

# SOSIALISASI THESIS APPS UNTUK DOSEN PEMBIMBING

*Tahapan setelah proses konsultasi/bimbingan*



# OUTLINE

## Title Changes Form

- Fitur untuk perubahan judul Skripsi / Pre-Thesis

## Document Approval

- Fitur untuk review dan approval dokumen Softcover / Final Report Pre-Thesis

## Score Sheet

- Fitur untuk memberikan nilai bimbingan

## Supervisor Recommendation

- Fitur untuk memberikan rekomendasi bagi mahasiswa yang belum dapat menyelesaikan skripsi di semester berjalan



## Konsultasi Skripsi (Non Class) dan Pre-Thesis

Mohon dapat diperhatikan jumlah minimal konsultasi Dosen Pembimbing dan Mahasiswa sebagai syarat pengumpulan Softcover / Final Report Pre-Thesis

Panduan Thesis Apps fitur Konsultasi dapat diakses pada QR Code dan link berikut



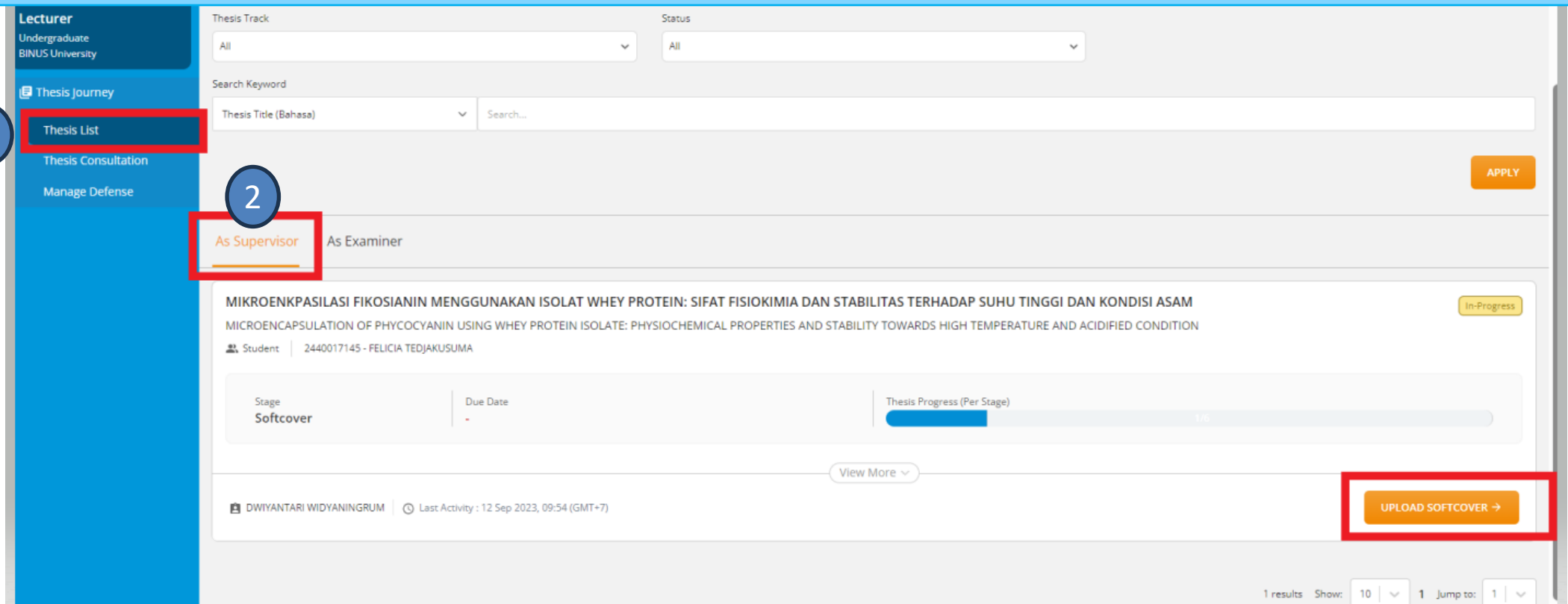
<https://support.binus.ac.id/article/binusmaya-thesis-apps-untuk-dosen/>



# Title Changes Form (opsional)

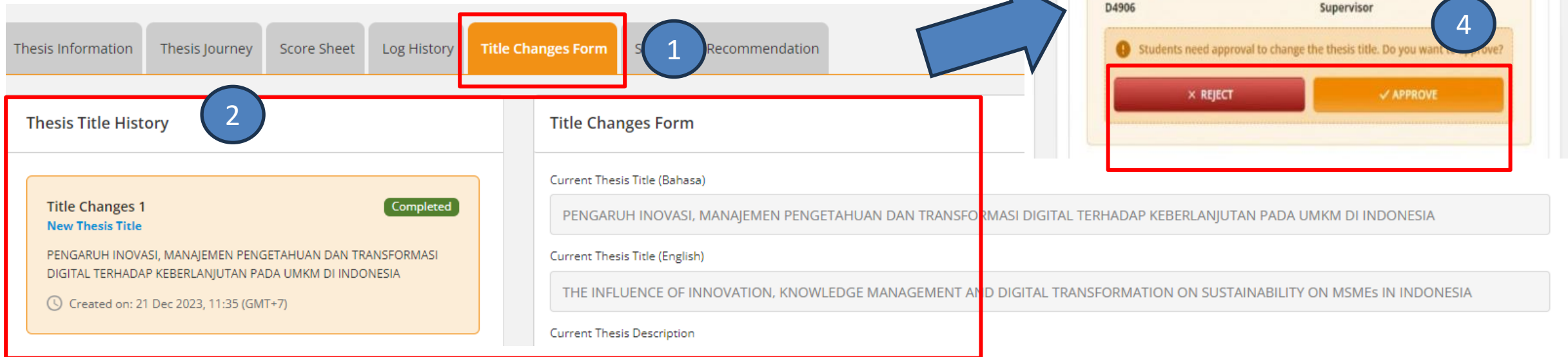
*Halaman ini diakses hanya jika terdapat Mahasiswa yang mengajukan perubahan judul Skripsi/Pre-Thesis*

