




**POLITEKNIK
BINTAN CAKRAWALA**

STANDARD OPERASIONAL PROCEDURE PROSES PENDAFTARAN CALON MAHASISWA

PERNYATAAN KERAHASIAAN

Dokumen ini beserta informasi di dalamnya bersifat rahasia dan merupakan pemilik tunggal Politeknik Bintang Cakrawala, serta tidak boleh dieksploitasi, digunakan, disalin, diduplikasi, atau direproduksi dalam bentuk atau media apa pun tanpa otorisasi tertulis sebelumnya dari Politeknik Bintang Cakrawala.

	PROSEDUR OPERASIONAL STANDAR PROSES PENDAFTARAN CALON MAHASISWA	
	KODE/No : 01/SOP-PBC/PKH/2026	Revisi : 1 Tanggal : 14 Januari 2026

1. RUANG LINGKUP SOP

SOP ini berlaku untuk Bagian Penerimaan Mahasiswa Baru (PMB), Bagian Marketing Administrasi Akademik, Bagian Keuangan, dan semua staf yang terlibat dalam proses pendaftaran.

2. TUJUAN SOP

Prosedur ini bertujuan untuk menetapkan alur dan tanggung jawab yang jelas dalam proses penerimaan dan pendaftaran calon mahasiswa baru, dari tahap pengisian formulir hingga status resmi menjadi mahasiswa terdaftar.

3. PERAN & TANGGUNG JAWAB

Marketing Inbound & Outbound, Marketing Administrasi, Keuangan dan Kemahasiswaan & BAA

4. RINCIAN PROSEDUR

A. Alur pendaftaran jalur online

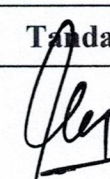

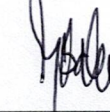

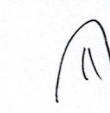
Tahap	Aktivitas	Penanggung Jawab	Waktu Rata rata	Output
1	Calon mahasiswa mengakses portal pendaftaran di website resmi kampus	Camaba	5–10 menit	Akses Portal
2	Mengisi formulir pendaftaran daring secara lengkap dan mengunggah dokumen persyaratan (scan ijazah, KTP, pas foto, dll.).	Camaba	30 – 40 menit	Data terisi
3	Calon mahasiswa menerima <i>invoice</i> pembayaran biaya pendaftaran melalui email/portal.	Sistem Penerimaan Mahasiswa Baru	Otomatis	Invoice
4	Melakukan pembayaran melalui metode yang tersedia (transfer bank/virtual account) dan mengunggah bukti bayar.	Camaba	Variatif	Bukti pembayaran
5	Verifikasi pembayaran oleh bagian Keuangan	Bagian Keuangan	1x 24jam	Status Lunas
6	Verifikasi kelengkapan dokumen oleh staf PMB. Jika tidak lengkap, menghubungi calon mahasiswa untuk perbaikan.	Adminitrasi Marketing	1x24jam	Status Valid
7	Calon mahasiswa menerima kartu ujian/jadwal tes (jika ada tes masuk).	Sistem Penerimaan Mahasiswa Baru	Otomatis	Kartu Ujian
8	Mengikuti proses seleksi (tes tulis, wawancara, dll.). <ul style="list-style-type: none">● Golden Ticket● Regular● Beasiswa	Panitia seleksi (PBC saja & dengan COMDEV BIIE & BRC)	Sesuai jadwal	Hasil Seleksi
9	Pengumuman hasil seleksi melalui portal atau website resmi.	Sistem Penerimaan Mahasiswa Baru	Sesuai jadwal	Status
10	Calon mahasiswa yang diterima melakukan pendaftaran ulang dan pembayaran biaya kuliah.	Calon Mhs & Keuangan	Sesuai Jadwal	Pembayaran UKT
11	Penerbitan NIM dan status mahasiswa aktif.	Adm. Akademik	1 hari kerja	NIM Aktif
12	Data Mahasiswa Baru di kirim ke Department BAAK & Mahasiswa	Administrasi Akademik, Kemahasiswaan & BAAK	1 hari kerja	Komplete

