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Date : 3rd October 2021

NOTICE TO STUDENT NO. 3/2021

All Student

Universiti Teknologi Malaysia
81310 Johor Bahru
Johor

Assalamualaikum and Salam Sejahtera,

STUDENT RESIDENTIAL COLLEGE ACCOMMODATION ACADEMIC SESSION 2021/2022

The following are the guidelines for student residential college accommodation arrangements for the academic session 2021/2022 Semester 1

1. RESIDENTIAL COLLEGE APPLICATION FOR SEMESTER I SESSION 2021/2022

The Academic session for 2021/2022 semester 1 will start on 17th October 2021 (Sunday) until 26th February 2022 (Saturday). All matters related to the admission of students and also activities in campus are referred to the circulars issued by the Deputy Vice Chancellor (Academic & International) and the Deputy Vice Chancellor (Student Affairs). Please refer to the following procedures for residential college application.

1.1 Residential Colleges

UTM students will be placed at residential colleges according to their categories:

NO.	STUDENT CATEGORY	LOCAL	INTERNATIONAL
1	Undergraduate	On-Campus	Subject to room vacancies at residential colleges
2	Postgraduate	Subject to room vacancies at residential colleges	
3	Industrial Training	Stay on campus if the Industrial Training location is on UTM Campus	

1.2 UTM also provides facilities for the following categories of students to live on campus:

- 1.2.1 Kolej Tun Dr. Ismail is for PALAPES students. Students need to get a confirmation letter to verify their membership from the PALAPES headquarters.
- 1.2.2 Kolej Tuanku Canselor is for SUKSIS students. Students need to get a confirmation letter to verify their membership from the SUKSIS headquarters.
- 1.2.3 Application form for a student family housing can be obtained from Kolej Perdana Office.

1.3 Residential College Application Conditions

- 1.3.1 The applicant is an active student of Universiti Teknologi Malaysia.
- 1.3.2 Students are eligible for the facility as referred to the 7 categories stated in the Academic Circular No. 05/2021 dated 8th September 2021 from the Deputy Vice Chancellor (Academic & International).
- 1.3.3 Students have obtained a letter of approval to enter the campus from the Department of the Deputy Vice Chancellor (Student Affairs) or UTM International (refer to Student Circular No. 14/2021 dated 16 September 2021) from the Deputy Vice Chancellor (HEP).
- 1.3.4 Students have also fulfilled the following conditions:-
 - a) Received two (2) doses of Pfizer, AstraZeneca or Sinovac vaccine injection and have passed the period of effectiveness after vaccination (14 days); or
 - b) One (1) injection dose of Johnson & Johnson or Cansino type vaccine and has passed the period of effectiveness after vaccination (28 days); and
 - c) Low risk recorded in MySejahtera application.
- 1.3.5 Students undergoing industrial training in the UTM campus only.
- 1.3.6 International students who have just arrived from their countries must submit a letter confirming that they have undergone quarantine from NADMA.
- 1.3.7 International students staying in Malaysia must meet the requirements per items 1.3.1 to 1.3.6 as above.

1.4 Residential College Application Process for Local Undergraduate Students

- 1.4.1 Has fulfilled the conditions in item 1.3 as above
- 1.4.2 The application **approval is only valid 7 days** from the date of application and will be deleted from the system automatically after the 7th day.
- 1.4.3 Residential college applications are made through an online application at **<http://hostel.utm.my>** starting **5th October 2021** for the entire Semester I Session 2021/2022.
- 1.4.4 UTM ACID user ID and password are required to log into the system.
- 1.4.5 Application through a friend is not allowed.
- 1.4.6 Colleges that can be applied are as follows:-

NO.	COLLEGE NAME	GENDER	TYPE OF ROOM
1	Kolej Tun Fatimah (KTF)	Female only	Single or Double
2	Kolej Rahman Putra (KRP)	Male and Female	
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 9 Dan 10 (K9/10)		
9	Kolej Datin Seri Endon (KDSE)		

1.5 Residential College Application for Postgraduate Students and International Students

- 1.5.1 Has fulfilled the conditions in item 1.3 as above
- 1.5.2 Students send an application via email to the office of respected college (refer attachment I); or
- 1.5.3 Students walk in to college management office with required documents.
- 1.5.4 Colleges that can be applied are as follows:-

