



# **Thesis Writing Procedure**

## **Valid from 2021, Even Semester**

### **School of Computer Science**

### **Computer Science Study Program**

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Malang Campus

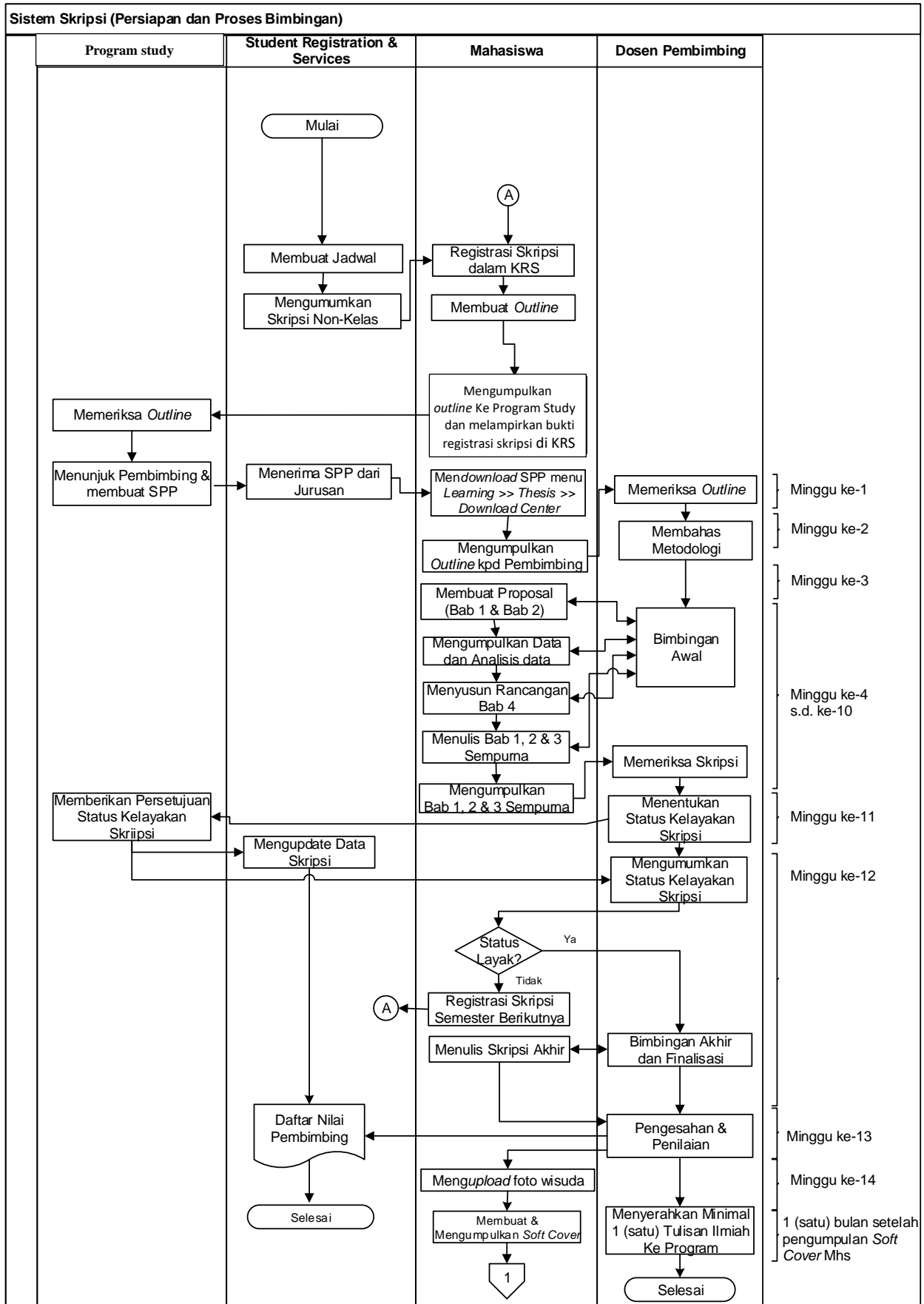
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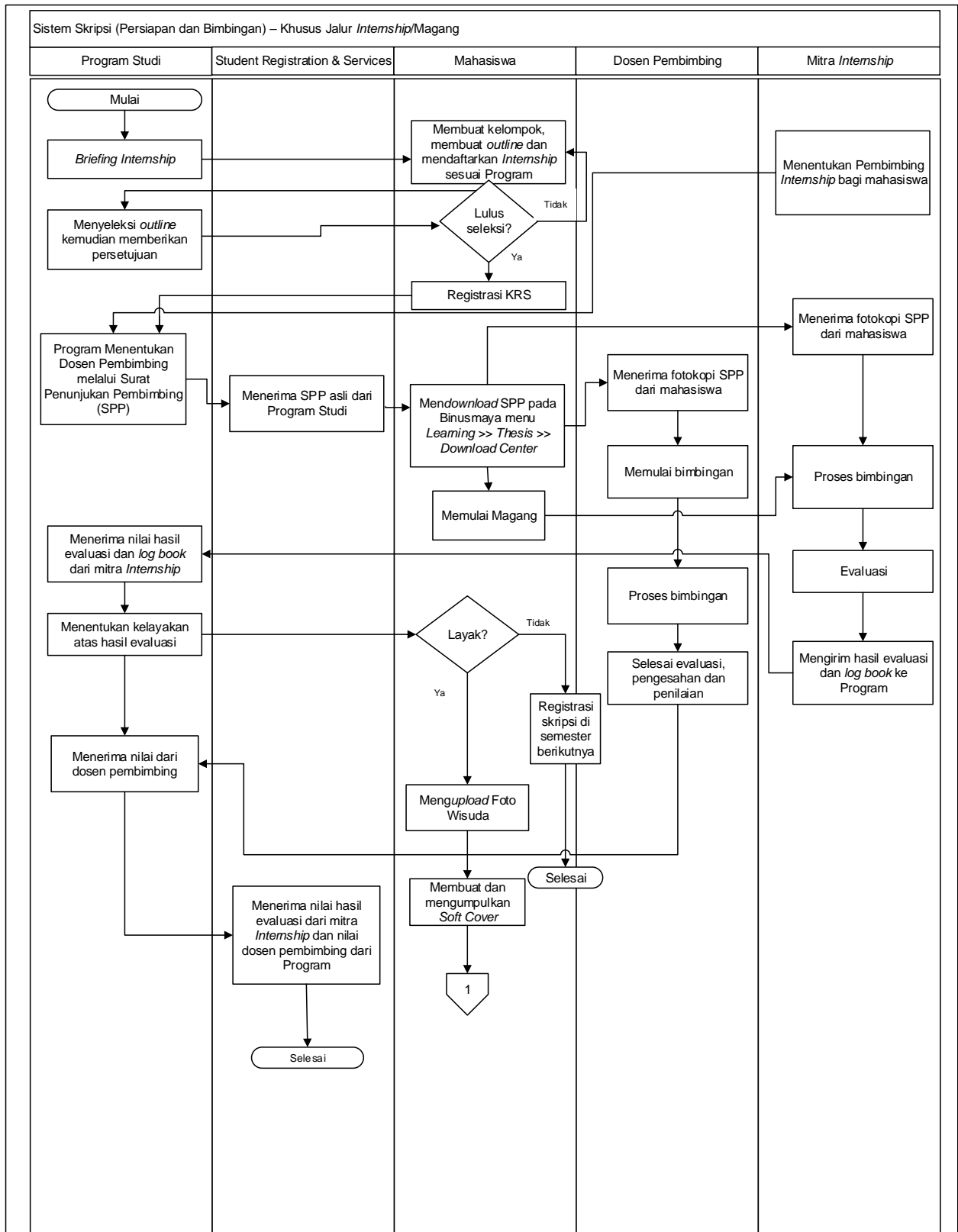
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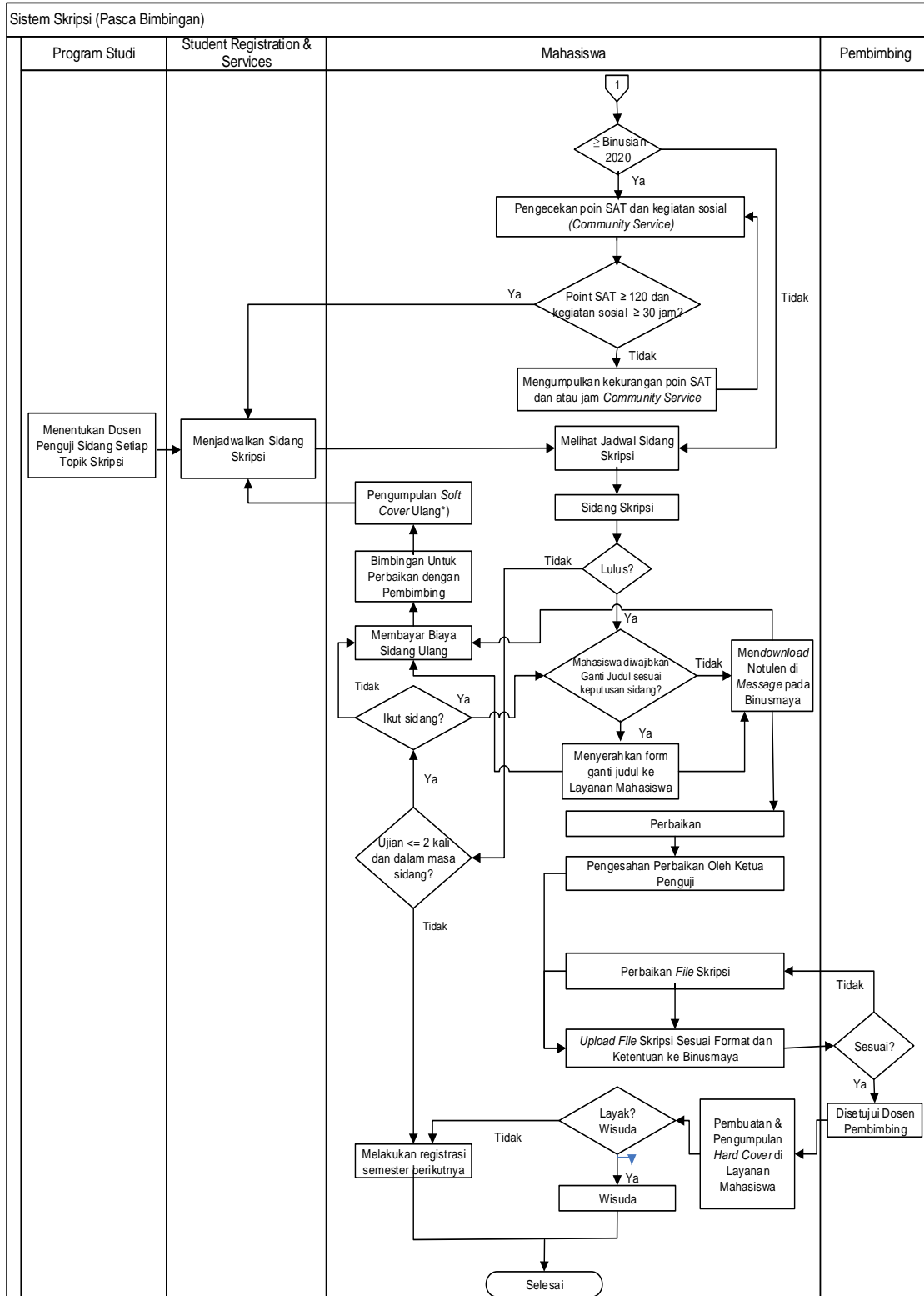
**Picture 1 : Thesis Procedure  
(Preparation and Guidance Process)**



