


# **PANDUAN SETELAH SIDANG SKRIPSI / TUGAS AKHIR MAHASISWA (Alam Sutera – Kemanggisan – Bekasi)**

# Agenda



Proses Setelah Lulus Sidang Skripsi / Tugas Akhir

Proses Setelah Gagal Sidang Skripsi / Tugas Akhir

Panduan Download Notulen Sidang Skripsi / Tugas Akhir

Panduan Submit Revisi Notulen

Panduan Upload File Thesis di Binusmaya

Pengiriman Jilid Lakban & Foto

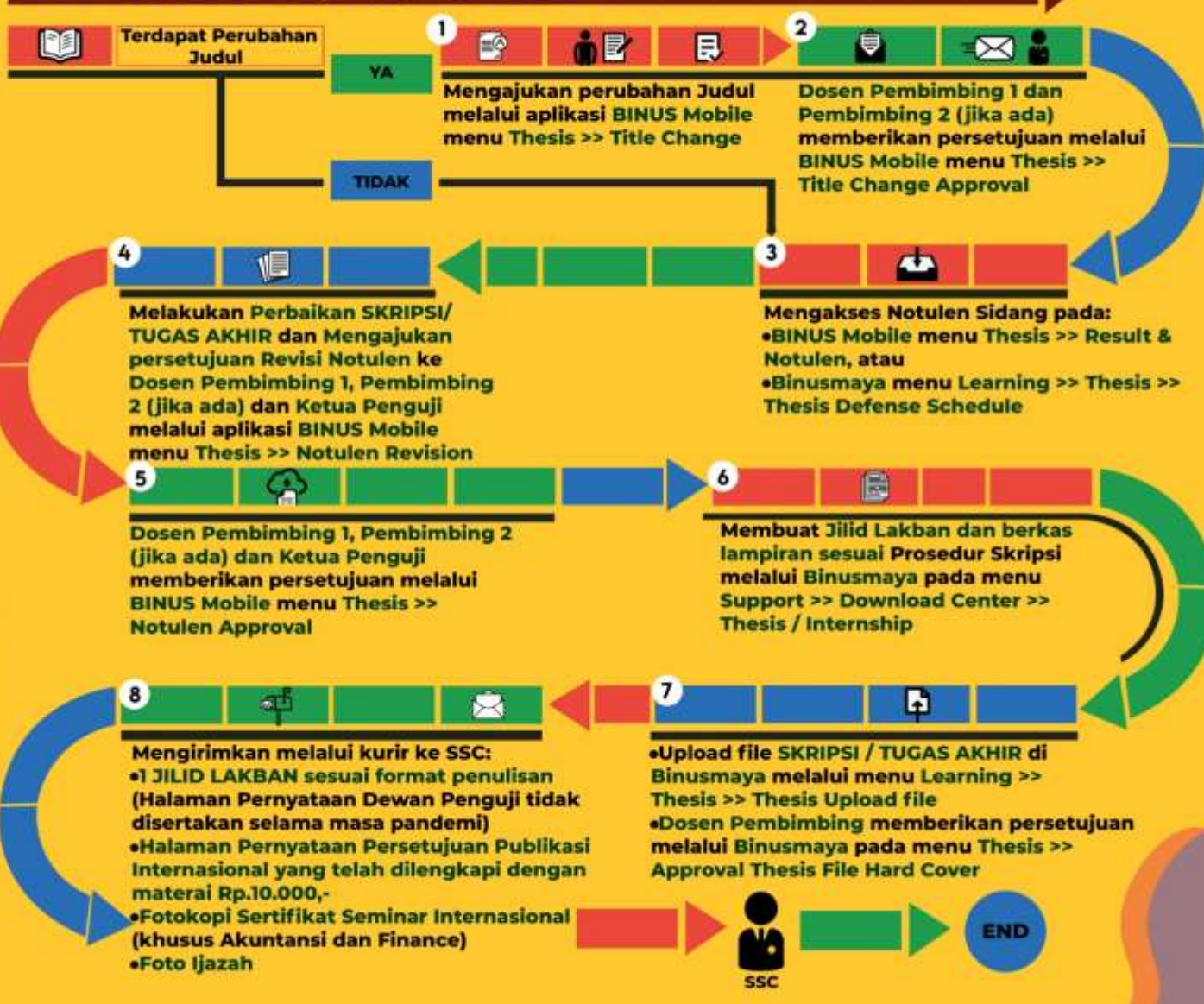
Student Services Center Channel

# **Proses Setelah Lulus Sidang Skripsi / Tugas Akhir**

# MAHASISWA LULUS SIDANG SKRIPSI ATAU TUGAS AKHIR



## PROSES SETELAH LULUS SIDANG SKRIPSI/TUGAS AKHIR



-Khusus School of Information Systems:  
Upload Design Poster dan meminta persetujuan  
[sis.binus.ac.id/docstat](mailto:sis.binus.ac.id/docstat)

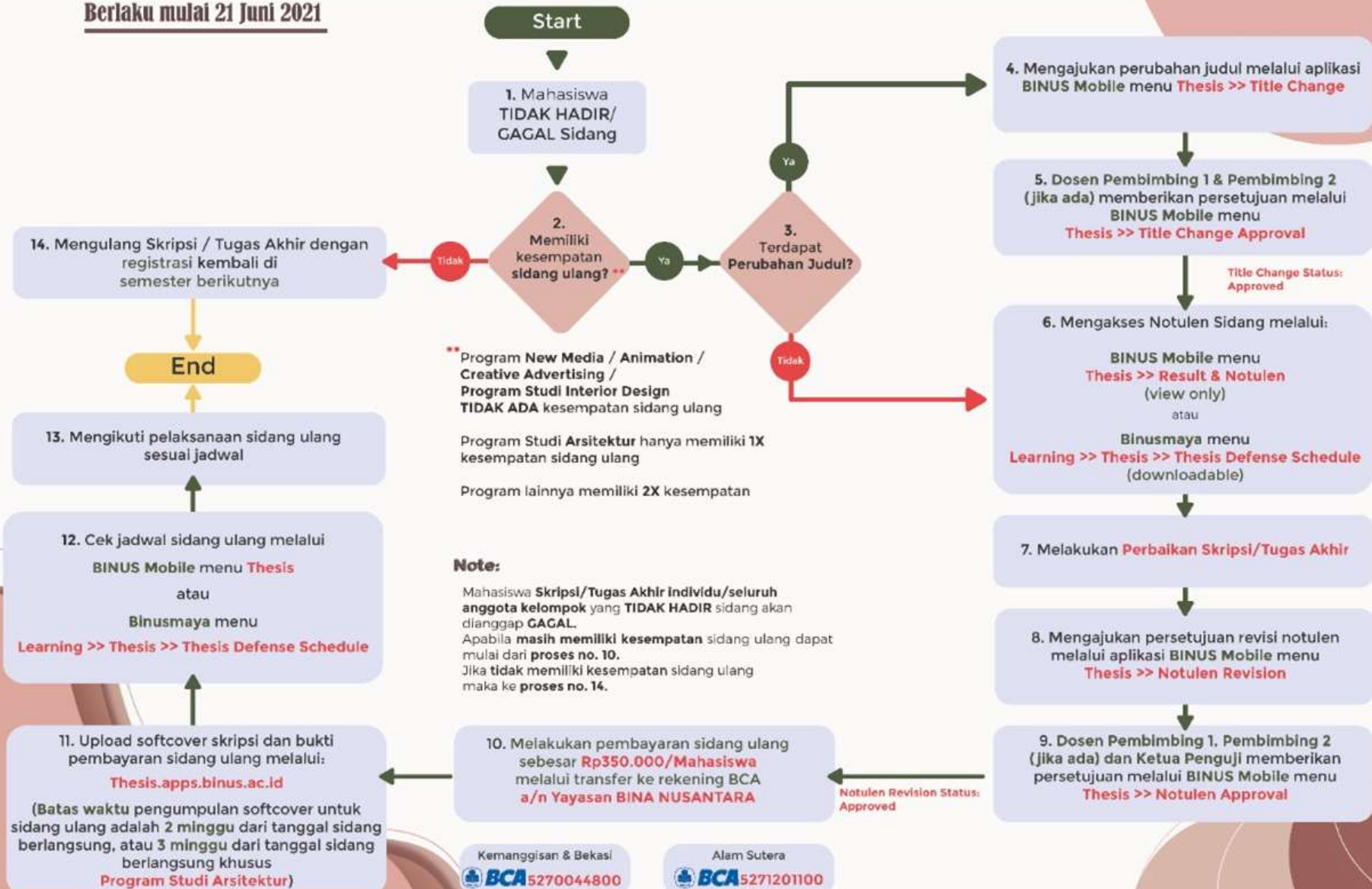
-Khusus School of Computer Science:  
Upload skripsi ke  
[gallery.binus.ac.id](mailto:gallery.binus.ac.id)  
dan mengirim bukti upload dan file CD Skripsi ke  
[sekretariatfasilkom@binus.edu](mailto:sekretariatfasilkom@binus.edu)

# **Proses Apabila Gagal Sidang Skripsi / Tugas Akhir**



**PROSES APABILA TIDAK HADIR / GAGAL SIDANG SKRIPSI / TUGAS AKHIR**

**Berlaku mulai 21 Juni 2021**



**Panduan Pengajuan Perubahan Judul  
dan Mengakses Notulen Sidang Skripsi /  
Tugas Akhir  
(BINUS Mobile for Student)**

## Download Aplikasi BINUS Mobile:

Android



iOS



Silakan download aplikasi BINUS Mobile pada *smartphone* (Android dan iOS) untuk dapat melakukan berbagai macam aktifitas perkuliahan yang bersifat online dari mana saja dan kapan saja.





