

# Residence Rules & Regulations

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## Preface

The Student Accommodation Rules and Regulation of Universiti Tenaga Nasional 1999, [Amendment 2010] were designed with the following objectives:

- a) To be a guide to all residents residing at the accommodation provided by UNITEN pertaining to proper conduct while staying on-campus as well as to explain disciplinary action that shall be taken against them should residents violate the rules and regulations as stated.
- b) To develop a community that is disciplined, considerate, of good moral values and character as well as respectful of one another.

## 1. Usage

- a) These rules and regulations are in place for every Resident during the entire duration of the Resident's stay at any Apartment facility provided by UNITEN.
- b) Any violation or infringement of the said rules and regulations will result in disciplinary action taken against the resident, including but not limited to eviction of the Resident from the Apartment.

## 2. Definitions

The following is an evaluation of the rules and regulations, except when the context requires a different interpretation:

- a) "Accommodation Executive" refers to the Executive responsible for the management of the respective Accommodation Block operated by UNITEN.
- b) "Accommodation Supervisor" refers to UNITEN's officer who is assigned to supervise the Apartment.
- c) "Accommodation Unit" refers to the administrative unit in the Student Affairs Centre of UNITEN, which manages and is responsible for the affairs and operation of the Apartment.
- d) "Administrative Officer (Accommodation)" refers to the Manager responsible for the management of all student accommodation facilities operated by UNITEN.
- e) "Apartment" refers to accommodation units and all facilities provided and managed by UNITEN for student residing on campus.
- f) "Director of Student Affairs" refers to the head of the Student Affairs Centre, being the management representative responsible for the overall management of all student accommodation facilities operated by UNITEN.

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- g) “Drugs” means any drug or substance which is comprised in the First Schedule of the Dangerous Drugs Ordinance, 1972
- h) “Principal” and “Fellow” refers to any staff of UNITEN who is assigned to the duties at the Apartment and in general is responsible for a specified Accommodation Block.
- i) “Resident” refers to any student who is officially registered to stay at UNITEN’s Student Accommodation.
- j) “Security” refers to UNITEN’s security personnel or any security personnel duly authorized by UNITEN.
- k) “Student” refers to any person who is officially enrolled in any program conducted by UNITEN.
- l) “UNITEN” means Universiti Tenaga Nasional, a private university with MSC status, and registered under the Private Higher Educational Institution Act 1996 and having its registered address and main campus at Jalan IKRAM-UNITEN, 43000 Kajang, Selangor and a branch campus at Sultan Haji Ahmad Shah Campus, 26700 Bandar Muadzam Shah, Pahang.
- m) “Visitor” means any student, family member, acquaintance or any individual who is not a Resident or a Resident or another Apartment.

### **3. Placement**

- a) The selection of candidates to reside in the Apartment is determined by UNITEN. The provision of the said facility is a convenience provided by UNITEN and is not as a right.
- b) Residents SHALL NOT be allowed to change room/apartment EXCEPT with a written permission from the Accommodation Executive, whose decision shall be final.

### **4. Registration**

- a) An application to reside in campus is made on-line during subject pre-registration of the following semester for existing students.
- b) Check-in into the apartment is allowed after payment is made. Check-in is permissible during the first week of the semester ONLY. Failure to check-in during permissible period will be treat as not interested and cancellation procedure will be taken.
- c) Application to reside in campus during semester break due to Industrial Training, extra lectures, etc. shall be made one (1) month in advance.

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- d) UNITEN has the right to rescind on the accommodation offer made based on UNITEN's interests or any reasons to preserve and maintain the harmony of the residents.

