

STUDENT GUIDE

Master Degree

Odd Semester

Academic Year 2022/2023



Student Guide Master's Level	Date Revision : - Date Occurred : 5 September 2022
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KATA REMARKS BY BGP DIRECTOR BINA NUSANTARA UNIVERSITY

We should thank God Almighty for the publication of the Binus Graduate Program (BGP) Student Guidebook for the Master Degree Odd Semester academic year 2022/2023. This guidebook provides information related to lecture activities so that the academic process at BGP, especially at the Master Degree, can run both following the standards in Binus and the National Standards for Higher Education.

Considering the condition of the Covid-19 pandemic globally and in Indonesia which has improved until now, Binus has implemented special policies in terms of academic and research activities. Activities that were previously carried out on campus need to be replaced with activities in online classes and virtual laboratories. Binus has long had a system that supports online activities in the form of online classes and virtual laboratories which have been used as a complement to academic or research activities, so that when facing a pandemic, Binus academics are ready to move to online activities.

This guidebook presents information on academic and research activities that have been adapted to pandemic conditions that require all activities to be carried out from outside the campus online. Lecture activities in class up to exams are accommodated with facilities available in Binusmaya, while student research activities such as discussions with lecturers are carried out by utilizing video conferencing.

We all hope that this pandemic will end soon so that all activities can return to normal and Binus, especially BGP, can always improve the quality of the implementation of academic and research activities and always get protection from God Almighty

Jakarta, 23 August 2022

Director of BGP Bina Nusantara University

Dr. Sani Muhamad Isa, S.Si., M.Kom.

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CHAPTER I INTRODUCTION

A. 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 in global community development by providing world class education by means of:

- *Educating Binusian to develop exemplary characters through 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*

Everyone

"A world-class university that fosters and empowers communities in building and serving the nation"

Mission

Binus University's mission is to build the nation and contribute to the global community by providing a world-class education, through:

- Educating Binusians to develop character through a holistic approach with global standards
- Solving the nation's problems through research that has a significant impact
- Fostering Binusian as a lifelong learner through self-enrichment
- Empowering Binusian to sustainably improve the quality of life and society
- Become the main driver to enrich the BINUS Higher Education system

B. Values Bina Nusantara

Based on our belief in God, our passion for education and our view of a bright future, we are committed to fostering 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 working:

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

Abbreviated with the word "**SPIRIT**"

Striving for excellence

Continue to do your best to achieve high-quality results on every aspect of the work.

EXPLANATION:

Every BINUSIAN believes that the commitment to build the archipelago and to be part of the global community, will not happen if it is not accompanied by a consistent and responsible desire and action to always provide the best through continuous improvement in order to produce high-quality experiences, services, and products.

Perseverance

Stay calm, focused, unyielding, and quick to rise up in overcoming 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 challenges that exist, always calmly, stay focused, do not give up easily, and can learn from failures and quickly bounce back if you experience failure (*set back*).

Integrity

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

EXPLANATION:

- No individual or organization can be great, without having high integrity as it is evident in the annals of history that individuals or organizations that dare to do the right thing, they will be respected and thrive.
- Every BINUSIAN will never compromise on this matter because every BINUSIAN must always dare to sincerely and consistently do the right thing, say the right thing and be open to anyone because of the right thing.

Respect

Care for others and appreciate the differences and contributions of each individual.

EXPLANATION:

- BINUS will not be born without an attitude of caring for others in order to achieve a better future, so that every BINUSIAN always fosters a sense of concern with our neighbors, both to fellow BINUSANS, as well as to all parties related to BINUS.
- Every BINUSIAN believes that each individual is unique, so the diversity of backgrounds and views of each BINUSIAN individual is not a barrier to unity, mutual trust, and cooperation.
- Diversity should be viewed as an important asset, because by respecting differences and discussing openly, bright ideas and achievements and achievements will be born.
- In addition, each BINUSIAN also always recognizes, and respects contributions 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 also always celebrates and boasts of the diversity that exists, the contributions made, as well as the achievements achieved with gratitude and all humility.

Innovation

Encourage creative, groundbreaking, and sustainable ideas to continuously improve the process to achieve better results.

EXPLANATION:

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

Teamwork

Believe in the importance of working as a team that collaborates, is effective, and trusts each other.

EXPLANATION:

- Every BINUSIAN believes that success can only be achieved by working together and collaborating as a team, both in a small team in a work unit and a large team as one BINUS.
- No one team/unit can work and succeed on its own, without the contributions and cooperation of other teams associated around it.

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- In order for the team to function properly, smart, effective work, and high mutual trust among fellow BINUSIANS are the basis for this cooperation.

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Operational Time – BINUS Graduate Program Office Student Services

Monday – Friday : 09:00 – 21:00 WIB

Saturday : 09:00 – 15:00 WIB

No	Service Units	Email
1	Student Services	bgp.ss2@binus.edu
2	Helpdesk	bgp.helpdesk@binus.edu

Nomor WhatsApp BGPO Helpdesk : +62 813-8891-0678 (*text only*)

Lecture Time

Monday – Friday : 18:30 – 21:30 WIB

Saturday: 09:00 – 12:00 0 WIB or 13:00 – 16:00 WIB

GRADUATE PROGRAMS

1.	BINUS Graduate Program Director	:	Dr. Sani Muhamad Isa, S.Si., M.Kom.
2.	Head of Master of Computer Science Study Program	:	I Gede Putra Kusuma Negara, B.Eng., PhD
3.	Head of Master of Information Systems Management Study Program	:	Dr. Ir. Tanty Oktavia, S.Kom., M.M., CSCA, CDAP
4.	Head of Master of Industrial Engineering Study Program	:	Dr. Muhammad Asrol, S.T.P., M.Si
5.	Head of Master of Communication Study Program	:	Dr. Muhamad Aras, S. Pd., M. Si.
6.	Deputy Head of Master of Information Systems Management Study Program	:	Riyanto Jayadi, S.Kom., Ph.D.
7.	Deputy Head of Master of Communication Study Program	:	Dr. Ir. Zinggara Hidayat, M.M., M.Si.

CHAPTER II LECTURE ADMINISTRATION

A. *Onsite & Online Learning Model*

The learning model will be carried out onsite & online in the 2022/2023 Odd Semester lectures. For the onsite learning system, students come to campus in accordance with applicable guidelines. Meanwhile for learning systems with online will take advantage of various learning *resource channels* through *Video Conferences, Discussion Forums, Assignments*.

The number of meetings per course based on onsite & online learning components and modes can be seen in Tabel 1 below.

Table 1 Components, Learning Mode, and Number of meetings per Course

Learning Components	Learning Mode	Number of meetings per Course			
		1 credit	2 credits	3 credits	4 credits
<i>Reading</i>	<i>Onsite & Online</i>	2	5	8	10
Number of Meetings		2	5	8	10

SCHEDULE

- Package-defined
- 1 (one) semester consists of 2 (two) periods
- Schedule for Semester, etc will be announced no later than 2 (two) weeks before the next semester lectures start, through:
 - Regular Students: <https://binusmaya.binus.ac.id>, **Learning** menu, select **Class Schedule**.
 - Online Students: <https://ol.binus.ac.id/>, **Schedule** menu.
- For semester 1 it is announced during a freshman briefing.
- Cannot be cancelled or changed by a student

A more detailed explanation of the mode, media, and implementation of learning for *onsite & online* learning models is as follows:

a. Learning Mode

- Onsite

Students will be divided into 2 (two) groups, namely Group A and Group B where Group A will take onsite lectures in Week 1,3,5,7,9 and Group B will take onsite lectures in Week

2,4,6,8,10. To take part in onsite lectures, students are required to upload a vaccine certificate at BinusMaya in the following way:

- Log in to BINUSMAYA Academic Services
- Select menu
- Select the onsite protocol menu
- Select upload vaccine certificate
- Upload vaccine certificate (minimum 2)

After uploading the vaccine certificate, students can follow these steps to take onsite lectures:

- Fill out an onsite survey
 - View lecture schedules at BinusMaya
 - Fill out a daily health declaration
 - Come to Campus location at the earliest 30 minutes before the lecture starts
 - Check in Campus
 - Show entry pass
 - Getting to the classroom
 - Connecting smartphones/gadgets with Wifi Binus Access
 - Check in the classroom
- *Video Conference (ViCon)*
Video Conference is a learning process that utilizes *video conferencing* applications to facilitate interaction between lecturers and students.