**Picture 2 : Thesis Procedure  
(Preparation and Guidance Process) – Internship Track Thesis**



**Picture 3 : Thesis Procedure (Continued)**



## I. PREPARATION

### 1. Thesis Type and Topics

- Types of Thesis are distinguished based on the guidance track, which are **Non-Class** and **Internship\***.
- Below are the different types of Thesis:

**Table 1. Differences in Non-Class and Internship Guidance Tracks**

Information	Non-Class	Internship
Guidance processing time	Time for thesis guidance according to the agreement between the student and thesis advisor <b>(minimum 10x guidance meetings)</b>	Time for thesis guidance according to the agreement between the student, thesis advisor and partners
The topics are determined/opened by each program in KRSS	No	No
The number of interested students who took the topic during the KRSS filling period met the minimum capacity for class opening	No	No
Students have time according to the Thesis advisor on the class schedule	No	No
Number of Thesis advisor	1	2 (from study programs and partners)

\* **Internship is only opened every Odd Semester**

- Internship Partners can come from Study Programs or students (need approval from the Program).

### 2. Group Formation and KRS Registration

- a. Thesis Registration is taking thesis courses on student Study Plan Cards (KRS). In order to do this, certain conditions must be met, including:
  - Final GPA  $\geq 2,00$   
(specifically for students who are taking the thesis together with the Enrichment Program, the final GPA  $\geq 2.75$ )
  - The requirements for the number of credits are as follows:
    - Cumulative credits that have been taken : X credits
    - Current credits : Y credits  
(does not include remedial courses/D grades, course CHAR6030-*Character Building*: Pancasila grade C)
    - Credits to be taken/taken together with the thesis : Z credits  
(does not include remedial courses/D grades, course CHAR6030-*Character Building*: Pancasila grade C and  $Z \leq 19$  credits (if the thesis is taken together with the Enrichment Program then  $Z \leq 22$  credits))

**Total earned (X+Y+Z)  $\geq 146$  credits**
- b. Student can compose their thesis in a way:
  - **Individual**, one student composes one Thesis.
  - **Groups**, by forming groups consisting of as many as 3 (three) students. This group must have been formed before completing the Study Plan Card (KRS) and must enter the same class when filling out the KRS.
- c. After filling in the KRS, Student Registration & Services will announce the non-class Thesis path.

## II. WRITING THESIS

### 1. Making Outlines

- An outline is made after students register their thesis in KRS.
- Outline submission requirements:
  - a. Non-class Thesis guidance track: the outline is collected to Study Program, the deadline is determined by the Study Program. For non-class thesis, the Program will appoint an appropriate Advisor based on the Thesis topic in the outline and students are required to submit the outline to the Advisor.
  - b. Internship Guidance Track: an outline is collected to the Study Program, the deadline is determined by the Study Program.
- The complete format of the outline consists of:
  - a. Background.
  - b. What will be made/written/discussed/worked on.
  - c. Scope.
  - d. Objectives and benefits.
  - e. Research methodology.
  - f. The most critical problem.

On the cover page of the Non-class and Internship Thesis outline, information on the path of the proposed Thesis is included.

