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5. BINUS BUSINESS SCHOOL

5.1 BINUS Business School Undergraduate Program

5.1.1 Method of Education Delivery

The delivery of education services is carried out by using credits (SKS) as a measurement of evaluating students' learning.

Credits are a way of organizing higher education programs to explain its academic weight.

The semester is a minimum period that describes the duration of the education program.

The General Objective of the credits (SKS) method is to enhance the extent to which higher education can be developed. It involves the presentation of education programs that are flexible and more varied, gives greater opportunity to students when choosing programs, and focuses on planning a definite professional path.

The specific objectives are:

1. Allow the students who are clever and diligent to finish their study in a minimum duration.
2. Allow the students to choose the subject according to their interest, talent, and capacity.
3. Give the possibility to the execution of education system with plural input and output.
4. Facilitate the adaptation of the curriculum to the rapid development of knowledge and technology.
5. Enables the evaluation system of advance learning of the students could be conducted optimally.

Basic Characteristic of Credit is:

In the credit system, each subject has a weight, namely credits. The number of credits in subjects is various. It is determined by the effort to finish the tasks presented in the lecture program, job training, practical work, and other tasks.

In the credit system, each subject is finished in one semester that lasts for 13 weeks (exclude mid exam and final exam). In addition to quantitative valuation, credit system acknowledges that the finishing of the study unit could be valued quantitatively by giving a weight to the relevant unit.

At BINUS Business School Undergraduate Program, one credit equals to 36-48 hours/semester. In attaining a good result, a student is expected to provide 50 minutes face to face for each credit per week, and at least one or two hours of self-learning. The recently mentioned time is provided to recite and explore the material that has been accepted in the course, for example: reading the textbook suggested, doing the task, etc.

One credit is made up of:

1. An academic hour of scheduled face to face learning in the classroom with education staff.
2. An academic hour of structured academic activity which is not scheduled but has been planned by education staff (lecturers) e.g.: review session or seminar.
3. An academic hour of independent academic activity like reading, summarizing, working on papers etc.

The delivery of education at BINUS Business School Undergraduate Program is achieved through teaching materials, discussion, speeches, case studies, job training, practical work, and other student-centered teaching & learning strategies.

5.1.2 Examinations

The examinations which are conducted by BINUS UNIVERSITY consist of course examination and final project/thesis examination.

Course Examination

The examination for each course consists of two forms: Mid-term test (UTS) and Final test (UAS) that are conducted once each semester.

The form of the examination is standard for all parallel classes with the evaluation system, as mentioned in 2.1.3. For the practical examination in the laboratory, the student must take both theory and practical tests.

Final Project/Thesis Examination

Students who finish the report for the final project or thesis take a final project and thesis examination. The mechanism for the final project and thesis examination follows the guidelines for the final project and thesis of each department.

Right to Take the Examination

The right to take the examination is given to students under the following conditions:

- Students are registered during the prevailing semester or academic year and are registered with the subject for that particular examination.
- Students are not on suspension or are taking academic leave.
- Students fulfill other academic requisites, e.g : frequency of attendance.
- Students fulfill all administrative and financial obligations.

5.1.3 Evaluation System

Final Term Grade Calculation in Undergraduate/Diploma Courses (NAS)

Table Calculation of Final Score of Theory Course (NAT)

Element				
NKK (Attendance)	TMK (Score of Assignment)	NMS (Score of Mid-term Test)	NUS (Score of Final Test)	NAT (Final Score of Theory)
0 %	20 %	30 %	50 %	100 %

Calculation of Semester Final Score (NAS)

There are two kinds of Calculation:

Subjects that have practical work:

Final Score of Semester (NAS) = (NAT x % Weight of Theory) + (NAP x % Weight of Practical Work)

Subjects that have no practical work:

Final Score of Semester (NAS) = Final Score of Theory (NAT)

Note: Semester Final Score (NAS) determines the grade for the subject.

The evaluation system that meets the objectives of the education program at BINUS UNIVERSITY Diploma/Undergraduate Program is an Absolute Evaluation System.

The Final Score for the semester is presented with the following Alphabetical Values:

Presented with the following Alphabetical Values:

Table of Grading System for Undergraduate Program

Alphabetical Value	Weight	Final Score of Semester	Description
A	4	90 – 100	High Distinction
A-	3.67	85 – 89	
B+	3.33	80 – 84	
B	3	75 – 79	Distinction
B-	2.5	70 – 74	
C	2	65 – 69	Pass
D	1	50 – 64	Near Pass
E	0	0 – 49	Fail
F	0	-	Incomplete

5.1.4 Credits Load in One Semester

Study load in one semester can be determined by individual ability and by looking at the students' results from the last semester, which are measured by Semester Grade Point Average (IPS/GPS), or all of the semesters by Cumulative Grade Point Average (IPK/GPA).

Semester Grade Point Average (IPS/GPS) is counted as follow:

$$\text{GPS} = \frac{\sum (KN)}{\sum K} = \frac{\sum M}{\sum K}$$

Cumulative Grade Point Average (IPK/GPA) is counted as follow:

$$\text{GPA} = \frac{\sum M}{\sum L}$$

K = Number of credits taken in related semester

N = Weight of each subject taken

M = Conversion Value (K x N)

L = Number of pass credits

The following table explains the number of maximum credits that can be taken by students according to Grade Point Semester.

