STUDENT'S GUIDELINE

Bachelor and Diploma Program

Odd Semester

Academic Year: 2021/2022

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FROM THE RECTOR
BINA NUSANTARA UNIVERSITY

Praise goes to God Almighty for the publication of the Student Guidebook of the Undergraduate and Diploma (Applied Bachelor) Programs at Bina Nusantara University, Odd Semester Academic Year 2021-2022. This student handbook contains complete information on the implementation of lectures and is specifically created to provide quality education services in compliance with the National Higher Education Standards, in order to keep it relevant and sustainable to answer future challenges faced by students, especially in the midst of the Coronavirus Disease (Covid-19) pandemic (19) and to prepare for entering the new normal era.

Since the outbreak of Covid-19 in Indonesia in March 2020, Bina Nusantara University has placed the health and safety of the students, lecturers, education staff, and employees as the top priority. This was done through a variety of policy measures including regulating the administration of lectures and student activities using different types of online method that covers GSLC (Guided Self-Learning Class), Mid-Semester Exams, and Final Semester Examinations. All of them were carried out using the Since the outbreak of COVID-19 in Indonesia in March 2020, Bina Nusantara University has placed the health and safety of the students, lecturers, education staff, and employees as its top priority. This was done through a variety of policy measures, including regulating the administration of lectures and student activities using different types of online methods that cover GSLC (Guided Self-Learning Class), mid-semester exams, and final semester exams. All of them were carried out using the take-home test and project models, and all student activities are carried out online.

Online learning at Bina Nusantara University has been available to all students since 2000 through the BINUSMAYA Learning Management System. The lecture was conducted using the blended learning model, which is based on lectures delivered both in person and virtually, with at least three (three) weeks of lectures delivered online for each subject in each semester. Experience in implementing the blended learning model is a very valuable lesson for Bina Nusantara University as it continues to improve the quality of learning for students.

The guidebook explains the learning that is carried out at Bina Nusantara University called multi-channel learning. Multi-Channel Learning is online learning that makes use of a variety of learning resource channels, such as the Binusmaya Learning Management System (topics, discussion forums, shared materials, assignments, limited face-to-face), Video-Based Learning, Video

Conferences, and for several courses, innovative technology such as Virtual Reality (VR), Augmented Reality (AR), and Artificial Intelligence (AI). Multi-channel learning is expected to anticipate skills needs in the Industrial Revolution 4.0 era, which emphasizes analytical thinking and innovation, active learning and strategies, creativity, originality, and initiative, among other skills needed.

Bina Nusantara University has established the BINUS Student Success Pathway (BSSP) to provide a comprehensive picture of students' coursework from start to finish so that they can graduate on time and in good standing. It is hoped that all students will understand the BINUS Student Success Pathway model and make it a road map for successful studies at Bina Nusantara University. Students are a major national asset, which is very strategic and determines Indonesia's success in the future. Therefore, I would like to invite all students to continue to be enthusiastic, push themselves to remain creative and innovative, and never give up on studying seriously. A wise saying says, "Often your hardest times lead you to the greatest moments in your life; never stop moving; difficult situations and conditions will give birth to strong people in the end."

Hopefully, all the efforts made in order to continue to improve the quality of learning at Bina Nusantara University will get permission, help, and guidance from God Almighty. Thank you.

Jakarta, 17th September 2021

Rector of Bina Nusantara University

Prof. Dr. Ir. Harjanto Prabowo, M.M.

CONTENT

ABBREVIATION LIST

ARO   : Alumni Relation Office
BC   : BINUS Center
BEC   : BINUS Entrepreneurship Center
BGA   : *BINUS Graduate Attributes*
BHE   : BINUS Higher Education
BIC   : BINUS Internship Center
BICAR   : BINUS Career
BSSP   : *BINUS Student Success Pathway*
CB   : *Character Building*
ComDev   : *Community Development*
CU   : *Credit Unit*
DNK   : Daftar Nilai Kumulatif
DPI   : Dokumen Pendamping Ijazah
E&E   : *Employability and Entrepreneurship*
EES   : *Employability & Entrepreneurial Skills*
F2F   : *Face to Face*
FYP   : *First Year Program*
GLS   : *Global Learning Systems*
GOG   : *Good Organization Governance*
GSLC   : *Guided Self Learning Class*
HMJ   : Himpunan Mahasiswa Jurusan
IPK   : Indeks Prestasi Kumulatif
IPS   : Indeks Prestasi Semester
KRS   : Kartu Rencana Studi
KRSS   : Kartu Rencana Studi Sementara
LCAS   : Laboratory Center Alam Sutera
LHSS   : Lembar Hasil Studi Siswa
LKC   : Library and Knowledge Center
LKMM   : Latihan Kepemimpinan dan Manajemen Mahasiswa
LMS   : *Learning Management Systems*
LSC   : Lecturer Services Center
NIM   : Nomor Induk Mahasiswa
QMC   : Quality Management Center
RPL   : Rekognisi Pembelajaran Lampau
SADC   : Student Advisory and Development Center

SASC   : Student Advisory & Support Center
SAT   : *Student Activity Transcript*
SCAC   : Student Club and Activity Center
SDG   : *Sustainable Development Goals*
SKS   : Sistem Kredit Semester
SLC   : Software Laboratory Center
SLSC   : Student & Lecturer Services Center
SPPPA   : Surat Peringatan Penyimpangan Prestasi Akademik
SSC   : Student Services Center
TFI   : Teach For Indonesia
TM   : Tugas Mandiri
TNA   : Transkrip Nilai Akademik
UAP   : Ujian Akhir Praktikum
UAS   : Ujian Akhir Semester
UKM   : Unit Kegiatan Mahasiswa
UTS   : Ujian Tengah Semester
ViCon   : *Video Conference*

SECTION I INTRODUCTION

A. Background

Referring to Circular Letter No. 4 of 2021 of the Ministry of Education, Culture, Research, and Technology of the Republic of Indonesia stipulated by the Director General of Higher Education, Research, and Technology of the Republic of Indonesia concerning the implementation of face-to-face learning for the academic year of higher education 2021-2022, state that learning in tertiary institutions begins at the odd semester of the 2021–2022 academic year will be held with limited face-to-face learning while still implementing health protocols and/or online learning.

In line with the provisions above, the Rector of Bina Nusantara University needs to establish a "Student Guide" with the aim of providing complete information and guidance to students while studying for the Odd Semester of the 2021/2022 Academic Year at Bina Nusantara University. This guidebook is created so that students can take part in all learning processes well and on time by regulating various substances that reflect how the educational process at Bina Nusantara University is planned, implemented, evaluated, and monitored. The first substance is the Introduction which contains the vision, mission, and values of Bina Nusantara. The second substance is the Implementation, which contains the multi-channel learning model, lecture registration, study period, moving programs/moving study programs/levels, lectures and practicum, assessment, and evaluation, grades and learning evaluation, graduation, certification, scholarship programs, awards, administration orderly campus life, community service hours, and types of services. The third substance, Closing, contains information about the campus, types of classes, the English MKU scheme, and the Assembly Point.

Students must understand the most important information to be able to take part in the educational process while studying at Bina Nusantara University. They have to understand the educational model called the BINUS Student Success Pathway (Figure 1). The BINUS Student Success Pathway is aimed to ensure student learning success so that they graduate on time. This process begins when prospective students are accepted as students at Bina Nusantara University. In the first year, students are provided with the First Year Program (FYP) which consists of mentoring and development program to help them adapt to changes from high school to tertiary institutions. This program is given to students for the first year through studying materials and mentoring by senior students. Curriculum development at Bina Nusantara University begins with the creation of a graduate profile that focused on professional development in the jobs upon graduation. In the educational process, programs related to career development are developed

through activities held both by study programs and by related study units. Ultimately, all BINUS graduates are ensured to complete the competencies in both technical and soft skills. Therefore, to support the achievement of these two competencies, students are equipped with attributes known as BINUS Graduate Attributes (BGA) during the lecture process. During the educational process, students are equipped with activities that are not only related to the knowledge of their respective study but also activities that can develop soft skills to make them become graduates who are ready to apply and face the job market or become entrepreneurs.

Curriculum development at Bina Nusantara University begins with the creation of a graduate profile that pays attention to professional development in the jobs that students will enter upon graduation, in the educational process programs related to career development are developed through activities held both by study programs/programs and by study units Related unit. In the end, all BINUS graduates are ensured to have complete competence, both technical skills and soft skills. To support the achievement of these two competencies, students during the lecture process are equipped with attributes known as BINUS Graduate Attributes (BGA). During the educational process, students are equipped with activities that are not only related to the science of their respective study programs but also activities that can develop soft skills during college so that they become graduates who are ready to apply and ready to face the world of work or become entrepreneurs.

Undergraduate and Diploma 4 students take core courses and general courses for a maximum of 80 credits during lectures. After completing the 80 credits, students can sharpen their competencies in accordance with the implementation of the "Freedom Learning - Independent Campus" program by selecting a specialization (i.e., focus on scientific trends in the curriculum) or a minor program (focus on multidisciplinary trends in the curriculum), or even choose courses based on student's personal interests. The total number of credits for specialization, minor, and elective courses is 20.

After undergoing a lecture process in a structured manner in the curriculum, as the final semester of lectures approaches, students are given the opportunity to enrich competencies of 40 credits with 2 semesters of study time which have been obtained through the enrichment program. Students have several track options in accordance with the interests and competencies they want to develop, namely the research track, study abroad track, community development track, entrepreneurship track, and internship track. In addition to the five tracks that are already available for all students from all study programs/programs, it is possible for each program/study program to develop tracks independently according to the needs of the scientific program/study program. Currently, the available tracks are the further study, which is a track that is open only to students under BINUS Business School, and the Competition track, which is open to students under the

School of Computer Science, which is a track that prepares students to be able to compete in international competitions in computer science at the university level.

In the final phase of the lecture process, students are required to write a thesis/final project. The thesis/final project is a scientific work that must be prepared by students as part of the validation of the outputs that have been prepared in the curriculum. So that the material in the thesis/final project is a unification of all outputs that have been obtained by students since the beginning of the lecture until they have finished undergoing the enrichment program. In summary, the BINUS Student Success Pathway can be seen in Figure 1 below.
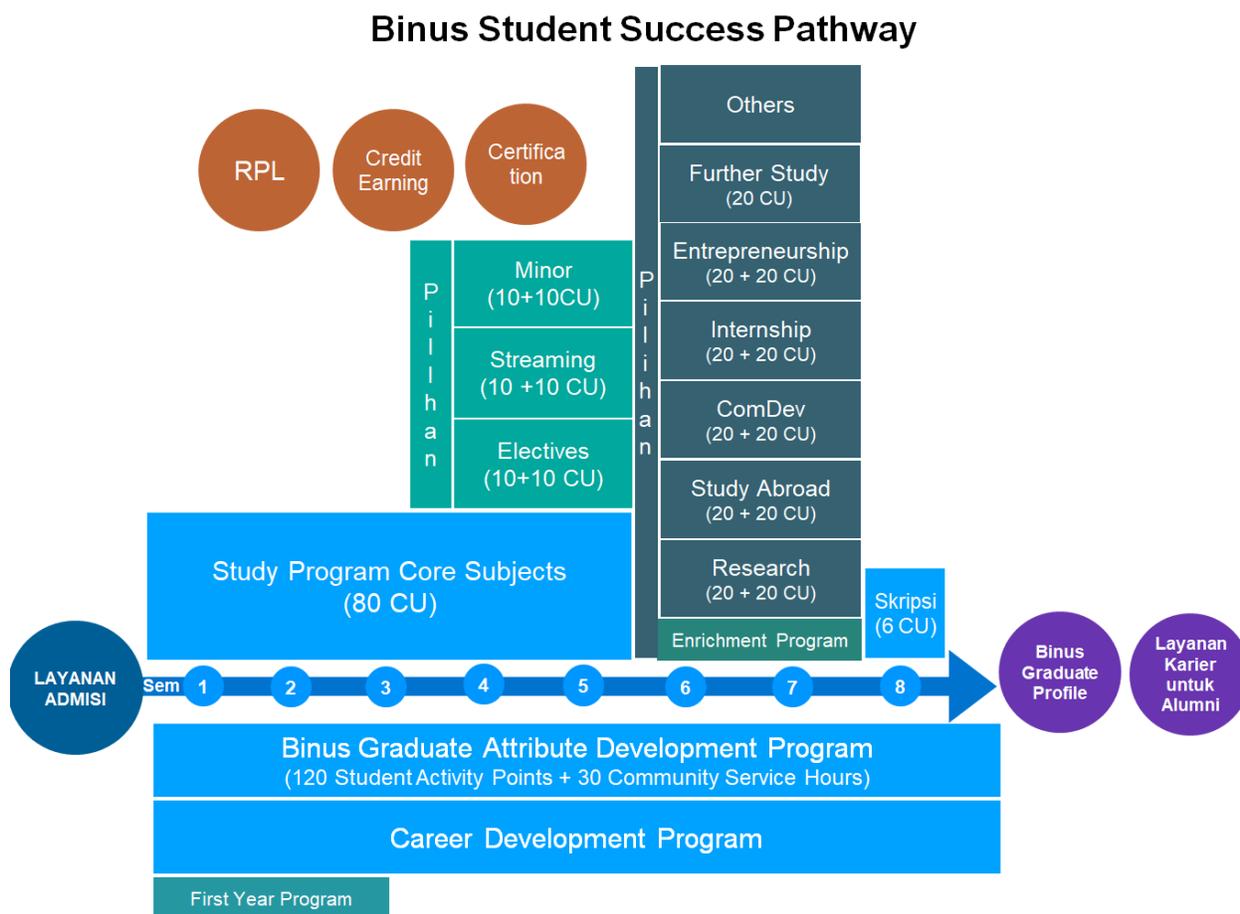
Figure 1. *BINUS Student Success Pathway*

Vision and Mission

Vision and Mission 2035 Bina Nusantara University

Vision
"A World-class university, fostering and empowering the society in building and serving the nation."

Mission
The mission of BINUS University is to build the nation and to contribute to global community development by providing world-class education by means of:

- *Educating BINUSIAN to develop exemplary characters through a holistic approach that meets global standards.*
- *Resolving the nation's issues through high-impact research.*
- *Fostering BINUSIAN as lifelong learners through self-enrichment.*
- *Empowering BINUSIAN to continuously improve society's quality of life.*
- *Being the main driver to enrich the BINUS Higher Education system.*

B.   Bina Nusantara Values

Based on our belief in God, our passion for education, and our vision of a bright future, we are committed to nurturing the archipelago and building a global community through education and technology.

This commitment is reflected in the values of Bina Nusantara, which guide us in our work:

1. *Striving for Excellence*
2. *Perseverance*
3. *Integrity*
4. *Respect*
5. *Innovation*
6. *Teamwork*

Abbreviated by the word "**SPIRIT**"

Always strive to be superior (Striving for excellence)

Constantly doing our best to achieve high-quality results in every aspect of work.

EXPLANATION:
Every BINUSIAN believes that the commitment to build the Archipelago and to become part of the global community, will not happen if it is not accompanied by consistent and responsible desires and actions to always provide the best through continuous improvement in order to produce high-quality experiences, services, and products.

Full of tenacity (Perseverance)

Stay calm, focus, never give up, and quickly rise to overcome challenges.

EXPLANATION:

- Challenges and opportunities are facts in life and work, so every BINUSIAN must always be ready to face and overcome them.
- In facing the existing challenges, always remain calm, stay focused, don't give up easily, and can learn from failures and quickly get back up if you experience a setback.

High Integrity

Honest, transparent, sincere, and daring to do the right thing.

EXPLANATION:
- No individual or organization can become big, without having high integrity as proven in historical records that individuals or organizations who dare to do the right thing, will be respected and developed.
- Every BINUSIAN will never compromise on this matter because every BINUSIAN must always have the courage to sincerely and consistently do what is right, speak the truth, and be open to anyone because of the right things

Mutual respect (Respect)

Caring for others and respecting the differences and contributions of each individual.

EXPLANATION:

- BINUS will not be born without a caring attitude towards others in order to achieve a better future, so that every BINUSIAN always fosters a sense of concern for our neighbours, both for fellow BINUSIANS, as well as for all parties related to BINUS.
- Each BINUSIAN believes that each individual is unique so the diversity of backgrounds and views of each BINUSIAN is not a barrier to uniting, trusting each other, and working together.
- Diversity must be seen as an important asset because by respecting differences and having open discussions, brilliant ideas and achievements and achievements will be born.
- In addition, every BINUSIAN also always recognizes and respects the contribution in the form of thoughts, efforts, achievements, and achievements achieved by each BINUSIAN and continues to develop the potential for the uniqueness of each individual.
- In addition, every BINUSIAN always celebrates and is proud of the diversity that exists, the contributions made, and the achievements achieved with gratitude and all humility.

Continuous Innovation (Innovation)

Encouraging creative, breakthrough, and sustainable ideas to continuously improve processes to achieve better results.

EXPLANATION:

To create better technology and education for a bright future, breakthroughs are needed in ways of thinking and processing, so that every BINUSIAN is always required to create conditions that encourage individuals to create and innovate.

Continue to work as a team (Teamwork)

Believe in the importance of working as a collaborative, effective, and trusting team.

EXPLANATION:

- Every BINUSIAN believes that success can only be achieved by working together and collaborating as a team, both in small teams in a work unit and in large teams as one BINUS.
- No single team/unit can work and be successful alone, without the contribution and cooperation of other related teams around them.
- For the team to function properly, intelligent, effective work and high mutual trust among BINUSIAN members form the basis of this collaboration.

SECTION II   THE IMPLEMENTATION OF LECTURES

A.   Multi-Channel Learning Model

Multi-Channel Learning is online-based learning by utilizing a variety of learning resource channels through Video Conferences, Discussion Forums, Assignments, Video-Based Learning, and the application of Collaborative and Interactive Learning Tools. They encourage two-way interaction between lecturers and students such as quiz applications, games, digital class groups, etc. Several courses have been equipped with innovative technologies in the form of Virtual Reality (VR), Augmented Reality (AR), and Artificial Intelligence (AI).

In Multi-Channel learning, students can learn in a way that is more fun and easier to understand lecture material, this is supported by the availability of Video Conference (ViCon) sessions so that interactions between lecturers and students can occur which are of the same quality as in-person physical meetings. ViCon sessions can be conducted by students in various locations so that a more varied learning atmosphere can be created. As for supporting lecturers, the implementation of ViCon sessions can be carried out from the campus or outside the campus.

BINUS also provides opportunities for students to be able to take part in limited face-to-face lectures in the form of Face to Face (F2F) and online lectures simultaneously. The learning process in the classroom will be interactive between lecturers and students who are present in class and who attend lectures via ViCon.

The number of shifts per course based on the components and modes of Multi-Channel learning can be seen in Table 1 below.

Table 1. Components, Learning Modes, and Number of Shifts per Course

Learning Component	Learning Mode	Number of Shifts per Subject						
		1 credit	2 credits	3 credits	4 credits	5 credits	6 credits	8 credits
Lecture/ Laboratory	*Video Conference (ViCon)*/Face-to-Face Limited	4	10	14	20	27	33	48
	Guided Self-Learning Class (GSLC)	3	3	6	6	5	6	4
Total of *Shift*		**7**	**13**	**20**	**26**	**32**	**39**	**52**

Several quality control courses will still be supported by providing tutorials. Specifically for Thesis/Final Project, the learning components refer to the Thesis/Final Project Guide which can be downloaded at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the Support menu, select Download Center, select Thesis/Internship.

A more detailed explanation regarding the mode, median, and implementation of learning for the Multi-Channel learning model are as follows:

a.   Learning Mode

1.   Video Conference (ViCon)

Video Conference is a learning process that utilizes video conferencing applications to facilitate interaction between lecturers and students.

Video Conference Terms:

a.   Dress neatly and politely when participating in Video Conference sessions.

b.   Activate the camera during a Video Conference session if requested by the lecturer.

c.   Make sure the audio remains muted when not discussing/asking.

d.   It is mandatory to attend on time and attend lectures until they are finished (according to the total duration of the Video Conference).

e.   Keeping the lecture situation conducive, and not carrying out other activities that could disrupt the course of lectures such as sleeping, playing games, eating, and so on.

f.   Lectures through Video conferences can be carried out anywhere according to a predetermined lecture schedule using the Video Conference (Zoom) application.

g.   Students are declared present and have finished attending lectures if the stages in points a to d. g has been done. Attendance status can be seen at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the Learning menu, select Attendance Information, one day after the Video Conference is held.

2.   Guided Self-Learning Class (GSLC)

Guided Self Learning Class (GSLC) is an online independent learning process by utilizing the media "discussion forum" through Binusmaya. Both Lecturers and Students can start a discussion by creating a thread in the discussion forum. Lecturers and students are encouraged to actively carry out discussions and explore material according to topics so that online interactions occur.

GSLC Terms:
a. It is mandatory to study the main material and supporting material provided by the lecturer according to the subject topic.
b. Actively conducting discussions on the BINUSMAYA Learning Management System (https://newbinusmaya.binus.ac.id) on the Forum menu according to the GSLC period (starting from the GSLC date until the next 7 days).
c. Discussions can be carried out by responding to threads that have already been created or creating new threads independently.
d. Maintain language and politeness in conducting discussions.
e. Students will be declared present and have finished attending lectures if point a to.d. d has been done. Attendance status can be seen at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the Learning menu, select Attendance Information, one day after discussing the Discussion Forum.
f. It is mandatory to study the main material and supporting material provided by the lecturer according to the subject topic.
g. Actively conducting discussions at the Binusmaya Forum Discussion (https://binusmaya.binus.ac.id) Forum menu according to the GSLC period (starting from the GSLC date until the next 7 days).
h. Discussions can be carried out by responding to threads that have already been created or creating new threads independently.
i. Maintain language and politeness in conducting discussions.
Students will be declared present and have finished attending lectures if point a to.d. d has been done. Attendance status can be seen at Binusmaya (https://binusmaya.binus.ac.id) on the Learning menu, select Attendance Information, one day after discussing the Discussion Forum.