### 5. Financial Regulations

- a) The payment for accommodation fees shall be made to UNITEN's Finance Department.
- b) Payment of the Accommodation Fees shall be made in full for one (1) semester or on a monthly basis on the 1<sup>st</sup> of every month of the entire rental duration.
- c) **A Resident who has registered to stay in the student apartment for a particular Semester and intends to leave the Apartment in the midst of a semester for any reason whatsoever shall be liable for the full rental of the apartment fees.**
- d) **A Resident shall pay all and any unpaid balance by the dateline stipulated by the University. Failure to do so shall result in the Resident's account/status with the Finance Department be blocked and the natural consequences of which shall follow, including but not limited to blocking of the results from being released, blocking of examination tickets/slip from being released, unable to obtain graduation ticket, etc.**
- e) **UNITEN reserves the right to revise the current rates from time to time by giving one month's notice in writing to the Residents.**

### 6. Conduct

- a) Resident shall adhere to all UNITEN's rules and regulations as well as to national laws.
- b) Resident shall behave well and responsibly in line with the situation around them :
  - 1. Residents are expected to display behavior, becoming of young men and young ladies that is acceptable and conforms to the Malaysian custom.
  - 2. Residents, as students of UNITEN, are expected to carry themselves in a respectable manner. Unbecoming conduct that may embarrass or cause inconvenience to other Residents are totally unacceptable.

### 7. Furniture, fixtures and fittings

- a) Resident shall verify the list of furniture found in every apartment unit or room upon entering the apartment or room.
- b) A fine shall be imposed to all Residents in the event of any damages, loss or vandalism to the apartment unit which they reside in, including but not limited to the furniture and appliances therein, being property of the University. If the said damages, loss or vandalism occurs in an

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individual room in the apartment unit, the student residing in that particular room will be held liable.

- c) All students residing in the apartment are responsible for their rooms individually as well as for the apartment unit as a whole, including the kitchen, bathrooms, lounge area etc, wherein the same shall be kept clean and tidy at all times
- d) Any item in the apartment and other common areas (e.g. TV room, Prayer room) cannot be removed without the permission of the Accommodation Unit. Items located for use in one room shall not be taken or shifted to another room.
- e) Residents are responsible for caring and maintaining the cleanliness of their own accommodation unit. It's a mandatory for each apartment to have cleaning utensils to clean their apartment.
- f) For security purposes students are advice to lock all doors in the accommodation unit at all time, for the protection of their own property and that of their roommates and housemates. It is the responsibility of the Resident to ensure that room door and main entrance door to the Apartment is locked after entering or leaving the Apartment.
- g) In the event of any damage/malfunction, residents shall immediately report to the Accommodation Office/Fellow to avoid any mishap.
- h) Electrical appliances which are not listed in Appendix A shall not be permitted to be used in the apartment. Fine or compensation fee shall be imposed on the resident violating the rule.
- i) Residents are not allowed to make or do any illegal wiring / network connection in the apartment. Residents shall be fined for any illegal wiring / damage caused by so doing.
- j) Residents are not allowed to attach fixtures that would deface the ceilings, walls, wardrobe, desks etc in the Apartment and/or rooms. If such fixtures are installed and marks are left behind when such fixtures are removed, the Resident would be charged for destruction to property of UNITEN, pursuant to the Student's Code of Conduct. The costs to restore the Apartment and/or room will be borne by the Resident responsible for the same.
- k) Any damage caused intentionally or due to negligence of the Resident, to the fixtures, fittings, appliances or any items placed in the Apartment shall be reimbursed by the Resident.
- l) Keeping pets is prohibited in all areas of the apartment. Pets shall be confiscated immediately without further notice and a fine shall be imposed on the owner.

### **8. Vacating the Student Accommodation Facility.**

- a) Upon the expiration of the accommodation period, residents shall vacate their rooms unless they receive permission to extend their stay from the Accommodation Unit.

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- b) Residents of the apartment need to clean and remove ALL belongings from the apartment before checking-out. Failure to do so shall incur penalty to the residents.
- c) Before vacating the room, all electrical switches and water faucets must be turned off. All doors and windows must be locked safely.
- d) **A Resident is given two types of keys upon checking-in, namely one entrance key (access card updated) and one room key. Both keys shall be returned personally by the residents to the respective Accommodation Office within the allocated timeframe (access card to be check out in the system).**
- e) Unreturned keys shall be considered lost and the residents shall be blacklisted and fined.

