

# **MYC-ITC Residence Handbook 2019-2020**

(English Version)

As of September 20<sup>th</sup>, 2019

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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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## **A. 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 (life structure).

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.

## **B. MYC Vision Mission, and Purpose**

### **B.1. MYC Vision**

True knowledge, Faith in Christ, Godly Character.

### **B.2. MYC Mission**

Grounded in our desire to aspire students to live out the Great Commandment stated out in Luke 10:27 and implement the Great Commissions of Matthew 28:18-20 of the saving grace through discipleship, and to courage a God-centered life of leadership and servant-hood for the glory of God.

### **B.3. MYC Purpose**

MYC aspires to lead with confidence and compassion, intellectual and spiritual renewal that advances the purpose of Christ. MYC Student Dormitory which was opened in June 2006 offers an excellent opportunity for students to have an

exciting experience of cultural, spiritual, and social advantages. Our dormitory should help residents feel comfortable, secure and confident while making the adjustments to university demands. Helping all the students to be independent, interdependent, and disciplined individuals.

Students who choose resident living on campus can look forward to a home away from home complete with the touch of family atmosphere, new friends from Room PIC, Resident Assistants, Dorm Parents who concern and care with their lives, personality development, spiritual growth, and readiness to help.

### **C. Our Hope For You**

It is our hope that you will truly use the opportunity of living in community to grow and develop in various aspects while living alongside other students in the MYC Residence. Certain policies have been defined with the purpose of creating good behavioural norms for a big group from various backgrounds; other types of policies are established to ensure that the function and condition of the facilities provided are well maintained at all times. It is our hope that every member of this community will endeavour to live by the prescribed guidance and have a submissive attitude towards the clear teaching of the Word of God, as it pertains to community living.

Violations result in disciplinary consequences with the purpose of restoring the individual towards becoming a positive and healthy member of the community. Disciplinary consequences may involve any or all of the following: restitution, fine, compulsory community service, educational initiative, probation period, suspension or even the disqualification of one's right to reside at the residence.

It is our desire that all residents will live comfortably in this environment, able to harmoniously combine the *in-class training* and the *out-of-class experience*, and to be challenged to grow in all aspects of life through working out the different issues encountered.

Life structure growth and development are our hope and goal for each resident. MYC committed to nourish and develop our residents' life structure, which is in spiritual, physical, emotional, intellectual, and social aspect. The life structure advances the purpose of Christ and exercises us to become a holistic community

through a residential model which promotes Christ-centered spiritual and holistic life structure maturity. We believe that a MYC Program will promote academic excellence, good citizenship, responsible involvement and godly character (Ephesians 4:13, Luke 2:52, Matthew 28:19-20).

### **C.1. Spiritual Aspect**

Spiritual aspect is expanding our sense of purpose and meaning in life. It is unique for everyone. It's the deepest part of you that gives meaning in your life. Some ways to improve spiritual wellness are to pray and listen to Word of God. It's important to take time to search into the things that provide meaning in your life. It could be your beliefs, values, and morals that give meaning in your life. Make sure that these things guide the decisions you make as you live out your life.

### **C.2. Physical Aspect**

Physical Aspect is recognizing the need for physical activity. Exercise offers many benefits to a person's overall well-being. It improves your chances of living longer and healthier, relieves symptoms of depression and anxiety, improves your mood, and prevents weight gain. Exercise is just one facet to being physically well. Taking care of your physical body by showering, brushing your teeth, and going to the doctor for checkups are all ways to improve your physical wellness. Treating the body with respect will ultimately lead you to be more physically well.

### **C.3. Emotional Aspect**

Emotional Aspect is the ability to cope effectively with life and create satisfying relationships. One way to improve emotional wellness is to put a positive spin on life situations. Try to cultivate a positive feeling even during negative times throughout your life. This is much easier said than done, but with practice can be achieved. You do need to be mentally aware of your emotions and when a negative feeling arises from attempt to change it into a positive one. Remember emotional wellness doesn't mean avoiding bad or difficult times but rather it's the ability to cope effectively during them.

