

DECISION LETTER
DEAN OF UNDERGRADUATE COMMUNICATION FACULTY -
COMMUNICATION & BUSINESS INSTITUTE - THE LONDON
SCHOOL OF PUBLIC RELATIONS – JAKARTA CONCERNING THE
ACADEMIC LEAVE PROVIDING

No: 001 – 20/DEAN/IKB-LSPR/FM//cugp

DEAN FACULTY OF COMMUNICATION - UNDERGRADUATE PROGRAMME -
COMMUNICATION & BUSINESS INSTITUTE
- THE LONDON SCHOOL OF PUBLIC RELATIONS - JAKARTA

CONSIDERING : That it is necessary for a student to obtain a Decision Letter granting **Academic Leave** from the Dean of Undergraduate Communication Faculty - Communication & Business Institute – The London School of Public Relations- Jakarta.

IN VIEW OF : 1. Letter of Dean of Undergraduate Communication Faculty - Communication & Business Institute – The London School of Public Relations – Jakarta, *date month year.*

2. Regulations of Communication & Business Institute - LSPR Jakarta related to education procedures adapted from procedures of KOPERTIS Wilayah III.

REGARDING : Request Letter/Form from

Major :
Class :
Date :

DECIDES TO

GRANT : **Academic Leave** to:

Name :
Major/Semester :
NIM :
Address :

With the following provisions:

1. Payment of financial obligations relating to the application for leave must be finalised at the time of the application for leave. Taking Academic Leave does not affect the liability to continue payments.
2. Academic leave is valid for one semester. If a student wishes to extend their leave for another semester they must fill in another Academic Leave Application Form.
3. If the student wishes to recommence their studies, he/she must follow the curriculum of SKS (semester credit system) and other SKS provisions which are in effect at that time.
4. If a student wishes to recommence their studies following a period of academic leave, they are required to re-register prior to the commencement of the semester by filling in a Reinstatement Form.
5. If a student does not complete a Reinstatement Form after a period of approved Academic Leave, they will be considered to be Absent Without Leave. Semesters where a student is Absent Without Leave shall be counted towards their study period. The maximum allowable study periods are fourteen semesters.
6. A student who is Absent Without Leave for two consecutive semesters will be considered to have resigned/discontinued their studies in the Communication & Business Institute-LSPR Undergraduate Programme.
7. In the case of any inaccuracies or errors in this Decision Letter it may be revised and corrected accordingly at a future time.

Jakarta, *date month year*.

Communication & Business Institute - LSPR
Dean of Undergraduate Communication Faculty

Dr. J. A. Wempi

Copies:

- 1 Programme Director
- 2 Academic Manager
- 3 Accounting
- 4 File