

Our Reference : UTM.J.17.03.04.01/10.12/22 (31)
Date : 10 May 2023

NOTICE TO STUDENT NO. 3/2023

All Students

Universiti Teknologi Malaysia
81310 Johor Bahru
Johor

Assalamualaikum and Salam Sejahtera,

A. STUDENT RESIDENTIAL COLLEGE ACCOMMODATION DURING SEMESTER BREAK FOR SEMESTER 2 SESSION 2022/2023

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 Turn off all the switches.
- 1.4 Lock all the room windows and doors.
- 1.5 A fine will be charged for any damage/loss of furniture or equipment due to the student's negligence, and a cleaning charge will be charged if the student fails to clean the room and leaves trash in the room.

2.0 Returning Keys

- 2.1 Students must return the room key to the college office **before 5.00 pm on 28 July 2023 (Friday)**. The office will operate on the following dates:

Date	Time	Note
28 July 2023 (Friday)	8.30 am – 12.00 pm 2.30 pm – 5.00 pm	Key return deadline
29 July 2023 (Saturday)	8.30 am – 1.00 pm 2.00 pm – 5.00 pm	Charge according to room type until the key is returned

- 2.2 Students must complete the **check-out form** and **sign the key returning book** available 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 the 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 A fine will be charged if there is damaged/lost furniture/equipment due to student negligence on furniture, including pasting/scratching, etc.

3.0 Student Personal Belongings Storage During Semester Break

- 3.1 There is **no charge** for storing items in stores that have been set, but students are encouraged to bring home personal belongings
- 3.2 The store is only for students who stay in the UTM residential college only.
- 3.3 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.
- 3.4 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.
- 3.5 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
- 3.6 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.
- 3.7 The college shall not be liable for any loss, loss, or damage to all goods in the store.
- 3.8 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.
- 3.9 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.
- 3.10 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.

4.0 Vacant Room for Furniture Exchange Process and Upgrading Room

- 4.1 Eight (8) colleges will be involved in furniture exchange and room upgrade works.
- 4.2 Students in the block **must** vacate and return the room key to the college office by **28 July 2023 (Friday)**. The colleges involved are as follows:

No.	College	Block
1	Kolej Rahman Putra (KRP)	All blocks
2	Kolej Tun Fatimah (KTF)	
3	Kolej Tun Razak (KTR)	
4	Kolej Tun Hussein Onn (KTHO)	
5	Kolej Tun Dr Ismail (KTDI)	
6	Kolej Tuanku Canselor (KTC)	
7	Kolej Perdana (KP)	
8	Kolej Dato Onn Jaafar (KDOJ)	

- 4.3 Students can keep their belongings in the store provided by the college involved during the semester break.
- 4.4 Students are kept from leaving their belongings in the room. Based on Item 4.2, any student who fails to vacate the room, the University has the right to dispose of all things still in the room, and there are no claims that the student can take.

5.0 Room Rental During Semester Break

- 5.1 Students who wish to stay at the residential college during the holidays either studying Short Semester, undergoing industrial training, or for other activities allowed by the University may make a rental at the residential college as follows:

No.	College	Gender	Room Type
1	Kolej 9&10	Male and	Double
2	Kolej Datin Seri Endon	Female	

- 5.2 Students can rent a room from 28 July 2023 to 24 September 2023 by walk-in application or email to the residential college specified in Article 5.1.
- 5.3 Students who rent must fill in **the Room Rental During Semester Break Application Form**, which can be found at the college office or downloaded from the website <https://dvcdev.utm.my/hospitality/pelbagai-borang/>.
- 5.4 Students must vacate the rented room by **24 September 2023** to facilitate the cleaning and maintenance of the residential college. However, it is subject to the availability of successfully applied residential colleges.

- 5.5 The college will determine rooms and blocks during the rental.
- 5.6 Payment for rental during holidays is in Debit Charge. Daily rental rates by room type are as in **Appendix 1**.

B. STUDENT RESIDENTIAL COLLEGE APPLICATIONS FOR 2023/2024 SESSION

1.0 Placement of Students in Residential Colleges

- 1.1 Priority to stay at the residential college is given to **new** local undergraduate students for the 2023/2024 session.
- 1.2 Residential college applications for senior undergraduate students, senior postgraduate students, and international students are subject to vacancies in the residential college.
- 1.3 PALAPES students and SUKSIS students will be placed in residential colleges as follows:
 - a) PALAPES students are placed at Kolej Tun Dr. Ismail and must obtain confirmation as a member from PALAPES headquarters.
 - b) SUKSIS students are placed at Kolej Tuanku Canselor and must obtain confirmation as a member from SUKSIS headquarters.
- 1.4 Students with families can apply for University Family Student Housing (PPBU) by filling in a form that can be obtained at the Kolej Perdana Office or through the Resident Unit website at the link <https://dvcdev.utm.my/hospitality/unit-kediaman-pelajar/perumahan-student-family-university/>

2.0 Residential College Application

- 2.1 Residential College Application Requirements
 - 2.1.1 The applicant is an **active** student of Universiti Teknologi Malaysia for **semester 1 session 2023/2024**.
 - 2.1.2 UTM ACID user ID and password are required to log into the system.
 - 2.1.3 Application through a friend is **not allowed**.
- 2.2 Residential College Application Process
 - 2.2.1 Make an online application through the hostel system at **<http://hostel.utm.my>**. Students who apply from outside the campus must apply using the UTM VPN.
 - 2.2.2 The result of each residential college application can be known immediately after the student completes the application process. The system will indicate the type of room and college you successfully applied for.
 - 2.2.3 If a student has applied for a residential college through the hostel system and the student's name is in the system, the application is considered **successful**.

