

BRIEFING SERTIFIKASI *NON CREDIT EARNING*

Sudah Siap Menghadapi Dunia Kerja Abad 21 dan Perubahan di Era Disrupsi?



Mahasiswa harus **memperkaya kemampuan**,
dapat dilakukan melalui **Sertifikasi**

Bina Nusantara University mendukung usaha
mahasiswa untuk mendapatkan pembelajaran di
luar kurikulum melalui **Sertifikasi**

Apa itu Sertifikasi?



Sertifikasi (Sertifikat Profesional) adalah pengakuan resmi terhadap sebuah **kemampuan (kompetensi)** yang dicapai seseorang berdasarkan proses penilaian.

Sertifikasi dapat berupa:

- **Dokumen Fisik**
- **Dokumen Elektronik**

Dikeluarkan oleh sebuah institusi pemerintah, swasta, asosiasi profesi, perusahaan teknologi terkemuka, atau lembaga pendidikan online di Indonesia atau negara asing

Apa Perbedaan Sertifikasi & Sertifikat?

Sertifikasi

VS

Sertifikat

Pengakuan resmi terhadap sebuah **kemampuan (kompetensi)** yang dicapai seseorang berdasarkan **proses penilaian**.

Pengakuan **keikutsertaan** dalam sebuah acara atau **kegiatan**, seperti seminar, kepanitiaan, dll.

Contoh Tampilan Sertifikasi dan Sertifikat

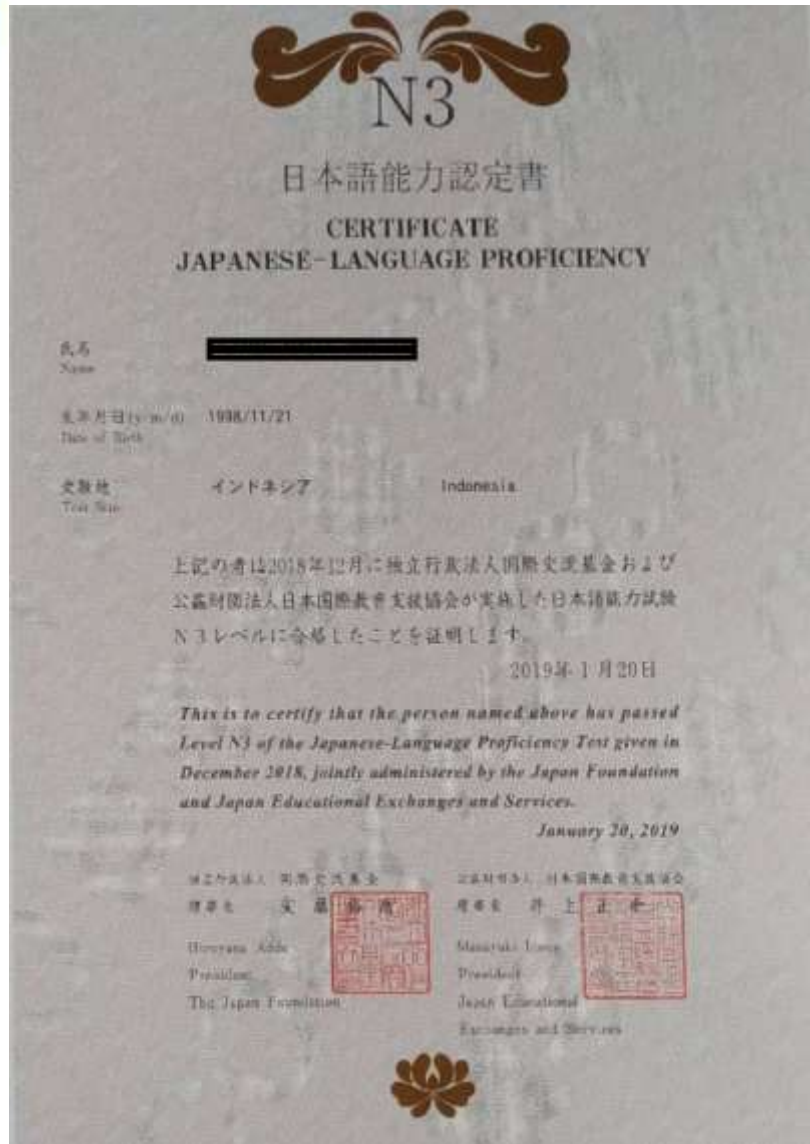
Contoh Sertifikasi



Contoh Sertifikat



Contoh Sertifikasi



Apa Keuntungan Memiliki Sertifikasi?

