (Thesis Proposal and Thesis Final Defense)

FORM OF REVISION NOTES

Student Name :
Student ID :
Thesis Title :
RMK :
Supervisor :

NO	REVISION	Location
1	Notes of Revision: *Results/Improvement of Revision:*	

Notes:

- Add the point of revision if needed
- Give a clear notes where the revision is located, like in page 22, in subbab 3.1, etc.
- Supervisor and examiner give a sign after the students submit the results of revision.

Surabaya, dd/mm/yyyy
Supervisor/Examiner,

(…….)

Appendix 4. Form of Supervisor's Approval for Publications

FORM OF SUPERVISOR APPROVAL FOR PUBLICATION

The undersigned below:
Name : 1. *(1st Supervisor)*
2. *(2nd Supervisor)*

As a Supervisor for students:
Student Name :
Student ID :
Semester :
RMK :
Thesis Title :

Recommend the thesis research to be published in International Conference/ International Journal/ National Journal*) at **(detailed of the kind of conference or journal)**.

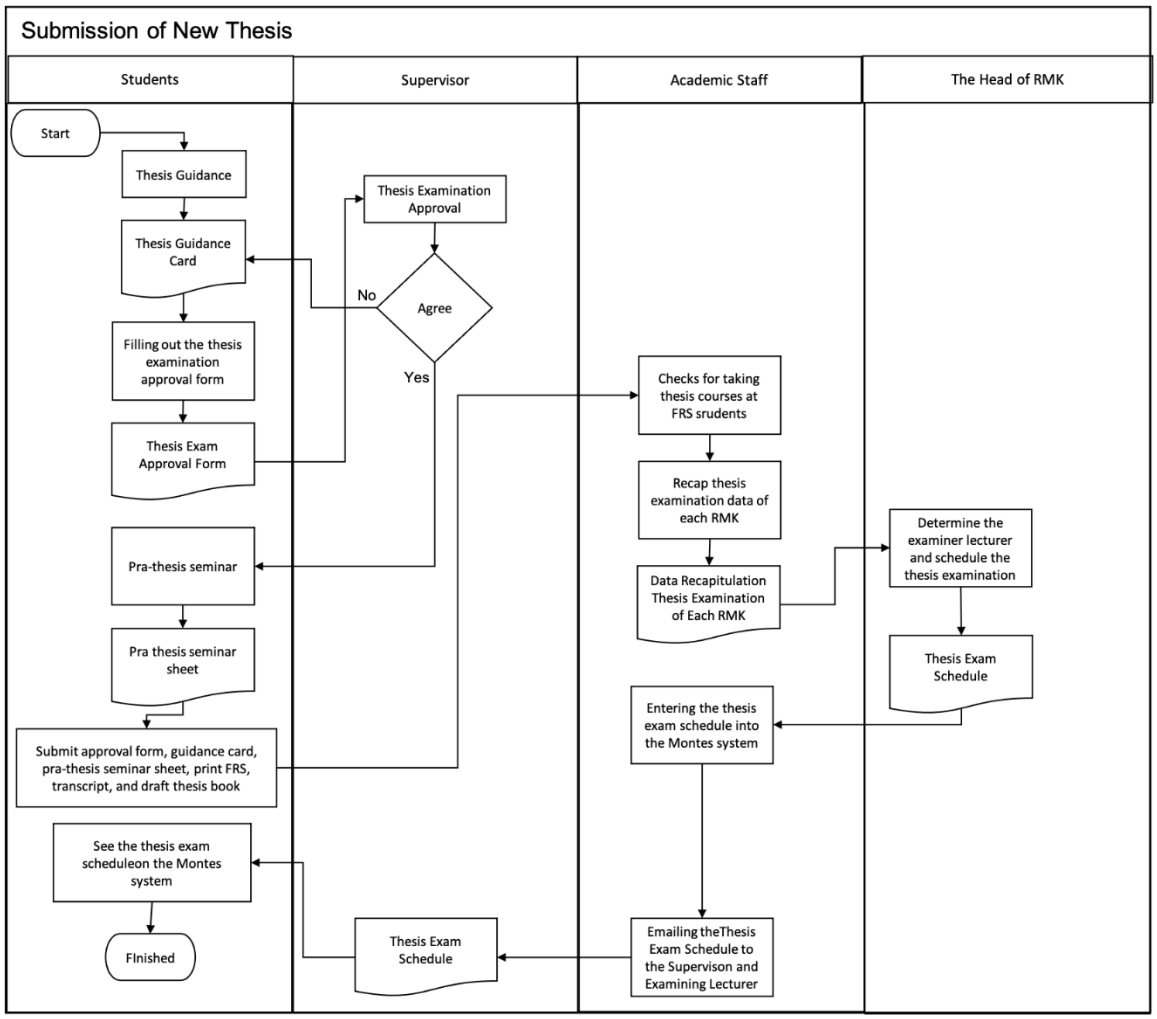
Surabaya, dd/mm/yyyy

1st Supervisor, 2nd Supervisor,

(…….) **(…….)**

*) *cross out unnecessary*

Appendix 5. SOP for Registration of Thesis Final Defense



Appendix 6. Form of Thesis Guidance

FORM OF THESIS GUIDANCE

Student Name :
Student ID :
RMK :
Thesis Title :
1st Supervisor :
2nd Supervisor :

No	Guidance Date	Guidance Topic	Supervisor's Signature

Head of Postgraduate Study Program of Informatics Department,

(…….)

Appendix 7. Form of Statement has Conducted a Pre-Thesis Seminar

FORM OF STATEMENT HAS CONDUCTED A PRE-THESIS SEMINAR

Student Name :
Student ID :
RMK :
Thesis Title :
1st Supervisor :
2nd Supervisor :
Day/Date of Pre-Thesis Seminar :
Time of Pre-Thesis Seminar :
Venue of Pre-Thesis Seminar :

Knowing,

Supervisor,

Head of Postgraduate Study Program
of Informatics Department

(…….) **(…….)**

Appendix 8. Form has Carried Out a Scientific Publication

FORM HAS CARRIED OUT A SCIENTIFIC PUBLICATION

Student Name :
Student ID :

