



Student Guidelines

BINUS UNIVERSITY

INTERNATIONAL

UNDERGRADUATE PROGRAM

TABLE OF CONTENTS

Foreword	3
Chapter I: General Information	4
1.1. BINUS UNIVERSITY INTERNATIONAL UNDERGRADUATE PROGRAM	4
Chapter II: Academic Requirements and Conditions for Admission	12
2.1. Academic Performance Standards	12
2.2. General Academic Requirements	13
2.3. Unacceptable Academic Performance	13
2.4. Assessments	14
2.5. Examinations	15
Chapter III: Academic Procedures	16
3.1. Classroom Nomenclature and Procedures	16
3.2. Grading Policy	19
3.3. Attendance	22
3.4. Enrollment	26
3.5. Academic Leave	27
3.6. Change of Study Program	28
3.7. Tuition Fee	29
3.8. Examinations	29
3.9. Thesis	33
3.10. Graduation Eligibility	36
Chapter IV: Student Rules and Regulations	37
4.1. General Standards	37
4.2. Student Rights and Responsibilities	37
4.3. Student Rules and Regulations – The Use of Computer Laboratories	38
4.4. Student Rules and Regulations – The Library and Knowledge Center	39
4.5. Parking Rules	45
Chapter V: Other	46
5.1. Student Club and Activity Center (SCAC)	46
5.2. Community Development Center – Teach for Indonesia (TFI)	47
Appendix: University Code of Conduct	49

FOREWORD

The purpose of this document is to provide guidelines and information regarding requirements, procedures, rules, and regulations for BINUS UNIVERSITY INTERNATIONAL UNDERGRADUATE PROGRAM students.

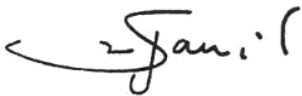
Students are required and expected to read this document thoroughly. An understanding of the contents is essential for students to succeed in their studies, and be aware of their rights, responsibilities, and obligations during their stay in the BINUS UNIVERSITY INTERNATIONAL UNDERGRADUATE PROGRAM.

Have a pleasant learning experience!



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CHAPTER I: GENERAL INFORMATION

1.1 BINUS UNIVERSITY INTERNATIONAL UNDERGRADUATE PROGRAM

In 2001 BINUS UNIVERSITY INTERNATIONAL Undergraduate Program (BUI-UG) was established to meet the future needs and the pressure of globalization on businesses and job markets. We added an international flavor into BINUS INTERNATIONAL's experience, which can serve as an alternative to studying abroad. We provide high quality education by combining BINUS UNIVERSITY's industry-relevant teaching with international education, through partnerships with reputable overseas universities.

In collaboration with prominent universities throughout the world, we deliver international experience to our students through student exchanges, twinning programs, short courses, guest lectures and internships.

We hope this valuable information can provide you with a comprehensive picture of the strength and excellence that BINUS UNIVERSITY INTERNATIONAL has in preparing its graduates to meet the challenges of the global business era.

The undergraduate study programs available at BINUS UNIVERSITY INTERNATIONAL are the International Finance program, Business Management & Marketing, International Business, Communication, Computer Science, Business Information Systems, Graphics & New Media, and Fashion Design & Fashion Management. In 2013, the JWC campus was extended to accommodate a growing body of students. The FX campus was then opened to complement teaching and learning activities in BINUS UNIVERSITY INTERNATIONAL.

1.1.1. Academic Board, Faculties and Supporting Divisions

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1.1.2. Vision, Mission, Values, Quality Policy 2035 and Quality Objectives 2025 of BINUS UNIVERSITY

Vision

A World-class university fostering and empowering the society in building and serving the nation

Mission

The mission of BINUS University is to build the nation and to contribute in global community development by providing world class education by means of:

- Educating BINUSIAN to develop exemplary characters through holistic approach that meets global standards.

Educating BINUSIAN to be leaders with multiple skills by providing holistic approach using global standards and hands-on entrepreneurial learning experiences.

- Resolving the nation's issues through high impact research

Guiding BINUSIAN to resolve the nation's issues through high impact and internationally recognized research by integrating the nusantara's diversity and wisdom for enriching quality education.

- Fostering BINUSIAN as lifelong learners through self-enrichment

Nourishing BINUSIAN spirit to develop exemplary character through personal and professional growth by leveraging best practices for lifelong learning.

- Empowering BINUSIAN to continuously improve society's quality of life.

Transforming BINUSIAN to be empowering agents through community service programs that improve the quality of life needed for building and serving the nation.

- Being the main driver to enrich the BINUS Higher Education system.

Enriching the quality of Higher Education by utilizing the best practices to consolidate a world class Education system with a unified spirit to foster and empower.

Values

Based on our belief in God, our passion for education, and our view of a bright future, we are committed to developing the nation and to building a global community through education and technology.

This commitment is reflected in the values of Bina Nusantara, which become the guidance of our actions:

- **Striving for excellence**
We continuously do our best to achieve high quality results in every aspect of our work.
- **Perseverance**
We stay calm, focused, never give up, and quickly recover in overcoming challenges.
- **Integrity**
We are honest, transparent, sincere, and courageous in doing the right thing.
- **Respect**
We care for others; we value differences and contributions from every individual.
- **Innovation**
We encourage creative, breakthrough, and sustainable ideas to continuously improve processes to achieve better results.
- **Teamwork**
We believe in the importance of collaborative, effective, and trustful working relationships as one team.

Quality Policy

BINUS UNIVERSITY is committed to building the nation and to contributing in global community development by providing world class education that fosters and empowers the society.

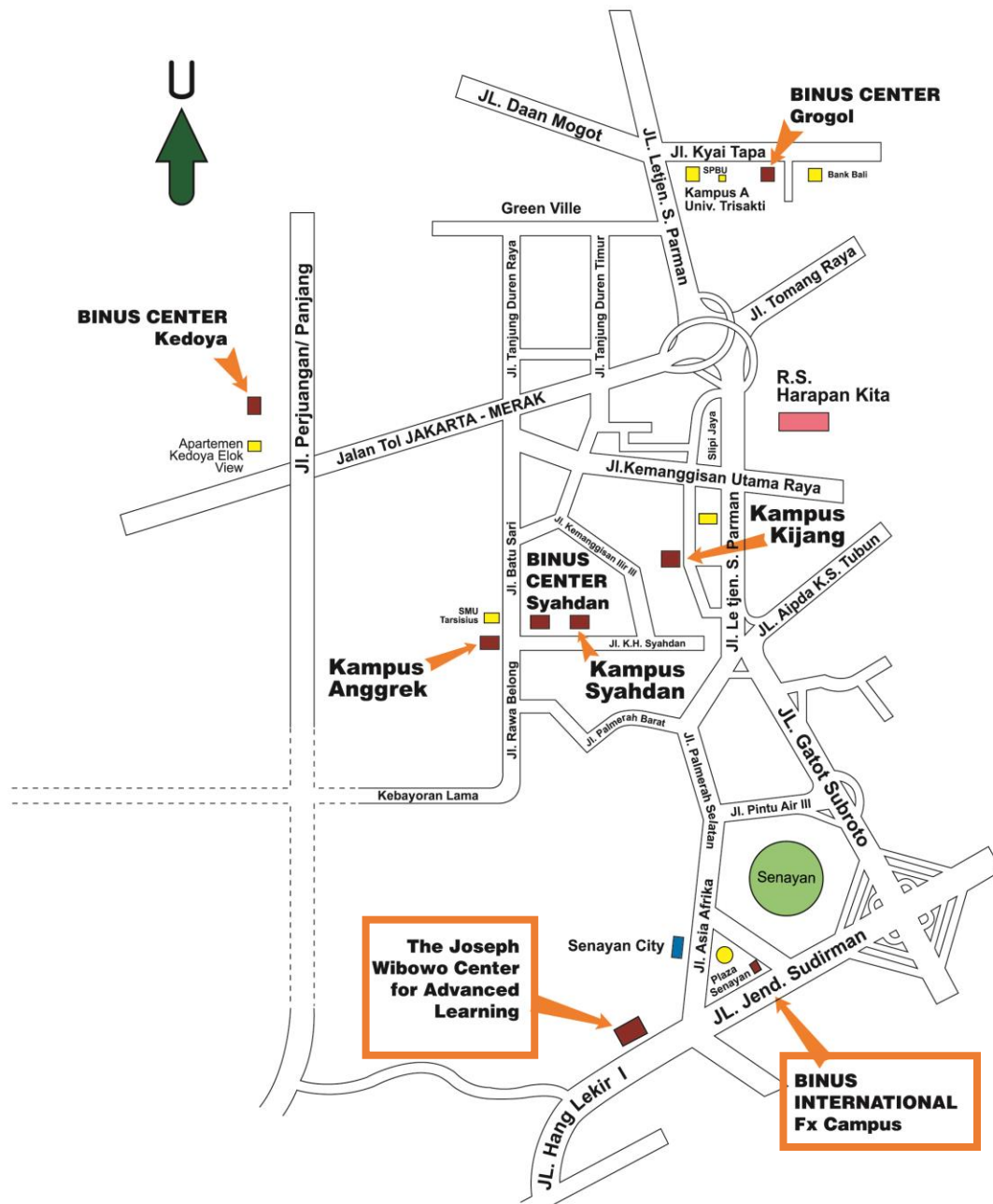
Quality Objectives 2025 - BINUS UNIVERSITY

- Two out every three graduates work in the global companies or become entrepreneurs within six months upon graduation.
- One out of every three graduates holds a certificate of competence.
- All students have international experience.
- One out of every three students participates in the activities of empowering the society which have high impacts.
- All Faculty Members have International Papers.
- 1000 Intellectual property rights have been legally registered.
- One out of three study programs has been accredited internationally.
- The Academic Satisfaction Index achieves 80%.
- The Stakeholder Satisfaction Index achieves 80%.

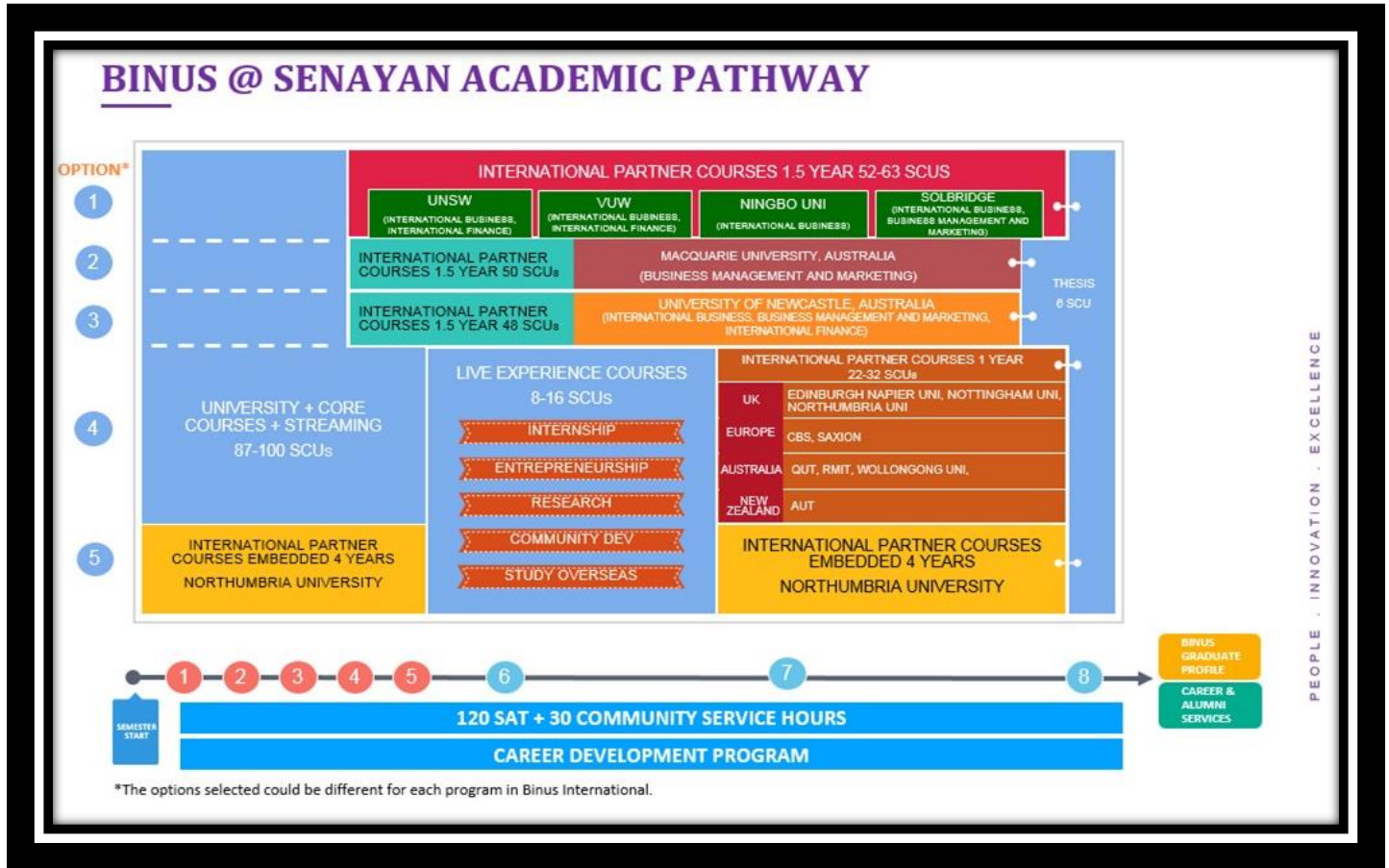
1.1.3. The Campus

BINUS INTERNATIONAL is housed in the Joseph Wibowo Center (JWC) and FX campus. The JWC and FX campuses are strategically located in the heart of south Jakarta's business district making it accessible to students and visitors alike. The prime location of JWC also offers easy access to public facilities such as shopping malls and sport centers.

JWC facilities include laboratories, a library, Wi-Fi facilities, a photocopy center, a canteen, student lounge, CCTV security system, secure underground parking, modern lecture rooms equipped with the latest audio visual and networking infrastructure, specially designed lecture theatres, creative class rooms, discussion rooms, and public spaces for discussions complete with electrical and networking outlets for those bringing their own mobile devices.