1. Klik Menu Thesis Journey, pilih **Thesis List**
2. Akan tampil Informasi Thesis list dengan 2 kategori :
  - i. **As Supervisor**: Sebagai Dosen Pembimbing, menampilkan list Mahasiswa bimbingan
  - ii. **As Examiner**: Sebagai Dosen Penguji, menampilkan list Mahasiswa yang akan diuji sesuai jadwal sidangPilih **Tab As Supervisor**
3. Cari Mahasiswa yang telah submit Title Change Form, klik tombol **Upload Softcover** atau sesuai **stage progress Mahasiswa**



The screenshot shows the 'Thesis List' interface. On the left sidebar, the 'Thesis List' menu item is highlighted with a red box and a circled '1'. The main content area has two tabs: 'As Supervisor' (highlighted with a red box and a circled '2') and 'As Examiner'. Below the tabs, a thesis entry is displayed with the title 'MIKROENKAPSIKASI FIKOSIANIN MENGGUNAKAN ISOLAT WHEY PROTEIN: SIFAT FISIOKIMIA DAN STABILITAS TERHADAP SUHU TINGGI DAN KONDISI ASAM'. The student information is '2440017145 - FELICIA TEDJAKUSUMA'. The progress bar shows 'Softcover' as the current stage. At the bottom right of the entry, the 'UPLOAD SOFTCOVER' button is highlighted with a red box and a circled '3'. The interface also includes search filters for 'Thesis Track' and 'Status', and a search bar for 'Thesis Title (Bahasa)'.

1. Setelah masuk ke Journey Mahasiswa klik tab **Title Changes Form**
2. Lakukan review atas judul baru yang diajukan Mahasiswa.
3. Terdapat informasi jumlah sesuai dengan status pengajuan perubahan judul:
  - i. **Waiting for Approval:** Menunggu review dan approval dari Supervisor
  - ii. **Approved:** Sudah berhasil di-approve oleh Supervisor
  - iii. **Rejected:** Pengajuan di-reject oleh Supervisor
4. Berikan status review dengan menekan tombol action:
  - i. **Reject:** Jika perubahan judul tidak disetujui
  - ii. **Approve:** Jika perubahan judul disetujui



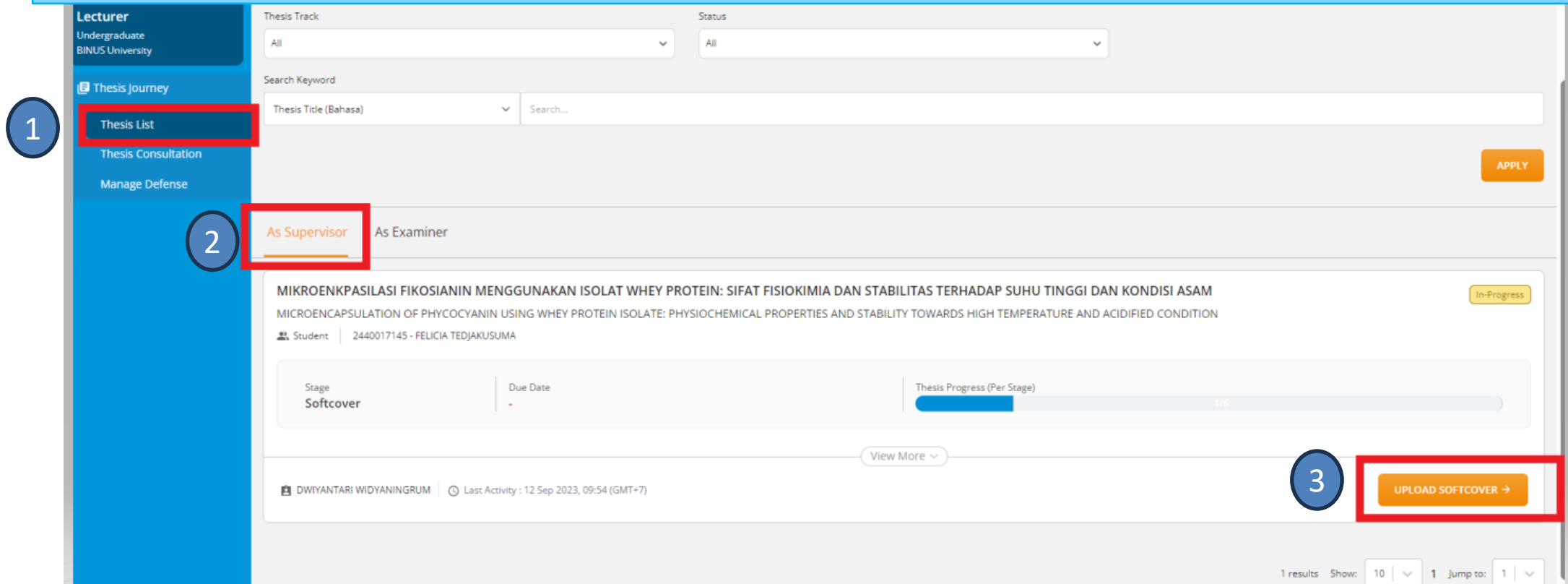
The screenshot shows the 'Title Changes Form' interface. At the top, there are navigation tabs: 'Thesis Information', 'Thesis Journey', 'Score Sheet', 'Log History', 'Title Changes Form' (highlighted with a red box and circled '1'), and 'Recommendation'. Below the tabs, the 'Thesis Title History' section (circled '2') shows a completed entry for 'Title Changes 1' with the title 'PENGARUH INOVASI, MANAJEMEN PENGETAHUAN DAN TRANSFORMASI DIGITAL TERHADAP KEBERLANJUTAN PADA UMKM DI INDONESIA'. The main 'Title Changes Form' section displays the current thesis title in Bahasa and English, and the current thesis description. On the right, the 'Supervisor Approval' section (circled '3') shows a table with columns for 'Waiting for Approval' (1), 'Approved' (0), and 'Rejected' (0). Below this, the 'Your Approval' section (circled '4') shows the lecturer's name 'Desman Hidayat', code 'D4906', and role 'Supervisor'. A message states 'Students need approval to change the thesis title. Do you want to approve?' with 'REJECT' and 'APPROVE' buttons.

