



Lippo Village, 28 July 2022

No : 007B/UPH-Fest2022/VII/2022
About : Information on UPH Festival 2022

**Dear New Students of 2022/2023 Academic Year
Universitas Pelita Harapan**

Shalom!

Greetings and welcome to the family of Universitas Pelita Harapan. We are joyous and looking forward to meeting all new students of 2022/2023 Academic Year.

To begin the academic activities, we would like to welcome all new students with the UPH Festival 2022 event. Here with enclosed the information for all new students regarding the UPH Festival 2022 activities.

The information in this letter are as follows:

1. Points A-B : Information on the UPH Festival 2022 Activities
2. Point C : Information on the Re-Registration Process
3. Point D : Information on the Student's Starter Kit
4. Point E : Information on Academic Activities

Considering the importance of such information, we kindly encourage to all new students to be able to pay close attention and learn it well. For more information, you can contact the UPH Festival Secretariat by phone/WhatsApp at **0821 1239 8092** on working days, Monday to Friday at 07.30am to 04.00pm or by email to uphfestival@uph.edu or visit the website <http://fest.uph.edu/>.

We thank you for your attention.

Best regards,

Dr. (Hon.) Jonathan L. Parapak, M.Eng.Sc.
Rector of Universitas Pelita Harapan



NEW STUDENT ACTIVITY INFORMATION UPH FESTIVAL 2022

UPH Festival is an event organized by Universitas Pelita Harapan (UPH) as a form of welcoming and preparing new UPH students for the Academic Year 2022/2023 before starting and entering university life. The theme of this year's UPH Festival (UPH Festival 2022) is "**Change Minds & Hearts**".

At the UPH Festival 2022, students will be introduced to the environment, activities, and culture in UPH with the assistance of mentor.

Each student will join into a group of mentors to assist students in adapting the new experience of his/her first academic year. The UPH Mentoring Team will contact each student on the first week of August 2022. Please find out more information at the Official Instagram: @mentoringuph.

UPH Festival 2022's onsite activities will be held as follows:

DAY 1 Thursday, August 25, 2022 08:00 – 16:30	DAY 2 Friday, August 26, 2022 08:00 – 17:00	DAY 3 Saturday, August 27, 2022 06:00 – 19:30
<ul style="list-style-type: none">• Devotion• Convocation• Academic Support Introduction• Testimony by Yayasan Breakthrough Missions Indonesia• Campus Life Introduction• Faculty Fellowship• Mentor – Mentee Fellowship	<ul style="list-style-type: none">• Devotion• Distinguished Guest Speakers' Session• Mentor – Mentee Fellowship• Study Program Fellowship• Campus Life Exploration	<ul style="list-style-type: none">• Founder's 5K Run• Parents Gathering• Eagles Basketball Match: Alumni Homecoming• Devotion• Health & Wellness Introduction• Mentor – Mentee Fellowship• Closing Celebration• Fireworks

A. Rules and Regulations

1. In accordance with applicable rules at UPH, each of new student of academic year 2022/2023 **MUST** attend and participate in all series of UPH Festival 2022's activities according to the time specified above. All new students are required to attend 30 minutes prior to each of the activities commence. Should the new students fail to participate the whole activities of UPH Festival 2022, they are required to take part in the following year.

2. Student's participation in the UPH Festival is one of the requirements for the completion of their study in order to be listed for the judicium and graduation.
3. Active participation in every single activity of UPH Festival 2022 is mandatory to new students.
4. Dress Code and allowed items to bring during UPH Festival 2022:

Day/Date	Dress Code	Allowed Items
Thursday, August 25, 2022	<ul style="list-style-type: none"> • UPH Festival Scarf (Will be distributed by Mentor on day 1 UPH Festival) • Top: White Shirt with sleeves, no crop top and no see-through shirt • Long pants: dark colored jeans (no ripped jeans, legging/jegging sweatpants, & shorts) • Sport shoes (any color) 	<ul style="list-style-type: none"> • Personal medicine • Stationery • Drinking bottle • Umbrella/Raincoat • Mobile fan (optional) • Small towel (optional) • Sweater / Hoodies / Jacket • 3 books to be donated (for further information please see https://bit.ly/DonasiUPHFest22).
Friday, August 26, 2022		
Saturday, August 27, 2022	<ul style="list-style-type: none"> • UPH Festival Scarf • Top: T-shirt (no crop top, sleeveless top, tank top) according to faculty's color identity (attached). • Sports pants: dark colored, knee length minimum • Sport shoes (any color) 	<ul style="list-style-type: none"> • Personal medicine • Drinking bottle • Umbrella/Raincoat • Small towel • Extra clothes Top: any color with collars (no crop top, and sleeveless top, see-through shirt) • Extra pants- dark colored long jeans (no ripped jeans, legging/jegging, sweatpants, & shorts) • Mobile fan (optional)

