



# STUDENT GUIDE BOOK

ACADEMIC YEARS 2025-2026

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Rector of Universitas Bakrie



### Rector's Speech

*Peace be upon you, mercy, and blessings from Allah.*

Peace and blessings to all

Praise and gratitude to Allah SWT for His mercy and blessings upon us all. It is a great honor and joy for me and the entire Bakrie University community to welcome and accept the new students for the 2025/2026 academic year. You are the best sons and daughters of the nation, who have come with high spirits to gain knowledge, develop yourselves, build character, and achieve a bright future as you and your parents have envisioned.

The ever-evolving global dynamics demand that Bakrie University continue to accelerate its efforts to adapt to change. As a "Distinguished" campus, Bakrie University is committed to contributing to the realization of quality higher education by conducting contextual and modern academic activities based on *experiential learning*. This is the cornerstone of Bakrie University's vision: "*A globally recognized university through engagement with industries and experiential learning methods.*"

Bakrie University's vision, based on three key words, namely "*Globally Recognized,*" "*Engagement with Industries,*" and "*Experiential Learning Methods,*" serves as the foundation for Bakrie University in making an impact in the broader community, graduates, and other stakeholders in accordance with the direction of the Ministry of Education, Culture, Research, and Technology. To achieve its vision of *global recognition*, Bakrie University has developed long-term and medium-term plans focused on international competitiveness, encompassing both graduate outcomes, research results, and the utilization of academic expertise. Through *experiential learning* methods, students at Bakrie University are not only equipped with theoretical knowledge but also gain tactical perspectives directly from *the Chief Executive Officers (CEOs)* of companies within the Bakrie Group (KUB) and other companies, as well as relevant competency certifications aligned with their academic programs, ensuring all graduates are well-prepared. This approach is supported by the University's strategically located campus, which is close to government centers, economic hubs, and business districts. This accelerates the achievement of '*industrial engagement*' in supporting the other two visions. These elements further reinforce Bakrie University as an outstanding academic ecosystem.

This Handbook is designed as a guide for new students at Bakrie University, both for the Bachelor's (S1) and Master's (S2) programs for the 2025/2026 academic year. It contains information about Bakrie University, academic and non-academic regulations, student conduct guidelines, student activities, and information about scholarships. May this book support the smooth progress of students in their academic journey at Bakrie University.

I would like to express my appreciation and gratitude to the Compilation Team for their hard work and dedication in producing this guidebook. May this book be beneficial to the students and serve as a guide for their academic activities at Bakrie University.

Finally, I would like to extend a warm welcome to all new students at Bakrie University. *Experience the Real Things!*

*Peace be upon you, mercy, and blessings from Allah.*

**Rector of Bakrie University**

# STUDENT GUIDE BOOK

ACADEMIC YEARS 2025-2026

"...To become independent, one must work hard a  
and have possess knowledge..."

**(The Late. H. Achmad Bakrie)**

"In life, do not be arrogant when successful...  
Do not break down when you fail..."

**(Aburizal Bakrie)**

"...Education is the key to a nation's progress.  
With better education, we prepare the young  
generation of Indonesia to be more capable of  
competing with other nations..."

**(Nirwan D. Bakrie)**

## CHAPTER I ABOUT BAKRIE UNIVERSITY

### I. THE BAKRIE EDUCATION FOUNDATION AT A GLANCE

#### A. Legal Foundation

The Bakrie Family established the Bakrie Education Foundation (YPB) as a concrete expression of their commitment to education in Indonesia. The foundation was officially established on July 27, 2005, under Deed Number 9, notarized by Muchlis Patahna, S.H., M.Kn., and later amended by Deed Number 10 on May 9, 2008. The establishment of YPB was approved by the Ministry of Law and Human Rights on July 22, 2008, with registration number AHU-3208.AH.01.05 Year 2008.

YPB's journey in education began in 2006 with the management of STIE Bakrie School of Management (STIE BSM). As the institution's quality and community trust increased, the Directorate General of Higher Education (DIKTI) entrusted YPB with the responsibility of elevating STIE BSM to Bakrie University. This transition was officially formalized through the Minister of National Education of the Republic of Indonesia's Decision Letter No. 102/D/O/2009, dated July 16, 2009.

In accordance with Law No. 20 of 2003 on the National Education System and aligned with the spirit of the Tri Dharma of Higher Education, YPB believes that enlightening the nation is a shared responsibility, not solely a government obligation. Therefore, YPB remains committed to making consistent and sustainable contributions to the field of education.

#### B. Vision and Mission of the Bakrie Education Foundation (YPB)

1. Vision  
To establish an independent, leading, competitive, and reliable higher education institution capable of facing global competition.
2. Mission
  - a. To manage the education institution professionally to produce high-quality graduates who possess exceptional abilities and competencies, and are recognized both nationally and internationally.
  - b. To conduct high-quality research activities and provide consultation services in the fields of science, technology, and business that are needed by both private and government institutions.
  - c. To develop an internationally recognized quality education institution in Indonesia, gaining acknowledgment in the educational world both domestically and internationally.
  - d. To become an institution that can guide societal changes through morally valuable business insights and high-quality community service work.

### **C. Bakrie Education Foundation Board of Directors**

The Bakrie Education Foundation (YPB) has a board of directors consisting of:

1. Advisory Board: Chairman and Members
2. Board of Directors: Chairman, Vice Chairman, Secretary, and Treasurer
3. Supervisory Board: Chairman and Members
4. Operational: Executive Director

## **II. DEVELOPMENT OF BAKRIE UNIVERSITY**

### **A. Academic Programs**

Bakrie University offers 10 (ten) undergraduate programs (S1) and 2 (two) graduate programs (S2, Master's), consisting of:

1. Undergraduate Programs (S1)
  - a. Faculty of Economics and Social Sciences (FEIS)
    - 1) Management Program
    - 2) Accounting Program
    - 3) Communication Studies Program
    - 4) Political Science Program
  - b. Faculty of Engineering and Computer Science (FTIK)
    - 1) Computer Science Program
    - 2) Information Systems Program
    - 3) Industrial Engineering Program
    - 4) Civil Engineering Program
    - 5) Environmental Engineering Program
    - 6) Food Science and Technology Program
2. Master's Program (S2)
  - a. Management Program (MM)
  - b. Communication Science Program (MIKOM)

### **B. Vision and Mission of Bakrie University**

1. Vision of Bakrie University  
To become *a globally recognized* university through partnerships with the industry and *experiential learning* methods.
2. Mission of Bakrie University
  - a. To provide high-quality education in a competitive society through the application of *experiential learning* methods.
  - b. *To produce graduates with entrepreneurial values and leadership skills for delivering innovative solutions in a global competitive environment.*
  - c. *To advance knowledge, skills, and integrity among professionals and leaders.*
  - d. *To establish productive and enduring engagements with industries in teaching, research, and community service.*

### **C. Bakrie University Values**

The values of Bakrie University are grounded in the principles of higher education as outlined in Law No. 12 of 2012 on Higher Education. These principles include the pursuit of scientific truth by the academic community, democracy and justice, and the upholding of human rights, religious values, cultural values, diversity, unity, and national integrity. The core values of Bakrie University are:

1. *Innovative;*
2. *Caring;*
3. *Professional.*

#### **D. Identity**

##### **1. Emblem**

The university emblem consists of the following elements:



- a. A background with the letter U symbolizing the University. The letter B symbolizes Bakrie, combined to form Bakrie University.
- b. Seven dots represent the universe, taking the form of the northern star constellation (Weluku, the pirate star), symbolizing the University's high aspirations while remaining true to its roots.
- c. The color *orange* (or dark orange) symbolizes leadership, maturity, quality, excellence, and energy.
- d. The *maroon* color (a dark red) symbolizes closeness to the earth and reflects warm, stable characteristics.
- e. The use of the Bakrie University emblem must comply with applicable regulations.

##### **2. Hymn**

Bakrie membangun anak bangsa  
Raih rasa penuh cinta persada  
Bakrie merajut nusantara  
Mengemban amanat tugas yang nyata  
Sumbang karya karsa dan daya  
Sepenuh jiwa bagi sesama  
Menggalang asa kaum muda  
Hadirkan manusia mulia  
Berkarya bagi nusa bangsa  
Majulah negeri bangga bersemi  
Berkarya bagi Indonesia  
Cendekia abdi negara  
Bersama gapailah harapan  
Maju lah negeri bangga berseri  
Menyongsong masa depan jaya

##### **3. March**

Dari penjuru Indonesia berikrar tuk maju bersama  
Berusaha dan panjatkan doa menyongsong masa depan  
Generasi penerus bangsa, berjuang dengan rasa bangga,  
Barisan muda berjaya demi bangkit negeri kita  
Bahu membahu menggali ilmu  
Jangan kita siakan waktu  
Hormati guru, jaga perilaku, pasti kita kan mampu  
Universitas Bakrie kita berkarya bagi sesama  
Jangan ada kata tak bisa  
Wahai Civitas bangkitlah  
Universitas Bakrie kita kau kan slalu ada di dada  
Kini tlah tiba saatnya sumbangsihmu untuk Negara

##### **4. Identity Colors**

The shape, size, and color of the university/faculty flag and other general attributes are regulated by the Rector's Decree.

## **E. Bakrie University Code of Ethics**

In conducting education:

1. Bakrie University upholds academic freedom, including academic freedom of speech and scientific autonomy, which members of the academic community enjoy in carrying out activities related to education and the development of science and technology responsibly and independently, provided that such activities are in accordance with the vision, mission, and values of Bakrie University, and the code of ethics applicable at the University;
2. The leadership of Bakrie University strives to ensure that every member of the academic community can exercise academic freedom in the performance of their duties and functions independently in accordance with their aspirations, which are grounded in norms, ethical codes, and scientific principles.
3. In exercising academic freedom, every member of the academic community is personally responsible for the implementation and results of their actions in accordance with norms, ethical codes, and scientific principles;
4. In carrying out academic activities as referred to above, the University of Bakrie may permit the use of university resources, provided that such activities are not intended to harm others or to obtain material gain for the individual carrying them out.
5. Bakrie University recognizes that academic freedom and freedom of speech encompass the meaning of scientific knowledge and scientific practice that support national stability in the fields of ideology, politics, economy, society, culture, defense, and security.

## **F. Academic Integrity and Honesty**

Academic Integrity and Honesty at Bakrie University:

1. Bakrie University is committed to the principles of honesty, scientific truth, equality, justice, benefit, virtue, responsibility, diversity, accessibility, and highly upholds academic integrity;
2. Bakrie University classifies Academic Violation as academic crimes and subjects those who commit them to severe sanctions.
3. Bakrie University considers academic dishonesty to be a violation of the most fundamental values of the intellectual community.

## **G. University of Bakrie Organization**

1. Rectorate
  - a. Rector
  - b. First Vice Rector
  - c. Vice Rector II
2. Academic Senate
  - a. University Senate
  - b. Faculty Senate
3. Advisory Board
4. Committee
  - a. Ethics Committee
  - b. Industrial Cooperation Committee
5. Director of the Quality Assurance Directorate
6. Academic Support
  - a. Head of the Research and Development Institute (LPP)
  - b. Chair of the Community Service Institution (LPKM)
7. Academic Coordinator
  - a. Faculty of Economics and Social Sciences (FEIS)
    - 1) Dean of the Faculty of Economics and Social Sciences
    - 2) Head of the Master's Program (S2) in Management
    - 3) Head of the Master's Program (S2) in Communication Studies
    - 4) Head of the Bachelor's Program in Management
    - 5) Head of the Bachelor's Program in Accounting
    - 6) Head of the Bachelor's Program in Communication Studies
    - 7) Head of the Bachelor's Program in Political Science
  - b. Faculty of Engineering and Computer Science (FTIK)

- 1) Dean of the Faculty of Engineering and Computer Science
- 2) Head of the Bachelor of Computer Science Program
- 3) Head of the Bachelor of Information Systems Program
- 4) Head of the Bachelor of Industrial Engineering Program
- 5) Head of the Bachelor's Program in Civil Engineering
- 6) Head of the Bachelor of Environmental Engineering Program
- 7) Head of the Bachelor of Science in Food Science and Technology Program
8. Administrative Officer
  - a. Director of the Rector's Office
  - b. Head of the International Office
  - c. Head of the Admissions and Data Office
  - d. Head of the Academic Affairs Bureau (BAA)
  - e. Director of Student Affairs (BIMA)
  - f. Head of the Financial Administration Bureau (BAK)
  - g. Head of General Administration Bureau
  - h. Head of Human Resources Bureau
  - i. Head of the Promotion Bureau
  - j. Head of the Information Technology Bureau
  - k. Head of the Strategic Communications Bureau
9. Technical Implementation Unit (UPT)
  - a. Head of the Library (Knowledge Center)
  - b. Head of the Innovation and Business Incubator Center (PIIB)
  - c. Head of the Center for Academic Development and Learning Innovation (PPAIP)
  - d. Head of Bakrie Language Solution (BLS)
  - e. Head of Bakrie University Press (Publishing)

## **H. Academic Violations**

Academic Violation is any act committed by a student or group of students who are known to be seeking to gain an advantage for themselves, their group, or others that is not permitted in order to achieve results or grades higher than their actual ability, unless protected by other provisions. Forms of Academic Violation include:

1. Exam Cheating  
Cheating occurs when a student copies answers from someone else, gets help during the exam, or uses unauthorized materials or information in the exam room or elsewhere. This could involve books, notes (like math tables), manuscripts, recordings, or allowing others to copy their work.
2. Plagiarism  
Plagiarism is the intentional act of using another person's work substantially and submitting it or claiming it as one's own. Work completed outside the examination room under the supervision of an examiner or supervisor (such as papers, theses/final projects, essays, experimental results, observations, and similar academic works), even if not required for obtaining a degree or certificate of assessment, must be the original work of the individual concerned.
3. Pseudo Academic Work (Fabrication)  
Fabrication is a form of Academic Violation committed by students who acknowledge research, experiments, observations, interviews, or any other form of research that they did not conduct or claim to have obtained results that were not obtained. They fabricate data (falsify data) for research purposes or alter research results, including compiling a bibliography in scientific works as if they were sources, but without proper citation.

## **I. Academic Violation Committee**

1. The Rector establishes the Academic Violation Committee to address serious issues of Academic Violation.
2. Serious Academic Violation is violation that may result in the termination of a student's academic process.
3. The Academic Violation Committee consists of all members of the Bakrie University Senate.
4. At least two-thirds make decisions regarding Academic Violation by students of the members of the Academic Violation Committee.



## CHAPTER II FACILITIES AND INFRASTRUCTURE

### I. On Campus

The facilities and infrastructure of Bakrie University are designed to support a disciplined and conducive academic environment, including:

1. Maximizing the support for academic development through the optimal utilization of facilities and infrastructure;
2. The construction, development, and maintenance of facilities and infrastructure at Bakrie University adhere to and even exceed the quality standards set by the National Education Standards, to propel Bakrie University toward becoming a *global campus*.
3. Planning, development, and maintenance of facilities and infrastructure will always be directed toward achieving a green campus, encompassing policies on energy conservation and the use of environmentally friendly energy sources, waste management and utilization, as well as campus accessibility and disability-friendly features.
4. Continuously improving the campus facilities and infrastructure to support both academic and non-academic activities. This includes well-equipped classrooms, multipurpose halls, multimedia resources, laboratories, widespread internet access, dedicated discussion spaces, and various other amenities designed to enhance the student experience.

### A. Classrooms

All classrooms at Bakrie University are equipped with air conditioning systems and designed to ensure students can learn comfortably in the classroom.

Additionally, the teaching and learning process in the classrooms is supported by computer equipment and comprehensive multimedia facilities, including *desktop PCs, multimedia projectors, audio system equipment, hybrid classroom equipment, electronic whiteboards, smart card panels, CCTV cameras, three theater-style classrooms, and four collaborative lecture rooms.*

Bakrie University has two campus locations: Plaza Festival Campus with nine classrooms and Bakrie Tower Campus (41st floor with seven classrooms, 90th floor with seven classrooms, and 42nd floor with 12 classrooms), totaling 35 classrooms, with nine classrooms at Plaza Festival and 26 classrooms at Bakrie Tower.

### B. Academic and Non-Academic Information Systems Services

To support teaching and learning activities, Bakrie University provides the following information systems:

1. BIG Portal (Web-based and App)  
BIG Portal (Bakrie Information Gateway) 2.0 is a web-based academic information system application and app. The BIG Portal can be accessed via <https://academic.bakrie.ac.id/> or through the BIG Mobile app, which is available for download from *the Google Play Store* or *Apple App Store*.
2. SPADA DIKTI

The SPADA DIKTI service is an online platform for sharing educational content and teaching materials that are available to students for free. This service is part of the MBKM program and can be accessed via:

- a. <https://spada.bakrie.ac.id/>;
  - b. <https://spada.kemdikbud.go.id/>
3. Maroon Value

The Maroon Value service is a platform that accommodates students' competencies, critical thinking, and organizational skills, as well as their active participation and achievements, which are documented in the Academic Transcript (SKPI) as one of the documents issued upon graduation. This service can be accessed at <https://maroon.bakrie.ac.id/>.

### **C. Library**

To support teaching and learning activities, Bakrie University provides library facilities at two locations: the Plaza Festival Campus Library and *the Sky Library* on the 41st floor of the Bakrie Tower Campus, both offering comfortable environments with the following services and facilities:

#### 1. Type of Service

##### a. Service Hours

Library Service Schedule:

Monday – Friday : 08:30 AM - 8:00 PM

Saturday : 8:00 AM - 3:00 PM

- b. Membership: All academic staff and students of Bakrie University are automatically members of the Library.
- c. Circulation Services: Book borrowing and return services are available to all library members.
- d. Reference Services: Reference assistance, guidance, and support for locating information in the reference collection, including theses, dissertations, journals, magazines, newspapers, and other reference books;
- e. *Online Services*: The Library provides *online bibliographic* services for searching library sources.
- f. Digital *e-journal* and *e-book* collection: The Library provides *e-journal and e-book* collection services.
- g. The OPAC (*Online Public Access Catalog*) search service is a tool that enables users to search for book information through an electronic catalog.
- h. The *similarity check* service is used to test the similarity of scientific papers or student assignments at Bakrie University.
- i. Smart Library: an application for accessing the University of Bakrie's library collection via *mobile apps*.

#### 2. Library Facilities

- a. Collection: The Library maintains a collection of the latest editions of books, aligned with the fields of study offered by Bakrie University. In addition to books, the Library also provides national and international scientific journals, *tutorial CDs*, magazines, newspapers, reference materials, and other library resources. The Library's digital collection can be accessed *online* via the link: <http://library.bakrie.ac.id/>.
- b. Reading Rooms and Discussion Areas: The Library provides reading rooms for both individual and group use. Additionally, users can engage in discussions using the discussion areas.
- c. Computers with Internet Access: Library users can access the internet and use computers to support learning and information retrieval in the comfortable library environment.
- d. *HotSpot (Wi-Fi)*: The library area is equipped with campus *Wi-Fi access points*, making it easier for Bakrie University academic staff and students to access the internet in the Library.
- e. Library *Website*: To facilitate user access, the Bakrie University Library provides a library portal, or *e-library*, through <http://library.bakrie.ac.id/> and its Instagram account, @perpustakaanbakrie\_.

- f. Bakrie University Repository: Bakrie University maintains an *e-Repository database* as a digital storage platform for storing, managing, publishing, and preserving the intellectual works of the university.

#### **D. Laboratories and Studios**

Bakrie University provides laboratories and studios to support the learning process. The equipment in the laboratories and studios uses the latest technology with the highest quality. The following are the laboratories and studios available at Bakrie University:

1. Computer Laboratory
2. Language Laboratory
3. Digital Networking Laboratory: Cisco
4. Physics Laboratory
5. Chemistry Laboratory
6. Integrated Civil Engineering Laboratory
7. Sensory Laboratory
8. Kaltim Prima Coal Environmental Laboratory (Environmental Laboratory: Kaltim Prima Coal)
9. Industrial Engineering Laboratory
10. Diplomatic, Policy, & Data Center Laboratory
11. Innovation and Transformation Laboratory
12. Multimedia Laboratory
13. Public Relations Laboratory
14. Mini Office Accounting Laboratory (MOAL)
15. Computerized Accounting Laboratory
16. Integrated Political Science Laboratory
17. TV Studio
18. Audio Studio
19. Photography Studio
20. Capstone Design Studio

#### **E. Email Facilities for Students**

Every student at Bakrie University receives an email account with the domain *bakrie.ac.id* upon being accepted as a student at Bakrie University. The email account is used to *log in* to various academic services at Bakrie University *online*. The email can be used throughout the student's time at the university and even after graduation.

#### **F. Hotspot/Wi-Fi Network**

To support access to information and learning resources, the entire Bakrie University campus is equipped with a *Wi-Fi* network. All students are permitted to use this facility in accordance with applicable regulations.

#### **G. Student Lounge**

Bakrie University has three *student lounges* located inside and on the terrace of the Festival Plaza Campus, as well as at the Bakrie Tower Campus, all equipped with a *Wi-Fi* network.

#### **H. Prayer Rooms**

Within the Bakrie University campus, there are six prayer rooms: two at the Festival Plaza Campus and four at the Bakrie Tower Campus, located on floors 40, 41, 42, and 90.

#### **I. Guidance Room**

Bakrie University offers rooms for academic and non-academic guidance that can be used by students in conjunction with their academic advisors. The guidance rooms are located at the Plaza Festival campus and the Bakrie Tower campus.

#### **J. Business Incubation Center**

The Innovation Center and Business Incubator provide entrepreneurship guidance services for all members of the Bakrie University community. The Innovation Center and Business Incubator contribute to producing successful and proud young entrepreneurs from Bakrie University

students. Bakrie University has several business incubator rooms to support the activities of the Innovation Center and Business Incubator.

**K. Storage Lockers**

Bakrie University also provides *locker* facilities for students to store their books, bags, or personal belongings while on campus, ensuring safety and convenience.

**L. Health Room**

The health room at Bakrie University is located at the Plaza Festival campus (in front of rooms 10 and 11) and on the 41st floor of the Bakrie Tower campus. The health room is equipped with patient beds, standard medical equipment, emergency medications, and staff on duty.

**M. Counseling Room**

The counseling room is a dedicated space for students to consult on psychological issues, including both academic and non-academic concerns. The counseling room is located on the 41st floor of the Bakrie Tower campus.

**N. Alums and Career Room**

The alumni and career guidance room is located at the Plaza Festival campus in the Student Affairs Office area (behind the registration area) and can be used by any student who needs information about careers, preparation for graduates, and data and information about alums.

**O. UKMA Room**

Bakrie University provides facilities to support Student Activity Units (UKMA), including a secretariat room for coordination and collaboration at the Plaza Festival campus.

**P. ORMAWA Room**

Rooms for student organizations (ORMAWA), including the Student Senate, Student Executive Board (BEM), and Program Study Student Associations (HMPS), are available as secretariat rooms for coordination and collaboration at the Plaza Festival campus.

**Q. Mini Theatre Room**

The mini theatre room located on the 41st floor of Bakrie Tower is equipped with vending machines, lockers, and tables and chairs. Students can use this room for discussions, collaboration, and activities to enhance their creativity. Additionally, faculty members can conduct teaching activities in this room as it is equipped with multimedia facilities to enrich teaching methods.

**R. Auditorium**

Bakrie University is currently constructing an auditorium with a capacity of 400 people, which can be used for student activities.

**II. SURROUNDING CAMPUS ENVIRONMENT**

**A. Festival Plaza**

On the second floor of the Bakrie University campus, there is a shopping complex and restaurant called Festival Plaza, which is fully equipped to meet daily needs and provides a space for students to discuss.

**B. Epicentrum Walk**

Epicentrum Walk (Epiwalk) is one of the trendy *hangout* spots in the Rasuna Epicentrum area, located near the Bakrie University campus. Epiwalk features banks, restaurants, karaoke venues, community spaces, and a XXI Cinema.

**C. Sports Facilities**

The Bakrie University campus is currently integrated with the Soemantri Brojonegoro Student Sports Complex (GMSB), the largest student sports complex in Indonesia. The GMSB complex offers comprehensive facilities, including a 3,000-seat stadium, football fields, athletics tracks, tennis courts, badminton courts, basketball courts, a climbing wall, a futsal court, and a swimming pool. For sports activities organized by the University Sports Association (UKMA), the university provides sports facilities available at the Sports Complex or those located around the campus. BIMA regulates the use of these sports facilities.

**D. Health Facilities**

Healthcare facilities near Bakrie University include Metropolitan Medical Center (MMC) Hospital, Mayapada Hospital, and Guntur Community Health Center. MMC Hospital has a team of qualified doctors and state-of-the-art equipment, making it a referral hospital for several other hospitals in Jakarta.

**E. Public Service Mall (MPP)**

Bakrie University is also located near the Public Service Mall (MPP) of Jakarta. The MPP consolidates all public services available in Jakarta into a single location. Members of the Bakrie University community can utilize the MPP to access various public services quickly, easily, affordably, safely, and comfortably.

**F. Embassy Offices, Government Offices, and Business Centers**

Bakrie University is located among embassy offices (*diplomatic area*), business centers, and government offices, making it easily accessible for students for various purposes, such as *field visits* and internships.

**G. Transport**

The Bakrie University campus is strategically located as it is served by:

1. Transjakarta. The Transjakarta bus stop is located directly in front of the Plaza Festival building (Rasuna Said stop).
2. LRT Dukuh Atas - Cibubur and LRT Dukuh Atas - Jatimulya. The LRT Rasuna Said station is directly in front of the Plaza Festival building;
3. Royal Trans, Transjabodetabek Premium, and Mikrotrans.

**H. Accommodation**

Around Bakrie University, there are alternative places for boarding houses or rentals, namely: Setiabudi, Pedurenan, Mampang, and Menteng Atas.

**I. Dining**

There are various dining options available around Bakrie University, located in the Plaza Festival area, including UKM Canteen, Rasuna Garden Street Food, and Epiwalk Mall.



## CHAPTER III GENERAL GUIDELINES

### I. ACADEMIC GUIDELINES

#### A. General

##### 1. Academic Year

- a. The academic year of education is determined in accordance with applicable regulations by considering the time of admission of new students;
- b. The Academic Year is divided into two (2) semesters, odd semester and even semester, each of which consists of sixteen (16) weeks of face-to-face including two (2) scheduled examinations;

##### 2. Student Identification Number (NIM)

- a. Students who are accepted and re-register will get a NIM;
- b. NIM is valid as long as the student is registered as a student of Bakrie University;
- c. NIM consists of ten (10) numbers (digits) with the meaning starting from the left as follows:
  - 1) One (1) digit of the first number indicates the code number / type of education program, namely:
    - a) Code 1: Undergraduate Program (S1)
    - b) Code 2: Master Program (S2)
    - c) Code 3: Doctoral Program (S3)
  - 2) The next two (2) digits indicate the year of entry of students taken from the last two (2) numbers of the year concerned, for example in 2024 the number 24 is taken.
  - 3) The next one (1) digit is for the Faculty Code number, namely:
    - a) 1 for Faculty of Economics and Social Sciences
    - b) 2 for Faculty of Engineering and Computer Science
  - 4) The next one (1) digit is for the Class Program code number, namely:
    - a) 0 for regular morning class students
    - b) 6 for MBKM (*inbound*) program students
    - c) 7 for afternoon regular class students coming from high school
    - d) 8 for *dual degree* students
    - e) 9 for transfer and Rekognisi Pembelajaran Lampau (RPL) students
  - 5) The next one (1) digit is for the admission period, ie:
    - a) 0 for admission every academic year
    - b) 1 for odd semester admission
    - c) 2 for even semester admission
  - 6) One (1) digit for the study program number, as follows:
    - a) 1 for Management Study Program
    - b) 2 for Accounting Study Program
    - c) 3 for Communication Science Study Program
    - d) 4 for Political Science Study Program
    - e) 1 for Informatics Engineering Study Program
    - f) 2 for Information System Study Program

- g) 3 for Industrial Engineering Study Program
  - h) 4 for Civil Engineering Study Program
  - i) 5 for Environmental Engineering Study Program
  - j) 6 for Food Science and Technology Study Program
- 7) The last three (3) digits indicate the student sequence number given when the student concerned is officially accepted.
3. Campus Orientation Program (UBakrie's Week)
- UBakrie's Week is a campus introduction activity organized by Bakrie University before the beginning of the first semester lectures begin. The entire series of UBakrie's Week is organized and arranged according to the General Guidelines for the Introduction of Campus Life for New Students (PKKMB) and is aligned with the vision and mission of Bakrie University. This activity is mandatory for all new students. The objectives of UBakrie's Week activities are:
- a. New students understand their role and social responsibility in the life of the nation, state and society;
  - b. New students understand and recognize the vision, mission, values of Bakrie University and Bakrie Education Foundation as well as the campus institutional structure and job descriptions of all staff;
  - c. New students recognize and understand the campus academic environment, namely: the duties and functions of the Study Program and its lecturers, the duties and functions of Academic Advisors, various academic provisions, administrative procedures related to academic activities, duties and functions of technical implementation units such as: Library, Bakrie Language Solution (BLS), Innovation Center and Business Incubator (PIIB);
  - d. New students can get to know and understand the non-academic environment including student organization management activities (Senate, BEM, and Study Program Student Association) and Student Activity Units (UKMA);
  - e. New students can recognize and establish good communication with campus academicians who will help lecture activities;
  - f. Provide various academic and non-academic debriefings in the form of seminars, *sharing sessions*, various interactive games and other activities that are beneficial to students.
4. Learning Management System
- a. The learning Management system that applies at Bakrie University is the Semester Credit System (SKS);
  - b. SKS is a system of organizing learning by using semester credit units to express student study loads;
  - c. To complete the Bachelor Program (S1) students must accumulate a number of semester credit units (credits) of at least 144 (one hundred and forty-four) credits which are regulated in the Operational Curriculum applicable to each study program;
  - d. To complete the Master Program (S2) students must accumulate at least 54 (fifty four) credits which are regulated in the Operational Curriculum applicable to the study program;
  - e. The definition of credits is a measure of learning activity time charged to students per week per semester in the learning process through various forms of learning or the amount of recognition of the success of student efforts in participating in curricular activities in a Study Program;
  - f. One (1) lecture credit is equivalent to 170 minutes / week or 45 hours / semester which consists of face-to-face elements, structured assignments, and independent learning activities.
5. Intermediate Semester
- a. If deemed necessary, the Rector can determine the implementation of the intermediate semester;
  - b. The intermediate semester is carried out in the break between even and odd semesters;
  - c. The number of face-to-face lectures in the intermediate semester is 16 times including UTS and UAS;
  - d. The maximum number of credits that can be taken in the intermediate semester is 9 credits;

- e. Tuition fees and operational provisions for the intermediate semester are regulated in the Rector's Decree.
6. Operational Curriculum
- a. The Operational Curriculum is a set of plans and arrangements regarding graduate profiles, graduate learning outcomes, study materials, processes, and assessments used as guidelines for implementing study programs;
- b. The Operational Curriculum at Bakrie University consists of:
- 1) Operational Curriculum S1 Management
  - 2) S1 Accounting Operational Curriculum
  - 3) Operational Curriculum S1 Communication Science
  - 4) Operational Curriculum S1 Political Science
  - 5) Operational Curriculum S1 Informatics Engineering
  - 6) Operational Curriculum S1 Information Systems
  - 7) Operational Curriculum S1 Industrial Engineering
  - 8) Operational Curriculum S1 Civil Engineering
  - 9) Operational Curriculum S1 Environmental Engineering
  - 10) Operational Curriculum S1 Food Science and Technology
  - 11) Operational Curriculum Master of Management
  - 12) Operational Curriculum Master of Communication Science
- c. The Operational Curriculum used at Bakrie University consists of two components, namely the core curriculum and the institutional curriculum;
- d. The Common Core Curriculum (IU) is a group of MKs according to the compulsory MK in SNDIKTI including: Religion, Pancasila, Citizenship and Indonesian Language;
- e. Special Core Curriculum (IK) is a group of courses according to the special competencies of study programs and faculties;
- f. General Institutional Curriculum (ITU) is a group of compulsory University courses including: Research Methodology, Internship/Practical Work, Final Project;
- g. Special Institutional Curriculum (ITK) is a group of courses reflecting efforts to realize VMTS according to the special competencies of study programs including entrepreneurship, English I and II, Professional Ethics, and practicum;
- h. The operational curriculum is reviewed periodically at least once every two years by each study program by involving internal and external stakeholders;
- i. In the event of changes to the operational curriculum, the Head of Study Program is required to conduct socialization and mapping as well as follow-up in transitional rules for students affected by these changes;
- j. The Bakrie University Undergraduate Program Operational Curriculum regulates the right to study outside the study program with a mechanism that is regulated separately.
7. Student *Soft Skills* and *Hard Skills* Development
- The development of student *soft skills* aims to equip students with the ability to think comprehensively, professionally, ethically, and collaborate with effective communication in a professional work environment.
- The development of student *hard skills* aims as a form of responsibility and support in achieving the profile of graduates and fulfilling the learning outcomes of study program graduates. The implementation of *soft skills* and *hard skills* development is carried out through activities, among others:
- a. Visits to industry as student learning in the world of work;
  - b. *Internships* which are carried out for 3 (three) to 6 (six) months in medium and large companies;
  - c. Teaching (assistant lecturers), research (assistant researchers), community service (volunteers), entrepreneurship, village building projects, and independent projects;
  - d. *Guest lectures* from various corporate practitioners and government agencies integrated into certain courses;
  - e. *Field visits* to various companies and government offices;
  - f. Mandatory *soft skills* training for students which includes *digital literacy, leadership and problem solving, design thinking, attitude and professionalism, teamwork, conflict resolution and negotiation, and business English*;
  - g. Activities in ORMAWA and UKMA activities;

- h. Implementation of *soft skills* integrated in the curriculum through lecture activities;
  - i. Competency certification from Certification Bodies that are relevant to the science of the study program.
8. Academic Advisor
- a. Academic Advisors are lecturers who are assigned to guide students to successfully complete their studies properly and on time;
  - b. Academic Advisors for each student of the Bachelor program (S1) and Master program (S2) are determined every semester through a Decree of the Chancellor or Academic Structural Officials appointed by the Chancellor;
  - c. Any academic problems faced by students in the teaching-learning process can be consulted to the Academic Advisor while psychological problems will be served by a psychologist appointed by Bakrie University;
  - d. The stages of solving academic problems faced by students in the teaching and learning process are as follows:
    - 1) Students consult the problems they face to the Academic Advisor;
    - 2) If the Academic Advisor cannot solve the academic problem, it must be resolved at a higher level (Head of Study Program/Dean).
  - e. Academic Advisors are obliged to know the academic progress of the students under their responsibility and report regularly every semester the academic progress of their students to the Head of the Study Program.
9. Academic Leave
- a. Undergraduate (S1) students have the opportunity to take academic leave for a maximum of 4 (four) semesters during their study period. Submission of academic leave is valid for only 1 (one) semester;
  - b. Students of Master program (S2) have the opportunity for academic leave for a maximum of 2 (two) semesters during their study period. Submission of academic leave is valid for only 1 (one) semester;
  - c. Undergraduate students and Masters students who will take academic leave for more than 1 (one) semester in a row are required to re-process their academic leave in accordance with the re-registration schedule set in the academic calendar;
  - d. Undergraduate students and Masters program students are not allowed to take leave, if:
    - 1) New to the lecture in the first semester;
    - 2) Student leave opportunities have expired.
  - e. Submission of academic leave is no later than submitted in the first week of the lecture period begins;
  - f. Students who take academic leave are subject to registration fees;
  - g. Students who do not fill in KRS and / or do not attend the lecture process in the current semester and do not submit a letter of application for academic leave, then have inactive status;
  - h. If a student has inactive status for / more than 2 (two) consecutive semesters, then the person concerned is considered to have resigned;
  - i. If a student who has been inactive for 1 (one) semester, wishes to be active again in attending lectures in the following semester, then the person concerned is required to submit an application for active study again and must pay the registration fee for the previous semester;
  - j. The terms and procedures for academic leave are as follows:
    - 1) Submit an application for academic leave to the Head of BAA, with the approval of the Head of Study Program (Kaprodi);
    - 2) If the Head of Study Program allows (gives recommendation), then the student must pay the registration fee;
    - 3) Proof of payment is submitted to BAA;
    - 4) BAA will provide a letter of approval / leave certificate to students.
10. Moving Study Program (Prodi)
- Moving Study Program is only intended for regular undergraduate program students (non-scholarship) with the following procedures:
- a. Students consult with Academic Advisor lecturers for plans to move study programs;

- b. Students submit a proposal to change study programs by filling out the Transfer of Study Program Form along with the transcript of grades that have been taken;
  - c. The Head of the original study program and the Head of the destination study program verify and make a decision on the proposal to change study programs;
  - d. If not approved, the proposal cannot be processed further;
  - e. If approved, the Head of the destination department provides the results of the grade conversion to the student to be submitted along with the Study Program Transfer Form to the BAA;
  - f. BAA checks the administrative requirements of the proposed Study Program Transfer;
  - g. If it does not meet the requirements, the student is asked to complete the administrative requirements or the process cannot continue;
  - h. If it meets the requirements, BAA will provide a new NIM and process further.
11. Study Period
- a. The study period limit for undergraduate students is set at a maximum of 14 (fourteen) semesters or 7 (seven) years;
  - b. The study period limit for Master program students is set at a maximum of 8 (eight) semesters or 4 (four) years;
  - c. Leave and/or inactivity period is calculated as part of the study period.

**B. Lectures**

- 1. Re-registration
  - a. Re-registration must be carried out by all students, including students who are just completing their Thesis / Final Project;
  - b. The re-registration process includes:
    - 1) Students complete financial obligations;
    - 2) Students take courses as a form of study planning (KRS filling) independently through the Bakrie Information Gateway (BIG) academic portal according to the specified period by:
      - a) Consult with PA lecturers before determining the courses to be taken;
      - b) Choosing classes according to the course schedule offered;
      - c) The KRS filling schedule is determined every semester and announced to students through the BIG academic portal and/or other UBakrie communication networks;
      - d) Students who do not fill in KRS will be declared inactive students;
      - e) Students who do not fill in KRS for more than 2 (two) consecutive semesters without applying for academic leave are declared to have resigned.
- 2. Study Planning through BIG
  - a. Each student conducts study planning (KRS filling) independently through the BIG academic portal in accordance with the specified period;
  - b. The number of credits that can be taken by students in one semester (n) is determined by the Semester Achievement Index (IPS) in the previous semester (n-1);
  - c. Students can take a maximum of 24 credits after the second semester, if they have high academic achievement;
  - d. The guidelines for taking credits are as follows (Table 3.1):

Table 3.1 Guidelines for Taking credits

<b>Semester Achievement Index (IPS)</b>	<b>Maximum credits that can be taken</b>
0,00 - 1,49	12
1,50 - 1,99	15
2,00 - 2,49	18
2,50 - 2,99	20
3,00 - 3,49	22
3,50 - 4,00	24*

\*Note: the maximum limit of 24 credits can be taken after the second semester

3. Lecture Implementation
  - a. Lectures are held in accordance with the study plan for 16 face-to-face sessions (including UTS and UAS);
  - b. Lectures can be conducted face-to-face, online, or a combination of face-to-face and online.
4. Permission not to attend lectures
  - a. Permission not to attend lectures is fully authorized by the lecturer of the course concerned;
  - b. Permission request procedure:
    - 1) Before the lecture takes place, requests for permission can be submitted directly by students to the lecturer concerned;
    - 2) After the lecture takes place, the notification can be submitted via electronic mail to the lecturer concerned;
    - 3) Repair of student attendance is carried out by the BAA on the recommendation of the lecturer concerned.

### **C. Examination**

1. Terms and Conditions
  - a. Academic Requirements
    - 1) Minimum attendance in class to be able to take the Final Semester Examination (UAS) is 80% or a maximum of 3 (three) absences from 14 (fourteen) meetings;
    - 2) Have an exam card;
    - 3) The courses tested are listed on the exam card.
  - b. Financial Requirements  
Fulfill all financial obligations.
2. Exam Card
  - a. Exam cards can be printed through the BIG academic portal by students who meet the financial and academic requirements;
  - b. The exam card must be carried every time you take the exam;
  - c. The courses that can be taken are the courses listed on the exam card;
  - d. Students who do not have an exam card are not allowed to take the exam.
3. Exam Code of Conduct
  - a. Students must take the exam according to the announced schedule and be present in the exam room no later than 15 minutes before the exam starts;
  - b. Students are not allowed to enter the exam room after the exam has lasted 50% of the exam time specified in the course being tested and / or, if there are already examinees who leave the exam room (have finished taking the exam);
  - c. Students are not allowed to leave the exam room before the exam lasts 50% of the exam time set in the tested course, even if the exam questions have been completely completed;
  - d. Students must bring their own stationery that is allowed for examination purposes and are not allowed to borrow equipment from each other during the exam;
  - e. Students are required to carry a student identification card (KTM) during the exam;
  - f. Students are required to wear an alma mater jacket during the exam;
  - g. Students are required to fill in the exam attendance list (if they do not fill in the attendance list, they are declared not taking the exam);
  - h. Students are not allowed to cheat, cooperate, ask other students or take actions that indicate these two things during the exam unless ordered (*group exam*);
  - i. Students are not allowed to leave the exam room without permission from the exam supervisor in the class concerned;
  - j. Students are required to turn off cell phones and other digital communication media, or change the ringtone to *silent mode* and not operate these communication devices during the exam;
  - k. Students are not allowed to bring other items to their exam table other than stationery that is permitted for the purposes of the exam;
  - l. Exceptions to the above provisions and other provisions regarding the exam will be regulated by the BAA;
  - m. The exam rules in points a to k apply to in-class exams.

4. Stages of Sanctions for Exam Violations
  - a. Oral reprimand I from the supervisor for students who are indicated to have committed an offense but there is not enough evidence;
  - b. Oral reprimand II from the supervisor if the student does not heed the oral reprimand I;
  - c. Expelled from the exam room, if the student does not heed verbal warning II or is proven (caught red-handed) committing a violation / cheating. For students who are removed from the exam room for cheating, the exam file is not given to the lecturer concerned and automatically gets a score of 0 (zero) in the exam concerned (Midterm Exam or Final Semester Exam);
  - d. All actions related to violations / cheating are written in the minutes of the exam that have been approved by the head of the study program.
5. Subsequent Examination
  - a. In principle, supplementary Midterm Exams (UTS) and / or Final Semester Exams (UAS) are not held, unless:
    - 1) The student concerned is sick and requires treatment in a hospital / other treatment place that is in accordance with the patient's condition, and / or experiences a disaster (*force majeure*) which results in the student being unable to attend the exam on the specified schedule;
    - 2) Students who are assigned specifically for the benefit of the university and obtain approval from the Rector / Vice Rector for Academic Affairs;
    - 3) Students who get assignments from the institution / office where they work (especially for Regular Evening and Master students);
    - 4) The reasons in points 1) 2) and 3) must be supported by evidence that can be accounted for.
  - b. Students are required to pay for the follow-up UTS/UAS fee according to the provisions, except for students who are specially assigned by the university for the benefit of the institution;
  - c. The follow-up exam procedure is:
    - 1) Students apply for the supplementary UTS/UAS to the Head of BAA in accordance with the schedule provided by BAA;
    - 2) BAA will announce students who are approved to take the supplementary exam along with the supplementary exam schedule;
    - 3) Students pay the supplementary exam fee to the Finance Department;
    - 4) Take the supplementary exam according to the schedule.

**D. Evaluation of Study Results**

1. Grading System
  - a. Study success scores for each course are classified according to the following table:

Table 3.2 Grading System

Final Grade	Value Letter	Value Quality	Quality
85,00 - 100,00	A	4,00	Very Good
80,00 - 84,99	A-	3,67	
75,00 - 79,99	B+	3,33	Good
70,00 - 74,99	B	3,00	
65,00 - 69,99	B-	2,67	Fair
60,00 - 64,99	C+	2,33	
50,00 - 59,99	C	2,00	
45,00 - 49,99	D	1,00	Less
00,00 - 44,99	E	0,00	Fail

- b. The final grade of a course is the sum of the percentage weight of each component with the value of each component. Mathematically it can be stated as follows: Final

Grade = (% UTS x UTS grade) + (% UAS x UAS grade) + (% Structured Assignment x Structured Assignment grade).

2. Semester Achievement Index (IPS) and Grade Point Average (GPA)

The calculation of IPS and GPA is done as follows:

$$IPS = \frac{\sum(\text{angka mutu} \times \text{sks})}{\sum \text{sks yang ditempuh semester berjalan}}$$

$$IPK = \frac{\sum(\text{angka mutu} \times \text{sks})}{\sum(\text{sks keseluruhan})}$$

3. Grade Review Submission

- a. Students can submit a review of the grades given by lecturers that are not in accordance with the principles of educative, authentic, objective, accountable, and transparent. The request for review is no later than 1 (one) week after the grade is announced on the BIG academic portal;
- b. Grade review procedure:
  - 1) Students contact the lecturer to request a grade review;
  - 2) If there is a grade change after the grading period ends, the lecturer fills in and signs the Grade Change Form with the approval of the Head of Study Program;
  - 3) Grade corrections by lecturers can only be made no later than 2 (two) weeks before filling in KRS for the following semester.

4. Study Result Card (KHS)

- a. KHS is information about student study results in a particular semester and is used as a basis for students to make study plans for the following semester;
- b. KHS can be downloaded through the BIG academic portal based on the academic period that has been taken.

5. Repeating a Course

- a. Repeating a course is taking a course that has been taken in the previous semester;
- b. Students who repeat a course must attend regular lectures, fulfill a minimum attendance of 80%, follow UTS, structured assignments, and UAS;
- c. Students who want to repeat courses that are no longer offered due to changes in the operational curriculum can replace them in accordance with the provisions for operational curriculum changes set by the Chancellor.

6. Evaluation of Study Results

- a. Evaluation of study results is an assessment of the overall achievement of a student while studying at Bakrie University. This evaluation is carried out to assess the eligibility of students to continue their studies or to *drop out*;
- b. Evaluation of study results is carried out through meetings in the Study Program and led by the Head of the Study Program at the end of each semester;
- c. Evaluation of study results for undergraduate students is carried out in stages as follows:
  - 1) First evaluation, in the form of a written warning by the Academic Advisor, if at the end of semester 1 (one) IPS does not reach 2.50;
  - 2) Second evaluation, in the form of a written warning from the Head of the Study Program, if at the end of semester 2 (two) the GPA does not reach 2.50;
  - 3) Third evaluation, in the form of a written warning from the Head of the Study Program if at the end of semester 3 (three) the GPA does not reach 2.50;
  - 4) Fourth Evaluation, in the form of a decision to *drop out* from the Rector of Bakrie University after a recommendation from the Faculty Senate, if at the end of semester 4 (four) the GPA does not reach 2.50 and / or saving credits less than 48 credits;
  - 5) Final Evaluation, after semester 8 (eight), students must have completed at least 80% of the total credits (at least 115 credits) with a minimum GPA of 2.50. If these requirements have not been met, the student concerned is subject to *drop out* from Bakrie University. The student concerned may continue his/her studies, if approved by the relevant Faculty Senate.

7. Drop Out
  - a. Students can be sanctioned *to drop out* if they do not meet the provisions of the evaluation of study results point 6c above, are inactive without applying for academic leave for more than 2 (two) consecutive semesters, violate the rules of discipline as regulated in the student discipline section, undergraduate students (S1) study period exceeds 7 (seven) years or 14 (fourteen) semesters, master students (S2) study period exceeds 4 (four) years or 8 (eight) semesters;
  - b. The decision to drop *out* is made through a Decree of the Rector of Bakrie University.
8. Resignation
  - a. Students who for some reason want to resign from Bakrie University, can submit an application to the Head of the Study Program by filling out the resignation form provided by BAA and known by parents / guardians and approved by the Head of the Study Program;
  - b. Students who resign must complete all obligations (financial and other administrative) until the last semester before resignation;
  - c. A Certificate will be issued no later than 1 (one) week after receipt of the resignation application along with a transcript of the student's study results.

#### **E. Final Project (TA)**

1. Requirements for Preparation of Final Project
 

Students can apply for the preparation of the Final Project as specified in the curriculum if they have met the following requirements:

  - a. For undergraduate programs, students have completed 120 credits with a minimum GPA of 2.75;
  - b. For S2 Program, have completed 36 credits with a minimum GPA of 3.00;
  - c. Meet the minimum grade requirements for prerequisite courses;
  - d. Take the Final Project/Thesis course in the current semester.
2. Registration Procedure for Final Project Writing in BIG 2.0
  - a. Students register/re-register and fill in the TA courses in the current semester;
  - b. Apply for a TA supervisor by filling out the TA Guidance Request Form *online*;
  - c. The Head of Study Program determines the TA Supervisor based on the TA Guidance Request Form.
3. Final Project Proposal Seminar
 

The Final Project Proposal Seminar follows the following provisions:

  - a. Students apply for the Proposal Seminar after completing the final project proposal (CHAPTER 1 - CHAPTER 3), at least five times of guidance with the supervisor, and have received approval from the supervisor for the proposal seminar;
  - b. Fill out the Proposal Seminar Registration Form attached with the complete proposal seminar registration file;
  - c. BAA submits the appointment of a proposal seminar discussant to the Head of Study Program;
  - d. Kaprodi determines the proposal seminar discussant lecturer;
  - e. BAA makes and announces the proposal hearing schedule to students;
  - f. Students present the proposal according to the schedule in front of the TA Supervisor and Reviewer;
  - g. The registration process and proposal seminar can be done through the BIG Portal.
4. Final Project Session
 

The Final Project Session follows the following provisions:

  - a. The final project session is held after students have completed and passed all the required courses in the study program and passed the final project proposal seminar;
  - b. The final project session is conducted by a team of examiners appointed by the Head of Study Program;
  - c. The Examiner Team consists of a Chairperson and Members who are determined in the Dean's Decree.
5. Final Project Session Requirements
  - a. Have passed the Proposal Seminar;

- b. Have passed all courses offered in accordance with the Operational Curriculum of the Study Program;
  - c. Have a minimum GPA of 2.75 for the S1 Program and have a minimum GPA of 3.00 for the S2 Program;
  - d. Have taken and passed all compulsory courses according to each Study Program with the minimum value that has been determined;
  - e. Active status in the current semester;
  - f. Free of financial bill fees;
  - g. Attach the proposal seminar revision ratification page;
  - h. Attach TA guidance data on BIG that has been approved by the supervisor;
  - i. Have a TOEFL certificate or certificate from BLS / other institutions approved by BLS with a minimum score of S1: 450 and S2: 500.
6. Final Project Session Registration Procedure
- a. Students fill out the Final Project Session Examination Registration Form by attaching the Final Project Session requirement files;
  - b. BAA will check the completeness and validity of the requirements;
  - c. BAA submits the list of applicants for the Final Project Examination to the Head of Study Program;
  - d. Kaprodi appoints and determines the Examiner Lecturer. Lecturer Examiners are determined by a decision letter;
  - e. BAA makes and announces the schedule for the Final Project Examination;
  - f. The registration process for the Final Project Session can be done through the BIG Portal.
7. Final Project Session Procedure
- a. The Board of Examiners holds a meeting/coordinates the readiness of the Examination Team before the exam begins;
  - b. The Chief Examiner calls the student who will be tested;
  - c. The Chief Examiner asks about the readiness of the student to be tested;
  - d. The Chief Examiner invites the tested student to present the Final Project according to the specified time;
  - e. If the time set by the Chief Examiner has expired, the Chief Examiner may dismiss the presentation and continue with elaboration and question and answer;
  - f. The elaboration and question and answer mechanism is the responsibility of the Chief Examiner;
  - g. The board of examiners discusses the results of the TA trial decision;
  - h. The Chief Examiner announces the results of the TA Session and declares that the trial is over;
  - i. The Chief Examiner invites students to leave the examination room.
8. Implementation of Final Project Session
- a. The examination is conducted in closed session;
  - b. The examiners and supervisors ask questions with the direction of the chairman;
  - c. Students who are tested are dressed formally wearing alma mater suits;
  - d. Students prepare presentation materials, literature books, and other equipment needed;
  - e. Students present, defend, and take responsibility for the TA that is compiled;
  - f. The time provided is a maximum of 1 (one) hour, with the following details:
    - 1) Presentation maximum 15 minutes;
    - 2) Elaboration and question and answer 45 minutes.
9. Final Project Examiners
- a. Examiners for the Final Project Session Examination are determined based on the Rector / Dean Decree;
  - b. The examiner consists of 1 (one) Chairperson and 2 (two) members;
  - c. Requirements for Examiners:
    - 1) Educated at least S2 and has an academic functional position (JJA) for the Bachelor Program (S1);
    - 2) Educated at least S3 and has an academic functional position (JJA) for the Master Program (S2);
    - 3) Or have competencies recognized by Bakrie University.

- d. Duties of Final Project Examination Examiners:
    - 1) Provide a final assessment in accordance with the agreement of the TA Board of Examiners meeting;
    - 2) Provide notes for revision (if any) on the Final Project Examiner Note List;
    - 3) Fill out the Final Project Examination Minutes, Final Project Assessment Form and Final Project Examiner's Note List in BIG.
  - e. The Chairperson of the Examination Team conveys the results of the trial to students.
10. Announcement of Final Project Examination Results
- a. The announcement of the Final Project Examination results is made directly after the Final Project Examination;
  - b. The official Final Project Examination results are those listed in the Final Project Examination Minutes;
  - c. The final result of the Final Project Examination is the final statement in an examination process given to students who are tested, the final examination result category consists of:
    - 1) Pass:
      - a) Pass without improvement;
      - b) Pass with improvement/revision.
    - 2) Not Passed:
      - a) Not passed, revised the substance / content in total with the same title / theme and using existing data that is still relevant;
      - b) Not passed, start from the beginning (change the title/theme of the Final Project).
11. Final Project Improvement/Revision
- a. For students who pass with improvements:
    - 1) Must make improvements as written in the Final Project Examiner's Note List;
    - 2) In making revisions, students can consult with Supervisors and Examiners;
    - 3) The results of the improvement/revision must be consulted with the Examiner (who gave the note);
    - 4) If the examiner has agreed with the revision, students are required to ask for a revision approval signature from the Examiner.
  - b. For students who do not pass and must make improvements:
    - 1) Must make revisions in consultation with the Supervisor;
    - 2) The time given to make revisions is no later than 30 (thirty) days after the date of the First Session Examination;
    - 3) Substantial improvements/revisions must be approved by the Supervisor, as evidenced by the Supervisor's statement that the TA is ready to be examined;
    - 4) Apply for re-examination by filling out the TA Session Registration Form and attaching the requirements as in the first submission, as well as reprogramming in KRS if the TA exam time passes the current semester.
  - c. For those who are declared not passing and must repeat from the beginning:
    - 1) Students must change the title/theme of the final project;
    - 2) Re-register the final project course by filling in KRS in the following semester;
    - 3) Follow all procedures and mechanisms for submitting the final project from the beginning, and follow the provisions as in point b4 above.

## **F. Graduation**

- 1. Undergraduate Graduation (S-1)
  - a. Undergraduate graduation is graduation in a round of study and has taken the Final Project Examination and passed and has been determined in the judicium meeting;
  - b. Students are declared to have graduated in a round of study in the undergraduate program if:
    - 1) Have taken all courses offered in accordance with the applicable operational curriculum with a minimum GPA of 2.75;
    - 2) The grade of the Final Project, Pancasila and Citizenship Education, Indonesian Language and Religion and Special Core Courses of the Study Program is at least C;

- 3) Have taken courses according to their respective study programs with the minimum grades that have been determined;
  - 4) The number of D-valued courses is no more than 2 (two) courses from the total number of courses taken in a round of study and is not a compulsory/core course of the study program and / or following the provisions in the Operational Curriculum of the respective study program.
2. Graduation of Masters (S2)  
Master's program students are declared graduates if they have taken all the specified learning load and have the graduate learning outcomes targeted by the study program with a cumulative grade point average (GPA) greater than or equal to 3.00.
  3. Judicium  
Students who are entitled to be included in the Judicium are students who have met the academic requirements and administrative requirements in accordance with applicable regulations.
    - a. Academic Requirements  
Fulfill the conditions listed in point 1 for the Bachelor Program (S-1) and point 2 for the Master Program (S-2);
    - b. Administrative Requirements
      - 1) Have proof of Turnitin check issued or authorized by Bakrie University library;
      - 2) Have a certificate of free loan of library materials;
      - 3) Have a certificate of free locker rental;
      - 4) Have a certificate of freedom from financial obligations;
      - 5) Have a Maroon Value certificate.
  4. Academic Transcripts and Diplomas
    - a. Students who have fulfilled the requirements for undergraduate graduation are entitled to receive Academic Transcripts and Diplomas as a sign of graduation;
    - b. Diplomas and Academic Transcripts that are not taken beyond two semesters from the date of commencement of the distribution of diplomas, will be subject to storage fees, the amount of which will be informed at the time of certificate collection. Diplomas that are not taken for more than 3 (three) years are no longer the responsibility of Bakrie University;
    - c. Students can take diplomas and academic transcripts after completing the final project revision and completing the judicium requirements;
    - d. Certificate collection cannot be represented except with a power of attorney on stamp duty signed by the authorizer.
  5. Certificate of Diploma Companion (SKPI)
    - a. SKPI is a complement to the diploma issued by Bakrie University;
    - b. SKPI contains additional information about student academic achievements, including student achievements in co-curricular, extracurricular, or non-formal education during the study period;
    - c. Learning outcomes and achievements that can be included in the SKPI include:
      - 1) Scientific and Reasoning Activities;
      - 2) Community Service Activities;
      - 3) Organizational Activities, Leadership and Self-development;
      - 4) Scholarships and other awards.
    - d. SKPI will be given at the same time as taking the diploma.
  6. Graduation Predicate  
Based on the National Higher Education Standards, the predicate of student graduation at the end of the study period is stated as follows:

Table 3.3 Predicate of Graduation of Undergraduate Program (S1)

<b>GPA</b>	<b>Graduation Predicate</b>
2,00 - 2,75	--
2,76 - 3,00	Satisfactory
3,01 - 3,50	Very Satisfactory
3,51 - 4,00	With Honors/Cum <i>Laude</i> *

\*) The minimum grade for each course is C, never repeating courses, not transfer students, and graduating no more than 8 (eight) semesters.

Table 3.4 Graduation Predicate of Master Program (S2)

<b>GPA</b>	<b>Graduation Predicate</b>
3,00 - 3,50	Satisfactory
3,51 - 3,75	Very Satisfactory
3,76 - 4,00	With Honors/Cum <i>Laude*</i>

\*) The minimum grade for each course is B, never repeating courses, not transfer students, and graduating no more than 4 (four) semesters.

7. Graduation
  - a. Students who have graduated from a round of study (graduation) are entitled to attend graduation held by Bakrie University by fulfilling the specified requirements;
  - b. Graduation as referred to in point 1 is further regulated through the Rector's Circular Letter.

## **II. FINANCIAL GUIDELINES**

### **A. Education Fee Component**

1. Education Fee Component for Regular S1 Program
 

The components of tuition fees for regular undergraduate students include registration fees, tuition fees, alma mater jackets, tuition fees (BPP), SKS fees, and registration fees.

  - a. Registration Fee is a fee paid by prospective new students to obtain registration forms;
  - b. Base Fee is money paid by new students and paid once at the beginning of new student admissions;
  - c. The alma mater jacket fee is the cost of making an alma mater jacket;
  - d. Education Implementation Fee (BPP) is a fee paid every semester by students for the implementation of the teaching and learning process;
  - e. SKS fee is a fee paid every semester by students based on the amount of course load taken;
  - f. Registration Fee is a fee that must be paid every semester by students with details for re-registration fees, student fees and accident insurance fees.
2. Education Fee Component for Regular Evening S1 Program
 

The components of tuition fees for students of the Evening Regular S1 Program include registration fees, tuition fees, alma mater jackets, registration fees, tuition fees (BPP), matriculation fees and credit card fees.

  - a. Registration Fee is a fee paid by prospective new students to obtain registration forms;
  - b. Tuition is money that must be paid in advance at the beginning of entering college and is paid once during the study period;
  - c. The alma mater suit fee is the cost of making an alma mater suit;
  - d. Registration Fee is a fee paid every semester by students as a re-registration fee;
  - e. Education Implementation Fee (BPP) is a fee paid every semester by students for the implementation of the teaching and learning process;
  - f. Matriculation fee is a fee paid by each student to participate in matriculation activities at the beginning of each semester and is only paid 1 (one) time;
  - g. SKS fee is a fee paid every semester by students based on the course load taken.
3. The components of the Master's Program Education Fee include Registration Fee, Re-registration Fee, Registration Fee per semester, Education Implementation Fee (BPP), Matriculation Fee and SKS Fee.

- a. Registration Fee is a fee that must be paid by prospective new students to obtain registration forms;
- b. Re-registration Fee is a fee that must be paid by prospective students as one of the requirements for being accepted as a new student;
- c. Registration Fee is a fee paid every semester by students to support the administration and facilities of student activities;
- d. Education Implementation Fee (BPP) is a fee paid every semester by students for the purposes of organizing the learning process;
- e. Matriculation Fee is a fee paid by each student to participate in matriculation activities at the beginning of each semester and is only paid 1 (one) time;
- f. SKS Fee is a fee paid every semester by students based on the amount of course load taken;
- g. Thesis fee is a fee that must be paid by students for making a thesis in 1 (one) semester within the period of study of the student concerned and does not include the SKS fee per semester for thesis making activities if students need more than 1 (one) semester to complete their thesis.

**B. Academic Leave Fee**

1. Students who are on academic leave are charged a Registration Fee at the beginning of the semester;
2. If the student is inactive for 1 (one) or 2 (two) semesters and wishes to be active again, then the person concerned is required to pay the registration fee for the abandoned / previous semester and the current semester registration fee.

**C. Financial Administration**

1. In the context of orderly administration, every student who has financial obligations to Bakrie University must pay off their obligations in accordance with the time set by the University. If students have not paid off their financial obligations, then temporarily some of the academic rights of the students concerned will not be fulfilled;
2. The payment schedule is set for each payment period and announced to students through the BIG academic portal and/or announcement board and/or UBakrie communication network;
3. All tuition payments are made through Bank Transfer (*Virtual Account*) which is integrated with the BIG academic portal.

**III. STUDENT GUIDELINES AND REGULATIONS**

**A. Principle and Purpose**

1. Every student must base his/her behavior on the principles of honesty, openness, courtesy and respect for others;
2. The purpose of the Student Code of Conduct is to be used as a guide for each student in carrying out their activities in order to create an orderly, safe and comfortable atmosphere in order to support the creation of an academic atmosphere within the University environment.

**B. Student Rights and Obligations**

1. Student Rights
  - a. Every student of Bakrie University has the same rights in obtaining academic services according to the rules that apply in Bakrie University;
  - b. Every student of Bakrie University has the right to receive academic teaching as well as possible;
  - c. Utilize academic freedom responsibly to pursue knowledge and study it in accordance with the norms and ethics prevailing in the academic environment;
  - d. Every student of Bakrie University can use and utilize the facilities of Bakrie University in order to develop interests, talents, reasoning, and welfare for the smooth learning process in accordance with applicable rules at Bakrie University;

- e. Receive guidance for completion of studies by responsible educators (academic supervisors and/or final project supervisors);
  - f. Every student has the right to participate in student organizations within Bakrie University.
2. Student Obligations
- a. Comply with all rules and regulations of Bakrie University;
  - b. Students are required to follow the *student Softskill* Development program designed in accordance with the study program taken;
  - c. Participate in maintaining facilities and infrastructure as well as cleanliness, order, and security of Bakrie University;
  - d. Pay tuition fees in accordance with applicable regulations;
  - e. Maintain the prestige and good name of Bakrie University;
  - f. Appreciate science, technology, and art;
  - g. Upholding national culture and respecting differences.

### **C. Achievements**

Basically, achievements are useful and aim to improve the *soft* and *hard skills* of Bakrie University students, considering that students have the right to compete for achievements.

1. Every Bakrie University student is supported to achieve, both in academic and non-academic fields;
2. Every student who plans to participate in a competition can contact BIMA and apply for competition funding;
3. Every student is required to report achievements from competitions funded by Bakrie University. Bakrie University students who have outstanding achievements will receive additional awards from the campus including scholarships, pocket money, and be involved in the award night for outstanding students. For more information about the flow of competition funding, please contact BIMA.

### **D. Student Identity Card (KTM)**

1. Student Identity Card (KTM) is a card that includes name, nickname, photo, student identification number (NIM), faculty, study program and card validity period. The student identification card is also equipped with a *barcode* for access to the Bakrie University Library;
2. Students are required to wear KTM while on campus and must show it to campus officials if needed;
3. KTM serves as validation to obtain all services and facilities of Bakrie University;
4. KTM must always be carried and maintained properly because it is an identity as a student of Bakrie University.

### **E. Attendance**

1. Every student is required to be present in class at least 10 (ten) minutes before the lecture, training, or practicum begins;
2. If a student is late more than 15 (fifteen) minutes after the lecture starts, then the student is not allowed to attend lectures, training or practicum;
3. Absence of students in lectures, training, or practicum without notice, then the student is considered absent.

