

Jakarta, (day/date)

No. : (ref number)/cpgp

Re : Thesis Revision Deadline

Dear (Student's Name),

Congratulations on passing your thesis defense!

We would like to inform you that you will have **two (2) weeks** to do the thesis/non-thesis revision. The deadline for you to submit the revised and finalized thesis/non-thesis is **(dateline)**. Please pay attention to the following:

1. The revised draft of your thesis/non-thesis manuscript must be submitted via email to PGP Thesis Department for Coordinator's checking one week after the date of your thesis defense. The draft will be returned to you in 2-3 days to allow you to make necessary changes and revision before final submission.
2. The final thesis/non-thesis manuscript must be submitted via emails to PGP Thesis Department two weeks after the date of your thesis defense. This final submission concludes your thesis defense process.

We would like to gently remind you that failing to meet the above deadline will result in your thesis/non-thesis "PASS" status being revoked. When that happens, you are required:

1. Have another thesis defense
2. Resubmit another soft copy of your thesis/non-thesis to the thesis committee and;
3. Pay Rp 1.450.000 for the re-defense fee.

Thank you for your attention.

Sincerely,

**(Name)**

*Thesis Coordinator for (Programme)*

CC: File

*Cn: thspgp/l-trdl/12/ikb/03/2020/00*