



Our Reference : UTM.J.17.03.04.01/10.12/22 (25)

Date : 29 June 2022

NOTICE TO STUDENT NO. 5/2022

All Students

Universiti Teknologi Malaysia

81310 Johor Bahru

Johor

Assalamualaikum and Salam Sejahtera,

STUDENT RESIDENTIAL COLLEGE ACCOMMODATION DURING SEMESTER BREAK FOR SEMESTER 2 SESSION 2021/2022

We are pleased to inform you that the Semester 2 Session 2021/2022 holiday will begin on 29 July 2022 to 15 October 2022. The guidelines regarding residential college accommodation during 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) Damages to the furniture or equipment caused by negligence, or a dirty room will be charged to students.

2.0 Student Personal Belongings Storage Procedure

- 2.1 There is **no charge** for items kept in the store.
- 2.2 The store is only for students who stay in the UTM residential college only.
- 2.3 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.
- 2.4 Students are required to write names and blocks for stored items. Students have to use boxes to facilitate the arrangement of items.
- 2.5 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.
- 2.6 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.
- 2.7 The college shall not be liable for any loss, loss, or damage to all goods in the store.
- 2.8 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.
- 2.9 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.
- 2.10 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.

3.0 Returning Keys

- 3.1 Students must return their room keys to the college office by **29 July 2022 before 5.00 pm.**
- 3.2 Students must complete the check-out form and sign the key returning book available at the college office.
- 3.3 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".
- 3.4 The key returning process is to ensure that students are not subject to extra room rental charges.
- 3.5 Students who fail to return the keys will be fined and have to pay rent according to the room type until they return the keys.
- 3.6 **Lost/damaged room keys** can be **penalized from RM25.00 to RM50.00**, depending on the key's original price.
- 3.7 Fines with specific rates will be charged if there is damaged/lost furniture/equipment due to student negligence.

4.0 Room Rental During Semester Break

- 4.1 Students who wish to stay at a residential college during the holidays, whether studying Semester 3 Session 2021/2022, undergoing industrial training, or for any other reasons allowed by the University, can make a rental at a residential college as follows:

No.	College	Gender	Room Type
1	Kolej Dato Onn Jaafar (KDOJ)	Male	Single
2	Kolej Tun Fatimah (KTF)	Female	Single or double
3	Kolej Rahman Putra (KRP)	Male and Female	
4	Kolej Tun Razak (KTR)		
5	Kolej Tun Hussein Onn (KTHO)		
6	Kolej Tun Dr. Ismail (KTDI)		
7	Kolej Tuanku Canselor (KTC)		

- 4.2 Students who do not stay at a residential college in the next semester, including students who will graduate, can only rent during the holidays until **27 August 2022**.
- 4.3 Students must fill in the **Room Rental During Semester Break Application Form**, which is available at the college office or can be downloaded at <https://www.utm.my/hospitality/pelbagai-borang/>.
- 4.4 The college management will determine the details for rooms and blocks.
- 4.5 Payment for rental during holidays is in cash. Payment by Debit Charge is subject to the approval of the college. Daily rental rates by room type are as in **Appendix II**.
- 4.6 Students must vacate the rooms by **25 September 2022** to facilitate the cleaning and maintenance process of the residential college.
- 4.7 Bus services are unavailable during semester breaks, and food options are only available in certain arcades.

5.0 Room Vacating for Furniture Exchange Process and Room Maintenance Work

- 5.1 Students in block/college involved in the furniture exchange process and room maintenance work **must** vacate the room and return the room key to the college office by **29 July 2022**. The block/college involved are as follows the following:

No.	College	Block
1	Kolej Rahman Putra (KRP)	G05, G06, G07 and G08
2	Kolej Tun Fatimah (KTF)	H02, H03, H04 and H05
3	Kolej Perdana (KP)	All blocks
4	Kolej 9&10	All blocks
5	Kolej Datin Seri Endon (KDSE)	All blocks

5.2 Students are **not allowed to rent** in the block/college involved, as stated in Item 5.1. However, students are permitted to store items in the store provided by the college.

5.3 Students are not allowed to leave items in the room. The college reserves the right to dispose of it, and students can take no claim.

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.

“Wawasan Kemakmuran Bersama 2030”

“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

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

ROOM RATE BY RESIDENTIAL COLLEGE SEMESTER 2 SESSION 2021/2022

College	Room Type	Room Rate / Day	
		Local	International
Kolej Rahman Putra (KRP)	Single with attached bathroom	RM 8.00	RM20.00
	Single	RM 6.00	RM15.00
	Double	RM 4.00	RM12.00
Kolej Tun Fatimah (KTF)	Single (Executive)	RM 30.00	RM30.00
	Single with attached bathroom	RM 8.00	RM20.00
	Single	RM 6.00	RM15.00
	Double	RM 4.00	RM12.00
Kolej Tun Razak (KTR)	Single	RM 6.00	RM15.00
	Double	RM 4.00	RM12.00
Kolej Tun Hussein Onn (KTHO)	Single with attached bathroom	RM 8.00	RM20.00
	Single	RM 6.00	RM15.00
	Double	RM 4.00	RM12.00
Kolej Tun Dr Ismail (KTDI)	Single (Executive)	RM 40.00	RM40.00
	Single with attached bathroom	RM 8.00	RM20.00
	Single	RM 6.00	RM15.00
	Double (Executive)	RM 25.00	RM25.00
	Double (Block MA)	RM 5.00	RM12.00
	Double	RM 4.00	
Kolej Tuanku Canselor (KTC)	Single	RM 6.00	RM15.00
	Double	RM 4.00	RM12.00
Kolej Dato Onn Jaafar (KDOJ)	Single	RM 6.00	RM12.00