3. **Limited Face to Face**

Limited Face-to-Face is a physical learning process that brings together lecturers/assistants and students in the classroom/practicum room. Limited face-to-face courses are courses that have been predetermined. Students participating in limited face-to-face lectures are students who have already registered and meet the requirements, namely obtaining permission from their parents, completing vaccine certificates (at least the first dose of vaccine), and being in good health (meeting the criteria in the Health Declaration Form). The division of student scheduling groups in limited face-to-face lectures can be seen in Table 2 below.

Table 2. Limited Face-to-Face Class Student Scheduling Groups

Group	Week		
	1 - 6	7	8 - 13
A	Face to face	Video Conference	
B	Video Conference		Face to face
C	Video Conference		

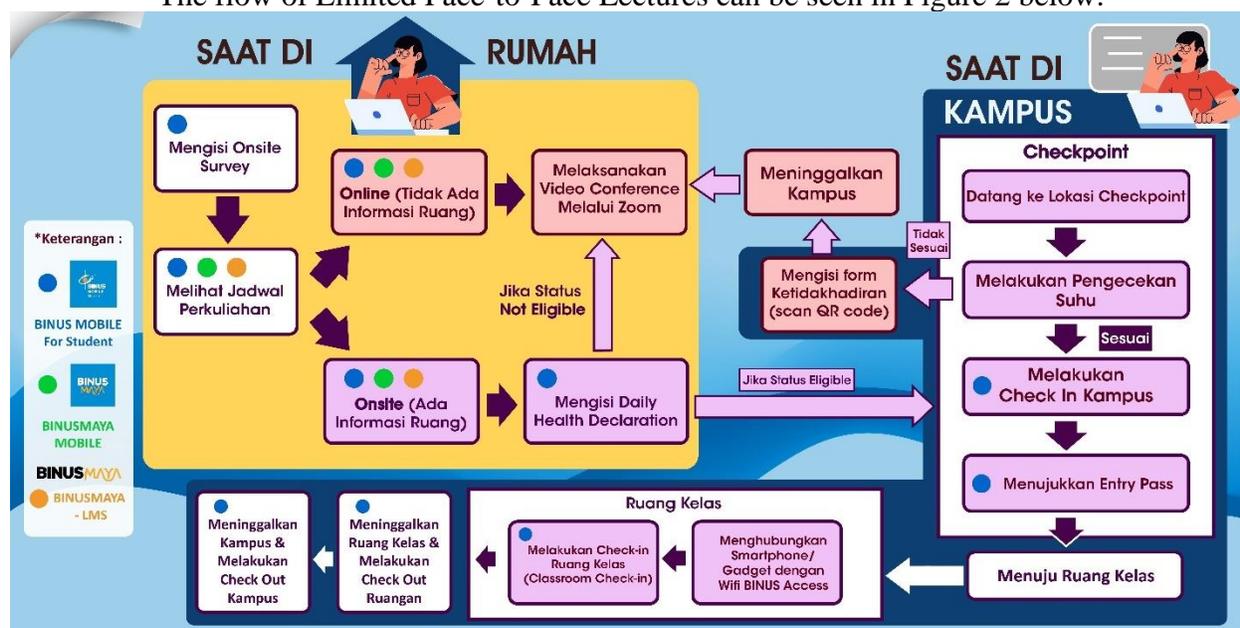The flow of Limited Face-to-Face Lectures can be seen in Figure 2 below.

Figure 2. The Flow of Limited Face-to-Face Lectures

Provisions for face-to-face lectures are limited:

a. At Home

i. Fill out the Onsite Survey

The Onsite Survey aims to obtain information about the conditions of students participating in multi-channel learning. This information is important to know for data collection and condition profiles of each student. Filling in the Onsite Survey is done through BINUS Mobile for Student on the On-site Protocol menu, select On-site Student Survey. Filling only needs to be done 1 (one) time in the beginning, unless there is a change in information so that it needs to be re-entered. (See Appendix F.3. BINUS Mobile – Onsite Survey)

ii. Check class schedule

The class schedule can be seen in:

- BINUSMAYA Learning Management System (https://newbinusmaya.binus.ac.id) on menu *Schedule.*
- BINUSMAYA Mobile on menu *Schedule (icon Calendar).*
- BINUS Mobile for Student on menu *Schedule (icon Calendar).*

In the limited face-to-face lecture schedule, classroom information will appear in that session. (See Appendix *F.4. Onsite dan Online Schedule*)

iii. Fill Out *Daily Health Declaration*

The Daily Health Declaration aims to obtain information about the health conditions of students when they come to campus. Completion of the Daily Health Declaration is done through BINUS Mobile for Student on the On-site Protocol menu, select Daily Health Declaration. The filling is done 1 (one) time in 1 (one) day when students have a limited onsite lecture schedule unless there is a change in information that needs to be filled in (Re-Entry). The Daily Health Declaration can be filled in if students have filled out the On-site Survey (View see Appendix F.5. BINUS Mobile – Daily Health Declaration). After completing the Daily Health Declaration, students can have 2 (two) types of statuses:

- *Eligible*: Students are welcome to attend on campus.
- *Not Eligible*: Students are not allowed to attend on campus, but can still take lectures online. ViCon link information on that day will appear on BINUSMAYA.

b. Arriving on campus
   i. i. While in the campus environment, students are **MANDATORY to:**
   - Meet the health protocol requirements that have been set (health protocol provisions can be seen on BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) Support menu, select Download Center, select Student Guide Book).
   - Wearing (worn/clasped on clothes worn) Binusian Flazz Card, both inside and outside of class.
   - Dress neatly and politely and in shoes.
   ii. Go to the Checkpoint location
   Students are present on campus according to the limited onsite lecture schedule and at least 30 minutes before the scheduled start. (Checkpoint information for each campus can be seen in Appendix E. *Checkpoint*).
   iii. Do a temperature check
   Students who are allowed to enter the campus area are those who have a body temperature that does not exceed 37.3 degrees Celsius or follow local regulations.
   If the student's body temperature is not under the provisions:
   - Scan the QR Code Absence Form available at the checkpoint and complete the absence information at the limited onsite lecture session that day.
   - Complete the Daily Health Declaration refill.
   - ViCon link information on that day will appear on BINUSMAYA so that students can still attend lectures online.
   iv. Perform campus check-in
   Campus Check-In aims to obtain information on student attendance at campus locations that will be used in the Contact Tracing process. Campus Check-In is done through BINUS Mobile for Students on the BINUSIAN Tracker menu (Heart icon), select Campus Check-In, select the campus location and click the Check-In button. (See Appendix F.6. BINUS Mobile – Binusian Tracker)
   v. Show *Entry Pass*
   The Entry Pass can be seen on the BINUS Mobile for Student home page, click Entry Pass to display the Entry Pass Status Pop-Up. (See Appendix F.7. BINUS Mobile – *Entry Pass*)

    c.   While on campus
        i.   Towards the classroom
Go straight to the lecture room according to the path that has been determined (follow the green arrow for the entrance) and are not allowed to go to another room. Sit at the very back first so students who have just arrived can fill the front seats. This is to minimize contact between students.
       ii.   Perform room check-in
Room check-in is done by:
• Connecting student Smartphones/Gadgets with Binus-Access WiFi. (Display see Appendix F.8. Wi-Fi BINUS-Access)
• Click Classroom Check-In on the start page of BINUS Mobile for Student, then click the Checklist icon after the Classroom Check-In Pop-Up appears. (See Appendix F.6. BINUS Mobile – Binusian Tracker)

    d.   At the time of study
        i.   Implement health protocols by always wearing a mask, keeping your distance and washing your hands/using a hand sanitiser.
       ii.   Ask questions to the lecturer/assistant who teaches about the material presented regarding matters that have not been understood politely and maintain order in the lecture/practicum.
      iii.   Smoking, eating/drinking, sleeping, playing games, and other actions that may interfere with the course of lectures/practicums in the classroom are prohibited.
      iv.   If a student arrives late, they will be considered absent at the lecture/practicum meeting.
       v.   The lecturer/assistant verifies student attendance through a predetermined system and has the right to change the student's attendance status to negligent if, during the verification process, the student's presence is not in the classroom.
      vi.   Students are obliged and responsible for ensuring that they are declared present before the attendance verification process is completed.
     vii.   There is no change in student attendance status after the attendance verification process is completed for any reason.
   viii.   Students are prohibited from enumerating the attendance status of other students by claiming to be another student when the lecturer/assistant verifies. If students violate, sanctions will be given to students who are not present and students who mark the presence of other students, namely in the form of attendance at lectures/practicums that are not recognized/cancelled.

e. After the course is finished
  i. Leave the classroom and check out the room
  - Exit the room starting from the students sitting in the front seats first to minimize contact between students.
  - Classroom check-out is done via BINUS Mobile for students on the BINUSIAN Tracker menu (Heart icon), click the Check-Out button in the Room section.
  ii. Leave campus and check out the campus
  - Immediately leave Campus according to a predetermined path (follow the red arrow for the exit route) and are not allowed to go to other rooms
  - Check-Out Campus is done through BINUS Mobile for Students on the BINUSIAN Tracker menu (Heart icon), click the Check-Out button in the Campus section.

  (See Appendix F.6. BINUS Mobile – *Binusian Tracker*)

Changes on Limited Onsite Lectures to Online::
a. If during the implementation of limited onsite lectures, there are positive cases of Covid-19 in the lecture class, then the class lectures will be conducted online for 2 weeks or if specified differently. As long as the lectures are taking place online at the same time a contact tracing process will be carried out by Campus.
b. Students who are in limited onsite classes can change to online until the end of the semester if there are objections from parents. To apply for student changes to be online, students can contact the Lecturer Services of each Campus.

The duration of Video Conference and Limited Face-to-Face based on the credits of the course components can be seen in Table 3 below:

Table 3. Video Conference Duration per Subject

Number of credits	Total Duration (minutes)	Notes
1	90'	-
2	90'	-
3	120'	The implementation of Video Conference has combined 2 shifts x 60' to 120'. Attendance will be acknowledged for 2 lecture shifts.
4	120'	
5	150'	Implementation of Video Conference combined 3 shifts x 50' to 150'. Attendance will be acknowledged for 3 lecture shifts.
6	150'	
7	150'	Implementation of Video Conference combined 4 shifts x 37.5' to 150'. Attendance will be acknowledged for 4 lecture shifts.

b.   Instructional Media

   1.   BINUSMAYA
   BINUSMAYA (https://newbinusmaya.binus.ac.id) is a blend of Learning Management Systems (LMS) and Academic Services which was developed independently by Bina Nusantara University and is used as a teaching medium by lecturers and learning media by students. In the BINUSMAYA Learning Management System, students can access learning materials, view class schedules, and hold discussions. In BINUSMAYA Academic Services, students can see exam schedules, do assignments, and see grades.

   2.   Zoom
   Students carry out lectures/practicums using Video Conference (ViCon) media via the Zoom application (technical guidelines for downloading applications can be downloaded via BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the Support menu, select Download Center, select Student Guide book).

3. Microsoft Teams

If needed, lecturers and/or assistants can create class groups in the Microsoft Teams application and provide additional materials and/or assignments via Microsoft Teams (technical guidelines for downloading applications can be downloaded via BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id)) on the Support menu, select Download Center, select Student Guide Book).

4. Other learning resources

Using teaching materials in digital form combined with other teaching materials in various forms, formats, media and sources (examples: Youtube, Udemy, Coursera, EdX, and others).

c. Implementation of Learning

1. Independent Learning

Independent learning is a learning process initiated by students within a certain period. To be able to help students study independently, based on the course outline and online resources available at BINUSMAYA.

2. Guided learning

Guided learning is a learning process provided by Bina Nusantara University to assist the student learning process in the form of online tutorials. As for what is meant by online tutorials are a distance learning process that is carried out by requiring the interaction of students with lecturers or students with students mediated in learning media.

B.   Lecture Registration

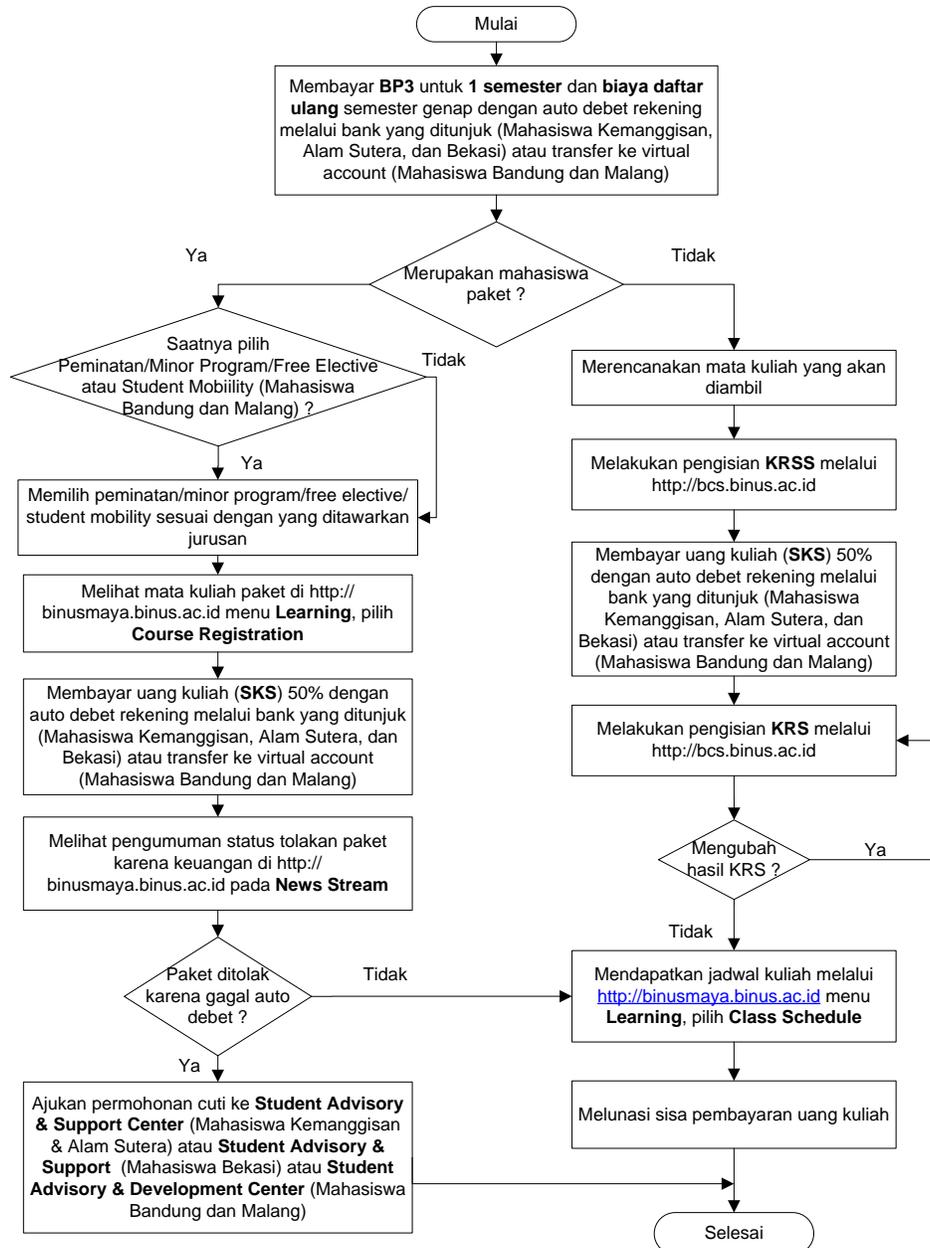The Flowchart of Lecture Registration Procedures (Packages and KRS) can be seen in Figure 3 below.

Figure 3. Lecture Registration Procedure Flowchart (Package and KRS)

a. Package Student

Included in the Student Package category:
 i. Semesters: 1 – 6 for Diploma 4 and Undergraduate levels.
 ii. Semester: 1 – 8 for the Bachelor level specifically for double programs.
 iii. Semester: 1 – pass for the Bachelor's level specifically for the master track and further study.
 iv. Especially for students in package semesters who are currently undergoing the Enrichment Program, will be considered KRS students.

Students are automatically registered as package students up to semester 6 for undergraduate/Diploma Four level students and semester 8 for dual program students, or until graduating specifically for Master Track Students (Campus Kemanggisan and Alam Sutera Students), but specifically for students in package semesters currently implementing the Enrichment Program will be considered as a KRS student.

The courses offered in the package system are based on the distribution of each Program/Study Program. Likewise, with payment of tuition fees, it will be auto-debited by a bank appointed by Bina Nusantara University (Students of Campus Kemanggisan, Alam Sutera, and Bekasi) or transferred to virtual accounts (Students of Campus Bandung and Malang). For this reason, students must provide funds according to the date stated on the registration calendar. For Master Track students, tuition payments will be made auto-debit by the bank appointed by Bina Nusantara University from the start of the lecture until students complete the entire Master Track program.

Information about package courses can be seen at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the Learning menu, and select Course Registration on the date specified in the registration calendar.

Special conditions:
 1. One semester before implementing the Enrichment Program, Master Track students are allowed to register for repeat courses for the following semester following existing regulations.
    The requirements for taking semester 7 courses are according to the distribution of courses:
    • All courses in semesters 1 to semester 5 have PASSED.
    • If you still have semester 1 to semester courses. semester 5 who failed and/or have not taken it, then students must take the course in the Short Semester or semester 7.
    Requirements for taking semester 8 courses according to the distribution of courses:
    • All courses in semester 1 to semester 6 have been PASSED.
    • If a student still has failed courses in semester 1 to semester 6, then students must repeat failed courses in semester 8.

2. The Further Study track is one of the Enrichment Program tracks offered for Undergraduate Students in the Information Systems Program, Business Information Technology, Computer Science, Game Application & Technology, Mobile Application & Technology, Cyber Security, Accounting, Finance, Accounting Technology, Marketing Communication, Mass Communication, BINUS Business School – Undergraduate Program (except Business Creation Program). Students will carry out their lectures starting in semester 7 at the Master of Information Systems Management (MMSI), Master of Informatics Engineering (MTI), Master of Accounting (MAKSI), Master of Communication Studies (MIK), BINUS Business School - Master Program.

Conditions to follow *Further Study Track*:
- All courses in semesters 1 to semester 5 have PASSED.
- Minimum GPA of 3.25.
- If a student still has failed courses in semester 6 then the student will be cancelled from the Further Study Track, so that in semester 7 students must choose another track beside the Further Study Track.
- If a student has failed a course in semester 7 while undergoing the Further Study Track, then the student must repeat the course at the Masters's level.
- Payment for Further Study Track students' tuition fees will be made in a virtual account at the Masters's level.

b. KRSS and KRS students

Registration for a study plan can only be done if a student is no longer following the Package system. At KRSS registration, students choose the courses to be taken. At KRS registration, students choose courses and classes (schedule).

For the completion of the study plan to be successful, students are required to:
- Attend a briefing held by the Student Services Center which will be conducted online via the Zoom application. The briefing schedule can be seen at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the News Stream menu.
- Check in advance whether there are courses that still need to be repeated in the previous semester through BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the Learning menu, select Curriculum.
- Planning courses to be taken in the coming semester.
- Read the instructions and how to fill in KRSS/KRS at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the Support menu, select Download Center, and select the Registration category.

- Register for courses in accordance with the instructions for filling in by paying attention to the filling schedule according to the Program/Study Program.
- Pay attention to the maximum number of credits that can be taken and the classes offered.
- Pay off BP3 payments, Re-registration Fees, and credits. If payment of tuition fees is late, academic sanctions will be imposed in the form of filling in KRS at the last schedule.

Instructions for filling in KRSS and KRS are informed separately from this Student Guide and are given according to the time for filling in KRSS and KRS for each program.

c.   Student Mobility Program

The Student Mobility Program can be attended by Bandung and Malang students to provide a multi-campus learning experience and professional experience off-campus. For 2 years students will undergo lectures at Campus BINUS Bandung or BINUS Malang, 1 year will take part in the Student Mobility Program at Campus BINUS Kemanggisan, Campus BINUS Bekasi, and Campus BINUS Alam Sutera (optional), 1 year later is the Enrichment Program to prepare students to become workforce ready to work professionals.

Registration for the Student Mobility Program is carried out in semester 3 and lectures are held in semesters 4 and 5 at the BINUS Kemanggisan Campus, BINUS Bekasi Campus, and BINUS Alam Sutera Campus. Students who take part in the Student Mobility Program at the BINUS Kemanggisan Campus, BINUS Bekasi Campus, and BINUS Alam Sutera Campus, are required to take part in the program for 2 (two) consecutive semesters and are not allowed to apply for Academic Leave. If there are courses in the program that have not passed, then the student must repeat the course at the original Campus according to the schedule to be determined.

d.   Registration Calendar, Class Calendar, and Practicum Calendar

The Registration Calendar, Lecture Calendar, and Practicum Calendar are updated every semester and can be downloaded at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id):
- Registration Calendar on the Support menu, select Download Center and select the Registration Calendar category.
- Lecture and Practicum Calendar on the Learning menu, select Academic Calendar.
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C. Study Period

a. Terms of Study Period

The limit of the student study period is:
- 5 years (10 semesters) for Diploma Four and Undergraduate levels
- 6 years (12 semesters) for Master Track, Further Study and Dual Programs

Students who have passed the set study period will be included in the Drop Out evaluation which can result in a change in student status to become Dismissed as a student at Bina Nusantara University. The Drop Out Evaluation is carried out every semester by the Student Advisory and Support Center (BINUS Campus Kemanggisan and Alam Sutera), Student Advisory and Support (BINUS Bekasi Campus) and Student Advisory and Development Center (BINUS Bandung Campus and BINUS Malang Campus). If a student applies for academic leave or does not carry out the registration process (inactive/unofficial leave), it will still be counted into the applicable study period.

b. Academic Leave

Academic leave that is officially submitted will be given by the School/Faculty Leader if the student submits an application with justifiable reasons. During lectures, students may only apply for academic leave for a maximum of 2 (two) semesters and the application for academic leave will still be counted as the student's study period. If you wish to apply for 2 (two) consecutive semesters, submissions will still be made each semester. For that students must:
1. Download the Leave Form at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the Registration menu, select Leave, Reactive & Resign, and select Leave.
2. Send the completed and signed Leave Form in the form of a photo/scan via email to the PIC counsellor Student Advisory & Support Center (Campus Kemanggisan & Alam Sutera Students) or Student Advisory & Support (Campus Bekasi Students), Student Advisory and Development Center (Campus Students) Bandung & Malang) in accordance with the guidelines for conducting consultations available at https://student.binus.ac.id/counseling/.
3. Pay off the payment before applying for academic leave:
    a. BP3 up to the semester of the proposed leave period
    b. DP3 (if any)
    c. Laboratory Fee (if any)
    d. Study Abroad (if any)
    e. Payment arrears in the previous semester (if any)

4. Fulfil library obligations (return books/pay fines) to the Library and Knowledge Center before applying for academic leave via https://bit.ly/LKCborrow and https://bit.ly/LKCfines.
5. Academic leave that is submitted late from the predetermined schedule, then the SKS fee that has been paid during the leave period will be deemed forfeited and the student is required to pay off the remaining credit payments during the proposed leave period.
6. This academic leave does not apply to semester 1 students.

c.   Resignation

Students who decide to withdraw are required to consult in advance with the Student Advisory & Support Center (Campus Kemanggisan & Alam Sutera Students) or Student Advisory & Support (Campus Bekasi Students), Student Advisory and Development Center (Campus Bandung & Malang Students).). The consultation is carried out online through the Microsoft Teams application media, Zoom, or other online media according to the consultation guide which can be seen at https://student.binus.ac.id/counseling/

Student withdrawals can be processed further if they have fulfilled financial and library obligations that still exist, and get recommendations/approvals for resignation. The withdrawal form can be downloaded at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the Registration menu, select Leave, Reactive & Resign, and select Resign.