# Login Aplikasi BINUS Mobile



12:13 PM

**BINUS**Mobile

Email

Password

**LOGIN**

Login As Guest

Login dengan menggunakan  
username dan password binusmaya  
(email@binus.ac.id)

Jika lupa password,  
Silahkan kunjungi  
<https://binusmaya.binus.ac.id/>  
Klik Forgot Your Password



**BINUSMAYA**

**LOGIN**

[FORGOT YOUR PASSWORD?](#)

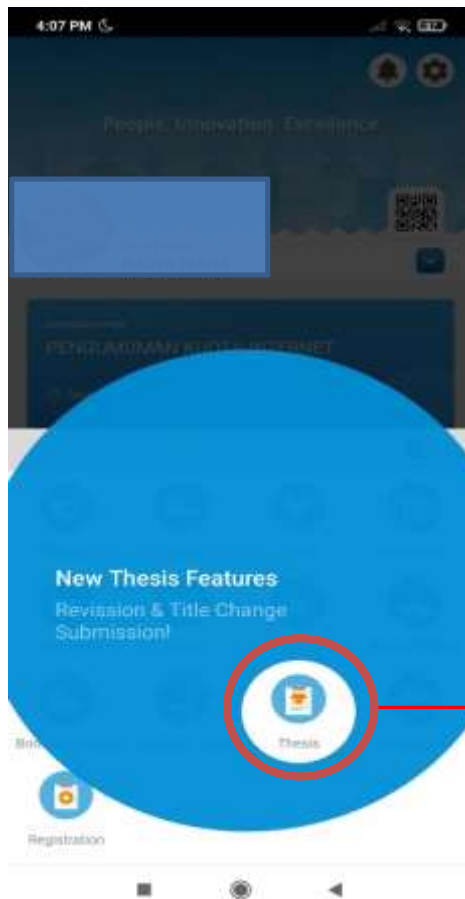
[GET YOUR USERNAME](#)

[LOGIN AS STAFF](#)

# BINUS Mobile

## Menu Thesis


Android



MenuThesis

iOS

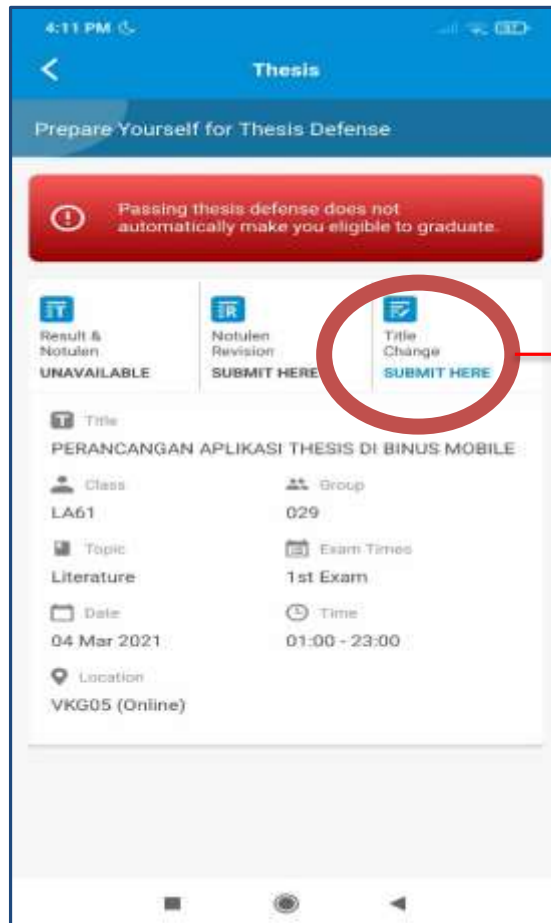


The background is a solid blue color with several large, overlapping, semi-transparent circular shapes in a lighter shade of blue, creating a modern, abstract design.

# **Mengajukan Perubahan Judul Skripsi/Tugas Akhir**

## Sub Menu Student Title Change

Proses ganti judul diperuntukkan bagi peserta sidang yang diwajibkan untuk ganti judul

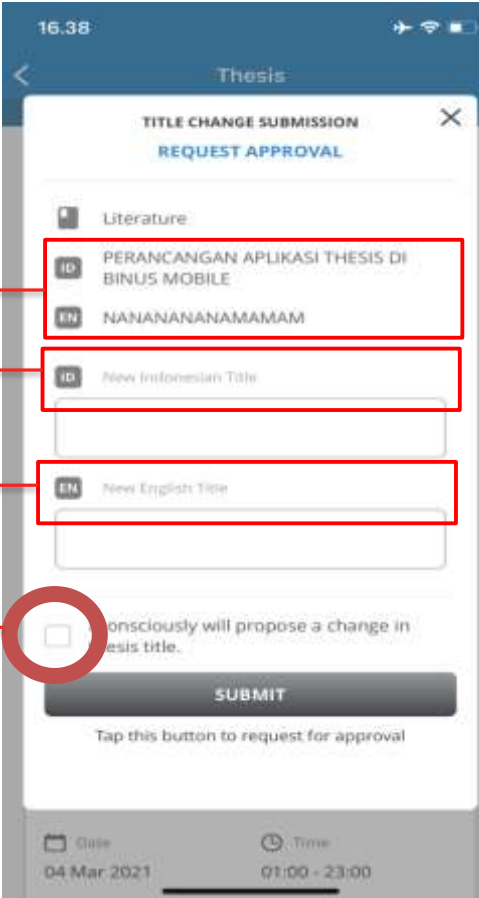


### Widget Request

Ganti judul

bagi Mahasiswa  
yang diminta  
untuk ganti judul  
Thesis

## Sub Menu Student Title Change



16.38

Thesis

**TITLE CHANGE SUBMISSION** X

REQUEST APPROVAL

Literature

ID PERANCANGAN APLIKASI THESIS DI  
BINUS MOBILE

EN NANANANANAMAMAM

ID New Indonesian Title

EN New English Title

☐ I consciously will propose a change in  
thesis title.

**SUBMIT**

Tap this button to request for approval

Date 04 Mar 2021 Time 01:00 - 23:00

**Judul Lama**

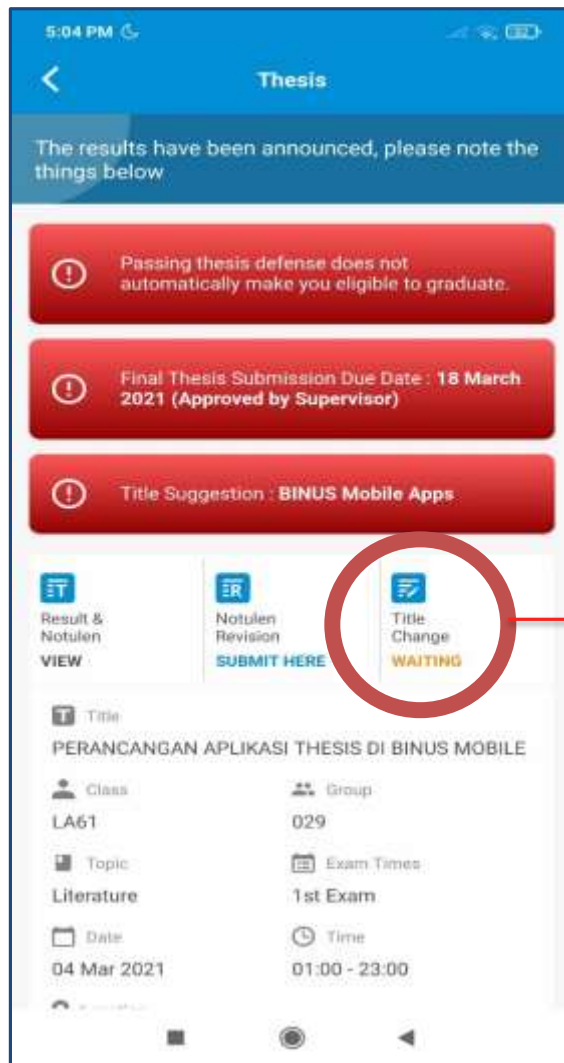
**Judul baru** versi  
bahasa indonesia

**Judul baru** versi  
bahasa inggris

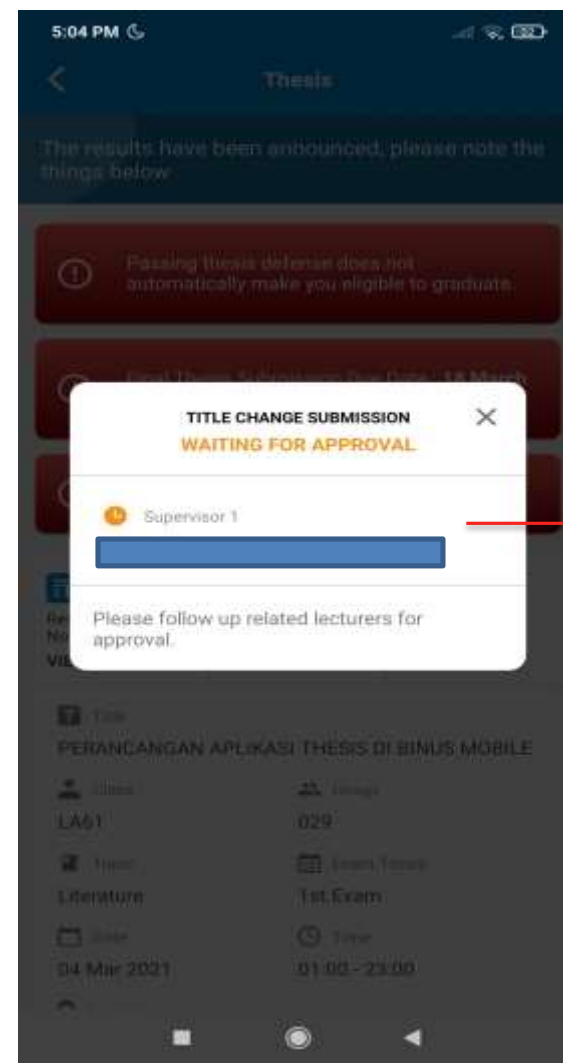
**Button Check  
List**

Ganti judul bagi  
Mahasiswa  
yang diminta  
untuk ganti  
judul Thesis

## Sub Menu Student Title Change



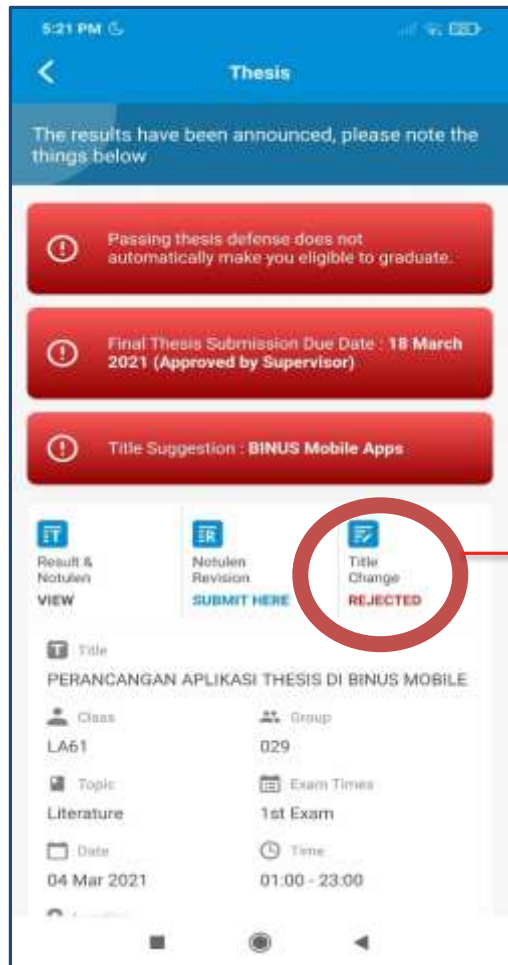
**Status menunggu approval dari dosen pembimbing**