1.1.4. BINUS UNIVERSITY INTERNATIONAL ACADEMIC PATHWAY



Students at BINUS University International are prepared to achieve their goals through the academic pathways illustrated in the figure above. Within each program, students can choose to complete their dual degree programs completely in BINUS Senayan campus or to complete parts of the program in BINUS and the rest in our international partners' campus overseas. Regardless of the pathway chosen, all students need to complete BINUS university-wide compulsory course and their program core courses at least in their first four semesters. Depending on their chosen pathways, students can then do the international partner courses for 2 years, 1.5 years or 1 year, either in Indonesia or overseas. Nonetheless, all students have to fulfill all of the requirements before they can graduate with a BINUS degree: completing 146 SCUs, develop their BINUS graduate profile, complete 120 SAT points and 30 hours of community service and finish a thesis project of 6 SCU at the end of their study. At the end of their study, students will have access to support provided by the career and alumni services.

CHAPTER II: ACADEMIC REQUIREMENTS AND CONDITIONS FOR ADMISSION

2.1. Academic Performance Standards

To obtain a BINUS INTERNATIONAL undergraduate degree, students must successfully complete a minimum of 146 Semester Credit Units (SCUs). These units are a combination of university requirements, Ministry of Education requirements, and requirements imposed by the students' respective fields of study. Core courses required by a student's chosen major field of study, graduation requirements, and electives comprise the entirety of courses students are required to take to obtain their undergraduate degrees. These courses are defined as follows:

Core Courses

Each major has defined one or more possible courses of study towards an undergraduate degree. These lists of courses are not fixed and are subject to continuous quality review. If certain courses are changed to maintain quality standards, the respective schools will undertake to do the same.

In addition, each major area of study has identified certain courses in the curriculum as 'core courses'. Core courses are those that meet the following objectives for the course of study:

- To ensure that graduates successfully pass courses defined as critical by the relevant bodies of knowledge and/or professional standards for each area of study; and
- To ensure the quality of BINUS UNIVERSITY INTERNATIONAL graduates.

Initially, core courses were the set of courses required by the Ministry of Education to have National Level Examinations (*Ujian Negara*). Although the Ministry of Education no longer mandates the National Level Examination, BINUS UNIVERSITY INTERNATIONAL continues to maintain these standards.

Additional quality standards have been adopted from the body of knowledge for each area defined by various professional standards organizations. As the courses of study become more mature and well-established, core courses also ensure that BINUS UNIVERSITY INTERNATIONAL graduates achieve the required quality of education to keep up with the latest developments in their respective fields, and to master the requisite body of knowledge in their chosen areas. To pass these core courses, students must obtain a grade of at least C.

Graduation Requirement Courses

To obtain the bachelor's degree, the Ministry of Education has mandated certain areas of study that must be successfully completed. These areas of study are offered at BINUS UNIVERSITY INTERNATIONAL in the form of specific courses (e.g., Character Building). See paragraph 2.2 for further details.

Elective Courses

To achieve 146 credits for the bachelor's degree, students can register for elective courses which are chosen according to their own areas of interest, and subject to certain criteria. These courses may be taken from any of the individual areas of study.

Elective courses are not subject to the same grade point restrictions observed for the core or graduation course requirements. Should a student fail to pass an elective course, the student may choose either to repeat the same course, or to take a different one. Failing grades will be included in a student's cumulative GPA **until the end of his/her study**, but as long as the student maintains an overall GPA of at least 2.0, and attains sufficient credits, a failing mark in an elective course will not impede his/her graduation. At the end of a student's period of study, only successfully passed electives will be counted in the calculation of his/her total SCU and GPA.

To enforce these standards, BINUS UNIVERSITY INTERNATIONAL applies certain eligibility criteria for graduation. The following criteria apply:

2.2. General Academic Requirements

To graduate, a student must meet the following minimum academic standards:

- An **overall** Grade Point Average of at least 2.00
A student may pass non-core courses with a grade of less than C, provided he/she maintains an overall GPA of 2.00 or higher (i.e., a passing grade of 1.00 in a non-core course may be averaged out with a grade of 3.00 in another course, thus maintaining a cumulative average of 2.00).
- Completion of all core courses with a minimum grade required for each course
- Completion of all graduation requirements
- Completion of a minimum of 146 semester credit units
- Completion of all courses required in study plan

In addition, BINUS INTERNATIONAL has set the following advisory standard:

- Cumulative GPA must be ≥ 2.75 to maximize the students' ability to obtain employment following graduation

2.3. Unacceptable Academic Performance

Students are expected to maintain a satisfactory level of performance in their studies at BINUS International and are encouraged to be proactive in studying or in achieving acceptable academic performance throughout the duration of their stay at BINUS INTERNATIONAL.

Please refer to the Academic Probation Policy (Appendix III) for a detailed discussion of what comprises Unacceptable Academic Performance and its consequences.

2.4. Assessments

Types of Assessment

A course may have a specific assessment type suitable for the purposes of achieving course goals. Common assessments employed are:

- Homework
- Quizzes
- Tutorial exercises
- Lab session exercises/Laboratory work
- Assignments
- Student projects
- Examinations
- Class participation

Notification of Assessment Requirements

A course syllabus will be published on the BINUS Student Website as soon as possible and no later than the second week of a teaching period. The syllabus will contain the notification of assessment requirements for the course, including:

- All assessment items, including (where possible) due dates
- Procedures to be used in determining the final grade including, where appropriate, a statement of any item/s for which a pass is required to gain an overall pass for the course.

Tutorials

The purpose of tutorial classes is to reinforce, apply and practice the material introduced in lectures. Certain courses require the student to apply theories learned in the classroom more than others. In these instances, lectures alone are not sufficient to ensure complete understanding of the material.

Attendance at tutorials **may be made compulsory**, and a tutor will keep attendance sheets. Students are responsible for verifying whether attendance at tutorials is compulsory for their respective courses.

Tutorial attendance (or lack thereof) can be considered in determining the final mark for a subject. The students are required to hand in solutions at the start of the session; these tutorials correspond to a certain weighted prescribed percentage of a student's total grades.

Laboratory Sessions/Laboratory Work

The purpose of Laboratory Session classes is to practice the material introduced in lectures. Some courses are required to have accompanying Laboratory Session classes as is the case for programming courses.

Attendance at Laboratory Session classes **is compulsory**, and a teaching assistant will record attendance sheets. Laboratory Session attendance (or lack thereof) can be considered when determining the final mark for the subject.

Attendance at Pre-Academics and Academic English workshop is compulsory, and the lecturer will record attendance, which can be considered regarding the overall participation grade.

2.5. Examinations

To measure students' progress continuously, the following examinations contribute to a student's assessment:

- Mid semester examination
- Final examination

The mid semester and final examinations are usually in-class. Whether these examinations are open or closed book will depend on the examination paper type. Some final examinations may consist of take-home papers, the answers to which may be submitted through an internet portal.

Please refer to the 'Examinations' section of this document for specific rules regarding the administration of examinations.

Supplementary Examination

A supplementary examination may be provided to facilitate course completion of students and will therefore only be granted to students whose current enrolment would satisfy the requirements for graduation.

A supplementary examination is not a reassessment of the student's overall grade or the mark for an individual examination item. It is a new item of examination designed to assist students to complete requirements for their qualification and is thus available for units taken in the final semester or year of study (as applicable).

Permission to sit a supplementary examination may be granted upon filing a request before a student's respective Head of Program in the form of submitting a request letter. The request is subject to a two-level approval process. First, the Head of Program approves the request. Thereafter, the request is forwarded to the Faculty Committee for a final approval. The supplementary examination is comprehensive and includes all the topics covered for a given course. A passing grade obtained from the supplementary examination will replace the previous grade and a fail grade will result in the student having to repeat the course the following semester.

CHAPTER III: ACADEMIC PROCEDURES

3.1. Classroom Nomenclature and Procedures

Learning Schedule

Regular classes are from Monday to Friday, with some lecturers scheduled in the evenings or on Saturday. The earliest classes are at 7.30 am. All schedules will be available on the student website. It is the students' responsibility to check their schedule through the website daily.

Note: Universal breaks on Friday – 11.30 – 13.29 No classes are conducted during these hours

Class Names

Class names follow the format: L1AC, B2AB, etc.

Digit 1 : course component, i.e.

- L: Lecture
- B: Laboratory
- T: Tutorial

Digit 2: semester order

Digit 3: class section (A, B, C, etc.)

Digit 4: study program, i.e.

- B: Finance
- C: Computer Science
- D: Graphic Design & New Media
- E: Business Management & Marketing
- F: Fashion Management & Fashion Design
- L: Communication
- O: Business Information Systems
- U: International Business

Classroom Name

The classroom names follow the format: 999, for example, 201, 202, etc.

Digit 1: floor level (For floor level 6, classrooms are at FX campus)

Digit 2 and 3: room number

The types of delivery mode during the semester:

a. Regular Class Schedule

It is a regular/normal schedule. Running 13 weeks in total, 7 weeks before and 6 weeks after the Mid Semester Exam. The numbers of meetings per week depends on the SCUs (semester credit units) for each course. For example, the 2 SCU course will have 13 meetings in total, but the 4 SCU course will have 26 meetings in total.

b. Block Mode Schedule

Will be applied for 1-2 courses in the regular semester, it's a full day schedule on Monday, Tuesday, Wednesday and Thursday, but it only runs for 6-7 weeks (could be before or after Mid-semester exam).

The minimum 80% class attendance for all regular and block mode session will be determined as follows:

No	Semester Credit Units (SCU)	Minimum Contact per Week (minutes)	Number of Meetings in a Semester (meetings)	Minimum Attendance Required (meetings)	Maximum Absence Allowed (meetings)
1	2	100	13	10	3
2	3	150	13	10	3
3	4	200	26	20	6
4	6	300	39	30	9
5	8	400	52	40	12
6	9	450	59	46	13

For example: for a 2 SCU course, the minimum contact hours in a semester is 13 meetings of 100 minutes each. Students must attend at least 10 out of the 13 meetings to meet the attendance requirement.

c. **Small Class Schedule (Independent Study)**

This is an offering to students who want to retake but the course is no longer open or there is no equivalent subject open anymore. Independent Study is considered a personal class with a maximum of five students in the class. There are two types of formal meetings in an Independent Study, i.e. **Face-to-Face** meetings, and **Extended Learning (EL)** meetings.

A minimum of 80% class attendance is required for each course, in **both the Face-to-Face and Extended Learning (EL) meetings**, with the following meeting requirements:

Credits	Total Face-to-Face Meetings (per 100 minutes)	Minimum Attendance Required for Face-to-Face (# of meetings)	Extended Learning (EL) meetings	Minimum Attendance Required for EL (# of meetings)
2 – 3 credits	3	2	10	8
4 – 5 credits	6	5	20	16
6 – 7 credits	9	8	30	24
8 – 9 credits	12	10	40	32

- 20% allowable absences are reserved for bed rest, personal matters, or any other emergencies.
- Lecturers have the right to mark a student who is late for a class as absent for that meeting.
- If class attendance is less than 80%, the student is ineligible to take the final exam/submit the final project of the course.

d. Remedial Class Schedule

The remedial class is intended for students of BINUS UNIVERSITY INTERNATIONAL Undergraduate Program who failed to obtain the minimum passing grade or received a 'D' for a course with the following conditions:

- It is applicable only for those who registered in a regular class.
- It is applicable only for those who failed to obtain a minimum passing grade of a course with an attendance of 80% and have attempted the original Final Exam
- The maximum grade that can be obtained is a 'C' or the minimum passing grade of such course (whichever is higher), which can replace the previous failing grade.
- There is no guarantee that a student will pass the remedial class.
- All failing students who have not met the minimum passing grade or received a 'D' in a course are eligible to take a remedial class to uphold fairness in assessment.
- **Academic Operations will send a remedial invitation including the period of registration to the student based on the approval list.**
- The student must submit the remedial enrollment form within the remedial registration period, approved by Head of Program, and attach the proof of payment for the remedial class fee during the remedial registration period.
- Academic Operations has the right to reject the remedial enrollment form for any late submission after the due date has been informed.
- One remedial class can only be attended by a maximum of 3 students.
- If a student has a conflicting schedule between a regular class and the remedial class, the student will be asked to submit a waiver of absence form, so that the regular class attendance will be waived.
- The minimum attendance of the remedial class must be met to be eligible to obtain the final remedial grade. Please see the table of minimum attendance requirements for remedial classes below.

Table of Minimum Attendance Requirements for Remedial Classes

Credits	Total Meetings (per 100 minutes)	Minimum Remedial Attendance
0 – 3 credits	3	2
4 – 5 credits	6	4
6 – 7 credits	9	6
>8 credits	12	8

3.2. Grading Policy

An approximate breakdown of the assessment items for purposes of grading must be prescribed in the course syllabus. BINUS UNIVERSITY INTERNATIONAL uses the following grading system.

The old grading system is defined as follows:

Grade	Weight	Score
A : Excellent	4.00	91 – 100
A-	3.67	86 – 90
B+	3.33	81 – 85
B : Good	3.00	76 – 80
B-	2.67	71 – 75
C+	2.33	66 – 70
C : Fair	2.00	61 – 65
D : Low Pass	1.00	50 – 60
E : Failed	0.00	< 50
F : Non-attendance	0.00	0

The new grading system was enacted in the 2014/2015 academic year. The new grading system is stipulated as follows:

Grade	Weight	Score
A : High Distinction	4.00	90 - 100
A- : High Distinction	3.67	85 - 89
B+ : High Distinction	3.33	80 - 84
B : Distinction	3.00	75 - 79
B- : Distinction	2.50	70 - 74
C : Pass	2.00	65 - 69
D : Near Pass	1.00	50 - 64
E : Failed*	0.00	0 – 49

* = not included in GPA calculation, but included in GPS calculation

This new grading system is valid (applicable) only for the new batch of students in the 2014/2015 academic year (Binusian 2018) within the D3, D4 and S1 programs with the following conditions:

1. In the case that students from other batches enrolled in the same course as the Binusian 2018, there will be two grading systems applied: old grading for old batch, new grading for Binusian 2018.
2. In the case of downgraded students who have no carry-over grades, the new grading system is applicable for this group of students.
3. In the case of change-major students who have no carry-over grades, the new grading system is applicable for this group of students.