The completed form can be printed and signed by the student on an Rp. 10,000 stamp and signed by the parent in the agree column. Completed forms can be sent via photo/scan to the counsellor's email according to the counsellor's PIC in each Campus area which can be seen at: https://student.binus.ac.id/counselor/.

D.   Switching Programs/Moving Study Programs

1. Program switching can be done on:
   • Semester 2 (two) for registration for semester 3 (three) lectures
   • Semester 3 (three) for semester 4 (four) lecture registration
   • Semester 4 (four) for semester 5 (five) lecture registration
   • Semester 5 (five) for semester 6 (six) lecture registration
   Follow the provisions of the entry requirements (IPA/IPS) in accordance with the provisions for new students.
   For **Global Class, Double Degree, Fast Track Program and Master Track Program, the students cannot transfer programs and do not accept students who transfer from other programs.**

2. Registered as an active student at Bina Nusantara University and paid off with the condition that if you move the program for an odd semester, the payment is paid up to the previous even semester. If you move the program for an Even semester, you will be paid until the previous Odd semester.

3. Transferring programs will follow **all the provisions according** to the latest batch including tuition fees with the following details:
   a. First tuition payment:
      - DP3 donation fees, Equipment Fees, and Laboratory Fees (**If the invoice value is greater than the value that has been paid, the student is required to pay the difference. If the value that has been paid is greater than the value of the invoice, then no deposit applies, is non-refundable and cannot be transferred**.)
      - BP3 fee for the first semester
      - Credit fees for the first semester are in accordance with the number of credits earned
      - Text Book Cost (If there is a required textbook)
      - For a fee component that is not in the original Study Program/Program, but is in the intended Study Program/Program, it must be paid. For example Uniform Fee.
   b. The Following payment:
      - The BP3 fee will be billed per semester (plus the registration fee for re-registration every odd semester)
      - SKS fee per semester
      - Textbook fee (if you get a compulsory Textbook in that semester)
      - Study Aboard Fee (For certain programs)

4. If the program transfer status is ACCEPTED, then the student is officially deemed to have resigned from the original program and the determination of grades that can be transferred to the destination program will be determined by the Program Head of the intended program.

5. The following is the process of moving the program:
   a. Students are required to pay off all tuition fees in the original study program/program.
   b. Students are required to consult with their respective Campus counsellors via the website page at the address https://student.binus.ac.id/counseling/. If from the results of student counselling it is suggested to move programs, then students must make a letter of application for moving programs/study programs addressed to the Head of the Original Program.

   c. Students conduct interviews and tests (if any) and seek approval from the Head of the Original Program and Head of the Destination Program to move programs by bringing an Application for changing programs.

   d. If approved, students pay a registration fee according to the new student registration fee that was in effect at that time at Student Services according to their respective Campus locations by submitting an Application Letter and Letter of Cover Approval from the Head of the Original Program and obtaining an Application Transfer Form.

   e. Complete and return the Transfer Program Form completely and correctly to each Campus Student Services.

   f. If the application status is APPROVED, then the student:

      1. Obtain information on the results of equalizing course scores and payment confirmation letters from Student Services for each Campus program/study program destination

      2. Make a payment of tuition fees in the destination program and send proof of payment to each Campus Student Services before the due date. If it is past the due date, the student is deemed to have cancelled the application to move the program/study program.

      3. Follow the registration procedure according to what has been determined in each semester.

   g. If the application status is REJECTED, then the student must continue studying back in the original program

   h. For students who have made payments, but are late in reporting proof of payment to the Student Services of each Campus, then for whatever reason the payment has been made cannot be returned.

   i. For students who have been APPROVED to move programs and have made payments, but intend to resign, then payments that have been made cannot be returned for any reason.

E. Lectures and Practicum

a. Lectures

Types of Lectures
1. Flipped Class
Flipped Class is a learning strategy that is different from traditional learning patterns. Submission of learning material is carried out online (through learning videos) and can be studied by students independently before attending lectures with lecturers. Students proactively carry out independent learning and discuss with lecturers the material that has been studied. When students meet with lecturers, learning activities are focused on discussing material that students have not understood and discussing cases that can deepen students' understanding of learning material.

2. Global Learning Systems
The Global Learning System (GLS) is a learning system implemented at Bina Nusantara University that focuses on involving partners from industry or universities at home and abroad to improve the student learning process.

Provisions for Lecture:
1. Two weeks before the lecture starts, the class and practicum schedule is available on the BINUSMAYA Learning Management System (https://newbinusmaya.binus.ac.id) under the "Schedule" menu.
2. Study lecture material independently through BINUSMAYA.
3. Participate in ViCon, GSLC, and Limited Face-to-Face lecture sessions actively according to the provisions.
4. Do assignments given by lecturers on the Assignment menu at BINUSMAYA and the Forum.
5. Pay attention to the deadline for submitting Assignment answers.
6. Do not plagiarize/duplicate other people's work (Important: paraphrase and include reference sources).
7. For practicum lectures taught by Assistants, there are conditions set by each laboratory, therefore students must pay attention to every applicable provision.
8. The presence of students is a requirement for eligibility to take the Final Examination (UAS) for all courses that have UAS assessments and Final Practicum Examinations (UAP) for all courses that have UAP assessments.
Students are required to attend in accordance with the minimum attendance requirements of each learning component of the course. Attendance requirements can be seen at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the "Learning"

menu, select "Attendance Information". The calculation of the number of absences includes permission, unauthorized absence, illness, and/or other reasons that cause students to be unable to attend lectures.

b. Practicum

1. Provisions for Practicum Presence
    a) Presence of Practicum (see the provisions of lectures point A No. 9)
    b) Limit of Absence (see the provisions of lecture point A No: 9)
        - Especially for courses with theoretical and practicum components, if a student does not meet the minimum theoretical attendance and practicum attendance, then the grade of the student concerned will be an '**F**'.
        - The list of students who are not entitled to take the Final Practicum Examination (UAP) due to exceeding the absence limit can be seen 2 (two) weeks before the exam takes place at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the "Learning" menu, select "Attendance Information".

2. Laboratory Room Terms of Use
    a) Students are not allowed to enter the practicum room that is not on the schedule.
    b) Students are required to wear attire in accordance with applicable regulations during the practicum process.
    c) Specifically for the Food Technology laboratory room at the Alam Sutera Campus, students are required to wear laboratory coats.
    d) Students are required to maintain laboratory room equipment and instrument while the practicum is in progress, and use laboratory equipment and instrument in accordance with the instructor's instructions.
    e) For laboratories that provide a place to store goods, before practicum students are required to store bags, jackets, and equipment that are not related to practicum on the shelves or storage lockers provided. The laboratory is not responsible if there is a loss of goods due to student negligence.
    f) During the practicum, students must comply with the instructions given by the instructor and be fully responsible for the health and safety aspects of the practicum as well as for damage to practicum/class equipment.
    g) During the practicum, students must be polite in carrying out practicum rules and are prohibited from bringing food and drinks into the practicum/classroom. All violations related to Campus life will be subject to sanctions according to the level of error that applies in the Students Code of Conduct (SK No. 1426/SK/PTTKK-UBN/VII/2016).

h) Students are allowed to activate communication devices as long as they do not disturb the practicum order.

i) Students are not allowed to open files/applications/software that is not related to the practicum course being taught while the practicum is in progress.

j) Students are required to check the completeness of the tools and components that will be practised. If there is damage before the practicum begins, the student must immediately report it to the instructor on duty.

k) Students are responsible for the equipment, facilities and practicum materials used. If damage or loss occurs during the practicum due to student error or negligence, the student concerned must replace the practicum equipment, facilities and materials.

l) Students are strictly prohibited from bringing, taking, or moving part or all of the practicum equipment, facilities and materials without prior permission from the teacher on duty.

3. Provisions for Practicum Process

a) Practicum Schedule
   - Students can see the practicum schedule on the BINUSMAYA Learning Management System (https://newbinusmaya.binus.ac.id) on the 'Schedule' menu.
   - Students are expected to know the practicum schedule before the practicum takes place.

b) Retrieval of practicum material (Material at BINUSMAYA)
   - Students can access materials, assignments, materials, and practicum guides at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the 'Courses' menu, select 'Semester', select 'Subjects', select 'Practicum'. Students are expected to have read and understood the practicum material before the practicum begins.
   - Students are expected to prepare practicum assignments (especially the Information Systems Lab is required) and other materials needed during the practicum process.

c) Cheating and Plagiarism (copying the work of others)
   - Students are required to include reference sources or quotations used in carrying out practicum assignments.
   - Students are prohibited from using or adopting works from other parties as their own without clearly stating the source and the part adopted.

- Students who are proven to have committed violations in Academic Activities will be subject to sanctions according to the level of error that applies in the Campus Life Codes of Conduct (SK No. 1426/SK/PTTKK-UBN/VII/2016) starting from zeroing the score, dropping the relevant course until being expelled from Bina Nusantara University, depending on the type of violation and repetition for the same incident and the special regulations that apply in each laboratory.

d) Task Collection
- Students are required to work on and collect practicum assignments according to a predetermined schedule.
- There is no tolerance for additional time for delays in following the assessment schedule and no collection of assignments outside the set time.

e) Practicum Equipment, Facilities and Materials
- Students are required to check the completeness of the tools and components that will be practised. If there is damage before the practicum begins, the student must immediately report it to the instructor on duty.
- Students are responsible for the equipment, facilities and practicum materials used. If damage or loss occurs during the practicum due to student error or negligence, the student concerned is obliged to compensate for the equipment, facilities, and practicum materials.
- Students are strictly prohibited from bringing, taking, or moving part or all of the practicum equipment, facilities and materials without prior permission from the instructor on duty.
- Specifically, at SLC/LCAS, students are prohibited from using personal laptops in the practicum room. The need for use must be approved by the lab, and it is prohibited to use/remove cables (network, electricity, etc.) in lab computers for use on laptops.

f) Practicum Score
- Students can view practicum scores at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the 'Learning' menu, select 'Grades', and select 'View Score'.
- The list of students whose grades were dropped due to violations of practicum rules can be seen through the Announcement at BINUSMAYA.

g) Score Protest

- Students can submit a score protest no later than four days after the scores were announced at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the 'Learning' menu, select 'Grades', select 'Score Protest'.
- Students will be subject to a penalty (20-point deduction) for **protesting grades whose grades are correct according to what has been announced.**

4. Laboratory Specific Regulations

     The above regulations apply to practicum courses at Bina Nusantara University. However, there are several specific regulations from each practicum organizer lab that all students must know and **obey**.

5. The Rules for Laboratory Practicum are binding, must be understood, and must be obeyed by all students doing practicum, without exception for students who do not read the Rules for Laboratory Practicum.

F.   Assessment and Evaluation

a.   Types of Courses

1. Core courses are subjects that characterize specific learning outcomes according to the knowledge of each study program/program.
2. General courses are courses that aim to develop aspects of student personality as individuals and members of society.
3. Specialization courses are specific enrichment courses to deepen knowledge in a study program.
4. Elective courses are courses from other study programs/study programs that can be chosen according to student interests and in accordance with predetermined conditions.
5. The program's minor courses are enrichment courses that equip students with cross-disciplinary knowledge and skills (not necessarily in the same Faculty/School).
6. Enrichment program courses are courses that will be obtained by students in accordance with the selected Enrichment Program track, covering aspects of experience, technical skills, and soft skills.

b.   Types of Evaluation

Certain courses may have specific types of assessments suitable for the purposes of achieving course objectives. Common assessments used are:

1. Task
2. Project
3. Case Study
4. Quiz
5. Midterm Examination
6. Final Examination

Examination Conditions:

1. In the curriculum, several quality control courses have been established which will be supported by giving tutorials and multi-paper exams. However, in the Odd Semester 2021/2022, the implementation of the multi papers exam will be abolished.
2. The exam will be carried out online in the form of a Take Home Test/Project/Online Exam.
3. Two weeks before the exam starts, students can see the schedule for the Mid Semester Examination (UTS), Mid Practicum Examination (UTP), Final Examination (UAS), and Final Practicum Examination (UAP) at BINUSMAYA Academic Services (https://newbinusmaya.binus. ac. id) on the 'Learning' menu select 'Exam', select 'Exam Schedule'.
4. If the exam schedule conflicts with exam schedules at other universities, students must immediately report to the Contact Center Student Services of each Campus by attaching supporting files from other universities such as Student Cards, Exam Schedules, and Certificates no later than 1 (one) week before the exam period begins.
5. Download assignments and submit exam answers via https://exam.apps.binus.ac.id, not through BINUSMAYA. Access using the login username and password BINUSMAYA.
6. The requirements for taking the exam are as follows:
   a) Have submitted the required documents for prospective students such as diploma of graduation, *SKHUN*, birth certificates, etc.
   b) Photos are available at https://newbinusmaya.binus.ac.id.
   c) Have paid off the current semester's tuition fee.
   d) Has completed book returns and library arrears
   e) Specifically for the Final Exam and Final Practicum Exam, students are required to meet the specified minimum lecture attendance
7. Exam questions can be downloaded via https://exam.apps.binus.ac.id starting 7 (seven) days before the submission deadline. For several courses with specific exam duration and separate application systems, the schedule can be seen at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the 'Exam Schedule' menu according to point 3 and use the application according to the course tested.

8. The deadline for submission of answers for each course is different according to the date and time specified at BINUSMAYA.

9. If a student does not submit exam answers by the specified time limit (due to internet network constraints, laptop/notebook, application, etc.), the student **will be considered absent and get a zero mark on the exam.**

10. Exam answers can be revised and re-submitted **a maximum of 10 (ten) times as long as they do not exceed the specified time limit**. The answer that will be examined by the lecturer is the file that was last submitted by the student. If the answers to be submitted consist of several files, they must be compressed in a 'zip' form.

11. Make sure the file extension and file size are in accordance with the provisions. The allowed file extensions are: 'txt', 'pdf', 'ppt', 'xls', 'doc', 'pptx', 'xlsx', 'docx', 'rar', 'zip', 'jpg', 'jpeg', 'png', 'wav', 'mp3', 'mp4', 'avi', '3gp', 'mkv', 'mov', dan 'flv'. **The maximum allowed file size is 20 MB.**

12. If the exam answer file to be submitted is more than 20MB (> 20MB), students must:
    a) Save the exam answer file on cloud storage (such as Google Drive, Dropbox, OneDrive, and others without protection so lecturers can access it)
    b) Share the exam answer file link and copy the link into Microsoft Word, then save it according to the file naming format specified by the lecturer who as the question maker.
    c) Upload a Microsoft word file containing a link to the exam answer file via https://exam.apps.binus.ac.id.

13. For exams that require submitting papers/work in groups, students are **required** to collect answers individually.

14. Students are encouraged to **submit exam answers a few days before** the deadline date or no later than 10 (ten) minutes before the deadline time (for exams with a specific duration) to avoid delays in submitting exam answers.

15. Students are required to **re-check the results of the answers that have been uploaded correctly and the suitability of the file size (not 0KB) by re-downloading the uploaded file** to anticipate if there are any problems during the submission process.

16. Students are not allowed to submit exam answers directly to lecturers personally (outside the exam system) unless exam answers are more than 20MB and sent via the link according to point no. 12.

17. Students who commit **PLAGIARISM** will receive **the same sanctions as cheating**. It is mandatory to include reference sources if using references from books, journals, or websites,

18. The rules and sanctions for practicum exams will be explained by each lab.

19. If a student cannot take the exam due to force majeure (for example network connection problems, power outages, natural disasters, fires, riots, etc.), illness and

hospitalization, or death of family members (biological grandparents/parents/siblings), students can apply for an exam policy consent through BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the 'Student Services' menu, select 'E – Form', select 'Makeup Exam' with conditions as follows:

a) Obstacles experienced occur and cannot be resolved during the duration of the exam.

b) The deadline for submitting an application and submitting supporting evidence is **ONE DAY** after a student is unable to take the exam.

c) The supporting evidence that must be submitted can be seen in Table 4 below.

Table 4. Supporting Evidence of Examination Policy Application

Reason	Supporting Evidence
Examinees experiencing force majeure (eg: network connection problems, power outages, natural disasters, fires, riots, etc.)	• Force majeure chronology files • Photos related to events • News related to incidents (if any) • Scan of Binusian Card Flazz • Other evidence (case by case according to the type of force majeure) if needed
Examinees are hospitalized	• *Scan* surat rawat inap dari rumah sakit • *Scan* resep obat dari dokter rumah sakit • *Scan* kwitansi biaya rawat inap dari rumah sakit • *Scan* hasil cek laboratorium • *Scan* surat istirahat paska rawat inap (jika ada) • *Scan Binusian Card Flazz* • Scan of hospitalization letter from the hospital • Scan of prescription from hospital doctors • Scan of hospitalization receipts from the hospital • Scan of laboratory results • Scan of post-hospital leave letter (if any) • Scan of Binusian Card Flazz
Death of family members (grandparents)	• Scan of Death Certificate from the hospital or RT/RW • Scan of Family Card (KK)

Reason	Supporting Evidence
	• Scan of parents' birth certificates if grandparents are not listed on the family card (KK) • Scan of Binusian Card Flazz
Death of main family members (biological parents/siblings)	• Scan of Death Certificate from the hospital or RT/RW • Scan of Family Card (KK) • Scan Binusian Card Flazz

d) Lack of supporting evidence must be submitted in accordance with the date of the agreement and no later than 3 (three) working days from the last day of the exam.

e) Announcement of the acceptance status of exam policy applications can be seen at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the 'Student Services' menu, select 'E – Form', select 'Makeup Exam'.

f) Jika permohonan kebijakan ujian diterima, maka untuk UTS akan diberikan dispensasi nilai UTS = nilai UAS dan untuk UAS mahasiswa dapat mengikuti ujian susulan (*Make Up Exam*). If the exam policy application is accepted, a dispensation will be given to the midterm score = Final Exam score. For Final Exam, students can take follow-up exams (Make Up Exam).

g) Students can see the schedule for follow-up exams at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the 'Learning' menu, select 'Exam', and select 'Exam Schedule'.

Other information regarding lectures and exams can be asked to the Contact Center of each Campus as follows:

Campus	Operation Hours during the Examination Period	*Email*	Telephone Number/ WhatsApp	*Video Conference* (Zoom)
Kemanggisan	Monday-Saturday: at 09.00 – 18.00 WIB	lsc.kemanggisan@binus.edu	081210100740	995 2254 7272
Alam Sutera		lecturer_service@binus.edu	081584359490	946 7750 2131
Bekasi		lectservices_bekasi@binus.edu	081211750423 (*chat only*)	957 7382 6679
Bandung	Monday-Friday: at 09.00 – 17.00 WIB Saturday: pk. 09.00 – 14.00 WIB	slsc_bdg@binus.edu	082217890027 (*chat only*)	927 1327 9098
Malang	Monday-Friday: at 09.00 – 16.00 WIB Saturday: at 09.00 – 14.00 WIB	lsc_mlg@binus.edu	082245678169 (*chat only*)	943 6568 7929

c.   Thesis/Final Assignment Examination

Information on the Thesis/Final Assignment Examination Schedule can be found every Tuesday and Friday during the Thesis/Final Assignment Examination period via BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the 'Learning' menu, select 'Thesis', select 'Thesis Defense Schedule' or via the BINUS Mobile application 'Thesis' menu. The Thesis/Final Assignment Examination will be carried out online via the Zoom application. If the Thesis/Final Assignment Examination Schedule is found to conflict with the class schedule/next exam/examination schedule, the student must immediately report this to the Student Services

Center (Kemanggisan, Alam Sutera, Bekasi, and Malang Students) or Student & Lecturer Services Center (Bandung Students)) through online service channels.

Requirements that must be completed for the Thesis/Final Assignment Examination can be seen in the applicable Thesis/Final Assignment Procedure Book. Books can be downloaded at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the 'Support' menu, select 'Download Centre, and select the 'Thesis/Internship' category.

Information on how to write a Thesis/Final Assignment can be seen in the applicable Thesis/Final Assignment Manual. Books were obtained from BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the 'Support' menu, select 'Download Centre, and select the 'Thesis/Internship' category.