### 2. Thesis Compilation and Guidance Period

- The thesis preparation/guidance period is 13 weeks, and the start of guidance is the same as the start of lectures. The Internship path can start guidance earlier than lectures.
- Requirements for **non-class Thesis** guidance, including:
  - a. Guidance is carried out based on an agreement between the student and the thesis advisor.
  - b. Thesis **guidance activities** are carried out at least **10 (ten) times** as evidenced by the thesis advisor 's signature on the consultation book, if the thesis advisor 's signature is less than the requirements above, students are not entitled to collect soft covers.
- Requirements for **Internship Thesis** guidance, including:
  - a. The guidance process is divided into two:
    - During the workshop at least **3 times** (during the Internship process) at:
      1. 40 hours *Internship*
      2. 100 hours *Internship*
      3. 192 hours *Internship*
    - At the time of preparing the writing of the thesis report, namely guidance by the thesis advisor (**at least 10 times**).
  - b. The two guidance processes are proven by the thesis advisor 's signature on the consultation book.
  - b. If the number of working hours and/or the signature of the Thesis Advisor is less than the above requirements, the student is declared ineligible, there is no need to submit soft covers (which contain Internship reports).

- The consultation book can be obtained by downloading the "Consultation Book" at <http://binusmaya.binus.ac.id> Menu **Support** » **Download Center** » **Thesis/Internship**

#### ▪ Writing process

##### 1. Non-class Thesis

###### a. Outline Submission

- Thesis outline must be submitted by students to the Study Program 1 (one) month before lectures for the current semester period, the deadline is determined by the Study Program.
- The Study Program will examine and determine the feasibility of the topic to be advanced as a thesis.

- If the topic is declared **ELIGIBLE**, the Study Program will issue a *Surat Penunjukkan Pembimbing (SPP)* which can be downloaded on the Binusmaya menu Learning >> Thesis >> Download Center, no later than the first day of class.

**b. Guidance Process**

- The guidance schedule is arranged jointly based on an agreement between the Thesis Advisor and students.
- Every meeting with the Thesis Advisor, students are required to bring a consultation book and the Thesis Advisor signs the absence of the consultation.

**c. Determination of Eligibility, Legitimation and Assessment of Thesis**

- The eligibility of non-class Thesis is determined by the Thesis Advisor based on:
  1. Readiness and completeness of thesis content
  2. Number of consultation meetings (minimum 10 (ten) times)
- The Thesis Advisor will provide recommendations and sign the recommendation sheet in the consultation book..
- If the student's thesis is **ELIGIBLE** according to the requirements above, then the Thesis Advisor: signs the Soft Cover Approval Page
- The Study Program will ratify the recommendation sheet that has been signed by the Thesis Advisor.
- If the thesis is declared **INELIGIBLE**, then the student cannot submit soft covers for that semester. Furthermore, they must immediately register their thesis in the following semester and can still use the same title. Extension recommendations for non-class Thesis are valid for 3 (three) consecutive semesters. If more than 3 (three) semesters, the student must change the thesis title.
- Thesis grades are individual grades, not group grades.
- Thesis grades from guidance activities will be given directly by the Thesis Advisor to Student Registration & Services.

## 2. Internship

**a. Outline Submission**

- Outlines are submitted only by students who wish to do Internship where partners come from student proposals, no later than 1 (one) month before lectures start according to the academic calendar, the deadline is determined by the Study Program.
- Outline is used by the Study Program as a consideration in giving approval to partners proposed by students.
- If the partner proposed by the student is approved, the Study Program will issue a *Surat Penunjukkan Pembimbing (SPP)*.

**b. Guidance Process**

- The guidance schedule is arranged jointly based on an agreement between the Advisors from the Program or partners and students.
- Every meeting with the Thesis Advisor, students are required to bring a consultation book and the Thesis Advisor signs the absence of the consultation.

**c. Determination of Eligibility, Legitimation and Assessment of Thesis**

- Internship eligibility is determined by the Program based on:
  1. Number of working hours at the Internship.
  2. Number of consultation meetings (minimum 10 (ten) times).
- If the Internship is declared **ELIGIBLE** according to the requirements above, then the Thesis Advisor and Partner Advisor sign the Soft Cover Approval Page.
- If the Internship is declared **INELIGIBLE**, then the student cannot submit soft covers for that semester. Furthermore, they must immediately register the thesis in the following semester.
- Internship grades are individual grades, not group grades.

## III. POST WRITING

### 1. Soft Cover Submission

- Before submitting or uploading Softcover:



- a. Students are required to fill in or check data updates on **Online Data Confirmation** at **Binusmaya Academic Services**, select the **Student Services** menu, select **Student Profile**, select Update. If there are any different data or the National Identity Number (NIK) has not been updated in the student data, it is mandatory to attach a color scan of the Student ID Card and a color scan of the Family Card. NIK is required to complete the graduation document.
- b. Students are required to upload a recent graduation photo/color photo at **Binusmaya Academic Services**, select the Learning menu, select Thesis, select **Graduation Book Photo Upload**

Requirements for graduation photos as follows:

- The background for the photo is red
- Not a Polaroid photo
- Body position should be upright
- Smile without showing teeth
- Men wear plain white shirts, plain black suits and ties
- Women wear plain white shirts and plain black blazers
  - If you wear a headscarf, use a plain color veil (and not red) with the ends of the veil tucked into a shirt/blazer to make it look neat
  - If not hooded, make sure the hair does not cover the collar of the shirt
- The photo submitted at Student Services must be the same as the photo uploaded

Uploaded photos requirements:

To produce good quality photos in the Graduation Documents, uploaded photos must meet the following criteria:

- Dimensions: 472 (horizontal) x 709 (vertical) measuring 5 mega pixels
- Minimum photo resolution of 150 DPI
- File extension is JPEG

Requirements for printed photos:

- Photo paper is required to use matte paper/doff
- Collected size:
  - ✓ 4 x 6 = 4 (four) sheets.
  - ✓ 2 x 3 = 4 (four) sheets.
- Write down: Name, Student ID, Major, Level behind each photo
- To avoid getting ink on the photo from the back side of another photo, the position of the photo is stored facing the front side of the other photo
- Photographs for graduate documents are collected together with thesis hardcover submission to the Student Services Center

- c. Students fill out the graduation form at **Binusmaya Academic Services**, select the **Learning** menu, select **Thesis**, select **Graduation Confirmation Form**
  - To be able to fill out the Graduation Confirmation Form, students must first upload a graduation photo
  - Students **MUST** check the data listed, if the data is **NOT CORRECT**, then students must change according to the correct data. Data that needs to be double-checked include:
    - ✓ **Name** according to birth certificate, family card, and ID Card
    - ✓ **NIK** according to ID Card or family card
    - ✓ **Place and Date of Birth** according to Birth Certificate
    - ✓ The latest **title of thesis** in Indonesian and English
    - ✓ **Period and place of Job Training/Enrichment Program**. Only for students who take internship credits and the Enrichment Program is officially recognized by Binus (does not apply to students who do their own internships)
    - ✓ **Latest telephone number and email address**. The data will be used for the need to confirm thesis data.