Memperoleh
**kompetensi
tambahan**

Menambah
atau
Memperkuat
portofolio

Bebas memilih
**Sertifikasi
yang
diinginkan**

**Fleksibel
dalam
memilih
kompetensi**

Dicantumkan
dalam
**Dokumen
Pendamping
Ijazah (DPI)**



Sertifikasi di Dunia Kerja

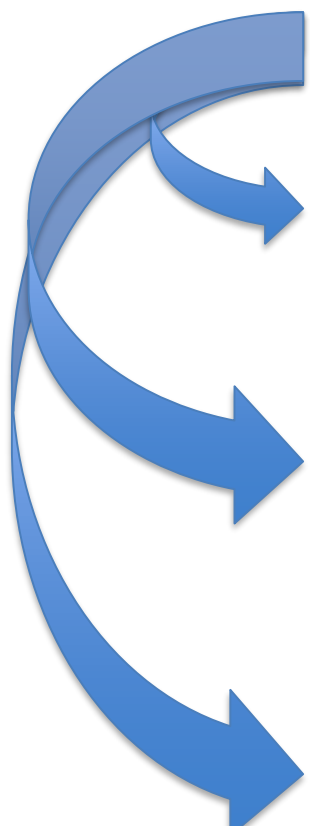


**Sebagai syarat
rekrutmen
dalam dunia
kerja**

**Soft skills bisa
menjadi bukti
kemampuan untuk
bisa beradaptasi
dan berkolaborasi
di abad 21**

**Membuka akses dan
peluang untuk
mendapatkan
pekerjaan spesifik
dengan kemampuan
tambahan**

Sertifikasi di Bina Nusantara University



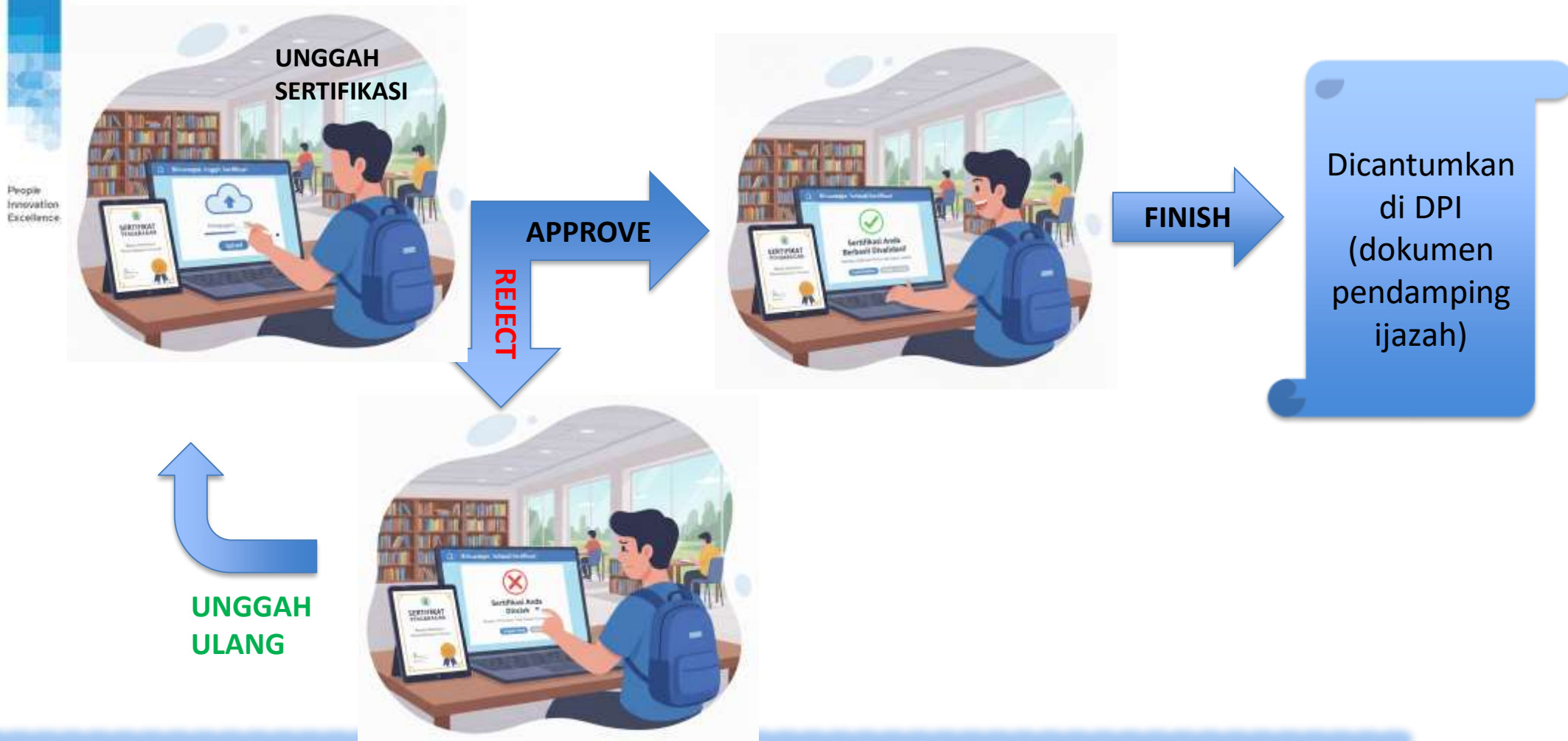