5. LIST ALUR DIAGRAM

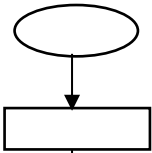
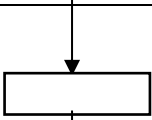
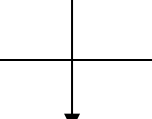

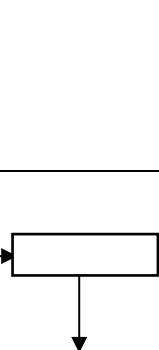
- SHEET TERPISAH -

6. PERSETUJUAN PROSEDUR


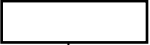
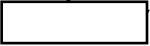
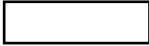
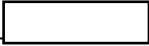


Prosedur di atas ditinjau dan disetujui untuk diterbitkan oleh:

Proses		Penanggungjawab		
		Nama	Jabatan	Tanda Tangan
1	Perumusan	Astuti Silaban	Ka. Divisi Humas, Kerjasama & Marketing	 15/12/2025 KSNP
2	Pemeriksaan	Welli Braham K, SST.Par., M.Par.	Wakil Direktur Non Akademik	 12/01 2026
3	Persetujuan	Hetty Yulianti Sihite, S.S., M.Par	Ketua Senat	 12/01/2025
4	Penetapan	Emilia Ayu Dewi K, S.Pd., M.Par.	Direktur	 12/01/2025
5	Pengendalian	Dodi Setiawan, S.Kom., M.S.I.	Kepala LPM	 14/1/25

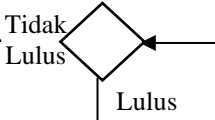
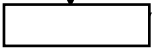
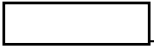

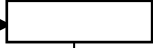
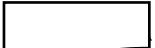
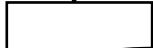

6. LIST OF EXHIBITS / FORMS

Kegiatan	Calon Mahasiswa Baru	Admin Marketing	Bagian Keuangan	Tim Seleksi (ComDev BRC / BIE, Kaprod, Kadiv KHM)	Bagian Terkait (Prodi, BAA, Kemahasiswaan)	Waktu	Keterangan
Mengakses portal pendaftaran mahasiswa baru						1 hari	Calon mahasiswa mengakses portal pendaftaran mahasiswa baru di website resmi PBC
Mengisi formulir pendaftaran						1 hari	Mengisi formulir pendaftaran daring secara lengkap dan mengunggah dokumen persyaratan (scan ijazah, KTP, pas foto, dll.).
Menerima invoice						1 hari	Calon mahasiswa menerima invoice pembayaran biaya pendaftaran melalui email/portal.
Melakukan pembayaran							Melakukan pembayaran melalui metode yang tersedia (transfer bank/virtual account) dan mengunggah bukti bayar.
Verifikasi pembayaran							Verifikasi pembayaran oleh bagian Keuangan

6. LIST OF EXHIBITS / FORMS

Verifikasi kelengkapan dokumen						Verifikasi kelengkapan dokumen oleh staf PMB. Jika tidak lengkap, menghubungi calon mahasiswa untuk perbaikan.
Menerima kartu ujian/jadwal tes						Calon mahasiswa menerima kartu ujian/jadwal tes (jika ada tes masuk).
Mengikuti proses seleksi awal						Mengikuti proses seleksi (tes tulis, wawancara, dll.). <ul style="list-style-type: none"> ● Golden Ticket (Seleksi oleh seluruh Kaprodi, Kadiv. KHM) ● Beasiswa (Admin Marketing, Kaprodi) ● Regular (Admin Marketing)
Mengikuti proses seleksi lanjutan						Mengikuti proses seleksi (wawancara lanjutan). <ul style="list-style-type: none"> ● Golden Ticket (Interview camaba dan orang tua oleh Kaprodi, dan Kadiv. KHM) ● Beasiswa (Com-Dev) ● Regular (Kaprodi terkait)