Day/Date	Faculty	Meeting Point
	Teachers College/International Teachers College	G Building

Day/Date	Faculty	Meeting Point
Thursday, August 25, 2022	Faculty of Psychology	Food Junction
	Faculty of Social and Political Science	D Building Plaza
	Faculty of Medicine	Basketball Court
	Faculty of Nursing	Faculty of Nursing Building
	Faculty of Health Sciences	Faculty of Nursing Building
	Faculty of Economics and Business	Basketball Court
	School of Design	Gate 3 Main Campus
	Conservatory of Music	B Building (Odd lift)
	School of Information Science and Technology	B Lobby (Odd lift)
	Faculty of Science and Technology	HOPE Building
	School of Hospitality and Tourism	MYC
	Faculty of Law	MYC
Friday, August 26, 2022	Teachers College/International Teachers College	G Building
	Faculty of Psychology	B Building (Odd lift)
	Faculty of Social and Political Science	Gate 3 Main Campus
	Faculty of Medicine	Faculty of Medicine Building
	Faculty of Nursing	Faculty of Medicine Building
	Faculty of Health Sciences	Faculty of Medicine Building
	Faculty of Economics and Business	Basketball Court
	School of Design	D Building Plaza
	Conservatory of Music	Basketball Court
	School of Information Science and Technology	Basketball Court
	Faculty of Science and Technology	Basketball Court
	School of Hospitality and Tourism	C Building
Faculty of Law	Basketball Court	
Saturday, August 27, 2022	<i>All Faculties</i>	<i>Soccer Field Main Campus</i>

B. Information on Parents Talk Show and Parents Gathering Activities

Parents or guardians of new students are invited to participate in:

a. **Parents Talk Show** will be held online via Zoom. This year's theme is "Touching Hearts, Renewing Minds and Changing Lives" aims to equip parents to be able to accompany their children with full attention, and direct assistance in the process of renewing the mind, as well as to support facing life changing situations. This activity will be held on Saturday, August 6, 2022 at 03:00pm to 04.30pm with prominent speakers:

- Mrs. Aileen Riady - Founder and Education Provider of YPPH
- Mrs. Charlotte Priatna - Founder of Athalia School, Parenting Counselor & Advisor.

Please register at <https://www.loket.com/event/uphfestival-ptonline> .

b. **Parents Gathering** is a warm gathering that enable parents getting to know each other and with the founders and leaders of UPH as partners in the education process for students at UPH. This activity will be held on Saturday, August 27, 2022 at 09:30am to 11.30am, hybrid at the UPH Grand Chapel and Zoom platform.

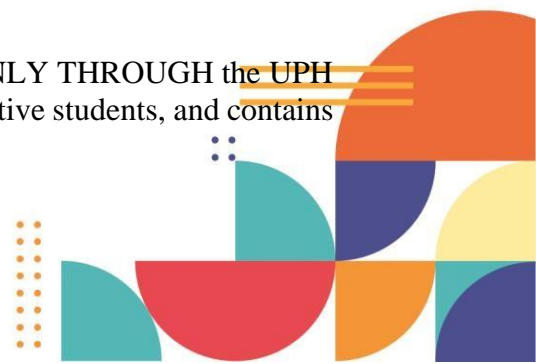
For parents who wish to take part offline at the Grand Chapel, please register at <https://www.loket.com/event/uphfestival-pgonsite> (limited seats). For parents who are residing outside the Greater Jakarta area, especially for parents/guardians of students of the Faculty of Education (Teachers College) and the Faculty of Nursing who wish to attend online via Zoom, please make reservation at <https://www.loket.com/event/uphfestival-pgonline>.

