No.   : 009/UPH-Fest2024/VI/2024
Subject: Information on UPH Festival 2024

To:
New Students of Academic Year **2024/2025**
Universitas Pelita Harapan

Shalom,

Welcome, and congratulations on joining the big family of Universitas Pelita Harapan. We are very happy and looking forward to welcoming all new students to start teaching and learning activities for the 2024/2025 academic year.

As we begin our teaching and learning activities, we would like to welcome all new students to an event called UPH Festival 2024. Therefore, we hereby attach a series of information related to UPH Festival 2024 activities to all new students.

The information in this letter includes:

1. Point A: Information regarding UPH Festival 2024 activities.
2. Point B: Information regarding Re-registration
3. Point C: Information regarding students' IT Starter Kit
4. Point D: Information regarding Lecture Academic Activity

Given the importance of these various information, we ask all new students to pay close attention and study them well. For further information, please contact the UPH Festival Secretariat by phone/WhatsApp at 082211498335 on working days, Monday to Friday 07:30 to 16:00 WIB, or e-mail to uphfestival@uph.edu or visit http://fest.uph.edu/.

Thank you for your kind attention.

Best Regards,

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

Point A

INFORMATION ON NEW STUDENT ACTIVITIES
UPH FESTIVAL 2024

UPH Festival is an event organized by Universitas Pelita Harapan (UPH) as a form of welcoming and preparing new students of UPH Academic Year 2024/2025 before starting and entering college life. This year's UPH Festival is named UPH FESTIVAL 2024 with the theme **"A Mind of Excellence".**

At the UPH Festival, students will be introduced to the environment, activities, and culture at Universitas Pelita Harapan through the assistance of mentors. Each student will join a group of mentors to help students experience the adaptation period in the first year of college. UPH Mentoring Team will contact each student in the first week of August 2024.

The following are UPH Festival 2024 activities:

Activities for Parents of New Students:

Activity	Day / Date	Location	Registration Link
Parents Talkshow	Saturday, 10 Aug 2024 Time: 09.30 - 11.00 AM	Online Zoom link will be sent after registration	bit.ly/RegistrasiParentsTalkshow2024
Parents Gathering	Jumat, 16 Aug 2024 Time: 14.00 - 16.00 AM	Grand Chapel Onsite	bit.ly/RegistrasiParentsGathering2024

New students' activities:

Students arrive 60 minutes prior to the event

Pre-UPH Festival 14 August 2024 Batch 1: 08:00 – 12:15WIB Batch 2: 10:00 – 15:30WIB	**UPH Festival Day 1** 15 August 2024 08:00 – 17:30 WIB	**UPH Festival Day 2** 16 August 2024 05:45 – 17:00 WIB 17:00 – 18:45 WIB*	**UPH Festival Day 3** 17 August 2024 07:00 – 19:30 WIB
• *Academic Support* • *Introduction* • *New StudentsProfiling* • *Campus Tour*	• *Opening Ceremony* • *Devotion* • *Convocation* • *Distinguished Guest Speakers* • *College Talks* • *Gala Concert*	• *Founder's 5K Run* • *Devotion* • *Campus LifeIntroduction* • *Faculty & StudyProgram Fellowship* • *Basketball Match**	• *Flag Ceremony* • *Campus Life Experience* • *Devotion* • *Health & Wellness* • *Student Development Orientation* • *Closing Celebration*

Rules and Regulation

1. Based on the Rector's Decree Number 111/SKR-UPH/VI/2024 regarding the Attendance of New Students at UPH Festival.
2. Student participation in the UPH Festival is one of the requirements for completion of studies (graduation), to be eligible for *judicium* and join the commencement.
3. Students participating in UPH Festival 2024 are required to participate and play an active role in all UPH Festival 2024 activities.