NO.	COLLEGE NAME	GENDER	TYPE OF ROOM
1	Kolej Rahman Putra (KRP)	Male	Single with attached bathroom
2	Kolej Tun Dr. Ismail (KTDI)		
3	Kolej Dato Onn Jaafar		Single
4	Kolej Tun Fatimah (KTF)	Female	Single with attached bathroom
5	Kolej Tun Hussein Onn (KTHO)		
6	Kolej Datin Seri Endon (KDSE)		Single

1.6 Admission To Residential Colleges and Collection of The Room Key

Documents required for college check in are as follows:

- 1.6.1 Letter of permission to enter the campus from the DVC of Student Affairs Department (HEP).
- 1.6.2 Covid-19 Assessment form from UTM Health Center (PKU) stating the student has undergone Covid-19 test screening and is confirmed negative and asymptomatic.
- 1.6.3 Students must show an offer letter from the college applied. Students may download the approval letter from the hostel.utm.my.
- 1.6.4 The determination of rental rooms and blocks will be determined by the college management.
- 1.6.5 Students who still have their items in the previous rented room and would like to stay in the same room must first refer to the residential college. If the previous block or room is not included in the planned and designated accommodation location, they need to move to the provided block only. This is for the purpose of security control and sustainability of energy resource use.
- 1.6.6 Students need to fill in a length **of stay form**. Students who do not fill in the form will be charged from the date of check in until the end of Semester I Session 2021/2022.
- 1.6.7 Room rental rate per day is according to the type of room as in **Appendix II**. Students are advised to choose the appropriate room and according to their comfort and study needs.
- 1.6.8 Students must fill in the room **inventory form** and return it to the residential college according to the prescribed period. Failure to return the form is considered that all equipment in the room is good and complete. All damage after the expiry date of the form submission period will be counted under the student's responsibility.

1.7 Instructions to stay at Block S47, Kolej Tuanku Canselor

Students residing at Blok S47 Kolej Tuanku Canselor (except for those under close-contact category declared by PKU) will be charged RM10 for the first day and RM6 for the subsequent days.

2 RESIDENTIAL COLLEGE CHECK-OUT PROCEDURES

2.1 Application to Enter the Campus for the Purpose of Picking-up-goods in the Store, Emptying the Room and Checking Out.

- 2.1.1 Students must meet the conditions stated in item 1.3.4
- 2.1.2 Students apply through the UTMSmart application starting **5th October 2021**.
- 2.1.3 Students who received the approval will be given the date and time to attend the college and need to confirm the date and time with the respective residential colleges (refer **attachment I**).
- 2.1.4 Students must **comply with the time and date** given by the college management to ensure the safety of all students on campus.
- 2.1.5 Students are **prohibited** from going to other locations, meeting, visiting or going to other students' rooms.
- 2.1.6 Once the collection of items in the room is done, students need to fill in the **"Room Check Out and Vacant Form"** and return the keys to the residential college office.
- 2.1.7 Room keys must be returned in perfect and complete condition. Incomplete, lost or damaged keys will be charged as damages or a fine of RM25.00/RM50.00 depending on the type of key.
- 2.1.8 Students must immediately leave the campus immediately after they have picked up all their items.

2.2 Room Check-Out Procedure for students who are stranded at their hometown and holding the room key.

- 2.2.1 Students who are unable to return to campus but failed to vacate the room and hold the room keys are required to **vacate their room and return the keys before 15th November 2021**.
- 2.2.2 Students may appoint their **close friends or family members to vacate the room** and return their keys by filling out the representation form available at <https://www.utm.my/hospitality> and email the form to the residential college.
- 2.2.3 **If a student fails to vacate their room after 15th November 2021**, the accommodation charge imposed to their account according to the room type and will be charged starting from **16th November 2021**.