C. Re-Registration: ONLY FOR THOSE WHO HAVE YET TO SUBMIT DOCUMENTS

Re-registration is the submission of required documents for new students.

The list of required documents is available on the enclosed Form 020. We also attached the New Student Data Form (Form 021), Regulations and Students' Code of Ethic, and Admission Statement Form.

All documents must be submitted to the UPH Registrar Office **ONLY THROUGH** the UPH Mobile app. UPH Mobile is a mobile app accessible to all UPH active students, and contains academic, finance, students' participations information, etc.



The submission of re-registration documents through the UPH Mobile starts when Prospective Student is admitted as UPH student up to 30 days after.

For those of you who are still processing your high school diploma from the *Paket C* program (home schooling) or a diploma equivalent from a high school abroad, the scanned results of the diploma document can be uploaded via UPH Mobile until 30 June 2023.

The list of documents is as follows:

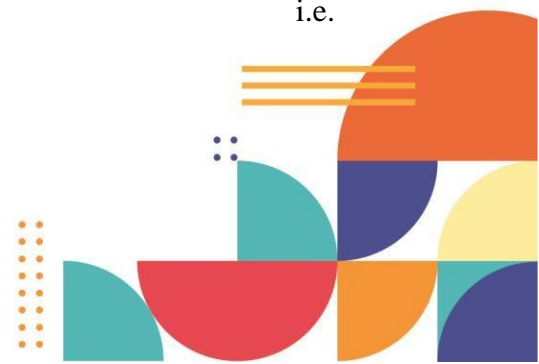
- **For Indonesian students**

1. Scan of filled Form 021 (New Student Data Form) and signed by both student and parent/guardian (file is downloadable through <https://bit.ly/newstudentreguph2022>)
2. Scan of high school or *Paket C* diploma (or equivalent)
3. Scan of birth certificate
4. Colored scan of e-KTP
5. Colored scan of *Kartu Keluarga*
6. Passport photograph with blue background (file naming format *name_studentIDnumber(NPM)_department;* i.e. *kevinmulyadi_01011210010_manajemen*)
7. Scan of STUDENT AND PARENT/GUARDIAN STATEMENT on Regulations and Students' Code of Ethic signed with stamp seal (file is downloadable from <https://bit.ly/regulationuph2022>)
8. Scan of High School Diploma Equalization Letter by the Ministry of Education, Culture, Research, and Technology of the Republic of Indonesia, for students from international high school or international curriculum-based high school

All documents are submitted in soft file format and uploaded through the UPH mobile app.

- **For International students**

1. Scan of filled Form 021 (New Student Data Form) and signed by both student and parent/guardian (file is downloadable through <https://bit.ly/newstudentreguph2022>)
2. Scan of active passport
3. Scan of Study Permit issued by the Ministry of Education, Culture, Research, and Technology of the Republic of Indonesia
4. Scan of Residence Permit
5. Passport photograph with blue background (file naming format *name_studentIDnumber(NPM)_department;* i.e. *LeeHookSoon_01011210030_manajemen*)



6. Scan of STUDENT AND PARENT/GUARDIAN STATEMENT on Regulations and Students' Code of Ethic signed with *materai* (file is downloadable from <https://bit.ly/regulationuph2022>)

All documents are submitted in soft file format and uploaded through the UPH mobile app.

To be a concern for students that:

1. Graduates from SMA/SMK is required to submit a copy of High School Diploma, while graduates of Diploma program is required to submit a copy of the Diploma degree and transcript
2. Students are required to fill the Student Data Form completely and clearly including the National Student Identification Number (*Nomor Induk Siswa Nasional*)
3. In accordance with Presidential Regulation number 39 of 2019 concerning One Indonesian Data, the writing of the student's official name is as stated on the electronic Identity Card (KTP).
4. In accordance with applicable regulations, new students who apply to tertiary institutions are those who have graduated from high school (SMA)/equivalent as evidenced by submitting a scanned diploma. Not submitting the scanned diploma at the time of re-registration can cause delays in the enrollment process for courses in the following semester
5. New students are required to put completely and clearly of their e-mail and handphone number as well as parents/guardian's email and handphone number on the New Student Data Form (Form 021)

Further information on re-registration administration service please contact UPH *Registrar Office* through WA: 0852-8179-0520 or e-mail to registrar@uph.edu.