Mahasiswa mendaftarkan Sertifikasi yang diperoleh di Binusmaya agar dapat dicantumkan dalam Dokumen Pendamping Ijazah (DPI).

Sertifikasi yang diregistrasikan melalui proses verifikasi berdasarkan daftar Sertifikasi yang telah resmi diakui oleh Bina Nusantara University. Daftar tersebut dapat diakses di Binusmaya.

Daftar Sertifikasi resmi dapat berubah seiring dengan waktu dan mahasiswa bisa mengajukan agar Sertifikasi yang diperoleh dapat dimasukkan dalam daftar tersebut.



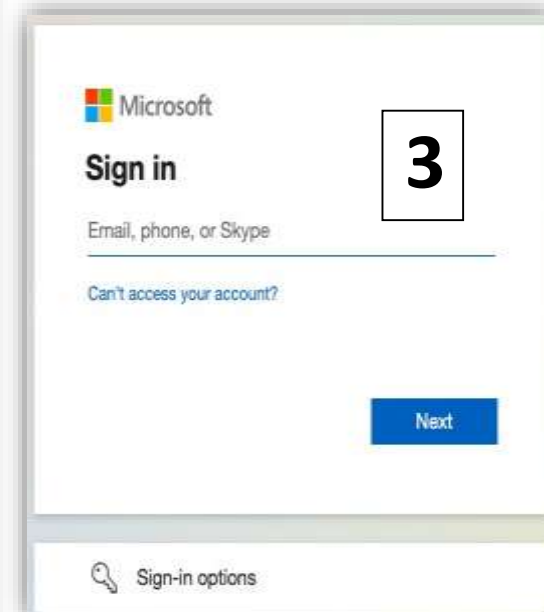
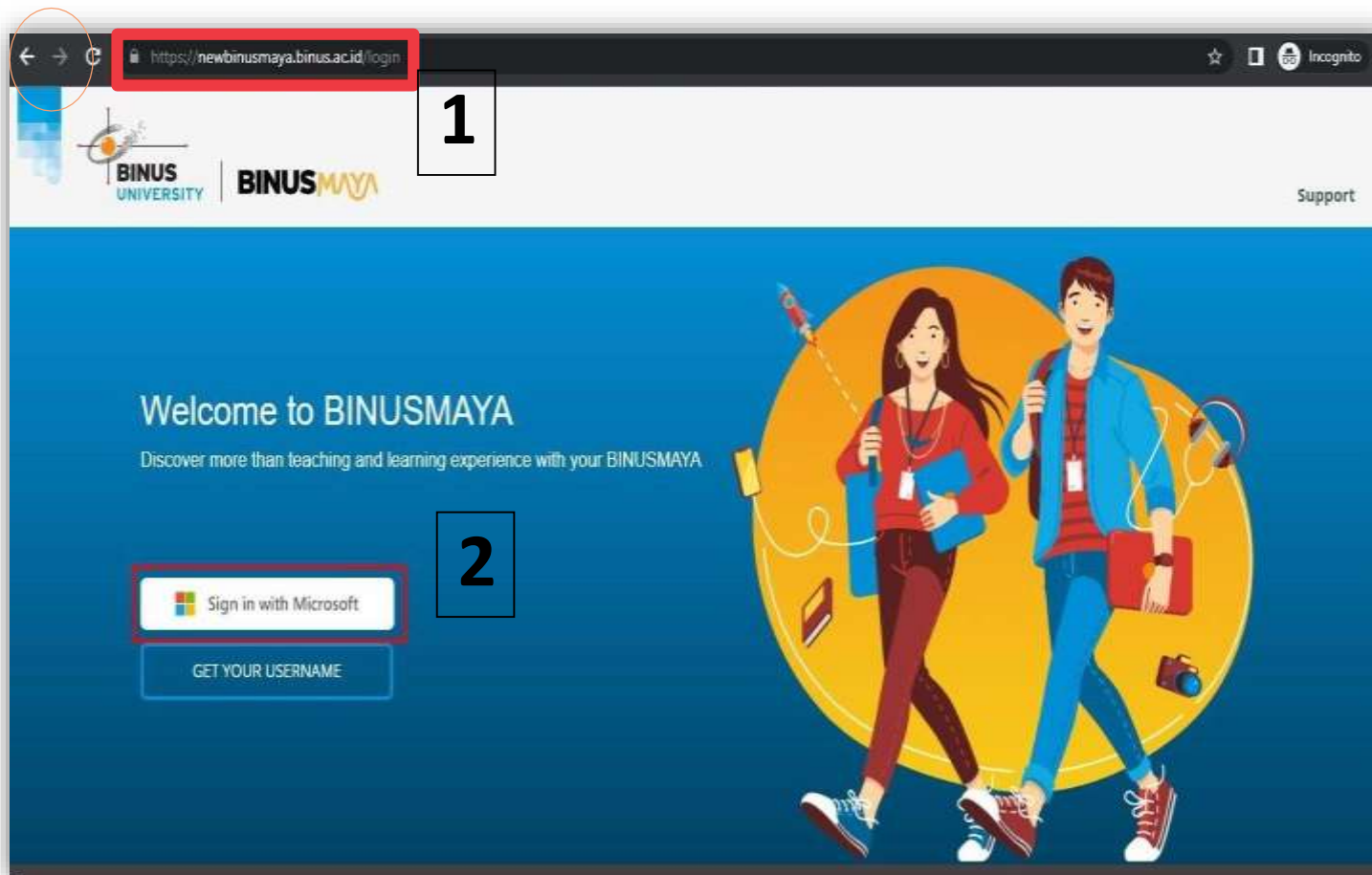
TAHAPAN REGISTRASI SERTIFIKASI NON CREDIT EARNING