### 9. Visitors

- a) Only Residents who have completed the accommodation registration for that particular semester and who have paid the applicable rent are allowed to stay in the Apartment. If a Visitor is found staying in the Apartment, **action will be taken against the Resident of the room/Apartment unit and the Visitor.**
- b) Visitors of the opposite gender including parents, family members, relatives and friends are STRICTLY PROHIBITED from entering the Apartment of another Resident at any time within or after the specified visiting hours.
- c) Visitors are not allowed to enter the apartment after 10.30 pm It shall be the duty of the Resident to inform his/her Visitor of the visiting hours and that he/she shall leave the Apartment before 10.30pm. Residents found to be in the company of their Visitors in or around the vicinity of the Apartment after 10.30pm without the prior consent of the Accommodation Executive shall be evicted immediately.

### 10. Curfew Hours

- a) Official curfew hours shall be between 12.00 midnight until 6.00 am every day.
- b) In cases of emergency (e.g. critical illness and death cases of the immediate family), residents shall obtain permission from the Principal to leave the apartment between 12.00 midnight to 6.00 am in the morning.
- c) Upon entering the campus between 12.00 midnight to 6.00 am in the morning, residents shall report to the security on duty at the main gate as well as at the Accommodation Block.

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## **11. Putting up Stickers, Posters etc.**

- a) Notices, statements and announcements can be put up at the notice boards after permission is obtained from the Accommodation Unit. The Accommodation Unit has the right to deny permission for inappropriate notices.
- b) All notices put up at the notice boards must be removed after the announcement period has expired.
- c) Residents are not allowed to stick, pin or hang any posters, picture or writing anywhere except at the notice boards provided by UNITEN.

## **12. Loss, Theft and Damages of Resident's personal belonging**

- a) Resident of the Apartment is responsible for his/her own belongings. All doors, cupboards and drawers must be locked as a precaution of the Resident's personal belongings.
- b) UNITEN shall not under any circumstances be held liable for any loss, theft or damage to any personal belongings of a Resident or a Visitor and for any personal injuries suffered by the Resident and/or his/her Visitor howsoever caused. No compensation whatsoever will be paid to any Resident and/or Visitor in such cases.
- c) Notwithstanding the above, a Resident shall immediately lodge a report to the Accommodation Office (during office hours) or a Fellow/Principal (after office hours) of such loss, theft or damage.
- d) Resident of the Accommodation facility is not allowed to act upon anyone suspected of losses, theft or damages.
- e) Residents are solely responsible for the Apartment keys given to them upon checking-in. Residents are not allowed in any circumstances to part with the said keys or to make any duplication of the said keys. Should there be any lost / damage to the keys, immediate report must be made to the Accommodation Officer for further action.

## **13. Care of the Student Accommodation facility.**

- a) No item shall be placed outside the accommodation unit (e.g: Shoes, doormats, dustbin, etc.). All items shall be arranged properly inside the accommodation unit.
- b) All amenities provided at the Accommodation facility (e.g: those in the TV Room, Prayer Room, Laundry Room, Meeting Room, Guess Room, etc) shall be used carefully and responsibly
- c) All fans, lights and electrical appliances must be switched off when not in use.

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### 14. Cooking

- (a) Tenants of the Student Accommodation facility are permitted to cook in their accommodation unit using cooking utensils allowed by the Accommodation Unit as pasted in every apartment.
- a) The Apartment is designated as a “Halal” area. Hence, only Halal food and drinks can be brought into the Apartment. Non-halal food or drinks items found in an Apartment shall be confiscated and disposed off with no compensation whatsoever to the Resident involved.
- (b) Tenants of the Student Accommodation facility are not allowed to bring into the Student Accommodation facility any strong smelling food/drink which may cause unpleasant smells.
- (c) All leftover food must be packed in plastic, tied properly and thrown into rubbish bins provided.
- (d) Tenants are allowed to bring in outside food which does not violate any of the above restrictions.

