

# Handbook

# International Teacher College

(English Version)

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**Welcome to**  
**The University of Pelita Harapan and**  
**International Teachers College Residence with**  
**Mission Youth for Christ (MYC)**

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**Welcome to the ITC Residence with Mission Youth for Christ (MYC)**

MYC Management offers ITC students the opportunity to take up residence at ITC Residence. The choice to reside at the residence will give you a challenging and valuable experience as well as a changed life. ITC Residence not only a place where students come to rest at night, but also a place to study, interact and grow within the context of community living.

In order to make your stay a satisfying experience, the following information will help you pertaining to life in your residence community. Living with others requires mutual respect and a willingness from all to adhere to prescribed regulations and procedures. These given aspects will enhance the chance for every resident to enjoy a quality life together and to have an opportunity to know and grow in learning about the Lord Jesus Christ.

## ***Our Hope For You***

Students are expected to grow in several areas that are foundational to all programs and plans of MYC.

### **Integrity**

Reconciling your faith and your life

Living out your faith through what you do in all areas of training and life

### **Personal Responsibilities**

Functioning as an independent adult

Developing your self-management towards understanding and implementing the prescribed regulations and direction/guidance

### **Discipline**

Practicing self-restraint

Upholding priorities and what is right, in responding to the various activities, assignments and challenges

### **Healthy Relationship**

Building healthy relationships based on self-respect and respect for others. This is a crucial aspect of our calling.

### **Compassion**

Showing compassion and concern towards others because it is our belief that everyone is created in the image of God.

## ***You Are in a Christian Community***

A Christian Community is formed based on biblical values and characters to be practiced in community living by its members; not because there are lots of religious activities like Bible study, prayer group, or a chance to have fellowship, even you will get that in the dormitory.

### ***Remember, there are others!***

*“Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves Each of you should look not only to your own interest but also to the interests of others.” (Philippians 2:3-4)*

The scripture above is a directive instruction of how we should treat one another - from our room-mate, fellow-floor resident, to our fellow-dorm resident. As Christians, our life is no longer our own. We live for others as Jesus did. Our actions and decisions affect others. This fact requires us to be concerned, sensitive and responsible in the way we live among the community.

### ***Be Gracious, we all are still growing in the Lord***

*“But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To Him be glory both now and forever! Amen.” (2 Peter 3:18)*

The aim of *Dormitory Life* is the training of the students - physically, emotionally, intellectually, socially and spiritually - through various experiences in *in-campus* living. All types of training are conducted in the context of faith, so that we may have a more holistic understanding on how we should relate with one another and with our God. What are the implications of our life together? As we endeavor to learn and grow in our personal life, we also actively encourage others to grow, so as not to become a stumbling block to those around us.

### ***Be a problem solver***

*“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses. If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.” (Matthew 18:15-17)*

Without realizing it, we often get angry, and frustrated with one-another and end up hurting each-other. When someone hurts us, it is much better to go and speak honestly to the person concerned, rather than to gossip or dwell in your anger about the whole situation. If someone verbally assaults you, graciously listen with an honest intention to take responsibility where it counts and to straighten up matters. If we are able to appropriately speak, listen, confront and forgive, we will grow together as a community. The Dorm Parents (DP), Resident Assistant (RA), and your Supervisor (SPV) are available to help in the process of resolving a conflict if the individuals involved are unable to reach a resolution.

### ***Your Floor***

Our community collectively works together towards a shared-goal, that touches all areas of our life. Everything is important, meaningful, and is a source for learning. Because of it, our learning process should be from all the areas in our life. When we share our life with others, we learn to express our needs, to mutually respect each other when there is a conflict of perspectives, and to willingly compromise in our differences.

To enhance this process, each floor has a set of procedures and regulations which must be studied, understood and lived up to by every dorm resident. The procedures and regulations will be introduced within the first few weeks of the commencement of the academic year. Along with its Dorm Parents, Resident Assistant, and Supervisor, every floor will determine the schedule of floor meetings and daily procedures (use of bathroom, laundry/iron, kitchen, TV, drinking-water dispenser, lounge, etc.). Each floor will also determine how to manage and regulate noise level, cleanliness, the use of lounge, study-room and kitchen. Do make it a priority to focus your attention on the dormitory in your first few weeks. You are very welcome to submit your input to your Supervisor.

*Some additional helpful advices you may use in sharing dorm-floor with others:*

- Speak up. To voice your opinion can be challenging in a new community, but this is now your home.
- Treat others with respect.
- Follow the prescribed regulations. MYC Management has established a set of procedures and regulations pertaining to the health and safety of residents.

