



**IPB UNIVERSITY
FACULTY OF ECONOMICS AND MANAGEMENT
DEPARTMENT OF ECONOMICS**

**STANDARD OPERATING PROCEDURE
CERTIFICATE OF GRADUATION**

NO. POB/FEM/ESP/15

DESCRIPTION	Position Title	Signature	Date
Prepared by	Department ISO Coordinator		1 September 2016
Reviewed by	Department GKM Coordinator		1 September 2016
Approved by	Head of Department		1 September 2016

Document status		
Distribution No		

	IPB UNIVERSITY FACULTY OF ECONOMICS AND MANAGEMENT	Code : POB/FEM/ESP/15
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1. Purpose

To serve as a guideline for the process of issuing a cover letter from the Department required to obtain the Certificate of Graduation (SKL) from the Faculty of Economics and Management (FEM), IPB University, ensuring the service is conducted properly and in a timely manner.

2. Scope

This procedure covers the process from student registration to the issuance of the Certificate of Graduation Cover Letter (Surat Pengantar SKL) by the Department.

3. Definitions

- 3.1. Certificate of Graduation Cover Letter (Surat Pengantar SKL) is a document issued by the Department after a student has submitted all required documents as stipulated by the Department.
- 3.2. The Certificate of Graduation Cover Letter is a prerequisite for obtaining the official Certificate of Graduation (SKL) issued by the Faculty.
- 3.3. Certificate of Graduation (SKL) is an official statement issued by the Faculty declaring that a student has fulfilled all academic requirements for graduation from the Undergraduate Program at IPB University.
- 3.4. Temporary Transcript is an academic transcript issued by the Department based on data printed from the Academic Information Management System (SIMAK), containing all courses and grades earned during the student's study period, including the thesis title and supervisor's name.
- 3.5. Academic Administrative Staff are professional personnel responsible for carrying out academic administrative services based on their educational background and competence.
- 3.6. SIMAK refers to the Academic Information Management System managed by IPB University.
- 3.7. Tuition Fee (SPP) refers to the financial contribution paid by the student's parents or guardians for educational services at IPB University, determined based on the student's socio-economic condition and the program's unit cost (BKT).

4. References

- 4.1. Undergraduate Student Handbook, IPB University, 2015.
- 4.2. IPB University Standard Operating Procedures (POB), 2nd Edition, 2015.

5. General Provisions

- 5.1. Students eligible to apply for the Certificate of Graduation Cover Letter are those who have passed their Final Undergraduate Examination (Thesis Defense) and completed all required thesis revisions, as proven by the thesis document signed by the Supervisors and the Head of Department.
- 5.2. Students applying for the cover letter must have completed all academic and administrative requirements by submitting the following