Dress Code & Carry-on items

Day/Date	Dress Code	Belongings
Wednesday, 14 August 2024	• UPH Festival *Scarf* (**Will be distributed by the Mentor at the Pre-UPH Festival**) • Tops: White (**Collar and Sleeves,** *Crop Tops,* **and** *See-through Shirts* **are not permitted**) • Long pants**: Dark Color Jeans** (Not allowed to use *Ripped Jeans, Legging/Jegging, Sweatpants, or Shorts)* • **Sports shoes** (free color)	• Personal medicine • Stationery • Drinking bottle • Umbrella/Raincoat • Jacket/Hoodie/Sweater • Fan (optional) • Small towel (optional)
Thursday, 15 August 2024	• UPH Festival Scarf • Tops: White (**Collar and Sleeves,** *Crop Tops,* **and** *See-through Shirts* **are not permitted**) • Long pants**: Dark Color Jeans** (Not allowed to use *Ripped Jeans, Legging/Jegging, Sweatpants, or Shorts)* • **Sports shoes** (free color)	• Personal medicine • Stationery • Drinking bottle • Umbrella/Raincoat • Jacket/Hoodie/Sweater • Fan (optional) • Small towel (optional) • **3 books to be donated** (for further information click https://bit.ly/DonasiBukuUPHFestival24
Friday, 16 August 2024	• UPH Festival Scarf • Top: **T-shirt according to the color of the faculty (match with the scarf color; Not allowed to wear Crop Top, Sleeveless Top, Tank Top***).* • Workout Pants: Dark color, minimum knee length. • **Sport Shoes** (Free color)	• Personal medicine • Stationary • Drinking bottle • Small towel • Changing clothes – **Faculty color (with collar & sleeves, not allowed to wear** *Crop Top,* **dan** *Sleeveless Top, See-through Shirt).* • Changing pants – Long pants **dark colored Jeans** (not allowed to wear *Ripped Jeans, Legging/Jegging, Sweatpants, & Shorts)* • Jacket/*Hoodie/Sweater*

		• Fan (optional) • Umbrella/raincoat (optional)
Saturday, 17 August 2024	• UPH Festival *Scarf* • Tops: according to Faculty color (match with the scarf color), **with Collar and Sleeves, *Crop Tops* and *See-through Shirts* are not permitted** • Long pants**: Dark Color Jeans** (Not allowed to use *Ripped Jeans, Legging/Jegging, Sweatpants, or Shorts)* • **Sports shoes** (free color)	• Personal medicine • Stationary • Drinking bottle • Small towel • Changing clothes – **Faculty color (with collar & sleeves, not allowed to wear *Crop Top,* dan *Sleeveless Top, See-through Shirt).*** • Jacket/*Hoodie/Sweater* • Fan (optional) • Umbrella/raincoat (optional)

Informasi Meeting Point

Day/Date	Faculty	Meeting Point
Wednesday, 14 August 2024 Batch 1: 07.00 WIB	Faculty of Medicine	Basketball Court
	Faculty of Health Science	
	Faculty Psychology	
	Faculty of Music	
	Faculty of Design	
	Faculty of Social & Political Science	
Wednesday, 14 August 2024 Batch 2: 09.00 WIB	Faculty of Economics and Business	
	Faculty Information Technology	
	Faculty of Science and Technology	
	Faculty of Hospitality and Tourism	
	Faculty of Law	
Thursday, 15 August 2024 07:00 WIB	Faculty of Education	In front of Building G
	Faculty Psychology	Basketball Court
	Faculty of Social & Political Science	Basketball Court
	Faculty of Medicine	Basketball Court
	Faculty of Nursing	Grand Chapel
	Faculty of Health Science	In front of Building C (in front of Dynaplast Building)
	Faculty of Economics and Business	Basketball Court
	Faculty of Design	Park (Gate 3 entrance)
	Faculty of Music	In front of Building B
	Faculty Information Technology	In front of Building C (near Food Junction)
	Faculty of Science and Technology	In front of Building D
	Faculty of Hospitality and Tourism	In front of Hope Building
	Faculty of Law	Basketball Court
Friday, 16 August 2024 05:30 WIB	All Faculties	Soccer Field
Saturday, 17 Agustus 2024 06:30 WIB	All Faculties	Soccer Field

* Site Plan attached

Information on Parents Talk Show and Parents Gathering Activities

Parents or Guardians of new students are invited to participate and enjoy the event:

1. **Parents Talk show** is held online via Zoom. The theme of this program is **"Raising Faithful Steward in Today's World"**, aiming to equip parents to help their children during the transition period towards university life and to transform them to be future leaders who are always loyal and holding on to the true values. The talk show will explore various aspects of parenting, including instilling values, fostering independence, and developing essential skills by True Knowledge, Faith in Christ, and Godly Character. This program will be held on Saturday, August 10, 2024 at 09:30 – 11:00 WIB, with a speaker:
   - Ibu Charlotte Priatna, M.Pd. – The Founder of Athalia School, *Parenting Counselor & Advisor*
     Registration can be done through the following link: https://bit.ly/RegistrasiParentsTalkshow2024