### 15. Laundry

- (a) Dirty clothes cannot be soaked in the sink or pails or set aside until they stink.
- (b) Clothes should also not be left in piles anywhere. They must be washed immediately and hung at the place provided.
- (c) Clothes cannot be hung or placed on windows, corridors or any other place except at the clothes line provided or dried in dryers.

### 16. Parking

- (a) UNITEN does not guarantee a parking space for every student staying at the Accommodation facility or anywhere on campus.
- (b) Tenants of the Student Accommodation facility are not allowed to park their cars anywhere they like except at designated parking areas to prevent traffic congestion and obstructing other people.
- (c) UNITEN has the right to tow, clamp or take any such action against any vehicle parked at non-designated parking areas.

### 17. Conserving Energy

- (a) Tenants of the Student Accommodation facility should conserve water and electricity and maintain all amenities provided at the Student Accommodation facility in good condition.

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## 18. Surroundings

- (a) Tenants of the Student Accommodation facility are not allowed to dirty the surrounding area by discarding rubbish as they please or by any other way. Rubbish must be thrown into rubbish bins provided.
- (b) Tenants of the Student Accommodation facility are encouraged to participate in any efforts to clean or beautify the area surrounding the Accommodation facility.

## ACT OF PROPER CONDUCT

## 19. Proper Conduct.

- a) Resident shall not prevent or stop any authorized personnel from performing his/her duties, from entering any room or accommodation unit at any time for purposes of carrying out an inspection and/or spot check on the Apartment, without having to give prior notice to the Resident. Residents whose standard of housekeeping is not acceptable will be asked to rectify the situation. Should there be no improvement, the Apartment and/or room concerned will be cleaned by the cleaning staff and all charges incurred thereby shall be billed to the Residents occupying the said Apartment and/or room, as the case may be. Housekeeping standard shall be that of the Accommodation Executive whose decision shall be final.
- b) Handymen, contractors and/or any authorized personnel and/or agent of UNITEN may enter the Apartment and/or room when necessary, in the course of their duty under the directive of the Accommodation Executive. If necessary, UNITEN reserves the right to move a Resident to another Apartment and/or room, temporarily or permanently.
- c) Residents are expected to pay for the costs involved in cleaning, repairing or re-painting of their Apartment and/or room if the same is not maintained in the condition it was in, in the beginning upon check-in, except for normal wear and tear.
- d) No nails, screws or any form of additional fixtures or fittings are allowed on the walls, doors, furniture etc of the Apartment and/or room, including the use of double sided tapes.
- e) Residents are strictly not allowed to :
  - i. Possess, or use any kind of weapon or items considered dangerous and which can be used to cause injuries or bodily harm;
  - ii. Steal / misappropriate any property belonging to UNITEN or any other parties;
  - iii. Carry out any act of vandalism e.g: damaging / misusing accommodation amenities, fire extinguisher, fire alarm, lifts, etc). Costs incurred by UNITEN in making good any item so vandalized will be charged to the Resident;
  - iv. Possess, consume or distribute prohibited Drugs;
  - v. Possess or consume alcoholic beverages;

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- vi. Engage in any form of sexual harassment / unlawful sexual behavior;
- vii. View, possess or disseminate any form of pornographic material (e.g: words, pictures, figures, etc.);
- viii. Perform any act that can cause a fire;
- ix. Fight or commit any sort of physical violence;
- x. Gamble;
- xi. Smoke cigarettes or Syisha (Serious Offence);
- xii. Enter any restricted areas;
- xiii. Make any action / remarks that can incite any religious, cultural, ethnic conflict, etc;
- xiv. Perform any acts that negatively affect the physical environment or harmony of the Residents within the Apartment or UNITEN campus in general;
- xv. Turn his/her apartment into any kind of business premise;
- xvi. Hold parties or social gatherings in the Apartment without the prior consent of the Accommodation Unit;
- xvii. Make excessive noise or play loud music / television at any time of the day. Due consideration must be accorded to other neighboring Residents;
- xviii. Play ball games, roller blades, skates or any activities in a place that is likely cause injury to the Resident personally or to other Residents;
- xix. Carry out / commit any activities deemed illegal in the eyes of the law;

The Vice Chancellor or his representative, can from time to time, provide oral or written instructions deemed necessary or appropriate to preserve the peace and discipline of the Student Accommodation facility to students staying at the said facility. Students staying at the Student Accommodation facility must obey and carry out such instructions. Any refusal or failure to carry out these instructions can result in disciplinary action.

