PENGUMUMAN TAHAP 2
SECOND ANNOUNCEMENT
WISUDA 68 - BINUS UNIVERSITY
68th GRADUATION - BINUS UNIVERSITY
No. 091/PAN-WSD/XI/2023

1. **JADWAL BRIEFING DAN PELAKSANAAN WISUDA**
   GRADUATION BRIEFING AND CEREMONY SCHEDULE
   a. Briefing Wisuda 68
      68th Graduation Briefing

Hari *Day*	Tanggal *Date*	Shift *Shift*	Waktu (WIB) *Time (UTC+07:00)*	*Link Zoom Meeting** *Zoom Meeting Link*
Kamis *Thursday*	16 November 2023 *November 16, 2023*	1 & 2	08:00 – 09:00	https://linktr.ee/BINUS.Graduation68 pada bagian *Graduation Briefing Link* *https://linktr.ee/BINUS.Graduation68* *on the Graduation Briefing Link section*
		3 & 4	12:00 – 13:00	
		5 & 6	17:00 – 18:00	

   * *Link Zoom Meeting* hanya dapat diakses menggunakan akun *Zoom* dengan *email* @binus.ac.id
   The Zoom Meeting Link can only be accessed using a Zoom account with @binus.ac.id email

   b. Jadwal pelaksanaan Wisuda 68
      68th Graduation Ceremony schedule

Hari *Day*	Tanggal *Date*	Shift *Shift*	Waktu (WIB) *Time (UTC+07:00)*	Lokasi *Location*
Sabtu *Saturday*	18 November 2023 *November 18, 2023*	1	07:00 – 11:30	Plenary Hall, Jakarta Convention Center (JCC), Senayan, Jakarta
		2	13:30 – 18:00	
Minggu *Sunday*	19 November 2023 *November 19, 2023*	3	07:00 – 11:30	
		4	13:30 – 18:00	
Senin *Monday*	20 November 2023 *November 20, 2023*	5	07:00 – 11:30	
		6	13:30 – 18:00	

   c. Jadwal Briefing dan Pelaksanaan Wisuda diumumkan sesuai ketentuan sebagai berikut:
      The graduation briefing and ceremony are announced with the following conditions
      i. **Bagi wisudawan D4, S1, S2, S3, dan Profesi BINUS Reguler dan Internasional**
         For D4, S1, S2, S3, and Profession BINUS Regular and International graduates
         Melalui BINUSMAYA (https://binusmaya.binus.ac.id) pilih **apps launcher** di pojok kiri atas, pilih **Academic Services**, pilih menu **Graduation**, pilih **View Graduation Status and Schedule**.
         Via BINUSMAYA (https://binusmaya.binus.ac.id) access the apps launcher on the top left corner of the page, select Academic Services, select the Graduation menu, and choose View Graduation Status and Schedule.

ii. **Bagi wisudawan S1 BINUS ASO School of Engineering**
For D4, S1, S2, S3, and Profession BINUS Regular and International graduates
Melalui MyBASE (https://mybase.binus.ac.id) pilih *apps launcher* di pojok kiri atas, pilih *Academic Services*, pilih menu *Graduation*, pilih *View Graduation Status and Schedule*.
Via MyBASE (https://mybase.binus.ac.id) access the apps launcher on the top left corner of the page, select Academic Services, select the Graduation menu, and choose View Graduation Status and Schedule.

iii. **Bagi wisudawan S1 BINUS Online (BiOn) dan S2 Online**
For S1 BINUS Online (BiOn) and S2 Online graduates
Melalui LMS BINUS Online (http://ol.binus.ac.id) pada menu *Graduation*, pilih *Graduation Status*
Via BINUS Online LMS (http://ol.binus.ac.id) on Gradution menu, choose Graduation Status.

2. **UNDANGAN WISUDA**
   GRADUATION INVITATION
   a. Undangan wisuda bagi orang tua/wali/pasangan diberikan dalam bentuk **digital**.
   Graduation invitations for parents/guardians/spouse are given in digital form.
   b. Undangan wisuda dapat diakses melalui aplikasi berikut:
   Graduation invitations can be accessed through the following application:

   i. **Bagi Wisudawan D4 dan S1 BINUS Reguler, Internasional, dan BINUS ASO School of Engineering**
   For D4 and S1 Regular, International, and BINUS ASO School of Engineering graduates
   Menggunakan aplikasi **BINUS Mobile for Parent** maupun **BINUS Mobile for Student**.
   Via BINUS Mobile for Parent and BINUS Mobile for Student applications.

