

# UPHC Residence Handbook

(English Version)

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

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

MYC Management offers UPHC students the opportunity to take up residence at the UPHC Residence. The choice to reside at the residence will give you a challenging and valuable experience as well as a changed life. UPHC Residence is 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 aspects will enhance the opportunity 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

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.

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. Five major concepts define this program to include 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.

### 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.

## 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 character with others.

### ***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.

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

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

The aim of *UPHC Residence* 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 endeavour 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.

### ***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, Resident Assistants (RAs) and Supervisors (SPVs) are available to help in the process of resolving a conflict if the individuals involved are unable to reach a resolution.

## **Your Team per Supervisor**

Our community collectively works together towards a shared goal, which is to learn within the Christian context. God touches all areas of our life, thus everything in life becomes important and meaningful, and is a training resource. In other words, all our training should encompass every area of 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.

Some additional helpful advice you may use in sharing life 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 procedures and regulations give attention to the health and safety of all residents.
- Respond positively to all prescribed requirements.
- Participate with others as members of the community. Actions (directly or indirectly) which are discriminative cannot be allowed in a community that is based on Christian values.

## **Your Room-mate**

Your relationship with your room-mate or/and your supervisor (SPV) deserves your attention in UPHC Residence as well as in your faculty. It is crucial to begin the relationship with open and honest communication, along with clear expectations. A healthy relationship is always marked by open communication, clear boundaries, realistic expectations, mutual respect, patience and acceptance of and respect for each other.

## **The Residence**

### ***Provided:***

- Bedrooms contain beds, study-desks, cabinets, and an air-conditioner
- A laundry-room with washing machines, dryers, irons and ironing boards
- Shared bathrooms
- Study room
- A lounge or television room with a TV set
- A kitchen with a dining table, basin or sink for washing dishes, a stove, a gas cylinder, cabinet with drawers, refrigerators and drinking-water dispensers
- Wifi system & CCTV (24 hours)
- Emergency exit doors

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

- A laptop
- Writing gadgets/tools
- A sensible amount of clothing, not too much
- A sensible amount of shoes and sandals
- A set of bed-sheets, a pillow, and pillow-cases; and a blanket
- Toiletries and towels
- Cleaning gear/gadgets
- Plates, mugs and a cutlery set
- Coat hangers
- A pouch for dirty laundry
- An alarm clock
- An umbrella

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

- Weaponry (example: folding knives)
- Illegal substances or drugs
- Alcohol
- Matches and fire-works
- Cigarettes



- Pornographic DVDs
- 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 an aquarium)

***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 to 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 possession without prior permission from the owner
- Do any cooking 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

**Maintenance of Facilities**

Each resident has the privilege to use all residence facilities as it was intended, and in turn, each resident is responsible to make sure that all facilities are kept in good condition. Any damage done will be the responsibility of the bedroom occupant in that the corresponding cost will be deducted from the *Room Deposit* of the bedroom occupant concerned. If you need any help in regards to repair of the facility, please submit a report to your supervisor (spv) who will follow up with the MYC office.

## **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 supervisors 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 everyday.
- 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 inside your cabinet

## **Room Inspection**

UPHC Residence 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.

Room cleanliness will also be checked. 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.

## **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.

## **Bedroom & Cabinet Keys**

Each room will be given one bedroom key. When a key is missing or lost, the residents must immediately report it to the supervisor who will inform the MYC office. The fine to any such loss and damage is Rp. 100.000 per key for the replacement of the particular key and its key-hole. Residents are not allowed to duplicate room keys.

Each resident must be responsible to provide their own padlock & key for the cabinet. The safety of student belongings in the bedroom will be the responsible of resident himself/herself.

## **Security**

UPHC 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.

## **Internet**

The residence is equipped with WiFi facilities for internet access in each floor and each bedroom without any additional fee charge.

## **Laundry Service**

MYC provides washing machines & drying machines for the residents who want to wash their clothes by themselves. However, laundry service information is provided by MYC Management but served by outside vendor. Students can use this service at their own risk.

## **Food Delivery Service**

UPHC 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.

## **ATM**

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

## **Fire and Natural Disaster procedures**

Resident Assistants and Supervisors 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 Resident Assistants and Supervisors.

## **Duration of Stay at the Residence**

All residents have the privilege to stay in the residence for one academic period, providing they meet all requirements prescribed by MYC Management. If a resident desires to extend the stay for the next academic period, she or he must re-register to MYC office for a pre-determined period of time. All residents are required to vacate the residence at every term-break, Lebaran Holiday, and Christmas holiday, taking all of needed belongings with them.

## **Residence Expenses and Room Deposit**

All necessary expenses during the residence stay and Deposit Fee are the full responsibility of the residents concerned. Payment of the room fee and Deposit fee cannot be cancelled or diverted in other forms as well as to other students / siblings for any reason.

### **- Residence Expenses**

The resident is obligated to make payment for the residence fees according to the payment schedule prescribed by the management. The residence expense will not be refunded if there is any cancellation by the resident concerned before the end of the contract or in case the resident concerned makes a decision to leave the dorm before the end of the semester or with any reasons.

