



Lippo Village, 18 Juli 2019

Dear all new students of 2019/2020 Academic Year  
of Universitas Pelita Harapan

Shalom,

Welcome to the big family of Universitas Pelita Harapan. We are so excited and looking forward to see you here to start teaching-learning process in 2019/2020 academic year. To commence this process, we would like to welcome you in an event named UPH Festival 2019. Therefore, herewith we provide you with information related to the event. The information includes the following,.

1. Item A-C : Information about UPH Festival 2019
2. Item D : Information about social activities by *Community Service Learning*
3. Item E : Information about enrollment session
4. Item F : Information about student's starter kit
5. Item G : Information about teaching-learning activities
6. Item H : Additional information

Due to the significance of this information, new students are expected to peruse it carefully. For further information, you can contact **Ibu Hernawati Siahaan** at **(021) 5460901 ext. 1137** from Monday to Friday, at 8 a.m. to 4 p.m., send an email to [uphfestival@uph.edu](mailto:uphfestival@uph.edu), or open our website at <http://fest.uph.edu/festival>

We thank you for your kind attention.

Sincerely,



**Dr. (Hon) Jonathan L. Parapak, M.Eng.Sc.**

Rector of Universitas Pelita Harapan

**UPH Festival 2019 Secretariate**

UPH Building B 5th floor  
Jl. M.H. Thamrin 1100, Lippo Village  
Tangerang 15811 - Indonesia  
021 546 1084 / 021 546 0901 ext. 2525  
[www.uph.edu](http://www.uph.edu)

## INFORMATION ON PROGRAM FOR NEW STUDENTS UPH FESTIVAL 2019

No: 001/UPH-Fest2019/VI/2019

UPH Festival is an event held by Universitas Pelita Harapan (UPH) to welcome and prepare new students before they enter and start their academic lives. This year UPH Festival is titled **UPH Festival 2019** with **“Grace upon Grace”** as the theme.

### A. Place and time of the event

1. Enrollment session, picking up starter kit & goodie bag, and collecting books to donate.

Day & Date	Time	Place
Monday and Tuesday, August 12-13, 2019	7 a.m. – 4 p.m.	<i>Multi-Purpose Room (MPR), Mission Youth for Christ (MYC) building</i>

2. UPH Festival 2019

Day & Date	Time	Activities
Wednesday, August 14, 2019	8 a.m. – 4 p.m.	<ul style="list-style-type: none"> <li>• <i>Welcoming</i></li> <li>• <i>Distinguished Guest Speaker Seminar</i></li> <li>• <i>Campus Life</i></li> <li>• <i>Briefing of Closing Celebration</i></li> <li>• <i>Mentorship</i></li> </ul>
Thursday, August 15, 2019	8 a.m. – 5 p.m.	<ul style="list-style-type: none"> <li>• <i>Reflection</i></li> <li>• <i>Faculty Fellowship</i></li> <li>• <i>Practice for Closing Celebration</i></li> </ul>
Friday, August 16, 2019	8 a.m. – 5 p.m.	<ul style="list-style-type: none"> <li>• <i>Moment with student &amp; alumni</i></li> <li>• <i>Founder's 5K Fun Run</i></li> </ul>
Saturday, August 17, 2019	5.30 a.m. – 7 p.m.	<ul style="list-style-type: none"> <li>• <i>Independence Day Flag Ceremony</i></li> <li>• <i>Explore UPH</i></li> <li>• <i>Parents Gathering</i></li> <li>• <i>Closing Ceremony &amp; Celebration</i></li> </ul>

Parents of new students are also invited to participate and enjoy the following activities:

1. *Parents Gathering* (time and place can be seen on the invitation letter)
2. *Closing Celebration dan Fireworks*, as the peak of the event of UPH Festival 2019

### B. Regulations and Codes of Conduct

1. Based on Rector Decree No. 196/SKR-UPH/XII/2014, every new student of 2019/2020 Academic Year is **required** to join and participate in all activities of UPH Festival as per the schedule above, and be **present 30 minutes before** the activity starts. New students who are unable to join UPH Festival 2019 must join this event in the following year.

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2. Student's participation in UPH Festival 2019 is one of the conditions to complete their study and graduate.
  