The Maximum Study Weight of Student for Regular Program Table

Semester	The Maximum credit that could be taken (Regular Class)
1	20 Credits
2	The distribution of subjects determines the Credit taken
3	
4	
5	
6	
7	
8 and on wards	10/19/23 Credits

Example of Calculation methods of Grade Point Semester and Grade Point Average:

Table Calculation methods of Grade Point Semester and Grade point average

SUBJECT	FINAL POINT	WEIGHT	CREDIT	CONVERSION
English	A	4	2	8
Character Building	A-	3.67	2	7.34
Linear Algebra	B+	3.33	2	6.66
Discrete Mathematics	B	3	2	6
Entrepreneurship	B-	2.5	2	5
Algorithm and Programming	C	2	4	8
General Management	D	1	2	2
Introduction to Financial Accounting	E	0	4	0
TOTAL			20	43
Number of passing credits : 18 credits				
GPS attained : $43 / 20 = 2.15$				
GPA attained : $43 / 18 = 2.39$				

5.1.5 English MKU Scheme at BINUS UNIVERSITY

The English General Course Scheme (MKU) at Bina Nusantara University is made based on Business English (Speaking), Academic English (Writing) and TOEFL-based preparation (Internet-based TOEFL). The entrance test for English language covers Reading, Listening, Structure and Written Expression skills called the Bina Nusantara University English Proficiency Test (BUEPT).

The English MKU program consists of several subjects:

- **English in Focus** (2 credits) is a course **for beginner level** students who have a BUEPT score below 500 with the aim that students can improve their abilities and achieve a minimum BUEPT score of 480 with a lower-intermediate level. This course is a prerequisite for the English Savvy course.

- **English Savvy** (2 credits) is a course **for lower-intermediate level** students with a minimum BUEPT score of 467 with the aim that students can improve their abilities and achieve a minimum BUEPT score of 497 with an intermediate level.
- **English for Business Presentation** (2 credits) is a course **for intermediate level** students who have a minimum BUEPT score of 500. This class prepares students to be able to make business presentations using appropriate and communicative English.
- **English for Written Business Communication** (2 credits) is a course **for intermediate level** students who have a score above BUEPT 500 to achieve Business English written communication skills at intermediate level. This course consists of writing practice to produce and present business documents / information.

All details of the score calculation and rubrics are included in the English MKU handbook.

PREREQUISITE	COURSE	GRADE	BINUS Score
BUEPT < 500	English In Focus and English Savvy	A	90 – 100
		A-	85 – 89
		B+	80 – 84
		B	75 – 79
		B-	70 – 74
		C	65 – 69
		D	50 – 64
		E	0 – 49
		F	Incomplete
BUEPT ≥ 500	English for Business Presentation and English for Written Business Communication	A	90 – 100
		A-	85 – 89
		B+	80 – 84
		B	75 – 79
		B-	70 – 74
		C	65 – 69
		D	50 – 64
		E	0 – 49
		F	Incomplete

Student must pass **English Savvy** with a minimum Grade of C.

5.1.6 Requirements and Regulations for the Evaluation of Students' Academic Progress

The following regulations should be applied for BINUSIAN in evaluating their progress in studying:

Year	End of Term	Minimum requirements for GPA and the number of credits earned		Students who cannot fulfill the minimum requirements will be given:
		GPA	Credits gained with grade A/A-/B+/B-/B/C/D	
			Regular Class	
1	1	≤2.00	≤15	A reminder letter which requires students to consult with Counselor at Student Advisory and Support Center for Kemanggisan, Alam Sutera, Senayan Campus and Student Advisory and Support for Bekasi Campus, Student Advisory and Development Center for Bandung and Malang or Head of Department/Program
	2	≤2.00	≤30	A reminder letter which requires students to consult with Counselor at Student Advisory and Support Center for Kemanggisan, Alam Sutera, Senayan Campus and Student Advisory and Support for Bekasi Campus, Student Advisory and Development Center for Bandung and Malang or Head of Department/Program
2	3	≤2.00	≤45	A reminder letter which requires students to consult with Counselor at Student Advisory and Support Center for Kemanggisan, Alam Sutera, Senayan Campus and Student Advisory and Support for Bekasi Campus, Student Advisory and Development Center for Bandung and Malang or Head of Department/Program
	4	≤2.00	≤60	A reminder letter which requires students to consult with Counselor at Student Advisory and Support Center for Kemanggisan, Alam Sutera, Senayan Campus and Student Advisory and Support for Bekasi Campus, Student Advisory and Development Center for Bandung and Malang or Head of Department/Program
3	5	≤2.00	≤75	A reminder letter which requires students to consult with Counselor at Student Advisory and Support Center for Kemanggisan, Alam Sutera, Senayan Campus and Student Advisory and Support for Bekasi Campus, Student Advisory and Development Center for Bandung and Malang or Head of Department/Program
	6	≤2.00	≤90	A reminder letter which requires students to consult with Counselor at Student Advisory and Support Center for Kemanggisan, Alam Sutera, Senayan Campus and Student Advisory and Support for Bekasi Campus, Student Advisory and Development Center for Bandung and Malang or