### **C.4. Intellectual Aspect**

Intellectual Aspect is recognizing creative abilities and finding ways to expand knowledge and skills. A person who is intellectually well never stopped learning.

They're thirsty for knowledge and recognize that there is so much more to be learned. There is a certain feeling you get when you achieve something that you have never done before. It's that positive feeling that drives us to become more intellectually well. Remove objectivity by keeping an open mind about new ideas, insights, thoughts, expressions, and values. Always question and keep your brain active, and you will begin to improve your intellectual wellness.

### **C.5. Social Aspect**

Social Aspect is developing a sense of connection, belonging, and a well-developed support system. This is why spending quality time with close friends is so important. One of the best things you could do to become more socially well is to become a contributing member of your community. Communication is a key factor in becoming socially well. Good communication skills will allow you to resolve problems that you may have with other people that you socialize with on a day to day basis. These are a few ideas to lead you to become more socially well.

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

A Christian Community is formed not so much by doing activities or programs such as bible study, prayer group or even worship service - though you will find these in the residence too, but by living out Biblical values and principles with others.

Christian community living requires the following:

#### **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 and inter-dependent 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. Do what is right, not what is easy.

## Healthy Relationships

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

## Compassion

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

### D.1. 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 interests but also to the interests of others.” (Philippians 2:3-4)*

The scripture above is a directive of how we should treat one another - from our room-mate, fellow-hall resident, to all fellow residents. 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 in community.

### D.2. You are called to 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)*

\*MYC leadership

Without realizing it, we sometimes 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 MYC Administration, Dorm Parents (DPs), Resident Assistants (RAs) and Room PIC (PICs) are available to help in the process of resolving a conflict if the individuals involved are unable to reach a resolution.

## E. 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 Room PIC, 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 Resident Assistant.

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.

## **F. 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 food and chapel absence. To take food and chapel absence, 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.

## **G. The Residence**

### **G.1. MYC-ITC Residence provides:**

- Bedrooms with contain bunkbed, study-desk, cabinet, and an air-conditioner
- Shoe rack
- A laundry-room with washing machines, dryers, irons and 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

### **G.2 What residents need to bring to the dorm:**

- A sensible amount of clothing, not too much
- 2 pairs of shoes, and 1 pair of sandals
- A set of bed-sheets, pillow, and pillow-cases; and a blanket
- Toiletry and towels
- Plates, mugs and a cutlery set
- Coat hangers
- A pouch for dirty laundry and deterjen
- An Alarm clock
- An umbrella

**Notes:**

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

### **G.3 Prohibited items:**

- Weaponry (example: gun, folding knives)
- Illegal substances or drugs
- Alcohol
- Matches and fireworks
- Cigarettes / tobacco of any kind
- Pornographic DVDs, including downloads on personal devices
- Motor-vehicles (2 or 4 wheeled)
- An Air-conditioner
- A television or LCD/monitor screen
- A Stove
- A refrigerator
- An Oven/microwave
- An over-sized luggage
- A Pet (except fish in aquarium)
- A Cabinet / Rack

### **G. 4. 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.
- Paste anything on any wall
- Paint anything
- Throw anything through or from the window
- Play music at a very loud volume that disturbs others
- Borrow someone else's possessions without prior permission from the owner.
- Do any cooking and eating in the bedroom.
- Set up any electric cord extension including halogen light-bulb/lamp
- Put on a disc player (music or television) with a level of noise that is an inconvenience to others

## H. Various Rooms

On every floor there are various rooms for various purposes, which include the following:

- Living room, for recreation - watching TV, chatting, and others
- Kitchen/pantry, to cook, wash cutlery, and keep foods and cutlery
- Laudry room, to wash, dry and iron clothes
- Bathroom and toilet, to take a bath and toilet

Students can use each room according to the function and usage. For everyone's convenience, pay attention on how to use equipments & maintain its cleanliness. Every cost for damage or lost from the equipments provided by residence will be charged to the related residents that uses the equipment according to the policy stated in finance procedures.