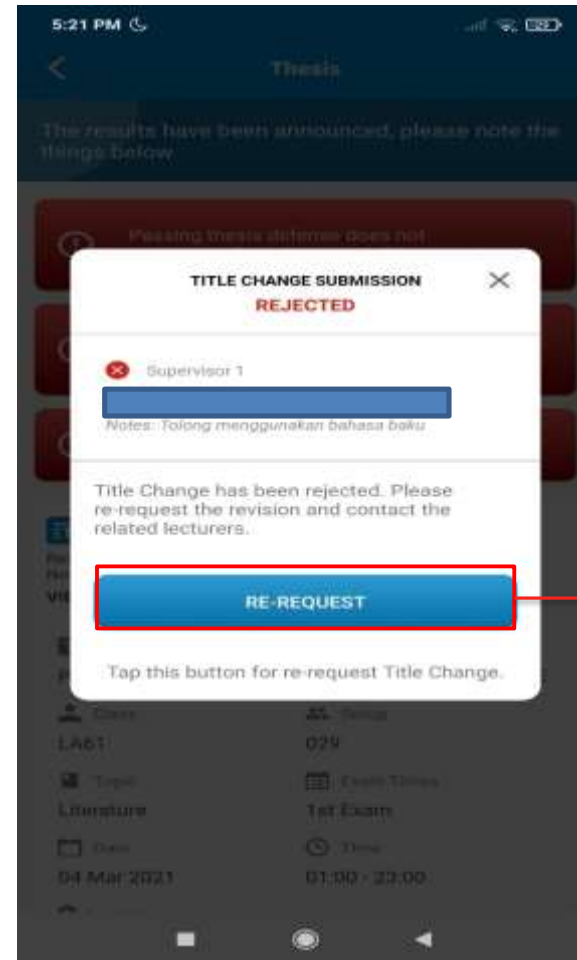
Jumlah Dosen Pembimbing akan muncul sesuai data bimbingan Skripsi Mahasiswa



## Sub Menu Student Title Change (Rejected)

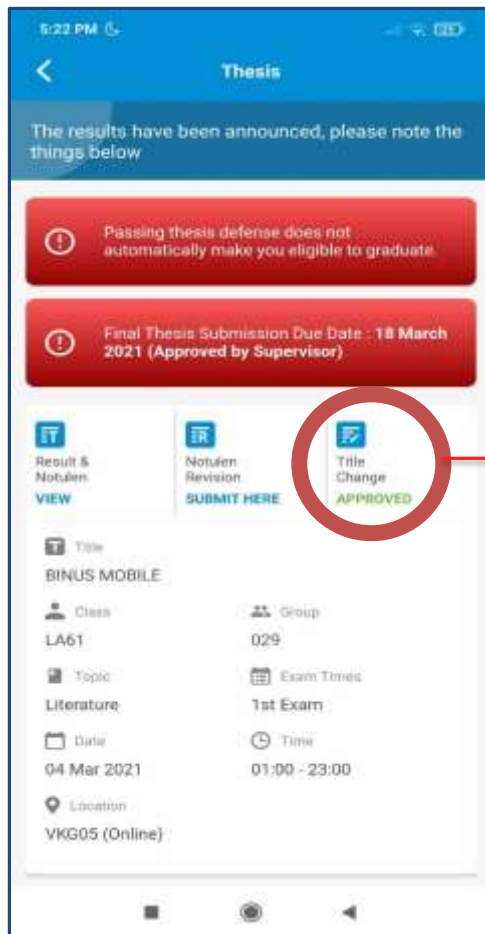


**Status Rejected**  
jika judul baru yang diajukan ditolak oleh Dosen Pembimbing

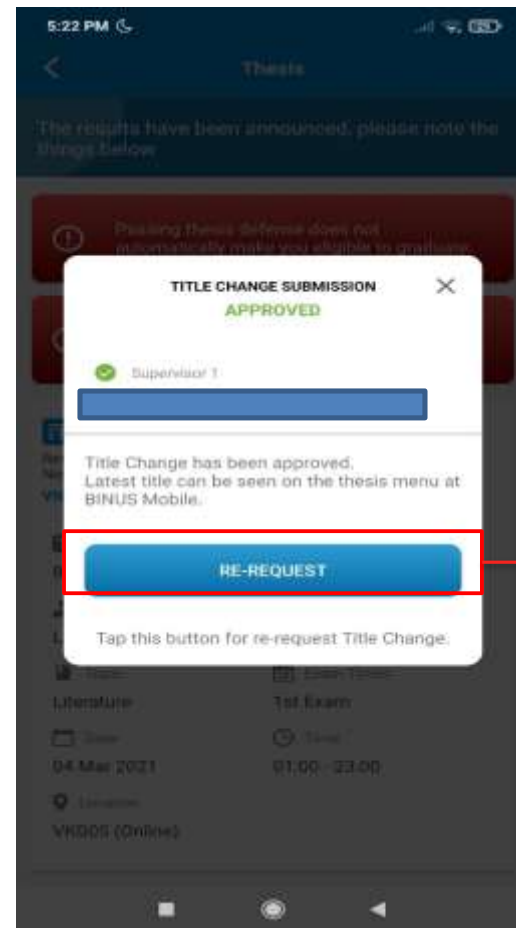


**Re-Request button**  
Mahasiswa dapat mengajukan Judul baru lagi

## Sub Menu Student Title Change (Approved)



**Status  
Approved**  
Judul Baru  
telah  
disetujui  
oleh Dosen  
Pembimbing



**Re-Request  
button**  
Jika ingin  
mengajukan  
judul baru  
masih  
diberikan  
kesempatan

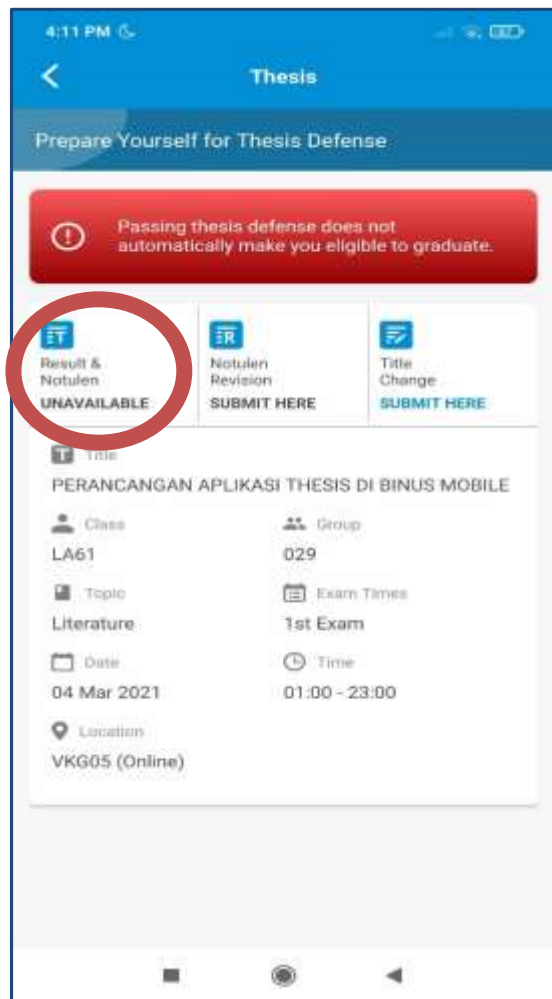
The background is a solid blue color. On the left side, there are two large, overlapping, semi-transparent circular shapes. The top one is a lighter shade of blue, and the bottom one is a slightly darker shade, creating a layered effect.

**Melihat Notulen Sidang**

# Sub Menu Result & Notulen

Android

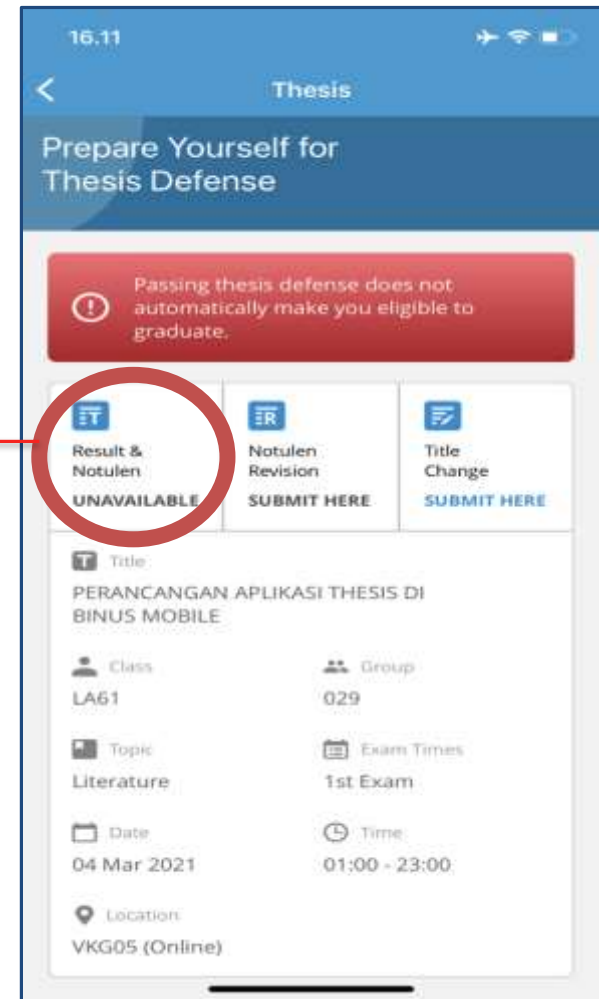
iOS



Widget Notulen & Result

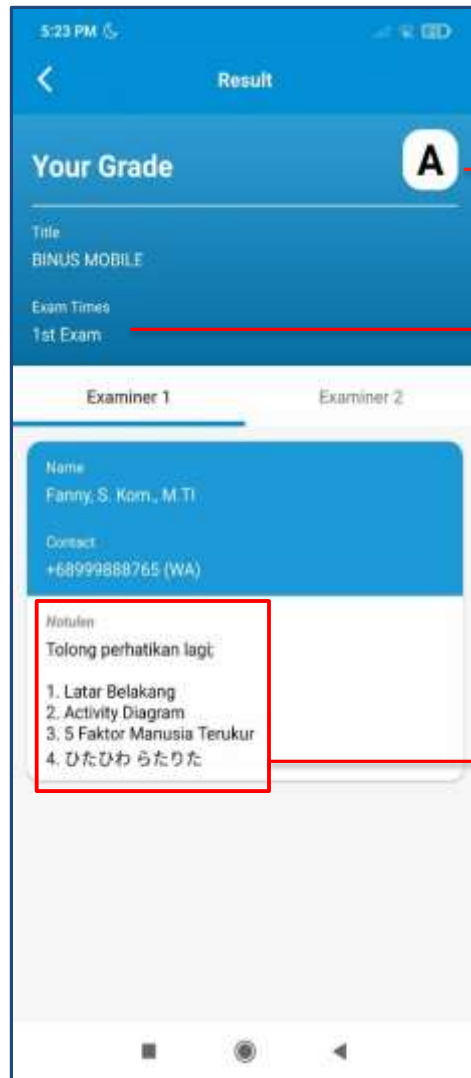
Status:  
**UNAVAILABLE:**  
Result & Notulen  
belum tersedia