Review of Grades

Students who believe that an error has been made or an injustice done regarding a final grade for a unit may request a review of the grade, within seven days after the release of results on the BINUS student

website. A request for grade review may be made to Student Mark & Graduation through Student Services by filling out a Marking Grievance form.

Repeating Courses

Under certain circumstances, students may be required to either repeat or choose to repeat courses for which they have been given D, E, or F grades. When a course is repeated, the highest grade achieved will replace the lower.

Repeating a course for any reason will have scheduling implications and may impede upon the student’s ability to graduate within the originally planned time frame for his/her course. Overloading (i.e., taking more than the standard number of SCUs in one semester- max 21 SCUs per semester) to repeat a course is subject to the same restrictions imposed on overloads as per BINUS INTERNATIONAL policy.

The following define the conditions under which courses can be repeated:

- ❖ A course with grade D **must** be retaken if:
 - The minimum acceptable course grade is a C, or
 - The student’s GPA is less than 2.00 and the grade of D would cause graduation ineligibility
- ❖ A course with grade E or F **must** be retaken if the course is a core course for major area of study
- ❖ A course with grade E or F **may** be retaken at the student’s choice if the course is an elective course. A student may choose to replace the failed course with a different elective if they meet the minimum 146 SCU as prescribed for graduation.

Retaking a course to make up the grade after a student is deemed eligible to graduate is **not** permitted.

Semester Credit Units (SCU) and Contact Hours

Semester credit units indicate the study load of a course and determine the contact hours of the course. One SCU has the equivalent of 50 minutes’ worth of lecture contact and a minimum requirement of 50 minutes of self-study, such as individual research and reading assignments, which students are expected to complete.

The general rules applied are listed in the table below:

No	Semester Credit Units (SCU)	Minimum Contact per Week (minutes)	Number of Meetings in a Semester (meeting)	Minimum Attendance Required (meetings)	Maximum Absence Allowed (meetings)
1	2	100	13	10	3
2	3	150	13	10	3
3	4	200	26	20	6
4	6	300	39	30	9
5	8	400	52	40	12
6	9	450	59	46	13

Some courses might have additional meetings for labs, workshops or tutorials.

GPS (Grade Point Semester)

Semester GPA or GPS refers to accumulation of grade point achieve in one semester:

GPS is calculated by:

$$\text{GPS} = \frac{\sum \text{grade points earned from all courses taken in a semester}}{\sum \text{SCU taken in that semester}}$$

GPA (Grade Point Average)

Cumulative GPA. Overall average GPA is calculated from a student's first semester of enrolment up to the last semester attended.

GPA is the measurement of student's performance, calculated by:

$$\text{GPA} = \frac{\text{Latest GPA} \times \text{Latest Cumulative SCU} + \text{Total Score result in current semester}}{\text{Latest Cumulative SCU} + \text{Current SCU from courses with grade (A/B/C/D)}}$$

A student's semester GPA is the student's performance index calculated based on the grades obtained for a semester.

A student's cumulative GPA is the student's performance index calculated based on the grades earned since the start of study until the present date.

There are two general requirements for students to continue with their study and eventually to start a thesis, which are:

- ***Minimum GPA 2.00***
- ***Passed minimum 15 SCU per semester.***

For students who failed to fulfil the requirements, will be given academic evaluation reminder letter to the students and their parents.

Students who are inactive/taking leave of absence for minimum three or more semesters, and the number of SCUs left are no longer achievable in the remaining study period will be put under consideration for expulsion from BINUS UNIVERSITY INTERNATIONAL.

Academic Performance Category

There are three categories of academic performance, with the criteria:

Achievement Category		Definition
H	High Achiever	GPA \geq 3.00 and cumulative SCU minimum \geq 15 SCU/semester
M	Middle Achiever	GPA 2.00 – 2.99 and cumulative SCU minimum \geq 15 SCU/semester
NR	Low Achiever	GPA $<$ 2.00 and/or cumulative SCU minimum $<$ 15 SCU/semester

3.3. Attendance

An 80% minimum course attendance is required for a student to be eligible to sit for final examination or to be graded for final project in that course. This includes each lecture and tutorial or laboratory sessions. Students who fail to meet this requirement for any lecture or tutorial/laboratory session are automatically disqualified to sit for the final examination of the course.

Absences due to short-term illness, family events/emergencies and other similar matters are included in the 20% allowable absences for any given semester. When such absences exceed 20% of the course attendance, the student is disqualified to sit for the final examination or to be graded for the final project (see the table above for the information on the required minimum attendance).

Lateness is discouraged because it disturbs classes and shows disrespect toward lecturers and classmates.

A student who is more than 30 minutes late to class may not be allowed by the lecturer to enter the class. A lecturer may allow a late student to enter a class, but the student is marked as *absent* for the whole session. **It is up to the discretion of individual lecturers to reduce the time students may be late before they are considered absent.**

BINUS INTERNATIONAL uses an online attendance system on which lecturers must confirm student attendance before the end of each meeting. The system automatically records student attendance upon the lecturer's submission; students are advised to monitor their attendance through their BINUS student website. Students are advised to make sure their attendances have been confirmed by the lecturer. Both students and lecturers are required to tap their BINUSIAN ID card on the RFID device inside or in front of every classroom.

Students are advised to use their 20% allowable absences wisely.

A student who is absent due to exceptional circumstances may request a waiver of absence. There are three reasons to waive absences and the student is required to submit to Student Services a completed *Waiver of Absence Approval* form within three working days from the last day of absence. There are only three types of reasons for waived absences:

- a) Hospitalization – requires hospital documents as support
- b) Funeral of a core family member (grandparent/parent/sibling) valid for one day of absence – requires a demise letter and copy of family card (*Kartu Keluarga*).
- c) Participation in an approved BINUS event – requires the event flyer/brochure/letter.

Reasons other than these will not be accepted.

Academic Operations reserves the right to reject the student's request to waive absences for any reasons which are not acceptable, or which do not include supporting documents.

Online Learning Environment

In response to the Indonesian emergency due to COVID-19, BINUS Rector mandated to switch all learning activities into online learning. **In online learning environment**, three modes of learning will be used:

1. Video conference (VC)
2. Vicon-Based Assignment (VCA)
3. Online discussion (OL)

Each mode is explained below, or you can watch the video here: <https://bit.ly/3i2hV6c>

1. Video Conference (Vicon)

BI prioritized synchronous learning through online media by replacing the class with online class. How do you participate:

- When: Check your Binusmaya for details. Lecture will be in the form of video conference for max 100 minutes.
- Where: Zoom – please make an account using your BINUS email
- How to join:
 - Check your Binusmaya regularly. Link to the Zoom class will be available **30 minutes** before the scheduled class.
 - Student can only join with account using BINUS email.
- Join the session and follow your lecturer instruction for the whole session. The learning session will consist of several activities such as: vicon, structured exercise, groupwork sessions.
- Finish the session as directed by the lecturer

2. Vicon-Based Assignment (VCA)

VCA will only happen for courses with 4, 6, and 8 credits.

How do you participate:

- When: Check your Binusmaya for details. Lecture will be in the form of video conference for max 100 minutes.
- Where: Zoom – please make an account using your BINUS email
- How to join:
 - Check your Binusmaya regularly. Link to the Zoom class will be available **30 minutes** before the scheduled class.
 - Student can only join with account using BINUS email.

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- Lecturers will give you a structured assignment, usually based on group-work. You will be given time to work together in Zoom and the lecturer will provide consultation as needed.
 - The attendance will be taken as in the VC mode.
 - Finish the session as directed by the lecturer

3. Online Discussion (OL)

Online discussion will be done using BINUSMAYA.

How do you participate:

- When: in week 3, 6, and 9.
- Where: Binusmaya. Go to your course page, and find the “FORUM” tab.
- How to join:
 - Check your BINUSmaya regularly, look for the session with “OL” sign
 - Login to Binusmaya, course page, and open the “Forum” tab, choose the sessions relevant to the week.
 - Answer the questions posted by the lecturer
- Online Discussion will be opened every Wednesday in week 3, 6, and 9. You have the opportunity to answer the questions until the following Tuesday.
- The attendance will be taken based on your activity in the forum.

Learning and Communication Platform Used

- Binusmaya and BINUS e-mail account will serve as the main official channel of communication. Please check both regularly.
- Binusmaya is used as the main learning management system
- BINUS also utilized MS Teams actively. It is very likely that your lecturers will use MS Teams for material sharing or assignment. It will also be used in projects collaborating with other universities.
- Video conference will use Zoom by default, but your lecturer may want to use other platforms. In that case, your lecturer will arrange it separately with the class.
- Learning delivery will use a combination of online platform which may include but not limited to:
 - Mentimeter
 - Socrates
 - Padlets
 - Schoology

All interactions in independent and remedial classes will be done virtually using online platform chosen by your lecturer. Contact your lecturer to discuss changes of schedule and activities.

Online Classroom Behaviour Guide

There are some different expectations in online classroom. Please show respect to the lecturer and your fellow students by:

- Ensure you have sufficient access to the internet
- Turn your camera on to show that you are there and committed at the start of the session
- Mute your microphone if you do not have to respond to avoid noise pollution
- Make sure you are in a quiet place to reduce distraction
- Actively involved in activities as guided by lecturer
- Make sure you are physically ready to learn by dressing appropriately and putting up fresh appearance
- Ensure you have tested your audio and video equipment
- Familiarise yourself with the vicon platform

Show respect by not:

- Doing vicon straight from bed
- Doing vicon unprepared
- Doing vicon in café/mall – you should stay home and avoid public places

“What If.....”

There will be some situations that hinder smooth learning session delivery. Here are some sample scenarios and how to respond to them.

“What if I cannot join because my internet is down”

In online learning situation, you are taking more responsibilities on your learning process, this includes making sure that you have sufficient access to internet. Your learning experience depends on your internet! Being active in video conference sessions provides opportunities to keep your learning pace and maintain your progress towards final examination/assignment/project. It is also important for both administrative (attendance) and successful learning.

However, if emergency happens, contact your lecturers immediately for a substitute assignment.

“What if the lecturer’s internet connection lost”

There might be an event when your lecturer lost connection due to bandwidth insufficiency, and he suddenly disappears from the vicon meeting. In this case, do not just leave the room and wait if he can reconnect.

If bandwidth is an issue, then your lecturer will switch to another learning platform such as Binusmaya Forum. Please follow their instruction.

You can also learn your material of the session via independent learning or asynchronous activities.

“What if I am in different timezone (more than 5 hour difference)

We encourage you to participate in vicon sessions to optimise learning. However, there might be times that it is difficult to participate due to time difference. In this case, please notify your lecturers where you are located, and ask their permissions to not joining the vicon, but compensate it with weekly assignment submission.

“What if Binusmaya is not accessible

Binusmaya is mainly used to manage your learning material and communicate your schedule. We have taken measure that attendance will be maintained by lecturers instead of via Binusmaya.

Weekly assignment will be collected via other means such as e-mail or Microsoft Teams. Please follow you lecturers’ instruction.

Make up class.

Under emergency circumstances, a class may be cancelled and rescheduled to later hours or dates. The makeup class for the cancelled/rescheduled sessions is announced via the BINUS student website under the ‘Schedule’ menu option. It is students’ responsibility to check and attend makeup classes to meet the minimum 80% class attendance requirement.

3.4. Streaming Selection and Enrollment

3.4.1 Streaming Selection

In the middle of semester 1, BINUS UNIVERSITY INTERNATIONAL students will be invited to attend International Day, where overseas partner universities will explain their respective programs and open a consultation session with students. After the activity, students are required to choose their Streaming Program.

The streaming program will determine students' Study Plan in the following semester. Changing streaming after selection is strongly discouraged.

3.4.2 Enrollment

Enrollment for 2nd Semester Students and above

Package Enrollment

1. Starting with Binusian 2020, the enrollment will be in a package.
2. Enrollment will be processed by the registration team as per the date scheduled.
3. A class placement request after the enrollment processing period over is prohibited.

Manual Enrollment

1. Applicable for Binusian 2019 and older and for Binusian 2020 onward who want to retake a course.
2. Students can only enroll in Thesis if the total credits passed, in progress, and will be taken are 146. Students may enroll in up to 18 SCU maximum.
3. Students can propose an Independent Study class only if:
 - a. They wish to retake a course that is not opened as a regular class.
 - b. The courses that have not been taken yet have been given an approval from the Dean.
4. Students are only allowed to propose an Independent Study class during the Independent Study enrollment period.
5. Independent Study class may be changed to a regular class if there are more than 5 students enrolled.

3.4.3 Payment Period

Semester	Fix Tuition, Dev. Fee, Dual Award, Equipment Fee & Others	Variable Tuition Fee
Compact Semester	April – May	April – May
Odd Semester	April – May	July – Aug
Even Semester	October - November	January – February

3.4.4 Enrollment for Compact Semester

- Students who wish to retake/withdraw from courses during the Compact Semester should do the enrollment through the enrollment system. The detailed information will be announced on the student website before the enrollment period.
- Tuition for the Compact Semester comprises Compact Semester Fixed Tuition and Variable Tuition depending on the number of credits enrolled.
- The maximum number of SCU allowed in the Compact Semester is 9 SCU.
- Enrollment schedules are published on the BINUS student website.

3.5. Academic Leave

- Academic leave will not be granted in the first year of a student's course except where the leave is necessitated by medical, compassionate, or other exceptional circumstances as determined by the registrar.

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- A student is allowed a **maximum period of two academic semesters** to take academic leave.
 - A student can apply for his/her academic leave by completing the Deferment Form approved by the Head of Program. In any case, a student is required to follow the academic activity calendar.
 - A leave fee is as much as the fixed tuition fee.
 - Academic leave will cause the extension of a student's study period (a student is allowed a maximum length of **five years** to complete his/her course of study).
 - In cases where academic leave is granted after the semester begins, a student will receive a failing grade. Academic leave will not entitle students to a refund on tuition fees paid.
 - A student returning from academic leave should complete the Continuing Study form to resume his/her study and to be allowed enrolment for the following semester. A returning student is required to follow the enrollment activity calendar (one month before the fixed tuition fee payment period).