Year	End of Term	Minimum requirements for GPA and the number of credits earned		Students who cannot fulfill the minimum requirements will be given:
		GPA	Credits gained with grade A/A-/B+/B-/B/C/D	
			Regular Class	
				Head of Department/Program
4	7	≤2.00	≤115	A reminder letter which requires students to consult with Counselor at Student Advisory and Support Center for Kemanggisan, Alam Sutera, Senayan Campus and Student Advisory and Support for Bekasi Campus, Student Advisory and Development Center for Bandung and Malang or Head of Department/Program
	8	≤2.00	≤130	A reminder letter which requires students to consult with Counselor at Student Advisory and Support Center for Kemanggisan, Alam Sutera, Senayan Campus and Student Advisory and Support for Bekasi Campus, Student Advisory and Development Center for Bandung and Malang or Head of Department/Program
5	>8	≤2.00	< 146	A reminder letter which requires students to consult with Counselor at Student Advisory and Support Center for Kemanggisan, Alam Sutera, Senayan Campus and Student Advisory and Support for Bekasi Campus, Student Advisory and Development Center for Bandung and Malang or Head of Department/Program

Studying Success Evaluation of Three Successive Semesters

A student that is non-active in three successive semesters (i.e. without submitting any formal leave application) is not allowed to continue his/her studies at BINUS UNIVERSITY.

Table of Prerequisites

The students must pass all courses which are stated in the table of prerequisites with the minimum score required is D (for certain department, the minimum score required is C).

Quality Controlled Courses List

The quality control course list represents the course of the graduate competencies. Tutorial and Multi-paper examination must be maintained, therefore learning outcomes achieved.

Tutorial and Multi-paper Examination

1. Students must attend tutorial courses and multi-paper exams, which are stated in the Quality Controlled Courses List.
2. For leave or remedial students, they do not require to follow the tutorial, but they are still required to follow multi-paper exams.

Study Completion Requirements for Undergraduate Programs (S1)

Students must fulfil the following requirements:

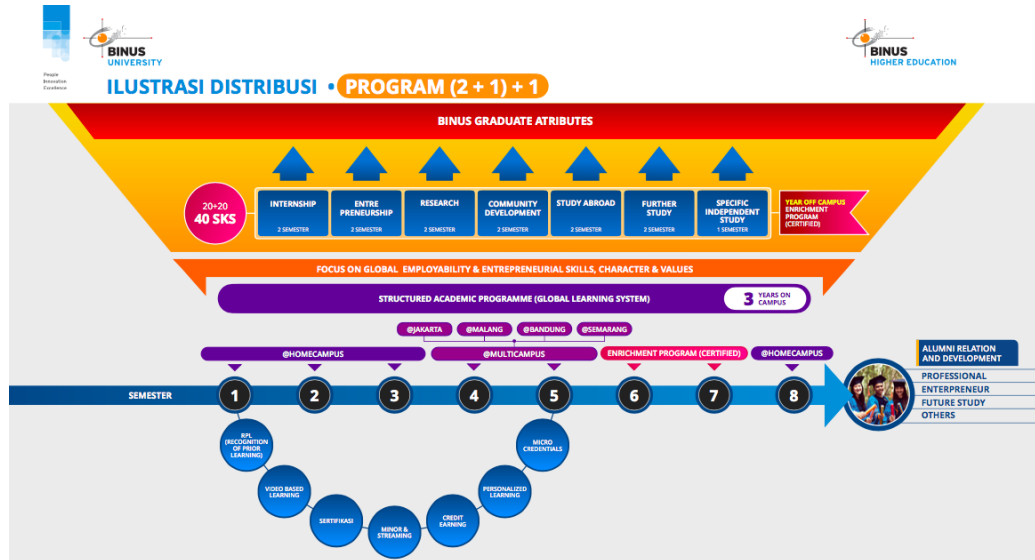
- Pass the final examination of the final project/thesis and submit the hard-bound copy.
- Obtain a minimum of 146 cumulative credits (including the thesis) for Undergraduate Programs. Unless stated as elective courses, all courses are compulsory.
- Achieve a minimum GPA of 2.00 and complete all compulsory courses.
- Pass all courses included in the Quality Controlled Courses (PM) category.
- Have no outstanding financial, library, or administrative obligations.

5.1.7 Curriculum in BBS Undergraduate Programs**A. 3+1 Curriculum**

Since the academic year of 2014/2015, BINUS UNIVERSITY has implemented a 3+1 curriculum that allows students to have a one-year enrichment program. The program consists of two semesters with varying credits from 8 to 20 credits per semester. Nowadays, students may choose one of the seven tracks, namely 1) Certified Internship Track; 2) Certified Entrepreneurship Track; 3) Certified Community Development Track; 4) Certified Research Track; 5) Certified Study Abroad Track; 6) Certified Specific Independent Study Track; 7) Further Study Track. The Further Study Track is available for students who would like to pursue a master's degree in Binus University. By the end of each semester, students will submit an enrichment report and an assessment related to technical competencies and soft skills in their disciplines.