Catatan Penting:

- Sertifikasi yang diregistrasikan **harus sudah lulus**
- **Sertifikasi masih valid/berlaku** saat diregistrasikan
- Status **ditolak** atau **disetujui** akan diinformasikan melalui email binus.ac.id
- **Maksimal upload** sertifikasi sama dengan batas waktu upload file Final Thesis.

LANGKAH AKSES BINUSMAYA (1)



1. Akses **BINUSMAYA** melalui <https://binusmaya.binus.ac.id/>
2. Pilih **Sign in with Microsoft**
3. Login menggunakan **Email binus.ac.id**
4. Klik **Nex**

5. Klik Menu 
6. Pilih **Academic Services**
7. Setelah itu akan muncul **Halaman Utama** dari **Binusmaya**

5



BINUSMAYA

Semesta Apps

6



Academic Services



Freshmen



Library



LMS

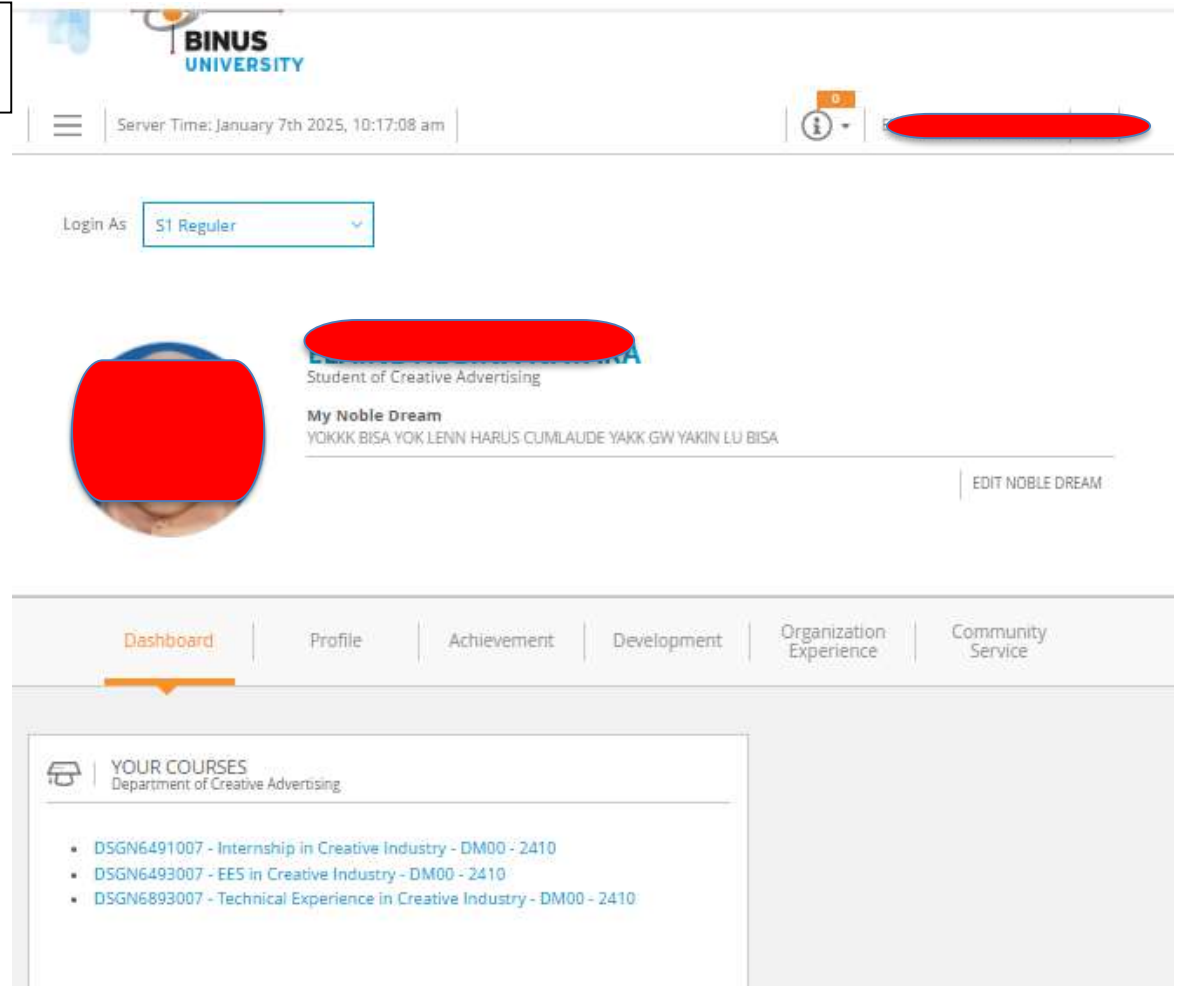


Neksus



Thesis

7



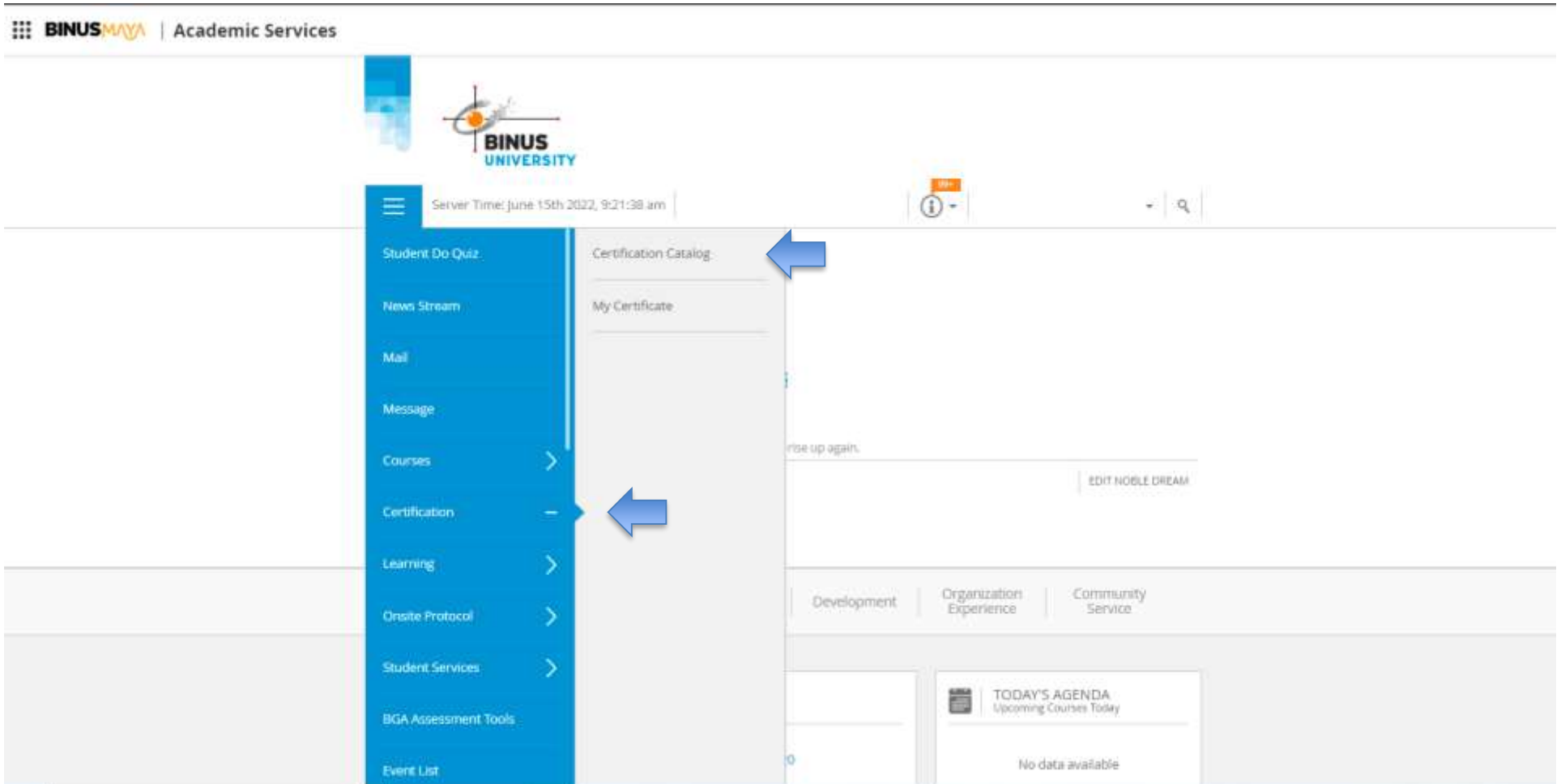
The screenshot shows the Binusmaya dashboard. At the top, there's a header with the BINUS UNIVERSITY logo, a server time display (January 7th 2025, 10:17:08 am), and a user profile icon. Below the header, there's a "Login As" dropdown menu set to "S1 Regular". The main content area features a large profile picture (redacted) and a "My Noble Dream" section with a redacted title and a quote: "YOKKK BISA YOK LENN HARUS CUMLAUDE YAKK GW YAKIN LU BISA". Below this is an "EDIT NOBLE DREAM" link. The dashboard has a navigation bar with tabs: Dashboard (selected), Profile, Achievement, Development, Organization Experience, and Community Service. The "YOUR COURSES" section for the Department of Creative Advertising lists three courses:

- DSGN6491007 - Internship in Creative Industry - DM00 - 2410
- DSGN6493007 - EES in Creative Industry - DM00 - 2410
- DSGN6893007 - Technical Experience in Creative Industry - DM00 - 2410

LANGKAH LANGKAH UNGGAH SERTIFIKASI (2)

Sertifikasi Non Credit Earning

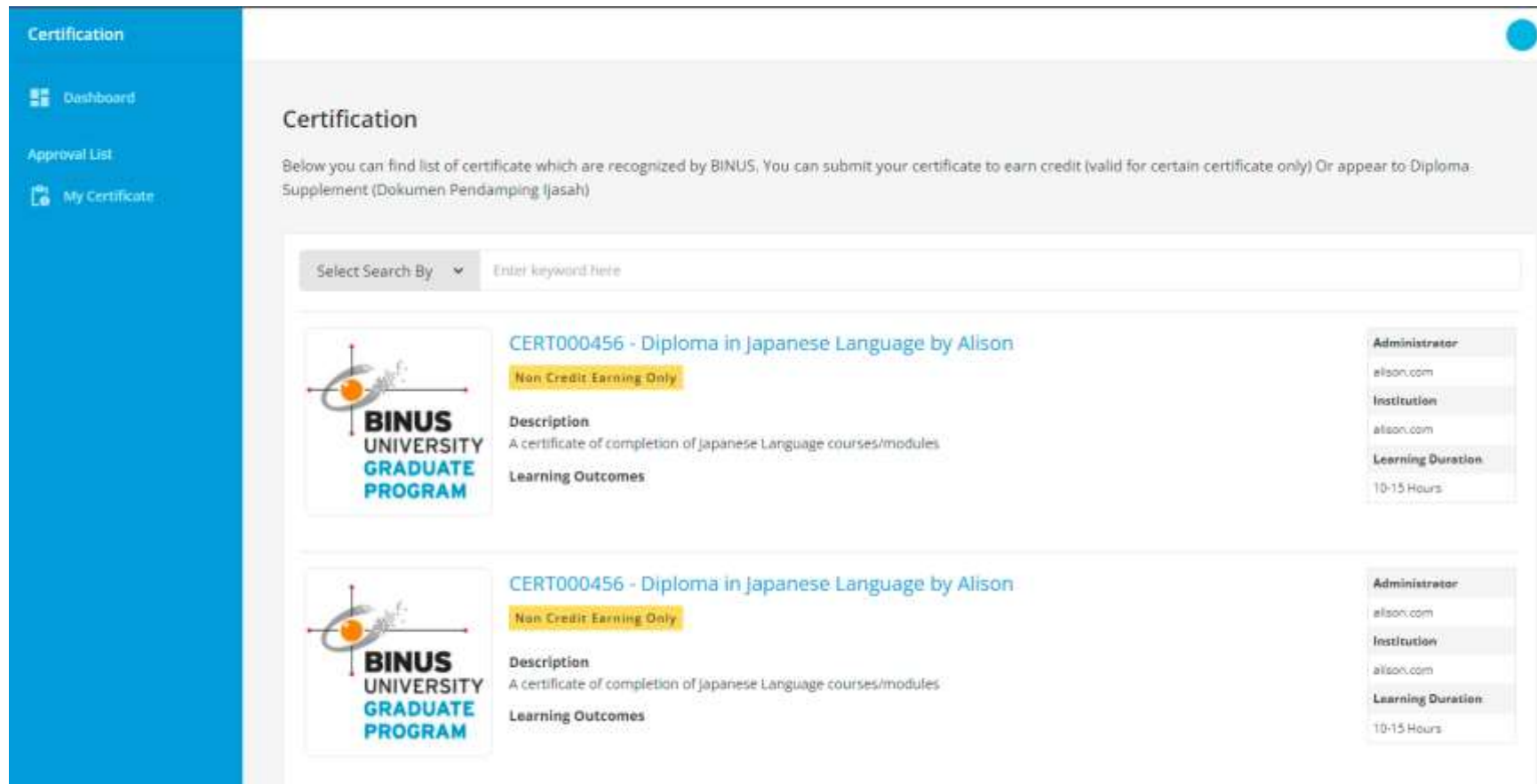
1. pilih menu **Certification**, pilih **Certification Catalog**.



The screenshot displays the BINUSmaya Academic Services interface. The top navigation bar includes the BINUSmaya logo and the text "Academic Services". Below this, the main content area features a left-hand menu with various options: "Student Do Quiz", "News Stream", "Mail", "Message", "Courses", "Certification", "Learning", "Onsite Protocol", "Student Services", "BGA Assessment Tools", and "Event List". The "Certification" menu item is highlighted with a blue arrow pointing to it. To the right of the menu, the "Certification Catalog" link is visible, also indicated by a blue arrow. Below the "Certification Catalog" link, there is a section titled "My Certificate". The bottom of the page shows a "TODAY'S AGENDA" section with the text "Upcoming Courses Today" and "No data available".

LANGKAH LANGKAH UNGGAH SERTIFIKASI (3)

2. Sertifikasi yang dapat diunggah adalah **sertifikasi yang sudah diakui oleh Bina Nusantara University** yang tercantum pada kolom **Certificate Catalog**.



The screenshot displays the 'Certification' section of a web application. On the left is a blue sidebar with navigation links: 'Certification', 'Dashboard', 'Approval List', and 'My Certificate'. The main content area is titled 'Certification' and includes a search bar with a dropdown for 'Select Search By' and a text input for 'Enter keyword here'. Below the search bar, there is a list of certificates. Each entry features the BINUS University Graduate Program logo, the certificate ID 'CERT000456 - Diploma in Japanese Language by Alison', a yellow tag indicating 'Non Credit Earning Only', a description, learning outcomes, and a table of metadata.

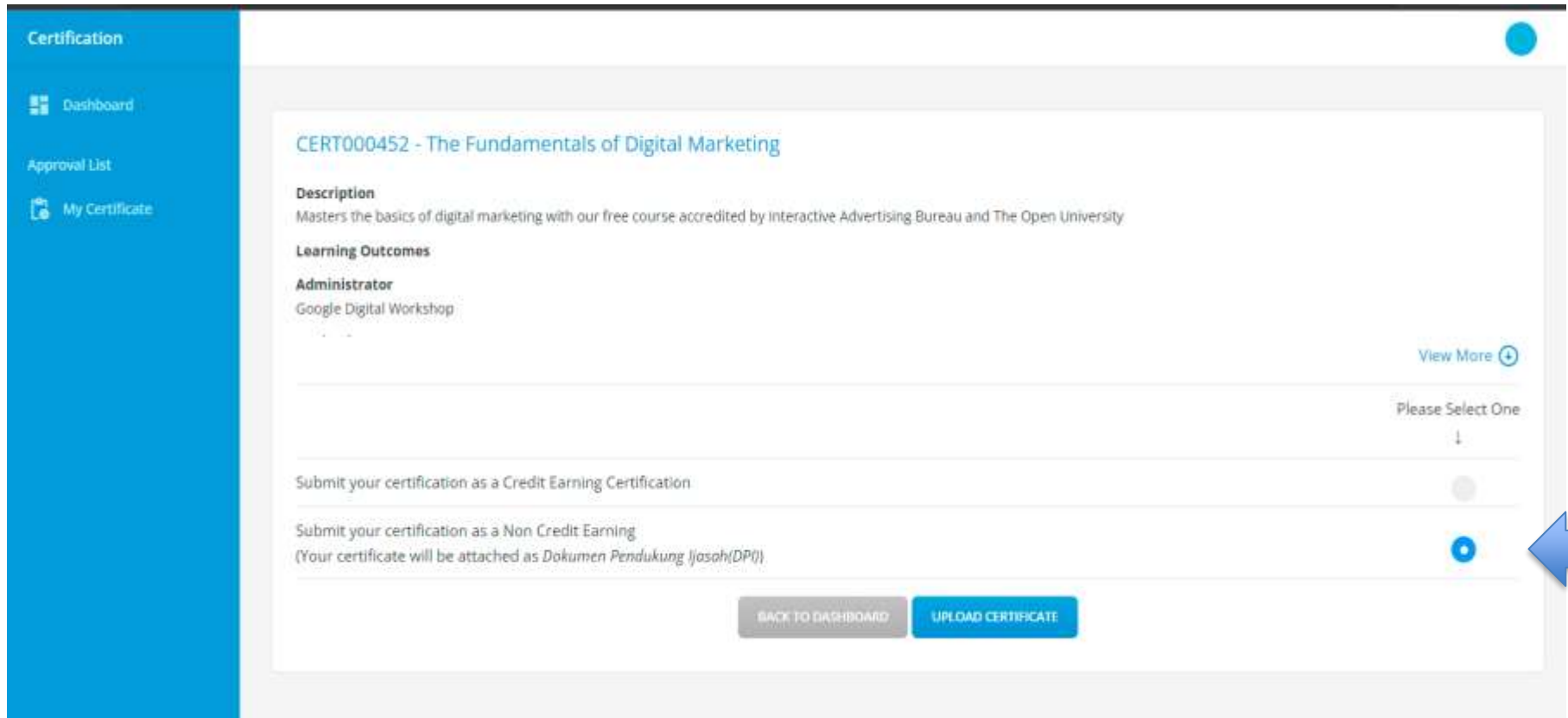
Certificate ID	Administrator
CERT000456 - Diploma in Japanese Language by Alison	alison.com

Certificate ID	Institution
CERT000456 - Diploma in Japanese Language by Alison	alison.com

Certificate ID	Learning Duration
CERT000456 - Diploma in Japanese Language by Alison	10-15 Hours

LANGKAH LANGKAH UNGGAH SERTIFIKASI (4)

3. Pilih jenis sertifikasi sesuai kategori, lalu pilih ***Submit Your Certification as a Non Credit Earning***, lalu klik **Upload Certificate** untuk melakukan proses **Unggah Sertifikasi**



The screenshot shows a web interface for uploading a certificate. On the left is a blue sidebar with the following menu items: "Certification", "Dashboard", "Approval List", and "My Certificate". The main content area is titled "CERT000452 - The Fundamentals of Digital Marketing". It contains the following sections:

- Description:** Masters the basics of digital marketing with our free course accredited by Interactive Advertising Bureau and The Open University.
- Learning Outcomes:**
- Administrator:** Google Digital Workshop.

Below these sections is a "View More" link with a plus icon. A dropdown menu is labeled "Please Select One" with a downward arrow. There are two radio button options:

- Submit your certification as a Credit Earning Certification (unselected)
- Submit your certification as a Non Credit Earning (Your certificate will be attached as *Dokumen Pendukung Ijazah(DPI)*) (selected)

At the bottom right, there is a blue arrow pointing to the "Non Credit Earning" option. At the bottom center, there are two buttons: "BACK TO DASHBOARD" and "UPLOAD CERTIFICATE".

LANGKAH LANGKAH UNGGAH SERTIFIKASI (5)

4. Pilih **Grading Type** menjadi **Letter/Numeric**, Mengisi kolom **Result/Score** dan **Valid Thru**

5. **Klik Upload**

Certification

Dashboard

Approval List

My Certificate

Upload Certificate

No	Certificate	Grading Type	Result / Score	Valid Thru	File	Action
1	CERT000457 - Digital Marketing KMMI Program	Numeric + Numeric Letter				Upload

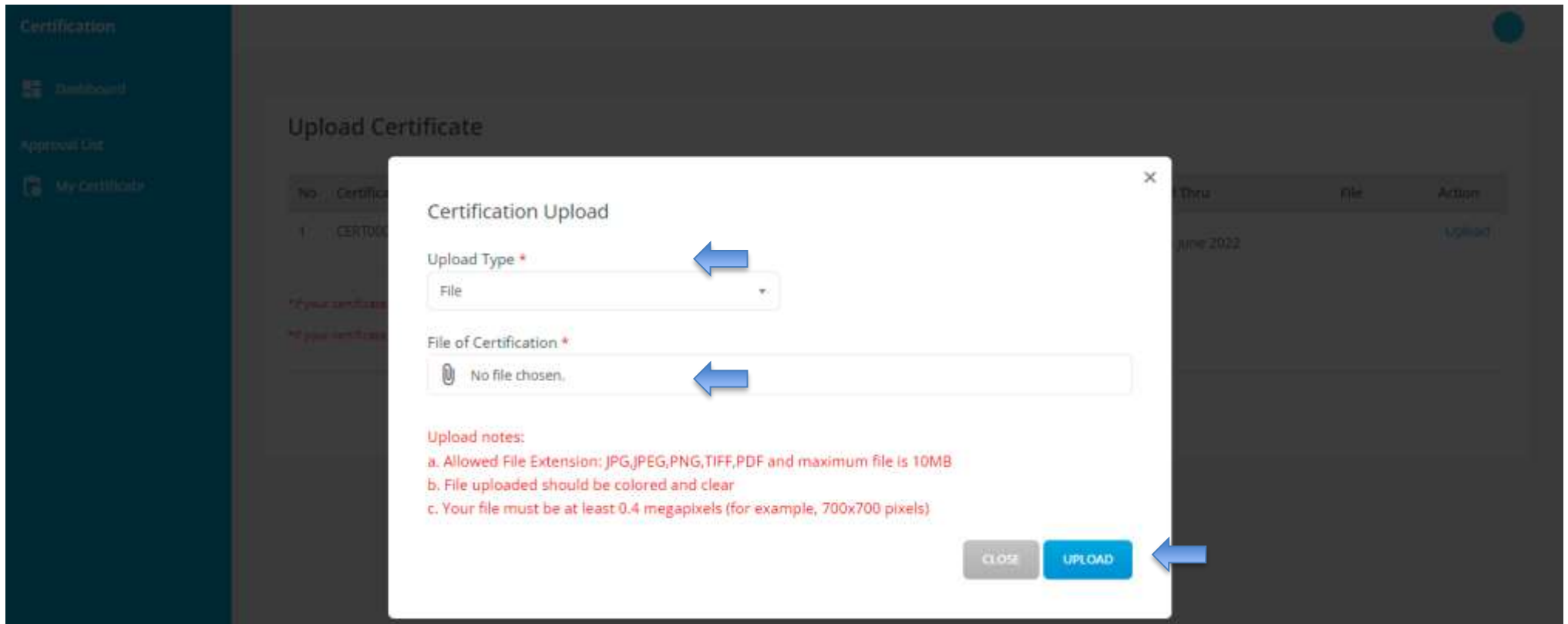
*If your certificate has no Result/Score, you can insert "Passed" as the "Result/Score".
*If your certificate has no "Valid Thru", you can set it 1 year from your submit date. (for Online Undergraduate, you can submit your certification as back date).
*Maximum file size that can be uploaded is 5 MB.

CLOSE

SUBMIT

LANGKAH LANGKAH UNGGAH SERTIFIKASI (6)

6. Pilih **Upload Type**, **File/Url** , Pilih **File of Certification** (unggah file sertifikasi), klik kembali tombol **Upload**



Certification Upload

Upload Type *

File

File of Certification *

No file chosen.

Upload notes:

- a. Allowed File Extension: JPG,JPEG,PNG,TIFF,PDF and maximum file is 10MB
- b. File uploaded should be colored and clear
- c. Your file must be at least 0.4 megapixels (for example, 700x700 pixels)

CLOSE UPLOAD

6. Klik tombol submit

People
Innovation
Excellence

Certification

 Dashboard

Approval List

 My Certificate

Upload Certificate

No	Certificate	Grading Type	Result / Score	Valid Thru	File	Action
1	CERT000452 - The Fundamentals of Digital Marketing	Letter ▼				Upload

*If your certificate has no Result/Score, you can insert "Passed" as the "Result/Score".

*If your certificate has no "Valid Thru", you can set it 1 year from your submit date.

CLOSE

SUBMIT



Cek status sertifikasi yang sudah diunggah (Waiting for Approval)

Certification

Dashboard

Approval List

My Certificate

10 December 2025

Waiting for Student Services Center's Approval

Non-Credit

Tracking Status



New Request Submitted

10 Dec 2025, 09:29 (GMT +7)



SSC

Waiting for Approval



Completed

Waiting For Approval

Certificate

No	Certificate	Result / Score	Valid Thru	File
1	CERT000453 - TOEFL ITP	617	13 August 2027	Download Preview

VIEW LOG

1. Certification – my certificate
2. Jika statusnya *“Waiting for SSC Approval”* silahkan ditunggu prosesnya dalam jangka waktu 1-3 hari kerja

Cek status sertifikasi yang sudah diunggah (Rejected)

Certification

Dashboard

Approval List

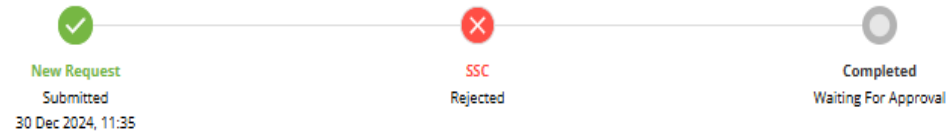
My Certificate

30 December 2024

⊗ Rejected

Non-Credit

Tracking Status



Certificate

No	Certificate	Result / Score	Valid Thru	File
1	CERT003675 - Fundamentals of digital marketing by Google	38	30 December 2025	Open Url

Remark :

Dear Binusian, Sertifikasi tidak dapat diproses lebih lanjut dikarenakan Nama Anda tidak tercantum pada sertifikasi. Untuk informasi lebih lanjut hubungi SSC melalui <https://linktr.ee/contactssc>. Demikian dan terimakasih. Salam, Azizah SRSC

RESUBMIT

VIEW LOG

4. Jika status rejected silahkan lihat alasannya pada kolom **“Remark”** lalu ikuti arahnya.

Cek status sertifikasi yang sudah diunggah (Approved)

Certification

Dashboard

Approval List

My Certificate

My Certification

07 January 2025

Approved

Non-Credit

Tracking Status

✓
New Request
Submitted
07 Jan 2025, 10:01

✓
SSC
Done
07 Jan 2025, 10:05

✓
Completed
Approved
07 Jan 2025, 10:05

Certificate

No	Certificate	Result / Score	Valid Thru	File
1	CERT003675 - Fundamentals of digital marketing by Google	Passed	07 January 2026	Open Url



UPDATE INFORMASI



Menu pengajuan sertifikasi baru di Binusmaya sudah ditutup pada bulan Februari Tahun 2026

Dihimbau, Mahasiswa submit sertifikasi dapat mengacu pada master sertifikasi yang sudah tersedia di Binusmaya

Sertifikasi yang sudah disetujui akan tertera pada lembar DPI (Dokumen Pendamping Ijazah) yang akan diberikan pada saat wisuda.



Contoh Dokumen Pendamping Ijazah

B. KETERAMPILAN KERJA DAN KEWIRAUSAHAAN
B. EMPLOYABILITY AND ENTREPRENEURIAL SKILLS

ELEMEN Elemen	KETERAMPILAN Competency
1. Mandiri dan Self-Motivated	Kemampuan mengelola dirinya sendiri selaras dengan dampak yang diharapkan dan peran kerja, lulus dan harus benar-benar bertanggung jawab atas kinerjanya sendiri, yang secara bertahap akan menghasilkan rasa percaya dirinya. An individual's ability to manage themselves in relation to the self and expected impact of their work role, which leads to increasing their responsibility for their own performance that will produce steps for their self-confidence.
2. Kerjasama Teamwork	Kemampuan untuk bekerja dengan orang lain secara profesional dengan pemahaman tentang perbedaan budaya kerja mereka untuk mencapai tujuan bersama. The ability to work with others in a professional manner with an understanding of cultural differences while working to achieve a common goal.
3. Komunikasi Communication	Set keterampilan yang memungkinkan lulus untuk mampu menyampaikan informasi dengan berbagai layer bahasa dan pemolek sehingga dapat diterima dan dipahami. The set of skills that enables a person to convey information in various languages and perspectives that is understood.
4. Pemecahan Masalah dan Pengambilan Keputusan Problem Solving & Decision Making	Kemampuan untuk menemukan solusi masalah dengan menggunakan kreativitas, penalaran, dan pengalaman masa lalu bersama dengan informasi yang terdapat dan sumber daya krusial lainnya untuk solusi yang tepat dan efisien berdasarkan struktur etika. The ability to find a solution to problems using creativity, reasoning, previous experience along with the available information and resources that choose the appropriate solution and design ethical solution for the challenge.
5. Perencanaan dan Pengukuran Planning & Measurement	Kemampuan untuk menetapkan suatu perencanaan yang sistematis, bagaimana agar dapat terdapat atau orang lain untuk memastikan pencapaian tujuan tertentu dan menyediakan (persiapan, biaya, serta jadwal untuk mencapai produktivitas secara maksimal). The ability to establish a systematic course of action for action plan process achievement of goals objectives, and to set priorities, goals, and strategies to achieve maximum productivity.
6. Inisiatif dan Kewirausahaan Initiative & Entrepreneur	Kekuatan atau kemampuan untuk memulai atau untuk melanjutkan dengan penuh semangat terhadap rencana atau tugas. The power or ability to begin or to follow through energetically with a plan or task, especially with determination.
7. Berbahasa Inggris English	Terampil berbahasa Inggris sebagai bahasa pendukung dalam berkomunikasi dan berkolaborasi dalam lingkungan global. Capable of using English as supporting language for communication and collaboration in global environment.
8. Komputer Computer	Mampu menentukan dan menggunakan Teknologi Informasi dan Komunikasi sesuai kebutuhan untuk dapat menghasilkan kinerjanya. Able to identify and use computer and information and communication Technology depending on the job working performance.

Struktur Organisasi, Dosen | Diploma Supplement | FAKULTAS IPU-44/45 | HALAMAN 1 DARI 1 | Page 1 of 1

C. SERTIFIKAT PROFESIONAL
C. Professional Certificate

Pemegang Dokumen Pendamping Ijazah ini telah memperoleh sertifikat profesional sebagai berikut:
The holder of this supplement has obtained the following professional certificates:

1. CERT000042 - DELFA IT	1. CERT000042 - DELFA IT
2. CERT000329 - Building Global Citizen	2. CERT000329 - Building Global Citizen

DOKUMEN PENDAMPING IJAZAH | Diploma Supplement | FAKULTAS IPU-44/45 | HALAMAN 1 DARI 1 | Page 1 of 1

Nama sertifikasi yang sudah approve akan dicetak disini

[illegible]

SELAMAT DATANG BINUS SUPPORT

Website ini akan membantu Anda menemukan semua informasi yang Anda butuhkan mengenai BINUS University

 Materi Briefing Sertifikasi Non Credit Earning

Informasi Layanan BINUS Support



Saat ini, layanan BINUS Support sedang **mengalami peningkatan traffic layanan yang signifikan**. Mohon maaf atas ketidaknyamanan yang mungkin dirasakan, dan terima kasih atas pengertian serta kesabaran Anda.

Dapat diakses melalui Artikel Binus Support : <https://support.binus.ac.id/> ,
searching [Materi Briefing Sertifikasi Non Credit Earning](#)

Contact Us:



[*linktr.ee/contactssc*](https://linktr.ee/contactssc)

BINUS Support



WhatsApp

Student : +62 878 0172 4687
Admission : +62 852 0869 6969
Parent : bit.ly/parent-binus



Phone

+62 804 169 6969



Mail

BINUSIAN : halobinus@binus.edu
Admission : infobinus@binus.edu



Jam Operasional

Senin - Sabtu : 07:00 - 22:00 WIB
Minggu : 08:00 - 15:00 WIB

*Hari Libur Nasional tidak beroperasi



INFORMATION

support.binus.ac.id/get-support



NGGAK
USAH
REPOT,
ADA

BINUS
Support



CHATBOT & LIVE AGENT ACCESS FOR STUDENT

- 01 Type "REG" for Whatsapp registration.
- 02 Enter your email (@binus.ac.id), which was registered in our system
- 03 Enter the OTP CODE sent to your email.
- 04 Type "Menu Utama" to select menu option or type "Live Agent" to talk directly with our staff.

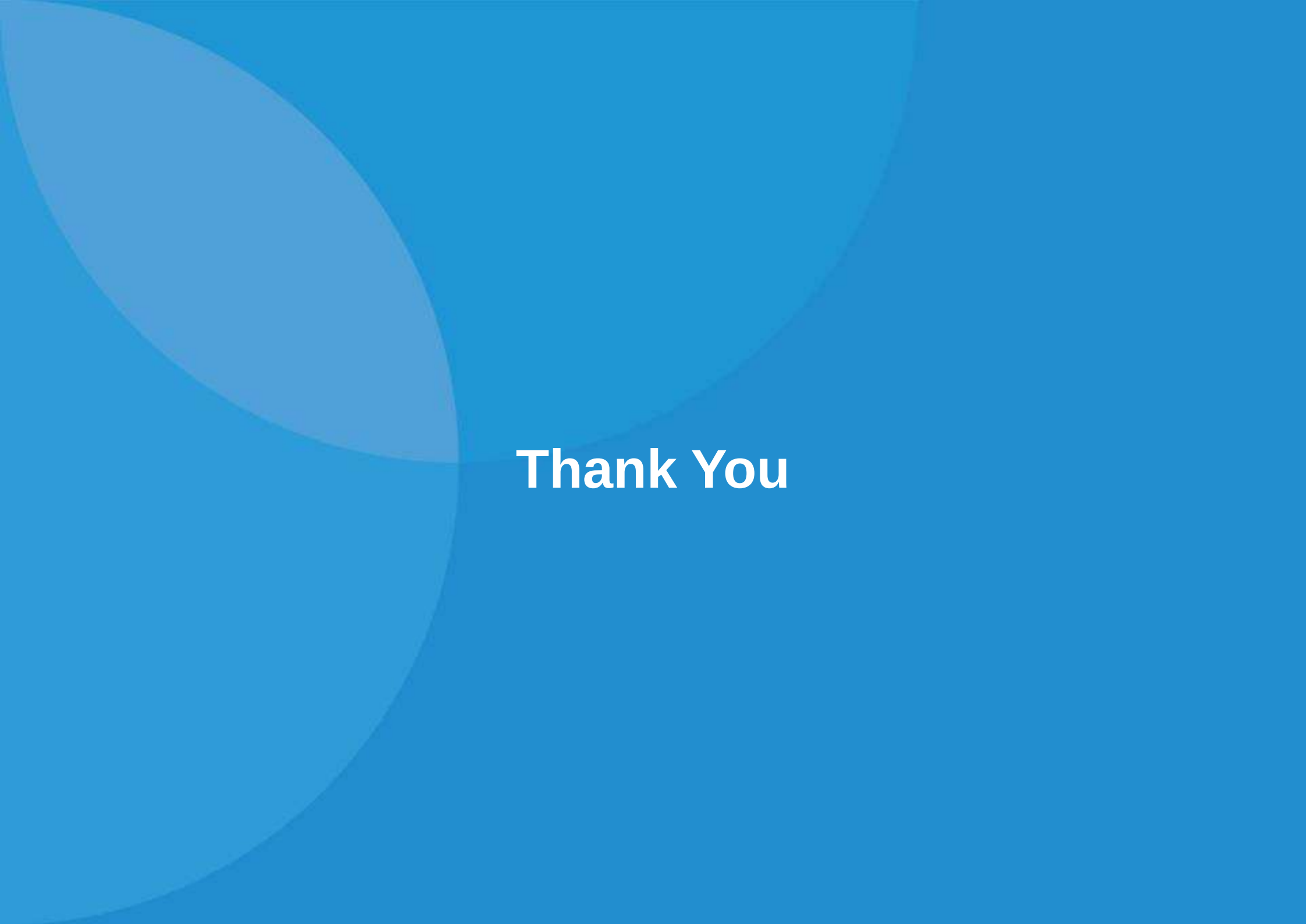


INFORMATION
—
support.binus.ac.id/get-support



NGGAK
USAH
REPOT,
ADA

BINUS
Support

The background is a solid blue color. On the left side, there are two overlapping circles. The circle in the foreground is a lighter shade of blue and is partially cut off by the left edge of the frame. The circle behind it is a darker shade of blue and is also partially cut off. The text "Thank You" is centered horizontally and positioned in the middle of the frame, overlapping the circles and the background.

Thank You