VIEW:  
Result & Notulen  
sudah tersedia



# Sub Menu Result & Notulen

Android



**Grade**  
hasil  
sidang

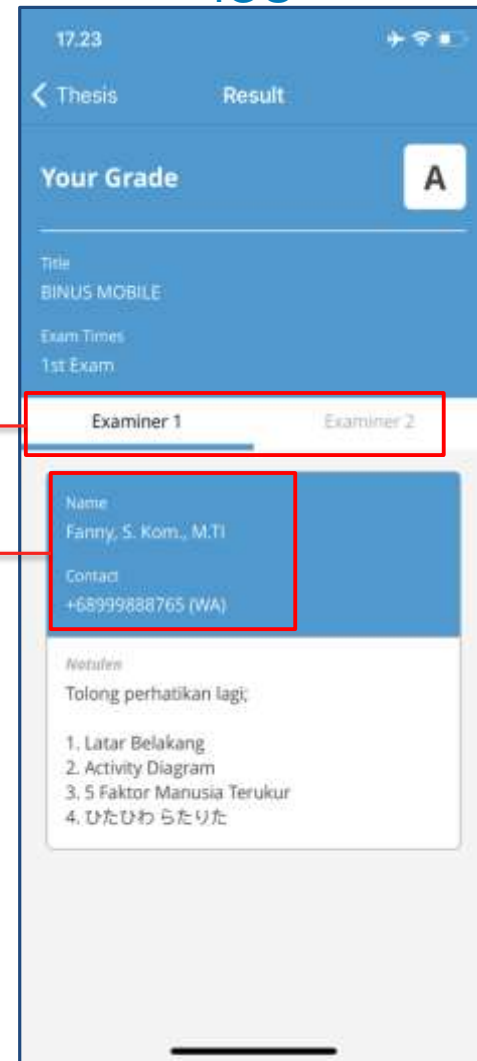
Periode Uji  
Sidang

Status  
Dosen  
Penguji

Nama Dosen  
Penguji dan  
contact yang  
dapat  
dihubungi

Isi  
Notulen

iOS



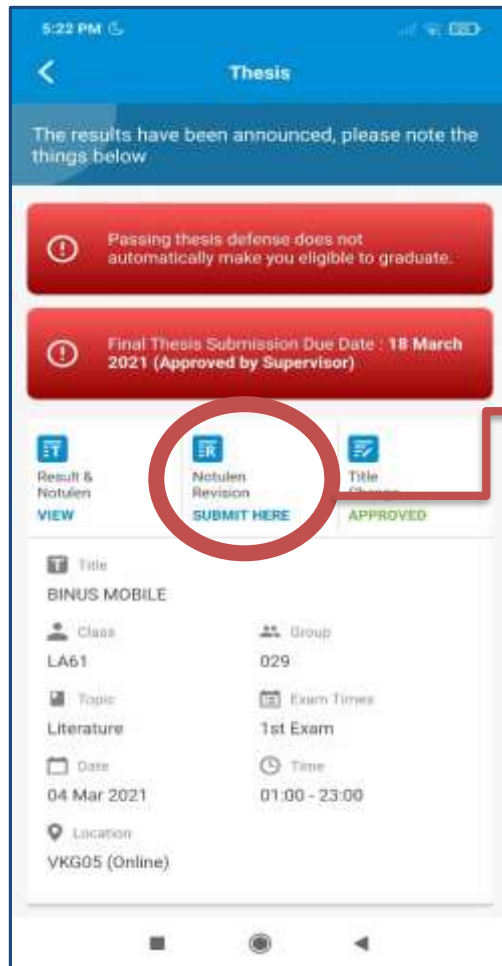
The background is a solid blue color. On the left side, there are two large, overlapping, semi-transparent circular shapes. The top one is a lighter shade of blue, and the bottom one is a slightly darker shade, creating a layered effect.

**Mengajukan Persetujuan Revisi Notulen**



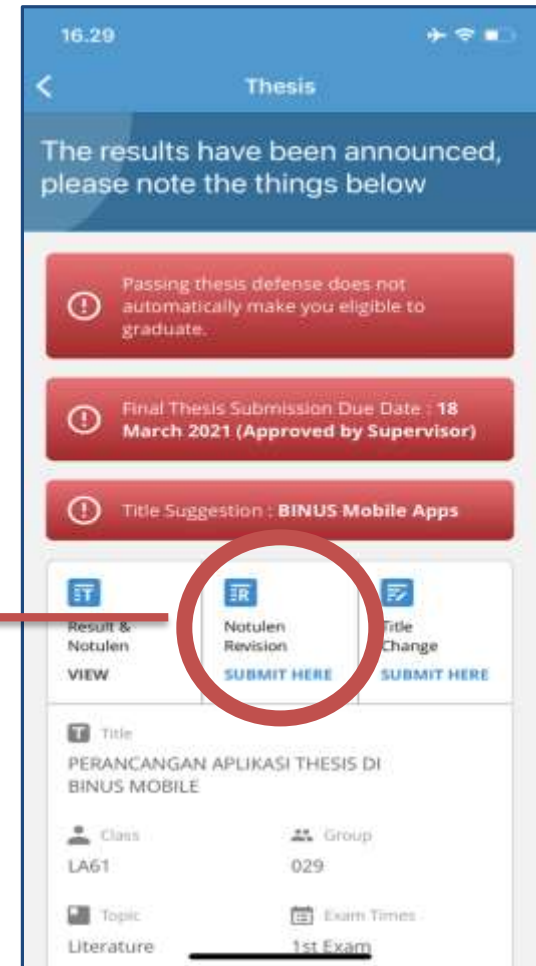
## Sub Menu Notulen Revision

Android



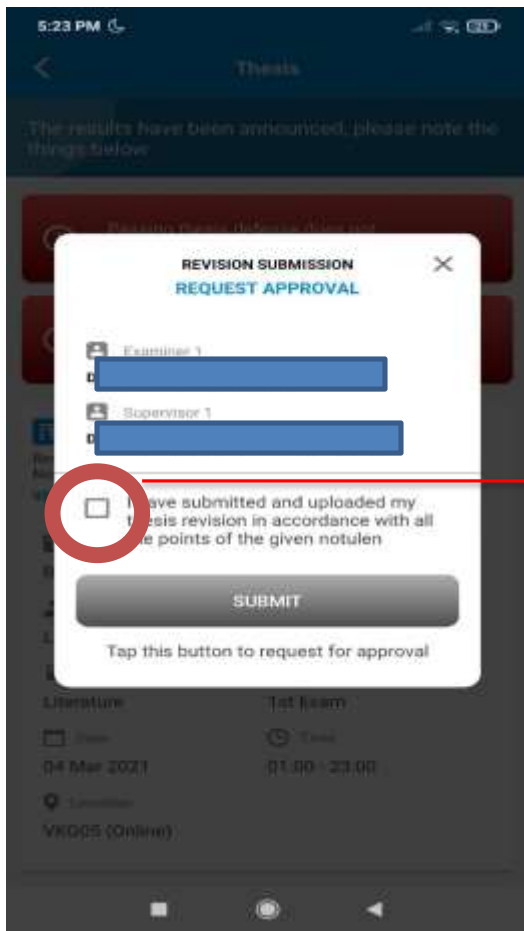
Widget  
Request  
Approval

iOS



# Sub Menu Notulen Revision (Submit)

Android



5:23 PM Thesis

The results have been announced, please note the things below

REVISION SUBMISSION REQUEST APPROVAL

Examiner 1

Supervisor 1

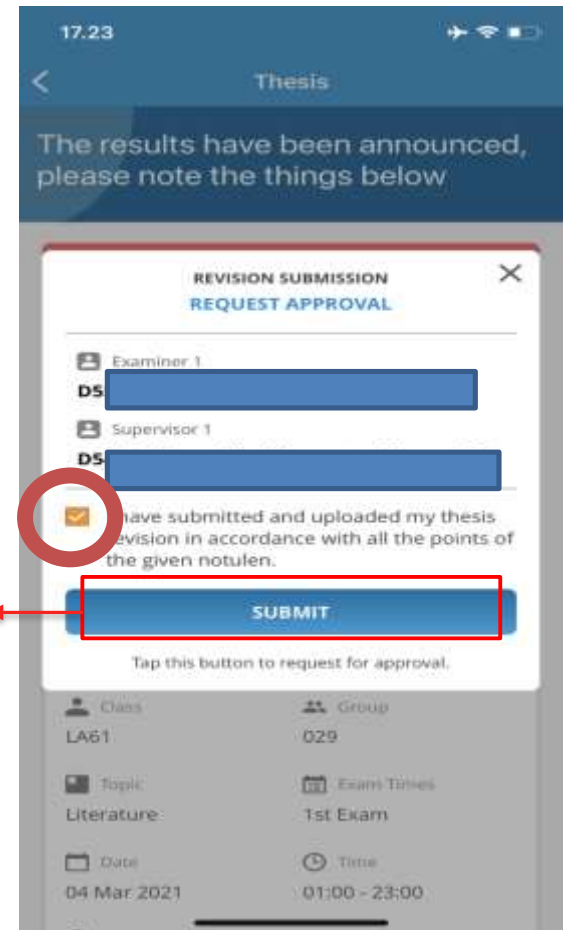
☐ I have submitted and uploaded my thesis revision in accordance with all the points of the given notulen

