

Our Reference : UTM.J.17.03.04.01/10.12/22 ( 33 )  
Date : 24 January 2024

## NOTICE TO STUDENT NO.1/2024

### All Students

Universiti Teknologi Malaysia  
Johor Bahru  
Johor

Assalamualaikum and Salam Sejahtera,

### STUDENT RESIDENTIAL COLLEGE ACCOMMODATION DURING SEMESTER BREAK FOR SEMESTER 1 SESSION 2023/2024

The semester breaks for semester one session 2023/2024 will be start from 21 February 2024 (Wednesday) to 16 March 2024 (Saturday). The guidelines regarding residential college accommodation in conjunction with the semester break are as follows.

#### 1.0 Check Out Process, Room Cleanliness, and Security of Private Property

- 1.1 Vacate the rooms in a clean condition.
- 1.2 The existing furniture is in good condition and the original arrangement.
- 1.3 Ensure that all switches in the room are turned off. A **fine** will be charged if the room is left with the switch open.
- 1.4 Lock all the room windows and doors.
- 1.5 Damage/loss of furniture or equipment due to student negligence will be subject to a **fine**. If a student fails to clean their room and leaves trash in the room, a cleaning fee will be charged.

#### 2.0 Returning Keys

- 2.1 Student must return the room key to the college office by 5.00 pm on **21 February 2024 (Wednesday)**. The office will operate on the following dates:

Date	Time	Note
21 February 2024 (Wednesday)	8.00 am – 1.00 pm 2.00 pm – 5.00 pm	Key return deadline
22 February 2024 (Thursday)	8.00 am – 1.00 pm 2.00 pm – 3.30 pm	A room rental cost will be charged depending on the room type until the room is vacated and the keys are returned
23 February 2024 (Friday)	8.30 am – 12.00 pm 2.30 pm – 5.00 pm	
24 February 2024 (Saturday)	8.30 am – 1.00 pm 2.00 pm – 5.00 pm	

- 2.2 Students must complete the **check-out form** and **sign the key returning book** at the college office.
- 2.3 Students who return the keys after 5.00 pm must return the keys through the "Key Drop Box" provided by the college. Students who will use the "Key Drop Box" need to ensure the following:
  - a) Fill out the check-out form.
  - b) Ensure to lock the room.
  - c) Insert the key with the room check-out form into Key Drop Box.
- 2.4 Students who fail to return the keys will be fined and must **pay rent according to the room type until they return the keys.**
- 2.5 **Lost/damaged room keys can be penalized from RM25.00 to RM50.00,** depending on the key's original price.
- 2.6 If there is furniture or equipment lost or damaged because of the student's negligence, including pasting, scratching, or similar actions on the walls and furniture in the room, a fine that varies depending on how much of the damage will be imposed.
- 2.7 Students who will undergo **industrial training, teaching training** or will **not be staying at the residential college in semester 2 session 2023/2024** are required to inform to the college office by 22 February 2024 to avoid their names being automatically registered into the system and being charged in semester 2 session 2023/2024. No cancellation of names will be made in semester 2 2023/2024 if the student fails to do so, and room charges will apply.

### 3.0 College Application for Semester 2 Session 2023/2024

- 3.1 Students staying at the residential college in semester 1 session 2023/2024 will **automatically be registered in the same room and college for semester 2 session 2023/2024** and do not need to make a residential college application.
- 3.2 Students who want to apply for residential college for semester 2 session 2023/2024 need to apply via email or walk in to the college the student interested in. The approval of the application depends on the vacancy of the residential college and category of student's applying.
- 3.3 Residential college information can be referred to in **Appendix 1.**

### 4.0 Room Rental During Semester Break

- 4.1 Students who wish to stay at the residential college during the semester break are required to fill in the **Room Rental During Semester Break Application Form**, which can be found at the college office or can be downloaded from the link <https://www.utm.my/hospitality/pelbagai-borang/> and submit it to the college office. The determination of rental rooms and blocks is subject to the residential college office.
- 4.2 Payment for rental during semester break is in debit charge or cash. Daily rental rates by room type are as in **Appendix 2.**



## 5.0 Student Belongings Storage During Semester Break

- 5.1 There is **no charge** for storing items in stores that have been set, but students are encouraged to bring home personal belongings
- 5.2 The store is only for students staying in the residential college in semester 2 session 2023/2024 **only**.
- 5.3 Students are advised to contact their respective college offices for the location of the store, storage schedule, and store opening date. The procedures may vary according to the residential college. Please refer to **Appendix 2** for college contact information.
- 5.4 Students **must** write names and blocks for stored items. Students need to use a box with a maximum size of 80(L) x 60(W) x 50(H) to facilitate the arrangement of goods. Things that can't be put in the box must be tied perfectly and have owner information.
- 5.5 Students are not allowed to leave their boxes or items outside the Storage Store or other than designated areas. The college management office will not be liable for the loss or damage. Students will be fined RM25.00 per item/box for failing to comply with the regulations
- 5.6 Students must bring home all essential documents or equipment, certificates, examination results, and valuable personal items. The student is responsible for any damage or loss of items stored in the store.
- 5.7 The college shall not be liable for any loss, loss, or damage to all goods in the store.
- 5.8 All types of vehicles must be parked in the parking lot provided. Vehicles stored in the student rooms or unauthorized spaces will be subject to a penalty of **RM 25.00 per day**.
- 5.9 The college management office reserved the right to **dispose** of all student items stored in the store and **abandoned within one year**. No claim can be made to the college management.
- 5.10 Students who do not stay at the UTM residential college for the next semester, including students who will graduate or undergo industrial training, are not allowed to use the storage facilities.