B. 2+1+1 Curriculum

In addition to the 3+1 curriculum, BINUS UNIVERSITY has implemented a 2+1+1 curriculum that offers Mobility Program for undergraduate students who have similar study programs in BINUS @Greater Jakarta, BINUS @Bandung, and BINUS @Malang. It allows students to have a two-year study in the home campus, one-year mobility program in the host campus and one-year enrichment program. In this regard, students at BINUS @Bandung or BINUS @Malang will be able to study at BINUS @Greater Jakarta, and vice versa. The curriculum is personalized, meaning that students are free to choose streaming, or Minor Program, or Free Electives.



5.1.8 Streaming

Streaming consists of in-depth and specific courses in a study program that represent the needs of industry and the latest developments in science and technology. Each streaming has its advantages/uniqueness to deepen its Major. Students can choose all available streams in the same study program in Greater Jakarta, Malang or Bandung in which students' choice will determine the city that they will visit.

5.1.9 Minor Program

Minor programs equip students with multidisciplinary knowledge and skills (not necessarily within the same Faculty/School). Each Minor has student outcomes according to its superiority/uniqueness to expand what has been achieved in the Major. Minor programs can be chosen by all Binusians on all campuses. Minor program has its own uniqueness according to its Binus campus location, so that students' minor choice will determine the city that they will visit.

MINOR SCHEME

Minor Program	Semester 4	Semester 5
Minor @ Binus Kemanggisian		
Digital Ecosystem	v	v
Human Capital in Digital Workplace	v	v
Sustainable Development	v	v
Cross Cultural Communication	v	v
Interactive & Users Experience Design	v	v
Data Analytics	v	v
Robotic Process Automation	v	v
Minor @ Binus Alam Sutera		
Digital Business	v	v

Minor Program	Semester 4	Semester 5
Minor @ Binus Bekasi		
Virtual Services	v	v
Culinary	v	v
Minor @ Binus Malang		
Digital Technopreneur	v	v
Minor @ Binus Bandung		
DesignPreneur	v	v

A. DIGITAL ECOSYSTEM

To face challenges in the era of technological disruption and the wave of the 4.0 industrial revolutions, this minor program offers foundational knowledge about the digital ecosystem in the 4.0 industrial revolutions. Through this minor program, students will be able to develop fundamental knowledge about main pillars of the digital ecosystem, such as informatics, business, and creative design. Students will also be able to combine the knowledge they gain from their respective majors with information technology to develop real solutions for society.

Course Distribution

Course	SCU
COMP6683001 Introduction to Artificial Intelligence	2/2
COMM6501019 Narrative Development	4
ISYS6549003 Digital Innovation	4
COMP6684001 Current Trends in Technology	4
DSGN6834007 Visual Identity	4
Total SCU	20

B. HUMAN CAPITAL IN DIGITAL WORKPLACE

HCDW focuses on the human aspect of improving performance and developing human resources in the Industrial 4.0 era, which utilizes a significant number of digital and mobile workspaces.

Course Distribution

Course	SCU
PSYC6174027 Psychology in The Workplace	4
MGMT6349005 Digital Workplace Strategy	4
ISYS6551003 Digital Workplace and Technology	4
LAWS6157028 Legal Aspects in Digital Workplace	4
PSYC6175027 Human Resources Development	4
Total SCU	20

C. SUSTAINABLE DEVELOPMENT

The minor program on the topic of Sustainable Development prepares students from other disciplines for careers in engineering-related fields. Students will receive enrichment in the fields of Architecture, Industrial Engineering, Civil Engineering, Computer Engineering, and Food Technology. Students also gain knowledge of the development and application of the latest technology in the engineering field, which supports sustainable development and the industrial revolution 4.0.

Course Distribution

Course		SCU
ARCH6119014	Introduction to Sustainable Development	2
DSGN6835008	Engineering Material	4
ISYE6154011	Sustainable Design and Manufacture	4
ISYE6155011	Occupational, Health, Safety, and Administration in Engineering	2
CPEN6217010	Digital for Sustainable Development	4
CIVL6118013	Engineering Economic	4
Total SCU		20

D. CROSS CULTURAL COMMUNICATION

This minor program equips students with the ability to communicate using languages and understanding cultures of foreign parties. In addition, this minor program enables students to apply intercultural awareness through both Indonesian and foreign languages and cultures.

Course Distribution

Course		SCU
CHIN6133026	Chinese Conversation in Daily Works	2
CHIN6132026	Chinese Conversation in Daily Activities	4
CHIN6134026	Chinese Conversation in Business Communication	4
COMM6502019	Communication in Diversity	2
INTR6135029	Comparative Politics	4
BUSS6170025	Asian Business Ethics	4
Total SCU		20

E. INTERACTIVE & USERS EXPERIENCE DESIGN

In this Minor program, students will learn about the basics of UX starting from finding, designing, and building a digital product that is in accordance with a good UX concept to evaluation and improvement to ensure that the digital products produced have adopted the UX theory. In this minor program, students will study UX from 3 (three) main pillars of UX, namely Information Systems, Psychology, and Design through 8 (eight) subjects that can be selected.