- Respond positively to all prescribed requirements.
- Participate with others as a member of the community. Actions (directly or indirectly) which are discriminative in regards to race, gender, belief, disability, nationality and sexual orientation cannot be tolerated in a community that is based on Christian values.
- Communicate openly, with clear boundaries, realistic expectation, and respecting and tolerating, also learning to accept and respect differences.

### ***Smartcard***

UPH Students are provided with smartcard as an identity card for students and access to borrow books in UPH Library. For International Teacher College residents, smartcard also functions to take meals and chapel attendance. To take meals and chapel attendance, International Teacher College students can swipe their smartcard through a card reader available.

Damaged or lost smartcard should be immediately reported and ask for making a new card in UPH Card Center at Building A, 8<sup>th</sup> floor during work hours.

### ***The Dormitory***

***In each floor there are:***

#### **Boys Dormitory**

- Bed-rooms with balconies, each has 8 sets of bed, study-desk, cabinet, and an air-conditioner
- Shoes rack for shoes for each room's student
- A laundry-room with irons and an ironing boards
- Shared bathroom
- A lounge or TV room with a TV set.
- A kitchen with a dining table, basin or sink for washing dishes, a stove, a gas cylinder, cabinets with drawers, refrigerators and drinking-water dispensers
- Announcement Board
- Wi-Fi & CCTV
- Emergency exit door

## **Girls Dormitory**

- Bed-rooms, each has 5 sets of bed, study-desk, cabinet, and an air-conditioner.
- A laundry-room with a washing machine, a dryer, an iron and an ironing board.
- Shared bathroom
- Study room
- A lounge or television room with a television set.
- A kitchen with a dining table, basin or sink for washing dishes, a stove, a gas cylinder, cabinets with drawers, and a drinking-water dispenser.
- Wi-Fi & CCTV
- Emergency exit doors.

### ***What you need to bring to the dorm:***

\_\_\_ Alarm clock.

\_\_\_ a set of bed-sheets, pillow, and pillow-cases; and a blanket

\_\_\_ toiletry and towels

\_\_\_ clothes (not too much, but enough)

\_\_\_ 2 pairs of shoes, and 1 pair of sandals

\_\_\_ A bag for dirty laundry and detergent

\_\_\_ coat hangers

\_\_\_ plates, mugs and a cutlery set

\_\_\_ An umbrella

### ***Notes:***

*Remember your bed room size and cabinet that is limited, you are only allowed to bring one luggage of personal belongings.*

### ***Prohibited items:***

- Large-sized luggage (according to the size set)
- Stove
- Matchsticks and fireworks
- Weaponry
- Alcohol
- Cigarettes
- Pornographic DVDs
- Oven/microwave
- Narcotics / Illegal medicines



- Pet (except fish in aquarium)
- Cabinet / Rack

***You are not to:***

- Move any gadget/facility or the likes in the room or anywhere else in the floor including furniture, iron, ironing-board, etc.
- Nail anything on any wall.
- Paint anything
- Throw anything through or from the window
- Put on a disc player (music or television) with a level of noise that is an inconvenience to others
- Do any cooking in the bedroom.
- Set up any electric extension, halogen lights, and candle
- Borrow someone else's possessions without prior permission from the owner.

***Residence Cleanliness & Neatness***

- Make sure your bed is neat and clean. Every two weeks, bed sheets and blanket should be washed to prevent unappealing smell. Bed should be wiped from dust.
- Make sure every balcony (2 rooms) provide their own cleaning gears : broom, dustpan, mop, doormat, towel, and dustbin. Resident are not allowed to borrow or use cleaning gear from cleaning service.
- Make sure there is a schedule to clean every room every one or two days.
- Make sure every desk is always neat.
- Make sure cabinet is neat. Don't store food or shoes/sandals in clothes cabinet.
- Shoes and sandals are kept in shoes rack.
- Put luggage below your bed

## ***Utility***

A high level of concern and cooperation from all residents is needed towards supporting our “Go Green” ethos in the following:

- Make sure all lights, fan and air-conditioning are turned off when not in use.
- Make sure all electronic gadgets, Ipad, iron, etc., are disconnected when leaving the residence.
- Make sure all water taps are safely turned off when leaving the bathroom.

## ***Life at Residences***

You and several friends will live together in one bedroom. As we know, your roommate can have a diversity in likes and habits. This needs an attitude of respect and sensitivity for other needs. Hence, there are some things that needs to be given extra attention to make a comfort life in your room.

## **Safety**

- The last person leaving the room should make sure to turn off lights - bedroom and balcony, fan, and lock the doors of balcony and bedroom.
- Cabinets are better locked when leaving room.
- Room and cabinet keys are better kept together and always brought anytime. Prevent entrusting it to another person or borrowing keys.
- Smartcard should always be brought by the card owner.