2.3 Room Check-Out Procedure, Room Cleanliness and Security of Private Property.

During the process of vacating the room, students are advised to ensure the following:-

- 2.3.1 Rooms are vacated in a clean condition.
- 2.3.2 The existing furniture is in good condition and in the original arrangement.
- 2.3.3 All switches have been turned off.
- 2.3.4 Lock all the room windows and doors.
- 2.3.5 Charges will be imposed for any damage/loss of furniture or equipment due to the student's own negligence and a cleaning charge will be imposed if the student fails to clean the room and leaves the room in dirty condition.

2.4 Student Personal Belongings Storage Procedure

Rooms are not allowed to be used as storage stores. However, the residential college provides storage facilities for students who have fulfilled the following conditions:-

- 2.4.1 There is no charge for items kept in the store.
- 2.4.2 Attend the residential college management office to make an appointment for using the storage facilities to ensure the location of the store is empty and nearby to the students room.
- 2.4.3 Items that are not allowed to be kept in the store are as follows :-
 - a. Valuable goods or items
 - b. Any equipments that will be used immediately
 - c. Essential goods or equipment
 - d. Perishable goods or Items
 - e. Items such as documents / certificates / examination slips, books, clothes, laptops, etc. that are considered valuable
- 2.4.4 Using boxes to store the items. Only two (2) boxes are allowed for each student.
- 2.4.5 Ensure that all boxes or items stored in the store are marked with student details such as full name, block and matrix number to prevent loss and must be placed in a designated location.
- 2.4.6 College management office will not be liable for any loss or damage to goods/equipment/documents stored in the storage store.
- 2.4.7 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.

- 2.4.8 **The college management office reserves the right to dispose** all student items or belongings stored in the store and abandoned within 1 year. No claim can be made to the college management.
- 2.4.9 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.

3 OTHER MATTERS

- 3.1 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 imposed. Disciplinary action may be taken against the students.
- 3.2 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.
- 3.3 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.

It is hoped that all students could take note of the college application process and others related procedure mentioned above for Semester I Session 2021/2022 and make use of the existing accommodation facilities on campus.

Thank you.

“Wawasan Kemakmuran Bersama 2030”

“Berkhidmat untuk Negara”

I, who uphold the trust,



ASSOC. PROF. SR DR. MAIMUNAH BINTI SAPRI
Chairman
Business Management Division (BMD)
Department Of Deputy Vice-Chancellor (Development)
UTM Johor Bahru

- s.k - Deputy Vice-Chancellor (Development)
- Deputy Vice-Chancellor (Student Affairs)
- Deputy Vice-Chancellor (Academic and International)
- Director, 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	07-5532593
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)	pejabatkoleiperdana@utm.my	07-5536609
8	Kolej 9 dan 10 (K9&K10)	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

ROOM RATE BY RESIDENTIAL COLLEGE SESSION 2021/2022

COLLEGE	ROOM TYPE	ROOM RATE PER DAY	
		LOCAL STUDENT	INTERNATIONAL STUDENT
Kolej Rahman Putra	Single with attached bathroom	RM 8.00	RM20.00
	Single	RM 6.00	
	Double	RM 4.00	
Kolej Tun Fatimah	Single with attached bathroom (A/C)	RM 30.00	RM30.00
	Single with attached bathroom	RM 8.00	RM20.00
	Single	RM 6.00	
	Double	RM 4.00	
Kolej Tun Razak	Single with attached bathroom	RM 8.00	RM20.00
	Single	RM 6.00	
	Double	RM 4.00	
Kolej Tun Hussien Onn	Single with attached bathroom	RM 8.00	
	Single	RM 6.00	
	Double	RM 4.00	
Kolej Tun Dr Ismail	Single with attached bathroom (A/C)	RM 30.00	RM30.00
	Single with attached bathroom	RM 8.00	RM20.00
	Single	RM 6.00	RM15.00
	Double with attached bathroom (A/C)	RM25.00	RM25.00
	Extra Double	RM 5.00	
	Double	RM 4.00	
Kolej Tuanku Canselor	Single	RM 6.00	
	Double	RM 4.00	
Kolej Perdana	Single	RM 6.00	
	Double	RM 4.00	
Kolej 9 & 10	Single	RM 6.00	
	Double	RM 4.00	
Kolej Datin Seri Endon	Single	RM 6.00	RM12.00
	Double	RM 4.00	
Kolej Dato Onn Jaafar	Single	RM 6.00	RM12.00