3.6. Change of Study Program and School (major)

Changing the study program may result in extension of the study period, and this is strongly discouraged.

- Changing Study Program (changing streaming/minor):
 1. Fill out **Change of Study Program** form available at Student Services
 2. Have approval from Head of Program
 3. Submit the completed *Change of Study Program* form to Student Services prior to the pre-enrollment period
 4. Pay a charging fee for those who change to a different program (starting with Binusian 2024 onwards).
- Changing School (changing major):
 1. Fill out **Change of School** form available at Student Services
 2. Have approvals of both Heads of School – current & the new proposed school
 3. Submit the completed **Change of School** form to Student Services prior to pre-enrollment (for the Odd Semester) period.

Notes:

- Change of school is officially effective at the beginning of the **Odd Semester** and students will be given a new Binusian ID and tuition fee will be changed following tuition fee new intake.
 - Only accepted grades from the previous school will be printed and counted for the purposes of computing the GPA on the final transcript.
 - Upon transferring to the new school, if a student's latest cumulative GPA is less than 2.00, then he/she will be automatically put under probation in the new school. And if there is no improvement in the student's study performance, the new Head of Program reserves the right to expel the student.
 - A change of school may result in an extension of the study period.
4. Pay a charging fee for those who change to a different program (starting with Binusian 2024 onwards).

3.7. Tuition Fee

- All tuition fee payments are processed through Virtual Accounts.
- Each student is given a unique virtual account number, for which all payments made should be transferred to.
- Payments transferred between BCA accounts are free of transfer charges.
- For payments transferred from a non-BCA Bank, there are no special charges applied other than the normal transfer fee.
- Payments periods are announced through all available media, banners, student website, announcement boards, TV monitors, email notifications, etc.
- If tuition fees are not received by the scheduled due date, a student will be assumed to be on an unofficial academic leave for the semester.
- Fixed tuition fee is due every semester, odd and even regardless of a student's academic status. As for fixed tuition in the Compact Semester, it is only payable if the student is enrolled in that Compact Semester.
- Students who are studying abroad must pay fixed tuition and must be paid in advance before the study abroad program.
- Parents/guardians must honor tuition fee and other payment due dates as scheduled by the university; and must agree to accept the university's decision on meting out sanctions if scheduled payments or due dates are not met.
- If for any reasons a student withdraws enrollment or is expelled from BINUS UNIVERSITY INTERNATIONAL, all payments which have been made will not be reimbursed, recompensed, or returned. In case a student withdraws from BINUS UNIVERSITY INTERNATIONAL, this policy on returned tuition fees is further clarified in the next entry.
- Tuition fees will be returned if and only if a student withdraws according to the prescribed procedure within two weeks at the latest. The two weeks shall be counted from the first day of scheduled lectures. A refund of the tuition fee only covers the tuition fee that has been paid for the semester for which the student is registered.

3.8. Examinations

Examination Rules and Regulations

1. Students are eligible to take examinations if they meet all the following conditions:
 - a. Enrolled for the course in the semester
 - b. Not subjected to any academic sanction or exclusion
 - c. Not on leave of absence
 - d. Meet all academic requirements
 - e. For final exam, must meet the 80% minimum attendance requirements
 - f. Have completed payment of prescribed fees
2. **NO ADDITIONAL TIME** is given to tardy students for examination time lost due to lateness.

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3. Students arriving more than 30 minutes late will be **ALLOWED** to sit for the examinations only if no other student (including those in parallel classes) has completed the same examination. No additional time is given to complete the examination on occasion of their tardiness.
 4. **A BINUS student ID card is MANDATORY** for all examinations. Students **MUST** bring their BINUS Student ID card to the examination room and keep it displayed during the examination. Students who **FAIL** to bring their BINUS student ID card **MUST** comply with the following:
 - a. If a BINUS Student ID card has been accidentally left, the student must:
 - i. Report the problem to the examination Duty Officer
 - ii. Obtain an **Examination Entry Permit** from the Student Services staff. To obtain an entry permit, it is necessary to show another valid ID card (e.g. KTP, driving license or passport).
 - iii. Present the valid ID card (e.g. KTP, driving license, or passport) **and** the **Examination Entry Permit** to the examination proctor.

PLEASE NOTE:

The Examination Entry Permit is valid for admission for **one examination day only**.

- b. If the BINUS student ID card has been lost or is missing, a student must:
 - i. Attend the examination subject to the steps detailed above in points (a.i), (a.ii), and (a.iii).
 - ii. Report the missing card to a police office and obtain a letter confirming the loss (*Surat Keterangan Kehilangan*) from them to get the new BINUS student ID card issued by the BINUS Card Center at Kemanggisian campus.
 - iii. Present the new BINUS student ID card for any examination scheduled for the next and subsequent day(s). This is a mandatory requirement.
5. Students must sign the Student Attendance List and show the BINUS student ID card to the examination proctor.
6. Students should determine the examination room number by checking the examination schedule posted on the BINUS student website (Examination rooms are also posted on the announcement board) and sit according to the seat number displayed on the examination room door.
7. Students must be seated according to the seating arrangement determined by the examination proctor throughout the duration of the exam. However, the examination proctor can change the seating arrangement during the examination process.
8. If the type of examination is '*closed book*', all books, and course notes, etc. must be placed at the front area of the classroom together with the students' bags and other personal belongings. Students can bring relevant stationery only, which will be limited to pens, rulers, pencils, and erasers, unless otherwise pre-determined by the course lecturer. They will not be allowed to borrow any of these items from fellow students during the examination.

9. The examination proctor has the right to confiscate any item which might possibly disturb the examination process.

10. **Academic Dishonesty** is the giving, taking, or presenting of information or material by a student that unethically or fraudulently aids one's self or another on any work which is considered in the determination of a grade or the completion of academic requirements or the enhancement of that student's record or academic career, e.g. bringing prepared notes for the examination, looking at the examination paper of another student, providing another student with answers or information, talking during an exam, etc. If a student is found to have been academically **DISHONEST** during an examination, the proctor has the right to place the student's name on the examination report violation list.

For any academic violations, see BINUS UNIVERSITY INTERNATIONAL/BINUS BUSINESS SCHOOL Code of Conduct.

11. Students are **NOT ALLOWED** to leave the examination room while the examination is in progress or before the examination has finished, unless the students have finished answering the exam and have turned in their examination papers to the proctor. Students should leave the room quietly and will NOT be allowed to re-enter the examination room after leaving.

12. To avoid possible academic dishonesty, the internet connection will be turned off while examinations are in progress.

13. All communication devices must be turned off and kept away from tables.

PROHIBITION

During the exam, students are not allowed to:

- Submit answers in less than 30 minutes after the exam begins
- Visit the Library and Knowledge Center to read/borrow books
- Bring any unauthorized objects/materials to the exam room
- Communicate with other students in any form
- **Activate communication or any unauthorized electronic devices (PDAs, mobiles, tablets, etc.)**
- View other student's writings/answer booklet/papers/any unauthorized objects or documents
- Share answers to other examinees
- Throw/give paper in any form
- Bring the answer booklet out of the exam room or bring it home
- Conduct examinations for and on behalf of other students
- Borrow stationery from another student
- Smoke in the examination room
- Argue or be rude to the exam proctors/any staff on duty
- Wear inappropriate clothing/footwear. Examinees that violate the dress code regulations are not entitled to take the exam
- Use a photocopied textbook for an open-book exam

In online learning environment, the exam procedure is as follows:

1. Check your eligibility to take the final exam in Binusmaya:

LMS/Binusmaya (Menu → Learning → Attendance Information).

2. The take-home exam will be conducted referring to the schedule in LMS/Binusmaya. It is the students' responsibility to check the exam schedule in LMS/Binusmaya.
3. As the exam is online at home, it is students' responsibility to ensure good quality internet connection. You need to have suitable browser, and Safari is not recommended.
4. The exam will be conducted in two shifts:
 - a. Shift 1: 8 AM – 1 PM
 - b. Shift 2: 1 – 6 PM

The shifts only indicated whether your exam will be held in the morning or in the afternoon. The exact time and duration of your exam will be individually set. The maximum duration of each exam is 5 hours.

5. Each exam will have different length and duration, depending on the nature of the course. Please check the exam regulation to ensure you start and finish at the allocated time.
6. Download the questions and upload your answers in <http://content.jwc.binus.ac.id/>
7. Before submission/upload your answer, save your work with the following format: **Name_Student ID_Course Code_Class, e.g. AndiFebian_2201809903_MKTG6099_L4AE**
8. Late submission will not be accepted. If the time limit on the exam is expired, the student can no longer upload the answer sheet.
9. No collaboration and no plagiarism allowed.
10. Always keep a copy of yourwork in case you meet technical difficulties

Exam for international students located outside Indonesia

Students staying in other countries should follow the following guidelines for different timezones:

Country Zones	Additional time and submission
Canada USA	+ 12 hours from the written deadline Submission by e-mail
Dubai France Germany The Netherlands	+ 8 hours from the written deadline Submission by e-mail
Taiwan South Korea Malaysia Indonesia	No additional time given, follows the actual deadline in exam paper. Submission by upload to the system as directed in the guideline. Please refer to the guidelines that have been sent

	to the student BINUS email.
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Any student who violates the regulations or is caught cheating or acts suspicious during the exam will be reported in the minutes of exam. The written report will be used as part of the investigation process to determine the sanction.

For any academic violations, see BINUS UNIVERSITY INTERNATIONAL/BINUS BUSINESS SCHOOL Code of Conduct.

Make - up (Deferred) Examination

Students who, due to medical or other exceptional circumstances beyond their control, are unable to attend an examination at the prescribed time and/or date or complete an examination may apply to sit a deferred examination.

- **Deferred/Make up Exam Applications** will be assessed under the following conditions:
 1. The student has submitted all the required work for that course/subject up to the time the circumstance(s) of non-attendance/non-compliance occurred.
 2. The request has been submitted within **three working days** of the assessment requiring deferral/make up.
 3. It is documented that the student's ability to complete the assessment at the proper time has been affected by extraordinary circumstances.
 4. The student's respective Head of Program will consider the student's application for a deferred examination.

An administrative charge of Rp 500,000/course* (*subject to change due to university policy) applies to all requests for deferred/make up examination.

Retaking Final Exams

Retaking the Final Exam for the sole purpose of changing the grade is **not permitted**.

3.9. Thesis

3.9.1 General rules

A thesis, normally undertaken in a student's final year, is a scholarly research study or project which must be completed by BINUS INTERNATIONAL students as one of the requirements to obtain a degree in their fields. Before commencing thesis writing, a series of thesis workshops and/or thesis briefings are carried out for students. The briefing aims to point out the administrative procedure of thesis writing as well as the methods of conducting a thesis. Students must complete a written thesis as one of the requirements to graduate from BINUS INTERNATIONAL, except for the double degree streaming for the School of Information Systems.

Thesis writing is guided by a schedule which is framed within a thesis period. A (normal) thesis period lasts about six months. There are three schedules of a normal thesis period, for example Odd Semester (September – January), Odd Semester (July – November) or Even Semester (February – June).

Students who are incapable of completing their respective thesis writing within the normal thesis period are given a thesis extension period. There are two procedures to avail of the thesis extension period.

University Policy Regarding the Thesis Extension Period

1. Students who fail to submit the soft cover copy of their respective thesis on time (per the published thesis schedule) are allowed to ask for a two-week thesis extension period, provided the penalty fee of Rp 1,000,000* (*subject to change due to university policy) is paid.
2. Students who decide to extend their thesis period to the next semester will be required to pay the SCU thesis fee and Fixed Tuition fee. In this case, the students shall be required to re-enroll in the thesis course.

In cases where students can undergo a thesis re-defense, an additional fee of Rp 500.000 will be charged.

For any academic violations, see BINUS UNIVERSITY INTERNATIONAL/BINUS BUSINESS SCHOOL Code of Conduct.

3.9.2. Thesis Protocol in online learning environment

Talk to your supervisors how s/he can be contacted. Before you start with your thesis, please check that you have sufficient SAT points and social hours.

Supervisory logbook

Your contact with supervisors will be done through online interactions such as conference call and e-mails. To maintain the supervisory logbook, please e-mail your supervisor with a conclusion of the meeting/consultation session that you have done through phone or video call. Those e-mails will be the evidence equal to logbook.

Fieldwork

Your research will involve gathering data from the field. In this event, discuss with your supervisor on designing the fieldwork to be conducted in online mode as much as possible. This involved:

- Do online survey
- Recruit participants online
- Conduct interview via Vicon and record interactions
- Ensure electronic consent procedure from participants

Turnitin check

- The student will be enrolled under **the Binus ELS Turnitin admin** account which can be accessed by both the supervisor and the Language Center staff. Submit the file in MS Word format only to the same account under the assignment inbox titled: **THESIS PRE-DEFENSE (the date of submission)**.

The thesis supervisor will not create any other Turnitin account for thesis submission purposes. Check your Turnitin notification from your BINUS e-mail.

- Upload only the Chapter components of your thesis, i.e. Chapter 1, 2, and 3, and the Reference List. Exclude the BINUS cover page and all other preliminary pages.
- You are highly encouraged to submit your thesis a week earlier. This gives you time for revision and re-uploading should your first submission exceed the 20% allowable similarity index.
- The Language Center (formerly ELS) will send a Turnitin report to thesis_senayan@binus.edu. Thesis submission with over 20% similarity rates will not be scheduled for defense.