SUBMIT

Tap this button to request for approval

**Button check list**  
untuk  
konfirmasi  
proses  
submit

iOS



17.23 Thesis

The results have been announced, please note the things below

REVISION SUBMISSION REQUEST APPROVAL

Examiner 1

Supervisor 1

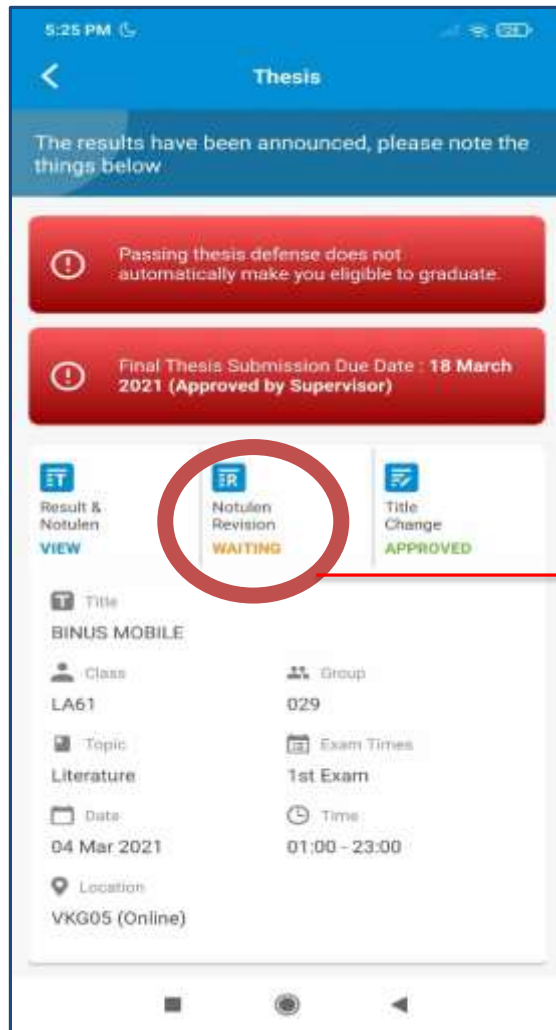
☒ I have submitted and uploaded my thesis revision in accordance with all the points of the given notulen

SUBMIT

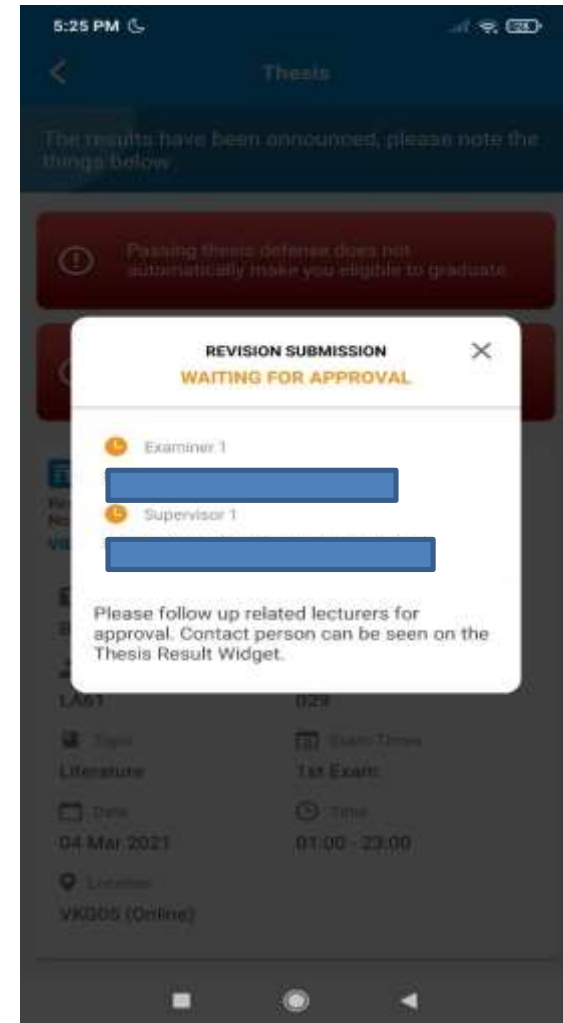
Tap this button to request for approval

**Button submit**  
untuk  
menjalankan  
proses request  
approval

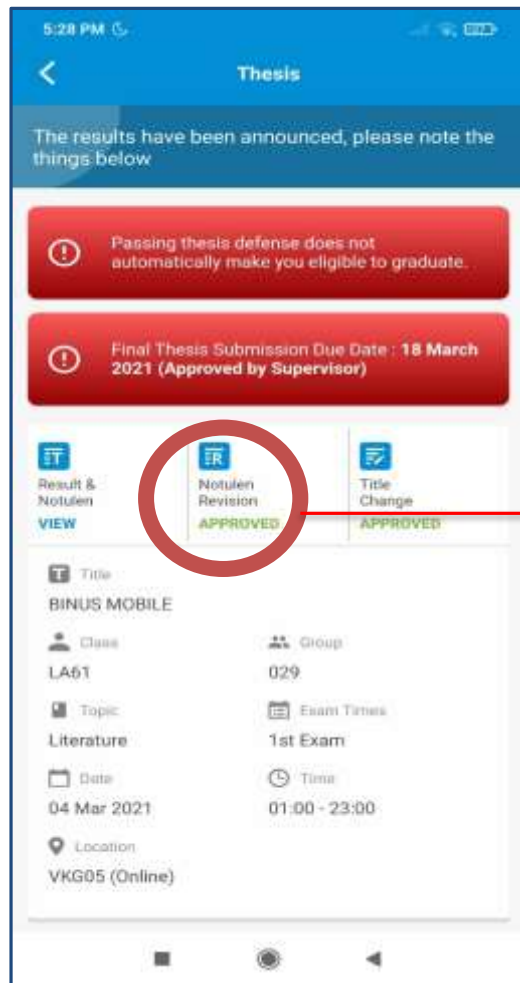
## Sub Menu Notulen Revision (Waiting)



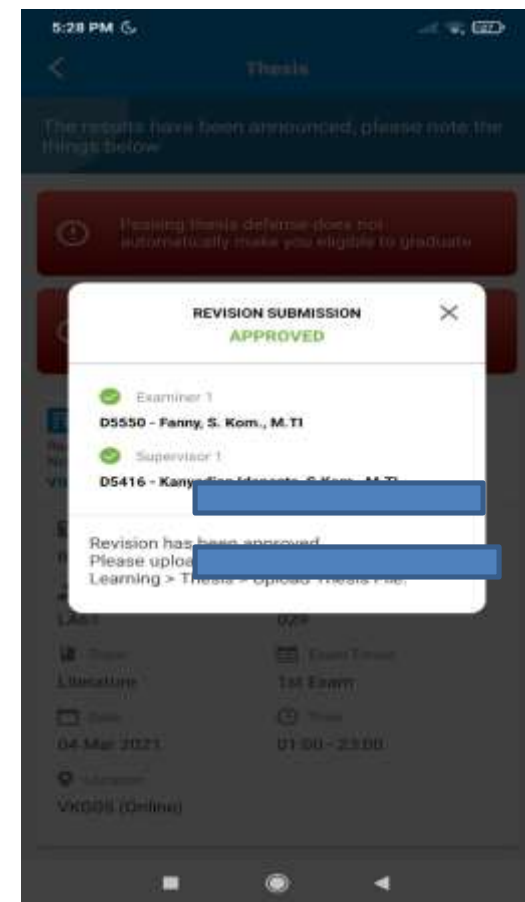
**Waiting**  
status akan muncul ketika proses submit telah dilakukan dan merupakan status tunggu approval dari Dosen Pembimbing dan Ketua Penguji

