

DECREE OF THE CHAIRWOMAN OF SENATE OF SWISS GERMAN UNIVERSITY  
*SURAT KEPUTUSAN KETUA SENAT UNIVERSITAS SWISS GERMAN*  
Nr: D/Sen/008A/IV/2017

in the matter of / *sehubungan dengan*

**APPOINTMENT OF MEMBERS OF GRADUATION COMMITTEE 2017 /  
*PENUNJUKAN ANGGOTA PANITIA WISUDA 2017***

The Chairwoman of Senate of Swiss German University / *Ketua Senat Universitas Swiss German*

Taking into  
consideration/  
*menimbang:*

1. That the Public Senate Hearing and the Graduation Ceremony for Bachelor's and Master's Degree will be held on 23 September 2017 / *Bahwa Wisuda Sarjana dan Magister Universitas Swiss German akan diselenggarakan pada tanggal 23 September 2017;*
2. That to support the above event Graduation Committee 2017 needs to be appointed / *Bahwa untuk mendukung kegiatan tersebut di atas perlu ditunjuk Panitia Wisuda 2017;*
3. That related with the above a Decree of the Chairwoman of Senate must be issued / *Bahwa sehubungan dengan hal di atas perlu dikeluarkan Surat Keputusan Rektor.*

Having regard to/  
*mengingat:*

1. Republic of Indonesia's Legislation Number 20/2003 on the National Education System / *Undang-undang Republik Indonesia No. 20 Tahun 2003 tentang Sistem Pendidikan Nasional;*
2. Republic of Indonesia's Government Regulations Number 17/2010 and 66/2010 on the Education Implementation and Management / *Peraturan Pemerintah Republik Indonesia No. 17 Tahun 2010 dan No. 66 Tahun 2010 tentang Pengelolaan dan Penyelenggaraan Pendidikan.*

Taking note of/  
*memperthatikan:*

1. Statute of Swiss German University 2012 / *Statuta Universitas Swiss German 2012;*
2. General Work Procedure of the Senate of Swiss German University of 2012 / *Tata Kerja Umum Senat Universitas Swiss German;*
3. Decree of the Chairwoman of Senate of Swiss German University No. D/Sen/007/III/2017 dated 20 March 2017 on Appointment of Chairman of Graduation Committee 2017 / *Surat Keputusan Ketua Senat Universitas Swiss German No. D/Sen/007/III/2017 tanggal 20 Maret 2017 tentang Penunjukan Ketua Panitia Wisuda 2017;*

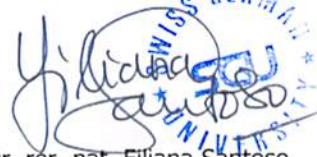
**Decree**

Page 2 of 2

**Hereby resolves and decides / dengan ini menetapkan dan memutuskan**

- FIRST/  
*PERTAMA:* To appoint the personnel whose names are listed in the attachment of this Decree as members of Graduation Committee 2017/*Menunjuk nama-nama yang tersebut di dalam lampiran Surat Keputusan ini untuk menjadi anggota Panitia Wisuda 2017;*
- SECOND/  
*KEDUA:* To assign the Chairman and Members of Graduation Committee 2017 to proceed with necessary related activities/*Menugaskan Ketua dan para Anggota Panitia Wisuda 2017 untuk memulai kegiatan yang diperlukan;*
- THIRD/  
*KETIGA:* This Decree comes into effect on the date that it is signed and shall end after the submission of the report upon the completion of the event. In the event of any changes, this Decree shall be reviewed and adjusted accordingly./*Keputusan ini berlaku sejak tanggal ditetapkan dan berakhir pada saat penyerahan laporan setelah kegiatan dan acara wisuda selesai. Keputusan ini dapat diperbaiki sebagaimana mestinya apabila terdapat kekeliruan.*

Tangerang, 28 April 2017

Chairwoman of Senate/*Ketua Senat,*

Dr. rer. nat. Filiana Santoso

NIP. 11110507

*Cc/ Tembusan:*

1. Members of Academic Senate of SGU/*Anggota Senat Akademik SGU*
2. All Directors/*Para Direktur*

**Attachment**

Page 1 of 2

ATTACHMENT TO THE DECREE OF CHAIRWOMAN OF SENATE OF SWISS GERMAN UNIVERSITY/  
 LAMPIRAN SURAT KEPUTUSAN KETUA SENAT UNIVERSITAS SWISS GERMAN  
 Nr: D/Sen/008A/IV/2017

in the matter of/ *sehubungan dengan*

**APPOINTMENT OF MEMBERS OF GRADUATION COMMITTEE 2017/  
 PENUNJUKAN ANGGOTA PANITIA WISUDA 2017**

Graduation Committee 2017 :