G.   Grade and Learning Evaluation

a.   Grade and Weight

The grading system that is in accordance with the aims and objectives of the education program at Bina Nusantara University is the Absolute Assessment System, in the form of letter grades which are grouped from the Final Semester Grades as follows:

Letter Grade / Status		Weight	Final Semester Score
A	: *High Distinction*	4	90 – 100
A-	: *High Distinction*	3.67	85 – 89
B+	: *High Distinction*	3.33	80 – 84
B	: *Distinction*	3	75 – 79
B-	: *Distinction*	2.5	70 – 74
C	: *Pass*	2	65 – 69
D	: *Near Pass*	1	50 – 64
E	: *Fail*	0	0 – 49
F	: *Incomplete*	0	0

Grade "D" is required to retake if:
- The course does not meet the specified minimum grade
- Graduation GPA is less than 2.00

Grade "F" is given if:
- Students are **not entitled to take** the Semester Final Examination (UAS) or the Short Semester Final Examination (attendance requirements are not met/late for the exam).

- Students **do not take** the Final Semester Examination (UAS) or the Short Semester Final Examination.
- Students take the Final Semester Examination (UAS) or Short Semester Final Examination, **but their test score is zero for committing a violation.**

The grade of "F" will be displayed on the LHSS and Cumulative Grade List, but not displayed on the Academic Grade Transcript.

Exam scores

Exam scores can be seen at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the **Learning** menu, select **Grades**, and select **View Score** two weeks after the exam period ends and are updated every **Tuesday** and **Friday**. If students feel that the grades announced do not match the exam results, they can file a protest via BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the **Learning** menu, select **Grades**, select **Score Protest** with the following conditions:

1. Score protests can be made no later than four days after the score was announced.
2. Score protests for the sole purpose of grade boundary score are not permitted.
3. If the score being protested turns out to be true according to what has been announced, then the student must be willing to be **deducted 20 points** from the score that has been announced. A reduction of 20 points is carried out through the system if the lecturer still fills in the same score.
4. The results of the score protest can be seen at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the **Learning** menu, select **Grades**, and select **Score Protest.**
5. Especially for Practicum courses, the Software Laboratory Center provides a second opportunity to protest, which is focused on students seeing the results of existing work (generally to show student results that are zeroed out). This type of protest is only allowed if the student submits the protest for the first time. The 20-point deduction applies only to the first protest.

b.   Quality Control Course

Quality control courses are courses that are critical to the achievement of graduate learning outcomes. Therefore, it is necessary to ensure that learning outcomes through indicators from each of these courses can be fulfilled/achieved. In the curriculum, several quality control courses have been established which will be supported by giving tutorials and multi-paper exams. However, in the odd semester of 2021/2022, the implementation of the multi-paper exam will be abolished and adjusted to the Examination Provisions. Quality control courses and minimum passing scores can be seen at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the Learning menu, select Curriculum.

c.   Semester Study Result Report

The Semester Study Result Report can be seen on the date specified in the registration calendar and printed via BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the **Learning** menu, select **Grades**, select **View Score**, select the desired period, select **Download PDF** on the bottom left.

d.   Study Evaluation Report

A study Evaluation Report is carried out every semester to monitor student learning results so that they can graduate on time. The minimum requirements for evaluating student study success each semester include a minimum Grade Point Average (GPA) of 2.00 and a cumulative credit (Semester Credit System) of at least 15 credits and multiples thereof. A simulation of this minimum standard can be seen in Table 5 below.

Table 5. Simulation of Study Evaluation Report

Minimum GPA and Cumulative Credit Requirements			Follow up if the minimum requirements are not met
End of Semester	GPA	SCU with Grade A/A-/B+/B-/B/C/D	
1	>= 2,00	>= 15	Get a Warning Letter
2	>= 2,00	>= 30	Get a Warning Letter
3	>= 2,00	>= 45	Get a Warning Letter
4	>= 2,00	>= 60	Get a Warning Letter
5	>= 2,00	>= 75	Get a Warning Letter
6	>= 2,00	>= 90	Get a Warning Letter
7	>= 2,00	>=115	Get a Warning Letter
8	>= 2,00	>=130	Get a Warning Letter

| >8 | >= 2,00 | Not yet reached 146 credits | Get a Warning Letter |

Students who do not comply with the set learning outcomes standards will receive a warning letter which can be downloaded via message on BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id). For students who are inactive for three consecutive semesters or more (do not register) without submitting an official academic leave application and whose study targets cannot be completed within the remaining study period according to the provisions, they will be included in the Drop Out evaluation which can result in a change in status student becomes "Terminated".

e.   Student Activity Transcript (SAT)

SAT is a record of co- and extracurricular activities attended by BINUSIAN while studying at Bina Nusantara University with the following conditions:
1.   Activities recorded are activities held by Bina Nusantara University/other parties, taking place inside or outside the Campus.
2.   Activities recorded are only activities that can improve Global Employability & Entrepreneurial Skills (EES). Global EES consists of several skills needed to get a job, be successful at work, and become an entrepreneur in a global context.
3.   Students will earn a number of points for each activity they participate in and are recognized in accordance with applicable regulations.
4.   One of the requirements to be able to take part in the thesis trial is to have 120 SAT Points.

SAT Consultation Services
The SAT Consultation Service is intended for all Bina Nusantara University students regardless of region and can be reached via the https://student.binus.ac.id/ microsite
Stages of Conducting Consultation:
1.   Select "*Student Activity Transcript*".

STUDENT SERVICE ONLINE

2. Click *Student Service Online – SAT – Student Club and Activity Center* (SCAC).
3. Students will be directed to *Microsoft Teams* to join the *Channel* that SCAC has created
4. Kindly consult the Channel "Student Activity Transcript". SAT consultation will be assisted directly by SCAC Staff according to the following operating hours:
    o   Monday – Thursday   : 09.00 – 18.00 WIB (Break: 12.00 – 13.00)
    o   Friday   : 09.00 – 18.00 WIB (Break: 11.30 – 13.00)

H.   Graduation

General Requirements:
1. GPA ≥ 2,00
2. Pass the Final Assignment/Thesis exam
3. Has fulfilled the requirements for the core course listed in the curriculum that applies to their class
4. Has collected the Final Project/Thesis Hard Cover
5. Has fulfilled a minimum of 120 points on Student Activity Transcript (SAT)
6. Has fulfilled a minimum of 30 hours of social activity work
7. Have paid all payment obligations including graduation fees

Special Requirements:

No	Requirements	Diploma Level Four, and Bachelor in addition to the Dual Program	Dual Programme
1.	Cumulative Credits	Minimum 146 (including Final Project/Thesis)	All courses in the distribution

No	Requirements	Diploma Level Four, and Bachelor in addition to the Dual Program	Dual Programme
2.	Pass all required courses	▪ A minimum grade of D for all courses (except Quality Control courses) ▪ Graduated with minimum score for Quality Control course ▪ Pass all courses in the track enrichment program package with a minimum grade of D	

Students who have been declared eligible for graduation at the Judiciary Meeting are no longer allowed to attend lectures (all lecture transactions are cancelled), except for lectures in the Short Semester which have already been or are being held.

For Master Track and Further Study Program students, graduation is carried out only once after being declared eligible for Masters graduation, using the Master's diploma and the Bachelors and Masters certificates are given together after graduating with Masters

I. Certification

Professional certifications obtained by students independently outside the lecture process at Bina Nusantara University can be recognized by Bina Nusantara University in accordance with applicable regulations. Certification contains a statement regarding the recognition of graduate competence according to expertise in the branch of knowledge and/or outside the study program. Certification recognition is divided into 2 (two) categories namely:

a. Credit Earning Certification

Professional certification recognized by the study program/program/Language Center/Character Building Development Center/BINUS Entrepreneurship Center and officially registered at Bina Nusantara University to be equated with certain non-core courses. Certification will be included in the graduate's Diploma Accompanying Document (DPI). Some information that students need to pay attention to regarding Credit Earning Certification, is as follows:

1. Certification must have been declared passed (not participation).
2. The validity period of the certification is included in the student study period at Bina Nusantara University.
3. Registration for Credit Earning Certification can be done from the beginning of the semester and certification must be registered before the course lectures are carried out.
4. Registration is done via the link: https://tinyurl.com/certificatelist.
5. Certifications that have been registered and declared passed will receive an equivalent grade in accordance with the provisions set by the study program/program.

6. Students still pay credit fees in the amount of credits of courses that are equivalent in the semester the course is registered.
7. If the certification is registered after the course is running, then the certification can be recognized following the Non-Credit Earning Certification mechanism.
8. Students still have the right to sit in on courses that have been equalized in the current semester, unless otherwise specified, for example, the course is not opened (this information will be informed during socialization which is carried out every semester).
9. The grade of the equalization results will be displayed on the List of Cumulative Grades/Academic Value Transcripts in accordance with the equivalent courses.

b. Non-Credit Earning Certification

Professional certification recognized by the study program/program/Language Center/Character Building Development Center/BINUS Entrepreneurship Center and officially registered at Bina Nusantara University, but cannot be equated with courses. The certification will be included in the Complementary Documents of the graduate certificate so that students are also advised to get a Non-Credit Earning Certification.

Some information that students need to pay attention to regarding Non-Credit Earning Certification, is as follows:
1. Certification must have been declared passed (not participation).
2. The validity period of the certification is included in the student study period at Bina Nusantara University.
3. Registration can be done from the first semester through the Learning menu, select Curriculum, Certification List, and click the Upload button.
4. Certificates that have been registered and approved will be included in the Diploma Companion Document.

J. Scholarship Program

Bina Nusantara University has several scholarship programs that are given to active students from internal scholarships and external scholarships. Each scholarship has its terms and conditions. The nature of this scholarship award is submission to the unit/centre/relevant section according to the type of scholarship given.

The types of scholarships provided include:

- **Binusian Ambassador Scholarship with a role as mentor**
  The Binusian Duta Scholarship Program with the role of the mentor is one of the scholarship programs provided by Bina Nusantara University for active students who excel academically and are willing to help their friends overcome academic difficulties by registering through

the Student Advisory and Support Center (Campus Kemanggisan and Alam Sutera).), Student Advisory and Support (Campus Bekasi) and Student Advisory and Development Center (Campus Bandung and Malang). This scholarship program is submitted every semester, and information about the registration time as well as the terms and conditions can be seen through announcements at Binusmaya.

- **Alumni Aid Scholarships**
  Scholarship program is given to final year students in the nature of educational funding assistance from alumni of Bina Nusantara University. Information regarding alumni scholarship assistance can be obtained through the Alumni Relations Office.

- **WIBOWO Scholarship**

  The scholarship program is given by the BINA NUSANTARA Foundation to underprivileged students. Submissions as well as terms and conditions of this scholarship can be obtained through the Career and Management Assessment Human Capital BINUS Group (Campus Kemanggisan, Alam Sutera and Bekasi) and Human Capital Representatives (Campus Bandung and Malang).

- **External Scholarship**

  Scholarships are given by external parties, both those given by the government, foundations and companies that work with Bina Nusantara University. Information about this external scholarship can be obtained through an announcement at Binusmaya.

K. Award

a. Wibowo Award

This award is given at each graduation ceremony to 1 (one) graduate who has good achievements in the academic field and is active in student organization activities within Bina Nusantara University.

Requirements:

1. Students at Bina Nusantara University at Diploma 4/Bachelor level.
2. GPA $\geq 3,50$ and Credits ≥ 146 (including a thesis for Diploma 4/Bachelor level)
3. The maximum period of study until graduation is 5 years (for Diploma 4/Bachelor level).
4. Fulfil all requirements to attend the graduation inauguration.
5. Actively participate in student organization activities within Bina Nusantara University.

b. Binusian Award

This award is given at each graduation ceremony to 1 (one) graduate who excels in academics, has high innovation in the works produced, and brings the good name of Bina Nusantara University to competitions at the National or International level.

Requirements:

1. Bina Nusantara University students at Diploma 4/Bachelor level.
2. GPA $\geq 3,50$ and Credits ≥ 146 (including Thesis for Diploma 4/Bachelor level).
3. The maximum period of study until graduation is 5 years (for Diploma 4/Bachelor level).
4. Fulfil all requirements to attend the graduation inauguration.
5. Have high innovation in the works produced
6. Actively participate in national or international scientific competitions/activities.

c.   BINUS Award of Excellence Award

This award is given at each graduation ceremony to graduates who excel very well in the academic field.

Requirements:

1. Students at Bina Nusantara University at Diploma 4/Bachelor level.
2. GPA $\geq$ 4.00 and credits $\geq$ 146 (including a thesis for Diploma 4/Bachelor level).
3. Pass all courses at least grade B and never repeat.
4. Collection of softcovers on time according to the period for taking the Final Project/Thesis.
5. The study period until graduation is a maximum of 8 semesters (for Diploma Four/Bachelor level) or 10 semesters (for dual programs).
6. Fulfil all requirements to attend the graduation inauguration.
7. Behave politely and never violate the Rules of Campus Life and all regulations that apply at Bina Nusantara University.

L.   Campus Life Rules

Bina Nusantara University regulates academic and non-academic life in the form of a Student Code of Ethics (No.1425/SK/KEM-UBN/VII/2016) and Campus Life Rules of Conduct (No.1426/SK/PTTKK-UBN/VII/2016). These two documents can be downloaded at BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the Support menu, select Download Center, and select the Student Guide Book category.

M.   Community Service Hours

Rector Decree No. 1410A/SK/Graduation-UBN/VIII/2012 states that social activity service hours are one of the requirements for BINUSIAN graduation besides GPA and total credits. The Chancellor's Decree states that a BINUSIAN must collect 120 SAT Points and carry out social activities for at least 30 hours. If the total SAT Points or the number of hours of social activity service has not been fulfilled, then the person concerned cannot attend the awareness meeting. The following are types of independent social activities that can be carried out for the 2021/2022 Odd Semester period:

a.   Social Case Study (10 Community Service Hours)

Social Case Study is one of the research methods in social science in qualitative form (literature study). This method looks at the phenomena of social life, social change and social problems in accordance with the Sustainable Development Goals (SDG's) in Indonesia. Writing is done descriptively by using various methods, namely social observation, and data collection on social issues. This writing process aims to increase understanding of social issues and can contribute ideas that are expected to be a solution for society. Article writing can be done individually or in groups (1 group maximum of 3 people).

b.   Digital Content (5 Community Service Hours)

Digital content is learning media that can be created individually or in groups (max. 3 people) with a duration of 3-5 minutes. The digital content themes that can be created are in the fields of education, environment, health and welfare.

c.   Character Building (CB) Course Project

Project mata kuliah *Character Building* berdasar tema berikut:
1.   CB Pancasila   : Invitation not to corruption
2.   CB Civics   : An invitation to love Indonesian culture
3.   CB Religion   : Tolerance and concern in social life

d.   Submission of Activity Proposals

Individual students or groups can submit activity proposals to TFI via email according to the Campus area. The proposal contains background, objectives, activity timeline, program details, location, target participants, budget, results/impact of the activity/project implementation, support needed (if any) and attachments (if any).

* Detailed guides for each of the activities above can be accessed via https://student.binus.ac.id
Online consultation:
o   BINUS @Kemanggisan   : tfi.kemanggisan@binus.edu
o   BINUS @AlamSutera   : tfi.alamsutera@binus.edu
o   BINUS @Bekasi   : tfi.bekasi@binus.edu
o   BINUS @Senayan   : tfi.senayan@binus.edu
o   BINUS @Malang   : sadc.malang@binus.edu
o   BINUS @Bandung   : kemahasiswaan.bdg@binus.edu

N.   Types of Student Services

a.   Documents obtained by students

No	File Name	Notes	Issued Period	How to get
1	*Binusian Card Flazz*	A card that is used as a student identity and to get academic or administrative operational services	The first year of study	• After re-enrolling new students and uploading photos on https://binus.ac.id/daftaronline. • *Binusian Card Flazz* sent together with the Alma mater jacket.
2	Active Student Certificate	Explains that a student is actively registered at Bina Nusantara University according to the period the student is active	By Request	• Order through **BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on** the Support menu, select Letter Request • The approved letter can be downloaded/printed by yourself
3	Certificate of Student Having Been in College/Ever Active	Explains that a student is registered until the last period the student is active	By Request	• Order through the Student Services online service contact according to each Campus location • The letter obtained is in the form of a scan/softcopy

4	Survey Request Cover Letter	Permission to conduct research/surveys at companies for course assignments or practical work or final assignments/thesis	By Request	• Order through BINUSMAYA Academic Services (**https://newbinusmaya.binus.ac.id**) **on the menu** *Support*, select *Letter Request* • An approved letter can be downloaded/printed by yourself or sent directly to the company where the research/survey was carried out
5	Letter of Recommendation to continue studies (S2)	Explain that the student wants to continue his studies	By Request	• Order through the Student Services online service contact according to each Campus location by attaching: - *Softcopy* Letter of application for recommendation - *Softcopy* TNA with GPA >= 2.75 • The letter obtained is in the form of a scan/softcopy
6	List of Cumulative Values	Reports on the results of student studies which contain courses that students have taken up to the current semester	By Request	• Order through the online Student Services contact according to each Campus location with a fee of IDR 10,000 • List of Cumulative Values obtained in the form of scanned/softcopy results
7	Legalization of Cumulative Value List	Legalization of student study reports	By Request	• Order through the Student Services online service contact according to each Campus location by attaching the softcopy of the original Cumulative Value List • The legalization obtained is in the form of a scan/softcopy

9	Certificate of Thesis Completion	A statement explaining that a student has completed the Final Assignment/Thesis course and the student is waiting for the judicial process, namely the process of determining graduation status to hold a Bachelor/Diploma degree	By Request	• Order through the Student Services online service contact according to each Campus location • The letter obtained is in the form of a scan/softcopy
10	Temporary Pass Certificate/Temporary Pass Certificate	A graduation certificate explaining that a student is eligible to attend graduation and the original certificate is in the process of being finalized	After the issuance of the Eligible Graduation announcement.	• Order through **BINUSMAYA Academic Services (https://newbinusmaya.binus.ac.id) on the menu** *Support*, choose ***Letter Request***, choose: *Letter Group:* ***Graduation Document***, choose Bahasa, choose *Type of Letter*: **Tanda Lulus Sementara** • The approved letter can be downloaded/printed by yourself
11	Graduation File consisting of: - Bina Nusantara University diploma - Bina Nusantara University Academic	A diploma issued by Bina Nusantara University Reports on student study results are issued after students have completed their studies and are	The pick-up date will be announced later	• *Softcopy* of graduation files can be downloaded at https://graduation.apps.binus.ac.id with the following steps: – *Log in using the student BINUS email username and password* – Select *Personal* tab – In the Graduation Documents section, select View Document Hardcopies of graduation documents can be collected at

	Transcript/Academic Records	entitled to attend graduation An official document containing information about the identity of the program organizer, qualifications and results achieved		Student Services according to each Campus location on the pick-up date which will be announced later
	- Complementary Documents for Bina Nusantara University Diplomas	An official document that records the activity of a student in co-curricular and extracurricular activities during college		Starting from Graduation 63, there are no documents legalizing graduation documents physically. As a replacement, all graduates are given soft copies of graduation documents, namely diplomas (which can be verified through: https://verification.apps.binus.ac.id), Final Grade Transcripts, Diploma Supporting Documents, Student Activity Transcripts and Certificate of Excellence (for those who get them) have been equipped with a digital signature (Digital Signature) and their authenticity can be verified through the Peruri Website (https://verification.peruri.co.id/) and Kominfo (https://tte.kominfo.go.id/verifyPDF)
	- *Student Activity Transcript*			
	- *Certificate of Excellence*	Official documents containing graduation certificates obtained by students (*Cum Laude, Magna Cum Laude dan Summa Cum Laude*)		

b.   Support Centers During the Lecture Process

1.   Student Club & Activity Center (SCAC)

Student Club and Activity Center (SCAC) is one of the units under the Vice Rector of Student Affairs & Community Development. SCAC has the responsibility to guide BINUSIAN in terms of:

1. **Department Student Association**
2. **Student Activity Unit**
3. **General Student Activities**

with 3 (three) main focuses follows:

1. Implementation of *Good Organization Governance* (**GOG**)
   Every BINUSIAN certainly wants to have experience in an organization which will become a provision for further leadership. BINUSIAN can learn directly about this GOG by joining to be part of Student Organizations, such as HMJ and UKM.
2. Increasing *Global Employability & Entrepreneurial Skills* (**EES**)
   Global EES consists of several skills needed to get a job, succeed at work, and become an entrepreneur in a global context.
3. Activities that can obtain *Student Activity Transcript* (**SAT**)
   These SAT points must be collected by BINUSIAN as many as 120 points as a requirement to be able to take part in the thesis trial, which can be obtained by participating in events held both by internal and external parties at Bina Nusantara University. Of course, these events must have EES quality or activities that can improve BINUSIAN's soft skills and hard skills.

Apart from that, the BINUSIAN will be provided with the Student Leadership and Management Training (LKMM) program in order to improve organizational performance and knowledge, which will be delivered by SCAC staff. For BINUSIAN friends who want to join Student Organizations or who want to advance to international, national, or Jabodetabek competitions or even those who want to get the Wibowo Award, BINUSIAN Award and BINUSIAN Excellence, please contact SCAC directly.

SCAC Alam Sutera Campus
Jl. Jalur Sutera Barat Kav. 21
Alam Sutera, Tangerang 15143
1st Floor
Email   : scac.alsut@binus.edu
Telp   : 021 – 2977 9100, Ext. 7202

SCAC Syahdan Campus
Jl. K. H. Syahdan No. 9
Kemanggisan, Palmerah
Jakarta Barat 11480
1st Floor
Email   : scac.kemanggisan@binus.edu
Telp   : 021 – 534 – 5830, 535 – 0660, Ext. 2162, 2164

SCAC Bekasi Campus
Jl. Lingkar Boulevar Block WA No.1
Summarecon Bekasi Kel, Marga Mulya,
Jawa Barat 17142, ASD Office Room
Email   : scac.bekasi@binus.edu
Telp   : 021 – 2928 5598, Ext. 7917

Office Hour:
- Monday – Thursday   : 09.00 – 18.00 WIB (Break: 12.00 – 13.00).
- Friday   : 09.00 – 18.00 WIB (Break: 11.30 – 13.00).