has conducted scientific publications in the form of International Conference/ International Journal/ National Journal*) which have been held on:

Name of Publication :
Title of Paper :
Date of International Conference**) :
Date of Journal Published**) :
Volume and Number of Journal **) :

Surabaya, dd/mm/yyyy

Approve,	Declare,
Supervisor	Student
(…….)	**(…….)**

Note:
**) cross out unnecessary*
***) give "-" if unnecessary*

Appendix 9. Form has Submitted the Thesis Book to Supervisors

FORM HAS SUBMITTED THE THESIS BOOK TO SUPERVISORS

Explain that,
Student Name :
Student ID :
Address :
Phone No. :
Email :
RMK :
Thesis Title :
Supervisor :

Has submitted the completeness documents independent of supervisors, including (give a checklist):

1. Thesis book
2. Softcopy or CD of thesis file
3. Proceedings (conference or journal)*

to fulfill the yudisium requirements for graduation period on **(month, year)**.

Surabaya, dd/mm/yyyy

Approve,	Declare,
Supervisor	Student
(…….)	**(…….)**

Note:
**) for those who have not submitted proceedings (journals), are required to make a stamped statement letter explaining their willingness to submit proceedings to the supervisor if the journal has been published by the publisher.*

Appendix 10. Form has Submitted the Thesis Book to Informatics Department Library

FORM HAS SUBMITTED THE THESIS BOOK TO INFORMATICS DEPARTMENT LIBRARY

Explain the student below,
Student Name :
Student ID :

Do not have book borrowing dependents and have submitted thesis books. So, these student has met the requirements of being free of libraries from Informatics Department Library.

Surabaya, dd/mm/yyyy

Knowing,
Library Staff

(…….)

Appendix 11. Form of No Dependents of Postgraduate Laboratory

FORM OF NO DEPENDENTS OF POSTGRADUATE LABORATORY

Explain the student below,
Student Name :
Student ID :

Hereby declare that the student has no loan dependents at the Informatics Postgraduate Laboratory.

Surabaya, dd/mm/yyyy

Knowing,
Laboratory Staff

(…….)