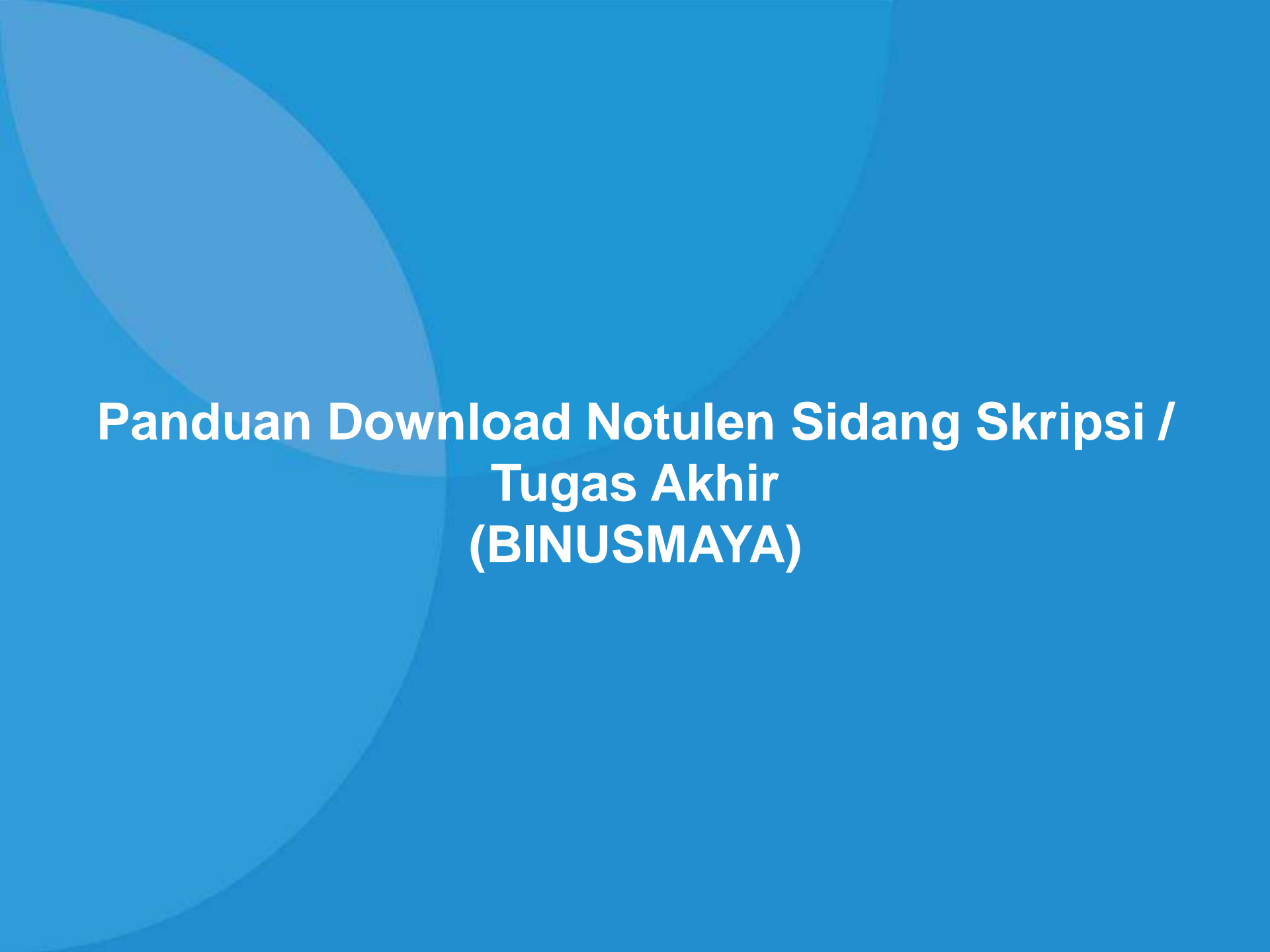


### Sub Menu Notulen Revision (Approved)



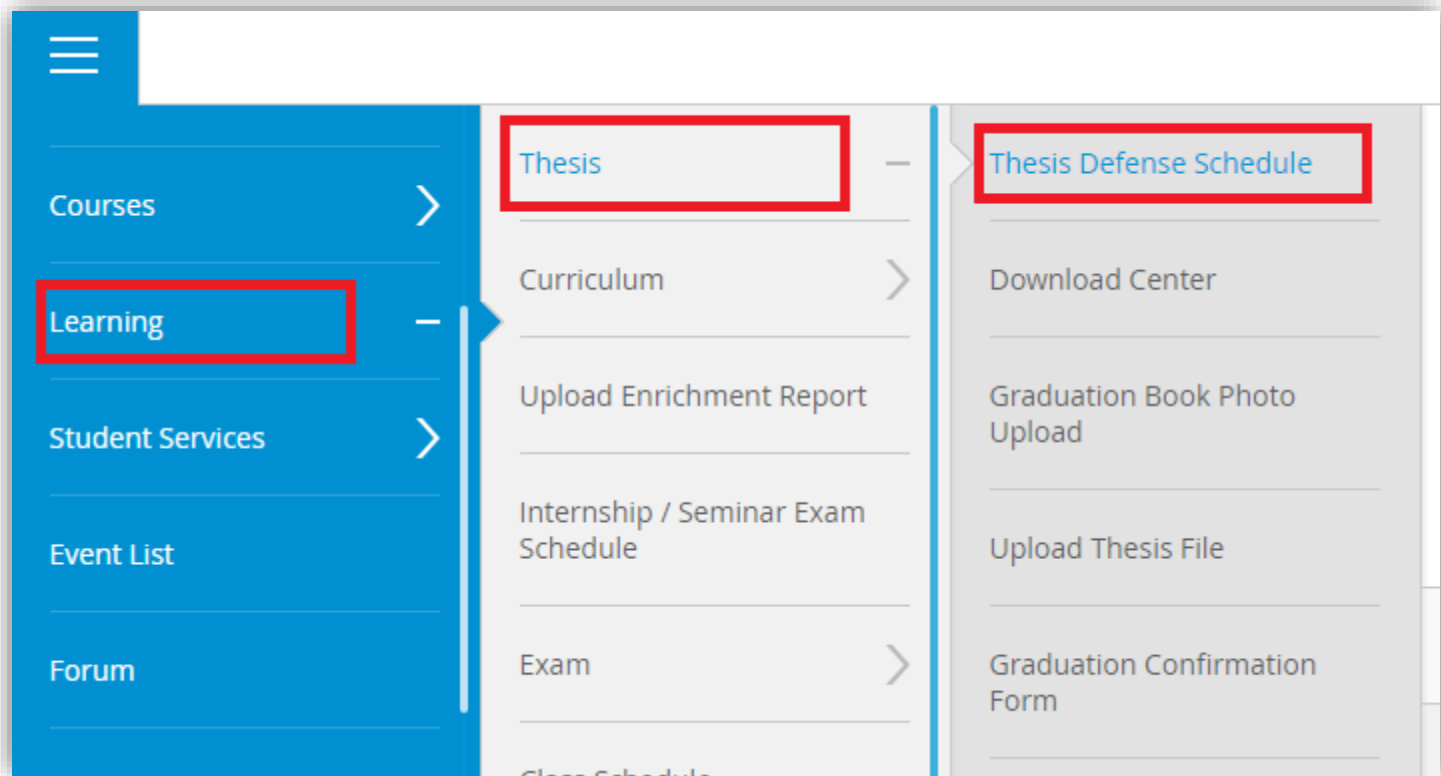
**Approved**  
status akan  
muncul ketika  
Dosen  
Pembimbing  
dan Ketua  
Penguji sudah  
menyetujui  
hasil revisi  
yang telah di  
submit



The background is a solid blue color with several large, overlapping, semi-transparent circular shapes in a lighter shade of blue, creating a modern, abstract design.

# **Panduan Download Notulen Sidang Skripsi / Tugas Akhir (BINUSMAYA)**

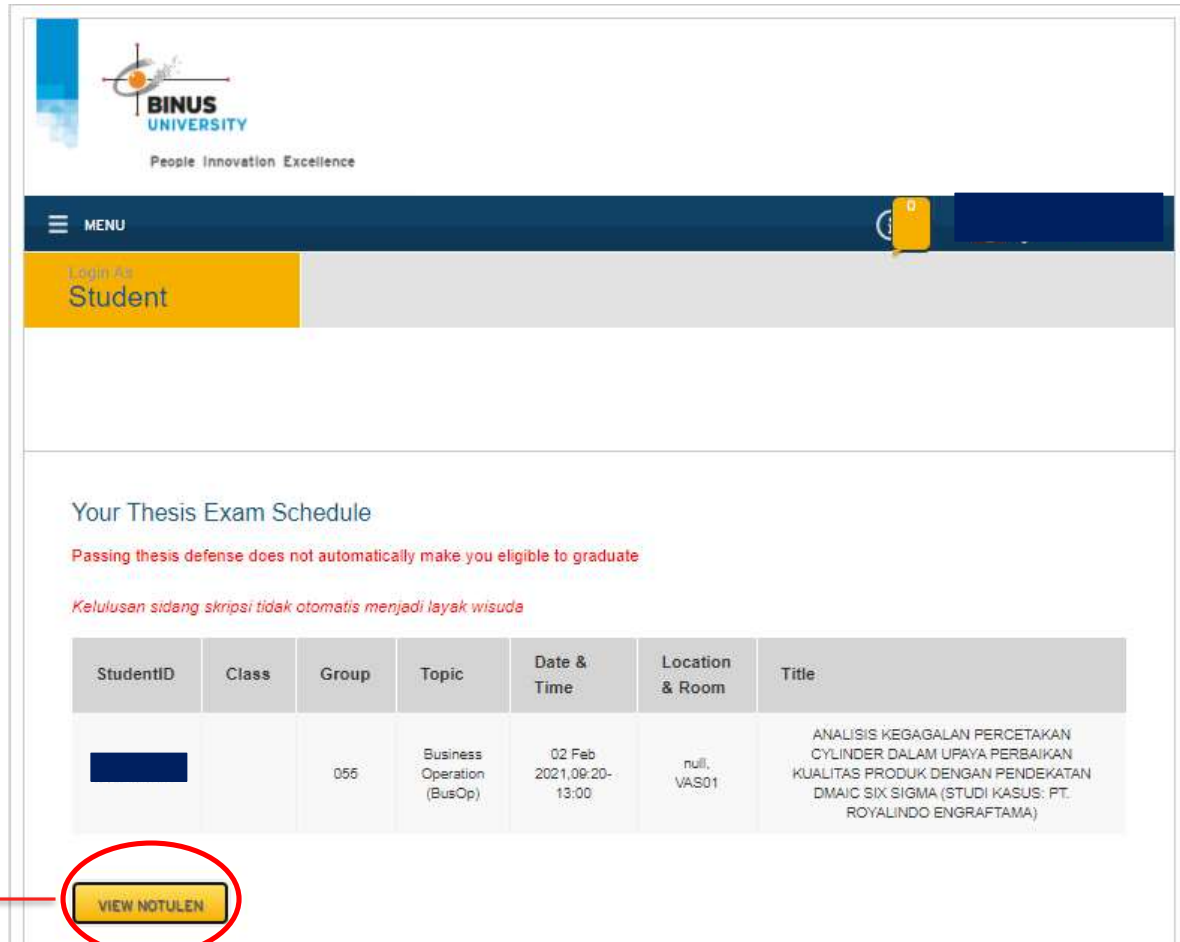
- ✓ Login ke <http://binusmaya.binus.ac.id/>
- ✓ Pilih **Learning**
- ✓ Pilih **Thesis**
- ✓ Pilih **Thesis Defense Schedule**





✓ Pilih **View Notulen** untuk melihat Notulen Sidang

People  
Innovation  
Excellence



**BINUS UNIVERSITY**  
People Innovation Excellence

MENU

Login As  
Student

### Your Thesis Exam Schedule

Passing thesis defense does not automatically make you eligible to graduate


Kelulusan sidang skripsi tidak otomatis menjadi layak wisuda



| StudentID  | Class | Group | Topic                      | Date & Time             | Location & Room | Title  |
|------------|-------|-------|----------------------------|-------------------------|-----------------|--|
| [REDACTED] |       | 056   | Business Operation (BusOp) | 02 Feb 2021,09:20-13:00 | null, VAS01     | ANALISIS KEGAGALAN PERCETAKAN CYLINDER DALAM UPAYA PERBAIKAN KUALITAS PRODUK DENGAN PENDEKATAN DMAIC SIX SIGMA (STUDI KASUS: PT. ROYALINDO ENGRAFTAMA) |

VIEW NOTULEN

Untuk  
download  
notulen  
sidang



### Tampilan hasil download



 generate

1 / 2 | - 90% + |  

FM-BINUS-AA-FPU-261/R8

**Notulen Sidang Skripsi / Tugas Akhir**  
**BINUS Business School Undergraduate Program**  
**Universitas Bina Nusantara**

Peserta Sidang :  
Kelas : KHS  
Kelompok : 055  
Tanggal Ujian : 02-Feb-2021  
1.   
2.   
GRADE : A-  
GRADE : A-