Course Distribution

Course		SCU
PSYC6176027	Psychology and User Experience	4
ISYS6553003	User-Centered Research and Evaluation	4
DSGN6836007	Fundamental of Interface Design	4
ISYS6554003	Core Principles: Interactive Design	4
DSGN6837007	Digital Design Production	4
Total SCU		20

F. DATA ANALYTICS

The Data Analytics minor program provides insight into acquisitions and analysis of data in organizations by using critical thinking from multiple strategic perspectives, including consumer behavior communicated in the form of visualizations/models that can support retrieval decision.

Course Distribution

Course		SCU
ISYS6680003	Introduction to data Analytics	2
ISYS6681003	Data Management & Descriptive Analytics	4
STAT6198049	Statistical for Decision Making	4
ISYS6682003	Application of Predictive Analytics to Business Data	4
ISYS6683003	Prescriptive Analytics and Optimization	4
MKTG6312005	Digitalization of Markets and Consumption	2
Total SCU		20

G. ROBOTIC PROCESS AUTOMATION

The Robotic Process Automation minor program provides an understanding of the concept of Robotic Process Automation (RPA) in automating repetitive processes, as well as providing an understanding of how the RPA development process involving the concept of Artificial Intelligence.

Course Distribution

Course		SCU
COMP6857001	Basic Programming for Automation	2
COMP6858001	RPA Concept & Design	2
ISYS6684003	RPA Developer Fundamental	4
ISYS6685003	RPA Developer Advance	4
ISYS6686003	RPA Business Analytics Fundamental	4
ISYS6687003	Business Process Improvement	2
COMP6859001	Intelligence Automation	2
Total SCU		20

H. DIGITAL BUSINESS

Digital Business provides knowledge on how information technology can be a competitive advantage in business processes. In this minor program, students will learn about innovation in business processes, data management, and strategies that can support companies to become leaders in the digital era.

Course Distribution

Course		SCU
ISYS6559003	Business Models and Technology Innovation	4
ISYS6557003	Business Data Management	4
ISYS6695003	Digital Marketing Analysis	4
STAT6200049	Practical Statistics for Digital Business	4
MGMT6352005	Digital Strategy	4
Total SCU		20

I. VIRTUAL SERVICES

This minor program explores the concept and implementation of virtual services in the fields of Financial Technology, Marketing, Supply chain, Market Place and Hospitality Management.

Course Distribution

Course		SCU
ISYS6561003	Fundamental of Virtual Services	2
ACCT6350020	Virtual Financial Services	4
ISYS6562003	Virtual Market Place	4
MGMT6354005	Virtual Operation and Supply Chain	4
HTMN6082021	Virtual Hospitality Management	4
ISYS6563003	Seminar on Virtual Services	2
Total SCU		20

J. CULINARY

The Culinary Minor Program provides learning that focuses on Culinary Business. The curriculum design is more of practicum, which aim to make students have the competencies required in the fields of Food Production, Pastry-Bakery, Western Cuisine and Indonesian Cuisine.

Course Distribution

Course		SCU
HTMN6078021	Advanced in Pastry and Bakery	4
HTMN6050021	Culinary Business Event	2/2
HTMN6048021	Western and French Cuisine	2/4
HTMN6046021	Authentic Indonesian Cuisine	2/4
Total SCU		20

K. DIGITAL TECHNOPRENEUR

Digital Technopreneur is a Business Potential Digitalization Development Program that combines Technical Competence with Entrepreneurial Skills, Creativity, and Innovative Ideas to produce Business Models and Prototypes supported by the Use of Digital Technology.

Course Distribution

Course	SCU
ENTR6528002 The Entrepreneurial Innovator	4
COMP6686004 Popular Technology	4
ENTR6529002 Market Intelligence	4
DSGN6839006 Interactive Design	4
DSGN6844023 Prototyping Digital Future	4
Total SCU	20

L. DESIGNPRENEUR

The Designpreneur Minor program give students the ability to be able to produce innovative work in the form of products or services based on creativity and design that can be utilized in running or developing a business.

Course Distribution

Course	SCU
ENTR6525032 Fundamental of Designpreneur	4
COMP6688031 UI/UX Development	4
DSGN6797034 Surface Packaging Design	4
ENTR6526032 Hospitality and Service Design	4
DSGN6843033 Project Design	4
Total SCU	20

The details of Minor Schemes and Minor Courses may vary among study programs. Please refer to curriculum.binus.ac.id for the latest information.

5.1.10 Free Electives

Free electives facilitate students to take any courses from the existing fields of studies based on individual preferences. Free electives are personalized based on student choices. Free Electives have student outcomes related to interdisciplinary knowledge and skills and they have no specific Learning Outcomes. Each campus has its own free elective courses to facilitate the mobility of students who want to take free elective courses. The subjects offered for free electives are grouped based on its own field of subjects (e.g., Humanities, Engineering, Economy, Social Politics, Life Science, Arts, etc.) on each campus. The lists of free electives will be updated on curriculum.binus.ac.id.