2.   Student Services Center (SSC)/Student & Lecturer Services Center (SLSC)

Student Services Center (SSC)/Student & Lecturer Services Center (SLSC) is a student service centre that includes:
1.   Information services related to the registration process, lectures, and exams.
2.   Registration services through providing briefings for the KRSS/KRS Registration process, Specialization/Minor/Free Elective Program, Thesis/KP, Enrichment Program, and Short Semester.
3.   Administrative services such as requests for letters (active student certificates, survey letters, etc.), collection of graduation documents, grade transcripts, legalization, and so on.
4.   Financial Services such as billing information, payment information, auto debit process (specifically for Campus Alam Sutera, Bekasi, and Kemanggisan), process student auto debit accounts, process requests for resignation, process scholarship registration from outside parties, process requests for withdrawing funds, and outside payments tuition fees.

Here is the online service contact of the Student Services Center (SSC):
   a.   Student Services Center, Alam Sutera Campus
        (BINUS University @Alam Sutera, Floor: 1)

Phone   : 021-29779100 ext. 7082
Email   : student_service@binus.edu
Live Chat   : BINUSMAYA >> Chat with us
Feedback   : BINUSMAYA >> Feedback >> Send Feedback
WA/Line (*Chatbot*) : https://linktr.ee/binuscody
Office Hour   : Monday – Friday: 09:00 – 17:00 WIB
                             Saturday: 09:00 – 15:00 WIB
Video Conference : https://tinyurl.com/y6oo6lvo
                             Meting ID: 96074008307
                             Password: sscalsut
Office Hour ViCon : Monday – Kamis: 09:00 – 17:00 WIB
                             Friday: 09:00 – 11:00 & 13:00-17:00 WIB
                             Saturday: 09:00 – 13:00 WIB

b.   Student & Lecturer Services Center, Bandung Campus
(BINUS University @Bandung, Floor: 6)
Phone   : 022-20568888 ext. 7822
Email   : slsc_bdg@binus.edu
WhatsApp (WA)   : 0822 1789 0025 (*Chat Only*)
WA/Line (*Chatbot*) : https://linktr.ee/binuscody
Video Conference : https://tinyurl.com/LayananBINUSBandung
                             Meeting ID: 92713279098
Office Hour   : Monday – Friday: 09.00 -17.00 WIB

c.   Student Services, Bekasi Campus
(BINUS University @Bekasi, Floor: 1)
Phone   : 021-29285598 ext. 7918
Email   : studentservices_bekasi@binus.edu
Feedback   : Binusmaya >> Feedback >> Send Feedback
Office Hour   : Monday – Friday: 09:00 – 17:00 WIB
                             Saturday: 09:00 – 15:00 WIB
WhatsApp (WA)   : 0821 3008 5900 (*Chat Only*)
WA/Line (*Chatbot*) : https://linktr.ee/binuscody
Video Conference : https://binus.zoom.us/j/9842369396
                             Meting ID: 9842369396
Office Hour ViCon : Monday – Thursday: 09:00 – 17:00 WIB
                             Friday: 09:00 – 11:00 & 13:00-17:00 WIB
                             Saturday: 09:00 – 13:00 WIB

    d. Student Services Center, Kemanggisan Campus (Anggrek, Syahdan, and Kijang)

(BINUS University @Anggrek, Floor: 1)

Phone : 021-5345830
        ext. 1181 / 1182 for Student Services
        ext. 1183 / 1185 for Student Financial Services

Email : helpdesk@binus.edu
Live Chat : BINUSMAYA >> *Chat with us*
Feedback : BINUSMAYA >> *Feedback* >> *Send Feedback*
Office hour : Monday – Friday: 09:00 – 17:00 WIB
    Saturday: 09:00 – 15:00 WIB
WA/Line (*Chatbot*) : https://linktr.ee/binuscody
Video Conference : https://tinyurl.com/Layanan-Online-SSC-Kemanggisan
    Meeting ID: 95268679388
    Password: ssckmg
Office Hour ViCon : Monday-Thursday: 09:00-17:00 WIB
    Friday: 09:00-11:00 & 13:00-17:00 WIB
    Saturday: 09:00-13:00 WIB

    e. Student Services Center, Malang Campus

Phone : 0341-3036969 ext. 7533
Email : ssc_mlg@binus.edu
WhatsApp : 0813 1696 9669 (chat only)
WA/Line (*Chatbot*) : https://linktr.ee/binuscody
Office hour : Monday- Friday: 09:00 – 17: 00 WIB,
    Saturday: 09:00 – 15:00 WIB
ViCon : https://tiny.cc/9h20tz
    Meeting ID: 933 9543 5341
    Password: 015202
    (Monday- Friday: 13:00 – 16:00 WIB)

3. Lecturer Services Center (LSC)/Lecturer Services/Student & Lecturer Services Center (SLSC)

Lecturer Services Center (LSC)/Lecturer Services/Student & Lecturer Services Center (SLSC) is one of the units formed to support the learning process at Bina Nusantara University with the main focus on 2 (two) of the following:

1. Lecture and exam process (Lecturing and Examination)
2. Lecturer Services Process

LSC/LS/SLSC Contact Center can be seen in the following table.

Campus	Operational Hours during Lecture Period *)		Hours of Operation during the Examination Period *)	Email	No phone/ WhatsApp	Video Conference (Zoom)
	Email, Phone and WhatsApp	Video conferencing services				
Kemanggisan	Monday-Friday: 07:00 - 19:00 Saturday: 07:00 - 17:00	Monday - Friday: 07:00 - 17:00 Saturday: 07:00 - 15:00	Monday - Saturday: 09:00 - 18:00	lsc.kemanggisan @binus.edu	081210100740	995 2254 7272
Alam Sutera				lecturer_service @binus.edu	081584359490	946 7750 2131
Bekasi				lectservices_bek asi@binus.edu	081211750423	957 7382 6679
Bandung	Monday - Friday: 07:00 - 17:00	Monday - Friday: 09:00 - 17:00	Monday - Friday: 09:00 - 17:00 Saturday: 09:00 - 14:00	slsc_bdg @binus.edu	082217890027 (chat only)	927 1327 9098
Malang	Monday - Friday: 07:00 - 17:00 Saturday: 07:00 - 15:00	Monday - Friday: 13:00 - 16:00 Saturday: 09:00 - 14:00		lsc_mlg @binus.edu	082245678169	943 6568 7929

*) time in WIB

4.   Community Development - Teach For Indonesia (Malang Campus)

The main focus of this sub-unit is Social Responsibility and Community Service activities. Community service social activities themselves are part of student learning activities to hone their social sensitivity and skills in society through sustainable community development. Student involvement in various social activities can be used to fulfil 30 Hours of Social Work. The coaching theme is divided into four categories, namely: health, environment, education, and community welfare.

Bina Nusantara University (Campus Malang) Community Service activities are always aligned with the Teach For Indonesia (TFI) program, moving to bring positive changes to society. *Together We Can Change Indonesia*.

SADC Location: Campus Malang, Room 0104 Floor: 1

Operational hour
Monday – Thursday   : 09.00 – 17.00 (break 12.00 – 13.00)
Friday   : 09.00 – 17.00 (break 11.30 – 13.00)

Phone   : 0341-3036969 ext. 7545
Whatsapp   : 0882 0095 23677
E-mail   : sadc.malang@binus.edu
Line   : sadc_binus_malang

5. Student Advisory & Support Center (SASC)

The student Advisory and Support Center **(SASC)** is a service unit consisting of:

- **Counselling**

  Counselling services aim to help students who experience psychological problems related to academic and non-academic fields that can hinder study success. Psychologically more prosperous students are expected to achieve optimal performance. Services are provided for students and parents in the form of individual counselling or certain programs as needed. Procedures for conducting online consultations can be viewed online via: https://student.binus.ac.id/ on the counselling menu.

- *Mentoring*

  Mentoring services provide learning facilities for students in the form of providing mentors, tutors, modules and a conducive learning environment. This learning community that is managed together with students is expected to be a place for students to be able to learn more enjoyably to provide optimal achievement results. Mentoring activities are small group learning activities guided by one mentor and by their nature they will accompany learning for 1 semester. The mentoring group consists of mentors and mentees who in the learning process can discuss various courses that are being carried out at a time that has been mutually agreed upon. Tutoring activities are the enrichment of certain subjects with a fixed schedule. Students can register according to the existing schedule and the specified course options. Information about mentoring and tutoring activities can be accessed via: https://student.binus.ac.id on the menu mentoring registration and tutoring schedule.

- **Services for Students with Disabilities**
  This service is aimed at students who need assistance related to their special needs of these students. In addition, this service also helps students with special needs to be able to participate more optimally in the teaching and learning process at Bina Nusantara University. This service includes counselling and mentoring services for students with special needs.

  SASC Anggrek Campus
  Anggrek Campus, Floor: 5 (R.511 and R.515)
  Jl. Kebun Jeruk Raya no 27 Jakarta Barat. 11530
  Telp: +6221-5345830 Ext: 1501-1503, 1505
  WA: 08119246879

  SASC Alam Sutera Campus
  Jl. Jalur Sutera Barat Kav. 21, Alam Sutera
  Tangerang 15143
  Building A, Floor: 3rd, Room A0307
  Telp: (+62 – 21) 2977 9100 Ext. 7202
  WA: 082213040280

  SAS Bekasi Campus
  Jalan Lingkar Boulevard Block WA No.1
  Summarecon Bekasi Kel, Marga Mulya, Jawa Barat 1714
  Floor   : 1st Student Service
  LineID   : @asdbinus
  IG   : asd.binus
  Email   : **asdbinus@binus.edu**
  Telp   : 021 – 2928 5598 Fax: 021 – 2928 5596 Ext. 7917

  Consulting Service Hours
  Monday-Thursday   : 09:00 – 16:00 (Break 12:00 – 13:00)
  Friday   : 09:00 – 16:00 (Break 11:30 – 13:00)

6. **Student Advisory and Development Center (SADC) Bandung Campus**

   SADC is one of the supporting units at Bina Nusantara University, Bandung Campus, whose role is to assist students in developing their potential.
   SADC aims to :
   - Provide support and services for students (academic and non-academic).
   - Improving student "employability skills".

- Coordinating various activities to help students from the first year to graduation.
- Fostering student organizations in the context of developing organizational activities.

Student Advisory

For students who need assistance to support successful learning during college, several services are available::

1. *Counselling*
   - Counselling services, both in the academic and personal fields can hinder successful learning during college.
   - Counselling services are provided to students and parents.
2. *Monitoring and Evaluation*
   - Every semester students will be monitored for their academic achievement based on GPA and credits achieved in each semester.
   - Minimum achievement for GPA = 2.00, cumulative credits of at least a multiple of 15 credits per semester, if not achieved will get a Warning Letter of Academic Achievement Deviations.
3. *Individual Education Plan*
   A comprehensive program designed according to the needs or problems of students. This program is given periodically according to the conditions and characteristics of each student.

Student Development

Program Development

Students who want to develop self-skills (Global EES) can take part in various activities, such as:

- Training: providing various self-skill development training, both academic skills and employability skills.
- Supporting activities: Seminars, Workshops, Campus Creative Classes, and Personal Development Days, by raising the latest topics and presenting professional speakers.
- Campus activist development program (Mentors, Freshmen Leaders, Student Organization Managers)

Student Organization

Students who wish to develop their skills in organizations can take part in various student activities by joining Student Organizations.

- *SADC Student Organization assists students in carrying out coaching steps persuasively in every student organization activity starting from planning, implementing, controlling, and evaluating all the activities of the Student Organizations it fosters.*

- *Freshmen Leader: a senior student whose job is to accompany and guide new students from their study program/program so they can adapt, both from the learning system and the social environment at BINUS Bandung Campus.*
- *Enforcement of campus regulations.*

Operational hour:
SADC Room, Bandung Campus, 4th Floor
Monday – Thursday : 09.00 – 17.00 (break 12.00 – 13.00)
Friday   : 09.00 – 17.00 (break 11.30 – 13.00)
Phone   : 022-20568888 ext. 7832
E-mail   : kemahasiswaan.bdg@binus.edu
No. WhatsApp   : 0815 7129 880

7. **Student Advisory and Development Center (SADC) Malang Campus**

SADC Malang Campus is a student service unit that aims to improve student achievement and success in studies by providing guidance and counselling services through the Student Advisory Program as well as to increase and develop student competencies in academic and non-academic fields through Student Organization activities and the Community Service Program.

1. Student Advisory

Student Advisory has a role in assisting students to support study success. Some of the activities carried out include:

a. Counselling
  - Counselling services, both in the academic and personal fields can hinder the success of learning during lectures.
  - Counselling services are provided to students and parents to get the best solution for any problems that hinder the success of student studies

b. Monitoring and Evaluation
  - Every semester students will be monitored for their learning achievements based on GPA and credits achieved in each semester.
  - Minimum achievement for GPA = 2.00, cumulative credits of at least a multiple of 15 credits per semester, if not achieved will get a Warning Letter of Academic Achievement Deviations.

c. Individual Education Plan
  A comprehensive program designed according to the needs or problems of students. This program is given periodically according to the conditions and characteristics of each student.

d. Services for Students with Special Needs and Disabilities
    This service is aimed at students who need assistance related to their special needs of these students. In addition, this service also helps students with special needs to be able to participate more optimally in the teaching and learning process at Bina Nusantara University (Malang Campus).

2. Student Development
a. Program Development
Students who want to develop self-skills (Global EES) can take part in various activities, such as:
- Training: providing various self-skill development training, both academic skills and employability skills.
- Supporting activities: Seminars, Workshops, Campus Creative Classes, and Personal Development Days, by raising the latest topics and presenting professional speakers.
- Campus activist development program (Mentors, Freshmen Leaders, Student Organization Managers)

b. Student Organization
Students who wish to develop self-skills in organizations can take part in various student activities by joining Student Organizations.
- *SADC Student Organization assists students in carrying out coaching steps persuasively in every student organization activity starting from planning, implementing, controlling, and evaluating all Student Organization activities it fosters.*
- *Freshmen Leader: a senior student whose job is to assist and guide new students from their study program/program so they can adapt, both to the learning system and the social environment at Bina Nusantara University (Malang Campus).*
- *Enforcement of campus regulations.*

8. Student Development Center (SDC)

The Student Development Center is one of the supporting units at Bina Nusantara University whose role is to assist students in developing their potential, especially in developing soft skills to fulfil BINUS Graduate Attributes. SDC provides a variety of comprehensive services and programs to assist students in optimizing their potential while undergoing lectures as an effort to answer challenges according to the career path they will choose later. SDC organizes various soft skills development programs, both academic skills and

employability skills, in the form of seminars, talk shows, workshops, campus activist development programs (Mentors, First Year Program Leaders, Freshmen Leaders, Freshmen Partners, Executives and Student Organization Activists, SDC Associate Trainers, etc.) that will run online as well as independent learning.

SDC Kemanggisan Campus
Orchid Campus, 4th Floor, Room 431
Tel.: +6221-53696969, Ext.: 7023

SDC Alam Sutera Campus
Building C Floor 1, Room C0105
Tel: +6221-29779100, Ext: 7022

Bekasi Campus SDC
1st Floor, Student Service Room

Senayan Campus SDC
JWC, Room 204

Operational hour
Monday-Thursday : 09:00 – 17:00 (Break 12:00 – 13:00)
Friday : 09:00 – 17:00 (Break 11:30 – 13:00)
Saturday : 09:00 – 15:00 (Break 12:00 – 13:00)
Email : sdc@binus.edu
Instagram : @sdc.binus

Schedule of activities and registration
https://student.binus.ac.id/soft-skills-development-program/

9.   Library and Knowledge Center (LKC)

The Library and Knowledge Center (LKC) is a centre at Bina Nusantara University which has two main functions, namely the function of the library and also the knowledge centre. LKC aims to support learning activities, research, community service, and the self-development of users. LKC as a library provides collections, ICT and ISO 2000-based service systems, independent learning facilities, and information literacy guidance conducted by librarians who have received work competency certification. The function of LKC as a knowledge centre is in the form of developing local collections, namely the scientific works of Binusian (students, lecturers and employees) in the form of articles, research reports, theses, theses and dissertations which are

a description of the dynamics of the development of science and knowledge within Bina Nusantara University, as well as documentation of the results of LKC activities such as seminars, workshops, and others.

In general, the LKC collection consists of printed collections such as books, theses, magazines, newspapers and journals; multimedia collection (CD, DVD); as well as electronic collections such as e-books, e-journals, e-thesis, and e-clippings which can be accessed through the LKC website (http://library.binus.ac.id).

LKC locations are located on six campuses of Bina Nusantara University with detailed email and telephone numbers as follows:

Library Location	Email	Phone No.
Anggrek Campus (1st Floor)	library@binus.edu	021-53696941(ext. 1165 & 1167)
Kijang Campus (2nd Floor)	library.kijang@binus.edu	021-5327630 (ext. 2621)
JWC Campus (lt. 4)	library.alamsutera@binus.edu	021-29779100(ext. 7034 & 7035)
Alam Sutera Campus (1st Floor)	sirkulasi_jwc@binus.edu	021-7202222 (ext.3404)
Mall FX Campus (6th Floor)	library.fx@binus.edu	021-7202222 (ext.7970)
Bekasi Campus (3rd Floor)	library.bekasi@binus.edu	021-29285598 (ext. 7942)
Bandung Campus (4th & 5th Floor)	lkc_bdg@binus.edu	022-20568888 (ext.7823)
Malang Campus (1st Floor)	library.malang@binus.edu	0341-3036969 (ext.7542)

The operational hours of the library at each campus can be checked via the LKC website on the "Service Hours" menu. To enter the LKC location and carry out student transactions, you must use the Binusian Card Flazz, while the applicable regulations can be accessed on the LKC website, the "General Regulations" menu. The Library and Knowledge Center (LKC) has services provided in person (face-to-face) or online. For face-to-face services, it can be done directly at the library location, while online services are carried out by request via WhatsApp, email or Microsoft form on the following link:

No	Service Name	Service Type
1	Circulation (borrowing and returning books)	https://LKCborrow
2	Reference, information retrieval, and information literacy	https://bit.ly/libraryreference

| 3 | Payment of fines for late returns of collections via GoPay | https://bit.ly/LKCfines |
| 4 | Similarity checking service through Turnitin | https://bit.ly/libraryturnitin |

How to access the e-book on the LKC website:
1. *Login to the LKC website (http://library.binus.ac.id) using the NIM as a User ID and the same password as Binusmaya.*

2. Select the advanced search menu, select the collection type "E-Books", then type the search word as shown below:

3.   Select one of the collection search results.

SEARCH RESULT

E-Books Searching for "Security" and ""

▸ Cybersecurity ??? Attack and Defense Strategies : Infrastructure Security with Red Team and Blue Team Tactics
▸ Internet of Things for Architects : Architecting IoT Solutions by Implementing Sensors, Communication Infrastructure, Edge Computing, Analytics, and Security
▸ Threat Modeling : Designing for Security
▸ Demystifying Internet Of Things Security
▸ Food Price Volatility and Its Implications for Food Security and Policy
▸ Principles of Security and Trust
▸ The Ethics of Cybersecurity

4.   Select "View E-Book" to read e-books via the EBSO platform, or select "Download Here" to download open-source e-books.

View E-Book	Call Number	
	Title	Cybersecurity ??? Attack and Defense Strategies : Infrastructure Security with Red Team and Blue Team Tactics
Statistics :	Author	Diogenes, Yuri
	Subject 1	COMPUTERS / Security / General
	Subject 2	

	Edition		Publisher	Packt Publishing	Year	2018
	Place	Birmingham, UK				
	Format	PDF			ISBN	9781788473859
	Description	Enhance your organization's secure posture by improving your attack and defense strategiesKey FeaturesGain a clear understanding of the attack				

How to access e-journals databases through the LKC website:
1.   *Login* to the *website* of LKC (http://library.binus.ac.id) by using the NIM as the same User ID and password as Binusmaya.
2.   Select the menu My Library – My e-Journals Collections (in the directory menu on the right after logging in).

3. A list of e-journals, including e-newspapers and case studies that have been subscribed to by LKC will appear with a description of the subscription period along with the username and password that can be used to access the collection.

Several journals can be accessed directly using Bina Nusantara University's internal network without the need to log in. However, several other journals require logging in using the username and password listed as shown above. If journal access is made outside the Bina Nusantara University internal network, a login is required to be able to access subscribed e-journal collections.

Contact LKC

Email   : library@binus.edu
Phone   : 021 53696941 ext. 1165
Whatsapp : 087809670004
Website   : https://library.binus.ac.id
Instagram : @binuslibrary
Youtube   : Library BINUS University

Operational hour
LKC Orchid Campus, Kijang, Alam Sutera, Bekasi and Senayan:
- **Monday-Thursday : 08:00 – 17:00 (break 12:00 – 13:00)**
- **Friday   : 08:00 – 17:00 (break 11:30 – 13:00)**

LKC Bandung Campus:
- **Monday-Thursday : 08:00 – 17:00 (break 12:00 – 13:00)**
- **Friday   : 08:00 – 17:00 (break 11:30 – 13:00)**

LKC Malang Campus:
- **Monday – Thursday : 09.00 – 17.00 (break 12:00 – 13:00)**
- **Friday   : 09:00 – 17:00 (break 11:30 – 13:00)**
- **Saturday   : 09.00 – 15.00 (break 12:00 – 13:00)**

10. BINUS Career Center (BICAR)

To support students' future careers, the BINUS Career Center conducts various activities ranging from career preparation such as career seminars (intended for final year students), interview simulations and workshops for the formulation of a good and correct CV as well as tips and tricks for successful interviews. This program is specifically designed to prepare BINUS students to be able to compete with other candidates at various stages of the recruitment process.

BINUS Career also manages the website **www.binuscareer.com**, an online job portal which has been accessed by 20,000 BINUS alumni and 1,000 companies every year which can be accessed at any time, there is also the Campus Hiring program and Job Expo which is held 2 times per year, BINUSIAN can get information on job vacancies and apply to many companies easily.

