# FORMULIR-FORMULIR

Formulir-formulir yang digunakan dalam penyusunan skripsi ini adalah sebagai berikut:

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

Secara lengkap formulir-formulir tersebut dapat dilihat di bawah ini:

FM-BINUS-AA-FPU-132/V2R2

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| **Universitas Bina Nusantara**  **Jakarta** |

**SURAT PENUNJUKAN PEMBIMBING SKRIPSI (NON-KELAS/*INTERNSHIP*\*)**

**COMPUTER ENGINEERING PROGRAM**

**COMPUTER ENGINEERING STUDY PROGRAM**

**FACULTY OF ENGINEERING**

Sehubungan dengan kegiatan penyusunan Skripsi Khusus oleh mahasiswa,

NIM : ............................. Nama : .................................................…….

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

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

**Topik** : ………………………………………………………………………………

Judul Sementara :

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|  |

Judul Inggris (Harus diisi dan disetujui Head/Deputy)

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|  |

Semester : Ganjil / Genap **\*)** Tahun Akademik : ............….... / …….............

dengan ini kami mohon bantuan kepada

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

untuk bersedia menjadi pembimbing mahasiswa tersebut. Pembimbing dimaksudkan bertindak sebagai pemberi masukan dan pengarah materi Skripsi agar layak dan berbobot sesuai dengan jenjang S1 Selain itu juga bertindak sebagai pengarah sistematika dan tata bahasa Indonesia bagi mahasiswa dalam menulis Skripsinya.

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

Jakarta, ……………………………

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Head/Deputy Head of Computer Engineering Study Program

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

* Dosen Pembimbing

*\* Coret yang tidak perlu*

FM-BINUS-AA-FPU-82/R9

**FORM GANTI JUDUL**

Form Penggantian Judul

Yth. *Student Registration and Scheduling Center*

di tempat

Dengan ini kami:

Kelas / Kelompok \*)  : …………. / …………….

NIM : .......................... Nama : .......................................................

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

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

Mengubah Judul : Outline Skripsi Skripsi Tugas Akhir Proyek Akhir

Topik Semula : .............................................................................................................

Judul Indonesia semula : ..................................................................................…………..……

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Topik Baru : ..............................................................................................................

Judul Baru Indonesia : .........................................................................………………………

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Judul Baru Inggris : .........................................................................………………………

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..........................................................................……………………… Alasan penggantian judul : 🗆 Bimbingan 🗆 Keputusan sidang Tugas Akhir

Jakarta, ...................................

Hormat kami ,

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) <<(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)>> <<(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)>>

NIM: << NIM : >> <<NIM : >>

Mengetahui,

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Pembimbing Pembimbing 2*\*\**  *Head/Deputy Head\*\*\**

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

* DosenPembimbing
* Mahasiswa

*\* diisi untuk Tugas Akhir/Skripsi Kelas*

*\*\* diisi untuk Skripsi Khusus Program Ganda/Skripsi Internship*

*\*\*\* diisi jika terjadi perubahan topik*

**Persyaratan Berkas Map**

**Computer Engineering Study Program**

Bagi yang sidang skripsi **pertama**:

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Berkas** | **Keterangan** | ***Check List*** |
| 1 | *Soft Cover* Skripsi (fotokopi)  (Jika ada kebutuhan konten skripsi berwarna, maka mahasiswa diperkenankan mencetak warna atau fotokopi berwarna) | * Warna *cover* Kuning Kunyit * 2 (dua) jilid | □ |
| 2 | Formulir Isian Ijasah (asli) | * 1 (satu) lembar per mahasiswa | □ |
| 3 | Halaman Pernyataan Orisinalitas (asli) | * 1 (satu) lembar | □ |
| 4 | * Surat Keterangan Survei (asli) * Surat Keberatan Pencantuman Nama Perusahaan (asli) | * 1 (satu) lembar * 1 (satu) lembar | □  □ |
| 5 | Pas foto berwarna terbaru & file telah di*upload* ke binusmaya | * 4 x 6 = 4 (empat) lembar * 2 x 3 = 4 (empat) lembar | □ |
| 6 | *Form* Ganti Judul (FGJ) asli dan fotokopi  (jika judul Skripsi berbeda dengan SPP / Form Daftar Bimbingan Kelas Skripsi) | * 1 (satu) lembar asli * 1 (satu) lembar fotokopi FGJ dilampirkan dengan FII | □ |
| 7 | Buku Konsultasi (asli) | * 1 (satu) buku per Mahasiswa   (khusus Skripsi non kelas) | □ |