### **F. Lecture/Training/Practicum**

1. In the classroom, each student is required to deactivate his/her cell phone or other communication device or change the ringtone to *silent mode*;
2. Students are prohibited from behaving, speaking that can cause noise and disrupt the course of the lecture;
3. Violation of point 2 above will result in the student concerned being expelled from class;
4. Students are not allowed to go in and out of the classroom during lectures except with the permission of the lecturer teaching;
5. Students are required to wear KTM while on campus, especially when attending lectures and other academic activities;

6. Students must actively participate during class lectures;
7. Students must respect fellow students in the classroom and provide equal opportunities to actively participate in lectures.

**G. Dress Code and Other General Matters**

1. Every student must dress neatly, cleanly, and politely while on campus, especially when attending lectures. Students are not allowed to wear sandals, shorts, *tank tops*, *crop tops*, and torn jeans;
2. While in the campus area, students must use KTM;
3. Every student is not allowed to have, do, and show tattoos or *piercings* on parts of his/her body;
4. Sanctions for this violation will be carried out in stages in the form of:
  - a. Oral reprimand;
  - b. Written warning;
  - c. Not allowed to enter the campus area.
5. Every student must respect and appreciate others in behavior and communication;
6. Every student must participate in maintaining and supporting the campus to keep it clean, safe, comfortable, and environmentally friendly;
7. Every student is prohibited from carrying out activities on or in the campus environment after 21.00 WIB or until the lecture time ends including staying on campus unless they obtain written permission from BIMA and the General Bureau;
8. Every student is expected not to contact teaching staff or lecturers outside working hours;
9. Every student activity that is held off campus, must fill out an activity form and get approval from the authorized official;
10. Every student activity that carries the name of the University and or student organization must obtain written permission from a Structural Official appointed by the Chancellor;
11. Every student is prohibited from carrying out practical political activities in the campus environment, which are outside of academic activities;
12. Every student is prohibited from behaving in a way that endangers others;
13. University Security Unit (Satpam) officers have the right to reprimand, warn, record, report, and secure every type of violation committed by students to BIMA;
14. The highest sanction for these types of violations is dismissal as a student and if related to criminality will be followed up legally.

**H. Use of Library Facilities**

1. Every active student is a member of the Library who is obliged to take care of the Library collection;
2. Every student who will use Library facilities must comply with applicable Library regulations;
3. Library officers have the right to reprimand, record, and report any violations committed by students to the Head of the Library;
4. The highest sanction for misuse of Library facilities is suspension as a student for a maximum of 2 (two) semesters.

**I. Use of Laboratory Facilities**

1. Every student who will use Laboratory facilities must comply with applicable Laboratory regulations;
2. Laboratory officers have the right to reprimand, record, and report any violations committed by students to the Head of the Laboratory;
3. The highest sanction for misuse of Laboratory facilities is suspension as a student for a maximum of 2 (two) semesters.

**J. Use of *Student Lounge* Facilities**

1. Every University student who uses the *Student Lounge* facility must comply with the applicable *Student Lounge* regulations;
2. *Student Lounge* is located at Plaza Festival campus and Bakrie Tower campus;
3. Every student must maintain order when using the *Student Lounge* by not doing things that lead to fights and/or disputes;

4. Every student must respect the rights of fellow students to use the *Student Lounge*;
5. Every student must maintain the cleanliness and comfort of the *Student Lounge* by not damaging and / or misusing the facilities in the *Student Lounge*;
6. Every University citizen has the right to reprimand, warn, record, and report various violations committed by students in the *Student Lounge* to BIMA;
7. The highest sanction for misuse of *Student Lounge* facilities is suspension as a student for a maximum of 2 (two) semesters.

**K. Alma Mater Suit**

1. Use of Alma Mater Suit
  - a. Every Bakrie University student is allowed to use an alma mater suit for activities that carry the name of the Bakrie University campus, both those held within the campus environment and outside the Bakrie University campus environment;
  - b. Every Bakrie University student is required to wear an alma mater suit during mid-semester exams, final semester exams, proposal seminars, final project trials, and other formal academic activities;
  - c. Every Bakrie University student is allowed to use an alma mater suit for official activities or Ormawa committees;
  - d. Every Bakrie University student is not allowed to use alma mater suits in activities that tarnish the good name of the alma mater.
2. Exchange of Alma Mater Coat
  - a. Bakrie University students who are allowed to exchange alma mater suits are new school year students (MABA);
  - b. The maximum time limit for exchanging alma mater suits is a month after the alma mater suit is received by the student;
  - c. Students who want to exchange alma mater coats must ensure that the alma mater coat is in good condition and neat before being brought to BIMA for exchange;
  - d. Students must bring KTM / KRS, and sign proof of alma mater coat exchange;
  - e. The alma mater coat exchange service can only be done if the alma mater coat condition has an inappropriate size (small) or production defect;
  - f. If the alma mater coat condition is damaged due to student error, the alma mater coat exchange cannot be served;
  - g. If when exchanging the alma mater suit the desired size is available, students can take the alma mater suit directly at BIMA, if the size is not available students wait for the availability of the size.

**L. Security of Items in the Campus Environment**

1. Each student is responsible for the safety of their belongings;
2. Students who lose items in the campus area immediately report to the security guard;
3. Every student who finds items that do not belong to him in the campus area, is obliged to hand over to the security guard for further processing.

**M. Use of Social Media and *Online* Publications**

1. Every student must behave wisely and responsibly in the use of social media and *online* publications by maintaining the good name of Bakrie University;
2. Content is prohibited from containing elements of SARA, pornography, violence, insults, threats, provocation to violate the law, gambling and other acts of criminality according to the rules of law in Indonesia;
3. Sanctions for violating various rules of social media and *online* publications are as high as dismissal as a student and will be processed legally.

**N. Use of Storage Cabinet Facilities (Lockers)**

1. Every student who uses locker facilities must comply with the rules for using lockers, which can be done by students through the [maroon.bakrie.ac.id](http://maroon.bakrie.ac.id) system and selecting the "locker" menu;
2. Before students apply for a storage locker rental, students must first make a rental payment to the Bureau of Finance;

3. After making a payment, students can apply for a locker loan through [maroon.bakrie.ac.id](http://maroon.bakrie.ac.id) equipped with proof of payment from the Bureau of Finance;
4. Each student can utilize the locker facility by renting for 1 (one) semester which can be extended.  
(one) semester which can be extended again according to the provisions;
5. BIMA will announce the locker rental period to students 1 (one) month before the locker rental period will expire through the University's communication network;
6. If the locker rental period expires and the student does not return the locker key, the student is deemed to extend the locker rental automatically for 1 (one) semester and so on;
7. University Management through BIMA has the right to open student lockers if there are indications of violations of the locker rental provisions.

**O. Document Falsification**

1. Students are prohibited from falsifying documents related to the University;
2. Students who are proven to have committed forgery will be subject to the highest sanctions, dismissed as University students, and processed legally.

**P. Drugs, Liquor, and Smoking**

1. Every student is prohibited from possessing, storing, consuming, selling, and distributing narcotics and other addictive substances (NAPZA), and liquor;
2. Every student is prohibited from smoking in any form on campus;
3. Students who are proven to own, store, consume, sell, and distribute narcotics and other addictive substances (NAPZA), and alcohol will be sanctioned to be dismissed as Bakrie University students and legally processed;
4. Students who are proven to smoke in any form on campus will be sanctioned with a maximum suspension of two semesters.

**Q. Theft, Destruction, and Unauthorized Use**

1. Every student is prohibited from being involved, either directly or indirectly, in the theft, destruction, or unauthorized use of facilities and infrastructure and information;
2. Students who are proven to have committed acts as mentioned in point 1 (one) get the highest sanction of being dismissed as a student and processed legally.

**R. Extortion, Intimidation, and Threats**

1. Every student is prohibited from committing extortion, intimidation, and threatening, either directly or indirectly (offline / online) to the University academic community;
2. Students who are proven to have violated will get the highest sanction dismissed as students and processed legally.

**S. Persecution, Fighting, and Bullying**

1. Every student is prohibited from being directly or indirectly involved in acts of persecution, fighting, and bullying both on and off campus (offline / online);
2. Students who are proven to violate will get the highest sanction of being dismissed as a student and processed legally.

**T. Anti Radicalism**

1. Every student takes an active role in the anti-radicalism movement and upholds an attitude of nationalism and respect for differences, both inside and outside the University environment;
2. Every student is prohibited from carrying out radicalism activities, including spreading radicalism, both inside and outside the University environment (offline / online);
3. Students who are proven to violate will get the highest sanction of being dismissed as students and processed legally.

**U. Anticorruption**

1. Every student upholds an anti-corruption attitude and plays an active role in anti-corruption movements / activities both inside and outside the University environment;

2. Every student is prohibited from committing acts of corruption inside and outside the Bakrie University environment, including providing fictitious financial reports from activities funded by the University;
3. Students who are proven to be in violation will receive the highest sanction of dismissal as a student and be processed legally.

**V. Immoral Acts and Sexual Violence**

1. Every student is prohibited from committing immoral acts such as:
  - a. Describing, saying and writing indecent words both offline and online on and off campus;
  - b. Committing obscene acts or sexual harassment both offline and online inside and outside the campus environment;
  - c. Producing, storing, disseminating, and displaying pornographic and immoral content both offline and online inside and outside the campus environment.
2. Students who experience immoral acts and sexual violence can report to the Task Force for the Prevention and Handling of Violence in Higher Education (PPKPT Task Force) directly or via email: [;satgasppks@bakrie.ac.id](mailto:satgasppks@bakrie.ac.id)
3. Students who are proven to have violated will get the highest sanction dismissed as students and processed legally.

**W. Gambling**

1. Students are prohibited from gambling in the campus environment (offline / online);
2. Students who are proven to have violated will get the highest sanction dismissed as students and processed legally.

**X. Insult and Defamation**

1. Students are prohibited from insulting and defaming the academic community of Bakrie University in any form both offline and online;
2. Students who are proven to have violated will get the highest sanction of being dismissed as a student and processed legally.

**Y. Procedures and Sanctioning Procedures**

1. Every act and event of academic and non-academic violations that are reported or that occur will be followed up by the relevant Section/Unit in the form of fact-finding, examination, proof, and preparation of Case Report (BAP);
2. The perpetrators allegedly involved are obliged to fulfill the summons of the relevant Section/Unit for further examination;
3. The BAP is then submitted to the University Ethics Committee;
4. Sanctions are imposed based on a decision letter from the leadership of Bakrie University based on the recommendation of the University Ethics Committee.



## CHAPTER IV STUDENT SERVICES

### I. Active Student Services at Bakrie University

#### A. Health and Counseling Services

##### 1. Health Services

Bakrie University collaborates with Rasuna Sentra Medika Clinic, located at Bakrie Tower (B1 floor), and Setiabudi Community Health Center to provide basic health services to its students. Additionally, Bakrie University has a health room equipped with facilities and medications to support basic health care.

##### 2. Counseling Services

Counseling services or psychological services are provided free of charge by Bakrie University for all active students who require psychological assistance upon recommendation from academic advisors, program heads, and BIMA. Detailed information about the services can be accessed through the BIMA website (<https://bima.bakrie.ac.id/index.php/layanan-bima/layanan-psikologi>). Counseling is provided by professional psychologists from the Integrated Psychology Services (LPT) UI, Teman Tumbuh, and Setiabudi Health Center.

#### B. Student Life Insurance and Accident *Medical Reimbursement* Services

Bakrie University offers life insurance coverage for accidents and illnesses, as well as *medical reimbursement* for accidents. The University determines the insurance claim process. BIMA assists insurance claim submissions. For further information, please visit the BIMA website (<https://bima.bakrie.ac.id/index.php/layanan-bima/asuransi>). However, all students at Bakrie University are required to have BPJS health insurance or an equivalent insurance policy.

#### C. *Student Exit Letter* and Job Placement Services

Bakrie University provides the *Student Exit Letter* and Job Placement Service to students who are about to graduate or withdraw. Both are mandatory requirements for participating in the graduation process or withdrawing. These services can be accessed through the BIMA website (<https://maroon.bakrie.ac.id/>). To obtain a *student exit letter*, students must meet the Maroon Value requirements. Maroon Value is a portal for recording student achievements and activities, converted into points. Information regarding Maroon Value is provided separately.

#### D. Locker Rental Service

Bakrie University provides a locker rental service for students to store their belongings. The rental procedures are as follows:

1. Every student using the locker facility must comply with the locker usage regulations, which can be accessed by students through the [maroon.bakrie.ac.id](https://maroon.bakrie.ac.id) system and selecting the "locker" menu.
2. Before applying for locker rental, students must first make the rental payment at the Finance Office.

3. After making the payment, students can submit a locker rental request through [maroon.bakrie.ac.id](http://maroon.bakrie.ac.id) along with proof of payment from the Finance Office.
4. Each student may utilize the locker facilities by renting them for 1 (one) semester, which may be renewed in accordance with the applicable regulations.
5. BIMA will notify students of the locker rental period 1 (one) month before the rental period expires via the University's communication network.
6. If the locker rental period expires and the student fails to return the locker key, the student will be deemed to have automatically extended the locker rental for 1 (one) semester and thereafter.
7. The University Management through BIMA reserves the right to open student lockers if there are indications of violations of the locker rental terms and conditions.