Pre-defense and Final Defense

Pre-defense and final defense schedule will be kept as it is, but all processes will be online. Therefore, you will need to do the following:

- Submission:
 - Once your supervisor approved your draft, proceed to Turnitin check as explained
 - Send the final draft in the form of soft-copy submission to thesis_senayan@binus.edu cc your supervisor
 - The student must follow the template of thesis from thesis guideline in LMS/Binusmaya
 - It is mandatory to check the thesis on Turnitin before submitting to thesis_senayan@binus.edu.
- Pre-defense and defense Presentation
 - You will be invited to join a Zoom meeting
 - You will present your PPT by share screen facility in Zoom
 - Turn on your camera and microphone at all time
 - This is an important session, please make sure that you dress appropriately just the same as face-to-face defense
 - Make sure that you have stable internet connection
 - For final defense, students must provide a screenshot of the SAT points and social hours from LMS/Binusmaya and send to thesis_senayan@binus.edu and infoservices@binus.edu to enable defense scheduling.

After Final Defense

After the final defense presentation, the panel of examiner will announce whether you fail or pass the final defense. If you successfully pass the final defense, then you will be given two-weeks for final revisions.

Softcopy submission of the final thesis after revisions should include:

1. Thesis with the scan of Statement Board of Examiner.
2. The approval from the thesis supervisor by e-signature and e signature from the student on the thesis.

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3. Technical Report.
 4. Thesis Supervisory Questionnaire.
 5. Students Detail Confirmation Form.

The softcopy documents should be submitted to thesis_senayan@binus.edu and infoservices@binus.edu.

Hardcopy submissions should follow requirement outlined in the Thesis Guideline. Send the hardcopy in an envelope. Write “Thesis Softcover and Photographs” and put the following address:

Student Services

Binus University International
Universitas Bina Nusantara
Jl. Hang Lekir 1 No. 6 Senayan
Jakarta Pusat 10270

3.10. Graduation Eligibility

Students who fulfil the following conditions and requirements shall be deemed eligible for graduation:

- A student must have successfully passed a minimum of 146 SCUs and pass all required courses.
- A student must have a GPA of at least 2.00
- A student must not have an incomplete (I) score in any subject/course
- A student must have the requisite SAT points (120 points) and social hours (30 hours)
- A student must have international experience
- A student must have successfully passed final defense or final project with a minimum grade C
- Already submitted hardcover thesis (*jilid lakban*), technical report (if needed) and soft copy containing the thesis writing and technical report
- Already submitted photocopy of Identity card (KTP), photograph (12 pcs), Student Confirmation Data, and thesis survey questionnaire
- Already uploaded the soft file of photograph at Binusmaya
- No financial arrears and other administration (borrowing books in the Library and Knowledge Center)

For students taking a double degree program, additional criteria for the second degree may be imposed by BINUS UNIVERSITY INTERNATIONAL’s partner universities. These criteria are unique to each program and may be changed periodically by BINUS UNIVERSITY INTERNATIONAL’s partner institutions.

Once a student has completed his/her program requirements, a date of completion and the student’s graduation name will be recorded. Moreover, if a student does not graduate from BINUS UNIVERSITY INTERNATIONAL, he or she will not be deemed eligible to graduate from BINUS INTERNATIONAL’s partner university.

Time Limits for Completion of Study Programs

Students are expected to progress with minimum interruption towards completion of their study program. The time limits are measured in calendar years from the first day of the first semester in which the student was enrolled.

The maximum time limit is **five years** as this regulation is imposed by the Ministry of Higher Education of Indonesia. At the end of each academic year, students who have exceeded this time limit will be subject to exclusions.

CHAPTER IV: STUDENT RULES AND REGULATIONS

4.1. General Standards

4.1.1. Compliance with the Code of Conduct

Students are expected to be familiar with and to comply with the BINUS Code of Conduct, as set forth in this document. Conduct which is incompatible with the university's Code of Conduct is outlined in the Code of Conduct Policy and is subject to disciplinary action, also defined in the Policy.

Students assume an obligation to exhibit conduct in a manner compatible with the university's function as an educational institution.

Specifically, students are expected to

- Regularly attend class
- Be punctual and prepared for their lessons
- Exhibit courteous listening behavior when lecturers and classmates are speaking
- Take breaks of reasonable length
- Avoid giving cause for distraction during class – e.g., turn off all communication devices or switch these into silent mode
- Maintain a reasonable level of volume as a courtesy to other classmates and neighboring classrooms
- Dress properly – No sandals (refer to dresscode regulation information)
- Use only original textbooks
BINUS staff members have the right to confiscate any photocopied textbooks found within the perimeter of the campus

These standards are defined in detail, along with the consequences of failure to comply, in the Code of Conduct in Appendix I thereof.

4.2. Student Rights and Responsibilities

4.2.1. Student Rights

Students have the right to:

- Be informed of course requirements
- Be evaluated fairly based on their academic performance (their abilities and skills) as part of a course
- Experience free and open discussion, inquiry, and expression, both in the classroom and within university premises
- Experience competent instruction and advice
- Expect protection against prejudice or capricious and/or arbitrary evaluation

4.2.2. Student Responsibilities

Students have the responsibility to:

- Learn the content of any course of study
- Inquire about course requirements if they do not understand them or are in doubt regarding course requirements
- Maintain the standards of academic performance established for individual courses and for programs of study
- Initiate an investigation if they believe their academic rights have been violated
- Act in accordance with commonly accepted standards of academic conduct

4.3. Student Rules and Regulations - Use of Computer Laboratories

4.3.1. Operational Hours

The computer laboratories at the Joseph Wibowo Center are open from 7:30 a.m. to 8:45 p.m., Mondays to Fridays. On Saturdays, computer labs are open from 7:30 a.m. to 4:45 p.m. during study periods. Operational hours may change depending on circumstances, and students are advised to inquire about possible changes in operation times.

4.3.2. Students Guidelines to use Laboratory Computer and Binus-Access WiFi.

To log in to Wifi, students should observe the following procedure:

1. Connect to Binus-Access WiFi.
2. A login menu will appear in the display.
3. To log in, a student must use the following information:
 1. username: student username email (e.g. **jack.foster**)
 2. Password: student BinusMaya / email password (default password is b!Nu\$ddmmyyyy).
4. If students do not know or forget their respective passwords, Student Services staff members are available at 1st Floor for consultation.

To use laboratory computer please observe the following procedure:

1. Turn on computer.
2. To use the PC, please choose the **labclass** account.
3. If having trouble regarding the usage of laboratory facilities, IT Facilities staff members are available at room 406 for consultation.
4. When done, students are required to turn off the PC.

During laboratory sessions, students are prohibited to:

1. Bring and consume food and/or drinks inside the laboratory.
2. Smoke inside the computer laboratory.
3. Litter and/or sleep.
4. Display offensive material(s).
5. Move, replace, fix, and/or modify any kind of computer peripherals inside the computer laboratory without the permission of the university's IT Facilities department.

-
6. Install any software, modify, and/or delete any system files stored in any of the computers located inside the laboratory.
 7. Play games or using any kind of software not related to the laboratory activity.
 8. Engage in internet chat or instant messaging.
 9. Share his/her log in ID and password with anyone.
 10. Remove or disconnect any label, part and/or cable.
 11. Use their cell phones whilst inside the laboratory. Students are advised to step outside the laboratory when required to take a phone call.
 12. Make unnecessary noise which will distract others from the work and/or discussion carried out in the laboratory.

Students are required to do the following during laboratory sessions:

1. Log out and shutdown the computer after use.
2. Tidy up chairs and their respective work areas after using the computers and at the end of their respective laboratory sessions.
3. Students can interact and discuss with peers as long as other users do not feel disturbed.
4. Keep the laboratory clean.
5. Save work on a floppy disk, flash drive, or e-mail the file.

4.3.3. Penalties

If a student is found guilty of breaking any of the above rules, that student's access to the computer network and computer laboratories will be deactivated for one semester.

4.3.4. Warning

Computer labs are monitored constantly. Academic penalties may be imposed for any misuse of facilities. Please use the machines sensibly. Video cameras are in place for appropriate use.

4.4. Student Rules and Regulations - Library and Knowledge Center (LKC)

The LKC is one of the facilities established at the Joseph Wibowo Center (JWC) campus and FX campus which aims to provide comprehensive references, either printed or online materials to support academic activities.

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4.4.1. Service Hours

Main library JWC campus:

Monday – Friday: 7.00 AM to 9.00 PM

Saturday: 9.00 AM to 5.00 PM

Closed Fridays - 11.30 AM to 1.00 PM (Friday prayers)
Closed every first Friday of the month - 11.30 AM to 2.00 PM (collections maintenance)

FX campus library (JWC extension):

Monday – Friday: 7.00 AM to 6.30 PM
Saturday: Closed
Closed Fridays - 11.30 AM to 1.00 PM (Friday prayers)
Closed every first Friday of the month - 11.30 AM to 2.00 PM (collections maintenance)

General Regulations

1. Visitors must present their BINUS card to obtain LKC services/facilities.
2. Visitors must store their belongings in the locker provided. Belongings which are not stored in the lockers located at the LKC shall be reported as ‘Lost and Found’ items and subsequently delivered to the custody of Building Management.
3. Fine and collection replacement fees are levied for late returns, loss and/or damage to any collection.
4. Visitors must follow regulations set forth by the LKC and avoid prohibitions.

Members

The following are deemed members of the LKC:

1. Students and lecturers of the BINUS BUSINESS SCHOOL (BBS), BINUS UNIVERSITY.
2. Students and lecturers/teaching assistants of BINUS INTERNATIONAL, and BINUS UNIVERSITY.
3. Staff members of the JWC campus.
4. Trainees who are part of the Continuing Education program with a minimum course period of one month (one or two sessions per week).
5. Trainers of the Continuing Education program at BINUS UNIVERSITY.

Site Collections

Collections are arranged on shelves by Dewey Decimal Classification (DDC) call numbers:

1. 000 – 500 (subjects: Generalities (incl. Computer); Philosophy; Paranormal Phenomena; Psychology; Religion; Social Sciences; Language; Natural Sciences and Mathematics).
2. 600 – 900 (subject: Technology (Applied Sciences); the Arts (Fine and Decorative Arts); Literature (Belles-lettres) and Rhetoric; Geography, History, and Auxiliary Disciplines).

Types of Collections

1. *Print Collections*
 - a. Textbooks⁽¹⁾
 - b. Tandon⁽²⁾
 - c. References⁽³⁾: encyclopedias, handbooks, dictionaries, and guidebooks.
 - d. Theses⁽³⁾
 - e. Case Studies⁽⁵⁾
 - f. Journals⁽³⁾
 - g. Magazines⁽³⁾
 - h. Newspapers⁽³⁾
 - i. Clippings⁽³⁾

2. Electronic Collections

- a. ebooks⁽⁵⁾ & ⁽⁶⁾
- b. Multimedia⁽²⁾: CD, VCD, DVD.
- b. eTheses^(S1 & S2) & ⁽⁶⁾
- c. eJournals⁽⁶⁾: Emerald, Cengage Learning, Science Direct, International Journal of Fashion Design, Technology and Education, EBSCO Host
- d. eDissertations⁽⁵⁾
- e. e-magazines⁽⁶⁾: The Economist, Communication Arts, MIT Technology Review, Harvard Business Review, Creative Review
- f. e-newspapers⁽⁵⁾: Kompas, Jakarta Post, Kontan
- g. Databases⁽⁵⁾

(1) Also available for weekly or term/semester loan for lecturers/teaching assistants.

(2) Available for short loan.

(3) Unavailable for loan, for room use only.

(4) Restricted Collections, for lecturers/TAs only.

(5) Online access. Unavailable for download.

(6) Available for download

Membership

Category	Borrowing Entitlement	Loan Period
Students	3 books	1 week
Lecturers	2 books	1 week
	2 books	1 term/semester
JWC staff members	1 book	1 week
Continuing Education trainers/trainees	2 books	1 week

Services

1. Lockers

- a. Lockers are provided for LKC visitors only.
- b. A BINUS card is required to avail of the use of the locker.
- c. A visitor's belongings (bag, laptop briefcase, helmet, jacket, hat, umbrella, etc.) other than valuables must be stored inside the locker.
- d. Librarians have the right to check lockers at any time and to clear out the locker outside operational hours.
- e. LKC will not accept responsibility for any loss or damage of visitors' belongings.

2. Book Loans

a. Long-term Loans

- 1) Available for books only.
- 2) Loan period follows to table stated in part 6 'MEMBERSHIP'.
- 3) Semester/term Loan will be given to lecturers/teaching assistants who have a teaching schedule. This loan will be activated starting from one week before the exam schedule for the current semester/term ends and ending at the last date of exam schedule for the next semester.

b. SAP Book Loans

-
- 1) Available for books only, with a maximum of 5 books.
 - 2) Available for lecturers who are active (have a teaching schedule) in the current semester/term or lecturers who have official confirmation from their respective Head of Program to obtain this loan.
 - 3) Loan period is adjustable based on semester/term when lecturers have an active teaching schedule or based on Head of Program confirmation.
 - 4) No loan extensions are available for this type of loan.

c. *Book Loan Extensions*

- 1) A loan period may be extended for another one week. The extension date will be started from the extension confirmation date for the following seven days. This service will be provided if there is no pending booking request for the book being extended. The book will be extended starting from the extension date for another week.
- 2) Semester/term load period may be extended for another one semester/term only for lecturers/teaching assistants who have a teaching schedule for the next semester/term and if there is no pending booking request for the book being extended.
- 3) Book loan extensions can be processed directly, or via website.

d. *Short Loans*

- 1) Loan duration for short loan is three hours.
- 2) Short loan maximum is two books for Tandon collections.

3. Reference Services

Reference services are the services provided by LKC that helps the students to get access to the information that they needed. Librarian provide library user with direction to the library materials, give advice on library collections and services on various kind of information form variety of sources. Reference services basically helps user to answer the questions that the user have in mind as well as helping the user to locate the information that they need in the library. Reference services are available onsite and online.

4. Website

- a. Website address: <http://library.binus.ac.id/>
- b. Services provided:
 - 1) *Search engine*: allow the user to search collection for a material/reference a user wishes to read or loan.
 - 2) *Book collections*: allows the user to access the book collection to determine the books currently borrowed by other users.
 - 3) *Loan extensions*: to extend the book loan on books.
 - 4) *Personal cart*: allows user to see personal loan/booking status and to determine login information (username and password) to access eJournal collections.
 - 5) Electronic collections:
 - E-Books: Read-only access to subscribed complimentary ebooks and full access to free reference ebooks.
 - E-Journals: **Emerald Insight (<http://www.emeraldinsight.com/Insight/>)**
International Journal of Fashion Design, Technology and Education

SCIENCE DIRECT (<http://www.sciencedirect.com/>)

No login is needed to access eJournals through BINUS International's computer network.