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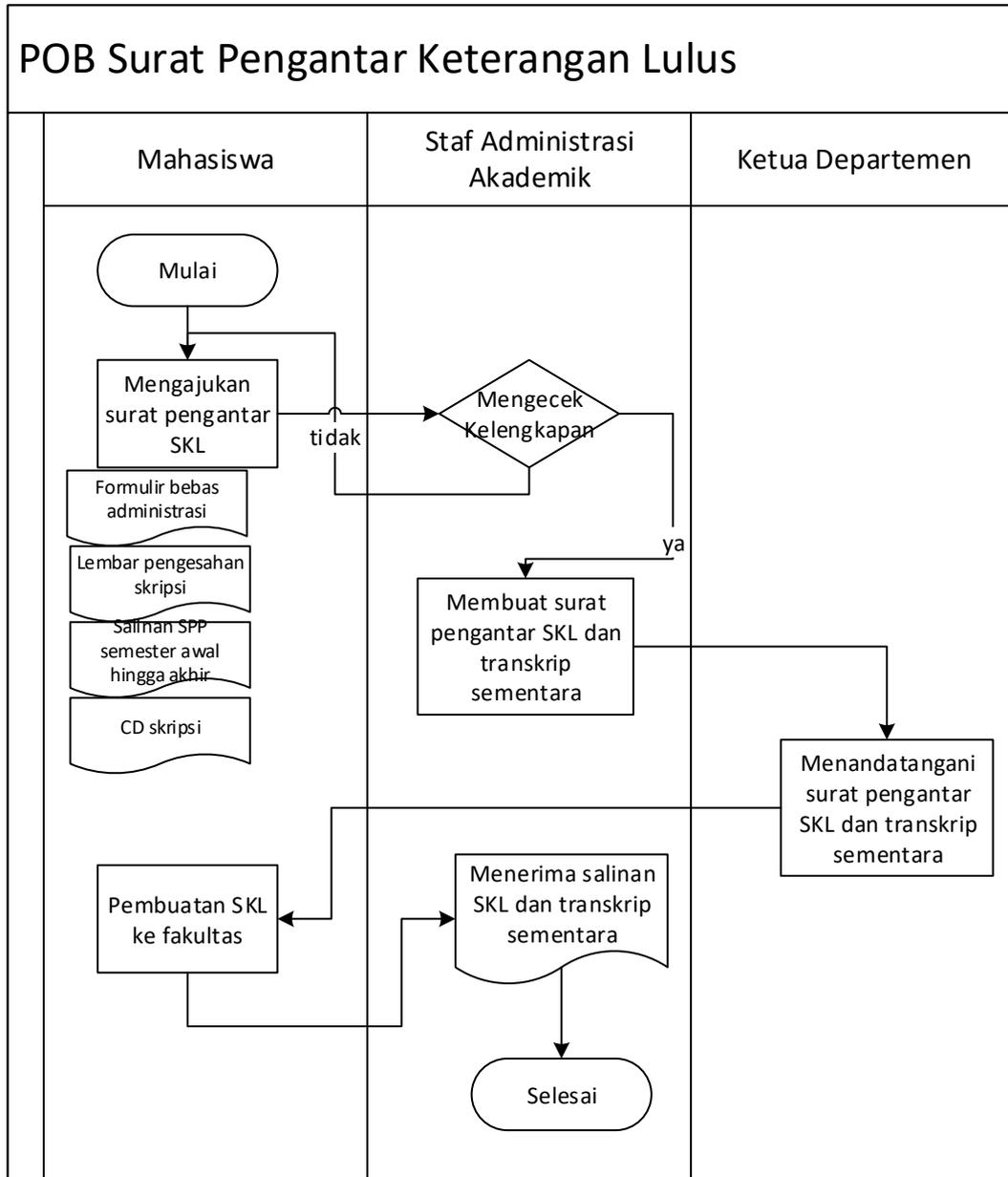
documents: Administrative clearance form, Approved thesis (wet-signed approval page), Thesis CD (soft copy), and Proof of tuition payment (SPP) from the first to the last semester.

6. Procedure

6.1. Detailed Procedure

- 6.1.1. The student submits an application for the Certificate of Graduation Cover Letter along with all required documents: administrative clearance form, signed thesis approval page, thesis CD, and proof of tuition payment for all semesters.
- 6.1.2. The Academic Administrative Staff reviews all submitted documents. If any requirement is incomplete, the process will be suspended until the student fulfills all requirements.
- 6.1.3. The Academic Administrative Staff inputs the thesis grade, supervisor's name, and thesis title (in both Indonesian and English) into the SIMAK system, prepares the cover letter, and attaches the temporary transcript for signature by the Head of Department.
- 6.1.4. The Head of Department signs both the cover letter and the temporary transcript.
- 6.1.5. The student submits the signed cover letter and temporary transcript to the Faculty to obtain the official Certificate of Graduation (SKL), and provides copies of the SKL and temporary transcript to the Department's Academic Administration Office.

6.2. Flowchart of the Procedure



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7. List of Essential Documents

- 7.1. Administrative Clearance Form
- 7.2. Copy of Signed Thesis Approval Page
- 7.3. Copy of Certificate of Graduation (SKL)
- 7.4. Copy of Academic Transcript

8. Attachments

Proof of Tuition Fee (SPP) Payment

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Administrative Clearance Form



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
INSTITUT PERTANIAN BOGOR
FAKULTAS EKONOMI DAN MANAJEMEN
DEPARTEMEN ILMU EKONOMI
Jl. Kampoer, Kampus IPB Darmaga - Bogor
Telp. 0251-8626520, Fax. : 0251-8626631, e-mail : fem@ipb.ac.id, web site : http : //fem.ipb.ac.id

FORM BUKTI BEBAS ADMINISISTRASI

DEPARTEMEN ILMU EKONOMI
PROGRAM STUDI EKONOMI DAN STUDI PEMBANGUNAN
FAKULTAS ILMU EKONOMI DAN MANAJEMEN
INSTITUT PERTANIAN BOGOR

NAMA : _____

NIM : _____

NO	HAL	TTD	
		PERPUSTAKAAN LSI	PERPUSTAKAAN FAKULTAS
1	BEBAS PUSTAKA	(_____) TGL : _____	(_____) TGL : _____
2	PENYERAHAN SKRIPSI	(_____) TGL : _____	(_____) TGL : _____
3	PENYERAHAN CD SKRIPSI	DEPARTEMEN ILMU EKONOMI FEM IPB (_____) TGL : _____	
4	LUNAS PEMBAYARAN	BENDAHARA DEPARTEMEN ILMU EKONOMI FEM IPB (_____) TGL : _____	