   ii. **Bagi wisudawan S1 BINUS Online (BiOn), S2, S3, dan Profesi**
   For S1 BINUS Online (BiOn), S2, S3, and Profession graduates
   Menggunakan aplikasi **BINUS Mobile for Student**.
   Via BINUS Mobile for Student applications.

   c. Aplikasi **BINUS Mobile for Parent** dapat di-download pada:
   BINUS Mobile for Parent application can be downloaded at:
   iii. Google Play – Android (https://play.google.com/store/apps/details?id=binus.itdivision.mobileparent&hl=in)
   iv. App Store – iOS (https://apps.apple.com/id/app/binus-mobile-for-parent/id1524738118)
   d. Aplikasi **BINUS Mobile for Student** dapat di-*download* pada:
   BINUS Mobile for Student application can be downloaded at:

      i.   Google Play – Android (https://play.google.com/store/apps/details?id=binus.itdivision.mobilestudent&hl=in)
      ii.   App Store – iOS (https://apps.apple.com/id/app/binus-mobile-for-student/id1441962329)

e. Login menggunakan **NIM dan password** untuk BINUS Mobile for Parent atau **email dan password Binusian (binus.ac.id)** untuk BINUS Mobile for Student.
Login using StudentID and password for BINUS Mobile for Parent or Binusian email and password (binus.ac.id) for BINUS Mobile for Student.

f. Pilih titik sembilan pada pojok kanan bawah aplikasi.
Choose nine dots on the bottom right corner of the application.

g. Pilih Graduation Invitation.
Choose Graduation Invitation.

h. Undangan **berlaku untuk 2 orang** dan wajib ditunjukkan kepada petugas sebelum memasuki area Plenary Hall. Proses penukaran undangan hanya dapat dilakukan oleh petugas dan jika sudah ditukar maka tidak dapat dibatalkan.
The invitation is valid for 2 people and must be shown to the officer before entering the Plenary Hall. The invitation can only be redeemed by the officer and if it has been redeemed, the action can not be canceled.

3. PENDATAAN KEHADIRAN WISUDA

GRADUATION ATTENDANCE

a. Wisudawan diwajibkan untuk mendatakan kehadirannya pada saat prosesi wisuda melalui **BINUS Mobile for Student.**
Graduates are required to check in for their attendance during the graduation procession through BINUS Mobile for Student.

b. Aplikasi BINUS Mobile for Student dapat di-*download* pada:
BINUS Mobile for Student application can be downloaded at:
    a.   Google Play – Android (https://play.google.com/store/apps/details?id=binus.itdivision.mobilestudent&hl=in)
    b.   App Store – iOS (https://apps.apple.com/id/app/binus-mobile-for-student/id1441962329)

c. Login menggunakan email dan password Binusian (binus.ac.id).
Login using Binusian email and password (binus.ac.id).

d. Pastikan Anda sudah berada di **lokasi wisuda** dan sesuai dengan **waktu pelaksanaan wisuda.**
Make sure you are at the graduation location and in accordance with the graduation ceremony time.

e. Pastikan smartphone sudah terhubung dengan **koneksi internet yang stabil** dan fitur **location/GPS** sudah dinyalakan.
Make sure the smartphone is connected to a stable internet connection and the location/GPS feature is turned on.

f. Pilih titik sembilan pada pojok kanan bawah aplikasi lalu pilih menu Graduation.
Choose nine dots on the bottom right corner of the application and choose Graduation menu.

g. Klik tombol Take Attendance dan akan tampil *pop up window*. Pop up berwarna **BIRU** berarti siap untuk mendatakan kehadiran. Klik tombol **Take Attendance** untuk mendatakan kehadiran.
Click Take Attendance button and a pop up window will appear. BLUE colored pop up means that you are ready to register your attendance. Click Take Attendance button to register your attendance.

h. Setelah icon centang diklik, maka warna kartu akan berubah.
After the check icon is clicked, the card color will be changed.

   i. Warna **HIJAU** artinya berhasil untuk mendatakan kehadiran dan data sudah tercatat di sistem.
   GREEN color means successful in registering attendance and data already recorded in the system.

   ii. Warna **ORANYE** artinya Anda terdata memiliki tunggakan buku perpustakaan dan/atau keuangan. Hubungi petugas terdekat untuk informasi lebih lanjut.
   ORANGE color means you have pending status (financial or library). Contact the nearest staff for more information.

   iii. Warna **MERAH** artinya Anda gagal untuk mendatakan kehadiran. Klik icon refresh untuk mengulang pendataan kehadiran. Pastikan Anda sudah berada di **lokasi wisuda** sesuai dengan **waktu kegiatan wisuda**, terhubung dengan **koneksi internet yang stabil,** dan fitur **location/GPS** sudah dinyalakan.
   RED color means you fail to register your attendance. Click the refresh icon to repeat the check in process. Make sure you are at the graduation location according to graduation time, the smartphone is connected to a stable internet connection, and the location / GPS feature is turned on.