EBSCO Host (<http://search.ebscohost.com>)

etc

- E-theses: Softcopy versions of BINUS undergraduate and graduate students theses .
 - E-magazines: The Economist, Communication Arts, MIT Technology Review, Harvard Business Review, Creative Review
 - E Newspapers: Full access to local e-newspapers: Kompas, Jakarta Post, Kontan
 - E-dissertations: 650 titles of foreign dissertations (S3) in various fields of scientific study.
 - E Clippings: articles from newspapers collected per subject (architecture, economics, industry, health, entrepreneurship, management, education, literatures, information technology, and talented persons).
 - News & Events: librarianship information, e.g. news of LKC activities, new services, and monthly collections updated.
- 6) *Jasa Penelusuran Informasi/JPI* (Selective Dissemination of Information/SDI)
- A service which allows users to request librarians to search certain articles/information. The collected information will be sent back to users through email.
 - This service is provided for teaching, learning and research activities only.
 - Requests of this nature may be made through librarians' email.
- 7) *Book recommendations*: a feature allowing users to recommend new titles for purposes of adding to the LKC collection.
- 8) User Orientations:
- The LKC Librarian will give periodical training to users - on how to use the above listed services, including how to access electronic collections.
 - For on-the-spot training, the user can meet with the librarian.

5. Computer Rentals

- a. Users are advised to observe the proper login procedures when availing themselves of computer services at the LKC and are advised to log out after use.
- b. Users availing themselves of computer rentals at the LKC are advised to observe silence whilst inside the computer room.
- c. This service is provided to support teaching and learning activities only – no chatting, playing of games and/or engaging in non-academic activities will be allowed.
- d. Maximum rental time is 30 minutes, with the possibility of another 30-minute extension provided there is no waiting list.
- e. Code of conduct:
 - 1) Users are not allowed to eat, drink or smoke inside the computer room.
 - 2) Users are not allowed to break or damage any computer equipment/peripheral.
 - 3) Users are not allowed to connect additional devices/hardware.
 - 4) Users are not allowed to install additional software.
 - 5) Users are not allowed to delete or modify systems.
 - 6) Users must keep the computer room neat and clean.

6. Scanning

- a. This service is available for lecturers only.
- b. Lecturers are entitled to free scanning services.
- c. Lecturers should present their respective BINUSIAN ID cards to avail of this service.
- d. Scanning services at the LKC JWC are provided to support teaching and/or classroom-related activities only.

Fines

1. Short Loans

- a. Fine per hour per book: Rp 500/hour
- b. After 4 days late, fine per hour per book: Rp 1000, up to the maximum fine: Rp 400,000

2. Long-term Loans

- a. Fine per book per day: Rp 2,000 (up to 20 days late)
- b. After 21 days late, fine per day will be: Rp 4000/book up to the maximum fine: Rp 300,000

3. Lockers: Locker damage/key loss: Rp 20,000

4. Collections: Collection label damage: Rp 10,000

5. Technical Fee for lost/damaged books: Rp. 25,000

6. Fine Payment using BCA Flazz Card, Debit BCA and Gopay

Collection Replacement

- Users must be responsible for any loss or damage caused.
- Any loss and/or damage to collections must be reported immediately to the LKC librarian.
- Loss and/or damage to collections must be replaced with the same collection and/or the latest edition of the collection, or book with the same subject if the loss/damage collection is no longer published.
- The published year of the collection replacement must be within 5 years.

Prohibitions and Penalties

Level	Prohibition Category	Penalty
1	Drink or food consumption	User will be sent out of the LKC.
	Smoking	
	Sleeping, noisemaking/unnecessary loud discussions	
2	Damage to the computer or any LKC facility: Decision about whether the damage is intentional or non-intentional will be investigated and the sanction determined based on Code of Conduct	User must replace the damaged material with a similar or equivalent item. User will be not allowed to borrow from the LKC collection for the next month.
3	Repeat of level 1 and/or 2 Prohibition	User will not be allowed into the loan collection for the next term/semester.
4	Removing or damaging (incl. stealing and vandalism) any LKC property (collection, hardware, software, systems, etc.)	User's right as LKC user will be withdrawn. User will be meted an academic penalty.

Library Contact

Email: librarystaffjwc@binus.edu
Phone: 021 720-2222 ext. 3404 (JWC) & 021 720-2222 ext. 7970 (FX)
WhatsApp: 0812-8699-7020 (LKC Senayan) 0878-0967-0004 (LKC Main WA)
LINE: @binus.library
Instagram: @binuslibrary

4.5. Parking Rules

JWC Parking Rules

1. Binusians who wants to use the parking area in the University is required to use their ID card for tapping at the gate of Basement Parking Lot.
2. Security staff have the right to examine the original STNK (Vehicle Registration Licence) or any other statement letter. Unavailability of the STNK/statement Letter will result in the owner and/or driver being unable to remove the vehicle.
3. Service Hours:
Monday – Friday: 6.30 am to 10.00 pm
Saturday: 6.30 am to 6.00 pm
4. Other Policies:
 - Leaving any valuable inside a parked vehicle is prohibited
 - Any damage and/or loss to vehicles or damage and/or loss to valuables inside parked vehicles is the owners' responsibility, i.e. the University will not assume responsibility therefore, and neither can be held responsible to replace or compensate owners for any damage and/or loss.
 - All parties must abide by the above rules. Any violation will result in the levying of penalties stated above.
 - Vehicles are not permitted to stay overnight at designated parking spaces of the JWC.
 - All vehicles owner are urged to park under approval of Building Management authorized staff. Any violation of the mentioned regulations and of the above-stated overnight parking policy will have to report to BM Office and fill the Overnight Parking Form with acceptable reason and shall be processed based on Building Management rules.
 - Vehicles owner who have no business at JWC are not permitted to park their vehicles and the security can anytime ask them to leave the building.
 - The maximum speed limit is 15 km/hour (for violation of penalty see BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL Code of Conduct).

These parking rules are valid for All Binusians, and may be subject to change.

FX Parking Rules

Binusians who will use the parking area in the FX Building should follow the parking regulations issued by the management of the FX building.

JWC-FX Shuttle Service

Shuttle bus departure time from *	
JWC to FX	FX to JWC
07.15 am	07.45 am
08.15 am	08.45 am
09.15 am	09.45 am
10.15 am	10.45 am
11.15 am	-
No schedule in between	
02.15 pm	02.45 pm
03.15 pm	03.45 pm
04.15 pm	04.45 pm
05.00 pm	-

*: Subject to change due to Building Management Policy

CHAPTER V: OTHER

5.1 Student Club and Activity Center (SCAC)

Student Club and Activity Center (SCAC) manages student organizations and activities in the campus. Students will need to connect with this center, especially to process the matters about student clubs such as to join and manage student organizations, to establish new student organizations, to organize student activities, etc.

Aside from academic requirements, **students are obliged to fulfil 120 Student Activity Transcript (SAT) Points before proceeding to thesis writing.** Student Club and Activity Center (SCAC) will officially record the transcript of the activities based on students' claims or reports through BINUSMAYA.

To do this, after attending any extracurricular activities students should claim the SAT Points with following steps:

1. Access your BINUSMAYA account.
2. Select the type of your activity:
 - a. ACHIEVEMENT to claim your SAT points for joining competition, tournament, contest, etc.
 - b. DEVELOPMENT to claim your SAT Points for joining seminar, workshop, training, etc.

-
- c. ORGANIZATIONAL EXPERIENCE to claim your SAT Points for joining organizations as members, officers, leaders, etc.
 3. Select ADD NEW.
 4. Add the details of your activity including the information of the event (Name/title of the event, the venue, the date).
 5. Upload the certificate or the supporting evidence of your participation.
 6. Click 'claim as SAT' and 'SUBMIT' you claim to finalize the process.

The claim will be assessed to approve or reject the claim which will be automatically updated to your BINUSMAYA.

5.2 Community Development Center – Teach for Indonesia (TFI)

Teach for Indonesia is the unit that takes care of all CSR (Corporate Social Responsibilities) activities under Bina Nusantara (*Yayasan*). Also, Teach for Indonesia is the unit handling Community Service Activity for students.

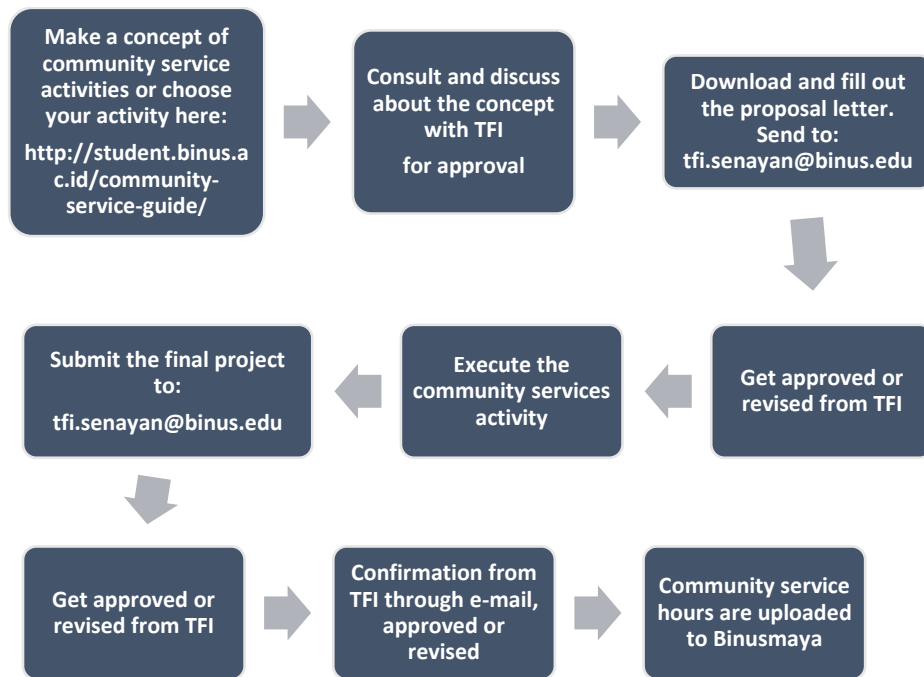
About Us

Teach for Indonesia (TFI) encourages the development of education and community expertise to be accessible for everyone, and we are contributing to supporting our community with the opportunity to maximize their potential to excel in the future years by organizing: tutoring programs, workshops, trainings and scholarships. With that concept, TFI aims to make the community independent and can improve the quality of life of the community. Aligned with BINUS University's vision to empower and foster the society, this initiative serves as a catalyst for developing the community in the future.

Our Values:

1. Sustainability
2. Voluntary Spirit
3. Community Development
4. Transparency

The process of community service activity:



Contact us:

Email: tfi.senayan@binus.edu

Website: teachforindonesia.org

Instagram: [@teachforindonesia](https://www.instagram.com/teachforindonesia)

APPENDIX: UNIVERSITY CODE OF CONDUCT



BINUS HIGHER EDUCATION
BINUS UNIVERSITY INTERNATIONAL/
BINUS BUSINESS SCHOOL

I. Introduction

The purpose of this document is to explicitly state BINUS' expectations for courteous and responsible conduct, expected from all members of the BINUS community, including students, staff, and academic faculty. BINUS Rector's Decree No.1426/SK/PTTKK-UBN/VII/2016 serves as the main reference and the legal foundation for the implementation of BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL's Code of Conduct.

Universities are unique communities committed to creating and transmitting knowledge. To do this effectively, the University depends on the goodwill and responsible behavior of all the members of its community, who must treat each other with tolerance and respect. They must allow each other to develop the full range of their capabilities and take full advantage of the institution's resources.

This Code of Student Conduct sets out the kind of behavior that disrupts and inhibits the healthy functioning of the university, and what actions it will take to protect the community from such disruption. The university has expectations about student behavior, and rules to follow when students violate those expectations. This code is designed to protect both the university community and its student members.

Aside from the BINUS Rector's Decree No.1426/SK/PTTKK-UBN/VII/2016, we gratefully acknowledge Curtin University of Technology (Perth, Western Australia) and North Carolina State University as sources for many of the policies expressed in this document.

II. Authority for Student Discipline

Ultimate authority for student discipline is vested in the Rector of BINUS UNIVERSITY.

a) Interpretation of Regulations

Disciplinary regulations at the university are set forth in writing to give students general notice of prohibited conduct. They should be read broadly and are not designed to define misconduct in exhaustive terms.

b) Jurisdiction

The Code of Student Conduct applies to all students from the time they are accepted for admission through to their graduation dates.

III. Academic Integrity

The following sections define academic dishonesty and provide information on potential sanctions for violators of academic integrity.

III.1. Definitions of Academic Violation (Academic Dishonesty and Misconduct)

Academic Misconduct refers to behaviors that can corrupt the learning process and outcomes, and lead to a false impression of a student's achievements. It includes cheating, plagiarism, collusion (a secret agreement between parties for a fraudulent purpose), and falsification among other things.

Academic dishonesty is the giving, taking, or presenting of information or material by a student that unethically or fraudulently aids one's self or another on any work which is to be considered in the determination of a grade or the completion of academic requirements or the enhancement of that student's record or academic career.

Academic honesty is crucial to a student's credibility and self-esteem, and ultimately reflects the values and morals of the whole university. A student may work together with one or a group of students discussing assignment content, identifying relevant references, and debating issues relevant to the subject. Academic investigation is not limited to the views and opinions of one individual but is built by forming opinion based on past and present work in the field. It is legitimate and appropriate to synthesize the work of others, provided that such work is clearly and accurately referenced.