2. **Parents Gathering** is a meeting and introduction between parents and the Founder and UPH leadership as partners in the educational process of students at UPH. This activity will be held **onsite** on Friday, August 16, 2024, at 14.00 - 16.00 WIB at UPH Grand Chapel Lippo Village. Parents who are outside the *Jabodetabek* area can attend online through Zoom.
   Registration can be done through the following registration link:
   https://bit.ly/RegistrasiParentsGathering2024

Information regarding *Book Donation* UPH Festival 2024

Information regarding Book Donation UPH Festival 2024 can be done through the following link:
https://bit.ly/DonasiBukuUPHFestival24

Information on *Campus Life Experience*

Campus Life Experience is a festival of competitions, workshops, art performances, and games managed by student members of student organizations, student service units, and student activity units at Universitas Pelita Harapan. New students will have the opportunity to feel and experience the lively campus life and interact directly with student organizers. This event also celebrates the 79th Indonesian Independence Day with various traditional competitions. Campus Life Experience will be held at UPH Basketball Court from August 17 & 19, 2024.

Watch the excitement of last year's Campus Life Experience at the following link:
https://bit.ly/CampusLife23

Point B

RE-REGISTRATION

Re-registration is a re-registration activity for new students. New students are required to complete ALL required documents and upload them through the one.uph.edu website no later than 30 days after prospective students receive email information about re-registration. The information will be sent through the personal email that students register in the system.

Students are expected to immediately upload documents through the one.uph.edu website according to the list of required documents.

The complete list of documents is as follows:

- For Indonesian Citizens (WNI)

  1. Scanned high school diploma/Package C diploma,
  2. Colour scan of birth certificate,
  3. Colour scan of electronic ID card,
  4. Colour the passport file with a BLUE background.
  5. Scan the Code of Conduct Form that has been signed on stamp duty (the code of conduct file can be downloaded on the one.uph.edu website).
  6. Scanned high school diploma equivalency letter from the Ministry of Education and Culture of the Republic of Indonesia, for students who graduated from high school abroad or high school in Indonesia with an international curriculum,

The documents are sent in soft file form and uploaded through the one.uph.edu website.

- For Foreign Students (WNA)

  1. A scan of a valid passport,
  2. Scan results of a Study Permit from the Ministry of Education and Culture of the Republic of Indonesia,
  3. Scan the result of the Limited Stay Permit Card (KITAS),
  4. Colour passport file with BLUE background,
  5. A scan of the Code of Conduct Form that has been signed on stamp duty (the code of conduct file can be downloaded on the one.uph.edu website.

The following are some concerns for students:
1. Students who graduated from SMA / SMK are required to submit a copy of the SMA / SMK / Package C diploma, while students who graduated from the Diploma program are required to submit a copy of the diploma and Diploma transcript.
2. Students must fill in all student and parent data on one.uph.edu correctly. Double-check the data filling on one.uph.edu because it can only be submitted once.
3. If the student has filled in the data and has submitted the data but wants to change the data that has been submitted, then please inform via email registrar@uph.edu. Requests for data changes can be processed by attaching legal/valid documents via email by including the Student Identification Number, full name of the student, and Study Program in the email subject.

4. Following Presidential Regulation number 39 of 2019 concerning One Data Indonesia, the writing of student names is as stated on the electronic identity card (KTP).
5. Following applicable regulations, new students who register for Higher Education are those who have graduated from Senior High School (SMA) / equivalent as evidenced by submitting a scan of the SMA / SMK / Package C diploma. If students have not submitted /uploaded re-registration documents on time, it can cause delays in the course registration process in the following semester.
6. New students are required to include the complete and correct e-mail account and cellular phone number (cell phone) of the student as well as the e-mail account and phone number (cell phone) of the parents (father and mother).

For further information about re-registration administration services, please contact the UPH Registrar's Office via WA: **0852-8179-0520 or e-mail to registrar@uph.edu.**

GUIDELINES FOR SENDING DOCUMENTS FOR RE-REGISTRATION, FILLING IN PERSONAL AND PARENTAL DATA

Submission of documents ONLY through uploads on the one.uph.edu website, which is the portal used by students to submit re-registration documents and fill in personal and parental data. The following are the provisions for document submission (upload) and filling in personal and parental data.