BINUS Career (Bicar), Anggrek Campus

Anggrek Campus, 2nd Floor – GEE Room (Room 208)

☎ : (021) 5345830   ext: 1108

✉ : career@binus.edu

LINE : @binuscareer

📷 : binuscareer

11.   BINUS Entrepreneurship Center (BEC)

Through the BINUS Entrepreneurship Center (BEC), Bina Nusantara University carries out several activities such as:

Learning Activities

The composition of the entrepreneurship course is 6 credits taken by students for all study programs simultaneously in 3-4 semesters and is divided into 3-4 courses depending on the science of each study program, namely

- *Entrepreneurship – Ideation* (2 Credits)
- *Entrepreneurship – Prototyping Development* (2 Credits for 1 semester or embedded study program courses @ 1 credit for 2 semesters)
- *Entrepreneurship – Market Validation* (2 Credits)

Entrepreneurship courses started to be given to students in semester 2. There are 2 (two) main literacy included in this course, namely data literacy and technology literacy so that students' understanding of industry 4.0 will greatly influence thinking in generating business ideas. The learning method provided uses a coaching clinic approach that will build student passion to build a business, provide insight from experts (technology domain experts) in several meeting sessions to obtain realistic feedback for student business continuity, and provide direct experience through exhibitions, competitions, and seminars.

The learning process is not only theoretical but every student is asked to create a business and exhibit its prototype in a student business exhibition both offline (on campus through the BINUS Festival, malls, markets, transportation stations, public events, etc.) and online (www.bisanara.com, a marketplace lab owned by Bina Nusantara University) as a form of conducting market validation for the products students produce.

Measuring the success of entrepreneurship at Bina Nusantara University uses a levelling concept called the Startups Readiness Index (SRI) and has 9 levels. Levels 1-5 are given for 6

credits of the Entrepreneurship course delivered by BEC, while levels 6-7 are given through an enrichment program on the Entrepreneurship track delivered by BINUS Business Incubator.

BINUS Entrepreneurship Center (BEC) Anggrek Campus

R.208, Anggrek **Campus**, Bina Nusantara University

- : (021) 5345830 Ext. 1245, 1246
- ⊠ : bec@binus.edu
- www : https://binus.ac.id/entrepreneur/
- LINE : @becbinus
- : 08993535237
- : @becbinus

12. **BINUS Internship Center (IC)**

The BINUS Internship Center was established in 2019 to specifically assist the student placement process in the 3+1 enrichment program, especially the internship/internship track. The purpose of this internship is to foster and educate students by providing real-world work experience so that students become human resources who are ready to apply to the industry. The strategic collaboration between Bina Nusantara University and industrial partners is intended to narrow the gap between education and the industrial world, so to achieve this, the BINUS Internship Center has started this process since students entered lectures in the first semester with programs integrated into the career preparation program. namely profiling, workshops, seminars, and career counselling.

Figure 4. *Activities and Process in Internship Center*

"Student career preparation profiling" is an activity for measuring soft skills as part of the graduate attributes that every Binusian must have. From the results of these measurements, strengthening will be carried out for each soft skill that still needs to be improved or maintained to

become even better through "soft skills enrichment workshops" and "career seminar festivals" where these programs will be filled in directly by leaders or experts/experts in their respective fields. from industry partners.

The BINUS Internship Center also prepares career counselling for every Binusian to be able to hold discussions regarding compatibility between their interests, talents and passions with their field of work, including the suitability of each track in the enrichment program that students will take. Before the start of the "internship on board" in the 6th semester, in the 5th semester, the BINUS Internship Center routinely held an "internship expo" to assist the placement process for each student and introduce students directly to industrial partners.

For more details, each student can contact the Internship Center unit with the following details:

Anggrek Campus, 2nd Floor – GEE Room (Room 208)

☎ : (021) 5345830   ext : 1135

✉ : internship@binus.edu

LINE : @rda9868d9

📷 : binus_internshipcenter

Operational Hours (including discussion via Line & Instagram)
Monday – Friday   : 09:00 – 17:00
Saturday   : 09:00 – 15:00

13.   BINUS Business Incubator

The unit was established in 2015 to handle students who intend to process their business ideas into real businesses and take the Entrepreneurship track enrichment program.

In daily life, BINUS Business Incubator has very adequate co-working space in the Anggrek Campus (BeeHub), Alam Sutera and Bekasi. To assist students, BINUS Incubator has staff coaches with international and national certifications who have business experience in various fields.

The activities carried out by BINUS Business Incubator to help students realize their business are as follows:

INCUBATOR Kampus Kemanggisan

👤 Indriana
☎ 0817 841 026
✉ indriana@binus.edu

Incubator Kampus Alam Sutra

👤 Gatot Hendro Prakosa
☎ 0812 8968 9188
✉ gprakosa@binus.edu

INCUBATOR Kampus Bekasi

👤 Rido Sarwono
☎ 0816 893 211
✉ rsarwono@binus.edu

14.   Alumni Relation Office (ARO)

The BINUS Alumni Relations Office (ARO) is a unit that is responsible for continuously building relationships and caring between alumni and alumni on a life-long engagement basis, empowering potential alumni to improve the quality of their alma mater and providing support to students who have completed his studies at Bina Nusantara University in improving career and business. Alumni can also join the Bina Nusantara Alumni Family Association (IKA BINUS).

The programs that ARO provides for alumni are:
1. *Alumni Visit & Profiling (expose alumni success story)*
2. *Alumni Recognition (alumni award)*
3. *Alumni Community (based on interest, and chapter)*
4. *Alumni Engagement (gathering, workshop, seminar)*
5. *Alumni Contribution (guest lecturer)*
6. *Alumni Services (alumni card, library membership, alumni verification)*

Alumni Relation Office (ARO)
R.208, Anggrek Campus, Universitas Bina Nusantara
*   **:** (021) 5345830 Ext. 1234, 1235

⊠   : alumni@binus.edu

(www)   : https://binus.ac.id/alumni

(LINE)   : @binusalumni

•   : @binusalumni

•   : BINUS Alumni

15. E&E - Employability and Entrepreneurship

E&E is a representative of the Global Employability and Entrepreneurship function which is located outside the Kemanggisan Campus with activities including internship preparation, career counselling, student entrepreneurship activities, career preparation for final year students, as well as developing alumni relations who work together and support main units BINUS Entrepreneurship Center (BEC), BINUS Internship Center (IC), BINUS Career Center (BICAR), and Alumni Relations Office (ARO).

E&E is currently located at BINUS Alam Sutera, BINUS International Senayan (JWC), BINUS Bekasi, BINUS Bandung with the following details:

Operational Hours (including discussion via Line & Instagram)
Monday – Friday   **: 09.00 – 17.00**
Saturday   **: 09.00 – 15.00**

E&E Alam Sutera Campus:
Office: E&E 3rd Floor,
Room A0301

•   : 021-29779100 ext 7200/7307

📞 : 0818 0741 3626

⊠ : geecalsut@binus.edu

•   : @geecbinusalsut

f : geecbinusalsut

E&E Bekasi Campus:
Office: E&E, 1st Floor

•   : 021-2928 5598 ext 7945

📞 : 0857 7526 2747 / 0811 8691 168

⊠ : geebekasi@binus.edu

•   : @geebekasi

f : e.e.binusbekasi

E&E Senayan Campus
Office: E&E, 2nd Floor
Room 205

•   : 021-720 2222 ext 3208

⊠ : geesenayan@binus.edu

•   : @geebinussenayan

E&E Campus Bandung:
GEA Office, 5th floor
Phone: 022-20568888 ext 7838

📞 : +62 895-0145-8164

✉ **: geabinusbandung@binus.edu**

16. BINUS Center (BC)

The BINUS Center is a business unit of the Bina Nusantara Foundation which organizes various competency-based certified training courses in the fields of IT and foreign languages.

As a manifestation of BINUS Center's commitment to supporting the readiness of Indonesian Human Resources skills to face Industry 4.0, BINUS CENTER collaborates with various well-known partners such as CISCO, SAP ERP, AWS, EC COUNCIL, and BLUEYONDER in developing training & certification.

An interactive learning process (online self-learning or blended learning), makes it easy for training to be carried out anywhere and anytime. At the end of the learning period, the BINUS Center also provides internship opportunities & direct work placements in the industry for graduates holding certification. Let's join as a talent with industry 4.0 competencies at the BINUS Center!

More complete information about the programs organized by the BINUS Center can be seen through the website: www.binuscenter.com or contact us via WhatsApp: +62 897-7888-050 (Operating Hours: 08:00 - 19:00 WIB)

17. Community Development Center – Teach for Indonesia

Student social service activities are under the auspices of the Community Development Center – Teach for Indonesia. Teach for Indonesia (TFI) is a unit responsible for managing social responsibility at Bina Nusantara University since 2009 and also functions as a centre for community development on an ongoing basis. The TFI program focuses on learning aspects of the concept of community development which aims to make the community self-reliant and improve the community's quality of life. There are four categories of TFI programs, namely: Education, Environmental, Health, and Well-being which are based on the pillars of the Sustainable Development Goals (SDGs). The TFI program is Voluntary Spirit, Sustainability, Community Development, and Transparency

In carrying out its role, TFI has the main focus as follows:
1. *Enrichment Program* 3+1 (*Community Development Track*)
    The Community Development track is one of the tracks that students can choose when running the 3+1 enrichment program. In the Community Development Track, students can directly apply the knowledge gained during lectures in the village through KKN, Non-Government Organizations, and school and community programs.
2. *Community Service Hours*

Community service hours are one of the requirements that must be met in order to attend awareness sessions. The total number of hours that must be met is a minimum of 30 hours. To get community service hours, students can take part in activities organized by TFI or do independent programs by submitting a proposal beforehand.

3. Community coaching and development
   In carrying out programs for the community, TFI adheres to the guidance and development of the community with the target that at a certain point the community can be independent.

Operational hour:
CDC – TFI Anggrek Campus
TFI Room, Anggrek Campus (Basement)
Monday – Thursday : 09.00 – 17.00 (Break: 12.00 – 13.00)
Friday   : 09.00 – 17.00 (Break: 11.30 – 13.00)
Phone   : 021-5345830 ext. 1026
E-mail   : tfi.kemanggisan@binus.edu

CDC – TFI Campus Alam Sutera
Room: GEEC & TFI, Alam Sutera Campus (3rd Floor, R. A0301)
Monday – Thursday : 09.00 – 17.00 (Break: 12.00 – 13.00)
Friday   : 09.00 – 17.00 (Break: 11.30 – 13.00)
Phone   : 021-5345830 ext. 7021
E-mail   : tfi.alamsutera@binus.edu

CDC – TFI Campus Bekasi
Room: Student Center Back Office
Monday – Thursday : 09.00 – 17.00 (Break: 12.00 – 13.00)
Friday   : 09.00 – 17.00 (Break: 11.30 – 13.00)
Phone   : (021) 29285598 ext 7947
E-mail   : tfi.bekasi@binus.edu

CDC – TFI Senayan Campus
Room : 204, 2nd Floor (Joseph Wibowo Center Campus)
Monday – Thursday : 09.00 – 17.00 (Break :12.00 – 13.00)
Friday   : 09.00 – 17.00 (Break :11.30 – 13.00)
Phone   : 021-7202222 ext. 3312
E-mail   : tfi.senayan@binus.edu

CDC – TFI Bandung Campus
Room : SADC, Bina Nusantara Bandung Campus, 4th Floor
Monday – Thursday : 09.00 – 17.00 (Break: 12.00 – 13.00)
Friday   : 09.00 – 17.00 (Break: 11.30 – 13.00)
Phone   : 022-20568888 ext. 7832
E-mail   : tfi.bandung@binus.edu
No. Whatsapp   : 0811 224 7749

CDC – TFI Malang Campus
Room: SADC, Bina Nusantara Malang Campus, 1st floor R.104
Monday – Thursday : 09.00 – 17.00 (Break: 12.00 – 13.00)
Friday   : 09.00 – 17.00 (Break: 11.30 – 13.00)
Phone   : 0341-3036969 ext. 7545
E-mail   : sadc.malang@binus.edu
No. Whatsapp   : 0822 0095 23677
Line   : sadc_binus_malang

Website: **www.teachforindonesia.org**

18. **Quality Management Center (QMC)**

QMC Room, Syahdan Campus, Jakarta
Students can submit **criticism, suggestions, complaints** or other **input** to Bina Nusantara University via:

Email   : **dokiso@binus.edu**
Monday – Thursday   **: 09.00 – 17.00 (Break: 12.00 – 13.00)**
Friday   : 09:00 – 17:00 (Break 11.30 – 13.00)
Telephone   : 021-5345830 ext. 2271 / 2272

Input will be reviewed and informed back to students within ten working days. To make it easier to provide answers to these inputs, students are encouraged to write **NIM, Name, No. HP, and e-mail address**. All student identities will be **guaranteed confidentiality.**

19. **Language Center @Greater Jakarta**

Language Center services consist of English preparation classes in the English Foundation program. This program aims to prepare first-year students for lectures so that they can improve their language skills and communicate effectively. In addition, students will also be

supported by an EESE (Employability and Entrepreneurial Skills Enhancement) program in English by the application context and more communicative setting. The aim is to improve verbal and nonverbal communication skills formally.

The interactive English learning process includes **Synchronous and Asynchronous. Synchronous learning involves** *the use of online media for video conferencing such as Zoom and Microsoft Teams. Students for some programs in the English Foundation program are specially prepared to hone their general and academic English skills. In addition, BINUS Maya Learning Management System (BIMAY LMS) serves as a learning platform with various learning content.* **In Asynchronous** *learning, students and lecturers communicate regularly through the Discussion Forum and Independent assignments to monitor the progress of learning each period through BINUS Maya (BIMAY). Technically, the Language Center also provides MOOCs to enrich and improve students' understanding such as Academic Writing. Furthermore, Language Center also encourages students to participate in teaching programs and English Tutors. In this program, the students will receive training from lecturers before teaching in English teaching at the EESE program (Employability and Entrepreneurship Skill Enhancement).*

Language Center also introduces a transformative language learning program through Digital Language Learning, called BeeLingua. Digital Language Learning is a language learning program with excellent characteristics such as structured, personalized, social, and synchronous. It allows the learners to learn a language in a fun and meaningful way. This Pilot Project will run for the School of Computer Science, and Faculty of Humanities (International Relations, Psychology, Business Law, Primary Teacher Education) for only BINUSIAN 2025. Language Center also provides Video-Based Learning (VBL) as more interactive content and education for all students. VBL can be accessed through the learning channel on the Language Center BINUS YouTube Channel. The materials in the Language Center microsite will help students to gather information and develop English literacy skills. For further information, please access the page www.lc.binus.ac.id or contact lcadmin@binus.ac.id.

20. **Parking (Kemanggisan, Alam Sutera and Bekasi Campus)**
The following is information and provisions related to the parking system during onsite lectures:

1. The parking rates that apply to the Alam Sutera, Bekasi and Kemanggisan Campuses are:

No.	Transportation type	Duration	Rates
1	Public Car	Every 1 Hour	Rp 3.000,-
2	Student Car	First 3 Hours	Rp 4.000,-
		Every Next 1 Hour	Rp 3.000,-
		Maximum	Rp 13.000,-
3	Public Motorbike	Every 1 Hour	Rp 2.000,-
4	Student Motorbike	First 3 Hours	Rp 2.000,-
		Every Next 1 Hour	Rp 1.000,-
		Maximum	Rp 4.000,-

2. There are no officers at the entrance (manless), and the technology is implemented using a barrier (boom gate).
3. All BINUSIAN must use the Binusian Card Flazz when entering the BINUS parking area. Without the Binusian Card Flazz, the applicable parking rate is the public parking rate.
4. Car parking for students at the Anggrek Campus has been provided in the new parking building, while in the old parking building, it is reserved only for employees, lecturers and student motorbikes.
5. Motorcycle parking on the Syahdan Campus is only for employees, lecturers, UKM and HMJ.
6. Vehicles (cars/motorcycles) are not allowed to stay in the BINUS parking area.
7. Do not leave Binusian Card Flazz and other valuables in the vehicle.
8. Operational Hours:
   Monday – Friday   : 06:00 – 18:00
   Saturday   : 06:00 – 15:00
   Sunday / Public Holiday   : Close

21.   Parking (Campus @Bandung)

During limited face-to-face lectures

The following is information and conditions related to the parking system at Bina Nusantara University, Bandung Campus:

1. Bandung Campus Parking works together with the Hyper Square area which is open 24 hours.

2. For public parking rates that apply are:
   - Car: Rp 3.000, - per hour
   - Motorbike: Rp 1.500,- per hour

3. For subscription parking (monthly), the following applies::
   - Car: Rp. 250.000,-
   - Motorbike: Rp. 125.000,-

4. New subscription terms:
   - Copy of vehicle registration
   - Copy of Binusian ID
   - Purchase of subscription cards Rp. 50.000,-

Subscription payments will be made collectively every month by BINUS to regional parties. Students who wish to subscribe to parking can make payments every 1st – 3rd starting at 07:00 – 12:00 every month. Payment in cash is handed over directly to the appointed Campus Security member. Late payments result in students having to make individual payments directly to the area every 10:00 – 15:00 WIB. The deadline for payments made directly to the area is the 5th of each month. New customers can make payments up to the 15th of each month

22. Parking (Campus @Malang)

In 2021/2022 Odd Semester, parking at the University of Bina Nusantara Malang Campus is temporarily not charged until further notice. Students are required to bring and show their vehicle registration (STNK) and Binusian Card Flazz for vehicle inspection when leaving the parking area or leaving the campus location.

SECTION III
CLOSING

       This guide provides an overview of the lecture process in the Odd period of the 2021/2022 Academic Year as a form of adjustment during the Covid-19 recovery period until the new normal period. Updating of this guideline as well as adjustments to Government regulations to reduce the level of transmission continue to be made. Policies related to health protocols for students, lecturers, education staff, and employees are a priority to ensure that Bina Nusantara University is a safe and comfortable place to study and teach without losing the essence of the direct learning experience.

APPENDIX

A.   University of Bina Nusantara Campus

1. Kemanggisan Campus

    a.   Syahdan Campus

Jl. K.H. Syahdan No. 9, Jakarta Barat
Digit 1 shows Building Name (M, L, J, K, H)
Digit 2 shows the floor
Digit 3 shows Room Name (A, B, C, D)
Example: K1A: Building K, 1st floor, Room: A

    b.   Anggrek Campus

Jl. Kebon Jeruk Raya No. 27, Jakarta Barat
Digit 1 shows the floor
Digits 2 and 3 show Room Number
Example: 305 → 3rd floor, Room Number: 05

c.   Kijang Campus

Jl. Kemanggisan Ilir III No.45, Jakarta Barat
Digit 1 shows: Building Name (A, B, C)
Digit 2 shows the floor
Digits 3, and 4 shows Room number
Example: A201 → Building: A, 2nd floor, Room number: 01

2.   Alam Sutera Campus

Jl. Jalur Sutera Barat Kav. 21, Alam Sutera, Serpong, Tangerang
Digit 1 shows Building's Name
Digit 2-3 shows the floor
Digit 4-5 shows room number
Example: A0701 → Building: A, 7th floor, Room number: 01

3.   Bekasi Campus

Jl. Bulevar Ahmad Yani Kav. KA 001, Sentra Summarecon Bekasi
Digit 1 shows Building's Name
Digit 2-3 shows the floor
Digit 4-5 shows room number
Example: A0501 → Building A, 5th floor, Room number: 01

4.   Bandung Campus

Jl. Pasirkaliki No. 25-27, Paskal Hyper Square, Bandung
Digit 1-2 shows the floor
Digit 3-4 shows the room number
Example: 1101 → Floor: 11, room number: 01

5.   Campus @Malang

Jl. Araya Mansion No. 8-22 Araya, Malang
Digit 1-2 shows the floor
Digit 3-4 shows Room number
Example: 0307 → *Floor: 03, room number: 07*

B. Class Type

The Class names in the class schedule represent the following meanings:
1. Digit 1 indicates class status (L = Lecture, B/P/X = Laboratory, T = Tutorial)
2. The 2nd digit represents the class name (A, B, C, etc.)
3. Digits 3 and 4 indicate the class code according to the program/study program as shown in Table 6 below.