A student is guilty of a violation of academic integrity if he or she commits any of the following:

- Cheating
- Plagiarism
- Aiding and abetting others to cheat or plagiarize
- Collusion
- Falsification
- Unauthorized copying of copyrighted material

The act of submitting work for evaluation or to meet a requirement is regarded as assurance that the work is the result of the student's own thoughts and study, produced without assistance, and stated in that student's own words, except as quotation marks, references, or footnotes which acknowledge the use of other sources.

If a student is in doubt regarding any matter relating to the standards of academic integrity in a course or on an assignment, that student must consult with the lecturer responsible for the course before presenting the work.

a) Cheating

Cheating involves copying from other students, or acting contrary to assignment, test or exam guidelines. Students are expected to exhibit honesty and ethical behavior in undertaking assessment requirements of units. Cheating is defined as any behavior whatsoever by students in relation to any item of assessment which may otherwise defeat the purposes of the assessment. A student will not cheat, attempt to cheat, or incite or assist other students to cheat in any assessment item. Cheating includes but is not limited to the following actions:

- Cheating (carrying an active or inactive of any communication devices during exams is considered as misconduct and is a violation of exam rules).
- Using communication devices as an instrument to help exam will be considered as cheating if found with corroborating evidence.
- Copying from someone else's test, homework or examination paper.
- Possessing, buying, selling, removing, receiving, or using, at any time or in any manner not prescribed by the instructor, a copy or copies of any materials (in whole or part) intended to be used as an instrument of academic evaluation.
- Using materials or equipment during a test or other academic evaluation that have not been authorized by the instructor, such as crib notes, calculators, recording devices of any kind, any communication devices including mobile phones.
- Obtaining or attempting to obtain in a fraudulent manner any material relating to a student's academic work. Such actions include theft of examination through collusion with a university employee.
- Working with another or others in completing a take-home examination or assignment when the instructor has required independent and unaided action.
- Attempting to influence or change an academic evaluation, grade, or record by unfair means.
- Permitting or attempting to permit another student to substitute for one's self in an academic evaluation.
- Marking or submitting an examination or evaluation material in a manner designed to deceive the grading system.
- Willfully damaging the academic work or efforts of another student.
- Failing to comply with a specific condition of academic integrity that has been clearly announced in a course.
- Submitting material for academic evaluation that has been prepared by (an)other individual(s).
- Submitting data that have been altered or contrived in such a way as to be deliberately misleading.

b) Plagiarism

Plagiarism occurs when the work of another person, or persons, is used and presented, as one's own, unless the source of each quotation or piece of borrowed material is acknowledged with an appropriate citation. Plagiarism is a form of theft. The free exchange of ideas depends on the participants' trust that they will be given credit for their work. Everyone in an academic community must be responsible for

acknowledging their use of others' words, research results, and ideas, using the methods accepted by the appropriate academic disciplines.

A student shall not plagiarize in any item of assessment. Plagiarism is the act of taking and using another person's work as one's own. For these rules any of the following acts constitute plagiarism, unless the work is appropriately acknowledged:

Plagiarism occurs when the work (including such things as text, figures, ideas, or conceptual structure, whether verbatim or not) created by another person or persons is used and presented as one's own creation, unless the source of each quotation or piece of borrowed material is acknowledged with an appropriate citation. It includes closely paraphrasing sentences, paragraphs, or themes even if not exactly copied. Plagiarism is committed through, but not limited to, the following acts:

- Copying the work of another student
- Directly copying any part of another person's work
- Summarizing the work of another person
- Using or developing an idea or thesis derived from another person's work
- Using experimental results obtained by another person
- Incitement by a student of another to plagiarize

Where plagiarism occurs in items of assessment contributing to the result in a unit or course, it will be regarded as, and treated in the same manner as, cheating in an examination.

BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL takes a stern view on student plagiarism and other practices not consistent with academic ethics. The university subscribes to Turnitin, an anti-plagiarism software package, which lecturers use to compare students' written assessments against Turnitin's large databases. Similarity reports for any type of student work, including but not limited to essays, reports, and theses should not exceed 20%. Aside from the use of Turnitin, lecturers employ other means of detecting plagiarism.

c) Guidelines to Avoid Plagiarism

- Whenever you copy more than a few words from any source, you must acknowledge that source by putting the quote in quotation marks and providing the name of the author. The preferred method of acknowledging the author is the APA system. Full details must be provided in your references.
- If you copy a diagram, statistical table, map, etc., you must acknowledge the source. The recommended way is to show this under the diagram. If you quote any statistics in your text, the source should be acknowledged. Again, full details must be provided in your bibliography.
- Whenever you use the ideas of any other author you should acknowledge those.
- Students are encouraged to co-operate, but collusion is a form of cheating. Students may use any sources (acknowledged, of course) other than the assignments of fellow students. Unless your lecturer informs you otherwise, assume that students may work together in obtaining references, discussing the content of the references, and discussing the assignment, but when they write, they must write alone.

Please refer to appropriate guidelines for proper referencing.

d) Aiding and/or Abetting Others to Cheat or Plagiarize

Encouraging or assisting another person to commit plagiarism is a form of improper collusion and may attract the same penalties.

Aiding and/or abetting others to cheat or plagiarize include but is not limited to the following:

- Giving unauthorized assistance to another or others during a test or evaluation, including allowing someone to copy from a test or examination, or arranging with others to give or receive answers via signals.
- Substituting for another student to meet a course or graduation requirement.
- Providing specific information about a recently given test, examination, or assignment to a student who thereby gains an unfair advantage in an academic evaluation.
- Providing aid to another person, knowing such aid is expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic evaluation.
- Removing or attempting to remove, without authorization, any material relating to a class that would give another student unfair academic advantage.
- Permitting one's academic work to be represented as the work of another.

e) Collusion

Collusion refers to obtaining assistance in any academic work from another individual in a situation in which the student is expected to perform independently.

Collusion includes working together to produce the same or similar solution when the assessment item was to be individual work or submitting work that has been produced by someone else on the student's behalf as if it were the work of the student.

f) Falsification

Falsification includes presenting false information in solutions and data, or falsifying identification, or falsifying the contributions of individual students in collaborative projects, or falsifying the attendance by signing for another student

g) Copying of Copyrighted Materials

A condition of acceptance as a student is the obligation to abide by the university's policy on the copying of copyright material. This obligation covers photocopying of any material using the university's photocopying machines, and the recording off-air, and making subsequent copies, of radio or television broadcasts. If students need further advice, please consult the Library or your lecturer. Students who flagrantly disregard university policy and copyright requirements will be subject to disciplinary action under the Student Disciplinary Statute.

III.2. Sanctions for Academic Dishonesty

The university regards very seriously any act of academic misconduct or dishonesty. There is a range of penalties which may be imposed on a student. Depending on the severity of the act, a student may have one or a combination of the following penalties imposed against her/him by the university.

The student found guilty of academic dishonesty will be placed on academic integrity probation for the remainder of the student's academic career. In addition, one or more of the sanctions listed immediately below will be imposed.

Actions and penalties depend on the seriousness of a case and can include one or more of the following:

-
- A reduction in grade on the assignment on which the violation occurred.
 - No credit on the assignment, paper, program, test, or exam on which the violation occurred.
 - No credit for the course.
 - The student will be suspended for up to fifteen teaching days (or expelled) if the academic dishonesty is committed while he or she is already on academic integrity probation, or in other aggravated cases. Factors affecting this determination include whether the acts committed involved advance planning, falsification of papers, forms, or documents, collaboration with others, or some actual or potential harm to other students.
 - The student will be expelled in the most severe cases of academic dishonesty.
 - Cancellation or deprivation of credit for any examination or other academic work, which will entail an **ANN** (ANN - result annulled due to misconduct) grade being assigned to a student's academic record.
 - Suspension from attending lectures, seminars, tutorials or other classes.
 - Suspension from the use of or exclusion from laboratories or other facilities or any part of such facilities.
 - Suspension from attendance at or exclusion from any examination.
 - Exclusion from the University or any part of the University for any specified period, not exceeding the remainder of the calendar year.
 - Refusal for re-enrolment as student; due to suspension.
 - Expulsion from the university.

Additional sanctions not listed above may be applied, after consultation and approval of the BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL Dean of Faculty/School. These include but are not limited to, required counseling, research, and reflective writing assignments, as well as other non-academic sanctions already listed in this code.

III.3. Reporting Academic Dishonesty

Academic dishonesty jeopardizes the quality of education and depreciates the genuine achievements of others. All members of the campus community are responsible to actively deter it.

Faculty and staff must undertake a threshold responsibility for such traditional safeguards as examination security and proctoring.

Any person may refer a student, or a student group or organization suspected of violating this Code of Conduct to the BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL Dean of Faculty/School or his/her designate. Charges should be filed in as timely a fashion as possible to ensure the opportunity for affecting behavior change. Failure to file charges in a timely fashion may result in the dismissal of the charges.

A person who refers a case is normally expected to serve as the complainant, and to present relevant evidence in disciplinary hearings or conferences. Persons wishing to withdraw charges against a student must do so in writing; however, the university reserves the right to pursue those charges that may impact the health, safety, and welfare of the campus community or might otherwise interfere with the educational mission of the institution.

All members of the university community, students, faculty, and staff share the responsibility and authority to challenge and report to the appropriate authority any acts of apparent academic dishonesty.

The procedure includes detection by lecturers/proctors and collection of evidence, corroboration by the SCAC manager, notification in writing to the student of the alleged misconduct, opportunity for the student to respond in writing or attend an interview within fourteen days of notification, sanction recommendation from Ethics Committee to the Dean of Faculty/School, notification to the student about the sanction, appeal process and final decision regarding the sanction. All of these processes are under the knowledge and approval of the Executive Dean and Provost.

III.4. Non-Academic Violation

Non-Academic misconduct includes any behavior that threatens the safety or well-being of the campus community, and any other behavior that adversely affects the university or its educational mission. Examples of behavior that will be subject to disciplinary action include:

a) Dishonesty

Dishonesty such as but not limited to cheating, plagiarism, or knowingly or recklessly furnishing false information to the university.

b) Theft

Forgery, alteration, or misuse of university documents, records, or identification.

c) Forgery

Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other university activities, including its public service functions, or other authorized activities.

d) Disruption of University Activities

Physical abuse includes any action which is likely to be detrimental to the health and safety of another or psychological abuse which includes any action which unreasonably interferes with psychological well-being of another (e.g., hazing, harassment). Abuse includes but is not restricted to:

- Rape or other non-consensual sexual activity, sexual battery, sexual harassment, including but not limited to non-consensual verbal or physical conduct related to sex which unreasonably interferes with an individual's work, educational, or social performance or creates an intimidating, hostile, or offensive work, educational, or social environment at the university.
- Conduct that threatens or endangers the health, safety, or welfare of any person.
- Disorderly, indecent, or obscene conduct or expression.

f) Destruction or Misuse of University property

- Intentional or reckless destruction, damage, abuse or misuse of University property or the property of others.
- Unauthorized entry into or use of university facilities or services.
- Bringing and using any computing devices, other than notebook (for example: a PC) or other devices (for example: a printer) without written permission from Building Management.

g) Engaging in Dangerous or Illegal Behavior

Unauthorized use, possession, or storage of any guns, weapons, or other unreasonably dangerous instruments.

h) Drugs Abuse

Illegal or unauthorized possession, use, sale, or distribution of narcotics, drugs, or other controlled substances defined as such by local or national law.

i) Contempt

Failure to comply with a written directive or order, issued by a university adjudicatory, legislative or regulatory body, without excuse or justification.

j) Disorderly Conduct

Acting in a manner on university premises or at university-sponsored activities that unreasonably disturbs the peace and order of and within the university or intentionally or recklessly interferes with normal university or university-sponsored activities.

k) Harassment

Any behavior that is directed toward a particular person (or persons), unwelcome, severe and/or pervasive, and/or violates criminal law or that unreasonably interferes with the target person's employment, academic pursuits, or participation in university-sponsored activities is considered harassment. Types of harassment include:

l) Sexual Harassment

Unwelcome conduct that constitutes harassment on the basis of sex and/or a relationship of authority (i.e., between a superior and a subordinate regardless of sex).

m) Racial Harassment

Unwelcome conduct that constitutes harassment on the basis of race and/or ethnic origin.

n) Infliction or Threat of Bodily Harm

Intentionally or recklessly causing physical harm to any person while on University premises or at university-sponsored activities; or intentionally or recklessly causing other persons whilst on university premises and/or at university sponsored activities to believe that you mean to inflict bodily harm on them; or intentionally or recklessly causing any act that creates a substantial risk of bodily harm to any person and/or the impression that a substantial risk of bodily harm may arise on any person whilst on university premises and/or at university-sponsored activities.

o) Theft

Theft includes the unlawful taking or use of University and/or personal property and of services. 'Services' includes but is not limited to telephones, unauthorized use of university computers, illegal copying of software, acts in violation of the copyright laws, theft of university keys or duplication of university keys, and the taking of someone else's parking sticker.

p) Trespass

Forcible or unauthorized entry into or unauthorized presence inside a university building, office, room or areas including, but not limited to, basements, roofs, steam tunnels, furnace rooms, crawl spaces, out buildings, and posted lands or grounds.

q) Vandalism or Defacement of Property

Any act that intentionally or recklessly destroys damages and/or defaces university property or property of any person on university premises or at university-sponsored activities.

r) Improper dress

Distracting outfits such as transparent dresses, low-waisted pants revealing the wearer's underpants and/or clothing with profane words or images are prohibited. Only shoes or sports shoes (not sandals) are acceptable.

III.5. Sanctions for Non-Academic Violation

Students committing non-academic violation will be punished pursuant to BINUS INTERNATIONAL//BINUS BUSINESS SCHOOL's policy. The offenders will be subject to penalties according to the relevant BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL Code of Conduct, including the possibility of expulsion.

IV. Standards of Classroom Behavior

The primary responsibility for managing the classroom environment rests with the faculty members. Students who engage in any prohibited or unlawful acts which result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period.

Standards for classroom behavior include the following:

a) Class Attendance

Students are expected and required to attend class regularly. Students must attend 80% of the scheduled classes, and not miss more than three consecutive class sessions.

Failure to comply with attendance requirements will result in a student's inability to sit for examinations. Students do not take exams will probably fail the course.