The placement for Binus @Malang and Binus @Bandung students will be adjusted based on the number of students at Binus University Jakarta (Host Campus).

5.1.11 Enrichment Program

Considering the urgency of the enrichment program to achieve learning outcomes, all courses in the enrichment program become one entity. It means that if there is one or more than one failed courses in the enrichment program, the whole courses in enrichment program will also be failed.

Certified Internship Track:

The industrial experience track aims to facilitate students in the real industrial setting. By following this track, students will work full time and have exposure to the industrial experience in multinational or top national companies where they have job tasks related to their study programs. The assessment for this track will involve both industry supervisor and faculty member supervisor to assess students' performance. Through this program, students will also have opportunities for future employability/job offers, talent grooming (e.g., MT Program, LD Program).

Certified Entrepreneurship Track:

This track provides students with real experiences to become entrepreneurs through business start-ups. Students will come to the office at BINUS Campus from 09.00 – 18.00 from Monday to Friday. The Office will be supported by Coaches, Content & Administration Officers, and Program Officers. In this Entrepreneurship track, students create prototype products that will monetized and supported internally with links to industry within the program. External supports will be provided by Mentors from industry related to the business Start Up.

Certified Community Development Track:

Community Development is a program conducted by students to achieve the 5th mission of BINUS UNIVERSITY: to improve the quality of life of Indonesian and global community. These initiatives include: 1) Scheduled Voluntary Services incorporated in a Company's Corporate Social Responsibility (CSR) or a Social Foundation's Program; and 2) Community Development activities to improve the community's ecosystems. In addition to utilizing their knowledge to design and implement a system in communities (excerpted from their technical competence and soft skill), students will have direct interaction with local people as well as enjoy the opportunity of living in with them.

Certified Research Track:

This track allows students to get involved in conducting research related to the study program scope. The student will become a junior researcher in a research team. The research itself can be conducted in BINUS or outside BINUS (e.g., government research institution, R&D unit in a company). Students can start from writing a research proposal or jump directly into an ongoing research activity in that institution (not necessarily developing a research proposal).

Certified Study Abroad Track:

This track offers opportunities for students to have study experience in foreign countries. Courses that are taken by students are transferred directly to the respective courses in BINUS transcripts. Through this track, students will gain exposure to international experience, such as personal development, academic development, and cultural value.

Certified Specific Independent Study Track

This track allows students to have the freedom to learn outside the university where they will be equipped with knowledge and skills to develop an agile mindset, competitiveness, and adaptability. Students will receive certification to strengthen industry 4.0 skills and enhance the relevance of university with the industry. Furthermore, they will be

able to learn from industry experts who share practical and real experience, and they will engage in project-based learning to improve their skills.

Further Study Track:

This track enables students who meet the specified criteria, such as GPA of 3.25 and above, no retaken courses, and completion of an enrichment program in semester 6, to directly continue their master's degree at Binus University. Through this track, students can complete their undergraduate and graduate programs in only 10 semesters (5 years). At the end of the studies, students will be able to improve their knowledge and skills to launch their own business or become competent graduates who work in national or global companies.

5.1.12 Thesis

To finish the Diploma/Undergraduate program (S1) at BINUS UNIVERSITY, students must be capable of compiling and presenting their thesis to the examiner. The thesis compilation must be relevant to the rules of the department. It must be conducted by the individual, guided by a supervisor that is appointed by the head of the department or study program.

For students who take enrichment program I & II with a total of 40 credits in two semesters, if they fulfil the requirements from the study programs or programs, such as minimum GPA, they will be able to take pre-thesis with enrichment I and thesis with enrichment II. This scheme allows students to finish their undergraduate studies in 7 semesters (3.5 years). Since the minimum GPA requirements vary across schools/faculties, students should seek information from their respective programs or programs for further information regarding the pre-thesis and thesis implementation.

5.2 BINUS Business School International Undergraduate Program

5.2.1 Method of Education Delivery

Modular Content with Problem-based Learning

Since 2010, the BINUS Business School International Undergraduate Program (BBSIUP) has used a Constructive Alignment approach that integrates the design of teaching, learning, and assessment at course and program levels. BBSIUP implements modular content with problem-based learning (PBL) to speed up the process of student-centered learning in selected courses. The modular content refers to a collection of learning resources developed as a single learning object.

Examinations

Students in the BINUS Business School International Undergraduate Program will be assessed from time to time following the assessment methods outlined in the Course Outline. Major individual assessment methods include examinations, semester projects, and significant essay writing. At the end of their study, students will also write a thesis as part of the graduation requirements.

- **Course Assessment**

As a BBSIUP applied student-centered learning approach, there are a variety of assessment methods applied in different courses. Examinations are one common way to assess students' learning. The examinations for the majority of courses consist of a mid-semester exam and a final exam. Both mid-semester exams and final exams are conducted once each semester.