RE-REGISTRATION DOCUMENTS SUBMISSION GUIDELINES

All documents must be submitted to the UPH Registrar Office ONLY THROUGH the UPH Mobile app. UPH Mobile is a mobile app accessible to all UPH active students, and contains academic, finance, students' participations information, etc. provided for students to submit re-registration documents.

Upload of re-registration documents are only needed by students who have yet to complete the re-registration documents.

The following are the instructions for document upload and guidelines for the UPH Mobile app:

- I. Instruction of submission before uploading to UPH Mobile app:
 1. Each document is scanned clearly (not photographed/from camscanner app/camera phone)
 2. Each document is saved in a jpg format
 3. Each document is uploaded in the UPH Mobile are in accordance with the name options on the UPH Mobile app
 4. Any document that is not in order (tilted/inverted), unclear (opaque), does not match the file name and choice of documents will be rejected and students are required to re-submit documents according to the instructions
 5. Each document will be checked and verified. Students can monitor the verified document by clicking the "Accepted" button on the Re-Registration menu
 6. Incompatibility of uploaded documents and or late upload of documents will affect the process of completeness of data in the UPH system and delays in reporting student data to the Higher Education Database which can have an impact on course registration in the following semester.

- II. The following are the guidelines for uploading documents to the UPH Mobile App:
 1. Download the UPH Mobile app through *Playstore* (Android) or *App Store* (iOS)
 2. Login with your UPH email: 01038220007@student.uph.edu with the default password UPH03072004! (user ID and password of each students are different and sent through student's email separately)
 3. You will get to the homepage of the UPH Mobile app. Go to the Profile menu by clicking the person icon on the top right corner
 4. After entering the profile page, go to the re-registration menu
 5. In said menu will be listed all the necessary documents to be uploaded by students, click on each document to upload the file according to the given instructions
 6. Status of each document (*Accepted/Rejected*) can be monitored in the document list page
 7. You're allowed to log out if all documents are uploaded



D. IT Student Starter Kit

1. IT Starter Kit is an Information Technology facility provided by UPH through Information Technology Directorate (ITD) to all students, only if they are active in study time. These facilities are:
 - UPH Card (Student Card)
 - Microsoft Office 365 account which includes the following facilities:
 - a. Official email with university identity, that is *@student.uph.edu* for students and *@parent.uph.edu* for student parents
 - b. UPH Mobile Apps
 - c. Licensed Microsoft Office 365 apps (genuine)
 - d. Data storage in cloud storage
 - e. Learning support facilities from Microsoft
 - f. UPH Learning Management System (*E-Learning*)
 - g. UPH Academic System (*Sistem Informasi Akademik*)
 - h. UPH Free Internet Access – WiFi Wireless Internet Access
 - i. Adobe Creative Cloud Account – only for students of School of Design and Communication Study program of Faculty of Social and Political Science
2. For further information and explanation regarding the use of the Starter Kit (UPH Card, access to UPH Personal Account, UPH Academic System, UPH LMS, and WiFi) please access <http://mentee.itd.uph.edu> for tutorials.
3. ITD processes the printing of UPH Cards after the registration of active students that has been recorded in the system, and the submission of student's passport photograph through the online re-registration process to the Registrar Office via UPH Mobile Apps.
4. Starter Kit (UPH Card and Student Access Information) Collection
 - During the pandemic, account and login information will be sent to registered student's personal email. **Such information has been processed since April 2022.**
 - Students who have collected UPH Card will be listed and displayed on the ITD Mentee Website (<http://mentee.itd.uph.edu>). The data will always be updated. Any students who wish to collect UPH Card please check the Mentee website.
 - UPH Card and Starter Kit information can be collected starting on July 1, 2022 at the Service Desk (UPH Gedung B Lt. 1) on weekdays, Monday to Friday 07:30am to 16:00pm by bringing your ID card or present your profile on UPH Mobile Apps upon arrival.

