**Layanan surat permohonan Observasi Tugas Mata Kuliah:**

1. Mahasiswa mengajukan permohonan surat observasi mata kuliah ke admin prodi;
2. Admin prodi memberikan form permohonan mahasiswa tersebut untuk dilengkapi ***(form terlampir)*** dan diserahkan kembali ke admin prodi;
3. Admin prodi mengirimkan permohonan ke Koordinator Layanan Akademik, Kemahasiswaan dan Alumni Fakultas Teknik;
4. Koordinator Layanan Akademik, Kemahasiswaan dan Alumni Fakultas Teknik meneriman dan mengirimkan kembali ke BAKHUM untuk diproses;
5. Apabila surat permohonan sudah selesai diproses, surat tersebut akan dikirimkan oleh pihak BAKHUM melalui email mahasiswa masing-masing yang tertera pada surat permohonan tersebut.

**Service of course observation application letter:**

1. Students apply for a course observation letter to the study program admin;
2. The study program admin provides the student application form to be completed (attached form) and submitted back to the study program admin;
3. Admin of the study program sends the application to the Coordinator of Academic Services, Student Affairs and Alumni of the Faculty of Engineering;
4. The Coordinator of Academic Services, Student Affairs and Alumni of the Faculty of Engineering receives and sends it to BAKHUM for processing;
5. BAKHUM will send the letter via the email of each student listed on the application letter.

**OBSERVASI TUGAS MATA KULIAH / PKL (KELOMPOK)**

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| --- | --- | --- |
| Jenis Surat | : | **Observasi Tugas Mata Kuliah (Kelompok)** |
|  |  | **PKL (Kelompok)** |
| Yth. (Tujuan Surat) | : | ……………………………………………………………. |
| Alamat Yth. (Tujuan  Surat) | : | ……………………………………………………………. |
| N a m a (Ketua Kelompok) | : | ……………………………………………………………. |
| Nomor Registrasi | : | ……………………………………………………………. |
| Program Studi | : | ……………………………………………………………. |
| Fakultas | : | ……………………………………………………………. |
| Jumlah Anggota Kelompok | : | …………………………………………………………….  Disebutkan :  …………………………………………………………….  …………………………………………………………….  …………………………………………………………….  dst |
| Email | : | ……………………………………………………………. |
| Waktu Pelaksanaan | : | ……………………………………………………………. |
| Tugas Mata Kuliah  (Observasi Tugas Mata Kuliah) | : | ……………………………………………………………. |