N.B. Students cannot sign in for an absent student. If the number of 'attendances' exceeds the number of students present, the entire class will be marked absent that day.

b) Punctuality and Preparedness

Students are expected and required to come to class on time. 'On time' means that students should be in the class, and prepared to begin at the scheduled start time.

Students are expected to be present, set up, and ready to begin at the posted time a class is scheduled to begin. Having a class disrupted by latecomers is distracting to those who were on time, and frequently requires repeating material already covered for the benefit of latecomers. This wastes the time and patience of those who were on time.

Students are expected to do the assignments, reading, or other tasks per the syllabus BEFORE attending class on that day. Failure to be adequately prepared impedes students' ability to participate in discussions, and diminishes their learning opportunities.

A student who is more than 30 minutes late to class may not be allowed by the lecturer to enter the class. A lecturer may allow a late student to enter a class, but the student can be marked as *absent* for the whole sessions. **It is up to the discretion of individual lecturers to reduce the amount of time students may be late before they are considered absent.**

c) Courtesy when others are speaking

When attending class, pay attention to the person speaking, whether it is a teacher or another student. Students will be given their turns to speak. Side conversations are distracting, raise the noise level in the classroom, interfere with fellow students' ability to hear the instructor, and try the instructor's patience.

Students are expected to attend to lectures and other verbal presentations, whether from faculty or students, in a quiet and courteous fashion. Side conversations are neither appropriate nor courteous.

Any behavior which is not respectful to either the lecturer, lab assistant, or to other students is discourteous. This includes but is not restricted to ignoring the teacher, using inappropriate language, blatant disregard for the lecturer or the lecture content, and visible lack of enthusiasm for the class in general. It also includes any disruptive behavior such as leaving the class in an attention-getting or disruptive manner.

The above behaviors listed specifically in this section are also considered discourteous.

If you persist in having side conversations, you may incur a grade penalty for class participation, or you may be asked to leave the class and be recorded as absent.

d) Breaks during Class

If you must leave the class for any reason (such as going to the rest room), please do so as unobtrusively as possible, and return promptly. Instructors know that these breaks will not legitimately take 30 minutes, and they will notice. (5 minutes is usually sufficient. If not, please see your family doctor!). If you persistently take breaks of long duration, you will be recorded as absent and/or asked to leave the class session for that day.

e) Distractions during Class

Distractions include playing with mobile phones, computer games, or other gadgets, passing notes in class (either paper or online), and reading newspaper or other unrelated materials in class. You may think that these activities are quiet, but they are not. At best, they are distracting to your immediate neighbors. As a courtesy to your classmates and instructors, keep your mobile phones on silent, and wait until class is over to play games, engage in conversations, or read non-course material.

Instructors have the privilege of confiscating these 'toys'.

f) Noise

Group exercises are fun and beneficial. However, the class next door does not have to share in them. Please remember that noise carries and talk only as loud as necessary for you to be heard. If the instructor deems the noise level to be too high, such exercises may be suspended. If you are the main culprit, you may be asked to leave the class, and be recorded as absent on that day.

g) Usage of Classroom Desktop Computer

Students are not allowed to borrow and use the classroom's desktop during lecture and during lecture break (if any).

V. Sanctions

For university students, whether individuals or groups, who engage in actions that are inappropriate with their obligations as mentioned above, they can have sanctions imposed on them in the form of:

Light sanctions, which consist of:

1. Verbal warning
2. Written warning
A written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
3. Non-admittance to enter the university campus environment; and/or
4. Inclusion of their names on a university announcement board.

A student may be guilty of another offence while on disciplinary probation; more severe sanctions will be levied, and suspension or expulsion will be considered.

Medium sanctions, which consist of:

1. Delay of seminar, proposal exam, undergraduate thesis, graduate thesis, or dissertation for a certain period of time
2. Delay of graduation for a certain period of time
3. Confiscation of diploma and grade transcript for a certain period of time
4. Compensation payment:
Reimbursement for damage to, or destruction of, university property or property of any person.
5. Cancellation of all courses for the related semester; and/or
6. Suspension of maximum one semester.
A student may be suspended from the university for a specified period. The student while suspended shall not participate in any university-sponsored activity and will be barred from university premises.

Heavy sanctions, which consist of:

1. Suspension of more than one semester
2. Termination as a university student or expulsion:
Expulsion refers to the permanent separation of the student from the university. The student will be barred from university premises. Expulsion will result in a permanent transcript notation.
3. Revocation of degree and diploma; and/or
4. Legal processing to an authoritative institution.

Repeated or aggravated violations of any section of this Code may also result in expulsion or suspension or in the imposition of such lesser penalties as may be appropriate.

Additional sanctions not listed above may be applied, after consultation and approval of the BINUS INTERNATIONAL Dean of Faculty/School. Such sanctions, where appropriate, may include but are not limited to, required counseling, behavioral contracts, etc.

In this regard, the Rector considers there are certain conditions of individual university students who are proven to have violated Code of Conduct, which make sanctions lighter or heavier. Then discipline sanctions can be replaced with and/or added to social work. A form of social work sanction is imposed on a university student who is proven to violate a regulation, after considering recommendations from an examiner and/or Discipline Committee.

The classification of social work sanctions, as included in the above sub-section is:

- a. Social work that is equivalent with at least ten hours for a light sanction
- b. Social work that is equivalent with at least thirty hours for a medium sanction
- c. Social work that is equivalent with at least sixty hours for a heavy sanction

Related to this, if the perpetrator is a Student Affairs Organization, besides having sanctions imposed on individuals, a sanction can also be imposed in the form of halting activities of the related Student Affairs Organization.

Circumstances Affecting Sanctions

Violations of this Code that involve substantial theft or fraud, burglary, physical damage to persons or property, or actions that create a substantial risk of bodily harm will usually result in suspension or expulsion from the university, unless significant mitigating factors are present. Factors to be considered in mitigation or aggravation shall be the present demeanor and past disciplinary record of the offender, as well as the nature of the offence and the severity of any damage, injury or harm resulting from it.

All sanctions in this section include the creation of a disciplinary file.

Herewith are the detail explanation of the sanctions:

VI. BINUS UNIVERSITY INTERNATIONAL/BINUS BUSINESS SCHOOL Code of Conduct

Table of Applicable Sanctions

1. ACADEMIC VIOLATION

VIOLATION	SANCTIONS APPLIED
Copyright – Photocopy of any written materials without prior permission. (Photocopied textbooks are not allowed in any exam with open book option).	1. On books and or textbooks 1 st offense on any copyrighted materials will be given verbal warning and the course will be graded 0 [zero] 2 nd offense, the student will fail the course or 1 semester suspension, depending on the severity of the violations 3 rd offense will result in expulsion from BINUS

	<p>INTERNATIONAL/BINUS BUSINESS SCHOOL</p> <p>2. University documents 1st offense on any documents endorsed by the university will be given verbal warning and 1 semester suspension 2nd offense will result in 1 year suspension 3rd offense will result in expulsion from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL</p>
Aided/abetted with cheating/plagiarism (both parties)	<p>1. On homework/quiz/assignment/project 1st offense, the homework, quiz, assignment or project will be graded 0 [zero] 2nd offense, the student will fail the course 3rd offense, the student will fail the course and 1 semester suspension</p> <p>2. Mid-term and Final exam will result in expulsion from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL</p>
Collusion 1. On homework/quiz/assignment/project 2. Mid-term and Final exam	<p>1st offense, the student will fail the course and 1 semester suspension 2nd offense will result in expulsion from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL</p>
Falsification 1. Documents related to Waiver of Absences 2. Document related to Identity 3. Document related to Grades 4. Unauthorized signatures 5. Other Documents	<p>1st offense, will be given 1 semester suspension 2nd offense will result in expulsion from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL</p>
Plagiarism (exceeding the maximum allowable % of plagiarism as set by the University and/or Lecturer)	<p>1st offense will result in expulsion from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL</p>
Cheating Using communication devices during exams and proven as cheating sources is considered as cheating attempt and is a violation of exam rules	<p>1st offense will result in expulsion from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL</p>
Fills in the Attendance for Another Individual	<p>1. Attendance cancellation for the student who filled in other student's attendance, if the person is in the same class as the student who asked to have the individual's attendance filled in;</p> <p>2. One-week suspension and mentioned in an academic violation announcement published for one semester, if the person is not in the same class as the student who asked to have the individual's attendance filled in</p>

Note: For academic misconduct within the same category, any subsequent violation will follow the highest sanction: Example: first offense in cheating in homework and 2nd offense in cheating in midterm, the applied sanction will be with the harsher degree, in this case "the student will fail all the courses of the semester".

2. NON-ACADEMIC VIOLATION

VIOLATION WITHIN CAMPUS	DEFINITION	APPLIED SANCTIONS
Dishonesty	Excluding cheating, plagiarism or knowingly or furnishing false information to the university, and/or any of its officials. Members of staff and/or departments/units/divisions	1 st time offenders will be meted out a 2-week suspension 2 nd time offenders will be meted out a suspension for one semester 3 rd time offenders will be expelled from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL
Contempt	Disrespect for authority including but not limited to Academic and Non-Academic staff members of BINUS INTERNATIONAL	1 st time offenders will be meted out a 2-week suspension 2 nd time offenders will be meted out a suspension for one semester 3 rd time offenders will be expelled from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL
Disruption of any university activity or activities	Obstruction and/or disruption of any University activity	1 st time offenders will be meted out a 2-week suspension 2 nd time offenders will be meted out a suspension for one semester 3 rd time offenders will be expelled from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL. Violations at any level and anytime will be reported to the police/law enforcement agents.
Disorderly conduct	Smoking in campus area other than in smoking area	1 st time offenders will be meted out a 2-week suspension 2 nd time offenders will be meted out a suspension for one semester 3 rd time offenders will be expelled from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL
	Speeding within the University premises, including basement parking	1 st time offenders will be meted out a 1-week suspension 2 nd time offenders will be meted out a suspension for one semester 3 rd time offenders will be expelled from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL.
	Playing cards	1 st time offenders will be meted out a 2-week suspension 2 nd time offenders will be meted out a suspension for one semester 3 rd time offenders will be expelled from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL
	Gambling	1 st time offenders will be meted out a suspension for one semester 2 nd time offenders will be expelled from BINUS INTERNATIONAL/BINUS BUSINESS

		SCHOOL
	Drunkeness; Consuming, selling, distributing, or producing alcoholic beverages, as outlined in the Republic of Indonesia Presidential Decree No. 74 of 2013 regarding the Control and Prevention of Alcoholic Beverages	1 st time offenders will be meted out a suspension for one semester 2 nd time offenders will be expelled from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL
	Other forms of disorderly behavior	1 st time offenders will be meted out a 2-week suspension 2 nd time offenders will be meted out a suspension for one semester 3 rd time offenders will be expelled from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL.
Theft	Including copying from lecturer's USB without prior consent of the lecturer concerned. Students are not allowed to use the classroom computer from the beginning until the end of lecture session	1 st time offenders will be meted out a 2-week suspension 2 nd time offenders will be expelled from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL.
Vandalism and/or Defacement of University and/or public property/Graffiti within the campus	The act of spoiling and/or disfiguring the appearance of property by means of drawing, sketching, etching and/or making any temporary or permanent marks on or against any surface of University and/or public property renders its use by others impossible or impracticable	1 st time offenders will be meted out suspension for one semester 2 nd time offenders will be expelled from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL. Violator will face restitution charges and reported to the police/law enforcement agents.
Trespass		1 st time offenders will be meted out a 2-week suspension 2 nd time offenders will be expelled from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL.
Vandalism and/or defacement of private property within the campus	The act of spoiling and/or disfiguring the appearance of property by means of drawing, sketching, etching and/or making any temporary or permanent marks on or against any surface of any privately-owned property whilst on campus renders its use by legal owner impossible or impracticable	1 st time offenders will be meted out a 2-week suspension 2 nd time offenders will be expelled from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL. Violator will face restitution charges and reported to the police/law enforcement agents.
Drug abuse within the campus	Drug usage	1 st offense will result in expulsion from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL. Violations at any level and any time will be reported to the authorities and to police/law enforcement agents
	Drug dealing (buying or selling or	1 st offense will result in expulsion from

	possession)	BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL Violations at any level and anytime will be reported to the police/law enforcement agents.
Identity	Theft and/or misuse of identity	1 st offense will result in expulsion from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL. Violations at any level and any time will be reported to the police/law enforcement agents.
Harassment	Due to race, tribe, religion, and all other forms of harassment, except for sexual harassment	1 st offense will result in expulsion from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL. Violations at any level and anytime will be reported to the police/law enforcement agents.
Sexual harassment		The offense can result in Students receiving heavy sanctions from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL. Violations at any level and anytime will be reported to the police/law enforcement agents.
Pornography	Includes use and/or possession of pornography in all its forms.	1 st offense will result in expulsion from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL.
Physical/psychological abuse/Threat including cyber threat	Any verbal or non-verbal action detrimental to the health, safety or psychological well-being of a student, lecturer, staff member, etc.	1 st offense will result in expulsion from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL.
Dangerous/illegal behavior	Including use and/or possession of firearms and/or weapons of any form.	1 st offense will result in expulsion from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL Violations at any level and anytime will be reported to the police/law enforcement agents
Indecent behavior	Explicit sexual misconduct.	1 st offense will result in expulsion from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL
Improper dress	Distracting outfits such as transparent dresses, low-waisted pants revealing the wearer's underpants, etc.	Not allowed to enter the campus.
Forgery	An illegal <u>modification</u> and/or reproduction of an <u>instrument</u> , <u>document</u> , <u>signature</u> , or <u>legal tender</u> , any other <u>means</u> of recording <u>information</u> , and/or any university	1 st time offenders will be meted out suspension for one semester. 2 nd time offenders will be expelled from BINUS INTERNATIONAL/BINUS BUSINESS SCHOOL.

	document, record or means of identification. An item shall also be considered forged if it is claimed that it was made by someone who did not make it.	Violations at any level and anytime will be reported to the police/law enforcement agents.
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Note: Any violations incurred will affect the student if he/she is still active at this university