Jika Judul Skripsi / Pre-Thesis Mahasiswa berubah, mohon memastikan proses perubahan judul sampai status **Approved** sebelum proses pengumpulan Dokumen Softcover / Final Report Pre-Thesis

# Document Approval

1. Softcover (Skripsi)
2. Final Report Pre-Thesis (Pre-Thesis)

1. Klik Menu Thesis Journey, pilih **Thesis List**
2. Akan tampil Informasi Thesis list dengan 2 kategori :
  - i. **As Supervisor**: Sebagai Dosen Pembimbing, menampilkan list Mahasiswa bimbingan
  - ii. **As Examiner**: Sebagai Dosen Penguji, menampilkan list Mahasiswa yang akan diuji sesuai jadwal sidangPilih **Tab As Supervisor**
3. Cari softcover yang akan di-approve, kemudian klik tombol **Upload Softcover** (untuk Skripsi)



The screenshot displays the 'Thesis Track' interface for a lecturer. The left sidebar shows the 'Thesis Journey' menu with 'Thesis List' highlighted (1). The main content area shows the 'Thesis Track' section with filters for 'Thesis Track' (All) and 'Status' (All). Below the filters is a search bar for 'Thesis Title (Bahasa)'. The 'Thesis List' table shows a single entry for a student named FELICIA TEDJAKUSUMA, with the 'As Supervisor' tab selected (2). The entry details include the thesis title in Indonesian and English, the student ID, and a progress bar for the 'Softcover' stage. At the bottom right of the entry, the 'UPLOAD SOFTCOVER' button is highlighted (3).

**1** Thesis List

**2** As Supervisor

**3** UPLOAD SOFTCOVER →





1. Halaman akan diarahkan ke Thesis Detail, pilih tab **Thesis Journey**
2. Pilih stage **Softcover**
3. Pilih Activity **Upload Softcover** (untuk Thesis). Akan tampil **status approval** dari dokumen yang telah diupload Mahasiswa

The screenshot shows the 'Thesis Journey Stage' interface. The 'Thesis Journey' tab is selected and highlighted with a red box and a blue circle containing the number '1'. The 'Softcover' stage is selected and highlighted with a red box and a blue circle containing the number '2'. The 'Upload Softcover' activity is highlighted with a red box and a blue circle containing the number '3'. The interface also shows a 'Status' section with 'Upload Document', 'Approval Level 1', and 'Approval Level 2' buttons, each with a status indicator (In Progress, Rejected, or In Progress).

Upload Softcover In Progress

Status

Upload Document

Completed

Approval Level 1

In Progress

Approval Level 2

In Progress

[View Instruction and Brief Materials](#)

**1** Please check the approval status regularly. You may check the approval notes by click "View History". You can view or download the document by clicking the document name.

No	Document Name	Document Description	Document Status	Last Uploaded	Status Approver Level 1	Status Approver Level 2	Action
1	<a href="#">Softcover Skripsi .pdf (187 KB)</a>		Uploaded	04 Jan 2024, 16:16 (GMT +7)	Supervisor 1 0/2	SSC 0/2	<span style="color: #007bff;">Waiting For Approval</span> <span style="color: #007bff;">Waiting For Approval</span> <span style="color: #007bff;">Waiting For Approval</span>
2	Lampiran Softcover Cover Skripsi (Lampiran isi skripsi)		Not Uploaded	-			<span style="color: #007bff;">Waiting For Approval</span> <span style="color: #007bff;">Waiting For Approval</span> <span style="color: #007bff;">Waiting For Approval</span>
3	<a href="#">Halaman Pernyataan Originalitas .pdf (187 KB)</a>		Uploaded	04 Jan 2024, 16:17 (GMT +7)	Supervisor 1 0/2	SSC 0/2	<span style="color: #007bff;">Waiting For Approval</span> <span style="color: #007bff;">Waiting For Approval</span> <span style="color: #007bff;">Waiting For Approval</span>

1. Icon berwarna ORANGE menandakan dokumen merupakan Dokumen yang wajib untuk diupload (bersifat *Mandatory*)
2. Status dokumen softcover:
  - i. **Uploaded:** sudah diupload oleh Mahasiswa
  - ii. **Not Uploaded:** belum diupload oleh Mahasiswa
3. Dokumen softcover memiliki level approval dengan PIC Approval adalah Dosen Pembimbing (Supervisor) atau Staff.
4. Keterangan pada level approval:
  - i. **Not Started:** Approval tidak dapat dilakukan karena masih menunggu proses sebelumnya
  - ii. **Waiting for Approval:** Menunggu untuk direview dan diberikan Approval
  - iii. **Skipped:** Tidak perlu direview jika muncul pada kolom Supervisor karena akan langsung direview oleh Staff
  - iv. **Approved:** Jika sudah berhasil di-approve
  - v. **Rejected:** Jika dokumen di-reject dan Mahasiswa perlu melakukan perbaikan