Video Conference Terms:

1. Unveiling:
 - a) Listen to the explanation of the activities that will be carried out during the *video conference*.
 - b) Make sure the *microphone* on the Zoom application is in a "*mute*" condition, except when you want to ask a question (*unmute*).
 - c) Report to the lecturer if there are *video conference* participants who are not members of the class.
2. Listening to the explanation of the learning material delivered by the lecturer.
3. Conduct learning activities (quizzes, group work, presentations, and case studies) given by lecturers.
4. Cover:
 - a) Listen to a summary of the discussion and activities that have been carried out in the *video conference* session.

- b) Listen to the lecturer's direction regarding activities that need to be prepared or carried out in the next session.
 - c) Ensure student attendance when the lecturer verifies attendance.
 - d) Turn off the camera and *microphone*, and exit the *video conferencing* app.
5. *Do's and Don'ts*
- a) *Do's (Do)*
 - Turn on the camera to show that you're ready to start the session.
 - Make sure you have the *microphone* turned on while speaking.
 - Make sure you are in a conducive space to carry out *video conferencing*.
 - Make sure you are ready to be physical, dressed, and look good.
 - Make sure you have checked the *audio* equipment and *video* used.
 - Make sure you are *familiar* with the *video conferencing platform* (Zoom) used.
 - b) *Don't Do*
 - Directly conduct *a video conference* without making preparations.
 - Dressing inappropriately during *a video conference* session .
 - Conducting *video conferences* in places that can interfere with the focus of learning activities.

b. Learning Media

Binusmaya and Binus Online (LMS) are developed independently by Bina Nusantara University and are used as teaching media by lecturers and learning media by students. In Binusmaya and Binus Online, students can access learning materials, view lecture and exam schedules, do assignments, conduct discussions, and view grades, with the address <https://binusmaya.binus.ac.id> or <https://ol.binus.ac.id>.

- Zoom
Students carry out lectures / practicums using *Video Conference* media (ViCon) through the Zoom application.
- Microsoft Teams
If needed, lecturers and/or assistants can create class groups on the Microsoft Teams application and provide additional materials and/or assignments through Microsoft
- Other learning resources
Using teaching materials in *digital* form combined with other teaching materials in various forms, formats, media, and sources (example: Youtube, Udemy, Coursera, EdX, and others).

c. Implementation of Learning

Students are required to study the main material as well as additional explanatory materials provided by the lecturer according to the topic of the course. Students can access the material on the menu:

- Regular Students (Binusmaya):
Master's >> Courses >> 20 22, Semester Odds, Period 1 >> [Courses] >> TAB Resources and TAB Shared Materials at BINUSMAYA.
- Online Students (Binus Online):
Courses >> [Courses] >> TAB Forum and TAB Topic in LMS.

Assignments given by lecturers, students are required to do the assignments according to predetermined topics. Pay attention to the *deadline* for collecting *assignments* listed in the *system*. Do not plagiarism/duplicate other people's work (Important: do paraphrasing and listing reference sources). Students can access *assignments* on the menu:

- Regular Students (Binusmaya):
Master's >> Courses >> 2021, Semester Odds, Period 1 >> [Courses] >> TAB Assignment.
- Online Students (Binus Online):
Courses >> [Lecture Points] >> TAB Assignment & Quiz.

Discussion online through discussion forums, mengikut discussions actively on *threads / posts* that have been made by lecturers in accordance with the topics listed on the *system*.

d. Lecture Calendar

The lecture calendar for each semester is updated and can be downloaded on the menu:

- Regular Students (Binusmaya):
Support >> Download Center >> Category >> Academic Calendar >> Click lambang download in the action field.
- Online Students (Binus Online):
Services >> Rules and Guidelines >> Search >> Academic Calendar.

B. Study Period

a. Terms of Study Period

The student's study period limit is 3 years (6 semesters) for the Graduate level. Students who have passed the predetermined study period limit will be considered **RESIGNED (Drop Out)** which can result in a change in student status to **be dismissed as a student of Bina Nusantara University**. *This Drop Out* is done every semester. For students who do not make

tuition payments in accordance with the predetermined time limit, the student is declared LEAVE or DISQUALIFIED (Unofficial Leave). Academic leave, both official and unofficial will be taken into account for the study period.

1. Student Package

Those who are included in the Package Student category, are students in semester 1 – graduate for Postgraduate level and *further study*. Students are automatically registered as package students until graduation for Postgraduate education level students, but specifically for students outside the package semester, they will be considered as Non-Package students. Courses are offered on a package system based on the distribution of each study program. Likewise with the payment of tuition fees, bills will be increased which can be seen on Binusmaya or Binus Online and transfers are made in a *virtual account* by a Bank appointed by Bina Nusantara University. For Master Track students, tuition payments will be made *automatically debited* by the Bank appointed by Bina Nusantara University from the beginning of the lecture until the student completes the entire *Master Track* program. Information about lecture bills can be found on [the http://binusmaya.binus.ac.id](http://binusmaya.binus.ac.id) or on the <http://ol.binus.ac.id/>

Special provisions for students who will take Thesis courses according to the distribution of courses:

- All courses have PASSED.
- If you still have a failed course and/or have not taken it, then the student must take the course/take it at the same time at the time of the Thesis.

2. Non-Package Students

Taking courses outside of scheduling packages (repeating or adding courses) is carried out by students who want to repeat the course (no / have not met the graduation requirements). Students can apply for taking courses outside the package with certainty as follows:

- Registration is carried out in the lecture registration period, which is 1 (one) month before the next semester's lectures begin
- Fill out the Course Collection Form, which can be obtained to the *BGPO Helpdesk* (bgp.helpdesk@binus.edu) section.
- Submit the Course Collection Form yang has been filled out and signed in the form of a photo / scan via email bgp.helpdesk@binus.edu.
- Courses to be repeated or taken, open in the semester in question
- Does not clash schedules with other package courses
- Class capacity is still available to schedule
- If you repeat or add courses outside the specified semester, you are required to pay tuition fees per semester
- Students who change the writing path / thesis topic after submitting the proposal manuscript to be heard, are considered a failure and must repeat from the Pre-Thesis.

If this is done outside the specified package semester, a tuition fee per semester will be charged

b. Official Leave

Leave of study will be granted by the Head of Study Program if the student applies for reasons that can be accounted for. During lectures, students can only apply for a **maximum of 2 (two) semesters** of academic leave and the application for academic leave is still counted as the student's study period. If you want to apply for leave, it is submitted 1 (one) month before the next semester lectures start. College Leave is not allowed when the lecture or semester has started or is running. For **the** application for **Student** leave, it has the following conditions:

1. Fill out the college leave application form completely.
2. Submit the College Leave Application Form yang has been filled out and signed in the form of a photo / scan via email bgp.helpdesk@binus.edu.
3. Pay off the payment of tuition fees per semester before applying for college leave and paying off the arrears of payments in the previous semester (if any)
4. Fulfilling library obligations (returning books/paying fines) to the Library and Knowledge Center before applying for academic leave through <https://bit.ly/LKCborrow> and <https://bit.ly/LKCfines>.

c. Re-active

For students who will be active again after taking a leave of absence, must be active again no later than 1 (one) month before the next semester's lectures begin. For re-active application, have the following conditions:

1. Filling in Re-active form.
2. Submit the Active **Return** Form that has been filled out and signed in the form of a photo / scan via email bgp.helpdesk@binus.edu.
3. Pay off the payment of tuition fees during leave, if at the time of leaving the lecture has not paid the tuition fees.

d. Resignation

For students who decide to resign, they are required to consult first with the Head of Study Program. The consultation is carried out online through the *Microsoft Teams* application, *Zoom*, or other online media.