- Make sure the data is CORRECT before SUBMIT because this process can only be done once.
  - Filling in this data is used for graduation file data, graduation documents and final grade transcripts.
  - Graduated files that have been printed cannot be reprinted if there is a data error
- **The Soft Cover** arrangement is as follows:
    - a. Outer Title Page
    - b. Inner Title Page
    - c. Originality Statement Page
    - d. Abstract Page\*
    - e. Foreword (or Acknowledgments) Page
    - f. Table of Contents Page
    - g. List of Tables
    - h. list of Figures
    - i. Appendix List
    - j. Contents Page (Chapters 1–5)
    - k. Reference Page
    - l. Curriculum Vitae Page
    - m. Attachment page (including survey letter (photocopy)\*)
    - n. Index (if any)

\* not required for Internship pathway
  - All signatures must use a **blue pen**.
  - **The Schedule for Soft Cover Submission is carried out according to the Lecture Registration Activity Calendar. If the time limit is exceeded, students are required to extend their thesis writing in the following semester by registering and paying for Fixed Tuition Fees and variable Tuition Fees for Thesis credits.**

**Table 2. Thesis Defense Requirements**

Files to upload	Information
Students upload graduation photos before filling in the Graduation Confirmation Form	<ul style="list-style-type: none"> <li>- Students upload photos at Binusmaya on the menu: Learning »Thesis » Graduation Book Photo Upload</li> <li>- The criteria for uploaded photos are in accordance with the explanation in point III.1.b.</li> </ul>
Students fill out the Graduation Confirmation Form	<ul style="list-style-type: none"> <li>- Students fill in the Graduation Confirmation Form on Binusmaya menu: <b>Learning » Thesis » Graduation Confirmation Form starting n the 8th week of lectures.</b> <ul style="list-style-type: none"> <li>• Graduation Confirmation data will not appear if student data is not in the <i>Surat Penunjukkan Pembimbing (SPP)</i> issued by the Study Program.</li> <li>• <b>Graduation Confirmation data listed is the latest data. If students want to make changes, they must fill in the change data in the New Data and are required to complete supporting evidence according to the changes made.</b></li> </ul> </li> <li>- Names of students in Graduation Confirmation Form must match those listed on the Birth Certificate and the names on the Birth Certificate must be the same as those on the Family Card.</li> <li>- Practical work data, namely: Place and Period of Practical Work must be in accordance with the <b>Learning Plan</b></li> </ul>
<p><b>Softcover should be uploaded on: <a href="https://thesis.apps.binus.ac.id">https://thesis.apps.binus.ac.id</a></b></p> <p>Login using the Username dan password according to tje Binusmaya account. For optimal results it is recommended to use Google Chrome.</p>	

Files to upload	Information
<b>A. Files that need to be uploaded to be able to schedule for thesis defense for the first time:</b>	
1. Thesis Softcover (thesis contents other than attachments)	<ul style="list-style-type: none"> <li>- Files type: PDF</li> <li>- Size: according to file size</li> <li>- Feature: Mandatory</li> </ul>
2. Attachment Thesis Softcover (attachment to thesis contents)	<ul style="list-style-type: none"> <li>- Files type: PDF, 7ZIP, RAR</li> <li>- Size: according to file size</li> <li>- Feature: Mandatory</li> </ul>
3. <i>Form Ganti Judull</i> Thesis Title Change Form (if any)	<ul style="list-style-type: none"> <li>- If there any changes in thesis title</li> <li>- Files type: PDF</li> <li>- Size: 5 MB maximum</li> <li>- Feature: Not mandatory (compulsory if there any changes in initial thesis title stated in <i>Surat Penunjukkan Pembimbing</i>)</li> </ul>
4. <i>Halaman Pernyataan Orisinalitas</i>	<ul style="list-style-type: none"> <li>- Files type: PDF</li> <li>- Size: 5 MB maximum</li> <li>- Feature: Mandatory</li> </ul>
5. <i>Persetujuan Dosen Pembimbing</i>	<ul style="list-style-type: none"> <li>- Approval by email</li> <li>- Files type: PDF</li> <li>- Size: 5 MB maximum</li> <li>- Feature: Mandatory</li> </ul>
6. Certificate of survey/conducting research from the company	<ul style="list-style-type: none"> <li>- <b>If the company DOES NOT object to the inclusion of the company name</b> in the Thesis report, then the survey certificate from the company <b>must include</b> letterhead, company seal and signature of the official who is entitled to include a clear name. <b>If</b> the company does not have letterhead and/or company seal, then the company must make a statement and then the student requests a written memo from the Study Program as a sign of approval for the certificate.</li> <li>- <b>If the Company objects to including the company name</b> in the Thesis report, then: <ul style="list-style-type: none"> <li>▪ <b>The company</b> must attach a <b>statement of objection to the inclusion of the name</b> with letterhead, stamp and signed by the company official, to be addressed to the Study Program</li> <li>▪ Next, the <b>Study Program</b> will make a <b>survey certificate</b> without letterhead and without a stamp signed by the Head of Study Program in lieu of a survey certificate from the company stating that it is true that the student has conducted survey/conducted research</li> </ul> </li> <li>After receiving the letters in points 1 and 2, students must upload: <ul style="list-style-type: none"> <li>▪ Letter of objection to the inclusion of the name of the company (original) <b>and</b> survey certificate from the Study Program (original).</li> </ul> </li> <li>- A template for a survey/conducting research certificate from the company can be seen in Appendix 6 of the instructions for writing the Final Project report.</li> <li>- <b>If the student does not conduct a survey at the company, the student requests a letter of not conducting a survey from the Study Program signed by the Head of Study Program.</b></li> <li>- Files type: PDF</li> <li>- Size: 5 MB maximum</li> <li>- Feature: Mandatory</li> </ul>
7. Consultation Book	<ul style="list-style-type: none"> <li>- Minimum 10 (ten) times of assistance</li> <li>- Files type: PDF</li> <li>- Size: 5 MB maximum</li> <li>- Feature: Mandatory if following a non-class thesis</li> <li>- Non-class/Internship Thesis = 1 (one) book per student.</li> <li>- Specifically for Internship Thesis, you must include an activity record as proof of apprenticeship at a company min 192 hours = 1 file per student.</li> </ul>
8. Other supporting documents	<ul style="list-style-type: none"> <li>- Files type: PDF</li> <li>- Size: 5 MB maximum</li> <li>- Feature: Not mandatory</li> </ul>
9. Complete and pay off all administrative and academic requirements	

Files to upload	Information
<b>B. File-file yang perlu diunggah bagi yang sidang ulang sidang skripsi:</b>	
1. Points <b>1 to 8</b> in the previous explanation (first thesis defense)	- Softcover files are <b>files that have been revised</b> according to the directions of the minutes of the trial
2. Receipt of thesis defense fee payment (for thesis redefense)	- Files type: PDF - Size: 5 MB maximum - Feature: Mandatory for students who will take thesis re-defense
3. The latest <i>Notulen sidang skripsi</i> (for thesis redefense)	- Files type: PDF - Size: 5 MB maximum - Feature: Mandatory for students who will take thesis re-defense
4. <i>Halaman Pernyataan Orisinalitas</i>	- Files type: PDF - Size: 5 MB maximum - Feature: Mandatory
5. <i>Form Ganti Judul</i> (if any)	- If there any changes in thesis title - Files type: PDF - Size: 5 MB maximum - Feature: Not mandatory (compulsory if there any changes in initial thesis title stated in <i>Surat Penunjukkan Pembimbing</i> )

- The status of the uploaded file can be seen according to the information stated on the website <https://thesis.apps.binus.ac.id>
- The softcover approval process is as follows:
  - a. Students who have submitted softcover files via THESIS.APPS.BINUS.AC.ID will then examine the file by the Thesis Advisor
  - b. Approval is divided into 2 (two):
    1. Approval of the Thesis Advisor
    2. Approval of Student services Center (SSC)
  - c. Files that have been **approved by the Thesis Advisor** as a whole will then be followed up for **Approval by the SSC**
  - d. If there are files that are rejected by SSC, then the revised Approval process will return to the Thesis Advisor first.