<b>Position</b>	<b>Name</b>
Chairman	: <b>Dena Hendriana, BSc., S.M., Sc.D.</b>
Operation Chief & Deputy	: Robert La <b>Are</b> , Maria Lamury ( <b>Nona</b> ), <b>Christie</b> Kanter
Floor Manager (Stage)	: <b>Oqke</b> Prawira Triutama, <b>David</b> P. Simorangkir
Floor Manager (Off-Stage)	: <b>Deni</b> Hutajulu, <b>Fuad</b> Ughi
Finance Controller	: <b>Jane</b> Anthoneta Rapa, Sartika ( <b>Tika</b> )
Secretary	: <b>Anis</b> Choirunnisa
Invitation & Reservation VIPs	: Wivina Lucki Dewi, Mina Arsita ( <b>Mita</b> ) <b>Eveline</b> Eirene, <b>Eka</b> Budiarto, <b>Dilen</b> Susmira
Usher VIPs	: <b>Fiter</b> Abadi + students
Document & Certificate	: <b>Yunus</b> Nugraha, <b>Nanang</b> , <b>Somanudin</b> , Eldorado, <b>Dina</b> Pristowati, <b>Nurita</b> Kresnawati, <b>Suryani</b> Setyo Astuti
Multimedia & Sound	: <b>Irzan</b> Fahmi, <b>Billy</b> M.Siagian, <b>Tabligh</b> Permana
Equipment	: <b>Rina</b> Rahayu, <b>Wiyatno</b>
Transport	: <b>Latifah</b> Bahrum, <b>Amienul</b> , <b>Turiman</b> , Moh. <b>Ihsan</b>
PIC Senate Room	: <b>Rina</b> Rahayu, <b>Maria</b> Rachmawati, FM staff (2 person)
Medical	: <b>Maria</b> I. Sirait
Usher Graduates	: <b>Agung</b> Margianto (LST) <b>Marsha</b> Hilda Tesalonika (IBA, ACC) <b>Mawar</b> Puspitasari (IT, MIT, MME) <b>Khoriyah</b> (GT, ATMI) <b>Karina</b> Aviana (HTM, PR) <b>Rachmawati</b> (IE, MT) Dwi Hartini (MBA)

**Attachment**

Page 2 of 2

Student Reservation	:	<b>Lia</b> Anggraeni (Coordinator) <b>Della</b> Rahmawati (LST) <b>Anis</b> Choirunnisa (Eng & IT) <b>Mawar</b> Puspitasari (MIT & MME) <b>Rizka</b> Diana Arifin (BAH) Dwi Hartini (MBA)
Students & Parents Registration		<b>Lia</b> Anggraeni (Coordinator) <b>Della</b> Rahmawati, <b>Nanang, Agung</b> Margiyanto (LST) Dyah Puspitasari, <b>Eldorado, Rachmawati</b> (Eng & IT) <b>Mawar, Sartika</b> (MIT, MME, GT, ATMI) <b>Rizka</b> Diana Arifin, <b>Karina</b> Aviana, <b>Marsha</b> Hilda Tesalonika (BAH) <b>Dwi</b> Hartini, <b>Somanudin</b> (MBA)
Graduation Book	:	<b>Deni</b> Hutajulu, <b>Christie</b> Kanter, <b>Irzan, Dina</b> Pristowati
Student Performers	:	<b>David</b> P. Simorangkir, <b>Tabligh</b> Permana, <b>Gerald</b> Justin Goenawan
Food & Beverages	:	<b>Dian</b> Karmila, <b>Jane</b> Anthoneta Rapa, <b>Oqke</b> Prawira Triutama, <b>Elaine</b> Cynthia Engel
General Affairs	:	<b>Noryani, Eko</b> Wijayanti
Security	:	<b>Wahyu</b> Suryanto, <b>Menwa</b> (9 personel), Pullman Hotel
Press Event	:	<b>Azzarul</b> Mubbin & <b>Dian</b> Andriani
Doormen	:	FM Staff (4 person)

