

Our Reference : UTM.J.17.03.04.01/10.12/22 (39)
Date : 23rd January 2025

NOTICE TO STUDENTS NO. 1/2025

All Students

Universiti Teknologi Malaysia
Johor Bahru

Assalamualaikum and Greetings,

NOTICE ON RESIDENTIAL COLLEGE ACCOMMODATION MANAGEMENT DURING SEMESTER 1 BREAK, SESSION 2024/2025

Please be informed that the Semester 1 break for Session 2024/2025 will commence on **17 February 2025 (Monday) until 16 March 2025 (Sunday)**. Below are the guidelines regarding accommodation during the semester break:

1.0 Student Responsibilities Before Leaving the College

- 1.1 Ensure your room is clean and orderly.
- 1.2 Rearrange furniture to its original position before leaving.
- 1.3 Turn off all electrical switches in the room. A fine will be imposed if switches are left on.
- 1.4 Secure all windows and doors for safety purposes.
- 1.5 Any damage, loss of furniture due to negligence, or rubbish left behind will incur penalties or cleaning charges, or both.

2.0 Key Return Procedure

- 2.1 Students must return the room keys to the college office by 5:00 PM on **17 February 2025 (Monday)**. The college office will be open on the following dates:

Date	Time
15 - 16 February 2025 (Saturday – Sunday)	8:30 AM - 1:00 PM 2:00 PM - 4:30 PM

- 2.2 Key returns starting from **18 February 2025 (Tuesday)** will incur room rental charges based on the type of room until the room is fully vacated and the key is returned.
- 2.3 Students must complete the **Room Check-out Form** and sign the **Key Return Record** at the college office.
- 2.4 Students returning keys after **5:00 PM** must drop them in the **Key Drop Box** provided by the college, along with the Room Check-out Form.
- 2.5 Students failing to return keys will be charged a daily rental fee until the keys are returned.
- 2.6 Lost or damaged keys will incur a penalty of **RM25.00 to RM50.00**, depending on the replacement cost.

- 2.7 Students undergoing industrial training, teaching practice, or not residing in college for Semester 2, Session 2024/2025 must inform the college office by **18 February 2025**. Failure to do so will result in automatic registration and accommodation charges.

3.0 Accommodation Applications for Semester 2, Session 2024/2025

- 3.1 Students residing in college for Semester 1 will be automatically registered for the same college and room for Semester 2.
- 3.2 Students without accommodation in Semester 1 or new students who wish to stay in college must apply via email to the desired college. Approval is subject to room availability. Refer to **Appendix 1** for the list of colleges.

4.0 Room Rental During the Semester Break

- 4.1 Students who wish to rent a room during the semester break can submit an application through the Google Form provided by their respective residential college. For any inquiries, please contact the residential college management.
- 4.2 Daily rental fees will be directly charged to the student's account. Rates are detailed in Appendix 2.

5.0 Storage Facilities During the Semester Break

- 5.1 Storage facilities are free of charge, but students are encouraged to bring personal belongings home.
- 5.2 Storage facilities are only available for students who will continue residing in college for Semester 2. No storage is available for students not staying in UTM residential colleges, including those graduating or undergoing industrial training.
- 5.3 The college will not be responsible for any loss or damage to stored belongings.
- 5.4 All items must be clearly labelled and packed in boxes no larger than **80cm x 60cm x 50cm**. Items left outside the storage facility are at the student's risk, and a **RM25.00 per box** penalty will be imposed.
- 5.5 Unclaimed items after **one year** will be disposed of by the college.
- 5.6 Vehicles must be parked in designated parking areas. A **RM25.00 daily fine** will apply to vehicles stored in rooms or unauthorized areas.
- 5.7 Details on storage locations, schedules, and opening dates can be obtained from respective college offices.

6.0 Key Collection for Semester 2, Session 2024/2025

6.1 Key collection dates are as follows:

Date	Time	Remarks
15 March 2025 (Saturday)	8:30 AM – 1:00 PM 2:00 PM – 4:30 PM	Additional daily charges apply
16 March 2025 (Sunday)	8:30 AM – 1:00 PM 2:00 PM – 4:30 PM	Semester-based charges apply

6.2 Students involved in **online learning** from 17 March 2025 to 4 April 2025 can collect their room keys on **5 or 6 April 2025** (Saturday or Sunday) between **8:30 AM and 4:30 PM**.

6.3 Storage facilities will open from **15 March 2025**. Students should contact their respective college offices for schedules.

7.0 Block Closure for Renovation Work

7.1 Block **K15, K16, K17, and K18** at **Kolej Tun Razak**, as well as **Block UA1** at **Kolej 9&10**, will be closed for upgrading works throughout Semester 2, Session 2024/2025

7.2 Students residing in these blocks are required to **relocate** to Block K13, K14, K21, and K22 starting Semester 2, Session 2024/2025. Meanwhile, students residing in Block UA1 will be relocated to Block UA2.

7.3 Students with a need to rent during the semester break are allowed to remain in their respective rooms until the Semester 1 break ends.

7.4 Any changes to items 7.1, 7.2 and 7.3 will be announced by the respective residential colleges. Students are advised to stay updated with the latest information provided.

8.0 Other Matters

8.1 The University reserves the right to remove belongings from unauthorized occupants of residential colleges. Students failing to vacate rooms upon request may face accommodation charges, fines, and disciplinary action.

8.2 Vehicles must be parked in designated areas. Vehicles are strictly prohibited inside student blocks or rooms.

8.3 Students residing in hostels are subject to the Universities and University Colleges Act 1971, the 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,



(YULIE NURAFNIE BINTI ABD MAJID)

Head of Residence Unit
Service 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

RESIDENTIAL COLLEGE CONTACT INFORMATION

No.	College	Email	Contact Number
1.	Kolej Rahman Putra (KRP)	krp@utm.my	07-5537242
2.	Kolej Tun Fatimah (KTF)	ktf@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	07-5333951
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 RATES FOR SEMESTER 2, 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 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
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)	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