



**MINISTRY OF EDUCATION AND CULTURE, RESEARCH, AND TECHNOLOGY**  
**INSTITUT TEKNOLOGI SEPULUH NOPEMBER**  
**FACULTY OF INTELLIGENT ELECTRICAL AND INFORMATICS TECHNOLOGY**

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To : Heads of The Departments in  
The Faculty of Intelligent Electrical and Informatics Technology, ITS

By considering and paying attention to the following:

1. Regulation of the Chancellor of Institut Teknologi Sepuluh Nopember Number 16 of 2019 concerning the Rights and Obligations of Students of Institut Teknologi Sepuluh Nopember, that one of the rights of students is to receive the best academic activity services (Chapter V on Student Rights, Article 6).
2. Rector's Regulation of Institut Teknologi Sepuluh Nopember Number 32 of 2019 concerning Academic Regulations for the 2019 Institut Teknologi Sepuluh Nopember's Academic Education Program, that evaluation of student learning processes and outcomes is carried out at least 4 (four) times in one semester and that students who do not complete all assignments given or did not follow the planned evaluation stage, did not get the value of learning outcomes at the end of the semester or got an E (Chapter VI on Evaluation of Student Learning Process and Outcomes).

Therefore in the condition that students cannot take the evaluation according to a predetermined schedule for reasons, including:

1. Sick,
2. Accident,

students have the right to have the opportunity to take part in the evaluation at another time, provided that the student shows evidence in the form of a certificate/permission from the competent authority (health facilities, parents/guardians).

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