## **Manners**

- Friendly and caring attitude should be a trade mark from a community that respects one another. Greetings like “Good morning,” “thank you,” “Sorry,” makes you and others feel accepted, cared, and comfortable.
- Try to know all your roommates. Be sensitive to their needs and habits.
- Prevent borrowing things and money
- Be open and honest
- Accept and respect differences in others
- Room light should be off at 22:00. If you still want to work, use desk lamp or do it in study room.
- If you want to listen to music, use headset/earphone so that you would not disturb others.
- Do meeting with other people outside your room, in lobby.

- Get out of the bathroom with full clothes, and bathroom condition clean and ready to be used by others
- Make using shoes a habit rather than wearing sandals.
- Boys are not allowed to visit or be in girl's room, and vice versa. Girls are not allowed to visit or be in boy's room.
- Report immediately to Supervisor if there are things that needs attention or is suspicious

### ***Room Inspection***

MYC respects the privacy of each resident. However, for the purposes of the health and safety of each resident, the management will conduct room inspections from time to time without prior notice. If during such an inspection, items are found that are prohibited by the residence regulations, such items will be duly confiscated and an appropriate disciplinary action will be administered to the resident concerned.

### ***Residence Night Curfew***

Night curfew means every International Teachers College Dormitory resident, without exception, should be in their dormitory floor with the policy:

- Sunday - Thursday : 23.00
- Friday - Saturday/National Holiday on the following day : 24.00

Students who are late must fill out the Late Curfew Form with the Warden. The warden will give it to Dorm Parents.

### ***Overnight Stay***

- International Teachers College resident are given one weekend pass per semester. The weekend pass can only be used for important matters, proved by Dorm Parents. Student must fill the online form (<http://goo.gl/forms/znhVrmGwVb>) at least three days before he/she leaves with the correct information. He / she must waits until approval sent by dorm parents.
- Christmas, Easter, Idul Fitri & Semester Holiday are not counted in the use of weekend pass.
- To ask permission during days/hours of school, students should get written permission from Student Service International Teachers College.

- If there is an emergency - severe sickness or a family member passes away - before leaving, the family is responsible to submit an explanation letter to the Dorm Parents.
- First year students are not allowed to have permanent weekend permission for any reasons.
- For those who wants to have permanent weekend permission due to ministry reasons, they need to submit a letter to MYC director, a statement letter from their parents, and their pastor.

Overnight without written permission from Dorm Parents is a serious violation. This violation will be given Severe Warning Letter and disciplinary action. The letter will also be given to Student Service International Teachers College.

### ***Exit Lippo Village***

Dorm residents should get written permission from Dorm Parents to venture out of Lippo Village area. For that reason, students must fill in Permission to Venture out of Lippo Village Area Form (<http://goo.gl/forms/wBFTQ1aLOQ> )

### ***Guests***

Guest visiting hours:

- Saturday - Sunday, holidays : 12.00 - 18.00

Guests are only allowed to be in the floors lobby. Guests are forbidden to enter the bedrooms. Residents should be responsible for their guests, and make sure that their guests respect the dormitory regulations by being friendly and polite to other residents. If there is any damage, loss, or disturbance caused by a guest, the resident concerned will be held responsible.

## **Food Service**

International Teachers College Dormitory food service - breakfast, lunch, and dinner, is held every day at Food Junction Mezzanine with the following schedule:

<b>Day</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
Monday	06.00-07.50	11.30-13.50	18.00-19.50
Tuesday	06.00-06.40 08.00-08.50	11.30-13.50	18.00-19.50
Wednesday	06.00-07.50	11.30-13.50	18.00-19.50
Thursday	06.00-07.50	11.30-13.50	18.00-19.50
Friday	06.00-07.50	11.30-13.50	17.00-18.50
Saturday	06.00-07.50	11.30-13.50	18.00-19.50
Sunday	06.00-07.40	11.30-13.50	18.00-19.50

\* Schedule subject to change with notice

There are some things that needs attention about food service:

1. Every student should plan their weekly eating schedule through meal sign-in website, until Wednesday 12.00. Meal sign-in is done to order food from Friday until the following Thursday. Not doing meal sign-in means not ordering food. If students have ordered food, and do not eat it, they will be charged.
2. To take food, use your smartcard. It cannot be represented to friends. For students that are stick and staying in dorm, give your smartcard to your Supervisor to take food.
3. Students that are sick and needs porridge, can ask for porridge to MYC Food Service Coordinator to be ordered. Please take it yourself at the counter stated.
4. To order food in a box for some activity can be done a week in advance through a letter known by lecturer or staff from the activity committee. Write time of taking and name of PIC that will take that food.