Upload Softcover In Progress

Status

Upload Document

Completed

Approval Level 1

In Progress

Approval Level 2

In Progress

[View Instruction and Brief Materials](#)

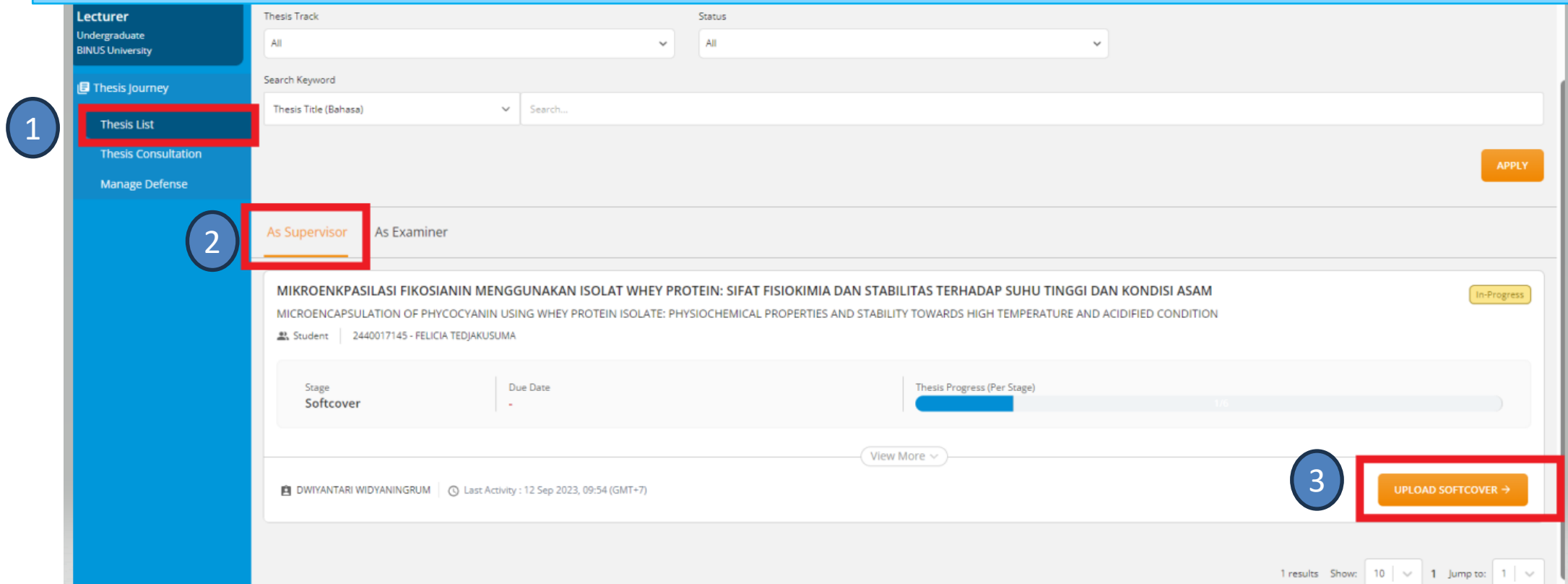
**i** Please check the approval status regularly. You may check the approval notes by click "View History".  
You can view or download the document by clicking the document names.

No	Document Name	Document Description	Document Status	Last Uploaded	Status Approver Level 1	Status Approver Level 2	Action
					Supervisor 1	SSC	
1	<a href="#">Softcover Skripsi.pdf (187 KB)</a>		Uploaded	04 Jan 2024, 16:16 (GMT +7)	Waiting For Approval	Skipped	- Approve - Reject
2	Lampiran Softcover Cover Skripsi (Lampiran isi skripsi)		Not Uploaded	-			
3	<a href="#">Halaman Pernyataan Orisinalitas.pdf (187 KB)</a>		Uploaded	04 Jan 2024, 16:17 (GMT +7)	Waiting For Approval	Not Started	- Approve - Reject

- Download dokumen yang akan direview dengan cara **klik pada nama dokumen**.
- Jika sudah selesai melakukan review, berikan status approval dengan cara klik pada kolom **Action**. Terdapat 2 action yang dapat dilakukan:
  - Approve:** Jika dokumen sudah sesuai dan disetujui untuk diproses lebih lanjut
  - Reject:** Jika dokumen tidak sesuai dan meminta mahasiswa untuk melakukan pengumpulan ulang

- Dosen perlu melakukan review dan memberikan approval paling lambat **3 hari** sejak Mahasiswa melakukan upload agar jika dokumen tidak sesuai masih ada waktu untuk Mahasiswa melakukan perbaikan
- Dosen diharapkan dapat memperhatikan deadline pengumpulan Softcover Mahasiswa yang dapat dilihat pada bagian **Thesis Detail**, pilihan **Stage Softcover**, lihat informasi **Due Date**.

1. Klik Menu Thesis Journey, pilih **Thesis List**
2. Akan tampil Informasi Thesis list dengan 2 kategori :
  - i. **As Supervisor**: Sebagai Dosen Pembimbing, menampilkan list Mahasiswa bimbingan
  - ii. **As Examiner**: Sebagai Dosen Penguji, menampilkan list Mahasiswa yang akan diuji sesuai jadwal sidangPilih **Tab As Supervisor**
3. Cari softcover yang akan di-approve, kemudian klik tombol **Upload Final Report Pre-Thesis** (untuk Pre-Thesis)



**Lecturer**  
Undergraduate  
BINUS University

**Thesis Journey**

- 1. Thesis List
- Thesis Consultation
- Manage Defense

Thesis Track: All | Status: All

Search Keyword: Thesis Title (Bahasa) | Search...

APPLY

2. As Supervisor | As Examiner

**MIKROENKAPSIKASI FIKOSIANIN MENGGUNAKAN ISOLAT WHEY PROTEIN: SIFAT FISIOKIMIA DAN STABILITAS TERHADAP SUHU TINGGI DAN KONDISI ASAM** | In-Progress  
MICROENCAPSULATION OF PHYCOCYANIN USING WHEY PROTEIN ISOLATE: PHYSIOCHEMICAL PROPERTIES AND STABILITY TOWARDS HIGH TEMPERATURE AND ACIDIFIED CONDITION

Student: 2440017145 - FELICIA TEDJAKUSUMA

Stage: Softcover | Due Date: - | Thesis Progress (Per Stage): 1/6

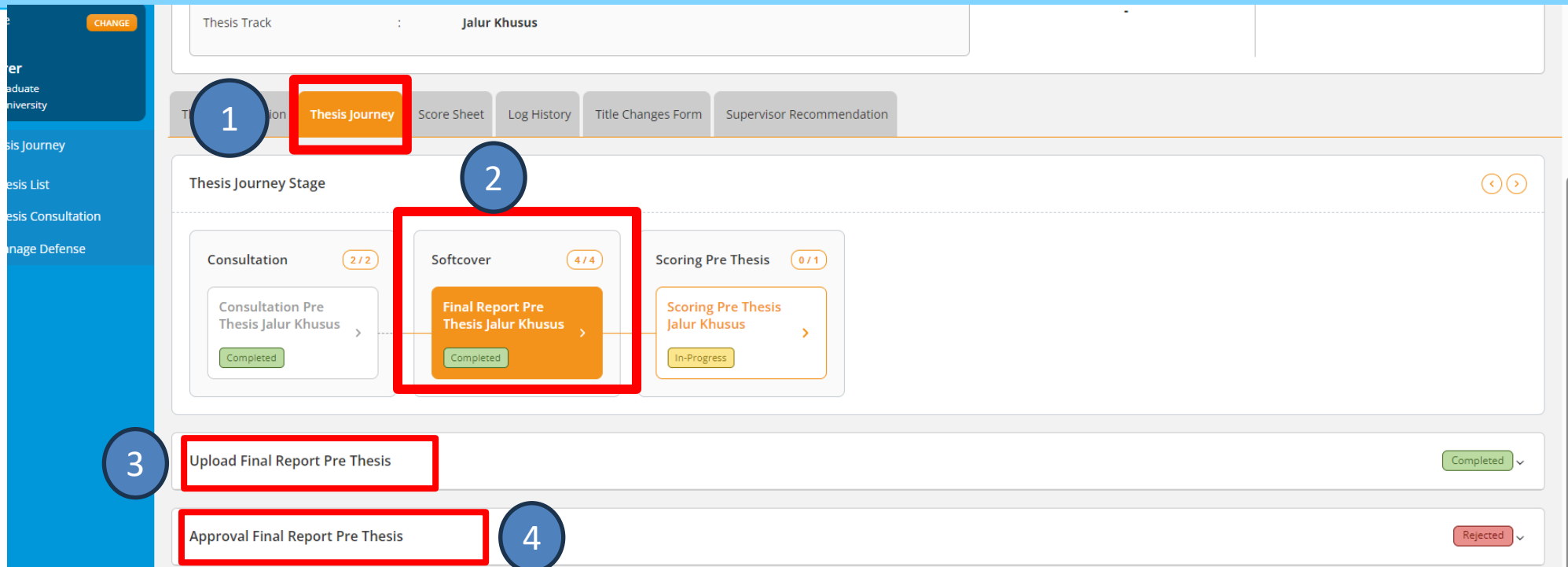
View More

3. DWIYANTARI WIDYANINGRUM | Last Activity: 12 Sep 2023, 09:54 (GMT+7)

UPLOAD SOFTCOVER →

1 results | Show: 10 | 1 | Jump to: 1

1. Halaman akan diarahkan ke Thesis Detail, pilih tab **Thesis Journey**
2. Pilih stage **Softcover**
3. Pilih Activity **Upload Final Report Pre Thesis**. Untuk melihat dokumen yang telah diupload Mahasiswa
4. Untuk memberikan Approval pilih activity **Approval Final Report Pre Thesis**

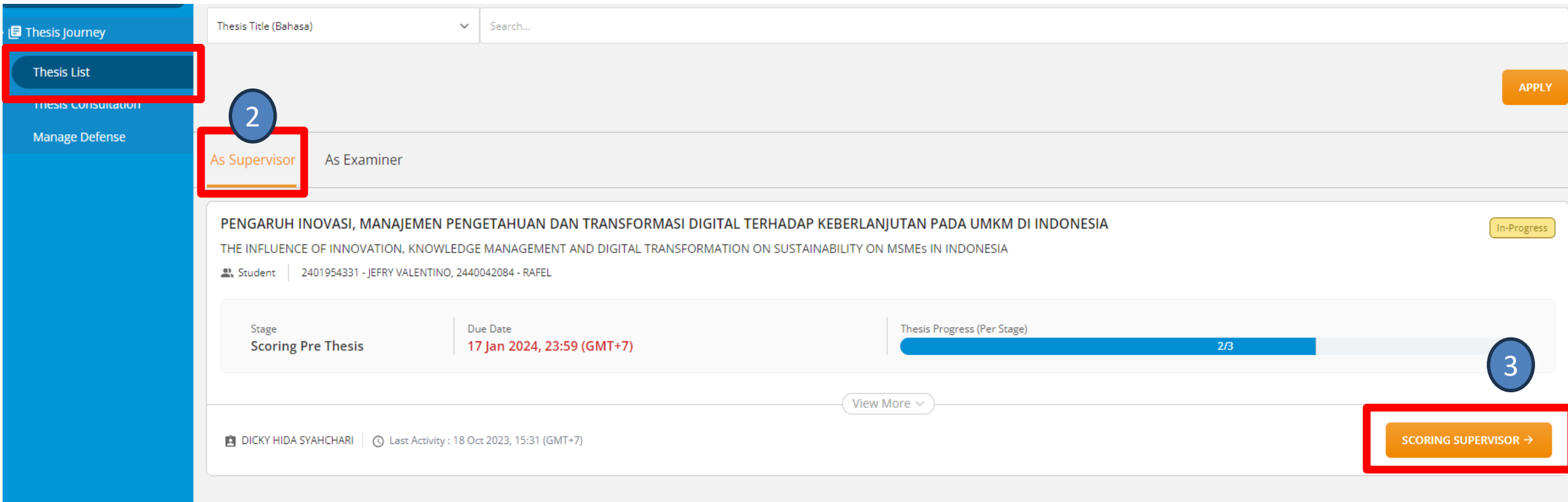


The screenshot shows the 'Thesis Journey Stage' interface. At the top, there is a 'Thesis Track' dropdown set to 'Jalur Khusus'. Below this is a navigation bar with tabs: 'Thesis Journey' (highlighted with a red box and a '1' in a blue circle), 'Score Sheet', 'Log History', 'Title Changes Form', and 'Supervisor Recommendation'. The main content area is titled 'Thesis Journey Stage' and contains three stage cards: 'Consultation' (2/2, Completed), 'Softcover' (4/4, Completed, highlighted with a red box and a '2' in a blue circle), and 'Scoring Pre Thesis' (0/1, In-Progress). Below the stage cards, there are two activity cards: 'Upload Final Report Pre Thesis' (highlighted with a red box and a '3' in a blue circle) and 'Approval Final Report Pre Thesis' (highlighted with a red box and a '4' in a blue circle).

1. Dosen perlu melakukan review dan memberikan approval paling lambat **3 hari** sejak Mahasiswa melakukan upload agar jika dokumen tidak sesuai masih ada waktu untuk Mahasiswa melakukan perbaikan
2. Dosen diharapkan dapat memperhatikan deadline pengumpulan Final Report Pre-Thesis Mahasiswa yang dapat dilihat pada bagian **Thesis Detail**, pilihan **Stage Softcover**, lihat informasi **Due Date**.

# Score Sheet *as Supervisor*

1. Klik Menu Thesis Journey, pilih **Thesis List**
2. Akan tampil Informasi Thesis list dengan 2 kategori :
  - i. **As Supervisor**: Sebagai Dosen Pembimbing, menampilkan list Mahasiswa bimbingan
  - ii. **As Examiner**: Sebagai Dosen Penguji, menampilkan list Mahasiswa yang akan diuji sesuai jadwal sidangPilih **Tab As Supervisor**
3. Cari Mahasiswa yang akan diberikan nilai, kemudian klik tombol **Scoring Supervisor**



The screenshot displays the 'Thesis Journey' interface. On the left sidebar, the 'Thesis List' menu item is highlighted with a red box and a circled '1'. Below it, the 'As Supervisor' tab is selected, also highlighted with a red box and a circled '2'. The main content area shows a thesis titled 'PENGARUH INOVASI, MANAJEMEN PENGETAHUAN DAN TRANSFORMASI DIGITAL TERHADAP KEBERLANJUTAN PADA UMKM DI INDONESIA' with a status of 'In-Progress'. The student information is '2401954331 - JEFRY VALENTINO, 2440042084 - RAFEL'. The current stage is 'Scoring Pre Thesis' with a due date of '17 Jan 2024, 23:59 (GMT+7)'. A progress bar shows '2/3' completion. At the bottom right, the 'SCORING SUPERVISOR' button is highlighted with a red box and a circled '3'.



1. Halaman akan diarahkan ke Thesis Detail, pilih tab **Thesis Journey**
2. Pilih stage **Scoring** Thesis (untuk Skripsi) atau **Scoring Pre Thesis** (untuk Pre-Thesis)
3. Pilih activity **Scoring Supervisor**
4. Klik tombol **Input Score** dan isi nilai sesuai dengan rubrik nilai yang ada

The screenshot displays the 'Thesis Journey' interface. At the top, there are several tabs: 'Thesis Information', 'Thesis Journey' (highlighted with a red box and a blue circle with the number 1), 'Sheet', 'Log History', 'Title Changes Form', and 'Supervisor Recommendation'. Below the tabs, there are three main stages: 'Consultation' (2/2), 'Softcover' (4/4), and 'Scoring Pre Thesis' (0/1). The 'Scoring Pre Thesis' stage is highlighted with a red box and a blue circle with the number 2. Under 'Scoring Pre Thesis', there is an activity 'Scoring Pre Thesis Jalur Khusus' with an 'In-Progress' status, also highlighted with a red box. Below the stages, there is a 'Scoring Supervisor' section (highlighted with a red box and a blue circle with the number 3) with a 'Started' button. A message bar at the bottom states 'You are required to input score of this thesis.' Below the message bar, there is an 'INPUT SCORE' button (highlighted with a red box and a blue circle with the number 4).





1. Input Score setiap Mahasiswa sesuai rubrik nilai
2. Klik tombol **Save** apabila pendataan score sudah selesai
3. Akan tampil pop up **Identity Confirmation**
4. Input **password email binus.ac.id**
5. Klik tombol **Cancel** jika akan melakukan revisi nilai atau **Submit** untuk finalisasi nilai

Supervisor Score Sheet

Role  
Supervisor 1

Not Submitted

VINCENT NOVIANTO  
2301887105

Scoring Items	Weight	Input Score
Dimension: Scoring Items	100%	0

1

2

Identity Confirmation

To submit the score you have inputted, you have to confirm your ID by entering your account password.

Password \*

\*\*\*\*\*

Wrong Password

CANCEL SUBMIT

3

4

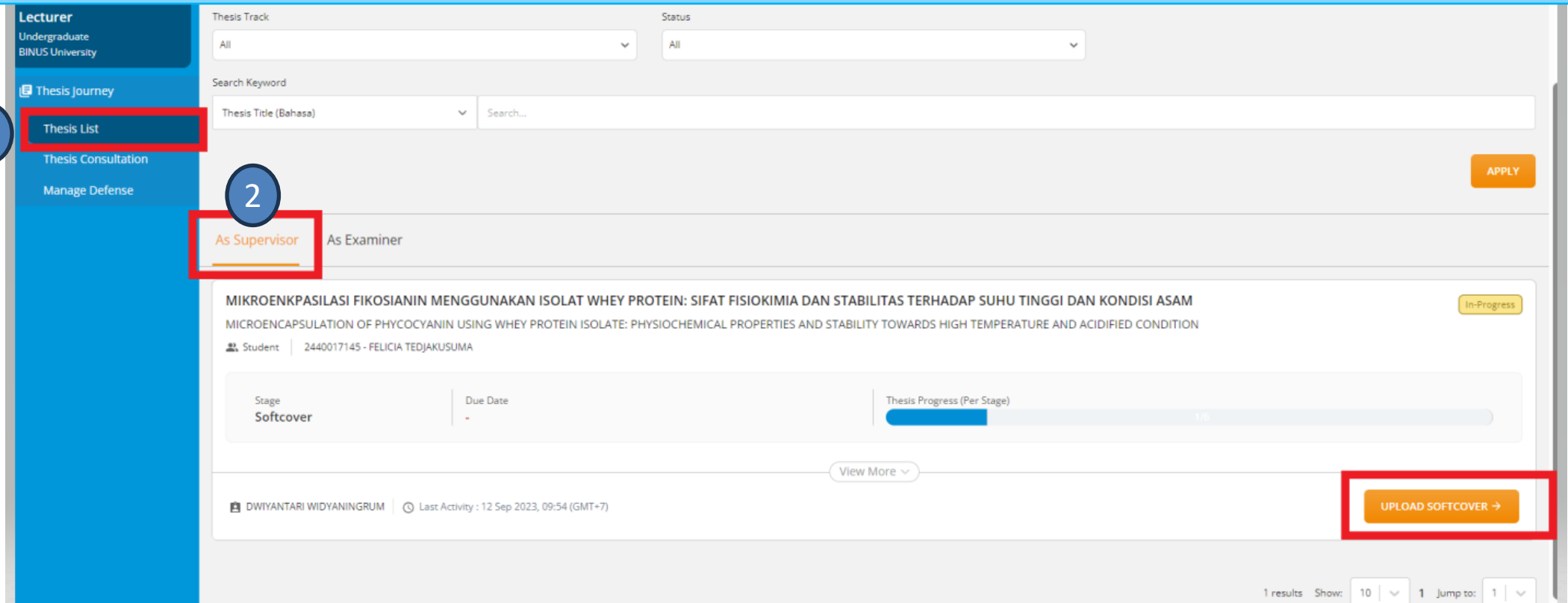
5

# Supervisor Recommendation

*Supervisor Recommendation merupakan fitur rekomendasi untuk Mahasiswa jika Skripsi Mahasiswa belum selesai dan belum siap dikumpulkan dengan pilihan:*

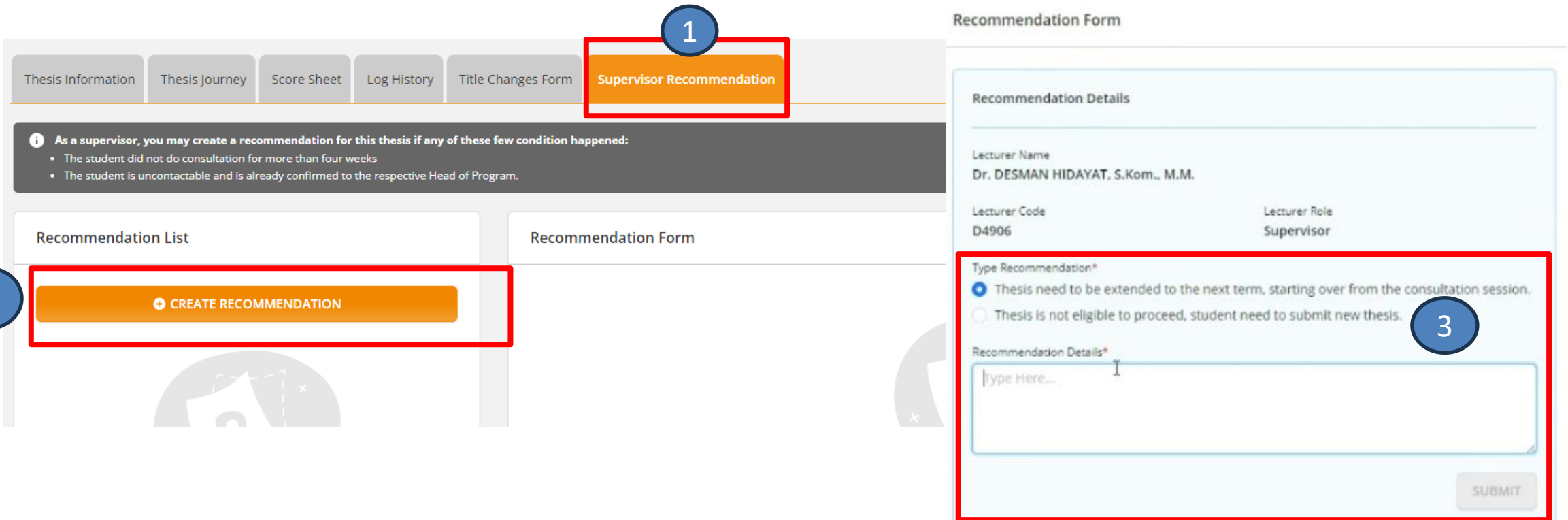
- 1. Perpanjangan Thesis ke semester selanjutnya (extend) dengan judul yang sama*
- 2. Mengajukan topik skripsi baru di semester selanjutnya*