6. LIST OF EXHIBITS / FORMS

Pengumuman hasil seleksi						Camaba melihat pengumuman hasil seleksi melalui portal atau website resmi.
Pendaftaran ulang dan pembayaran BPP						Calon mahasiswa yang diterima melakukan pendaftaran ulang dan pembayaran biaya kuliah.
Penerbitan NIM dan status mahasiswa aktif						Penerbitan NIM dan status mahasiswa aktif oleh BAA.
Distribusi data mahasiswa baru						Data Mahasiswa Baru di kirim ke Prodi, BAA, Kemahasiswaan & Calon mahasiswa baru
Selesai						

Daftar Soal

Topik = TPA - PMB 2026/2027

- 1 Supir : Mobil
Pesawat : Pilot
Kuda : Pedati
Benar Masinis : Kereta Api
Delman : Kusir
Pilot : Masinis
-

- 2 Norwegia : Luxemburg
Benar Vietnam : Indonesia
Australia : Inggris
Brazil : Spanyol
Iraq : Australia
Chili : China
-

- 3 Thailand : Thai Boxing | Brazil :
Ninjitsu
Jitkundo
Kempo
Brazilia Boxing
Benar Cappoeira
-

- 4 Sinonim kata dari "Laik" adalah....
Baik
Pintar
Benar Layak
Semakin
Buruk
-

- 5 Sinonim kata dari "Ambigu" adalah....
Benar Mendua
Bingung
Tidak tentu
Tidak ada keputusan
Mengambang
-

- 6 Sinonim kata dari "Adiktif" adalah....
Ingin berhenti
Benar Candu
Obat terlarang
NAPZA
Narkotika
-

- 7 Antonim kata dari "Eternal" adalah....
Abadi
Selamanya
Seterusnya
Benar Fana

8 Antonim kata dari "Absurd" adalah....

Mengada-ada

Benar Tidak mustahil

Absen

Hadir

Tidak hilang

9 Antonim kata dari "Skeptis" adalah....

Ragu-ragu

Benar Yakin

Iman

Optimis

Percaya diri

10 Mana yang tidak masuk dalam kelompoknya ?

Huawei

Nokia

Sagem

Samsung

Benar Fren

11 Mana yang tidak masuk dalam kelompoknya ?

Jeruk Bali

Semangka

Melon

Benar Salak Magelang

Markisa

12 Mana yang tidak masuk kelompoknya ?

Perseteraan

Pertengkaran

Pertikaian

Benar Penyelarasan

Persaingan

13 19 adalah berapa persennya dari 380 ?

0.005

Benar 0.05

0.0005

0.0015

0.055

14 54 adalah 27% dari ?

190

210

Benar 200

300

127

15 Seri angka : 17 21 23 27 selanjutnya...

31

33

32

Benar 29

25

16 Seri huruf : a c f j o selanjutnya adalah ...

p

t

v

Benar u

z

17 Jika $7 < a < 12$ Dan $8 < b < 13$ Maka pernyataan yang benar adalah...

Benar a dan b tak bisa ditentukan

a pasti lebih besar dari b

b pasti lebih besar dai a

$a - b = -1$

$b = a + 1$

18 Natsir mendapat nilai 81 untuk IPA . Nilai 89 untuk IPS. Nilai 78 untuk Bhs Indonesia. Dan nilai 86 untuk Matematika. Bila natsir ingin mendapatkan rata-rata nilainya sebesar 84. Maka berapakah nilai yang harus diperoleh untuk pelajaran Bahasa Inggris ?

88

85

Benar 86

84

90

19 Luas permukaan kubus bersisi 3 satuan adalah 2 kali luas sebuah persegi panjang bersisi panjang 9 satuan. Berapa satuankah sisi pendek dari persegi panjang ini ?