Tangerang, 28 April 2017

Chairwoman of Senate,



Dr. rer. nat. Filiana Santoso

NIK. 11110507

# REPORT

## SWISS GERMAN UNIVERSITY

# GRADUATION CEREMONY

# 2017



**Pullman Grand Ballroom, Central Park, Podomoro City  
Jl. S. Parman, Grogol, Jakarta Barat**

**23 September 2017**

---



## Table of Content

	Page
1. Table of Content	3
2. Graduation Committee	4
3. Summary of the Report	5
4. Survey Results (from students)	8
5. Survey Results (from committee members)	10
6. Recommendations for the Graduation Ceremony 2018	12
7. Attachements and Documentations	
a) Decree for Graduation Committee	14
b) VIP List / Attendance	22
c) Press Release	26
d) Invitation Card	37
e) Rundown	38
f) Decree for Best Graduate	47
g) E.Y. Kanter Award	49
h) List of Total Graduates	51
i) List of Graduates in Graduation Ceremony	59
j) Senate Arrangement and Preparation	67
k) Compressed Graduation Book	79
l) SGU Hymn	90
m) Speeches	92
n) Invitation Letters	98
o) Financial Report / Budget	101
p) Promotion Materials	108
q) MC Cue	112
r) Minute of Meetings	124
s) Rehearsal	132
t) Survey Result	145
u) Committee job descriptions	158
v) Overtime form	167
w) List of Lecturer invited	169
x) Ballroom Layout	170
y) Ijin Keramaian	171
z) Pullman communication	172
aa) Student communications	176
bb) Transportation	181
cc) Others	187
dd) Photographs	192

## Graduation Committee

Chairman	: Dena Hendriana, B.Sc., S.M., Sc.D.
Operation Chief & Deputy	: Robert La Are, Maria Lamury, Christie Kanter
Floor Manager (Stage)	: David P. Simorangkir, Badari Sri Utami
Floor Manager (Off-Stage)	: Deni Hutajulu, Fuad Ughi
Finance Controller	: Jane Anthoneta Rapa, Sartika
Secretary	: Anis Choirunnisa
Invitation & Reservation VIPs	: Wivina Lucki Dewi, Mina Arsita, Eveline Eirene, Eka Budiarto, Dilen Susmira
Usher VIPs	: Fiter Abadi + Students
Document & Certificate	: Yunus Nugraha, Nanang, Somanudin, Eldorado, Dina Pristowati, Nurita Kresnawati, Suryani Setyo Astuti
Multimedia & Sound	: Irzan Fahmi, Billy M. Siagian, Tabligh Permana
Equipment	: Rina Rahayu, Wiyatno
Transport	: Latifah Bahrum, Amienul, Turiman, Moh. Ihsan
PIC Senate Room	: Rina Rahayu, Maria Rachmawati, FM staff
Medical	: Maria I. Sirait
Usher Graduates	: Agung Margianto, Marsha Hilda Tesalonika, Mawar Puspitasari, Khoriyah, Karina Aviana, Rachmawati, Sopian Hadi
Student Reservation	: Lia Anggraeni, Della Rahmawati, Anis Choirunnisa, Mawar Puspitasari, Rizka Diana Arifin, Sopian Hadi
Student & Parents Registration	: Lia Anggraeni, Della Rahmawati, Nanang, Agung Margianto, Dyah Puspitasari, Eldorado, Rachmawati, Mawar Puspitasari, Sartika, Rizka Diana Arifin, Karina Aviana, Marsha Hilda Tesalonika, Sopian Hadi, Somanudin
Graduation Book	: Deni Hutajulu, Christie Kanter, Irzan, Dina Pristowati
Student Performers	: David P. Simorangkir, Tabligh Permana, Gerald Justin Goenawan
Food & Beverages	: Dian Karmila, Jane Anthoneta Rapa, Shintia Revina
General Affairs	: Noryani, Eko Wijayanti
Security	: Menwa, Students
Press Event	: Azzarul Mubbin, Dian Andriani
Doormen	: FM Staff