## ***Dorm Parents, Resident Assistant & Supervisor***

The Dorm Parents are responsible to carry out the MYC mission in the residence. They lead Resident Assistant & Supervisors, and help counsel their students. Resident Assistant & Supervisors live together with the residents in the residence. They clearly understand all facilities, program, procedures and regulations of dormitory, and will help students to overcome the challenges the residence life. Supervisors will share knowledge and experience, motivating students in their personal growth, and faith.

## ***Mandatory Dormitory Program***

Several program of International Teachers College Dormitory are mandatory

1. Sunday Chapel, every Sunday 08.00-09.15
2. Tuesday Chapel, every Tuesday 07.00-08.15
3. Tuesday Night Fellowship, every other Tuesday 19.00 / 20.00
4. Dorm Monthly Meeting, the schedule is determined by each Dorm Parent.
5. Regular meetings with the Supervisors, for discipleship, counseling, and community building.

Students must come at least 5 minutes before the chapel start. The lateness or absence without prior notice will be given Severe Warning Letter and disciplinary action. The letter will also be given to Student Service International Teachers College

## ***Leaving the Dormitory***

- Check out procedure. Graduating students should fill in MYC Clearance Form after filling International Teachers College Clearance Form. Clearance Form that is done in advance will help all party.
- Extending stay. Graduating students that still needs to extend their stay because of a reason, please hand in a request by filling Extending Stay Form.

## ***Policy and Expectation***

To reach goal and organize a good community leaving, we will set some rules and some hopes to live in International Teachers College Dormitory community. These rules are made as a request to act responsible and mature, although of course it does not stop the possibility of conflicts and questions that may occur. Some policies are stated to create an attitude norm in the middle of a big and varieties group, while others are to maintain the function and condition of campus' stuffs. We hope that member of our community will live in these requests and obey the explicit teachings from the Word of God.

### Dormitory Expectations

Experience in living together at Universitas Pelita Harapan (UPH) campus gives a unique and valuable opportunity to all residents to learn and grow in a Christian student community that comes from various backgrounds, likes, and Christian tradition. This university wants all residents to live comfortably in this environment, can combine learning inside the class and experience outside of class, and is challenged to grow in all aspects of life.

### Consequences

Every warning letter given by MYC Management will be sent to Student Service International Teachers College as a way of holistic teaching. Warning and disciplinary action will be given due to make the individual be a healthy member of the community. Disciplinary action involves restitution, fine, working hour in community, and probation. In addition, student in probation period can lose some of their rights.

## ***Behaviours in Need of Serious Attention***

- Alcohol, Illegal Drugs, Cigarette Smoking

Using or possessing alcoholic drinks and illegal drugs and cigarette smoking within the compound of International Teachers College Dormitory is prohibited. Violation of this regulation will result in expulsion.

- Pornographie

Involvement in pornography leads to addiction and is detrimental to relationships with God and others. Activity in any type of pornography (such as video, internet, printed-material) is prohibited. Resident involved in pornography will be served Letter of Severe warning that will be given to International Teachers College.

- Inappropriate sexual behavior

MYC believes that sexual relationship outside marriage is against the biblical teaching, and any behavior suggestive of such intimacy (like nudity, wearing minimal clothing, sleeping in one bed) is unacceptable, may result in expulsion.

- Unruliness

Acts of bullying, mockery, trespassing fellow-residents' bedrooms, and cruelty are prohibited. Furthermore, imprudent talk which can easily be misinterpreted, insults, intimidation, public disturbance and provocation of others to the point of violence and discrimination are not tolerated. Any violation that degrades another person and breaks up the Christian community will be deferred to counselling and disciplinary action by Dorm Parents, it may also result in being issued the Letter of Warning which will be forwarded to International Teachers College.

- Raising Funds

All types of fund-raising, such as selling any type of goods, supplying any kind of literature in the International Teachers College Dormitory are prohibited.

- Theft or Stealing

Any type of theft or stealing (borrowing someone else's belonging or money without permission, and taking university property) are not tolerated, and may be asked give compensation, and may result in expulsion.

- Smoke alarm device

Do not block or obstruct the smoke alarm device in the room. Any resident who causes damage to the smoke alarm device or carelessly sets off the fire alarm will be fined with Rp. 10.000.000.



## ***A Special Note***

At any point that additional regulations and procedures are deemed necessary to be added to the existing set written here, MYC Management will promptly inform all residents in writing, along with the request for their support and that of their parents in implementing of the referred additional ones.

All disciplinary decisions are the sole responsibility of the head of MYC and the decisions are final.

All disciplinary decisions are the sole responsibility of the MYC Director and the decisions of the MYC Director are final.

**“In whatever you do, work it with all your heart, as working for the Lord, not for human masters.”**

Colossians 3 : 23