Kepala Staff Tata Usaha

Taufiq Masdi, S.IP
NIP. 19690418 199003 1002

an. Ketua Departemen,
Sekretaris,

Dr. Tanti Novianti, M.Si
NIP. 19721117 199802 2 005

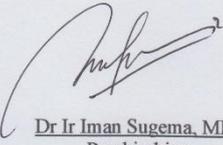
	IPB UNIVERSITY FACULTY OF ECONOMICS AND MANAGEMENT	Code : POB/FEM/ESP/15
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Signed Thesis Approval Page

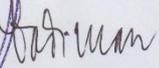
Judul Skripsi: Pengaruh *Financial Development*, *Foreign Direct Investment* dan *Trade Openness* terhadap Pertumbuhan Ekonomi di ASEAN+3

Nama : Indah Kurnia Junirda E
NIM : H14120067

Disetujui oleh


Dr Ir Iman Sugema, MEc
Pembimbing

Diketahui oleh

 
Dr. Dedi Budiman Hakim, MAEc
Ketua Departemen

Tanggal Lulus: 09 SEP 2016

	IPB UNIVERSITY FACULTY OF ECONOMICS AND MANAGEMENT	Code : POB/FEM/ESP/15
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Certificate of Graduation Cover Letter



KEMENTERIAN RISET TEKNOLOGI DAN PENDIDIKAN TINGGI
INSTITUT PERTANIAN BOGOR
FAKULTAS EKONOMI DAN MANAJEMEN
DEPARTEMEN ILMU EKONOMI

Gedung Fakultas Ekonomi dan Manajemen Lantai II, Jl. Kamper - KAMPUS IPB DARMAGA Bogor 16680
Telp/Fax. +62 251 8626602 ; email : ilmu_ekonomi@ipb.ac.id, Website : www.ekonomi.fem.ipb.ac.id

Nomor : ~~133~~/IT3.8.4/PP.06.00/2016 Bogor, 9 September 2016
Lampiran : 1 (Satu) Berkas
Perihal : Permohonan Pembuatan SKL

Yth.
Wakil Dekan Bidang Akademik dan Kemahasiswaan
Fakultas Ekonomi dan Manajemen IPB
Bogor

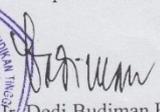
Bersama ini kami menerangkan bahwa mahasiswa yang bernama :

Nama : INDAH KURNIA JUNIRDA E
NRP : H14120067
Tanggal Sidang : 30 Agustus 2016
IPK : 3.79
Predikat Kelulusan : Cum Laude

adalah benar mahasiswa Departemen Ilmu Ekonomi FEM IPB dan telah mengikuti Ujian Akhir Skripsi. Berkaitan dengan perihal tersebut, kami mohon bantuannya dalam pembuatan Surat Keterangan Lulus (SKL) sebagai salah satu syarat kelulusan program sarjana.

Demikian kami sampaikan, atas kerjasamanya diucapkan terima kasih.

Ketua Departemen,



Dr. Ir. Dedi Budiman Hakim, M.A.Ec
NIP. 19641022 198903 1 003

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Temporary Transcript



INSTITUT PERTANIAN BOGOR

DAFTAR PRESTASI AKADEMIK MAHASISWA

Nama : Indah Kurnia Junirda E
 Nomor Induk Mahasiswa : H14120067
 Tempat dan Tanggal Lahir : Tangerang, 21 Juni 1994
 Tahun Masuk Institut Pertanian Bogor : 2012
 Fakultas : Ekonomi dan Manajemen
 Departemen : Ilmu Ekonomi
 Program Studi : Ilmu Ekonomi
 Mayor : Ilmu Ekonomi
 Tanggal Kelulusan : 09 September 2016
 Gelar Kesarjanaan : Sarjana Ekonomi (S.E.)