Penguji Sidang :  
Ketua/Penguji I   
Penguji II 

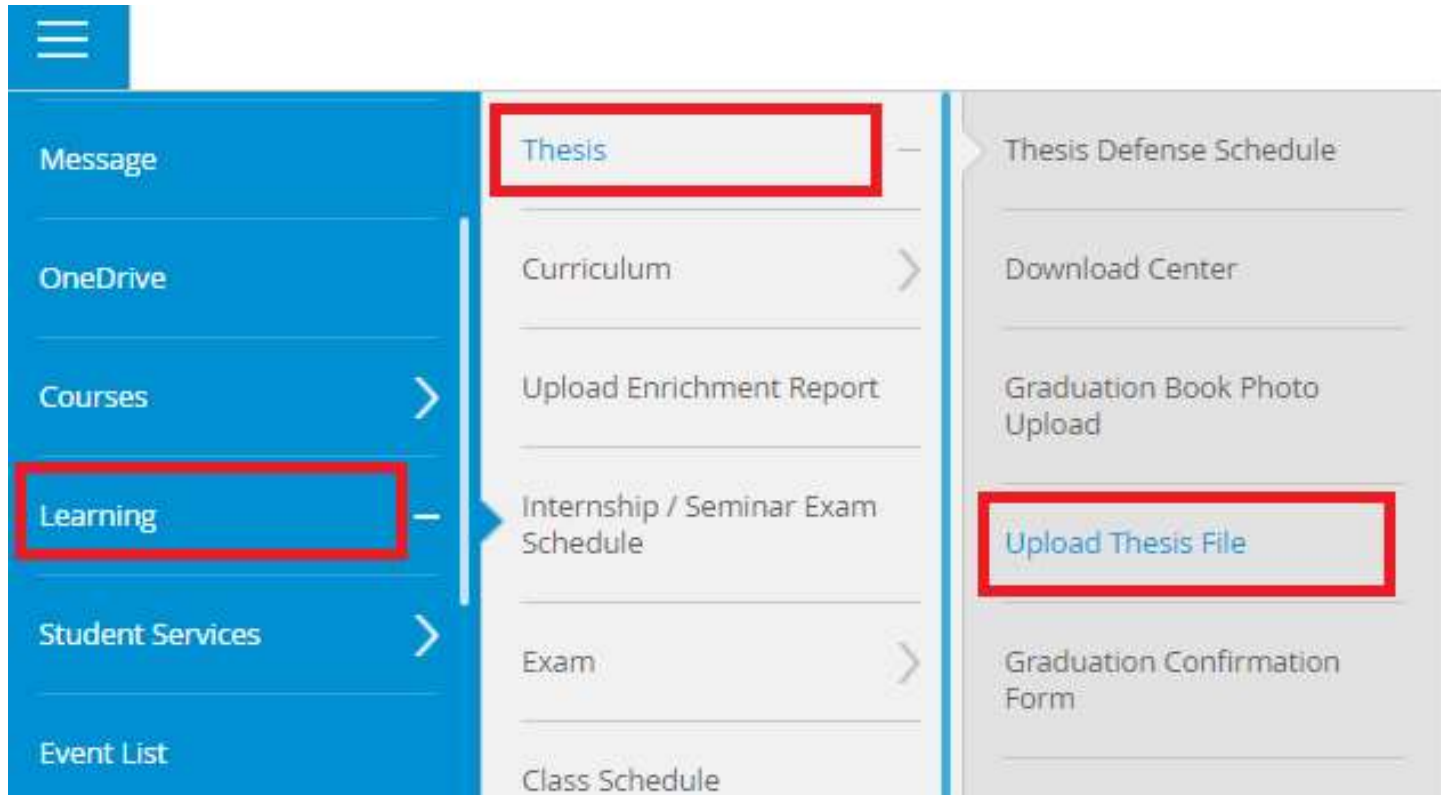
Informasi bagi mahasiswa :  
Batas waktu pengumpulan hard cover dan upload file skripsi (dan telah disetujui Dosen Pembimbing) untuk proses yudisium layak wisuda ke-63 : 16-Feb-2021  
Batas waktu pengumpulan soft cover untuk sidang ulang : 16-Feb-2021

Halaman 1


1. Produk yang dibahas harap dijelaskan dalam skripsi.
2. Standar kecacatan (menurut perusahaan) harap dijelaskan dalam skripsi
3. Jelaskan mengenai perhitungan DPMO dan Nilai Sigma
4. Kutipan harus mengikuti standar kutipan APA
5. Daftar Pustaka harus dinormalisasi

# **Panduan Upload File Thesis di Binusmaya**

- ✓ Login ke <http://binusmaya.binus.ac.id/>
- ✓ Pilih **Learning**
- ✓ Pilih **Thesis**
- ✓ Pilih **Upload Thesis File**



- ✓ Pastikan **Judul Skripsi** sudah sesuai
- ✓ **Jika ada perbedaan Judul Skripsi** yang seharusnya dengan yang terdata di Binusmaya, mahasiswa wajib :
  1. Mengajukan perubahan Judul melalui aplikasi **BINUS Mobile** menu **Thesis >> Title Change**
  2. **Dosen Pembimbing 1 dan Pembimbing 2 (jika ada)** memberikan persetujuan melalui **BINUS Mobile** menu **Thesis >> Title Change Approval**

 MENU

Login As  
**Student**

Upload Thesis File

TYPE :

TOPIC :

TITLE :

SUPERVISOR :

MEMBERS :

DEADLINE :

- ✓ Pilih **Approve** jika bersedia skripsi dipublikasikan
- ✓ Pilih **Reject** Jika tidak bersedia skripsi dipublikasikan
- ✓ Isi **Reason**
- ✓ Klik **Submit**

Will you give BINUS publishing rights to your thesis?

Approve



Reason

**SUBMIT**



- ✓ Pilih dan Isi **ukuran toga** yang diinginkan
- ✓ Pilih **Submit**

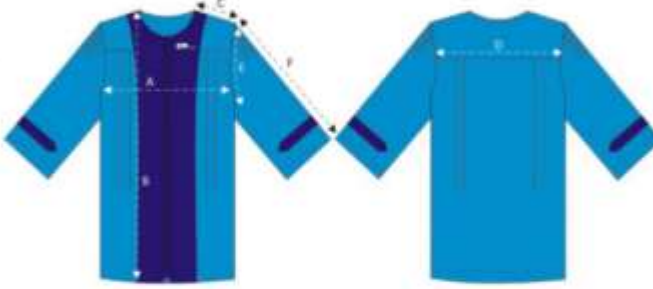
MENU

Log in As

Student

Reservasi Ukuran Toga

Baju Toga



| Kode | Spec                    | Size |      |     |      |     |      |
|------|-------------------------|------|------|-----|------|-----|------|
|      |                         | S    | M    | L   | XL   | XXL | XXXL |
| A    | Lebar Dada (cm)         | 83   | 90   | 97  | 104  | 112 | 120  |
| B    | Panjang Toga (cm)       | 100  | 100  | 100 | 102  | 104 | 104  |
| C    | Bahu (cm)               | 15   | 15.5 | 16  | 16.5 | 17  | 17.5 |
| D    | Punggung (cm)           | 45   | 46   | 47  | 48   | 49  | 50   |
| E    | 1/2 Lingkar Lengan (cm) | 37   | 38   | 39  | 40   | 41  | 42   |
| F    | Panjang Lengan (cm)     | 50   | 51   | 52  | 53   | 54  | 55   |

Student Name

Student ID

Toga Size

S

S

SUBMIT

✓ Pilih button “+” pada setiap jenis file untuk melakukan upload file

People  
Innovation  
Excellence

### Upload Thesis File

TYPE :

TOPIC :

TITLE :

SUPERVISOR :

MEMBERS :

DEADLINE :

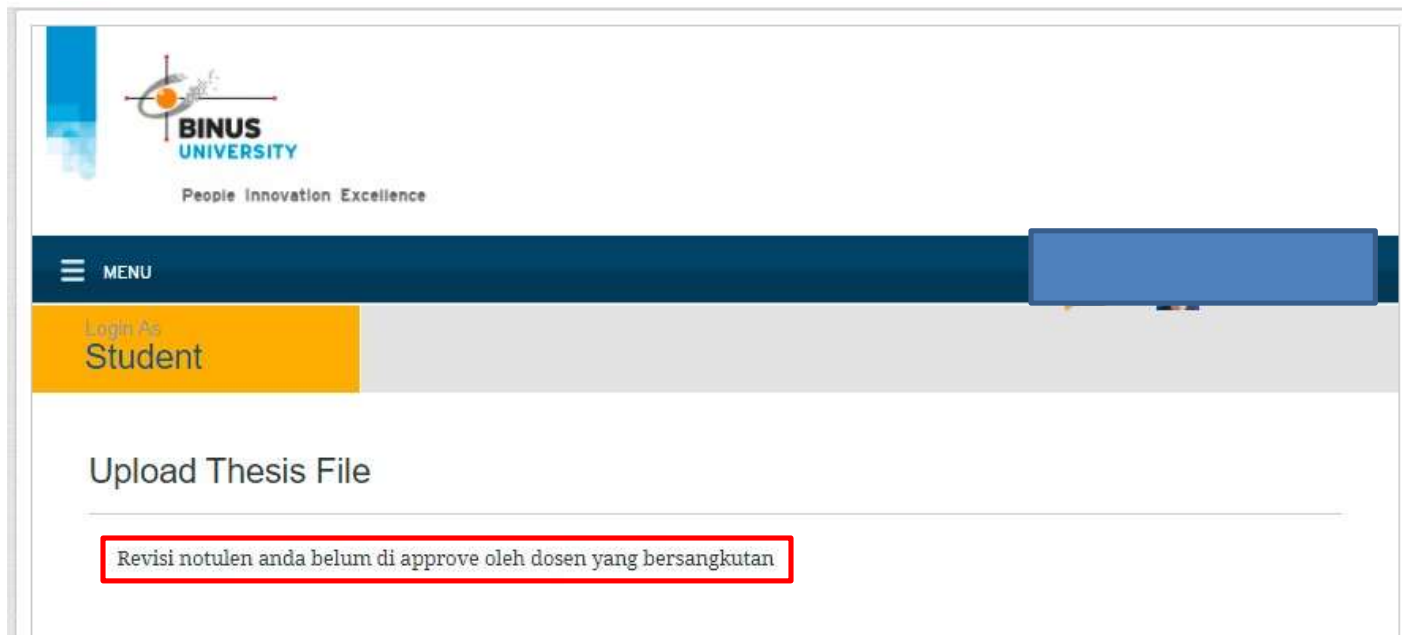
| DOCUMENT                            | UPLOADED DOCUMENT | EXT(MAX SIZE) | UPLOAD DATE | NOTES | STATUS           | ACTION |
|-------------------------------------|-------------------|---------------|-------------|-------|------------------|--------|
| Cover,Daftar Isi,Kata Pengantar     | -                 | doc(30 MB)    | -           | -     | Not Uploaded Yet | +      |
| Abstrak                             | -                 | doc(30 MB)    | -           | -     | Not Uploaded Yet | +      |
| Bab 1                               | -                 | doc(30 MB)    | -           | -     | Not Uploaded Yet | +      |
| Bab 2                               | -                 | doc(30 MB)    | -           | -     | Not Uploaded Yet | +      |
| Bab 3                               | -                 | doc(30 MB)    | -           | -     | Not Uploaded Yet | +      |
| Bab 4                               | -                 | doc(30 MB)    | -           | -     | Not Uploaded Yet | +      |
| Bab 5                               | -                 | doc(30 MB)    | -           | -     | Not Uploaded Yet | +      |
| Lampiran                            | -                 | doc(30 MB)    | -           | -     | Not Uploaded Yet | +      |
| File Presentasi Sidang              | -                 | ppt(30 MB)    | -           | -     | Not Uploaded Yet | +      |
| Prosedur Menjalankan Program / Alat | -                 | doc(10 MB)    | -           | -     | Not Uploaded Yet | +      |
| Aplikasi                            | -                 | zip(100 MB)   | -           | -     | Not Uploaded Yet | +      |
| Working Paper                       | -                 | doc(50 MB)    | -           | -     | Not Uploaded Yet | +      |