3. All new students participating in UPH Festival 2019,
  - a. are not allowed to leave UPH campus during the event;
  - b. are required to observe the regulations and codes of conduct;
  - c. should bring along stationary and paper notebook;
  - d. should bring their personal medicines, especially those who are under medical treatment;
  - e. should not wear excessive accessories and jewelries, and should not bring unnecessary valuables;
  - f. should not bring and/or smoke cigarettes, bring and/or consume illegal drugs, alcoholic liquor, drugs substance, pornographic materials, and things that might endanger themselves and/or others such as sharp weapons, firearms, etc., in UPH Campus;
  - g. should come and be present with an attitude of being ready to be UPH family member: polite, disciplined, and responsible;
  - h. should turn their handphoned off (not simply set them in silent mode during the program);
  - i. should not dye their hair with striking colors;
  
4. Hairstyle requirements:
  - a. Male : neat haircuts, not exceeding the shoulders
  - b. Female : if exceeding the shoulders, tie your hair neatly.

5. Clothing:

Day & Date	Uniform (male & female)	Information
Monday & Tuesday, August 12-13, 2019	<ul style="list-style-type: none"> <li>• Proper &amp; modest clothing;</li> <li>• Trousers (<i>full-length</i>) / <i>jeans</i>;</li> <li>• Shoes.</li> </ul>	<ul style="list-style-type: none"> <li>• Trousers/jeans should be modest.</li> <li>• No ripped trousers or jeans.</li> <li>• No legging.</li> <li>• For 4 (four) days of the event, students have to carry their own bottle of water.</li> </ul>
Wednesday, 14 August, 2019	<ul style="list-style-type: none"> <li>• <b>Short-sleeved</b> white shirt;</li> <li>• Black trousers (<i>full-length</i>) / <i>jeans</i>;</li> <li>• Dark-colored sport shoes (<b>MANDATORY</b>).</li> <li>• Faculty Colored Sticker (will be given by Committee)</li> </ul>	
Thursday, 15 August, 2019	<ul style="list-style-type: none"> <li>• <b>Polo shirt</b> whose color refer to item no.6;</li> <li>• Black trousers (<i>full-length</i>) / <i>jeans</i>;</li> <li>• Dark-colored sport shoes (<b>MANDATORY</b>).</li> </ul>	
Friday, 16 August, 2019	<ul style="list-style-type: none"> <li>• <b>T-shirt</b> whose color refer to item no.7;</li> <li>• Jogging / training pants;</li> <li>• Small towel;</li> <li>• Dark-colored sport shoes (<b>MANDATORY</b>).</li> <li>• Faculty Colored Sticker (will be given by Committee)</li> <li>• Change shirt to wear after 5K Run</li> </ul>	
Saturday, 17 August, 2019	<p style="text-align: center;"><b><u>Flag Ceremony</u></b></p> <ul style="list-style-type: none"> <li>• <b>Polo shirt</b> whose color refer to item no.7;</li> <li>• Black formal trousers (full-length);</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Dark-colored sport shoes (<b>MANDATORY</b>)</li> </ul> <p style="text-align: center;"><b>After Flag Ceremony</b></p> <ul style="list-style-type: none"> <li>• <b>T-shirt</b> with color refer to item No.7;</li> <li>• Black trousers(full-length) / jeans;</li> <li>• Dark-colored sport shoes (<b>MANDATORY</b>).</li> </ul>	
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6. Meeting points on Wednesday morning, August 14, 2019 and Sticker colors according to Faculty:

Meeting Point (Venue)	Faculty	Sticker Color
<b>FK/FON Campus</b>	Faculty of Nursing	Ocean Blue
<b>Grand Chapel</b>	Faculty of Medicine	Light Green
	School of Design	Dark Green
	Conservatory of Music	Gold
<b>Plaza Hope Building</b>	Business School	Silver
<b>Food Junction</b>	Faculty of Law	Red
<b>Plaza Building D</b>	Faculty of Social & Political Science	Yellow
	Faculty of Applied Science & Technology	Blue
	School of Information Science & Technology	Orange
<b>Basketball Court</b>	Faculty of Education (Teachers College)	Light Blue
	Faculty of Education (International Teachers College)	Light Blue
	Faculty of Psychology	White
	School of Hospitality Management & Travel Industry	Maroon