## 2. Thesis Defense

- If the required documents have been met, the student will be scheduled by the Student Registration and Services Center to attend the thesis defense.
- Students who will be scheduled to attend thesis defense must meet the following requirements:
  - Have collected SAT points of at least 120 points.
  - Has done social activities (Community Service) at least 30 hours.
 If the above requirements have not been met, the student will not be scheduled for a thesis defense.
- Thesis defense schedule can be found via <http://binusmaya.binus.ac.id> menu **Learning >> Thesis >> Thesis Defense Schedule**.
- The Thesis Defense session will begin in the 14th week (adjusted to the Thesis academic calendar for the current semester). Except for students who submit Soft Cover earlier, a session will be scheduled 2 weeks after submission.
- For students who will attend the thesis defense must be present on time and fill out the attendance list in the classroom.
- The thesis defense will be tested by the **Examining Team (not the advisor of the student to be tested)**, which consists of:
  - **Ketua Penguji** concurrently as *Penguji I*, who is in charge of leading the course of the thesis defense, examining and giving grades; and
  - **Penguji II**, tasked with testing and giving grades.
- At the thesis session, group presentations will be represented by group members appointed by the Chief Examiner of the Thesis Session.
- Graduation and thesis grades are given individual, not per group.
- The grades of the Non-Class Thesis session is calculated from the sum of the scores from the Thesis Advisor and the scores from the two examiners. The grades of the Internship Thesis

session is calculated from the sum of the scores from the Thesis Advisor, the scores from the Internship partners and the scores from the two examiners. **The results of the trial are PASS and NOT PASS decisions.**

- The final grades of the thesis defense that has been decided is absolute.

### 3. Grade Components

#### A. Non-class Track Thesis

##### 1. Thesis Advisor

- Effort and depth
  - Methodology → use of research methodology.
  - Theory → the relevance of the theories used with the topic of the thesis.
  - Data → completeness of data obtained from data collection.
  - Products and benefits → the benefits of the product resulting from research.
  - Writing ability → student ability to write a thesis as a scientific writing.
- Contribution and understanding of each individual.

##### 2. Examiner

- Ability and mastery:
  - Methodology → use of research methodology.
  - Theory → the relevance of the theories used with the topic of the thesis.
  - Data → completeness of data obtained from data collection.
  - Products and benefits → the benefits of the product resulting from research.
  - Writing ability → student ability to write a thesis as a scientific writing.
- Student attitude (only assessed by the *Ketua Penguji*).

#### B. Internship Track Thesis

##### 1. Thesis Advisor from Study Program

- Effort and depth
  - Methodology → the ability to describe the steps taken to complete the Internship.
  - Theory → the relevance of the theories used with work in the Internship.
  - Writing ability → the ability of students to write reports on the results of their Internship.
- Contribution and understanding of each individual.

##### 2. Advisors from Industrial Partners

- Benefits → benefits resulting from the Internship.

##### 3. Examiner:

- Ability and mastery:
  - Methodology → the ability to describe the steps taken to complete the Internship.
  - Theory → the relevance of the theories used with work in the Internship.
  - Data → completeness of data obtained from data collection during the Internship.
  - Products and benefits → the benefits of the product resulting from research

#### C. Assessment Grade

Final Thesis Score in the form of a grade according to the Grading System Table below:

**Tabel 3. Grading System**

Nilai	Grade	Keterangan
446-500	A	Passed – Very Good
421-445	A-	Passed – Very Good
381-420	B+	Passed – Very Good
341-380	B	Passed – Good
301-340	B-	Passed – Good
261-300	C	Passed – Enough
100-260	D	Not Pass
-	E	Failed – Absent
-	F	Failed – Plagiarism

#### 4. The Process After Thesis Defense

##### a. For those who passed

- For students who are required to change the title of their thesis according to a thesis defense decision, the thesis defense minutes can be downloaded in a message on Binusmaya, 2 (two) days after submitting *Form Ganti Judul* (FGJ), the original and a photocopy. *Form Ganti Judul* (FGJ) that is submitted must be typed. Thesis defense minutes cannot be downloaded if the original *Form Ganti Judul* (FGJ) and photocopies have not been submitted.
- For students who are not required to change the title of their thesis according to the thesis defense's decision, the thesis defense minutes can be downloaded in a message on Binusmaya, 2 (two) days after the session.
- Consult and make improvements to the thesis (if any) according to the notes and suggestions written in the minutes with the Thesis Advisor.
- **Ask for the signature of the Thesis Advisor and Ketua Penguji on the thesis defense minutes**, as proof of the thesis has been revised.
- Bring the signed thesis defense minutes to Student Services in exchange for *Lembar Pernyataan Dewan Penguji*.
- Sending a drive link containing all thesis files to the thesis advisor's email
- Bind the hard cover and ask for the signature of the Thesis Advisor (for the Internship track, ask for signatures from both thesis advisors) and the Head of Study Program
- **Not later than 2 (two) weeks after the thesis defense date:**
  - a. Students are required to submit a Thesis file and ask for approval from the Thesis Advisor not later than the hardcover submission deadline.
  - b. The thesis files are sent using the binus.ac.id email to the Thesis Advisor and Student Service Center emails by attaching a drive link that contains all the thesis files in the order of the file categories.
  - c. Confirming the granting of permission to Bina Nusantara University to publish thesis, if the student does not wish to give permission for publication, the student must write down the reasons.
  - d. For thesis to be published in international publications, Halaman Pernyataan Persetujuan Publikasi Internasional must be uploaded along with the hard cover file.
  - e. The thesis file that has received the approval of the Thesis Advisor is a requirement for hardcover.

**Tabel 4. Files Order**

Files Order	File Contents	File Type	Size
File 1	<i>Cover</i>	.doc	1MB
File 2	Halaman Persetujuan Dosen Pembimbing (Scan that has been signed by students, thesis advisors and Head of the Study Program)	.pdf	1MB
File 3	Halaman Pernyataan Dewan Penguji ( <i>Scan</i> that has been signed by <i>Ketua Penguji</i> and <i>Penguji II</i> )	.pdf	1MB
File 4	Abstract	.doc	1MB
File 5	Table of Content	.doc	1MB
File 6	Chapter 1	.doc	30MB
File 7	Chapter 2	.doc	30MB
File 8	Chapter 3	.doc	30MB
File 9	Chapter 4	.doc	30MB
File 10	Chapter 5	.doc	30MB
File 11	Appendix (including references)	.doc	30MB
File 12	Presentation at the thesis defense session	.ppt	30MB
File 13	<i>Working Paper</i> sesuai dengan format yang ada di petunjuk penulisan Skripsi halaman 12. Untuk Skripsi Internship tidak diwajibkan mengupload.	.doc	30MB

Files Order	File Contents	File Type	Size
File 14	Procedures for running programs/tools	.doc	10MB
File 15	Application Program	.zip	50MB

f. It is mandatory to submit hard cover volumes to Student Services in the SSC Room (Student Services Center). The files collected are:

- 1) **1 (one) Thesis hard cover** in light blue bind cover containing:
  - *Halaman Sampul*
  - *Halaman Judul*
  - *Halaman Persetujuan Dosen Pembimbing (fotokopi)*
  - *Halaman Pernyataan Dewan Penguji (fotokopi)*
  - *Halaman Pernyataan Persetujuan Publikasi Skripsi (fotokopi)*
  - *Halaman Pernyataan Persetujuan Publikasi Internasional (fotokopi)*
  - Abstract page
  - Preface
  - Table of Contents
  - List of tables (if any)
  - List of Figures (if any)
  - List of Appendix (if any)
  - Contents Page (Chapters 1 – 5)
  - References
  - Curriculum Vitae
  - Appendix (including survey letter \*photocopy)

The front cover of the hard cover must bear the **BINUS University logo** in color, with buffalo paper the color of the cover is light blue.