A. Conditions for submission of documents before uploading on the one.uph.edu website.
   1. Each sheet of document is scanned (scanned) neatly and clearly (not photographed / the result of the cam scanner/cell phone camera application)
   2. Each document is saved in jpg/pdf format file.
   3. Each document uploaded to one.uph.edu is adjusted to the name of the document selection on the one.uph.edu website.
   4. Every document that is not neat (italic/inverted), unclear (blurry), or does not match the file name and document choice will be rejected and students are required to resubmit documents that comply with the provisions.
   5. Each document will be checked and verified. Students can view documents that have been verified through the web one.uph.edu.
   6. Discrepancies in uploaded documents and or late uploaded documents will affect the data completeness process in the UPH system and hamper the reporting of student data on the Higher Education Database which can have an impact on course registration in the following semester.

B. The following are the guidelines for document submission (upload) on the One.uph.edu website.
   1. Log in through the one.uph.edu website, with the personal email username and password that was set when registering. If you forget your password, you can use the forget password feature available.
   2. Go to the form that is active MATR/Committed
   3. Towards the Document Tab Menu
   4. Upload the required document / Document that is still empty.
   5. Go to the Personal and Family menu tab. Update each of the data fields that are still empty. Please complete the data following the DATA FILLING GUIDE. If you have finished, please click the Update button (Filling only once, please be careful in filling in the data)

Point C

IT STARTER KIT FOR STUDENTS

1. IT Starter Kit is an Information Technology facility provided by UPH through the Information Technology Directorate (ITD) for all students, during their active study period. These facilities are:
   - UPH Card (Smart Card)
   - Microsoft Office 365 Account that includes:
       1. Official email with university identity, i.e. @student.uph.edu for students and @parent.uph.edu for parents of students
       2. UPH Mobile Apps
       3. Licensed (genuine) Microsoft Office 365 applications
       4. Data storage in cloud storage
       5. Learning support facilities from Microsoft
       6. UPH *Learning Management System* (*E-Learning*)
       7. UPH *Free Internet Access* – Wi-Fi Access
   - UPH *Academic System* (Academic Information System)
   - Adobe Creative Cloud Account– only for School of Design (SOD) and Faculty of Communication students
2. All information regarding the use of the IT Starter Kit (UPH Card, UPH Personal Account access, UPH Academic System, UPH LMS, and Wi-Fi) can be learned through tutorials and explanations on the ITD Mentee Website (https://mentee-itd.uph.edu/).
3. ITD processes UPH Card printing based on active student data that has been entered into the system, and passport photos that have been collected by students through the online re-registration process to the Registrar's Office via the one.uph.edu website.
4. IT Starter Kit (UPH Card and Student Access Information) Collection
   - The IT Starter Kit in the form of account and login information will be sent via the external/personal email of each student who has been registered during the registration process. The delivery of this information has been processed starting May 2024.
   - The list of students who have been able to take UPH Card will be published on the website https://mentee-itd.uph.edu/ and the data will always be updated. Therefore, please check first before making a collection.
   - UPH Card can be collected starting July 1, 2024, at the Service Desk (UPH Building F 3rd floor room 305) on weekdays, (Monday, Tuesday, and Thursday at 07:30-16:00 WIB, Wednesday and Friday at 09:30-16:00 WIB), by bringing your ID or showing your profile on UPH Mobile. If the UPH Card collection is represented, please bring a photocopy of the student ID card and a photocopy of the ID card/identity of the guardian/taker. For some employee class majors, a UPH Card will be sent to the respective Faculty Admin/Faculty.

Other information related to Technology Directorate Services can be obtained by contacting:

Service Desk
UPH Karawaci, Building F, 3rd Floor, Room 305
Jl. M.H. Thamrin Boulevard, Tangerang, Banten 15811
Phone: (021) 5470901 ext. 1888
E-mail: service.desk@uph.edu

Point D

LECTURE ACADEMIC ACTIVITIES

Lectures for the odd semester of the 2024/2025 academic year begin on **Monday, August 19, 2024**. The lecture schedule can be seen in OPCS or asked at the Faculty Administration during UPH Festival 2024. Especially for students of the Faculty of Medicine, lectures start earlier, on **Friday, August 2, 2024.**
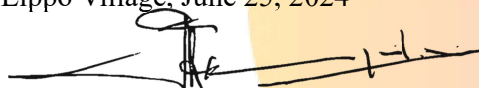
The faculty admin contacts that can be contacted are as follows:

College of Business and Technology			
No.	Faculty	Faculty Administration Staff Email	WA Contact
1.	Faculty of Economics and Business	business.school@uph.edu	085921204694
2.	Faculty of Sciences and Technology	adelia.peranginangin@uph.edu	081394346894
3.	Faculty Information Technology	sonya.octavianti@uph.edu	085294455531
4.	Faculty of Hospitality and Tourism	amy.kusumawardani@uph.edu	082125719418

College of Art and Social Sciences			
No.	Faculty	Faculty Administration Staff Email	WA Contact
1.	Faculty of Music	fis@uph.edu	085885211854
2.	Faculty of Design	putri.handayani@uph.edu	-
3.	Faculty of Social and Political Science	carolin.fisip@uph.edu	085959692204
4.	Faculty of Law	taruli.mahulae@uph.edu	081322288329

College of Health Sciences			
No.	Faculty	Faculty Administration Staff Email	WA Contact
1.	Faculty of Medicine	akademik.profesi.fk@uph.edu	-
2.	Faculty of Health Sciences	maya.rumengan@uph.edu	085210670942
3.	Faculty of Psychology	heidy.selanno@uph.edu	082112142649

Lippo Village, June 25, 2024

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

Rector of Universitas Pelita Harapan

<u>Faculty Identity Color Guidance</u>

Faculty of Economics and Business

Faculty of Law

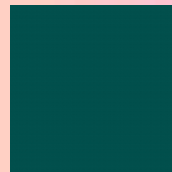*Faculty of Hospitality and Tourism*

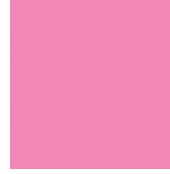*Faculty Information Technology*

Faculty of Social and Political Science
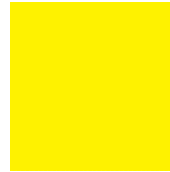
Faculty of Medicine
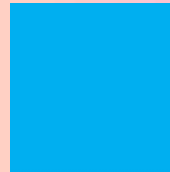
Faculty of Music

