

Our Reference : UTM.J.17.03.04.01/10.12/22 ( 29 )

Date : 24 January 2023

## **NOTICE TO STUDENT NO. 1/2023**

### **All Students**

Universiti Teknologi Malaysia  
81310 Johor Bahru  
Johor

***Assalamualaikum and Salam Sejahtera,***

### **STUDENT RESIDENTIAL COLLEGE ACCOMMODATION DURING SEMESTER BREAK FOR SEMESTER 1 SESSION 2022/2023**

We are pleased to inform you that the Semester 1 Session 2022/2023 holiday will begin on 26 February 2023 (Sunday) to 18 March 2023 (Saturday). The guidelines regarding residential college accommodation during the semester break are as follows.

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

- 1.1 During the process of vacating the room, students are advised to ensure the following:
- a) Vacate the rooms in a clean condition.
  - b) The existing furniture is in good condition and in the original arrangement.
  - c) Turn off all the switches.
  - d) Lock all the room windows and doors.
  - e) Any damage or loss of furniture or equipment caused by the student's negligence will be **charged** to the student, as will a cleaning charge if the student fails to clean the room and leaves trash.

## 2.0 Returning Keys

- 2.1 Students must return the room key to the college office before 5.00 pm on 24 February 2023 (Friday). The office will operate on the following dates:

Date	Time
24 February 2023 (Friday)	8.00 am – 12.00 pm 2.30 pm – 5.00 pm
25 February 2023 (Saturday)	8.00 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 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:
- Fill out the check-out form.
  - Ensure to lock the room.
  - Insert the key with the room check-out form into the "Key Drop Box".
- 2.4 The key returning process is to ensure that students are not subject to extra room rental charges during semester break.
- 2.5 Students who fail to return the keys will be fined and must pay rent according to the room type until they return the keys.
- 2.6 **Lost/damaged room keys** can be **penalized from RM25.00 to RM50.00**, depending on the key's original price.
- 2.7 A fine will be charged if there is damaged/lost furniture/equipment due to student negligence on furniture, including pasting/scratching, etc.
- 2.8 Students who will not be staying at the residential college in semester 2 session 2022/2023 are required to write their names in the college office before the semester break begins to avoid their names being automatically entered into the system and charged in the following semester.

### **3.0 Residential College Application for Semester 2 Session 2022/2023**

- 3.1 Students staying at the residential college during the semester 1 session 2022/2023 will automatically be registered in the same college and room for the semester 2 session 2022/2023. Therefore, students are not required to make residential college applications.
- 3.2 Students who wish to apply to residential college for semester 2 sessions 2022 because there is no placement in semester 1 of 2022/2023, or a new student must apply via email to the college they want. The application's approval depends on the vacancy and the type of students.
- 3.3 Residential college information can be referred to in **Attachment I**.

### **4.0 Room Rental During Semester Break**

- 4.1 Students who wish to stay at the residential college during the semester break must fill in the **Room Rental Application Form During Semester Break**, which can be found at the college office or downloaded from the link <https://www.utm.my/hospitality/pelbagai-borang/>.
- 4.2 Payment for rental during holidays is in Debit Charge. Daily rental rates by room type are as in **Appendix II**.

### **5.0 Student Personal Belongings Storage Procedure**

- 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 who stay in the UTM residential college 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 I** for college contact information.
- 5.4 Students are required to 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 are reminded to bring home all essential documents or equipment, certificates, examination results, and valuable personal items. Any damage or loss of items stored in the store is under the student's responsibility.
- 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 reserves the right to **dispose** of all student items stored in the store and **abandoned within 1 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 Other Matters**

- 6.1 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.
- 6.2 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.
- 6.3 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.

**“Berkhidmat untuk Negara”**

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

## 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)	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	07-5531951
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 (PPBU)	ufhkolejperdana@utm.my	07-5536614

**LIST OF COLLEGES OFFERED AND RENTAL RATES  
FOR SEMESTER 2 SESSION 2022/2023**

College	Gender	Room Type	Room Rate/Day		
			Local Students	International Students	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
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		
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	RM6.00	RM12.00	RM12.00
		Double	RM4.00	RM10.00	RM8.00
Kolej Dato Onn Jaafar (KDOJ)	Male	Single	RM6.00	RM12.00	RM12.00