7. Colors of T-shirt for **Closing Celebration** (Saturday, August 17, 2019)

T-shirt Color	Faculty (Study Program)
<b>Red</b>	Business School (Management, Management Int'l Class, Management RMIT)
	Business School (Accounting, Accounting Int'l Class, Accounting RMIT)
	Faculty of Social & Political Science (Political Science)
	Faculty of Social & Political Science (International Relations)
	Faculty of Social & Political Science (Communication Sci.)
	School of Design (Architecture)

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<b>Red</b>	<p>School of Design (Visual Communication Design)</p> <p>School of Design (Interior Design)</p> <p>School of Design (Product Design)</p> <p>Conservatory of Music</p> <p>School of Information Science &amp; Technology (Information Systems)</p> <p>School of Information Science &amp; Technology (Informatics)</p> <p>School of Information Science &amp; Technology (Computer Science)</p> <p>Faculty of Education (Teachers College)</p> <p>Faculty of Education (International Teachers College)</p>
<b>White</b>	<p>Faculty of Law</p> <p>Faculty of Medicine</p> <p>Faculty of Applied Science &amp; Technology (Applied Mathematics)</p> <p>Faculty of Applied Science &amp; Technology (Biotechnology)</p> <p>Faculty of Applied Science &amp; Technology (Electrical Engineering)</p> <p>Faculty of Applied Science &amp; Technology (Industrial Engineering)</p> <p>Faculty of Applied Science &amp; Technology (Food Technology)</p> <p>Faculty of Applied Science &amp; Technology (Civil Engineering)</p> <p>Faculty of Psychology</p> <p>School of Hospitality &amp; Tourism (Hotel Management)</p> <p>School of Hospitality &amp; Tourism (Tourism Management)</p> <p>Faculty of Nursing</p>

**C. Things to pay attention to**

1. In certain sessions, especially those taking place at Grand Chapel, FK Grand Chapel, MYC, and Johannes Oentoro Library, students are not allowed to eat and/or drink, and required to maintain cleanliness of rooms and UPH environment.
2. During UPH Festival, students can buy food/snack at UPH Festival bazaar and Food Junction at the time provided.

**D. Social Activity**

All new students of 2019/2020 Academic Year **are required** to bring and collect three books (new or used, with decent condition) that will be donated to less fortunate children who are studying at various schools, houses of learning, orphanages, and social foundations that have been partnering with *UPH Service Learning*.

The following are the criteria of the books:

- Children story in English/Bahasa Indonesia (Folklores, drawing books, coloring books, educational comics)

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- Books about basic and general knowledge, encyclopedia, and dictionary
- Books on motivation and self-development.
- Books about food/beverage recipe

Note: Please do not give away text books for elementary, junior and senior high school students.

Bring the books on **Tuesday, August 13, 2019 until Thursday, August 15, 2019**, and put them on basket/cardboard boxes located at the lobby of B building, D building, and basketball court (next to the swimming pool).

Please visit the following link: <http://gg.gg/DonasiBukuMaba2019> to help committee registering the books. For further information, you can contact Ibu Hernawati Siahaan (Community Service Learning Staff) at B-308 room, B Building, 3<sup>rd</sup> floor, or on (021) 5460901 ext. 1137.

#### **E. Enrollment Session**

Enrollment session is a session for students to re-register themselves. New students have to bring **ALL** required documents (**listed in 020 Form**) and collect them to staff at Academic Administration table on the following schedule and place:

Date : Monday & Tuesday 12 – 13 August 2019  
Time : 7 a.m. – 4 p.m.  
Place : Multi-Purpose Room (MPR) Mission Youth for Christ building (MYC)

Documents to submit:

##### **A. For Indonesian Citizens (WNI)**

1. Original 021 Form (New Students Data) that has been completed and signed (the form can be downloaded from <http://fest.uph.edu/festival>);
2. One legalized copy of Senior high school (or equal educational level) certificate;
3. One legalized copy of Sertifikat Hasil Ujian Nasional (National Exam Result Certificate);
4. One copy of birth certificate;
5. One copy of ID Card or Family Card (for those who do not have ID Card yet);
6. Two pieces of passport photos in 4x6 size with blue background;
7. One copy of Admission Statement letter from UPH;
8. One original sheet of "Drug-free Statement";
9. Statement letter from students & parents on regulations & students' ethical conducts
10. One original sheet of "Regulations and Codes of Conduct" form (The form can be downloaded from <http://fest.uph.edu/festival>);