Table 6. Class Code Based on Student Program/Study Program
Bina Nusantara University Campus Kemanggisan, Alam Sutera, and Bekasi

Faculty/School	Program	Class Code
School of Computer Science	Computer Science	1
School of Computer Science	Computer Science – Global Class	2
School of Computer Science	Mobile Application and Technology	3
School of Computer Science	Game Application and Technology	4
School of Computer Science	Computer Science and Mathematics	5
School of Computer Science	Computer Science and Statistics	6
School of Computer Science	Cyber Security	7
School of Computer Science	Magister of Computer Science (Master Track)	8
School of Computer Science	Data Science	9
School of Information Systems	Information Systems	11
School of Information Systems	Information Systems – Global Class	12
School of Information Systems	Information Systems Audit	13
School of Information Systems	Accounting Information Systems	14
School of Information Systems	Computerized Accounting	15
School of Information Systems	Information Systems and Accounting	16
School of Information Systems	Magister of Information System Management (Master Track)	17
School of Information Systems	Business Analytics	18

Faculty/School	**Program**	**Class Code**
School of Information Systems	IS Accounting & Auditing	19
School of Information Systems	Business Information Technology	80
BINUS Business School Undergraduate Program	Management	21
BINUS Business School Undergraduate Program	Management – Global Class	22
BINUS Business School Undergraduate Program	International Marketing	23
BINUS Business School Undergraduate Program	International Business Management	24
BINUS Business School Undergraduate Program	International Business Management – Global Class	25
BINUS Business School Undergraduate Program	Information Systems and Management	26
BINUS Business School Undergraduate Program	Management and Industrial Engineering	27
BINUS Business School Undergraduate Program	Business Creation	28
BINUS Business School Undergraduate Program	Magister of Management (Master Track)	29
BINUS Business School Undergraduate Program	Global Business Marketing	30
BINUS Business School Undergraduate Program	Business Management	86
School of Design	Visual Communication Design – New Media	32
School of Design	Visual Communication Design – Animation	33
School of Design	Visual Communication Design – Creative Advertising	34
School of Design	Interior Design	35
School of Design	Furniture Design	36
School of Design	Film	38
Faculty of Engineering	Computer Engineering	40

Faculty/School	Program	Class Code
Faculty of Engineering	Industrial Engineering	41
Faculty of Engineering	Civil Engineering	43
Faculty of Engineering	Architecture	44
Faculty of Engineering	Information Systems and Industrial Engineering	45
Faculty of Engineering	Food Technology	46
Faculty of Economics and Communication	Marketing Communication	51
Faculty of Economics and Communication	Mass Communication	52
Faculty of Economics and Communication	Accounting	53
Faculty of Economics and Communication	Accounting – Global Class	54
Faculty of Economics and Communication	Finance	55
Faculty of Economics and Communication	Hotel Management	56
Faculty of Economics and Communication	Tourism	57
Faculty of Economics and Communication	Accounting PPA BCA	58
Faculty of Economics and Communication	Accounting Technology	90
Faculty of Economics and Communication	Business Hotel Management	93
Faculty of Economics and Communication	Hospitality Management – Culinary Art	93
Faculty of Economics and Communication	Hospitality Management	94
Faculty of Humanities	English Literature	61
Faculty of Humanities	Japanese Literature	62
Faculty of Humanities	Chinese Literature	63

Faculty/School	Program	Class Code
Faculty of Humanities	Psychology	64
Faculty of Humanities	Business Law	65
Faculty of Humanities	International Relations	66
Faculty of Humanities	Primary Teacher Education	67
Faculty of Humanities	International Relations – Global Class	68

Bina Nusantara University Bandung Campus

Faculty/School	Program	Class Code
School of Computer Science	Computer Science (d/h Informatics)	75
BINUS Business School Undergraduate Program	Creativepreneurship	76
School of Design	Interior Design	77
School of Design	Visual Communication Design	78

Bina Nusantara University Malang Campus

Faculty/School	Program	Class Code
BINUS Business School Undergraduate Program	Business Creation	10
School of Computer Science	Computer Science	20
School of Design	Visual Communication Design	31
Faculty of Economics and Communication	Communication	42
Faculty of Economics and Communication	Public Relations	50
School of Design	Interior Design	60

C. Binusian *Card Flazz*

The Binusian Card Flazz is an identification card owned by the entire Bina Nusantara University academic community. Binusian Card Flazz can be used for:
1. The need to request academic or administrative operational services.
2. Vehicle parking in the Bina Nusantara University area
3. Discount cards in several places outside Bina Nusantara University

D. The Scheme of the General English Course at Bina Nusantara University

The English General Course Scheme (MKU) 2021 at Bina Nusantara University is designed based on General English, Business English (Speaking), Academic English (Writing) and TOEFL-based preparation (Internet-based). The diagnosis test (BUEPT) for English language entrance covers Reading, Listening, Structure and Written Expression skills called the Bina Nusantara University English Proficiency Test (BUEPT).

Binusian 2025 from the School of Computer Science, and Faculty of Humanities (International Relations, Psychology, Business Law, Primary Teacher Education) will learn the English Language in Beelingua. The course is credit earning type. The students from these two will take BUEPT and will be categorized into different groups, namely group A (BUEPT score < 500), and group B (BUEPT score ≥ 500. For students who enrol in groups A, or B, they will start 'Level A' or 'Level B' respectively in Beelingua. Every group must complete a minimum passing level. At the end of the course, students will receive a certificate of completion from Beelingua.

Students with BUEPT scores:
1. BUEPT < 500 → starting Level A
2. BUEPT score >= 500 → starting Level B

Passing Level:
1. Group A : min. B2 before 3+1 Program
2. Group B : min. B2 before 3+1 Program
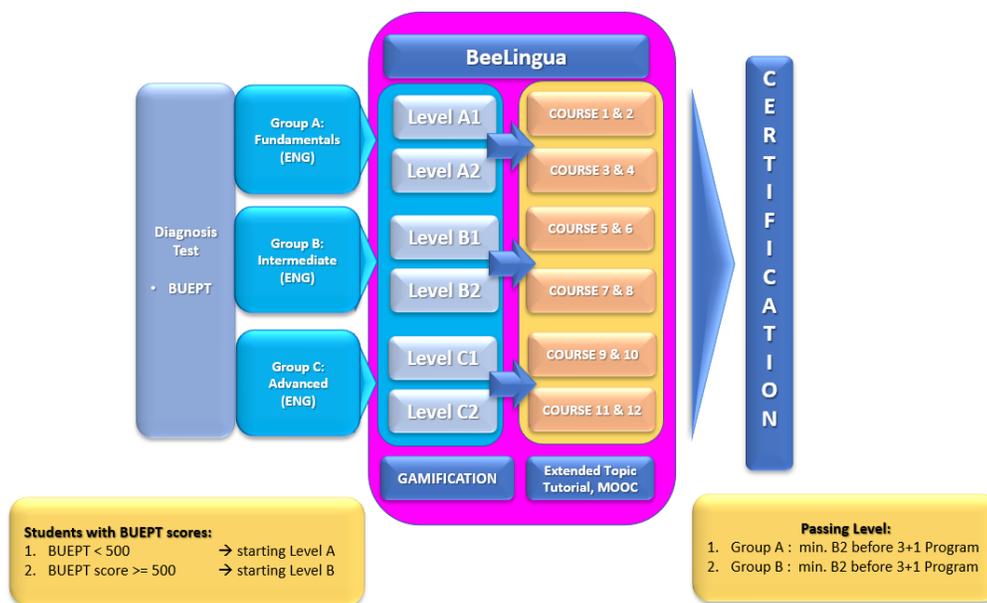
*Meanwhile, the English MKU program for BINUSIAN 2025 (**excluded** students of the School of Computer Science, and Faculty of Humanities (exclude students of International Relations, Psychology, Business Law, and Primary Teacher Education) consists of several subjects:*

- ***English in Focus*** *(2 credits) is a course **for beginner-level** students who have a BUEPT score below 500 with the aim that students can improve their abilities and achieve a minimum BUEPT score of 480 with a lower-intermediate level. This course is a prerequisite for the English Savvy course.*
- ***English Savvy*** *(2 credits) is a course **for lower-intermediate level** students who pass English in Focus with the aim that students can improve their abilities and achieve a minimum BUEPT score of 497 at an intermediate level.*
- ***English for Business Presentation*** *(2 credits) is a course **for intermediate-level** students who have a minimum BUEPT score of 500. This class prepares students to be able to make business presentations using appropriate and communicative English.*
- ***English for Written Business Communication*** *(2 credits) is a course **for intermediate-level** students who pass English for Business Presentation to achieve Business English written communication skills at an intermediate level. This course consists of writing practice to produce and present business documents/information.*

All details of the score calculation and rubrics are included in the General English handbook.

PREREQUISITE	COURSE	GRADE	BINUS Score
BUEPT < 500	ENGLISH IN FOCUS AND ENGLISH SAVVY	A	90 – 100
		A-	85 – 89
		B+	80 – 84
		B	75 – 79
		B-	70 – 74
		C	65 – 69
		D	50 – 64
		E	0 – 49
		F	Incomplete
BUEPT ≥ 500	ENGLISH FOR BUSINESS PRESENTATIONS AND ENGLISH FOR WRITTEN BUSINESS COMMUNICATION	A	90 – 100
		A-	85 – 89
		B+	80 – 84
		B	75 – 79
		B-	70 – 74
		C	65 – 69
		D	50 – 64
		E	0 – 49
		F	Incomplete

*Students must pass **English Savvy** with a minimum grade of C.*

E. *Checkpoint*

The following is the checkpoint information at Bina Nusantara University:

Campus	Location	
Anggrek	1. Beehub 2. *Basement* **3.** *Lobby* LKC	
	Entry Access	**Exit Access**
Syahdan	1. Plasa Syahdan (M Building) 2. BOL Hallway 3. *Lobby* ATM (In front of P3K)	1. Corridor of R Building 2. Motorbike Parking Hallway 3. *Lobby* ATM (In front of P3K)
Kijang	Corridor of C Building	
Alam Sutera	1. *Lobby Drop Off* 2. *Front Basement* 3. *Rear Basement*	
Bekasi	1. *Front Lobby* 2. *Next to Hotel Management Room*	
Bandung	1. *1st Floor Lobby* 2. *Basement Lobby*	
Malang	*Main Lobby*	

F.   Application Interface

1.   BINUS Mobile – *Onsite Protocol* (IOS & Android)
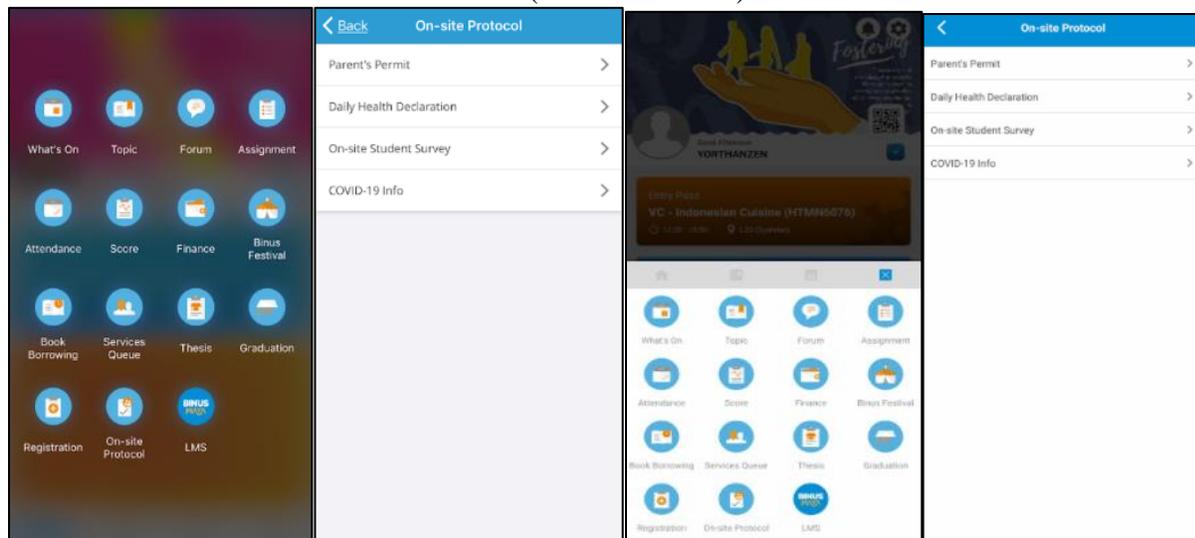
2.   BINUS Mobile – *COVID-19 Info* (IOS & Android)
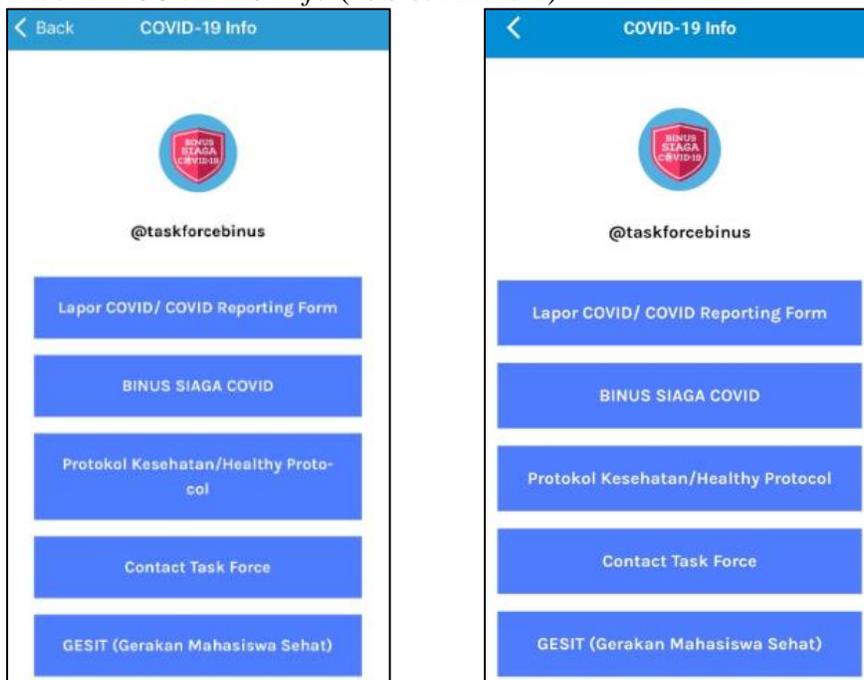
3.   BINUS Mobile – *Onsite Survey*
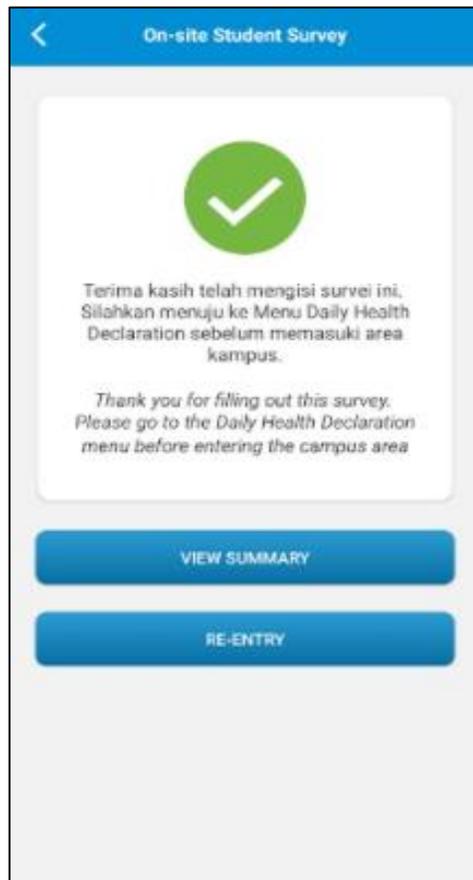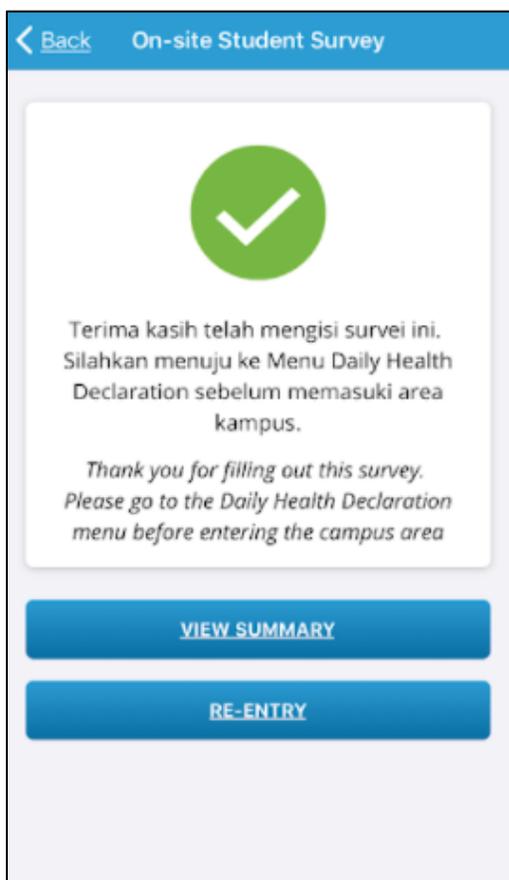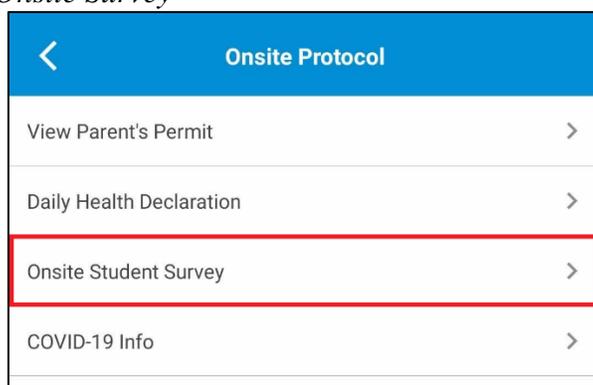
4. *Onsite* and *Online Schedule*
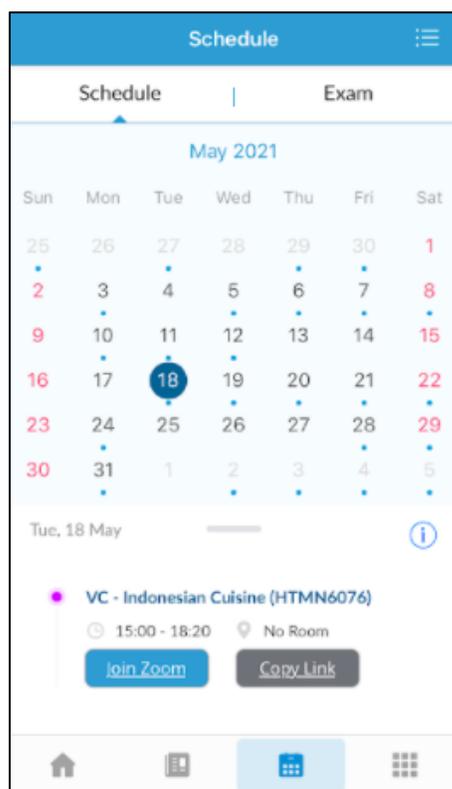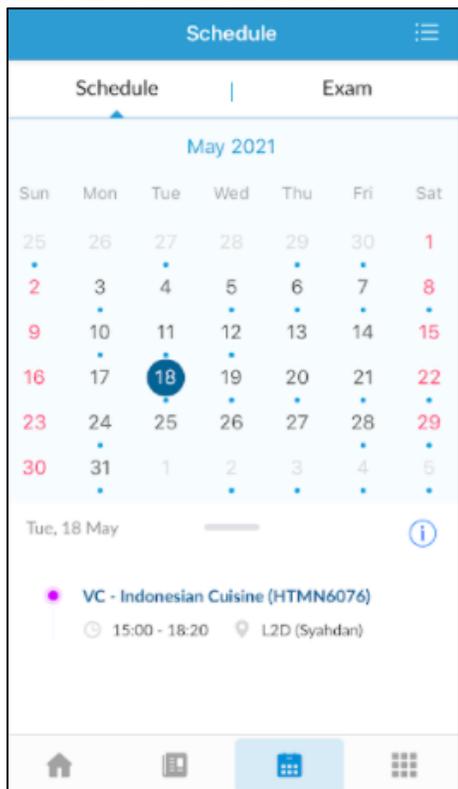
5. BINUS Mobile – *Daily Health Declaration*
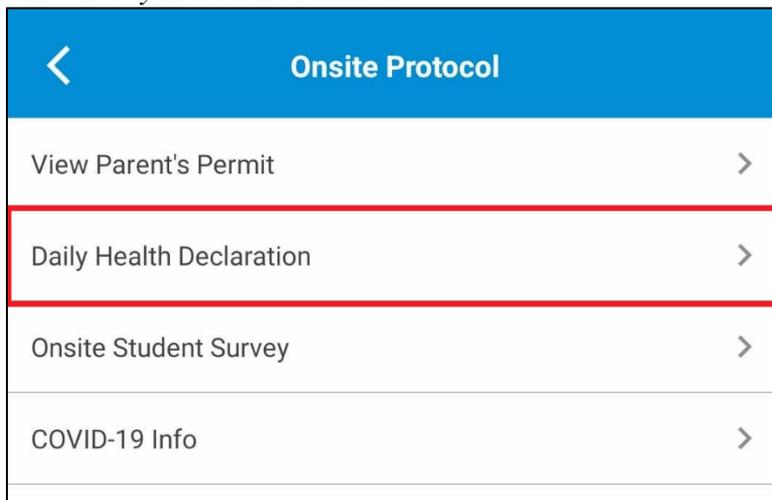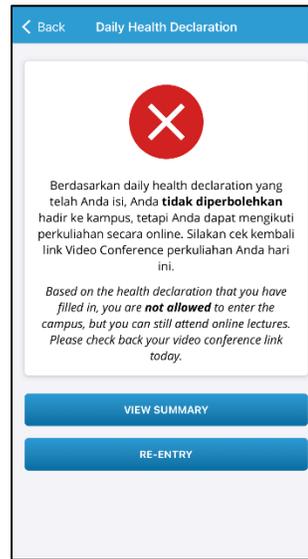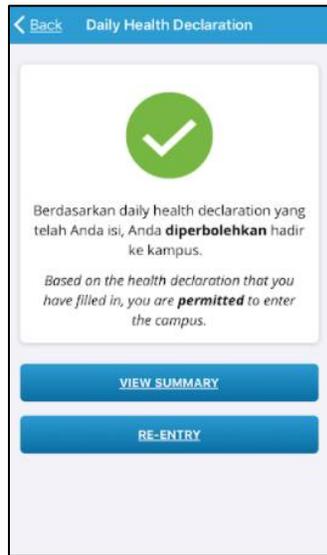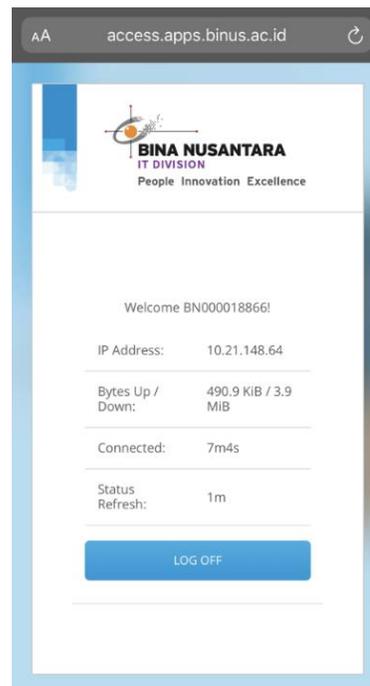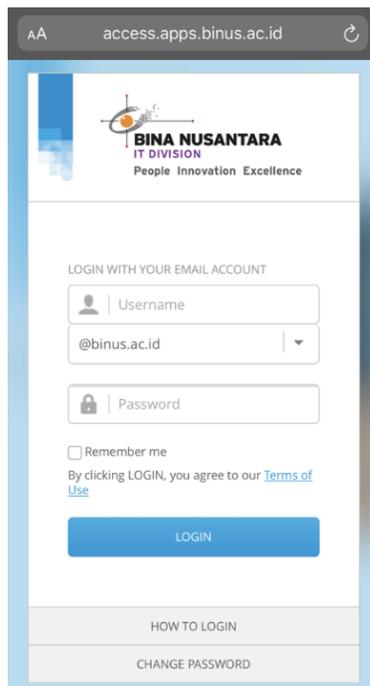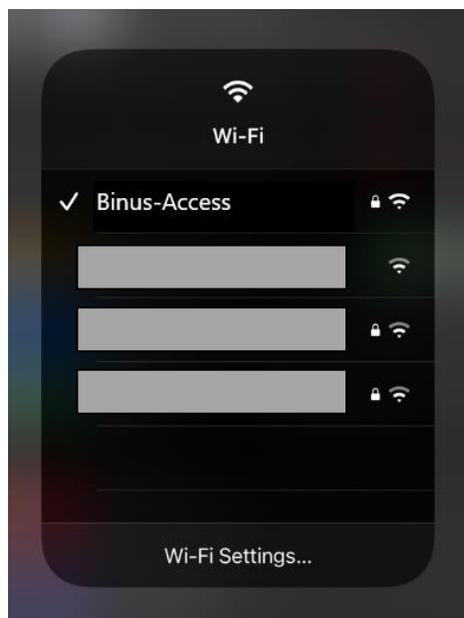
6.   BINUS Mobile – *Binusian Tracker*
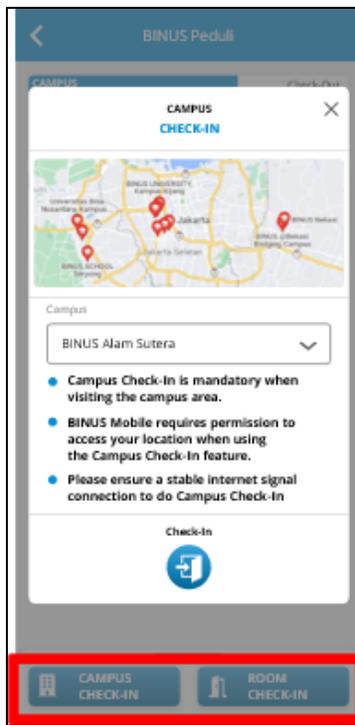
7.   BINUS Mobile – *Entry Pass*
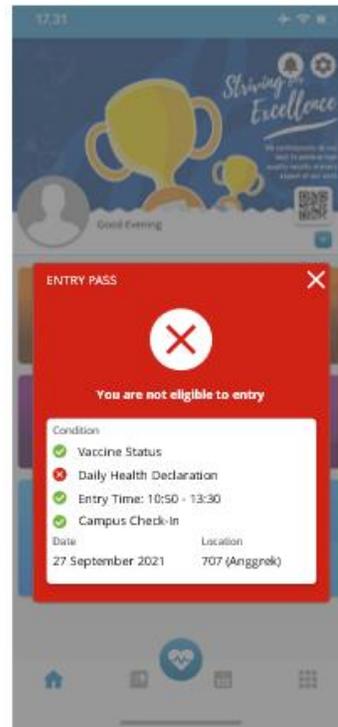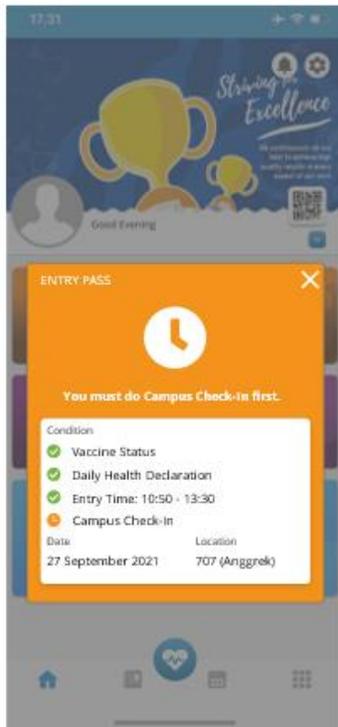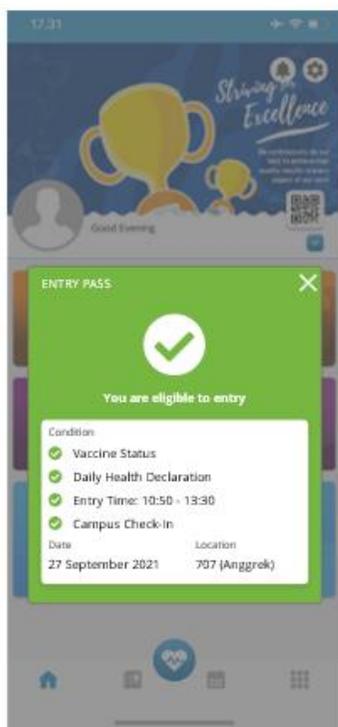
8.   Wi-Fi BINUS-Access

