	MECHANICAL ENGINEERING –		
	INSTITUT TEKNOLOGI SEPULUH NOPEMBER		
	Standard Operational Procedure of Study Leave		
	Document Number	Revision Number	Endorsed by:
006-DTM-VIII-2020	0	Prof. Dr. Harus Laksana Guntur, S.T., M.Eng	

1. PURPOSE

Memberikan informasi terkait langkah dalam pengajuan cuti mahasiswa.
Providing information regarding the steps in applying for student leave.

2. SCOPE

Prosedur ini dipergunakan sebagai petunjuk dalam melaksanakan proses layanan Administrasi cuti studi mahasiswa.
This procedure is used as a guide in conducting the process of administering student study leave services.

3. DEFINITION

Cuti Studi adalah berhenti studi sementara karena sesuatu hal yang mengakibatkan Mahasiswa yang bersangkutan tidak dapat mengikuti kegiatan Akademik pada semester tertentu sehingga mahasiswa tersebut mengajukan permohonan ke Rektor melalui Wakil Rektor I sampai mendapatkan ijin.

Study Leave is a temporary suspension of studies due to certain circumstances that prevent the student from participating in academic activities during a specific semester. As a result, the student submits a request to the Rector through the Vice Rector I until obtaining approval.

4. REFERENCES

4.1. Peraturan Akademik ITS

ITS Academic Regulations

5. GENERAL REQUIREMENTS

5.1. Mahasiswa aktif yang telah mengikuti kuliah minimal dua semester pertama.

ITS active students who have attended lectures at ITS for at least 2 semesters and have passed the preparation stage.

5.2. Persyaratan lainnya merujuk pada Peraturan Akademik

Other requirements refer to the ITS Academic Regulations.

6. PROCEDURE DETAILS

6.1. Details of the Procedure for Study Leave Procedure


6.1.1. Prosedur bagi mahasiswa saat pengajuan formulir cuti

6.1.1.1 Mahasiswa mengunduh form cuti di myitsacademics, diisi kemudian di cetak dan ditandatangani oleh mahasiswa ybs dan disetujui oleh dosen pembimbing.

Student downloads the leave form from MyITS Academics, fills it out, prints it, signs it, and then gets it approved by their academic advisor.

6.1.1.2 Mahasiswa menyerahkan ke staff akademik Pascasarjana Teknik mesin untuk penandatanganan Kepala Departemen.

Student submits it to the academic staff of the Graduate School of Mechanical Engineering for the Department Head's signature.

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6.1.1.3 Staff akademik Pascasarjana Teknik mesin membuat surat pengantar ke Fakultas untuk penandatanganan Dekan pada form cuti

Academic staff of the Graduate School of Mechanical Engineering prepares a cover letter to the Faculty for the Dean's signature on the leave form.

6.1.2. Procedures sesudah dikelola oleh Departemen dan diserahkan ke Direktorat Pascasarjana dan Pengembangan Akademik

6.1.2.1 Setelah ditandatangani oleh Dekan, pihak Fakultas akan mengirimkan ke Direktorat Pascasarjana dan Pengembangan Akademik

After being signed by the Dean, the Faculty will send it to the Directorate of Postgraduate and Academic Development.

6.1.2.2 Direktorat Pascasarjana dan Pengembangan Akademik memproses untuk pembuatan surat cuti tersebut dan dikirimkan ke Departemen Teknik Mesin

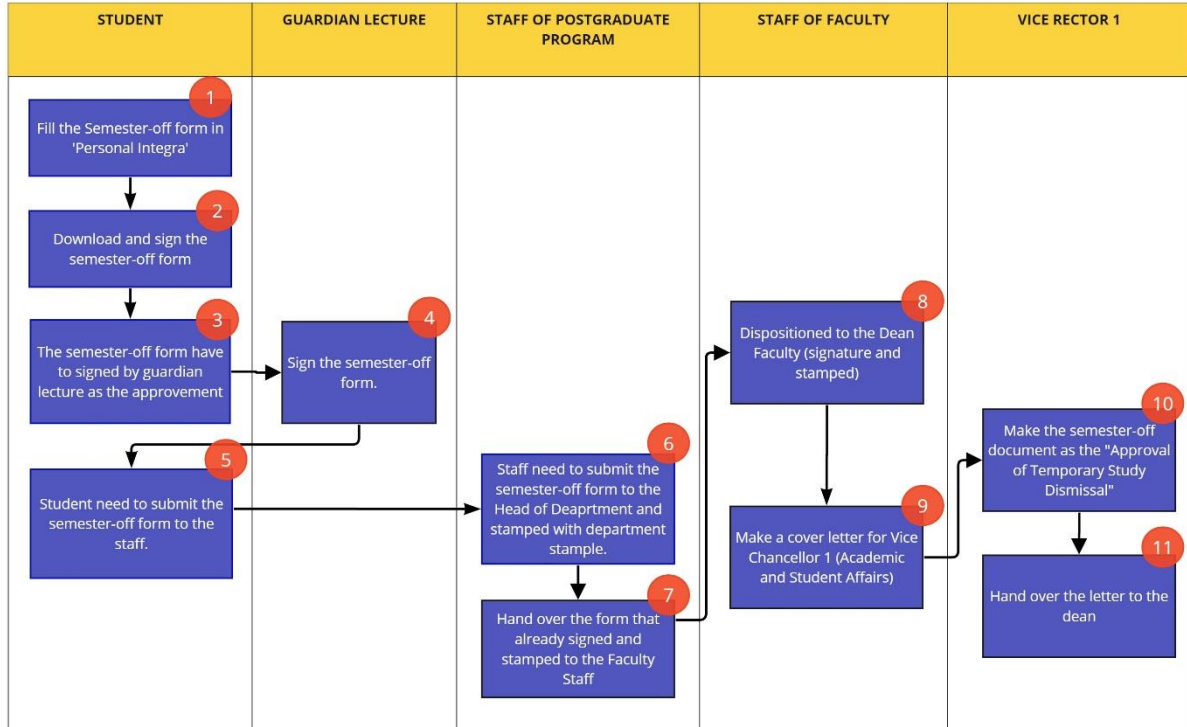
The Directorate of Postgraduate and Academic Development processes the creation of the leave letter and sends it to the Department of Mechanical Engineering.



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6.2. Flow Diagram of SOP Study Leave Procedure

Study Leave Procedure



7. SUPPORTING DOCUMENTS

Nothing.