5. For further please contact:

Service Desk

UPH Karawaci, UPH B Building, 1st floor

M.H. Thamrin Boulevard, Tangerang, Banten 158111

Phone: (021) 5470901 ext. 1888

e-mail: service.desk@uph.edu

E. Academic Activities

Odd semester of academic year 2022/2023 starts on Monday, August 29, 2022. The class schedule can be viewed at OPCS or inquired at Faculty Administration during the 2022 UPH Festival. Special note for students of the Faculty of Medicine, it starts earlier on August 8, 2022.

Please contact faculty's admin as follows:

- | | |
|--|--|
| 1. Faculty of Economics and Business | : maureen.arthajaya@uph.edu |
| 2. Faculty of Law | : taruli.mahulae@uph.edu |
| 3. Faculty of Social and Political Science | : carolin.fisip@uph.edu |
| 4. School of Hospitality and Tourism | : sondang.hasugian@uph.edu |
| 5. Faculty of Psychology | : heidy.selanno@uph.edu |
| 6. Conservatory of Music | : palupi.puji@uph.edu |
| 7. School of Design | : lestari.angraini@uph.edu |
| 8. Faculty of Science and Technology | : sabrina.whardhani@uph.edu |
| 9. Faculty of Health Sciences | : maya.rumengan@uph.edu |
| 10. Faculty of Medicine | : florentina.haryono@uph.edu |
| 11. School of Information Science and Technology | : sonya.octavianti@uph.edu |
| 12. Faculty of Nursing | : ronald.roringpandey@uph.edu |