Bagi yang sidang ulang skripsi:

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Berkas** | **Keterangan** | ***Check List*** |
| 1 | *Soft Cover* Skripsi (fotokopi)  (Jika ada kebutuhan konten skripsi berwarna, maka mahasiswa diperkenankan mencetak warna atau fotokopi berwarna) | * Warna *cover* Kuning Kunyit * 2 (dua) jilid | □ |
| 2 | Formulir Isian Ijasah (asli) | * 1 (satu) lembar per mahasiswa | □ |
| 3 | Halaman Pernyataan Orisinalitas (asli) | * 1 (satu) lembar | □ |
| 4 | *Form* Ganti Judul (FGJ) asli dan fotokopi  (jika pada Notulen Sidang terakhir terdapat tanda “√” dari penguji saat sidang) | * 1 (satu) lembar asli * 1 (satu) lembar fotokopi FGJ dilampirkan dengan FII | □  □ |
| 5 | Bukti Pembayaran Ujian Ulang (asli) | * 1 (satu) lembar per mahasiswa | □ |
| 6 | Notulen Ujian Skripsi terakhir (fotokopi) | * 2 (dua) rangkap | □ |

Catatan :

* *Check* *list* diisi oleh *staff* *Student Services Center* (SSC).
* Persyaratan berkas map ini harus dicetak dan ditempelkan di belakang *cover* map.

FM-BINUS-AA-FPU-683/R0

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| **Lembar Penilaian Pembimbing Skripsi**  **Jalur Skripsi Non Kelas**  **Computer Engineering Program**  **Computer Engineering Study Program**  **Faculty of Engineering**  **Universitas Bina Nusantara** |

**Pembimbing**

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

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

**Peserta Ujian**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

Jakarta, ………………………………………..

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**Pembimbing** **Ketua Penguji**

**Catatan :**

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

FM-BINUS-AA-FPU-684/R0

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| **Lembar Penilaian Pembimbing Skripsi**  **Jalur Skripsi *Internship***  **Computer Engineering Program**  **Computer Engineering Study Program**  **Faculty of Engineering**  **Universitas Bina Nusantara** |

**Pembimbing**

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

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

**Peserta Ujian**

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

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

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

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

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

Jakarta, ………………………………………..

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**Pembimbing** **Ketua Penguji**

**Catatan :**

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

FM-BINUS-AA-FPU-685/R0

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| **Lembar Penilaian Penguji Sidang Skripsi**  **Jalur Non Kelas**  **Computer Engineering Program**  **Computer Engineering Study Program**  **Faculty of Engineering**  **Universitas Bina Nusantara** |

**Dosen Penguji**

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

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

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

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

**Peserta Ujian**

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

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

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

Jakarta, ………………………………………..

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**Ketua Penguji**

FM-BINUS-AA-FPU-515/R6

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| **Lembar Penilaian Penguji Sidang Skripsi**  **Jalur Skripsi *Internship***  **Computer Engineering Program**  **Computer Engineering Study Program**  **Faculty of Engineering**  **Universitas Bina Nusantara** |

**Dosen Penguji**

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

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Peserta Ujian**

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

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

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

Jakarta, ………………………………………..

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**Ketua Penguji** **<<Penguji II>>**