#### **E. Competition Funding Services**

Bakrie University encourages students to excel in academic and non-academic fields through competition funding services. Students wishing to apply for competition funding may access the BIMA website (<https://bima.bakrie.ac.id/index.php/layanan-bima/pendanaan-kompetsi>).

#### **F. Performance Enhancement Services**

In addition to encouraging students to excel in academic and non-academic fields through competition funding services, Bakrie University also conducts performance enhancement activities, including:

1. Student Creativity Program (PKM)  
The Student Creativity Program is a prestigious competition among universities throughout Indonesia. PKM is a platform for Indonesian students to channel their potential to the broader community.
2. *Awarding Day*  
*Awarding Day* is a prestigious event for the academic community of Bakrie University, held annually at the end of the year to honor outstanding students.
3. Outstanding Student Selection Event  
The Outstanding Student Selection (PILMAPRES) is a competition to select outstanding students at Bakrie University who have achieved excellence in both academic and non-academic fields.
4. Student Organization Capacity Building Program (PPK Ormawa)  
PPK Ormawa is part of Bakrie University's commitment to developing resilient, innovative, and leadership-minded students. This program is designed to train students to manage programs professionally while developing their *problem-solving* skills in response to community needs. Student participation in this program is also recognized as integrated *soft skills* development, evaluated through student activities, and serves as a supporting component for achieving Maroon Values and graduation requirements. Information about PPK Ormawa is available on the Ministry of Education and Culture's website (<https://ppkormawa.kemdikisaintek.go.id/>).

#### **G. Scholarship Services**

Bakrie University, through BIMA, provides scholarship services for all active students. Scholarships managed by BIMA consist of internal and external scholarships. Internal scholarships include the Bina Prestasi Scholarship, the Bakrie University Excellence Scholarship, and the Non-Academic Achievement Scholarship (BPNA). External scholarships include the KIP Kuliah Scholarship, the Bakrie Amanah Scholarship, the Jakarta Scholarship Foundation, and the Puslapdik Excellence Scholarship. BIMA assists with the publication, documentation, application, and disbursement processes for scholarships. Scholarship terms and conditions vary according to the requirements of each scholarship provider.

#### **H. Student Organization Services**

BIMA provides services for student organization activities, including the Student Senate, Student Executive Board (BEM), and Program Study Student Association (HMPS). The services provided by BIMA include facilitating all organizational needs, such as monitoring work programs, funding, and providing the necessary facilities and infrastructure for student organizations.

BIMA also facilitates the Student Organization Development Program (PPK Ormawa) to enhance the quality and capacity of student organizations at Bakrie University.

#### **H. Interest and Talent Development Services**

In addition to providing services for student organizations, BIMA also offers services to develop students' interests and talents through Student Activity Units (UKMA). The names of UKMA and Ormawa can be accessed in Chapter V. The services provided by BIMA include facilitating all organizational needs, such as monitoring work programs, funding, evaluating activity reports, and providing the necessary facilities and infrastructure for student organizations.

#### **I. Lost and Found Services**

Items belonging to students found on campus will be stored in the lost and found cabinet. Students who have left their belongings and find them in the lost and found cabinet may contact the security guard for assistance.

#### **J. Maroon Value Services**

BIMA provides the Maroon Value service as a commitment from Bakrie University to produce high-quality graduates who are highly competitive in the global workplace. The implementation of Maroon Value also aims to balance *hard skills* and *soft skills*, both of which play a crucial role in the future career success of students. Through this program, BIMA encourages students to be more active in achieving excellence, participating in student activities, and developing strong and quality character. Maroon Value is mandatory for students to obtain *an exit letter*. Every activity entered by students into the Maroon Value system is assigned a specific score. Some provisions regarding Maroon Value include:

1. Students are required to report all academic and non-academic activities on the Maroon Value application in accordance with **Rector's Decision No. 144/SK/UB/R/VIII/2024**;
2. The reporting obligation applies only to regular undergraduate students.
3. Students must log in to the Maroon Value application using their BIG Bakrie user ID and password (<https://maroon.bakrie.ac.id/>).
4. Students must report activities according to the designated categories and upload proof of activities in the form of certificates, event *flyers*, attendance records, and/or photos or other supporting documents.
5. Students can check the validation status and points earned from each activity at any time.
6. Each activity has a score that can be viewed in the Maroon Point menu.
7. Each student is required to meet the minimum Maroon Value score standard starting from the 2025 cohort onwards, with a total of 1,750 points.
8. Meeting the minimum Maroon Value score is a requirement for obtaining the Student Exit Letter, which is a prerequisite for graduation.
9. Activities that can be reported are those conducted starting from the 2025/2026 academic year (beginning September 2025 and onwards) at <https://maroon.bakrie.ac.id/>.

#### **K. Soft Skills Services**

This program is designed to develop essential skills highly sought after in the workplace, such as *Digital Literacy, Leadership and Problem Solving, Design Thinking, Attitude and Professionalism, Teamwork, Conflict Resolution and Negotiation, and Business English*.

This program is primarily designed to provide students with a strong foundation in interpersonal and professional skills. Bakrie University believes that the success of graduates is not only determined by academic achievement, but also by their ability to collaborate, adapt, and solve problems effectively. With this training, Bakrie University students will be better equipped to face the challenges of the workforce and make a significant contribution in various industrial fields.

**L. Facility and Infrastructure Usage Application Service**

1. All students who wish to use facilities and infrastructure for student activities must submit a written request using the form provided by the General Affairs Office.
2. Permit applications must be submitted at least 2 (two) weeks prior to the event.
3. Emergency requests can only be made with the approval of BIMA. However, in certain circumstances, the Rectorate reserves the right to cancel the use of facilities and infrastructure.
4. The schedule for room usage must align with the borrowing form and may not be extended without written permission from BIMA.

**N. Facility and Equipment Loan Service for Student Organization Activities**

1. Submission of Permission Request
  - a. Students must submit a written permit application for the use of facilities and infrastructure through Form GA (General Affairs Office) no later than 2 (two) weeks before the activity is held;
  - b. Emergency permit requests can only be processed with approval from the Student Affairs Office (BIMA) and the Academic Affairs Office (BAA);
  - c. The Rectorate has the authority to cancel the use of facilities and infrastructure if there are urgent needs or other relevant considerations.
2. Procedure for Borrowing Facilities/Infrastructure
  - a. Check room availability through the following link:  
<https://bit.ly/RuanganKegiatanOrmawa;>
  - b. Obtain the GA Form and complete it with supporting documents, namely:
    - 1) Rental memo;
    - 2) Activity rundown.
  - c. Submit the request with the approval signature from:
    - 1) Academic Administration Office (BAA);
    - 2) Student Affairs Office (BIMA);
    - 3) General Affairs Office (GA).
  - d. After approval, photocopy the documents and distribute them to:
    - 1) Security Unit (Security);
    - 2) *Cleaning Service* (CS);
    - 3) Technician.
3. Special Terms for Room Usage
  - a. Room 5A and 5B: Requests must be submitted directly to BIMA without the need to include a rundown or BAA signature;
  - b. Rooms 1 and 2: Can only be used on Saturdays and Sundays with a maximum capacity of 85–100 people. Use must be confirmed in advance with BIMA.
  - c. Room BT42: Use requires permission from the Rectorate and is reserved for activities with more than 150 participants;
  - d. All BT rooms are unavailable on Saturdays from noon WIB until evening, and throughout Sunday.
4. Additional Provisions
  - a. The use of facilities and equipment must comply with the schedule stated in the GA Form.
  - b. Extensions of usage time are not permitted without written permission from BIMA.

**II. CAREER SERVICES AND ALUMNI RELATIONS CENTER**

The Career Service Center (UBakrie Career) aims to connect students and alums with the world of industry and business, particularly with the Bakrie Business Group (KUB). UBakrie Career aims to

enhance students' *soft skills*, enabling them to achieve optimal career outcomes through *workshops* and seminars. The activities carried out by UBakrie Career are:

**A. Organization of *training, workshops, seminars, or sharing sessions***

This activity aims to prepare prospective graduates for the workforce by providing a realistic overview of the working world and helping them prepare to achieve their career goals. In this activity, UBakrie Career invites professional speakers to discuss various career-related topics.

**B. Job Fair**

Bakrie University consistently collaborates with the Bakrie Business Group (KUB) as a strategic partner, providing job and internship opportunities for students and alums. KUB's involvement reflects the real synergy between educational institutions and the industrial world in creating a sustainable career ecosystem. Through this active participation, students gain exclusive access to interact directly with various companies within the KUB network. This further strengthens Universitas Bakrie's position as a university focused on professional development rooted in industry networks.

**C. Alumni Gathering**

The alumni *gathering* or reunion aims to foster connections and share information with fellow alumni.

**D. *Tracer Study***

A *Tracer Study* (TS) is an alum tracking study conducted in two phases: one year after graduation and two years after graduation. The study aims to assess educational *outcomes* in terms of the transition from education to the workforce, current employment status, and the alignment and application of competencies in the workplace.

**III. STUDENT AFFAIRS INFORMATION**

Information about various BIMA activities is announced on the notice board, website, and social media. All students are encouraged to join BIMA's social media accounts:

Instagram: @bima.ubakrie

Email: [kemahasiswaan@bakrie.ac.id](mailto:kemahasiswaan@bakrie.ac.id)

Web: <https://bima.bakrie.ac.id>



## CHAPTER V STUDENT ORGANIZATION

### I. Student Senate (SM)

The SM is a student organization with legislative functions over student organizations at Bakrie University. The SM serves as the representative body for the entire student community of Bakrie University, responsible for formulating and implementing the General Guidelines for Work, which are enacted by the Student Executive Board (BEM) in its programs. SM members, known as Senators, consist of representatives from each academic year, representatives from Student Activity Units (UKMA), and representatives from each academic program. Students can access various activities and information about the Bakrie University Student Senate through Instagram @senatub.

### II. Student Executive Board (BEM)

BEM is a student organization with an executive function to implement the General Guidelines for Work established by the SM and simultaneously acts as the representative body for students at Bakrie University. In carrying out its functions, BEM also serves as the coordinator for *external* activities of Student Activity Units (UKMA), collects, and communicates student aspirations. Students can access various activities and information about BEM UBakrie through Instagram @bem\_ub.

### III. Student Association of the Study Program (HMPS)

HMPS is the student organization within each academic program. HMPS organizes activities designed to enhance the academic quality of students within their respective academic programs. HMPS coordinates with BEM and the Student Senate in implementing external activities. The Head of each academic program must know the work program of HMPS.

#### A. Management Association (HMM)

Students can access various activities and information from HMM through Instagram @hmm\_ub.

#### B. Accounting Association (HMA)

Students can access various activities and information about HMA through Instagram @hma\_ub.

#### C. Communication Studies Association (HMILKOM)

Students can access various activities and information from HMILKOM through Instagram @hmilkom\_ub.

#### D. Political Science Association (HMILPOL)

Students can access various activities and information about HMILPOL through Instagram @hmilpol\_ub.

#### E. Association of Information Technology (HMTIF)

Students can access various activities and information about HMTIF through Instagram @hmtif\_ub.

#### F. Information Systems Association (HMSI)

Students can access various activities and information from HMSI through Instagram @hmsi\_ub.

#### G. Industrial Engineering Association (HMTI)

Students can access various activities and information about HMTI through Instagram @hmti\_ub.

#### H. Civil Engineering Association (HMST)

Students can access various activities and information about HMST through Instagram @hmst\_ub.

#### I. Environmental Engineering Association (HTML)

Students can access various activities and information about HTML through Instagram @html\_ub.

**J. Food Science and Technology Association (HMITP)**

Students can access various activities and information about HMITP through Instagram @hmitp\_bakrie.

**IV. Student Activity Unit (UKMA)**

UKMA is a student organization that serves as a platform for developing students' interests and talents in sports, arts and culture, reasoning, and religious activities. UKMA will coordinate with the Student Executive Board (BEM) in carrying out its activities. UKMA at Bakrie University consists of:

**A. Sports UKMA:**

1. Basketball @bakrie.basketball;
2. Volleyball @voli\_ub;
3. Badminton @badminton.ubakrie;
4. Futsal @futsalubakrie;
5. Taekwondo @bakrie.taekwondo;
6. Chess;
7. *E-Sports* @bakrie.esport.

**B. UKMA Arts and Culture Division:**

1. Dance @balanggaarunika\_ub;
2. Choir @psm\_bakrie;
3. Band @musikmerahmarun.

**C. UKMA Spiritual Affairs Division:**

1. Islamic Spirituality (Basmala) @ldkbasmalaub;
2. Christian Spirituality (Rohkris) @rohkris\_univbakrie.

**D. UKMA Student Competency Development Division:**

EDS (*English Debating Society*) @edsbakrie.

**E. UKMA Nature Lovers (Wicaktala) @kmpawicaktala.**

**F. UKMA Health Sector.**



## **CHAPTER VI** **SCHOLARSHIPS and SPECIAL FEES**

### **I. SCHOLARSHIPS AND SPECIAL FEES AT BAKRIE UNIVERSITY**

#### **A. “Unggulan” Scholarships**

The “Unggulan” Scholarship is awarded to participants of the Entrance Examination (USM) who achieve the highest *passing grade* as determined by the New Student Admission Committee. The “Unggulan” Scholarship is awarded to new students of Bakrie University in the form of tuition fee waivers for four academic years, covering the Initial Fee, Educational Program Fee (BPP), and Semester Credit Unit Fee (SKS). Recipients of the “Unggulan” Scholarship are only required to pay the Registration Fee each semester. This Scholarship is available for all programs offered at Bakrie University.