Student resignations can be further processed if they have fulfilled their remaining financial and library obligations, and received recommendations/approvals to resign. The Resignation Form can be submitted through the *BGPO Helpdesk* (bgp.helpdesk@binus.edu).

The form that has been completed and signed by the Student on stamp duty and has been approved is sent along with the *Binusian Card Flazz* to the *BGPO Helpdesk*. The completed

form can be printed and signed by students on IDR 10.000,- stamp in the approve column. The completed form can be sent via photo/scan to email bgp.helpdesk@binus.edu.

C. Change Pathway

The process of changing pathways is the process of changing student lectures from Regular to Online or Online to Regular. This process of moving pathways, student is obliged to do:

- Students who change pathways can only be done after semester 1 is over (study for at least 2 periods).
- Providing an application for a move application.
- Fill out the path change form, for the path change form can be submitted via bgp.helpdesk@binus.edu.
- The status of the path change approval will be informed by the *BGPO Helpdesk* via the Student email.
- Students who are approved to change lanes are required to make a change of line payment of IDR. 500,000,- (five hundred thousand rupiah).

D. Lecture Attendance

Students are required to attend in accordance with the minimum attendance requirements for each component of the course learning. The attendance requirements can be seen at :

- For Regular Students through Binusmaya (<https://binusmaya.binus.ac.id>) on the *Learning* menu, select *Attendance Information*.
- For Online Students via LMS (<https://ol.binus.ac.id/>) on the *Attendance* menu

The calculation of the number of absences includes permission, alpha, illness, and/or other causes that cause students to be unable to attend lectures.

The following are the maximum provisions for Student Attendance:

Keterangan	Jumlah SKS	Jumlah Pertemuan	Maksimal Absensi
Kelas Utama	4 SKS	10	3
Kelas Enrichment		6	1
Kelas Utama	2 SKS	5	1
Kelas Enrichment		3	1

With this provision, if the Student **crosses the attendance limit** in the **Enrichment** course. Then the student is declared **ineligible to take the Final Exam** in the course. This provision of attendance applies to each course and INCLUDES permission due to illness, overtime, office duties to go out of town/country, family needs and/or other causes that cause students to be unable to attend lectures.

CLASS NAME

The terms of the class name are as follows:

Digit 1 : Lecture Type Code (L = Lecture, E = Enrichment)

Digit 2: Class Code (M = Information Systems Management, T = Master of Informatics Engineering, C = Master of Communication Science, D = Master of Industrial Engineering, K = Master of Accounting)

Digit 3: Class Name (A, B, C, D, etc.)

Digit 4 : Class Name (1, 2, 3, 4, etc.)

Example of class name LTA1 = class A in the Informatics Engineering study program

E. Final Exam

Final Exam Provisions :

1. The exam will be conducted online in the form of *Take Home Test / Project / Online Exam*.
2. Two weeks before the exam starts, students can see the Final Exam schedule on the menu :
 - Binusmaya (<https://binusmaya.binus.ac.id>) on the Exam menu, select *Exam Schedule*.
 - LMS (<https://ol.binus.ac.id/>) on the Exam menu, select *Exam Schedule*
3. If the exam schedule conflicts with the exam schedule at another University, then students must immediately report to the *BGPO Helpdesk* by attaching supporting files from other Universities such as Student Cards, Exam Schedules, and Certificates no later than one week before the exam period begins.
4. *Download* questions and submit exam answers can be done on:
 - a. For regular students, they can access to: *exam.apps.binus.ac.id* by using the Binusmaya login *username* and *password*.
 - b. For online students, they can access to:
Ol.binus.ac.id on the *Online* Exam menu, select *Exam Schedule* then select *HERE* to open the exam *website*.
5. The requirements to be able to take the exam are as follows:
 - a) Have already paid off the current semester's tuition bill.
 - b) Have completed the return of books and library arrears.
6. Exam questions can be *downloaded* starting from 7 (seven) days before **the deadline date for collecting answers**.
7. The collection (*submission*) of answers for each course can vary according to the specified time limit, namely up to the date & time of the *deadline*.
8. If students are unable to collect exam answers before the *deadline* time (internet network problems, laptops/*notebooks*, applications, etc.) then students will be **considered absent** from the exam.

9. Exam answers can be corrected and *resubmitted* a **maximum of 10 times as long as they do not exceed the set time limit**. The answer that will be corrected by the lecturer is the **last file submitted by the student**. If the answers to be collected consist of several *files*, please *compress* them in 'zip' form.
10. Make sure the file *extension* and *file size* are in accordance with the provisions. *File extensions* allowed are 'txt', 'pdf', 'ppt', 'xls', 'doc', 'pptx', 'xlsx', 'docx', 'rar', 'zip', 'jpg', 'jpeg', 'png', 'wav', 'mp3', 'mp4', 'avi', '3gp', 'mkv', 'mov', and 'flv'. **The maximum file size allowed is 20 MB.**
11. Students are encouraged to collect exam answers a **few days before the deadline date** or no later than 10 (ten) minutes before *the deadline* time (for exams with a special duration) to avoid delays in collecting exam answers.
12. 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 downloading the uploaded file** again to anticipate if there are obstacles during the *submission* process.
13. Students are not allowed to submit exam answers directly to the lecturer personally (outside the exam system), unless the exam answers are more than 20MB and follow the question instructions according to point no. 11.
14. Students who commit **PLAGIARISM** will get **the same sanctions as cheating sanctions**. If using references from books, journals, or *websites*, it is mandatory to include the reference sources used.
15. If the student is unable to take the exam due to *force majeure* (e.g. network connection problems, power outages, natural disasters, fires, riots, etc.), illness and hospitalization, or the family (grandparents/parents/siblings) has died, then the student can apply for the exam policy and is required to report and attach supporting evidence to the *BGPO Helpdesk*, in accordance with the following provisions:
 - a) The length of the constraints experienced exceeds the duration of the given exam time period.
 - b) The deadline for reporting and submitting supporting evidence is **ONE WORKING DAY** after the exam date the student cannot attend.
 - c) The supporting evidence that must be submitted can be seen in the following table:

Reason	Supporting Evidence
Examinees experience <i>force majeure</i> (eg: network connection constraints, power outages, natural	<ul style="list-style-type: none"> • File Kronologi <i>force majeure</i> • Photos related to the incident • News related to the incident (if any) • Scan <i>Binusian Card Flazz</i>

Reason	Supporting Evidence
disasters, fires, riots, etc.)	<ul style="list-style-type: none"> Other evidence (<i>case by case</i> according to the type of <i>force majeure</i>) if needed
Examinees hospitalized	<ul style="list-style-type: none"> <i>Inpatient</i> scan of tendons from the hospital <i>Scan</i> resep medicine from the hospital doctor <i>Scan</i> of inpatient fee receipt from the hospital <i>Scan</i> of laboratory check results <i>Scan</i> surate rest pasca hospitalization (if any) <i>Scan Binusian Card Flazz</i> <i>Print Screen</i> exam schedule
Family (grandparents) died	<ul style="list-style-type: none"> <i>Scan</i> of Death Certificate from hospital or RT/RW <i>Scan</i> Family Card (KK) <i>Scan</i> of parents' birth certificate if grandparents are not listed on the Family Card (KK) <i>Scan Binusian Card Flazz</i> <i>Print Screen</i> exam schedule
The nuclear family (parents/siblings) died	<ul style="list-style-type: none"> <i>Scan</i> of Death Certificate from hospital or RT/RW <i>Scan</i> Family Card (KK) <i>Scan Binusian Card Flazz</i> <i>Print Screen</i> exam schedule

- d) The lack of supporting evidence that is followed must be submitted according to the date of the agreement and no later than three working days from the last day of the exam.
- e) The announcement of the acceptance status of the exam policy application will be informed by the BGPO *Student Service* via the student's email.
- f) If the application for the exam policy is accepted, then for UAS students can take the follow-up exam.
- g) Students can view the follow-up exam schedule on:
 - Binusmaya (<https://binusmaya.binus.ac.id>) on the Exam menu, select *Exam Schedule*.
 - LMS (<https://ol.binus.ac.id/>) on the Exam menu, select *Exam Schedule*.