Nomor	Kode	Mata Kuliah	Sks	Mutu
Matakuliah Kompetensi IPB				
1	AGB100	Pengantar Kewirausahaan	1	AB
2	BIO101	Biologi Umum	2	AB
3	EKO100	Ekonomi Umum	3	A
4	FIS103	Fisika Umum	2	AB
5	IPB100	Pendidikan Agama Islam	3	AB
6	IPB106	Bahasa Indonesia	2	AB
7	IPB107	Pengantar Ilmu Pertanian	2	A
8	IPB108	Bahasa Inggris	3	A
9	IPB111	Pendidikan Pancasila	2	AB
10	IPB112	Olahraga dan Seni	1	A ¹⁾
11	KIM100	Kimia Umum	2	AB
12	KPM130	Sosiologi Umum	3	A
13	MAT100	Pengantar Matematika	3	A
14	MAT103	Kalkulus	3	A
Sub Jumlah			31	
Matakuliah Kompetensi Fakultas				
1	AGB111	Dasar-dasar Bisnis	3	A
2	ESL211	Ekonomi Pertanian	3	A
3	MAN201	Pengantar Manajemen	3	B
4	MAN211	Pengantar Akuntansi	3	A
5	STK211	Metode Statistika	3	A
Sub Jumlah			15	
Matakuliah Kompetensi Mayor				
1	EKO201	Teori Mikroekonomi I	3	A
2	EKO202	Matematika Ekonomi	3	B
3	EKO203	Teori Makroekonomi I	3	A
4	EKO208	Ekonomi Regional dan Perkotaan	3	AB
5	EKO212	Teori Mikroekonomi II	3	A
6	EKO213	Ekonomi Usaha Kecil Menengah dan Koperasi	3	A
7	EKO215	Ekonomi Pembangunan I	3	B
8	EKO216	Ekonomi Pembangunan II	3	AB
9	EKO222	Teori Makroekonomi II	3	AB
10	EKO226	Bank dan Lembaga Keuangan Lainnya	3	AB
11	EKO301	Ekonometrika I	3	A
12	EKO302	Ekonometrika II	3	AB
13	EKO303	Perekonomian Indonesia	3	A



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Nomor	Kode	Mata Kuliah	Sks	Mutu
17	EKO313	Ekonomi Industri	3	A
18	EKO317	Ekonomi Perencanaan Regional	3	A
19	EKO324	Ekonomi Moneter	3	A
20	EKO326	Ekonomi Keuangan Internasional	3	A
21	EKO328	Metodologi Penelitian	3	A
22	EKO423	Kebanksentralan dan Kebijakan Moneter	3	AB
23	EKO425	Ekonomi Publik	3	A
24	EKO427	Ekonomi Politik	3	A
25	EKO429	Kebijakan Ekonomi Internasional	3	A
26	EKO497	Kuliah ¹⁾ Kerja Profesi (KKP)	3	A
27	EKO498	Seminar	1	A
28	EKO499	Skripsi	6	A
Sub Jumlah			85	
Matakuliah Penunjang				
1	AGB221	Kewirausahaan	3	A
2	ESL221	Ekonomi Sumberdaya	3	AB
3	IKK233	Perilaku Konsumen	3	A
4	KPM210	Dasar-dasar Komunikasi	3	A
5	MAT242	Matematika Keuangan	3	A
Sub Jumlah			15	
Judul Skripsi: <i>Pengaruh Financial Development, Foreign Direct Investment dan Trade Openness terhadap Pertumbuhan Ekonomi di ASEAN5+3.</i>			Dosen Pembimbing: Dr.Ir. Iman Sugema, M.Ec	
Sks Kumulatif			: 146	
Indeks Prestasi Kumulatif			: 3,79	
Predikat Kelulusan			: Cum Laude	

Keterangan:

- A : 4.00
- AB: 3.50
- B : 3.00
- BC: 2.50
- C : 2.00
- D : 1.00

Bogor, 09 September 2016
Ketua Departemen,



[Signature]
Dr. Ir. Dedi Budiman Hakini, M.A.Ec
NIP. 19641022 198903 1 003

¹⁾ Tidak dihitung dalam sks dan IPK

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Certificate of Graduation



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 Telp. 0251-8626520, Fax. : 0251-8626631, e-mail : fem@ipb.ac.id, web site : http : //fem.ipb.ac.id

SURAT KETERANGAN LULUS
 Nomor : 472/IT3.8/PP.06.01/2016

Dekan Fakultas Ekonomi dan Manajemen Institut Pertanian Bogor, menerangkan bahwa :

Nama : Indah Kurnia Junirda E
 Nomor Induk Mahasiswa : H14120067
 Tempat/Tgl. Lahir : Tangerang, 21 Juni 1994
 Departemen : Ilmu Ekonomi
 Program Studi/Mayor : Ekonomi dan Studi Pembangunan
 Minor : Supporting Course

Dinyatakan **Lulus Sarjana** pada Fakultas Ekonomi dan Manajemen Institut Pertanian Bogor, siap dilantik setelah memenuhi persyaratan akademik dan administrasi yang ditentukan oleh Fakultas Ekonomi dan Manajemen serta Direktorat Administrasi Pendidikan IPB.

Diputuskan di : Bogor
 Tanggal : 09 September 2016
 I P K : 3,79
 Yudisium : Cum Laude

Bogor, 09 September 2016
 a.n. Dekan,
 Wakil Dekan
 Bidang Akademik dan Kemahasiswaan,

 Dr. Ir. Lukman M. Baga, MA.Ec
 NIP. 196402201989031001