## I. Residence Cleanliness & Neatness

For the purpose of comfort and health, each resident must be willing to work together with the rest, to make sure that all dorm areas and bedrooms are kept clean & neat at all times. Bedroom cleaning is the full responsibility of the occupant/s which also serves as a training strategy for each resident to become independent. The Resident Assistant and Room PIC will do routine inspections to ensure that bedrooms are kept clean at all times.

- 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 room 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

Room cleanliness will be checked regularly. Student will be asked to be responsible for their room and their living environment. If a student keeps failing to clean their room, the Dorm Parents may counsel the student.

## **J. Room Inspection**

MYC respects the privacy of each resident. However, for the purposes of the health and safety of each resident, the management (at least two persons) will conduct room inspections from time to time without prior notice. The persons who have authority for room inspections are Head of MYC, Dorm Parents and RA. 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. Inspection report must be signed by both the person who has authority to search and the person who is searched.

## **K. 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 and fans 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.

## **L. Security**

MYC-ITC Residence is equipped with 24-hour-surveillance CCTV, strategically positioned on every floor of the residence. For the purpose of security and the safety of the residents, non-residents cannot access entry to the residence without first obtaining permission from MYC Management.

## **M. Food Delivery Service**

MYC-ITC Residence is located near various restaurants. Students are allowed to order food until the time stated by residence night curfew. The delivery person cannot enter residence, so student should make sure that the delivery comes before night curfew or they will not get their food.

## **N. ATM**

NOBU Automated Teller Machine (ATM) is located in each lobby area of Building A, Building B, Building C and Building D. CIMB ATM is located in each lobby area of Building A, Dynaplast Building and Menara Matahari.

## **O. Fire and Natural Disaster Procedures**

Dorm Parents, Resident Assistants and Room PICs have been properly trained for emergency evacuations in the case of fires or earth-quakes. In an emergency, each resident must fully cooperate with and obey every command or instruction of evacuation issued by Dorm Parents, Resident Assistants and Room PICs.

## **P. Life at Residence**

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

### Safety

- Cabinets are better locked when leaving room.
- Smartcard should always be brought by the card owner.

### Manners

- Do not make it a practice to borrow other things or money
- Be open and honest
- Room light should be off at 11:00 PM. If you still want to work, use your personal desk lamp.
- Do not enter a room that is empty if the room is not your room.
- 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 Resident Assistant and Room PIC if there are things that needs attention or is suspicious

### **P.1. Residence Night Curfew**

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

### P.1.1. First Year Student

- Sunday - Thursday : 10.00 PM - 05.00 AM
- Friday - Saturday/Day off on the following day : 11.00 PM - 05.00 AM

### P.1.2. Second to Fourth Year Student:

- Sunday - Thursday : 11.00 AM - 05.00 AM
- Friday - Saturday/Day off on the following day : 12.00 AM - 05.00 AM

Students who return dorm late must fill out the Late Curfew Form with the Security. The security will give it to Dorm Leadership (DP/RA).

## P.2. Quiet Hours

For the purpose of providing an atmosphere that is conducive to academic learning and in order to enhance a healthy pattern of learning and sleeping, all residents must adhere to the prescribed residence quiet hour which is from 10.00 PM to 05.00 AM. Residents who still need to continue studying or working on other assignments may do so in the lounge & study room. Adherence to the prescribed policy/regulation is one of the important aspects of living as a community and of enhancing the chance for all residents to succeed.

## P. 3. Overnight Stay

- International Teachers College Residents are given one weekend pass per semester (Friday 04.00 PM to Sunday 11.00 PM). The weekend pass can only be used for important matters, proved by Dorm Parents.
- Official school holidays (Christmas, Easter, Idul Fitri & Semester Holiday) are not counted as a weekend pass.
- Emergency leave (family death, etc) should be with written permission and proof of emergency.
- If the residents want to stay overnight not at parents home, then the parents needs to submit an explanation letter to Dorm Parents.

Weekend Pass procedure:

1. Weekend pass permission form to be submitted three days prior to Dorm Parents.

2. Agreement of overnight permission (pink form) can be taken on 24 hours prior to leaving.
3. Pink form should be taken to be signed by the parents or host where student will be staying.