Other information related to lectures and exams can be asked to the *Contact Center* of each campus as follows:

Campus	Email	Nomor Whatsapp	Operating Hours during the Exam Period
Kemanggis	bgp.helpdesk@binus.edu (Help desk) bgp.ss2@binus.edu (Student Service)	0813-8891-0678 (text only)	Monday-Friday at 09:00-17:00 WIB & Saturday Pk. 09.00-15.00 WIB

Pre-Thesis / Thesis Exam

Pre-Thesis / Thesis Exam Schedule information can be known 14 days from the collection of files. In the Pre Thesis / Thesis period through:

- Regular students can see in Binusmaya (<https://binusmaya.binus.ac.id>) on the *News Stream*.
- Online students can see in the LMS (<https://ol.binus.ac.id/>) on the *Announcement*.

The implementation of the Pre-Thesis / Tesis Exam will be carried out online through the *Zoom* application. If during the Pre-Thesis / Thesis Exam Schedule there are obstacles, then students must immediately report the matter to the *BGPO Student service* through the *contact center*.

Service	Email	WhatsApp
Help Desk	bgp.helpdesk@binus.edu	0813-8891-0678 (Text Only)
Student Services	bgp.ss2@binus.edu	-

The requirements that must be completed for the Pre-Thesis and Thesis Exams, can be seen in the applicable Proposal and Thesis Procedure Book. The book can be downloaded at:

- For regular students <https://binusmaya.binus.ac.id> Support menu, select *Download Center*, select the *Thesis category*.
- For online students <https://ol.binus.ac.id> the *Services* menu select *Rules And Guidelines* on the *Thesis Guidelines* tab, select *search How to write and Thesis Procedure*.

F. Grade

The assessment system that is in accordance with the purposes and objectives of the educational program at Bina Nusantara University is the Absolute Grading System, in the form of letter grades grouped from the Final Grade as follows:

Letter Grade	Range	Weight	Description
A	90 – 100	4	High Distinction
A-	85 – 89	3.67	Distinction
B+	80 – 84	3.33	Satisfactory
B	75 – 79	3	Pass
B-	70 – 74	2.5	Fail
C	65 – 69	2	
D	50 – 64	1	
And	0 – 49	0	
F	-	0	Incomplete

Grade B-, C, D, E or F grades MUST be repeated if:

1. The course has not met the minimum grade that has been determined
2. Graduation GPA less than 3.00

An 'F' grade is given to all components of the course grade (*assignment*, final exam) if:

- Students **are not eligible to** take the Final Exam (attendance requirements are not met/late during the exam).
- Students **Do not take** the Final Exam.
- The student takes the Final Exam **but his test score is zeroed for committing a violation.**

The "F" grade obtained by the student, will be displayed on the LHSS and the Cumulative Grade List (DNK), but not displayed on the Academic Transcript (TNA).

- **The Maximum Score** for the Follow-up Exam is **80**.
- Grade information is announced through :
 - For Regular Students: <https://binusmaya.binus.ac.id> Grade menu, select *View Score*, select Current Period.
 - For Online Students: <https://ol.binus.ac.id> on the *Dashboard* score menu.

- **Grade Confirmation (Grade Protest)**

If students feel that the announced scores are not in accordance with the results of the exam, they can submit a grade confirmation (grade protest) with the following conditions:

- Confirmation of grade issues no later than **4 (four) days** from grade announcement
- Confirmation of grade due solely to border grade value are not allowed
- Students can apply for grade confirmation through Binusmaya or Binus Online
- Fill out the Grade Confirmation Form completely and correctly by writing down the reasons that can be accounted for, and submitting it to the Binus Graduate Program Student Services for further processing
- The results of the grade confirmation will be informed via <https://ol.binus.ac.id> (Online) and <https://binusmaya.binus.ac.id> (Regular) Score menu.
- If the confirmed score (protested) turns out to be correct according to what has been announced, then the student must be willing to be deducted **20 points** from the announced score. A reduction in grades of **20 points** is carried out through the system, if the lecturer continues to fill in the same score

Grade Report

The Grade Report can be viewed through :

- For regular students, it can be accessed via <https://binusmaya.binus.ac.id> Learning menu, **select Grades, select View Score, select the desired period, select Download PDF.**
- For online students to access via *Dashboard* menu <https://ol.binus.ac.id>, select **Score** tab *Score History*.

G. Outline

Outline is made after students register Pre Thesis. Terms of collection of thesis outlines, as follows:

1. The Title Submission Form and Thesis Supervisor Appointment Letter can be *downloaded* via:
 - Regular Students : <https://binusmaya.binus.ac.id> on the Support menu >> *Download Center* >> Thesis >> *Proposal & Thesis Writing Guide*.
 - Mahasiswa Online : <https://ol.binus.ac.id> pada menu *Services* >> *Rules and Guidelines* >> *THESIS GUIDELINES* >> *search How to write and Thesis Procedure*.
2. Students must send an Outline file to prospective supervisors via email, for approval.
3. The Title Submission Form that has been filled in completely, the Outline file and the approval email for the Prospective Supervisor are sent via the link that will be provided by the BGPO Team.
4. After the Title and Outline Submission Forms are approved by the Department, the name of the supervisor will be informed through:

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- Regular Student : <https://binusmaya.binus.ac.id> on the *Message* menu.
- Online Student : <https://ol.binus.ac.id> on the *Announcement* menu.

H. Pre Thesis (Proposal)

Students carry out the proposal guidance process online with supervisors who have been determined by their respective majors. The frequency of student proposal guidance with lecturers is at least 2 (two) meetings. The implementation of guidance with the supervisor can be done with the media:

- Video conference via Zoom.
- Forum discussion via MS-Teams
- Email

1. Proposal Collection

Students request approval for the collection of Proposals to the Supervisor via email, with the subject of the e-mail: PROPOSAL APPROVAL. After the student receives approval from the supervisor, then attach the approval when submitting the softcover of the proposal. The proposal collection file consists of:

- Softfile Pre Thesis (filename format: PRA_TESIS_NIM-PROGRAM-NAME-OS2/RS2.pdf)
- Thesis Consultation Book with at least 2 times guidance (file name format: THESIS CONSULTATION BOOK_NIM-NAME-PROGRAM-OS2/RS2.pdf)
- Supervisor Approval in the form of the Supervisor's email to students (file name format: SUPERVISOR APPROVAL_NIM-NAME-PROGRAM-OS2/RS2.pdf)
- Title Change Form (if applicable) (filename format: FGJ_NIM-PROGRAM-NAME-OS2/RS2.pdf)
- Supervisor Approval for the Title Change Form in the form of an email from the Supervisor to the student (file name format: SUPERVISOR APPROVAL FGJ_NIM-NAME-PROGRAM-OS2/RS2.pdf)

Students will receive confirmation of receipt of the Proposal file via e-mail students binus.ac.id. Students will be scheduled to take the Proposal Exam within 2 (two) weeks after the student submits the Proposal and is declared eligible to take the Proposal Exam.