4

2

Benar 3

6

5

20 Semua pemain sepakbola yang berkebangsaan Italia berwajah tampan. John adalah pemain sepakbola berkebangsaan Inggris.

John bukanlah pemain sepakbola yang tampan

John adalah pemain sepakbola yang tampan

Meskipun bukan berkebangsaan Italia, John pasti berwajah tampan

Mustahil John berwajah tampan

Benar Tidak dapat ditarik kesimpulan

21 Manakah pernyataan yang tidak benar ?

Sebagian A adalah juga B

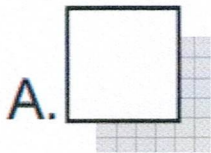
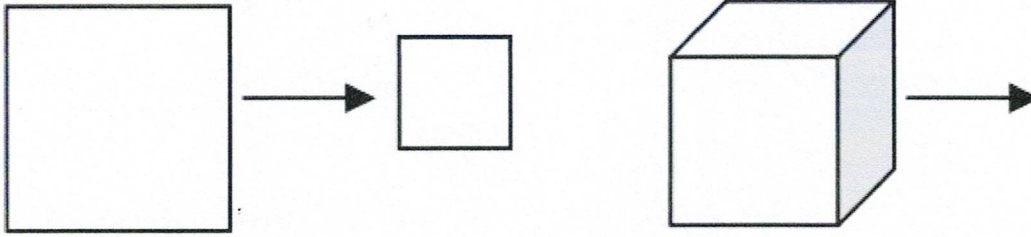
Sebagian B juga A

Benar Sebagian E adalah B

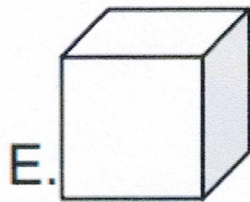
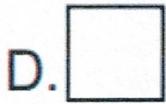
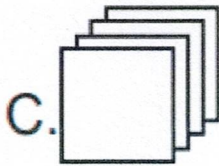
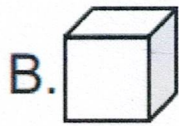
Semua D adalah B

Padanan hubungan gambar berikut adalah....

22



Benar



23



Seri gambar berikutnya adalah....



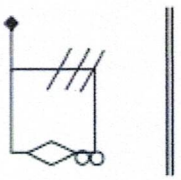


Benar

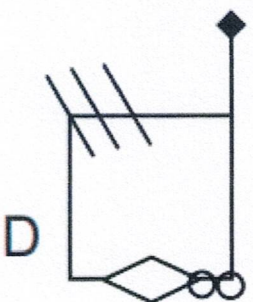
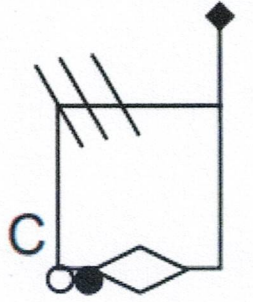
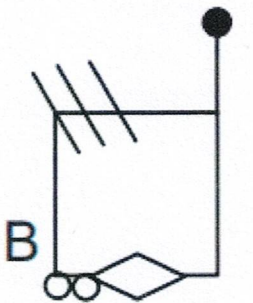
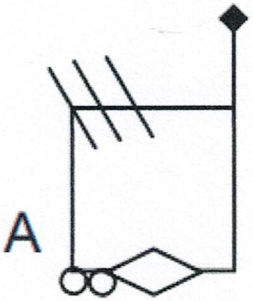


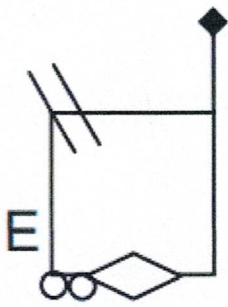
Carilah bayangan cermin yang tepat!

24



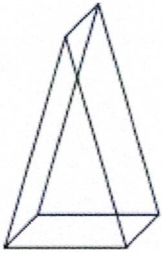
Benar



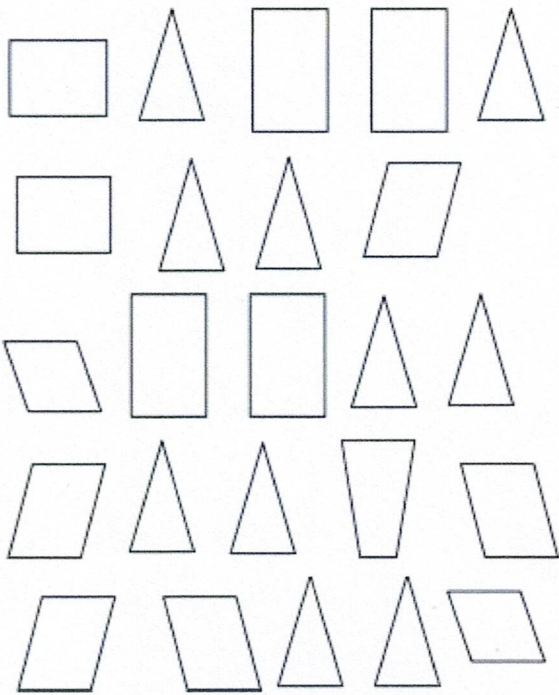


Kertas bagaimana saja yang diperlukan untuk menutup rangka kawat berikut ini ?

25



Benar



[Handwritten marks]

Daftar Soal

Topik = BAHASA INGGRIS - PMB 2026/2027

1 _____ of classical ballet in the United States began around 1830.

- To teach
- Is teaching
- It was taught

Benar The teaching
Was taught

2 Mason bees are solitary bees, which means _____ in colonies like honeybees or bumblebees.

- do not live
- when they do not live
- doesn't live
- that do not live

Benar that they do not live

3 Long before the advent of written literature, _____ their myths and stories in oral poems told by successive generations.

- Benar** people recorded
recording people
people's recordings
people who recorded
people
-

4 Comparative anatomy is _____ classification of both plants and animals.

- Benar** the basis for
for basics
the basis that
the basically
too basic
-

5 Although legend has it that the Pilgrims first set foot in America on Plymouth Rock in 1620, _____ documentary evidence confirming this.

- no
- still is no

Benar there is no
but no
nothing

6 Despite its fishlike form, the whale is _____ and will drown if submerged too long.

- an animal breathes air that

Benar an animal that breathes air
an animal breathes air
that an animal breathes air
the animal which is breathes air

7 Clouds _____ in warm air rises, cools, and condenses.

- when form water vapor

Benar form when water vapor
form vapor water when
vapor form when water
vapor water when form

8 Portland, _____, is located primarily on two hilly peninsulas overlooking Casco Bay and its many islands.

- which Maine's largest city
- Maine's largest city where
- Is Maine's largest city

Benar Maine's largest city
where city of Marine

9 Mars, the so-called red planet, is actually colored red by iron oxide and other impurities _____ the whole surface to be covered

in which are covered
that they cover
and covered
that cover

Benar

10 The 1903 film The Great Train Robbery was the first significant film in which the classic western story's formula of crime and retribution _____.

Benar was used
to be used
used
had used
using

11 When played in certain ways, the bassoon can produce comical sounds, _____ it is sometimes referred to as the clown of the orchestra.

or
that
Benar so
whether
among

12 In modern societies, _____ authorized body such as a legislature or a court makes the law

some
Benar some of
some the
for some
sometime

13 Choose a correct positive form of this sentence:

The food is not being prepared by the best chef in Sumatera
The food does being prepared by the best chef in Sumatera
The food being prepared by the best chef in Sumatera
The food to be prepared by the best chef in Sumatra
The food was not being prepared by the best chef in Sumatera

Benar The food is being prepared by the best chef in Sumatera

14 Do you know _____ to be more confident in welcoming our guests?

why
what
where
who
Benar how

15 The department is responsible for interviewing and recruiting qualified staff to be placed at appropriate positions. They also conduct exit interviews for the employees who wish to quit the work.