Lippo Village, July 28, 2022



Dr. (Hon.) Jonathan L. Parapak, M.Eng.Sc. 
Rector of Universitas Pelita Harapan



Appendices

1. Faculties Color Identity Guide

Faculty of Economics and Business



Faculty of Law



School of Hospitality and Tourism



School of Information Science and Technology



Faculty of Social and Political Science

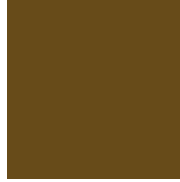


Faculty of Medicine

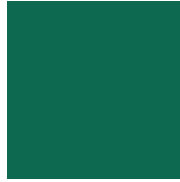




Conservatory of Music



School of Design



Faculty of Psychology



Faculty of Science and Technology

Faculty of Health Sciences



Teachers College




Faculty of Nursing



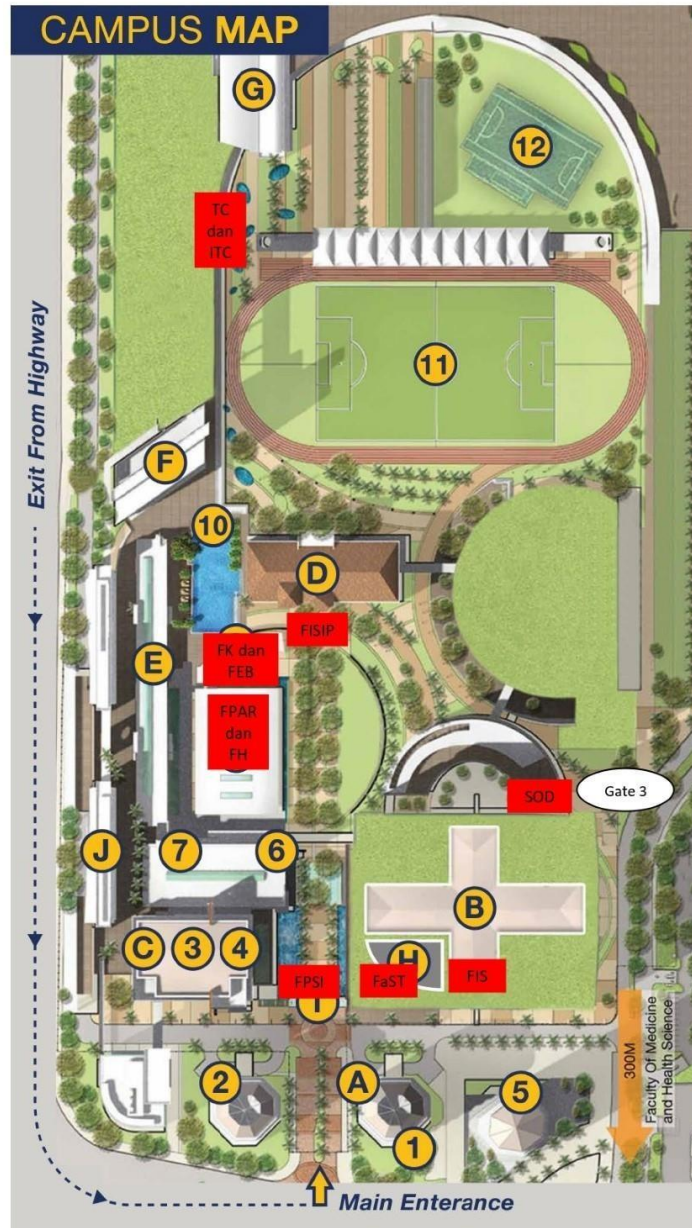
UPH Festival 2022 Secretariat

Jl. M. H. Thamrin Boulevard 1100 Lippo Village,
Tangerang 15811 - Indonesia

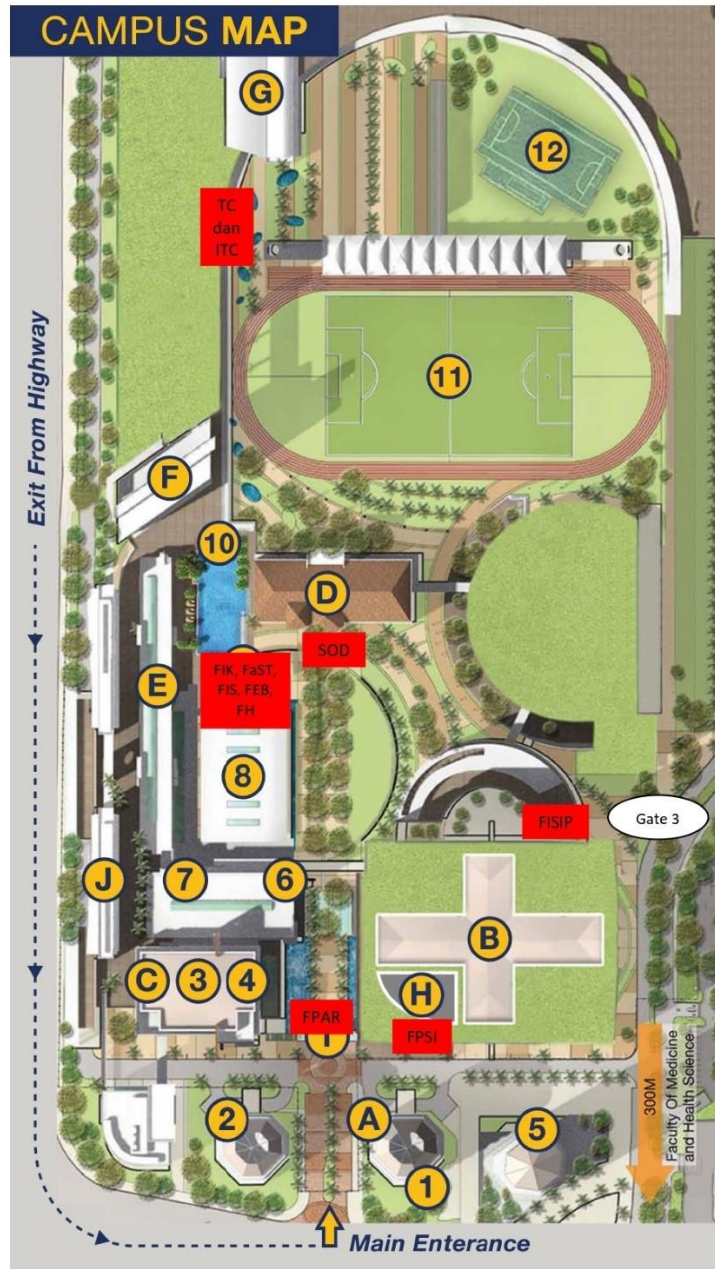
 uphfestival@uph.edu



2 . Campus Map
Thursday, August 25, 2022




Friday, August 26, 2022



UPH Festival 2022 Secretariat

Jl. M. H. Thamrin Boulevard 1100 Lippo Village,
Tangerang 15811 - Indonesia

 uphfestival@uph.edu



Saturday, August 27, 2022