2. Proposal Exam

The implementation of the Proposal Exam will be conducted online via Video Conference (Vicon). Students can see the proposal exam schedule at:

- Regular Students : <https://binusmaya.binus.ac.id> on the *News Stream* menu.
- Online Students: <https://ol.binus.ac.id> on the *Announcement* menu.

And the BGP Office team will send the Vicon link via student e-mail. Students are required to activate Vicon, turn on Video mode, and prepare (open) files to be presented no later than 15 minutes before the exam. Students are required to comply with the Binus Graduate Program Proposal/Thesis Session Student Code that has been uploaded in Binusmaya and LMS. Students are required to answer all questions given by the Examining Team clearly. Minutes of the Proposal Examination will be sent to students within 3 (three) days after the implementation of the Proposal Exam.

I. Thesis

One of the requirements to complete studies is that students must complete a thesis at the end of college. The thesis will be taken by students in accordance with the curriculum. The preparation of the thesis taken is in the semester that should be (in accordance with the curriculum in the Package), students will not be charged any fees (already included in the Package). There are 3 paths of thesis writing, namely: *Research*, *Internship Project*, and *Case Study*. The following are the procedures for implementing thesis guidance:

- Students carry out the thesis guidance process *online*.
- The frequency of student thesis guidance with lecturers is at least 6 (six) meetings.
- The implementation of guidance with the supervisor can be done with the media:
 - Video *conferencing* via Zoom.
 - Discussion forum via MS-Teams.
 - Email.
- Students are required to make improvements to the thesis in accordance with the Minutes of the Proposal Examination that have been implemented by the Student.

1. Thesis Collection

After completing the thesis guidance process and being declared eligible to collect the Thesis *softcover* file, students are required to follow the following collection conditions:

- a. Students request approval for the collection of Thesis *softcover* to the Supervisor via email, with the subject of the e-mail: APPROVAL OF THE THESIS SOFT COVER. After the student receives a reply email from the supervisor in the form of approval, the approval from the supervisor (documented) is attached at the time of collecting the student's thesis softcover.
- b. *Softcover* thesis collection file:
 - Thesis softfile (filename format: THESIS_NIM-PROGAM-NAME-OS2/RS2.pdf).

- Scan of Proposal Exam Notes (filename format: PROPOSAL NOTES_NIM-NAME-PROGRAM-OS2/RS2.pdf).
- The Thesis Consultation Book with a MINIMUM of 6 times guidance is listed in the Thesis Guidance Consultation Attendance Sheet (file name format: THESIS CONSULTATION BOOK_NIM-NAME-PROGRAM-OS2/RS2.pdf).
- Proof of submission of papers from international journal editors indexed by Scopus or at least DIKTI accredited national journals (file name format: PAPER SUBMIT_NIM-NAME-PROGRAM-OS2/RS2.pdf).
- Approval of the Supervisor in the form of an email from the Supervisor to the student for a Thesis softfile (file name format: SUPERVISOR APPROVAL THESIS_NIM-NAME-PROGRAM-OS2/RS2.pdf).
- Approval of the Supervisor in the form of an email from the Supervisor to the student on the Form of Collecting Evidence of Publication of the Research Paper (file name format: SUPERVISOR APPROVAL JOURNAL_NIM-NAME-PROGRAM-OS2/RS2.pdf).
- Scan copy of KTP (file name format: KTP_NIM-NAME-PROGRAM-OS2/RS2.pdf).
- Scan copy of Birth Certificate (file name format: BIRTH CERTIFICATE_NIM-NAME-PROGRAM-OS2/RS2.pdf).
- Title Change Form (if applicable) (filename format: FGJ_NIM-PROGRAM-NAME- OS2/RS2.pdf).
- Supervisor Approval for the Title Change Form in the form of the Supervisor's email to the student (file name format: SUPERVISOR APPROVAL FGJ_NIM-NAME-PROGRAM-OS2 /RS2.pdf)

The file can be sent via the link provided by the BGPO Team through Binusmaya and LMS.

- c. Students will receive confirmation of receipt of *the softcover* file via student e-mail binus.ac.id.
- d. Students will be scheduled to take the Thesis Exam within 2 weeks after the student collects the *softcover* and is declared eligible to take the Thesis Exam.

2. Thesis Exam

The thesis exam will be conducted online via *Video Conference* (Vicon). Students can see the proposal exam schedule at:

- Regular Students : <https://binusmaya.binus.ac.id> on the *News Stream menu*.

- Online Students: <https://ol.binus.ac.id> on the *Announcement* menu.

And the BGP Office team will send a Vicon link via Student e-mail. Students are required to activate Vicon, turn on Video mode, and prepare (open) files to be presented no later than 15 minutes before the exam. Students are required to comply with the Binus Graduate Program Proposal/Thesis Session Student Code that has been uploaded at Binusmaya or Binus Online. Students are required to answer all questions given by the Examining Team clearly. Thesis Exam Minutes will be sent to students within 3 (three) days after the thesis exam.

3. *Hardcover* Thesis submission

Students are required to revise the Thesis according to the Notes of the Thesis Examination and obtain revision approval from the Supervisor and the Chief Examiner, with the subject e-mail: APPROVAL OF THE THESIS HARD COVER. After the student receives a reply email from the supervisor and the Chief Examiner in the form of approval, then the approval from the Supervisor and the Chief Examiner (documented) is attached at the time of collecting the student's Hardcover Thesis. Students collect *hardcover* and other supporting documents, along with the results of the approval of the Supervisor and Chief Examiner no later than 2 (two) weeks after the implementation of the exam via e-mail to: bgp.ss2@binus.edu, with the subject of e-mail: HARDCOVER THESIS – [NIM – Student Name]. Students will receive confirmation of receipt of the hardcover file via student e-mail binus.ac.id.

J. Graduation

General Terms:

1. IPK \geq 3,00
2. Pass the Thesis exam
3. Complete a minimum of 42 credits (including thesis)
4. Have passed all the course requirements listed in the curriculum applicable to the batch
5. Have collected Hard Cover Thesis, *Technical Report*, and *Soft copy of* Thesis containing thesis and *technical report* writing, NDA & TOR for the *Internship Project* path as well as a testimonial letter from the company
6. A minimum TOEFL score of **475** for those who have not met the minimum standard score when registering as a student, must submit the latest TOEFL score certificate as a graduation requirement) no later than the end of semester 2
7. Have evidence of **accepted** papers in international journals indexed by Scopus or at least national journals accredited by DIKTI
8. Have paid off all payment obligations including graduation fees

Students who have been declared eligible for graduation in the Judiciary Meeting are no longer allowed to attend lectures (all lecture transactions are canceled).

For Master Track students, **graduation** is carried out after students have completed the entire *Master Track program* and will follow the provisions for S2 graduation.

Provisions for Graduation Ranking of Bina Nusantara University

Based on the Rector's Decree Number 001A / SK / GRADUATION RANKING-UBN / I / 2019.