## Summary of the Report

- Total graduates in the ceremony
  - Financial report : 316 students (out of 384 total graduates)
  - Invitation database : 296 students
- Total parents came to the ceremony
  - Financial report : 632 persons
  - Invitation database : 588 persons
  - Clicker : N/A
- Total additional invitation
  - Financial report : 71 persons
  - Invitation database : 76 persons
- Total VIP came to the ceremony was 31 persons (from VIP invitation list of 74 persons)
  1. Abas Sunarya - Ketua APTISI Banten
  2. Yudi Muhtadi - APTISI Banten
  3. Edhie Sarwono - United Tractors
  4. Prof. Juergen Grueneberg - SGUW
  5. Erwin Sitompul - President University
  6. Martalena Reese - Wife of Mathias Reese
  7. Sandi Rahayu - Ora et Labora
  8. Jorg Kinnen - Germany Embassy
  9. Dedet Hidajat - IMI Switzerland
  10. Radita D. Baskoro - Siemens Indonesia
  11. Heni Hayat - Siemens Indonesia
  12. Sapta Putra P. - PT. Kaltim Methanol Industri
  13. Michael Cottier - Swiss Embassy
  14. Josef Winter - Siemens Indonesia
  15. Gatut Subadio - Mandiri Healthcare
  16. Dr. Ita Mariza - Polytechnic Gajah Tunggal
  17. M. Ridwan A.C. - Polytechnic Gajah Tunggal
  18. Intan Abdams Kaloppo - BNI
  19. Christian Rabl - DAAD
  20. Jonas Chendana - Garuda Mataram Motor
  21. Marceus Ismunandar - Mercedes Benz
  22. Arya Lukito Sudjarwo - CPA Australia
  23. Chris Kanter - SGU Foundation
  24. Titi Kanter - SGU Foundation
  25. Evan Kanter - SGU Foundation
  26. Cicilia Kanter - SGU Foundation
  27. Yap Hong Gie - SGU Foundation
  28. Tetty Yap - SGU Foundation
  29. Tasya N Karina - SGU Foundation
  30. Retno Handayani - SGU Foundation
  31. Michael Kanter - SGU Foundation
- VIP attendance needs to be improved. More VIP will be good for the ceremony.

- Total media came to the ceremony was 6 media and the news was covered by 4 online media and 3 printed media:
  - Online Media: Media Indonesia, Warta Kota, Provokel!, Infonitas.com
  - Printed Media: Warta Kota, InfoPuri, Info Serpong
- Flower boards for SGU Graduation Ceremony are 7 boards. 3 from personal and 4 from institutions: Rector of Universitas Dharma Persada, Poltek Astra, E2D Bandung, Dr. Agas Sunarya, M.Si.
- Total attendance of the ceremony:
  - Financial report : 1.226 persons
  - Invitation database : 997 persons
- Total of persons having lunch is 1.211 persons based on Pullman Clicker
- Graduation fee was Rp. 1.850.000 (for the graduate and his/her parents). The fee was increased from 2016 which was Rp. 1.650.000. This year price increment was allocated for snacks for parents.
- Additional invitation fee was Rp. 1.000.000. The fee was increased from 2016 which was 900.000. This year fee increment was allocated for snacks for the additional invitation.
- Total income from invitations was Rp. 648.200.000 (budget: 760.700.000)
- Total expenses of the event was Rp. 711.375.971 (budget: 820.825.000)
- Total university expenses for the event was Rp. 63.175.971
- Total senate members came to the ceremony was 22 persons
- Total invited SGU lecturer came was 10 persons
- Speeches in the graduation ceremony:
  - Graduation Decree by Rector
  - Best Graduates' Decree & announcement by Rector
  - Best of the best Graduates 2017 announcement & award by Rector
  - EY Kanter announcement & award by VR non academic
  - Address by representative of graduates
  - Graduation address by Rector
  - "Career after Graduation tips" Address by Pak Chris Kanter
  - Address by German Ambassador
  - Address by Swiss Ambassador
- Speech from Coordinator of KOPERTIS Regional IV, West Java & Banten did not happen. Coordinator of KOPERTIS Regional IV was having his daughter's wedding on the same day as SGU graduation ceremony.
- The graduation invitation fee should be specified whether it is refundable or unrefundable. If it is refundable, we need to specify the deadline to refund the fee.

- New thing in this year graduation ceremony:
  - VIP photobooth
  - Speech from German & Switzerland Embassies
  - Survey and feedback for graduation ceremony (for continuous improvement of event organization)
  - Final report in pdf format (softcopy)
  - Snack for parents & additional invitations