### **20. Fine or Compensation**

- (a) Tenants of the Student Accommodation facility are responsible for all equipment in their room and at the premises of the Student Accommodation facility.
- (b) Any damage or loss of equipment or property of the facility must be reported to the Accommodation Supervisor's office immediately.
- (c) Damage or loss due to carelessness by residents of the Student Accommodation facility incurring a fine or compensation fee shall be made against the group of students staying at the facility should the person responsible for the loss or damage cannot be found.
- (d) Type and rate of fine or compensation are pasted in the apartment.

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## 21. Hygiene and Personal Grooming

- (a) Every tenants of the Student Accommodation facility must be dressed in decent, neat and clean clothes which are appropriate when they are inside or outside the accommodation unit or anywhere else on campus.
- (b) Personal grooming must be decent, appropriate and according to the guide provided by UNITEN's Students' Code of Conduct.

## 22. Disciplinary Action

- (a) UNITEN has the authority to take disciplinary action against any student staying at the Student Accommodation facility violating any of UNITEN's rules and regulations of Accommodation. Any punishment meted out will be according to the rate specified. For serious cases, the student staying at the Accommodation facility can be evicted immediately.
- (b) If Residents are evicted due to a serious violation of this Rules or pursuant to the Student's Code of Conduct, that Resident is still liable to pay the rent for the entire semester he or she is in at that material time.

## 23. Penalty / Fine

- a) A Resident found to be in violation of any of the provision of this Rules and Regulation shall be subjected to any action the Director of Student Affairs may deem fit and proper depending on the circumstances and seriousness of the case. Notwithstanding that, penalty at the rates specified in Annexure A hereto may be imposed over and above any action that is taken pursuant to the Student's Code of Conduct.
- b) The Director of Student Affairs shall also have the authority to evict a Resident from the Apartment he/she is residing in, if the situation calls for such action to be taken. In such situation, the decision of the Director of Student Affairs shall be final, binding and conclusive.

## MISCELLANEOUS

## 24. Emergencies

- (a) In the event of an emergency, any tenants of the Student Accommodation facility who is the first to become aware of the emergency, must activate the Emergency Alarm and inform other students nearby or contact Security immediately.
- (b) Tenants of the Student Accommodation facility must leave their room immediately in an organized manner and gather at a open space.

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- (c) The Management of UNITEN will from time to time, conduct an Emergency Drill for all tenants staying at the Student Accommodation facility. It is compulsory for all tenants of the Student Accommodation facility to participate in these drills as instructed by relevant UNITEN officials.
- (d) In case of any medical emergencies, tenants must contact the Resident Fellow or Resident Counselor.

### **25. Co-curriculum Activities**

- (a) Tenants of the Student Accommodation facility are encouraged to participate in intra co-curriculum activities such as sports, cultural, volunteer work, spring cleaning etc.
- (b) Residents are responsible for planning these co-curriculum activities when appropriate.

### **26. Revision of Rules and Regulations**

- a) UNITEN reserves the right to revise this Rules and Regulations from time to time and will keep all Residents informed of such change in the form of memorandum or notices posted on the Notice Board.
- b) All Residents residing at any Apartment under the purview of this institution is governed by this Rules and Regulation and further by the Student's Code of Conduct

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### RATE OF PENALTY / FINE

#### ❖ Failure to Clean

Item	Rate of fine / Compensation
a. Floor	RM10
b. Wall	RM10
c. Door	RM10
d. Cupboard/ Desk/ Bed	RM10
e. Mirror / Window	RM10
f. Kitchen cabinets	RM10
g. Sink	RM10
h. Rubbish bin	RM10