Sales and Marketing
Human Resource
Benar Front Office
Outsourcing
Purchasing

16 There are _____ tourists visited Bintan Island before Coronavirus appears.

a few
much
some
Benar many
lot of

17 The resort _____ more staff to operate immediately this month

need
was need
is need
that needs
Benar needs

- 18 Choose a correct interrogative form of this sentence:
They want to work in a luxurious hotel after finishing their study
- Want they work in a luxurious hotel after finishing their study?
 - Have they want to work in a luxurious hotel after finishing their study?
 - Benar** Do they want to work in a luxurious hotel after finishing their study?
 - Will they went to work in a luxurious hotel after finishing their study?
 - They want to work in a luxurious hotel after finishing their study?

19 People who travel for fun are called....

- Tourism
- Travel agent
- Leisure
- Tour and travel
- Benar** Tourists

20 I choose _____ at Politeknik Bintan Cakrawala because of my friend _____ this is the best tourism campus in Bintan.

- studying; saying
- study; say
- Benar** to study; said
- has studied; said
- study; saying

Read the following passage for question number 21-25!

The deepest that any person can get below the surface of Earth is to the bottom of the deepest mine, a mere 4 kilometers; the deepest hole ever drilled into Earth's crust reached less than 20 kilometers below the surface. Although the details of Earth's gravitational and magnetic fields give some extra information about what is going on inside Earth, for the most part our understanding of Earth's interior is still dependent on the detection of seismic waves, the vibrations caused by earthquakes. These waves travel through Earth and are reflected and refracted by boundaries between different layers of rock. What the analysis of seismic waves shows is a layered structure built around a solid inner core, which has a radius of about 1,600 kilometers. This inner core is surrounded by a liquid outer core, which has a thickness of just over 1,800 kilometers. The

21 whole core is very dense, probably rich in iron, and has a temperature of nearly 5,000 degrees Celsius. The circulation of this electrically conducting material in the liquid outer core is clearly responsible for the generation of Earth's magnetic field, but nobody has ever been able to work out a thoroughly satisfactory model of how this process works. The high temperature in the core is in part a result of the fact that the Earth formed as a ball of molten rock. Once a cool crust had formed around the molten ball of rock, it functioned as an insulating blanket. Even so, without some continuing injection of heat, the interior of Earth could not still be as hot as it is today, more than four billion years later. The extra heat comes from radioactive isotopes (originally manufactured by stars), which decay into stable elements and give out energy as they do so. In about ten billion years, even this source of heat will be used up, and Earth will gradually cool down.

What does the passage mainly discuss?

- The similarities between Earth's inner core and outer core
- Benar** The structure and temperature of Earth's interior
- When seismic waves were first used to study Earth's interior
- Why Earth's solid inner core is surrounded by a molten outer core
- The tools used in mining deep underground

22 The word "mere" in line 2 is closest in meaning to _____.

- approximate
- exactly
- measured
- lengthy
- Benar** insignificant

23 According to the first paragraph, most knowledge of Earth's interior has been gained by studying.

- Earth's gravitational field
- Earth's magnetic field
- Benar** vibrations caused by earthquakes
- material taken from holes drilled into Earth's crust
- volcanic eruptions

24 According to the second paragraph, which of the following statements regarding Earth's inner core and outer core is true?

- Neither the inner core nor the outer core can be studied using seismic waves.
- The outer core is more solid than the inner core.
- The inner core and the outer core have greatly different temperatures.
- Benar** Both the inner core and the outer core probably contain iron.
- The outer core does not play a role in generating Earth's magnetic field.

25 The word "thoroughly" in line 15 is closest in meaning to_____.

basically

similarly

potentially

carefully

Benar completely

[Handwritten signature]