##### **B. For non-Indonesian citizens (WNA)**

1. Original 021 Form (New Students Data) that has been completed and signed (the form can be downloaded from <http://fest.uph.edu/festival>);
2. One copy of valid passport;
3. One copy of Study Permit from Indonesia Research and Higher Education Ministry.
4. One copy of Limited Stay Permit Card (KITAS) ;
5. Two pieces of passport photos in 4x6 size with blue background;
6. Evidence of tuition fee payment that has been validated by UPH Finance Directorate ;
7. One original piece of *Admission Statement* from UPH;
8. One original sheet of "Drug-free Statement";

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Based on the existing regulations, new students who register into university are Senior High School graduates proven by legalized Copy of Certificate and National Exam Result Certificate (SHUN). If students do not submit these certificates during the re-registration session, the enrollment process could be obstructed.

On the *New Student Data* form (According to 020 and 021 form), students have to include correctly their email address, mobile phone number, and their parents' email address and mobile phone number.

After the enrollment process, students will receive a receipt containing their Student Number (NPM), Name and Study Program, and list of submitted documents.

For further information about academic administration service, students can go to UPH Registrar's office, A Building, 3<sup>rd</sup> floor during working hours, Monday – Friday from 7 a.m. to 4 p.m. or call (021) 5460901 ext. 1325, 1327.

## **F. Student Starter Kit**

1. Starter Kit is an information technology facility from UPH through Information and Technology Direktorat (ITD), given to students to be used during their study at UPH. This service includes:

- UPH Card (Student ID)
- Microsoft 365 account that covers:
  - official email address with university id, *@student.uph.edu*, for students, and *@parent.uph.edu* for parents.
  - Genuine Microsoft Office 365 applications
  - Cloud storage memory up to 1 TB (terabyte)
  - learning supporting facilities such as Notebook, Class Notebook, Teams, Sway, Form, etc.
- UPH Learning Management (e-learning)
- UPH Academic System (Academic Information System)
- UPH Free Internet Access (Wi-fi)
- Adobe Creative Cloud account - only for students from School of Design and Communication Studies department

## **2. Requirements to get UPH Card**

Students are required to upload their photo via website or link found on the email sent by UPH admission department. The requirements of the photo can also be found on the same email.

## **3. Starter Kit (UPH Card & Student Access Information)**

- List of starter kits that will be received can be seen on <http://mentee.itd.uph.edu>. Information on that site will keep being updated.
- If your name has been listed on that site, you can obtain your starter kit on the following time and place:
  - Day/date : Monday, July 29, 2019 onwards during working days
  - Location : UPH IT Directorate  
Building A, 8<sup>th</sup> floor  
UPH Karawaci
  - Time : 7.30 a.m – 4 p.m (Monday, Wednesday, and Thursday)  
9.15 a.m – 4 p.m (Tuesday & Friday)

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- Starter kit could be obtained by showing ID/driving license/passport. Prepare your NPM (Student Number) to speed up the process.
- 4. All information on how to utilize starter kit (UPH Card, UPH Personal Account access, UPH Academic System, UPH LMS, and Wi-Fi) can be accessed on <http://mentee.itd.uph.edu>
- 5. For further information about ITD service (especially for new students), students can visit/contact:  
**IT Directorate Office**  
UPH Karawaci, Gedung A, Lantai 8  
Jl. M.H. Thamrin Boulevard, Tangerang, Banten 15811  
Phone : (021) 5470901 ext. 1888  
E-mail : [service.desk@uph.edu](mailto:service.desk@uph.edu)

#### **G. Academic Activities**

Odd Semester of 2019/2020 Academic Year will be started on **Monday, August 19, 2019**. Class Schedule can be checked at administration office or on announcement board of each faculty/department during UPH Festival 2019. Students from medical science will have their class started earlier, on **Monday, August 5, 2019**.

#### **H. Additional Information**

During UPH Festival 2019, the parking space for students is:

- Parking area next to Golf Karawaci Condominium (enter the area through an entrance next /close to UPH Gate 2, continue to ex-formula circuit) – cars and motorcycles.
- Parking area at Paddock area (enter the area through UPH Gate 1, continue to ex-formula circuit) – cars only.
- Benton Junction parking area (the entrance is across UPH Gate 1) – cars only.

Lippo Village, 18 Juli 2019



**Dr. (Hon) Jonathan L. Parapak, M.Eng.Sc.**

Rector of Universitas Pelita Harapan