However, there are several courses in some programs that do not require students to sit in a mid-semester and/or a final examination. The assessment methods are chosen based on the suitability of the method to measure the attainment of the learning outcomes. These may include doing significant pieces of writing in relevant topics, completing a final project, or working with a client. The variety of assessment methods ensure that students are assessed using the best way for the course nature as well as giving students different learning experiences. The assessment methods are listed and explained in each course outline. The course outline will be published no later than the second week of a teaching period.

- **Thesis (Final Project)**

All students wishing to finish their study at BI will do a research or final project and write a thesis. This is a requirement for all students, including those finishing their study with a partner university through a double degree scheme. Students will work with an academic supervisor to write the thesis. Upon submitting the thesis report, students will be required to attend a thesis defense examination (viva voce), where students must conduct a presentation and/or demo in front of the examiner board. Students will be assessed in the areas of effort, content, writing quality, and delivery of the thesis presentation.

English Language

To develop the quality of students to an international standard and to educate students in the language of international academia and global business, BINUS Business School International Undergraduate Program uses English as the medium of communication, instruction, and assessment. Textbooks, class delivery, discussions, student presentations, quizzes, and all other forms of assessments including reports and thesis are all in English.

To study at BBSIUP, a prospective student needs to have a TOEFL score of at least 550 and a TWE score of at least 4.0 or their equivalents. If their TOEFL and/or TWE scores are below the requirement, students have to take a pre-session English course (English Plus Stage One) of 150 hours. BBSIUP organizes these pre-session English classes especially to enhance the students' ability to deal with an international academic English environment. Students still having difficulty with English on entry are given further help by being enrolled in an English Plus Stage Two course which prepares them for late entry to Academic English I from semester 2.

Semester Credit Unit (SCU)

The Semester Credit Unit (SCU) system is a way of organizing the teaching and learning in higher education programs as it indicates the academic weight of a course and describes the duration of each activity related to the teaching, learning, and assessment of a course in one semester of an academic year. The SCU system offers some degree of flexibility for students to design their pace of study. Some benefits of an SCU system are:

1. Gives students the possibility to complete their studies within a shorter-than-normal minimum duration of study.
2. Gives students an opportunity to choose courses according to their own interests, talents, and capacities.

3. Facilitates the adaptation of curricula to meet with the rapid development of knowledge and technology.
4. Enables an optimal assessment of the students' learning outcomes at the course level.

Credit Characteristics

In the SCU system, each course has a weight, that is, a credit value. The number of credit values for specific courses may differ. It is determined by the effort to finish the tasks presented in lecture programs, job training, practical work, and other tasks. In one semester, each course runs for 13 weeks. The weight of each course is measured in credit units. Students can graduate if they have achieved, among others, a minimum of 146 SCU.

One credit is made up of a weekly commitment of:

1. An academic hour of scheduled face-to-face learning in the classroom with an academic staff. This is defined as 50 minutes in BBSIUP.
2. An academic hour of a structured academic activity, which has been scheduled and planned by an academic staff (i.e. a lecturer), e.g. a review session or seminar.
3. An academic hour of independent academic activity such as reading, summarizing, working on papers, etc.

Since our students are in an English-only medium of instruction environment, the current policy of some of our partner universities is that our students can be accepted without having to go through an international English language test such as IELTS that would normally determine a student's acceptance by a partner university.

Collaborative Learning with Innopeda Curriculum

BINUS Business School International Undergraduate Program is also committed to developing the students' skills in innovation and entrepreneurship. A new learning environment implemented in a curriculum called Innopeda (Innovation Pedagogy) has been specially designed to facilitate the development of these skills. It fosters collaborative learning experience well suited to the needs and characteristic of new generation of students. Teamwork skills, innovative idea generation, viable business solutions, and business startups are all the intended learning outcomes aiming to nurture new entrepreneurs at BINUS Business School International Undergraduate Program.

The Innopeda curriculum is centered upon the hatchery courses, which enable students to hatch their innovative ideas into business solutions and startup such as Project Hatchery and Entrepreneurship Hatchery, which are mandatory courses for all BBSUI students in their early years. During the entrepreneurial enrichment track, Business Model Innovation and Sustainable Startup Creation, among other, are follow-up courses designed specifically with design thinking, customer development and lean startup methodology in a multi-discipline environment to stimulate and cultivate the students' entrepreneurial skills.

To support this collaborative and entrepreneurial learning environment, the Center for Innovation, Design, Entrepreneurship Research was established in 2015, which serves as a focal link between students' entrepreneurial learning and entrepreneurial careers. It develops the core competencies in innovation and entrepreneurship, identifies innovative products or services that have been developed by students, and assists them in commercializing those products and services. It also promotes entrepreneurial thinking and attitude among students by actively

involving the students in entrepreneurship projects and providing outlets to exhibit them. The Innopeda curriculum and CIDER immerses students with an end-to-end experiential journey.