### **- Deposit Fee**

At the start of residence, each resident will put down a room deposit, valid for one academic year. The *Room Deposit* will be utilised in the case of replacing properties damaged by the resident concerned. The Room deposit will be returned to the resident at the end of his or her stay at the residence. The Deposit Fee will be refunded when students do not continue to live at MYC Residence

## **Life at the Residence**

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

- Sunday to Thursday : 22.00 WIB
- Friday to Saturday/Day off on the following day : 23.00 WIB

### ***Residence Visitation Hours - same gender***

- Saturday to Sunday/Holiday : 12.00 - 18.00 WIB

Each resident is responsible for his or her visitor/s, ensuring that visitors comply with all residence regulations. Any damage to residence properties is the responsibility of the resident concerned, and all related costs will be deducted from the resident's Room Deposit. Permission to access resident's bedroom for parents is only given at the beginning and end of the residence stay. During school

time, only parent with the same gender with their child is allowed to enter their room (about 3 minutes) to drop the belongings but not stay.

### ***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 21.00 to 5.00. 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.

At any such time a resident finds someone else's activities to disturb them, the resident should directly approach the other person and politely ask him or her to reduce the noise level. If the noise level remains the same, the resident must then report it to their supervisor. A request for noise level reduction must be respected whether such request comes from fellow dorm-residents or dorm-leaders. It is only reasonable that all residents should be able to study and sleep without disturbance.

### ***Overnight Stay***

During weekend, national holiday and school holiday, residents are expected to use the time to gather with their family. The resident should fill out and hand in the Overnight Form to their supervisor 3 days before leaving the residence. Dorm Parents / Residence Assistant will check and sign the Overnight Form if they agree with. Outside of holidays, dorm resident should be in residence on Sunday, 22.00 until Friday, 15.30. Parents can ask exception to Dorm Parents.

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

Each resident, who plans to go out from the area of Lippo Village, must first complete an Exit Lippo Form 1 day prior, signed by the Supervisor or Resident Assistant. Residents who leave Lippo Village without fill out the Exit Lippo Form will be given a disciplinary action by MYC Leadership.

## **School Absence**

If student cannot attend school because of feeling ill or other reason, the student should immediately fill in School Absence Form and give it to their supervisor in the morning. Supervisor will inform Resident Assistant to tell Dorm Parents and UPH College at the same day before 08.00.

## **Ill-health**

Any resident who is ill is to report his or her health situation to Supervisor. UPHC provide our students with a certified nurse on campus. This service is free of charge for our residence. The clinic is open from 7am to 6pm weekdays.

## **Meal Service**

Meal Service of UPH College residence is for breakfast, lunch, and dinner - done everyday at Food Junction with the following schedule:

<i>Day</i>	<i>Breakfast</i>	<i>Lunch</i>	<i>Dinner</i>
<i>Monday</i>	<i>05.50-06.40</i>	<i>11.30-13.20</i>	<i>18.00-19.10</i>
<i>Tuesday</i>	<i>07.00-08.30</i>	<i>12.00-13.50</i>	<i>18.00-19.10</i>
<i>Wednesday</i>	<i>05.50-06.40</i>	<i>11.30-13.20</i>	<i>18.00-19.10</i>
<i>Thursday</i>	<i>07.00-08.30</i>	<i>12.00-13.50</i>	<i>18.00-19.10</i>
<i>Friday</i>	<i>05.50-06.40</i>	<i>11.30-13.20</i>	<i>18.00-19.10</i>
<i>Saturday</i>	<i>07.00-08.20</i>	<i>12.00-13.20</i>	<i>18.00-19.10</i>
<i>Sunday</i>	<i>07.00-08.20</i>	<i>12.00-13.20</i>	<i>18.00-19.10</i>

Notes: Time and place can be changed by MYC Office. Announcements will be given to students if there are any changes.

## **Activities & Programs for Residents**

UPH College Residence offers its residents a list of programs that aim at character, faith and skills development. Some programs are compulsory for all residents, while others are optional.

## ***Compulsary Programs***

- **Devotions**

Every student should attend daily devotions in room with their supervisor every Monday to Thursday 20.45-21.15.

- **Study Time**

UPHC Residence promotes a learning concept of “lifelong learning” through Study Time, that is a self-study time for all resident. Study Time is set aside from Monday-Thursday (except holidays) in the location chosen by UPH College Residence staff from 19.30 - 20.45 WIB. Supervisors will be designated supervise.

- **MYC Night Fellowship**

It is compulsory for all residents to attend the MYC Night Fellowship. It is held once a month on a designated evening. The program is combined with all residents under MYC and designed to develop resident spiritual life, as an extension of MYC & UPHC Vision and Mission.

- **Monthly Meeting**

It is compulsory for all residents to attend the Monthly Meeting. It is held once a month on a designated evening. The program is designed to develop resident holistic life, as an extension of MYC & UPHC Vision and Mission.