#### ❖ Damage

Item	Rate of fine / Compensation
▪ Curtains	RM100/piece
▪ Mattress	RM300
▪ Bed / Cupboard / Chair / Desk	RM100
▪ Faucet / Shower head	RM20
▪ Cushion	RM40
▪ Cushion cover	RM20
▪ Long settee	RM300
▪ Single settee	RM200
▪ Settee table ( large )	RM100
▪ Settee table ( small )	RM80
▪ Mirror	RM50
▪ Door glass / Window	RM200
▪ Sink / Toilet Bowl	RM300
▪ Sliding door	RM300
▪ Air Conditioner	RM1500
▪ Air Conditioner remote	RM150
▪ Water heater	RM700
▪ Fridge	RM1000
▪ Digital door lock set	RM1500
▪ Dining table	RM1000
▪ Dining chair	RM200
▪ Study table set in premium room	RM1000

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▪ Study table chair in premium room	RM200
▪ Study table in deluxe room	RM500
▪ Study table chair in deluxe room	RM200
▪ Mirror in premium room	RM200
▪ Bed in premium room	RM1000
▪ Bed in deluxe room	RM800
▪ Cupboard in premium room	RM1000
▪ Cupboard in deluxe room	RM700
▪ New sofa in superior unit	RM1500
▪ New sofa in premium & deluxe unit	RM1000
▪ New coffee table	RM300

### ❖ Violation of the Rules and Regulations of Accommodation

Item	Rate of Fine / Compensation
▪ Loss of card/ keys and tag	RM30
▪ Loss of key	RM7
▪ Loss of tag only	RM13
▪ Changing room without permission	RM50
▪ Allowing squatters in room	RM50
▪ Nailing or sticking posters in restricted areas	RM10
▪ Not switching off the light / fan/ faucet when not in the room/ apartment	RM10
▪ Hanging clothes at restricted areas	RM20
▪ Misusing of common facilities provided in the apartment for all	RM50
▪ Duplicating keys	RM50
▪ Wearing indecent clothes outside room	RM50
▪ Misusing fire prevention equipment	RM50
▪ Removing notice boards	RM100
▪ Keeping pets	RM100
▪ Bringing guests into the room or the students accommodation unit	RM50
▪ Hanging clothes along the corridor	RM50
▪ Dirtying & damaging the apartment wall/ ceiling	RM300 per wall/ ceiling
▪ Dirtying the sofa, dining table and coffee table	RM100 per unit
▪ Smoking	RM250

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### ❖ Damage of network point

Item	Rate of Fine / Compensation
▪ Cable	RM200
▪ Faceplate Module	RM30
▪ Faceplate	RM25

### ❖ Damage of electric meter

Item	Rate of Fine / Compensation
▪ Prepaid card	RM20
▪ Meter	RM400

### ❖ Prohibited items to all residents

Item	Rate of Fine / Compensation
▪ Gas stove/ portable stove with gas cylinder	RM300
▪ Air Conditioner (applicable for Deluxe & Superior Room)	RM300
▪ The Management reserves the right to take necessary action it deems fit in the event that items found does not confirm to safety standard.	RM50 - RM300

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*For Office Use*

## ACKNOWLEDGMENT

Name : \_\_\_\_\_

NRIC/Passport : \_\_\_\_\_

Student ID : \_\_\_\_\_

Intake/Program : \_\_\_\_\_

Apartment /Room No. : \_\_\_\_\_

**I confirm that I have read the contents of this basic terms and conditions and acknowledge that I agree to abide by the Residence Rules and Regulations. I fully understand and agree that disciplinary action can be taken upon me. I hereby acknowledge that (1) bedroom key has been given to me and that I shall be responsible for the proper use of the facilities provided as per governed by the Residence Rules and Regulations.**

**I hereby also agree to return the bedroom keys to the respective accommodation office within the allocated time frame.**

Signature Of Student:

Date: