**THESIS WRITING GUIDELINES**
**Master in Computer Science**
**Study Program**
Odd Semester 2022/2023

**Graduate Program**
**Bina Nusantara University**
**JAKARTA**

## FOREWORD

**This Thesis Writing Guideline is a** reference for Graduate Program students who are already in the final stage of completing their studies in order to compile a thesis. Thesis writing is one of the requirements that must be met by every graduate program student to be able to complete S2 education.

The Graduate Program offers three thesis writing paths, namely *Research, Internship Project* and *Case Study*. Pola *Research* (Research) is a thesis writing system that is based on the results of the study of a hypothetical model in the context of solving problems that are generally applicable (*general*) and aim to create new knowledge in accordance with the scope of the study. The *Internship Project* pattern is a design for solving strategic problems faced by a company or organization. Thesis in the form of a Case *Study* (*Case* Study) presents issues, data, information related to the activities of a company or organization as well as an in-depth review / discussion of a case that has occurred. Both *Internship Project* and *Research* and *Case Study* are carried out individually. Each path of thesis preparation will be described in detail in this Thesis Writing Guideline.

With this Manual, we hope that thesis writing will run smoothly and produce a quality thesis, so that you will be able to complete your studies on time and have superior competencies according to the field you choose.

Feedback and suggestions for improvements to this Manual are highly expected, and we will be making material for future improvements.

Jakarta, August 2022

Head of
Master in Computer Science
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## GENERAL PROVISIONS AND PROCEDURE FOR THE
## PREPARATION OF A THESIS

### 1.1    General Provisions

The preparation of independent scientific papers (thesis) is one of the requirements that must be met by every prospective graduate of the Bina Nusantara University Graduate Program.

Types of thesis are distinguished by their guidance paths, namely Non-Class and **Non-Class With Enrichment**. Here are the differences between the two types of thesis:

| Information | Non-Class (< class of 2017/2018) | Non-class with enrichment |
|---|---|---|
| Mentorship process time | As per the student agreement with Supervisor | According to the enrichment schedule predetermined |
| Number of scheduled pre-thesis and thesis guidance | 0 | 16 |
| Students have time according to the Supervisor on the lecture schedule | Do not | Already |
| Number of Mentors | 1 | 1 |

According to their interests, students can choose one of the three forms or paths of thesis preparation offered, namely:
(i)     Research

A thesis with a *Research* pattern is the result of analysis of field data obtained through a survey or an experiment, according to applicable scientific rules. Broadly speaking, the stages carried out in a *Research* are as follows (Wallace, 1971):

1.  Based on existing problems, which are usually related to business performance and by studying existing theories, a *Research* hypothesis model is formulated (as a temporary solution to the problem). The hypothesis model describes the relationship between performance variables and other variables that are hypothesized to have an effect on that performance. This model is expected to be used as a guideline or reference in solving existing problems.
2.  Set population targets, select samples, and measure Research variables with instruments that have been designed according to the *Research* model.
3.  Processing and analyzing data and drawing conclusions. From the conclusion of the hypothesis test results, various   things are recommended to solve existing problems that are usually generally applicable **not only for one company.**

*Research* Supervisors (Research) a maximum of 2 (two) lecturers where the main supervisor is of the S3 education level.

(ii)     *Internship Project*

A thesis with an *Internship Project* pattern is a design for solving strategic problems faced by a company or organization.

*Internship Project* is more in the form of providing consulting services in technical and managerial aspects within the framework of **solving a company's problems.**  The steps that need to be taken are as follows:

1. Confirm the project with the organization/company.
2. Inaugural meeting between students, organizations/companies, and mentors

3. *Term of Reference (TOR)* dan *Non-Disclosure Agreement (NDA)*.
4. Signing *of TOR* and *Confidentiality Agreement*.
5. Compiling project development reports.
6. The testimonial letter from the company, among others, contains: the name and NIM of the student, the title of the thesis, the purpose of the thesis implemented for the company, the benefits obtained by the company, suggestions, criticisms, and the company's willingness to cooperate with Bina Nusantara University in the future.
7. We recommend that the proposed project is a project that **has been completed 80%** so that when students take the thesis trial, students can report the results of the evaluation of the **implementation of** the project.

Internship Project Supervisors are 2 (two) people, namely 1 (one) supervisor and 1 (one) *supervisor* from the company where the *Internship Project* is carried out with the minimum position of Manager of *Information Technology* at the company.

(iii) *Case Study*

Thesis in the form of a *Case Study* presents issues, data, and information related to the activities of a company or organization as well as an in-depth review / discussion of a case that has occurred.

*Case Study* or study of a case is intended to present a complex business realistic problem to be discussed and found a solution by utilizing information technology. Through *Case Studies*, we are not only trained to know, but also trained to be able to make decisions.

In the *Case Study* there is no correct solution, nor is the solution done by the company necessarily the best. Thus many alternatives

solutions or decisions that can be taken. What is important here is the learning process to get *Learning Skills* from **past events**. Where necessary, *TOR* and *NDA* can also be used for both *Research* and *Case Study*. Case Study Supervisors totaled 1 (one) supervisor.

The preparation of the thesis can only be done by **1 (one)** person. Especially for the implementation of the *Internship Project,* special references have been provided in the form of *Terms of Reference (TOR)* and *Non-Disclosure Agreement (NDA)* forms.

More details of the path of writing such a thesis can be seen in the following comparison:

| **Research** | ***Internship* Project / *Case Study*** |
|---|---|
| • Examines causal relationships between various variables/factors.<br>• Can be applied to more general situations / conditions.<br>• It is necessary to have hypotheses and statistical analysis.<br>• Enriching the characteristics of knowledge.<br>• Decrease in formulas.<br>• Literature study.<br>• Scientific search. | • It may not define variables from scratch.<br>• Its application is more specific to an enterprise.<br>• There is not always a hypothesis, but quantitative or qualitative analysis is needed in reaching a conclusion.<br>• Problem solving of a company/organization.<br>• The existence of *benchmarks*.<br>• External benefits the company. |

### 1.2    Topic Determination

Students determine the topic of one of the fields offered by the Study Program.
Some of the topics offered are:

| List of Thesis Topics |
|---|
| - *Artificial Intelligence* |
| - *Big Data Analytics* |
| - *Bioinformatics* |
| - *Biomedical Engineering* |
| - *Business Intelligence* |
| - *Computer Vision and Robotics* |
| - *Data Mining and Information Retrieval* |
| - *Distance Learning Technology* |
| - *Enterprise Architecture and IT Strategic Planning* |
| - *Game Technology and Human Computer Interaction* |
| - *High Performance Computing* |
| - *Image Processing* |
| - *Internet of Things* |
| - *IT Security* |
| - *IT Services* |
| - *Machine Learning* |
| - *Mobile Technology and Cloud Computing* |
| - *Modeling and Simulations* |
| - *Decision Support System* |
| - *Natural Language Processing* |
| - *Network Governance* |
| - *Remote Sensing and Geographical Information Systems* |
| - *Service Oriented Architecture* |
| - *Signal Processing* |
| - *Soft Computing* |
| - *Software Engineering* |
| - *Web Application* |

### 1.3    *Outline* Creation

After determining the topic, students then compile a thesis outline, which is an outline (brief) description of:

- Background
- Issues to be discussed
- The Importance of *Research | Internship Project / Case Study* to be carried out
- Purpose and benefits
- Scope/Study of *Research |Internship Project/Case Study*
- Methodology used
- List of literature to be referenced
- Especially for the *internship project / case study* writing path, it must include ***a company profile***.

*The outline* consists of 2-3 pages.  This *outline* is still an initial idea and is very likely to be changed after consultation with the supervisor.  *Outlines* submitted to the MTI Study Program **must have been paraphrased** by one of the prospective supervisors as a sign of approval for the feasibility of filling out the *outline* as a thesis to be compiled.

*Outlines* are made by students when taking IT Research Methodology courses in Semester 1 Period 2 lectures. Outbound collection terms:

- **Outlines** **are collected** by students to the BGP Office **during the IT Research Methodology course exam**.
- Attach the **Thesis Title and Supervisor Submission Form and** the **Thesis Supervisor Appointment Letter** that has been filled in at the time of collection. Both forms can be obtained from the Appendix section of this guideline.
- The outline collected will be processed to be checked for thesis eligibility by the Study Program.
- If the outline is feasible, the Study Program will appoint an appropriate Supervisor based on the thesis topic in the outline and students are required to submit the *outline* to the Supervisor.

## 1.4 Selection/Determination of Supervisors

The process of selecting / determining the thesis supervisor is as follows:

- Students propose **3 (three) prospective Supervisors** by filling out the **Thesis Title Submission Form** and **Supervisor** which have been provided in accordance with the chosen field / topic and collected to the BGP Office along with the collection of *outlines*. A minimum of 1 person from the proposed prospective supervisor gives a paraphrase on the form as a form of approval for his candidacy. The lecturer who gives the paraphrase is obliged to check the feasibility of the *collected outline*.
- Students also fill out and collect a **Letter of Appointment of a Thesis** Supervisor by blanking the name of the supervisor in the letter.
- Furthermore, the Chairperson/Secretary of the Study Program determines a minimum of one person (preferably lecturers who have an academic level) as a Supervisory Lecturer, after paying attention to the chosen topic.
- **The announcement of the thesis supervisor** for each student is carried out in the **first week** of lectures from the **Pre-Thesis** period. The Letter of Appointment of Thesis Supervisor will be issued by the Chairperson/Secretary of the Study Program and can be taken at the BGP Office.
- For the effectiveness of guidance, each Supervisor will be sought to guide a maximum of 5 people per period. Students can consult other lecturers as resource persons, but the lecturer is not explicitly listed as a supervisor in the thesis, but can be called "*acknowledgement*" in the Preface.

## 1.5 Guidance Patterns

The period of preparation / guidance of the thesis is 9 (nine) months or 3 (three) lecture periods. The preparation and guidance of the thesis begins in the Pre-Thesis period which is carried out in Semester 2 of Period 1 of the lecture. The target of achievement in the Pre-Thesis period is to compile a Thesis proposal. After passing the Pre-Thesis exam, students will enter the Thesis period which is carried out in Semester 2 of Period 2 and Semester 3 of Period 1 of the lecture. The target of achievement in the Thesis period is the completion of a thesis and writing a scientific journal as a form of publication of the results of thesis research. Meanwhile, Semester 3 Period 2 of the lecture is allocated to conduct a thesis exam and revise / improve the thesis in accordance with the minutes of the thesis exam.

The provisions of thesis guidance for **Non-Class** thesis types include:
   a. Guidance is carried out based on an agreement between the student and the supervisor.
   b. Guidance is carried out in a minimum of 8 (eight) meetings in the current period as evidenced in the Consultation Book, including a minimum of 2 (two) pre-thesis guidance meetings and a minimum of 6 (six) thesis guidance meetings.
   c. Student Personal Data, Table of Contents Plan, Implementation Plan, Proposal Guidance Consultation Attendance, Thesis Guidance Consultation Attendance, Student Records,

Recommendations from the Supervisor for Proposals, and Recommendations from the Supervisor for Theses in the Consultation Book are required.

d. Information on the timing of the lecturer's willingness will be announced by the BGP Office, but students still have to make an agreement in advance with the lecturer before guidance.

The provisions of thesis guidance for **non-class thesis types with enrichment**, among others:

a. Guidance is carried out according to a predetermined enrichment schedule.

b. Guidance is carried out as many as 16 (sixteen) meetings in the current period as evidenced in the Consultation Book, including 8 (eight) proposal guidance meetings and 8 (eight) thesis guidance meetings. Students are allowed to do additional guidance outside of the prescribed tutoring schedule.

c. If the student or supervisor is unable to carry out guidance on the specified schedule, it is mandatory to carry out replacement guidance at the time agreed upon by the lecturer and student and inform it to the BGP Office. Replacement guidance must have been implemented no later than 1 week from the specified schedule.

d. Student Personal Data, Table of Contents Plan, Implementation Plan, Proposal Guidance Consultation Attendance, Thesis Guidance Consultation Attendance, Student Notes, Recommendations from the Supervisor for Proposals, and Recommendations from the Supervisor for Thesis in the Consultation Book are required.

The following is the schedule and guidance activities for the preparation of a Non-Class Thesis with Enrichment:

| Period | ACTIVITIES |
|---|---|
| Pra Thesis | • Participated in 8 scheduled proposal guidance sessions which were carried out in the enrichment session of the course being taken.<br>• Collecting Thesis Proposals at the end of the 9th week.<br>• Collecting Review Papers as a result of conducting a literature review. |
| Thesis Period 1 | • Participated in 4 scheduled thesis guidance sessions which were carried out in the enrichment session of the course being taken. |
| Thesis Period 2 | • Participated in 4 scheduled thesis guidance sessions which were carried out in the enrichment session of the course being taken.<br>• Carry out the Colloquium of Theses as part of the evaluation of the progress of the thesis.<br>• Collecting Journal Papers as publications of thesis research results.<br>• Collecting Theses at the end of the 10th week. |

Students are given the opportunity to extend the pre-thesis and thesis respectively for the pre-thesis 1 (one) time and for the thesis 2 (two) times as long as the study period is still there. Students are required to report and register for an extension to the BGP Office according to a predetermined schedule. **Students are required to pay the thesis extension fee and semester extension fee in accordance with the list of applicable tuition fees, namely the tuition fee per semester.**

Students who do not do the thesis at a predetermined time must still follow the existing regulations by referring to the initial period of doing the thesis that has been determined.

**Students are not allowed to change the writing path after the Thesis Supervisor Appointment Letter (SPPT) is issued, unless the thesis process is repeated from the beginning (new outline collection).**

## 1.6 Making a Thesis Proposal

Students compile a Thesis Proposal which consists of:
- Introduction (Background, Problem Formulation, Objectives and Benefits, Scope)
- The Theoretical Foundation is complemented by a *Literature Review*
- Methodology (Research Methods to be carried out, Data Collection Methods, Respondents/informants, Samples and *Sampling* Techniques, Research Models, Analysis Methods, *Research* Variables, Research Hypotheses, if any, and Frame of Mind)
- Bibliography: textbooks, articles, other references referenced.

## 1.7 Collection of Proposals and Theses

Proposals and Theses can be written in Indonesian or in English. The title of the thesis must be prepared in a bilingual version of Indonesian and English. While the language version of the thesis title used in the hardcopy of the proposal and thesis must be adjusted to the language used for the content of the proposal or thesis. At the end of the thesis writing, **specifically for** the Internship Project**, students are advised** to **present their thesis at the company where the *Internship Project* is held**. **Specifically** for internship *projects***, they are required to collect letters** of **recommendation from** the company **regarding** the **assessment** of the **implementation of** the **thesis in** the company using **the company's letterhead.** Those who are entitled to provide the recommendation letter are the **IT Manager/IT Director/CIO/Vice President for ICT/**equivalent to the company.

The finished proposal and thesis are compiled, **printed back and forth** and then neatly bound (**dark blue softcover front back**) and after being signed by the Supervisor (**original**) on the page of the endorsement sheet. For proposals submitted to BGP Office as many as 2 (**two**) **copies:** (1 (one) original and **1 (one)** *copy*) and attach a photocopy of the **Consultation Book and include a Recommendation Sheet from the Supervisor for the Proposal that has been signed by the supervisor and the Chairman / Secretary of the S2 Study Program.** Meanwhile, the thesis was submitted to BGP Office as many as 3 (three) copies (1 (one) original and **2 (two**) *copies***) as well as attaching the original Consultation** Book **and including** a **Recommendation Sheet from** the **Supervisor for the Thesis.**

| File | Information |
|---|---|
| Format Proposal | o Introduction<br>o Theoretical Foundations<br>o Research Methodology<br>o Bibliography |
| Duct tape Volume Proposal | ▪ Dark blue *cover* color<br>▪ 2 volumes (1 original, 1 photocopy) |
| Proposal Approval Page (original) | ▪ Bound together with the proposal duct tape volume |
| Title Change Form (original) | ▪ 1 sheet<br>(attached if the title of the thesis is different from the SPP) |
| Consultation Book (photocopy)<br>The number of consultations is<br>at least 2 times. | ▪ 1 book per Student |

**For students who are late in collecting proposals and theses from a predetermined date, students are required to Re-register in the next period.**
For students who will take the Thesis Exam, please pay attention to the following two things:

1. For students who take the ***Internship*** Project **path, they are expected to include a letter of recommendation from the company** where the *Internship Project* is carried out. The format of writing a letter of recommendation is found in the appendix to this guideline.

2. **Each student is required to attach proof of submitting a paper to a DIKTI Accredited National Journal** or **an International Journal** indexed **by Scopus** as proof that the **paper from the results of the thesis research** has been sent to the journal manager for publication. **The collection** of evidence of submitting papers is carried out **when collecting** the ***thesis softcover*** as a condition of registration for the Thesis Exam. **Proof of submission paper can be in the form of *print out email.*** If the status of the paper has been **received** by the journal manager, then students are required to attach proof of ***Acceptance Letter***. In addition, students also attach a Form for **Collecting Evidence of Research Paper Publication** which has been signed by students and supervisors. This form can be found in the appendix section of these guidelines.

**1.8    Procedures for collecting proposals and thesis**
**\* Collected at the time of the collection of thesis** volumes
**\* and \*\* collected at the time of the Thesis *softcover* gathering**

**For *Case Study* Pathways:**
-    Title Page
-    Inner Title Page
-    Supervisor Approval Page
-    Motto (if any)\***
-    Board of Examiners Statement\***
-     Preface**
-    Abstract**
-    Table of Contents
-    Table/Photo/Image list (if applicable)
-     Bibliography
-    Appendix (if applicable)
-    Curriculum Vitae**

**Case *Study* Path** Folder File:
1. Consulting Books
**2.** Proof of Submitting Paper**
**3.** Technical Reports\***
**4.** CD-R\***
5. Photo\*** 4 x 6 = 4 sheets *(*maroon background, photo paper required to use *doff* paper)

**For *Internship Project* Pathways:**
-    Title Page
-    Inner Title Page
-    Supervisor Approval Page
-    Motto (if any)\***
-    Board of Examiners Statement\***

- Non-Exclusive Copyright Statement**\***
- Thesis Originality Statement Page**\***
- Preface**\***
- Abstract**\***
- Table of Contents
- Table/Photo/Image list (if applicable)
- Bibliography
- Appendix (if applicable)
- Curriculum Vitae**\***

### *Internship Project* Path Map File**:**
1. Consulting Books
**2.** Proof of Submitting Paper**\***
3. *Recommendation Letter***\*** (except *Technopreneur*)
4. NDA**\*** (except *Technopreneur*)
**5.** Technical Reports\***\***
**6.** CD-R**\*\***
7. Photo\***\*** 4 x 6 = 4 sheets (maroon *background*, photo paper required to use *doff* paper)

### For *Research* Pathways:
- Title Page
- Inner Title Page
- Supervisor Approval Page
- Motto (if any)\***\***
- Board of Examiners Statement\***\***
- Non-Exclusive Copyright Statement**\***
- Thesis Originality Statement Page\***\***
- Preface**\***
- Abstract**\***
- Table of Contents
- Table/Photo/Image list (if applicable)
- Bibliography
- Appendix (if applicable)
- Curriculum Vitae**\***

### File Map Path Research (Research):
1. Consulting Books
**2.** Proof of Submitting Paper**\***
**3.** CD-R**\*\***
4. Photo\***\*** 4 x 6 = 4 sheets (*maroon background*, photo paper required to use *doff* paper)

### 1.9    **Pre-Thesis** Exam
Students are asked to compile a thesis proposal starting from week **1 (one) to week** 8 (eight) of the Pre-Thesis period, **week** 9 **(nine)** is the collection of **Pre-Thesis**, and the **Pre-Thesis Exam** will be carried out by students **14 Days** from the pre-thesis file collection. Students present their Pre-Thesis in front of a team of examiners, consisting of a Supervisor and 1 (one) Examining Lecturer.  The schedule for the Pre-Thesis hearing will be announced on the board

announcements and/or on https://ol.binus.ac.id/Dashboard for  online students and/or on the  New Stream menu http://binusmaya.binus.ac.id for regular students.

**Changes to the title/path/topic/content are free of charge if done before collecting a Pre-Thesis softcover for hearing. If changes are made after collecting the Pre-Thesis softcover, a Thesis registration fee will be charged and students must recreate from the beginning of the Pre-Thesis and the status of the Pre Thesis/Thesis course at that time is considered Failed.**

**If students have to change paths before collecting** pre-thesis **softcovers**, it must be considered whether the supervisor is in accordance with the **qualifications and competencies for the new path and also whether the number of supervisors is in accordance with** the **provisions** of   the **number of supervisors for each path thesis writing. Examiners and Supervisors are not allowed to ask students to change the title/path/topic after the student has collected the Pre-Thesis softcover for any reason.**

**Pre-Thesis collection is carried out at the BGP Student Service Center Student Service Center Anggrek Campus on the 8th floor.**

**Two days after the Pre-Thesis exam students are required to take the minutes of the hearing (pass/no statement from the board of examiners and a list of examiner questions) at the BGP Office.  For students who pass, they are required to submit** a **photocopy of 2 (two) minutes when submitting the thesis softcover.**

If declared NOT PASSED, students must take the Pre-Thesis re-examination after the Pre-Thesis is corrected according to the advice of the Examining Lecturer team, and after consulting and obtaining approval from the Supervisor. A maximum of two weeks after the exam, students must submit a Pre-Thesis to be scheduled for a re-trial. **Retrial can only be conducted a maximum of 1 (one) time and within the specified time limit**. Students are required to pay the re-examination fee according to the list of applicable tuition fees. For now, the re-examination fee is **IDR 200,000 (Two Hundred Thousand Rupiah).**

If after the re-trial the student is declared NOT PASSED, then he must repeat the pre-thesis from the beginning and is obliged to make payments in accordance with the list of applicable tuition fees.

### 1.10   Evaluation of the progress of the thesis

To monitor the progress of the thesis, 2 (two) evaluations are carried out before collecting the thesis, namely: literature review paper and thesis colloquium.

1.   **Bibliography Review Paper**:

To encourage students to explore more research topics from the thesis, students are expected to conduct a thorough and in-depth literature review when compiling a Pre-Thesis. **At** the end of the **pre-thesis period**, in addition to collecting the Pre-Thesis thesis, students are also expected to be able to **collect *a Review Paper*** as a result of conducting a literature review.

2.   **Colloquium Thesis**:

Students are required to attend the Colloquium of Thesis in the 2nd Period of the Thesis as part of the evaluation of the thesis progress. The Thesis Colloquium is carried out to assess the progress of student paper writing from the results of thesis research. **The Thesis Colloquium is carried out** in **conjunction with** the **assignment presentation** schedule of the ***Writing Paper* course** taken by students in Semester 3 of Period 1 of the lecture.

Students present draft papers from scientific publications to be carried out or scientific publications that have been carried out to examiners. **1 (one) session of the Thesis Colloquium involves 7 (seven) students and 1 (one) examining lecturer**.

The examining lecturer provides an assessment of the feasibility of the publication that will / has been carried out and can provide suggestions for paper improvement. If scientific

publications that will / have been carried out by students are considered unfit or students unable to attend for presentations, students are considered NOT TO PASS the Colloquium Thesis. Students who do not graduate are given the opportunity to repeat a maximum of 1 (time) in the period and are held no later than 1 (one) week after. If, the student still does NOT PASS the Thesis Colloquium, then the student will be rescheduled to carry out the Thesis Colloquium in the next period.

### 1.11 **Thesis** exam

**Compulsory students have active status and are enrolled in the Thesis course in the current period.**

Students can submit their thesis softcover starting from **the 1st (first) week of Semester 3 Period 2 lectures** by attaching **a photocopy of the pre-thesis exam minutes of 3 (three) sheets each**. **Each student** is required to collect the Proof of Publication Form of the **Research Paper** and **proof of *submission*** paper that his thesis has been sent for publication in the **DIKTI Accredited National** Journal or **the Scopus** indexed International Journal At the time of collecting the thesis softcover as a prerequisite worth the thesis exam. Proof of *submission* can be in the form of *a print-out* email.

| File | Information |
|---|---|
| Thesis Duct tape Volume | ▪ Dark blue *cover* color<br>▪ 3 volumes (1 original, 2 photocopies) |
| Thesis Approval Page (original) | ▪ Bound together with the thesis duct tape volume |
| Title Change Form (original) | ▪ 1 sheet<br>(attached if the title of the thesis is different from the SPP) |
| Consultation Book (original) with the number of thesis consultations at least 6 times. | ▪ 1 book per Student |
| Photocopy of Pre-Thesis Minutes | ▪ 3 sheets |
| Include a letter of recommendation from the company where the Internship Project is carried out (For students who take the Internship Project thesis path). | ▪ Bound together with the thesis duct tape volume |
| Attach proof of submitting papers to Dikti accredited national journals or international journals indexed by Scopus as evidence that the papers from the results of thesis research have been sent to journal managers for publication. Proof of submission of paper can be in *print out email*. | ▪ 1 sheet |
| Application Form for Internship Project Thesis Application (For students who take the Internship Project thesis path). | ▪ 1 sheet |
| Non-Disclosure Agreement Form<br>(For students taking the thesis path Internship Project, while for the Case Study path if needed, you can attach it too) | ▪ 1 sheet |
| Recommendation Letter from the company (for students who take the Internship Project thesis path) | ▪ 1 sheet |

Students who have completed thesis writing are required to take a thesis exam. The thesis exam is conducted in an open session. Students present the results of the study in front of the testing team, which consists of 3 (three) examiners. The thesis exam is carried out **after all courses are passed.**

Especially for students who go through the *Internship* Project (Internship Project) the examiner is **2 (two) Examining Lecturers and one director** / **representative equivalent to the board of directors** of the company which is the place of study of the study. For *Internship Project* takers, the trial schedule that has been approved by the Examining Lecturer and company representatives is given by students to the BGP Office section by filling out the trial submission form. As for the takers of the *Research and Case* Study pathways, the examiners are 3 (three) BINUS lecturers **with a trial schedule determined by the Head / Secretary of the Study Program.**

**Students will be scheduled for a thesis exam when they have completed all courses and passed. If after collecting the thesis softcover it turns out that there are still courses that have not passed, then the thesis exam schedule is postponed until all courses are declared passed.**

If the student is declared PASSED in the thesis exam, before the thesis is covered (**hardcover** in **dark blue, using asturo paper number 25**), the thesis must first be corrected in accordance with the improvement suggestions of the examining team. The duration of thesis improvement is **2 (two) weeks**. The thesis that has been improved by entering the suggestions for improvement (minutes) from the testing team is collected into the BGP Office with other completeness.

**Two days after the thesis exam students are required to take the minutes of the hearing (a statement of passing from the board of examiners and a list of examiner questions) in the BGP Office. After the improvement is made and gets the signature of the board of examiners in the minutes, the student takes a statement letter from the Board of Examiners stating the passing of the thesis exam to be bound in the hardcover of the thesis in the BGP Office by showing the minutes.**

**Students are required to collect several requirements to be eligible for graduation no later than 2 weeks after PASSING the thesis exam to the BGP Office in the form of:**

- 1 (one) *hardcover* copy of the thesis (printed/*printed* back and forth, dark blue *cover* using asturo paper number 25 front back, color BINUS UNIVERSITY GRADUATE PROGRAM emblem, side title, original lecturer's signature)
- **Students are required to collect evidence of scientific publications with a minimum** status of '**accepted** in **Scopus indexed international journals** or '**published**' in **DIKTI-accredited national journals** as a graduation requirement. The paper does not have to be a paper from the results of thesis research, but must be produced when registered as an active student at MTI. The number of authors is a maximum of 5 people consisting of a maximum of 3 students and a maximum of 2 lecturers. One of the authors must be a lecturer who teaches or guides a thesis at MTI. If the paper is the result of thesis research, it is mandatory to include the name of the Supervisor as one of the authors. In addition, students also attach a Form for **Collecting Evidence of Research Paper Publication** which has been signed by students and supervisors. This form can be found in the appendix section of these guidelines.
- **Students are required to collect evidence of the collection of thesis posters**. Thesis posters are collected to the *research coordinator* of the department. Evidence of poster collection can be in the form of *a print-out* confirmation email from the *Research Coordinator* of the poster collection. Tamplate posters can be found in the appendix section of these guidelines.
- 1 (one) copy of the Technical Report (signature of the original lecturer), specifically for the path thesis **Internship Project** and **Case Study**
- 1 (one) CD-R contains a Thesis file **complete** with a word application, as well as for a Technical **Report file.** CD-R is labeled with the same name as the thesis cover (title, name and nim of the student, study program, university)
- Color photographs (*maroon background*, photo paper are required to use *doff* paper), measuring 4 cm x 6 cm as many as 4 (four) sheets. **Photos for men are** mandatory to **use ties, shirts, and suits while for women it is mandatory to use a blazer.**
- The size of the toga shirt written on the photo envelope (S, M, L or XL)

| File | Information |
|---|---|
| *Soft Cover* Thesis | ▪ Dark blue *cover* color |
| | ▪ 1 volume |
| Thesis Soft Cover Approval Page (original) | ▪ Bound together with *the Soft Cover* of the thesis |
| Technical Report, no more than 25 pages with single spaces*.* (For students who take the Internship Project and Case Study thesis path) | ▪ 1 copy |
| Engineering report format | ▪ Heading<br>▪ Abstract<br>Author<br>▪ Introduction<br>▪ Formulation of Methodological Problems<br>▪ Results and Discussion<br>▪ of Conclusions and Suggestions<br>▪ Reference List and Bibliography |
| The CD contains a **Thesis** file complete with a word application, as well as for a **Technical Report file** | ▪ 1 pcs |
| Recent color photographs in envelopes. The size of the toga shirt written on the photo envelope (S, M, L or XL) (*background* with red maroon) | ▪ 4 x 6 = 4 sheets<br>▪ 3 x 4 = 2 sheets<br>▪ 2 x 3 = 2 sheets |
| Proof of acceptance letter | ▪ Email acceptance letter from the editor of the Journal.<br>▪ Accompanied by indexed evidence when the paper is submitted. For international journals, they must have the status of indexed Scopus (not discontinued) when the paper is submitted |

**Note:**
**Students are required to collect evidence of scientific publications when collecting *hardcover* Thesis with a minimum status of 'accepted' in Scopus indexed international journals or '*published'* in DIKTI-accredited national journals as a requirement for the judiciary to be eligible for graduation.**

**If declared NOT PASSED, students must retake the thesis re-examination after the thesis is corrected according to the advice of the Examining Lecturer team, and after consulting and obtaining approval from the Supervisor. A maximum of 2 weeks after the exam, students must submit a thesis to be rescheduled for a retrial. If after 2 weeks the student does NOT re-collect the thesis to be re-examined then the student must repeat the thesis again.**

| File | Information |
|---|---|
| Thesis Duct tape Volume | ▪ Dark blue *cover* color<br>▪ 3 volumes (1 original, 2 photocopies) |
| Thesis Approval Page (original) | ▪ Bound together with the thesis duct tape volume |
| Title Change Form (original) | ▪ 1 sheet (attached if the title of the thesis is different from the SPP) |

Retrial can only be conducted a maximum of 2 (two) times and within the specified time limit. Students are required to pay the re-examination fee according to the list of applicable tuition fees. For now, the re-examination fee is **IDR 500,000 (Five Hundred Thousand Rupiah).** If after the second re-trial or the end of the thesis examination period the student is declared NOT PASSED, then he must repeat the thesis in the next lecture period and is required to make payments in accordance with the list of applicable tuition fees.

## 1.12 Rules of Conduct for Pre-Thesis and Thesis Examinations

**For students tested:**
* For Men: Dress modestly, wear a plain long-sleeved shirt, tie, material trousers and wear loafers/laced shoes (not sneakers)
* For Women: Dress modestly, wear a long-sleeved shirt, short skirt and wear loafers/closed shoes
* Be present near the exam room at least 15 (fifteen) minutes before the exam starts
* Sign the attendance list
* If in the first exam the student does not attend, then the student concerned is declared not to have passed and still has the opportunity to take the Pre-Thesis / thesis re-examination in the current semester while still in the exam period
* Smoking, eating and drinking in the exam room is prohibited
* Disabling a mobile phone or other electronic means of communication
* Be courteous in answering examiners' questions
* Receive absolute exam decision results
* It is forbidden to record and take pictures during the exam in any form

**For viewers:**
The Pre-Thesis Exam is open to students to be tested. Open means that the exam can be attended by other students. *The* audience must follow the following provisions, and if the audience violates this provision, the Examiner Team Leader has the right to suspend the implementation of the Pre-Thesis/Thesis exam and allow the viewer to leave the examination room.
The general provisions for spectators of the Pre-Thesis / thesis exam are as follows:
* Dress modestly (no jeans, t-shirts and slippers allowed)
* Behave politely and not make noise (discussion) in the examination room
* Smoking, eating and drinking in the exam room is prohibited
* Disabling a mobile phone or other electronic means of communication
* Not allowed to provide assistance in any form to students who are tested
* No notes and recordings of questions or answers are allowed during the exam
* Must not enter the examination room when the exam has started
* No leaving of the exam room before the exam ends

## 1.13 VIOLATION OF PRE-THESIS/THESIS WRITING

If after *hardcover* collection or after the Pre-Thesis / Thesis exam, evidence is found that the thesis is not the original scientific work of the student concerned (plagiarism) or a fictitious company / data, then:
a. The first violation is subject to a suspension of 1 (one) semester and the violation will be announced on the academic notice board for 1 (one) semester,
b. The second violation was sanctioned to be dismissed as a student of Bina Nusantara University.
If evidence of plagiarism is found, the student concerned will be given a G.

## CHAPTER 2
## PREPARATION AND WRITING OF A THESIS

### 2.1 Thesis Writing Structure

**Preparation of a thesis with the following research pattern:**
**Chapter 1. Introduction**

This chapter explains some of the main things that are the basis of *Research* or the **basis for the design** of **a** Research, such as: Background, Main Problems, Objectives and Benefits, and Scope of *Research*.

**Background***:* Explain the reasons for choosing the topic or issue contained in the selected *Research*, which includes things such as why a topic was chosen, problems found and will be discussed, the importance and relevance of the topic to related fields of science, to related institutions and so on.

**Problem Formulation:** Describes the main problem underlying the selection of the *Research* topic, the possible causes of the problem discussed, as well as the (negative) implications of the problem. Keep in mind that *Research* is intended to look for alternative problem solving described in the Research objectives. Through *the research* developed, it is hoped that the problem can be answered/solved. The problems to be discussed should be formulated in the form of questions whose answers are expected to be obtained through the research.

**Objectives and Benefits***:* Explaining the objectives of the *Research*, which is to discuss what is to be achieved from the activity, including answers or clarifications of predetermined problem formulations. In addition to the purpose, it is also stated the benefits or uses of the *results* of the Research (Research) for the community in general or for companies that are used as research objects in particular. Benefits are benefits that can be obtained from the results of the research carried out. It also needs to be explained in what form these benefits are, as well as who or what will benefit from the results of the research. The benefits to the researcher in question do not need to be mentioned.

**Scope***:* Describes the *scope* (limitations) of the Research to be carried out, including what will be discussed, as well as the depth of the discussion. It can also be explained where, when, aspects discussed, etc. related to the topic of Research (Research).

**Chapter 2. Theoretical Foundations**

In this chapter, a theoretical framework is explained and presented that supports the analysis and discussion of research, namely the design of solving the main problem to be discussed. A theoretical framework is an abstract concept of something that has been formulated previously. The theoretical framework can easily be obtained from various existing literature, namely **15% - 20% textbooks, 80% scientific journal articles, 0% - 5% reference sources: dictionaries, encyclopedias,** research **or abstracts of previous research**. The selection of this literature is required to follow the requirements of novelties, that is, for **textbooks at most it must be published 10** years ago and for **articles ten years ago.** Next, it is necessary to find and summarize research on the same topic that has been carried out, for example from a thesis, dissertation, or research report. It can also be explained examples of models that have been used, especially those that are relevant to the model to be used.
The model describes various factors that influence the main issues discussed in the research. The explanation of the research that has been done is important because

aims to determine the " State of the art" of Research, namely the position *of* Research in the midst of a lot of research on the topic, keeping research duplication from occurring, and previous research methods, analysis, and findings provide inspiration for *Research* is being conducted.

The definitions, concepts, theories that have been selected in this section will be a reference for analyzing the results of research or the results of studies carried out. Furthermore, literature sources (books, journals, theses, dissertations, etc.) used as references should be included in the reference list or bibliography. The writing of the reference is not in the form of a footnote, but by listing the **author's final name**, **year**, **and page if cited in its entirety exactly according to the source according** to the **American Psychological Association (APA) style** which can be downloaded from the internet or *website library*.

## Chapter 3. Methodology

This section describes the following points: framework, models and methods of analysis, including system design. For the Research pathway, the population and sample are described, data collection methods, validity and reliability, Research models, *Research* variables and hypotheses. The methodology for the Research pattern will explain how the problems on which the study is based will be solved, this includes the steps, strategies, and tools to be used. For BPR (Business Process Reengineering), for example, the Methodology will include the stages in the BPR, and the tools that will be used. The method used is in the form of a **quantitative approach.**

**Frame of mind**: describes the mindset of research activities as a whole, which is usually described schematically (diagram). From this framework, it will clearly be seen the problem faced, how the problem will be solved and the steps, and what will be achieved by solving the problem.

**Model:** describes the model or framework of the Research study and the type of analysis to be used, whether descriptively (tables, graphs, diagrams and explanations), analytically (estimates, statistical tests and others), or a combination of the two. It is highly **recommended** that the *Research* model or analysis / study framework **be described in the form of a chart**.

**System Design**: map the running business processes and then conduct a preliminary analysis of weaknesses or problems and provide proposed solutions to be offered. Provide a proposal for the *Framework* to be used (for example: SDLC, TOGAF, Zachman, and so on).

Variables: describes the different concepts to be measured. This variable will be easily seen from the *designed Research* model. Research problems reflect the relationship of two or more variables. From this variable, it is also then developed and poured in the form of data collection instruments which, among others, can be in the form of *interview* guidelines or questionnaires.

**Hypothesis:** In this section, the hypothesis (conclusion/provisional assumption or temporary answer of the Research question/problem formulation) of the *Research* to be carried out is explained, which may include the main hypothesis

and supporting hypotheses. Hypotheses can be added to the assumptions used in *Research* said.

**Population and Sample**: describes what will be the target/object (population) of the *Research*, how many samples will be used, as well as how to select the sample. This needs to be elaborated because by knowing the *sampling* techniques used, the thesis reader will get a clear picture and can assess the extent to which the information relevant to the subject matter has really been netted.

**Data Collection Method**: describes in outline what indicators/variables will be measured, the type of data to be collected (primary/secondary, *time series/cross section*), data source, and data collection instruments (questionnaires/interview guidelines/other instruments). It would be even better if the questionnaire to be used was already attached. Data collection questionnaires or guidelines contain questions to measure various Research variable. Each *Research* variable is usually measured by several question items.

**Validity and Reliability:** Instruments used to measure variables are often required to be tested for validity and reliability. This step is usually taken only for variables that are **ordinal or qualitative** in nature. Testing can be based qualitatively by testing its construct or quantitatively. Quantitative validity testing can be done by measuring the correlation between measurement items, while reliability can use the total correlation between items as a whole which is used as a measurement indicator of a variable.

**Analysis Method**: describes the mathematical/statistical model to be used in *Research.* The analysis method describes how to perform problem solving through constructed models and frameworks. For *Research*, analytical methods can explain various methods or statistical analysis to be used such as Hypothesis Test, Anova, Linear Regression, and so on.

**Experimental Method**: describes the trial steps carried out in Research.

Some Tools that can be used:

Table 1: Table of Topics by Specialization

| TOPIC | MVS | ERP | ME | BCP | DRP | LINE | IT BSC | SWOT | ROI CBA | IE | EP | SLA |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| *Business Process Management* | In | | | In | In | | | In | In | | | |
| *Enterprise Resource Planning* | In | In | | In | In | | | In | In | In | | In |
| *Information System Risk Management* | In | | | In | In | | In | In | In | In | | In |
| *Information System Strategic Planning* | In | In | | In | In | | In | In | In | In | | In |
| *Knowledge Management* | In | | | In | In | | In | In | In | In | | |
| *Quality Assurance in Information System* | In | | | In | In | | In | In | In | In | | |
| *Artificial Intelligent* | In | In | In | | | In | | | | | In | |
| *Business Intelligence* | In | In | In | | | In | | | | | In | |
| *Mobile Technology* | In | In | | | | In | | In | In | In | In | In |
| *Network Security* | In | In | | In | In | | In | In | In | In | | In |
| *Computer Forensics* | In | | | In | In | | In | In | In | In | | In |

| TOPIC | MVS | ERP | ME | BCP | DRP | LINE | IT BSC | SWOT | ROI CBA | IE | EP | SLA |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Service Oriented Architecture | In | In | | In | In | | In | In | In | In | | In |
| Technopreneurship | In | | | In | In | | In | In | In | In | | In |
| Corporate Information System | In | In | | In | In | | In | In | In | In | | |
| Information System Governance | In | In | | In | In | | In | In | In | In | | In |
| Online Learning | In | In | In | In | In | In | In | In | In | In | | In |
| Information System Valuation | In | In | | In | | | In | In | In | In | | In |
| Corporate Network Design | In | | | In | In | | In | In | In | In | | In |
| Green Computing | In | | | In | In | | In | In | In | In | | In |
| Corporate Network Management | In | | | In | In | | In | In | In | In | | In |
| Grid Computing | In | In | In | | | In | | | | | In | |
| Information Integration Technology | In | In | In | In | In | | In | In | In | In | | In |
| IT Services | In | In | | In | In | | In | In | In | In | | In |
| E-Business | In | In | In | In | In | In | In | In | In | In | In | In |
| Information System Security | In | In | | In | In | | In | In | In | In | | In |
| Computer For Education | In | In | In | In | In | In | In | In | In | In | In | In |
| IT Strategic Planning | In | In | | In | In | | In | In | In | In | | In |
| Multimedia Database | In | | In | | | In | | | | In | | |
| Object Oriented Database | In | | In | | | In | | | | In | | |
| Web Application | In | In | In | In | In | In | In | In | In | In | In | In |
| Bioinformatics | In | In | In | | | In | | | | In | | |
| Artificial Neural Network | In | In | In | | | In | | | | In | | |
| Computational Intelligence | In | In | In | | | In | | | | In | | |
| Image Processing | In | | | | | In | | | | In | | |
| Machine Learning | In | | | | | In | | | | In | | |
| Project and Change Management | | | | | | In | In | In | In | In | | |

Information:
- *Multivariate Statistic (MVS)*
- *Enterprise Resource Planning (ERP)*
- *Multimedia Indexing and Retrieval (MIR)*
- *Business Continuity Plan (BCP)*
- *Disaster Recovery Plan (DRP)*
- *Rapid Application Development (RAD)*
- *IT Balanced Scored Card (IT BSC)*
- *SWOT Analysis (SWOT)*
- *Return Of Investment Cost Based Analysis (ROI CBA)*
- *Information Economics (IE)*
- *Extreme Programming (EP)*
- *Service Level Agreement (SLA)*

Examples of **Qualitative Approaches** can be with:
- *Interpretative/interpretive methods,*

- *Grounded theory (Strauss & Corbin),*
- *ANT/Actor Network Theory (Latour),*
- *Structuration Theory (Giddens),*
- *Critical Theory (Communicative Action Theory)* from Habermas and so on.

## Chapter 4. Results and Discussion

This section contains, among other things:
- Results of data processing or results of activities / Research (Research) carried out and its description
- Hypothesis testing results (if any)
- Discussion of *Research* results.

**Data Processing** Results or **_Research_** results **and their description**: This section describes the results obtained from data processing that has been carried out or the results of research carried out. It is also explained how to interpret and the implications of the results of data processing / Research results (Research).

**Hypothesis** testing: the statistics obtained are then used to test the hypotheses already formulated in Chapter 3 using certain statistical methods. The final conclusion of such hypothesis testing can be the acceptance or rejection of the main hypothesis and the supporting hypothesis. Next it is necessary to explain why the hypothesis is accepted or rejected. This discussion must be related to existing theories or the results of previous *Research*.

**Discussion of _Research_** results: explain what has been produced from the research that has been carried out, as well as the implications of these results. If the hypothesis is rejected it needs to be explained the cause and if the hypothesis is accepted it also needs to be explained. The discussion must be connected with the results of previous *research* or existing theories, which are referred to on the basis of theory or *literature review*. In this discussion, a summary of the essence of the main results or the results of the hypothesis test should be made. If necessary, it is presented in the form of a table, before further discussion.

**Discussion of design results: describes the results of** the proposed design in the form of measurement results on productivity or system performance.

**Discussion of implementation results: describes the results of the evaluation of the** implementation of the project carried out including the effectiveness and efficiency measured as well as the performance of the entire project.

## Chapter 5. Conclusions and Suggestions

This chapter explains the general conclusions of the research results which are presented concisely and concisely. The conclusion wherever possible does not present things that are quantitative in nature, and does not present things that are outside the results of research (*research*). Advice is usually addressed to parties who benefit from the results of research, as well as containing suggestions for follow-up what should be carried out, or further *research* that still needs to be done.

## Chapter 6. Bibliography

The Bibliography consists of a Reference List and a Bibliography.

- **List of References**

  This section contains a reading list that is the *main reference* or *cited* writing *research* proposals. The Reference List is sorted by surname or author's last name. Writing a List of References in accordance with **the APA *style* manual.**

- **Bibliography**
  This section contains a list of all *additional* readings used in writing that are sorted by author's name as is customary for a scientific writing. The reading material listed in this list is usually much more than the Reference List. Bibliography writing is also in accordance with **the APA style manual.**

The material that must be in the research pattern for some examples of fields include those presented in the table below:

**Table 1: Writing Material in accordance with *the Field of Research***

| No | Field | Theoretical Foundations | Methodology | Analysis and Discussion |
|---|---|---|---|---|
| 1. | *Information Engineering* | • *Database System*<br>• *Multimedia Database*<br>• *Information Discovery* | • *Qualitative and Quantitative Analysis*<br>• System Design<br>• System Architecture | Discussion of:<br>• New IT-based business processes<br>• Analysis of the benefits of the new business process<br>• Indicators of increased efficiency<br>• Data and information transformation to define strategy |
| 2. | *IT Infrastructure Management* | • *Network Technology*<br>• *Network Design and Management*<br>• *Network Intrusion*<br>• *Computer Forensic* | • *Qualitative and Quantitative Analysis*<br>• System Design<br>• Pseudocode Designing<br>• System Architecture | Discussion of:<br>• IT Infrastructure Design<br>• IT Infrastructure Management<br>• Analysis of the benefits of designing |
| 3. | *Computational Intelligence* | • *Knowledge Data Discovery*<br>• *Machine Learning*<br>• *Multimedia Indexing and Retrieval*<br>• *Machine Vision* | • *Qualitative and Quantitative Analysis*<br>• System Design<br>• Pseudocode Designing | Discussion of:<br>• Various applications that use artificial intelligence |
| 4. | *Technopreuneur* | • *Services Oriented Enterprise*<br>• *Integrating IS Technologies*<br>• *Technology Management and Valuation* | • *Business Process Improvement*<br>• *Operations Improvement Strategy*<br>• *Total Quality Management* | Discussion of:<br>• Evaluation of Company Performance and Identification of Potential Improvement with the use of IT<br>• Investment Strategy Evaluation<br>• Concentration of calculation results for *technology domains* |

**2.2    Thesis with *Internship Project*   Pattern**

A thesis with an Internship Project pattern is a scientific paper that discusses real strategic problems faced by a company or other institution, and designs the resolution of these problems with clear methods and analytical tools.  **The final result can be an evaluation of a design that has implemented/implemented to address existing issues**. The way of solving the problem must be concrete, which is based on a deep analysis and wherever possible accompanied by comparisons with similar cases in other places (work units). It would be very good if it was supported by various empirical facts in the form of data related to the topic of discussion.

**2.3    Thesis with *Case Study*   Pattern**

*Case Study*  is part of *qualitative research*. *Case Studies* are commonly used by academics to draw conclusions/essences of learning from a business reality. Through *Case Study* research, researchers try to photograph a business/*management* event at a certain time that is happening and then analyze it to be the basis for forming variables to be further tested through quantitative research.  Therefore, the data used in this Research (Research) is   data that is happening so that the recommendations given are also based on the context of the time of the incident. Along the way, *Case Study* research is currently used as a final project to invite students to be able to photograph a business reality and analyze it with theory.

There are 3 types of *Case Studies* to choose from:

1. *Individual case:* for example, examining the leadership of an executive, struggles/struggles, the character of an executive, etc. in a business reality.
2. *Company:* the scope is various business events in a company.
3. *Industry:* for example, researching events/phenomena that occur in an industry. Examples: growth, shock, interindustry relations, and the loss of an industry.

Furthermore, there are 2 (two) types of methods that can be used for *Case Study* research.

1. *Field research: Research* is carried out by taking primary data on the object of Research (Research). Data collection is carried out by means of *interviews* and direct observation to the company. For this type of *Research*, *a case release* from the company is needed, namely written permission to use the *Case Study* in the world of education.  *Field research* can be combined with external data from various print and electronic media.
2. *Library / desk research*: *Research* is carried out by taking data or information from *published* sources and can also be *unpublished sources (gray literatures).*  Cases are compiled based on the analysis and synthesis of data from various print and electronic media.

In general, the content of a thesis with *a Case Study* consists of:

1. Introduction
2. *Theoretical Framework*
3. Methodology
4. Content/*Body/Analysis:* in the outline comparing the problem that is *happening* with *the problem that should be done* so   *that a gap analysis* is found. Based on certain theories / concepts that have been explained in the *theoretical framework*, the *best alternative solution* can be found in the *Case Study*. The analysis is divided into two stages*.
   a. *Case Description*
   b. *Case analysis*
5. Penutup/Simpulan (*Lesson Learned, Conclusion and Recommendation*)

## CHAPTER 3
## WRITING FORMATS AND TECHNIQUES

**3.1 General Format Front-end**

The front of the thesis consists of:

(1) Title Page
(2) Statement of originality of thesis writing page
(3) Supervisor Approval
(4) Motto (if any)
(5) Board of Examiners Statement
(6) Statement of Non-Exclusive Copyright from Students to Bina Nusantara University
(7) Preface
(8) Abstract
(9) Table of contents
(10) Table/Photo/Image list (if applicable)

Starting from before the Preface to before the Curriculum Vitae, a blue border must be given with the BINUS UNIVERSITY GRADUATE PROGRAM logo for each section, *either for* **Softcover** *or* **Hard Cover** (the BINUS UNIVERSITY GRADUATE PROGRAM **logo** is colored).

**1. Title Page**

The title page (cover face) is made in duplicate, that is, the outermost title page is in the form of *a Hard Cover* or Softcover, while the inner title page (i) uses A4 paper. The outer cover (*Hard Cover*) uses a cover of Dark Blue asturo paper number 25, with the emblem BINUS UNIVERSITY GRADUATE PROGRAM (colored) and black ink lettering.

**The title page format contains the following:**
- **Title** (written with letters): font *Arial*, Capital, 16 *points*, bold
- **Subtitles**: *font Arial*, Capital, 14 *points*, bold
- BINUS UNIVERSITY GRADUATE PROGRAM logo (in color)
- **Student name**: *font Times New Roman*, Capital, 14 *points*, Italic, space 1.5
- **Student NIM**: *Times New Roman* font, 14 *points*, Italic, 1.5 spaces
- **Graduate Program** {Name of Study Program, missal: Informatics Engineering S2 Level}: font *Times New Roman*, Capital, 12 *points*, space 1.5
- **BINA NUSANTARA UNIVERSITY:** *Times New Roman* font, capital, 12 *points*
- **City and year of creation Thesis**: font *Times New Roman*, Capital, 12 *points*

**2. Inner Title Page**

The format of the title page in (ii) contains the following:
- **Title** (written with letters): font *Arial*, Capital, 16 *points*, bold
- **Subtitles**: *font Arial*, Capital, 14 *points*, bold
- BINUS UNIVERSITY GRADUATE PROGRAM logo
- **Student Name**: *font Times New Roman*, Capital, 14 *points*, Italic, space 1.5
- **Student NIM**: *Times New Roman* font, 14 *points*, Italic, 1.5 spaces
- **Statement** of originality of the thesis: *Times New Roman*, 12 *points*, space 1.5, Bold
- **Graduate Program** {Name of Study Program, eg: Informatics Engineering S2 Level}: *Times New Roman*, 12 *points*, space 1.5, Bold
- **BINA NUSANTARA UNIVERSITY**: *Times New Roman*, 12 *points*, space 1.5, Bold

**3. Supervisor Approval**

The supervisor approval page (iii) contains the following:
- **Title** (written with letters): font *Arial*, Capital, 16 *points*, bold

- **Subtitles**: *font Arial*, Capital, 14 *points*, bold
- BINUS UNIVERSITY GRADUATE PROGRAM logo
- **Student Name**: *font Times New Roman*, Capital, 14 *points*, Italic, space 1.5
- **Student NIM**: *Times New Roman* font, 14 *points*, Italic, 1.5 spaces
- **Supervisor** Attestation: *Times New Roman* font, 12 *points*, Bold
- **Name and Signature of Supervisor**: *font Times New Roman*, 12 *points*, Bold
- **Supervisor Attestation Date**: *Times New Roman* font, 12 *points*

### 4. Motto

The motto, if any, occupies a page of its own. Writing in the middle of the page with *the font Times New Roman*, 12 *points*, Italic, Bold, 1.5 spaces.

### 5. Board of Examiners Statement

This statement of the Board of Examiners is taken by students after the thesis hearing and makes improvements according to the minutes of the hearing at Binus Online Learning Student Services.

This page contains the Board of Examiners' Statement on the results of the student thesis exam with the names and signatures of each member of the board of examiners. This statement sheet is placed after the supervisor's approval sheet (iii) without being given a page number, and **does not need to be included in the table of contents**.

### 6. Statement of Non-Exclusive Copyright from Students to Bina Nusantara University

This page contains statements and guarantees from students that theses and abstracts are original to their work, do not violate the copyrights of others, and as the sole right to the thesis and abstract.

Furthermore, this page also contains student statements to grant *non-exclusive rights* to Bina Nusantara University, especially libraries to store, reproduce, and disseminate theses for educational purposes.

The word "STATEMENT" or "STATEMENT" is typed in the middle, with the letters Times New Roman, 16 points, Capital, Bold. The content of the statement is written in Times New Roman letters, 12 points, 1.5 spaces.

*The statement* ends by mentioning the city, date, student signature, bright name, and NIM, all of which are typed in Times New Roman letters, 12 points, and typed in the middle of the text page.

### 7. Preface

The preface contains the background of writing the thesis as well as a thank you to those who have helped in the process of writing the thesis. The title "FOREWORD" is written using the font *Times* New Roman, 16 points, Capital Bold; while the content of the preface is written using the Times *New Roman* font, 12 *points*, 1.5 spaces.

### 8. Abstracts and Keywords

The abstract for the thesis is *an informative abstract*. In accordance with ISO 214-1976 an abstract is a brief but accurate description that represents the content of the thesis, without additional interpretation or criticism and without looking at who the author of the abstract is. **The content of the informative abstract** is **the objectives, methods used, analysis, analysis results, and conclusions.** The abstract is written in English and Indonesian, consisting of approximately 250 words, in **one paragraph**. At the end of the abstract is typed the initials of the name with parentheses as a sign that the abstract was created by the author himself. An abstract example created by Rinda Hedwig will be typed (RH).

The titles "ABSTRACT" and "ABSTRACT" are typed in the middle using the letters *Times New Roman*, 16 *points*, Capital, Bold. The content of the abstract is written using

the font *Times New Roman*, 12 *points*, Italic, 1.5 spaces.

The abstract is accompanied by Keywords in English (*Keywords*) and Indonesian (Keywords) which are placed on the last line of the abstract content. Keywords typed on the left edge with *the letters Times New Roman*, 12 *points*, Italic, Bold, 1.5 spaces.

Keywords are **nouns** that can be taken from the **title** and **content** of the thesis with the aim of making it easier for readers to find the essence of the thesis. Keywords are 3 – 5 words.

*Abstract and Keyword* are typed first, followed by Abstract and Keywords. All of these are made in just **one page**. The abstract page begins with the writing of the **Thesis Title.**

### 9.    Table of Contents

The table of contents contains the contents of the thesis starting from the title page, statement page, supervisor approval, non-exclusive copyright granting page from students to Bina Nusantara university, foreword, abstract, table of contents, table of tables, list of pictures, contents of chapter by    chapter of the thesis, up to the reference list, bibliography, attachments, and curriculum vitae along with the sequence number of the page. The title "TABLE OF CONTENTS" is written using the font *Times New Roman*, 16 *points*, Capital, Bold; while the contents of the table of contents for the preface, abstract, table of contents, table of tables, list of images, titles of each chapter by chapter, reference list, bibliography, attachments and curriculum vitae are written in all capital letters.  Writing content for the table of contents using *the Times New Roman* font, 12 *points*, 1.5 spaces.

### 10.    Table/Photo/Image List

If applicable, this page contains the table/image number, the table/image title and the page sequence number. Writing the title using the font Times New Roman, Capital, 16 points, Bold; while the content uses the Times *New Roman* font, 12 *points*, 1.5 spaces. **The writing of captions** and table **numbers** is **above the table**, while **Captions and Image No.,** Graphs are **below Images/Graphs**.

### 3.2    Common Format of the Back

The back of the thesis consists of:

      (1)   List of References
      (2)    Bibliography
      (3)   Attachment
      (4)   Biography

### 1.    List of References

The reference materials included in the Reference List are books, journals, and other reading materials that are the main reference in thesis writing, and which are the source of basic thesis thinking. The title "LIST of HOSPITALIZATIONS" is typed in the middle using the fonts *Times New Roman*, Capital, 16 *points*, Bold; while the contents for the reference list are written using the *Times New Roman* font, 12 *points*, and specifically the title of the book is typed Italic; and sorted alphabetically by the author's last name or surname. (see APA *style* manual).

### 2.    Bibliography

The reading materials included in the Bibliography are all materials (books, journals, theses and others) that are read in the framework of writing the thesis.  The title "BIBLIOGRAPHY" is typed in the middle using the  font *Times New Roman*, Capital,  16 *points*, Bold; while the  contents for the  reference list  are written  using *the Times New Roman* font, 12 *points*, and specifically the  title of the book is typed Italic;  and sorted by last name, family name. (see APA *manual style*).

### 3. Attachment

Contains supporting materials that enrich understanding of the thesis such as questionnaires, data, simulation displays, and so on. The title "APPENDIX" is written using the font *Times New Roman*, Capital, 16 *points*, Bold.

### 4. Biography

Describes the author's main personal data which includes, name, place and date of birth, address, education history, employment history (for those who are already employed). The title "CURRICULUM VITAE" or "CURRICULUM VITAE" is written using the font *Times New Roman*, 16 *points*, Capital, Bold; while the content is written in *Times New Roman* font, 12 *points*, 1.5 spaces.

## 3.3 Writing Technique

Thesis writing for the Graduate Program follows the following guidelines:

### 3.3.1. Typing:

a. The thesis is typed with a distance between lines of two spaces on **HVS paper 80 grams of A4 size. The typing limit is 4 cm from the left edge of the paper and 3 cm from the top, bottom, and right edge of the paper.**

b. Thesis Softcover and *Hard Cover* **are printed/printed back and forth**.

c. **Chapter titles** are typed using capital letters, *Arial* font, 16 points, Bold, and placed in the middle (center); while **sub-chapters** use 14 points. The distance between the content of the thesis and the sub-chapters is 4 spaces, and the typing of **numbers** in the title of each chapter uses Roman numerals. **The content of the** thesis is typed using the font *Times New Roman*, 12 *points*, 2 spaces.

d. **Page numbers are placed on the top right** with Arabic numerals (1, 2, 3, ...), **except** on the **chapter title** page the page **numbers are placed in the center** of **the bottom**, which includes (including) a reference list, a bibliography, and all attachments (until the very last page).

e. Specifically on the page numbers before Chapter 1, i.e. from the cover page to the Table of Contents using Roman numerals (**i, ii, iii, iv, ...)** which is placed in the center of the bottom. On the chapter title page, the page number is also placed in the middle of the bottom.

f. **Table** headings are written one space apart above the table. For **the first letter of each word is capitalized** (except conjunctions in, on, to, with, and so on). The title of the image/graph/chart is placed below the image with the provision of writing such as the title of the table. Titles are numbered in sequence with regular numbers.

g. Citations are written according to the original in terms of wording, spelling and punctuation, but are quoted in quotation marks at the beginning and end of the quote. If in the citation there are some words omitted, then the omitted part is given dots. On the quote **does not use** 'ibid', 'op cit', 'loc - cit' or footnotes. References to citations are indicated by writing down **the surname/surname, or name of the institution,** year of publication and page if necessary. The writing format can use one of the following:

> (name, year of publication, pp xx-yy
> or px) name (year of publication, pp
> xx - yy)
> x and y are the page numbers cited.

If what is referenced is a book and the one cited is exactly the same as the source, then the page number must be written, but for other magazines or publications **the page number is not written**.

### 3.3.2. Language

The thesis is written in Indonesian or English. For Indonesian theses, they must follow the provisions of the 1975 **Enhanced Spelling** (EYD) and the **General Guidelines for Term Formation** (PUPI), including procedures for using punctuation and word breaking, and not to use foreign words for words that already have word equivalents in Indonesian. A foreign word should be written *Italic*.  **Abbreviations should be written in full when first used with their abbreviations in parentheses, so on it is enough to use the abbreviations only**.

### 3.3.3. References/Libraries

All references are sorted by surname/surname of the author/institution according to <u>abjad</u> and year of publication. If there is the same name and year, then after the year number is suffixed a, b, c, and so on. Publications without authors **are written early** and sorted by year. The writing format is as follows:

**a.  References/Libraries in the form of books**
The reference list that is a book contains the name of the author or institution, (year), book title, edition, volume, publisher, city. The title of the book is written in italics.
**Example:**
Leedy, P. D. (2005). *Practical research: Planning and design*. 4th ed. New Jersey: Prentice Hall, Inc.

**b.  References/Libraries in the form of chapters in books**
This reference list contains the name of the author or institution, (year), chapter title (In) the name of the editor, the title of the book, the page, the city of publication, and the publisher. The chapter title is in quotation marks and the title of the book is written in italics,
**Example:**
Gredecki, N.  (2011).  Negotiation: Principles and theoretical underpinnings dalam Carol A. I., Martin J.  F., & Gregory M.  V.  (eds.) *Conflict and crisis communication: principles and practice,* (pp. 33-52). New York: Routledge.

**c.  References/Libraries in the form of magazines**
This reference list contains the author's name, (year), month, article title, magazine title, volume, page. The title of the article is written in quotation marks, while the name of the magazine <u>is written in italics.</u>

**Example:**
Wenninger, J. (2006, July). "The Emerging role of banks in e-commerce", *Economics and Finance*, 6, 23-27.

**d.  References/Libraries in the form of printed articles taken from the internet**
For printed articles obtained via the internet, the writing format is as follows: author name, (year of writing), article title written in italics, [Electronic version]. Available: the website address is underlined [year, month and date accessed]. The only references that can be taken are white papers, not from Wikipedia, blogs, or the like.

**Example:**
Ambrose, P.J.,&Johnson, G.J. (2005). *A Trust based model of buying mmbehaviour in electronic retailing,* [Electronic version]. Available: <u>http://www.isworld.org/ais.ac.98/proceedings/track06/ambrose.pdf [2001</u>, May 17]

**e. References / Libraries in the form of articles from printed journals**

The reference in the form of this article contains the author's name, year, article title, journal title, volume, page. Years are written in parentheses.

**Example:**

Mulyono, N. B. (2013). User behavior assessment of household electric usage. *The Asian Journal of Technology Management*, 6, 65-71.

**f. Articles from Electronic journals**

The reference in the form of this article contains the author's name, (year of writing), article title, journal title, volume, (date, month, year) found author (Retrieved), (from), url address.

**Example:**

*Gerbasi, A., & Dominika L. (2015). Trust-building in international business ventures.* Baltic Journal of Management*, 10.* Retrieved Juni 17, 2015, from http://www.emeraldinsight.com/doi/full/10.1108/BJM-04-2013-0056.

The reference literature mentioned above, sorted in alphabetic order of the author's name. The distance between the bibliography uses one and **a half** spaces, whereas in the same literature one **space** is indent by five beats for the second line and so on.

The above writing format is used for **reference lists** and **bibliography** that are created separately as described in advance.

# CHAPTER
# 4
# CLOSING


Every graduate program student is required to follow the provisions set out in this manual. Thus, it is hoped that uniformity of thesis format and quality will be created in the Graduate Program environment.

In line with the development of science, this Guideline will always be refined. Therefore, suggestions for improvement will be happy to be accommodated for the sake of improving this manual. Things that have not been set out in these guidelines will be established later.

## ATTACHMENT
## SCHEDULE TO WATCH OUT FOR

### FOR PRE-THESIS PREPARATION

| Time | Activities |
|---|---|
| **Along with the exam schedule for the IT Research Methodology course** | **Collect thesis *outlines*, by attaching the "Thesis Title and Supervisor Submission Form" and "Thesis Supervisor Appointment Letter" which has been Filled** |
| **Pre-thesis period** | **Attended 8 scheduled Pre-Thesis guidance sessions held in the enrichment session of the current** course **Taken** |
| **The end of the 9th week of the pre-thesis period** | **Collecting Pre-Thesis thesis** |
| **Week 11 of the pre-thesis period** | **Pre-Thesis Exam** |

### FOR THE PREPARATION OF THE THESIS

| Time | Activities |
|---|---|
| **1st period of the thesis** | **Participated in 4 scheduled thesis guidance sessions held in the enrichment session of the current course Taken** |
| **2nd period of the thesis** | **Participated in 4 scheduled thesis guidance sessions held in the enrichment session of the current course Taken** |
| **Along with the presentation schedule of the Writing Paper course assignments** | **Carrying out the Colloquium of Theses** |
| **Before the collection of thesis softcover** | **Collecting journal papers** |
| **Week 1 to 10 in Semester 3 Period 2 of the lecture** | **Collecting thesis softcover** |
| **2 weeks after the collection of the thesis and all courses are declared passed** | **Thesis exam** |

Note:
If the Student does not collect the Pre-Thesis / Thesis according to the schedule above, the following provisions apply:
1. If the Student has the right to renewal, then the Student must extend his Pre Thesis / thesis. If the extension is carried out outside the semester of the package, then a semester extension and thesis extension fee are charged.
2. If the student does not have the right to renewal, they must repeat from the beginning and pay the cost of repeating the thesis, and if repeating outside the semester package, a semester extension fee is charged.

**Example of Indonesian Version of Pre-Thesis *Template***
***Front Page Pre Thesis:***

# PROPOSAL

## << PRE-THESIS TITLE >>



## <<WRITING PATH>>

*<<Student Name>>*
*<<Student NIM>>*

**Graduate Program**

**STUDY PROGRAM << THE NAME OF THE STUDY**

**PROGRAM >> S2**

**BINA NUSANTARA UNIVERSITY**
**JAKARTA**
**<<Year>>**

*Pre-Thesis Approval Page:*

# PROPOSAL

## << PRE-THESIS TITLE >>



## <<WRITING PATH>>

*<<Student Name>>*
*<<Student NIM>>*

**Supervisor 1:**                                        **Guide 2[*)]:**

**<< Supervisor Name 1**                    **<< Supervisor Name 2**
**>> Date : dd – mm –**                        **>> Date : dd – mm –**
**YYYY**                                                **YYYY**

[*)]: *Filled in (if any) for Thesis Path Research (Research) / Internship Project*

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**English Version Pre-Thesis *Template* Example**
***Cover Page Pre-Thesis:***

# PROPOSAL

## << PRE-THESIS TITLE >>



## <<THESIS METHOD>>

*<<Student Name>>*
*<<Student ID >>*

**Graduate Program in Computer Studies**
**<<STUDY PROGRAM>> BINA**
**NUSANTARA UNIVERSITY**
**JAKARTA**
**<<Year>>**

**Supervisor Approval:**

# PROPOSAL

## << PRE-THESIS TITLE >>



## << THESIS METHOD >>

*<<Student Name>>*
*<<Student ID>>*

1st **Supervisor:**                         2nd **Supervisor** *):

—— << 1st **Supervisor** ——          —— << 2nd **Supervisor** ——
**Name >> Date: mm /**                    **Name >> Date: mm /**
**dd / yyyy**                                  **dd / yyyy**

*): Filled in (if any) for Thesis Path Research (Research) / Internship Project*

ii

| Version: 6 | Date revision | : 08 August 2022 |
| --- | --- | --- |
| Revision: 0 | Date effective | : 01 September 2022 |

# **TABLE OF CONTENTS**

*(for the table of contents adapted to the content in your thesis)*

**Example of Indonesian Version Thesis Template**
*Thesis Title Page:*

# << THESIS TITLE >>



# <<WRITING PATH>>

*<<Student Name>>*
*<<Student NIM>>*

**Graduate Program**
**STUDY PROGRAM <<NAME OF STUDY PROGRAM>> S2**
**LEVEL OF BINA NUSANTARA UNIVERSITY**
**JAKARTA**
**<<Year>>**

i

**Inner Title Page:**

<< THESIS TITLE >>



<<WRITING PATH>>

*<<Student Name>>*
*<<Student NIM>>*

**Thesis as one of the conditions
for obtaining a master's degree
<<PRODI>>
At
BINA NUSANTARA UNIVERSITY
GRADUATE PROGRAM**

ii

**Thesis Approval Page:**

# << THESIS TITLE >>



# <<WRITING PATH>>

*<<Student Name>>*
*<<Student NIM>>*

**Supervisor 1:**                                    **Guide 2**<sup>*)</sup>**:**

**<< Supervisor Name 1**
**>> Date : dd – mm –**
**yyyy**

**<< Supervisor Name 2**
**>> Date : dd – mm –**
**yyyy**

<sup>*)</sup>*: Filled in (if any) for Thesis Path Research (Research) / Internship Project*

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**Example of Indonesian Version of Technical Report**

# <<TECHNICAL REPORT TITLE>>

<<Student Name>>, <<Supervisor Name 1 (without degree)>> and <<Supervisor Name 2 (without degree)>>



*Technical Report*

**Jakarta,
<<dd/mm/yyyy>>
Agree:**

**Guide 1**                                                **Guide 2**$^{*)}$

**<<Name of Supervisor 1 with a degree>>**          **<<Name of Supervisor 2 with a degree>>**

$^{*)}$: *Filled in (if any) for Thesis Path Research (Research) / Internship Project*

**English Version Thesis Template** Example
**Front Page:**

<< THESIS TITLE >>



<< THESIS METHOD >>

*<<Student Name>>*
*<<Student ID>>*

**Graduate Program in Computer Studies
<<STUDY PROGRAM>> BINA
NUSANTARA UNIVERSITY
JAKARTA
<< Year >>**

i

*Statement of Purpose:*

## << THESIS TITLE >>



## << THESIS METHOD >>

*<<Student Name>>*
*<<Student ID>>*

**A Thesis Submitted to the Graduate
Program in Partial Fulfillment of the
Requirements
for Master Degree in <<Program>>
Field of Interest: <<Field of Interest Name>>**

ii

**Supervisor Approval:**

## << THESIS TITLE >>



## << THESIS METHOD >>

*<<Student Name>>*
*<<Student ID>>*

**Approved:**

**1ˢᵗ Supervisor:**                                **2ⁿᵈ Supervisor** *⁾**:**


<u>**<< 1ˢᵗ Supervisor**</u>                          <u>**<< 2ⁿᵈ Supervisor**</u>
**Name >> Date: mm /**                        **Name >> Date: mm /**
**dd / yyyy**                                    **dd / yyyy**

*⁾: Filled in (if any) for Thesis Path Research (Research) / Internship Project*

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**Template Hard Cover:**

<< THESIS TITLE >>

<< Thesis Title >>

**<<WRITING PATH>>**

*<<Student Name>>*
*<<Student NIM>>*

Jakarta
<<years>>

**Graduate Program
STUDY PROGRAM <<NAME OF STUDY
PROGRAM>> S2 LEVEL OF BINA NUSANTARA
UNIVERSITY
JAKARTA
<<Year>>**

**English Technical *Report* Example**

## <<TECHNICAL REPORT TITLE>>

<<Student Name>>, dan <<Supervisor Name (no title)>>



### *Technical Report*

**Jakarta,**
**<<mm/dd/yyyy>>**
**Approved:**

**1st Supervisor:**                    **2nd Supervisor \*):**

**<< 1st Supervisor Name with title>>**          **<< 2nd Supervisor Name with title >>**

*\*): Filled in (if any) for Thesis Path Research (Research) / Internship Project*

| Version : 6 | Date revision | : 08 August 2022 |
|---|---|---|
| Revision: 0 | Date effective | : 01 September 2022 |

# TABLE OF CONTENTS

- Heading

- Author (Student and Supervisor)

- Abstract

- Introduction

- Problem Formulation

- Methodology

- Results and Discussion

- Conclusions and Suggestions

- List of References

- Bibliography

**Abstract Templates**

**Thesis title: .......**

# ABSTRACT

The goals of the thesis were ......... Data were compiled by .......Analysis ...... Results of Analysis were ..... It can be concluded that ........

**Keywords:**

*Analysis system, design system, ...*

# ABSTRACT

The purpose of writing is..Data taken from the distribution of questionnaires to 100 Respondents..... The data were analyzed with .... Result...... It can be concluded that.......

**Keywords:**

*Data analysis, data design, ...*

| Version : 6 | Date revision | : 08 August 2022 |
|---|---|---|
| Revision: 0 | Date effective | : 01 September 2022 |

**Example of Non-Exclusive Copyright Granting Page from Students to Bina Nusantara University**

# <u>STATEMENT</u>
## *STATEMENT*

With this I am,

Name          : <<Student Name >>

NIM            : <<Student NIM>>

Thesis title    : <<Thesis Title>>

Grant Bina Nusantara University a *non-exclusive right* to store, reproduce, and disseminate my thesis, in whole or only in part or only in summary form, in printed and or electronic format.

Declare that I, will retain my **exclusive right**, to use all or part of the content of my thesis, for the future development of works, such as articles, books, software, or information systems.

*Hereby grant to my school, Bina Nusantara University, the non-exclusive right to archive, reproduce, and distribute my thesis, in whole or in part, whether in the form of printed and electronic formats.*

*I acknowledge that I retain **exclusive rights** of my thesis by using all or part of it in the future work or outputs, such as article, book, software, and information system.*

Jakarta, <<date...... >>

<<Signature>>

<<Student Name>>

*\*): Filled for Research Pathway Thesis / Internship Project*

*Graduate Program thing.*

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**Sample Thesis Originality Statement Page**

# STATEMENT PAGE
## *STUDENTS STATEMENT*

I, the name <student name>, NIM   <NIM student> actually stated    that my thesis entitled "<<Thesis Title>>" is the idea and result of myown *research* with the guidance of the Supervisor.

I also state in fact that the content of this thesis is not a copy nor is it from the work of anyone else, except for excerpts from literature and or the results of written interviews to which I have referred and have mentioned in the Reference List and Bibliography.

Thus this statement I made in fact and I am willing to accept sanctions if it turns out that my statement is not true.

*I, Name <nama mahasiswa>, Student ID <NIM Mahasiswa> truly acknowledge that my thesis with title "<<Judul Tesis>>" is my concept and project result with guidance from supervisor.*

*I, also truly acknowledge that content of this thesis are not copied and not from another people work, except my citation from literature or written interview result and already write in reference list and bibliography list.*

*That's my acknowledge were truly made and if in reality this acknowledge weren't true, I willing sanction.*

Jakarta, <<date....>>

Which states

<<Signature>>

<<Student Name>>

<<NIM>>

*\*): Filled for Research Pathway Thesis / Internship Project*

*Graduate Program*
*thing.*

**Format of Recommendation Letter from Company for Thesis with Internship Project Writing Path**

<u>RECOMMENDATION LETTER</u>

Here with I give my recommendation to the thesis, titled
........................................................................................................................................
........................................................................................................................................
which is accomplished by

Name:……………………………… Student ID: …………………….

in my company.

This thesis has been **unsuccessfully/half successfully/successfully**\* implemented in the company and has been evaluated by the authority resulted as **failed project/bad project/good project/excellent project**\*. It has also made the **IS/IT**\* system in the company performed **worsen/improved**\*

This recommendation letter shall be used as supporting document during the thesis examination.

Sincerely yours,

(_____)
IT Manager/IT Director/CIO/Vice President

\* Strikethrough the un-chosen ones
Please stamp the recommendation letter and print out with company's Logo

**Curriculum Vitae Format**

# CURRICULUM VITAE

Photo 3x4

SELF-IDENTITY

|  |  |  |
|---|---|---|
| N a m e | : | _____ |
| Place/Date of birth | : | _____ |
| Place | : | _____ |
|  |  | _____ |
| Phone Number/Email | : | _____ |

FORMAL EDUCATION

1. (Year), graduated University_____
2. (Year), graduated from Public High School_____
3. (Year), graduated from Junior High School _____
4. (Year), graduated from Elementary School _____

INFORMAL EDUCATION/TRAINING/COURSES

1. (Year), attended the training _____
2. (Year), take the course_____
3. (Year), following_____

WORK EXPERIENCE

1. (Year to year), work as on_____ PT_____
2. (Year to year), work as on_____ PT_____
3. (Year to year), work as on_____ PT_____

ORGANIZATIONAL ACTIVITIES

1. (Year to year), as_____
2. (Year to year), as_____
3. (Year to year), as_____

| Version : 6 | Date revision | : 08 August 2022 |
| --- | --- | --- |
| Revision: 0 | Date effective | : 01 September 2022 |

FM-BINUS-AA-FPU-2.312/R2

**FORM**
**SUBMISSION OF THESIS TITLE AND SUPERVISOR**
*SUBMISSION FORM OF THESIS TOPIC AND THESIS SUPERVISOR*

NIM 1  : ............
*Student ID 1*

Name 1 :  .............…
*Name 1*

**Thesis Title in Indonesian (*outline* attached):**
***Thesis title in Bahasa (Outline is attached)***

_____
_____
_____  _____

**Thesis Title in English :**
***Thesis title in English***

_____
_____
_____  _____

**Proposed Supervisor:**
***Suggested Supervisor***

1. Lecturer  Code _        Lecturer Name_____      ____
   *Lecturer ID*                *Lecturer's Name*
2. Lecturer  Code _        Lecturer Name_____      ____
   *Lecturer ID*                *Lecturer's Name*
3. Lecturer  Code _        Lecturer Name_____      ____
   *Lecturer ID*                *Lecturer's Name*

**Thesis Writing Path :**
***Type of Thesis Writing***
☐ Case Study
☐ Internship Project
☐ *Research*

Jakarta................................
Applicant 1,
*Applicant 1*

(_____ )
Student 1
*Student 1*

Note: Collected to the S2 Secretariat no later than the second week of the Pre-Thesis diterm
*Note : This form should be submitted to S2 secretariat at latest 2nd week in Pre-Thesis Term*

*Graduate Program*
*thing.*

**Bina Nusantara University**
**Jakarta**

**LETTER OF APPOINTMENT OF THESIS SUPERVISOR**
**STUDY PROGRAM <<NAME OF STUDY PROGRAM>>**
**MASTER DEGREE**

In connection with the thesis preparation activities by students,

Student ID: ...………         Name        : …….........

**Thesis Writing Type:**

▪ Case Study              ▪ Internship Project              ▪ Research

**Topics        :** _____

**Thesis Title in Indonesian:**

_____

**Thesis Title in English:**

_____

Period:………….. Academic Year : ………………… / ………………

Would like to request to

Mr / Mrs *) ...………..…              Lecturer Code        : ………………
Mr / Mrs *) ...………..…              Lecturer Code        : ……………. (research only)

to be willing to be the student's mentor. The supervisor is intended to act as an input giver and director of the thesis thesis so that it is feasible and weighted according to the S2 level. In addition, it also acts as a director of systematics and Indonesian system for students in writing their thesis.

Thank you for the cooperation.

Jakarta……………………………..
Acknowledge and approve title in English

(_____ )
Deputy Head of Study Program

**Copy 1 (one) for:**
• Supervisor
  *Supervisor*
  * Unnecessary strikethrough
  *Choose accordingly*

*Graduate Program*
*thing.*

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| Version : 6 | Date revision | : 08 August 2022 |
|---|---|---|
| Revision: 0 | Date effective | : 01 September 2022 |

## Thesis Title/Path/Topic Change Form (Only Valid Before Softcover Collection)

Dear Student Services BGP
Office on-site

Hereby I:

NIM    : ……………………    Name  : ……………

Changing Title          :  ☐ Outline          ☐ Pre-Thesis          ☐ Thesis
Original Topic           : ………

The original Indonesian title   :
……………………………………………………………………………………………………………………………
………………………………………………………………………

New Topics: ………

New Title  Indonesia    : ………

……………………………………………………………………………………………
……………………………………………………………………………………

New English Title : ………… ……

……………………………………………………………………………………….
……………………………………………………………………………

Reasons for changing the title : ☐          ☐ Guidance   on the

Decision of Thesis

Jakarta, ………….

With respect,

(_____ )
NIM:

Checked by,                                              Approved by,

(_____) (_____)          (_____)

Supervisor                    Supervisor 2                    Head Of Master of Computer Science
                                                                              Program

Copy 2 (two) copies for:
•        Supervisor
•        Student

*Graduate Program.*

FM-BINUS-AA-FPU-2.311/R1

## Request Form Thesis Defense Examination Internship Project

Hereby, the names mentioned below has declared that

Student ID/Name-: _____ _ / _____ _____

Request for Internship Project Thesis Examination with following title:

_____ _____

_____ _____

_____ _____

That will be conducted at
Day / Date        : __ /_____ _____
Time              : _____ WIB
Place             : ▪ Bina Nusantara · Company

Company Name      : __ _____ _

Company Address   : _____

(in Full)         _____

_____

Company Representative  : Mr/Mrs *) As_____ _ _____

The submission of the aforementioned assessment exam schedule has been agreed between the company and our examiner

Mr /Mrs _____ .

Thus this letter of supplication, thank you.

Jakarta...............................
Applicant ,


(_____ )
Student

*) Unnecessary strikethrough
*) Choose accordingly

*Graduate Program.*

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## RESEARCH PAPER PUBLICATION EVIDENCE COLLECTION FORM

**BEFORE:…………………. …………**            **Study Program : …………………**
Student ID                                                    Academic Program

**Name : …** ………..
Name

**Date Submitted/Accepted/Published: …** ………
Submitted / Accepted / Published Date

**Paper Author (NIM and Name) :**        …………………………………………………….
Author(s)                                             …………………………………………………….
                                                            …………………………………………………….

**Journal Name : …** ………
Journal Name

**Published Paper Title :**
Paper Title

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**Prepared by,**

(_____ _ )

 **HIM :_____**

**Know**

    **Supervisor 1**                                    **Supervisor 2*)**

(_____ _ )                    (_____ _ )

**Date** : _____**Date**            : _____

*): Filled in (if any) for Thesis Path Research (Research) / Internship Project

Graduate Program.

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| Version : 6 | Date revision | : 08 August 2022 |
|---|---|---|
| Revision: 0 | Date effective | : 01 September 2022 |

**Pre-Thesis Examiner Assessment Sheet -
Strata 2 Pre-Thesis Examination –
Graduate Program (BGP) Bina Nusantara**

**Pre-Thesis Examiner Lecturer**

Lecturer Code: ___ _ Lecturer Name                                                   :

__ _____

_____

**Jalur Penulisan**   : · *Research*                · *Internship Project*                · *Case Study*

**Examinees**
Title of Pre Thesis Thesis        : _____

_____ _

NIM: ___ _____ Name        : _____

Study Program                : ___ _____ _

| No | Criterion | Assessment Indicators | Weight | Values (filled 1-10) | Value x Weights |
|---|---|---|---|---|---|
| 1 | Background to the formulation of the problem and its justification | Background and problems are formulated based on facts and or theories clearly and sharply | 2 | | |
| 2 | Objectives and benefits of the thesis | Objectives and benefits relevant to the problem | 1 | | |
| 3 | Bibliography | Library updates relevant to the purpose | 2 | | |
| | | Cited libraries listed in the bibliography | | | |
| 4 | Research methods | Describe the steps for achieving goals | 3 | | |
| | | Relevant to literature review | | | |
| 5 | Originality and creativity | Originality of the problem-solving approach | 1 | | |
| | | Scientific update of the proposed Pre-Thesis | | | |
| 6 | Format and writing | Word or sentence writing, Pre-Thesis structure, format, and citation methods | 1 | | |
| | | **Total Value** | 10 | | |

Jakarta.............................................

_____                     _____

**Chief Examiner**                                    **<Examiner II>**

*Graduate Program.*

## Thesis Supervisor Assessment Sheet – Strata 2
## Graduate Program (BGP) Bina Nusantara
## University

**Supervisor**

Lecturer Code:

Lecturer Name:_____

**Jalur Penulisan**    :       · *Research*           · *Internship Project*        · *Case Study*

**Examinees**

Thesis Title               : _____
_____

NIM                     :_____     Name    :_____

Study Program           :_____ _

| NO | Criterion | Assessment Indicators | Weight | Values (filled 4-10) | Value x Weights |
|---|---|---|---|---|---|
| 1 | Background to the formulation of the problem and its justification | Background and problems are formulated based on facts and or theories clearly and sharply | 1 | | |
| 2 | Objectives and benefits of the thesis | Objectives and benefits relevant to the problem | 1 | | |
| 3 | Bibliography | Library updates relevant to the purpose | 1 | | |
| | | Cited libraries listed in the bibliography | | | |
| 4 | Research methods | Describe the steps for achieving goals | 2 | | |
| | | Relevant to literature review | | | |
| 5 | Originality and creativity | Originality of the problem-solving approach | 1 | | |
| | | Scientific updates from research conducted | | | |
| 6 | Results and Discussion or findings | All findings are discussed, analyzed and evaluated using adequate methods | 2 | | |
| | | The results of the study are well explained according to the methodology | | | |
| 7 | Conclusions and suggestions | The results of the study can be well concluded | 1 | | |
| | | Research suggestions and follow-ups in terms of practical and theoretical aspects | | | |
| 8 | Format and writing | Word or sentence writing, Pre-Thesis structure, format, and citation methods | 1 | | |
| | **Total Supervisor Score** | | 10 | | |

Jakarta.............................................

_____                    _____
**Supervisor**                                                        **Chief Examiner**

**Note:**
This file is used for those who want to take a thesis exam.  This file must be filled in by the supervisor. Once assessed, the adviser must put this sheet   in a sealed envelope and put a signature on the envelope seal cover sheet. The supervisor submits this file to the BGP Office.

*Graduate Program.*

FM-BINUS-AA-FPU-2.317/R3

**Thesis Examiner Assessment Sheet-**
**Strata 2 Thesis Examination –**
**Graduate Program (BGP) Bina Nusantara**

**Examining Lecturer**

Lecturer Code : _____

Lecturer Name : _____

**Jalur Penulisan** : · *Research* · *Internship Project* · *Case Study*

**Examinees**

Thesis Title : _____

_____

NIM : _____ Name : _____

Study Program : _____ _

| No | Criterion | Assessment Indicators | Weight | Values (filled 3-10) | Value x Weights |
|---|---|---|---|---|---|
| 1 | Background, formulation of the problem and its justification | Background and problems are formulated based on facts and or theories clearly and sharply | 1 | | |
| 2 | Objectives and benefits of the thesis | Objectives and benefits relevant to the problem | 1 | | |
| 3 | Bibliography | Library updates relevant to the purpose | 1 | | |
| | | Cited libraries listed in the bibliography | | | |
| 4 | Research methods | Describe the steps for achieving goals | 2 | | |
| | | Relevant to literature review | | | |
| 5 | Results and discussion or findings | All findings are discussed, analyzed and evaluated using adequate methods | 2 | | |
| | | The results of the study are well explained according to the methodology | | | |
| 6 | Conclusions and suggestions | The results of the study can be well concluded | 1 | | |
| | | Research suggestions and follow-ups in terms of practical and theoretical aspects | | | |
| 7 | Format and writing | Word or sentence writing, Pre Thesis structure, format, and citation methods | 1 | | |
| 8 | Thesis presentation | Mastery of thesis material, presentation systematics and how to answer questions | 1 | | |
| | | **Total Value** | 10 | | |

Jakarta.............................................

_____ _____ _____ _

**Chief Examiner I** <Examiner **II**> **< Examiner III>**

*Graduate Program.*

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# THESIS CONSULTATION BOOK

**Writing Path:**

- Case Study    · Internship Project    · Research

**Nim**                    :_____

**Name**                   :_____

**Majors**                 :_____

**Company Name**           :_____
**(If applicable)**

**Company Address :**_____
**(If any)**

_____

## Graduate Program of
## Master Degree Program

## Bina Nusantara
## University

*Graduate Program.*

# Student Personal Data

Nim : _____

Student Name : _____

Address : _____

_____

Landline Number : _____

Work Phone Number : _____

Mobile Number : _____

Thesis Title : _____

_____

_____

Student
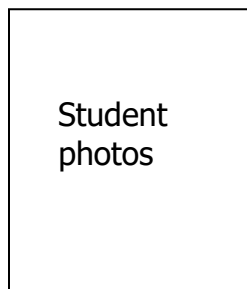
| Student photos |
|---|

_____

*Graduate Program.*

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Getting Started Plan : _____

Completed Plan : _____

Table of Contents Plan :

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Know

Supervisor 1                          Supervisor 2*)

(_____ )                    (_____ )

Date:_____                    Date:_____

*): Filled for Thesis Path Research (Research) / Internship Project (Internship Practice)

Graduate Program.

## Implementation Plan

_Graduate Program._

# Attendance of Pre-Thesis Guidance Consultation

| Date | Material | Suggestion | Signature |
|------|----------|------------|-----------|
| ____ | _____ | _____ | _____ |
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|      | _____ | _____ | _____ |

*Graduate Program.*

## Attendance of Pre Thesis Guidance Consultation

| Date | Material | Suggestion | Signature |
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*Graduate Program.*

## Attendance of Thesis Guidance Consultation

| Date | Material | Suggestion | Signature |
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| | _____ | _____ | _____ |

*Graduate Program.*

## Attendance of Thesis Guidance Consultation

| Date | Material | Suggestion | Signature |
|------|----------|------------|-----------|
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| _____ | _____ | _____ | |
| | _____ | _____ | |
| | _____ | _____ | _____ |

*Graduate Program.*

## STUDENT NOTES

# Recommendations from supervisors for
# Pre-Thesis Opportunity I Academic Year__
# (Odd/Even Semester***Period 1/2***)___

Nim              :_____ Name      :_____

Study Program    :_____

Thesis Title     : _____

_____

_____

☐     Acceptable.

☐     Unfinished, can be extended.

☐     Not done at all, had to apply for a new Pre-Thesis.

        Supervisor 1                          Supervisor 2**)

   (_____ )              (_____ )
   Date:_____            Date:_____

      Head / Deputy Head of Study Program ***)_____

            (_____)
              Date: _____

 *) *Filled for Thesis Internship Project (Internship Practice)*
 **) *Filled for Thesis Path Research (Research) / Internship Project (Internship Practice)*
 ***) *Unnecessary strikethrough*

*Graduate Program*

## Recommendations from the Supervisor for Pre-Thesis Opportunity II Academic Year_____
## (Odd/Even Semester*** Period 1/2 ***)

Nim          :_____  Name     :_____

Study Program  :_____

Thesis Title     : _____

             _____

             _____

☐     Acceptable.

☐     Not done at all, had to apply for a new Pre-Thesis.

    Supervisor 1                          Supervisor 2**)

    (_____ )             (_____ )
    Date:_____           Date:_____

        Head / Deputy Head of Study Program***)_____

                (_____)
                    Date: _____

*) *Filled for Thesis Internship Project (Internship Practice)*
**) *Filled for Thesis Path Research (Research) / Internship Project (Internship Practice)*
***) *Unnecessary strikethrough*

*Graduate Program*

| Version : 6 | Date revision | : 08 August 2022 |
| Revision: 0 | Date effective | : 01 September 2022 |

## Opportunity I Academic Year _____
### (Odd/Even Semester*** Period 1/2 ***)

Nim            : _____  Name     : _____

Study Program  : _____

Thesis Title     : _____

_____

_____

☐    Acceptable.

☐    Unfinished, can be extended.

☐    Not done at all, had to apply for a new Pre-Thesis.

   Supervisor 1                           Supervisor 2**)

    (_____ )              (_____ )

Date: _____         Date: _____

Head / Deputy Head of the Study Program***)_____

(_____)

Date: _____

*) _Filled for Thesis Internship Project (Internship Practice)_

**) _Filled for Thesis Path Research (Research) / Internship Project (Internship Practice)_

***) _Unnecessary strikethrough_

_Graduate Program_

| Version : 6 | Date revision | : 08 August 2022 |
|---|---|---|
| Revision: 0 | Date effective | : 01 September 2022 |

## Opportunity II Academic Year _____
## (Odd/Even Semester*** Period 1/2 ***)

Nim　　　　　　　:_____ Name　　　:_____
Study Program　　:_____
Thesis Title　　　:　_____
　　　　　　　　　　　_____
　　　　　　　　　　　_____

☐　　Acceptable.

☐　　Not done at all, had to apply for a new Pre-Thesis.

　　Supervisor 1　　　　　　　　　　　　　Supervisor 2**)

　　(_____ )　　　　　　　　(_____ )
Date:_____　　　　　　　Date:_____

Head / Deputy Head of the Study Program***)_____

　　　　　(_____)
　　　　　Date: _____

 *) *Filled for Thesis Internship Project (Internship Practice)*
 **) *Filled for Thesis Path Research (Research) / Internship Project (Internship Practice)*
***) *Unnecessary strikethrough*

*Graduate Program*

**Term of Reference**
Internship Project–Informatics Engineering Master Degree



## <<Name of Study Program>> Master Degree

# DRAFTING GUIDELINES

**TERMS OF REFERENCE**
## (TERMS OF REFERENCE)
### *INTERNSHIP PROJECT (IP)*

## PT. <insert object name/company>

Prepared in the context of submitting internship *project* approval

Jakarta.................

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*Graduate Program.*

**Term of Reference**
Internship Project–Informatics Engineering Master Degree

# I. Background

1. In accordance with the provisions and regulations of the Department of National Education which requires students <<The Name of Study Program>> the accredited Master in Indonesia to make a *final work (final project)* at the end of a Graduate program, especially students <<Name of Study Program>> Master Degree, before the student can be graduated/graduated by the educational institution concerned.

2. Referring to the applicable regulations, Bina Nusantara University requires every student <<Study Program Name>> S2 Level to make a final work in the form of *a Thesis* or *Internship Project (IP)* as one of the graduation requirements.

3. *IP is a means for students* <<Name of Study Program>> Master Degree, Bina Nusantara University to apply the mastery of knowledge they have obtained, especially management in a consulting *service* which is a guide for the application of theory and practice *(problem solving)* to an organization that is willing to invite or provide opportunities for students to conduct *research* and problem solving in a variety of real and strategic business activities.

## II. Purpose

The main purpose of IP is to provide opportunities for students <<Study Program Name>> S2 level in the application of their abilities both technical and managerial in order to provide consulting services (free of charge) to organizations that are willing to collaborate with a group of students in *research* and solving real and strategic business problems enabling the student group to study and at the same time providing the greatest benefit to the Organization.

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*Graduate Program.*

**Term of Reference**
Internship Project– Informatics Engineering Master Degree

## III. Scope of Work

The scope of work of a personal member of the IP will include, but is not limited to, the following:

1. Reviewing together with the *person-in-charge* of the Organization in determining important aspects or problems that will be developed and studied further. In addition, it also establishes coordination, processing time, methods, methods and approaches in data collection, assessment and solutions to be provided, allocation of energy and other aspects that are deemed necessary.

2. IP members will provide regular reports on the development of *research* and assessments and other aspects to *the person-in-charge* of the Organization.

3. Consult with IP supervisors from Bina Nusantara University and also *person-in-charge* in order to achieve goals and guarantee the quality of the work produced.

4. Develop *research* and data search as well as problem-solving approaches that are deemed necessary to support recommendations or solutions that will be provided at the end of the project.

5. Provide recommendations or solutions to the problems or business aspects studied.

## IV. Job Report

*The results of the implementation of IP work are realized in the form of reports in accordance with the scope of work as intended* in *pin III* and *presented in front of* person-in-charge (management), *supervisors and examiners on the day and time approved later.*

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## V. **Key Job Steps**

| Work | Executive |
|---|---|
| Project Confirmation with Organization | IP members |
| Inaugural Meeting between Organizations, IP Members and Advisors *(Faculty Liaison)* | • IP members<br>• Organization<br>• Supervisor |
| Resource Allocation, Project Description, Outline, Background to be reviewed, Information needed and Project Due*.* | IP Members and Organizations |
| Tor Signing and *Confidentiality Agreement* | • IP members<br>• Organization<br>• Supervisor |
| Project progress report | IP members |
| Final Presentation | • IP members<br>• Organization<br>• Supervisor<br>• Testing Team |

## VI. **Organizational Obligations**

1. In supporting *research* activities and reviewing issues and problems that are mutually agreed upon in the scope of work above, the Organization will provide internal information needed by IP personnel, which previously will be held the signing of a *Confidentiality Agreement* between Personal IP, Bina Nusantara University and Organizations that aim to protect and maintain the confidentiality of the internal data provided.

2. In order to facilitate the work, the Organization will assign a *person-in-charge* advisor to provide information to IP members.

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## VII. **Obligations of IP Members**

1. Carry out work professionally by complying with all applicable regulations, business ethics and always maintaining the confidentiality of the internal data provided.

2. Carry out all work in accordance with the scope of work listed in point III and attach and comply with the work schedule in a timely manner.

3. *IP* members at the work in question cannot be replaced until the completion of the assignment unless there is written approval from the Organization and Bina Nusantara University.

## VIII. **Job** Schedule

IP members plan to start work on ......................................................... 20... and reporting for developments already received in ............................ 20... while the overall work will be completed by ............................ 20... and or until a later appointed time.

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## IX. **Methodology and Approach**

*Problem Methodology and Approach is an important step or process to find out the ways and approaches that will be used in problem solving. The following is a general diagram to be used in IP activities.*
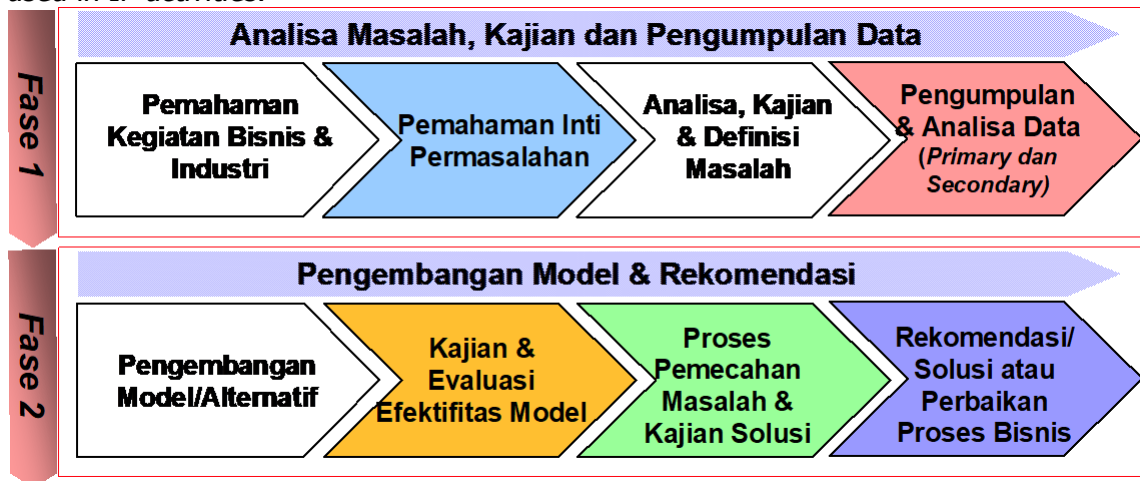


## X. **IP Member and Supervisor /Supervisor**

IP members consist of:

Where each member will carry out functions and tasks according to their respective competencies and focuses.

Supervisor / Supervisor (*Faculty Liaison*) who will supervise, including quality supervision, all of these IP activities are........................ while the examining lecturer (team) will be determined later before the test is held.

## XI. Miscellaneous

1. *..........................................................................................................................*

   *...........................*

2. ..........................................................................................................................

   ....................

3. ..........................................................................................................................

   ....................

4. ..........................................................................................................................

   ....................

Thus, this Term of Reference is made and approved by the Organization and IP Members intended to be used as appropriate and made in duplicate, which is signed at the place and on the day and date specified and in full force from the date stated in the document.

**Internship Project (Internship Practice)        <insert the name of the organization>**

| | |
|---|---|
| _____ | _____ |
| < Student Name > | Name: ........................ |
| | Title  : …………………… |
| | Date : mm/dd/yyyy |

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| Version : 6 | Date revision | : 08 August 2022 |
|---|---|---|
| Revision: 0 | Date effective | : 01 September 2022 |

# NON-DISCLOSURE AGREEMENT

The undersigned, <<Student Name>> (hereinafter called "IP Members") noticed by the Liaison of Internship Project, <<Supervisor Name>> (hereinafter called "Liaison") in consideration for the use of certain information, data and/or know-ho w related to "Internship Project" by IP members (hereinafter called "Information") made available to it by <<Company's Name>>. (hereinafter called "<<Company's Abbreviation>>"), hereby agrees as follows:

1. IP Members shall keep in confidence and not use the Information for its commercial benefit (except for technical and economic evaluation internal to IP Members). IP Members shall further keep in confidence and not disclose any part of the Information to a third party or parties for a period of
<<one/two/etc (1/2/etc)>> years from the date hereof.
2. Any obligation of IP Members as set forth in the preceding paragraph shall apply to Information disclosed in writing and designated confidential, or if disclosed orally, shall be promptly reduced to writing. However, this obligation shall not apply to any information, knowledge, data and/or know- how which:

    (a) Is or hereinafter becomes a part of the public knowledge through no fault of IP Members;  or
    (b) IP Members can demonstrate was in its possession prior to the time of disclosure by <<Company's Abbreviation>>; or
    (c) IP Members can demonstrate was received by it from a third party who has not received the same from <<Company's Abbreviation>>; or
    (d) Is independently developed by or for IP Members by persons not having access to Information hereunder as shown by written records.

Internship Project

Members

**<< Company's Name >>**

Stamp Duty Rp 10.000,-

_____
<<Commissioner Name>>
<<Position in Company>>
Date: mm/dd/yyyy

_____
<< Student Name >>

*Graduate Program*
*thing.*

**TO BE SUBMITTED TO THE COMPANY**

# NON-DISCLOSURE AGREEMENT

The undersigned, <<Student Name>> (hereinafter called "IP Members") noticed by the Liaison of Internship Project, <<Supervisor Name>> (hereinafter called "Liaison") in consideration for the use of certain information, data and/or know-how related to "Internship Project" by IP members (hereinafter called "Information") made available to it by <<Company's Name>>. (hereinafter called "<<Company's Abbreviation>>"), hereby agrees as follows:

3. IP Members shall keep in confidence and not use the Information for its commercial benefit (except for technical and economic evaluation internal to IP Members). IP Members shall further keep in confidence and not disclose any part of the Information to a third party or parties for a period of << one/two/etc (1/2/etc)>> years from the date hereof.
4. Any obligation of IP Members as set forth in the preceding paragraph shall apply to Information disclosed in writing and designated confidential, or if disclosed orally, shall be promptly reduced to writing. However, this obligation shall not apply to any information, knowledge, data and/or know- how which:

   (e) Is or hereinafter becomes a part of the public knowledge through no fault of IP Members; or
   (f) IP Members can demonstrate was in its possession prior to the time of disclosure by <<Company's Abbreviation>>; or
   (g) IP Members can demonstrate was received by it from a third party who has not received the same from <<Company's Abbreviation>>; or
   (h) Is independently developed by or for IP Members by persons not having access to Information hereunder as shown by written records.

Internship Project

   Members

**<< Company's Name >>**

Stamp Duty Rp 10.000,-

_____
   << Student Name >>

_____
<<Commissioner Name>>
<<Position in Company>>
Date: mm/dd/yyyy

*Graduate Program.*

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BINUS
UNIVERSITY
GRADUATE
PROGRAM
Master Program | Master of
Information Technology

People
Innovation
Excellence

*Graduate Program.*
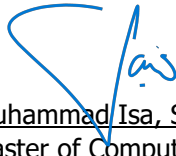
Jakarta, 08 August 2022

Prepared,

I Gede Putra Kusuma Negara, B.Eng., PhD

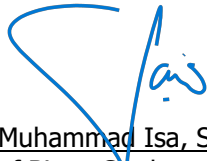Deputy Head of Master of Computer Science Program

Checked by,

Dr. Sani Muhammad Isa, S.Si., M.Kom.
Head of Master of Computer Science Program

Approved by,

Dr. Sani Muhammad Isa, S.Si., M.Kom.
Director of Binus Graduate Program

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