#### **P.4. Exit Lippo Village**

Each resident, who plans to go out from the area of Lippo Village, must first complete an Exit Lippo Form, signed by individuals Resident Assistant 24 hours before leaving.

#### **P. 5. Visitation**

Residents are not allowed to invite visitors or friends to enter floor lobby and bedroom. Guests are only allowed to meet the residents in the basement G building. Permission to access resident's bedroom for parents (the same gender) is only given during graduation week.

#### **Q.III-health and Insurance**

Any resident who is ill need to report his or her health situation to PIC's. The campus provide our residents with a certified doctor and nurse on campus. This service is free of charge for our residents. The clinic is open from 07.00 AM to 04.00 PM weekdays. In emergency or critical situation, The Resident Assistant / PIC will accompany the resident to Siloam hospital with parents knowledge.

International Teacher College Indonesian Student is required to have their own Indonesia government health insurance (BPJS). Student has to make sure that their BPJS is active before they stay in the dormitory. BPJS will be used when the student has illness that needs hospital health care.

International Teacher College foreign student is required to have the insurance registered by MYC Office. The student must pay insurance fee according to the amount determined by MYC Office.

#### **R. Food Service**

Intrenational Teachers College Residents' food service (breakfast, lunch, and dinner), to be served in the basement of G Building. The schedule is:

- Breakfast: 06.00 AM - 07.50 AM (except Tuesday 06.00 AM - 06.40 AM and 08.00 - 08.50 AM)
- Lunch: 11.30 AM - 01.50 PM
- Dinner: 06.00 PM - 07.50 PM (except Friday 05.00 PM - 06.50 PM)

There are some things that need attention about food service:

1. Every student should plan their weekly eating schedule through meal plan editing in website (please pay attention to last date meal plan edit). Meal plan editing is done to order food from Friday until the following Thursday. By default, the website will check/tick student meal plan everyday. If student did not uncheck their meal plan according to their schedule, and they did not eat, so student will be fined. **Student must uncheck their meal plan on the date they plan not to eat.**
2. To take food, each individuals must show smart card. For students that are sick 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.

## S. Mandatory Residence Program

Several program of International Teachers College Residents are mandatory:

1. UPH Sunday Chapel, every Sunday 09.15 AM - 10.30 AM (2nd service) or Karawaci Presbyterian Church 10.30 AM - 12.00 PM
2. UPH Tuesday Chapel, every Tuesday 07.00 AM - 08.15 AM
3. MYC Tuesday Night Fellowship, every other Tuesday 07.30 PM - 08.30 PM
4. Dorm Monthly Meeting, the schedule is determined by each Dorm Parent once a month.
5. Regular meetings with the PIC's 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

## T. Leaving (Check Out) the Residence

- Graduating students should fill out MYC Clearance Form.
- Graduating student may not return to the dorm (go enjoy your freedom and adulthood)

## U. 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 MYC-International Teachers College Residence is prohibited. Violation of this regulation will result in expulsion.

- Pornography

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

- Inappropriate Sexual Behaviour

MYC believes that sexual relationship outside marriage is against the biblical teaching, and any behaviour suggestive of such intimacy (like nudity, 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 denigrates 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 Warning Letter.

- Absence from ITC Residence Without Written Permission from Dorm Leadership

Residents may spend the night outside the residence, but only after obtaining written permission from the Dorm leadership (Dorm Parents /

Resident Assistant). The violation of this regulation may result in expulsion of the residents from the residence, by an executive decision of the MYC leadership.

- Raising Funds

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

Every warning and expulsion letter given by MYC Management will be sent to Student Service International Teachers College as a way of accountability. Warning and disciplinary action will be given to help the individual be a productive member of the community. Disciplinary consequences may involve any or all of the following: restitution, fine, compulsory community service, educational initiative, probation period, suspension or even the disqualification of one's right to reside at the residence.

## V. 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, along with the request for their support and that of their parents in implementing any and all additions to these regulation. All disciplinary decisions are the sole responsibility of the head of MYC and the decisions are final.

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

Colossians 3 : 23

