**THE REGISTRATION OF YUDISIUM**

**Issuance of certificate of diploma and companion of diploma**

GRADUATION REQUIREMENTS FILES

* 1. Graduate Data Form;
	2. Proof of Payment of SOP (Final Semester);
	3. Certificate of Non Borrow Books (Faculty Reading Room);
	4. Certificate of loan-free tools;
	5. Certificate of Non Borrow Books (Library UPT UA);
	6. ELPT from PINLABS;
	7. Proof of Submission (Hardcover) Thesis, Thesis, or Dissertation;
	8. Abstract Final Project (Indonesia - English);
	9. Approval Sheet Final Project;
	10. Photocopy of the last diploma (legalized for participants S2 or S3 judicial);
	11. List of signed Value (draft transcripts);
	12. The evidence has been photographed (for diploma and graduation) from the Rectorate.
	13. KRS Last semester signed.
	14. Evidence of Journal Publication (for S2 and S3)

Students collect yudisium files via email to the academic staff and to their respective courses for the real file, then the study program sends a letter of submission of data yudisium students to the Faculty (Academic Subdivision) no later than 2 days before yudisium.

Faculty staff (Sub Division of Academic) to enter data of graduation / student of yudisium for recapitulation then make invite meeting of faculty judicial yudisium according to time frame that have been made

Faculty Officer perform entry data of yudisium student's graduation in cybercampus for the making of diploma, (new student can entry graduation on line in cybercampus after faculty officer finished to entry graduation data)

Faculty Officer Printed a Graduation Letter for students who have been Judicial

Faculty staff hold verification draft of diploma for student correction concerned, then send a verified draft certificate to the rectorate (education section) for the process of issuing a diploma accompanied by a letter and attach the letter of graduation from the faculty.

The diploma that has been processed by rectorate (education section) Airlangga University, the faculty staff takes the finished diploma, then re-checked whether it is correct or not, and according to the amount available in the SBP section. The certificate is correct then the diploma is signed by the Dean.

The diploma which has been signed by the Dean, academic staff also sends back the diploma by attaching a letter of introduction from the faculty to be signed by the Rector.

After the diploma was signed by the Rector, then academic staff will print the Certificate of Companion Diploma and the diploma which has been signed by the Rector and checked back in accordance with the data in the academic. Then the diploma is photocopied 1 sheet for the faculty archive before it is given to every student who has graduation.

Before the student takes the diploma, the student must return the toga first to the academic staff. Proof of delivery of the Toga and student ID card as a requirement of students to take a diploma.

After the graduation process has finished then the SBAK will recap the list of graduation as follows:

1. Create a Graduate Profiles based on years of graduation and length of study.
2. Create a Graduate Profile based on GPA.
3. Create a recap list based on your device.
4. Create a list of recaps per year.

Faculty staff perform entry data of yudisium student's graduation in cybercampus for the making of diploma, (freshmen can entry graduation online in cybercampus after faculty staff finished to entry graduation data)