

	UNIVERSITAS GADJAH MADA FACULTY OF MATHEMATICS AND NATURAL SCIENCES DEPARTMENT OF MATHEMATICS	
	PROCEDURE	Document no. : _____
	JUDICIUM	Date of approval : _____
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I. OBJECTIVE

This manual procedure is created as a guideline for students of the Bachelor in Statistics Study Program to apply for a judicium.

II. PROCEDURES/IMPLEMENTATION

- 2.1 Students contact the Academic Supervisor to ask an approval for canceling of elective courses by bringing the Elective Course Cancellation Form, and filling out the Study Result Recapitulation Form
- 2.2. Students submit a course cancellation form that has been approved by the academic supervisor, a Study Result Recapitulation Form, and a transcript to the administration office to check the recapitulation of study result
- 2.3. After the recapitulation check is complete, students submit a judicium file, attaching the following documents (available on FMNS UGM web):
 - a. Judicium Application Form
 - b. Transcripts
 - c. Complete Study Result Card
 - d. Minutes of Final Assignment Defense (1 original copy)
 - e. Certificate of Free UGM Library Collection Loans
 - f. Certificate of Free FMNS Library Collection Loans (1 original copy)
 - g. Letter of Thesis Submission
- 2.4. All above documents are submitted to the Bachelor in Statistics Study Program
- 2.5. The Study Program verifies those documents and attaches them to the judicium proposal
- 2.6. Hold a judicium meeting