



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Pejabat
Hal Ehwal Mahasiswa

UNIVERSITI PENYELIDIKAN

Ref. No : UTM.J.06.03.04/10.12/22 Jld 2 (3)

29 November 2016

CIRCULAR TO STUDENTS NO. 10 /2016

All Students

Universiti Teknologi Malaysia
81310 UTM Johor Bahru
Johor.

Assalamualaikum and Salam Sejahtera,

STUDENT ACCOMMODATION AT RESIDENTIAL COLLEGES DURING THE SEMESTER BREAK FOR SEMESTER I, 2016/2017 ACADEMIC SESSION.

Kindly note that the semester break for Semester I Session 2016/2017 will start from **15 January 2017 (Sunday) to 11 February 2017 (Saturday)** for a period of **four (4) weeks**.

The following are guidelines concerning accommodation at residential colleges in conjunction with the semester break:

A. ROOM VACANCY, ROOM CLEANLINESS AND SAFETY OF PERSONAL BELONGINGS

- i) When vacating their rooms, students are advised to:
 - Ensure the cleanliness of their rooms
 - Arrange all existing furniture
 - Switch off all power sources
 - Lock all windows and doors
 - Discard all rubbish in the room

- ii) Houskeeping charges amounting to RM25.00 will be imposed to students whose rooms are found in unsatisfactory condition.

B. RETURN OF ROOM KEYS

- i) The residential college offices will operate throughout the following dates for matters relating to the return of room keys:

Date	Time
13 January 2017 (Friday)	8.00 am - 12.00 pm 2.45 pm - 5.00 pm
14 January 2017 (Saturday)	8.00 am - 1.00 pm 2.00 pm - 5.00 pm

- ii) Students should return their room keys to the college office by **15 January 2017 (Sunday) before 5.00 pm.**
- iii) Students who return their room keys after **5.00 pm on 15 January 2017 (Sunday)** will be charged based on daily rate of their rooms until the keys are returned.
- iv) Students are required to complete the **Hostel Checkout Declaration Form.** The form can be obtained from their respective college offices.
- v) Students are not allowed to return their keys through their friends.
- vi) Any loss/damage of room keys will be subjected to a penalty of RM25.00 or current market value for the replacement key.
- vii) Students will bear the cost of any repair/replacements if any of the furniture/equipment is damaged or lost due to negligence.

C. STORAGE OF PERSONAL BELONGINGS DURING THE SEMESTER BREAK

- i) Students who wish to keep their personal belongings at their residential colleges are advised to refer to the procedures outlined in subsequent pages.

- ii) The students are also advised to contact respective college offices to obtain information concerning the location of the store room and the timetable for storage arrangements. It should be noted that the procedures and the timetable might differ from one residential college to another.
- iii) Services at the college storeroom will not be offered to students who have completed their studies or are undergoing practical/industrial training.

Operating procedures:

- i. Students are advised to store their belongings in boxes to facilitate storage and arrangement of belongings at the storeroom.
- ii. Registration must be made at the college office. A service charge of RM 10.00 is applicable for the first three boxes. Each subsequent box will be charged RM3.00 thereafter.
- iii. Each box must be labeled with storage forms which will be given upon registration.
- iv. All boxes must be stored in storerooms designated by the college office.
- v. Students are not allowed to leave their boxes outside the storerooms. The college office will not be liable for any loss of boxes placed outside the storerooms. A penalty of RM25.00 will be charged to students who store their boxes outside of the storage areas allocated by college offices.
- vi. All vehicles should be parked at designated parking areas. Students are not allowed to leave their vehicles in college rooms.
- vii. The residential college will not be held responsible for any loss or damage of items/equipment stored in the storerooms.
- viii. Storage services for personal computers are also provided at the college office. Each personal computer will be charged **RM10.00**. Registration is required before students are allowed to store their computers at the college office.

Storeroom operations:

- i) The storerooms for respective colleges will open on **12 February 2017 (Sunday)**.
- ii) Students are reminded to bring all valuable items/documents home. Any request to open the storeroom during the semester break will not be entertained.

D. COLLECTION OF ROOM KEYS

- i) The residential college offices will operate throughout the following dates for matters relating to the collection of room keys:

Date	Time
10 February 2017 (Friday)	8.00 am - 12.00 pm 2.45 pm - 5.00 pm
11 February 2017 (Saturday)	8.00 am - 1.00 pm 2.00 pm - 5.00 pm

E. Room Rental During Semester Break

- i) Students wishing to stay in residential college during the semester break may apply to stay at respective colleges. Students are also allowed to rent their rooms to store personal belongings during the semester break.
- ii) Rental fees for storage the personal belongings are **RM 1.00 per day per person** during the semester break starting from **15 January 2017 (Sunday) until 10 February 2017 (Friday)**. **(Total 27 days = RM 27.00)**. Payment is cash and can be made at administration office
- iii) 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.

F. OTHER MATTERS

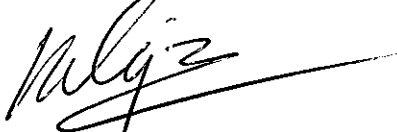
- i) Students undergoing industrial training or teaching practical or have completed their studies in Semester I 2016/2017 are required to declare their status at their respective college offices before the start of the semester break to avoid automatic registration of college rooms for Semester II 2016/2017.

- ii) Students staying in residential colleges during the semester break are subjected to regulations under the University and College University Act 1971, UTM Rules (Student Conduct) 1999 and all other regulations issued by the University.

Last but not least, happy holidays and have a safe journey ahead for students who are heading back to their hometowns during the semester break; and all the best for students who will undergo their practical / industrial training.

Thank you.

“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”



PROF. DATO' DR. MOHD ISMAIL BIN ABD AZIZ

Deputy Vice Chancellor (Student Affairs & Alumni)

Universiti Teknologi Malaysia

UTM Johor Bahru

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- c.c. - Director of Security, UTM
- Senior Deputy Registrar (Student Affairs & Alumni)
- Deputy Registrar (Student Affairs & Alumni)
- Hostel Warden of College
- Senior Residential Manager