The hard cover of A4 paper size (80gr) starting from Chapter 1 to the Appendix page of the Thesis is printed in a two-sided format.

- 2) **1 (one) Jilid Lakban** containing:
  - *Halaman Sampul*
  - *Halaman Judul*
  - *Halaman Persetujuan Dosen Pembimbing (asli)*
  - *Halaman Pernyataan Dewan Penguji (asli)*
  - *Halaman Pernyataan Persetujuan Publikasi Skripsi (asli)*
  - Abstract page\* (not required for internship thesis)
  - Preface
  - Table of Contents
  - List of tables (if any)
  - List of Figures (if any)
  - List of Appendix (if any)
- 3) **1 (one) Working Paper**
- 4) **1 (one) Halaman Pernyataan Persetujuan Publikasi Internasional** (original)
- 5) **Photograph for graduate documents (printed on matte paper, size 2x3=4 sheets, 4x6=4 sheets)**
- 6) **Toga Size Form (Support >> Download Center >> Thesis/Internship)**

- Passed the deadline for submitting hard covers or uploading hard cover files that have been determined, students will not be processed for graduation.

- **Specifically for Group Thesis:**
  - If there are still members who do not pass, the members who pass in making Thesis Hard Cover and uploading files must wait until the results of a thesis redefense for group members who have not passed.
  - If a group member does not pass for the 3rd time or after the thesis defense period the student's thesis has not passed, then it cannot be included as a compiler because it is considered a failure, and Thesis hard cover volumes and file uploads can be done.

**b. For those who failed or were not present (either one or all members):**

Students who have been declared not passed or are not present at the thesis session must:

**For those who do not pass, then:**

- For students who are required to change the title of their thesis according to the thesis defense's decision, the thesis defense minutes can be downloaded in a message on Binusmaya, 2 (two) days after submitting the original Form Ganti Judul (FGJ) and a photocopy. Form Ganti Judul (FGJ) submitted must be typed. The thesis defense minutes cannot be downloaded if the original Form Ganti Judul (FGJ) and a photocopy have not been submitted.
- For students who are not required to change the title of their thesis according to the thesis defense's decision, the thesis defense minutes can be downloaded in a message on Binusmaya, 2 (two) days after the session.
- Consult and make improvements to the thesis (if any) according to the notes and suggestions written in the minutes with the Thesis Advisor. **Ask for the signature of the examiner and supervisor on the minutes.**
- Revise the Soft Cover according to the directions of the minutes of the meeting and asking for a signature on the halaman pernyataan orisinalitas by the Thesis Advisor (for the Internship track, ask for approval from both advisors).

**For those who do not pass or do not attend, then:**

- Not later than 2 (two) weeks after the date of the first thesis defense session, students are required to:
  1. Register for a Thesis redefense at Student Services by paying a redefense fee of Rp. 275,000,- (two hundred and seventy five thousand rupiah) per student.
  2. Upload files at <https://thesis.apss.binus.ac.id> as follows:
    - Improved thesis softcover
    - Proof of redefense payment
    - Minutes of final thesis session
    - *Halaman pernyataan orisinalitas*
    - *Form ganti judul* (if any)
- **The Even Semester Thesis defense period is until the end of September, while the Odd Semester Thesis defense period is until the end of April.** The thesis redefense session is only given 2 (two) opportunities for the same semester and during the thesis defense period. If one or all of the group members fail for the 3rd time or after the thesis session the student has not passed (only the 1st or 2nd trial), the student is deemed to have failed in that semester and must register for the Thesis course by **changing the Thesis Topic and Title** and is required to register the Thesis in the following semester by paying the tuition fee and Thesis Credits fee.

**c. Requirements for Thesis Redefense Administrative Fees**

- Students can re-register for Thesis Session at Student Services.
- The redefense fee is Rp. 275,000,- (two hundred and seventy five thousand rupiah) per student.

## 5. Graduation

- Students who are entitled to graduate are those who meet the graduation requirements.
- Student graduation announcements can be seen on the website <http://binusmaya.binus.ac.id> menu **News Stream**.



- Students can see a detailed graduation schedule on <http://binusmaya.binus.ac.id> **menu *Graduation >> Graduation Status & Schedule.***
- In the graduation announcement, the names of students who are allowed to take part in the graduation ceremony will be announced, namely students who have completed all their academic and administrative obligations. Students whose names are not listed in the announcement of graduation participants are not accepted for registration for that graduation period and must attend the next graduation period if all obligations have been completed.
- The implementation of the Graduation follows the schedule set by Bina Nusantara University, which will be held on:
  - Odd Semester: April and June/July
  - Even Semester: October and November/December.

## IV. THESIS DEFENSE RULES

### 1. Thesis Defense Participant

- Dress code:
  - Man:
    - Long sleeved white shirt
    - Dark trousers (not jeans)
    - Binus almamater suit
    - Black closed shoes and socks
    - Wearing a long tie
    - Neat hair
  - Woman:
    - White shirt/blouse
    - Binus alma mater suit
    - Dark colored skirt below the knee (jeans or trousers are not allowed)
    - Black closed shoes and socks
- Must be present near the classroom at least 15 (fifteen) minutes before the thesis defense begins.
- Must fill out and sign the attendance list.
- If in the first thesis defense, a student is absent without a reason that is permitted according to Bina Nusantara University regulations, then the student concerned will be declared disqualified but still has the opportunity to take part in a thesis redefense in the current semester.
- Smoking, eating and drinking are prohibited in the classroom.
- Turn off mobile phones or other electronic communication devices.
- Be polite in answering the examiner's questions.
- If the student being tested does not master the scientific work that is made, then the student can be declared not passed and get a final grade of D.
- Receive the results of thesis defense decisions that are absolute.

### 2. The Audience

- Derived from Bina Nusantara University students.
- Dress modestly (no jeans, t-shirts and sandals).
- Behave politely and do not make a fuss (discussion) in the classroom.
- Smoking, eating and drinking are prohibited in the classroom.
- Turn off mobile phones or other electronic communication devices.
- It is not permitted to provide assistance in any form to the student being tested.
- Not allowed to make notes and record questions or answers in classroom (in any form).
- Not allowed to enter the classroom when the thesis defense session has started.
- Not allowed to leave the classroom before the thesis defense session ends

## V. VIOLATION OF THESIS WRITING

During the process of making the thesis from start to finish, evidence is found that the thesis is not the original scientific work of the student concerned (plagiarism) and/or falsification of data and information (such as fictitious companies, fictitious data or information, fictitious values, fictitious

documents, etc.) and/ or other actions that violate the provisions of the applicable laws and regulations, sanctions will be given to students by referring to the Peraturan Tata Tertib Kehidupan Kampus as contained in the Bina Nusantara University Regulations number 1426/SK/PTTKK/UBN/VII/2016 which can be downloaded at [Binusmaya.binus.ac.id](http://Binusmaya.binus.ac.id) menu: Support >> Download Center >> Category: Rules >> Title: Peraturan Tata Tertib Kehidupan Kampus.

