UNIVERSITAS GADJAH MADA
FACULTY OF LAW
INTERNATIONAL UNDERGRADUATE PROGRAM (S1-IUP)

Re-sit Examination Request Form
Serial Number: 06/II/IUPL.UGM/EXAM/2016

Having not attended the <u>mid-term / final</u>[1] examination for Semester .... of Academic Year .... / .... ,
I, the undersigned,

Name   : ....

Student Number   : ....

Mobile Phone #   : ....

hereby submit this Request for admission to a re-sit examination of the following:

Course Name	Class	Original Examination Date	Reason for non-attendance, in detail
1.			
2.			
3.			
4.			
5.			

For your consideration, I hereby attach to this Form the following document(s):

1.
2.
3.

By submission of this Request, I have (1) agreed to check **by myself to the IUP Secretariat** the schedule for the Re-sit Examination; and (2) accepted that if I did not attend the examination on the allotted re-sit date, **I will not be allowed to request for another Re-sit Examination of the same course in the same Semester**.

Date   : **......................................**   Signature   : **......................................**

Acknowledgment by
Academic Advisor   : **......................................**
                       (name and signature)

APPROVED	PARTIALLY APPROVED	REJECTED

Assistant-Head of the Undergraduate Program

Richo Andi Wibowo, S.H., LL.M., Ph.D.

Dean Regulation No. 3232/J01.H4/FH/I/2008

Article 41 paras. 1 and 2: <u>Justification of Re-sit Examination</u>
1. Illness, as evidenced by an official letter from GMC Health Center;
2. Accident, as evidenced by an official letter from the relevant authority;
3. Hospitalization, as evidenced by an official letter from a hospital;
4. Official duty from the Government, University, and/or Faculty, as evidenced by a Letter of Duty (Surat Tugas);
5. Illness, hospitalization and/or death of an immediate family or in-laws, as evidenced by an official letter from the relevant authority;
6. Amelioration of Cumulative GPA for a student who are about to graduate, under the following conditions:
   a. Amount of grade D exceeds 25% (twenty-five percent) of all courses in the Academic Transcript;
   b. One grade E; and/or
   c. Current Cumulative GPA is below 2.50.

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[1] Strike through where inappropriate.