4. TATA TERTIB PELAKSANAAN WISUDA
GRADUATION CEREMONY GUIDELINE

a. WISUDAWAN
GRADUATES

   i. Wisudawan harus dalam kondisi sehat. Jika Wisudawan merasa kurang sehat, diwajibkan untuk memakai masker.
   Graduates must be in good health condition. If graduates feel unwell, they must wear mask.

   ii. Paling lambat 30 menit sebelum acara dimulai, Wisudawan harus telah berada di Plenary Hall, Jakarta Convention Center (JCC), Senayan, Jakarta. Wisudawan yang terlambat, tidak akan diizinkan masuk ruang pelantikan.
   Graduates must be at Plenary Hall, Jakarta Convention Center (JCC), Senayan, Jakarta at the latest 30 minutes before the ceremony begins. Late graduates will not be allowed to enter the ceremony room.

   iii. Telah mengenakan baju seperti tertera di bawah ini dan **langsung** memasuki ruangan Plenary Hall (tidak diperkenankan

mengenakan baju toga di pintu masuk atau di lobby).
Have worn clothes as stated below and immediately enter the Plenary Hall (not allowed to wear toga at the entrance or in the lobby)

1. Lapisan Dalam:
   Inner outfit

   Pria : Kemeja putih lengan panjang, celana panjang hitam dan **dasi kupu-kupu warna hitam**.
   Man : White long-sleeved shirt, black trousers and black bow tie.
   Wanita : Kebaya.
   Woman : Kebaya.

2. Lapisan Luar (Baju Toga):
   Outer outfit

   Baju Toga yang dikenakan adalah baju toga yang dibagikan pada saat pembagian paket wisuda dan **pastikan posisi tali kuncir topi berada di sebelah kiri.**
   Toga that is distributed during the graduation package distribution and make sure that the tassel position of the cap is on the left side.

3. Sepatu
   Pria : Sepatu formal / pantofel berwarna hitam / gelap.
   Man : Black / dark color formal shoes / loafers.
   Wanita : Sepatu formal / *heels*.
   Woman : Shoes / heels.

4. Tidak diperkenankan membawa tas kecuali tas selempang kecil yang dikenakan di dalam lapisan toga.
   Carrying bags is not allowed, except for small shoulder bags worn inside the graduation gown.

5. Bagi Wisudawan yang tidak mengenakan baju toga dengan model yang ditetapkan, **tidak diperkenankan** mengikuti Upacara Wisuda.
   Graduates who are not wearing toga with the specified model, are not permitted to attend the Graduation Ceremony.

iv. Menempati tempat duduk sesuai dengan nomor yang ditentukan dan mendatakan kehadiran melalui BINUS Mobile for Student.
Sit accordance to the specified seat number and check in via BINUS Mobile for student for graduation attendance.

v. Selama upacara berlangsung tidak diperkenankan meninggalkan tempat duduk **dengan alasan apapun juga**.
During the graduation ceremony, graduates are not allowed to leave the seat for any reason.

vi. Pintu masuk ruangan wisuda akan ditutup 30 menit sebelum acara wisuda dimulai.
Graduation ceremony room entrance will be closed 30 minutes before graduation ceremony begins.

vii. Pada saat pembacaan JANJI ALUMNI, para wisudawan wajib mengikuti bersama-sama dan berdiri dengan sikap sempurna.

Read the ALUMNI PROMISES together with other graduates and stand in a perfect manner.

viii. Wajib mengikuti upacara dengan tertib dan hikmat.
Attend the graduation ceremony with order and wisdom.

ix. Wajib menjaga kebersihan ruangan upacara wisuda.
Keep the graduation ceremony room clean.

x. Wajib makan terlebih dahulu sebelum mengikuti upacara wisuda.
Eat before attending the graduation ceremony.

xi. Hal-hal lain yang belum disebutkan di atas akan diumumkan pada saat pelaksanaan wisuda.
Other matters not mentioned above will be announced at the graduation ceremony.

b. **KELUARGA WISUDAWAN DAN UNDANGAN LAINNYA**
GRADUATES FAMILY AND OTHER INVITEES

i. Para undangan harus dalam kondisi sehat. Jika para undangan merasa kurang sehat, diwajibkan untuk **memakai masker**.
Graduates must be in good health condition. If the invitees feels unwell, they must wear a mask.

ii. Anak-anak di bawah umur 14 tahun wajib didampingi oleh orang atau wali dan anak-anak di bawah umur 6 tahun tidak diperkenankan hadir pada acara Wisuda.
Children under the age of 14 are required to be accompanied by a parent or guardian, and children under the age of 6 are not allowed to attend the Graduation ceremony.

iii. Ketentuan proses *redeem* undangan
Graduation invitation redeem policy

   a. Para undangan harap membawa smartphone/gadget yang sudah terinstall aplikasi BINUS Mobile for Parent atau BINUS Mobile for Student dan menunjukkan undangan digital kepada petugas sebelum memasuki area gedung. Smartphone/gadget **jangan dititipkan kepada wisudawan atau orang lain**. **Undangan berlaku untuk 2 orang**.
   *The invitees should bring their smartphone/gadget with the BINUS Mobile for Parent or BINUS Mobile for Student application installed and show the digital invitation to the staff before entering the building area. Smartphone/gadget **should not be entrusted to graduates or other people**. **The invitation is valid for 2 people**.*

   b. Proses penukaran undangan hanya dapat dilakukan oleh petugas dan jika sudah ditukar maka tidak dapat dibatalkan.
   The invitation can only be redeemed by the officer and if it has been redeemed, the action can not be canceled.

iv. Pintu Plenary Hall ditutup 30 menit sebelum acara dimulai sampai acara wisuda selesai. Undangan diharapkan hadir sebelum pintu ditutup.
Plenary Hall door will be closed 30 minutes before graduation ceremony begins until the graduation ceremony is finished. Invitees are expected to come before the door is closed.

v. Demi ketertiban dan kelancaran jalannya upacara, selama upacara berlangsung, tidak diperkenankan meninggalkan tempat duduk **dengan alasan apapun juga**.
In order to keep ceremony running smoothly, during the ceremony, it is not permitted to leave the seat for any reason.

vi. Dilarang mengambil foto pada saat pelantikan wisudawan, karena pengambilan foto telah dikoordinasi oleh panitia.
It is forbidden to take photos during the inauguration of graduates, because graduation ceremony photo has been coordinated by the committee.

vii. Undangan disarankan untuk makan sebelum datang ke tempat Upacara Wisuda 68.
Invitees are advised to have a meal before attending the 68th Graduation Ceremony.

viii. Semua undangan diharapkan untuk menjaga kebersihan ruangan upacara wisuda.
All invitees should keep the graduation ceremony room clean.

ix. Semua undangan diharapkan untuk untuk menjaga ketertiban dan kelancaran upacara wisuda.
All invitees should keep graduation ceremony order.

x. Bagi keluarga lainnya yang tidak dapat melihat secara tatap muka, dapat melihat melalui *link live streaming* BINUS TV pada *link* https://www.binus.tv/live-streaming-event/.
Other families who can't watch the ceremony face to face, can watch via the BINUS TV live streaming on link https://www.binus.tv/live-streaming-event/.

5. INFORMASI LAINNYA
OTHER INFORMATION

a. Biaya wisuda **sudah termasuk**:
Graduation fee includes:

   i. 1 (satu) stel Baju Toga Wisuda (topi dan toga).
   1 (one) set of Graduation Robe (hat and robe).

   ii. 1 (satu) buah Tabung Wisuda (khusus Program Ganda akan mendapat 2 tabung) sesuai warna fakultasnya.
   1 (one) Graduation Tube (Dual Degree Program will get 2 tubes) according to the faculty color.

   iii. Berkas kelulusan.
   Graduation Documents.

b. Biaya Wisuda **tidak termasuk** konsumsi/*snack* pada hari Upacara Wisuda 68 diselenggarakan.
Graduation fee does not include refreshments/snacks on the day of the 68th Graduation Ceremony.

c. **Wisudawan yang tidak mengikuti UPACARA WISUDA 68 tetap diwajibkan membayar biaya wisuda sebesar yang sudah ditetapkan untuk dapat mengambil berkas kelulusan. Wisudawan tidak akan mendapatkan baju toga dan tabung wisuda.**
Graduates who do not attend the 68th GRADUATION CEREMONY are still required to pay graduation fee to be able to get graduation documents. Graduates will not get graduation robe and tube.