## VI. FORMS

The forms used in the preparation of this thesis are as follows:

1. Surat Penunjukan Pembimbing Skripsi Non Kelas/ *Internship*
2. *Form* Ganti Judul
3. Lembar Penilaian Pembimbing Skripsi–Strata 1 Jalur Skripsi Kelas/Non Kelas
4. Lembar Penilaian Pembimbing Skripsi–Strata 1 Jalur *Internship*
5. Lembar Penilaian Penguji Jalur Skripsi Kelas/Non Kelas
6. Lembar Penilaian Penguji Jalur Skripsi *Internship*

**Universitas Bina Nusantara  
Jakarta/Bandung/Malang**

**SURAT PENUNJUKAN PEMBIMBING <<SKRIPSI / TUGAS AKHIR / PRE-THESIS>>  
<<NON-KELAS / NON-KELAS PARTNERSHIP / NON-KELAS BERBASIS KARYA /  
INTERNSHIP / PENELITIAN / PROYEK AKHIR / MULTIDISIPLIN / ARTIKEL  
ILMIAH>>  
<<NAMA PROGRAM>> PROGRAM DAN <<NAMA PROGRAM>> PROGRAM \*\*)  
<<NAMA PROGRAM STUDI>> STUDY PROGRAM DAN <<NAMA PROGRAM  
STUDI>> STUDY PROGRAM\*\*)  
<<SCHOOL/ FACULTY>> DAN <<SCHOOL/ FACULTY>>\*\*) )**

Sehubungan dengan kegiatan penyusunan <<Skripsi/ Tugas Akhir/Pre-Thesis>> oleh mahasiswa,

NIM : ..... Nama : .....  
<<NIM: .....>> <<Nama : .....>>  
<<NIM: .....>> <<Nama : .....>>

**Topik** : .....

Judul Sementara :

Judul Inggris (Harus diisi dan disetujui Head/ Deputy)

Semester: Ganjil / Genap \*) Tahun Akademik : ..... / .....  
dengan ini kami mohon bantuan kepada

Bapak / Ibu \*) ..... Kode Dosen : .....  
Bapak / Ibu \*\*) ..... Kode Dosen : .....  
Bapak / Ibu \*\*) ..... Kode Dosen : .....

untuk bersedia menjadi pembimbing mahasiswa tersebut. Pembimbing dimaksudkan bertindak sebagai pemberi masukan dan pengarah materi <<Skripsi/ Tugas Akhir/ Pre-Thesis>> agar layak dan berbobot sesuai dengan jenjang <<S1/ Diploma IV>> Selain itu juga bertindak sebagai pengarah sistematika dan tata bahasa Indonesia bagi mahasiswa dalam menulis <<Skripsi/ Tugas Akhir/Pre-Thesis>>-nya.

Atas bantuan dan bimbingan yang diberikan, kami mengucapkan terima kasih.

Jakarta/Bandung/Malang, .....

( ..... )  
Head/ Deputy Head of  
<<Study Program/ Program>>

( ..... )  
Head/ Deputy Head of  
<<Study Program/ Program>>\*\*) )

( ..... )  
Head/ Deputy Head of  
<<Study Program/ Program>>\*\*) )

**Copy <<1/2>> rangkap untuk :**

- \* Dosen Pembimbing
- \*\* diisi untuk Skripsi/ Tugas Akhir Program Ganda atau Multidisiplin
- \* Coret yang tidak perlu

## FORM GANTI JUDUL

Yth. *Student Registration and Scheduling Center/Student and Lecturer Services*  
di tempat

Dengan ini kami:

Kelas / Kelompok \*) : ..... / .....  
NIM : ..... Nama : .....  
<<NIM : .....>> <<Nama : .....>>  
<<NIM : .....>> <<Nama : .....>>

Mengubah Judul:  Outline Skripsi  Skripsi  Tugas Akhir  Proyek Akhir

Topik Semula : .....  
Judul Indonesia semula : .....

Topik Baru : .....  
Judul Baru Indonesia : .....

Judul Baru Inggris : .....

Alasan penggantian judul :  Bimbingan  Keputusan sidang Tugas Akhir

Jakarta/Bandung/Malang, .....

Hormat kami,

(.....) <<(.....)>> <<(.....)>>  
NIM: <<NIM: >> <<NIM: >>

Mengetahui,

(.....) (.....) (.....)  
Pembimbing Pembimbing 2\*\*) *Head/Deputy Head\*\*\**

**Copy 2 (dua) rangkap untuk:**

- Dosen Pembimbing
  - Mahasiswa
- \* *diisi untuk Tugas Akhir/Skripsi Kelas*  
\*\* *diisi untuk Skripsi Internship*  
\*\*\* *diisi jika terjadi perubahan topik*

**Lembar Penilaian Pembimbing Skripsi Kelas/Non Kelas  
Computer Science Program/ Mobile Application &  
Technology Program/Game Application & Technology Program/  
Cyber Security Program  
Computer Science Study Program  
School of Computer Science  
Universitas Bina Nusantara**

**Pembimbing**

Kode Dosen : \_\_\_\_\_

Nama Dosen : \_\_\_\_\_

**Peserta Sidang**

Judul Skripsi : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Kelas : \_\_\_\_\_ Kelompok : \_\_\_\_\_

1. NIM : \_\_\_\_\_ Nama : \_\_\_\_\_

2. NIM : \_\_\_\_\_ Nama : \_\_\_\_\_

3. NIM : \_\_\_\_\_ Nama : \_\_\_\_\_

Kriteria	Komponen	Bobot	Peserta 1		Peserta 2		Peserta 3	
			Nilai*)	Total	Nilai*)	Total	Nilai*)	Total
Usaha dan Kedalaman	Metodologi	8						
	Teori	6						
	Kelengkapan Data	6						
	Lingkup Produk dan Manfaat	6						
	Kemampuan Penulisan	6						
Individu	Kontribusi dan Pemahaman	8						
<b>Total Nilai Pembimbing</b>								
*) Nilai diisi dengan: <b>5 – Baik Sekali    4 – Baik    3 – Cukup    2 – Kurang</b>								

Jakarta/Bandung/Malang, .....

\_\_\_\_\_  
**Pembimbing**

\_\_\_\_\_  
**Ketua Penguji**

**Catatan :**

Berkas ini digunakan bagi mereka yang hendak mengikuti sidang Skripsi. Berkas ini harus diisi oleh pembimbing. Setelah dinilai, pembimbing harus memasukkan lembar ini ke dalam amplop tertutup dan dibubuhi tanda tangan pada lembar penutup segel amplop tersebut. Pembimbing menyerahkan berkas ini ke SRSC (Student Registration and Scheduling Center) atau SLS (Student and Lecturer Services). Jam kerja SRSC atau SLS: Senin-Jumat pukul 09.00-17.00, Sabtu pukul 09.00-15.00

**Lembar Penilaian Pembimbing Skripsi *Internship***  
**Computer Science Program/ Mobile Application & Technology**  
**Program/Game Application & Technology Program/**  
**Cyber Security Program**  
**Computer Science Study Program**  
**School of Computer Science**  
**Universitas Bina Nusantara**

**Pembimbing**

Kode Dosen : \_\_\_\_\_  
Nama Dosen : \_\_\_\_\_

**Peserta Sidang**

Judul Skripsi : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Kelas : \_\_\_\_\_ Kelompok : \_\_\_\_\_

1. NIM : \_\_\_\_\_ Nama : \_\_\_\_\_  
2. NIM : \_\_\_\_\_ Nama : \_\_\_\_\_  
3. NIM : \_\_\_\_\_ Nama : \_\_\_\_\_

Kriteria	Komponen	Bobot	Peserta 1		Peserta 2		Peserta 3	
			Nilai*)	Total	Nilai*)	Total	Nilai*)	Total
Dosen Pembimbing Program Studi	Metodologi	10						
	Teori	8						
	Kemampuan Penulisan	8						
	Kontribusi dan Pemahaman	10						
	Kelengkapan Data	6						
Pembimbing Mitra	Manfaat	18						
<b>Total Nilai Pembimbing</b>								
*) Nilai diisi dengan: <b>5 – Baik Sekali    4 – Baik    3 – Cukup    2 – Kurang</b>								

Jakarta/Bandung/Malang, .....