Jenjang Studi : S2 (Reguler dan Online)

IPK	Lama Studi	Peringkat
3,91 – 4,00	Maksimal 3 semester	Summa Cum Laude
3,86 – 3,90	Maksimal 3 semester	Magna Cum Laude
3,75 – 3,85	Maksimal 3 semester	Cum Laude
Bagi Mahasiswa yang tidak memenuhi kriteria di atas, namun memenuhi kriteria di bawah ini :		
Lebih besar dari 3,50	-	High Merit/Sangat Memuaskan
Lebih Kecil dari atau sama dengan 3,50	-	Merit/Memuaskan

K. Rules of Campus Life

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 Rules of Campus Life Rules (No.1426 / SK / PTTKK-UBN / VII / 2016). Both documents can be downloaded at :

- For regular Binusmaya students: <https://binusmaya.binus.ac.id> Support menu, select *Download Center*, select the Student Guide category.
- For LMS online students: <https://ol.binus.ac.id/> the *Services* menu, select *Rules And Guidelines*, General Tab, select *the Campus Life Rules* (PTTKK) category.

L. Types of Student Services

Documents that students can obtain

No	File Name	Information	Period Issued	How to Get
1	<i>Binusian Card Flazz</i>	Cards that are useful as student identities and as an enumeration of lecture attendance that is carried out <i>onsite</i>	First year of study	<ul style="list-style-type: none"> • After re-registering new students and <i>uploading</i> photos on the http://binus.ac.id/daftaronline. • <i>Binusian Card Flazz</i> physically can be taken at the time of onsite lectures

No	File Name	Information	Period Issued	How to Get
2	Active Student Certificate	Explaining that a student is actively registered at Bina Nusantara University according to the period the student is active	If there is a request	<ul style="list-style-type: none"> Order via <i>BGPO Helpdesk</i> with email (bgp.helpdesk@binus.edu)
3	Certificate of Student Has Attended College / Has Been Active	Explaining that a student is registered until the last period the student is active	If there is a request	<ul style="list-style-type: none"> Order via <i>BGPO Helpdesk</i> with email (bgp.helpdesk@binus.edu)
4	Survey Request Cover Letter	Permission to conduct research / surveys in companies for course assignments or practical work or final project / thesis	If there is a request	<ul style="list-style-type: none"> Order via <i>BGPO Helpdesk</i> with email (bgp.helpdesk@binus.edu)
5	Letter of Recommendation to continue studies (S3)	Explaining that the student wants to continue their studies	If there is a request	<ul style="list-style-type: none"> Order through the <i>BGPO Student Services / BGPO Helpdesk</i> online service contact by attaching: <ul style="list-style-type: none"> Softcopy of recommendation application letter Softcopy of TNA with GPA \geq 3.00 The letter obtained is in the form of a scan / softcopy result
6	Cumulative Value List (DNK)	Report on student study results containing courses that have been carried out by students up to the current semester	If there is a request	<ul style="list-style-type: none"> Order through the <i>online service contact BGPO Student Services Center / BGPO Helpdesk</i> at a cost of Rp 10.000,- The list of cumulative values obtained is in the form of scan/<i>softcopy results</i>
7	Legalization of the Cumulative Value List (DNK)	Legalization of student study report	If there is a request	<ul style="list-style-type: none"> Order through the online service contact BGP O Student Services Center / <i>BGPO Helpdesk Lecturer Services Center</i> by attaching a <i>softcopy</i> of the original Cumulative Value List (DNK) Legalization obtained in the form of scan / <i>softcopy results</i>

No	File Name	Information	Period Issued	How to Get
9	Certificate of Passing a Thesis	Certificate explaining that a student has completed all courses and the student is waiting for the judicial process, which is the process of determining graduation status to hold a Master's degree	If there is a request	<ul style="list-style-type: none"> Order through the online service contact BGP O <i>Student Services Center / BGPO Helpdesk</i> The letter obtained is in the form of a <i>scan / softcopy</i> result
10	Certificate of Temporary Graduation	A certificate of graduation explaining that a student is eligible to attend the graduation and the original diploma is in the process of being completed	After being issued the announcement of Worthy of Graduation.	<ul style="list-style-type: none"> Order via : Regular http://binusmaya.binus.ac.id on the Support menu, select <i>Letter Request</i> Online https://ol.binus.ac.id on the services menu select <i>Letter</i> Approved letter, can be <i>downloaded / printed</i> by yourself
11	<p>The Graduation File consists of:</p> <ul style="list-style-type: none"> Bina Nusantara University Diploma Academic <i>Transcripts</i> of Bina Nusantara University Bina Nusantara University Diploma Companion Document Best certificates 	<p>Diploma issued by Bina Nusantara University</p> <p>Report on student study results issued after students complete their studies and are entitled to attend graduation</p> <p>Official documents containing information about the identity of the program organizer, qualifications and results achieved</p> <p>Official documents containing graduation predicates obtained by students (<i>Laude, Magna Laude and Summa Laude</i>)</p>	The pick-up date will be announced later	<ul style="list-style-type: none"> <i>Softcopy</i> of the graduation file can be <i>downloaded</i> at http://graduation.apps.binus.ac.id with the following steps: <ul style="list-style-type: none"> <i>Login</i> using binus student email <i>username</i> and <i>password</i> Select the Personal tab In the <i>Graduation Documents section</i>, select <i>View Documents</i> <p>For <i>hardcopy</i> of graduation files can be retrieved at the BGPO Student Services Center / BGPO Helpdesk on the pick-up date which will be announced later</p>

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No	File Name	Information	Period Issued	How to Get
12	Legalize Graduation Files	Legalization of graduation file by Bina Nusantara University	The pick-up date coincides with the collection of the original graduation file which will be announced later	<ul style="list-style-type: none"> Take at the Student Services Center / Student and Lecturer Services Center on a retrieval date to be announced later. <p>Students are entitled to 3 legalizations from each of the original graduation files of the Diploma, Transcripts and Diploma Companion Documents</p>

BGPO Student Services

BGPO Student Services is a student service center that includes:

1. Information Services related to the Registration, Lectures, and Examinations **process**.
2. Registration Services through the procurement of briefings for the Program Specialization process, Thesis.
3. Administrative services such as requests for letters (active student certificates, **survey letters**, etc.), collection of graduation files, transcripts, legalization, and so on.
4. Financial Services such as billing information, payment information, auto-debit process, **student auto-debit account process**, **resignation application process**, **scholarship application process** from outside parties, withdrawal application process, and payment outside of tuition fees.

The following are *the BGPO Student Services online* service contacts:

a. BGPO Student Service

Phone: 021-29779100 ext. 1803

Email1 : bgp.ss1@binus.edu

Email2 : bgp.ss2@binus.edu

Service Hours : Monday – Friday : 09:00 – 17:00

Saturday : 09:00 – 15:00

b. BGPO Helpdesk

Email : bgp.helpdesk@binus.edu

Whatsapp : 081388910678 (Text only)

Service Hours: Monday – Friday : 09:00 – 17:00

Saturday : 09:00 – 15:00

Library and Knowledge Center (LKC)

Library and Knowledge Center (LKC) is one of the *centers* at Bina Nusantara University which has two main functions, namely the library function and also the knowledge *center*. LKC aims to support learning activities, research, community service, and user self-development. LKC as a library provides collections, ICT and ISO 2000-based service systems, independent learning facilities, and information literacy guidance carried out by librarians who have received work competency certification. The function of LKC as a knowledge *center* is in the form of developing local collections, namely Binusian scientific works (students, lecturers, and employees) in the form of articles, research reports, theses, theses, and dissertations which are an illustration of the dynamism of science and knowledge development 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 print collections such as books, theses, magazines, newspapers, and journals; multimedia collections (CDs, DVDs); as well as electronic collections such as e-books, e-journals, e-thesis, and *e-clippings* that can be accessed through the LKC website (<http://library.binus.ac.id>).