We ask for full support from parents for their children to attend all this activities. Students who do not attend these meetings without permission will be given disciplinary action.

## ***Optional Programs***

- **Weekly Event**

Dorm Parents, Resident Assistant, & Supervisor will create an event for the residents who stay in residence during weekend. The program will be very varied such as sport activities, cooking competition, watching movies, etc.



- **Tutorial Program**

All resident who needs to get extra tutorial for some subjects can take tutorial program provided by MYC Management & UPH. Student who wants to join this tutorial program need to pay extra money.

- **Sport Activities**

UPHC Residence provides facilities for sporting activities such as Fitness Equipment, Basketball Courts, Soccer Fields, Futsal Court and Swimming Pools, for every resident in adherence to the regulations prescribed by the Sports Department

## **Leaving the Residence**

- Any resident planning to discontinue his or her stay at the UPHC Residence must first submit a letter requesting the discontinuation of stay to the MYC Management with the knowledge of Dorm Parents.
- Any resident leaving the residence needs to complete the *Exit Form* and *Clearance Form* obtained from the MYC office during office hours, Monday to Friday, from 8.00 to 15.00 WIB.
- No refund will be paid from Room Fee to any resident who discontinues his or her stay at the residence before the conclusion of the given academic year.
- All residents' belongings must be taken with them when they vacate the residence.
- Make sure that the dorm bedroom you are vacating is left clean and tidy.

## **Complaints**

UPHC Residence intends that each resident will find the residence stay comfortable and the service excellent. If there is any complaint or grievance in regards to MYC facilities or service, please duly submit your complaint to the MYC office by completing the Complaint Form.

## Behaviours in Need of Serious Attention

- **Alcohol, Illegal Drugs, Cigarette Smoking**

Using or possessing alcoholic drinks and illegal drugs and cigarette smoking within the facilities of the UPHC Residence is prohibited. The Violation of this regulation may result in expulsion of the residents from the residence, by an executive decision of the MYC Management.

- **Pornography**

Involvement in pornography has the potential to lead to addiction and is detrimental to relationships with others and God. Activity in any type of pornography (such as videos, internet, and printed-material) may result in disciplinary action including suspension or expulsion.

- **Absence from the Residence Without Written Permission from Resident Assistant**

Residents may spend the night outside the residence, but only after obtaining written permission from the Resident Assistant. The Violation of this regulation may result in expulsion of the residents from the residence, by an executive decision of the MYC Management.

- **Inappropriate Sexual Behaviour**

UPHC Residence holds with the Bible's teaching that sexual relationships outside marriage is against God's best plan for His people, and any behaviour suggestive of such intimacy (like nudity, wearing minimal clothing, sleeping in one bed) is unacceptable. Any resident who violates this regulation will be held responsible and will receive counselling from the Dorm Parents. Furthermore, parents of those involved will be informed of the situation. In certain cases, such a violation may also result in other types of disciplinary action such as suspension and expulsion from the MYC Management.

- **Smoke Alarm Device**

No smoke alarm device is to be blocked in the dorm 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.

- **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 down the Christian community will be deferred to counselling and disciplinary action will be taken by Dorm Parents. It may also result in being issued a letter forwarded to the resident's parents.

- **Theft - Stealing**

Any type of theft or stealing (taking someone else's belonging without prior permission from the owner); taking another's clothes, taking any property that belongs to another either from the university, the residence or the dining room or refrigerator) will not be tolerated. Violations to this rule will result in disciplinary actions where the culprit is obligated to make restitution to the victim/s, is served a Letter of Warning and is deferred to compulsory counselling by Dorm Parent; furthermore, the parents will be informed of the situation.

- **Raising Funds**

All types of fund-raising, such as selling any type of goods, supplying any kind of literature in the UPHC Residence is prohibited, unless permission has been granted by MYC Management to do so. Violation to the prohibition will result in a Letter of Warning being issued, and parents of the resident concerned will be duly informed about the situation.

## Policy

UPHC Residence staff wants all students to grow more mature in and out of the class. Other than developing individual's cleanliness, healthy sleeping habit, and organized study schedule, resident of UPH College residence will get a chance to grow into responsible young men and women. That is why students need guidance, support, and discipline.

Dorm Parents, Resident Assistant, and Supervisor will work together to support students to grown in this area. Staff will also help them be responsible for their actions and give disciplinary action according to the disobedience done.

The goal of this disciplinary by MYC is correction. This means handling their attitude and heart. Both are important in developing the maturity of young men and women. *Luke 6 :45 says that "A good man brings good things out of the good stored up in his heart, and an evil man brings evil things out of the evil store up in his heart. For the mouth speaks what the heart is full of."* MYC wants to see UPH College residence students bear good fruits during their stay in our residence.

## **A Special Note**

At any point that additional regulations and procedures are deemed necessary to be added to the existing set written here, UPHC Residence Management will promptly inform all residents and their parents 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.

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

Colossians 3 : 23