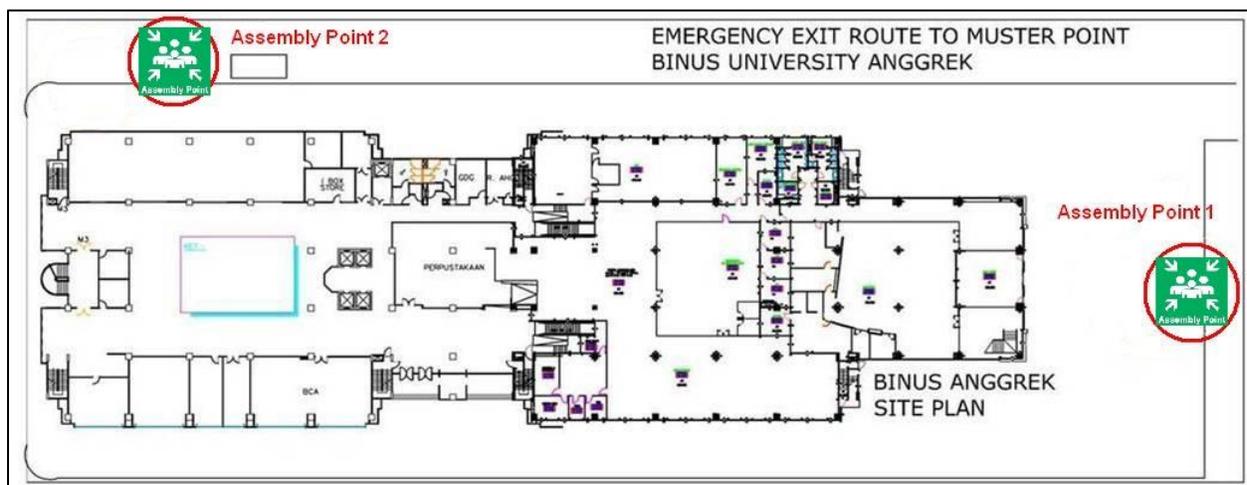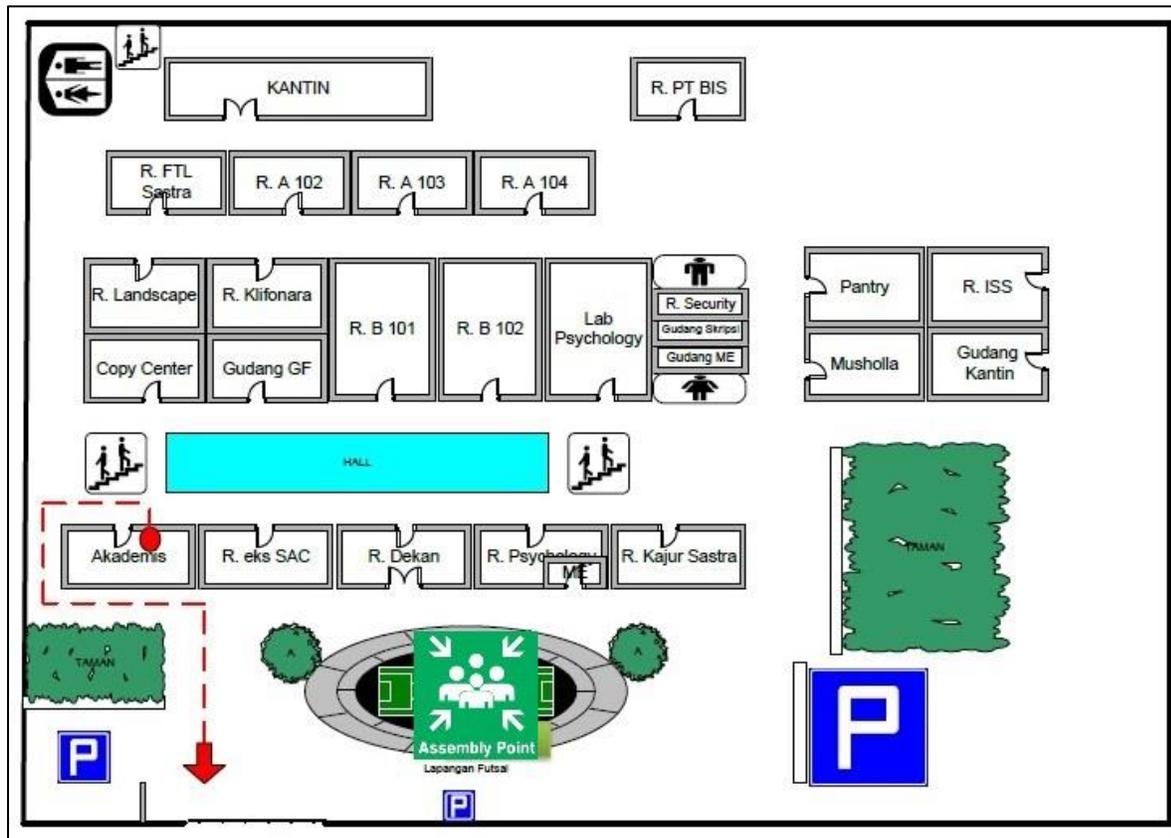9.   BINUS Mobile – *Classroom Check-In*

G. Assembly Point

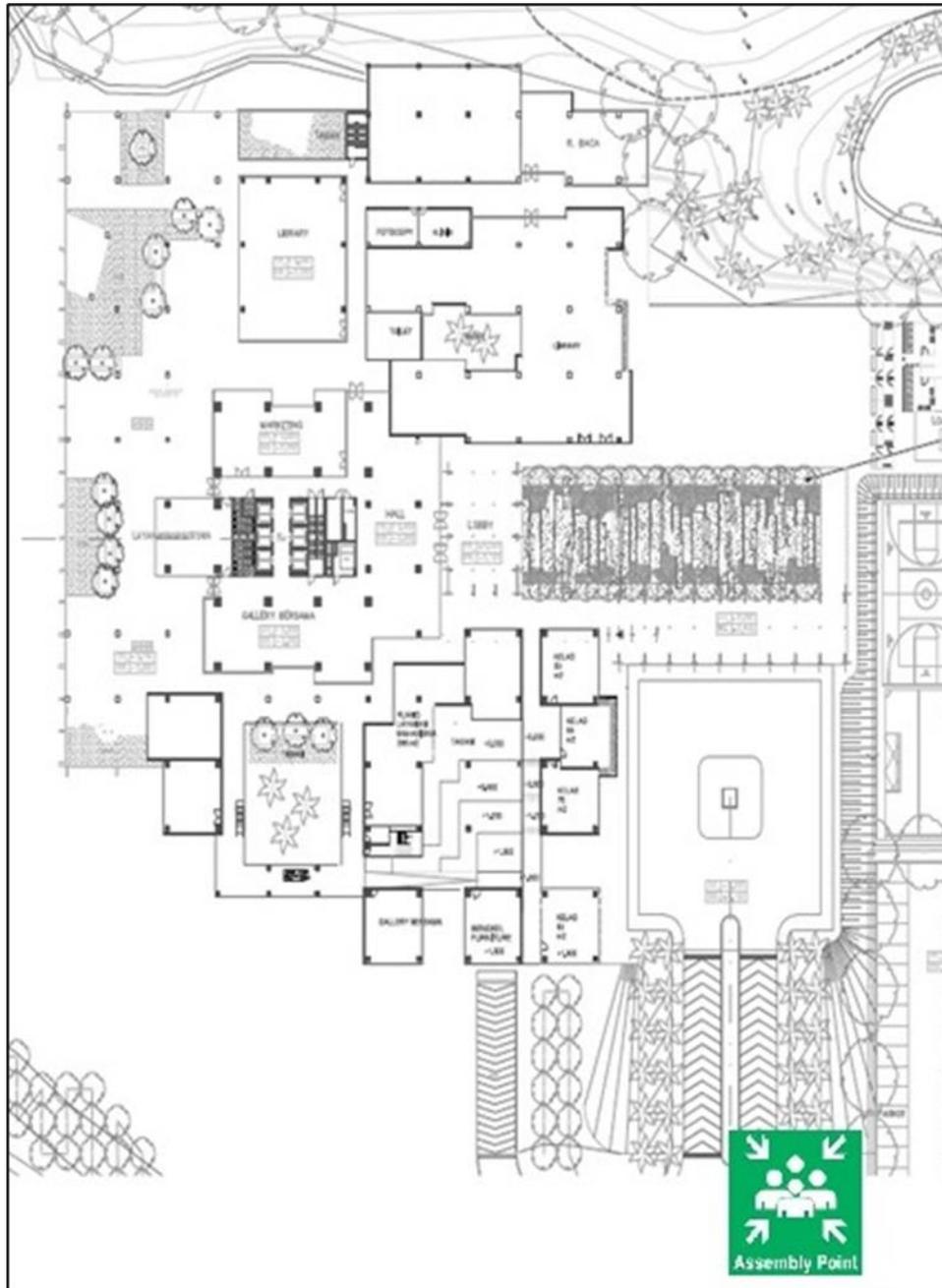The following is information on assembly points at Bina Nusantara University:
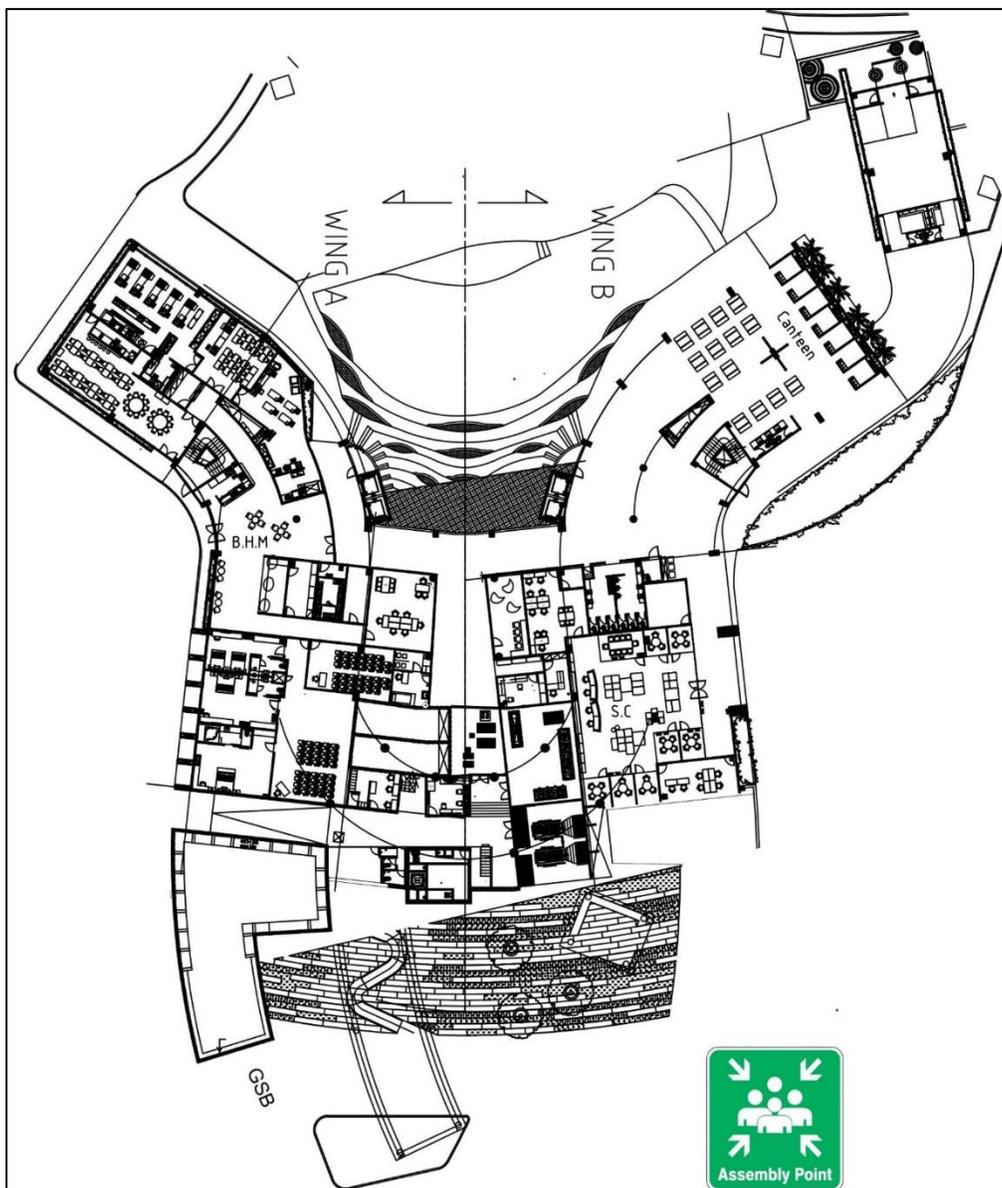
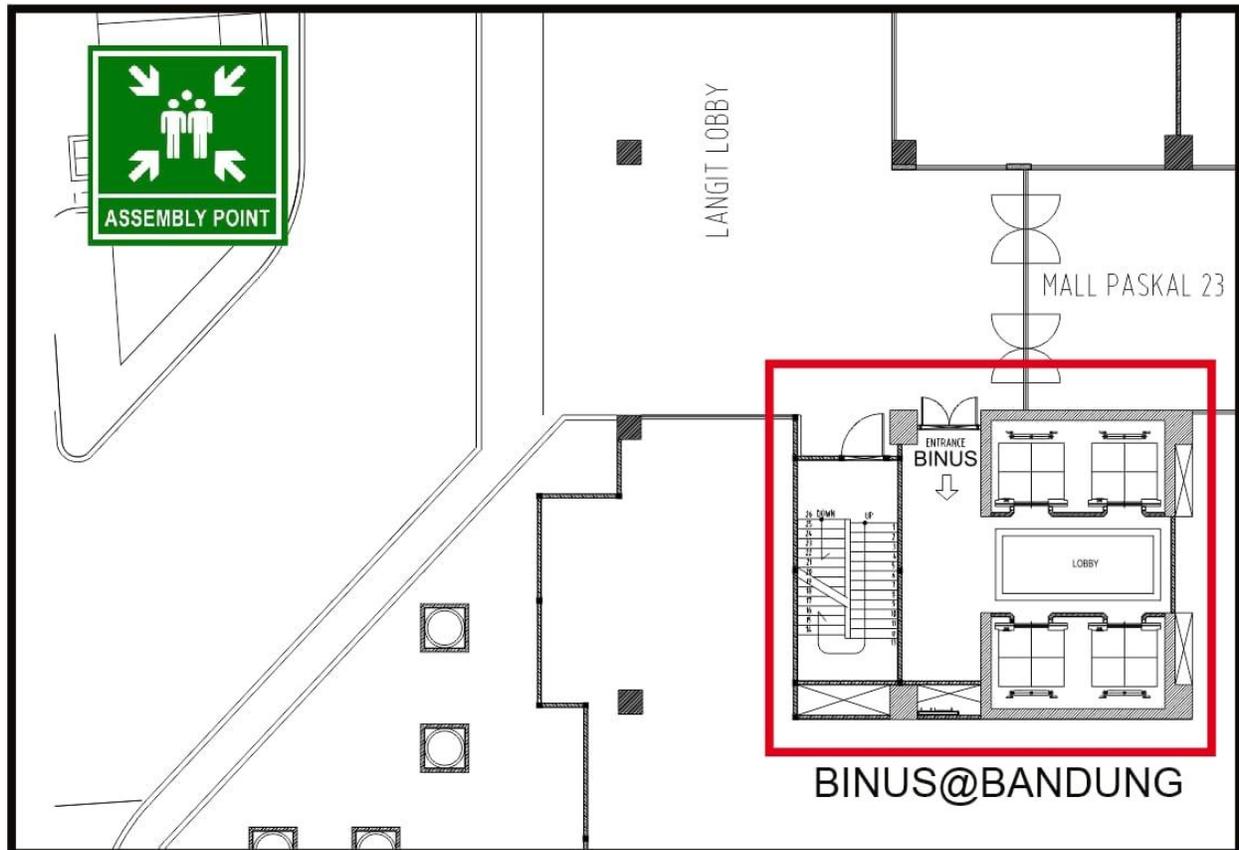1. Anggrek Campus

2.   Syahdan Campus

3.   Kijang Campus

4.   Alam Sutera Campus

5. Bekasi Campus

6.   BINUS Square

JALUR EVAKUASI

7. Bandung Campus

8.   Malang Campus

EMERGENCY EVACUATION DIAGRAM 1st FLOOR

IN CASE OF FIRE

R EMOVE PEOPLE
From immediate danger

A LERT THE FIRE SERVICE
Call ext. 7550 - 7520

C ONFINEN FIRE SMOKE
Close doors and windows(If safe to do so)

E VACUATE
To the ASSEMBLY AREA

Legend

Fire Extinghuiser

Manual Call Point

Emergency Exit

Exit Path

Your Position

EVACUATION PROCEDURE

In case of an EMERGENCY leaves through nearest EXIT (do not use lifts) & assemble at MUSTER POINT areas.