LKC locations are located at six campuses of Bina Nusantara University with email and telephone number details as follows:

Library Location	Email	Tel.
Orchid Campus (1st floor)	library@binus.edu	021-53696941(ext. 1165 & 1167)
Kijang Campus (2nd floor)	library.kijang@binus.edu	021-5327630 (ext. 2621)
Corners JWC (nz. 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)

Library operating hours on each campus can be checked through *website* LKC on the "**Service Hours**" menu. To enter the LKC location and make transactions, students must use the *Binusian Card Flazz*, while the applicable rules can be accessed on the LKC website on the "**General Regulation**" 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 via *request* via **whatsapp**, **email** or **microsoft form** at the following *link*:

No	Service Name	Type of Service
1	Circulation (borrowing and returning books)	https://LKCborrow
2	Reference, information search, and information literacy	https://bit.ly/libraryreference
3	Payment of late collection refund penalty 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 LKC website (<http://library.binus.ac.id>) using NIM as the *same User ID* and *password* as Binusmaya.
2. Select the *advanced* search menu, select the collection type "**E-Books**", then type the search word as shown below:

ADVANCED SEARCH

Masukkan pencarian sesuai dengan keinginan Anda. Secara default, akan dicari koleksi yang mengandung salah satu kata yang dimasukkan. Jika ingin mencari yang mengandung semua kata, tambahkan AND diantara dua kata.

Search the

The

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 the e-book through the EBSO platform, or select "Download Here" to download the *open source e-book*.

View E-Book Statistics :	Call Number					
	Title	Cybersecurity ??? Attack and Defense Strategies : Infrastructure Security with Red Team and Blue Team Tactics				
	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 LKC website (<http://library.binus.ac.id>) using NIM as the *same User ID* and *password* as Binusmaya.
2. Select the **My Library – My e-Journals Collections** menu (in the *right directory* menu after login).
3. A list of *e-journals*, including *e-newspapers*, and *case studies* subscribed by LKC will appear with a description of the subscription period along with *username* and *password* that can be used to access the collection.

E-JOURNAL COLLECTIONS

Core Curriculum

UserName dan Password Core Curriculum (link) yang dapat digunakan periode 17 Juni 2020 sampai 17 Agustus 2020

UserName :
Password :

* Copy paste UserName dan Password untuk menghindari kesalahan

HBS Case Study

UserName dan Password HBS Case Study (link) yang dapat digunakan periode 17 Juni 2020 sampai 17 Agustus 2020

UserName :
Password :

* Copy paste UserName dan Password untuk menghindari kesalahan

HBS Ascent

Good Morning,
Meiliana, S.Kom., M.Sc.

[Logout](#)

LiCalls
Library Calls Services

Anggrek (021)53696941 ext 1161
Alam Sutera (021)53696941 ext 7034
JWC (021)720-2222 ext 3404
FX (021)720-2222 ext 7970
Kijang (021)532-7630 ext 2621
Bekasi (021) 2928-5598 ext. 7942
Malang (0341)303-6969 ext 7542
Bandung (022)2056-8888 ext 7823

Some journals can be accessed directly using the internal network of Bina Nusantara University without the need to *log in*. However, some other journals require *logging in* using the *username* and *password* listed as stated in the description above. If journal access is carried out outside the internal network of Bina Nusantara University, *login* must be done to be able to access the subscribed *e-journal* collection.



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

Operating Hours

LKC campus Anggrek, Kijang, Alam Sutera, Bekasi and Senayan:

- Mon-Thursday : 08:00 – 17:00 (istirahat 12:00 – 13:00)
- Friday : 08:00 – 17:00 (istirahat 11:30 – 13:00)

Binus Career Center (BICAR)

To support the future career of maha students, *BINUS Career Center*, conducts various activities ranging from career preparation such as *career Seminar* (intended for final year students), simulation interview and *workshop* for the formulation of making a good and correct CV as well as tips and tricks for successful *interviews*. This program is specifically designed to prepare BINUS students to compete with other candidates in various stages of the recruitment process.

BINUS Career also manages a *website* www.binuscareer.com an online job portal that has been accessed by 20000 BINUS alumni and 1000 companies every year that can be

accessed at any time, there is also a *Campus Hiring* program and *Job Expo* which is carried out 2 times per year, BINUSIAN can obtain job vacancy information and apply to many companies easily.

BINUS Career (Bicar) kampus Orchid

Orchid Campus 2nd Floor – GEE Room (Room 208)



: (021) 5345830 ext: 1108



: career@binus.edu



: @binuscareer



: binuscareer

Alumni Relation Office (ARO)

BINUS Alumni Relations Office (ARO) is a unit that is responsible for continuously building relationships and concerns between alumni and alma mater in a sustainable manner (*life long engagement*), empowering the potential of alumni to improve the quality of the alma mater and providing support to students who have completed their studies at Bina Nusantara University in improving career and effort. 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, Bina Nusantara University



: (021) 5345830 Ext. 1234, 1235



: alumni@binus.edu



: <http://binus.ac.id/alumni>



: @binusalumni



: @binusalumni



: Binus Alumni

Quality Management Center (QMC)

QMC Room, Syahdan Campus, Jakarta

Students can submit **criticisms, suggestions, complaints** or other **inputs** to Bina Nusantara University through:

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)
Phone : 021-5345830 ext. 2271 / 2272

Feedback will be *reviewed* and informed back to students within ten working days. To make it easier to give answers for the input, students are encouraged to write down **their NIM, Name, Mobile Number, and email address**. All student identities will be **guaranteed confidentiality**.

Parking (Kemanggisan, Alam Sutra and Bekasi Campus)

The following information and provisions related to the parking system during *onsite* lectures:

1. Parking rates applicable to Alam Sutera, Bekasi and Kemanggisan campuses are:

No	Vehicle Type	Duration	Tariff
1	General Cars	Every 1 hour	IDR 3.000,-
2	Student Cars	First 3 Hours	IDR 4.000,-
		Every Next 1 hour	IDR 3.000,-
		Maximum	IDR 13.000,-
3	General Motors	Every 1 hour	IDR 2.000,-
4	Student Motorcycles	First 3 Hours	IDR 2.000,-
		Every Next 1 hour	IDR 1.000,-
		Maximum	IDR 4.000,-

2. There are no officers at the entrance (*manless*), the technology is applied by using a barrier bar (*boom gate*).
3. All BINUSIANS **are required to** use the *Binusian Card Flazz* when entering the BINUS parking area. Without *Binusian Card Flazz* the applicable parking rate is **the Public** parking rate.
4. Car parking for students on the Anggrek campus has been provided in the new parking building, while in the old parking building it is intended only for employees, lecturers and student motorcycles.
5. Motorbike parking at the Syahdan campus is only for employees, lecturers, SMEs and HMJ.
6. Vehicles (Cars/Motorbikes) are not allowed to stay in the BINUS Parking area.

7. It is forbidden to leave *Binusian Card Flazz* and other valuables in the vehicle.
8. Operating Hours:
 - Monday – Friday : 06:00 – 18:00
 - Saturday : 06:00 – 15:00
 - Sundays/Public Holidays : Closed

CHAPTER III COVER

This guide provides an overview of the lecture process in the period academic year 2022/2023 as a form of adjustment in the pandemic period and as the new normal period. The implementation of these guidelines and adjustments to the provisions of the Government in an effort to reduce the rate of transmission continue to be carried out. Policies related to health protocols for students, lecturers, education staff, and employees are a priority to ensure Bina Nusantara University becomes a safe and comfortable place to learn and teach without taking away the essence of the learning experience directly.