1. Klik Menu Thesis Journey, pilih **Thesis List**
2. Akan tampil Informasi Thesis list dengan 2 kategori :
  - i. **As Supervisor**: Sebagai Dosen Pembimbing, menampilkan list Mahasiswa bimbingan
  - ii. **As Examiner**: Sebagai Dosen Penguji, menampilkan list Mahasiswa yang akan diuji sesuai jadwal sidangPilih **Tab As Supervisor**
3. Cari Mahasiswa yang akan diberikan rekomendasi, klik tombol **Upload Softcover** atau sesuai **stage progress Mahasiswa**



The screenshot shows the 'Thesis List' interface. On the left sidebar, the 'Thesis List' menu item is highlighted with a red box and a circled '1'. Below it, the 'As Supervisor' tab is selected and highlighted with a red box and a circled '2'. The main content area displays a list of thesis entries. The first entry is titled 'MIKROENKAPSULASI FIKOSIANIN MENGGUNAKAN ISOLAT WHEY PROTEIN: SIFAT FISIOKIMIA DAN STABILITAS TERHADAP SUHU TINGGI DAN KONDISI ASAM' with a subtitle in English. The student name is '2440017145 - FELICIA TEDJAKUSUMA'. The 'Stage' is 'Softcover' and the 'Due Date' is empty. A progress bar shows '1/6' completion. At the bottom right of the entry, the 'UPLOAD SOFTCOVER' button is highlighted with a red box and a circled '3'. The interface also includes search filters for 'Thesis Track' and 'Status', both set to 'All', and a search bar for 'Thesis Title (Bahasa)'.

1. Setelah masuk ke Journey Mahasiswa klik tab **Supervisor Recommendation**
2. Klik tombol **Create Recommendation**
3. Pilih tipe rekomendasi dan isi keterangan dari rekomendasi yang diberikan (**Recommendation Details**), lalu klik **Submit**.  
Adapun arti dari tipe rekomendasi yang ada sbb.:
  - i. **Thesis need to be extended to the next term, starting over from the consultation session:** Skripsi akan diperpanjang ke semester selanjutnya dan dimulai lagi dari stage konsultasi (bimbingan)
  - ii. **Thesis not eligible to processed, student need to submit new thesis:** Skripsi tidak dapat diperpanjang ke semester selanjutnya dan Mahasiswa perlu mengajukan topik skripsi baru

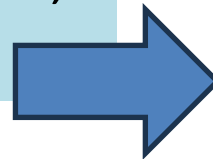


The screenshot shows the 'Supervisor Recommendation' interface. At the top, a navigation bar includes tabs for 'Thesis Information', 'Thesis Journey', 'Score Sheet', 'Log History', 'Title Changes Form', and 'Supervisor Recommendation' (highlighted with a red box and a blue circle containing the number 1). Below the navigation bar, a message states: 'As a supervisor, you may create a recommendation for this thesis if any of these few condition happened: • The student did not do consultation for more than four weeks • The student is uncontactable and is already confirmed to the respective Head of Program.' The main content area is split into two panels: 'Recommendation List' on the left and 'Recommendation Form' on the right. In the 'Recommendation List' panel, a blue button labeled '+ CREATE RECOMMENDATION' is highlighted with a red box and a blue circle containing the number 2. The 'Recommendation Form' panel contains the following fields: 'Recommendation Details' (header), 'Lecturer Name' (Dr. DESMAN HIDAYAT, S.Kom., M.M.), 'Lecturer Code' (D4906), and 'Lecturer Role' (Supervisor). Below these, the 'Type Recommendation\*' section has two radio button options: 'Thesis need to be extended to the next term, starting over from the consultation session.' (selected) and 'Thesis is not eligible to proceed, student need to submit new thesis.' (highlighted with a blue circle containing the number 3). A text input field for 'Recommendation Details\*' is located below the radio buttons, with a placeholder 'Type Here...'. A 'SUBMIT' button is at the bottom right of the form.

**Contact Us**



Jika Bapak/Ibu Dosen ada pertanyaan lebih lanjut atau mengalami kendala, silakan menghubungi kami



Jika Mahasiswa bimbingan Bapak/Ibu mengalami kendala dalam mengakses Thesis Apps, silakan dapat diinformasikan untuk menghubungi **Contact Center khusus Mahasiswa** pada link [linktr.ee/contactssc](https://linktr.ee/contactssc)

## CONTACT US



*[linktr.ee/thesis.information](https://linktr.ee/thesis.information)*



People  
Innovation  
Excellence

Thank you!