## 6.0 Key Collection Date for Semester 2 Session 2023/2024

- 6.1 The room key collection date for semester 2 session 2023/2024 are as follows:

Date	Time	Notes
15 March 2024 (Friday)	8.30 am – 12.00 pm 2.30 pm – 4.30 pm	Extra charge for one day
16 March 2024 (Saturday)	8.30 am – 1.00 pm 2.00 pm – 4.30 pm	Charge for one (1) semester

- 6.2 The store will open from **15 March 2024**. Students should contact their respective college offices to know the store's opening schedule. College contact information can be referred to in **Appendix 2**.

## 7.0 Other Matters

- 7.1 The University reserves the right to remove students' personal belongings if the students are staying in the room without permission. Room rental charges and fines will impose. Disciplinary action may be taken against the students.
- 7.2 All types of vehicles that are left behind must be parked at the provided parking lot. Vehicles are strictly not allowed to be parked at accommodation blocks and rooms.
- 7.3 Students staying in UTM hostels are subject to the Universities and University Colleges Act 1971, UTM (Student Discipline) Rules 1999, and all regulations issued by the University.

Thank you.

**“MALAYSIA MADANI”**

**“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”**

I, who uphold the trust,

  
**ARIFFIN BIN BASSERANY**

Head of Resident Unit  
Business Management Section  
Asset Management Division  
Department of Deputy Vice-Chancellor (Development)  
UTM Johor Bahru

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- Deputy Vice-Chancellor (Development)
  - Deputy Vice-Chancellor (Student Affairs)
  - Deputy Vice-Chancellor (Academic & International)
  - Director of Security Division

## RESIDENTIAL COLLEGE DETAILS TO CONTACT

No.	College	Email	Contact Number
1.	Kolej Rahman Putra (KRP)	krp@utm.my	07-5537242
2.	Kolej Tun Fatimah (KTF)	kff@utm.my	07-5537255
3.	Kolej Tun Razak (KTR)	ktr@utm.my	07-5530542
4.	Kolej Tun Hussein Onn (KTHO)	ktho@utm.my	07-5532151
5.	Kolej Tun Dr Ismail (KTDI)	ktdi@utm.my	07-5531951
6.	Kolej Tuanku Canselor (KTC)	ktc@utm.my	07-5535658
7.	Kolej Perdana (KP)	pejabatkolejperdana @utm.my	07-5536609
8.	Kolej 9&10 (K9&10)	kolej910@utm.my	07-5535015
9.	Kolej Datin Seri Endon (KDSE)	kdse@utm.my	07-5537702
10.	Kolej Dato Onn Jaafar (KDOJ)	kdoj@utm.my	07-5537708
11.	University Family Housing UTM (PPBU)	ufhkolejperdana @utm.my	07-5536614



## ROOM RATE FOR SEMESTER 2 SESI 2023/2024

College	Gender	Room Type	Room Rate/Day		
			Local	International	IDP UTMSpace
Kolej Rahman Putra (KRP)	Male and female	Single	RM6.00	RM15.00	RM12.00
		Double	RM4.00	RM12.00	RM8.00
Kolej Tun Fatimah (KTF)	Female	Single Executive	RM30.00	RM30.00	RM30.00
		Single	RM6.00	RM15.00	RM12.00
		Double	RM4.00	RM12.00	RM8.00
Kolej Tun Razak (KTR)	Male and female	Single	RM6.00	RM15.00	RM12.00
		Double	RM4.00	RM12.00	RM8.00
Kolej Tun Hussein Onn (KTHO)	Female	Single with attached bathroom	RM8.00	RM20.00	RM20.00
	Male and female	Single	RM6.00	RM15.00	RM12.00
		Double	RM4.00	RM12.00	RM8.00
	Male and female	Single with attached bathroom	RM8.00	RM20.00	RM20.00
Kolej Tun Dr Ismail (KTDI)	Male and female	Single	RM6.00	RM15.00	RM12.00
	Female	Double (Block MA)	RM5.00	RM12.00	RM8.00
	Male and female	Double	RM4.00		
	Female	Double with attached bathroom	RM8.00	RM20.00	RM20.00
Kolej Tuanku Canselor (KTC)	Male and female	Single	RM6.00	RM15.00	RM12.00
		Double	RM4.00	RM12.00	RM8.00
Kolej Perdana (KP)	Female	Single	RM6.00	RM12.00	RM12.00
		Double	RM4.00	RM10.00	RM8.00
Kolej 9 & 10 (K9&10)	Male and female	Single	RM6.00	RM12.00	RM12.00
		Double	RM4.00	RM10.00	RM8.00
Kolej Datin Seri Endon (KDSE)	Male and female	Single	RM 6.00	RM12.00	RM12.00
		Double	RM4.00	RM10.00	RM8.00
Kolej Dato Onn Jaafar (KDOJ)	Male and female	Single	RM6.00	RM12.00	RM12.00
		Double	RM4.00	RM10.00	RM8.00