



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Office of
Deputy Vice-Chancellor
(Student Affairs & Alumni)

REF. NO : UTM.J.06.03.04/10.12/22 (9)

12 May 2016

**CIRCULAR TO STUDENTS
NO. 2 /2016**

All Students

Universiti Teknologi Malaysia
81310 UTM Johor Bahru
Johor.

Assalamualaikum and Salam Sejahtera,

**MANAGEMENT OF RESIDENTIAL COLLEGE ACCOMMODATION IN
CONJUNCTION WITH FINAL SEMESTER BREAK FOR 2015/2016
ACADEMIC SESSION**

With reference to the above matter, please be informed that the final semester break for Semester II Session 2015/2016 will start from **26 June 2016 (Sunday) until 3 September 2016 (Saturday)** for a period of ten (10) weeks.

The Office of Student Affairs and Alumni would like to congratulate the students for the effort expended in their studies and student activities at faculty / residential college / student organization levels and wish to thank them for their support to the University throughout the 2015/2016 academic session.

The following are guidelines concerning management of residential college accommodation in conjunction with the final semester break:

A. Room Vacancy, Room Cleanliness and Safety of Personal Belongings

- i) When vacating rooms at the end of the semester students should:
 - Ensure the cleanliness of their rooms
 - Arrange existing furniture
 - Switch off all power sources
 - Lock all windows and doors
 - Discard off all rubbish in the room
- ii) Housekeeping charges apply should a room is found to be dirty and messy.

B. Returning of Room Key

- i) For the students' convenience in returning their room keys, the residential college offices will operate according to the following schedule:

Date	Time
24 June 2016 (Friday)	8.00 am - 12.00 pm 2.30 pm - 5.00 pm
25 June 2016 (Saturday)	8.00 am - 1.00 pm 2.00 pm - 5.00 pm

- ii) Students should return their room keys to the to the college office latest by **26 June 2016 (Sunday) before 5.00 pm.**
- iii) Students who return their keys **after 5.00 pm 26 June 2016 (Sunday)** will be charged according to the daily rate of their rooms until the keys are returned.
- iv) Any student who **fail** to return the key at the stipulated date and time will be fined and daily rental will be charged until the key is returned to the college office
- v) Students are required to complete the **"Hostel Check-Out Declaration Form."** The form can be obtained from the respective college offices.
- vi) Students are not allowed to return their keys by proxy.

- vii) Any loss / damage of room keys will be subjected to a penalty of RM25.00.
- viii) If any of the property is damaged or lost due to negligence, the students shall bear the cost of repair/replacements.

C. Timetable for Collecting Room Key Semester I Session 2016/2017

- i) For the students' convenience in claiming for their room keys for the first semester of 2016/2017 academic session, the residential college offices will operate according to the following schedule:

Date	Time
2 September 2016 (Friday)	8.00 am - 12.00 pm 2.30 pm - 5.00 pm
3 September 2016 (Saturday)	8.00 am - 1.00 pm 2.00 pm - 5.00 pm

- ii) All students are required to take their room keys in 2 weeks after the semester begins. Disciplinary actions will be taken for students who fail to take their room key within this time.

D. Storage of Personal Belongings during the Semester Break

- i) The Office of Student Affairs / Residential colleges do not provide services for students to rent their rooms for storage of personal belongings throughout the final semester break for the 2015/2016 academic session.
- ii) Students who wish to store their personal belongings at the residential colleges are advised to refer to the procedure outlined on the subsequent page for more information.
- iii) The students are also advised to contact the offices of respective colleges to obtain information concerning the location of the store room and the timetable for storage arrangements. It should be reminded that the procedures and the timetable might differ from one residential college to another.

- iv) There will be no storage facilities offered to students who have completed their studies or are undergoing practical/industrial training.
- v) The storerooms for respective colleges will open on **4 September 2016 (Sunday)**.

Procedure for storing personal belongings in college storerooms

1. Students are advised to store their belongings in boxes to facilitate storage and arrangement of belongings.
2. The students' belongings can be stored at designated storerooms in respective residential colleges for a payment of RM10.00 for the first three boxes and RM3.00 for each subsequent box.
3. The students are required to register their names at the college office. Each box has to be labeled with the stickers prepared by the office.
4. All boxes have to be stored in the designated storerooms.
5. Students are not allowed to leave their boxes outside the storerooms. The college office will not be liable for any loss of boxes put outside of the storerooms. A penalty of RM25.00 will be charged to students who place their boxes outside of the storage areas allocated by college offices.
6. Students are reminded to bring all valuable items/documents home. Any request to open the storeroom during the semester break will not be entertained.
7. All vehicles should be left in designated parking areas at residential colleges. Students are not allowed to leave their vehicles in college rooms.
8. The residential college will not hold responsible for any loss or damage caused for items/equipment stored in the storerooms.
9. The residential colleges provide storage facilities for students to store their personal computers. The storage facilities are located at storerooms of respective residential colleges. Students are charged **RM10.00/unit** for the personal computer(s) stored at the storerooms.

Students are required to register their names at the college office before storing their computers at the storerooms.

E. Room Rental During Semester Break

- i) Students wishing to stay in residential college during semester III 2015/2016 session may apply to stay at any college **except Kolej Tun Hussein Onn as this college will undergo maintenance works throughout the semester break.** It should be noted that there will be no on-campus bus services available in UTM during the semester break and food will only be available at selected arcades only.
- ii) The location of college block and room for rental during the semester holidays will be determined by the college administration.
- iii) Payment for rental will be made in cash only. Payment in “Debit charge” is subject to the approval by the college.
- iv) Students renting college accommodation during the semester holidays are required to fill in specified forms made available at the college office. Access Pass will be issued to students during the collection of room keys.
- v) Students are required to vacate their rented rooms two (2) weeks prior to the start of the new semester and move to the registered residential college for 2016/2017 academic sessions to facilitate cleaning and maintenance of residential colleges.

F. Other matters

- i) International students are allowed to move the registered residential college for 2016/2017 academic sessions from **24 July 2016 (Sunday)** onwards **except college were involved with maintenance works** . Students who wish to return to their home countries or undergo practical training are advised to store their

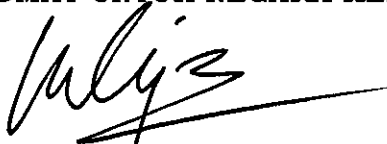
personal belongings at the designated storerooms in respective colleges.

- ii) International students who do not apply to stay in residential colleges online are required to vacate their rooms **before 21 July 2016 (Thursday).**
- iii) The University will remove personal belongings of students who stayed in colleges during the semester holidays without permission. Disciplinary actions will be taken for students who fail to vacate their rooms after instructions from the college administration are given to the students.
- iv) Students who are staying in residential colleges during the semester break are subjected to the University and College University Act 1971, UTM Rules (Student Conduct) 1999 and all regulations issued by the University.

Last but not least, for students who are heading back to their hometowns during the semester break, happy holidays and have a safe journey ahead; as for the students who will be undergoing their practical / industrial training, may you strive for excellence in the upcoming responsibilities assigned.

Thank you,

“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”



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