\_\_\_\_\_  
**Pembimbing**

\_\_\_\_\_  
**Ketua Penguji**

**Catatan :**

Berkas ini digunakan bagi mereka yang hendak mengikuti sidang Skripsi. Berkas ini harus diisi oleh pembimbing. Setelah dinilai, pembimbing harus memasukkan lembar ini ke dalam amplop tertutup dan dibubuhi tanda tangan pada lembar penutup segel amplop tersebut. Pembimbing menyerahkan berkas ini ke SRSC (Student Registration and Scheduling Center) atau SLS (Student and Lecturer Services). Jam kerja SRSC atau SLS: Senin-Jumat pukul 09.00-17.00, Sabtu pukul 09.00-15.00

**Lembar Penilaian Penguji Sidang Skripsi**  
**Jalur Skripsi Kelas/Non Kelas**  
**Computer Science Program/ Mobile Application & Technology**  
**Program/Game Application & Technology Program/**  
**Cyber Security Program**  
**Computer Science Study Program**  
**School of Computer Science**  
**Universitas Bina Nusantara**

**Dosen Penguji**

Kode Dosen : \_\_\_\_\_

Nama Dosen : \_\_\_\_\_

Judul Skripsi : \_\_\_\_\_

\_\_\_\_\_

Kelas : \_\_\_\_\_ Kelompok : \_\_\_\_\_

**Peserta Sidang**

1. NIM : \_\_\_\_\_ Nama : \_\_\_\_\_

<<2. NIM : \_\_\_\_\_ <<Nama : \_\_\_\_\_ >>

<<3. NIM : \_\_\_\_\_ <<Nama : \_\_\_\_\_ >>

Jabatan	Kriteria	Komponen	Bobot	Peserta 1		<<Peserta 2>>		<<Peserta 3>>	
				Nilai*)	Total	Nilai*)	Total	Nilai*)	Total
Penguji	Kemampuan/ penguasaan	Metodologi	8						
		Teori	8						
		Kelengkapan Data	6						
		Lingkup Produk dan Manfaat	6						
<b>Total Nilai Penguji:</b>									
Ketua	Persidangan	Sikap	4						
<b>Total Nilai Ketua:</b>									
<b>Total Nilai Secara Keseluruhan:</b>									
*) Nilai diisi dengan: <b>5 – Baik Sekali    4 – Baik            3 – Cukup            2 – Kurang            1 – Kurang Sekali</b>									

Jakarta/Bandung/Malang, .....

\_\_\_\_\_  
**Ketua Penguji**



**Lembar Penilaian Penguji Skripsi Akhir**  
**Jalur Skripsi Internship**  
**Computer Science Program/ Mobile Application & Technology**  
**Program/Game Application & Technology Program/**  
**Cyber Security Program**  
**Computer Science Study Program**  
**School of Computer Science**  
**Universitas Bina Nusantara**

**Dosen Penguji**

Kode Dosen : \_\_\_\_\_

Nama Dosen : \_\_\_\_\_

Judul Skripsi : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Kelas : \_\_\_\_\_ Kelompok : \_\_\_\_\_

**Peserta Sidang**

1. NIM : \_\_\_\_\_ Nama : \_\_\_\_\_

<<2. NIM : \_\_\_\_\_ <<Nama : \_\_\_\_\_ >>

<<3. NIM : \_\_\_\_\_ <<Nama : \_\_\_\_\_ >>

Jabatan	Kriteria	Komponen	Bobot	Peserta 1		<<Peserta 2>>		<<Peserta 3>>	
				Nilai*)	Total	Nilai*)	Total	Nilai*)	Total
Penguji	Kemampuan/ penguasaan	Metodologi	6						
		Teori	4						
		Kelengkapan Data	4						
		Lingkup Produk dan Manfaat	6						
<b>Total Nilai Secara Keseluruhan:</b>									
*) Nilai diisi dengan: <b>5 – Baik Sekali    4 – Baik                    3 – Cukup                    2 – Kurang                    1 – Kurang Sekali</b>									

Jakarta/Bandung/Malang, .....

**Ketua Penguji**

<< \_\_\_\_\_ >>  
<<Penguji II>>



## Thesis Academic Calendar

The thesis defense schedule is scheduled for the current semester. The thesis defense period for the Even Semester is held until the **end of September**, while the thesis defense period for the Odd Semester is held until the **end of April**. Students can pay attention to several schedules related to the preparation of thesis in the following table:

**Tabel 5. Thesis Academic Calendar School of Computer Science**

<b>Period*</b>	<b>Information</b>
2 weeks before class starts	Deadline for determining thesis advisor (for non-class)
Week 1	Outline submission
Week 2 to 10	Initial guidance period Thesis
Week 11	Determination of Class Thesis track eligibility status (according to the day and time of lecture)
Week 12	Continuing the writing and finalization of Thesis
Week 13	Finalization and Assessment of Thesis
In accordance with the Lecture Registration Activity Calendar	Deadline for submission of Thesis Soft Cover (for Non Class track)
Week 16	Start the Thesis Session
2 weeks after the thesis defense date	Deadline for Hard Cover revision
See the announcement at <a href="http://binusmaya.binus.ac.id">http://binusmaya.binus.ac.id</a>	Graduation registration
	Graduation

\*) = The implementation date can change at any time. If there are changes will be announced later.

## PERSONNEL LIST

In the context of writing thesis, several related officials who can be asked for various assistance that are directly related to problems that students may face are as follows:

**Tabel 6. List of School of Computer Science Personnel**

No	Position	Name and Address	Phone and E-mail
01	<i>Dean of School of Computer Science</i>	<b>Dr. Fredy Purnomo, S.Kom., M.Kom.</b> Kampus Anggrek Lt. 3 R. 311 Jl. Raya Kb. Jeruk No.27 Kb. Jeruk, Kec. Kb. Jeruk, Kota Jakarta Barat, DKI Jakarta 11530	021-53696969 Ext. 1354 Fax. 021-5350655 Email: <a href="mailto:FPurnomo@binus.edu">FPurnomo@binus.edu</a>
02	<i>Head of Computer Science Study Program</i>	<b>Choirul Huda, S.Kom., M.M.</b> Kampus Malang Lt. 5 R. Dosen Jl. Araya Mansion No. 8-22 Araya Malang	0341 - 3036969 Ext. 7562 Email: <a href="mailto:ChoirulHuda@binus.edu">ChoirulHuda@binus.edu</a>
	<i>Deputy Head of Computer Science Study Program</i>	<b>Chasandra Puspitasari, S.Kom., M.Cs.</b> Kampus Malang Lt. 5 R. Dosen Jl. Araya Mansion No. 8-22 Araya Malang	0341 - 3036969 Ext. 7563 Email: <a href="mailto:chasandra.p@binus.edu">chasandra.p@binus.edu</a>

Malang, 23 November 2021

Prepared by,

Dian Octavia Anggraini, S.T.  
Student and Lecturer Services Manager

Acknowledged by,

Choirul Huda, S.Kom., MM.  
Head of Computer Science Study Program

Approved by,

Cuk Tho, S. Kom., M.M., M.Com (IS)  
Deputy Campus Director – Academic Operations & Resources

Dr. Robertus Tang Herman, S.E., M.M.  
Campus Director BINUS University @Malang