d. Wisudawan yang telah dinyatakan layak wisuda, tetapi masih mempunyai kelebihan pembayaran uang kuliah dapat mengisi formulir penarikan dana tanggal **13 – 27 November 2023** dengan ketentuan sebagai berikut:
Graduates who have been declared eligible to graduate, but still have excess tuition payments can fill out the withdrawal form start from November 13, 2023 until November 27, 2023 with the following conditions:

    i.   Melihat kelebihan pembayaran uang kuliah
        Check the excess tuition payments

        1. **Bagi wisudawan D4, S1, S2, S3, dan Profesi BINUS Reguler dan Internasional**
           For D4, S1, S2, S3, and Profession BINUS Regular and International graduates
           Melalui BINUSMAYA (https://binusmaya.binus.ac.id) pilih ***apps launcher*** di pojok kiri atas, pilih ***Academic Services***, pilih menu ***Financial***, pilih ***Financial Summary***, lihat ***Total Deposit***.
           Via BINUSMAYA (https://binusmaya.binus.ac.id) access the apps launcher on the top left corner of the page, select Academic Services, select the Financial menu, select Financial Summary, and check Total Deposit.

        2. **Bagi wisudawan S1 BINUS ASO School of Engineering**
           For S1 BINUS ASO School of Engineering graduates
           Melalui MyBASE (https://mybase.binus.ac.id) pilih ***apps launcher*** di pojok kiri atas, pilih ***Academic Services***, pilih menu ***Financial***, pilih ***Financial Summary***, lihat ***Total Deposit***.
           Via MyBASE (https://mybase.binus.ac.id) access the apps launcher on the top left corner of the page, select Academic Services, select the Financial menu, select Financial Summary, and check Total Deposit.

        3. **Bagi wisudawan S1 BINUS Online (BiOn) dan S2 Online**
           For S1 BINUS Online (BiOn) and S2 Online graduates
           Melalui LMS BINUS Online (https://ol.binus.ac.id/) pilih menu ***Private*** > ***Financial*** > ***Financial Status***, lihat ***Total Deposit***
           Via BINUS Online LMS (https://ol.binus.ac.id/) choose menu: Private > Financial > Financial Status, check Total Deposit

    ii.   Mengisi formulir penarikan dana pada link **https://bit.ly/fpd-wisuda**
        Fill in the withdrawal form via link https://bit.ly/fpd-wisuda

e. Pengambilan berkas kelulusan dilakukan saat hari Wisuda. Bagi Wisudawan yang tidak hadir pada saat hari Wisuda maka berkas kelulusan dapat diambil atau dikirimkan sesuai ketentuan yang diberlakukan oleh SSC (Student Services Center).

The graduation file will be distributed on the day of the graduation ceremony. For those who cannot attend the ceremony, the graduation file can be taken or sent according to the provisions imposed by the SSC (Student Services Center).

f. ARO (Alumni Relation Office) menyediakan **photo booth sederhana di area luar Plenary Hall** yang dapat dimanfaatkan oleh para wisudawan. Pembelian tiket photo booth dapat dilakukan dengan mengisi link berikut https://bit.ly/BINUS-PBW68. Untuk mendapatkan informasi dan layanan seputar alumni dapat mengunjungi www.binus.ac.id/alumni, serta mengunduh aplikasi BINUS Alumni Mobile pada link http://bit.ly/BAM-Android (Android) atau http://bit.ly/BAM-iOS (iOS).

    ARO (Alumni Relations Office) provides a simple photo booth outside of Plenary Hall that can be used by graduates. The purchase of photo booth tickets can be made by filling out the following link: https://bit.ly/BINUS-PBW68. To get information and services about alumni, you can visit www.binus.ac.id/alumni, and download the BINUS Alumni Mobile application at the link http://bit.ly/BAM-Android (Android) or http://bit.ly/BAM-iOS (iOS).

g. Informasi **foto prosesi pelantikan** dapat dilihat pada link berikut: **https://bit.ly/photo-info-w68**

    *Information of graduation ceremony photo can be seen at the following link: **https://bit.ly/photo-info-w68***

Jakarta, 13 November 2023
Jakarta, November 13, 2023

PANITIA WISUDA 68
68th GRADUATION COMMITTEE
BINUS UNIVERSITY
binus.ac.id/graduation – **micrositewisuda@binus.edu**