SELF-UPLOAD FINAL PAPER

DURING COVID-19 PANDEMIC RESPONSE

GENERAL INFORMATION

During the pandemic, there are some changes of procedures for students who intend to fulfil their judicial requirements. Basically, there are three steps to follow:

B. Submit 1 (one) hardcopy of the printed Final Paper to the Library (hardcover)
C. Obtain the pass form “Pernyataan Lolos Verifikasi Unggah Mandiri” that need to be submitted as a judicial requirement to your Department/Study Program.

ATTENTION!

! Confirmations will be sent to students via UPH student’s e-mail address (ended with @uph.edu) - not other personal address

! Address questions to the library via e-mail (library@uph.edu) OR 0818-0688-4277 (whatsapp only).

A. FINAL PAPER SELF-UPLOAD

1. Students need to apply activation for their Repository account via an online form that could be accessed here: https://bit.ly/Akun_RepositoriUPH
2. After the application are confirmed via e-mail, students can login to http://repository.uph.edu using their NIM (username) and Last Name (password).
3. Upload the Final Paper following the guidance at https://library.uph.edu/self-submission
4. Finalize the submission by clicking on “DEPOSIT NOW” at the end of self-upload process.
5. Library will check the result of student’s self-upload and send the confirmation to students via e-mail.
6. If the confirmation is “NO”, students need to login to the Repository again and fix the informed corrections via “Manage Deposit” menu and then click “Edit” button. Afterwards, don’t forget to click “Deposit Now” finalization button.
7. If the confirmation is “YES”, Library will send an online form to apply for the pass form “Pernyataan Lolos Verifikasi Unggah Mandiri Tugas Akhir” to student’s email. Fill out this form and go through the next step.
B. HARDCOPY SUBMISSION TO THE LIBRARY

Students must submit 1 (one) copy of the printed Final Paper to the Library (hardcover).

*During the pandemic, students can’t enter the Library. Follow these instructions according to your campus location:*

**For students at Lippo Village & Semanggi Campus**

1. Send the printed copy via delivery services (courier/expedition) to:
   UNIVERSITAS PELITA HARAPAN
   (PERPUSTAKAAN /LIBRARY)
   Gedung C / Lantai 3 Kampus Lippo Village Karawaci
   Jl. M.H. Thamrin Boulevard 1100 Lippo Village
   Tangerang 15811

2. Send the delivery receipt by email to: library@uph.edu

**For students at Medical Campus**

1. Submit the printed copy directly to the Medical Library by putting it on the available spot for document delivery in front of the Medical Library entrance gate.
2. Take a picture of the hardcopy on the provided spot and send it by email to library@uph.edu

**For TC & ITC Students**

The submission of final papers CD to the Library will be managed by the Faculties.

C. OBTAINING THE VERIFICATION PASS FORM

1. After receiving the online form and a copy of printed Final Paper from the student, the Library will send to your email the verification pass form “PERNYATAAN LOLOS VERIFIKASI UNGGAH MANDIRI TUGAS AKHIR” that has been legitimatized.
2. Submit this form to the respective student’s Department/Study Program as one of the requirement for judicium (please ask your respective Department/Study Program about the procedures to send the form during this pandemic).