Faculty of Design

Faculty of Psychology

Faculty of Science and Technology

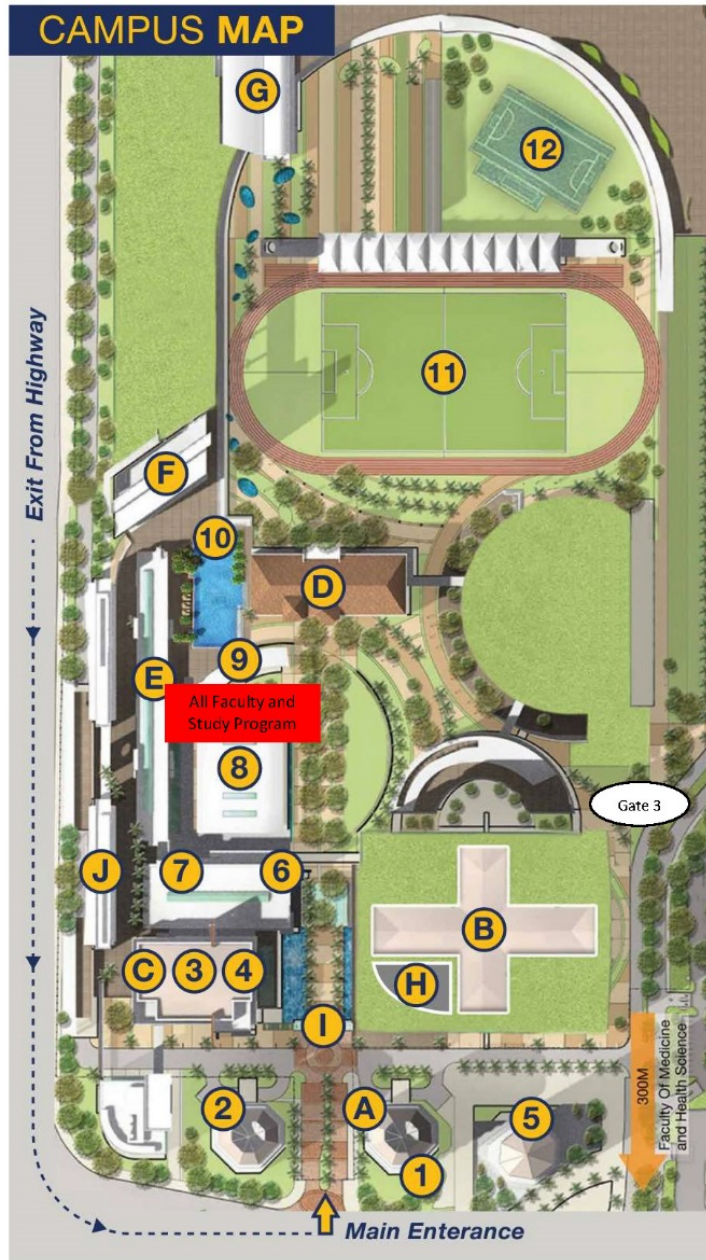*Faculty of Health Sciences*

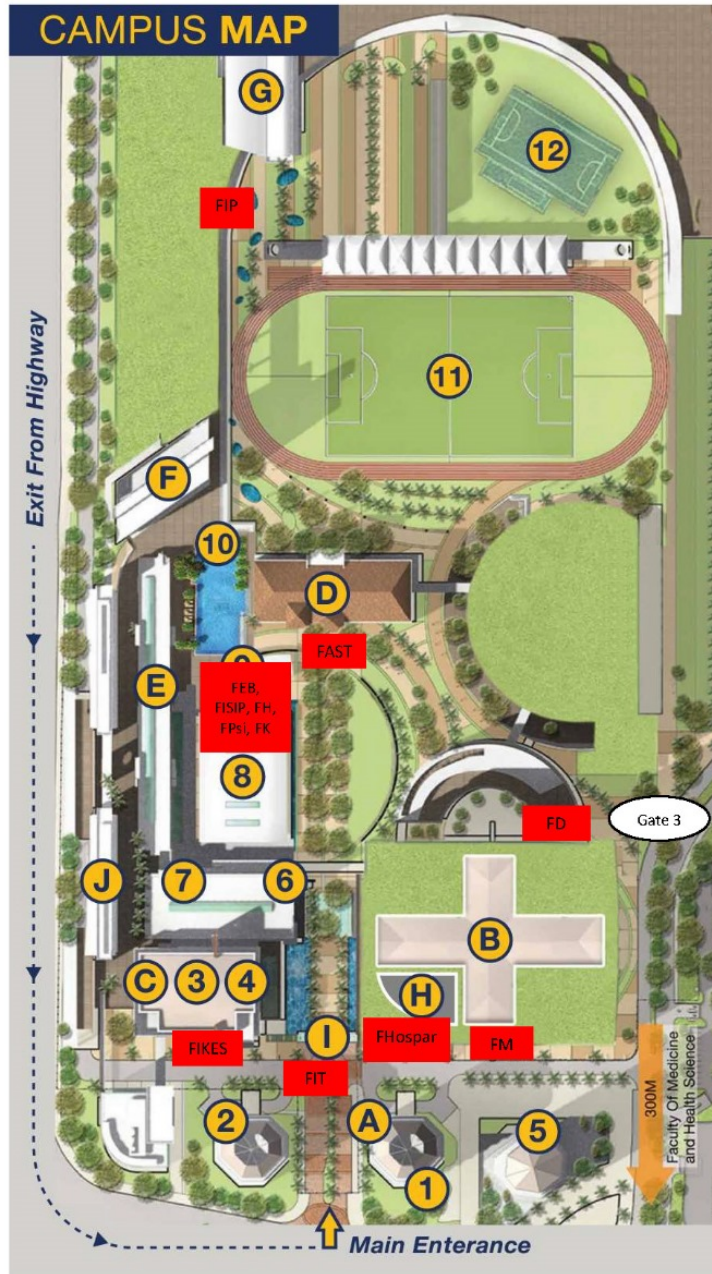*Faculty of Education*

Faculty of Nursing

Map Directory

DIRECTORY

A	Building A
B	Building B
C	Building C
D	Building D
E	Building E
F	Building F
G	Dormitory
H	Hope Building
I	Drop Off Point
J	Paddock

1	Books & Beyond Bookstore
2	Dynaplast Tower
3	Johannes Oentoro Library *(2-4th Floor)*
4	Grand Chapel *(6th Floor)*
5	Matahari Tower
6	Food Junction
7	MYC Lounge
8	Basketball Court
9	Gym & Fitness Center
10	Olympic Size Swimming Pool
11	International Standard Soccer Field
12	Futsal & Badminton Area