- 2.2.4 All the vacant rooms shown on the hostel system are subject to the residential college's room availability. No more room or bed will be offered if displayed as **Full**.
- 2.2.5 Students who **unsuccessfully** apply for residential college must vacate the room and hand over the key to the residential college management.
- 2.2.6 Students who have successfully applied for a room but rejected the offer need to send a notification email of the rejection of the offer to the residential college they successfully applied for. (Please refer to Appendix 2 for residential college information). The residential college offer for the student's name will be deleted from the system, preventing hostel charges from being applied.
- 2.2.7 Students who refuse a room offer are not allowed to apply for relocation to give other students a chance.
- 2.2.8 Students can apply for KLG Campus Residence or other off-campus accommodation as an alternative **if there are no more vacancies** at the residential college. The following is information related to KLG Campus Residence:

KLG Campus Residence
 Jalan Rotan, Taman Sri Pulai,
 81110 Johor Bahru.
 Tel : 012-7913988
<https://www.klgresidence.com/>

2.3 Residential College Application Date

- 2.3.1 The residential college application dates for local senior undergraduate students are as follows:

Student Category	Date	Time
Local Senior Undergraduate Student	13 July 2023 – 17 July 2023	Open from 10.00 am on 13 July 2023

- 2.3.2 Suppose there are still vacancies after the residential college application period for local senior undergraduate students has closed. In that case, vacancies will be opened to local senior postgraduate students and international students on the following dates:

Student Category	Date	Time
Local Senior Postgraduate Student and International Student	20 July 2023 – 24 July 2023	Open from 10.00 am on 20 July 2023

2.4 List of Residential Colleges Offered

2.4.1 List of residential colleges offered is as in **Appendix 1**.

2.4.2 Student should know their college choices and the type of rooms they are applying for. Any **amendment** after the hostel application is **not allowed**.

2.5 Date for Key Collection and Store Opening

2.5.1 The room key collection schedule for senior students is as follows:

Date	Time	Notes
6 October 2023 (Friday)	8.00 am – 12.00 pm 2.30 pm – 5.00 pm	Extra charge for one day
7 October 2023 (Saturday)	8.00 am – 1.00 pm 2.00 pm – 5.00 pm	Charge for one semester

2.5.2 The store will open **from 6 October 2023**. Students should contact their respective college offices to know the store's opening schedule. College contact information can be referred to in **Appendix 2**.

2.5.3 Students must bring their matric card and proof of residential college application approval during key collection.

3.0 Changing Room and Changing Residential College

3.1 Students can only change rooms or change residential colleges from **8 October 2023 until 19 October 2023**.

3.2 Any change of room or change of residential college after the allowed period will be subject to the following service fees:

Changes Period	Service Fee	College Charges
8 October 2023 – 19 October 2023	No service fee is charged	According to the room type rate
22 October 2023 – 21 February 2024	Room Exchange = RM25.00 College Exchange = RM50.00	Based on the highest rental charge

4.0 Industrial Training / Teaching Training

4.1 Students who undergo industrial or teaching training in Semester 1 Session 2023/2024 can stay on campus by applying for a residential

college online, as stated in Item 2.0. However, it is subject to vacancies in residential colleges.

C. OTHER MATTERS


- 4.2 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.
- 4.3 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.
- 4.4 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

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

ROOM RATE BY RESIDENTIAL COLLEGE FOR SESSION 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	RM6.00	RM15.00	RM12.00
		Double	RM4.00	RM12.00	RM8.00
		Single Executive	RM30.00	RM30.00	RM30.00
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
	Double	RM4.00	RM12.00	RM8.00	
Kolej Tun Dr Ismail (KTDI)	Male and female	Single with attached bathroom	RM8.00	RM20.00	RM20.00
	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)	Male and 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	RM 4.00	RM10.00	RM8.00

RESIDENTIAL COLLEGE DETAILS TO CONTACT

College	Email	Contact Number
Kolej Rahman Putra (KRP)	krp@utm.my	07-5537242
Kolej Tun Fatimah (KTF)	kft@utm.my	07-5537255
Kolej Tun Razak (KTR)	ktr@utm.my	07-5530542
Kolej Tun Hussein Onn (KTHO)	ktho@utm.my	07-5532151
Kolej Tun Dr Ismail (KTDI)	ktdi@utm.my	07-5531951
Kolej Tuanku Canselor (KTC)	ktc@utm.my	07-5535658
Kolej 9&10 (K9&10)	kolej910@utm.my	07-5535015
Kolej Datin Seri Endon (KDSE)	kdse@utm.my	07-5537702
Kolej Dato Onn Jaafar (KDOJ)	kdoj@utm.my	07-5537708
University Family Housing (PPBU)	ufhkolejperdana@utm.my	07-5536614