ATTACHMENT

A. Bina Nusantara University Campus

1. Kemanggisan Campus

a. Syahdan Campus



Jl. K.H. Syahdan No. 9, West Jakarta

Digit 1 indicates the Building Name (M, L, J, K, H)

Digit 2 indicates Floor

Digit 3 indicates the Space Name (A, B, C, D and so on)

Example: K1A means Building K 1st floor of room A

b. Anggrek Campus



Jl. Kebon Jeruk Raya No. 27, West Jakarta

Digit 1 indicates Floor

Digits 2, 3 indicate Space Number

Example: 305 means the 3rd floor of room number 05

c. Kijang Campus



Jl. Kemanggisan Ilir III No.45, West Jakarta

Digit 1 indicates the Building Name (A, B, C)

Digit 2 indicates Floor

Digits 3, 4 indicate the Space Number

Example: A201 means Building A 2nd floor room number 01

2. Alam Sutera Campus



Jl. West Silk Road Kav. 21, Alam Sutera, Serpong, Tangerang

Digit 1 indicates the Building Name

Digits 2-3 indicate Floor

Digits 4-5 indicate Space Number

Example: A0701 means Building A 7th floor room number 01

3. Bekasi Campus



Jl. Bulevar Ahmad Yani Kav. KA 001, Sentra Summarecon Bekasi

Digit 1 indicates the Building Name

Digits 2-3 indicate Floor

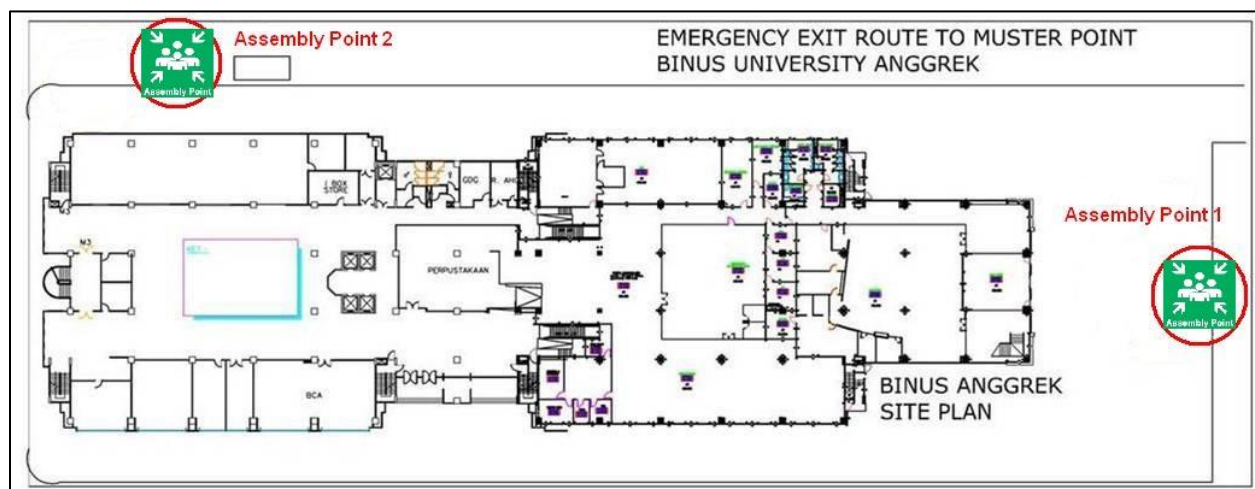
Digits 4-5 indicate Space Number

Example: A0501 means Building A 5th floor room number 01

B. Assembly Point

The following is the *assembly point* information at Bina Nusantara University:

Anggrek Campus



AREA PARKIR DOSEN & KARYAWAN
AREA PARKIR DOSEN & KARYAWAN PARAREL 7 UNIT

AREA YAYASAN 4 UNIT

AREA PARKIR DOSEN

PLAZA

Gedung M

Gedung R

PARKIR TIMUR & PARAREL 51 UNIT

Poliklinik

ATM

BOL

TFI

Lab. Teknik Industri

Lab. Hardware & R. Chex & DRIVER

TPS

LAB

MANAJEMEN

B.M

GAL

R. ME

Parkir Motor 214 UNIT

Parkir Motor

LDA

LDB

Ruang Bakti

R. SDC

PARKIR BARAT & PARAREL 15 UNIT

LANDSCAPE

Bengkel TI

MIRG

BUS 2 UNIT

CMC

Ruang Kemahasiswaan

AREA PARKIR UTARA 27 UNIT

WAREHOUSE

Gedung IT

Musholla

R. UKM

KANTIN

R. POMPA

G. Comdev

ME

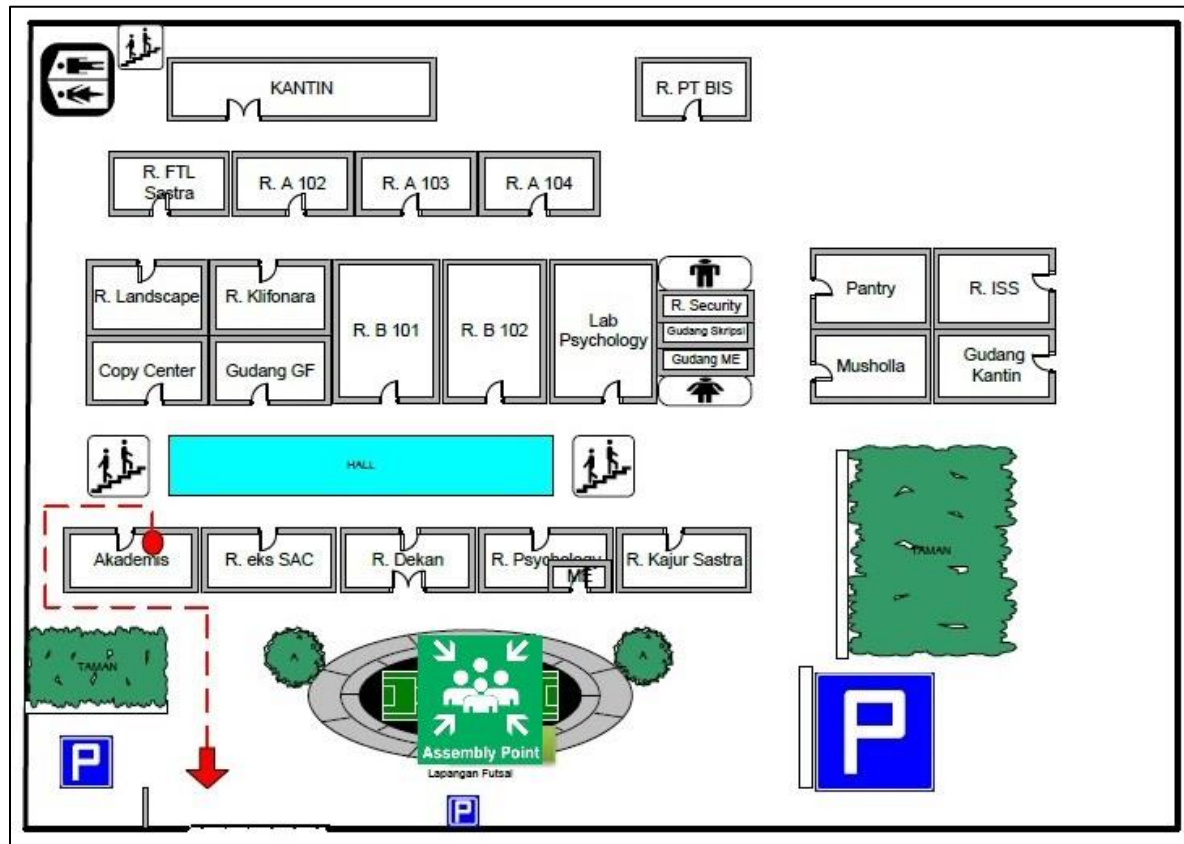
GARDU PLN

R. GENSET

KET : APAR

PETA APAR LT. DASAR
UNIV BINUS SYAH DAN

Kijang Campus



Bekasi Campus