✓ Pastikan semua status file skripsi telah disetujui oleh Dosen Pembimbing

| DOCUMENT                          | UPLOADED DOCUMENT | EXT(MAX SIZE) | UPLOAD DATE | NOTES | STATUS   | ACTION |
|-----------------------------------|-------------------|---------------|-------------|-------|----------|--------|
| Cover, Daftar Isi, Kata Pengantar | RS1_2020_1_1342   | doc(30 MB)    | 07 Dec 2020 | -     | Approved | ↓      |
| Abstrak                           | RS1_2020_1_1342   | doc(30 MB)    | 07 Dec 2020 | -     | Approved | ↓      |
| Bab 1                             | RS1_2020_1_1342   | doc(30 MB)    | 07 Dec 2020 | -     | Approved | ↓      |
| Bab 2                             | RS1_2020_1_1342   | doc(30 MB)    | 07 Dec 2020 | -     | Approved | ↓      |
| Bab 3                             | RS1_2020_1_1342   | doc(30 MB)    | 07 Dec 2020 | -     | Approved | ↓      |
| Bab 4                             | RS1_2020_1_1342   | doc(30 MB)    | 07 Dec 2020 | -     | Approved | ↓      |
| Bab 5                             | RS1_2020_1_1342   | doc(30 MB)    | 07 Dec 2020 | -     | Approved | ↓      |
| Lampiran                          | RS1_2020_1_1342   | doc(30 MB)    | 07 Dec 2020 | -     | Approved | ↓      |
| File Presentasi Sidang            | RS1_2020_1_1342   | ppt(30 MB)    | 07 Dec 2020 | -     | Approved | ↓      |
| Daftar Pustaka                    | RS1_2020_1_1342   | doc(30 MB)    | 07 Dec 2020 | -     | Approved | ↓      |
| Working Paper                     | RS1_2020_1_1342   | doc(50 MB)    | 08 Dec 2020 | -     | Approved | ↓      |

- ✓ Pastikan revisi notulen sidang sudah disetujui oleh Ketua Penguji dan Dosen Pembimbing

People  
Innovation  
Excellence

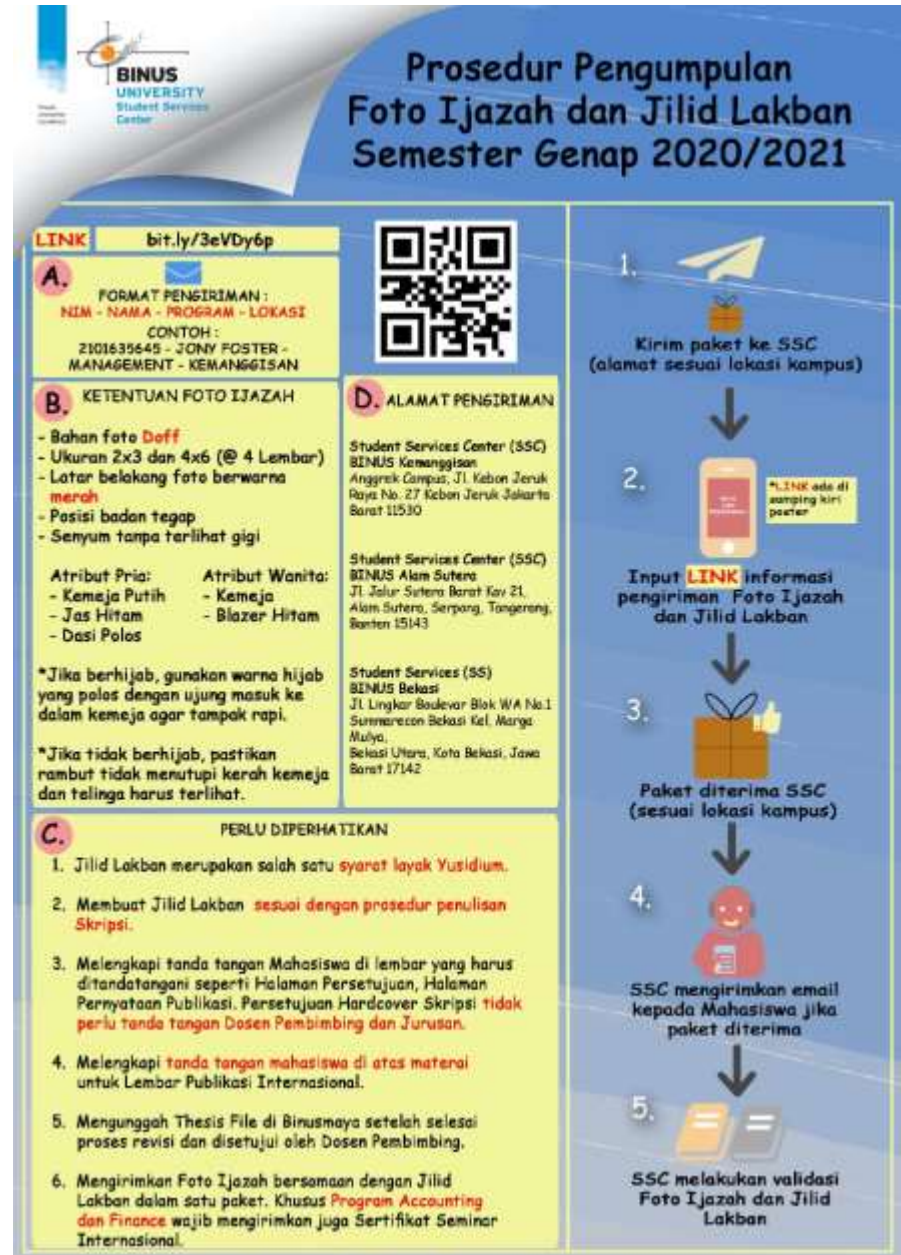


Jika belum mendapat persetujuan maka akan muncul notifikasi seperti di atas.

The background is a solid blue color. On the left side, there are several overlapping circular shapes in different shades of blue, creating a layered, organic effect. The text is centered horizontally and vertically.

**Pengiriman Jilid Lakban & Foto**

- ✓ Setelah menyerahkan skripsi yang telah dijilid lakban dan foto dikirim melalui kurir, mahasiswa wajib mengisi detail pengiriman melalui link [bit.ly/3eVDy6p](https://bit.ly/3eVDy6p)



The background is a solid blue color. On the left side, there are two overlapping circles. The circle in the foreground is a lighter shade of blue and is partially cut off by the left edge of the frame. The circle behind it is a darker shade of blue and is also partially cut off. The text is centered horizontally and positioned in the middle of the frame.

# **Student Services Center Channel**



## Contact Us



Contact  
Student Services Center  
BINUS University

<https://linktr.ee/contactssc>

# Online Student Services Center

Kami tetap melayani kebutuhan mahasiswa dengan menyediakan layanan secara online:



### BINUS @Alam Sutera

Alam Sutera Campus 1<sup>st</sup> Floor  
021 29779100 Ext: 7052  
student\_service@binus.edu  
Binusmaya >> Chat with us  
Binusmaya >> Feedback >> Send Feedback  
Jam Operasional  
Senin - Jumat : 09:00 - 17:00  
Sabtu : 09:00 - 15:00 (online) 09:00-13:00 (Vicon)  
Selama Ujian : 09:00 - 17:00  
(Tidak ada Layanan Vicon pada hari Jumat jam 15:00 - 16:00)  
Vicon:  
<https://tinyurl.com/y6p08lko>  
Zoom ID : 96074008367  
Password : SSCAlam  
(Tidak ada Layanan Vicon pada hari Jumat jam 15:00 - 16:00)

### BINUS @Bandung

Bandung Campus 6<sup>th</sup> Floor  
022 20568888 Ext: 7822  
082217890025 (Chat Only)  
ssc\_bdg@binus.edu  
Senin - Jumat : 09:00 - 17:00  
Sabtu : 09:00 - 14:00 (Hanya berlaku selama ujian)  
Vicon : Senin - Jumat : 09:00 - 17:00  
Zoom ID : 92713279098  
Link : <https://binus.zoom.us/j/92713279098>

### BINUS @Senayan

JWC Campus 1<sup>st</sup> Floor  
Fk Campus 6<sup>th</sup> Floor  
021 7202222 Ext JWC : 3115, 3163, 3124, Ext FK : 7975  
081317661710 (Chat Only)  
@ssbinus\_senayan  
ss.senayan@binus.edu & infoservices@binus.edu  
ssbinus\_senayan  
Binusmaya >> Chat with us  
Binusmaya >> Feedback >> Send Feedback  
Monday - Friday : 07:00 - 21:00 (WhatsApp: 07:00-20:00)  
Saturday : 08:00 - 14:00 (WhatsApp)

### BINUS @Malang

Malang Campus 1<sup>st</sup> Floor, Room 0105  
0341 30369669 Ext: 7533  
081316969669 (Chat Only)  
ssc\_mlg@binus.edu  
Senin - Jumat : 09:00 - 17:00  
Sabtu : 09:00 - 15:00  
Vicon : Senin - Jumat : 13:00 - 16:00  
Zoom ID : 933 9543 5341 Pass: 015202  
Link : <https://tiny.cc/9h20tz>

### BINUS @Kemanggisan

Angrek Campus 1<sup>st</sup> Floor  
021 5345830 Ext: 1181/1182  
helpdesk@binus.edu  
@9299pbca  
Binusmaya >> Chat with us  
Binusmaya >> Feedback >> Send Feedback  
Jam Operasional  
Senin - Jumat : 09:00 - 17:00  
Sabtu : 09:00 - 15:00 (online) 09:00-13:00 (Vicon)  
Selama Ujian : 09:00 - 17:00  
(Tidak ada Layanan Vicon pada hari Jumat jam 15:00 - 16:00)  
Vicon:  
<https://tinyurl.com/Layanan-Online-SSC-Kemanggisan>  
Zoom ID : 952 6867 9388  
Password : SSCkmg  
(Tidak ada Layanan Vicon pada hari Jumat jam 15:00 - 16:00)

### BINUS S2 Online / Regular

LDA - LDB Kampus Syahdan  
021 5345830 Ext: 1803  
085208696969 (Chat Only)  
binus\_online@binus.edu  
@BINUSONLINE  
Senin - Sabtu : 09:00 - 20:00  
Minggu : 09:00-15:00  
Zoom ID : 92713279098



The background is a solid blue color. On the left side, there are two large, overlapping circles. The circle in the foreground is a lighter shade of blue, while the one behind it is a darker shade. The text "Thank You" is centered horizontally and positioned slightly below the vertical center of the image.

**Thank You**