##### **1. Eligibility Criteria**

- a. Students who achieve scores meeting the criteria for the Excellence Scholarship in the University of Bakrie's Entrance Exam (USM). This scholarship is also awarded to students admitted through the Non-Academic Achievement Scholarship (BPNA) pathway.
- b. Scholarship recipients must have demonstrated both academic and non-academic achievements while still in high school, as evidenced by relevant certificates.
- c. The Excellence Scholarship is exclusively available to high school graduates (SMA/SMK or equivalent) who graduated in 2024 and 2025.

##### **2. Scholarship Recipient Obligations**

- a. Signing the Scholarship Agreement;
- b. During their studies at Bakrie University, scholarship recipients must maintain academic performance demonstrated by a minimum Cumulative Grade Point Average (CGPA) of 3.25 at the end of each academic year;
- c. Scholarship recipients are obligated to contribute to Bakrie University by participating in various academic and/or non-academic competitions on behalf of the university, as evidenced by award certificates, and proof of achievement in the form of winning one international competition and two national competitions per semester.
- d. Not violating the university's code of ethics and other regulations.

##### **3. Scholarship Evaluation and Termination**

- a. Evaluation of scholarship recipients is conducted at the end of each semester based on GPA, contribution as a scholarship recipient, and no record of violations of the code of ethics or other university regulations.
- b. The evaluation and termination mechanism for the scholarship is specifically regulated in the rector's regulations.

#### **B. Tahfidz Scholarship**

The Tahfidz Scholarship is a special award presented by the Foundation to new students who have memorized at least five juz of the Quran and have participated in the Report Card Admission Process, subsequently being selected by the New Student Admission Committee.

**C. Achievement Development Scholarship**

The Achievement Development Scholarship is awarded to active students of Bakrie University and prospective new students who have an impressive academic record and a strong motivation to continue achieving excellence in the future. The scholarship will be provided in the form of tuition fee waivers, living expense allowances, and academic mentoring by BIMA.

1. Criteria:

- a. Possess an academic and/or non-academic achievement record at the national or international level;
- b. Strong motivation to excel;
- c. Minimum GPA of 3.50.

2. Requirements:

- a. Submit a *Curriculum Vitae* (CV);
- b. Submit proof of achievements.

- c. Submit a brief proposal outlining your academic achievements for the next academic year.

For further information about the Bina Prestasi Scholarship, please contact BIMA.

**D. Special Regular Fees**

Special regular fees are offered to new prospective students as a discount on the initial fee and are granted to those who have participated in the Report Card Admission Track or test and have been selected by the New Student Admission Committee.

**E. Special Fees for Bakrie Business Group (KUB)**

Special KUB Fees are scholarships provided to children of Bakrie company employees who have participated in the admission process through the Report Card Track and been selected by the New Student Admission Committee. Special KUB Fees are intended for all students studying at Bakrie University.

**F. Special Sibling Fee**

Sibling Special Fees are special scholarships awarded to prospective new students who have siblings/relatives with active student status or alums status at Bakrie University, have participated in the Report Card Admission Process, and have been selected by the New Student Admission Committee. Sibling Special Fees are available to all students enrolled at Bakrie University.

Not all scholarships mentioned above cover graduation fees, textbook purchases, re-registration fees (BDU), student activity fees, and other costs incurred beyond tuition fees.

**II. GOVERNMENT AND PRIVATE SCHOLARSHIPS**

Types of scholarships provided by the government and private sector include:

**A. Jakarta Scholarship or YBJ**

The YBJ Scholarship is a scholarship provided by the Foundation. The terms and conditions are in accordance with YBJ regulations. Information about the YBJ Scholarship can be accessed at <https://beasiswajakarta.com/>.

**B. "KIP-Kuliah" Scholarship**

The KIP-Kuliah Scholarship is a replacement for the Bidikmisi Scholarship. The terms and conditions are in accordance with the regulations of the Ministry of Education and Culture of the Republic of Indonesia. The Admissions Office and BIMA will assist the administrative process and scholarship application. Information about the YBJ scholarship can be accessed at <https://kip-kuliah.kemdiktisaintek.go.id/>.

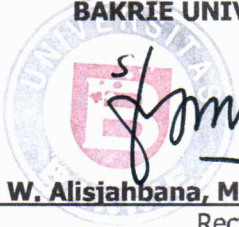
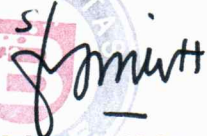
**C. Puslapdik Excellence Scholarship**

The Excellence Scholarship is a government-funded educational grant provided by the Indonesian government under the auspices of the Center for Education Financing Services

(Puslapdik), Ministry of Education and Culture, to the most outstanding sons and daughters of Indonesia pursuing undergraduate (S1), graduate (S2), and doctoral (S3) programs at participating universities. The types of Excellence Scholarships include the High-Achieving Community Scholarship, the Ministry of Education, Culture, Research, and Technology Employee Scholarship, the Excellence Scholarship for Persons with Disabilities, and the Award Scholarship. Students at the link <https://beasiswaunggulan.kemendikdasmen.go.id/> can access detailed information about the Puslapdik Excellence Scholarship.

This regulation is hereby established and enacted. Any errors or omissions discovered in the future will be corrected as necessary.

Enacted in: Jakarta  
On the Date: 27 August 2025

  
**BAKRIE UNIVERSITY**  
  
**Prof. Sofia W. Alisjahbana, M.Sc., Ph.D. IPU., ASEAN Eng.**  
Rector

## ACADEMIC CALENDAR OF BAKRIE UNIVERSITY ACADEMIC YEAR 2025/2026

	ACTIVITIES TO BE CONDUCTED	FIRST SEMESTER 2025/2026	SEMESTER 2 2025/2026
<b>A</b>	<b>NEW STUDENTS</b>		
	Campus Orientation (UB's Week)	September 1, 2025 - September 4, 2025	
<b>B</b>	<b>ACTIVE STUDENTS</b>		
<b>1</b>	<b>STUDENT STATUS APPLICATION</b>		
	a. Reactivation	- August 22, 2025	- February 20, 2026
	b. Transferring to Another Program (External & Internal)	- August 22, 2025	- February 20, 2026
	c. Academic Leave	- August 22, 2025	- February 20, 2026
<b>2</b>	<b>TUITION PAYMENT</b>		
	<b>a. Regular Morning Undergraduate Program</b>		
	<b>5 installments</b> for all cohorts		
	1) Registration, Tuition Fee	July 15, 2025 - August 15, 2025	January 20, 2026 - February 16, 2026
	2) Installment payments for SKS 1 & 2 (due before the mid-term exam)	September 22, 2025 - October 20, 2025	March 16, 2026 - April 30, 2026
	3) Installment payments for SKS 3 & 4 (due before the final exam)	November 15, 2025 - December 15, 2025	June 2, 2026 - July 10, 2026
	<b>b. Regular Evening Program (RPL)</b>		
	<b>5 Terms</b> for all Cohorts		
	1) Registration, BPP	July 15, 2025 - August 15, 2025	January 20, 2026 - February 16, 2026
	2) Installment payments for SKS 1 & 2 (due before the mid-term exam)	September 22, 2025 - October 20, 2025	March 16, 2026 - April 30, 2026
	3) Installment payments for SKS 3 & 4 (due before the final exam)	November 15, 2025 - December 15, 2025	June 2, 2026 - July 10, 2026
	<b>c. Regular Evening Program 2 (High School Diploma)</b>		
	<b>6 terms</b> for all cohorts		
	1) Installments 1 & 2 (paid in full before the midterm exam)	September 10, 2025 - October 10, 2025	March 10, 2026 - April 10, 2026
	2) Installments 3 & 4 (due before the final exam)	November 10, 2025 - December 10, 2025	May 10, 2026 - June 10, 2026
	3) Installments 5 & 6 (paid in full before the next semester's course registration)	January 10, 2025 - February 10, 2025	July 10, 2026 - August 10, 2026
	<b>d. Master's Program (MM, MIKOM)</b>		

	<b>6 installments</b> for all cohorts		
	1) Installment 1 & 2 (due before mid-term exams)	September 30, 2025 - October 30, 2025	March 30, 2026 - April 30, 2026
	2) Installments 3 & 4 (due before the final exam)	November 30, 2025 - December 30, 2025	May 30, 2026 - June 30, 2026
	3) Installments 5 & 6 (paid in full before the next semester's course registration)	January 30, 2025 - February 23, 2025	July 30, 2026 - August 30, 2026
	<b>ACTIVITIES CONDUCTED</b>	<b>Odd Semester 2025/2026</b>	<b>SEMESTER 2 2025/2026</b>
<b>3</b>	<b>STUDENT REGISTRATION</b>		
	a. Academic Advisor Consultation (PA)	According to each PA's schedule	According to each PA's schedule
	b. Online Course Registration System for Students	August 25, 2025 - August 29, 2025	February 23, 2026 - February 27, 2026
<b>4</b>	<b>LECTURES, EXAMS &amp; GRADUATION</b>		
	<b>a. Lectures (First Semester)</b>	<b>September 8, 2025 - October 25, 2025</b>	<b>March 9, 2026 - May 9, 2026</b>
	1) Reading Days	October 27, 2025 - October 28, 2025	May 11, 2026 - May 12, 2026
	2) Mid-Semester Exam (UTS)	<b>October 29, 2025 - November 8, 2025</b>	<b>May 13, 2026 - May 23, 2026</b>
	3) Deadline for Uploading Midterm Exam Scores to the Portal by Instructors	- November 15, 2025	- May 30, 2026
	4) Eid al-Fitr Holiday 2026		March 16, 2026 - March 28, 2026
	<b>b. Second Semester</b>	<b>November 10, 2025 - December 30, 2025</b>	<b>May 25, 2026 - July 11, 2026</b>
	1) Christmas Holiday 2025	December 25, 2025 - December 26, 2025	
	2) Reading Days	December 31, 2025 - January 2, 2026	July 13, 2026 - July 14, 2026
	3) Final Exam (UAS)	<b>January 5, 2026 - January 15, 2026</b>	<b>July 15, 2026 - July 25, 2026</b>
	4) Deadline for Lecturers to Upload Final Exam Scores to the Portal	- January 23, 2026	- August 1, 2026
	5) Semester Break	January 19, 2026 - February 28, 2026	July 27, 2026 - August 29, 2026
	<b>c. FINAL PROJECT</b>		
	1) Bachelor's/Master's Degree Ceremony 1	November 2025	May 2026
	2) Bachelor's/Master's Degree Ceremony 2	February 2026	August 2026
<b>5</b>	<b>SHORT SEMESTER</b>		
	a. Registration		June 22, 2026 - July 24, 2026
	b. First Half of Classes		July 29, 2026 - August 6, 2026
	c. Reading Days		August 7, 2026
	d. Midterm Exam (UTS)		August 10, 2026 - August 11, 2026
	e. Second Semester Classes		August 12, 2026 - August 21, 2026
	f. Reading Days		August 24, 2026
	g. Final Exam (UAS)		August 26, 2026 - August 27, 2026

<b>6</b>	<b>OTHER ACTIVITIES SCHEDULE</b>		
	a. Graduation Ceremony	November 25, 2025	
	b. Founding Anniversary	September 22, 2025	
	c. Management Review Meeting (MRM)	October 7–10, 2025	
	d. Pre-Work Meeting (PRA-RAKER)	October 13–14, 2025	
	e. Work Meeting (RAKER)	October 15–16, 2025	

### **CAMPUS *HOTLINE* SERVICE INFORMATION**

Campus *hotline* service information can be found in the following table:

No	Unit/Office Name	WhatsApp <i>Hotline</i> Number	Email
	Academic Administration Office (AAO)	081211752900	<a href="mailto:baa@bakrie.ac.id">baa@bakrie.ac.id</a>
2	Student Affairs Office (BIMA)	085780807573	<a href="mailto:kemahasiswaan@bakrie.ac.id">kemahasiswaan@bakrie.ac.id</a>
3	Finance Office	085693990038	<a href="mailto:keuangan@bakrie.ac.id">keuangan@bakrie.ac.id</a>
4	Library	081533331125	<a href="mailto:perpustakaan@bakrie.ac.id">perpustakaan@bakrie.ac.id</a>
5	Task Force for the Prevention and Handling of Violence in Higher Education Institutions (PPKPT)	082258009070	<a href="mailto:Satgas.ppkpt@bakrie.ac.id">Satgas.ppkpt@bakrie.ac.id</a>

## **COMPILER TEAM**

### **Chairperson**

Dr. Jurica Lucyanda, S.E., M.Si.

### **Members**

Safrilah, S.T., M.Sc., IPP.

Insan Harapan Harahap S.Sos., M.A.P.

Dr. Aryo Subarkah Eddyono, S.Sos., M.Si.

Suroto, S.T., M.T.

### **Administration**

Riska Yulia Rosa, S.TP. M.I.Kom.

Muhammad Rasya Saputra, S.I.Kom.

### **Proofreading**

Akhmad Nurjana, S.Pd., M.Pd.

### **Design & Layout**

Firdaus Akbar, S.Kom.



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