5.2.2 Evaluation System

The grading system which is in accordance with the purposes and goals of BINUS Business School International Undergraduate Program is the Absolute Grading System. A letter summarizes the student's academic performance in a course in a single semester and over the duration of the student's enrolment in the course, and is grouped as follows:

Table of Grading System for BINUS Business School International Undergraduate Program

Alphabetical Value	Weight	Final Score of Semester	Description
A	4	90 – 100	High Distinction
A-	3.67	85 – 89	
B+	3.33	80 – 84	
B	3	75 – 79	Distinction
B-	2.5	70 – 74	
C	2	65 – 69	Pass
D	1	50 – 64	Near Pass
E	0	0 – 49	Fail
F	0	-	Incomplete

Credit Load

In general, a full credit load in a single semester is between 18 and 24 units, depending on the course of study. The specific number of units may vary by semester within this range. Students with a high grade point average may petition the Head of the Programs in which they are enrolled for permission to overload.

At BINUS Business School International Undergraduate Program, 1 credit equals to 36-48 hours/semester with 1 teaching hour consists of 50 minutes/week.

The study load in one semester can be determined by one's individual ability and by looking at the students' results from the last semester, which are measured by Semester Grade Point Average (IPS/GPS), or all of the semesters by Cumulative Grade Point Average (IPK/GPA).

The Semester Grade Point Average (IPS/GPS) is counted as follows:

$$GPS = \frac{\sum (KN)}{\sum K} = \frac{\sum M}{\sum K}$$

The Cumulative Grade Point Average (IPK/GPA) is counted as follows:

$$GPA = \frac{\sum M}{\sum L}$$

K = Number of credits taken in related semester

N = Weight of each subject taken

M = Conversion Value (K x N)

L = Number of pass credits

Acceptable Academic Performance

The Standards of Academic Performance are published in the Student Handbook, available both online and from Student Services at the beginning of each academic year. In general, courses that are considered “core” courses in a major must be passed with the prescribed minimum grade.

For a definition of those courses considered “core” by each major, students can contact the Head of Program. Academic misconduct and the sanctions imposed for instances of misconduct are also defined in the student handbook.

5.2.3 3+1 Curriculum

BINUS Business School International Undergraduate Program has developed a 3+1 curriculum system which refers to a three-year on-campus program at Bina Nusantara University and a 1-year off-campus Enrichment Program (i.e. internship, research, entrepreneurship, community development, and study abroad). The main idea of this program is to reduce the gap between the university and industry/society, and to achieve one of our quality objectives to have at least two out of three graduates become an entrepreneur or work at a global organization within six months of graduation.

5.5 BINUS Business School Master Program

5.5.1 Study Requirements

Attendance

Minimum attendance of 70% is required for students to be eligible to undertake the final examination/assessment. 30% allowable absence includes for sickness, personal affairs and force majeure.

GPA & Grade

- A student should pass all required courses and have a minimum GPA ≥ 3.00 to graduate.
- The minimum passing grade is a ‘B’. Any course obtained with a grade less than ‘B’ must be retaken, even if the GPA is above 3.00.

TOEFL

MM Young Professional	MM Professional	MM Executive
≥ 475	≥ 500	≥ 500

The minimum TOEFL level required to be admitted into the three programs are ≥ 475 , ≥ 500 and ≥ 500 for MM Young Professional, MM Professional and MM Executive respectively.

5.6 BINUS Business School Doctorate Program

5.6.1 Evaluation System

The evaluation system in the doctoral program is divided into course work, publications, and dissertations. Each of these sections has a rubric assessment.

The Final Score for the semester is presented with the following Alphabetical Values:

Presented with the following Alphabetical Values:

Table of Grading System for Doctorate Program

Alphabetical Value	Weight	Final Score of Semester	Description
A	4	90 – 100	High Distinction
A-	3.67	85 – 89	Distinction
B+	3.33	80 – 84	Satisfactory
B	3	75 – 79	Pass
B-	2.5	70 – 74	Fail
C	2	65 – 69	
D	1	50 – 64	
E	0	0 – 49	
F	0	-	Incomplete

5.6.2 Requirements and Regulations for the Evaluation of Students' Academic Progress

Study Completion Requirements for the Doctoral Program (S3)

Students must fulfil the following requirements:

- Have no outstanding financial, library, or administrative obligations.
- Pass the final examination of the dissertation and submit one hard-bound copy and an electronic copy.
- Submit the dissertation summary.
- Pass all courses prescribed in the curriculum with a minimum grade of B.
- Achieve a minimum GPA of 3.00.
- Submit the Intellectual Property Form.
- Publish, or have in the publication process, at least two articles in Scopus-indexed journals, and publish and present at least one paper at an international conference with proceedings indexed by Scopus.

5.6.3 Dissertation

To fulfill the requirements for obtaining a doctoral degree (Dr), Students should finish and submit the dissertation in 4 stages: (i) Dissertation proposal (research proposal) and dissertation proposal exam, (ii) Research Findings and Research Findings Exam, (iii) Dissertation Defense 1, and (iv) Dissertation Defense 2 (Open Dissertation Exam). In order to fulfill the mission of Doctoral degree Program which is to advance knowledge as well as to produce high quality research by integrating science, using the best practices, and leveraging ICT, then the dissertation must consist of either ICT as a research tool, research area, research context, or the combination of all those three.

